



City and Borough of Wrangell
2021-06-17 PUBLIC HEARING & Work Session of the Borough Assembly
Meeting
AGENDA

Thursday, June 17, 2021
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

2. ROLL CALL

3. CONFLICT OF INTEREST

4. PUBLIC HEARING ITEM

- a. Public Hearing - FY 2022 Budget

5. WORK SESSION

- a. Public Works (Enterprise Fund) Budget
- b. Public Works (Sewer) Budget
- c. Public Works (Solid Waste) Budget
- d. Port & Harbor Budget
- e. Electric Budget

5. WORK SESSION

- a. Administration Budget
- b. Clerk / Assembly Budget
- c. Finance Budget
- d. Fire Budget
- e. Police Budget
- f. Corrections & Dispatch Budget
- g. Public Safety Building Budget
- h. Public Works Budget
- i. Cemetery Services Budget
- j. Public Works (Garage) Budget
- k. Public Works (Streets) Budget
- l. Capital Facilities Budget
- m. Economic Development/Planning Budget
- n. Community Service Organizations Budget
- o. Library Budget

5. WORK SESSION

- [a.](#) Nolan Center
- [b.](#) Parks & Recreation

5. WORK SESSION

- [a.](#) Secure Rural Schools (SRS)
- b. Sales Tax Fund
- [c.](#) Economic Recovery Fund
- d. Industrial / Residential Construction Fund
- e. Transient Tax Fund
- [f.](#) Commercial Passenger Vessel (CPV) Fund
- [g.](#) Borough Organization Fund
- [h.](#) Hospital Legacy Fund
- [i.](#) Debt Service Fund
- [j.](#) Permanent Fund

6. ADJOURNMENT

City & Borough of Wrangell Alaska
Wastewater Fund
Fiscal Year 2022

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
Revenues					
76000 500 4101 PERS On-behalf Revenue	\$ 2,165	\$ 10,001	\$ -	\$ 8,557	\$ -
76000 500 5301 User Fees	\$ 595,976	\$ 595,479	\$ 446,140	\$ 585,000	\$ 594,852
76000 500 5318 Connection Fees (Labor)	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -
76000 500 5334 Material Sales	\$ 42	\$ -	\$ -	\$ -	\$ -
76000 500 5550 Interest Revenue	\$ 209	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 599,892	\$ 605,480	\$ 446,140	\$ 595,057	\$ 594,852
Administration					
76000 501 7508 Insurance	\$ 3,491	\$ 5,732	\$ 4,327	\$ 6,714	\$ 7,140
76000 501 7509 Bank & Credit Card Fees	\$ 6,314	\$ -	\$ 5,903	\$ -	\$ 11,808
76000 501 7540 Auditing Services	\$ 5,800	\$ -	\$ -	\$ 6,000	\$ 6,000
76000 501 7603 Charges from Finance	\$ 24,078	\$ 21,000	\$ 24,228	\$ 45,142	\$ 36,342
76000 501 7802 Revenue Bond Principal	\$ -	\$ -	\$ -	\$ 3,246	\$ 1,684
76000 501 7803 Revenue Bond Interest	\$ -	\$ 1,615	\$ -	\$ -	\$ 1,562
Total Administration	\$ 39,683	\$ 28,347	\$ 34,458	\$ 61,102	\$ 64,536
Water Treatment Plant (WTP)					
Personnel					
76000 502 6001 Salaries & Wages	\$ 129,712	\$ 149,417	\$ 76,897	\$ 106,959	\$ 122,658
76000 502 6100 Personnel Benefits	\$ 41,481	\$ 81,952	\$ 36,556	\$ 55,704	\$ 85,051
Total (WTP) Personnel	\$ 171,193	\$ 231,369	\$ 113,453	\$ 162,663	\$ 207,710
Commodities					
76000 502 7001 Materials & Supplies	\$ 8,010	\$ 15,909	\$ 3,170	\$ 6,537	\$ 7,000
76000 502 7002 Facility Repair & Maintenance	\$ 7,455	\$ 4,449	\$ 5,490	\$ 5,500	\$ 6,000
76000 502 7010 Vehicle Maintenance	\$ 4,659	\$ 3,171	\$ 232	\$ 4,000	\$ 4,400
76000 502 7015 Fuel & Oil - Automotive	\$ 200	\$ -	\$ -	\$ 600	\$ 1,900
76000 502 7100 Uniform, Gear & Clothing Allowance	\$ 373	\$ 792	\$ 305	\$ 1,050	\$ 1,250
Total (WTP) Commodities	\$ 20,697	\$ 24,322	\$ 9,197	\$ 17,687	\$ 20,550
Contractual					
76000 502 7501 Utilities	\$ 53,868	\$ 56,948	\$ 44,440	\$ 60,000	\$ 60,000
76000 502 7502 Phone/Internet	\$ 6,378	\$ 3,465	\$ 2,601	\$ 5,040	\$ 3,631
76000 502 7505 Travel	\$ 2,538	\$ 392	\$ -	\$ -	\$ -

76000 502 7513 Training	\$ -	\$ -	\$ 100	\$ -	\$ 1,450
76000 502 7515 Permits, Inspections & Compliance	\$ 19,671	\$ 15,776	\$ 15,246	\$ 19,920	\$ 15,600
76000 502 7517 Freight & Shipping	\$ -	\$ -	\$ -	\$ -	\$ 2,000
76000 502 7519 Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 25,000
76000 502 7621 Public Works Labor Charges	\$ 926	\$ (15,408)	\$ 549	\$ 2,925	\$ 3,275
76000 502 7622 Charges from Garage	\$ -	\$ 3,523	\$ 1,689	\$ 5,000	\$ 3,950
76000 502 7629 Charges from Capital Facilities	\$ 226	\$ 312	\$ 75	\$ 4,000	\$ 3,835
Total (WTP) Contractual	\$ 83,606	\$ 65,008	\$ 64,700	\$ 96,885	\$ 118,741

**Collection
Contractual**

76000 503 7025 Collection System Maintenance	\$ 23,798	\$ 62,834	\$ 13,003	\$ 41,000	\$ 45,000
76000 503 7621 Public Works Labor Charges	\$ 18,261	\$ 13,206	\$ 15,156	\$ 19,500	\$ 19,500
76000 503 7629 Charges from Capital Facilities	\$ 237	\$ -	\$ -	\$ -	\$ -
Total Contractual	\$ 42,297	\$ 76,040	\$ 28,159	\$ 60,500	\$ 64,500

Total Expenses

\$ 317,794	\$ 425,085	\$ 249,966	\$ 398,837	\$ 476,037
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Transfers					
72000 303 8900 Transfer to Other Fund, Misc	\$ -	\$ 119,000	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ 119,000	\$ -	\$ -	\$ -

Total Revenue & Expenses	\$ 282,098	\$ 299,395	\$ 196,174	\$ 196,220	\$ 118,815
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Estimated Fund Balance - Beginning

Estimated Fund Balance - Ending **\$ 729,217**

*30% working Capital
Available for Capital Improvement Projects,
Equipment, Debt Payments & Bond Payments*

76000 503 7900 Capital Expenditures	\$ -	\$ -	\$ 16,132	\$ 26,000	\$ 28,000
76000 502 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ 15,000	
Total Capital Expenses	\$ -	\$ -	\$ 16,132	\$ 41,000	\$ 28,000

DEPARTMENT: Sewer

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

501 7508	Insurance	Amount	501 7509	Bank & Credit Card Fees	Amount
	Vehicle and Building \$540.86 x 12 = \$6490.32 x 110% = \$7,139.35	7,140		Average Monthly x 12 \$984 x 12 = \$11,808	11,808
	Total	\$ 7,140		Total	\$ 11,808
501 7540	Audit Fees	Amount	501 7603	Charges from Finance	Amount
	Audit Expense	6,000		Monthly Fees from Finance \$3,028.50 x 12 = \$36,342	36,342
	Total	\$ 6,000		Total	\$ 36,342
501 7802	Revenue Bond Principal	Amount	501 7803	Revenue Bond Interest	Amount
	Payment 1 - Principal	838		Payment 1 - Interest	785
	Payment 2 - Principal	846		Payment 2 - Interest	777
	Total	\$ 1,684		Total	\$ 1,562
502 7001	Materials & Supplies	Amount	502 7002	Facility Maintenance	Amount
	office products	1,000		materials and supplies to maintain WWT building, lagoons and mechanical equipment	6,000
	cleaning supplies	2,000			
	laboratory supplies	2,000			
	small tools	1,000			
	parts, fuel for pressure washers and weed eaters	1,000			
	Total	\$ 7,000		Total	\$ 6,000
502 7010	Vehicle Maintenance	Amount	502 7015	Fuel & Oil	Amount
	Parts and repairs to all sewer related vehicles and their equipment	4,400		Fuel for 2 standby generators & sm. Engine fuel Vehicle Fuel	600 1,300
	Total	\$ 4,400		Total	\$ 1,900
502 7100	Uniform, gear & clothing allowance	Amount	502 7051	Utilities	Amount

DEPARTMENT: Sewer

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	Clothing Allowance (1.5 at \$400)	600		electric for the treatment plant and pump stations, water, sewer, garbage	60,000
	high vis rain gear (1.5 at \$300)	450			
	PPE (ear plugs, rubber gloves, face shields, safety glasses etc.)	200		(split out)	
	Total	\$ 1,250		Total	\$ 60,000

502 7502	Phone/Internet	Amount	502 7505	Travel	Amount
	2 Call-Out Cell Phones @ \$58.29 x 2 x 12	1,399		None	0
	Phone & Internet @ \$184.75 x 12	2,217			
	GCI Phone/Fax	15			
	Total	\$ 3,631		Total	\$ -

502 7513	Training	Amount	502 7515	Permits, Inspections & Compliance	Amount
	Online CEUs	1,000		Monthly Compliance Testing @\$515 x 12	6,180
	Staff WW Certifications (Lead x 2, Staff x 1)	450		Testing Supplies	1,500
				ADEC Domestic Wastewater System Annual Fee	7,920
	Total	\$ 1,450		Total	\$ 15,600

502 7517	Freight & Shipping	Amount	502 7519	Professional/Contractual Services	Amount
	Miscellaneous Freight & Shipping Charges	2,000		Rate Study	25,000
	Total	\$ 2,000		Total	\$ 25,000

502 7621	Public Works Labor Charges	Amount	502 7622	Charges from Garage	Amount
	hours logged to maintain driveway and ramp	1,000		labor hours	3,950
	labor removing duck weed	2,275			
	Total	\$ 3,275		Total	\$ 3,950

DEPARTMENT: Sewer

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502 7629	Charges from Capital Facilities	Amount	503 7025	Collection System Maintenance	Amount
	Labor hours	3,835		spare parts for pump stations	7,000
				materials to repair and maintain sewer collection system (pipes, patches, manholes, 41 lift stations etc.)	38,000
	Total	\$ 3,835			\$ 45,000
503 7621	Public Works Labor Charges	Amount	503 7629	Charges from Capital Facilities	Amount
	hours logged by PW- pump station cleaning and pump replacement assistance	19,500			
	Total	\$ 19,500		Total	\$ -
503 7900	Capital Equipment	Amount	502 7505	Travel and Training	Amount
	Flyght pump and motor (2 at \$13,000) nodes 4 & 6	28,000			
	Total	\$ 28,000		Total	\$ -
502 7519	professional/contractual services	Amount	503 8900	CIP expenditure	Amount
	rate study	25,000			
	Total	\$ 25,000.00		Total	\$ -
502 7505	training	Amount	XXXX	Freight & Shipping	Amount
	Online CEU	1,000		2 Pumps	2,000
	3 License renewal for staff 2 for Brian, 1 for Andrew	450			
	Total	\$ 1,450.00		Total	\$ 2,000.00

DEPARTMENT: Public Works Sewer
REVENUE

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

4101	PERS On-Behalf	Amount	5301	User Fees	Amount
	Unknown at this time.	0		Monthly FY21 Average x 12 \$49,571 x 12 = \$594,852	\$ 594,852.00
	Total	\$ -		Total	\$ 594,852
5318	Connection fees (Labor)	Amount	5334	Material Sales	Amount
	No revenue in FY20 or YTD FY21	0		No revenue in FY20 or YTD FY21	0
	Total	\$ -		Total	\$ -
5550	Interest Revenue	Amount			Amount
	No interest evenue being attributed to the fund.	0			
	Total	\$ -		Total	\$ -

City & Borough of Wrangell Alaska
Sanitation
Fiscal Year 2022

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
Revenues					
78000 600 4101 PERS On-behalf Revenue	(810)	7,256	0	8,523	0
78000 600 5401 User Fees	576,033	573,863	436,464	555,000	571,293
78000 600 5410 Landfill Revenue	50,380	44,016	34,040	50,000	45,331
78000 600 5415 Recycle Revenue	8,188	8,476	11,288	10,000	12,000
78000 600 5550 Interest Revenue	0	0	0	0	0
Total Sanitation Revenue	\$ 633,791	\$ 633,611	\$ 481,792	\$ 623,523	\$ 628,624
Administration					
78000 601 7505 Travel	865	-	-	-	810
78000 601 7508 Insurance	3,414	7,125	7,434	11,487	12,267
78000 601 7509 Bank & Credit Card Fees	6,129	-	1,064	-	2,200
78000 601 7540 Auditing Services	1,300	-	-	6,000	6,000
78000 601 7603 Charges from Finance	8,255	7,898	25,066	37,927	36,341
Total Administration	\$ 19,964	\$ 15,023	\$ 33,564	\$ 55,414	\$ 57,618
Collection					
Personnel					
78000 602 6001 Salaries & Wages	50,270	56,667	35,344	51,680	51,628
78000 602 6100 Personnel Benefits	19,534	52,335	24,186	48,442	52,237
Total Collection Personnel	\$ 69,803	\$ 109,002	\$ 59,530	\$ 100,122	\$ 103,865
Commodities					
78000 602 7001 Materials & Supplies	90	120	50	200	500
78000 602 7010 Vehicle Maintenance	27,437	17,972	21,530	20,000	32,000
78000 602 7015 Fuel & Oil - Automotive	598	101	-	-	3,000
78000 602 7100 Uniform, Gear & Clothing Allowance	-	118	-	1,600	1,800
Total Collection Commodities	\$ 28,124	\$ 18,311	\$ 21,580	\$ 21,800	\$ 37,300
Contractual					
78000 602 7621 Public Works Labor Charges	2,964	1,169	6,301	3,000	4,500
78000 602 7622 Charges from Garage	-	11,093	10,965	10,075	12,000
78000 602 7629 Charges from Capital Facilities	187	-	-	-	-
78000 602 7844 Dumpsters	4,896	2,072	16,113	6,720	8,500
Total Collection Contracutal	\$ 8,047	\$ 14,334	\$ 33,379	\$ 19,795	\$ 25,000

Transfer Station**Personnel**

78000 603 6001 Salaries & Wages	55,195	62,784	40,368	54,861	54,833
78000 603 6100 Personnel Benefits	41,871	41,634	26,945	39,347	41,605
Total Transfer Personnel	\$ 97,066	\$ 104,418	\$ 67,312	\$ 94,208	\$ 96,438

Commodities

78000 603 7001 Materials & Supplies	3,025	3,724	1,839	4,700	2,100
78000 603 7002 Facility Repair & Maintenance	7,374	4,599	2,356	4,250	2,500
78000 603 7008 Non-capital Equipment	-	3,011	317	-	-
78000 603 7010 Vehicle Maintenance	4,165	3,711	1,153	3,000	4,000
78000 603 7011 Equipment Rental	149	-	-	-	-
Total Transfer Station Commodities	\$ 14,713	\$ 15,046	\$ 5,665	\$ 11,950	\$ 8,600

Contractual

78000 603 7501 Utilities	8,665	6,866	4,243	7,200	5,774
78000 603 7502 Phone/Internet	1,355	1,239	932	1,300	1,248
78000 603 7515 Permits, Inspections & Compliance	527	-	782	1,000	1,000
78000 603 7519 Professional Services Contractual	-	880	8,050	-	25,200
78000 603 7621 Public Works Labor Charges	7,912	10,701	-	2,600	2,600
78000 603 7622 Charges from Garage	-	1,041	2,236	2,600	2,600
78000 603 7629 Charges from Capital Facilities	3,835	3,169	605	4,000	3,835
78000 603 7840 Solid Waste Shipping & Disposal	222,629	250,781	185,674	250,000	290,000
78000 603 7841 Hazardous Waste Management	11,746	19,401	-	22,000	22,450
78000 603 7842 Recycle Costs	3,891	21,056	28,309	22,450	28,120
Total Transfer Station Contractual	\$ 260,559	\$ 315,135	\$ 230,831	\$ 313,150	\$ 382,827
78000 603 7900 Capital Expenditures	-	1,440	-	-	260,400
Total Capital Expenses	\$ -	\$ 1,440	\$ -	\$ -	\$ 260,400
Total Expenses	\$ 498,277	\$ 592,708	\$ 451,861	\$ 616,439	\$ 711,648

Transfers

72000 303 8900 Transfer to Other Fund, Miscellaneous	-	119,000	-	-	-
Total Transfers	-	119,000			
Total Revenue & Expenses	\$ 135,514	\$ 40,903	\$ 29,931	\$ 7,084	\$ (83,024)

Estimated Fund Balance - Beginning	\$ 229,679	\$ 236,763
FY 2022 Net Revenues	\$ 7,084	\$ (83,024)
Estimated Fund Balance - Ending	\$ 236,763	\$ 153,739

30% working Capital	\$ 184,932	\$ 213,494
Available for Capital Improvement Projects,	\$ 51,831	\$ (59,755)

DEPARTMENT: Public Works Sanitation**REVENUE**

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

4101	PERS On-Behalf	Amount	5401	User Fees	Amount
	Unknown as of 4/19/2021			Average Monthly Fees x 12 - \$10K \$581,293-\$10,000	\$ 571,293.00
	Total	\$ -		Total	\$ 571,293
5410	Landfill Revenue	Amount	5415	Recycle Revenue	Amount
	Average Monthly Fees x 12 \$3,778 x 12 = \$45,331	45,331		Slight Increase based on Second Metal Recycling Container-Quicker Shipping Turn-Around	12,000
		\$ 45,331		Total	\$ 12,000
5550	Interest Revenue	Amount			Amount
	There has been no interest revenue attributed to this fund since at least FY19.	0			
	Total	\$ -		Total	\$ -

DEPARTMENT: Sanitation

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601 7505	Travel	Amount	601 7508	Insurance	Amount
	baler training in Petersburg (see attached)	810		Vehicle and Building Insurance $\$929.31 \times 12 = \$11,152 \times 110\% = \$12,267$	12,267
	Total	\$ 810		Total	\$ 12,267

601 7509	Bank & Credit Card Fees	Amount	601 7540	Audit Fees	Amount
	Credit Card Fees Average $\$177.32 \times 12 = \$2,127.80$	2,200		allocation of annual audit expense	6,000
	Total	\$ 2,200		Total	\$ 6,000

602 7001	Materials & Supplies	Amount	602 7010	Vehicle Maintenance	Amount
	office supplies- paper, receipts, pens	500		parts and repair for 2 garbage trucks	32,000
	Total	\$ 500		Total	\$ 32,000

602 7015	Fuel & Oil	Amount	602 7100	Uniform, gear & clothing allowance	Amount
	Fuel for garbage trucks	3,000		Clothing Allowance (2 at \$400)	800
	Estimated, based on no historical data.			PPE, rubber gloves, safety glasses, ear plugs	400
				hi vis rain gear \$300/person	600
	Total	\$ 3,000		Total	\$ 1,800

602 7621	Public Works Labor Charges	Amount	602 7622	Charges from Garage	Amount
	hours logged by PW for snow removal, can and dumpster placement, vacation relief	4,500		Charges from Garage to Repair Garbage Trucks	12,000
	Total	\$ 4,500		Total	\$ 12,000

602 7629	Charges from Capital Facilities	Amount	602 7844	Dumpsters	Amount
	Collection - No Charges	-		Dumpsters	6,000
				48 Gallon Cans	2,000
				Hardware for Garbage Can Lids	500
	Total	\$ -		Total	\$ 8,500

603 7001	Materials & Supplies	Amount	603 7002	Facility Repair & Maintenance	Amount
	absorption pads	500		rock and gravel for maintaining roadway	1,500
	miscellaneous hand tools, cutting disks, sawzall blades	1,000		miscellaneous maintenance needs	1,000
	cleaning supplies, bleach, brooms, paper towels	500			
	shrink wrap	100			
	Total	\$ 2,100		Total	\$ 2,500

603 7010	Vehicle Maintenance	Amount	603 7011	Equipment Rental	Amount
	fuel, parts and repairs for WTS vehicle, excavator and equipment	4,000			
	Total	\$ 4,000			\$ -

603 7051	Utilities	Amount	603 7502	Phone/Internet	Amount
	Electric (Mo. Avg \$396 x 12 = \$4,754)	4,754		1 Landline/1 Internet + \$104 x 12	1,248
	Other Utility (Mo. Charge \$85 x 12 = \$1,020)	1,020			
	Total	\$ 5,774		Total	\$ 1,248

603 7515	Permits, Inspections & Compliance	Amount	603 7519	Prof./Contr. Services	Amount
	quarterly compliance testing and supplies, DEC annual fee for domestic water systems	1,000		rate study	25,000
				CDL Random Drug Testing	200
	Total	\$ 1,000		Total	\$ 25,200

603 7621	Public Works Labor Charges	Amount	603 7622	Charges from Garage	Amount
	hours logged by PW to assist at the SWTS, road and yard maintenance	2,600		Labor- vehicle repairs, burn pit welding, draining oil or fluids from vehicles	2,600
	Total	\$ 2,600		Total	\$ 2,600

603 7629	Charges from Capital Facilities	Amount	603 7840	Solid Wast Shipping & Disposal	Amount
	hours logged by capital facilities staff	3,835		shipping and disposal of MSW to Republic Services	270,000
				3 months tire removal. Shipping tire shear	20,000
	Total	\$ 3,835		Total	\$ 290,000

603 7841	Hazardous Waste Management	Amount	603 7842	Recycle Costs	Amount
	collect, ship and dispose of HHW, required by EPA, Environmental consultants fee included freon disposal	22,000 450		recycle materials- bins for metal shipping	28,120
	Total	\$ 22,450		Total	\$ 28,120

603 7900	Capital Equipment	Amount	601 7603	Charges from Finance	Amount
	New Garbage Truck	260,400		monthly charges from finance for utility billing and related staff time and materials x \$3,028.42	36,341
	Total	\$ 260,400		Total	\$ 36,341

OVERTIME CALCULATION WORKSHEET

DEPARTMENT: Sanitation

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM
7/1/2021 THROUGH 6/30/2022

[illegible]

TRAVEL COST WORKSHEET

DEPARTMENT: Sanitation

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
Baler training	David Gillen	Petersburg		\$ -	\$ -	\$ 20.00	\$ 250.00	\$ -
Baler Training	Derek Meissner	Petersburg				\$ 20.00	\$ 250.00	
Baler Training	Tom Wetor	Petersburg				\$ 20.00	\$ 250.00	
Totals				\$ -	\$ -	\$ 60.00	\$ 750.00	\$ 810.00

City & Borough of Wrangell
Wrangell Municipal Light & Power
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue					
70000 000 5020 Electric fees & permits	\$ -	\$ -	\$ 125	\$ -	\$ -
70000 000 5022 Service Charges	\$ -	\$ -	\$ 1,950	\$ -	\$ -
70000 200 4101 PERS On-behalf Revenue	\$ (11,845)	\$ 34,728	\$ -	\$ 41,113	\$ 41,113
70000 200 5010 Residential Kwh Sales	\$ 1,606,454	\$ 1,739,707	\$ 944,560	\$ 1,620,000	\$ 1,620,000
70000 200 5011 Small Commercial Kwh Sales	\$ 1,284,944	\$ 1,317,527	\$ 742,804	\$ 1,300,000	\$ 1,300,000
70000 200 5012 Large Commercial Kwh Sales	\$ 879,864	\$ 835,581	\$ 378,371	\$ 850,000	\$ 850,000
70000 200 5015 Fuel Surcharge	\$ 42,187	\$ 65,689	\$ 67,860	\$ 45,000	\$ 45,000
70000 200 5018 Labor Charges	\$ 325	\$ -	\$ -	\$ 750	\$ 50,000
70000 200 5020 Electric fees & permits	\$ 1,913	\$ 2,574	\$ 525	\$ 2,000	\$ 4,000
70000 200 5021 Write-offs from Collections	\$ -	\$ -	\$ 51	\$ 1,500	\$ 1,500
70000 200 5022 Service Charges	\$ 10,300	\$ 13,633	\$ 4,603	\$ 10,000	\$ 46,000
70000 200 5029 Write-off's Collected at City Hall	\$ 1,563	\$ 3,676	\$ 2,109	\$ -	\$ -
70000 200 5030 Equipment Rental	\$ 43,068	\$ 42,900	\$ 170	\$ 700	\$ 7,600
70000 200 5031 Pole Rental	\$ 42,760	\$ 2,252	\$ -	\$ 46,000	\$ 46,000
70000 200 5032 Late Fees	\$ 14,103	\$ 8,841	\$ 4,396	\$ 10,000	\$ 10,000
70000 200 5033 Investment income	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
70000 200 5034 Material Sales	\$ 1,359	\$ 2,516	\$ 1,990	\$ 3,000	\$ 54,000
70000 200 5035 SEAPA Rebate	\$ 172,014	\$ -	\$ -	\$ -	\$ -
70000 200 5036 PERS Termination Liability Reimbursement	\$ 58,573	\$ -	\$ 47,380	\$ 74,108	\$ 74,108
Total Revenue	\$ 4,147,582	\$ 4,069,624	\$ 2,196,894	\$ 4,007,171	\$ 4,152,321

Administration

Personnel

Total Salaries & Wages	\$ 130,902	\$ 139,676	\$ 83,438	\$ 149,911	\$ 148,966
Total Personnel Benefits	\$ (9,042)	\$ 139,833	\$ 54,321	\$ 91,902	\$ 110,320
Total Personnel	\$ 121,860	\$ 279,509	\$ 137,758	\$ 241,813	\$ 259,286

Commodities

70000 201 7001 Materials & Supplies	\$ 3,085	\$ 3,849	\$ 2,682	\$ 4,500	\$ 3,685
70000 201 7002 Facility Repair & Maintenance	\$ -	\$ 4,839	\$ -	\$ 3,000	\$ 3,500
70000 201 7005 Computer Repair & Maintenance	\$ -	\$ 615	\$ -	\$ -	\$ -
70000 201 7008 Non-Capital Equipment	\$ -	\$ 616	\$ -	\$ -	\$ 4,700
70000 201 7010 Vehicle Maintenance					\$ 6,000
70000 201 7100 Uniform, gear & clothing allowance	\$ -	\$ -	\$ -	\$ 400	\$ 400
Total Commodities	\$ 3,085	\$ 9,918	\$ 2,682	\$ 7,900	\$ 18,285

Contractual

70000 201 7501 Utilities	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,500
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City & Borough of Wrangell
Wrangell Municipal Light & Power
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
70000 201 7502 Phone/Internet	\$ 5,921	\$ 6,045	\$ 3,673	\$ 5,136	\$ 5,130
70000 201 7503 Information Technology	\$ 1,440	\$ 2,219	\$ 360	\$ 2,500	\$ 5,210
70000 201 7505 Travel	\$ -	\$ 8,055	\$ -	\$ -	\$ -
70000 201 7506 Publications & Advertising	\$ 776	\$ 1,646	\$ 170	\$ 800	\$ 800
70000 201 7507 Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 550
70000 201 7508 Insurance	\$ 25,717	\$ 45,754	\$ 27,933	\$ 58,266	\$ 24,000
70000 201 7509 Bank & Credit Card Fees	\$ 41,756	\$ (45)	\$ 19,644	\$ -	\$ 1,500
70000 201 7510 Engineering	\$ -	\$ 2,831	\$ 1,190	\$ -	\$ 3,000
70000 201 7513 Training					\$ 50
70000 201 7515 Health & Safety Compliance	\$ 95	\$ 589	\$ 520	\$ 1,200	\$ 500
70000 201 7540 Auditing Services	\$ 12,500	\$ -	\$ -	\$ 6,000	\$ 12,500
70000 201 7603 Charges from Finance	\$ 82,556	\$ 71,496	\$ 18,171	\$ 65,625	\$ 80,260
70000 201 7622 Garage Charges	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
70000 201 7629 Charges from Capital Facilities	\$ -	\$ 509	\$ 1,724	\$ 5,000	\$ 7,700
70000 201 7851 PERS Termination Liability Payment	\$ 60,165	\$ 341	\$ 40,865	\$ 74,108	\$ 74,108
70000 201 7900 Capital Equipment					\$ -
70000 201 7915 Meter Deposit Interest Expense	\$ 24,885	\$ 16	\$ -	\$ -	\$ -
70000 201 7980 Bad Debt Expense	\$ 15,125	\$ 15,645	\$ -	\$ -	\$ -
Total Contractual	\$ 270,936	\$ 155,100	\$ 114,249	\$ 257,135	\$ 253,808
Total Expenses Administration	\$ 395,881	\$ 444,527	\$ 254,689	\$ 506,848	\$ 531,379

Generation

Personnel

Total Salaries & Wages	\$ 37,076	\$ 83,814	\$ 49,998	\$ 84,514	\$ 133,518
Total Personnel Benefits	\$ 14,047	\$ 36,721	\$ 21,644	\$ 42,524	\$ 72,230
Total Personnel	\$ 51,123	\$ 120,536	\$ 71,642	\$ 127,038	\$ 205,748

Commodities

70000 202 7001 Materials & Supplies	\$ 3,578	\$ 10,681	\$ 7,783	\$ 8,097	\$ 5,675
70000 202 7002 Facility Repair & Maintenance	\$ 6,349	\$ 15,400	\$ 1,915	\$ 1,000	\$ 12,750
70000 202 7003 Custodial Supplies	\$ -	\$ 10	\$ -	\$ -	\$ -
70000 202 7008 Non-Capital Equipment (under \$5000)	\$ -	\$ 10	\$ -	\$ -	\$ 2,500
70000 202 7009 Equipment Repair & Maintenance	\$ 42,032	\$ 16,689	\$ 30,394	\$ 1,400	\$ 73,630
70000 202 7015 Fuel & Oil - Automotive	\$ 4,196	\$ -	\$ -	\$ -	\$ -
70000 202 7016 Fuel & Oil - Generation	\$ 626,431	\$ 129,602	\$ 120,894	\$ 192,715	\$ 220,000
70000 202 7017 Fuel - Heating	\$ 16,381	\$ 18,853	\$ -	\$ -	\$ -
70000 202 7018 Miscellaneous Tools					\$ 1,750
70000 202 7100 Uniform, gear & clothing allowance	\$ 444	\$ 273	\$ -	\$ 800	\$ 1,200

**City & Borough of Wrangell
Wrangell Municipal Light & Power
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Total Commodities	\$ 699,411	\$ 191,517	\$ 160,986	\$ 204,012	\$ 317,505
Contractual					
70000 202 7501 Utilities	\$ 2,280	\$ 2,280	\$ 1,140	\$ 37,500	\$ 10,000
70000 202 7505 Travel	\$ 5,254	\$ 2,623	\$ -	\$ -	\$ -
70000 202 7510 Engineering	\$ -	\$ 18,179	\$ -	\$ 3,000	\$ -
70000 202 7513 Training					\$ -
70000 202 7515 Permits, Inspections & Compliance	\$ 5,937	\$ 3,491	\$ 327	\$ 500	\$ 767
70000 202 7629 Charges from Capital Facilities	\$ -	\$ 152,941	\$ 149,338	\$ 20,000	\$ 7,700
70000 202 7850 Hydroelectric Power Purchases	\$ 1,927,734	\$ 2,427,842	\$ 468,640	\$ 2,450,000	\$ 2,600,000
70000 202 7900 Capital Equipment	\$ -	\$ 2,000	\$ -	\$ 40,000	\$ -
70000 202 7999 Depreciation	\$ 195,321	\$ 199,458	\$ -	\$ -	\$ -
Total Contractual	\$ 2,136,526	\$ 2,808,814	\$ 619,445	\$ 2,551,000	\$ 2,618,467
Total Expenses Generation	\$ 2,887,060	\$ 3,120,867	\$ 852,073	\$ 2,882,050	\$ 3,141,720

Distribution

Personnel

Total Salaries & Wages	\$ 323,753	\$ 273,469	\$ 164,680	\$ 296,981	\$ 307,405
Total Personnel Benefits	\$ 170,166	\$ 180,163	\$ 103,449	\$ 195,949	\$ 211,756
Total Personnel	\$ 493,919	\$ 453,632	\$ 268,129	\$ 492,930	\$ 519,161

Commodities

70000 203 7001 Materials & Supplies	\$ 23,170	\$ 14,531	\$ 15,441	\$ 12,250	\$ 12,750
70000 203 7008 Non-Capital Equipment (under \$5000)					\$ 2,500
70000 203 7009 Equipment Repair & Maintenance	\$ 3,016	\$ -	\$ -	\$ 1,200	\$ 600
70000 203 7010 Vehicle Maintenance	\$ 19,960	\$ 5,724	\$ 1,727	\$ 4,000	\$ 10,150
70000 203 7018 Miscellaneous Tools					\$ -
70000 203 7033 Street lighting	\$ -	\$ -	\$ -	\$ 1,200	\$ 4,200
70000 203 7100 Uniform, gear & clothing allowance	\$ 2,849	\$ 1,590	\$ 400	\$ 1,200	\$ 1,200
Total Commodities	\$ 48,995	\$ 21,846	\$ 17,568	\$ 19,850	\$ 31,400

Contractual

70000 203 7501 Utilities	\$ 1,017	\$ 1,017	\$ 508	\$ -	\$ -
70000 203 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ 706	\$ 706
70000 203 7505 Travel	\$ 9,722	\$ 200	\$ -	\$ -	\$ -
70000 203 7513 Training	\$ -	\$ -	\$ 897	\$ -	\$ 175
70000 203 7515 Permits, Inspections & Compliance	\$ 285	\$ -	\$ 734	\$ 3,100	\$ 3,700
70000 203 7519 Professional Services Contractual	\$ -	\$ 610	\$ 63	\$ 10,000	\$ -
70000 203 7621 Public Works Labor Charges	\$ 441	\$ 1,173	\$ -	\$ -	\$ -
70000 203 7622 Charges from Garage	\$ -	\$ 6,409	\$ 2,309	\$ 9,000	\$ 10,500

**City & Borough of Wrangell
Wrangell Municipal Light & Power
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
70000 203 7629 Charges from Capital Facilities	\$ 2,546	\$ -	\$ -	\$ -	\$ -
Total Contractual	\$ 14,010	\$ 9,409	\$ 4,511	\$ 22,806	\$ 15,081
Capital Expense					
70000 203 7900 Capital Equipment	\$ 17,049	\$ 20,746	\$ -	\$ -	\$ 30,000
70000 203 7910 Utility Poles	\$ -	\$ 9,615	\$ -	\$ -	\$ 6,000
70000 203 7911 Transformers	\$ -	\$ 3,521	\$ -	\$ -	\$ 3,900
70000 203 7912 Electric Line	\$ -	\$ 552	\$ -	\$ -	\$ 6,500
70000 203 7913 Meters	\$ 4,763	\$ 12,545	\$ 5,251	\$ 5,100	\$ 33,600
70000 203 7999 Depreciation	\$ 86,901	\$ 95,417	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 108,713	\$ 142,397	\$ 5,251	\$ 5,100	\$ 80,000
Total Distribution Expenses	\$ 665,638	\$ 627,284	\$ 295,459	\$ 540,686	\$ 645,642
<hr/>					
Total WML&P Expenses	\$ 3,948,580	\$ 4,192,677	\$ 1,402,222	\$ 3,929,584	\$ 4,318,741
<hr/>					
70000 000 8970 Transfer to Other Fund, Miscellaneous	0.00	524,260.31	0.00	(449,738.00)	
Total Revenue & Expenses	\$ 199,002	\$ (647,313)	\$ 794,672	\$ 527,324	\$ (166,420)

Estimated Fund Balance - Beginning

Estimated Fund Balance - Ending

30% working Capital

*Available for Capital Improvement Projects,
Equipment, Debt Payments & Bond Payments*

DEPARTMENT: Administration**REVENUES**

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

5020	Electric fees & permits	Amount	5022	Service Charges	Amount
	Total	\$ -		Total	\$ -
4101	PERS On-behalf Revenue	Amount	5010	Residential Kwh Sales	Amount
		41,113			1,620,000
	Total	\$ 41,113		Total	\$ 1,620,000
5011	Small Commercial Kwh Sales	Amount	5012	Large Commercial Kwh Sales	Amount
		1,300,000			850,000
	Total	\$ 1,300,000		Total	\$ 850,000
5015	Fuel Surcharge	Amount	5018	Labor Charges	Amount
		45,000			50,000
	Total	\$ 45,000		Total	\$ 50,000
5020	Electric fees & permits	Amount	5021	Write-off's from Collections	Amount
		4,000			1,500
	Total	\$ 4,000		Total	\$ 1,500
5022	Service charges	Amount	5029	Write-off's collected at City Hall	Amount
		46,000			-
	Total	\$ 46,000		Total	\$ -
5030	Equipment rental	Amount	5031	Pole rental	Amount

DEPARTMENT: Administration**REVENUES**

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

		7,600			46,000
	Total	\$ 7,600		Total	\$ 46,000
5032	Late fees	Amount	5033	Investment income	Amount
		10,000			3,000
	Total	\$ 10,000.00		Total	\$ 3,000
5034	Material sales	Amount	3035	SEAPA rebate	Amount
		54,000			-
	Total	\$ 54,000		Total	\$ -
5036	PERS Termination Liability Reimbursement	Amount	XXXX	Freight & Shipping	Amount
		74,108			
	Total	\$ 74,108		Total	\$ -

DEPARTMENT: Administration

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

201 7001	Materials & Supplies	Amount	201 7002	Facility Repair & Maintenance	Amount
	Cleaning Supplies	600		Maintenance Heat Pumps (2)	500
	Office Supplies (paper,pens,-envelope)	800		Door to Window replacement	1,500
	Printer Ink	1,000		Deck Railing Paint	500
	Water	770		General Maintenance	1,000
	Coffee	440			
	Wall Calenders	75			
	Total	\$ 3,685		Total	\$ 3,500
201 7008	Non-Capital Equipment (Under \$5000)	Amount	201 7010	Vehicle Maintenance	Amount
	Security Cameras (2 Indoor Cameras)	1,000		Admin Truck Gen. Main.	1,000
	Docking Station	1,000		Truck bed replacement	5,000
	Back Up Hand-held	2,700			
	Total	\$ 4,700		Total	\$ 6,000
201 7100	Clothing Allowance and PPE	Amount	201 7501	Utilities	Amount
	Clothing Allowance (1 at \$400)	400		Admin Bldg. Water, Sewer & Elec	37,500
	Total	\$ 400		Total	\$ 37,500
201 7502	Phone & Internet	Amount	201 7503	Information Technology	Amount
	AP&T Phone Service	2,824		Microsoft Office Subscription	110
	GCI Internet Service	1,600		ITRON Metering Subscription	5,100
	AT&T Cell Service	706			
	Total	\$ 5,130		Total	\$ 5,210
201 7505	Travel	Amount	201 7506	Publications & Advertising	Amount
		-		Publishing ads for Permits, Diesel Run	800

DEPARTMENT: Administration

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

	Total	\$	-		Total	\$	800
201 7508	Insurance	Amount		201 7509	Bank and Credit Card Fees	Amount	
	Property and Vehicle Insurance (7)	24,000			Credit Card Fees	1,500	
	Total	\$	24,000		Total	\$	1,500
201 7510	Engineering Support	Amount		201 7513	Training	Amount	
	EPS	3,000			Excel Class (online)	50	
	Total	\$	3,000		Total	\$	50.00
201 7515	Permits, Inspections & Compliance	Amount		201 7540	Audit Expense	Amount	
	OHSA Compliance	500				12,500	
	Total	\$	500.00		Total	\$	12,500
201 7603	Charges From Finance	Amount		201 7622	Charges from Garage (labor)	Amount	
		80,260				1,000	
	Total	\$	80,260		Total	\$	1,000.00
201 7629	Charges from Capital Facilities (labor)	Amount		201 7851	TBPA PERS Termination Liability	Amount	
	From Amber	7,700			SEAPA absorbing TBPA Employees	74,108	
	Total	\$	7,700		Total	\$	74,108

DEPARTMENT: Generation

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

202 7001	Materials & Supplies	Amount	202 7002	Facility Repair & Maintenance	Amount
	Fuel Filters	135		Maintenance Bldg Heater	1,000
	Oil Filters	340		Move Radiator 45 degrees	2,000
	Gaskets	200		Roof Repairs	2,500
	Unforseen Needs	5,000		Exhaust Fan(s) Installation	4,000
				Fire Suppression (extinguisher)	2,000
				Area Drainage	250
				General Maintenance	1,000
	Total	\$ 5,675		Total	\$ 12,750
202 7008	Non-Capital Equipment (Under \$5000)	Amount	202 7009	Equipment Repair and Maintenance	Amount
	Security Cameras (8 ea.)	2,500		Injectors (2 sets)(with freight)	12,400
				Overhead Crane (electrify)	3,000
				Auto-start Black Generator	15,000
				EMD Piping	10,200
				Oil Circulating Pump	1,200
				Water Pumps (2)	2,430
				Install Fuel Centrifuge (+/- 30%)	10,000
				Unforseen Failures	19,400
	Total	\$ 2,500			\$ 73,630
202 7016	Diesel Run (Fuel and Oil)	Amount			Amount
	Diesel Fuel	200,000			-
	Engine Oil	12,000			
	Coolant	8,000			
		\$ 220,000			\$ -
202 7018	Miscellaneous Tools	Amount	202 7100	Uniform, gear & clothing allowance	Amount
	Misc. Small Hand Tools	250		Clothing Allowance (2 at \$400)	800
	Torque Wrench (1000 lbs.)	500		High Vis Raingear (2 at \$200)	400

DEPARTMENT: Generation

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

	Bore Scope Camera	1,000			
		\$ 1,750		Total	\$ 1,200
202 7501	Utilities Expense	Amount	202 7505	Travel	Amount
	Heating Fuel	10,000			-
	Total	\$ 10,000		Total	\$ -
202 XXXX	Freight & Shipping	Amount	202 7513	Training	Amount
					-
	Total	\$ -		Total	\$ -
202 7515	Permits, Inspections & Compliance	Amount	202 7629	Charges from Capital Facilities	Amount
	EPA Air Quality Permit	500		From Amber	7,700
	Extinguisher Services	267			
	Total	\$ 767		Total	\$ 7,700
202 7850	Tyee Purchases (\$0.068/kwh)	Amount	202 7900	Capital Equipment	Amount
		2,600,000			
	Total	\$ 2,600,000		Total	\$ -

DEPARTMENT: Distribution

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

203 7001	Materials & Supplies	Amount	203 7008	Non-Capital Equipment (Under \$5000)	Amount
	Gloves (15 pairs)	200		Thermal Camera	2,500
	Chain Saw gas and oil	50			
	Misc. Line distribution Supply	12,000			
	After Hours Meals	500			
	Total	\$ 12,750		Total	\$ 2,500
203 7009	Equipment Repair & Maint	Amount	203 7010	Vehicle Maintenance	Amount
	Chain Saw Repair	600		DMV Tag Renewal	150
				Line Trucks (3)	10,000
	Total	\$ 600		Total	\$ 10,150
203 7018	Miscellaneous Tools	Amount	203 7033	Street Lighting Repair	Amount
		-		LED Fixtures	1,200
				Street Lighting (Zimovia)	3,000
	Total	\$ -		Total	\$ 4,200
203 7100	Uniform, Gear & Clothing Allowance	Amount	203 7502	Phone/Internet	Amount
	Clothing Allowance (3 at \$400)	1,200		AT&T (1 Cell Phone)	706
	Total	\$ 1,200		Total	\$ 706
203 7505	Travel	Amount	203 7513	Training	Amount
		-		Arc Flash Course	100
					75
	Total	\$ -		Total	\$ 175
203 7515	Permits, Inspections & Compliance	Amount	203 7519	Prof./Contr. Services	Amount
	Lineman Certification Renewal	600			-
	Hot Glove Testing	600			
	Manlift Safety Inspections	2,250			

DEPARTMENT: Distribution					
Please note: your department might not be using all the accounts. Please refer to you prior year budget. Please do not change the formatting of this worksheet.					
	Hot Stick Testing	250			
	Total	\$ 3,700		Total	\$ -
203 7621	Public Works Labor Charges	Amount	203 7622	Charges from Garage	Amount
		-		Labor and Fuel	10,500
	Total	\$ -		Total	\$ 10,500
203 7629	Charges from Capital Facilities	Amount	203 7900	Capital Equipment	Amount
				Wood Chipper	30,000
	Total	\$ -		Total	\$ 30,000
203 7910	Pole Purchases	Amount	203 7911	Transformer Purchases	Amount
	30 Foot Poles (5 ea.)	2,750		15 KVA Tranformers (6ea.)	3,900
	35 Foot Poles (5 ea.)	3,250			
	Total	\$ 6,000		Total	\$ 3,900
203 7912	Wire Purchases	Amount	203 7913	Meter Purchases	Amount
	2/0 Triplex (2 Rolls)	2,000		Meters w/ ERT Modules	21,000
	1/0 Triplex (2 Rolls)	3,500		ITRON Mobile	12,600
	#2 Triplex (1 Roll)	1,000			
	Total	\$ 6,500		Total	\$ 33,600
203 XXX	Freight & Shipping	Amount			Amount
	Total	\$ -		Total	\$ -

ACTING PAY CALCULATION WORKSHEET

DEPARTMENT: Wrangell Municipal Light and Power

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	REGULAR POSITION	GRADE/STEP WAGE	ACTING POSITION	GRADE/STEP WAGE	CHOOSE ONE BELOW			HOURS	TOTAL
					AVERAGE WAGE	BEYOND 5 DAYS WAGE	DEPT HEAD STEP 1 OR 15%		
Royce Cowan	Mechanic Leadman	23/13	Director	30/1			41.4	40	\$ 1,656.00
Mark Armstrong	Electric Line Foreman	30/11	Director	30/1			52.05	40	\$ 2,082.00
Dwight Yancey	Electric Line	27/6	Electric Line Foreman	29/10	41.69			16	\$ 667.04
								TOTAL	\$ 4,405.04

STANDBY CALCULATION WORKSHEET

DEPARTMENT: Wrangell Municipal Light and Power

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF STANDBY HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	RATE	TOTAL
Mark Armstrong	Electric Line Foreman	30/12			\$ 20,280.00
Dwight Yancey	Electric Line	27/7			\$ 20,280.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ 40,560.00

DEPARTMENT: Wrangell Municipal Light and Power

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

[illegible]

\$ 67,663.50

TRAINING COST WORKSHEET

DEPARTMENT: Wrangell Munciple Light and Power

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Excel Class (online)	admin	Online		\$ 50.00
Arc Flash Course	distribution			\$ 100.00
Flagger Course	distribution			\$ 75.00
Totals				<u>\$ 225.00</u>

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
Camera System (10 Cameras) Justification: <div> Add level of security: 6 to watch generators, 2 to watch building entrances, 2 to watch Public Counter. </div>	\$3,500.00
Thermal Camera Justification: <div> Electrical Maintenance requires periodic tightening of electrical connections. A Thermal Camera allows a technician to 'see' heat build up that proceeds connection failure. </div>	\$ 2,500.00
Hand-Held Radio Justification: <div> Clear communications are required for traffic control. WML&P has one radio going bad; it does not recieve all of the time. </div>	\$ 150.00

TOTAL 2022 REQUEST:	\$	6,150.00
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City & Borough of Wrangell

2022 Capital Equipment/Vehicles

Department:

(Equipment/Vehicle expenditures more than \$5,000)

Equipment Requested	Amount Requested
1. 3MW Transformer Justification: WML&P has the ability of supplying 12MWs of power. Presently WML&P has 4 each 2MW Transformers. These four Transformers limits the ability of WML&P to supply the available 12MW. WM&LP has purchased 1 3MW Transformer, with plans to replace all 2MW Transformers with 3MW Transformers.	\$50,000.00
3. Replace Basler Exciter Control Transformers Justification: These 'Open Air' Transformers operate at 2400 volts and supply the excitation for the smaller generators (units 2, 3, & 4). The risk is present when any of the smaller units are running, as this is where the generator control circuitry is located. This is where the risk to Powerhouse personnel is. The way to manage this risk is to replace them with 'enclosed dry-transformers' designed for the Basler Control System.	\$ 30,000.00
6. Unit #2 Voltage Regulator Replacement Justification: WML&P has undertaken to replace the Voltage Regulator on each of the generators due to age and reliability. This effort has been a phased effort. Units 1, 4, and 5 are complete. This request is for Unit #2.	\$ 85,000.00
TOTAL 2022 REQUEST:	\$165,000.00



CITY & BOROUGH OF WRANGELL
FY 2022 BUDGET SUMMARY
FUND: GENERAL
DEPARTMENT: Administration

General Comments:

- The Administration Budget has very large increase. This is due to a combination of factors.
 - The IT Budget includes \$9,000 for a new vehicle tracking system; \$15,000 for a timeclock system; and \$30,000 for security cameras for various departments.
 - The Insurance Budget has a huge increase to reflect actual allocations for City Hall Property \$43,810; Liability \$5,522; Cold Storage Facility \$3,816 and the Armory at \$345. Unsure of where these large allocations were previously.
 - The cost for recruitment and hiring has been included in the Admin budget in the amount of \$7,280.
 - One of the subjects discussed at the Directors' Strategic Planning Session was Workplace Culture and Morale. The Department Directors indicated one of the most important morale activities to bring back is the annual Christmas Party. It has been included in the budget in the amount of \$5,000.
 - The Administration budget also includes training and travel.
- The Administration Budget does not currently include funding for the "assistant" position. That will need to take place in a budget amendment.

Big Picture:

- The Sanitation Fund is projected to operate at a loss in FY 2022. The operating deficit is estimated to be \$83,024. There is enough money in the Sanitation Fund Reserve to cover this deficit. Going without a rate increase is not recommended. There is more information below under the sections titled Rate Increase and Working Capital.
- A rate increase at the beginning of the fiscal year is necessary to bring the fund “into the black” operationally.
- The size of the rate increase will depend on four decisions:
 - Will the rate increase only cover the operational deficit?
 - Will the Sanitation Fund be required to repay the Sales Tax Fund for the Baler Project Funding?
 - Will the Sanitation Fund purchase at least one new garbage truck with another interfund loan (that will be paid back), or a conventional loan?
 - Will the Sanitation Fund begin investing a percentage of money each year toward the replacement of capital equipment and vehicles (e.g. second garbage truck, replacement baler, etc.), and how much?
- Concurrently, Administration will move through the process to determine potential divestiture options (e.g. outright sale, lease, operating agreement, other public/private partnership); and if a divestiture is possible.
- The expenses for divestiture work are not included in the FY 2022 Budget. Some work may take place before the end of FY 2021. They will include appraisal services (for land, equipment, buildings, vehicles, etc.); financial services to provide a total fair market value of the assets, debt (baler), plus net operating position and capacity; legal services; and perhaps election expenses if a special election is required if the divestiture is valued at over \$1 Million.

Rate Increase:

- Operating Deficit FY 2022 = \$83,024
- Baler Project Debt Service to Sales Tax Fund
 - \$623,000 @ 2%/10 Years = \$70,000 year
- Garbage Truck Purchase
 - \$260,000 @ 2%/10 Years = \$27,000 year
- Annual Contribution to Capital Equipment Reserve
 - =\$25,000 for 11 Years to Save for 2nd Garbage Truck
 - No other contributions for excavator or baler contemplated now
- Total Additional Needs for FY 2022 through FY 2032 = \$205,000
- Based on estimated FY 2022 revenue for User Fees only at \$571,293 a 26.4% rate increase is necessary. A straight 26.4% increase would take the monthly household rate from \$48 to \$60.50.
- However, an “across the board” 26.4% increase is not the right approach. There are different rates based on the size of the dumpster. In comparison with neighboring communities, Wrangell is priced appropriately for some sizes, and is well under the market rate in others. The Public Works Director is in the process of developing a recommendation for how to implement a rate increase formula.

Revenue:

- The current budget shows no PERS On-Behalf Revenue. Normally this information is calculated by the Finance Director. We have yet to determine how that is calculated. The variability with low numbers in some years is concerning. This will hopefully lower the deficit by a small amount when the number is understood.
- User Fee revenue is increasing for FY 2022. This number was derived taking the monthly average of revenue times twelve months and then subtracting \$10K from it for a factor of safety.
- Landfill revenue is down slightly based on actual revenue. If there is a change to the way landfill waste is charged (based on weight and not volume) this could increase – by an unknown amount.
- Recycle revenue increased slightly. With the acquisition of a second waste metal container, twice the metal is being recycled. Although revenue is increasing, so are the associated expenses. We are currently losing money on recycling.
- No interest revenue has been attributed to the Sanitation Fund for several years.

Expenditures:

- Travel in the amount of \$810 is included for the two Sanitation staff and the Public Works Director to schedule a day trip to Petersburg for training on their baler.
- Property and vehicle liability insurance has increased by 10% based on a recommendation from the Borough's insurance agent.
- Bank fees were added to accommodate for the use of credit cards.
- Vehicle maintenance has increased by \$12,000 over last year anticipating greater maintenance requirements on the garbage trucks.
- Fuel was added to the budget with an estimated amount. It appears vehicle fuel has not been charged out to departments appropriately. The Manager has requested a fuel tracking system be installed at the fuel tank at Public Works so accurate fuel consumption tracking for each vehicle and department begins to take place.
- Professional Services includes \$25,200. \$25K is for a rate study, if it is needed and \$200 is for random drug/alcohol testing of employees with CDLs.
- Solid Waste Shipping and Disposal includes an increase of \$40,000. This includes the annual rate increase, and money to cover the cost of shipping the shredded.
- There is an increase of nearly \$6,000 in recycle costs as the CBW is shipping double the metal.
- The overall expenditure increase over the FY 2021 Budget is \$95,209.

Capital Expenditures:

- The Public Works Director has submitted a request for one new garbage truck. The estimated expense is \$260,400. The amount is shown on the budget summary worksheet, but it is not included in the Total Expenses number. Administration wanted the Assembly to see the request. The Sanitation Fund does not have the reserve balance to purchase a new garbage truck. Options to consider if the Assembly approves a rate increase include a loan from another City fund which will need to be paid back, or obtaining a conventional loan.

Working Capital:

- The Government Finance Officers Association (GFOA) has over 200 best practices for government accounting. With enterprise funds, one important best practice is to keep a working capital reserve in the case of an emergency, and for cash flow purposes.
- Some places adopt a policy of 90 days of operating expenses; others it is roughly 30% of the annual operating budget.

- Wrangell first showed this in the FY 2021 Budget with 30% being shown as reserved for working capital. Unfortunately, the 30% number shown was 30% of the cash reserves that each individual fund happened to have on hand. It was not 30% of the annual operating budget.
- Estimated reserves at the beginning of FY 2022 are \$236,763. If there is not rate increase the ending reserve balance is projected to be \$153,739 because of the operating deficit.
- 30% working capital of the FY 2022 operating budget is \$213,494. That means the Sanitation Fund Reserve is \$59,755 short of the recommended working capital amount.

Personnel:

- This department budget includes annual step increases.
- Health insurance costs are currently factored based on costs for FY 2022.
- Temporary staff for operating the tire sheer are currently not included in the budget. This amendment will need to take place if Wrangell ends up being first to receive the sheer from SouthEast Alaska Solid Waste Authority (SEASWA).

**City & Borough of Wrangell
Administration
Fiscal Year 2022**

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>YTD Actual</u>	<u>2021</u> <u>Adopted</u> <u>Budget</u>	<u>2022 Draft</u> <u>Budget</u>
Personnel					
Total Salaries & Wages	\$ 214,012	\$ 181,820	\$ 116,334	\$ 125,000	\$ 128,600
Total Personnel Benefits	\$ 83,729	\$ 86,186	\$ 43,188	\$ 50,390	\$ 58,071
CARES Act Off-Set(Still being finalized)	\$ -	\$ (4,515)	\$ -	\$ -	\$ -
Total Personnel	\$ 297,741	\$ 263,491	\$ 159,522	\$ 175,390	\$ 186,671
Commodities					
001 7001 Materials & Supplies	\$ 791	\$ 1,610	\$ 1,325	\$ 2,500	\$ 2,000
Total Commodities	\$ 791	\$ 1,610	\$ 1,325	\$ 2,500	\$ 2,000
Contractual					
001 7502 Phone/Internet	\$ 1,462	\$ 2,165	\$ 1,227	\$ 830	\$ 600
001 7503 Information Technology	\$ -	\$ 5	\$ -	\$ 3,300	\$ 58,380
001 7505 Travel	\$ 12,811	\$ 13,731	\$ -	\$ -	\$ 6,850
001 7506 Publications & Advertising	\$ -	\$ 135	\$ -	\$ -	\$ -
001 7507 Memberships & Dues	\$ 4,776	\$ 5,389	\$ 1,080	\$ 830	\$ 1,200
001 7508 Insurance	\$ 34,131	\$ 23,105	\$ 29,206	\$ 11,767	\$ 53,493
001 7513 Training					\$ 3,875
001 7519 Professional Services Contractual	\$ 270	\$ 13,762	\$ 1,221	\$ 5,278	\$ 5,000
001 7520 Attorney, Retainer	\$ 72,137	\$ 111,673	\$ 72,533	\$ 95,000	\$ 85,000
001 7524 Wrangell Medical Center Legacy	\$ 172,580	\$ 2,429	\$ -	\$ -	\$ -
001 7530 Lobbying	\$ 64,600	\$ 67,200	\$ 64,200	\$ 66,000	\$ 67,200
001 7570 Tourism Industry Expenses	\$ 9,540	\$ 10,120	\$ -	\$ -	\$ -
001 7576 Contingency	\$ 10,363	\$ 6,258	\$ -	\$ -	\$ 3,000
001 7580 Recruitment & Hiring	\$ -	\$ -	\$ -	\$ -	\$ 7,280
Total Contractual	\$ 382,671	\$ 255,971	\$ 169,467	\$ 183,005	\$ 291,878
Total Expenses	\$ 688,066	\$ 521,073	\$ 330,314	\$ 360,895	\$ 480,549
Capital Expense					
001 7900 Capital Expenditures	\$ 6,864	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 6,864	\$ -	\$ -	\$ -	\$ -

DEPARTMENT: ADMINISTRATION

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

7001	MATERIALS & SUPPLIES	Amount	7008	NON-CAPITAL EQUIPMENT	Amount
	Misc. Materials & Supplies	2,000			
	Total	\$ 2,000		Total	\$ -
7502	PHONE/INTERNET	Amount	7503	INFORMATION TECHNOLOGY	Amount
12	GCI 907-660-7877	600		Vehicle Tracking System (30 Vehicle to Start)	9,000
				Asana PM Software	1,000
				Time Clock System (Borough Wide)	15,000
				Security Camera System - Multiple Departments	30,000
				Nixle System Annual Fee	3,300
				PresenterMedia	80
	Total	\$ 600		Total	\$ 58,380
7505	TRAVEL	Amount	7506	PUBLICATIONS/ADVERTISING	Amount
	See Attached Summary Sheet	6,850			
	Total	\$ 6,850		Total	\$ -
7507	MEMBERSHIP, DUES, SUBSCRIPTIONS	Amount	7508	INSURANCE	Amount
	ICMA	1,000		City Hall Allocation (12 at \$3,650.80)	43,810
	AMMA	200		Liability Allocation	5,522
				Cold Storage Facility \$3,469 x 110% = \$3,816	3,816
				Armory \$314 x 110% = \$345	345
	Total	\$ 1,200		Total	\$ 53,493
7513	TRAINING	Amount	7519	PROF./CONTR. SERVICES	Amount
	AML Summer Mtg - Fairbanks	150		Christmas Party	5,000
	SEC Annual - Haines	325			
	AML/AMMA - Anchorage	475			
	SEC Mid Session - Juneau	300			
	AML Legislative Fly-In - Juneau	125			
	NaCo Ledership Training - Department Directors - Virtual	2,500			
	Total	\$ 3,875		Total	\$ 5,000

DEPARTMENT: ADMINISTRATION

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7520	LEGAL SERVICES	Amount	7530	LOBBYING	Amount
	Annual Legal Services	85,000		State Lobbying PSA	36,000
				Federal Lobbying PSA	31,200
	Total	\$ 85,000		Total	\$ 67,200
7576	CONTINGENCY	Amount	7580	RECRUITMENT & HIRING	Amount
	Contingency	3,000		Pre-Emp Bkgrnd Checks (40 at \$17)	680
				Pre-Emp Drug Screens (40 at \$115)	4,600
				Position Postings	2,000
	Total	\$ 3,000		Total	\$ 7,280
7900	CAPITAL EQUIPMENT	Amount			Amount
	Total	\$ -		Total	\$ -

TRAINING COST WORKSHEET

DEPARTMENT: Administration

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
AML Summer Meeting	Borough Manager	Fairbanks	August	150
SEC Annual Conference	Borough Manager	Haines	September	325
AML/AMMA Annual Conference	Borough Manager	Anchorage	November	475
SEC Mid Session Summit	Borough Manager	Juneau	February	300
AML Leg. Fly-In	Borough Manager	Juneau	February	125
NACo Leadership Training	Department Director x 2	Virtual	August/January	\$ 2,500.00
Totals				<u>\$ 3,875.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: Administration

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
AML SUMMER SESSION	Manager	FAIRBANKS	8/4-6, 2021	675	400	125	50	1,250
SE CONFERENCE ANNUAL MEETING	Manager	HAINES	9/14-16, 2021	700	400	125		1,225
ALASKA MUNICIPAL LEAGUE	Manager	ANCHORAGE	11-15/19-2021	600	1,025	325	-	1,950
SE CONFERENCE (MID-SESSION)	Manager	JUNEAU	Feb 2022	475	375	125	200	1,175
AML LEGISLATIVE	Manager	JUNEAU	Feb 2022	475	450	125	200	1,250
								-
Totals				\$ 2,925	\$ 2,650	\$ 825	\$ 450	
Total								<u>\$ 6,850</u>

CITY & BOROUGH OF WRANGELL

FY 2022 BUDGET WORK SESSIONS



FUND: GENERAL FUND

DEPARTMENT: BOROUGH CLERK /

MAYOR & ASSEMBLY

This is the Summary for the Borough Clerk's Department and the expenses for the Borough Mayor & Assembly:

- *Clerk Payroll Information*
 - There was no pay increase to the Borough Clerk's salary for FY2022.
- *Materials & Supplies (7001)*
 - This account adds the Election Supplies and Equipment.
- *Non-Capital Equipment (7008)*
 - Last year we purchased Chromebooks for the Assembly. This year we do not have any large purchases anticipated.
- *Travel (7505)*
 - *I have \$9975 allocated for this account. I still have \$1565 in credits on Alaska Airlines from my canceled flights to the International Institute of Municipal Clerks conference in May of 2020 & the Alaska Association of Municipal Clerk. Therefore, the actual allocation is \$8410.*
- *Temporary Wages (6002)*
 - \$500 expense is for the Election Workers on Election Day for the Municipal Election only.

**City & Borough of Wrangell
Assembly & Clerk
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 82,216	\$ 65,630	\$ 80,506	\$ 87,000	\$ 88,980
Total COVID Salaries & Wages	\$ -	\$ 11,811	\$ 3,535	\$ -	\$ -
Total Personnel Benefits	\$ 58,146	\$ 66,707	\$ 52,248	\$ 62,787	\$ 65,014
Total COVID Personnel Benefits	\$ -	\$ 4,144	\$ 1,103	\$ -	\$ -
CARES Act Off-Set (Still being finalized)	\$ -	\$ (15,955)	\$ (4,638)	\$ -	\$ -
Total Personnel	\$ 140,362	\$ 132,337	\$ 132,754	\$ 149,787	\$ 153,993
Commodities					
002 7001 Materials & Supplies (Election Exp)	\$ 6,237	\$ 2,034	\$ 4,874	\$ 7,000	\$ 7,000
002 7008 Non-capital Equipment	\$ -	\$ 399	\$ -	\$ -	\$ -
Total Commodities	\$ 6,237	\$ 2,433	\$ 4,874	\$ 7,000	\$ 7,000
Contractual					
002 7502 Phone/Internet	\$ -	\$ 173	\$ 603	\$ 840	\$ 672
002 7503 Information Technology	\$ 180	\$ 3,325	\$ 6,886	\$ 6,645	\$ 7,125
002 7505 Travel	\$ 16,040	\$ 19,312	\$ -	\$ -	\$ 11,885
002 7506 Publications & Advertising	\$ 22,006	\$ 19,450	\$ 12,838	\$ 19,120	\$ 19,120
002 7507 Memberships & Dues	\$ 100	\$ 9,835	\$ 2,378	\$ 5,560	\$ 5,260
002 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 3,824
002 7571 Recording fees	\$ 329	\$ 283	\$ 233	\$ 300	\$ 300
002 7572 Records preservation	\$ 983	\$ -	\$ -	\$ 100	\$ -
002 7573 Election Expenses & Supplies	\$ 2,768	\$ 5,305	\$ -	\$ -	\$ -
002 7574 Municipal Code Republishing	\$ 2,563	\$ 3,711	\$ 844	\$ 3,000	\$ 3,000
Total Contractual	\$ 44,969	\$ 61,393	\$ 23,782	\$ 35,565	\$ 51,186
Total Expenditures	\$ 191,568	\$ 196,163	\$ 161,410	\$ 192,352	\$ 212,179
Capital					
002 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -

DEPARTMENT: ASSEMBLY / CLERK

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7002	Facility Repair & Maintenance	Amount
	Contingency Supplies	2,000			
	Election Supplies & Equipment	5,000			
	Total	\$ 7,000		Total	\$ -
7502	Phone/Internet	Amount	7503	Information Technology	Amount
12	Clerk Cell Phone 907-660-7414	672		Municode (City Website)	3,500
				Minicode Meetings	2,200
				Laserfiche (Annual Maintenance)	945
				Laserfiche Records Mgmnt Module (\$6000)	
				Lasterfiche Records Mgmnt Annual (\$1200)	
				Zoom Cloud Storage	480
				Website Redesign	
	Total	\$ 672			\$ 7,125
7505	Travel	Amount	7507	Memberships & Dues	Amount
	ALASKA MUNICIPAL LEAGUE	1,550		AK Conference of Mayors Dues	50
	ALASKA MUNICIPAL LEAGUE	1,550		AK Municipal League Dues (Assy/City Admin)	3,000
	ALASKA MUNICIPAL LEAGUE	1,550		AK Association of Municipal Clerks Dues	75
	SE CONFERENCE (MID-SESSION)	975		International Association of Municipal Clerks Dues	185
	AML LEGISLATIVE	1,050			
	AML SUMMER SESSION	1,200		National Association of Counties (NACO)	450
	SE CONFERENCE ANNUAL MEETING	1,225		Southeast Conference Dues	1,500
	ALASKA MUNICIPAL CLERKS ASSOC	1,375			
	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	1,525			
	LASERFICHE EMPOWER	1,450			
	credit on AK air from canceled IIMC & AAMC (2020)	(1,565)			
	Total	\$ 11,885		Total	\$ 5,260

DEPARTMENT: ASSEMBLY / CLERK

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7571	Recording Fees	Amount	7572	Records preservation	Amount
	District Recorder Fees (plats, assignments, etc.)	300		Acid Free Bound Books	-
	Total	\$ 300		Total	\$ -
			7574	Municipal Code republishing	Amount
				Codificaiton of Ordinances & Resolutions	3,000
				Total	\$ 3,000
7506	Publicaitons & Advertising	Amount	7513	Training	Amount
	Sentinel	12,000		Assembly	
	KSTK Media Distribution	7,120		ALASKA MUNICIPAL LEAGUE	425
				ALASKA MUNICIPAL LEAGUE	500
				ALASKA MUNICIPAL LEAGUE	500
				SE CONFERENCE (MID-SESSION)	310
				AML LEGISLATIVE	150
				AML SUMMER SESSION	175
				SE CONFERENCE ANNUAL MEETING	350
				Clerk	
				ALASKA MUNICIPAL CLERKS ASSOC	625
				INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	660
				NATIONAL ASSOCIATION OF PARLIAMENTARIANS (NAP)	129
				LASERFISHE EMPOWER	N/C
	Total	\$ 19,120		Total	\$ 3,824

ACTING PAY CALCULATION WORKSHEET

DEPARTMENT: Clerk

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	REGULAR POSITION	GRADE/STEP WAGE	ACTING POSITION	GRADE/STEP WAGE	CHOOSE ONE BELOW			HOURS	TOTAL
					AVERAGE WAGE	BEYOND 5 DAYS WAGE	DEPT HEAD STEP 1 OR 15%		
Kim Lane			Borough Manager						\$ 2,000.00
									\$ -
									\$ -
								TOTAL	\$ 2,000.00

(up to \$2000 per year)

OVERTIME CALCULATION WORKSHEET

DEPARTMENT: Clerk

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
			-	-	-
Sarah Merrit	Elections Chairperson		10	\$ 19.50	\$ 195.00
Election Worker	Election Worker		7	\$ 16.50	\$ 115.50
Election Worker	Election Worker		7	\$ 16.50	\$ 115.50
Election Worker	Election Worker		7	\$ 16.50	\$ 115.50
					\$ -
					\$ -
			TOTAL		\$ 541.50

TEMPORARY WAGES (6002) CALCULATION WORKSHEET

DEPARTMENT: Clerk

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF TEMPORARY HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	RATE	TOTAL
Sarah Merrit	Elections Chairperson		10	\$ 13.00	\$ 130.00
Election Worker	Election Worker		8	\$ 11.00	\$ 88.00
Election Worker	Election Worker		8	\$ 11.00	\$ 88.00
Election Worker	Election Worker		8	\$ 11.00	\$ 88.00
					\$ -
			TOTAL		\$ 394.00

TRAINING COST WORKSHEET

DEPARTMENT: **Assembly / Clerk**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
ALASKA MUNICIPAL LEAGUE	MAYOR	ANCHORAGE	11/15-19, 2021	425
ALASKA MUNICIPAL LEAGUE	NEWLY ELECTED	ANCHORAGE	11/15-19, 2021	500
ALASKA MUNICIPAL LEAGUE	NEWLY ELECTED	ANCHORAGE	11/15-19, 2022	500
SE CONFERENCE (MID-SESSION)	ASSEMBLY MEMBER	JUNEAU	Feb 2022	310
AML LEGISLATIVE	MAYOR or ASSEMBLY	JUNEAU	Feb 2022	150
AML SUMMER SESSION	MAYOR	FAIRBANKS	8/4-6, 2021	175
SE CONFERENCE ANNUAL MEETING	MAYOR	HAINES	9/14-16, 2021	350
ALASKA MUNICIPAL CLERKS ASSOC	CLERK	ANCHORAGE	11/14-18, 2021	625
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	CLERK	MICHIGAN	5/9-13, 2021	660
NATIONAL ASSOCIATION OF PARLIAMENTARIAN (NAP)	CLERK	ONLINE	5/27-30, 2021	129
LASERFICHE EMPOWER	CLERK	LONG BEACH	2/9-15, 2022	-
Totals \$				<u>3,824</u>

TRAVEL COST WORKSHEET

DEPARTMENT: Clerk

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
ALASKA MUNICIPAL LEAGUE	MAYOR	ANCHORAGE	11-15/19-2021	600	775	175	-	1,550
ALASKA MUNICIPAL LEAGUE	NEWLY ELECTED	ANCHORAGE	11-15/19-2021	600	775	175		1,550
ALASKA MUNICIPAL LEAGUE	NEWLY ELECTED	ANCHORAGE	11-15/19-2022	600	775	175		1,550
SE CONFERENCE (MID-SESSION)	ASSEMBLY MEMBER	JUNEAU	Feb 2022	475	375	125		975
AML LEGISLATIVE	MAYOR or ASSEMBLY	JUNEAU	Feb 2022	475	450	125		1,050
AML SUMMER SESSION	MAYOR	HAINES	8/4-6, 2021	675	400	125		1,200
SE CONFERENCE ANNUAL MEETING	MAYOR	FAIRBANKS	9/14-16, 2021	700	400	125		1,225
								-
ALASKA MUNICIPAL CLERKS ASSOC	CLERK	ANCHORAGE	11-14/18-2021	600	775	-		1,375
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	CLERK	MICHIGAN	5-9/13-2021	775	750	-		1,525
LASERFICHE EMPOWER	CLERK	LONG BEACH	2-9/15-2022	600	850	-		1,450
					Less Air Credit from 2020			(1,565)
Totals				\$ 6,100	\$ 6,325	\$ 1,025	\$ -	
								Total \$ 11,885

City & Borough of Wrangell
Finance
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
11000 003 6001 Salaries	\$ 172,633	\$ 260,343	\$ 189,182	\$ 243,264	\$ 242,024
11000 003 6200 Personnel Benefits	\$ 160,128	\$ 156,859	\$ 96,107	\$ 147,343	\$ 140,503
11000 003 6900 CARES Act COVID Off-set*	\$ -	\$ (9,569)	\$ -	\$ -	\$ -
Total Personnel	\$ 332,761	\$ 417,202	\$ 285,289	\$ 390,607	\$ 382,527
Commodities					
11000 003 7001 Materials & Supplies	\$ 15,789	\$ 15,913	\$ 7,849	\$ 8,550	\$ 10,400
11000 003 7002 Facility Repair & Maintenance	\$ 2,997	\$ 9,443	\$ 4,800	\$ 3,000	\$ 6,000
11000 003 7004 Postage & Shipping	\$ 11,484	\$ 10,621	\$ 9,492	\$ 12,000	\$ 12,000
11000 003 7006 Computer Software, Programming, etc.	\$ 21,701	\$ 6,531	\$ 26,548	\$ -	\$ -
11000 003 7008 Non-capital Equipment	\$ -	\$ 11,372	\$ 467	\$ 3,000	\$ 2,000
11000 003 7009 Equipment Repair & Maintenance	\$ 3,709	\$ 2,763	\$ 1,320	\$ 3,000	\$ -
11000 003 7011 Equipment Rental Expense	\$ 566	\$ 2,719	\$ 4,407	\$ -	\$ 2,800
Total Commodities	\$ 56,246	\$ 59,363	\$ 54,883	\$ 29,550	\$ 33,200
Contractual					
11000 003 7501 Utilities	\$ 13,702	\$ 13,177	\$ 11,782	\$ 5,424	\$ 14,000
11000 003 7502 Phone/Internet	\$ 12,556	\$ 12,185	\$ 12,087	\$ 12,000	\$ 14,022
11000 003 7503 Information Technology	\$ 30,399	\$ 41,139	\$ 70,603	\$ 74,640	\$ 92,100
11000 003 7505 Travel	\$ 3,962	\$ 12,598	\$ -	\$ -	\$ 5,250
11000 003 7506 Publications & Advertising	\$ 8,736	\$ 1,252	\$ 971	\$ 821	\$ -
11000 003 7507 Memberships & Dues	\$ -	\$ 190	\$ 160	\$ -	\$ 210
11000 003 7508 Insurance	\$ -	\$ 1,739	\$ 4,158	\$ 4,788	\$ 5,000
11000 003 7509 Bank & Credit Card Fees	\$ -	\$ 76,909	\$ 21,375	\$ 45,000	\$ 75,000
11000 003 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 3,300
11000 003 7519 Professional Services	\$ 141,186	\$ 113,295	\$ 72,051	\$ 135,700	\$ 101,760
11000 003 7540 Auditing Services	\$ -	\$ -	\$ 16,750	\$ 60,000	\$ -
11000 003 7550 Property Assessment Services	\$ -	\$ -	\$ (32)	\$ 75,000	\$ -

City & Borough of Wrangell
Finance
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
11000 003 7560 Financial Services Contractual	\$ -	\$ 775	\$ -	\$ -	\$ -
11000 003 7562 Penalties & Interest	\$ -	\$ 20,311	\$ 3	\$ -	\$ -
11000 003 7576 Promotional	\$ -	\$ 504	\$ -	\$ -	\$ -
11000 003 7603 Charges from Finance	\$ (112,134)	\$ (113,336)	\$ (114,598)	\$ (256,726)	\$ (249,699)
11000 003 7621 Public Works Labor Charges	\$ 1,827	\$ -	\$ -	\$ -	\$ -
11000 003 7629 Charges from Capital Facilities	\$ 7,057	\$ 20,801	\$ 11,766	\$ 36,847	\$ 33,685
11000 003 7900 Capital Expenditures	\$ 11,008	\$ 32,527	\$ -	\$ -	\$ -
11000 003 7980 Bad Debt Expense	\$ -	\$ 6,511	\$ -	\$ -	\$ -
Total Contractual	\$ 118,299	\$ 240,577	\$ 107,076	\$ 193,494	\$ 94,628
Total Expenditures	\$ 507,305	\$ 717,142	\$ 447,248	\$ 613,651	\$ 510,355

DEPARTMENT: FINANCE

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7002	Facility Repairs & Maint.	Amount
30	Paper	900		General Maintenance	3,000
	1099 forms & Envelopes	500		Roof Repairs	3,000
	Custodian Supplies	1,000			
	Misc Office	3,000			
	Tonner (3 printers)	2,000			
	Statement forms	3,000			
	Total	\$ 10,400		Total	\$ 6,000
7004	Postage & Shipping	Amount	7008	Non-Capital Equipment	Amount
	Metered Postage	12,000		Replacement Equipment	2,000
	For all departments				
	Total	\$ 12,000		Total	\$ 2,000
7501	Utilities	Amount	7502	Phone/Internet	Amount
	Allocation from Enterprise Funds	14,000		GCI Internet	6,000
	Water Sewer Electric Sanitation			APT	7,350
				GCI Fin Director Phone	672
	Total	\$ 14,000		Total	\$ 14,022
7503	Information Technology	Amount	7507	Memberships, Dues, Subscriptions	Amount
	Blackpoint-IT	63,600		Gov. Finance Officers Assoc	120
	Bill Master	10,000		Alaska Gov Finance Officers	90
	AccuFund	12,500			
	Team Viewer	1,000			
	MARS	4,000			
	365 Email	1,000			
	Total	\$ 92,100		Total	\$ 210
7508	Insurance	Amount	7509	Bank Fees & Credit Card Processing	Amount
	Liability	5,000		CC Processing fees	75,000
	Total	\$ 5,000		Total	\$ 75,000

DEPARTMENT: FINANCE

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7513	Training	Amount	7519	Prof./Contr. Services	Amount
	R Marshall Accounting Classes online (per Assembly)	3,000		Carpet Cleaning	1,500
	AGFOA - Director	300		Fire Suppression Testing	2,700
	AccuFund Training for Finance & Department Directors TBD			Auditing Service	60,000
				Assessment Services	30,000
				Operating Fund Investments Custodian Fees (\$630 x 12)	7,560
	Total	\$ 3,300		Total	\$ 101,760
7011	Equipment Rental	Amount	7629	Charges From Capital Facilities	Amount
	Postage Machine	2,800		City Hall Maintenance Staff Time	7,670
				City Hall Custodian	26,015
	Total	\$ 2,800		Total	\$ 33,685
7603	Charges From Finance	Amount	7900	Capital Equipment	Amount
	Account Generalist	(49,675)			
	Accounting Clerk	(28,619)			
	Accounting Clerk (Utility)	(59,770)			
	Finance Director	(35,618)			
	Audit	(30,000)			
	Credit Card Fees	(45,000)			
	P&Z Staff OT	(1,017)			
	Total	\$ (249,699)		Total	\$ -

TRAINING COST WORKSHEET

DEPARTMENT: Finance

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Online Accounting Classes AGFOA	Accounting Generalist Director	Online ANC	unknown November	3,000 300
Totals				<u>\$ 3,300</u>

OVERTIME CALCULATION WORKSHEET
DEPARTMENT: Finance
FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
Robert Marshall	Accounting Generalist	15/2	100	\$ 33.89	\$ 3,388.50
Sherri Cowan	Accounting Clerk	13/9	75	\$ 32.39	\$ 2,428.88
Erin Andresen	Accounting Clerk	13/2	75	\$ 28.35	\$ 2,126.25
				TOTAL	\$ 7,943.63

**City & Borough of Wrangell
Fire Department
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 104,825	\$ 73,221	\$ 151,676	\$ 103,185	\$ 105,645
Total Personnel Benefits	\$ 78,790	\$ 42,219	\$ 79,995	\$ 80,333	\$ 81,803
CARES Act COVID Off-set (Still being finalized)	\$ -	\$ -	\$ (126,897)	\$ -	\$ -
Total Personnel	\$ 183,616	\$ 115,440	\$ 104,774	\$ 183,518	\$ 187,448
Commodities					
012 7001 Materials & Supplies	\$ 9,895	\$ 2,869	\$ 5,446	\$ 15,500	\$ 17,500
012 7008 Non-capital Equipment	\$ 1,266	\$ 15,522	\$ 8,466	\$ 7,500	\$ 7,500
012 7009 Equipment Repair & Maintenance	\$ 4,528	\$ 1,978	\$ 2,711	\$ 13,700	\$ 13,700
012 7010 Vehicle Maintenance	\$ 37,127	\$ 15,405	\$ 5,985	\$ 16,000	\$ 15,000
012 7100 Uniform, gear & clothing allowance	\$ 54,623	\$ 8,653	\$ 4,539	\$ 10,125	\$ 10,125
012 7110 Fire Prevention & Education	\$ 1,166	\$ 175	\$ 972	\$ 1,000	\$ 1,000
012 7111 Volunteer Firefighter Insurance	\$ -	\$ -	\$ 13,504	\$ 23,000	\$ 13,504
012 7112 Contribution for Fire Calls	\$ 5,500	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500
012 7113 Fire Substation	\$ 278	\$ 5,007	\$ 531	\$ 5,500	\$ 2,000
Total Commodities	\$ 114,383	\$ 55,109	\$ 48,654	\$ 98,825	\$ 86,829
Contractual					
012 7501 Utilities	\$ 10,237	\$ 10,884	\$ 9,266	\$ 12,000	\$ 12,010
012 7502 Phone/Internet	\$ 7,657	\$ 6,206	\$ 4,283	\$ 8,994	\$ 7,300
012 7503 Information Technology	\$ -	\$ 462	\$ -	\$ -	\$ -
012 7505 Travel	\$ 11,937	\$ 6,778	\$ -	\$ -	\$ 9,750
012 7508 Insurance	\$ 28,448	\$ 9,209	\$ 11,587	\$ 9,197	\$ 15,595
012 7513 Training	\$ -	\$ -	\$ 2,175	\$ 2,175	\$ 6,975
012 7590 Grant Expenditures	\$ (8,144)	\$ -	\$ -	\$ -	\$ -
012 7622 Charges from Garage	\$ -	\$ 7,677	\$ 6,941	\$ 10,000	\$ 10,500
012 7629 Charges from Capital Facilities	\$ -	\$ 870	\$ 3,183	\$ 2,000	\$ 3,835
Total Contractual	\$ 50,135	\$ 42,086	\$ 37,435	\$ 44,366	\$ 65,965
Total Expenses	\$ 348,133	\$ 212,635	\$ 190,863	\$ 326,709	\$ 340,242
Capital					
013 7900 Capital Expenditures*	\$ 25,000	\$ 88,057	\$ 47,696	\$ 52,000	\$ -
Total Capital	\$ 25,000	\$ 88,057	\$ 47,696	\$ 52,000	\$ -

*The Fire Department submitted a Capital request for \$400,000 for a new fire truck. That item has been taken out of the budget and will be brought back as part of a Vehicle and Major Equipment Budget for the entire Borough.

DEPARTMENT: FIRE

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

7001	Materials & Supplies	Amount	7009	Equipment Repair & Maintenance	Amount
	Office Supplies	2,000		Radio Maintenance	1,000
	Firefighting Class A Foam	5,000		Small engine repair (trash pump, high pressure pump)	1,000
	Hazmat Response Supplies	1,000		Compressor Maintenance	500
	Cleaning Supplies	2,500		Monitor calibration	500
	Equipment blades and chains	2,000		Extractor repairs	500
	Firefighting appliances	2,000		Emergency handlight repair	500
				Ladder Maintenance	4,000
	Firefighting hardware	2,000		Hose and appliance repair	1,500
	Batteries	1,000		Confined space equipment repair	1,000
				Cylinder hydrostatic testing	1,200
				Equipment (blades and chain) repair	2,000
	Total	\$ 17,500		Total	\$ 13,700
7010	Vehicle Maintenance	Amount	7100	Uniform, gear & clothing allowance	Amount
	Amount from Public Works Director	15,000		Turnouts - 1 set	3,000
				Hoods - 15 Nomex particulate hoods	1,875
				Helmets - 15	5,250
	Total	\$ 15,000			\$ 10,125
7110	Fire Prevention & Education	Amount	7111	Volunteer Firefighter Insurance	Amount
	Education materials/smoke detectors	1,000		Amount based on actuals from 2021	13,504
	Total	\$ 1,000		Total	\$ 13,504
7112	Contribution for Fire Calls	Amount	7113	Fire Substation	Amount
	Annual contribution for volunteers	6,500		Facility Maintenance for 5.5 mile substation	2,000
	Total	\$ 6,500		Total	\$ 2,000
7501	Utilities	Amount	7502	Phone/Internet	Amount
	Based on 2020	12,010		Based on 2020	7,300
	Total	\$ 12,010		Total	\$ 7,300
7503	Information Technology	Amount	7505	Travel	Amount
	N/A			Fire Conference for 3	4,950

DEPARTMENT: FIRE

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

				EMS Conference for 3	4,800
	Total	\$ -		Total	\$ 9,750
7507	Insurance	Amount	7515	Permits, Inspections & Compliance	Amount
	Vehicle and Property Insurance	10,500		N/A	
	2021 Freightliner Pumper Truck \$1,206	1,206			
	1998 Pierce Fire Truck \$916 x 110% = \$1,008	1,008			
	1988 Seagrave Fire Truck \$821 x 110% = \$903	903			
	1934 Antique Fire Truck \$298 x 110% = \$328	328			
	Shoemaker Bay Substation \$1,500 x 110% = \$1,650	1,650			
	Total	\$ 15,595		Total	\$ -
7513	Training	Amount	7519	Prof./Contr. Services	Amount
	Fire Conference	1,200		N/A	
	EMS Conference	600			
	Methods of Instruction	3,000			
	Annual Subscription (Vector Solutions)	2,175			
	Total	\$ 6,975		Total	\$ -
7591	Grant COVID Payroll Offset	Amount	7622	Charges from Garage	Amount
				Amount from Public Works Director	10,500
	Total	\$ -		Total	\$ 10,500
7629	Charges from Capital Facilities	Amount	7008	Non Capital Equipment	Amount
	Substation work from Capital Facilities	3,835		Radios and repeater costs.	7,500
	Total	\$ 3,835		Total	\$ 7,500
	Postage / Shipping	Amount			Amount
	Total	\$ -		Total	\$ -

OVERTIME CALCULATION WORKSHEET

DEPARTMENT: Fire Department

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
					-
Dorianne Sprehe	Fire Medic/Trainer				\$ 13,000.00
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ 13,000.00

TRAINING COST WORKSHEET

DEPARTMENT: **Fire**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
FIRE CONFERENCE	Dorianne Sprehe	Fairbanks, AK	9/26-10-2	400
FIRE CONFERENCE	TBD	Fairbanks, AK	9/26-10-2	400
FIRE CONFERENCE	TBD	Fairbanks, AK	9/26-10-2	400
EMS CONFERENCE	Dorianne Sprehe	Anchorage, AK	11/01-07/2021	200
EMS CONFERENCE	TBD	Anchorage, AK	11/01-07/2021	200
EMS CONFERENCE	TBD	Anchorage, AK	11/01-07/2021	200
Methods of Instruction Course	FIRE	Local	TBD	3,000
Annual Subscription Vector Solutions	Fire	Online		2,175
Totals				\$ <u>6,975.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: Fire

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
FIRE CONFERENCE	Dorianne Sprehe	Fairbanks	9/26 10/2/2021	660	830	350	260	2,100
FIRE CONFERENCE	TBD	Fairbanks	9/26 10/2/2021	660	830	350		1,840
FIRE CONFERENCE	TBD	Fairbanks	9/26 10/2/2021	660		350		1,010
EMS CONFERENCE	Dorianne Sprehe	Anchorage	11/1-7/2021	570	870	350	300	2,090
EMS CONFERENCE	TBD	Anchorage	11/1-7/2021	570	870	350		1,790
EMS CONFERENCE	TBD	Anchorage	11/1-7/2021	570		350		920
Totals				\$ 3,690.00	\$ 3,400.00	\$ 2,100.00	\$ 560.00	\$ 9,750.00

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department: Fire
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Raos and Repeaters Justification: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Radios and repeater costs. </div>	\$7,500.00
2. Justification: <div style="border: 1px solid black; height: 70px; margin-top: 10px;"></div>	
3. Justification: <div style="border: 1px solid black; height: 70px; margin-top: 10px;"></div>	
TOTAL 2022 REQUEST:	\$ 7,500.00

City & Borough of Wrangell
 2022 Capital Equipment/Vehicles
 Department: Fire
(Equipment/Vehicle expenditures more than \$5,000)

Equipment Requested	Amount Requested
1. Fire Engine/Pumper Justification: Replacement required for 32 year old engine. Will be brought back as part of a Vehicle and Major Equipment Budget for the whole Borough.	\$400,000.00 \$ (400,000.00)
TOTAL 2022 REQUEST:	\$0.00



CITY & BOROUGH OF WRANGELL
FY 2022 BUDGET SUMMARY
FUND: GENERAL
DEPARTMENT: Administration

Item e.

General Comments:

- The Administration Budget has two large increases.
 - The PD server is at the end of its useful life. The replacement quote is \$19,000.
 - The Police Chief has made arrangements with the Juneau Police Department to participate in their twice-yearly training. The cost to participate is \$18,000 for all the Wrangell officers. The cost for travel associated with the training is \$14,400.

Big Picture:

- The Sanitation Fund is projected to operate at a loss in FY 2022. The operating deficit is estimated to be \$83,024. There is enough money in the Sanitation Fund Reserve to cover this deficit. Going without a rate increase is not recommended. There is more information below under the sections titled Rate Increase and Working Capital.
- A rate increase at the beginning of the fiscal year is necessary to bring the fund “into the black” operationally.
- The size of the rate increase will depend on four decisions:
 - Will the rate increase only cover the operational deficit?
 - Will the Sanitation Fund be required to repay the Sales Tax Fund for the Baler Project Funding?
 - Will the Sanitation Fund purchase at least one new garbage truck with another interfund loan (that will be paid back), or a conventional loan?
 - Will the Sanitation Fund begin investing a percentage of money each year toward the replacement of capital equipment and vehicles (e.g. second garbage truck, replacement baler, etc.), and how much?
- Concurrently, Administration will move through the process to determine potential divestiture options (e.g. outright sale, lease, operating agreement, other public/private partnership); and if a divestiture is possible.
- The expenses for divestiture work are not included in the FY 2022 Budget. Some work may take place before the end of FY 2021. They will include appraisal services (for land, equipment, buildings, vehicles, etc.); financial services to provide a total fair market value of the assets, debt (baler), plus net operating position and capacity; legal services; and perhaps election expenses if a special election is required if the divestiture is valued at over \$1 Million.

Rate Increase:

- Operating Deficit FY 2022 = \$83,024
- Baler Project Debt Service to Sales Tax Fund
 - \$623,000 @ 2%/10 Years = \$70,000 year
- Garbage Truck Purchase
 - \$260,000 @ 2%/10 Years = \$27,000 year
- Annual Contribution to Capital Equipment Reserve
 - =\$25,000 for 11 Years to Save for 2nd Garbage Truck
 - No other contributions for excavator or baler contemplated now

- Total Additional Needs for FY 2022 through FY 2032 = \$205,000
- Based on estimated FY 2022 revenue for User Fees only at \$571,293 a 26.4% rate increase is necessary. A straight 26.4% increase would take the monthly household rate from \$48 to \$60.50.
- However, an “across the board” 26.4% increase is not the right approach. There are different rates based on the size of the dumpster. In comparison with neighboring communities, Wrangell is priced appropriately for some sizes, and is well under the market rate in others. The Public Works Director is in the process of developing a recommendation for how to implement a rate increase formula.

Revenue:

- The current budget shows no PERS On-Behalf Revenue. Normally this information is calculated by the Finance Director. We have yet to determine how that is calculated. The variability with low numbers in some years is concerning. This will hopefully lower the deficit by a small amount when the number is understood.
- User Fee revenue is increasing for FY 2022. This number was derived taking the monthly average of revenue times twelve months and then subtracting \$10K from it for a factor of safety.
- Landfill revenue is down slightly based on actual revenue. If there is a change to the way landfill waste is charged (based on weight and not volume) this could increase – by an unknown amount.
- Recycle revenue increased slightly. With the acquisition of a second waste metal container, twice the metal is being recycled. Although revenue is increasing, so are the associated expenses. We are currently losing money on recycling.
- No interest revenue has been attributed to the Sanitation Fund for several years.

Expenditures:

- Travel in the amount of \$810 is included for the two Sanitation staff and the Public Works Director to schedule a day trip to Petersburg for training on their baler.
- Property and vehicle liability insurance has increased by 10% based on a recommendation from the Borough’s insurance agent.
- Bank fees were added to accommodate for the use of credit cards.
- Vehicle maintenance has increased by \$12,000 over last year anticipating greater maintenance requirements on the garbage trucks.
- Fuel was added to the budget with an estimated amount. It appears vehicle fuel has not been charged out to departments appropriately. The Manager has requested a fuel tracking system be installed at the fuel tank at Public Works so accurate fuel consumption tracking for each vehicle and department begins to take place.

- Professional Services includes \$25,200. \$25K is for a rate study, if it is needed and \$200 is for random drug/alcohol testing of employees with CDLs.
- Solid Waste Shipping and Disposal includes an increase of \$40,000. This includes the annual rate increase, and money to cover the cost of shipping the shredded.
- There is an increase of nearly \$6,000 in recycle costs as the CBW is shipping double the metal.
- The overall expenditure increase over the FY 2021 Budget is \$95,209.

Capital Expenditures:

- The Public Works Director has submitted a request for one new garbage truck. The estimated expense is \$260,400. The amount is shown on the budget summary worksheet, but it is not included in the Total Expenses number. Administration wanted the Assembly to see the request. The Sanitation Fund does not have the reserve balance to purchase a new garbage truck. Options to consider if the Assembly approves a rate increase include a loan from another City fund which will need to be paid back, or obtaining a conventional loan.

Working Capital:

- The Government Finance Officers Association (GFOA) has over 200 best practices for government accounting. With enterprise funds, one important best practice is to keep a working capital reserve in the case of an emergency, and for cash flow purposes.
- Some places adopt a policy of 90 days of operating expenses; others it is roughly 30% of the annual operating budget.
- Wrangell first showed this in the FY 2021 Budget with 30% being shown as reserved for working capital. Unfortunately, the 30% number shown was 30% of the cash reserves that each individual fund happened to have on hand. It was not 30% of the annual operating budget.
- Estimated reserves at the beginning of FY 2022 are \$236,763. If there is not rate increase the ending reserve balance is projected to be \$153,739 because of the operating deficit.
- 30% working capital of the FY 2022 operating budget is \$213,494. That means the Sanitation Fund Reserve is \$59,755 short of the recommended working capital amount.

Personnel:

- This department budget includes annual step increases.
- Health insurance costs are currently factored based on costs for FY 2022.

- Temporary staff for operating the tire shear are currently not included in the budget. This amendment will need to take place if Wrangell ends up being first to receive the shear from SouthEast Alaska Solid Waste Authority (SEASWA).

**City & Borough of Wrangell
Police Department
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 572,287	\$ 543,987	\$ 489,405	\$ 540,007	\$ 542,322
Total Personnel Benefits	\$ 296,860	\$ 307,517	\$ 241,433	\$ 286,276	\$ 292,336
CARES Act COVID Wages Off-set (Still being finalized)	\$ -	\$ (212,796)	\$ (382,511)	\$ -	\$ -
Total Personnel	\$ 869,147	\$ 638,708	\$ 348,327	\$ 826,283	\$ 834,658
Commodities					
013 6225 Police Recruitment	\$ 1,580	\$ -	\$ -	\$ -	\$ -
013 7001 Materials & Supplies	\$ 20,615	\$ 12,655	\$ 5,808	\$ 11,000	\$ 9,000
013 7004 Postage & Shipping	\$ -	\$ (48)	\$ (93)	\$ -	\$ 2,000
013 7005 Computer Repair & Maintenance	\$ 3,616	\$ -	\$ -	\$ -	\$ -
013 7008 Non-capital Equipment	\$ -	\$ -	\$ 1,836	\$ 2,000	\$ 4,000
013 7009 Equipment Repair & Maintenance	\$ 3,366	\$ 5,593	\$ 1,790	\$ 4,000	\$ 3,000
013 7010 Vehicle Maintenance	\$ 19,962	\$ 18,459	\$ 10,030	\$ 12,000	\$ 10,000
013 7012 Boat Maintenance & Repair	\$ 1,091	\$ 4,357	\$ 50	\$ 5,000	\$ 5,000
013 7014 Vehicle Impound Expenses	\$ -	\$ -	\$ -	\$ 4,000	\$ 2,000
013 7100 Uniform, gear & clothing allowance	\$ -	\$ 1,720	\$ 6,598	\$ 10,000	\$ 8,000
013 7101 Criminal History Records	\$ -	\$ -	\$ 140	\$ -	\$ -
013 7102 Gear & Uniform Allowance/Expenses	\$ 2,875	\$ 3,250	\$ -	\$ -	\$ -
013 7103 Ammunition	\$ 5,877	\$ 5,470	\$ -	\$ 7,500	\$ 7,500
013 7104 Special Investigations	\$ 3,516	\$ 1,585	\$ 6,551	\$ 2,500	\$ 2,500
Total Commodities	\$ 60,918	\$ 53,041	\$ 32,710	\$ 58,000	\$ 53,000
Contractual					
013 7105 Animal Control Expenses	\$ 815	\$ 314	\$ 200	\$ 2,500	\$ 1,000
013 7502 Phone/Internet	\$ 16,398	\$ 17,032	\$ 15,076	\$ 16,424	\$ 16,424
013 7503 Information Technology	\$ -	\$ 879	\$ 7,193	\$ 8,000	\$ 19,000
013 7505 Travel	\$ 26,658	\$ 35,415	\$ 4,720	\$ 6,673	\$ 14,400
013 7506 Publications & Advertising	\$ 1,094	\$ 2,080	\$ -	\$ 500	\$ 500
013 7507 Memberships & Dues	\$ 263	\$ 26	\$ 525	\$ -	\$ -
013 7508 Insurance	\$ 19,982	\$ 31,448	\$ 26,986	\$ 25,745	\$ 30,000
013 7513 Training	\$ -	\$ 1,190	\$ 4,000	\$ -	\$ 19,000
013 7515 Permits, Inspections, Compliance	\$ -	\$ 816	\$ 12	\$ -	\$ -
013 7519 Professional Services Contractual	\$ -	\$ 128	\$ 1,016	\$ -	\$ 3,662
013 7622 Charges from Garage	\$ -	\$ 11,500	\$ 7,571	\$ 4,800	\$ 27,750
013 7701 State of Alaska Share of DMV Services	\$ 68,388	\$ 46,104	\$ 21,286	\$ 66,500	\$ 45,000
013 7702 State of Alaska Share of Citations	\$ 1,020	\$ 260	\$ 629	\$ 1,200	\$ 1,000
Total Contractual	\$ 134,616	\$ 147,193	\$ 89,214	\$ 132,342	\$ 177,736
Total Expenses	\$ 1,104,211	\$ 918,023	\$ 470,251	\$ 1,016,625	\$ 1,065,394
Capital					
013 7900 Capital Expenditures	\$ 39,531	\$ 79,081	\$ -	\$ -	\$ -
Total Capital	\$ 39,531	\$ 79,081	\$ -	\$ -	\$ -

DEPARTMENT: POLICE

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

7001	Materials & Supplies	Amount	7004	Postage & Shipping	Amount
	Office Supplies	9,000		DMV Paper work	1,000
				Shipping	\$ 1,000.00
	Total	\$ 9,000		Total	\$ 2,000
7009	Equipment Repair & Maintenance	Amount	7010	Vehicle Maintenance	Amount
	Radio Repair	3,000		Oil Changes	10,000
				Tires	
				Basic Repairs	
	Total	\$ 3,000		Total	\$ 10,000
7012	Boat Maintenance & Repair	Amount	7014	Vehicle Impound Expenses	Amount
	Gas and Maintanace	5,000		Towing Vehicles	2,000
				Maintanice of Impound Lot	
	Total	\$ 5,000		Total	\$ 2,000
7100	Uniform, gear & clothing allowance	Amount	7101	Criminal History Records	Amount
	Clothing Allowance	8,000			
	Misc. Replacement Equipment				
		\$ 8,000		Total	\$ -
7103	Ammunition	Amount	7105	Animal Control Expenses	Amount
	Rounds of Ammo	7,500		Food and upkeep of kennel and supplies	1,000
	Total	\$ 7,500		Total	\$ 1,000
7104	Special Investigations	Amount	7008	Non Capital Equipment	Amount
		2,500		Handheld Radios (2 at \$2000)	4000
	Total	\$ 2,500		Total	\$ 4,000
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Internet and phone lines	16,424		Server upgrade	19,000
	Total	\$ 16,424		Total	\$ 19,000

DEPARTMENT: POLICE

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

7505	Travel	Amount	7506	Publications & Advertising	Amount
	Plane/Lodging/Per Diem to Juneau Twice a year for Training	14,400		Job openings	500
	Total	\$ 14,400		Total	\$ 500
7507	Memberships & Dues	Amount	7508	Insurance	Amount
					30,000
	Total	\$ -		Total	\$ 30,000
7513	Training	Amount	7515	Permits, Inspections & Compliance	Amount
	Police One on Line Training	1,000			
	Training with Juneau PD	\$ 18,000			
	Total	\$ 19,000		Total	\$ -
7519	Prof./Contr. Services	Amount	7591	Grant COVID Payroll Offset	Amount
	Background Checks	600			
	Taser Annual Contract	2,142			
	WesTek Service for Recorder System	920			
	Total	\$ 3,662		Total	\$ -
7622	Charges from Garage	Amount	7701	State of Alaska Share of DMV Services	Amount
	Labor and Fuel	27,750			\$ 45,000.00
	Total	\$ 27,750		Total	\$ 45,000
7702	State of Alaska Share of Citations	Amount	7900	Capital Equipment	Amount
		1,000			\$ -
	Total	\$ 1,000		Total	\$ -

TRAINING COST WORKSHEET

DEPARTMENT: Police

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
In Service Training with Juneau police		Juneau	Fall/Spring	\$ 18,000.00
Police One On-Line Training				\$ 1,000.00
Totals				<u>\$ 19,000.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: Police

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
Juneau Police Training	Tom Radke	JUNEAU	Fall 2021	-	-	-	-	-
			Spring 2022	400	500	275	25	1,200
	Bruce Smith	JUNEAU	Fall 2021	400	500	275	25	1,200
			Spring 2022	400	500	275	25	1,200
	Damon Rohr	JUNEAU	Fall 2021	400	500	275	25	1,200
			Spring 2022	400	500	275	25	1,200
	Nick Pearson	JUNEAU	Fall 2021	400	500	275	25	1,200
			Spring 2022	400	500	275	25	1,200
	Connor Phillips	JUNEAU	Fall 2021	400	500	275	25	1,200
			Spring 2022	400	500	275	25	1,200
	Yuri Bezzubenko	JUNEAU	Fall 2021	400	500	275	25	1,200
			Spring 2022	400	500	275	25	1,200
Totals				\$ 4,800.00	\$ 6,000.00	\$ 3,300.00	\$ 300.00	\$ 14,400.00

City & Borough of Wrangell
Corrections & Dispatch
Fiscal Year 2022

		2019 Actual	2020 Actual	FY 2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Expenditures						
Personnel						
11000 014 6001	Salaries & Wages	\$ 242,992	\$ 231,821	\$ 217,189	\$ 238,341	\$ 232,960
11000 014 6005	Overtime	\$ 37,978	\$ 30,369	\$ 27,326	\$ 34,376	\$ 33,600
11000 014 6010	Vacation Expense	\$ (6,982)	\$ 723	\$ 5,179	\$ -	\$ -
11000 014 6100-6222	Total Personnel Benefits	\$ 187,013	\$ 164,296	\$ 141,456	\$ 171,926	\$ 174,033
11000 014 6900	COVID Personnel Off-Set*	\$ -	\$ (92,565)	\$ -	\$ -	\$ -
Total Personnel		\$ 461,001	\$ 334,644	\$ 391,150	\$ 444,643	\$ 440,593
Commodities						
11000 014 7001	Materials & Supplies	\$ 1,799	\$ 77	\$ 917	\$ 3,500	\$ 774
11000 014 7106	Prisoner Meals	\$ 8,438	\$ 11,455	\$ 5,780	\$ 10,000	\$ 3,104
Total Commodities		\$ 10,238	\$ 11,533	\$ 6,697	\$ 13,500	\$ 3,878
Contractual						
11000 014 7502	Phone/Internet	\$ 250	\$ 94	\$ 1,174	\$ 1,500	\$ 1,500
11000 014 7505	Travel	\$ 351	\$ 584	\$ -	\$ -	\$ -
11000 014 7591	Grant COVID Payroll Off-set*	\$ -	\$ -	\$ (212,319)	\$ -	\$ -
Total Contractual		\$ 601	\$ 678	\$ (211,145)	\$ 1,500	\$ 1,500
Total Expenditures		\$ 471,840	\$ 346,855	\$ 186,702	\$ 459,643	\$ 445,970

*COVID Grant Personnel Expense off-sets are still being finalized. These numbers may change.

DEPARTMENT: Dispatch

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7106	Prisoner Meals	Amount
	Office Supplies	774		Prisoner Meals	3,104
	Total	\$ 774		Total	\$ 3,104
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Phone/Internet	1,500			
	Total	\$ 1,500		Total	\$ -

City & Borough of Wrangell
Public Safety Building
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Expenditures						
Personnel						
11000 015 6001	Salaries & Wages	\$ 4,747	\$ -	\$ -	\$ -	\$ -
11000 015 6002	Temporary Wages	\$ 445	\$ -	\$ -	\$ -	\$ -
11000 015 6000-6222	Benefits (Combined)	\$ 6,559	\$ -	\$ -	\$ -	\$ -
Total Personnel		\$ 11,751	\$ -	\$ -	\$ -	\$ -
Commodities						
11000 015 7001	Materials & Supplies	\$ 2,260	\$ 2,188	\$ 887	\$ -	\$ -
11000 015 7002	Facility Repair & Maintenance	\$ 34,084	\$ 72,374	\$ 92,868	\$ 35,000	\$ 37,100
11000 015 7003	Custodial Supplies	\$ 2,260	\$ 2,188	\$ 556	\$ 2,500	\$ 5,500
11000 015 7005	Computer Repair & Maintenance	\$ -	\$ -	\$ 18	\$ -	\$ -
11000 015 7010	Vehicle Repair & Maintenance	\$ -	\$ 118	\$ -	\$ -	\$ -
Total Commodities		\$ 38,605	\$ 76,868	\$ 94,329	\$ 37,500	\$ 42,600
Contractual						
11000 015 7501	Utilities (Including Heat)	\$ 119,711	\$ 106,357	\$ 92,803	\$ 110,000	\$ 110,000
11000 015 7502	Phone/Internet	\$ 321	\$ 794	\$ 2,360	\$ 1,980	\$ 2,520
11000 015 7508	Insurance*	\$ 13,442	\$ -	\$ -	\$ 14,079	\$ 15,487
11010 015 7510	Engineering	\$ 7,901	\$ 7,070	\$ -	\$ -	\$ 5,000
11000 015 7519	Professional/Contractual Services	\$ -	\$ -	\$ 19	\$ -	\$ -
11000 015 7621	Public Works Labor Charges	\$ 4,459	\$ -	\$ -	\$ -	\$ 15,487
11000 015 7629	Charges from Capital Facilities	\$ 28,731	\$ 67,761	\$ 52,628	\$ 88,961	\$ 113,000
11000 015 7631	Charges from Municipal Light & Power	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Total Contractual		\$ 174,566	\$ 181,981	\$ 147,810	\$ 215,020	\$ 262,694
Total Expenditures		\$ 224,922	\$ 258,849	\$ 242,139	\$ 252,520	\$ 305,294
Capital Expenditures						
11000 015 7900	Capital Expenditures	\$ 13,178	\$ 8,727	\$ -	\$ -	\$ -
Total Capital Expenses		\$ 13,178	\$ 8,727	\$ -	\$ -	\$ -

*Insurance is a manual adjustment that will be made prior to the end of the fiscal year.

DEPARTMENT: PUBLIC SAFETY BUILDING

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7002	Facility Repair & Maintenance	Amount
				Elevator Inspection	4,100
				Fire Supression Systems Inspections	3,000
				Preventive and Non-Preventive Building Maintenance (maintenance materials cost and contractural maintenance)	30,000
	Total	\$ -		Total	\$ 37,100
7003	Custodial Supplies	Amount	7010	Vehicle Maintenance	Amount
	Custodial Supplies (i.e. paper goods, cleaning agents, trash bags, etc.)	2,500			
	Carpet Cleaning	3,000			
	Total	\$ 5,500			\$ -
7018	Miscellaneous Tools	Amount	7501	Utilities/Heat	Amount
				Annual Utilities	110,000
	Total	\$ -		Total	110,000
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Phone line (\$45 x 12 mo) For Elevator	540			
	Internet for Customs & Border Patrol Office (\$165/mo x 12 mo)	1,980			
	Total	\$ 2,520		Total	\$ -
7505	Travel	Amount	7510	Engineering	Amount
				Engineering Assistance as needed	5,000
	Total	\$ -		Total	\$ 5,000

DEPARTMENT: PUBLIC SAFETY BUILDING

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

7507	Insurance	Amount	7513	Training	Amount
	FY21 Budgeted Number x 110%	15,487			
	Total	15,487		Total	\$ -
7631	Charges from Municipal Light & Power	Amount	7622	Charges from Garage	Amount
	Labor charges for monthly inspections of standby generator	1,200			
	Total	\$ 1,200		Total	\$ -
7629	Charges from Capital Facilities	Amount	7900	Capital Expenditures	Amount
	Charges from Capital Facilities (Maintenance, Custodial and Management)	113,000			
	Total	\$ 113,000		Total	\$ -

**City & Borough of Wrangell
Public Works
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 372,119	\$ 298,023	\$ 333,275	\$ 378,970	\$ 333,748
Total Personnel Benefits	\$ 129,293	\$ 114,932	\$ 191,675	\$ 262,312	\$ 228,249
Total Personnel	\$ 501,412	\$ 412,955	\$ 524,950	\$ 641,282	\$ 561,996
Commodities					
021 7001 Materials & Supplies	\$ 7,751	\$ (23,357)	\$ 1,753	\$ 2,900	\$ 3,000
021 7002 Facility Repair & Maintenance	\$ 731	\$ 329	\$ 60	\$ 1,000	\$ -
021 7008 Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000
021 7010 Vehicle Maintenance	\$ 7,463	\$ 2,966	\$ 3,412	\$ 6,740	\$ -
021 7018 Miscellaneous Tools	\$ 3,256	\$ -	\$ -	\$ 1,000	\$ 1,000
021 7100 Uniform, gear & clothing allowance	\$ 1,819	\$ 880	\$ 875	\$ 3,000	\$ 3,000
Total Commodities	\$ 21,020	\$ (19,182)	\$ 6,100	\$ 14,640	\$ 9,000
Contractual					
021 7502 Phone/Internet	\$ 6,698	\$ 6,243	\$ 5,696	\$ 6,000	\$ 9,816
021 7503 Information Technology	\$ -	\$ 1,209	\$ -	\$ -	\$ 2,000
021 7505 Travel	\$ 1,651	\$ 4,033	\$ 216	\$ -	\$ -
021 7506 Publications & Advertising	\$ 1,763	\$ -	\$ 399	\$ 400	\$ -
021 7507 Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 550
021 7508 Insurance	\$ 4,377	\$ 18,379	\$ 18,200	\$ 27,347	\$ 11,511
021 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 1,320
021 7515 Permits, Inspections & Compliance	\$ -	\$ 14	\$ -	\$ -	\$ -
021 7519 Professional Services	\$ -	\$ 265	\$ 679	\$ 645	\$ 2,500
021 7621 Public Works Labor Charges	\$ (207,919)	\$ (165,190)	\$ (149,280)	\$ (216,850)	\$ (174,130)
021 7622 Charges from Garage	\$ -	\$ -	\$ -	\$ 4,000	\$ 5,000
021 7629 Charges from Capital Facilities	\$ 8,355	\$ -	\$ 463	\$ 6,955	\$ 9,588
Total Contractual	\$ (185,076)	\$ (135,048)	\$ (123,627)	\$ (171,503)	\$ (131,845)
Total Expenses	\$ 337,356	\$ 336,485	\$ 407,422	\$ 484,419	\$ 439,151
Capital					
021 7900 Capital Expenditures	-	77,760	-	-	-
Total Capital	\$ -	\$ 77,760	\$ -	\$ -	\$ -

DEPARTMENT: Public Works

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7002	Facility Repair & Maintenance	Amount
	office supplies, equipment and repair- clean up	2,000			
	supplies, tape measures, thermometers, paint	1,000			
	Wrangell cleanup day supplies				
	Total	\$ 3,000		Total	\$ -
7010	Vehicle Maintenance	Amount	7018	Miscellaneous Tools	Amount
				flashlights, small wrenches, miscellaneous tools for	
				water, sewer, streets, equipment and systems	1,000
	Total	\$ -			\$ 1,000
7100	Uniform, gear & clothing allowance	Amount	7507	Dues & Subscriptions	
	Clothing Allowance (4 at \$400)	1,600		Safety Meetings Services	550
	hi vis rain gear (4 at \$300)	1,200			
	miscellaneous PPE	200			
	Total	\$ 3,000			\$ 550
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Phone	7,000		Director Lap top	2,000
	Internet				
	Cell Phones for stand by (4 at \$704)	\$ 2,816			
	Total	\$ 9,816		Total	\$ 2,000
7505	Travel	Amount	7506	Publications & Advertising	Amount
	Total	\$ -		Total	\$ -
7507	Insurance	Amount	7515	Permits, Inspections & Compliance	Amount
	property, vehicle and equipment premiums. See				
	appendex for supplemental information	11,511			

DEPARTMENT: Public Works

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

	Total	\$ 11,511		Total	\$ -
7513	Training	Amount	7519	Prof./Contr. Services	Amount
	CDL renewal	120		Survey work	1,000
	CEU/certification renewal \$400 x 3	1,200		Drug Tests	1,500
	Total	\$ 1,320		Total	\$ 2,500
7621	Public Works Labor Charges	Amount	7622	Charges from Garage	Amount
	Hours logged to street maintenance by PW 3 year average based on YTD and actuals	-174,130		Estimate	5,000
	Total	\$ (174,130)		Total	\$ 5,000.00
7629	Charges from Capital Facilities	Amount	7900	Capital Equipment	Amount
	Hours Charged out from CF for office maintenance	9,588		Mini Excavator Hydraulic Hammer	7,834
				Awaiting justification to purchase over rent.	-7,834
	Total	\$ 9,588		Total	\$ -

TRAINING COST WORKSHEET

DEPARTMENT: Public Woks

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
CDL Renewal	Jeff Rooney		2022	\$ 120.00
CEU/Certification renewal	Stan Campbell		2022	\$ 400.00
CEU/Certification renewal	Lorne Cook		2022	\$ 400.00
CEU	Tom Gillen		2022	\$ 400.00
Total				<u>\$ 1,320.00</u>

OVERTIME CALCULATION WORKSHEET

DEPARTMENT: Public Works

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
Jeffrey Rooney	Public Works Foreman	grade 23/step 13 (\$36.00)	90	\$ 72.00	\$6,480
Stanley Campbell	Maintenance Specialist III	grade 20/step 13 (\$32.07)	75	\$ 64.14	\$4,811
Lorne Cook	Maintenance Specialist III	grade 14/step 13 (\$24.37)	66	\$ 48.74	\$3,217
Thomas Gillen Jr.	Maintenance Specialist I	grade 14/step 8 (\$22.16)	66	\$ 44.32	\$2,925
Elsie Bailey	Administrative Assistant	grade 15/step 5 (\$21.95)			\$0
					\$0
					\$0
					\$0
					\$0
					\$ -
TOTAL					\$ 17,432.46

ACTING PAY CALCULATION WORKSHEET

DEPARTMENT: Public Works

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	REGULAR POSITION	GRADE/STEP WAGE	ACTING POSITION	GRADE/STEP WAGE	CHOOSE ONE BELOW			HOURS	TOTAL
					AVERAGE WAGE	BEYOND 5 DAYS WAGE	DEPT HEAD STEP 1 OR 15%		
Thomas Wetor	Public Works Director	grade 30/step 1 (\$38.12)							\$ -
Jeffrey Rooney	Public Works Foreman	grade 23/step 13 (\$36.00)	Public Works Director	grade 30/step 1			\$38.12	120	\$ 4,574.40
Stanley Campbell	Maintenance Specialist III	grade 20/step 13 (\$32.07)	Public Works Foreman	grade 23			36	80	\$ 2,880.00
Lorne Cook	Maintenance Specialist III	grade 14/step 13 (\$24.37)							
Thomas Gillen Jr.	Maintenance Specialist I	grade 14/step 8 (\$22.16)							
Elsie Bailey	Administrative Assistant	grade 15/step 5 (\$21.95)							
TOTAL									\$ 7,454.40

STANDBY CALCULATION WORKSHEET

DEPARTMENT: Public Woks

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF STANDBY HOURS FROM

7/1/202 THROUGH 6/30/202					
EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	RATE	TOTAL
Jeffrey Rooney	Public Works Foreman	grade 23/step 13 (\$36.00)	384	\$ 8.00	\$ 3,072.00
Stanley Campbell	Maintenance Specialist III	grade 20/step 13 (\$32.07)	368	\$ 8.00	\$ 2,944.00
Lorne Cook	Maintenance Specialist III	grade 14/step 13 (\$24.37)	336	\$ 8.00	\$ 2,688.00
Thomas Gillen Jr.	Maintenance Specialist I	grade 14/step 8 (\$22.16)	336	\$ 8.00	\$ 2,688.00
Elsie Bailey	Administrative Assistant	grade 15/step 5 (\$21.95)			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 11,392.00

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Director Laptop Justification: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> A computer that the PW director can work from home as well as in the field on. </div>	\$2,000.00
2. Justification: <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
3. Justification: <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
TOTAL 2022 REQUEST:	\$ 2,000.00

City & Borough of Wrangell
 2022 Capital Equipment/Vehicles
 Department:
(Equipment/Vehicle expenditures more than \$5,000)

Equipment Requested	Amount Requested
1. Mini Excavator Hydraulic Hammer Justification: There are times the ground is hard or there are large rocks in the way. Maintenance of sidewalks, approaches and catch basins. Currently we do not have a hydraulic hammer for this type of work and as a result have to contract that work out. Administration has requested justification for purchasing over contracting work out. If this remains in the budget the justification must be clear it is necessary.	\$7,834.00
2. Justification:	
3. Justification:	
TOTAL 2022 REQUEST:	\$7,834



CITY & BOROUGH OF WRANGELL

FY 2022 BUDGET SUMMARY

FUND: GENERAL

DEPARTMENT: CEMETERY

Item i.

General Comments:

- Reviewing and preparing the Cemetery Budget should have taken just a short while. There were complications which will be explained below.
- The Cemetery Department is in the General Fund. The General Fund numerical identifier is 11000. The Cemetery department numerical identifier is 026. All expenditure accounts will begin with 11000 026. A four-digit object code then follows the fund and department numbers. For instance, the four-digit numerical identifier for the “object” Materials & Supplies is 7001. Putting them all together, the unique Materials & Supplies account number for the Cemetery Department is 11000 026 7001.
- The departments within the General Fund “share” revenue, meaning revenue from all General Fund departments is kept in one fund, and not allocated out to each individual department where the revenue is generated. To maintain this shared revenue, all General Fund revenue accounts have no department numerical identifier, or shouldn’t. As it relates to the Cemetery specifically, revenue accounts in this department should begin with the General Fund numerical identifier 11000. The unique department numerical identifier of 026 is dropped and replaced with 000 because all revenue in the General Fund is co-mingled. Then the unique numerical identifier for the object is added. The number for the object Cemetery Services is 4330. The whole, unique account number is 11000 000 4330.
- The Cemetery Department has two revenue accounts:
 - Cemetery Services 11000 000 4330
 - Cemetery Plot Sales 11000 000 4335
- What was discovered in AccuFund, however, is that there are two different revenue accounts for each of these items, one with 000 and one with 026. See below:
 - 11000 000 4330 & 11000 026 4330
 - 11000 000 4335 & 11000 026 4335
- Both account codes for each item are being used intermittently depending on who is entering the revenue. On the attached budget sheet for FY22 you will see all four account numbers as follows:

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
Revenues (General Fund)					
11000 000 4330 Cemetery Services	\$ 3,170.00	\$ 780	\$ 1,590	\$ 2,500	\$ 2,500
11000 026 4330 Cemetery Services	\$ -	\$ 1,651	\$ 300	\$ -	\$ -
11000 000 4335 Cemetery Plot Sales	\$ 3,105.00	\$ 783	\$ 588	\$ 2,500	\$ 1,820
11000 026 4335 Cemetery Plot Sales	\$ -	\$ 990	\$ -	\$ -	\$ -
Total Cemetery Revenue	\$ 6,275	\$ 4,204	\$ 2,478	\$ 5,000	\$ 4,320

- The estimated revenues for the FY 2022 Budget are based on a three-year average of total revenues shown in those revenue accounts in AccuFund.
- THE PLOT THICKENS...with the expenditure accounts...**
- The Cemetery Department really only has two expenditure accounts that are used regularly. The first is Materials & Supplies. That is the account that is used to purchase the items needed when preparing grave sites or niches in the columbarium. The expenses are nominal. In FY19 it was \$1,493. In FY20 it was \$400. In FY21 it is currently only \$30.
- Upon closer inspection what appears to have actually happened is that we have expended \$1,669.75, but revenue for plot sales and cemetery services that should have gone into the aforementioned revenue accounts was "booked" as offsetting credits in the expense account for Materials & Supplies. The result is a \$30 expenditure difference. Please see the image below. The names of persons for whom services were provided or plots were purchased have been covered out of respect.

City and Borough of Wrangell							
Run: 5/29/2021 at 2:04 PM				Account Activity Detail from / / to / /			Page: 1
Date	Post Type	Source	Reference	Description	Units	Debit	Credit
11000 026 7001 00 00000 Materials & Supplies							
7/17/2020	Actual	A/P	7-17-2020	Reimbursement for Overcharge on Niche Plate		74.28	
7/21/2020	Actual	A/P	465085	CDX Plywood 3/4" 4' X 8'		119.97	
7/21/2020	Actual	A/P	465092	48" Aluminum Dry T Square		17.99	
7/21/2020	Actual	A/P	490883	For Cemetery			
7/22/2020	Actual	A/P	490923	26X40 Poly Tarp		94.99	
				Mosquito Repellent 100% Deet		8.93	
7/23/2020	Actual	C/R	0007918	Cemetery Plot for [REDACTED]			730.00
9/01/2020	Actual	A/P	683296	[REDACTED]		122.00	
9/02/2020	Actual	A/P	RI 1567236	Accolade with single line border for customer [REDACTED]		203.72	
9/03/2020	Actual	A/P	RI 1568319	Accolade with single line border for customer reference/ [REDACTED]		215.91	
10/30/2020	Actual	C/R	0009112	Cemetery Services			337.91
12/31/2020	Actual	G/L		reclassify cemetery		570.12	
2/18/2021	Actual	C/R	0012058	Cemetery Niche & Plat/Labor			571.84
2/24/2021	Actual	A/P	RI 1648077	Account # 200552 / Accolade w/single line border		241.84	
11000 026 7001 00 00000 Materials & Supplies Total						1,669.75	1,639.75
Report Total:						1,669.75	1,639.75

- The credits in this expenditure account will be recoded to the appropriate revenue accounts through Journal Entries that are fully documented. It was not possible to get them completed prior to issuing this budget for Assembly review.
- The other expenditure account is Charges from Public Works. This represents the fully-loaded labor hour costs spent by members of the Public Works team when they are preparing grave sites or niches in the columbarium. Below is a screen shot of the “charges” to that account. The numbers have all been put in as negative, so it appears we have a “credit” in that account of \$600. See the account screen shot below. Again, names have been removed for respect.

Cemetery Plot for	(240.00)
Cemetery Services	(120.00)
Cemetery Niche & Plat/Labor	(240.00)

- Administration believes these entries need to be amended to show them as positive numbers indicating a \$600 expenditure. This will also be accomplished through fully documented Journal Entries.
- Attached to this narrative are two FY22 Cemetery Budgets. The first is based on what is currently in AccuFund. The second is based on what we believe the budget should look like after the corrections are made in AccuFund.
- All of the budget estimates (revenue and expenditures) are based on a three-year average.

Big Picture:

- The Sanitation Fund is projected to operate at a loss in FY 2022. The operating deficit is estimated to be \$83,024. There is enough money in the Sanitation Fund Reserve to cover this deficit. Going without a rate increase is not recommended. There is more information below under the sections titled Rate Increase and Working Capital.
- A rate increase at the beginning of the fiscal year is necessary to bring the fund “into the black” operationally.
- The size of the rate increase will depend on four decisions:
 - Will the rate increase only cover the operational deficit?
 - Will the Sanitation Fund be required to repay the Sales Tax Fund for the Baler Project Funding?
 - Will the Sanitation Fund purchase at least one new garbage truck with another interfund loan (that will be paid back), or a conventional loan?
 - Will the Sanitation Fund begin investing a percentage of money each year toward the replacement of capital equipment and vehicles (e.g. second garbage truck, replacement baler, etc.), and how much?
- Concurrently, Administration will move through the process to determine potential divestiture options (e.g. outright sale, lease, operating agreement, other public/private partnership); and if a divestiture is possible.
- The expenses for divestiture work are not included in the FY 2022 Budget. Some work may take place before the end of FY 2021. They will include appraisal services (for land, equipment, buildings, vehicles, etc.); financial services to provide a total

fair market value of the assets, debt (baler), plus net operating position and capacity; legal services; and perhaps election expenses if a special election is required if the divestiture is valued at over \$1 Million.

Rate Increase:

- Operating Deficit FY 2022 = \$83,024
- Baler Project Debt Service to Sales Tax Fund
 - \$623,000 @ 2%/10 Years = \$70,000 year
- Garbage Truck Purchase
 - \$260,000 @ 2%/10 Years = \$27,000 year
- Annual Contribution to Capital Equipment Reserve
 - = \$25,000 for 11 Years to Save for 2nd Garbage Truck
 - No other contributions for excavator or baler contemplated now
- Total Additional Needs for FY 2022 through FY 2032 = \$205,000
- Based on estimated FY 2022 revenue for User Fees only at \$571,293 a 26.4% rate increase is necessary. A straight 26.4% increase would take the monthly household rate from \$48 to \$60.50.
- However, an “across the board” 26.4% increase is not the right approach. There are different rates based on the size of the dumpster. In comparison with neighboring communities, Wrangell is priced appropriately for some sizes, and is well under the market rate in others. The Public Works Director is in the process of developing a recommendation for how to implement a rate increase formula.

Revenue:

- The current budget shows no PERS On-Behalf Revenue. Normally this information is calculated by the Finance Director. We have yet to determine how that is calculated. The variability with low numbers in some years is concerning. This will hopefully lower the deficit by a small amount when the number is understood.
- User Fee revenue is increasing for FY 2022. This number was derived taking the monthly average of revenue times twelve months and then subtracting \$10K from it for a factor of safety.
- Landfill revenue is down slightly based on actual revenue. If there is a change to the way landfill waste is charged (based on weight and not volume) this could increase – by an unknown amount.
- Recycle revenue increased slightly. With the acquisition of a second waste metal container, twice the metal is being recycled. Although revenue is increasing, so are the associated expenses. We are currently losing money on recycling.
- No interest revenue has been attributed to the Sanitation Fund for several years.

Expenditures:

- Travel in the amount of \$810 is included for the two Sanitation staff and the Public Works Director to schedule a day trip to Petersburg for training on their baler.
- Property and vehicle liability insurance has increased by 10% based on a recommendation from the Borough's insurance agent.
- Bank fees were added to accommodate for the use of credit cards.
- Vehicle maintenance has increased by \$12,000 over last year anticipating greater maintenance requirements on the garbage trucks.
- Fuel was added to the budget with an estimated amount. It appears vehicle fuel has not been charged out to departments appropriately. The Manager has requested a fuel tracking system be installed at the fuel tank at Public Works so accurate fuel consumption tracking for each vehicle and department begins to take place.
- Professional Services includes \$25,200. \$25K is for a rate study, if it is needed and \$200 is for random drug/alcohol testing of employees with CDLs.
- Solid Waste Shipping and Disposal includes an increase of \$40,000. This includes the annual rate increase, and money to cover the cost of shipping the shredded.
- There is an increase of nearly \$6,000 in recycle costs as the CBW is shipping double the metal.
- The overall expenditure increase over the FY 2021 Budget is \$95,209.

Capital Expenditures:

- The Public Works Director has submitted a request for one new garbage truck. The estimated expense is \$260,400. The amount is shown on the budget summary worksheet, but it is not included in the Total Expenses number. Administration wanted the Assembly to see the request. The Sanitation Fund does not have the reserve balance to purchase a new garbage truck. Options to consider if the Assembly approves a rate increase include a loan from another City fund which will need to be paid back, or obtaining a conventional loan.

Working Capital:

- The Government Finance Officers Association (GFOA) has over 200 best practices for government accounting. With enterprise funds, one important best practice is to keep a working capital reserve in the case of an emergency, and for cash flow purposes.
- Some places adopt a policy of 90 days of operating expenses; others it is roughly 30% of the annual operating budget.

- Wrangell first showed this in the FY 2021 Budget with 30% being shown as reserved for working capital. Unfortunately, the 30% number shown was 30% of the cash reserves that each individual fund happened to have on hand. It was not 30% of the annual operating budget.
- Estimated reserves at the beginning of FY 2022 are \$236,763. If there is not rate increase the ending reserve balance is projected to be \$153,739 because of the operating deficit.
- 30% working capital of the FY 2022 operating budget is \$213,494. That means the Sanitation Fund Reserve is \$59,755 short of the recommended working capital amount.

Personnel:

- This department budget includes annual step increases.
- Health insurance costs are currently factored based on costs for FY 2022.
- Temporary staff for operating the tire sheer are currently not included in the budget. This amendment will need to take place if Wrangell ends up being first to receive the sheer from SouthEast Alaska Solid Waste Authority (SEASWA).

City & Borough of Wrangell Alaska
General Fund
Cemetery - 1
Fiscal Year 2022

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
Revenues (General Fund)					
11000 000 4330 Cemetery Services	\$ 3,170.00	\$ 780	\$ 1,590	\$ 2,500	\$ 2,500
11000 026 4330 Cemetery Services	\$ -	\$ 1,651	\$ 300	\$ -	\$ -
11000 000 4335 Cemetery Plot Sales	\$ 3,105.00	\$ 783	\$ 588	\$ 2,500	\$ 1,820
11000 026 4335 Cemetery Plot Sales	\$ -	\$ 990	\$ -	\$ -	\$ -
Total Cemetery Revenue	\$ 6,275	\$ 4,204	\$ 2,478	\$ 5,000	\$ 4,320
Commodities					
11000 026 7001 Materials & Supplies	\$ 1,493	\$ 400	\$ 30	\$ 2,000	\$ 2,000
Total Commodities	\$ 1,493	\$ 400	\$ 30	\$ 2,000	\$ 2,000
Contractural					
11000 026 7621 Public Works Labor Charges	\$ 1,091	\$ 1,099	\$ (600)	\$ 3,000	\$ 2,790
11000 026 7629 Charges from Capital Fac.	\$ 68	\$ -	\$ -	\$ -	\$ -
11000 026 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractural	\$ 1,159	\$ 1,099	\$ (600)	\$ 3,000	\$ 2,790
Total Expenses	\$ 2,653	\$ 1,499	\$ (570)	\$ 5,000	\$ 4,790

City & Borough of Wrangell Alaska
General Fund
Cemetery - 2
Fiscal Year 2022

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
Revenues (General Fund)					
11000 000 4330 Cemetery Services	\$ 3,170	\$ 780	\$ 2,500	\$ 2,500	\$ 2,800
11000 026 4330 Cemetery Services	\$ -	\$ 1,651	\$ 300	\$ -	\$ -
11000 000 4335 Cemetery Plot Sales	\$ 3,105	\$ 783	\$ 1,318	\$ 2,500	\$ 2,100
11000 026 4335 Cemetery Plot Sales	\$ -	\$ 990	\$ -	\$ -	\$ -
Total Cemetery Revenue	\$ 6,275	\$ 4,204	\$ 4,118	\$ 5,000	\$ 4,900
Commodities					
11000 026 7001 Materials & Supplies	\$ 1,493	\$ 400	\$ 1,670	\$ 2,000	\$ 1,200
Total Commodities	\$ 1,493	\$ 400	\$ 1,670	\$ 2,000	\$ 1,200
Contractural					
11000 026 7621 Public Works Labor Charges	\$ 1,091	\$ 1,099	\$ 600	\$ 3,000	\$ 1,000
11000 026 7629 Charges from Capital Fac.	\$ 68	\$ -	\$ -	\$ -	\$ -
11000 026 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractural	\$ 1,159	\$ 1,099	\$ 600	\$ 3,000	\$ 1,000
Total Expenses	\$ 2,653	\$ 1,499	\$ 2,270	\$ 5,000	\$ 2,200

City & Borough of Wrangell
Garage
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 144,242	\$ 123,747	\$ 92,425	\$ 123,228	\$ 120,150
Total Personnel Benefits	\$ 88,812	\$ 104,443	\$ 53,533	\$ 97,156	\$ 70,933
Total Personnel	\$ 233,054	\$ 228,189	\$ 145,958	\$ 220,383	\$ 191,083
Commodities					
022 7001 Materials & Supplies	\$ 12,576	\$ 13,234	\$ 7,200	\$ 7,000	\$ 7,000
022 7002 Facility Repair & Maintenance	\$ 1,672	\$ 5,648	\$ 805	\$ 5,000	\$ 7,200
022 7006 Software Programming & Licensing	\$ -	\$ 2,383	\$ 3,985	\$ 7,075	\$ 7,700
022 7010 Vehicle Maintenance	\$ -	\$ 354	\$ 321	\$ 1,000	\$ 1,000
022 7015 Fuel - Automotive	\$ 64,188	\$ 67,356	\$ 50,171	\$ 65,000	\$ 65,000
022 7017 Fuel - Heating	\$ 2,799	\$ 4,083	\$ 23,435	\$ 5,000	\$ 5,000
022 7018 Miscellaneous Tools	\$ 2,269	\$ 2,003	\$ 1,900	\$ 3,000	\$ 3,000
022 7100 Clothing & Gear	\$ -	\$ 661	\$ 380	\$ 1,600	\$ 1,400
Total Commodities	\$ 83,504	\$ 95,721	\$ 88,197	\$ 94,675	\$ 97,300
Contractual					
022 7501 Utilities	\$ 21,940	\$ 21,271	\$ 21,113	\$ 23,000	\$ 23,000
022 7502 Phone/Internet	\$ -	\$ 39	\$ 378	\$ -	\$ 156
022 7503 Information Technology	\$ -	\$ 1,688	\$ 606	\$ -	
022 7505 Travel	\$ 2,289	\$ 3,360	\$ -	\$ -	\$ 2,000
022 7507 Membership & Dues	\$ -	\$ -	\$ 60	\$ -	\$ -
022 7508 Insurance	\$ -	\$ 1,155	\$ 1,663	\$ 3,044	\$ 3,044
022 7513 Training					\$ 650
022 7515 Health & Safety Permits, Inspections,	\$ 462	\$ 584	\$ 1,862	\$ 1,500	\$ 2,000
022 7519 Professional/Contractual Services	\$ -	\$ 140	\$ 453	\$ -	\$ -
022 7621 Public Works Labor Charges	\$ 76	\$ 3,667	\$ 923	\$ 1,300	\$ 1,500
022 7622 Charges from Garage	\$ (131,830)	\$ (122,036)	\$ (99,409)	\$ (107,275)	\$ (128,380)

022 7629 Charges from Capital Facilities	\$	3,773	\$	5,309	\$	39	\$	-	\$	9,588
Total Contractual	\$	(103,290)	\$	(84,823)	\$	(72,313)	\$	(78,431)	\$	(86,443)
Capital										
021 7900 Capital Expenditures	\$	-	\$	26,932	\$	5,199	\$	7,500	\$	5,000
Total Capital	\$	-	\$	26,932	\$	5,199	\$	7,500	\$	5,000
Total Expenditures	\$	213,269	\$	266,019	\$	167,040	\$	244,127	\$	206,940

DEPARTMENT: Garage

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	MATERIALS & SUPPLIES	Amount	7008	NON-CAPITAL EQUIPMENT	
	office supplies- printing supplies, pens	1,000			
	garage supplies- paper towel, cleaning supplies, trash bags, welding materials, absorption pads, grease	6,000			
	Total	\$ 7,000		Total	\$ -
7502	PHONE/INTERNET	Amount	7503	INFORMATION TECHNOLOGY	Amount
	phone and internet	156		CAT electronic technician annual subscription	3,400
				Ford and GM software subscription	4,300
	Total	\$ 156		Total	\$ 7,700
7505	TRAVEL	Amount	7506	PUBLICATIONS/ADVERTISING	Amount
	fire truck training in Anchorage	2,000			
	Total	\$ 2,000		Total	\$ -
7507	MEMBERSHIP, DUES, SUBSCRI	Amount	7508	INSURANCE	Amount
				Liability insurance	3,044
	Total	\$ -		Total	\$ 3,044
7513	TRAINING	Amount			
	air brake certification training	25			
	fire truck pump training, Anchorage	625			
	Total	\$ 650		Total	\$ -
7515	permits	Amount	7519	Professional services contractual	Amount
	fire extinguisher inspection	2,000			
	Total	\$ 2,000		Total	\$ -

DEPARTMENT: Garage

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7002	Facility Repair and Maintenance	Amount	7900	CAPITAL EQUIPMENT	Amount
	General PM and Non-PM & Repairs	3,700			
	Life Safety & Fire Supression Systems	500			
	Repairs to Roof	3,000			
	Total	\$ 7,200		Total	\$ -
7015	Gasoline expense	Amount	7017	Heating oil expense	Amount
	gasoline and diesel for vehicles and equipment city wide	65,000		heating oil for oil fired furnace. Used when waste oil furnace either doesn't work or we run out of waste oil to burn)	5,000
	Total	\$ 65,000		Total	\$ 5,000
7018	expendable tools	Amount	7100	clothing allowance	Amount
	miscellaneous tools used for general purposes. Wrenches, sockets, drivers, other hand held tools	3,000		IBEW clothing allowance, 2x400	800
				high vis rain gear 2x200	400
				miscellaneous PPE	200
	Total	\$ 3,000		Total	\$ 1,400
7900	Other Capital Equipment	Amount		Office/Capital Equipment over \$1,000 but under \$5,000	Amount
	Fuel Tracking System	5,000			
	Total	\$ 5,000		Total	\$ -
7501	Utilities expense	Amount	7621	Charges from Public Works	Amount
	water, sewer, electric and garbage	23,000		Labor hours charged from public works	1,500
	Total	\$ 23,000		Total	\$ 1,500
7629	charges from capital facilites	Amount	7010	vehicle maintenance	Amount

DEPARTMENT: Garage

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

	capital facilities time related to above described work	9,588		basic maintenance, oil, brakes, filter, fluids	1,000
	Total	\$ 9,588		Total	\$ 1,000

DEPARTMENT: Garage
FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2020 THROUGH 6/30/2021

[illegible]

DEPARTMENT: Garage
FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF STANDBY HOURS FROM
7/1/2020 THROUGH 6/30/2021

[illegible]

DEPARTMENT: Garage
FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM			
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[illegible]

TRAINING COST WORKSHEET

DEPARTMENT: **Garage**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Air Brake training	Mechanic	Online	Anytime	\$25.00
Fire Truck Training	Mechanic	Anchorage	need to schedule	\$ 625.00
Totals				\$650.00

TRAVEL COST WORKSHEET

DEPARTMENT: Garage

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
fire truck training	Mechanic	Anchorage	3 day course	\$ 800.00	\$ 600.00	\$ 200.00	\$ 400.00	2000
				\$ -	\$ -	\$ -	\$ -	\$ -
Totals				\$ 800.00	\$ 600.00	\$ 200.00	\$ 400.00	\$ 2,000.00

City & Borough of Wrangell
 2022 Capital Equipment/Vehicles
 Department: Garage
(Equipment/Vehicle expenditures more than \$5,000)

Equipment Requested	Amount Requested
Fuel Tracking system Justification: Currently we are not tracing our fuel usage as accurately as we could be. This system will allow us to know exactly how much fuel is going to which department.	\$5,000.00
2. Justification:	
3. Justification:	
TOTAL 2022 REQUEST:	\$5,000.00

City & Borough of Wrangell
Streets
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities					
024 7001 Materials & Supplies	\$ 163	\$ 449	\$ 1,218	\$ -	\$ 1,000
024 7008 Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 4,000
024 7009 Equipment Repair & Maintenance	\$ -	\$ 142	\$ 2,289	\$ -	\$ -
024 7010 Vehicle Maintenance	\$ 81,709	\$ 56,539	\$ 62,298	\$ 55,000	\$ 60,500
024 7011 Equipment Rental Expense	\$ 3,450	\$ 490	\$ -	\$ 15,000	\$ 15,000
024 7030 Maintenance Materials & Supplies	\$ 91,658	\$ 69,014	\$ 120,585	\$ 133,000	\$ 132,000
024 7033 Street Lighting	\$ 6,011	\$ -	\$ -	\$ -	\$ -
Total Commodities	\$ 182,991	\$ 126,633	\$ 186,390	\$ 203,000	\$ 212,500
Contractual					
024 7501 Utilities	\$ 21,578	\$ 25,041	\$ 26,771	\$ 21,000	\$ 21,000
024 7513 Training	\$ -	\$ -	\$ 360	\$ -	\$ -
024 7519 Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 20,000
024 7621 Public Works Labor Charges	\$ 93,707	\$ 190,632	\$ 56,632	\$ 130,000	\$ 130,000
024 7622 Charges from Garage	\$ -	\$ 32,817	\$ 20,114	\$ 30,000	\$ 42,000
024 7629 Charges from Capital Facilities	\$ 1,628	\$ 280	\$ 309	\$ -	\$ -
Total Contractual	\$ 116,913	\$ 248,770	\$ 104,186	\$ 181,000	\$ 213,000
Capital					
024 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 299,904	\$ 375,403	\$ 290,576	\$ 384,000	\$ 425,500

DEPARTMENT: Streets

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7009	Equipment Repair & Maintenance	Amount
		1,000			
	Total	1,000		Total	\$ -
7010	Vehicle Maintenance	Amount	7011	Equipment Rental Expense	Amount
	parts, basic maintenance, tires	60,500		excavator, loader as needed	15,000
	Total	\$ 60,500			\$ 15,000
7030	Maintenance Materials & Supplies	Amount	7033	Street lighting	Amount
	sanding and snow removal materials, mag chloride	50,000.00		LED light fixtures to replace sodium TBD	
	culvert materials	5,000.00			
	D1 and other materials	50,000.00			
	locally purchased materials, hardware and tools.				
	Plywood, wire mesh, shovels	10,000.00			
	catch basins	8,000.00			
	contract required meals for staff	1,000.00			
	cold patch	4,000.00			
	container for chemicals	4,000.00			
	Total	\$ 132,000			
7501	Utilities	Amount	7621	Charges From Public Works	Amount
	street lighting electricity expense. Street lights are me	21,000		hours logged to street maintenance by PW (150,000 requested/estimated by department)	130,000
	Total	21,000		Total	130,000
7622	Charges from Garage	Amount	7629	Charges from Capital Facilities	Amount
	labor hours	35,500			
	fuel	6,500			
	Total	42,000		Total	\$ -

DEPARTMENT: Streets

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

7519	professional and contractual services	Amount	7008	Office/Capital Equipment over \$1,000 but under \$5,000	Amount
	crack sealing- Front St, Shoemaker Loop	15,000		Container for snow chemicals	4,000
	contractural street work for maintenance	5,000			
	Total	20,000		Total	4,000

City & Borough of Wrangell
2022 Non-Capital Equipment
Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
<p>1. Container for snow chemicals</p> <p>Justification:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The containers that hold the snow removal chemicals are rusting out and beginning to fall apart. Staff are no longer able to use equipment to get materials in and out of the containers.</p> </div>	\$4,000.00
<p>2.</p> <p>Justification:</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	
<p>3.</p> <p>Justification:</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	
<p>s</p>	
TOTAL 2022 REQUEST:	\$ 4,000.00

City & Borough of Wrangell
Capital Facilities
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ 205,962	\$ 234,316	\$ 192,179	\$ 240,561	\$ 231,644
Total Personnel Benefits	\$ 135,242	\$ 137,019	\$ 91,629	\$ 135,785	\$ 142,520
Total Personnel	\$ 341,205	\$ 371,335	\$ 283,808	\$ 376,346	\$ 374,164
Commodities					
029 7001 Materials & Supplies	\$ 15,020	\$ 6,995	\$ 4,134	\$ 8,000	\$ 8,000
029 7002 Facility Repair & Maintenance	\$ 2,162	\$ 11,485	\$ 1,636	\$ 10,000	\$ 16,500
029 7008 Non-Capital Equipment	\$ -	\$ -	\$ 1,061	\$ 3,500	\$ 3,500
029 7010 Vehicle Maintenance & Repair	\$ -	\$ 5,165	\$ 248	\$ 5,000	\$ 2,500
029 7017 Fuel	\$ -	\$ -	\$ -	\$ -	\$ 1,000
029 7018 Miscellaneous Tools	\$ 2,489	\$ 4,345	\$ -	\$ -	\$ -
029 7100 Clothing & Gear	\$ 278	\$ 760	\$ 434	\$ 2,300	\$ 2,300
Total Commodities	\$ 19,949	\$ 28,750	\$ 7,513	\$ 28,800	\$ 33,800
Contractual					
029 7501 Utilities	\$ 438	\$ -	\$ 350	\$ -	\$ -
029 7502 Phone/Internet	\$ 3,472	\$ 3,726	\$ 3,130	\$ 3,528	\$ 4,452
029 7503 Information Technology	\$ -	\$ 4,123	\$ 3,478	\$ 4,575	\$ 4,540
029 7505 Travel	\$ 84	\$ 15	\$ -	\$ 1,325	\$ -
029 7506 Publications & Advertising	\$ 3,435	\$ 160	\$ -	\$ -	\$ 500
029 7508 Insurance	\$ -	\$ 1,823	\$ 1,603	\$ 1,792	\$ 1,800
029 7513 Training	\$ -	\$ -	\$ 140	\$ -	\$ 1,635
029 7519 Professional Services	\$ 19,375	\$ 115	\$ 41	\$ -	\$ 1,635
029 7622 Charges from Garage	\$ -	\$ 3,100	\$ 1,411	\$ 3,000	\$ 50
029 7629 Charges from Capital Facilities	\$ (80,429)	\$ (125,965)	\$ (122,874)	\$ (214,808)	\$ (317,586)
Total Contractual	\$ (54,063)	\$ (112,902)	\$ (113,071)	\$ (200,588)	\$ (302,974)
Total Expenses	\$ 307,090	\$ 305,913	\$ 178,250	\$ 204,558	\$ 104,990
Capital					
021 7900 Capital Expenditures	\$ -	\$ 18,731	\$ -	\$ -	\$ -
Total Capital	\$ -	\$ 18,731	\$ -	\$ -	\$ -

DEPARTMENT: Capital Facilities

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

7001	Materials & Supplies	Amount	7002	Facility Repair & Maintenance	Amount
	Office supplies	2,000		Senior Center - General Maintenance	5,000
	Expendable maintenance materials, used across facilities	3,500		Armory Bldg - Maintenance/Utilities	1,500
	Miscellaneous tools (hand tools, batteries, etc.)	2,500		Pedestrian Stairwell Corridor (Front St. to Mt. Dewey Lane)	10,000
	Total	\$ 8,000		Total	\$ 16,500
7008	Non Capital Equipment	Amount	7010	Vehicle Maintenance	Amount
	Telephone System	2,500		Maintenance for three vehicles	2,500
	Portable Table Saw	1,000			
	Total	\$ 3,500		Total	\$ 2,500
7017	Fuel	Amount	7100	Uniform, gear & clothing allowance	Amount
		1,000		Clothing allowance (2 at \$400)	800
				Safety items for crew (i.e. hi-vis vests, hearing, eye, respiratory protection, gloves, etc.)	1,500
	Total	\$ 1,000		Total	\$ 2,300
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Mobile phones (3 x \$59/month x 12 mo.)	2,124		CMMS Subscription (Dude Solutions)	3,340
	LTE service on two maintenance tablets (2 x \$44/mo x 12 mo)	1,056		Work Order Mgmt Tablet	1,200
	Office phone service (\$56 x 12 months)	672			
	Long distance estimate (\$50 x 12 months)	600			
	Total	\$ 4,452		Total	\$ 4,540
7505	Travel	Amount	7506	Publications & Advertising	Amount
				Misc. Publications (i.e., building permits, employment)	500

DEPARTMENT: Capital Facilities

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

	Total	\$ -		Total	\$ 500
7508	Insurance	Amount	7513	Training	Amount
		1,800		Electrical Troubleshooting	1,195
				UST Operator	140
				Building Energy Loss	300
	Total	\$ 1,800		Total	\$ 1,635
7519	Prof./Contr. Services	Amount	7622	Charges from Garage	Amount
	Pre-Employment Drug Testing	50		Vehicle / Equipment Maintenance and Repair	2,500
	Total	\$ 50		Total	\$ 2,500
7629	Charges from Capital Facilities	Amount	7900	Capital Equipment	Amount
	See attached allocation detail	(317,586)			
	Total	(317,586)		Total	-

CAPITAL FACILITIES Proposed Labor Allocation FY 22**Labor to be Allocated to Other Departments**

11000 029 7621	CUSTODIAL ALLOCATED LABOR (100% allocation)	81,297
11000 029 7621	MAINTENANCE ALLOCATED LABOR (93% ALLOCATION)	- 191,634
11000 029 7621	PROJECT MANAGEMENT LABOR (30% ALLOCATION)	44,650

FY22 Charges from Capital Facilities - Labor Allocation for each Location

		FY21 Maintenance	FY21 Custodial	Totals
	Maintenance & Custodial Labor Allocations (estimates)			
2.6%	City Hall Building Maintenance (32% of custodial cost)	6,143	26,015.0	32,158.42
64.7%	Public Safety Building Maintenance (68% of custodian cost)	152,875.64	55,282.0	208,157.60
4.0%	Fire Substation Building Maintenance	9,451.35	0	9,451.35
4.3%	Public Works Building Maintenance	10,160.21	0	10,160.21
0.7%	Library Building Maintenance	1,653.99	0	1,653.99
3.8%	Swimming Pool Building Maintenance	8,978.79	0	8,978.79
0.2%	Park Building Maintenance	1,018.43	0	1,018.43
0.4%	Community Center Building Maintenance	945.14	0	945.14
12.7%	Nolan Center Building Maintenance	30,008.05	0	30,008.05
2.0%	Light & Power Admin Building Maintenance	4,725.68	0	4,725.68
2.8%	Light & Power Generator Building Maintenance	6,615.95	0	6,615.95
0.2%	Water Plant Building Maintenance	472.57	0	472.57
0.2%	Harbor Master Building Maintenance	378.05	0	378.05
0.2%	Wastewater Plant Building Maintenance	472.57	0	472.57
0.2%	Sanitation Building Maintenance	472.57	0	472.57
1.0%	Senior Center Maintenance	1,916.34		1,916.34
100%		236,288.69	81,297.0	317,585.69

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Portable Table Saw Justification: <div> Building facilities maintenance staff have been using their personal equipment for Borough needs. </div>	\$ 1,000.00
2. Telephone System Justification: <div> A proper telephone system has been planned for Capital Facilities (CF) for the last two years, but we have delayed the purchase based on considering the Voice Over IP option (now a non-starter based on the inability to obtain a local phone number) and the department's move to a new building. The \$3,000 is the Capital Facilities Dept. contribution to ML&P's proposed telephone system upgrade. If the upgrade does not occur, CF will still need to purchase some level of telephone system that can be integrated at our new location. </div>	\$ 2,500.00
3. Justification: <div> </div>	
TOTAL 2022 REQUEST:	\$ 3,500.00

OVERTIME CALCULATION WORKSHEET

DEPARTMENT: Capital Facilities

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
Duke (OT) Reg Rate: \$29.11	Lead Facility Maintenance	23/2	36	\$ 43.67	\$ 1,572.12
Duke (DT) Reg Rate: \$29.11	Lead Facility Maintenance	23/2	12	\$ 58.22	\$ 698.64
Vacant (OT) Reg Rate: \$25.30	Facility Maintenance	19/3	36	\$ 37.95	\$ 1,366.20
Vacant (DT) Reg Rate: \$25.30	Facility Maintenance	19/3	12	\$ 50.60	\$ 607.20
TOTAL					\$ 4,244.16

STANDBY CALCULATION WORKSHEET

DEPARTMENT: Capital Facilities

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF STANDBY HOURS FROM
7/1/202 THROUGH 6/30/202

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	RATE	TOTAL
Duke Mitchell	Lead Maintenance	23/2	96	\$ 6.00	\$ 576.00
Vacant	Maintenance	19/2	96	\$ 6.00	\$ 576.00
TOTAL					\$ 1,152.00

ACTING PAY CALCULATION WORKSHEET

DEPARTMENT: Capital Facilities

FY 2022

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	REGULAR POSITION	GRADE/STEP P WAGE	ACTING POSITION	GRADE/STEP WAGE	DEPT HEAD STEP 1 OR 15%	HOURS	TOTAL
Duke Mitchell	Lead Maintenance	23/2	Director	30/6	38.12	80	\$ 3,049.60
							\$ 3,049.60

TRAINING COST WORKSHEET

DEPARTMENT: Capital Facilities

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Electrical Trouble Shooting	Duke Mitchell	Online	Optional	\$ 1,195.00
Underground Storage Tank Operator, Class A/B/C	Duke Mitchell	Online	Optional	\$ 140.00
Energy Loss in Buildings	Duke Mitchell	Online	Optional	\$ 100.00
Energy Loss in Buildings	Amber Al-Haddad	Online	Optional	\$ 100.00
Energy Loss in Buildings	Vacant Position	Online	Optional	\$ 100.00
Totals				<u>\$ 1,635.00</u>

City & Borough of Wrangell
Community Economic Development/Planning
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Personnel					
Total Salaries & Wages	\$ -	\$ 2,499	\$ 69,079	\$ 93,336	\$ 93,795
Total Personnel Benefits	\$ -		\$ 25,943	\$ 44,135	\$ 44,924
Total Personnel	\$ -	\$ 2,499	\$ 95,022	\$ 137,471	\$ 138,719
Commodities					
032 7001 Materials & Supplies	\$ 402	\$ 248	\$ 319	\$ 800	\$ 500
032 7004 Postage & Shipping	\$ -	\$ -	\$ -	\$ 600	\$ 600
032 7006 Software, Programming & Licensing	\$ -	\$ -	\$ 884	\$ -	\$ -
Total Commodities	\$ 402	\$ 248	\$ 1,203	\$ 1,400	\$ 1,100
Contractual					
032 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ -	\$ 600
032 7503 Information Technology	\$ -	\$ -	\$ 1,486	\$ 2,855	\$ 2,780
032 7505 Travel	\$ 1,742	\$ 1,579	\$ -	\$ -	\$ 5,620
032 7506 Publications & Advertising	\$ 843	\$ 115	\$ 294	\$ 600	\$ 600
032 7507 Memberships & Dues	\$ -	\$ 920	\$ 941	\$ 925	\$ 925
032 7508 Insurance	\$ -	\$ -	\$ 1,047	\$ -	\$ -
032 7511 Surveying	\$ 6,184	\$ -	\$ -	\$ -	\$ -
032 7512 Mapping Expenses	\$ -	\$ 1,321	\$ -	\$ -	\$ 5,799
032 7513 Training	\$ -	\$ -	\$ 79	\$ 4,200	\$ 3,000
032 7519 Professional Services Contractual	\$ -	\$ -	\$ 1,500	\$ 4,000	\$ 3,000
032 7570 Tourism Industry Expenses	\$ -	\$ -	\$ 2,150	\$ 3,000	\$ 4,000
032 7578 Mapping Expenses	\$ 5,995	\$ -	\$ -	\$ -	\$ -
032 7603 Charges from Finance	\$ -	\$ 23,004	\$ -	\$ -	\$ 1,017
Total Contractual	\$ 14,764	\$ 26,938	\$ 7,497	\$ 15,580	\$ 26,741
Total Expenses	\$ 15,166	\$ 29,685	\$ 103,722	\$ 154,451	\$ 166,560

Capital

034 7900 Capital Expenditures

	\$	-	\$	-	\$	-	\$	-	\$	-
Total Capital	\$	-	\$	-	\$	-	\$	-	\$	-

Transfers Out

032 8900 Transfer to Other Fund, Misc.

	\$	-	\$	23,000	\$	-	\$	-	\$	-
Total Transfers Out	\$	-	\$	23,000	\$	-	\$	-	\$	-

DEPARTMENT: Economic Development & Planning

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

7001	Materials & Supplies	Amount	7004	Postage	Amount
	Misc paper, folders , calendar, thumbdrive	500		PZ Public notice mailings	600
	Total	\$ 500		Total	\$ 600
7503	Information Technology	Amount	7505	Travel	Amount
1	ESRI annual subscription	1,500	1	SEC annual meeting	1,400
12	Adobe (\$15/mo)	180	1	SEC Midsession Summit (if prioritized, second choice)	1,250
2	ESRI GIS app	250	1	AK Planning Conference (if prioritized, first choice)	1,460
1	Zoom subscription	150	1	AML Annual Conference	1,510
	Rackspace storage fee	700			
	Domain renewals for Marineindustry is in 2022				
	Total	\$ 2,780		Total	\$ 5,620
7506	Publication & Advertising	Amount	7507	Memberships & Dues	Amount
	Planning and Zoning Public Notices	600		AK chapter of American Planning Association	450
				IEDC	475
	Total	\$ 600		Total	\$ 925
7513	Training	Amount	7519	Professional Services Contractual	Amount
1	AML Registration	400		GIS Mapping Contract updates	3,000
2	ArcGIS Pro update training (\$2100ea)	4,200			
1	APA conference Registration	400			
1	IEDC online training	99			
1	SEC annual meeting registration	350			
1	SEC midsession summit registration	350			
	Total	\$ 5,799		Total	\$ 3,000
7603	Charges from Finance	Amount	7900	Capital Equipment	Amount
	P&Z Staff OT	1,017			

DEPARTMENT: Economic Development & Planning

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

	Total	\$ 1,017		Total	\$ -
7570	Tourism Industry Expenses	Amount			
	SATC programming (normally 3K, back in FY23 budget)	-			
	Signage design/print for stands for cruise pax	1,000			
4	Google My Business/Ads	3,000			
	Total	\$ 4,000			

TRAINING COST WORKSHEET

DEPARTMENT: **Economic Development & Planning**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
ArcGIS Pro update training (\$2100ea)	2	online		4,200
APA conference Registration	1	Anchorage	February	400
IEDC online training	1	online		99
SEC annual meeting registration	1	Haines	September	350
SEC midsession summit registration	1	Juneau	March	350
AML Registration	1	Anchorage	November	400
Totals				<u>\$ 5,799.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: **Economic Development & Planning**

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
SEC annual meeting	1	Haines	September	700	500	200	-	1,400
SEC Midsession Summit	1	Juneau	March	400	450	200	200	1,250
AK Planning Conference	1	Anchorage	February	560	500	200	200	1,460
AML Annual Conference	1	Anchorage	November	560	500	250	200	1,510
Totals				\$ 2,220.00	\$ 1,950.00	\$ 850.00	\$ 600.00	\$ 5,620.00

City & Borough of Wrangell Alaska
Community Service Organizations
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue					
	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
11000 033 7507 Memberships & Dues	\$ 100	\$ -	\$ -	\$ -	\$ -
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	\$ 12,212	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
11000 033 7822 Contribution to Chamber of	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
11000 033 7823 Contribution to Local Radio	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
11000 033 7826 Contribution to Volunteer Fire	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 4,000
11000 033 7829 Misc. Community Promotion	-	-	-	-	-
Total Expenses	<u>\$ 47,812</u>	<u>\$ 53,793</u>	<u>\$ 43,096</u>	<u>\$ 43,000</u>	<u>\$ 47,000</u>
Total Revenue & Expenses	<u>\$ (47,812)</u>	<u>\$ (53,793)</u>	<u>\$ (43,096)</u>	<u>\$ (43,000)</u>	<u>\$ (47,000)</u>

**City & Borough of Wrangell
Library
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<u>Expenditures</u>					
Personnel					
Total Salaries & Wages	\$ 123,796	\$ 106,629	\$ 99,374	\$ 108,144	\$ 112,656
COVID Salaries & Wages*	\$ -	\$ 6,996	\$ 952	\$ -	\$ -
Total Personnel Benefits	\$ 88,522	\$ 90,277	\$ 66,039	\$ 73,254	\$ 77,669
COVID Personnel Benefits*	\$ -	\$ 3,628	\$ 307	\$ -	\$ -
*COVID Off-set (Still being finalized)	\$ -	\$ (10,624)	\$ (1,259)		
Total Personnel	\$ 212,318	\$ 207,530	\$ 166,672	\$ 181,399	\$ 190,325
Commodities					
034 7001 Materials & Supplies	\$ 3,136	\$ 4,892	\$ 1,368	\$ 5,000	\$ 5,000
034 7002 Facility Repair & Maintenance	\$ 6,659	\$ 4,230	\$ 2,387	\$ 12,000	\$ 12,500
034 7003 Custodial Supplies	\$ 654	\$ 414	\$ 322	\$ 700	\$ 600
034 7004 Postage & Shipping	\$ 932	\$ 474	\$ 222	\$ 1,000	\$ 1,100
034 7005 Computer Repair & Maintenance	\$ 9,058	\$ 108	\$ -	\$ -	\$ -
034 7120 Library Books	\$ 18,547	\$ 14,242	\$ 19,268	\$ 19,415	\$ 19,415
Total Commodities	\$ 38,986	\$ 24,361	\$ 23,567	\$ 38,115	\$ 38,615
Contractual					
034 7501 Utilities	\$ 8,843	\$ 9,121	\$ 8,225	\$ 9,000	\$ 9,000
034 7502 Phone/Internet	\$ 3,091	\$ 2,661	\$ 2,223	\$ 2,592	\$ 3,380
034 7503 Information Technology	\$ 655	\$ 9,714	\$ 8,027	\$ 10,585	\$ 8,426
034 7505 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
034 7507 Memberships & Dues	\$ -	\$ -	\$ 550	\$ -	\$ 550
034 7508 Insurance	\$ 3,233	\$ 5,145	\$ 4,676	\$ 7,162	\$ 7,715
034 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 290
034 7519 Professional Services Contractual	\$ -	\$ -	\$ 5,793	\$ -	\$ 8,736
034 7621 Public Works Labor Charges	\$ 405	\$ -	\$ -	\$ -	\$ -

**City & Borough of Wrangell
Library
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
034 7629 Charges from Capital Facilities	\$ 3,687	\$ 523	\$ 503	\$ 5,000	\$ 7,670
Total Contractual	\$ 19,914	\$ 27,163	\$ 29,997	\$ 34,339	\$ 45,767
Total Expenses	\$ 271,217	\$ 259,053	\$ 220,236	\$ 253,853	\$ 274,707
<u>Revenues</u>					
11000 000 4604 Miscellaneous Library Revenues			\$ 1,071		\$ 955
11000 000 4605 Copies			\$ 438	\$ 910	\$ 910
Total Revenue	\$ -	\$ -	\$ 1,509	\$ 910	\$ 1,865
Total Revenues & Expenditures	\$ 271,217	\$ 259,053	\$ 220,236	\$ 253,853	\$ 272,842
Capital Expense					
7900 Capital Expenditures	-	-	-	-	-
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -

DEPARTMENT: Library

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	Materials & Supplies	Amount	7002	Facility Repair & Maintenance	Amount
	Ink Cartridges (8 computers)	1,500		Entrance Door Hardware Replacement	5,500
	DVD & CD Binders	350		Life Safety & Fire Suppression Systems	2,500
	Azuradisc Guards for DVD's	450		Carpet Cleaning	1,500
	Storytime Supplies	200		General Maintenance, PM and NON-PM maintenance needs	3,000
	Summer Reading Supplies	500			
	Barcodes	250			
	Book covers, office supplies, etc	1,750			
	Total	\$ 5,000		Total	\$ 12,500
7004	Postage & Shipping	Amount	7005	Computer Maintenace & Repair	Amount
	Interlibrary loan returns, recycled books, library overdues & fines, library event notices	1,000			
	Janitorial Supplies Shipping	100			
	Total	\$ 1,100			\$ -
7120	Books	Amount	7501	Utilities	Amount
	Books	15,415		Water, garbage, sewer(12 x 133.30)	1,600
6	Newspaper Subscriptions	1,500		Electric Heat (varies by month)	7,401
46	Magazine Subscriptions	2,500			
	Total	\$ 19,415		Total	\$ 9,000
7502	Phone/Internet	Amount	7503	Information Technology	Amount
	Internet (12x\$31.00 month)	372		Enhanced Content Renewal	701
	Two Phone lines & one Fax line (12 x \$192.00 mo.)	2,304		Printer Support	71
	Director cell phone Reimbursement	704		Server Support	390
				Online Aquistions	5,247
				SIP Communication Software	515
				Knowledge Imaging Center Support	470
				Scanner Support	108
				AV Access	844
				Smart Shield	80
	Total	\$ 3,380		Total	\$ 8,426

DEPARTMENT: Library

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7505	Travel	Amount	7507	Memberships & Dues	Amount
	Alaska Library Conference (Fairbanks)	1,577		Alaska Library Association	275
	(\$1250.00 will be paid by continuing education grant, remainder by Friends of the Library)	(1,250)		Alaska Library Assoc. Personal Dues	100
	Friends of the Library Travel Reimbursement	(327)		American Library Association	175
	Total	\$ -		Total	\$ 550
7508	Insurance	Amount	7519	Professional Services Contractual	Amount
	12 x \$584.49/month x 110% (expected increase)	7,715		Janitorial (12 months at \$728.00)	8,736
	Total	\$ 7,715		Total	\$ 8,736
7629	Charges from Capital Facilities	Amount	7900	Capital Equipment	Amount
	Staff Labor Cost	7,670			
	Total	\$ 7,670		Total	\$ -
7003	Custodial Supplies	Amount	7513	Training	Amount
2	Bathroom Tissue (case, 80 ct)	120		Alaska Library Conference	290
3	Paper Towels (12 ct)	60			
2	Window Cleaner (4 pack)	22			
3	Facial Tissue (6 pack)	33			
3	Comet (6 pack)	24			
3	Clorox Wipes (5 pack)	51			
2	C Fold Towels (case)	52			
1	Seat liners (case 20x250)	34			
4	Trash Bags (2 of 13 gallon & 45 gallon)	98			
3	Lysol Spray (3 pack)	45			
4	Antibacterial Soap (4 pack)	40			
2	Hand Soap for bathroom dispenser	21			
	Total	\$ 600		Total	\$ 290

DEPARTMENT: Library**REVENUE**

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

4000			1295		
	Total	\$ -		Total	\$ -
4000			4604	Overdues, lost items, faxes	Amount
					955
	Total	\$ -		Total	\$ 955
4605	Copies		4690	Donations	Amount
		910			
	Total	\$ 910			\$ -

TRAINING COST WORKSHEET

DEPARTMENT: **Library**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Alaska Library Conference	Library Director	Fairbanks	TBD	290 -
Totals				<u>\$ 290.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: **Library**

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
Alaska Library Conference	Library Director (based on 5 nights)	Fairbanks	TBD	\$ 648.00	\$ 545.00	\$ 225.00	\$ 159.00	\$ 1,577.00
Totals				<u>\$ 648.00</u>	<u>\$ 545.00</u>	<u>\$ 225.00</u>	<u>\$ 159.00</u>	<u>\$ 1,577.00</u>

The difference between this full amount and the State continuing education grant will be paid for by the Friends of the Library.

City & Borough of Wrangell Alaska
Library IMLS Grant Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
11170 000 4590	State Grant Revenue	\$ 9,655	\$ 5,392	\$ 8,541	\$ -	\$ 10,000
11170 000 4590 42	State Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
11170 000 4599 42	Federal Grant Revenue IMLS	\$ 9,655	\$ 10,000	\$ -	\$ -	\$ -
Total Revenue		\$ 19,310	\$ 15,392	\$ 8,541	\$ -	\$ 10,000
Expenditures						
11170 000 7000	Expenditures	\$ 320	\$ 5,332	\$ -	\$ -	\$ -
11170 000 7001	Materials & Supplies	\$ -	\$ 125	\$ 6,791	\$ -	\$ -
11170 000 7004	Postage & Shipping	\$ -	\$ 20	\$ -	\$ -	\$ -
11170 000 7005	Computer Repair & Maintenance	\$ 5,316	\$ -	\$ -	\$ -	\$ -
11170 000 7120	Library Books	\$ 1,964	\$ 4,523	\$ 1,583	\$ -	\$ 10,000
11170 000 7505	Travel	\$ 2,055	\$ -	\$ -	\$ -	\$ -
11170 000 7900	Capital Expenditures	\$ -	\$ -	\$ 4,498	\$ -	\$ -
Total Expenditures		\$ 9,335	\$ 4,668	\$ 12,872	\$ -	\$ 10,000
Total Revenue & Expenses		\$ 9,975	\$ 10,724	\$ (4,331)	\$ -	\$ -

City & Borough of Wrangell Alaska
Library State Grant Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
11150 000 4590 14	State Grant Revenue	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ 7,000
	Total Revenue	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ 7,000
Expenditures						
11150 000 7120	Library Books	\$ 7,031	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Total Expenditures	\$ 7,031	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Total Revenue & Expenses	\$ (31)	\$ -	\$ (7,000)	\$ -	\$ -

City & Borough of Wrangell Alaska
Library Summer Reading Program Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
11180 000 4690	Donations	\$ 2,957	\$ 7,856	\$ 6,206	\$ 6,000	\$ 6,500
	Total Revenue	\$ 2,957	\$ 7,856	\$ 6,206	\$ 6,000	\$ 6,500
Expenditures						
11180 000 7001	Materials & Supplies	\$ 2,578	\$ -	\$ 1,632	\$ -	\$ 2,600
11170 000 7121	Summer Reading Program Awards	\$ 3,500	\$ 3,225	\$ 2,853	\$ -	\$ 3,400
	Total Expenditures	\$ 6,078	\$ 3,225	\$ 4,485	\$ -	\$ 6,000
	Total Revenue & Expenses	\$ (3,121)	\$ 4,631	\$ 1,721	\$ 6,000	\$ 500
	Estimated Fund Balance - Beginning	\$ 3,907	\$ 786	\$ 5,417		\$ 5,000
	Estimated Fund Balance - Ending	\$ 786	\$ 5,417	\$ 7,138		\$ 5,500

City & Borough of Wrangell Alaska
Library State Grant Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
11190 000 4590 00	State Grant Revenue	\$ -	\$ 1,000	\$ 650	\$ -	\$ 1,250
11190 000 8900 00	Transfer to Other Fund Miscellaneous	\$ -	\$ -	\$ 1,375	\$ -	\$ -
	Total Revenue	\$ -	\$ 1,000	\$ 2,025	\$ -	\$ 1,250
Expenditures						
11190 000 7001	Materials & Supplies	\$ -	\$ -	\$ 3,025	\$ 3,025	\$ -
11190 000 7505	Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,250
	Total Expenditures	\$ -	\$ -	\$ 3,025	\$ 3,025	\$ 1,250
	Total Revenue & Expenses	\$ -	\$ 1,000	\$ (1,000)	\$ (3,025)	\$ -
	Estimated Fund Balance - Beginning	\$ -	\$ -	\$ 1,000	\$ (3,025)	\$ -
	Estimated Fund Balance - Ending	\$ -	\$ 1,000	\$ -	\$ -	\$ -

City & Borough of Wrangell
Nolan Center
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue & Transfers In					
4690 Donations	\$ -	\$ 4,800	\$ 2,195	\$ 4,000	\$ 2,000
4101 PERS On-behalf Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
4701 Admissions/User Fees	\$ 59,966	\$ 56,665	\$ 874	\$ 55,000	\$ 28,000
4703 Sales of Merchandise & Concessions	\$ 168,247	\$ 99,264	\$ 15,510	\$ 85,000	\$ 60,000
4705 Facility Rental	\$ 20,271	\$ 14,819	\$ 1,166	\$ 10,000	\$ 5,000
4708 Event Revenue	\$ -	\$ 6,890	\$ 932	\$ -	\$ 500
7821 Transfer from Transient Tax (CVB)	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
4912 Transfers from Investments (Nolan Trust)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
8921 Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 242,519
Total Revenue	\$ 348,484	\$ 282,438	\$ 120,676	\$ 266,000	\$ 207,500
Personnel					
Total Salaries & Wages	\$ 181,630	\$ 158,965	\$ 88,953	\$ 126,447	\$ 134,957
Total Personnel Benefits	\$ 55,498	\$ 56,565	\$ 33,120	\$ 45,486	\$ 62,755
Total Personnel	\$ 237,128	\$ 215,530	\$ 122,073	\$ 171,933	\$ 197,712
Commodities					
7001 Materials & Supplies	\$ 762	\$ 399	\$ 11,430	\$ -	\$ 1,300
7002 Facility Repair & Maintenance	\$ -	\$ 13	\$ 32,375	\$ -	\$ 28,000
7003 Custodial Supplies	\$ -	\$ -	\$ 462	\$ -	\$ 2,000
7004 Postage & Shipping	\$ -	\$ -	\$ 46	\$ -	\$ 500
7008 Non-capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 600
7009 Equipment Repair & Maintenance	\$ -	\$ -	\$ 222	\$ -	\$ 1,000
7017 Fuel Oil - Heating	\$ -	\$ -	\$ 2,001	\$ -	\$ 4,000
7050 Concessions & Merchandise for Resale	\$ 51,185	\$ 57,742	\$ 2,989	\$ 40,000	\$ 21,000
7052 Event Expenditures	\$ -	\$ 5,591	\$ -	\$ -	\$ 2,500
7055 Museum Exhibits	\$ 227	\$ 8,096	\$ 3,229	\$ -	\$ 3,000
Total Commodities	\$ 52,175	\$ 71,841	\$ 52,754	\$ 40,000	\$ 63,900

City & Borough of Wrangell
Nolan Center
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Contractual					
7501 Utilities	\$ -	\$ -	\$ 67,324	\$ -	\$ 78,000
7502 Phone/Internet	\$ -	\$ -	\$ 6,514	\$ -	\$ 704
7505 Travel	\$ 2,155	\$ 4,046	\$ -	\$ -	\$ -
7506 Publications & Advertising	\$ 8,207	\$ 8,879	\$ 2,290	\$ 5,500	\$ 2,400
7507 Memberships & Dues	\$ 1,205	\$ 2,218	\$ 955	\$ -	\$ 1,661
7508 Insurance	\$ 200	\$ -	\$ 18,115	\$ 963	\$ 17,292
7509 Bank & Credit Card Fees	\$ 2,221	\$ 1,842	\$ 261	\$ 1,000	\$ 920
7515 Permits, Inspections & Compliance	\$ -	\$ -	\$ 580	\$ -	\$ 10,310
7519 Professional & Contractual Services	\$ -	\$ -	\$ 17,525	\$ -	\$ 9,600
7577 Asset Preservation & Management	\$ 688	\$ 1,253	\$ 150	\$ 1,500	\$ 1,500
7605 Allocated Building Expenses	\$ 141,332	\$ -	\$ -	\$ -	\$ -
7626 Charges from Capital Facilities (Civic Center)	\$ -	\$ -	\$ -	\$ -	\$ 46,020
7629 Museum Charges from Capital Facilities	\$ -	\$ 7,833	\$ 13,733	\$ -	\$ -
7830 Film Expense	\$ 20,953	\$ 17,245	\$ 3,762	\$ 20,000	\$ 20,000
Total Contractual	\$ 176,960	\$ 43,317	\$ 131,209	\$ 28,963	\$ 188,407
Total Expenditures	\$ 466,262	\$ 330,688	\$ 306,036	\$ 240,896	\$ 450,019
Total Revenue & Expenses	\$ (117,778)	\$ (48,250)	\$ (185,360)	\$ 25,104	\$ (242,519)
Capital					
7900 Capital Expenses					
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -

NOLAN CENTER EXPENDITURES

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

7001	MATERIALS & SUPPLIES	Amount	7002	Facility Repair & Maintenance	Amount
	Baggies, pens, glue, tape	100		General PM and Non-PM and Repairs	15,000
	Display hooks, fasteners	100		Life Safety & Fire Suppression Systems	3,000
	Museum resources, books	100		Automatic Door Operator Replacement	5,000
	Holiday displays	100		Sheet Vinyl Flooring Repairs	5,000
	Storage materials	100			
	General supplies	400			
	Storage materials	100			
	Baggies, papertowels, etc...	300			
	Total	\$ 1,300		Total	\$ 28,000
7003	Custodial Supplies	Amount	7004	Postage & Shipping	Amount
	General Supplies	2,000		Customer Mailings	300
				Museum donation mailings	200
				Freight/Shipping	500
	Total	\$ 2,000		Total	\$ 500
7008	Non-capital Equipment	Amount	7009	Equipment Replair & Maintenance	Amount
	Sound System Replacement	600		General Repairs	1,000
	Total	\$ 600		Total	\$ 1,000
7017	Fuel Oil - Heating	Amount	7050	Concessions & Merchandise for Resale	Amount
	Petro Marine 2 x \$2000	4,000		Candy, Soda, Juice, Popcorn	10,000
				Gift shop merchandise/books	11,000
	Amount	\$ 4,000		Total	\$ 21,000
7052	Event Expenditures	Amount	7055	Museum Exhibits	Amount
	Décor, food supplies	2,500		Traveling or in-house	3,000
	\$ 2,500			\$ 3,000	
7501	Utilities	Amount	7506	Publications/Advertising	Amount

NOLAN CENTER EXPENDITURES

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

	Average \$6500 x 12	78,000		Sentinel, Facebook, Posters	2,400
				Museum exhibits (Facebook)	500
	Total	\$ 78,000		Total	\$ 2,400
7507	Membership, Dues, Subscriptions	Amount	7509	Credit Card Fees	Amount
	Past Perfect	540		Square device \$35 x 12	420
	Museums Alaska	120		Credit Card Fees	500
	Google \$48 x 12	576			
	Chamber of Commerce dues	275			
	Event Permits	150			
	Amount	\$ 1,661		Total	\$ 920
7515	Permits, Inspections & Compliance	Amount	7519	Professional & Contractual Services	Amount
	Janitorial Contract (Average \$800 x 12)	9,600		Janitorial Contract (Average \$800 x 12)	9,600
	ADEC Food Handling Permit	660			
	Food Handling Cards	50			
		\$ 10,310			\$ 9,600
7577	Asset Preservation		7626	Charges from Capital Facilities	Amount
	Museum displays	1,500			46,020
	Amount	\$ 1,500		Total	\$ 46,020
7830	Film Expense	Amount			
	Studios, Deluxe, Booking	20,000			
	Total	\$ 20,000			
7502	Phone Expense	Amount		Insurance	Amount
	Director Cell Phone Reimbursement	704		Nolan Center \$14,261 x 110% = \$15,687	15,687
				Nolan Center Storage \$439 x 110% = \$484	484
				Museum - Marmot Hat \$33 x 110% = \$37	37
				Museum - Killer Whale Flotilla Robe \$199 x 110%= \$219	219

NOLAN CENTER EXPENDITURES

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

				Museum - Frog Posts $\$397 \times 110\% = \437	437
				Museum - Tlingit Wood Hat $\$132 \times 110\% = \145	145
				Museum - Tlingit Wood Staff $\$166 \times 110\% = \183	183
				Traveling Exhibit	100
	Total	\$ 704		Total	\$ 17,292

NOLAN CENTER REVENUES

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

4690	Donations	Amount	4101	PERS On-behalf Revenue	Amount
	Friends of the Museum	2,000			-
	Total	2,000		Total	\$ -
4701	Admissions/User Fees	Amount	4703	Sales of Merchandise & Concessionser from Investments	Amount
	Theater Admissions	28,000		Museum Gift Shop	60,000
	Museum Admissions			Theater Concessions	
	Total	28,000		Total	60,000
4705	Facility Rental	Amount	4708	Event Revenue	Amount
	Civic Center	5,000		Civic Center	500
	Total	5,000		Total	500
	From CVB	Amount	4912	Transfers from Investments	Amount
		12,000			100,000
	Total	12,000		Total	100,000

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Justification:	
Central sound system no longer works and component is outdated. Looking to replace with modern equipment.	
2. Justification:	
3. Justification:	
TOTAL 2022 REQUEST:	\$ 2,600.00

City & Borough of Wrangell
Parks & Recreation (All Sub-Departments)
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue & Transfers In					
4101 PERS On-behalf Revenue (Work in progress)	\$ -	\$ -	\$ -	\$ 12,238	\$ -
4550 Interest Income	\$ -	\$ -	\$ -	\$ 30,176	\$ -
4595 Miscellaneous Grant Revenue	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,500
4610 Deposits Clearing Account	\$ 24	\$ 6,762	\$ -	\$ -	\$ -
4690 Pool Donations	\$ -	\$ -	\$ 7,500	\$ -	\$ 3,000
4701 Admissions/User Fees	\$ 84,946	\$ 63,839	\$ 27,163	\$ 44,000	\$ 35,000
4702 Program Revenues		\$ (525)	\$ 38	\$ 14,200	\$ 15,000
4703 Sales of Merchandise & Concessions	\$ 795	\$ 393	\$ 322	\$ 1,000	\$ 1,000
4705 Facility Rental	\$ 5,463	\$ 4,716	\$ 1,855	\$ 8,000	\$ 7,500
4710 Parks R/V Revenue	\$ -	\$ -	\$ 196	\$ -	\$ 500
4712 Fee Assistance	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,000
4714 Locker Rental	\$ 363	\$ 205	\$ 35	\$ -	\$ -
4716 Community Contractor Revenue	\$ 2,076		\$ 228	\$ 1,000	\$ 1,000
24010 141 4910 Transfer from General Fund*	\$ 321,766	\$ -	\$ -	\$ 596,236	\$ 737,149
24010 141 4922 Transfer from Sales Tax Fund*	\$ 29,000	\$ -	\$ -	\$ 30,000	\$ (30,000)
24010 141 4920 Transfer from Permanent Fund*	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Total Revenue & Transfers In	\$ 444,433	\$ 75,390	\$ 37,337	\$ 770,350	\$ 862,649
Personnel					
Total Salaries & Wages	142,024	129,591	202,252	143,395	315,749
Total Personnel Benefits	45,950	53,221	72,880	25,214	110,416
Total Personnel	\$ 187,974	\$ 182,812	\$ 275,132	\$ 168,610	\$ 426,165
Commodities					
7001 Materials & Supplies	\$ 11,816	\$ 4,294	\$ 7,692	\$ 12,690	\$ 26,450
7002 Facility Repair & Maintenance	\$ 31,483	\$ 15,112	\$ 14,337	\$ 40,000	\$ 82,500
7004 Postage & Shipping	\$ -	\$ -	\$ -	\$ -	\$ 3,000

City & Borough of Wrangell
Parks & Recreation (All Sub-Departments)
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
7008 Non-capital Equipment	\$ -	\$ 20,270	\$ 3,663	\$ 15,000	\$ 32,450
7009 Equipment Repair & Maintenance	\$ -	\$ 735	\$ 310	\$ 20,000	\$ 14,000
7010 Vehicle Maintenance	\$ -	\$ -	\$ 2,849	\$ -	\$ 17,099
7021 Water Treatment Chemicals	\$ 11,677	\$ 14,014	\$ 15,711	\$ 15,000	\$ 12,500
7050 Concessions & Merchandise for Resale	\$ -	\$ -	\$ -	\$ -	\$ 600
7100 Uniform, Gear & Clothing	\$ -	\$ -	\$ -	\$ -	\$ 1,400
Total Commodities	\$ 54,975	\$ 54,425	\$ 44,562	\$ 102,690	\$ 189,999

Contractual

7501 Utilities	\$ 87,311	\$ 148,201	\$ 84,406	\$ 122,000	\$ 145,000
7502 Phone/Internet	\$ 5,040	\$ 5,105	\$ 6,523	\$ 6,800	\$ 11,112
7503 Information Technology	\$ -	\$ 26	\$ 4,946	\$ 2,300	\$ 4,750
7505 Travel	\$ 3,929	\$ 575	\$ 591	\$ -	\$ 3,450
7506 Publications & Advertising	\$ 549	\$ 1,169	\$ 971	\$ 1,000	\$ 2,500
7507 Membership Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 210
7508 Insurance	\$ 4,000	\$ -	\$ 26,711	\$ 11,373	\$ 30,000
7509 Bank & Credit Card Fees	\$ 2,035	\$ 1,265	\$ 1,407	\$ 1,625	\$ 3,900
7513 Pool Training	\$ -	\$ -	\$ 120	\$ 3,340	\$ 4,600
7515 Permits, Inspections & Compliance	\$ 3,756	\$ 6,372	\$ 1,378	\$ 3,000	\$ 4,220
7519 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 1,315
7621 Public Works Labor Charges	\$ 630	\$ 145	\$ -	\$ -	\$ 4,000
7622 Charges from Garage	\$ -	\$ -	\$ 5,331	\$ -	\$ 5,000
7629 Charges from Capital Facilities	\$ 293	\$ 235	\$ 26,714	\$ 10,000	\$ 26,428
Total Contractual	\$ 107,542	\$ 163,094	\$ 159,098	\$ 161,438	\$ 246,485

Transfers Out

24010 141 8990 Transfer to Capital Project Fund	38,950	-	-	-	-
Total Transfers Out	\$ 38,950	\$ -	\$ -	\$ -	\$ -

City & Borough of Wrangell
Parks & Recreation (All Sub-Departments)
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Total Expenditures	\$ 350,492	\$ 400,331	\$ 478,792	\$ 432,738	\$ 862,649
Total Revenue & Expenses	\$ 93,942	\$ (324,941)	\$ (441,455)	\$ 337,612	\$ (0)
Capital					
7900 Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital	-	-	-	-	-

DEPARTMENT: PARKS & RECREATION (ALL EXPENDITURES)

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

7001	MATERIALS & SUPPLIES	Amount	7002	FACILITY REPAIR & MAINTENANCE	Amount
	Janitorial Supplies	2,700	Pool	Tile Floor Repairs and Grout	5,000
	Specialized Cleaners	3,000		Electrical System Repairs	5,000
	Office Supplies	500		Door Hardware	7,000
	Printer Supplies	1,000		HVAC and Sprinkler System	3,000
	Program Consumables	5,000		Building Infrastructure	10,000
	Equip & Systems Materials	4,750		Preventative Maintenance	2,000
	Miscellaneous	6,500		Floor Resurfacing	1,000
	Building Materials	3,000	Parks	Shelter Repairs	1,500
				Fireplace Repairs	10,000
				Trail Maintenance	1,500
				Electrical Upgrades and Repairs	3,000
				Signage Replacement	2,000
				Bathroom Repairs	5,000
				Tennis & Bball Court Repairs	2,000
				Pedestrian Staircase Repairs	8,000
			Rec	Exterior Window Repairs	7,500
				Electrical System Repairs	2,000
				HVAC and Sprinkler System	2,000
				Preventative Maintenance	5,000
	Total	\$ 26,450		Total	\$ 82,500
7008	NON CAPITAL EQUIPMENT	Amount	7009	EQUIPMENT REPAIR & MAINTENANCE	Amount
Pool	Lifeguard Training Equipment	3,000	Pool	Pump and Motor Repairs	2,000
	Weight and Cardio Equipment	10,000		Pool Heating System Repairs	5,000
	Replacement Pool Vacuum	4,000		Pool Mechanical System Repairs	5,000
	Aquatics Facility Equipment	2,000	Parks	Parts & Freight	1,000
	Pool Mechanical Equipment	7,500		Equipment Maintenance	1,000
Parks	Backpack Blower	450			
	Trimming and Pruning Tools	500			
	Chainsaw	1,000			
	Replacement Tennis Nets	500			
	Replacement Volleyball Net	500			
	Replacement Rims and Backboards	2,000			
	Commercial Chipper	-			
Rec	Sports Equipment	1,000			
	Total	\$ 32,450		Total	\$ 14,000
010	Insurance	Amount	7004	Postage & Shipping	Amount

DEPARTMENT: PARKS & RECREATION (ALL EXPENDITURES)

Please note: your department might not be using all the accounts. Please refer to you prior year budget.

Please do not change the formatting of this worksheet.

	(2) Trucks Community Center \$8,272 x 110% = \$9,099	8,000 9,099		Shipping & Freight	3,000
	Total	\$ 17,099		Total	\$ 3,000.00
7021	WATER TREATMENT CHEMICALS	Amount	7100	UNIFORM, GEAR & CLOTHING	Amount
	Testing Reagents	500		Employee Clothing Allowance	400
	Sodium BiCarbonate	3,500		Personal Protective Equipment	500
	Muriatic Acid	4,000		Employee Uniforms	500
	Calcium Chloride	1,000			
	Pool Salt	2,500			
	Miscellaneous	1,000			
	Total	\$ 12,500		Total	\$ 1,400
7501	UTILITIES	Amount	7502	PHONE/INTERNET	Amount
	School Billing	75,000	Pool	Internet	3,000
Pool	City of Wrangell	36,000		Telephone	3,000
	Interdepartmental Transfer	12,000		Cell Phone (Maintenance)	704
Parks	City of Wrangell	6,000	Parks	Cell Phone Reimbursement (Director)	704
	Interdepartmental Transfer	6,000	Rec	Internet	1,500
Rec	City of Wrangell	5,000		Telephone	1,500
	Interdepartmental Transfer	5,000		Cell Phone Reimbursement (Coordinator)	704
	Total	\$ 145,000		Total	\$ 11,112
7503	INFORMATION TECHNOLOGY	Amount	7505	TRAVEL	Amount
	MyRec Mgmt Software	1,500		ARPA Conference	1,550
	SMORE Newsletter	100		Playground Inspector	600
	Computer (Director)	1,500		Alaska Trails Conference	1,300
	Adobe Software	150		Basketball Tournament	-
	MyRec Mgmt Software	1,500		Wrestling Tournament	-
	Total	\$ 4,750		Total	\$ 3,450
7506	PUBLICATIONS/ADVERTISING	Amount	7507	MEMBERSHIP, DUES, SUBSCRIPTIONS	Amount
Pool	Newspaper	800		NRPA (1)	110
	Radio	950		ARPA (2)	100

DEPARTMENT: PARKS & RECREATION (ALL EXPENDITURES)

Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.

	Printed Media	750			
	Total	\$ 2,500		Total	\$ 210
7508	INSURANCE	Amount	7509	CREDIT CARD FEES	Amount
Pool	Property (22% of WPSD)	18,000		Authorize.net	1,400
	Liability	12,000		Priority Payment Systems	1,250
				Credit Card Fees	750
				Wells Fargo	500
	Total	\$ 30,000		Total	\$ 3,900
7513	TRAINING	Amount	7515	PERMITS, INSPECTION & COMPLIANCE	Amount
Pool	Lifeguard Certs & Recerts	1,000		Transportation (pool water samples)	720
	ARPA Conference	300		Sample Testing	3,000
	Jeff Ellis Certifications	300		DEC Kitchen Permit	500
	American Red Cross License	300			
	Jeff Ellis License	300			
	Hep B Vaccinations	1,000			
	Background Checks	500			
Parks	Certified Playground Inspector	600			
	Alaska Trails Conference	300			
	Total	\$ 4,600		Total	\$ 4,220
7621	PUBLIC WORKS CHARGES	Amount	7900	CAPITAL EQUIPMENT	Amount
	Charges from Public Works	2,000		Auto Dialer for Pool/HS/MS	10,000
	Charges from the Garage	2,000			
	Total	\$ 4,000		Total	\$ 10,000
7629	CHARGES FROM CAPITAL FACILITIES	Amount	7622	CHARGES FROM PUBLIC WORKS	Amount
	Charges from Capital Facilities	26,428		Charges from Public Works	2,000
	Total	\$ 26,428		Total	\$ 2,000

PARKS & RECREATION REVENUES

*Please note: your department might not be using all the accounts. Please refer to you prior year budget.
Please do not change the formatting of this worksheet.*

4101	PERS On-behalf Revenue	Amount	4550	Interest Income	Amount
4595	Miscellaneous Grant Revenue	Amount	4610	Deposits Clearing Account	Amount
		1,500			
	Total	1,500		Total	
4690	Pool Donations	Amount	4701	Admissions/User Fees	Amount
	Pool, Parks, Recreation	3,000			35,000
	Total	\$ 3,000		Total	\$ 35,000
4702	Program Revenues	Amount	4703	Sales of Merchandise & Concessions	Amount
		15,000			1,000
	Total	\$ 15,000		Total	\$ 1,000
4705	Facility Rental	Amount	4710	Parks R/V Park Revenue	Amount
	Pool, Parks, Recreation	7,500			500
	Total	\$ 7,500		Total	\$ 500
4712	Fee Assistance	Amount	4714	Locker Rental	Amount
		1,000			-
	Total	\$ 1,000		Total	\$ -
4716	Community Contractor Revenue	Amount			Amount
		1,000			
	Total	\$ 1,000		Total	\$ -

ACTING PAY CALCULATION WORKSHEET**DEPARTMENT: Parks & Recreation****FY 2022**

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF ACTING HOURS FROM
7/1/2021 THROUGH 6/30/2022

EMPLOYEE	REGULAR POSITION	GRADE/STEP WAGE	ACTING POSITION	GRADE/STEP WAGE	CHOOSE ONE BELOW			HOURS	TOTAL
					AVERAGE WAGE	BEYOND 5 DAYS WAGE	DEPT HEAD STEP 1 OR 15%		
Lucy Robinson	Recreation Coordinator	12/9	Director	24/7	27.01	33.36		160	\$ 9,659.20
Miscellaneous	HeadLifeguard	3/5	Recreation Coordinator	12/9	16.38	20.66		90	\$ 3,333.60
									\$ -
								TOTAL	\$ 12,992.80

Full time 8 hours per day @ 20 days of paid leave

Permanent part time 6 hours per day @ 15 days of paid leave

OVERTIME CALCULATION WORKSHEET**DEPARTMENT: Parks & Recreation****FY 2022**

LIST EMPLOYEES, POSITION DESCRIPTION, GRADE/STEP, AND NUMBER OF OVERTIME HOURS FROM

EMPLOYEE	POSITION DESCRIPTION	GRADE/STEP	HOURS	OT RATE	TOTAL
Multiple	Lifeguard	1/5	20	\$ 17.09	\$ 341.80
Multiple	Head Lifeguard	3/5	20	\$ 18.16	\$ 363.20
Multiple	Recreation Assistants	1/5	50	\$ 17.09	\$ 854.50
Lane Fitzjarrald	Light Maintenance Custodian	15/1	50	\$ 30.42	\$ 1,521.00
Lucy Robinson	Recreation Coordinator	12/9	25	\$ 30.99	\$ 774.75
Multiple	Parks Maintenance	N/A	50	\$ 27.00	\$ 1,350.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 5,205.25

TRAINING COST WORKSHEET

DEPARTMENT: **POOL**

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Lifeguard Certs & Recerts	Lifeguards	Wrangell	Ongoing	1,000
ARPA Conference	Director	Soldotna	October	300
Jeff Ellis Certifications	Swim Instructors	Wrangell	Ongoing	300
American Red Cross License	Facility License	Facility	Ongoing	300
Jeff Ellis License	Facility License	Facility	Ongoing	300
Hep B Vaccinations	All staff	Wrangell	Ongoing	1,000
Background Checks	Staff/volunteers	Online	Ongoing	500
Totals				<u>\$ 3,700.00</u>

TRAVEL COST WORKSHEET

DEPARTMENT: **POOL**

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
ARPA Conference	Director	Soldotna	October	600	550	-	400	1,550
								-
								-
Totals				\$ 600.00	\$ 550.00	\$ -	\$ 400.00	\$ 1,550.00

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department:
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Aquatics facility equipment & lifeguard training equipment Justification: <div>Lifeguard training equipment is essential for proper training in staff in services. Likewise there are other aquatics specific equipment that is necessary pool operations; stroke flags, timing clock, buoy lines and lifeguard stands.</div>	See detail page for totals
2. Replacement pool vacuum Justification: <div>P&R has one pool vacuum that is aging and in need of a replacement. P&R is proposing to purchase a replacement unit to have on reserve in the the existing unit fails. Pool vacuums are a critical piece of the pools filter system.</div>	
3. Pool mechanical equipment Justification: <div>Given the lead time and critical nature of the pool mechanical equipment it is paramount that a reserve of equipment is available on the shelf for replacements as needed. At this time P&R does not have a replacement sump pump, float switches, and a motor.</div>	
TOTAL 2022 REQUEST:	\$ -

TRAINING COST WORKSHEET

DEPARTMENT: Pool

FY 2022

LIST BREAKOUT OF PROPOSED TRAINING EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Training Event	Staff	Location (Online, Local, Travel Location)	Dates	Registration Cost
Certified Playground Inspector	Light Maintenance	Juneau/Anchorage	Spring	600
Alaska Trails Conference	Director	Anchorage	April	300
Total				\$ 900.00

TRAVEL COST WORKSHEET

DEPARTMENT: POOL

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
Certified Playground Inspector Alaska Trails Conference	Light Maintenance Director	Juneau/Anchorage Anchorage	Spring April	600	-	-	-	600
				600	500	-	200	1,300
								-
								-
								-
								-
Totals				\$ 1,200	\$ 500	\$ -	\$ 200	\$ 1,900

TRAVEL COST WORKSHEET

DEPARTMENT: RECREATION

FY 2022

LIST BREAKOUT OF PROPOSED TRAVEL EXPENSES FROM
7/1/2021 THROUGH 6/30/2022

Event	Staff	Location	Dates	Airfare	Hotel	Per Diem	Ground Transp.	Trip Total
Basketball Tournament	Rec Coor	Petersburg		-	-	-	-	-
Wrestling Tournament	Rec Coor	Petersburg		-	-	-	-	-
								-
								-
								-
								-
Totals				\$ -	\$ -	\$ -	\$ -	\$ -

City & Borough of Wrangell
 2022 Non-Capital Equipment
 Department: Parks & Recreation
(Equipment expenditures less than \$5,000)

Equipment Requested	Amount Requested
1. Backpack blower, chainsaw, trimming & pruning tools Justification: <div>Equipment necessary for parks maintenance. Existing chainsaw is aging and in need of replacement. The backpack blower is being requested so that a back up unit is available and both machine can be run at the same time when needed.</div>	<div>See totals on detail page.</div>
2. Replacement tennis net, volleyball net, basketball rims & backboard Justification: <div>Equipment necessary for replacement of existing units. In some cases the basketball rims and backboards are missing in specific locations.</div>	
3. Commercial Chipper (need to obtain quote for expense. Could be listed as capital) Justification: <div>Existing machine is outdated with limited safety features. Multiple departments utilize the chipper including the electrical department.</div>	
TOTAL 2022 REQUEST:	\$ -

**City & Borough of Wrangell
Secure Rural Schools Fund
Fiscal Year 2022**

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
25000 000 4170 00	Secure Rural Schools - Federal Payment	\$ -	\$ -	\$ -	\$ -	\$ -
25000 000 4170 40	Secure Rural Schools - Federal Payment	\$ -	\$ 883,647	\$ 796,757	\$ 880,000	\$ 800,000
25000 000 4170 41	Secure Rural Schools - Federal Payment	\$ 986,580	\$ -	\$ -	\$ -	\$ -
25000 000 4170 44	Secure Rural Schools - Federal Payment	\$ -	\$ -	\$ -	\$ -	\$ -
25000 000 4550	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenue	\$ 986,580	\$ 883,647	\$ 796,757	\$ 880,000	\$ 800,000
Expenditures & Transfers Out						
25000 000 7519	Professional/Contractual Services	\$ -	\$ -	\$ 39,235	\$ 39,235	\$ -
25000 000 7825	Support To Wrangell Public Schools	\$ 848,488	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
25000 000 7825	School Maintenance	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
25000 000 7825	School Maintenance Streets	\$ -	\$ 6,083	\$ -	\$ 55,000	\$ -
25000 000 8910	Transfer To General Fund For Streets	\$ 49,926	\$ -	\$ -	\$ 112,214	\$ 32,000
	TOTAL TRANSFERS	\$ 898,414	\$ 1,306,083	\$ 1,439,235	\$ 1,606,449	\$ 1,432,000
	Net Revenue over Transfers	\$ 88,166	\$ (422,436)	\$ (642,478)	\$ (726,449)	\$ (632,000)
	Estimated Fund Balance - Beginning	\$ 3,270,698	\$ 3,358,864	\$ 2,936,428	\$ 2,936,428	\$ 2,293,950
	Estimated Fund Balance - Ending	\$ 3,358,864	\$ 2,936,428	\$ 2,293,950	\$ 2,209,979	\$ 1,661,950

SRS Funds are required to be used for schools and roads. Wrangell has chosen to allocate only 4% of SRS funding to road maintenance. Currently the SRS Fund is being used to cover the entire local contribution to Wrangell Public Schools. \$800,000 is being budgeted for FY22, however, SRS has not been reauthorized. It is possible the only funding Wrangell will receive is a National Forest Receipts payment, which is estimated at \$50,000. At the current funding level, the Borough will have approximately one year of full local contribution remaining in the Fund at the close of FY22.

**City & Borough of Wrangell
Economic Recovery Fund
Fiscal Year 2022**

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
53000 000 4550	Interest Revenue	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Total Revenue		\$ -	\$ -	\$ -	\$ 5,000	\$ -
Expenditures						
53000 000 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,363,445	\$ -
53000 000 8900	Transfer to Residential Land Fund*			\$ 50,000	\$ 50,000	\$ 1,303,445
Total Expenditures		\$ -	\$ -	\$ 50,000	\$ 1,413,445	\$ 1,303,445
Total Revenue & Expenditures		\$ -	\$ -	\$ (50,000)	\$ (1,408,445)	\$ (1,303,445)
Estimated Fund Balance - Beginning		\$ 1,353,445	\$ 1,353,445	\$ 1,353,445	\$ 1,353,445	\$ 1,303,445
Estimated Fund Balance - Ending		\$ 1,353,445	\$ 1,353,445	\$ 1,303,445	\$ (55,000)	\$ -

*The Borough expects to use the balance of money within the fund toward the cost of construction of Phase I of the Institute property.

City & Borough of Wrangell
 Comercial Passenger Vessel (CPV) Tax Fund
 Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
28010 000 4180	CPV Excise Share Revenue*	\$ 48,970	\$ 58,660	\$ -	\$ 5,000	\$ 65,000
Total Revenue		\$ 48,970	\$ 58,660	\$ -	\$ 5,000	\$ 65,000
Expenditures						
28010 000 7001	Materials & Supplies	\$ -	\$ 156	\$ -	\$ -	\$ -
28010 000 7004	Postage & Shipping	\$ -	\$ -	\$ 3,290	\$ -	\$ -
28010 000 7519	Professional/Contractual Services	\$ -	\$ 21,400	\$ -	\$ -	\$ -
28010 000 7900	Capital Expenditures	\$ -	\$ 24	\$ 1,500	\$ 26,500	\$ -
28010 000 7900 48 24004	Capital Equipment/Vehicles > \$5,000 (FLAP Grant)	\$ -	\$ -	\$ (258)	\$ -	\$ -
28010 000 7901	Structural Buildings	\$ -	\$ -	\$ 67,000	\$ -	\$ -
28010 000 8921	Transfer to Nolan Center	\$ 1,164	\$ -	\$ -	\$ -	\$ -
28010 000 8990	Transfer to Capital Project Fund**	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Expenditures		\$ 1,164	\$ 21,580	\$ 71,532	\$ 26,500	\$ 50,000
Total Revenue & Expenses		\$ 47,806	\$ 37,080	\$ (71,532)	\$ (21,500)	\$ 15,000
Estimated Fund Balance - Beginning		\$ 182,421	\$ 230,227	\$ 267,307	\$ 267,307	\$ 195,775
Estimated Fund Balance - Ending		\$ 230,227	\$ 267,307	\$ 195,775	\$ 245,807	\$ 210,775

*The State FY22 Budget going into Conference Committee includes funding to make cruise ports "whole" with replacement CPV funding. \$50,000 of the revenue assumes that funding will be approved in the final State FY22 Budget. The other \$15,000 is an estimate of actual CPV revenue anticipating a reduced return of cruise ship dockings in the FY 22 fiscal year.

**The \$50,000 transfer to the Capital Project Fund is the required match for the FLAP Non-Motorized Trail Extension Grant.

City & Borough of Wrangell, Alaska
 Borough Organization Fund
 Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Fund Balance - Beginning	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498
Estimated Fund Balance - Ending	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498

EXPLANATION:

Borough Organization monies are reserved for use of managing the Borough's Municipal Entitlement Land. Though there are no expenses currently shown, Administration is exploring the costs of timber cruising and carbon off-set valuations of the entitlement lands. Once these costs are known, they will be brought to the Assembly for consideration.

City & Borough of Wrangell Alaska
Hospital Legacy Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue & Transfers						
11125 000 4095	Hospital Revenue	\$ 14,338	\$ 254,203	\$ -	\$ -	\$ -
11125 000 8900	Transfer from General Fund	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 264,338	\$ 254,203	\$ -	\$ -	\$ -
Expenditures						
11125 000 7002	Facility Repair & Maintenance	\$ -	\$ -	\$ 2,808	\$ 3,500	\$ 13,000
11125 000 7017	Heating Fuel	\$ -	\$ -	\$ 7,204	\$ 10,000	\$ 42,300
11125 000 7501	Utilities	\$ -	\$ -	\$ 1,433	\$ 6,500	\$ 26,000
11125 000 7508	Insurance	\$ 125,265	\$ 25,346	\$ -	\$ 27,512	\$ 30,263
11125 000 7524	Legal	\$ 7,301	\$ 2,429	\$ -	\$ -	\$ -
11125 000 7540	Audit	\$ 24,000	\$ -	\$ -	\$ -	\$ -
11125 000 7519	Professional/Contractual Services	\$ 17,076		\$ 21,196	\$ 35,000	\$ -
11125 000 7621	Charges from Garage	\$ -	\$ -	\$ -	\$ -	\$ 3,000
11125 000 7629	Charges from Capital Facilities	\$ -	\$ -	\$ -	\$ 1,125	\$ 15,000
Total Expenditures		\$ 173,642	\$ 27,775	\$ 32,641	\$ 83,637	\$ 129,563
Total Revenue & Expenses		\$ 90,696	\$ 226,428	\$ (32,641)	\$ (83,637)	\$ (129,563)
Estimated Fund Balance - Beginning		\$ -	\$ 90,696	\$ 317,124	\$ 317,124	\$ 233,487
Estimated Fund Balance - Ending		\$ 90,696	\$ 317,124	\$ 284,483	\$ 233,487	\$ 103,924

City & Borough of Wrangell Alaska
Debt Service Fund
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue and Transfers In						
16000 000 4591 14	State School Reimbursement	\$ 169,706	\$ 79,136	\$ -	\$ -	\$ -
16000 000 4910	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
16000 000 4922	Transfer From Sales Tax Fund	\$ 100,025	\$ 189,114	\$ 266,875	\$ 272,750	\$ -
		\$ 269,731	\$ 268,250	\$ 266,875	\$ 272,750	\$ -
Expenditures						
16000 000 7800	2006 School Bond Principal	\$ 215,000	\$ 225,000	\$ 235,000	\$ -	\$ -
16010 000 7800	2006 School Bond Principal	\$ -	\$ -	\$ -	\$ 235,000	\$ -
16000 000 7801	2006 School Bond Interest	\$ 25,050	\$ 16,250	\$ 5,875	\$ -	\$ -
16010 000 7801	2006 School Bond Interest	\$ -	\$ -	\$ -	\$ 11,750	\$ -
16000 000 7800	2011 School Bond Principal	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -
16010 000 7800	2011 School Bond Principal	\$ -	\$ -	\$ -	\$ 25,000	\$ -
16000 000 7801	2011 School Bond Interest	\$ 3,000	\$ 2,000	\$ 1,000	\$ -	\$ -
16010 000 7801	2011 School Bond Interest	\$ -	\$ -	\$ -	\$ 1,000	\$ -
		\$ 268,050	\$ 268,250	\$ 266,875	\$ 272,750	\$ -

The City & Borough of Wrangell has retired all non-enterprise fund bond debt.



CITY & BOROUGH OF WRANGELL

FY 2022 BUDGET SUMMARY

FUND: PERMANENT

General Comments:

- The Permanent Fund is performing well with an April 30 value of \$10,483,453.
- Revenue from the Cold Storage Lease with Trident is \$16,440 annually, normally due in May. While reviewing all the accounts for the Permanent Fund it became apparent the CBW has not received the lease payment for FY21. Upon further review, it appears the CBW did not receive the lease payment in FY20 either. Administration cannot find any evidence of an invoice being billed. This will be corrected for FY21. We will attempt to correct this for FY20. The lease is currently in hold-over and needs to be renewed.
- The amount of year-to-date interest revenue is a number provided by the former Finance Director. Administration is not clear how to calculate the number. We will be using our new financial consultant and speaking with Alaska Permanent Capital Management to determine how that number is determined and booked appropriately as revenue.
- It appears the fees for management of the Permanent Fund have not previously been “budgeted.” The fees are pulled directly out of the fund, rather than payments being issued. For transparency purposes the fees YTD for FY21 have been calculated, and the estimated fees for FY22 have been included as line items in the budget. The Borough pays two fees, one to the Custodian (Schwab) for the investments, and one to Alaska Permanent Capital Management as an advisory fee. Together its about \$80,000. The fees equate to less than 1% (.007) of the value of the fund. There is a separate custodian fee of about \$630 a month for management of the CBW’s operating capital. That has now been accounted for in the Finance Department budget. The monthly APCM advisory fee also covers the operating capital which is another \$5.5 million.
- The Permanent Fund includes the Pool Fund, at just over \$1 million. Administration will work with APCM to show the breakdown of the value of the two components of the Permanent Fund.
- There were two budgeted transfers out of the Permanent Fund: 1) \$250,000 into the General Fund; and 2) \$30,000 into the Parks & Recreation Special Revenue Fund. Neither of those transfers have been made yet. As was discussed at the Budget work session, Administration won’t have a clear handle on the year-end General Fund carry-forward until after the fourth quarter sales tax payments are made at the end of July. Additionally, Administration is working with our new financial consultant to show the full value of the CARES Act staff wage offsets in FY21. Administration believes there will be a surplus in the General Fund at the end of FY21 and is recommending these two transfers **do not take place**. That would leave \$280,000 in the Permanent Fund.

City & Borough of Wrangell Alaska
 Permanent Fund
 Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
Revenue						
20000 000 4371	Cold Storage Lease	\$ -	\$ -	\$ -	\$ 16,440	\$ 16,440
20000 000 4655	Lease Revenue	\$ 16,440	\$ -	\$ -	\$ -	\$ -
20000 000 4550	Interest	\$ 378,435	\$ 436,681	\$ 806,372	\$ 250,000	\$ 500,000
	Total Revenue	\$ 394,875	\$ 436,681	\$ 806,372	\$ 266,440	\$ 516,440
Expenditures						
20000 000 7519	Professional Services	\$ -	\$ 13,255	\$ -	\$ -	\$ -
	PF Custodian Fees	\$ -	\$ -	\$ 32,430	\$ -	\$ 38,925
	PF Advisory Fees	\$ -	\$ -	\$ 40,830	\$ -	\$ 48,993
20000 000 8910	Transfer To General Fund	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
20000 000 8924	Transfer To Parks & Recreation	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
	Total Expenditures	\$ 250,000	\$ 263,255	\$ 73,260	\$ 280,000	\$ 367,918
	Total Revenue & Expenses	\$ 144,875	\$ 173,426	\$ 733,112	\$ (13,560)	\$ 148,522

YTD Permanent Fund Balance (April 30, 2021)*

\$ 10,483,453

*This number includes interest earned and fees paid. It does not include Lease Revenue or Transfers.