



City and Borough of Wrangell  
Work Session & Borough Assembly Meeting  
AGENDA

Tuesday, June 28, 2022

Location: Borough Assembly Chambers

Work Session from 6:00 – 7:00 PM / Regular Assembly Mtg. at 7:00 PM

**WORK SESSION** (6:00 - 7:00 PM)

a. School Safety Discussion

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Patty Gilbert
- b. CEREMONIAL MATTERS – None.

**2. ROLL CALL**

- 3. PERSONS TO BE HEARD** - *Section WMC 3.05.040 (C) states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.*

**4. AMENDMENTS TO THE AGENDA**

**5. CONFLICT OF INTEREST**

- 6. CONSENT AGENDA** - *Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. there will be no separate discussion of these items. If the borough mayor, assembly member, manager, or clerk requests discussion on any item, that item will be removed from the consent agenda and will be considered under unfinished business (no motion is necessary to move an item from the consent agenda).*

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

- a. **RESOLUTION No. 06-22-1701** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA APPROVING AMENDMENT II TO THE POLE RENTAL AGREEMENT WITH GENERAL COMMUNICATION INC.
- b. **RESOLUTION No. 06-22-1702** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENCOURAGING THE PROMPT AND FULL CLOSURE AND CLEANUP OF THE TULSEQUAH CHIEF MINE AND URGING THE B.C. GOVERNMENT TO OPPOSE ANY EXTENSION OF THE RECEIVERSHIP PROCESS
- c. **RESOLUTION No. 06-22-1703** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE FINANCE DIRECTOR JOB DESCRIPTION AND THE NON-UNION WAGE AND GRADE TABLE
- d. **RESOLUTION No 06-22-1704** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA SETTING THE STRATEGIC ASSET ALLOCATION OF THE PERMANENT FUND AT 52% RISK ASSETS, 21% ALTERNATIVE ASSETS AND 27% RISK CONTROL ASSETS

- e. Minutes from the June 14, 2022 Regular Assembly Meeting
- f. CORRESPONDENCE: School Board action from the June 20, 2022 Regular meeting

## 7. BOROUGH MANAGER'S REPORT

- a. Borough Manager's Report

## 8. BOROUGH CLERK'S FILE

- a. Borough Clerk's Report

## 9. MAYOR AND ASSEMBLY BUSINESS

## 10. MAYOR AND ASSEMBLY APPOINTMENTS – None.

## 11. PUBLIC HEARING

- a. **ORDINANCE No. 1027** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO A PORTION OF TRACT Y, U.S.S. 2321, PARCEL NO. 03-006-305, FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1
- b. **ORDINANCE No. 1028** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 16.12, OF THE WRANGELL MUNICIPAL CODE
- c. **RESOLUTION No. 06-22-1700** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2022-2023

## 12. UNFINISHED BUSINESS

## 13. NEW BUSINESS

- a. Approval of a contract award to T&R Electric Supply Company, Inc. in the amount of \$224,700 for the 3 Megawatt Transformer Procurement project
- b. Approval of a contract award to Johnson Construction & Supply, Inc. in the amount of \$43,260 for the Heritage Harbor Boat Ramp Apron Concrete Paving
- c. Approval of a Professional Services Agreement with Shannon & Wilson in the amount of \$52,162 for the Mt Dewey Slope Geotechnical Investigations
- d. Approval of an Amendment to the Professional Services Agreement with PND Engineers for the Non-Motorized Transportation System Design in the amount of \$64,901
- e. Approval of a Special Assembly Meeting for Monday, July 11, 2022, at 5:30 PM

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

## 15. EXECUTIVE SESSION

- a. **Executive Session:** Borough Manager's 6-Month Evaluation
- b. **Executive Session:** Borough Clerk's Annual Evaluation and Review of Clerk's Contract

## 16. ADJOURNMENT





# SCHOOL SAFETY AND SECURITY

Current requirements and guidelines around door locking and fire alarm systems from the National Fire Protection Association® (NFPA®) help ensure the safety of students, teachers, and staff in the event of targeted violence threats. While many of these features are easy to address in new school construction, school administrators and fire officials have asked questions about implementing some of them in existing schools, as they can present challenges. The following questions and answers explain NFPA's current provisions and how they can be safely applied.

## School Safety FAQs

### Can classroom doors be locked to prevent an intruder from entering?

Yes, starting with the 2018 edition of NFPA 101®, *Life Safety Code*®, the Code contains rules that allow safe door locking to prevent intruders from gaining access while ensuring that people can still readily evacuate in an emergency. Doors need to have the ability to be unlocked from outside the classroom to permit entry by staff or first responders.

### Can classroom doors be barricaded to prevent intruders from entering a classroom?

No. NFPA 101 requires doors to be readily opened from the classroom side. Makeshift devices such as after-market locking and barricades, wedges, rope, and chains not only violate this rule, but can either slow down or prevent first responders from quickly entering a classroom, or they can be used by an intruder to trap people inside and keep first responders from getting in.

### Can exterior exit doors be locked to prevent unauthorized people from entering a school?

NFPA 101 permits exterior exit doors (those that lead directly to the outside) to be locked from the outside to control who can enter the building. From the inside, those same doors need to allow people to leave during emergencies. All occupants must be able to exit the building without needing a key, tool, or special knowledge or effort to open the door.

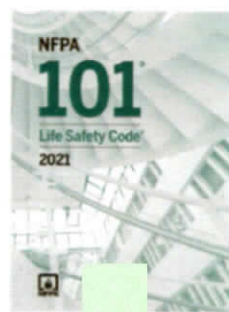
### Can a fire alarm system be disabled to prevent it from being used to draw people out into a school's common areas and outside?

NFPA 101 requires schools to have fire alarm systems. There are no allowances in the codes to disable them. These systems need to be maintained and operable to alert the occupants and protect people from the effects of fire. Schools, fire departments, and law enforcement agencies should coordinate to develop protocols for occupant response to fire alarms during targeted violence incidents.

### Are manual fire alarm boxes (pull stations) allowed to be removed?

Yes. NFPA 101 permits manual systems to be removed if the school is equipped with either an automatic sprinkler system or an automatic smoke detection system.

## NFPA 101, LIFE SAFETY CODE: A KEY ELEMENT OF SCHOOL SAFETY AND SECURITY



Used or applied by every state in the US, the *Life Safety Code* provisions require that virtually all types of buildings are designed and built so that people can safely escape in the event of a fire or other emergency. Visit [nfpa.org/101](https://www.nfpa.org/101) for more information and free access.



# SCHOOL SAFETY AND SECURITY *CONTINUED*

## **Code Update**

The 2021 edition of NFPA 101 expanded the term *classroom* to also include “other instructional spaces” and clarified the term *classroom side* to mean the egress side.

## Safe Door Locking

### What is code-compliant door locking?

Starting with the 2018 edition of NFPA 101, the Code provides two options for locking classroom doors from the inside. While the 2018 edition of the Code originally allowed for one door locking option, the NFPA Standards Council issued a Tentative Interim Agreement (TIA), which—for existing installations only—allows for a second type of door lock/latch combination that continues to deliver a high level of safety to students and staff.

#### Option One

The hardware for the first option is sometimes called an interconnected latch or lock, and is similar to what you might see in a hotel room. This type of locking mechanism can be used for newly installed doors. It can also be retrofitted on existing doors.



#### Option Two

The second option enables existing school classroom doors to be retrofitted with secondary hardware, which might include items such as a thumb turn lock. For existing classroom doors only, this option can be used in lieu of single operation hardware, which combines a latch and lock together.

This is one example of the second door locking option; it’s called a dead bolt lock with a thumb turn:



Performance requirements related to these fixed locking devices include the following criteria regardless of the approach taken:

- The door must be lockable from the egress side without having to open it.
- The lock cannot require special knowledge, a key, or tool to engage or disengage from the egress side of the door.
- The two releasing operations, where permitted, must not be required to be performed simultaneously to unlock/unlatch the door.
- The lock must be installed at an acceptable height—between 34 in. to 48 in. above the floor.
- The door must have the ability to be unlocked and opened from outside the classroom with the necessary key or credential.
- The staff must be drilled in the engagement and release of locks.

## Learn More



Visit [nfpa.org/101](https://nfpa.org/101) for the latest on the standards development process and other NFPA 101 news.



For more information on NFPA’s ongoing efforts to address building safety and security, visit [nfpa.org/blssolutions](https://nfpa.org/blssolutions).



IT’S A BIG WORLD.  
LET’S PROTECT IT TOGETHER.®

This material contains some basic information about NFPA 101®, Life Safety Code®. It identifies some of the requirements in NFPA 101 as of the date of publication. This material is not the official position of any NFPA Technical Committee on any referenced topic which is represented solely by the NFPA documents on such topic in their entirety. For free access to the complete and most current version of all NFPA documents, please go to [nfpa.org/docinfo](https://nfpa.org/docinfo). References to “Related Regulations” are not intended to be a comprehensive list. The NFPA makes no warranty or guaranty of the completeness of the information in this material and disclaims liability for personal injury, property, and other damages of any nature whatsoever, from the use of or reliance on this information. In using this information, you should rely on your independent judgment and, when appropriate, consult a competent professional.



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>6</b>

RESOLUTION No. 06-22-1701 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA APPROVING AMENDMENT II TO THE POLE RENTAL AGREEMENT WITH GENERAL COMMUNICATION INC.

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 20: \$	FY 21:	FY22:
<b>Amount Budgeted:</b>		
	FY22 \$0	
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure): See Agenda Statement</b>		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) Resolution No. 06-22-1701 2) Amendment II 3) Amendment and Original GCI Pole Rental Agreement

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

**RECOMMENDATION MOTION (Consent Agenda Item):**  
**Move to approve Resolution No. 06-22-1701**

**SUMMARY STATEMENT:**

This is the approval of Amendment II to the Pole Attachment License Agreement with General Communications Inc. (GCI). The original agreement was signed and executed back in May of 2001. The original pole agreement provided for a rate of \$14 per pole rented. In 2012, the agreement had its first amendment (Amendment I attached with the original agreement), which increased the rental fee to \$20 per pole.

Amendment II of the agreement with CGI proposes an increase to the pole rental rate from \$20 per pole to \$30 per pole. Per the last pole count conducted on May 22, 2020, there were 1,331 poles where AP&T had internet or phone configurations affixed to Borough poles. This increase is taking place to proactively address inflation and increase Wrangell Municipal Light & Power (WML&P) revenues to effectively replace depreciated poles within the community. The increase will bring in an additional \$13,310 in lease revenue plus sales tax.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-22-1701

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA APPROVING AMENDMENT II TO THE POLE RENTAL AGREEMENT WITH GENERAL COMMUNICATION INC.

WHEREAS, the City and Borough of Wrangell, Alaska formed a Pole Attachment License agreement with General Communication Inc. in May of 2001; and

WHEREAS, the Borough later signed a First Amendment to the Pole Attachment License agreement in May of 2012, increasing the pole rental rate from \$14 per pole to \$20 per pole; and

WHEREAS, in accordance with Section 16.03 and Section 9 of the original agreement, the Borough and General Communication Inc. are permitted to change the license fee if mutually agreed upon; and

WHEREAS, Borough Management and General Communication Inc. has mutually agreed upon a rate of \$30 per pole as evidenced by their signatures in the attached Amendment II.

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

Section 1. The attached Amendment II and the pole rental fees within shall become effective upon approval.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28th day of June, 2022.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

**AMENDMENT NO. 2  
TO  
POLE ATTACHMENT LICENSE AGREEMENT**

This Amendment No. 2 to the Pole Attachment License Agreement (the "Amendment") is effective as of June 1, 2022 (the "Effective Date") by and between The City and Borough of Wrangell, Alaska, ("City") and GCI Communication Corp., successor to General Communications Inc., an Alaska corporation, ("Licensee") (collectively, the "Parties")

WHEREAS, the Parties entered into the Pole Attachment License Agreement effective May 21, 2001, as amended by Amendment No. 1 effective June 1, 2012 (collectively, the "Agreement"); and

WHEREAS, in accordance with Section 16.03 of the Agreement, the Parties desire to amend the Agreement as provided for herein;

NOW, THEREFORE, for good and valuable consideration, the Parties agree to amend the Agreement as follows:

1. It is hereby acknowledged that GCI Communication Corp. is the successor in interest to General Communications Corp., the Licensee identified in the Agreement. Except as specifically provided herein, the Agreement previously entered into by the City and the Licensee shall continue to be in full force and effect.

2. **Section 9. License Fee:** Section 9 is hereby amended as follows in regard to the fee only:

The annual fee shall be Thirty and No/100 Dollars (\$30.00) per pole and annual billing shall be submitted for the period from June 15 to May 31 each year. This fee shall apply through the next three (3) annual billing cycles, beginning June 1, 2022 and ending May 31, 2025.

3. **Section 15. Notice.** Notice for the Licensee recipients is hereby deleted in its entirety and replaced with the following:

Licensee: GCI Communication Corp.  
Attn: Manager, Land and Leasing  
2550 Denali Street, Suite 1000  
Anchorage Alaska 99503

with a copy to:

GCI Communication Corp.  
Attn: Corporate Counsel  
2550 Denali Street, Suite 1000  
Anchorage Alaska 99503



- 4. **Ratification.** All other terms and conditions of the Agreement will remain the same unless explicitly changed herein. Unless otherwise set forth herein, capitalized terms in this Amendment will have the same meaning given in the Agreement.
  
- 5. **Counterparts.** This Amendment may be signed in counterparts and shall be effective upon both Parties' signature and exchange of signed Amendments. Signatures may be delivered electronically (including computer scan, PDF, or other electronic reproduction transmitted by any electronic means) and will be effective as original signatures.
  
- 6. **Representation and Warranty.** The Parties hereby represent and warrant to one another that: (i) each has all necessary corporate authority and power to execute and deliver this Amendment; (ii) the execution and delivery of this Amendment has been duly and validly authorized by all necessary corporate action; and (iii) the person executing this Amendment on behalf of each party is authorized to do so;.
  
- 7. **Confidentiality.** The Parties and their respective brokers and agents shall keep all matters concerning negotiation of this Amendment confidential.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the Effective Date.

**City and Borough of Wrangell:**

**GCI Communication Corp**

\_\_\_\_\_.

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Amendment No. 1

Pole Attachment License Agreement  
Effective 5/21/2001 Between  
City and Borough of Wrangell, AK and General Communication Inc.

By their signatures below, and in accordance with sections 16.03 - Entire Agreement; Modification and 9. - License Fee, the parties agree to amend the above referenced Agreement as follows:

The annual fee shall be \$20.00 per pole and annual billing shall be submitted for the period from June 1<sup>st</sup> to May 31<sup>st</sup> each year; this fee shall apply through the next three (3) annual billing cycles, beginning June 1, 2012 and ending May 31, 2015.

All other terms and conditions remain the same. Accordingly, this Agreement, as amended, will automatically renew annually until terminated by either party in accordance with section 12.01 - Term.

City and Borough of Wrangell, Alaska

General Communication Inc.

Timothy D. Rooney  
Signature

[Signature]  
Signature

Timothy Rooney  
Name

Gary S. Haynes  
Name

Borough Manager  
Title

VP, OSP Design, Construction & Maintenance  
Title

5/23/12  
Date

6/4/2012  
Date

## POLE ATTACHMENT LICENSE AGREEMENT

This Agreement is entered into this 21<sup>st</sup> day of May 2001, between the CITY OF WRANGELL, ALASKA ("city") and GENERAL COMMUNICATION INC., an Alaska corporation ("Licensee").

### RECITALS

- A. City owns utility poles located in the city of Wrangell, Alaska
- B. Licensee operates a business providing cable television service to customers.
- C. City wishes to grant to licensee and Licensee wishes to obtain from City a non-exclusive license to affix cables, wires and related equipment to City's poles as necessary to provide cable television service to Licensee's customers.

### AGREEMENTS

In consideration of the above premises and the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. Certain Definitions.

- 1.01 "City's Poles" or "poles" shall mean all utility poles now or hereafter owned by City or to which City has the right to permit attachments and/or Facilities to be affixed.
- 1.02 "Licensee's Attachments" or "Attachments" shall include, without limitation, all cables, wires, service drops, terminals, appliances, connections, or appurtenances attached to or strung from or between poles for use in providing cable television services to customers of Licensee.
- 1.03 "Facility" shall mean all electrical equipment or hardware including, but not limited to, cables, wires, transformers, capacitors, appliances, connections and appurtenances, owned, operated or maintained by City in connection with City's poles.
- 1.04 "Rearrange" (or any derivation thereof) shall mean to alter, remove, relocate, strengthen (guy) or replace.

2. Grant of License.

City hereby grants to Licensee a non-exclusive license to affix, Rearrange and maintain Attachments on and to City's Poles subject to the terms and conditions contained herein.

3. Existing Attachments.

The parties acknowledge and agree that Licensee previously has affixed certain Attachments to City's Poles and that such existing Attachments shall be subject to and governed by this Agreement.

4. Application and Authorization.

4.01 Licensee's Application.

Except as provided in Sections 4.03 and 4.04 below, Licensee shall file with City a written application to affix or Rearrange Attachments at least thirty (30) days prior to affixing or Rearranging any Attachments (see attachment A)

4.02 City's Determination.

Within thirty (30) days' of receiving Licensee's written application to affix or Rearrange Attachments, City shall notify Licensee, either verbally or in writing, of its acceptance or rejection of such application. If City notifies Licensee verbally, it shall provide Licensee with written confirmation of its acceptance or rejection within a reasonable time after such verbal notification.

4.03 Shorter Notice Period.

In the event Licensee must affix or Rearrange any Attachment in order to comply with routine customer service request other than a customer drop, or if Licensee proposes to affix or Rearrange Attachments to, or on five (5) or fewer existing Poles and does not require the City to provide new Poles, Licensee shall, either verbally or in writing, request authorization to so affix or Rearrange such Attachment and City shall notify Licensee of its acceptance or rejection of Licensee's request within two (2) business days after receiving the request. If either party hereto makes or provides a verbal request or notice hereunder, such party shall, within a reasonable time thereafter, confirm the same in writing.

4.04 Authorization Required: Exception.

Licensee shall not affix or Rearrange any Attachments to or on City's Poles without first filing an application with and receiving written or verbal authorization from City as provided above: provided, however, in the event of an emergency or customer service request (including a customer drop) requiring the immediate placement or Rearrangement of Attachments in



Licensee's reasonable opinion, Licensee shall not be required to obtain City's Authorization to affix or Rearrange such Attachments.

5. Licensee's Operation.

At its sole expense, Licensee shall (i) plainly identify its Attachments, (ii) affix and/or Rearrange its Attachments in a good and workman like manner and (iii) maintain its Attachments in a safe condition and in complete repair. Licensee shall affix and/or Rearrange its Attachments to City's reasonable satisfaction and in accordance with the National Electric Safety Code, all applicable telecommunications codes and all other applicable federal, state and local rules and regulations as the same may now exist or hereafter be amended or revised. In the event any Attachments are not in compliance with this Section 5, City shall notify Licensee of such noncompliance. If City reasonably determines that such noncompliance presents a health or safety hazard or potential liability to City, City shall include in such notice to Licensee a date by which Licensee must Rearrange such Attachments or otherwise cure such noncompliance. In all other cases, Licensee shall have thirty (30) days from the date of City's notice to Rearrange such Attachments or otherwise cure such noncompliance. If Licensee fails to Rearrange such Attachments or otherwise cure such noncompliance within such thirty-day period or shorter period as specified in City's notice, City may take such action as is necessary to cure such noncompliance, including Rearranging any Attachments, at Licensee's sole expense.

6. City's Operations.

City shall maintain all Poles in a good and safe condition and shall install and maintain all new or additional Poles put in use on or after the date of this Agreement in accordance with the National Electric Safety Code, all Telecommunications codes and all other applicable federal, state, and local rules and regulations as the same may now exist or hereafter be amended or revised.

7. Necessary Rearrangements.

7.01 Accommodation of Licensee.

In the event City's Poles or Facilities or any third party's pole attachments must be Rearranged in order to accommodate Licensee's Attachments, City shall notify Licensee and any affected third party of such necessary Rearrangement. The party whose pole attachments must be Rearranged or accommodate Licensee's Attachments (or the City in the case of Poles or Facilities) shall perform such necessary Rearrangement and Licensee shall reimburse such party or City, as the case may be, for all costs incurred in performing such Rearrangement.

**7.02 Accommodation of Others.**

In the event Licensee's Attachments must be Rearranged in order to accommodate any third party's pole attachments or to allow City to comply with any federal, state or local laws, rules or regulations requiring the movement of Poles or upgrading of Facilities, City shall notify Licensee of such necessary Rearrangement and Licensee, at its sole expense except as provided in Section 7.03 below, shall perform such Rearrangement promptly, in the case of an emergency, or within a reasonable time after notice from City, in all other cases; provided, however, in case of emergency or the failure of Licensee to perform such Rearrangement promptly or within a reasonable time period as required hereunder, City may perform the Rearrangement and Licensee shall reimburse City for the full expense thereof.

**7.03 Third Party Reimbursement.**

Licensee shall not be required to incur the expense of or reimburse City for the cost of Rearranging Licensee's Attachments to accommodate pole attachments of third parties from whom the City is entitled to reimbursement or who are required by contract to bear such expense.

**8. Inventory and Inspections.**

**8.01 Report or Inventory.**

Upon execution of this Agreement, City and Licensee shall conduct a joint survey and inventory of City's Poles to determine the number of City's Poles to which Licensee's Attachments currently are affixed. Upon completion of such survey and inventory, City and Licensee shall compile a record, as mutually agreed upon by both parties hereto, of the number of City's Poles to which Licensee's Attachments are affixed (the "Report").

**8.02 Interim Update.**

City and Licensee shall update the Report from time to time during the term of this Agreement upon the Rearrangement (removal or relocation) of Licensee's Attachments to reflect the addition or subtraction of City's Poles from the Report.

**8.03 Annual Revision.**

Upon each anniversary of the date of this Agreement, City and Licensee shall revise the Report, based upon either the applications for the approval of Rearrangements as required under Section 4 above or a new survey conducted jointly by City and Licensee.

**8.04 Inspection.**

City reserves the right, from time to time, to inspect Licensee's Attachments. City shall notify Licensee of any such inspection and Licensee shall have the right to designate a representative to accompany the person or persons



making such inspection on behalf of City. Nothing in this section 8.04 shall relieve Licensee of any obligation or liability provided for in this Agreement.

9. License Fee.

Upon completion of the Report or the revised Report in each of the first five (5) years during the term of this Agreement, Licensee shall pay to the City a fee of fourteen and No/100 Dollars (\$14.00) per pole as set forth in the Report. Beginning the sixth year during the term of this Agreement and each year thereafter, and upon completion of each revised Report as provided in Section 8.03 above, Licensee shall pay to City a fee in the amount mutually agreed upon by the parties hereto and multiplied by the number of poles set forth in the Report as revised each year. In the event the parties are unable to mutually agree upon a revised fee within a reasonable time after completion of any revised Report, Licensee shall pay to City, until completion of the next annual revise Report, the fee then in effect. The license fee provided for hereunder shall not vary more than once yearly; provided, however, that upon each update of the Report, as provided in Section 8.02 above, Licensee shall pay to City such additional amount as may be calculated based upon Licensee's increased use of City's Poles during the year.

10. Liability; Indemnity and Insurance.

10.01 Licensee's Liability.

In affixing its Attachments and performing any Rearrangements, Licensee shall exercise special precautions to avoid damaging the Facilities and any pole attachments owned by third parties and Licensee hereby assumes all responsibility for any and all loss for such damage. Licensee shall immediately report to City the occurrence of any such damage and hereby agree to reimburse City or the owners of the damaged pole attachments for the expense incurred in making repairs.

10.02 Indemnity by Licensee.

Licensee agrees to indemnify and hold harmless City, its agents, employees and assigns from any and all claims and demands of any kind or nature, including costs, expenses and attorneys' fees, for loss or damage to property or property rights or injury or death to any persons, including third parties, their employees, or employees of City or Licensee, and further including claims or payments made under any Worker's compensation law or under any plan for employee's disability and death benefits arising from or in any way connected, directly or indirectly, with: (1) the placement, occupancy, presence, use, maintenance, or Rearrangement of Licensee's Attachments; (2) the operation, maintenance or transmission of Licensee's cable television system; or (3) any Rearrangement of City's Poles or Facilities, or third parties' pole attachments, in order to accommodate Licensee's Attachments.

**10.03 Additional Indemnity.**

Licensee shall also indemnify and hold harmless City from and against any and all claims and demands for taxes, special charges by others, or infringement of patents with respect to the manufacture, use and operation of Licensee's cable television equipment in combination with City's Poles, or otherwise.

**10.04 Insurance Coverage.**

Licensee shall maintain the following insurance coverage in full force and effect during the term of this Agreement: (i) comprehensive general liability coverage, including coverage for contractual liability, in the amount of not less than \$2,000,000.00 combined single limit for personal injury and property damage caused by licensee, its employees, agents or subcontractors and (ii) worker's compensation, disability benefit, and all other similar employee benefits in the amount required by all applicable laws. The company or companies issuing such insurance shall be approved by City and all such insurance policies shall name City as an additional insured. Licensee shall furnish City with certificate(s) of insurance evidencing compliance with this Section 10.04 which certificate(s) shall provide that no material change in or cancellation or nonrenewal of the policies referred to herein shall occur without thirty (30) days' prior written notice to City.

**10.05 City's Liability.**

City shall not be liable to Licensee except for any interruption to service of Licensee or its customers or interference with the operation of Licensee's Attachments caused by the negligence of City or its agents or employees in maintaining and operating City's Poles and Facilities.

**11. Property Rights; Warranty.****11.01 No Property Rights.**

Nothing in this Agreement nor any use by Licensee hereunder shall create or vest in Licensee any ownership or property rights in City's Poles, Facilities, rights-of-way or any lands belonging to City and nothing herein shall be construed to compel City to maintain any Poles or Facilities for a period longer than required by its own needs.

**11.02 No Warranty.**

City makes no warranty to Licensee that licensee shall have any easement or right-of-way privileges and city shall not be liable if Licensee is at any time prevented from placing or maintaining its Attachments on City's Poles. Each party hereto shall be responsible for obtaining its own easements and rights-of-way.



## **12. Term and Termination.**

### **12.01 Term.**

Unless sooner terminated pursuant to Section 12.02 below, the initial term of this Agreement shall be five (5) years, commencing on the date hereof. This Agreement shall be automatically renewed for subsequent terms of one (1) year each unless terminated by either party hereto by a written notice delivered to the other party at least sixty (60) days prior to the expiration of the then-existing term.

### **12.02 Failure to Perform.**

If Licensee fails to perform any of its obligations under this agreement and does not cure such failure within thirty (30) days after written notice thereof from City, City, in addition to all other rights it may have, shall have the right to terminate this Agreement immediately upon written notice to Licensee.

### **12.03 No Release.**

Termination of this Agreement shall not release either party from any liability or obligation hereunder accruing prior to the time of termination.

### **12.04 Removal of Attachments.**

Licensee shall remove its Attachments within six (6) months after termination of this Agreement for any reason and if Licensee so fails to remove its Attachments, City may remove such Attachments at Licensee's sole expense.

## **13. Assignment.**

### **13.01 Consent Required.**

Licensee shall not assign, transfer, sublet, mortgage, pledge, hypothecate or encumber this Agreement or any interest herein, nor shall Licensee delegate any of its duties hereunder, without the prior written consent of City, which consent shall not be unreasonably withheld, and any attempt to do so without such consent shall be void and shall constitute a breach of this Agreement.

### **13.02 No Release of Licensee.**

No consent by City to any assignment or subletting by Licensee shall relieve Licensee of any obligation to be performed by Licensee under this Agreement, whether occurring before or after such consent, assignment or subletting. The consent by City to any assignment or subletting shall not relieve Licensee from the obligation to obtain City's express written consent to any other assignment or subletting. The acceptance of a license fee by City from any other person shall not be deemed to be a waiver by City of any provision of this Agreement or to be a consent to any assignment, subletting or other transfer. Consent to one assignment, subletting or other

transfer shall not be deemed to constitute consent to any subsequent assignment, subletting or other transfer.

**14. Disclaimer.**

City's consent to Licensee's use of any Attachments, Poles or Facilities shall not be construed as approving or endorsing the design or effectiveness, or Licensee's plan for the use of, the same or as any warranty of the safety, durability or reliability of the same and City expressly disclaims any such approval or warranty whether express or implied.

**15. Notice.**

Notices under this Agreement shall be in writing, and shall be delivered by registered or certified mail, return receipt requested, to the intended recipient at the following address:

City: City of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929  
Attn: Electrical Superintendent

Licensee: GCI  
3161 Channel Dr.  
Juneau, Alaska 99801  
Attn: Terry Dunlap

and:  
GCI  
P.O. Box 909  
Wrangell, Alaska 99929  
Attn: Manager

Or to such other address as such recipient shall have designated by notice to the sending party. Notices shall be deemed to have been given and received three (3) business days after deposited in the U.S. mail, properly addressed, with postage prepaid.

**16. General Provisions.**

**16.01 Waiver.**

The waiver of or failure to enforce any term of condition of this Agreement by City shall not be construed as a waiver of any subsequent breach or failure of the same term or condition, or as a waiver of any other term or condition of this Agreement.



**16.02 Captions.**

Captions contained in this Agreement shall not be construed to be a part of the Agreement, but are included only for the purpose of convenient reference.

**16.03 Entire Agreement; Modification.**

This Agreement constitutes the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior conversations, representations, promises, agreements, or warranties (express or implied), whether verbal or written. No modification of this Agreement shall be valid unless made in writing and signed by both parties hereto.

**16.04 Partial Invalidity.**

Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

**16.05 Cumulative Remedies.**

No remedy or election hereunder is intended to be exclusive but shall, whenever possible, be cumulative with all other remedies at law or in equity.

**16.06 Rights Not Exclusive.**

Licensee acknowledges that City may enter into agreements or arrangements with others not party to this Agreement regarding attachments to City's Poles. Except as specifically provided herein, this Agreement shall not limit City's right to do so.

**16.07 Costs and Expenses.**

In the event City incurs any costs or expenses in enforcing any provisions of this Agreement or in connection with Licensee's breach of this Agreement, whether in or out of court, and including any termination, Licensee shall pay or reimburse City for such costs and/or expenses, including reasonable attorneys' fees and court costs.

**16.08 Conflict with City Charter or Ordinances.**

To the extent any provision of this Agreement is inconsistent with the Charter or any ordinance of the City of Wrangell, such Charter or ordinance shall be controlling.

**16.09 Governing Law.**

This Agreement shall be governed by the construed in accordance with the laws of the State of Alaska.

EXECUTED as of the day and year first above written.

CITY OF WRANGELL, ALASKA

By: Robert S. Pundak

Its: City Manager

GENERAL COMMUNICATION INC.

By: William R. Smith

Its: VP and GM Sales & Estimation





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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No. 06-22-1702** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENCOURAGING THE PROMPT AND FULL CLOSURE AND CLEANUP OF THE TULSEQUAH CHIEF MINE AND URGING THE B.C. GOVERNMENT TO OPPOSE ANY EXTENSION OF THE RECEIVERSHIP PROCESS

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 20: N/A	FY 22: N/A	FY23: N/A
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
		\$

Reviews/Approvals/Recommendations

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

ATTACHMENTS:

1. Resolution No 06-28-1702

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

**RECOMMENDATION MOTION (Consent Agenda Item):**  
**Move to approve Resolution No. 06-22-1702**

**SUMMARY STATEMENT:**

A resolution encouraging the prompt and full closure and cleanup of the Tulsequah Chief Mine and urging the B.C. government to oppose and extension of the receivership process.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 06-22-1702

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENCOURAGING THE PROMPT AND FULL CLOSURE AND CLEANUP OF THE TULSEQUAH CHIEF MINE AND URGING THE B.C. GOVERNMENT TO OPPOSE ANY EXTENSION OF THE RECEIVERSHIP PROCESS

WHEREAS, the Taku River is usually Southeast Alaska's largest overall salmon producer, with Southeast's largest run of coho and king salmon. The Taku produces up to 100,000 Chinook, 300,000 coho, 400,000 sockeye, 50,000 chum and 1,000,000 pink salmon, as well as significant populations of steelhead trout, cutthroat trout, Dolly Varden char and eulachon and is of tremendous and unique ecological, customary and traditional use ("subsistence"), cultural, commercial and recreational fisheries value; and

WHEREAS, Wrangell commercial fishermen have historically fished salmon returning to the Taku River; and

WHEREAS, The Tulsequah Chief mine has been discharging toxic acidic wastewater into the Taku watershed since it was abandoned in 1957. The ongoing pollution is detrimental to maximum salmon production and is in violation of the Canadian Fisheries Act, B.C. mine permits and water quality standards, and an agreement with the Taku River Tlingit First Nation. Despite numerous calls for cleanup, the pollution continues; and

WHEREAS, The Wrangell Borough Assembly passed Resolution #1-20-1508 on January 14, 2020, urging the State of Alaska to ensure the B.C. government implement an open and transparent process to clean up and close the Tulsequah Chief Mine; and

WHEREAS, The Wrangell Borough Assembly as well as Alaska legislators, governors, members of congress, other community leaders, fishing and tourism groups, businesses and other Alaskans have made cleanup of the Tulsequah Chief a main goal in discussions with B.C. Provincial and Canadian federal officials for many years. This concerted pressure is finally showing results; and

WHEREAS, The Taku is the traditional territory of Tlingit people on both sides of the border. The Douglas Indian Association, the federally recognized tribe in Alaska, and the Taku River Tlingit First Nation, based in Atlin, B.C., have both called for the cleanup and closure of the Tulsequah Chief mine; and

WHEREAS, after decades of international controversy and two failed attempts to re-open this mine that have resulted in bankruptcies, it is clear the Tulsequah Chief is not a viable mine; and

WHEREAS, Chieftain Metals, the current owner of the Tulsequah Chief, is in a court-ordered bankruptcy receivership process that is scheduled to end this August. This process has hindered cleanup efforts; and

WHEREAS, there is concern that a creditor of Chieftain Metals could petition the court to extend the receivership process, which could significantly delay or prevent mine closure and cleanup; and

WHEREAS, the government of British Columbia has made commitments to close and clean up the Tulsequah Chief and issued a draft reclamation plan in 2020. However, the acid mine drainage still continues, partly due to the receivership process restricting what actions B.C. can take; and

WHEREAS, continued pressure and attention from Alaska will be critical to ensuring B.C. opposes any extension of the receivership process and moves aggressively to take over the mine, clean it up and close it down.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THAT THE WRANGELL BOROUGH ASSEMBLY URGES THE B.C. GOVERNMENT TO OPPOSE ANY EXTENSION OF THE RECEIVERSHIP PROCESS; AND

BE IT FURTHER RESOLVED THAT THE WRANGELL BOROUGH ASSEMBLY STRONGLY URGES THE STATE OF ALASKA AND UNITED STATES FEDERAL GOVERNMENT TO MAKE IT CLEAR TO THE B.C. AND CANADIAN FEDERAL GOVERNMENTS THAT THE RECEIVERSHIP PROCESS MUST END AS SCHEDULED THIS AUGUST AND THAT B.C. SHOULD THEN MOVE AGGRESSIVELY TO TAKE OVER THE ABANDONED MINE, CLOSE IT DOWN, AND PERMANENTLY STOP THE ACID MINE DRAINAGE.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF JUNE 2022.

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No. 06-22-1703** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE FINANCE DIRECTOR JOB DESCRIPTION AND THE NON-UNION WAGE AND GRADE TABLE

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 20: \$	FY 21:	FY22:
<b>Amount Budgeted:</b>		
FY22 \$0		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure): See Agenda Statement</b>		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) Resolution No. 06-22-1703 2) Amendment to Job Desc. 3) Non-Union W&G Table

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

**RECOMMENDATION MOTION (Consent Agenda Item):**  
**Move to approve Resolution No. 06-22-1703.**



**SUMMARY STATEMENT:**

This resolution is a request to remove the Finance Director from the wage and grade table and authorize the Borough Manager to negotiate a contract with the Finance Director outlining the terms of employment. The purpose of this change is to achieve the following:

- 1) It allows for the job description to be amended to accurately reflect all the duties currently vested with the Finance Director and those duties that have been neglected by the Borough throughout previous transitions in administration.
- 2) Under a contract, the Borough can negotiate the terms of the Finance Directors employment so that retention and institutional continuity is promoted.
- 3) For future hires, the Borough can quickly adapt to market conditions and attract talented professionals in a timely manner in order to minimize institutional disruptions within the realm of Borough finances.
- 4) Although this does not give the Borough Assembly supervision over the Finance Director position, it does allow for a provision to be implemented in the Finance Director contract that gives Assembly Members access to the Finance Director. This will allow for Borough Assembly Members to ask questions regarding pertinent issues, and promote transparency within the Borough.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-22-1703

A RESOLUTION OF THE ASSEMBLY OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE FINANCE DIRECTOR JOB DESCRIPTION AND THE NON-UNION WAGE AND GRADE TABLE

WHEREAS, the Finance Director’s job description is to amend the Salary Grade to “Contracted”; and

WHEREAS, the Finance Director’s job description is also updated to accurately include all duties that are currently required by the Borough; and

WHEREAS, by making this a contracted position, it authorizes the Borough Manager to negotiate the terms of employment with the Finance Director; and

WHEREAS, amending the Finance Director to a contracted position will allow the Borough to compensate the position at a level commensurate to the workload and technical expertise required to successfully perform the duties so required by the Borough; and

WHEREAS, this shift will also attract and retain talent to the position and reduce turnover that poses a threat to institutional continuity; and

WHEREAS, it is the desire of the Borough Assembly to amend the Finance Director’s job description and remove the position from the Non-Union Wage and Grade Table to ensure the position meets the needs of the organization and compensates the Finance Director in an equitable manner.

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

Section 1. The attached Exhibit “A” is the 2013 revised job description which describes the duties, responsibilities, qualifications, and new wage type for the Finance Director.

Section 2. The amended job description for the Finance Director position will be effective as of July 1, 2022.

Section 3. The attached Exhibit “B” is the Non-Union Wage and Grade Table reflecting the removal of the Finance Director from Grade 30 on the table.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUH OF WRANGELL, THIS 28th DAY OF June 2022.

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

## City &amp; Borough of Wrangell

## Position Description

Position: Finance Director	Type: Permanent, Full-Time
Department/Site: Finance	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: <del>30</del> <b>Contracted</b>

**Summary**

Plans, organizes, directs, and coordinates centralized financial management and planning for all City functions and selected outside organizations. Manages financial services including, budgeting, treasury, public financing, liability and debt management, accounting operations, utilities and customer accounting, performance reporting, financial database management, accounting controls, and audit support. Directs and coordinates centralized contract review and administration, personnel, purchasing, and information systems.

**Distinguishing Career Features**

The Director of Financial Services is a senior management position responsible for integrating accounting operations, audit, systems, and controls governing business transactions such as purchasing, contracts, and insurance. Advancement to this position is through promotion and compliance with the qualifications of the position.

**Essential Duties and Responsibilities****Financial Services**

- Establishes annual departmental goals, objectives, and priorities. Directs, trains, and supervises the performance of subordinate work sections, ensuring adequate levels of service to other departments.
- Assures protection of assets by developing and directing administration of internal accounting policies, controls, and procedures for accounting operations that include but are not limited to, revenues and reimbursements, expense budgets, accounts receivable, contracts and accounts payable, payroll, investments, grants, and special funds.
- Directs and prepares periodic reports that compare performance with plans, budgets, and standards. Interprets financial and statistical results. Provides sites and departments with periodic financial management information reports, highlighting variances from plan.
- Forecasts short-range cash requirements and obligations, as a basis for maintaining adequate funds.
- Prepares the annual budget development calendar and instructions. Projects revenues and expenditures. Prepares preliminary and final budget summaries for general and special funds. Develops systems for, and implements financial controls for budgets.
- Executes cash disbursements for payment of expenditures of accounts payable, debt, and payroll in accordance with disbursement and accounting policies.
- Directs fixed asset accounting. Maintains up-to-date accounting of fixed asset account balances. Oversees determination of depreciation rates. Monitors inventory levels,

receives verification after physical inventories are completed, compares book versus actual inventory, and advises others on variances.

- Directs and participates in the closing of financial records to prepare trial balance financial summary statements. Oversees preparation of accounting entries to close accounts, allocation of accounting adjustments, and consolidation to summaries. Prepares final financial statements and performance reports for City and assigned external agencies and special funds.
- Continually reviews accounting systems for appropriate information, accuracy, and controls. Assures that accounting systems comply with appropriate regulations and data transfer requirements.
- Directs and performs the City's public financing, investment and cash management programs. Proposes capital financing and investment guidelines and alternatives. Ensures compliance of financing and investment activities with policy requirements.
- Monitors capital markets and works with bond agencies, investment banking firms, bond insurers, and others connected with issue of revenue bonds or debt borrowings. Monitors the interest rate market to remain alert for refunding opportunities.
- Maintains up-to-date knowledge of laws and regulations governing public agency and capital financing strategies.
- Prepares all grant reports as required by granting agencies and assures that all grant agency requirements are met in the administration of grant funds. Maintains grant folders in a manner that allows auditors easy access to grant documents.

#### **Purchasing, Contracts, ~~and Personnel~~ Human Resources, and Other Administrative Duties**

- Directs a program for centralized review and analysis of insurance, purchases and contracts-for-service, and leases for adequacy and to reduce the financial risk of on-going operations, reduce costs, and minimize loss exposure.
- Researches, develops, and implements citywide policies, language, provisions, and procedural controls governing contracts for goods and services. Develops internal procedures for monitoring contractual performance.
- Coordinates and administers the City's insurance coverage for liability, loss recovery, property and asset damage, health and welfare, and other forms of loss prevention.
- Analyzes risk-and-return for decisions on the amount of coverage and self-funded versus third party insurance. Establishes special funds for self-insured claims. Purchases insurance coverage. Negotiates terms and cost of coverage.
- Serves as the City point-of-contact for all insurance and claim matters. Directs, coordinates and/or investigates claims. Works with external adjusters, investigators, and internal safety professionals to adjudicate claims.
- Performs all aspects as the Human Resources Manager including grievances, union negotiations, employee performance standards, disciplinary procedures, employee recognition, employee recruitment and retention, employee continuity planning, and employee development.

- Maintains/updates the personnel regulations
- Manages Borough wide-training and certification requirements
  - Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures.
  - Serves as advisor to management and staff on matters such as performance management, skill development, general morale, and other employee relations matters. Evaluates human relations and work-related problems, recommending the most effective solutions.
  - Communicates salary and benefit programs to employees. Ensures that employees get timely service on benefits matters.
  - Conducts complex and sensitive administrative, operational and management analyses, studies, and researches projects including those involving City-wide issues, programs, policies and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various internal and external sources on a variety of assigned and specialized projects and topics. Studies problems and processes and makes recommendations to the Borough Manager including suggested changes in organization/management of City government and in types of service provided to City residents as needed.
- Aids Department Directors in matters assigned by the Borough Manager
- Attends and assists or represents the Borough Manager and Borough at meetings when requested.
- Performs other duties as assigned by the Borough Manager that support the overall objective of the position and organization.

## Qualifications

### ▪ **Knowledge and Skills**

Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing and financial management for governmental agencies. Requires in-depth knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal control. Requires professional knowledge of the principles and techniques used in public financing, investing, financial analysis, and research. Requires in-depth knowledge of the company's accounting data entry and storage systems. Requires in-depth knowledge of the external audit process. Requires considerable knowledge of the laws and regulations governing financial transactions. Requires a working knowledge of insurance and insurability including risk-and-return analysis. Requires a working knowledge of centralized purchasing and material management functions. Requires advanced math skills to perform an array of business and statistical calculations. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet and database models. Requires well-developed language skills to prepare business plans and complex reports seen by the public. Requires well-developed human relations skills sufficient to carry out negotiations, make formal



presentations, conduct performance reviews, and communicate technical concepts to diverse audiences.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, investments, and on-going operations. Must be able to convert financial information and outcomes into reports of findings and conditions. Must be able to gather and analyze data and develop conclusions and recommendations. Must be able to develop projections using historical data and inferential methods. Must be able to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on large audience, ordinary, and telephonic conversations. Requires near visual acuity to read printed material, computer screens, and observe physical settings. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work.

- **Education and Experience**

The position typically requires a bachelor's degree in accounting, finance, business administration or a closely related field and eight years of experience in accounting systems and operations, treasury, financial reporting, or audits, including three years in a leadership capacity. Experience in governmental accounting is preferred. An active CPA or CMA certificate and/or a master's degree in business administration may substitute for some experience.

- **Licenses and Certificates**

CPA certificate desired. May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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



Permanent Non-exempt Employee Pay Plan, City and Borough of Wrangell, Hourly Compensation

Resolution No. 06-22-1703  
Effective July 1, 2022

old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	1	2	3	4	5	6	7	8	9	10	11	12	13
8	15.56	15.88	16.18	16.48	16.79	17.10	17.44	17.78	18.11	18.46	18.81	19.17	19.54
9	16.25	16.55	16.86	17.19	17.53	17.86	18.20	18.54	18.89	19.27	19.64	20.02	20.40
10	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.51	19.89	20.29	20.69	21.11	21.54
11	17.72	18.07	18.45	18.81	19.18	19.57	19.97	20.36	20.77	21.18	21.61	22.05	22.48
12	18.45	18.80	19.16	19.54	19.91	20.29	20.67	21.09	21.49	21.90	22.33	22.75	23.19
13	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.36	23.80	24.26
14	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.41	24.88	25.35
15	21.10	21.53	21.95	22.39	22.84	23.29	23.76	24.24	24.72	25.22	25.72	26.24	26.76
16	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.69	27.21	27.74
17	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
18	24.13	24.61	25.07	25.55	26.04	26.56	27.07	27.59	28.14	28.68	29.25	29.82	30.40
21	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.71	33.34	34.00	34.67
23	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.45
25	32.19	32.81	33.47	34.11	34.77	35.47	36.15	36.87	37.59	38.33	39.08	39.85	40.63
26	33.52	34.17	34.83	35.52	36.21	36.92	37.64	38.38	39.13	39.89	40.67	41.47	42.28

8	Custodian	14	Dispatch/Corrections Officer	18	Administrative Assistant - Police Corrections Sergeant
9	Library Assistant I	15	Public Works Administrative Assistant		Firemedic/Trainer Accounting Generalist/Technician
12	DMV Assistant Recreation Coordinator Library Assistant II Nolan Center Attendant - Museum Collection Nolan Center Coordinator	17	Police Officer Recruit Accounting Clerk II	21	Police Officer Probationary
13	Accounting Clerk Utility Accounts Clerk Property & Sales Tax Accounting Clerk			23	Police Officer
				25	Police Sergeant
				26	Police Lieutenant

Permanent, Salaried (Exempt) Employee Pay Plan, City and Borough of Wrangell, Monthly Compensation

old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	1	2	3	4	5	6	7	8	9	10	11	12	13
19	4,379.04	4,463.32	4,551.75	4,638.10	4,726.54	4,817.05	4,912.77	5,006.40	5,102.12	5,203.04	5,303.96	5,406.96	5,511.00
24	5,358.06	5,464.18	5,569.26	5,677.46	5,790.87	5,902.19	6,015.59	6,135.24	6,253.84	6,378.69	6,502.50	6,630.47	6,760.52
25	5,579.67	5,687.87	5,801.27	5,913.63	6,027.04	6,147.72	6,266.33	6,391.18	6,516.03	6,643.99	6,773.00	6,907.22	7,042.47
27	6,056.17	6,174.77	6,293.38	6,420.31	6,544.12	6,672.09	6,804.22	6,935.31	7,074.72	7,212.05	7,352.51	7,496.08	7,644.86
28	6,315.23	6,441.12	6,565.96	6,696.01	6,826.06	6,959.24	7,096.57	7,232.86	7,377.48	7,520.01	7,667.75	7,819.65	7,972.59
30	6,873.92	7,011.26	7,146.51	7,289.04	7,429.50	7,576.19	7,726.01	7,876.87	8,031.89	8,191.07	8,351.29	8,515.67	8,683.18
31	7,148.59	7,292.16	7,432.62	7,580.35	7,727.05	7,878.95	8,035.01	8,192.11	8,353.37	8,518.80	8,685.26	8,855.88	9,030.67
32	7,434.70	7,583.48	7,730.17	7,893.51	8,036.05	8,194.19	8,356.49	8,519.84	8,687.34	8,859.01	9,032.75	9,210.66	9,391.69
33	7,732.25	7,886.23	8,039.17	8,199.39	8,357.53	8,521.92	8,690.46	8,860.05	9,034.83	9,213.78	9,393.77	9,578.96	9,767.28
34	8,041.25	8,202.51	8,360.65	8,527.12	8,691.50	8,863.17	9,037.95	9,214.82	9,395.85	9,582.08	9,769.36	9,961.83	10,158.47
35	8,362.74	8,530.24	8,694.62	8,868.37	9,039.00	9,217.94	9,400.01	9,583.12	9,772.48	9,965.99	10,160.55	10,360.30	10,564.22

19	Civic Center Manager	25	Harbormaster	30	Finance Director Electrical Superintendent Director of Public Works & Capital Projects Port & Harbor Director
24	Library Director Parks & Recreation Director Fire Chief Nolan Center Director	28	Economic Development Director	35	Police Chief Deputy Borough Manager

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum 10.34

Grade Step	1	2	3	4	5	6	7	8	9	10	11	12	13
1	0.00	0.31	0.61	0.92	1.22	1.53	1.84	2.14	2.45	2.75	3.06	3.37	3.67
3	0.71	1.02	1.33	1.63	1.94	2.24	2.55	2.86	3.16	3.47	3.77	4.08	4.39
4	1.73	2.04	2.35	2.65	2.96	3.26	3.57	3.88	4.18	4.49	4.79	5.10	5.41
5	2.75	3.06	3.37	3.67	3.98	4.28	4.59	4.90	5.20	5.51	5.81	6.12	6.43
6	3.26	3.57	3.88	4.18	4.49	4.79	5.10	5.41	5.71	6.02	6.32	6.63	6.94
7	3.77	4.08	4.39	4.69	5.00	5.30	5.61	5.92	6.22	6.53	6.83	7.14	7.45
8	4.28	4.59	4.90	5.20	5.51	5.81	6.12	6.43	6.73	7.04	7.34	7.65	7.96
9	4.79	5.10	5.41	5.71	6.02	6.32	6.63	6.94	7.24	7.55	7.85	8.16	8.47
11	6.32	6.63	6.94	7.24	7.55	7.85	8.16	8.47	8.77	9.08	9.38	9.69	10.00

Actual Temp Rates, Calendar Year 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13
1	10.34	10.65	10.95	11.26	11.56	11.87	12.18	12.48	12.79	13.09	13.40	13.71	14.01
3	11.05	11.36	11.67	11.97	12.28	12.58	12.89	13.20	13.50	13.81	14.11	14.42	14.73
4	12.07	12.38	12.69	12.99	13.30	13.60	13.91	14.22	14.52	14.83	15.13	15.44	15.75
5	13.09	13.40	13.71	14.01	14.32	14.62	14.93	15.24	15.54	15.85	16.15	16.46	16.77
6	13.60	13.91	14.22	14.52	14.83	15.13	15.44	15.75	16.05	16.36	16.66	16.97	17.28
7	14.11	14.42	14.73	15.03	15.34	15.64	15.95	16.26	16.56	16.87	17.17	17.48	17.79
8	14.62	14.93	15.24	15.54	15.85	16.15	16.46	16.77	17.07	17.38	17.68	17.99	18.30
9	15.13	15.44	15.75	16.05	16.36	16.66	16.97	17.28	17.58	17.89	18.19	18.50	18.81
11	16.66	16.97	17.28	17.58	17.89	18.19	18.50	18.81	19.11	19.42	19.72	20.03	20.34

1	Lifeguard Recreation Assistant Theater Sales Associate	5	Park Maintenance I	8	Museum Clerk
3	Head Lifeguard	6	Park Maintenance II	9	Maintenance Custodian
4	Sales Assistant Laborer Assistant Theater Manager	7	Clerical Assistant	11	Theater Manager

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No 06-22-1704** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA SETTING THE STRATEGIC ASSET ALLOCATION OF THE PERMANENT FUND AT 52% RISK ASSETS, 21% ALTERNATIVE ASSETS AND 27% RISK CONTROL ASSETS, AND ESTIMATING THE PERMANENT FUND SUSTAINABLE DISTRIBUTION RATE TO BE 3.6% OF THE FIVE-YEAR AVERAGE FUND MARKET VALUE.

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

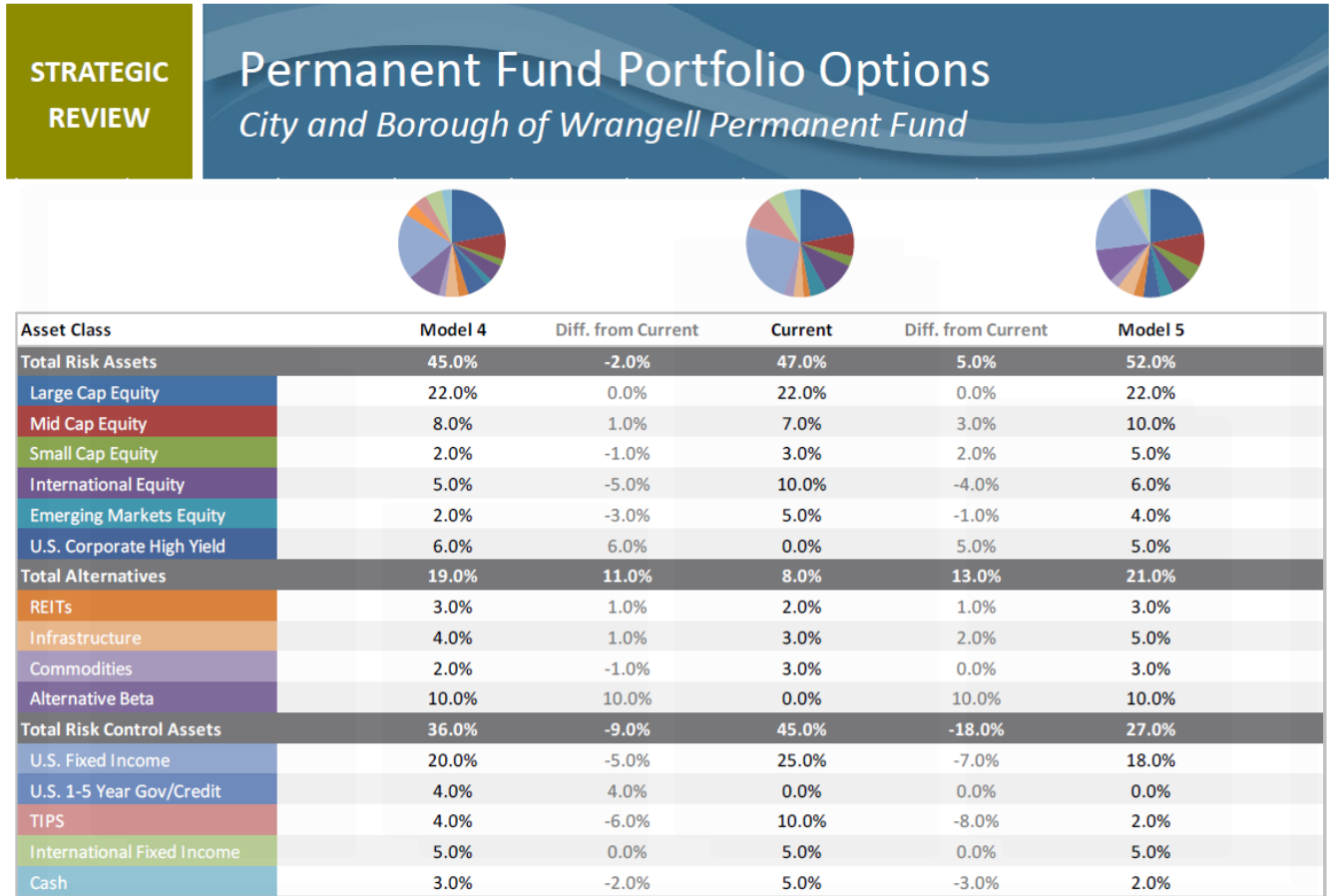
<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 06-22-1704. 2) Wrangell Strategic Review

**RECOMMENDATION MOTION:**  
Move to Approve Resolution No. 06-22-1704

**SUMMARY STATEMENT:**

Alaska Permanent Capital Management has outlined investment allocations in the Investment Management proposal for the Borough’s permanent fund according to the risk to the principal and earnings potential. The asset classes with 52% Risk Assets / 21% Alternative Assets/ 27% Risk Control Assets provides investments in a range of funds that will offer the opportunity to receive earning from the appreciation of the stock market while providing a percentage of the assets are invested in low-risk investments such as US treasury bills. The following table outlines in detail the types of investments within the Risk Asset, Alternative Asset, and Risk Control Asset classes:



The Borough’s investment code provides that the Assembly must confirm the Investment Committee and Finance Director’s recommendation for the asset allocation for the permanent fund each time the allocation changes. This should have happened 60 days prior to the fiscal year end, and to make good on that portion of the code, the effective date has been set 60 days prior to the approval of this resolution.

The resolution also establishes and estimated sustainable distribution rate corresponding to adopting model 5. The estimated sustainable rate to be adopted is 3.6% of the 5-year average fund market value.



CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 06-22-1704

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA SETTING THE STRATEGIC ASSET ALLOCATION OF THE PERMANENT FUND AT 52% RISK ASSETS, 21% ALTERNATIVE ASSETS AND 27% RISK CONTROL ASSETS

WHEREAS, Wrangell Municipal Code Section 5.20.130 requires the Assembly to annually set the strategic asset allocation of the permanent fund at least 60 days prior to the end of the fiscal year; and

WHEREAS, Alaska Permanent Capital Management provided two asset allocation options for the Wrangell Permanent Fund in March of this year in an Assembly Work Session; and

WHEREAS, the Finance Director is recommending a strategic asset allocation of 52% Risk Assets, 21% Alternative Assets, and 27% risk control assets resulting in an anticipated return of 6.6%; and

WHEREAS, the corresponding sustainable distribution rate with the adoption of the selected asset allocation is 3.6% percent of the five-year average fund market value.

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

Section 1: The Assembly adopts the FY23 Strategic Asset Allocation of the Permanent Fund at 52% Risk Assets, 21% Alternative Assets, and 27% Risk Control assets.

Section 2: The Assembly approves the estimated sustainable distribution rate of 3.6%.

Section 3: This resolution is effective retroactive to March 30<sup>th</sup>, 2022.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28<sup>TH</sup> Day OF JUNE 2022.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Mayor

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

# CITY AND BOROUGH OF WRANGELL

## STRATEGIC REVIEW

*for the period ending January 31, 2022*

## *Agenda*

- 01 Strategic Review
- 02 Market Review
- 03 Portfolio Review
- 04 Appendix



# Account Summary as of January 31, 2022

## City and Borough of Wrangell

Item d.

	<b>Permanent Fund</b>	<b>Operating Fund</b>
Account Inception	<b>January 31, 2020</b>	<b>February 26, 2020</b>
Contributions	<b>\$ 9,230,416</b>	<b>\$ 5,000,000</b>
Withdrawals <i>Does not include management or custodial fees</i>	<b>\$ 250,000</b>	<b>\$ 0</b>
Current Market Value	<b>\$ 10,658,637</b>	<b>\$ 4,993,316</b>
Annualized Account Return <i>Since Inception; Gross of Fees</i>	<b>+9.35%</b>	<b>-0.01%</b>
Current Allocation	<b>45% Fixed Income / 47% Equity / 8% Alternatives</b>	<b>100% Fixed Income</b>

# Strategic Review

Strategic Review

Market Review

Portfolio Review

Appendix

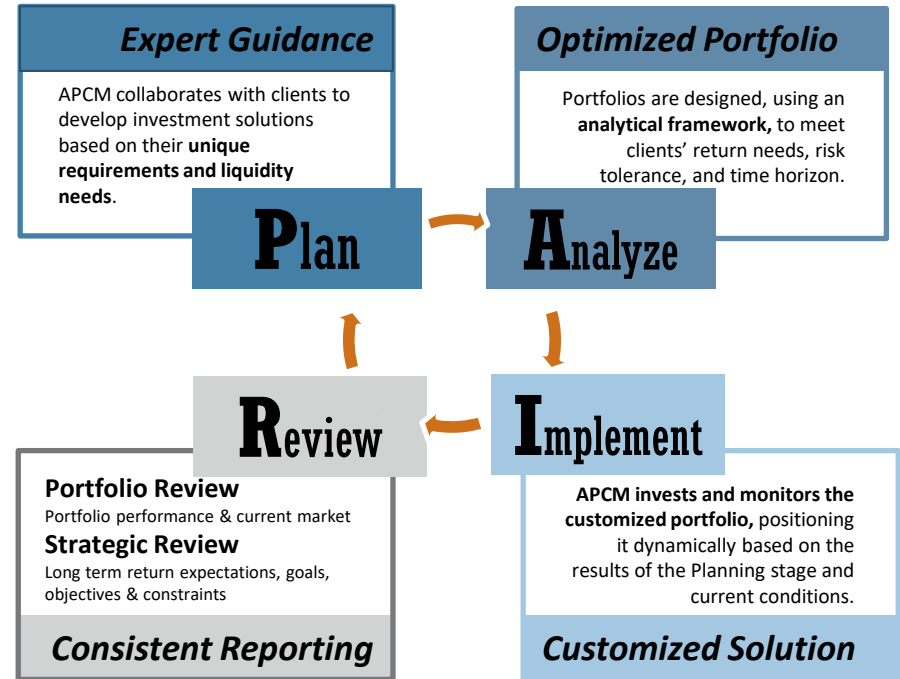


# Prudent Investment Management Process

*APCM's proprietary process is a framework for sound decisions*

Item d.

- APCM'S prudent investment process, is an integrated set of steps undertaken consistently to **create and maintain an optimal portfolio**.
- APCM designed this process to **promote and protect the interests of the City and Borough of Wrangell** and continuously confirm that **each client's customized strategy achieves the highest return possible given a specified level of risk**.
- This process is perpetual and formal reviews conducted each year maintain a customized investment strategy that:
  - Prudently **evaluates new investment opportunities**.
  - Confirms the **ability of the strategic allocation(s) to meet the stated long-term investment objectives**.



# Permanent Fund Purpose and Goals

## City and Borough of Wrangell Permanent Fund



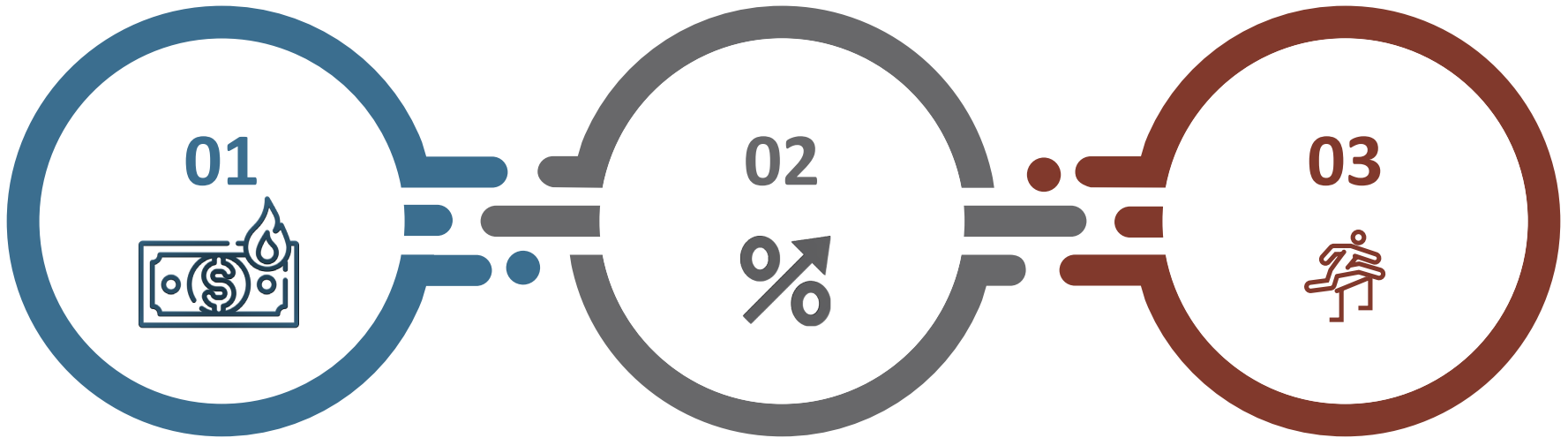
### Asset Preservation

*Sec. 5.20.080(A), 5.20.090 - The primary objective is to achieve returns in excess of the rate of inflation plus spending over the long-term in order to preserve purchasing power of plan assets. Specifically, the rate of return should satisfy the amount to be deposited annually in the City and Borough of Wrangell's general fund including inflation proofing.*



### Long-Term Growth

*Sec. 5.20.080(B) - The secondary objective in the investment management of plan assets shall be to emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index.*



## Higher Inflation

APCM is anticipating a higher inflation environment over the next 10 years compared to the post-Global Financial Crisis.

## Rising Rates

Given rates are quite low, and higher inflation than the post-Global Financial Crisis period, global central banks will need to increase interest rates over the near- to medium-term.

## Challenges Ahead

In the environment ahead, diversification will be essential for a robust portfolio. In particular, in times when stocks and bonds behave similarly.

## High Yield Bonds

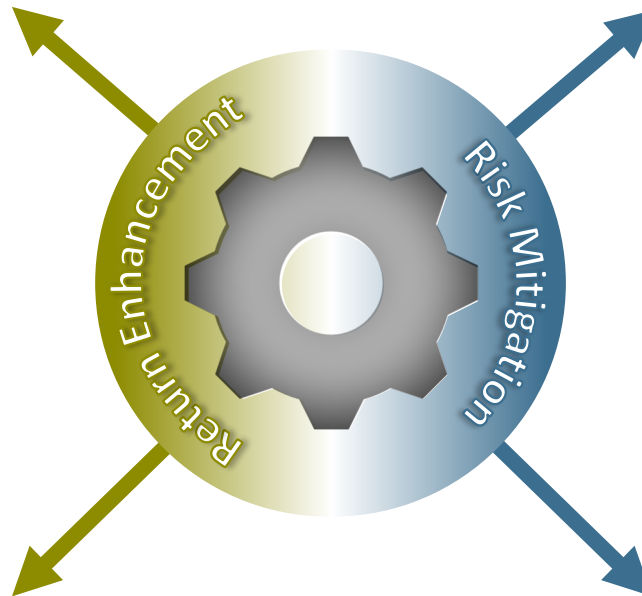
A mix of stock-like and bond-like return drivers combine to provide some of the highest yields and one of the highest long-term fixed income return expectations.

High yield bonds also have **lower sensitivity to interest rate changes** than aggregate IG bonds. **Combined with higher yields, these assets may provide positive returns** even when IG bonds are negative.

## Alternative Beta

Implementation strategies that target **unique return drivers that are expected to provide higher returns than bonds**. These can **generate positive returns in market environments that are challenging for other asset classes**.

In 2018, when rates were rising significantly, alt beta provided positive 5% returns vs. -4.4% for the S&P 500 and 0.0% for aggregate bonds.



## High Yield Bonds

Though these are fixed income securities, **APCM views them as risk assets like equities**, with upside participation in risk-on environments and **downside protection in risk-off environments compared to equities**.

High yield bonds historically have **captured 55% of the upside of equities, but only 33% of the downside**.

## Alternative Beta

Because these **strategies isolate specific return drivers, they do not behave like stocks or bonds** – a significant diversification benefit for the total portfolio.

For example, during the COVID crisis, the S&P 500 was down -19.6% vs. alt beta down -3.5%.



# Asset Allocation Considerations

*City and Borough of Wrangell Permanent Fund*

Goals:

Asset  
Preservation  
  
Long-Term  
Growth

Sustainable  
Distribution Rate  
=  
Long Term Expected  
Return – Inflation  
– Expenses

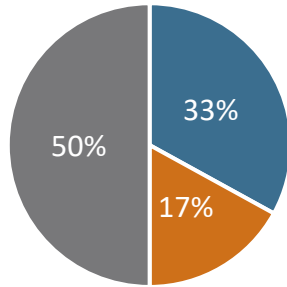
Original Growth  
Above Asset  
Preservation:  
  
3.25%

- Per Code Chapter 5.20.080, the goals of the Permanent Fund are to provide asset preservation after inflation, appropriations, and expenses, and long-term growth.
- Given the perpetual nature of the Permanent Fund, as long as distributions remain at or below the sustainable distribution rate for the strategic asset allocation, all options are expected to provide asset preservation.
- No specific target has been provided for long-term growth, however, at account inception the projected growth rate after asset preservation (net earnings) of the chosen strategic asset allocation was 3.25%.

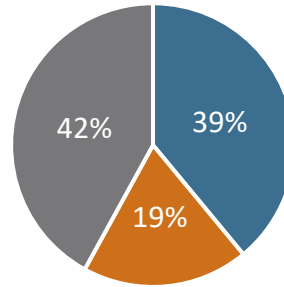
# Portfolio Return and Risk Characteristics

## City and Borough of Wrangell Permanent Fund

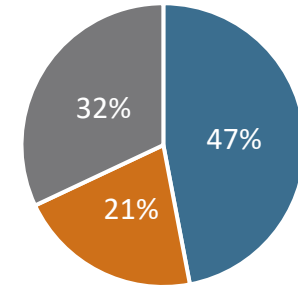
Model 4



Current



Model 5



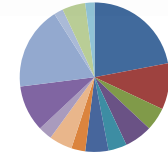
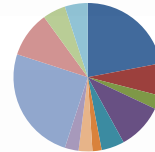
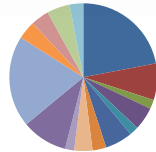
■ Risk Assets ■ Alternatives ■ Risk Control Assets ■ Risk Assets ■ Alternatives ■ Risk Control Assets ■ Risk Assets ■ Alternatives ■ Risk Control Assets

Characteristics	Model 4		Current		Model 5	
	Expected	Range*	Expected	Range*	Expected	Range*
Annual Return	5.8%	-11.3% to 22.9%	5.6%	-12.4% to 23.7%	6.6%	-13.7% to 26.8%
Long-Term Return	5.5%	5.2% to 5.7%	5.3%	5.0% to 5.5%	6.1%	5.8% to 6.4%
Net Earnings (Long-Term Return Less 2% Expected Inflation and Fees**)	3.0%	2.7% to 3.2%	2.9%	2.6% to 3.1%	3.6%	3.3% to 3.9%
Average Loss in Extreme Conditions Within a 1-Year Horizon	-21.0%		-22.0%		-24.3%	

46 Range denotes the 95% confidence interval. \*\* Fees include APCM's management fees, internal fund fees, and estimated expenses (0.5% for Models 4&5, 0.4% for Current). Risk and return data from Windham Portfolio Advisor.

# Permanent Fund Portfolio Options

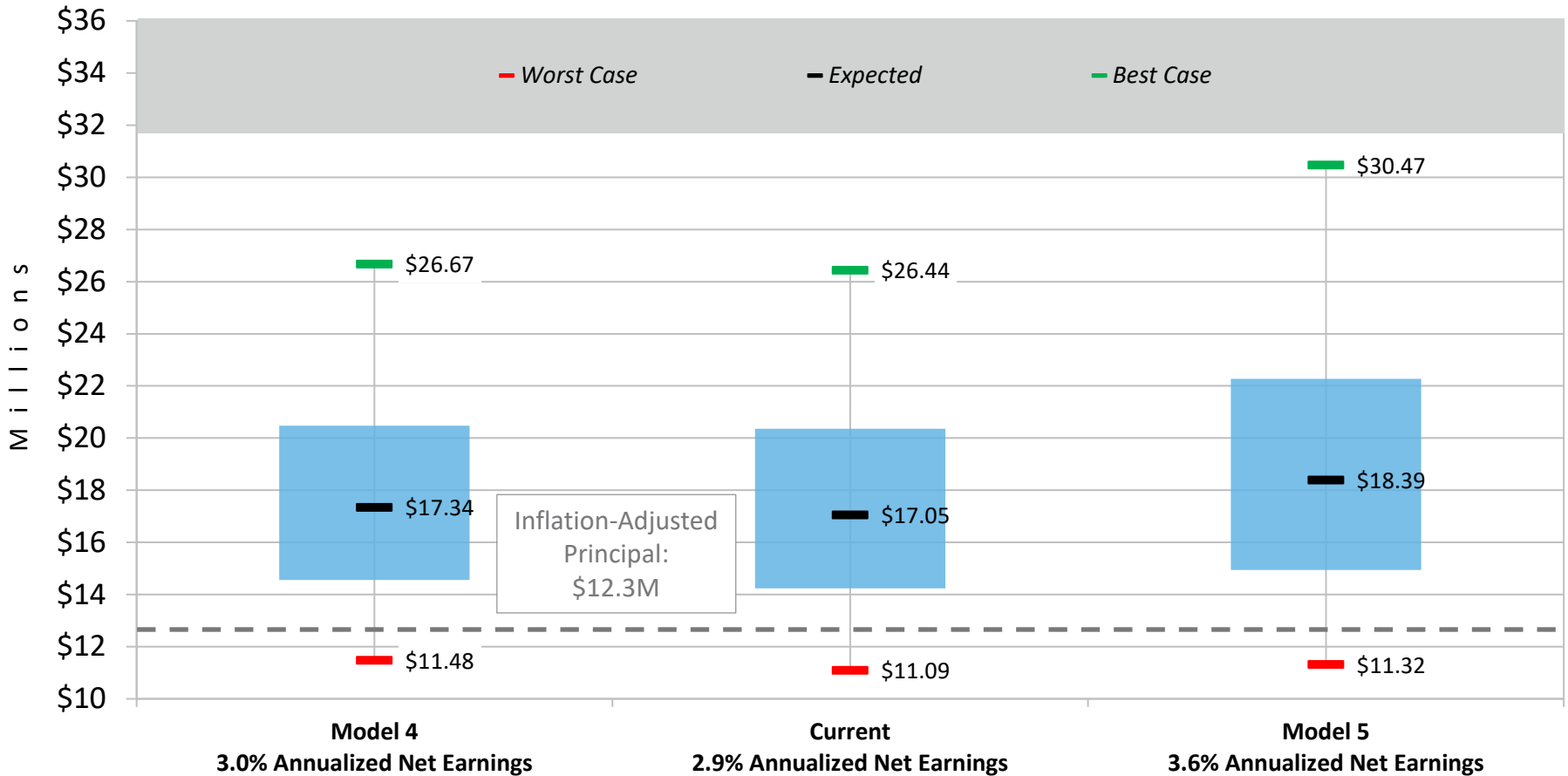
## City and Borough of Wrangell Permanent Fund



Asset Class	Model 4	Diff. from Current	Current	Diff. from Current	Model 5
<b>Total Risk Assets</b>	<b>45.0%</b>	<b>-2.0%</b>	<b>47.0%</b>	<b>5.0%</b>	<b>52.0%</b>
Large Cap Equity	22.0%	0.0%	22.0%	0.0%	22.0%
Mid Cap Equity	8.0%	1.0%	7.0%	3.0%	10.0%
Small Cap Equity	2.0%	-1.0%	3.0%	2.0%	5.0%
International Equity	5.0%	-5.0%	10.0%	-4.0%	6.0%
Emerging Markets Equity	2.0%	-3.0%	5.0%	-1.0%	4.0%
U.S. Corporate High Yield	6.0%	6.0%	0.0%	5.0%	5.0%
<b>Total Alternatives</b>	<b>19.0%</b>	<b>11.0%</b>	<b>8.0%</b>	<b>13.0%</b>	<b>21.0%</b>
REITs	3.0%	1.0%	2.0%	1.0%	3.0%
Infrastructure	4.0%	1.0%	3.0%	2.0%	5.0%
Commodities	2.0%	-1.0%	3.0%	0.0%	3.0%
Alternative Beta	10.0%	10.0%	0.0%	10.0%	10.0%
<b>Total Risk Control Assets</b>	<b>36.0%</b>	<b>-9.0%</b>	<b>45.0%</b>	<b>-18.0%</b>	<b>27.0%</b>
U.S. Fixed Income	20.0%	-5.0%	25.0%	-7.0%	18.0%
U.S. 1-5 Year Gov/Credit	4.0%	4.0%	0.0%	0.0%	0.0%
TIPS	4.0%	-6.0%	10.0%	-8.0%	2.0%
International Fixed Income	5.0%	0.0%	5.0%	0.0%	5.0%
Cash	3.0%	-2.0%	5.0%	-3.0%	2.0%

# Wealth Simulation – 10-Year Horizon

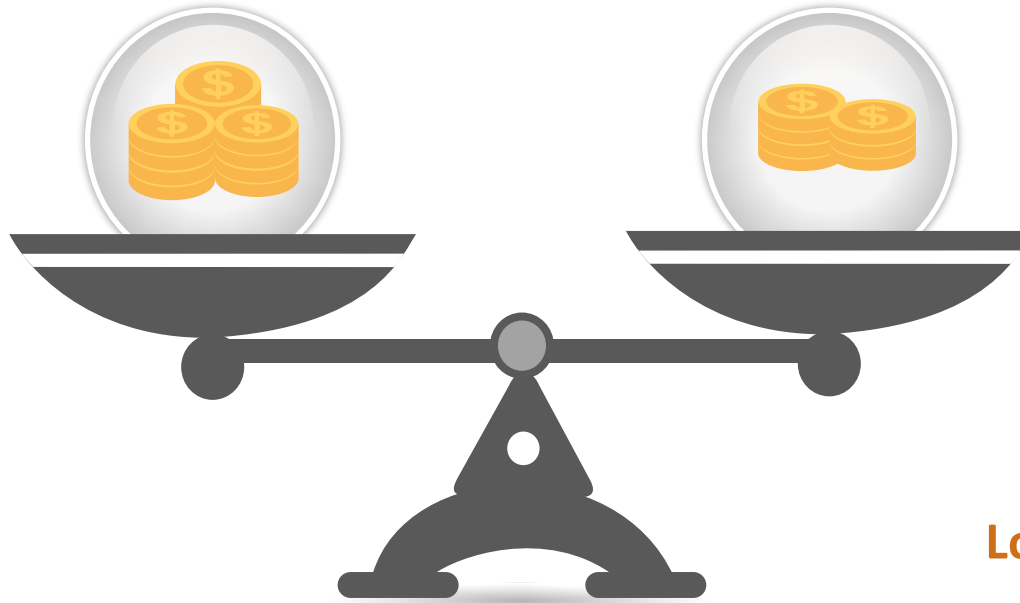
## City and Borough of Wrangell Permanent Fund



Data: Windham Portfolio Advisor. Simulation method: Monte Carlo. Portfolio starting value of \$10.7M. No contributions or withdrawals were included in the simulations. Inflation-adjusted principal based upon realized CPI-U through 1/31/2022 and 2.0% annually thereafter.

# Decision Framework

*City and Borough of Wrangell Permanent Fund*



## Risk Tolerance

If **lower risk** is a priority, the Model 4 allocation is appropriate. Model 4 is expected to provide lower risk than the current allocation with similar growth projections when compared to the current strategic asset allocation.

## Long-Term Growth

If increasing long-term growth is the City's priority, the Model 5 allocation is appropriate. Model 5 is expected to provide a significant boost to long-term growth potential with some additional risk.



# Market Review

Strategic Review

Market Review

Portfolio Review

Appendix

# Mid-Cycle Investing Requires Selectivity

## Transitioning from Recovery to Expansion

2021 was a strong calendar year with returns above the expected returns of the strategic asset allocations that were designed to meet client goals. Risk on positioning was the right thing to do during the recovery phase of this cycle.

### Slower, Not Slow

- Developed economic growth is expected to be 4.5% vs. trend of 2.1%
- Emerging market growth is expected to be 5.1% vs. trend 5.3%

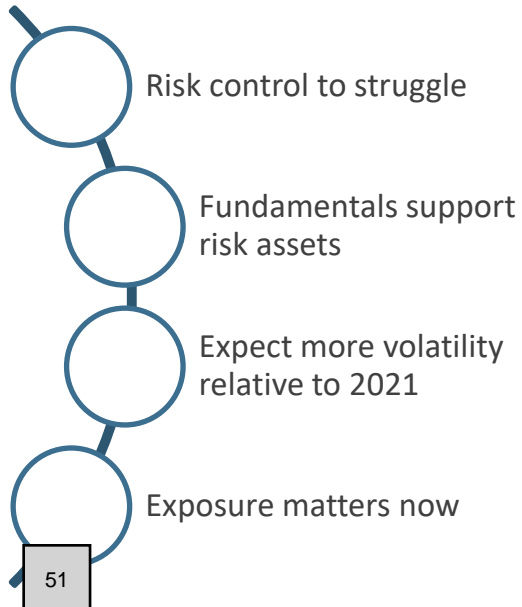
### Tighter, Not Tight

- Monetary policy will be tighter but remain accommodative (rates below neutral)
- Inflation, supply chain issues and tight labor markets will gradually ease

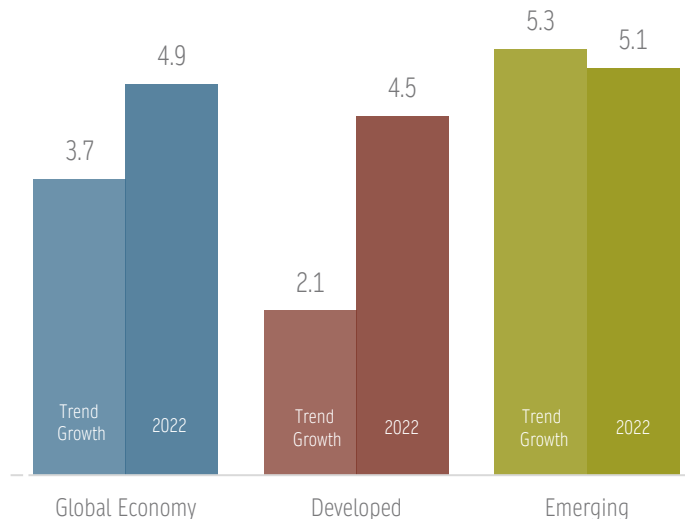
### Key Risks

- Policy mistakes and inflation expectations becoming unanchored
- COVID variants remain a risk, particularly a variant that proves more deadly

### Investment Insights



### Growth Projections (%)



Trend growth denotes the 10-year pre-pandemic average annual growth rate.  
Source: Bloomberg, IMF

### Mid-Cycle Investing Requires Selectivity

- ↓ Underweight global fixed income
- ↑ Overweight equities and alternatives
- ↑ Emphasize sectors and countries levered to spending

# Mid-Cycle Investing Requires Selectivity

*Fundamentals support risk*

Item d.

## Above Trend Growth Supports Risk Assets

Expectations for above-trend global growth and policy that is tighter, but not tight, provides support for risk assets over risk control in 2022. In addition, our economic outlook indicates: strong consumer spending, a recovery in inventories, robust business spending as companies try to meet demand and improve productivity to offset elevated wage growth, slowly falling inflation, and real rates to rise as policy accommodation is reduced.

## Mid-cycle Investing Requires Selectivity

In this environment, it will pay off to be selective about exposures now that economies have moved from recovery to expansion. Therefore, APCM is tilting exposure towards sectors that are well positioned given the economic backdrop and where valuations are the least stretched. In particular – industrial manufacturing and services, electronics manufacturing, consumer goods and retail, and to a lesser extent banks and investment services. Company fundamentals, valuations, and expected volatility round out the selection process.

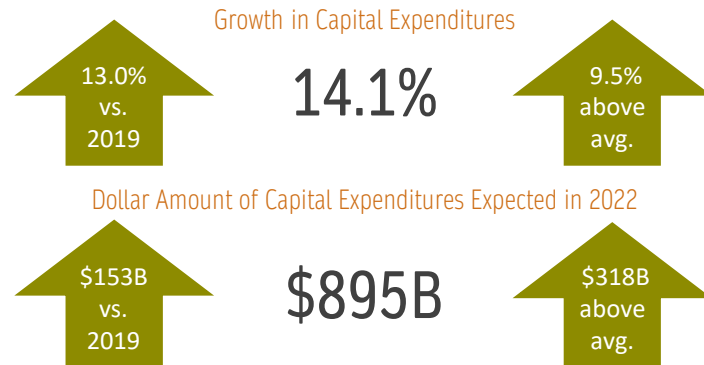
## Thoughtfully Positioning in the Expansion Phase

Exposures in U.S. small companies, Japanese stocks, natural resource companies, and infrastructure stocks are the most attractive using this framework. All exhibit above-trend earnings growth expectations and relatively attractive valuations.

## Lower, Not Negative Returns

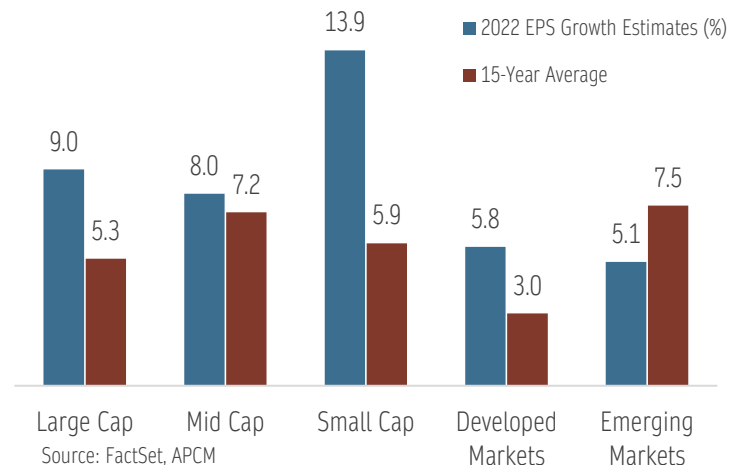
APCM does not to expect the same kind of returns from equities this year as were seen in 2020 and 2021. However, positive factors outweigh negative ones for risk assets.

### 2022 S&P 1500 Capex Expectations



Source: FactSet, APCM

### 2022 EPS Growth Estimates



# Mid-Cycle Investing Requires Selectivity

*Policy changes and inflation pressures create volatility*

Item d.

## Prepare for more Volatility

Volatility will pick-up as global central bankers move to normalize policy and inflation pressures linger. But, outside of a more severe covid strain, significant downside risk is unlikely unless the Fed shifts from removing accommodation to meaningfully slowing growth to combat inflation.

## Managing Volatility

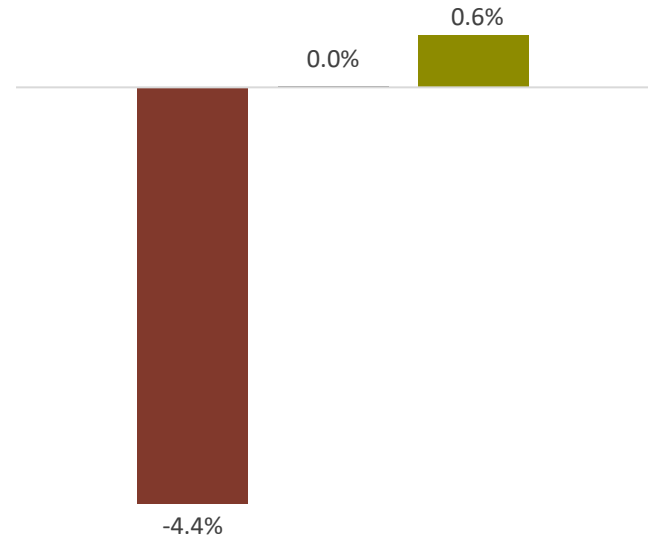
We seek to diversify our equity overweight and increase relative returns vs. bonds by overweighting alternative beta. This strategy offers upside participation and downside defense through uncorrelated strategies that have historically produced consistent returns across all markets.

In lieu of alternative beta, a combination of cash and consumer staples should reduce portfolio volatility while also providing incremental return.

## Subdued Market Gains

Valuations will come under pressure as stimulus wanes, but solid earnings will provide important support for risky assets. Given this backdrop, we expect modestly positive equity returns in 2022.

Diversify Stocks and Bonds  
Rising Rate Environment



■ S&P 500 ■ US Fixed Income ■ Alt Beta

Source: Bloomberg from December 31, 2017 to December 31, 2018. Alt Beta represented by a portfolio of 75% BIMBX 25% QAI.

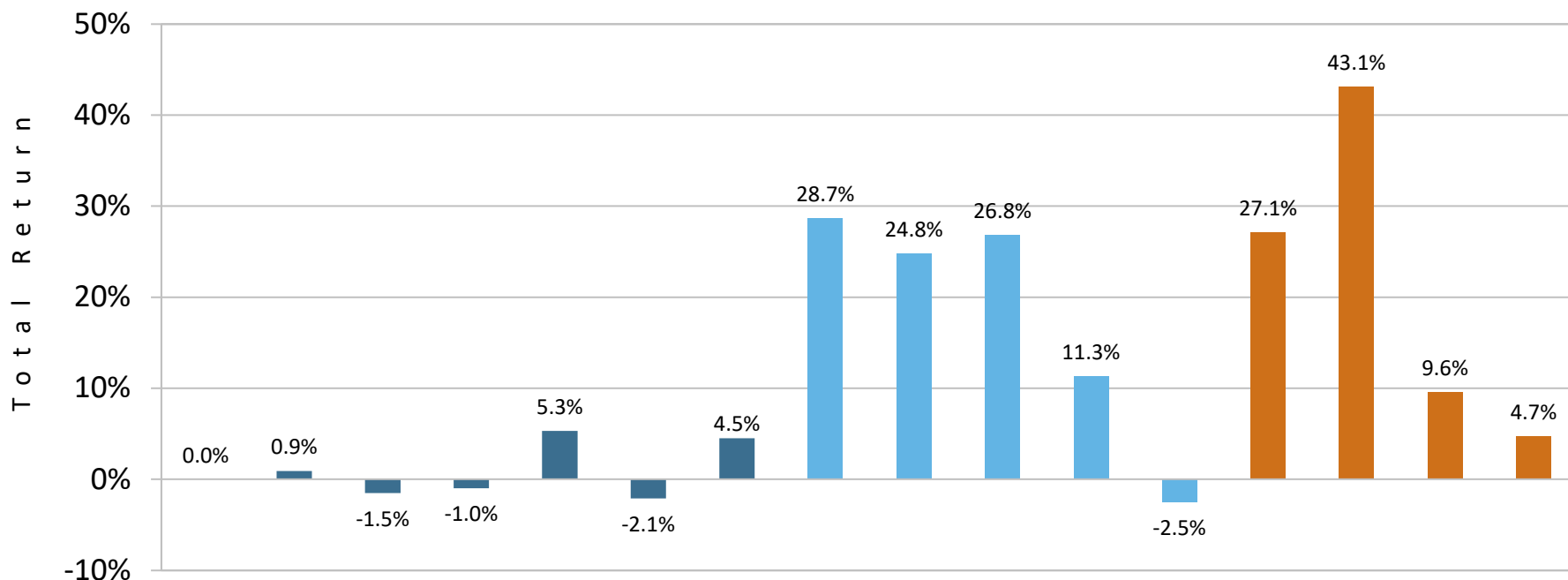
$$\text{EPS } \Delta \uparrow + \text{P/E } \Delta \downarrow + \text{Cash Yield } \uparrow = \text{Total Return } \uparrow$$

The return from an equity market derives from the growth in earnings, the change in valuations over the period, and the dividends and stock buybacks expressed as a percentage of price (\*cash yield). Combined, these components determine the total return.

# Asset Class Returns

## Calendar Year 2021

Item d.



	RISK CONTROL							RISK ASSETS								
	FIXED INCOME							EQUITIES					ALTERNATIVES			
	Cash	Municipal Bonds	U.S. Fixed Income	1-5 Gov. Credit	TIPS	Intl. Fixed Income	HY Fixed Income	U.S. Large Cap	U.S. Mid Cap	U.S. Small Cap	Dev. Ex-U.S.	Emerging Markets	Comm.	Real Estate	Infra.	Alt. Beta
2021	0.0	0.9	-1.5	-1.0	5.3	-2.1	4.5	28.7	24.8	26.8	11.3	-2.5	27.1	43.1	9.6	4.7
3 Year	1.0	4.0	4.8	2.9	5.1	3.5	8.4	26.1	21.4	20.1	13.5	10.9	9.9	18.1	12.2	4.9
5 Year	1.1	3.6	3.6	2.3	3.3	3.2	5.8	18.5	13.1	12.4	9.5	9.9	3.7	10.6	8.5	3.0



# Portfolio Review

*City and Borough of Wrangell*

Strategic Review

Market Review

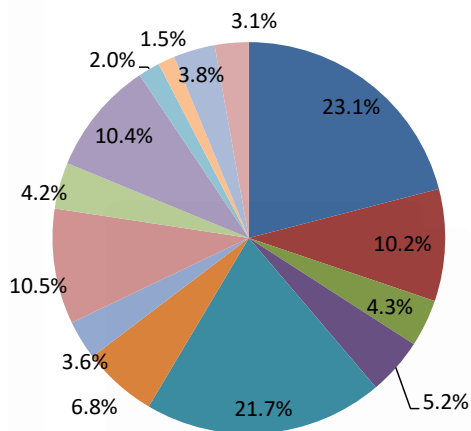
Portfolio Review

Appendix

# PORTFOLIO REVIEW

# Asset Allocation as of January 31, 2022 *City and Borough of Wrangell*

Item d.



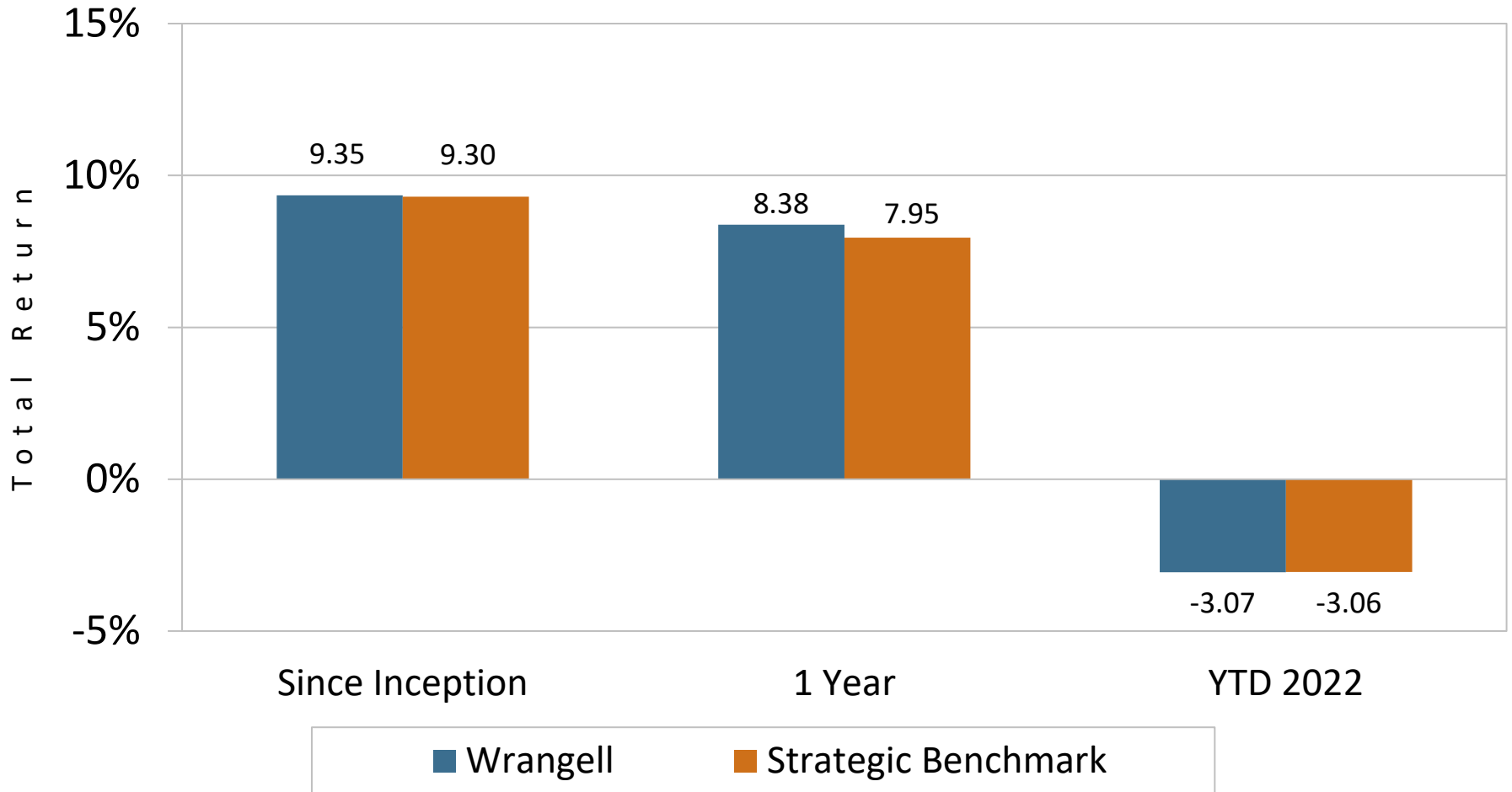
- U.S. Fixed Income
- TIPS
- International Bonds
- Cash
- Large Cap
- Mid Cap
- Small Cap
- International
- Emerging Markets
- Alternatives
- Real Estate
- Alt Beta
- Infrastructure
- Commodities

Asset Class	% Assets	Strategic Benchmark	Range	Market Value
<b>Fixed Income</b>	<b>42.8%</b>	<b>45%</b>		<b>\$4,563,959</b>
U.S. Fixed Income	23.1%	25	15-35%	\$2,466,243
TIPS	10.2%	10	5-15	\$1,087,885
International Bonds	4.3%	5	0-10	\$459,299
Cash	5.2%	5	0-10	\$550,532
<b>Equity</b>	<b>46.8%</b>	<b>47%</b>		<b>\$4,991,140</b>
Large Cap	21.7%	22	12-32%	\$2,318,034
Mid Cap	6.8%	7	0-15	\$721,197
Small Cap	3.6%	3	0-6	\$381,969
International	10.5%	10	5-15	\$1,119,575
Emerging Markets	4.2%	5	0-10	\$450,365
<b>Alternatives</b>	<b>10.4%</b>	<b>8%</b>		<b>\$1,103,538</b>
Real Estate	2.0%	2	0-5	\$210,793
Alt Beta	1.5%	0	0-10	\$163,030
Infrastructure	3.8%	3	0-6	\$401,248
Commodities	3.1%	3	0-6	\$328,467
<b>Total</b>				<b>\$10,658,637</b>

# Account Performance as of January 31, 2022

## *City and Borough of Wrangell*

Item d.



57 Performance is gross of fees and annualized for periods greater than one year. Inception performance is as of January 31, 2020. Strategic benchmark is a blended return of the account's target allocation.

# Portfolio Review

*City and Borough of Wrangell Operating Account*

Strategic Review

Market Review

Portfolio Review

Appendix

# Portfolio Characteristics as of January 31, 2022

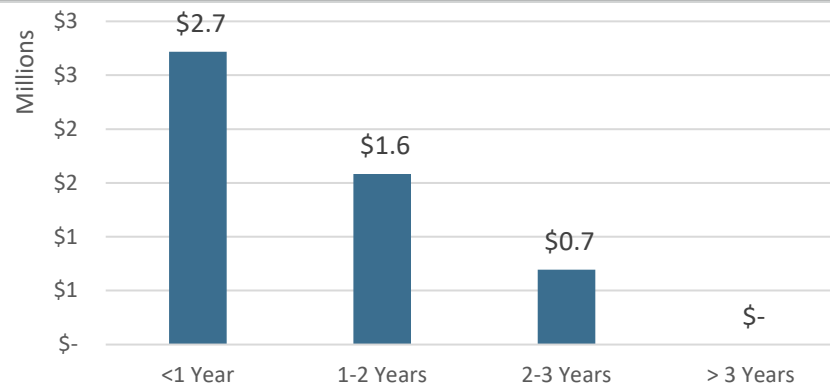
## City and Borough of Wrangell Operating Account

Item d.

### Summary Statistics

	Wrangell 12/31/20	Wrangell 03/31/21	Wrangell 01/31/22	Benchmark** 01/31/22
Market Value	\$5,029,655	\$5,027,411	\$4,993,316	-
Yield to Maturity	0.23%	0.17%	0.63%	0.63%
Avg. Quality	AAA	AAA	AAA	AAA
Avg. Maturity (yrs)	1.28	1.01	0.94	1.06
Duration	1.18	0.99	0.93	1.05

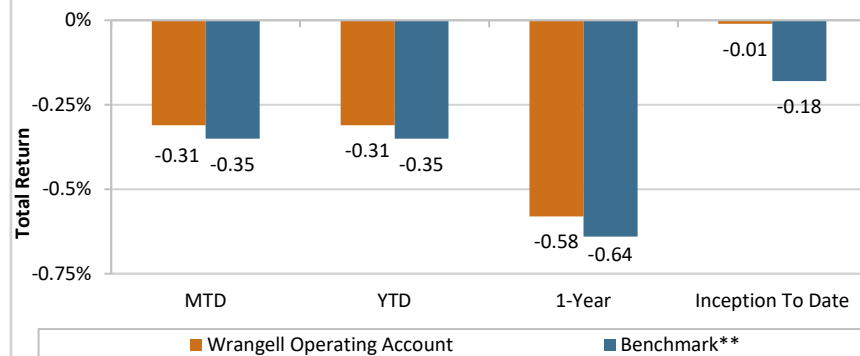
### Portfolio Liquidity



### Sector Breakdown

	Wrangell	Benchmark**
Cash and CDs	6.7%	-
Commercial Paper	-	-
Treasuries	84.2%	97.7%
Agencies	-	2.3%
Corporates	-	-
Municipals	9.1%	-

### Performance



\*Performance is gross of fees

\*\*Blend is 50% 1-3 Yr Govt and 50% 90 Day Tbill



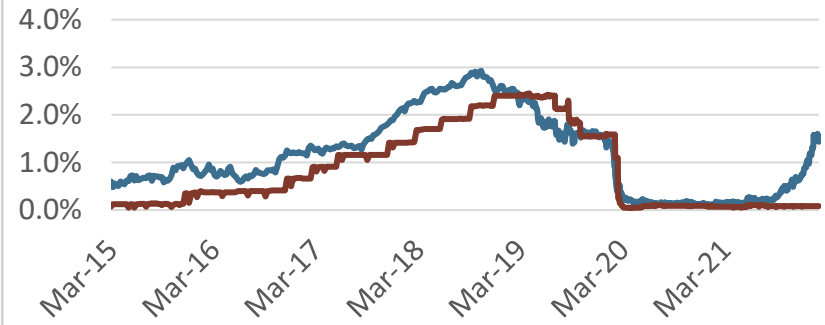
# Account Positioning

## City and Borough of Wrangell Operating Account

### Current IPS

- U.S. Treasuries
- U.S. Agencies
- Certificates of Deposit
- Municipals (states, Alaskan boroughs or cities)
- Overnight repurchase agreements

### 2-Year Treasury and Fed Funds Rates



Data: Bloomberg — 2-Year Rates — Fed Fund Rates

### Going Forward & Performance

- Portfolio has outperformed its benchmark year to date by four basis points.
- We initiated a slightly below benchmark duration at the prospect of longer-term interest rates (3yr and greater) increasing.
- The yield to maturity of the portfolio is now 0.63% up from 0.17%.
- Possible security purchases
  - Municipals
  - Treasuries & Agencies
- Fulfill liquidity needs

Communicate with City & Borough staff

### Interest Rate & Market Outlook

- The Federal Reserve maintained its benchmark rate at 0-0.25%. Minutes from recent Fed meetings point to a potential rate hike in March 2022 and allowing assets to roll off their balance sheet.
- Interest rates have increased to start 2022 as the 2yr and 5yr increased approximately 70 and 46 basis points, ending February 28<sup>th</sup> at 1.43% and 1.72%, respectively.
- Short-term global interest rates have risen as investors anticipate rate increases in 2022. Central bankers continue to keep an eye on employment and inflation.

# Appendix

Market Review

Portfolio Review

Strategic Review

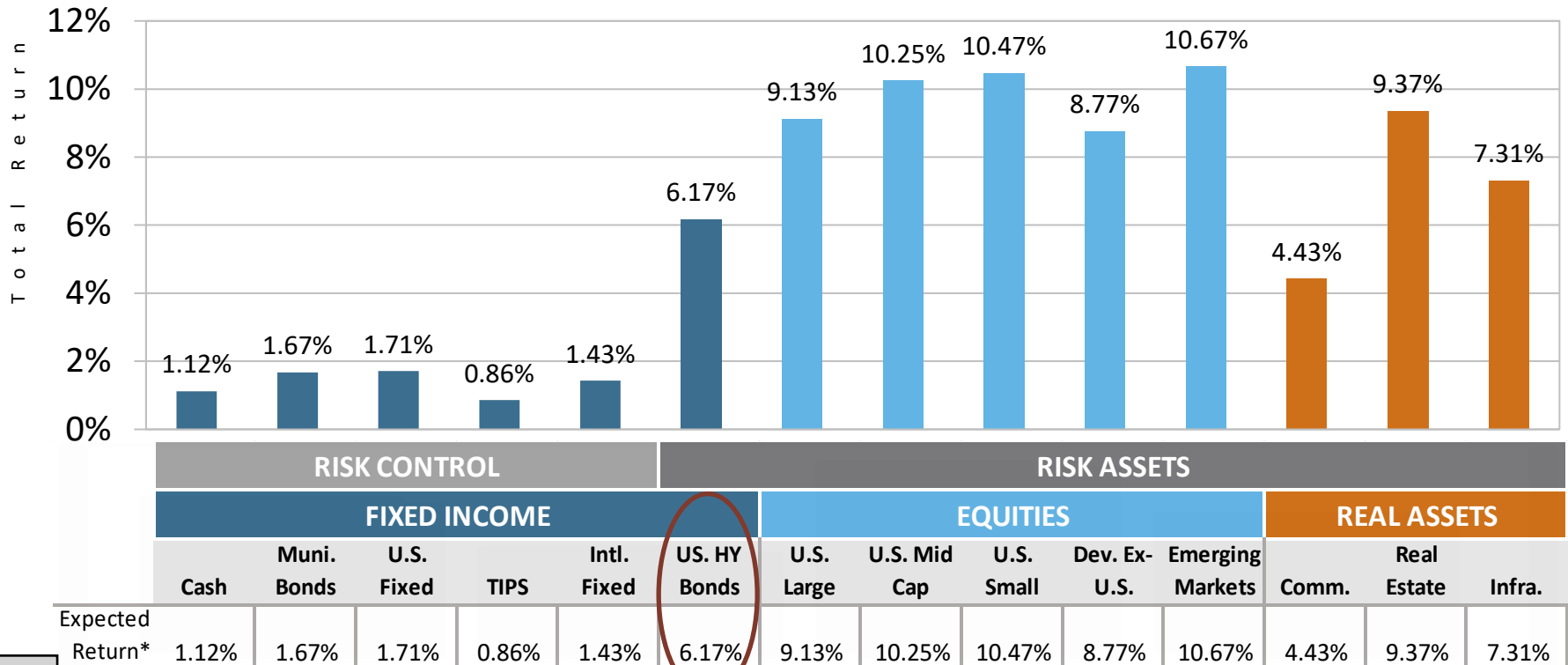
Appendix

# The Case for High Yield Fixed Income

## Accept, Prepare, Adapt

High yield bonds are issued by corporations with ratings below BBB- or Baa3 by established credit rating agencies.

In a company's capital structure, debt securities rank ahead of equity securities, so if a company was unable to pay all of their obligations and/or the valuation of the company dramatically declines, the **debt securities are paid back first** and are the first to capture any remaining value in the company before anything is allocated to the equity (preferred and common) holders.



62

\*are 10-year projected returns and do not represent actual returns.

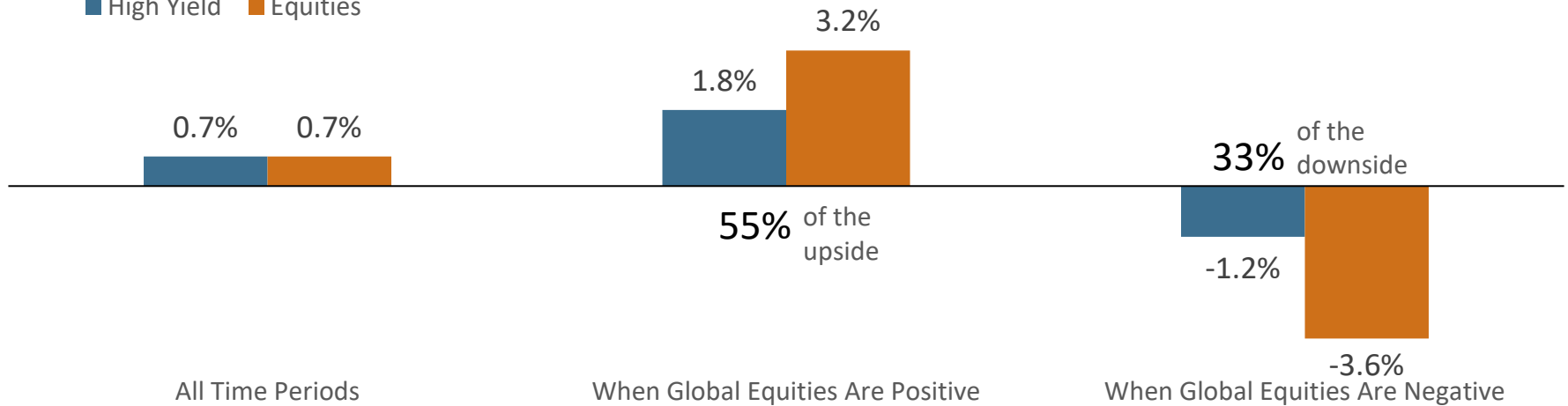
# The Case for High Yield Fixed Income

*Accept, Prepare, Adapt*

An allocation to high yield has provided investors with upside participation in positive risk environments and downside protection in negative risk environments.

## Average Monthly Return

■ High Yield ■ Equities



- Since 1993, high yield has averaged a 0.7% monthly return; this is similar to global equities but with less volatility and less downside risk.

- High yield's asymmetric return profile – 55% of the upside with only 33% of the downside – makes it an attractive addition to a fully diversified multi-asset portfolio.

# Diversifying Benefits of Alternative Beta

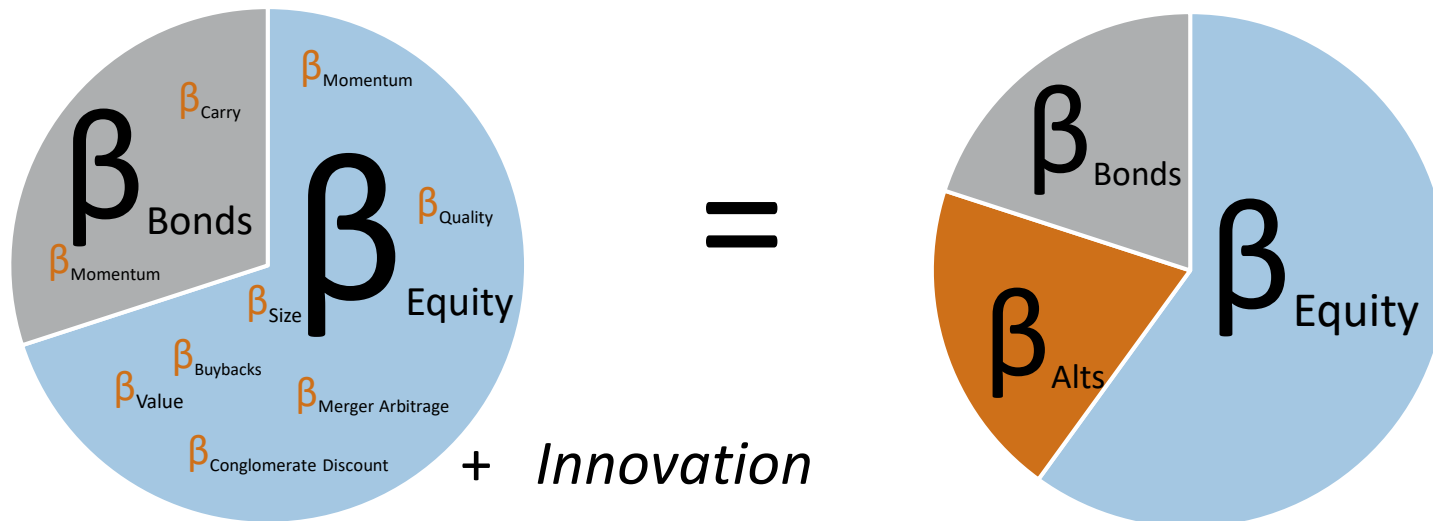
*Accept, Prepare, Adapt*

Alternative beta captures sources of return that exist, but are not emphasized, in traditional stock and bond portfolios.

The **industry's broader understanding of sources of return** now allow these strategies to be accessed in a quantitative, systematic manner that **does not require a specific manager's subjective judgment**.

These **alternative sources of returns can further diversify a stock and bond portfolio**, but all require complex trading strategies.

The risks associated with these trading strategies **require proper risk management and controls**.

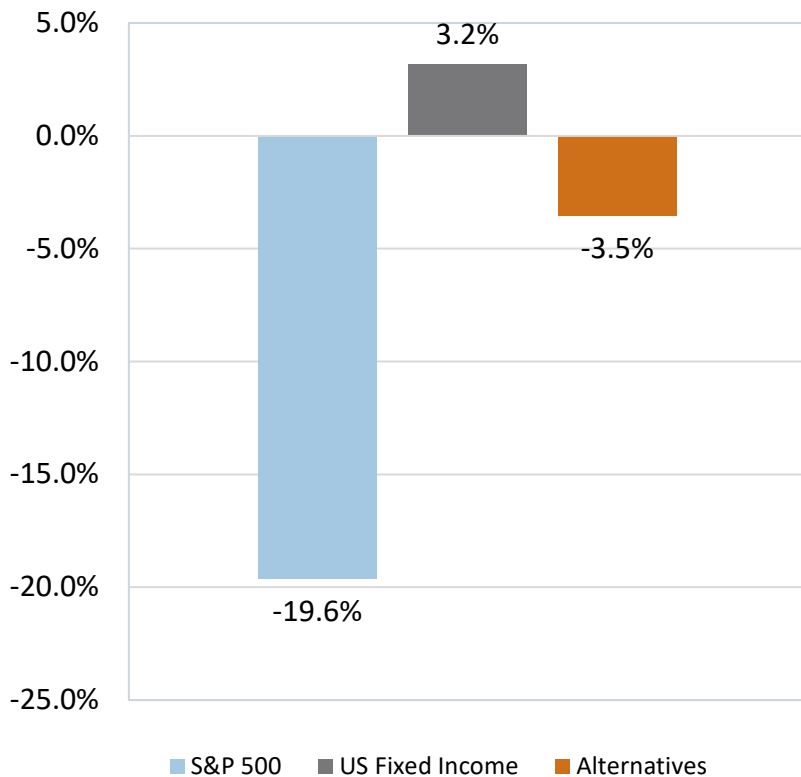




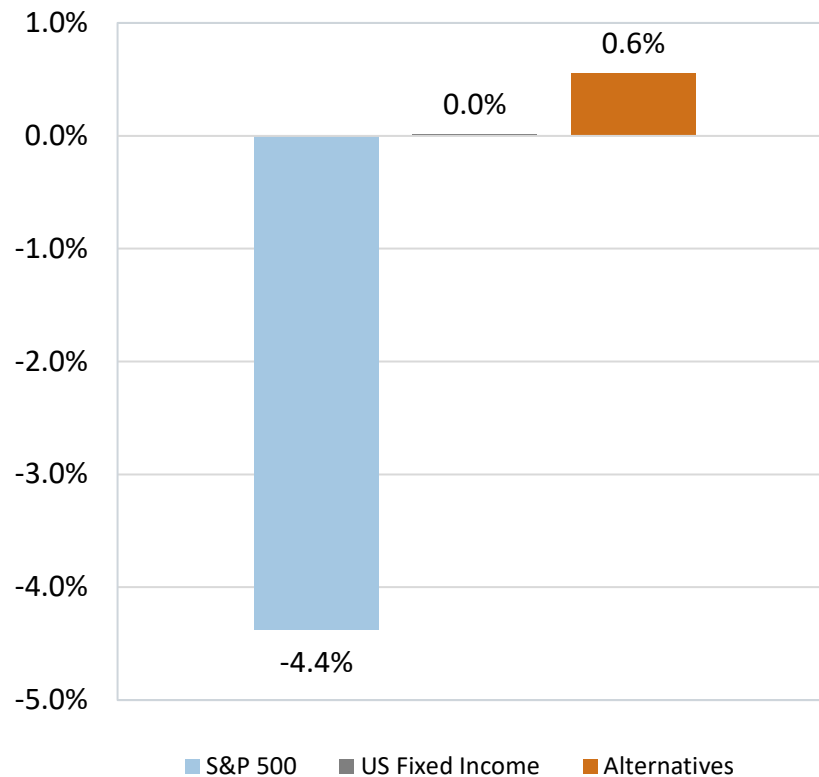
# Diversifying Benefits of Alternative Beta

*Accept, Prepare, Adapt*

Manage Equity Volatility  
First Quarter 2020 COVID Crisis



Diversify Stocks and Bonds  
Calendar Year 2018



Source: Bloomberg from December 31, 2019 to March 31, 2020.  
Alternatives represented by a portfolio of 75% BIMBX 25% QAI.

Source: Bloomberg from December 31, 2017 to December 31, 2018.  
Alternatives represented by a portfolio of 75% BIMBX 25% QAI.

# Vanguard High-Yield Corporate Fund

- APCM is utilizing a fund (ticker: VWEAX) to invest in a diversified group of high-yielding corporate bonds.
- Higher credit quality and lower return volatility relative to competitors.
- Utilizes an approach that aims to capture consistent income and minimize defaults and principal loss.
- Broadly diversified by issuer and industry sector with caps on individual issuers as well as bonds rated lower than B.
- APCM worked with Vanguard to **waive the normal \$50K minimum initial investment for all APCM clients.**

## VWEAX Quick Facts

as of 05/31/2020

Inception Date	12/27/1978
Fund AUM	\$24.6 B
Expense Ratio	0.13%
# of Holdings	538
Provider	Vanguard
Fund Index	Vanguard High-Yield Corporate Composite Idx

# IQ Hedge Multi-Strategy Tracker ETF

- APCM is utilizing a fund (ticker: QAI) to **dampen some portfolio volatility while maintaining exposure to growth.**
- Transparent, low-cost exposure to six dominant hedge fund strategies **without manager-specific risk.**
- Conservative core alternative vehicle that does not wholly rely on traditional sources of risk, including interest rates and equity market beta.

## QAI Quick Facts

as of 03/31/2020

Inception Date	03/25/09
Fund AUM	\$755.55 M
Expense Ratio	0.75%
# of Holdings	99
Provider	IQ by New York Life
Fund Index	IQ Hedge Multi-Strategy Index

# Systematic Multi-Strategy Fund

- APCM is utilizing a fund (ticker: BIMBX) to **dampen some portfolio volatility while maintaining exposure to growth.**
- Transparent, low-cost exposure to multiple alternative strategies including fixed income, global macro, and equity long/short – all with an emphasis on the business cycle and balance sheet strength **without manager-specific risk.**
- Conservative core alternative vehicle that does not wholly rely on traditional sources of risk, including interest rates and equity market beta.
- APCM worked with BlackRock to **waive the normal \$2M minimum initial investment for all APCM clients.**

## BIMBX Quick Facts

as of 06/29/2020

Inception Date	05/19/15
Fund AUM	\$1.5B
Expense Ratio	0.97%
# of Holdings	1,804
Provider	BlackRock
Fund Index	ICE BofAML 3-Mo. T-Bill Index

# Disclosures

## **Important Assumptions**

IMPORTANT: The projections or other information generated by Alaska Permanent Capital Management Company (APCM) regarding the likelihood of various outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. There can be no assurance that the projected or simulated results will be achieved or sustained. The charts and data only present a range of possible outcomes. Actual results will vary over time, and such results may be better or worse than the simulated scenarios. Clients should be aware that the potential for loss (or gain) may be greater than that demonstrated in the simulations. Please note that the analysis does not take into consideration all asset classes, and other asset classes not considered may have characteristics similar or superior to those being analyzed.

## **Important Legal Information**

These calculations are designed to be informational and educational only, and when used alone, do not constitute investment advice. APCM encourages investors to review their investment strategy periodically as financial circumstances do change.

Model results are provided as a rough approximation of future financial performance. Actual results could produce different outcomes (either better or worse) than those illustrated by the model, since it is not possible to anticipate every possible combination of financial market returns. APCM is not responsible for the consequences of any decisions or actions taken in reliance upon or as a result of the information provided by the results of the model.

## **Other Influences on Rates of Return**

**Investment management fees:** Returns are presented gross of management fees and include the reinvestment of all income. Actual returns will be reduced by investment advisory fees and other expenses that may be incurred in the management of the account. The collection of fees produces a compounding effect on the total rate of return net of management fees. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 1.00% annual investment advisory fee would be \$10,416 in the first year, and cumulative effects of \$59,816 over five years and \$143,430 over ten years. Actual investment advisory fees incurred by clients may vary.

**Taxes:** Unless noted otherwise, model results have not been adjusted for any state or federal taxes or penalties.

**Inflation:** Unless noted otherwise, model results do not adjust any inputs or outcomes for inflation. Inflation is assumed to be constant over the investment horizon.

## **Limitations Inherent in Model Results**

Limitations include but are not restricted to the following:

Model results do not represent actual trading and may not reflect the impact that material economic and market factors might have had on APCM's decision making if the actual client money were being managed.

Extreme market movements may occur more frequently than represented in the model.

Some asset classes have relatively limited histories. While future results for all asset classes in the model may materially differ from those assumed in APCM's calculations, the future results for asset classes with limited histories may diverge to a greater extent than the future results of asset classes with longer track records.

Market crises can cause asset classes to perform similarly over time; reducing the accuracy of the projected portfolio volatility and returns. The model is based on the long-term behavior of the asset classes and therefore is less reliable for short-term periods. This means that the model does not reflect the average periods of "bull" and "bear" markets, which can be longer than those modeled.

The model represent APCM's best view of the next 7-10 years, but is unlikely to reflect actual investment returns worldwide over this period.



# Portfolio Appraisal

**CITY AND BOROUGH OF WRANGELL #7990**  
January 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>ALTERNATIVE BETA</b>									
15,736	BLCKRCK SYST MULTI-STR-INST	10.37	163,211	10.36	163,030	1.53	NA		
<b>COMMODITIES</b>									
3,883	FLEXSHARES GLOBAL UPSTREAM N	41.84	162,462	41.32	160,446	1.51	NA		
3,150	ISHARES BB ROLL SELECT COMMODITY ETF	38.79	122,184	53.34	168,021	1.58	NA		
			284,646		328,467	3.08			
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
2,747	ISHARES CORE S&P MIDCAP 400 ETF	200.30	550,216	262.54	721,197	6.77	NA		
<b>EMERGING MARKET FUNDS/ETF</b>									
7,559	ISHARES ETF CORE MSCI EMERGING MKTS	54.39	411,160	59.58	450,365	4.23	NA		
<b>DOMESTIC FIXED INCOME FUNDS/ETF</b>									
1,694	VANGUARD SHORT-TERM BOND ETF	80.10	135,698	80.00	135,520	1.27	NA		
21,306	VANGUARD SHORT-TERM TIPS ETF	49.72	1,059,229	51.06	1,087,884	10.21	0		
28,081	VANGUARD TOTAL BOND MARKET ETF	85.25	2,393,897	83.00	2,330,723	21.87	NA		
			3,588,824		3,554,127	33.35			
<b>INTERNATIONAL FIXED INCOME FUNDS/ETF</b>									
8,443	VANGUARD TOTAL INTL BOND ETF	57.11	482,183	54.40	459,299	4.31	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
14,548	ISHARES ETF CORE MSCI EAFE	68.63	998,453	71.61	1,041,782	9.77	NA		
1,214	ISHARES MSCI JAPAN ETF	66.14	80,294	64.08	77,793	0.73	NA		
			1,078,747		1,119,575	10.50			
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
903	FLEXSHARES QUAL DIV ETF	48.32	43,631	58.90	53,187	0.50	NA		
5,034	SPDR S&P 500 ETF	324.66	1,634,337	449.91	2,264,847	21.25	NA		
			1,677,968		2,318,034	21.75			
<b>REAL ESTATE &amp; INFRASTRUCTURE</b>									
7,146	FLEXSHAR STX GLOBAL BROAD INF ETF	54.07	386,390	56.15	401,248	3.76	NA		
2,040	JPMORGAN BETABUILDERS MSCI US REIT ETF	90.62	184,869	103.33	210,793	1.98	NA		
			571,259		612,041	5.74			





# Portfolio Appraisal

**CITY AND BOROUGH OF WRANGELL #7990**

*January 31, 2022*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>DOMESTIC SMALL CAP EQUITY FUNDS/ETF</b>									
3,595	ISHARES S&P SMALLCAP 600 INDEX ETF	86.68	311,610	106.25	381,969	3.58	NA		
<b>CASH AND CASH EQUIVILENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		550,532		550,532	5.17			
<b>TOTAL PORTFOLIO</b>			<b>9,670,356</b>		<b>10,658,637</b>	<b>100</b>	<b>0</b>	<b>0</b>	



# PERFORMANCE HISTORY

## GROSS OF FEES

### CITY AND BOROUGH OF WRANGELL

Time Period	Percent Return																
	Per Period																
	Total Account	BLEND	Fixed Income	BLOOMBERG AGG BENCH	Domestic Large Cap Equity	S&P 500 LARGE CAPS BENCH	Domestic Mid Cap Equity	S&P 400 MIDCAP BENCH	Domestic Small Cap Equity	S & P 600 SMALL CAPS BENCH	Int'l Equity	MSCI EAFE Index	Emerging Market Equity	MSCI EMERGING MARKET BENCH	Real Estate	S&P US REIT BENCH	Diversified Alternatives
01-31-21 to 02-28-21	1.61	1.44	-0.99	-1.44	2.82	2.76	6.88	6.80	7.84	7.65	2.32	2.24	1.37	0.76	1.72	3.96	6.51
02-28-21 to 03-31-21	1.74	1.46	-0.58	-1.25	4.61	4.38	4.78	4.67	3.54	3.33	2.46	2.30	-0.57	-1.51	5.03	4.43	-1.83
03-31-21 to 04-30-21	2.81	2.75	0.65	0.79	5.27	5.34	4.41	4.50	1.94	2.04	3.15	3.01	1.72	2.49	4.82	8.04	7.97
04-30-21 to 05-31-21	1.01	0.98	0.27	0.33	0.69	0.70	0.30	0.20	2.09	2.08	3.35	3.26	1.81	2.32	1.38	0.93	3.53
05-31-21 to 06-30-21	0.62	0.61	0.52	0.70	2.20	2.33	-1.12	-1.02	0.48	0.33	-1.12	-1.13	1.34	0.17	-0.32	2.66	1.91
06-30-21 to 07-31-21	0.90	0.87	1.07	1.12	2.43	2.38	0.36	0.34	-2.41	-2.39	0.92	0.75	-5.64	-6.73	2.22	4.87	0.86
07-31-21 to 08-31-21	1.16	1.20	-0.15	-0.19	2.93	3.04	1.99	1.95	1.91	2.02	1.62	1.76	1.38	2.62	1.83	1.87	1.00
08-31-21 to 09-30-21	-2.38	-2.24	-0.65	-0.87	-4.66	-4.65	-4.01	-3.97	-2.38	-2.43	-3.26	-2.90	-3.64	-3.97	-4.96	-5.48	3.99
09-30-21 to 10-31-21	2.85	2.71	0.15	-0.03	6.92	7.01	5.92	5.89	3.54	3.43	3.04	2.46	1.08	0.99	5.05	7.74	2.57
10-31-21 to 11-30-21	-1.38	-1.31	0.24	0.30	-0.81	-0.69	-3.02	-2.94	-2.43	-2.29	-4.61	-4.65	-3.70	-4.08	-2.78	-0.67	-6.81
11-30-21 to 12-31-21	2.40	2.45	-0.13	-0.26	4.67	4.48	5.12	5.08	4.49	4.53	4.21	5.12	1.85	1.88	6.11	8.77	3.08
12-31-21 to 01-31-22	-3.07	-3.06	-1.60	-2.15	-5.14	-5.17	-7.25	-7.21	-7.44	-7.27	-4.17	-4.83	-0.38	-1.89	-3.90	-6.92	5.57
<b>Date to Date</b>																	
01-31-21 to 01-31-22	8.38	7.95	-1.24	-2.97	23.34	23.29	14.12	14.05	10.75	10.65	7.62	7.03	-3.68	-7.23	16.59	32.96	31.26



# Portfolio Appraisal

**CITY AND BOROUGH OF WRANGELL #6869**  
January 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>MUNICIPAL BONDS</b>									
25,000	State of Wisconsin 5.000% Due 05-01-22	106.00	26,500	101.15	25,288	0.51	1,250	312	0.37
25,000	STATE OF MARYLAND 5.000% Due 08-01-22	107.52	26,881	102.29	25,572	0.51	1,250	625	0.41
25,000	MISSISSIPPI ST 5.250% Due 11-01-22	109.96	27,490	103.54	25,884	0.52	1,312	328	0.52
35,000	WASHINGTON ST 5.000% Due 02-01-23	109.98	38,495	104.29	36,501	0.73	1,750	875	0.69
35,000	OHIO ST 5.000% Due 05-01-23	108.12	37,844	105.24	36,835	0.74	1,750	437	0.77
20,000	MARYLAND ST 4.150% Due 08-01-23	108.71	21,741	104.59	20,917	0.42	830	415	1.06
30,000	TEXAS ST 2.993% Due 10-01-23	106.58	31,975	103.06	30,919	0.62	898	299	1.13
25,000	GEORGIA ST 2.980% Due 02-01-24	105.14	26,285	103.41	25,854	0.52	745	372	1.24
50,000	HAWAII ST 5.100% Due 02-01-24	109.69	54,845	107.48	53,740	1.08	2,550	1,275	1.30
30,000	TEXAS ST 3.973% Due 04-01-24	107.78	32,334	105.64	31,693	0.63	1,192	397	1.32
75,000	LOUISIANA ST 0.650% Due 06-01-24	99.56	74,670	98.45	73,835	1.48	487	81	1.33
25,000	MASSACHUSETTS ST 5.000% Due 07-01-24	105.61	26,403	101.89	25,473	0.51	1,250	104	4.16
40,000	TEXAS ST 5.000% Due 10-01-24	112.34	44,936	109.40	43,759	0.88	2,000	667	1.40
	Accrued Interest				6,189	0.12			
			470,398		462,461	9.26		6,189	
<b>TREASURY BILLS</b>									
500,000	US TREASURY BILLS 0.000% Due 03-10-22	99.98	499,896	100.00	499,985	10.01	NA	0	0.03
500,000	US TREASURY BILL 0.000% Due 04-28-22	99.97	499,873	99.95	499,775	10.01	NA	0	0.19
265,000	US TREASURY BILL 0.000% Due 05-19-22	99.97	264,933	99.92	264,788	5.30	NA	0	0.27
235,000	US TREASURY BILL 0.000% Due 06-02-22	99.96	234,913	99.90	234,760	4.70	NA	0	0.30



# Portfolio Appraisal

**CITY AND BOROUGH OF WRANGELL #6869**  
January 31, 2022

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
300,000	US TREASURY BILLS 0.000% Due 08-11-22	99.93	299,785	99.76	299,268	5.99	NA	0	0.46
			1,799,400		1,798,576	36.02		0	
<b>U.S. TREASURY</b>									
200,000	US TREASURY NOTES 2.500% Due 02-15-22	103.87	207,736	100.08	200,156	4.01	5,000	2,310	0.58
180,000	US TREASURY NOTES 1.500% Due 08-15-22	102.36	184,255	100.55	180,984	3.62	2,700	1,247	0.49
130,000	US TREASURY NOTES 1.625% Due 11-15-22	102.61	133,389	100.74	130,959	2.62	2,112	455	0.68
80,000	US TREASURY NOTES 2.000% Due 02-15-23	104.08	83,267	101.21	80,969	1.62	1,600	739	0.83
300,000	US TREASURY NOTES 0.250% Due 04-15-23	100.01	300,038	99.24	297,714	5.96	750	225	0.89
400,000	US TREASURY NOTES 0.250% Due 06-15-23	99.98	399,905	99.03	396,108	7.93	1,000	132	0.97
230,000	US TREASURY NOTES 2.500% Due 08-15-23	107.22	246,600	102.23	235,138	4.71	5,750	2,656	1.03
210,000	US TREASURY NOTE 0.125% Due 10-15-23	99.85	209,687	98.35	206,539	4.14	262	79	1.10
245,000	US TREASURY NOTES 0.125% Due 12-15-23	99.79	244,486	98.11	240,377	4.81	306	40	1.15
200,000	US TREASURY NOTES 0.375% Due 07-15-24	99.82	199,633	97.82	195,632	3.92	750	35	1.28
250,000	US TREASURY NOTES 0.375% Due 09-15-24	99.60	248,996	97.59	243,965	4.89	937	360	1.32
	Accrued Interest				8,278	0.17			
			2,457,993		2,416,820	48.40		8,278	
<b>CASH AND CASH EQUIVILENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		315,459		315,459	6.32			
<b>TOTAL PORTFOLIO</b>			<b>5,043,250</b>		<b>4,993,316</b>	<b>100</b>	<b>38,434</b>	<b>14,468</b>	



# PERFORMANCE HISTORY GROSS OF FEES

**CITY AND BOROUGH OF WRANGELL #6869**

Time Period	Percent Return Per Period				
	Total Account	BLEND	Fixed Income	BLOOMBERG 1-3 YR GOV	FTSE 3-MO TBILL INDEX
01-31-21 to 02-28-21	-0.05	-0.02	-0.05	-0.06	0.01
02-28-21 to 03-31-21	0.02	-0.01	0.02	-0.03	0.01
03-31-21 to 04-30-21	0.03	0.02	0.03	0.04	0.00
04-30-21 to 05-31-21	0.05	0.05	0.05	0.09	0.00
05-31-21 to 06-30-21	-0.07	-0.08	-0.07	-0.17	0.00
06-30-21 to 07-31-21	0.09	0.09	0.09	0.17	0.00
07-31-21 to 08-31-21	0.00	0.00	0.00	-0.01	0.00
08-31-21 to 09-30-21	-0.04	-0.05	-0.04	-0.10	0.00
09-30-21 to 10-31-21	-0.16	-0.16	-0.16	-0.33	0.00
10-31-21 to 11-30-21	-0.02	-0.02	-0.02	-0.04	0.00
11-30-21 to 12-31-21	-0.10	-0.10	-0.10	-0.21	0.00
12-31-21 to 01-31-22	-0.31	-0.35	-0.32	-0.70	0.00
<b>Date to Date</b>					
01-31-21 to 01-31-22	-0.58	-0.64	-0.59	-1.33	0.04

## Chapter 5.20 CITY AND BOROUGH OF WRANGELL PERMANENT FUND

### Sections:

- [5.20.010](#) Scope of the investment policy.
- [5.20.020](#) Investment policy statement.
- [5.20.030](#) Delegation of authority.
- [5.20.040](#) Definitions.
- [5.20.050](#) Assignment of responsibility.
- [5.20.060](#) General investment principles.
- [5.20.070](#) Investment management policy.
- [5.20.080](#) Investment objectives.
- [5.20.090](#) Specific investment goals.
- [5.20.095](#) Distribution of permanent fund earnings.
- [5.20.096](#) Withdrawal of corpus.
- [5.20.100](#) Definition of risk.
- [5.20.110](#) Liquidity.
- [5.20.120](#) Marketability of assets.
- [5.20.130](#) Investment guidelines.
- [5.20.140](#) Selection of managers.
- [5.20.150](#) Investment manager performance review and evaluation.
- [5.20.160](#) Investment policy review.

### **5.20.010 Scope of the investment policy.**

This investment policy reflects only investment policy, objectives, and constraints of the permanent fund and does not amend or change any of the policies for investment of borough general funds hereinabove. [Ord. 970 § 2, 2019.]

### **5.20.020 Investment policy statement.**

This statement of investment policy is set forth by the City and Borough of Wrangell regarding its permanent fund in order to:

- A. Define and assign the responsibilities of all involved parties.
- B. Establish a clear understanding for all involved parties of the investment goals and objectives of plan assets.
- C. Offer guidance and limitations to all investment managers regarding the investment of plan assets.
- D. Establish a basis for evaluating investment results.
- E. Manage plan assets according to prudent standards as established in common trust law.
- F. Establish the relevant investment horizon for which the plan assets will be managed.

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. [Ord. 970 § 2, 2019.]

### **5.20.030 Delegation of authority.**



The City and Borough of Wrangell is a fiduciary, and is responsible for directing and monitoring the investment management of plan assets. As such, the City and Borough of Wrangell will from time to time delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

A. Investment Management Consultant. The consultant may assist the City and Borough of Wrangell in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time, measuring and evaluating investment performance, and other tasks as deemed appropriate.

B. Investment Manager. The investment manager has discretion to purchase, sell, or hold the specific securities that will be used to meet the plan's investment objectives.

C. Custodian. The custodian will physically (or through agreement with a subcustodian) maintain possession of securities owned by the plan, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the plan accounts.

D. Additional specialists such as attorneys, auditors, actuaries, retirement plan consultants, and others may be employed by the City and Borough of Wrangell to assist in meeting its responsibilities and obligations to administer plan assets prudently.

The City and Borough of Wrangell will not reserve any control over investment decisions, with the exception of specific limitations described in these ordinances. Managers will be held responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications which they deem appropriate.

If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the plan as deemed appropriate and necessary. [Ord. 970 § 2, 2019.]

#### **5.20.040 Definitions.**

A. "Plan" shall mean the City and Borough of Wrangell permanent fund.

B. "The City and Borough of Wrangell" shall refer to the borough assembly which shall administer the plan as specified by applicable ordinance.

C. "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition or administration of the plan assets.

D. "Investment manager" shall mean any individual, or group of individuals, employed to manage the investments of all or part of the plan assets. The investment manager may also act as the investment management consultant.

E. "Investment management consultant" shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring. The investment management consultant may also act as the investment manager.

F. "Securities" shall refer to the marketable investment securities which are defined as acceptable in this statement.

G. "Investment horizon" shall be the time period over which the investment objectives, as set forth in this statement, are expected to be met. The investment horizon for this plan is 20 years.

H. "Corpus or principal" shall mean the original investment creating the permanent fund and all inflation-proofed earnings not annually deposited into the general fund. [Ord. 970 § 2, 2019.]

**5.20.050 Assignment of responsibility.**

A. Responsibility of the Investment Managers. Each investment manager must acknowledge in writing its acceptance of responsibility as a fiduciary. Each investment manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the investment managers include:

1. Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, monthly investment performance results.
3. Communicating any major changes in economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the plan's investment management.
4. Informing the City and Borough of Wrangell regarding any qualitative change to investment management organization. Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.
5. Voting proxies, if requested by the City and Borough of Wrangell, on behalf of the plan, and communicating such voting records to the investment committee on a timely basis.

B. Responsibility of the Investment Consultant. The investment consultant's role is that of a nondiscretionary advisory to the investment committee of the City and Borough of Wrangell. Investment advice concerning the investment management of plan assets will be offered by the investment consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement and by resolution. Specific responsibilities of the investment consultant include:

1. Assisting in the development and periodic review of investment policy.
2. Conducting investment manager searches when requested by the investment committee.
3. Providing "due diligence," or research, on the investment manager(s).
4. Monitoring the performance of the investment manager(s) to provide the investment committee with the ability to determine the progress toward the investment objectives.
5. Communicating matters of policy, manager research, and manager performance to the investment committee.
6. Reviewing plan investment history, historical capital markets performance and the contents of this investment policy statement to members of the investment committee. [Ord. 970 § 2, 2019.]

**5.20.060 General investment principles.**

A. Investments shall be made solely in the interest of the beneficiaries of the plan.

B. The fund shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.

C. Investment of the fund shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

D. The City and Borough of Wrangell may employ one or more investment managers of varying styles and philosophies to attain the fund's objectives.

E. Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return. [Ord. 970 § 2, 2019.]

#### **5.20.070 Investment management policy.**

A. Preservation of Capital. Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.

B. Risk Aversion. Understanding that risk is present in all types of securities and investment styles, the City and Borough of Wrangell recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the plan's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated annually to ensure that the risk assumed is commensurate with the given investment style and objectives.

C. Adherence to Investment Discipline. Investment managers are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated annually for adherence to investment discipline. [Ord. 970 § 2, 2019.]

#### **5.20.080 Investment objectives.**

In order to meet its needs, the investment strategy of the City and Borough of Wrangell permanent fund is to emphasize total return, that is, the aggregate return from capital appreciation and dividend and interest income.

A. Specifically, the primary objective in the investment management for plan assets shall be:

1. Preservation of Purchasing Power After Spending. To achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of plan assets. Risk control is an important element in the investment of plan assets.

B. The secondary objective in the investment management of plan assets shall be:

1. Long-Term Growth of Capital. To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index. [Ord. 970 § 2, 2019.]

#### **5.20.090 Specific investment goals.**

A. Over the investment horizon established in this statement, it is the goal of the aggregate plan assets to exceed:

1. A reasonable rate of return will be aligned with the strategic asset allocation of the permanent fund. This rate of return and the corresponding strategic asset allocation will satisfy the amount to be deposited annually in the City and Borough of Wrangell's general fund, including the inflation proofing formula as determined by the Consumer Price Index for the United States and the fund growth objectives.

B. The investment goals above are the objectives of the aggregate plan and are not meant to be imposed on each investment account. The goal of each investment manager, over the investment horizon, shall be to:

1. Meet or exceed the market index, or blended market index, selected and agreed upon by the investment committee that most closely corresponds to the style of investment management.

2. Display an overall level of risk in the portfolio which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns. [Ord. 970 § 2, 2019.]

#### **5.20.095 Distribution of permanent fund earnings.**

The distribution of permanent fund earnings shall be as follows:

The assembly may appropriate annually not more than the maximum sustainable distribution rate of the five-year average fund market value, to be computed using the five-prior year, calendar year end audited market value. The sustainable distribution rate is defined as the long term expected return of the fund less inflation and expenses. Draws of fund earnings are not to exceed the sustainable rate and draws cannot impair inflation adjusted principal. [Ord. 970 § 2, 2019.]

#### **5.20.096 Withdrawal of corpus.**

No corpus of the City and Borough of Wrangell Permanent Fund shall be withdrawn except upon the vote of a majority of the borough voters voting in a general election or special election called for that purpose. Corpus is defined as the inflation adjusted value of all contributions. Inflation shall be measured using the U.S. Consumer Price Index (CPI-U). [Ord. 970 § 2, 2019.]

#### **5.20.100 Definition of risk.**

The investment committee realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the City and Borough of Wrangell permanent fund assets understands how it defines risk so that the assets are managed in a manner consistent with the plan's objectives and investment strategy as designed in this statement of investment policy. The City and Borough of Wrangell defines risk as:

- A. The probability of not maintaining purchasing power over the plan's investment time horizon.
- B. The possibility of surprises (upside or downside) in investment returns. [Ord. 970 § 2, 2019.]

#### **5.20.110 Liquidity.**

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the City and Borough of Wrangell will periodically provide investment counsel with an estimate of expected net cash flow. The City and Borough of Wrangell will notify the investment consultant in a timely manner, to allow sufficient time to build up necessary liquid reserves. [Ord. 970 § 2, 2019.]

#### **5.20.120 Marketability of assets.**

The City and Borough of Wrangell requires that all plan assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently for the plan, with minimal impact on market price. [Ord. 970 § 2, 2019.]

#### **5.20.130 Investment guidelines.**

A. Allowable Assets. The assets of the permanent fund shall be invested in investment vehicles that provide exposure to asset classes or implementation strategies which have been approved as part of the strategic asset allocation. All investments must comply with the fund level investment guidelines and product level investment guidelines outlined below.

1. Fund Level Investment Guidelines. The fund will use low cost, efficient investment vehicles, such as index mutual funds and/or ETFs. The fund will achieve its objective via long-only, unlevered investments. The fund

is prohibited from engaging in short sales and margin transactions.

2. **Product Level Investment Guidelines.** The borough assembly will take a conservative posture on derivative securities in order to maintain a risk averse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this chapter to list specific derivatives that are prohibited from investment; rather, it will form a general policy on derivatives. The borough assembly recognizes that derivatives may be utilized within products as a portfolio management tool. All derivative exposure must be fully collateralized. Direct leverage or borrowing for the purpose of magnifying returns is prohibited.

B. **Prohibited Assets.** Prohibited investments include, but are not limited to, the following:

1. Private placements;
2. Limited partnerships;
3. Venture-capital investments;
4. Interest-only (IO), principal-only (PO), and residual tranche CMOs (collateralized mortgage obligations);

C. **Asset Allocation Guidelines.** Investment management of the assets of the City and Borough of Wrangell permanent fund shall be in accordance with the following asset allocation guidelines:

The permanent fund's strategic asset allocation will be determined based upon the desired return, risk tolerance, and other investment parameters (liquidity needs, time horizon, etc.). The appropriateness and characteristics of the asset allocation strategy will be reviewed by the investment committee and confirmed by the assembly by resolution not less than 60 days of the fiscal year end.

The investment manager has discretion to make modest adjustments to the strategic asset allocation's allowable asset classes, weights, and ranges so long as the changes do not materially alter the risk and return profile of the investment portfolio. All discretionary adjustments to the strategic asset allocation will be made with the fiduciary obligation that decisions are made in the best interest of the City and Borough of Wrangell and its residents. Prior to the investment manager implementing any changes to the strategic asset allocation, the borough manager and finance director shall be notified, which begins a five-day negative consent period for consultation with the borough manager, finance director, and borough assembly before implementing any adjustments. [Ord. 970 § 2, 2019.]

#### **5.20.140 Selection of managers.**

The City and Borough of Wrangell's selection of investment manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company. The investment committee requires that each investment manager provide, in writing, acknowledgement of fiduciary responsibility to the City and Borough of Wrangell permanent fund. [Ord. 970 § 2, 2019.]

#### **5.20.150 Investment manager performance review and evaluation.**

Performance reports generated by the investment consultant shall be compiled at least monthly and communicated to the City and Borough of Wrangell for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The City and Borough of Wrangell shall evaluate

the portfolio(s) using a rolling three-year period annually, but reserves the right to terminate a manager for any reason including the following:

- A. Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- B. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- C. Significant qualitative changes to the investment management organization.
- D. The pleasure of the borough assembly.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results. [Ord. 970 § 2, 2019.]

### **5.20.160 Investment policy review.**

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this statement of investment policy, the City and Borough of Wrangell shall review investment policy at least annually not less than 60 days of the fiscal year end. [Ord. 970 § 2, 2019.]

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#### **The Wrangell Municipal Code is current through Ordinance 970, passed December 10, 2019.**

Disclaimer: The Borough Clerk's Office has the official version of the Wrangell Municipal Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above. Click [here](#)

(<http://www.wrangell.com/administration/approved-ordinances>) to



## Minutes of Regular Assembly Meeting

Held on June 14, 2022

Mayor Stephen Prysunka called the Regular Assembly meeting to order at 6:00 p.m., June 14, 2022, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance, and the roll was called.

PRESENT: DALRYMPLE, POWELL, MORRISON, PRYSUNKA

ABSENT: GILBERT, DeBORD, HOWE

Borough Manager Jeff Good and Clerk Lane were also present.

CEREMONIAL MATTERS – None.

PERSONS TO BE HEARD / PUBLIC CORRESPONDENCE

John Sweet read a letter over the phone regarding incorrect niche sizing for the columbarium.

Written correspondence from Nola Walker was received regarding the local contribution to KSTK.

Wayne Kaer, resident, questioned if by the borough purchasing the Mill Site property would remove the property from the tax rolls; questioned if it would be more cost effective to distribute the funds to the community to assist those who are not receiving subsidies for medication, rent, or electric.

AMENDMENTS TO THE AGENDA

Dalrymple requested that Items 6f (Resolution No. 06-22-1699) and 6h (Duncanson Replat) be removed from the Consent Agenda and be placed under Unfinished Business.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

- a. **ORDINANCE No. 1027** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO A PORTION OF TRACT Y, U.S.S. 2321, PARCEL NO. 03-006-305, FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1
- b. **ORDINANCE No. 1028** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 16.12.040 VALUE ASSESSMENT – NOTICE OF TERMS, OF THE WRANGELL MUNICIPAL CODE
- c. **RESOLUTION No. 06-22-1696** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET BY TRANSFERRING \$125,000 FROM THE WATER FUND RESERVES TO THE WATER FUND CIP FUND FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT AND AUTHORIZING ITS EXPENDITURES
- d. **RESOLUTION No. 06-22-1697** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

- e. **RESOLUTION No. 06-22-1698** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR A CHANGE IN THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE
- f. **RESOLUTION No. 06-22-1699** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE PORT & HARBOR DIRECTOR JOB DESCRIPTION AND THE AMENDMENT OF THE NON-UNION WAGE AND GRADE TABLE
- g. **Final Plat review of the Stikine Knig Slough Subdivision**, a subdivision of Tract A and apparent accretions to Tract A of the Swampy Creek Subdivision, zoned Remote Residential Mixed-Use -Farm Island 1 (RMU-F1), owned and requested by Michael and Kay Schwartz, Trustees for Schwartz Alaska Trust
- h. **Final Plat review of the Duncanson Point Subdivision**, a subdivision of Lots 32A and 32B, T.W. Subdivision of Lot 32 Island H, USS 2673 (Plat No. 96-43, Ketchikan), creating Lots 1, 2 and 3, zoned Remote Residential Mixed Use - Meyers Chuck (RMU-MC), requested and owned by Rob Duncanson
- i. **Final Plat review of the Manning-Price Subdivision**, a subdivision and alteration of USS 2573 and Lot 13, USS 2673, creating Lots 1,2 and 3, zoned Remote Residential Mixed Use - Meyers Chuck (RMU-MC), requested and owned by Jeff Price and Alan and Nancy Manning
- j. **Application for Liquor License #6068** for John Taylor & Sons Inc DBA Summit Charters
- e. Minutes from the May 24, 2022 Regular Assembly Meeting

***M/S: Morrison/Dalrymple to approve the Consent Agenda, with items 6f and 6h being moved to Unfinished Business. Motion approved unanimously by polled vote.***

**BOROUGH MANAGER'S REPORT**

No report provided.

**BOROUGH CLERK'S REPORT**

Clerk Lane's report was provided.

**MAYOR AND ASSEMBLY BUSINESS**

Morrison stated that she would like to see about creating an actual Visitors Bureau in Wrangell; possibly combining the existing Wrangell Convention and Visitors Bureau with the Wrangell Chamber and possibly placing an office for them in the Nolan Center.

Morrison also stated that she would be in favor of more public restrooms in the community and would also like to see more signage in the community for the visitors.

Dalrymple stated that the one bright star in Wrangell is the visitor industry; great opportunity to partner with the Chamber and possibly other businesses.

Powell stated that he would like to have the borough manager bring back a plan to the assembly on extending the hours at the landfill.

Manager Good stated that with the additional position, he believed that they could extend the hours so that the landfill was open on Monday.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING

11a **ORDINANCE No. 1026** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 5.14, BOROUGH BUDGET BY ADDING SECTION 5.14.025, ANNUAL REVIEW AND APPROVAL OF FEE AND RATE SCHEDULE REQUIRED, IN THE WRANGELL MUNICIPAL CODE

Mayor Prysunka called to order the Public Hearing on this item and asked if there were any persons who wanted to speak to this item. Hearing none, Prysunka asked Manager Good for an administrative report.

Manager Good explained why this item was being brought forward for consideration.

Prysunka closed the Public Hearing and asked for a motion on this item.

***M/S: Morrison/Powell to approve Ordinance No. 1026. Motion approved unanimously by polled vote.***

UNFINISHED BUSINESS

11a **RESOLUTION No. 06-22-1699** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE PORT & HARBOR DIRECTOR JOB DESCRIPTION AND THE AMENDMENT OF THE NON-UNION WAGE AND GRADE TABLE

***M/S: Powell/Morrison to approve Ordinance No. 1026. Motion approved unanimously by polled vote.***

11b Final Plat review of the Duncanson Point Subdivision, a subdivision of Lots 32A and 32B, T.W. Subdivision of Lot 32 Island H, USS 2673 (Plat No. 96-43, Ketchikan), creating Lots 1, 2 and 3, zoned Remote Residential Mixed Use - Meyers Chuck (RMU-MC), requested and owned by Rob Duncanson

***M/S: Powell/Morrison to Approve the final plat of the Duncanson Point Subdivision.***

Carol Rushmore clarified that the Planning & Zoning Commission did approve this plat at a prior meeting.

***Motion approved unanimously by polled vote.***

NEW BUSINESS

13a Approval to purchase the 6-Mile-Deep Water Industrial Site (former Mill Site Property)

***M/S: Morrison/Powell to approve the Purchase of the 6-Mile Deep Water Industrial Site (former Mill Site Property).***

***M/S: Morrison/Dalrymple to table the main motion until after the Executive Session. Motion approved unanimously by polled vote.***

13b Approval of a Professional Services Agreement with EPS, Inc. in the Amount of \$49,707 for the Nolan Center Generator Upgrades Design Project

***M/S: Morrison/Powell to approve a Professional Services Agreement with EPS, Inc. in the amount of \$49,707 for the Nolan Center Generator Upgrades Design. Motion approved unanimously by polled vote.***

13c Approval of a contract award to Johnson Construction & Supply, Inc. in the amount of \$27,084 for the Library Flooring Materials Procurement

***M/S: Powell/Morrison to approve a contract award to Johnson Construction & Supply, Inc. in the amount of \$27,084 for the Library Flooring Materials Procurement. Motion approved unanimously by polled vote.***

13d Approval of Sole Source Procurement with BSI for \$295,193 for the Purchase of a 2023 Heil Garbage Truck with funds to come from the Department of Commerce Lost Revenue Grant Funds

***M/S: Morrison/Powell to approve a Sole Source procurement in conformance with WMC 5.10.050 (F), to BSI for \$295,193 with the funds to come from the Department of Commerce Lost Revenue Grant funds for the Purchase of a 2023 Heil Rapid Rail Continuous Pack Automated Side Loader on a Freightliner Chassis.***

Good explained that this would be the same type of equipment that we currently have.

***Motion approved unanimously by polled vote.***

#### ATTORNEY'S FILE

14 Available for Assembly review in the Borough Clerk's office.

#### EXECUTIVE SESSION

15a Update and Discuss the possible acquisition of the 6-Mile-Deep Water Industrial Site (former Mill Site Property)

***M/S: Powell/Morrison pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically for an update and to discuss the potential purchase of the Mill Site property. Motion approved unanimously by polled vote.***

*Recessed into Executive Session at 6:50 p.m.*

*Reconvened back into Regular Session at 7:14 p.m.*

***M/S: Powell/Morrison to remove Item 13a from the table to consider it. Motion approved unanimously by polled vote.***

13a Approval to purchase the 6-Mile-Deep Water Industrial Site (former Mill Site Property)

***M/S: Morrison/Powell to approve the Purchase of the 6-Mile Deep Water Industrial Site (former Mill Site Property).***

Good explained that there was currently a lien on the property; would stipulate on the sales documents that the lien amount would be deducted from the sales amount and placed in a trust account until such time that the lienholder and the seller can work out the issue.

Prysunka further stated that the lien amount will be put into a trust, separate from the sale, and we would get full title to the property, clear of any liens.

Prysunka stated that the Assembly has worked for about seven years to purchase the property; we have had people express interest in the property, including members of the cruise ship industry; it is not the intention of the city to hold onto the property but to instead generate commerce in the community and brings economic development to the community; huge benefit to the city to have some initial site control; thanked the borough manager on his negotiations through this process.

Regular Assembly meeting adjourned at 7:18 p.m.

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

**BOARD ACTION****WRANGELL PUBLIC SCHOOL BOARD  
REGULAR MEETING (PAGE 1)****June 20, 2022****For Details, Contact:**

Bill Burr

Superintendent

Direct Phone: 907-874-2347

- Approved the agenda as presented
- Appointed Kiara Harrison, Student Representative to the School Board and Rylee Chelette, Alternative Student Representative
- Approved the consent agenda as presented
  - Approved the minutes of the May 16, 2022, Regular School Board Meeting
  - Offered Extracurricular Contracts:
    - Laura Davies, Middle School Student Council Advisor
    - Tracey Martin, Elementary Drama Director
    - Mason Villarma, Assistant Cross Country Coach
  - Offered Virginia Oliver a teaching contract at .14 FTE for the 2022-2023 school year
  - Offered Mason Villarma a contract to fulfill the duties of Activities Director during 2022-2023
  - Approved the hire of Kendra McDougall, Elementary Secretary
  - Reviewed the resignation of:
    - Winston Davies, IEA Director
    - Talea Massin, Custodian
    - Amanda Patten, High School Secretary
  - Approved the sale of the MacBook Pro #01683 to Jennifer Miller for \$25.00
- Accepted the contribution from Vans Shoes in the amount of \$15,000.00 to support the Art Program
- Accepted the first reading of:
  - Board Policy 5125.1, Release of Directory Information
  - Board Policy 7125, Duties of Individual Board Members
  - Repealing Board Policy 7126, Board Tracking and Reporting Protocols
  - Board Policy 7131, Board Ad Hoc Committees
  - Renumbering Board Policy 7132, Community Advisory Committees to Board Policy 1220
  - Board Policy 7230, Board Member Orientation
- Reviewed:
  - Board Policy 7133, Standing Committees
  - Board Policy 7210, Qualifications of Members
  - Board Policy 7222, School Board Member Resignation from Office
  - Board Policy 7223, Vacancies
  - Board Policy 7224, Oath or Affirmation
- Recessed into Executive Session
- Reconvened into Regular Session with no action taken
- Adjourned



**MEMORANDUM**

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

**FROM: JEFF GOOD  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE: June 28, 2022**

**INFORMATION:**

- Stan Cambell is retiring after 25 years of service with the City and Borough of Wrangell. Stans last day is June 30<sup>th</sup>, 2022.
- With the hot and dusty weather in the forecast for the week and processing season having begun the upper reservoir siphon will be started. With the dry weather we will continue to monitor the levels of water in the reservoir to ensure we don't have to implement water conservation measures.
- Met with DOT Chrissy McNally, Transportation Planner and Marcus Zimmerman, Chief of Maintenance and Operations to conduct a site visit of DOT roads in Wrangell and discuss DOT future road and sidewalk projects. We discussed grants that are currently out there with the IJA and the timelines.
- RFP for the legal services closed today on the 28<sup>th</sup> of June. I will need to schedule some time with the Assembly to review the proposals.

**Public Works  
Director: Tom Wetor**

- Wastewater and Smoke Testing
  - Several Inflow and Infiltration issues have been identified during smoke testing of the collection system. 2 different manholes were found to have considerable groundwater flowing in all the way at the very bottom. This will be a big project to fix as it will need to be excavated all the way to the bottom to repair it correctly. Being approximately 12' down will make the excavation challenging while keeping the infrastructure in tact and will likely require some contract work to complete.
  - 1 resident had smoke coming out from underneath their house indicating there is an issue there. This home owner will be notified of the need to address this issue. Another homeowner was found to have their vent pipe end in their wall resulting in their house being filled with smoke during testing.
  - Another manhole cover and a clean out were found to have water running in, especially during heavy rains. It appears that the old drainage ditch had moved/filled in and water had been re routed to where it was going over the manhole and cleanout. Staff have already dug new drainage in these locations.

- In total, 5 areas of inflow and infiltration have been identified. Fixing these issues should have a significant impact on addressing some of our I&I issues going out the road to the end of the collection system.
- Additional manholes that had not been opened in years and that were rusted shut were identified. A winch was needed to remove several of these manhole covers.
- Public Works will be working on plans to fix all I&I issues that have been identified this summer.
- Additional Public Works Updates
  - Road maintenance has continued. Materials and supplies have been ordered to prepare for more projects coming up in the summer months. Staff are working with a contractor to address some additional road needs in this fiscal year and will be developing a larger project to go out to bid for the start of next fiscal year.
  - Candidates have been interviewed for the mechanic position and a selection will be made shortly.
  - The Maintenance Specialist position with PW is in the process of being advertised.
  - Staff continue to meet regularly with the DOWL design team working on the new water treatment plant.
  - PW and the finance department have initiated discussions regarding rate increases in the sanitation department.
  - A grant application was submitted for the Solid Waste Transfer Station Loading Dock.
  - Staff are working on 3 additional residential grinder pump requests to be installed on private property.
  - Staff have been working with HDR and have submitted the engineered drawings to DEC for the valve reconfiguration and work inside the clear well at the water treatment plant. These projects were identified in our sanitary survey for the DEC as far back as 2012 with an original deadline to fix in 2018. Once the drawings are approved through DEC we will begin the work needed to get these projects to construction.

**Wrangell Municipal Light and Power Department Report  
June 28, 2022**

**WML&P Status**

**Accomplishments –**

- Access Database was created for monitoring all Inventory, which consists of Transformers, Poles, Wire, and Meters.
- Installed new service - Replaced rotten power pole. Cleaned up lose wire coils that had fallen into a flower bed.
- 10 Orange card Work Orders (WOs) – These WO's consist of customer complaints and other field noted problems.
- As our FY 22 year is ending, actively completing all materials ordering, all yearend-sensitive paperwork complete, and all reports filed with requesting agencies.
- Our Lineman have completed cleanups of the powerhouse and surrounding area.

- The Line crew has assisted WMLP's new hire – Jacob Hammer. The entire crew has been very helpful in Jacob's new position, by showing him how things work, where tools and inventory are located, and made him aware of routine maintenance details and scheduling.
- Primary line brushing.
- 5 community requests for brushing around power lines.
- 2 Disconnect/Reconnects were requested this month.
- Dominique has been working with Chief of Police Radke and Police Officer Smith in a collaborative way to get Chief Radke signed up as a state proctor for state testing. This is in support of WML&P's apprentice lineman looking to become a journey lineman.
- Dominique has frequently assisted our EPS Engineer, Dave Buss, to fix several computer problems while integrating and upgrading our Powerhouse SCADA computer system.

### **Work Orders**

WMLP had a total of 78 work orders in the month of May – consisting of Reads, Disconnects, Installs, and requests for meter tests and meter swap outs.

### **Financials:**

- In the month of **May** WML&P sold 2,711,712 KW Hours of Electricity, generating \$329,805.93 of Revenue. This can be compared to 2020 and 2021 as follows:
  - 2020 - WML&P sold 2,668,262 KW Hours of Electricity, generating \$307,685.50 of Revenue.
  - 2021 - WML&P sold 2,338,082 KW Hours of Electricity, generating \$274,521.05 of Revenue.

## **Public Works June 28, 2022**

### **Water Department**

- We were experiencing low chlorine levels at the plant. Staff ensured all chlorine dosing equipment was working properly. The next step was to ensure the ozone system was working properly. Ozone equipment inside the building appeared to be working correctly. At this time staff shut the ozone off but kept the machines running (the machines can continue to pump air even if there is no ozone) and opened up the contact chamber for the ozone. Staff noticed unusual boils in the contact chamber. The chamber was then emptied and air was pumped in to clear any lingering ozone. Staff were able to test the air inside the confined space of the contact chamber. Once it was deemed safe a staff member had to be lowered down into the contact chamber where they took apart the plumbing that the ozone travels through. It was determined there were 3 leaks in the plumbing, mostly from fittings being corroded due to the nature of how corrosive the ozone is. Staff were able to find the necessary fittings in town, they cleaned the plumbing and then got everything put back together. As we manually adjust

our chlorine levels staff tried to estimate the correlation between the ozone and the chlorine however there was a call out that night for high chlorine. By the next day chlorine levels evened out and the plant was back to running normal.

- There appears to be a small ozone leak currently on the ozone generators. Staff have been in communication with the manufacturer to discuss parts and our ability to repair this on our own or if a technician visit will be required. Ozone is a harmful substance so several safety/mitigation measures have been put in place until this problem can be resolved.
- Meetings have been ongoing regarding the water treatment plant and dam bypass projects.
- The spillway at the lower reservoir is currently dry and there is a trickle going over the upper reservoir spillway. With the hot and dusty weather in the forecast for the week and processing season having begun the upper reservoir siphon will be started.

### **Streets**

- Street Sweeping has been a focus on days with decent weather and in between larger projects.
- Site work at the dump cleaning up around the facility and prepping for future projects.
- A current challenge is the availability of parts for some of our biggest projects. Orders that were placed a month ago are 60% on back order with some materials not expected until November. We have requested to ship the parts as they come in and will tackle these projects as soon as we have the correct materials.
- Several concrete patches have been done working with a private contractor. Public Works has been doing the excavations and a contractor poured and finished the concrete. A larger project will be proposed for later in the summer that will need to go out to bid. This project is expected to cost around \$50,000-\$65,000 (depending on how many locations are selected) and will only address the worst areas in town. There are still a number of areas that will not be addressed, we have prioritized the worst areas and will address some of the others next year.

### **Sanitation**

- Dumpsters that were ordered and supposed to arrive this month have been put out until mid July.
- Procurement of a new garbage truck is moving forward.
- A student has been doing some job training doing ride along's with the sanitation department.

### **Noteworthy Employee Moments**

- Employee retirement- Stan Cambell is retiring after 25 years of service with the City and Borough of Wrangell. Stans last day is June 30<sup>th</sup>, 2022. If you see him around, please congratulate him on his retirement and thank him for his many years of service with the City and Borough of Wrangell. Stan will leave some big shoes to fill which we are actively working through the interview process to fill.
- New Employee- Jake Eastaugh was hired and has begun working as a mechanic in the garage. Jake was born and raised in Wrangell and we are excited to have him on the team.

**City and Borough of Wrangell  
Irene Ingle Public Library Report  
Director: Margaret Villarma  
June 2022**

**Summer Reading Program**

The summer reading program began on June 1<sup>st</sup>. At the present time we have had 142 children register. You can register for the program until the end of June. There are some photos attached to show how much the community supports this program. We received a grant for \$3000,00 from First Bank which we will use to purchase the 10-point incentive prize. At the end of the program, we will have a pool/pizza party and those kids who earned their 10 points will be invited to the party and receive the incentive prize. We have over 130 drawings at the present time, and we will draw the winners and post at the party.

**Read with the Ranger**

Read with the Ranger is currently going on at the library gazebo every Friday at 11 a.m. This program is sponsored by the Forest Service and will go until July 29<sup>th</sup>. They will finish up with a visit from Smokey the Bear at the last story hour.

Since school has been out the library has been busy with our young patrons. This is great to see once again.



**City and Borough of Wrangell  
Capital Facilities Department Report  
June 22, 2022**

## **Facilities Service & Maintenance - Capital Facilities provides service and maintenance to City and Borough of Wrangell facilities.**

### **Facility Maintenance Report**

- ◇ Over the course of the last few months, in addition to routine and preventive maintenance, staff were focused on the following building repairs:
  - Public Safety Building: parapet wall wrap repairs; drywall repairs
  - Substation: Garage door repair, Bathroom fan, and heater repair.
  - Garage: Bay door repairs
  - Hospital: Boiler leak, sprinkler line leaks
  - Public Safety Building: Circulation pump rebuilds, light repair and exhaust fan servicing.
  - Nolan Center: Lobby tile replacement and regrouting; toilet repairs, circulation pump rebuild
  - Senior Center: flooring repairs
  - All Buildings: interior and exterior lights, coordination with fire extinguisher service contractor
  - Maintenance staff have taken on the responsibility of set-up and break-down of the Civic Center riser seating as needed by facility events, which used to be performed by contract service.
  - Parking lot painting.
  - Exterior painting of the Nolan center and City Hall. We will continue to focus on exterior painting of our buildings as weather permits.

**Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure. A CIP Capital Projects Timeline is attached as a supplement to this report.**

### **Grant Funded Projects**

#### **Non-Motorized Transportation System (Mt. Dewey Trail Extension)**

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. A match of 9.03% is required.
- Survey and scoping level design is complete. The USACE (Corps) response to the impacts to wetland disturbance was recently received with a requirement to provide compensatory mitigation for the wetland impacts. We are scheduling performance of the functional assessment with an outside consultant to determine the number of credits to be purchased from a mitigation bank for the required compensatory mitigation.
- With the funding amendment complete, accepting the additional grant funding in the amount of \$454,000, we are seeking approval of an amendment to PND Engineer's PSA for the final design and construction bidding services. PND's proposed schedule for completing the design is October 2022. We trust the Corps permit will have been issued by that time as well. We now anticipate a winter 2022/2023 bidding for a Spring/Summer 2023 construction timeline for this project.

### **North Country Trailhead Access Road Repair**

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$55,655. A match of 9.03% is required.
- Staff recently staked ten sections along the direct road section of Spur Road leading to the North Country Trailhead as project scope and location identification. These ten sections of road represent the worst conditions of this section of roadway for vehicular traffic. With the small amount of funding available for this work, the work of this project will be limited to capping with road surface materials in the ten sections and ditch clearing where necessary to maintain conveyance for water drainage in an attempt to keep it from shedding across the roadway and causing surface deterioration.

### **Nolan Center Standby Generator Upgrades**

- Funding for this project is from the Homeland Security State Program in the amount of \$320,000. No match is required.
- With the selection of EPS as the engineer of record, a PSA has been developed and sent to them for execution. In the meantime, EPS has sent an electrical load recorder to Wrangell which has been tracking electrical loads for the building for several weeks now. They will use this information to determine the appropriate generator size for the building. Design is expected to be complete within two months of issuance of a Notice to Proceed. Construction bidding will follow.

### **Port and Harbor Security System**

- Funding for this project is from the Homeland Security State Program in the amount of \$429,000. No match is required.
- Through a competitive solicitation for engineering design, RESPEC was selected for negotiation a contract. The scope of work has been developed and sent to RESPEC who hope to return a fee proposal to us before the end of June. The procurement of RESPEC will be required to be approved by SHSP followed by Borough Assembly approval. A special meeting of the Assembly has been requested for July 11<sup>th</sup> for this purpose.

### **Reservoir Bypass Design**

- Funding for this project is provided by the State of Alaska DCCED in the amount of \$615,000.
- The design is 95% complete and staff recently met with the engineers and the State of Alaska, DNR, Dam Safety office to review their comments for further response.
- The project cost estimate received this week projects a \$3,129,000 project compared to the estimated from last year at \$2,600,000. A federal appropriation has been granted the Borough for this project in the amount of \$2,080,000, an amount equal to 80% of the project cost submitted to Senator Murkowski's office in April 2021. At that time, the Borough indicated that we would provide the other 20%, an amount equal to \$520,000. Based on the current cost estimate, the Borough will need to contribute a total of \$1,049,000 to close the funding gap.

### **Water Treatment Plant Improvements**

- The engineering design phase of this project has been funded by the Borough, through a variety of funding resources, including ARPA grant, General Fund Reserves, and Water Fund Reserves in the amount of \$1,107,963. An additional \$125,000 was recently approved for the shop drawings required to complete the design. A preselection of the DAF and Filtration equipment will be competitively selected for the project.



- DOWL's 35% level design was complete at the end of May, and staff are returning comments this week.
- The 35% level cost estimate is expected soon. This work is delayed due to the estimator experiencing a major heart attack and therefore the work had to be picked up by their colleagues.
- A \$2,000,000 grant application was submitted to the Denali Commission, but we have received no word of the status of our grant application to date.
- Representative Ortiz included a \$4.1M capital budget request in the State of Alaska FY23 budget. Staff wrote a letter to Governor Dunleavy requesting that he maintain the appropriation and citing the critical nature of this project to the community as both a health and safety concerns as well as an economic driver for the community.
- EDA has advised us that we may submit a request for additional grant funds once we have the 35% design and cost estimate to support the request.

#### **Lift Station Standby Generator at Wood Street**

- This project is funded by the remaining funds from the State of Alaska DCCED scheduled to benefit the hospital replacement project.
- The standby generator has been ordered from NC Power Systems who is expecting a Brazil factory release by the beginning of August.
- Johnson Construction has completed submittal transmissions and the A&E are reviewing for approval, in advance of material ordering.
- Substantial completion of the building is November 30, 2022. Completion and connectivity of the Emergency Generator installation must be completed within 45 days of the delivery of the equipment.

#### **High School Fire Alarm System Upgrades**

- The Borough received notification that we were successful with our grant application to the Community Development Block Grant (CDBG) and we will be receiving \$459,251 toward this project. The Borough committed up to \$118,000 in match money.
- 100% design will be complete for construction bidding by August 2022, considering the timeline required for construction bidding, contract approval, shop drawing and submittals development, Fire Marshal review, and material acquisition, anticipating a Summer 2023 construction project.

#### **Recreation Center & Pool HVAC and DDC Upgrades**

- The Borough applied for funding from the CDBG and was successful at receiving \$806,000 toward upgrades to the Recreation Center and Pool temperature Controls system and the HVAC system. The grant agreement is not yet signed and the project must be 80% complete by May 2023. There is not match requirement for this specific CDBG-Covid grant.
- We are working with the CDBG staff to understand if a non-competitive procurement for engineering design can be granted to reduce the timeframe necessary to procure and follow-on with the design work, construction bidding, and securing materials for installation in the short timeframe provided. If there is suggested risk of not being able to meet the grant timeline, and thereby placing the \$806,000 financial burden on the Borough, then we will propose a reduced scope that would include at a minimum the DDC controls upgrades as the CDBG has allowed a sole source procurement for that scope of the project and possibly a reduced level of mechanical HVAC upgrades, as staff are able to identify those needs without assistance through professional services. A reduced scope would require

approval from CDBG as satisfying the grant objective of preparing for, preventing, and mitigating the risk of Coronavirus.

### **Swimming Pool Exterior Siding Improvements**

- The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project.
- While architect, Sean Boiley, NorthWind Architects, was in town in May, we performed a minor destructive investigation of the building's exterior wall system to determine if wood frame deterioration has occurred. There was no wood framing deterioration found. The primary need is to replace the siding, a portion of which has deteriorated in the ground level splash zone.
- The Borough solicited NorthWind Architects for a fee proposal to assist with the level of drawings, details and technical specifications need for a construction contract / bid document.
- The Wrangell School District has requested to join in the siding and painting project for cost efficiencies for painting the High School and Middle School, and we are working to develop a joint project.

## CITY & BOROUGH OF WRANGELL, ALASKA

### *BOROUGH CLERK'S REPORT*

SUBMITTED BY: Kim Lane, MMC, Borough Clerk

#### **Upcoming Meetings & Other Informational dates:**

##### **Other City Boards/Commissions:**

**July 6** – Parks & Recreation Board Mtg. at 5:30pm in the Assembly Chambers

**July 7** – Port Commission Mtg. at 6pm in the Assembly Chambers

**July 14** – Planning & Zoning Commission Mtg. at 6pm in the Assembly Chambers

##### **Community Events:**

**July 1** – Welcome Home Picnic (Wrangell Chamber of Commerce) at the Covered Basketball Court by the elementary school

**July 3** – Talent and Wearable Art Show **Express Yourself!** (Wrangell Chamber of Commerce) to be held at the Nolan Center

**July 4** – City offices Closed for the 4<sup>th</sup> of July Holiday

**June 10-July 29** “Read with a Ranger 2022” (see flyer below for details)

##### **Meetings and Other events of the Borough Assembly:**

**June 28** – Regular Borough Assembly Mtg. at 6pm in the Assembly Chambers

**Note:** a Work Session will take place before the Regular Meeting to discuss with the School Administration and School Board, “School Safety”.

NO MEETING on July 14<sup>th</sup> or August 9<sup>th</sup> (if needed, a Special Meeting will be called)

**July 26** – Regular Borough Assembly Mtg. at 6pm in the Assembly Chambers

**August 23** – Regular Borough Assembly Mtg. at 6pm in the Assembly Chambers

Codification of our Ordinances:

I have been communicating with Municode to see about having them codify our Ordinances. I am happy with what they offer. I have met with one of their consultants and have also explored other municipalities codes that have this codifier. There are several features with Municode that are not currently offered by Code Publishing.

One of the features I really like is that residents can sign up to receive notifications when there is a change to our code.

They also have what they call MuniDocs. I can essentially upload Resolutions, the Personnel Policy, the annual Budget and more!

These are just a couple of features they offer, that the current codifier does not.

I will keep you updated!



**Join the Forest Service naturalists for a summer of nature-themed books and fun activities!**

**Fridays in June & July at 11 am**

- June 10: Water**
- June 17: Bugs**
- June 24: Camping**
- July 1: Birds**
- July 8: Boats**
- July 15: Fire**
- July 22: Forest**
- July 29: BearFest with Smokey Bear!**

Programs meet at the gazebo outside the Irene Ingle Public Library.



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	JUNE 28, 2022
	<u>Agenda Section</u>	<b>11</b>

**ORDINANCE No. 1027** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO A PORTION OF TRACT Y, U.S.S. 2321, PARCEL NO. 03-006-305, FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1

SUBMITTED BY:  
Carol Rushmore, Economic Development Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ordinance No. 1027; 2. Aerial Map and zoning of lot proposed for zone change;

**MAYOR PROCEDURE:** Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

**RECOMMENDATION MOTION:**  
Move to Approve Ordinance 1027.

**SUMMARY STATEMENT:**

*The following information has not changed since the first reading on June 14, 2022.*

In July 2021, the Assembly at the recommendation of the Planning and Zoning Commission approved a zone change for Lot Y2, Tract Y, U.S.S. 2321, which is the former junk yard site (Ord. No.1002). The lot was cleaned of hazardous material to residential standards by the State of Alaska several years ago. The current zone of the property and immediate surrounding properties was Light Industrial (LI), even though the actual land use of the lots in the area is Residential. Rural Residential 1 (RR1) zoned property surround the LI zoned properties. Staff reached out to the three landowners immediately adjacent to Lot Y2 asking if they also wanted to rezone their residential properties from Light Industrial to Rural Residential 1 at the same time. Two out of the three owners responded, and neither of them wanted to rezone. ‘

As the Borough developed the preliminary plat for Lot Y2, Tract Y, U.S.S. 2321, it was discovered that Mr. Byford had structures encroaching on the property. After months of negotiating a land sale through attorneys to resolve the encroachment issue that impacted the preliminary plat, part of the negotiated agreement that the Assembly approved April 12, 2022 was to rezone Mr. Byford’s lot, Portion of Tract Y, U.S.S. 2321, Parcel No. 03-006-305 from Light Industrial to Rural Residential 1. This Ordinance is implementing the negotiated sale agreement.

Return to: City & Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

Wrangell Recording District

Page 1 of 2

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1027

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO LOT 12-3 ZIMOVIA VIEW SUBDIVISION (PLAT NO. 86-2) FROM LIGHT INDUSTRIAL TO SINGLE FAMILY RESIDENTIAL

SEC. 1. Action. The effect of this ordinance is to finalize a zone change for 12-3 Zimovia View Subdivision (Plat No. 86-2) from Light Industrial to Single Family Residential

SEC. 2. Classification. This is a non-code ordinance.

SEC. 3. Severability. If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: June 14, 2022

PASSED IN SECOND READING: \_\_\_\_\_

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

ATTEST:

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



Item a.

ROBERT T PROULX  
VALERIE A NI HEDEAN

03-006-215

03-006-206

WINSTON J DAVIES

03-006-208

03-006-209

PETER WOLTEN

RICHARD W LARSON TRUSTEES

03-006-214

GREGORY A DAVIDSON

03-006-211

RICHARD W LARSON TRUSTEES

03-006-212

GARY A MORRISON

03-006-210

03-006-309

ROBERT J MOLINEK

03-006-307

ROBERT J MOLINEK

BURRELL C BYFORD

03-006-305

03-006-303

GIBB FORECLOSURE

03-001-100

03-001-100

03-001-500

Zimovia Hwy

03-005-500

03-006-353

MERTON E EVERSON

03-006-301

MICHELLE WOODS

03-006-354

RONALD WINTERS

03-006-352

MERTON E EVERSON

03-006-351

MIKE O GARDNER

03-006-355

JAMES BENEDICT

03-003-550

AWN TOWER COMPANY LLC, LESSEE

03-007-498

03-006-341

03-007-204

JACK KVALE

103

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>11</b>

**ORDINANCE No. 1028** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 16.12, OF THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ord 1028

**MAYOR PROCEDURE:** Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

**RECOMMENDATION MOTION:**  
**Move to Approve Ordinance 1028.**



**SUMMARY STATEMENT:**

*The following information has not changed since the first reading on June 14, 2022.*

The current code section for section that outlines the process for selling land and tidelands was adopted in 2004. This process is being brought to the Assembly in an effort to update and clearly outline the process for the requestor and also for borough staff for selling Borough owned real property and/or tidelands.

In March of 2021, the Assembly approved the update to WMC Chapter 16.08, Tideland Leases process. This is essentially doing the same thing.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1028

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND  
BOROUGH OF WRANGELL, ALASKA, AMENDING  
CERTAIN SECTIONS OF CHAPTER 16.12, OF THE  
WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF  
WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are bolded and in brackets are to be deleted.]

SEC. 1.        Action. The purpose of this ordinance is to amend Section 16.12.040, Value assessment – Notice of terms and Section 16.12.060 Restriction on sale of tidelands and sufficiency of proof, of the Wrangell Municipal Code.

SEC. 2.        Repeal & Reenactment, Section 16.12.040 Value assessment – Notice of terms is hereby repealed in its entirety and reenacted as follows:

Sections:

- 16.12.010    Applicability of provisions.
- 16.12.012    Disposition of real property for economic development purposes.
- 16.12.015    Disposal of public lands for public use.
- 16.12.020    Commencement of proceedings.
- 16.12.030    Sale of tidelands.
- 16.12.040    [**Value assessment – Notice of terms.**] Sale of real property or tidelands.
- 16.12.050    Landlocked tidelands.
- 16.12.060    Restriction on sale of tidelands and sufficiency of proof.
- 16.12.070    Preference rights of upland owners and tidelands lessees.
- 16.12.075    Additional requirements.
- 16.12.080    Exchange or trade of borough real property or tidelands.
- 16.12.090    Effective date of resolution.
- 16.12.100    *Repealed.*
- 16.12.105    Over-the-counter sales.
- 16.12.115    Ratification of prior conveyances.
- 16.12.120    Construction as condition of sale – Generally.
- 16.12.130    Construction as condition of sale – Term during which construction must begin.
- 16.12.140    Construction as condition of sale – Construction completion terms.

- 16.12.150 Construction as condition of sale – Construction completion terms for industrial development.
- 16.12.160 Construction as condition of sale – Extension of construction period.
- 16.12.170 Construction as condition of sale – Default provision.
- 16.12.180 Construction as condition of sale – Inspection and report authority – Appeals.

**16.12.040 [Value assessment – Notice of terms] Sale of real property or tidelands.**

A. Disposition of Borough-Owned Real Property and Borough-Owned Tidelands. When an application is filed for the purchase of borough-owned real property or borough-owned tidelands or any interest therein, the following steps shall take place:

1. The person wishing to purchase the borough-owned real property or borough-owned tidelands shall submit a request in writing, to the borough clerk. The borough clerk shall submit the application to the planning and zoning commission and if borough-owned tidelands, to the port commission for comments in favor or against the sale at their next commission meeting.

The request shall state the purpose and proposed use of the requested borough-owned property or tidelands in detail including, but not limited to maps and complete written narrative.

2. After the report(s) have been received by the borough clerk from the planning and zoning commission or the port commission (if borough-owned tidelands), the borough clerk shall place the request for purchase on an upcoming regular borough assembly agenda, as a Public Hearing item, for the assembly to approve moving forward with the sale. All property owners within 300 feet shall be notified by mail regarding the Public Hearing.
3. If the assembly approves moving forward with the sale, the clerk shall notify the applicant of the costs associated with the sale which include but are not limited to the survey (if required), appraisal, all public notices, and recording fees.
4. Once the applicant agrees to the costs associated with the sale, the clerk shall cause an appraisal of the interest to be disposed of to be made by a licensed appraiser, who shall submit a report, which will include his or her estimate of the market value of the interest.
5. If the borough-owned property or borough-owned tidelands require a survey, the applicant shall be responsible for obtaining that survey. If a survey is required, the appraisal shall take place after the survey. Both the survey and the appraisal costs shall be the responsibility of the applicant.
6. Once the appraisal report has submitted, if the subject interest has a value of \$1,000,000 or less, the borough clerk will cause a notice of the proposed land or tidelands sale to be published for three consecutive weeks before final action of the borough assembly to approve or reject the sale, by resolution. The publication shall be published in the

newspaper at least three times, with the final publication at least one week prior to the final action on the application. The notice shall identify the applicant and the location of the proposed sale. The notice shall state that anyone wishing to protest the sale must file a written protest with the borough clerk not later than a date identified in the notice. Such protest shall be in writing and shall state all reasons for the protest. Failure to timely protest as required by this subsection shall constitute a waiver of any right to purchase or use the location and shall waive any right to contest the awarding of the sale.

7. No sooner than one week after the date set for receipt of protests, the borough manager shall submit to the borough assembly a report and recommendation on each timely protest received by the borough. Following the required public notice period for the sale of land or tidelands, the assembly shall approve or reject the sale by resolution. Any protests received and the final report from the Borough Manager shall be included in the agenda item for the assembly, along with the appraisal report.

B. Terms. Upon final approval by the borough assembly by resolution, payment in full must be paid within 20 days in the form of a certified or cashier's check, cash or by electronic funds transfer (EFT). Payment due includes the appraised fair market value plus the survey cost, assessment, all public notices, and recording fees.

[E]C. Fund Disposition. All funds received from tidelands sales shall be deposited into the City and Borough of Wrangell's permanent fund.

SEC. 3. Amendment, Section 16.12.060, Restriction on sale of tidelands and sufficiency of proof is hereby amended as follows:

**16.12.060 Restriction on sale of tidelands and sufficiency of proof.**

No sale of tidelands shall occur except upon a public hearing as per WMC 16.12.040(2) **[30 days' notice of which shall be given by three successive weekly publications in the local newspaper, the cost of which shall be borne by the applicant.]** At the public hearing, the applicant must clearly demonstrate the benefits of sale of the subject tidelands tract that could not be realized by the borough through leasing; a determination by the assembly adverse to the applicant may not be appealed unless clearly erroneous. An applicant for purchase of tidelands must conclusively demonstrate the outright sale of the nominated tidelands tract, as contrasted with the lease of such tract, is in the borough's best interest. The borough reserves the right to refuse sale of any tidelands tracts, regardless of sufficiency of proof.

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: June 14, 2022

PASSED IN SECOND READING: \_\_\_\_\_, 2022

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

**16.12.040 Value assessment – Notice of terms.**

- A. When an application is filed for the sale, lease or other disposition of real property, tidelands or any interest therein, the borough clerk shall cause an appraisal of the interest to be disposed of to be made by the assessor, who shall submit a report to the assembly, which will include his estimate of the market value of the interest. The assembly shall then submit the application and, upon approval of a majority of those voting on the question, the assembly shall approve the sale on such terms and conditions as provided herein, or set by the assembly. The costs of appraisal fees, survey fees and fees necessary for the preparation of documents, and all other costs associated with the application shall be borne by the applicant.
- B. Following approval by the assembly, if the subject interest has a value of \$1,000,000 or less, the borough clerk shall thereafter give notice of the sale, lease or other disposition by publication of notice in a newspaper of general circulation in the borough at least 30 days before the date of the sale, lease, or other disposition, and the notice shall be 30 days before the date of the sale, lease, or other disposition, and the notice shall be posted within that time in at least three public places in the borough.
- C. The notice shall contain a description of the property and the interest therein which is being disposed; the estimated value of the interest; declare that the disposition shall be effected through sealed bids, the forms for which may be obtained in advance at the borough clerk's office at City Hall; shall specify the address to which the sealed bids shall be addressed or delivered by the bidders; state the date and hour upon which bids shall be opened in public, and that sealed bids may be submitted at any time prior to the opening; that the property may be sold, leased, or disposed to the highest responsible bidder for cash, or terms as provided in WMC 16.12.015; that the borough reserves the right to reject any and all bids.
- D. Terms. Certified or cashier's check or cash equal to 25 percent of the bid must accompany the bid. Personal checks will not be accepted. Purchasers may choose to pay balance by cash or execute an installment purchase agreement with the City and Borough of Wrangell. Term of installment purchase agreement shall not exceed 15 years. Interest rate on unpaid balance will accrue at prime plus two points at time of closing. The unpaid balance shall be evidenced by a promissory note secured by a deed of trust on the property.
- E. Fund Disposition. All funds received from tidelands sales shall be deposited into the City and Borough of Wrangell's permanent fund. [Ord. 750 § 4, 2004; Ord. 746 § 4, 2004; Ord. 692 § 4, 2000; Ord. 677 § 4, 2000; Ord. 312 § 5, 1974; prior code § 45.20.040.]



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	06/28/2022
	<u>Agenda Section</u>	<b>11</b>

**RESOLUTION No. 06-22-1700** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2022-2023

SUBMITTED BY:

Jeff Good, Borough Manager  
Mason Villarma, Finance Director

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

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

ATTACHMENTS: 1) Resolution No. 06-22-1700 2) FY 2023 Annual Borough Budget

**MAYOR PROCEDURE:** Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 06-22-1700.

**SUMMARY STATEMENT:**

This is the resolution that formally adopts the Borough's Annual Budget for FY 2023. Through a series of four work sessions with the Assembly, the overall product has been tailored to their feedback. The amounts within the resolution agree to the final budget document (attached) without exception.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-22-1700

## A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2022-2023

WHEREAS, the Borough Assembly sitting as the Board of Equalization on May 9, 2022, assessed and equalized all real property within the City and Borough of Wrangell; and

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

WHEREAS, the Assembly at their regular meeting held May 24, 2022, approved a mill rate of 12.75 mills for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a); and

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska has been presented with the proposed budget for the fiscal year 2022-2023 in accordance with the Home Rule Charter of the City and Borough of Wrangell, Section 5-2; and

WHEREAS, the Assembly held an official public hearing on June 28, 2022, on the proposed budget in accordance with Charter Section 5-3; and

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

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

Section 1. The General Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$7,257,293 is hereby adopted.

Section 2. The Nolan Center Special Revenue Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$540,627 is hereby adopted.

Section 3. The Sales Tax Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$3,300,000 is hereby adopted; the Transfer from Sales Tax to the General Fund in the amount of \$2,648,000; and the Sales Tax Transfer to the WPS Contribution Fund in the amount of \$662,000 is hereby adopted.

Section 4. The Parks & Recreation Special Revenue Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$850,978 is hereby adopted.

Section 5. The Borough Organizational Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$150,000 is hereby adopted.

Section 6. The Transient Tax Fund Budget for the Fiscal Year 2022-2023 in the amount of \$75,325 is hereby adopted.

Section 7. The Commercial Passenger Vessel Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$203,500 is hereby adopted.

Section 7. The Secure Rural Schools Budget, for the Fiscal Year 2022-2023, in the amount of \$1,407,780 is hereby adopted.

Section 8. The Economic Recovery Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$0 is hereby adopted.

Section 9. The Permanent Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$295,000 is hereby adopted.

Section 10. The Debt Service Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$0 is hereby adopted.

Section 11. The Residential Construction Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$50,000 is hereby adopted.

Section 12. The Industrial Construction Fund Budget, for the Fiscal Year 2022-2023, in the amount of 65,000 is hereby adopted.

Section 13. The Sewer Utility Enterprise Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$553,185 is hereby adopted.

Section 14. The Sanitation Enterprise Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$1,239,737 is hereby adopted.

Section 15. The Electric Utility Enterprise Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$6,903,970 is hereby adopted.

Section 16. The Water Utility Enterprise Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$1,148,277 is hereby adopted.

Section 17. The Port & Harbor Enterprise Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$2,044,001 is hereby adopted.

Section 18. The Hospital Legacy Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$78,148 is hereby adopted.

Section 19. The WPSD Local Contribution Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$741,489 is hereby adopted.

Section 20. The 911 Surcharge Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$24,000 is hereby adopted.

Section 21. The Marian Glenz Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$10,000 is hereby adopted.

Section 22. The Birdfest Fund Budget, for the Fiscal Year 2022-2023, in the amount of \$8,000 is hereby adopted.

Section 23. A copy of the final budget, as approved, is attached hereto and adopted by reference.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28th DAY OF JUNE 2022.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

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

# CITY & BOROUGH OF WRANGELL, ALASKA

ADOPTED ANNUAL BUDGET

*FISCAL YEAR 2023*

*Vince Photography*

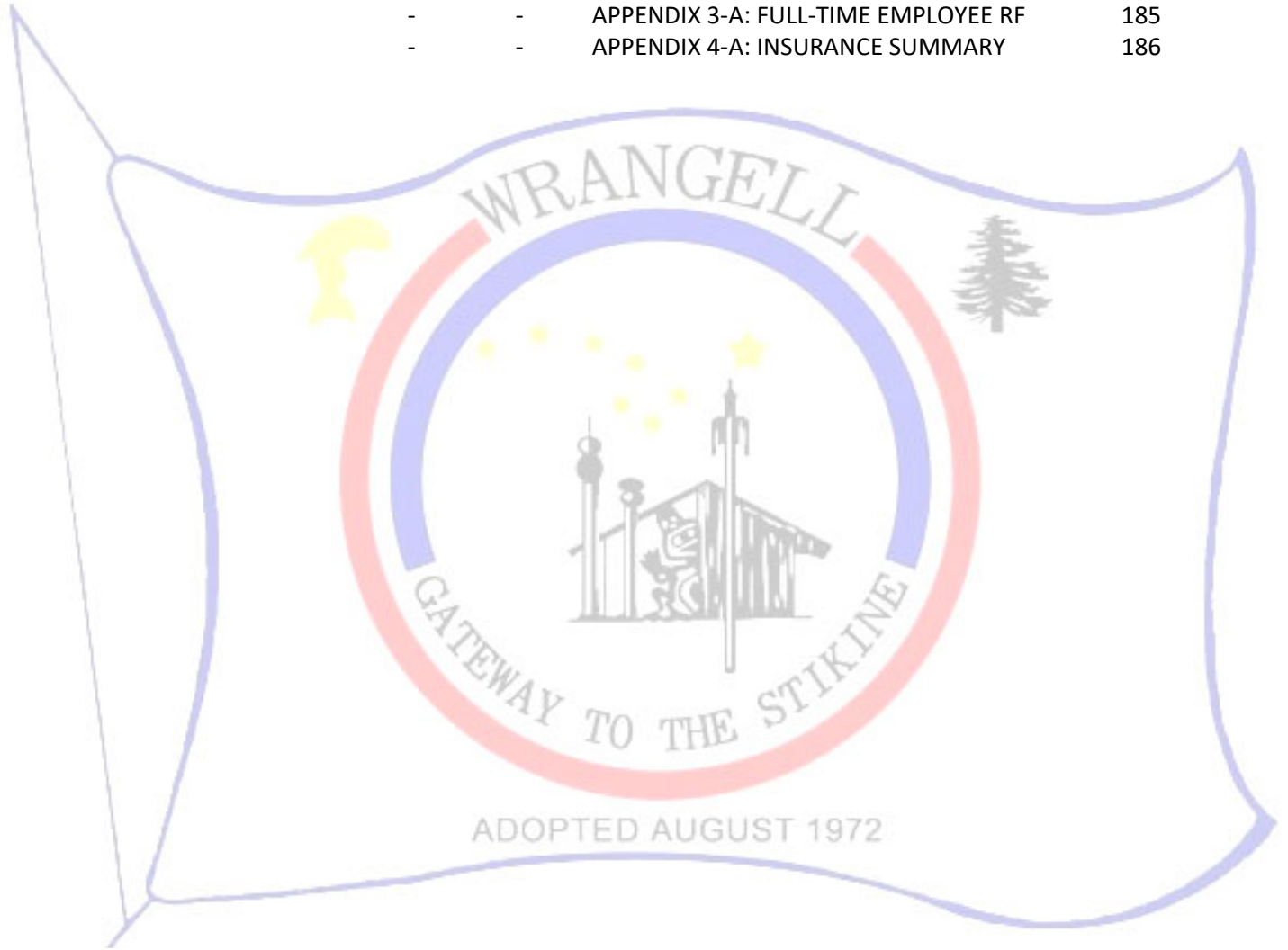


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## **ACKNOWLEDGEMENTS**

### **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

Item c.



## CITIZENS OF WRANGELL

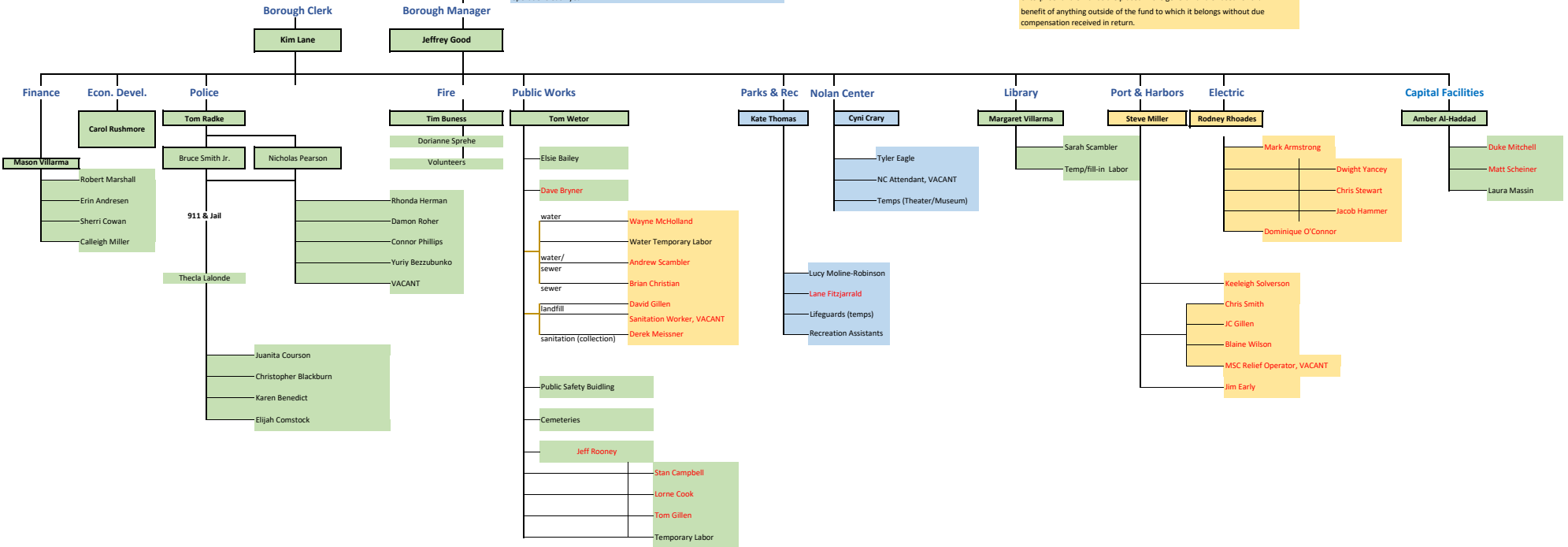
### Borough Assembly

Mayor	Stephen Prysunka	8/2022
Vice Mayor	Patty Gilbert	8/2022
Assembly	Bob Dalrymple	8/2024
Assembly	Jim Debord	8/2024
Assembly	Ryan Howe	8/2023
Assembly	Anne Morrison	8/2023
Assembly	David Powell	8/2022

**Special Revenue Funds & Departments:**  
Parks & Recreation and the Nolan Center (Civic Center & Museum), and Theater (not pictured) are the three special revenue funds of the Borough which maintain staff and generate user revenues. The theater funds its operations through ticket prices and concessions sales. Parks & Recreation are supported by a combination of generated revenues, investments & endowments, and General Funds covering all losses from operations each year.

**Enterprise Fund Departments:**  
Highlighted in yellow are the City & Borough of Wrangell's five enterprise funds, which by Charter are operated in funds separate from the General Fund, each with its own accounting system established within the Borough's broader accounting system, and set up and maintained to reflect the financial condition of the enterprises with their own incomes and expenses. None of the income, money, resources or property of the enterprise fund or funds are placed in the general fund or used for the benefit of anything outside of the fund to which it belongs without due compensation received in return.

**General Fund Departments:**  
Highlighted in green are the Borough's departments which operate from the government's primary operating fund, which accounts for all the financial resources of the general government, except those required to be reported in a separate fund.



**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 Statement:** 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.



## FY 2023 Annual Budget Development Calendar

February 7	General Fund Budget Templates Sent out to Directors
February 10	Budget Workbook Tutorial w/ Directors in Assembly Chambers Special Revenue Fund Budget Templates Sent out to Directors
February 15	Enterprise Fund Budget Templates Sent out to Directors
	<i>**Individual review meetings with Directors throughout February and March</i>
March 5	SRS Fund Budget Due
March 7	General Fund Budgets Due from Directors General Fund Revenue Schedule Due Nolan Center Special Revenue Budget Due
March 14	Special Revenue Fund Budgets Due (except Nolan Center) from Department Directors
March 21	Enterprise Fund Budgets Due from Department Directors
March 28	General Fund CIP Projects Listing and Project Expenditures Special Revenue CIP Projects Listing and Project Expenditures Enterprise Fund CIP Project Listing and Project Expenditures
March 28-31	<b>Review Week:</b> Mason and Jeff thorough review of budget submittals
	<i>**Second round of meetings with Directors to follow review week</i>
April 1-14	Draft Budget Formatting
April 20	<b>General Fund Budget Work Session w/ Assembly</b>
April 27	<b>Special Revenue Fund Work Session w/ Assembly</b>
May 4	<b>Enterprise Fund Work Session w/ Assembly</b>
May 31	<b>Final Budget Work Session (Full Draft Presented)</b>
June 28	<b>Budget Adoption and Public Hearing</b>

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

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.
- 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 \$25,000 must be easily identifiable in the budget in a separate line item. Capital Projects in excess of \$100,000 are normally accounted for in a 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. The renewal package leverages the customized HRA program allowing 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 from the prior year.
  - **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 15 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.
- **Personnel Additions:** The Borough intends to fill four staff positions in the FY2023 Budget Cycle that were not previously budgeted for a full year in FY 2022. The following positions will be filled: Sanitation Worker, Nolan Center Attendant I, MSC Relief Operator, and Assistant PW Mechanic. The impact to the overall budget is projected to be \$351,613 for Salaries and Employer Costs combined.



## BOROUGH MANAGER’S NOTE ON THE ANNUAL BUDGET

The Approved 2023 Fiscal Year Budget was adopted on June 14, 2022, through Resolution 06-22-1697. The budget development process included a series of four public work sessions that were conducted throughout April and May. Additionally, a public hearing was held on June 14, 2022, to offer a mode for public input.

The five main sources of funding in our General Fund include State Revenue Sharing, Federal Payment in Lieu of Taxes (PILT), Property Taxes, and Sales Taxes. In the 2023 Annual Budget, we have tried to appropriate General Revenues—including property taxes— without raising the mill rate. It is our goal to optimize the use of our General Revenues to maintain and improve infrastructure and services. As we went through the 2022 calendar year of the property assessment cycle, it became evident that we need to conduct a city-wide assessment of all the properties for the 2023 property assessment cycle. This will allow us to correct disparities between like properties while adequately adjusting property assessments to current values. This will also afford us the opportunity to readdress the mill rate to ensure we don't negatively impact the community as the assessments are adjusted. With the recent increases in oil prices, the condition of the State budget has dramatically improved. As a result, it appears that we will see some moderate increase in funding from the State.

The focus for FY22 and moving into FY23 has been to adequately address the infrastructure needs of the community that include the Water Treatment Facility, the Wastewater Treatment Plant, and the Public Safety Building. In addition, our budget should account for the required routine maintenance and capitalization of our roads, utilities, and buildings.

With the signing of the Infrastructure, Investment, and Jobs Act (IIJA), the City and Borough of Wrangell (CBW) have been actively engaging with the agencies that have been tasked with awarding and distributing the funding. Because the IIJA will be distributed over a five-year period, the CBW will focus on planning and design efforts for our capital projects that will enable us to effectively compete for available funds. In addition, we are working with our community partners such as the Wrangell Cooperative Association to combine efforts on projects that benefit the community as a whole.

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

- Ports and Harbors: Two percent rate increase for all harbor rates; sizeable market rate adjustments for the port and marine service center facilities.
- Sanitation: Various market rate adjustments based on container sizes
- Sewer: Twenty one percent increase for all sewer rates.
- Water: Thirty percent increase for all water rates.
- Light and Power: One cent increase for all metered rates.

From a personnel perspective, we have updated the job description for the maintenance mechanic in Public Works, we have combined the lead and assistant mechanic positions in the Wrangell Municipal Light and Power department to a maintenance and operations position for more flexibility. Additionally, we have budgeted in a full-time Nolan Center Attendant position, a Marine Service Center Relief Operator, and a third Sanitation Worker. With respect to temporary labor, we are currently evaluating all of our departments leveraging temporary help to ensure this labor provides the best value to the public. Potential changes to the staffing composition at Parks and Recreation may come as a result of this evaluation.

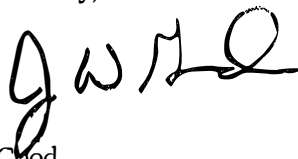
As we move into FY 2023, we will continue to work with the Economic Development Committee and the Planning and Zoning Committee to develop a plan for the entitlement land for the Borough of Wrangell. The goal is to have an overall plan by the end of FY 2023 and start utilizing portions of the lands by FY 2024.

Key elements to this year’s budget:

- Property Tax Mill Levy to remain at the current rate of 12.75 mills for in-service areas and 4.0 mills for outside service areas.
- Current levels of service will remain the same and/or improve.
- As noted above, we have had increases to Water, Sewer, Harbor, Sanitation and Light and Power.
- Both union and non-union employees received a two percent cost of living increase in addition to annual step increases.

I would like to thank the public, staff, and Assembly for their efforts in working through the annual budget process. I would like to give a special thanks to Mason Villarma for compiling this budget while simultaneously going through two years of audits.

Respectfully,



Jeff Good  
*Borough Manager*

# GENERAL FUND

## PURPOSE STATEMENT:

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

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

## GENERAL FUND DEPARTMENTS:

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



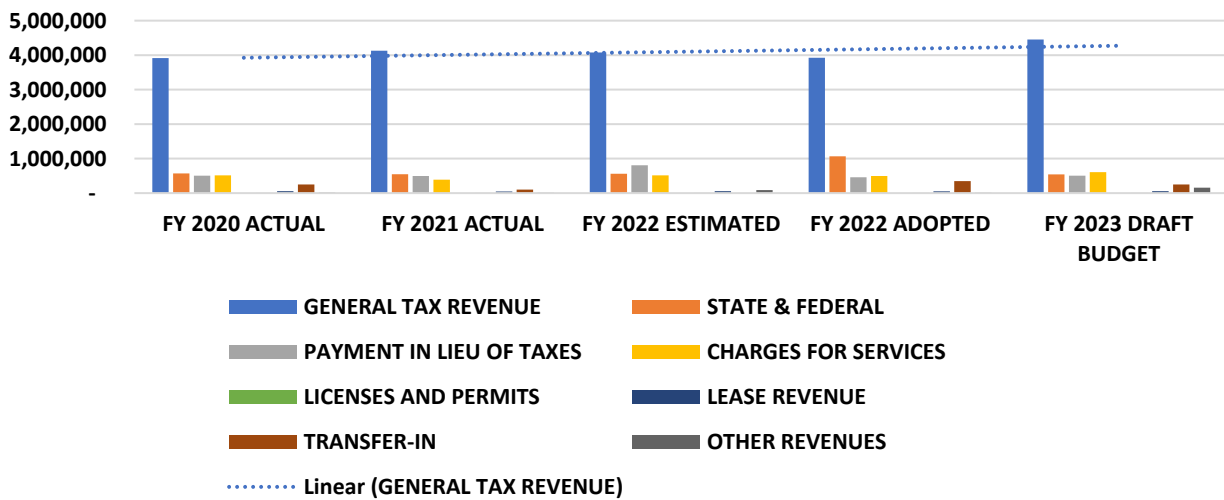
**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET**

**GENERAL FUND OVERVIEW  
GENERAL FUND REVENUE DETAIL**

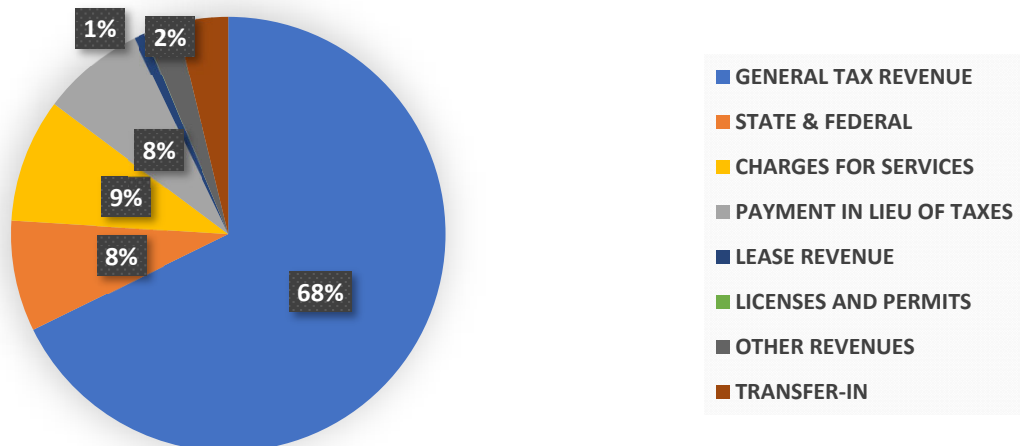
**SUMMARY OF GENERAL FUND REVENUES BY TYPE**

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	4,075,386	3,923,456	4,452,087
STATE & FEDERAL	572,763	549,314	562,721	1,068,263	542,750
CHARGES FOR SERVICES	515,040	390,408	516,925	494,275	606,000
PAYMENT IN LIEU OF TAXES	503,436	494,259	806,287	460,000	505,000
LEASE REVENUE	56,045	44,974	55,000	50,000	55,422
LICENSES AND PERMITS	2,971	1,977	1,934	1,800	1,800
OTHER REVENUES	12,806	11,314	87,746	8,000	159,020
TRANSFER-IN	250,000	100,000	-	350,000	250,000
<b>TOTAL REVENUES</b>	<b>5,827,935</b>	<b>5,718,440</b>	<b>6,105,999</b>	<b>6,355,794</b>	<b>6,572,079</b>

**GENERAL FUND REVENUES BY FISCAL YEAR**



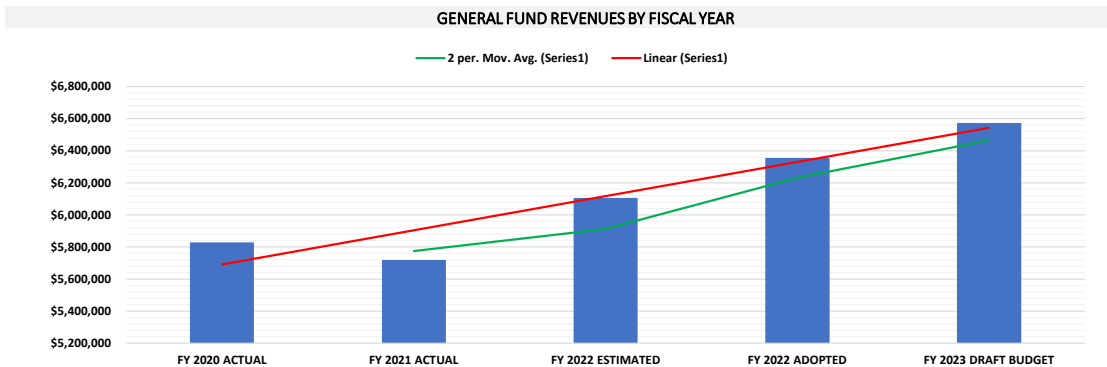
**FY 2023 BUDGETED GENERAL FUND REVENUES BY TYPE**



Item c.

GENERAL FUND REVENUES

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT	% OF TOTAL
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET	REVENUE (FY 2023)
<b>GENERAL TAXES</b>							
11000 000 4010	Property Taxes	\$ 1,816,352	\$ 1,875,663	\$ 1,788,487	\$ 2,125,601	\$ 1,780,087	27.09%
11000 000 4015	Property Tax Penalties & Interest	\$ 29,835	\$ 28,293	\$ 23,212	\$ 20,000	\$ 20,000	0.30%
11000 000 4020	Sales Taxes (80% starting in FY23)	\$ 2,017,808	\$ 2,220,139	\$ 2,244,000	\$ 1,772,855	\$ 2,640,000	40.17%
11000 000 4025	Sales Tax Penalties & Interest (80% Starting in FY23)	\$ 48,954	\$ 1,500	\$ 10,000	\$ 5,000	\$ 8,000	0.12%
11000 000 4125	Marijuana Tax Revenue	\$ 1,925	\$ 600	\$ 7,971	\$ -	\$ 4,000	0.06%
11000 000 4126	Marijuana Tax Penalty & Interest	\$ -	\$ -	\$ 1,716	\$ -	\$ -	0.00%
<b>TOTAL</b>		<b>\$ 3,914,874</b>	<b>\$ 4,126,195</b>	<b>\$ 4,075,386</b>	<b>\$ 3,923,456</b>	<b>\$ 4,452,087</b>	<b>67.74%</b>
<b>STATE &amp; FEDERAL REVENUE</b>							
11000 000 4101	PERS On-behalf Revenue	\$ 163,407	\$ 166,506	\$ 160,000	\$ 180,058	\$ 160,000	2.43%
11000 000 4110	Municipal Assistance Revenue	\$ 409,356	\$ 375,807	\$ 386,221	\$ 386,221	\$ 365,000	5.55%
11000 000 4120	Liquor Tax Share Revenue	\$ -	\$ -	\$ 9,500	\$ 9,000	\$ 9,500	0.14%
11000 000 4596	ARPA Grant Revenue (GF Portion)	\$ -	\$ -	\$ -	\$ 485,984	\$ -	0.00%
11000 000 4590	State Grant Revenue	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 8,250	0.13%
<b>TOTAL</b>		<b>\$ 572,763</b>	<b>\$ 549,314</b>	<b>\$ 562,721</b>	<b>\$ 1,068,263</b>	<b>\$ 542,750</b>	<b>8.26%</b>
<b>CHARGES FOR SERVICES</b>							
11000 000 4320	Jail Rent Revenue	\$ 371,975	\$ 278,981	\$ 371,975	\$ 371,975	\$ 465,000	7.08%
11000 000 4325	Court Rent Revenue	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	0.95%
11000 000 4330	Cemetery Services	\$ 2,431	\$ 1,890	\$ 6,000	\$ 2,800	\$ 3,000	0.05%
11000 000 4335	Cemetery Plot Sales	\$ 1,773	\$ 588	\$ 650	\$ 2,100	\$ 600	0.01%
11000 000 4380	Surplus & Material Sales	\$ 809	\$ 268	\$ 3,400	\$ -	\$ 2,000	0.03%
11000 000 4385	Public Works Revenue	\$ -	\$ 307	\$ -	\$ -	\$ -	0.00%
11000 000 4402	Police Services	\$ 5,193	\$ 3,740	\$ 2,500	\$ 5,000	\$ 3,000	0.05%
11000 000 4403	DMV Services	\$ 70,202	\$ 42,234	\$ 70,000	\$ 50,000	\$ 70,000	1.07%
11000 000 4404	Misc. Animal Control Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
11000 000 4406	Reimbursement of Prisoner Costs	\$ 257	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>		<b>\$ 515,040</b>	<b>\$ 390,408</b>	<b>\$ 516,925</b>	<b>\$ 494,275</b>	<b>\$ 606,000</b>	<b>9.22%</b>
<b>PAYMENT IN LIEU OF TAXES</b>							
11000 000 4030	Payment in Lieu of Taxes	\$ 503,436	\$ 494,259	\$ 806,287	\$ 460,000	\$ 505,000	7.68%
<b>TOTAL</b>		<b>\$ 503,436</b>	<b>\$ 494,259</b>	<b>\$ 806,287</b>	<b>\$ 460,000</b>	<b>\$ 505,000</b>	<b>7.68%</b>
<b>LEASE REVENUE</b>							
11000 000 4370	Tideland Lease Revenue	\$ 56,045	\$ 50,174	\$ 55,000	\$ 50,000	\$ 42,222	0.64%
11000 000 4371	Property Lease Revenue	\$ -	\$ (5,200)	\$ -	\$ -	\$ 13,200	0.20%
<b>TOTAL</b>		<b>\$ 56,045</b>	<b>\$ 44,974</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 55,422</b>	<b>0.84%</b>
<b>LICENSES &amp; PERMITS</b>							
11000 000 4360	Building Permits	\$ 1,500	\$ 1,150	\$ 1,200	\$ 1,000	\$ 1,000	0.02%
11000 000 4365	Planning & Zoning Permit Revenue	\$ 1,075	\$ 575	\$ 400	\$ 500	\$ 500	0.01%
11000 000 4405	Dog Licenses	\$ 396	\$ 252	\$ 334	\$ 300	\$ 300	0.00%
<b>TOTAL</b>		<b>\$ 2,971</b>	<b>\$ 1,977</b>	<b>\$ 1,934</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>0.03%</b>
<b>MISCELLANEOUS REVENUES</b>							
11000 000 4401	Fines & Forfeitures	\$ 4,302	\$ 6,920	\$ 7,000	\$ 5,000	\$ 6,000	0.09%
11000 000 4550	Interest Income (all general fund combined)	\$ -	\$ -	\$ 15,000	\$ -	\$ 65,320	0.99%
11000 000 4600	Miscellaneous Revenues	\$ 5,004	\$ 100	\$ 60,000	\$ 500	\$ 80,000	1.22%
11000 000 4601	Insufficient Funds Fees Collected	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
11000 000 4602	Miscellaneous Reimbursement	\$ 583	\$ 2,769	\$ 796	\$ -	\$ 500	0.01%
11000 000 4604	Miscellaneous Library Revenues	\$ 1,701	\$ 1,071	\$ 1,200	\$ 2,000	\$ 1,500	0.02%
11000 000 4605	Copier Revenues	\$ 1,216	\$ 439	\$ 750	\$ 500	\$ 700	0.01%
11000 000 4690	Donations	\$ -	\$ 15	\$ 3,000	\$ -	\$ 5,000	0.08%
<b>TOTAL</b>		<b>\$ 12,806</b>	<b>\$ 11,314</b>	<b>\$ 87,746</b>	<b>\$ 8,000</b>	<b>\$ 159,020</b>	<b>2.42%</b>
<b>TRANSFERS-IN FROM OTHER FUNDS</b>							
11000 000 4920	Transfer from Permanent Fund	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000	3.80%
11000 000 4922	Transfer from Sales Tax-Streets	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	0.00%
11000 000 4925	Transfer from SRS-Streets	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>		<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	<b>3.80%</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$5,827,935</b>	<b>\$5,718,440</b>	<b>\$ 6,105,999</b>	<b>\$ 6,355,794</b>	<b>\$ 6,572,079</b>	<b>100.0%</b>





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	\$ 227,433	4%
003 Finance	\$ 707,573	\$ 479,929	\$ 496,846	\$ 510,355	\$ 715,284	13%
012 Fire	\$ 300,692	\$ 158,334	\$ 385,105	\$ 340,242	\$ 351,865	6%
013 Police	\$ 878,473	\$ 630,537	\$ 1,050,802	\$ 1,065,394	\$ 1,159,796	20%
014 Corrections & Dispatch	\$ 346,132	\$ 270,941	\$ 439,205	\$ 445,970	\$ 422,746	7%
015 Public Safety Building	\$ 272,028	\$ 241,588	\$ 242,300	\$ 305,294	\$ 323,163	6%
021 Public Works	\$ 447,210	\$ 513,749	\$ 492,200	\$ 439,151	\$ 536,948	9%
022 PW Garage	\$ 267,585	\$ 198,835	\$ 122,233	\$ 206,940	\$ 258,803	5%
024 PW Streets	\$ 375,403	\$ 236,344	\$ 320,653	\$ 425,500	\$ 483,986	8%
026 Cemetery	\$ 1,499	\$ (335)	\$ 4,740	\$ 4,790	\$ 3,974	0%
029 Capital Facilities	\$ 311,637	\$ 247,645	\$ 80,891	\$ 104,990	\$ 252,325	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	\$ 50,000	1%
034 Library	\$ 280,334	\$ 246,900	\$ 241,002	\$ 274,707	\$ 291,045	5%
<b>Total Expenditures</b>	<b>\$ 5,053,607</b>	<b>\$ 3,956,021</b>	<b>\$ 4,794,033</b>	<b>\$ 5,038,617</b>	<b>\$ 5,712,023</b>	<b>100%</b>

**General Fund Transfers Out**

Transfer to Nolan Center (8921)	\$ -	\$ 153,810	\$ 117,000	\$ 156,000	\$ 237,077
Transfer to Parks & Recreation (8924)	\$ 321,766	\$ 788,758	\$ 737,149	\$ 596,236	\$ 692,824
Transfer to Capital Project Funds (8990) <A>	\$ 388,000	\$ -	\$ -	\$ 209,223	\$ 615,369
11000 000 8990 Transfer to GF CIP	\$ -	\$ -	\$ -	\$ -	\$ 503,369
11000 125 8990 Transfer to NC CIP	\$ -	\$ -	\$ -	\$ -	\$ 25,000
11000 142 8990 Transfer to P&R CIP	\$ -	\$ -	\$ -	\$ -	\$ 87,000
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>\$ 2,354,149</b>	<b>\$ 961,459</b>	<b>\$ 1,545,270</b>

**Net Revenue Over (Under) Expenditures  
Before General Fund Capital Projects** \$ 452,562 \$ 819,851 \$ 457,817 \$ 564,941 \$ (69,845)

**Net Revenue Over (Under) Expenditures  
After Capital Projects** \$ 64,562 \$ 819,851 \$ 457,817 \$ 355,718 \$ (685,214)

**Estimated Beginning Fund Balance** \$ 7,934,333 \$ 7,998,895 \$ 8,818,746 \$ 8,818,746 \$ 9,174,464

**Estimated Ending Fund Balance** \$ 7,998,895 \$ 8,818,746 \$ 9,276,563 \$ 9,174,464 \$ 8,489,250

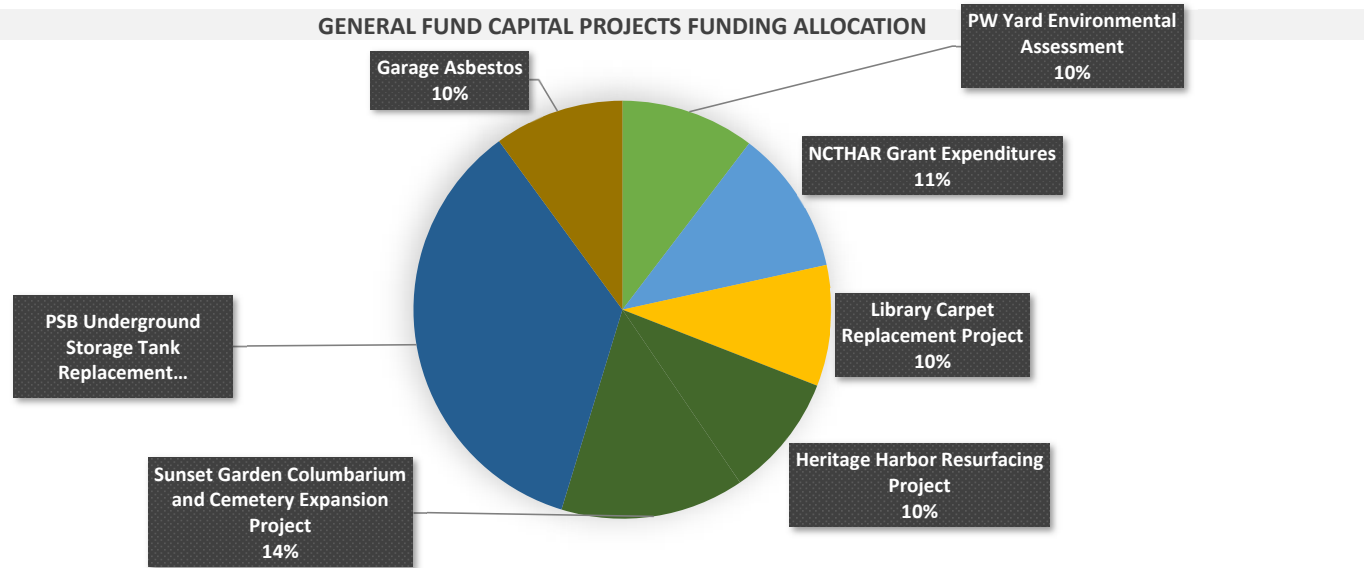
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund # 11300 (GF CIP Consolidated)*

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

<b>GENERAL CAPITAL PROJECTS FUND TRANSFERS-IN</b>		<b>FY 2023 DRAFT BUDGET</b>	<b>% OF REVENUE BY SOURCE</b>
11300 000 4910 00 00000	Transfer from General Fund	\$ 503,369	90%
11300 000 4999 48 11006	NCTHAR Grant Revenue	\$ 55,656	10%
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>		<b>\$ 559,024</b>	<b>100%</b>

<b>GENERAL FUND CAPITAL PROJECT APPROPRIATIONS</b>		<b>FY 2023 DRAFT BUDGET</b>	<b>% OF GF CIP APPROPRIATIONS</b>
11300 000 9999 00 11005	PW Yard Environmental Assessment	\$ 51,451	9%
11300 000 9999 48 11006	NCTHAR Grant Expenditures	\$ 55,656	10%
11300 000 9999 00 11011	Library Carpet Replacement Project	\$ 46,500	8%
11300 000 9999 00 11013	Heritage Harbor Resurfacing Project	\$ 47,586	9%
11300 000 9999 00 11012	Sunset Garden Columbarium and Cemetery Expansion Project	\$ 70,670	13%
11300 000 9999 00 11014	PSB Underground Storage Tank Replacement	\$ 175,000	31%
11300 000 9999 00 11010	Garage Asbestos	\$ 50,000	9%
11300 000 9999 00 11015	Mt. Dewey Geotechnical Analysis	\$ 62,162	11%
<b>TOTAL PROJECT EXPENDITURES</b>		<b>\$ 559,024</b>	<b>100%</b>

\*\*\*All General Fund Capital Projects above are accompanied by a project summary in Appendix 2-A: Approved Capital Projects



# 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 improve infrastructure that supports immediate and long term needs.



## Administration Staff:

Jeffrey Good, *Borough Manager*

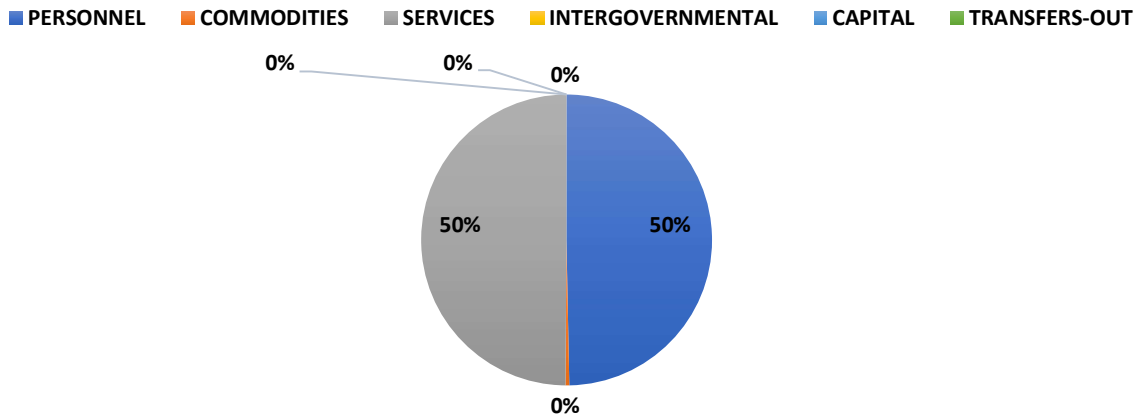
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #11000, Dept #001*

**GENERAL FUND**  
**ADMINISTRATION**  
**SUMMARY OF EXPENDITURES**

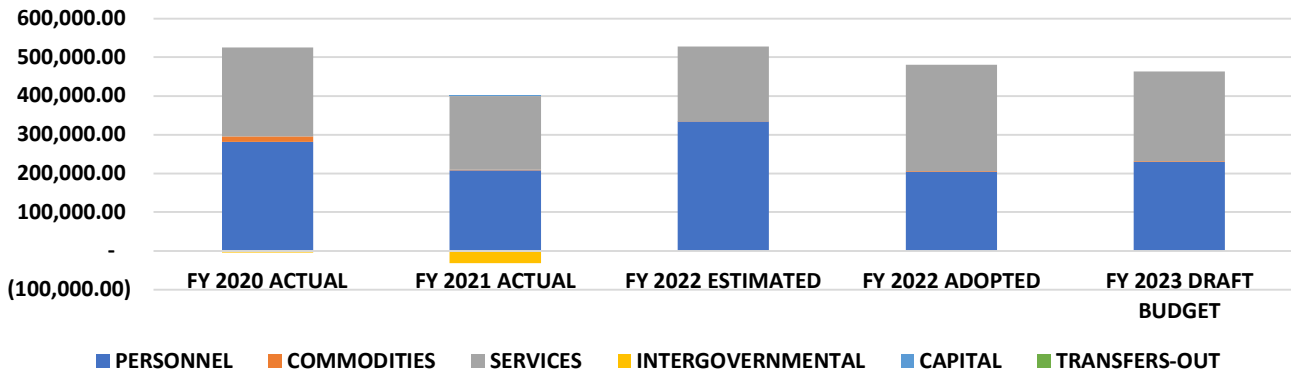
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	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 - ALLOCATION OF EXPENDITURES**



**ADMINISTRATIVE EXPENDITURES BY FISCAL YEAR**



ADMINISTRATION GENERAL FUND EXPENSES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
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 & EXPLANATION**  
 ADMINISTRATIVE 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>	\$	<b>165,397</b>
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>	\$	<b>49,392</b>
6XXX	<b>CARES ACT OFF-SET - ALL PAYROLL COSTS ELLIGIBLE FOR REIMBURSMENT THROUGH CARES ACT RELIEF FUNDING</b>		
7001	<b>MATERIALS &amp; SUPPLIES - VARIOUS CLEANING SUPPLIES &amp; OFFICE SUPPLIES SUCH AS PRINTER PAPER &amp; INK, LETTER HEAD, AND OTHER MISC. SUPPLIES</b>		
7502	<b>PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE</b>		
7505	<b>TRAVEL &amp; TRAINING - TRAVEL FOR ADMINISTRATION TO ATTEND CONFERENCES AND OTHER TRAININGS</b>		
7506	<b>PUBLICATIONS &amp; ADVERTISING - COST TO PUBLISH LEGAL NOTICES, ADVERTISEMENTS, ORDINANCES, BIDS, AND OTHER REQUIRED MATERIALS INCLUDING ELECTION PUBLICATIONS</b>		
7507	<b>MEMBERSHIPS &amp; DUES - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS</b>		
7508	<b>INSURANCE - ALLOTMENT FOR BUILDING &amp; VEHICLE INSURANCE</b>		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL - CATERING EXPENSES FOR BOROUGH EMPLOYEE EVENTS (I.E. CHIRSTMAS PARTY &amp; SUMMER PICNIC)</b>		
7520	<b>ATTORNEY, RETAINER - ALLOTMENT FOR ATTORNEY FEES &amp; FUTURE SERVICES</b>		
7524	<b>WRANGELL MEDICAL CENTER LEGACY - EXPENSES RELATED TO THE OLD HOSPITAL PRIOR TO THE CREATION OF THE HOSPITAL LEGACY FUND</b>		
7530	<b>LOBBYING - COST OF FEDERAL AND STATE LOBBYIST CONTRACTS (\$31,200 AND \$36,000 RESPECTIVELY)</b>		
7570	<b>TOURISM INDUSTRY EXPENSES - ALLOTMENT FOR BUILDING AND MAINTAINING TOURISM PROGRAMS</b>		
7576	<b>CONTINGENCY - FUNDS AVAILABLE TO ADDRESS UNFORESEEN EXPENSES INCURRED DUE TO EXTRAORDINARY ACTIVITES OR EVENTS</b>		
7580	<b>RECRUITMENT &amp; HIRING - EXPENSES INCURRED RELATED TO RECRUITMENT &amp; HIRING EFFORTS</b>		
70XX	<b>CARES ACT OFF-SET (NON PAYROLL EXPENDITURES) - NON-PAYROLL EXPENSES ELLIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING</b>		
7900	<b>CAPITAL EXPENDITURES - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS</b>		
11219-7900	<b>CARES ACT OFF-SET (CAPITAL EXPENDITURES) - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS. THESE CAPITAL PURCHASES WERE SPECIFICALLY ELLIGIBLE FOR REIMBURSMENT THROUGH CARES ACT FUNDING.</b>		

# **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.

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

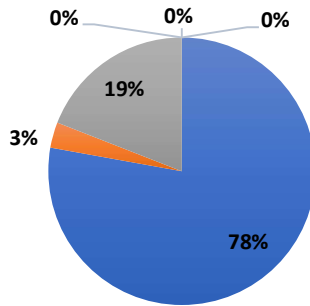
**GENERAL FUND**  
**CLERK AND ASSEMBLY**  
**SUMMARY OF EXPENDITURES**

**SUMMARY OF EXPENDITURES BY TYPE**

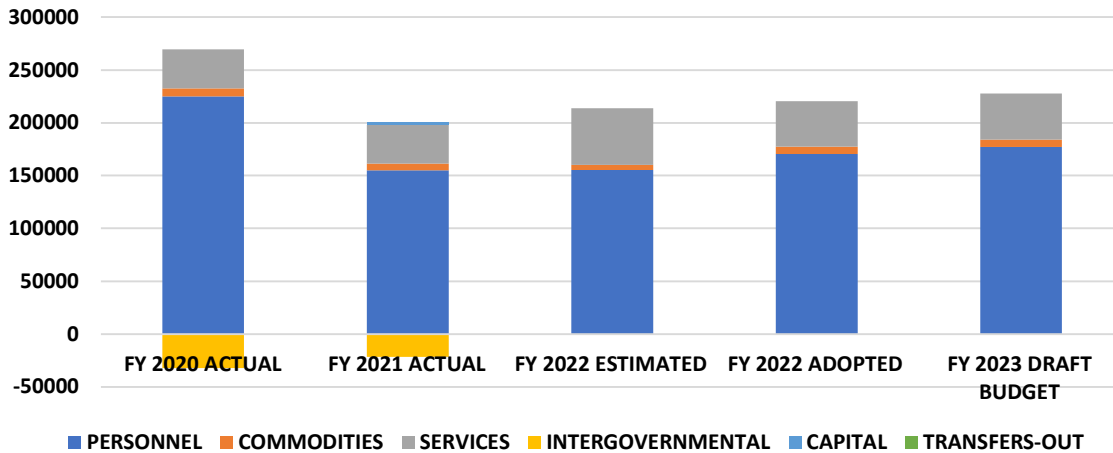
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	224,886	155,022	155,429	170,444	177,020
COMMODITIES	7,737	6,335	4,958	7,000	7,000
SERVICES	36,776	36,435	53,305	43,130	43,413
INTERGOVERNMENTAL	(31,910)	(21,410)	-	-	-
CAPITAL	-	2,885	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>237,491</b>	<b>179,268</b>	<b>213,692</b>	<b>220,574</b>	<b>227,433</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**

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



**CLERK & ASSEMBLY EXPENDITURES BY FISCAL YEAR**



**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	\$ 14,614
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	\$ 3,108	\$ 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>\$ 227,433</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>\$</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, AND WORKER'S COMPENSATION	\$	31,891
	<b>TOTAL</b>	<b>\$</b>	<b>61,471</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, AND 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 optimize the use of and preserve the Borough's Financial Resources



## **Finance Department Staff:**

Mason Villarma, *Finance Director*

Robbie Marshall, *Accounting Generalist*

Sherri Cowan, *Utilities Clerk*

Erin Andresen, *Accounts Payable Clerk*

Calleigh Miller, *Property and Sales Tax Clerk*

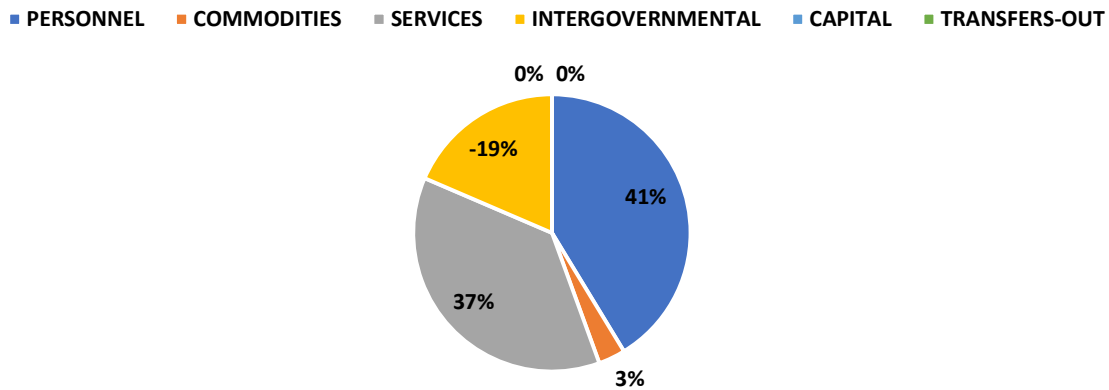
## **Department Objectives:**

- 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

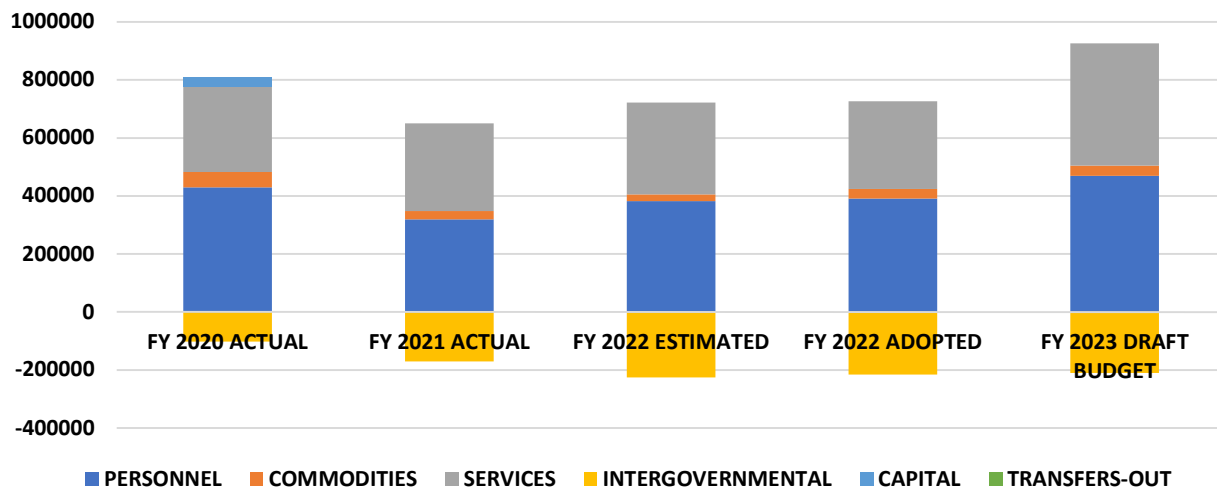
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	429,800	319,428	382,760	391,077	469,112
COMMODITIES	52,832	28,589	22,429	33,200	35,750
SERVICES	294,518	301,463	317,147	302,092	420,839
INTERGOVERNMENTAL	(102,104)	(169,551)	(225,490)	(216,014)	(210,416)
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>715,284</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**



**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>FINANCE GENERAL FUND EXPENDITURES</b>		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	<b>DRAFT BUDGET</b>
11000 003 6001	Salaries & Wages	\$ 260,343	\$ 204,325	\$ 229,458	\$ 242,024	\$ 305,569
11000 003 6005	Overtime	\$ -	\$ -	\$ 4,116	\$ -	\$ 5,000
11000 003 6200	Employer Costs	\$ 156,859	\$ 114,237	\$ 126,061	\$ 140,503	\$ 151,044
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	Misc Expense	\$ -	\$ 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	\$ 186,500
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	\$ 26,839
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>\$ 715,284</b>

**JUSTIFICATION & EXPLANATION**  
*FINANCE DEPARTMENT*

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>	
Finance Director Salary	\$ 115,000
Finance Director Vehicle Stipend	\$ 3,600
Accounting Generalist Salary	\$ 56,155
Accounting Generalist IT Stipend	\$ 3,600
Utilities Clerk Salary	\$ 41,840
Accounts Payable Clerk Salary	\$ 44,316
Property & Sales Tax Clerk Salary	\$ 41,058
<b>TOTAL</b>	<b>\$ 305,569</b>
<b>6005 OVERTIME</b>	
Accounting Generalist (75 hours OT)	\$ 3,000
Utilities Clerk (67 hours OT)	\$ 2,000
<b>TOTAL</b>	<b>\$ 5,000</b>
<b>61XX EMPLOYER COSTS</b>	
FICA, SBS AND MEDICARE (7.58%)	\$ 23,541
STATE OF ALASKA PERS (22%)	\$ 68,325
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 59,177
<b>TOTAL</b>	<b>\$ 151,044</b>

**JUSTIFICATION & EXPLANATION**  
*FINANCE DEPARTMENT CONTINUED*

**GL ACCT DESCRIPTION**

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- 7001 **MATERIALS & SUPPLIES** - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. MATERIALS
- 7002 **FACILITY REPAIR & MAINTENANCE** - ALLOTMENT FOR FACILITY ROOF REPAIRS & OTHER MISC. GENERAL MAINTENANCE
- 7003 **CUSTODIAL SUPPLIES** - COST OF CLEANING AND BATHROOM SUPPLIES
- 7004 **POSTAGE & SHIPPING** - COSTS TO MAIL NOTICES & OFFICIAL CORRESPONDENCE
- 7008 **NON-CAPITAL EQUIPMENT** - ALLOTMENT FOR REPLACEMENT OFFICE EQUIPMENT
- 7009 **EQUIPMENT REPAIR & MAINTENANCE** - ALLOTMENT FOR OFFICE EQUIPMENT REPAIRS AND UPKEEP
- 7011 **EQUIPMENT RENTAL EXPENSE** - COST OF RENTING POSTAGE MACHINE
- 7199 **CASH SHORTAGE** - ALLOTMENT FOR SMALL DISCREPANCIES IN CASH AMOUNTS
- 7501 **UTILITIES** - WATER, SEWER, ELECTRIC, GARBAGE
- 7502 **PHONE/INTERNET** - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES
- 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR BLACKPOINT, TEAM VIEWER, MARS, 365 EMAIL, BILL MASTER, & ACCUFUND TECH SERVICES
- 7505 **TRAVEL**- ANNUAL ALLOTMENT FOR TRAVEL TO AGFOA IN ANCHORAGE & VARIOUS SE AK COMMUNITIES TO SHADOW OTHER FINANCE DIRECTORS
- 7506 **PUBLICATIONS & ADVERTISING** - COST TO PUBLISH ADVERTISEMENTS AND NOTICES
- 7507 **MEMBERSHIPS & DUES** - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS
- 7508 **INSURANCE** - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE
- 7509 **BANK & CREDIT CARD FEES** - COST OF PROCESSING CREDIT CARD TRANSACTIONS
- 7513 **TRAINING** - ALLOTMENT FOR ACCUFUND TRAINING, AGFOA FOR FINANCE DIRECTOR, AND ACCOUNTING CLASSES FOR R. MARSHALL
- 7519 **PROFESSIONAL SERVICES** - ANNUAL ALLOTMENT FOR SERVICES INCLUDING CARPET CLEANING, FIRE SUPPRESSION SYSTEM TESTING, AND OPERATING FUND INVESTMENTS CUSTODIAN FEES
- 7540 **AUDITING SERVICES** - COSTS FOR THE FY22 AUDIT AND SALES TAX AUDIT
- 7550 **PROPERTY ASSESSMENT SERVICES** - COST FOR THE FY22 AUDIT
- 7603 **CHARGES FROM FINANCE** - ALLOTMENT FOR ACCOUNTING GENERALIST, ACCOUNT CLERK, UTILITY CLERK & FINANCE DIRECTOR SERVICES, AUDIT, CREDIT CARD FEES, AND P&Z STAFF OT
- 7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS STAFF LABOR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES
- 7900 **CAPITAL EXPENDITURES** - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS
- 7980 **BAD DEBT EXPENSE** - 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 Bunes, *Fire Chief*

Dorianne Sprehe, *Firemedic/Trainer*

## Department Objectives:

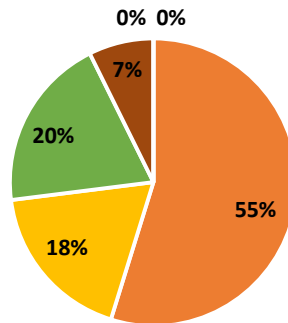
- Increase public education to our culturally diverse community, while focusing on children, the elderly and seasonal public safety issues.
- Increase internal education and prevention efforts
- Offer up to date training by bringing instructors into Wrangell to maximize the benefit to the department.
- 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

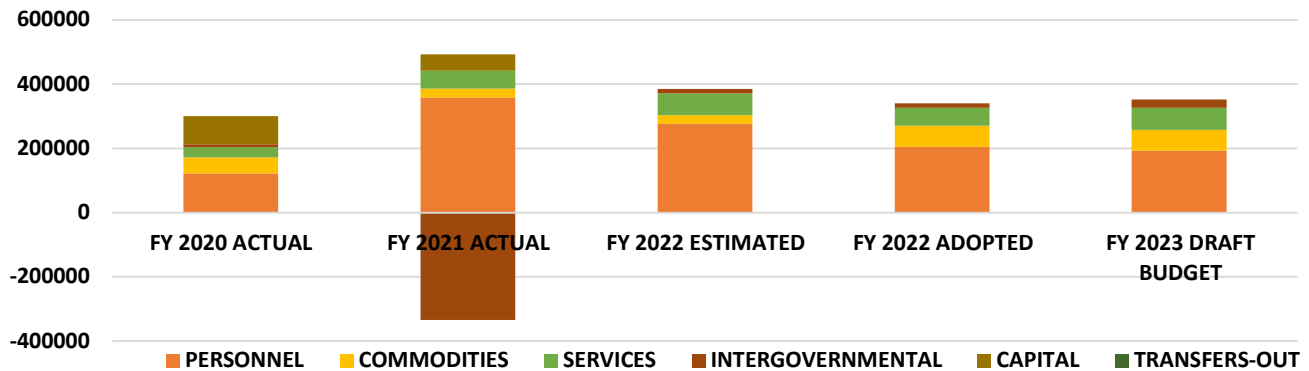
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	122,218	358,398	276,514	204,173	192,786
COMMODITIES	49,434	27,122	26,581	65,825	64,175
SERVICES	32,436	56,174	67,675	55,909	69,151
INTERGOVERNMENTAL	8,547	(334,389)	14,335	14,335	25,754
CAPITAL	88,057	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>351,865</b>

FY 2023 BUDGET - ALLOCATION OF EXPENDITURES

PERSONNEL    COMMODITIES    SERVICES    INTERGOVERNMENTAL    CAPITAL    TRANSFERS-OUT



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</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 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	\$ 1,692	\$ 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	\$ 4,539
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>\$ 351,865</b>

**JUSTIFICATION & EXPLANATION**  
*FIRE DEPARTMENT*

<b>ACCT NO.</b>	<b>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>	<b>\$ 97,088</b>
6005	<b>OVERTIME</b>		
	Firemedic Overtime: 156 hours		\$ 6,334
		<b>TOTAL</b>	<b>\$ 6,334</b>
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>	<b>\$ 72,638</b>

**JUSTIFICATION & EXPLANATION***FIRE DEPARTMENT CONTINUED*

- 6XXX **CARES PAYROLL OFF-SET** - ALL PAYROLL COSTS COVERED THROUGH CARES ACT FUNDING
- 7001 **MATERIALS & SUPPLIES** - COSTS FOR OFFICE SUPPLIES, CLEANING SUPPLIES, FIREFIGHTING CLASS A FOAM, HAZMAT RESPONSE SUPPLIES, EQUIPMENT BLADES & CHAINS, FIREFIGHTING APPLIANCES & HARDWARE, BATTERIES
- 7008 **NON-CAPITAL EQUIPMENT** - COSTS FOR RADIOS AND REPEATERS
- 7009 **EQUIPMENT REPAIR & MAINTENANCE** - COSTS FOR RADIO MAINTENANCE, SMALL ENGINE REPAIR, COMPRESSOR MAINTENANCE, LADDER MAINTENANCE, HOSE & APPLIANCE REPAIR, CYLINDER HYDROSTATIC TESTING, AND OTHER MISC. EQUIPMENT REPAIR
- 7010 **VEHICLE MAINTENANCE** - ALLOTMENT FOR PUBLIC WORKS FOR VEHICLE MAINTENANCE & REPAIR
- 7100 **UNIFORM, GEAR & CLOTHING** - COST FOR TURNOUTS, HOODS, & HELMETS
- 7110 **FIRE PREVENTION & EDUCATION** - COST FOR EDUCATION MATERIALS & SMOKE DETECTORS
- 7111 **VOLUNTEER FIREFIGHTER INSURANCE** - ALLOTMENT BASED ON 2021 ACTUALS
- 7112 **CONTRIBUTION FOR FIRE CALLS** - ANNUAL CONTRIBUTION FOR VOLUNTEERS
- 7113 **FIRE SUBSTATION EXPENSE** - ALLOTMENT FOR FACILITY MAINTENANCE OF 5.5 MILE SUBSTATION
- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, ELECTRIC
- 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR LANDLINES, FAX, AND INTERNET SERVICES
- 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES & SUPPORT
- 7505 **TRAVEL & TRAINING** - FIRE & EMS CONFERENCES, METHODS OF INSTRUCTION, VECTOR SOLUTIONS
- 7508 **INSURANCE** - VEHICLE & PROPERTY INSURANCE, SHOEMAKER SUBSTATION INSURANCE, VEHICLE INSURANCE FOR 2021 FREIGHTLINER, 1998 PIERCE, 1988 SEAGRAVE, & 1934 ANTIQUE FIRE TRUCKS
- 7590 **GRANT EXPENDITURES** - APEI SAFETY GRANT FIRE RADIOS
- 7622 **CHARGES FROM GARAGE** - ANNUAL ALLOTMENT FOR GARAGE LABOR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ANNUAL ALLOTMENT FOR SUBSTATION WORK FROM CAPITAL FACILITIES
- 7900 **CAPITAL EXPENDITURES** - EQUIPMENT AND/OR VEHICLES THAT ARE IN EXCESS OF \$5,000, CAPITALIZABLE, AND DEPRECIATED
- 7XXX **CARES & FEMA OFFSET** - NON-PAYROLL EXPENDITURES ELIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING



# 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:**

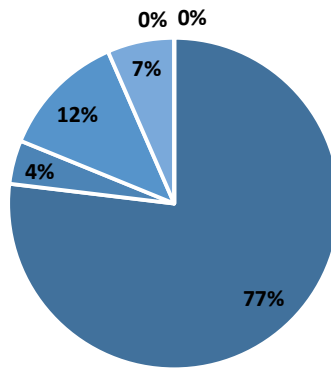
- Establish educational training with the Juneau Police Department
- Continue Community Outreach programs
- Restore authorized strength of staff
- Establish a relationship with the OCS staff member and quantify ongoing services

**SUMMARY OF EXPENDITURES BY TYPE**

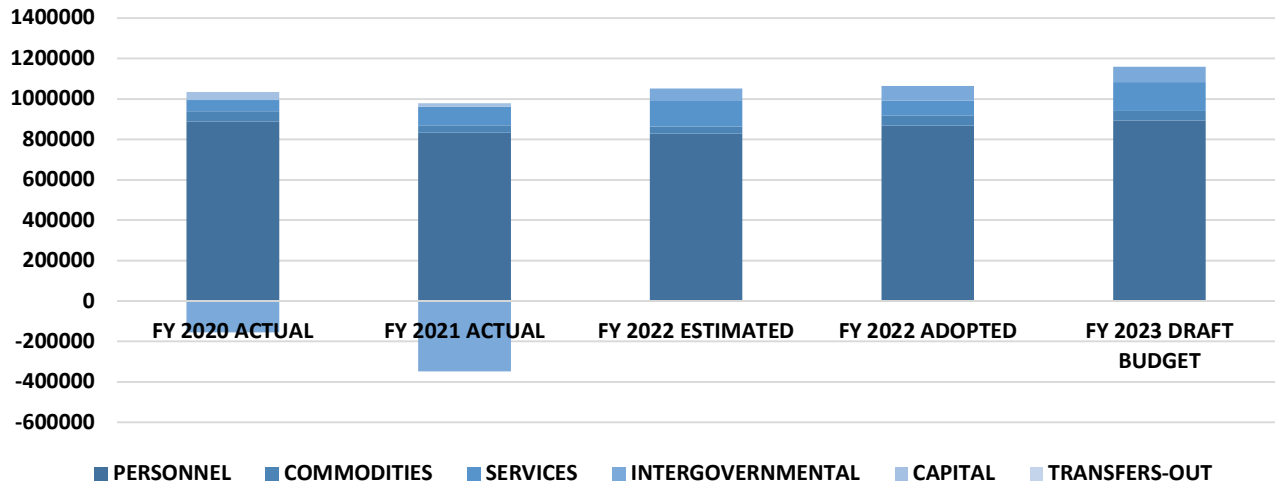
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	888,109	833,056	828,319	868,058	891,927
COMMODITIES	51,456	36,376	34,421	50,500	49,500
SERVICES	54,308	92,669	127,598	73,086	142,635
INTERGOVERNMENTAL	(154,932)	(347,664)	60,464	73,750	75,735
CAPITAL	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 - ALLOCATION OF EXPENDITURES**

■ 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**

POLICE GENERAL FUND EXPENDITURES	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 Draft
	Actual	Actual	Estimated	Adopted	Budget
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	\$ 100	\$ 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**

GL ACCT DESCRIPTION		
<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>\$ 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>\$ 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>\$ 269,005</b>

**JUSTIFICATION & EXPLANATION**  
*POLICE DEPARTMENT CONTINUED*

- 6225 **POLICE RECRUITMENT** - ANNUAL ALLOTMENT FOR POLICE RECRUITMENT EFFORTS
- 7001 **MATERIALS & SUPPLIES** - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES
- 7004 **POSTAGE & SHIPPING** - COSTS TO MAIL NOTICES & OFFICIAL CORRESPONDENCE
- 7005 **COMPUTER REPAIR & MAINTENANCE** - ALLOTMENT FOR REPAIR & MAINTENANCE SERVICES TO COMPUTERS AND OTHER MISC. COMPUTER TECHNOLOGY
- 7008 **NON-CAPITAL EQUIPMENT** - ALLOTMENT FOR NEW HANDHELD RADIOS
- 7009 **EQUIPMENT REPAIR & MAINTENANCE** - ALLOTMENT FOR RADIO REPAIR
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7012 **BOAT MAINTENANCE & REPAIR** - ANNUAL ALLOTMENT FOR BOAT MAINTENANCE AND FUEL
- 7014 **VEHICLE IMPOUND EXPENSES** - COSTS FOR TOWING IMPOUNDED VEHICLES AND MAINTAINING VEHICLE IMPOUND LOT
- 7100 **UNIFORM, GEAR, & CLOTHING ALLOWANCE** - ANNUAL ALLOTMENT FOR EMPLOYEE CLOTHING ALLOWANCES AND MISC. GEAR REPLACEMENT
- 7101 **CRIMINAL HISTORY RECORDS** - EXPENDITURES RELATED TO PROCESSING FEES FOR CRIMINAL RECORDS
- 7103 **AMMUNITION** - ANNUAL ALLOTMENT FOR ROUNDS OF AMMUNITION
- 7104 **SPECIAL INVESTIGATIONS** - ANNUAL ALLOTMENT FOR SPECIAL INVESTIGATION EFFORTS
- 7105 **ANIMAL CONTROL EXPENSES** - ANNUAL ALLOTMENT FOR UPKEEP OF KENNEL & SUPPLIES SUCH AS FOOD
- 7502 **PHONE/INTERNET** - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES
- 7503 **INFORMATION TECHNOLOGY** - COST FOR SERVER UPGRADE PROJECTS
- 7505 **TRAVEL**- COST FOR PLANE TICKETS, LODGING, AND PER DIEM TO JUNEAU TWICE A YEAR FOR TRAINING
- 7506 **PUBLICATIONS & ADVERTISING** - COST TO PUBLISH ADVERTISEMENTS, MAINLY FOR JOB OPENINGS
- 7507 **MEMBERSHIPS & DUES** - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS
- 7508 **INSURANCE** - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE
- 7513 **TRAINING** - ALLOTMENT FOR TRAINING WITH JUNEAU POLICE DEPARTMENT & POLICE ONLINE TRAINING
- 7515 **PERMITS, INSPECTIONS, COMPLIANCE** - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS
- 7519 **POLICE PROFESSIONAL SERVICES CONTRACTUAL** - ALLOTMENT FOR CONDUCTING BACKGROUND CHECKS, WESTEK SERVICE FOR RECORDER SYSTEM, TASER ANNUAL CONTRACT, AND OCS POSITION COST SHARE
- 7622 **CHARGES FROM GARAGE** - ANNUAL ALLOTMENT FOR GARAGE LABOR
- 7701 **STATE OF ALASKA SHARE OF DMV SERVICES** - THE BOROUGH'S HALF OF DMV SERVICE EXPENDITURES OWED TO THE STATE
- 7702 **STATE OF ALASKA SHARE OF CITATIONS** - PORTION OF CITATIONS THAT IS OWED TO THE STATE

# 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*  
 Christopher Blackburn, *Corrections and Dispatch Specialist*

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

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

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
<b>CORRECTIONS &amp; DISPATCH GENERAL FUND EXPENDITURES</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	<b>BUDGET</b>
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>\$ 439,205</b>	<b>\$ 445,970</b>	<b>\$ 422,746</b>

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

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>			
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>\$</b>	<b>250,864</b>
<b>6005 OVERTIME</b>			
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>\$</b>	<b>14,580</b>
<b>61XX EMPLOYER COSTS</b>			
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>\$</b>	<b>152,353</b>
<b>7001 MATERIALS &amp; SUPPLIES</b>	- ALLOTMENT FOR OFFICE SUPPLIES SUCH AS PRINTER PAPER, PRINTER INK, PENS, AND OTHER MISC. SUPPLIES		
<b>7106 PRISONER MEALS</b>	- ANNUAL ALLOTMENT FOR MEALS PRISONERS IN WRANGELL JAIL		
<b>7502 PHONE/INTERNET</b>	- COST OF PHONE LAND LINE, INTERNET SERVICE, AND FAX LINE		
<b>7503 INFORMATION TECHNOLOGY</b>	- COST FOR SERVER SUPPORT & OTHER MISC. TECH SERVICES		
<b>7505 TRAVEL</b>	- 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. While not reflected in this budget. The Borough intends to inquire about a potential general obligation bond issuance in the fall of 2022 at which point an amendment to this budget would be made.

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

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

<b>PUBLIC SAFETY BUILDING 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 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	\$ 1,383	\$ 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	\$ 133,345
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>\$ 323,163</b>

**JUSTIFICATION & EXPLANATION**  
 PUBLIC SAFETY BUILDING

**GL ACCT DESCRIPTION**

- 6001 **SALARIES & WAGES** - THERE ARE NO SALARIES & WAGES ASSOCIATED WITH THE PUBLIC SAEFTY BUIDLING
- 6002 **TEMPORARY WAGES** - THERE ARE NO TEMPORARY WAGES ASSOCIATED WITH THE PUBLIC SAFETY BUILDING
- 61XX **EMPLOYER COSTS**- THERE ARE NO EMPLOYER COSTS DIRECTLY ASSOCIATED WITH THE PUBLIC SAEFTY BUIDLING
- 7001 **MATERIALS & SUPPLIES** - VARIOUS MAINTENANCE SUPPLIES
- 7002 **FACILITY REPAIR & MAINTENANCE** - COSTS FOR FIRE SUPPRESSION SYSTEMS INSPECTIONS, PREVENTATIVE & NON- PREVENTATIVE BUILDING MAINTENANCE, AND ELEVATOR INSPECTION
- 7003 **CUSTODIAL SUPPLIES** - COSTS FOR PAPER GOODS, CLEANING AGENTS, TRASH BAGS, CARPET CLEANING SERVICES, AND OTHER MISC. CUSTODIAL SUPPLIES
- 7005 **COMPUTER REPAIR & MAINTENANCE** - ALLOTMENT FOR REPAIR & MAINTENANCE SERVICES TO COMPUTERS AND OTHER MISC. COMPUTER TECHNOLOGY
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7501 **UTILITIES** - ELECTRIC, WATER, SEWER, GARBAGE
- 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR CUSTOMS OFFICE INTERNET & PHONE LINE FOR THE ELEVATOR
- 7508 **INSURANCE** - ALLOTMENT FOR BUILDING INSURANCE
- 7510 **ENGINEERING** - ALLOTMENT FOR ENGINEERING ASSISTANCE AS NEEDED
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - SUPPLEMENTAL ENGINEERING SERVICES FOR OVERHAUL OF PUBLIC SAFETY BUILDING
- 7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS LABOR
- 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**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 021*

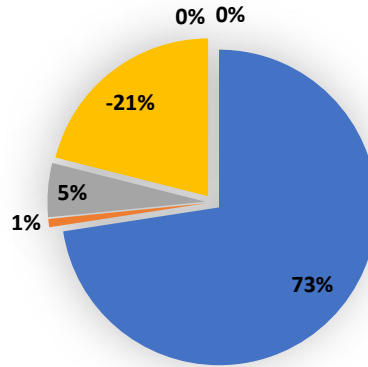
**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
 SUMMARY OF EXPENDITURES

**SUMMARY OF EXPENDITURES BY TYPE**

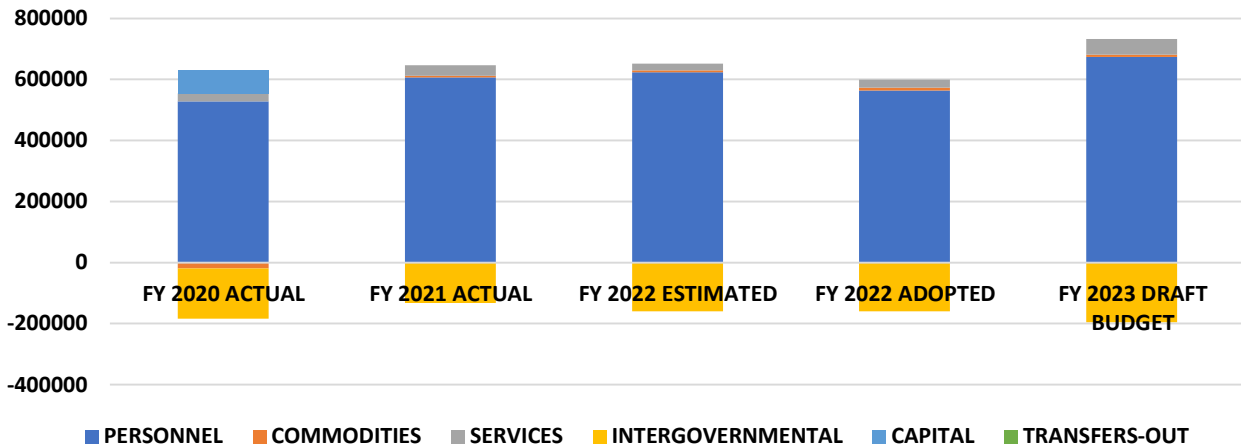
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	527,713	605,714	623,153	563,316	673,048
COMMODITIES	(19,182)	6,156	6,451	9,000	7,700
SERVICES	26,109	34,116	22,139	26,377	51,345
INTERGOVERNMENTAL	(165,190)	(132,236)	(159,542)	(159,542)	(195,144)
CAPITAL	77,760	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>447,210</b>	<b>513,749</b>	<b>492,200</b>	<b>439,151</b>	<b>536,948</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**

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



**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

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
<b>PUBLIC WORKS GENERAL FUND EXPENDITURES</b>						
11000 021 6001	Salaries & Wages	\$ 269,732	\$ 338,719	\$ 343,542	\$ 294,177	\$ 365,480
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	\$ 230,119
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	\$ 2,269
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>\$ 536,948</b>

**JUSTIFICATION & EXPLANATION**  
 PUBLIC WORKS DEPARTMENT

**GL ACCT DESCRIPTION**

<b>6001 SALARIES &amp; WAGES</b>						
	Public Works Director Salary				\$	87,469
	Public Works Director Vehicle Stipend				\$	2,400
	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>365,480</b>

<b>6005 OVERTIME</b>		<b>OT</b>	<b>ACTING</b>	<b>STANDBY</b>		<b>TOTAL</b>
	Public Works Foreman OT/Acting/Standby	\$ 14,984	\$ 5,170	\$ 5,120	\$	25,274
	Maintenance Specialist I OT/Standby	\$ 7,661	\$ -	\$ 3,200	\$	10,861
	Maintenance Specialist II OT/Standby	\$ 8,717	\$ -	\$ 3,200	\$	11,917
	Maintenance Specialist III OT/Acting/Standby	\$ 10,675	\$ 4,603	\$ 3,200	\$	18,478
	<b>TOTAL</b>	<b>\$ 42,037</b>	<b>\$ 9,773</b>	<b>\$ 14,720</b>	<b>\$</b>	<b>66,530</b>

**JUSTIFICATION & EXPLANATION**  
*PUBLIC WORKS DEPARTMENT CONTINUED*

**GL ACCT DESCRIPTION**

<b>61XX EMPLOYER COSTS</b>		
FICA, SBS AND MEDICARE (7.58%)	\$	32,746
STATE OF ALASKA PERS (22%)	\$	95,042
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	102,331
<b>TOTAL</b>	<b>\$</b>	<b>230,119</b>
7001 <b>MATERIALS &amp; SUPPLIES</b> - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEANUP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES		
7002 <b>FACILITY REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINT.		
7008 <b>NON-CAPITAL EQUIPMENT</b> - ALLOTMENT FOR A FIELD COMPUTER FOR DIRECTOR		
7009 <b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE		
7010 <b>VEHICLE MAINTENANCE</b> - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS		
7018 <b>MISCELLANEOUS TOOLS</b> - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS		
7110 <b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - ALLOTMENT FOR CLOTHING ALLOWANCE FOR FOUR EMPLOYEES, HIGH VISABILITY RAIN GEAR, AND OTHER MISC. PPE		
7502 <b>PHONE/INTERNET</b> - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY		
7505 <b>TRAVEL</b> - ALLOTMENT FOR STAFF TRAVEL		
7506 <b>PUBLICATIONS &amp; ADVERTISING</b> - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS		
7507 <b>DUES &amp; SUBSCRIPTIONS</b> - ALLOTMENT FOR SAFETY MEETINGS SERVICES		
7508 <b>INSURANCE</b> - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE		
7513 <b>TRAINING</b> - ALLOTMENT FOR CDL RENEWALS AND CEU/CERTIFICATION RENEWALS		
7515 <b>PERMITS, INSPECTIONS &amp; COMPLIANCE</b> - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS		
7519 <b>PROFESSIONAL SERVICES</b> - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS		
7621 <b>PUBLIC WORKS LABOR CHARGES</b> - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS		
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 MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES		
7900 <b>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**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 022*

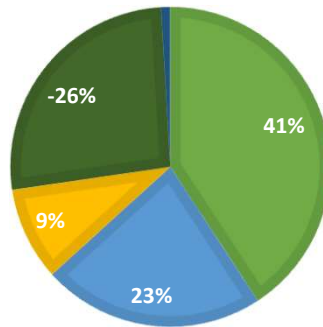
**GENERAL FUND**  
**GARAGE DEPARTMENT**  
 SUMMARY OF EXPENDITURES

**SUMMARY OF EXPENDITURES BY TYPE**

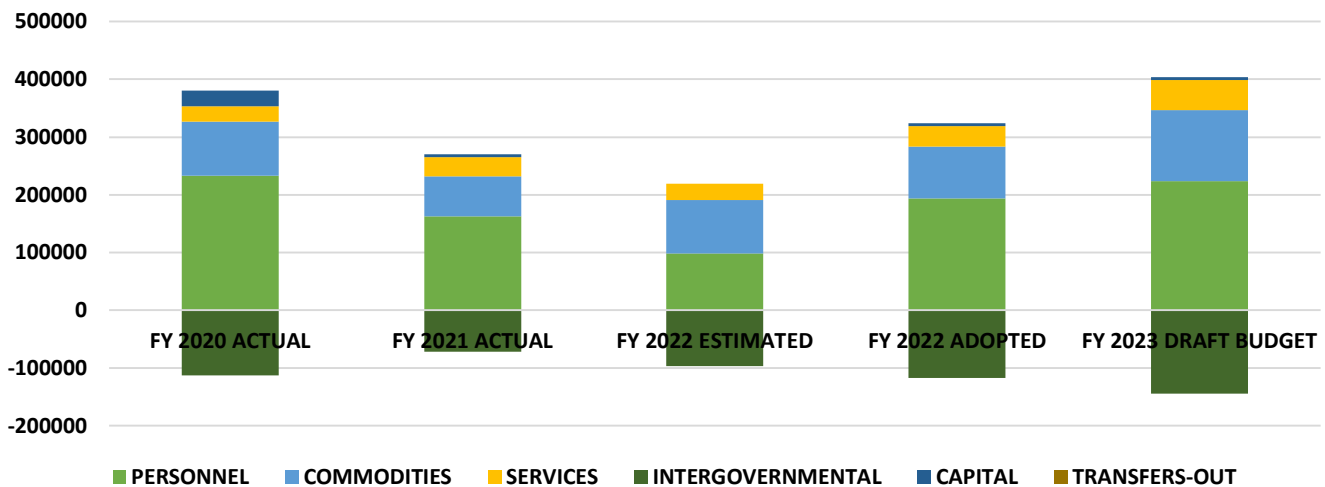
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	233,114	162,496	98,647	193,733	223,490
COMMODITIES	93,339	69,230	92,717	89,600	123,217
SERVICES	27,260	33,534	28,016	35,900	51,692
INTERGOVERNMENTAL	(113,060)	(71,625)	(97,147)	(117,292)	(144,596)
CAPITAL	26,932	5,199	-	5,000	5,000
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>267,585</b>	<b>198,835</b>	<b>122,233</b>	<b>206,940</b>	<b>258,803</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**

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



**GARAGE EXPENDITURES BY FISCAL YEAR**



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

GENERAL FUND  
 GARAGE DEPARTMENT  
 DETAIL OF EXPENDITURES

GARAGE GENERAL FUND EXPENDITURES	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
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	\$ 10,000
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	\$ 4,130	\$ 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>\$ 258,803</b>

JUSTIFICATION & EXPLANATION  
 PUBLIC WORKS DEPARTMENT

GL ACCT DESCRIPTION		
<b>6001 SALARIES &amp; WAGES</b>		
Lead Mechanic Salary		\$ 69,646
Assistant Mechanic Salary		\$ 52,745
	<b>TOTAL</b>	<b>\$ 122,390</b>
<b>6005 OVERTIME</b>		
Lead Mechanic OT		\$ 3,203
Assistant Mechanic OT		\$ 2,021
	<b>TOTAL</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>\$ 92,241</b>

- 7001 **MATERIALS & SUPPLIES** - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEANUP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES
- 7002 **FACILITY REPAIR & MAINTENANCE** - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINTENANCE
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7015 **FUEL- AUTOMOTIVE FUEL** FOR VEHICLES AND OTHER OPERATIONAL EQUIPMENT
- 7017 **FUEL-HEATING** - HEATING OIL AND DIESEL FOR EQUIPMENT
- 7018 **MISCELLANEOUS TOOLS** - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS
- 7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - ALLOTMENT FOR CLOTHING ALLOWANCE FOR TWO EMPLOYEES, HIGH VISIBILITY RAIN GEAR, AND OTHER MISC. PPE
- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, & ELEC. FOR CITY BUILDINGS
- 7502 **PHONE/INTERNET** - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY
- 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES & SUPPORT
- 7505 **TRAVEL & TRAINING** - ALLOTMENT FOR STAFF TRAVEL AND TRAINING COSTS RELATED TO CDL RENEWALS AND CEU/CERTIFICATION RENEWALS
- 7506 **PUBLICATIONS & ADVERTISING** - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS
- 7507 **DUES & SUBSCRIPTIONS** - ALLOTMENT FOR SAFETY MEETINGS SERVICES
- 7508 **INSURANCE** - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE
- 7515 **PERMITS, INSPECTIONS & COMPLIANCE** - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS
- 7519 **PROFESSIONAL SERVICES** - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS
- 7621 **PUBLIC WORKS LABOR CHARGES** - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS
- 7622 **CHARGES FROM GARAGE** - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES
- 7900 **CAPITAL EXPENDITURES** - ALLOTMENT FOR FUEL TRACKING SYSTEM

# **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*

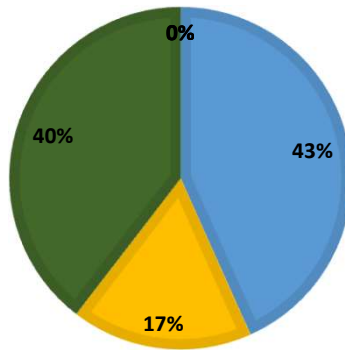
**GENERAL FUND**  
**STREETS DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

**SUMMARY OF EXPENDITURES BY TYPE**

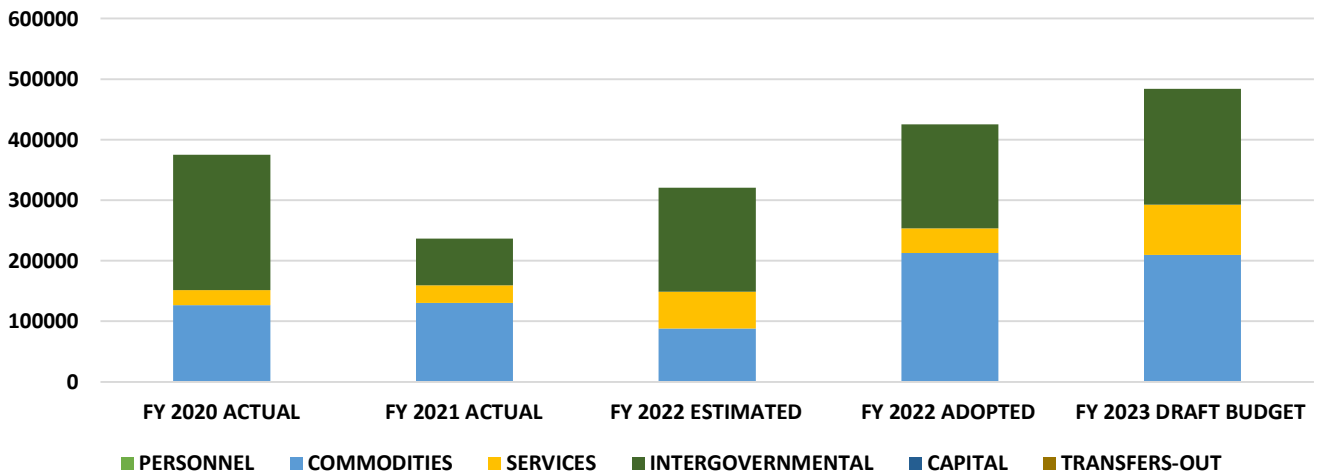
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	-	360	-	-	-
COMMODITIES	126,633	130,093	88,230	212,500	209,575
SERVICES	25,041	28,835	60,423	41,000	82,900
INTERGOVERNMENTAL	223,729	77,056	172,000	172,000	191,511
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>375,403</b>	<b>236,344</b>	<b>320,653</b>	<b>425,500</b>	<b>483,986</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**

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



**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>\$ 320,653</b>	<b>\$ 425,500</b>	<b>\$ 483,986</b>

**JUSTIFICATION & EXPLANATION**  
 STREETS

**GL ACCT DESCRIPTION**

- 7001 **MATERIALS & SUPPLIES** - VARIOUS MAINTENANCE SUPPLIES
- 7008 **NON-CAPITAL EQUIPMENT** - ALLOTMENT FOR NEW CONTAINER FOR SNOW CHEMICALS
- 7009 **EQUIPMENT REPAIR & MAINTENANCE** - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7011 **EQUIPMENT RENTAL EXPENSE** - ALLOTMENT FOR RENTALS OF EXCAVATOR & LOADER AS NEEDED
- 7030 **MAINTENANCE MATERIALS & SUPPLIES** - ALLOTMENT FOR D1 & OTHER MATERIALS, SANDING & SNOW REMOVAL MATERIALS, MAG CHLORIDE, CULVERT MATERIALS, LOCALLY PURCHASED HARDWARE & TOOLS, PLYWOOD, WIRE MESH, SHOVELS, AND OTHER MISC. MAINTENANCE MATERIALS & SUPPLIES
- 7033 **STREET LIGHTING** - ESTIMATED ALLOTMENT FOR NEW LED LIGHT FIXTURES TO REPLACE SODIUMS
- 7501 **UTILITIES** - ELECTRIC, WATER, SEWER, GARBAGE
- 7513 **TRAINING** - ALLOTMENT FOR TRAINING FOR EQUIPMENT USE AND OTHER MISC. TRAININGS
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - ALLOTMENT FOR CONTRACTUAL STREET WORK & CRACK SEALING OF FRONT ST. & SHOEMAKER LOOP
- 7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS LABOR
- 7622 **CHARGES FROM GARAGE** - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES

# 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**  
**CEMETERY DEPARTMENT**  
 DETAIL OF EXPENDITURES

<b>CEMETERY GENERAL FUND REVENUES</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 026 4330	Cemetery Services	\$ 2,431	\$ 1,890	\$ 7,976	\$ 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>
<b>CEMETERY GENERAL FUND EXPENDITURES</b>						
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	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CEMETARY EXPENDITURES</b>		<b>\$ 1,499</b>	<b>\$ (335)</b>	<b>\$ 4,740</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	\$ (4,740)	\$ (4,790)	\$ (3,974)
<b>Total Surplus (Deficit)</b>		<b>\$ 2,705</b>	<b>\$ 2,813</b>	<b>\$ 5,449</b>	<b>\$ (470)</b>	<b>\$ 676</b>

**JUSTIFICATION & EXPLANATION**  
 CEMETERY

**GL ACCT DESCRIPTION**

- 4330 **CEMETERY SERVICES** - REVENUE RELATED TO CEMETERY SERVICE FEES
- 4335 **CEMETERY PLOT SALES** - REVENUE FROM CEMETERY PLOT SALES
- 7001 **MATERIALS & SUPPLIES** - COST OF PLYWOOD & MISC. HARDWARE FOR SHORING UP GRAVE PLOTS & INSTALLING NICHE PLATES
- 7621 **PUBLIC WORKS LABOR** - ALLOTMENT FOR PW LABOR FOR EXCAVATION AND COVERING GRAVE PLOTS, OPENING & CLOSING COLUMBARIUM NICHEs, INSTALLING NICHE PLATES & INSTALLING HEADSTONES
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, 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 Lead*  
 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*

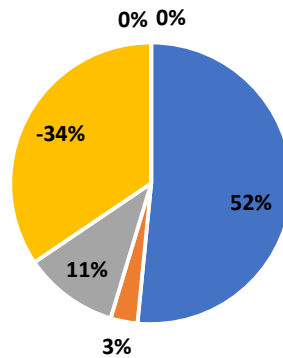
**GENERAL FUND**  
**CAPITAL FACILITIES DEPARTMENT**  
**SUMMARY OF EXPENDITURES**

**SUMMARY OF EXPENDITURES BY TYPE**

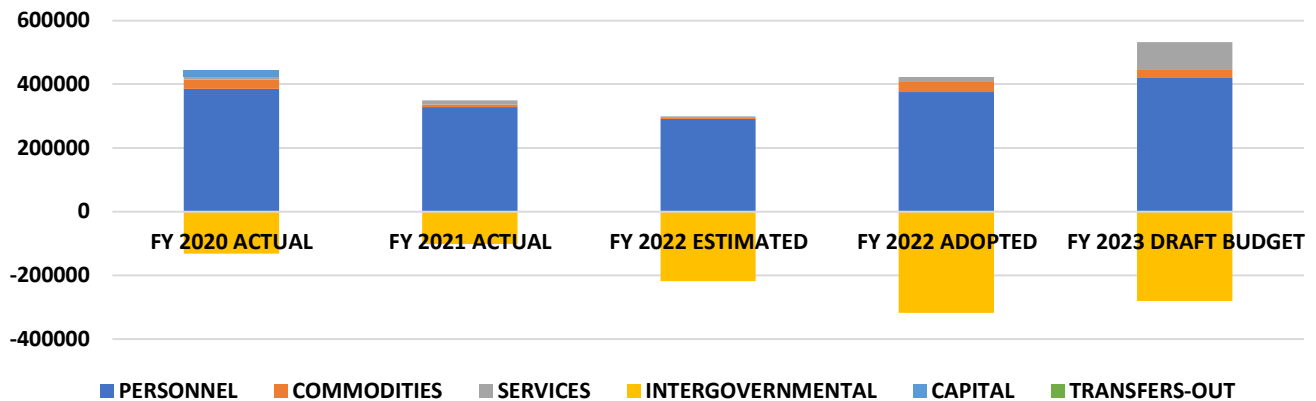
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	385,839	327,911	291,094	375,799	419,107
COMMODITIES	28,750	8,686	3,343	33,800	25,085
SERVICES	9,947	13,047	4,775	12,927	88,335
INTERGOVERNMENTAL	(131,630)	(101,998)	(218,321)	(317,536)	(280,202)
CAPITAL	18,731	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>311,637</b>	<b>247,645</b>	<b>80,891</b>	<b>104,990</b>	<b>252,325</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**

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



**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

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
<b>CAPITAL FACILITIES GENERAL FUND EXPENDITURES</b>						
11000 029 6001	Salaries & Wages	\$ 233,206	\$ 202,532	\$ 184,590	\$ 228,644	\$ 250,511
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	\$ 155,309
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)	\$ (289,545)
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>\$ 252,325</b>

JUSTIFICATION & EXPLANATION  
 CAPITAL FACILITIES BUILDING

GL ACCT	DESCRIPTION		
6001	<b>SALARIES &amp; WAGES</b>		
	Capital Facilities Director Salary	\$	90,914
	Capital Facilities Director Vehicle Stipend	\$	3,600
	Facilities Custodian Salary	\$	36,409
	Facilities Custodian Vehicle Stipend	\$	3,600
	Facilities Maintenance Lead Salary	\$	63,237
	Facilities Maintenance Specialist Salary	\$	52,751
	<b>TOTAL</b>	<b>\$</b>	<b>250,511</b>
6005	<b>OVERTIME</b>		
	Facilities Maintenance Lead	\$	6,093
	Facilities Maintenance Specialist	\$	2,584
	<b>TOTAL</b>	<b>\$</b>	<b>8,677</b>
61XX	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	19,646
	STATE OF ALASKA PERS (22%)	\$	57,021
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	78,641
	<b>TOTAL</b>	<b>\$</b>	<b>155,309</b>
7001	<b>MATERIALS &amp; SUPPLIES</b> - ALLOTMENT FOR OFFICE SUPPLIES & EXPENDABLE MAINTENANCE MATERIALS USED ACROSS BOROUGH FACILITIES		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR SENIOR CENTER GEN. MAINTENANCE, ARMORY BLDG MAINTENANCE & UTILITIES, AND MAINTENANCE ON PEDESTRIAN STAIRWELL CORRIDOR		
7008	<b>NON-CAPITAL EQUIPMENT</b> - ALLOTMENT FOR A TELEPHONE SYSTEM AND PORTABLE TABLE SAW		
7010	<b>VEHICLE MAINTENANCE</b> - ANNUAL ALLOTMENT FOR MAINTENANCE ON THREE CAP. FACILITIES VEHICLES		
7017	<b>FUEL</b> - COST OF FUEL FOR CAP. FACILITIES VEHICLES		
7018	<b>MISCELLANEOUS TOOLS</b> - ALLOTMENT FOR MISC. TOOLS SUCH AS HAND TOOLS, BATTERIES, ETC.		
7100	<b>CLOTHING &amp; GEAR</b> - ALLOTMENT FOR CLOTHING ALLOWANCE FOR TWO EMPLOYEES & SAFETY ITEMS FOR CREW, INCLUDING HIGH VISABILITY VESTS, HEARING & EYE PROTECTION, AND OTHER MISC. PPE		
7501	<b>UTILITIES</b> - ELECTRIC, WATER, SEWER, GARBAGE		
7502	<b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR MOBILE PHONE LINES, LTE SERVICE ON TWO MAINTENANCE TABLETS, OFFICE PHONE SERVICES, AND LONG DISTANCE CALL ESTIMATES		
7503	<b>INFORMATION TECHNOLOGY</b> - ALLOTMENT FOR CMMS SUBSCRIPTION & WORK ORDER MANAGEMENT TABLET		
7505	<b>TRAVEL</b> - ALLOTMENT FOR TRAVEL FOR TRAININGS		
7506	<b>PUBLICATIONS &amp; ADVERTISING</b> - ALLOTMENT FOR MISC. PUBLICATIONS SUCH AS BUILDING PERMITS AND EMPLOYMENT ADVERTISING		
7508	<b>INSURANCE</b> - ANNUAL COST OF VEHICLE AND BUILDING INSURANCE		
7513	<b>TRAINING</b> - ALLOTMENT FOR TRAINING ON ELECTRICAL TROUBLE SHOOTING, UST OPERATOR, & BUILDING ENERGY LOSS		
7519	<b>PROFESSIONAL SERVICES</b> - COSTS FOR ENGINEERING (CONTINGENCY) AND ADDITIONAL CONTRACT PROJECT MANAGEMENT WORK		
7622	<b>CHARGES FROM GARAGE</b> - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR		
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - 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 capitalize on its natural beauty, history and cultural diversity. New industries are welcomed that create a diverse economic base while existing industries and small businesses shall be supported to remain strong and viable.

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



## Economic Development Staff:

Carol Rushmore, *Director*

- *Encourage Business Development in order to diversify the economy* so that Wrangell is not dependent on a single employer or industry
- Support and promote *infrastructure development* that enables economic growth.
- Support our *education* system and opportunities.
- Maintain communication with existing businesses and community.
- Guide land use and development of land
- Formulate sustainable development plans and strategies
- Encourage community involvement



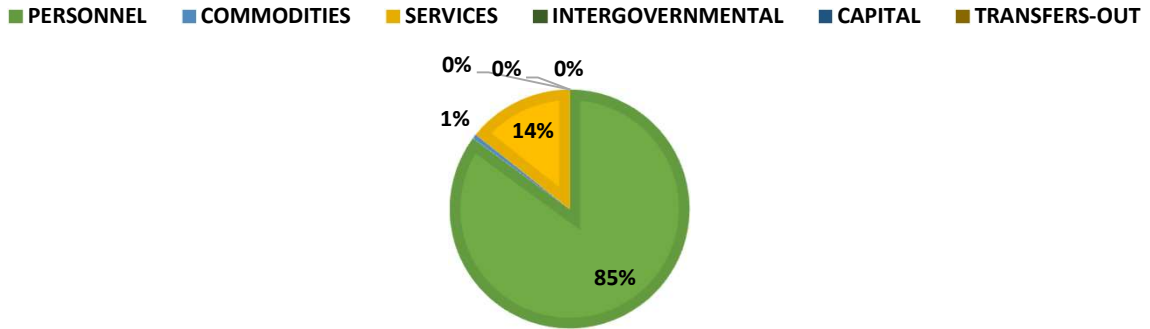
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 032*

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

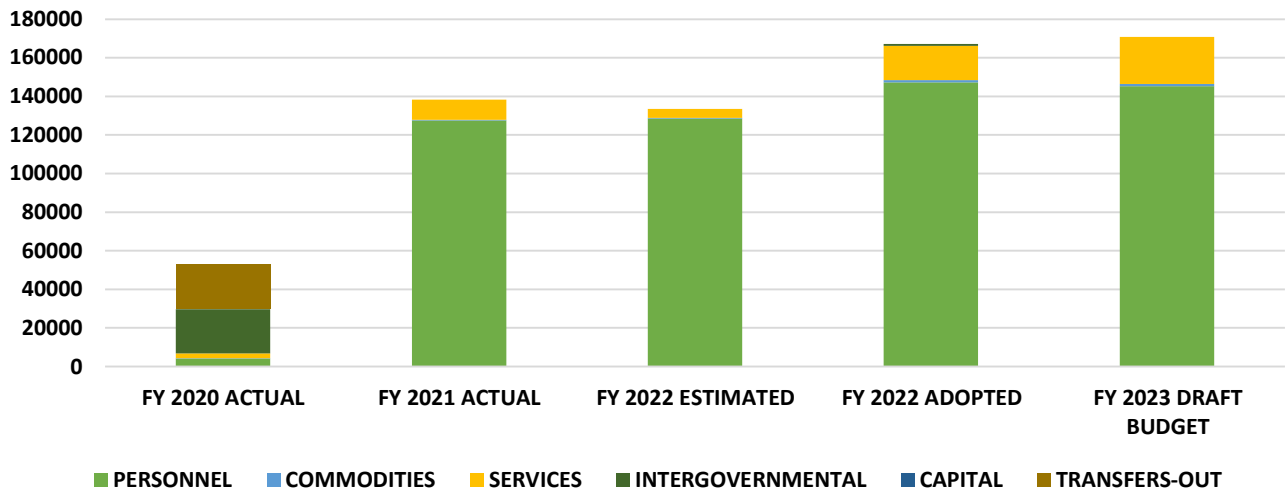
**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	4,078	127,624	128,543	147,339	145,349
COMMODITIES	248	319	319	1,100	1,100
SERVICES	2,356	10,322	4,635	17,704	24,410
INTERGOVERNMENTAL	23,004	-	-	1,017	-
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	23,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>52,685</b>	<b>138,265</b>	<b>133,497</b>	<b>167,160</b>	<b>170,859</b>

**FY 2023 BUDGET - ALLOCATION OF EXPENDITURES**



**ECONOMIC DEVELOPMENT EXPENDITURES BY FISCAL YEAR**



**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	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	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	\$ 1,155	\$ 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**

<b>6001 SALARIES &amp; WAGES</b>					
Economic Development Director Salary				\$	95,671
			<b>TOTAL</b>	\$	<b>95,671</b>
<b>61XX 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>
<b>7001 MATERIALS &amp; SUPPLIES</b> - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES					
<b>7004 POSTAGE &amp; SHIPPING</b> - ALLOTMENT FOR MAILINGS SUCH AS ADVERTISEMENTS, PROMOTIONAL MATERIALS, AND OFFICIAL CORRESPONDENCE					
<b>7502 PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE					
<b>7503 INFORMATION TECHNOLOGY</b> - ALLOTMENT FOR COMPUTER SOFTWARES, WEB DOMAINS & LICENSES, AND OTHER MISC. SOFTWARE AND PROGRAMMING.					
<b>7505 TRAVEL &amp; TRAINING</b> - ALLOTMENT FOR TRAVEL AND REGISTRATION FOR TRAINING CONFERENCES & OTHER MISC. PROFESSIONAL DEVELOPMENT OPPORTUNITIES.					
<b>7506 PUBLICATIONS &amp; ADVERTISING</b> - COST TO PUBLISH ADVERTISEMENTS					
<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>7511 SURVEYING</b> - ALLOTMENT FOR LAND SURVEY SERVICES					
<b>7519 PROFESSIONAL SERVICES CONTRACTUAL</b> - GIS MAPPING CONTRACT EXPENSES & ECONOMIC CONDITIONS REPORT PRODUCED BY RAIN COAST DATA					
<b>7570 TOURISM INDUSTRY EXPENSES</b> - ALLOTMENT FOR BUILDING AND MAINTAINING TOURISM PROGRAMS					
<b>7603 CHARGES FROM FINANCE</b> - ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES					
<b>7900 CAPITAL EXPENDITURES</b> - INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS					
<b>8900 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>COMMUNITY SERVICE 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 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	\$ 13,000
11000 033 7822	Contribution to Chamber of Commerce	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 27,000
11000 033 7823	Contribution to Local Radio	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 10,000
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>\$ 50,000</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
- 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.

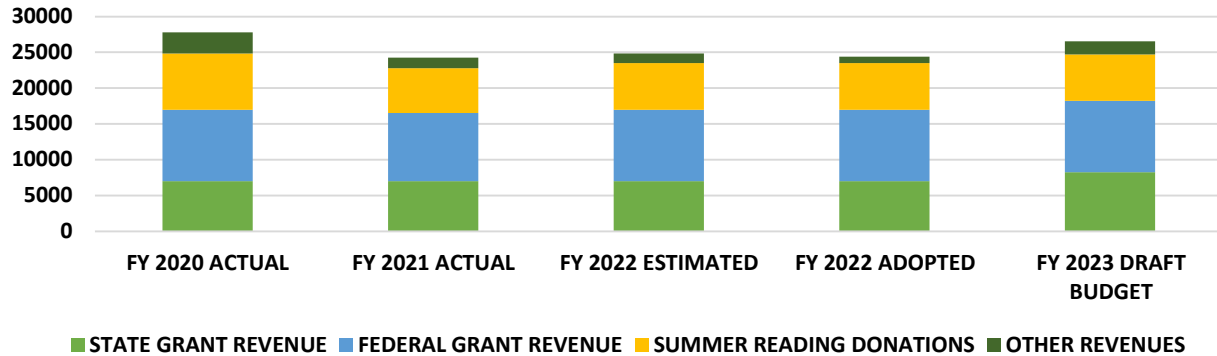
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11000, Dept 034*

**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>

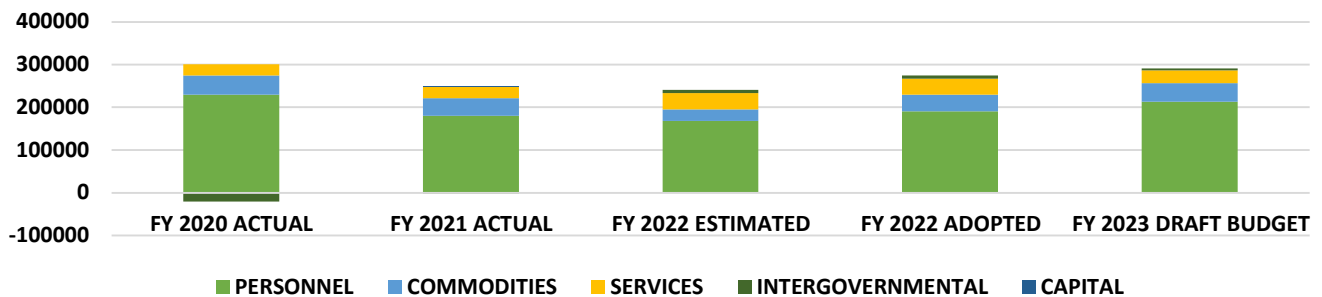
**LIBRARY REVENUES BY FISCAL YEAR**



**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	167,751	190,615	212,943
COMMODITIES	44,586	40,911	27,253	38,615	43,615
SERVICES	26,748	27,793	38,328	37,807	29,948
INTERGOVERNMENTAL	(20,726)	(2,202)	7,670	7,670	4,539
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>291,045</b>

**LIBRARY EXPENDITURES BY FISCAL YEAR**



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

*Fund #11000 & 11180 (Library Consolidated)*

**GENERAL FUND  
LIBRARY DEPARTMENT**

**DETAIL OF REVENUES & EXPENDITURES**

		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023 DRAFT</b>
<b>LIBRARY GENERAL FUND REVENUES</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	<b>BUDGET</b>
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	\$ 5,595	\$ -	\$ 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	\$ 4,539
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>\$ 291,045</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)	\$ (291,045)
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (252,562)</b>	<b>\$ (222,619)</b>	<b>\$ (216,156)</b>	<b>\$ (250,297)</b>	<b>\$ (264,517)</b>

**JUSTIFICATION & EXPLANATION**

*LIBRARY DEPARTMENT*

<b>ACCT NO.</b>	<b>ACCOUNT DESCRIPTION</b>		
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>	<b>\$</b>	<b>121,767</b>
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>	<b>\$</b>	<b>79,886</b>
6XXX	<b>CARES PAYROLL OFF-SET</b> - THE TOTAL AMOUNT OF WAGES AND BENEFITS THAT WERE ELIGIBLE 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, PAINT, 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		



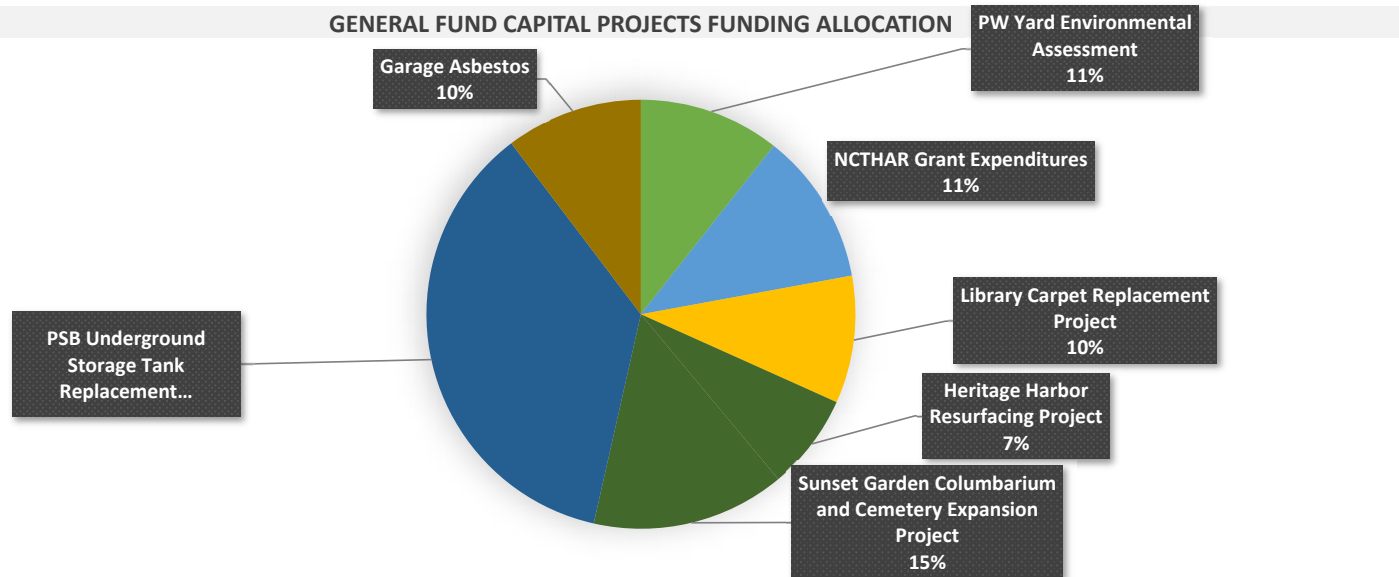
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund # 11300 (GF CIP Consolidated)*

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

<b>GENERAL CAPITAL PROJECTS FUND TRANSFERS-IN</b>		<b>FY 2023 DRAFT BUDGET</b>	<b>% OF REVENUE BY SOURCE</b>
11300 000 4910 00 00000	Transfer from General Fund	\$ 428,621	89%
11300 000 4999 48 11006	NCTHAR Grant Revenue	\$ 55,656	11%
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>		<b>\$ 484,276</b>	<b>100%</b>

<b>GENERAL FUND CAPITAL PROJECT APPROPRIATIONS</b>		<b>FY 2023 DRAFT BUDGET</b>	<b>% OF GF CIP APPROPRIATIONS</b>
11300 000 9999 00 11005	PW Yard Environmental Assessment	\$ 51,451	11%
11300 000 9999 48 11006	NCTHAR Grant Expenditures	\$ 55,656	11%
11300 000 9999 00 11011	Library Carpet Replacement Project	\$ 46,500	10%
11300 000 9999 00 11013	Heritage Harbor Resurfacing Project	\$ 35,000	7%
11300 000 9999 00 11012	Sunset Garden Columbarium and Cemetery Expansion Project	\$ 70,670	15%
11300 000 9999 00 11014	PSB Underground Storage Tank Replacement	\$ 175,000	36%
11300 000 9999 00 11010	Garage Asbestos	\$ 50,000	10%
<b>TOTAL PROJECT EXPENDITURES</b>		<b>\$ 484,276</b>	<b>100%</b>

\*\*\*All General Fund Capital Projects above are accompanied by a project summary in Appendix 2-A: Approved Capital Projects



# SPECIAL REVENUE FUNDS

## PURPOSE STATEMENT:

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

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

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

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

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



## SPECIAL REVENUE FUNDS

- **BOROUGH ORGANIZATION FUND** ***FUND #11110***  
This fund will account for the one-time revenues received from the State of Alaska to transition into a borough and will also account for those expenditures that it takes to make that transition.
  
- **911 SURCHARGE FUND** ***FUND #11130***  
This fund houses all revenue earned from 911 surcharge revenue received from wireline and wireless telephone providers for support of an enhanced 911 system. The funds are limited to improving 911 system support in the Borough.
  
- **PERMANENT FUND** ***FUND #20000***  
The Permanent Fund was established after a vote of the citizens that directed the Borough to put aside five million dollars of the Economic Recovery Funds for the purpose of establishing a trust to assist in funding the General Fund. Since inception, the Permanent Fund has continued to reinvest the majority of its investment earnings. The Borough's long-term investment plan is to continue to build the Permanent Fund so sustainably higher investment income can be disbursed to the General Fund and capital projects.
  
- **NOLAN CENTER FUND** ***FUND #21xxx***  
This fund accounts for the revenues and expenditures for running the Nolan Center and its three departments: the museum, the civic center, and the theater.
  
- **SALES TAX FUND** ***FUND #22000***  
This fund accounts for sales tax revenue, which as of the third quarter of FY 2022 will be allocated eighty percent to the General Fund and twenty percent to the WPSD Local Contribution Fund.
  
- **PARKS & RECREATION FUND** ***FUND #24xxx***  
This fund accounts for the operations and maintenance of Borough parks, the community swimming pool, and the recreation center. Funded by General Fund contributions, user fees, and interest income from a one-million-dollar endowment.
  
- **SECURE SCHOOLS FUND** ***FUND #25xxx***  
This fund is established to provide for the receipt and subsequent use of National Forest Receipt monies for roads and education. In recent history, the SRS funds provided by the USDA-Forest Service have served as the majority or all of the Borough's local contribution to the Wrangell Public School District.
  
- **WRANGELL PUBLIC SCHOOL DISTRICT LOCAL CONTRIBUTION FUND** ***FUND #26000***  
Developed in the third quarter of FY 2022, the Wrangell Public School District (WPSD) Local Contribution fund houses twenty percent of gross sales tax revenues. This fund is in conformity with ordinance 1023, which adopts a new methodology of allocating sales tax. The funds can be used as the Borough's local contribution to schools or to address school facility maintenance.

- **TRANSIENT TAX FUND** **FUND #28000**  
This fund accounts for transient occupancy tax revenue, which is used to develop and implement a visitor industry program.
- **COMMERCIAL PASSENGER VESSEL (CPV) FUND** **FUND #28010**  
This fund accounts for Borough funds received from the State of Alaska commercial passenger vessel (CPV) tax and to ensure that expenditures of funds from that tax are only expended for authorized purposes. Authorized purposes include those purposes which are linked to the impacts of the commercial passenger vessels and the passengers who are subject to the tax.
- **MARIEN GLENZ FUND** **FUND #28020**  
In FY 2018, Marian Glenz donated \$50,000 as part of her estate to the City and Borough of Wrangell's Convention & Visitors Bureau. The donation is accounted for specifically in the Marian Glenz fund that is exclusively for the promotion of Wrangell.
- **BIRDFEST FUND** **FUND #28030**  
The Birdfest Fund special revenue fund was created to record all USDA-Forest Service grant revenues and expenditures related to promoting and hosting the Stikine River Bird Festival.
- **ECONOMIC RECOVERY FUND** **FUND #53000**  
This fund accounts for the direct payments made to the City by the U.S. Department of Agriculture for the purpose of economic assistance. Included in the budget is a comprehensive accounting of all revenues and all expenditures since inception.

# BOROUGH ORGANIZATION FUND

## Purpose Statement:

To maximize the resources received from the State of Alaska upon incorporation of the Borough in 2008 by developing and extracting resources from Municipal Entitlement Lands (MEL).



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 11110*

**SPECIAL REVENUE TYPE**  
**BOROUGH ORGANIZATION FUND**  
**SUMMARY OF REVENUES & EXPENDITURES**

**BOROUGH ORGANIZATION FUND REVENUES & TRANSFERS-IN**

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
28010 000 4910 Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BOROUGH ORGANIZATION FUND EXPENSES**

28010 000 7511 Surveying/Timber Cruise Expense	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

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

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

**JUSTIFICATION & EXPLANATION**  
*BOROUGH ORGANIZATION FUND*

**GL ACCT DESCRIPTION**

- 4910 **TRANSFER FROM GENERAL FUND** - RESOURCES ALLOCATED FROM THE GENERAL FUND TO THE BOROUGH ORGANIZATION FUND
- 7511 **SURVERYING/TIMBER CRUISE EXPENSE** - EXPENSES RELATED TO SURVEYING MUNICIPAL ENTITLEMENT LANDS AND EXECUTING TIMBER CRUISES THROUGH A CONTRACTOR

# 911 SURCHARGE FUND

## **Purpose Statement:**

To save and reinvest 911 surcharge revenues received from wired and wireless telephone providers for the purpose of maintaining and improving the 911 operating system and server.



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #: 11130*

**SPECIAL REVENUE TYPE**  
**911 SURCHARGE REVENUE**  
SUMMARY OF REVENUES & EXPENDITURES

<b>911 SURCHARGE FUND REVENUES &amp; TRANSFERS-IN</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>
11130 000 4350	911 Surcharge Revenue	\$ -	\$ -	\$ -	\$ -	\$ 45,000
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>
<b>911 SURCHARGE FUND EXPENDITURES</b>						
11130 000 7503	Information Technology	\$ -	\$ -	\$ -	\$ -	\$ 24,000
11130 000 7519	Professional Services Contr.	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>
<b>TOTAL CHANGE IN NET POSITION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,000</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ -	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET POSITION		\$ -	\$ -	\$ -	\$ -	\$ 21,000
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,000</b>

**JUSTIFICATION & EXPLANATION**  
*911 SURCHARGE REVENUE*

**GL ACCT DESCRIPTION**

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



# PERMANENT FUND

## **Mission Statement:**

To responsibly maximize the rate of return on fund investments in order to sustainably draw from the fund to address deferred maintenance costs.



## **Permanent Fund Objectives:**

**Preservation of Purchasing Power After Spending:** To achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of plan assets. Risk control is an important element in the investment of plan assets.

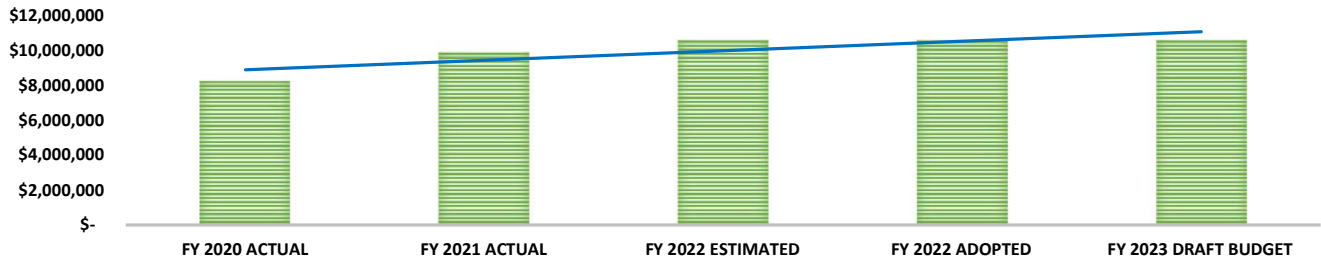
**Long-Term Growth of Capital:** To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
 Fund 20000 (Permanent Fund Consolidated)

**SPECIAL REVENUE TYPE**  
**PERMANENT FUND**  
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>PERMANENT FUND REVENUES</b>						
20000 000 4371	Cold Storage Lease	\$ 32,880	\$ (33,735)	\$ 49,320	\$ 16,440	\$ 35,880
20000 000 4550	Investment Income	\$ 436,681	\$ 1,673,891	\$ 700,000	\$ 250,000	\$ 264,329
<b>TOTAL REVENUES</b>		<b>\$ 469,561</b>	<b>\$ 1,640,156</b>	<b>\$ 749,320</b>	<b>\$ 266,440</b>	<b>\$ 300,209</b>
<b>PERMANENT FUND EXPENDITURES &amp; TRANSFERS-OUT</b>						
20000 000 7541	Investment Management Fees	\$ 13,255	\$ -	\$ 42,000	\$ -	\$ 45,000
20000 000 8910	Transfer To General Fund	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000
20000 000 8924	Transfer To Parks & Recreation	\$ -	\$ -	\$ -	\$ 30,000	\$ -
<b>TOTAL EXPENDITURES &amp; TRANSFERS-OUT</b>		<b>\$ 263,255</b>	<b>\$ -</b>	<b>\$ 42,000</b>	<b>\$ 280,000</b>	<b>\$ 295,000</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 8,019,389	\$ 8,225,695	\$ 9,865,851	\$ 10,573,171	\$ 10,573,171
CHANGE IN NET POSITION		\$ 206,306	\$ 1,640,156	\$ 707,320	\$ (13,560)	\$ 5,209
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ 8,225,695</b>	<b>\$ 9,865,851</b>	<b>\$ 10,573,171</b>	<b>\$ 10,559,611</b>	<b>\$ 10,578,380</b>
UNRESTRICTED PERMANENT FUND BALANCE		\$ 7,186,353	\$ 8,619,271	\$ 9,237,219	\$ 9,225,372	\$ 9,241,770
RESTRICTED FOR P&R		\$ 1,039,341	\$ 1,246,580	\$ 1,335,952	\$ 1,334,239	\$ 1,336,610
<b>TOTAL FUND BALANCE</b>		<b>\$ 8,225,695</b>	<b>\$ 9,865,851</b>	<b>\$ 10,573,171</b>	<b>\$ 10,559,611</b>	<b>\$ 10,578,380</b>

**PERMANENT FUND BALANCE BY FISCAL YEAR**



**JUSTIFICATION & EXPLANATION**  
**PERMANENT FUND**

**GL ACCT DESCRIPTION**

- 4371 COLD STORAGE LEASE** - PROCEEDS FROM THE COLD STORAGE FACILITY LEASE. THE COLD STORAGE FACILITY WAS PARTIALLY FUNDED BY THE PERMANENT FUND WHEN IT WAS INITIALLY BUILT. THE PROCEEDS FROM LEASING THE FACILITY ARE TO BE INVESTED BACK INTO THE PERMANENT FUND
- 4550 INVESTMENT INCOME** - THE CHANGE IN FAIR MARKET VALUE IN THE PERMANENT FUND FROM 7/1/20XX TO 6/30/20XX
- 7541 INVESTMENT MANAGEMENT FEES** - THE FEES CHARGED FROM ALASKA PERMANENT CAPITAL MANAGEMENT FOR MANAGING THE PERMANENT FUND. THE FEES ARE TIERED SO THAT THE FIRST \$5,000,000 IS CHARGED AT 0.50% AND THE EXCESS IN THE FUND IS CHARGED AT 0.30%.
- 8910 TRANSFER TO GENERAL FUND** - INTERFUND TRANSFER FROM THE PERMANENT FUND TO THE GENERAL FUND
- 8924 TRANSFER TO PARKS & RECREATION** - INTERFUND TRANSFER FROM THE PERMANENT FUND TO PARKS AND RECREATION

# NOLAN CENTER FUND

## **Mission Statement:**

The mission of the Wrangell Museum is to collect, interpret and preserve Wrangell's rich natural and cultural history through exhibits and other educational opportunities



## **Nolan Center Staff:**

Cyni Crary, *Nolan Center Director*

Tyler Eagle, *Nolan Center Coordinator*

## **Objectives:**

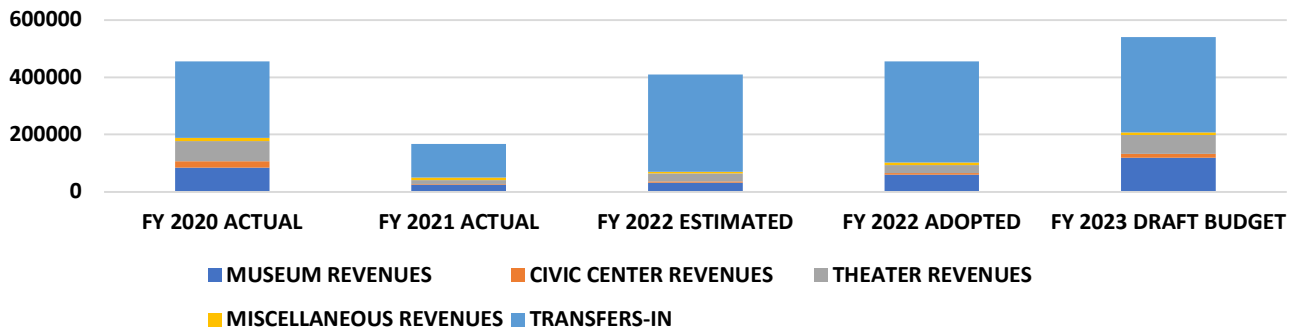
- Promote and host cultural activities through events, festivals, workshops, conferences, concerts, movies and other artistic endeavors.
- Strategic planning to increase revenue through grant opportunities, museum tours, gift shop sales and hosting community events.
- Training and development of staff, including updating policies and procedures and rate schedules.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 21XXX (Nolan Center Consolidated)*

**SPECIAL REVENUE TYPE**  
**NOLAN CENTER**  
 SUMMARY OF REVENUES & EXPENDITURES

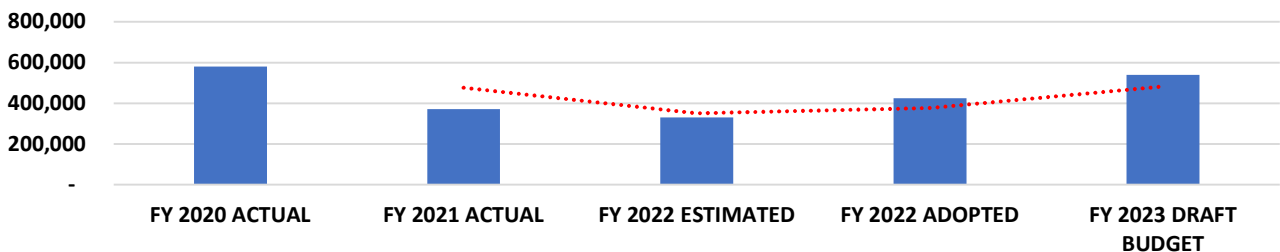
SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
MUSEUM REVENUES	84,109	25,196	31,813	60,000	120,000
CIVIC CENTER REVENUES	21,709	2,947	4,253	5,500	13,000
THEATER REVENUES	71,666	13,263	27,966	28,000	65,000
MISCELLANEOUS REVENUES	10,463	8,712	5,996	7,996	8,550
TRANSFERS-IN	268,210	117,000	339,519	354,519	334,077
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 456,157</b>	<b>\$ 167,118</b>	<b>\$ 409,547</b>	<b>\$ 456,015</b>	<b>\$ 540,627</b>

**NOLAN CENTER 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
<b>GENERAL EXPENDITURES</b>					
PERSONNEL	272,015	137,986	140,309	197,712	246,324
COMMODITIES	70,106	51,237	22,536	37,400	37,500
SERVICES	104,109	129,398	114,993	120,887	117,375
INTERGOVERNMENTAL	12,826	13,733	14,500	-	49,929
CAPITAL	32,523	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>DEPARTMENT SPECIFIC EXPENDITURES</b>					
MUSEUM EXPENDITURES	55,896	29,023	15,795	25,500	56,500
CIVIC CENTER EXPENDITURES	5,591	3,773	1,906	2,500	3,000
THEATER EXPENDITURES	28,440	6,486	20,151	41,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>581,507</b>	<b>371,635</b>	<b>330,191</b>	<b>424,999</b>	<b>540,627</b>

**NOLAN CENTER EXPENDITURES BY FISCAL YEAR**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #21XXX (Nolan Center Consolidated)*

**SPECIAL REVENUE FUND TYPE**  
**NOLAN CENTER**  
**DETAIL OF REVENUES & EXPENDITURES**

NOLAN CENTER REVENUES		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
21000 125 4101	PERS On-behalf Revenue	\$ 5,241	\$ 5,996	\$ 5,996	\$ 5,996	\$ 6,000
21000 125 4910	Nolan Center Transfer from General Fund	\$ 153,810	\$ 117,000	\$ 242,519	\$ 242,519	\$ 237,077
21000 125 4912	Transfer from Investments (J&E Nolan Endowment)	\$ 100,000	\$ -	\$ 85,000	\$ 100,000	\$ 85,000
21000 125 4922	Nolan Center Transfer from Sales Tax Fund	\$ 14,400	\$ -	\$ -	\$ -	\$ -
21000 125 4928	Transfer from Transient Tax Fund	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
21010 121 4690	Museum Donations	\$ 4,800	\$ 2,195	\$ -	\$ 2,000	\$ 2,000
21010 121 4701	Museum Admissions General	\$ 23,155	\$ 1,224	\$ 7,409	\$ -	\$ 5,000
21010 121 4702	Museum Admission Tours	\$ -	\$ -	\$ -	\$ -	\$ 35,000
21010 121 4703	Museum Sales of Merchandise & Concessions	\$ 60,954	\$ 23,972	\$ 24,403	\$ 60,000	\$ 80,000
21XXX 000 4550	Interest Income	\$ 422	\$ 521	\$ -	\$ -	\$ 550
21020 122 4705	Facility Rental	\$ 14,819	\$ 1,885	\$ 2,992	\$ 5,000	\$ 10,000
21020 122 4708	Event Revenue	\$ 6,890	\$ 1,062	\$ 1,261	\$ 500	\$ 3,000
21030 123 4701	Admissions/User Fees	\$ 33,510	\$ 3,860	\$ 12,702	\$ 28,000	\$ 30,000
21030 123 4703	Sales of Merchandise & Concessions	\$ 38,157	\$ 9,403	\$ 15,264	\$ -	\$ 35,000
<b>TOTAL REVENUES</b>		<b>\$ 456,157</b>	<b>\$ 167,118</b>	<b>\$ 409,547</b>	<b>\$ 456,015</b>	<b>\$ 540,627</b>

GENERAL OPERATING EXPENDITURES						
21000 125 6001	Salaries & Wages	\$ 136,081	\$ 84,221	\$ 91,580	\$ 104,957	\$ 152,816
21000 125 6002	Temporary Wages	\$ 55,207	\$ 12,091	\$ 10,150	\$ 30,000	\$ 15,000
21000 125 6005	Overtime	\$ 674	\$ 259	\$ 585	\$ -	\$ -
21000 125 6XXX	Employer Costs	\$ 76,007	\$ 41,414	\$ 37,995	\$ 62,755	\$ 76,007
21000 125 7001	Materials & Supplies	\$ 5,039	\$ 2,164	\$ 1,718	\$ 1,300	\$ 1,000
21000 125 7002	Facility Repair & Maintenance	\$ 53,524	\$ 45,744	\$ 16,145	\$ 28,000	\$ 28,000
21000 125 7003	Custodial Supplies	\$ 2,768	\$ 462	\$ 147	\$ 2,000	\$ 2,500
21000 125 7004	Postage & Shipping	\$ 492	\$ 109	\$ 87	\$ 500	\$ 500
21000 125 7008	Non-capital Equipment	\$ 3,116	\$ -	\$ -	\$ 600	\$ 1,000
21000 125 7009	Equipment Repair & Maintenance	\$ 1,625	\$ 757	\$ 540	\$ 1,000	\$ 1,000
21000 125 7017	Fuel & Oil - Heating	\$ 3,543	\$ 2,001	\$ 3,899	\$ 4,000	\$ 3,500
21000 125 7501	Utilities	\$ 67,903	\$ 73,131	\$ 65,458	\$ 78,000	\$ 70,000
21000 125 7502	Phone/Internet	\$ 7,909	\$ 7,719	\$ 7,509	\$ 704	\$ 8,000
21000 125 7503	Information Technology	\$ 86	\$ 296	\$ -	\$ -	\$ 1,000
21000 125 7505	Travel & Training	\$ 4,046	\$ -	\$ -	\$ -	\$ 2,500
21000 125 7506	Publications & Advertising	\$ 8,879	\$ 2,585	\$ 2,334	\$ 2,400	\$ 2,500
21000 125 7507	Memberships and Dues	\$ 2,218	\$ 1,956	\$ 60	\$ 1,661	\$ 2,000
21000 125 7508	Insurance	\$ 15,121	\$ 34,881	\$ 20,522	\$ 17,292	\$ 22,575
21000 125 7509	Credit card processing & bank fees	\$ 1,992	\$ 563	\$ 743	\$ 920	\$ 1,000
21000 125 7515	Permits, Inspections & Compliance	\$ -	\$ 580	\$ 580	\$ 10,310	\$ 700
21000 125 7519	Professional Services Contractual	\$ -	\$ 7,687	\$ 17,786	\$ 9,600	\$ 9,600
21000 125 7629	Charges from Capital Facilities	\$ 12,826	\$ 13,733	\$ 14,500	\$ -	\$ 49,929
21000 125 7900	Capital Expenditures	\$ 32,523	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL OPERATING EXPENDITURES</b>		<b>\$ 491,579</b>	<b>\$ 332,353</b>	<b>\$ 292,338</b>	<b>\$ 355,999</b>	<b>\$ 451,127</b>

MUSEUM OPERATING EXPENDITURES						
21010 121 7050	Concessions & Merchandise for Resale	\$ 46,547	\$ 25,644	\$ 14,781	\$ 21,000	\$ 50,000
21010 121 7055	Museum Exhibits	\$ 8,096	\$ 3,229	\$ 1,013	\$ 3,000	\$ 5,000
21010 121 7577	Asset Preservation & Management	\$ 1,253	\$ 150	\$ -	\$ 1,500	\$ 1,500
<b>TOTAL MUSEUM OPERATING EXPENDITURES</b>		<b>\$ 55,896</b>	<b>\$ 29,023</b>	<b>\$ 15,795</b>	<b>\$ 25,500</b>	<b>\$ 56,500</b>

CIVIC CENTER OPERATING EXPENDITURES						
21020 122 7052	Event Expenditures	\$ 5,591	\$ 3,773	\$ 1,906	\$ 2,500	\$ 3,000
<b>TOTAL CIVIC CENTER OPERATING EXPENDITURES</b>		<b>\$ 5,591</b>	<b>\$ 3,773</b>	<b>\$ 1,906</b>	<b>\$ 2,500</b>	<b>\$ 3,000</b>

THEATER OPERATING EXPENSES						
21030 123 7050	Concessions & Merchandise for Resale	\$ 11,195	\$ 2,113	\$ 8,311	\$ 21,000	\$ 12,000
21030 123 7830	Film Expense	\$ 17,245	\$ 4,373	\$ 11,840	\$ 20,000	\$ 18,000
<b>Total</b>		<b>\$ 28,440</b>	<b>\$ 6,486</b>	<b>\$ 20,151</b>	<b>\$ 41,000</b>	<b>\$ 30,000</b>
<b>TOTAL OPERATING EXPENDITURES</b>		<b>\$ 581,507</b>	<b>\$ 371,635</b>	<b>\$ 330,191</b>	<b>\$ 424,999</b>	<b>\$ 540,627</b>

Total Operating Revenues	\$ 456,157	\$ 167,118	\$ 409,547	\$ 456,015	\$ 540,627
Total Operating Expenses	\$ 581,507	\$ 371,635	\$ 330,191	\$ 424,999	\$ 540,627
<b>Change in Net Position</b>	<b>\$ (125,350)</b>	<b>\$ (204,518)</b>	<b>\$ 79,356</b>	<b>\$ 31,016</b>	<b>\$ (0)</b>

**SPECIAL REVENUE FUND: NOLAN CENTER CIP FUND** *Fund #21300*

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 21001</b> NC Generator Upgrades	21300 120 4999 43 21001	2020 SHSP (DHS) Grant Revenue	\$ 240,000
	21300 120 9999 43 21001	NC Standby Generator Upgrades (2020 SHSP Grant Expenditures)	\$ 240,000
	<b>Resources available over resources used</b>		\$ -
<b>PROJECT: 21002</b> NC Roof Repairs	21300 125 4910 00 21002	Transfers from General Fund	\$ 25,000
	21300 125 9999 00 21002	Nolan Center Roof Repairs Expenses	\$ 25,000
	<b>Resources available over resources used</b>		\$ -

**JUSTIFICATION & EXPLANATION**  
*NOLAN CENTER*

Item c.

**GL ACCT DESCRIPTION**

4101	PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
4910	NOLAN CENTER TRANSFER FROM GENERAL FUND - ALLOTMENT FOR THE NOLAN CENTER FROM THE GENERAL FUND		
4912	TRANSFER FROM INVESTMENTS (J&E NOLAN ENDOWMENT) - ALLOTMENT FOR NOLAN CENTER FROM ENDOWMENT		
4922	NOLAN CENTER TRANSFER FROM SALES TAX FUND - ALLOTMENT FOR NOLAN CENTER FROM SALES TAX FUND		
4928	TRANSFER FROM TRANSIENT TAX FUND - ALLOTMENT FOR NOLAN CENTER FROM TRANSIENT TAX FUND		
4690	MUSEUM DONATIONS - DONATIONS RECEIVED FOR MUSEUM OPERATIONS AND EVENTS		
4701	MUSEUM ADMISSIONS/USER FEES - REVENUE FROM MUSEUM ADMISSIONS & FACILITY USER FEES		
4703	MUSEUM SALES OF MERCHANDISE & CONCESSIONS - REVENUE FROM GIFT SHOP SALES		
4550	INTEREST INCOME - THE ALLOCATION OF INVESTMENT INCOME FROM THE BARNES TOTEM TRUST AND THE PORTION OF NOLAN CENTER CASH INVESTED IN THE CENTRAL TREASURY		
4705	FACILITY RENTAL - REVENUE GENERATED FROM THE RENTAL OF THE CIVIC CENTER (I.E. HOSTED BY EXTERNAL PARTY)		
4708	EVENT REVENUE - REVENUE FROM EVENTS HOSTED BY THE NOLAN CENTER, SUCH AS COMMUNITY MARKETS & CONCERTS		
6001	<b>SALARIES &amp; WAGES</b>		
	NOLAN CENTER DIRECTOR	\$	75,046
	NOLAN CENTER COORDINATOR	\$	39,254
	NOLAN CENTER ATTENDANT	\$	38,516
	<b>TOTAL</b>	<b>\$</b>	<b>152,816</b>
6002	ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP.		
6XXX	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	11,583
	STATE OF ALASKA PERS (22%)	\$	33,620
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	30,804
	<b>TOTAL</b>	<b>\$</b>	<b>76,007</b>
7001	MATERIALS AND SUPPLIES - OFFICE PRODUCTS SUCH AS COPY PAPER, PRINTER PAPER, PRINTER INK, AND OTHER MISC. ITEMS PURCHASED		
7002	FACILITY REPAIR & MAINTENANCE - LABOR & MATERIALS TO MAINTAIN THE BUILDING, FURNACE, LIGHTS, PAINT, WINDOWS, AND DOORS		
7003	CUSTODIAL SUPPLIES - JANITORIAL RELATED SUPPLIES SUCH AS DISINFECTING SOLUTIONS, TRASH BAGS, ANTIBACTERIAL SOAPS, FACIAL TISSUES, ETC.		
7004	POSTAGE & SHIPPING - INCLUDES COST OF POSTAGE FOR MUSEUM MAILINGS		
7008	NON-CAPITAL EQUIPMENT - SPEAKERS, MICROPHONES, AND OTHER ITEMS FOR EVENTS THAT ARE NOT CAPITALIZED BASED ON THE NATURE AND AMOUNT OF THE THE EXPENDITURE		
7009	EQUIPMENT REPAIR & MAINTENANCE - COST TO MAINTAIN COMPUTERS, COPIERS, AND OTHER MISC. OFFICE, THEATER, AND GIFT SHOP EQUIPMENT		
7017	FUEL & OIL-HEATING - HEATING OIL AND DIESEL FOR STANDBY GENERATOR		
7501	UTILITIES - WATER, GARBAGE, SEWER, AND ELECTRIC HEAT FOR NOLAN CENTER BUILDING		
7502	PHONE/INTERNET - THE TOTAL AMOUNT OF MONTHLY INTERNET AND PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT		
7503	INFORMATION TECHNOLOGY - COSTS INCLUDE SERVER SUPPORT, PRINTER & SCANNER SUPPORT, AND OTHER MISC. TECHNOLOGY SUPPORT		
7505	TRAVEL & TRAINING - TRAINING AND TRAVEL FOR GRANT WRITING AND AN ANNUAL MUSEUM CONFERENCE		
7506	PUBLICATIONS & ADVERTISING - COST TO ADVERTISE & PROMOTE MUSEUM AND VARIOUS EVENTS AT NOLAN CENTER		
7507	MEMBERSHIPS & DUES - COSTS OF MEMBERSHIPS & DUES FOR PROGRAMS USED WITHIN MUSEUM AND VISITOR'S CENTER		
7508	INSURANCE - ALLOCATED INSURANCE POLICY EXPENDITURE FOR THE NOLAN CENTER FACILITY		
7509	CREDIT CARD PROCESSING & BANK FEES - AMOUNTS COLLECTED BY BANK FOR USING CREDIT CARDS		
7515	PERMITS, INSPECTIONS & COMPLIANCE - COSTS FOR PERMITS & INSPECTIONS TO KEEP FACILITY IN COMPLIANCE WITH HEALTH & SAFETY REGULATIONS		
7519	PROFESSIONAL SERVICES CONTRACTUAL - ANNUALIZED COST OF JANITORIAL SERVICE FOR THE NOLAN CENTER		
7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7900	CAPITAL EXPENDITURES - OPERATIONAL UPGRADES TO INFRASTRUCTURE OR THE PURCHASE OF EQUIPMENT THAT IS CAPITALIZED BASED UPON THE NATURE AND THE AMOUNT OF THE PURCHASE		



# SALES TAX FUND

## Mission Statement:

The mission of the Sales Tax Fund is to financially support general governmental activities throughout the Borough as well as provide supplemental funding to the Wrangell Public School District for education and maintenance needs.



## Objectives:

- Increase oversight of sales tax payers by establishing robust monitoring and reporting processes
- Execute annual sales tax audits to ensure the legitimacy of sales tax receipts received
- Enhance communications with citizens and streamline the quarterly filing process so that businesses may pay on line in a seamless manner.

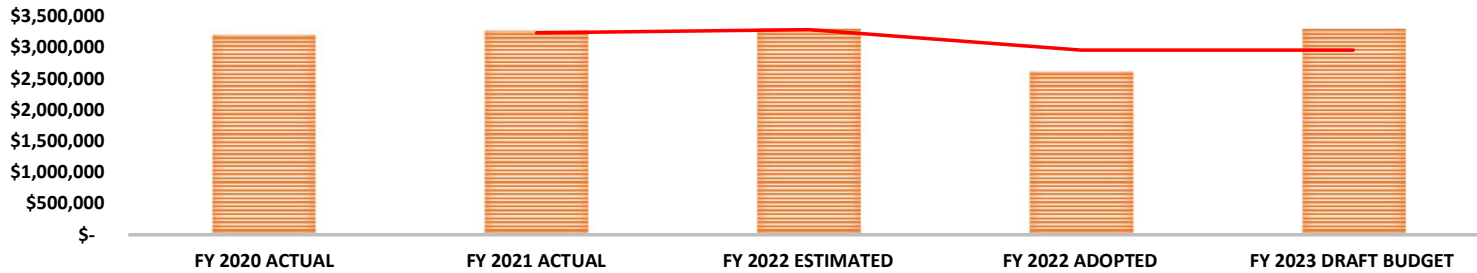
**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #22XXX (Sales Tax Fund Consolidated)*

**SPECIAL REVENUE FUND TYPE**  
**SALES TAX FUND**  
**DETAIL OF EXPENDITURES**

<b>SALES TAX FUND REVENUES</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>
22000 000 4020	Sales Tax Revenue	\$ 3,199,043	\$ 3,264,910	\$ 3,300,000	\$ 2,607,140	\$ 3,300,000
22000 000 4025	Penalties & Interest	\$ 366	\$ -	\$ 10,000	\$ -	\$ 10,000
<b>TRANSFERS-OUT (ALLOCATIONS)</b>						
22000 000 8910	Transfer to General Fund (80%)			\$ 2,648,000	\$ 1,772,855	\$ 2,648,000
22000 000 8921	Transfer to WPS Contribution Fund (20%)			\$ 662,000	\$ -	\$ 662,000

**Note:** Sales Tax proceeds were formerly divided into sales tax subfunds for streets and health, sanitation and education. Upon adoption of Ordinance 1023, management will bring forth a resolution to dissolve these subfunds into the General Fund. As such, sales tax reserves are not presented below. The Sales Tax Special Revenue Fund shall maintain a fund balance of zero post allocation.

**SALES TAX REVENUE BY FISCAL YEAR**



**JUSTIFICATION & EXPLANATION**  
*SALES TAX FUND*

**GL ACCT DESCRIPTION**

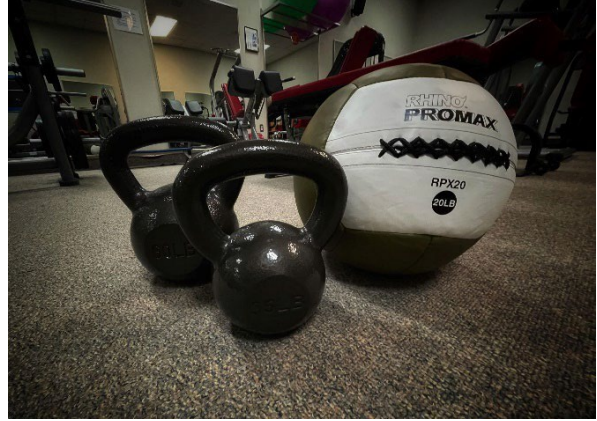
- 4020 **SALES TAX REVENUE** - GROSS SALES TAX COLLECTED PURSUANT TO CHAPTER 5.08 OF THE WRANGELL MUNICIPAL CODE.
- 4025 **PENALTIES AND INTEREST** - P&I RECORDED PURSUANT TO SECTION 5.08.100 OF THE WRANGELL MUNICIPAL CODE
- 8910 **TRANSFER TO GENERAL FUND** - THE AMOUNT TRANSFERRED TO THE GENERAL FUND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



# PARKS AND RECREATION

## Mission Statement:

Wrangell Parks & Recreation's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.



## Parks and Recreation Staff:

Kate Thomas, *Director*

Lucy Moline-Robinson, *Recreation Coordinator*

Lane Fitzjarrald, *Custodian – Light Maintenance*

## Department Objectives:

- Preserve and maintain facilities through preventative maintenance and proper future planning.
- Provide a clean, safe swimming pool and aquatics environment with recreational swimming programs, public swimming, and scheduled events.
- Create community through a wide range of active and passive recreational programs for residents and visitors of all ages, interests, and abilities.
- Promote the development and sustainability of staff, programs, activities, facilities and parks through advocacy and financial support.

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

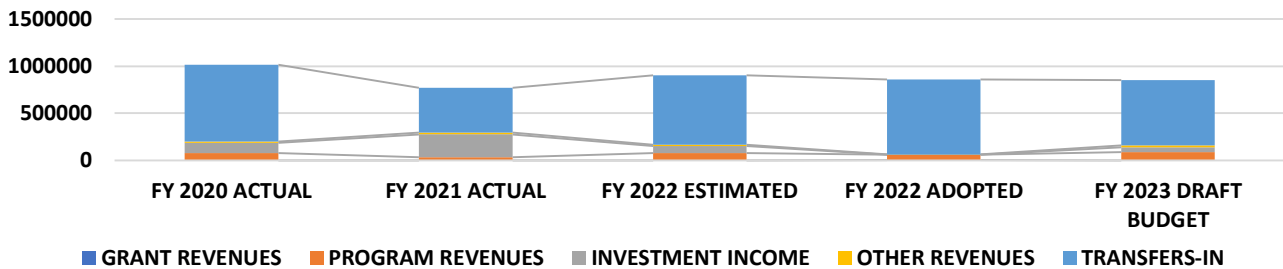
*Fund 24XXX (Parks & Recreation Consolidated)*

**SPECIAL REVENUE TYPE  
PARKS AND RECREATION**

SUMMARY OF REVENUES & EXPENDITURES

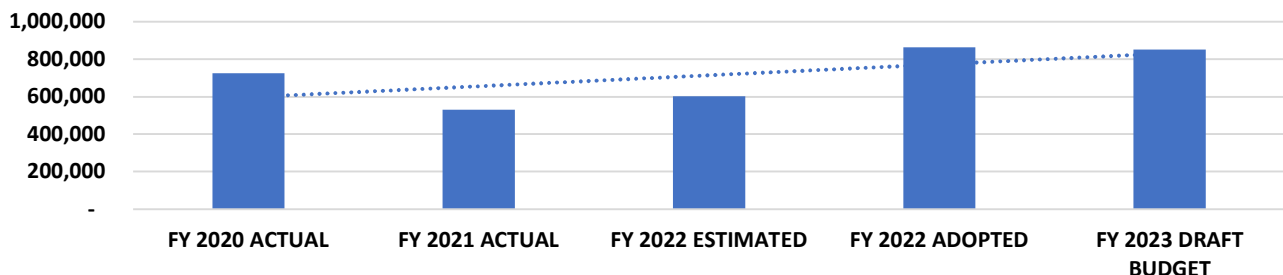
SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
GRANT REVENUES	1,000	-	-	1,500	-
PROGRAM REVENUES	74,997	33,167	77,254	58,000	87,100
INVESTMENT INCOME	109,896	242,090	75,000	-	50,000
OTHER REVENUES	11,337	18,363	12,951	2,000	21,054
TRANSFERS-IN	817,758	477,177	737,149	797,149	692,824
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 1,014,988</b>	<b>\$ 770,797</b>	<b>\$ 902,354</b>	<b>\$ 858,649</b>	<b>\$ 850,978</b>

**PARKS & RECREATION 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
<b>GENERAL EXPENDITURES</b>					
PERSONNEL	290,501	235,887	237,270	284,966	275,052
COMMODITIES	32,066	13,280	17,552	48,549	44,700
SERVICES	43,980	52,360	34,520	58,007	46,626
INTERGOVERNMENTAL	9,465	16,230	35,428	35,428	26,399
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>DEPARTMENT SPECIFIC EXPENDITURES</b>					
POOL EXPENDITURES	262,756	157,080	192,658	289,539	307,000
PARKS CENTER EXPENDITURES	50,378	42,808	67,941	88,660	87,200
RECREATION EXPENDITURES	35,176	12,227	16,942	57,500	64,000
<b>TOTAL EXPENDITURES</b>	<b>724,321</b>	<b>529,873</b>	<b>602,310</b>	<b>862,649</b>	<b>850,978</b>

**PARKS & RECREATION EXPENDITURES BY FISCAL YEAR**



Item c.

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
<b>REVENUES &amp; TRANSFERS-IN</b>						
24000 140 4101	State Of AK Share Of PERS	\$ 10,093	\$ 10,504	\$ 10,504	\$ -	\$ 10,504
24000 000 4550	Interest Income	\$ 109,896	\$ 242,090	\$ 75,000	\$ -	\$ 50,000
24000 140 4690	Donations & Sponsorships	\$ 90	\$ 7,455	\$ 169	\$ -	\$ 6,800
24000 140 4703	Merchandise & Concessions	\$ 393	\$ 332	\$ 1,738	\$ 1,000	\$ 1,000
24000 140 4712	Fee Assistance Donations	\$ 761	\$ 300	\$ -	\$ -	\$ 750
24000 140 4716	Community Contractor Revenue	\$ -	\$ (228)	\$ 541	\$ 1,000	\$ 2,000
24000 140 4910	Transfer From General Fund	\$ 788,758	\$ 447,177	\$ 737,149	\$ 737,149	\$ 692,824
24000 140 4922	Transfer From Sales Tax Fund	\$ 29,000	\$ 30,000	\$ -	\$ 30,000	\$ -
24000 140 4920	Transfer from Permanent Fund	\$ -	\$ -	\$ -	\$ 30,000	\$ -
24010 141 4702	Pool Program Revenues	\$ 70,601	\$ 28,805	\$ 52,390	\$ 35,000	\$ 53,600
24010 141 4705	Pool Reservations	\$ 4,921	\$ 535	\$ 3,455	\$ 3,000	\$ 5,000
24020 142 4705	Parks Reservations	\$ -	\$ 211	\$ 2,738	\$ 2,000	\$ 1,500
24030 143 4702	Recreation Program Revenues	\$ (525)	\$ 2,076	\$ 16,236	\$ 15,000	\$ 21,000
24030 143 4705	Recreation Reservations	\$ -	\$ 1,540	\$ 2,435	\$ 3,000	\$ 6,000
24300 000 4590	State Grant Revenue	\$ 1,000	\$ -	\$ -	\$ -	\$ -
24300 000 4595	Miscellaneous Grants	\$ -	\$ -	\$ -	\$ 1,500	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 1,014,988</b>	<b>\$ 770,797</b>	<b>\$ 902,354</b>	<b>\$ 858,649</b>	<b>\$ 850,978</b>

**GENERAL OPERATING EXPENDITURES**

24000 140 6001	Salaries & Wages	\$ 166,024	\$ 138,253	\$ 153,101	\$ 166,500	\$ 172,476
24000 140 6005	Overtime	\$ 3,703	\$ 2,715	\$ 1,369	\$ -	\$ 6,000
24000 140 6100	Personnel Benefits	\$ 114,002	\$ 93,245	\$ 81,771	\$ 110,416	\$ 85,827
24000 140 7630	Community Contractor Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,400
24000 140 7001	Materials & Supplies	\$ 28,886	\$ 10,421	\$ 8,937	\$ 26,450	\$ 17,500
24000 140 7004	Postage & Shipping	\$ -	\$ -	\$ 7,382	\$ 3,000	\$ 15,500
24000 140 7010	Vehicle Maintenance	\$ 3,070	\$ 2,859	\$ 744	\$ 17,099	\$ 9,200
24000 140 7050	Concessions & Merchandise for Resale	\$ -	\$ -	\$ -	\$ 600	\$ 500
24000 140 7100	Uniform, Gear & Clothing	\$ 110	\$ -	\$ 489	\$ 1,400	\$ 2,000
24000 140 7502	Phone & Internet	\$ 6,915	\$ 7,487	\$ 7,703	\$ 11,112	\$ 11,100
24000 140 7503	Information Technology	\$ 6,567	\$ 4,665	\$ 6,463	\$ 4,750	\$ 6,980
24000 140 7508	Insurance	\$ 12,528	\$ 35,897	\$ 16,110	\$ 30,000	\$ 17,721
24000 140 7506	Publications & Advertising	\$ 2,890	\$ 971	\$ 779	\$ 2,500	\$ 2,000
24000 140 7507	Memberships & Dues	\$ -	\$ -	\$ 239	\$ 210	\$ 935
24000 140 7509	Bank & Credit Card Fees	\$ 1,836	\$ 1,423	\$ 2,000	\$ 3,900	\$ 3,000
24000 140 7505	Travel & Training	\$ 6,772	\$ 1,674	\$ 1,030	\$ 8,050	\$ 10,750
24000 140 7515	Permits, Inspections & Compliance	\$ 7,127	\$ 1,918	\$ 1,226	\$ 4,220	\$ 3,490
24000 140 7519	Professional Services	\$ 6,117	\$ -	\$ -	\$ 1,315	\$ -
24000 140 7621	Charges from Public Works	\$ 145	\$ -	\$ 4,000	\$ 4,000	\$ -
24000 140 7622	Charges from Garage	\$ 3,331	\$ 5,331	\$ 5,000	\$ 5,000	\$ 8,244
24000 140 7629	Charges from Capital Facilities	\$ 5,989	\$ 10,899	\$ 26,428	\$ 26,428	\$ 18,156
24000 140 7632	Expenditures of Donations Received	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL OPERATING</b>		<b>\$ 376,012</b>	<b>\$ 317,757</b>	<b>\$ 324,770</b>	<b>\$ 426,950</b>	<b>\$ 392,778</b>

**SWIMMING POOL OPERATING EXPENDITURES**

24010 141 6002	Temporary Wages	\$ 64,424	\$ 56,915	\$ 61,116	\$ 82,539	\$ 85,000
24010 141 7002	Facility Repair & Maintenance	\$ 15,112	\$ 8,610	\$ 19,088	\$ 33,000	\$ 29,000
24010 141 7008	Non-capital Equipment	\$ 20,270	\$ 1,638	\$ 8,554	\$ 26,500	\$ 15,000
24010 141 7009	Equipment Repair & Maintenance	\$ 735	\$ 240	\$ 567	\$ 12,000	\$ 10,000
24010 141 7021	Water Treatment Chemicals	\$ 14,014	\$ 18,245	\$ 10,691	\$ 12,500	\$ 25,000
24010 141 7501	Pool Utilities	\$ 148,201	\$ 71,433	\$ 92,642	\$ 123,000	\$ 133,000
24010 141 7900	Pool Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>TOTAL SWIMMING POOL OPERATING</b>		<b>\$ 262,756</b>	<b>\$ 157,080</b>	<b>\$ 192,658</b>	<b>\$ 289,539</b>	<b>\$ 307,000</b>

**PARKS OPERATING EXPENDITURES**

24020 142 6002	Temporary Wages	\$ 32,105	\$ 25,095	\$ 36,000	\$ 36,710	\$ 36,000	Item c.
24020 142 7002	Facility Maintenance	\$ 2,743	\$ 3,041	\$ 26,217	\$ 33,000	\$ 25,000	
24020 142 7008	Non-capital Equipment	\$ 4,322	\$ 1,301	\$ -	\$ 4,950	\$ -	
24020 142 7009	Equipment Repair & Maintenance	\$ 190	\$ 70	\$ 129	\$ 2,000	\$ 2,000	
24020 142 7501	Utilities	\$ 11,017	\$ 13,302	\$ 5,595	\$ 12,000	\$ 14,000	
24020 142 7900	Parks Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
<b>TOTAL PARKS OPERATING</b>		<b>\$ 50,378</b>	<b>\$ 42,808</b>	<b>\$ 67,941</b>	<b>\$ 88,660</b>	<b>\$ 87,200</b>	

**COMMUNITY CENTER OPERATING EXPENDITURES**

24030 143 6002	Temporary Wages	\$ 18,010	\$ 1,429	\$ 1,638	\$ 30,000	\$ 30,000
24030 143 7002	Facility Repair & Maintenance	\$ 7,074	\$ 2,899	\$ 6,417	\$ 16,500	\$ 19,000
24030 143 7008	Non-capital Equipment	\$ 1,908	\$ 38	\$ 815	\$ 1,000	\$ 1,500
24030 143 7009	Equipment Repair & Maintenance	\$ 198	\$ -	\$ -	\$ -	\$ 1,500
24030 143 7501	Utilities	\$ 7,987	\$ 7,861	\$ 8,072	\$ 10,000	\$ 12,000
24030 143 7900	Recreation Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COMMUNITY CENTER</b>		<b>\$ 35,176</b>	<b>\$ 12,227</b>	<b>\$ 16,942</b>	<b>\$ 57,500</b>	<b>\$ 64,000</b>

<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 724,321</b>	<b>\$ 529,873</b>	<b>\$ 602,310</b>	<b>\$ 862,649</b>	<b>\$ 850,978</b>
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TOTAL REVENUES & TRANSFERS-IN	\$ 1,014,988	\$ 770,797	\$ 902,354	\$ 858,649	\$ 850,978
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TOTAL EXPENDITURES	\$ 724,321	\$ 529,873	\$ 602,310	\$ 862,649	\$ 850,978
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<b>P&amp;R SURPLUS (DEFICIT)</b>	<b>\$ 290,667</b>	<b>\$ 240,924</b>	<b>\$ 300,044</b>	<b>\$ (4,000)</b>	<b>\$ 0</b>
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**SPECIAL REVENUE FUND: PARKS & RECREATION CIP FUND**

*Fund #24300*

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 24003</b> <i>Pool Lighting Upgrades</i>	24300 000 4910 00 24003	Transfer from General Fund	\$ 12,000
	24300 000 9999 00 24003	Pool Lighting Replacement Project Expenditures	\$ 12,000
	<b>Resources available over resources used</b>		<b>\$ -</b>
<b>PROJECT: 24004</b> <i>Mt. Dewey Trail Expansion</i>	24300 000 4978 00 24004	Transfer from CPV Fund (Cash Match for Grant)	\$ 100,000
	24300 000 4999 48 24004	FLAP Grant Revenue for Mt. Dewey Extension	\$ 994,579
	24300 142 9999 48 24004	FLAP Grant Expenditures for Mt. Dewey Extension	\$ 1,094,579
<b>Resources available over resources used</b>		<b>\$ -</b>	
<b>PROJECT: 24006</b> <i>Swimming Pool Siding &amp; Birck Column Façade Replacement</i>	24300 000 4999 00 24006	DCRA-LGLR Grant Revenue	\$ 175,000
	24300 141 9999 50 24006	Pool Siding Replacement (DCRA - Grant Expenditures)	\$ 175,000
	<b>Resources available over resources used</b>		<b>\$ -</b>
<b>PROJECT: 24007</b> <i>City Park Pavillion Fire Place Repair</i>	24300 000 4910 00 24007	Transfer from General Fund	\$ 75,000
	24300 142 9999 00 24007	Pool Siding Replacement Expenditures	\$ 75,000
	<b>Resources available over resources used</b>		<b>\$ -</b>
<b>PROJECT: 24008</b> <i>Pool HVAC Upgrades</i>	24300 000 4999 11 24008	CDBG-CV Grant Revenue	\$ 806,712
	24300 000 9999 11 24008	CDBG-CV Grant Expenditures (Pool HVAC)	\$ 806,712
	<b>Resources available over resources used</b>		<b>\$ -</b>
<b>SUMMARY</b>	<b>TOTAL TRANSFERS FROM GF FOR CIP</b>		<b>\$ 87,000</b>
	<b>TOTAL BUDGETED CIP EXPENDITURES</b>		<b>\$ 2,163,291</b>

**JUSTIFICATION & EXPLANATION**

PARKS & RECREATION FUND

Item c.

**GL ACCT DESCRIPTION**

140 4101	<b>PERS ON-BEHALF REVENUE</b> - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER		
000 4550	<b>INTEREST INCOME</b> - INTEREST FROM CENTRAL TREASURY GAINS AND INVESTMENT INCOME FROM P&R		
140 4690	<b>DONATIONS &amp; SPONSORSHIPS</b> - REVENUE FROM DONATIONS & SPONSORSHIPS		
140 4703	<b>MERCHANDISE &amp; CONCESSIONS</b> - REVENUE FROM SALES OF MERCHANDISE		
140 4712	<b>FEE ASSISTANCE DONATIONS</b> - DONATIONS TO COVER MEMBER ADMISSION FEES TO PROGRAMS		
140 4716	<b>COMMUNITY CONTRACTOR REVENUE</b> - REVENUE SHARED FROM CONTRACTORS		
140 4910	<b>TRANSFER FROM GENERAL FUND</b> - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM GENERAL FUND		
140 4922	<b>TRANSFER FROM SALES TAX FUND</b> - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM SALES TAX FUND		
140 4920	<b>TRANSFER FROM PERMANENT FUND</b> - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM PERMANENT FUND		
141 4702	<b>POOL PROGRAM REVENUES</b> - REVENUE FROM SWIM LESSONS, LAP SWIM, WATER AEROBICS, AND OTHER MISC. POOL PROGRAMS		
141 4705	<b>POOL RESERVATIONS</b> - REVENUE FROM RENTAL OF POOL FACILITY		
142 4705	<b>PARKS RESERVATIONS</b> - REVENUE FROM RENTAL OF RV PARKS		
143 4702	<b>RECREATION PROGRAM REVENUES</b> - REVENUES FROM PICKLEBALL, TOT GYM, JIU JITSU, VOLLEYBALL, ARCHERY, AND OTHER MISC. RECREATIONAL PROGRAMS		
143 4705	<b>RECREATIONAL RESERVATIONS</b> - REVENUES FROM PARK & FACILITY RESERVATIONS SUCH AS CITY PARK & SHOEMAKER SHELTERS, COVERED PLAYGROUND, WRANGELL COMMUNITY CENTER FACILITY		
000 4590	<b>STATE GRANT REVENUE</b> - GRANT REVENUES RECEIVED FROM THE STATE OF ALASKA		
000 4595	<b>MISCELLANEOUS GRANTS</b> - REVENUE FROM MISC. GRANTS		
000 4599	<b>FEDERAL GRANT REVENUE</b> - GRANT REVENUES RECEIVED FROM THE FEDERAL GOVERNMENT OR THAT ARE INITIALLY FUNDED THROUGH THE FEDERAL GOVERNMENT AND THEN PASSED THROUGH THE STATE		
000 4600 00 24001	<b>NRA GRANT SKEET RANGE IMPROVEMENT</b> - GRANT FUNDS RECEIVED FROM THE NATIONAL RIFLE		
140 6001	<b>SALARIES &amp; WAGES</b>		
	PARKS AND RECREATION DIRECTOR SALARY	\$	76,544
	RECREATION COORDINATOR SALARY	\$	48,422
	PARKS AND RECREATION MAINTENANCE SPECIALIST SALARY	\$	47,509
	<b>TOTAL</b>	<b>\$</b>	<b>172,476</b>
140 6005	<b>OVERTIME</b>		
	RECREATION COORDINATOR OT	\$	3,000
	PARKS AND RECREATION MAINTENANCE SPECIALIST OT	\$	3,000
	<b>TOTAL</b>	<b>\$</b>	<b>6,000</b>
140 6100	<b>PERSONNEL BENEFITS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	13,528
	STATE OF ALASKA PERS (22%)	\$	39,265
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	33,033
	<b>TOTAL</b>	<b>\$</b>	<b>85,827</b>

**JUSTIFICATION & EXPLANATION**  
*PARKS & RECREATION FUND CONTINUED*

Item c.

- 140 7001 **MATERIALS & SUPPLIES** - OFFICE SUPPLIES FOR POOL OFFICE, CLEANING SUPPLIES FOR LOCKER ROOMS, MISC. SUPPLIES FOR POOL, PARKS, AND RECREATION FACILITIES
- 140 7630 **COMMUNITY CONTRACTOR EXPENSES** - ANNUAL ALLOTMENT FOR HIRE OF COMMUNITY CONTRACTORS
  
- 140 7004 **POSTAGE & SHIPPING** - INCLUDES COST OF POSTAGE FOR P&R MAILINGS
- 140 7010 **VEHICLE MAINTENANCE** - COST OF P&R VEHICLE GENERAL MAINTENANCE
- 140 7050 **CONCESSIONS & MERCHANDISE FOR RESALE** - COST OF CONCESSION & MERCHANDISE PURCHASE WITH INTENT FOR RESALE
- 140 7100 **UNIFORM, GEAR & CLOTHING** - PPE SUCH AS EYE PROTECTION, RAIN GEAR, & EAR PROTECTION, POOL UNIFORM & SAFETY EQUIPMENT, OTHER MISC. CLOTHING & GEAR
- 140 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE
- 140 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR MICROSOFT OFFICE SUBSCRIPTION & TECHNOLOGY SUPPORT
- 140 7508 **INSURANCE** - PROPERTY & VEHICLE INSURANCE
- 140 7506 **PUBLICATIONS & ADVERTISING** - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS
- 140 7507 **DUES & SUBSCRIPTIONS** - ANNUAL ALLOTMENT FOR PROGRAM DUES AND SUBSCRIPTIONS
- 140 7509 **BANK & CREDIT CARD FEES** - BANK FEES FOR USING CREDIT CARDS
- 140 7505 **TRAVEL & TRAINING** - LIFEGUARD TRAINING
- 140 7515 **PERMITS, INSPECTIONS & COMPLIANCE** - ALLOTMENT FOR OPERATION PERMITS, HEALTH & SAFETY INSPECTIONS & COMPLIANCE
- 140 7519 **PROFESSIONAL SERVICES** - ANNUAL ALLOTMENT FOR LEGAL SERVICES
- 140 7621 **CHARGES FROM PUBLIC WORKS** - COSTS INCURRED BY P&R FOR PUBLIC WORKS LABOR
- 140 7622 **CHARGES FROM GARAGE** - COSTS INCURRED BY P&R FOR GARAGE LABOR
- 140 7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES
- 141 7002 **FACILITY REPAIR & MAINTENANCE** - COSTS FOR MAINTENANCE TO BUILDING HEATERS, LOCKER ROOM MAINTENANCE, POOL & BUILDING REPAIRS, AND OTHER MISC. GENERAL MAINTENANCE
- 141 7008 **NON-CAPITAL EQUIPMENT** - EXERCISE EQUIPMENT, WEIGHTS, AND CHLORINATION SYSTEM
- 141 7009 **EQUIPMENT REPAIR & MAINTENANCE** - POOL FILTER REPAIR & MAINTENANCE, WEIGHT ROOM & EXERCISE EQUIPMENT MAINTENANCE, AND OTHER MISC. EQUIPMENT MAINTENANCE
- 141 7021 **WATER TREATMENT CHEMICALS** - ANNUAL ALLOTMENT FOR WATER TREATMENT FOR POOL FACILITY
- 141 7501 **POOL UTILITIES** - WATER, SEWER, GARBAGE, AND ELECTRIC FOR POOL FACILITY
- 141 7900 **POOL CAPITAL EXPENDITURES** - EQUIPMENT OVER \$5,000 IN VALUE THAT IS CAPITAL IN NATURE AND DEPRECIATED OVER AN ESTIMATED USEFUL LIFE
- 142 7002 **FACILITY MAINTENANCE** - COSTS FOR REPAIR & MAINTENANCE TO PARK FACILITIES INCLUDING LAWN MAINTENANCE AND OTHER MISC. REPAIRS TO FACILITIES
- 142 7008 **NON-CAPITAL EQUIPMENT** - MISCELLANEOUS EQUIPMENT BELOW \$5,000 USED TO PERFORM PARK MAINTENANCE
- 142 7009 **EQUIPMENT REPAIR & MAINTENANCE** - COSTS FOR PARK EQUIPMENT REPAIRS, CLEANING, AND
- 142 7501 **UTILITIES** - WATER, SEWER, AND ELECTRIC INTERDEPARTMENTAL BILLING
- 142 7900 **PARKS CAPITAL EXPENDITURES** - COST OF COMMERCIAL LAWN MOWER
- 143 7002 **FACILITY MAINTENANCE** - COSTS FOR REPAIR & MAINTENANCE TO COMMUNITY CENTER FACILITY
- 143 7008 **NON-CAPITAL EQUIPMENT** - PICKLEBALL AND YOUTH SPORTS EQUIPMENT
- 143 7009 **EQUIPMENT REPAIR & MAINTENANCE** - COSTS FOR COMMUNITY CENTER EQUIPMENT REPAIRS, CLEANING,
- 143 7501 **UTILITIES** - WATER, SEWER, GARBAGE, ELECTRIC
- 143 7900 **RECREATION CAPITAL EXPENDITURES** - EQUIPMENT OVER \$5,000 IN VALUE THAT IS CAPITAL IN NATURE AND DEPRECIATED OVER AN ESTIMATED USEFUL LIFE

# 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

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>SRS REVENUES &amp; TRANSFERS-IN</b>						
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>
<b>SRS EXPENDITURES &amp; TRANSFERS-OUT</b>						
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	\$ 876,140
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	\$ -	\$ -	\$ -	\$ -	\$ 531,640
<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>\$ 1,407,780</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)	\$ (1,407,780)
<b>CHANGE IN NET POSITION</b>		<b>\$ (422,436)</b>	<b>\$ (503,243)</b>	<b>\$ (128,687)</b>	<b>\$ (632,000)</b>	<b>\$ (295,033)</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)	\$ (295,033)
<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>\$ 2,009,464</b>

SPECIAL REVENUE FUND: SECURE RURAL SCHOOLS FUND CIP FUND

Fund # 25300

		FY 2020 Actual	FY 2021 Actual	FY 2022 YTD Estimated	FY 2022 Adopted	FY 2023 Draft Budget
<b>SRS REVENUES &amp; TRANSFERS-IN</b>						
25300 000 4925	Transfer from SRS Fund	\$ -	\$ -	\$ -	\$ -	\$ 531,640
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>\$ 990,891</b>
<b>SRS EXPENDITURES &amp; TRANSFERS-OUT</b>						
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 101 9999 00 25002	HS Sidewalk Repairs (#25002)	\$ -	\$ -	\$ -	\$ -	\$ 55,000
25300 101 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>\$ 990,891</b>
<b>CHANGE IN NET POSITION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# 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 for, 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:

Minimum Contribution: \$741,489  
 Maximum Contribution: \$1,617,629  
 Adopted Contribution: \$1,617,629

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #26000*

**SPECIAL REVENUE FUND**  
**WPSD LOCAL CONTRIBUTION FUND**  
 DETAIL OF EXPENDITURES

<b>WPSD LOCAL CONTRIBUTION REVENUES &amp; TRANSFERS-IN</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>
26000 000 4922	Transfer from Sales Tax (20%)	-	-	\$ 662,000	-	\$ 662,000
<b>WPSD LOCAL CONTRIBUTION EXPENDITURES &amp; TRANFERS-OUT</b>						
26000 000 7825	Contribution To Wrangell Public Schools	-	-	-	-	\$ 741,489
TOTAL REVENUES		-	-	\$ 662,000	-	\$ 662,000
TOTAL EXPENDITURES		-	-	-	-	\$ 741,489
<b>CHANGE IN NET POSITION</b>		-	-	\$ 662,000	-	\$ (79,489)
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ -	\$ -	\$ -	\$ -	\$ 662,000
CHANGE IN NET POSITION		\$ -	\$ -	\$ 662,000	\$ -	\$ (79,489)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 662,000</b>	<b>\$ -</b>	<b>\$ 582,511</b>

**JUSTIFICATION & EXPLANATION**

*WPSD LOCAL CONTRIBUTION FUND*

**GL ACCT DESCRIPTION**

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

# TRANSIENT TAX

## Mission Statement:

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



## Transient Tax Department Staff:

Carol Rushmore, *Director*

## Department Objectives:

- Encourage community involvement.
- Promote Wrangell to enable the industry to grow in a manner that is economically, socially and environmentally sustainable
- Build brand awareness
- Develop an industry strategic plan that can be used as a catalyst for community economic growth.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
 Fund 28000

**SPECIAL REVENUE TYPE**  
**TRANSIENT TAX FUND**  
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	DRAFT BUDGET
<b>TRANSIENT TAX REVENUES</b>						
28000 000 4080	Bed (Transient) Tax	\$ 54,666	\$ 30,661	\$ 55,000	\$ 30,000	\$ 55,000
28000 000 4085	Bed Tax Penalties & Interest	\$ 395	\$ -	\$ -	\$ -	\$ 1,000
28000 000 4606	Ad Revenue	\$ 5,172	\$ 6,561	\$ 125	\$ 2,000	\$ 6,000
<b>TOTAL TRANSIENT TAX REVENUES</b>		<b>\$ 60,233</b>	<b>\$ 37,222</b>	<b>\$ 55,125</b>	<b>\$ 32,000</b>	<b>\$ 62,000</b>
<b>TRANSIENT TAX EXPENDITURES</b>						
28000 000 7001	Materials & Supplies	\$ 187	\$ 92	\$ 123	\$ 720	\$ 720
28000 000 7004	Postage & Shipping	\$ 299	\$ 196	\$ 1,669	\$ 2,840	\$ 5,200
28000 000 7502	Phone/Internet	\$ 923	\$ 753	\$ 650	\$ 1,250	\$ 1,430
28000 000 7503	Information Technology	\$ 2,170	\$ 512	\$ 1,291	\$ 7,200	\$ 1,590
28000 000 7505	Travel & Training	\$ 10,697	\$ -	\$ 8,814	\$ 14,055	\$ 13,585
28000 000 7506	Publications & Advertising	\$ 15,018	\$ 7,093	\$ 3,699	\$ 21,650	\$ 14,000
28000 000 7507	Memberships & Dues	\$ 5,525	\$ 2,050	\$ 219	\$ 2,650	\$ 3,650
28000 000 7519	Professional Services Contractual	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
28000 000 7576	Promotional	\$ 2,292	\$ 18,073	\$ 8,793	\$ 950	\$ 20,150
28000 000 8921	Transfer to Nolan Center	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
<b>TOTAL TRANSIENT TAX EXPENITURES</b>		<b>\$ 37,111</b>	<b>\$ 28,769</b>	<b>\$ 37,258</b>	<b>\$ 66,315</b>	<b>\$ 75,325</b>
TOTAL REVENUES		\$ 60,233	\$ 37,222	\$ 55,125	\$ 32,000	\$ 62,000
TOTAL EXPENDITURES		\$ (37,111)	\$ (28,769)	\$ (37,258)	\$ (66,315)	\$ (75,325)
<b>CHANGE IN NET POSITION</b>		<b>\$ 23,123</b>	<b>\$ 8,452</b>	<b>\$ 17,867</b>	<b>\$ (34,315)</b>	<b>\$ (13,325)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 118,356	\$ 141,479	\$ 149,931	\$ 167,798	\$ 167,798
CHANGE IN NET POSITION		\$ 23,123	\$ 8,452	\$ 17,867	\$ (34,315)	\$ (13,325)
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>		<b>\$ 141,479</b>	<b>\$ 149,931</b>	<b>\$ 167,798</b>	<b>\$ 133,483</b>	<b>\$ 154,473</b>

**JUSTIFICATION & EXPLANATION**  
 TRANSIENT TAX

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

# COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND



## **Commercial Passenger Vessel Fund Overview:**

Commercial Passenger Vessel (CPV) Excise Tax funds are received annually from the State of Alaska's Department of Revenue.

The CPV excise tax was formally adopted by the state in December of 2006. The tax is imposed on passengers traveling on commercial passenger vessels providing overnight accommodations that anchor or moor on the state's marine waters with the intent to allow passengers to embark or disembark. The tax is only imposed on voyages in excess of 72 hours in State of Alaska waters.

The current rate of CPV excise tax is \$34.50 for each passenger and the total tax is distributed to municipalities based on the Department of Revenue's formula for allocation.

CITY AND BOROUGH OF WRANGELL  
 2023 ANNUAL BUDGET  
 Fund 28010

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

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>CPV FUND REVENUES</b>						
28010 000 4180	CPV Excise Share Revenue	\$ 58,660	\$ 58,660	\$ 58,660	\$ 65,000	\$ 50,000
	<b>TOTAL REVENUES</b>	<b>\$ 58,660</b>	<b>\$ 58,660</b>	<b>\$ 58,660</b>	<b>\$ 65,000</b>	<b>\$ 50,000</b>
<b>CPV FUND EXPENDITURES</b>						
28010 000 7001	Materials & Supplies	\$ 156	\$ 4,421	\$ -	\$ -	\$ 3,500
28010 000 7519	Professional/Contractual Services	\$ 21,400	\$ -	\$ -	\$ -	\$ -
28010 000 7900	Capital Expenditures	\$ 67,024	\$ 1,046	\$ -	\$ -	\$ 100,000
28010 000 8990	Transfer to Parks and Recreation CIP Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 88,580</b>	<b>\$ 5,467</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 203,500</b>
	<b>TOTAL CHANGE IN NET POSITION</b>	<b>\$ (29,920)</b>	<b>\$ 53,193</b>	<b>\$ 58,660</b>	<b>\$ 15,000</b>	<b>\$ (153,500)</b>
	BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 230,227	\$ 200,307	\$ 253,500	\$ 312,160	\$ 312,160
	CHANGE IN NET POSITION	\$ (29,920)	\$ 53,193	\$ 58,660	\$ 15,000	\$ (153,500)
	<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ 200,307</b>	<b>\$ 253,500</b>	<b>\$ 312,160</b>	<b>\$ 327,160</b>	<b>\$ 158,660</b>

**JUSTIFICATION & EXPLANATION**  
 COMMERCIAL PASSENGER VESSEL FUND

**ACCT NO. ACCOUNT DESCRIPTION**

- 4180 **CPV EXCISE SHARE REVENUE** - ALL REVENUES DERIVED FROM THE IMPOSITION OF AN EXCISE TAX ON COMMERCIAL PASSENGER VESSELS. PASSENGERS TRAVELING ON QUALIFIED COMMERCIAL PASSENGER VESSELS ARE LIABLE FOR THE TAX. THE ALASKA STATE DEPARTMENT OF REVENUE DEPOSITS ALL PROCEEDS FROM THE TAX AND THE LEGISLATURE MAKES APPROPRIATIONS TO MUNICIPALITIES ON ANNUAL BASIS (I.E. THE MUNICIPAL SHARE).
- 7001 **MATERIALS & SUPPLIES** - FLOWERS, MULCH, PLANTERS AND OTHER LANDSCAPING MATERIALS TO CLEAN THE DOWN TOWN FLOWER BEDS AND LANSCAPING (I.E. BULB-OUTS)
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - THOSE SERVICE EXPENDITURES THAT ARE DIRECTLY OR INDIRECTLY ASSOCIATED WITH TRAVEL AND TOURISM FROM COMMERCIAL PASSENGER VESSELS
- 7900 **CAPITAL EXPENDITURES** - EXPENDITURES ABOVE \$5,000 THAT ARE CAPITALIZABLE AND ARE ASSOCIATED WITH TRAVEL AND TOURISM FROM COMMERCIAL PASSENGER VESSELS. THE \$100,000 IS SOLEY FOR BATHROOMS AT CITY DOCK FOR VISITORS
- 8924 **TRANSFER TO PARKS AND RECREATION** - TRANSFER TO PARKS AND RECREATION IN ORDER TO SUPPLEMENT THE MT. DEWEY TRAIL EXTENSION PROJECT.



# **BIRDFEST FUND & MARIAN GLENZ FUND**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 28020*

**SPECIAL REVENUE FUNDS**  
**MARIAN GLENZ FUND**  
 SUMMARY OF REVENUES & EXPENDITURES

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>MARIAN GLENZ FUND REVENUES</b>					
28020 000 4690 Marian Glenz Donation	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MARIAN GLENZ FUND EXPENDITURES</b>					
28020 000 7590 Grant Expenditures	\$ 13,626	\$ -	\$ -	\$ -	\$ 10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,626</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (13,626)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,000)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 45,458	\$ 31,832	\$ 31,832	\$ 31,832	\$ 31,832
CHANGE IN NET POSITION	\$ (13,626)	\$ -	\$ -	\$ -	\$ (10,000)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>	<b>\$ 31,832</b>	<b>\$ 31,832</b>	<b>\$ 31,832</b>	<b>\$ 31,832</b>	<b>\$ 21,832</b>

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 28030*

**SPECIAL REVENUE FUNDS**  
**BIRDFEST FUND**  
 SUMMARY OF REVENUES & EXPENDITURES

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>BIRDFEST FUND REVENUES</b>					
28030 000 4592 Birdfest Revenue	\$ 5,251	\$ 9,565	\$ 8,000	\$ -	\$ 8,000
<b>TOTAL REVENUES</b>	<b>\$ 5,251</b>	<b>\$ 9,565</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>
<b>BIRDFEST FUND EXPENDITURES</b>					
28030 000 7590 Grant Expenditures	\$ 9,566	\$ 3,273	\$ 8,000	\$ -	\$ 8,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,566</b>	<b>\$ 3,273</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (4,315)</b>	<b>\$ 6,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
BEGINNING RESERVE BALANCE (7/1/20XX)	\$ -	\$ (4,315)	\$ 1,977	\$ 1,977	\$ 1,977
CHANGE IN NET POSITION	\$ (4,315)	\$ 6,292	\$ -	\$ -	\$ -
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>	<b>\$ (4,315)</b>	<b>\$ 1,977</b>	<b>\$ 1,977</b>	<b>\$ 1,977</b>	<b>\$ 1,977</b>



# ECONOMIC RECOVERY FUND



## Economic Recovery Fund Overview:

The Economic Recovery Fund was established upon receipt of economic assistance granted to the City of Wrangell from the USDA-Forest Service. The payment to the City of Wrangell was for the purpose of revitalizing the local economy after the reduction of timber and milling activities in the region.

The fund are to be used to spur economic growth through direct and indirect investment into the Borough and the community at large.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund #: 53000*

**SPECIAL REVENUE TYPE**  
**ECONOMIC RECOVERY FUND**  
**SUMMARY OF REVENUES & EXPENDITURES**

<b>ERF REVENUES &amp; TRANSFERS-IN</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>
53000 000 4910	Transfer from General Fund	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ERF FUND EXPENDITURES</b>						
53000 000 7519	Professional Services Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
53000 000 7550	Property Assessment Services	\$ -	\$ -	\$ 23,310	\$ -	\$ -
53000 000 7950	Property Acquisition Expense	\$ -	\$ -	\$ 2,600,000	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,623,310</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL CHANGE IN NET POSITION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,123,310)</b>	<b>\$ -</b>	<b>\$ -</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 1,353,445	\$ 1,353,445	\$ 1,353,445	\$ 230,135	\$ 230,135
CHANGE IN NET POSITION		\$ -	\$ -	\$ (1,123,310)	\$ -	\$ -
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>		<b>\$ 1,353,445</b>	<b>\$ 1,353,445</b>	<b>\$ 230,135</b>	<b>\$ 230,135</b>	<b>\$ 230,135</b>

**JUSTIFICATION & EXPLANATION**  
*ECONOMIC RECOVERY FUND*

**ACCT NO. ACCOUNT DESCRIPTION**

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

# ENTERPRISE FUNDS

## PURPOSE STATEMENT:

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

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

**70000 - Wrangell Municipal Light & Power Fund**

**72000 - Water Fund**

**74000 - Port & Harbors Fund**

**76000 - Sewer/Wastewater Fund**

**78000 - Sanitation Fund**

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



# WRANGELL MUNICIPAL LIGHT & POWER

## Mission Statement:

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



## Light and Power Staff:

Rod Rhoades, *Electrical Superintendent*

Dominique O'Connor, *Electric Dispatch Secretary*

Mark Armstrong, *Electric Line Foreman*

Dwight Yancey, *Electric Lineman*

Christopher Stewart, *Lineman Apprentice*

Jacob Hammer, *Assistant Diesel Mechanic*

- Implement an AMI Metering system
- Generator Center Section Rebuild
- EMD Generator Inspections
- 3MW Transformer(s)
- High Voltage Testers
- Arc Flash and Flagger Training

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
 Fund 70000

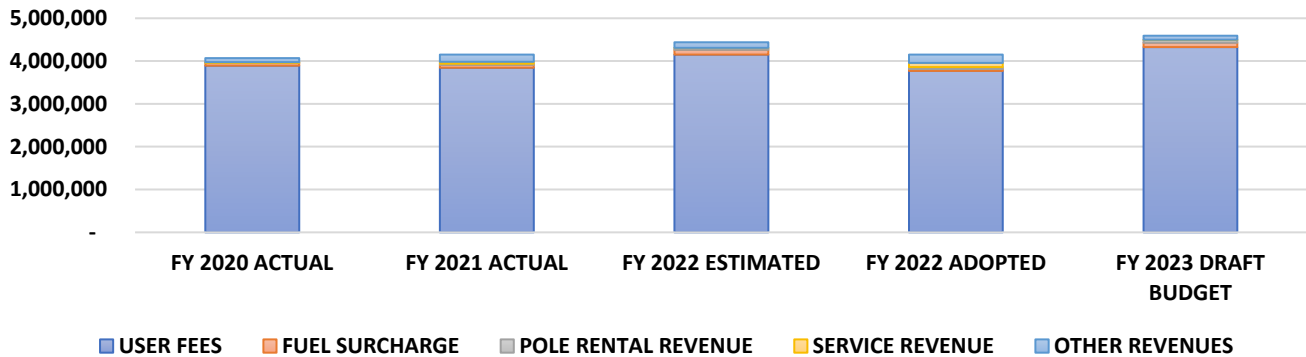
**ENTERPRISE FUND TYPE**  
**WML&P FUND**

SUMMARY OF REVENUES & EXPENDITURES

**SUMMARY OF REVENUES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
USER FEES	3,892,815	3,845,682	4,152,935	3,770,000	4,326,132
FUEL SURCHARGE	65,689	67,860	110,377	45,000	100,000
POLE RENTAL REVENUE	2,252	26,620	42,900	46,000	64,350
SERVICE REVENUE	13,633	42,475	3,450	96,000	10,000
OTHER REVENUES	95,235	168,843	129,754	195,321	93,500
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 4,069,624</b>	<b>\$ 4,151,480</b>	<b>\$ 4,439,416</b>	<b>\$ 4,152,321</b>	<b>\$ 4,593,982</b>

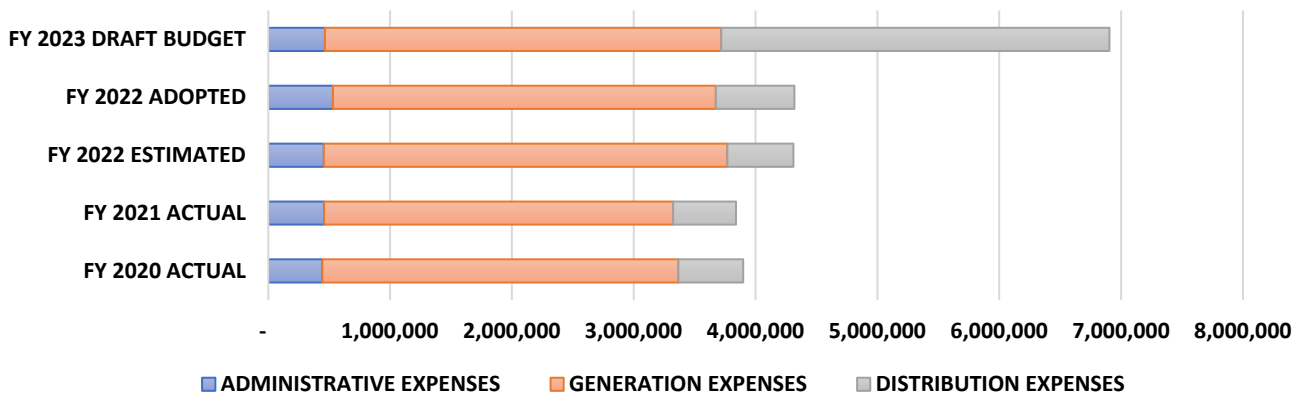
**WML&P REVENUES BY FISCAL YEAR**



**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
ADMINISTRATIVE EXPENSES	444,503	458,975	456,017	531,329	464,822
GENERATION EXPENSES	2,921,399	2,864,410	3,312,158	3,141,720	3,252,911
DISTRIBUTION EXPENSES	531,869	515,594	542,495	645,642	3,186,237
<b>TOTAL EXPENDITURES</b>	<b>3,897,771</b>	<b>3,838,978</b>	<b>4,310,670</b>	<b>4,318,691</b>	<b>6,903,970</b>

**WML&P EXPENDITURES BY FISCAL YEAR**



ELECTRIC FUND REVENUES		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
70000 200 4101	PERS On-behalf Revenue	\$ 34,728	\$ 37,023	\$ 35,000	\$ 41,113	\$ 35,000
70000 200 5010	Residential KwH Sales	\$ 1,739,707	\$ 1,768,535	\$ 1,875,000	\$ 1,620,000	\$ 1,910,018
70000 200 5011	Small Commercial KwH Sales	\$ 1,317,527	\$ 1,358,040	\$ 1,436,700	\$ 1,300,000	\$ 1,480,264
70000 200 5012	Large Commercial KwH Sales	\$ 835,581	\$ 719,107	\$ 841,235	\$ 850,000	\$ 935,851
70000 200 5015	Fuel Surcharge	\$ 65,689	\$ 67,860	\$ 110,377	\$ 45,000	\$ 100,000
70000 200 5018	Labor Charges	\$ -	\$ 20,632	\$ -	\$ 50,000	\$ 5,000
70000 200 5020	Electric fees & permits	\$ 2,574	\$ 1,405	\$ 3,280	\$ 4,000	\$ 5,000
70000 200 5021	Write-offs from Collections	\$ -	\$ 51	\$ -	\$ 1,500	\$ 2,000
70000 200 5022	Service Charges	\$ 13,633	\$ 21,843	\$ 3,450	\$ 46,000	\$ 5,000
70000 200 5029	Write-off's Collected at City Hall	\$ 3,676	\$ 3,825	\$ 1,596	\$ -	\$ 1,000
70000 200 5030	Equipment Rental	\$ 42,900	\$ 3,025	\$ -	\$ 7,600	\$ 1,000
70000 200 5031	Pole Rental	\$ 2,252	\$ 26,620	\$ 42,900	\$ 46,000	\$ 64,350
70000 200 5032	Late Fees	\$ 8,841	\$ 13,193	\$ 14,526	\$ 10,000	\$ 12,500
70000 200 5033	Investment income	\$ -	\$ -	\$ 36,737	\$ 3,000	\$ 30,000
70000 200 5034	Material Sales	\$ 2,516	\$ 22,076	\$ 4,411	\$ 54,000	\$ 7,000
70000 200 5035	SEAPA Rebate	\$ -	\$ -	\$ -	\$ -	\$ -
70000 200 5036	PERS Termination Liability	\$ -	\$ 88,245	\$ 34,203	\$ 74,108	\$ -
<b>TOTAL WML&amp;P REVENUES</b>		<b>\$ 4,069,624</b>	<b>\$ 4,151,480</b>	<b>\$ 4,439,416</b>	<b>\$ 4,152,321</b>	<b>\$ 4,593,982</b>

ELECTRIC FUND ADMINISTRATIVE EXPENSES		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
70000 201 6001	Salaries & Wages	\$ 138,599	\$ 116,991	\$ 126,507	\$ 148,433	\$ 153,858
70000 201 6002	Temporary Wages	\$ -	\$ 310	\$ -	\$ -	\$ -
70000 201 6005	Overtime	\$ 1,052	\$ -	\$ 394	\$ 533	\$ 143
70000 201 62XX	Employer Costs	\$ 139,833	\$ 130,906	\$ 86,160	\$ 110,320	\$ 99,661
70000 201 7001	Materials & Supplies	\$ 3,849	\$ 3,912	\$ 3,539	\$ 3,685	\$ 4,650
70000 201 7002	Facility Repair & Maintenance	\$ 4,839	\$ -	\$ 22	\$ 3,500	\$ 1,000
70000 201 7008	Non-Capital Equipment	\$ 616	\$ -	\$ -	\$ 4,700	\$ 1,500
70000 201 7010	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ 6,000	\$ 1,000
70000 201 7100	Uniform, gear & clothing allowance	\$ -	\$ 400	\$ 556	\$ 400	\$ 500
70000 201 7501	Utilities	\$ -	\$ -	\$ 50,000	\$ 37,500	\$ 16,000
70000 201 7502	Phone/Internet	\$ 6,045	\$ 7,052	\$ 6,094	\$ 5,130	\$ 5,130
70000 201 7503	Information Technology	\$ 2,834	\$ 655	\$ 5,046	\$ 5,210	\$ 5,110
70000 202 7004	Postage & Shipping	\$ -	\$ -	\$ 201	\$ -	\$ 2,000
70000 201 7505	Travel & Training	\$ 8,055	\$ -	\$ 420	\$ -	\$ 5,000
70000 201 7506	Publications & Advertising	\$ 1,646	\$ 236	\$ 460	\$ 800	\$ 1,200
70000 201 7507	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 550	\$ 550
70000 201 7508	Insurance	\$ 45,754	\$ 56,633	\$ 55,446	\$ 24,000	\$ 60,990
70000 201 7509	Bank & Credit Card Fees	\$ (45)	\$ 4,164	\$ -	\$ 1,500	\$ 1,500
70000 201 7510	Engineering	\$ 2,831	\$ 1,190	\$ 2,678	\$ 3,000	\$ 5,000
70000 201 7515	Health & Safety Compliance	\$ 589	\$ 720	\$ 531	\$ 500	\$ 3,000
70000 201 7540	Auditing Services	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500
70000 201 7603	Charges from Finance	\$ 71,496	\$ 51,822	\$ 80,260	\$ 80,260	\$ 80,260
70000 201 7622	Garage Charges	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
70000 201 7629	Charges from Capital Facilities	\$ 509	\$ 2,256	\$ 2,500	\$ 7,700	\$ 2,269
70000 201 7851	PERS Termination Liability Payment	\$ 341	\$ 81,729	\$ 34,203	\$ 74,108	\$ -
70000 201 7900	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
70000 201 7915	Meter Deposit Interest Expense	\$ 16	\$ -	\$ -	\$ -	\$ -
70000 201 7980	Bad Debt Expense	\$ 15,645	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$ 444,503</b>	<b>\$ 458,975</b>	<b>\$ 456,017</b>	<b>\$ 531,329</b>	<b>\$ 464,822</b>

ELECTRIC FUND GENERATION EXPENSES	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
70000 202 6001 Salaries & Wages	\$ 75,462	\$ 73,566	\$ -	\$ 125,382	\$ 52,745
70000 202 6005 Overtime	\$ 8,353	\$ 6,168	\$ -	\$ 8,136	\$ 1,516
70000 202 62XX Employer Costs	\$ 36,721	\$ 30,964	\$ -	\$ 72,230	\$ 26,850
70000 202 7001 Materials & Supplies	\$ 10,681	\$ 17,286	\$ 2,433	\$ 5,675	\$ 5,675
70000 202 7002 Facility Repair & Maintenance	\$ 15,400	\$ 3,454	\$ 3,306	\$ 12,750	\$ 3,200
70000 202 7004 Postage & Shipping	\$ -	\$ 112	\$ 201	\$ -	\$ 4,000
70000 202 7008 Non-Capital Equipment (under	\$ 10	\$ -	\$ -	\$ 2,500	\$ -
70000 202 7009 Equipment Repair & Maintenance	\$ 16,689	\$ 32,345	\$ 370,000	\$ 73,630	\$ 33,200
70000 202 7016 Fuel & Oil - Generation	\$ 129,602	\$ 230,430	\$ 175,000	\$ 220,000	\$ 225,000
70000 202 7017 Fuel - Heating	\$ 18,853	\$ 638	\$ 1,931	\$ -	\$ -
70000 202 7018 Miscellaneous Tools	\$ -	\$ -	\$ -	\$ 1,750	\$ 250
70000 202 7100 Uniform, gear & clothing allowance	\$ 273	\$ -	\$ -	\$ 1,200	\$ 900
70000 202 7501 Utilities	\$ 2,280	\$ 2,280	\$ -	\$ 10,000	\$ -
70000 202 7505 Travel & Training	\$ 2,623	\$ -	\$ -	\$ -	\$ 6,000
70000 202 7510 Engineering	\$ 18,179	\$ -	\$ -	\$ -	\$ -
70000 202 7515 Permits, Inspections & Compliance	\$ 3,491	\$ 507	\$ 229	\$ 767	\$ 767
70000 202 7519 Professional Services Contractual	\$ -	\$ -	\$ -	\$ -	\$ 136,000
70000 202 7629 Charges from Capital Facilities	\$ 152,941	\$ 534	\$ 7,700	\$ 7,700	\$ 6,808
70000 202 7850 Hydroelectric Power Purchases	\$ 2,427,842	\$ 2,461,045	\$ 2,736,509	\$ 2,600,000	\$ 2,750,000
70000 202 7900 Capital Equipment	\$ 2,000	\$ 5,078	\$ 14,850	\$ -	\$ -
<b>TOTAL GENERATION EXPENSES</b>	<b>\$ 2,921,399</b>	<b>\$ 2,864,410</b>	<b>\$ 3,312,158</b>	<b>\$ 3,141,720</b>	<b>\$ 3,252,911</b>

ELECTRIC FUND DISTRIBUTION EXPENSES	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
70000 203 6001 Salaries & Wages	\$ 261,047	\$ 275,260	\$ 277,119	\$ 251,226	\$ 257,616
70000 203 6002 Temporary Wages	\$ 4,661	\$ -	\$ -	\$ -	\$ -
70000 203 6005 Overtime	\$ 7,765	\$ 14,096	\$ 27,332	\$ 56,179	\$ 31,899
70000 203 62XX Employer Costs	\$ 180,163	\$ 181,810	\$ 183,363	\$ 211,756	\$ 182,436
70000 203 7001 Materials & Supplies	\$ 14,531	\$ 4,317	\$ 8,716	\$ 12,750	\$ 25,000
70000 203 7004 Postage & Shipping	\$ -	\$ 63	\$ 8,303	\$ -	\$ 10,000
70000 203 7008 Non-Capital Equipment (under	\$ -	\$ -	\$ -	\$ 2,500	\$ -
70000 203 7009 Equipment Repair & Maintenance	\$ -	\$ 182	\$ -	\$ 600	\$ 600
70000 203 7010 Vehicle Maintenance	\$ 5,724	\$ 3,834	\$ 9,105	\$ 10,150	\$ 11,000
70000 203 7018 Miscellaneous Tools	\$ -	\$ -	\$ -	\$ -	\$ 2,890
70000 203 7033 Street lighting	\$ -	\$ -	\$ 51	\$ 4,200	\$ 5,000
70000 203 7100 Uniform, gear & clothing allowance	\$ 1,590	\$ 1,149	\$ 897	\$ 1,200	\$ 1,500
70000 203 7501 Utilities	\$ 1,017	\$ 1,017	\$ -	\$ -	\$ -
70000 203 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ 706	\$ 706
70000 203 7505 Travel & Training	\$ 200	\$ 897	\$ -	\$ 175	\$ 200
70000 203 7515 Permits, Inspections & Compliance	\$ -	\$ 1,981	\$ 3,577	\$ 3,700	\$ 3,700
70000 203 7519 Professional Services Contractual	\$ 610	\$ 63	\$ 3,656	\$ -	\$ -
70000 203 7621 Public Works Labor Charges	\$ 1,173	\$ -	\$ -	\$ -	\$ -
70000 203 7622 Charges from Garage	\$ 6,409	\$ 3,473	\$ 16,634	\$ 10,500	\$ 16,500
70000 203 7900 Capital Equipment	\$ 20,746	\$ -	\$ -	\$ 30,000	\$ 15,000
70000 203 7910 Utility Poles	\$ 9,615	\$ 14,697	\$ 4,761	\$ 6,000	\$ 15,000
70000 203 7911 Transformers	\$ 3,521	\$ 509	\$ -	\$ 3,900	\$ 18,000
70000 203 7912 Electric Line	\$ 552	\$ -	\$ 7,725	\$ 6,500	\$ 44,880
70000 203 7913 Meters	\$ 12,545	\$ 12,246	\$ (8,744)	\$ 33,600	\$ 40,000
70000 000 8990 Transfer to WML&P CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,504,310
<b>TOTAL DISTRIBUTION EXPENSES</b>	<b>\$ 531,869</b>	<b>\$ 515,594</b>	<b>\$ 542,495</b>	<b>\$ 645,642</b>	<b>\$ 3,186,237</b>

TOTAL REVENUES	\$ 4,069,624	\$ 4,151,480	\$ 4,439,416	\$ 4,152,321	\$ 4,593,982
TOTAL EXPENSES	\$ (3,897,771)	\$ (3,838,978)	\$ (4,310,670)	\$ (4,318,691)	\$ (6,903,970)
<b>TOTAL REVENUES OVER (EXPENSES)</b>	<b>\$ 171,853</b>	<b>\$ 312,501</b>	<b>\$ 128,746</b>	<b>\$ (166,370)</b>	<b>\$ (2,309,988)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)	N/A	N/A	\$ 3,315,221	\$ 3,443,967	\$ 3,443,967
CHANGE IN NET POSITION	N/A	N/A	\$ 128,746	\$ (166,370)	\$ (2,309,988)
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,443,967</b>	<b>\$ 3,277,597</b>	<b>\$ 1,133,979</b>

ENTERPRISE FUND: WML&P CIP FUND

Fund #70300

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 70006</b> DIESEL GENERATOR #5 UPGRADES	70300 000 4970 00 70006	Transfers from WML&P Operating Fund	\$ 150,374
	70300 202 9999 00 70006	AMI System Implementation Project	\$ 150,374
<b>Resources available over resources used</b>			\$ -
<b>PROJECT: 70007</b> AMI Metering	70300 000 4970 00 70007	Transfers from WML&P Operating Fund	\$ 750,000
	70300 202 9999 00 70007	AMI System Implementation Project	\$ 750,000
<b>Resources available over resources used</b>			\$ -
<b>PROJECT: 70008</b> 12 MW Power Plant Upgrade	70300 000 4970 00 70008	Transfers from WML&P Operating Fund	\$ 570,000
	70300 203 9999 00 70008	12 MW Power Plant Upgrades	\$ 570,000
<b>Resources available over resources used</b>			\$ -
<b>PROJECT: 70009</b> GENERATION BUILDING REHAB DESIGN	70300 000 4970 00 70009	Transfers from WML&P Operating Fund	\$ 1,033,936
	70300 202 9999 00 70009	Design for Power Generation Building Rehab	\$ 960,000
<b>Resources available over resources used</b>			\$ 73,936

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ (73,936)
CHANGE IN NET POSITION	\$ 73,936
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ 0</b>

JUSTIFICATION & EXPLANATION  
WML&P FUND

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

JUSTIFICATION & EXPLANATION  
WML&P FUND CONTINUED

GL ACCT DESCRIPTION		
201 6001 <b>SALARIES &amp; WAGES</b>		
WML&P DIRECTOR SALARY	\$	104,198
WML&P ADMINISTRATIVE ASSISTANT	\$	49,660
	<b>TOTAL</b>	<b>\$ 153,858</b>
201 6005 <b>OVERTIME</b>		
WML&P ADMINISTRATIVE ASSISTANT (4hrs @\$35.67)	\$	143
	<b>TOTAL</b>	<b>\$ 143</b>
201 6100 <b>EMPLOYER COSTS</b>		
FICA, SBS AND MEDICARE (7.58%)	\$	11,673
STATE OF ALASKA PERS (22%)	\$	33,880
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	54,108
	<b>TOTAL</b>	<b>\$ 99,661</b>
201 7001 <b>MATERIALS &amp; SUPPLIES</b> - OFFICE SUPPLIES SUCH AS PRINTER PAPER, ENVELOPES, PENS, PRINTER INK, ETC. CLEANING SUPPLIES, CALENDERS, AND OTHER MISC. OFFICE SUPPLIES		
201 7002 <b>FACILITY REPAIR &amp; MAINTENANCE</b> - COSTS FOR GENERAL FACILITY MAINTENANCE		
201 7008 <b>NON-CAPITAL EQUIPMENT</b> - COST OF NEW COMPUTER		
201 7010 <b>VEHICLE MAINTENANCE</b> - COST OF ADMIN TRUCK GENERAL MAINTENANCE		
201 7100 <b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - CLOTHING ALLOWANCE FOR ONE EMPLOYEE		
201 7501 <b>UTILITIES</b> - WATER, SEWER, ELECTRIC FOR WMLP ADMIN BUILDING		
201 7502 <b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE SERVICES		
201 7503 <b>INFORMATION TECHNOLOGY</b> - ANNUAL ALLOTMENT FOR MICROSOFT OFFICE SUBSCRIPTION & ITRON METERING		
201 7505 <b>TRAVEL &amp; TRAINING</b> - EXCEL ONLINE TRAINING & METER TRAINING		
201 7506 <b>PUBLICATIONS &amp; ADVERTISING</b> - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS		
201 7507 <b>DUES &amp; SUBSCRIPTIONS</b> - ANNUAL ALLOTMENT FOR SAFETY MEETINGS SERVICES		
201 7508 <b>INSURANCE</b> - PROPERTY & VEHICLE INSURANCE		
201 7509 <b>BANK &amp; CREDIT CARD FEES</b> - BANK FEES FOR USING CREDIT CARDS		
201 7510 <b>ENGINEERING</b> - EPS ENGINEERING CONTINGENCY		
201 7515 <b>HEALTH &amp; SAFETY COMPLIANCE</b> - OSHA COMPLIANCE		
201 7540 <b>AUDITING SERVICES</b> - ALLOCATION OF ANNUAL AUDIT EXPENSE		
201 7603 <b>CHARGES FROM FINANCE</b> - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
201 7622 <b>CHARGES FROM GARAGE</b> - COSTS INCURRED BY THE WMLP FOR GARAGE LABOR		
201 7629 <b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
201 7851 <b>PERS TERMINATION LIABILITY PAYMENT</b> - ONGOING BURDEN OF PREVIOUS PERS POSITION BEING ELIMINATED		
202 6001 <b>SALARIES &amp; WAGES</b>		
Assistant Mechanic and Meter Reader Salary	\$	52,745
	<b>TOTAL</b>	<b>\$ 52,745</b>
202 6005 <b>OVERTIME</b>		
Assistant Mechanic and Meter Reader OT (40hrs @ \$37.89)	\$	1,516
	<b>TOTAL</b>	<b>\$ 1,516</b>
202 62XX <b>EMPLOYER COSTS</b>		
FICA, SBS AND MEDICARE (7.58%)	\$	4,113
STATE OF ALASKA PERS (22%)	\$	11,937
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	10,800
	<b>TOTAL</b>	<b>\$ 26,850</b>
202 7001 <b>MATERIALS &amp; SUPPLIES</b> - COSTS FOR FUEL FILTERS, OIL FILTERS, GASKETS, AND OTHER MISC. REPAIR SUPPLIES		
202 7002 <b>FACILITY REPAIR &amp; MAINTENANCE</b> - COSTS FOR MAINTENANCE BUILDING HEATER, RADIATOR ADJUSTMENT, ROOF REPAIRS, EXHAUST FAN INSTALLATION, FIRE SUPPRESSION SYSTEM, AND OTHER MISC. GENERAL MAINTENANCE		
202 7004 <b>POSTAGE &amp; SHIPPING</b> - INCLUDES COST OF POSTAGE FOR WMLP MAILINGS		
202 7008 <b>NON-CAPITAL EQUIPMENT (UNDER \$5000)</b> - NO EXPENDITURES CURRENTLY BUDGETED		



**JUSTIFICATION & EXPLANATION**  
WML&P FUND CONTINUED

**GL ACCT DESCRIPTION**

202 7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - OVERHEAD CRANE, EMD PIPING AND CONTINGENCY					
202 7016	<b>FUEL &amp; OIL - GENERATION</b> - COSTS FOR DIESEL FUEL, ENGINE OIL, AND COOLANT FOR DIESEL RUN					
202 7017	<b>FUEL - HEATING</b> - COST FOR HEATING FUEL FOR THE WML&P FACILITY					
202 7018	<b>MISCELLANEOUS TOOLS</b> - MISCELLANEOUS HAND TOOLS					
202 7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - PPE SUCH AS HIGH VISABILITY RAINGEAR & CLOTHING ALLOWANCE FOR THE ONE GERNATION DEPARTMENT EMPLOYEE					
202 7505	<b>TRAVEL &amp; TRAINING</b> - COST FOR EMD TRAINING					
202 7510	<b>ENGINEERING</b> - NO EXPENDITURES BUDGETED					
202 7515	<b>PERMITS, INSPECTIONS &amp; COMPLIANCE</b> - ALLOTMENT FOR EPA AIR QUALITY PERMIT AND FIRE EXTINGUISHER SERVICES					
202 7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - COST OF DIESEL GENERATOR #5 UPGRADES AS WELL AS COST OF GENERATOR CONTRACTED MAINTENANCE AND INSPECTIONS					
202 7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES					
202 7850	<b>HYDROELECTRIC POWER PURCHASES</b> - POWER PURCHASES FROM SEAPA					
202 7900	<b>CAPITAL EQUIPMENT</b> - NO EXPENDITURES BUDGETED					
203 6001	<b>SALARIES &amp; WAGES</b>					
	Electric Line Foreman Salary				\$	98,317
	Electric Lineman Salary				\$	81,963
	Electric Lineman Salary				\$	77,336
	<b>TOTAL</b>				\$	<b>257,616</b>
203 6005	<b>OVERTIME</b>	<b>OT</b>	<b>ACTING</b>	<b>STANDBY</b>		<b>TOTAL</b>
	Electric Line Foreman OT, Standby, and Acting	\$ 3,532	\$ 2,082	\$ 10,020	\$	15,634
	Electric Lineman OT, Standby	\$ 2,355	\$ 1,668	\$ 10,020	\$	14,043
	Electric Lineman OT	\$ 2,222	\$ -	\$ -	\$	2,222
	<b>TOTAL</b>	<b>\$ 8,109</b>	<b>\$ 3,750</b>	<b>\$ 20,040</b>	<b>\$</b>	<b>31,899</b>
203 62XX	<b>EMPLOYER COSTS</b>					
	FICA, SBS AND MEDICARE (7.58%)				\$	21,945
	STATE OF ALASKA PERS (22%)				\$	63,693
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION				\$	96,798
	<b>TOTAL</b>				\$	<b>182,436</b>
203 7001	<b>MATERIALS &amp; SUPPLIES</b> - COSTS FOR MISC. LINE DISTRIBUTION SUPPLIES, CHAINSAW GAS & OIL, GLOVES, AND OTHER MISC. SUPPLIES					
203 7004	<b>POSTAGE &amp; SHIPPING</b> - INCLUDES COST OF POSTAGE FOR WMLP MAILINGS					
203 7008	<b>NON-CAPITAL EQUIPMENT (UNDER \$5000)</b> - NO EXPENDITURES BUDGETED					
203 7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - ALLOTMENT FOR CHAINSAW REPAIRS					
203 7010	<b>VEHICLE MAINTENANCE</b> - ALLOTMENT FOR REPAIRS ON THREE LINE TRUCKS & DMV TAG RENEWALS					
203 7018	<b>MISCELLANEOUS TOOLS</b> - ALLOTMENT FOR MISC. TOOLS					
203 7033	<b>STREET LIGHTING</b> - REPLENISHING INVENTORY STOCKS FOR STREET LIGHT ARMS AND LED FIXTURES					
203 7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - ALLOTMENT FOR CLOTHING ALLOWANCE FOR THREE EMPLOYEES					
203 7502	<b>PHONE/INTERNET</b> - COST FOR ONE CELL PHONE					
203 7505	<b>TRAVEL &amp; TRAINING</b> - ALLOTMENT FOR ARC FLASH COURSE TRAINING AND FLAGGING TRAINING COURSE					
203 7515	<b>PERMITS, INSPECTIONS &amp; COMPLIANCE</b> - ALLOTMENT FOR LINEMAN CERTIFICATION RENEWALS, HOT GLOVE TESTING, MANLIFT SAFETY INSPECTIONS, AND HOT STICK TESTING					
203 7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - NO EXPENDITURES BUDGETED					
203 7621	<b>PUBLIC WORKS LABOR CHARGES</b> - COSTS INCURRED BY WMLP FOR PUBLIC WORKS LABOR					
203 7622	<b>CHARGES FROM GARAGE</b> - COSTS INCURRED BY WMLP FOR GARAGE LABOR					
203 7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES					
203 7900	<b>CAPITAL EQUIPMENT</b> - ALLOTMENT FOR A WOOD CHIPPER					
203 7910	<b>UTILITY POLES</b> - ALLOTMENT FOR FIVE 30 FOOT POLES AND FIVE 35 FOOT POLES					
203 7911	<b>TRANSFORMERS</b> - ALLOTMENT FOR 15 KVA TRANSFORMERS					
203 7912	<b>ELECTRIC LINE</b> - ALLOTMENT FOR 18 ROLLS OF VARIOUS WIRE GRADES					
203 7913	<b>METERS</b> - COST OF PURCHASING AMI METERS					

# WATER FUND

## **Mission Statement:**

The mission of the Water Fund is to provide a high level of customer satisfaction by providing reliable, high quality water in an efficient and environmentally sensitive manner.



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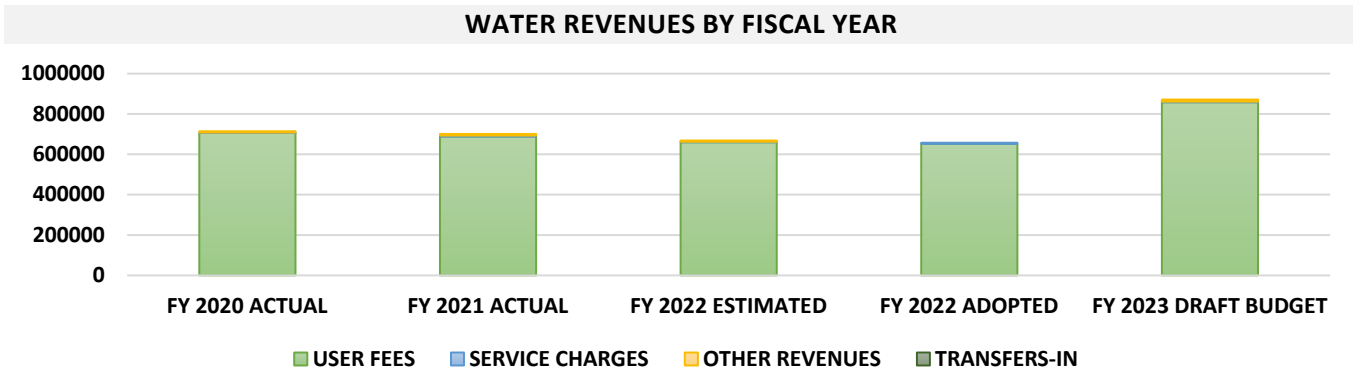
- To secure an attractive funding package and break ground on the New Water Treatment Plant
- To substantially complete the reservoir bypass project
- Strategically develop a phased approach to addressing underground distribution infrastructure deferred maintenance

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
 Fund 72000

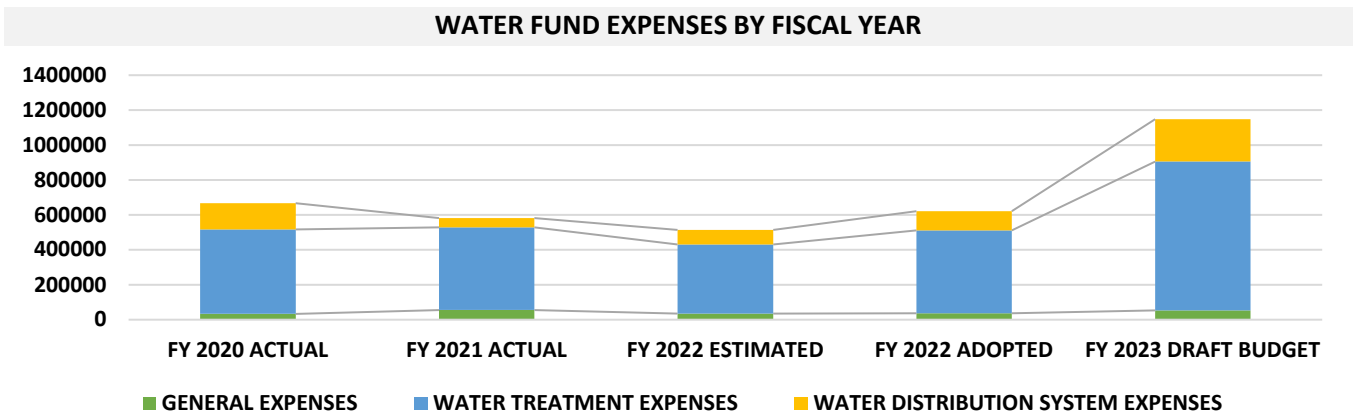
**ENTERPRISE FUND TYPE**  
**WATER FUND**

SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
USER FEES	705,360	688,255	660,000	652,000	858,000
SERVICE CHARGES	3,000	4,450	2,500	5,000	3,000
OTHER REVENUES	6,025	8,668	6,000	-	10,661
TRANSFERS-IN	-	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 714,385</b>	<b>\$ 701,374</b>	<b>\$ 668,500</b>	<b>\$ 657,000</b>	<b>\$ 871,661</b>



SUMMARY OF EXPENDITURES BY TYPE					
CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
GENERAL EXPENSES	33,389	55,555	34,688	36,177	52,805
WATER TREATMENT EXPENSES	483,601	473,461	396,036	475,044	852,872
WATER DISTRIBUTION SYSTEM EXPENSES	149,727	52,659	83,017	110,000	242,600
<b>TOTAL EXPENDITURES</b>	<b>666,717</b>	<b>581,675</b>	<b>513,741</b>	<b>621,221</b>	<b>1,148,277</b>



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
**Fund #72000**

**ENTERPRISE FUNDS**  
**WATER FUND**  
**DETAIL OF REVENUES & 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>WATER FUND REVENUES</b>						
72000 300 4101	PERS On-behalf Revenue	\$ 5,731	\$ 8,668	\$ 6,000	\$ -	\$ 6,000
72000 300 5110	Water Sales	\$ 705,360	\$ 688,255	\$ 660,000	\$ 652,000	\$ 858,000
72000 300 5118	Labor Charges	\$ 3,000	\$ 4,450	\$ 2,500	\$ 5,000	\$ 3,000
72000 300 5149	Other Revenues	\$ 294	\$ -	\$ -	\$ -	\$ -
72000 300 5550	Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ 4,661
72000 300 5590	State of Alaska Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 714,385</b>	<b>\$ 701,374</b>	<b>\$ 668,500</b>	<b>\$ 657,000</b>	<b>\$ 871,661</b>

**WATER FUND GENERAL EXPENSES**

72000 301 7001	Materials & Supplies	\$ 222	\$ 233	\$ -	\$ -	\$ -
72000 301 7508	Insurance	\$ 6,714	\$ 12,329	\$ 7,853	\$ 3,927	\$ 8,638
72000 301 7509	Bank & Credit Card Fees	\$ -	\$ 758	\$ -	\$ 5,000	\$ -
72000 301 7540	Auditing Services	\$ -	\$ -	\$ -	\$ 3,750	\$ -
72000 301 7603	Charges from Finance	\$ 23,004	\$ 39,161	\$ 23,500	\$ 23,500	\$ 40,833
72000 301 7802	Revenue Bond Principal	\$ 2,862	\$ 2,555	\$ 2,589	\$ -	\$ 2,627
72000 301 7803	Revenue Bond Interest	\$ 588	\$ 520	\$ 746	\$ -	\$ 707
72000 000 8990	Transfer to Water CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL EXPENSES</b>		<b>\$ 33,389</b>	<b>\$ 55,555</b>	<b>\$ 34,688</b>	<b>\$ 36,177</b>	<b>\$ 52,805</b>

**WATER TREATMENT OPERATING EXPENSES**

72000 302 6001	Salaries & Wages	\$ 118,822	\$ 98,778	\$ 95,437	\$ 122,658	\$ 59,175
72000 302 6002	Temporary Wages	\$ 36,440	\$ 4,052	\$ -	\$ -	\$ -
72000 302 6005	Overtime	\$ 17,131	\$ 15,316	\$ 19,716	\$ -	\$ 8,842
72000 302 6100	Employer Costs	\$ 90,301	\$ 80,471	\$ 59,198	\$ 75,955	\$ 30,885
72000 302 7001	Materials & Supplies	\$ 10,192	\$ 12,343	\$ 13,406	\$ 12,000	\$ 12,000
72000 302 7002	Facility Repair & Maintenance	\$ 38,065	\$ 16,996	\$ 4,742	\$ 20,000	\$ 15,000
72000 302 7009	Equipment Repair & Maintenance	\$ 701	\$ 25,109	\$ 29,723	\$ 21,000	\$ 10,000
72000 302 7010	Vehicle Maintenance	\$ 7,090	\$ 3,072	\$ 2,761	\$ 5,500	\$ 6,325
72000 302 7011	Equipment Rental Expense	\$ -	\$ -	\$ -	\$ -	\$ -
72000 302 7021	Water Treatment Chemicals	\$ 25,958	\$ 29,756	\$ 24,595	\$ 41,000	\$ 41,000
72000 302 7100	Uniform, Gear & Clothing Allowance	\$ 90	\$ 200	\$ 460	\$ 1,200	\$ 1,250
72000 302 7025	Water System Maintenance	\$ 109	\$ 277	\$ 600	\$ -	\$ -
72000 302 7501	Utilities	\$ 99,850	\$ 101,745	\$ 103,000	\$ 115,000	\$ 115,000
72000 302 7502	Phone/Internet	\$ 3,175	\$ 3,645	\$ 3,558	\$ 3,396	\$ 3,396
72000 302 7505	Travel & Training	\$ 2,450	\$ 591	\$ 1,007	\$ 1,750	\$ 2,000
72000 302 7506	Publications & Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 500
72000 302 7515	Permits, Inspections & Compliance	\$ 19,820	\$ 20,285	\$ 9,897	\$ 16,000	\$ 16,000
72000 302 7519	Professional Services Contractual	\$ -	\$ 54,349	\$ 12,075	\$ 30,000	\$ 15,000
72000 302 7621	Public Works Labor Charges	\$ 12,060	\$ 5,013	\$ -	\$ -	\$ -
72000 302 7622	Charges from Garage	\$ 1,131	\$ 1,121	\$ 3,000	\$ 5,250	\$ 7,298
72000 302 7629	Charges from Capital Facilities	\$ 217	\$ 141	\$ 3,000	\$ 3,835	\$ 2,269
72000 302 7900	Capital Expenditures	\$ -	\$ 200	\$ 9,860	\$ -	\$ 60,000
72000 000 8990	Transfer to Water CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ 446,931
<b>TOTAL WATER TREATMENT EXPENSES</b>		<b>\$ 483,601</b>	<b>\$ 473,461</b>	<b>\$ 396,036</b>	<b>\$ 475,044</b>	<b>\$ 852,872</b>

**DISTRIBUTION OPERATING EXPENSES**

72000 303 7025	Distribution System Maintenance	\$ 21,617	\$ 8,671	\$ 4,267	\$ 45,000	\$ 45,000
72000 303 7519	Professional Services Contractual	\$ -	\$ -	\$ 13,750	\$ -	\$ -
72000 303 7621	Public Works Labor Charges	\$ 34,464	\$ 43,989	\$ 65,000	\$ 65,000	\$ 67,600
72000 303 7900	Capital Expenditures	\$ 93,646	\$ -	\$ -	\$ -	\$ 130,000
<b>TOTAL DISTRIBUTION EXPENSES</b>		<b>\$ 149,727</b>	<b>\$ 52,659</b>	<b>\$ 83,017</b>	<b>\$ 110,000</b>	<b>\$ 242,600</b>
TOTAL REVENUES		\$ 714,385	\$ 701,374	\$ 668,500	\$ 657,000	\$ 871,661
TOTAL EXPENSES		\$ 666,717	\$ 581,675	\$ 513,741	\$ 621,221	\$ 1,148,277
<b>REVENUES OVER (EXPENSES)</b>		<b>\$ 47,668</b>	<b>\$ 119,698</b>	<b>\$ 154,759</b>	<b>\$ 35,779</b>	<b>\$ (276,616)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		N/A	N/A	\$ 705,697	\$ 705,697	\$ 860,456
CHANGE IN NET POSITION		N/A	N/A	\$ 154,759	\$ 35,779	\$ (276,616)
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 860,456</b>	<b>\$ 741,476</b>	<b>\$ 583,840</b>

**ENTERPRISE FUND: WATER CIP FUND**

*Fund #72300*

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 72001</b> WATER TREATMENT PLANT DESIGN	72300 000 4999 50 72001	ARPA Grant Revenue	\$ 603,963
	72300 000 4972 00 72001	Transfer from Water Operating Fund	\$ 296,719
	72300 302 9999 50 72001	WTP Project Expenses	\$ 900,682
<b>Resources available over resources (used)</b>			<b>\$ -</b>
<b>PROJECT: 72002</b> RESERVOIR BYPASS PROJECT	72300 000 4999 11 72002	DCCED - Reservoir Bypass Grant Revenue	\$ 250,000
	72300 000 9999 11 72002	DCCED - Reservoir Bypass Grant Expenditures	\$ 250,000
	<b>Resources available over resources (used)</b>		
<b>PROJECT: 72005</b> UPPER DAMN STABILITY ANALYSIS	72300 000 4972 00 72005	Transfer from Water Operating Fund	\$ 150,212
	72300 302 9999 00 72005	Upper Damn Stability Project Expenses	\$ 150,212
	<b>Resources available over resources (used)</b>		

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 364,688
CHANGE IN NET POSITION	\$ -
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ 364,688</b>

## JUSTIFICATION &amp; EXPLANATION

## WATER FUND

GL ACCT DESCRIPTION			
4101	<b>PERS ON-BEHALF REVENUE</b> - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5110	<b>WATER SALES</b> - REVENUE FROM WATER SALES		
5118	<b>LABOR CHARGES</b> - REVENUE FROM CONNECTION FEES		
5149	<b>OTHER REVENUES</b> - MATERIAL SALES AND ALL OTHER MATERIAL REVENUE STREAMS		
5550	<b>INTEREST INCOME</b> - THE ALLOCATION OF INVESTMENT INCOME FROM THE PORTION OF WATER FUND CASH INVESTED IN THE CENTRAL TREASURY		
7508	<b>INSURANCE</b> - VEHICLE AND BUILDING INSURANCE		
7509	<b>BANK &amp; CREDIT CARD FEES</b> - BANK FEES FOR USING CREDIT CARDS		
7540	<b>AUDITING SERVICES</b> - ALLOCATION OF ANNUAL AUDIT EXPENSE		
7603	<b>CHARGES FROM FINANCE</b> - ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, AND BILLING MATERIALS		
7802	<b>REVENUE BOND PRINCIPAL</b> - PRINCIPAL PAYMENTS ON DEC WATER REVENUE BOND		
7803	<b>REVENUE BOND INTEREST</b> - INTEREST PAYMENTS ON DEC WATER REVENUE BOND		
6001	<b>SALARIES &amp; WAGES</b>		
	Water Treatment Plant Operator Salary	\$	29,587
	Water Operator Salary (1/2)	\$	29,587
	<b>TOTAL</b>	\$	59,175
6005	<b>OVERTIME</b>		
	Water Treatment Plant Operator OT	\$	4,421
	Water Operator OT and Acting	\$	4,421
	<b>TOTAL</b>	\$	8,842
6100	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	5,156
	STATE OF ALASKA PERS (22%)	\$	14,964
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	10,766
	<b>TOTAL</b>	\$	30,885
7001	<b>MATERIALS &amp; SUPPLIES</b> - VARIOUS OFFICE SUPPLIES & CLEANING SUPPLIES, LABORATORY SUPPLIES, SMALL TOOLS & PARTS, AND A UV254 FIELD METER FOR DBP		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - MATERIALS & SUPPLIES TO MAINTAIN THE WATER TREATMENT PLANT BUILDINGS, TANKS, RESERVOIRS, DAMS, & MECHANICAL EQUIPMENT		
7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - OZONE, COMPRESSORS, PUMPS, FILTERS, DOSING EQUIPMENT AND BASIC MAINTENANCE		
7010	<b>VEHICLE MAINTENANCE</b> - COST OF MATERIALS & REPAIRS TO WATER TREATMENT PLANT VEHICLES & THEIR EQUIPMENT		
7021	<b>WATER TREATMENT CHEMICALS</b> - INCLUDES COST OF SALT, CAUSTIC SODA, CALCIUM CHLORIDE, AND SHIPPING FOR THESE ITEMS		
7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - MISC. PPE SUCH AS HIGH VISIBILITY RAIN GEAR, FACE SHIELDS, GLOVES, ETC, AND CLOTHING ALLOWANCE PER EMPLOYEE		
7501	<b>UTILITIES</b> - ELECTRICITY TO OPERATE THE WATER TREATMENT PLANT		
7502	<b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE		
7505	<b>TRAVEL &amp; TRAINING</b> - COST FOR CONFINED SPACE ENTRY TRAINING		
7506	<b>PUBLICATIONS &amp; ADVERTISING</b> - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS		
7515	<b>PERMITS, INSPECTIONS, &amp; COMPLIANCE</b> - COST OF SUPPLIES FOR WATER COMPLIANCE TESTS REQUIRED BY THE DEC & SHIPPING SAMPLES TO VARIOUS LOCATIONS FOR TESTING		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - INSPECTIONS AND CONTINGENCY		
7621	<b>PUBLIC WORKS LABOR CHARGES</b> - COSTS INCURRED BY THE WATER DEPARTMENT FOR PUBLIC WORKS LABOR		
7622	<b>CHARGES FROM GARAGE</b> - COSTS INCURRED BY THE WATER DEPARTMENT FOR GARAGE LABOR		
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
303 7025	<b>DISTRIBUTION SYSTEM MAINTENANCE</b> - COST OF PIPES, VALVES, CLAMPS, AND OTHER MISC. PARTS FOR REPAIR		

# PORT & HARBORS DEPARTMENT

## Mission Statement:

The Mission of the Port and Harbors of Wrangell is to preserve and enhance its economic activities; to facilitate, through the creation of local, state and federal partnerships, the full economic potential of the Port of Wrangell's Harbor and City and Borough of Wrangell; and to develop a course of action that over time ensures the self-sufficiency of the Port and Harbors. The Commissioners, Management and Staff of the Port and Harbors recognize their primary responsibility is to optimally manage the publicly owned asset of the Port for the purpose of serving the public interest by encouraging economic growth of the Port and Harbors as well as City and Borough of Wrangell as a whole.



## Department Staff:

Steve Miller, *Port & Harbors Director*  
 Keeleigh Curley, *Administrative Assistant*  
 Jim Early, *Marine Service Center Lead*  
 James Gillen Jr, *Harbor Maintenance/Security*  
 Christopher Smith, *Harbor Maintenance/Security*  
 Jacob Hammer, *Harbor Maintenance*

## Department Objectives:

- The Marine Service Center and Harbors combined derelict vessel disposal fund will help open valuable space for vessel to moor and for repairs in the yard. This will also create jobs for local vendors.
- Wrangell Port & Harbor installation of security cameras will help manage the safety of the publicly owned assets of the port and harbor.
- Harbor office upgrades to the credit card system will make auto-pay an option for customers and increase the efficiency of the department.

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

Fund 74000

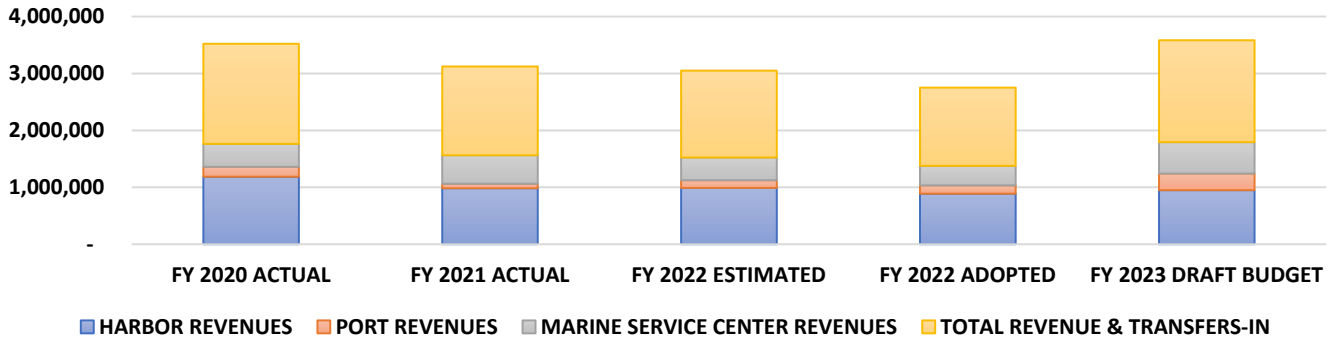
**ENTERPRISE FUND TYPE  
PORT & HARBORS**

**SUMMARY OF REVENUES & EXPENDITURES**

**SUMMARY OF REVENUES BY SUBFUND**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
HARBOR REVENUES	1,185,902	982,936	988,260	888,787	949,940
PORT REVENUES	173,297	80,713	137,377	145,188	292,776
MARINE SERVICE CENTER REVENUES	402,554	498,270	399,216	342,585	549,479
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 1,761,752</b>	<b>\$ 1,561,919</b>	<b>\$ 1,524,853</b>	<b>\$ 1,376,560</b>	<b>\$ 1,792,195</b>

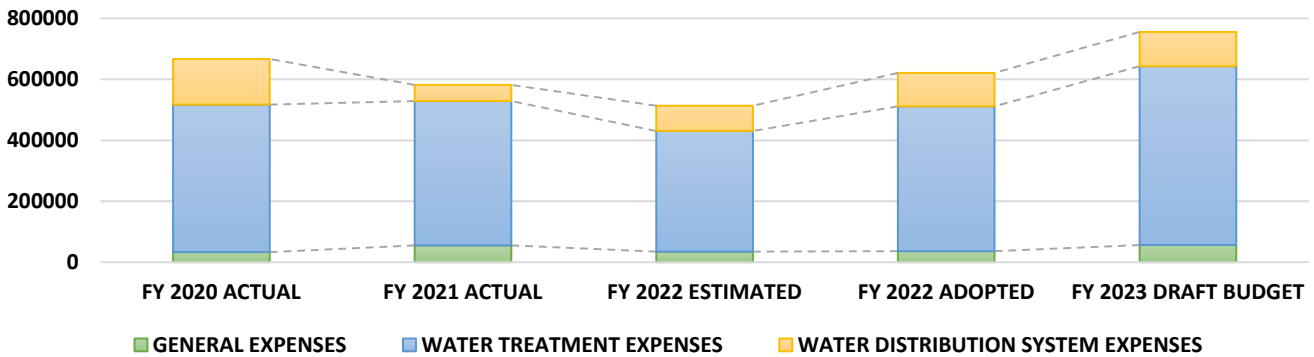
**HARBOR REVENUES BY FISCAL YEAR**



**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
HARBOR EXPENSES	475,246	374,066	545,742	620,139	1,339,706
PORT EXPENSES	99,608	129,773	141,131	231,767	258,802
MARINE SERVICE CENTER EXPENSES	174,245	200,811	276,443	368,238	445,493
<b>TOTAL EXPENDITURES</b>	<b>749,099</b>	<b>704,650</b>	<b>963,317</b>	<b>1,220,144</b>	<b>2,044,001</b>

**HARBOR FUND EXPENSES BY FISCAL YEAR**





**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #74000**

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

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
HARBOR ADMINISTRATIVE EXPENSES		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
74000 401 6001	Salaries & Wages	\$ 136,018	\$ 136,022	\$ 117,027	\$ 126,909	\$ 159,145
74000 401 6002	Temporary Wages	\$ -	\$ 6,859	\$ 9,194	\$ -	\$ -
74000 401 6005	Overtime	\$ 4,027	\$ 891	\$ 508	\$ -	\$ 1,591
74000 401 6XXX	Employer Costs	\$ 139,068	\$ 101,573	\$ 72,392	\$ 93,866	\$ 86,590
74000 401 7001	Materials & Supplies	\$ 6,425	\$ 5,070	\$ 3,983	\$ 5,500	\$ 5,700
74000 401 7002	Facility Repair & Maintenance	\$ 1,936	\$ 1,247	\$ 2,843	\$ 19,950	\$ 19,950
74000 401 7010	Vehicle Repair & Maintenance	\$ 21,759	\$ 9,492	\$ 4,674	\$ 18,000	\$ 17,250
74000 401 7502	Phone/Internet	\$ 7,090	\$ 8,896	\$ 6,649	\$ 7,000	\$ 7,000
74000 401 7503	Information Technology	\$ 7,390	\$ 2,642	\$ 1,575	\$ 1,222	\$ 1,222
74000 401 7505	Travel & Training	\$ 4,385	\$ (3)	\$ 4,481	\$ 8,905	\$ 9,650
74000 401 7506	Publications & Advertising	\$ 1,507	\$ 1,603	\$ 3,161	\$ 4,800	\$ 4,800
74000 401 7507	Memberships & Dues	\$ 26	\$ 703	\$ 331	\$ -	\$ 1,400
74000 401 7508	General Insurance Expense	\$ 23,343	\$ 78,396	\$ 48,613	\$ 22,223	\$ 22,223
74000 401 7509	Bank & Credit Card Fees	\$ 15,797	\$ 10,947	\$ 15,000	\$ 18,000	\$ 16,000
74000 401 7519	Professional Services Contractual	\$ 330	\$ 34,224	\$ 24,173	\$ 10,000	\$ 11,500
74000 401 7540	Auditing Services	\$ -	\$ -	\$ -	\$ 6,000	\$ -
74000 401 7576	Promotional	\$ 10,258	\$ 3,519	\$ 3,783	\$ 4,500	\$ 4,500
74000 401 7603	Charges from Finance	\$ 24,000	\$ 26,530	\$ 26,530	\$ 26,530	\$ 32,010
74000 401 7622	Charges from Garage	\$ 10,356	\$ 6,548	\$ 21,000	\$ 21,000	\$ 34,440
74000 401 7629	Charges from Capital Facilities	\$ 263	\$ 264	\$ 3,835	\$ 3,835	\$ 2,269
<b>TOTAL ADMINISTRATIVE</b>		<b>\$ 413,977</b>	<b>\$ 435,424</b>	<b>\$ 369,751</b>	<b>\$ 398,240</b>	<b>\$ 437,240</b>
<b>Allocation of Harbor Administrative</b>						
	50% Harbor Allocation	\$ (206,988)	\$ (217,712)	\$ (184,876)	\$ (199,120)	\$ (218,620)
	20% Port Allocation	\$ (82,795)	\$ (87,085)	\$ (73,950)	\$ (79,648)	\$ (87,448)
	30% Service Center Allocation	\$ (124,193)	\$ (130,627)	\$ (110,925)	\$ (119,472)	\$ (131,172)
		<b>\$ (413,977)</b>	<b>\$ (435,424)</b>	<b>\$ (369,751)</b>	<b>\$ (398,240)</b>	<b>\$ (437,240)</b>

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

JUSTIFICATION & EXPLANATION  
PORT & HARBORS - ADMINISTRATION

GL ACCT DESCRIPTION

<b>6001 SALARIES &amp; WAGES</b>			
Harbor Master Salary		\$	102,188
Harbor Administrative Assistant Salary		\$	56,957
	<b>TOTAL</b>	\$	<b>159,145</b>
6002 ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP			
<b>6100 EMPLOYER COSTS</b>			
FICA, SBS AND MEDICARE (7.58%)		\$	12,063
STATE OF ALASKA PERS (22%)		\$	35,012
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$	45,689
	<b>TOTAL</b>	\$	<b>92,765</b>
7001 <b>MATERIALS &amp; SUPPLIES</b> - RESTROOM SUPPLIES, CLEANING SUPPLIES, AND OFFICE SUPPLIES SUCH AS PRINTER PAPER, PRINTER INK, ENVELOPES, AND OTHER MISC OFFICE SUPPLIES.			
7002 <b>FACILITY REPAIR &amp; MAINTENANCE</b> - LABOR & MATERIALS TO MAINTAIN THE HARBOR BUILDING, SUCH AS DOOR & HARDWARE INSTALLATION, EYE WASH STATION UPGRADE, HEAT PUMP INSTALLATION, LIFE SAFETY AND FIRE SUPPRESSION MAINT. AND OTHER GENERAL MAINTENANCE AND REPAIRS			
7010 <b>VEHICLE REPAIR &amp; MAINTENANCE</b> - MATERIAL TO REPAIR & MAINTAIN THE LOADER, BOAT LIFTS, WORK VAN, AND THREE TRUCKS			
7502 <b>PHONE/INTERNET</b> - THE TOTAL AMOUNT FOR MONTHLY INTERNET, PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT			
7503 <b>INFORMATION TECHNOLOGY</b> - COSTS INCLUDE SUPPORT FOR MARINE WARE SOFTWARES, ADOBE MONTHLY SUBSCRIPTION, AND AMAZON BUSINESS SUBSCRIPTION			
7505 <b>TRAVEL &amp; TRAINING</b> - COSTS OF TRAVEL FOR THE SEATTLE BOAT SHOW, MARINE EXPO, AND HARBORMASTER CONFERENCE			
7506 <b>PUBLICATIONS &amp; ADVERTISING</b> - COST TO ADVERTISE & PROMOTE HARBOR FACILITIES AND ANY MISC. ANNOUCEMENTS			
7507 <b>MEMBERSHIPS &amp; DUES</b> - COST OF ANY MEMBERSHIPS & DUES			
7508 <b>GENERAL INSURANCE EXPENSE</b> - COST OF LIABILITY AND VEHICLE INSURANCE			
7509 <b>BANK &amp; CREDIT CARD FEES</b> - AMOUNTS COLLECTED BY BANK FOR USING CREDIT CARDS			
7519 <b>PROFESSIONAL SERVICES CONTRACTUAL</b> - COSTS FOR LEGAL SERVICES			
7540 <b>AUDITING SERVICES</b> - COSTS FOR PROFESSIONAL AUDITING SERVICES			
7576 <b>PROMOTIONAL</b> - COST OF REGISTRATION AND INCIDENTAL EXPENSES FOR MARINE EXPO AND SEATTLE BOAT SHOW			
7603 <b>CHARGES FROM FINANCE</b> - STAFF LABOR COSTS FOR ADMINISTRATIVE & FINANCE WORK			
7622 <b>CHARGES FROM GARAGE</b> - STAFF LABOR COSTS FOR VEHICLE MAINTENANCE & REPAIRS			
7629 <b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES			

DETAIL OF REVENUES & EXPENDITURES

HARBOR FUND REVENUES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
74010 000 4101	PERS On-behalf Revenue	\$ 13,128	\$ 11,661	\$ 12,000	\$ 6,837	\$ 11,750
74010 000 4190	Shared Fisheries Bus. Tax	\$ 5,250	\$ 2,127	\$ 8,001	\$ 1,500	\$ 1,500
74010 000 4191	Raw Fisheries Bus. Tax	\$ 284,469	\$ 201,119	\$ 244,314	\$ 150,000	\$ 220,000
74010 000 5200	Annual Stall Rent	\$ 654,472	\$ 596,052	\$ 567,000	\$ 612,950	\$ 550,000
74010 000 5201	Meyers Chuck Moorage	\$ 2,268	\$ 1,059	\$ 101	\$ 4,500	\$ 1,500
74010 000 5202	Transient Moorage	\$ 98,719	\$ 111,733	\$ 109,508	\$ 80,000	\$ 95,000
74010 000 5203	Transient Electrical Fees	\$ 10,832	\$ 11,199	\$ 10,584	\$ 8,000	\$ 10,500
74010 000 5204	Hoist Revenue	\$ -	\$ -	\$ -	\$ -	\$ 10,000
74010 000 5205	Boat Launch Fees	\$ 8,335	\$ 9,430	\$ 5,794	\$ 7,000	\$ 8,500
74010 000 5206	Grid fees/Pressure Wash	\$ -	\$ -	\$ -	\$ -	\$ -
74010 000 5207	Garbage Charges*	\$ 5,868	\$ 258	\$ -	\$ 5,000	\$ 500
74010 000 5208	Wait List Deposit	\$ 2,326	\$ -	\$ 63	\$ -	\$ -
74010 000 5210	Penalties & Late Fees	\$ 10,787	\$ 7,534	\$ 3,923	\$ 8,000	\$ 8,000
74010 000 5212	Liveaboard Fees	\$ -	\$ 9,341	\$ 14,769	\$ -	\$ 12,500
74010 000 5224	Labor Charges	\$ -	\$ 2,113	\$ 2,206	\$ 3,000	\$ 3,000
74010 000 5234	Material Sales	\$ 8,500	\$ -	\$ -	\$ 2,000	\$ 2,000
74010 000 5240	Storage*	\$ 79,712	\$ 19,309	\$ -	\$ -	\$ -
74010 000 5550	Interest Income	\$ 1,236	\$ -	\$ 10,000	\$ -	\$ 15,190
<b>TOTAL HARBOR REVENUES</b>		<b>\$ 1,185,902</b>	<b>\$ 982,936</b>	<b>\$ 988,260</b>	<b>\$ 888,787</b>	<b>\$ 949,940</b>

HARBOR FUND EXPENSES TRANSFERS-OUT

74010 000 6001	Salaries	\$ 98,589	\$ 96,109	\$ 104,002	\$ 100,635	\$ 90,913
74010 000 6002	Temporary Wages (Summer)	\$ 27,825	\$ 31,729	\$ 15,915	\$ 25,744	\$ 22,400
74010 000 6005	Overtime	\$ 5,434	\$ 5,816	\$ 5,064	\$ -	\$ 4,023
74010 000 6100	Employer Costs	\$ 54,600	\$ 56,418	\$ 58,053	\$ 56,315	\$ 69,805
74010 000 7001	Materials & Supplies	\$ 5,282	\$ 3,524	\$ 5,042	\$ 5,000	\$ 7,000
74010 000 7002	Facility Repair & Maintenance	\$ 60,543	\$ 22,230	\$ 11,806	\$ 36,000	\$ 45,000
74010 000 7008	Non-capital Equipment	\$ 477	\$ 292	\$ 5,809	\$ 5,600	\$ 6,000
74010 000 7009	Equipment Repair & Maintenance	\$ 4,792	\$ 5,282	\$ 4,369	\$ 5,500	\$ 7,200
74010 000 7010	Vehicle Maintenance	\$ 2,172	\$ 1,127	\$ 881	\$ 2,000	\$ 2,000
74010 000 7011	Rental Expense (parking lot)	\$ 6,087	\$ 460	\$ -	\$ 3,700	\$ 6,023
74010 000 7015	Fuel Expense	\$ 1,310	\$ 619	\$ 521	\$ 1,700	\$ 2,125
74010 000 7100	Uniform, gear & clothing allowance	\$ 1,716	\$ 1,548	\$ -	\$ 2,400	\$ 2,000
74010 000 7501	Utilities	\$ 80,023	\$ 74,318	\$ 29,857	\$ 110,000	\$ 110,000
74010 000 7505	Travel & Training	\$ -	\$ -	\$ 639	\$ 8,725	\$ 500
74010 000 7519	Professional Services	\$ 4,320	\$ 6,598	\$ -	\$ -	\$ 25,000
74010 000 7556	Harbors Property Lease	\$ -	\$ 5,783	\$ -	\$ -	\$ 6,024
74010 000 7515	Permits, Inspections & Compliance	\$ -	\$ -	\$ -	\$ -	\$ -
74010 000 7601	Charges from Harbor Administration	\$ 307	\$ 50,934	\$ 184,876	\$ 199,120	\$ 208,967
74010 000 7860	Derelict vessel disposal	\$ 720	\$ 423	\$ 16,982	\$ 15,000	\$ 25,000
74010 000 7861	Harbor Hoist Expenditures*	\$ 4,048	\$ 1,353	\$ 9,836	\$ 40,700	\$ 30,000
74010 000 7862	Meyers Chuck Expenditures	\$ -	\$ -	\$ 16,376	\$ 2,000	\$ 5,000
74010 000 7900	Capital Expenditures	\$ 41,848	\$ 220	\$ 13,214	\$ -	\$ 30,000
74010 000 7980	Bad Debt Expense	\$ 7,000	\$ 9,285	\$ 62,500	\$ -	\$ 10,000
74010 000 8900	Transfer (out) to Other Port & Harbor Fund	\$ 68,154	\$ -	\$ -	\$ -	\$ -
74030 000 8990	Transfer (out) Capital Project Fund	\$ -	\$ -	\$ -	\$ -	\$ 615,073
<b>TOTAL HARBOR EXPENSES</b>		<b>\$ 475,246</b>	<b>\$ 374,066</b>	<b>\$ 545,742</b>	<b>\$ 620,139</b>	<b>\$ 1,330,053</b>

HARBOR REVENUES	\$ 1,185,902	\$ 982,936	\$ 988,260	\$ 888,787	\$ 949,940
HARBOR EXPENSES & TRANSFERS-OUT	\$ (475,246)	\$ (374,066)	\$ (545,742)	\$ (620,139)	\$ (1,330,053)
<b>REVENUES OVER (EXPENSES)</b>	<b>\$ 710,656</b>	<b>\$ 608,870</b>	<b>\$ 442,518</b>	<b>\$ 268,648</b>	<b>\$ (380,112)</b>

BEGINNING RESERVE BALANCE (7/1/20XX)	N/A	N/A	\$ 2,300,196	\$ 2,742,713	\$ 2,742,713
CHANGE IN NET POSITION	N/A	N/A	\$ 442,518	\$ 268,648	\$ (380,112)
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,742,713</b>	<b>\$ 3,011,361</b>	<b>\$ 2,362,601</b>

**Note:** The Harbor Fund has \$694,300 in restricted reserves that are specifically to be used for Meyer's Chuck Float Replacement and harbor maintenance.

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 74005</b> Meyer's Chuck Float Replacement Project	74300 000 4974 00 74005	Transfers from Harbors Operating Fund	\$ 615,073
	74300 000 9999 00 74005	Meyer's Chuck Float Replacement Expenditures	\$ 275,000
	<b>Resources available over resources used</b>		\$ 340,073
<b>PROJECT: 74006</b> P&H Security System Project	74300 000 4999 43 74006	2020 SHSP Grant Revenue (DHS)	\$ 149,638
	74300 000 9999 43 74006	Port & Harbor Security Camera Grant Expenditures (DHS)	\$ 149,638
	<b>Resources available over resources used</b>		\$ -

BEGINNING RESERVE BALANCE (7/1/20XX)	N/A	N/A	\$ (340,073)	\$ (340,073)	\$ (340,073)
CHANGE IN NET POSITION	N/A	N/A	\$ -	\$ -	\$ 340,073
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	\$ -	\$ -	\$ (340,073)	\$ (340,073)	\$ 0

**JUSTIFICATION & EXPLANATION**  
HARBOR FUND

**GL ACCT DESCRIPTION**

4101 PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS			
4190 SHARED FISHERIES BUS. TAX - REVENUE SHARE OF FISH TAX FOR HARVEST WITHIN FISHERIES MANAGEMENT AREA 18. THE PAYMENT IS RECEIVED BY THE DEPARTMENT OF COMMERCE COMMUNITY AND ECONOMIC DEVELOPMENT (DCCED).			
4191 RAW FISHERIES BUS TAX - THE BOROUGH'S SHARE OF FISH TAX DISTRIBUTED BY THE ALASKA STATE DEPARTMENT OF REVENUE.			
5200 ANNUAL STALL RENT - REVENUE FROM ANNUAL STALL RENTALS			
5201 MEYERS CHUCK MOORAGE - REVENUE FROM MOORAGE AT MEYERS CHUCK			
5202 TRANSIENT MOORAGE - REVENUE FROM ALL TRANSIENT MOORAGE			
5203 TRANSIENT ELECTRICAL FEES - REVENUE FROM ELECTRICAL USE AT TRANSIENT DOCKS			
5204 HOIST REVENUE - REVENUE FROM USE OF HOIST			
5205 BOAT LAUNCH FEES - SALES OF BOAT LAUNCH PERMITS			
5206 GRID FEES/PRESSURE WASH - REVENUE FROM USE OF GRIDS			
5207 GARBAGE CHARGES - CASH RECEIPTS FOR DISPOSING OF CUSTOMER TRASH			
5208 WAIT LIST DEPOSIT - REVENUE FROM ANNUAL STALL WAIT LIST DEPOSITS			
5210 PENALTIES & LATE FEES - PENALITIES AND INTEREST ON DELINQUENT ACCOUNTS			
5212 LIVEABOARD FEES - REVENUE FROM MONTHLY LIVEABOARD FEES			
5224 LABOR CHARGES - REVENUE FROM BOAT TOWING SERVICES, PUMP-OUTS, IMPOUND LABOR FEES, AND OTHER MISC. SERVICES THAT REQUIRE LABOR			
5234 MATERIAL SALES - REVENUE FROM SALE OF MISC. OLD/EXTRA MATERIALS			
5240 STORAGE - REVENUE FROM HARBOR FACILITY STORAGE FEES			
5550 INTEREST INCOME - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE PERCENTAGE OF CASH HELD WITH THE TREASURY)			
6001 SALARIES & WAGES			
Harbor Team Leader Salary		\$	49,074
Harbor Mainenance/Security Salary		\$	41,840
		<b>TOTAL</b>	<b>\$ 90,913</b>
6002 ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP			
6005 OVERTIME			
Harbor Team Leader OT (80hrs * \$35.25)		\$	2,820
Harbor Mainenance/Security Salary (40hrs * \$30.06)		\$	1,202
		<b>TOTAL</b>	<b>\$ 4,023</b>
6100 EMPLOYER COSTS			
FICA, SBS AND MEDICARE (7.58%)		\$	7,196
STATE OF ALASKA PERS (22%)		\$	20,886
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$	41,723
		<b>TOTAL</b>	<b>\$ 69,805</b>
7001 MATERIALS & SUPPLIES - RESTROOM SUPPLIES AND VARIOUS REPAIR MATERIALS SUCH AS LOCKS, FASTENERS, AND NAILS			

**JUSTIFICATION & EXPLANATION**  
*HARBOR FUND CONTINUED*

**GL ACCT DESCRIPTION**

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- 7002 **FACILITY REPAIR & MAINTENANCE** - LABOR & MATERIALS TO MAINTAIN DOCKS AND EQUIPMENT, SUCH AS LUMBER, CONCRETE, ELECTRICIAN FEES, HARDWARE, PAINT, CONTRACTOR FEES, METAL, SIGNAGE, AND OTHER MISC. REPAIR & MAINTENANCE MATERIALS
- 7008 **NON CAPITAL EQUIPMENT** - COST OF REPLACING FIRE EXTINGUISHERS
- 7009 **EQUIPMENT REPAIR & MAINTENANCE** - FOR RECERTIFICATION OF DRY-CHEM FIRE EXTINGUISHERS AND CONTINGENCY REPAIR NEEDS
- 7010 **VEHICLE MAINTENANCE** - TO REPAIR & MAINTAIN THE LOADER, BOAT LIFTS, WORK VAN, AND THREE TRUCKS
- 7011 **RENTAL EXPENSE** - RENTAL EXPENSES FOR MAN LIFT, BOOM TRUCK, AND OTHER MISC. EQUIPMENT FOR MAINTENANCE PURPOSES
- 7015 **FUEL EXPENSE** - FUEL FOR HARBOR BOATS, HARBOR TRUCKS, SAWS, 4 WHEELERS, OIL AND LUBE FOR PUMPS, AND OTHER MISC. EQUIPMENT THAT REQUIRES FUEL
- 7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - HARBOR ATTIRE AS UNIFORM, WORK CLOTHING ALLOWANCE, AND MISC. PPE
- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, AND ELECTRICAL
- 7505 **TRAVEL & TRAINING** - STAFF CPR TRAINING, TRAVEL TO HARBORMASTER CONFERENCE, FISH EXPO, AND SEATTLE BOAT SHOW
- 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - COSTS FOR PRESSURE WASHING CONTINGENCY
- 7556 **HARBORS PROPERTY LEASE** - LEASE OF ANY PRIVATE PROPERTY FOR HARBOR OPERATIONAL USE
- 7515 **PERMITS, INSPECTIONS & COMPLIANCE** - COST OF PERMITS & INSPECTIONS TO KEEP FACILITY IN COMPLIANCE WITH HEALTH & SAFETY REGULATIONS
- 7601 **CHARGES FROM HARBOR ADMINISTRATION** - COST COVERS HARBOR'S PORTION OF OFFICE OPERATION EXPENSES
- 7622 **CHARGES FROM GARAGE** - STAFF LABOR COSTS FOR VEHICLE MAINTENANCE & REPAIRS
- 7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES
- 7860 **DERELICT VESSEL DISPOSAL** - COSTS ASSOCIATED WITH BREAKING DOWN AND DISPOSING OF DERELICT VESSELS
- 7861 **HARBOR HOIST EXPENDITURES** - COST FOR NEW HOIST OPERATING SYSTEM, ANNUAL SUPPORT FOR HOIST SYSTEM, RECERTIFICATION OF HOISTS, WIRE, HOSES, OIL, AND MISC. OTHER REPAIR SUPPLIES
- 7862 **MEYERS CHUCK EXPENDITURES** - MISC. REPAIR AND MAINTENANCE SUPPLIES FOR MEYERS CHUCK DOCK AND FACILITY
- 7900 **CAPITAL EXPENDITURES** - PURCHASE OF USED TRUCK TO REPLACE PICKUP #72

**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #74020**

**ENTERPRISE FUNDS  
PORT FUND**

**DETAIL OF REVENUES & EXPENDITURES**

PORT FUND REVENUES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
74020 000 4101	PERS On-behalf Revenue	\$ 5,251	\$ 4,664	\$ 4,700	\$ 4,688	\$ 4,700
74020 000 5224	Labor Charges	\$ 12,656	\$ 9,912	\$ 2,366	\$ 6,000	\$ 12,500
74020 000 5240	Storage	\$ -	\$ 9,511	\$ 57,091	\$ 60,000	\$ 60,000
74020 000 5241	Wharfage	\$ 42,776	\$ 25,863	\$ 22,869	\$ 32,000	\$ 30,000
74020 000 5242	Dockage	\$ 68,730	\$ 27,942	\$ 33,915	\$ 30,000	\$ 70,000
74020 000 5243	Port Development Fees	\$ 43,884	\$ 2,460	\$ 9,564	\$ 8,000	\$ 30,000
74020 000 5244	Port Transient Fees	\$ -	\$ -	\$ -	\$ 500	\$ 500
74020 000 5245	Cruise Garbage & Water Charges	\$ -	\$ 362	\$ 794	\$ 4,000	\$ 4,000
74020 000 5246	Commercial Passenger Wharfage	\$ -	\$ -	\$ -	\$ -	\$ 75,000
74020 000 5550	Interest Revenue	\$ -	\$ -	\$ 6,076	\$ -	\$ 6,076
<b>TOTAL REVENUES</b>		<b>\$ 173,297</b>	<b>\$ 80,713</b>	<b>\$ 137,377</b>	<b>\$ 145,188</b>	<b>\$ 292,776</b>

PORT FUND EXPENSES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
74020 000 6001	Salaries & Wages	\$ 42,252	\$ 30,631	\$ 28,096	\$ 54,188	\$ 42,643
74020 000 6002	Temporary Wages	\$ 9,790	\$ 8,422	\$ 3,405	\$ -	\$ -
74020 000 6005	Overtime	\$ 2,154	\$ 2,207	\$ 1,645	\$ -	\$ 1,225
74020 000 6100	Employer Costs	\$ 22,311	\$ 17,321	\$ 14,936	\$ 67,841	\$ 31,911
74020 000 7001	Materials & Supplies	\$ 754	\$ 1,297	\$ 2,173	\$ 3,000	\$ 3,000
74020 000 7002	Facility Repair & Maintenance	\$ 13,948	\$ 9,993	\$ 8,611	\$ 20,000	\$ 26,000
74020 000 7009	Equipment Repair & Maintenance	\$ 1,363	\$ 275	\$ 7	\$ 3,000	\$ 3,000
74020 000 7010	Vehicle Maintenance	\$ 1	\$ 20	\$ -	\$ -	\$ 1,000
74020 000 7015	Fuel - Automotive	\$ -	\$ 31	\$ -	\$ 1,500	\$ 1,875
74020 000 7100	Uniform/Clothing Allowance	\$ -	\$ 861	\$ -	\$ 1,600	\$ 1,700
74020 000 7501	Utilities	\$ 5,470	\$ 5,517	\$ 2,112	\$ 7,500	\$ 9,000
74020 000 7505	Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ -
74020 000 7508	Insurance	\$ -	\$ 6,195	\$ 6,195	\$ -	\$ -
74020 000 7519	Professional Services Contractual	\$ -	\$ -	\$ -	\$ -	\$ 50,000
74020 000 7601	Charges from Harbor Administration	\$ -	\$ 47,002	\$ 73,950	\$ 73,138	\$ 83,587
74020 000 7900	Capital Expenditures	\$ 1,565	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>		<b>\$ 99,608</b>	<b>\$ 129,773</b>	<b>\$ 141,131</b>	<b>\$ 231,767</b>	<b>\$ 254,941</b>

PORT FUND REVENUES	\$ 173,297	\$ 80,713	\$ 137,377	\$ 145,188	\$ 292,776
PORT FUND EXPENSES	\$ (99,608)	\$ (129,773)	\$ (141,131)	\$ (231,767)	\$ (254,941)
<b>REVENUES OVER (EXPENSES)</b>	<b>\$ 73,688</b>	<b>\$ (49,060)</b>	<b>\$ (3,755)</b>	<b>\$ (86,579)</b>	<b>\$ 37,835</b>

BEGINNING RESERVE BALANCE (7/1/20XX)	N/A	N/A	\$ 501,912	\$ 498,157	\$ 498,157
CHANGE IN NET POSITION	N/A	N/A	\$ (3,755)	\$ (86,579)	\$ 37,835
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 498,157</b>	<b>\$ 411,579</b>	<b>\$ 535,992</b>

**JUSTIFICATION & EXPLANATION**

*PORT FUND*

**GL ACCT DESCRIPTION**

- 4101 **PERS ON-BEHALF REVENUE** - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS
- 5224 **LABOR CHARGES** - REVENUE FROM BARGE LANDINGS, AFTER HOURS CALL OUTS AND OTHER MISC. LABOR SERVICES
- 5240 **STORAGE** - REVENUE FROM STORAGE IN PORT AREAS
- 5241 **WHARFAGE** - REVENUE FROM WHARFAGE/USE OF BARGE RAMP
- 5242 **DOCKAGE** - REVENUE FROM DOCKAGE/USE OF CRUISE SHIP DOCK
- 5243 **PORT DEVELOPMENT FEES** - CRUISE FEES - IN ADDITION TO DOCKAGE - FOR USE OF FACILITIES
- 5244 **PORT TRANSIENT FEES** - CRUISE FEES FOR USE OF SUMMER FLOAT OR OTHER TRANSIENT FLOATS
  
- 5245 **CRUISE GARBAGE & WATER CHARGES** - REVENUE FROM WATER HOOKUP FEES, WATER PURCHASE, AND GARBAGE PICKUP FROM CRUISE SHIPS

**JUSTIFICATION & EXPLANATION**  
*PORT FUND CONTINUED*

**GL ACCT DESCRIPTION**

5246	<b>COMMERCIAL PASSENGER WHARFAGE</b> - REVENUE GENERATED FROM PASSENGER WHARFAGE FEES CHARGED TO CRUISELINES FOR PASSENGERS STEPPING OFF THE SHIP OR LIGHTERING (\$5 FOR TIE-UP/\$3 FOR LIGHTERING)		
5550	<b>INTEREST INCOME</b> - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE		
6001	<b>SALARIES &amp; WAGES</b>		
	Port Security Specialist Salary		\$ 42,643
		<b>TOTAL</b>	<b>\$ 42,643</b>
6002	ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		
6005	<b>OVERTIME</b>		
	Port Security Specialist OT (40hrs * \$30.63)		\$ 1,225
		<b>TOTAL</b>	<b>\$ 1,225</b>
6100	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)		\$ 3,325
	STATE OF ALASKA PERS (22%)		\$ 9,651
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 18,934
		<b>TOTAL</b>	<b>\$ 31,911</b>
7001	<b>MATERIALS &amp; SUPPLIES</b> - LUMBER AND VARIOUS REPAIR MATERIALS SUCH AS FASTENERS, HARDWARE, SIGNS, ETC.		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - LABOR & MATERIALS TO MAINTAIN SUMMER FLOATS AND BARGE RAMP FACILITY,		
7009	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - FOR HAND ROOL REPAIR & MAINTENANCE, AND SAW COMPRESSOR MAINTENANCE		
7010	<b>VEHICLE MAINTENANCE</b> - TO REPAIR & MAINTAIN VEHICLES USED WITHIN THE PORT FACILITY		
7015	<b>FUEL EXPENSE</b> - FUEL FOR HARBOR BOATS, PORT & HARBOR TRUCKS, SAWS, 4 WHEELERS, OIL AND LUBE FOR PUMPS, AND		
7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - HARBOR ATTIRE AS UNIFORM, WORK CLOTHING ALLOWANCE, AND MISC.		
7501	<b>UTILITIES</b> - WATER, GARBAGE, AND ELECTRICAL		
7505	<b>TRAVEL &amp; TRAINING</b> - STAFF CPR TRAINING		
7508	<b>INSURANCE</b> - COST OF INSURANCE FOR PORT FACILITIES		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - COST OF CONTRACTOR SERVICES FOR EVALUATING PORT FACILITY ADJACENT TO THE MARINE SERVICE CENTER		
7601	<b>CHARGES FROM HARBOR ADMINISTRATION</b> - COST COVERS HARBOR'S PORTION OF OFFICE OPERATION EXPENSES		
7900	<b>CAPITAL EXPENDITURES</b> - SECURITY SYSTEM FOR PORT FACILITIES		

**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #74030**

**ENTERPRISE FUNDS  
MARINE SERVICE CENTER FUND  
DETAIL OF REVENUES & EXPENDITURES**

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>MARINE SERVICE CENTER REVENUES</b>						
74030 000 4101	PERS On-behalf Revenue	\$ 7,877	\$ 6,996	\$ 7,050	\$ 5,785	\$ 7,050
74030 000 4974	Transfer from Port & Harbors	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 5224	Labor Charges	\$ 850	\$ -	\$ -	\$ -	\$ -
74030 000 5234	Surplus & Material Sales	\$ -	\$ (2,193)	\$ -	\$ -	\$ -
74030 000 5240	Yard Storage	\$ -	\$ 38,612	\$ 10,087	\$ -	\$ 10,000
74030 000 5250	Travel Lift Fees	\$ 136,503	\$ 201,349	\$ 139,627	\$ 125,000	\$ 185,000
74030 000 5251	Environmental Fees	\$ 2,865	\$ 2,094	\$ 788	\$ 4,000	\$ 10,000
74030 000 5253	Long-term Storage	\$ 93,783	\$ 111,698	\$ 91,707	\$ 64,000	\$ 135,726
74030 000 5254	Work-area Storage	\$ 91,538	\$ 64,975	\$ 85,000	\$ 80,000	\$ 115,600
74030 000 5255	Electric Revenue	\$ 13,940	\$ 12,308	\$ 7,263	\$ 12,000	\$ 12,500
74030 000 5256	Yard Leases	\$ 55,198	\$ 59,908	\$ 54,695	\$ 47,800	\$ 71,103
74030 000 5258	Travel Lift Inspection	\$ -	\$ 2,523	\$ 3,000	\$ -	\$ 2,500
74030 000 5259	Mobile Boat Lift Deposit	\$ -	\$ -	\$ -	\$ 4,000	\$ -
74030 000 5550	Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL MSC REVENUES</b>	<b>\$ 402,554</b>	<b>\$ 498,270</b>	<b>\$ 399,216</b>	<b>\$ 342,585</b>	<b>\$ 549,479</b>
<b>MARINE SERVICE CENTER EXPENSES</b>						
74030 000 6001	Salaries & Wages	\$ 64,695	\$ 55,962	\$ 52,263	\$ 58,843	\$ 110,834
74030 000 6002	Temporary Wages	\$ -	\$ -	\$ -	\$ 17,055	\$ -
74030 000 6005	Overtime	\$ 1,789	\$ 2,978	\$ 5,475	\$ 4,456	\$ 3,185
74030 000 6100	Employer Costs	\$ 55,330	\$ 29,496	\$ 26,116	\$ 48,722	\$ 75,909
74030 000 7001	Materials & Supplies	\$ 4,796	\$ 3,545	\$ 2,251	\$ 10,000	\$ 7,000
74030 000 7002	Facility Repair & Maintenance	\$ 11,184	\$ 12,736	\$ 1,483	\$ 25,000	\$ 15,000
74030 000 7008	Non-Capital Equipment*	\$ -	\$ -	\$ 5,997	\$ -	\$ 8,000
74030 000 7010	Equipment Repair & Maint.	\$ 16,883	\$ 1,847	\$ 15,857	\$ 40,000	\$ 25,000
74030 000 7009	Vehicle Maintenance	\$ 230	\$ 5,016	\$ 392	\$ -	\$ 6,000
74030 000 7015	Fuel - Automotive	\$ 3,988	\$ 6,074	\$ 4,952	\$ 7,000	\$ 9,100
74030 000 7100	Uniform, Gear, Clothing	\$ -	\$ 154	\$ 622	\$ 1,000	\$ 1,600
74030 000 7501	Utilities	\$ 15,350	\$ 15,626	\$ 8,526	\$ 16,000	\$ 18,000
74030 000 7505	Travel & Training	\$ -	\$ -	\$ -	\$ 295	\$ 300
74030 000 7507	Memberships & Dues	\$ -	\$ -	\$ -	\$ 750	\$ 750
74030 000 7508	Insurance	\$ -	\$ -	\$ 18,721	\$ 3,644	\$ 3,644
74030 000 7519	Professional/Contractual Services	\$ -	\$ -	\$ 6,250	\$ -	\$ 5,000
74030 000 7562	Penalties & Interest	\$ -	\$ 17,750	\$ -	\$ -	\$ -
74030 000 7601	Charges from Administration	\$ -	\$ 47,003	\$ 110,925	\$ 119,472	\$ 125,380
74030 000 7804	Interfund Loan Repayment	\$ -	\$ -	\$ -	\$ 1,000	\$ -
74030 000 7860	Derelict Vessel Disposal	\$ -	\$ 2,595	\$ 16,613	\$ 15,000	\$ 25,000
74030 000 7900	Capital Equipment	\$ -	\$ 29	\$ -	\$ -	\$ -
	<b>TOTAL MSC EXPENSES</b>	<b>\$ 174,245</b>	<b>\$ 200,811</b>	<b>\$ 276,443</b>	<b>\$ 368,238</b>	<b>\$ 439,701</b>
	<b>MSC REVENUES</b>	<b>\$ 402,554</b>	<b>\$ 498,270</b>	<b>\$ 399,216</b>	<b>\$ 342,585</b>	<b>\$ 549,479</b>
	<b>MSC EXPENSES</b>	<b>\$ (174,245)</b>	<b>\$ (200,811)</b>	<b>\$ (276,443)</b>	<b>\$ (368,238)</b>	<b>\$ (439,701)</b>
	<b>REVENUES OVER (EXPENSES)</b>	<b>\$ 228,309</b>	<b>\$ 297,459</b>	<b>\$ 122,773</b>	<b>\$ (25,653)</b>	<b>\$ 109,777</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		N/A	N/A	\$ 545,367	\$ 668,140	\$ 668,140
CHANGE IN NET POSITION		N/A	N/A	\$ 122,773	\$ (25,653)	\$ 109,777
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 668,140</b>	<b>\$ 642,487</b>	<b>\$ 777,917</b>



**JUSTIFICATION & EXPLANATION**  
MARINE SERVICE CENTER

**GL ACCT DESCRIPTION**

4101	<b>PERS ON-BEHALF REVENUE</b> - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER		
4974	<b>TRANSFER FROM PORT &amp; HARBORS</b> - ALLOTMENT FOR MSC FROM PORT & HARBORS FUND		
5224	<b>LABOR CHARGES</b> - REVENUE FROM TRAVEL LIFT CALL OUTS AND PUMP OUTS OF DERELICT VESSELS IN MSC, AND OTHER MISC. SERVICES THAT REQUIRE LABOR		
5234	<b>SURPLUS &amp; MATERIALS SALES</b> - REVENUE FROM PUBLIC SURPLUS AND SALE OF MISC. OLD/EXTRA MATERIALS		
5240	<b>YARD STORAGE</b> - REVENUE FROM STORAGE OF EQUIPMENT, TRAILERS, MATERIALS, ETC. BY MSC USERS & VENDORS WHILE WORKING ON VESSELS		
5250	<b>TRAVEL LIFT FEES</b> - REVENUE FROM ROUND TRIPS (BOAT HAUL OUT & LAUNCH) BY TRAVEL LIFT IN MSC		
5251	<b>ENVIRONMENTAL FEES</b> - \$1/FOOT ENVIRONMENTAL FEE PER VESSEL LIFT		
5253	<b>LONG-TERM STORAGE</b> - DAILY SPACE RENT OF VESSELS PLACED IN LONG-TERM STORAGE		
5254	<b>WORK-AREA STORAGE</b> - DAILY SPACE RENT OF VESSELS PLACED IN WORK-AREA/MSC YARD		
5255	<b>ELECTRIC REVENUE</b> - DAILY ELECTRIC FEES CHARGED TO VESSEL OWNERS USING ELECTRICITY IN THE WORK-AREA/MSC YARD		
5256	<b>YARD LEASES</b> - MONTHLY RENT OF MSC YARD SPACES LEASED BY VENDORS		
5258	<b>TRAVEL LIFT INSPECTION</b> - REVENUE FROM 2 HOUR INSPECTION HAUL OUTS		
5259	<b>MOBILE BOAT LIFT DEPOSIT</b> - DEPOSIT FOR SCHEDULED HAUL-OUT DATE		
5550	<b>INTEREST INCOME</b> - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE PERCENTAGE OF CASH HELD WITH THE TREASURY)		
6001	<b>SALARIES &amp; WAGES</b>		
	Marine Service Center Lead Salary	\$	62,672
	Marine Service Center Relief Operator Salary	\$	48,161
	<b>TOTAL</b>	\$	<b>110,834</b>
6002	ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		
6005	<b>OVERTIME</b>		
	Marine Service Center Lead Salary OT (40hrs * \$45.03)	\$	1,801
	Marine Service Center Maintenance Specialist Salary (40hrs *34.61)	\$	1,384
	<b>TOTAL</b>	\$	<b>3,185</b>
6100	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	8,643
	STATE OF ALASKA PERS (22%)	\$	25,084
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	42,182
	<b>TOTAL</b>	\$	<b>75,909</b>
7001	<b>MATERIALS &amp; SUPPLIES</b> - CLEANING SUPPLIES FOR RESTROOM FACILITIES, BLOCKING EQUIPMENT, AND OTHER MISCELLANEOUS MSC SUPPLIES		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - LABOR & MATERIALS TO MAINTAIN MSC, INCLUDING ROCK, CONCRETE REPAIR, UTILITY REPAIRS, RESTROOM FACILITY UPKEEP, AND FILTRATION SYSTEM & BUILDING MAINTENANCE		
7008	<b>NON-CAPITAL EQUIPMENT</b> - COST OF NEW BOAT STANDS		
7010	<b>EQUIPMENT REPAIR &amp; MAINTENANCE</b> - LABOR & MATERIALS TO MAINTAIN MSC EQUIPMENT INCLUDING LIFT STRAPS, LIFT INSPECTIONS, AND MISCELLANEOUS REPAIRS/HYDRAULIC RAM REPAIRS		
7009	<b>VEHICLE MAINTENANCE</b> - COST OF MSC VEHICLE CLEANING & MAINTENANCE		
7015	<b>FUEL - AUTOMOTIVE</b> - COSTS OF FUEL FOR VEHICLES USED IN THE MSC		
7100	<b>UNIFORM, GEAR, CLOTHING</b> - COSTS OF CLOTHING ALLOWANCE, PERSONAL PROTECTIVE EQUIPMENT, AND MSC YARD ATTIRE		
7501	<b>UTILITIES</b> - WATER, SEWER, GARBAGE, AND ELECTRIC FOR MSC FACILITIES		
7505	<b>TRAVEL &amp; TRAINING</b> - COSTS FOR CPR TRAINING & FORKLIFT TRAINING		
7507	<b>MEMBERSHIPS &amp; DUES</b> - COSTS FOR UFA MEMBERSHIP		
7508	<b>INSURANCE</b> - TRAVEL LIFT INSURANCE		
7519	<b>PROFESSIONAL/CONTRACTUAL SERVICES</b> - COSTS FOR LEGAL SERVICES		
7601	<b>CHARGES FROM ADMINISTRATION</b> - ACCOUNTS FOR 30% OF ALLOCATED HARBOR ADMINISTRATIVE EXPENSES, SEE ADMIN BUDGET FOR BREAKDOWN		
7860	<b>DERELICT VESSEL DISPOSAL</b> - COSTS TO PROPERLY DISPOSE OF DERELICT VESSELS FROM MSC		

# SEWER FUND

## **Mission Statement:**

The mission of the Sewer Fund is to provide a high level of customer satisfaction by providing reliable, high quality sewer service in an efficient and environmentally sensitive manner.



Objectives:

- To replace several sewer pump stations reaching the end of their useful life
- Ensure that there is standardization in new capital equipment deployed
- Bolster reserves to address impending regulations on additional treatment requirements.

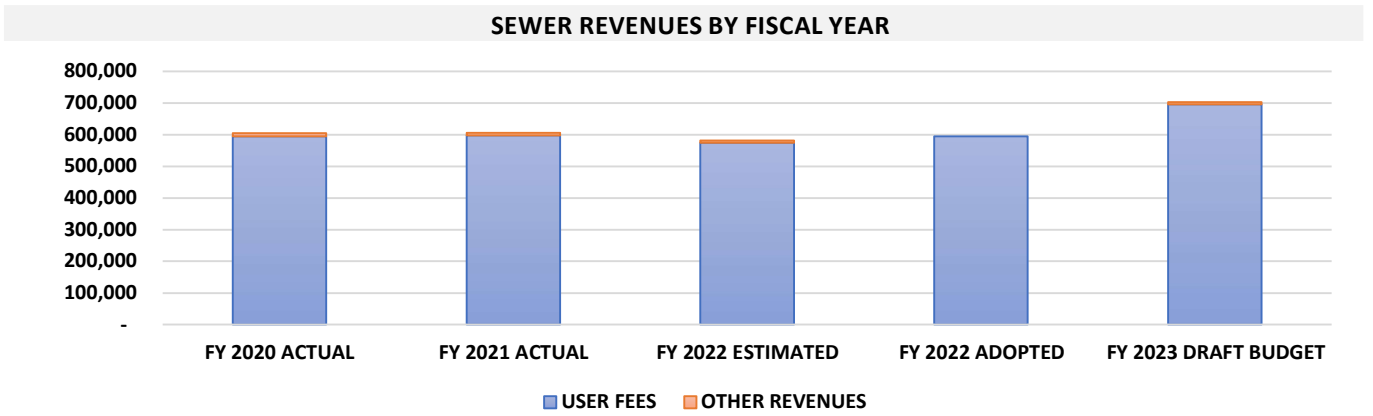
**CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET**

**ENTERPRISE FUND TYPE  
SEWER FUND**

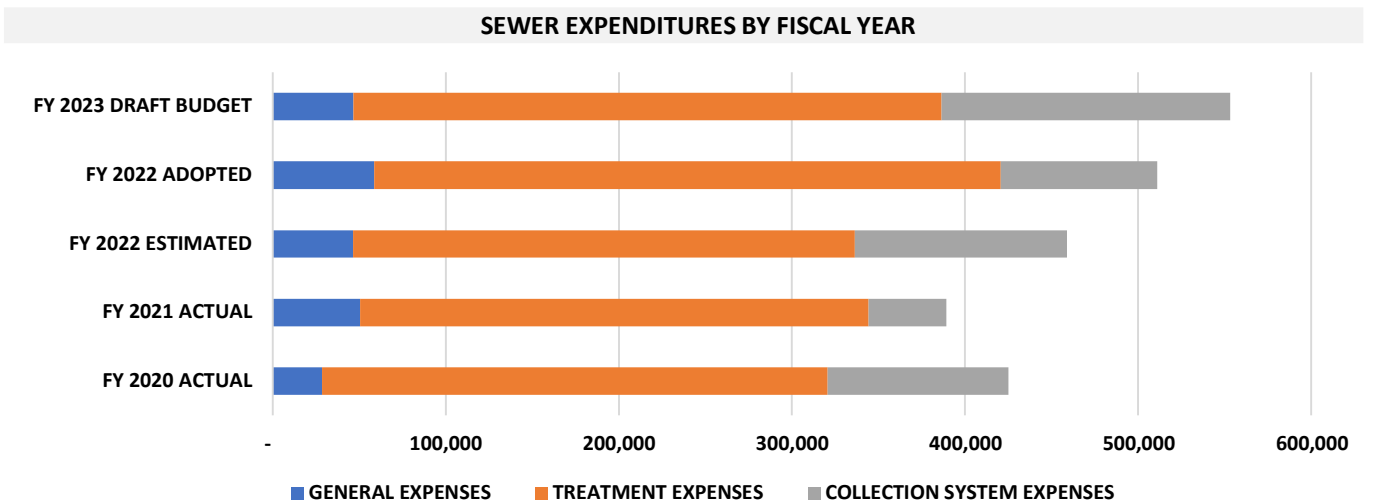
Fund 76000

**SUMMARY OF REVENUES & EXPENDITURES**

<b>SUMMARY OF REVENUES BY TYPE</b>					
<b>CATEGORY</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>
USER FEES	595,479	598,144	575,000	594,852	695,750
OTHER REVENUES	10,001	7,883	7,000	-	7,000
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 605,480</b>	<b>\$ 606,027</b>	<b>\$ 582,000</b>	<b>\$ 594,852</b>	<b>\$ 702,750</b>



<b>SUMMARY OF EXPENDITURES BY TYPE</b>					
<b>CATEGORY</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>
GENERAL EXPENSES	28,347	50,293	46,518	58,536	46,628
TREATMENT EXPENSES	292,170	294,061	289,788	362,001	339,751
COLLECTION SYSTEM EXPENSES	104,600	44,889	122,680	90,500	166,806
<b>TOTAL EXPENDITURES</b>	<b>425,117</b>	<b>389,243</b>	<b>458,986</b>	<b>511,037</b>	<b>553,185</b>



CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund #76000

ENTERPRISE FUNDS  
SEWER FUND

DETAIL OF REVENUES & EXPENDITURES

SEWER FUND REVENUES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
76000 500 4101	PERS On-behalf Revenue	\$ 10,001	\$ 7,883	\$ 7,000	\$ -	\$ 7,000
76000 500 5301	User Fees	\$ 595,479	\$ 598,144	\$ 575,000	\$ 594,852	\$ 695,750
76000 500 4600	Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
76000 500 5550	Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SEWER REVENUES</b>		<b>\$ 605,480</b>	<b>\$ 606,027</b>	<b>\$ 582,000</b>	<b>\$ 594,852</b>	<b>\$ 702,750</b>

SEWER FUND ADMINISTRATIVE EXPENSES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
76000 501 7508	Insurance	\$ 5,732	\$ 6,404	\$ 6,930	\$ 7,140	\$ 7,623
76000 501 7509	Bank & Credit Card Fees	\$ -	\$ 1,251	\$ -	\$ 11,808	\$ -
76000 501 7603	Charges from Finance	\$ 21,000	\$ 40,994	\$ 36,342	\$ 36,342	\$ 35,760
76000 501 7802	Revenue Bond Principal	\$ -	\$ -	\$ 1,682	\$ 1,684	\$ 1,714
76000 501 7803	Revenue Bond Interest	\$ 1,615	\$ 1,644	\$ 1,564	\$ 1,562	\$ 1,532
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$ 28,347</b>	<b>\$ 50,293</b>	<b>\$ 46,518</b>	<b>\$ 58,536</b>	<b>\$ 46,628</b>

TREATMENT PLANT EXPENSES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
76000 502 6001	Salaries & Wages	\$ 119,877	\$ 111,243	\$ 103,602	\$ 102,658	\$ 107,799
76000 502 6002	Temporary Wages	\$ 6,971	\$ -	\$ -	\$ -	\$ -
76000 502 6005	Overtime	\$ 4,744	\$ 8,809	\$ 13,404	\$ 20,000	\$ 13,791
76000 502 6100	Employer Costs	\$ 71,249	\$ 75,326	\$ 73,360	\$ 85,051	\$ 52,698
76000 502 7001	Materials & Supplies	\$ 15,909	\$ 6,299	\$ 6,049	\$ 7,000	\$ 7,500
76000 502 7002	Facility Repair & Maintenance	\$ 4,449	\$ 10,372	\$ 2,809	\$ 6,000	\$ 7,500
76000 502 7010	Vehicle Maintenance	\$ 3,171	\$ 396	\$ 4,626	\$ 4,400	\$ 5,060
76000 502 7015	Fuel & Oil - Automotive	\$ -	\$ -	\$ -	\$ 1,900	\$ 2,900
76000 502 7025	WTP System Equipment & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 15,000
76000 502 7100	Uniform, Gear & Clothing Allowance	\$ 792	\$ 505	\$ 325	\$ 1,250	\$ 1,250
76000 502 7501	Utilities	\$ 56,948	\$ 58,159	\$ 53,680	\$ 60,000	\$ 60,000
76000 502 7502	Phone/Internet	\$ 3,465	\$ 3,568	\$ 2,496	\$ 3,631	\$ 3,631
76000 502 7505	Travel & Training	\$ 392	\$ 100	\$ 600	\$ 1,450	\$ -
76000 502 7515	Permits, Inspections & Compliance	\$ 15,776	\$ 16,972	\$ 16,241	\$ 15,600	\$ 15,600
76000 502 7517	Freight & Shipping	\$ -	\$ -	\$ -	\$ 2,000	\$ 4,000
76000 502 7519	Professional/Contractual Services	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
76000 502 7621	Public Works Labor Charges	\$ (15,408)	\$ 549	\$ 3,275	\$ 3,275	\$ 4,935
76000 502 7622	Charges from Garage	\$ 3,523	\$ 1,689	\$ 3,950	\$ 3,950	\$ 10,816
76000 502 7629	Charges from Capital Facilities	\$ 312	\$ 75	\$ 3,835	\$ 3,835	\$ 2,269
76000 502 7900	Capital Expenses	\$ -	\$ -	\$ 1,536	\$ 15,000	\$ -
<b>TREATMENT PLANT EXPENSES</b>		<b>\$ 292,170</b>	<b>\$ 294,061</b>	<b>\$ 289,788</b>	<b>\$ 362,001</b>	<b>\$ 339,751</b>

COLLECTION SYSTEM EXPENSES		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
76000 503 6001	Salaries & Wages	\$ 17,596	\$ 1,572	\$ 3,798	\$ -	\$ -
76000 503 6005	Overtime	\$ 261	\$ 198	\$ 377	\$ -	\$ -
76000 503 6100	Employer Costs	\$ 10,703	\$ 1,710	\$ 3,120	\$ -	\$ -
76000 503 7025	Collection System Maintenance	\$ 62,834	\$ 25,706	\$ 69,885	\$ 45,000	\$ 127,000
76000 503 7621	Public Works Labor Charges	\$ 13,206	\$ 15,156	\$ 19,500	\$ 19,500	\$ 14,806
76000 503 7900	Capital Expenses	\$ -	\$ 546	\$ 26,000	\$ 26,000	\$ 25,000
76000 503 8990	Transfer to Sewer CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ 278,363
<b>COLLECTION SYSTEM EXPENSES</b>		<b>\$ 104,600</b>	<b>\$ 44,889</b>	<b>\$ 122,680</b>	<b>\$ 90,500</b>	<b>\$ 166,806</b>

TOTAL REVENUES \$ 605,480 \$ 606,027 \$ 582,000 \$ 594,852 \$ 702,750

TOTAL EXPENSES \$ (425,117) \$ (389,243) \$ (458,986) \$ (511,037) \$ (553,185)

**TOTAL CHANGE IN NET POSITION \$ 180,364 \$ 216,784 \$ 123,014 \$ 83,815 \$ 149,565**

BEGINNING RESERVE BALANCE (7/1/20XX) N/A N/A \$ 1,181,443 \$ 1,304,457 \$ 1,304,457

CHANGE IN NET POSITION N/A N/A \$ 123,014 \$ 83,815 \$ 149,565

**ENDING RESERVE BALANCE (6/30/20XX) \$ - \$ - \$ 1,304,457 \$ 1,388,272 \$ 1,454,022**

ENTERPRISE FUND: SEWER CIP FUND

Fund #76300

Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 76002</b> NODE 8 PUMP STATION REHABILITATION	76300 000 4976 00 76002	Transfers from Sewer Operating Fund	\$ 278,363
	76300 503 9999 00 76002	Node 8 Sewer Pump Station Rehabilitation	\$ 260,000
	<b>Resources available over resources used</b>		<b>\$ 18,363</b>
<b>PROJECT: 76006</b> WMC Lift Station Project	76300 000 4999 11 76006	DCCED Hospital Grant Revenue	\$ 298,819
	76300 503 9999 11 76006	DCCED Hospital Grant Expenditures (WMC Lift Station)	\$ 298,819
	<b>Resources available over resources used</b>		<b>\$ -</b>

BEGINNING RESERVE BALANCE (7/1/20XX) \$ (18,363)

CHANGE IN NET POSITION \$ 18,363

**ENDING RESERVE BALANCE (6/30/20XX) \$ - \$ - \$ - \$ - \$ -**

**JUSTIFICATION & EXPLANATION**  
SEWER FUND

**GL ACCT DESCRIPTION**

4101	<b>PERS ON-BEHALF REVENUE</b> - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5301	<b>USER FEES</b> - ANNUAL REVENUE FROM USER FEES		
4600	<b>MISCELLANEOUS REVENUES</b> - ALL OTHER REVENUES OUTSIDE OF PERS, USER FEES AND INVESTMENT INCOME. THIS WILL INCLUDE CONNECTION FEES AS WELL AS MATERIAL SALES		
5550	<b>INTEREST INCOME</b> - THE ALLOCATION OF INVESTMENT INCOME FROM THE BARNES TOTEM TRUST AND THE PORTION OF SEWER FUND CASH INVESTED IN THE CENTRAL TREASURY		
7508	<b>INSURANCE</b> - VEHICLE AND BUILDING INSURANCE		
7509	<b>BANK &amp; CREDIT CARD FEES</b> - BANK FEES FOR USING CREDIT CARDS		
7603	<b>CHARGES FROM FINANCE</b> - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
7802	<b>REVENUE BOND PRINCIPAL</b> - PRINCIPAL PAYMENTS ON 2017 USDA SEWER REVENUE BOND		
7803	<b>REVENUE BOND INTEREST</b> - INTEREST PAYMENTS ON 2017 USDA SEWER REVENUE BOND		
6001	<b>SALARIES &amp; WAGES</b>		
	Wastewater Leadman Salary	\$	78,212
	Wastewater Operator Salary (1/2)	\$	29,587
	<b>TOTAL</b>	\$	<b>107,799</b>
6005	<b>OVERTIME</b>		
	Wastewater Leadman OT, Standby	\$	480
	Wastewater Operator OT, Standby, Acting	\$	13,311
	<b>TOTAL</b>	\$	<b>13,791</b>
6100	<b>EMPLOYER COSTS</b>		
	FICA, SBS AND MEDICARE (7.58%)	\$	9,217
	STATE OF ALASKA PERS (22%)	\$	26,750
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	16,732
	<b>TOTAL</b>	\$	<b>52,698</b>
7001	<b>MATERIALS &amp; SUPPLIES</b> - OFFICE SUPPLIES SUCH AS PRINTER PAPER & PRINTER INK, CLEANING SUPPLIES, LABORATORY SUPPLIES, SMALL TOOLS & PARTS, AND FUEL FOR MAINTENANCE SUPPLIES SUCH AS PRESSURE WASHERS & WEED EATERS		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - COST OF MATERIALS & SUPPLIES TO MAINTAIN WWT BUILDING, LAGOONS, AND MECHANICAL EQUIPMENT		
7010	<b>VEHICLE MAINTENANCE</b> - COST OF MATERIALS & REPAIRS TO ALL SEWER FACILITY VEHICLES & THEIR EQUIPMENT		
7015	<b>FUEL &amp; OIL - AUTOMOTIVE</b> - COST OF VEHICLE FUEL AND FUEL FOR TWO STANDBY GENERATORS		
502 7025	<b>WTP SYSTEM EQUIPMENT &amp; MAINTENANCE</b> - COST OF DEWATER BAGS AND MATERIALS FOR THE WATER TREATMENT PLANT		
503 7025	<b>COLLECTION SYSTEM MAINTENANCE</b> - COST OF MATERIALS TO REPAIR & MAINTAIN THE SEWER COLLECTION SYSTEM, SPARE PARTS AND ADDITIONAL INVENTORY		
7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - PPE SUCH AS EAR PROTECTION, FACE SHIELDS, SAFETY GLASSES, HIGH VISIBILITY RAIN GEAR, AND CLOTHING ALLOWANCE FOR UNIFORM		
7501	<b>UTILITIES</b> - WATER, SEWER, GARBAGE, AND ELECTRIC FOR THE TREATMENT PLANT AND PUMP STATIONS		
7502	<b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE		
7505	<b>TRAVEL &amp; TRAINING</b> - COST OF ONLINE CEU TRAINING & INDIVIDUAL STAFF TRAININGS		
7515	<b>PERMITS, INSPECTIONS, &amp; COMPLIANCE</b> - COST FOR QUARTERLY COMPLIANCE TESTING & SUPPLIES, AS WELL AS DEC ANNUAL FEE FOR DOMESTIC WATER SYSTEMS		
7517	<b>FREIGHT &amp; SHIPPING</b> - MISCELLANEOUS FREIGHT & SHIPPING COSTS		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - ENGINEERING FOR LIFT STATION UPGRADES		
7621	<b>PUBLIC WORKS LABOR CHARGES</b> - COSTS INCURRED BY THE SEWER DEPARTMENT FOR PUBLIC WORKS LABOR		
7622	<b>CHARGES FROM GARAGE</b> - COSTS INCURRED BY THE SEWER DEPARTMENT FOR GARAGE LABOR		
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7900	<b>CAPITAL EXPENDITURES</b> - SCREEN PUMP BASKET		

# SANITATION FUND

## Mission Statement:

The mission of the Sanitation Fund is to provide quality collection services including garbage, solid waste, and brush disposal services to the citizens of Wrangell with a professional, courteous, and efficient staff.



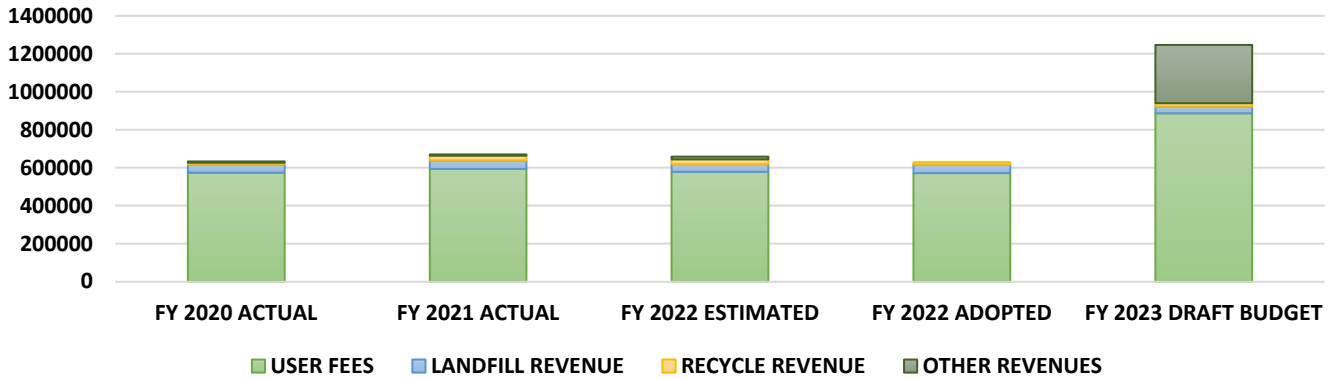
Objectives:

- To replace one garbage truck using grant funds from the State of Alaska's DCRA-LGLR grant
- To construct a loading dock to allow for safer and more efficient operations at the solid waste transfer station
- To expand service hours and offerings through the hire of an additional sanitation worker

**SUMMARY OF REVENUES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
USER FEES	573,863	593,990	578,710	571,293	886,982
LANDFILL REVENUE	44,016	44,277	40,000	45,331	35,000
RECYCLE REVENUE	8,476	24,982	25,419	12,000	18,147
OTHER REVENUES	7,256	7,451	14,343	-	306,638
<b>TOTAL REVENUE &amp; TRANSFERS-IN</b>	<b>\$ 633,611</b>	<b>\$ 670,700</b>	<b>\$ 658,473</b>	<b>\$ 628,624</b>	<b>\$ 1,246,767</b>

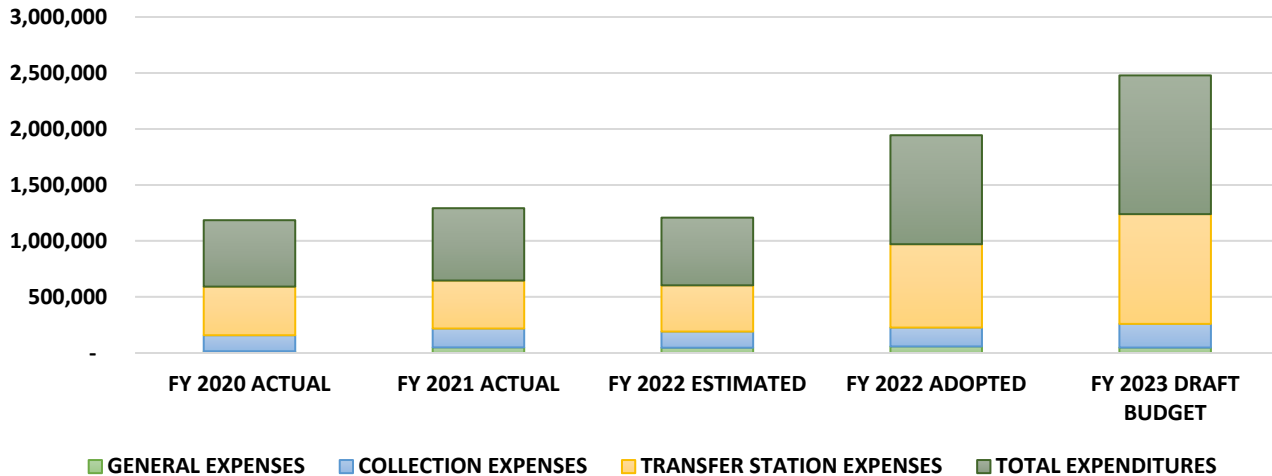
**SANITATION FUND REVENUES BY FISCAL YEAR**



**SUMMARY OF EXPENDITURES BY TYPE**

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
GENERAL EXPENSES	15,023	50,131	46,441	57,618	48,869
COLLECTION EXPENSES	142,688	168,201	144,637	168,765	210,260
TRANSFER STATION EXPENSES	434,997	428,053	413,002	745,665	980,608
<b>TOTAL EXPENDITURES</b>	<b>592,708</b>	<b>646,384</b>	<b>604,080</b>	<b>972,048</b>	<b>1,239,737</b>

**SANITATION EXPENDITURES BY FISCAL YEAR**



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
**Fund #78000**

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

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>SANITATION FUND REVENUES</b>						
78000 600 4101	PERS On-behalf Revenue	\$ 7,256	\$ 7,451	\$ 7,353	\$ -	\$ 7,353
78000 600 5401	User Fees	\$ 573,863	\$ 593,990	\$ 578,710	\$ 571,293	\$ 886,982
78000 600 5410	Landfill Revenue	\$ 44,016	\$ 44,277	\$ 40,000	\$ 45,331	\$ 35,000
78000 600 5415	Recycle Revenue	\$ 8,476	\$ 24,982	\$ 25,419	\$ 12,000	\$ 18,147
78000 600 5550	Interest Revenue	\$ -	\$ -	\$ 6,990	\$ -	\$ 4,500
78000 600 4999	DCRA-LGLR Grant Revenue (Garbage Truck)	\$ -	\$ -	\$ -	\$ -	\$ 294,785
<b>TOTAL SANITATION REVENUES</b>		<b>\$ 633,611</b>	<b>\$ 670,700</b>	<b>\$ 658,473</b>	<b>\$ 628,624</b>	<b>\$ 1,246,767</b>

<b>SANITATION FUND AMINISTRATIVE EXPENSES</b>						
78000 601 7505	Travel & Training	\$ -	\$ 180	\$ -	\$ 810	\$ 2,000
78000 601 7508	Insurance	\$ 7,125	\$ 12,546	\$ 10,100	\$ 12,267	\$ 11,110
78000 601 7509	Bank & Credit Card Fees	\$ -	\$ 226	\$ -	\$ 2,200	\$ -
78000 601 7540	Auditing Services	\$ -	\$ -	\$ -	\$ 6,000	\$ -
78000 601 7603	Charges from Finance	\$ 7,898	\$ 37,179	\$ 36,341	\$ 36,341	\$ 35,760
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$ 15,023</b>	<b>\$ 50,131</b>	<b>\$ 46,441</b>	<b>\$ 57,618</b>	<b>\$ 48,869</b>

<b>SANITATION FUND COLLECTION EXPENSES</b>						
78000 602 6001	Salaries & Wages	\$ 56,097	\$ 62,744	\$ 58,453	\$ 51,628	\$ 53,614
78000 602 6005	Overtime	\$ 571	\$ 974	\$ 1,655	\$ -	\$ 3,081
78000 602 6100	Employer Costs	\$ 52,335	\$ 48,711	\$ 36,310	\$ 52,237	\$ 47,965
78000 602 7001	Materials & Supplies	\$ 120	\$ 50	\$ 134	\$ 500	\$ 500
78000 602 7010	Vehicle Maintenance	\$ 17,972	\$ 20,052	\$ 16,032	\$ 32,000	\$ 36,800
78000 602 7015	Fuel & Oil - Automotive	\$ 101	\$ -	\$ 749	\$ 3,000	\$ 17,000
78000 602 7100	Uniform, Gear & Clothing Allowance	\$ 118	\$ 53	\$ 205	\$ 1,800	\$ 1,500
78000 602 7621	Public Works Labor Charges	\$ 1,169	\$ 6,301	\$ 4,500	\$ 4,500	\$ 4,500
78000 602 7622	Charges from Garage	\$ 12,135	\$ 13,201	\$ 14,600	\$ 14,600	\$ 30,300
78000 602 7844	Dumpsters	\$ 2,072	\$ 16,113	\$ 12,000	\$ 8,500	\$ 15,000
<b>TOTAL COLLECTION EXPENSES</b>		<b>\$ 142,688</b>	<b>\$ 168,201</b>	<b>\$ 144,637</b>	<b>\$ 168,765</b>	<b>\$ 210,260</b>

<b>SANITATION FUND SOLID WASTE TRANSFER STATION EXPENSES</b>						
78000 603 6001	Salaries & Wages	\$ 51,782	\$ 58,285	\$ 46,804	\$ 54,833	\$ 101,727
78000 603 6002	Temporary Wages	\$ 5,018	\$ -	\$ -	\$ -	\$ -
78000 603 6005	Overtime	\$ 5,985	\$ 3,586	\$ 4,374	\$ -	\$ 5,846
78000 603 6100	Employer Costs	\$ 41,634	\$ 41,911	\$ 36,310	\$ 41,605	\$ 82,980
78000 603 7001	Materials & Supplies	\$ 3,724	\$ 2,008	\$ 2,946	\$ 2,100	\$ 3,000
78000 603 7002	Facility Repair & Maintenance	\$ 4,599	\$ 2,356	\$ 2,463	\$ 2,500	\$ 4,700
78000 603 7008	Non-capital Equipment	\$ 3,011	\$ 317	\$ -	\$ -	\$ -
78000 603 7010	Vehicle Maintenance	\$ 3,711	\$ 1,153	\$ 4,468	\$ 4,000	\$ 5,100
78000 603 7011	Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -
78000 603 7018	Miscellaneous Tools	\$ -	\$ 454	\$ -	\$ -	\$ -
78000 603 7501	Utilities	\$ 6,866	\$ 5,718	\$ 5,566	\$ 5,774	\$ 7,000
78000 603 7502	Phone/Internet	\$ 1,239	\$ 1,244	\$ 1,753	\$ 1,248	\$ 1,248
78000 603 7515	Permits, Inspections & Compliance	\$ -	\$ 1,452	\$ 1,106	\$ 1,000	\$ 1,000
78000 603 7519	Professional Services Contractual	\$ 880	\$ 740	\$ 10,209	\$ 25,200	\$ 14,240
78000 603 7621	Public Works Labor Charges	\$ 10,701	\$ -	\$ 2,600	\$ 2,600	\$ 5,922
78000 603 7629	Charges from Capital Facilities	\$ 3,169	\$ 605	\$ 3,835	\$ 3,835	\$ 4,539
78000 603 7840	Solid Waste Shipping & Disposal	\$ 250,781	\$ 269,107	\$ 240,000	\$ 290,000	\$ 280,000
78000 603 7841	Hazardous Waste Management	\$ 19,401	\$ -	\$ 25,269	\$ 22,450	\$ 23,000
78000 603 7842	Recycle Costs	\$ 21,056	\$ 39,117	\$ 23,764	\$ 28,120	\$ 28,120
78000 603 7900	Capital Expenditures	\$ 1,440	\$ -	\$ 1,536	\$ 260,400	\$ 294,785
78000 603 8990	Transfer to Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 117,400
<b>TOTAL SOLID WASTE TRANSFER STATION EXPENSES</b>		<b>\$ 434,997</b>	<b>\$ 428,053</b>	<b>\$ 413,002</b>	<b>\$ 745,665</b>	<b>\$ 980,608</b>

TOTAL REVENUES	\$ 633,611	\$ 670,700	\$ 658,473	\$ 628,624	\$ 1,246,767
TOTAL EXPENSES	\$ 592,708	\$ 646,384	\$ 604,080	\$ 972,048	\$ 1,239,737
<b>TOTAL CHANGE IN NET POSITION</b>	<b>\$ 40,903</b>	<b>\$ 24,316</b>	<b>\$ 54,392</b>	<b>\$ (343,424)</b>	<b>\$ 7,030</b>
BEGINNING RESERVE BALANCE (7/1/20XX)	N/A	N/A	\$ 326,297	\$ 705,697	\$ 380,689
CHANGE IN NET POSITION	N/A	N/A	\$ 54,392	\$ (343,424)	\$ 7,030
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,689</b>	<b>\$ 362,273</b>	<b>\$ 387,719</b>



Project Description	GL Account	Account Description	FY 2023 DRAFT BUDGET
<b>PROJECT: 78003</b>	78300 000 9999 00 78003	Transfers from Sanitation Operating Fund	\$ 117,400
SWTS LOADING DOCK	78300 603 9999 00 78003	SWTS Loading Dock Project Expenses	\$ 391,499
<b>Resources available over resources used</b>			<b>\$ (274,099)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)			\$ 274,099
CHANGE IN NET POSITION			\$ (274,099)
<b>ENDING RESERVE BALANCE (6/30/20XX)</b>			<b>\$ -</b>

**JUSTIFICATION & EXPLANATION**  
SANITATION FUND

**GL ACCT DESCRIPTION**

4101	<b>PERS ON-BEHALF REVENUE</b> - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5401	<b>USER FEES</b> - ANNUAL REVENUE FROM USER FEES		
5410	<b>LANDFILL REVENUE</b> - ANNUAL REVENUE FROM LANDFILL FEES		
5415	<b>RECYCLE REVENUE</b> - REVENUE FROM RECYCLING		
5550	<b>INTEREST INCOME</b> - THE ALLOCATION OF INVESTMENT INCOME FROM THE PORTION OF SANITATION FUND CASH INVESTED IN THE CENTRAL TREASURY		
7505	<b>TRAVEL &amp; TRAINING</b> - FOR BALER TRAINING IN PETERSBURG		
7508	<b>INSURANCE</b> - VEHICLE AND BUILDING INSURANCE		
7509	<b>BANK &amp; CREDIT CARD FEES</b> - BANK FEES FOR USING CREDIT CARDS		
7603	<b>CHARGES FROM FINANCE</b> - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
6001	<b>SALARIES &amp; WAGES</b>		
	Sanitation Worker (Collection) Salary	\$	53,614
	Sanitation Worker (Transfer Station) Salary	\$	55,717
	Sanitation Worker (Transfer Station) Salary	\$	46,010
	<b>TOTAL</b>	<b>\$</b>	<b>155,341</b>
6005	<b>OVERTIME</b>		
	Sanitation Worker (Collection) OT - 80hrs @ \$38.52	\$	3,082
	Sanitation Worker (Transfer Station) OT - 80hrs @ \$40.02	\$	3,202
	Sanitation Worker (Transfer Station) OT 80hrs @ \$33.06	\$	2,644
	<b>TOTAL</b>	<b>\$</b>	<b>8,927</b>
6100	<b>EMPLOYER COSTS</b>		
		<b>Collection</b>	<b>SWTS</b>
	FICA, SBS AND MEDICARE (7.58%)	\$ 4,298	\$ 8,154
	STATE OF ALASKA PERS (22%)	\$ 12,473	\$ 23,666
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 31,195	\$ 51,159
	<b>TOTAL</b>	<b>\$ 47,965</b>	<b>\$ 82,980</b>
7001	<b>MATERIALS &amp; SUPPLIES</b> - COST OF VARIOUS OFFICE SUPPLIES SUCH AS PRINTER PAPER, RECEIPT PAPERS, PENS, ETC.		
7002	<b>FACILITY REPAIR &amp; MAINTENANCE</b> - COSTS OF ROCK AND GRAVEL FOR MAINTAINING ROAD TO LANDFILL AND OTHER MISC. MAINTENANCE NEEDS		
7008	<b>NON-CAPITAL EQUIPMENT</b> - NO EXPENSES BUDGETED		
7010	<b>VEHICLE MAINTENANCE</b> - FOR PARTS & LABOR TO MAINTAIN & REPAIR TWO GARBAGE TRUCKS		
7015	<b>FUEL &amp; OIL - AUTOMOTIVE</b> - FUEL FOR GARBAGE TRUCKS		
7100	<b>UNIFORM, GEAR &amp; CLOTHING ALLOWANCE</b> - PPE SUCH AS RUBBER GLOVES, SAFETY GLASSES, EAR PROTECTION, HIGH VISABILITY RAIN GEAR, AS WELL AS A CLOTHING ALLOWANCE PER EMPLOYEE		
7501	<b>UTILITIES</b> - WATER, SEWER, AND ELECTRICAL		
7502	<b>PHONE/INTERNET</b> - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE		
7515	<b>PERMITS, INSPECTIONS, &amp; COMPLIANCE</b> - COST FOR QUARTERLY COMPLIANCE TESTING & SUPPLIES, AS WELL AS DEC ANNUAL FEE FOR DOMESTIC WATER SYSTEMS		
7519	<b>PROFESSIONAL SERVICES CONTRACTUAL</b> - COST FOR BALER TECHNICAL SUPPORT & CDL RANDOM DRUG TESTING		
7621	<b>PUBLIC WORKS LABOR CHARGES</b> - COSTS INCURRED BY THE SANITATION DEPARTMENT FOR PUBLIC WORKS LABOR		
7622	<b>CHARGES FROM GARAGE</b> - COSTS INCURRED BY THE SANITATION DEPARTMENT FOR GARAGE LABOR TO REPAIR GARBAGE TRUCKS		
7629	<b>CHARGES FROM CAPITAL FACILITIES</b> - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7840	<b>SOLID WASTE SHIPPING &amp; DISPOSAL</b> - COSTS FOR SHIPPING & DISPOSAL OF MSW TO REPUBLIC SERVICES, SHIPPING COSTS FOR TIRE SHEAR & 3 MONTH TIRE REMOVAL PROCESS		
7841	<b>HAZARDOUS WASTE MANAGEMENT</b> - FREON DISPOSAL COSTS, COSTS TO COLLECT, SHIP, AND DISPOSE OF HHW, ENVIRONMENTAL CONSULTANTS FEE INCLUDED		
7842	<b>RECYCLE COSTS</b> - RECYCLING MATERIALS & SUPPLIES, BINS FOR SHIPPING METALS		
7844	<b>DUMPSTERS</b> - DUMPSTERS, 48 GALLON CANS, AND HARDWARE FOR GARBAGE CAN LIDS		
7900	<b>CAPITAL EXPENDITURES</b> - NO CAPITAL EXPENDITURES IN THE OPERATING FUND HAVE BEEN BUDGETED		

# RESIDENTIAL & INDUSTRIAL CONSTRUCTION FUNDS



**Residential Construction Fund** – The Residential Construction Fund was established on January 14, 1992, by Resolution 01-92-420. The fund was designed to be a revolving fund for the development of residential lands. The revenues derived from the sale of residential lots is to be put into this dedicated fund for the purpose of providing seed money for upcoming residential development.

**Industrial Construction Fund** – The Industrial Construction Fund was established on December 10, 1991 by Resolution 12-91-418. The fund was designed to be a revolving fund for the development of industrial lands. The revenues derived from the sale of industrial lots is to be put into this dedicated fund for the purpose of providing seed money for the next industrial development.

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund 50000

CONSTRUCTION FUNDS  
RESIDENTIAL CONSTRUCTION FUND  
SUMMARY OF REVENUES & EXPENDITURES

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>RESIDENTIAL CONSTRUCTION FUND REVENUES</b>						
50000 000 4550	Interest Income	\$ 323	\$ -	\$ -	\$ 1,000	\$ 1,500
50000 000 4650	Land & lot sales	\$ 38,009	\$ 32,632	\$ 196,257	\$ 38,600	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 38,331</b>	<b>\$ 32,632</b>	<b>\$ 196,257</b>	<b>\$ 39,600</b>	<b>\$ 1,500</b>
<b>RESIDENTIAL CONSTRUCTION FUND EXPENDITURES</b>						
50000 000 7506	Publications & Advertising	\$ -	\$ -	\$ 297	\$ -	\$ -
50000 000 7519	Professional Services Contractual	\$ 750	\$ 122,541	\$ 27,828	\$ 165,000	\$ 50,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 750</b>	<b>\$ 122,541</b>	<b>\$ 28,125</b>	<b>\$ 165,000</b>	<b>\$ 50,000</b>
<b>CHANGE IN NET POSITION</b>		<b>\$ 37,581</b>	<b>\$ (89,909)</b>	<b>\$ 168,132</b>	<b>\$ (125,400)</b>	<b>\$ (48,500)</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 77,509	\$ 115,091	\$ 52,789	\$ 220,921	\$ 220,921
CHANGE IN NET POSITION		\$ 37,581	\$ (89,909)	\$ 168,132	\$ (125,400)	\$ (48,500)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ 115,091</b>	<b>\$ 52,789</b>	<b>\$ 220,921</b>	<b>\$ 95,521</b>	<b>\$ 172,421</b>

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
Fund 52000

CONSTRUCTION FUNDS  
INDUSTRIAL CONSTRUCTION FUND  
SUMMARY OF REVENUES & EXPENDITURES

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>INDUSTRIAL CONSTRUCTION FUND REVENUES</b>						
52000 000 4550	Interest Income	\$ 1,323	\$ 2,515	\$ 928	\$ 4,500	\$ 4,250
52000 000 4650	Land & lot sales	\$ -	\$ -	\$ 271,000	\$ 8,000	\$ -
52000 000 4651	Recovered Foreclosure Costs	\$ -	\$ 1,380	\$ 1,975	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 1,323</b>	<b>\$ 3,895</b>	<b>\$ 273,904</b>	<b>\$ 12,500</b>	<b>\$ 4,250</b>
<b>INDUSTRIAL CONSTRUCTION FUND EXPENDITURES</b>						
52000 000 7501	Utilities	\$ 485	\$ 485	\$ 43	\$ -	\$ -
52000 000 7506	Publications	\$ -	\$ -	\$ 403	\$ -	\$ -
52000 000 7515	Permits, Inspections & Compliance	\$ 11,634	\$ 4,303	\$ 38,046	\$ -	\$ 15,000
52000 000 7519	Professional Services Contractual	\$ -	\$ 15,385	\$ 120,750	\$ 15,000	\$ 50,000
52000 000 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 12,119</b>	<b>\$ 20,173</b>	<b>\$ 159,242</b>	<b>\$ 15,000</b>	<b>\$ 65,000</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 372,884	\$ 362,088	\$ 345,810	\$ 460,472	\$ 460,472
CHANGE IN NET POSITION		\$ (10,796)	\$ (16,278)	\$ 114,662	\$ (2,500)	\$ (60,750)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ 362,088</b>	<b>\$ 345,810</b>	<b>\$ 460,472</b>	<b>\$ 457,972</b>	<b>\$ 399,722</b>

# HOSPITAL LEGACY FUND

## **Fund Purpose:**

The Hospital Legacy Fund accounts for expenditures related to maintaining the former Wrangell Medical Center property. Historically, revenues to cover the costs of maintaining the property have come from the General Fund and reimbursements from Southeast Regional Health Consortium for Medicare costs.



**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
 Fund 11125

**MISCELLANEOUS FUNDS**  
**HOSPITAL LEGACY FUND**  
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2020	FY 2021	FY 2022	FY 2022	FY 2023 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
<b>HOSPITAL LEGACY FUND REVENUES</b>						
11125 000 4095	Hospital Revenue	\$ 254,203	\$ 52,313	\$ 51,339	\$ -	\$ -
11125 000 4910	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
11125 000 4380	Surplus & Material Sales	\$ -	\$ -	\$ 2,292	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 254,203</b>	<b>\$ 52,313</b>	<b>\$ 53,631</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HOSPITAL LEGACY FUND EXPENDITURES</b>						
11125 000 7002	Facilities Repair and Maintenance	\$ -	\$ 2,321	\$ 3,201	\$ 13,000	\$ -
11125 000 7017	Heating Fuel	\$ -	\$ 7,204	\$ 33,504	\$ 42,300	\$ 35,000
11125 000 7501	Utilities	\$ -	\$ 3,090	\$ 18,477	\$ 26,000	\$ -
11125 000 7508	Insurance	\$ 1,906	\$ -	\$ 30,853	\$ 30,263	\$ 3,184
11125 000 7519	Professional Services Contractual	\$ -	\$ 1,104	\$ 19,247	\$ -	\$ 15,000
11125 000 7621	Charges from Garage	\$ -	\$ -	\$ -	\$ -	\$ -
11125 000 7629	Charges from Capital Facilities	\$ -	\$ 4,168	\$ 21,434	\$ 15,000	\$ 24,964
11125 000 7920	Miscellaneous Expense	\$ -	\$ 352	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,906</b>	<b>\$ 18,239</b>	<b>\$ 126,716</b>	<b>\$ 126,563</b>	<b>\$ 78,148</b>
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ -	\$ 252,298	\$ 286,371	\$ 213,286	\$ 86,723
CHANGE IN NET POSITION		\$ 252,298	\$ 34,074	\$ (73,085)	\$ (126,563)	\$ (78,148)
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>		<b>\$ 252,298</b>	<b>\$ 286,371</b>	<b>\$ 213,286</b>	<b>\$ 86,723</b>	<b>\$ 8,575</b>

**JUSTIFICATION & EXPLANATION**  
 HOSPITAL LEGACY FUND

**GL ACCT DESCRIPTION**

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

# DEBT SERVICE FUND

## Fund Purpose:

*The City and Borough of Wrangell's Debt Service Fund* accounts for the repayment of governmental activity debt. If a government is accumulating resources for the purpose of making debt service payments, it should report them in a debt service fund. Some resources intended to finance debt service payments can be found in other governmental funds. Furthermore, debt transactions associated with proprietary and fiduciary activities are accounted for in those funds, respectively.



## FY 2023 Budget Notes:

- There are currently no debt issuances budgeted in the FY 2023 budget, however management is considering the potential of a fall general obligation bond issuance to finance a phased rehabilitation to the Public Safety Building and/or address major maintenance projects at the School District.
- The debt service coverage would need to come from a portion of the mill rate and be supported through an Ordinance of the Assembly and a vote of the people prior to issuance.

**CITY AND BOROUGH OF WRANGELL**  
**2023 ANNUAL BUDGET**  
*Fund 16000*

**DEBT SERVICE FUND**  
**GOVERNMENTAL ACTIVITIES**  
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>DEBT SERVICE FUND REVENUES &amp; TRANSFERS-IN</b>						
16000 000 4591 14 00000	State School Bond Reimbursement	\$ 79,136	\$ -	\$ -	\$ -	\$ -
16000 000 4910	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
16000 000 4922	Transfer from Sales Tax Fund	\$ 189,114	\$ 266,875	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 268,250</b>	<b>\$ 266,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
<b>DEBT SERVICE FUND EXPENDITURES</b>						
16000 000 7800	2011 School Bond Principal	\$ 225,000	\$ 235,000	\$ -	\$ -	\$ -
16000 000 7801	2011 School Bond Interest	\$ 16,250	\$ 5,875	\$ -	\$ -	\$ -
16000 000 7800	2015 School Bond Principal	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
16000 000 7801	2015 School Bond Interest	\$ 2,000	\$ 1,000	\$ -	\$ -	\$ -
16000 000 7800	2023 General Obligation Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ -
16000 000 7801	2023 General Obligation Bond Interest	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 268,250</b>	<b>\$ 266,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 10,286	\$ 10,286	\$ 10,286	\$ 10,286	\$ 10,286
CHANGE IN NET POSITION	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENDING RESERVE BALANCE (6/30/XXXX)</b>	<b>\$ 10,286</b>	<b>\$ 10,286</b>	<b>\$ 10,286</b>	<b>\$ 10,286</b>	<b>\$ 10,286</b>

**JUSTIFICATION & EXPLANATION**  
*DEBT SERVICE FUND*

**GL ACCT DESCRIPTION**

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



## **SCHEDULE OF APPENDICIES:**

- **Appendix 1-A:** Sales Tax Revenue Historical Performance and Analysis
- **Appendix 1-B:** Property Tax Revenue and Mill Rate Historical Analysis
- **Appendix 2-A:** Approved Capital Projects
- **Appendix 3-A:** FTE Roll-forward and Changes to Personnel
- **Appendix 4-A:** Insurance Premium Summary



SALES TAX RECEIPTS HISTORICAL ANALYSIS

Year	Tax Rate	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Revenue
FY1995	7%	\$529,546	\$487,366	\$368,675	\$465,540	\$1,851,127
FY1996	7%	\$496,654	\$421,420	\$350,957	\$447,296	\$1,716,327
FY1997	7%	\$457,240	\$396,856	\$248,007	\$354,518	\$1,456,621
FY1998	7%	\$346,661	\$291,048	\$244,846	\$318,698	\$1,201,253
FY1999	7%	\$333,893	\$296,527	\$336,849	\$506,274	\$1,473,543
FY2000	7%	\$512,850	\$439,626	\$389,246	\$500,618	\$1,842,340
FY2001	7%	\$525,998	\$469,637	\$385,170	\$495,026	\$1,875,831
FY2002	7%	\$526,995	\$451,193	\$363,005	\$465,904	\$1,807,097
FY2003	7%	\$493,820	\$434,721	\$356,469	\$472,293	\$1,757,303
FY2004	7%	\$526,703	\$409,916	\$373,305	\$556,537	\$1,866,461
FY2005	7%	\$614,333	\$369,003	\$477,628	\$558,864	\$2,019,828
FY2006	7%	\$613,706	\$474,372	\$418,968	\$583,586	\$2,090,632
FY2007	7%	\$600,607	\$495,929	\$433,716	\$603,515	\$2,133,767
FY2008	7%	\$699,196	\$568,352	\$476,560	\$613,203	\$2,357,311
FY2009	7%	\$693,206	\$532,058	\$447,493	\$585,815	\$2,258,572
FY2010	7%	\$652,047	\$490,201	\$451,707	\$602,274	\$2,196,229
FY2011	7%	\$629,083	\$542,860	\$475,814	\$635,300	\$2,283,057
FY2012	7%	\$744,137	\$553,631	\$495,827	\$670,084	\$2,463,679
FY2013	7%	\$767,360	\$548,522	\$488,951	\$678,672	\$2,483,505
FY2014	7%	\$705,145	\$768,295	\$565,197	\$558,897	\$2,597,534
FY2015	7%	\$751,765	\$803,017	\$602,714	\$523,939	\$2,681,435
FY2016	7%	\$766,613	\$791,052	\$579,668	\$512,831	\$2,650,164
FY2017	7%	\$727,983	\$767,539	\$570,930	\$542,667	\$2,609,119
FY2018	7%	\$803,093	\$574,863	\$541,133	\$701,176	\$2,620,265
FY 2019	7%	\$883,372	\$586,356	\$544,692	\$835,583	\$2,850,003
FY 2020 *	7%	\$851,296	\$837,770	\$734,594	\$636,698	\$3,060,358
FY 2021 *	7%	\$830,704	\$869,678	\$775,268	\$740,058	\$3,215,708
FY 2022 *	7%	\$934,497	\$981,738	\$751,444	\$632,321	\$3,300,000

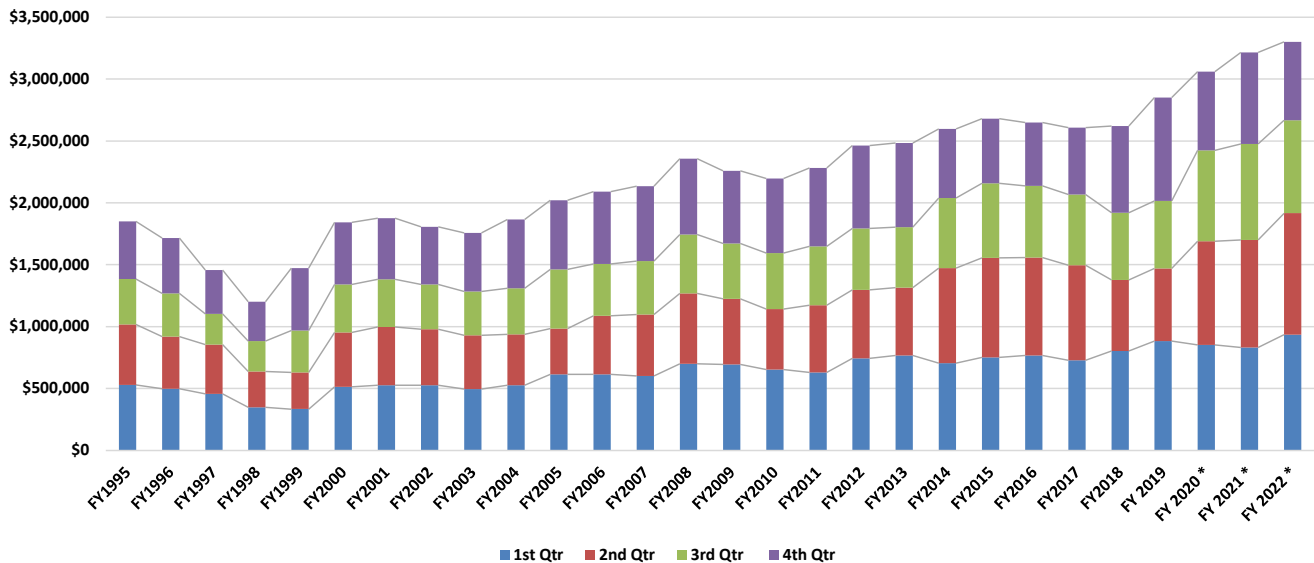
Source: City and Borough of Wrangell

Tickmark Legend

\* For the fiscal years identified, the quarterly sales tax collections are disclosed on a cash basis as opposed to a modified accrual basis. Sales tax revenues are reported using a modified accrual basis of accounting on the Annual Comprehensive Financial Report audited by BDO.

"=Projected cash basis value"

SALES TAX HISTORICAL PERFORMANCE BY PERIOD



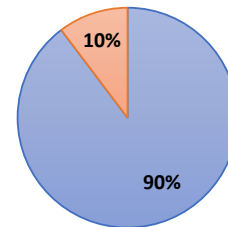
Property Tax Revenue for FY 2023			
	Assessed Value	MR/1000	Tax Revenue
Inside Service	134,724,900	1.275%	1,717,742.48
Outside Service	15,586,100	0.400%	62,344.40
<b>Total Property Taxes</b>	<b>150,311,000</b>		<b>1,780,087</b>

Inside Service Area		Outside Service Area	
Mill Rate	12.75	Mill Rate	4.00
Taxable Property:		Taxable Property:	
<i>Land:</i>	44,243,500	<i>Land:</i>	10,470,700
<i>Improvements:</i>	90,481,397	<i>Improvements:</i>	5,115,400
<b>Total</b>	<b>134,724,897</b>	<b>Total</b>	<b>15,586,100</b>
Value per Inside Mill	10,566,659	Value per Outside Mill	3,896,525

Weighted Average Per Mill Value:	
Total Taxable Property	
Inside Service Area	134,724,900 <b>A</b>
Outside Service Area	15,586,100 <b>B</b>
<b>Total</b>	<b>150,311,000 <b>C</b></b>
WAMR = (A/C*12.75) + (B/C*4)	11.84
WAVPM = C/WAMR	12,692,300

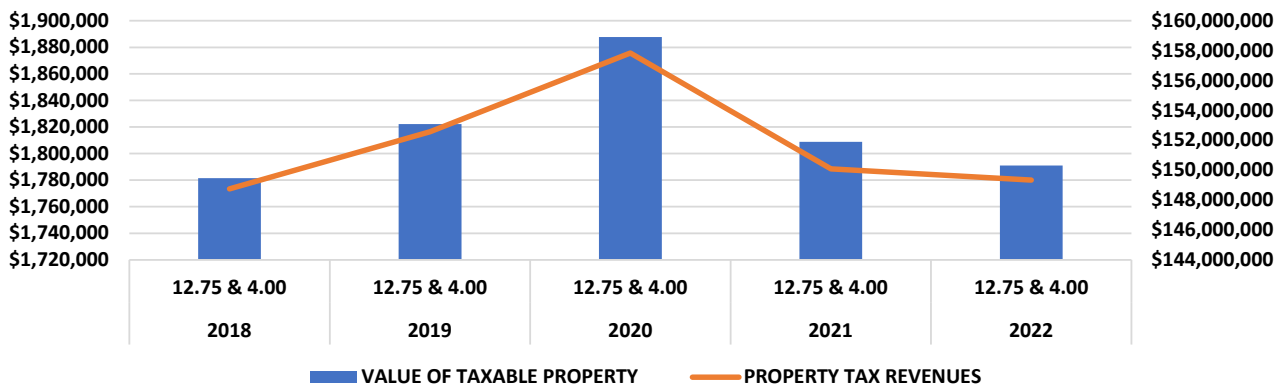
Taxable Property Value by Service Area

■ Inside Service Area    ■ Outside Service Area



TAX YEAR	MILL RATE	VALUE OF TAXABLE PROPERTY	PROPERTY TAX REVENUES
2018	12.75 & 4.00	\$149,469,100	\$1,773,430
2019	12.75 & 4.00	\$153,079,000	\$1,816,352
2020	12.75 & 4.00	\$158,912,300	\$1,875,663
2021	12.75 & 4.00	\$151,893,600	\$1,788,487
2022	12.75 & 4.00	\$150,311,000	\$1,780,087

PROPERTY TAX HISTORICAL ANALYSIS



# Appraisal Company of Alaska

341 W Tudor Rd, SUITE 202  
ANCHORAGE, ALASKA 99503  
office@appraisalalaska.com

June 9, 2022

City and Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

Attention: Mason Villarma

## CERTIFICATION

### 2022 Real Property Tax Roll

I, Michael C. Renfro, contract assessor for The City and Borough of Wrangell, Alaska do hereby certify the following assessed values for Tax Year 2022:

Total Assessed

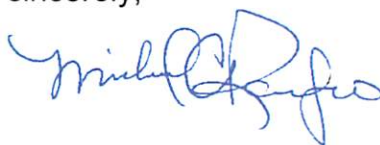
Land	\$87,182,700
Improvements	<u>\$202,071,900</u>
<b>TOTAL</b>	<b>\$289,254,600</b>

Less Exemptions

Municipal Owned	\$1,608,000
Senior	\$33,549,300
Disabled Veteran	\$855,600
Fire Suppression	\$73,700
Other (State, Federal, Church)	<u>\$102,857,000</u>
<b>TOTAL NON TAXABLE</b>	<b>&lt;\$138,943,600&gt;</b>

<b>TOTAL TAXABLE ASSESSED VALUE</b>	<b>\$150,311,000</b>
-------------------------------------	----------------------

sincerely,



Michael C. Renfro  
Contract Assessor  
City and Borough of Wrangell

CITY AND BOROUGH OF  
2023 ANNUAL BUDGET  
ALL CIP FUNDS

APPENDIX 2-A  
APPROVED CAPITAL PROJECTS  
PROJECTS SUMMARY AND PROJECT NARRATIVES

Fund	Project #	Project Title	Borough Funded	Grant Funded	Total Cost	Project Page #
General Fund CIP 11300	11005	PW Yard Environmental Assessment	\$ 51,451	\$ -	\$ 51,451	142
	11006	North Country Trailhead Access Road Project (FHA- FLAP Grant)	\$ -	\$ 55,656	\$ 55,656	143
	11011	Library Carpet Replacement Project <A>	\$ 46,500	\$ -	\$ 46,500	144
	11013	Heritage Harbor Resurfacing Project	\$ 47,586	\$ -	\$ 47,586	145
	11012	Sunset Garden Columbarium and Cemetery Expansion Project	\$ 70,670	\$ -	\$ 70,670	146
	11014	PSB Underground Storage Tank Replacement	\$ 175,000	\$ -	\$ 175,000	148
	11010	Garage Asbestos	\$ 50,000	\$ -	\$ 50,000	149
	11015	Mt. Dewey Slope Geotechnical Analysis	\$ 62,162	\$ -	\$ 62,162	150
Nolan Center CIP 21300	21001	Nolan Center Standby Generator Upgrades (2020 DHS-SHSP Grant)	\$ -	\$ 240,000	\$ 240,000	151
	21002	Nolan Center Roof Repairs Project	\$ 25,000	\$ -	\$ 25,000	152
P&R CIP 24300	24003	Pool Lighting Upgrades	\$ 12,000	\$ -	\$ 12,000	155
	24004	Mt. Dewey Trail Expansion Project	\$ 100,000	\$ 994,579	\$ 1,094,579	156
	24006	Swimming Pool Siding & Brick Façade Replacement (DCRA Grant)	\$ -	\$ 175,000	\$ 175,000	158
	24007	City Park Pavillion Fire Place Repair Project	\$ 75,000	\$ -	\$ 75,000	160
	24008	Pool HVAC Upgrades (CDBG-CV Grant)	\$ -	\$ 806,712	\$ 806,712	161
SRS CIP 25300	25001	High School Fire Alarm Project (CDBG Grant)	\$ 118,750	\$ 459,251	\$ 578,001	163
	25002	High School Side Walk Repairs Project	\$ 55,000	\$ -	\$ 55,000	164
	25003	High School Elevator Modernization Project	\$ 173,890	\$ -	\$ 173,890	166
	25004	High School Underground Storage Tank Removal Project	\$ 175,000	\$ -	\$ 175,000	162
WML&P CIP 70300	70006	Diesel Generator #5 Upgrades	\$ 150,374	\$ -	\$ 150,374	168
	70007	AMI Metering System Implementation Project	\$ 750,000	\$ -	\$ 750,000	169
	70008	12 MW Power Plant Upgrade Project	\$ 570,000	\$ -	\$ 570,000	170
	70009	Generation Building Rehabilitation Design	\$ 960,000	\$ -	\$ 960,000	172
Water Fund CIP 72300	72001	Water Treatment Plant Design (ARPA Grant Funds)	\$ 296,719	\$ 603,963	\$ 900,682	174
	72002	Reservoir Bypass Project	\$ -	\$ 250,000	\$ 250,000	175
	72005	Upper Damn Stability Analysis	\$ 150,212	\$ -	\$ 150,212	176
P&H CIP 74300	74005	Meyers Chuck Float Replacement Project	\$ 275,000	\$ -	\$ 275,000	178
	74006	Port & Harbor Security System Project (2020 DHS-SHSP Grant)	\$ -	\$ 149,638	\$ 149,638	179
Sewer Fund CIP 76300	76002	Node 8 Pump Station Rehabilitation	\$ 260,000	\$ -	\$ 260,000	180
	76006	Wrangell Medical Center Lift Station Project	\$ -	\$ 298,819	\$ 298,819	Not Included
Sanitation CIP 78300	78003	SWTS Loading Dock	\$ 391,499	\$ -	\$ 391,499	181
MISC CIP <B>	n/a	Wilcox Environmental Assessment (Industrial Construction Fund)	\$ 20,737	\$ -	\$ 20,737	183
	n/a	Old WMC Enviromental Remediation (Hospital Legacy Fund)	\$ 7,150	\$ -	\$ 7,150	184
<b>TOTALS</b>			<b>\$ 5,069,700</b>	<b>\$ 4,033,618</b>	<b>\$ 9,103,317</b>	
<b>FUNDING RATIO</b>			<b>56%</b>	<b>44%</b>	<b>100%</b>	

Tickmark Legend

<A> - The identified project uses restricted funds from the General Fund (Campbell Library Trust)

<B> - The two identified projects under MISC CIP are environmental assessment projects that leverage professional services. As such, they are accounted for in their respective operating funds



# FY2023 Proposed Capital Project

<b>Project: Environmental Work Plan for Public Works Yard Site (City Shop)</b>			
<b>Description:</b>		Perform further site assessment of contaminated site, as required by DEC	
<b>Cost Estimate:</b>	<b>\$51,451</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<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. There were exceedances in both the soil and groundwater identified from the initial sampling effort. Continued work required by DEC is to conduct further soil and groundwater characterization efforts, evaluate the feasibility of product recovery, and specifically further hexavalent chromium samples.</p> <p>The engineers’ fee proposal to prepare the work plan, perform field activities, testing, and reporting is \$43,774. \$2,500 has been included for shipping and disposal of the waste generated from the borings (both past and future), and \$500 to cover the State DEC cost to review plans, test results, etc., as well as a 10% contingency for unknowns encountered.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Environmental Consultants Services	\$43,774	FY23 General Fund Reserves	\$51,451
Derived Waste			
Shipping/Disposal	\$2,500		
State DEC Review	\$500		
Contingency	\$4,677		
Total Estimate	\$51,451	Budget Total	\$51,451



# FY2023 Proposed Capital Project

<b>Project: North Country Trailhead Access Road Repairs</b>			
<b>Description:</b>		The project will repair the roadway from the end of pavement on Ishiyama Drive to the USFS' North Country Trailhead, to provide safe vehicular access.	
<b>Cost Estimate: \$61,255.54</b>		<b>Sched. Complete: FY23</b>	<b>Project Mgmt: A Al-Haddad C Rushmore</b>
<b>PROJECT DISCUSSION</b>			
<p>The City and Borough of Wrangell was successful in being selected as a FHWA FLAP grant program recipient for funding, in the amount of \$56,190, to construct the North Country Trailhead Road Repair project. This program requires a minimum of a 9.03% match, or an approximate %,600 in-kind value, for which the CBW plans to use staff time during planning and managing the project as in-kind match. The project will repair some of the worst sections of the roadway from the end of pavement on Ishiyama Drive to the USFS' North Country Trailhead, to provide safe vehicular access. Specific work tasks include resurfacing spot portions of the roadway, recapping areas for erosion control, replacing a culvert if needed, and ditch reestablishment.</p> <p>Project grant funding was released by the federal government in Fall 2018, and this project will require Assembly approval to reallocate the grant funds to the FY23 General Fund capital budget for a streets related project.</p>			

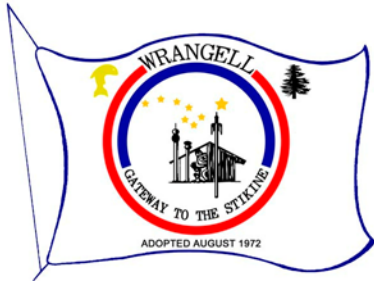
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>FUNDING SOURCES</b>	
Permitting /Environmental Construction	\$5,600.00	FHWA FLAP Grant	\$55,655.54
	\$55,655.54	CBW Staff In-Kind Match	\$5,600.00
Total Project Estimate	\$61,255.54	Project Budget Total	\$61,255.54



# FY2023 Proposed Capital Project

<b>Project: Library Carpet Replacement</b>			
<b>Description:</b>		Carpet Replacement in the Wrangell Public Library	
<b>Cost Estimate:</b>	<b>\$20,000.00</b>	<b>Sched. Complete:</b>	<b>FY23</b>
		<b>Project Mgmt:</b>	<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>			
BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Labor	\$46,500		
Total Estimate	\$46,500	Budget Total	\$46,500



# FY2023 Proposed Capital Project

<b>Project: Heritage Harbor Boat Ramp Apron Concrete Paving</b>			
<b>Description:</b>		Replace the asphalt parking lot apron (approach) at the top of the boat ramp with concrete pavement surfacing	
<b>Cost Estimate:</b>	<b>\$47,586</b>	<b>Sched. Complete:</b>	<b>FY23</b>
		<b>Project Mgmt:</b>	<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>	
Construction	\$43,260	FY23 General Fund Reserves	\$47,586
Contingency	\$4,326		
Total Estimate	\$47,586	Budget Total	\$47,586





## FY2023 Proposed Capital Project

<b>Project: Sunset Cemetery Expansion and Columbarium</b>			
Description:	Prepare a masterplan for a phased cemetery expansion, focusing on design for development of the first phase at Sunset Gardens Cemetery. Add a second Columbarium.		
Cost Estimate:	<b>\$70,669.50</b>	Sched. Complete: <b>FY23</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>Available burial space in Wrangell's two cemeteries has reached a point where there is need to develop more space.</p> <p>This project provides for the development of a masterplan, including survey and design of a phased expansion project for Sunset Gardens Cemetery. It is ideal to include both the near future phase and identify the future phase to ensure the expansion plan results in a cohesive project following completion of all phases. This project will also include the design services for the Phase I expansion project, including details and costs for the construction necessary to implement Phase I. Once the survey/design is complete we will have a better understanding of the construction costs, which would then require a budget amendment before proceeding with the Phase I construction task.</p> <p>Further to the need for more cemetery plot space, there is a need for an additional Columbarium. Resolution No. 04-22-1681 approved \$57,739 for the purchase and installation of a new Columbarium. Half the columbarium cost has been spent in FY22, therefore the balance of the columbarium costs and its installation cost should be reallocation under the FY23 capital budget as a part of the full Sunset Cemetery Expansion project.</p>			

<b>PROJECT COST ESTIMATE</b>			
BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Columbarium/Install	\$39,244.50	FY2023 General Fund	\$70,669.50
Cemetery Expansion	\$25,000		
Design	\$6,425		
Contingency (10%)	\$6,425		
Total Estimate	\$70,669.50	Budget Total	\$70,669.50

Photos: Sunset Gardens Cemetery and Existing Columbarium:





# FY2023 Proposed Capital Project

Project:	<b>Underground Storage Tanks (USTs) Replacement</b>
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Description:	Perform site assessment of contaminated site
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Cost Estimate:	<b>\$350,000</b>	Sched. Complete:	<b>FY2023</b>	Project Mgmt:	<b>A Al-Haddad</b>
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### PROJECT DISCUSSION

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.

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.

We have also engaged Shannon & 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.

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.

### PROJECT COST ESTIMATE

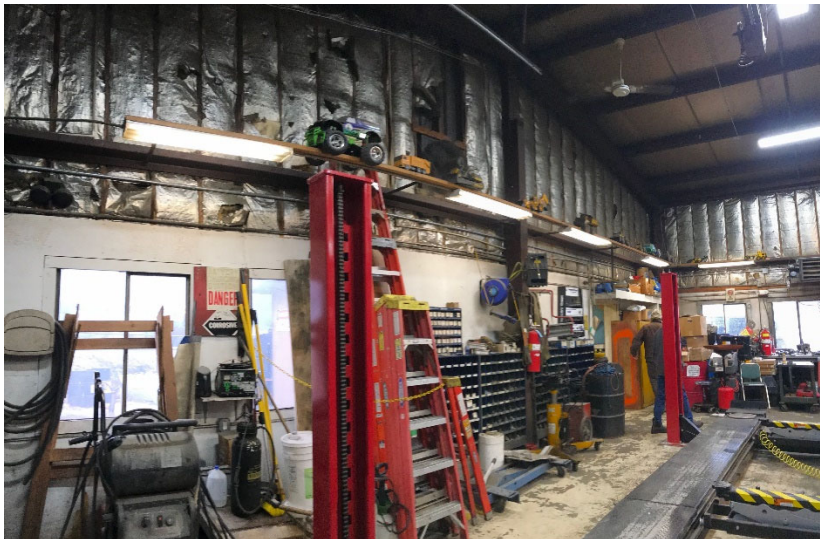
BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Environmental & Engineering Services Construction	\$125,000	FY23 General Fund Reserves	\$175,000
	\$225,000	FY23 Secure Rural Schools Fund Reserves	\$175,000
Total Estimate	\$350,000	Budget Total	\$350,000





# 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



# FY2023 Proposed Capital Project

Project:	<b>Mt Dewey Slope Geotechnical Investigations</b>
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Description:	Perform geotechnical services to identify slope stability on the Mt. Dewey hillside
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Cost Estimate:	<b>\$62,162</b>	Sched. Complete:	<b>FY2023</b>	Project Mgmt:	<b>A Al-Haddad</b>
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## PROJECT DISCUSSION

At the slope of Mt. Dewey above Third Street soil sloughing has been observed on the face of the slope.

While we had a geologist in town last month performing the periodic dam inspection at the reservoirs, we asked him to review this area with us. Upon further investigations within the timbered area along the upper sections of the slope, there is evidence of historical movement, unvegetated scarps and traverse cracking. The area appears to be steepened soil or remnant landslide slope between areas of relatively shallow bedrock.

The engineers' recommendation is to characterize the area below the landslide to understand the failure mechanisms and preliminary rehabilitation measures by performing borings, advanced through the roadway due to the steepness of the slope, rock coring, and a geophysical survey through seismic refraction.

Following soil testing and analysis, the final geotechnical report will provide preliminary engineering recommendations for stabilization of the landslide mass. It will not include design of stabilization methods nor additional exploration that may be necessary to complete a final design.

The fee submitted assumes the work will be performed when the drilling machine is in Wrangell for the Upper Dam exploration effort.

## PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Engineering Services	\$52,162	FY23 General Fund Reserves	\$62,162
Street Assist and Repairs After Borings	\$10,000		
<b>Total Estimate</b>	<b>\$62,162</b>	<b>Budget Total</b>	<b>\$62,162</b>



# FY2023 Proposed Capital Project

<b>Project: Nolan Center Emergency Generator Upgrades</b>			
<b>Description:</b>	Replace the one 150KW generator with a larger capacity generator capable of powering the entire building		
<b>Cost Estimate:</b>	<b>\$240,000</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>

### PROJECT DISCUSSION

The City and Borough of Wrangell is charged with the core capabilities of preparedness for terrorist attacks and other disasters for an island community of approximately 2,400 people. Our Mass Rescue Operation (MRO) Shore-Side Response Plan, an Appendix to the Emergency Operations Plan, along with the SEARHC Wrangell Medical Center’s disaster plan, identifies the Wrangell Nolan Center (civic center and museum) as a critical-care facility in times of disaster and emergency. As such, the facility’s ability to electrically stand-alone has been identified as one of the greatest needs in terms of readying our community for catastrophic disasters.

The Nolan Center presently has one 150KW generator, that was installed with the construction of the facility in 2003, and scheduled to pick up a few lighting and heating control circuitry, but this generator does not have the capacity to carry the electrical and heating loads of the building as a whole for it to act it the capacity of an alternative, emergency critical care facility.

The intent of this project is to replace the one 150KW generator with one generator capable of powering the entire building and upgrading the existing automatic transfer switch to accommodate the larger building load. The scope of the project includes re-wiring the output of the generator into the line side of the main distribution panel, which will require the additional effort of replacing the generator feeders with the appropriate size wire to the line side of the main distribution panel. The upgrade to this emergency standby generator system will increase the load capacity for the entire facility.

### PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Construction Cost	\$240,000	FY23 General Fund	\$240,000
Total Estimate	\$240,000	Budget Total	\$240,000



# FY2023 Proposed Capital Project

<b>Project: Civic Center Roof Repairs</b>			
<b>Description:</b>	Refasten roof screws and recoat roof panel finish		
<b>Cost Estimate:</b>	<b>\$25,000</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>

## PROJECT DISCUSSION

The Nolan Center is approaching its eighteenth year since the building’s inception.

The roof panel has a Kynar 500 resin-based coating which has deteriorated in areas, showing signs of rusting, and requires proper recoating to preserve the integrity of the steel panel. The paint systems used on factory painted steel have a built-in color and gloss retention that is only achieved through the oven-baked process. The recommended paint type for touch-ups is an acrylic silicone paint, referred to as an Air Dried System (ADS), which is generally a 1-component coating. It’s important to mention that air-dried paints will fade and chalk much faster than oven-baked; however, a new and improved 2-component coating is available through application by manufacturer approved contractors only.

In addition to the roof recoating, the original metal fasteners are due for replacement as they too show signs of rusting and pulling away from the substrate and metal panel. If the fasteners are replaced, it is recommended that the next size up in diameter and/or length should be utilized to ensure adequate holding power as it is installed into the original hole. Longer fasteners are often used if there is adequate remaining substrate to grab on to the thread of the longer fastener. Wider fasteners are often utilized when there is not adequate substrate material to grab on to the thread of a longer fastener. In some situations, both longer and wider may be required. An all-stainless or bimetallic fasteners are the best choice for fastening when absolute corrosion resistance is desired for the entire fastener, both on the exterior and interior of the building.

We are still developing final costs for the work needed to properly repair the roof, and over the next few weeks will be redefining the rough estimates presented below.

## PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Construction Cost	\$25,000	FY23 General Fund	\$25,000









# FY2023 Proposed Capital Project

Project: <b>Swimming Pool Basin Lighting Upgrades</b>			
Description:	Replace four additional metal halide overhead lighting with new LED lighting		
Cost Estimate: <b>\$12,000</b>	Sched. Complete: <b>FY2023</b>	Project Mgmt: <b>A Al-Haddad</b>	
<b>PROJECT DISCUSSION</b>			
<p>The original overhead light fixtures for the Swimming Pool basin were metal halide (HID) fixtures, with lamps experiencing an early burn out rate.</p> <p>The Borough hired an electrical engineer who worked with us to develop a new lighting model to improve the lighting and reduce glare over the swimming pool, considering no underwater lights and replacing the existing fixtures with new LED fixtures, designed for high bay-style lighting. The lighting model used to evaluate overhead fixtures in a variety of new configurations eliminated four of the existing lights on the low side; however, once the contractor had installed the new project as designed it resulted in a dark section of the deep end. We have issued a change order to add the four eliminated lights and the contractor is awaiting receipt of the products.</p> <p>Of the \$56,000 approved for this work in FY21 and FY22, 12,000 is remaining. This capital budget funding request reallocates the balance of the earlier approved project funding for the further change order work required to complete the project.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>FUNDING SOURCES</b>	
Construction	\$12,000	FY23 General Fund Balance	\$12,000
Total Project Estimate	\$12,000	Budget Total	\$12,000



# FY2023 Proposed Capital Project

<b>Project: Mt Dewey Trail Extension FLAP Grant Match</b>		
<b>Description:</b>	The Mt. Dewey Trail extension project is funded by Federal Highways FLAP grant program, requires a CBW-provided match to the grant and UACOE compensatory mitigation for the project’s impacts to wetlands	
<b>Cost Estimate: \$100,000</b>	<b>Sched. Complete: FY23</b>	<b>Project Mgmt: A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>		
<p>In 2014, the City and Borough of Wrangell was successful in acquiring FHWA FLAP grant program funding in the amount of \$454,577 for the Mt. Dewey Trail Extension project. Project grant funding was released by the federal government in Fall 2018. The Match Agreement and the MOA was executed with the FHWA in 2018.</p> <p>A Request for Qualifications solicitation for engineering services was issued in 2021 and PND Engineers was the selected firm. Further planning and developing of this project identified a shortfall in funds to design and construct the project. Federal Highways allowed the CBW to pursue a scoping project, which did not require construction to follow to ensure the scoping project expenditure was reimbursable by the grant. Having nearly completed the scoping project, which included survey, environmental review with wetland delineation, 35% level design documents and an updated project cost estimate, Federal Highways encouraged us to request additional project funding. We were successful in obtaining an additional \$494,879. Added to the previous grant amount of \$499,700, amendment no 0001 identifies the total sum of project grant funding in the amount of \$994,579 for the project. A 9.03% local match, equal to \$89,810, is required for this total project amount.</p> <p>With the scoping project complete, an individual permit was submitted to the US Army Corps of Engineers (USACOE) and they have determined that the work will result in unavoidable adverse impacts to the waters of the USA. Compensatory mitigation is required to offset the impacts, and we will need to purchase credits from a mitigation bank, which is expected to cost \$30,000 - \$40,000.</p> <p>Funding from the Commercial Passenger Vessel Excise Tax Fund, from which we have requested the required match in previous years, is the fund identified with providing the level of monetary match to our match requirements. Because we are able to contribute in-kind labor toward the local match, we anticipate being able to offset the cash match by \$20,000 - \$30,000, including that in-kind labor that the USFS has provided to date (approximately \$16,000). Staff are currently tracking time spent on the project to reduce our cash match toward the project and/or accommodate potential, added project costs.</p>		

Staff requests reauthorization of the funding for the Mt. Dewey Trail Extension FLAP Grant, otherwise known as the FHWA’s project titled *Wrangell Non-Motorized Transportation System*, in the amount of \$100,000 to cover the costs of the local match and for compensatory mitigation costs.

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>FUNDING SOURCES</b>	
Grant Match – Cash	\$60,000	FY23 Commercial Passenger	\$100,000
Compensatory Mitigation	\$40,000	Vessel Excise Tax Fund	
FLAP Grant Revenue	\$994,579	FLAP Grant Revenue	\$994,579
Total Project Estimate	\$1,094,579	Project Budget Total	\$1,094,579



# FY2023 Proposed Capital Project

<b>Project: Swimming Pool Exterior Siding Improvements</b>			
<b>Description:</b>		Improvements to protective finishes of the exterior of the Swimming Pool facility.	
<b>Cost Estimate:</b>	<b>\$175,000</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>

### PROJECT DISCUSSION

The exterior cedar siding, brick column facade and the concealed gutter of the sloped metal roof section are all in need of improvements to preserve the integrity of the building.

This project will replace the exterior cedar siding with new cedar siding, remove the brick from the support columns and reface them with cedar siding to match that of the rest of the building, and re-line the concealed gutter and replace downspout components as necessary. It is expected that some portions of the exterior wall system (i.e. insulation, plywood, etc.) will require rehabilitation since water damaged was identified in the area of the concealed downspout.

Work yet is needed to further the replacement concept through certain destructive investigations and design services to move this project forward. \$175,000 of the Borough’s received Lost Revenue Relief Grant was earmarked for this project.

It is the School District’s plan to work with us through the planning and construction of this project for the purpose of a High School painting project.

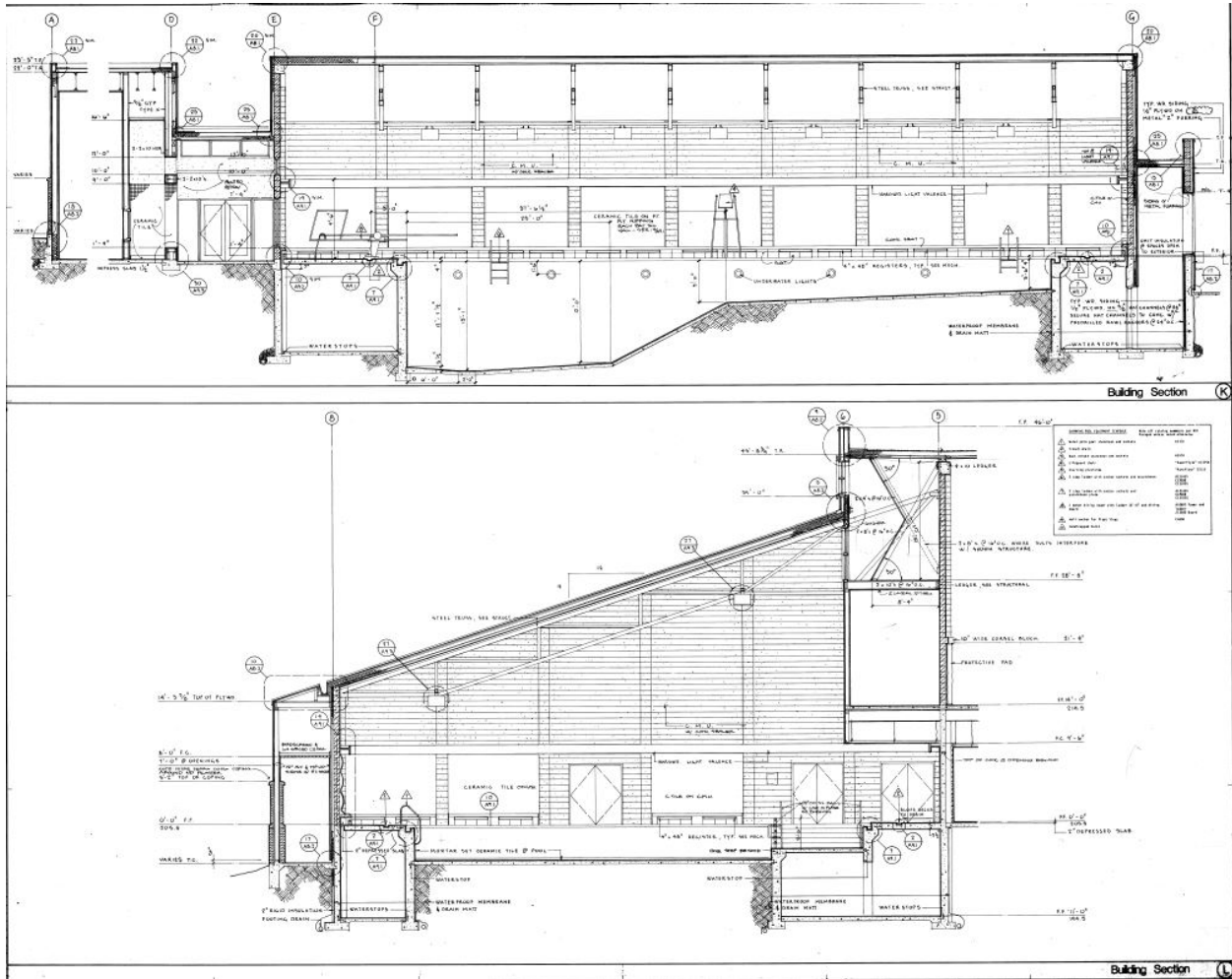
### PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	FUNDING SOURCES	
Administrative	\$2,500	Lost Revenue Relief Grant from State	\$175,000
Design	\$15,000		
Construction	\$150,000		
<b>Total Project Estimate</b>	<b>\$175,000</b>	<b>Budget Total</b>	<b>\$175,000</b>

### Project Cost Estimate Discussion

Building Section of Swimming Pool:

Item c.





# FY2023 Proposed Capital Project

<b>Project: City Park Pavilion Fireplace Replacement</b>			
<b>Description:</b>		Replace the firepit and chimney structure at City Park Main Pavilion	
<b>Cost Estimate: \$75,000</b>		<b>Sched. Complete: FY23</b>	<b>Project Mgmt: A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The City Park Pavilion Fireplace condition has reached a point whereby it presents a safety concern and the pavilion has been closed to the public for several months as we work with local contractors to determine the appropriate repairs. One of the two contractor who looked at the structure, offered options for reconstruction.</p> <p>The steel structural supports holding up the chimney are slowly crushing the eroded fire bricks used as footings and the steel base holding up the chimney is broken and starting to separate. This project is based on the recommended option, which included completely remove the firepit and chimney. Rebuild the firepit base and instead of rebuilding a stone chimney, replace it with a light gauge steel hood and chimney assembly. The hood and chimney could be supported by post, similar to the current look, or it could be supported by the structure itself. If the structure was used to support it, the contractor recommends performing a load test before manufacturing or installation of the hood to see what weight limitations we might encounter. This would add costs but would resolve any future issues posed by the current chimney design.</p> <p>This option was also recommended over replacing the fireplace structure in kind, based on the heating and cooling rates in the existing stone and cement materials, as well as the site's environmental conditions.</p>			

<b>PROJECT COST ESTIMATE</b>			
BREAKDOWN	ESTIMATE	FUNDING SOURCES	
Load Test Construction (M&L)	\$5,000 \$70,000	FY23 General Fund Reserves	\$75,000
Total Project Estimate	\$75,000	Project Budget Total	\$75,000



## FY2023 Proposed Capital Project

Project: <b>Recreation Center &amp; Pool HVAC and DDC Upgrades</b>			
Description:	Improvements to protective finishes of the exterior of the Swimming Pool facility.		
Cost Estimate: <b>\$806,712</b>	Sched. Complete: <b>FY2023</b>	Project Mgmt: <b>A Al-Haddad</b>	
<b>PROJECT DISCUSSION</b>			
<p>In 2014, the Borough conducted a condition assessment of the Recreation Center facility to identify building improvement needs. One of the critical building system concerns identified through that evaluation was the pneumatic temperature control system and the heating and ventilation system (HVAC) mechanical devices, many of which have failed normal operation.</p> <p>As funding became available, the Borough prioritized the HVAC/DDC system as a critical upgrade need, since this system controls the overall health of the building and its internal environment, and we began making improvements to that system. In 2017, a first of a two-phase temperature control upgrades project was accomplished by replacing the pneumatic temperature controls with direct digital controls. The building zone addressed in that phase of Direct Digital Control (DDC) upgrades was the natatorium and the Rec Center's office (occupied by the Parks and Rec Director and their staff).</p> <p>The project under with CDBG-COVID grant funding will complete the second phase temperature control upgrades, from the existing pneumatic temperature controls to new direct digital controls, as well as replace mechanical devices within the HVAC system which have either failed or have exceeded their effective operational life and thus restricts the proper ventilation and airflow thus reducing air quality.</p>			
<b>PROJECT COST ESTIMATE</b>			
BREAKDOWN	ESTIMATE	FUNDING SOURCES	
Administrative	\$10,299	CDBG-CV Grant from State	\$806,712
Design & Inspection	\$109,850		
Construction	\$ 686,563		
Total Project Estimate	\$806,712	Budget Total	\$806,712





# FY2023 Proposed Capital Project

Project:	<b>Underground Storage Tanks (USTs) Replacement</b>		
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Description:	Perform site assessment of contaminated site		
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Cost Estimate:	<b>\$300,000</b>	Sched. Complete:	<b>FY2023</b>	Project Mgmt:	<b>A Al-Haddad</b>
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### PROJECT DISCUSSION

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.

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.

We have also engaged Shannon & 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.

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.

### PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
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

<b>Project: High School Parking Lot Sidewalk Replacement</b>			
<b>Description:</b>		Repair portions of sidewalk infrastructure at the High School parking lot, along Reid Street	
<b>Cost Estimate:</b>	<b>\$55,000</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>At the High School parking lot along Reid Street, the inside perimeter sidewalk and curb has been exhibiting serious problems for many years. The sidewalk was built at the edge of the steep slope, which is the embankment for the parking lot. The sidewalk has pulled away from the curb, more than 6" on one end, and is now sloping downhill and sideways. The parking lot's asphalt surface and drainage appear to be in good condition.</p> <p>This capital budget funding request reallocation of the \$55,000 identified in the FY22 SRS Fund, School Maintenance Streets Account, for the project.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Construction to Demolish and Replace	\$55,000	FY21 Secure Rural Schools Fund	\$55,000
Total Estimate	\$55,000	Budget Total	\$55,000

High School Parking Lot Sidewalk Photos:





# 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

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
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



# FY2023 Proposed Capital Project

Project: <b>Diesel Generator #5 Upgrades</b>			
Description:	Perform engine overhaul on Diesel Generator #5 and upgrade controls system by adding Unit #5 for monitoring		
Cost Estimate:	<b>\$150,374</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad R Rhoades</b>

## PROJECT DISCUSSION

Following a 2021 examination of Generator Unit #5 sustained damage was discovered to the rings and piston liners. Further, Generator Unit #5 does not have an engine controls system for monitoring; therefore, the Operator has no visibility of the operating condition of the generator while running. Unit #5 resides in a separate building further complicating any visibility of Unit #5, and the Operator was completely unaware of a problem developing until the over-heating had occurred.

Damage is attributed to an overheating event and Unit #5 is presently considered unreliable until repairs can be made. To rely on Unit #5 in its present condition is to invite further damage and a total rebuild. At this time an overhaul is needed to make the repairs and a controls upgrade is required to incorporate Unit #5 into the existing controls system.

Of the \$483,788.04 approved for this work in FY22, approximately \$150,374 is expected to be remaining at FY22 budget year end. This capital budget funding request reallocates the balance of the earlier approved project funding to complete the project work.

## PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Construction	\$150,374	WML&P Fund Reserves	\$150,374
Total Project Estimate	\$150,374	FY23 Budget Total	\$150,374



# FY2023 Proposed Capital Project

Project: <b>AMI Metering</b>			
Description:	Replace analog electric meters with Advanced Metering Infrastructure (AMI) meters.		
Cost Estimate: <b>\$750,000</b>	Sched. Complete: <b>FY2023</b>	Project Mgmt: <b>A Al-Haddad R Rhoades</b>	
<b>PROJECT DISCUSSION</b>			
<p>WML&amp;P’s existing metering system is currently deemed obsolete by the manufacturer, ITRON and our existing system is longer supported.</p> <p>An AMI metering system will update our system with modern technology that utilizes electrical meters that communicate with each other through a mesh network and allows the electrical meters to be read from a remote computer.</p> <p>The new metering system will take advantage of new technologies that will allow electrical meters to talk to each other through a mesh network and allow those electrical meters to be read from a desktop computer. The mesh network will also have the added benefit of being able to support water metering, should the Water Department decide to move in the direction of metered water supplies.</p> <p>Of significant benefit is that each individual customer will have online access to real-time electric consumption 24-hours a day. This will allow users to be far more engaged in understanding and managing electrical consumption.</p> <p>This capital budget funding request reallocates the balance of the earlier approved funding to complete the project work under the FY23 budget.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Construction	\$750,000	WML&P Fund Reserves	\$750,000
Total Project Estimate	\$750,000	FY23 Budget Total	\$750,000





# FY2023 Proposed Capital Project

<b>Project: 12MW Power Plant Upgrade</b>			
<b>Description:</b>		Upgrade Capacity of the Diesel Generation Power Plant from a 9MW output capacity to 12MW output capacity	
<b>Cost Estimate:</b>	<b>\$ 570,000</b>	<b>Sched. Complete: FY23</b>	<b>Project Mgmt: A Al-Haddad R Rhoades</b>
<b>PROJECT DISCUSSION</b>			
<p>Based on the yearly power use records, the yearly energy usage in Wrangell has doubled and the peak demand usage has tripled over the last fifteen years. Due to additional power demand throughout the system, the current standby diesel plant needs certain further retrofits to fully support the loads during peak loading events and when SEAPA hydro is unavailable.</p> <p>With the addition of the 20-cylinder generator, the Power Plant has the capacity to provide 12MW of power output; however, there still exists a bottleneck of power distribution at the point of the ring buss which restricts the full 12MW power capacity. To gain the full benefit of the additional 3MW of backup generation, and to support our growing power load, retrofitting certain physical components is required. These include the following:</p> <p>At present, WML&amp;P’s distribution system is supported by three 2MW transformers and one 3MW transformer (the 3MW installed in 2020). The transformers represent the primary bottleneck to the power distribution system and serve to restrict the amount of load that can be pushed out to the system. Replacing the remaining three 2MW units with three 3MW units will help provide the added capacity to the electrical distribution system.</p> <p>Its highly likely that the conductor size to the transformers, on ethe line side of the units, will need to be increased.</p> <p>It is desired to install two new switches to isolate the transformers to prevent faults due to in-rush.</p> <p>(Note: At the time of this writing, it is planned to request a FY22 budget amendment in the amount of \$330,500 for the three 3-MW transformers needed for this project, allowing a procurement solicitation to be issued in May 2022. \$330,000 approved for this work in FY22 is likely to be remaining as unspent at the FY22 fiscal year end; therefore, this capital budget funding request projects reallocation of an upcoming budget amendment request (before the assembly on May 10<sup>th</sup>).</p>			

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Reallocation of 3MW Transformer Funding	\$330,000	WML&P Reserves	\$ 570,000
Design	7,400		
Construction/Materials	\$212,600		
Force Account Labor	\$20,000		
<b>Total Estimate</b>	<b>\$570,000</b>	<b>Budget Total</b>	<b>\$570,000</b>
<b>Project Cost Estimate Discussion</b>			
<p>The project cost estimate is a recent engineer’s estimate; however, the cost of the three transformers is a wild card in the estimate above, as we have received suggested prices ranging from \$70,000 - \$200,000 and varying lead times, with the longest suggested at 52 weeks. This estimate projects a per unit cost of \$110,000 for each of the three transformers.</p>			

Transformer Yard:





# FY2023 Proposed Capital Project

<b>Project: Diesel Generation Power Plant Rehabilitation</b>			
<b>Description:</b>		Diesel Generation Power Plant Rehabilitation	
<b>Cost Estimate:</b>	<b>\$960,000</b>	<b>Sched. Complete: FY23</b>	<b>Project Mgmt: A Al-Haddad R Rhoades</b>

## PROJECT DISCUSSION

Wrangell's Diesel Generation Power Plant houses four of our five diesel power generators, which serve to provide standby and supplemental power to the community of Wrangell at times when our normal hydro power that feeds our electric grid is inadequate or non-existent. The building was constructed in two phases: the original pre-1948 concrete section and the 1948 steel addition. A structural analysis of the building identified that the building suffers from a long list of problems, including deterioration of the concrete structure, roof load stress from undersized trusses, under-reinforced walls, poor resistance to lateral loads due to lack of mechanical connections, as well as life safety and security concerns.

The original concrete structure of the diesel generation power plant is structurally unsound and dictates that the remainder of the building be rehabilitated or replaced to eliminate the risk of building failure and the risk to the community's back-up power source and assets.

In April 2022, the Borough submitted the Diesel Generation Power Plant Replacement project in the amount of \$15,000,000 to Senator Murkowski's office for consideration for FY23 federal congressional appropriations.

On May 4, 2022, Senator Murkowski's office contacted Jeff Good, asking questions about the project, in an effort to help us secure funding for this project. They indicated that one of the limitations that the appropriations committee shared was: "The Committee will not fund construction of buildings or new facilities (no brick and mortar), even if it will have clean energy associated with it." If our project is a renovation project, the committee may be more willing to provide funds. The committee can only provide funds for projects that can obligate funds within one year of receipt.

If funding is to be made available to Wrangell for the Power Plant project, we would need to have design complete and be ready to execute a twelve-month construction project as soon as the funds are received (anticipated to be in October 2022).

Today we reached out to PND Engineers for a brief discussion about a rehab project and get a sense of what engineering costs might be. PND performed the 2007 structural assessment of the building as well as a 2019 assessment.

PND engineering costs would include design and development of a set of construction documents for the demolition and replacement of the existing concrete old generator building structure. The design would include architectural, mechanical, electrical, civil, structural, survey, construction cost estimation and environmental disciplines. The scope of work in the design phase is roughly outlined below.

1. Demolition planning required to remove the original building section from the site. The building to be demolished is a concrete structure 80'x52' in size. The demolition will require outlining sequencing to allow the adjacent steel framed building to remain operational during the demolition phase. This design work will include rerouting of electrical panel and switch boxes located in the original building that need to remain functional to service the current generator building throughout the construction project. Fees would also be included to develop requirements for demolish and disposal of known hazardous materials in the existing building.
2. Site civil work, including a topographical survey of the property. The site and grading plans will accommodate any new doorway and building elevations. One of the existing storm drains may need to be relocated to accommodate new building foundations. In the current generator building the existing sewer and floor drains will be separated to prevent sewer backups in the floor drains. The fee proposal includes fees for the design of a new sewer service extension from the sewer main in Case Ave.
3. Design of a new structural steel building that will replace the original concrete building. The new building will have a mezzanine that provides space for storage, offices, and a bathroom. The first floor will provide storage and shop space. The storage sections of the new building will have an overhead crane. To accommodate the required number of fire escapes for the mezzanine, an exterior stair may be needed.
4. The new steel building will be tied into the existing steel building providing lateral support to the existing structure. Additional structural work would be necessary to correct deficiencies in the existing steel structure to meet current International Building Code requirements.
5. Demolition and replacement of the existing roof framing in the current steel building. Design work and sequencing will consider the generators below the roof structure are to remain operational. The new roof structure will be designed to meet current International Building Code requirements.

A rough order of magnitude cost for a Power Plant Rehabilitation project is \$12,000,000. PND Engineers has suggested an 8% fee would be a reasonable place holder given this short notice, and it would need to be refined as we fully develop a scope of work. If the design needs to be 100% complete by October 2022, a Notice to Proceed would need to be released as soon as possible.

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Design and Survey	\$960,000	WML&P Reserves	\$960,000
Total Estimate	\$960,000	Budget Total	\$960,000



# FY2023 Proposed Capital Project

<b>Project: Water Treatment Plant Improvements Design</b>			
<b>Description:</b>		Engineering design of the Water Treatment Plant Improvements project	
<b>Cost Estimate:</b>	<b>\$900,682.39</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>

**PROJECT DISCUSSION**

Resolution 01-22-1661, dated January 25, 2022, approved a budget amendment transferring \$1,107,963.39 from multiple accounts to the water Treatment Plant capital expense account to fund the project’s design phase. The transfers came from the following sources:

- Water Fund Reserves \$119,000
- General Fund Reserves \$385,000
- ARPA Grant Funds \$603,963.39

Of the \$1,107,963.39 approved for the design work, to date we have spent \$14,283.40. We anticipate spending another, approximate, \$318,000 before the end of FY22. This capital budget funding request reallocates the actual balance of the funding approved the Water Treatment Plant Design work by DOWL (Engineering) in the FY23 capital budget for the project.

Initial planning with the engineers for the design work identified that knowing which DAF manufacturer’s equipment will be used in our project is necessary to inform the final design. Therefore, we plan to issue a competitive solicitation for pre-selection of the DAF equipment. The Borough will need to pay for the shop drawings that will be used by the engineers. The selected DAF equipment will be identified in the construction bid documents and the contractor will include the cost for the pre-selected DAF equipment in their bid and be the responsible party for ordering, accepting, installing, and commissioning the equipment. The estimated cost for the shop drawings is \$125,000. The cost of the shop drawings is an eligible project expense for future reimbursement through outside funding sources.

**PROJECT COST ESTIMATE**

<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Design	\$775,682.39	FY23 General Fund Reserves	\$171,719.00
DAF Equip Shop Drawings	\$125,000.00	ARPA Grant Funds	\$603,963.39
		FY23 Water Fund Reserves	\$125,000.00
<b>Total Estimate</b>	<b>\$900,682.39</b>	<b>Budget Total</b>	<b>\$900,682.39</b>



# FY2023 Proposed Capital Project

Project: <b>Reservoir Bypass</b>			
Description:	Provide a direct connection between the Upper Reservoir and the Water Treatment Plant		
Cost Estimate:	<b>\$250,000</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The Lower Reservoir is currently where water is drawn for Wrangell's drinking water supply. A piped connection from the Upper Reservoir directly to the water treatment plant would allow the treatment plant to start the treatment process with cleaner water. This piped "by-pass" connection provides an additional benefit by allowing Wrangell to operate directly from either reservoir in an emergency or when much needed maintenance needs to be performed on the dams or reservoirs, without disrupting Wrangell's water supply.</p> <p>The construction will involve finishing the partially completed supply line between the upper reservoir and the water treatment plant providing a new connection through the upper dam. Based on the current design plans, construction will entail, geo tech work, vegetation removal, drilling, excavation, dam breaching and in-water work for intake area, installation of mains valves and pipes, pressuring and sanitizing the lines, and final as-built drawings. The engineering drawings are 95% complete, awaiting final approval from the State of Alaska Dam Safety Office.</p> <p>Of the \$615,000 grant received from the State DCCD for this project, there is approximately \$250,00 remaining for future expenditures. This request is to reallocate the balance of the grant funding for this project in the FY23 capital budget. If not used to finalized design, permitting, etc., it will be retained to possibly be used toward our required match to the \$2,080,000 federal appropriation that has been awarded to Wrangell for the construction of this project. To date that federal funding has not been received, but we are working to determine when it is expected.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
For completing design and reserving remaining balance for construction	\$250,000	DCCED Grant Funds	\$250,000
Total Estimate	\$250,000	Budget Total	\$250,000



# FY2023 Proposed Capital Project

**Project: Upper Dam Stability and Repairs Alternatives Analysis**

Description:

Cost Estimate: **\$150,212.37**    Sched. Complete: **FY2023**    Project Mgmt: **A Al-Haddad**

**PROJECT DISCUSSION**

In an effort to work toward “shovel-ready” status of this critical drinking water infrastructure need, the Borough is under contract with Shannon & Wilson to conduct an Upper Dam Stabilization Alternatives Analysis to weigh the options and determine a preferred approach to performing necessary repairs and improving the dam’s stability status to a level greater than minimum requirements according to Corps of Engineer (COE) dam guidelines. The completed alternatives analysis (feasibility study) is expected to place this project in a position of “shovel-ready” status for this critical drinking water infrastructure need.

Through two previous dam seismic studies, one by the USFS and the other by the US Army Corps of Engineers, the two primary concerns identified with the upper dam is: 1) soft support soils, causing foundation instability; and 2) the deteriorating timber crib, causing internal instability.

Upper Dam Stabilization Alternatives Analysis project, Shannon & Wilson began with evaluating methods for stabilizing the Upper Dam. They built a seepage model to use as the parent analysis for the stability model. Starting with the profiles the Corps developed in 2006, they ran into problems with the model in that they could not mimic the measured groundwater levels unless they included a sheet-pile wall at the upstream crib wall to the depth of the crib. We had no evidence, nor did the State Dam safety Office, to suggest that a sheet-pile wall is in place. With further investigation, they concluded it is the rock fill on the downstream side that causes the unexpected water levels. Through their modeling efforts, failures were through the silt at the base of the embankment, which led to concern with soil strengths at the downstream embankment and dam foundation materials, which are the controlling features in stabilizing the dam.

In order to gain an understanding of the strength of the existing foundation and embankment soils, the Borough is pursuing the engineer-recommended subsurface exploration to measure the soil strengths and inform the outcome of the alternatives analysis. Following the disappearance of snow coverage on the dam, the engineer and the driller performed a reconnaissance visit to the dam site during the week of April 24<sup>th</sup> to determine access for the drill rig.

Of the \$167,000 approved for this work in FY21 and FY22, to date we have spent \$16,787.63; therefore, \$150,212.37 remaining. This capital budget funding request reallocates the balance of the earlier approved project funding for further work by Shannon & Wilson.

Item c.

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Dam Stabilization Alternatives Analysis	\$48,212.37	FY23 Water Department Fund Reserves	\$150,212.37
Subsurface Soils Investigation	\$102,000.00		
Total Estimate	\$150,212.37	Budget Total	\$150,212.37





# FY2023 Proposed Capital Project

Project: <b>Meyers Chuck Harbor Replacement Design</b>			
Description:	Engineering design for Meyers Chuck Harbor Replacement project		
Cost Estimate:	<b>\$250,253</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>

**PROJECT DISCUSSION**

Resolution 12-21-1647, dated December 14, 2021, approved a budget amendment transferring \$250,253 from the Meyers Chuck Reserves to the Meyers Chuck Harbor replacement capital project expense account to fund the project’s design phase.

After Meyers Chuck became a part of the Wrangell Borough, the Borough received funds from the State of Alaska to assume ownership of the dock, which is now close to a 57-year-old wooden float structure with 37-year-old steel pilings. The dock infrastructure has been in a poor and deteriorated condition for many years and needs to be replaced.

To move the dock replacement effort further forward, staff developed, with engineering assistance, a cost estimate for an in-kind replacement of the Meyers Chuck Harbor. The Meyers Chuck Reserve has an appropriate level of funds available to advance the Meyers Chuck Harbor Replacement project to a shovel-ready status by completing the permitting and engineering design for future priority consideration of federal infrastructure investment funding under port infrastructure programs.

This work has not yet begun; therefore, to date there is \$250,253 remaining as approved for the design work. This capital budget funding request reallocates the actual balance, as of June 30, 2022, up to the approved amount of \$250,253 for the Meyers Chuck Harbor Replacement Design in the FY23 capital budget for the project and approximately a \$24,747 contingency.

**PROJECT COST ESTIMATE**

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Approximate Design Cost	\$250,253	FY23 Meyers Chuck Reserves	\$275,000
Contingency	\$24,747		
Total Estimate	\$275,000	Budget Total	\$275,000



# FY2023 Proposed Capital Project

<b>Project: Ports and Harbors Surveillance System</b>			
<b>Description:</b>		Install a surveillance system throughout Port and Harbor facilities	
<b>Cost Estimate:</b>	<b>\$149,638</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad S Miller</b>

## PROJECT DISCUSSION

This project involves installing video cameras and all associated equipment throughout the various Port and Harbor sites in Wrangell, Alaska. Wrangell has three harbor basins involving six facilities that span five miles, a deep-water port that accepts cargo barges, a MTSA regulated cruise ship facility, and an eight-acre boat yard for major repairs and rebuilds.

The project includes installing cameras with all associated radio systems, enclosures, and miscellaneous equipment necessary for the installation of the system.

This project will be operated by the Harbor Department and monitored both by Harbor staff and the Police Department. The Police Department has twenty-four-hour coverage and will be able to look at any area they wish at any time. In the event of an emergency the police and fire departments, as well as the U.S. Customs and Border Patrol officer will be able to see the areas prior to dispatching personnel to ensure the correct assets are made available. They will also be able to review archived footage for after-the-fact incident investigations.

Having cameras gives the Harbor Department, local law enforcement and the Customs and Border Patrol officer continuous real time access to every access point within the City and Borough of Wrangell's ports and harbor facilities. This project is funded from a grant from a Homeland Security grant. (A subsequent \$260,000 federal fiscal year grant has also made available for this project and is expected to be spent in the following CBW fiscal year.)

<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Design	\$65,000	Homeland Security 2020 Grant	\$149,638
Construction	\$84,638		
<b>Total Estimate</b>	<b>\$149,638</b>	<b>Budget Total</b>	<b>\$149,638</b>



# FY2023 Proposed Capital Project

<b>Project: Node 8 Sewer Pump Station Rehabilitation</b>			
<b>Description:</b>		Replace Node 8 pump station on Zimovia Highway	
<b>Cost Estimate:</b>	<b>\$260,000</b>	<b>Sched. Complete:</b>	<b>FY2023</b>
		<b>Project Mgmt:</b>	<b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>The Node 8 pumping station, with duplex 5HP pump system with controls, check valves and enclosure on Zimovia Highway needs replacement. This sewer pump station was installed in 1977 and has experienced significant deterioration.</p> <p>Staff are awaiting further refined cost estimate for the pump system and expect to have a cost update at a subsequent capital budget review.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Sewer Pump Station & Control Panel	\$200,000	FY23 Sewer Fund Reserves	\$260,000
Electrical	25,000		
Installation	20,000		
Engineering Assistance	15,000		
Total Estimate	\$260,000	Budget Total	\$260,000

Existing Node 8 Sewer Pump Station and Electrical/Controls Panels:





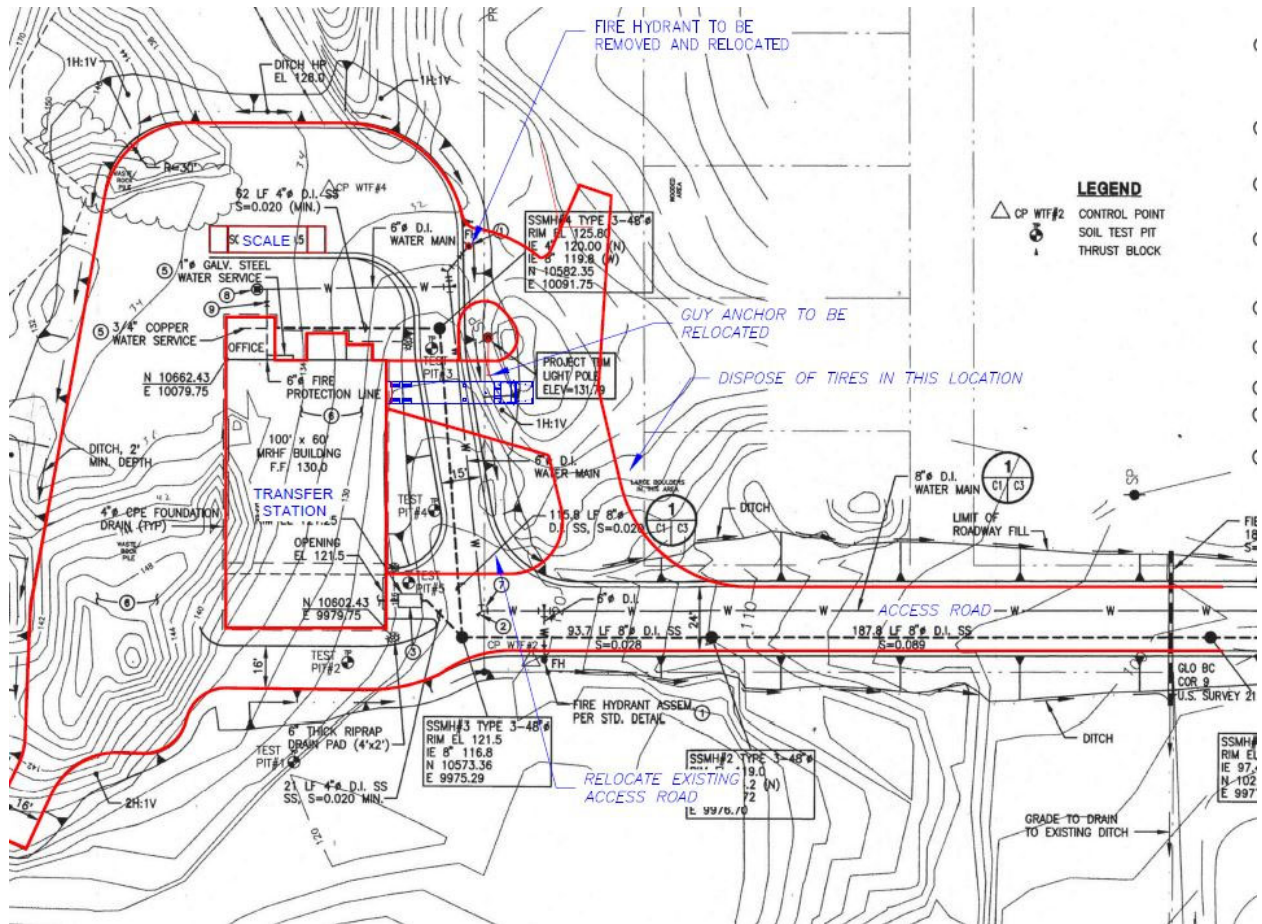
# FY2023 Proposed Capital Project

Project: <b>Solid Waste Transfer Station Loading Dock</b>			
Description:		Modify site and building to provide for a Loading Dock to accommodate new solid waste baling operations.	
Cost Estimate:	<b>\$391,499</b>	Sched. Complete: <b>FY2023</b>	Project Mgmt: <b>A Al-Haddad</b>
<b>PROJECT DISCUSSION</b>			
<p>With the new solid waste baler equipment installation complete and having six months of performing baling operations at the Solid Waste Transfer Station, the Sanitation Department has realized the need for a loading dock to minimize handling, alleviate space constraints in the building, and reduce worker safety concerns related to waste debris causing the forklift tires and the portable loading ramp to become slippery without good surface traction.</p> <p>A number of scenarios have been considered to ease the concerns, and the preferred alternative is to construct an opening in the building to allow the closed top containers to back into a modified dock at the finished floor elevation of the building on the southeast side of the building. The plan requires realigning the access road, moving tires, relocating an electrical pole and guy anchor, and relocating a fire hydrant. The van would back up to the side of the building with only a small opening for dock seals with an approximate 24" dock extension wide enough for a building enclosure to house the roll-up door and accommodate the steel cross bracing.</p> <p>R&amp;M Engineering was retained through baler project funding to help us consider alternatives. They have provided a conceptual drawing and a cost estimate for the work as reflected below.</p> <p>Funding in the amount of \$623,000 was approved as the Baler project. While not all planned tasks for the baler project are complete, we have spent approximately \$492,000 to date. Finance indicates that in FY21 a contra-expense was accidentally created, in addition to the budgeted transfer of \$623,000, and this transferred more money than the \$623,000 into the Sanitation Fund. This results in a \$274,000 cash balance for the project to which \$35,000 needs to be reserved for at least one original project task not yet complete...the bathroom expansion.</p> <p>This part of the budget has already been reviewed through the FY21 audit, leaving the Assembly the option to maintain the funding toward this loading dock project or return funds to the Sales Tax Fund. Staff recommend maintain the \$274,000 in the Sanitation Fund (for the bathroom expansion and loading dock) and supplementing it with a General Fund monetary gift to the Sanitation Fund for the capital project needs as reflected below in the budget request.</p>			



PROJECT COST ESTIMATE			
BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Bathroom Expansion	\$35,000	FY23 Sanitation Fund CIP	\$274,000
Loading Dock Construction	\$302,358	FY23 Sanitation Operating	\$117,499
WML&P Power Pole Relocate	\$12,000	Reserves	
Loading Dock Design	\$24,000		
CA/CI/Admin	\$18,141		
<b>Total Estimate</b>	<b>\$391,499</b>	<b>Budget Total</b>	<b>\$391,499</b>

Conceptual Drawing for Site Modifications to Accommodate a Loading Dock:





# FY2023 Proposed Capital Project

Project: <b>Environmental Work Plan for Former Wilcox Property</b>			
Description:	Perform further site assessment of contaminated site, as required by DEC		
Cost Estimate:	<b>\$20,737</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 Former Wilcox Automotive Site on Front Street. According to the ADEC underground storage tank (UST) database, two approximately 2,000-gallon gasoline USTs and one approximately 1,000-gallon diesel UST were removed from the site. ADEC requested that a work plan be submitted to delineate lead impact to subsurface on the property and determine what, if any, further remediation work is required to obtain cleanup complete with institutional controls (CCIC) with the ADEC.</p> <p>Continued work required by DEC is to conduct further groundwater sampling due to lead exceedances in groundwater. The objective of the follow-on work of this project is to demonstrate a trend between the total and dissolved lead concentrations at the site prior to considering the site for closure. Lead cleanup levels are based on land use. Before a commercial cleanup level for lead can be applied to this site, a determination of land use by DEC in accordance with ACC regulations will be required.</p> <p>The engineers' fee proposal to prepare the work plan, perform field activities, testing, and reporting is \$15,852. \$2,500 has been included for shipping and disposal of the waste generated from the borings (both past and future), and \$500 to cover the State DEC cost to review plans, test results, etc., as well as a 10% contingency for unknowns encountered.</p>			
<b>PROJECT COST ESTIMATE</b>			
<b>BREAKDOWN</b>	<b>ESTIMATE</b>	<b>BUDGET REQUEST</b>	
Environmental Consultants Services	\$15,852	FY23 General Fund Reserves	\$20,737
Derived Waste Shipping/Disposal	2,500		
ADEC Review	\$500		
Contingency	\$1,885		
<b>Total Estimate</b>	<b>\$20,737</b>		



# FY2023 Proposed Capital Project

Project: <b>Environmental Work Plan for Former Wrangell Medical Center</b>			
Description:		Perform further site assessment of contaminated site, as required by DEC	
Cost Estimate:	<b>\$7,150</b>	Sched. Complete:	<b>FY2023</b>
		Project Mgmt:	<b>A Al-Haddad</b>

**PROJECT DISCUSSION**

This project serves to continue the site characterization activities at the Former Wrangell Medical center site on Bennett Street. According to the ADEC underground storage tank (UST) database, a site characterization for subsurface soil contamination at the former 3,000-gallon dual purpose UST located on the north side of the Wrangell Medical Building is required 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 to obtain cleanup complete with institutional controls (CCIC) with the ADEC.

Both soil and groundwater sampling results were below DEC cleanup levels. Continued work required by DEC is to provide additional groundwater flow dynamics to evaluate whether the previously sampled monitoring well is upgradient of the contaminated area or if it represents groundwater connected beneath the area impacted by the release. Additionally, for this site to be considered for closure by DEC, we will submit a Conceptual Site Model and evaluate cumulative risk.

The engineers' fee suggestion (while not fully developed to date) to perform field activities, testing, reporting and develop the Conceptual Site Model is \$3,500. \$2,500 has been included for shipping and disposal of the waste generated from the borings (both past and future), and \$500 to cover the State DEC cost to review plans, test results, etc., as well as a 10% contingency for unknowns encountered.

**PROJECT COST ESTIMATE**

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Environmental Consultants Services	\$3,500	FY23 General Fund Reserves	\$7,150
Derived Waste Shipping/Disposal	\$2,500		
Alaska DEC Review	\$500		
Contingency	\$650		
<b>Total Estimate</b>	<b>\$7,150</b>		

CITY AND BOROUGH OF WRANGELL  
2023 ANNUAL BUDGET  
ALL FUNDS

APPENDIX 3-A  
PERSONNEL CHANGES  
FTE ROLL-FORWARD

**FTE ROLL-FORWARD**

**SUMMARY OF PERMANENT EMPLOYEES (WITH FULL BENEFITS)**

DEPARTMENT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
FINANCE	5	5	4	4	5
ADMINISTRATION	1	1	1	1	1
CLERK	1	1	1	1	1
FIRE/EMS	2	2	2	2	1.5
POLICE	8	7	7	7	7
DISPATCH	5	6	6	5	5
CAPITAL FACILITIES	4	4	5*	4	4
GARAGE	3	1	1	1	2
PUBLIC WORKS	6	8	6	6	5.5
LIBRARY	3	3	2	2	1.75
NOLAN CENTER	2	2	2	2	3
PARKS & RECREATION	3	3	3	3	3
SEWER	2	2	2	2	1.5
SANITATION	2	2	2	2	3
WATER	2	2	2	2	1.5
PORT / HARBOR	6	6	6	6	7
ECO DEV / P&Z	1	1	1	1	1
LIGHT & POWER	6	6	6	6	6
	<b>62</b>	<b>62</b>	<b>58*</b>	<b>57</b>	<b>59.75</b>

**NOTE:**

IN ADDITION TO THE ABOVE PERMANENT EMPLOYEES WITH BENEFITS, THE BOROUGH EMPLOYS TEMPORARY AND CONTRACTED EMPLOYEES IN VARIOUS DEPARTMENTS FOR SUCH THINGS AS LIFEGUARDS, THEATER WORKERS, SUMMER PARK MAINTENANCE, OFFICE RELIEF WORK, HARBOR SUMMER WORKERS, LIGHT DEPT. BRUSH CUTTERS AND VARIOUS OTHER WORKERS AS NEEDED FOR FILL IN AND SPECIAL SHORT TERM PROJECTS.



**INSURANCE BINDER**  
**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN BELOW**

**PRODUCER**

Susan Erickson  
 Petersburg-Wrangell Insurance  
 PO Box 529  
 Petersburg, AK 99833-0529

**Carriers**

- A Alaska Public Entity Insurance (a Joint Ins Arrangement)
- B Various Property Carriers
- C Liberty Mutual Fire Insurance Company
- D Munich Reinsurance America, Inc
- E Great American Insurance Company
- F Safety National Casualty Corporation
- G Safety National Casualty Corporation
- H National Union Fire Ins. Co. of Pittsburgh, PA
- I Evanston Insurance Company

**DATE ISSUED:** 5/26/2022  
**BINDER NUMBER:** IBC2122251M01  
**EFFECTIVE DATE:** 7/1/2022 at 12:01am  
**EXPIRATION DATE:** 9/1/2022 at 12:01am

**INSURED**

**City & Borough of Wrangell**  
 PO Box 531  
 Wrangell, AK 99929

COVERAGE	CARRIER	TYPE AND LIMIT OF INSURANCE	DEDUCTIBLE	LIABILITY LIMIT
<b>PROPERTY</b>				
		Stated Value and Deductible per Property Statement of Values:		\$84,078,392
Policy #:	PPC4523251M	A Primary Coverage (\$500,000 limit)		
		B Excess Coverage (\$200 mil per occurrence program limit)		
		B Earthquake & Flood (\$75 mil aggregate limit)		No Coverage
		C Equipment Breakdown (\$200 mil occurrence limit)		
<b>GENERAL LIABILITY (including E&amp;O, Employment Practices, Employee Benefits, Law Enforcement, Water/Sewer Backup, Non-Owned Auto, and Volunteer Medical)</b>				
Policy #:	GALPC5523251M	A Primary Coverage	\$0 & \$10,000	\$500,000
		D & E & F Reinsurance		\$15,000,000
		A Volunteer Medical	\$0	\$50,000
Reported Payroll : \$4,029,015				
<b>AUTOMOBILE LIABILITY</b>				
		Primary Coverage		\$500,000
Policy #:	GALPC5523251M	A Combined Single Limit Liability	\$0	
		A & I Actual Cash Value for 1st party Physical Damage	Varies	
		A Uninsured/Underinsured Motorist	\$0	\$250,000
		D & E & F Reinsurance		\$15,000,000
Vehicle Count (liability) : 52 Vehicle Count (physical damage) : 15				
<b>WORKERS' COMPENSATION &amp; EMPLOYER'S LIABILITY (including Jones Act and USL&amp;H)</b>				
Policy #:	WCPC6523251M	A Primary Coverage		
		Alaska State Act		\$1,000,000
		Employer's Liability		\$1,000,000
		G Excess		
		Alaska State Act		Statutory Limit
		Employer's Liability		\$2,000,000
Reported Payroll : \$4,029,014				
<b>SPECIALTY COVERAGES</b>				
Policy #:	TBD	H Public Entity Crime Coverage		\$1,000,000

CONDITIONS: APEI binds coverage for the kind(s) of insurance stated above. The insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by APEI and the listed Carriers.

This binder may be cancelled by the Insured or APEI by written notice to the other party stating when cancellation will be effective in accordance with the policy conditions. This binder is cancelled when replaced by a policy(ies). If this binder is not replaced by a policy(ies), APEI is entitled to charge a premium for the coverage.

*Barbara Thurston*  
 Barbara Thurston  
 Executive Director, APEI

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>13</b>

Approval of a contract award to T&R Electric Supply Company, Inc. in the amount of \$224,700 for the 3 Megawatt Transformer Procurement project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$224,700</b>		
FY 20: \$	FY 21: \$	FY22: \$330,000
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Bid Summary for 3 Megawatt Transformer Procurement

**RECOMMENDATION MOTION:**

Move to approve a contract award to T&R Electric Supply Company, Inc. in the amount of \$224,700 for the 3 Megawatt Transformer Procurement project.

**SUMMARY STATEMENT:**

As part of the 12MW Power Plant Upgrade project, a competitive solicitation was let for the purchase of three remaining transformers needed to help correct a bottleneck of power distribution at the point of the ring buss which restricts the full 12MW power capacity of the standby diesel power plant.

WML&P's distribution system is supported by three 2MW transformers and one 3MW transformer (the 3MW was installed in 2020). The transformers represent the primary bottleneck to the power distribution system and serve to restrict the amount of load that can be pushed out to the system. Replacing the remaining three 2MW units with three 3MW units will help provide the added capacity to the electrical distribution system.

The CBW issued an Invitation to Bid for the purchase of three, 3MW Transformers. On June 13, 2022 the City & Borough of Wrangell received two bids in response to the Invitation to Bid. The apparent lowest, responsive and responsible bid was received from T&R Electric Supply Company, Inc. in the amount of \$224,700. The second bidder, WESCO, only bid on two of the three required transformers and their unit price for the two units exceeded the unit price from T&R.

It is noted that the lead time for the transformers is 60-62 weeks (or 15 months) after receiving the order; however, T&R indicated that they will do their best to reduce the lead time, if it is within their ability to do so.

Staff recommend awarding the procurement contract to T&R Electric Supply Company, Inc.

3 Megawatt Transformer Procurement

Bid Opening Checklist and Tabulation Summary

Bid Opening Date: June 13, 2022 @ 2:00 p.m. - Assembly Chambers

Bidder's Name	Bid Form	Part 2.1 - Criteria and Evaluation Form	Addenda			Bid Amount	Bid Amount Modification	Total Bid Amount with Modification	Total Based on 5% Local Bidder Preference (if applicable)
			#1	#2	#3				
Wasco	✓	✓	✓	✓	✓	170,700			offering two units only
T&R Electric Supply Company Inc	✓	✓	✓	✓	✓	224,700			offering three units

Witnessed By: Amr Al-Haddad

Verified By: [Signature]

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>13</b>

Approval of a contract award to Johnson Construction & Supply, Inc. in the amount of \$43,260 for the Heritage Harbor Boat Ramp Apron Concrete Paving

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$43,260</b>		
FY 21: \$	FY 22: \$	FY23: \$43,260
<b>Amount Budgeted: \$43,260</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: Bid Tab Summary

**RECOMMENDATION MOTION:**  
Move to approval a contract award to Johnson Construction & Supply, Inc. in the amount of \$43,260 for the Heritage Harbor Boat Ramp Apron Concrete Paving.

**SUMMARY STATEMENT:**

This project will replace the asphalt apron (approach) at the top of the boat ramp in the Heritage Harbor parking lot with concrete pavement surfacing. The asphalt surfacing in this area has deteriorated and needs to be replaced. The area identified for replacement is approximately 40' 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.

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 as outlined in the FY budget.

The City & Borough of Wrangell issued an Invitation to Bid for the Heritage Harbor Boat Ramp Apron Concrete Paving. The CBW received two bids in response to the Invitation to Bid. The apparent lowest, responsive, and responsible bid was received from Johnson Construction & Supply, Inc. in the amount of \$43,260. Staff recommend awarding the procurement contract to Johnson Construction & Supply, Inc. The project is slated to occur during the first part of August 2022. All expenditures will occur under the FY23 budget and are reflected as such therein.

\*The City and Borough of Wrangell's procedures for submitting documentation for the purpose of award, involves the withholding of detailed information from each Bidder until an award has been made. The reason for this procedure is that in case all bids are rejected, or the project is rebid, the details of each Bidder's bid should remain confidential between potential competitive bidders.

HERITAGE HARBOR BOAT RAMP CONCRETE PAVING

Bid Opening Checklist and Tabulation Summary

Bid Opening Date: June 1, 2021 @ 2:00 p.m. - Assembly Chambers

Bidder's Name	Signed Bid Proposal	Addenda		Bid	Bid Modification	Total Bid with Modification	Total Based on 5% Local Bidder Preference (if applicable)
		#1					
Ketchikan Ready Mix & Quarry	✓	✓		52,750.00	0	52,750.00	✓
Johnson's Construction Supply Inc.	✓	✓		43,260.00		43,260.00	✓

Verified By: *Jim Lane*      Witnessed By: *Timothy Alabadad*

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>13</b>

Approval of a Professional Services Agreement with Shannon & Wilson in the amount of \$52,162 for the Mt Dewey Slope Geotechnical Investigations

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$52,162</b>		
FY 21: \$	FY 22: \$	FY23: \$52,162
<b>Amount Budgeted: \$52,162</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: Shannon & Wilson May 26, 2022 Fee Proposal for Geotechnical Services, Dewey Trailhead Slope, Preliminary Evaluation

**RECOMMENDATION MOTION:**  
Move to approval a Professional Services Agreement with Shannon & Wilson in the amount of \$52,162 for the Mt Dewey Slope Geotechnical Investigations.

**SUMMARY STATEMENT:**



At the slope of Mt. Dewey above Third Street soil sloughing has been observed on the face of the slope.

While we had a geologist in town in April performing the periodic dam inspection at the reservoirs, we asked him to review this area with us. Upon further investigations within the timbered area along the upper sections of the slope, there is evidence of historical movement, unvegetated scarps and traverse cracking. The area appears to be steepened soil or remnant landslide slope between areas of relatively shallow bedrock.

The engineers' recommendation is to characterize the area below the landslide to understand the failure mechanisms and preliminary rehabilitation measures by performing borings, advanced through the roadway due to the steepness of the slope, rock coring, and a geophysical survey through seismic refraction.

Following soil testing and analysis, the final geotechnical report will provide preliminary engineering recommendations for stabilization of the landslide mass. It will not include design of stabilization methods nor additional exploration that may be necessary to complete a final design.

The fee submitted assumes the work will be performed when the drilling machine is in Wrangell for the Upper Dam exploration effort.



May 26, 2022

Ms. Amber Al-Haddad, Director of Public Works  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

RE: PROPOSAL FOR GEOTECHNICAL SERVICES, DEWEY TRAILHEAD SLOPE,  
PRELIMINARY EVALUATION, ALASKA

Dear Ms. Al-Haddad:

Per your request, we have prepared this proposal to provide geotechnical services for the evaluation of the slope above the Dewey Trailhead parking area along Third Street in Wrangell, Alaska. During an April 26, 2022 site visit we observed signs of instability in the slope to the west of the trailhead, above Third Street. The area appears to be an over steepened soil or remnant landslide slope between areas of relatively shallow bedrock as evidenced by outcrops in the road shoulder. Evidence of historical movement was observed as well as more recent instability as evidence by unvegetated scarps and transverse cracking.

## SCOPE OF WORK

Our geotechnical work will be accomplished in the tasks outlined below. It is our opinion that the work is in agreement with what you have requested and is consistent with the local standard of practice. Because of the steepness of the slope and large vegetation, accessing the actual slope with a drill rig would require significant cost. Thus, we have developed the following scope in conversations with you. The intent is to characterize the area just below the landslide in an attempt to understand the failure mechanisms and preliminary rehabilitation measures.

### Tasks 1 and 2: Fieldwork

We assume that this field work can be conducted either just before or after the explorations planned at the Upper Wrangell Dam. As such, our effort does not include travel to or from Wrangell for our geotechnical representative who will log the borings.

The contractor will utilize a rubber track mounted (Geoprobe) drilling rig equipped with air rotary and Standard/Modified Penetration Test (SPT/MPT) sampling tools to advance the borings. Based on the steepness of the slope, the borings will be advanced through the existing roadway. Prior to mobilization to the field, we will coordinate with the Call Locate Center to clear each boring area of buried public utilities. We assume that you will coordinate site access with the property owners, as needed, and locates for private utilities that may be at the site prior to our mobilization.

Our costs estimate includes two days of site work for drilling, including mobilization and demobilization from the Upper Dam to the trailhead. We estimate three to four borings can be advanced in the allotted time. Borings will be advanced up to 40 feet bgs or to bedrock, whichever is shallower. Soil samples will generally be collected at 2.5-foot intervals to a depth of 15 feet and at 5-foot intervals thereafter, or as needed to characterize changing soil conditions. A grab sample of surface soils will also be collected from the drill cuttings. We have included costs for limited rock coring to characterize the bedrock.

If we encounter conditions during drilling that may require our borings to extend deeper than anticipated, we will attempt to contact you before demobilization from the field to discuss further action which could include deeper drilling and additional engineering analysis. In this event, we will be prepared to discuss the fees associated with these additional services. Our scope of work assumes that contaminated soil and groundwater are not present in the project areas.

An experienced engineer or geologist will be present during the fieldwork to locate the borings, observe the drilling action, collect samples, prepare descriptive logs for the borings, and observe groundwater conditions, if appropriate. Soil samples will be described in general accordance with the Unified Soil Classification System for presentation on the boring logs. Upon completion, the borings will be backfilled with auger cuttings.

### Task 3: Geophysical Survey

The following approach is based on our understanding of the project site and the objectives of the geophysical survey which is generally intended to assist with locating bedrock contacts and in conjunction with the borings, developing a subsurface profile. To accomplish this, we propose to conduct two seismic refraction lines roughly orthogonal to each other in the project area. Each line will consist of one or two seismic spreads with each spread being 230 feet in length. One line will be run along 3<sup>rd</sup> Avenue on the upslope side of

the roadway. The other line will begin at the roadway and run up the slope perpendicular to the roadway. Exact line lengths and number of spreads will be determined based on our ability to access and traverse the slope and the distance available between the roadway and what appears to be a near vertical cliff at the top of the slope.

Data will be collected using a Geometrics Geode seismograph connected to a 24-geophone seismic array. The seismic source will consist of a 12-pound sledgehammer striking a steel plate. The end of each seismic line will be recorded with a handheld GPS device. Relative geophone elevations will be collected using a transit rod and level.

We assume that brushing using machetes and other hand tools is acceptable at the site. We also assume access to the site will be coordinated by you.

The collected data will be processed using Seisimager software from Geometrics. The processed data will be presented in our report as a 2-D cross section represented either by a layered earth model, or if distinct refractors are not observed, as a tomographic profile.

The results of the geophysical survey will be provided in our geotechnical report which will include descriptions of the site and project, data collection methods, data analysis and a narrative discussion of the survey results and conclusions. The report will also include a general vicinity map, site plan, and graphical representation of the results of the seismic refraction survey presented using 2-dimensional profiles. Survey line locations will be presented on the site plan. Our report will be prepared under the supervision of, and will be signed and stamped by a civil engineer, registered in the State of Alaska and experienced in geophysics.

#### Task 4: Laboratory Testing

Soil samples recovered during drilling will be tested for moisture content, occasional grain size, organic content, and/or plasticity (Atterberg Limits) as needed for classification purposes. We will, however, plan to adjust the types of tests and the testing program based on the actual conditions encountered. Laboratory testing will generally be accomplished in accordance with ASTM International (ASTM) standard procedures as appropriate.

#### Task 5: Geotechnical Report

Upon completion of our fieldwork and laboratory testing we will prepare a geotechnical engineering report (GER) presenting the results of our studies. Our report will include a

summary of the field efforts including tabulated field and lab testing results, boring logs, and the results of our geophysical survey. Along with the basic project summary information, our report will also present a narrative description of the subsurface conditions encountered. Maps showing the locations of borings and geophysical survey lines, and graphical logs of the boring(s), will support the description of subsurface conditions.

We will prepare a geotechnical engineering report that will provide preliminary engineering recommendations for stabilization of the landslide mass. We will coordinate with you prior to initiating our engineering evaluation to confirm our approach and proceed as appropriate. Note that our efforts do not include final design of the stabilization methods and additional explorations/engineering may be necessary to complete the final design.

The report will be prepared under the supervision of and will be signed and stamped by a civil engineer, registered in the State of Alaska and experienced in geotechnical engineering. We will submit an electronic copy of the report in Adobe Acrobat format. Hard copies of the report can be provided upon request.

## SCHEDULE

We are prepared to begin work on this project as soon as we received written notice to proceed. Equipment acquisition for the geophysical explorations, if authorized, can typically be completed within several days. We estimate that the field work will be completed in four days. If more time is required than indicated, we will keep you advised.

Laboratory testing is typically completed within two to three weeks of receipt of the soil samples in our laboratory. We estimate that preliminary repair concepts can be discussed within about four to five weeks following completion of the fieldwork and the final GER can be completed about three to four weeks following confirmation of a final repair solution. Significant findings can be provided to you informally as soon as they are determined.

## ESTIMATED COSTS AND CONDITIONS FOR SERVICES

We are prepared to undertake the work for the submittal of our final geotechnical engineering report, as outlined above, in accordance with the attached *Summary Cost Estimate* on a time and materials basis. The terms and conditions for our services described above are in accordance with our mutually agreed upon subcontract for professional services. We have attached *Important Information About Your Geotechnical/Environmental*

*Proposal* to our proposal to assist you and others in understanding the proper use and limitation of our services.

If you have questions or comments or wish to revise the scope of our services, please contact the undersigned. If you approve this proposal, please initial below and on the attached cost estimate and fax those pages back to us as notice to proceed. We look forward to working with you on this project and appreciate the opportunity to be of service to you.

Sincerely,

SHANNON & WILSON



Stafford Glashan, P.E.  
Senior Engineer III

SJG/TMK:KLB

Enc. Summary Cost Estimate  
Important Information about your Geotechnical/Environmental Proposal

**SUMMARY COST ESTIMATE**

<b>GEOTECHNICAL SERVICES</b>					<b>COST</b>
<b>1. Project Management/Coordination</b>					<b>\$1,610</b>
Vice President	2	hrs. x	\$235 /hr.	=	\$470
Senior Professional III	4	hrs. x	\$170 /hr.	=	\$680
Professional IV	4	hrs. x	\$115 /hr.	=	\$460
<b>2. Fieldwork (Drilling / Sampling) *</b>					<b>\$23,592</b>
<b>Drilling Subcontractor</b>					
Rig & Crew Mobilization	1	lump sum	\$2,210 each	=	\$2,210
Drill and sample borings	2	days x	\$7,690 /day	=	\$15,380
Drilling Expendables	120	feet x	\$15 /ft.	=	\$1,800
Asphalt Cut and Patch	4	x	\$41 each	=	\$164
<b>Shannon &amp; Wilson</b>					
Professional IV	24	hrs. x	\$115 /hr.	=	\$2,760
Per Diem	2	days x	\$69 /day	=	\$138
Vehicle	2	days x	\$120 /day	=	\$240
Lodging	2	night x	\$200 /night	=	\$400
Sample and Equipment Shipping (estimated)	1	x	\$500 each	=	\$500
* Assumes field staff and equipment are already mobilized to Wrangell for Upper Dam explorations.					
<b>3. Seismic Refraction Survey, Processing, Reporting</b>					<b>\$15,125</b>
<b>Prep and Fieldwork*</b>					
Senior Professional III (incl Travel)	36	hrs. x	\$170 /hr.	=	\$6,120
Professional IV	24	hrs. x	\$115 /hr.	=	\$2,760
Airfare	1	x	\$800 each	=	\$800
Equipment Rental	2	x	\$350 each	=	\$700
Equipment Shipping (estimated)	1	x	\$400 each	=	\$400
Per Diem (1 day travel, 2 days field, 2 people)	5	days x	\$69 /day	=	\$345
Vehicle	2	days x	\$120 /day	=	\$240
Lodging (2 nights, 2 people)	4	night x	\$200 /night	=	\$800
<b>Data Processing and Additional Reporting</b>					
Senior Professional III	12	hrs. x	\$170 /hr.	=	\$2,040
Professional IV	8	hrs. x	\$115 /hr.	=	\$920
* Costs assume geophysical survey is conducted concurrently with the explorations in Task 2					
<b>4. Laboratory Testing</b>					<b>\$2,465</b>
Water contents	20	samples x	\$18 each	=	\$360
Grain size (split spoon sample)	6	samples x	\$125 each	=	\$750
Atterberg Limits	2	samples x	\$200 each	=	\$400
Detailed Core Logging & Sample Prep	4	hrs. x	\$115 /hr.	=	\$460
Point Load Index	4	samples x	\$55 each	=	\$220
Unconfined Compressive Strength	1	samples x	\$275 each	=	\$275
<b>5. Preliminary Geotechnical Report</b>					<b>\$9,370</b>
Vice President	8	hrs. x	\$235 /hr.	=	\$1,880
Senior Professional III	16	hrs. x	\$170 /hr.	=	\$2,720
Professional IV	40	hrs. x	\$115 /hr.	=	\$4,600
Admin Asst II	2	hrs. x	\$85 /hr.	=	\$170
<b>Estimated Total =</b>					<b>\$52,162</b>

## Important Information About Your Geotechnical/Environmental Proposal

More construction problems are caused by site subsurface conditions than any other factor. The following suggestions and observations are offered to help you manage your risks.

### HAVE REALISTIC EXPECTATIONS.

If you have never before dealt with geotechnical or environmental issues, you should recognize that site exploration identifies actual subsurface conditions at those points where samples are taken, at the time they are taken. The data derived are extrapolated by the consultant, who then applies judgment to render an opinion about overall subsurface conditions; their reaction to construction activity; appropriate design of foundations, slopes, impoundments, and recovery wells; and other construction and/or remediation elements. Even under optimal circumstances, actual conditions may differ from those inferred to exist, because no consultant, no matter how qualified, and no subsurface program, no matter how comprehensive, can reveal what is hidden by earth, rock, and time.

### DEVELOP THE SUBSURFACE EXPLORATION PLAN WITH CARE.

The nature of subsurface explorations—the types, quantities, and locations of procedures used—in large measure determines the effectiveness of the geotechnical/environmental report and the design based upon it. The more comprehensive a subsurface exploration and testing program, the more information it provides to the consultant, helping to reduce the risk of unanticipated conditions and the attendant risk of costly delays and disputes. Even the cost of subsurface construction may be lowered.

Developing a proper subsurface exploration plan is a basic element of geotechnical/environmental design that should be accomplished jointly by the consultant and the client (or designated professional representatives). This helps the parties involved recognize mutual concerns and makes the client aware of the technical options available. Clients who develop a subsurface exploration plan without the involvement and concurrence of a consultant may be required to assume responsibility and liability for the plan's adequacy.

### READ GENERAL CONDITIONS CAREFULLY.

Most consultants include standard general contract conditions in their proposals. One of the general conditions most commonly employed is to limit the consulting firm's liability. Known as a "risk allocation" or "limitation of liability," this approach helps prevent problems at the beginning and establishes a fair and reasonable framework for handling them should they arise.

Various other elements of general conditions delineate your consultant's responsibilities. These are used to help eliminate confusion and misunderstandings, thereby helping all parties recognize who is responsible for different tasks. In all cases, read your consultant's general conditions carefully and ask any questions you may have.

### HAVE YOUR CONSULTANT WORK WITH OTHER DESIGN PROFESSIONALS.

Costly problems can occur when other design professionals develop their plans based on misinterpretations of a consultant's report. To help avoid misinterpretations, retain your consultant to work with other project design professionals who are affected by the geotechnical/environmental report. This allows a consultant to explain report implications to design professionals affected by them, and to review their plans and specifications so that issues can be dealt with adequately. Although some other design professionals may be familiar with geotechnical/environmental concerns, none knows as much about them as a competent consultant.



#### OBTAIN CONSTRUCTION MONITORING SERVICES.

Most experienced clients also retain their consultant to serve during the construction phase of their projects. Involvement during the construction phase is particularly important because this permits the consultant to be on hand quickly to evaluate unanticipated conditions, conduct additional tests if required, and when necessary, recommend alternative solutions to problems. The consultant can also monitor the geotechnical/environmental work performed by contractors. It is essential to recognize that the construction recommendations included in a report are preliminary, because they must be based on the assumption that conditions revealed through selective exploratory sampling are indicative of actual conditions throughout a site.

Because actual subsurface conditions can be discerned only during earthwork and/or drilling, design consultants need to observe those conditions in order to provide their recommendations. Only the consultant who prepares the report is fully familiar with the background information needed to determine whether or not the report's recommendations are valid. The consultant submitting the report cannot assume responsibility or liability for the adequacy of preliminary recommendations if another party is retained to observe construction.

#### REALIZE THAT ENVIRONMENTAL ISSUES MAY NOT HAVE BEEN ADDRESSED.

If you have requested only a geotechnical engineering proposal, it will not include services needed to evaluate the likelihood of contamination by hazardous materials or other pollutants. Given the liabilities involved, it is prudent practice to always have a site reviewed from an environmental viewpoint. A consultant cannot be responsible for failing to detect contaminants when the services needed to perform that function are not being provided.

#### ONE OF THE OBLIGATIONS OF YOUR CONSULTANT IS TO PROTECT THE SAFETY, PROPERTY, AND WELFARE OF THE PUBLIC.

A geotechnical/environmental investigation will sometimes disclose the existence of conditions that may endanger the safety, health, property, or welfare of the public. Your consultant may be obligated under rules of professional conduct, or statutory or common law, to notify you and others of these conditions.

#### RELY ON YOUR CONSULTANT FOR ADDITIONAL ASSISTANCE.

Your consulting firm is familiar with several techniques and approaches that can be used to help reduce risk exposure for all parties to a construction project, from design through construction. Ask your consultant, not only about geotechnical and environmental issues, but others as well, to learn about approaches that may be of genuine benefit.

**The preceding paragraphs are based on information provided by the GBA, Silver Spring, Maryland**

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>13</b>

Approval of an Amendment to the Professional Services Agreement with PND Engineers for the Non-Motorized Transportation System Design in the amount of \$64,901

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$64,901</b>		
FY 20: \$	FY 22: \$64,901	FY23: \$

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. PND Engineers Engineering Services Fee Proposal dated June 8, 2022

**RECOMMENDATION MOTION:**  
Move to approve an Amendment to the Professional Services Agreement with PND Engineers for the Non-Motorized Transportation System Design in the amount of \$64,901.

**SUMMARY STATEMENT:**  
PND Engineers was selected to perform the engineering design services for the Non-Motorized Transportation System project, funded by Federal Highways (FHWA) FLAP.

At the recommendation of FHWA, we developed a Scoping Project which allowed us to proceed with project planning, including US Army Corps of Engineers (USACE) wetland permitting and survey work, to aid in defining potential design scenarios and their associated costs, which were used to apply for and successfully obtain another approximate \$450,000 for the project from FHWA.

Having completed the Scoping phase and receiving additional funding, we requested a design fee proposal from PND Engineers for completing the design and construction bidding documents and assisting with the bidding phase as outlined in the scope of work developed by the Borough. PND's cost for the requested services is a fixed fee of \$64,901.

Federal Highways has reviewed the fee proposal for the proposed amendment and takes no exceptions.

Staff recommend approving an amendment to the existing PSA with PND Engineers in the amount of \$64,901 for the Non-Motorized Transportation System Design Project.



ENGINEERS, INC.

June 8, 2022

PND 212038

Ms. Amber Al-Haddad  
 Capital Facilities Director  
 City and Borough of Wrangell (CBW)  
 PO Box 531  
 Wrangell, Alaska 99929

Re: Wrangell Non-Motorized Transportation System Final Design  
 Engineering Services Fee Proposal

Dear Ms. Al-Haddad:

PND Engineers, Inc. (PND) appreciates the opportunity to provide this proposal for engineering services in response to the Scope of Work (SOW) prepared by the CBW on May 20, 2022 for the Wrangell Non-Motorized Transportation System project. The scope of services under this proposal is intended to move the project through final engineering design and preparation of bid ready contract documents followed by bid phase support. Construction phase engineering services are not included in this proposal however can be negotiated at a future date following successful completion of the design and bid phases.

### Scope of Improvements

The scope of construction improvements anticipated under this proposal includes all work illustrated in the enclosed drawing set (excluding the Paddle Craft Trail) entitled *Non-Motorized Transportation System – Concept Development, dated September 13, 2021*. The specific improvements are further listed in the attached *Conceptual Engineer's Estimate also dated September 13, 2021*.

### Fee Proposal

PND will provide engineering services under four primary tasks as described in the SOW and a detailed breakdown of the fees and services associated with each task is enclosed.

#### Phase I

1. Subtask 1: 65% Design Development. Plans, specifications and cost estimates for all improvements will be advanced to a 65% completion stage for public presentation and CBW review. A State of Alaska DOT&PF driveway permit will be obtained for access to the parking lot on Bennett Street. Anticipated improvements are listed in the detailed budget breakdown. PND understands that the CBW has acquired an environmental consultant to assist them in preparation of a compensatory mitigation plan and that the CBW and their consultant will submit this plan to the USACE. PND assumes only a minor level of effort required during this subtask in regards to final coordination and acquisition of the USACE permit, and PND will notify the CBW if the anticipated level of effort for this task is expected to be exceeded. Total fixed fees are \$35,440 for this task.
2. Subtask 2: 95% Design Development. Plans, specifications and cost estimates for all improvements will be advanced to a 95% completion stage for CBW review. Total fixed fees are \$18,966 for this task.

3. Subtask 3: Bid Ready Documents. Plans, specifications and cost estimates will be finalized and stamped as bid ready under this task. Total fixed fees are \$6,470 for this task.

### Phase II

4. Construction Bidding Assistance: Bid phase assistance, including conducting the pre-bid conference, preparation of addenda documents, evaluation of bids, bid tabulation and award recommendation. Total fixed fees are \$4,026 for this task.

### Project Schedule

Services will commence immediately upon receiving formal authorization to proceed. We have enclosed a preliminary project design and construction schedule for your review.

We appreciate the opportunity to provide engineering services to the CBW on this important project. Thank you for reviewing the proposed professional fees and schedule. Please let me know if we have perceived your needs appropriately for this project. We look forward to working with you towards the successful completion of the Wrangell Non-Motorized Transportation System project.

Sincerely,  
PND Engineers, Inc. | Juneau Office

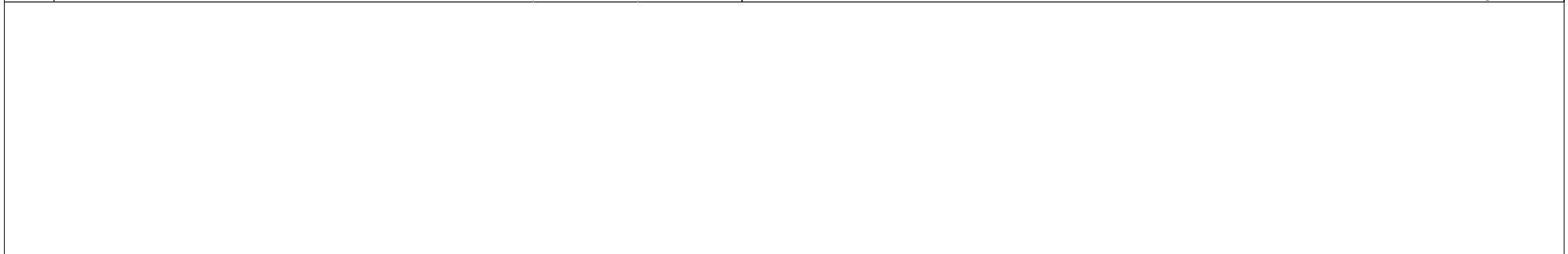
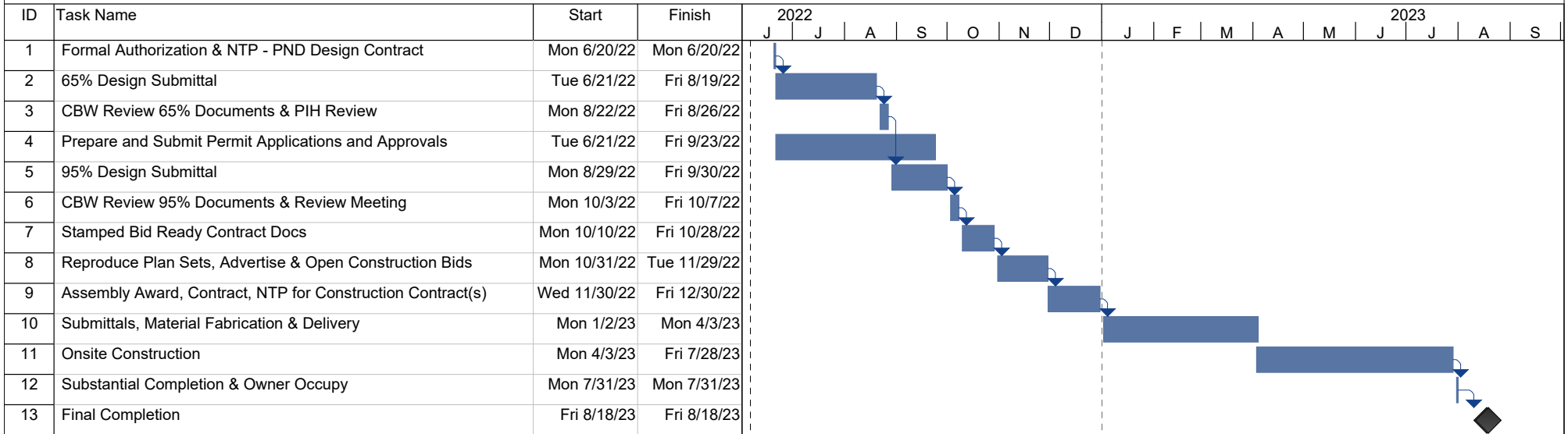


Dick Somerville, P.E.  
Vice President

Enclosures

		Senior Eng. VII	Senior Eng. II	Staff Eng. VI	Tech. VI	CAD Design VI	Corvus LA	Corvus LA	Corvus LA	Labor	Subs.	Expenses	Subtotal	Total
Billing Rate		\$225.00	\$155.00	\$150.00	\$150.00	\$130.00	\$192.50	\$181.50	\$115.00					
<b>Phase 1 - Engineering Design</b>														
<b>Subtask 1</b>	<b>65% Design Development &amp; Permitting</b>													
1.1	Contract Administration, Project Management & Client Coord.	1		2	2		1	1		\$825	\$374		\$1,199	
1.2	Written Design Analysis	1		6						\$1,125	\$0		\$1,125	
1.3	Plan and Profile Sheets - Mt. Dewey & Volunteer Park Trails	1		16		16		2		\$4,705	\$363		\$5,068	
1.4	Trail Typical Sections - USFS Stds	1		8		8		2		\$2,465	\$363		\$2,828	
1.5	Bridge Plans & Details - USFS Stds	1	12	2		12		1		\$3,945	\$182		\$4,127	
1.6	Parking Areas - Site Grading & Drainage Plans & Typical Sections & Signage	2		12		16		4	8	\$4,330	\$1,646		\$5,976	
1.7	Material Quantity Calculations & Cost Estimate Update	1		6						\$1,125	\$0		\$1,125	
1.8	Develop Preliminary Project Design & Construction Schedule			2						\$300	\$0		\$300	
1.9	Prelim. Technical Specifications, CSI Format, USFS Ref.	1		12	4			2		\$2,625	\$363		\$2,988	
1.10	ADOT&PF Driveway Permit App. - Mt. Dewey Parking Area Only	1		12		4				\$2,545	\$0		\$2,545	
1.11	USACE Permit Coordination	1		8						\$1,425	\$0		\$1,425	
1.12	PIH Design Review Meeting in Wrangell			16				14		\$2,400	\$2,541	\$1,793	\$6,734	\$35,440
<b>Subtask 2</b>	<b>95% Construction Documents</b>													
1.2.1	Contract Administration, Project Management & Client Coord.	1		2	2		1	1		\$825	\$374		\$1,199	
1.2.2	Written Design Analysis	1		4						\$825	\$0		\$825	
1.2.3	Plan and Profile Sheets - Mt. Dewey & Volunteer Park Trails	1		8		8				\$2,465	\$0		\$2,465	
1.2.4	Trail Typical Sections - USFS Stds	1		6		8				\$2,165	\$0		\$2,165	
1.2.5	Bridge Plans & Details - USFS Stds	1	8	2		8		1		\$2,805	\$182		\$2,987	
1.2.6	Parking Areas - Site Grading & Drainage Plans & Typical Sections & Signage	1		8		10		4	8	\$2,725	\$1,646		\$4,371	
1.2.7	Material Quantity Calculations & Cost Estimate Update	1		4						\$825	\$0		\$825	
1.2.8	Develop Final Project Design & Construction Schedule			2						\$300	\$0		\$300	
1.2.9	Final Technical Specifications & Bid Docs	1		8	4			4	1	\$2,025	\$841		\$2,866	
1.2.10	Design Review Meeting with Steering Committee - Video Conf.			4				2		\$600	\$363		\$963	\$18,966
<b>Subtask 3</b>	<b>Bid Ready Documents</b>													
1.3.1	Contract Administration, Project Management & Client Coord.			1	2		1	1		\$450	\$374		\$824	
1.3.2	Address all CBW Final Review Comments			4				1		\$600	\$182		\$782	
1.3.3	Internal QA/QC Reviews - Finalize Plans, Specs & Estimate	2	2	8	1	8		2	2	\$3,150	\$593		\$3,743	
1.3.4	Prepare & Deliver Final Stamped Deliverables	1		4				1	1	\$825	\$297		\$1,122	\$6,470
<b>Phase 2 - Construction Bidding Assistance</b>														
<b>Phase 2</b>	<b>Bid Phase Assistance</b>													
2.1	Print & Deliver (6) Construction Document Sets to Client			1	4					\$750	\$0	\$300	\$1,050	
2.2	Conduct Pre-Bid Meeting with Agenda and Minutes			4				2		\$600	\$363		\$963	
2.3	Answer Bidder Questions and Prepare Addenda	1		6				2		\$1,125	\$363		\$1,488	
2.4	Review Bids and Prepare Letter of Award Recommendation	1		2						\$525	\$0		\$525	\$4,026
	<i>Subtotal Hrs</i>	24	22	180	19	98	3	47	20					
	<i>Subtotal \$</i>	\$5,400	\$3,410	\$27,000	\$2,850	\$12,740	\$578	\$8,531	\$2,300	\$51,400	\$11,408	\$2,093	\$64,901	\$64,901

## WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM PROJECT SCHEDULE



PND No. 212038  
Mon 6/6/22

Task		External Tasks		Manual Summary Rollup	
Split		Project Summary		Manual Summary	
Milestone		External Milestone		Start-only	
Summary		Inactive Task		Finish-only	
Rolled Up Task		Inactive Milestone		Progress	
Rolled Up Split		Inactive Summary		Deadline	
Rolled Up Milestone		Manual Task			
Rolled Up Progress		Duration-only			



**CITY OF WRANGELL**  
**WRG Non-Motorized Transportation System**  
**CONCEPTUAL OPTION 2 - ENGINEER'S ESTIMATE**  
 Prepared By: PND Engineers, Inc. on September 13, 2021

Base Bid - Mount Dewey Trail & Parking Area (Gravel Trail Widths 2-ft & 5-ft)					
Item	Item Description	Units	Quantity	Unit Cost	Amount
1505.1	Mobilization	LS	All Reqd	10%	\$68,790
2202.1	Clearing and Grubbing	LS	All Reqd	\$25,000	\$25,000
2202.2	4" Subbase - Geocell Trail	CY	160	\$200	\$32,000
2202.3	6" Foundation Fill - Aggregate Trail	CY	20	\$200	\$4,000
2202.4	6" Geocell with Foundation Fill	CY	250	\$300	\$75,000
2204.1	4" Base Course - Trail	CY	160	\$200	\$32,000
2202.2	Shot Rock Borrow - Parking Lot	CY	800	\$50	\$40,000
2204.2	Base Course - Parking Lot	CY	70	\$100	\$7,000
2205.1	Riprap, Class I - Parking Lot	CY	25	\$100	\$2,500
2250.2	Shoulder Barrier Rock	EA	36	\$250	\$9,000
2501.1	Culvert - Parking Lot	LF	36	\$75	\$2,700
2702.1	Construction Suveying	LS	All Reqd	\$20,000	\$20,000
2714.1	Filter Cloth	SY	1,600	\$12	\$19,200
2718.1	Signage, Trash Can, Dog Bag	LS	All Reqd	\$5,000	\$5,000
2726.1	Step and Run Trail	LF	1,100	\$100	\$110,000
2726.2	Stairs	LS	All Reqd	\$50,000	\$50,000
2726.3	Elevated Boardwalks	LS	All Reqd	\$100,000	\$100,000
2726.4	Retaining Wall	LS	All Reqd	\$7,500	\$7,500
2726.5	Retaining Timbers	LF	4,900	\$30	\$147,000
<b>ESTIMATED CONSTRUCTION BID PRICE</b>					<b>\$756,690</b>
<b>CONTINGENCY (5%)</b>					<b>\$37,835</b>
<b>SURVEYING, PERMITTING, CONCEPT DEVELOPMENT</b>					<b>\$69,542</b>
<b>FINAL DESIGN (8%)</b>					<b>\$60,535</b>
<b>LIMITED CA (3%)</b>					<b>\$22,701</b>
<b>TOTAL RECOMMENDED BASE BID BUDGET</b>					<b>\$947,302</b>

Add. Alt. A - Paddle Craft Trail Parking Area					
Item	Item Description	Units	Quantity	Unit Cost	Amount
1505.1	Mobilization	LS	All Reqd	10%	\$3,338
2202.1	Clearing and Grubbing	LS	All Reqd	\$7,500	\$7,500
2202.2	Excavation and Disposal	CY	45	\$35	\$1,575
2202.3	Shot Rock Borrow	CY	60	\$75	\$4,500
2204.1	Base Course	CY	45	\$100	\$4,500
2205.1	Riprap, Class I	CY	35	\$100	\$3,500
2250.2	Shoulder Barrier Rock	EA	14	\$250	\$3,500
2702.1	Construction Suveying	LS	All Reqd	\$5,000	\$5,000
2714.1	Filter Cloth	SY	100	\$8	\$800
2718.1	Signage	LS	All Reqd	\$2,500	\$2,500
<b>ESTIMATED CONSTRUCTION BID PRICE</b>					<b>\$36,713</b>
<b>CONTINGENCY (5%)</b>					<b>\$1,836</b>
<b>FINAL DESIGN (8%)</b>					<b>\$2,937</b>
<b>LIMITED CA (3%)</b>					<b>\$1,101</b>
<b>TOTAL RECOMMENDED ADD. ALT. A BUDGET</b>					<b>\$42,587</b>
<b>TOTAL RECOMMENDED BASE BID &amp; ADD. ALT. A BUDGET</b>					<b>\$989,889</b>

← NOT INCLUDED IN SCOPE OF WORK

Add. Alt. B - Ishiyama Connector Trail					
Item	Item Description	Units	Quantity	Unit Cost	Amount
1505.1	Mobilization	LS	All Reqd	10%	\$3,705
2202.1	Clearing and Grubbing	LS	All Reqd	\$5,000	\$5,000
2202.2	Foundation Fill	CY	45	\$200	\$9,000
2204.1	Base Course	CY	15	\$200	\$3,000
2702.1	Construction Suveying	LS	All Reqd	\$5,000	\$5,000
2714.1	Filter Cloth	SY	170	\$15	\$2,550
2718.1	Signage	LS	All Reqd	\$2,500	\$2,500
2726.1	Elevated Boardwalk	LS	All Reqd	\$10,000	\$10,000
<b>ESTIMATED CONSTRUCTION BID PRICE</b>					<b>\$40,755</b>
<b>CONTINGENCY (5%)</b>					<b>\$2,038</b>
<b>FINAL DESIGN (8%)</b>					<b>\$3,260</b>
<b>LIMITED CA (3%)</b>					<b>\$1,223</b>
<b>TOTAL RECOMMENDED ADD. ALT. B BUDGET</b>					<b>\$47,276</b>
<b>TOTAL RECOMMENDED BASE BID &amp; ADD. ALT. A &amp; B BUDGET</b>					<b>\$1,037,165</b>

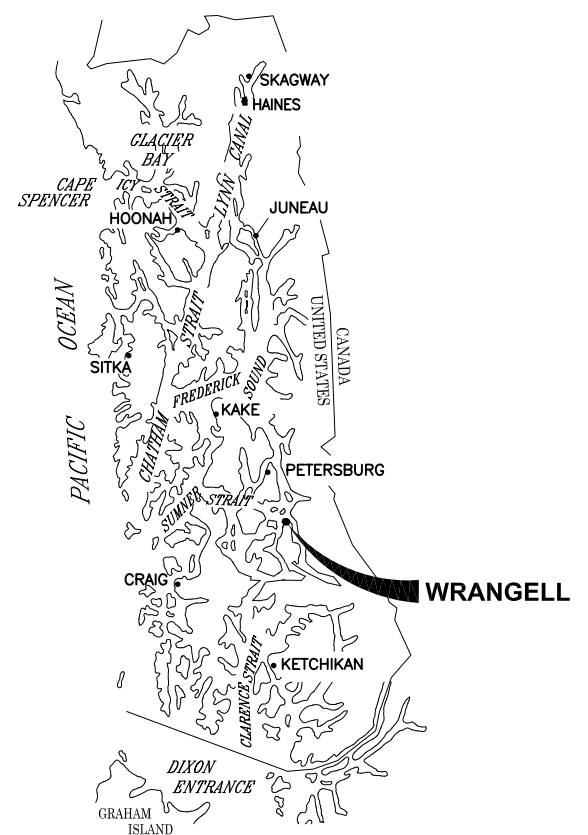




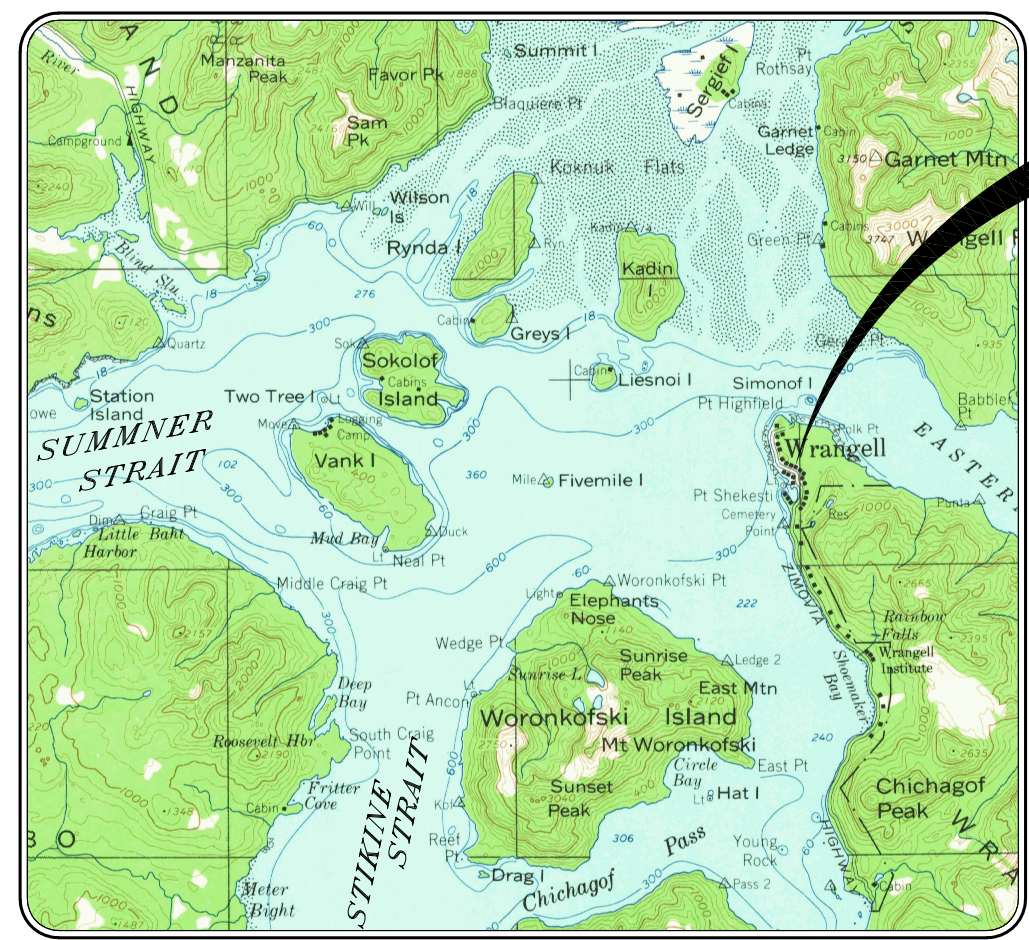
# CITY AND BOROUGH OF WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM CONCEPT DEVELOPMENT



**LOCATION MAP**



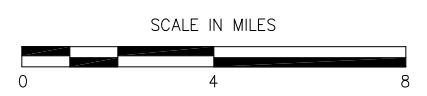
**SOUTHEAST ALASKA**



**PROJECT LOCATION**

TOPOGRAPHY MAP FROM:  
USGS ALASKA TOPOGRAPHIC SERIES;  
PETERSBURG

**VICINITY MAP**



DRAWING INDEX	
DWG. NO.	TITLE
<b>GENERAL</b>	
1	COVER SHEET, VICINITY MAP AND DRAWING INDEX
2	MT DEWEY TRAIL PLAN AND PROFILE
3	MT DEWEY TRAIL PLAN AND PROFILE
4	MT DEWEY TRAIL PLAN AND PROFILE
5	MT DEWEY TRAIL PLAN AND PROFILE
6	ISHIYAMA CONNECTOR TRAIL PLAN AND PROFILE
<del>7</del>	<del>PADDLERAFT TRAIL PARKING AREA</del>
8	TYPICAL DETAILS
9	TYPICAL DETAILS

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**CONCEPT**



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.

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Juneau, Alaska 99801  
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Fax: 907-586-2099  
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DESIGN: <u>BMI/CRM</u>	CHECKED: <u>CRS</u>	SCALE: NTS
DRAWN: <u>BMI</u>	APPROVED: <u>CRS</u>	

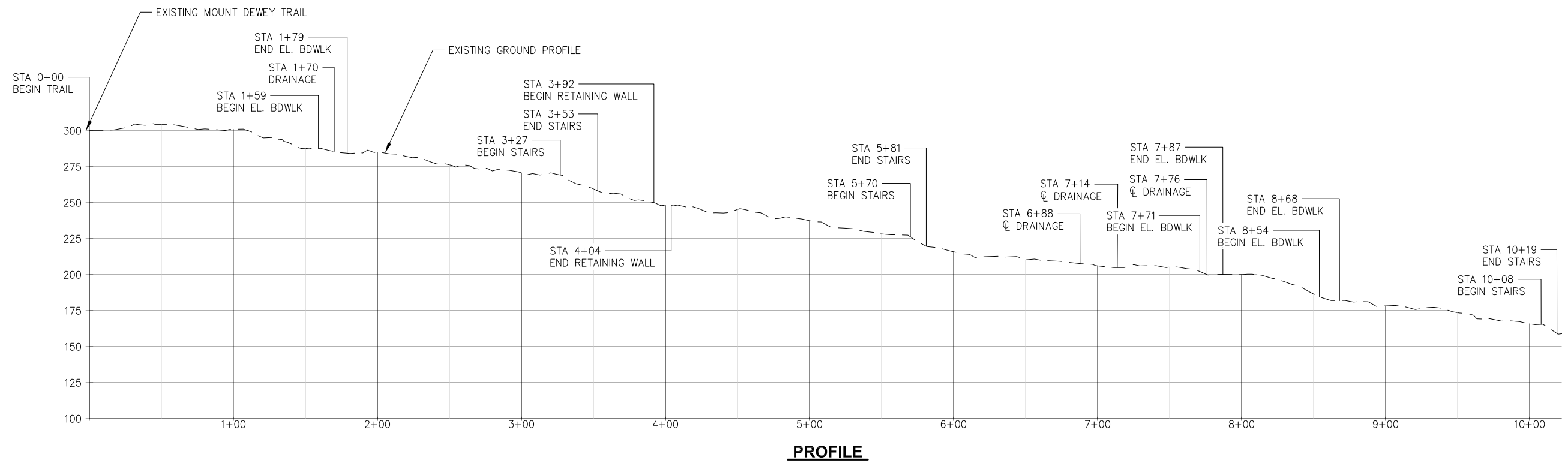
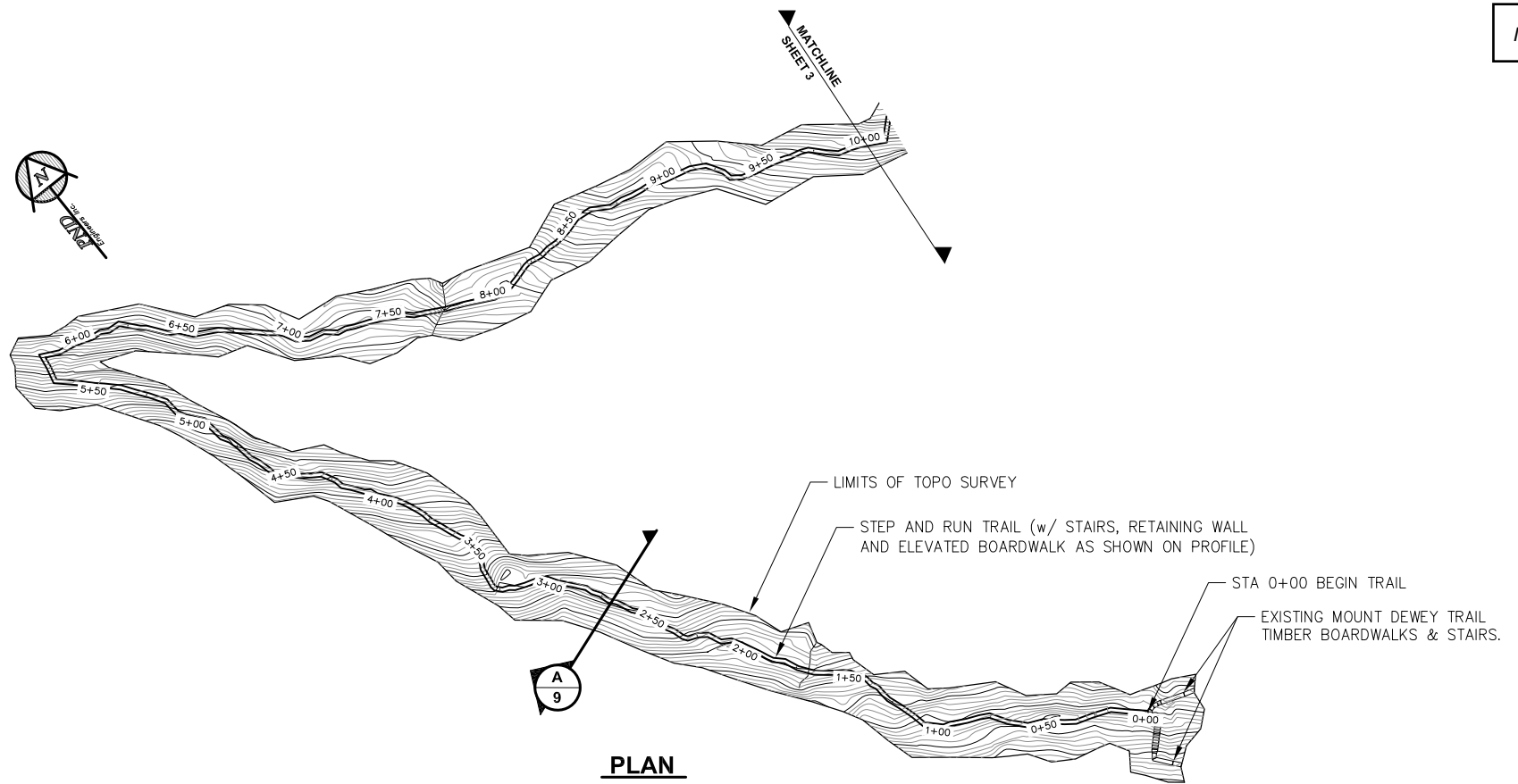
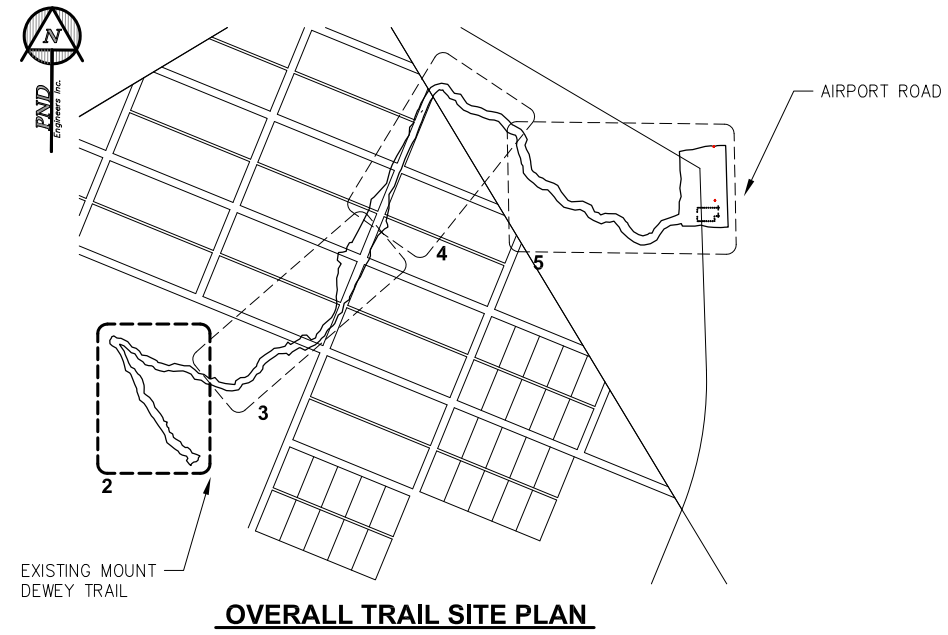
DATE: SEPT. 13, 2021

**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: **COVER SHEET, VICINITY MAP AND DRAWING INDEX**

**1**

PND PROJECT NO.: 212038    C.A.N. NO.: AECC250



**CONCEPT**



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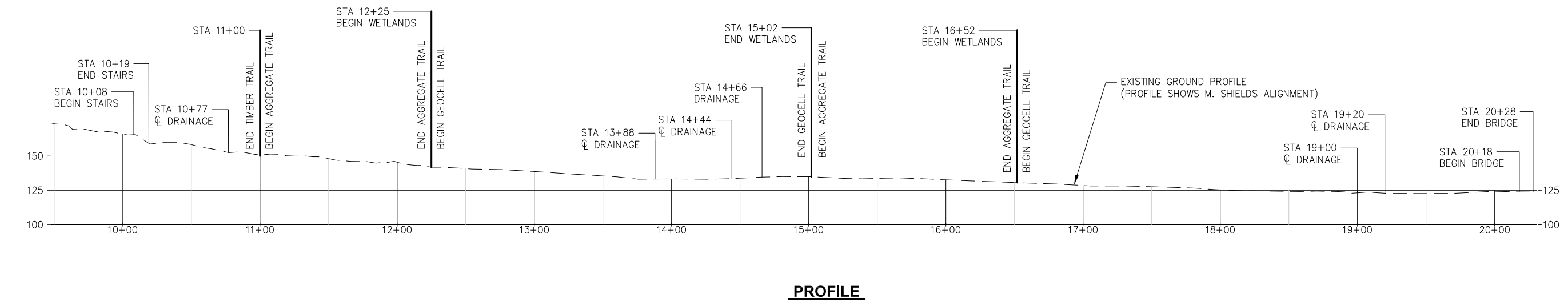
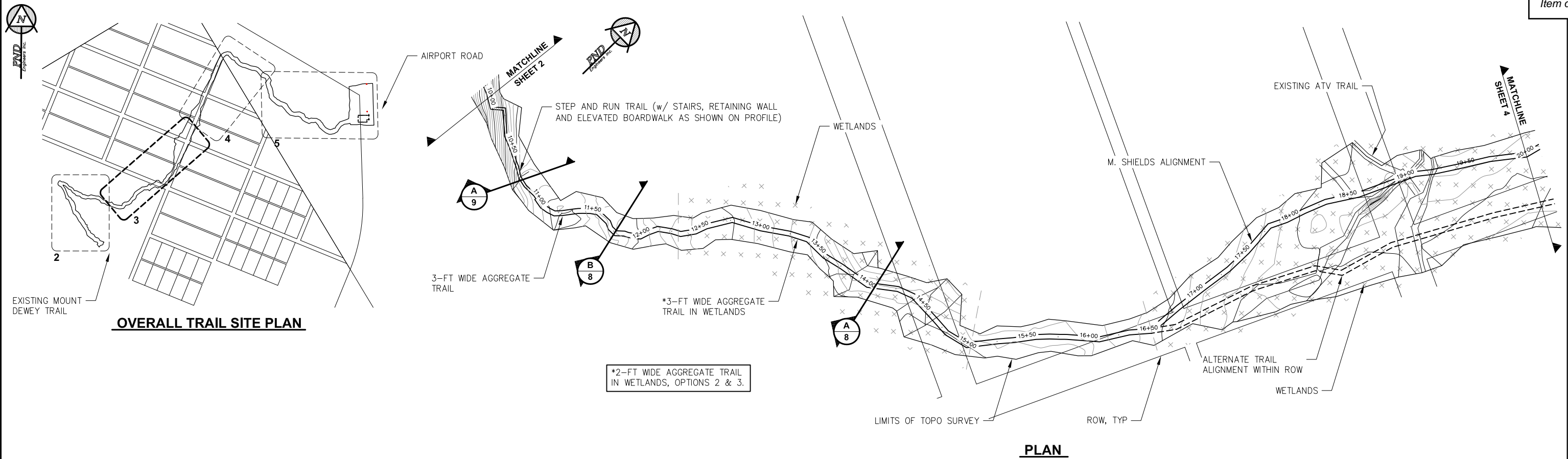
DATE: SEPT. 13, 2021

**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

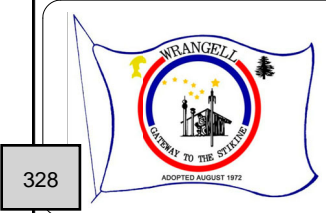
SHEET TITLE: **MOUNT DEWEY TRAIL PLAN AND PROFILE**

PND PROJECT NO.: 212038 C.A.N. NO.: AECC250





**CONCEPT**



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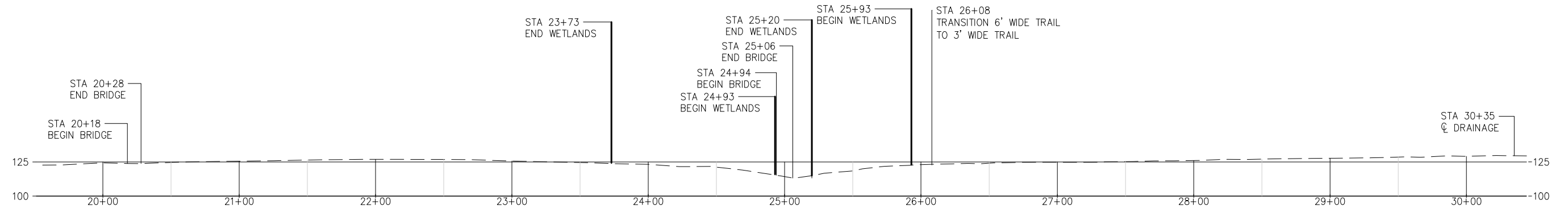
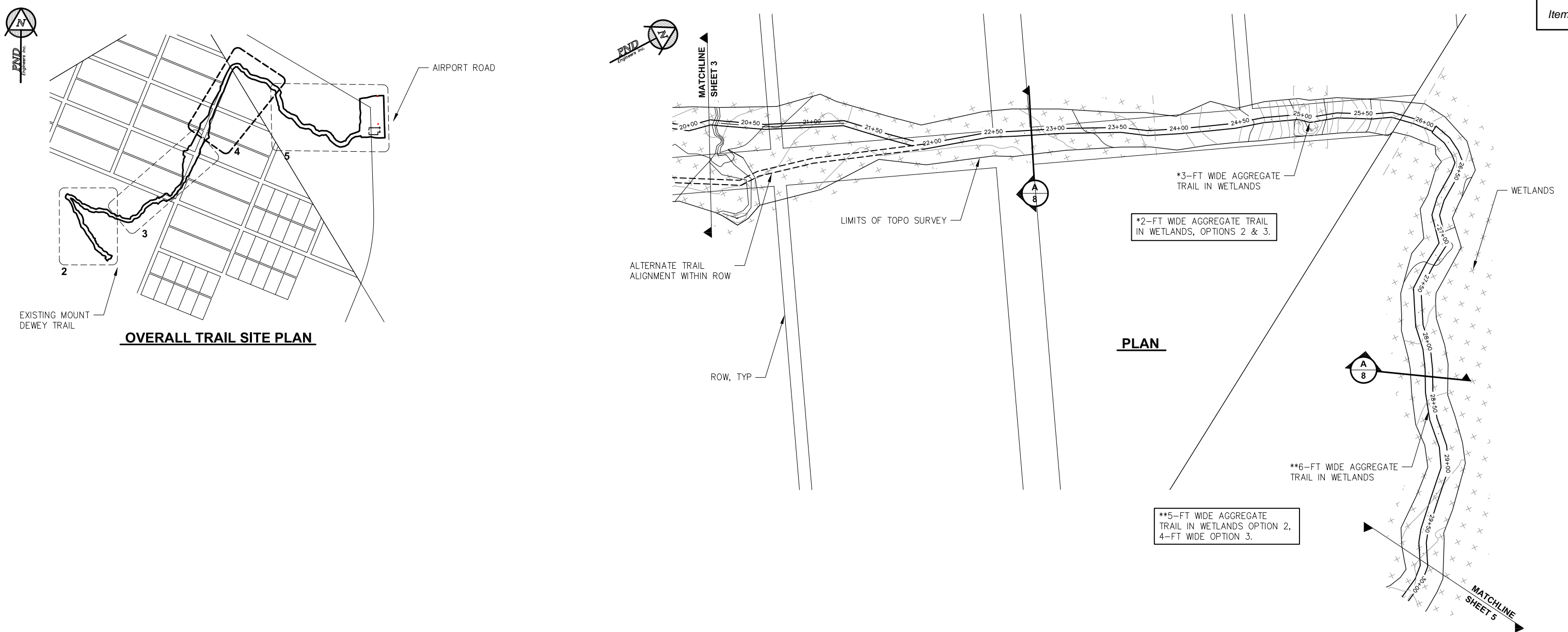
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**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: **MOUNT DEWEY TRAIL PLAN AND PROFILE**

PND PROJECT NO.: 212038 C.A.N. NO.: AECC250

DATE: SEPT. 13, 2021



**PROFILE**

**CONCEPT**



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



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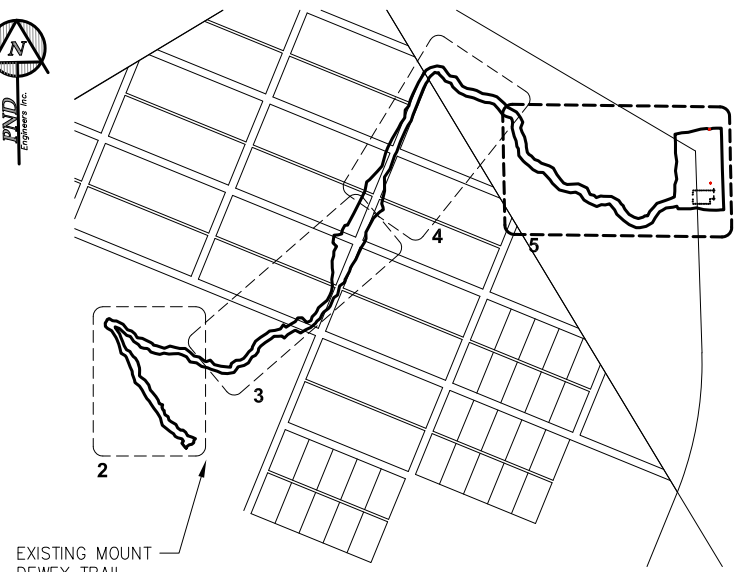
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DATE: SEPT. 13, 2021

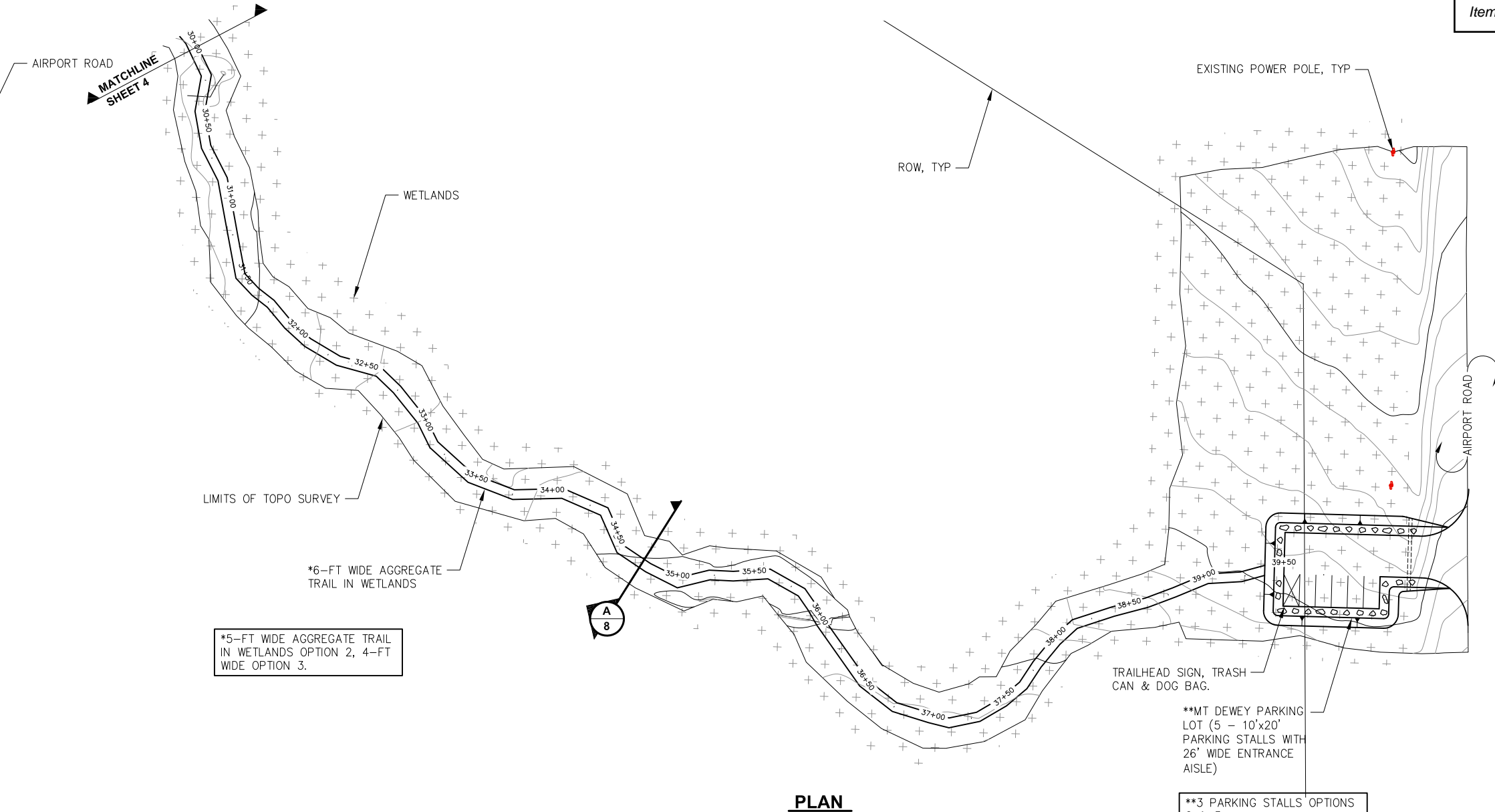
**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

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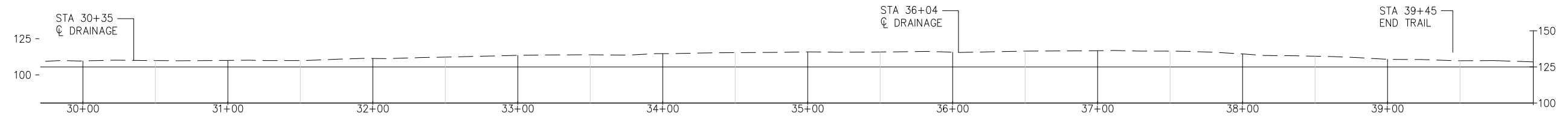
PND PROJECT NO.: 212038 C.A.N. NO.: AECC250



**OVERALL TRAIL SITE PLAN**



**PLAN**



**PROFILE**

**CONCEPT**



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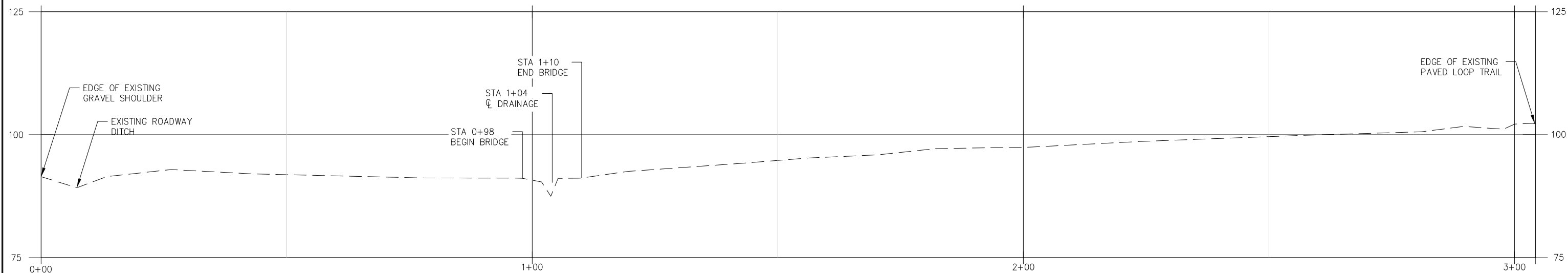
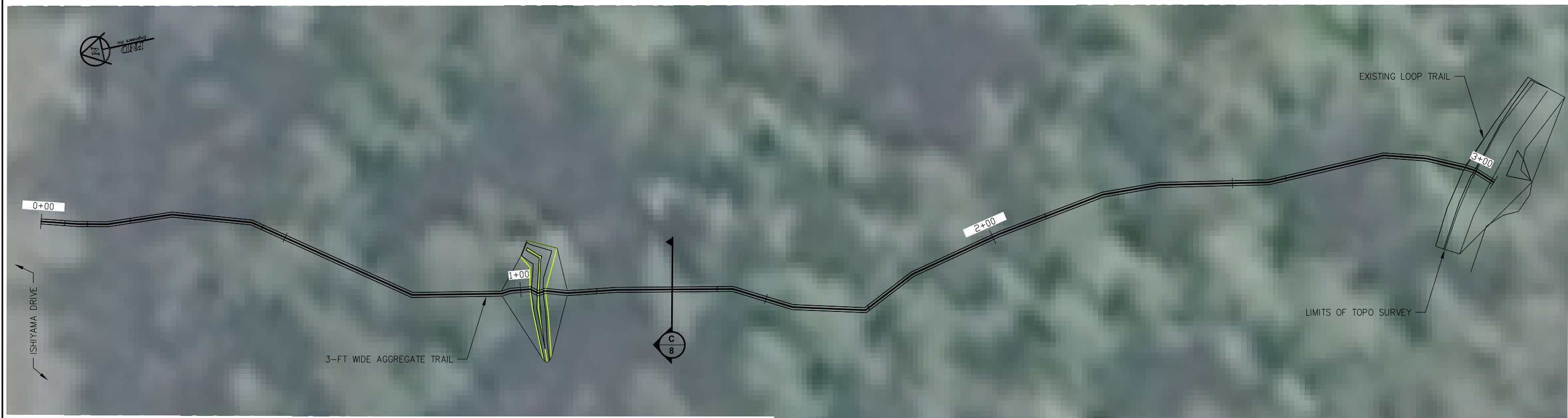
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DATE: SEPT. 13, 2021

**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: **MOUNT DEWEY TRAIL PLAN AND PROFILE**

PND PROJECT NO.: 212038 C.A.N. NO.: AECC250



**CONCEPT**



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DESIGN: BMI/CRM    CHECKED: CRS  
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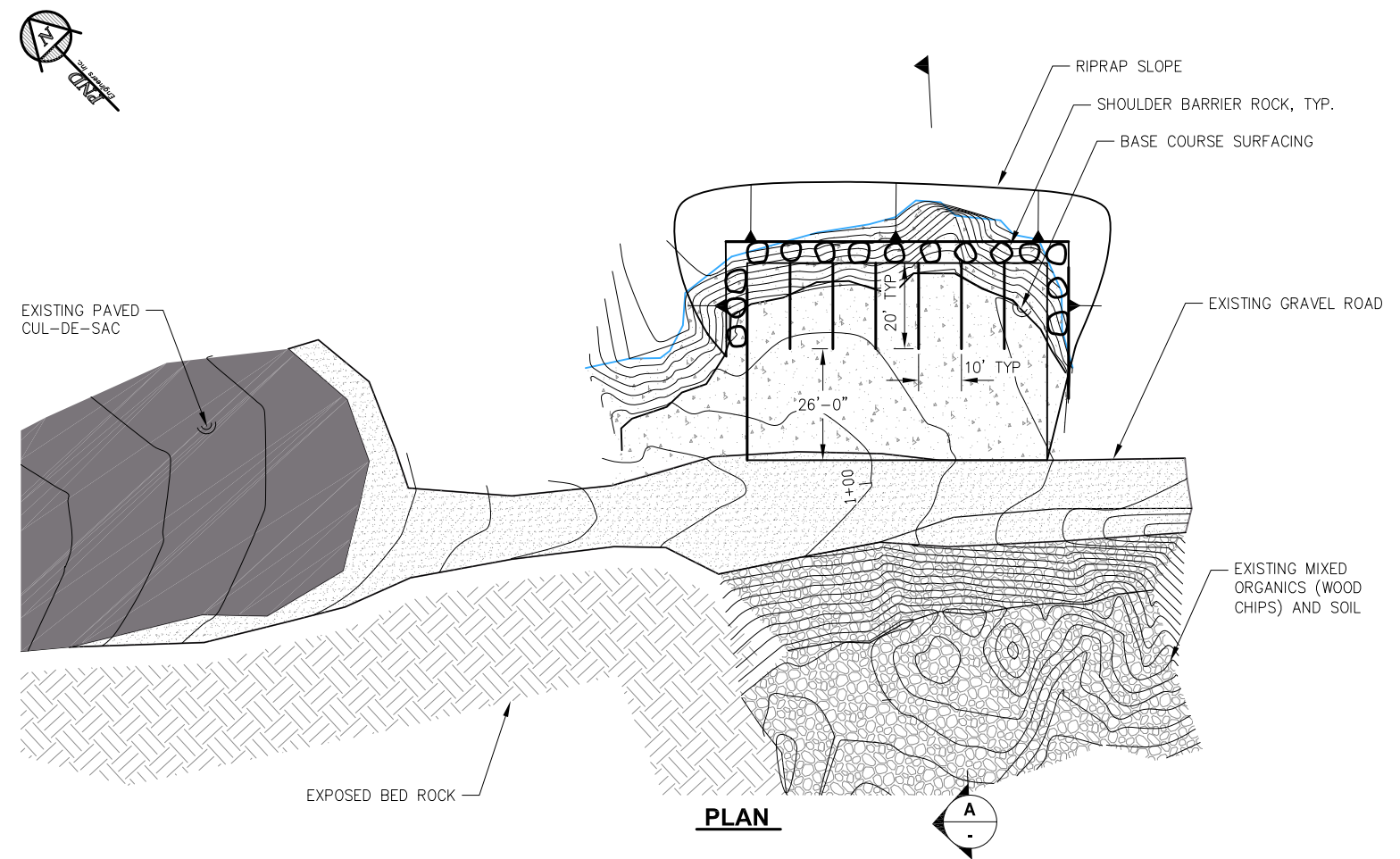
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DATE: SEPT. 13, 2021

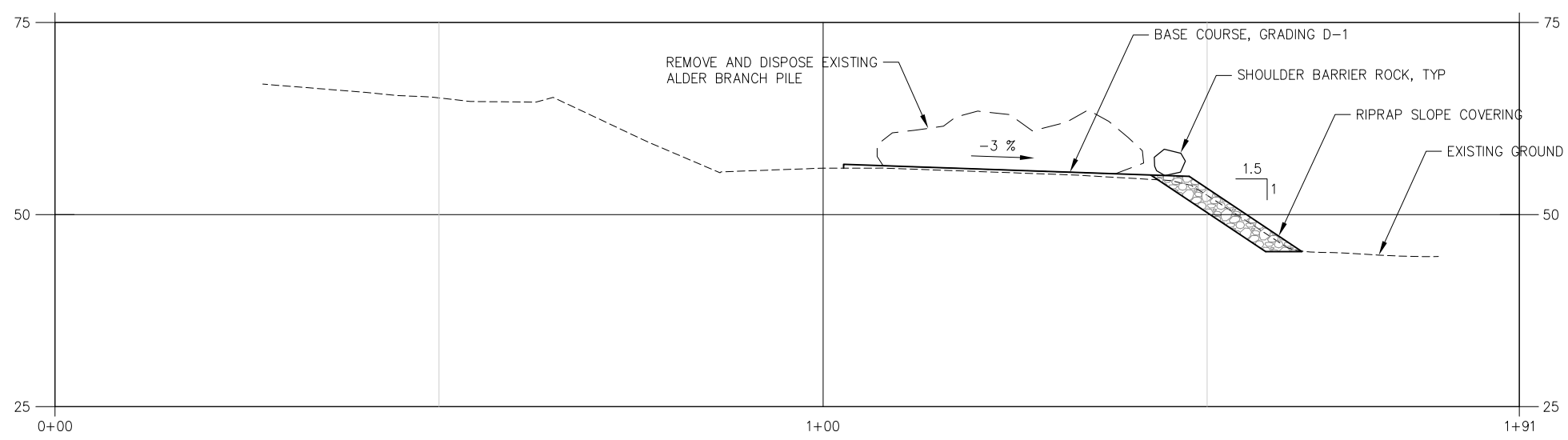
**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE:  
**ISHIYAMA CONNECTOR TRAIL PLAN AND PROFILE**

PND PROJECT NO.: 212038    C.A.N. NO.: AECC250



**NOT INCLUDED IN SCOPE OF PROPOSAL WORK**



**A**  
**TYPICAL SECTION**

**CONCEPT**



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.

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DATE: SEPT. 13, 2021

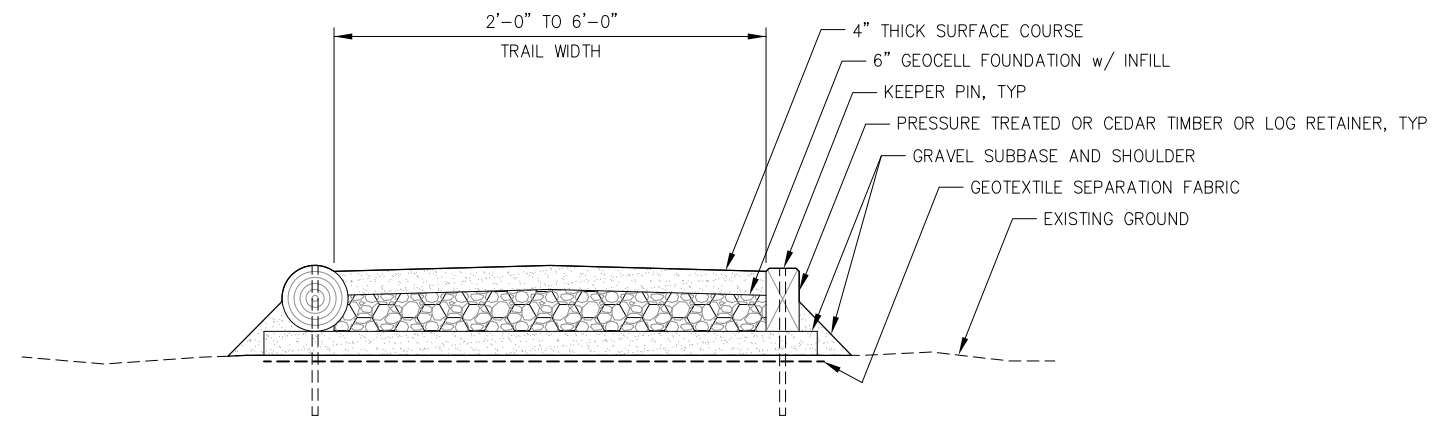
**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: **PADDLE CRAFT TRAIL PARKING AREA**

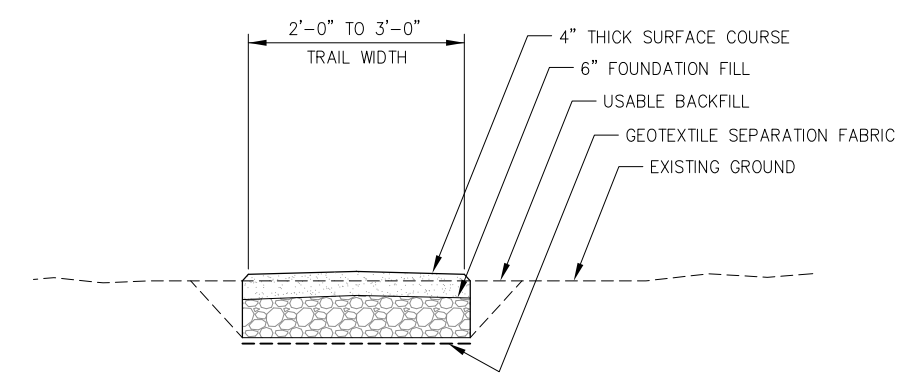
PND PROJECT NO.: 212038 C.A.N. NO.: AECC250

**7**





**A** MOUNT DEWEY TRAIL - AGGREGATE TRAIL  
TYPICAL SECTION IN WETLANDS



**B** MOUNT DEWEY TRAIL - AGGREGATE TRAIL  
TYPICAL SECTION

CONCEPT



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.

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DESIGN: BMI/CRM CHECKED: CRS SCALE: NTS  
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DATE: SEPT. 13, 2021

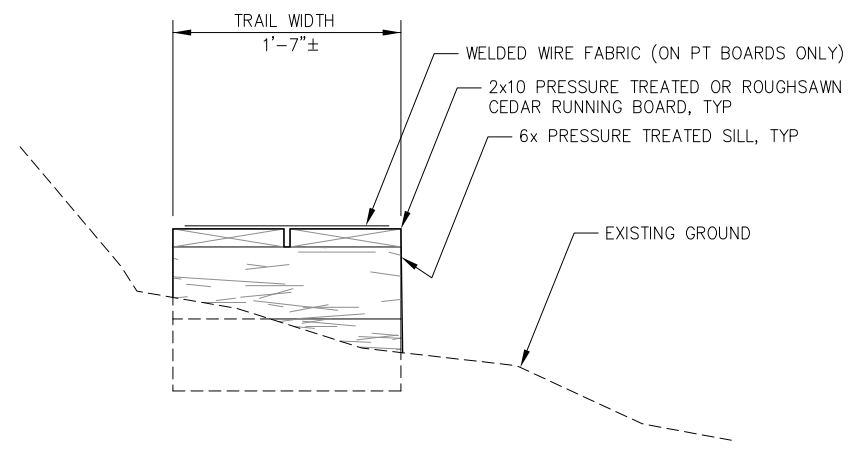
**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: TYPICAL DETAILS

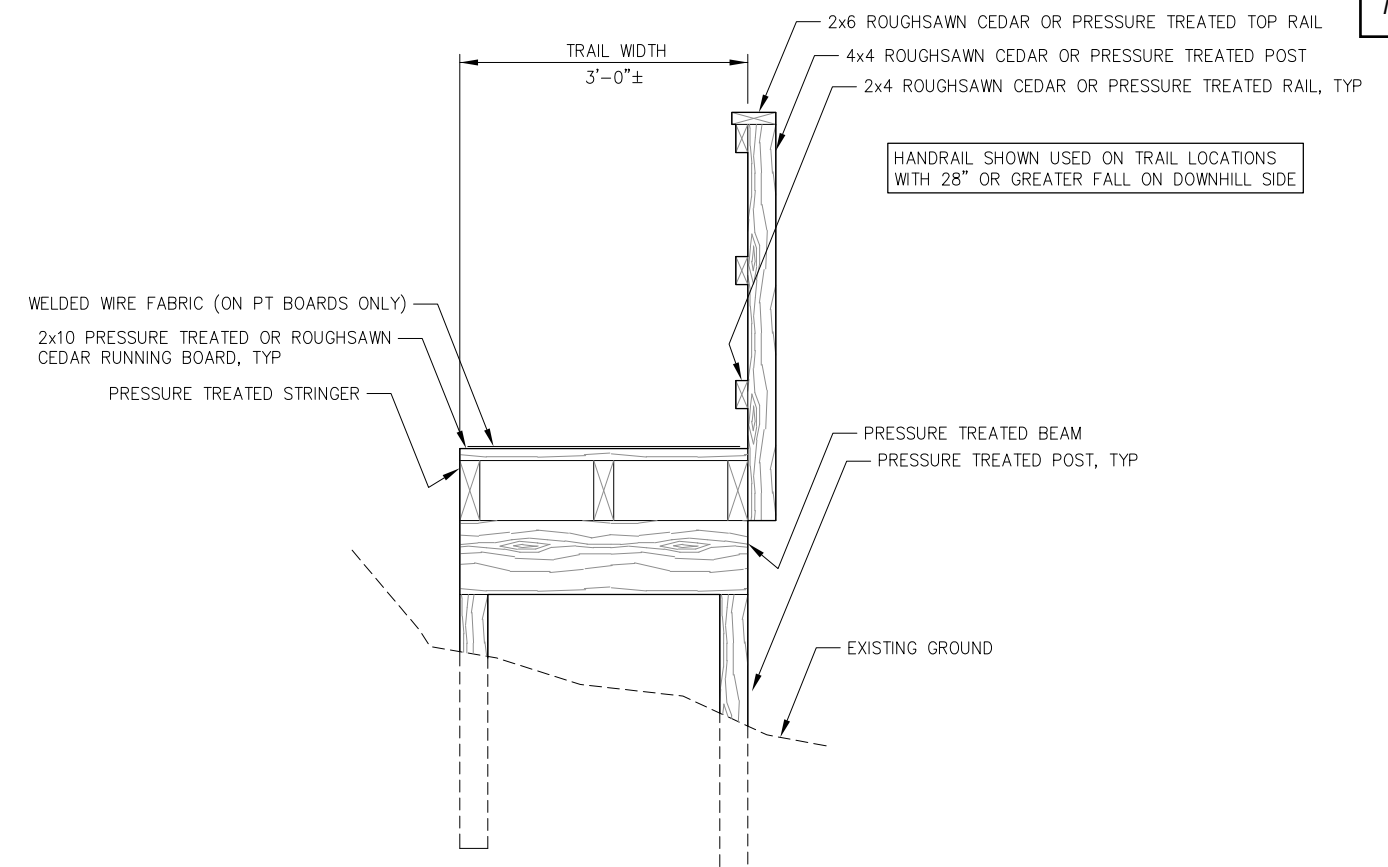
PND PROJECT NO.: 212038 C.A.N. NO.: AECC250



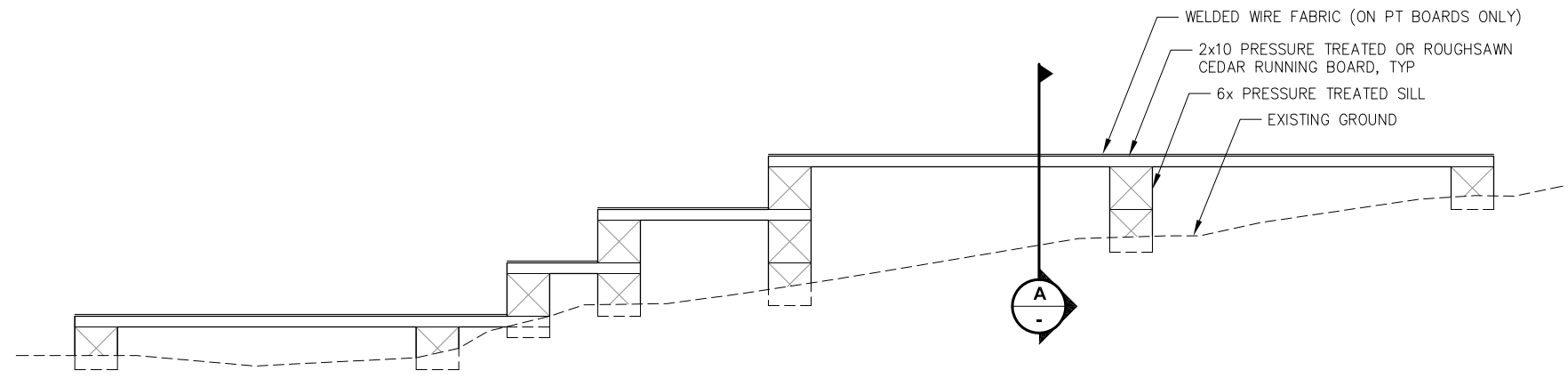
**A**  
MOUNT DEWEY TRAIL  
TYPICAL SECTION - STEP AND RUN



**B**  
MOUNT DEWEY TRAIL  
TYPICAL SECTION - ELEVATED BOARDWALK



**C**  
MOUNT DEWEY TRAIL  
TYPICAL PROFILE - STEP AND RUN



CONCEPT



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.

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DESIGN: BMI/CRM CHECKED: CRS SCALE: NTS  
 DRAWN: BMI APPROVED: CRS

**WRANGELL NON-MOTORIZED TRANSPORTATION SYSTEM**

SHEET TITLE: TYPICAL DETAILS 9

DATE: SEPT. 13, 2021

PND PROJECT NO.: 212038 C.A.N. NO.: AECC250

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>13</b>

Approval of a Special Assembly Meeting for Monday, July 11, 2022 at 5:30 PM

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: None

**RECOMMENDATION MOTION:**  
Move to approval a Special Assembly Meeting for Monday, July 11, 2022 at 5:30 PM.

**SUMMARY STATEMENT:**

Due to there being only one regularly scheduled Assembly meeting in July, staff have requested a special meeting of the Borough Assembly to review and approve certain critical contracts of the City and Borough of Wrangell to keep the Borough business moving forward through the construction season.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>15</b>

**Executive Session:** Borough Manager’s 6-Month Evaluation

<u>SUBMITTED BY:</u>
Jeff Good, Borough Manager

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

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

ATTACHMENTS: 1. Manager’s Evaluation Form (compiled from all Assembly Members)

**RECOMMENDATION MOTION** I move, pursuant to 44.62.310 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Manager’s 6-Month Evaluation.

**SUMMARY STATEMENT:**

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 28, 2022
	<u>Agenda Section</u>	<b>15</b>

**Executive Session:** Borough Clerk’s Annual Evaluation and Review of Clerk’s Contract

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
-----------	-----------	----------

**Amount Budgeted:**

FY20 \$XXX
------------

**Account Number(s):**

XXXXX XXX XXXX
----------------

**Account Name(s):**

Enter Text Here
-----------------

**Unencumbered Balance(s) (prior to expenditure):**

\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Proposed Clerk’s Contract 2. Performance Memo

**RECOMMENDATION MOTION** I move, pursuant to 44.62.310 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk’s Evaluation and Review of Borough Clerk’s Contract.

**POSSIBLE MOTION:** Since part of the review is the Clerk’s Contract renegotiation, the Assembly may come out of Executive Session and make a motion to: Approve the Borough Clerk’s contract, as negotiated.

**SUMMARY STATEMENT:**

