

City of *Ketchikan, Alaska*



2019 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET

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CITY OF KETCHIKAN, ALASKA
2019 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET

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RESOLUTION NO. 18-2716

**A RESOLUTION ADOPTING THE BUDGET FOR THE YEAR 2019,
APPROPRIATING FROM THE GENERAL GOVERNMENT FUNDS FOR THE
FISCAL YEAR 2019; AND ESTABLISHING AN EFFECTIVE DATE.**

BE IT RESOLVED by the Council of the City of Ketchikan, Alaska as follows:

Section 1: That the budget for the year 2019, entitled CITY OF KETCHIKAN, ALASKA, 2019 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

Section 2: That the sum of \$28,061,028 as shown in the following items of appropriations is appropriated for the General Fund of the City of Ketchikan for the fiscal year beginning January 1, 2019:

Item of Appropriation	
Mayor and Council	\$ 186,680
City Clerk	360,429
City Attorney	374,305
City Manager	771,408
Finance	2,180,382
Information Technology	1,162,626
Fire	3,689,794
Police	5,434,722
Library	1,367,503
Museum	1,103,361
Civic Center	499,251
Public Health	14,325
Public Works - Engineering	2,035,778
Public Works - Streets	1,835,240
Public Works - Cemetery	89,020
Public Works - Garage	594,056
Public Works - Building Maintenance	586,604
Transfers	910,724
Appropriated Reserves	4,864,820
Total	<u>\$ 28,061,028</u>

Section 3: That the sum of \$7,681,403 as shown in the following items of appropriations is appropriated for the Hospital Sales Tax Fund of the City of Ketchikan for the fiscal year beginning January 1, 2019:

Item of Appropriation	
Public Health	\$ 288,140
Transfers	2,990,200
Appropriated Reserves	4,403,063
Total	<u>\$ 7,681,403</u>

Section 4: That the sum of \$9,075,356 as shown in the following items of appropriations is appropriated for the Public Works Sales Tax Fund of the City of Ketchikan for the fiscal year beginning January 1, 2019:

Item of Appropriation	
Finance	\$ 20,000
Fire	496,650
Police	201,525
Museum	35,000
Public Works - Engineering	436,000
Public Works - Cemetery	131,417
Public Works - Streets	1,725,744
Public Works - Garage	50,000
Public Works - Building Maintenance	50,000
Transfers	2,506,195
Appropriated Reserves	3,422,825
Total	<u>\$ 9,075,356</u>

Section 5: That the sum of \$16,813,042 as shown in the following items of appropriations is appropriated for other Special Revenue Funds of the City of Ketchikan for the fiscal year beginning January 1, 2019:

Fund	Item of Appropriation		
Transient Sales Tax Fund	Transfers	\$ 992,051	
	Appropriated Reserves	<u>397,820</u>	\$ 1,389,871
Marijuana Sales Tax Fund	Mayor and Council	98,000	
	Appropriated Reserves	<u>128,000</u>	226,000
Solid Waste Services Fund	Public Works - Solid Waste	3,546,994	
	Appropriated Reserves	<u>1,369,152</u>	4,916,146
Boat Harbor Fund	Port & Harbors	1,649,855	
	Transfers	139,445	
	Appropriated Reserves	<u>942,238</u>	2,731,538
Cemetery O & M Fund	Transfers	5,000	
	Appropriated Reserves	<u>49,801</u>	54,801
Cemetery Development Fund	Public Works - Cemetery	28,583	
	Appropriated Reserves	<u>11,989</u>	40,572
Cemetery Endowment Fund	Appropriated Reserves	<u>21,568</u>	21,568
Shoreline Fund	Transfers	6,374	
	Appropriated Reserves	<u>101,434</u>	107,808
Community Grant Fund	Mayor and Council	300,000	
	Appropriated Reserves	<u>8</u>	300,008
Economic Parking & Development Fund	Tourism & Economic Development	172,450	
	Appropriated Reserves	<u>664,855</u>	837,305
Commercial Passenger Vessel Excise Tax Fund	Transfers	3,437,629	
	Appropriated Reserves	<u>2,268,685</u>	5,706,314
US Marshall Fund	Police	45,000	
	Appropriated Reserves	<u>99,587</u>	144,587
Federal and State Grant Fund	Fire	<u>336,524</u>	<u>336,524</u>
Total			<u>\$ 16,813,042</u>

Section 6: That the sum of \$3,769,109 as shown in the following items of appropriated is appropriated for the General Obligation Bond Debt Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2019:

<u>Item of Appropriation</u>	
Debt Service	<u>\$ 3,769,109</u>

Section 7: That the sum of \$8,346,987 as shown in the following items of appropriations is appropriated for the Capital Project Funds of the City of Ketchikan for the fiscal year beginning January 1, 2019:

<u>Fund</u>	<u>Item of Appropriation</u>		
Harbor Construction Fund	Port & Harbors	\$ 1,254,110	
	Appropriated Reserves	<u>868,939</u>	\$ 2,123,049
Major Capital Improvement Fund	Public Safety-Fire	1,628,100	
	Civic Center	320,000	
	Appropriated Reserves	<u>76,721</u>	2,024,821
Community Facilities Development Fund	Museum	469,000	
	Tourism & Economic Development	40,000	
	Appropriated Reserves	<u>2,101,410</u>	2,610,410
Hospital Construction Fund	Public Health	1,288,707	
	Appropriated Reserves	<u>-</u>	1,288,707
CPV Capital Improvement Fund	Public Works - Streets	300,000	
	Appropriated Reserves	<u>-</u>	300,000
Total			<u>\$ 8,346,987</u>

Section 8: That the sum of \$40,145,256 as shown in the following items of appropriations is appropriated for the General Government Enterprise Funds of the City of Ketchikan for the fiscal year beginning January 1, 2019:

<u>Fund</u>	<u>Item of Appropriation</u>		
Wastewater Fund	Public Works - Wastewater	\$ 6,161,060	
	Appropriated Reserves	<u>1,553,384</u>	\$ 7,714,444
Ketchikan Port Fund	Port & Harbors	17,119,060	
	Appropriated Reserves	<u>11,046,216</u>	\$ 28,165,276
Port Repair & Replacement Fund	Port & Harbors	-	
	Appropriated Reserves	<u>4,265,536</u>	4,265,536
Total			<u>\$ 40,145,256</u>

Section 9: That the sum of \$2,265,719 as shown in the following items of appropriations is appropriated for the Self Insurance Internal Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2019:

<u>Item of Appropriation</u>	
Risk Management	\$ 1,618,310
Appropriated Reserves	<u>647,409</u>
Total	<u>\$ 2,265,719</u>

Section 10: This resolution shall become effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Ketchikan on this 20 day of December, 2018.



Robert Sivertsen, Mayor

ATTEST:



Kim Stanker, City Clerk



November 1, 2018

The Honorable Mayor Robert Sivertsen
and Members of the City Council
City of Ketchikan, Alaska
334 Front Street
Ketchikan, Alaska 99901

Pursuant to Section 5-2 of the Ketchikan City Charter, the proposed 2019 General Government Operating and Capital Budget (the “2019 Budget”) is respectfully submitted. In accordance with Section 5-4 of the Charter, the City Council must adopt a final spending plan no later than the third day before the beginning of the next fiscal year, which is December 29, 2018. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

INTRODUCTION AND EXECUTIVE OVERVIEW

The 2019 Budget represents the City’s plan for how it proposes to accumulate and spend the financial resources necessary to support cost-effective programs and services consistent with the City Council’s stated goal of preserving and enhancing the quality of life currently enjoyed by the citizens of Ketchikan. The development of a financially sound spending plan for the City began by considering the expectations that the citizens of the community have for its local government, the City’s role in the local economy and the state of the economy of the community that the City serves.

The programs and services contained within the proposed spending plan for 2019 were developed by the various departments and were subsequently reviewed and modified as necessary by the Offices of the City Manager and the Finance Director. Direction from the City Council, the various City Advisory Boards and the general public were considered prior to finalization of the proposed spending plan. Department goals and programs were predicated on the continuation of basic service delivery and long-range issues that have manifested themselves over the course of the past year and during the development of the capital improvement program.

Key Budget Assumptions

In order to present a complete spending plan for 2019, it was necessary for management to make certain assumptions regarding the operations and finances of General Government. Management recognizes that some of the assumptions will require further direction from the City Council and that the direction provided may result in different assumptions, which could materially affect the

proposed spending plan. The key assumptions used to compile the spending plan for 2019 are as follows:

- Staffing levels remained the same as 2018, except for Public Works- Engineering, which has proposed the addition of a project manager to their staff. Step increases have been programmed for all employees. A 2.0% cost of living adjustment has been programmed for all represented employees as required by the terms of existing collective bargaining agreements. In accordance with tradition, the same cost of living adjustment, 2.0%, that has been granted to represented employees has also been programmed for non-represented employees. All cost of living adjustments will become effective January 1, 2019, except for police employees represented by the Public Safety Employees Association. The cost of living adjustments for PSEA employees will become effective July 1, 2019.
- Certain employee benefit costs have been programmed to increase. Health insurance premiums are expected to rise by 10%. Increases in retirement costs will be limited to rising salaries and wages caused by cost of living adjustments and step increases and assumes that the State of Alaska will not raise the current PERS employer contribution rate of 22 percent.
- No increases in property or sales tax rates have been programmed. The property tax mill rate will remain at the current rate of 6.6 but assessed property values have been programmed to increase by 1.3%. This projection is based on a 5-year average of increases in the assessment roll and will result in slightly increase in property tax revenues if the mill rate remains at 6.6. The sales tax rate will remain at the current rate of 4% but taxable sales have been projected to increase by 2% over estimated taxable sales for 2018. The increase in sales tax revenues is being driven by record passengers visiting Ketchikan via cruise ship. The decision not to increase the projection for sales tax revenue beyond this amount is due to the uncertainty regarding fuel prices and increasing competition from internet retailers.
- Liability and property insurance premiums have been programmed to increase. The City's liability and property insurance policies expire on July 1 and, therefore, the renewals overlap the City's calendar fiscal year. In July 2018, total premiums increased by 5.5% and are projected to increase in July 2019 on average by about 8%. The increases are due to a 50% reduction in the APEI membership dividend, market driven increases in premiums and property reappraisals. Workers compensation insurance premiums have been decreasing and are projected to decline by about 2% due to favorable market conditions. The impact of rising insurance premiums at the department level depends on staffing demographics and the amount of insured property the department is responsible for operating and maintaining.
- In mid-2017, the City's new 5% marijuana sales tax went into effect. The new tax raised \$97,152 in its first year and is expected to raise \$150,000 in 2018. The forecast for 2019 is \$170,000. As redirected by the City Council, the proceeds from this new revenue source will be accounted for in the Marijuana Sales Tax Fund instead of the General Fund. The proceeds will be used for assisting and addressing the needs of the homeless population in the City of Ketchikan or other humanitarian purposes as determined by the City Council.

- Approximately 1,210,000 cruise ship passengers are projected to visit Ketchikan in 2019. This represents a 15% increase over the 1,045,000 passengers that visited Ketchikan in 2018. The revenues and expenses of the Port Enterprise Fund have been programmed accordingly. The biggest financial impact will be on revenues from the City's \$7 passenger wharfage fee and the lease payments that will be required for Berth IV. The additional cruise passengers should also have a favorable impact on sales tax revenues.
- Annual debt service is expected be comparable to 2018 with one exception. The City plans to enter into a \$1.3 million lease agreement to finance the acquisition of fire apparatus. The annual lease payments will amount to approximately \$211,000. The City's annual debt service will increase from \$6.24 million to \$6.46 million.

Staff recognizes that some of the assumptions may require modification as more information becomes available and further direction is provided by the City Council. In particular, the projections for sales and marijuana tax revenues may need revision pending the outcome of third quarter sales and marijuana tax collections. This information will not be available until December 2018.

***Issues that Impacted or May Impact
the Proposed 2019 Budget and Beyond***

In preparing the proposed 2019 Budget, staff identified issues that may have the potential to impact the long-term finances of the City, its operations and/or the proposed 2019 Budget. Staff believes that the City Council should be aware of these issues and may want to consider them during its budget deliberations or as part of long-term strategic planning.

Wastewater Rates Although the City Council has pursued a plan to address the financial needs of the City's wastewater utility system through a series of rate increases, the plan deviates from the recommendations of the FCS Group, a consulting firm hired to prepare a cost of service and revenue requirements study. The original study recommended rate increases of 12% annually beginning in 2013 and continuing through 2016. Beginning in 2017, the updated study recommended rate increases of 6% annually for an eight year period. Since the original study, the City has taken the following actions:

<u>Year</u>	<u>Recommended By FCS</u>	<u>Rate Increase</u>
2012	5.0%	5.0%
2013	12.0%	10.0%
2014	12.0%	4.0%
2015	12.0%	8.0%
2016	12.0%	8.0%
2017	6.0%	0.0%
2018	6.0%	6.0%
2019	6.0%	0.0%

The failure to raise rates as recommended by management and FCS will compromise the City's ability to provide reliable wastewater utility services within the boundaries of the City. As discussed in the "Review of Major Funds" section of this transmittal letter, the wastewater utility is no longer able to adequately finance the capital improvement programs necessary to address the deteriorated state of the municipal wastewater utility infrastructure. Although no rate increase has been programmed for 2019, management continues to recommend that the City commit to reviewing and adjusting wastewater utility rates annually in order to ensure that it will be able to adequately fund the capital improvement program necessary to support the operations of the wastewater utility.

Cemetery Rates As was noted during last year's budget deliberations, the current rate structure in place to fund the operations of the cemetery is inadequate to support a meaningful capital improvement program. The primary source of funding is the Cemetery Development Fund, which derives its revenues from burial fees. The proposed 2019 – 2023 capital improvement program proposed for the Cemetery Department totals \$720,000. The annual revenues of the Cemetery Development Fund range between \$5,000 and \$15,000. The fund is projected to have an ending fund balance of about \$12,000 by December 31, 2019. Management has proposed to temporarily address the funding issues by a combination of deferring projects and drawing resources from the Public Works Sales Tax Fund. The danger of this approach is the cost of deferred maintenance and further straining the limited resources of the Public Works Sales Tax Fund. The Public Works Sales Tax Fund is the sole source of local revenues dedicated for general government capital improvements that cannot be financed through the City's enterprise funds and the Hospital Sales Tax Fund. Management recommends that the City Council consider a future agenda item to address the funding of the Cemetery Department.

Port Operations The City is facing significant challenges at the Port of Ketchikan. A new larger class of cruise ships, the post-panamax class, began servicing Southeast Alaska in 2018. Additional post-panamax ships are expected in 2019 and beyond. The City's current port facilities and upland areas are not properly sized or configured for use by the post-panamax class vessels and their passengers and will need to be renovated. Discussions are currently underway with Ketchikan Dock Company, the owner of Berth IV, to reconfigure Berth IV in 2020 to accommodate post-panamax class vessels. These discussions will mostly likely lead to an amendment of the current Berth IV lease agreement between the City and Ketchikan Dock Company. Included in the Port Department's 2019 – 2023 Capital Improvement Plan is a proposed \$64 million project to reconfigure Berths I & II to accommodate post-panamax class vessels. The City is also proposing to undertake an \$8.1 million project to remove a rock pinnacle from Tongass Narrows because it has become a navigational hazard for the larger cruise ships.

Financing these improvements will require a major undertaking by the City. A combination of port revenues, state grants, CPV funds, lease financing and a \$60 million revenue bond has been proposed in the Port's 2019 – 2023 Capital Improvement Program as the means for financing these improvements. As the City Council is aware, the City currently owes \$25.2 million on a revenue bond issued to finance the expansion of Berth III. The annual debt service on this bond is \$2.24 million. The City's current lease payment for Berth IV is about \$2.6 million annually. An amendment of the Berth IV lease agreement to cover the cost of renovating Berth IV will probably exceed \$1.7 million

annually. The debt service on a proposed \$64 million bond (\$60 million for construction and \$4 million for a reserve account and bond issuance costs) will amount to about \$4 million annually. Total annual debt service and lease payments could increase from \$4.8 million to \$10.5 million.

The cruise ship industry is very important to the local economy of Ketchikan and the City needs to position itself to accommodate the changing berthing needs of the post-panamax class cruise ships. The challenge facing the City is how to make a substantial financial investment in this segment of the local economy without putting the City's finances at risk. This is especially important because the dominant players in the industry have little or no significant physical investments in the community. Cruise ships are very mobile and their placement around the globe is entirely dependent on consumer demand. The City Council and management are exploring a number of options to reduce the cost of the City's investment in infrastructure and/or partnering with the industry to share the risk between the City and the industry. Growth in the tourism industry in Ketchikan is important to the community's economy and the City desires to see the industry continue to expand and prosper.

Compensation Plan Update As directed by the City Council, the City is undertaking an update to its compensation plan in order to ensure that the plan is sufficient to attract and retain qualified employees for the City's workforce. Since the cost of personnel services currently accounts for almost 50% of the City's total operating budget, it is important to ascertain that the costs are both accurate and adequate. Modification to the compensation plan could be costly and may potentially impact how current and future annual spending plans are developed and financed.

The City's total annual payroll is approximately \$21.7 million. A one percent increase in the compensation plan would cost about \$282,000, including benefits. Of this amount, \$159,000, or 56.4% would be paid by General Government and \$123,000, or 43.6%, would be paid by KPU. The amount paid by the City's general fund would be \$129,000. A five percent increase in the City's compensation plan would cost \$1.41 million. The general fund share would be \$645,000 and KPU's share would be \$615,000. All the remaining general government funds of the City would pay of total of \$150,000.

It is highly unlikely that the City will be able to absorb the entire cost of updating the compensation plan without an increase in the property tax mill levy or utility rates. The most critical General Government fund is the City's general fund. Based on the proposed 2019 spending plan for the general fund, a deficit of \$1.7 million will be realized if all the general fund appropriations are spent. This deficit will most likely not materialize but, based on past trends for spending appropriations, the proposed 2019 spending plan is expected to realize an actual deficit of approximately of \$541,000. Clearly, the general fund is not in a position to absorb the cost of updating the compensation plan for the employees paid from the general fund. A property mill levy increase of .7 would be required to fully fund the compensation plan update solely from property taxes. All other general government funds – Port, Wastewater, Harbors and Solid Waste – may be able to absorb most of their collective share of \$150,000.

Please see the letter of transmittal for the proposed 2019 KPU Operating and Capital Budget for a discussion about how an update of the compensation plan might impact the finances of KPU.

State of Alaska Fiscal Challenges After several years of trying, the State of Alaska finally came up with a financial plan to address its fiscal challenges. The state derives approximately 85% of its revenues from oil and gas taxes and fees and was facing a \$2.4 billion deficit. Helped by rising oil prices and drawing down on the Alaska Permanent Fund, the State Legislature was able to pass a budget for fiscal year 2019 with a deficit of about \$700,000. As a result, Alaskans will not receive a full permanent fund dividend in fiscal year 2019.

The action taken by the State Legislature should help to stabilize the short-term financial outlook for the state, but the situation remains precarious. The City should continue to monitor the fiscal condition of the State of Alaska for the following reasons:

- State revenue sharing program continues to be funded at levels much lower than the historical norm. From 2008 through 2015, state revenue sharing has averaged about \$532,000 annually. Beginning in 2015 to present, state revenue sharing has averaged about \$273,000 annually. All of this revenue is accounted for in the City's general fund.
- State employees account for approximately 9.2% of the local labor force. The loss of State jobs in the community has the potential to impact all sectors of the local economy and City tax revenues.
- Nearly all municipalities in the State of Alaska participate in the Alaska Public Employees Retirement System. Currently, each employer contributes to the PERS at the rate of 22% of wages. The actuarially required contribution (ARC) is generally higher than 22% and varies from year to year. The ARC is the amount that is required to keep the PERS solvent. The state currently pays the difference between the ARC and the employer contribution rate. In an effort to balance future state budgets, the State Legislature could potentially change the statutes to require municipalities to pay a higher contribution rate.

The rest of this transmittal letter is devoted to a detailed financial overview of the 2019 Budget. The overview is intended to provide for a better understanding of how the financial component of the budget was developed and identify opportunities to make changes that bring the proposed spending plan more in line with the goals and objectives of the City Council and the community at large.

FINANCIAL OVERVIEW OF THE 2019 GENERAL GOVERNMENT ANNUAL OPERATING AND CAPITAL BUDGET

The 2019 Budget includes all governmental funds and all proprietary funds of the City, except for Ketchikan Public Utilities. A separate budget has been prepared for Ketchikan Public Utilities. The table below summarizes the 2019 Budget and compares it with the 2018 Budget and 2017 Actual.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Estimated Beginning Reserves, Jan 1	<u>\$ 43,034,062</u>	<u>\$ 37,934,533</u>	<u>\$ 38,558,498</u>	<u>\$ 40,241,308</u>
Revenues and Transfers:				
Taxes	18,235,650	18,182,617	18,592,600	18,936,900
PILOT	1,213,929	1,205,000	1,205,000	1,205,000
Intergovernmental Revenues	4,427,580	5,815,293	3,122,746	9,077,267
Charges for Services	19,343,244	20,186,031	19,975,856	21,567,628
Other Revenues	1,145,138	823,350	1,047,251	1,277,225
Bond Proceeds	-	4,018,610	-	4,815,157
Interdepartmental Revenues	4,475,927	5,199,788	5,027,000	5,250,410
Total Revenues	<u>48,841,468</u>	<u>55,430,689</u>	<u>48,970,453</u>	<u>62,129,587</u>
Transfers from Other Funds	8,301,115	11,580,091	8,640,479	11,498,366
Interfund Advances	241,547	1,288,449	1,288,449	426,209
Total Revenues and Transfers	<u>57,384,130</u>	<u>68,299,229</u>	<u>58,899,381</u>	<u>74,054,162</u>
Total Funds Available	<u>100,418,192</u>	<u>106,233,762</u>	<u>97,457,879</u>	<u>114,295,470</u>
Expenditures and Transfers:				
Operating Expenditures	38,256,768	42,145,099	40,546,352	43,058,080
Capital Expenditures	15,060,264	20,845,152	8,029,740	21,685,185
Total Expenditures	<u>53,317,032</u>	<u>62,990,251</u>	<u>48,576,092</u>	<u>64,743,265</u>
Transfers to Other Funds	8,301,115	11,580,091	8,640,479	11,498,366
Advances To Other Funds	241,547	-	-	-
Total Expenditures and Transfers	<u>61,859,694</u>	<u>74,570,342</u>	<u>57,216,571</u>	<u>76,241,631</u>
Estimated Ending Reserves, Dec 31	<u>\$ 38,558,498</u>	<u>\$ 31,663,420</u>	<u>\$ 40,241,308</u>	<u>\$ 38,053,839</u>

Total funds available for appropriations in 2019, including beginning reserves of \$40.2 million, is \$114.3 million. The amount requested for appropriations in 2019 is \$76.2 million; or \$1.7 million more than 2018. Operating expenditures increased by \$912,981, capital expenditures increased by \$840,033 and transfers to other funds decreased by \$81,725. The 2019 Budget will require a \$2.2 million drawdown of total General Government reserves.

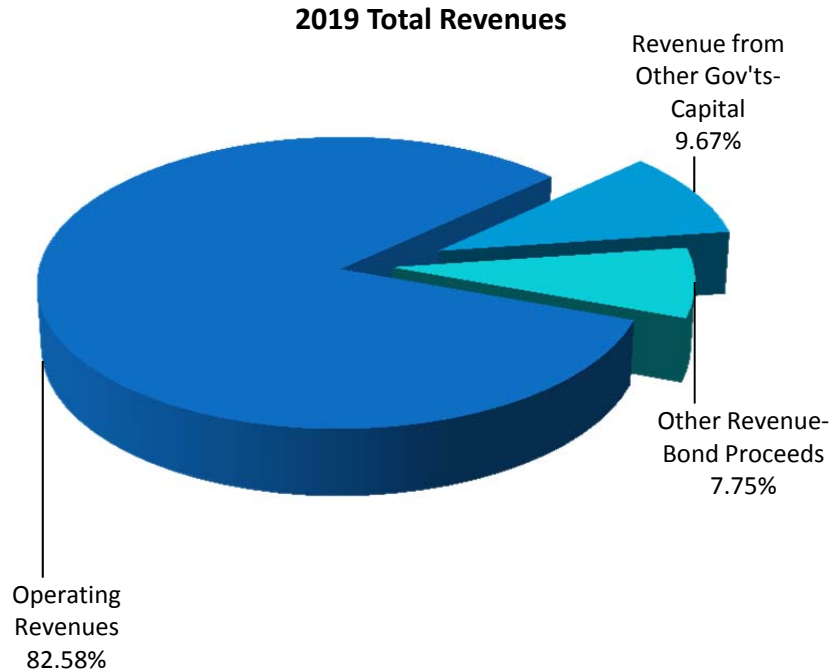
This overview contains a review of the proposed spending plan for 2019 and will include a discussion of the following areas: (1) Revenues – All Funds; (2) Transfers In from Other Funds – All Funds; (3) Operating and Capital Expenditures – All Funds; (4) Transfers Out and Advances to Other Funds – All Funds; (5) Review of Major Funds; (6) Capital Improvement Program; and (7) Debt Management.

REVENUES – ALL FUNDS

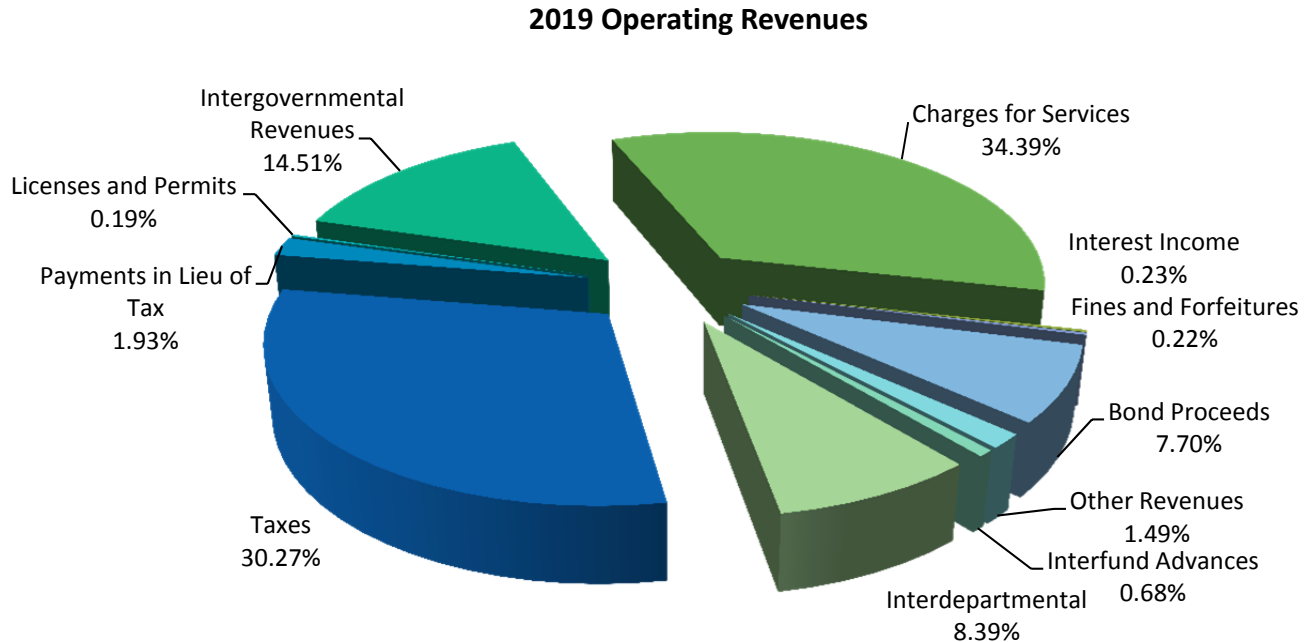
The revenues of the City come from a variety of sources. Most of the revenues are from external sources such as taxes and charges for services. Some of the revenues such as interdepartmental charges are internal to the City. This section includes a discussion of the major revenues realized by the City and information on major factors affecting the revenues. The table below summarizes the major revenues of the City.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Operating Revenues:				
Taxes	\$ 18,235,650	\$ 18,182,617	\$ 18,592,600	\$ 18,936,900
Payment in Lieu of Taxes	1,213,929	1,205,000	1,205,000	1,205,000
Licenses and Permits	110,522	131,900	116,900	116,900
Revenue from Other Govmnts - Operating	3,240,927	3,082,034	3,064,638	3,069,212
Charges for Services	19,343,244	20,186,031	19,975,856	21,567,628
Fines and Forfeitures	125,068	143,000	138,500	138,500
Interdepartmental	4,475,927	5,199,788	5,027,000	5,250,410
Other Revenue - Miscellaneous	909,548	548,450	791,851	1,021,825
Total Operating Revenues	<u>47,654,815</u>	<u>48,678,820</u>	<u>48,912,345</u>	<u>51,306,375</u>
Non-Operating Revenues:				
Revenue from Other Govmnts - Capital	1,186,653	2,733,259	58,108	6,008,055
Other Revenue - Bond Proceeds	-	4,018,610	-	4,815,157
Total Non-Operating Revenues	<u>1,186,653</u>	<u>6,751,869</u>	<u>58,108</u>	<u>10,823,212</u>
Total Revenues	<u><u>\$ 48,841,468</u></u>	<u><u>\$ 55,430,689</u></u>	<u><u>\$ 48,970,453</u></u>	<u><u>\$ 62,129,587</u></u>

The City is projecting that its operating revenues for 2019 will total \$51.3 million, an increase of \$2.6 million. Non-operating revenues will total \$10.8 million, an increase of \$4.1 million. The significant changes to revenues will be discussed below. The following chart identifies the major revenue sources of the City and their respective percentage of the total revenues projected for 2019.



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2019.



Taxes: At 36.9%, tax revenues are the second highest category of operating revenues collected by the City. Tax revenues are used to finance the programs of the City's General Fund, two sales tax funds and a transient tax fund. The City currently assesses four types of taxes: (1) ad valorem real and personal property taxes; (2) 4% consumer sales tax; (3) 7% transient occupancy tax; and (4) 5% marijuana sales tax. The table below summarizes the major tax revenues of the City.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Property Taxes	\$ 5,560,007	\$ 5,640,617	\$ 5,623,600	\$ 5,695,900
Sales Taxes	11,921,608	11,860,000	12,200,000	12,444,000
Transient Occupancy Taxes	552,867	425,000	492,000	500,000
Marijuana Sales Taxes	97,152	130,000	150,000	170,000
Other Taxes	104,016	127,000	127,000	127,000
Total	<u>\$ 18,235,650</u>	<u>\$ 18,182,617</u>	<u>\$ 18,592,600</u>	<u>\$ 18,936,900</u>

Other taxes include automobile and liquor taxes shared by the State of Alaska with the City.

Property Taxes Revenues from property taxes are a function of assessed property values and the mill rate. Assessed property values are determined by the Ketchikan Gateway Borough Assessment Department and certified by the Borough Assembly acting as the Board of Equalization. The Borough reappraises property located within the City on a four-year cycle as follows:

Cycle 1 – residential zoned property from Schoenbar Bypass to the south City limits.

Cycle 2 – commercial and industrial zoned property.

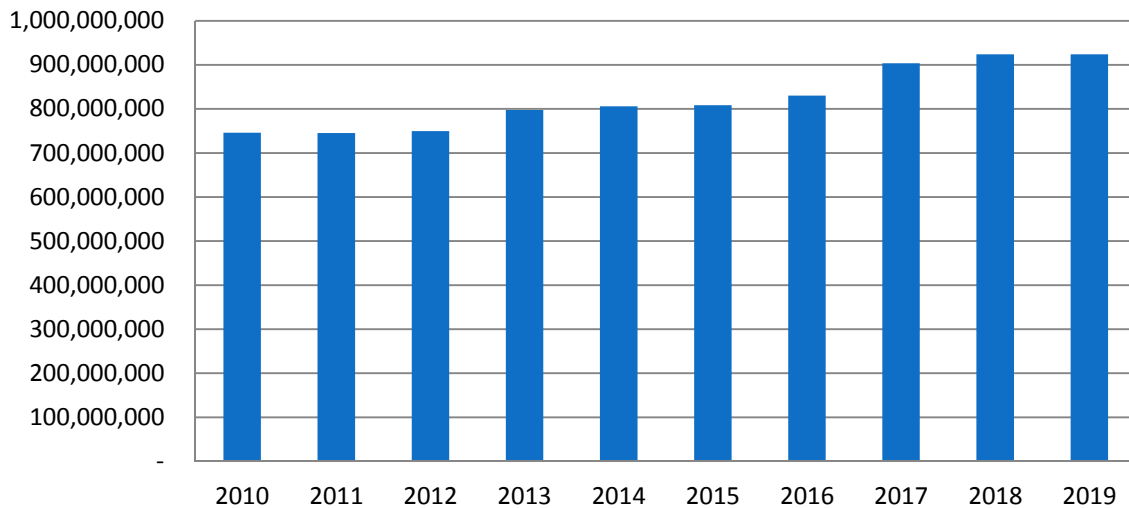
Cycle 3 – no city property appraised in Cycle 3.

Cycle 4 – residential zoned property from Schoenbar Bypass to the north City limits.

In 2019, the Ketchikan Gateway Borough will reappraise all Cycle 4 properties. Since there are city properties included in Cycle 4, property values in the City may increase in 2019 as a result of the appraisal. Properties not scheduled for reappraisal are generally subject to a market analysis and adjusted accordingly. Assessed values have been conservatively programmed to increase by 1.3 percent in 2019. This projection is based on a five-year average for increases in the assessed values of properties located in the City. Actual assessed property values will not be known until the Ketchikan Gateway Borough Board of Equalization certifies the assessment roll in May of 2019. The City is required to adopt its annual mill levy by June 15.

The City currently receives \$6.60 per \$1,000 of assessed valuation from property owners located within the City limits. As directed by the City Council, the proposed 2019 Budget does not include a property tax increase. The property tax rate remains at 6.6 mils. Property tax revenues have programmed to increase by \$72,300 from the 2018 estimate due to the projected increase in assessment roll.

Property Tax Assessments 2010-2019

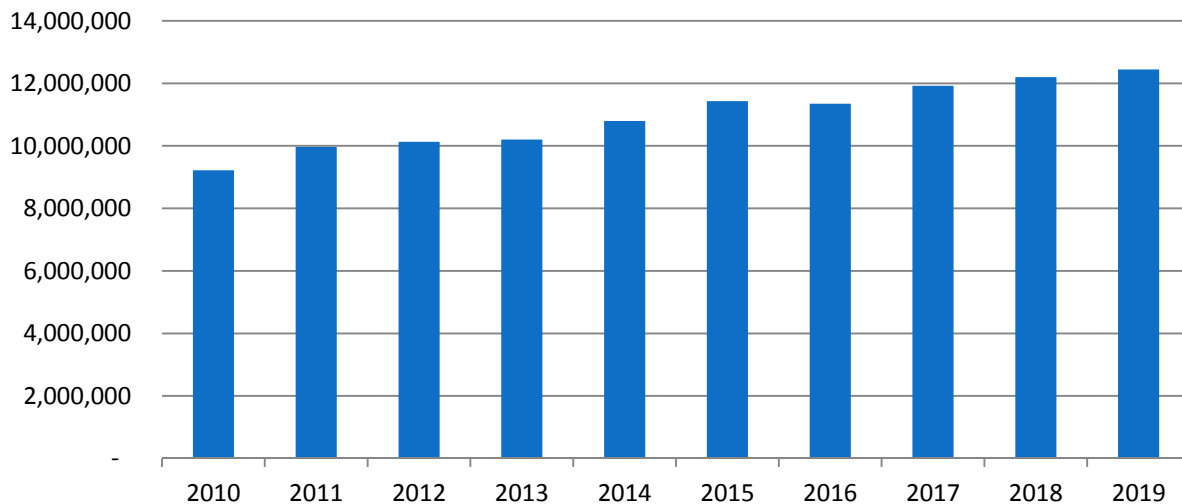


Sales Taxes Sales tax revenues are generated from a four percent sales tax imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

- General Fund – 1.5%
- Hospital Sales Tax Fund – 1%
- Public Works Sales Tax Fund – 1.5%

For 2019, sales tax revenues have been conservatively projected to total \$12.44 million, about 2% more than the estimate for 2018. Although retail sales are expected to increase in 2019 due to an increase in the number of visitors arriving via cruise ship, local retailers are facing more competition from internet sales and retailers in the lower 48 that could potentially offset some of the gains.

Sales Tax Revenues 2010-2019



Transient Occupancy and Marijuana Sales Taxes A seven percent transient occupancy tax is assessed against consumers using overnight lodging facilities located within the City limits. This tax is used to provide financial support to the Ted Ferry Civic Center and community promotion. A five percent sales tax assessed on retail marijuana sales within the City limits became effective April 1, 2017. This tax is used to support homeless and other humanitarian programs. Both taxes are in addition to the City's four percent retail sales tax.

Payment in Lieu of Taxes (PILOT): Governments are exempt from property taxes, however, many municipalities, including the City, have a policy of requiring their enterprise funds to pay an amount in lieu of property taxes. The payments in lieu of taxes are based on the estimated assessed values of enterprise fund properties located within the City limits and the proposed mill rate.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Ketchikan Public Utilities	\$ 786,000	\$ 786,000	\$ 786,000	\$ 786,000
Port of Ketchikan	319,000	319,000	319,000	319,000
Wastewater	80,000	80,000	80,000	80,000
Affordable Housing Programs	28,929	20,000	20,000	20,000
Total	<u>\$ 1,213,929</u>	<u>\$ 1,205,000</u>	<u>\$ 1,205,000</u>	<u>\$ 1,205,000</u>

Included in the PILOT is an estimate of the payment in lieu of taxes that will be made by certain organizations administering affordable housing programs.

Revenues From Other Governments: The City receives a substantial amount of revenues from other governments. The majority of this revenue comes from the State of Alaska and is usually in the form of grants for infrastructure. The following table below summarizes the major sources of revenues from other governments.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Operating Grants:				
License Refunds	\$ 31,162	\$ 30,000	\$ 31,000	\$ 31,000
State Grants - Shared Fisheries Tax	14,593	16,000	15,000	15,000
State Raw Fish Tax	311,827	308,000	311,000	311,000
State Revenue Sharing	277,931	188,000	231,248	200,000
State CPV	2,280,211	2,350,000	2,252,488	2,350,000
Police Department Grants	20,540	-	1,700	1,700
Fire Department Grants	172,583	60,834	78,051	36,012
Library Department Grants	7,317	9,500	10,050	10,500
Museum Department Grants	-	-	14,401	-
ERZD Bond Interest Rebate	124,763	119,700	119,700	114,000
	<u>3,240,927</u>	<u>3,082,034</u>	<u>3,064,638</u>	<u>3,069,212</u>
Capital Grants:				
Fire Department Grants	125,644	106,204	58,108	301,000
PW Engineering - Borough Grant	3,002	-	-	80,000
Harbors Grants	-	627,055	-	627,055
Port Grants	1,058,007	2,000,000	-	5,000,000
	<u>1,186,653</u>	<u>2,733,259</u>	<u>58,108</u>	<u>6,008,055</u>
Total	<u>\$ 4,427,580</u>	<u>\$ 5,815,293</u>	<u>\$ 3,122,746</u>	<u>\$ 9,077,267</u>

Changes in capital grants are subject to the availability of funding and tend to be project specific. All of the proposed \$6 million programmed has been awarded to the City except for a \$627,000 grant from the State of Alaska for harbor improvements planned for Bar Harbor. All of the capital grants will be used to finance port, harbor and fire capital improvements, and an upgrade to the aerial topographical mapping data base. The State's raw fish tax is subject to harvest volumes and market prices for fish, which tends to make the amount the City receives a challenge to project. All but 23% of the raw fish tax is dedicated for harbor infrastructure improvements. The balance remaining that is not dedicated for harbor improvements is accounted for in the KPU Enterprise Fund and is used to subsidize water rates for fish processors. State revenue sharing for 2019 is predicated on the State funding the FY2020 State Revenue Sharing Program at the reduced levels in a manner consistent with prior years. Normal funding of the State Revenue Sharing Program required that oil prices remain above \$90 per barrel. The State CPV Excise Tax that is shared with the City is based on the number of cruise ship passengers visiting the State of Alaska. The City receives \$2.50 per passenger. The cruise ship industry is currently enjoying a period of growth that has positively impacted the proceeds from the CPV Excise Tax.

Charges For Services: Charges for services accounts for 42% of the City's total operating revenue and is the single largest source of operating revenues. It includes user fees for general government and utility services provided by the City. Fees for services include building inspections and plan reviews, parking, emergency medical services including transportation, harbor moorage, port dockage, library facilities for residents and nonresidents of the City and the University of Alaska, solid waste collection

and disposal, and wastewater. The following table summarizes the major categories of charges for services.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Parking	\$ 89,310	\$ 90,000	\$ 88,000	\$ 88,000
Ambulance	687,928	608,000	625,000	625,000
E-911 Services	409,849	410,000	410,000	410,000
Borough Library Services	410,393	435,547	428,806	464,970
UAS Library Services	115,154	76,403	71,680	77,641
Civic Center	108,444	109,800	109,800	109,800
Solid Waste Fees	3,145,652	3,382,000	3,205,000	3,206,000
Wastewater Fees	3,048,015	3,186,000	3,203,300	3,248,300
Harbor Fees	1,513,634	1,656,000	1,611,900	1,611,900
Port Fees	9,386,532	9,815,000	9,794,500	11,292,286
Museum Fees	240,551	248,200	253,300	262,500
Tideland Leases	70,836	50,000	50,000	50,000
Other	116,946	119,081	124,570	121,231
Total	<u>\$ 19,343,244</u>	<u>\$ 20,186,031</u>	<u>\$ 19,975,856</u>	<u>\$ 21,567,628</u>

Charges for services have been projected to increase by \$1.4 million, or 6.8%, to \$21.6 million. Most of the fees for service will remain unchanged for 2019, except for the following:

- Solid waste fees have been projected to decrease by \$176,000 due to over estimating revenue projections for 2018.
- Wastewater revenues have been projected to increase by \$47,000 due to a 6% rate increase that went into effect in April of last year.
- Port revenue fees have been projected to increase by about \$1.5 million due to projected 15% increase in cruise ship passenger traffic for 2019. About 85% of the increase in revenues will come from the City's \$7 passenger wharfage fee.

Interdepartmental Charges: Interdepartmental charges are fees assessed against the revenue generating and enterprise funds that collect fees from users and other funds of the City. The General Fund and the Self-Insurance Fund provides certain services for these funds. The services include City Council, City Clerk, Legal, Engineering, Central Garage, Finance, Information Technology, Human Resources, and Risk Management. Since KPU maintains a separate garage, it is not charged for this service.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
KPU	\$ 2,098,723	\$ 2,403,591	\$ 2,323,700	\$ 2,401,000
Port Fund	155,868	176,733	168,600	186,000
Harbor Fund	123,786	145,880	138,800	156,300
Solid Waste Fund	343,227	376,432	353,600	388,800
Wastewater Fund	421,477	535,152	494,200	500,000
Self Insurance Fund	1,332,846	1,562,000	1,548,100	1,618,310
Total	<u>\$ 4,475,927</u>	<u>\$ 5,199,788</u>	<u>\$ 5,027,000</u>	<u>\$ 5,250,410</u>

Interdepartmental charges are determined using a variety of methods. The amount charged for the cost of services provided to KPU is based on a model developed by a consultant engaged by the KPU Telecommunications Division. Services charged to other revenue generating funds of the City are based on labor. Interdepartmental charges have been programmed to increase by \$50,622 in 2019. Rising premiums for property and liability insurance accounted for all of the increase, which was partially offset by lower costs for interdepartmental services provided by the administrative and engineering departments of the City arising from the annual updating of the methodology used to allocate costs.

TRANSFERS IN FROM OTHER FUNDS – ALL FUNDS

Transfers in from other funds include operating subsidies, the movement of financial resources from one fund to another, in order to share the cost of programs or activities accounted for in another fund and the transfer of financial resources for debt service. For 2019, \$11.5 million has been programmed for transfers in from other funds to the funds listed below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
General Fund	\$ 2,805,478	\$ 2,837,246	\$ 2,831,519	\$ 3,180,435
Community Grant Fund	219,354	188,500	146,676	150,000
CPV Special Revenue Fund	25,993	-	-	-
CPV Capital Improvement Fund	241,547	150,000	253,340	300,000
Major Capital Improvements Fund	117,429	-	-	320,000
Harbor Construction Fund	132,700	139,445	-	139,445
GO Bond Debt Service Fund	3,428,780	3,775,132	3,386,944	3,598,857
Port Fund	1,050,330	5,256,217	2,788,449	3,287,629
Port Repair & Replacement Fund	521,051	522,000	522,000	522,000
Total	<u>\$ 8,542,662</u>	<u>\$ 12,868,540</u>	<u>\$ 9,928,928</u>	<u>\$ 11,498,366</u>

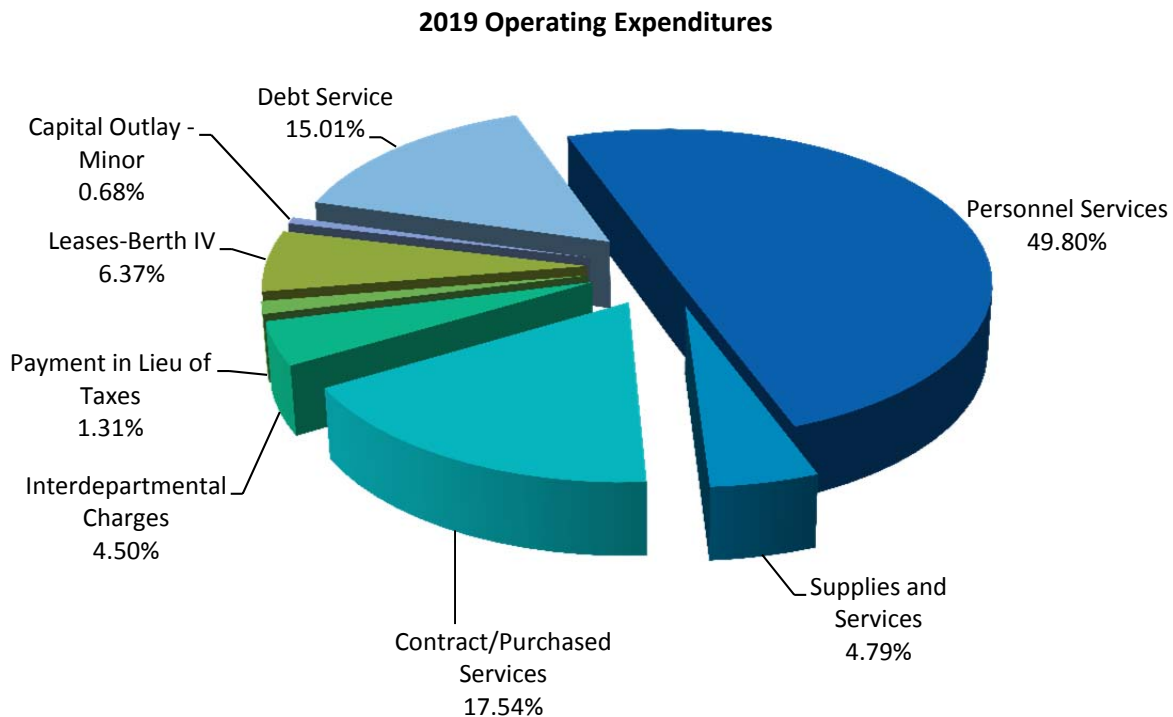
For detailed information about transfers in, please refer to the Transfers and Advances section of the 2019 Budget.

OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$64.7 million have been programmed for 2019. The table below summarizes the major expenditures of the City and compares 2019 with 2018 and 2017.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Personnel Services	\$ 18,790,085	\$ 20,936,385	\$ 19,817,297	\$ 21,441,761
Supplies	1,850,436	2,063,476	2,004,996	2,062,495
Contractual and Purchased Services	-	-	-	-
Leases - Berth IV	2,537,515	2,561,000	2,556,000	2,743,000
Other Contract. and Purch. Services	6,440,231	7,156,186	7,272,056	7,552,464
Interdepartmental Charges	1,561,719	1,908,483	1,814,695	1,938,845
Payment In-Lieu of Taxes	564,419	565,000	565,000	565,000
Capital Outlay - Minor	245,109	273,700	273,957	291,625
Debt Service	6,267,254	6,680,869	6,242,351	6,462,890
Total Operating Expenditures	38,256,768	42,145,099	40,546,352	43,058,080
Capital Outlay - Major	15,060,264	20,845,152	8,029,740	21,685,185
Total Operating and Cap.Expenditures	\$ 53,317,032	\$ 62,990,251	\$ 48,576,092	\$ 64,743,265

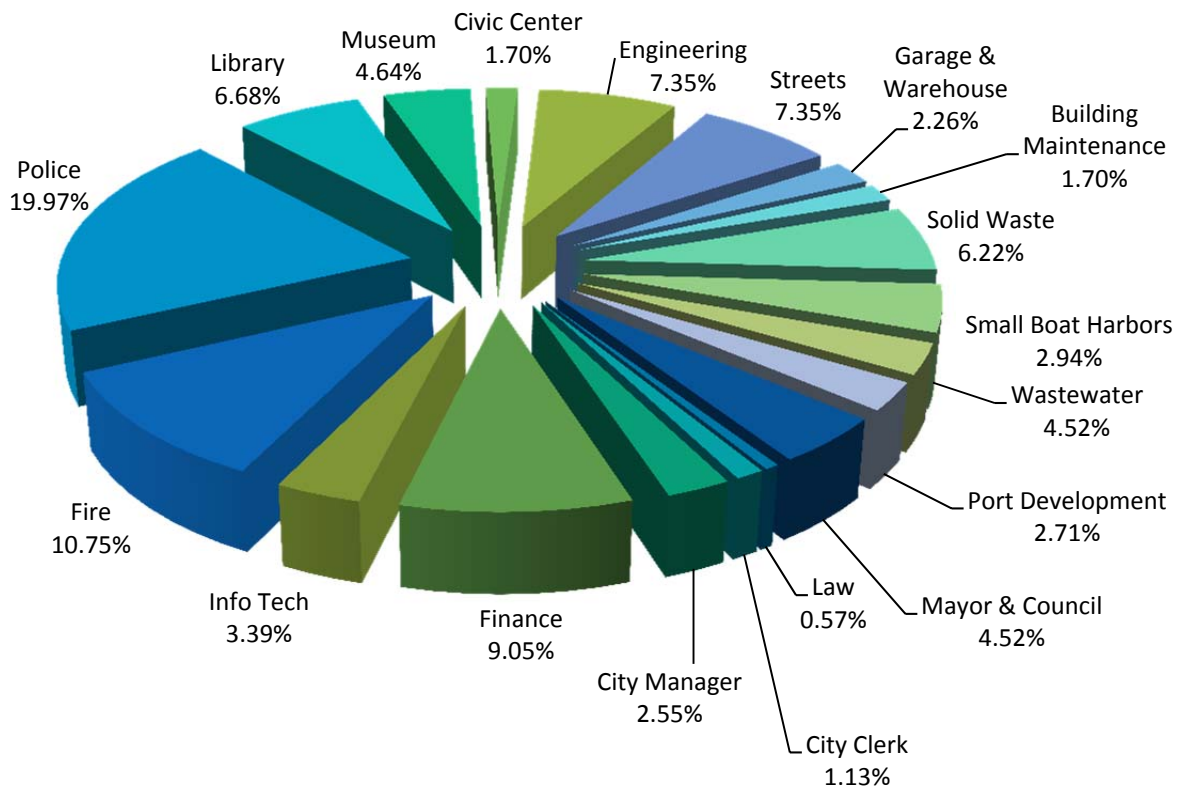
Total operating expenditures for 2019 are projected to increase by \$912,381 million from 2018. Capital outlay-major is projected to increase by \$840,033. Total operating and capital expenditures have been programmed to increase by \$1.75 million. The following chart summarizes the major categories of operating expenditures.



Personnel Services: The cost of personnel is projected to consume 49.8% of the City's annual operating expenses, an increase from 49.7% in 2018. This category includes salaries and wages for regular and temporary employees, overtime and employee benefits. Employee benefits include health insurance, life insurance, retirement, workers compensation, social security, unemployment, accrued leave and allowances for uniforms and clothing. The cost of personnel services is summarized as follows:

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Salaries and Wages-Regular	\$ 10,278,848	\$ 11,296,231	\$ 10,739,305	\$ 11,560,121
Salaries and Wages-Temporary	844,170	1,040,300	972,690	1,083,800
Overtime	821,560	869,710	819,694	875,210
Payroll Taxes	890,023	1,010,395	952,965	1,035,920
Pension Benefits	2,170,985	2,405,494	2,265,914	2,452,270
Health Insurance Benefits	3,051,608	3,486,684	3,245,354	3,607,150
Workers Compensation	389,643	410,875	381,430	369,680
Other Benefits	258,239	314,476	337,610	353,920
Allowances	85,009	102,490	102,335	103,690
Total	<u>\$ 18,790,085</u>	<u>\$ 20,936,655</u>	<u>\$ 19,817,297</u>	<u>\$ 21,441,761</u>
Number of Employees (FTE)	<u>175.74</u>	<u>175.57</u>	<u>175.57</u>	<u>176.82</u>

The chart below shows how the 176.82 FTE employees are distributed among the various City departments.



The proposed level of staffing for 2019 is 176.82 FTE, an increase of 1.25 FTE from the 2018 Adopted Budget. The table below summarizes by department the proposed changes to personnel.

Department	Position	Action	FTE
Public Works - Engineering	Project Manager	Add	1.00
Public Works - Bldg Maintenance	Maintenance Technician	Add	0.25
Total			1.25

In 2018, the Public Works - Building Maintenance Division requested the addition of a full-time maintenance technician to its staff. The position replaced a temporary employee. Since the position was expected to be filled on or about April 1, 2018, it was budgeted for a full-time equivalent of .75 FTE. In 2019, the position has been programmed for a full-time equivalent of 1.00, an increase of .25 FTE.

Public Works – Engineering Division has requested the addition of a full-time project manager to its staff. The City does not currently have a managerial position with the skillset necessary for planning, coordinating, administering and managing capital improvement projects and other complex multiple projects that involve buildings and similar facilities. This position would monitor and work with both internal and external development teams including consultants and contractors, establish project schedules and develop project budgets. A project manager that is able to interface effectively with consultants and contractors will help to ensure that capital improvement projects are completed successfully, timely and on budget. The annual cost of a full-time project manager including benefits of \$49,444 is \$122,458.

Regular salaries and wages have been projected to increase by \$263,890 to \$11.56 million in 2019. The increase is due to staffing changes as noted earlier, step increases, a 2.0 percent cost of living adjustment for non-represented employees and all represented employees effective January 1, 2019 except those employees covered by the Public Safety Employee Association (PSEA) collective bargaining agreement. Employees belonging to the PSEA collective bargaining unit will receive a 2.0 percent cost of living adjustment effective July 1, 2019.

Health insurance costs have been projected to increase in 2019 by \$120,466 to \$3.61 million. The City anticipates that health insurance premiums in general will rise by about 10% in 2019 but the actual amount will vary by plan. In 2018, the premium increases for the five health insurance plans administered by the City ranged between 3.0% and 8.3%.

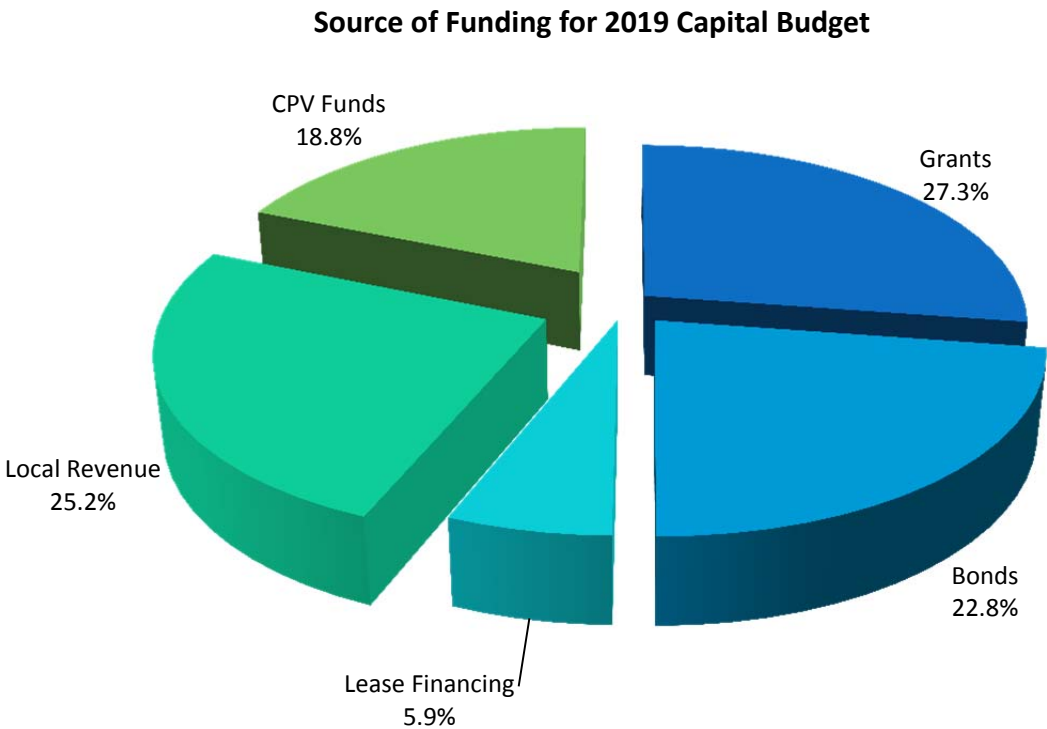
The costs of pension benefits and workers compensation insurance premiums have been projected to remain relatively stable. Pension benefits will increase slightly because some pension benefit costs are based on a percentage of compensation, which has been projected to increase in 2019 because of cost of living adjustments, the addition of new staff and step increases. Workers compensation insurance premiums are established by the National Council on Compensation Insurance (NCCI) and based on actual claims. The NCCI is not projecting any significant changes to rates in 2019. The City's experience modifier increased from .93 to 1.08 effective July 1, 2018. This means the City is

paying an additional amount over the base premium due to its claims experience. Favorable market conditions have offset the impact of the higher experience modifier.

Supplies: Supplies include office and operating supplies, maintenance materials, fuel, postage, books and publications, chemicals and similar expendable items used in operations. This category accounts for 4.8% of operating expenditures. The amount requested for supplies in 2019 is \$981 less than the amount requested in 2018.

All Other Contractual and Purchased Services: All other contractual and purchased services include travel, training, advertising, maintenance services, software and equipment maintenance agreements, leases and rentals of property and equipment, professional services, utilities and technical services. This category accounts for 17.5% of operating expenditures. The amount requested for contractual and purchased services in 2019 is \$396,278, or 5.5%, more than the amount requested in 2018. A number of different factors were behind the increase. Some of the more significant factors were additional funds for training new police officers at the academy in Sitka, legal and consulting fees for hospital related issues, additional funds for the disposal of solid waste and rising insurance premiums.

Capital Outlay: The amount requested for major capital outlay has been programmed to increase by \$840,033 to \$21.7 million. The amount requested for minor capital outlay has increased by \$17,925 to \$291,625. The chart below identifies the source of funding for the capital projects proposed for 2019. For more information regarding the City’s capital spending plans for 2019, please see the 2019 – 2023 Capital Improvement Program.



Debt Service: Debt service accounts for 15.0% of operating expenses. The amount requested for debt service in 2019 is \$217,979, or 3.3%, less than the amount requested in 2018. Most of the decrease is due to a modification to a proposal to enter into a capital lease agreement for the purpose of financing the acquisition of fire apparatus. In 2018, the annual lease amount was initially projected to be \$388,188. The plans for the acquisition for fire apparatus were subsequently modified during discussions with the City Council in 2018. A new plan has been proposed and, if approved by the City Council, would result in revised annual lease payment of \$211,683. Please see the discussion under Debt Management, which begins on page B-31, for further information about the City's debt obligations.

The General Government Budget Overview Report Section beginning with page C-1 provides additional analyses for expenditures.

TRANSFERS OUT AND ADVANCES TO OTHER FUNDS

Transfers out from other funds include operating subsidies, the movement of financial resources from one fund to another in order to share the cost of programs or activities accounted for in another fund and the transfer of financial resources for debt service. For 2019, \$11.50 million has been programmed for transfers out from other funds and nothing has been programmed for advances.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Transfers Out:				
General Fund	\$ 779,157	\$ 762,688	\$ 747,151	\$ 910,724
Hospital Sales Tax Fund	3,044,500	3,000,826	2,990,076	2,990,200
Public Works Sales Tax Fund	2,082,477	2,490,865	2,085,370	2,449,943
Transient Tax Fund	339,593	373,882	369,925	992,051
Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000
Shoreline Fund	6,374	6,374	6,374	6,374
Small Boat Harbor Fund	132,700	139,445	-	139,445
US Marshal Fund	-	-	-	45,000
Major Capital Improvements Fund	25,993			
CPV Special Revenue Fund	1,202,270	4,117,768	1,753,340	3,437,629
Comm. Facilities Devlpmnt Fund	162,000	161,243	161,243	-
Port Enterprise Fund	521,051	522,000	522,000	522,000
Total Transfers Out	8,301,115	11,580,091	8,640,479	11,498,366
Advances:				
Harbor Construction Fund	241,547	-	-	-
Total Advances	241,547	-	-	-
Total Transfers Out and Advances	\$ 8,542,662	\$ 11,580,091	\$ 8,640,479	\$ 11,498,366

The transfers out of one fund to another fund have been programmed to decrease by \$81,725. Transfers out from the General Fund increased by \$148,036 in order to provide for the full payment of annual debt service for general obligation bond issued for library improvements from property taxes. In prior years, the annual debt service was partially funded from funds remaining in the bond construction fund or from donations and grants. Transfers out from the CPV Special Revenue Fund decreased by \$680,139. The amount transferred is dependent on the number of projects programmed for 2019 that are eligible for CPV funding. Transfers out from the Transient Tax Fund increased by \$618,169 primarily to provide funding for capital improvement projects for the Ted Ferry Civic Center. No advances to other funds have been programmed for 2019.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2019 Budget.

REVIEW OF MAJOR FUNDS

This section contains a review of all the major funds of the City except for the KPU Enterprise Fund. Included are the following funds:

- General Fund
- Sales Tax Funds
 - Public Works Sales Tax
 - Hospital Sales Tax
- Special Revenue Generating Funds
 - Small Boat Harbor
 - Solid Waste Services
- Enterprise Funds
 - Wastewater
 - Port

The funds listed above account for \$45.9 million, or 89.5%, of the City of Ketchikan's total operating revenue, \$37.2 million, or 86.3%, of the City's total operating expenditures and 100% of all general government personnel that has been programmed for 2019. For information about the KPU Enterprise Fund, please see the 2019 KPU Operating and Capital Budget.

General Fund: The General Fund is the main operating fund of the City and is considered its most important fund. This fund provides the financial resources for the administration of the City and many of its vital services such as fire and police protection, library, museum and civic center facilities, public health, street and cemetery operations and maintenance, and the maintenance of the City's rolling stock and buildings. The General Fund accounts for:

- 147.82 of the City's 176.82 general government employees and 81.1% of its annual general government payroll;
- 35.5% of the City's annual operating revenues; and
- 51.3% of the City's annual operating expenses for general government.

A summary of the proposed 2019 Budget for the General Fund, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Taxes:				
Property	\$ 5,560,007	\$ 5,640,617	\$ 5,623,600	\$ 5,695,900
Sales	4,470,603	4,447,500	4,575,000	4,666,500
Marijuana Sales	97,152	130,000	-	-
Other	85,738	100,000	101,000	101,000
Total Taxes	10,213,500	10,318,117	10,299,600	10,463,400
PILOT	1,213,929	1,205,000	1,205,000	1,205,000
Licenses and Permits	110,522	131,900	116,900	116,900
Intergovernmental	488,993	288,334	366,450	279,212
Charges for Services	2,161,970	2,082,531	2,097,456	2,145,442
Fines & Forfeitures	119,218	139,000	135,000	135,000
Other	155,426	137,000	176,000	224,000
Interdepartmental Charges	3,143,081	3,637,788	3,478,900	3,632,100
Total Revenues	17,606,639	17,939,670	17,875,306	18,201,054
Transfers In - Sales Tax Funds	2,420,000	2,451,990	2,450,220	2,452,010
Transfers In - Transient Tax	339,593	373,882	369,925	672,051
Transfers In - Other Funds	45,885	11,374	11,374	56,374
Total Revenues and Transfers	20,412,117	20,776,916	20,706,825	21,381,489
Expenditures				
Personnel Services	15,344,119	17,118,871	16,053,743	17,530,589
Supplies	1,082,095	1,269,280	1,225,610	1,318,765
Contract & Purchased Services	2,132,823	2,570,472	2,604,011	2,717,197
Capital Outlay - Minor	197,206	162,200	162,757	191,125
Public Safety Grants	172,283	60,834	78,051	36,012
Interdepartmental Charges	156,664	265,283	260,735	282,535
Capital Outlay - Major	72,324	78,000	78,000	120,000
Total Expenditures	19,157,514	21,524,940	20,462,907	22,196,223
Transfers Out	779,157	762,688	747,151	910,724
	19,936,671	22,287,628	21,210,058	23,106,947
Surplus (Deficit)	\$ 475,446	\$ (1,510,712)	\$ (503,233)	\$ (1,725,458)
Reserves at December 31	\$ 6,223,738	\$ 3,614,965	\$ 5,720,505	\$ 3,995,047
Number of Employees	146.71	146.57	146.57	147.82

The General Fund relies heavily on tax revenues to finance its operations. Between tax revenues that are deposited directly into the General Fund, tax revenues transferred from other funds, and the PILOT that is assessed against enterprise funds of the City, a total of about \$14.8 million of tax revenues has been programmed to finance 64.0% of the General Fund's \$23.1 million budget for 2019. Charges for services and interdepartmental revenues have been forecasted to finance \$5.8 million, or 25.0% of the General Fund's 2019 Budget. For more information about tax revenues and charges for services, see pages B-9, B-10, B-11, B-12, B-13 and B-14.

The biggest expenditure of the General Fund is personnel services, which amounts to \$17.5 million and accounts for 75.9% of the General Fund's proposed budget for 2019. Since the General Fund's labor force is relatively static, the primary cost drivers are step increases, cost of living adjustments, retirement and health insurance costs. Contribution rates to retirement plans have remained unchanged since 2013. The cost of employee benefits is approximately 59.3% of compensation. For more information about the cost of personnel services, see page B-17, B-18 and B-19.

Although a deficit of \$1.73 million has been programmed for the General Fund in 2019, it is highly unlikely that it will occur because the City rarely comes close to spending all the appropriations of the General Fund. Assuming that past trends continue, the City's General Fund will most likely end 2019 with a deficit of approximately \$550,000 and a fund balance of \$5.2 million. Under the City's fund balance policy, which requires reserves of no less than 24.2% of operating expenses, reserves would be approximately 22.5% of operating expenses. If the full deficit were to materialize, the percentage would be 17.3%.

Sales Tax Funds: The City's sales tax rate is 4%. Sales tax collections are accounted for in the General Fund and the City's two sales tax funds. The proceeds from the 1.5% City Public Works Sales Tax are accounted for in the Public Works Sales Tax fund. The proceeds from the 1% City Hospital Sales Tax are accounted for in the Hospital Sales Tax Fund. The remaining 1.5% goes into the General Fund.

The **Public Work Sales Tax Fund** is the primary source of local funding for major maintenance and capital projects for departments and functions that are not supported by the revenue-generating or enterprise funds of the City. An annual transfer of \$2 million is also made from the Public Works Sales Tax Fund to the General Fund to support public works operations accounted for in the General Fund. The total cost of the public works functions accounted for in the General Fund is \$5.14 million. Transfers are also made to the Community Grant Fund to support the City's Community Grant Program.

A summary of the proposed 2019 Budget for the Public Works Sales Tax Fund, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Sales Taxes	\$ 4,481,570	\$ 4,463,500	\$ 4,590,500	\$ 4,682,000
Grants - KGB	-	-	-	80,000
Other	21,510	27,000	56,200	99,000
Total Revenues	<u>4,503,080</u>	<u>4,490,500</u>	<u>4,646,700</u>	<u>4,861,000</u>
Expenditures				
General Government	4,630	20,000	-	20,000
Fire and Police	552,164	1,017,251	803,087	661,688
Library, Museum and Civic Center	165,295	314,700	304,700	35,000
Public Works	1,613,003	2,104,957	2,285,339	2,393,161
Transfers to General Fund	2,000,000	2,031,990	2,030,220	2,032,010
Transfers to Community Grant Fund	82,477	70,687	55,150	56,250
Transfers to CPV Capital Improv. Fund	-	-	-	150,000
Transfers to GO Debt Service Fund	-	388,188	-	211,683
Total Expenditures	<u>4,417,569</u>	<u>5,947,773</u>	<u>5,478,496</u>	<u>5,559,792</u>
Surplus (Deficit)	<u>\$ 85,511</u>	<u>\$ (1,457,273)</u>	<u>\$ (831,796)</u>	<u>\$ (698,792)</u>
Reserves at December 31	<u>\$ 4,816,165</u>	<u>\$ 3,150,966</u>	<u>\$ 3,984,369</u>	<u>\$ 3,285,577</u>

The proposed budget for the Public Works Sales Tax Fund is expected to generate a \$698,792 deficit. Approximately 55.9% of the expenditures programmed for this fund are for major maintenance or capital improvements. The actual disbursement of these expenditures is contingent on such factors as the weather, the availability of contractors to perform the work, and project coordination with other City departments and the State of Alaska. The transfers to the General Fund and the Community Grant Fund will occur as programmed. The \$2 million transfer to the General Fund is used to offset the cost of the Public Works functions accounted for in the General Fund and is necessary in order to keep the mill rate at 6.6 mils. The Public Works Sales Tax Fund is projected to end 2019 with \$3.29 million in reserves. Management recommends no less than \$2.5 million. This recommendation is based on the age of the City's infrastructure and the limited availability of funding to finance capital improvements for functions that are not supported by user charges.

The **Hospital Sales Tax Fund** is primarily used to accumulate and account for resources to be used to acquire, operate and maintain city owned health care facilities. Resources not required to satisfy its primary purpose may, at discretion of the City Council, be used for public works purposes or to partially pay for the general operational cost of the City government. Currently, the Hospital Sales Tax Fund is providing the resources required for the annual debt service on the 2014 Hospital General Obligation Bond and a \$420,000 transfer to the General Fund that is used to help hold the mill rate at 6.6 mills. The fund is also used to cover the cost of major maintenance that may be required for the Ketchikan Medical Center and funding for the Community Grant Program.

A summary of the proposed 2019 Budget for the Hospital Sales Tax Fund, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Sales Taxes	\$ 2,987,713	\$ 2,976,000	\$ 3,060,500	\$ 3,121,500
Other	6,586	24,000	46,500	84,000
Total Revenues	<u>2,994,299</u>	<u>3,000,000</u>	<u>3,107,000</u>	<u>3,205,500</u>
Expenditures				
Hospital Maintenance	2,673	38,750	48,140	168,140
Healthcare Facility Improvements	433,300	-	-	-
Transfers to General Fund	420,000	420,000	420,000	420,000
Transfers to Community Grant Fund	54,400	47,126	36,376	37,500
Transfers to GO Debt Service Fund	<u>2,570,100</u>	<u>2,533,700</u>	<u>2,533,700</u>	<u>2,532,700</u>
Total Expenditures	<u>3,480,473</u>	<u>3,039,576</u>	<u>3,038,216</u>	<u>3,158,340</u>
Surplus (Deficit)	<u>\$ (486,174)</u>	<u>\$ (39,576)</u>	<u>\$ 68,784</u>	<u>\$ 47,160</u>
Reserves at December 31	<u>\$ 4,278,119</u>	<u>\$ 4,159,251</u>	<u>\$ 4,346,903</u>	<u>\$ 4,394,063</u>

A surplus of \$47,160 has been programmed for the Hospital Sales Tax Fund for 2019 and end of the year reserves have been projected to total \$4.4 million. Currently, 81.1% of the sales tax revenues of the Hospital Sales Tax Fund must be set aside for debt service on the 2014 Hospital General Obligation Bond. Given the potential volatility of sales tax revenues, maintaining an adequate level of reserves is important in order to achieve the City's promise to the voters that it would not increase property taxes to pay for the debt service on the hospital bond. In addition, the City should maintain sufficient reserves to cover emergency repairs for the older sections of the Ketchikan Medical Center, some of which are about 50 years old.

Based on projected reserves of \$4.4 million, the City has enough in reserves for 1.73 times annual debt service. The reserve component for debt service should not be permitted to fall below \$2.5 million, or approximately 1 times annual debt service. The balance of reserve should be dedicated for emergency repairs. The City should consider engaging the services of a consultant to determine how much should be put aside in reserves for emergency repairs and other contingencies and whether or not it should continue the practice of transferring funds to the General and Community Grant Funds.

Special Revenue Generating Funds: The City has two special revenue generating funds. They are the Small Boat Harbor Fund and the Solid Waste Services Fund.

A summary of the proposed 2019 Budget for the **Small Boat Harbor Fund**, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Charges for Services	\$ 1,513,634	\$ 1,656,000	\$ 1,611,900	\$ 1,611,900
Shared Fisheries Tax	14,593	16,000	15,000	15,000
Transfers In	-	-	-	-
Other	7,872	9,000	15,800	24,500
Total Revenues	<u>1,536,099</u>	<u>1,681,000</u>	<u>1,642,700</u>	<u>1,651,400</u>
Expenditures				
Personnel Services	579,347	609,001	583,270	625,185
Supplies	65,583	74,890	74,890	80,890
Contract/Purchased Services	257,418	274,220	275,320	275,720
Minor Capital Outlay	9,444	21,550	21,550	14,050
Major Capital Outlay	78,693	113,034	116,295	73,425
Interdepartmental Charges	172,829	209,500	201,500	224,180
Debt Service	344,250	348,425	348,425	350,500
Transfers to the Harbor Construction Fund	132,700	139,445	-	139,445
Total Expenditures	<u>1,640,264</u>	<u>1,790,065</u>	<u>1,621,250</u>	<u>1,783,395</u>
Surplus (Deficit)	<u>\$ (104,165)</u>	<u>\$ (109,065)</u>	<u>\$ 21,450</u>	<u>\$ (131,995)</u>
Reserves at December 31	<u>\$ 1,052,873</u>	<u>\$ 948,983</u>	<u>\$ 1,074,323</u>	<u>\$ 942,328</u>
Number of Employees	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>

The Small Boat Harbor Fund is used to account for the resources required to operate and maintain City owned and managed harbors. It relies primarily on user fees to support its operations and provide for debt service. The fund is currently able to support minor capital. In 2017, the City successfully completed a program of raising harbor rates by 7% annually over a five-year period in order to provide for the debt service on bonds that were issued to finance harbor improvements.

It is important to note that the current rate structure is not adequate enough to support large scale capital projects. Since there are no plans to increase rates in the immediate future, the Harbor Department will have to rely on the proceeds from the State's raw fish tax, grants and future bond issues to finance major capital improvements for the City's harbors. If bond financing is used to fund capital improvements, harbor rates would have to be adjusted accordingly to provide for the annual debt service.

The short-term finances of the Small Boat Harbor Fund are satisfactory but its reserves are projected to decrease if the practice of using the resources of the Small Boat Harbor Fund to finance capital improvement projects continues. The fund is projected to incur a deficit of \$131,995 in 2019 and report an ending fund balance of \$942,328. The City's fund balance policy requires \$1,227,000. The fund is not in compliance with the City's fund balance policy.

A summary of the proposed 2019 Budget for the **Solid Waste Services Fund**, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Charges for Services	\$ 3,145,652	\$ 3,382,000	\$ 3,205,000	\$ 3,206,000
Other	18,371	19,000	29,800	52,000
Total Revenues	<u>3,164,023</u>	<u>3,401,000</u>	<u>3,234,800</u>	<u>3,258,000</u>
Expenditures				
Personnel Services	1,038,124	1,182,010	1,120,400	1,212,673
Supplies	237,268	236,740	235,930	246,570
Contract/Purchased Services	1,237,449	1,214,310	1,244,612	1,259,465
Minor Capital Outlay	12,973	27,450	27,150	27,450
Major Capital Outlay	596,467	957,306	1,192,306	269,000
Interdepartmental Charges	404,723	446,110	426,360	465,190
Total Expenditures	<u>3,527,004</u>	<u>4,063,926</u>	<u>4,246,758</u>	<u>3,480,348</u>
Surplus (Deficit)	<u>\$ (362,981)</u>	<u>\$ (662,926)</u>	<u>\$ (1,011,958)</u>	<u>\$ (222,348)</u>
Reserves at December 31	<u>\$ 2,633,618</u>	<u>\$ 2,362,654</u>	<u>\$ 1,621,660</u>	<u>\$ 1,399,312</u>
Number of Employees	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

The Solid Waste Services Fund is used to account for the resources required to operate and maintain the municipal solid waste landfill and solid waste collection and recycling services. It relies solely on user fees to support its operations and provide for capital improvements. Revenue bonds are also issued to fund capital improvements.

A deficit of \$222,348 has been programmed for the Solid Waste Services Fund for 2019. The deficit is the result of the continuation of the Solid Waste Division's capital improvement plan to improve its solid waste facilities. The majority of the capital spending for the past year has been for the improvements and expansion of the Solid Waste Recycling and Handling Facility. Operating revenues are currently sufficient to fund operating expenses, but are not able to fund an aggressive capital improvement program. If capital spending continues beyond 2019, staff recommends revisiting rates charged for solid waste services.

The Solid Waste Services Fund has sufficient reserves to absorb this deficit for 2019. The fund is projected to have reserves totaling \$1.4 million on hand by the end of 2019. The minimum amount recommended under the City's fund balance policy is \$1.15 million plus \$967,000 that is required for closing the landfill for a total of \$2.1 million. The fund is in compliance with the City's fund balance policy, but is no longer in a position of fully funding the cost of closing the landfill.

Enterprise Funds: The City has two enterprise funds under the General Government umbrella. They are the Wastewater Fund and the Port Fund.

A summary of the proposed 2019 Budget for the **Wastewater Fund**, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Charges for Services	\$ 3,048,015	\$ 3,186,000	\$ 3,203,300	\$ 3,248,300
Grants and Bond Proceeds	-	1,000,000	-	3,045,197
Other	730	3,000	4,300	9,000
Total Revenues	<u>3,048,745</u>	<u>4,189,000</u>	<u>3,207,600</u>	<u>6,302,497</u>
Expenditures				
Personnel Services	806,858	920,300	940,790	904,047
Supplies	280,890	353,675	327,655	305,175
Contract/Purchased Services	353,970	345,790	368,770	394,290
Minor Capital Outlay	39,759	51,500	51,500	51,500
Major Capital Outlay	479,188	1,820,000	728,262	3,752,935
Interdepartmental Charges	495,246	621,720	578,400	588,460
Debt Service	143,398	201,112	150,782	159,533
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000
Total Expenditures	<u>2,679,309</u>	<u>4,394,097</u>	<u>3,226,159</u>	<u>6,235,940</u>
Surplus (Deficit)	<u>\$ 369,436</u>	<u>\$ (205,097)</u>	<u>\$ (18,559)</u>	<u>\$ 66,557</u>
Reserves at December 31	<u>\$ 1,239,406</u>	<u>\$ 1,034,309</u>	<u>\$ 1,220,847</u>	<u>\$ 1,287,404</u>
Number of Employees	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

The Wastewater Fund is used to account for the resources required to operate and maintain the municipal wastewater utility. It relies solely on user fees to support its operations and provide for capital improvements. Grants, if available, and bond financing are also used to help fund capital improvements.

A surplus of \$66,557 has been programmed for the Wastewater Fund for 2019. A six percent rate increase for wastewater approved in 2018 will increase revenues in 2019 by \$45,000. All but \$707,000 of the proposed capital budget for the Wastewater Fund for 2019 will be financed by revenue bonds issued through the Alaska Department of Environmental Conservation's Clean Water Loan Program. The rest of the capital budget will be funded from the revenues of the Wastewater Fund.

The Wastewater Fund is projected to end the year with reserves of about \$1,287,404. The minimum amount recommended under the City's fund balance policy is \$1.11 million. The financial position of the fund has improved in recent years due the City Council aggressively pursuing a plan to raise utility rates. Although no rate increases have been programmed for 2019, management recommends that rates be adjusted in 2020 in order to avoid resuming the previous practice of not managing rates and allowing the financial position of the utility to deteriorate. The utility has a significant amount of aging infrastructure that needs to be repaired or replaced and does not have the luxury of applying a strategy of deferred maintenance or relying solely on reserves to fund capital projects. An independent review by the FCS Group, an outside consulting firm, also concurred with this

conclusion. In their recent cost study the firm noted that if the City intends to pursue a proactive plan of capital improvements for its wastewater utility, rate increases would be required in order to avoid deficit spending and negative reserves.

A summary of the proposed 2019 Budget for the **Port Fund**, with a comparison to 2018 and 2017 is provided below.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Revenues				
Charges for Services	\$ 9,386,532	\$ 9,815,000	\$ 9,794,500	\$ 11,292,286
Grants and Bond Proceeds	1,058,007	2,000,000	-	5,000,000
Transfers In - CPV	1,050,330	3,967,768	1,500,000	3,287,629
Advances		1,288,449	1,288,449	426,209
Other	135,989	138,000	232,000	258,000
Total Revenues	<u>11,630,858</u>	<u>17,209,217</u>	<u>12,814,949</u>	<u>20,264,124</u>
Expenditures				
Personnel Services	996,745	1,075,203	1,084,894	1,139,267
Supplies	77,251	95,595	95,595	95,595
Contract/Purchased Services	467,978	534,406	537,406	558,520
Berth IV Lease	2,537,515	2,642,000	2,642,000	2,743,000
Minor Capital Outlay	2,744	11,000	11,000	7,500
Major Capital Outlay	6,795,858	7,490,437	1,849,705	8,949,708
Interdepartmental Charges	311,588	365,650	347,560	378,340
Debt Service	2,226,063	2,236,500	2,236,500	2,240,000
Property Taxes	484,419	485,000	485,000	485,000
Transfer to Port R&R Fund	521,051	522,000	522,000	522,000
Total Expenditures	<u>14,421,212</u>	<u>15,457,791</u>	<u>9,811,660</u>	<u>17,118,930</u>
Surplus (Deficit)	<u>\$ (2,790,354)</u>	<u>\$ 1,751,426</u>	<u>\$ 3,003,289</u>	<u>\$ 3,145,194</u>
Reserves at December 31	<u>\$ 4,897,863</u>	<u>\$ 6,649,289</u>	<u>\$ 7,901,152</u>	<u>\$ 11,046,346</u>
Number of Employees	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>

The Port Fund is used to account for the resources required to operate and maintain the Port of Ketchikan. It relies solely on user fees to support its operations and provide for capital improvements. Grants from the State of Alaska and bond financing are also used to help fund capital improvements.

A surplus of \$3.15 million has been programmed for the Port Fund for 2019. This is a contrast from 2017, which realized a deficit of \$2.79 million. The primary reason for the 2017 deficit is a substantial increase in capital spending for Berth III maintenance. Unfortunately, the original project budget for the work on Berth III ballooned from \$3.2 million to \$5.5 million. It was necessary to tap into the reserves of the Port Repair & Replacement Fund to finish the project.

The City is projecting that the Port will serve about 1,210,000 passengers in 2019, which, if achieved, would beat last year's record of 1,045,000 passengers. As a result, revenues from charges for

services will increase by \$1.5 million, or 15.1%. Most of the increase will come from the City's passenger wharfage fee of \$7 per passenger. The Berth IV lease payment is also projected to increase by \$101,000 because the City is required to pay additional sums when the number of passengers exceeds 820,000, 900,000 and 1,100,000. The lease agreement between the City and the owners of Berth IV contains a three-tier structure based on passenger volume for determining the annual lease payment for Berth IV.

The Port Fund is projected to have reserves totaling \$11.05 million on hand by the end of 2019. The minimum reserve balance for the Port is \$5.9 million. This includes an operating contingency of \$2.04 million, a capital reserve contingency of \$1.61 million and a debt service contingency of \$2.24 million. Although the City is not required by its bond covenant, the debt service contingency is in place to ensure that the Port will be able to make the required annual debt service payment on the 2016 Port Revenue Refunding Bond during an extended downturn of the tourism industry. The contingency for debt service was based on average debt service to maturity for the 2016 Port Revenue Refunding Bond. Management recommends a debt service contingency fund because of the State's ability to intercept state aid intended for the City for other governmental purposes in the event the City fails to make the required debt service payments on bonds that it has issued through the Alaska Municipal Bond Bank.

The financial position of the Port Fund is currently in excellent shape but it will be facing major financial challenges in the near future. Included in the Port Department's 2019 – 2023 Capital Improvement Program is nearly \$63.6 million to expand Berths I & II to accommodate the new post-panamax class cruise ships that are expected to begin servicing Ketchikan and the rest of Southeast Alaska in 2019 and beyond. The City would most likely be required to bond for a project of this magnitude. The annual debt service on a \$68 million bond would be \$4.42 million. The bond would have to be sized to fund the project, a reserve account and issuance costs. The City Council and staff will need to work closely to develop a financing plan that allows the expansion to take place without putting the City at risk or jeopardizing its finances.

CAPITAL IMPROVEMENT PROGRAM

The proposed 2019 - 2023 Capital Improvement Program (CIP) was developed to address the long-term capital needs of the community and ensure the proper maintenance of the City's infrastructure. The estimated cost of the CIP for the five-year period ending December 31, 2023 is \$132.9 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2019 General Government Operating and Capital Budget. The cost of the 2019 Capital Budget is \$21.7 million. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

DEBT MANAGEMENT

In 2019, the City will have to fund the annual debt service for nine general obligation bonds totaling \$54,693,051, three revenue bond issues totaling \$25,762,681 and one capital lease totaling

\$1,282,350. The table below summarizes the City's 13 outstanding debt issues and their annual debt service requirements.

Issue	Jan 1, 2019	Maturity	Type	Budget	Estimate	Budget
2016 Port Refund	\$25,200,000	2035	Revenue	\$2,236,500	\$2,236,500	\$ 2,240,000
Wastewater 481011	638,787	2032	GO	52,447	52,447	52,447
Wastewater 481071	240,071	2033	GO	17,933	17,933	17,933
Wastewater 481072	247,197	2033	GO	18,465	18,465	18,465
Wastewater 481101	551,996	2035	GO	36,907	36,907	36,907
Wastewater 481111	240,034	2033	Revenue	17,930	17,930	17,930
Wastewater 481031	322,647	2038	Revenue	57,430	7,100	15,852
2010 Fire Station	4,795,000	2030	GO	615,300	615,300	611,080
2012 Library	3,690,000	2031	GO	357,644	357,644	357,394
2014 Harbor	2,360,000	2034	GO	202,925	202,925	203,050
2014 Hospital	40,520,000	2043	GO	2,533,700	2,533,700	2,532,700
2016 Harbor	1,650,000	2036	GO	145,500	145,500	147,500
2018 Fire Lease	1,282,350	2026	Lease	388,188	-	211,683
Total	<u>\$81,738,082</u>			<u>\$6,680,869</u>	<u>\$6,242,351</u>	<u>\$ 6,462,941</u>

All of the bonds have been issued through the Alaska Municipal Bond Bank with the exception of the ADEC Wastewater Bonds. The Wastewater Bonds were issued through the Alaska Department of Environmental Conservation's Clean Water Loan Fund. Bonds issued through the Bond Bank permit the City to take advantage of the Bond Bank's AAA credit rating and lower issuance costs. The ADEC loans are subsidized by the federal government and carry an interest rate of 1.5%.

In 2019, the City is planning to enter into a lease agreement to acquire about \$1.282 million of fire apparatuses for the City's fire department. The term of the lease will be 7 years and its annual payments will be approximately \$211,683. Proceeds from the 1.5% Public Works Sales Tax will be used to provide for the lease payment.

The table below summarizes where the funds will come from to pay for the annual debt service.

Source	Amount
Port Revenues	\$ 2,240,000
Hospital Sales Tax	2,532,700
Public Works SalesTax	211,683
Wastewater Revenues	159,534
Property Taxes	854,474
Harbor Revenues	350,550
IRS Rebate	114,000
Total	<u>\$ 6,462,941</u>

Total annual debt service in the amount of \$6,462,941 has been programmed in the 2019 Budget. On January 1, 2019, the total debt service required to maturity, including interest of \$43,266,222, will be

\$125,004,304. Please see page C-17 for schedule of the City's debt obligations. For information regarding bonds issued for KPU, please see page C-7 of the 2019 KPU Operating and Capital Budget.

CONCLUSION

The proposed 2019 Budget allows for the continuation of basic local government services without unnecessarily increasing the tax burden on the citizens who ultimately pay for the services. It is a fiscally responsible spending plan that will require the use of reserves to balance the operations of the General Fund, but it does so in a manner that does not compromise the City's financial position. The proposed budget also recognizes the importance of the City's role in the local economy by recommending choices that will bring about favorable long-term results for the community.

Over the next few weeks, the City Manager, the Finance Director and the department heads look forward to working with the City Council to develop a spending plan that ensures that the needs of the community stay in the forefront. By working together, staff is convinced that the challenges facing the community of Ketchikan and the City can be met and that Ketchikan will continue to be a community in which its residents desire to work and live, and enjoy a special quality of life.

We would like to take this opportunity to express our appreciation to the department heads and their respective staffs for their assistance during the preparation of the 2019 General Government Operating and Capital Budget. Special thanks go to Assistant City Manager/KPU General Manager Lacey Simpson, Financial Analyst Camille Nelson, Executive Assistant Diane Walker, Senior General Government Accountant Patty Keeley, Senior Electric and Water Accountant Stan Aegerter, and Office Services Technician Chelsie Weihing. Without their efforts and dedication, it would not have been possible to deliver this document to you in a professional and timely manner.

Respectfully submitted,



Karl R. Amylon
City Manager



Robert E. Newell, Jr., CPA
Finance Director

(Note: This transmittal letter does not reflect any subsequent action taken by the City Council during its budget deliberations to modify the spending plan for 2019.)

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY FUND
ALL FUNDS

Fund	Est Funds Available Jan 1, 2019	Revenues			Transfers In	Advances	Appropriations				Appropriated Reserves Dec. 31, 2019
		Operating	Capital Grants	Bond Proceeds			Operating	Capital	Transfers Out	Advances	
101 General	5,806,505	19,074,088			3,180,435		22,165,484	120,000	910,724		4,864,820
Special Revenue Tax Funds											
110 Hospital Sales Tax	4,410,903	3,270,500					288,140		2,990,200		4,403,063
111 Public Works Sales Tax	4,116,856	4,878,500	80,000					3,146,336	2,506,195		3,422,825
210 Transient Tax	876,871	513,000							992,051		397,820
211 Marijuana Sales Tax	55,000	171,000					98,000				128,000
Special Revenue Funds - Revenue Generating											
220 Solid Waste Services	1,658,146	3,258,000					3,241,508	305,486			1,369,152
240 Small Boat Harbor	1,080,138	1,651,400					1,570,615	79,240	139,445		942,238
250 Bayview Cemetery O & M	51,301	3,500							5,000		49,801
251 Bayview Development	30,172	10,400						28,583			11,989
252 Cemetery Endowment	20,243	1,325									21,568
Special Revenue Funds - Other											
112 Shoreline	105,908	1,900							6,374		101,434
117 Community Grant Fund	8	150,000			150,000		300,000				8
118 Economic & Parking Development	819,305	18,000					172,450				664,855
260 CPV Fund	3,321,314	2,385,000							3,437,629		2,268,685
280 US Marshall Property Seizure	141,387	3,200							45,000		99,587
290 Federal and State Grant			336,524					336,524			
Debt Service Funds											
410 GO Bond Debt Service		114,000			3,655,109		3,769,109				
Capital Project Funds											
310 Major Capital Improvements	75,521	1,200		1,628,100	320,000			1,948,100			76,721
320 Harbor Construction Fund	540,939	328,000	627,055	487,610	139,445			1,254,110			868,939
330 Community Facilities Development	2,560,410	50,000						509,000			2,101,410
340 Hospital Construction Fund	1,268,707	20,000						1,288,707			
360 CPV Capital Improvement Fund					300,000			300,000			
Enterprise and Internal Service Funds											
505 Wastewater Services	1,220,847	3,448,400		3,045,197			2,483,125	3,677,935			1,553,384
510 Ketchikan Port Fund	7,901,152	11,550,286	5,000,000		3,287,629	426,209	7,647,352	8,949,708	522,000		11,046,216
511 Port Repair & Replacement Fund	3,730,536	13,000			522,000						4,265,536
610 Self-Insurance Fund	647,409	1,618,310					1,618,310				647,409
Total	40,439,578	52,533,009	6,043,579	5,160,907	11,554,618	426,209	43,354,093	21,943,729	11,554,618		39,305,460

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF RESERVES-All FUNDS
2013 - 2019

Fund							2018		Budget 2019
		2013	2014	2015	2016	2017	Budget	Estimate	
101	General	3,350,096	4,085,125	5,047,633	5,560,827	6,223,738	3,614,965	5,806,505	4,864,820
Special Revenue Funds - Tax									
110	Hospital Sales Tax	5,157,513	5,097,870	4,996,410	4,761,367	4,278,119	4,159,251	4,410,903	4,403,063
111	Public Works Sales Tax	4,097,688	3,908,154	4,765,718	4,636,830	4,816,165	3,022,406	4,116,856	3,422,825
210	Transient Tax	101,191	178,479	354,150	533,360	747,396	671,773	876,871	397,820
211	Marijuana Sales Tax	-	-	-	-	-	-	55,000	128,000
Special Revenue Funds - Revenue Generating									
220	Solid Waste Services	3,496,051	3,739,148	3,028,040	3,008,340	2,633,618	2,363,294	1,658,146	1,369,152
240	Boat Harbor	891,728	821,105	976,847	1,155,998	1,052,873	948,983	1,080,138	942,238
250	Bayview Cemetery O & M	63,850	60,234	58,353	54,759	53,201	51,109	51,301	49,801
251	Bayview Development	53,741	63,603	54,428	28,283	24,872	-	30,172	11,989
252	Cemetery Endowment	14,447	16,343	17,153	17,327	18,968	20,327	20,243	21,568
Special Revenue Funds - Other									
112	Shoreline	136,477	130,100	123,745	117,403	111,182	105,655	105,908	101,434
117	Community Grant	280	280	12,407	12,407	8	-	8	8
118	Economic and Parking Development	307,449	181,674	735,660	885,984	981,655	807,231	819,305	664,855
230	Special Assessment Guarantee	-	-	-	-	-	-	-	-
260	CPV Fund	-	-	(101,672)	1,802,683	2,794,666	997,995	3,321,314	2,268,685
280	US Marshall Property Seizure	10,857	162,752	167,552	174,097	182,929	195,667	141,387	99,587
290	Federal State and Grant	-	-	-	-	-	-	-	-
Debt Service Funds									
410	GO Bond Debt Service	-	-	-	-	-	-	-	-
Capital Improvement Funds									
310	Major Capital Improvements	74,116	74,774	84,457	74,621	74,621	74,621	75,521	76,721
320	Harbor Construction	465,933	1,665,813	980,592	400,182	404,924	645,532	540,939	868,939
330	Community Facilities Development	3,150,517	2,821,106	2,794,118	2,894,708	2,793,453	1,267,476	2,560,410	2,101,410
340	Hospital Construction	-	4,009,205	5,042,900	1,547,992	1,406,896	-	1,268,707	-
360	CPV Capital Improvement	-	-	-	-	-	-	-	-
Enterprise and Internal Service Funds									
505	Wastewater	1,137,085	1,621,359	1,587,673	863,163	1,239,406	666,580	1,220,847	1,553,384
510	Port	4,537,478	7,019,598	6,546,794	8,069,793	4,897,863	7,640,900	7,901,152	11,046,216
511	Port Repair & Replacement	3,137,625	3,664,611	4,192,162	4,649,770	3,196,536	3,717,264	3,730,536	4,265,536
610	Self Insurance	491,570	446,726	502,023	515,393	625,409	692,391	647,409	647,409
Total All Funds		30,675,692	39,768,059	41,967,143	41,765,287	38,558,498	31,663,420	40,439,578	39,305,460

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY DEPARTMENT
ALL FUNDS

	General	Hospital Sales Tax	Public Works Sales Tax	Shoreline Area	Community Grant	Economic & Parking Development	Transient Sales Tax	Marijuana Sales Tax	Solid Waste Services	Ketchikan Boat Harbor	Bayview Cemetery O & M	Cemetery Development	Cemetery Endowment	CPV Fund
Beginning Reserves, January 1	5,806,505	4,410,903	4,116,856	105,908	8	819,305	876,871	55,000	1,658,146	1,080,138	51,301	30,172	20,243	3,321,314
Revenues														
Operating														
Taxes	11,251,313	3,186,500	4,779,500				500,000	170,000						
Payments in Lieu of Tax	1,205,000													
Licenses and Permits	116,900													
Intergovernmental	361,443		80,000							15,000				2,350,000
Charges for Services	2,145,442								3,206,000	1,611,900	2,500	10,000	1,200	
Fines and Forfeitures	135,000									3,500				
Other Revenues	224,000	84,000	99,000	1,900	150,000	18,000	13,000	1,000	52,000	21,000	1,000	400	125	35,000
Bond Proceeds														
Interdepartmental Charges	3,634,990													
Total Operating Revenues	19,074,088	3,270,500	4,958,500	1,900	150,000	18,000	513,000	171,000	3,258,000	1,651,400	3,500	10,400	1,325	2,385,000
Other														
Capital Grants														
Bond Proceeds														
Transfers In	3,180,435				150,000									
Interfund Advances														
Total Revenues	22,254,523	3,270,500	4,958,500	1,900	300,000	18,000	513,000	171,000	3,258,000	1,651,400	3,500	10,400	1,325	2,385,000
Funds Available	28,061,028	7,681,403	9,075,356	107,808	300,008	837,305	1,389,871	226,000	4,916,146	2,731,538	54,801	40,572	21,568	5,706,314
Expenditures														
Mayor Council	186,680				300,000			98,000						
Law	374,305													
Clerk	360,429													
Manager	771,408													
Finance	2,180,382		20,000											
Information Technology	1,162,626													
Fire	3,689,794		496,650											
Police	5,434,722		201,525											
Library	1,367,503													
Museum	1,103,361		35,000											
Civic Center	499,251													
Tourism & Economic Development						172,450								
Public Health	14,325	288,140												
Public Works-Engineering	2,035,778		436,000											
Public Works-Streets	1,835,240		1,725,744											
Public Works-Solid Waste									3,546,994					
Public Works-Cemetery	89,020		131,417									28,583		
Public Works-Garage	594,056		50,000											
Public Works-Wastewater														
Public Works-Building Maintenance	586,604		50,000											
Small Boat Harbors										1,649,855				
Port														
Risk Management														
Debt Service														
Transfers	910,724	2,990,200	2,506,195	6,374			992,051			139,445	5,000			3,437,629
Total Expenditures	23,196,208	3,278,340	5,652,531	6,374	300,000	172,450	992,051	98,000	3,546,994	1,789,300	5,000	28,583		3,437,629
Ending Reserves, December 31	4,864,820	4,403,063	3,422,825	101,434	8	664,855	397,820	128,000	1,369,152	942,238	49,801	11,989	21,568	2,268,685

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY DEPARTMENT
ALL FUNDS

	US Marshal Property Seizure	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	141,387		75,521	540,939	2,560,410	1,268,707			1,220,847	7,901,152	3,730,536	647,409	40,439,578
Revenues													
Operating													
Taxes													19,887,313
Payments in Lieu of Tax													1,205,000
Licenses and Permits													116,900
Intergovernmental		336,524		938,055				114,000		5,000,000			9,195,022
Charges for Services									3,439,400	11,292,286			21,708,728
Fines and Forfeitures													138,500
Other Revenues	3,200		1,200	17,000	50,000	20,000			9,000	258,000	13,000		1,071,825
Bond Proceeds				487,610					3,045,197				3,532,807
Interdepartmental Charges												1,618,310	5,253,300
Total Operating Revenues	3,200	336,524	1,200	1,442,665	50,000	20,000		114,000	6,493,597	16,550,286	13,000	1,618,310	62,109,395
Other													
Capital Grants													
Bond Proceeds			1,628,100										1,628,100
Transfers In			320,000	139,445			300,000	3,655,109		3,287,629	522,000		11,554,618
Interfund Advances										426,209			426,209
Total Revenues	3,200	336,524	1,949,300	1,582,110	50,000	20,000	300,000	3,769,109	6,493,597	20,264,124	535,000	1,618,310	75,718,322
Funds Available	144,587	336,524	2,024,821	2,123,049	2,610,410	1,288,707	300,000	3,769,109	7,714,444	28,165,276	4,265,536	2,265,719	116,157,900
Expenditures													
Mayor Council													584,680
Law													374,305
Clerk													360,429
Manager													771,408
Finance													2,200,382
Information Technology													1,162,626
Fire		336,524	1,628,100										6,151,068
Police													5,636,247
Library													1,367,503
Museum					469,000								1,607,361
Civic Center			320,000										819,251
Tourism & Economic Development					40,000								212,450
Public Health						1,288,707							1,591,172
Public Works-Engineering													2,471,778
Public Works-Streets							300,000						3,860,984
Public Works-Solid Waste													3,546,994
Public Works-Cemetery													249,020
Public Works-Garage													644,056
Public Works-Wastewater									6,161,060				6,161,060
Public Works-Building Maintenance													636,604
Small Boat Harbors				1,254,110									2,903,965
Port										16,597,060			16,597,060
Risk Management												1,618,310	1,618,310
Debt Service								3,769,109					3,769,109
Transfers	45,000									522,000			11,554,618
Total Expenditures	45,000	336,524	1,948,100	1,254,110	509,000	1,288,707	300,000	3,769,109	6,161,060	17,119,060		1,618,310	76,852,440
Ending Reserves, December 31	99,587		76,721	868,939	2,101,410				1,553,384	11,046,216	4,265,536	647,409	39,305,460

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES
ALL FUNDS

	General	Hospital Sales Tax	Public Works Sales Tax	Shoreline Area	Community Grant	Economic & Parking Development	Transient Sales Tax	Marijuana Sales Tax	Solid Waste Services	Ketchikan Boat Harbor	Bayview Cemetery O & M	Cemetery Development	Cemetery Endowment	CPV Fund
Beginning Reserves, January 1	5,806,505	4,410,903	4,116,856	105,908	8	819,305	876,871	55,000	1,658,146	1,080,138	51,301	30,172	20,243	3,321,314
Revenues														
Taxes	11,251,313	3,186,500	4,779,500				500,000	170,000						
Payments in Lieu of Tax	1,205,000													
Licenses and Permits	116,900													
Intergovernmental	361,443		80,000							15,000				2,350,000
Charges for Services	2,145,442								3,206,000	1,611,900	2,500	10,000	1,200	
Fines and Forfeitures	135,000									3,500				
Other Revenues	224,000	84,000	99,000	1,900	150,000	18,000	13,000	1,000	52,000	21,000	1,000	400	125	35,000
Bond Proceeds														
Interfund Advances														
Interdepartmental Charges	3,634,990													
Total Revenues	19,074,088	3,270,500	4,958,500	1,900	150,000	18,000	513,000	171,000	3,258,000	1,651,400	3,500	10,400	1,325	2,385,000
Transfers In														
Transfers From Other Funds	3,180,435				150,000									
Total Transfers In	3,180,435				150,000									
Funds Available	28,061,028	7,681,403	9,075,356	107,808	300,008	837,305	1,389,871	226,000	4,916,146	2,731,538	54,801	40,572	21,568	5,706,314
Expenditures														
Personnel Services	17,491,919								1,212,673	625,185				
Supplies	1,340,000	15,000							246,570	80,890				
Contract & Purchased Services	2,755,893	273,000			300,000	172,450		98,000	1,289,465	275,720				
Capital Outlay - Minor	193,625								27,450	14,050				
Operating Grants - (Police & Fire)	101,512													
Interdepartmental Charges	282,535	140							465,350	224,270				
Debt Service										350,500				
Risk Management														
Payment In Lieu of Taxes														
Total Operating Expenditures	22,165,484	288,140			300,000	172,450		98,000	3,241,508	1,570,615				
Capital Outlay - Major	120,000		3,146,336						305,486	79,240		28,583		
Transfers Out	910,724	2,990,200	2,506,195	6,374			992,051			139,445	5,000			3,437,629
Total Expenditures	23,196,208	3,278,340	5,652,531	6,374	300,000	172,450	992,051	98,000	3,546,994	1,789,300	5,000	28,583		3,437,629
Ending Reserves, December 31	4,864,820	4,403,063	3,422,825	101,434	8	664,855	397,820	128,000	1,369,152	942,238	49,801	11,989	21,568	2,268,685

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES
ALL FUNDS

	US Marshal Property Seizure	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	141,387		75,521	540,939	2,560,410	1,268,707			1,220,847	7,901,152	3,730,536	647,409	40,439,578
Revenues													
Taxes													19,887,313
Payments in Lieu of Tax													1,205,000
Licenses and Permits													116,900
Intergovernmental		301,000		938,055				114,000		5,000,000			9,159,498
Charges for Services									3,439,400	11,292,286			21,708,728
Fines and Forfeitures													138,500
Other Revenues	3,200		1,200	17,000	50,000	20,000			9,000	258,000	13,000		1,071,825
Bond Proceeds			1,282,350	487,610					3,045,197				4,815,157
Interfund Advances													
Interdepartmental Charges												1,618,310	5,253,300
Total Revenues	3,200	301,000	1,283,550	1,442,665	50,000	20,000		114,000	6,493,597	16,550,286	13,000	1,618,310	63,356,221
Transfers In													
Transfers From Other Funds			320,000	139,445			300,000	3,598,857		3,713,838	522,000		11,924,575
Total Transfers In			320,000	139,445			300,000	3,598,857		3,713,838	522,000		11,924,575
Funds Available	144,587	301,000	1,679,071	2,123,049	2,610,410	1,288,707	300,000	3,712,857	7,714,444	28,165,276	4,265,536	2,265,719	115,720,374
Expenditures													
Personnel Services									904,047	1,139,267			21,373,091
Supplies									305,175	95,595			2,083,230
Contract & Purchased Services									394,290	3,301,520			8,860,338
Capital Outlay - Minor									51,500	7,500			294,125
Operating Grants - (Police & Fire)													101,512
Interdepartmental Charges									588,580	378,470			1,939,345
Debt Service								3,712,857	159,533	2,240,000			6,462,890
Risk Management												1,618,310	1,618,310
Payment In Lieu of Taxes									80,000	485,000			565,000
Total Operating Expenditures								3,712,857	2,483,125	7,647,352		1,618,310	43,297,841
Capital Outlay - Major		301,000	1,602,350	1,254,110	509,000	1,288,707	300,000		3,677,935	8,949,708			21,562,455
Transfers Out	45,000									522,000			11,554,618
Total Expenditures	45,000	301,000	1,602,350	1,254,110	509,000	1,288,707	300,000	3,712,857	6,161,060	17,119,060		1,618,310	76,414,914
Ending Reserves, December 31	99,587		76,721	868,939	2,101,410				1,553,384	11,046,216	4,265,536	647,409	39,305,460

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2015 - 2019

	2015	2016	2017	2018			2019 BUDGET	2018 ADOPTED-2019 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Operating Expenditures								
Mayor & Council	517,773	528,309	623,165	559,340	619,792	603,102	584,680	4.53%
City Law	334,549	304,036	308,167	368,349	368,349	363,402	374,305	1.62%
City Clerk	260,756	290,547	297,510	324,098	337,378	334,830	360,429	11.21%
City Manager	615,400	627,293	689,507	748,099	774,382	729,902	771,408	3.12%
Finance	1,712,999	1,788,738	1,941,069	2,175,894	2,175,894	2,064,044	2,180,382	0.21%
Information Technology	1,046,127	937,820	818,906	959,709	959,709	927,348	1,042,626	8.64%
Fire	3,242,404	3,305,010	3,462,576	3,658,334	3,676,261	3,473,631	3,689,794	0.86%
Police	4,558,609	4,663,868	4,671,506	5,338,194	5,371,194	5,046,380	5,434,722	1.81%
Library	1,315,203	1,279,387	1,285,060	1,335,877	1,339,380	1,300,697	1,367,503	2.37%
Museum	783,759	848,959	947,277	1,025,029	1,039,430	999,301	1,103,361	7.64%
Civic Center	408,347	427,847	448,037	483,682	483,682	479,725	499,251	3.22%
Tourism & Economic Development	162,450	162,450	162,450	162,450	172,450	172,450	172,450	6.16%
Public Health	19,959	21,807	12,748	53,075	63,075	60,290	302,465	469.88%
PW-Engineering & Bldg Inspection	1,520,816	1,519,905	1,506,362	1,859,278	1,859,278	1,708,745	2,035,778	9.49%
PW-Streets	1,549,566	1,344,232	1,565,350	1,809,090	1,809,090	1,642,550	1,835,240	1.45%
PW-Solid Waste	2,813,475	2,949,907	2,930,537	3,106,620	3,138,120	3,054,452	3,241,508	4.34%
PW-Cemetery	78,073	73,212	78,267	85,270	85,270	84,940	89,020	4.40%
PW-Garage & Warehouse	473,100	483,607	499,626	549,893	549,893	465,580	594,056	8.03%
PW-Wastewater	2,097,546	2,131,357	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	-3.53%
PW-Building Maintenance	352,484	393,409	415,001	529,479	532,584	509,432	586,604	10.79%
Small Boat Harbors	1,286,987	1,319,439	1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	2.15%
Port Development	7,348,158	8,637,990	7,103,354	7,444,824	7,447,804	7,439,955	7,647,352	2.72%
Risk Management	1,255,552	1,241,306	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	3.60%
Debt Service	3,541,495	3,549,500	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	-3.23%
Total Operating	37,295,587	38,829,935	38,274,451	42,145,099	42,412,420	40,518,352	43,354,093	2.87%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2015 - 2019

	2015	2016	2017	2018			2019 BUDGET	2018 ADOPTED-2019 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Capital Expenditures								
Mayor & Council	-	-	-	-	-	-	-	0.00%
City Law	-	-	-	-	-	-	-	0.00%
City Clerk	-	-	-	-	-	-	-	0.00%
City Manager	-	-	-	-	-	-	-	0.00%
Finance	(1,200)	19,857	4,630	20,000	20,000	-	20,000	0.00%
Information Technology	87,907	88,995	72,324	78,000	78,000	78,000	120,000	53.85%
Fire	118,194	199,387	217,170	3,427,885	3,427,885	619,139	2,461,274	-28.20%
Police	128,200	160,073	460,638	226,570	269,912	213,387	201,525	-11.05%
Library	-	-	-	-	-	-	-	0.00%
Museum	69,059	1,375,564	235,764	1,553,082	1,656,422	403,340	504,000	-67.55%
Civic Center	137,370	109,076	148,310	254,700	254,700	254,700	320,000	25.64%
Tourism & Economic Development	3,785,821	15,363	-	40,000	40,000	-	40,000	0.00%
Public Health	5,264,710	5,888,506	1,982,645	1,454,488	1,454,488	154,189	1,288,707	-11.40%
PW-Engineering & Bldg Inspection	60,958	48,528	219,377	167,000	204,000	109,000	436,000	161.08%
PW-Streets	1,167,104	10,180,454	1,442,806	1,826,540	2,143,969	2,143,979	2,025,744	10.91%
PW-Solid Waste	764,988	240,780	596,467	957,306	1,245,806	1,155,820	305,486	-68.09%
PW-Cemetery	15,534	31,600	15,084	145,000	160,000	25,000	160,000	10.34%
PW-Garage & Warehouse	8,698	-	46,347	-	-	-	50,000	NA
PW-Wastewater	212,908	2,700,498	479,188	1,820,000	1,820,000	728,262	3,677,935	102.08%
PW-Building Maintenance	98,596	20,323	84,075	-	12,360	12,360	50,000	NA
Small Boat Harbors	4,200,819	326,289	277,483	1,367,144	1,581,729	295,065	1,333,350	-2.47%
Port Development	1,151,652	441,494	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	19.21%
Total Capital	17,271,318	21,846,787	15,060,264	20,845,152	22,199,373	8,041,946	21,943,729	5.27%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2015 - 2019

	2015	2016	2017	2018			2019 BUDGET	2018 ADOPTED-2019 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Transfers Out								
Transfers/Advances to Other Funds	12,963,305	7,095,889	8,543,611	11,580,091	11,649,107	8,640,479	11,554,618	-0.22%
Total Transfers Out	12,963,305	7,095,889	8,543,611	11,580,091	11,649,107	8,640,479	11,554,618	-0.22%
Combined Operating, Capital and Transfers Out								
Mayor & Council	517,773	528,309	623,165	559,340	619,792	603,102	584,680	4.53%
City Law	334,549	304,036	308,167	368,349	368,349	363,402	374,305	1.62%
City Clerk	260,756	290,547	297,510	324,098	337,378	334,830	360,429	11.21%
City Manager	615,400	627,293	689,507	748,099	774,382	729,902	771,408	3.12%
Finance	1,711,799	1,808,595	1,945,699	2,195,894	2,195,894	2,064,044	2,200,382	0.20%
Information Technology	1,134,034	1,026,815	891,230	1,037,709	1,037,709	1,005,348	1,162,626	12.04%
Fire	3,360,598	3,504,397	3,679,746	7,086,219	7,104,146	4,092,770	6,151,068	-13.20%
Police	4,686,809	4,823,941	5,132,144	5,564,764	5,641,106	5,259,767	5,636,247	1.28%
Library	1,315,203	1,279,387	1,285,060	1,335,877	1,339,380	1,300,697	1,367,503	2.37%
Museum	852,818	2,224,523	1,183,041	2,578,111	2,695,852	1,402,641	1,607,361	-37.65%
Civic Center	545,717	536,923	596,347	738,382	738,382	734,425	819,251	10.95%
Tourism & Economic Development	3,948,271	177,813	162,450	202,450	212,450	172,450	212,450	4.94%
Public Health	5,284,669	5,910,313	1,995,393	1,507,563	1,517,563	214,479	1,591,172	5.55%
PW-Engineering & Bldg Inspection	1,581,774	1,568,433	1,725,739	2,026,278	2,063,278	1,817,745	2,471,778	21.99%
PW-Streets	2,716,670	11,524,686	3,008,156	3,635,630	3,953,059	3,786,529	3,860,984	6.20%
PW-Solid Waste	3,578,463	3,190,687	3,527,004	4,063,926	4,383,926	4,210,272	3,546,994	-12.72%
PW-Cemetery	93,607	104,812	93,351	230,270	245,270	109,940	249,020	8.14%
PW-Garage & Warehouse	481,798	483,607	545,973	549,893	549,893	465,580	644,056	17.12%
PW-Wastewater	2,310,454	4,831,855	2,679,309	4,394,097	4,434,987	3,226,159	6,161,060	40.21%
PW-Building Maintenance	451,080	413,732	499,076	529,479	544,944	521,792	636,604	20.23%
Small Boat Harbors	5,487,806	1,645,728	1,706,354	2,904,730	3,119,315	1,800,020	2,903,965	-0.03%
Port Development	8,499,810	9,079,484	15,881,310	14,952,261	15,277,906	9,289,660	16,597,060	11.00%
Risk Management	1,255,552	1,241,306	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	3.60%
Debt Service	3,541,495	3,549,500	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	-3.23%
Transfers/Advances to Other Funds	12,963,305	7,095,889	8,543,611	11,580,091	11,649,107	8,640,479	11,554,618	-0.22%
Total Expenditures	67,530,210	67,772,611	61,878,326	74,570,342	76,260,900	57,200,777	76,852,440	3.06%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS
2015-2019

	2015	2016	2017	2018			2019 BUDGET	2018 ADOPTED-2019 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues								
Taxes								
Real Property	5,041,214	5,147,354	5,181,034	5,253,197	5,253,197	5,243,600	6,001,613	14.25%
Business - Personal	374,209	397,342	378,973	387,420	387,420	380,000	384,700	-0.70%
Sales	11,427,918	11,349,608	11,921,608	11,860,000	11,860,000	12,456,000	12,704,000	7.12%
Marijuana			97,152	130,000	130,000	150,000	170,000	30.77%
Transient	486,838	497,374	552,867	425,000	425,000	492,000	500,000	17.65%
Other	154,459	116,168	104,016	127,000	127,000	118,801	127,000	
Payments in Lieu of Tax	1,197,164	1,220,789	1,213,929	1,205,000	1,205,000	1,205,000	1,205,000	
Licenses and Permits	82,917	193,514	110,522	131,900	131,900	116,900	116,900	-11.37%
Intergovernmental	12,570,417	2,945,050	10,612,212	5,815,293	5,839,720	3,006,630	9,195,022	58.12%
Charges for Services								
General Fund Services	2,136,266	2,109,625	2,162,141	2,082,531	2,082,531	2,097,456	2,145,442	3.02%
Solid Waste	2,809,864	3,142,541	3,145,652	3,382,000	3,382,000	3,205,000	3,206,000	-5.20%
Wastewater	2,777,419	2,990,228	3,048,015	3,186,000	3,186,000	3,203,300	3,439,400	7.95%
Small Boat Harbor	1,329,984	1,475,000	1,513,634	1,656,000	1,656,000	1,611,900	1,611,900	-2.66%
Port	9,032,271	8,896,941	9,386,532	9,815,000	9,815,000	9,794,500	11,292,286	15.05%
Other	9,570	7,006	16,605	14,500	14,500	13,700	13,700	-5.52%
Fines and Forfeitures	190,911	135,617	125,068	143,000	143,000	138,500	138,500	-3.15%
Other Revenues	2,223,219	1,038,895	980,213	598,450	573,827	928,166	1,071,825	79.10%
Bond Proceeds	3,858,491	2,017,887		4,018,610	4,018,610		5,160,907	28.43%
Interfund Advances	607,500	312,500	241,547	1,288,449	1,288,449	1,288,449	426,209	-66.92%
Interdepartmental Charges								
Administration	3,180,765	3,141,701	3,143,081	3,637,788	3,637,788	3,478,900	3,634,990	-0.08%
Insurance	1,255,552	1,233,901	1,332,846	1,562,000	1,562,000	1,548,100	1,618,310	3.60%
Total Revenues	60,746,948	48,369,041	55,267,647	56,719,138	56,718,942	50,476,902	64,163,704	13.13%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2015-2019

	2015	2016	2017	2018			2019 BUDGET	2018 ADOPTED/2019 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues-Charges for Services								
General Fund								
Civic Center	101,400	109,595	108,444	109,800	109,800	109,800	109,800	0.00%
Ambulance	571,134	589,985	687,928	608,000	608,000	625,000	625,000	2.80%
Parking Revenue	81,230	86,755	89,310	90,000	90,000	88,000	88,000	-2.22%
Fees for Service	16,582	13,692	19,756	13,000	13,000	15,000	15,000	15.38%
Borough Library Service	381,817	395,916	410,393	435,547	435,547	428,806	464,970	6.76%
UAS Library Services	1,200	156,905	115,154	76,403	76,403	71,680	77,641	1.62%
Library Services to KGBSD	15,113	19,502	9,004	17,931	17,931	21,270	17,931	0.00%
911 Services	411,929	403,482	409,849	410,000	410,000	410,000	410,000	0.00%
Museum Services & Admission Fees	224,631	252,580	240,551	248,200	248,200	253,300	262,500	5.76%
Tideland Leases	51,690	41,539	70,836	50,000	50,000	50,000	50,000	0.00%
Other	279,540	81,213	71,752	73,650	73,650	74,600	74,600	1.29%
General Fund Total	2,136,266	2,151,164	2,232,977	2,132,531	2,132,531	2,147,456	2,195,442	2.95%
Solid Waste								
Recycling	26,549	17,389	32,291	30,000	30,000	25,000	25,000	-16.67%
Fees for Services	62,224	58,862	43,810	45,000	45,000	50,000	50,000	11.11%
Residential Collections	297,987	323,867	329,417	331,000	331,000	329,000	330,000	-0.30%
Business Collections	590,491	634,087	605,139	614,000	614,000	649,000	649,000	5.70%
Sanitary Landfill Charges	782,836	850,329	863,263	1,090,000	1,090,000	877,000	877,000	-19.54%
Residential Access Fees	1,031,457	1,238,689	1,249,118	1,257,000	1,257,000	1,255,000	1,255,000	-0.16%
Other	18,320	19,318	22,614	15,000	15,000	20,000	20,000	33.33%
Solid Waste Total	2,809,864	3,142,541	3,145,652	3,382,000	3,382,000	3,205,000	3,206,000	-5.20%
Wastewater								
Residential Sewer Service	1,770,378	1,915,967	1,945,098	2,044,000	2,044,000	2,038,000	2,189,310	7.11%
Business Sewer Service	986,268	1,054,754	1,081,780	1,125,000	1,125,000	1,147,000	1,231,790	9.49%
Other	20,773	19,507	21,137	17,000	17,000	18,300	18,300	7.65%
Wastewater Total	2,777,419	2,990,228	3,048,015	3,186,000	3,186,000	3,203,300	3,439,400	7.95%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2015-2019

	2015	2016	2017	2018 ADOPTED BUDGET	2018 AMENDED BUDGET	2018 ESTIMATES	2019 BUDGET	2018 ADOPTED/2019 % INCR(DEC)
Small Boat Harbor								
Electrical Service	95,723	105,966	101,201	97,000	97,000	100,000	100,000	3.09%
Solid Waste Fees	69,522	58,968	73,692	61,000	61,000	65,000	65,000	6.56%
Reserved Moorage	737,373	810,320	877,212	966,000	966,000	927,000	927,000	-4.04%
Transient Moorage	372,485	444,999	439,546	470,000	470,000	451,000	451,000	-4.04%
Other	54,881	54,747	21,983	62,000	62,000	68,900	68,900	11.13%
Small Boat Harbor Total	1,329,984	1,475,000	1,513,634	1,656,000	1,656,000	1,611,900	1,611,900	-2.66%
Cemetery								
Burial & Endowment Fees	9,570	7,006	16,605	14,500	14,500	13,700	13,700	-5.52%
Total	9,570	7,006	16,605	14,500	14,500	13,700	13,700	-5.52%
Port								
Electric Service	36,427	17,613	890	30,000	30,000	26,000	30,000	0.00%
Additional Docking Fees	753,641	746,937	795,862	796,000	796,000	796,000	871,786	9.52%
Wharfage	6,504,788	6,482,367	6,892,093	7,270,000	7,270,000	7,270,000	8,526,000	17.28%
Water	212,200	206,300	210,300	250,000	250,000	230,000	210,000	-16.00%
Parking Revenue	62,930	61,905	58,430	62,000	62,000	61,000	61,000	-1.61%
Rental Income	340,563	340,563	340,563	340,000	340,000	345,000	345,000	1.47%
Transient Docking Fees	1,028,619	1,024,435	1,081,018	1,053,000	1,053,000	1,053,000	1,235,000	17.28%
Other	93,103	16,821	7,376	14,000	14,000	13,500	13,500	-3.57%
Port Total	9,032,271	8,896,941	9,386,532	9,815,000	9,815,000	9,794,500	11,292,286	15.05%
Total Charges for Services	18,095,374	18,662,880	19,343,415	20,186,031	20,186,031	19,975,856	21,758,728	7.79%

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF EMPLOYEES
2015 -2019

Department/Division		2015 Actual	2016 Actual	2017 Actual	2018			2019 Budget	2018 Adopted/2019	
					Adopted	Amended	Estimate		Incr(Decr)	%
1110	Mayor and Council	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1120	Law	1.250	1.000	1.000	1.000	1.000	1.000	1.000	-	0.00%
1130	Clerk	2.000	2.000	2.000	2.000	2.000	2.000	2.000	-	0.00%
1140	City Manager	4.500	4.500	4.500	4.500	4.500	4.500	4.500	-	0.00%
1150	Finance	16.000	16.000	16.000	16.000	16.000	16.000	16.000	-	0.00%
1160	Information Technology	7.000	6.420	6.000	6.000	6.000	6.000	6.000	-	0.00%
1210	Fire	19.000	19.000	19.000	19.000	19.000	19.000	19.000	-	0.00%
1220	Police	35.300	35.300	35.300	35.300	35.300	35.300	35.300	-	0.00%
1410	Library	12.785	12.785	12.735	11.815	11.815	11.815	11.815	-	0.00%
1420	Museum	7.200	7.700	8.200	8.200	8.200	8.200	8.200	-	0.00%
1430	Civic Center	3.000	3.000	3.000	3.000	3.000	3.000	3.000	-	0.00%
1510	Engineering	12.000	12.000	12.000	12.000	12.000	12.000	13.000	1.000	8.33%
1530	Streets	13.000	13.000	13.000	13.000	13.000	13.000	13.000	-	0.00%
1540	Garage and Warehouse	4.000	4.000	4.000	4.000	4.000	4.000	4.000	-	0.00%
1550	Building Maintenance	2.000	2.000	2.000	2.750	2.750	2.750	3.000	0.250	9.09%
1560	Solid Waste	11.000	11.000	11.000	11.000	11.000	11.000	11.000	-	0.00%
3000	Wastewater	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1710	Harbor	5.200	5.200	5.200	5.200	5.200	5.200	5.200	-	0.00%
4000	Port Development	4.800	4.800	4.800	4.800	4.800	4.800	4.800	-	0.00%
TOTAL		176.035	175.705	175.735	175.565	175.565	175.565	176.815	1.250	0.71%

CITY OF KETCHIKAN, ALASKA
2019 OPERATING AND CAPITAL BUDGET
SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES
1999 - 2019

Year	Total Taxable Real Property Valuation	Total Taxable Personal Property Valuation	Total Taxable Valuation	Senior & Veterans Exemption Valuation	Total Assessed Valuation	Millage Rate	Property Tax Revenue
1999	455,736,500	35,813,700	491,550,200	37,439,500	528,989,700	6.4	3,145,921
2000	459,076,200	38,597,200	497,673,400	38,129,800	535,803,200	6.4	3,185,110
2001	520,399,400	45,719,200	566,118,600	41,098,000	607,216,600	6.4	3,623,159
2002	511,810,100	43,428,400	555,238,500	41,065,800	596,304,300	6.4	3,553,526
2003	506,057,500	41,012,900	547,070,400	42,467,500	589,537,900	6.4	3,501,251
2004	499,380,800	41,280,300	540,661,100	42,700,100	583,361,200	6.4	3,460,231
2005	504,640,800	45,248,700	549,889,500	45,078,700	594,968,200	6.4	3,519,293
2006	545,172,200	42,419,800	587,592,000	45,729,300	633,321,300	6.4	3,760,589
2007	600,749,000	48,912,700	649,661,700	47,670,500	697,332,200	6.1	3,962,936
2008	617,742,500	50,809,700	668,552,200	50,094,600	718,646,800	6.1	4,078,168
2009	641,686,700	50,913,200	692,599,900	52,754,100	745,354,000	6.1	4,224,859
2010	649,369,000	41,375,000	690,744,000	55,101,700	745,845,700	6.1	4,213,538
2011	642,145,600	47,370,800	689,516,400	55,829,300	745,345,700	6.2	4,275,002
2012	646,701,600	44,177,700	690,879,300	58,818,800	749,698,100	6.2	4,283,452
2013	677,685,000	60,238,000	737,923,000	59,737,600	797,660,600	6.7	4,944,084
2014	685,733,400	56,345,700	742,079,100	63,874,100	805,953,200	6.7	4,971,930
2015	686,871,182	56,376,718	743,247,900	65,124,800	808,372,700	6.7	4,979,761
2016	702,375,500	59,603,200	761,978,700	68,375,500	830,354,200	6.7	5,105,257
2017	776,296,200	57,251,300	833,547,500	70,068,900	903,616,400	6.7	5,584,768
2018	794,399,300	57,541,900	851,941,200	72,028,600	923,969,800	6.6	5,622,812
2019	804,727,300	58,287,900	863,015,200	72,969,700	935,984,900	* 7.4	6,386,312

*Estimated

CITY OF KETCHIKAN, ALASKA
2019 OPERATING AND CAPITAL BUDGET
SCHEDULE OF SALES AND OCCUPANCY TAX REVENUES
1999 - 2019

Year	Total Sales & Occupancy Tax Revenues	Marijuana Sales Tax Fund	Transient Occupancy Tax Fund	Total Retail Sales Tax Revenues	Retail Sales Tax Revenues		
					General Fund	Hospital Sales Tax Fund	Public Works Sales Tax Fund
1998	6,849,643	-	288,606	6,561,037	1,874,582	1,874,582	2,811,873
1999	7,024,066	-	275,167	6,748,899	1,928,257	1,928,257	2,892,385
2000	7,166,376	-	303,647	6,862,729	1,960,767	1,960,767	2,941,195
2001	7,702,642	-	310,135	7,392,507	2,112,145	2,112,145	3,168,217
2002	7,585,246	-	273,338	7,311,908	2,089,116	2,089,117	3,133,675
2003	8,172,300	-	301,833	7,870,467	2,248,705	2,248,705	3,373,057
2004	8,863,703	-	353,376	8,510,327	2,431,522	2,431,522	3,647,283
2005	9,461,638	-	395,074	9,066,564	2,590,447	2,590,447	3,885,670
2006	9,418,433	-	333,763	9,084,670	2,595,620	2,595,620	3,893,430
2007	10,100,375	-	518,652	9,581,723	2,737,635	2,737,635	4,106,453
2008	10,775,305	-	444,862	10,330,443	2,951,555	2,951,555	4,427,333
2009	9,858,380	-	366,856	9,491,524	2,711,864	2,711,864	4,067,796
2010	9,603,050	-	385,286	9,217,764	2,633,647	2,633,647	3,950,470
2011	10,343,269	-	378,096	9,965,173	2,847,192	2,847,192	4,270,789
2012	10,493,942	-	362,739	10,131,203	2,894,745	2,894,745	4,341,713
2013	10,587,816	-	386,230	10,201,586	2,914,739	2,914,739	4,372,108
2014	11,186,057	-	389,342	10,796,715	3,746,390	2,820,130	4,230,195
2015	11,914,756	-	486,838	11,427,918	4,285,469	2,856,980	4,285,469
2016	11,846,982	-	497,374	11,349,608	4,256,103	2,837,402	4,256,103
2017	12,390,019	97,152	552,867	11,740,000	4,402,500	2,935,000	4,402,500
2018 (1)	13,098,000	150,000	492,000	12,456,000	4,671,000	3,114,000	4,671,000
2019 (1)	13,374,000	170,000	500,000	12,704,000	4,764,000	3,176,000	4,764,000

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2019 ANNUAL BUDGET
SCHEDULE OF SHARED STATE REVENUES
1999 - 2019

Year	Total State Revenues	Safe Communities	Revenue Sharing	Raw Fish Tax	Shared Fisheries Business Tax	Other State Assistance	Liquor License Refunds
1999	728,826	280,002	128,730	282,794	12,505		37,300
2000	763,802	247,457	115,363	328,763	27,319		44,900
2001	693,057	263,327	117,976	253,049	24,005		34,700
2002	698,659	257,770	107,428	276,572	11,389		45,500
2003	375,990	128,258	53,397	141,758	20,377		32,200
2004	199,039			142,925	14,314		41,800
2005	236,122			181,411	20,911		33,800
2006	484,817			194,279	21,389	252,538 (2)	38,150
2007	721,852			234,757	20,846	434,949 (2)	31,300
2008	805,985		494,469	254,399	11,617		45,500
2009	749,798		479,015	218,560	20,473		31,750
2010	1,036,432		472,287	277,158	11,457	225,630 (2)	49,900
2011	1,137,762		661,607	424,942	23,288		27,925
2012	1,197,552		698,801	425,507	27,744		45,500
2013	1,002,763		490,456	454,435	25,872		32,000
2014	1,308,635		491,771	743,083	43,781		30,000
2015	667,368		467,635	137,875	30,608		31,250
2016	522,925		309,695	153,565 (3)	15,665		44,000
2017	635,301		277,931	311,828 (3)	14,592		30,950
2018	588,248		231,248	311,000 (3)	15,000		31,000
2019 (1)	557,000		200,000	311,000 (3)	15,000		31,000

(1) Estimated

(2) Municipal Energy Assistance

(3) Does not include the portion accounted for in the KPU Enterprise Fund for the Water Division

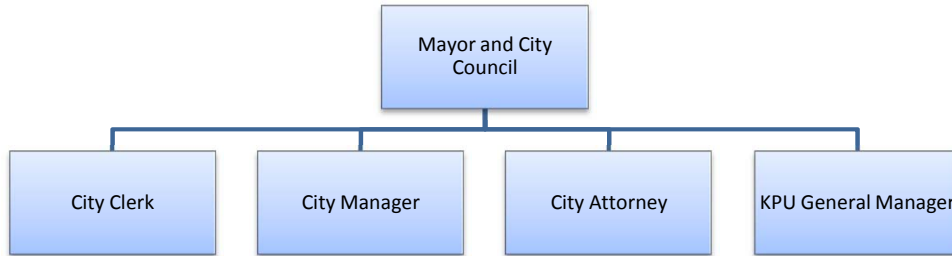
CITY OF KETCHIKAN, ALASKA
2019
SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

Year	General Obligation Bonds									Other	Revenue Bonds			Total
	ADEC 481011 Wastewater Tongass Ave Phase I	ADEC 481071 Wastewater Tongass Ave Phase II	ADEC 481072 Wastewater Tongass Ave Phase II	ADEC 481101 Wastewater Jackson & Monroe	2011 Fire Station	2012 Library	2014 Harbor	2014 Hospital	2016 Harbor	Fire Apparatus Lease	ADEC 481111 Wastewater Alaska Ave	ADEC Wastewater Front/Stedman	2016 Port	
2019	52,447	17,933	18,465	36,907	611,080	357,394	203,050	2,532,700	147,500	267,935	17,930	15,852	2,240,000	6,519,193
2020	52,447	17,933	18,465	36,907	605,919	361,644	202,925	2,529,700	144,250	267,935	17,930	19,146	2,236,000	6,511,201
2021	52,447	17,933	18,465	36,907	594,788	360,143	202,550	2,529,575	146,000	267,935	17,930	19,146	2,234,750	6,498,569
2022	52,447	17,933	18,465	36,907	587,538	360,544	201,925	2,532,075	147,500	267,935	17,930	19,146	2,236,000	6,496,345
2023	52,447	17,933	18,465	36,907	578,891	358,044	205,925	2,532,075	143,750	267,935	17,930	19,146	2,234,500	6,483,948
2024	52,447	17,933	18,465	36,907	573,794	360,044	204,550	2,529,575	145,000	267,935	17,930	19,146	2,235,250	6,478,976
2025	52,447	17,933	18,465	36,907	561,919	361,294	202,925	2,529,450	146,000	267,935	17,930	19,146	2,233,000	6,465,351
2026	52,447	17,933	18,465	36,907	553,883	358,319	205,925	2,531,450	146,750		17,930	19,146	2,232,750	6,191,905
2027	52,447	17,933	18,465	36,907	542,921	359,469	203,550	2,530,450	147,250		17,930	19,146	2,234,250	6,180,718
2028	52,447	17,933	18,465	36,907	526,020	359,938	206,600	2,533,000	147,500		17,930	19,146	2,237,250	6,173,136
2029	52,447	17,933	18,465	36,907	518,494	364,700	205,100	2,529,600	147,500		17,930	19,146	2,231,500	6,159,722
2030	52,447	17,933	18,465	36,907	504,716	358,975	203,400	2,534,000	147,250		17,930	19,146	2,237,250	6,148,419
2031	52,447	17,933	18,465	36,907		362,250	201,500	2,531,100	146,750		17,930	19,146	2,233,750	5,638,178
2032	26,224	17,933	18,465	36,907			204,300	2,530,900	146,000		17,930	19,146	2,236,250	5,254,055
2033		17,933	18,465	36,907			201,800	2,533,200	145,000		17,930	19,146	2,234,250	5,224,631
2034				36,907			204,000	2,532,900	148,750			19,146	2,237,750	5,179,453
2035				36,907				2,530,000	147,000			19,146	2,231,250	4,964,303
2036								2,534,300				19,146		2,553,446
2037								2,530,700				19,146		2,549,846
2038								2,534,100				9,573		2,543,673
2039								2,529,400						2,529,400
2040								2,531,500						2,531,500
2041								2,530,200						2,530,200
2042								2,530,400						2,530,400
2043								2,531,900						2,531,900
2044								2,529,600						2,529,600
Total	708,035	268,995	276,975	627,419	6,759,963	4,682,758	3,260,025	65,813,850	2,489,750	1,875,545	268,950	370,053	37,995,750	125,398,068

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Mayor and Council

Summary

As the elected governing board, the Mayor and City Council are charged with the responsibility of working together to represent the interests of the City of Ketchikan, uniting together to facilitate the effective management, growth and sustainability of the community at large.



The Mayor and City Council is comprised of one operating division and oversees the Community Grant and Humanitarian Services Grant Programs.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	172,050	182,340	215,940	214,250	186,680	4,340	2.4%
Community Grant Program	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%
Humanitarian Services Grant Program	-	-	95,500	95,500	98,000	98,000	New
Total	623,165	559,340	619,792	603,102	584,680	25,340	4.5%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	82,713	90,260	90,250	88,560	91,800	1,540	1.7%
Supplies	854	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services	537,437	465,250	525,702	510,702	488,750	23,500	5.1%
Minor Capital Outlay	1,560	1,800	1,800	1,800	2,000	200	11.1%
Interdepartmental Charges	601	980	990	990	1,080	100	10.2%
Total	623,165	559,340	619,792	603,102	584,680	25,340	4.5%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	146,360	138,387	137,996	134,700	125,560	(12,827)	-9.3%
Hospital Sales Tax Fund	54,400	47,126	38,544	36,376	37,500	(9,626)	-20.4%
Public Works Sales Tax Fund	82,477	70,687	57,816	55,150	56,250	(14,437)	-20.4%
Community Grant Fund	12,407	-	-	-	-	-	NA
Marijuana Sales Tax Fund	-	-	95,500	95,500	98,000	98,000	New
Solid Waste Fund	5,970	6,330	7,490	7,430	6,480	150	2.4%
Harbor Fund	3,252	3,450	4,080	4,050	3,530	80	2.3%
Wastewater Fund	4,542	4,810	5,700	5,660	4,930	120	2.5%
Port Fund	4,938	5,230	6,200	6,150	5,360	130	2.5%
KPU Enterprise Fund	308,820	283,320	266,466	258,086	247,070	(36,250)	-12.8%
Total	623,165	559,340	619,792	603,102	584,680	25,340	4.5%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	73,170	-	0.0%
Total	8.00	8.00	8.00	8.00	73,170	-	0.0%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Mayor and Council

Operations 1110-110

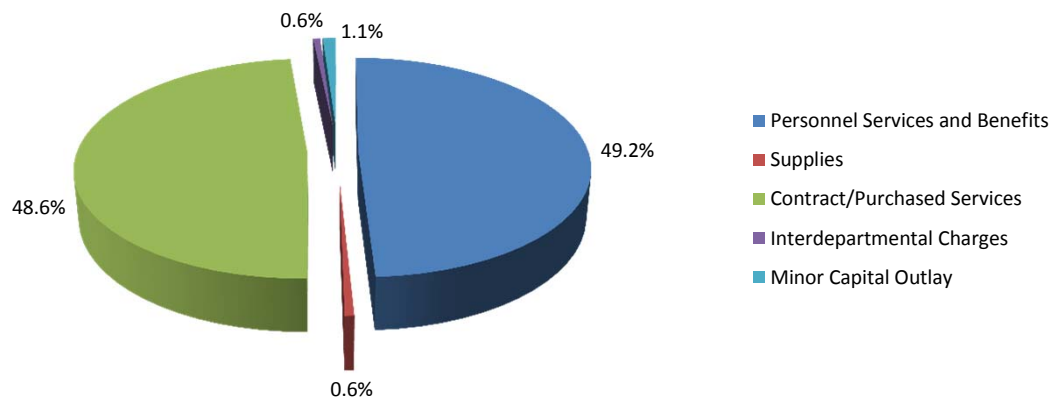
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	82,713	90,260	90,250	88,560	91,800	1,540	1.7%
Supplies	854	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services	86,322	88,250	121,850	121,850	90,750	2,500	2.8%
Minor Capital Outlay	1,560	1,800	1,800	1,800	2,000	200	11.1%
Interdepartmental Charges	601	980	990	990	1,080	100	10.2%
Total Expenditures	172,050	182,340	215,940	214,250	186,680	4,340	2.4%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	63,883	67,700	80,180	79,550	69,310	1,610	2.4%
Solid Waste Fund	5,970	6,330	7,490	7,430	6,480	150	2.4%
Wastewater Fund	4,542	4,810	5,700	5,660	4,930	120	2.5%
Harbor Fund	3,252	3,450	4,080	4,050	3,530	80	2.3%
Port Fund	4,938	5,230	6,200	6,150	5,360	130	2.5%
KPU Enterprise Fund	89,466	94,820	112,290	111,410	97,070	2,250	2.4%
Total Funding	172,050	182,340	215,940	214,250	186,680	4,340	2.4%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Mayor	1.00	1.00	1.00	1.00	10,170	-	0.0%
Council	7.00	7.00	7.00	7.00	63,000	-	0.0%
Total	8.00	8.00	8.00	8.00	73,170	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Mayor and Council

Operations 1110-110

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Software Maintenance Services (Account No. 635.04) decreased by \$6,500, or by 100.0%, due to an accounting change that will simplify the coding of invoices. The 2019 cost will be accounted for in the City Clerk's department.
- Management and Consulting Services (Account No. 640.04) increased by \$6,000, or by 14.3%, in order to fund a \$500 per month increase to the state lobbyist's contract for the 2018-19 legislative year.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	65,220	73,170	73,160	71,630	73,170	-	0.0%
505. 00 Payroll Taxes	5,843	5,600	5,600	5,480	5,600	-	0.0%
506. 00 Pension	-	-	-	-	1,590	1,590	New
507. 30 Workers Compensation	358	330	330	290	280	(50)	-15.2%
508. 00 Other Benefits	132	-	-	-	-	-	NA
509. 05 Allowances-Expense	11,160	11,160	11,160	11,160	11,160	-	0.0%
Personnel Services and Benefits	82,713	90,260	90,250	88,560	91,800	1,540	1.7%
Supplies							
510. 01 Office Supplies	854	1,000	1,000	1,000	1,000	-	0.0%
520. 02 Postage	-	50	50	50	50	-	0.0%
Supplies	854	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services							
600. 01 Travel-Business	7,174	8,000	8,000	8,000	8,000	-	0.0%
605. 01 Ads and Public Announcements	952	750	750	750	750	-	0.0%
610. 01 Community Promotion	20,744	15,000	48,600	48,600	18,000	-	20.0%
615. 02 Assn. Membership Dues & Fees	8,057	14,200	14,200	14,200	14,200	-	0.0%
635. 04 Software Maintenance Services	5,765	6,500	6,500	6,500	-	(6,500)	-100.0%
635. 07 Machinery & Equip Maint Services	1,134	800	800	800	800	-	0.0%
640. 04 Management and Consulting Services	42,000	42,000	42,000	42,000	48,000	6,000	14.3%
650. 01 Telecommunications	496	1,000	1,000	1,000	1,000	-	0.0%
Contract/Purchased Services	86,322	88,250	121,850	121,850	90,750	2,500	2.8%
Minor Capital Outlay							
790. 26 Computers, Printers & Copiers	1,560	1,800	1,800	1,800	2,000	200	11.1%
Minor Capital Outlay	1,560	1,800	1,800	1,800	2,000	200	11.1%
Interdepartmental Charges/ Reimbursable Credits							
825. 01 Interdepartmental-Insurance	601	980	990	990	1,080	100	10.2%
Interdepartmental Charges	601	980	990	990	1,080	100	10.2%
Total Expenditures by Type	172,050	182,340	215,940	214,250	186,680	4,340	2.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$73,170 – This account provides for the compensation paid to the Mayor and City Councilmembers for attending Council meetings. It includes compensation for the Mayor in the amount of \$330 per regular meeting and \$187.50 per special meeting. It also includes compensation for the Councilmembers in the amount of \$300 per regular meeting and \$150 per special meeting. Twelve special meetings have been budgeted.

505.00 Payroll Taxes: \$5,600 – This account provides for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$1,590 – This account provides for employer contributions to retirement plans.

507.30 Workers Compensation: \$280 – This account provides for employer contributions to workers compensation.

509.05 Allowances - Expense: \$11,160 – This account provides for taxable allowances for the Mayor and Councilmembers.

510.01 Office Supplies: \$1,000 – This account provides for the cost of expendable supply items used by the City Clerk's office in support of the Mayor and Council.

520.02 Postage: \$50 – This account provides for the cost of postal related services such as postage and mailing materials.

600.01 Travel-Business: \$8,000 – This account provides for expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with the travel of the Mayor and City Councilmembers for business meetings.

605.01 Advertising and Public Announcements: \$750 – This account provides for expenditures for public service announcements and community issues.

610.01 Community Promotion: \$18,000 – This account provides for expenditures for promotion of community activities and programs and the annual fireworks display.

615.02 Assn. Membership Dues & Fees: \$14,200 – This account provides for expenditures for membership in the Alaska Municipal League, Alaska Conference of Mayors, Southeast Conference and the Alaska Miners' Association.

635.07 Machinery & Equipment Maintenance Services: \$800 – This account provides for services for routine and non-routine maintenance associated with equipment located on the 3rd and 4th floor.

640.04 Management & Consulting Services: \$48,000 – This account provides for expenditures for engaging a state lobbyist to represent General Government and Ketchikan Public Utilities for the 2018-19 legislative year.

650.01 Telecommunications: \$1,000 – This account provides for expenditures for the Mayor and City Council's monthly telephone charges, long-distance services, line rentals and maintenance of the telephone systems.

790.26 Computers, Printers and Copiers: \$2,000 - This account provides for the replacement of two Councilmember iPads.

825.01 Interdepartmental Charges-Insurance: \$1,080 – This account provides for expenditures for risk management services.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Mayor and Council

Community Grant Program 1110-150

The Community Grant Program was established to provide financial support to community based non-profit humanitarian agencies. The level of funding has traditionally been determined on an annual basis and was previously based on a percentage of the City's annual sales tax revenues. The City Council determined that funding would be budgeted at 3.24 percent of annual sales tax revenue for the year ending September 30th. General Government provided fifty percent of the annual funding with Ketchikan Public Utilities providing the remaining fifty percent. The City's contribution traditionally comes from the General Fund and its two sales tax funds. KPU's contribution comes from the KPU Enterprise Fund. In 2018, the City Council determined that community grants for homeless programs and services would be funded through revenues generated by the City's additional five percent sales tax assessed against marijuana products, which are now dedicated to the homeless population. Applications for funding are reviewed by the Community Grant Committee and are awarded in February.

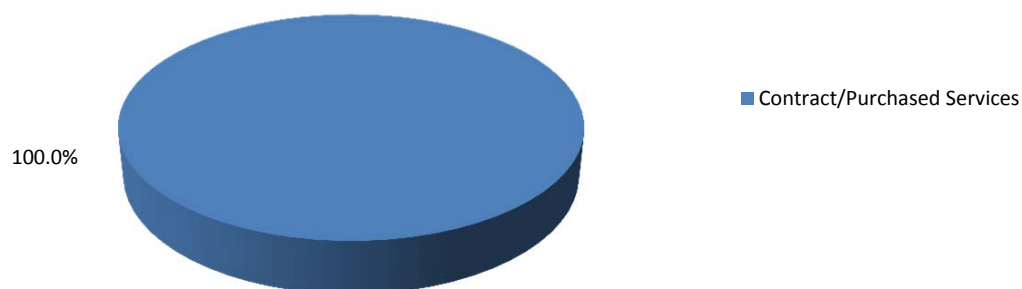
Since a new revenue source has been identified for homeless and other humanitarian programs, staff has proposed an alternative funding mechanism for the Community Grant Program. Subject to City Council approval, funding for the 2019 Community Grant Program is based on the amount expended in 2018 plus the percentage used to project sales tax growth for 2019, rounded to the nearest thousand dollar. For 2019, sales tax receipts have been programmed to increase 2 percent over 2018.

PROGRAM SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%
Total Expenditures	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	82,477	70,687	57,816	55,150	56,250	(14,437)	-20.4%
Hospital Sales Tax Fund	54,400	47,126	38,544	36,376	37,500	(9,626)	-20.4%
Public Works Sales Tax Fund	82,477	70,687	57,816	55,150	56,250	(14,437)	-20.4%
KPU Enterprise Fund	219,354	188,500	154,176	146,676	150,000	(4,176)	-20.4%
Community Grant Fund	12,407	-	-	-	-	-	NA
Total Funding	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%

2019 Expenditures by Type



CITY OF KETCHIKAN**2019 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150****OPERATING BUDGET CHANGES FOR 2019**

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) decreased by \$77,000, or by 20.4%, due to changes for funding homeless and other humanitarian programs. Beginning in 2018, funding for homeless and other humanitarian programs were funded from the proceeds of the newly enacted marijuana sales tax.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%
Contract/Purchased Services	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%
Total Expenditures by Type	451,115	377,000	308,352	293,352	300,000	(77,000)	-20.4%

NARRATIVE

610.02 Grant Awards: \$300,000 - This account provides for financial assistance awards for community agency grant programs.

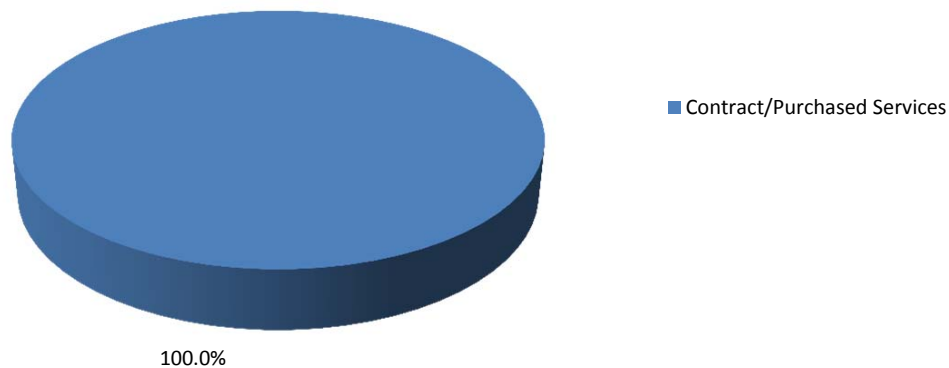
CITY OF KETCHIKAN**2019 Operating and Capital Budget****Mayor and Council****Humanitarian Services Grant Program 1110-151**

The Humanitarian Services Grant Program was established primarily to assist and address the needs of the homeless population in the City of Ketchikan. In 2018, the Ketchikan Municipal Code (KMC) was amended by adding 3.04.020 (b), which established a five percent marijuana sales tax. The KMC was also amended by adding 3.04.130 (e), which required that the proceeds from the five percent marijuana sales tax be used to support the needs of the City's homeless population. Any proceeds not required for assisting and addressing needs of the homeless shall be used for other humanitarian purposes.

PROGRAM SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	-	-	95,500	95,500	98,000	98,000	New
Total Expenditures	-	-	95,500	95,500	98,000	98,000	New

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Marijuana Sales Tax Fund	-	-	95,500	95,500	98,000	98,000	New
Total Funding	-	-	95,500	95,500	98,000	98,000	New

2019 Expenditures by Type

CITY OF KETCHIKAN**2019 Operating and Capital Budget****Mayor and Council****Humanitarian Services Grant Program 1110-151****OPERATING BUDGET CHANGES FOR 2019**

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) increased by \$98,000 due to changes for funding homeless and other humanitarian programs. Beginning in 2018, funding for homeless and other humanitarian programs were funded from the proceeds of the newly enacted marijuana sales tax.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	-	-	95,500	95,500	98,000	98,000	New
Contract/Purchased Services	-	-	95,500	95,500	98,000	98,000	New
Total Expenditures by Type	-	-	95,500	95,500	98,000	98,000	New

NARRATIVE

610.02 Grant Awards: \$98,000 - This account provides for financial assistance for homeless and humanitarian grant programs.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Attorney

Summary

The City Attorney provides certain legal services to the City Council, General Government and Ketchikan Public Utilities; provides legal representation to General Government and Ketchikan Public Utilities on matters where legal representation is not otherwise provided; drafts contracts, ordinances and other legal documents for General Government and Ketchikan Public Utilities; and interprets, applies and prosecutes the ordinances and policies of General Government and Ketchikan Public Utilities. This office does not provide legal services or advice to private individuals.

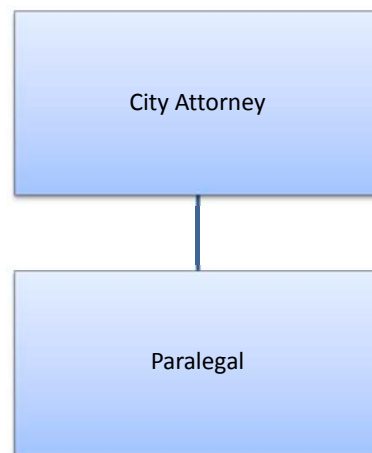
The City Attorney's Office is comprised of one operating division.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	308,167	368,349	368,349	363,402	374,305	5,956	1.6%
Total	308,167	368,349	368,349	363,402	374,305	5,956	1.6%
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	91,241	100,807	100,777	95,830	106,653	5,846	5.8%
Supplies	20,442	28,800	28,800	28,800	28,800	-	0.0%
Contract/Purchased Services	195,994	232,462	232,462	232,462	232,462	-	0.0%
Minor Capital Outlay	11	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	479	780	810	810	890	110	14.1%
Total	308,167	368,349	368,349	363,402	374,305	5,956	1.6%
Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	126,871	152,487	152,487	147,380	151,428	(1,059)	-0.7%
Solid Waste Services Fund	10,006	11,914	11,914	11,923	12,301	387	3.2%
Wastewater Fund	7,613	9,064	9,064	9,071	9,359	295	3.3%
Harbor Fund	5,450	6,489	6,489	6,494	6,700	211	3.3%
Port Fund	8,276	9,854	9,854	9,861	10,174	320	3.2%
KPU Enterprise Fund	149,951	178,541	178,541	178,673	184,343	5,802	3.2%
Total	308,167	368,349	368,349	363,402	374,305	5,956	1.6%
Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.00	1.00	1.00	1.00	57,023	-	0.0%
Total	1.00	1.00	1.00	1.00	57,023	-	0.0%

MISSION STATEMENT

It is the mission of the Law Department to:

- Provide advice on legal matters to the City Council and all of the departments of General Government and Ketchikan Public Utilities;
- Provide legal representation to General Government and Ketchikan Public Utilities on legal matters when representation is not otherwise provided;
- Interpret, apply and prosecute the ordinances and policies of General Government and Ketchikan Public Utilities; and
- Draft contracts, ordinances and other legal documents for General Government and Ketchikan Public Utilities.



GOALS FOR 2019

The Law Department is perhaps unique in that it has less control over its direction and goals than other departments. Unlike policy-making departments or the departments providing direct services to the public, the Law Department finds itself most often in the role of supporting and achieving the goals set by other departments. For these reasons the primary goal of the Law Department is to effectively advance the goals and objectives of the City Council, the managers and the various departments. General goals for 2019 include the following:

- Maintain accessibility to City Officers, Councilmembers and employees;
- Continued review of the Law Department's archives to eliminate outdated files with no archival value within the parameters of the City's records retention schedule; and
- Digitization of archived files being held within the parameters of the City's records retention schedule which are not utilized regularly by the department (ie. closed criminal files under 10 years old).

ACCOMPLISHMENTS FOR 2018

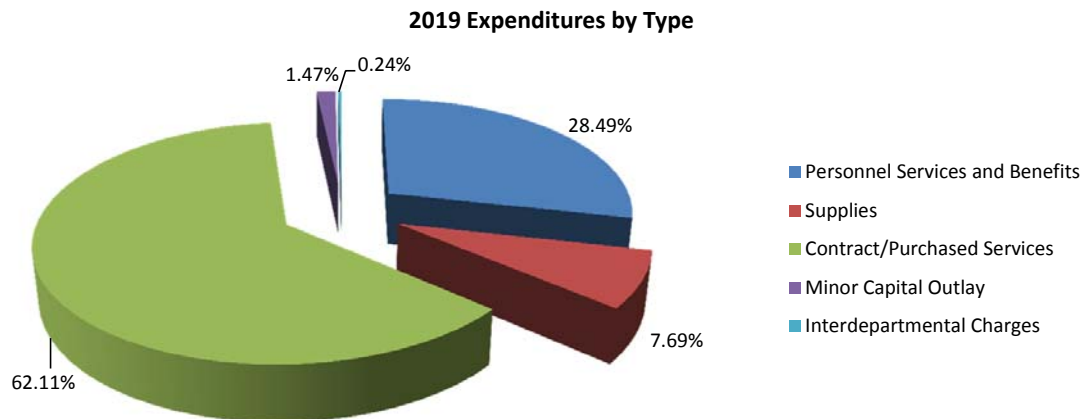
- Devoted substantial efforts towards easements and agreements with private landowners to extend waterfront promenade;
- Devoted substantial efforts to multiple issues associated with the hospital project; and
- Other accomplishments which have been set forth in periodic reports to the City Council.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	91,241	100,807	100,777	95,830	106,653	5,846	5.8%
Supplies	20,442	28,800	28,800	28,800	28,800	-	0.0%
Contract/Purchased Services	195,994	232,462	232,462	232,462	232,462	-	0.0%
Minor Capital Outlay	11	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	479	780	810	810	890	110	14.1%
Total Expenditures	308,167	368,349	368,349	363,402	374,305	5,956	1.6%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	126,871	152,487	152,487	147,380	151,428	(1,059)	-0.7%
Solid Waste Fund	10,006	11,914	11,914	11,923	12,301	387	3.2%
Wastewater Fund	7,613	9,064	9,064	9,071	9,359	295	3.3%
Harbor Fund	5,450	6,489	6,489	6,494	6,700	211	3.3%
Port Fund	8,276	9,854	9,854	9,861	10,174	320	3.2%
KPU Enterprise Fund	149,951	178,541	178,541	178,673	184,343	5,802	3.2%
Total Funding	308,167	368,349	368,349	363,402	374,305	5,956	1.6%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Paralegal	1.00	1.00	1.00	1.00	57,023	-	0.0%
Total	1.00	1.00	1.00	1.00	57,023	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$5,846, or by 5.8%, due to annual employee step increases; a 2% cost of living adjustment for non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2017	2018 Budget			2019	2018 Adopted/2019	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits								
500	.01 Regular Salaries and Wages	51,646	53,417	53,417	51,980	57,023	3,606	6.8%
502	.01 Temporary Wages	-	6,500	6,300	3,250	6,500	-	0.0%
505	.00 Payroll Taxes	3,640	4,590	4,590	4,160	4,860	270	5.9%
506	.00 Pension	11,184	11,760	11,930	11,930	12,550	790	6.7%
507	.00 Health and Life Insurance	22,314	22,850	22,850	22,850	23,950	1,100	4.8%
507	.30 Workers Compensation	242	270	270	240	240	(30)	-11.1%
508	.00 Other Benefits	2,215	1,420	1,420	1,420	1,530	110	7.7%
	Personnel Services and Benefits	91,241	100,807	100,777	95,830	106,653	5,846	5.8%
Supplies								
510	.01 Office Supplies	2,218	2,700	2,700	2,700	2,700	-	0.0%
510	.05 Small Tools and Equipment	-	300	300	300	300	-	0.0%
520	.02 Postage	173	800	800	800	800	-	0.0%
530	.03 Professional and Trade Publications	18,051	25,000	25,000	25,000	25,000	-	0.0%
	Supplies	20,442	28,800	28,800	28,800	28,800	-	0.0%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Attorney

Operations 1120-110

Operating Expenditures			2017	2018 Budget		2019 Budget	2018 Adopted/2019		
			Actual	Adopted	Amended		Estimate	Incr(Decr)	%
Contract/Purchased Services									
600	.01	Travel-Business	-	2,000	2,000	2,000	2,000	-	0.0%
600	.02	Travel-Training	-	1,000	1,000	1,000	1,000	-	0.0%
600	.03	Travel-Training and Education	-	1,000	1,000	1,000	1,000	-	0.0%
605	.01	Ads & Public Announcements	-	2,000	2,000	2,000	2,000	-	0.0%
615	.01	Professional and Technical Licenses	-	100	100	100	100	-	0.0%
630	.03	Bank & Merchant Fees	23	60	60	60	60	-	0.0%
630	.06	Service Charges and Fees	253	3,700	3,700	3,700	3,700	-	0.0%
635	.07	Machinery & Equipment Maint Services	403	700	700	700	700	-	0.0%
640	.01	Legal and Accounting Services	193,800	219,802	219,802	219,802	219,802	-	0.0%
650	.01	Telecommunications	1,515	2,000	2,000	2,000	2,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
Contract/Purchased Services			195,994	232,462	232,462	232,462	232,462	-	0.0%
Minor Capital Outlay									
790	.15	Furniture and Fixtures	-	1,000	1,000	1,000	1,000	-	0.0%
790	.25	Machinery & Equipment	-	500	500	500	500	-	0.0%
790	.26	Computers, Printers and Copiers	11	3,500	3,500	3,500	3,500	-	0.0%
790	.35	Software	-	500	500	500	500	-	0.0%
Minor Capital Outlay			11	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges									
825	.01	Insurance Premiums and Claims	479	780	810	810	890	80	14.1%
Interdepartmental Charges			479	780	810	810	890	110	14.1%
Total Expenditures by Type			308,167	368,349	368,349	363,402	374,305	5,956	1.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$57,023– This account provides for the cost of the annual salary paid to the Law Department’s Paralegal.

502.01 Temporary Wages: \$6,500 - This account provides for compensation paid for temporary personnel services for those occasions when the Paralegal or Legal Secretary is absent.

505.00 Payroll Taxes: \$4,860 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$12,550 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$23,950 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$240– This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$1,530 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,700 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.05 Small Tools and Equipment: \$300 - This account provides for minor tools and operating and office equipment with a value of less than \$1,000. Included are computer accessories, space heaters, calculators, file cabinets and similar types of minor tools and equipment.

520.02 Postage: \$800 - This account provides for postal related services such as postage, express delivery and mailing materials.

530.03 Professional and Technical Publications: \$25,000 - This account provides for subscription costs to professional and technical publications. Included are electronic subscription services for legal research (BNA Labor and Employment Law Resource Center, Westlaw Database) as well as subscriptions to maintain the Law Department's library; *i.e.*, Alaska Statutes, Alaska Digest, Alaska Administrative Code and Pacific Reporter. The total costs of the BNA Labor and Employment Law Resource Center is to be split between the Law Department and the Human Resources Division.

600.01 Travel-Business: \$2,000 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business or litigation.

600.02 Travel-Training: \$1,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Travel-Training and Education: \$1,000 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$2,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices and recruiting.

615.01 Professional and Technical Licenses: \$100 – This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid for the Paralegal's Notary Public Commission.

630.03 Bank and Merchant Charges: \$60 – This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

630.06 Service Charges and Fees: \$3,700 - This account provides for payment of fees and services provided by the state and local process servers. Included are filing fees paid to the state for opening civil cases, fees paid to Department of Motor Vehicles for re-titling of vehicles taken through the DWI forfeiture process, recording of documents and fees charged by local process servers.

635.07 Machinery and Equipment Maintenance Services: \$700 - This account provides for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the Law Department. This account includes labor and materials required to provide the service to the Law Department's facsimile and color copier.

640.01 Legal and Accounting Services: \$219,802 - This account provides for legal services. Included are contract attorney services, public defender services, specialized legal services for complex issues that cannot be addressed by the Law Department and other legal services.

650.01 Telecommunications: \$2,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$100 - This account provides for solid waste utility services associated with incineration of Law Department files that are no longer retained according to the retention schedule.

790.15 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets and storage cabinets.

790.25 Machinery and Equipment: \$500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers and Copiers: \$3,500 – This account provides for the computers, printers and copiers that may be required to be replaced during the course of the year.

790.35 Software: \$500 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$890 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Clerk

Summary

The City Clerk's Office makes every effort to provide quality administrative support to the City's elected officials and staff, and to serve the public by providing a liaison between the community and government through the dissemination of information. The City Clerk is appointed by the Mayor and City Council.

The City Clerk's Office is comprised of one operating division.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	297,510	324,098	337,378	334,830	360,429	36,331	11.2%
Total	297,510	324,098	337,378	334,830	360,429	36,331	11.2%

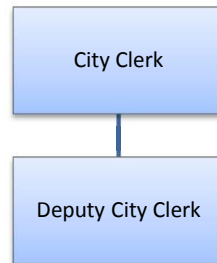
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	246,134	243,988	257,168	254,660	276,909	32,921	13.5%
Supplies	2,677	6,870	5,690	5,690	6,870	-	0.0%
Contract/Purchased Services	47,538	68,350	68,350	68,350	74,500	6,150	9.0%
Minor Capital Outlay	-	3,000	4,180	4,150	-	(3,000)	-100.0%
Interdepartmental Charges	1,161	1,890	1,990	1,980	2,150	260	13.8%
Total	297,510	324,098	337,378	334,830	360,429	36,331	11.2%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	110,465	120,328	125,258	124,320	133,829	13,501	11.2%
Solid Waste Services Fund	10,324	11,250	11,710	11,620	12,510	1,260	11.2%
Wastewater Fund	7,854	8,560	8,910	8,840	9,520	960	11.2%
Harbor Fund	5,623	6,130	6,380	6,330	6,810	680	11.1%
Port Fund	8,539	9,300	9,680	9,610	10,340	1,040	11.2%
KPU Enterprise Fund	154,705	168,530	175,440	174,110	187,420	18,890	11.2%
Total	297,510	324,098	337,378	334,830	360,429	36,331	11.2%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.00	2.00	2.00	131,709	-	0.0%
Total	2.00	2.00	2.00	2.00	131,709	-	0.0%

MISSION STATEMENT

The mission of the City Clerk's Office is to provide quality services and staff support efficiently and effectively to the public at large, to the City Council and to the City and KPU staff. Additionally, the City Clerk's Office oversees municipal elections and other such elections as may be required by law or ordinance. The City Clerk serves as the clerical officer to the City Council. The City Clerk's Office records the minutes of all proceedings of the City Council and maintains resolutions and ordinances as may be adopted. The City Clerk is the custodian of such documents, records and archives as may be provided by law or ordinance.



GOALS FOR 2019

- Maintain the same level of service to the City Council, staff and citizens of Ketchikan.
- Continue to operate the City Clerk's Office in a manner that reflects positively on the City of Ketchikan.
- Continue to inventory and, as appropriate, supervise destruction of departments' records.
- Continue an effort toward as much transparency as possible in order to engage the public in many aspects of Council and City operations.
- One election has been scheduled for 2019.
- Convert and implement current video streaming/agenda management software to better serve the City Council.

ACCOMPLISHMENTS FOR 2018

- Conducted a regular election on October 2, 2018. Two councilmembers and the Mayor were elected for a three-year term each.
- Continued training on the City-wide records program with multiple departments and divisions.
- Continued to provide assistance to all departments regarding administration of their pages on the City's website.
- Spearheaded a Social Media Policy for the City and KPU. Purchased social media records software to capture and backup all City and KPU social media records.
- Implemented a cemetery management software system to better manage cemetery records and allow public access to those records.
- Provided extensive assistance to the State of Alaska in running its primary and general elections.

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	246,134	243,988	257,168	254,660	276,909	32,921	13.5%
Supplies	2,677	6,870	5,690	5,690	6,870	-	0.0%
Contract/Purchased Services	47,538	68,350	68,350	68,350	74,500	6,150	9.0%
Minor Capital Outlay	-	3,000	4,180	4,150	-	(3,000)	NA
Interdepartmental Charges	1,161	1,890	1,990	1,980	2,150	260	13.8%
Total Expenditures	297,510	324,098	337,378	334,830	360,429	36,331	11.2%

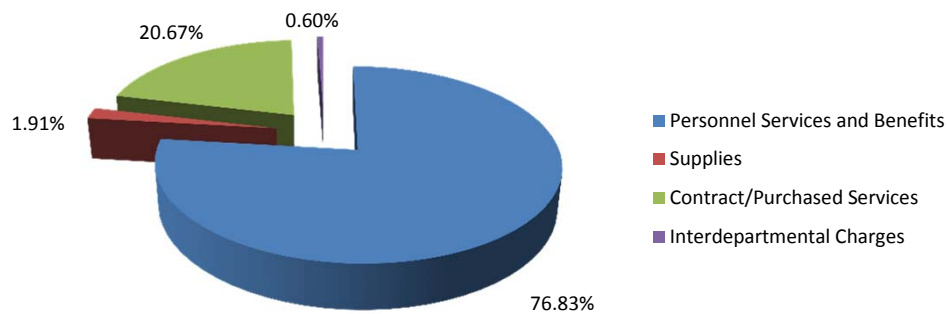
CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Clerk

Operations 1130-110

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	110,465	120,328	125,258	124,320	133,829	13,501	11.2%
Solid Waste Fund	10,324	11,250	11,710	11,620	12,510	1,260	11.2%
Wastewater Fund	7,854	8,560	8,910	8,840	9,520	960	11.2%
Harbor Fund	5,623	6,130	6,380	6,330	6,810	680	11.1%
Port Fund	8,539	9,300	9,680	9,610	10,340	1,040	11.2%
KPU Enterprise Fund	154,705	168,530	175,440	174,110	187,420	11,980	11.2%
Total Funding	297,510	324,098	337,378	334,830	360,429	36,331	11.2%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Clerk	1.00	1.00	1.00	1.00	72,793	-	0.0%
Deputy Clerk	1.00	1.00	1.00	1.00	58,916	-	0.0%
Total	2.00	2.00	2.00	2.00	131,709	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$32,921, or by 13.5%, due to the adjustment made to the City Clerk's salary in 2018; annual step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2019; adjustment to accrued leave balances for employees eligible for retirement; projected increases in employee health insurance premiums; and staff turn over.
- Software Maintenance Services (Account 635.04) increased by \$5,900, or by 64.8%, to consolidate and reflect the costs associated with the City Council Meeting Video Streaming and City Clerk Agenda Management Programs .

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Clerk

Operations 1130-110

DIVISION OPERATING BUDGET DETAIL

DIVISION OPERATING BUDGET DETAIL									
Operating Expenditures			2017	2018 Budget		2019	2018 Adopted/2019		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	136,137	138,878	147,158	146,760	131,709	(7,169)	-5.2%
501	.01	Overtime Wages	2,050	2,960	2,960	2,600	2,960	-	0.0%
502	.01	Temporary Wages	2,281	3,900	3,900	3,830	3,900	-	0.0%
505	.00	Payroll Taxes	10,300	11,150	11,920	11,650	10,600	(550)	-4.9%
506	.00	Pension	29,926	31,200	33,310	32,270	36,540	5,340	17.1%
507	.00	Health and Life Insurance	53,184	54,510	54,530	54,530	74,410	19,900	36.5%
507	.30	Workers Compensation	661	640	680	620	510	(130)	-20.3%
508	.00	Other Benefits	10,945	-	260	-	13,880	13,880	NA
509	.05	Allowances-Expense	650	750	2,450	2,400	2,400	1,650	220.0%
Personnel Services and Benefits			246,134	243,988	257,168	254,660	276,909	32,921	13.5%
Supplies									
510	.01	Office Supplies	1,741	4,000	4,000	4,000	4,000	-	0.0%
510	.02	Operating Supplies	658	2,400	1,220	1,220	2,400	-	0.0%
520	.02	Postage	123	300	300	300	300	-	0.0%
530	.02	Periodicals	155	170	170	170	170	-	0.0%
Supplies			2,677	6,870	5,690	5,690	6,870	-	0.0%
Contract/Purchased Services									
600	.02	Travel-Training	5,524	6,500	6,500	6,500	6,500	-	0.0%
600	.03	Travel-Training and Education	2,035	2,400	2,400	2,400	2,400	-	0.0%
605	.01	Advertising & Public Announcements	12,496	13,000	13,000	13,000	13,000	-	0.0%
605	.03	Printing and Binding	1,058	2,200	2,200	2,200	2,200	-	0.0%
615	.01	Professional and Technical Licenses	90	550	550	550	550	-	0.0%
615	.02	Assn. Membership Dues & Fees	510	750	750	750	750	-	0.0%
635	.01	Government Contractual Services	1,820	1,750	1,750	1,750	1,750	-	0.0%
635	.04	Software Maintenance Services	8,194	9,100	9,100	9,100	15,000	5,900	64.8%
635	.07	Machinery & Equipment Maint Services	571	500	500	500	750	250	50.0%
635	.12	Technical Services	13,650	19,300	19,300	19,300	19,300	-	0.0%
645	.02	Rents and Leases-Machinery & Equipmen	-	10,000	10,000	10,000	10,000	-	0.0%
650	.01	Telecommunications	1,590	2,000	2,000	2,000	2,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	-	300	300	300	300	-	0.0%
Contract/Purchased Services			47,538	68,350	68,350	68,350	74,500	6,150	9.0%
Minor Capital Outlay									
790	.26	Computers, Printers & Copiers	-	3,000	4,180	4,150	-	(3,000)	-100.0%
Minor Capital Outlay			-	3,000	4,180	4,150	-	(3,000)	-100.0%
Interdepartmental Charges									
825	.01	Insurance Premiums and Claims	1,161	1,890	1,990	1,980	2,150	160	13.8%
Interdepartmental Charges			1,161	1,890	1,990	1,980	2,150	260	13.8%
Total Expenditures by Type			297,510	324,098	337,378	334,830	360,429	36,331	11.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$131,709 – This account provides for compensation paid to all regular salaried and hourly employees of the City Clerk's Office.

501.01 Overtime Wages: \$2,960 - This account provides for compensation paid to the Deputy Clerk for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$3,900 - This account provides for compensation paid for temporary personnel services when the City Clerk and Deputy Clerk are out of the office.

505.00 Payroll Taxes: \$10,600 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$36,540 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$74,410 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$510 – This account provides for employer contributions to workers compensation.

508.00 Other Expenses: \$13,880 - This account provides for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.05 Allowances - Expense: \$2,400 - This account provides for the cost of the \$200 per month for vehicle expense stipend granted to the City Clerk for attending City Council meetings as well as other incidental expenses.

510.01 Office Supplies: \$4,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, toner cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines, and tape dispensers.

510.02 Operating Supplies: \$2,400 - This account provides for minutes, resolution and ordinance books; specialized supplies for archival records and election supplies.

520.02 Postage: \$300 - This account provides for postal related services such as postage, express delivery, and mailing materials for the City Clerk's Office, including elections.

530.02 Periodicals: \$170 - This account provides for a subscription to the Ketchikan Daily News.

600.02 Travel-Training: \$6,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. Both the City Clerk and Deputy City Clerk attend the International Institute of Municipal Clerks Annual Conference as well as the Alaska Association of Municipal Clerks Annual Conference.

600.03 Training and Education: \$2,400 - This account provides for registration fees for both the City Clerk and Deputy City Clerk to attend the International Institute of Municipal Clerks Annual Conference as well as the Alaska Association of Municipal Clerks Annual Conference.

605.01 Advertising and Public Announcements: \$13,000 - This account provides for advertising and announcements primarily in the local newspaper. Included are legal notices, election notices, agenda advertisements, special meeting announcements, etc.

605.03 Printing and Binding: \$2,200 – This account provides for job printing and binding services. Included is the printing of election ballots.

615.01 Professional and Technical Licenses: \$550 - This account provides for the fees incurred in obtaining certification as a Master Municipal Clerk and a notary bond.

615.02 Assn. Membership Dues & Fees: \$750 – This account provides for memberships for the City Clerk and Deputy Clerk in both the International Institute of Municipal Clerks and the Alaska Association of Municipal Clerks.

635.01 Governmental Contractual Services: \$1,750 - This account provides for the reimbursement paid to the Ketchikan Gateway Borough for compensation paid to election workers.

635.04 Software Maintenance Services: \$15,000 - This account provides for video streaming and agenda management services.

635.07 Machinery & Equipment Maintenance Services: \$750 - This account provides for services for the repair and maintenance of office equipment such as transcribers and recorders.

635.12 Technical Services: \$19,300 - This account provides for programming of the memory cards for elections as well as codification updates to the Ketchikan Municipal Code. It also provides for preservation services of historical City records.

645.02 Rents and Leases-Machinery & Equipment: \$10,000 - This account provides for lease of voting equipment needed for the local municipal election.

650.01 Telecommunications: \$2,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, long-distance and the iPad LTE network.

650.02 Electric, Water, Sewer & Solid Waste: \$300 - This account provides primarily for the disposal of records of the City Clerk's Office that have reached the end of retention life.

825.01 Interdepartmental Charges – Insurance: \$2,150 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Manager

Summary

The City Manager serves as the chief executive of the City of Ketchikan municipal government. The office oversees the daily operation of eleven (11) separate departments and numerous operating divisions that have a combined annual budget in excess of \$64.7 million.



The City Manager's Office is comprised of two operating divisions and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	286,127	305,424	328,207	294,327	311,315	5,891	1.9%
Human Resources	403,380	442,675	446,175	435,575	460,093	17,418	3.9%
Total	689,507	748,099	774,382	729,902	771,408	23,309	3.1%

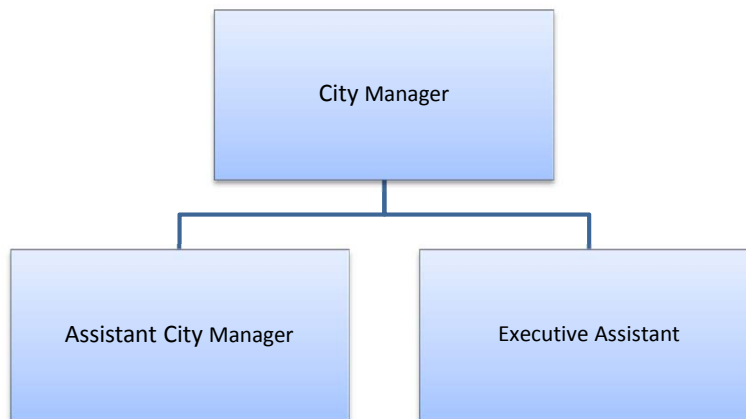
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	589,322	614,919	626,870	592,545	631,238	16,319	2.7%
Supplies	30,698	27,965	41,445	38,970	29,440	1,475	5.3%
Contract/Purchased Services	66,050	95,125	93,775	86,365	100,975	5,850	6.1%
Minor Capital Outlay	212	4,850	6,842	6,572	3,825	(1,025)	-21.1%
Interdepartmental Charges	3,225	5,240	5,450	5,450	5,930	690	13.2%
Total	689,507	748,099	774,382	729,902	771,408	23,309	3.1%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	457,239	494,139	516,202	480,702	508,118	13,979	2.8%
Solid Waste Fund	23,926	25,960	26,870	25,320	26,770	810	3.1%
Wastewater Fund	18,203	19,750	20,440	19,270	20,370	620	3.1%
Harbor Fund	13,032	14,140	14,630	13,790	14,580	440	3.1%
Port Fund	19,789	21,470	22,230	20,950	22,130	660	3.1%
KPU Enterprise Fund	157,318	172,640	174,010	169,870	179,440	6,800	3.9%
Total	689,507	748,099	774,382	729,902	771,408	23,309	3.1%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.50	1.50	1.50	1.50	185,225	-	0.0%
Human Resources	3.00	3.00	3.00	3.00	219,823	-	0.0%
Total	4.50	4.50	4.50	4.50	405,048	-	0.0%

MISSION STATEMENT

The mission of the City of Ketchikan government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law; the Charter of the City of Ketchikan; the Ketchikan Municipal Code; and the citizens of Ketchikan as represented by the City Council. The City Manager's Office exercises line authority over all municipal departments with combined operating and capital improvement budgets in support of daily service delivery and furtherance of long-range goals. The City Manager's Office ensures implementation, supervision and evaluation of all municipal activities, programs and facilities. This includes the normal range of programs and projects associated with all City departments and special projects and/or tasks that do not fall within the scope of the City's traditional departmental structure. The mission of this office is to ensure that these responsibilities and duties are carried out in a timely and efficient manner that reflects positively on the City of Ketchikan.



GOALS FOR 2019

- Provide timely information and recommendations to the City Council.
- Follow through on direction provided by the City Council as the result of business conducted at regular meetings of the City Council or through enactment of policies provided for in the 2019 General Government Operating and Capital Budget.
- Continue management oversight of Ketchikan Public Utilities.
- Coordinate and improve citizen participation and public information efforts.
- Coordinate and improve employee outreach and recognition programs.
- Strengthen employee focus on customer service and improvement of all municipal programs and services.
- Encourage team building among staff.
- Work with the department heads, in order to move forward with City Council approved Capital Improvement Programs.
- Work with the Alaska Department of Transportation, in order to ensure that the construction of the replacement of Water Street Trestle No. 2 meets the needs of the adjacent residents and community at large.
- Work with NAC Architecture, DOWL and Layton Dawson Joint Venture Constructors, in order to finalize outstanding issues associated with Phase I of the Ketchikan Medical Center Expansion Project.
- Work with the Fire Chief to implement a department apparatus modernization program by which vehicles are selected for replacement and/or refurbishment depending on their condition and remaining useful life.
- Work with the City Council and Women in Safe Homes (WISH) to repurpose the former Ketchikan Regional Youth Facility as a new shelter for the not-for-profit agency.
- Work with the cruise ship industry, in order to develop a capital improvement and financing plan to accommodate the post-

Panamax class of cruise ship vessels that are entering the Alaska market.

- Work with the cruise ship industry, in order to undertake a series of uplands improvements in support of Port facility upgrades to accommodate the post-Panamax class of cruise ship vessels that are entering the Alaska market.
- Work with the City's legislative lobbyist, in order to ensure the continued distribution of state Commercial Passenger Vessel (CPV) tax revenues to the City of Ketchikan.
- Prepare the draft 2020 General Government Annual Budget and the 2020-2024 Capital Improvement Program. Evaluate traditional service delivery in light of continued reductions in state programs and/or direct assistance to municipalities.
- Continue working with the Engineering Division, the Fire Department and the City Attorney's Office to address abandoned and/or blighted buildings within City limits.

ACCOMPLISHMENTS FOR 2018

- Continued management and oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2019 General Government Operating and Capital Budget to the City Council.
- Completed recruitment efforts to fill the vacant position of Assistant City Manager, which was vacated by David Martin when he resigned effective February 13, 2018. Former Museum Director Lacey Simpson of Winthrop, Washington was appointed to the position effective June 11, 2018.
- Worked closely with the state lobbyist Ray Matiashowski, in order to secure continued state CPV funding for 2018 and a \$3,000,000 capital appropriation for cruise ship berth improvements at the Port of Ketchikan.
- Worked with NAC Architecture, DOWL and Layton Dawson Joint Venture Constructors, in order to complete Phase II of the Ketchikan Medical Center Expansion Project.
- Worked with the Museum Department staff, in order to complete the new permanent exhibit at the Tongass Historical Museum. "Ketchikan Is" opened to the public on Friday, April 27, 2018.
- Continued to represent the City on PeaceHealth's Community Health Board and Community Collaboration Committee.
- Continued to participate as staff to the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	268,726	276,764	288,715	255,480	283,525	6,761	2.4%
Supplies	3,770	7,125	14,405	14,280	7,000	(125)	-1.8%
Contract/Purchased Services	11,918	17,545	19,045	18,745	17,545	-	0.0%
Minor Capital Outlay	212	1,550	3,542	3,322	525	(1,025)	-66.1%
Interdepartmental Charges	1,501	2,440	2,500	2,500	2,720	280	11.5%
Total	286,127	305,424	328,207	294,327	311,315	5,891	1.9%

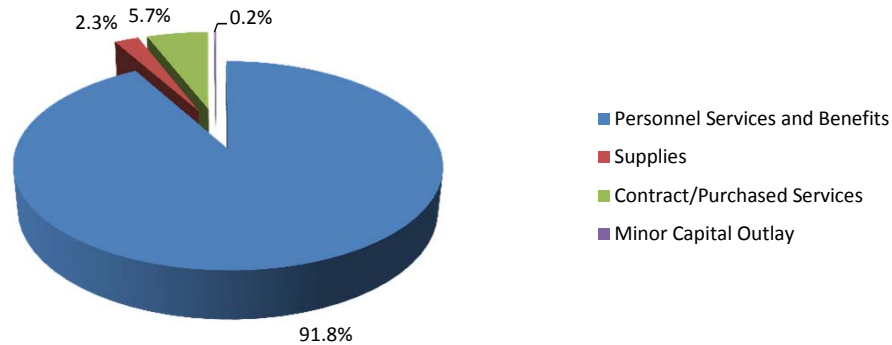
CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Manager

Operations Division 1140-110

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr (Decr)	%
General Fund	255,025	272,224	292,537	262,337	277,485	5,261	1.9%
Solid Waste Fund	9,929	10,600	11,390	10,210	10,800	200	1.9%
Wastewater Fund	7,554	8,060	8,660	7,770	8,220	160	2.0%
Harbor Fund	5,408	5,770	6,200	5,560	5,880	110	1.9%
Port Fund	8,212	8,770	9,420	8,450	8,930	160	1.8%
Total	286,127	305,424	328,207	294,327	311,315	5,891	1.9%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr (Decr)	%
City Manager	0.50	0.50	0.50	0.50	97,789	-	0.0%
Assistant City Manager	0.50	0.50	0.50	0.50	55,813	-	0.0%
Executive Assistant	0.50	0.50	0.50	0.50	31,623	-	0.0%
Total	1.50	1.50	1.50	1.50	185,225	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$6,761, or by 2.4%, due to annual employee step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2019; projected increases in employee health insurance premiums; and the City Council's determination in 2018 to allocate the salary of the City Manager/General Manager equally between General Government and Ketchikan Public Utilities.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Manager

Operations Division 1140-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2017	2018 Budget		2019	2018 Adopted/2019	
			Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)
Personnel Services and Benefits								
500. 01	Regular Salaries and Wages	179,677	181,254	192,165	167,800	185,225	3,971	2.2%
501. 01	Overtime Wages	132	1,000	1,000	1,000	1,000	-	0.0%
502. 01	Temporary Wages	-	2,000	2,000	2,000	2,000	-	0.0%
505. 00	Payroll Taxes	11,872	14,100	15,160	13,110	14,400	300	2.1%
506. 00	Pension	38,939	40,100	41,410	36,920	40,970	870	2.2%
507. 00	Health and Life Insurance	30,416	32,480	30,730	28,530	34,050	1,570	4.8%
507. 30	Workers Compensation	843	810	870	740	700	(110)	-13.6%
508. 00	Other Benefits	6,582	4,720	5,080	5,080	4,880	160	3.4%
509. 10	Allowances-Add'l Life Benefit	265	300	300	300	300	-	0.0%
Personnel Services and Benefits		268,726	276,764	288,715	255,480	283,525	6,761	2.4%
Supplies								
510. 01	Office Supplies	3,191	5,000	4,780	4,780	5,000	-	0.0%
515. 01	Vehicle Maintenance Materials	-	300	500	500	300	-	0.0%
520. 02	Postage	35	200	200	200	200	-	0.0%
525. 04	Vehicle Motor Fuel & Lubricants	268	625	625	500	500	(125)	-20.0%
535. 01	Moving Expenses	-	-	7,500	7,500	-	-	NA
535. 02	Business and Meal Expenses	276	1,000	800	800	1,000	-	0.0%
Supplies		3,770	7,125	14,405	14,280	7,000	(125)	-1.8%
Contract/Purchased Services								
600. 01	Travel-Business	5,069	6,875	6,875	6,875	6,875	-	0.0%
605. 01	Advertising and Public Announcements	-	300	1,800	1,500	300	-	0.0%
615. 02	Assn. Membership Dues & Fees	3,666	3,625	3,625	3,625	3,625	-	0.0%
635. 07	Machinery & Equip Maint Services	10	2,950	2,950	2,950	2,950	-	0.0%
650. 01	Telecommunications	3,173	3,700	3,700	3,700	3,700	-	0.0%
650. 02	Electric, Water, Sewer & Solid Waste	-	95	95	95	95	-	0.0%
Contract/Purchased Services		11,918	17,545	19,045	18,745	17,545	-	0.0%
Minor Capital Outlay								
790. 15	Furniture and Fixtures	-	525	2,297	2,297	525	-	0.0%
790. 26	Computers, Printers & Copiers	212	1,025	1,245	1,025	-	(1,025)	-100.0%
Minor Capital Outlay		212	1,550	3,542	3,322	525	(1,025)	-66.1%
Interdepartmental Charges								
825. 01	Interdepartmental-Insurance	1,501	2,440	2,500	2,500	2,720	280	11.5%
Interdepartmental Charges		1,501	2,440	2,500	2,500	2,720	280	11.5%
Total Expenditures by Type		286,127	305,424	328,207	294,327	311,315	5,891	1.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$185,225 – This account provides for the cost of the annual salaries paid to the employees of the City Manager's Office.

501.01 Overtime Wages: \$1,000 – This account provides for the compensation paid to the Executive Assistant for hours worked in excess of a regular working cycle. These excess hours typically occur during budget and legislative preparation periods.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

City Manager

Operations Division 1140-110

502.01 Temporary Wages: \$2,000 – This account provides for the compensation paid for temporary secretarial/clerical help for those occasions when the Executive Assistant is on leave or for additional hours worked when workloads are unusually heavy.

505.00 Payroll Taxes: \$14,400 – This account provides for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$40,970 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$34,050 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$700 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$4,880 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.10 Allowances-Add'l Life Benefit: \$300 - This account provides for the reimbursement of life insurance premiums paid by the City Manager.

510.01 Office Supplies: \$5,000 – This account provides for expendable office supply items such as pens, markers, paper, tape, paperclips, staples, envelopes, notepads, correction tape, post-its, etc. It also provides funds to supply all departments housed at City Hall with their copy paper needs.

515.01 Vehicle Maintenance Materials: \$300 – This account provides for the cost associated with the materials to maintain the department's vehicle.

520.02 Postage: \$200 – This account provides for the cost of postal related services such as postage and mailing materials.

525.04 Vehicle Motor Fuel and Lubricants: \$500 – This account provides for expenditures that involve the purchase of gasoline and other lubricants used for the operations of the division's vehicle.

535.02 Business and Meal Expenses: \$1,000 – This account provides for general expenses incurred by the City Manager's staff during the course of the year.

600.01 Travel - Business: \$6,875 – This account provides for the cost associated with business travel by the City Manager and office staff.

605.01 Advertising and Public Announcements: \$300 - This account provides for public notice and classified ad expenses.

615.02 Assn. Membership Dues & Fees: \$3,625 – This account provides for the cost of membership in the International City/County Management Association and the Alaska Municipal League.

635.07 Machinery & Equipment Maintenance Services: \$2,950 – This account provides for services for routine and non-routine maintenance associated with equipment located in the 3rd and 4th floor copier rooms.

650.01 Telecommunications: \$3,700 – This account provides for monthly wired and wireless charges, long-distance services, long-distance facsimile transmission, line rentals and maintenance of the phone system as well as the iPad 4G Network for the City Manager's Office.

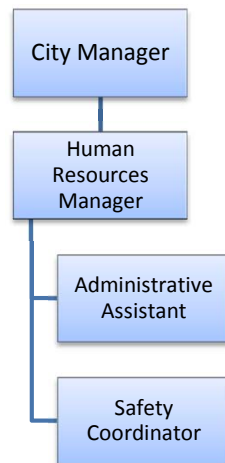
650.02 Electric, Water, Sewer & Solid Waste: \$95 – This account provides for the cost associated with the destruction of records from the City Manager's Office that have reached the end of their retention life.

790.15 Furniture and Fixtures: \$525 – This account provides for the cost of office equipment and furniture. Included in this account is one-half the cost of a new office chair for the City Manager.

825.01 Interdepartmental Charges-Insurance: \$2,720 – This account provides for the cost for risk management services.

MISSION STATEMENT

The mission of the Human Resources Division is to assist management staff and employees of both General Government and Ketchikan Public Utilities, in order to attract and retain a work force that can provide efficient and cost-effective services to the community. The division provides centralized personnel and employment services to all City and KPU departments including, but not limited to: employee recruitment and selection; establishing and maintaining job descriptions; updating the employee performance evaluation system and notifying supervisors when evaluations are due; administering the compensation plan; developing and administering personnel policies and procedures; ensuring compliance with state and federal labor, safety and health laws; assisting managers in eliminating time losses from accidents; maintaining employee records; assisting managers with grievance resolution and disciplinary actions; serving as a member of the City and KPU's collective bargaining teams; ensuring that the City and KPU have well-trained work forces; and managing employee recognition programs.



GOALS FOR 2019

- Continue to update and maintain all City/KPU personnel policies and procedures.
- Continue to enhance and streamline Human Resources Division systems, processes, records and work environment.
- Remove all files from second floor archive room to the newly created third floor storage room.
- Conduct 3-5 year rotational review of all City/KPU job descriptions and revise as necessary.
- Collaborate with departments/divisions to provide education and training on issues related to human resources, supervision, workers' compensation, FMLA and payroll.
- Continue employee training in the areas of sexual harassment and ethics.
- Develop a plan to identify progression opportunities for all City/KPU employees.
- Continue to promote the City of Ketchikan as a great place to work and live.
- Implement new leadership series training designed for newly promoted supervisors and/or current supervisors and managers.
- Continue to maintain the average return of seven (7) days on background check completions.

ACCOMPLISHMENTS FOR 2018

- Assisted various departments and divisions with position recruitment consisting of seven management; twenty-nine non-management; ninety-three temporary; twenty promotions; and nine transfers. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new employees.
- Moved and set up storage room to the third floor of City Hall.
- Continued employee identification badges for all City of Ketchikan and Ketchikan Public Utilities employees.
- Conducted monthly audits on premium pay.
- Continued to revise and update Human Resources Division forms.
- Continued the employee service award program.
- Continued to monitor the employee evaluation program.
- Continued support of the Horton Health Initiative for all City/KPU employees.
- Continued to conduct a portion of the background check process. Human Resources Division staff conducted the employer and/or reference check portion of the background check process.
- Continued OSHA required safety training for General Government and KPU employees.
- Successfully administered the City's random alcohol and drug testing program.
- Assisted the City Manager's Office in completing the recruitment for the position of Assistant City/General Manager. Lacey Simpson of Winthrop, WA was appointed to the position effective June 11, 2018.
- Assisted the Police Chief in completing the recruitment for the position of Deputy Chief. Lieutenant Eric Mattson was promoted to the position effective June 22, 2018.

DIVISION SUMMARY

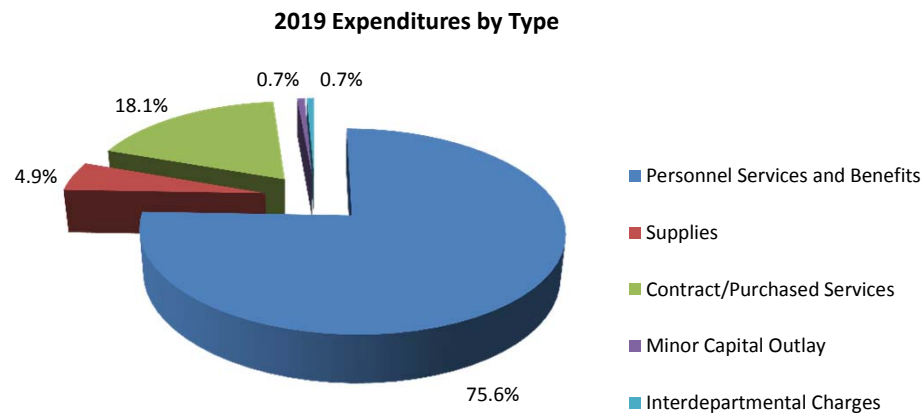
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	320,596	338,155	338,155	337,065	347,713	9,558	2.8%
Supplies	26,928	20,840	27,040	24,690	22,440	1,600	7.7%
Contract/Purchased Services	54,132	77,580	74,730	67,620	83,430	5,850	7.5%
Minor Capital Outlay	-	3,300	3,300	3,250	3,300	-	0.0%
Interdepartmental Charges	1,724	2,800	2,950	2,950	3,210	410	14.6%
Total Expenditures	403,380	442,675	446,175	435,575	460,093	17,418	3.9%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr (Decr)	%
General Fund	202,214	221,915	223,665	218,365	230,633	8,718	3.9%
Solid Waste Fund	13,997	15,360	15,480	15,110	15,970	610	4.0%
Wastewater Fund	10,649	11,690	11,780	11,500	12,150	460	3.9%
Harbor Fund	7,624	8,370	8,430	8,230	8,700	330	3.9%
Port Fund	11,577	12,700	12,810	12,500	13,200	500	3.9%
KPU Enterprise Fund	157,318	172,640	174,010	169,870	179,440	5,430	3.9%
Total Funding	403,380	442,675	446,175	435,575	460,093	17,418	3.9%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr (Decr)	%
Human Resources Manager	1.00	1.00	1.00	1.00	108,469	-	0.0%
Safety Coordinator	1.00	1.00	1.00	1.00	65,502	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	45,852	-	0.0%
Total	3.00	3.00	3.00	3.00	219,823	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$9,558, or by 2.8%, due to annual employee step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2019; increased temporary help to cover the office during those periods when the Administrative Assistant is absent; and projected increases in employee health insurance premiums.
- Travel and Education (Account No. 600.03) increased by \$5,850, or by 43.3%, due to the implementation of leadership training for managers and supervisors.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	207,432	214,855	214,855	214,855	219,823	4,968	2.3%
502. 01 Temporary Wages	2,084	2,500	2,500	2,500	3,100	600	24.0%
505. 00 Payroll Taxes	15,565	16,630	16,630	16,440	17,060	430	2.6%
506. 00 Pension	44,921	47,270	47,270	47,270	48,370	1,100	2.3%
507. 00 Health and Life Insurance	44,224	50,350	50,350	49,480	52,750	2,400	4.8%
507. 30 Workers Compensation	980	960	960	930	830	(130)	-13.5%
508. 00 Other Benefits	5,390	5,590	5,590	5,590	5,780	190	3.4%
Personnel Services and Benefits	320,596	338,155	338,155	337,065	347,713	9,558	2.8%
Supplies							
510. 01 Office Supplies	11,222	3,865	6,065	3,865	3,865	-	0.0%
510. 02 Operating Supplies	11,858	12,000	16,000	16,000	13,500	1,500	12.5%
510. 03 Safety Program Supplies	339	1,000	1,000	950	1,000	-	0.0%
520. 02 Postage	144	250	250	150	250	-	0.0%
530. 03 Professional & Technical Publications	3,365	3,725	3,725	3,725	3,825	100	2.7%
Supplies	26,928	20,840	27,040	24,690	22,440	1,600	7.7%
Contract/Purchased Services							
600. 02 Travel-Training	1,870	3,500	3,500	3,500	3,500	-	0.0%
600. 03 Training and Education	13,407	13,500	13,500	13,500	19,350	5,850	43.3%
615. 02 Assn. Membership Dues & Fees	449	740	740	740	740	-	0.0%
635. 07 Machinery & Equipment Maint Services	1,323	2,560	2,410	1,800	2,560	-	0.0%
635. 12 Technical Services	28,319	33,500	33,500	31,000	33,500	-	0.0%
640. 01 Legal and Accounting Services	3,745	16,500	12,500	12,000	16,500	-	0.0%
640. 04 Management and Consulting Services	2,924	5,000	6,300	3,000	5,000	-	0.0%
650. 01 Telecommunications	2,095	2,180	2,180	1,980	2,180	-	0.0%
650. 02 Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
Contract/Purchased Services	54,132	77,580	74,730	67,620	83,430	5,850	7.5%
Minor Capital Outlay							
790. 26 Computers, Printers & Copiers	-	3,300	3,300	3,250	3,300	-	0.0%
Minor Capital Outlay	-	3,300	3,300	3,250	3,300	-	0.0%
Interdepartmental Charges							
825. 01 Interdepartmental Charges-Insurance	1,724	2,800	2,950	2,950	3,210	410	14.6%
Interdepartmental Charges	1,724	2,800	2,950	2,950	3,210	410	14.6%
Total Expenditures by Type	403,380	442,675	446,175	435,575	460,093	17,418	3.9%

NARRATIVE

500.01 Regular Salaries & Wages: \$219,823– This account provides for the cost of the annual salaries paid to the employees of the Human Resources Division.

502.01 Temporary Wages: \$3,100 – This account provides for the compensation paid for temporary secretarial/clerical help for those occasions when the Administrative Assistant is on leave or for additional hours worked when workloads are unusually heavy.

505.00 Payroll Taxes: \$17,060 – This account provides for employer contributions to Social Security, Medicare and other similar payroll taxes.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

City Manager

Human Resources Division 1140-200

506.00 Pension: \$48,370 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$52,750 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$830 – This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$5,780 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$3,865 – This account provides for expendable office supply items such as pens, markers, paper, tape, paperclips, files, staples, envelopes, notepads, correction tape, post-its, etc.

510.02 Operating Supplies: \$13,500 – This account provides for costs associated with service recognition pins and retirement watches awarded to employees; employee recognition gifts; new and updated State and Federal Labor Compliance poster kits; printing of forms such as PAF's; maintenance items for department printer; and supplies for the annual employee Christmas party.

510.03 Safety Program Supplies: \$1,000 – This account provides for the cost of supplies utilized to conduct ongoing safety programs for both General Government and Ketchikan Public Utilities.

520.02 Postage: \$250 – This account provides for the costs of postal related services such as postage and mailing materials.

530.03 Professional & Technical Publications: \$3,825 – This account provides for costs associated with subscriptions to the Alaska Labor & Employment Law, Personnel Problems in Alaska; and updates to the Fair Labor Standards Act and the Family Medical Leave Handbook.

600.02 Travel-Training: \$3,500 – This account provides for the costs associated with transportation, lodging, per diem/meals and other incidental travel expenses by the Human Resources Manager and staff to attend the annual IPMA or SHRM conference.

600.03 Training & Education: \$19,350 – This account provides for the costs associated with registration, training and tuition fees and materials for the Human Resources Manager and staff to attend the annual IPMA or SHRM conference (\$3,000). This account also provides Cedar Vocational Technical Center of Ketchikan to conduct leadership and management training for managers and supervisors (\$5,000) and annual/quarterly workplace training courses for employees (\$11,350).

615.02 Assn. Membership Dues & Fees: \$740 – This account provides for the costs associated with the membership in the Society for Human Resources Management Association and the International Personnel Management Association, as well as annual consortium fees for Tongass Substance Screening.

635.07 Machinery & Equipment Maintenance Services: \$2,560 – This account provides for services for routine and non-routine maintenance associated with equipment located in the 3rd floor copier room.

635.12 Technical Services: \$33,500 – This account provides for the expenses associated with employee background checks and drug testing services for all random, post-accident and DOT screens for current employees (\$16,000). This account also provides for employee participation fees in the Horton Health Initiative Program (\$17,500).

640.01 Legal & Accounting Services: \$16,500 – This account provides for the expense of grievance and disciplinary appeal arbitration hearings for General Government and KPU employees.

640.04 Management & Consulting Services: \$5,000 – This account provides for the annual costs associated with routine job description reviews conducted by Ralph Andersen & Associates.

650.01 Telecommunications: \$2,180 – This account provides for monthly cell phone charges, long-distance services, long-distance facsimile transmissions, line rentals and maintenance of the phone system in the Human Resources Offices.

650.02 Electric, Water, Sewer & Solid Waste: \$100 – This account provides for the costs associated with the destruction of records for the division, which have reached the end of their retention life.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

City Manager

Human Resources Division 1140-200

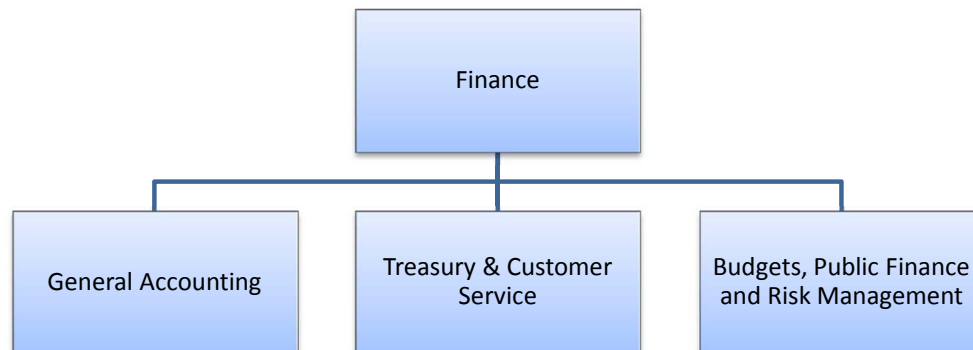
790.26 Computers, Printers & Copiers: \$3,300 – This account provides for the cost of a new computer and printer for the Human Resources staff.

825.01 Interdepartmental Charges-Insurance: \$3,210 – This account for the division's share of the City's risk management program.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Finance

Summary

The Finance Department is committed to supporting the citizens of Ketchikan, the City Council and the City management team by providing accurate, timely and reliable financial services.



The Finance Department is comprised of one operating division that encompasses three functional units and one capital improvement program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,941,069	2,175,894	2,175,894	2,064,044	2,180,382	4,488	0.2%
Capital Improvement Program	4,630	20,000	20,000	-	20,000	-	0.0%
Total	1,945,699	2,195,894	2,195,894	2,064,044	2,200,382	4,488	0.2%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,636,236	1,848,954	1,845,620	1,737,430	1,845,032	(3,922)	-0.2%
Supplies	26,719	28,250	28,250	26,350	30,250	2,000	7.1%
Contract/Purchased Services	257,340	274,200	276,494	275,044	277,500	3,300	1.2%
Minor Capital Outlay	11,524	9,500	9,500	9,500	10,500	1,000	10.5%
Interdepartmental Charges	9,250	14,990	16,030	15,720	17,100	2,110	14.1%
Major Capital Outlay	4,630	20,000	20,000	-	20,000	-	0.0%
Total	1,945,699	2,195,894	2,195,894	2,064,044	2,200,382	4,488	0.2%

Funding Source	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	810,389	908,444	908,444	861,744	910,312	1,868	0.2%
Public Works Sales Tax Fund	4,630	20,000	20,000	-	20,000	-	0.0%
Solid Waste Fund	67,360	75,500	75,500	71,620	75,660	160	0.2%
Wastewater Fund	51,240	57,440	57,440	54,490	57,560	120	0.2%
Harbor Fund	36,690	41,120	41,120	39,010	41,210	90	0.2%
Port Fund	55,710	62,450	62,450	59,240	62,580	130	0.2%
KPU Enterprise Fund	919,680	1,030,940	1,030,940	977,940	1,033,060	2,120	0.2%
Total	1,945,699	2,195,894	2,195,894	2,064,044	2,200,382	4,488	0.2%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted /2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	16.00	16.00	16.00	16.00	1,153,952	-	0.0%
Total	16.00	16.00	16.00	16.00	1,153,952	-	0.0%

MISSION STATEMENT

The Finance Department is committed to providing accurate, timely and reliable financial services to the general public and all departments of General Government and Ketchikan Public Utilities. The department's services include accounting, billing, budgeting, cash management, debt service management, financial planning and forecasting, financial reporting, grants administration, risk management and customer services. The Finance Department's mission is to ensure that the quality of these services meets or exceeds the highest professional standards; the level of these services meets the needs of all departments of General Government and Ketchikan Public Utilities; and that the delivery of these services reflects positively on the City of Ketchikan.



GOALS FOR 2019

- Complete the City's 2018 Financial and Compliance Audit by June 30, 2019. The State of Alaska has indicated that it may not be able to provide the City with the pension information that it needs in time to meet this deadline.
- In conjunction with the office of the City Manager/KPU General Manager, prepare the proposed 2020 General Government and KPU Operating and Capital Budgets and their respective 2020 – 2024 Capital Improvement Programs.

- Continue to provide post-implementation support for the City's new accounting, human resources and utility billing systems and expand the support to include internal help desk services and more user training.
- Implement the electronic personal action forms, capital assets and e-suites functions of the City's financial and accounting information system.
- Continue the process of updating and documenting written procedures to incorporate the City's new accounting, human resources and utility billing systems.
- Expand the procurement card program to all departments.
- Continue to develop and distribute financial statements and other financial reports using data from the City's new financial and accounting information system.
- Complete the development of budget, encumbrance and capital asset policies and procedures based on best municipal business practices.
- Develop and implement a lease financing plan for the acquisition of firefighting apparatus for the Fire Department.
- Finalize a metered rate structure for water and wastewater service in anticipation of implementing metered billing for the commercial customers of the water and wastewater utilities.
- Implement GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This new accounting pronouncement requires municipalities to report in their financial statements unfunded postemployment benefit liabilities such as healthcare.
- Continue to assist the offices of the City Manager/KPU General Manager and the Director of Port and Harbors with the Port's proposed project to expand port facilities to accommodate post panamax cruise ships.

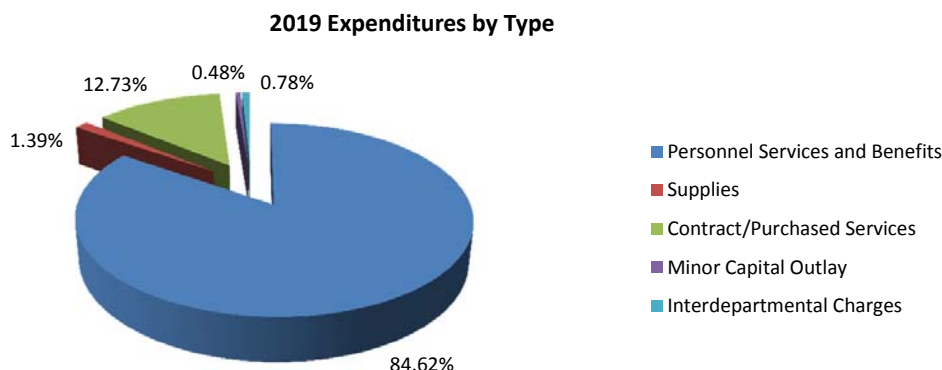
ACCOMPLISHMENTS FOR 2018

- Completed the City's 2017 Financial and Compliance Audit. The City received a clean opinion and there were no single audit findings.
- Issued two municipal utility revenue bonds totaling \$2.2 million to finance improvements for the municipal water and wastewater utility systems owned and operated by the City.
- Continued the process of updating and documenting written procedures to incorporate the City's new accounting, human resources and utility billing systems. A second draft of written documentation for insurance and risk management accounting was completed.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2019 General Government and KPU Operating and Capital Budgets and their respective 2019 – 2023 Capital Improvement Programs.
- Received a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association. This is the City's 39th certificate, the most awarded to a municipality in the State of Alaska.
- Continued working on a metered rate structure for water and wastewater service in anticipation of implementing metered billing for the commercial customers of the water and wastewater utilities.
- Assisted the offices of the City Manager/KPU General Manager and the Director of Port and Harbors with the Port's proposed project to expand port facilities to accommodate post panamax cruise ships.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Finance

Operations Division 1150-110

DIVISION SUMMARY							
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,636,236	1,848,954	1,845,620	1,737,430	1,845,032	(3,922)	-0.2%
Supplies	26,719	28,250	28,250	26,350	30,250	2,000	7.1%
Contract/Purchased Services	257,340	274,200	276,494	275,044	277,500	3,300	1.2%
Minor Capital Outlay	11,524	9,500	9,500	9,500	10,500	1,000	10.5%
Interdepartmental Charges	9,250	14,990	16,030	15,720	17,100	2,110	14.1%
Total Expenditures	1,941,069	2,175,894	2,175,894	2,064,044	2,180,382	4,488	0.2%
Funding Source	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	810,389	908,444	908,444	861,744	910,312	1,868	0.2%
Solid Waste Fund	67,360	75,500	75,500	71,620	75,660	160	0.2%
Wastewater Fund	51,240	57,440	57,440	54,490	57,560	120	0.2%
Harbor Fund	36,690	41,120	41,120	39,010	41,210	90	0.2%
Port Fund	55,710	62,450	62,450	59,240	62,580	130	0.2%
KPU Enterprise Fund	919,680	1,030,940	1,030,940	977,940	1,033,060	2,120	0.2%
Total Funding	1,941,069	2,175,894	2,175,894	2,064,044	2,180,382	4,488	0.2%
Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted /2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Finance Director	1.00	1.00	1.00	1.00	149,526	-	0.0%
Controller	1.00	1.00	1.00	1.00	120,075	-	0.0%
Treasury & Customer Service Supervisor	1.00	1.00	1.00	1.00	71,233	-	0.0%
Senior Accountant - Telecom	1.00	1.00	1.00	1.00	72,301	-	0.0%
Senior Accountant - Electric/Water	1.00	1.00	1.00	1.00	80,243	-	0.0%
Senior Accountant - General Gov't	1.00	1.00	1.00	1.00	82,669	-	0.0%
Staff Accountant	2.00	2.00	2.00	2.00	133,913	-	0.0%
Financial Analyst	1.00	1.00	1.00	1.00	74,894	-	0.0%
Financial Accounting System Specialist	1.00	1.00	1.00	1.00	55,311	-	0.0%
Accounts Payable Coordinator	1.00	1.00	1.00	1.00	56,731	-	0.0%
Payroll Coordinator	1.00	1.00	1.00	1.00	69,951	-	0.0%
Accounts Payable-Finance	1.00	1.00	1.00	1.00	52,158	-	0.0%
Customer Services Rep II-Finance	2.00	2.00	2.00	2.00	95,818	-	0.0%
Office Services Technician	1.00	1.00	1.00	1.00	39,129	-	0.0%
Total	16.00	16.00	16.00	16.00	1,153,952	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$3,922, or by .2%, due to changes in employee health insurance options arising from turnover and lower paid leave benefits for employees that become eligible at retirement age. The decrease was partially offset by annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; projected increases in employee health insurance premiums; and overtime. Additional overtime is needed to supplement year end payroll processing and meet critical deadlines during the year.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,023,995	1,145,054	1,126,450	1,070,880	1,153,952	8,898	0.8%
501 .01 Overtime Wages	11,017	10,000	11,500	11,500	11,500	1,500	15.0%
502 .01 Temporary Wages	3,738	2,500	16,100	16,100	2,500	-	0.0%
505 .00 Payroll Taxes	76,151	88,560	88,560	82,180	89,350	790	0.9%
506 .00 Pension	208,725	235,100	235,100	221,570	238,530	3,430	1.5%
507 .00 Health and Life Insurance	254,707	324,790	324,790	292,230	314,430	(10,360)	-3.2%
507 .30 Workers Compensation	4,928	5,080	5,250	5,250	4,310	(770)	-15.2%
508 .00 Other Benefits	52,975	37,720	37,720	37,720	30,310	(7,410)	-19.6%
509 .08 Allowances-Medical Expenses	-	150	150	-	150	-	0.0%
Personnel Services and Benefits	1,636,236	1,848,954	1,845,620	1,737,430	1,845,032	(3,922)	-0.2%
Supplies							
510 .01 Office Supplies	16,922	15,000	15,000	15,000	17,000	2,000	13.3%
510 .02 Operating Supplies	267	500	500	100	500	-	0.0%
510 .05 Small Tools and Equipment	146	250	250	250	250	-	0.0%
520 .02 Postage	7,696	10,500	10,500	9,000	10,500	-	0.0%
530 .03 Professional and Technical Publications	1,688	2,000	2,000	2,000	2,000	-	0.0%
Supplies	26,719	28,250	28,250	26,350	30,250	2,000	7.1%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Finance

Operations Division 1150-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	1,871	7,400	7,400	7,400	7,400	-	0.0%
600 .03 Training and Education	4,509	9,700	9,700	9,700	9,700	-	0.0%
605 .01 Ads and Public Announcements	1,286	550	550	550	550	-	0.0%
615 .01 Professional Licenses & Certifications	655	300	300	300	300	-	0.0%
615 .02 Assn. Membership Dues & Fees	295	1,200	1,200	1,200	1,200	-	0.0%
630 .03 Bank & Merchant Fees	67,286	74,000	73,200	72,000	72,000	(2,000)	-2.7%
630 .06 Service Charges and Fees	3,282	3,800	3,800	3,800	3,800	-	0.0%
635 .04 Software Maintenance Services	77,583	79,000	81,294	81,294	83,750	4,750	6.0%
635 .07 Machinery & Equipment Maintenance Ser	7,806	7,000	7,800	7,800	7,800	800	11.4%
635 .12 Technical Services	-	300	300	300	300	-	0.0%
640 .01 Legal and Accounting Services	85,235	82,000	82,000	82,000	82,000	-	0.0%
640 .03 Information Technology Services	-	600	600	600	600	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	684	1,000	1,000	750	750	(250)	-25.0%
650 .01 Telecommunications	6,848	7,200	7,200	7,200	7,200	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	-	150	150	150	150	-	0.0%
Contract/Purchased Services	257,340	274,200	276,494	275,044	277,500	3,300	1.2%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	284	1,000	1,000	1,000	1,000	-	0.0%
790 .26 Computers, Printers & Copiers	11,240	8,500	8,500	8,500	9,500	1,000	11.8%
Minor Capital Outlay	11,524	9,500	9,500	9,500	10,500	1,000	10.5%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	9,250	14,990	16,030	15,720	17,100	2,110	14.1%
Interdepartmental Charges	9,250	14,990	16,030	15,720	17,100	2,110	14.1%
Total Expenditures by Type	1,941,069	2,175,894	2,175,894	2,064,044	2,180,382	4,488	0.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,153,952 – This account provides for compensation paid to regular employees for personnel services.

501.01 Overtime Wages: \$11,500 – This account provides for compensation paid to non-exempt regular and temporary employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$2,500 – This account provides for compensation paid for temporary help during staff absences or during periods when workloads are unusually heavy.

505.00 Payroll Taxes: \$89,350 – This account provides for employer contributions for Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$238,530 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$314,430 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$4,310 – This account provides for employer contributions for mandatory workers compensation insurance.

508.00 Other Benefits: \$30,310 – This account provides for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.08 Allowances-Medical Expenses: \$150 – This account provides for employee medical exams paid directly to employees.

510.01 Office Supplies: \$17,000 – This account provides for expendable office supplies.

510.02 Operating Supplies: \$500 – This account provides for supplies that are not of a maintenance nature and are required to support division operations.

510.05 Small Tools and Equipment: \$250 – This account provides for calculators, space heaters and minor computer accessories.

520.02 Postage: \$10,500 – This account provides for postage and mailing materials used for customer invoices and statements for City services and general correspondence.

530.03 Professional and Technical Publications: \$2,000 - This account provides for professional literature, technical publications and a subscription to an electronic data base used to keep current with accounting and auditing standards and financial management practices.

600.02 Travel – Training: \$7,400 – This account provides for transportation, lodging, meals, per diems and other incidental expenses incurred by employees to attend training and educational opportunities not available in the community.

600.03 Training and Education: \$9,700 – This account provides for the registration fees, training materials and fees for training programs. Included are an annual governmental accounting update for the professional staff, industry specific training for the utility accountants, and training for the new financial and accounting information system.

605.01 Ads and Public Announcements: \$550 – This account provides for legal notices and community information notices.

615.01 Professional Licenses and Certifications: \$300 – This account provides for state licenses required for certain members of the professional staff.

615.02 Assn. Membership Dues & Fees: \$1,200 – This account provides for membership fees for the American Institute of Certified Public Accountants, Government Finance Officers Association, Northern Credit Bureau, American Payroll Association and American Accounts Payable Association.

630.03 Bank & Merchant Fees: \$72,000– This account provide for account maintenance fees for the City's primary bank account, credit card equipment and transaction fees, and fees for storing customer credit card information.

630.06 Service Charges and Fees: \$3,800 – This account provides for application fees required for the review of the City's Comprehensive Annual Financial Report by the Government Finance Officers Association, escrow fees for the source code for the financial management and accounting system, mandatory fees paid to the State of Alaska for administering the Statewide FICA Program and mandatory patient centered outcome research fees arising from the health reimbursement accounts paid to the IRS.

635.04 Software Maintenance Services: \$83,750 – This account provides for the annual software maintenance support agreement for the financial management and accounting system.

635.07 Machinery and Equipment Maintenance Services: \$7,800 – This account provides for the maintenance service agreements for office equipment, copiers and document scanners.

635.12 Technical Services: \$300 – This account provides for monitoring services required for the silent alarm system.

640.01 Legal and Accounting Services: \$82,000 – This account provides for the annual audit of the City's financial statements and other professional accounting and legal services. Legal services generally include bond and payroll tax matters.

640.03 Information Technology Services: \$600 – The account provides for technical assistance required to install upgrades to the financial accounting and management system.

645.02 Rents and Leases – Machinery and Equipment: \$750 – This account provides for the lease of the postage meter.

650.01 Telecommunications: \$7,200 – This account provides for the monthly charges, long-distance services, long-distance facsimile transmission, line rentals and maintenance of the phone system.

650.02 Electric, Water, Sewer & Solid Waste: \$150 – This account provides for disposal of records that have reached the end of their retention life.

790.15 Furniture and Fixtures: \$1,000 – This account provides for replacement of miscellaneous office furniture and fixtures.

790.26 Computers, Printers and Copiers: \$9,500 – This account provides for the replacement of three personal computers as recommended by the IT Department and the main copier. This replacement schedule is predicated on replacing personal computers every three years. The copier is seven years old and has reached the end of its useful life.

825.01 Interdepartmental Charges-Insurance: \$17,100 – This account provides for the department's share of the City's risk management program.

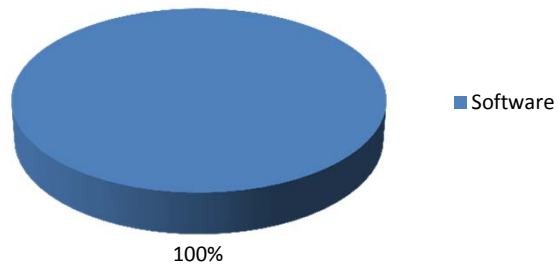
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Finance

Capital Budget

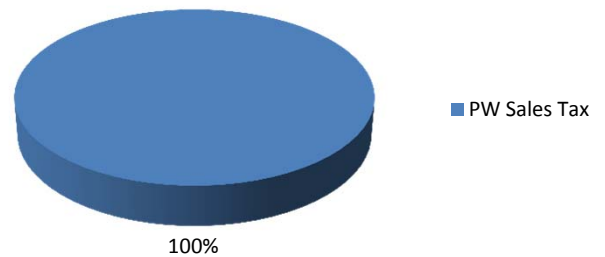
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Amount	%
735.00 Software	4,630	20,000	20,000	-	20,000	-	0.0%
Total Major Capital Outlay	4,630	20,000	20,000	-	20,000	-	0.0%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales	Total	
		Tax		
735.00	Software			
	Financial & Accounting System Implementation	20,000	-	20,000
	Total Machinery and Equipment	20,000	-	20,000
	Total Capital Budget	20,000	-	20,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Information Technology

Summary

The Information Technology Department is committed to matching advances in technology with the needs of other City departments and analyzing benefits and costs to ensure that the new technology is cost effective. These services include collecting, processing and distributing data via the City's central computer; supporting personal computers and wide area networks; programming, evaluating and designing systems; and maintaining the integrity of the department's hardware and the data flowing through its information systems.

The Information Technology Department is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	818,906	959,709	959,709	927,348	1,042,626	82,917	8.6%
Capital Improvement Program	72,324	78,000	78,000	78,000	120,000	42,000	53.8%
Total	891,230	1,037,709	1,037,709	1,005,348	1,162,626	124,917	12.0%

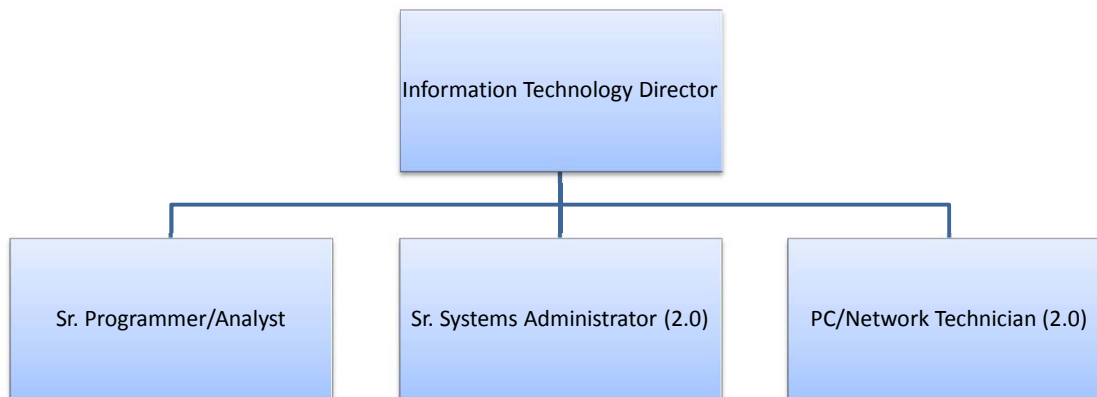
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	629,015	736,529	743,819	713,910	797,026	60,497	8.2%
Supplies	14,527	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services	163,401	194,900	187,400	184,948	216,310	21,410	11.0%
Minor Capital Outlay	6,688	8,800	8,800	8,800	8,800	-	0.0%
Interdepartmental Charges	5,275	8,580	8,790	8,790	9,590	1,010	11.8%
Major Capital Outlay	72,324	78,000	78,000	78,000	120,000	42,000	53.8%
Total	891,230	1,037,709	1,037,709	1,005,348	1,162,626	124,917	12.0%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	295,260	343,789	343,789	333,078	454,946	111,157	32.3%
Solid Waste Fund	30,930	36,010	36,010	34,890	40,340	4,330	12.0%
Wastewater Fund	23,530	27,400	27,400	26,540	30,690	3,290	12.0%
Harbor Fund	16,840	19,610	19,610	19,000	21,970	2,360	12.0%
Port Fund	25,580	29,780	29,780	28,850	33,370	3,590	12.1%
KPU Enterprise Fund	499,090	581,120	581,120	562,990	581,310	190	0.0%
Total	891,230	1,037,709	1,037,709	1,005,348	1,162,626	124,917	12.0%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	6.00	6.00	6.00	6.00	477,386	-	0.0%
Total	6.00	6.00	6.00	6.00	477,386	-	0.0%

MISSION STATEMENT

The mission of the Information Technology Department is to provide efficient and timely computing services and support to all departments of General Government and Ketchikan Public Utilities. These services include collecting, processing and distributing data through the City's central computer systems; supporting personal computers and local and wide area networks; evaluating, designing and programming systems; and maintaining the security and the integrity of the data flowing through the City's information systems while providing external vendor access to needed applications. The department is committed to matching advances in technologies with the needs of City and Utility departments and analyzing benefits and costs to ensure that the new technologies are cost effective.



GOALS FOR 2019

- Shift to Hyper-V as the primary hypervisor supporting virtual machines in the City.
- Continued development of our lab environment for software testing and skills building for IT department personnel.
- Streamline processes for PC deployment and distribution of system patches.
- Audit, and if needed, enhance critical systems and departments network security.
- Maintain 300 PCs, multiple mobile devices, 40 servers and 100 printers.

ACCOMPLISHMENTS FOR 2018

- Upgraded Evault Disk-to-Disk data backup system.
- Upgraded system switches to ensure network reliability.
- Assisted the Police Department with battery backup for E911 equipment.
- Assisted the Finance Department with the launch of its Utility Billing customer web portal.
- Assisted the KPU Telecommunications Division with the launch of the Telephone customer web portal.
- Maintained 300 PCs, multiple mobile devices, 40 servers and 100 printers.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Information Technology

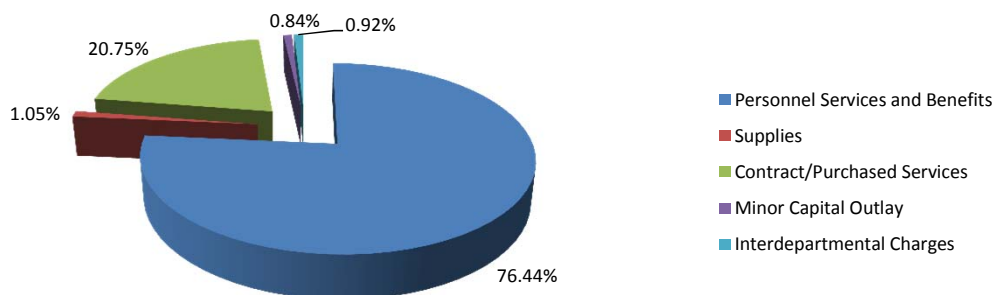
Operations Division 1160-110

DIVISION SUMMARY							
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	629,015	736,529	743,819	713,910	797,026	60,497	8.2%
Supplies	14,527	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services	163,401	194,900	187,400	184,948	216,310	21,410	11.0%
Minor Capital Outlay	6,688	8,800	8,800	8,800	8,800	-	0.0%
Interdepartmental Charges	5,275	8,580	8,790	8,790	9,590	1,010	11.8%
Total Expenditures	818,906	959,709	959,709	927,348	1,042,626	82,917	8.6%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	271,304	317,949	317,949	307,238	407,976	90,027	28.3%
Solid Waste Fund	28,416	33,300	33,300	32,180	36,180	2,880	8.6%
Wastewater Fund	21,619	25,340	25,340	24,480	27,530	2,190	8.6%
Harbor Fund	15,477	18,140	18,140	17,530	19,710	1,570	8.7%
Port Fund	23,503	27,540	27,540	26,610	29,920	2,380	8.6%
KPU Enterprise Fund	458,587	537,440	537,440	519,310	521,310	(16,130)	-3.0%
Total Funding	818,906	959,709	959,709	927,348	1,042,626	82,917	8.6%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Information Technology Director	1.00	1.00	1.00	1.00	116,808	-	0.0%
Sr. Systems Administrator	-	1.00	2.00	2.00	164,270	1.00	100.0%
Systems Administrator	-	1.00	-	-	-	(1.00)	-100.0%
Sr. Programmer/Analyst	1.00	1.00	1.00	1.00	89,028	-	0.0%
Microsoft Server Administrator	1.00	-	-	-	-	-	0.0%
Network/Security Administrator	1.00	-	-	-	-	-	0.0%
PC/Network Technician	2.00	2.00	2.00	2.00	107,280	-	0.0%
Total	6.00	6.00	6.00	6.00	477,386	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$60,497, or by 8.2%, due to annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; projected increases in employee health insurance premiums; and the City Council-approved reorganization of the Information Technology Department.
- Software Maintenance Services (Account No. 635.04) increased by \$10,000, or by 14.1%, due to an Anti-Virus and Anti-Ransomware software upgrade and the City Council's adoption of a social media archive service, effective August 2, 2018.
- Machinery & Equipment Maintenance (Account No. 635.07) increased by \$11,500, or by 29.9%, due to hardware maintenance costs for the AS/400 computer system. The department purchased the AS/400 computer system with an included 3-year support contract. Since the pre-paid support has been exhausted, the department will now pay annual hardware support costs.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
				Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	397,078	452,299	453,579	444,960	477,386	25,087	5.5%
501	.01	Overtime Wages	777	4,000	4,000	2,000	4,000	-	0.0%
505	.00	Payroll Taxes	29,294	34,910	35,810	33,240	36,830	1,920	5.5%
506	.00	Pension	81,545	94,150	94,870	91,260	99,040	4,890	5.2%
507	.00	Health and Life Insurance	113,888	137,410	137,410	124,680	130,510	(6,900)	-5.0%
507	.30	Workers Compensation	1,874	2,010	2,070	1,690	1,780	(230)	-11.4%
508	.00	Other Benefits	4,559	11,750	16,080	16,080	47,480	35,730	304.1%
Personnel Services and Benefits			629,015	736,529	743,819	713,910	797,026	60,497	8.2%
Supplies									
510	.01	Office Supplies	1,338	2,000	2,000	2,000	2,000	-	0.0%
510	.02	Operating Supplies	2,893	3,000	3,000	3,000	3,000	-	0.0%
515	.04	Machinery & Equip Maint Materials	4,954	5,000	5,000	5,000	5,000	-	0.0%
520	.02	Postage	7	400	400	400	400	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	335	500	500	500	500	-	0.0%
535	.01	Allowances-Moving Exp-non-taxed	5,000	-	-	-	-	-	NA
Supplies			14,527	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services									
600	.02	Travel-Training	2,990	8,000	3,500	2,795	8,000	-	0.0%
600	.03	Training and Education	-	7,000	4,000	2,343	7,000	-	0.0%
630	.02	Vehicle Licenses	10	20	20	10	10	(10)	-50.0%
630	.03	Bank and Merchant Charges	-	80	80	-	-	(80)	-100.0%
635	.04	Software Maintenance Services	61,954	71,000	71,000	71,000	81,000	10,000	14.1%
635	.07	Machinery & Equipment Maintenance	33,543	38,500	38,500	38,500	50,000	11,500	29.9%
650	.01	Telecommunications	64,889	70,000	70,000	70,000	70,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	15	300	300	300	300	-	0.0%
Contract/Purchased Services			163,401	194,900	187,400	184,948	216,310	21,410	11.0%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Information Technology

Operations Division 1160-110

Operating Expenditures			2017	2018 Budget			2019	2018 Adopted/2019	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay									
790	.15	Furniture and Fixtures	-	800	800	800	800	-	0.0%
790	.25	Machinery and Equipment	4,991	5,000	5,000	5,000	5,000	-	0.0%
790	.26	Computers, Printers & Copiers	1,687	2,000	2,000	2,000	2,000	-	0.0%
790	.35	Software	10	1,000	1,000	1,000	1,000	-	0.0%
		Minor Capital Outlay	6,688	8,800	8,800	8,800	8,800	-	0.0%
Interdepartmental Charges									
825	.01	Interdepartmental-Insurance	3,828	6,180	6,390	6,390	6,950	770	12.5%
850	.01	Interdepartmental-Garage	1,447	2,400	2,400	2,400	2,640	240	10.0%
		Interdepartmental Charges	5,275	8,580	8,790	8,790	9,590	1,010	11.8%
		Total Expenditures by Type	818,906	959,709	959,709	927,348	1,042,626	82,917	8.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$477,386 – This account provides for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$4,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. IT supports the following departments that provide services after standard work hours: KPU Telecommunications, KPU Customer Service in the Mall, Police, Fire and Library. In addition, some tasks are scheduled after normal work hours to reduce the effect on City personnel.

505.00 Payroll Taxes: \$36,830 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$99,040 – This account provides for employer contributions to retirement plans.

507.03 Health and Life Insurance: \$130,510 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,780 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$47,480 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,000 - This account provides for toner, laser printer maintenance kits, and minor office equipment and supplies such as staplers and note pads.

510.02 Operating Supplies: \$3,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Copy paper and envelopes are included for miscellaneous billing.

515.04 Machinery and Equipment Maintenance Materials: \$5,000 – This account provides for the materials used to repair personal computers and networks maintained or operated by Information Technology. Included are personal computer replacement components, computer network cables and other information technology parts required to maintain computer systems.

520.02 Postage: \$400 - This account provides for postal services to ship computer equipment to vendors for return or repair service.

525.04 Vehicle Motor Fuel and Lubricants: \$500 - This account provides for gasoline and lubricants used by Information Technology Department vehicles.

600.02 Travel-Training: \$8,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$7,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third parties. Combined with Account No. 600-02, the division needs to continually train staff to ensure proper support for its computing environment.

630.02 Vehicle Licenses: \$10 – This account provides for licensing Information Technology Department vehicles for operations on public highways, and has been reduced since IT no longer has a second vehicle.

635.04 Software Maintenance Services: \$81,000 - This account provides for maintenance agreements to support licensed software systems. Includes hosted web services (City's Website, LogMeIn, ShareFile, etc.), mail system maintenance, VMware support, Anti-Virus, and other software maintenance. This has increased \$10,000 or 14.1%, due to an upgrade of the antivirus software suite and the City Council's adoption of a social media archive service. The newer generation AV product protects the City from ever changing methods of malicious virus and ransomware attacks. This was a proactive response to attacks on other boroughs in Alaska, most notable was the Mat-Su Borough in mid 2018. The archive service will provide archive capabilities for social media accounts the City departments utilize.

635.07 Machinery and Equipment Maintenance Services: \$50,000 - The increase of \$11,500, or by 29.9%, is a result of hardware maintenance costs for the AS/400 computer system extensively used by KPU for day-to-day operations. This account also provides for services required to repair and maintain office equipment, computers, networks, servers and other operating equipment owned or leased by the Information Technology Department. This account includes contract labor and materials required to provide the service for hardware systems such as the iSeries, Dell SANS, Evault backup system, Pitney Bowes inserter, Network Firewalls and other hardware systems.

650.01 Telecommunications: \$70,000 - This account provides for telecommunication services. Included are landline and cell phones, and long-distance. The majority of this account funds wide area network connections between City facilities and Internet bandwidth for all City departments.

650.02 Electric, Water, Sewer & Solid Waste: \$300 - This account provides for landfill fees for obsolete computer equipment disposal.

790.15 Furniture and Fixtures: \$800 - This account provides for acquisition of furniture and fixtures. IT will replace miscellaneous office fixtures next year.

790.25 Machinery and Equipment: \$5,000 - This account provides for acquisition of machinery and equipment usually composed of a complex combination of parts, including devices to maintain the City's network infrastructure such as switches, routers, test equipment, etc.

790.26 Computers, Printers and Copiers: \$2,000 - This account provides for the acquisition of computers, printers and copiers. Assuming a 4-year life cycle, IT should replace 2 PCs each year.

790.35 Software: \$1,000 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements. IT uses many software utilities like Adobe Acrobat, FTP software, Conversion utilities, etc. These software programs need to be upgraded periodically.

825.01 Interdepartmental Charges – Insurance: \$6,950 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$2,640 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

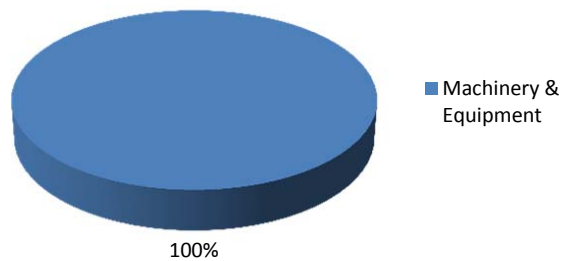
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Information Technology

Capital Budget

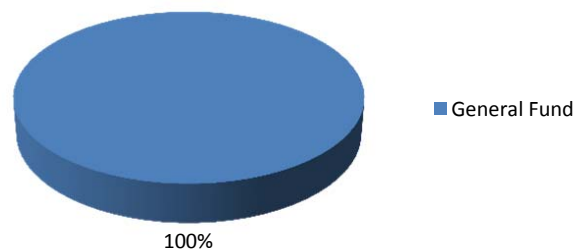
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	72,324	78,000	78,000	78,000	120,000	42,000	53.8%
Total Major Capital Outlay	72,324	78,000	78,000	78,000	120,000	42,000	53.8%

2019 Capital Improvement Projects				Funding Sources	
Project #	Project			General	Total
				Fund	
725.00 Machinery & Equipment					
	Microsoft Server Licensing			60,000	60,000
	Hyper-V Virtualization			60,000	60,000
	Total Machinery and Equipment			120,000	120,000
	Total Capital Budget			120,000	120,000

Expenditures by Type



Expenditures by Funding Source



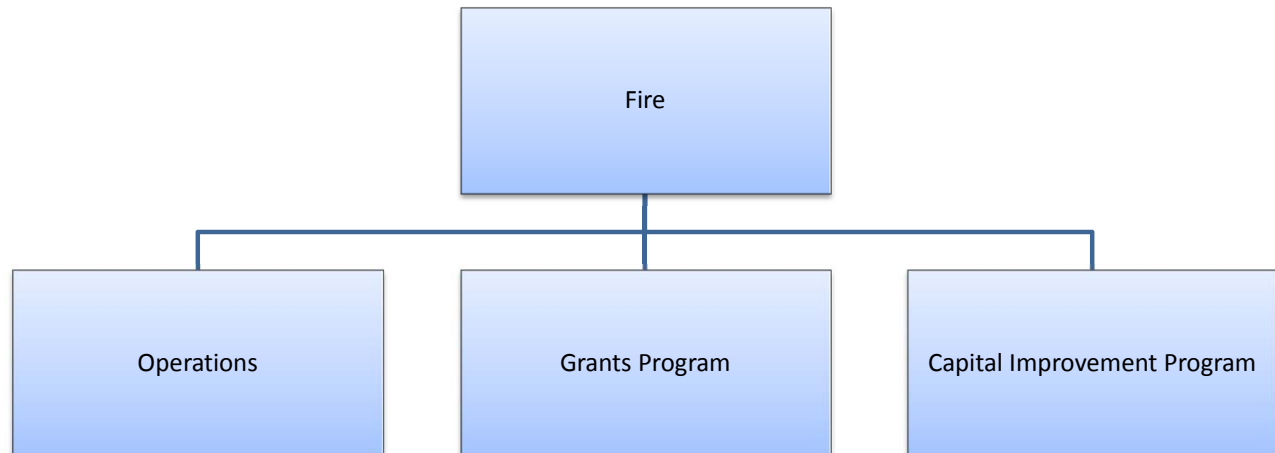
CITY OF KETCHIKAN

2019 Operating and Capital Budget

Fire

Summary

The Ketchikan Fire Department is dedicated to protecting lives, property and the environment through the delivery of fire suppression, emergency medical and hazardous materials response. Disaster management, fire prevention and public education services are provided by well trained, professional and dedicated personnel.



The Fire Department is comprised of one operating division and oversees a Grant Program and a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	3,290,293	3,597,500	3,597,500	3,433,580	3,588,282	(9,218)	-0.3%
Grants	172,283	60,834	78,761	40,051	101,512	40,678	66.9%
Capital Improvement Program	217,170	3,427,885	3,427,885	619,139	2,461,274	(966,611)	-28.2%
Total	3,679,746	7,086,219	7,104,146	4,092,770	6,151,068	(935,151)	-13.2%

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	2,831,097	3,016,660	3,019,860	2,869,200	3,025,542	8,882	0.3%
Supplies	217,151	185,496	197,516	170,076	187,360	1,864	1.0%
Contract/Purchased Services	271,941	307,398	320,005	297,395	313,212	5,814	1.9%
Minor Capital Outlay	38,564	21,960	12,060	11,200	32,900	10,940	49.8%
Interdepartmental Charges	103,823	126,820	126,820	125,760	130,780	3,960	3.1%
Major Capital Outlay	217,170	3,427,885	3,427,885	619,139	2,461,274	(966,611)	-28.2%
Total	3,679,746	7,086,219	7,104,146	4,092,770	6,151,068	(935,151)	-13.2%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire

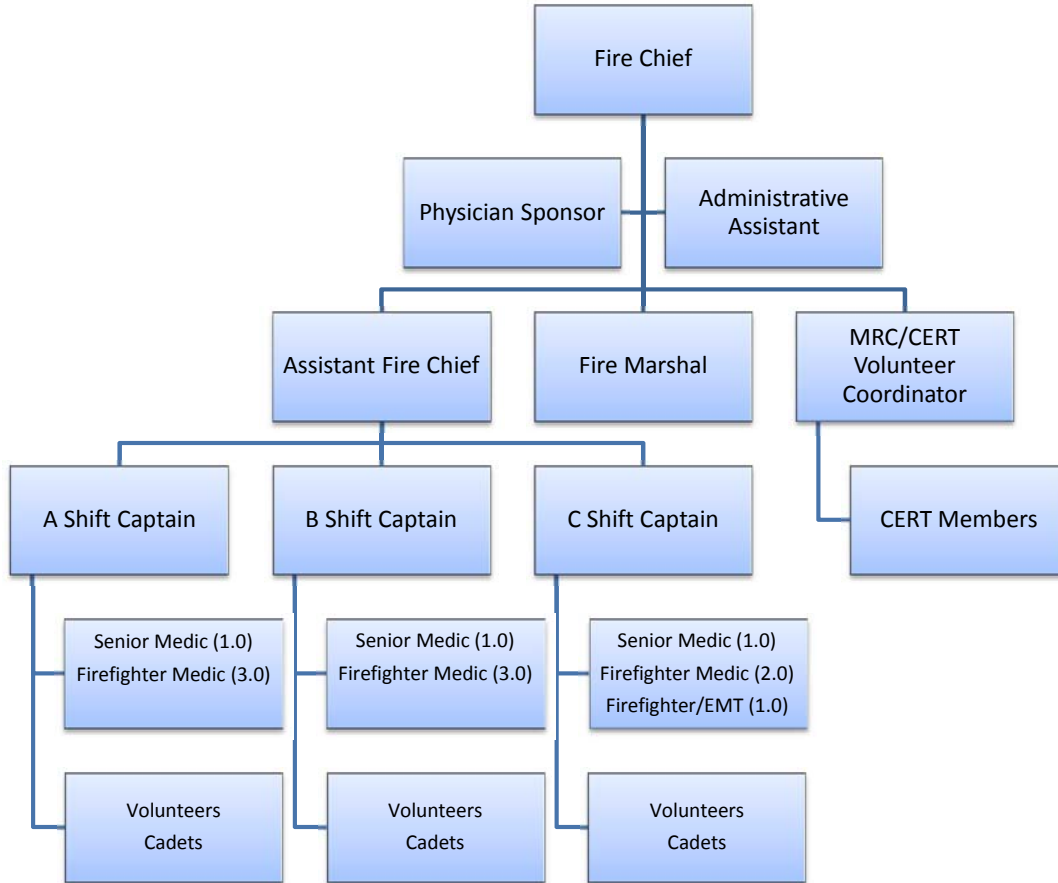
Summary

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Support	1,069,714	1,465,350	1,465,350	1,226,930	1,360,282	(105,068)	-7.2%
Charges for Services	730,378	649,650	649,650	649,650	667,500	17,850	2.7%
Public Safety Sales Tax	1,490,201	1,482,500	1,482,500	1,557,000	1,588,000	105,500	7.1%
Public Works Sales Tax Fund	91,526	790,681	790,681	596,555	496,650	(294,031)	-37.2%
Lease Financing	-	2,531,000	2,531,000	-	1,628,100	(902,900)	-35.7%
Federal and State Grants	297,927	167,038	184,965	62,635	410,536	243,498	145.8%
Total	3,679,746	7,086,219	7,104,146	4,092,770	6,151,068	(935,151)	-13.2%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	19.00	19.00	19.00	19.00	1,583,122	-	0.0%
Total	19.00	19.00	19.00	19.00	1,583,122	-	0.0%

MISSION STATEMENT

The Ketchikan Fire Department is dedicated to the community through safety, service and excellence.



GOALS FOR 2019

- Host the 2019 Alaska State Fire Conference in Ketchikan in September.
- Continue to use performance standards to ensure proficiency in both career and volunteer members and develop performance-based standards to be used for evaluations and promotions.
- Continue to provide and obtain leadership training, guidance and support for the department's future leaders (career and volunteer) as part of a succession planning program.
- Continue to provide an EMT-III or higher level of care or greater on all primary (frontline) EMS responses.
- Continue to assemble on-scene, twenty (20) "interior" qualified and equipped fire suppression personnel within 20 minutes of an alarm for all reported structure fires.
- Continue to pursue Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), Center for Disease Control (CDC) and/or Assistance to Firefighters (AFG) Grants and other State grant funding for the department and community.
- Continue to train and drill quarterly with mutual-aid fire departments to assure safety and continuity of operations at all fires and emergency scenes.
- Continue to provide a Joint Fire Investigation Team with the Ketchikan Fire Department (KFD) and the North Tongass and South Tongass Volunteer Fire Departments (NTVFD)(STVFD) to identify the origin and cause of all fires in the community.
- Continue to provide a Joint KFD/KPD Dive Team for water-rescue and evidence recovery situations.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Fire

Operations 1210-110

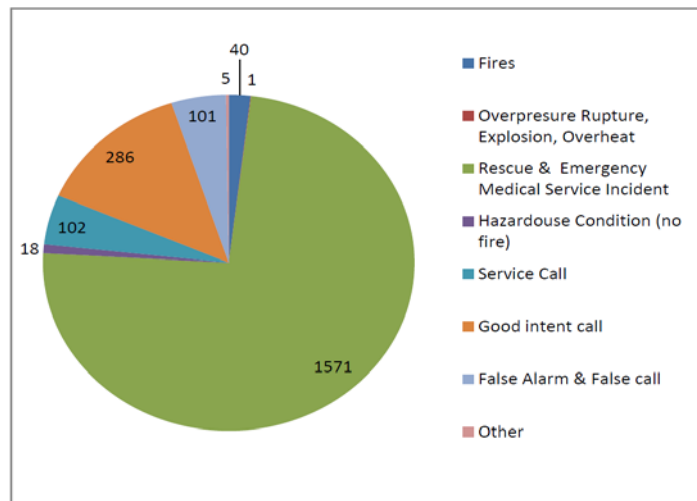
- Continue to work with KPD/ Alaska State Troopers (AST) on active shooter training.
- Continue to support Port security efforts by displaying a physical presence on Harry Newell in the Tongass Narrows waterway.
- Complete the relocation of the Harry Newell mooring from City Float to Thomas Basin near the fire station.
- Continue work on the CIP project to repair/renovate Fire Station 2 including completion of the Station 2 Bay door replacement.

ACCOMPLISHMENTS FOR 2018

- Responded to approximately 2,100 calls for service in 2018. The following chart displays the National Fire Protection Association break by call type.

Fire Department Run Volume	
Fires	40
Overpressure Rupture, Explosion, Overheat	1
Rescue & Emergency Medical Service Incident	1571
Hazardous Condition (no fire)	18
Service Call	102
Good intent call	286
False Alarm & False call	101
Other	5
Total	2124

Special Studies Report	
Cruise Ship Transports	203
Alcohol Related patients	110
Provider impression substance related	75
Naloxone administered	11



- Conducted CPR, AED and First Aid Classes for City staff, Department Volunteers, KPU members, High School Students and members of the public.
- Trained and drilled quarterly with Ketchikan Airport and the North and South Tongass Fire Departments to assure safety and continuity of operations at all fire and emergency scenes.
- Conducted monthly Chiefs meetings with KPD, AST, 911, STVFD, NTVFD and the Airport FD.
- Applied for Port Security Grant Program funding to replace the Harry Newell.
- Applied for the Assistance to Firefighters Grant to update the department's end user radio communications system.
- Conducted an in-house volunteer orientation class in the late winter.
- Provided a Basic Emergency Medical Technician (EMT) class for 24 students from Ketchikan, North, South Fire departments, Ketchikan Rescue Squad and City Dispatch. The KFD instructor for this class received the SE Alaska "EMS Provider of the Year" award for teaching this class and other positive activities in the community.
- Continued to participate in the volunteer recruitment and retention pilot program through the International Association of Fire Chiefs (IAFC) Volunteer Workforce Solutions (VWS) Program. Participation in this program provides \$25,000 in funding over two years.
- Volunteers attended and actively participated in training, drills in-house ride time and exercises.
- Emergency Medical Services transported 1,439 people that generated revenue of \$663,353.02
- Conducted business and seasonal inspections that generated \$9,900 in inspection revenue.
- All levels of the fire department conducted fire prevention talks, fire extinguisher training and station tours for more than an estimated 3,000 members of the general public.
- The department hosted a Fire Department Open House and conducted fire prevention programs for elementary and pre-school aged children in the community.
- Other public events supported or attended by the fire department during the year included the Blueberry Festival, Totem to Totem Run, IAFF-Operation Warm, Christmas Tree Lighting, Winter Boat Parade on the Airport ferry, Public Radio support events, Reading events at the Library, and School programs.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire
Operations 1210-110

- The Harry Newell participated in the Blessing of the Fleet; Greeting inaugural cruise ships; participated in joint training exercises with the US Coast Guard and neighboring fire departments; participated in the Winter Boat Parade; and welcomed guests and tourists. Provided an airport transport when the ferry was out of service.
- Conducted a 3-day Strategies and Tactics class and a 3-day PTSD class. Utilizing outside instructors, these training sessions were jointly supported and attended by the Airport, NTVFD and STVFD, the hospital, dispatch and other providers.
- Updated the fire management software to Emergency Reporting, which has automated ambulance transport billing. The new system has reduced report writing time; enhanced maintenance records and tracking; enabled the department to start heat mapping call locations; and provided monthly reports to the City Manager's office.
- The Hazmat Team had a reduction in state funding but technicians were able to participate in Operation Van Winkle this May in Sitka with other state teams and the Alaska 103rd Civil Support Team through other state funding. The Hazmat team continues to work with Department of Environmental Conservation and the Marine Safety Detachment. Team leaders continue to participate in quarterly meetings with other state representatives.
- Completed upgrade to Fire Station Security/Door Control systems and finished installation of programmable card readers at all three fire stations.

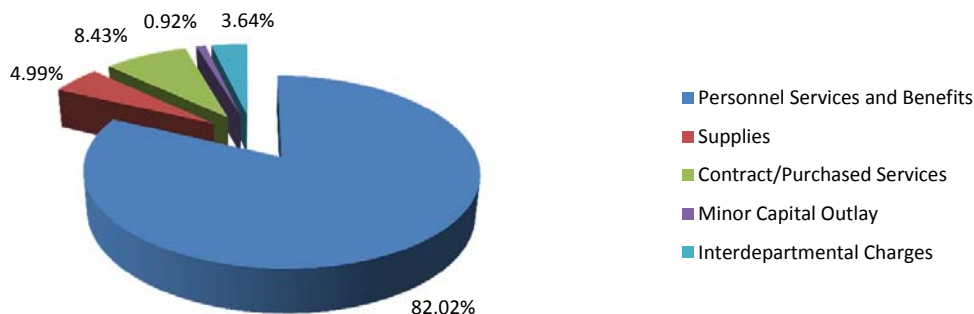
DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	2,767,366	2,985,660	2,985,660	2,860,000	2,943,042	(42,618)	-1.4%
Supplies	143,459	167,200	167,200	147,580	179,040	11,840	7.1%
Contract/Purchased Services	246,771	295,860	305,760	289,040	302,520	6,660	2.3%
Minor Capital Outlay	28,874	21,960	12,060	11,200	32,900	10,940	49.8%
Interdepartmental Charges	103,823	126,820	126,820	125,760	130,780	3,960	3.1%
Total Expenditures	3,290,293	3,597,500	3,597,500	3,433,580	3,588,282	(9,218)	-0.3%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,069,714	1,465,350	1,465,350	1,226,930	1,332,782	(132,568)	-9.0%
Public Safety Sales Tax	1,490,201	1,482,500	1,482,500	1,557,000	1,588,000	105,500	7.1%
Service Fees	27,450	26,650	26,650	26,650	27,500	850	3.2%
Ambulance Fees	687,928	608,000	608,000	608,000	625,000	17,000	2.8%
Borough Emergency Management Services	15,000	15,000	15,000	15,000	15,000	-	0.0%
Total Funding	3,290,293	3,597,500	3,597,500	3,433,580	3,588,282	(9,218)	-0.3%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Fire Chief	1.00	1.00	1.00	1.00	120,909	-	0.0%
Assistant Fire Chief	1.00	1.00	1.00	1.00	99,183	-	0.0%
Fire Marshal	1.00	1.00	1.00	1.00	77,800	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	44,704	-	0.0%
Captain	3.00	3.00	3.00	3.00	288,891	-	0.0%
Senior Medic	3.00	3.00	3.00	3.00	265,551	-	0.0%
Firefighter/Medic	7.00	8.00	8.00	8.00	622,301	-	0.0%
Firefighter/EMT	2.00	1.00	1.00	1.00	63,783	-	0.0%
Subtotal	19.00	19.00	19.00	19.00	1,583,122	-	0.0%
Less Salaries and Wages Reported in Grant Program					(51,230)		
Total					1,531,892		

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$42,618, or by -1.4%, due the costs reported in the grant program which are offset by annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.
- Machinery & Equipment (Account No. 790.25) increased by \$14,440, or 111.4%, due to the need to purchase fire hose and to continue the replacement of aging and out of service equipment with limited life spans.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,450,632	1,543,910	1,536,220	1,491,085	1,531,892	(12,018)	-0.8%
501 .01 Overtime Wages	251,723	226,000	233,410	233,410	226,000	-	0.0%
502 .01 Temporary Wages	41,210	93,400	93,400	69,260	93,400	-	0.0%
505 .00 Payroll Taxes	132,381	142,500	142,500	135,025	141,630	(870)	-0.6%
506 .00 Pension	368,731	389,300	389,300	379,615	386,740	(2,560)	-0.7%
507 .00 Health and Life Insurance	355,152	422,100	422,100	388,930	423,240	1,140	0.3%
507 .30 Workers Compensation	104,990	103,800	103,800	97,745	76,160	(27,640)	-26.6%
508 .00 Other Benefits	46,505	48,150	48,430	48,430	47,480	(670)	-1.4%
509 .06 Allowances-Meals	16,042	16,500	16,500	16,500	16,500	-	0.0%
Personnel Services and Benefits	2,767,366	2,985,660	2,985,660	2,860,000	2,943,042	(42,618)	-1.4%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Fire

Operations 1210-110

Operating Expenditures		2017	2018 Budget			2019	2018 Adopted/2019	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies								
510 .01	Office Supplies	3,507	3,470	3,470	3,470	3,470	-	0.0%
510 .02	Operating Supplies	34,182	42,920	42,820	40,000	44,120	1,200	2.8%
510 .03	Safety Program Supplies	16,930	23,070	23,070	21,000	25,300	2,230	9.7%
510 .04	Janitorial Supplies	3,635	5,640	5,640	4,000	5,640	-	0.0%
510 .05	Small Tools & Equipment	5,005	5,610	5,610	4,900	10,020	4,410	78.6%
510 .07	Food/Catering	1,442	1,950	1,950	1,500	1,950	-	0.0%
515 .01	Vehicle Maintenance Materials	1,445	1,500	1,500	1,500	1,500	-	0.0%
515 .02	Building & Grounds Maint Materials	5,737	5,950	6,950	6,950	9,850	3,900	65.5%
515 .03	Furniture and Fixtures Maint Materials	61	750	750	200	750	-	0.0%
515 .04	Machinery & Equipment Maint Materials	7,434	8,000	8,000	5,000	8,000	-	0.0%
520 .02	Postage	1,490	1,900	1,900	1,500	1,900	-	0.0%
525 .03	Heating Fuel	12,958	19,200	19,200	15,000	19,200	-	0.0%
525 .04	Vehicle Motor Fuel & Lubricants	13,489	17,300	17,300	15,000	17,300	-	0.0%
525 .07	Machinery & Equip Fuel & Lubricants	4	1,000	1,000	-	1,000	-	0.0%
530 .03	Professional and Technical Publications	2,007	2,590	2,590	2,500	2,690	100	3.9%
535 .02	Business & Meal Expense	-	-	100	60	-	-	0.0%
535 .04	Uniforms/Badges/Clothing	22,863	11,350	11,350	11,000	11,350	-	0.0%
535 .05	Special Protective Clothing	11,270	15,000	14,000	14,000	15,000	-	0.0%
Supplies		143,459	167,200	167,200	147,580	179,040	11,840	7.1%
Contract/Purchased Services								
600 .01	Travel-Business	4,249	7,200	7,200	7,200	7,200	-	0.0%
600 .02	Travel-Training	6,701	9,300	9,300	9,300	9,300	-	0.0%
600 .03	Training and Education	23,807	38,240	38,240	38,000	38,240	-	0.0%
605 .01	Ads and Public Announcements	434	2,400	4,000	4,000	2,400	-	0.0%
615 .01	Professional Licenses and Certifications	618	3,700	3,700	3,200	4,500	800	21.6%
615 .02	Assn. Membership Dues & Fees	1,367	1,750	1,750	1,300	1,750	-	0.0%
625 .03	Insurance Premiums-Liability	-	1,050	1,050	-	1,050	-	0.0%
630 .02	Vehicle Licenses	223	290	290	250	290	-	0.0%
630 .03	Bank & Merchant Fees	384	290	350	350	350	60	20.7%
630 .06	Service Charges and Fees	14,360	12,500	12,500	12,000	12,500	-	0.0%
635 .02	Janitorial and Cleaning Services	800	1,000	1,000	1,000	1,000	-	0.0%
635 .03	Vehicle Maintenance Services	1,241	2,400	2,400	1,000	2,450	50	2.1%
635 .04	Software & Equip Maintenance Services	13,580	10,620	10,620	10,620	7,800	(2,820)	-26.6%
635 .06	Building & Grounds Maint Services	6,812	10,140	20,040	20,040	12,390	2,250	22.2%
635 .07	Machinery & Equipment Maintenance Ser	10,395	12,910	12,910	12,000	15,600	2,690	20.8%
635 .12	Technical Services	37,843	40,000	40,000	38,000	43,500	3,500	8.7%
640 .05	Medical Services	13,000	14,000	14,000	14,000	14,000	-	0.0%
645 .01	Rents and Leases-Land and Buildings	6,057	6,060	6,060	6,060	6,060	-	0.0%
645 .04	Rents and Leases-Infrastructure	1,602	1,720	1,720	1,720	1,700	(20)	-1.2%
650 .01	Telecommunications	33,871	37,000	37,000	36,000	38,000	1,000	2.7%
650 .02	Electric, Water, Sewer & Solid Waste	69,427	83,290	81,630	73,000	82,440	(850)	-1.0%
Contract/Purchased Services		246,771	295,860	305,760	289,040	302,520	6,660	2.3%
Minor Capital Outlay								
790 .15	Furniture and Fixtures	3,588	-	-	-	1,000	1,000	New
790 .25	Machinery & Equipment	20,752	12,960	3,060	3,000	27,400	14,440	111.4%
790 .26	Computers, Printers & Copiers	4,534	9,000	9,000	8,200	4,500	(4,500)	-50.0%
Minor Capital Outlay		28,874	21,960	12,060	11,200	32,900	10,940	49.8%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire

Operations 1210-110

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	45,524	66,820	66,820	65,760	70,780	3,960	5.9%
850 .01 Interdepartmental Charges-Garage	58,299	60,000	60,000	60,000	60,000	-	0.0%
Interdepartmental Charges	103,823	126,820	126,820	125,760	130,780	3,960	3.1%
Total Expenditures by Type	3,290,293	3,597,500	3,597,500	3,433,580	3,588,282	(9,218)	-0.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,531,892 – This account provides for compensation paid to all regular salaried and hourly employees of the department.

501.01 Overtime Wages: \$226,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$93,400 - This account provides for compensation paid to temporary employees during extended absences of full-time staff, and in support of approved department programs such as the paramedic program, fire prevention program, etc.

505.00 Payroll Taxes: \$141,630 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$386,740 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$423,240 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$76,160 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$47,480 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.06 Allowances-Meals: \$16,500 – This account provides for employer provided semi-annual meal stipends to employees of the Fire Department. These benefits are taxable to the employees.

510.01 Office Supplies: \$3,470 - This account provides for copy paper, pens, pencils, note pads, file folders, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.02 Operating Supplies: \$44,120 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies for ambulance and rescue type calls, inspection supplies, smoke detectors, flags and public education supplies, and other departmental supplies used by the division during the course of a year.

510.03 Safety Program Supplies: \$25,300 - This account provides for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA required medical exams, immunizations, specialized hazardous materials handling and disposal information, and traffic control items.

510.04 Janitorial Supplies: \$5,640 – This account provides for cleaning and sanitation supplies such as paper towels, toilet paper, cleaning solutions, etc. used by in-house and contracted janitors.

510.05 Small Tools and Equipment: \$10,020 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, kitchen and dining equipment, radios, calculators, file cabinets and similar types of minor tools and equipment.

510.07 Food/Catering: \$1,950 - This account provides for food or catering services during extended training exercises or emergencies.

515.01 Vehicle Maintenance Materials: \$1,500 – This account provides for the repair and maintenance of vehicles owned or leased and operated by the department. Included are licensed and unlicensed rolling stock and boats.

515.02 Building and Grounds Maintenance Materials: \$9,850 – This account provides for the repair and maintenance of buildings and upkeep of the grounds used by the department. Salt, paint and caulk are examples of purchases under this line item.

515.03 Furniture and Fixtures Maintenance Materials: \$750 - This account provides for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515.04 Machinery and Equipment Maintenance Materials: \$8,000 – This account provides for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, computer networks and computers.

520.02 Postage and Freight: \$1,900 - This account provides for postal related services such as postage, express delivery, barge line freight and mailing materials.

525.03 Heating Fuel: \$19,200 - This account provides for heating fuel used to heat facilities owned or leased and operated by the department.

525.04 Vehicle Motor Fuel and Lubricants: \$17,300 - This account provides for gasoline, diesel fuel and lubricants used in the operations of division vehicles and boats.

525.07 Machinery and Equipment Fuel and Lubricants: \$1,000 – This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of department machinery, equipment and generators.

530.03 Professional and Technical Publications: \$2,690 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, building codes, professional standards and technical journals.

535.04 Uniforms/Badges/Clothing: \$11,350 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, raingear, hats, boots and badges.

535.05 Special Protective Clothing: \$15,000 - This account provides for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600.01 Travel-Business: \$7,200 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600.02 Travel-Training: \$9,300 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training and education not locally available.

600.03 Training and Education: \$38,240 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$2,400 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals and vacancies.

615.01 Professional Licenses and Technical Certifications: \$4,500 – This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed Paramedics; and fees paid for technical certifications required by medical technicians, divers and operators of special equipment.

615.02 Assn. Dues and Membership Fees: \$1,750 – This account provides for memberships in professional and trade associations and regional organizations.

625.03 Insurance Premiums-Liability: \$1,050 – This account provides for a KFD Volunteer supplemental insurance program that is not grant funded effective 2019.

630.02 Vehicle Licenses: \$290 – This account provides for licensing division vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$350 – This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

630.06 Licenses and Fees Service Charges and Fees: \$12,500 – This account provides for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport.

635.02 Janitorial and Cleaning Services: \$1,000 – This account provides for services to clean facilities and equipment owned by the department.

635.03 Vehicle Maintenance Services: \$2,450 – This account provides for the repair and maintenance of department vehicles and boats by outside maintenance facilities.

635.04 Software and Equipment Maintenance Services: \$7,800 – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. Included are expenses for R911 annual software support, Firehouse annual license and support fees and Basecamp annual license and support fees.

635.06 Buildings and Grounds Maintenance Services: \$12,390 - This account provides for contractual services required to repair and maintain buildings and the upkeep of grounds owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes annual Otis Elevator contract and sprinkler/backflow testing.

635.07 Machinery and Equipment Maintenance Services: \$15,600 - This account provides for contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements and monitoring services from Johnson Controls as well as a copier contract with Tongass Business Center.

635.12 Technical Services: \$43,500 - This account provides for services that are not regarded as professional but require technical or special knowledge provided under written contract and/or purchase order. Included are service contracts on monitor/defibrillators, radio repairs, alarm monitoring, R-911 annual software support, background checks, employee drug testing, database management, website maintenance, pest control and contract Ambulance Billing with Systems Design West.

640.05 Medical Services: \$14,000 – This account provides expenditure for services provided by medical practitioners and medical facilities. Included are services provided by physicians for Medical Director services.

645.01 Rents and Leases - Land and Buildings: \$6,060 - This account provides for the costs of leasing storage space at Fire Station No. 3 from the Public Works Building Maintenance Department.

645.04 Rents and Leases - Infrastructure: \$1,700 - This account provides for expenditures for the rent and lease of infrastructure, including rental of Harbor facilities for the fireboat Harry Newell.

650.01 Telecommunications: \$38,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$82,440 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$27,400 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, computer equipment, iPad(s) for in-cab dispatching, and operating equipment required to provide services or maintain capital assets.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Fire

Operations 1210-110

790.26 Computers, Printers, & Copiers: \$4,500 - This account provides for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. The 2019 PC Replacement Schedule includes 3 desktop computers at \$1,500 each.

825.01 Interdepartmental Charges – Insurance: \$70,780 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$60,000 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

MISSION STATEMENT

The Ketchikan Fire Department is looked upon by its peers as being one of the leaders in Alaska's Fire Service, EMS and Hazardous Materials response. Every year management seeks out additional funding sources to ensure the community is prepared for not only the routine day-to-day calls, but for any incident that goes beyond the norm. If the department is prepared for those extreme events, personnel will be better equipped to handle the common, day-to-day incidents.

GOALS FOR 2019

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2019 EMPG, LEPC and SHSP grants.
- Staff will continue to utilize monies from the 2018 ADHS&EM, LEPC and EMPG grants for public outreach, emergency management training and education.
- Funding through grants continues to remain tight and there does not appear to be any relief on the horizon. Staff will continue to seek additional alternative funding sources whenever possible.

ACCOMPLISHMENTS FOR 2018

- In 2018, the City was initially awarded \$30,000 from the ADHS&EM for emergency management activities and later received additional funds for emergency management activities conducted in excess of the original award.
- In 2018, the City was also awarded \$15,500 from ADHS&EM grant program for management of the LEPC.

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- All changes in this cost center are a result of the impact of anticipated grant funding availability and/or award amounts actually received.

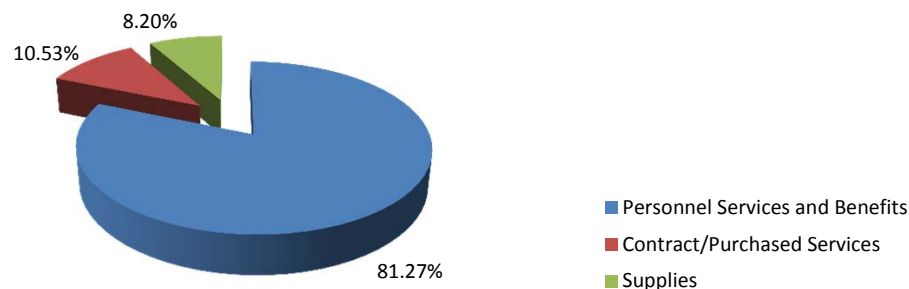
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire

Grants Program 1210-192

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019		
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits								
500 .01 Regular Salaries and Wages	38,136	20,567	23,767	7,142	51,230	30,663	149.1%	
502 .01 Temporary Wages	1,000	-	-	-	-	-	0.0%	
505 .00 Payroll Taxes	2,795	1,625	1,625	300	3,920	2,295	141.2%	
506 .00 Pension	8,390	4,614	4,614	889	11,270	6,656	144.3%	
507 .00 Health and Life Insurance	10,077	2,684	2,684	584	13,830	11,146	415.3%	
507 .30 Workers Compensation	3,333	1,510	1,510	285	2,250	740	49.0%	
Personnel Services and Benefits	63,731	31,000	34,200	9,200	82,500	51,500	166.1%	
Supplies								
510 .01 Office Supplies	-	500	500	500	-	(500)	-100.0%	
510 .02 Operating Supplies	9,435	1,320	9,320	9,320	500	(820)	-62.1%	
510 .03 Safety Program Supplies	11,385	9,976	13,996	6,176	-	(9,976)	-100.0%	
535 .04 Uniforms/Badges/Clothing	4,662	1,500	1,500	1,500	-	(1,500)	-100.0%	
535 .05 Special Protective Clothing	48,210	5,000	5,000	5,000	7,820	2,820	56.4%	
Supplies	73,692	18,296	30,316	22,496	8,320	(9,976)	-54.5%	
Contract/Purchased Services								
600 .01 Travel-Business	1,204	2,680	3,360	180	8,692	6,012	224.3%	
600 .02 Travel-Training	-	4,000	2,363	2,300	-	(4,000)	-100.0%	
600 .03 Training and Education	18,461	700	700	700	-	(700)	-100.0%	
605 .01 Ads and Public Announcements	4,089	3,569	6,216	3,569	2,000	(1,569)	-44.0%	
625 .03 Insurance Premiums-Liability	1,016	-	1,017	1,017	-	-	0.0%	
650 .01 Telecommunications	400	589	589	589	-	(589)	-100.0%	
Contract/Purchased Services	25,170	11,538	14,245	8,355	10,692	(846)	-7.3%	
Minor Capital Outlay								
790 .25 Machinery & Equipment	9,690	-	-	-	-	-	0.0%	
Minor Capital Outlay	9,690	-	-	-	-	-	0.0%	
Interdepartmental charges								
825 01 Interdepartmental Arranges-Insuranc	-	-	-	-	-	-	#DIV/0!	
Interdepartmental Charges	-	-	-	-	-	-	#DIV/0!	
Total Expenditures by Type	172,283	60,834	78,761	40,051	101,512	40,678	66.9%	

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire

Grants Program 1210-192

Grant Program		2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
			Adopted	Amended	Estimate		Incr(Decr)	%
Federal	NAACHO Grant	2,416	658	2,122	1,675	-	(658)	NA
Federal	Safer Grant	88,762	-	-	-	-	-	0.0%
Federal	2016 EMPG Grant	49,908	-	-	-	-	-	0.0%
Federal	2017 EMPG Grant	9,767	30,000	30,000	5,000	25,000	(5,000)	-16.7%
	Local Match-General Fund	4,884	15,000	15,000	2,500	12,500	(2,500)	-16.7%
Federal	2018 EMPG Grant	-	-	-	-	30,000	30,000	New
	Local Match-General Fund	-	-	-	-	15,000	15,000	New
Federal	2018 SHSP Grant	-	-	-	-	6,012	6,012	New
State	2017 LEPC Grant	14,016	-	-	-	-	-	0.0%
State	2018 LEPC Grant	2,679	15,500	15,500	15,500	-	(15,500)	-100.0%
State	2019 LEPC Grant	-	-	16,200	3,200	13,000	13,000	NA
Federal	VWS PILOT Grant	4,735	14,676	14,939	14,676	-	(14,676)	-100.0%
Total Funding by Grant Program		177,167	75,834	93,761	42,551	101,512	25,678	33.9%

Summary of Funding Source		2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
			Adopted	Amended	Estimate		Incr(Decr)	%
General Fund								
	Federal Grant	155,588	45,334	47,061	21,351	61,012	15,678	34.6%
	State Grant	16,695	15,500	31,700	18,700	13,000	(2,500)	-16.1%
	Local Match	4,884	15,000	15,000	2,500	27,500	12,500	83.3%
Total Funding		177,167	75,834	93,761	42,551	101,512	25,678	101.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$51,230 – This account provides for compensation paid to all regular salaried and hourly employees of the department.

505.00 Payroll Taxes: \$3,920 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$11,270 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$13,830 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,250 – This account provides for employer contributions to workers compensation.

510.02 Operating Supplies: \$500 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies including but not limited to medications, intubation devices, disposable pads, sharps containers, rubber gloves, etc. for ambulance and rescue type calls, and other departmental supplies used by the division during the course of a year.

535.05 Allowances-Special Protective Clothing: \$7,820 – This account provides for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600.01 Travel-Business: \$8,692 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

605.01 Ads and Public Announcements: \$2,000 – This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasters over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals and vacancies.

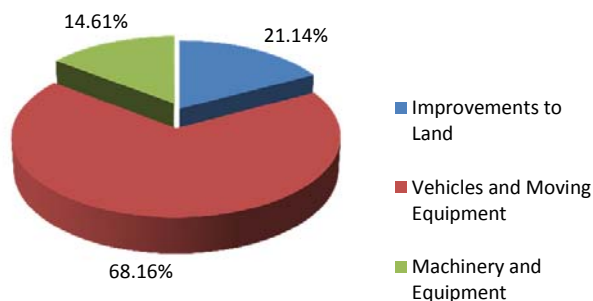
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Fire

Capital Budget

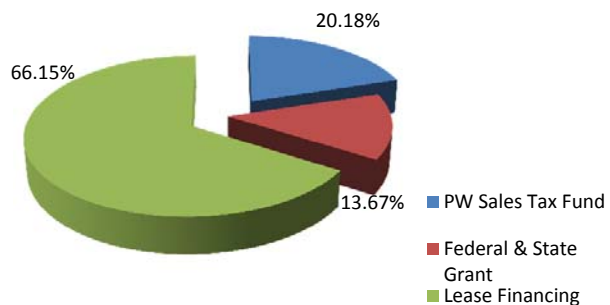
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	50,883	-	-	-	-	-	N/A
710.00 Improvements to Land	-	564,105	564,105	459,955	424,150	(139,955)	-24.8%
720.00 Vehicles and Moving Equipment	40,643	2,743,100	2,743,100	136,600	1,677,600	(1,065,500)	-38.8%
725.00 Machinery and Equipment	125,644	120,680	120,680	22,584	359,524	238,844	197.9%
Total Major Capital Outlay	217,170	3,427,885	3,427,885	619,139	2,461,274	(966,611)	-28.2%

Capital Improvement Projects		Funding Sources			
Project #	Project	PW Sales Tax Fund	Federal & State Grant	Lease Financing	Total
710.00 Improvements to Land					
	Repair-Renovate Station No. 2	424,150			424,150
	Total Improvements to Land	424,150	-	-	424,150
720.00 Vehicles and Moving Equipment					
	Refurbish-Replace 52-752 (L1)			1,350,000	1,350,000
	Replace 52-756 (T3)			278,100	278,100
	Replace 52-759 (Pickup Truck)	49,500			49,500
	Total Vehicles and Moving Equipment	49,500	-	1,628,100	1,677,600
725.00 Machinery and Equipment					
	18SHSP Dispatch Console Upgrade	23,000	301,000		324,000
	All Hazard Warning Siren #5		35,524		35,524
	Total Machinery and Equipment	23,000	336,524	-	359,524
	Total Capital Budget	496,650	336,524	1,628,100	2,461,274

Expenditures by Type



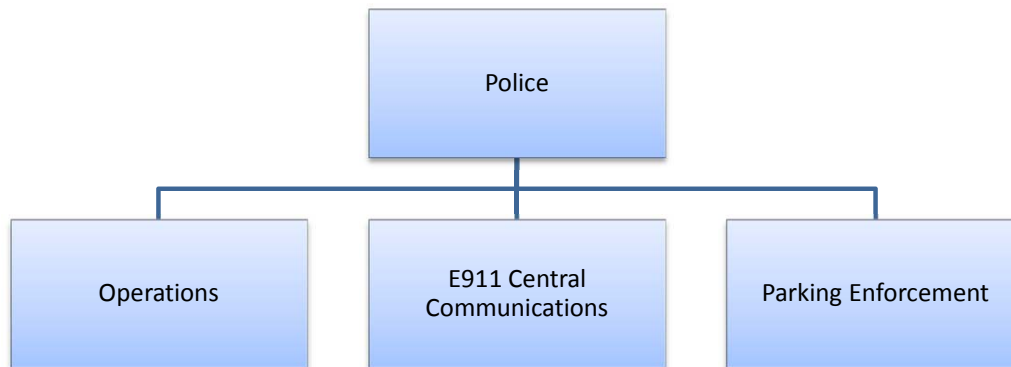
Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Summary

It is the mission of the Ketchikan Police Department, together with all the residents of the City, to make the community a safe place within which to live and work.



The Police Department is comprised of three operating divisions and oversees a Grant Program and a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	3,463,137	4,002,543	4,035,543	3,798,133	4,072,199	69,656	1.7%
E911 Central Communications	1,098,674	1,236,428	1,236,428	1,151,401	1,259,171	22,743	1.8%
Parking Enforcement	97,736	99,223	99,223	96,846	103,352	4,129	4.2%
Grants	11,959	-	-	-	-	-	NA
Capital Improvement Program	460,638	226,570	269,912	213,387	201,525	(25,045)	-11.1%
Total	5,132,144	5,564,764	5,641,106	5,259,767	5,636,247	71,483	1.3%

Expenditures by Category	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	4,119,576	4,677,044	4,670,728	4,376,463	4,697,692	20,648	0.4%
Supplies	128,177	145,400	145,140	142,260	159,450	14,050	9.7%
Contract/Purchased Services	324,484	371,920	408,066	386,027	441,470	69,550	18.7%
Minor Capital Outlay	17,176	44,000	46,300	41,000	30,500	(13,500)	-30.7%
Interdepartmental Charges	82,093	99,830	100,960	100,630	105,610	5,780	5.8%
Major Capital Outlay	460,638	226,570	269,912	213,387	201,525	(25,045)	-11.1%
Total	5,132,144	5,564,764	5,641,106	5,259,767	5,636,247	71,483	1.3%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

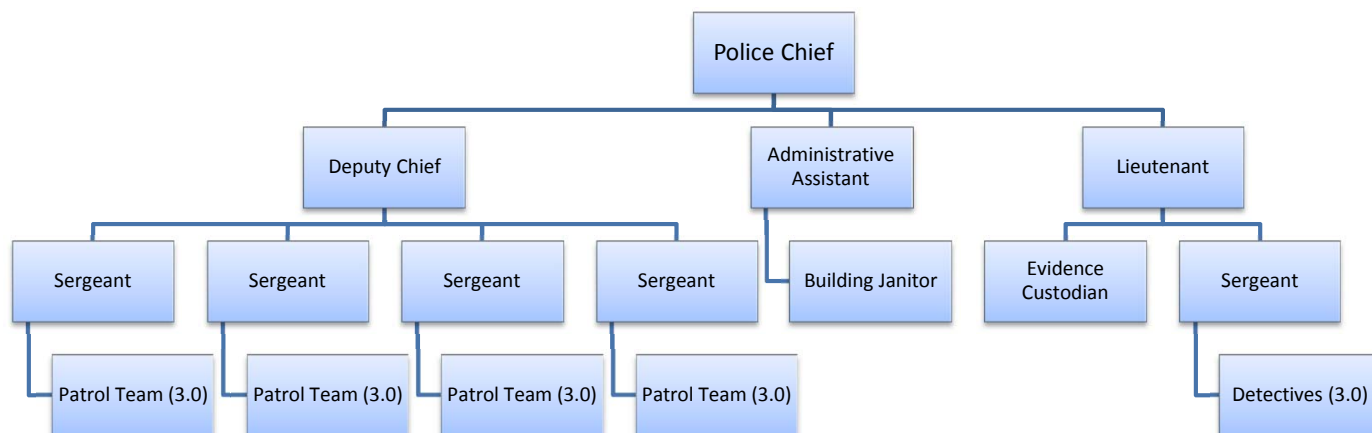
Summary

Funding Source	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,625,279	3,291,694	3,324,694	2,929,380	3,241,722	(49,972)	-1.5%
Public Safety Sales Tax	1,490,201	1,482,500	1,482,500	1,557,000	1,588,000	105,500	7.1%
Charges for Services	424,849	425,000	425,000	425,000	425,000	-	0.0%
Fines and Forfeitures	119,218	139,000	139,000	135,000	135,000	(4,000)	-2.9%
US Marshal Fund	-	-	43,342	43,342	45,000	45,000	NA
Federal and State Grants	11,959	-	-	-	-	-	NA
Public Works Sales Tax	460,638	226,570	226,570	170,045	201,525	(25,045)	-11.1%
Total	5,132,144	5,564,764	5,641,106	5,259,767	5,636,247	71,483	1.3%

Full-time Equivalent Personnel	2017	2018 Budget		2019		Adopted 2018/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	25.00	25.00	25.00	25.00	2,020,139	-	0.0%
E911 Central Communications	9.30	9.30	9.30	9.30	513,291	-	0.0%
Parking Enforcement	1.00	1.00	1.00	1.00	41,572	-	0.0%
Total	35.30	35.30	35.30	35.30	2,575,002	-	0.0%

MISSION STATEMENT

To protect and serve the City of Ketchikan and its citizens by providing progressive public safety services.



GOALS FOR 2019

- Continue to develop and implement community-based programs.
- Provide first-line supervisor training.
- Host the second annual Shop with a Cop program.
- Continue Coffee with a Cop program.
- Expand the Department's recruitment efforts and identify retention issues.
- Host second Citizens Academy.

ACCOMPLISHMENTS FOR 2018

- Hosted two Coffee with a Cop program events for positive interactions between officers and citizens.
- Joined a region-wide drug enforcement task force.
- Participated in the second annual First Responder's Chili Cook Off.
- Hired and trained four new officers.
- Expanded Ketchikan Police Department social media interactions .
- Participated in National Facebook Lip Sync Challenge and received positive feedback; worked collaboratively with KPU Telecommunications Division staff to produce the video.
- Replaced outdated scheduling software for department.
- Lieutenant Eric Mattson of Ketchikan, AK was promoted to Deputy Police Chief effective June 22, 2018.
- Detective Andrew Berntson of Ketchikan, AK was promoted to Lieutenant of Investigations effective August 1, 2018.
- Updated Ketchikan Police Department policy manuals.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Operations Division 1220-110

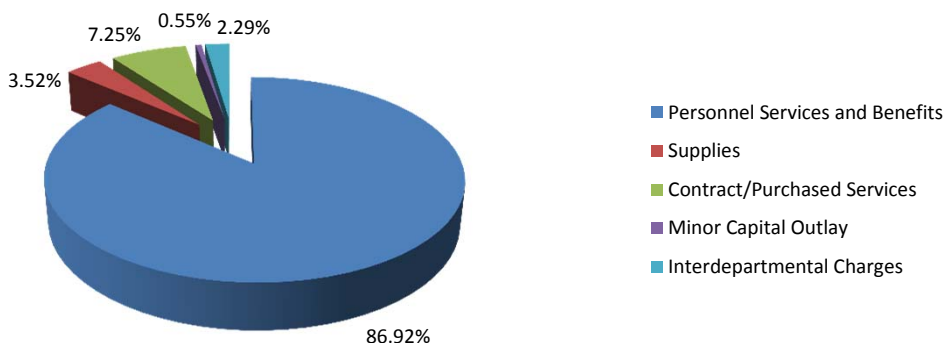
DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,078,276	3,529,673	3,523,473	3,313,543	3,517,929	(11,744)	-0.3%
Supplies	111,669	130,100	130,600	130,600	143,200	13,100	10.1%
Contract/Purchased Services	185,842	229,860	265,890	243,860	295,310	65,450	28.5%
Minor Capital Outlay	13,725	24,000	26,300	21,000	22,500	(1,500)	-6.3%
Interdepartmental Charges	73,625	88,910	89,280	89,130	93,260	4,350	4.9%
Total Expenditures	3,463,137	4,002,543	4,035,543	3,798,133	4,072,199	69,656	1.7%

Funding Source	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,951,626	2,471,043	2,460,701	2,154,791	2,396,199	(74,844)	-3.0%
Public Safety Sales Tax	1,490,201	1,482,500	1,482,500	1,557,000	1,588,000	105,500	7.1%
Fines and Forfeitures	21,310	49,000	49,000	43,000	43,000	(6,000)	-12.2%
US Marshal Fund	-	-	43,342	43,342	45,000	1,658	New
Total Funding	3,463,137	4,002,543	4,035,543	3,798,133	4,072,199	69,656	1.7%

Full-time Equivalent Personnel	2017	2018 Budget		2019		Adopted 2018/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.90	0.90	0.90	0.90	112,593	-	0.0%
Deputy Chief	0.95	0.95	0.95	0.95	107,332	-	0.0%
Lieutenant	1.00	1.00	1.00	1.00	98,119	-	0.0%
Sergeant	5.00	5.00	5.00	5.00	493,192	-	0.0%
Corporal	1.00	1.00	1.00	1.00	89,030	-	0.0%
Police Officer	11.00	11.00	11.00	11.00	769,392	-	0.0%
Detective/Investigations	3.00	3.00	3.00	3.00	241,091	-	0.0%
Administrative Assistant	0.95	0.95	0.95	0.95	54,450	-	0.0%
Evidence Custodian	0.90	0.90	0.90	0.90	44,034	-	0.0%
Custodian	0.30	0.30	0.30	0.30	10,906	-	0.0%
Total	25.00	25.00	25.00	25.00	2,020,139	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police
Operations Division 1220-110
OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$11,744, or by -0.3%, due to a long term employee retirement in 2018. The decrease is partially offset by annual employee step increases; a 2% cost of living adjustment that will become effective for represented employees on July 1, 2019 and effective for non-represented employees on January 1, 2019; and projected increases in employee health insurance premiums.
- Allowances Moving Expenses-Non Taxed (Account No. 535.01) increased by \$10,000, or by 200% to cover anticipated moving expenses of new lateral police officer positions.
- Training and Education (Account No. 600.03) increased by \$27,000, or by 120%, to cover the increased cost of academy training of both new and lateral officers.
- Investigation Services (Account No. 635.10) increased by \$5,000, or by 50%, to cover increased costs to necessary investigation and inspection services for narcotic and other felony related cases, including but not limited to homicide, cyber related sex crimes and sexual assaults.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2017	2018 Budget			2019	Adopted 2018/2019		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	1,754,621	2,038,548	2,020,332	1,873,323	2,020,139	(18,409)	-0.9%
501	.01	Overtime Wages	183,146	160,000	160,000	157,370	160,000	-	0.0%
502	.01	Temporary Wages	278	-	-	-	-	-	NA
505	.00	Payroll Taxes	147,526	168,190	168,190	155,350	166,790	(1,400)	-0.8%
506	.00	Pension	423,280	481,370	480,378	447,150	477,240	(4,130)	-0.9%
507	.00	Health and Life Insurance	417,308	489,220	488,228	478,880	514,820	25,600	5.2%
507	.30	Workers Compensation	67,511	76,635	76,635	72,090	73,600	(3,035)	-4.0%
508	.00	Other Benefits	43,831	64,110	78,110	77,780	53,740	(10,370)	-16.2%
509	.01	Allowances-Police Uniforms	40,175	50,000	50,000	50,000	50,000	-	0.0%
509	.08	Allowances-Medical Expenses	600	1,600	1,600	1,600	1,600	-	0.0%
Personnel Services and Benefits			3,078,276	3,529,673	3,523,473	3,313,543	3,517,929	(11,744)	-0.3%
Supplies									
510	.01	Office Supplies	7,058	7,500	7,500	7,500	7,500	-	0.0%
510	.02	Operating Supplies	20,919	24,000	24,000	24,000	24,000	-	0.0%
510	.03	Safety Program Supplies	5,693	5,000	5,000	5,000	7,500	2,500	50.0%
510	.04	Janitorial Supplies	2,714	2,800	2,800	2,800	2,800	-	0.0%
515	.02	Building & Grounds Maint Materials	18,822	12,000	12,000	12,000	12,000	-	0.0%
515	.04	Machinery & Equip Maint Materials	765	1,000	1,500	1,500	1,000	-	0.0%
520	.02	Postage	2,742	3,700	3,700	3,700	3,800	100	2.7%
525	.03	Heating Fuel	18,003	25,600	25,600	25,600	26,100	500	2.0%
525	.04	Vehicle Motor Fuel & Lubricants	31,135	41,000	41,000	41,000	41,000	-	0.0%
535	.01	Moving Expense- Non-Taxed	2,106	5,000	5,000	5,000	15,000	10,000	200.0%
535	.04	Uniforms/Badges/Clothing	1,712	2,500	2,500	2,500	2,500	-	0.0%
Supplies			111,669	130,100	130,600	130,600	143,200	13,100	10.1%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Operations Division 1220-110

Operating Expenditures	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	4,431	3,500	3,500	3,500	4,000	500	14.3%
600 .02 Travel-Training	17,270	20,000	20,000	20,000	20,000	-	0.0%
600 .03 Training and Education	4,682	22,500	55,500	35,000	49,500	27,000	120.0%
605 .01 Ads and Public Announcements	1,531	3,000	4,600	4,600	5,000	2,000	66.7%
610 .01 Community Promotion	7,629	7,000	7,000	7,000	7,000	-	0.0%
615 .02 Assn. Membership Dues & Fees	1,312	3,000	3,000	3,000	3,000	-	0.0%
620 .02 Towing of Impounded Property	1,238	2,000	2,000	2,000	2,000	-	0.0%
630 .02 Vehicle Licenses	180	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Fees	1,313	1,100	1,100	1,100	1,300	200	18.2%
635 .01 Government Contractual Services	13,578	26,500	26,500	26,500	26,500	-	0.0%
635 .04 Software & Equip Maint Services	18,387	20,000	20,000	20,000	20,750	750	3.8%
635 .06 Building & Grounds Maint Services	6,632	6,500	6,500	6,000	6,500	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	6,462	8,500	8,130	7,500	8,500	-	0.0%
635 .10 Investigation Services	9,765	10,000	10,000	10,000	15,000	5,000	50.0%
640 .05 Medical Services	1,300	2,000	3,800	3,400	28,500	26,500	1325.0%
650 .01 Telecommunications	40,996	43,000	43,000	43,000	46,500	3,500	8.1%
650 .02 Electric, Water, Sewer & Solid Waste	49,136	50,760	50,760	50,760	50,760	-	0.0%
Contract/Purchased Services	185,842	229,860	265,890	243,860	295,310	65,450	28.5%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	1,798	3,000	5,300	5,000	3,000	-	0.0%
790 .25 Machinery and Equipment	10,053	15,000	15,000	10,000	15,000	-	0.0%
790 .26 Computers, Printers & Copiers	1,874	6,000	6,000	6,000	4,500	(1,500)	-25.0%
Minor Capital Outlay	13,725	24,000	26,300	21,000	22,500	(1,500)	-6.3%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	31,373	48,910	49,280	49,130	53,260	4,350	8.9%
850 .01 Interdepartmental-Garage	42,252	40,000	40,000	40,000	40,000	-	0.0%
Interdepartmental Charges	73,625	88,910	89,280	89,130	93,260	4,350	4.9%
Total Expenditures by Type	3,463,137	4,002,543	4,035,543	3,798,133	4,072,199	69,656	1.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$2,020,139 – This account provides for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$160,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

505.00 Payroll Taxes: \$166,790 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$477,240 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$514,820 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$73,600 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$53,740 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.01 Allowances – Police Uniforms: \$50,000 – This account provides for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the City Personnel Rules.

509.08 Allowances- Medical Expenses: \$1,600 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.01 Office Supplies: \$7,500 - This account provides for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as staplers and tape dispensers.

510.02 Operating Supplies: \$24,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as CDs, DVDs, batteries, narcotic test kits, training materials, crime scene investigation materials, taser cartridges, pepper spray, ammunition, targets and armor supplies.

510.03 Safety Program Supplies: \$7,500 - This account provides supplies for the department safety program. Included are safety information brochures, safety training audio and video programs, soft body armors, ballistic vests, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control accessories.

510.04 Janitorial Supplies: \$2,800 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

515.02 Building and Grounds Maintenance Materials: \$12,000 – This account provides for materials required to repair and maintain the building and the upkeep of the grounds at the Police Station.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the materials required to repair and maintain machinery and equipment owned or leased and operated by the department. Included are office equipment, operating equipment, computer networks and computers.

520.02 Postage: \$3,800 - This account provides for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$26,100 - This account provides for heating fuel for the Police Department.

525.04 Vehicle Motor Fuel and Lubricants: \$41,000 - This account provides for gasoline and lubricants used for the operation of Police vehicles.

535.01 Moving Expenses Non-Taxed: \$15,000 - This account provides for direct payments or reimbursements to employees for expenditures incurred to relocate to Ketchikan.

535.04 Uniforms/Badges/Clothing: \$2,500 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are badges, collar insignia, patches and department awards.

600.01 Travel-Business: \$4,000 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for department business.

600.02 Travel-Training: \$20,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$49,500 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$5,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues and recruiting.

610.01 Community Promotion: \$7,000 – This account provides for the promotion of community activities and programs. Included activities are Shop with a Cop, Coffee with a Cop, Citizens Academy, Health Fair and Halloween Safety.

615.02 Assn. Membership Dues and Fees: \$3,000 – This account provides for memberships in professional and trade associations such as the FBI National Academy Associates, Alaska Association of Chiefs of Police, International Association of Chiefs of Police and others.

620.02 Towing of Impounded Property: \$2,000 – This account provides for towing and/or storing of impounded vehicles.

630.02 Vehicle Licenses: \$500 – This account provides for licensing department vehicles for operations on public highways.

630.03 Bank and Merchant Fees: \$1,300 - This account provides for monthly merchant fees for use of credit and debit cards associated with payment of parking tickets and fines.

635.01 Government Contractual Services: \$26,500 - This account provides for services provided by federal, state and local governments. Included are prisoner charges and fees paid for services provided by federal, state and local governments.

635.04 Software and Equipment Maintenance Services: \$20,750 - This account provides for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. The agreements in place for the division include support and updates for the digital evidence management system, Cellebrite Universal Forensic Electronic Device (UFED) and AXON body-worn cameras.

635.06 Building and Grounds Maintenance Services: \$6,500 - This account provides for services required to repair and maintain the building and the upkeep of the grounds at the Police Station.

635.07 Machinery and Equipment Maintenance Services: \$8,500 - This account provides for the contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.10 Investigation Services: \$15,000 - This account provides for major criminal investigations, undercover operations and other types of investigation and inspection services.

640.05 Medical Services: \$28,500 – This account provides for the costs of medical examinations for individuals held in protective custody, medical screenings for arrestees and DUI blood draws. This account also provides for costs associated with Sexual Assault Response (SAR) kits.

650.01 Telecommunications: \$46,500 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$50,760 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$3,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$15,000 - This account will provide for the acquisition of replacement X2 Tasers, body-worn cameras and vehicle cameras.

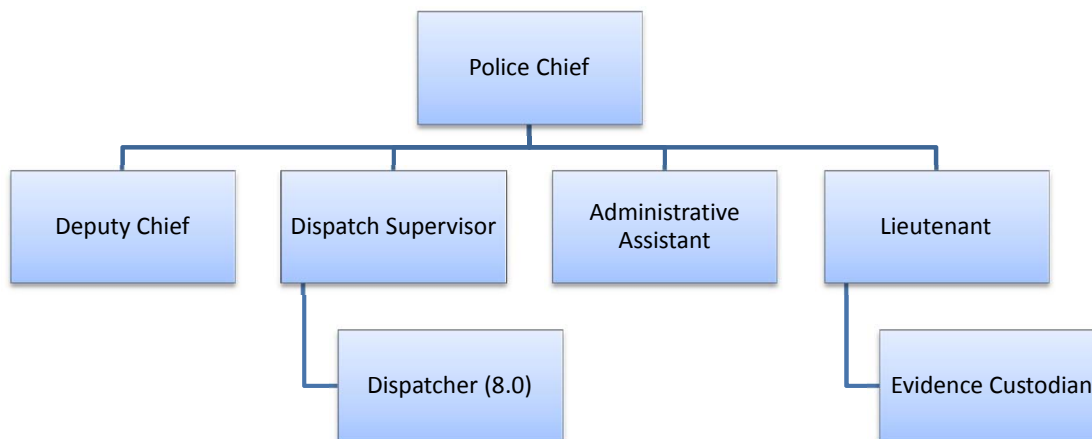
790.26 Computers, Printers and Copiers: \$4,500 - This account provides for acquisition of two replacement PC's and two laser printers.

825.01 Interdepartmental Charges – Insurance: \$53,260 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$40,000 – This account provides expenditures for fleet maintenance services provided by the Public Works Department – Garage Division.

MISSION STATEMENT

It is the mission of the E-911 Central Communications Division to maintain 24-hour emergency dispatch services for the community in order to provide for expedited and professional responses from Police, Fire and EMS.



GOALS FOR 2019

- Continue providing monthly training and skill building for the dispatchers of the Central Communications Division to increase their skills, knowledge and confidence.
- Maintain APCO and State certification for Emergency Medical Dispatching.
- Organize and implement annual Shop with a Cop.

ACCOMPLISHMENTS FOR 2018

- Purchased and installed 2 battery backups for the 911 phone system.
- Maintained APCO and State certification for Emergency Medical Dispatching.
- Purchased and installed radio repeater for area-wide First Responders.
- Participated in 911 educational program for the Community at the First Responder's Fair.
- Participated in the 2nd annual First Responder's Chili Cook Off.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	959,035	1,062,988	1,062,988	981,020	1,092,401	29,413	2.8%
Supplies	9,635	9,000	8,280	5,400	9,000	-	0.0%
Contract/Purchased Services	121,407	136,100	136,100	136,091	140,100	4,000	2.9%
Minor Capital Outlay	3,451	20,000	20,000	20,000	8,000	(12,000)	-60.0%
Interdepartmental Charges	5,146	8,340	9,060	8,890	9,670	1,330	15.9%
Total Expenditures	1,098,674	1,236,428	1,236,428	1,151,401	1,259,171	22,743	1.8%

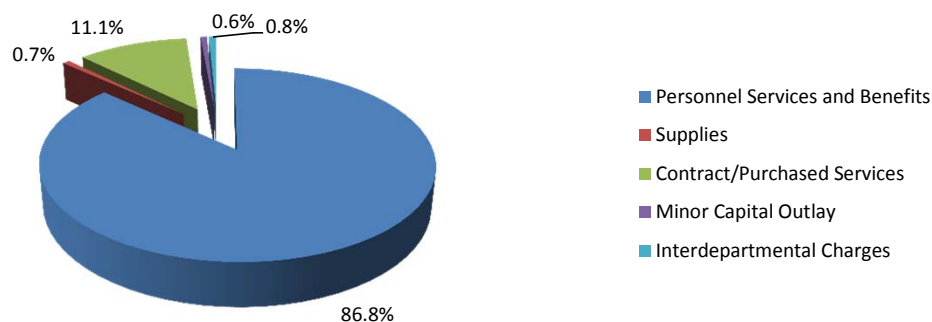
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

Funding Source	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	673,825	811,428	811,428	726,401	834,171	22,743	2.8%
Charges for Services - Borough	15,000	15,000	15,000	15,000	15,000	-	0.0%
Charges for Services - E911	409,849	410,000	410,000	410,000	410,000	-	0.0%
Total Funding	1,098,674	1,236,428	1,236,428	1,151,401	1,259,171	22,743	1.8%

Full-time Equivalent Personnel	2017	2018 Budget		2019		Adopted 2018/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.10	0.10	0.10	0.10	12,510	-	0.0%
Deputy Chief	0.05	0.05	0.05	0.05	5,649	-	0.0%
Administrative Assistant	0.05	0.05	0.05	0.05	2,866	-	0.0%
Dispatch Supervisor	1.00	1.00	1.00	1.00	65,417	-	0.0%
Dispatcher	8.00	8.00	8.00	8.00	421,956	-	0.0%
Evidence Custodian	0.10	0.10	0.10	0.10	4,893	-	0.0%
Total	9.30	9.30	9.30	9.30	513,291	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$29,413, or by 2.8%, due to annual employee step increases; a 2% cost of living adjustment that will become effective for represented employees on July 1, 2019 and effective for non-represented employees on January 1, 2019; and projected increases in employee health insurance premiums.
- Computers, Printers & Copiers (Account No. 790.26) decreased by \$12,000, or by 100%, due to no computers, printers or copiers scheduled for replacement in 2019.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	444,663	489,448	489,348	456,180	513,291	23,843	4.9%
501 .01 Overtime Wages	137,948	125,000	125,000	120,840	125,000	-	0.0%
502 .01 Temporary Wages	(412)	40,000	40,000	27,760	40,000	-	0.0%
505 .00 Payroll Taxes	42,787	50,070	50,070	46,270	51,890	1,820	3.6%
506 .00 Pension	128,293	135,180	135,180	126,330	140,430	5,250	3.9%
507 .00 Health and Life Insurance	176,996	197,470	197,470	178,760	195,440	(2,030)	-1.0%
507 .30 Workers Compensation	5,814	5,310	5,410	5,370	5,060	(250)	-4.7%
508 .00 Other Benefits	14,946	13,510	13,510	13,510	14,290	780	5.8%
509 .01 Allowances-Police Uniforms	2,075	-	-	-	-	-	NA
509 .02 Allowances-Dispatch Uniforms	5,925	7,000	7,000	6,000	7,000	-	0.0%
Personnel Services and Benefits	959,035	1,062,988	1,062,988	981,020	1,092,401	29,413	2.8%
Supplies							
510 .02 Operating Supplies	4,177	6,000	5,280	5,200	6,000	-	0.0%
535 .01 Moving Expense- Non-taxed	5,394	2,500	2,500	-	2,500	-	0.0%
535 .04 Uniforms/Badges/Clothing	64	500	500	200	500	-	0.0%
Supplies	9,635	9,000	8,280	5,400	9,000	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	2,309	3,500	3,551	3,551	5,500	2,000	57.1%
600 .03 Training and Education	933	4,500	4,449	4,440	6,500	2,000	44.4%
605 .01 Ads and Public Announcements	628	800	800	800	800	-	0.0%
630 .05 Software Licenses	313	6,000	6,000	6,000	6,000	-	0.0%
635 .04 Software & Equip Maint Services	112,218	110,600	110,600	110,600	110,600	-	0.0%
635 .07 Machinery & Equip Maint Services	3,406	4,000	4,000	4,000	4,000	-	0.0%
635 .11 Subscription Services	1,063	3,000	3,000	3,000	3,000	-	0.0%
650 .01 Telecommunications	537	3,700	3,700	3,700	3,700	-	0.0%
Contract/Purchased Services	121,407	136,100	136,100	136,091	140,100	4,000	2.9%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	3,000	3,000	3,000	3,000	-	0.0%
790 .25 Machinery & Equipment	3,451	3,000	3,000	3,000	3,000	-	0.0%
790 .26 Computers, Printers & Copiers	-	12,000	12,000	12,000	-	(12,000)	-100.0%
790 .35 Software	-	2,000	2,000	2,000	2,000	-	0.0%
Minor Capital Outlay	3,451	20,000	20,000	20,000	8,000	(12,000)	-60.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	5,146	8,340	9,060	8,890	9,670	1,330	15.9%
Interdepartmental Charges	5,146	8,340	9,060	8,890	9,670	1,330	15.9%
Total Expenditures by Type	1,098,674	1,236,428	1,236,428	1,151,401	1,259,171	22,743	1.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$513,291 – This account provides for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$125,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$40,000 - This account provides for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$51,890 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$140,430 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$195,440– This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$5,060– This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$14,290 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.02 Allowances – Dispatch Uniforms: \$7,000 - This account provides for employer provided uniform allowances paid directly to police dispatchers pursuant to collective bargaining agreements or the Personnel Rules.

510.02 Operating Supplies: \$6,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as communications wireless bases and headsets, batteries, employee awards and recognition pins, brochures, medical supplies, and general materials for classes and public programs.

535.01 Allowances Moving Expenses- Non-Taxed: \$2,500 - This account provides for direct payments or reimbursements to employees for expenditures incurred to relocate to Ketchikan.

535.04 Allowances-Uniforms/Badges/Clothing: \$500 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, badges, name plates, boots, shoes and branded logo wear.

600.02 Travel-Training: \$5,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$6,500 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$800 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, requests for proposals and contracts.

630.05 Software Licenses: \$6,000 – This account provides for acquiring licenses for the right to use proprietary software such as Adobe and scheduling software for the Department.

635.04 Software and Equipment Maintenance Services: \$110,600 - This account provides for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. The agreements in place for the division include support and updates for the computer-aided dispatch system, records management system, recording system interface for the dispatch consoles and remote monitoring, dispatch consoles and the APSIN criminal justice information system for Alaska.

635.07 Machinery and Equipment Maintenance Services: \$4,000 - This account provides for the contractual services required to repair and maintain office equipment and operating equipment. It also includes maintenance service agreements.

635.11 Subscription Services: \$3,000 - This account provides for subscriptions for access to telephonic and web based services. Included are Alaska Public Safety Information System, Department of Motor Vehicles Photo Site, on-line reference databases, Statewide Gateway for APSIN, NCIC and Statewide Library Electronic Doorway.

650.01 Telecommunications: \$3,700 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet and long distance.

790.15 Furniture and Fixtures: \$3,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

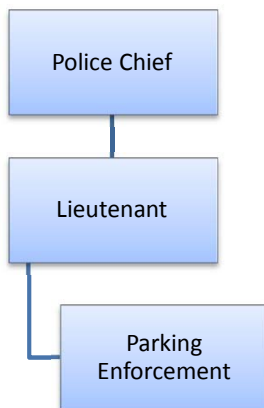
790.25 Machinery and Equipment: \$3,000 - This account will provide for replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and department owned wireless headsets.

790.35 Software: \$2,000 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$9,670 - This account provides for risk management services and claims.

MISSION STATEMENT

The mission of the Parking Enforcement Division is to provide parking enforcement in the City Center District as well as all other areas within City jurisdiction in a fair and equitable manner and in accordance with the Ketchikan Municipal Code.



GOALS FOR 2019

- Identify parking issues within the City of Ketchikan.
- Monitor abandoned vehicles to free-up parking in the neighborhoods.
- Actively enforce downtown parking regulations to ensure the parking needs of the community are met.
- Work closely with neighborhoods to address and identify parking issues and their solutions.

ACCOMPLISHMENTS FOR 2018

- Identify parking issues within the City of Ketchikan.
- Monitor abandoned vehicles and remove them from City streets to alleviate parking congestion.
- Actively enforce downtown parking regulations to accommodate parking needs for the community.
- Hired and trained seasonal Code Enforcement Officer.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

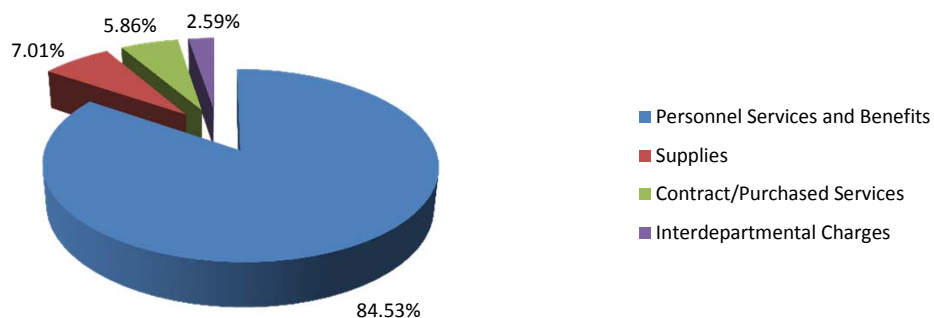
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	Adopted 2018/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	82,265	84,383	84,267	81,900	87,362	2,979	3.5%
Supplies	6,873	6,300	6,260	6,260	7,250	950	15.1%
Contract/Purchased Services	5,276	5,960	6,076	6,076	6,060	100	1.7%
Interdepartmental Charges	3,322	2,580	2,620	2,610	2,680	100	3.9%
Total Expenditures	97,736	99,223	99,223	96,846	103,352	4,129	4.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	Adopted 2018/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	(172)	9,223	9,223	4,846	11,352	2,129	23.1%
Fines and Forfeitures	97,908	90,000	90,000	92,000	92,000	2,000	2.2%
Total Funding	97,736	99,223	99,223	96,846	103,352	4,129	4.2%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		Adopted 2018/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Parking Enforcement Specialist	1.00	1.00	1.00	1.00	41,572	-	0.0%
Total	1.00	1.00	1.00	1.00	41,572	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below:

Personnel Services and Benefits increased by \$2,979, or by 3.5%, due to annual employee step increases; a 2% cost of living adjustment for represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	Adopted 2018/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	38,203	39,543	39,750	39,750	41,572	2,029	5.1%
501 .01 Overtime	41	-	-	-	-	-	NA
502 .01 Temporary Wages	11,896	10,000	9,647	7,950	10,000	-	0.0%
505 .00 Payroll Taxes	3,569	3,790	3,790	3,500	3,950	160	4.2%
506 .00 Pension	6,502	6,730	6,760	6,760	7,070	340	5.1%
507 .00 Health and Life Insurance	19,642	20,400	20,400	20,170	20,760	360	1.8%
507 .30 Workers Compensation	1,756	1,840	1,840	1,690	1,860	20	1.1%
508 .00 Other Benefits	(55)	1,080	1,080	1,080	1,150	70	6.5%
509 .01 Allowances-Police Uniforms	711	1,000	1,000	1,000	1,000	-	0.0%
Personnel Services and Benefits	82,265	84,383	84,267	81,900	87,362	2,979	3.5%
Supplies							
510 .01 Office Supplies	3,427	3,500	2,760	2,760	3,500	-	0.0%
510 .02 Operating Supplies	221	300	200	200	300	-	0.0%
520 .02 Postage	2,645	2,000	2,700	2,700	2,800	800	40.0%
525 .04 Vehicle Motor Fuel & Lubricants	580	500	600	600	650	150	30.0%
Supplies	6,873	6,300	6,260	6,260	7,250	950	15.1%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	250	366	366	350	100	40.0%
630 .02 Vehicle Licenses	10	10	10	10	10	-	0.0%
635 .04 Software & Equip Maint Services	4,420	4,500	4,500	4,500	4,500	-	0.0%
650 .01 Telecommunications	846	1,200	1,200	1,200	1,200	-	0.0%
Contract/Purchased Services	5,276	5,960	6,076	6,076	6,060	100	1.7%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	523	830	870	860	930	100	12.0%
850 .01 Interdepartmental Charges-Garage	2,799	1,750	1,750	1,750	1,750	-	0.0%
Interdepartmental Charges	3,322	2,580	2,620	2,610	2,680	100	3.9%
Total Expenditures by Type	97,736	99,223	99,223	96,846	103,352	4,129	4.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$41,572 – This account provides for compensation paid to all regular salaried and hourly employees for personnel services.

502.01 Temporary Wages: \$10,000 – This account provides for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$3,950 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$7,070 – This account provides for employer contributions to retirement plans.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Police

Parking Enforcement Division 1220-221

507.00 Health and Life Insurance: \$20,760 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,860 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$1,150 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.01 Allowances – Police Uniforms: \$1,000 – This account provides for employer provided clothing allowances paid directly to employees pursuant to collective bargaining agreements or the City's Personnel Rules.

510.01 Office Supplies: \$3,500 – This account provides for the cost of monthly, annual and temporary City parking permits, past-due notice forms and envelopes, new parking ticket stock, printer cartridges and other supplies.

510.02 Operating Supplies: \$300 - This account provides for supplies for the division during the course of the year.

520.02 Postage: \$2,800 - This account provides for postal related services such as postage, express delivery and mailing materials.

525.04 Vehicle Motor Fuel and Lubricants: \$650 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operation of the Parking Enforcement Vehicle.

605.01 Ads and Public Announcements: \$350 - This account provides for advertising and announcements in publications and newspapers.

630.02 Vehicle Licenses: \$10 – This account provides for licensing City vehicles for operations on public highways.

635.04 Software Maintenance Services: \$4,500 - This account provides for maintenance agreements to support licensed software systems.

650.01 Telecommunications Services: \$1,200 - This account provides for telecommunication services.

825.01 Interdepartmental Charges – Insurance: \$930 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$1,750 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

CITY OF KETCHIKAN**2019 Operating and Capital Budget****Police****Grants Program****MISSION STATEMENT**

The Ketchikan Police Department prides itself in being one of the leaders in Alaska's law enforcement community. Every year the department seeks out additional funding sources to ensure the community is prepared for routine, day-to-day calls, and any incidents that go beyond the norm. In the past, the department has received funds to help offset the cost of officer bullet proof vests, bicycle helmets and gun locks, as well as the new dispatch console. The department has also received funding to enhance law enforcement training programs from state and federal sources.

GOALS FOR 2019

- Actively pursue new state and federal grant funding opportunities

ACCOMPLISHMENTS FOR 2018

- There was no grant activity to report in 2018.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .03 Training and Education	11,959	-	-	-	-	-	NA
Contract/Purchased Services	11,959	-	-	-	-	-	NA
Total Expenditures by Type	11,959	-	-	-	-	-	NA

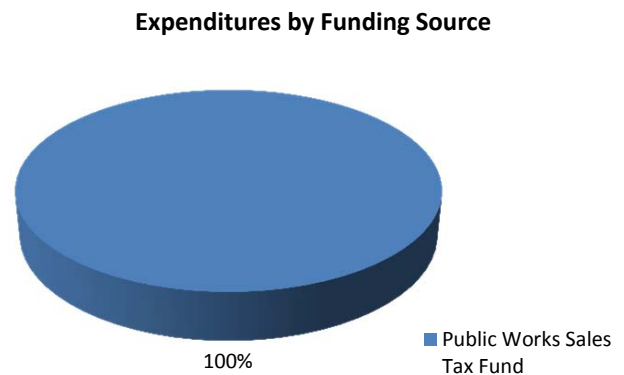
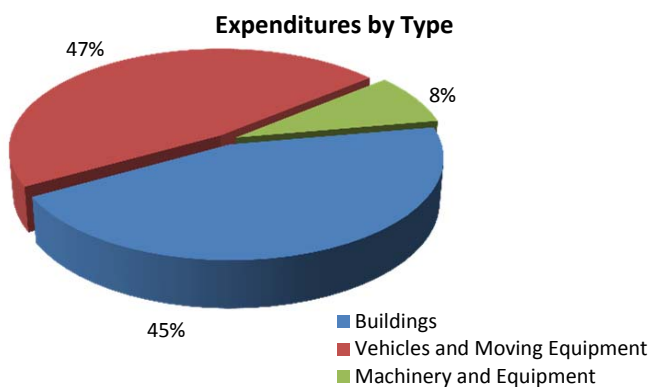
Grant Program	2017	2018 Budget			2019	Adopted 2018/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
APSC Training Grant	11,959	-	-	-	-	-	NA
Total Expenditures by Grant Program	11,959	-	-	-	-	-	NA

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	Adopted 2018/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	368,500	40,000	40,000	-	90,000	50,000	125.0%
720.00 Vehicles and Moving Equipment	92,138	90,000	90,000	90,000	95,000	5,000	5.6%
725.00 Machinery and Equipment	-	96,570	139,912	123,387	16,525	(80,045)	-82.9%
Total Major Capital Outlay	460,638	226,570	269,912	213,387	201,525	(25,045)	-11.1%

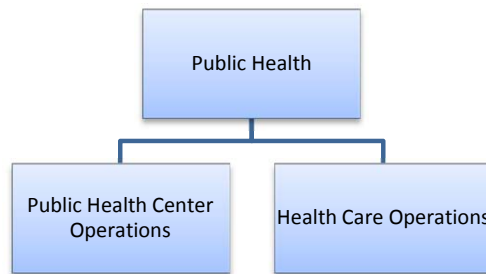
Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund		Total
705.00 Buildings				
	Exit Gate Replacement and Upgrade	90,000	-	90,000
	Total Buildings	90,000	-	90,000
720.00 Vehicles and Moving Equipment				
	Replace Two Marked Patrol Vehicles	95,000	-	95,000
	Total Vehicles and Moving Equipment	95,000	-	95,000
725.00 Machinery and Equipment				
	Radio Repeater Install	16,525	-	16,525
	Total Machinery and Equipment	16,525	-	16,525
	Total Capital Budget	201,525	-	201,525



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Health

Summary

The Public Health Department is comprised of two operating divisions and oversees a Capital Improvement Program.



DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Health Center	9,075	14,325	14,325	12,150	14,325	-	0.0%
Health Care Operations	3,673	38,750	48,750	48,140	288,140	249,390	643.6%
Capital Improvement Program	1,982,645	1,454,488	1,454,488	154,189	1,288,707	(165,781)	-11.4%
Total	1,995,393	1,507,563	1,517,563	214,479	1,591,172	83,609	5.5%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	4,247	21,000	21,750	20,850	22,000	1,000	4.8%
Contract/Purchased Services	7,395	29,825	38,075	37,200	279,075	249,250	835.7%
Minor Capital Outlay	969	1,500	2,500	2,100	1,250	(250)	-16.7%
Interdepartmental Charges	137	750	750	140	140	(610)	-81.3%
Major Capital Outlay	1,982,645	1,454,488	1,454,488	154,189	1,288,707	(165,781)	-11.4%
Total	1,995,393	1,507,563	1,517,563	214,479	1,591,172	83,609	5.5%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	9,075	14,325	14,325	12,150	14,325	-	0.0%
Hospital Sales Tax Fund	3,673	38,750	48,750	48,140	288,140	249,390	643.6%
General Obligation Bonds	1,477,515	1,454,488	1,454,488	154,189	1,288,707	(165,781)	-11.4%
Private Contributions	505,130	-	-	-	-	-	NA
Total	1,995,393	1,507,563	1,517,563	214,479	1,591,172	83,609	5.5%

MISSION STATEMENT

The mission of the Ketchikan Public Health Center (KPHC) is protecting and improving the health of Alaskans through partnering with individuals, communities and systems while championing self-reliance, dignity and cultural integrity.

KPHC provides a multitude of essential services to Ketchikan residents as well as the greater Ketchikan population area including Hyder and Metlakatla. KPHC serves as a safety-net provider for a range of individual services, including immunizations, women's health services, pregnancy testing; family planning services, prenatal counseling, postpartum outreach, well-child exams, TB screening and case management, school screenings, and sexually-transmitted infection (STI) and HIV screening. The Public Health Nurses (PHNs) investigate and respond to infectious diseases and provide support to local providers during disease outbreaks. PHNs work closely with local schools and other various agencies to provide health education on a variety of topics. KPHC also leverages on the unique skills and competencies of public health nursing to collaborate and partner with other agencies, coalitions, and organizations to identify community health needs and to develop activities and responses to meet these needs.

GOALS FOR 2019

- KPHC will continue to work toward fulfilling the goals as outlined in the Section of Public Health Nursing (SOPHN) Strategic Plan with priority areas of substance misuse, sexually transmitted infections, vaccine preventable diseases, emergency preparedness, interpersonal violence, tuberculosis, external communication, and culture of quality.
- KPHC will continue to provide safety-net services to community members, while continuing to screen and offer appropriate services, referrals, and resources for immunizations, interpersonal violence, healthy lifestyle, and risky alcohol and substance use behavior at all encounters.
- KPHC will continue to lead efforts to assess the public health needs of Ketchikan and plans to partner with agencies, such as PeaceHealth Community Collaboration Committee, Ketchikan Indian Community, and Ketchikan Wellness Coalition, to conduct ongoing community health assessments and develop health improvement plans.
- KPHC will continue to participate in numerous community and state coalitions and committees such as: The Ketchikan Wellness Coalition, Women in Safe Homes, Community Collaboration Committee, Substance Abuse Task Force, Building a Healthy Community, Behavioral Health Task Force, Revilla Island Resilience Initiative, Ketchikan Reentry Coalition, Ketchikan Community Partnership for FASD, Southeast Alaska Networking Elderly Topics, Diabetes Advisory Board, Local Emergency Preparedness Committee, and Domestic Violence Task Force. PHNs will continue to aim to reduce health inequities by addressing social determinants of health and other root causes through this community work.
- KPHC staff will continue to participate in local and statewide emergency preparedness efforts and increasing Ketchikan's capacity in public health emergency preparedness.

ACCOMPLISHMENTS FOR 2018

- KPHC continued to actively participate in community coalitions including the Ketchikan Wellness Coalition, Women in Safe Homes, Community Collaboration Committee, Substance Abuse Task Force, Building a Healthy Community, Behavioral Health Task Force, Revilla Island Resilience Initiative, Ketchikan Reentry Coalition, Ketchikan Community Partnership for FASD, Southeast Alaska Networking Elderly Topics, Diabetes Advisory Board, Local Emergency Preparedness Committee, and Domestic Violence Task Force.
- KPHC led the table top exercise for a public health emergency scenario in March and is planning for the open Point of Dispensing exercise in October to increase the community's capacity to respond to public health emergencies. KPHC continued to work with several community agencies to support development of their closed Point of Dispensing plan and to participate in the Local Emergency Planning Committee meetings.

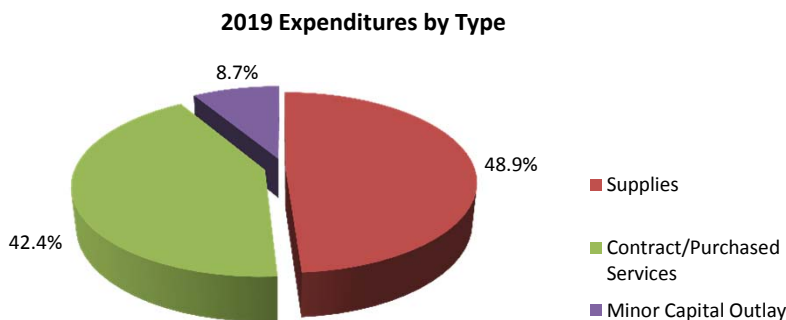
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Health
Public Health Center Operations 1310-110

- KPHC continued to provide health education on a variety of health topics to general and high-risk populations at different settings, including schools, Ketchikan Correctional Facility, First City Homeless Day Shelter, and Residential Youth Center.
- KPHC continued to promote health and educate citizens through individual encounters, public service announcements on the radio, newspaper articles, community events, such as Blueberry Arts Festival, Fourth of July Parade, and Resilience Fair.
- Provided Public Health services through 1,957 visits for 1,064 clients.
- KPHC administered 709 immunizations and 57 well-child exams. This year KPHC held a Community Immunity Campaign in partnership with Ketchikan Indian Community and PeaceHealth promoting immunizations.
- KPHC provided 254 pregnancy tests and provided prenatal consultation visits for at-risk pregnant families. KPHC staff coordinated care for pregnant women and provided outreach for the Denali Kid Care Program.
- KPHC had 150 encounters that were part of epidemiological investigations. Of note, KPHC conducted an extensive contact investigation for tuberculosis in late 2017 that resulted in identification of numerous latent TB cases, who were all case managed and treated appropriately.
- KPHC provided screening, diagnosis and treatment for persons with STI. 326 STI screenings were provided and 11% were positive for STIs, including chlamydia, gonorrhea, and Hepatitis C. In response to statewide outbreak of gonorrhea and syphilis outbreak, KPHC partnered with Alaska Native Tribal Health Consortium to host provider training in HIV and STI care and ran a local theater ad to raise awareness on STI and importance of getting screened.
- KPHC continued to provide office and storage space for the Women, Infants and Children (WIC) Nutritional Program and screened women, infants and children for the WIC Program.
- KPHC continued to provide space for the genetics clinic for families with special needs and meeting space for several community agencies and task forces.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	4,247	6,000	6,750	5,850	7,000	1,000	16.7%
Contract/Purchased Services	3,859	6,825	5,075	4,200	6,075	(750)	-11.0%
Minor Capital Outlay	969	1,500	2,500	2,100	1,250	(250)	-16.7%
Total Expenditures	9,075	14,325	14,325	12,150	14,325	-	0.0%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	9,075	14,325	14,325	12,150	14,325	-	0.0%
Total Funding	9,075	14,325	14,325	12,150	14,325	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .01 Office Supplies	511	1,000	1,000	900	1,000	-	0.0%
510 .02 Operating Supplies	3,579	4,000	5,050	4,500	5,000	1,000	25.0%
510 .07 Food/Catering	-	-	-	-	500	500	New
515 .02 Building & Grounds Maint Materials	157	100	100	100	-	(100)	-100.0%
515 .03 Furniture & Fixtures Maint Materials	-	100	100	-	-	(100)	-100.0%
515 .04 Machinery & Equip Maint Materials	-	300	-	-	-	(300)	-100.0%
530 .02 Periodicals	-	-	-	-	250	250	New
530 .03 Professional and Technical Publications	-	500	500	350	250	(250)	-50.0%
Supplies	4,247	6,000	6,750	5,850	7,000	1,000	16.7%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	750	750	500	750	-	0.0%
615 .01 Professional Licenses & Certifications	205	750	-	-	-	(750)	-100.0%
635 .06 Building & Grounds Maintenance Services	3,654	5,325	4,325	3,700	5,325	-	0.0%
Contract/Purchased Services	3,859	6,825	5,075	4,200	6,075	(750)	-11.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	930	1,000	2,000	2,000	1,000	-	0.0%
790 .25 Machinery and Equipment	39	250	250	100	250	-	0.0%
790 .35 Software	-	250	250	-	-	(250)	0.0%
Minor Capital Outlay	969	1,500	2,500	2,100	1,250	(250)	-16.7%
Total Expenditures by Type	9,075	14,325	14,325	12,150	14,325	-	0.0%

NARRATIVE

510.01 Office Supplies: \$1,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies, laboratory supplies, posters and general materials for classes and public programs.

510.07 Food/Catering: \$500 – This account provides for expenditures for food or catering services during trainings, health education sessions, or other public health community events.

530.02 Periodicals: \$250 - This account provides for expenditures for the newspapers, magazines and trade journals provided for the public health center clients and staff.

530.03 Professional and Technical Publications: \$250 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services and professional standards and technical journals.

605.01 Ads and Public Announcements: \$750 - This account provides for advertising and announcements in publications, newspapers, Internet or broadcasts over radio and television. Included are legal notices, public service announcements and community issues.

635.06 Buildings and Grounds Maintenance Services: \$5,325 - This account provides for contractual services required for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the State of Alaska Department of Health and Social Services. This account includes contract labor and materials required to provide the service.

790.15 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$250 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, computer equipment and operating equipment required to provide services or maintain capital assets.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Health

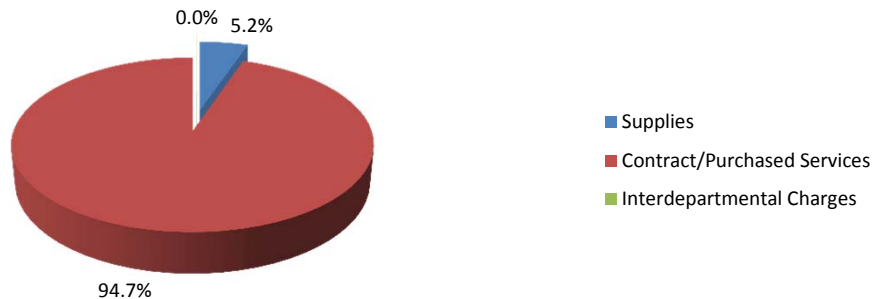
Health Care Operations 1320-110

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	15,000	15,000	15,000	15,000	-	0.0%
Contract/Purchased Services	3,536	23,000	33,000	33,000	273,000	250,000	1087.0%
Interdepartmental Charges	137	750	750	140	140	(610)	-81.3%
Total Expenditures	3,673	38,750	48,750	48,140	288,140	249,390	643.6%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Hospital Sales Tax Fund	3,673	38,750	48,750	48,140	288,140	239,390	643.6%
Total Funding	3,673	38,750	48,750	48,140	288,140	249,390	643.6%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Legal & Accounting Services (Account No. 640.01) increased by \$50,000. This is a new account established in 2019 to fund professional services associated with potential litigation efforts involving the Ketchikan Medical Center facility.
- Management & Consulting Services (Account No. 640.04) increased by \$200,000. This is a new account established in 2018 to fund professional services required for the negotiation of a new operating agreement and facility lease for the Ketchikan Medical Center. Negotiation efforts are expected to begin in earnest in 2019.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
515 .02 Building & Grounds Maint Materials	-	15,000	15,000	15,000	15,000	-	0.0%
Supplies	-	15,000	15,000	15,000	15,000	-	0.0%
Contract/Purchased Services							
635 .06 Buildings & Grounds Maint Services	3,536	23,000	23,000	23,000	23,000	-	0.0%
640 .01 Legal & Accounting Services	-	-	-	-	50,000	50,000	New
640 .04 Mgmt & Consulting Services	-	-	10,000	10,000	200,000	200,000	New
Contract/Purchased Services	3,536	23,000	33,000	33,000	273,000	250,000	1087.0%

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	137	750	750	140	140	(610)	-81.3%
Interdepartmental Charges	137	750	750	140	140	(610)	-81.3%
Total Expenditures by Type	3,673	38,750	48,750	48,140	288,140	249,390	643.6%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$15,000 – This account provides for the materials required for minor repair and maintenance of buildings and upkeep of the grounds of the Ketchikan Medical Center.

635.06 Buildings and Grounds Maintenance Services: \$23,000 - This account provides for contractual services required for the minor repair and maintenance of buildings and the upkeep of grounds of the Ketchikan Medical Center. This account includes contract labor and materials required to provide the service.

640.01 Legal & Accounting Services: \$50,000 - This account provides for professional services required for the Ketchikan Medical Center.

640.04 Management & Consulting Services: \$200,000 - This account provides for professional management and consulting services required for the negotiation of the operating agreement and facility lease for the Ketchikan Medical Center.

825.01 Interdepartmental Charges – Insurance: \$140 - This account provides for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the Ketchikan Medical Center.

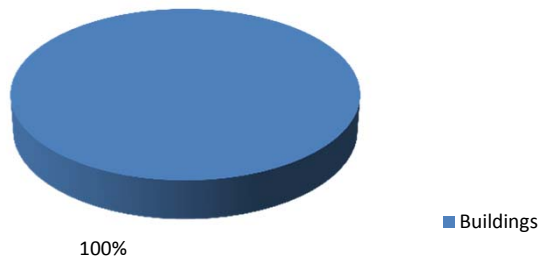
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Health

Capital Budget

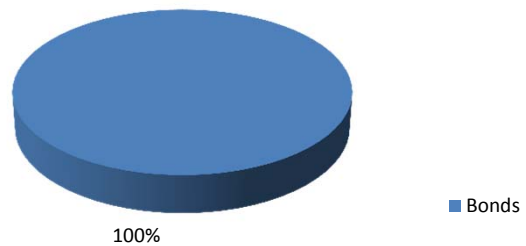
Major Capital Outlay	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	1,982,645	1,454,488	1,454,488	154,189	1,288,707	(165,781)	-11.4%
Total Major Capital Outlay	1,982,645	1,454,488	1,454,488	154,189	1,288,707	(165,781)	-11.4%

Capital Improvement Projects		Funding Sources			
Project #	Project	Hospital Sales Tax	Grants	Bonds	Total
705.00	Buildings				
	Ketchikan Medical Center Expansion			1,288,707	1,288,707
	Total Buildings	-	-	1,288,707	1,288,707
	Total Capital Budget	-	-	1,288,707	1,288,707

Expenditures by Type



Expenditures by Funding Source



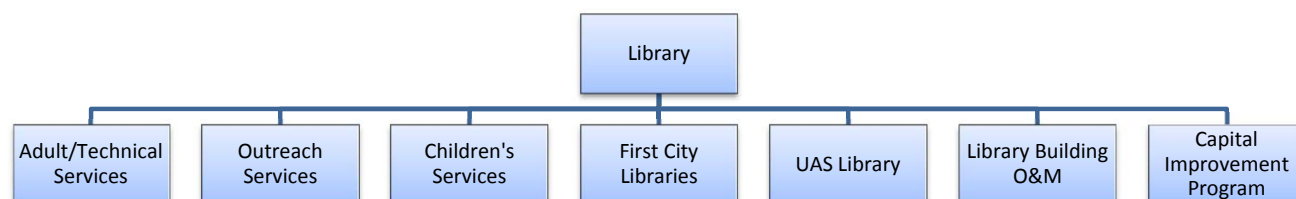
CITY OF KETCHIKAN

2019 Operating and Capital Budget

Library

Summary

The Ketchikan Public Library provides informational, educational and recreational materials and services for the people of Ketchikan. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs receptive to the diverse interests and needs of the community.



The Library Department is comprised of six operating divisions and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Adult Technical Services	594,504	652,710	649,875	631,440	660,966	8,256	1.3%
Outreach Services	74,721	84,234	84,234	79,960	86,556	2,322	2.8%
Children's Services	324,587	330,850	333,685	329,655	344,788	13,938	4.2%
First City Libraries	44,086	44,090	45,793	43,002	44,132	42	0.1%
UAS Library	112,440	76,403	76,403	71,680	77,641	1,238	1.6%
Library Building O&M	121,946	138,090	138,090	134,910	142,920	4,830	3.5%
Grants	12,776	9,500	11,300	10,050	10,500	1,000	10.5%
Total	1,285,060	1,335,877	1,339,380	1,300,697	1,367,503	31,626	2.4%

Expenditures by Category	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	943,916	970,476	970,476	960,520	996,791	26,315	2.7%
Supplies	144,901	160,295	156,895	141,190	153,100	(7,195)	-4.5%
Contract/Purchased Services	175,591	178,936	181,676	169,925	187,280	8,344	4.7%
Minor Capital Outlay	7,356	8,500	10,510	10,350	10,100	1,600	18.8%
Interdepartmental Charges/Reimb Credits	13,296	17,670	19,823	18,712	20,232	2,562	14.5%
Total	1,285,060	1,335,877	1,339,380	1,300,697	1,367,503	31,626	2.4%

Funding Source	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	719,925	784,991	780,278	755,695	779,468	(5,523)	-0.7%
Charges for Services - KGB	408,707	433,852	435,546	428,800	464,962	31,110	7.2%
Charges for Services - KGBSD	21,809	17,931	22,653	21,272	21,732	3,801	21.2%
Charges for Services - UAS	112,440	76,403	76,403	71,680	77,641	1,238	1.6%
Charges for Services - Other	9,403	13,200	13,200	13,200	13,200	-	0.0%
Grants	12,776	9,500	11,300	10,050	10,500	1,000	10.5%
Total	1,285,060	1,335,877	1,339,380	1,300,697	1,367,503	31,626	2.4%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

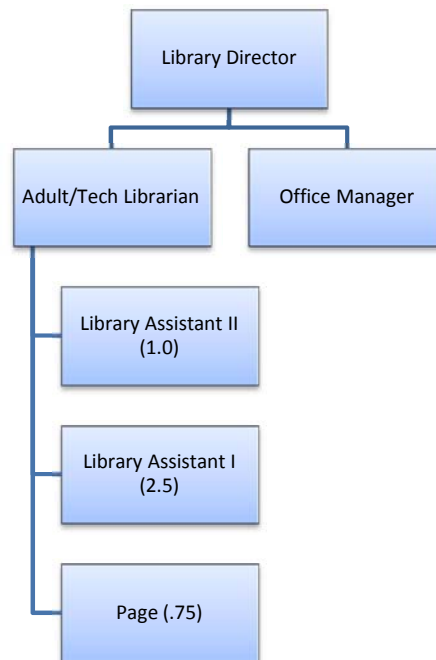
Summary

Personnel	2017	2018 Adopted		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Adult Technical Services	6.570	6.570	6.570	6.570	327,726	-	0.0%
Outreach Services	0.970	0.970	0.970	0.970	55,446	-	0.0%
Children's Services	3.535	3.535	3.535	3.535	166,928	-	0.0%
UAS Library	1.660	0.740	0.740	0.740	32,491	-	0.0%
Total	12.735	11.815	11.815	11.815	582,591	-	0.0%

MISSION STATEMENT

The Adult and Technical Services Division serves the needs of the community in three ways. It makes books, eBooks, magazines, videotapes, audiobooks, CDs, DVDs and electronic resources of the Internet available to library users. It provides reference and readers' advisory services to meet the needs of patrons. The division also performs the cataloging, processing and repair functions required to categorize and classify materials, in order to prepare them for circulation and to return them to circulation if they are damaged.

Collection areas receiving special attention are Alaskan, popular fiction, crafts, do-it-yourself, marine, travel, small business, health, consumer electronics and the Internet. Materials are selected from professional reviews and from patron requests. The collection is regularly evaluated for currency and relevancy. Staff of the Adult and Technical Services Division do the majority of cataloging, processing and repairing of library materials for the entire department.



GOALS FOR 2019

- Prepare staff and the First City Libraries catalog for migration to the Alaska Joint Catalog in early 2020, pending Library Advisory Board and City Council approval.
- Partner with local organizations to present adult programming.
- Maintain currency and relevancy of adult collection.
- Conduct inventory of entire library collection.

ACCOMPLISHMENTS FOR 2018

- Circulated over 164,000 items, including over 16,000 digital titles through the Alaska Digital Library.
- Welcomed over 90,000 people into the library and provided Internet access for over 11,000 people.
- Presented over 220 programs for adults, a 34% increase from 2017. The number of patrons attending adult programs increased 45% from last year.
- Provided meeting space to over 30 different community organizations, as well as State and Federal government entities. Library meeting rooms were used by community groups over 200 times in the past year.
- Created 700 new patron accounts in the past year, an average of 58 new library users per month.
- Registered 174 patrons for the Adult Summer Reading Club, which is an 18% increase from last year.
- Promoted library services and registered new military families for library accounts at the Coast Guard "Welcome to Ketchikan" night.

- Sent 868 items to local area schools for the use of students and teachers during the 2017-2018 school year.
- Assisted PeaceHealth in the creation of a Cancer Resource Center library at the Ketchikan Medical Center for patients and their families.
- Encouraged staff development and training with a number of different educational opportunities:
 - All Library Assistant I staff members completed a 4-week online course, Basic Reference Skills for Non-Reference Librarians, from the American Library Association (ALA).
 - The Library Assistant II/Interlibrary Loan staff member completed a 4-week online course, Using WebDewey and Understanding Dewey Decimal Classification, from the ALA.
 - The Adult Services Librarian participated in an online workshop, 36 Adult Programming Ideas in 90 Minutes, offered by the Public Programming Office of the ALA.
 - All Adult Services staff received training on the use of the Small Business Builder database.
- Provided the community with opportunities for hands-on engagement:
 - Taught a Basic Computers class to patrons who had little or no previous experience with computers.
 - Provided weekly yoga classes.
 - Partnered with professional landscape gardeners to offer a workshop on pruning and tree & shrub maintenance, in which participants were able to practice their skills on plants in situ.
 - Taught a workshop on book mending where patrons were able to practice fixing damaged books.
 - Hosted a weekly Chess Club.
- Provided the community with opportunities for creative development:
 - Created a community writers' guild, The Fellowship of the Pens, which provided weekly writing spaces for local authors, as well as workshops on self-publishing with Amazon, writing from a bookseller's perspective, organizing and planning a storyline and group feedback.
 - Presented a discussion about the art and craft of songwriting, preceded by a concert from by the Ratfish Wranglers.
 - Hosted the 4th annual Ketchikan Flower Show, a showcase for local gardeners.
 - Presented a performance by professional storyteller and former forest ranger Pete Griffin.
 - Conducted Ketchikan's first Blind Date With a Book, which connected over 3 dozen patrons with unfamiliar authors.
 - Hosted National Novel Writing Month, which encourages patrons of all ages to write an entire novel during the month of November.
- Provided the community opportunities for lifelong learning:
 - Hosted 5 author events featuring a mix of memoir, historical fiction, mystery, and climate fiction.
 - Established a community seed library, as well as organized the third annual Community Seed Swap.
 - Partnered with local gardeners to host a presentation and Q&A session about successful gardening in Southeast Alaska.
 - Partnered with the U.S. Social Security Agency and the Alaska OWL Project to host a presentation about Social Security benefits, Medicare, and disability benefits.
 - Presented a talk with hummingbird researcher Dr. Christopher Clark.
 - Partnered with the Tongass Historical Museum to host a display and presentation about the 1943 Gillam plane crash.
 - Screened documentaries about forest and ocean ecosystems in Southeast and their impacts on our communities.
 - Hosted a weekly Social Justice Reading Group, which incorporated topical readings and civil discussion.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

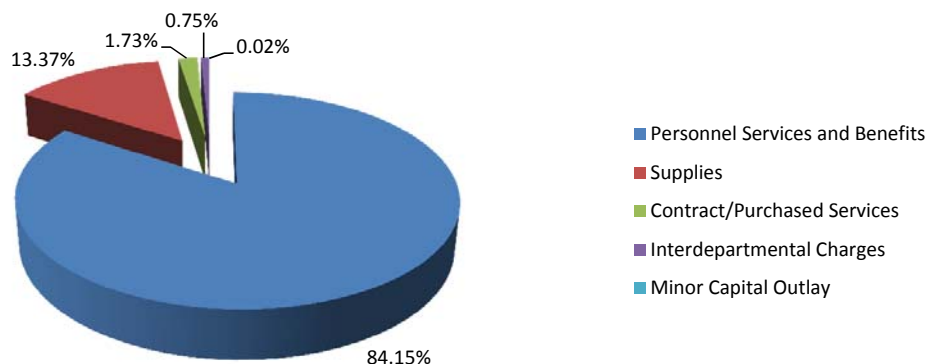
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	496,257	548,284	545,449	539,210	556,106	7,822	1.4%
Supplies	84,861	89,050	89,110	78,000	88,400	(650)	-0.7%
Contract/Purchased Services	10,328	11,026	10,676	9,680	11,410	384	3.5%
Minor Capital Outlay	376	-	-	-	100	100	NA
Interdepartmental Charges	2,682	4,350	4,640	4,550	4,950	600	13.8%
Total Expenditures	594,504	652,710	649,875	631,440	660,966	8,256	1.3%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	370,714	408,670	406,365	392,170	403,956	(4,714)	-1.2%
Charges for Services - KGB	214,387	230,840	230,310	226,070	243,810	12,970	5.6%
Charges for Services - Other	9,403	13,200	13,200	13,200	13,200	-	0.0%
Total Funding	594,504	652,710	649,875	631,440	660,966	8,256	1.3%

Full-time Equivalent Personnel	2017 Actual	2018 Adopted		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	23,715	-	0.0%
Adult Technical Services Librarian	1.00	1.00	1.00	1.00	69,546	-	0.0%
Library Office Manager	1.00	1.00	1.00	1.00	60,489	-	0.0%
Library Assistant II	1.00	1.00	1.00	1.00	52,158	-	0.0%
Library Assistant I	2.50	2.50	2.50	2.50	104,983	-	0.0%
Page	0.75	0.75	0.75	0.75	16,835	-	0.0%
Total	6.57	6.57	6.57	6.57	327,726	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN

2019 Operating and Capital Budget

Library

Adult/Technical Services Division 1410-230

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$7,822, or by 1.4%, due to annual employee step increases, a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	289,542	318,109	316,989	314,000	327,726	9,617	3.0%
502 .01 Temporary Wages	13,276	17,000	17,120	17,120	17,000	-	0.0%
505 .00 Payroll Taxes	21,387	25,640	25,640	25,330	26,380	740	2.9%
506 .00 Pension	50,578	59,930	58,930	56,320	55,300	(4,630)	-7.7%
507 .00 Health and Life Insurance	112,949	116,580	115,745	115,530	119,740	3,160	2.7%
507 .30 Workers Compensation	1,456	1,475	1,475	1,360	1,280	(195)	-13.2%
508 .00 Other Benefits	7,069	9,550	9,550	9,550	8,680	(870)	-9.1%
Personnel Services and Benefits	496,257	548,284	545,449	539,210	556,106	7,822	1.4%
Supplies							
510 .01 Office Supplies	6,513	6,500	6,210	5,340	6,500	-	0.0%
510 .02 Operating Supplies	8,044	8,000	8,000	8,000	8,000	-	0.0%
510 .05 Small Tools and Equipment	98	100	100	100	100	-	0.0%
510 .07 Food/Catering	350	250	600	600	500	250	100.0%
520 .02 Postage	2,805	3,000	3,000	2,380	2,700	(300)	-10.0%
530 .01 Library Books	40,778	52,000	52,000	43,000	52,000	-	0.0%
530 .02 Periodicals	6,555	6,000	6,000	5,920	6,000	-	0.0%
530 .04 Movies and Visual Series	4,845	3,500	3,500	3,400	3,500	-	0.0%
530 .05 Audio and Digital Books	10,815	8,000	8,000	8,000	8,000	-	0.0%
530 .06 Music	1,058	1,200	1,200	980	800	(400)	-33.3%
535 .02 Moving Expense	2,554	-	-	-	-	-	NA
535 .02 Business and Meal Expenses	446	500	500	280	300	(200)	-40.0%
Supplies	84,861	89,050	89,110	78,000	88,400	(650)	-0.7%
Contract/Purchased Services							
600 .02 Travel-Training	315	1,900	1,900	1,660	2,500	600	31.6%
600 .03 Training and Education	1,530	1,280	1,280	1,040	600	(680)	-53.1%
605 .01 Ads and Public Announcements	912	700	700	400	350	(350)	-50.0%
615 .02 Assn. Membership Dues & Fees	1,126	1,320	1,320	1,320	1,320	-	0.0%
630 .03 Bank and Merchant Fees	118	140	140	90	140	-	0.0%
630 .04 Broadcast Content Fees	238	250	250	250	250	-	0.0%
630 .05 Software Licenses	426	426	426	420	450	24	5.6%
630 .06 Service Charges and Fees	173	100	100	-	100	-	0.0%
635 .11 Subscription Services	3,707	2,910	3,540	3,500	3,400	490	16.8%
635 .12 Technical Services	455	2,000	1,020	1,000	2,300	300	15.0%
635 .14 Other Contractual Services	1,328	-	-	-	-	-	NA
Contract/Purchased Services	10,328	11,026	10,676	9,680	11,410	384	3.5%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital							
790 .15 Furniture and Fixtures	376	-	-	-	100	100	NA
Minor Capital Outlay	376	-	-	-	100	100	NA
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	2,682	4,350	4,640	4,550	4,950	600	13.8%
Interdepartmental Charges	2,682	4,350	4,640	4,550	4,950	600	13.8%
Total Expenditures by Type	594,504	652,710	649,875	631,440	660,966	8,256	1.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$327,726 – This account provides for compensation paid to all regular salaried and hourly employees of the Adult/Technical Services Division.

502.01 Temporary Wages: \$17,000 - This account provides for compensation paid to salaried and hourly employees for temporary personnel services. Substitute library assistants, who are called in year-round to fill in when regular staff are sick or on vacation, are paid from this account.

505.00 Payroll Taxes: \$26,380 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$55,300 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$119,740 – This account provides for employer contributions to employee health and life insurance plans. Included are contributions to health plans administered by Blue Cross, the IBEW Alaska Health and Welfare Trust and employee life insurance plans.

507.30 Workers Compensation: \$1,280 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$8,680 – This account provides for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$6,500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$8,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support library operations. This includes supplies associated with the processing of books, videos, CDs, and other library materials to prepare them for circulation or for mending damaged items, such as plastic covers, special glues and tape, stamps, labels, plastic boxes, cleaning equipment and supplies, and security system supplies. The account also covers general materials for classes and public programs.

510.05 Small Tools and Equipment: \$100 – This account provides for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$500 – This account provides for food for library programs, such as coffee and cookies during author presentations.

520.02 Postage: \$2,700 - This account provides for the cost of mailing interlibrary loan items, library mailings, overdue and lost item notices to patrons and monthly event calendars to local organizations.

530.01 Library Books: \$52,000 - This account provides for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts and other print materials.

530.02 Periodicals: \$6,000 - This account provides for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$3,500 - This account provides for the acquisition of DVDs for the library collection. Included are educational and entertainment selections.

530.05 Audio and Digital Books: \$8,000 - This account provides for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

530.06 Music: \$800 - This account provides for the acquisition of music CDs for the library collection.

535.02 Business and Meal Expenses: \$300 – This account provides for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, delivery of Interlibrary Loan packages to the post office and document delivery and pickup to and from the Library and City Hall.

600.02 Travel-Training: \$2,500 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. The Library Director will be attending the Alaska Library Association annual conference in Anchorage in March, and the Pacific Northwest Library Association annual conference in Missoula, MT in August.

600.03 Training and Education: \$600 – This account provides for registration fees, training fees, training materials, tuition and other incidental expenses associated with training and educating employees. Library staff will be taking online classes and webinars in Dewey Decimal classification, reference work, customer service, dealing with difficult patrons and library programming.

605.01 Ads and Public Announcements: \$350 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. This will cover recruitment ads and announcements to fill vacant library positions.

615.02 Assn. Dues and Membership Fees: \$1,320 – This account provides for memberships in professional associations, such as the Alaska Library Association, the Association of Rural and Small Libraries and the Alaska Library Network. These memberships allow staff to stay current in the field and provide discounts for training and educational opportunities.

630.03 Bank and Merchant Fees: \$140 – This account provides for the service fees charged to the library for providing the library with the ability to receive fines and fees payments from patrons using their debit or credit cards.

630.04 Broadcast Content Fees: \$250 – This account provides for the right to broadcast copyrighted intellectual property. The library has a license to show films during public programs.

630.05 Software Licenses: \$450 – This account provides for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers.

630.06 Service Charges and Fees: \$100 – This account provides for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials.

635.11 Subscription Services: \$3,400 - This account provides for subscriptions for access to web-based services. In 2018, the library will be providing patron access to Alaska Digital Library, Mango Languages, Cypress Resume and Gale LegalForms.

635.12 Technical Services: \$2,300 - This account provides for contractual services, such as fees for visiting authors and instructors of educational programs for adults.

790.15 Furniture and Fixtures: \$100 - This account provides for acquisition of furniture and fixtures. Included are lamps, chairs,

MISSION STATEMENT

The Outreach Services Division of the Ketchikan Public Library provides services to the blind, physically handicapped, the homebound and to the residents of institutions such as the Pioneer Home, New Horizons Long Term Care, SeaView Terrace, The Manor Assisted Living Center and to the inmates of the Ketchikan Correctional Center. The Outreach Librarian maintains the Correctional Center Library, the large print collection at the Public Library and is the local coordinator for the Alaska State Talking Book program.

**GOALS FOR 2019**

- Complete training of new Outreach Librarian.
- Explore the possibility of providing more programs designed specifically for residents of senior centers and Ketchikan Correctional Center.
- Continue successful senior book discussion/movie screening series.
- Work with the Head of Adult/Technical Services to determine how to fill requests for DVDs, audio-books and Playaways for Outreach patrons if the Library does not have the requested items.
- Assess the feasibility of purchasing new materials for KCC with the Ketchikan Correctional Center officials.
- Organize a program for volunteers to read to seniors at senior centers. If it is successful, explore expanding it to homebound patrons.

ACCOMPLISHMENTS FOR 2018

- Worked closely with the Ketchikan Correctional Center (KCC) Director of Education and Superintendent on programs to explore the use of iPads (received from the State Library several years ago but never used) to encourage incarcerated parents to read to their children during visits; and provided a dictionary to each incarcerated person for the purpose of education, using funds provided by the Friends of the Ketchikan Public Library.
- Worked closely with KCC to provide book and playaway checkouts for inmates when previously no library checkouts have been utilized.
- Used funds provided by the Friends of the Library to provide educational resource and reference materials that have been requested as needs in general in the KCC library, as well as to support a new dog-foster program for inmates.
- Made regular book and DVD donations to the KCC library with the support of the Friends of the Library book stock.
- Continued regular deliveries to several homebound patrons, adding two more patrons this year.
- Began a weekly "read a loud" at Rendezvous Senior Day Center.
- Regularly visited New Horizons long-term care unit at the Ketchikan Medical Center.
- Reduced the LP collection, moved less frequently checked-out books to storage to create more space on the shelves, and donated LP books as needed to senior centers and to the library at long term care (New Horizons).
- Conducted book talks at the Saxman Senior Center and Rendezvous Senior Day Services, visited other senior centers such as the Pioneers' Home and Seaview, and began monthly visits to Pioneer Heights Senior Housing.
- Advertised for donations of newspapers and magazines for senior centers and the Correctional Center.
- Continued to service the Bookshares at the Rec Center and South Tongass Services Center.
- Assisted other Library divisions and activities by working at the circulation desk and in the Children's Library.
- Selected and cataloged large print books, and shifted the large print book collection off low shelves so they are easier to browse.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Outreach Services Division 1410-231

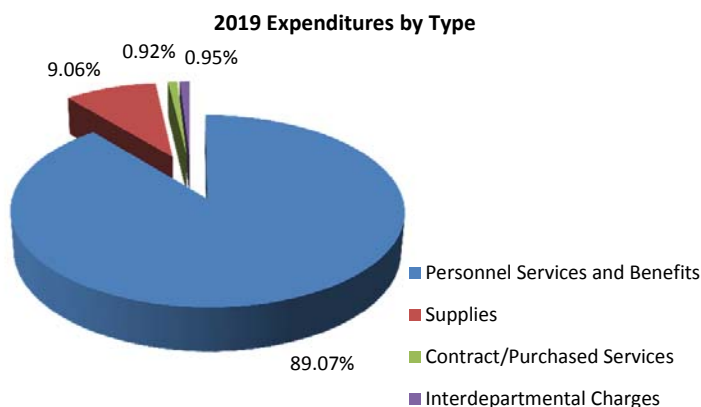
- Promoted and coordinated the Talking Book program for visually impaired seniors.
- Organized a senior book discussion/movie screening in June, the first of what is anticipated to be a series of such events.
- Rebecca Fama resigned from the position of Outreach Librarian at the end of August 2018, and a search was conducted for a new Outreach Librarian.

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	64,990	74,429	74,429	73,440	77,096	2,667	3.6%
Supplies	7,679	8,095	8,095	5,760	7,840	(255)	-3.2%
Contract/Purchased Services	1,251	800	800	-	800	-	0.0%
Interdepartmental Charges	801	910	910	760	820	(90)	-9.9%
Total Expenditures	74,721	84,234	84,234	79,960	86,556	2,322	2.8%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	49,282	54,444	54,384	51,330	54,476	32	0.1%
Charges for Services - KGB	25,439	29,790	29,850	28,630	32,080	2,290	7.7%
Total Funding	74,721	84,234	84,234	79,960	86,556	2,322	2.8%

Full-time Equivalent Personnel	2017 Actual	2018 Adopted		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	23,715	-	0.0%
Outreach Librarian	0.65	0.65	0.65	0.65	31,731	-	0.0%
Total	0.97	0.97	0.97	0.97	55,446	-	0.0%



CITY OF KETCHIKAN

2019 Operating and Capital Budget

Library

Outreach Services Division 1410-231

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$2,667, or by 3.6%, due to annual employee step increases, a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2017	2018 Adopted			2019	2018 Adopted/2019	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	45,882	53,249	52,829	52,290	55,446	2,197	4.1%
505	.00	Payroll Taxes	4,042	4,080	4,080	4,000	4,250	170	4.2%
506	.00	Pension	8,796	10,190	10,190	10,040	10,620	430	4.2%
507	.00	Health and Life Insurance	3,171	3,350	3,350	3,350	3,500	150	4.5%
507	.30	Workers Compensation	2,270	2,180	2,180	1,960	1,820	(360)	-16.5%
508	.00	Other Benefits	829	1,380	1,800	1,800	1,460	80	5.8%
Personnel Services and Benefits			64,990	74,429	74,429	73,440	77,096	2,667	3.6%
Supplies									
510	.01	Office Supplies	-	50	10	-	50	-	0.0%
510	.02	Operating Supplies	50	200	240	230	250	50	25.0%
530	.01	Library Books	6,801	6,070	6,070	4,150	6,000	(70)	-1.2%
530	.02	Periodicals	472	625	840	840	630	5	0.8%
530	.04	Movies and Visual Series	-	500	285	-	100	-	-80.0%
530	.05	Audio and Digital Books	-	150	110	-	100	(50)	-33.3%
535	.02	Business and Meal Expenses	356	500	540	540	710	210	42.0%
Supplies			7,679	8,095	8,095	5,760	7,840	(255)	-3.2%
Contract/Purchased Services									
600	.02	Travel-Training	315	500	500	-	500	-	0.0%
600	.03	Training and Education	-	250	250	-	250	-	0.0%
605	.01	Ads and Public Announcements	227	-	-	-	-	-	NA
615	.02	Assn Membership Dues and Fees	-	50	50	-	50	-	0.0%
635	.11	Subscription Services	35	-	-	-	-	-	NA
635	.14	Other Contractual Services	674	-	-	-	-	-	NA
Contract/Purchased Services			1,251	800	800	-	800	-	0.0%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	525	910	910	760	820	(90)	-9.9%
850	.01	Interdepartmental Charges-Garage	276	-	-	-	-	-	NA
Interdepartmental Charges			801	910	910	760	820	(90)	-9.9%
Total Expenditures by Type			74,721	84,234	84,234	79,960	86,556	2,322	2.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$55,446 – This account provides for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505.00 Payroll Taxes: \$4,250 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$10,620 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$3,500 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,820 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$1,460 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$50 - This account provides for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, and small desk accessories such as staplers and tape dispensers.

510.02 Operating Supplies: \$250- This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, library circulation preparation materials, posters and general materials for classes and programs.

530.01 Library Books: \$6,000 - This account provides for the acquisition of large print books for the library collection.

530.02 Periodicals: \$630 - This account provides for newspapers and magazines.

530.04 Movies and Visual Series: \$100 - This account provides for the acquisition of DVD and other format films and documentaries for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$100 - This account provides for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

535.02 Business and Meal Expenses: \$710 – This account provides for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall and to deliver library materials to homebound patrons and various institutions.

600.02 Travel-Training: \$500 – This account provides for expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

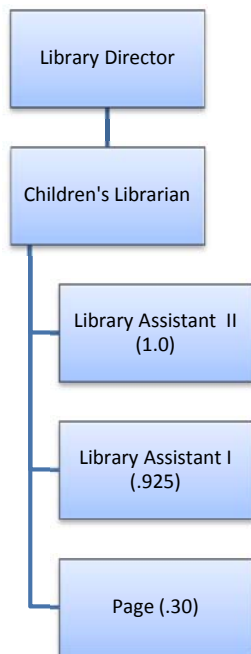
600.03 Training and Education: \$250 – This account provides for registration fees for conferences associated with training and educating employees.

615.02 Assn Membership Dues and Fees: \$50 – This account provides for memberships in professional and trade associations. Included are membership dues for the Alaska Library Association, the Association of Bookmobile and Outreach Services and the Association of Rural and Small Libraries.

825.01 Interdepartmental Charges – Insurance: \$820 - This account provides for risk management services and claims.

MISSION STATEMENT

The Children's Services Division serves all the children and teens of the community with recreational and informational materials. Instilling a love of books and reading at an early age is the best way to combat illiteracy. In addition to children, the division serves all those who need children's materials in a variety of print and electronic formats, including parents and early childhood educators. The Children's Services Division strives to offer dynamic, educational programming that promotes library use as well as family and community engagement.



GOALS FOR 2019

Programming:

- Broaden Children's Community Garden Programming, inviting more local experts to lead garden-related events on a wider array of topics throughout the summer;
- Offer "Guided Play" style children's programs, creating an educational setting for kids to freely explore, create, and learn at their own pace;
- Actively seek opportunities to offer programs (i.e. storytimes) out in the community for families who are unable to come to the library;
- Restructure "Open Garden" summer programs to accommodate more community members; and
- Develop and expand winter and spring break programs for children while they are out of school.

Library Services:

- Implement a trauma-informed approach to children's and family library services in-line with the Ketchikan Gateway Borough School District training and initiatives;
- Actively ensure that the children's library and its services are as accessible as possible to all populations and community members;
- Provide a library presence at community events such as the Resiliency Fair, Coast Guard Meet and Greet, and Pet and Doll Parade;
- Pursue grants that will further the children's library goals, including programming, continuing education, and training grants; and
- Develop, maintain and update the children's and young adult collections in response to community needs.

Professional Development:

- Have children's library staff attend the Alaska Library Association Annual Conference;
- Become more familiar with the mechanics of reading instruction in order to better inform and assist parents of struggling readers; and
- Participate in continuing education courses and online learning opportunities relevant to the library profession.

Teen Advisory Group:

- Seek out funding and partnerships for the "Next: Real Life" program series and the Teen Summer Program 2019;
- Investigate, create and host other young adult programming that may be beneficial to the youth or simply fun to the youth in our community;
- Continue to recruit new members and promote TAG in the community; and
- Evaluate the Teen Space and consider what changes could be made to revitalize the space and make it even more welcoming to teens.

ACCOMPLISHMENTS FOR 2018**Improved Public Programming:**

Partnered with the following community agencies, organizations, individuals, and City departments to present programs for Ketchikan families:

- WISH Family Services - Safety Storytime, Star Wars Party, and other family-centered events
- City of Ketchikan Police Department - Storytime
- City of Ketchikan Fire Department - Storytime
- Ketchikan Theatre Ballet - "The Nutcracker" Ballet Performance
- Island to Island Veterinary Clinic - Animal-themed event
- Ketchikan Gateway Borough Animal Protection - Pet Safety Event
- Local Authors Rhonda Bolling and Suzan Thompson - Storytime
- UAS Ethnobotany Student Shellie Tabb - Seaweed and Berry Harvesting Programs
- Local band "The Compass Roses" - Teddy Bear Picnic performance
- Local Certified Yoga Instructor Julie Linville - Yoga for Kids Classes
- SE Pediatric Dentistry - Storytime
- Local Volunteer Kourtney Micheli - Garden Art Program
- Local Gardening Expert LoAnn Swanson - Garden Seed Program
- Ketchikan Area Arts and Humanities Council - Blueberry Festival Pet and Doll Parade
- Tongass School of Arts & Sciences - Da Vinci Night Science Event
- Ketchikan Gateway Borough Parks and Recreation - Summer Camp Visits;
- Registered 563 children ages 0-12 for the annual Summer Learning Program, a 12% increase over the previous year;
- Visited every elementary school classroom in Ketchikan and spoke to over 1,300 school-age children to promote the Library's improved Summer Learning Program;
- Offered 156 after school and weekend activities to 3,842 children;
- Offered 45 public storytime programs to 3,288 participants;
- Had 38 Daycare Groups visit the Children's Library;
- Received a \$2,000 in-kind grant from the Friends of the Ketchikan Public Library to purchase prizes, program supplies and entertainment for Summer Learning Program events;
- Participated in the Community Resiliency Fair for Families, connecting with over 360 participants;
- Continued the "Read Away Your Fines" program, granting children \$1 off of their fines for every 15 minutes spent reading in the library;

- Began offering "Drop-In" programs with more flexibility for families, and as a result experienced increased participation in afternoon activities;
- Offered 23 Children's Community Garden-related programs to 321 participants;
- Registered 76 school-age children for a Winter Break Reading Program;
- Participated in the statewide Battle of the Books in conjunction with the Ketchikan Gateway Borough School District libraries;
- Attended numerous outreach events, including U.S. Coast Guard Welcome Night, Back-to-School Fair, and more;
- Offered monthly cooking classes for preteens;
- Offered 45 storytimes to 737 Tlingit/Haida and Ketchikan Head Start students;
- Provided 43 preschool crafts to 748 children under the age of 5;
- Hosted 11 class visits for 139 K-12 students; and
- Hosted 9 library visits for 350 Ketchikan Gateway Borough Summer Camp participants.

Library Services:

- Worked with local artist Kana Mettler to create new children's library signage;
- Received a grant from IBEW Local 1547 for Children's Community Garden projects;
- Began using the social media platform Instagram to more widely promote children's library events;
- Upgraded children's library event advertising using the Canva graphic arts program;
- Became an "Edible School Curriculum" partner agency;
- Maintained the children's picture book, board book, juvenile fiction, magazine, audiobook and young adult collections;
- Updated the children's non-fiction collection, replacing out-of-date titles and filling gaps in the collection;
- Continued the "Born to Read" program, providing board books and early literacy information to new parents at the Peace Health Ketchikan Medical Center; and
- Conducted an inventory of the entire children's and young adult collections.

Professional Development:

- Children's Librarian received a scholarship to attend the National Association of Rural and Small Libraries Conference in Utah;
- Children's Librarian served on the ARSL Grants & Scholarships Committee;
- Children's Librarian attended "How to Stand Out in Online Grant Applications" online training;
- Children's Library staff attended the Alaska Strengthening Families training, earning 14 University of Alaska Child Welfare contact hours; and
- Children's Library staff attended the 2018 AkLA Annual Conference in Anchorage, AK.

Teen Advisory Group:

- The Ketchikan Public Library's Teen Advisory Group (TAG) members continued to meet regularly, twice a month, on Monday evenings. They have created programming, suggested library materials and continue to recruit new members.
- TAG has hosted monthly events for teens through the school year including celebrations of Women's History Month, Geek Pride Day and Bad Poetry.
- TAG created and hosted events for the Teen Summer Program featuring the theme "Reading and Rocking through the Decades", a variation of the Collaborative Library theme of "Libraries Rock". The six summer events were attended by over 100 teens.
- TAG partnered with IBEW, the Friends of the Library, First City Players, Ketchikan Area Arts and Humanities Council and many local businesses to provide teens with incentives to participate in the Teen Summer Program. These incentive help to keep teens visiting the library and promote reading through the summer break.
- TAG continued to develop the interaction with Schoenbar Middle School with the TAG space in the library for pleasure reading and academic support by working with the librarian and educators at Schoenbar.
- TAG has created a new series of programs for High School Seniors (and other interested young adults) with the moniker of "Next: Real Life". These programs cover a variety of information that will be useful to young people as they leave high school and enter the real world.
- TAG partnered with UAS Ketchikan staff and advisors as well as local business owners and managers to give as much breadth to the "Next: Real Life" series as possible, covering college options as well as life skills, job skills and needed post-school information.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Children's Services Division 1410-232

- Looking for new ways to connect with the teens of Ketchikan TAG Staff Liaison, Kelly Johnson has attended a webinar on the social media device Snapchat and is looking into setting up an account for that service for the Teen Advisory Group.
- TAG continued to give teens a voice in the Library and give the Library a voice in the teen community of Ketchikan. TAG actively considers and creates new ways to support teens, promote reading and encourage lifelong learning in young adults.

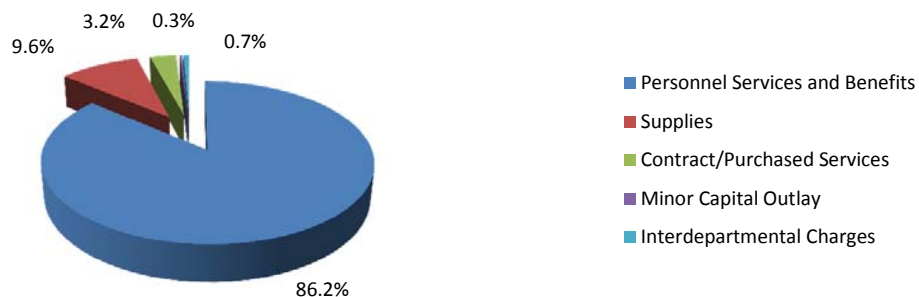
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	280,193	283,380	286,215	285,600	297,328	13,948	4.9%
Supplies	32,307	33,400	33,400	32,600	33,070	(330)	-1.0%
Contract/Purchased Services	9,755	10,890	10,730	8,325	10,890	-	0.0%
Minor Capital Outlay	989	1,000	1,000	840	1,000	-	0.0%
Interdepartmental Charges	1,343	2,180	2,340	2,290	2,500	320	14.7%
Total Expenditures	324,587	330,850	333,685	329,655	344,788	13,938	4.2%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	207,933	213,840	215,435	211,635	216,988	3,148	1.5%
Charges for Services KGB	116,654	117,010	118,250	118,020	127,800	10,790	9.2%
Total Funding	324,587	330,850	333,685	329,655	344,788	13,938	4.2%

Full-time Equivalent Personnel	2017 Actual	2018 Adopted		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.310	0.310	0.310	0.310	22,973	-	0.0%
Children's Librarian	1.000	1.000	1.000	1.000	58,168	-	0.0%
Library Assistant II	1.000	1.000	1.000	1.000	43,013	-	0.0%
Library Assistant I	0.925	0.925	0.925	0.925	36,040	-	0.0%
Page	0.300	0.300	0.300	0.300	6,734	-	0.0%
Total	3.535	3.535	3.535	3.535	166,928	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library
Children's Services Division 1410-232
OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

Personnel Services and Benefits increased by \$13,948, or by 4.9%, due to annual employee step increases, a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	164,936	160,185	161,910	161,910	166,928	6,743	4.2%
502 .01 Temporary Wages	6,167	8,500	9,020	9,020	11,500	3,000	35.3%
505 .00 Payroll Taxes	12,341	12,910	13,080	13,080	13,650	740	5.7%
506 .00 Pension	30,741	29,970	30,390	30,390	31,290	1,320	4.4%
507 .00 Health and Life Insurance	65,201	66,870	66,870	66,300	68,860	1,990	3.0%
507 .30 Workers Compensation	798	745	745	700	660	(85)	-11.4%
508 .00 Other Benefits	9	4,200	4,200	4,200	4,440	240	5.7%
Personnel Services and Benefits	280,193	283,380	286,215	285,600	297,328	13,948	4.9%
Supplies							
510 .01 Office Supplies	997	1,100	1,100	1,000	1,100	-	0.0%
510 .02 Operating Supplies	4,300	4,400	4,400	4,000	4,400	-	0.0%
510 .05 Small Tools and Equipment	290	500	500	400	400	(100)	-20.0%
510 .07 Food/Catering	1,341	1,000	1,000	1,000	1,300	300	30.0%
530 .01 Library Books	17,211	18,500	18,310	18,310	18,170	(330)	-1.8%
530 .02 Periodicals	1,077	1,000	1,190	1,190	1,000	-	0.0%
530 .04 Movies and Visual Series	3,003	2,000	2,000	2,000	2,000	-	0.0%
530 .05 Audio and Digital Books	3,039	4,000	4,000	4,000	4,000	-	0.0%
530 .06 Music	803	700	700	500	500	(200)	-28.6%
535 .02 Business and Meal Expenses	246	200	200	200	200	-	0.0%
Supplies	32,307	33,400	33,400	32,600	33,070	(330)	-1.0%
Contract/Purchased Services							
600 .02 Travel-Training	306	3,000	2,865	1,020	3,000	-	0.0%
600 .03 Training and Education	1,169	1,000	1,000	930	1,000	-	0.0%
605 .01 Ads and Public Announcements	225	300	300	300	300	-	0.0%
615 .02 Assn Membership Dues & Fees	599	500	500	500	500	-	0.0%
630 .03 Bank and Merchant Fees	117	140	140	90	140	-	0.0%
630 .04 Broadcast Content Fees	250	250	385	385	250	-	0.0%
630 .06 Service Charges and Fees	-	100	100	100	100	-	0.0%
635 .11 Subscription Services	35	-	-	-	-	-	NA
635 .12 Technical Services	7,054	5,600	5,440	5,000	5,600	-	0.0%
Contract/Purchased Services	9,755	10,890	10,730	8,325	10,890	-	0.0%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Children's Services Division 1410-232

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	989	1,000	1,000	840	1,000	-	0.0%
Minor Capital Outlay	989	1,000	1,000	840	1,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,343	2,180	2,340	2,290	2,500	320	14.7%
Interdepartmental Charges	1,343	2,180	2,340	2,290	2,500	320	14.7%
Total Expenditures by Type	324,587	330,850	333,685	329,655	344,788	13,938	4.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$166,928 – This account provides for compensation paid to all regular salaried and hourly employees of the Children's Services Division.

502.01 Temporary Wages: \$11,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Children's Services Division. The \$3,000 increase is to cover substitutes while the regular staff member is on parental leave.

505.00 Payroll Taxes: \$13,650 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$31,290 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$68,860 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$660 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$4,440 – This account provides for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$1,100 - This account provides for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories, and minor office equipment such as staplers , scissors, and tape dispensers.

510.02 Operating Supplies: \$4,400 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are the majority of arts and crafts supplies for the numerous children's and teen programs, as well as promotional materials, educational games and toys for the children and teen areas, and small prizes.

510.05 Small Tools and Equipment: \$400 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$1,300 - This account provides for food or catering services for children's programs.

530.01 Library Books: \$18,170 - This account provides for the acquisition of books and print materials for the library collection. Included are books and other print materials.

530.02 Periodicals: \$1,000 - This account provides for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$2,000 - This account provides for the acquisition of DVD and other format films and television series for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$4,000 - This account provides for the acquisition of books in electronic format for the library. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

530.06 Music: \$500 - This account provides for the acquisition of music CDs for the library collection.

535.02 Business and Meal Expenses: \$200 – This account provides for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, distribute promotional library posters throughout Ketchikan and deliver “Born to Read” materials to the Ketchikan Medical Center.

600.02 Travel-Training: \$3,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$1,000 – This account provides for registration fees and training programs provided by staff or third-parties. Includes registration for library conferences and for continuing education classes.

605.01 Ads and Public Announcements: \$300 – This account provides for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues and recruiting.

615.02 Assn. Dues and Membership Fees: \$500 – This account provides for membership in professional organizations, such as the Alaska Library Association, the American Library Association, the Public Library Association, the Young Adult Library Services Association and the Association of Library Service to Young Children. These memberships provide access to information and discounts on continuing education classes that increase staff skills and resources.

630.03 Bank and Merchant Fees: \$140 – This account provides for merchant fees for use of credit and debit cards.

630.04 Broadcast Content Fees: \$250 – This account provides for the right to broadcast copyrighted intellectual property. Included in this are licenses from Movie Licensing USA and Motion Picture Licensing Corporation.

630.06 Service Charges and Fees: \$100 – This account provides for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials.

635.12 Technical Services: \$5,600 - This account provides for contractual services, such as fees for visiting authors and performers for children’s programs.

790.15 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are educational and skill-developing play structures for the Children’s Area, as well as lamps, chairs, tables and storage cabinets for both the Children's Room and the Teen Room.

825.01 Interdepartmental Charges – Insurance: \$2,500 - This account provides for risk management services and claims.

MISSION STATEMENT

The mission of the First City Libraries Consortium is to provide informational, educational and recreational materials and services for the residents of the City of Ketchikan and the Ketchikan Gateway Borough. This is accomplished through development, maintenance and promotion of materials, physical spaces and programs responsive to the diverse interests and needs of the community. This consortium is a cooperative effort among the City of Ketchikan, the Ketchikan Gateway Borough School District and the University of Alaska Southeast Ketchikan Campus Library. It links all of Ketchikan's libraries, thereby giving all citizens access to materials.

GOALS FOR 2019

- Develop and document consistent cataloging practices and train all staff across FCL who catalog in these practices.
- Continue promoting library use amongst all Consortia libraries.
- Propose that the FCL become a member of the Alaska Library Catalog in early 2020.

ACCOMPLISHMENTS FOR 2018

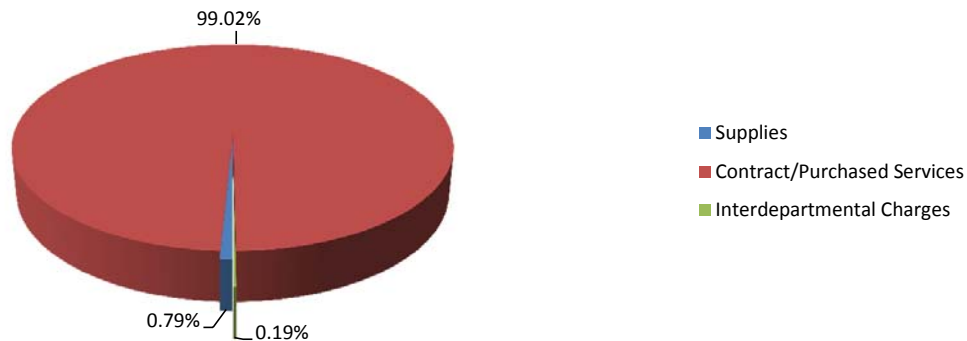
- The KPL Director began reviewing selected sections of the UAS - Ketchikan Campus Library to weed outdated and damaged books.
- FCL representatives met with the Director of the Alaska Library Catalog (ALC), and considered the pros and cons of becoming members of the ALC in early 2020.
- The FCL successfully applied for Federal Erate discounts on consortial internet service for the shared online catalog.
- The FCL promoted library use amongst all Consortia libraries through efficient delivery service.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	365	350	350	300	350	-	0.0%
Contract/Purchased Services	43,631	45,640	45,640	42,430	43,700	(1,940)	-4.3%
Interdepartmental Charges	90	(1,900)	(197)	272	82	1,982	-104.3%
Total Expenditures	44,086	44,090	45,793	43,002	44,132	42	0.1%

Funding Source	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	13,877	16,909	14,940	13,950	14,100	(2,809)	-16.6%
Charges for Services - KGB	8,400	9,250	8,200	7,780	8,300	(950)	-10.3%
Charges for Services - KGBSD	21,809	17,931	22,653	21,272	21,732	3,801	21.2%
Total Funding	44,086	44,090	45,793	43,002	44,132	42	0.1%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .01 Office Supplies	-	50	50	-	-	(50)	-100.0%
510 .02 Operating Supplies	365	300	300	300	350	50	16.7%
Supplies	365	350	350	300	350	-	0.0%
Contract/Purchased Services							
635 .04 Software and Equipment Maintenance	29,759	30,920	30,920	27,900	29,000	(1,920)	-6.2%
635 .11 Subscription Services	6,076	6,320	6,320	6,230	6,400	80	1.3%
650 .01 Telecommunications	7,796	8,400	8,400	8,300	8,300	(100)	-1.2%
Contract/Purchased Services	43,631	45,640	45,640	42,430	43,700	(1,940)	-4.3%
Interdepart'l Charges/Reimbursable Credits							
803 .01 Interdepart'l Charges - Information Tech	7,500	7,500	7,500	7,500	7,500	-	0.0%
890 .00 Reimbursable Credits	(7,410)	(9,400)	(7,697)	(7,228)	(7,418)	1,982	-21.1%
Interdepart'l Charges/Reimbursable Cr	90	(1,900)	(197)	272	82	1,982	-104.3%
Total Expenditures by Type	44,086	44,090	45,793	43,002	44,132	42	0.1%

NARRATIVE

510.02 Operating Supplies: \$350 – This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as barcodes, security strips and carbon overdue mailers.

635.04 Software and Equipment Maintenance Services: \$29,000 - This account provides for maintenance agreements to support licensed software systems. Included is the yearly hardware and software system renewal for the SirsiDynix server.

635.11 Subscription Services: \$6,400 - This account provides for a subscription for access to the Online Computer Library Center (OCLC). The OCLC provides for unlimited cataloging, interlibrary loans and access to WorldCat (a catalog which itemizes the collections of 71,000 libraries in 112 countries).

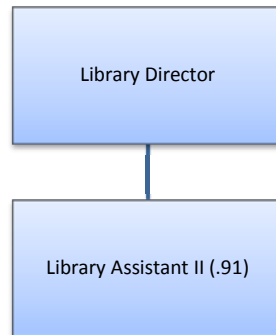
650.01 Telecommunications: \$8,300 - This account provides for telecommunication services. Included are charges for the library server connection and server hosting and power.

803.01 Interdepartmental Charges – Information Technology: \$7,500 – This account provides for information technology services provided by the Information Technology Department. The IT Department maintains the Consortium server.

890.00 Reimbursable Credits: (\$7,418) - A contra-expense account for crediting First City Libraries Division for operating-costs to be paid by the UAS Library. This amount is based on bibliography counts provided by the three library systems participating in the First City Libraries electronic cataloguing system. The UAS Library currently accounts for about 15% of the collection of the three library systems.

MISSION STATEMENT

The UAS Ketchikan Campus Library provides UAS students and faculty, without regard to their geographic location, a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the informational and research needs of the Ketchikan community. The library offers access to high quality resources, services and gateways to information, and is an active member of the First City Libraries Consortium.



GOALS FOR 2019

- To teach members of the UAS Ketchikan community regardless of their geographic location to be effective users and producers of information, in order to meet their current academic needs, and to prepare them for a lifetime of learning and of responsible leadership.
- To improve and increase library outreach to students, faculty and the UAS Ketchikan community.
- To increase faculty support and gain, in turn, more usage by UAS faculty and students.
- To engage the community by providing a comfortable, stimulating and vital information center for the community, supporting the academic programs and curricula of the university.

ACCOMPLISHMENTS FOR 2018

Continued to increase awareness of the library's resources and services by:

- Worked with campus faculty to ensure that information literacy skills are acquired by students according to UAS guidelines, the campus librarian conducted 24 library instruction sessions and presentations with a total attendance of 248 students.
- Answered over 300 reference questions.

Maintained currency and relevancy of the collections by:

- Annual evaluation of the collection for worn, outdated or unneeded items in consultation with the faculty.
- Selected and purchased new materials based on a review of sources and faculty consultations.
- Processed physical items into the print and media collections.

Encouraged community support and enrollment for the Campus by:

- Encouraged Ketchikan Gateway Borough School District faculty and students to use the Library. Library student workers visit the Campus Library as part of their training.
- Participated in the Library Department's writing of Ad Lib, the weekly column in the Ketchikan Daily News.
- Hosted another successful season of Ask UAS: Where Ketchikan Finds Answers events in the Fall and Spring semesters, sharing the expertise of UAS Ketchikan faculty and community experts with the Ketchikan community.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

UAS Library Division 1410-234

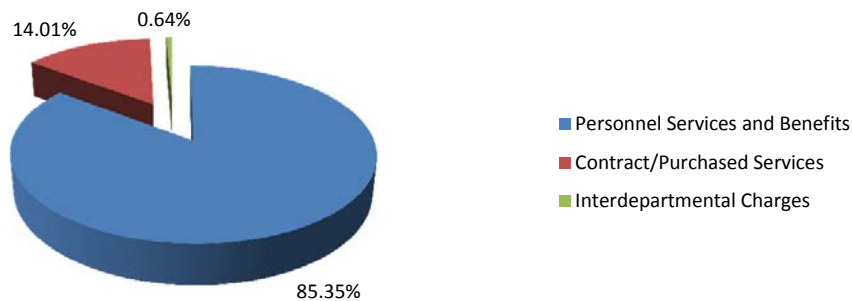
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	102,476	64,383	64,383	62,270	66,261	1,878	2.9%
Supplies	-	-	-	-	-	-	NA
Contract/Purchased Services	9,241	10,840	10,840	8,940	10,880	40	0.4%
Interdepartmental Charges	723	1,180	1,180	470	500	(680)	-57.6%
Total Expenditures	112,440	76,403	76,403	71,680	77,641	1,238	1.6%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Charges for Services - UAS	112,440	76,403	76,403	71,680	77,641	1,238	1.6%
Total Funding	112,440	76,403	76,403	71,680	77,641	1,238	1.6%

Full-time Equivalent Personnel	2017 Actual	2018 Adopted		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.05	0.05	0.05	0.05	3,705	-	0.0%
Librarian	0.70	-	-	-	-	-	0.0%
Library Assistant II	0.91	0.69	0.69	0.69	28,786	-	0.0%
Total	1.66	0.74	0.74	0.74	32,491	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$1,878, or by 2.9%, due to annual employee step increases, a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

UAS Library Division 1410-234

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	54,522	31,353	31,353	31,350	32,491	1,138	3.6%
502 .01 Temporary Wages	179	2,000	2,000	1,310	2,000	-	0.0%
505 .00 Payroll Taxes	4,635	2,560	2,560	2,390	2,640	80	3.1%
506 .00 Pension	10,401	5,510	5,510	5,270	5,710	200	3.6%
507 .00 Health and Life Insurance	26,688	21,980	21,980	20,990	22,420	440	2.0%
507 .30 Workers Compensation	278	150	150	130	130	(20)	-13.3%
508 .00 Other Benefits	5,773	830	830	830	870	40	4.8%
Personnel Services and Benefits	102,476	64,383	64,383	62,270	66,261	1,878	2.9%
Contract/Purchased Services							
635 .01 Government Contractual Services	8,845	10,400	10,400	8,500	10,400	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	396	440	440	440	480	40	9.1%
Contract/Purchased Services	9,241	10,840	10,840	8,940	10,880	40	0.4%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	723	1,180	1,180	470	500	(680)	-57.6%
Interdepartmental Charges	723	1,180	1,180	470	500	(680)	-57.6%
Total Expenditures by Type	112,440	76,403	76,403	71,680	77,641	1,238	1.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$32,491 – This account provides for compensation paid to regular salaried and hourly employees of the UAS Library Division.

502.01 Temporary Wages: \$2,000 – This account provides for compensation paid to temporary salaried and hourly employees of the UAS Library Division.

505.00 Payroll Taxes: \$2,640 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension Benefits: \$5,710 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$22,420 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$130 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$870 – This account provides for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

635.01 Government Contractual Services: \$10,400 – This account provides for contractual services provided by federal, state and local governments. Included are fees paid for library services provided by the City to UAS.

635.07 Machinery and Equipment Maintenance Services: \$480 - This account provides for maintenance services required for the photocopier and facsimile machine utilized by the division.

825.01 Interdepartmental Charges – Insurance: \$500 - This account provides for risk management services and claims.

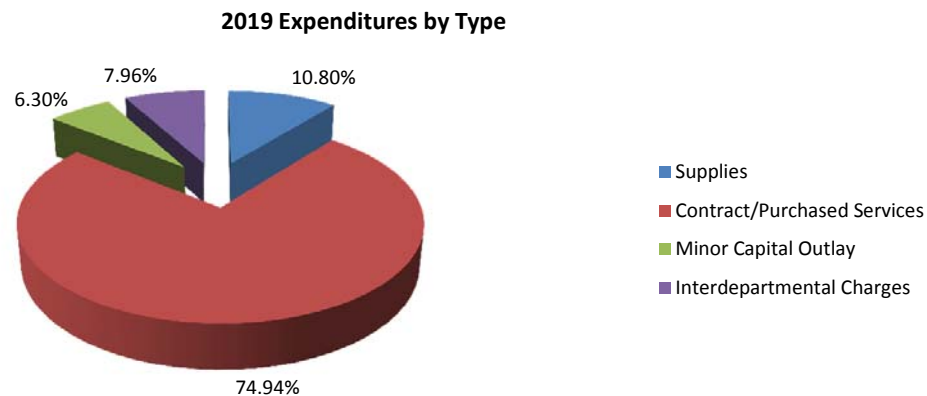
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Library

Ketchikan Public Library O&M 1410-235

COST CENTER SUMMARY

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	10,513	22,400	18,940	17,530	15,440	(6,960)	-31.1%
Contract/Purchased Services	100,585	97,240	100,490	99,300	107,100	9,860	10.1%
Minor Capital Outlay	3,191	7,500	7,710	7,710	9,000	1,500	20.0%
Interdepartmental Charges	7,657	10,950	10,950	10,370	11,380	430	3.9%
Total Expenditures	121,946	138,090	138,090	134,910	142,920	4,830	3.5%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	78,119	91,128	89,154	86,610	89,948	(1,180)	-1.3%
Charges for Services - KGB	43,827	46,962	48,936	48,300	52,972	4,036	12.8%
Total Funding	121,946	138,090	138,090	134,910	142,920	4,830	3.5%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Heating Fuel (Account No. 525.03) decreased by \$7,000, or 70%, due to the Library pellet boiler remaining inoperable for heating the building. An operable boiler system is anticipated for the end of 2019.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$5,560, or 13.4%, due to using the Library electric boiler as the primary heating source until an operable pellet boiler system is installed.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Library

Ketchikan Public Library O&M 1410-235

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	3,874	4,300	4,300	4,200	4,500	200	4.7%
510 .05 Small Tools & Equipment	-	300	300	180	340	40	13.3%
515 .02 Building & Grounds Maint Materials	397	400	400	400	500	100	25.0%
515 .03 Furniture & Fixtures Maint Materials	1,249	1,400	1,400	1,200	1,500	100	7.1%
515 .04 Machinery & Equip Maint Materials	819	1,100	776	500	1,000	(100)	-9.1%
515 .05 Infrastructure & Plant Maint Materials	822	700	1,600	1,600	1,000	300	42.9%
525 .03 Heating Fuel	-	10,000	7,714	7,000	3,000	(7,000)	-70.0%
525 .07 Machinery & Equip Fuel & Lubricants	3,352	4,200	2,450	2,450	3,600	(600)	-14.3%
Supplies	10,513	22,400	18,940	17,530	15,440	(6,960)	-31.1%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	20,100	21,500	21,500	21,500	22,000	500	2.3%
635 .06 Bldg & Grounds Maint Services	364	500	500	500	1,800	1,300	260.0%
635 .07 Machinery & Equip Maint Services	5,508	5,000	4,790	3,600	5,000	-	0.0%
635 .12 Technical Services	2,708	1,500	1,500	1,500	5,700	4,200	280.0%
645 .01 Rents and Leases-Land and Buildings	2,100	2,100	2,100	2,100	2,100	-	0.0%
650 .01 Telecommunications	21,419	25,200	23,600	23,600	23,500	(1,700)	-6.7%
650 .02 Electric, Water, Sewer & Solid Waste	48,386	41,440	46,500	46,500	47,000	5,560	13.4%
Contract/Purchased Services	100,585	97,240	100,490	99,300	107,100	9,860	10.1%
Minor Capital Outlay							
790 .26 Computers, Printers, and Copiers	3,191	7,500	7,710	7,710	9,000	1,500	20.0%
Minor Capital Outlay	3,191	7,500	7,710	7,710	9,000	1,500	20.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	7,657	10,950	10,950	10,370	11,380	430	3.9%
Interdepartmental Charges	7,657	10,950	10,950	10,370	11,380	430	3.9%
Total Expenditures by Type	121,946	138,090	138,090	134,910	142,920	4,830	3.5%

NARRATIVE

510.04 Janitorial Supplies: \$4,500 – This account provides for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$340 - This account provides for minor tools and operating equipment with a value of less than \$1,000.

515.02 Building and Grounds Maintenance Materials: \$500 - This account provides for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

515.03 Furniture and Fixtures Maintenance Materials: \$1,500 - This account provides for the repair and maintenance of furniture and building fixtures owned or leased and operated by the City.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the repair and maintenance of machinery and equipment owned and operated by the City. Included are the library's computers.

515.05 Infrastructure and Plant Maintenance Materials: \$1,000 – This account provides for the repair and maintenance of infrastructure and plant owned and operated by the City. Included are sidewalks, parking lots and the wood pellet boiler.

525.03 Heating Fuel: \$3,000 - This account provides for wood pellets to heat the library building.

525.07 Machinery and Equipment Fuel and Lubricants: \$3,600 – This account provides for the propane used to operate the fireplace.

635.02 Janitorial and Cleaning Services: \$22,000 - This account provides for services to clean the library building.

635.06 Buildings and Grounds Maintenance Services: \$1,800 - This account provides for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery and Equipment Maintenance Services: \$5,000 - This account provides for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for the public access copier machine and two microfilm readers. The library pays an annual fee for the propane tank; also included in this account is maintenance for the security camera system.

635.12 Technical Services: \$5,700 – This account provides for services that are not regarded as professional but require technical or special knowledge, including fire extinguisher inspections, fire alarm inspection and monitoring, pest control and fire sprinkler inspection.

645.01 Rents and Leases - Land and Buildings: \$2,100 - This account provides for the rent of heated offsite storage at the Heckman Building for reference materials, repository documents and seasonal items and supplies.

650.01 Telecommunications Services: \$23,500 - This account provides for wired and wireless telecommunication services. Included are landline services, network and data services, internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$47,000 - This account provides for electric, water, sewer and solid waste utility services.

790.26 Computers, Printers, and Copiers: \$9,000 - This account provides for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. Two aging staff computer workstations are scheduled to be replaced this year.

825.01 Interdepartmental Charges – Insurance: \$11,380 - This account provides for risk management services and claims.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Library

Grants Program

MISSION STATEMENT

A major tenet of the code of ethics in librarianship is a belief in lifelong learning. The Alaska State Library strongly supports continuing education for librarians, a profession of knowledgeable workers devoted to providing information in multiple formats to users. Librarians inhabit a world of change and libraries are not exempt from these forces. Grants allow staff to attend continuing education to enhance their knowledge of technology and learn about new sources of high-quality information, so they can quickly navigate the ever-changing information landscape and efficiently lead people to reliable information they need for school, work, life challenges and recreation.

GOALS FOR 2019

- Apply for a 2019 Friends of the Library grant to help fund the Children's and Teen Summer Learning Programs.
- Apply for two Continuing Education grants from the Alaska State Library, to help fund travel and registration for staff to attend workshops and/or professional conferences.
- Apply for the FY2019 Public Library Assistance grant.
- Implement Gilder Lehrman 'Revisiting the Founding Era' grant for programming related to founding era issues using original documents.
- Identify and apply for local and other grants to enhance library collections, services and programs for the community.

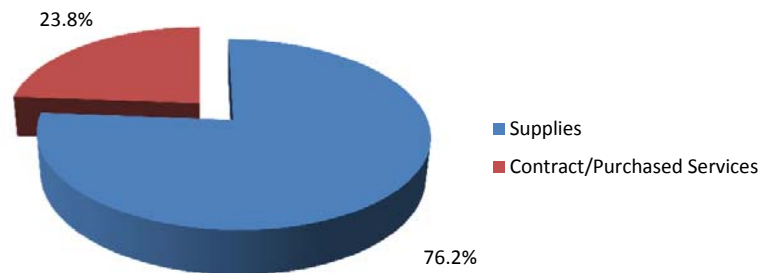
ACCOMPLISHMENTS FOR 2018

- Applied for and received the FY2019 Public Library Assistance grant, which provides funding for collection development.
- Instituted a successful FY2018 Alaska Interlibrary Cooperation Grant for the Children's Community Garden and related programs.
- Received a \$300 grant from IBEW to help fund a Children's Community Garden sign.
- Received a \$1,000 grant from the Gilder Lehrman Institute for American History, for adult and youth programs in early 2019.
- Received Friends of the Library funding for the 2018 Summer Reading Programs for adults, children and teens.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	1,756	-	-	-	-	-	NA
530 .01 Library Books	7,420	7,000	7,000	7,000	7,000	-	0.0%
535 .02 Business & Meal Expenses	-	-	-	-	1,000	1,000	New
Supplies	9,176	7,000	7,000	7,000	8,000	1,000	14.3%
Contract/Purchased Services							
600 .02 Travel-Training	-	2,500	2,500	1,250	2,500	-	0.0%
635 .14 Other Contractual Services	800	-	-	-	-	-	NA
Contract/Purchased Services	800	2,500	2,500	1,250	2,500	-	0.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	2,800	-	300	300	-	-	NA
790 .26 Computers, Printers & Copiers	-	-	1,500	1,500	-	-	NA
Minor Capital Outlay	2,800	-	1,800	1,800	-	-	NA
Total Expenditures by Type	12,776	9,500	11,300	10,050	10,500	1,000	10.5%

2019 Expenditures by Type



Grant Program	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Friends of the Library Grant	2,056	-	-	-	-	-	NA
Youth Service America Summer of Service Grant	500	-	-	-	-	-	NA
Memorial Bench Contribution	800	-	-	-	-	-	NA
USD Education-Continuing Education Grant	-	2,500	2,500	1,250	2,500	-	0.0%
FY2019 Public Library Assistance Grant	-	7,000	7,000	7,000	7,000	-	0.0%
FY2018 Public Library Assistance Grant	7,420	-	-	-	-	-	NA
OWL Tech Grant	-	-	1,500	1,500	-	-	NA
FY2018 ILC Grant	2,000	-	-	-	-	-	NA
IBEW Garden Sign Grant	-	-	300	300	-	-	NA
GLIAH Grant	-	-	-	-	1,000	1,000	NA
Total Expenditures by Grant Program	12,776	9,500	11,300	10,050	10,500	1,000	10.5%

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- All changes in Grant Programs are a result of grant funding availability and/or award amounts actually received.

NARRATIVE

530.01 Library Books: \$7,000 - This account provides for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts and other print materials.

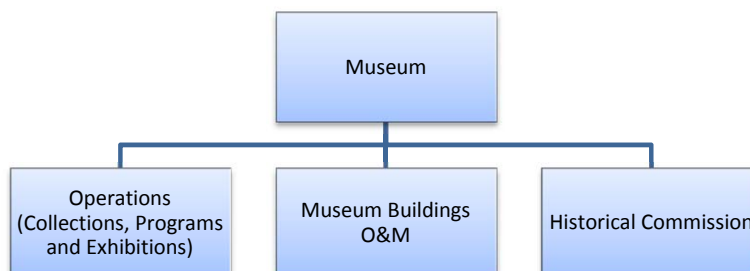
535.02 Business and Meal Expenses: \$1,000 – This account provides for reimbursement for refreshments at Revisiting the Founding Era grant-funded programs.

600.02 Travel-Training: \$2,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Summary

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of the region to serve, educate, engage and enrich the community. The department operates two museums: the Tongass Historical Museum and the Totem Heritage Center. In addition to stewarding a collection of regional artifacts, photographs and archives, the museums offer a wide array of permanent and temporary exhibitions, public presentations, educational programs and research services.



The Museum Department is comprised of two operating divisions, a Historical Commission Program and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	792,410	868,899	868,899	856,515	917,705	48,806	5.6%
Museum Buildings O&M	126,046	154,705	154,705	127,385	150,000	(4,705)	-3.0%
Historical Commission	-	1,425	1,425	1,000	1,425	-	0.0%
Grants	28,821	-	14,401	14,401	34,231	34,231	NA
Capital Improvement Program	235,764	1,553,082	1,656,422	403,340	504,000	(1,049,082)	-67.5%
Total	1,183,041	2,578,111	2,695,852	1,402,641	1,607,361	(970,750)	-37.7%

Expenditures by Category	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	691,469	766,234	766,234	759,270	799,639	33,405	4.4%
Supplies	74,060	84,865	88,915	66,585	105,655	20,790	24.5%
Contract/Purchased Services	138,164	147,660	149,536	141,571	173,157	25,497	17.3%
Minor Capital Outlay	30,381	6,340	16,175	15,935	7,450	1,110	17.5%
Interdepartmental Charges	13,203	19,930	18,570	15,940	17,460	(2,470)	-12.4%
Major Capital Outlay	235,764	1,553,082	1,656,422	403,340	504,000	(1,049,082)	-67.5%
Total	1,183,041	2,578,111	2,695,852	1,402,641	1,607,361	(970,750)	-37.7%

Funding Source	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	677,905	776,829	776,829	736,700	806,630	29,801	3.8%
Charges for Services	240,551	248,200	248,200	248,200	262,500	14,300	5.8%
Public Works Sales Tax	16,985	60,000	60,000	50,000	35,000	(25,000)	-41.7%
Grants	28,821	-	14,401	14,401	34,231	34,231	NA
Community Facilities Development Fund	106,350	1,343,082	1,343,082	100,000	469,000	(874,082)	-65.1%
CPV Funds	112,429	150,000	253,340	253,340	-	(150,000)	-100.0%
Total	1,183,041	2,578,111	2,695,852	1,402,641	1,607,361	(970,750)	-37.7%

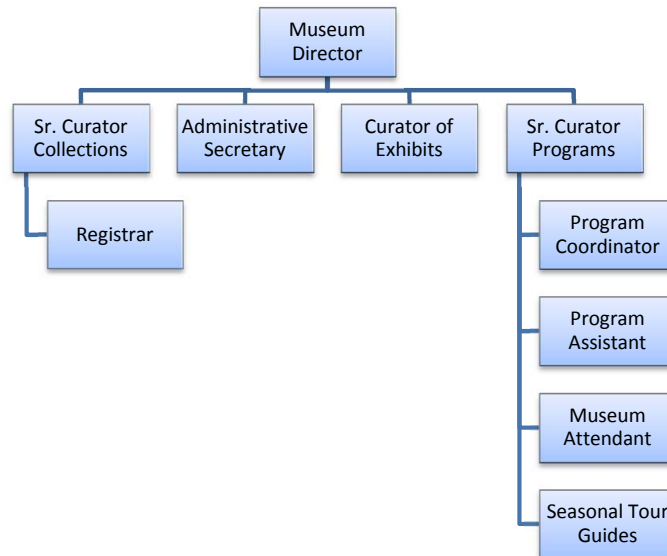
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Summary

Full-time Equivalent Personnel	2017	2018 Adopted		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.20	8.20	8.20	8.20	443,569	-	0.0%
Total	8.20	8.20	8.20	8.20	443,569	-	0.0%

MISSION STATEMENT

The Operations Division of the Museum Department acquires, researches, documents and preserves objects and archival materials relating to the history and culture of the Ketchikan area. The division provides efficient access to the Museum's collections for researchers, staff and the public. It also supports the Ketchikan museums' mission by fostering the preservation, understanding and dissemination of knowledge of the history and culture of the Ketchikan area through exhibits, classes, presentations, publications, interpretive tours and other public programs. The division strives to reach the broadest possible audience by designing, publicizing and carrying out a variety of interpretive programs that match the interests and abilities of people of all ages and walks of life.



GOALS FOR 2019

- Provide high quality museum experiences for visitors and local residents throughout the year while continuing to provide collection care that meets or exceeds standard museum practices.
- Expand awareness of the museums as an educational and historical resource for the community and visitors.
- Develop and install an annual temporary exhibition at the Tongass Historical Museum.
- Develop and install exhibit updates at the Totem Heritage Center.
- Develop and expand exhibit-related educational and public programs that will attract new audiences and stimulate participation of community members interested in local history and culture, such as Museum Middays and school field trips.
- Continue to seek out partnerships that connect the community to the museums.
- Coordinate with the Public Works Department on exterior envelope improvements for the Tongass Historical Museum and manage the intellectual and physical integrity of collections during construction projects in anticipation of postponed HVAC and Fire Suppression systems replacements.
- Continue to inventory the collections at the Tongass Historical Museum and Totem Heritage Center in addition to digitizing archives and videos when possible.
- Continue to update policies and procedures as needed.
- Fully catalog, photograph and house new acquisitions and accommodate into collections storage.
- Make collections available on-line as appropriate.
- Conduct a successful 43rd season of the Native Arts Studies program.
- Develop a Strategic Plan for 2019-2022 that builds upon current plan and achievements.

ACCOMPLISHMENTS FOR 2018

- Coordinated the restoration of the Chief Johnson totem pole in collaboration with the Tongass Tribe and Tlingit carver Tommy Joseph in late 2017. The Chief Johnson totem pole was rededicated during a raising celebration on December 6, 2017.
- Developed and installed a new permanent exhibition, "*Ketchikan is...*," at the Tongass Historical Museum. 887 artifacts were assessed and prepared in addition to historical photographs. All cases and interior structures were created by local craftspeople with over 85% of exhibition construction materials purchased locally.
- Developed and installed a temporary exhibition, "*Collected Memory: the Michael Nore Archive*," featuring 93 historical photos from a private collector that are not in the museums' collection, on display April 27 through December, 2018.
- Installed a special 2-week event exhibition, "*Ketchikan at the Fair*," featuring items from 17 local artists that were displayed at the Southeast Alaska Fair in Haines from August 15-28, 2018.
- Hosted 58,115 visitors at the Tongass Historical Museum and the Totem Heritage Center as of October 2, 2018 with several hundred more visitors anticipated by the end of the year. This includes locals, school groups, students, researchers, independent travelers and cruise ship visitors. Included are also 182 hour-long presentations to scheduled excursion groups led by seasonal tour guides.
- Accepted 103 donation offers, including donations for the permanent exhibit and these highlights (as of August 1, 2018):
 - Wells Fargo donated Nathan Jackson's panel "*Eagle Holding Tinnáh*." The 12' wide panel was installed at the Ted Ferry Civic Center for public viewing.
 - Mike Dangeli gifted a drum titled "*Balance*" to represent his time teaching a Drum Making and Design class at the Totem Heritage Center.
 - The following loans from "*upholding balance*" were accepted as donations: Fred Trout's bentwood box, Allie High's glass sculpture "*You Are My Breath*" and Robert Davidson's serigraph "*Bird in the Air*."
- Maintained public access to collections and archives. Responded to 207 requests for research and historical photograph reproductions for a variety of personal, scholarly, or municipal inquiries (January - August 2018).
- Awarded the following grants: \$7,954 from Alaska State Museum's Grant-in-Aid Program to purchase collection storage for framed art and gun safes, \$4,067.63 from Museums Alaska's Collections Management Fund grant to purchase shelving and tables for Collections prep area, and \$4,700 from Museums Alaska's Art Acquisition Fund grant to purchase Diane Douglas-Willard's cedar bark basket, "*Global Warming*" and Kandi McGilton's devilfish bag, "*Wil Uks T'aa Medik or 'Cape Chacon*."
- Alaska State Conservator Ellen Carrlee conducted a totem pole assessment at the Totem Heritage Center. Due to state budget cuts, the last assessment was in 2015.
- Utilized 116 volunteer hours to assist with inventory and cataloging (September 2017 - September 2018).
- Worked with the Ketchikan Daily News to publish "Artifact of the Month," a monthly article highlighting collections in addition to monthly radio reports on KTKN and KRBD.
- Sr. Curator of Collections Hayley Chambers served a second term as Vice President of the Museums Alaska Board of Directors, the state-wide museum association.
- Developed and implemented the new program Museum Midday, featuring a 30-40 minute presentation followed by Q&A. Initial series included artists featured in the "*upholding balance*" exhibition and was attended by an average of 20 participants.
- Conducted a successful 42nd Native Arts Studies Program: 9 classes, 99 students, 259 hours of instruction in addition to a weekly Open Craft Night held October through April 2018.
- Led educational tours for 334 students and teachers (as of August 31, 2018). Fall school visits will resume in October 2018.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Operations Division 1420-110

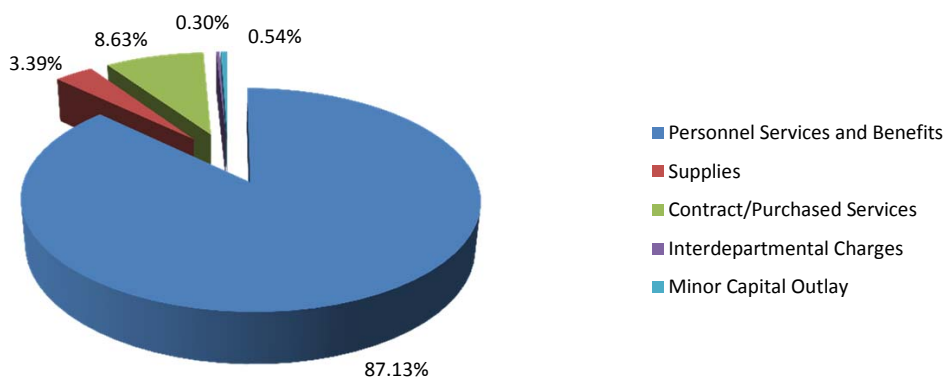
DIVISION SUMMARY

Expenditures by Category	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	691,469	766,234	766,234	759,270	799,639	33,405	4.4%
Supplies	29,042	27,965	27,315	24,985	31,120	3,155	11.3%
Contract/Purchased Services	60,622	61,620	63,736	63,486	79,236	17,616	28.6%
Minor Capital Outlay	7,060	6,340	6,474	6,234	4,950	(1,390)	-21.9%
Interdepartmental Charges	4,217	6,740	5,140	2,540	2,760	(3,980)	0.0%
Total Expenditures	792,410	868,899	868,899	856,515	917,705	48,806	5.6%

Funding Source	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Support							
General Fund Support	551,859	620,699	620,699	608,315	655,205	34,506	5.6%
Charges for Services	240,551	248,200	248,200	248,200	262,500	14,300	5.8%
Total Funding	792,410	868,899	868,899	856,515	917,705	48,806	5.6%

Full-time Equivalent Personnel	2017	2018 Adopted		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	1.00	1.00	1.00	1.00	74,109	-	0.0%
Administrative Secretary	0.75	0.75	0.75	0.75	33,387	-	0.0%
Sr. Curator-Collections	1.00	1.00	1.00	1.00	57,308	-	0.0%
Sr. Curator-Programs	1.00	1.00	1.00	1.00	57,579	-	0.0%
Curator of Exhibits	1.00	1.00	1.00	1.00	53,390	-	0.0%
Program Coordinator	1.00	1.00	1.00	1.00	53,390	-	0.0%
Museum Attendant	0.70	0.70	0.70	0.70	23,970	-	0.0%
Program Assistant	0.75	0.75	0.75	0.75	29,661	-	0.0%
Registrar	1.00	1.00	1.00	1.00	60,775	-	0.0%
Total	8.20	8.20	8.20	8.20	443,569	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$33,405, or by 4.4%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increase in employee health insurance premiums.
- Artifacts (Account No. 510.09) increased by \$5,000, or by 500%, due to the anticipated purchase of a locally made Chilkat Robe, valued at \$50,000. This purchase would be dependent upon receiving a Museum Alaska Art Acquisition Fund grant for the majority of the expense. Other fundraising in cooperation with the Tongass Historical Society and the Museum Advisory Board would provide the remaining funds.
- Technical Services (Account No. 635.12) increased by \$10,900, or by 58.9%, due to anticipated strategic planning facilitator.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Adopted			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	390,409	437,164	431,634	425,490	443,569	6,405	1.5%
501 .01 Overtime Wages	109	1,250	1,500	1,500	1,250	-	0.0%
502 .01 Temporary Wages	48,365	60,000	60,000	60,000	60,000	-	0.0%
505 .00 Payroll Taxes	32,903	38,130	38,130	38,070	38,620	490	1.3%
506 .00 Pension	74,619	82,980	82,980	82,370	83,720	740	0.9%
507 .00 Health and Life Insurance	123,117	132,870	138,150	138,150	158,650	25,780	19.4%
507 .30 Workers Compensation	2,153	2,200	2,200	2,050	1,910	(290)	-13.2%
508 .00 Other Benefits	12,720	11,640	11,640	11,640	11,920	280	2.4%
509 .07 Moving Expense-Taxed	7,074	-	-	-	-	-	0.0%
Personnel Services and Benefits	691,469	766,234	766,234	759,270	799,639	33,405	4.4%
Supplies							
510 .01 Office Supplies	4,550	4,000	4,000	4,000	4,000	-	0.0%
510 .02 Operating Supplies	13,540	11,250	10,600	9,600	11,250	-	0.0%
510 .05 Small Tools & Equipment	500	500	500	500	500	-	0.0%
510 .07 Food/Catering	375	1,300	1,300	1,300	1,300	-	0.0%
510 .08 Inventory for Resale	3,250	5,000	5,000	5,000	5,000	-	0.0%
510 .09 Artifacts	773	1,000	1,000	1,000	6,000	5,000	500.0%
520 .02 Postage	250	200	350	350	350	150	75.0%
520 .03 Bulk Mailing	900	1,765	1,765	1,765	1,765	-	0.0%
520 .04 Freight-Material and Supplies	765	2,500	2,350	1,020	500	(2,000)	-80.0%
530 .01 Library Books	290	290	290	290	300	10	3.4%
530 .02 Periodicals	156	160	160	160	155	(5)	-3.1%
535 .01 Allowances-Moving Expenses	3,693	-	-	-	-	-	NA
Supplies	29,042	27,965	27,315	24,985	31,120	3,155	11.3%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Operations Division 1420-110

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel - Business	105	-	-	-	-	-	0.0%
600 .02 Travel -Training	1,151	1,400	1,400	1,400	1,400	-	0.0%
600 .03 Training and Education	629	650	650	650	725	75	11.5%
605 .01 Ads and Public Announcements	1,681	430	430	430	430	-	0.0%
605 .02 Marketing	3,580	4,000	4,000	4,000	6,526	2,526	63.2%
605 .03 Printing & Binding	8,928	9,500	9,366	9,366	9,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	596	600	600	600	715	115	19.2%
630 .03 Bank and Merchant Charges	1,421	2,500	2,500	2,250	2,600	100	4.0%
635 .04 Software Maintenance Services	432	440	440	440	440	-	0.0%
635 .07 Machinery & Equip Maint Services	548	550	550	550	600	50	9.1%
635 .11 Subscription Services	549	550	1,200	1,200	1,200	650	118.2%
635 .12 Technical Services	19,204	18,500	18,500	18,500	29,400	10,900	58.9%
650 .01 Telecommunications	21,798	22,500	24,100	24,100	25,700	3,200	14.2%
Contract/Purchased Services	60,622	61,620	63,736	63,486	79,236	17,616	28.6%
Minor Capital Outlay							
790 .25 Machinery and Equipment	1,695	4,000	4,000	4,000	-	(4,000)	-100.0%
790 .26 Computers, Printers & Copiers	4,585	1,500	1,634	1,634	3,750	2,250	150.0%
790 .35 Software	780	840	840	600	1,200	-	42.9%
Minor Capital Outlay	7,060	6,340	6,474	6,234	4,950	(1,390)	-21.9%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	4,217	6,740	5,140	2,540	2,760	(3,980)	-59.1%
Interdepartmental Charges	4,217	6,740	5,140	2,540	2,760	(3,980)	-59.1%
Total Expenditures by Type	792,410	868,899	868,899	856,515	917,705	48,806	5.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$443,569 – This account provides for the annual wages of all regular Museum Department employees.

501.01 Overtime Wages: \$1,250 - This account provides for the cost of overtime incurred by Museums staff during the course of the year.

502.01 Temporary Wages: \$60,000 - This account provides for the compensation of seasonal tour guides who are employed 20-40 hours per week during the tour season to provide interpretation and visitor services.

505.00 Payroll Taxes: \$38,620 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff.

506.00 Pension: \$83,720 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$158,650 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,910 – This account provides for employer contributions to workers compensation.

CITY OF KETCHIKAN

**2019 Operating and Capital Budget
Museum**

Operations Division 1420-110

508.00 Other Benefits: \$11,920 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$4,000 - This account provides for paper, pens, pencils, file folders, tape, toner, ink cartridges for photo printing, photocopy charges, small desk accessories and minor office equipment.

510.02 Operating Supplies: \$11,250 - This account provides for collection storage containers; acid-free paper, foam; archival adhesives; curatorial cleaning supplies; blotting paper; document boxes; and other collections items. This account also provides for supplies for the Native Arts Studies program, educational supplies and supplies associated with temporary exhibitions such as paint, lumber and hardware.

510.05 Small Tools and Equipment: \$500 - This account provides for the purchase of tools for the Native Arts Studies Program and exhibit production.

510.07 Food/Catering: \$1,300 - This account provides for food or catering services for public programs such as an annual exhibit opening, open houses and special events.

510.08 Inventory for Resale: \$5,000 - This account provides for the purchase of the Native arts materials, which are sold to students participating in Totem Heritage Center classes. Expenditures under this account are fully recovered through sales.

510.09 Artifacts: \$6,000 - This account provides for the acquisition of artifacts, artwork and other items for the permanent collections and costs associated with acquisitions. The 2019 budget includes an additional \$5,000 towards the pending purchase of a locally made Chilkat Robe, valued at \$50,000. This purchase would be dependent upon receiving a Museums Alaska Art Acquisition Fund grant for the majority of the expense. Other fundraising, in cooperation with the Tongass Historical Society and the Museum Advisory Board would provide the remaining funding.

520.02 Postage: \$350 - This account provides for general postage for all Museum Department operations.

520.03 Bulk Mailing: \$1,765 - This account provides for bulk mailing of exhibit and program announcements and newsletters for the Museum Department.

520.04 Freight – Materials and Supplies: \$500 - This account provides for shipping or transporting supplies and program materials to and from vendors, as well as shipping for traveling exhibits.

530.01 Library Books: \$300 - This account provides for the acquisition of books and digital materials for the Tongass Historical Museum's research library and Totem Heritage Center student resource library. Included are books, large print items, maps, charts and other printed or digital materials.

530.02 Periodicals: \$155 - This account provides for an annual subscription to the Ketchikan Daily News.

600.02 Travel-Training: \$1,400 - This account provides for transportation, lodging, meals, per diem and incidental expenses associated with participation in state museum meetings and conferences.

600.03 Training and Education: \$725 - This account provides for registration for the annual Museums Alaska conference and online professional development.

605.01 Ads and Public Announcements: \$430 - This account provides for announcements in publications, journals, Internet, or broadcasts over radio and television. Included are legal notices, employee recruiting and requests for proposals.

605.02 Marketing: \$6,526 - This account provides for advertising in the local Ketchikan Walking Tour map, other visitor outreach efforts and domain name registrations.

605.03 Printing and Binding: \$9,500 – This account provides for printing of the Ketchikan Museums’ quarterly newsletter, exhibit-related printing, the Native Arts Studies class brochure, the Totem Heritage Center interpretive brochure and other educational materials.

615.02 Assn. Dues and Membership Fees: \$715 – This account provides for the cost of the department's memberships in Museums Alaska, Alaska Historical Society and other professional resource associations.

630.03 Bank and Merchant Charges: \$2,600 – This account provides for bank card fees and credit card charges associated with photo orders, class registration fees, material fees and general admissions. Additional income offsets increases to these fees as there is a standard percentage charged per transaction.

635.04 Software Maintenance Services: \$440 - This account provides for maintenance agreements in support of the department’s collections management software, PastPerfect 5.

635.07 Machinery and Equipment Maintenance Services: \$600 - This account provides for the repair and maintenance of office equipment, machinery and other operating equipment.

635.11 Subscription Services: \$1,200 – This account provides for annual subscriptions to Ancestry.com, an on-line genealogy research database, PastPerfect Online, a service providing Web access to museum collections and other digital services.

635.12 Technical Services: \$29,400 - This account provides for fees and expenses for the Native Arts Studies instructors and other history and exhibit-related programs. In 2019, an additional \$10,000 will fund a strategic planning facilitator and an additional \$900 will be allocated toward Native Arts Studies Program instructor fees.

650.01 Telecommunications: \$25,700 - This account provides for telecommunication services for voice, alarm and data transfer lines at the Tongass Historical Museum and the Totem Heritage Center.

790.26 Computers, Printers & Copiers: \$3,750 - This account provides for 2 new computers and one new monitor per the Information Technology Department's recommendation.

790.35 Software: \$1,200 - This account provides for access to the Adobe Creative Cloud for design of exhibits and educational materials.

825.01 Interdepartmental Charges – Insurance: \$2,760 - This account provides for risk management services and claims.

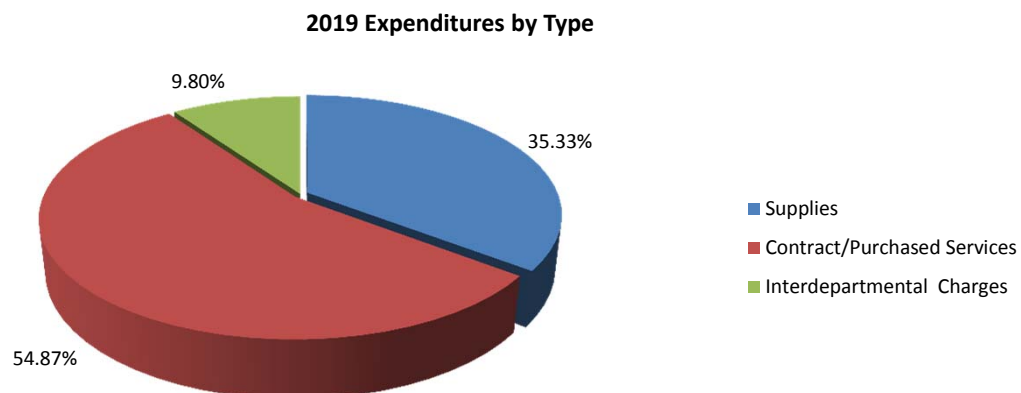
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Museum Buildings O&M 1420-242

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	6,599	6,600	6,600	6,600	7,000	400	6.1%
515 .02 Building & Grounds Maint Materials	4,800	4,800	4,800	4,800	5,000	200	4.2%
525 .03 Heating Fuel	28,119	45,000	45,000	25,000	41,000	(4,000)	-8.9%
Supplies	39,518	56,400	56,400	36,400	53,000	(3,400)	-6.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	28,411	28,410	28,410	28,410	29,125	715	2.5%
635 .06 Building & Grounds Maint Services	23,225	21,175	21,175	21,175	21,175	-	0.0%
650 .02 Electric, Water, Sewer and Solid Waste	25,906	35,530	35,290	28,000	32,000	(3,530)	-9.9%
Contract/Purchased Services	77,542	85,115	84,875	77,585	82,300	(2,815)	-3.3%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	8,986	13,190	13,430	13,400	14,700	1,510	11.4%
Interdepartmental Charges	8,986	13,190	13,430	13,400	14,700	1,510	11.4%
Total Expenditures by Type	126,046	154,705	154,705	127,385	150,000	(4,705)	-3.0%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	126,046	154,705	154,705	127,385	150,000	(4,705)	-3.0%
Total Funding	126,046	154,705	154,705	127,385	150,000	(4,705)	-3.0%
Total Expenditures by Type	126,046	154,705	154,705	127,385	150,000	(4,705)	-3.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted 2018 operating budget and the proposed 2019 operating budget.

NARRATIVE

510.02 Operating Supplies: \$7,000 - This account provides for consumable supplies that are normally not of a maintenance nature. Included are paper towels, toilet paper, soap, trash can liners, light bulbs, etc.

515.02 Building and Grounds Maintenance Materials: \$5,000 – This account provides for materials for the repair and maintenance of the Tongass Historical Museum and Totem Heritage Center Buildings and the upkeep of the grounds.

525.03 Heating Fuel: \$41,000 - This account provides for heating fuel to heat the Tongass Historical Museum and Totem Heritage Center Buildings.

635.02 Janitorial and Cleaning Services: \$29,125 - This account provides for services to clean the Tongass Historical Museum and Totem Heritage Center Buildings.

635.06 Buildings and Grounds Maintenance Services: \$21,175 - This account provides for contractual services such as fire and intrusion alarm maintenance & repair, annual inspections, boiler maintenance, broken window replacement, landscaping services, etc.

650.02 Electric, Water, Sewer & Solid Waste: \$32,000 - This account provides for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$14,700 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

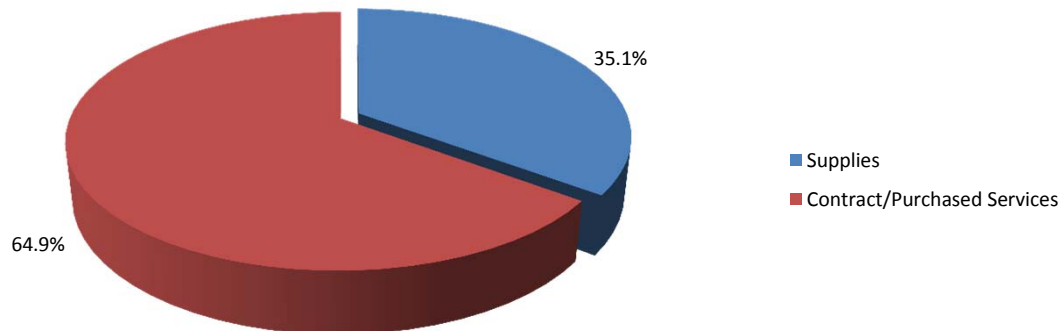
Historical Commission 1420-244

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	500	500	500	500	-	0.0%
Supplies	-	500	500	500	500	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	500	500	500	500	-	0.0%
635 .14 Other Contractual Services	-	425	425	-	425	-	0.0%
Contract/Purchased Services	-	925	925	500	925	-	0.0%
Total Expenditures by Type	-	1,425	1,425	1,000	1,425	-	0.0%

Funding Source	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	-	1,425	1,425	1,000	1,425	-	0.0%
Total Funding	-	1,425	1,425	1,000	1,425	-	0.0%
Total Expenditures by Type	-	1,425	1,425	1,000	1,425	-	0.0%

2019 Expenditures by Type



NARRATIVE

510.02 Operating Supplies: \$500 - This account provides for supplies for public meetings and the production of informational materials.

605.01 Ads and Public Announcements: \$500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are requests for proposals, meeting announcements, membership, etc.

635.14 Other Contractual Services: \$425 - This account provides for contractual services such as production of historical markers or historical surveys.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

Expenditures by Category	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	-	-	-	5,735	5,735	New
510 .09 Artifacts	5,500	-	4,700	4,700	15,000	15,000	NA
520 .02 Postage	-	-	-	-	300	300	New
Supplies	5,500	-	4,700	4,700	21,035	21,035	NA
Contractual Services							
635 .12 Technical Services	-	-	-	-	10,696	10,696	New
Contractual Services	-	-	-	-	10,696	10,696	New
Minor Capital Outlay							
790 .15 Furniture & Fixtures	23,321	-	9,701	9,701	2,500	2,500	NA
Minor Capital Outlay	23,321	-	9,701	9,701	2,500	2,500	NA
Total Expenditures	28,821	-	14,401	14,401	34,231	34,231	NA

Grant Program	2017 Actual	2018 Adopted			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Museums Alaska Collections Mgmt	4,068	-	-	-	-	-	0.0%
Museums Alaska Art Acquisition	-	-	4,700	4,700	-	-	0.0%
Museums Alaska-Oral History Project	-	-	-	-	1,680	1,680	New
Museums Alaska-Digitizing Media Project	-	-	-	-	9,882	9,882	New
Rasmuson Tier 1	11,299	-	9,701	9,701	-	-	0.0%
Rasmuson-Chilcat Robe	-	-	-	-	15,000	15,000	New
Tiffany Vanderhoop	5,500	-	-	-	-	-	0.0%
Grant in Aid	7,954	-	-	-	7,669	7,669	New
Total Expenditures by Grant Program	28,821	-	14,401	14,401	34,231	34,231	NA

NARRATIVE

510.02 Operating Supplies: \$5,735 - This account provides for grant funded storage containers; acid-free paper, foam; archival adhesives; curatorial cleaning supplies; blotting paper; document boxes; and other collections items

510.09 Artifacts: \$15,000 - This account provides for the acquisition of artifacts, artwork and other items.

520.02 Postage: \$300 - This account provides for postage associated with grant funded projects.

635.12 Technical Services: \$10,696 - This account provides for grant-funded services.

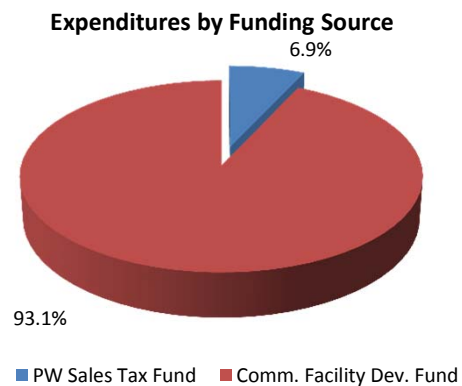
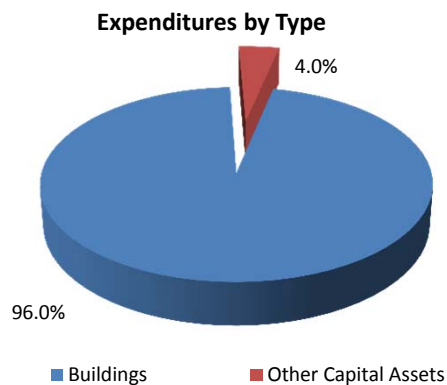
790.15 Furniture and Fixtures: \$2,500 - This account provides for the acquisition of grant-funded collections storage furniture, supplies, and other items associated with the improved storage of collections.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Museum

Capital Budget

Major Capital Outlay	2017 Actual	2018			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	159,467	1,543,082	1,646,422	403,340	484,000	(1,059,082)	-68.6%
740.00 Other Capital Assets	76,297	10,000	10,000	-	20,000	10,000	100.0%
Total Major Capital Outlay	235,764	1,553,082	1,656,422	403,340	504,000	(1,049,082)	-67.5%

Capital Improvement Projects		Funding Sources			Total
		PW Sales Tax Fund	CPV Funds	Comm. Facility Dev. Fund	
Project #	Project				
705.00 Buildings					
	THM - HVAC Replacement			14,000	14,000
	THM - Exterior Envelope Project (HVAC)			455,000	455,000
	THC - Totem Pole Storage Stabilization	15,000			15,000
				-	-
	Total Buildings	15,000	-	469,000	484,000
740.00 Other Capital Assets					
	Clean and Repair Totem Poles	20,000			20,000
	Total Other Capital Assets	20,000	-	-	20,000
	Total Capital Budget	35,000	-	469,000	504,000



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Civic Center

Summary

The Ted Ferry Civic Center is a multi-purpose public facility intended to encourage a balance of uses to meet the economic, social, cultural and convention needs of the greater Ketchikan community. The Civic Center staff is committed to ensuring that the facility and services provided reflect favorably on the City of Ketchikan.

The Civic Center Department is comprised of one operating division and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	448,037	483,682	483,682	479,725	499,251	15,569	3.2%
Capital Improvement Program	148,310	254,700	254,700	254,700	320,000	65,300	25.6%
Total	596,347	738,382	738,382	734,425	819,251	80,869	11.0%

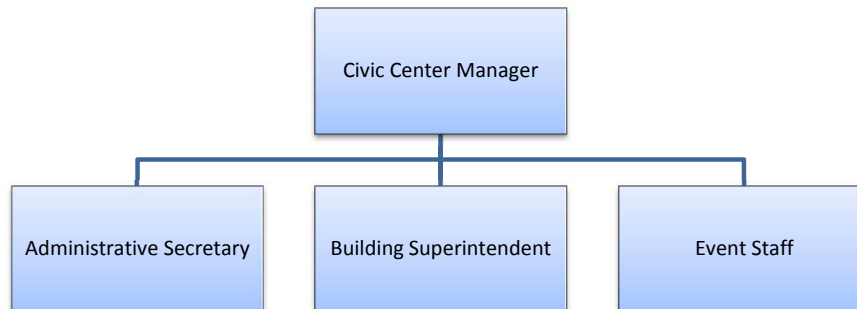
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	304,570	308,467	308,467	306,420	318,646	10,179	3.3%
Supplies	58,442	66,605	66,605	66,105	68,205	1,600	2.4%
Contract/Purchased Services	71,859	88,940	89,940	89,240	94,240	5,300	6.0%
Minor Capital Outlay	7,896	11,700	10,700	10,200	9,800	(1,900)	-16.2%
Interdepartmental Charges	5,270	7,970	7,970	7,760	8,360	390	4.9%
Major Capital Outlay	148,310	254,700	254,700	254,700	320,000	65,300	25.6%
Total	596,347	738,382	738,382	734,425	819,251	80,869	11.0%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	109,595	109,800	109,800	109,800	109,800	-	0.0%
Public Works Sales Tax	148,310	254,700	254,700	254,700	-	(254,700)	-100.0%
Transient Sales Tax	338,442	373,882	373,882	369,925	709,451	335,569	89.8%
Total	596,347	738,382	738,382	734,425	819,251	80,869	11.0%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	153,856	-	0.0%
Total	3.00	3.00	3.00	3.00	153,856	-	0.0%

MISSION STATEMENT

It is the mission of the Civic Center Department to operate the Ted Ferry Civic Center in a courteous and professional manner; to ensure that the building is well maintained, available and operationally ready to meet the needs of those desiring to use it; to assist the public in coordination and production of events from booking through final billing; and to provide flexible and technologically current services to those with special needs.



GOALS FOR 2019

- Continue to provide well-trained staff for all types of events. Ensure facility is maintained and operationally ready to meet the needs of the community, out-of-town conventions and visitors.
- Continue marketing via the Internet through the City's website, Facebook and the Ketchikan Visitors Bureau website for members. Keep current on trends in social media for the Civic Center to provide information to the community regarding current events at the facility, availability of the facility and event planning tips & guidelines. Continue working with the KVB on marketing strategies and increasing the economic impact of the Civic Center.
- Increase facility use by local individuals, businesses and organizations through exceptional customer service, facility promotions and improvements; and local advertising.
- Continue working with the Public Works Department to complete programmed capital improvement projects with minimal disruption to Civic Center users and scheduled events.

ACCOMPLISHMENTS FOR 2018

- During 2018, the Ted Ferry Civic Center was booked for 142 days for various meetings, banquets, ceremonies, auctions, fundraisers and arts events.
- The work to replace nineteen sets of interior doors within the Civic Center was completed in October 2018 as the first phase of updating the facility's fire safety systems and code requirements.
- The following conventions/conferences took place at the Ted Ferry Civic Center in 2018: National Hydropower Association, Southeast Conference, Alaska Native Brotherhood Grand Camp, and Alaska Architect Conference.
- There are 61 days prebooked for 2019 for a variety of meetings, banquets, ceremonies, auctions, fundraisers and artistic events.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Civic Center

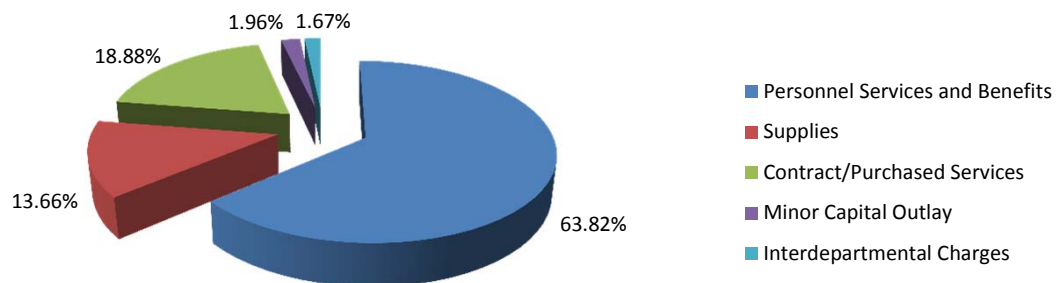
Civic Center Operations 1430-110

DIVISION SUMMARY							
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	304,570	308,467	308,467	306,420	318,646	10,179	3.3%
Supplies	58,442	66,605	66,605	66,105	68,205	1,600	2.4%
Contract/Purchased Services	71,859	88,940	89,940	89,240	94,240	5,300	6.0%
Minor Capital Outlay	7,896	11,700	10,700	10,200	9,800	(1,900)	-16.2%
Interdepartmental Charges	5,270	7,970	7,970	7,760	8,360	390	4.9%
Total Expenditures	448,037	483,682	483,682	479,725	499,251	15,569	3.2%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	109,595	109,800	109,800	109,800	109,800	-	0.0%
Transient Sales Tax	338,442	373,882	373,882	369,925	389,451	15,569	4.2%
Total Funding	448,037	483,682	483,682	479,725	499,251	15,569	3.2%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Civic Center Manager	1.00	1.00	1.00	1.00	60,209	-	0.0%
Administrative Secretary	1.00	1.00	1.00	1.00	44,516	-	0.0%
Building Superintendent	1.00	1.00	1.00	1.00	49,131	-	0.0%
Total	3.00	3.00	3.00	3.00	153,856	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$10,179, or by 3.3%, due to annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019, and projected increases in employee health insurance premiums.
- Building and Grounds Maintenance Services (Account 635.06) increased by \$5,000, or 37.9%, in order to maintain the aging Civic Center parking lot lights in advance of a full replacement in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	141,707	147,977	148,240	148,240	153,856	5,879	4.0%
501 .01 Overtime Wages	-	2,100	1,757	700	2,100	-	0.0%
502 .01 Temporary Wages	49,646	43,000	43,080	43,080	43,000	-	0.0%
505 .00 Payroll Taxes	13,984	14,770	14,770	14,550	15,220	450	3.0%
506 .00 Pension	30,688	33,020	33,020	32,770	34,310	1,290	3.9%
507 .00 Health and Life Insurance	54,777	56,140	56,140	56,130	58,830	2,690	4.8%
507 .30 Workers Compensation	7,501	7,390	7,390	6,880	7,060	(330)	-4.5%
508 .00 Other Benefits	6,267	4,070	4,070	4,070	4,270	200	4.9%
Personnel Services and Benefits	304,570	308,467	308,467	306,420	318,646	10,179	3.3%
Supplies							
510 .01 Office Supplies	3,351	3,000	3,000	3,000	3,500	500	16.7%
510 .02 Operating Supplies	2,092	2,100	2,100	2,100	2,100	-	0.0%
510 .03 Safety Program Supplies	57	225	225	225	225	-	0.0%
510 .04 Janitorial Supplies	3,182	3,500	3,500	3,500	3,500	-	0.0%
510 .05 Small Tools and Equipment	3,434	3,500	3,500	3,500	3,500	-	0.0%
510 .08 Inventory for Resale	7,840	6,500	6,500	6,500	6,500	-	0.0%
515 .02 Building & Grounds Maint Materials	4,351	4,500	4,500	4,500	4,500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	2,859	3,000	3,000	3,000	3,500	500	16.7%
515 .04 Machinery & Equip Maint Materials	1,821	1,950	1,950	1,950	1,950	-	0.0%
515 .05 Infrastructure Maintenance Materials	3,073	3,500	3,500	3,000	3,000	(500)	-14.3%
520 .02 Postage	86	155	155	155	160	5	3.2%
525 .03 Heating Fuel	25,108	33,560	33,560	33,560	34,560	1,000	3.0%
525 .07 Machinery & Equipment Fuel	64	100	100	100	100	-	0.0%
530 .02 Periodicals	155	165	165	165	160	(5)	-3.0%
535 .02 Business and Meal Expenses	521	400	400	400	500	100	25.0%
535 .04 Uniforms/Badges/Clothing	448	450	450	450	450	-	0.0%
Supplies	58,442	66,605	66,605	66,105	68,205	1,600	2.4%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	-	1,500	1,500	1,500	1,500	-	0.0%
600 .02 Travel-Training	-	1,500	1,500	1,500	1,500	-	0.0%
600 .03 Training and Education	-	500	500	500	500	-	0.0%
605 .01 Ads and Public Announcements	170	500	500	500	500	-	0.0%
605 .02 Marketing	-	600	600	500	500	(100)	-16.7%
605 .03 Printing and Binding	-	500	500	500	500	-	0.0%
615 .02 Assn. Membership Dues & Fees	370	650	650	650	650	-	0.0%
630 .03 Bank and Merchant Charges	738	650	650	650	650	-	0.0%
635 .02 Janitorial and Cleaning Services	7,675	6,750	7,750	7,750	7,750	1,000	14.8%
635 .04 Software Maintenance Services	850	1,500	1,500	900	900	(600)	-40.0%
635 .05 Furniture & Fixtures Maint Services	-	500	500	500	500	-	0.0%
635 .06 Building & Grounds Maint Services	3,761	13,200	13,200	13,200	18,200	5,000	37.9%
635 .07 Machinery & Equip Maint Services	2,300	2,250	2,250	2,250	2,250	-	0.0%
635 .12 Technical Services	5,204	5,000	5,000	5,000	5,000	-	0.0%
640 .02 Engineering & Architectural Svcs	-	-	-	-	-	-	NA
645 .02 Rents and Leases-Machinery & Equip	304	500	500	500	500	-	0.0%
650 .01 Telecommunications	12,559	12,950	12,950	12,950	12,950	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	37,928	39,890	39,890	39,890	39,890	-	0.0%
Contract/Purchased Services	71,859	88,940	89,940	89,240	94,240	5,300	6.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	2,185	2,500	2,000	1,500	2,000	(500)	-20.0%
790 .25 Machinery and Equipment	2,566	6,400	5,900	5,900	5,000	(1,400)	-21.9%
790 .26 Computers, Printers and Copiers	1,927	2,000	2,000	2,000	2,000	-	0.0%
790 .35 Software	1,218	800	800	800	800	-	0.0%
Minor Capital Outlay	7,896	11,700	10,700	10,200	9,800	(1,900)	-16.2%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	5,270	7,970	7,970	7,760	8,360	390	4.9%
Interdepartmental Charges	5,270	7,970	7,970	7,760	8,360	390	4.9%
Total Expenditures by Type	448,037	483,682	483,682	479,725	499,251	15,569	3.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$153,856 – This account provides for compensation paid to all regular salaried and hourly employees of the Ted Ferry Civic Center.

501.01 Overtime Wages: \$2,100 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$43,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Ted Ferry Civic Center.

505.00 Payroll Taxes: \$15,220 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

506.00 Pension: \$34,310 – This account provides for employer contributions to retirement plans for which the City participates.

507.00 Health and Life Insurance: \$58,830 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$7,060 – This account provides for employer contributions toward workers compensation.

508.00 Other Benefits: \$4,270 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$3,500 - This account provides for expenditures for office supply items including paper, pens, file folders, scotch tape, toner, ink cartridges, and minor office equipment such as staplers and adding machines.

510.02 Operating Supplies: \$2,100 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies, posters, convention center materials, batteries for radios and cordless microphones, public trash cans and public benches.

510.03 Safety Program Supplies: \$225 - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information and specialized protective safety clothing.

510.04 Janitorial Supplies: \$3,500 – This account provides for cleaning and sanitation supplies.

510.05 Small Tools and Equipment: \$3,500 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, computer accessories, space heaters, kitchen and dining equipment, radios, calculators, file cabinets and similar types of minor tools and equipment.

510.08 Inventory for Resale: \$6,500 - This account provides for inventory purchases that are to be resold or rented to end users. Included are video and media equipment, and beverages and snacks.

515.02 Building and Grounds Maintenance Materials: \$4,500 – This account provides for the materials required for the repair and maintenance of the Ted Ferry Civic Center and upkeep of the grounds around the Ted Ferry Civic Center.

515.03 Furniture and Fixtures Maintenance Materials: \$3,500 - This account provides for the materials required for the repair and maintenance of furniture and building fixtures in the Ted Ferry Civic Center.

515.04 Machinery and Equipment Maintenance Materials: \$1,950 – This account provides for the materials required for the repair and maintenance of machinery and equipment owned or leased and operated by the City. Included are office equipment, operating equipment, computer networks and computers.

515.05 Infrastructure Maintenance Materials: \$3,000 - This account provides for the materials required for the repair and maintenance of infrastructure owned or leased and operated by the City. Included are streets, sidewalks and parking lots.

520.02 Postage: \$160 - This account provides for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$34,560 - This account provides for heating fuel at the Ted Ferry Civic Center.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

525.07 Machinery and Equipment Fuel and Lubricants: \$100 – This account provides for gasoline, diesel fuel, propane and lubricants used in the operation of Ted Ferry Civic Center machinery and equipment.

530.02 Periodicals: \$160 - This account provides for newspapers, magazines and trade journals.

535.02 Business and Meal Expenses: \$500 - This account provides for reimbursements to employees for business and job related meals, mileage reimbursements and other business-related expenses.

535.04 Uniforms/Badges/Clothing: \$450 - This account provides for uniforms, badges and clothing purchased for the use by department personnel.

600.01 Travel-Business: \$1,500 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600.02 Travel-Training: \$1,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for Civic Center staff training.

600.03 Training and Education: \$500 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are recruiting, requests for proposals and contracts.

605.02 Marketing: \$500 – This account provides for expenditures for announcements in publications, newspapers, trade journals, internet, or broadcasts over radio and television for marketing and promoting competitive services offered by the Ted Ferry Civic Center.

605.03 Printing and Binding: \$500 – This account provides for job printing and binding services. Included are the designing and printing of forms, posters and large printing orders such as the Ted Ferry Civic Center Rental Guidelines.

615.02 Assn. Membership Dues and Fees: \$650 – This account provides for memberships in the International Association of Venue Managers and Meeting Professionals International.

630.03 Bank and Merchant Charges: \$650 – This account provides for monthly merchant fees for use of credit and debit cards for payments of Ted Ferry Civic Center services.

635.02 Janitorial and Cleaning Services: \$7,750 - This account provides for carpet cleaning and laundry services.

635.04 Software Maintenance Services: \$900 - This account provides for maintenance agreements to support the Caterase and Meeting Matrix license software systems used by the Civic Center uses for invoicing and room set-up diagrams.

635.05 Furniture and Fixtures Maintenance Services: \$500 - This account provides for the services required for repair and maintenance of furniture and building fixtures by outside contractors. This account includes contract labor and materials required to provide the service.

635.06 Buildings and Grounds Maintenance Services: \$18,200 - This account provides for the services required for the repair and maintenance of buildings and the upkeep of grounds. This account includes contract labor and materials required to provide the service. Landscaping services are necessary to properly maintain the Civic Center's extensive garden beds, which create a positive first impression for users of the facility and are reflective of the care and attention paid to each event. Also included is \$5,000 in order to maintain the aging Civic Center parking lot lights in advance of a full replacement in 2020.

635.07 Machinery and Equipment Maintenance Services: \$2,250 - This account provides for the services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for equipment that does not require software support and are paid on either a fixed fee or a fee based on usage.

635.12 Technical Services: \$5,000 – This account provides for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, website maintenance, framing, pest control, security and alarm monitoring and testing.

645.02 Rents and Leases - Machinery & Equipment: \$500 - This account provides for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$12,950 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$39,890 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$2,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$5,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers, and Copiers: \$2,000 - This account provides for replacing the Building Superintendent's computer as recommended by the Information Technology Department.

790.35 Software: \$800 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$8,360 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Civic Center

Capital Budget

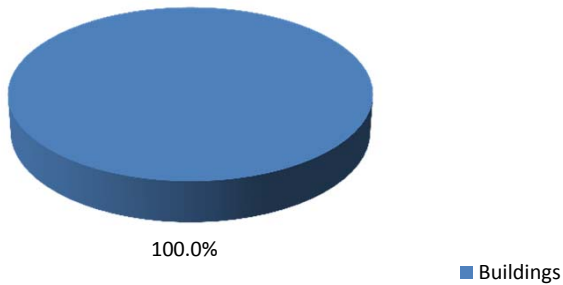
Major Capital Outlay	2017	2018			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	78,096	254,700	254,700	254,700	320,000	65,300	25.6%
715.00 Furniture and Fixtures	23,757	-	-	-	-	-	0.0%
725.00 Machinery and Equipment	46,457	-	-	-	-	-	0.0%
Total Major Capital Outlay	148,310	254,700	254,700	254,700	320,000	65,300	25.6%

Capital Improvement Projects		Funding Sources	
Project #	Project	Transient Sales Tax Fund	Total

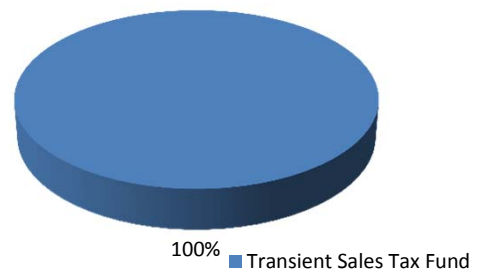
705.00 Buildings			
Operable Wall Replacement		320,000	-
Total Buildings		320,000	-

Total Capital Budget	320,000	-	-
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Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN**2019 Operating and Capital Budget
Tourism and Economic Development****Summary**

Tourism and Economic Development is comprised of one operating division and one Capital Improvement Program. A significant portion of the funding for many of the programs administered by Tourism and Economic Development are funded from the State of Alaska Commercial Vessel Passenger Excise Tax.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	162,450	162,450	172,450	172,450	172,450	10,000	6.2%
Capital Improvement Program	-	40,000	40,000	-	40,000	-	0.0%
Total	162,450	202,450	212,450	172,450	212,450	10,000	4.9%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	162,450	162,450	172,450	172,450	172,450	10,000	6.2%
Major Capital Outlay	-	40,000	40,000	-	40,000	-	0.0%
Total	162,450	202,450	212,450	172,450	212,450	10,000	4.9%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	147,087	162,450	172,450	172,450	172,450	10,000	6.2%
Major Capital Improvement Fund	15,363	-	-	-	-	-	NA
Community Facilities Development Fund	-	40,000	40,000	-	40,000	-	0.0%
Total	162,450	202,450	212,450	172,450	212,450	10,000	4.9%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Tourism and Economic Development

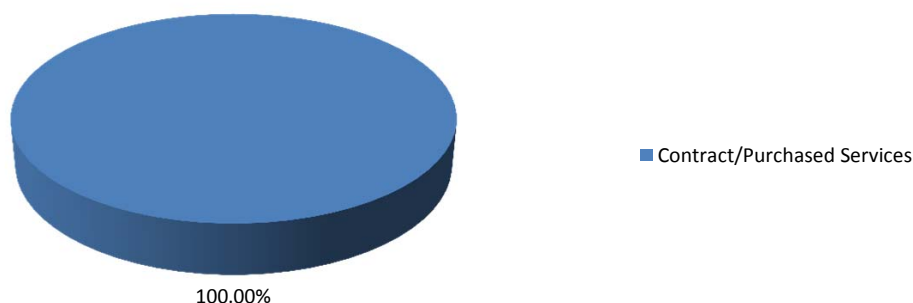
Operations Division 1440-110

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	162,450	162,450	172,450	172,450	172,450	10,000	6.2%
Total Expenditures	162,450	162,450	172,450	172,450	172,450	10,000	6.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Economic/Parking Dev Fund	162,450	162,450	172,450	172,450	172,450	10,000	6.2%
Total Funding	162,450	162,450	172,450	172,450	172,450	10,000	6.2%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Infrastructure & Plant Maintenance Services (Account No. 635.08) increased by 10,000 , or by 100%, due to the need to establish a source of funding for maintaining and repairing tourism related assets owned or operated by the City.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
635 .08 Infrastructure & Plant Maint Services		-	10,000	10,000	10,000	10,000	New
635 .13 Marketing Services	162,450	162,450	162,450	162,450	162,450	-	0.0%
Contract/Purchased Services	162,450	162,450	172,450	172,450	172,450	10,000	6.2%
Total Expenditures by Type	162,450	162,450	172,450	172,450	172,450	10,000	6.2%

NARRATIVE

635.08 Infrastructure & Plant Maintenance Services: \$10,000 - This account provides for services to repair and maintain infrastructure owned or leased by the City used for tourism and other economic development activities.

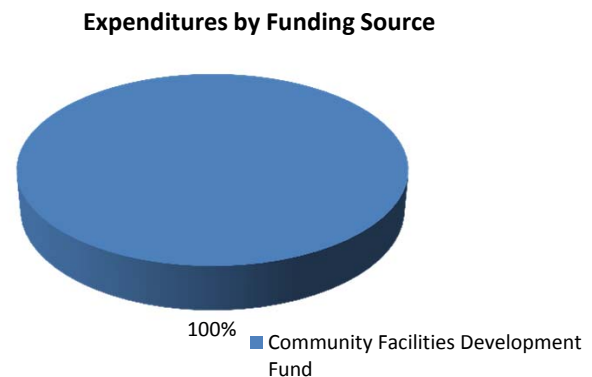
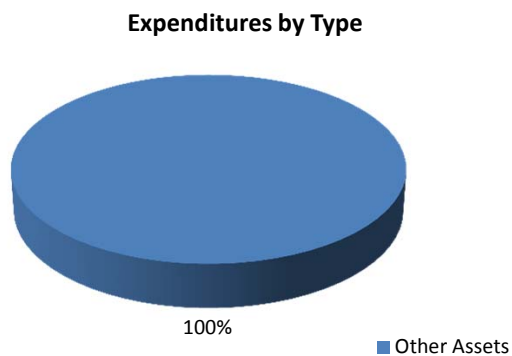
635.13 Marketing Services: \$162,450 - This account provides for services provided by the Ketchikan Visitors Bureau to market and promote the community of Ketchikan. Forty-nine percent, or \$162,450, of the Ketchikan Visitors Bureau annual contract is paid by the Economic and Parking Development Fund and fifty-one percent is paid by the Port Enterprise Fund.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Tourism & Economic Development

Capital Budget

Major Capital Outlay		2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
			Adopted	Amended	Estimate		Amount	%
730.00	Infrastructure & Plant	-	-	-	-	-	-	NA
740.00	Other Assets	-	40,000	40,000	-	40,000	-	0.0%
Total Major Capital Outlay		-	40,000	40,000	-	40,000	-	0.0%

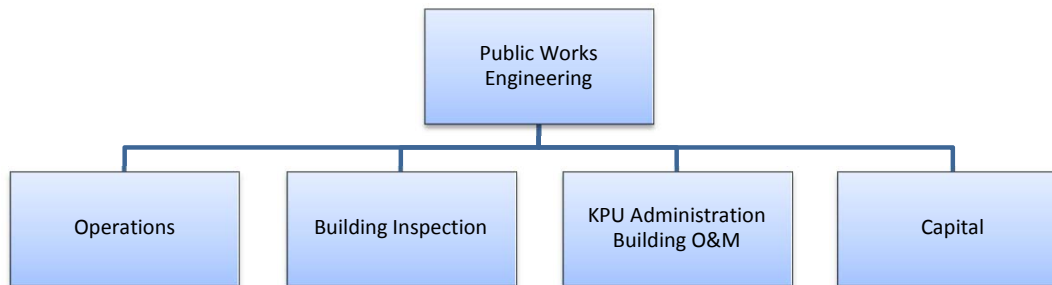
Capital Improvement Projects		Funding Sources		
		Community Facilities Development Fund		Total
Project #	Project			
740.00	Other Assets			
	Timber and Wood Products Interpretive Exhibit at Spruce Mill	15,000		15,000
	Stamp Mill Interpretive Exhibit	25,000		25,000
	Total Other Assets	40,000	-	40,000
	Total Capital Budget	40,000	-	40,000



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Summary

The Engineering Department is led and managed by registered professional civil engineers overseeing design, mapping and surveying technicians, two building inspectors and support staff for a total of twelve (13.0) full time employees. Additionally, the department manages all forms of site development, construction permits, building inspections, derelict building demolition, infrastructure inspections and emergency responses to all facets of the City's Public Works Department infrastructure.



The Public Works Engineering Department is comprised of two operating divisions and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Engineering	1,217,372	1,494,682	1,488,982	1,344,615	1,667,633	172,951	11.6%
Building Inspection	215,075	258,386	264,086	257,940	264,225	5,839	2.3%
KPU Administration Building O&M	73,915	106,210	106,210	106,190	103,920	(2,290)	-2.2%
Capital Improvement Program	219,377	167,000	204,000	109,000	436,000	269,000	161.1%
Total	1,725,739	2,026,278	2,063,278	1,817,745	2,471,778	445,500	22.0%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,312,693	1,594,568	1,565,888	1,419,925	1,763,088	168,520	10.6%
Supplies	30,758	43,400	50,900	50,900	43,930	530	1.2%
Contract/Purchased Services	113,753	185,470	207,720	203,170	186,170	700	0.4%
Minor Capital Outlay	36,258	15,700	16,900	16,900	23,200	7,500	47.8%
Interdepartmental Charges/Reimb Credits	12,900	20,140	17,870	17,850	19,390	(750)	-3.7%
Major Capital Outlay	219,377	167,000	204,000	109,000	436,000	269,000	161.1%
Total	1,725,739	2,026,278	2,063,278	1,817,745	2,471,778	445,500	22.0%

Funding Source	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	749,498	971,915	971,915	855,888	1,160,602	188,687	19.4%
Licenses and Permits	108,937	73,500	73,500	115,000	115,000	41,500	56.5%
Charges for Services	11,917	10,000	10,000	7,000	7,000	(3,000)	-30.0%
Public Works Sales Tax Fund	219,377	167,000	204,000	109,000	436,000	269,000	161.1%
Solid Waste Fund	166,179	189,000	189,000	171,000	195,000	6,000	3.2%
Wastewater Fund	272,742	363,000	363,000	329,000	323,000	(40,000)	-11.0%
Harbor Fund	39,031	46,000	46,000	42,000	53,000	7,000	15.2%
Port Fund	27,716	35,000	35,000	31,000	35,000	-	0.0%
KPU Enterprise Fund	130,342	170,863	170,863	157,857	147,176	(23,687)	-13.9%
Total	1,725,739	2,026,278	2,063,278	1,817,745	2,471,778	445,500	22.0%

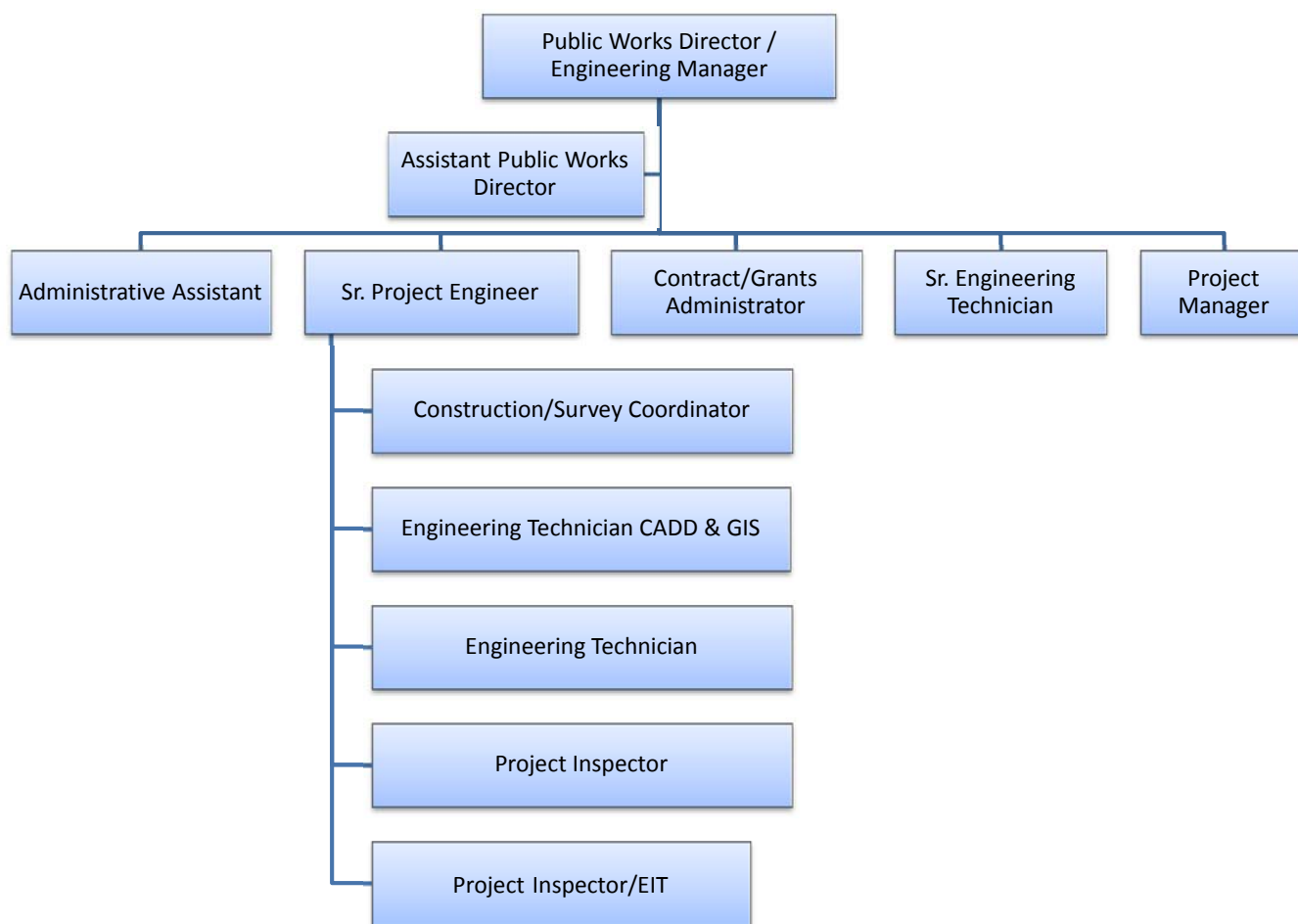
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Summary

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted /2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Engineering	10.00	10.00	10.00	11.00	872,968	1.00	10.0%
Building Inspection	2.00	2.00	2.00	2.00	136,555	-	0.0%
Total	12.00	12.00	12.00	13.00	1,009,523	1.00	8.3%

MISSION STATEMENT

The mission of the Engineering Division is to consistently provide high quality administrative and engineering support to City residents and to each of the operating divisions of General Government and Ketchikan Public Utilities. The Engineering Division is responsible for providing design engineering; contract administration; project management; mapping; inspection and surveying; plan reviews and building inspection; administration of cemetery operations and hospital infrastructure contracts; management of capital improvement projects; and long-range infrastructure replacement planning.



GOALS FOR 2019

- The Public Works Engineering Division will provide complete engineering services, including design, drafting, maps, plans and specifications; bidding services and clerical support; project inspections; and construction management for capital improvement projects (CIP's) for the departments of General Government and the divisions of Ketchikan Public Utilities.
- Continue to improve data management of all municipal facilities and properties.
- Focus on in-house design in order to reduce consultant expenditures.
- Provide excellent customer service to all City departments/KPU divisions and residents of the community.
- Design and solicit bids for numerous CIP's as authorized by the City Council.
- Bid and construct all budgeted CIP's by year-end.
- Continue to provide cross-training to ensure consistent service levels during annual leave and other absences.
- Provide technical assistance to other City departments/KPU divisions in a professional, timely and accurate manner.
- Assist other departments/divisions, in order to help them self-perform to offset fiscal constraints.

ACCOMPLISHMENTS FOR 2018

- Continued responsibility for general engineering management and contract administration for the departments/divisions of General Government and Ketchikan Public Utilities.
- Continued upgrade of the division's current mapping system and provided maps for public and private sector use.
- Reviewed and issued excavation and sewer permits for work in the public right-of-way.
- Administered the Bayview Cemetery Operations and Maintenance Contract.
- Drafted and submitted numerous federal and state grant proposals.
- Provided support to the Law Department in claims investigations and development of legal descriptions for easements and deeds.
- Prepared ADEC and administrative grant applications.
- Managed ongoing bridge maintenance activities.
- Continued ongoing administration of the PeaceHealth Ketchikan Medical Center (PHKMC) Addition and Alterations Project.
- Continued ongoing administration of the DOWL project management contract for the PHKMC Expansion Project.
- Continued ongoing administration of the PHKMC subdivision survey to create distinct parcels for the PHKMC Expansion Project.
- Completed design and administration of the Mill Street Water Main.
- Completed design and administration of the Tongass Avenue, Front Street and Stedman Street Sewer rehabilitation project, where slip-lining was used for the first time in Ketchikan.
- Completed design and administration of the Pedestrian Enhancements in the downtown area using State Funding.
- Administered 2017 Safer Streets and Sidewalks Projects, with notable improvements on the route of the walking tour.
- Completed administration and project management for removal of the Underground Storage Tank at the Wastewater Treatment Plant.
- Continued administration and assisted with recommendations for the Centennial Building Analysis and Design Project.
- Facilitated repairs of municipally owned buildings and facilities, including the sprinkler system of the Civic Center.
- Disposed of City surplus equipment and vehicles via auction.
- Administered vehicle and equipment procurement contracts.
- Identified and designed solutions to neighborhood storm drainage problems.
- Designed, bid and administered the Ted Ferry Civic Center Exterior Painting Project.
- Administered the Hopkins Alley Trestle Repair Project.
- Administered 2018 and 2017 Asphalt Overlay Projects.
- Provided surveying services for General Government and KPU.
- Provided numerous parking, restriping and sign upgrades.

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,108,715	1,359,792	1,340,582	1,200,715	1,520,993	161,201	11.9%
Supplies	22,974	36,800	36,800	36,800	36,830	30	0.1%
Contract/Purchased Services	41,329	73,060	86,460	81,960	73,060	-	0.0%
Minor Capital Outlay	36,258	12,000	12,000	12,000	22,500	10,500	87.5%
Interdepartmental Charges	8,096	13,030	13,140	13,140	14,250	1,220	9.4%
Total Expenditures	1,217,372	1,494,682	1,488,982	1,344,615	1,667,633	172,951	11.6%

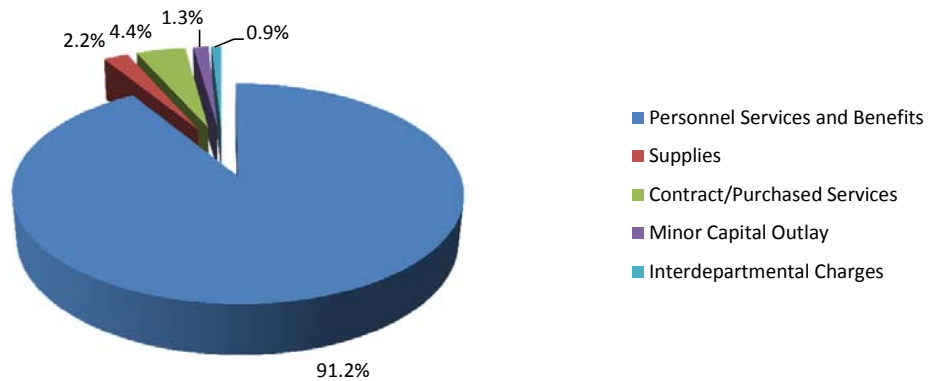
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	591,620	712,682	706,982	638,615	938,633	225,951	31.7%
Charges for Services	11,917	10,000	10,000	7,000	7,000	(3,000)	-30.0%
Solid Waste Fund	166,179	189,000	189,000	171,000	195,000	6,000	3.2%
Wastewater Fund	272,742	363,000	363,000	329,000	323,000	(40,000)	-11.0%
Harbor Fund	39,031	46,000	46,000	42,000	53,000	7,000	15.2%
Port Fund	27,716	35,000	35,000	31,000	35,000	-	0.0%
KPU Enterprise Fund	108,167	139,000	139,000	126,000	116,000	(23,000)	-16.5%
Total Funding	1,217,372	1,494,682	1,488,982	1,344,615	1,667,633	172,951	11.6%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted /2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director/Engineering Manager	1.00	1.00	1.00	1.00	128,936	-	0.0%
Assistant Public Works Director	1.00	1.00	1.00	1.00	119,729	-	0.0%
Sr. Project Engineer	1.00	1.00	1.00	1.00	110,617	-	0.0%
Project Manager	-	-	-	1.00	73,014	1.00	New
Construction/Survey Coordinator	1.00	1.00	1.00	-	-	(1.00)	-100.0%
Contract/Grants Administrator	1.00	1.00	1.00	1.00	74,395	-	0.0%
Public Works Inspector	1.00	1.00	1.00	1.00	64,791	-	0.0%
Project Inspector/EIT	-	-	-	1.00	63,830	1.00	New
Sr. Engineering Technician	1.00	1.00	1.00	1.00	67,380	-	0.0%
Engineering Technician	1.00	1.00	1.00	1.00	66,795	-	0.0%
Engineering Tech/CADD & GIS	1.00	1.00	1.00	1.00	53,348	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	50,133	-	0.0%
Total	10.00	10.00	10.00	11.00	872,968	1.00	10.0%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$161,201, or by 11.9%, due to the proposed increase of one full time equivalent (FTE) position of project manager; annual employee step increases; a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums. A project manager position is being requested because the division needs the skillset traditionally associated with this position. This new position would plan, coordinate, administer, and manage multiple projects including but not limited to capital improvement projects related to buildings. In addition, the project manager would monitor project development teams, schedules, and budgets. Both consultants and contractors have seen the necessity and value in having strong project management team members to have successful projects. In order to effectively interface with consultants and contractors, a project manager on the City's behalf is essential.
- Computers, Printers, & Copiers (Account No. 790.26) increased by \$10,500, or by 350%, due to unforeseen PC replacement needs.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	702,965	773,401	759,891	723,430	872,968	99,567	12.9%
501 .01 Overtime Wages	20,483	50,000	50,000	29,410	50,000	-	0.0%
502 .01 Temporary Wages	8,584	35,000	35,000	21,530	35,000	-	0.0%
505 .00 Payroll Taxes	53,383	65,670	65,670	59,240	73,290	7,620	11.6%
506 .00 Pension	130,209	146,740	146,740	136,660	157,830	11,090	7.6%
507 .00 Health and Life Insurance	169,607	249,030	243,330	191,790	290,600	41,570	16.7%
507 .30 Workers Compensation	13,876	16,850	16,850	15,560	16,180	(670)	-4.0%
508 .00 Other Benefits	7,904	21,276	21,276	21,270	23,300	2,024	9.5%
509 .03 Allowances-PW Clothing	1,250	1,750	1,750	1,750	1,750	-	0.0%
509 .07 Moving Expenses-Taxed	454	-	-	-	-	-	0.0%
509 .08 Allowances-Medical Expenses	-	75	75	75	75	-	0.0%
Personnel Services and Benefits	1,108,715	1,359,792	1,340,582	1,200,715	1,520,993	161,201	11.9%
Supplies							
510 .01 Office Supplies	6,757	16,000	15,000	15,000	15,000	(1,000)	-6.3%
510 .02 Operating Supplies	4,776	5,000	6,000	6,000	6,000	1,000	20.0%
510 .03 Safety Program Supplies	1,089	2,000	2,000	2,000	2,000	-	0.0%
510 .05 Small Tools and Equipment	3,003	3,500	3,500	3,500	3,500	-	0.0%
515 .01 Vehicle Maintenance Materials	-	800	800	800	800	-	0.0%
515 .04 Machinery & Equip Maint Materials	37	1,000	1,000	1,000	1,000	-	0.0%
520 .02 Postage	934	1,000	1,000	1,000	1,030	30	3.0%
525 .04 Vehicle Motor Fuel & Lubricants	2,851	5,000	5,000	5,000	5,000	-	0.0%
530 .03 Professional and Technical Publications	310	500	500	500	500	-	0.0%
535 .01 Moving Expenses	2,978	-	-	-	-	-	0.0%
535 .02 Business and Meal Expenses	239	2,000	2,000	2,000	2,000	-	0.0%
Supplies	22,974	36,800	36,800	36,800	36,830	30	0.1%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	-	5,000	5,000	5,000	5,000	-	0.0%
600 .02 Travel-Training	1,025	6,000	6,000	6,000	6,000	-	0.0%
600 .03 Training and Education	1,292	6,000	6,000	6,000	6,000	-	0.0%
605 .01 Ads and Public Announcements	6,391	10,000	10,000	10,000	10,000	-	0.0%
615 .01 Professional & Technical Licenses	126	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	944	1,000	1,000	1,000	1,000	-	0.0%
630 .01 Buildings & Operating Permits	-	350	350	350	350	-	0.0%
630 .02 Vehicle Licenses	95	60	60	60	60	-	0.0%
630 .05 Software Licenses	1,937	4,250	4,250	4,250	4,250	-	0.0%
630 .06 Service Charges & Fees	575	650	650	650	650	-	0.0%
635 .04 Software Maintenance Services	17,268	17,500	18,900	18,900	17,500	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	1,639	1,000	1,000	1,000	1,000	-	0.0%
640 .02 Engineering & Architectural Services	261	2,500	14,500	10,000	2,500	-	0.0%
640 .04 Management and Consulting Services	4,000	4,250	4,250	4,250	4,250	-	0.0%
650 .01 Telecommunications	5,776	13,000	13,000	13,000	13,000	-	0.0%
Contract/Purchased Services	41,329	73,060	86,460	81,960	73,060	-	0.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	7,316	5,000	5,000	5,000	5,000	-	0.0%
790 .26 Computers, Printers & Copiers	24,846	3,000	3,000	3,000	13,500	10,500	350.0%
790 .35 Software	4,096	4,000	4,000	4,000	4,000	-	0.0%
Minor Capital Outlay	36,258	12,000	12,000	12,000	22,500	10,500	87.5%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	8,096	13,030	13,140	13,140	14,250	1,220	9.4%
Interdepartmental Charges	8,096	13,030	13,140	13,140	14,250	1,220	9.4%
Total Expenditures by Type	1,217,372	1,494,682	1,488,982	1,344,615	1,667,633	172,951	11.6%

NARRATIVE

500.01 Regular Salaries & Wages: \$872,968 – This account provides for compensation paid to all regular salaried and hourly employees of the Engineering Division.

501.01 Overtime Wages: \$50,000 – This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$35,000 – This account provides for compensation paid to temporary salaried and hourly employees of the Engineering Division.

505.00 Payroll Taxes: \$73,290 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$157,830 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$290,600 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$16,180 – This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$23,300 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,750 – This account provides for employer provided protective clothing allowances paid directly to represented employees of Public Works pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances – Medical Expenses: \$75 – This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employee.

510.01 Office Supplies: \$15,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$6,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as employee awards and recognition pins, brochures, posters, general materials for public programs, engineering materials, paint, and solvents.

510.03 Safety Program Supplies: \$2,000 - This account provides for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.05 Small Tools & Equipment: \$3,500 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, snow removal equipment, computer accessories, space heaters, fans, radios, calculators, file cabinets, and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$800 - This account provides for the repair and maintenance of vehicles owned or leased and operated by the Public Works Engineering Division.

515.04 Machinery & Equipment Maintenance: \$1,000 – This account provides for repair and maintenance of machinery and equipment owned or leased by the City. Included are office equipment, surveying equipment, GPS and data collection equipment and computers.

520.02 Postage: \$1,030 - This account provides for postal related services such as postage, express delivery and mailing materials.

525.04 Vehicle Motor Fuel & Lubricants: \$5,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of the Engineering Division vehicles.

530.03 Professional & Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, engineering, building codes, professional standards and technical journals.

535.02 Business & Meal Expenses: \$2,000 - This account provides for reimbursements to employees for business and job related meals, mileage for use of personal vehicles and other business related expenses.

600.01 Travel-Business: \$5,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$6,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$6,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

605.01 Ads & Public Announcements: \$10,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, etc.

615.01 Professional & Technical Licenses: \$1,500 – This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed engineers, and fees paid for technical certifications required by survey staff and operators of special equipment.

615.02 Assn. Membership Dues & Fees: \$1,000 – This account provides for memberships in professional and trade associations such as the American Concrete Institute, American Society of Civil Engineers, National Society of Professional Surveyors and Solid Waste Association of North America.

630.01 Building & Operating Permits: \$350 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$60 – This account provides for licensing City vehicles for operations on public highways.

630.05 Software Licenses: \$4,250 – This account provides for acquiring licenses for the right to use proprietary software.

630.06 Service Charges & Fees: \$650 - This account provides for miscellaneous service charges and fees. Included are filing fees, recording fees and fees not accounted for in other accounts.

635.04 Software Maintenance Services: \$17,500 - This account provides for maintenance agreements to support licensed software systems, including AutoCAD (DLT Solutions), ESRI, eQuorum, Bluebeam Software and other design programs.

635.07 Machinery & Equipment Maintenance Services: \$1,000 - This account provides for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

640.02 Engineering & Architectural Services: \$2,500 - This account provides for engineering and architectural services, such as asbestos clearance monitoring.

640.04 Management & Consulting Services: \$4,250 - This account provides for management and consulting services. Included are project management services, rate studies, management studies and other management and consulting services requiring persons or firms with specialized skills and knowledge.

650.01 Telecommunications: \$13,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

790.15 Furniture & Fixtures: \$5,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, conference room chairs, workstations, file cabinets, storage cabinets and building fixtures.

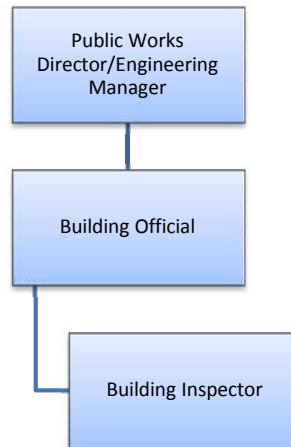
790.26 Computers, Printers & Copiers: \$13,500 - This account provides for expenditures for desktop, laptops, and tablet computers; computer printers and scanners, mapping plotter, photocopiers and fax machines.

790.35 Software: \$4,000 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements. Included are updates such as Adobe Acrobat Professional, and at least two AutoCAD seats to a higher classification to accommodate mapping upgrades.

825.01 Interdepartmental Charges – Insurance: \$14,250 - This account provides for risk management services and claims.

MISSION STATEMENT

The mission of the Building Inspection Division is to ensure minimum code compliance standards for all new building construction and alterations to existing structures. The Building Inspection Division now performs the life/safety plan reviews previously performed by the State Fire Marshal's office. The inspection services, information sharing and coordination with citizens and other agencies are the division's daily responsibility.



GOALS FOR 2019

- Administer the adopted codes and provide the general public, design professionals and builders with supplemental information to aid them during the transition process.
- Continue to update the building department web-page to inform the public of the manner in which to navigate the building permit and inspection process.
- Continue to update and enforce the provisions of the dangerous building code in accordance with the City's life/safety regulations.
- Upgrade the record keeping system within the Building Inspection Division to improve associated processes.

ACCOMPLISHMENTS FOR 2018

- The building department successfully maintained the City's deferred status by adopting the more current versions of the building and fire codes.
- Continued to be an approved municipality by Alaska Housing Finance Corporation, resulting in cost savings for inspection fees to the new home builder.
- Continued to assist the City in maintaining a high ISO rating.
- Continued to maintain the deferred City status from the State Fire Marshal's office, thus continuing the City's one stop plan review process and capturing the additional permit fees.
- Updated and provided new information to the general public on the City web site for better public awareness and ease of navigating the permit process.
- Staff has trained and acquired all ICC recertification required to perform their duties.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

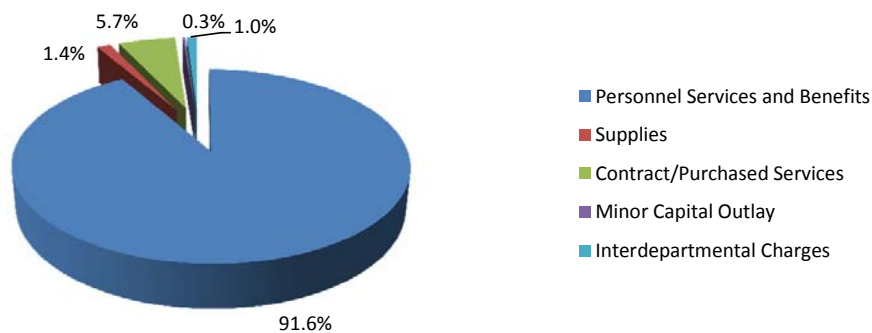
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	203,978	234,776	225,306	219,210	242,095	7,319	3.1%
Supplies	2,263	3,100	8,100	8,100	3,600	500	16.1%
Contract/Purchased Services	7,379	14,490	23,340	23,290	15,190	700	4.8%
Minor Capital Outlay	-	3,700	4,900	4,900	700	(3,000)	-81.1%
Interdepartmental Charges	1,455	2,320	2,440	2,440	2,640	320	13.8%
Total Expenditures	215,075	258,386	264,086	257,940	264,225	5,839	2.3%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	106,138	184,886	190,586	142,940	149,225	(35,661)	-19.3%
Licenses and Permits	108,937	73,500	73,500	115,000	115,000	41,500	56.5%
Total Funding	215,075	258,386	264,086	257,940	264,225	5,839	2.3%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted /2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Building Official	1.00	1.00	1.00	1.00	71,159	-	0.0%
Building Inspector	1.00	1.00	1.00	1.00	65,396	-	0.0%
Total	2.00	2.00	2.00	2.00	136,555	-	0.0%

2019 Expenditures by Type



CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Engineering

Building Inspection 1510-250

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$7,319, or by 3.1%, due to annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted /2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	126,364	130,976	131,976	131,730	136,555	5,579	4.3%
501 .01 Overtime Wages	2,323	15,000	6,150	5,680	15,000	-	0.0%
502 .01 Temporary Wages	-	5,000	4,000	1,670	5,000	-	0.0%
505 .00 Payroll Taxes	9,219	11,550	11,550	10,640	11,980	430	3.7%
506 .00 Pension	17,123	19,490	18,870	17,960	19,490	-	0.0%
507 .00 Health and Life Insurance	39,378	40,790	40,790	40,320	41,520	730	1.8%
507 .30 Workers Compensation	6,339	7,970	7,970	7,210	8,360	390	4.9%
508 .00 Other Benefits	3,232	3,500	3,500	3,500	3,690	190	5.4%
509 .03 Allowances-PW Clothing	-	500	500	500	500	-	0.0%
Personnel Services and Benefits	203,978	234,776	225,306	219,210	242,095	7,319	3.1%
Supplies							
510 .01 Office Supplies	201	300	300	300	300	-	0.0%
510 .03 Safety Program Supplies	-	400	400	400	400	-	0.0%
510 .05 Small Tools & Equipment	18	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,488	1,300	1,800	1,800	1,800	500	38.5%
530 .03 Professional & Technical Publications	556	1,000	5,500	5,500	1,000	-	0.0%
535 .04 Uniforms/Badges/Clothing	-	-	-	-	-	-	0.0%
Supplies	2,263	3,100	8,100	8,100	3,600	500	16.1%
Contract/Purchased Services							
600 .02 Travel-Training	2,116	3,000	3,000	3,000	3,000	-	0.0%
600 .03 Training and Education	1,998	2,000	2,000	2,000	2,000	-	0.0%
605 .02 Advertising & Publishing Marketing	-	-	-	-	-	-	0.0%
615 .01 Professional & Technical Licenses	220	400	400	400	400	-	0.0%
615 .02 Assn. Membership Dues & Fees	560	650	650	650	650	-	0.0%
630 .02 Vehicle License Fees	10	40	40	40	40	-	0.0%
630 .03 Bank & Merchant Fees	414	500	1,250	1,200	1,200	700	140.0%
635 .04 Software & Equip Maint Services	171	200	200	200	200	-	0.0%
640 .04 Management and Consulting Services	250	5,700	13,800	13,800	5,700	-	0.0%
650 .01 Telecommunications	1,640	2,000	2,000	2,000	2,000	-	0.0%
Contract/Purchased Services	7,379	14,490	23,340	23,290	15,190	700	4.8%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Engineering

Building Inspection 1510-250

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	500	500	500	500	-	0.0%
790 .26 Computers, Printers & Copiers	-	3,000	4,200	4,200	-	(3,000)	-100.0%
790 .35 Software	-	200	200	200	200	-	0.0%
Minor Capital Outlay	-	3,700	4,900	4,900	700	(3,000)	-81.1%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,455	2,320	2,440	2,440	2,640	320	13.8%
Interdepartmental Charges	1,455	2,320	2,440	2,440	2,640	320	13.8%
Total Expenditures by Type	215,075	258,386	264,086	257,940	264,225	5,839	2.3%

NARRATIVE

500.01 Regular Salaries & Wages: \$136,555 – This account provides for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

501.01 Overtime Wages: \$15,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$5,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Building Inspection Division.

505.00 Payroll Taxes: \$11,980 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$19,490 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$41,520 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$8,360 – This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$3,690 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$500 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

510.01 Office Supplies: \$300 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.03 Safety Program Supplies: \$400 - This account provides for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing.

510.05 Small Tools & Equipment: \$100 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, flashlights, inspection equipment, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

525.04 Vehicle Motor Fuel & Lubricants: \$1,800 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

530.03 Professional & Technical Publications: \$1,000 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for building codes, professional standards and technical journals.

600.02 Travel-Training: \$3,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$2,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615.01 Professional & Technical Licenses: \$400 – This account provides for recertification fees for employees requiring a license in order to perform their duties.

615.02 Assn. Membership Dues & Fees: \$650 – This account provides for memberships in professional and trade associations such as the International Code Council, Southern Southeast Alaska Building Association, National Fire Sprinkler Association and National Fire Protection Association.

630.02 Vehicle Licenses: \$40 – This account provides for licensing City vehicles for operations on public highways.

630.03 Bank & Merchant Fees: \$1,200 – This account provides for merchant fees for use of credit and debit cards for building permit fees.

635-04 Software & Equipment Maintenance Services: \$200 – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components.

640.04 Management & Consulting Services: \$5,700 - This account provides for management and consulting services. Included are consulting services requiring persons or firms with specialized knowledge for work such as structural or seismic plan reviews.

650.01 Telecommunications: \$2,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

790.15 Furniture & Fixtures: \$500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.35 Software: \$200 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$2,640 - This account provides for risk management services and claims.

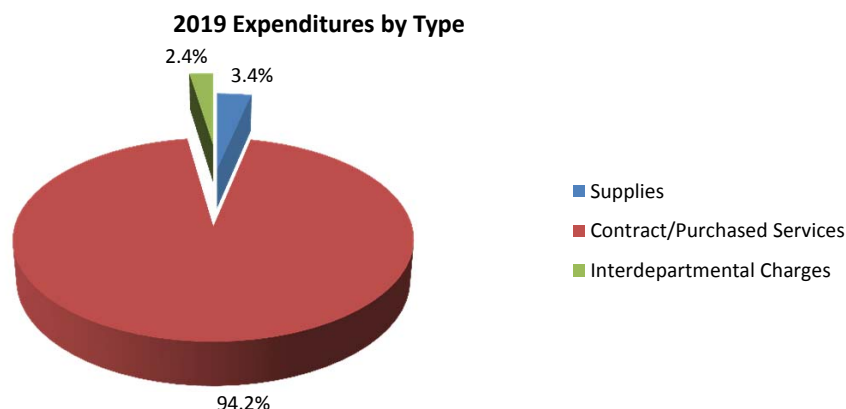
MISSION STATEMENT

The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration Building is shared by the City Public Works Department and the KPU Water Division and is based on the square footage occupied by each department/division. Public Works currently occupies 70 percent of the office space and the Water Division occupies 30 percent of the office space. Operating and maintaining the Administration Building is a Public Works Department function. The Water Division is assessed an interdepartmental charge for its share of the costs.

COST CENTER SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	5,521	3,500	6,000	6,000	3,500	-	0.0%
Contract/Purchased Services	65,045	97,920	97,920	97,920	97,920	-	0.0%
Interdepartmental Charges	3,349	4,790	2,290	2,270	2,500	(2,290)	-47.8%
Total Expenditures	73,915	106,210	106,210	106,190	103,920	(2,290)	-2.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	51,740	74,347	74,347	74,333	72,744	(1,603)	-2.2%
KPU Enterprise Fund	22,175	31,863	31,863	31,857	31,176	(687)	-2.2%
Total Funding	73,915	106,210	106,210	106,190	103,920	(2,290)	-2.2%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

DIVISION OPERATING BUDGET DETAIL								
Operating Expenditures	2017		2018 Budget			2019 Budget	2018 Adopted /2019	
	Actual		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies								
515 .02 Building & Grounds Maint Materials	5,521		3,500	6,000	6,000	3,500	-	0.0%
Supplies	5,521		3,500	6,000	6,000	3,500	-	0.0%
Contract/Purchased Services								
635 .02 Janitorial & Cleaning Services	-		850	850	850	850	-	0.0%
635 .06 Building & Grounds Maint Services	13,182		30,450	30,450	30,450	30,450	-	0.0%
650 .01 Telecommunications	17,233		20,000	20,000	20,000	20,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	34,630		46,620	46,620	46,620	46,620	-	0.0%
Contract/Purchased Services	65,045		97,920	97,920	97,920	97,920	-	0.0%
Interdepartmental Charges								
825 .01 Interdepartmental Charges-Insurance	3,349		4,790	2,290	2,270	2,500	(2,290)	-47.8%
Interdepartmental Charges	3,349		4,790	2,290	2,270	2,500	(2,290)	-47.8%
Total Expenditures by Type	73,915		106,210	106,210	106,190	103,920	(2,290)	-2.2%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$3,500 – This account provides for materials required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

635.02 Janitorial and Cleaning Services: \$850 – This account provides for expenditures for contractual services for carpet cleaning and other miscellaneous cleaning services at the KPU Administration Building.

635.06 Buildings and Grounds Maintenance Services: \$30,450 - This account provides for contractual services required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

650.01 Telecommunications: \$20,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services and Internet.

650.02 Electric, Water, Sewer & Solid Waste: \$46,620 - This account provides for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$2,500 - This account provides for risk management services and claims.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

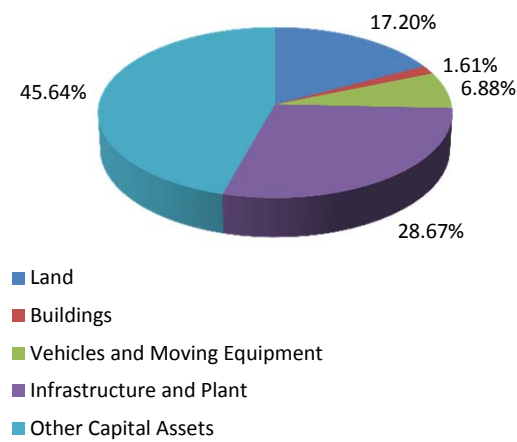
Public Works-Engineering

Capital Budget

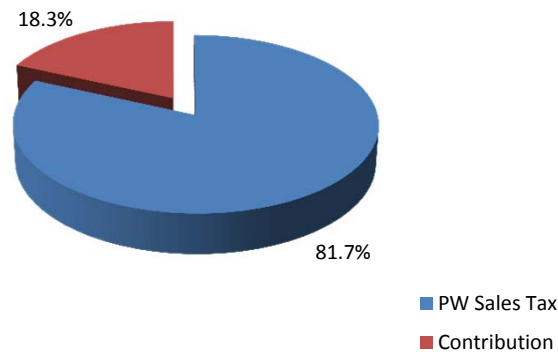
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted /2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
700.00 Land	185,910	75,000	75,000	5,000	75,000	-	0.0%
705.00 Buildings	2,716	57,000	64,000	57,000	7,000	(50,000)	-87.7%
720.00 Vehicles and Moving Equipment	30,751	35,000	35,000	32,000	30,000	(5,000)	-14.3%
730.00 Infrastructure and Plant	-	-	-	-	125,000	125,000	NA
740.00 Other Capital Assets	-	-	30,000	15,000	199,000	199,000	NA
Total Major Capital Outlay	219,377	167,000	204,000	109,000	436,000	269,000	161.1%

Capital Improvement Projects		Funding Sources		Total
		PW Sales Tax	Contribution	
700.00 Land				
	Dangerous Bldg Abatement/Foreclosed Property Remediation	75,000	-	75,000
	Total Land	75,000	-	75,000
705.00 Buildings				
	PW Admin Bldg HVAC Valve Replacement	7,000	-	7,000
	Total Building	7,000	-	7,000
720.00 Vehicles & Moving Equipment				-
	Replacement Vehicle for Engineering Staff	30,000	-	30,000
	Total Vehicles and Moving Equipment	30,000	-	30,000
730.00 Infrastructure and Plant				
	PW Admin Bldg Parking Lot Repair	125,000	-	125,000
	Total Infrastructure and Plant	125,000	-	125,000
740.00 Other Capital				
	Aerial Photos & Topographic Mapping	80,000	80,000	160,000
	ESRI Conversion	19,000	-	19,000
	Creek Sampling	20,000	-	20,000
	Total Other Capital Assets	119,000	80,000	199,000
	Total Capital Budget	356,000	80,000	436,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Cemetery

Summary

The Bayview Cemetery is owned and operated by the City of Ketchikan.

The Public Works-Cemetery Department is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	78,267	85,270	85,270	84,940	89,020	3,750	4.4%
Capital Improvement Program	15,084	145,000	160,000	25,000	160,000	15,000	10.3%
Total	93,351	230,270	245,270	109,940	249,020	18,750	8.1%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,107	5,190	5,990	5,990	5,190	-	0.0%
Contract/Purchased Services	75,097	78,500	77,700	77,600	82,400	3,900	5.0%
Minor Capital Outlay	439	500	500	500	500	-	0.0%
Interdepartmental Charges	624	1,080	1,080	850	930	(150)	-13.9%
Major Capital Outlay	15,084	145,000	160,000	25,000	160,000	15,000	10.3%
Total	93,351	230,270	245,270	109,940	249,020	18,750	8.1%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	73,267	80,270	80,270	79,940	84,020	3,750	4.7%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Cemetery Development Fund	15,084	33,583	33,583	5,000	28,583	(5,000)	-14.9%
Public Works Sales Tax Fund	-	111,417	126,417	20,000	131,417	20,000	18.0%
Total	93,351	230,270	245,270	109,940	249,020	18,750	8.1%

MISSION STATEMENT

To provide a respectful and appropriate resting place for Ketchikan's loved ones in a manner that reflects positively on the City of Ketchikan.

GOALS FOR 2019

- Resurfacing of walkway and surrounding of "New Garden Mausoleum".
- Surface paving of parking area for "New Garden Mausoleum".
- Grading and drainage improvements, primarily in Section 2.
- Install a water source near the pavilion for pressure washing and watering.
- Refurbish existing benches.
- Make plans for additional crypts and niches. There are only 16 crypts available as of August 2018.

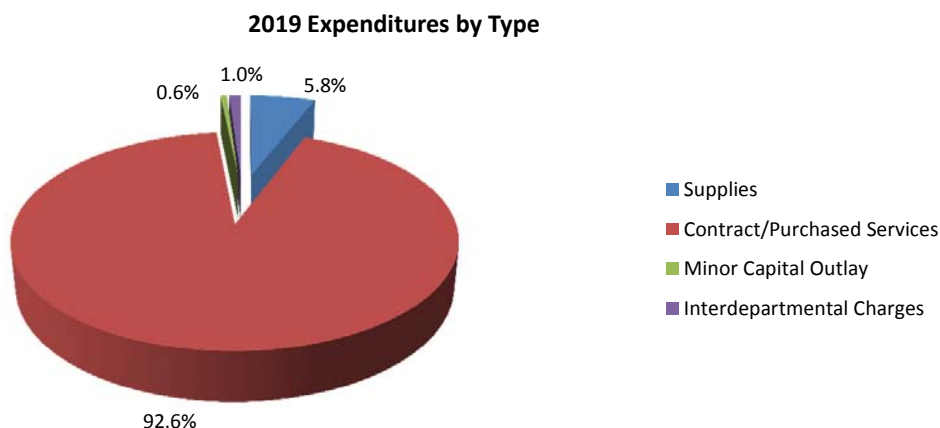
ACCOMPLISHMENTS FOR 2018

- To date, there have been 11 full casket and 20 cremains interments.
- Completed the leveling project in Section 8A, which for this year required the following: filling low areas with top soil, patching, fertilizing and seeding to grass. Surveyed and returned 200+ headstones to graves. A number of the stones required repair or replacement of concrete bases. The total estimated weight of all stones placed exceeded 5 tons. All work was done by hand.
- Even with the normal Ketchikan rainfall, there were not any events of floating caskets.

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	2,107	5,190	5,990	5,990	5,190	-	0.0%
Contract/Purchased Services	75,097	78,500	77,700	77,600	82,400	3,900	5.0%
Minor Capital Outlay	439	500	500	500	500	-	0.0%
Interdepartmental Charges	624	1,080	1,080	850	930	(150)	-13.9%
Total Expenditures	78,267	85,270	85,270	84,940	89,020	3,750	4.4%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	73,267	80,270	80,270	79,940	84,020	3,750	4.7%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Total Funding	78,267	85,270	85,270	84,940	89,020	3,750	4.4%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2017 and the proposed operating budget for 2018.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	30	190	190	190	190	-	0.0%
515 .01 Vehicle Maint Materials	-	-	2,700	2,700	-	-	0.0%
515 .02 Building & Grounds Maint Materials	774	3,500	1,600	1,600	3,500	-	0.0%
525 .03 Heating Fuel	1,303	1,500	1,500	1,500	1,500	-	0.0%
Supplies	2,107	5,190	5,990	5,990	5,190	-	0.0%
Contract/Purchased Services							
630 .03 Bank & Merchant Fees	96	100	300	300	300	200	200.0%
635 .04 Software Maintenance Services	-	-	-	-	3,000	3,000	New
635 .06 Building & Grounds Maint Services	72,560	75,000	73,600	73,600	75,000	-	0.0%
635 .07 Machinery & Equip Maint Services	-	400	400	400	400	-	0.0%
650 .01 Telecommunications	1,369	1,600	2,000	2,000	2,300	700	43.8%
650 .02 Electric, Water, Sewer & Solid Waste	1,072	1,400	1,400	1,300	1,400	-	0.0%
Contract/Purchased Services	75,097	78,500	77,700	77,600	82,400	3,900	5.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	439	500	500	500	500	-	0.0%
Minor Capital Outlay	439	500	500	500	500	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	624	1,080	1,080	850	930	(150)	-13.9%
Interdepartmental Charges	624	1,080	1,080	850	930	(150)	-13.9%
Total Expenditures by Type	78,267	85,270	85,270	84,940	89,020	3,750	4.4%

NARRATIVE

510.02 Operating Supplies: \$190 - This account provides for supplies that are normally not of a maintenance nature and are required to support Cemetery Division operations.

515.02 Building & Grounds Maintenance Materials: \$3,500 – This account provides for materials required for the repair and maintenance of buildings and upkeep of the cemetery grounds.

525.03 Heating Fuel: \$1,500 - This account provides for heating fuel to heat the caretaker's building owned and operated by the City.

630.03 Bank & Merchant Fees: \$300- This account provides for monthly bank account service charges, merchant fees paid to banks for customer use of credit and debit cards and other fees for banking services.

635.04 Software Maintenance Services: \$3,000 - This account provides for maintenance service agreements to support cemetery management software.

635.06 Buildings & Grounds Maintenance Services: \$75,000 - This account provides for contractual services required for the repair and maintenance of buildings and the upkeep of cemetery grounds. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$400 - This account provides for contractual services required for the repair and maintenance of machinery and other operating equipment owned or leased by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

650.01 Telecommunications: \$2,300 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$1,400 - This account provides for electric, water, sewer and solid waste utility services.

790.25 Machinery and Equipment: \$500 - This account provides for the rental of specialized equipment occasionally needed to access the upper crypts and to open saturated and/or frozen burial sites.

825.01 Interdepartmental Charges – Insurance: \$930 - This account provides for risk management services and claims.

CITY OF KETCHIKAN

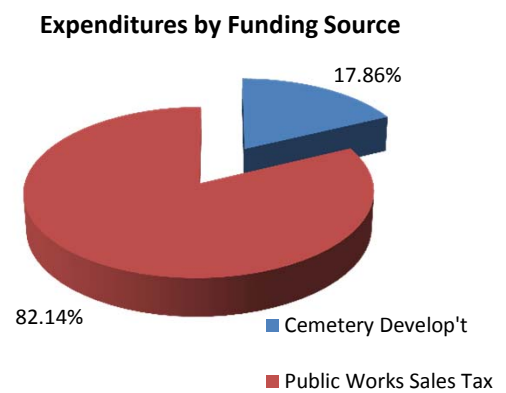
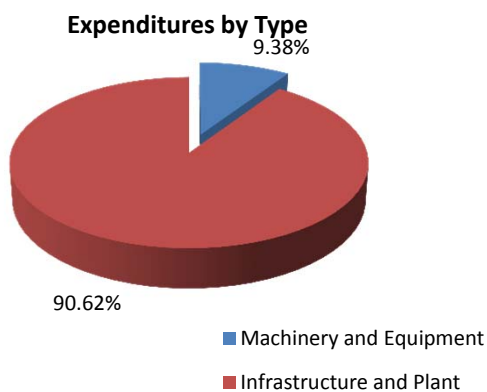
2019 Operating and Capital Budget

Public Works-Cemetery

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery and Equipment	-	-	-	-	15,000	15,000	New
730.00 Infrastructure and Plant	15,084	145,000	145,000	10,000	145,000	-	0.0%
735.00 Software	-	-	15,000	15,000	-	-	NA
Total Major Capital Outlay	15,084	145,000	160,000	25,000	160,000	15,000	10.3%

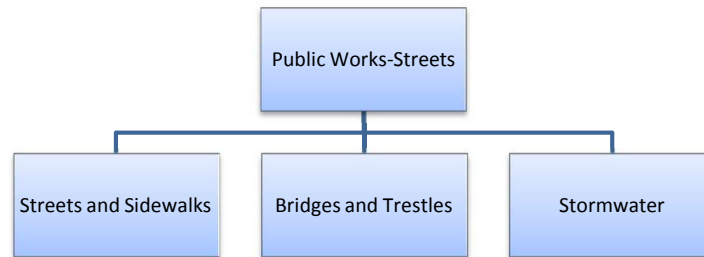
Capital Improvement Projects		Funding Sources		
Project #	Project	Cemetery	Public	Total
		Develop't	Works Sales Tax	
725.00	Machinery and Equipment			
	Electric Scissor Lift	-	15,000	15,000
	Total Machinery and Equipment	-	15,000	- 15,000
730.00	Infrastructure and Plant			
	Retaining Wall Replacement	-	70,000	70,000
	Grading & Drainage Improvements	1,583	19,417	21,000
	Paving Improvements	27,000	27,000	54,000
	Total Infrastructure and Plant	28,583	116,417	145,000
	Total Capital Budget	28,583	131,417	160,000



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Streets

Summary

The Public Works Streets Division provides preventative maintenance on City streets, sidewalks, boardwalks and the municipal storm drainage system.



The Public Works-Streets Division is comprised of one operating division, provides for a Seasonal Litter Program and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	1,530,839	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%
Seasonal Litter Program	34,511	31,990	31,990	30,220	32,010	20	0.1%
Capital Improvement Program	1,442,806	1,826,540	2,143,969	2,143,979	2,025,744	199,204	10.9%
Total	3,008,156	3,635,630	3,953,059	3,786,529	3,860,984	225,354	6.2%

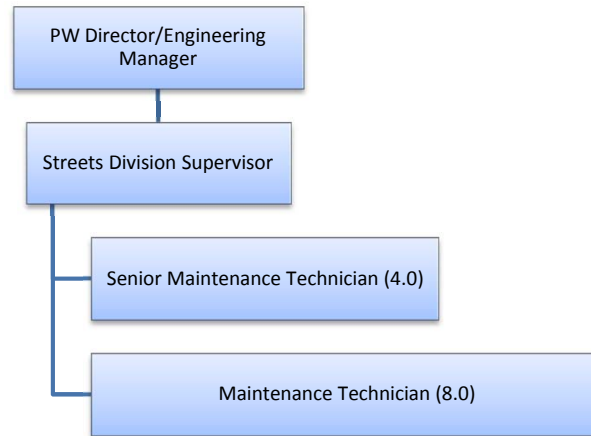
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,234,100	1,445,840	1,445,170	1,278,630	1,460,860	15,020	1.0%
Supplies	249,650	282,100	274,400	274,400	283,100	1,000	0.4%
Contract/Purchased Services	45,539	44,940	50,940	50,940	52,580	7,640	17.0%
Minor Capital Outlay	19,885	12,000	13,700	13,700	12,000	-	0.0%
Interdepartmental Charges	16,176	24,210	24,880	24,880	26,700	2,490	10.3%
Major Capital Outlay	1,442,806	1,826,540	2,143,969	2,143,979	2,025,744	199,204	10.9%
Total	3,008,156	3,635,630	3,953,059	3,786,529	3,860,984	225,354	6.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	1,528,439	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%
Public Works Sales Tax Fund	1,364,704	1,858,530	2,175,959	2,174,199	1,757,754	(100,776)	-5.4%
CPV Funds	34,511	-	-	-	-	-	0.0%
Fund Transfers	-	-	-	-	300,000	300,000	New
Grants	80,502	-	-	-	-	-	0.0%
Total	3,008,156	3,635,630	3,953,059	3,786,529	3,860,984	225,354	6.2%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	13.00	13.00	13.00	13.00	725,740	-	0.0%
Total	13.00	13.00	13.00	13.00	725,740	-	0.0%

MISSION STATEMENT

The mission of the Streets Division is to provide sufficient preventative maintenance in a cost effective manner to City streets, sidewalks, boardwalks and the municipal storm drainage system, in order to prevent injury to citizens and damage to public and private property from accidents and flooding.



GOALS FOR 2019

- Continue program to rebuild City staircases.
- Replace failing sidewalks.
- Continue maintenance and repair of bridges and trestles.
- Maintain City streets during winter months by providing adequate snow removal, sanding and de-icing materials.
- Perform paving prep work for annual paving project.
- Perform storm pipe replacement.
- Maintain and install street signs.
- Maintain a program of cleaning and repairing storm drainage systems.
- Perform street crack sealing.
- Continue with providing support for community service projects.
- Provide support to all other City departments.
- Continue updating and improving the safety program.
- Respond in a timely manner to citizen complaints and concerns.

ACCOMPLISHMENTS FOR 2018

- Re-painted city crosswalks and parking lots all over town.
- Re-striped 3rd Avenue bypass with center lines and fog line.
- Excavated and reconstructed Bostwick Road prior to paving.
- Built a new wooden guardrail in the City owned Craig lot next to the Redmen Hall.
- The division used its crack-sealing machine to install hot tar crack-sealant to pavement joints.
- The division installed 180' of new storm pipe and 2 new catch basins on Bawden Street.
- The division installed hot mix asphalt to repair City roads as needed for sinkholes, utility cuts and pipe replacements.
- The division worked with a contractor to pressure wash the rope bollards along Front and Mill Streets.
- The division worked with a contractor to pressure wash all of the decorative street light poles downtown as well as Hopkins Alley, Betty King Alley, and Creek Street.
- Provided curbside pick-up of approximately 80 tons of trash during Spring Clean-Up week.

- Assisted the Wastewater Division with multiple excavations to make repairs or to replace pipe as needed.
- The division helped to move equipment and artifacts into the Museum once the renovation was completed.
- Provided ongoing maintenance of infrastructure, including; street sweeping, flushing, crosswalks, non-skid, brushing, snow and ice control signs, storm drain cleaning, etc.
- Provided support for community service projects and events.
- Assisted other City departments as needed.

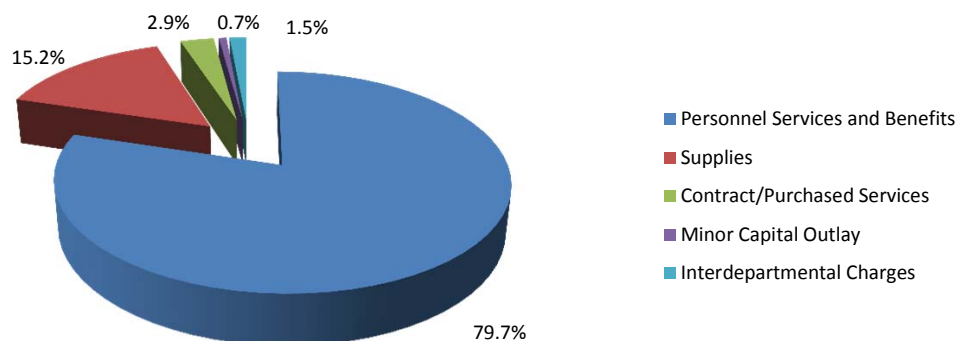
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,211,843	1,422,930	1,422,260	1,257,490	1,437,950	15,020	1.1%
Supplies	247,563	273,300	265,600	265,600	274,300	1,000	0.4%
Contract/Purchased Services	45,539	44,940	50,940	50,940	52,580	7,640	17.0%
Minor Capital Outlay	9,885	12,000	13,700	13,700	12,000	-	0.0%
Interdepartmental Charges	16,009	23,930	24,600	24,600	26,400	2,470	10.3%
Total Expenditures	1,530,839	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	1,530,839	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%
Total Funding	1,530,839	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	78,298	-	0.0%
Senior Maintenance Technician	4.00	4.00	4.00	4.00	231,217	-	0.0%
Maintenance Technician	8.00	8.00	8.00	8.00	416,225	-	0.0%
Total	13.00	13.00	13.00	13.00	725,740	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$15,020, or by 1.1%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	650,228	719,060	718,390	657,910	725,740	6,680	0.9%
501 .01 Overtime Wages	62,106	96,500	96,500	72,830	96,500	-	0.0%
502 .01 Temporary Wages	27,054	67,500	67,500	42,530	67,500	-	0.0%
505 .00 Payroll Taxes	56,156	67,560	67,560	59,160	68,070	510	0.8%
506 .00 Pension	111,584	133,420	133,420	117,080	134,350	930	0.7%
507 .00 Health and Life Insurance	250,457	276,380	276,380	251,080	282,310	5,930	2.1%
507 .30 Workers Compensation	35,589	39,660	39,660	34,200	40,390	730	1.8%
508 .00 Other Benefits	14,919	19,450	19,450	19,450	19,840	390	2.0%
509 .03 Allowances-PW Clothing	3,750	3,250	3,250	3,250	3,250	-	0.0%
509 .08 Allowances-Medical Expenses	-	150	150	-	-	(150)	-100.0%
Personnel Services and Benefits	1,211,843	1,422,930	1,422,260	1,257,490	1,437,950	15,020	1.1%
Supplies							
510 .01 Office Supplies	1,410	1,400	1,400	1,400	1,400	-	0.0%
510 .02 Operating Supplies	13,558	16,000	16,000	16,000	16,000	-	0.0%
510 .03 Safety Program Supplies	6,273	7,000	7,000	7,000	7,000	-	0.0%
510 .04 Janitorial Supplies	833	850	850	850	850	-	0.0%
510 .05 Small Tools & Equipment	5,656	7,000	5,300	5,300	7,000	-	0.0%
515 .01 Vehicle Maint Materials	795	1,000	1,000	1,000	1,000	-	0.0%
515 .04 Machinery & Equip Maint Materials	876	1,000	2,000	2,000	2,000	1,000	100.0%
515 .05 Infrastructure Maintenance Materials	179,800	180,000	180,000	180,000	180,000	-	0.0%
520 .02 Postage	-	50	50	50	50	-	0.0%
520 .04 Freight-Material & Supplies	157	2,000	2,000	2,000	2,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	37,755	56,000	49,000	49,000	56,000	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	450	1,000	1,000	1,000	1,000	-	0.0%
Supplies	247,563	273,300	265,600	265,600	274,300	1,000	0.4%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	4,100	4,100	4,100	4,100	4,100	-	0.0%
600 .03 Training & Education	1,450	1,900	1,900	1,900	1,900	-	0.0%
605 .01 Ads & Public Announcements	2,496	3,500	3,500	3,500	3,500	-	0.0%
615 .01 Professional Licenses & Certificates	486	230	230	230	230	-	0.0%
630 .02 Vehicle Licenses	130	250	250	250	250	-	0.0%
630 .05 Software Licenses	-	100	100	100	100	-	0.0%
635 .07 Machinery & Equipment Maint Services	800	1,000	1,000	1,000	1,000	-	0.0%
635 .08 Infrastructure Maintenance Services	15,891	15,000	17,360	17,360	19,000	4,000	26.7%
645 .02 Rents & Leases-Machinery & Equip	513	1,000	2,000	2,000	2,000	1,000	100.0%
650 .01 Telecommunications	9,176	7,500	9,500	9,500	9,500	2,000	26.7%
650 .02 Electric, Water, Sewer & Solid Waste	10,497	10,360	11,000	11,000	11,000	640	6.2%
Contract/Purchased Services	45,539	44,940	50,940	50,940	52,580	7,640	17.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	500	500	500	500	-	0.0%
790 .25 Machinery & Equipment	9,783	10,000	11,700	11,700	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	102	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	9,885	12,000	13,700	13,700	12,000	-	0.0%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	16,009	23,930	24,600	24,600	26,400	2,470	10.3%
Interdepartmental Charges	16,009	23,930	24,600	24,600	26,400	2,470	10.3%
Total Expenditures by Type	1,530,839	1,777,100	1,777,100	1,612,330	1,803,230	26,130	1.5%

NARRATIVE

500.01 Regular Salaries & Wages: \$725,740 – This account provides for compensation paid to all regular salaried and hourly employees of the Streets Division.

501.01 Overtime Wages: \$96,500 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$67,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Streets Division.

505.00 Payroll Taxes: \$68,070 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$134,350 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$282,310 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$40,390– This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$19,840 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$3,250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

510.01 Office Supplies: \$1,400 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$16,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, shop supplies, public trash cans, public benches and cigarette disposal urns.

510.03 Safety Program Supplies: \$7,000 - This account provides for safety information brochures, safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control supplies.

510.04 Janitorial Supplies: \$850 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$7,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$1,000 - This account provides for the materials required for maintaining vehicles such as tires.

515.04 Machinery & Equipment Maintenance Materials: \$2,000 – This account provides for materials required for maintaining machinery and equipment such as office equipment and operating equipment.

515.05 Infrastructure Maintenance Materials: \$180,000 - This account provides for materials for the repair and maintenance of infrastructure owned by the City. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Materials include sand, salt, asphalt, concrete, treated wood, gravel, signs, posts, bollards, hardware, pipe, steel, paint, asphalt patching materials and pavement striping.

520.02 Postage: \$50 - This account provides for postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$2,000 - This account provides for shipping or transporting supplies and material to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$56,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

525.07 Machinery & Equipment Fuel & Lubricants: \$1,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City machinery and equipment.

600.02 Travel-Training: \$4,100 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$1,900 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

605.01 Advertising & Public Announcements: \$3,500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property & equipment.

615.01 Professional Licenses & Certificates: \$230 - This account provides for expenditures for licensing professional, technical, and other employees requiring a license in order to perform their duties. Included are fees paid to license engineers, accountants, attorneys, commercial drivers; and fees paid for technical certifications required by medical technicians, notaries, surveyors, divers and operators of special equipment.

630.02 Vehicle Licenses: \$250 – This account provides for licensing department vehicles for operations on public highways.

630.05 Software Licenses: \$100 – This account provides for acquiring licenses for the right to use proprietary software.

635.07 Machinery & Equipment Maintenance Services: \$1,000 - This account provides for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$19,000 - This account provides for contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Services also include snow removal by outside contractors.

645.02 Rents & Leases - Machinery & Equipment: \$2,000 - This account provides for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$9,500 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$11,000 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery & Equipment: \$10,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers & Copiers: \$1,500 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

825.01 Interdepartmental Charges – Insurance: \$26,400 - This account provides for risk management services and claims.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

PROGRAM STATEMENT

The Seasonal Litter Program was established to promote a litter free community with a focus on the downtown core. The program operates during the peak tourism season, which runs from May through September, and consists of a one to two-person crew picking up litter and emptying waste receptacles throughout the community.

GOALS FOR 2019

- Maintain a clean, attractive community for residents and visitors.

ACCOMPLISHMENTS FOR 2018

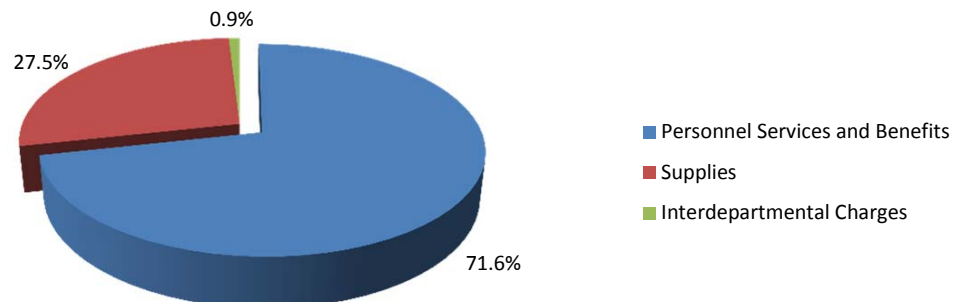
- Successfully continued the implementation of the Seasonal Litter Program.

PROGRAM SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	22,257	22,910	22,910	21,140	22,910	-	0.0%
Supplies	2,087	8,800	8,800	8,800	8,800	-	0.0%
Minor Capital	10,000	-	-	-	-	-	NA
Interdepartmental Charges	167	280	280	280	300	20	7.1%
Total Expenditures	34,511	31,990	31,990	30,220	32,010	20	0.1%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Public Works Sales Tax Fund	-	31,990	31,990	30,220	32,010	20	0.1%
CPV Fund	34,511	-	-	-	-	-	NA
Total Funding	34,511	31,990	31,990	30,220	32,010	20	0.1%

2019 Expenditures by Type



CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

OPERATING BUDGET CHANGES FOR 2019

There are no changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
501 .01 Overtime	268	300	640	640	300	-	0.0%
502 .01 Temporary Wages	19,473	20,000	19,660	18,120	20,000	-	0.0%
505 .00 Payroll Taxes	1,510	1,560	1,560	1,440	1,560	-	0.0%
507 .30 Workers Compensation	966	950	950	840	950	-	0.0%
508 .00 Other Benefits	40	100	100	100	100	-	0.0%
Personnel Services and Benefits	22,257	22,910	22,910	21,140	22,910	-	0.0%
Supplies							
510 .02 Operating Supplies	2,087	3,000	3,000	3,000	3,000	-	0.0%
515 .01 Vehicle Maintenance Materials	-	800	800	800	800	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	-	5,000	5,000	5,000	5,000	-	0.0%
Supplies	2,087	8,800	8,800	8,800	8,800	-	0.0%
Minor Capital Outlay							
790 .20 Vehicles & Moving Equipment	10,000	-	-	-	-	-	0.0%
Minor Capital Outlay	10,000	-	-	-	-	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges - Insurance	167	280	280	280	300	20	7.1%
Interdepartmental Charges	167	280	280	280	300	20	7.1%
Total Expenditures by Type	34,511	31,990	31,990	30,220	32,010	20	0.1%

NARRATIVE

501.01 Overtime: \$300 - This account provides for compensation paid to temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$20,000 - This account provides for compensation paid to salaried and hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$1,560 - This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

507.30 Workers' Compensation: \$950 - This account provides for employer contributions to workers' compensation.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

508.00 Other Benefits: \$100 – This account provides for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.02 Operating Supplies: \$3,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as public trash cans, trash can liners and cigarette disposal urns.

515.01 Vehicle Maintenance Materials: \$800 - This account provides for the materials required for maintaining vehicles such as tires.

525.04 Vehicle Motor Fuel & Lubricants: \$5,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

825.01 Interdepartmental Charges – Insurance: \$300 - This account provides for risk management services and claims.

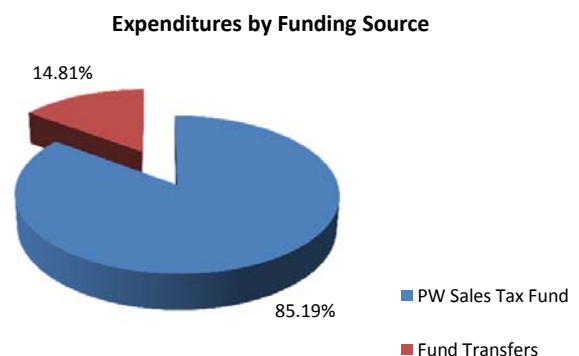
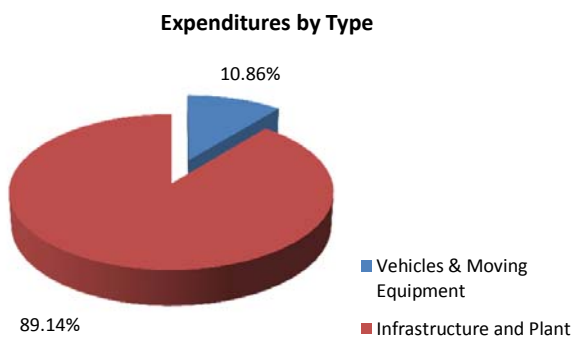
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Streets

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	-	200,000	227,000	227,000	220,000	20,000	10.0%
730.00 Infrastructure and Plant	1,442,806	1,626,540	1,916,969	1,916,979	1,805,744	179,204	11.0%
Total Major Capital Outlay	1,442,806	1,826,540	2,143,969	2,143,979	2,025,744	199,204	10.9%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund	Fund Transfers	Total
720.00 Vehicles & Moving Equipment				
	Snow Plow Truck	220,000		220,000
	Total Vehicles & Moving Equipment	220,000		220,000
730.00 Infrastructure and Plant				
	Safer Streets & Sidewalks Program	100,000		100,000
	Staircase & Boardwalk Reconstruction	30,000		30,000
	Rock & Tree Maintenance	15,000		15,000
	Pavement Overlay - Surface Repair	600,000		600,000
	Bridge Maintenance and Repair	25,000		25,000
	Water Street Trestle No. 1 Reconstruction	269,999		269,999
	Sayles/Gorge Bridge Replacement	20,770		20,770
	Concrete Road Reconstruction and Repair	50,000		50,000
	Wall & Abutment Reconstruction & Repair	50,000		50,000
	Tongass Avenue Crosswalk Improvements	94,975		94,975
	Creek Street Improvements (1)		300,000	300,000
	Schoenbar Creek Culvert Repairs	250,000		250,000
	Total Infrastructure and Plant	1,505,744	300,000	1,805,744
	Total Capital Budget	1,725,744	300,000	2,025,744

(1) \$150,000 will be transferred from the Public Works Sales Tax Fund to the CPV Capital Improvement Fund; and \$150,000 will be transferred from the CPV Special Revenue Fund to the CPV Capital Improvement Fund for a total of \$300,000. See transfers section of budget for more detail.



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Garage & Warehouse

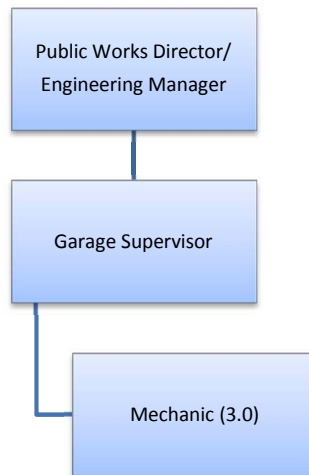
Summary

The Public Works Garage Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
Operations	499,626	549,893	549,893	465,580	594,056	44,163	8.0%
Capital Improvement Program	46,347	-	-	-	50,000	50,000	NA
Total	545,973	549,893	549,893	465,580	644,056	94,163	17.1%
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
Personnel Services and Benefits	426,504	452,753	452,753	368,220	454,196	1,443	0.3%
Supplies	136,793	147,700	147,200	147,200	159,700	12,000	8.1%
Contract/Purchased Services	34,318	46,560	47,060	47,060	53,910	7,350	15.8%
Minor Capital Outlay	696	3,250	3,250	3,250	25,500	22,250	684.6%
Interdepartmental Charges	(98,685)	(100,370)	(100,370)	(100,150)	(99,250)	1,120	-1.1%
Major Capital Outlay	46,347	-	-	-	50,000	50,000	NA
Total	545,973	549,893	549,893	465,580	644,056	94,163	17.1%
Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
General Fund							
General Fund Support	395,814	487,243	487,243	406,450	531,406	44,163	9.1%
Public Works Sales Tax Fund	46,347	-	-	-	50,000	50,000	NA
Solid Waste Services Fund	25,567	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	32,244	30,000	30,000	27,000	30,000	-	0.0%
Harbor Fund	22,653	8,850	8,850	8,400	8,850	-	0.0%
Port Enterprise Fund	23,348	3,500	3,500	3,430	3,500	-	0.0%
Total	545,973	549,893	549,893	465,580	644,056	94,163	17.1%
Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.00	4.00	4.00	4.00	269,866	-	0.0%
Total	4.00	4.00	4.00	4.00	269,866	-	0.0%

MISSION STATEMENT

The mission of the Garage & Warehouse Division is to provide professional quality maintenance and repairs to the City and Public Works Department's vehicle fleet and rolling stock. The division's goal is to ensure that the quality of these services meets or exceeds professional standards and that all equipment is readily available to respond in a safe condition.



GOALS FOR 2019

- Utilize work management system to effectively manage division resources.
- Continue specialized training on vehicles and equipment and achieve related certification.
- Provide a level of service that will enhance the operation of other departments.
- Preserve and maintain the longevity of the equipment fleet to achieve maximum usable life of each asset.
- Evaluate the equipment fleet for units that are beyond their expected service life or are no longer safe.
- Continue corrosion control program to enhance the life of equipment and reduce future maintenance costs.
- Continue to reduce the quantity of hazardous materials used in Garage operations.

ACCOMPLISHMENTS FOR 2018

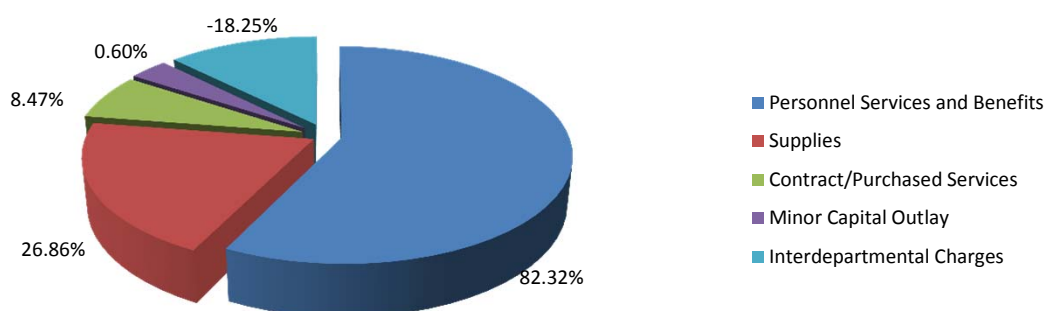
- Success with the preventative maintenance program related to winter maintenance equipment. This led to less overtime on call-outs, and less operator downtime due to equipment break downs.
- Continued to implement corrosion control measures to extend the life of all equipment.
- Completed another full year of fleet maintenance and repairs with no lost time accidents.
- Implemented a new fleet management system to help track preventative maintenance schedules, repair costs, fleet assets service life, replacement cost, parts cost, labor hours, etc.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Garage & Warehouse
Operations Division 1540-110
DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	426,504	452,753	452,753	368,220	454,196	1,443	0.3%
Supplies	136,793	147,700	147,200	147,200	159,700	12,000	8.1%
Contract/Purchased Services	34,318	46,560	47,060	47,060	53,910	7,350	15.8%
Minor Capital Outlay	696	3,250	3,250	3,250	25,500	22,250	684.6%
Interdepartmental Charges	(98,685)	(100,370)	(100,370)	(100,150)	(99,250)	1,120	-1.1%
Total Expenditures	499,626	549,893	549,893	465,580	594,056	44,163	8.0%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	395,814	487,243	487,243	406,450	531,406	44,163	9.1%
Solid Waste Services Fund	25,567	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	32,244	30,000	30,000	27,000	30,000	-	0.0%
Small Boat Harbor Fund	22,653	8,850	8,850	8,400	8,850	-	0.0%
Port Enterprise Fund	23,348	3,500	3,500	3,430	3,500	-	0.0%
Total Funding	499,626	549,893	549,893	465,580	594,056	44,163	8.0%

Full-time Equivalent Personnel	2017	2018		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	75,248	-	0.0%
Mechanic	3.00	3.00	3.00	3.00	194,618	-	0.0%
Total	4.00	4.00	4.00	4.00	269,866	-	0.0%

2019 Expenditures by Type


CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Garage & Warehouse
Operations Division 1540-110
OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$1,143, or by 0.3%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees effective January 1, 2019; and projected increases to employee health insurance premiums.
- Vehicle Maintenance Materials (Account No. 515.01) increased by \$10,000, or by 9.1%, due to a renewed emphasis on preventative maintenance on fleet vehicles and equipment.
- Software Licenses (Account No. 630.05) increased by \$5,500, or by 366.7%, due to the need to purchase annual diagnostic software licenses to be able to maintain and repair the City's fleet of vehicles and equipment.
- Machinery & Equipment (Account No. 790.25) increased by \$12,250, or by 980%, due to the need to purchase a hydraulic lift gate for a recently acquired service truck.
- Infrastructure and Plant (Account No. 790.30) increased by \$10,000, or by 100%, due to the need to replace the exhaust system in the shop.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	260,957	270,743	270,743	219,960	269,866	(877)	-0.3%
501 .01 Overtime Wages	2,342	4,000	4,000	2,860	4,000	-	0.0%
505 .00 Payroll Taxes	18,948	21,020	21,020	17,050	20,960	(60)	-0.3%
506 .00 Pension	42,016	43,050	43,050	34,780	42,640	(410)	-1.0%
507 .00 Health & Life Insurance	89,925	92,850	92,850	74,070	95,490	2,640	2.8%
507 .30 Workers Compensation	12,143	12,750	12,750	11,460	12,840	90	0.7%
508 .00 Other Benefits	(1,061)	7,040	7,040	7,040	7,100	60	0.9%
509 .03 Allowances-PW Clothing	1,234	1,000	1,000	1,000	1,000	-	0.0%
509 .07 Allowances-Medical Expenses	-	300	300		300	-	0.0%
Personnel Services and Benefits	426,504	452,753	452,753	368,220	454,196	1,443	0.3%
Supplies							
510 .01 Office Supplies	244	300	300	300	500	200	66.7%
510 .02 Operating Supplies	3,761	5,000	5,000	5,000	5,000	-	0.0%
510 .03 Safety Program Supplies	168	250	250	250	500	250	100.0%
510 .04 Janitorial Supplies	243	250	250	250	250	-	0.0%
510 .05 Small Tools & Equipment	4,269	5,000	5,000	5,000	5,000	-	0.0%
515 .01 Vehicle Maintenance Materials	106,165	110,000	110,000	110,000	120,000	10,000	9.1%
515 .02 Building & Grounds Maint Materials	970	1,000	1,000	1,000	2,000	1,000	100.0%
515 .03 Furniture & Fixtures Maint Materials	132	250	250	250	250	-	0.0%
515 .04 Machinery & Equip Maint Materials	-	1,200	1,200	1,200	1,200	-	0.0%
520 .02 Postage	67	150	150	150	200	50	33.3%
520 .04 Freight-Material & Supplies	1,815	1,500	1,500	1,500	2,000	500	33.3%
525 .03 Heating Fuel	11,814	15,000	15,000	15,000	15,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	6,713	7,300	6,800	6,800	7,300	-	0.0%
535 .04 Uniforms/Badges/Clothing	432	500	500	500	500	-	0.0%
Supplies	136,793	147,700	147,200	147,200	159,700	12,000	8.1%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	4,500	4,500	4,500	4,500	-	0.0%
600 .03 Training and Education	-	2,500	2,500	2,500	2,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	-	220	220	220	220	-	0.0%
620 .03 Towing	985	650	650	650	1,000	350	53.8%
630 .02 Vehicle Licenses	245	60	60	60	60	-	0.0%
630 .05 Software Licenses	650	1,500	1,500	1,500	7,000	5,500	366.7%
635 .03 Vehicle Maintenance Services	3,065	1,200	1,200	1,200	1,200	-	0.0%
635 .07 Machinery & Equip Maint Services	1,775	1,500	2,000	2,000	3,000	1,500	100.0%
635 .12 Technical Services	1,124	1,200	1,200	1,200	1,200	-	0.0%
650 .01 Telecommunications	300	600	600	600	600	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	26,174	32,630	32,630	32,630	32,630	-	0.0%
Contract/Purchased Services	34,318	46,560	47,060	47,060	53,910	7,350	15.8%
Minor Capital Outlay							
790 .25 Machinery & Equipment	-	1,250	1,250	1,250	13,500	12,250	980.0%
790 .26 Computers, Printers & Copiers	696	2,000	2,000	2,000	2,000	-	0.0%
790 .30 Infrastructure and Plant	-	-	-	-	10,000	10,000	New
Minor Capital Outlay	696	3,250	3,250	3,250	25,500	22,250	684.6%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	6,388	9,630	9,630	9,850	10,750	1,120	11.6%
890 .00 Reimbursable Credits	(105,073)	(110,000)	(110,000)	(110,000)	(110,000)	-	0.0%
Interdepartmental Charges	(98,685)	(100,370)	(100,370)	(100,150)	(99,250)	1,120	-1.1%
Total Expenditures by Type	499,626	549,893	549,893	465,580	594,056	44,163	8.0%

NARRATIVE

500.01 Regular Salaries & Wages: \$269,866 – This account provides for compensation paid to all regular salaried and hourly employees of the Garage & Warehouse Division.

501.01 Overtime Wages: \$4,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

505.00 Payroll Taxes: \$20,960 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$42,640 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$95,490 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$12,840 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$7,100 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,000 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.07 Allowances - Medical Expenses: \$300 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.01 Office Supplies: \$500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, and tape dispensers.

510.02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as paint, solvents and shop materials.

510.03 Safety Program Supplies: \$500 - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, and specialized protective safety clothing.

510.04 Janitorial Supplies: \$250 - This account provides for cleaning and sanitation supplies used by in-house and contracted janitors.

510.05 Small Tools & Equipment: \$5,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$120,000 - This account provides for the cost of materials used for the repair and maintenance of vehicles owned or leased and operated by the division. Included are licensed and unlicensed rolling stock.

515.02 Building & Grounds Maintenance Materials: \$2,000 - This account provides for materials required for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the division.

515.03 Furniture & Fixtures Maintenance Materials: \$250 - This account provides for materials required for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515.04 Machinery & Equipment Maintenance Materials: \$1,200 - This account provides for materials and parts required for the repair and maintenance of City owned machinery and equipment used by the division.

520.02 Postage: \$200 - This account provides for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

520.04 Freight – Materials & Supplies: \$2,000 - This account provides for shipping or transporting supplies and materials to and from vendors.

525.03 Heating Fuel: \$15,000 - This account provides for heating fuel to heat the garage and the warehouse.

525.04 Vehicle Motor Fuel & Lubricants: \$7,300 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of the division.

535.04 Uniforms/Badges/Clothing: \$500 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, boots and gloves.

600.02 Travel-Training: \$4,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$2,500 - This account provides for registration fees, training fees, training materials, tuition reimbursements, and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615.02 Assn. Membership Dues & Fees: \$220 – This account provides for memberships in professional and trade associations.

620.03 Towing: \$1,000 – This account provides for towing of City vehicles.

630.02 Vehicle Licenses: \$60 – This account provides for acquiring licenses for vehicles for operations on public highways.

630.05 Software Licenses: \$7,000 – This account provides for acquiring licenses for the right to use proprietary software.

635.03 Vehicle Maintenance Services: \$1,200 – This account provides for contractual services required for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$3,000 - This account provides for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.12 Technical Services: \$1,200 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are specialized automotive services.

650.01 Telecommunications: \$600 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$32,630 - This account provides for electric, water, sewer and solid waste utility services.

790.25 Machinery & Equipment: \$13,500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets, and purchase of a hydraulic lift gate.

790.26 Computers, Printers & Copiers: \$2,000 - Expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

790.30 Infrastructure and Plant: \$10,000 - This account provides for costs associated with replacing the exhaust system in the shop.

825.01 Interdepartmental Charges – Insurance: \$10,750 - This account provides for risk management services and claims.

890.00 Reimbursable Credits: (\$110,000) – A contra-expense account for crediting the Garage department for operating costs that will be paid by another General Fund department.

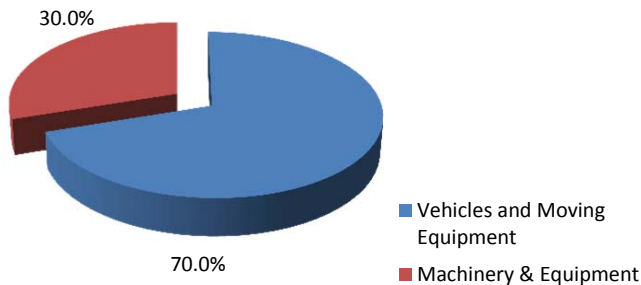
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Garage & Warehouse

Capital Budget

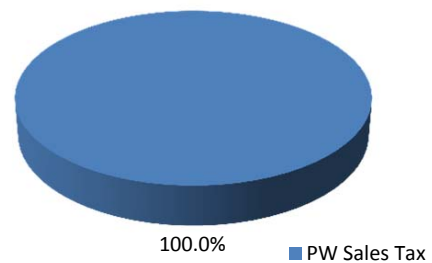
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	46,347	-	-	-	35,000	35,000	NA
725.00 Machinery & Equipment	-				15,000	15,000	NA
Total Major Capital Outlay	46,347	-	-	-	50,000	50,000	NA

Capital Improvement Projects		Funding Sources			
Project #	Project	PW Sales Tax			Total
720-00 Vehicles & Moving Equipment					
	Replacement Truck for Mechanics	35,000	-	-	35,000
	Total Vehicles and Moving Equipment	35,000	-	-	35,000
725-00 Machinery and Equipment					
	Rotary Vehicle Lift	15,000	-	-	15,000
	Total Machinery and Equipment	15,000	-	-	15,000
	Total Capital Budget	50,000	-	-	50,000

Expenditures by Type



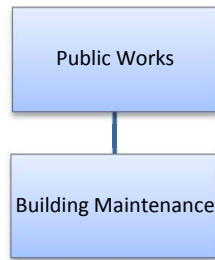
Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance

Summary

The Public Works Building Maintenance Division is responsible for maintenance of various City owned facilities.



The Public Works Building Maintenance Division is comprised of one operating division and oversees three cost centers and a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	273,638	342,132	342,132	320,720	372,507	30,375	8.9%
City Hall O&M	82,628	123,800	128,105	127,895	143,350	19,550	15.8%
Shoreline Bldg O&M	5,915	8,637	8,637	7,767	8,537	(100)	-1.2%
Orphaned Buildings	52,820	54,910	53,710	53,050	62,210	7,300	13.3%
Capital Improvement Program	84,075	-	12,360	12,360	50,000	50,000	NA
Total	499,076	529,479	544,944	521,792	636,604	107,125	20.2%

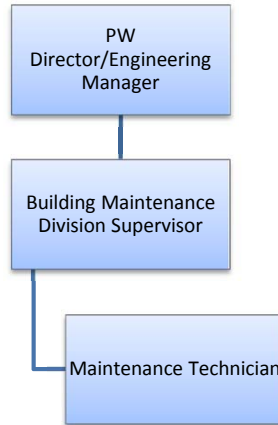
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	230,425	282,372	282,372	261,360	309,057	26,685	9.5%
Supplies	47,242	56,690	56,630	55,790	68,320	11,630	20.5%
Contract/Purchased Services	128,255	171,574	176,599	176,219	183,844	12,270	7.2%
Minor Capital Outlay	574	3,300	1,300	1,300	9,800	6,500	197.0%
Interdepartmental Charges	8,505	15,543	15,683	14,763	15,583	40	0.3%
Major Capital Outlay	84,075	-	12,360	12,360	50,000	50,000	NA
Total	499,076	529,479	544,944	521,792	636,604	107,125	20.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	408,627	523,105	526,210	503,058	580,230	57,125	10.9%
Public Works Sales Tax Fund	84,075	-	12,360	12,360	50,000	50,000	NA
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
Total	499,076	529,479	544,944	521,792	636,604	107,125	20.2%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.75	2.75	3.00	183,177	0.25	9.1%
Total	2.00	2.75	2.75	3.00	183,177	0.25	9.1%

MISSION STATEMENT

The mission of the Building Maintenance Division is to maintain and operate as efficiently as possible the heating and ventilating, plumbing and electrical systems of General Government facilities, as well as to undertake interior and exterior building repairs when required.



GOALS FOR 2019

- Continue to troubleshoot and provide maintenance for all building systems and facilities within the responsibilities of the division.
- Continue upgrades to the Centennial Building as needed.
- Continue implementing moisture control recommendations at the Totem Heritage Center.
- Continue quality training for the Building Maintenance Division including HVAC systems.
- Continue upgrading lighting to more energy efficient ballasts and bulbs.

ACCOMPLISHMENTS FOR 2018

- Completed hundreds of work orders for various repairs and improvements to City facilities.
- Performed building inspections of and pressure washed all City owned buildings and windows as needed.
- Provided snow removal on sidewalks at the Library, Old Fire Station No. 1, walking bridge at the Totem Heritage Center and at the Building Maintenance Division Warehouse.
- Completed other unforeseen repair/remodel requests.
- Recertified all backflow preventers, sprinkler systems, boilers and compressors as needed.
- Continued to replace bathroom fixtures at the Ketchikan Public Library as needed from Delany to Sloan in order to save money on parts. On the exterior, fallen tiles were replaced; the siding, outside walkways and patio were pressure washed. Installed sound panels on interior walls.
- Continued electrical upgrades at the Centennial Building. Addressed various painting, framing and plumbing issues. Pressure washed exterior and trimmed trees.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance
Operations Division 1550-110

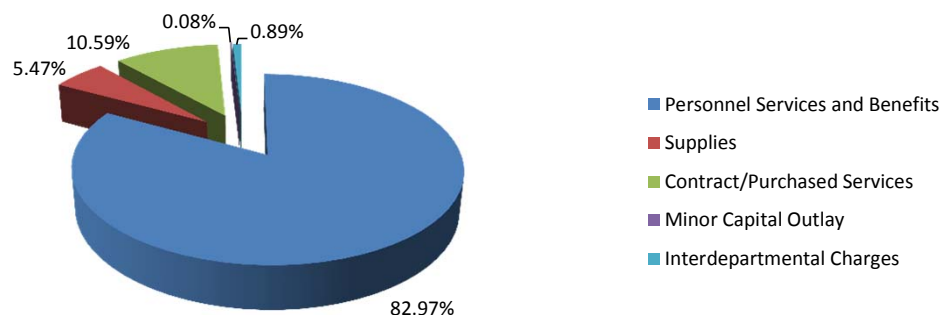
- Installed new HVAC blower motor in upstairs classroom at the Totem Heritage Center. Pressure washed and stained outside railings and walkways; and pressure washed siding, roof and gutters. Installed new thermostat; patched sheetrock; fixed HVAC drain line; and eliminated old wiring.
- Continued maintenance on roll-up doors and motors throughout Solid Waste Handling & Recycling Facility. Completed cleaning of the exterior of the facilities.
- Pressure washed and cleaned gutters for Wastewater Treatment Facility.
- Replaced emergency lights throughout the KPU Administration Building. Continued to convert lighting to LED as time allowed. Painted outside railings and pressure washed siding and roof.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	230,425	282,372	282,372	261,360	309,057	26,685	9.5%
Supplies	15,181	18,740	18,740	18,740	20,370	1,630	8.7%
Contract/Purchased Services	25,834	37,700	37,620	37,240	39,450	1,750	4.6%
Minor Capital Outlay	289	300	300	300	300	-	0.0%
Interdepartmental Charges	1,909	3,020	3,100	3,080	3,330	310	10.3%
Total Expenditures	273,638	342,132	342,132	320,720	372,507	30,375	8.9%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	273,638	342,132	342,132	320,720	372,507	30,375	8.9%
Total Funding	273,638	342,132	342,132	320,720	372,507	30,375	8.9%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	71,533	-	0.0%
Maintenance Technician	1.00	1.75	1.75	2.00	111,644	0.25	14.3%
Total	2.00	2.75	2.75	3.00	183,177	0.25	9.1%

2019 Expenditures by Type


CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance
Operations Division 1550-110
OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$26,685, or by 9.5%, due to the full year funding of an additional Maintenance Technician position that was established in 2018; annual employee step increases, a 2.0% cost of living adjustment for represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	119,722	159,122	159,122	151,210	183,177	24,055	15.1%
501 .01 Overtime Wages	2,633	3,600	3,600	2,260	3,600	-	0.0%
502 .01 Temporary Wages	25,922	7,500	7,500	3,750	7,500	-	0.0%
505 .00 Payroll Taxes	10,812	13,030	13,030	11,910	14,870	1,840	14.1%
506 .00 Pension	17,094	23,250	23,250	21,660	26,010	2,760	11.9%
507 .00 Health and Life Insurance	39,374	56,080	56,080	52,130	57,090	1,010	1.8%
507 .30 Workers Compensation	7,336	9,230	9,230	8,180	10,640	1,410	15.3%
508 .00 Other Benefits	7,532	9,760	9,760	9,760	5,670	(4,090)	-41.9%
509 .03 Allowances-PW Clothing	-	500	500	500	500	-	0.0%
509 .08 Allowances-Medical Expenses	-	300	300	-	-	(300)	-100.0%
Personnel Services and Benefits	230,425	282,372	282,372	261,360	309,057	26,685	9.5%
Supplies							
510 .01 Office Supplies	150	150	150	150	200	50	33.3%
510 .02 Operating Supplies	345	345	345	345	400	55	15.9%
510 .03 Safety Program Supplies	255	500	500	500	700	200	40.0%
510 .04 Janitorial Supplies	-	50	50	50	75	25	50.0%
510 .05 Small Tools & Equipment	2,620	3,000	3,000	3,000	3,000	-	0.0%
515 .02 Bldg & Grounds Maint Materials	8,231	11,700	11,700	11,700	13,000	1,300	11.1%
520 .02 Postage	8	45	45	45	45	-	0.0%
520 .04 Freight-Material and Supplies	-	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	3,572	2,850	2,850	2,850	2,850	-	0.0%
Supplies	15,181	18,740	18,740	18,740	20,370	1,630	8.7%
Contract/Purchased Services							
600 .02 Travel-Training	-	2,500	2,500	2,500	2,500	-	0.0%
600 .03 Training and Education	200	3,000	3,000	3,000	3,000	-	0.0%
630 .02 Vehicle Licenses	20	400	400	20	400	-	0.0%
635 .06 Bldg & Grounds Maint Services	125	3,000	3,000	3,000	3,000	-	0.0%
635 .07 Machinery & Equip Maint Services	550	550	550	550	550	-	New
635 .12 Technical Services	16,440	18,250	18,170	18,170	20,000	1,750	9.6%
645 .02 Rents and Leases-Machinery & Equip	1,546	2,000	2,000	2,000	2,000	-	0.0%
650 .01 Telecommunications	6,953	8,000	8,000	8,000	8,000	-	0.0%
Contract/Purchased Services	25,834	37,700	37,620	37,240	39,450	1,750	4.6%
Minor Capital Outlay							
790 .25 Machinery and Equipment	289	300	300	300	300	-	0.0%
Minor Capital Outlay	289	300	300	300	300	-	0.0%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	1,909	3,020	3,100	3,080	3,330	310	10.3%
Interdepartmental Charges	1,909	3,020	3,100	3,080	3,330	310	10.3%
Total Expenditures by Type	273,638	342,132	342,132	320,720	372,507	30,375	8.9%

NARRATIVE

500.01 Regular Salaries & Wages: \$183,177– This account provides for compensation paid to all regular salaried and hourly employees of the Building Maintenance Division.

501.01 Overtime Wages: \$3,600 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$7,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Building Maintenance Division.

505.00 Payroll Taxes: \$14,870 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$26,010 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$57,090 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$10,640 – This account provides for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$5,670 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$500 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Building Maintenance Division pursuant to collective bargaining agreements or the Personnel Rules.

510.01 Office Supplies: \$200 – This account provides for expendable office supplies and equipment such as paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$400 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as adhesives, misc. fasteners, nails and screws, and bottled water service.

510.03 Safety Program Supplies: \$700 - This account provides for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$75 - This account provides for cleaning and sanitation supplies used for in-house janitor duties.

510.05 Small Tools & Equipment: \$3,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.02 Building & Grounds Maintenance Materials: \$13,000 – This account provides for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

520.02 Postage: \$45 - This account provides for postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$100 - This account provides for shipping or transporting supplies and materials to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$2,850 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of vehicles.

600.02 Travel-Training: \$2,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$3,000 - This account provides for the registration fees, training materials and fees for on-premises training programs provided by a third-party.

630.02 Vehicle Licenses: \$400 – This account provides for licensing City vehicles for operations on public highways.

635.06 Buildings & Grounds Maintenance Services: \$3,000 – This account provides expenditure for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$550 – This account provides for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.12 Technical Services: \$20,000 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control, elevator inspections and DDC Support.

645.02 Rents & Leases – Machinery & Equipment: \$2,000 - This account provides for the rent and lease of vehicles. Both operating and capital leases are accounted for in this account.

650.01 Telecommunications: \$8,000 – This account provides expenditures for wired and wireless telecommunication services. Included are landline and cell phone services, network and data services, Internet, long distance and toll free numbers. Purchases of cell phones are also charged to this account.

790.25 Machinery & Equipment: \$300 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

825.01 Interdepartmental Charges – Insurance: \$3,330 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER STATEMENT

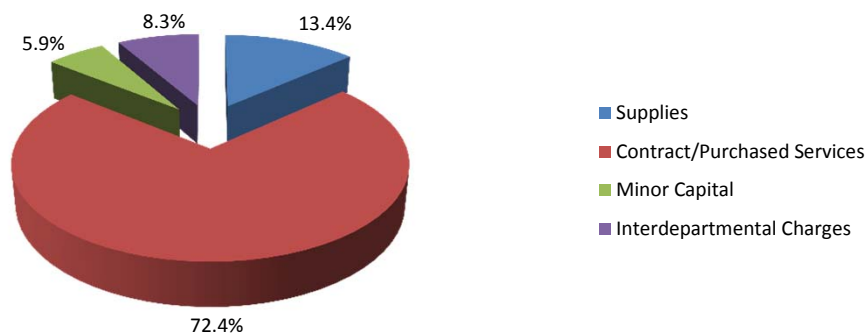
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining the City Hall Building is a Public Works Department function.

COST CENTER SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	11,572	14,200	14,140	14,000	19,200	5,000	35.2%
Contract/Purchased Services	63,447	96,440	101,545	101,545	103,800	7,360	7.6%
Minor Capital	285	2,500	500	500	8,500	6,000	240.0%
Interdepartmental Charges	7,324	10,660	11,920	11,850	11,850	1,190	11.2%
Total Expenditures	82,628	123,800	128,105	127,895	143,350	19,550	15.8%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	82,628	123,800	128,105	127,895	143,350	19,550	15.8%
Total Funding	82,628	123,800	128,105	127,895	143,350	19,550	15.8%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Furniture & Fixtures (Account No. 790.15) is a new line item to fund the purchase of replacement chairs for the 2nd Floor Conference Room adjacent to Council Chambers at City Hall.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER OPERATING BUDGET DETAIL							
Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	122	200	140	100	200	-	0.0%
510 .05 Small Tools & Equipment	-	1,000	1,000	900	1,000	-	0.0%
515 .02 Bldg & Grounds Maint Materials	1,648	2,000	2,000	2,000	3,000	1,000	50.0%
525 .03 Heating Fuel	9,802	11,000	11,000	11,000	15,000	4,000	36.4%
Supplies	11,572	14,200	14,140	14,000	19,200	5,000	35.2%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	20,483	43,500	43,500	43,500	43,500	-	0.0%
635 .06 Bldg & Grounds Maint Services	4,767	5,000	7,000	7,000	6,000	1,000	20.0%
635 .12 Technical Services	7,471	12,000	12,000	12,000	15,000	3,000	25.0%
640 .02 Engineering and Architectural Svcs	6,659	7,000	7,000	7,000	7,000	-	0.0%
650 .01 Telecommunications	1,832	2,000	5,105	5,105	5,300	3,300	165.0%
650 .02 Electric, Water, Sewer & Solid Waste	22,235	26,940	26,940	26,940	27,000	60	0.2%
Contract/Purchased Services	63,447	96,440	101,545	101,545	103,800	7,360	7.6%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	-	-	-	6,000	6,000	New
790 .25 Machinery & Equipment	285	2,500	500	500	2,500	-	0.0%
Minor Capital Outlay	285	2,500	500	500	8,500	6,000	240.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	7,324	10,660	11,920	11,850	11,850	1,190	11.2%
Interdepartmental Charges	7,324	10,660	11,920	11,850	11,850	1,190	11.2%
Total Expenditures by Type	82,628	123,800	128,105	127,895	143,350	19,550	15.8%

NARRATIVE

510.04 Janitorial Supplies: \$200 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$1,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.02 Building & Grounds Maintenance Materials: \$3,000 – This account provides materials for the repair and maintenance of City Hall and the upkeep of its grounds.

525.03 Heating Fuel: \$15,000 - This account provides for heating fuel to heat City Hall.

635.02 Janitorial & Cleaning Services: \$43,500 - This account provides for services to clean City Hall. Included are janitorial and carpet cleaning.

635.06 Buildings & Grounds Maintenance Services: \$6,000 - This account provides for the services to repair and maintain City Hall and the upkeep of its grounds.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

City Hall O&M 1550-255

635.12 Technical Services: \$15,000 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control, elevator inspections and DDC Support.

640.02 Engineering & Architectural Services: \$7,000 - This account provides funding for services for engineering and architectural services.

650.01 Telecommunications: \$5,300 – This account provides expenditures for wired and wireless telecommunication services. Included are landline and cell phone services, network and data services, Internet, long distance and toll free numbers. Purchases of cell phones are also charged to this account.

650.02 Electric, Water, Sewer & Solid Waste Services: \$27,000 - This account provides for electric, water, sewer and solid waste utility services for City Hall.

790.15 Furniture & Fixtures: \$6,000 - This account provides for the purchase of replacement chairs for the City Hall 2nd Floor Conference Room.

790.25 Machinery & Equipment: \$2,500 - This account provides for the acquisition of a key card system for the back door of City Hall in order to improve building security.

825.01 Interdepartmental Charges – Insurance: \$11,850 - This account provides for risk management services and claims.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER STATEMENT

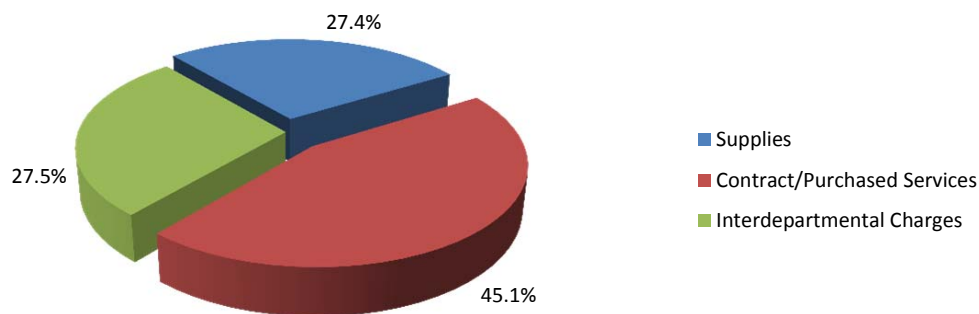
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline Maintenance Building is a Public Works function.

COST CENTER SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	2,916	5,200	5,200	4,500	5,200	-	0.0%
Contract/Purchased Services	8,535	8,574	8,574	8,574	8,574	-	0.0%
Interdepartmental Charges	(5,536)	(5,137)	(5,137)	(5,307)	(5,237)	(100)	1.9%
Total Expenditures	5,915	8,637	8,637	7,767	8,537	(100)	-1.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	5,915	2,263	2,263	1,393	2,163	(100)	-4.4%
Shoreline Fund	-	6,374	6,374	6,374	6,374	-	0.0%
Total Funding	5,915	8,637	8,637	7,767	8,537	(100)	-1.2%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
515 .02 Bldg & Grounds Maint Materials	1,266	2,200	2,200	1,500	2,200	-	0.0%
525 .03 Heating Fuel	1,650	3,000	3,000	3,000	3,000	-	0.0%
Supplies	2,916	5,200	5,200	4,500	5,200	-	0.0%
Contract/Purchased Services							
645 .01 Rents and Leases-Land & Buildings	6,374	6,374	6,374	6,374	6,374	-	0.0%
650 .02 Electric, Water, Sewer and Solid Waste	2,161	2,200	2,200	2,200	2,200	-	0.0%
Contract/Purchased Services	8,535	8,574	8,574	8,574	8,574	-	0.0%
Interdepartmental Charges/Reimbursable Credits							
825 .01 Interdepartmental Charges-Insurance	521	920	920	750	820	(100)	-10.9%
890 .00 Reimbursable Credits	(6,057)	(6,057)	(6,057)	(6,057)	(6,057)	-	0.0%
Interdepartmental Charges/Reimbursable Credits	(5,536)	(5,137)	(5,137)	(5,307)	(5,237)	(100)	1.9%
Total Expenditures by Type	5,915	8,637	8,637	7,767	8,537	(100)	-1.2%

NARRATIVE

515.02 Building & Grounds Maintenance Materials: \$2,200 – This account provides materials for the repair and maintenance of the Shoreline Maintenance Building and the upkeep of its grounds.

525.03 Heating Fuel: \$3,000 - This account provides for heating fuel to heat the Shoreline Maintenance Building.

645.01 Rents & Leases - Land & Buildings: \$6,374 - This account provides for the rent and lease of the Shoreline Maintenance Building.

650.02 Electric, Water, Sewer & Solid Waste: \$2,200 - This account provides for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$820 - This account provides for risk management services and claims.

890.00 Reimbursable Credits: (\$6,057) - This is a contra-expense account that provides for reimbursement for the Fire Department's share of the cost of operating and maintaining the Shoreline Maintenance Building. The cost will be shared equally but the Fire Department's share shall not exceed \$6,057.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER STATEMENT

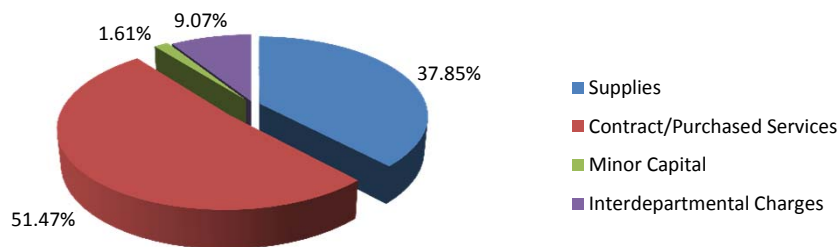
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City as efficiently as possible. The heating and ventilating, plumbing and electrical systems of the facilities formerly known as Fire Station No. 1 and the former Ketchikan Regional Youth Facility (KRYF) are included in this section along with required maintenance and inspections to keep the facilities functional until final disposition is determined by the City Council.

COST CENTER SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	17,573	18,550	18,550	18,550	23,550	5,000	27.0%
Contract/Purchased Services	30,439	28,860	28,860	28,860	32,020	3,160	10.9%
Minor Capital	-	500	500	500	1,000	500	100.0%
Interdepartmental Charges	4,808	7,000	5,800	5,140	5,640	(1,360)	-19.4%
Total Expenditures	52,820	54,910	53,710	53,050	62,210	7,300	13.3%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	52,820	54,910	53,710	53,050	62,210	7,300	13.3%
Total Funding	52,820	54,910	53,710	53,050	62,210	7,300	13.3%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	50	50	50	50	-	0.0%
515 .02 Bldg & Grounds Maint Materials	266	2,500	1,500	1,500	3,500	1,000	40.0%
525 .03 Heating Fuel	17,307	16,000	17,000	17,000	20,000	4,000	25.0%
Supplies	17,573	18,550	18,550	18,550	23,550	5,000	27.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	-	50	50	50	50	-	0.0%
635 .06 Bldg & Grounds Maint Services	2	3,950	3,950	3,950	3,950	-	0.0%
635 .12 Technical Services	970	1,100	1,100	1,100	2,500	1,400	127.3%
640 .04 Management and Consulting Services	8,500	-	-	-	-	-	N/A
650 .01 Telecommunications	1,138	2,520	2,520	2,520	2,520	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	19,829	21,240	21,240	21,240	23,000	1,760	8.3%
Contract/Purchased Services	30,439	28,860	28,860	28,860	32,020	3,160	10.9%
Minor Capital Outlay							
790 .25 Machinery & Equipment	-	500	500	500	1,000	500	100.0%
Minor Capital Outlay	-	500	500	500	1,000	500	100.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	4,808	7,000	5,800	5,140	5,640	(1,360)	-19.4%
Interdepartmental Charges	4,808	7,000	5,800	5,140	5,640	(1,360)	-19.4%
Total Expenditures by Type	52,820	54,910	53,710	53,050	62,210	7,300	13.3%

NARRATIVE

510.04 Janitorial Supplies: \$50 - This account provides for limited cleaning and sanitation supplies used by in house and contracted janitors for buildings owned or leased and operated by the City.

515.02 Building & Grounds Maintenance Materials: \$3,500 – This account provides for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

525.03 Heating Fuel: \$20,000 - This account provides for heating fuel to heat buildings owned or leased and operated by the City.

635.02 Janitorial & Cleaning Services: \$50 - This account provides for services to clean buildings owned or leased and operated by the City.

635.06 Building & Grounds Maintenance Services: \$3,950 - This account provides for services incurred for the repair and maintenance of buildings and the upkeep of grounds owned or leased and operated by the City.

635.12 Technical Services: \$2,500 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control and special inspections.

650.01 Telecommunications: \$2,520 - This account provides expenditures for needed telecommunications lines at the Ketchikan Regional Youth Facility.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

650.02 Electric, Water, Sewer & Solid Waste: \$23,000 - This account provides for electric, water, sewer and solid waste services for buildings owned or leased and operated by the City.

790.25 Machinery & Equipment: \$1,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

825.01 Interdepartmental Charges – Insurance: \$5,640 - This account provides for risk management services and claims.

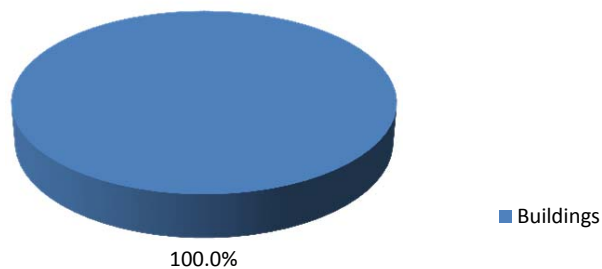
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Building Maintenance

Capital Budget

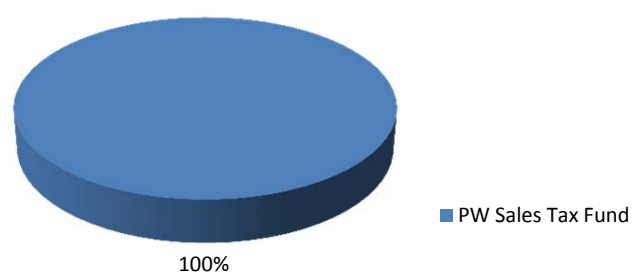
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	83,162	-	-	-	50,000	50,000	NA
725.00 Machinery & Equipment	913	-	12,360	12,360	-	-	NA
Total Major Capital Outlay	84,075	-	12,360	12,360	50,000	50,000	NA

Capital Improvement Projects		Funding Sources			Total
Project #	Project	PW Sales Tax Fund			
705.00	Buildings				
	Old Fire Station No. 1 Re-Roof	20,000	-	-	20,000
	Shoreline Underground Storage Tank Removal	30,000	-	-	30,000
					-
	Total Buildings	50,000	-	-	50,000
	Total Capital Budget	50,000	-	-	50,000

Expenditures by Type



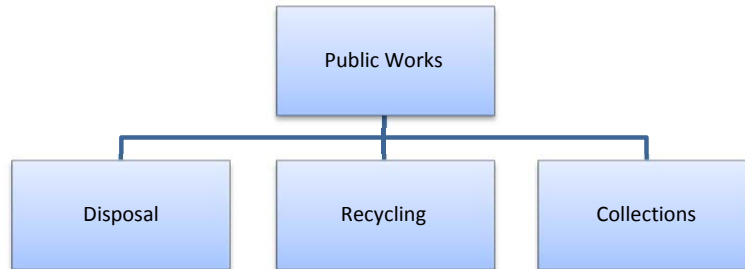
Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Summary

The Public Works Solid Waste Division is responsible for providing safe and efficient handling of municipal solid waste, demolition debris and recyclable products.



The Solid Waste Division is comprised of three operating divisions and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
Disposal	2,141,360	2,113,406	2,155,678	2,122,662	2,224,311	110,905	5.2%
Recycling	81,616	130,277	130,277	95,370	133,163	2,886	2.2%
Collections	707,561	862,937	852,165	836,420	884,034	21,097	2.4%
Capital Improvement Program	596,467	957,306	1,245,806	1,155,820	305,486	(651,820)	-68.1%
Total	3,527,004	4,063,926	4,383,926	4,210,272	3,546,994	(516,932)	-12.7%

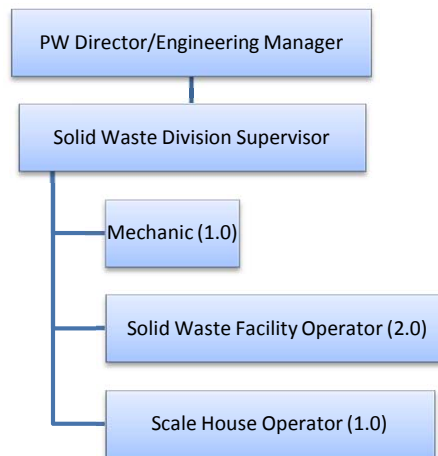
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
Personnel Services and Benefits	1,038,124	1,182,010	1,182,010	1,120,400	1,212,673	30,663	2.6%
Supplies	237,268	236,740	237,133	235,930	246,570	9,830	4.2%
Contract/Purchased Services	1,237,449	1,214,310	1,245,417	1,244,612	1,289,465	75,155	6.2%
Minor Capital Outlay	12,973	27,450	27,450	27,150	27,450	-	0.0%
Interdepartmental Charges	404,723	446,110	446,110	426,360	465,350	19,240	4.3%
Major Capital Outlay	596,467	957,306	1,245,806	1,155,820	305,486	(651,820)	-68.1%
Total	3,527,004	4,063,926	4,383,926	4,210,272	3,546,994	(516,932)	-12.7%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr) %	
		Adopted	Amended	Estimate			
Solid Waste Services Fund	3,527,004	4,063,926	4,383,926	4,210,272	3,546,994	(516,932)	-12.7%
Total	3,527,004	4,063,926	4,383,926	4,210,272	3,546,994	(516,932)	-12.7%

Full-Time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Disposal	4.50	4.50	4.50	4.50	262,446	-	0.0%
Recycling	1.00	1.00	1.00	1.00	53,703	-	0.0%
Collections	5.50	5.50	5.50	5.50	284,329	-	0.0%
Total	11.00	11.00	11.00	11.00	600,478	-	0.0%

MISSION STATEMENT

The mission of the Solid Waste Disposal Division is to continue providing safe and economic solid waste disposal management and to offer such services in an environmentally sound manner while fostering recycling, composting and re-use. The division strives to furnish customers with expedient and efficient service.



GOALS FOR 2019

- Provide solid waste disposal services in compliance with ADEC permit requirements in a manner that reflects positively on the City of Ketchikan.
- Work on improvements to recycling drop center at the landfill to ensure quick and easy drop off of recyclable materials.
- Continue to address facility and grounds clean-up with a focus on site drainage improvements and housekeeping efforts to ensure storm water run-off continues to meet acceptable levels.
- Continue to ship putrescible solid waste. Work at reducing weights and volumes where possible by improving the recycling of materials.
- Provide safe and sanitary disposal of waste to ensure a better and cleaner environment.

ACCOMPLISHMENTS FOR 2018

- The City's household hazardous waste program collected and disposed of approximately 44,850 pounds of various hazardous materials.
- The 2018 community wide Spring Clean-Up program was a success. The division's staff handled the operation in a manner that was extremely efficient and provided direction and service for the disposal of a wide variety of materials. The total volume received in a one-week period was 898,234 pounds (449.12 tons). A total of 2,326 vehicles for that one-week period was recorded at the division's scale station.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

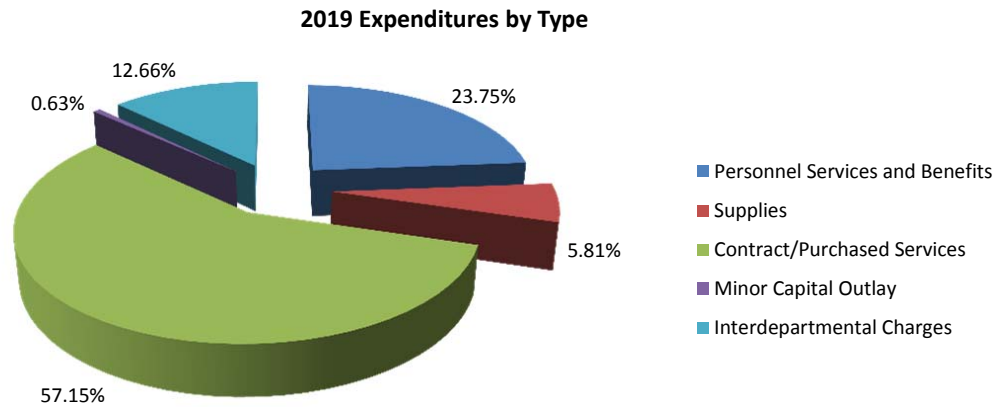
- The division provided support for the 4th of July, Blueberry Arts Festival, and the ALPAR program. Various Earth Day clean-up projects were conducted. The division continued its focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in areawide anti-litter education. The division continues to work with the Forest Service in disposal of noxious weeds such as Tansy Ragwort and outreach efforts on "Don't feed the Bears "and proper refuse containment.
- The division held a successful E-Waste event in October.
- The division continued to provide support in materials, manpower and equipment to other divisions of the City for projects as requested. The division has continued to work on the development of the cemetery as requested.
- The division has continued to work on a closure plan while keeping costs at a minimum.
- New building design was completed by Engineering staff with site preparation work completed by the Solid Waste Department at a significant cost savings to the City.
- The division received a perfect score of 145 out of 145 for a 100% from the Alaska Department of Conservation (ADEC) for their annual inspection and audit. The audit encompassed everything from appropriate signage, storm water runoff, recycling, hazardous waste, community outreach, proper record keeping, and more.

DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	542,256	506,656	519,228	504,080	528,236	21,580	4.3%
Supplies	122,703	121,540	123,633	122,980	129,340	7,800	6.4%
Contract/Purchased Services	1,221,471	1,200,590	1,228,197	1,227,392	1,271,245	70,655	5.9%
Minor Capital Outlay	9,632	13,950	13,950	13,650	13,950	-	0.0%
Interdepartmental Charges	245,298	270,670	270,670	254,560	281,540	10,870	4.0%
Total Expenditures	2,141,360	2,113,406	2,155,678	2,122,662	2,224,311	110,905	5.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	2,141,360	2,113,406	2,155,678	2,122,662	2,224,311	110,905	5.2%
Total Funding	2,141,360	2,113,406	2,155,678	2,122,662	2,224,311	110,905	5.2%

Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Supervisor	0.50	0.50	0.50	0.50	39,343	-	0.0%
Mechanic	1.00	1.00	1.00	1.00	57,545	-	0.0%
Solid Waste Facility Operator	2.00	2.00	2.00	2.00	124,633	-	0.0%
Scale House Operator	1.00	1.00	1.00	1.00	40,925	-	0.0%
Total	4.50	4.50	4.50	4.50	262,446	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$21,580, or by 4.3%, due to annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; higher paid leave benefits for employees that become eligible at retirement age; and projected increases in employee health insurance premiums.
- Operating Supplies (Account No. 510.02) increased by \$6,400, or by 18.6%, due to the 25% increase in steel as a result of the imposition of tariffs, which affects the pricing on baling wire.
- Salvage & Disposal -Impounded Property (Account No. 620.02) increased by \$40,000, or by 200.0%, due to increase in costs for towing, storage, and disposal of impounded vehicles.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	298,493	256,886	272,730	272,730	262,446	5,560	2.2%
501 .01 Overtime Wages	20,426	31,000	30,368	19,640	31,000	-	0.0%
502 .01 Temporary Wages	31,084	32,000	25,320	22,070	32,000	-	0.0%
505 .00 Payroll Taxes	26,738	24,470	24,470	24,060	24,900	430	1.8%
506 .00 Pension	48,029	45,770	45,770	45,410	46,280	510	1.1%
507 .00 Health and Life Insurance	111,249	97,400	101,440	101,440	99,640	2,240	2.3%
507 .30 Workers Compensation	16,666	13,180	13,070	12,670	12,090	(1,090)	-8.3%
508 .00 Other Benefits	(11,929)	4,450	4,450	4,450	18,380	13,930	313.0%
509 .03 Allowances-PW Clothing	1,500	1,250	1,360	1,360	1,250	-	0.0%
509 .08 Allowances-Medical Expenses	-	250	250	250	250	-	0.0%
Personnel Services and Benefits	542,256	506,656	519,228	504,080	528,236	21,580	4.3%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

Operating Expenditures		2017	2018 Budget			2019	2018 Adopted/2019		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Supplies									
510	.01	Office Supplies	2,095	2,660	2,660	2,500	2,600	(60)	-2.3%
510	.02	Operating Supplies	34,329	34,480	36,530	36,530	40,880	6,400	18.6%
510	.03	Safety Program Supplies	661	900	900	850	900	-	0.0%
510	.04	Janitorial Supplies	637	700	700	600	700	-	0.0%
510	.05	Small Tools & Equipment	1,997	2,000	2,000	2,000	2,000	-	0.0%
515	.01	Vehicle Maintenance Materials	48,011	39,000	39,043	39,000	40,000	1,000	2.6%
515	.02	Building & Grounds Maint Materials	6,433	8,800	8,800	8,500	8,600	(200)	-2.3%
525	.03	Heating Fuel	21,310	26,000	26,000	26,000	26,520	520	2.0%
525	.04	Vehicle Motor Fuel & Lubricants	7,230	7,000	7,000	7,000	7,140	140	2.0%
		Supplies	122,703	121,540	123,633	122,980	129,340	7,800	6.4%
Contract/Purchased Services									
600	.02	Travel-Training	-	2,000	2,000	1,800	1,920	(80)	-4.0%
600	.03	Training and Education	-	1,200	1,200	1,200	1,150	(50)	-4.2%
605	.01	Ads and Public Announcements	6,443	6,450	6,450	6,450	6,450	-	0.0%
615	.01	Professional and Technical Licenses	669	700	700	700	700	-	0.0%
615	.02	Assn Membership Dues & Fees	155	400	400	400	400	-	0.0%
620	.02	Salvage & Disposal-Impounded Prop	24,000	20,000	41,500	41,500	60,000	40,000	200.0%
630	.01	Building and Operating Permits	560	800	800	800	800	-	0.0%
630	.02	Vehicle Licenses	1,170	1,550	1,200	1,200	1,475	(75)	-4.8%
630	.03	Bank and Merchant Charges	4,211	3,500	3,500	3,500	3,500	-	0.0%
635	.06	Bldg & Grounds Maint Services	797	1,000	1,000	1,000	1,000	-	0.0%
635	.07	Machinery & Equip Maint Services	17,285	4,750	4,750	4,750	4,750	-	0.0%
635	.09	Disposal Services	1,091,063	1,082,520	1,088,627	1,088,627	1,110,400	27,880	2.6%
635	.12	Technical Services	6,415	7,400	7,085	7,000	7,400	-	0.0%
635	.14	Other Contractual Services	5,706	6,000	6,000	5,800	6,000	-	0.0%
645	.02	Rents and Leases-Machinery & Equip	200	700	700	700	700	-	0.0%
650	.01	Telecommunications	14,855	15,000	15,665	15,665	15,700	700	4.7%
650	.02	Electric, Water, Sewer & Solid Waste	47,942	46,620	46,620	46,300	48,900	2,280	4.9%
		Contract/Purchased Services	1,221,471	1,200,590	1,228,197	1,227,392	1,271,245	70,655	5.9%
Minor Capital Outlay									
790	.15	Furniture and Fixtures	-	950	950	850	950	-	0.0%
790	.25	Machinery and Equipment	6,700	10,000	10,000	9,800	10,000	-	0.0%
790	.26	Computers, Printers & Copiers	1,732	1,500	1,500	1,500	1,500	-	0.0%
790	.35	Software	1,200	1,500	1,500	1,500	1,500	-	0.0%
		Minor Capital Outlay	9,632	13,950	13,950	13,650	13,950	-	0.0%
Interdepartmental Charges									
800	.00	Interdepartmental-Administrative	17,834	19,840	20,140	20,020	20,740	900	4.5%
801	.01	Interdepartmental-Human Resources	6,898	7,570	7,570	7,450	7,870	300	4.0%
802	.00	Interdepartmental-Finance	33,141	37,210	37,210	35,300	37,290	80	0.2%
803	.01	Interdepartmental-Info Technology	15,215	17,750	17,750	17,110	19,890	2,140	12.1%
804	.01	Interdepartmental-Engineering	123,449	140,000	139,700	127,000	145,000	5,000	3.6%
805	.01	Interdepartmental-KPU Billing Services	16,780	16,780	16,780	16,780	18,850	2,070	12.3%
825	.01	Interdepartmental-Insurance	11,947	16,220	16,220	15,600	16,600	380	2.3%
850	.01	Interdepartmental-Garage	20,034	15,300	15,300	15,300	15,300	-	0.0%
		Interdepartmental Charges	245,298	270,670	270,670	254,560	281,540	10,870	4.0%
Total Expenditures by Type			2,141,360	2,113,406	2,155,678	2,122,662	2,224,311	110,905	5.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$262,446 – This account provides for compensation paid to all regular salaried and hourly employees of the Solid Waste Disposal Division.

501.01 Overtime Wages: \$31,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$32,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

505.00 Payroll Taxes: \$24,900 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$46,280 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$99,640 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$12,090 – This account provides for employer contributions to employee workers compensation insurance.

508.00 Other Benefits: \$18,380 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances - Medical Expenses: \$250 - This account provides for employee medical exams.

510.01 Office Supplies: \$2,600 - This account provides for paper, scale tickets, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.02 Operating Supplies: \$40,880 - This account provides for the purchase of departmental supplies including cleaning materials, baler wire, disposal overalls, equipment wash, chains and cables, first aid materials, etc., which are used by the division during the course of the year.

510.03 Safety Program Supplies: \$900 - This account provides for the City safety program. This account traditionally is used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

510.04 Janitorial Supplies: \$700 – This account provides for the cost of janitorial supplies used to maintain the SWRHF during the course of the year.

510.05 Small Tools and Equipment: \$2,000 - This account provides for minor tools. Included are hand tools, chain saws, blow torches, hydraulic jacks and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$40,000 - This account provides for the repair and maintenance of landfill vehicles and equipment. Included are licensed and unlicensed rolling stock.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

515.02 Building & Grounds Maintenance Materials: \$8,600 - This account provides for the cost and supplies of materials including filters, light bulbs, paint, steel, ceiling tiles, electrical wire and parts, lumber and building supplies, etc., which are used by the division to maintain the SWRHF and grounds throughout the course of the year.

525.03 Heating Fuel: \$26,520 - This account provides for the cost of diesel fuel for SWRHF equipment & incinerator operation.

525.04 Vehicle Motor Fuel and Lubricants: \$7,140 - This account provides for gasoline, diesel fuel and lubricants associated with SWRHF vehicles and equipment.

600.02 Travel-Training: \$1,920 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$1,150 – This account provides for registration fees, training fees, training materials, travel, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$6,450 - This account provides for cost of legal advertisements, bid invitations and other regulatory notifications issued by the division during the course of the year. This account also provides for advertising costs incurred to educate the public regarding changes in operations.

615.01 Professional and Technical Licenses: \$700 – This account provides for the cost of staff professional licenses and certificates required for operating equipment.

615.02 Assn. Membership Dues and Fees: \$400 – This account provides for the cost of membership in the Solid Waste Association of North America (SWANA) and the price of subscriptions to publications that provide information for managing and operation of disposal systems. As members of SWANA, employees receive reduced admission to training programs in the fields of solid waste, hazardous materials and recycling.

620.02 Salvage and Disposal of Impounded Property: \$60,000 - This account provides for salvaging and/or disposing of junked vehicles and marine vessels. Although the funding in this line item is a cost to the division, the funds are managed by the Police Department.

630.01 Building and Operating Permits: \$800 - This account provides for state regulatory fees & charges.

630.02 Vehicle Licenses - \$1,475 - This account provides for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$3,500 - This account provides for merchant fees for use of credit and debit cards.

635.06 Buildings and Grounds Maintenance Services: \$1,000 - This account provides contractual services required for the repair and maintenance of buildings and the upkeep of grounds located at the SWRHF. This account includes contract labor and materials required to provide the service.

635.07 Machinery and Equipment Maintenance Services: \$4,750 - This account provides contractual services required for the repair and maintenance of office equipment, machinery and other operating equipment used at the landfill. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.09 Disposal Services: \$1,110,400 - This account provides for the disposal of putrescible waste, hazardous materials through the division's Household Hazardous Waste Program, freon disposal from refrigeration units, shipping and disposal of Harbor's generated used oil and other environmentally sensitive material.

635.12 Technical Services: \$7,400 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included is the cost of outside professional expertise such as water quality testing, which is sometimes required for non-routine specialty tasks. This account also provides for routine semi-annual ADEC inspections required for permitting and general operations. The State of Alaska presently charges for services provided for managing the division's permit and review of the proposed closure plan.

635.14 Other Contractual Services: \$6,000 - This account provides for contractual services not identified in the account classifications under contractual services, which include pest control, systems alarm monitoring, etc.

645.02 Rents and Leases - Machinery & Equipment: \$700 - This account provides for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$15,700 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$48,900 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$950 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$10,000 - This account provides for the acquisition of interchangeable tools for landfill equipment.

790.26 Computers, Printers and Copiers: \$1,500 - This account provides for the acquisition a new computer for the Solid Waste Division staff.

790.35 Software: \$1,500 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements, which includes the purchase of a preventative maintenance program to track upcoming equipment maintenance and to provide for a record of previous repairs.

800.00 Interdepartmental Charges – Administrative: \$20,740 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$7,870 - This account provides for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$37,290 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$19,890 - This account provides for information technology services provided by the Information Technology Department.

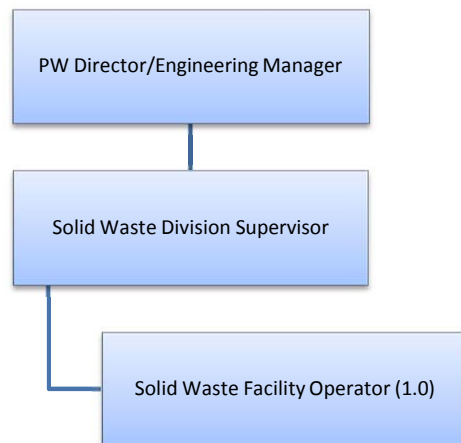
804.01 Interdepartmental Charges – Engineering: \$145,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$18,850 – This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$16,600 - This account provides for risk management services and claims.

MISSION STATEMENT

The Solid Waste Recycling Division is responsible for providing safe and efficient collection of recyclable products. The division attempts to make service beneficial to the public by maximizing recycling when economically feasible and improving the operation to better serve Ketchikan. It is the responsibility of the staff to help and assist the public. The division is responsible for promoting programs that reduce waste and educate the community.



GOALS FOR 2019

- Continue efforts within the City to capture additional recycling volumes.
- Continue efforts to capture additional metal volumes from materials received at the landfill.

ACCOMPLISHMENTS FOR 2018

- The division provided a drop center for recycling products, which includes cardboard, aluminum, glass, used oil, and fluorescent bulbs just to name a few items.
- The division continued to bale and ship white goods (appliances) as recyclable material, thereby removing them from the waste stream. Staff will continue to educate the public about materials currently accepted at the Solid Waste Handling and Recycling Facility.
- The division collected and ground clean wood products to be recycled at its composting operation. Some contractors and other industrial users continue to separate wood for more efficient processing.
- The division continued focusing on removal of scrap metal for additional recycling volumes.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

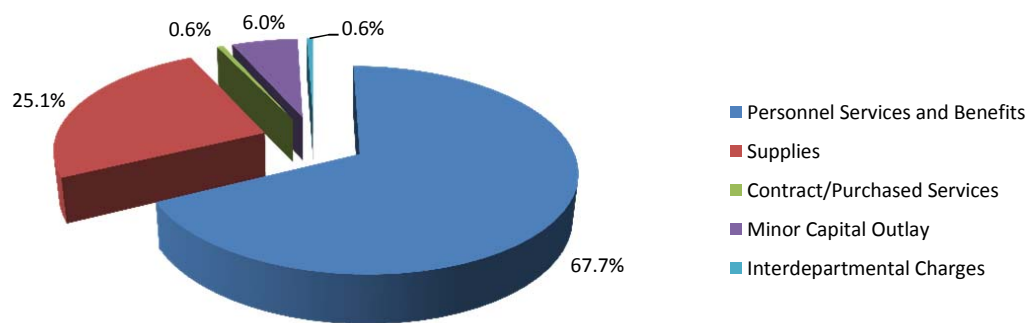
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	39,490	88,037	88,037	53,350	90,193	2,156	2.4%
Supplies	38,269	32,600	32,600	32,500	33,400	800	2.5%
Contract/Purchased Services	-	800	800	800	800	-	0.0%
Minor Capital Outlay	3,341	8,000	8,000	8,000	8,000	-	0.0%
Interdepartmental Charges	516	840	840	720	770	(70)	-8.3%
Total Expenditures	81,616	130,277	130,277	95,370	133,163	2,886	2.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	81,616	130,277	130,277	95,370	133,163	2,886	2.2%
Total Funding	81,616	130,277	130,277	95,370	133,163	2,886	2.2%

Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Facility Operator	1.00	1.00	1.00	1.00	53,703	-	0.0%
Total	1.00	1.00	1.00	1.00	53,703	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- There are no significant operating changes between the adopted operating budget for 2018 and the proposed operating budget for 2019.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	23,373	51,847	51,847	31,500	53,703	1,856	3.6%
501 .01 Overtime Wages	240	-	-	-	-	-	0.0%
505 .00 Payroll Taxes	1,696	3,970	3,970	2,410	4,110	140	3.5%
506 .00 Pension	3,763	8,470	8,470	4,980	8,470	-	0.0%
507 .00 Health and Life Insurance	8,778	20,400	20,400	11,880	20,760	360	1.8%
507 .30 Workers Compensation	1,342	2,160	2,160	1,390	1,960	(200)	-9.3%
508 .00 Other Benefits	48	860	860	860	860	-	0.0%
509 .03 Allowances-PW Clothing	250	250	250	250	250	-	0.0%
509 .08 Allowances-Medical Expenses	-	80	80	80	80	-	0.0%
Personnel Services and Benefits	39,490	88,037	88,037	53,350	90,193	2,156	2.4%
Supplies							
510 .05 Small Tools & Equipment	1,998	2,000	2,000	2,000	2,000	-	0.0%
510 .08 Inventory for Resale	4,900	5,500	5,500	5,500	5,500	-	0.0%
515 .01 Vehicle Maintenance Materials	15,894	8,100	8,100	8,000	8,100	-	0.0%
515 .04 Machinery & Equip Maint Materials	963	1,000	1,000	1,000	1,000	-	0.0%
520 .04 Freight-Material and Supplies	14,514	16,000	16,000	16,000	16,800	800	5.0%
Supplies	38,269	32,600	32,600	32,500	33,400	800	2.5%
Contract/Purchased Services							
600 .03 Training and Education	-	800	800	800	800	-	0.0%
Contract/Purchased Services	-	800	800	800	800	-	0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	3,341	8,000	8,000	8,000	8,000	-	0.0%
Minor Capital Outlay	3,341	8,000	8,000	8,000	8,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	516	840	840	720	770	(70)	-8.3%
Interdepartmental Charges	516	840	840	720	770	(70)	-8.3%
Total Expenditures by Type	81,616	130,277	130,277	95,370	133,163	2,886	2.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$53,703 – This account provides for compensation paid to all regular salaried and hourly employees of the Recycling Division.

505.00 Payroll Taxes: \$4,110 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$8,470 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$20,760 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,960 – This account provides for employer contributions to workers compensation insurance.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Solid Waste

Recycling Division 1560-271

508.00 Other Benefits: \$860 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances- Medical Expenses: \$80 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.05 Small Tools and Equipment: \$2,000 - This account provides for minor tools & equipment used by the division during the course of a year.

510.08 Inventory for Resale: \$5,500 - This account provides for the purchase of equipment such as recycling containers and drop boxes for recycling.

515.01 Vehicle Maintenance Materials: \$8,100 - This account provides for the cost of operating and maintaining vehicles and equipment operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the cost of maintaining recycling containers.

520.04 Freight – Materials and Supplies: \$16,800 - This account provides for shipping metal/oil recycled products to market.

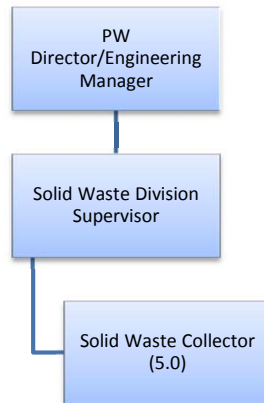
600.03 Training and Education: \$800 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

790.25 Machinery and Equipment: \$8,000 - This account provides for the acquisition of new or replacement recycling equipment that will be used on the division's 1-ton truck chassis.

825.01 Interdepartmental Charges – Insurance: \$770 - This account provides for risk management services and claims.

MISSION STATEMENT

The Solid Waste Collection Division is responsible for providing safe and efficient collection of municipal solid waste, demolition debris and recyclable products. The operation continues to be beneficial to the public by maximizing recycling when economically feasible and improving operations to better serve Ketchikan. It is the responsibility of the staff to help and serve the public. The division is responsible for promoting programs that reduce waste and educate the community. The division follows regulatory guidelines and makes every effort to meet the requirements set forth by those regulations. It is the responsibility of the division to promote an active and positive image of solid waste collection.



GOALS FOR 2019

- Continue solid waste audit of residential and commercial accounts. Ensure all are paying for collection service.
- Generate daily collection sheet to include residential households.
- Improve route efficiencies on existing routes with a strong focus on cost savings.
- Increase collection of recyclable materials by identifying customers that may have waste that can be diverted as recyclable materials in a cost effective manner.
- Continue working with the Finance Department to improve the tracking of seasonal business operators signing up for service.

ACCOMPLISHMENTS FOR 2018

- Customer collection relations continued to be the division's number one priority. The collection staff is well informed about operations and services and is able to answer questions with regard to recycling and the handling of special waste.
- Seasonal adjustment of the commercial route to 6:00 a.m. has resulted in a much cleaner downtown earlier and less complaints about collection vehicles blocking businesses and tourists.
- Collection crews have kept up with demand by working seven days a week during tourist season.
- The division provided containers and collection services for special events as requested. Staff also worked extra hours due to holidays and special events.
- The division worked with ordinances dealing with litter and directed efforts at cleaning up problematic areas. The community still has bear issues and staff will continue to work with KPD and wildlife specialists to help educate the general public.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

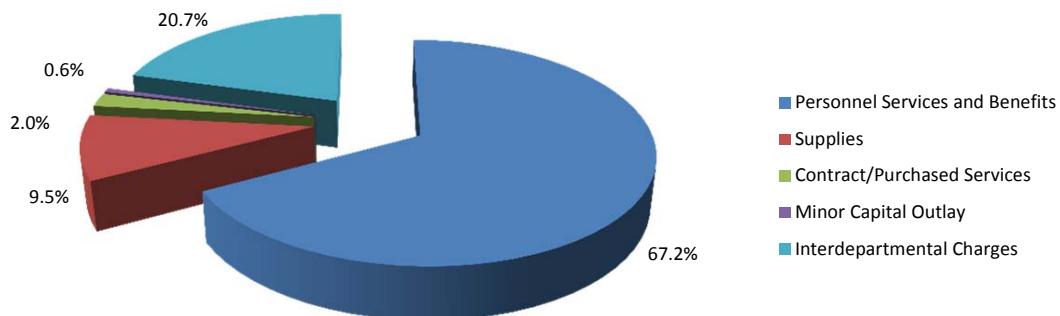
DIVISION SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	456,378	587,317	574,745	562,970	594,244	6,927	1.2%
Supplies	76,296	82,600	80,900	80,450	83,830	1,230	1.5%
Contract/Purchased Services	15,978	12,920	16,420	16,420	17,420	4,500	34.8%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	158,909	174,600	174,600	171,080	183,040	8,440	4.8%
Total Expenditures	707,561	862,937	852,165	836,420	884,034	21,097	2.4%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	707,561	862,937	852,165	836,420	884,034	21,097	2.4%
Total Funding	707,561	862,937	852,165	836,420	884,034	21,097	2.4%

Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	0.50	0.50	0.50	0.50	39,343	-	0.0%
Solid Waste Collector	5.00	5.00	5.00	5.00	244,986	-	0.0%
Total	5.50	5.50	5.50	5.50	284,329	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$6,927, or by 1.2%, due to annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019 Incr(Decr)	%
		Adopted	Amended	Estimate			
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	200,100	277,892	262,680	262,680	284,329	6,437	2.3%
501 .01 Overtime Wages	17,121	24,000	24,000	20,540	24,000	-	0.0%
502 .01 Temporary Wages	48,394	56,400	59,040	59,040	56,400	-	0.0%
505 .00 Payroll Taxes	19,126	27,410	27,410	26,190	27,910	500	1.8%
506 .00 Pension	45,587	52,440	52,440	49,290	53,770	1,330	2.5%
507 .00 Health and Life Insurance	99,256	117,800	117,800	116,320	120,400	2,600	2.2%
507 .30 Workers Compensation	19,461	24,710	24,710	22,260	20,730	(3,980)	-16.1%
508 .00 Other Benefits	5,833	4,890	4,890	4,890	4,930	40	0.8%
509 .03 Allowances-PW Clothing	1,500	1,375	1,375	1,360	1,375	-	0.0%
509 .08 Allowances-Medical Expenses	-	400	400	400	400	-	0.0%
Personnel Services and Benefits	456,378	587,317	574,745	562,970	594,244	6,927	1.2%
Supplies							
510 .02 Operating Supplies	1,237	2,000	2,000	1,800	2,000	-	0.0%
510 .03 Safety Program Supplies	857	900	900	800	900	-	0.0%
510 .05 Small Tools & Equipment	510	900	900	900	900	-	0.0%
510 .08 Inventory for Resale	16,963	17,600	17,600	17,450	17,600	-	0.0%
515 .01 Vehicle Maintenance Materials	33,366	33,700	33,000	33,000	34,400	700	2.1%
515 .04 Machinery & Equip Maint Materials	702	1,000	1,000	1,000	1,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	22,661	26,500	25,500	25,500	27,030	530	2.0%
Supplies	76,296	82,600	80,900	80,450	83,830	1,230	1.5%
Contract/Purchased Services							
600 .03 Training and Education	-	200	200	200	200	-	0.0%
605 .01 Ads and Public Announcements	200	300	300	300	300	-	0.0%
615 .01 Professional and Technical Licenses	400	300	300	300	300	-	0.0%
630 .02 Vehicle Licenses	55	120	120	120	120	-	0.0%
630 .03 Bank and Merchant Charges	15,323	12,000	15,500	15,500	16,500	4,500	37.5%
Contract/Purchased Services	15,978	12,920	16,420	16,420	17,420	4,500	34.8%
Minor Capital Outlay							
790 .25 Machinery and Equipment	-	5,500	5,500	5,500	5,500	-	0.0%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	18,355	20,430	20,730	20,610	21,350	920	4.5%
801 .01 Interdepartmental-Human Resources	7,099	7,800	7,800	7,670	8,100	300	3.8%
802 .00 Interdepartmental-Finance	34,110	38,300	38,300	36,330	38,380	80	0.2%
803 .01 Interdepartmental-Info Technology	15,660	18,270	18,270	17,610	20,470	2,200	12.0%
804 .01 Interdepartmental-Engineering	42,730	49,000	44,600	44,000	50,000	1,000	2.0%
805 .01 Interdepartmental-KPU Billing Services	25,170	25,170	25,170	25,170	28,270	3,100	12.3%
825 .01 Interdepartmental-Insurance	7,083	10,630	10,730	10,690	11,470	840	7.9%
850 .01 Interdepartmental-Garage	8,702	5,000	9,000	9,000	5,000	-	0.0%
Interdepartmental Charges	158,909	174,600	174,600	171,080	183,040	8,440	4.8%
Total Expenditures by Type	707,561	862,937	852,165	836,420	884,034	21,097	2.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$284,329 This account provides for compensation paid to all regular salaried and hourly employees of the Solid Waste Collection Division.

501.01 Overtime Wages: \$24,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$56,400 - This account provides for compensation paid to temporary salaried and hourly employees of the Solid Waste Collection Division.

505.00 Payroll Taxes: \$27,910 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$53,770 – This account provides for employer contributions to retirement systems.

507.00 Health and Life Insurance: \$120,400 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$20,730 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$4,930 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,375 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances- Medical Expenses: \$400 - This account provides for employee medical exams.

510.02 Operating Supplies: \$2,000 - This account provides for the purchase of departmental supplies such as gloves, safety vests, safety glasses, back braces and first aid equipment used during the course of the year.

510.03 Safety Program Supplies: \$900 – This account provides for the City safety program. This account is traditionally used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

510.05 Small Tools and Equipment: \$900 – This account provides for the purchase and or replacement of small tools and equipment used by the division during the course of the year.

510.08 Inventory for Resale: \$17,600 - This account provides for the purchase of equipment such as solid waste dumpsters and drop boxes that are utilized by both the Recycling and Collection Divisions. These in turn are sold to commercial customers of the Solid Waste Collection Division or placed in areas for the collection of recyclable materials from the general public.

515.01 Vehicle Maintenance Materials: \$34,400 - This account provides for the cost of operating and maintaining vehicles operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the cost of supplies and materials such as shovels, fastening hardware, brooms, wheel cart parts, vehicle wash and brushes that are used by the division through the course of the year.

525.04 Vehicle Motor Fuel and Lubricants: \$27,030 - This account provides for the purchase of gasoline, diesel fuel and lubricants associated with the division's use of vehicles.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

600.03 Training and Education: \$200 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$300 - This account provides for advertising and announcements in newspapers or broadcasts over radio. This account also provides for educating the public about waste collection requirements, which includes notification and education to help manage bear problems within the City Limits.

615.01 Professional and Technical Licenses: \$300 – This account provides for cost of commercial driver's licenses and other certificates required for operating equipment.

630.02 Vehicle Licenses: \$120 – This account provides for the cost of various licenses and fees associated with the permitting of the division's vehicles.

630.03 Bank and Merchant Charges: \$16,500 - This account provides for merchant fees for use of credit and debit cards.

790.25 Machinery and Equipment: \$5,500 - This account provides for the purchase of replacement equipment such as cart tippers and other miscellaneous items for the collection vehicles.

800.00 Interdepartmental Charges – Administrative: \$21,350 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$8,100 - This account provides for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$38,380 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$20,470 - This account provides for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$50,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$28,270 – This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$11,470 - This account provides for risk management services and claims.

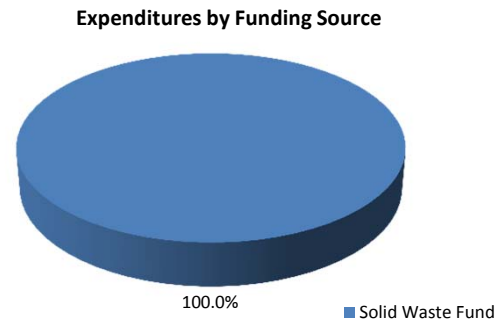
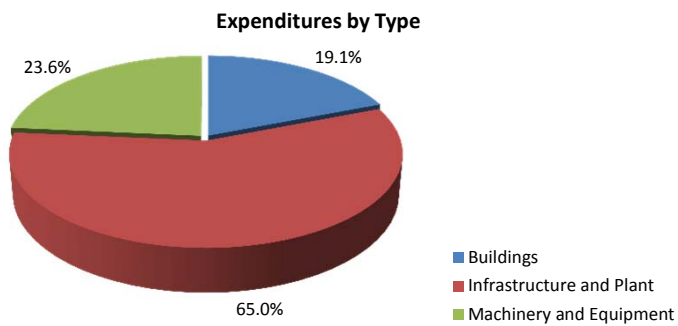
850.01 Interdepartmental Charges – Garage: \$5,000 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Solid Waste

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	313,714	857,306	1,177,306	1,105,820	58,486	(798,820)	-93.2%
725.00 Machinery and Equipment					72,000		New
730.00 Infrastructure and Plant	4,943	100,000	68,500	50,000	175,000	75,000	75.0%
Total Major Capital Outlay	596,467	957,306	1,245,806	1,155,820	305,486	(651,820)	-68.1%

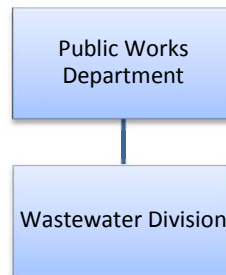
Capital Improvement Projects		Funding Sources			
Project #	Project	Solid Waste Fund			Total
705.00	Buildings				
	Transfer Building LED Conversion	22,000	-	-	22,000
	Solid Waste Building & Design	36,486	-	-	36,486
	Total Buildings	58,486	-	-	58,486
725.00	Machinery and Equipment				
	Conveyor Belt Replacement	72,000			72,000
	Total Machinery and Equipment	72,000	-	-	72,000
730.00	Infrastructure and Plant				
	Building Approach Slab	75,000			75,000
	Cover Generation	100,000	-	-	100,000
	Total Infrastructure and Plant	175,000	-	-	175,000
	Total Capital Budget	305,486	-	-	305,486



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Wastewater

Summary

The Wastewater Division manages, operates and maintains the municipal sanitary wastewater system. The system consists of a secondary treatment plant, a collection system and seven pump stations located throughout its service area. The service area is limited to providing services to businesses and residents living within the boundaries of the City and the Ketchikan International Airport. Wastewater is a division of the Public Works Department.

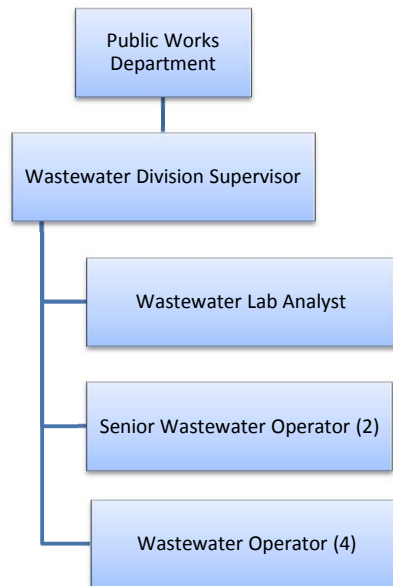


The Wastewater Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	(90,972)	-3.5%
Capital Improvement Program	479,188	1,820,000	1,820,000	728,262	3,677,935	1,857,935	102.1%
Total	2,679,309	4,394,097	4,434,987	3,226,159	6,161,060	1,766,963	40.2%
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	806,858	920,300	961,190	940,790	904,047	(16,253)	-1.8%
Supplies	280,890	353,675	330,695	327,655	305,175	(48,500)	-13.7%
Contract/Purchased Services	353,970	345,790	368,770	368,770	394,290	48,500	14.0%
Minor Capital Outlay	39,759	51,500	51,500	51,500	51,500	-	0.0%
Interdepartmental Charges	495,246	621,720	621,720	578,400	588,580	(33,140)	-5.3%
Debt Service	143,398	201,112	201,112	150,782	159,533	(41,579)	-20.7%
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
Major Capital Outlay	479,188	1,820,000	1,820,000	728,262	3,677,935	1,857,935	102.1%
Total	2,679,309	4,394,097	4,434,987	3,226,159	6,161,060	1,766,963	40.2%
Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Wastewater Fund	2,679,309	3,394,097	3,434,987	3,226,159	3,115,863	(278,234)	-8.2%
Bonds	-	1,000,000	1,000,000	-	3,045,197	2,045,197	204.5%
Total	2,679,309	4,394,097	4,434,987	3,226,159	6,161,060	1,766,963	40.2%
Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	496,477	-	0.0%
Total	8.00	8.00	8.00	8.00	496,477	-	0.0%

MISSION STATEMENT

It is the mission of the Wastewater Division to protect the environment through effective management, operation and maintenance of the sanitary wastewater system. Management's primary concern is for the health and safety of the citizens and employees. The division strives to provide the citizens of the City of Ketchikan with quality service using experienced, well-trained personnel and by continuing to upgrade the existing treatment plant, equipment and collection system components.



GOALS FOR 2019

- Maintain the sewer system as efficiently as possible within the constraints of the Wastewater Division's budget.
- Continue to meet EPA parameters without exceeding limits for BOD, fecal coliform, chlorine residual, pH, dissolved oxygen, copper and zinc.
- Continue to reduce chemical consumption by carefully monitoring use and placement to maximize efficiency.
- Establish a team building program to increase crew morale, safety and productivity.

ACCOMPLISHMENTS FOR 2018

- Replaced pumps in Pump Stations 1 and 7.
- Installed an effluent vent pipe to reduce backfilling in Treatment Plant B sedimentation tanks.
- Worked with State of AK DOT to replace manhole frame and lids on Tongass Ave.
- Worked with various contractors to remove and replace multiple manhole frames and lids around town, removing worn and dangerous frames from traffic zones.
- Completed replacement of motor operated valves in Treatment Plant B pump gallery.
- Upgraded the CCTV (Closed Caption TV) Camera Truck computer and software.
- Continued to maintain the aging infrastructure of the wastewater system and stayed within the constraints of the division's operating budget.
- Reduced chemical costs by following the advice of the CH2M report.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Wastewater

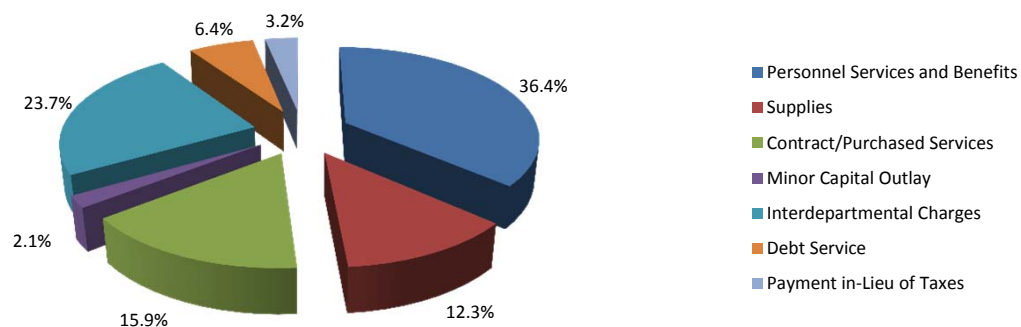
Operations Division 3000-110

DIVISION SUMMARY							
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	806,858	920,300	961,190	940,790	904,047	(16,253)	-1.8%
Supplies	280,890	353,675	330,695	327,655	305,175	(48,500)	-13.7%
Contract/Purchased Services	353,970	345,790	368,770	368,770	394,290	48,500	14.0%
Minor Capital Outlay	39,759	51,500	51,500	51,500	51,500	-	0.0%
Interdepartmental Charges	495,246	621,720	621,720	578,400	588,580	(33,140)	-5.3%
Debt Service	143,398	201,112	201,112	150,782	159,533	(41,579)	-20.7%
Payment in-Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
Total Expenditures	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	(90,972)	-3.5%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	(90,972)	-3.5%
Total Funding	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	(90,972)	-3.5%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	81,833	-	0.0%
Senior Wastewater Operator	2.00	2.00	2.00	2.00	130,341	-	0.0%
Wastewater Operator	4.00	4.00	4.00	4.00	209,881	-	0.0%
Wastewater Lab Analyst	1.00	1.00	1.00	1.00	74,422	-	0.0%
Total	8.00	8.00	8.00	8.00	496,477	-	0.0%

2019 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$16,253, or by 1.8%, due to changes in employee health insurance options arising from turnover and lower paid leave benefits for employees that become eligible at retirement age. The decrease was partially offset by annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2019; and projected increases in employee health insurance premiums.
- Chemicals (Account No. 510.06) decreased by \$60,000, or by 37.5%, due to reduced chemical usage per recommendations put forward by consulting firm CH2M.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Wastewater
Operations Division 3000-110

- Machinery & Equipment Maintenance Materials (Account No. 515.04) increased by \$10,000, or by 54.6%, due to the need to repair and maintain aging equipment in pump stations and treatment facilities.
- Building and Operating Permits (Account No. 630.01) increased by \$5,000, or by 131.6%, due to the cost increase of division's annual ADEC operating permit.
- Bank & Merchant Charges (Account No. 630.03) increased by \$5,000, or by 41.7%, due to increased use of bank cards by customers.
- Machinery & Equipment Maintenance Services (Account No. 635.07) increased by \$10,000, or by 66.7%, due to necessary repairs or replacement of aging equipment.
- Infrastructure Maintenance Services (Account No. 635.08) increased by \$9,340 or by 35.7%, due to the need to repair and maintain aging infrastructure including the SCADA system.
- Electric, Water, Sewer and Garbage (Account No. 650.02) increased by \$13,660, or by 7.5%, due to an increase in landfill fees.
- Interdepartmental - Engineering (Account No. 804.01) decreased by \$42,000, or by 11.6%, as a result of less engineering services being required to address deferred maintenance and capital improvements planned for the Wastewater Division.
- Debt Service Principal and Interest (Accounts No. 931-01 and 932-01) have decreased by \$26,570 and \$15,009, respectively, due to the City borrowing less than anticipated from the ADEC Clean Water Loan Program for the Front Street Sewer Main Replacement Project.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	456,138	497,670	538,560	538,560	496,477	(1,193)	-0.2%
501 .01 Overtime Wages	35,771	50,000	46,210	39,040	50,000	-	0.0%
502 .01 Temporary Wages	21,560	30,000	28,180	23,860	30,000	-	0.0%
505 .00 Payroll Taxes	37,424	44,200	46,020	46,020	44,110	(90)	-0.2%
506 .00 Pension	72,403	86,500	86,500	84,960	85,770	(730)	-0.8%
507 .00 Health & Life Insurance	152,554	174,420	174,420	169,150	169,260	(5,160)	-3.0%
507 .30 Workers Compensation	18,283	23,400	23,400	21,300	20,160	(3,240)	-13.8%
508 .00 Other Benefits	10,725	11,510	15,300	15,300	5,670	(5,840)	-50.7%
509 .03 Allowances-Public Works Clothing	2,000	2,000	2,000	2,000	2,000	-	0.0%
509 .08 Allowances-Medical Expenses	-	600	600	600	600	-	0.0%
Personnel Services and Benefits	806,858	920,300	961,190	940,790	904,047	(16,253)	-1.8%
Supplies							
510 .01 Office Supplies	2,490	2,500	2,500	2,500	2,500	-	0.0%
510 .02 Operating Supplies	10,672	11,000	11,000	11,000	13,000	2,000	18.2%
510 .03 Safety Program Supplies	9,060	10,000	10,000	10,000	10,250	250	2.5%
510 .04 Janitorial Supplies	3,729	7,250	7,250	7,250	7,250	-	0.0%
510 .05 Small Tools & Equipment	5,842	7,000	7,000	7,000	9,000	2,000	28.6%
510 .06 Chemicals	151,530	160,000	141,340	141,300	100,000	(60,000)	-37.5%
515 .01 Vehicle Maintenance Materials	1,142	8,000	8,000	5,000	5,000	(3,000)	-37.5%
515 .04 Machinery & Equip Maint Materials	10,930	18,300	18,300	18,300	28,300	10,000	54.6%
515 .05 Infrastructure Maint Materials	40,039	72,625	68,305	68,305	72,625	-	0.0%
520 .02 Postage	2,838	4,000	4,000	4,000	4,000	-	0.0%
525 .03 Heating Fuel	27,878	36,000	36,000	36,000	36,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	5,731	12,000	12,000	12,000	12,000	-	0.0%
530 .03 Professional & Technical Publications	111	500	500	500	500	-	0.0%
535 .01 Moving Expense - Non-Taxed	4,997	-	-	-	-	-	NA
535 .02 Business & Meal Expenses	162	500	500	500	750	250	50.0%
535 .04 Uniforms/Badges/Clothing	3,739	4,000	4,000	4,000	4,000	-	0.0%
Supplies	280,890	353,675	330,695	327,655	305,175	(48,500)	-13.7%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	10,000	10,000	10,000	10,000	-	0.0%
600 .03 Training & Education	1,060	5,000	5,000	5,000	5,000	-	0.0%
605 .01 Ads & Public Announcements	5,154	4,500	4,500	4,500	6,500	2,000	44.4%
615 .01 Professional & Technical Licenses	1,165	500	500	500	1,000	500	100.0%
615 .02 Assn. Membership Dues & Fees	-	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	2,520	3,800	5,620	5,620	8,800	5,000	131.6%
630 .02 Vehicle Licenses	94	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Charges	16,736	12,000	17,000	17,000	17,000	5,000	41.7%
635 .03 Vehicle Maintenance Services	-	3,000	3,000	3,000	3,000	-	0.0%
635 .04 Software Maintenance Services	2,671	4,500	4,500	4,500	4,500	-	0.0%
635 .06 Bldg. & Grounds Maint Services	5,175	8,000	10,500	10,500	11,000	3,000	37.5%
635 .07 Machinery & Equip Maint Services	14,345	15,000	15,000	15,000	25,000	10,000	66.7%
635 .08 Infrastructure Maint Services	30,743	26,150	26,150	26,150	35,490	9,340	35.7%
635 .12 Technical Services	5,893	6,000	6,000	6,000	6,000	-	0.0%
640 .02 Engineering & Architectural Services	7,197	10,000	10,000	10,000	10,000	-	0.0%
640 .04 Management & Consulting Services	51,101	40,000	40,000	40,000	40,000	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	770	1,000	1,000	1,000	1,000	-	0.0%
650 .01 Telecommunications	15,789	13,000	13,000	13,000	13,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	193,557	182,340	196,000	196,000	196,000	13,660	7.5%
Contract/Purchased Services	353,970	345,790	368,770	368,770	394,290	48,500	14.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	708	1,500	1,500	1,500	1,500	-	0.0%
790 .25 Machinery & Equipment	37,581	48,000	45,500	45,500	45,500	(2,500)	-5.2%
790 .26 Computers, Printers & Copiers	1,470	2,000	4,500	4,500	4,500	2,500	125.0%
Minor Capital Outlay	39,759	51,500	51,500	51,500	51,500	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	27,533	30,640	31,040	30,910	32,020	1,380	4.5%
801 .01 Interdepartmental-Human Resources	10,649	11,690	11,690	11,500	12,150	460	3.9%
802 .00 Interdepartmental-Finance	51,165	57,450	57,450	54,500	57,570	120	0.2%
803 .01 Interdepartmental-Info Technology	23,490	27,400	27,400	26,410	30,700	3,300	12.0%
804 .01 Interdepartmental-Engineering	274,983	363,000	362,600	329,000	321,000	(42,000)	-11.6%
805 .01 Interdepartmental-KPU Billing Services	48,050	48,050	48,050	48,050	50,890	2,840	5.9%
825 .01 Interdepartmental-Insurance	25,719	38,490	38,490	36,030	39,250	760	2.0%
850 .01 Interdepartmental-Garage	18,657	30,000	30,000	27,000	30,000	-	0.0%
851 .01 Interdepartmental-Equipment	15,000	15,000	15,000	15,000	15,000	-	0.0%
Interdepartmental Charges	495,246	621,720	621,720	578,400	588,580	(33,140)	-5.3%
Debt Service							
931 .01 Debt Service-Principal	111,944	156,270	156,270	120,730	129,700	(26,570)	-17.0%
932 .01 Debt Service-Interest	31,454	44,842	44,842	30,052	29,833	(15,009)	-33.5%
Debt Service	143,398	201,112	201,112	150,782	159,533	(41,579)	-20.7%
Other Costs							
975 .00 Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
Other Costs	80,000	80,000	80,000	80,000	80,000	-	0.0%
Total Expenditures by Type	2,200,121	2,574,097	2,614,987	2,497,897	2,483,125	(90,972)	-3.5%

NARRATIVE

500.01 Regular Salaries & Wages: \$496,477 – This account provides for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

501.01 Overtime Wages: \$50,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$30,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Wastewater Services Division.

505.00 Payroll Taxes: \$44,110 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$85,770 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$169,260 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$20,160 – This account provides for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$5,670 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$2,000 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances - Medical Expenses: \$600 – This account provides for employer provided medical exams paid directly to employees.

510.01 Office Supplies: \$2,500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

510.02 Operating Supplies: \$13,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as laboratory supplies, general materials for public programs and bottled water.

510.03 Safety Program Supplies: \$10,250 - This account provides for safety training audio and video programs, safety equipment, City required hearing tests, specialized hazardous materials handling and disposal information, specialized protective safety clothing, traffic control equipment, confined space related equipment for air sampling, calibration and man lifting.

510.04 Janitorial Supplies: \$7,250 – This account provides for cleaning and sanitation supplies used by the in house janitor.

510.05 Small Tools & Equipment: \$9,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

510.06 Chemicals: \$100,000 - This account provides for chemicals used for wastewater treatment and testing.

515.01 Vehicle Maintenance Materials: \$5,000 - This account provides for the repair and maintenance of vehicles owned or leased and operated by the division. Included are licensed and unlicensed rolling stock.

515.04 Machinery & Equipment Maintenance Materials: \$28,300 – This account provides for materials required for the repair and maintenance of machinery and equipment operated by the division. Included are office equipment, operating equipment, computer networks and computers and pump station and treatment plant equipment.

515.05 Infrastructure Maintenance Materials: \$72,625 - This account provides for materials required for the repair and maintenance of infrastructure operated by the division. Included are sewer mains, sewer pump stations, generators, treatment plant and SCADA communications.

520.02 Postage: \$4,000 - This account provides for postal related services such as postage, express delivery and mailing materials.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

525.03 Heating Fuel: \$36,000 - This account provides for heating fuel to heat the wastewater treatment plants.

525.04 Vehicle Motor Fuel & Lubricants: \$12,000 - This account provides for gasoline, diesel fuel, propane and lubricants for vehicles and the 14 foot sampling skiff.

530.03 Professional & Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks and technical journals and wastewater operator manuals.

535.02 Business & Meal Expenses: \$750 - This account provides for reimbursements to employees for business and job related meals, and other business related expenses.

535.04 Uniforms/Badges/Clothing: \$4,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, steel toed boots and gloves.

600.02 Travel-Training: \$10,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$5,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Advertising & Public Announcements: \$6,500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, public awareness brochure, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

615.01 Professional & Technical Licenses: \$1,000 - This account provides for fees paid for technical certifications required by collection system and treatment plant operators, lab technicians, operators of special equipment and commercial driver's licenses.

615.02 Assn. Membership Dues & Fees: \$500 - This account provides for memberships in professional and trade associations such as American Water Works Association, Water Environment Federation and Alaska Rural Water Association.

630.01 Building & Operating Permits: \$8,800 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$500 - This account provides for licensing City vehicles for operations on public highways.

630.03 Bank & Merchant Charges: \$17,000 - This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.03 Vehicle Maintenance Services: \$3,000 - This account provides for expenditures for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$4,500 - This account provides for maintenance agreements to support licensed software systems.

635.06 Buildings & Grounds Maintenance Services: \$11,000 - This account provides contractual services for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$25,000 - This account provides contractual services for the repair and maintenance of office equipment, laboratory equipment, machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$35,490 - This account provides contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Included are sewer mains, sewer pump stations, generators and SCADA systems.

635.12 Technical Services: \$6,000 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are wastewater testing, data base management, video camera operators, pest control and security.

640.02 Engineering & Architectural Services: \$10,000 - This account provides for engineering and architectural services outside the scope of available services with internal staff.

640.04 Management & Consulting Services: \$40,000 - This account provides for management and consulting services. Included are project management, rate studies, management studies and other management and consulting engagements requiring persons or firms with specialized skills and knowledge.

645.02 Rents & Leases - Machinery & Equipment: \$1,000 - This account provides for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$13,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, pagers, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$196,000 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$1,500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery & Equipment: \$45,500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, laboratory equipment, pumps, motors, fittings valves and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers & Copiers: \$4,500 - This account provides for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

800.00 Interdepartmental Charges – Administrative: \$32,020 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$12,150 - This account provides for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$57,570 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$30,700 - This account provides for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$321,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$50,890 - This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$39,250 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$30,000 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

851.01 Equipment Charges: \$15,000 - This account provides for the expenditure for use of equipment owned by another department of the City.

931.01 Debt Service-Principal: \$129,700 - This account provides for principal on Alaska Clean Water Loans for the Wastewater Division.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

932.01 Debt Service-Interest: \$29,833 - This account provides for interest on Alaska Clean Water Loans for the Wastewater Division.

975.00 Payments in Lieu of Taxes: \$80,000 - This account provides for payments in lieu of taxes assessed against the enterprise funds of the City.

CITY OF KETCHIKAN

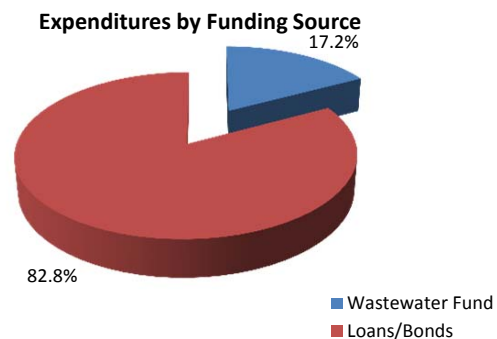
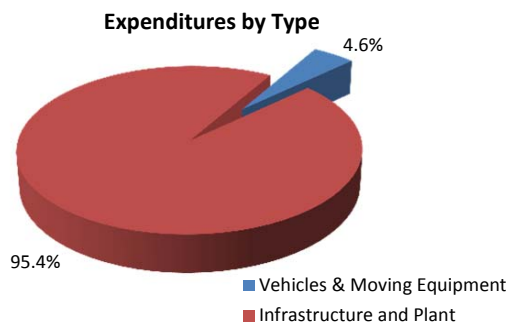
2019 Operating and Capital Budget

Public Works-Wastewater

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	-	450,000	450,000	407,000	170,000	(280,000)	-62.2%
730.00 Infrastructure and Plant	479,188	1,370,000	1,370,000	321,262	3,488,935	2,118,935	154.7%
740.00 Other Capital					19,000	19,000	New
Total Major Capital Outlay	479,188	1,820,000	1,820,000	728,262	3,677,935	1,857,935	102.1%

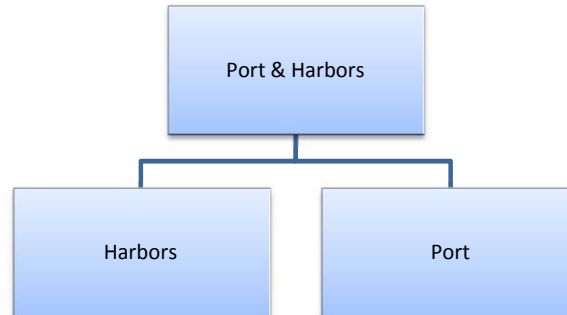
Capital Improvement Projects		Funding Sources			Total
Project #	Project	Wastewater Fund	ADEC Loan/Bonds		
720.00 Vehicles and Moving Equipment					
	Utility Truck Replacement	125,000	-	-	125,000
	Truck Replacement	45,000	-	-	45,000
	Total Vehicles & Moving Equipment	170,000	-	-	170,000
730.00 Infrastructure and Plant					
	Sewer Main & Manhole Repair/Replacement	75,000	-	-	75,000
	Upgrade Sewer Laterals	30,000	-	-	30,000
	Large Pump Station Upgrades	90,000	-	-	90,000
	Small Pump Station Upgrades	40,000	-	-	40,000
	WWTP Equipment Replacement	60,000	-	-	60,000
	Water Meters - Business & Commercial	48,738	1,250,000	-	1,298,738
	Chlorination Automation	100,000	-	-	100,000
	Schoenbar Road Sewer Replacement Phase 1		1,795,197	-	1,795,197
	Total Infrastructure and Plant	443,738	3,045,197	-	3,488,935
740.00 Other Capital					
	ESRI Conversion	19,000	-	-	19,000
	Total Other Capital Assets	19,000	-	-	19,000
	Total Capital Budget	632,738	3,045,197	-	3,677,935



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Harbors

Summary

The Port & Harbors Department operates and maintains six boat harbors: Bar Harbor South, Bar Harbor North, Thomas Basin, Casey Moran, Knudson Cove and Hole-In-The-Wall; three launch ramps; and the Port of Ketchikan.



The Harbors Division of the Port & Harbors Department is comprised of one operating division and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	33,029	2.1%
Capital Improvement Program	277,483	1,367,144	1,581,729	295,065	1,333,350	(33,794)	-2.5%
Total	1,706,354	2,904,730	3,119,315	1,800,020	2,903,965	(765)	0.0%

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	579,347	609,001	607,901	583,270	625,185	16,184	2.7%
Supplies	65,583	74,890	74,890	74,890	80,890	6,000	8.0%
Contract/Purchased Services	257,418	274,220	275,320	275,320	275,720	1,500	0.5%
Minor Capital Outlay	9,444	21,550	21,550	21,550	14,050	(7,500)	-34.8%
Interdepartmental Charges	172,829	209,500	209,500	201,500	224,270	14,770	7.1%
Debt Service	344,250	348,425	348,425	348,425	350,500	2,075	0.6%
Major Capital Outlay	277,483	1,367,144	1,581,729	295,065	1,333,350	(33,794)	-2.5%
Total	1,706,354	2,904,730	3,119,315	1,800,020	2,903,965	(765)	0.0%

Expenditures by Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,380,065	1,650,620	1,680,620	1,615,435	1,649,855	(765)	0.0%
Grants and Contributions	-	627,055	627,055	-	627,055	-	0.0%
Harbor Construction	326,289	139,445	324,030	184,585	139,445	-	0.0%
Bonds	-	487,610	487,610	-	487,610	-	0.0%
Total	1,706,354	2,904,730	3,119,315	1,800,020	2,903,965	(765)	0.0%

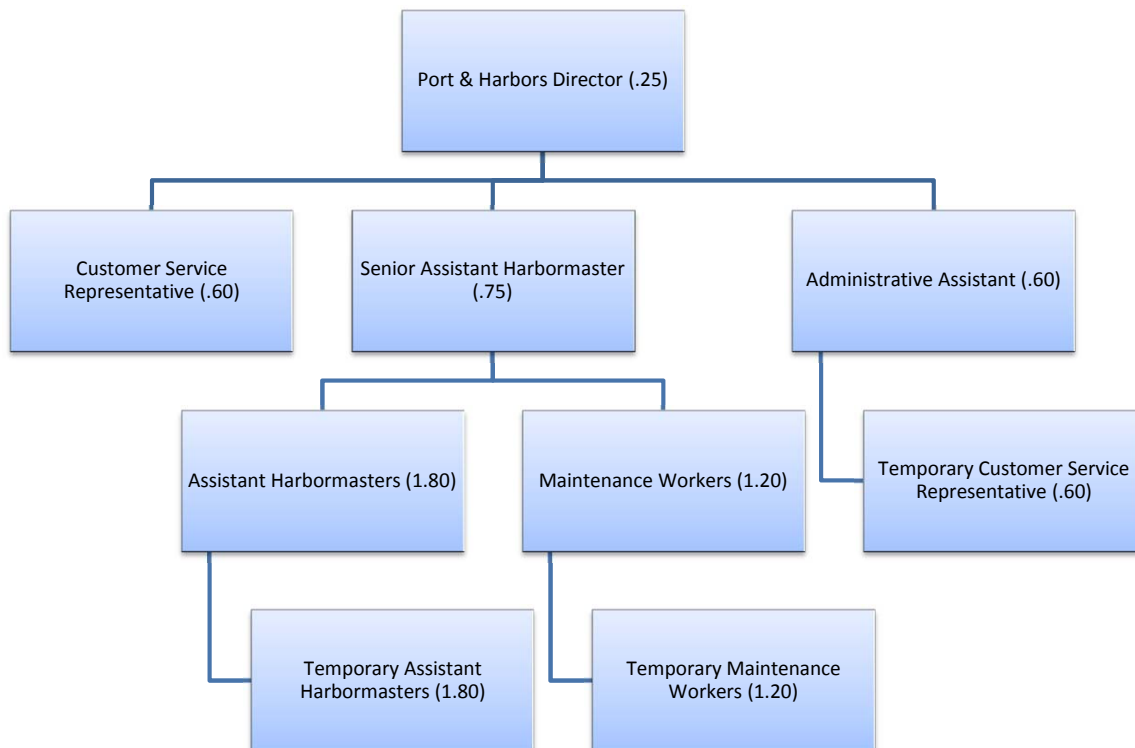
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Harbors

Summary

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	314,345	-	0.0%
Total	5.20	5.20	5.20	5.20	314,345	-	0.0%

MISSION STATEMENT

The mission of the Harbors Division is to maintain and operate the City-owned public boat harbors to provide safe and convenient use of the harbors by the commercial fishing fleet, charter boat fleet, pleasure vessels and the general public. The harbors are operated in accordance with the State Boat Harbor Management Agreement and Title 14 of the Ketchikan Municipal Code. The Harbor Division will, with the aid of the City Council, the City Manager's Office, the Port & Harbors Advisory Board and the State of Alaska, identify and pursue construction of new facilities and maintain existing facilities. The Harbors Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2019

- Complete design of Bar Harbor North Ramp No. 3 and begin construction if State Harbor Facility Municipal Matching Grant funding is awarded.
- Continue replacement of deteriorated concrete deck panels in Bar Harbor North.
- Replace deteriorated decking and bull rails on Float No. 1 in Thomas Basin.
- Complete replacement of finger float on Float No. 8 in Bar Harbor South.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Harbors

Operations Division 1710-110

ACCOMPLISHMENTS FOR 2018

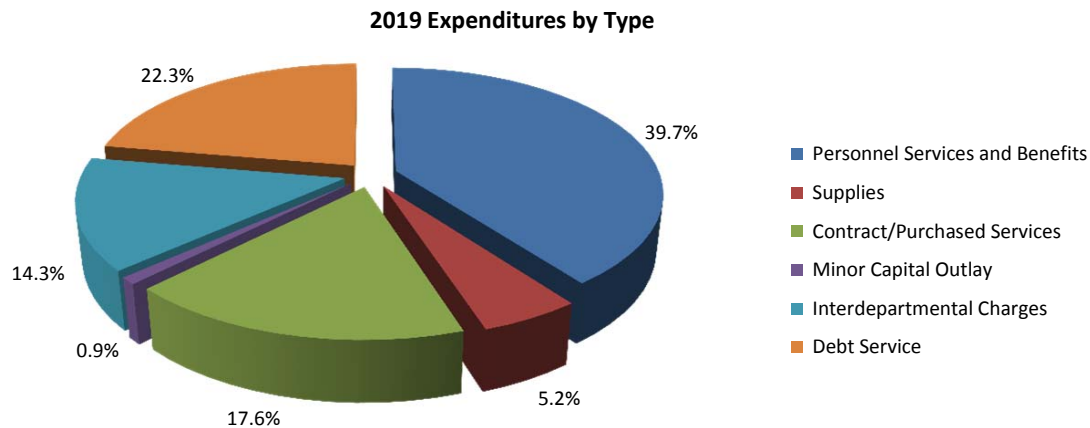
- Completed repairs to Thomas Basin current diverter.
- Completed replacement of deteriorated decking, bull rails and potable water lines on Float No. 3 in Thomas Basin.
- Completed repairs to Bar Harbor South Ramp No. 1.
- Continued repairs to concrete decking in Bar Harbor North.
- Applied for a State Harbor Facility Municipal Matching Grant to replace Bar Harbor North Ramp No. 3.
- Began interim repairs to Bar Harbor South Ramp No. 2 trestle in advance of the programmed 2020 capital project.

DIVISION SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	579,347	609,001	607,901	583,270	625,185	16,184	2.7%
Supplies	65,583	74,890	74,890	74,890	80,890	6,000	8.0%
Contract/Purchased Services	257,418	274,220	275,320	275,320	275,720	1,500	0.5%
Minor Capital Outlay	9,444	21,550	21,550	21,550	14,050	(7,500)	-34.8%
Interdepartmental Charges	172,829	209,500	209,500	201,500	224,270	14,770	7.1%
Debt Service	344,250	348,425	348,425	348,425	350,500	2,075	0.6%
Total Expenditures	1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	33,029	2.1%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	33,029	2.1%
Total Funding	1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	33,029	2.1%

Full-time Equivalent Personnel	2017	2018 Budget			2019		2018 Adopted/2019
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director of Port & Harbors	0.25	0.25	0.25	0.25	29,932	-	0.0%
Senior Assistant Harbormaster	0.75	0.75	0.75	0.75	57,784	-	0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	101,888	-	0.0%
Maintenance Worker	1.20	1.20	1.20	1.20	67,035	-	0.0%
Administrative Assistant	0.60	0.60	0.60	0.60	30,319	-	0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	27,387	-	0.0%
Total	5.20	5.20	5.20	5.20	314,345	-	0.0%



OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services increased by \$16,184, or by 2.7% due to annual employee step increases; a 2% cost of living adjustment for all employees effective January 1, 2019; and increases in employee health insurance premiums.
- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$6,000, or by 15.6%, in order to purchase additional spare GFI breakers for pedestals in Thomas Basin and Bar Harbor.
- Vehicles & Moving Equipment (Account No. 790.20) reduced by \$7,500, or by 100%, as no purchases of moving equipment are anticipated in 2019.
- Interdepartmental Charges - Engineering (Account No. 804.01) increased by \$7,000, or by 15.2%, as result of more engineering services being required to address deferred maintenance and capital improvements planned for the Harbors Division.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	279,468	304,901	288,141	278,910	314,345	9,444	3.1%
501 .01 Overtime Wages	10,205	8,000	11,450	11,450	8,000	-	0.0%
502 .01 Temporary Wages	75,195	69,000	80,900	80,590	69,000	-	0.0%
505 .00 Payroll Taxes	26,946	29,220	29,220	28,380	29,940	720	2.5%
506 .00 Pension	61,525	67,520	67,520	62,170	69,550	2,030	3.0%
507 .00 Health and Life Insurance	111,287	111,330	111,330	103,890	116,750	5,420	4.9%
507 .30 Workers Compensation	14,830	14,340	14,340	12,880	12,930	(1,410)	-9.8%
508 .00 Other Benefits	(109)	4,690	5,000	5,000	4,670	(20)	-0.4%
Personnel Services and Benefits	579,347	609,001	607,901	583,270	625,185	16,184	2.7%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Harbors

Operations Division 1710-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .01 Office Supplies	2,576	3,450	3,427	3,427	3,450	-	0.0%
510 .02 Operating Supplies	2,902	3,300	3,300	3,300	3,300	-	0.0%
510 .03 Safety Program Supplies	294	300	323	323	300	-	0.0%
510 .04 Janitorial Supplies	1,073	1,850	1,850	1,850	1,850	-	0.0%
510 .05 Small Tools & Equipment	2,640	5,000	5,000	5,000	5,000	-	0.0%
515 .01 Vehicle Maint Materials	2,806	2,750	2,750	2,750	2,750	-	0.0%
515 .05 Infrastructure Maint Materials	37,656	38,500	38,500	38,500	44,500	6,000	15.6%
520 .02 Postage	2,931	2,940	2,940	2,940	2,940	-	0.0%
525 .03 Heating Fuel	3,087	5,700	5,700	5,700	5,700	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	7,315	8,000	8,000	8,000	8,000	-	0.0%
530 .02 Periodicals	93	100	100	100	100	-	0.0%
535 .04 Uniforms/Badges/Clothing	2,210	3,000	3,000	3,000	3,000	-	0.0%
Supplies	65,583	74,890	74,890	74,890	80,890	6,000	8.0%
Contract/Purchased Services							
600 .01 Travel-Business	1,006	1,500	1,500	1,500	1,500	-	0.0%
600 .02 Travel-Training	865	1,300	1,300	1,300	1,300	-	0.0%
600 .03 Training and Education	1,282	1,100	1,100	1,100	1,100	-	0.0%
605 .01 Ads and Public Announcements	1,349	1,550	1,790	1,790	1,550	-	0.0%
605 .02 Marketing	-	50	300	300	700	650	1300.0%
615 .02 Assn Membership Dues & Fees	197	200	200	200	200	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	-	7,000	7,000	7,000	7,000	-	0.0%
620 .02 Towing of Impounded Property	272	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	50	900	900	900	900	-	0.0%
630 .02 Vehicle Licenses	34	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	21,777	18,000	18,000	18,000	18,000	-	0.0%
635 .02 Janitorial and Cleaning Services	2,700	3,600	3,600	3,600	3,600	-	0.0%
635 .03 Vehicle Maintenance Services	-	2,850	2,850	2,850	2,850	-	0.0%
635 .04 Software Maintenance Services	711	2,000	1,760	1,760	2,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	9,129	6,700	6,700	6,700	6,700	-	0.0%
635 .07 Machinery & Equip Maint Services	900	4,100	4,100	4,100	4,100	-	0.0%
635 .08 Infrastructure Maint Services	17,290	9,550	9,550	9,550	9,550	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	359	900	900	900	900	-	0.0%
650 .01 Telecommunications	20,303	26,150	27,000	27,000	27,000	850	3.3%
650 .02 Electric, Water, Sewer & Solid Waste	179,194	186,170	186,170	186,170	186,170	-	0.0%
Contract/Purchased Services	257,418	274,220	275,320	275,320	275,720	1,500	0.5%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	250	1,050	1,050	1,050	1,050	-	0.0%
790 .20 Vehicles & Moving Equipment	-	7,500	7,500	7,500	-	(7,500)	-100.0%
790 .25 Machinery and Equipment	8,550	9,200	9,200	9,200	9,200	-	0.0%
790 .26 Computers, Printers & Copiers	644	2,000	2,000	2,000	2,000	-	0.0%
790 .35 Software	-	1,800	1,800	1,800	1,800	-	0.0%
Minor Capital Outlay	9,444	21,550	21,550	21,550	14,050	(7,500)	-34.8%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Harbors

Operations Division 1710-110

Operating Expenditures			2017	2018 Budget			2019	2018 Adopted/2019	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges									
800	.00	Interdepartmental-Administrative	19,712	21,930	22,930	22,130	22,930	1,000	4.6%
801	.01	Interdepartmental-Human Resources	7,624	8,370	8,370	8,240	8,700	330	3.9%
802	.00	Interdepartmental-Finance	36,630	41,130	40,130	39,010	41,210	80	0.2%
803	.01	Interdepartmental-Info Technology	16,817	19,620	19,620	18,910	21,980	2,360	12.0%
804	.01	Interdepartmental-Engineering	39,310	46,000	46,000	42,000	53,000	7,000	15.2%
825	.01	Interdepartmental-Insurance	49,043	63,600	63,600	62,800	67,600	4,000	6.3%
850	.01	Interdepartmental-Garage	3,693	8,850	8,850	8,410	8,850	-	0.0%
Interdepartmental Charges			172,829	209,500	209,500	201,500	224,270	14,770	7.1%
Debt Service									
931	.01	Debt Service-Principal	145,000	155,000	155,000	155,000	165,000	10,000	6.5%
932	.01	Debt Service-Interest	199,250	193,425	193,425	193,425	185,500	(7,925)	-4.1%
Debt Service			344,250	348,425	348,425	348,425	350,500	2,075	0.6%
Total Expenditures by Type			1,428,871	1,537,586	1,537,586	1,504,955	1,570,615	33,029	2.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$314,345 – This account provides for compensation paid to all regular salaried and hourly employees of the Harbors Division.

501.01 Overtime Wages: \$8,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$69,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Harbors Division.

505.00 Payroll Taxes: \$29,940 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$69,550 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$116,750 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$12,930 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$4,670 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$3,450 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, calculators, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$3,300 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Harbors

Operations Division 1710-110

510.03 Safety Program Supplies: \$300 - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$1,850 – This account provides for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$5,000 - This account provides for minor tools and operating & office equipment with a value of less than \$1,000. Included are hand-held radios, hand tools, chain saws, torches, hydraulic jacks, de-watering pumps, computer accessories, portable heaters, radios, welders, and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$2,750 - This account provides for the materials required for maintaining vehicles such as tires.

515.05 Infrastructure Maintenance Materials: \$44,500 - This account provides for the materials required for the repair and maintenance of infrastructure owned or leased and operated by the Harbors Division. Included are launch ramps, access ramps, floats, piles, lighting, water lines and other items associated with the harbor facilities. Increased by \$6,000 in FY19 to account for additional GFI breakers in Thomas Basin and Bar Harbor South.

520.02 Postage: \$2,940 - This account provides for postal related services such as postage, express delivery, mailing materials, etc.

525.03 Heating Fuel: \$5,700 - This account provides for heating fuel to heat facilities owned or leased by the City and operated by the Harbors Division.

525.04 Vehicle Motor Fuel and Lubricants: \$8,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of the Harbors Division.

530.02 Periodicals: \$100 - This account provides for the newspapers, magazines and trade journals.

535.04 Uniforms/Badges/Clothing: \$3,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$1,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$1,300 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$1,100 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Advertising and Public Announcements: \$1,550 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605.02 Marketing: \$700 - This account provides for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Increased by \$650 in FY19 to account for Seattle Boat Show marketing expenses.

615.02 Dues and Membership Fees: \$200 – This account provides for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$7,000 - This account provides for salvaging and/or disposing of junked marine vessels.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Harbors

Operations Division 1710-110

620.02 Towing of Impounded Property: \$500 – This account provides for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$900 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$100 – This account provides for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$18,000 – This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.02 Janitorial and Cleaning Services: \$3,600 - This account provides for services to clean the Harbors Division's facilities and equipment owned or leased by the City. Included are janitorial, carpet cleaning and laundry services.

635.03 Vehicle Maintenance Services: \$2,850 – This account provides for services required for the repair and maintenance of Harbors Division vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$2,000 - This account provides for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$6,700 - This account provides for services required for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the Harbors Division. This account includes contract labor and materials required to provide these services.

635.07 Machinery and Equipment Maintenance Services: \$4,100 - This account provides for services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the Harbors Division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$9,550 - This account provides for the services required for repair and maintenance of infrastructure owned or leased by the Harbors Division. This account includes contract labor and materials required to provide the service. Included are maintenance to ramps, floats, docks, walkways, pavement and utilities.

645.02 Rents and Leases - Machinery & Equipment: \$900 - This account provides for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$27,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and data-streaming for security cameras. Increased by \$850 in FY19 to account for reverse 911 program charges, as well as reoccurring charges for security camera maintenance and upkeep.

650.02 Electric, Water, Sewer & Solid Waste: \$186,170 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$1,050 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$9,200 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers & Copiers: \$2,000 - This account provides for the acquisition of computers, printers and copiers. Acquisition expenses are evenly shared between the Port & Harbors Divisions.

790.35 Software: \$1,800 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$22,930 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$8,700 - This account provides for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$41,210 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$21,980 - This account provides for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$53,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$67,600 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$8,850 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$165,000 - This account provides for principal on general obligation bonds issued to finance harbor capital improvements.

932.01 Debt Service-Interest: \$185,500 - This account provides for interest on general obligation bonds issued to finance harbor capital improvements.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Harbors

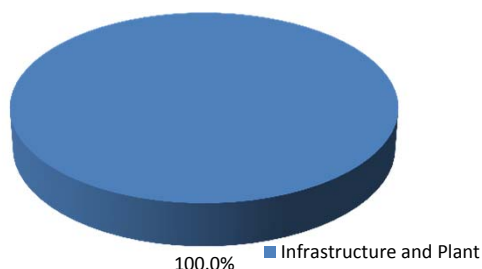
Capital Budget

Major Capital Outlay	2016 Actual	2017 Budget			2018 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	16,968	-	-	-	-	-	NA
725.00 Machinery & Equipment	4,425	-	-	-	-	-	NA
730.00 Infrastructure and Plant	256,090	1,367,144	1,581,729	295,065	1,333,350	(33,794)	-2.5%
Total Major Capital Outlay	277,483	1,367,144	1,581,729	295,065	1,333,350	(33,794)	-2.5%

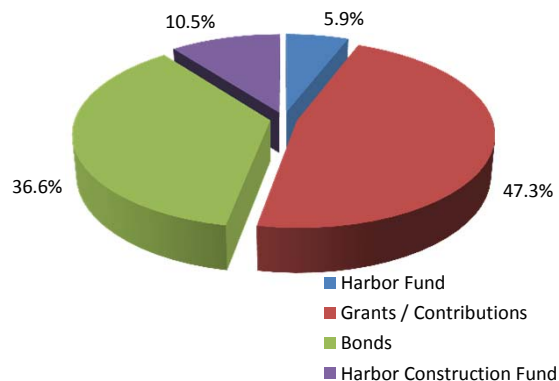
Capital Improvement Projects		Funding Sources				
Project #	Project	Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	Total
730.00 Infrastructure and Plant						
	Bar Harbor North-Replace Ramp 3 and Floats 10 & 11 Electrical (1)		139,445	627,055	487,610	1,254,110
	Bar Harbor South Float 8 Finger Replacement	17,000	-	-	-	17,000
	Security Camera Upgrades	11,329	-	-	-	11,329
	Thomas Basin Float 1 Rehabilitation	45,000	-	-	-	45,000
	Bar Harbor Ramp 2 Trestle Repair	5,911	-	-	-	5,911
	Total Infrastructure and Plant	79,240	139,445	627,055	487,610	1,333,350
	Total Capital Budget	79,240	139,445	627,055	487,610	1,333,350

(1) \$139,445 will be transferred from the Harbor Fund to the Harbor Construction Fund

Expenditures by Type



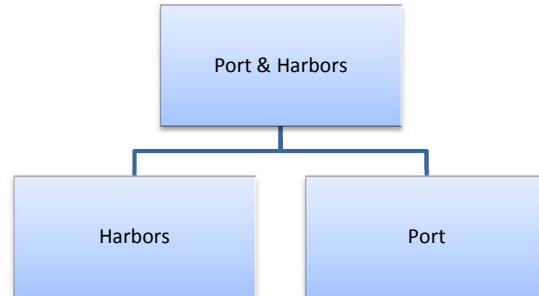
Expenditures by Funding Source



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Summary

The Port & Harbors Department operates and maintains the Port of Ketchikan, six boat harbors: Bar Harbor South, Bar Harbor North, Thomas Basin, Casey Moran, Knudson Cove, and Hole-In-The-Wall; and three launch ramps.



The Port Division of the Port & Harbors Department is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	7,625,354	7,966,824	7,969,804	7,961,955	8,169,352	202,528	2.5%
Capital Improvement Program	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total	16,403,310	15,474,261	15,799,906	9,811,660	17,119,060	1,644,799	10.6%

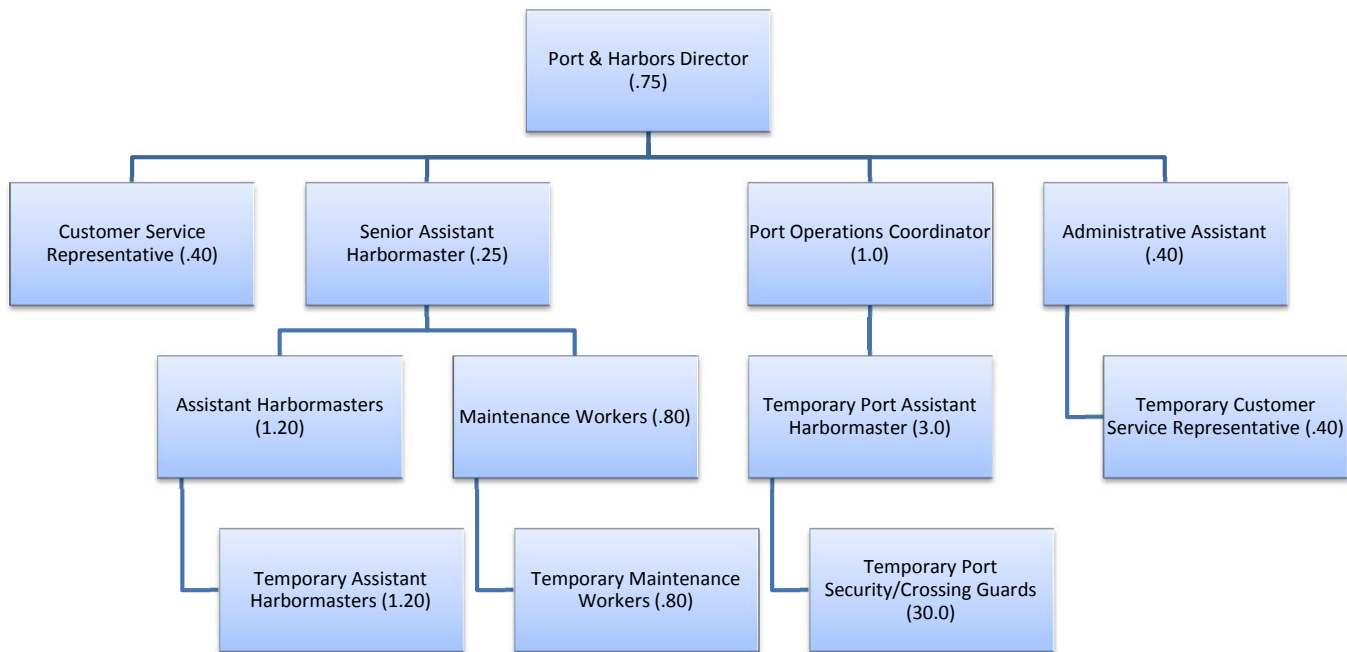
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	996,745	1,075,203	1,086,383	1,084,894	1,139,267	64,064	6.0%
Supplies	77,251	95,595	95,595	95,595	95,595	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,470	13,350	3.7%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs	1,005,470	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Major Capital Outlay	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total	16,403,310	15,474,261	15,799,906	9,811,660	17,119,060	1,644,799	10.6%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	11,704,704	9,506,493	9,832,138	8,315,531	8,831,431	(675,062)	-7.1%
Port Repair and Replacement Fund	1,982,098	-	-	-	-	-	NA
CPV Funds	1,050,330	3,967,768	3,967,768	1,496,129	3,287,629	(680,139)	-17.1%
Grants	1,666,178	2,000,000	2,000,000	-	5,000,000	3,000,000	150.0%
Total	16,403,310	15,474,261	15,799,906	9,811,660	17,119,060	1,644,799	10.6%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	324,087	-	0.0%
Total	4.80	4.80	4.80	4.80	324,087	-	0.0%

MISSION STATEMENT

The mission of the Port Division is to maintain and operate the Port of Ketchikan in a manner that provides for the safe and convenient use of the Port facilities by the cruise industry, commercial fishing fleet, charter boat fleet and the general public. The Port is operated in accordance with Title 13 of the Ketchikan Municipal Code. The Port Division will, with the aid of the City Council, City Manager's Office, the Port & Harbors Advisory Board, and the Cruise Ship industry, identify and pursue construction of new facilities and maintain existing facilities. The Port Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2019

- Complete planning, permitting and design for the removal of the rock pinnacle adjacent to Berth II. Begin removal during the winter of 2019/2020.
- Continue planning, permitting and design for corrosion protection project for Berths I & II.
- Continue planning, permitting and design for improvements to Berths I & II to accommodate future classes of cruise ships.
- Revise Port Security Plan incorporating TWIC readers as necessary.
- Insure that overhaul deficiencies with the Berth III barge are addressed by Vigor Alaska LLC.

ACCOMPLISHMENTS FOR 2018

- Completed construction of improvements to Berth III and overhaul of Berth III barge.
- Continued planning and permitting and began design for project to remove rock pinnacle.
- Completed uplands planning study to accommodate future increase in cruise ship passengers.
- Continued design of improvements to Berths I & II to accommodate future classes of cruise ships.

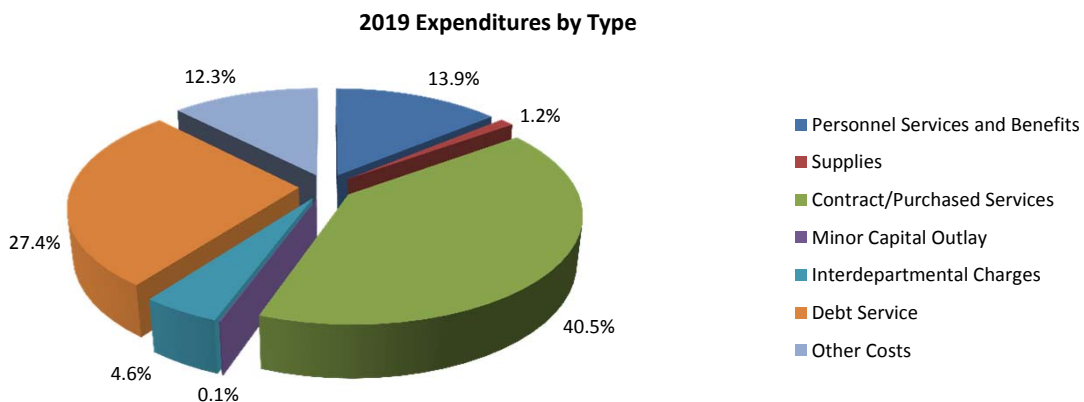
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Operations Division 4000-110

DIVISION SUMMARY							
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	996,745	1,075,203	1,086,383	1,084,894	1,139,267	64,064	6.0%
Supplies	77,251	95,595	95,595	95,595	95,595	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,470	13,350	3.7%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs	1,005,470	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Total Expenditures	7,625,354	7,966,824	7,969,804	7,961,955	8,169,352	202,528	2.5%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Fund	7,625,354	7,966,824	7,969,804	7,961,955	8,169,352	202,528	2.5%
Total Funding	7,625,354	7,966,824	7,969,804	7,961,955	8,169,352	202,528	2.5%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	89,797	-	0.0%
Senior Assistant Harbormaster	0.25	0.25	0.25	0.25	19,261	-	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	64,429	-	0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	67,439	-	0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	44,690	-	0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	20,213	-	0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	18,258	-	0.0%
Total	4.80	4.80	4.80	4.80	324,087	-	0.0%



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port
Operations Division 4000-110
OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services increased by \$64,064, or by 6.0% due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees effective January 1, 2019; an increase in the hourly wage to \$15.00 per hour for seasonal Port security and crossing guard staffing; additional seasonal shifts to cover the increased days of cruise ship vessel tendering; and projected increases in employee health insurance premiums.
- Travel-Business (Account No. 600.01) increased by \$20,760, or by 1,384%, in order to fund the Mayor and two Councilmembers, the City Manager and Assistant City Manager and the Port & Harbors Director's attendance at the 2019 Seatrade Cruise Global Conference in Miami, Florida. Given ongoing discussions between the City and industry regarding expansion of Port facilities, City of Ketchikan representation at this event is considered highly important.
- Interdepartmental Charges - Engineering (Account No. 804.01) increased by \$5,000, or by 14.3%, as result of more engineering services being required to address deferred maintenance and capital improvements planned for the Port.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2017	2018 Budget			2019	2018 Adopted/2019	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits								
500 .01	Regular Salaries and Wages	286,602	314,753	296,753	296,060	324,087	9,334	3.0%
501 .01	Overtime Wages	60,939	55,000	84,600	84,424	59,000	4,000	7.3%
502 .01	Temporary Wages	406,956	426,600	436,350	436,350	466,500	39,900	9.4%
505 .00	Payroll Taxes	57,050	60,930	62,340	62,340	65,000	4,070	6.7%
506 .00	Pension	53,787	80,470	72,430	71,840	83,930	3,460	4.3%
507 .00	Health and Life Insurance	95,932	98,150	93,240	93,210	102,910	4,760	4.8%
507 .30	Workers Compensation	35,066	32,300	33,460	33,460	30,540	(1,760)	-5.4%
508 .00	Other Benefits	413	7,000	7,210	7,210	7,300	300	4.3%
	Personnel Services and Benefits	996,745	1,075,203	1,086,383	1,084,894	1,139,267	64,064	6.0%
Supplies								
510 .01	Office Supplies	1,732	2,500	2,500	2,500	2,500	-	0.0%
510 .02	Operating Supplies	4,699	5,000	5,000	5,000	5,000	-	0.0%
510 .03	Safety Program Supplies	298	400	400	400	400	-	0.0%
510 .04	Janitorial Supplies	10,678	10,100	10,100	10,100	10,100	-	0.0%
510 .05	Small Tools & Equipment	7,991	8,000	8,000	8,000	8,000	-	0.0%
515 .01	Vehicle Maint Materials	3,688	3,000	3,000	3,000	3,000	-	0.0%
515 .02	Bldg & Grounds Maint Materials	7,731	12,500	12,500	12,500	12,500	-	0.0%
515 .04	Machinery & Equip Maint Materials	129	1,000	1,000	1,000	1,000	-	0.0%
515 .05	Infrastructure Maint Materials	15,096	20,000	20,000	20,000	20,000	-	0.0%
520 .02	Postage	32	95	95	95	95	-	0.0%
525 .03	Heating Fuel	3,087	5,900	5,900	5,900	5,900	-	0.0%
525 .04	Vehicle Motor Fuel & Lubricants	7,528	8,900	8,900	8,900	8,900	-	0.0%
530 .02	Periodicals	62	200	200	200	200	-	0.0%
535 .04	Uniforms/Badges/Clothing	14,500	18,000	18,000	18,000	18,000	-	0.0%
	Supplies	77,251	95,595	95,595	95,595	95,595	-	0.0%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,302	1,500	4,200	4,200	22,260	20,760	1384.0%
600 .02 Travel-Training	1,531	2,050	709	709	2,050	-	0.0%
600 .03 Training and Education	3,876	3,700	5,341	5,341	5,700	2,000	54.1%
605 .01 Ads & Public Announcements	2,279	1,500	1,900	1,900	2,000	500	33.3%
605 .02 Marketing	215	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	283	300	300	300	300	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	-	1,500	1,100	1,100	1,500	-	0.0%
620 .02 Towing of Impounded Property	-	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	50	100	100	100	100	-	0.0%
630 .02 Vehicle Licenses	47	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	-	800	800	800	800	-	0.0%
635 .02 Janitorial and Cleaning Services	13,373	15,000	15,000	15,000	15,000	-	0.0%
635 .03 Vehicle Maintenance Services	-	3,000	3,000	3,000	3,000	-	0.0%
635 .04 Software Maintenance Services	711	2,000	2,000	2,000	2,000	-	0.0%
635 .06 Bldg. & Grounds Maint Services	27,022	30,000	30,000	30,000	30,000	-	0.0%
635 .07 Machinery & Equip Maint Services	3,954	12,000	12,000	12,000	12,000	-	0.0%
635 .08 Infrastructure Maint Services	11,520	12,000	12,000	12,000	12,000	-	0.0%
635 .12 Technical Services	2,191	5,000	5,000	5,000	5,000	-	0.0%
635 .13 Marketing Services	171,000	171,490	171,490	171,490	171,490	-	0.0%
635 .14 Other Contractual Services	15,000	17,500	17,500	17,500	17,500	-	0.0%
640 .01 Legal and Accounting Services	-	4,000	4,000	4,000	4,000	-	0.0%
640 .02 Engineering & Architectural Services	-	8,000	8,000	8,000	8,000	-	0.0%
645 .01 Rents & Leases-Land & Buildings	-	2,000	2,000	2,000	2,000	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	(37)	750	750	750	750	-	0.0%
645 .04 Rents & Leases-Infrastructure	2,537,515	2,642,000	2,642,000	2,642,000	2,743,000	101,000	3.8%
650 .01 Telecommunications	17,155	24,146	24,146	24,146	25,000	854	3.5%
650 .02 Electric, Water, Sewer & Solid Waste	196,506	213,970	213,970	213,970	213,970	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	250	2,000	2,000	2,000	2,000	-	0.0%
790 .20 Vehicles and Moving Equipment	-	3,500	3,500	3,500	-	(3,500)	-100.0%
790 .25 Machinery and Equipment	1,855	2,000	2,000	2,000	2,000	-	0.0%
790 .26 Computers, Printers & Copiers	639	2,000	2,000	2,000	2,000	-	0.0%
790 .35 Software	-	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	29,932	33,300	34,800	33,600	34,810	1,510	4.5%
801 .01 Interdepartmental-Human Resources	11,577	12,710	12,710	12,510	13,210	500	3.9%
802 .00 Interdepartmental-Finance	55,623	62,450	62,450	59,240	62,580	130	0.2%
803 .01 Interdepartmental-Info Technology	25,537	29,790	29,790	28,710	33,370	3,580	12.0%
804 .01 Interdepartmental-Engineering	27,881	35,000	31,300	31,000	40,000	5,000	14.3%
825 .01 Interdepartmental-Insurance	155,720	188,370	179,370	179,000	191,000	2,630	1.4%
850 .01 Interdepartmental-Garage	5,318	3,500	3,500	3,500	3,500	3,500	0.0%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,470	13,350	3.7%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	895,000	930,000	930,000	930,000	980,000	50,000	5.4%
932 .01 Debt Service-Interest	1,331,063	1,306,500	1,306,500	1,306,500	1,260,000	(46,500)	-3.6%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs							
910 .511 Transfer to Port R&R Fund	521,051	522,000	522,000	522,000	522,000	-	0.0%
975 .00 Payment in Lieu of Taxes	484,419	485,000	485,000	485,000	485,000	-	0.0%
Other Costs	1,005,470	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Total Expenditures by Type	7,625,354	7,966,824	7,969,804	7,961,955	8,169,352	202,528	2.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$324,087 – This account provides for compensation paid to all regular salaried and hourly employees of the Port Division.

501.01 Overtime Wages: \$59,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. Increased by \$4,000 in FY19 to account for 7% wage increase for temporary Port Security - Crossing Guards.

502.01 Temporary Wages: \$466,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Port Division. Increased by \$39,900 in FY19 to account for 7% wage increase for temporary Port Security - Crossing Guards and additional shifts to cover increased days of vessels tendering.

505.00 Payroll Taxes: \$65,000 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$83,930 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$102,910 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$30,540 – This account provides for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$7,300 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

510.02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$400 – This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$10,100 – This account provides for cleaning and sanitation supplies used at the Harbormaster Building and public restrooms, including Berths III and IV, by in-house and contracted janitors.

510.05 Small Tools and Equipment: \$8,000 - This account provides for minor tools and operating & office equipment with a value of less than \$1,000. Included are hand held radios, hand tools, chain saws, torches, hydraulic jacks, de-watering pumps, computer accessories, portable heaters, radios, welders, cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$3,000 - This account provides for the materials required for maintaining vehicles such as tires.

515.02 Buildings and Grounds Maintenance Materials: \$12,500 – This account provides for the materials required for the buildings and grounds owned or leased and operated by the Port. Included are the restrooms on Berths III and IV, the security planters and the exterior of the Ketchikan Visitors Bureau building on Berth II.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for materials required for maintaining machinery and equipment such as the Port crane.

515.05 Infrastructure Maintenance Materials: \$20,000 - This account provides for materials required for the repair and maintenance of infrastructure owned or leased and operated by the Port. Included are sidewalks, parking lots, promenades and Port & Harbor berthing facilities.

520.02 Postage: \$95 - This account provides for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

525.03 Heating Fuel: \$5,900 - This account provides for heating fuel to heat the Harbormaster Building, shop and other facilities operated by the Port.

525.04 Vehicle Motor Fuel and Lubricants: \$8,900 - This account provides for gasoline, diesel fuel, propane and lubricants for Port vehicles and vessels.

530.02 Periodicals: \$200 - This account provides for the newspapers, magazines and trade journals.

535-04 Allowances-Uniforms/Badges/Clothing: \$18,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, slacks, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$22,260 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$2,050 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$5,700 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties. Increased by \$2,000 in FY19 to cover requirement for flagger training for crossing guards.

605.01 Advertising and Public Announcements: \$2,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605.02 Marketing: \$1,500 – This account provides for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television. Increased by \$500 in FY19 to cover ads for additional misc. Port meetings and announcements.

615.02 Assn. Membership Dues and Fees: \$300 – This account provides for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$1,500 – This account provides for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$500 – This account provides for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$100 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$100 – This account provides for licensing Port vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$800 – This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.02 Janitorial and Cleaning Services: \$15,000 – This account provides for services to clean facilities and equipment owned or leased by the City. Included are janitorial and carpet cleaning for the Harbormaster Building and public restrooms including Berths III and IV.

635.03 Vehicle Maintenance Services: \$3,000 – This account provides for expenditure for the repair and maintenance of Port vehicles and vessels by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$2,000 - This account provides for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$30,000 – This account provides for the services required for the repair and maintenance of buildings and the upkeep of the security planters on the Port. This account includes contract labor and materials required to provide the service.

635.07 Machinery and Equipment Maintenance Services: \$12,000 – This account provides for the services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$12,000 - This account provides for the services required for the repair and maintenance of infrastructure owned or leased by the Port. This account includes contract labor and materials required to provide the service. Included are maintenance to ramps, floats, docks, walkways, pavement and utilities. Repairs by qualified electricians to electrical circuits, lighting and capstans account for the majority of this category.

635.12 Technical Services: \$5,000 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are, data base management, video monitoring, website maintenance and pest control.

635.13 Marketing Services: \$171,490 – This account provides for services to market, improve and promote competitive services offered by the Port. Included are consulting services for developing marketing strategies, customer surveys and direct marketing services offered by third-parties such as the Ketchikan Visitors Bureau.

635.14 Other Contractual Services: \$17,500 - This account provides funding of a weekly arts series at the Port of Ketchikan. Modeled after SeaTac's *Experience the City of Music Program*, it is an effort to showcase Ketchikan's diverse musical talent to the community's cruise ship visitors.

640.01 Legal and Accounting Services: \$4,000 – This account provides for legal and accounting services. Included are contract attorney services, public defender services, audit services, accounting and financial services, arbitration services, specialized legal services for complex issues that cannot be addressed by the City's legal department and other legal services.

640.02 Engineering and Architectural Services: \$8,000 - This account provides for engineering and architectural services.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Port

Operations Division 4000-110

645.01 Rents and Leases – Land and Buildings: \$2,000 – This account provides for the rent and lease of land and buildings. Included are offices, space rental for events, storage yards and covered storage facilities. Both operating and capital leases are accounted for in this account.

645.02 Rents and Leases - Machinery & Equipment: \$750 - This account provides for the rent and lease of machinery and equipment.

645.04 Rents and Leases - Infrastructure: \$2,743,000 – This account provides for the lease of Berth IV. The annual lease payment includes a fixed amount of \$1.8 million plus a variable amount if the number of passengers arriving by cruise ship exceeds 820,000.

650.01 Telecommunications: \$25,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and data streaming for security cameras. Increased by \$850 in FY19 to account for reverse 911 program charges, as well as reoccurring charges for security camera maintenance and upkeep.

650.02 Electric, Water, Sewer & Solid Waste: \$213,970 - This account provides for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$2,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$2,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers and Copiers: \$2,000 – This account provides for the acquisition of computers, printers and copiers.

790.35 Software: \$1,500 – This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$34,810 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$13,210 - This account provides for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$62,580 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$33,370 - This account provides for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$40,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$191,000 - This account provides for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$3,500 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$980,000 - This account provides for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service-Interest: \$1,260,000 - This account provides for interest on the 2016 Port Revenue Refunding Bonds.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Port

Operations Division 4000-110

910.511 Transfer to Port R & R Fund: \$522,000 – This accounts for the funding of the Port Repair and Replacement Fund pursuant to the terms of the City's bond covenants for the 2016 Port Revenue Refunding Bonds and the Berth IV lease agreement between the City and Ketchikan Dock Company.

975.00 Payments in Lieu of Taxes: \$485,000 – This account provides for payments in lieu of taxes in the amount of \$319,000 assessed against the Port by the City of Ketchikan and \$166,000 in taxes assessed against Berth IV by the City and Ketchikan Gateway Borough. Berth IV is privately owned and is subject to both City and Borough property taxes.

CITY OF KETCHIKAN

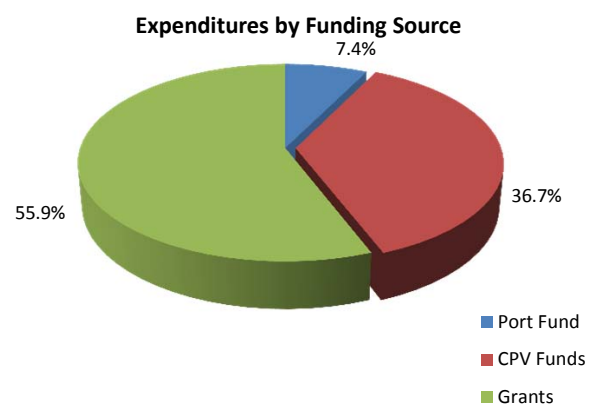
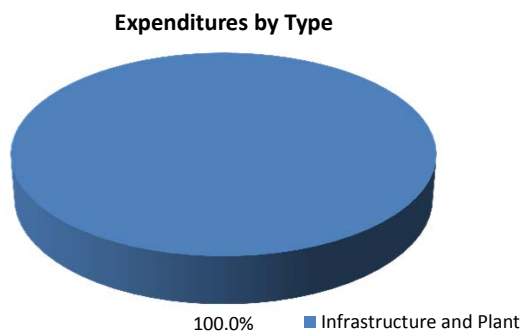
2019 Operating and Capital Budget

Port

Capital Budget

Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	16,968	-	-	-	-	-	0.0%
725.00 Machinery & Equipment	4,425	-	-	-	-	-	0.0%
730.00 Infrastructure and Plant	8,756,563	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total Major Capital Outlay	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%

Capital Improvement Projects		Funding Sources			Total
Project #	Project	CPV Funds	Port Fund	Grants	
730.00	Infrastructure and Plant				
	Rock Pinnacle Removal	2,471,659	578,341	5,000,000	8,050,000
	Berths I & II Expansion	815,970	-	-	815,970
	Berth III Floating Fender Modifications	-	25,000	-	25,000
	Security Camera Upgrades	-	5,475	-	5,475
	Berth IV Replace FD Standpipe	-	17,000	-	17,000
	TWIC Readers	-	25,000	-	25,000
	Dock Vendor Tour Booth Replacement	-	11,263	-	11,263
	Total Infrastructure and Plant	3,287,629	662,079	5,000,000	8,949,708
	Total Capital Budget	3,287,629	662,079	5,000,000	8,949,708



CITY OF KETCHIKAN**2019 Operating and Capital Budget****Risk Management**

Risk management covers the insurance program developed to protect the City from the risk of incurring a substantial financial loss due to damage to its property and equipment and claims arising from third parties for damages to their property or personal injury. Risk management also includes a workers compensation insurance program to protect the City's employees in the event that they are injured while performing their duties.

The insurance programs are accounted for in the Self-Insurance Fund. Each department of the City is assessed an interdepartmental charge that is based on the same method used by the insurance company to develop the premiums charged to the City. Liability insurance is based on the department's personnel costs and property insurance is based on the facilities and equipment used by the department. The amounts paid by the departments for property and liability insurance are accounted for in Account No. 825.01, Interdepartmental Charges – Insurance.

The interdepartmental charge for workers compensation insurance is based on rates developed by the National Council on Compensation Insurance (NCCI), adjusted for the City's experience modifier and other discounts offered by the insurance company. The rates developed by the NCCI vary between worker classes. For example, the City pays \$6.44 per \$100 of compensation to insure its firefighters and \$0.46 per \$100 of compensation to insure its clerical workers. The amount paid by a department depends on the demographics of its work force and its total compensation. The amounts paid by the departments for workers compensation insurance are accounted for in Account No. 507.30, Workers Compensation.

RISK MANAGEMENT SUMMARY							
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	56,310	3.6%
Total	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	56,310	3.6%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	56,310	3.6%
Total	1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	56,310	3.6%

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Property Insurance Premiums (Account No. 625.01) increased by \$26,970, or by 6.4%. There were three main factors driving the increases: (1) a 50% reduction in the membership dividend that occurred in 2018 and (2) market driven increases in premiums and (3) revised replacement values based on an insurance appraisal conducted in 2017.
- Liability Insurance Premiums (Account No. 625.03) increased by \$37,310, or by 38.9%. There were two factors driving the increases: (1) a 50% reduction in the membership dividend that occurred in 2018 and (2) market driven increases in premiums.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Risk Management

OPERATING BUDGET DETAIL									
Expenditures by Category		2017	2018 Budget			2019	2018 Adopted/2019		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Contract/Purchased Services									
625	.01	Property Insurance Premiums	334,847	421,000	409,600	407,400	447,970	26,970	6.4%
625	.02	Comm. Auto Insurance Premiums	52,418	60,000	60,000	57,600	62,470	2,470	4.1%
625	.03	Liability Insurance Premiums	80,237	96,000	107,400	106,700	133,310	37,310	38.9%
625	.04	Workers Compensation Premiums	658,099	620,000	620,000	612,700	607,590	(12,410)	-2.0%
625	.05	Wharfage and Marine Premiums	89,703	90,000	90,000	88,700	91,970	1,970	2.2%
625	.50	Self-Insured Claims-Property	(7,405)	43,000	43,000	43,000	43,000	-	0.0%
625	.51	Self-Insured Claims-Auto	1,032	23,000	23,000	23,000	23,000	-	0.0%
625	.52	Self-Insured Claims-Liability	46,510	134,000	134,000	134,000	134,000	-	0.0%
640	.04	Management & Consulting Services	70,000	75,000	75,000	75,000	75,000	-	0.0%
Contract/Purchased Services			1,325,441	1,562,000	1,562,000	1,548,100	1,618,310	56,310	3.6%

NARRATIVE

625.01 Property Insurance Premiums: \$447,970 – This account provides for premiums paid for property, casualty and fire insurance for the City’s buildings and equipment.

625.02 Commercial Auto Insurance Premiums: \$62,470 – This account provides for premiums paid for auto insurance for the City’s fleet.

625.03 Liability Insurance Premiums: \$133,310 - This account provides for premiums paid for commercial general, public officials and law enforcement and other liability insurance.

625.04 Workers Compensation Insurance Premiums: \$607,590 - This account provides for premiums paid for workers compensation insurance for all City employees.

625.05 Wharfage and Marine Premiums: \$91,970 – This account provides for premiums paid for wharfingers and marine insurance.

625.50 Self-Insured Claims – Property: \$43,000 - This account provides for property claims not covered by insurance. Included are deductibles and self-insured claims.

625.51 Self-Insured Claims – Auto: \$23,000 - This account provides for auto claims not covered by insurance. Included are deductibles and self-insured claims.

625.52 Self-Insured Claims – Liability: \$134,000 - This account provides for liability claims not covered by insurance. Included are deductibles and self-insured claims.

640.04 Management and Consulting Services: \$75,000 – This account provides for risk management services provided by an insurance broker.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Debt Service

Debt service for all tax-supported general obligation bond indebtedness is paid by the General Obligation Bond Debt Service Fund. It is from this fund that the City makes principal and interest payments on general obligation bonds and other types of loan obligations for which the City has pledged its full faith and credit. General obligation bonds issued to finance enterprise activities are accounted for in enterprise funds or special revenue funds. Revenue bonds are paid for exclusively by enterprise funds and would not be accounted for in the General Obligation Bond Debt Service Fund.

There are four revenue sources that fund the City's General Obligation Bond Debt Service Fund. The first source is a transfer from the City's General Fund. This transfer represents a transfer of resources of the General Fund, primarily property taxes, which have been designated by the City Council for the payment of general obligation debt. The second source is a transfer of sales tax from the Hospital Sales Tax Fund. The third source is derived from the Economic Recovery Zone rebates from the federal government. The fourth source is a transfer of sales tax from the Public Works Sales Tax Fund.

DEBT SERVICE SUMMARY

Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	(125,723)	-3.2%
Total Expenditures	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	(125,723)	-3.2%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Property Taxes	983,443	692,001	692,001	692,001	854,474	162,473	23.5%
Bond Proceeds	-	-	-	-	-	-	NA
Contributions		161,243	161,243	161,243	-	(161,243)	-100.0%
Hospital Sales Tax	2,570,100	2,533,700	2,533,700	2,533,700	2,532,700	(1,000)	0.0%
Public Works Sales Tax		388,188	388,188		211,683	(176,505)	-45.5%
Economic Recovery Zone Rebate	-	119,700	119,700	119,700	114,000	(5,700)	-4.8%
Total Funding	3,553,543	3,894,832	3,894,832	3,506,644	3,712,857	(181,975)	-4.7%

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

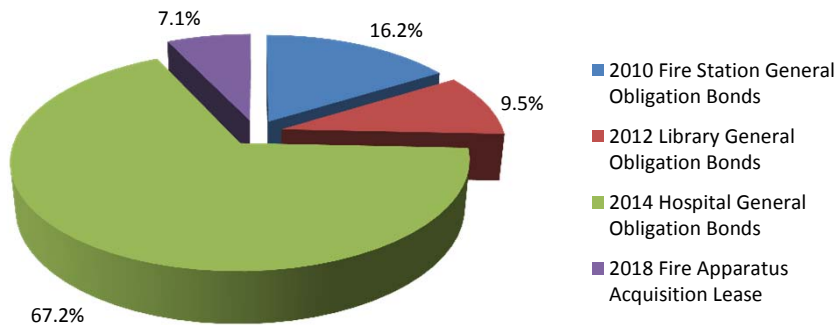
- Debt Service-Principal (Account No. 931.01) decreased by \$56,273, or 3.4%, to reflect a revised amount for the proposed agreement to lease-finance the acquisition of apparatus for the Fire Department.
- Debt Service-Interest (Account No. 932.01) decreased by \$69,450, or 3.1%, to reflect a revised amount for the proposed agreement to lease-finance the acquisition of apparatus for the Fire Department.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Debt Service

OPERATING BUDGET DETAIL							
Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	3,063,700	1,663,317	1,663,317	1,335,000	1,607,044	(56,273)	-3.4%
932 .01 Debt Service-Interest	489,843	2,231,515	2,231,515	2,171,644	2,162,065	(69,450)	-3.1%
Debt Service	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	(125,723)	-3.2%
Total Expenditures	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	(125,723)	-3.2%

Operating Expenditures	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Instrument							
2015 Refunding Hospital GO Bonds	816,400	-	-	-	-	-	NA
2010 Fire Station General Obligation Bonds	622,799	615,300	615,300	615,300	611,080	(4,220)	-0.7%
2012 Library General Obligation Bonds	360,644	357,644	357,644	357,644	357,394	(250)	-0.1%
2014 Hospital General Obligation Bonds	1,753,700	2,533,700	2,533,700	2,533,700	2,532,700	(1,000)	0.0%
2018 Fire Apparatus Acquisition Lease	-	388,188	388,188	-	267,935	(120,253)	-31.0%
Total Debt	3,553,543	3,894,832	3,894,832	3,506,644	3,769,109	(125,723)	-3.2%

2019 Expenditures by Bond Issue



NARRATIVE

931.01 Debt Service-Principal: \$1,607,044 – This account provides for principal payments required for tax-supported general obligation bonds.

932.01 Debt Service-Interest: \$2,162,065 – This account provides for interest payments required for tax-supported general obligation bonds.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Transfers and Advances

Transfers are necessitated when revenues earned and accounted for in one fund are earmarked for expenditures that are accounted for in another fund. For example, the Ketchikan Municipal Code requires that the City's 1% Hospital Sales Tax be accounted for in the Hospital Sales Tax Fund. The 1% Hospital Sales Tax can be used for improvements to the Ketchikan Medical Center, debt service for bonds issued to finance improvements to the Ketchikan Medical Center or any other general government purpose designated by the City Council. Transfers are made from the Hospital Sales Tax Fund to a capital improvement fund, the General Obligation Bond Debt Service Fund or the General Fund. These are the funds where the actual expenditures occur.

Some transfers occur frequently and other transfers occur infrequently. Transfers to fund operating costs and debt service occur frequently and are generally consistent from year to year. Transfers to fund capital improvements occur infrequently and can vary from year to year depending on the nature of the capital improvements.

The major transfers of funds for operating costs are as follows:

- Hospital Sales Tax Fund to the General Fund for the operating costs of the General Fund.
- Public Works Sales Tax Fund to the General Fund for the operating costs of the Public Works Department.
- Transient Tax Fund to the General Fund for the operating costs of the Civic Center.

The major transfers of funds for debt service are as follows:

- Hospital Sales Tax Fund to the General Obligation Bond Debt Service Fund for debt issued to finance the construction of a new surgical suite and clinical space for the Ketchikan Medical Center.
- General Fund to the General Obligation Bond Debt Service Fund for debt issued to finance the construction of new fire station and library facilities.

The major transfer of funds for capital improvements is as follows:

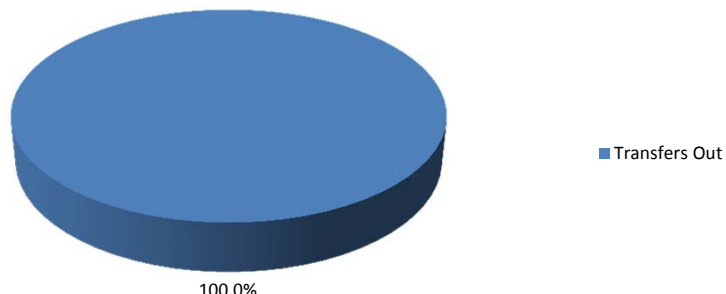
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements for the port that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

Advances are temporary or short-term loans from one fund to another fund. Advances are usually made to address temporary short-term cash flow issues or finance improvements or capital projects with short payback periods. It is the policy of the City to charge a market rate of interest on all advances. No advances were programmed for 2019.

TRANSFERS AND ADVANCES SUMMARY

Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out	7,780,064	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%
Advances to Other Funds	241,547	-	-	-	-	-	NA
Total Expenditures	8,021,611	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%

2019 Expenditures by Type



CITY OF KETCHIKAN
2019 Operating and Capital Budget
Transfers and Advances

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	779,157	762,688	749,817	747,151	910,724	148,036	19.4%
Hospital Sales Taxes	3,044,500	3,000,826	2,992,244	2,990,076	2,990,200	(10,626)	-0.4%
Public Works Sales Taxes	2,082,477	2,490,865	2,477,994	2,085,370	2,506,195	15,330	0.6%
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
Bayview Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Transient Tax Fund	339,593	373,882	373,882	369,925	992,051	618,169	165.3%
Small Boat Harbor Fund	132,700	139,445	139,445	-	139,445	-	NA
CPV Fund	1,202,270	4,117,768	4,221,108	1,753,340	3,437,629	(680,139)	-16.5%
US Marshal Fund	-	-	-	-	45,000	45,000	New
Major Capital Improvement Fund	25,993	-	-	-	-	-	NA
Harbor Construction Fund	241,547	-	-	-	-	-	NA
Community Facilities Development Fund	162,000	161,243	161,243	161,243	-	(161,243)	-100.0%
Total Funding	8,021,611	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%

OPERATING BUDGET CHANGES FOR 2019

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Transfers out decreased \$81,725, or by 0.7%, from 2018. Most of the decrease is due to not drawing down on CPV funds and Public Works Sales Tax funds to finance capital improvements, fire apparatus and major repairs.

OPERATING BUDGET DETAIL

Operating Expenditures		2017	2018 Budget			2019	2018 Adopted/2019	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out								
910. 101	Transfers Out from General Fund	779,157	762,688	749,817	747,151	910,724	148,036	19.4%
910. 110	Transfers Out from Hospital Sales Tax Fund	3,044,500	3,000,826	2,992,244	2,990,076	2,990,200	(10,626)	-0.4%
910. 111	Transfers Out from Public Works Sales Tax Fund	2,082,477	2,490,865	2,477,994	2,085,370	2,506,195	15,330	0.6%
910. 112	Transfers Out from Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
910. 210	Transfers Out from Transient Tax Fund	339,593	373,882	373,882	369,925	992,051	618,169	165.3%
910. 240	Transfers Out from Small Boat Harbor Fund	132,700	139,445	139,445	-	139,445	-	0.0%
910. 250	Transfers Out from Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
910. 260	Transfers Out from CPV Fund	1,202,270	4,117,768	4,221,108	1,753,340	3,437,629	(680,139)	-16.5%
910. 280	Transfers Out from US Marshal Fund	-	-	-	-	45,000	45,000	New
910. 310	Transfers Out from Major Capital Improvement Fund	25,993	-	-	-	-	-	NA
910. 330	Transfers Out from Community Facilities Dvlpmnt Fund	162,000	161,243	161,243	161,243	-	(161,243)	-100.0%
Total Transfers Out		7,780,064	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%
Advances to Other Funds								
913. 118	Advances Repayments from Harbor Construction Fund	241,547	-	-	-	-	-	NA
Total Advances to Other Funds		241,547	-	-	-	-	-	NA
Total Expenditures		8,021,611	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Transfers and Advances

		2017	2018 Budget			2019	2018 Adopted/2019	
Operating Expenditures		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out and Advances - Detail								
910.101 Transfers Out From General Fund To:								
Fund	Purpose							
GO Bond Debt Service Fund	2010 Fire Station GO Bonds	498,036	495,600	495,600	495,600	497,080	1,480	0.3%
GO Bond Debt Service Fund	2012 Library GO Bonds	198,644	196,401	196,401	196,401	357,394	160,993	82.0%
Community Grant Fund	Community Grant Program	82,477	70,687	57,816	55,150	56,250	(14,437)	-20.4%
Transfers Out from General Fund		779,157	762,688	749,817	747,151	910,724	148,036	19.4%
910.110 Transfers Out From Hospital Sales Tax Fund To:								
General Fund	General Fund Support	420,000	420,000	420,000	420,000	420,000	-	0.0%
Community Grant Fund	Community Grant Program	54,400	47,126	38,544	36,376	37,500	(9,626)	-20.4%
GO Bond Debt Service	2014 Hospital GO Bonds	2,570,100	2,533,700	2,533,700	2,533,700	2,532,700	(1,000)	0.0%
Transfers Out from Hospital Sales Tax Fund		3,044,500	3,000,826	2,992,244	2,990,076	2,990,200	(10,626)	-0.4%
910.111 Transfers Out From Public Works Sales Tax Fund To:								
General Fund	Public Works Department	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	-	0.0%
General Fund	Streets Seasonal Litter Program	-	31,990	31,990	30,220	32,010	20	0.1%
CPV Capital Improvement Fund	Streets - Creek St. Imprvmnts	-	-	-	-	150,000	150,000	New
Community Grant Fund	Community Grant Program	82,477	70,687	57,816	55,150	56,250	(14,437)	-20.4%
GO Bond Debt Service	2018 Fire Apparatus Lease	-	388,188	388,188	-	267,935	(120,253)	-31.0%
Transfers Out from Public Works Sales Tax Fund		2,082,477	2,490,865	2,477,994	2,085,370	2,506,195	15,330	0.6%
910.112 Transfers Out From Shoreline Fund To:								
General Fund	Shoreline Building Lease	6,374	6,374	6,374	6,374	6,374	-	0.0%
Transfers Out from Shoreline Fund		6,374	6,374	6,374	6,374	6,374	-	0.0%
910.210 Transfers Out From Transient Tax Fund To:								
General Fund	Civic Center Operations	339,593	373,882	373,882	369,925	389,451	15,569	4.2%
General Fund	General Fund Support	-	-	-	-	282,600	282,600	New
Major Capital Improvements Fund	Civic Center Improvements	-	-	-	-	320,000	320,000	New
Transfers Out from Transient Tax Fund		339,593	373,882	373,882	369,925	992,051	618,169	165.3%
910.240 Transfers Out From Small Boat Harbor Fund To:								
Harbor Construction Fund	Harbor Improvements	132,700	139,445	139,445	-	139,445	-	0.0%
Transfers Out from Small Boat Fund		132,700	139,445	139,445	-	139,445	-	0.0%
910.250 Transfers Out From Bayview Cemetery O & M Fund To:								
General Fund	Cemetery Operations	5,000	5,000	5,000	5,000	5,000	-	0.0%
Transfers Out from Bayview Cemetery O & M Fund		5,000	5,000	5,000	5,000	5,000	-	0.0%
910.260 Transfers Out From CPV Special Revenue Fund To:								
General Fund	Streets - Seasonal Litter Crew	34,511	-	-	-	-	-	NA
CPV Capital Improvement Fund	Streets - Creek St. Imprvmnts	-	-	-	-	150,000	150,000	New
Major Capital Improvements Fund	Museum Improvements	117,429	-	-	-	-	-	NA
CPV Capital Improvement Fund	Museum Improvements	-	150,000	253,340	253,340	-	(150,000)	-100.0%
Port Enterprise Fund	Berth I & II Expansion Design	1,050,330	3,967,768	3,967,768	1,500,000	3,287,629	(680,139)	-17.1%
Transfers Out from CPV Fund		1,202,270	4,117,768	4,221,108	1,753,340	3,437,629	(680,139)	-16.5%
910.280 Transfers Out From US Marshal Fund To:								
General Fund	Training for Police Department	-	-	-	-	45,000	45,000	New
Transfers Out from US Marshal Fund		-	-	-	-	45,000	45,000	New
910.310 Transfers Out from Major Capital Improvement Fund To:								
Fund	Purpose							
CPV Capital Improvement Fund	Museum Improvements	25,993	-	-	-	-	-	NA
Transfers Out from Major Capital Improvement Fund		25,993	-	-	-	-	-	NA

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Transfers and Advances

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
910.330 Transfers Out Community Facilities Dvlpmnt. Fund to:							
GO Bond Debt Service Fund 2012 Library GO Bonds	162,000	161,243	161,243	161,243	-	(161,243)	-100.0%
Transfers Out from Community Facilities Development Fund	162,000	161,243	161,243	161,243	-	(161,243)	-100.0%
913.118 Advances Repayments from Harbor Construction Fund to:							
Fund							
Purpose							
Economic Development & Parking Payment of Advance	241,547	-	-	-	-	-	NA
Advances Repayments from Harbor Construction Fund	241,547	-	-	-	-	-	NA
Total Expenditures	8,021,611	11,058,091	11,127,107	8,118,479	11,032,618	(25,473)	-0.2%

NARRATIVE

910.101 Transfers Out from the General Fund: \$910,724 – This account provides for transfers from the General Fund from various funds of the City to fund debt service and the Community Grant Program.

910.110 Transfers Out from the Hospital Sales Tax Fund: \$2,990,200 – This account provides for transfers from the Hospital Sales Tax Fund to fund debt service, the Community Grant Program and \$420,000 of financial support for the General Fund.

910.111 Transfers Out from the Public Works Sales Tax Fund: \$2,449,943 – This account provides for transfers from the Public Works Sales Tax Fund for \$2,000,000 of financial support for the General Fund, the Community Grant Program and lease payments for the fire apparatus lease agreement.

910.112 Transfers Out from the Shoreline Fund: \$6,374 – This account provides for transfers from the Shoreline Fund to the General Fund to cover a portion of the cost associated with operating and maintaining the former Shoreline Fire Station.

910.210 Transfers Out from the Transient Tax Fund: \$992,051 – This account provides for transfers from the Transient Tax Fund to the General Fund for the financial support of the operations of the Civic Center. The amount of the transfer is based on total operating costs less operating revenues.

910.240 Transfers Out from the Small Boat Harbor Fund: \$139,445 – This account provides for transfers from the Small Boat Harbor Fund to the Harbor Construction Fund for the support of the Harbor Department's capital improvement program.

910.250 Transfers Out from the Bayview Cemetery O & M Fund: \$5,000 – This account provides for transfers from the Bayview Cemetery O & M Fund to the General Fund for the financial support of the operations of Bayview Cemetery.

910.260 Transfers Out from the CPV Fund: \$3,437,629 – This account provides for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.

910.280 Transfers Out from the US Marshal Fund: \$45,000 – This account provides for transfers from the US Marshal Fund to fund