



City and Borough of Wrangell
2020-06-09 BUDGET Work Session
AGENDA

Tuesday, June 09, 2020
Immediately Following Regular Assembly Meeting

Location: Teleconference

1. WORK SESSION

Resolution No. 03-20-1520 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until October 17, 2020, unless terminated before that date.

Teleconference Information for anyone wishing to call into the meeting and listen in, is listed below.

Here is the Call-in information if you wish to join the teleconference. **Please note that there will be no Persons to be Heard for this Work Session.**

To Join by Computer:

<https://zoom.us/j/9078742381?pwd=MTNqSEdncjRyakh2UCtMVUNxMndYUT09>

And Enter the Meeting ID: 907 874 2381

Then Enter Password: 99929

OR

To use your phone, call one of the following numbers:

+1 669 900 9128 US

+1 346 248 7799 US

+1 301 715 8592 US

+1 312 626 6799 US

+1 646 558 8656 US

+1 253 215 8782 US

And enter the Meeting ID: 907 874 2381

Then enter the Password: 99929

2. ROLL CALL

3. CONFLICT OF INTEREST

4. NEW BUSINESS

- a. Budget Cover Memo
- b. Public Works
- c. Public Works - Streets
- d. Public Works - Garage

[e.](#) Capital Facilities

5. ADJOURNMENT



CITY & BOROUGH OF WRANGELL

FY 2021 BUDGET WORK SESSIONS

FUND: GENERAL

DEPARTMENTS: Public Works, Streets, Garage, Capital Facilities

Item a.

Funds/Departments:

- General Fund: Public Works, Streets, Garage, Capital Facilities

General Information:

- Labor charges to other departments from these departments are lower than estimated for FY20 YTD. Given actuals for this fiscal year, in some instances, estimated labor charges for FY21 have also been reduced. There will be discussion regarding this during the work session.
- The Capital Facilities Director has provided a cover memo for the Department in addition to the budget work sheets.
- The next work session will include a very small Capital Budget for those projects already “in play” for which on-going payments will be required, or for projects which require a start prior to the end of July.
- The next work session will also include the new Wrangell Medical Center Legacy Fund so that money transfers in reserve from one fiscal year to the next specifically allocated for hospital expenses.
- The next work session will further include a list of items the Assembly can consider as options to close the General Fund budget deficit. These will help the Assembly provide guidance to Administration in preparing a final budget for Public Hearing.
- As a reminder, Administration will bring the Capital Improvement Project Budget to the Assembly by the end of July, and a Major Equipment/Vehicle Replacement Plan proposal by the end of August.

			2018	2019	YTD Actual	Approved	Budget	
			Actual	Actual	FY 2020	Budget	Manager	
						FY 2020	FY 2021	
<u>Expenses</u>								
Personnel								
11000 021 6001	Salaries & Wages		411,589	338,154	224,241	343,100	82,488	
11000 021 6002	Temporary Wages		25,517	10,100	13,430	7,500	19,678	
11000 021 6003	Hourly Wages		-	-	-	-	255,992	
11000 021 6004	Part Time Wages		-	-	-	-	22,828	
11000 021 6005	Overtime		37,221	23,865	7,911	30,000	27,026	
11000 021 6010	Vacation expense		(1,896)	-	(1,191)	-		
11000 021 6000	Salaries & Wages		472,431	372,119	244,391	380,600	408,012	Summary of 6 lines above
11000 021 6100	Personnel Benefits		259,623	244,528	144,758	251,660	265,839	Summary of 7 lines below
11000 021 6101	Employer Tax		8,431	5,899	4,225	-	5,916	
11000 021 6102	PERS Retirement		112,056	101,068	50,712	-	116,500	
11000 021 6103	SBS		27,929	22,326	14,164	-	25,011	
11000 021 6210	Employee Health Benefits		97,112	107,749	71,036	-	101,588	
11000 021 6220	Life Insurance		1,007	986	703	-	1,000	
11000 021 6222	Workers Compensation		10,488	6,544	3,919	-	12,823	
11000 021 6211	Deductible Reimb. Vehicle		2,601	(43)	-	-	3,000	
Total Personnel			732,054	616,648	389,150	632,260	673,851	Total all Personnel
Commodities								
11000 021 7001	Materials & Supplies		10,010	8,705	2,264	4,000	2,900	
11000 021 7002	Facility Repair & Maintenance		4,201	731	317	1,000	1,000	
11000 021 7009	Equipment Repair & Maintenance		-	-	-	-	-	
11000 021 7010	Vehicle Maintenance		2,310	7,463	5,448	-	6,740	
11000 021 7018	Miscellaneous Tools		299	3,256	-	1,000	1,000	
11000 021 7100	Uniform, gear & clothing allowance		2,786	1,819	720	2,600	3,000	
Total Commodities			19,606	21,974	8,749	8,600	14,640	
Contractual								
11000 021 7502	Phone & Internet		9,197	6,698	4,675	7,000	9,000	
11000 021 7503	Information Technology		-	-	1,209	4,000		
11000 021 7505	Travel		1,050	1,651	3,276	5,388	-	
11000 021 7506	Publications & Advertising		-	1,763	-	-		
11000 021 7508	Insurance		9,010	4,377	9,388	11,511	29,832	
11000 021 7515	Permits, Inspections & Compliance		-	-	14	-		

11000 021 7519	Professional Services	290	-	265	-	
11000 021 7621	Public Works Labor Charges	(384,075)	(207,919)	(46,409)	(320,000)	(218,550)
11000 021 7622	Charges from Garage					2,000
11000 021 7629	Charges from Capital Facilities	-	8,355	-	2,000	9,912
Total Contractual		(364,529)	(185,076)	(27,582)	(290,101)	(167,806)
11000 021 7900	Capital Expenditures	57,782	-	77,760	80,000	-
Total Capital		57,782	-	77,760	80,000	-
Total Expenses		\$ 444,912	\$ 453,545	\$ 448,076	\$ 430,759	\$ 520,685

<u>Account</u>	<u>Detail Description</u>	<u>Quantity</u>	<u>Detail Rate</u>	<u>Detail Amount</u>	<u>Amount</u>
11000 021 6001	Salaries & Wages			\$	82,488
11000 021 6002	Temporary Wages				19,678
11000 021 6003	Hourly Wages				255,992
11000 021 6004	Part Time Wages				22,828
11000 021 6005	Overtime				27,026
	snow removal, sewer and water main breaks, helping contractors and customers				
11000 021 6101	Employer Tax				5,916
11000 021 6102	PERS Retirement				116,500
11000 021 6103	SBS				25,011
11000 021 6210	Employee Health Benefits				101,588
11000 021 6220	Life Insurance				1,000
11000 002 6211	Deductible Reimbursement Expense (Vehicle Allowance)				3,000
11000 021 6222	Workers Compensation				12,823
11000 021 7001	Materials & Supplies				2,900
	Office supplies				
	Wrangel cleanup day supplies				
	Field supplies, tape measures, thermometers, paint, etc.				
	Misc. PPE				
11000 021 7002	Facility Repair & Maintenance			0.00	1,000
	Contingency				
11000 021 7009	Equipment Repair & Maintenance			0.00	-
	Maintenance and repairs to large plan copiers				
11000 021 7010	Vehicle Maintenance				6,740
11000 021 7018	Miscellaneous Tools			0.00	1,000
	Flashlights, Pliers,				
11000 021 7100	Uniform, Gear & Clothing Allowance & PPE				3,000
	Hi Gear Rain wear	4.00	300	1,200.00	
	Allowance	4.00	400	1,600.00	
	Misc PPE			200.00	
11000 021 7502	Phone & Internet			0.00	9,000
11000 021 7505	Travel				

City & Borough of Wrangell Alaska

Public Works Detail

Fiscal Year 2021

Item b.

<u>Account</u>	<u>Detail Description</u>	<u>Quantity</u>	<u>Detail Rate</u>	<u>Detail Amount</u>	<u>Amount</u>
11000 021 7508	Insurance				2,485
11000 021 7508 81	Insurance Liability				7,831
11000 021 7508 82	Insurance Property				12,962
11000 021 7508 83	Insurance Auto & Equip				6,554
11000 021 7522	Charges form Garage				2,000
11000 021 7629	Charges From Capital Facilities				9,912
11000 021 7521	Charges to Other Departments				(218,550)
11000 021 7900	Equipment				
	Used Truck for Director (on Hold till Vehicle			0	
	Plan developed in August 2020)				-
Total:				\$	520,685

Charges to other departments

Streets	130000
Garage	1300
Cemetery	3000
Water	61750
Wastewater	19500
Sanitation	<u>3000</u>
Total	218550

		2018 Actual	2019 Actual	YTD Actual FY 2020	Approved Budget FY 2020	Budget Manager FY 2021
<u>Expenses</u>						
Personnel						
Commodities						
11000 024 7001	Materials & Supplies					
11000 024 7003	Custodial Supplies	4,609	-	-	-	
11000 024 7009	Equipment Repair & Maintenance	-	-	142	-	
11000 024 7010	Vehicle Maintenance	124,067	82,870	57,348	80,000	55,000
11000 024 7011	Equipment Rental Expense	-	3,450	490	10,000	15,000
11000 024 7030	Street Maintenance	50,402	76,703	66,728	100,000	157,000
11000 024 7031	Winter Street Maintenance	32,582	13,705	-	-	
11000 024 7033	Street lighting	2,215	6,011	-	-	
11000 024 7034	Crushed rock expenses	1,618	1,413	1,261	-	
Total Commodities		215,493	184,153	125,969	190,000	227,000
Contractural						
11000 024 7501	Utilities	21,177	21,578	20,559	23,000	21,000
11000 024 7621	Public Works Labor Charges	150,827	93,707	112,471	125,000	130,000
11000 024 7622	Charges from Garage	-	-	11,165	-	12,000
11000 024 7629	Charges from Capital Facilities	-	1,628	-	-	
Total Contractural		172,004	116,913	144,194	148,000	163,000
11000 024 7900	Capital Equipment	71501	-	-		-
Total Expenses		\$ 458,997	\$ 301,066	\$ 270,164	\$ 338,000	\$ 390,000

City & Borough of Wrangell Alaska
Streets Detail
Fiscal Year 2021

<u>Account</u>	<u>Detail Description</u>	<u>Quantity</u>	<u>Detail Rate</u>	<u>Detail Amount</u>	<u>Amount</u>
11000 024 7010	Vehicle Maintenance				55,000
	Replacement parts and tires for Streets Equipment				
11000 024 7011	Equipment Rental Expense				15,000
	Roller			5,000	
	Excavator or Loader as needed			10,000	
11000 024 7030	Street Maintenance Materials & Supplies				157,000
	Mag-Chloride	2.00	25000	50,000	
	D1 and other materials	3,000	25	75,000	
	Culverts,	10.00	800	8,000	
	Catch Basins	3.00	3000	9,000	
	Shovels, Wire Mesh, plywood	1.00	15000	15,000	
11000 024 7501	Utilities				21,000
	Street Light Electricity Expense				
11000 024 7621	Public Works Labor Charges				130,000
	Street Maintenance (Hours times hourly rate)	1,500	65	97,500	
	Equipment Repair by PW employees	500	65	32,500	
11000024 7622	Charges from Garage				12,000
11000 024 7900	Capital Expenditures				0
	Used vibratory roller (moved to rental expense)			0	
	Total			\$	390,000

	2018 Actual	2019 Actual	YTD Actual FY 2020	Approved Budget FY 2020	Budget Manager FY 2021
Expenses					-
Personnel					
11000 022 6000 Wages	\$ 123,947	\$ 144,242	\$ 94,420	\$ 113,550	\$ 123,228
11000 022 6100 Personnel Benefits	80,052	88,812	70,687	97,590	97,156
11000 022 6101 Employer Tax	1,650	2,111	1,262	-	1,787
11000 022 6102 PERS Retirement	30,271	40,718	20,649	-	36,968
11000 022 6103 SBS	7,225	9,312	5,788	-	7,554
11000 022 6210 Employee Health Benefits	36,862	33,368	40,813	-	47,662
11000 022 6211 Deductible Reimbursement Expense	-	-	-	-	-
11000 022 6220 Life Insurance	290	286	277	-	300
11000 022 6222 Workers Compensation	3,753	3,016	1,898	-	2,885
Total Personnel	204,000	233,054	165,107	211,140	220,383
Commodities					
11000 022 7001 Materials & Supplies	25,453	15,010	11,232	10,000	21,000
11000 022 7002 Facility Repair & Maintenance	3,048	1,672	5,127	30,000	5,000
11000 022 7003 Custodial Supplies	-	-	-	-	-
11000 022 7006 Software Programming & Licensing	1,428	-	2,383	3,000	5,075
11000 022 7010 Vehicle Maintenance	1,565	-	10	-	1,000
11000 022 7015 Fuel - Automotive	60,052	64,188	51,826	65,000	65,000
11000 022 7017 Fuel - Heating	5,659	2,799	3,555	4,000	5,000
11000 022 7018 Miscellaneous Tools	1,067	2,269	703	1,750	3,000
11000 022 7100 Clothing & Gear	-	-	661	1,400	1,600
Total Commodities	98,271	85,938	75,496	115,150	106,675
Contractual					
11000 022 7501 Utilities	23,094	21,940	15,887	20,000	23,000
11000 022 7502 Phone/Internet	-	-	34	-	-
11000 022 7503 Information Technology	-	-	579	-	-
11000 022 7505 Travel	-	2,289	2,273	10,000	-
11000 022 7508 Insurance	1,792	-	578	-	-
11000 022 7508 Insurance Liability	-	-	-	-	3,044
11000 022 7515 Health & Safety Permits, Inspections, Compliance	-	462	427	-	1,500
11000 022 7519 Garage Professional Services	-	-	140	-	-

		2018 Actual	2019 Actual	YTD Actual FY 2020	Approved Budget FY 2020	Budget Manager FY 2021
11000 022 7621	Public Works Labor Charges	6,757	76	(322)	5,000	1,300
11000 022 7622	Charges from Garage	(241,450)	(131,830)	(75,534)	(220,105)	(76,200)
11000 022 7629	Charges from Capital Facilities	-	3,773	3,694	7,500	
	Total Contractual	(209,808)	(103,290)	(52,246)	(177,605)	(47,356)
11000 022 7900	Capital Expenditures	729.99	-	26,931.52	25,000.00	7,500.00
Total Expenses		\$ 93,192	\$ 215,702	\$ 215,288	\$ 173,685	\$ 287,202

<u>Account</u>	<u>Detail Description</u>	<u>Quantity</u>	<u>Detail Rate</u>	<u>Detail Amount</u>	<u>Amount</u>
11000 022 6003	Hourly Wages			0.00	117,728
11000 022 6005	Overtime	working on emergency vehicles, helping with main brakes, snow removal		0.00	5,500
11000 022 6101	Employer Tax			0.00	1,787
11000 022 6102	PERS			0.00	36,968
11000 022 6103	SBS			0.00	7,554
11000 022 6210	Employee Health Benefits			0.00	47,662
11000 022 6220	Life Insurance			0.00	300
11000 022 6222	Workers Compensation			0.00	2,885
11000 022 7001	Materials & Supplies			0.00	21,000
	Office supplies	1000			
	Garage Supplies, absorbent materials, grease, welding supplies, steel oil, antifreeze	18000			
	Tire Supplies	2000			
11000 022 7002	Facility Repair & Maintenance				5,000
	Ventilation Improvements	5000			
022 7006	Software Programming & Licensing				5,075
	Caterpillar code diagnosis	2100			
	Chevy & Ford code diagnosis	2975			
	Caterpillar and Ford Software Subscriptions				
11000 022 7010	Vehicle Maintenance				1,000
	General Maintenance Brakes & Oil Change				
11000 022 7015	Fuel - Automotive				65,000
	Gasoline and Diesel Expense for Vehicles and Equipment City Wide				
11000 022 7017	Fuel - Heating				5,000
	Fuel oil to supplement waste oil furnace during extreme cold and maintenance				
11000 022 7018	Miscellaneous Tools				3,000
	Wrenches	50.00	20	1,000.00	
	Sockets	50.00	20	1,000.00	
	Grinder	1.00	500	500.00	
	Impact Driver	1.00	500	500.00	

<u>Account</u>	<u>Detail Description</u>	<u>Quantity</u>	<u>Detail Rate</u>	<u>Detail Amount</u>	<u>Amount</u>
11000 022 7100	Clothing & Gear				1,600
	Clothing allowance	2.00	400	800.00	
	Hi Vis raingear	2.00	300	600.00	
	Misc. PPE	1.00	200	200.00	
11000 022 7501	Utilities				23,000
	Water, Sewer, Electric and Garbage				
11000 022 7503	Information Technology				0
11000 022 7505	Travel				
11000 022 7508	Insurance Liability				3,044
11000 022 7515	Health & Safety Permits, Inspections, Compliance				1,500
	Annual Fire Extinguisher inspection and repair				
11000 022 7621	Public Works Labor Charges				1,300
	Hours charged by PW to help garage winterize equipment	20.00	65	1,300.00	
022 7622	Charges from Garage				(76,200)
11000 022 7900	Capital Expenditures				7,500
	Transmission flusher. Flush and refill automatic transmissions on all equipment and vehicles, including emergency vehicles				
Total:					\$ 287,202

Charges from Garage to other departments

Fire	10,000
Police	4,800
Public Works	2,000
Streets	12,000
Sewer	5,000
Water	5,000
Sanitation	2,600
Electric	10,000
Capital Facilities	2,000
Parks	2,800
Harbors	20,000
	76,200

Manager's Note: When reviewing these charges for accuracy with the other budgets it was realized the charges to the electric and harbor departments were left out of those budgets. That will be corrected prior to the full budget going to the Assembly for Public Hearing.



CITY & BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

Capital Facilities Department

PO Box 531, Wrangell, AK 99929

Phone (907)-874-3902

May 22, 2020

Dear Lisa and Joyce:

The Capital Facilities Department is please to present our FY 2021 Proposed Budget. To accompany our operating budget, we wish to offer a description of the support offered, highlights of the budget and our department.

The Capital Facilities Department is comprised of three distinct divisions:

1. Building Maintenance
2. Building Custodial
3. Capital Improvement Projects Management and Contract Administration

Highlights in our FY2020-2021 operating budget:

- Normal operations of the department, including the annual subscription to the CMMS used for work order management.
- Procurement of additional tools and equipment for building maintenance operations to ensure optimal response for service requirements.
- The one-time cost, in the amount of \$15,000, for a Facility Condition Assessments and Preventive Maintenance Schedule to be developed by Dude solutions for the High School, Middle School, Parks Bathrooms and Concession buildings, and the Harbor bathrooms.

Building Maintenance

The maintenance division is responsible for the upkeep, maintenance, and improvements to all municipal buildings, to ensure a safe, comfortable environment for the public and for Borough employees. We strive to fulfill our responsibilities as efficiently and effectively and in as timely a manner as possible.

We have responsibility for eighteen buildings (not including bathrooms and storage buildings for Parks and Harbors) that have a combined area of 140,000+ square feet. Our department is responsible for activities relating to the maintenance, repairs, equipment operation, construction, and improvements for the Borough's buildings. As well, our department is responsible to ensure that the buildings meet federal, state and

local requirements, such as life and safety-related permits, testing and inspections for systems such as boilers, hot water heaters, pressure vessels, fire alarms, fire sprinklers, backflow devices, and elevator maintenance.

Years of reduced investment and deferred maintenance have aged our facilities and their building systems, which in turn has increased the funding gap. Aging infrastructure limits adequate serviceability of our buildings; however, our focus for maintenance and major repairs are on those assets that present the highest probability and the highest consequence of failure.

As a support department, the majority of the maintenance department's budget provides for four, full-time employees, who are the Director, Lead Maintenance, Maintenance, and Custodian. Labor costs are allocated to the departments whose buildings in which we perform work. Material, equipment, and contractual service costs are budgeted within the respective department whose operations the building serves.

Data, used to improve our decision-making process, is an integral part of supporting our mission. To assist in tracking facilities maintenance orders, in 2019 we implemented a CMMS, a management tool we are now using to enforce accountability and track and improve building data accuracy.

We are managing hundreds of work orders that are routed through the Dude Solutions system, which consists of building information and problem types associated with each building. The total of work performed is comprised primarily of our maintenance staff but also includes other departments' staff who work in those respective buildings on a daily basis and have been assigned as a maintenance technician to assist in completing some of the routine weekly and/or monthly life and safety inspections. These may include eye wash station checks, fire extinguishers, exit signs and emergency light inspections and tests. Other work is out-sourced as contractual service work considering a combination of factors, including staff limitations, lack of equipment, technical expertise, code and/or licensing requirements, and cost.

The primary challenge that the maintenance department faces is the large number of buildings that we are charged to maintain, without a sufficient level of maintenance employees to accommodate the work required. Through the Dude Solutions Facility Condition Assessments and Preventive Maintenance Schedule development, labor hours were estimated, by building system discipline, as projected to be required to accomplish the PM Scheduled work. A summary of the annual labor hour projection is attached. It is important to note that the total labor hours projected, to accomplish only those PM tasks that Dude Solutions identified, equates to five full-time employees. These hours do not account for the labor hours necessary to perform the PM-associated follow-on repairs. Nor do they account for reactionary maintenance calls and the time required for special projects. Due to the breadth of the maintenance needs, many PM work orders must go unattended until their next scheduled issue.

Until last year, Wrangell's maintenance department was staffed with only one, full-time employee to maintain the 140,000+ square feet of government building space. The

2019 addition of another staff, serving as the maintenance supervisor, has significantly improved maintenance accomplishments over the past nine months.

Wrangell's historical preventative maintenance stands out as largely neglected due to the lack of sufficient resources allocated to the needs over time. Reduced funding and staffing for preventative maintenance work typically have an exponentially negative effect as costs are increasing.

Benefits of preventative maintenance include:

- Increased life expectancy of assets, thereby eliminating premature replacement of building systems, such as roofs, and equipment, such as boilers.
- Reduced need for large-scale or emergency repairs.
- Reduced cost of repairs by reducing secondary failures. When parts fail in service, they often damage other parts.
- Increased economical use of maintenance staff, due to working on a scheduled basis instead of a crisis basis to repair damage.
- Ability to identify equipment with excessive maintenance costs, indicating the need for corrective maintenance, operator training, or replacement of equipment.
- Improved safety and comfort for building occupants.

While there are no significant operating changes in the proposed FY21 operating budget for the Capital Facilities Department, there is a significant need for additional maintenance staff. We originally proposed to add a permanent, full time position, and provided an option for a six-month temporary, full time position, which would increase capacity toward the vast amount of work necessary to maintain the exterior of our buildings, i.e. siding painting, gutter and roofing repairs. Without the ability to build capacity in the maintenance department, many building repairs will have to be deferred until funding becomes available.

While we understand well the funding challenges facing the Borough, we hope that you will review our department's budget and the needs of the maintenance division with an eye toward the critical labor shortfall. As the Borough makes those tough decisions about where to find savings and efficiencies, please keep in mind that it is imperative that the basic needs of our infrastructure must be maintained, and in some cases, we would be served well to consider additional investments.

We will continue to focus on seeking new and innovative ways to provide services, seek strategic partners, and improve productivity.

Building Custodial

Custodial services provided through our department is through one, full-time, custodial staff who performs these services at City Hall and the Public Safety Building, on a 35-hour work week basis. All costs associated with this service is allocated to the facility budget for these two respective locations.

Capital Improvement Projects Management and Contract Administration

The capital division is responsible for managing the design and construction of repairs and improvements to the Borough's infrastructure and facilities. We do not have architects and engineers on staff, so our staff seek outside assistance from these types of design professionals for larger projects. Our division works with each department to plan and develop, design, implement, and manage their improvement projects. Capital projects are those for which:

- The proposed work exceeds \$25,000, or
- The proposed work involves new construction, alteration, or renovation of all or part of an existing facility or infrastructure.

The Borough Assembly is charged with establishing policy direction and on an annual basis establishes the goals and priorities, which guide the work of the Borough. The Borough Assembly and Staff met on February 11, 2020 for the Goal Setting Workshops to review and refine goals they established previously. The FY21 CIP Plan has been developed with a focus on the goals established to date.

FY20 highlights and accomplishments in Capital Projects are identified in the CIP Plan for FY21, which also provides information relative to newly proposed projects.

The Capital Facilities Department continues to cooperatively work on implementation of improved capital project delivery, development, and prioritization for future improvements that provide benefit to the community.

Thank you,



Amber Al-Haddad, Director
Capital Facilities Department

City & Borough of Wrangell Alaska
 Capital Facilities
 Fiscal Year 2021

	Actual 06/2019	YTD Actual 2020	Approved Budget FY 2020	Budget Manager FY 2021
<u>Expenses</u>				
<u>Personnel</u>				
Total Salaries & Wages	\$ 200,771	\$ 201,453	\$ 234,500	\$ 243,561
11000 029 6100 Employee Benefits	128,539	98,865	189,100	135,194
Total Personnel	329,311	300,318	423,600	378,755
<u>Commodities</u>				
11000 029 7001 Materials & Supplies	15,151	7,195	4,500	8,000
11000 029 7002 Facility Repair & Maintenance	2,162	11,375	12,500	7,500
11000 029 7008 Non Capital Equipment			5,000	3,500
11000 029 7010 Vehicle Maintenance & Repair	-	4,106	5,000	5,000
11000 029 7017 Fuel & Oil - Heating	-	-	1,500	1,500
11000 029 7100 Clothing & Gear	278	760	2,800	2,300
Total Commodities	17,591	23,436	31,300	27,800
<u>Contractual</u>				
11000 029 7501 Utilities	438	-	3,000	3,000
11000 029 7502 Phone/Internet	3,472	2,843	6,700	3,528
11000 029 7503 Information Technology	-	3,909	5,600	6,275
11000 029 7505 Travel	84	15	4,590	2,825
11000 029 7506 Publications & Advertising	3,435	-	-	
11000 029 7508 Insurance	-	1,632	-	1,792
11000 029 7519 Professional Services	19,375	115	-	18,000
11000 029 7622 Charges from Garage		1,008		2,000
11000 029 7629 Charges from Capital Facilities	(80,429)	(111,247)	(302,000)	(171,522)
Total Contractual	(53,626)	(101,725)	(282,110)	(134,102)
11000 024 7900 Capital Equipment	-	18,731	25,000	-
Total Capital Expenses	-	18,731	25,000	-
Total Expenses	\$ 293,275	\$ 240,760	\$ 197,790	\$ 272,453

City & Borough of Wrangell Alaska
Capital Facilities Detail
Fiscal Year 2021

Account	Detail Description	Quantity	Detail Rate	Detail Amount	Amount
029 6001	Salaries & Wages				85,755
029 6003	Hourly Wages				154,806
029 6004	Part Time Wages				-
029 6005	Overtime				3,000
029 6101	Employer Tax				5,257
029 6102	PERS Retirement				72,168
029 6103	SBS				14,746
029 6210	Health Insurance Premiums				37,392
029 6222	Workers Compensation				5,631
029 7001	Materials & Supplies				8,000
	Office supplies	1	2,000	2,000	
	expendable maintenance materials	1	4,500	4,500	
	Miscellaneous Tools (batteries, hand tools, etc.)	1	1,500	1,500	
029 7002	Facility Repair & Maintenance				7,500
	Senior Center Facility (general maintenance, plumbing pipe insulation wrapping)	1	5,000	5,000	
	Capital Facilities bldg. maintenance	1	2,500	2,500	
029 7008	Non Capital Equipment				3,500
	VOIP Telephone system (3 desktops and a conference phone)	1	1,000	1,000	
	Pressure Washer	1	1,500	1,500	
	Stair Ladder	1	1,000	1,000	
029 7010	Vehicle Maintenance & Repair				5,000
	Vehicle Fuel/Maintenance expense on three vehicles				
029 7017	Fuel & Oil - Heating				1,500
	Heating oil expense for Capital Facilities bldg.				
029 7100	Clothing & Gear				2,300
	PPE/Clothing allowance (2 IBEW member staff)	2	400	800	

	Safety items for crew (lockout/tagout system, vests, hearing and eye protection, respirators, gloves, etc.)	1	1,500	1,500	
029 7501	Utilities				3,000
	Water, sewer, electric, garbage	12	250	3,000	
029 7502	Phone & Internet				3,528
	Mobile phones (three cell phones for Director and Maintenance staff)	12	174	2,088	
	Office Phone (VOIP monthly subscription, long distance and free conference room number) this provides a \$30/month saving over landline service+all national long distance is free	12	120	1,440	
029 7503	Information Technology				6,275
	Annual CMMS Subscription (Dude Solutions)			4,100	
	Microsoft office subscriptions (4 desktops, 2 laptops)			475	
	Two Work Order Management Tablets	2	850	1,700	
029 7508	Insurance Liability	-		-	1,792
029 7513	Training				2,825
	Manlift trainer in Wrangell			1,500	
	Energy losses in bldg. training (on line training for three staff)	3	75	225	
	Boiler operation, maintenance and safety (one line training for one staff)			1,100	
029 7519	Professional Services				18,000
	Condition Assessment and PM Schedule Development for two School buildings; harbor and Park buildings; and cold storage				
029 7622	Charges from Garage				2,000
029 7629	Charges from Capital Facilities				(171,522)
Total:				\$	272,453

Maintenance & Custodial Labor Allocations (estimates)

City Hall Building Maintenance	9,912
Public Safety Building Maintenance	35,000
Fire Substation Building Maintenance	9,912
Public Works Building Maintenance	9,912
Library Building Maintenance	3,000
Swimming Pool Building Maintenance	15,859
Community Center Building Maintenance	9,912
Parks Maintenance	2,500
Nolan Center Building Maintenance	17,000
Light & Power Admin Building Maintenance	0
Light & Power Generator Building Maintenance	0
Water Plant Building Maintenance	3,965
Harbor Master Building Maintenance	0
Sewer Plant Building Maintenance	3,965
Solid Waste Building Maintenance	0
City Hall Building Custodial	18,351
Public Safety Building Custodial	32,234
	<u>171,522</u>

Manager's Note:

In finalizing the Capital Facilities Department Budget the allocations to other departments were double-checked. We realized WML&P, the Harbor and Solid Waste had no allocations. The budgets need to match each other. When the full budget comes back to the Assembly for the Public Hearing you will see allocations for those three departments based on historical actuals.

Additionally, the Capital Facilities Director has not been allocating her time for assisting other departments managing their own projects. This can include grant writing and management, solicitation and bid assistance and general project management duties. This will change for tracking in FY21.