



City and Borough of Wrangell  
Budget Work Session - Borough Assembly Meeting  
AGENDA

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Wednesday, April 20, 2022  
5:30 PM

Location: Borough Assembly Chambers

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PERSONS TO BE HEARD**

**4. WORK SESSION**

a. FY 2022/2023 Borough GENERAL FUND Budget (Draft)

**5. ADJOURNMENT**

# CITY & BOROUGH OF WRANGELL, ALASKA

ADOPTED ANNUAL BUDGET  
*FISCAL YEAR 2023*

*Vince Photography*

## **ACKNOWLEDGEMENTS**

### **MAYOR & ASSEMBLY:**

Stephen Prysunka, *Mayor*

Patty, Gilbert, *Vice Mayor*

Bob Dalrymple, *Assembly Member*

Ryan Howe, *Assembly Member*

Anne Morrison, *Assembly Member*

David Powell, *Assembly Member*

Jim DeBord, *Assembly Member*

### **On behalf of:**

Jeffrey Good, *Borough Manager*

This budget was prepared by the City & Borough of Wrangell's Finance Department with assistance from the professional management team, including:

Mason Villarma, *Finance Director*

Carol Rushmore, *Economic Development Director*

Kim Lane, *Borough Clerk*

Tim Bunes, *Fire Chief*

Tom Radke, *Chief of Police*

Amber Al-Haddad, *Director of Capital Facilities*

Tom Wetor, *Director of Public Works*

Margaret Villarma, *Library Director*

Cyni Crary, *Nolan Center Director*

Kathleen Thomas, *Director of Parks & Recreation*

Rod Rhoades, *Electrical Superintendent*

Steve Miller, *Harbormaster*



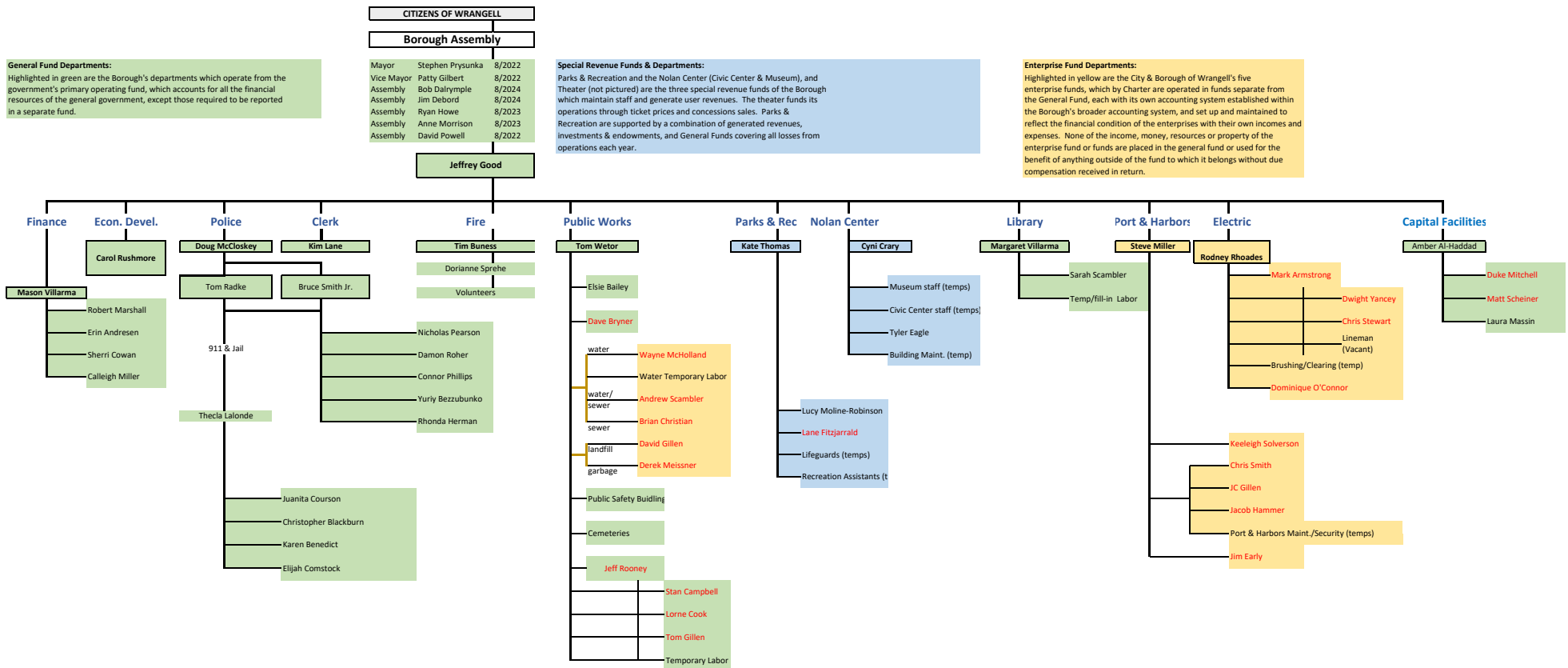
# CITY AND BOROUGH OF WRANGELL

## ORGANIZATIONAL CHART



**Vision Statement:** To be the premier Borough in Southeast, Alaska -providing meaningful employment, excellent services to citizens, improved infrastructure, and investment into our community and its rich culture.

**Mission:** To be stewards of the public trust and invest taxpayer money responsibly. The Borough's mission is to continuously invest and improve infrastructure and services that enhance the everyday lives of Wrangellites.





## **THE BUDGET AND THE PROCESS OF BUDGET DEVELOPMENT**

The budget is the legal authority to obligate public funds. It also provides policy direction by the Borough Assembly to the staff and community as well as a financial plan for the upcoming year.

Preparation of the annual budget involves every city 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 end 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 & Borough of Wrangell's budget and financial policies are intended to provide a framework for the financial planning and management of the city. These policies are intended to 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 long-standing policies, procedures and practices that are already in practice and have worked well for the city. These policies express the following goals:

- Preserve financial assets in order 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 WML&P, 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; and
- 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**

- I. The City will strive toward net operating revenues of an enterprise fund (WML&P, Port & Harbors, Water, Sewer and Sanitation for example) at 1.5 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, retro-fitting, and eventual replacement of the Borough's capital infrastructure must be a top priority of the City. In City budgeting, there is constant tension between funding operating programs and capital projects and acquisitions. 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 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 and the State of Washington Budgeting, Accounting, and Reporting Systems.
- 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; and
  - ii. identification of one-time and/or cyclical revenues and expenditures (the construction component of sales tax on a large project, for example); and
  - 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/or goals of each department and fund are described in the following sections, along with the objectives planned for the current biennium to perform those functions 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 financial report of the city 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 directly compared to the operating reports in the annual financial report for these funds.
- III. The enterprise or proprietary funds are also budgeted on the 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 1. Revenues are recognized when earned; 2. Collection of assessment principal is recognized as a reduction in receivables rather than as revenue; 3. Depreciation of capital

assets is recognized as an expense; 4. Acquisition of capital assets is recognized as an increase in assets rather than as an expenditure; and, 5. 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 Budgeting Policies, Assumptions, and Estimates**

- **Allocation of Investment income:** No less than annually, will interest/investment income 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. 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 and Campbell Trust) will have interest recorded directly to that asset in its designated fund (i.e., mark-to-market adjustment)
- **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:** Per Ordinance 1023 of the City and Borough of Wrangell, the Borough shall allocate eighty percent of sales tax revenue to the General Fund (undesignated) and 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.

Sales tax revenue has consistently increased year-over-year. From FY 2017 to FY 2021, sales tax figures increased at an average growth rate of 4.4 percent year over year. Sales tax revenue for FY 2023 based on FY 2022 and the historical growth rate is estimated to be \$3.3 million and will be allocated as follows:

General Fund (80% Allocation)	\$2,640,000
Wrangell Public School District Local Contribution Fund (20% Allocation)	\$660,000

Post pandemic tourism is poised to bolster the local economy and additional economic stimulus is expected to be injected within the Borough via the Infrastructure Investment and



Jobs Act (IIJA) signed into law November of 2021. Additionally, the United States and rural Alaska especially, is experiencing historically high inflation that has boosted commodity prices. This will also increase gross sales tax revenues. The Borough estimates the \$3.3 million to be a conservative figure.

- **Enterprise Funds:** The Borough's Enterprise Funds are used to account for operations that are financed and operated in a manner similar to business like activities. It is the intent of the Borough Assembly that the cost of providing goods and services through an enterprise fund be financed or recovered primarily through user fees. This includes funding the various capital needs the Enterprise may have. The Borough maintains the following five enterprise funds: Electric, Water, Port & Harbors, Wastewater, and Sanitation.
  - **Rate 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 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.
- **Capital Projects:** Any capital project in excess of \$5,000 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 separate Capital Project 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.
- **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.

- **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:
  - **Health Coverage:** Health insurance premiums are estimated to stay the same or decrease from the prior year, as a renewal package that leverages the HRA checking account allows for substantial costs savings. Conservatively, the Borough estimates health care premiums to remain the same with hopes to obtain up to three percent in cost savings.
  - **Property:** Property insurance premiums are expected to increase ten percent year-over-year, however significant adjustment to property and contents values (e.g., the old hospital) were executed. Additionally, add-ons like earthquake and flood insurance were dropped in the renewal process increasing additional cost savings. 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 fifteen percent.
- **Fuel Costs:** With the Borough facing unprecedented levels of inflation, Borough Administration is estimating that the average fuel cost will be twenty five percent higher compared to the prior year.
- **Employee Travel:** Travel by Borough employees including the assembly will be approved during the budget process. Any unplanned travel by the assembly will need assembly approval prior to travel date.
- **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.

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The Borough  
Manager's note will be  
included here in the  
final version of the  
FY2023 budget

# GENERAL FUND

## GENERAL FUND PURPOSE:

The General Fund is 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.





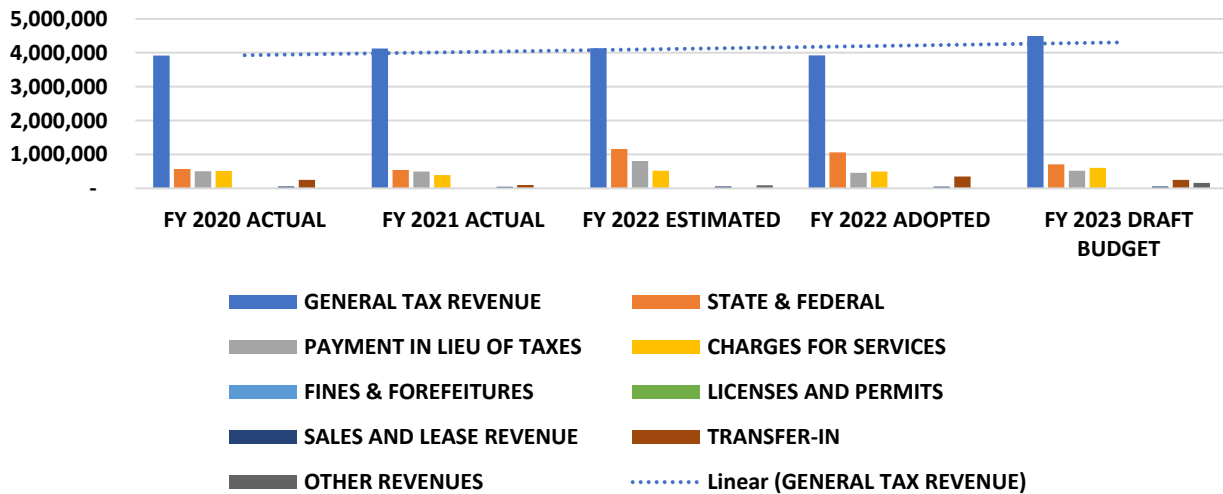
**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET**

**GENERAL FUND OVERVIEW  
GENERAL FUND REVENUE DETAIL**

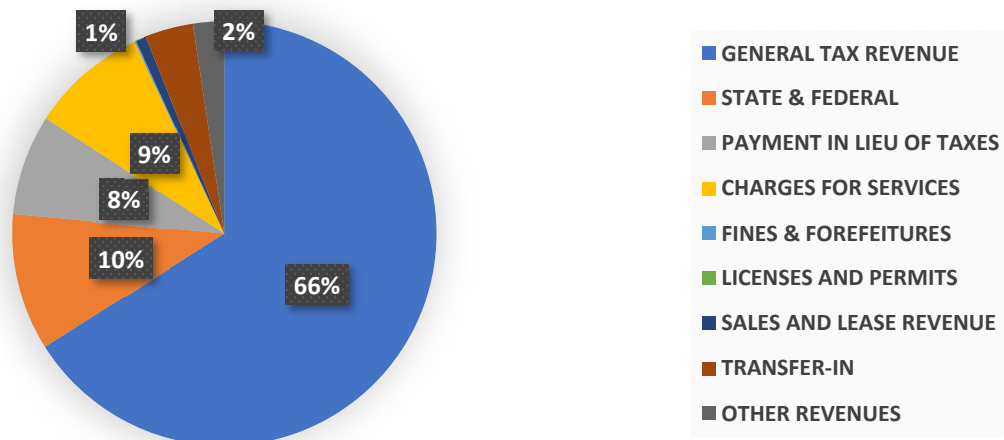
**SUMMARY OF GENERAL FUND REVENUES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
GENERAL TAX REVENUE	3,914,874	4,126,195	4,131,386	3,923,456	4,491,176
STATE & FEDERAL	572,763	542,314	1,159,684	1,061,263	709,500
PAYMENT IN LIEU OF TAXES	503,436	494,259	806,287	460,000	520,000
CHARGES FOR SERVICES	515,040	390,408	516,925	494,275	606,000
FINES & FOREFEITURES	4,302	6,920	7,000	5,000	6,000
LICENSES AND PERMITS	2,971	1,977	1,934	1,800	1,800
SALES AND LEASE REVENUE	56,045	44,974	55,000	50,000	55,422
TRANSFER-IN	250,000	100,000	-	350,000	250,000
OTHER REVENUES	8,504	11,394	87,747	10,000	161,270
<b>TOTAL REVENUES</b>	<b>5,827,935</b>	<b>5,718,440</b>	<b>6,765,963</b>	<b>6,355,794</b>	<b>6,801,168</b>

**GENERAL FUND REVENUES BY FISCAL YEAR**



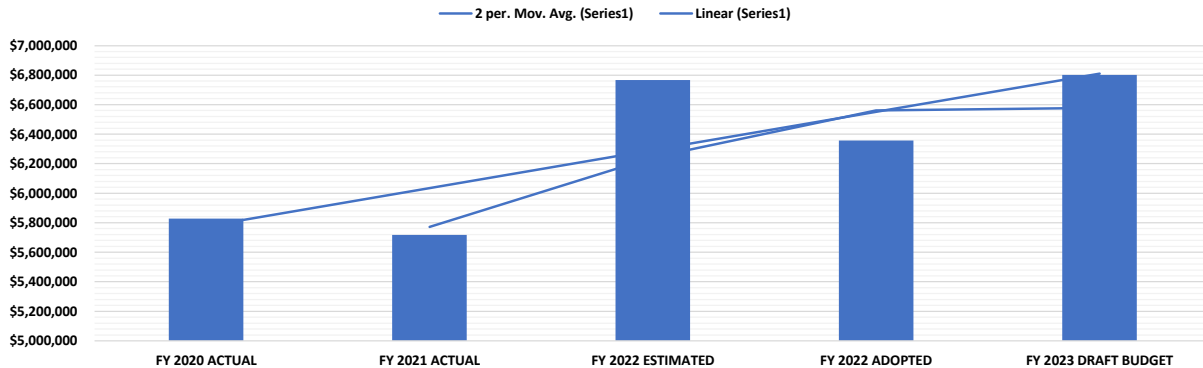
**FY 2023 BUDGET**



CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGETGENERAL FUND OVERVIEW  
GENERAL FUND REVENUE DETAIL

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET	% OF TOTAL REVENUE (FY 2023)
<b>GENERAL FUND REVENUES</b>							
11000 000 4010	Property Taxes	\$ 1,816,352	\$ 1,875,663	\$ 1,788,487	\$ 2,125,601	\$ 1,797,376	26.4%
11000 000 4015	Property Tax Penalties & Interest	\$ 29,835	\$ 28,293	\$ 23,212	\$ 20,000	\$ 30,000	0.4%
11000 000 4020	Sales Taxes (80% starting in FY23)	\$ 2,017,808	\$ 2,220,139	\$ 2,300,000	\$ 1,772,855	\$ 2,640,000	38.8%
11000 000 4025	Sales Tax Penalties & Interest (80% Starting in FY23)	\$ 48,954	\$ 1,500	\$ 10,000	\$ 5,000	\$ 19,800	0.3%
11000 000 4125	Marijuana Tax Revenue	\$ 1,925	\$ 600	\$ 7,971	\$ -	\$ 4,000	0.1%
11000 000 4126	Marijuana Tax Penalty & Interest	\$ -	\$ -	\$ 1,716	\$ -	\$ -	0.0%
11000 000 4101	PERS On-behalf Revenue	\$ 163,407	\$ 166,506	\$ 160,000	\$ 180,058	\$ 160,000	2.4%
11000 000 4110	Municipal Assistance Revenue	\$ 409,356	\$ 375,807	\$ 386,221	\$ 386,221	\$ 365,000	5.4%
11000 000 4120	Liquor Tax Share Revenue	\$ -	\$ -	\$ 9,500	\$ 9,000	\$ 9,500	0.1%
11000 000 4030	Payment in Lieu of Taxes	\$ 503,436	\$ 494,259	\$ 806,287	\$ 460,000	\$ 520,000	7.6%
11000 000 4596	ARPA Grant Revenue (General Fund Portion)	\$ -	\$ -	\$ 603,963	\$ 485,984	\$ 175,000	2.6%
11000 000 4320	Jail Rent Revenue	\$ 371,975	\$ 278,981	\$ 371,975	\$ 371,975	\$ 465,000	6.8%
11000 000 4325	Court Rent Revenue	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	0.9%
11000 000 4330	Cemetery Services	\$ 2,431	\$ 1,890	\$ 6,000	\$ 2,800	\$ 3,000	0.0%
11000 000 4335	Cemetery Plot Sales	\$ 1,773	\$ 588	\$ 650	\$ 2,100	\$ 600	0.0%
11000 000 4360	Building Permits	\$ 1,500	\$ 1,150	\$ 1,200	\$ 1,000	\$ 1,000	0.0%
11000 000 4365	Planning & Zoning Permit Revenue	\$ 1,075	\$ 575	\$ 400	\$ 500	\$ 500	0.0%
11000 000 4370	Tideland Lease Revenue	\$ 56,045	\$ 50,174	\$ 55,000	\$ 50,000	\$ 42,222	0.6%
11000 000 4371	Property Lease Revenue	\$ -	\$ (5,200)	\$ -	\$ -	\$ 13,200	0.2%
11000 000 4380	Surplus & Material Sales	\$ 809	\$ 268	\$ 3,400	\$ -	\$ 2,000	0.0%
11000 000 4385	Public Works Revenue	\$ -	\$ 307	\$ -	\$ -	\$ -	0.0%
11000 000 4401	Fines & Forfeitures	\$ 4,302	\$ 6,920	\$ 7,000	\$ 5,000	\$ 6,000	0.1%
11000 000 4402	Police Services	\$ 5,193	\$ 3,740	\$ 2,500	\$ 5,000	\$ 3,000	0.0%
11000 000 4403	DMV Services	\$ 70,202	\$ 42,234	\$ 70,000	\$ 50,000	\$ 70,000	1.0%
11000 000 4404	Misc. Animal Control Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4405	Dog Licenses	\$ 396	\$ 252	\$ 334	\$ 300	\$ 300	0.0%
11000 000 4406	Reimbursement of Prisoner Costs	\$ 257	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4550	Interest Income (all general fund combined)	\$ -	\$ -	\$ 15,000	\$ -	\$ 65,320	1.0%
11000 000 4590	State Grant Revenue	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 8,250	0.1%
11000 000 4600	Miscellaneous Revenues	\$ 5,004	\$ 100	\$ 60,000	\$ 500	\$ 80,000	1.2%
11000 000 4601	Insufficient Funds Fees Collected	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4602	Miscellaneous Reimbursement	\$ 583	\$ 2,769	\$ 797	\$ -	\$ 500	0.0%
11000 000 4604	Miscellaneous Library Revenues	\$ 1,701	\$ 1,071	\$ 1,200	\$ 2,000	\$ 1,500	0.0%
11000 000 4605	Copier Revenues	\$ 1,216	\$ 439	\$ 750	\$ 500	\$ 700	0.0%
11000 000 4690	Donations	\$ -	\$ 15	\$ 3,000	\$ -	\$ 5,000	0.1%
11000 000 4920	Transfer from Permanent Fund	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000	3.7%
11000 000 4922	Transfer from Sales Tax-Streets	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	0.0%
11000 000 4925	Transfer from SRS-Streets	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$ 5,827,935</b>	<b>\$ 5,718,440</b>	<b>\$ 6,765,963</b>	<b>\$ 6,355,794</b>	<b>\$ 6,801,168</b>	<b>100%</b>

## GENERAL FUND REVENUES BY FISCAL YEAR



GENERAL FUND APPROPRIATIONS	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET	% OF TOTAL APPROPRIATIONS
001 Administration	\$ 521,073	\$ 370,926	\$ 527,866	\$ 480,549	\$ 463,793	8%
002 Clerk	\$ 237,491	\$ 179,268	\$ 213,692	\$ 220,574	\$ 230,093	4%
003 Finance	\$ 707,573	\$ 479,929	\$ 496,846	\$ 510,355	\$ 647,614	12%
012 Fire	\$ 300,692	\$ 158,334	\$ 385,105	\$ 340,242	\$ 351,851	6%
013 Police	\$ 878,473	\$ 630,537	\$ 1,050,802	\$ 1,065,394	\$ 1,159,796	21%
014 Corrections & Dispatch	\$ 346,132	\$ 270,941	\$ 439,206	\$ 445,970	\$ 422,746	8%
015 Public Safety Building	\$ 272,028	\$ 241,588	\$ 242,300	\$ 305,294	\$ 319,628	6%
021 Public Works	\$ 447,210	\$ 513,749	\$ 492,200	\$ 439,151	\$ 533,756	9%
022 PW Garage	\$ 267,585	\$ 198,835	\$ 122,233	\$ 206,940	\$ 255,303	5%
024 PW Streets	\$ 375,403	\$ 236,344	\$ 320,652	\$ 425,500	\$ 483,986	9%
026 Cemetery	\$ 1,499	\$ (335)	\$ 62,479	\$ 4,790	\$ 3,974	0%
029 Capital Facilities	\$ 311,637	\$ 247,645	\$ 80,891	\$ 104,990	\$ 248,264	4%
032 Economic Development/Planning	\$ 52,685	\$ 138,265	\$ 133,497	\$ 167,160	\$ 170,859	3%
033 Community Service Organizations	\$ 53,793	\$ 43,096	\$ 43,000	\$ 47,000	\$ 43,000	1%
034 Library	\$ 280,334	\$ 246,900	\$ 241,002	\$ 274,707	\$ 291,031	5%
<b>Total Expenditures</b>	<b>\$ 5,053,607</b>	<b>\$ 3,956,021</b>	<b>\$ 4,851,773</b>	<b>\$ 5,038,617</b>	<b>\$ 5,625,694</b>	<b>100%</b>

#### General Fund Transfers Out

Transfer to Nolan Center (8921)	\$ -	\$ (153,810)	\$ (117,000)	\$ (156,000)	(182,029)
Transfer to Parks & Recreation (8924)	\$ (321,766)	\$ (788,758)	\$ (447,177)	\$ (596,236)	\$ (681,118)
Transfer to Capital Project Funds (8990) <A>	\$ (388,000)	\$ -	\$ -	\$ (209,223)	\$ (584,221)
Transfer to ERF Fund for Mill Purchase (8953)	\$ -	\$ -	\$ (1,500,000)	\$ -	\$ -
<b>Total Transfers Out</b>	<b>\$ (709,766)</b>	<b>\$ (942,568)</b>	<b>\$ (2,064,177)</b>	<b>\$ (961,459)</b>	<b>\$ (1,447,368)</b>

#### Net Revenue Over (Under) Expenditures Before Capital Projects

\$ 452,562	\$ 819,851	\$ (149,987)	\$ 564,941	\$ 312,326
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#### Net Revenue Over (Under) Expenditures After Capital Projects

\$ 64,562	\$ 819,851	\$ (149,987)	\$ 355,718	\$ (271,895)
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**Estimated Beginning Fund Balance** \$ 7,934,333 \$ 8,386,895 \$ 9,206,746 \$ 9,206,746 \$ 9,562,464

**Estimated Ending Fund Balance** \$ 8,386,895 \$ 9,206,746 \$ 9,056,759 \$ 9,562,464 \$ 9,290,569

#### Tickmark Legend

<A> - A detail of capital projects is listed after the General Fund Operating Budgets. The amount in FY 2023 agrees to the sum of CIP appropriations in funds 11300, 21300, 24300, and 25300, without exception

# **ADMINISTRATION**

## **DEPARTMENT**

### **Mission Statement:**

To execute Assembly and community initiatives effectively and efficiently in an open and transparent manner to build and maintain public trust. Provide all departments the tools they need to deliver timely services and maintain and improvement infrastructure that supports immediate and long term needs.



### **Administration Staff:**

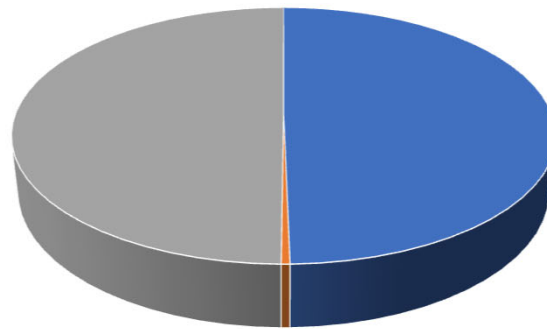
*Jeffrey Good, Borough Manager*



SUMMARY OF EXPENDITURES BY TYPE

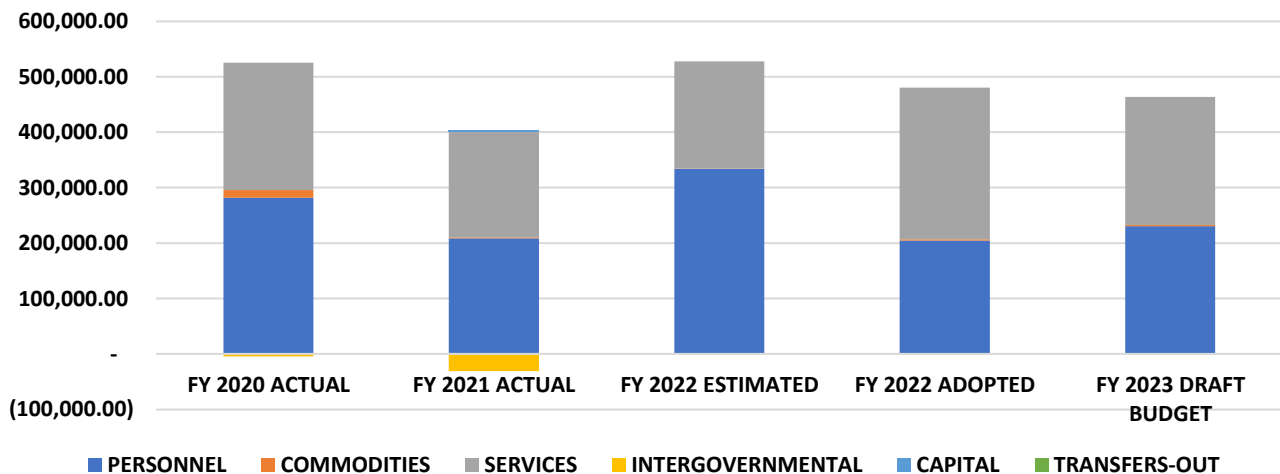
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	\$ 281,738	\$ 208,404	\$ 333,930	\$ 204,676	\$ 230,439
COMMODITIES	\$ 14,159	\$ 1,935	\$ 363	\$ 2,000	\$ 2,000
SERVICES	\$ 229,691	\$ 189,675	\$ 193,573	\$ 273,873	\$ 231,354
INTERGOVERNMENTAL	\$ (4,515)	\$ (31,288)	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ 2,199	\$ -	\$ -	\$ -
TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 521,073</b>	<b>\$ 370,926</b>	<b>\$ 527,866</b>	<b>\$ 480,549</b>	<b>\$ 463,793</b>

FY 2023 BUDGET



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

ADMINISTRATIVE EXPENDITURES BY FISCAL YEAR



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

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
**Fund #11000, Dept #001**

**GENERAL FUND**  
**ADMINISTRATIVE DEPARTMENT**  
**DETAIL OF EXPENDITURES**

<b>ADMINISTRATION GENERAL FUND EXPENSES</b>		<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ESTIMATED</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 DRAFT BUDGET</b>
11000 001 6001	Salaries & Wages	\$ 181,820	\$ 144,226	\$ 219,799	\$ 128,600	\$ 165,397
11000 001 61XX	Employer Costs	\$ 86,186	\$ 64,178	\$ 109,130	\$ 58,071	\$ 49,392
11219 001 6XXX	CARES Act Off-Set	\$ (4,515)	\$ (23,889)	\$ -	\$ -	\$ -
11000 001 7001	Materials & Supplies	\$ 1,610	\$ 1,935	\$ 363	\$ 2,000	\$ 2,000
11000 001 7502	Phone/Internet	\$ 2,165	\$ 1,272	\$ 659	\$ 600	\$ 705
11000 001 7503	Information Technology	\$ 5	\$ 3,300	\$ 4,366	\$ 58,380	\$ 34,380
11000 001 7505	Travel & Training	\$ 13,731	\$ -	\$ 4,103	\$ 10,725	\$ 12,150
11000 001 7506	Publications & Advertising	\$ 135	\$ -	\$ -	\$ -	\$ -
11000 001 7507	Memberships & Dues	\$ 5,389	\$ 1,080	\$ 1,318	\$ 1,200	\$ 1,200
11000 001 7508	Insurance	\$ 23,105	\$ 43,810	\$ 24,881	\$ 53,493	\$ 27,369
11000 001 7519	Professional Services Contractual	\$ 13,762	\$ 1,489	\$ 14,522	\$ 5,000	\$ 5,500
11000 001 7520	Attorney, Retainer	\$ 111,673	\$ 74,524	\$ 84,365	\$ 85,000	\$ 85,000
11000 001 7524	Wrangell Medical Center Legacy	\$ 2,429	\$ -	\$ -	\$ -	\$ -
11000 001 7530	Lobbying	\$ 67,200	\$ 64,200	\$ 63,000	\$ 67,200	\$ 67,200
11000 001 7570	Tourism Industry Expenses	\$ 10,120	\$ -	\$ -	\$ -	\$ -
11000 001 7576	Contingency	\$ 6,258	\$ -	\$ 462	\$ 3,000	\$ 10,000
11000 001 7580	Recruitment & Hiring	\$ -	\$ -	\$ 898	\$ 7,280	\$ 3,500
11219 001 70XX	CARES Act Off-set (Non-payroll Expenditures)	\$ -	\$ (5,200)	\$ -	\$ -	\$ -
11000 001 7900	Capital Expenditures	\$ -	\$ 2,199	\$ -	\$ -	\$ -
11219 001 7900	CARES Act Off-set (Capital Expenditures)	\$ -	\$ (2,199)	\$ -	\$ -	\$ -
<b>TOTAL ADMINISTRATION EXPENSES</b>		<b>\$ 521,073</b>	<b>\$ 370,926</b>	<b>\$ 527,866</b>	<b>\$ 480,549</b>	<b>\$ 463,793</b>

## JUSTIFICATION &amp; EXPLANATION

## ADMINISTRATION DEPARTMENT

## ACCT NO. ACCOUNT DESCRIPTION

6001	<b>SALARIES &amp; WAGES</b>		
	BOROUGH MANAGER SALARY	\$	132,000
	INSURANCE PAYMENT	\$	29,797
	BOROUGH MANAGER VEHICLE STIPEND	\$	3,600
	<b>TOTAL</b>	\$	165,397
61XX	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	12,537
	STATE OF ALASKA PERS (22%)	\$	36,387
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	468
	<b>TOTAL</b>	\$	49,392
6XXX	<b>CARES ACT OFF-SET</b> - ALL PAYROLL COSTS ELLIGIBLE FOR REIMBURSMET THROUGH CARES ACT RELIEF FUNDING		
7001	<b>MATERIALS &amp; SUPPLIES</b> - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES		
7502	<b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE		
7505	<b>TRAVEL &amp; TRAINING</b> - TRAVEL FOR ADMINISTRATION TO ATTEND CONFERENCES AND OTHER TRAININGS		
7506	<b>PUBLICATIONS &amp; ADVERTISING</b> - COST TO PUBLISH LEGAL NOTICES, ADVERTISEMENTS, ORDINANCES, BIDS, AND OTHER REQUIRED MATERIALS INCLUDING ELECTION PUBLICATIONS		
7507	<b>MEMBERSHIPS &amp; DUES</b> - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS		
7508	<b>INSURANCE</b> - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - CATERING EXPENSES FOR BOROUGH EMPLOYEE EVENTS (I.E. CHIRSTMAS PARTY & SUMMER PICNIC)		
7520	<b>ATTORNEY, RETAINER</b> - ALLOTMENT FOR ATTORNEY FEES & FUTURE SERVICES		
7524	<b>WRANGELL MEDICAL CENTER LEGACY</b> - EXPENSES RELATED TO THE OLD HOSPITAL PRIOR TO THE CREATION OF THE HOSPITAL LEGACY FUND		
7530	<b>LOBBYING</b> - COST OF FEDERAL AND STATE LOBBYIST CONTRACTS (\$31,200 AND \$36,000 RESPECTIVELY)		
7570	<b>TOURISM INDUSTRY EXPENSES</b> - ALLOTMENT FOR BUILDING AND MAINTAINING TOURISM PROGRAMS		
7576	<b>CONTINGENCY</b> - FUNDS AVAILABLE TO ADDRESS UNFORESEEN EXPENSES INCURRED DUE TO EXTRAORDINARY ACTIVITES OR EVENTS		
7580	<b>RECRUITMENT &amp; HIRING</b> - EXPENSES INCURRED RELATED TO RECRUITMENT & HIRING EFFORTS		
70XX	<b>CARES ACT OFF-SET (NON PAYROLL EXPENDITURES)</b> - NON-PAYROLL EXPENSES ELLIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING		
7900	<b>CAPITAL EXPENDITURES</b> - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS		
11219-7900	<b>CARES ACT OFF-SET (CAPITAL EXPENDITURES)</b> - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS. THESE CAPITAL PURCHASES WERE SPECIFICALLY ELLIGIBLE FOR REIMBURSMET THROUGH CARES ACT FUNDING.		

# **BOROUGH CLERK**

## **Mission Statement:**

The mission of the Borough Clerk's office (Clerk) is to ensure accurate documentation of the Borough's activities through supporting and recording of the Assembly proceedings and managing the retention process of public records and archives. The Clerk is responsible for maintaining the City's Municipal Code and Charter and is the custodian of all permanent and archived records. The Clerk provides administrative assistance to the Borough Manager and other Department Heads with respect to meeting document submission and management. The Clerk supervises and conducts all City elections.



## **Department Staff:**

Kim Lane, *Borough Clerk*

## **Department Objectives:**

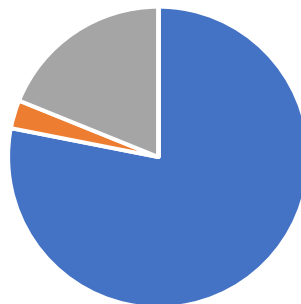
- The Clerk is excited to move forward with the next step in Records retention by purchasing the Laserfiche Records Management module. This will improve the process for records management and firm up the process for retention and disposition.
- The Clerk is planning on attending the National Association of Parliamentary (NAP) annual conference in September. This will assist the Clerk in obtaining the next level of NAP certification and help to provide the best parliamentary advice to the Assembly possible.



SUMMARY OF EXPENDITURES BY TYPE

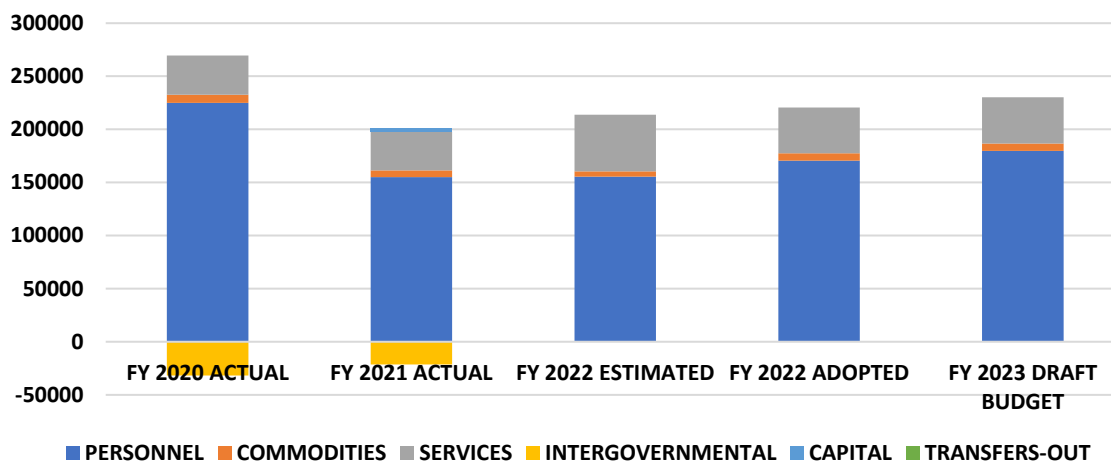
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	\$ 224,886	\$ 155,022	\$ 155,429	\$ 170,444	\$ 179,680
COMMODITIES	\$ 7,737	\$ 6,335	\$ 4,958	\$ 7,000	\$ 7,000
SERVICES	\$ 36,776	\$ 36,435	\$ 53,306	\$ 43,130	\$ 43,413
INTERGOVERNMENTAL	\$ (31,910)	\$ (21,410)	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ 2,885	\$ -	\$ -	\$ -
TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 237,491</b>	<b>\$ 179,268</b>	<b>\$ 213,692</b>	<b>\$ 220,574</b>	<b>\$ 230,093</b>

FY 2023 BUDGET



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

CLERK & ASSEMBLY EXPENDITURES BY FISCAL YEAR



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

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
Fund #11000, Dept #002

**GENERAL FUND**  
**CLERK AND ASSEMBLY**  
DETAIL OF EXPENDITURES

ASSEMBLY & CLERK GENERAL FUND EXPENDITURES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 002 6001	Salaries & Wages	\$ 119,444	\$ 91,508	\$ 86,618	\$ 91,000	\$ 100,000
11000 002 6002	Temporary Wages (Election Workers)	\$ 247	\$ 152	\$ 827	\$ 980	\$ 394
11000 002 6005	Overtime	\$ 242	\$ 177	\$ 195	\$ -	\$ 542
11000 002 6100	Employer Costs	\$ 85,641	\$ 63,185	\$ 53,381	\$ 65,014	\$ 61,471
11219 002 6XXX	CARES Act Payroll Off-Set	\$ (31,910)	\$ (17,241)	\$ -	\$ -	\$ -
11000 002 7001	Materials & Supplies (Election Exp)	\$ 2,433	\$ 6,335	\$ 4,958	\$ 7,000	\$ 7,000
11219 002 70XX	CARES Act Commodities Off-Set	\$ -	\$ (1,226)	\$ -	\$ -	\$ -
11000 002 7502	Phone/Internet	\$ 173	\$ 658	\$ 1,074	\$ 672	\$ 705
11000 002 7503	Information Technology	\$ 3,325	\$ 6,943	\$ 9,178	\$ 14,410	\$ 14,410
11000 002 7505	Travel & Training	\$ 19,312	\$ -	\$ 14,408	\$ 13,450	\$ 17,274
11000 002 7506	Publications & Advertising	\$ 19,450	\$ 19,958	\$ 36,137	\$ 19,120	\$ 19,120
11000 002 7507	Memberships & Dues	\$ 9,835	\$ 6,038	\$ 3,579	\$ 5,628	\$ 5,628
11000 002 7571	Recording fees	\$ 283	\$ 351	\$ 229	\$ 300	\$ 300
11000 002 7572	Records preservation	\$ -	\$ -	\$ -	\$ -	\$ 250
11000 002 7573	Election Expenses & Supplies	\$ 5,305	\$ -	\$ -	\$ -	\$ -
11000 002 7574	Municipal Code Republishing	\$ 3,711	\$ 2,487	\$ 3,109	\$ 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)	\$ -	\$ -	\$ -
<b>TOTAL ASSEMBLY &amp; CLERK EXPENDITURES</b>		<b>\$ 237,491</b>	<b>\$ 179,268</b>	<b>\$ 213,692</b>	<b>\$ 220,574</b>	<b>\$ 230,093</b>

**JUSTIFICATION & EXPLANATION**  
ASSEMBLY / CLERK DEPARTMENT

ACCT NO.	ACCOUNT DESCRIPTION	
6001	<b>SALARIES &amp; WAGES</b>	
	Borough Clerk Regular Wages	95,000
	Borough Clerk Vehicle Stipend	3,000
	Borough Clerk Acting Pay	2,000
	<b>TOTAL</b>	<b>100,000</b>
6002	<b>TEMPORARY WAGES - ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY ELECTION HELP</b>	
	Election Worker Pay	
6100	<b>EMPLOYER COSTS</b>	
	FICA, SBS AND MEDICARE (7.58%)	7,580
	STATE OF ALASKA PERS (22%)	22,000
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	31,894
	<b>TOTAL</b>	<b>61,474</b>
7001	<b>MATERIALS AND SUPPLIES - OFFICE PRODUCTS SUCH AS FILE FOLDERS, PRINTER INK, NAME PLAQUES, CALENDARS, PENS, ETC.</b>	
7502	<b>PHONE - DIRECTOR CELL PHONE REIMBURSEMENT</b>	
7503	<b>INFORMATION TECHNOLOGY - ANNUAL MAINTENANCE FOR CITY WEBSITE, MUNICODE MEETINGS, DOMINION VOTING, LASERFICHE, AND COST FOR NEW LASERFICHE MODULE FOR RECORDS MANAGEMENT.</b>	
7505	<b>TRAVEL &amp; TRAINING - COST OF TRAVEL &amp; TRAINING FOR BOROUGH ASSEMBLY AND BOROUGH CLERK FOR AML, SOUTHEAST CONFERENCE, AAMC, AND IIMC.</b>	
7506	<b>PUBLICATION &amp; ADVERTISING - PUBLICATIONS IN THE SENTINEL AND ANNUAL CONTRIBUTION TO KSTK FOR BROADCASTING MEETINGS.</b>	
7507	<b>MEMBERSHIPS &amp; DUES - MEMBERSHIP DUES FOR AML, ACOM, SE CONFERENCE, AAMC, IIMC, NAP, AND NACO.</b>	
7571	<b>RECORDING FEES - DISTRICT RECORDER FEES FOR RECORDING QCD'S, PLATS, ETC.</b>	
7572	<b>RECORDS PRESERVATION - ACID FREE BOOKS FOR MINUTES, RESOLUTIONS, AND ORDINANCES.</b>	
7574	<b>MUNICIPAL CODE REPUBLISHING - FOR CODIFYING ORDINANCES IN THE WRANGELL MUNICIPAL CODE.</b>	

# **FINANCE DEPARTMENT**

## **Mission Statement:**

The Finance Department's mission is to Maximize, Optimize and Preserve the Borough's Financial Resources



## **Finance Department Staff:**

Mason Villarma, *Finance Director*

Robbie Marshall, *Accounting Generalist*

Sherri Cowen, *Utilities Clerk*

Erin Andresen, *Accounts Payable Clerk*

Calleigh Miller, *Property and Sales Tax Clerk*

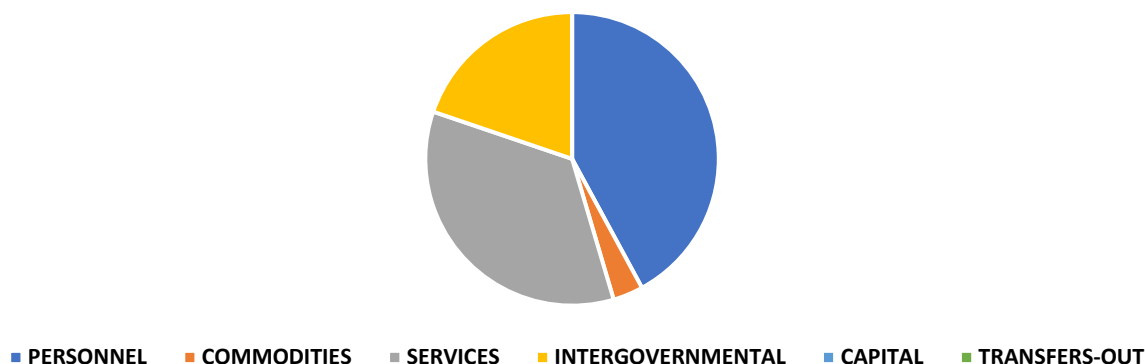
## **Department Objectives:**

- Execute the Borough's long-term investment strategy
- Improve and modernize existing financial reporting functions and the way transactions flow through the accounting information system
- Develop the budget as a tool for all users and complete audits successfully
- Provide all department's accounting and financial analysis needed to actualize their mission
- Effectively manage human resource responsibilities and support all employees

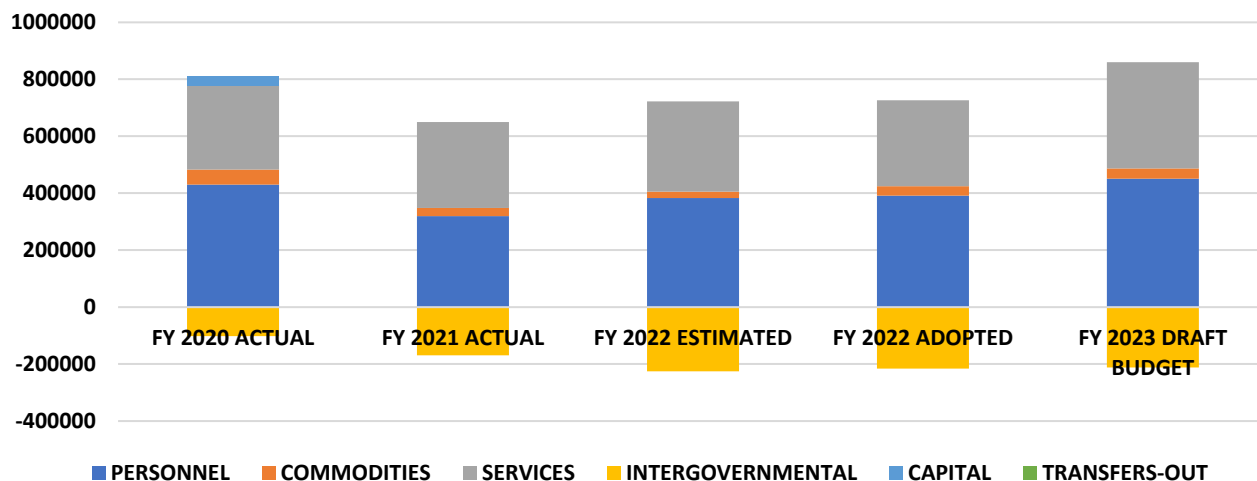
## SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	\$ 429,800	\$ 319,428	\$ 382,761	\$ 391,077	\$ 450,992
COMMODITIES	\$ 52,832	\$ 28,589	\$ 22,429	\$ 33,200	\$ 35,750
SERVICES	\$ 294,518	\$ 301,463	\$ 317,147	\$ 302,092	\$ 372,839
INTERGOVERNMENTAL	\$ (102,104)	\$ (169,551)	\$ (225,490)	\$ (216,014)	\$ (211,967)
CAPITAL	\$ 32,527	\$ -	\$ -	\$ -	\$ -
TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>707,573</b>	<b>479,929</b>	<b>496,846</b>	<b>510,355</b>	<b>647,614</b>

## FY 2023 BUDGET



## FINANCE EXPENDITURES BY FISCAL YEAR



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #003*

**GENERAL FUND**  
**FINANCE DEPARTMENT**  
**DETAIL OF EXPENDITURES**

		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023 DRAFT</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	<b>BUDGET</b>
<b>FINANCE GENERAL FUND EXPENDITURES</b>						
11000 003 6001	Salaries & Wages	\$ 260,343	\$ 204,325	\$ 229,458	\$ 242,024	\$ 298,808
11000 003 6005	Overtime	\$ -	\$ -	\$ 4,116	\$ -	\$ 5,000
11000 003 6200	Employer Costs	\$ 156,859	\$ 114,237	\$ 126,061	\$ 140,503	\$ 139,684
11000 003 6900	CARES Act COVID Payroll-Offset	\$ (9,569)	\$ (9,220)	\$ -	\$ -	\$ -
11000 003 7001	Materials & Supplies	\$ 15,913	\$ 8,850	\$ 7,935	\$ 10,400	\$ 10,400
11000 003 7002	Facility Repair & Maintenance	\$ 9,443	\$ 3,345	\$ 1,326	\$ 6,000	\$ 5,500
11000 003 7003	Custodial Supplies	\$ -	\$ -	\$ 2,733	\$ -	\$ 1,000
11000 003 7004	Postage & Shipping	\$ 10,621	\$ 9,492	\$ 3,574	\$ 12,000	\$ 10,000
11000 003 7008	Non-capital Equipment	\$ 11,372	\$ 667	\$ -	\$ 2,000	\$ 5,000
11000 003 7009	Equipment Repair & Maintenance	\$ 2,763	\$ 1,320	\$ -	\$ -	\$ 1,000
11000 003 7011	Equipment Rental Expense	\$ 2,719	\$ 4,915	\$ 6,861	\$ 2,800	\$ 2,850
11219 003 70XX	CARES Act Off-set (Non-payroll Expenditures)	\$ -	\$ (200)	\$ -	\$ -	\$ -
11000 003 7199	Cash Shortage	\$ -	\$ 866	\$ 9,887	\$ -	\$ -
11000 003 7501	Utilities	\$ 13,177	\$ 13,295	\$ 10,112	\$ 14,000	\$ 14,900
11000 003 7502	Phone/Internet	\$ 12,185	\$ 13,953	\$ 13,359	\$ 14,022	\$ 14,500
11000 003 7503	Information Technology	\$ 47,670	\$ 104,471	\$ 85,000	\$ 92,100	\$ 138,500
11000 003 7505	Travel & Training	\$ 12,598	\$ -	\$ 13,238	\$ 8,550	\$ 7,500
11000 003 7506	Publications & Advertising	\$ 1,756	\$ 971	\$ -	\$ -	\$ -
11000 003 7507	Memberships & Dues	\$ 190	\$ 160	\$ -	\$ 210	\$ 300
11000 003 7508	Insurance	\$ 1,739	\$ 4,473	\$ 5,271	\$ 5,000	\$ 4,639
11000 003 7509	Bank & Credit Card Fees	\$ 76,909	\$ 74,977	\$ 70,547	\$ 75,000	\$ 75,000
11000 003 7519	Professional Services	\$ 114,070	\$ 72,441	\$ 51,922	\$ 101,760	\$ 10,000
11000 003 7540	Auditing Services	\$ -	\$ 16,750	\$ 80,967	\$ -	\$ 85,000
11000 003 7550	Property Assessment Services	\$ -	\$ (32)	\$ (31)	\$ -	\$ 30,000
11000 003 7603	Charges from Finance	\$ (113,336)	\$ (171,897)	\$ (237,255)	\$ (249,699)	\$ (237,255)
11000 003 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
11000 003 7629	Charges from Capital Facilities	\$ 20,801	\$ 11,766	\$ 11,766	\$ 33,685	\$ 25,289
11000 003 7900	Capital Expenditures	\$ 32,527	\$ -	\$ -	\$ -	\$ -
11000 003 7980	Bad Debt Expense	\$ 26,822	\$ 3	\$ -	\$ -	\$ -
<b>TOTAL FINANCE EXPENDITURES</b>		<b>\$ 707,573</b>	<b>\$ 479,929</b>	<b>\$ 496,846</b>	<b>\$ 510,355</b>	<b>\$ 647,614</b>

**JUSTIFICATION & EXPLANATION  
FINANCE DEPARTMENT**

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>		
Finance Director Salary	\$	115,440
Accounting Generalist Salary	\$	56,155
Utilities Clerk Salary	\$	41,840
Accounts Payable Clerk Salary	\$	44,316
Property & Sales Tax Clerk Salary	\$	41,058
<b>TOTAL</b>	<b>\$</b>	<b>298,808</b>
<b>6005 OVERTIME</b>		
Accounting Generalist (75 hours OT)	\$	3,000
Utilities Clerk (67 hours OT)	\$	2,000
<b>TOTAL</b>	<b>\$</b>	<b>5,000</b>
<b>61XX EMPLOYER COSTS</b>		
FICA, SBS AND MEDICARE (7.58%)	\$	23,029
STATE OF ALASKA PERS (22%)	\$	66,838
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	49,817
<b>TOTAL</b>	<b>\$</b>	<b>139,684</b>
<b>7001 MATERIALS &amp; SUPPLIES</b> - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. MATERIALS		
<b>7002 FACILITY REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR FACILITY ROOF REPAIRS & OTHER MISC. GENERAL MAINTENANCE		
<b>7004 POSTAGE &amp; SHIPPING</b> - COSTS TO MAIL NOTICES & OFFICIAL CORRESPONDENCE		
<b>7006 COMPUTER SOFTWARE, PROGRAMMING, ETC.</b> - ANNUAL ALLOTMENT FOR ACCUFUND, BILL MASTER, MARS, MICROSOFT, ADOBE, AND OTHER MISC. SOFTWARES & PROGRAMS		
<b>7008 NON-CAPITAL EQUIPMENT</b> - ALLOTMENT FOR REPLACEMENT OFFICE EQUIPMENT		
<b>7009 EQUIPMENT REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR OFFICE EQUIPMENT REPAIRS AND UPKEEP		
<b>7011 EQUIPMENT RENTAL EXPENSE</b> - COST OF RENTING POSTAGE MACHINE		
<b>7199 CASH SHORTAGE</b> - ALLOTMENT FOR SMALL DISCREPANCIES IN CASH AMOUNTS		
<b>7501 UTILITIES</b> - WATER, SEWER, ELECTRIC, GARBAGE		
<b>7502 PHONE/INTERNET</b> - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES		
<b>7503 INFORMATION TECHNOLOGY</b> - ANNUAL ALLOTMENT FOR BLACKPOINT, TEAM VIEWER, MARS, 365 EMAIL, BILL MASTER, & ACCUFUND TECH SERVICES		
<b>7505 TRAVEL</b> - ANNUAL ALLOTMENT FOR TRAVEL TO AGFOA IN ANCHORAGE & VARIOUS SE AK COMMUNITIES TO SHADOW OTHER FINANCE DIRECTORS		
<b>7506 PUBLICATIONS &amp; ADVERTISING</b> - COST TO PUBLISH ADVERTISEMENTS AND NOTICES		
<b>7507 MEMBERSHIPS &amp; DUES</b> - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS		
<b>7508 INSURANCE</b> - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE		
<b>7509 BANK &amp; CREDIT CARD FEES</b> - COST OF PROCESSING CREDIT CARD TRANSACTIONS		
<b>7513 TRAINING</b> - ALLOTMENT FOR ACCUFUND TRAINING, AGFOA FOR FINANCE DIRECTOR, AND ACCOUNTING CLASSES FOR R. MARSHALL		
<b>7519 PROFESSIONAL SERVICES</b> - ANNUAL ALLOTMENT FOR SERVICES INCLUDING CARPET CLEANING, FIRE SUPPRESSION SYSTEM TESTING, AND OPERATING FUND INVESTMENTS CUSTODIAN FEES		
<b>7540 AUDITING SERVICES</b> - COSTS FOR THE FY22 AUDIT AND SALES TAX AUDIT		
<b>7550 PROPERTY ASSESSMENT SERVICES</b> - COST FOR THE FY22 AUDIT		
<b>7603 CHARGES FROM FINANCE</b> - ALLOTMENT FOR ACCOUNTING GENERALIST, ACCOUNT CLERK, UTILITY CLERK & FINANCE DIRECTOR SERVICES, AUDIT, CREDIT CARD FEES, AND P&Z STAFF OT		
<b>7621 PUBLIC WORKS LABOR CHARGES</b> - ALLOTMENT FOR PUBLIC WORKS STAFF LABOR		
<b>7629 CHARGES FROM CAPITAL FACILITIES</b> - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES		
<b>7900 CAPITAL EXPENDITURES</b> - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS		
<b>7980 BAD DEBT EXPENSE</b> - ANTICIPATED BAD DEBT EXPENSE RELATED TO CUSTOMER UTILITIES, PROPERTY TAX AND SALES TAX		

# **FIRE DEPARTMENT**

## **Mission Statement:**

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.



## **Fire Department Staff:**

Timothy Buness, *Fire Chief*

Dorianne Sprehe, *Firemedic/Trainer*

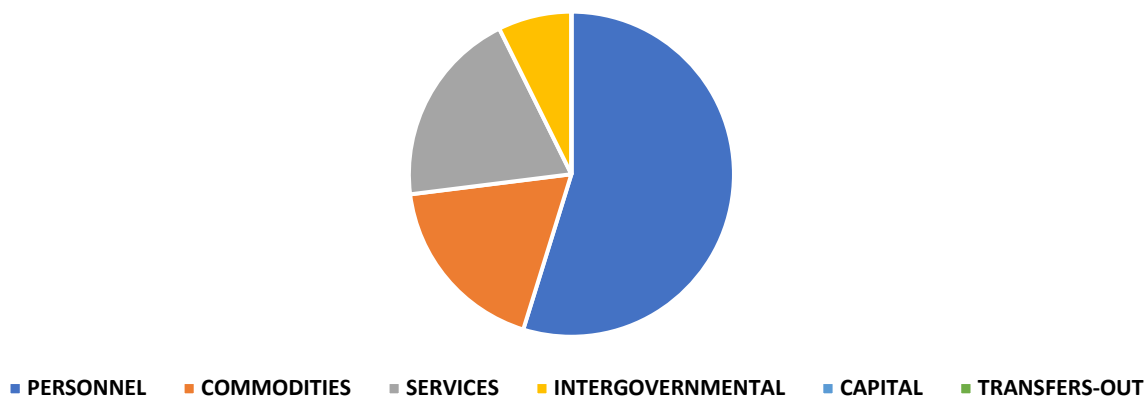
## **Department Objectives:**

- Increase public education to our culturally diverse community, while focusing on children, the elderly and seasonal public safety issues.
- Increase internal education and prevention efforts
- Offer up to date training by bringing instructors into Wrangell to maximize the benefit to the department.
- Continue to actively seek grant opportunities to offset equipment purchases.
- Develop a process to revise and maintain the Department's Standard Operating Guidelines (SOG's) and personnel policies.

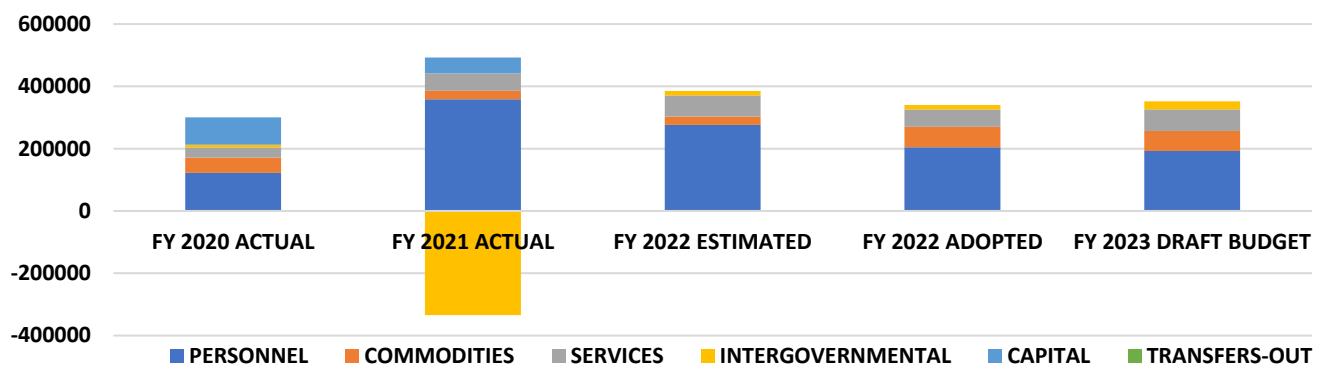
## SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	122,218	358,398	276,513	204,173	192,786
COMMODITIES	49,434	27,122	26,581	65,825	64,175
SERVICES	32,436	56,174	67,676	55,909	69,151
INTERGOVERNMENTAL	8,547	(334,389)	14,335	14,335	25,740
CAPITAL	88,057	51,029	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>300,692</b>	<b>158,334</b>	<b>385,105</b>	<b>340,242</b>	<b>351,851</b>

## FY 2023 BUDGET



## FIRE EXPENDITURES BY FISCAL YEAR





**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET**

*Fund #11000 & 11219 Dept #12 (Fire Consolidated)*

**GENERAL FUND  
FIRE DEPARTMENT  
DETAIL OF EXPENDITURES**

<b>FIRE GENERAL FUND EXPENDITURES</b>		<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ESTIMATED</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 DRAFT BUDGET</b>
11000 012 6001	Salaries & Wages	\$ 73,221	\$ 163,621	\$ 159,921	\$ 105,645	\$ 97,088
11000 012 6002	Temporary Wages	\$ -	\$ 42,988	\$ -	\$ -	\$ -
11000 012 6005	Overtime	\$ -	\$ 31,621	\$ 18,601	\$ -	\$ 6,334
11000 012 61XX	Employer Costs	\$ 42,219	\$ 117,993	\$ 95,206	\$ 81,803	\$ 72,638
11219 012 6XXX	CARES Payroll Off-set	\$ -	\$ (338,823)	\$ -	\$ -	\$ -
11000 012 7001	Materials & Supplies	\$ 2,869	\$ 5,631	\$ 7,445	\$ 17,500	\$ 17,000
11000 012 7008	Non-capital Equipment	\$ 15,522	\$ 5,812	\$ 4,797	\$ 7,500	\$ 3,850
11000 012 7009	Equipment Repair & Maintenance	\$ 1,978	\$ 2,417	\$ 1,881	\$ 13,700	\$ 13,200
11000 012 7010	Vehicle Maintenance	\$ 15,405	\$ 8,190	\$ 9,259	\$ 15,000	\$ 15,000
11000 012 7100	Uniform, gear & clothing allowance	\$ 8,653	\$ 4,539	\$ 1,507	\$ 10,125	\$ 10,125
11000 012 7110	Fire Prevention & Education	\$ 175	\$ 982	\$ -	\$ 1,000	\$ 1,000
11000 012 7111	Volunteer Firefighter Insurance	\$ -	\$ 13,504	\$ 14,500	\$ 13,504	\$ 5,000
11000 012 7112	Contribution for Fire Calls	\$ 5,500	\$ 6,500	\$ -	\$ 6,500	\$ 6,500
11000 012 7113	Fire Substation Expense	\$ 5,007	\$ 531	\$ 1,691	\$ 2,000	\$ 2,000
11000 012 7501	Utilities	\$ 10,884	\$ 10,432	\$ 12,059	\$ 12,010	\$ 11,600
11000 012 7502	Phone/Internet	\$ 6,206	\$ 7,979	\$ 6,616	\$ 7,300	\$ 7,100
11000 012 7503	Information Technology	\$ 462	\$ -	\$ -	\$ -	\$ -
11000 012 7505	Travel & Training	\$ 6,778	\$ 2,175	\$ 2,786	\$ 16,725	\$ 16,725
11000 012 7508	Insurance	\$ 9,209	\$ 16,776	\$ 34,500	\$ 15,595	\$ 37,951
11000 012 7590	Grant Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 3,000
11000 012 7622	Charges from Garage	\$ 7,677	\$ 6,941	\$ 10,500	\$ 10,500	\$ 21,215
11000 012 7629	Charges from Capital Facilities	\$ 870	\$ 3,183	\$ 3,835	\$ 3,835	\$ 4,525
11000 013 7900	Capital Expenditures	\$ 88,057	\$ 51,029	\$ -	\$ -	\$ -
11219 012 7XXX	CARES & FEMA Offset	\$ -	\$ (5,690)	\$ -	\$ -	\$ -
<b>TOTAL FIRE DEPARTMENT EXPENDITURES</b>		<b>\$ 300,692</b>	<b>\$ 158,334</b>	<b>\$ 385,105</b>	<b>\$ 340,242</b>	<b>\$ 351,851</b>

**JUSTIFICATION & EXPLANATION**  
*FIRE DEPARTMENT*

<b>ACCT NO. ACCOUNT DESCRIPTION</b>			
6001	<b>SALARIES &amp; WAGES</b>		
	Fire Chief Salary (1,040 hours)	\$	40,563
	Firemedic/Trainer Salary	\$	56,525
		<b>TOTAL</b>	\$ 97,088
6005	<b>OVERTIME</b>		
	Firemedic Overtime: 156 hours	<b>TOTAL</b>	\$ 6,334
61XX	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	7,839
	STATE OF ALASKA PERS (22%)	\$	22,753
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	42,046
		<b>TOTAL</b>	\$ 72,638
6XXX	<b>CARES PAYROLL OFF-SET - ALL PAYROLL COSTS COVERED THROUGH CARES ACT FUNDING</b>		
7001	<b>MATERIALS &amp; SUPPLIES - COSTS FOR OFFICE SUPPLIES, CLEANING SUPPLIES, FIREFIGHTING CLASS A FOAM, HAZMAT RESPONSE SUPPLIES, EQUIPMENT BLADES &amp; CHAINS, FIREFIGHTING APPLIANCES &amp; HARDWARE, BATTERIES</b>		
7008	<b>NON-CAPITAL EQUIPMENT - COSTS FOR RADIOS AND REPEATERS</b>		
7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE - COSTS FOR RADIO MAINTENANCE, SMALL ENGINE REPAIR, COMPRESSOR MAINTENANCE, LADDER MAINTENANCE, HOSE &amp; APPLIANCE REPAIR, CYLINDER HYDROSTATIC TESTING, AND OTHER MISC. EQUIPMENT REPAIR</b>		
7010	<b>VEHICLE MAINTENANCE - ALLOTMENT FOR PUBLIC WORKS FOR VEHICLE MAINTENANCE &amp; REPAIR</b>		
7100	<b>UNIFORM, GEAR &amp; CLOTHING - COST FOR TURNOUTS, HOODS, &amp; HELMETS</b>		
7110	<b>FIRE PREVENTION &amp; EDUCATION - COST FOR EDUCATION MATERIALS &amp; SMOKE DETECTORS</b>		
7111	<b>VOLUNTEER FIREFIGHTER INSURANCE - ALLOTMENT BASED ON 2021 ACTUALS</b>		
7112	<b>CONTRIBUTION FOR FIRE CALLS - ANNUAL CONTRIBUTION FOR VOLUNTEERS</b>		
7113	<b>FIRE SUBSTATION EXPENSE - ALLOTMENT FOR FACILITY MAINTENANCE OF 5.5 MILE SUBSTATION</b>		
7501	<b>UTILITIES - WATER, SEWER, GARBAGE, ELECTRIC</b>		
7502	<b>PHONE/INTERNET - ANNUAL ALLOTMENT FOR LANDLINES, FAX, AND INTERNET SERVICES</b>		
7503	<b>INFORMATION TECHNOLOGY - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES &amp; SUPPORT</b>		
7505	<b>TRAVEL &amp; TRAINING - FIRE &amp; EMS CONFERENCES, METHODS OF INSTRUCTION, VECTOR SOLUTIONS</b>		
7508	<b>INSURANCE - VEHICLE &amp; PROPERTY INSURANCE, SHOEMAKER SUBSTATION INSURANCE, VEHICLE INSURANCE FOR 2021 FREIGHTLINER, 1998 PIERCE, 1988 SEAGRAVE, &amp; 1934 ANTIQUE FIRE TRUCKS</b>		
7590	<b>GRANT EXPENDITURES - APEI SAFETY GRANT FIRE RADIOS</b>		
7622	<b>CHARGES FROM GARAGE - ANNUAL ALLOTMENT FOR GARAGE LABOR</b>		
7629	<b>CHARGES FROM CAPITAL FACILITIES - ANNUAL ALLOTMENT FOR SUBSTATION WORK FROM CAPITAL FACILITIES</b>		
7900	<b>CAPITAL EXPENDITURES - EQUIPMENT AND/OR VEHICLES THAT ARE IN EXCESS OF \$5,000, CAPITALIZABLE, AND DEPRECIATED</b>		
7XXX	<b>CARES &amp; FEMA OFFSET - NON-PAYROLL EXPENDITURES ELLIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING</b>		

# POLICE DEPARTMENT

## **Mission Statement:**

To provide excellent trusted service through partnerships with the Community and other Jurisdictions.



## **Police Department Staff:**

Tom Radke, *Chief of Police*

Rhonda Herman, *Administrative Assistant*

Bruce Smith Jr., *Police Lieutenant*

Nicholas Pearson, *Police Sergeant*

Damon Roher, *Police Officer I*

Conner Phillips, *Police Officer II*

Yuriy Bezzubenko, *Police Officer III*

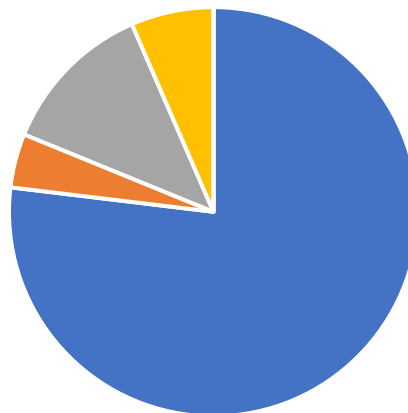
## **Department Objectives:**

- Establish educational training with the Juneau Police Department
- Continue Community Outreach programs
- Restore authorized strength of staff
- Establish a relationship with the OCS staff member and quantify ongoing services

## SUMMARY OF EXPENDITURES BY TYPE

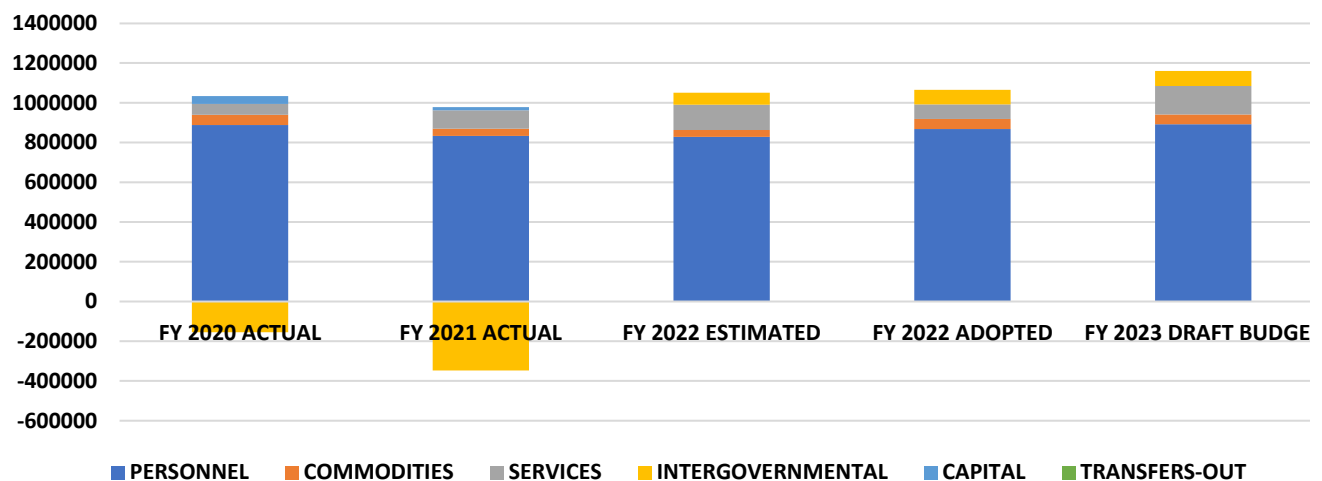
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	888,109	833,056	828,319	868,058	891,927
COMMODITIES	51,456	36,376	34,420	50,500	49,500
SERVICES	54,308	92,669	127,600	73,086	142,635
INTERGOVERNMENTAL	(154,932)	(347,664)	60,464	73,750	75,735
CAPITAL	39,531	16,100	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>878,473</b>	<b>630,537</b>	<b>1,050,802</b>	<b>1,065,394</b>	<b>1,159,796</b>

## FY 2023 BUDGET



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

## POLICE EXPENDITURES BY FISCAL YEAR



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000 & 11219 Dept #13 (Police Consolidated)*

**GENERAL FUND**  
**POLICE DEPARTMENT**  
**DETAIL OF EXPENDITURES**

<b>POLICE GENERAL FUND EXPENDITURES</b>		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023 Draft</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>	<b>Budget</b>
11000 013 6001	Salaries & Wages	\$ 455,233	\$ 459,009	\$ 493,273	\$ 486,054	\$ 525,724
11000 013 6005	Overtime	\$ 88,754	\$ 61,433	\$ 54,017	\$ 56,268	\$ 49,799
11000 013 61XX	Employer Costs	\$ 307,517	\$ 303,893	\$ 270,031	\$ 292,336	\$ 269,005
11219 013 6XXX	CARES Payroll Offset	\$ (212,796)	\$ (385,988)	\$ -	\$ -	\$ -
11000 013 6225	Police Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -
11000 013 7001	Materials & Supplies	\$ 12,655	\$ 6,235	\$ 3,083	\$ 9,000	\$ 6,000
11000 013 7004	Postage & Shipping	\$ (48)	\$ -	\$ 150	\$ 2,000	\$ 2,000
11000 013 7008	Non-capital Equipment	\$ -	\$ 1,836	\$ 6,428	\$ 4,000	\$ 7,000
11000 013 7009	Equipment Repair & Maintenance	\$ 5,593	\$ 1,790	\$ 1,615	\$ 3,000	\$ 1,500
11000 013 7010	Vehicle Maintenance	\$ 18,459	\$ 10,086	\$ 2,959	\$ 10,000	\$ 11,000
11000 013 7012	Boat Maintenance & Repair	\$ 4,357	\$ 100	\$ 1,340	\$ 5,000	\$ 1,500
11000 013 7014	Vehicle Impound Expenses	\$ -	\$ -	\$ 4,688	\$ 2,000	\$ 5,000
11000 013 7100	Uniform, gear & clothing allowance	\$ 4,970	\$ 9,073	\$ 4,712	\$ 8,000	\$ 8,000
11000 013 7101	Criminal History Records	\$ -	\$ 80	\$ 475	\$ -	\$ -
11000 013 7103	Ammunition	\$ 5,470	\$ 7,258	\$ 9,446	\$ 7,500	\$ 7,500
11000 013 7104	Special Investigations	\$ 1,585	\$ 6,551	\$ (668)	\$ 2,500	\$ 2,500
11000 013 7105	Animal Control Expenses	\$ 314	\$ 209	\$ 101	\$ 1,000	\$ 1,000
11000 013 7501	Utilities	\$ -	\$ -	\$ -	\$ -	\$ 200
11000 013 7502	Phone/Internet	\$ 17,032	\$ 17,548	\$ 15,160	\$ 16,424	\$ 17,000
11000 013 7503	Information Technology	\$ 879	\$ 4,499	\$ 22,450	\$ 19,000	\$ 3,000
11000 013 7505	Travel & Training	\$ 36,605	\$ 8,720	\$ 10,998	\$ 33,400	\$ 47,400
11000 013 7506	Publications & Advertising	\$ 2,080	\$ -	\$ -	\$ 500	\$ 500
11000 013 7507	Memberships & Dues	\$ 26	\$ 525	\$ 469	\$ -	\$ -
11000 013 7508	Insurance	\$ 31,448	\$ 37,654	\$ 55,612	\$ 30,000	\$ 61,173
11000 013 7515	Permits, Inspections, Compliance	\$ 816	\$ 12	\$ -	\$ -	\$ -
11000 013 7519	Police Professional Services Contractual	\$ 128	\$ 25,591	\$ 34,000	\$ 3,662	\$ 57,262
11000 013 7622	Charges from Garage	\$ 11,500	\$ 7,571	\$ -	\$ 27,750	\$ 29,735
11000 013 7701	State of Alaska Share of DMV Services	\$ 46,104	\$ 30,124	\$ 60,464	\$ 45,000	\$ 45,000
11000 013 7702	State of Alaska Share of Citations	\$ 260	\$ 629	\$ -	\$ 1,000	\$ 1,000
11000 013 7900	Capital Expenditures	\$ 39,531	\$ 16,100	\$ -	\$ -	\$ -
<b>TOTAL POLICE DEPARTMENT EXPENDITURES</b>		<b>\$ 878,473</b>	<b>\$ 630,537</b>	<b>\$ 1,050,802</b>	<b>\$ 1,065,394</b>	<b>\$ 1,159,796</b>

**JUSTIFICATION & EXPLANATION  
POLICE DEPARTMENT**

<b>GL ACCT DESCRIPTION</b>			
		<b>POLICE DEPARTMENT GENERAL FUND EXPENDITURES</b>	
<b>6001 SALARIES &amp; WAGES</b>			
Police Chief Salary		\$	126,771
Police Lieutenant Salary		\$	88,285
Police Sergeant Salary		\$	68,516
Police Officer #1 Salary		\$	65,714
Police Officer #2 Salary		\$	63,237
Police Officer #3 Salary		\$	60,848
Administrative Assistant Salary		\$	52,354
	<b>TOTAL</b>	<b>\$</b>	<b>525,724</b>
<b>6005 OVERTIME</b>			
Police Lieutenant (200 hours @ 1.5 * \$42.28)		\$	12,685
Police Sergeant (200 hours @ 1.5 * \$32.81)		\$	9,844
Police Officer #1 (200 hours @ 1.5 * \$31.47)		\$	9,442
Police Officer #2 (200 hours @ 1.5 * \$29.14)		\$	8,742
Police Officer #3 (200 hours @ 1.5 * \$30.29)		\$	9,086
	<b>TOTAL</b>	<b>\$</b>	<b>49,799</b>
<b>61XX EMPLOYER COSTS</b>			
FICA, SBS AND MEDICARE (7.58%)		\$	43,625
STATE OF ALASKA PERS (22%)		\$	126,615
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$	98,765
	<b>TOTAL</b>	<b>\$</b>	<b>269,005</b>
<b>6225 POLICE RECRUITMENT - ANNUAL ALLOTMENT FOR POLICE RECRUITMENT EFFORTS</b>			
<b>7001 MATERIALS &amp; SUPPLIES - VARIOUS CLEANING SUPPLIES &amp; OFFICE SUPPLIES SUCH AS PRINTER PAPER &amp; INK, LETTER HEAD, AND OTHER MISC. SUPPLIES</b>			
<b>7004 POSTAGE &amp; SHIPPING - COSTS TO MAIL NOTICES &amp; OFFICIAL CORRESPONDENCE</b>			
<b>7005 COMPUTER REPAIR &amp; MAINTENANCE - ALLOTMENT FOR REPAIR &amp; MAINTENANCE SERVICES TO COMPUTERS AND OTHER MISC. COMPUTER TECHNOLOGY</b>			
<b>7008 NON-CAPITAL EQUIPMENT - ALLOTMENT FOR NEW HANDHELD RADIOS</b>			
<b>7009 EQUIPMENT REPAIR &amp; MAINTENANCE - ALLOTMENT FOR RADIO REPAIR</b>			
<b>7010 VEHICLE MAINTENANCE - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS</b>			
<b>7012 BOAT MAINTENANCE &amp; REPAIR - ANNUAL ALLOTMENT FOR BOAT MAINTENANCE AND FUEL</b>			
<b>7014 VEHICLE IMPOUND EXPENSES - COSTS FOR TOWING IMPOUNDED VEHICLES AND MAINTAINING VEHICLE IMPOUND LOT</b>			
<b>7100 UNIFORM, GEAR, &amp; CLOTHING ALLOWANCE - ANNUAL ALLOTMENT FOR EMPLOYEE CLOTHING ALLOWANCES AND MISC. GEAR REPLACEMENT</b>			
<b>7101 CRIMINAL HISTORY RECORDS - EXPENDITURES RELATED TO PROCESSING FEES FOR CRIMINAL RECORDS</b>			
<b>7103 AMMUNITION - ANNUAL ALLOTMENT FOR ROUNDS OF AMMUNITION</b>			
<b>7104 SPECIAL INVESTIGATIONS - ANNUAL ALLOTMENT FOR SPECIAL INVESTIGATION EFFORTS</b>			
<b>7105 ANIMAL CONTROL EXPENSES - ANNUAL ALLOTMENT FOR UPKEEP OF KENNEL &amp; SUPPLIES SUCH AS FOOD</b>			
<b>7502 PHONE/INTERNET - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES</b>			
<b>7503 INFORMATION TECHNOLOGY - COST FOR SERVER UPGRADE PROJECTS</b>			
<b>7505 TRAVEL- COST FOR PLANE TICKETS, LODGING, AND PER DIEM TO JUNEAU TWICE A YEAR FOR TRAINING</b>			
<b>7506 PUBLICATIONS &amp; ADVERTISING - COST TO PUBLISH ADVERTISEMENTS, MAINLY FOR JOB OPENINGS</b>			
<b>7507 MEMBERSHIPS &amp; DUES - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL</b>			
<b>7508 INSURANCE - ALLOTMENT FOR BUILDING &amp; VEHICLE INSURANCE</b>			
<b>7513 TRAINING - ALLOTMENT FOR TRAINING WITH JUNEAU POLICE DEPARTMENT &amp; POLICE ONLINE TRAINING</b>			
<b>7515 PERMITS, INSPECTIONS, COMPLIANCE - ALLOTMENT FOR REQUIRED INSPECTIONS &amp; OTHER MISC. COMPLIANCE</b>			
<b>7519 POLICE PROFESSIONAL SERVICES CONTRACTUAL - ALLOTMENT FOR CONDUCTING BACKGROUND CHECKS, WESTEK SERVICE FOR RECORDER SYSTEM, AND TASER ANNUAL CONTRACT</b>			
<b>7622 CHARGES FROM GARAGE - ANNUAL ALLOTMENT FOR GARAGE LABOR</b>			
<b>7701 STATE OF ALASKA SHARE OF DMV SERVICES - THE BOROUGH'S HALF OF DMV SERVICE EXPENDITURES OWED TO THE STATE</b>			
<b>7702 STATE OF ALASKA SHARE OF CITATIONS - PORTION OF CITATIONS THAT IS OWED TO THE STATE</b>			

# CORRECTIONS & DISPATCH

## **Mission Statement:**

The City and Borough of Wrangell's Correction & Dispatch Department is comprised of people dedicated to preserving the value of life and property for all citizens and visitors in our diverse community. We answer and dispatch emergency and non-emergency calls in a timely, precise and skilled manner. We are committed to excellence in the delivery of these services while treating people with dignity, respect and empathy. We are the vital link between public safety and citizens who need assistance. We strive to continuously improve through training, public feedback and teamwork. By utilizing technology and experience, we will continue to grow to fulfill the needs of our ever-changing community and all who pass through it



## **Corrections & Dispatch Staff:**

Thecla LaLonde, *Corrections Supervisor*

Karen Benedict, *Corrections and Dispatch Specialist*

Elijah Comstock, *Corrections and Dispatch Specialist*

Juanita Courson, *Corrections and Dispatch Specialist*

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000 Dept #014*

**GENERAL FUND**  
**CORRECTIONS & DISPATCH**  
**DETAIL OF EXPENDITURES**

CORRECTIONS & DISPATCH GENERAL FUND EXPEND		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 014 6001	Salaries & Wages	\$ 231,821	\$ 265,119	\$ 244,704	\$ 232,960	\$ 250,864
11000 014 6005	Overtime	\$ 30,369	\$ 27,949	\$ 34,461	\$ 33,600	\$ 14,580
11000 014 61XX	Employer Costs	\$ 164,296	\$ 178,812	\$ 150,866	\$ 174,033	\$ 152,353
11219 014 6XXX	CARES Payroll Off-set	\$ (92,565)	\$ (212,129)	\$ -	\$ -	\$ -
11000 014 7001	Materials & Supplies	\$ 77	\$ 1,673	\$ 762	\$ 774	\$ 700
11000 014 7106	Prisoner Meals	\$ 11,455	\$ 4,308	\$ 5,448	\$ 3,104	\$ 3,000
11000 014 7502	Phone/Internet	\$ 94	\$ 1,209	\$ 464	\$ 1,500	\$ 1,250
11000 014 7503	Information Technology	\$ -	\$ 4,000	\$ 2,500	\$ -	\$ -
11000 014 7505	Travel	\$ 584	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CORRECTIONS &amp; DISPATCH EXPENDITURES</b>		<b>\$ 346,132</b>	<b>\$ 270,941</b>	<b>\$ 439,206</b>	<b>\$ 445,970</b>	<b>\$ 422,746</b>

**JUSTIFICATION & EXPLANATION**  
**CORRECTIONS**

**GL ACCT DESCRIPTION**

**6001 SALARIES & WAGES**

Corrections Supervisor Salary	\$ 59,892
Corrections Specialist #1 Salary	\$ 48,139
Corrections Specialist #2 Salary	\$ 45,446
Corrections Specialist #3 Salary	\$ 45,446
Corrections Specialist #4 Salary	\$ 51,941
<b>TOTAL</b>	<b>\$ 250,864</b>

**6005 OVERTIME**

Corrections Supervisor (20 hours @ \$43.03)	\$ 861
Corrections Specialist #1 (100 hours @ \$34.58)	\$ 3,458
Corrections Specialist #2 (100 hours @ \$32.65)	\$ 3,265
Corrections Specialist #3 (100 hours @ \$32.65)	\$ 3,265
Corrections Specialist #4 (100 hours @ \$37.31)	\$ 3,731
<b>TOTAL</b>	<b>\$ 14,580</b>

**61XX EMPLOYER COSTS**

FICA, SBS AND MEDICARE (7.58%)	\$ 20,121
STATE OF ALASKA PERS (22%)	\$ 58,398
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 73,835
<b>TOTAL</b>	<b>\$ 152,353</b>

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** - ALLOTMENT FOR TRAVEL FOR MISC. TRAININGS



# **PUBLIC SAFETY BUILDING**

The City and Borough of Wrangell's Public Safety Building is home to the Wrangell Police, Fire, and Dispatch departments. It also houses rented space for court proceedings, Wrangell's community jail, DMV and OCS services.



The goal for the FY 2023 budget cycle is to formulate a strategic proposal to rehabilitate or reconstruct the facility, and address years of deferred maintenance.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
Fund #11000 Dept #015

**GENERAL FUND**  
**PUBLIC SAFETY BUILDING**  
DETAIL OF EXPENDITURES

PUBLIC SAFETY BUILDING GENERAL FUND EXPENDITURES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 015 7001	Materials & Supplies	\$ 2,188	\$ 938	\$ -	\$ -	\$ -
11000 015 7002	Facility Repair & Maintenance	\$ 72,374	\$ 81,924	\$ 12,490	\$ 37,100	\$ 36,000
11000 015 7003	Custodial Supplies	\$ 2,188	\$ 790	\$ 1,382	\$ 5,500	\$ 2,000
11000 015 7005	Computer Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
11000 015 7010	Vehicle/Equipment Repair & Maintenance	\$ 118	\$ -	\$ -	\$ -	\$ -
11000 015 7017	Heating Fuel	\$ -	\$ -	\$ 3,945	\$ -	\$ 3,500
11000 015 7501	Utilities	\$ 106,357	\$ 102,709	\$ 105,000	\$ 110,000	\$ 111,900
11000 015 7502	Phone/Internet	\$ 794	\$ 2,599	\$ 2,166	\$ 2,520	\$ 2,500
11000 015 7508	Insurance	\$ -	\$ -	\$ 17,316	\$ 15,487	\$ 19,048
11010 015 7510	Engineering	\$ 7,070	\$ -	\$ -	\$ 5,000	\$ 5,000
11000 015 7519	Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
11000 015 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ 15,487	\$ 9,871
11000 015 7629	Charges from Capital Facilities	\$ 67,761	\$ 52,628	\$ 100,000	\$ 113,000	\$ 129,809
11000 015 7631	Charges from Municipal Light & Power	\$ -	\$ -	\$ -	\$ 1,200	\$ -
11000 015 7900	Capital Expenditures	\$ 13,178	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PSB EXPENDITURES</b>		<b>\$ 272,028</b>	<b>\$ 241,588</b>	<b>\$ 242,300</b>	<b>\$ 305,294</b>	<b>\$ 319,628</b>

**JUSTIFICATION & EXPLANATION**  
**CORRECTIONS**

**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 PUBLICC SAEFTY BUILDING  
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  
BUIDLING  
7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS LABOR  
7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND  
MANAGEMENT SERVICES  
7631 **CHARGES FROM MUNICIPAL LIGHT & POWER** - COSTS OF LABOR CHARGES FOR MONTHLY INSPECTIONS OF STANDBY  
GENERATOR

# **PUBLIC WORKS**

The mission of the City and Borough of Wrangell's Department of Public Works is to provide the residents, businesses, and visitors of the Borough with high-quality, efficient, and responsive general government services, including: utility support, and road, property, and building maintenance



## **Public Works Staff:**

Tom Wetor, *Public Works Director*

Elsie Bailey, *Administrative Assistant*

Jeffrey Rooney, *Public Works Foreman*

Stanley Campbell, *Maintenance Specialist*

Lorne Cook, *Maintenance Specialist*

Thomas Gillen, *Maintenance Specialist*

***City and Borough of Wrangell, AK***

General Fund: Public Work

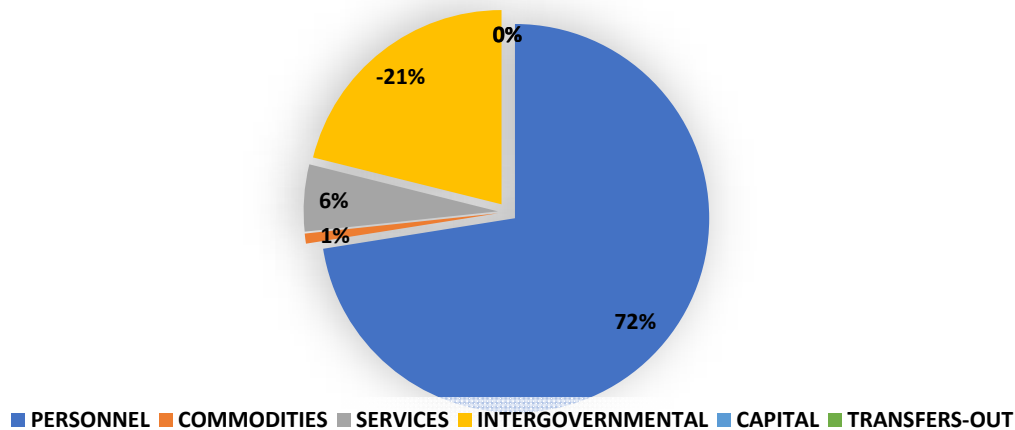
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 021*

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

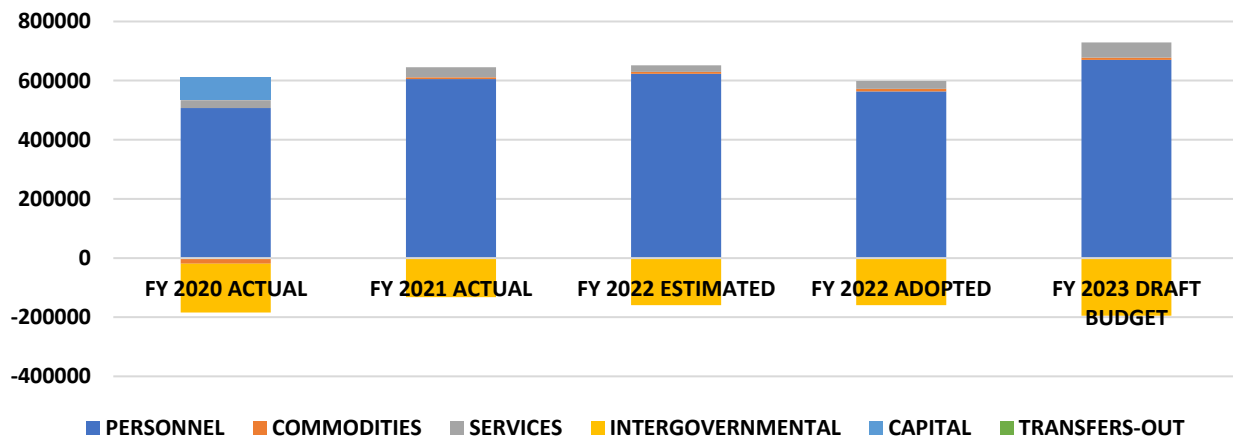
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	507,307.81	605,045.93	623,153.53	563,316.38	669,862.82
COMMODITIES	(19,181.66)	6,155.90	6,450.83	9,000.00	7,700.00
SERVICES	26,109.39	34,115.77	22,137.92	26,377.00	51,344.59
INTERGOVERNMENTAL	(165,190.30)	(132,236.05)	(159,542.41)	(159,542.41)	(195,151.65)
CAPITAL	77,759.61	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>426,804.85</b>	<b>513,081.55</b>	<b>492,199.86</b>	<b>439,150.97</b>	<b>533,755.77</b>

**FY 2023 BUDGET**



**PUBLIC WORKS EXPENDITURES BY FISCAL YEAR**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #021*

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
**DETAIL OF EXPENDITURES**

<b>PUBLIC WORKS GENERAL FUND EXPENDITURES</b>		<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ESTIMATED</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 DRAFT BUDGET</b>
11000 021 6001	Salaries & Wages	\$ 269,732	\$ 338,719	\$ 343,542	\$ 294,177	\$ 363,080
11000 021 6002	Temporary Wages	\$ 20,405	\$ 668	\$ -	\$ -	\$ -
11000 021 6005	Overtime	\$ 7,911	\$ 25,438	\$ 47,343	\$ 39,571	\$ 66,530
11000 021 61XX	Employer Cost	\$ 225,632	\$ 240,567	\$ 232,268	\$ 228,249	\$ 229,334
11219 021 6XXX	CARES Payroll Off-set	\$ -	\$ (3,873)	\$ -	\$ -	\$ -
11000 021 7001	Materials & Supplies	\$ (23,357)	\$ 1,769	\$ 1,236	\$ 3,000	\$ 3,000
11000 021 7002	Facility Repair & Maintenance	\$ 329	\$ 60	\$ 490	\$ -	\$ 1,000
11000 021 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ 2,000	\$ -
11000 021 7010	Vehicle Maintenance	\$ 2,966	\$ 3,412	\$ 3,000	\$ -	\$ -
11000 021 7018	Miscellaneous Tools	\$ -	\$ 40	\$ -	\$ 1,000	\$ 1,200
11000 021 7100	Uniform, gear & clothing allowance	\$ 880	\$ 875	\$ 1,725	\$ 3,000	\$ 2,500
11000 021 7502	Phone/Internet	\$ 6,243	\$ 6,378	\$ 4,499	\$ 9,816	\$ 4,000
11000 021 7503	Information Technology	\$ 1,209	\$ -	\$ -	\$ 2,000	\$ 1,500
11000 021 7505	Travel & Training	\$ 4,033	\$ 323	\$ -	\$ 1,320	\$ 10,920
11000 021 7506	Publications & Advertising	\$ -	\$ 399	\$ -	\$ -	\$ -
11000 021 7507	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 550	\$ 550
11000 021 7508	Insurance	\$ 18,379	\$ 26,590	\$ 16,177	\$ 11,511	\$ 17,795
11000 021 7515	Permits, Inspections & Compliance	\$ 14	\$ -	\$ -	\$ -	\$ -
11000 021 7519	Professional Services	\$ 265	\$ 748	\$ 1,463	\$ 2,500	\$ 27,500
11000 021 7621	Public Works Labor Charges	\$ (165,190)	\$ (128,826)	\$ (174,130)	\$ (174,130)	\$ (197,414)
11000 021 7622	Charges from Garage	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
11000 021 7629	Charges from Capital Facilities	\$ -	\$ 463	\$ 9,588	\$ 9,588	\$ 2,262
11000 021 7900	Capital Expenditures	\$ 77,760	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>		<b>\$ 447,210</b>	<b>\$ 513,749</b>	<b>\$ 492,200</b>	<b>\$ 439,151</b>	<b>\$ 533,756</b>

**JUSTIFICATION & EXPLANATION**  
PUBLIC WORKS DEPARTMENT

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>		
Public Works Director Salary	\$	87,469
Public Works Foreman Salary	\$	78,212
PW Administrative Assistant Salary (1/2 time)	\$	24,808
Maintenance Specialist I Salary	\$	49,986
Maintenance Specialist II Salary	\$	52,946
Maintenance Specialist III Salary	\$	69,659
<b>TOTAL</b>	<b>\$</b>	<b>363,080</b>
<b>6005 OVERTIME</b>		
Public Works Foreman OT/Acting/Standby	\$	25,274
Maintenance Specialist I OT/Standby	\$	10,861
Maintenance Specialist II OT/Standby	\$	11,917
Maintenance Specialist III OT/Acting/Standby	\$	18,478
<b>TOTAL</b>	<b>\$</b>	<b>66,530</b>
<b>61XX EMPLOYER COSTS</b>		
FICA, SBS AND MEDICARE (7.58%)	\$	32,564
STATE OF ALASKA PERS (22%)	\$	94,514
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	102,255
<b>TOTAL</b>	<b>\$</b>	<b>229,334</b>
<b>7001 MATERIALS &amp; SUPPLIES</b> - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEAUP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES		
<b>7002 FACILITY REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINT.		
<b>7008 NON-CAPITAL EQUIPMENT</b> - ALLOTMENT FOR A FIELD COMPUTER FOR DIRECTOR		
<b>7009 EQUIPMENT REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE		
<b>7010 VEHICLE MAINTENANCE</b> - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS		
<b>7018 MISCELLANEOUS TOOLS</b> - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS		
<b>7110 UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - ALLOTMENT FOR CLOTHING ALLOWANCE FOR FOUR EMPLOYEES, HIGH VISABILITY RAIN GEAR, AND OTHER MISC. PPE		
<b>7502 PHONE/INTERNET</b> - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY		
<b>7505 TRAVEL</b> - ALLOTMENT FOR STAFF TRAVEL		
<b>7506 PUBLICATIONS &amp; ADVERTISING</b> - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS		
<b>7507 DUES &amp; SUBSCRIPTIONS</b> - ALLOTMENT FOR SAFETY MEETINGS SERVICES		
<b>7508 INSURANCE</b> - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE		
<b>7513 TRAINING</b> - ALLOTMENT FOR CDL RENEWALS AND CEU/CERTIFICATION RENEWALS		
<b>7515 PERMITS, INSPECTIONS &amp; COMPLIANCE</b> - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS		
<b>7519 PROFESSIONAL SERVICES</b> - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS		
<b>7621 PUBLIC WORKS LABOR CHARGES</b> - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS		
<b>7622 CHARGES FROM GARAGE</b> - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR		
<b>7629 CHARGES FROM CAPITAL FACILITIES</b> - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES		
<b>7900 CAPITAL EXPENDITURES</b> - OPERATIONAL EQUIPMENT & VEHICLES ABOVE \$5,000 THAT ARE CAPITALIZED AND DEPRECIATED OVER A PREDETERMINED USEFUL LIFE		

# **GARAGE DEPARTMENT**

## **Mission Statement:**

The mission of the City and Borough of Wrangell's Garage Department is to operate in a manner that is conducive to the safety for all employees and individual customers. We strive to provide superior maintenance on all City owned vehicles, equipment, and small engines. Our service is designed to ensure that the City departments can be effective in maintaining the highest level of efficiency, while keeping maintenance costs at a minimum.



## **Garage Staff:**

David Bryner, *Mechanic Lead*

Vacant, *Assistant Mechanic*

***City and Borough of Wrangell, AK***  
General Fund: Garage Department

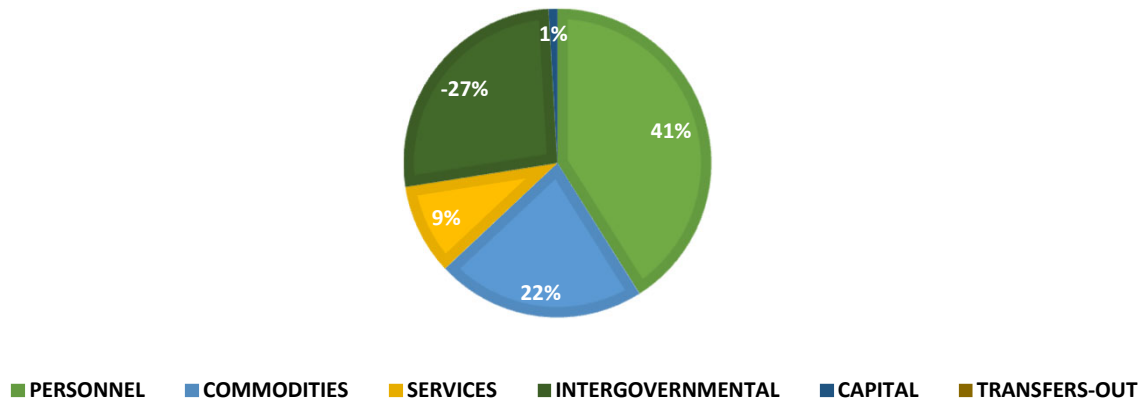
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 022*

**GENERAL FUND**  
**GARAGE DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

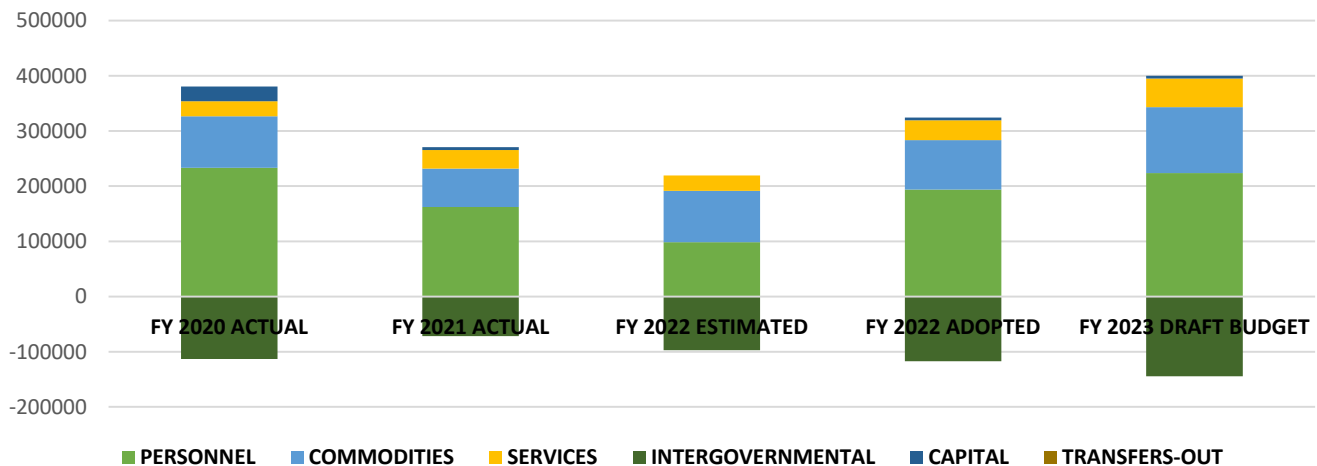
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	233,114.48	162,496.23	98,647.04	193,732.50	223,489.62
COMMODITIES	93,338.84	69,230.06	92,717.75	89,600.00	119,717.19
SERVICES	27,259.73	33,534.20	28,014.82	35,899.52	51,692.07
INTERGOVERNMENTAL	(113,059.76)	(71,624.77)	(97,147.04)	(117,292.41)	(144,595.61)
CAPITAL	26,931.52	5,199.00	-	5,000.00	5,000.00
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>267,584.81</b>	<b>198,834.72</b>	<b>122,232.57</b>	<b>206,939.61</b>	<b>255,303.28</b>

**FY 2023 BUDGET**



**GARAGE EXPENDITURES BY FISCAL YEAR**





**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #022*

**GENERAL FUND**  
**GARAGE DEPARTMENT**  
**DETAIL OF EXPENDITURES**

<b>GARAGE GENERAL FUND EXPENDITURES</b>		<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ESTIMATED</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 DRAFT BUDGET</b>
11000 022 6001	Salaries & Wages	\$ 122,421	\$ 97,809	\$ 57,865	\$ 114,650	\$ 122,390
11000 022 6005	Overtime	\$ 2,891	\$ 933	\$ 1,968	\$ 5,500	\$ 5,223
11000 022 61XX	Employer Costs	\$ 104,443	\$ 63,754	\$ 38,814	\$ 70,933	\$ 92,241
11219 022 6XXX	COVID Payroll Off-set	\$ -	\$ (1,172)	\$ -	\$ -	\$ -
11000 022 7001	Materials & Supplies	\$ 13,234	\$ 7,514	\$ 4,206	\$ 7,000	\$ 7,200
11000 022 7002	Facility Repair & Maintenance	\$ 5,648	\$ 925	\$ 432	\$ 7,200	\$ 6,500
11000 022 7010	Vehicle Maintenance	\$ 354	\$ 321	\$ 194	\$ 1,000	\$ 1,500
11000 022 7015	Fuel - Automotive	\$ 67,356	\$ 55,652	\$ 78,424	\$ 65,000	\$ 94,517
11000 022 7017	Fuel - Heating	\$ 4,083	\$ 2,529	\$ 7,972	\$ 5,000	\$ 5,000
11000 022 7018	Miscellaneous Tools	\$ 2,003	\$ 1,909	\$ 1,192	\$ 3,000	\$ 3,500
11000 022 7100	Clothing & Gear	\$ 661	\$ 380	\$ 297	\$ 1,400	\$ 1,500
11000 022 7501	Utilities	\$ 21,271	\$ 22,995	\$ 22,301	\$ 23,000	\$ 25,200
11000 022 7502	Phone/Internet	\$ 39	\$ 443	\$ 1,585	\$ 156	\$ 1,900
11000 022 7503	Information Technology	\$ 4,071	\$ 5,227	\$ -	\$ 7,700	\$ 9,850
11000 022 7505	Travel & Training	\$ 3,360	\$ -	\$ -	\$ 2,650	\$ 3,635
11000 022 7507	Membership & Dues	\$ -	\$ 60	\$ -	\$ -	\$ -
11000 022 7508	Insurance	\$ 1,155	\$ 2,494	\$ 4,129	\$ 3,044	\$ 4,542
11000 022 7515	Health & Safety Permits, Inspections, Compliance	\$ 584	\$ 1,862	\$ -	\$ 2,000	\$ 2,000
11000 022 7519	Professional/Contractual Services	\$ 140	\$ 453	\$ -	\$ -	\$ 8,200
11000 022 7621	Public Works Labor Charges	\$ 3,667	\$ 923	\$ 1,500	\$ 1,500	\$ 1,974
11000 022 7622	Charges from Garage	\$ (122,036)	\$ (71,414)	\$ (98,647)	\$ (128,380)	\$ (146,570)
11000 022 7629	Charges from Capital Facilities	\$ 5,309	\$ 39	\$ -	\$ 9,588	\$ -
11000 022 7900	Capital Expenditures	\$ 26,932	\$ 5,199	\$ -	\$ 5,000	\$ 5,000
<b>TOTAL GARAGE EXPENDITURES</b>		<b>\$ 267,585</b>	<b>\$ 198,835</b>	<b>\$ 122,233</b>	<b>\$ 206,940</b>	<b>\$ 255,303</b>

**JUSTIFICATION & EXPLANATION  
GARAGE DEPARTMENT**

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>			
Lead Mechanic Salary	\$	69,646	
Assistant Mechanic Salary	\$	52,745	
<b>TOTAL</b>	<b>\$</b>	<b>122,390</b>	
<b>6005 OVERTIME</b>			
Lead Mechanic OT	\$	3,203	
Assistant Mechanic OT	\$	2,021	
<b>TOTAL</b>	<b>\$</b>	<b>5,223</b>	
<b>61XX EMPLOYER COSTS</b>			
FICA, SBS AND MEDICARE (7.58%)	\$	9,673	
STATE OF ALASKA PERS (22%)	\$	28,075	
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	54,493	
<b>TOTAL</b>	<b>\$</b>	<b>92,241</b>	
<b>7001 MATERIALS &amp; SUPPLIES</b> - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEAUP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES			
<b>7002 FACILITY REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINTAINENACE			
<b>7010 VEHICLE MAINTENANCE</b> - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS			
<b>7015 FUEL</b> - AUTOMATIVE FUEL FOR VEHICLES AND OTHER OPERATIONAL EQUIPMENT			
<b>7017 FUEL-HEATING</b> - HEATING OIL AND DIESEL FOR EQUIPMENT			
<b>7018 MISCELLANEOUS TOOLS</b> - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS			
<b>7110 UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - ALLOTMENT FOR CLOTHING ALLOWANCE FOR FOUR EMPLOYEES, HIGH			
<b>7501 UTILITIES</b> - WATER, SEWER, GARBAGE, & ELEC. FOR CITY BUILDINGS			
<b>7502 PHONE/INTERNET</b> - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY			
<b>7503 INFORMATION TECHNOLOGY</b> - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES & SUPPORT			
<b>7505 TRAVEL &amp; TRAINING</b> - ALLOTMENT FOR STAFF TRAVEL AND TRAINING COSTS RELATED TO CDL RENEWALS AND CEU/CERTIFICATION RENEWALS			
<b>7506 PUBLICATIONS &amp; ADVERTISING</b> - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS			
<b>7507 DUES &amp; SUBSCRIPTIONS</b> - ALLOTMENT FOR SAFETY MEETINGS SERVICES			
<b>7508 INSURANCE</b> - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE			
<b>7515 PERMITS, INSPECTIONS &amp; COMPLIANCE</b> - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS			
<b>7519 PROFESSIONAL SERVICES</b> - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS			
<b>7621 PUBLIC WORKS LABOR CHARGES</b> - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS			
<b>7622 CHARGES FROM GARAGE</b> - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR			
<b>7629 CHARGES FROM CAPITAL FACILITIES</b> - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES			
<b>7900 CAPITAL EXPENDITURES</b> - ALLOTMENT FOR FUEL TRACKING SYSTEM			

# **STREETS DEPARTMENT**

## **Mission Statement:**

The mission of the City and Borough of Wrangell's Streets Department is to provide safe and properly maintained streets, sidewalks, and signs, as well as to effectively facilitate the snow removal process.



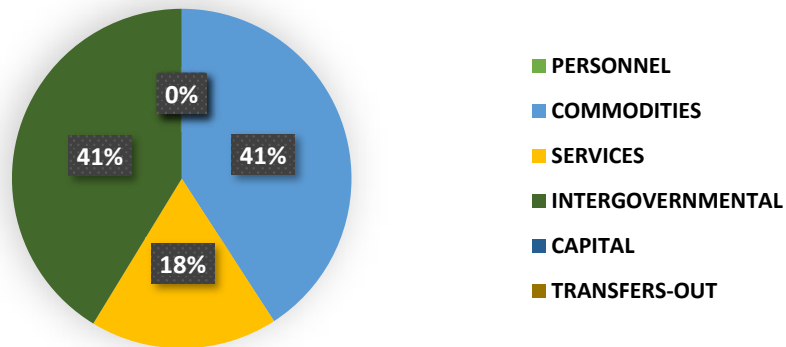
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 024*

**GENERAL FUND**  
**STREETS DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

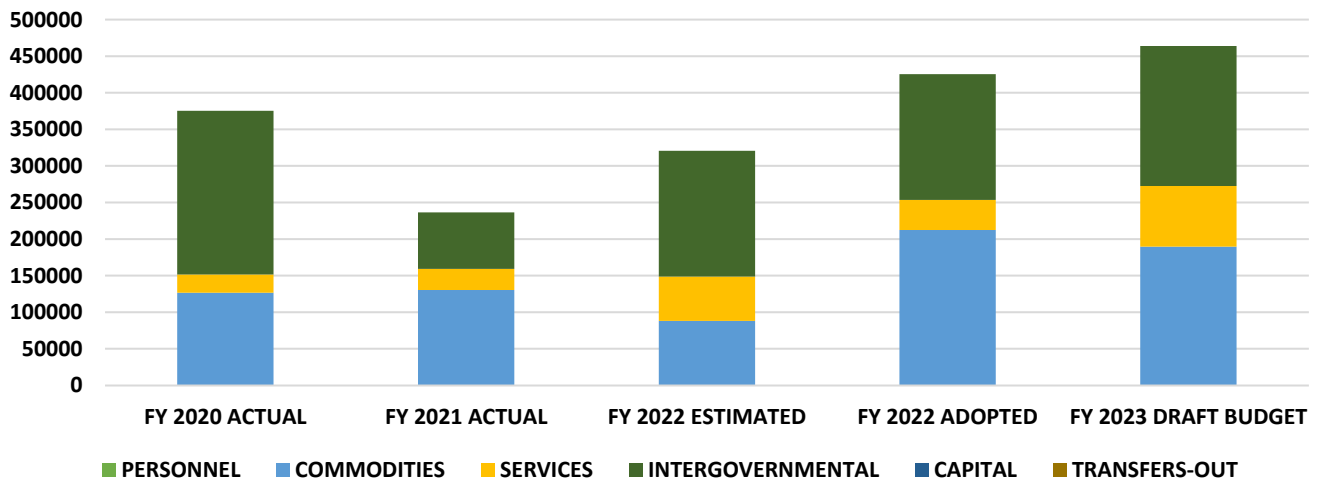
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	-	360.00	-	-	-
COMMODITIES	126,633.11	130,093.04	88,229.63	212,500.00	189,575.00
SERVICES	25,040.61	28,834.89	60,422.69	41,000.00	82,900.00
INTERGOVERNMENTAL	223,729.13	77,055.57	172,000.00	172,000.00	191,511.37
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>375,402.85</b>	<b>236,343.50</b>	<b>320,652.31</b>	<b>425,500.00</b>	<b>463,986.37</b>

**FY 2023 BUDGET**



**STREETS EXPENDITURES BY FISCAL YEAR**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #024*

**GENERAL FUND**  
**STREETS DEPARTMENT**  
**DETAIL OF EXPENDITURES**

STREETS GENERAL FUND EXPENITURES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 024 7001	Materials & Supplies	\$ 449	\$ 1,540	\$ 883	\$ 1,000	\$ 1,000
11000 024 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
11000 024 7009	Equipment Repair & Maintenance	\$ 142	\$ 2,289	\$ -	\$ -	\$ -
11000 024 7010	Vehicle Maintenance	\$ 56,539	\$ 51,644	\$ 37,347	\$ 60,500	\$ 69,575
11000 024 7011	Equipment Rental Expense	\$ 490	\$ -	\$ -	\$ 15,000	\$ 15,000
11000 024 7030	Maintenance Materials & Supplies	\$ 69,014	\$ 74,620	\$ 50,000	\$ 132,000	\$ 100,000
11000 024 7033	Street Lighting Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 20,000
11000 024 7501	Utilities	\$ 25,041	\$ 28,835	\$ 30,458	\$ 21,000	\$ 32,900
11000 024 7513	Travel & Training	\$ -	\$ 360	\$ -	\$ -	\$ -
11000 024 7519	Professional/Contractual Services	\$ -	\$ -	\$ 29,965	\$ 20,000	\$ 50,000
11000 024 7621	Public Works Labor Charges	\$ 190,632	\$ 56,632	\$ 130,000	\$ 130,000	\$ 118,448
11000 024 7622	Charges from Garage	\$ 32,817	\$ 20,114	\$ 42,000	\$ 42,000	\$ 73,063
11000 024 7629	Charges from Capital Facilities	\$ 280	\$ 309	\$ -	\$ -	\$ -
11000 024 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STREETS EXPENDITURES</b>		<b>\$ 375,403</b>	<b>\$ 236,344</b>	<b>\$ 320,652</b>	<b>\$ 425,500</b>	<b>\$ 483,986</b>

**JUSTIFICATION & EXPLANATION**  
**STREETS**

**GL ACCT DESCRIPTION**

7001	<b>MATERIALS &amp; SUPPLIES</b> - VARIOUS MAINTENANCE SUPPLIES
7008	<b>NON-CAPITAL EQUIPMENT</b> - ALLOTMENT FOR NEW CONTAINER FOR SNOW CHEMICALS
7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE
7010	<b>VEHICLE MAINTENANCE</b> - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
7011	<b>EQUIPMENT RENTAL EXPENSE</b> - ALLOTMENT FOR RENTALS OF EXCAVATOR & LOADER AS NEEDED
7030	<b>MAINTENANCE MATERIALS &amp; SUPPLIES</b> - 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	<b>STREET LIGHTING</b> - ESTIMATED ALLOTMENT FOR NEW LED LIGHT FIXTURES TO REPLACE SODIUMS
7501	<b>UTILITIES</b> - ELECTRIC, WATER, SEWER, GARBAGE
7513	<b>TRAINING</b> - ALLOTMENT FOR TRAINING FOR EQUIPMENT USE AND OTHER MISC. TRAININGS
7519	<b>PROFESSIONAL/CONTRACTUAL SERVICES</b> - ALLOTMENT FOR CONTRACTURAL STREET WORK & CRACK SEALING OF
7621	<b>PUBLIC WORKS LABOR CHARGES</b> - ALLOTMENT FOR PUBLIC WORKS LABOR
7622	<b>CHARGES FROM GARAGE</b> - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES

# **CEMETERY DEPARTMENT**

The City and Borough of Wrangell's cemetery department owns and operates two separate facilities in Wrangell –the Memorial Cemetery and the Sunset Gardens Cemetery.



The goal in the Fiscal Year 2023 is to implement Phase I of the Sunset Garden's Cemetery expansion project to create forty to fifty additional grave plots.

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #11000, Dept #026

GENERAL FUND  
CEMETARY DEPARTMENT  
DETAIL OF EXPENDITURES

CEMETARY GENERAL FUND REVENUES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 026 4330	Cemetery Services	\$ 2,431	\$ 1,890	\$ 7,977	\$ 2,500	\$ 3,000
11000 026 4335	Cemetery Plot Sales	\$ 1,773	\$ 588	\$ 2,213	\$ 1,820	\$ 1,650
<b>TOTAL CEMETARY REVENUES</b>		<b>\$ 4,204</b>	<b>\$ 2,478</b>	<b>\$ 10,189</b>	<b>\$ 4,320</b>	<b>\$ 4,650</b>
CEMETARY GENERAL FUND EXPENDITURES						
11000 026 7001	Materials & Supplies	\$ 400	\$ 265	\$ 1,950	\$ 2,000	\$ 2,000
11000 026 7621	Public Works Labor Charges	\$ 1,099	\$ (600)	\$ 2,790	\$ 2,790	\$ 1,974
11000 026 7629	Charges from Capital Fac. Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
11000 026 7900	Capital Expenditures	\$ -	\$ -	\$ 57,739	\$ -	\$ -
<b>TOTAL CEMETARY EXPENDITURES</b>		<b>\$ 1,499</b>	<b>\$ (335)</b>	<b>\$ 62,479</b>	<b>\$ 4,790</b>	<b>\$ 3,974</b>
Total Cemetery Revenues		\$ 4,204	\$ 2,478	\$ 10,189	\$ 4,320	\$ 4,650
Total Cemetery Expenditures		\$ (1,499)	\$ 335	\$ (62,479)	\$ (4,790)	\$ (3,974)
<b>Total Surplus (Deficit)</b>		<b>\$ 2,705</b>	<b>\$ 2,813</b>	<b>\$ (52,290)</b>	<b>\$ (470)</b>	<b>\$ 676</b>

JUSTIFICATION & EXPLANATION  
CEMETARY

GL ACCT DESCRIPTION

4330 **CEMETARY SERVICES** - REVENUE RELATED TO CEMETARY SERVICE FEES  
4335 **CEMETARY PLOT SALES** - REVENUE FROM CEMETARY 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, STALLING NICHE PLATES & INSTALLING HEADSTONES  
7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES  
7900 **CAPITAL EXPENDITURES** - COST FOR NEW COLUMBARIUM

# CAPITAL FACILITIES

## Mission Statement:

The mission of the Capital Facilities Department is to manage Borough facilities and infrastructure through collaborative and comprehensive planning, designing, construction, and preservation through cost effective and responsive support services.



Amber Al-Haddad, *Director*

Duke Mitchell, *Facilities Maintenance Specialist*

Matt Scheiner, *Facilities Maintenance Specialist*

Laura Massin, *Custodian*

## Department Objectives:

- Procure projects of value within justifiable budget.
- Ensure construction related services are procured in a timely manner to support project schedules.
- Performance. Contract with design and construction firms who meet the expectations of the project, the end user, and other stakeholders while ensuring compliance with local, State and federal regulations as well as Borough policy.
- Manage the procurement and contracting so that all processes, progress, decisions, and outcomes are consistently documented, readily trackable and traceable.
- Strive to identify and implement efficiencies which create the best value.
- By valuing knowledge and supporting creativity, we encourage innovation by our staff to provide the best service and highest level of stewardship.



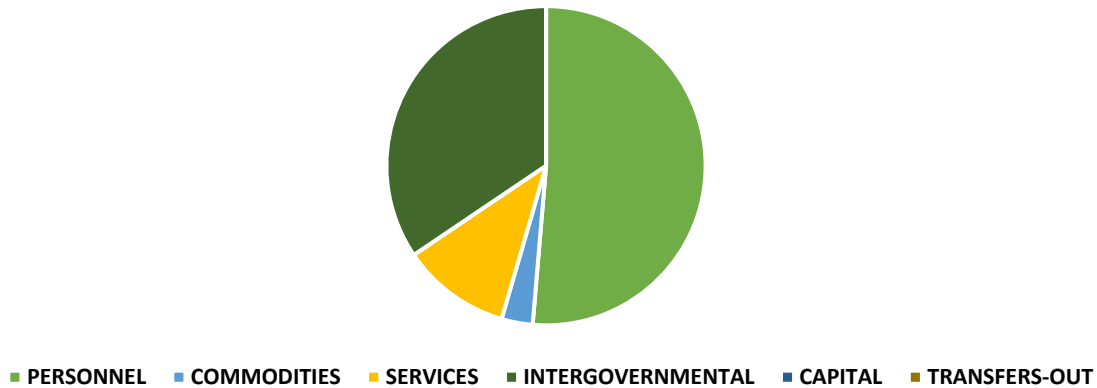
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 029*

**GENERAL FUND**  
**CAPITAL FACILITIES DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

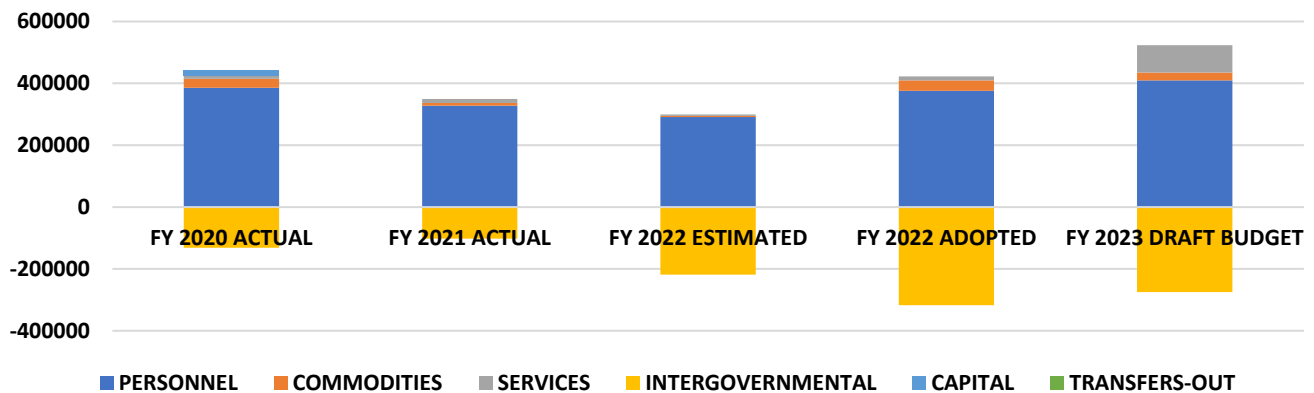
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	385,838.97	327,910.54	291,094.58	375,798.89	409,550.78
COMMODITIES	28,750.15	8,686.05	3,342.91	33,800.00	25,085.00
SERVICES	9,947.41	13,046.85	4,774.94	12,927.00	88,335.16
INTERGOVERNMENTAL	(131,629.76)	(101,998.47)	(218,320.93)	(317,535.69)	(274,707.01)
CAPITAL	18,730.50	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>311,637.27</b>	<b>247,644.97</b>	<b>80,891.49</b>	<b>104,990.20</b>	<b>248,263.93</b>

**FY 2023 BUDGET**



**CAPITAL FACILITIES EXPENDITURES BY FISCAL YEAR**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #29*

**GENERAL FUND**  
**CAPITAL FACILITIES DEPARTMENT**  
**DETAIL OF EXPENDITURES**

<b>CAPITAL FACILITIES GENERAL FUND EXPENDITURES</b>		<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ESTIMATED</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 DRAFT BUDGET</b>
11000 029 6001	Salaries & Wages	\$ 233,206	\$ 202,532	\$ 184,590	\$ 228,644	\$ 243,311
11000 029 6005	Overtime	\$ 8,766	\$ 8,132	\$ 1,285	\$ 3,000	\$ 8,677
11000 029 61XX	Employer Costs	\$ 143,852	\$ 116,966	\$ 105,219	\$ 142,520	\$ 152,953
11219 029 6XXX	CARES Payroll Off-set	\$ (8,765)	\$ (5,998)	\$ -	\$ -	\$ -
11000 029 7001	Materials & Supplies	\$ 6,995	\$ 5,007	\$ 1,184	\$ 8,000	\$ 6,635
11000 029 7002	Facility Repair & Maintenance	\$ 11,485	\$ 1,876	\$ 580	\$ 16,500	\$ 12,500
11000 029 7008	Non-Capital Equipment	\$ -	\$ 1,061	\$ 952	\$ 3,500	\$ -
11000 029 7010	Vehicle Maintenance & Repair	\$ 5,165	\$ 258	\$ 116	\$ 2,500	\$ 3,450
11000 029 7017	Fuel	\$ -	\$ -	\$ -	\$ 1,000	\$ -
11000 029 7018	Miscellaneous Tools	\$ 4,345	\$ 49	\$ 203	\$ -	\$ -
11000 029 7100	Clothing & Gear	\$ 760	\$ 434	\$ 308	\$ 2,300	\$ 2,500
11000 029 7501	Utilities	\$ -	\$ 350	\$ -	\$ -	\$ -
11000 029 7502	Phone/Internet	\$ 3,726	\$ 3,345	\$ 1,924	\$ 4,452	\$ 4,500
11000 029 7503	Information Technology	\$ 4,123	\$ 6,907	\$ 413	\$ 4,540	\$ 3,650
11000 029 7505	Travel & Training	\$ 15	\$ 280	\$ -	\$ 1,635	\$ 4,610
11000 029 7506	Publications & Advertising	\$ 160	\$ -	\$ 285	\$ 500	\$ -
11000 029 7508	Insurance	\$ 1,823	\$ 2,404	\$ 1,987	\$ 1,800	\$ 2,185
11000 029 7519	Professional Services	\$ 115	\$ 41	\$ 166	\$ 1,635	\$ 78,000
11000 029 7622	Charges from Garage	\$ 3,100	\$ 1,673	\$ -	\$ 50	\$ 9,343
11000 029 7629	Charges from Capital Facilities	\$ (125,965)	\$ (97,673)	\$ (218,321)	\$ (317,586)	\$ (284,050)
11000 029 7900	Capital Expenditures	\$ 18,731	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL FACILITIES EXPENDITURES</b>		<b>\$ 311,637</b>	<b>\$ 247,645</b>	<b>\$ 80,891</b>	<b>\$ 104,990</b>	<b>\$ 248,264</b>

**JUSTIFICATION & EXPLANATION  
CAPITAL FACILITIES BUILDING**

**GL ACCT DESCRIPTION**

**6001 SALARIES & WAGES**

Capital Facilities Director Salary	\$ 90,914
Facilities Custodian Salary	\$ 36,409
Facilities Maintenance Lead Salary	\$ 63,237
Facilities Maintenance Specialist Salary	\$ 52,751
<b>TOTAL</b>	<b>\$ 243,311</b>

**6005 OVERTIME**

Facilities Maintenance Lead	\$ 6,093
Facilities Maintenance Specialist	\$ 2,584
<b>TOTAL</b>	<b>\$ 8,677</b>

**61XX EMPLOYER COSTS**

FICA, SBS AND MEDICARE (7.58%)	\$ 19,101
STATE OF ALASKA PERS (22%)	\$ 55,437
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 78,415
<b>TOTAL</b>	<b>\$ 152,953</b>

7001 **MATERIALS & SUPPLIES** - ALLOTMENT FOR OFFICE SUPPLIES & EXPENDABLE MAINTENANCE MATERIALS USED ACROSS BOROUGH FACILITIES

7002 **FACILITY REPAIR & MAINTENANCE** - ALLOTMENT FOR SENIOR CENTER GEN. MAINTENANCE, ARMORY BLDG MAINTENANCE & UTILITIES, AND MAINTENANCE ON PEDESTRIAN STAIRWELL CORRIDOR

7008 **NON-CAPITAL EQUIPMENT** - ALLOTMENT FOR A TELEPHONE SYSTEM AND PORTABLE TABLE SAW

7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR MAINTENANCE ON THREE CAP. FACILITIES VEHICLES

7017 **FUEL** - COST OF FUEL FOR CAP. FACILITIES VEHICLES

7018 **MISCELLANEOUS TOOLS** - ALLOTMENT FOR MISC. TOOLS SUCH AS HAND TOOLS, BATTERIES, ETC.

7100 **CLOTHING & GEAR** - ALLOTMENT FOR CLOTHING ALLOWANCE FOR TWO EMPLOYEES & SAFETY ITEMS FOR CREW, INCLUDING HIGH VISABILITY VESTS, HEARING & EYE PROTECTION, AND OTHER MISC. PPE

7501 **UTILITIES** - ELECTRIC, WATER, SEWER, GARBAGE

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 & WORK ORDER MANAGEMENT TABLET

7505 **TRAVEL** - ALLOTMENT FOR TRAVEL FOR TRAININGS

7506 **PUBLICATIONS & ADVERTISING** - ALLOTMENT FOR MISC. PUBLICATIONS SUCH AS BUILDING PERMITS AND EMPLOYMENT ADVERTISING

7508 **INSURANCE** - ANNUAL COST OF VEHICLE AND BUILDING INSURANCE

7513 **TRAINING** - ALLOTMENT FOR TRAINING ON ELECTRICAL TROUBLE SHOOTING, UST OPERATOR, & BUILDING ENERGY LOSS

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

# ECONOMIC DEVELOPMENT

## Mission Statement:

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 capitalizes 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.



## Economic Development Staff:

Carol Rushmore, *Director*

## Department Objectives:

- *Encourage Business Development in order 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.
- Guide land use and development of land
- Formulate sustainable development plans and strategies
- Encourage community involvement

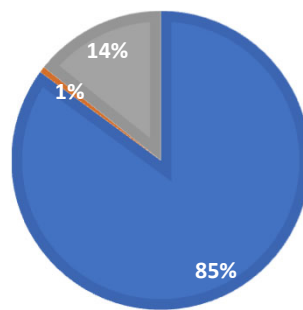
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 032*

**GENERAL FUND**  
**ECONOMIC DEVELOPMENT DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

**SUMMARY OF EXPENDITURES BY TYPE**

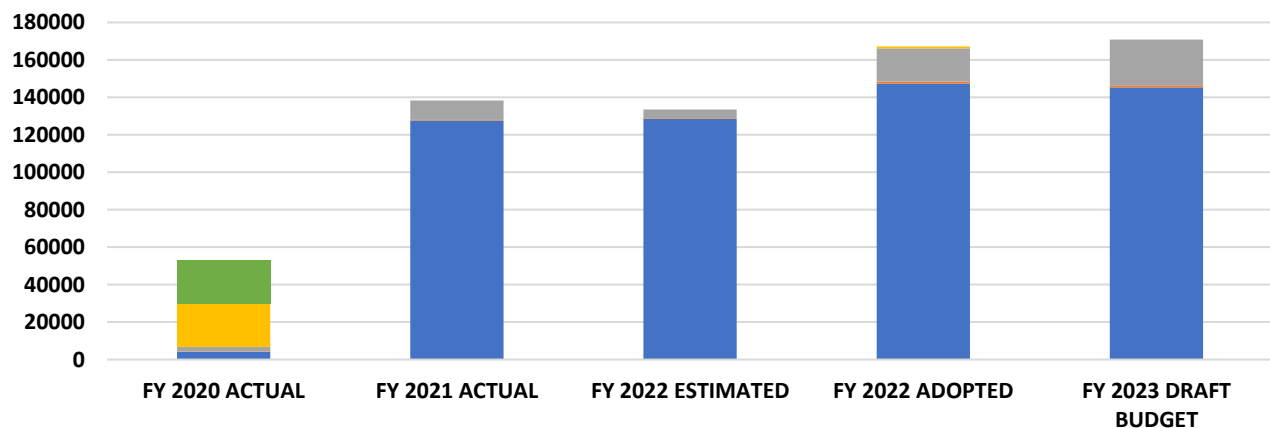
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	4,077.70	127,623.76	128,542.31	147,339.37	145,349.34
COMMODITIES	248.00	319.35	319.14	1,100.00	1,100.00
SERVICES	2,355.78	10,321.86	4,635.81	17,704.00	24,410.00
INTERGOVERNMENTAL	23,004.00	-	-	1,017.00	-
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	23,000.00	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>52,685.48</b>	<b>138,264.97</b>	<b>133,497.26</b>	<b>167,160.37</b>	<b>170,859.34</b>

**FY 2023 BUDGET**



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

**ECONOMIC DEVELOPMENT EXPENDITURES BY FISCAL YEAR**



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

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #11000 Dept #032

GENERAL FUND  
ECONOMIC DEVELOPMENT DEPARTMENT  
DETAIL OF EXPENDITURES

ECONOMIC DEVELOPMENT GENERAL FUND EXPENDITURES	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 032 6001 Salaries & Wages	\$ 2,499	\$ 88,379	\$ 91,129	\$ 93,795	\$ 95,671
11000 032 61XX Employer Costs	\$ -	\$ 39,166	\$ 36,118	\$ 44,924	\$ 37,979
11000 032 7001 Materials & Supplies	\$ 248	\$ 319	\$ 204	\$ 500	\$ 500
11000 032 7004 Postage & Shipping	\$ -	\$ -	\$ 115	\$ 600	\$ 600
11000 032 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ 600	\$ 705
11000 032 7503 Information Technology	\$ -	\$ 2,400	\$ 197	\$ 2,780	\$ 2,380
11000 032 7505 Travel & Training	\$ 1,579	\$ 79	\$ 1,296	\$ 8,620	\$ 11,699
11000 032 7506 Publications & Advertising	\$ 115	\$ 294	\$ -	\$ 600	\$ 600
11000 032 7507 Memberships & Dues	\$ 920	\$ 941	\$ 569	\$ 925	\$ 1,425
11000 032 7508 Insurance	\$ -	\$ 1,570	\$ -	\$ -	\$ -
11000 032 7511 Surveying	\$ 1,321	\$ -	\$ -	\$ 5,799	\$ 4,000
11000 032 7519 Professional Services Contractual	\$ -	\$ 1,500	\$ 1,156	\$ 3,000	\$ 11,300
11000 032 7570 Tourism Industry Expenses	\$ -	\$ 3,616	\$ 2,714	\$ 4,000	\$ 4,000
11000 032 7603 Charges from Finance	\$ 23,004	\$ -	\$ -	\$ 1,017	\$ -
11000 032 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
11000 032 8900 Transfer to Other Fund, Misc.	\$ 23,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 52,685</b>	<b>\$ 138,265</b>	<b>\$ 133,497</b>	<b>\$ 167,160</b>	<b>\$ 170,859</b>

JUSTIFICATION & EXPLANATION  
ECONOMIC DEVELOPMENT

GL ACCT DESCRIPTION

6001 <b>SALARIES &amp; WAGES</b>	
Economic Development Director Salary	\$ 95,671
<b>TOTAL</b>	<b>\$ 95,671</b>
61XX <b>EMPLOYER COSTS</b>	
FICA, SBS AND MEDICARE (7.58%)	\$ 7,252
STATE OF ALASKA PERS (22%)	\$ 21,048
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 9,680
<b>TOTAL</b>	<b>\$ 37,979</b>
7001 <b>MATERIALS &amp; SUPPLIES</b> - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES	
7004 <b>POSTAGE &amp; SHIPPING</b> - ALLOTMENT FOR MAILINGS SUCH AS ADVERTISEMENTS, PROMOTIONAL MATERIALS, AND OFFICIAL CORRESPONDENCE	
7502 <b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE	
7503 <b>INFORMATION TECHNOLOGY</b> - ALLOTMENT FOR COMPUTER SOFTWARES, WEB DOMAINS & LICENSES, AND OTHER MISC. SOFTWARE AND PROGRAMMING.	
7505 <b>TRAVEL &amp; TRAINING</b> - ALLOTMENT FOR TRAVEL AND REGISTRATION FOR TRAINING CONFERENCES & OTHER MISC. PROFESSIONAL DEVELOPMENT OPPORTUNITIES.	
7506 <b>PUBLICATIONS &amp; ADVERTISING</b> - COST TO PUBLISH ADVERTISEMENTS	
7507 <b>MEMBERSHIPS &amp; DUES</b> - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS	
7508 <b>INSURANCE</b> - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE	
7511 <b>SURVEYING</b> - ALLOTMENT FOR LAND SURVEY SERVICES	
7519 <b>PROFESSIONAL SERVICES CONTRACTUAL</b> - GIS MAPPING CONTRACT EXPENSES & ECONOMIC CONDITIONS REPORT PRODUCED BY RAIN COAST DATA	
7570 <b>TOURISM INDUSTRY EXPENSES</b> - ALLOTMENT FOR BUILDING AND MAINTAINING TOURISM PROGRAMS	
7603 <b>CHARGES FROM FINANCE</b> - ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES	
7900 <b>CAPITAL EXPENDITURES</b> - INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS	
8900 <b>TRANSFER TO OTHER FUND, MISC.</b> - INFREQUENT TRANSFER OUT OF FUNDS TO A RELATED TOURISM OR ECONOMIC DEVELOPMENT SPECIAL REVENUE FUND	

# **COMMUNITY SERVICE**

## **DEPARTMENT**

The City and Borough of Wrangell's community service department makes annual investments into the community's senior center program, local radio, and chamber of commerce. The purpose of the department is to support the general welfare and support local businesses.



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #033*

**GENERAL FUND**  
**COMMUNITY SERVICE DEPARTMENT**  
**DETAIL OF EXPENDITURES**

		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023 DRAFT</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	<b>BUDGET</b>
<b>COMMUNITY SERVICE GENERAL FUND EXPENDITURES</b>						
11000 033 7507	Memberships & Dues	\$ -	\$ -	\$ -	\$ -	\$ -
11000 033 7621	Public Works Labor Charges	\$ 3,492	\$ -	\$ -	\$ -	\$ -
11000 033 7629	Charges from Capital Facilities	\$ 3,301	\$ 96	\$ -	\$ -	\$ -
11000 033 7820	Senior Citizen Program Expenditures	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
11000 033 7822	Contribution to Chamber of Commerce	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
11000 033 7823	Contribution to Local Radio	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
11000 033 7826	Contribution to Volunteer Fire Department	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -
11000 033 7829	Misc. Community Promotion	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COMMUNITY SERVICE EXPENDITURES</b>		<b>\$ 53,793</b>	<b>\$ 43,096</b>	<b>\$ 43,000</b>	<b>\$ 47,000</b>	<b>\$ 43,000</b>

**JUSTIFICATION & EXPLANATION**  
**ECONOMIC DEVELOPMENT**

**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** - IN-KIND OF \$1,800 FOR FUEL, TIRES, AND OTHER SHOP EXPENSE TO MAINTAIN VAN. ASLO, A CASH CONTRIBUTION OF \$9,200 TO HELP FUND MEALS AND OTHER ACTIVITES AND EXPENSES OF RUNNING THE SENIOR CENTER.
- 7822 **CONTRIBUTION TO CHAMBER OF COMMERCE**- CASH CONTRIBUTION OF \$23,000 TO THE CHAMBER OF COMMERCE FOR COMMUNITY EVENTS AND PROMOTIONAL ACTIVITES
- 7823 **CONTRIBUTION TO LOCAL RADIO** - CASH CONTRIBUTION OF \$8,500 TO KSTK.



# LIBRARY

## Mission Statement:

“Our goal is to promote literacy and life-long learning across a diverse user group by providing access to print, multimedia, electronic resources as well as a multitude of individualized programs and initiatives.”



## Library Staff:

Margaret Villarma, *Library Director*

Sarah Scambler, *Library Assistant*

## Department Objectives:

- Offer in person story time in the fall and the spring.
- Provide more adult programming such as an adult reading program.
- Sponsor an author visit.
- Promote services that are available to the community through social media.
- Continue offering our very popular, successful summer reading program.

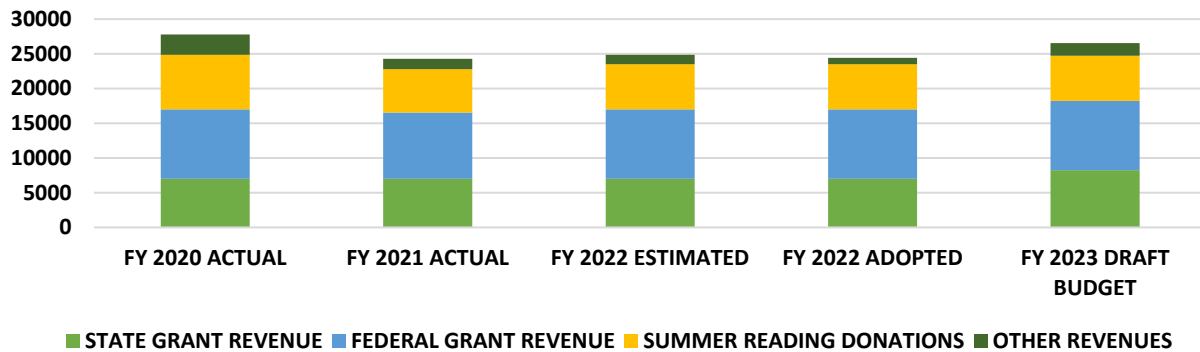
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 034*

**GENERAL FUND**  
**LIBRARY DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

**SUMMARY OF REVENUES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
STATE GRANT REVENUE	7,000	7,000	7,000	7,000	8,250
FEDERAL GRANT REVENUE	10,000	9,550	10,000	10,000	9,978
SUMMER READING DONATIONS	7,856	6,221	6,500	6,500	6,500
OTHER REVENUES	2,917	1,510	1,346	910	1,800
<b>TOTAL REVENUES</b>	<b>27,773</b>	<b>24,281</b>	<b>24,846</b>	<b>24,410</b>	<b>26,528</b>

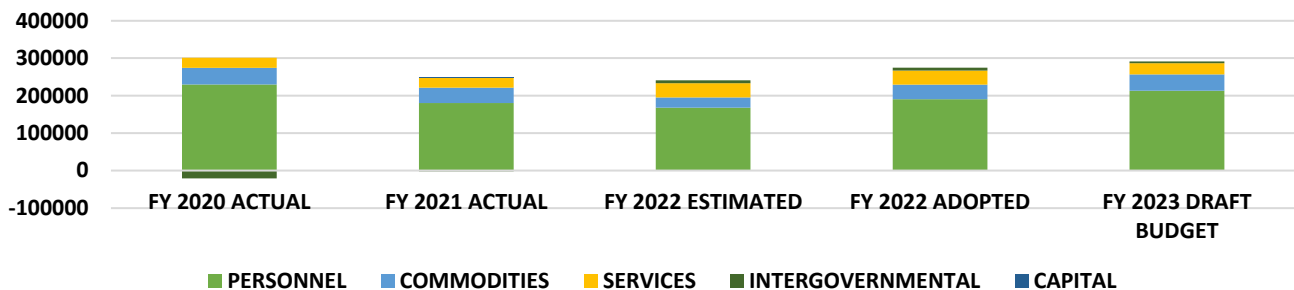
**LIBRARY REVENUES BY FISCAL YEAR**



**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	229,727	180,231	167,750	190,615	212,943
COMMODITIES	44,586	40,911	27,255	38,615	43,615
SERVICES	26,748	27,793	38,327	37,807	29,948
INTERGOVERNMENTAL	(20,726)	(2,202)	7,670	7,670	4,525
CAPITAL	-	168	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>280,334</b>	<b>246,900</b>	<b>241,002</b>	<b>274,707</b>	<b>291,031</b>

**LIBRARY EXPENDITURES BY FISCAL YEAR**



## CITY AND BOROUGH OF WRANGELL

## 2023 ANNUAL BUDGET

Fund #11000 &amp; 11180 (Library Consolidated)

## GENERAL FUND

## LIBRARY DEPARTMENT

## DETAIL OF EXPENDITURES

LIBRARY GENERAL FUND REVENUES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
11000 034 4590	Library State Grant Revenue	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 8,250
11000 034 4595	Library Miscellaneous Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
11000 034 4599	Library Federal Grant Revenue	\$ 10,000	\$ 9,550	\$ 10,000	\$ 10,000	\$ 9,978
11000 034 4604	Miscellaneous Revenue	\$ 2,917	\$ 1,510	\$ 1,346	\$ 910	\$ 1,800
11180 034 4690	Summer Reading Program Donations	\$ 7,856	\$ 6,221	\$ 6,500	\$ 6,500	\$ 6,500
<b>TOTAL LIBRARY REVENUES</b>		<b>\$ 27,773</b>	<b>\$ 24,281</b>	<b>\$ 24,846</b>	<b>\$ 24,410</b>	<b>\$ 26,528</b>

## LIBRARY GENERAL FUND EXPENDITURES

11000 034 6001	Salaries & Wages	\$ 130,954	\$ 104,162	\$ 91,975	\$ 112,656	\$ 121,767
11000 034 6002	Temporary Wages	\$ -	\$ -	\$ 10,758	\$ -	\$ 9,000
11000 034 6100	Employer Costs	\$ 98,773	\$ 76,069	\$ 64,943	\$ 77,669	\$ 79,886
11219 034 6XXX	CARES Payroll Off-set	\$ (21,249)	\$ (2,705)	\$ -	\$ -	\$ -
11000 034 7001	Materials & Supplies	\$ 10,349	\$ 9,980	\$ 2,896	\$ 5,000	\$ 5,000
11000 034 7002	Facility Repair & Maintenance	\$ 4,230	\$ 3,184	\$ 3,198	\$ 12,500	\$ 11,000
11000 034 7003	Custodial Supplies	\$ 414	\$ 322	\$ -	\$ 600	\$ 600
11000 034 7004	Postage & Shipping	\$ 602	\$ 233	\$ 683	\$ 1,100	\$ 1,100
11000 034 7120	Library Books	\$ 25,765	\$ 22,682	\$ 14,881	\$ 19,415	\$ 19,415
11180 034 7121	Summer Reading Program Expenditures	\$ 3,225	\$ 4,510	\$ 5,597	\$ -	\$ 6,500
11000 034 7501	Utilities	\$ 9,121	\$ 9,293	\$ 7,976	\$ 9,000	\$ 10,400
11000 034 7502	Phone/Internet	\$ 2,661	\$ 2,650	\$ 3,184	\$ 3,380	\$ 3,000
11000 034 7503	Information Technology	\$ 9,822	\$ 8,836	\$ 12,092	\$ 8,426	\$ 8,426
11000 034 7505	Travel & Training	\$ -	\$ -	\$ 75	\$ 290	\$ 2,290
11000 034 7507	Memberships & Dues	\$ -	\$ -	\$ 563	\$ 550	\$ 550
11000 034 7508	Insurance	\$ 5,145	\$ 7,014	\$ 6,883	\$ 7,715	\$ 7,572
11000 034 7519	Professional Services Contractual	\$ -	\$ -	\$ 7,630	\$ 8,736	\$ -
11000 034 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
11000 034 7629	Charges from Capital Facilities	\$ 523	\$ 502	\$ 7,670	\$ 7,670	\$ 4,525
11000 034 7900	Capital Expenditures	\$ -	\$ 168	\$ -	\$ -	\$ -
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>\$ 280,334</b>	<b>\$ 246,900</b>	<b>\$ 241,002</b>	<b>\$ 274,707</b>	<b>\$ 291,031</b>

Total Library Revenues	\$ 27,773	\$ 24,281	\$ 24,846	\$ 24,410	\$ 26,528
Total Library Expenditures	\$ (280,334)	\$ (246,900)	\$ (241,002)	\$ (274,707)	\$ (291,031)
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (252,562)</b>	<b>\$ (222,619)</b>	<b>\$ (216,157)</b>	<b>\$ (250,297)</b>	<b>\$ (264,503)</b>

## JUSTIFICATION &amp; EXPLANATION

## LIBRARY DEPARTMENT

ACCT NO.	ACCOUNT DESCRIPTION		
4590	<b>LIBRARY STATE GRANT REVENUE</b> - GRANT REVENUE RECEIVED FROM THE STATE OF ALASKA OR IS ISSUED FROM THE STATE AND PASSED THROUGH ANOTHER ORGANIZATION; PUBLIC LIBRARY ASSISTANCE GRANT		
4595	<b>LIBRARY MISCELLANEOUS GRANT REVENUE</b> - ALL OTHER GRANT REVENUE THAT DOES NOT ORIGINATE FROM A FEDERAL OR STATE ENTITY		
4599	<b>LIBRARY FEDERAL GRANT REVENUE</b> - GRANT REVENUE RECEIVED FROM THE FEDERAL GOVERNMENT OR IS ISSUED FROM A FEDERAL AGENCY AND PASSES THROUGH ANOTHER ORGANIZATION		
4604	<b>MISCELLANEOUS REVENUE</b> - ALL OTHER REVENUE DERIVED FROM LIBRARY OPERATIONS, INCLUDING BUT NOT LIMITED TO COPIER AND OVERDUE BOOK REVENUE		
4690	<b>SUMMER READING PROGRAM DONATIONS</b> - DONATIONS RECEIVED FOR THE SUMMER READING PROGRAM		
6001	<b>SALARIES &amp; WAGES</b>		
	LIBRARY DIRECTOR	\$	87,561
	LIBRARY ASSISTANT II	\$	34,206
	<b>TOTAL</b>	\$	121,767
6002	<b>TEMPORARY WAGES</b> - ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		
6100	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	9,230
	STATE OF ALASKA PERS (22%)	\$	26,789
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	43,867
	<b>TOTAL</b>	\$	79,886
6XXX	<b>CARES PAYROLL OFF-SET</b> - THE TOTAL AMOUNT OF WAGES AND BENEFITS THAT WERE ELLIGIBLE FOR CARES ACT REIMBURSEMENT		
7001	<b>MATERIALS AND SUPPLIES</b> - OFFICE PRODUCTS SUCH AS COPY PAPER, COMPUTER PAPER, LETTER HEAD, RIBBONS, BOOK COVERS, REPAIR BOOK BINDINGS, PRINTER INK, ETC.		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - LABOR & MATERIALS TO MAINTAIN THE BUILDING, FURNACE, LIGHTS, PIANT, WINDOWS, AND DOORS		
7003	<b>CUSTODIAL SUPPLIES</b> - JANITORIAL RELATED SUPPLIES SUCH AS DISINFECTING SOLUTIONS, TRASH BAGS, ANTIBACTERIAL SOAPS, FACIAL TISSUES, ETC.		
7004	<b>POSTAGE &amp; SHIPPING</b> - INCLUDES COST OF MAILING INTERLIBRARY LOAN RETURNS, RECYCLED BOOKS, LIBRARY OVERDUES & FINES, LIBRARY EVENT NOTICES, AND OTHER MISC. MAIL FROM THE LIBRARY		
7120	<b>LIBRARY BOOKS</b> - COSTS FOR BOOKS, NEWSPAPER SUBSCRIPTIONS, AND MAGAZINE SUBSCRIPTIONS		
7121	<b>SUMMER READING PROGRAM AWARDS</b> - CASH PRIZES FOR SUMMER READING PROGRAM PARTICIPANTS		
7501	<b>UTILITIES</b> - WATER, GARBAGE, SEWER, AND ELECTRIC HEAT FOR LIBRARY BUILDING		
7502	<b>PHONE/INTERNET</b> - THE TOTAL AMOUNT OF MONTHLY INTERNET AND PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT		
7503	<b>INFORMATION TECHNOLOGY</b> - 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	<b>TRAVEL &amp; TRAINING</b> - COST OF TRAVEL FOR THE ALASKA LIBRARY CONFERENCE AND ATTENDING OTHER CONTINUING AND PROFESSIONAL EDUCATION EVENTS		
7507	<b>MEMBERSHIPS &amp; DUES</b> - COSTS OF MEMBERSHIPS & DUES FOR ALASKA LIBRARY ASSOCIATION AND AMERICAN LIBRARY ASSOCIATION		
7508	<b>INSURANCE</b> - ALLOCATED INSURANCE POLICY EXPENDITURE FOR THE LIBRARY FACILITY		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - ANNUALIZED COST OF JANITORIAL SERVICE FOR THE LIBRARY		
7621	<b>CHARGES FROM PUBLIC WORKS</b> - COSTS INCURRED BY THE LIBRARY FOR PUBLIC WORKS LABOR		
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7900	<b>CAPITAL EQUIPMENT</b> - CAPITAL EXPENDITURES INCURRED SPECIFIC TO LIBRARY OPERATIONS		

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund # 11300 (GF CIP Consolidated)*

**GENERAL FUND**  
**ALL DEPARTMENTS**  
**GENERAL FUND CIP FUND**

GENERAL CAPITAL PROJECTS FUND TRANSFERS-IN		FY 2023 DRAFT BUDGET	
11300 000 4910	Transfer from General Fund	\$	309,221
TOTAL REVENUES & TRANSFERS-IN		\$	309,221

GENERAL FUND CAPITAL PROJECT APPROPRIATIONS		FY 2023 DRAFT BUDGET	% OF GF CIP APPROPRIATIONS	
11300 000 9999 00 11005	PW Yard Environmental Assessment	\$	29,221	9.45%
11300 000 9999 00 11011	Library Carpet Replacement Project	\$	20,000	6.47%
11300 000 9999 00 11013	Heritage Harbor Resurfacing	\$	35,000	11.32%
11300 000 9999 00 11014	Pool Siding and Brick Façade Replacement	\$	175,000	56.59%
11300 000 9999 00 11015	Garage Asbestos	\$	50,000	16.17%
TOTAL PROJECT EXPENDITURES		\$	309,221	100.00%

\*\*\*All General Fund Capital Projects above are accompanied by a project summary subsequent to this schedule

**GENERAL FUND CAPITAL PROJECTS FUNDING ALLOCATION**





## FY2023 Proposed Capital Project

Project:	<b>Environmental Work Plan for Public Works Yard Site (City Shop)</b>		
Description:	Perform site assessment of contaminated site		
Cost Estimate:	<b>\$29,221</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>This project serves to continue the site characterization activities at the Public Works Yard Site (aka City Shop). According to the Alaska Department of Environmental Conservation's (ADEC's) underground storage tank (UST) database, one 500-gallon UST that was used to store used oil was removed from the site in June 2012. During 2021, the CBW, with assistance from Shannon &amp; Wilson, developed a DEC-approved work plan to identify the nature and extent of any groundwater contamination associated with the former used oil UST.</p> <p>The objective of the project is to delineate the vertical and horizontal extent of soil and groundwater contamination exceeding the applicable ADEC cleanup levels and determine what, if any, further remediation work is required. Site characterization included advancing soil borings, installing groundwater monitoring wells, and collecting analytical soil and groundwater samples. Attached is DEC's February 25, 2022 letter outlining the findings and a request for further work.</p> <p>Of the \$55,000 approved for this work in FY21, \$29,221 is remaining. This capital budget funding request reallocates the balance of the earlier approved project funding for further work required by DEC. Shannon &amp; Wilson is in the process of developing a cost for this further effort.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Environmental Consultants Services	\$29,221	FY23 General Fund Reserves	\$29,221
Total Estimate	\$29,221	Budget Total	\$29,221



## FY2023 Proposed Capital Project

Project: <b>Library Carpet Replacement</b>			
Description:	Carpet Replacement in the Wrangell Public Library		
Cost Estimate:	<b>\$20,000.00</b>	Sched. Complete: <b>FY23</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The carpet in the library is 30 years old. Staff have been covering the bad areas which are unraveling with area rugs, but it is time to replace the carpet to maintain a first-rate public library facility. The new carpet will be a combination of a walk-off carpet at the entrance and commercial carpet tiles throughout the remainder of the library space, which will lend to ease of replacement in high traffic areas in the future. An additional quantity of tiles will be included as stock material for future replacement due to potential damage and/or wear and tear in high traffic areas.</p> <p>Resolution No. 04-22-1683 approved funding for the materials only for the Library Carpet Replacement. Having this funding approved will allow the materials to be ordered well ahead of time, anticipating all material arrival in Wrangell in advance of a Fall 2023 planned construction schedule. The additional project costs for the labor to replace the carpet are proposed herein under the FY23 capital budget.</p> <p>Funding for the carpet replacement project is expected to come wholly from the Campbell Trust established for the Irene Ingle Public Library.</p>			

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Labor	\$20,000		
Total Estimate	\$20,000	Budget Total	\$20,000



## FY2023 Proposed Capital Project

Project: <b>Heritage Harbor Boat Ramp Apron Paving Replacement</b>			
Description:	Replace the asphalt parking lot apron (approach) at the top of the boat ramp with concrete pavement surfacing		
Cost Estimate:	<b>\$35,000</b>	Sched. Complete: <b>FY23</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The Heritage Harbor asphalt surfacing in the parking lot at the boat ramp apron has deteriorated and needs to be replaced. The area identified for replacement is approximately 30' x 60'. Without an asphalt plant in town, the surface will be replaced with a concrete surface, which is expected to provide a longer lasting surfacing.</p> <p>As harbor parking lots are considered a Streets infrastructure, funding for the parking lot hard surface replacement is requested to be provided from the General Fund for a Streets Capital Expenditure.</p>			

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Labor	\$35,000		
Total Estimate	\$35,000	Budget Total	\$35,000





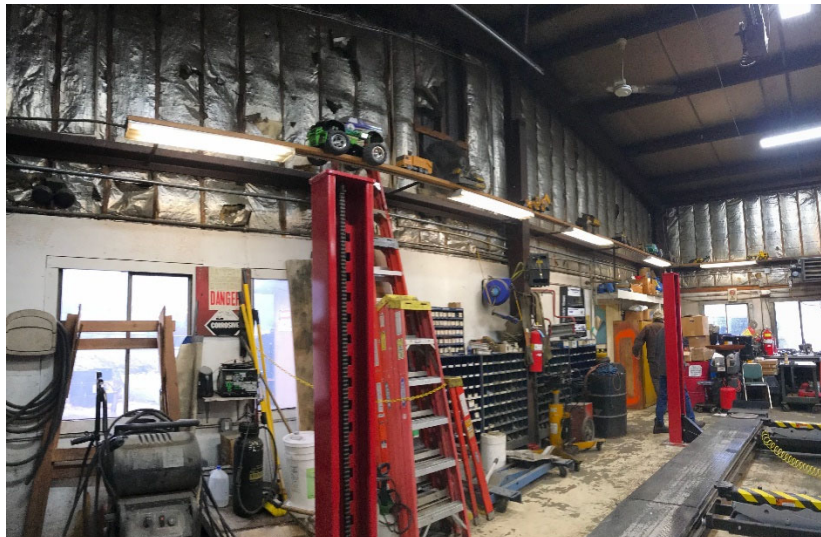
# FY2023 Proposed Capital Project

Project: <b>Underground Storage Tanks (USTs) Replacement</b>			
Description:	Perform site assessment of contaminated site		
Cost Estimate:	<b>\$350,000</b>	Sched. Complete: <b>FY2023</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>There are two CBW-owned facilities with Underground (fuel) Storage Tanks (UST), that were inspected in 2020 and determined by DEC to be out of compliance with regulations and thus deemed necessary for closure. The two USTs are located at the Public Safety Building a 4,000-gallon tank, installed in 1984 and at the High School with a 10,000-gallon tank, installed in 1985.</p> <p>We have hired RESPEC to assist us in designing and installing new ASTs at both locations, in order to ensure we have compliant fuel tanks to supply both the back-up oil-fired furnace and the standby generators for full building power, at both locations. RESPEC has already made a site visit to both locations and we are expecting a report with cost idea for engineering the new tanks design within the next week.</p> <p>We have also engaged Shannon &amp; Wilson for services associated with the tanks' closure and site assessment, which will require a certain level of environmental sampling to determine if fuel releases have occurred. We've asked them to develop these costs to perform the work when they return to Wrangell for the DEC contaminated lands further site characterization work. As well as a price idea to remove and dispose of the two USTs.</p> <p>We are still developing costs with the consultants for the required work, and over the next few weeks will be redefining the rough estimates presented below.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Environmental & Engineering Services Construction	\$125,000	FY23 General Fund Reserves	\$175,000
	\$225,000	FY23 Secure Rural Schools Fund Reserves	\$175,000
Total Estimate	\$350,000	Budget Total	\$350,000



## FY2023 CIP Proposed Project

Project: <b>Garage Wallboard Replacement</b>			
Description:	Replace the asbestos-containing wallboard material in the Garage		
Cost Estimate:	<b>\$50,000</b>	Sched. Complete: <b>FY23</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The cementitious wallboard has been tested and confirmed to contain 39% Chrysotile (la identification: Cement/Binder, Fine grains, Fine particles; Asbestos type: Chrysotile 39%). There is approximately 1,000 square feet of the material throughout the Garage space. The project includes wallboard abatement by a licensed abatement company, complete with disposal, and new gypsum wallboard installation. Removal and replacement of the multitude of garage equipment, tools, etc. will be significant, and this work will see portions of the garage and/or the full garage shut down while the abatement work takes place. Force account is anticipated to perform the equipment clearing.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Wallboard abatement & disposal	\$36,000	FY2023 General Fund	\$50,000
Labor and materials to Install new wallboard	\$14,000		
Total Estimate	\$50,000	Budget Total	\$50,000



FY2023 CIP Proposed Project  
Garage Wallboard Replacement

# **SECURE RURAL**

## **SCHOOLS FUND (SRS)**



### **SRS Overview:**

The Secure Rural Schools program provides critical funding for schools, roads, and other municipal services to more than 700 counties across the U.S. and Puerto Rico.

The Forest Service was established in 1905 with 56 million acres of land. By 1910, the amount of National Forest System land tripled to 172 million acres. Today, the agency manages approximately 196 million acres. Congress ratified the Act of May 23, 1908, as a measure to support rural counties whose tax base was limited by the growing amount of Federal land. A portion of Forest Service funds generated through multi-use activities, such as grazing, timber production, and special use permits, are distributed to eligible counties to help maintain local roads and schools.

The City and Borough of Wrangell has historically utilized the SRS payments stemming from National Forest Receipts to fund the WPSD's as well as address school and road maintenance.

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #25000

SPECIAL REVENUE FUND  
SECURE RURAL SCHOOLS FUND  
DETAIL OF EXPENDITURES

SRS REVENUES & TRANSFERS-IN		FY 2020 Actual	FY 2021 Actual	FY 2022 YTD Estimated	FY 2022 Adopted	FY 2023 Draft Budget
25000 000 4170	Secure Rural Schools - Federal Payment	\$ 883,647	\$ 796,757	\$ 1,171,313	\$ 800,000	\$ 1,112,747
25000 000 4550	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>		<b>\$ 883,647</b>	<b>\$ 796,757</b>	<b>\$ 1,171,313</b>	<b>\$ 800,000</b>	<b>\$ 1,112,747</b>
SRS EXPENDITURES & TRANSFERS-OUT						
25000 000 7519	Professional/Contractual Services	\$ -	\$ -		\$ -	\$ -
25000 000 7825	Contribution To Wrangell Public Schools	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 640,000
25000 000 7825	School Maintenance	\$ -	\$ -		\$ 100,000	\$ -
25000 000 7825	School Maintenance Streets	\$ 6,083	\$ -		\$ -	\$ -
25000 000 8910	Transfer To General Fund For Streets	\$ -	\$ -		\$ 32,000	\$ -
25000 000 8990	Transfer to SRS Capital Project Fund					\$ 476,640
<b>TOTAL EXPENDITURES &amp; TRANSFERS-OUT</b>		<b>\$ 1,306,083</b>	<b>\$ 1,300,000</b>	<b>\$ 1,300,000</b>	<b>\$ 1,432,000</b>	<b>\$ 1,116,640</b>
TOTAL REVENUES		\$ 883,647	\$ 796,757	\$ 1,171,313	\$ 800,000	\$ 1,112,747
TOTAL EXPENDITURES		\$ (1,306,083)	\$ (1,300,000)	\$ (1,300,000)	\$ (1,432,000)	\$ (1,116,640)
<b>CHANGE IN NET POSITION</b>		<b>\$ (422,436)</b>	<b>\$ (503,243)</b>	<b>\$ (128,687)</b>	<b>\$ (632,000)</b>	<b>\$ (3,893)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 3,358,864	\$ 2,936,428	\$ 2,433,185	\$ 2,304,497	\$ 2,304,497
CHANGE IN NET POSITION		\$ (422,436)	\$ (503,243)	\$ (128,687)	\$ (632,000)	\$ (3,893)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ 2,936,428</b>	<b>\$ 2,433,185</b>	<b>\$ 2,304,497</b>	<b>\$ 1,672,497</b>	<b>\$ 2,300,604</b>

SPECIAL REVENUE FUND: SECURE RURAL SCHOOLS FUND CIP FUND  
Fund # 25300

SRS REVENUES & TRANSFERS-IN		FY 2020 Actual	FY 2021 Actual	FY 2022 YTD Estimated	FY 2022 Adopted	FY 2023 Draft Budget
25300 000 4925	Transfer from SRS Fund	\$ -	\$ -	\$ -	\$ -	\$ 476,640
25300 000 9999 00 25001	CDBG HS Fire Alarm Grant	\$ -	\$ -	\$ -	\$ -	\$ 459,251
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 935,891</b>
SRS EXPENDITURES & TRANSFERS-OUT						
25300 101 9999 00 25004	Under Ground Storage Project (#25004)	\$ -	\$ -	\$ -	\$ -	\$ 175,000
25300 101 9999 00 25001	HS Fire Alarm Project Expenses (#25001)	\$ -	\$ -	\$ -	\$ -	\$ 587,001
25300 000 9999 00 25003	HS Elevator Modernization (#25003)	\$ -	\$ -	\$ -	\$ -	\$ 173,890
<b>TOTAL EXPENDITURES &amp; TRANSFERS-OUT</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 935,891</b>
<b>CHANGE IN NET POSITION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# FY2023 Proposed Capital Project

Project: <b>Underground Storage Tanks (USTs) Replacement</b>			
Description:	Perform site assessment of contaminated site		
Cost Estimate:	<b>\$300,000</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>There are two CBW-owned facilities with Underground (fuel) Storage Tanks (UST), that were inspected in 2020 and determined by DEC to be out of compliance with regulations and thus deemed necessary for closure. The two USTs are located at the Public Safety Building a 4,000-gallon tank, installed in 1984 and at the High School with a 10,000-gallon tank, installed in 1985.</p> <p>We have hired RESPEC to assist us in designing and installing new ASTs at both locations, in order to ensure we have compliant fuel tanks to supply both the back-up oil-fired furnace and the standby generators for full building power, at both locations. RESPEC has already made a site visit to both locations and we are expecting a report with cost idea for engineering the new tanks design within the next week.</p> <p>We have also engaged Shannon &amp; Wilson for services associated with the tanks' closure and site assessment, which will require a certain level of environmental sampling to determine if fuel releases have occurred. We've asked them to develop these costs to perform the work when they return to Wrangell for the DEC contaminated lands further site characterization work. As well as a price idea to remove and dispose of the two USTs.</p> <p>We are still developing costs with the consultants for the required work, and over the next few weeks will be redefining the rough estimates presented below.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Environmental & Engineering Services Construction	\$125,000	FY23 General Fund Reserves	\$175,000
	\$225,000	FY23 Secure Rural Schools Fund Reserves	\$175,000
Total Estimate	\$350,000	Budget Total	\$300,000





## FY2023 Proposed Capital Project

Project:	<b>High School Fire Alarm System Replacement</b>		
Description:	Replace the fire alarm system at the High School (also serves the Middle School and the Swimming Pool)		
Cost Estimate:	<b>\$587,001</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>

### PROJECT DISCUSSION

The Wrangell High School and Middle School Fire Alarm System Replacement has been listed on the School District's renewal and replacement schedule for several years. The existing fire alarm system does not meet current codes. The fire alarm panel does not have a connection to a digital communicator; therefore, it is not monitored by a remote third party as required by code and is needed for a quick response to the building in the event of fire. This project serves to increase the safety of the occupants of the existing space, and to further protect the property itself.

Recently, the project was elevated to the City and Borough of Wrangell's #2 priority capital projects for FY22. The Assembly understood the growing need for the rehabilitation of the fire protection system for the school facilities, owned by the Borough, and approved approximately \$40,000 to complete the engineering design for the project. Morris Engineering Group was hired to develop the engineered design for the full fire alarm system replacement project.

Recognized as a community priority, the Borough submitted a grant application to the CDBG program for funding for this project. A local cash commitment in the amount of \$118,750 was appropriated in FY22, and the Borough was notified on March 31, 2022 of the CDBG grant award in the amount of \$459,251.

Morris Engineering will continue to finalize the design and obtain the Fire Marshal final approval before compiling the construction bid documents. In order to plan for a Summer 2023 work season while school is out of session, this project requires immediate forward movement to allow for construction bidding, award, shop drawings development with further Fire Marshal approval, and material acquisitions, which has been estimated to take approximately six months for procurement.

Of the \$39,235 approved for the design work, \$9,000 is remaining and requires reallocation under the FY23 capital budget. The local cash match commitment of \$118,750 approved under Res No 10-21-1618 also requires reallocation to the FY23 capital budget.

Beyond these two reallocation requests, no additional local contribution is being requested at this time.



# FY2023 Proposed Capital Project

Project: <b>High School Elevator Modernization</b>			
Description:	Replace elevator at the High School		
Cost Estimate:	<b>\$173,890</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The High School elevator is non-functional due to a leak in the hydraulic ram cylinder. In FY21 \$210,000 was allocated from the SRS Fund to this project's capital fund, to forward the project.</p> <p>The decision was to provide for a full modernization of the elevator, by removing all existing elevator components, including the controls, and installing a new elevator system which could be accommodated by using the existing hoist way with a smaller than existing can and car.</p> <p>The elevator consultants have developed the primary modernization specs, and we need to complete the electrical and fire alarm pieces for a complete design. With the recent news of grant funding for the High School Fire Alarm System Replacement, the Fire Marshal is allowing us to continue with the elevator system with a modified tie in with the understanding we will now be moving forward with the full fire alarm system replacement. This fire alarm issue has been a point of project delay; however, we are moving forward with the agreed upon temporary fire alarm design for the elevator.</p> <p>Of the \$210,000 approved for this work in FY21, \$173,890 is remaining. This capital budget funding request reallocates the balance of the earlier approved project funding for further project work required.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Capital Project Fund Balance Carried Forward for Elevator Modernization	\$173,890	FY23 Secure Rural Schools Fund	\$173,890

PROJECT COST ESTIMATE			
BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Balance Carried Forward for Fire Alarm Design	\$9,000	FY23 SRS In-Kind Contribution	\$9,000
Fire Alarm System Replacement Construction	\$578,001	CDBG Grant	\$459,251
		CBW Cash Match from SRS (Res No 10-21-1618)	\$118,750
Total Estimate	\$587,001	Budget Total	\$587,001



# WPSD LOCAL CONTRIBUTION

## FUND



### WPSD Local Contribution Fund Overview:

Pursuant to Ordinance 1023, the City and Borough of Wrangell reserves twenty percent of sales tax revenue to form the local contribution to fund the school district as well as to save and address future school maintenance costs.

Local contribution thresholds are set by the Alaska Department of Education & Early Development. The minimum and maximum thresholds are as follows:

### **WPSD PROPOSED CONTRIBUTION**

Minimum...	741,489.00
Maximum...	1,617,629.15
Proposed...	1,300,000.00

Minimum Contribution: \$741,489

Maximum Contribution: \$1,617,629

Proposed Contribution: \$1,300,000 (\$660,000 Sales Tax & \$640,000 SRS)

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #26000

SPECIAL REVENUE FUND  
WPSD LOCAL CONTRIBUTION FUND  
DETAIL OF EXPENDITURES

		FY 2020	FY 2021	FY 2022 YTD	FY 2022	FY 2023 Draft
		Actual	Actual	Estimated	Adopted	Budget
<b>SRS REVENUES &amp; TRANSFERS-IN</b>						
26000 000 4922	Transfer from Sales Tax (20%)	-	-	-	-	\$ 660,000
<b>SRS EXPENDITURES &amp; TRASFERS-OUT</b>						
26000 000 7825	Contribution To Wrangell Public Schools	-	-	-	-	\$ 660,000
TOTAL REVENUES		-	-	-	-	\$ 660,000
TOTAL EXPENDITURES		-	-	-	-	\$ (660,000)
<b>CHANGE IN NET POSITION</b>						-



April 19, 2022

Mayor Prysunka and the Borough Assembly,  
 Jeff Good, City Manager, and  
 Mason Villarma, Finance Director  
 City and Borough of Wrangell

Wrangell Public Schools hereby transmits its FY23 budget, adopted at the April 18, 2022 Board meeting.

Included in the budget is an increase to the local contribution from \$1.3M to \$1.592M. The District has worked to find efficiencies amid rising costs and flat funding. If House Bill 272 is adopted the District will gain approximately \$140,000 (assuming enrollment remains steady) from an increase in the Base Student Allocation. Much of that will be used in FY23 to purchase supplies for the FY24 school year. If House Bill 272 is not adopted the district is projected to be in a deficit spend position for FY23, even with an increased local contribution, and may delay purchase of the FY24 supplies to FY24.

In FY24 the District will no longer be supported by the hold harmless provisions of the foundation formula. If House Bill 272 is adopted, and enrollment stays steady, FY24 foundation funding is projected to decrease \$71,836 because the increase in the Base Student Allocation will not be enough to offset the reduction in foundation funding when the hold harmless provision is no longer in effect. If House Bill 272 is not adopted foundation funding will decrease approximately \$101,000 from FY23 levels, assuming enrollment remains steady.

House Bill 272 has moved from House Finance and awaits scheduling in the House.

House Bill 273 inflation proofs the Base Student Allocation. This bill also has been moved from House Finance and awaits scheduling in the House. The effective date of this bill is July 1, 2024.

Sincerely,

Bill Burr, Superintendent  
 Wrangell Public Schools



# Signature Certificate

Reference number: VQYA7-9EVHV-MTZNY-DDOJ9

**Signer****Timestamp****Signature****Bill Burr**

Email: bburr@wpsd.us

Sent:

19 Apr 2022 19:01:58 UTC

Viewed:

19 Apr 2022 19:07:34 UTC

Signed:

19 Apr 2022 19:13:26 UTC



IP address: 24.237.245.30

Location: St. Mary's, United States

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