

**CITY OF KETCHIKAN, ALASKA
2020 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET**

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CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 19-2756

A RESOLUTION ADOPTING THE BUDGET FOR THE YEAR 2020, APPROPRIATING FROM THE GENERAL GOVERNMENT FUNDS FOR THE FISCAL YEAR 2020; AND ESTABLISHING AN EFFECTIVE DATE.

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

Section 1: That the budget for the year 2020, entitled CITY OF KETCHIKAN, ALASKA, 2020 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

Section 2: That the sum of \$29,234,413 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, 2020.

<u>Item of Appropriation</u>	
Mayor and Council	\$ 211,108
City Clerk	339,466
City Attorney	382,002
City Manager	884,841
Finance	2,285,239
Information Technology	1,216,349
Fire	4,188,719
Police	6,187,742
Library	1,450,086
Museum	1,114,249
Civic Center	551,982
Public Health	14,325
Public Works - Engineering	2,235,441
Public Works - Streets	1,909,482
Public Works - Cemetery	91,630
Public Works - Garage	677,091
Public Works - Building Maintenance	627,142
Transfers	917,502
Appropriated Reserves	<u>3,950,017</u>
Total	<u>\$ 29,234,413</u>

Section 3: That the sum of \$7,968,013 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, 2020.

<u>Item of Appropriation</u>	
Public Health	\$ 338,140
Transfers	2,988,324
Appropriated Reserves	<u>4,641,549</u>
Total	<u>\$ 7,968,013</u>

Section 4: That the sum of \$9,807,278 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, 2020.

Item of Appropriation		
Finance	\$	20,000
Fire		420,500
Police		646,533
Museum		85,962
Public Works - Engineering		267,000
Public Works - Cemetery		219,417
Public Works - Streets		1,808,845
Public Works - Garage		132,200
Public Works - Building Maintenance		50,000
Transfers		2,357,823
Appropriated Reserves		3,798,998
		<hr/>
Total	\$	<u>9,807,278</u>

Section 5: That the sum of \$19,838,021 as shown in the following items of appropriations is appropriated for the other Special Revenue Funds of the City of Ketchikan for the fiscal year beginning January 1, 2020.

Fund	Item of Appropriation		
Transient Sales Tax Fund	Transfers	\$ 832,167	
	Appropriated Reserves	493,609	\$ 1,325,776
Marijuana Sales Tax Fund	Mayor and Council	117,420	
	Transfers	262,584	
	Appropriated Reserves	89,045	469,049
Solid Waste Services Fund	Public Works - Solid Waste	3,748,002	
	Appropriated Reserves	1,184,587	4,932,589
Boat Harbor Fund	Port & Harbors	1,741,694	
	Appropriated Reserves	732,927	2,474,621
Cemetery O & M Fund	Transfers	5,000	
	Appropriated Reserves	49,353	54,353
Cemetery Development Fund	Public Works - Cemetery	4,583	
	Appropriated Reserves	23,702	28,285
Cemetery Endowment Fund	Appropriated Reserves	23,103	23,103
Shoreline Fund	Transfers	6,374	
	Appropriated Reserves	96,774	103,148
Community Grant Fund	Mayor and Council	309,000	
	Appropriated Reserves	17,131	326,131
Economic Parking & Development Fund	Tourism & Economic Development	172,450	
	Appropriated Reserves	456,990	629,440
Commercial Passenger Vessel Excise Tax Fund	Tourism & Economic Development	117,040	
	Transfers	2,127,768	
	Appropriated Reserves	5,588,991	7,833,799
US Marshall Fund	Appropriated Reserves	137,727	137,727
Federal and State Grant Fund	Public Health	1,500,000	1,500,000
			<hr/>
Total			<u>\$ 19,838,021</u>

Section 6: That the sum of \$3,765,199 as shown in the following items of appropriations is appropriated for the General Obligation Bond Debt Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2020.

<u>Item of Appropriation</u>	
Debt Service	<u>\$ 3,765,199</u>

Section 7: That the sum of \$7,651,173 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, 2020.

<u>Fund</u>	<u>Item of Appropriation</u>		
Harbor Construction Fund	Port & Harbors	\$ 1,659,110	
	Appropriated Reserves	<u>394,024</u>	\$ 2,053,134
Major Capital Improvement Fund	Civic Center	386,165	
	Appropriated Reserves	<u>68,467</u>	454,632
Community Facilities Development Fund	Library	40,000	
	Museum	794,853	
	Appropriated Reserves	<u>1,732,772</u>	2,567,625
Hospital Construction Fund	Public Health	1,190,000	
	Appropriated Reserves	<u>27,864</u>	1,217,864
CPV Capital Improvement Fund	Tourism & Economic Development	1,357,462	
	Appropriated Reserves	<u>456</u>	1,357,918
Total			<u>\$ 7,651,173</u>

Section 8: That the sum of \$38,485,064 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, 2020.


<u>Fund</u>	<u>Item of Appropriation</u>		
Wastewater Fund	Public Works - Wastewater	\$ 8,163,541	
	Appropriated Reserves	<u>2,376,785</u>	\$ 10,540,326
Ketchikan Port Fund	Port & Harbors	9,388,076	
	Appropriated Reserves	<u>13,691,985</u>	\$ 23,080,061
Port Repair & Replacement Fund	Appropriated Reserves	<u>4,864,677</u>	4,864,677
Total			<u>\$ 38,485,064</u>

Section 9: That the sum of \$2,361,951 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, 2020.

<u>Item of Appropriation</u>	
Risk Management	\$ 1,726,800
Appropriated Reserves	<u>635,151</u>
Total	<u>\$ 2,361,951</u>

Section 10: This resolution shall be effective upon its passage and approval.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Ketchikan on this 19th day of December, 2019.



Robert Sivertsen, Mayor

ATTEST:



Kim Stanker, City Clerk



November 7, 2019

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 2020 General Government Operating and Capital Budget (the "2020 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, 2019. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

INTRODUCTION AND EXECUTIVE OVERVIEW

The 2020 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 2020 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 2020, 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 2020 are as follows:

- Staffing levels remained the same as 2019 except for some minor staffing changes in the Police Department. Step increases have been programmed for all eligible employees. A 2% cost of living adjustment has been programmed for all represented and non-represented employees. The cost of living adjustment will become effective January 1, 2020.
- Certain employee benefit costs have been programmed to increase. Health insurance premiums are expected to rise by 10%. The increase in the cost for health insurance will be shared equally between the City and its employees. Increases in retirement costs will be limited to rising salaries and wages caused by the implementation of the compensation plan update, 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.
- An increase in property tax mill rate has been programmed. If approved by the City Council, the mill rate will increase from 6.6 to 7.1, an increase of .5 mills. Property values have been programmed to increase by 1.4%. This projection is based on a 5-year average of increases in the certified assessment roll.
- The sales tax rate will remain at the current rate of 4% but taxable sales have been projected to increase by 3% over estimated taxable sales for 2019. Effective January 1, 2020, the sales tax cap will be raised from \$1,000 to \$2,000. This is expected to raise additional \$540,000 in sales tax revenues. The City's sales tax collections continue to benefit from the strong tourism industry.
- No rate increases have been programmed for harbor moorage, solid waste services or wastewater utility services. Rates have been increased for port services but the effective date for most of the rate increases is 2021.
- Liability and property insurance premiums have been programmed to increase by 10%. 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 2019, total premiums increased by 32% and are projected to increase in July 2020 by about 10%. The increases are due to poor claims experience in the property, casualty and liability markets. The cost of construction and materials is having an impact on replacement values. The City has been required to increase its replacement values to ensure that its facilities are adequately insured. Workers compensation insurance policies also expire on July 1 and overlap the City's calendar fiscal year. Premiums for workers compensation insurance decrease by 14% on July 1, 2019 but are expected to remain flat for the July 1, 2020 renewal. It is also important to note that premiums for workers compensation are based on staffing demographics and the rates set for each employee classification by the National Council on Compensation Insurance. As a result some departments may experience an increase in the cost of workers compensation instead of a decrease.

- In mid-2017, the City's new 5% marijuana sales tax went into effect. Since the new tax was enacted, it has raised approximately \$518,000. The forecast for 2020 is \$250,000. As directed by the City Council, the proceeds from this new revenue source will be accounted for in the Marijuana Sales Tax Fund and 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 council.
- Approximately 1,260,000 cruise ship passengers have been projected to visit Ketchikan in 2020. This represents a 7.5% increase over the 1,171,620 passengers that visited Ketchikan in 2019. The revenues and expenses of the Port Enterprise Fund have been programmed accordingly. The biggest financial impact will be on the revenues derived from the City's \$7 passenger wharfage fee and the lease payments that will be required for Berth IV. The additional cruise passengers will also have a favorable impact on sales tax revenues and the amount the City receives from the State of Alaska's CPV Excise Tax.
- Annual debt service is expected to be comparable to 2020 with one exception. The City plans to enter into a \$1.72 million lease agreement to finance the acquisition of fire-fighting equipment in December 2019. The annual lease payments of approximately \$267,000 will begin in 2020. The City's annual debt service will increase from \$6.37 million to \$6.51 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 2019.

***Issues that Impacted or May Impact
the Proposed 2020 Budget and Beyond***

In preparing the proposed 2020 Budget, staff identified issues that may have the potential to impact the long-term finances of the City, its operations and/or the proposed 2020 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.

Rates for Services Provided By the City Although the City Council has pursued a variety of plans and options to address the adequacy of rates assessed against those that use services provided by the City, there still needs to be a more concerted effort to develop and implement a long-term rate setting strategy. This is extremely important if the City desires to have an adequate infrastructure in place to provide those services. The long-term goal of the City should be the development of infrastructure replacement program and the financing plan that will be required to fund it. In particular, the City should focus on the following services:

- Harbors
- Solid Waste
- Wastewater

- Cemetery

There are many benefits from taking this approach to rate setting but the two most important ones are better service to the citizens of the City and lower cost to our citizens that use the services. This type of planning and rate setting avoids costly deferred maintenance and ensures that the cost of providing the services will be borne by the users of the services and not the taxpayers. Long-term planning also puts the City in a good position to take advantage of opportunities to lower costs. For example, having a shovel ready project on the shelf allows the City to sell its bonds when market conditions are excellent for low interest financing instead of being forced to sell bonds in a poor market because of failing infrastructure. The savings can be significant. The City Council may recall the recent refunding of the 2006 Port Revenue Bond. That refunding saved the City over \$6 million in interest cost. That is the difference between having a strategy and not having one and a good bond market and a bad one.

Port Infrastructure and Uplands The City is facing significant challenges at the Port of Ketchikan. A new larger class of cruise ships, the neo-panamax class, began servicing Southeast Alaska in 2018. Additional neo-panamax ships are expected in 2019 and beyond. Not only are the ships getting larger, the number of passengers per ship is increasing. In 2019, the number of panamax class passengers ranged between 2,500 and 3,000 while the neo-panamax class passenger counts reached as high as 4,700. A peak passenger day is now over 14,000 and this figure does not include crew members off the cruise ships. The City's current Port facilities and upland areas are not properly sized or configured for use by the neo-panamax class vessels and their passengers and will need to be renovated.

Financing Port infrastructure and upland improvements will require a major undertaking by the City. The cost could reach \$150 million. In the absence of the availability of grant funding, the City has issued a request for proposals to assist in its efforts to finance these improvements instead of relying solely on the issuance of revenue bonds.

Tourism is now a major economic driver of the local economy in Ketchikan. The tourism industry creates jobs and strengthens the local tax base, which results in a more secure community and lower taxes for everyone. The evidence of this is clear. In 2018, the average monthly employment in the community of Ketchikan was 7,044, with employment peaking at 7,980 in July and hitting the bottom at 6,544 in February. Sales tax revenues are projected to reach a record \$12.9 million in 2019. About 70 percent of this revenue is collected between April and September. An in-house analysis prepared by the City Finance Department using limited information provided by the Ketchikan Gateway Borough estimated that about 35% of the City sales tax revenues are either directly or indirectly derived from tourism. Assessed values have also appreciated. Since 2009, assessed values have increased from \$745.4 million to \$937.7 million, or 25.8%. While we cannot determine how much of this is due to growth in the tourism industry there is mostly likely a strong correlation between the success of the industry and rising assessed values.

In 2019, the Ward Cove Dock Group and Norwegian Cruise Lines entered into an agreement that would result in the construction of two neo-panamax cruise ship berths at the site of the former Ketchikan Pulp Company. If this project materializes, it could have the potential to significantly

change the dynamics of local tourism and affect the City's finances and its plans to renovate its own berthing facilities to accommodate neo-panamax cruise ships. This project needs to be closely monitored as it may ultimately affect the City's plans to explore 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.

Due to the uncertainty of Ward Cove Dock Group development and the infancy of the City's RFP process to seek partners in the efforts to renovate its own berthing facilities, nothing has been programmed in the Port's 2020 Budget to address these challenges.

Funding of Port Major Maintenance Maintaining port infrastructure in Southeast Alaska is expensive and must be done in a timely manner in order to minimize the long-term operating and capital costs of the Port. Absent a well-designed maintenance program, heavy use during tourism season, severe weather, strong tidal forces and a highly corrosive environment could result in the rapid deterioration of the Port's infrastructure. For example, a cathodic protection system is an excellent method for protecting the Port's berthing facilities from corrosion. One is currently under discussion for Berths I & II and carries a price tag of over \$10 million. The proposed source of funding is a revenue bond. This is not an ideal solution for two reasons. Voter approval is required before the City can issue a revenue bond and issuing debt to finance routine maintenance is not a sound fiscal policy. Instead, an effort should be undertaken by the City to ensure that the fees charged by the Port for the use of its berthing facilities are sufficient to fund a long-term maintenance program. A policy should be developed to designate or put aside annually a portion of these fees and restrict their use to financing future routine major maintenance.

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. Unfortunately, the state opted to pursue draconian measures that could ultimately push the cost of state government back to the local municipalities or negatively affect the local economy in a way that increases the cost of living in small, isolated rural communities in Alaska. A perfect example is the curtailment of services provided by the Alaska Marine Highway System, which serves as a major transportation link for the roadless communities in Southeast Alaska and to a highway system in Canada that connects to the highway system in the continental United States.

The City should continue to carefully monitor future efforts undertaken by the Governor's Office and the State Legislature to develop a more permanent solution to solve the state's fiscal challenges. Some of the more important areas of interest to the City and the fiscal impacts are as follows:

- Public Employees Retirement System – the current PERS employer contribution rate is 22%. This is a statutory rate. It is not an actuarially determined rate required to fund the PERS. The difference between the actuarially determined rate and the statutory rate is currently funded by the State of Alaska. Any changes to the statutory rate could be costly to the local municipalities. A one percent (1%) increase in the PERS employer contribution rate would cost the City \$117,000.

- Community Assistance Program - this program is the old State Revenue Sharing Program. At one point, the City received as much as \$700,000 under this program. In 2019, the City received \$190,514. The future of this program is uncertain.
- University of Alaska Southeast - Ketchikan Campus – this program provide local job opportunities and provides a low cost option for many local residents attending their first two years of college or considering one of the Campus’s vocational programs.
- Alaska Marine Highway System – the AMHS serves as a large employer and provides a vital transportation system that is important to the overall economic health of Ketchikan and Southeast Alaska.
- Pioneer Home – the Pioneer Home provides local employment and a much needed long-term nursing facility for our senior citizens who have chosen to make Ketchikan their home. The lack of long-term nursing facilities could result in many long-time residents being required to uproot and move out of Ketchikan. .
- ADEC Clean and Drinking Water Loan Programs – this is a low interest loan program administered by the Alaska Department of Environmental Conservation. This program has been used by the City to finance many of its water and wastewater utility infrastructure projects. The programs also offer load subsidies in the form of principal forgiveness. The elimination of these programs would increase the cost of repairing and replacing utility infrastructure and cause utility rates to increase.
- Alaska Municipal Bond Bank Authority - this loan program is administered by the Alaska Department of Revenue that permits municipalities to issue debt based on the State’s bond rating, which is usually near the top of the investment grade category. By comparison, the City’s standalone bond rating is at the bottom of the investment grade category. This program has been used by the City to finance many of many of its building projects such as the library, fire station and hospital; and infrastructure projects for the Port and electric utility. The elimination of this program would increase the cost of repairing and replacing buildings and utility infrastructure, which would then cause taxes and utility rates to increase.

Online Sales Taxes In response to the South Dakota v. Wayfair decision, the Alaska Municipal League has undertaken the task of developing a mechanism for collecting local sales taxes from online merchants. This undertaking is important because the State of Alaska is one of the five states in the United States that does not have a state sales tax. In order to make the collection of sales tax from online merchants effective and efficient, there needs to be a single collection point. Normally, this function would be performed by the state agency responsible for collecting statewide sales taxes. Since Alaska does not have a state sales tax, there is no state agency responsible for the collection of sales tax.

The concept put forth by the Alaska Municipal League is intended to be a substitute for a state agency. Under this concept, the Alaska Municipal League would serve as the single collection point for the collection of online sales taxes and would retain a percentage of sales taxes collected to cover

their operating costs. Participation in this program is optional but those municipalities that participate will have to amend their existing sales tax codes for two reasons. First, the sales tax code needs to properly identify the point at which a sale is taxable. The definition needs clearly to encompass local and online merchants on an equal basis. Second, there are some 105 tax jurisdictions in the State of Alaska. In order for this program to work, there must be uniformity in the sales tax code otherwise it becomes very unwieldy for online merchants to determine the appropriate amount of taxes to collect from its customers. This could potentially change what is considered to be a taxable sale but in exchange for giving up some local control, the City stands to increase its sales tax revenues by including sales from online merchants in the mix.

Nothing has been programmed in the 2020 Budget for revenues from online sales taxes but it is an important issue that could potentially impact the City finances in late 2020 or early 2021.

The rest of this transmittal letter is devoted to a detailed financial overview of the 2020 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
2020 GENERAL GOVERNMENT ANNUAL OPERATING AND CAPITAL BUDGET**

The 2020 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 2020 Budget and compares it with the 2019 Budget and 2018 Actual.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Estimated Beginning Reserves, Jan 1	\$ 38,772,759	\$ 40,439,578	\$ 44,118,377	\$ 46,378,091
Revenues and Transfers:				
Taxes	18,965,250	19,887,313	19,491,402	20,966,608
PILOT	1,209,286	1,205,000	1,205,000	1,294,900
Intergovernmental Revenues	3,769,839	9,170,022	8,617,097	4,724,005
Charges for Services	20,203,958	21,733,853	21,224,361	22,240,955
Other Revenues	1,157,162	1,327,100	1,291,540	1,853,450
Bond Proceeds	-	5,160,907	1,844,622	7,236,539
Interdepartmental Revenues	4,622,928	5,253,300	4,988,877	5,567,572
Total Revenues	49,928,423	63,737,495	58,662,899	63,884,029
Transfers from Other Funds	7,838,050	11,554,618	9,527,702	8,950,507
Interfund Advances	1,288,449	426,209	426,209	426,209
Total Revenues and Transfers	59,054,922	75,718,322	68,616,810	73,260,745
 Total Funds Available	 97,827,681	 116,157,900	 112,735,187	 119,638,836
Expenditures and Transfers:				
Operating Expenditures	38,949,485	43,354,093	41,931,996	45,981,193
Capital Expenditures	6,921,769	21,943,729	14,897,398	18,381,235
Total Expenditures	45,871,254	65,297,822	56,829,394	64,362,428
Transfers to Other Funds	7,838,050	11,554,618	9,527,702	8,950,507
Advances To Other Funds	-	-	-	-
Total Expenditures and Transfers	53,709,304	76,852,440	66,357,096	73,312,935
 Estimated Ending Reserves, Dec 31	 \$ 44,118,377	 \$ 39,305,460	 \$ 46,378,091	 \$ 46,325,901

Total funds available for appropriations in 2020, including beginning reserves of \$46.38 million, is \$119.64 million. The amount requested for appropriations in 2020 is \$73.31 million; or \$3.54 million less than 2019. Operating expenditures increased by \$2.63 million, capital expenditures decreased by \$3.56 million and transfers to other funds decreased by \$2.60 million. The 2020 Budget will require a \$52,190 drawdown of total General Government reserves.

This overview contains a review of the proposed spending plan for 2020 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.

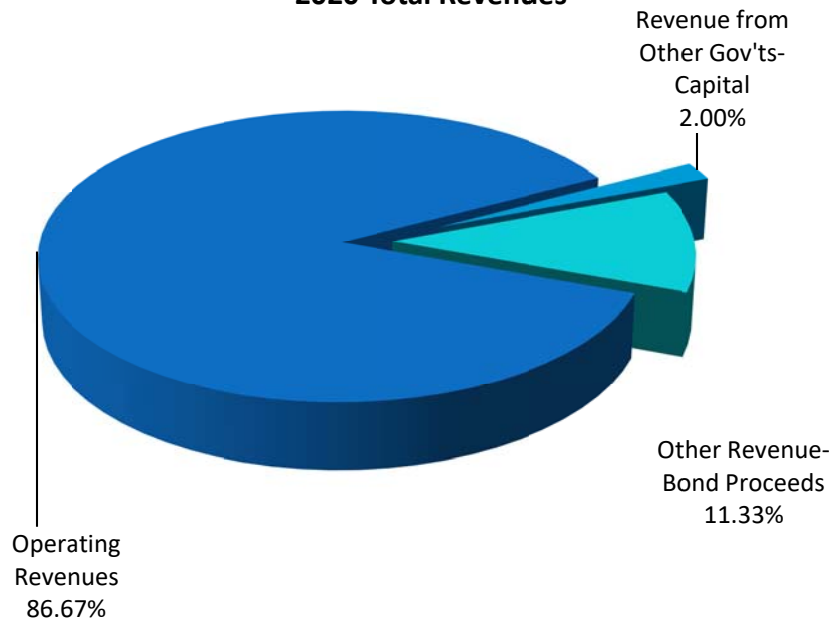
REVENUES – ALL FUNDS

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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Operating Revenues:				
Taxes	\$ 18,965,250	\$ 19,887,313	\$ 19,491,402	\$ 20,966,608
Payment in Lieu of Taxes	1,209,286	1,205,000	1,205,000	1,294,900
Licenses and Permits	96,487	116,900	131,700	131,700
Revenue from Other Govmnts - Operating	3,046,225	3,126,443	3,189,640	3,246,950
Charges for Services	20,259,750	21,783,853	21,274,361	22,290,955
Fines and Forfeitures	108,900	138,500	117,500	123,500
Interdepartmental	4,622,928	5,253,300	4,988,877	5,567,572
Other Revenue - Miscellaneous	895,983	1,021,700	992,340	1,548,250
Total Operating Revenues	49,204,809	52,533,009	51,390,820	55,170,435
Non-Operating Revenues:				
Revenue from Other Govmnts - Capital	723,614	6,043,579	5,427,457	1,477,055
Other Revenue - Bond Proceeds	-	5,160,907	1,844,622	7,236,539
Total Non-Operating Revenues	723,614	11,204,486	7,272,079	8,713,594
Total Revenues	\$ 49,928,423	\$ 63,737,495	\$ 58,662,899	\$ 63,884,029

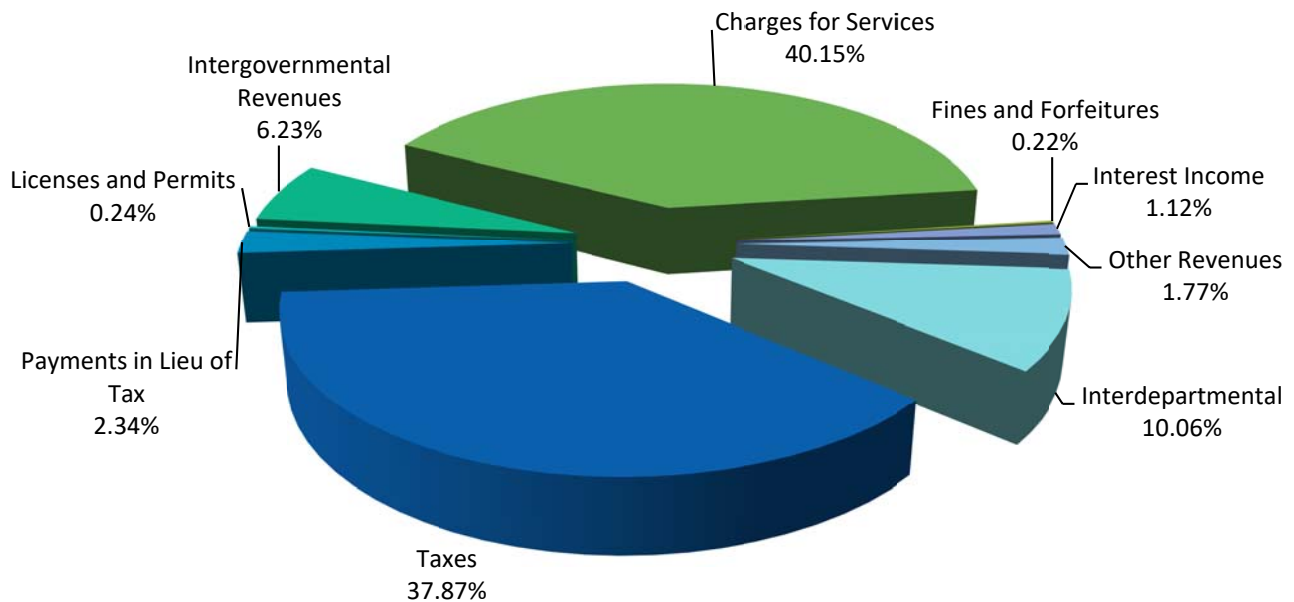
The City is projecting that its operating revenues for 2020 will total \$55.37 million, an increase of \$2.84 million. Non-operating revenues will total \$8.5 million, a decrease of \$2.69 million. The significant changes to revenues will be discussed below. The following chart identifies the major revenue sources of the City and their respective percentage of the total revenues projected for 2020.

2020 Total Revenues



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2020.

2020 Operating Revenues



Taxes: At 37.9%, 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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Property Taxes	\$ 5,655,606	\$ 6,386,313	\$ 5,695,901	\$ 6,214,493
Sales Taxes	12,464,226	12,704,000	12,920,501	13,848,115
Transient Occupancy Taxes	544,305	500,000	527,000	532,000
Marijuana Sales Taxes	190,549	170,000	230,000	254,000
Other Taxes	110,564	127,000	118,000	118,000
Total	<u>\$ 18,965,250</u>	<u>\$ 19,887,313</u>	<u>\$ 19,491,402</u>	<u>\$ 20,966,608</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.

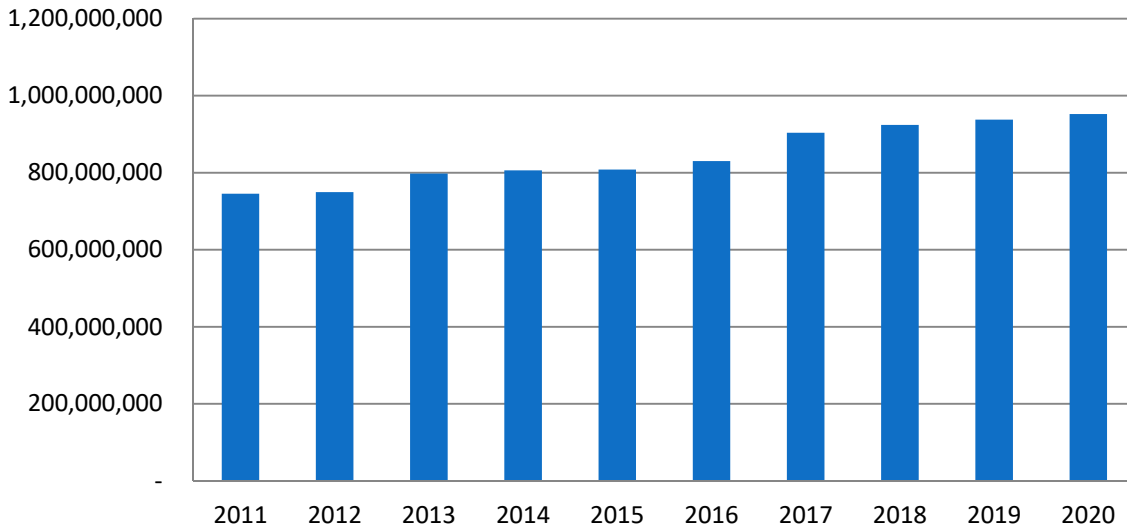
Cycle 3 – no city property appraised in Cycle 3.

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

In 2020, the Ketchikan Gateway Borough will reappraise all Cycle 1 properties. Since there are city properties included in Cycle 1, property values in the City may increase in 2020 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 1.4 percent in 2020. 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 2020. 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. The proposed 2020 Budget does include a recommendation to increase property taxes in order to fund the cost of the compensation plan update that was implemented in October 2019. The recommendation is to increase property tax rate from 6.6 mils to 7.1 mils. This will raise property tax revenues by \$438,000.

Property Tax Assessments 2011-2020

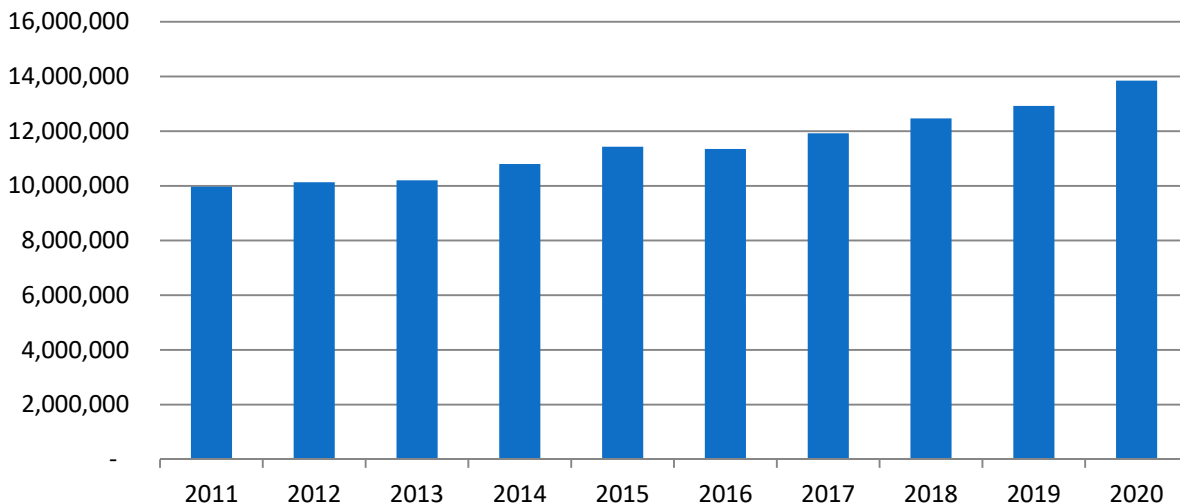


Sales Taxes Sales tax revenues are generated from a four percent sales tax imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

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

For 2020, sales tax revenues have been projected to total \$13.85 million or about 7.2% more than the estimate for 2019. There are two factors driving the increase. Continued growth in tourism is expected to drive revenues up by about 3% and the City Council decision to raise the sales tax cap from \$1,000 to \$2,000 is expected to increase revenues by at least 4.2% over the estimate for 2019.

Sales Tax Revenues 2011-2020



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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Ketchikan Public Utilities	\$ 786,000	\$ 786,000	\$ 786,000	\$ 845,600
Port of Ketchikan	319,000	319,000	319,000	343,200
Wastewater	80,000	80,000	80,000	86,100
Affordable Housing Programs	24,286	20,000	20,000	20,000
Total	<u>\$ 1,209,286</u>	<u>\$ 1,205,000</u>	<u>\$ 1,205,000</u>	<u>\$ 1,294,900</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: Although the City receives a substantial amount of revenues from other governments, the amount received tends to fluctuate widely from year-to-year, especially grant revenues. Revenues from other governments have been projected to account for 6.2% of the City's projected operating revenues for 2020. 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.

License Refunds	\$ 46,900	\$ 31,000	\$ 31,000	\$ 45,000
State Grants - Shared Fisheries Tax	13,767	15,000	10,653	10,000
State Raw Fish Tax	319,098	311,000	255,346	258,000
Community Assistance Program	231,248	200,000	190,514	190,000
State CPV	2,252,488	2,350,000	2,440,982	2,600,000
Police Department Grants			21,829	-
Fire Department Grants	58,363	74,012	43,227	15,000
Library Department Grants	2,750	10,500	10,735	8,250
Museum Department Grants	-	19,231	69,231	11,000
ERZD Bond Interest Rebate	119,911	114,000	114,423	108,000
Other	1,700	1,700	1,700	1,700
	<u>3,046,225</u>	<u>3,126,443</u>	<u>3,189,640</u>	<u>3,246,950</u>
Capital Grants:				
Fire Department Grants	104,815	336,524	331,577	-
Public Works - Grants	10,627	80,000	95,880	850,000
Harbors Grants	-	627,055	-	627,055
Port Grants	608,172	5,000,000	5,000,000	-
	<u>723,614</u>	<u>6,043,579</u>	<u>5,427,457</u>	<u>1,477,055</u>
Total	<u>\$ 3,769,839</u>	<u>\$ 9,170,022</u>	<u>\$ 8,617,097</u>	<u>\$ 4,724,005</u>

Changes in capital grants are subject to the availability of funding and tend to be project specific. All of the proposed \$4.72 million in grant revenues programmed to be received from other governments has been awarded to the City, however, the actual amount received may be less than the expected award amount. The capital grants will be used to finance a ramp upgrade for Bar Harbor North and the renovation of the former Ketchikan Youth Regional Facility. 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 the seafood processors. Funding for the Community Assistance Program for 2020 is predicated on the Alaska Legislature funding the program for FY2021. The State Commercial Passenger Vessel 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 State's CPV Excise Tax.

Charges For Services: Charges for services accounts for 40.2% 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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Parking	\$ 101,190	\$ 88,000	\$ 100,000	\$ 100,000
Ambulance	730,650	625,000	730,000	880,000
E-911 Services	406,326	410,000	406,000	406,000
Borough Library Services	428,806	464,970	457,802	489,020
UAS Library Services	92,645	77,641	72,910	82,182
Civic Center	104,367	109,800	106,000	106,000
Solid Waste Fees	3,170,321	3,206,000	3,251,000	3,251,000
Wastewater Fees	3,227,601	3,439,400	3,421,100	3,471,000
Harbor Fees	1,575,010	1,611,900	1,579,000	1,579,000
Port Fees	9,965,809	11,292,286	10,693,188	11,465,680
Museum Fees	281,765	262,500	291,757	294,500
Tideland Leases	55,792	50,000	50,000	50,000
Other	119,468	146,356	115,604	116,573
Total	<u>\$ 20,259,750</u>	<u>\$ 21,783,853</u>	<u>\$ 21,274,361</u>	<u>\$ 22,290,955</u>

Charges for services have been projected to increase by \$507,102, or 2.3%, to \$22.29 million. Most of the fees for service will remain unchanged for 2020, except for the following:

- Ambulance fees have been projected to increase by \$105,000 due to increases in fees for providing ambulance services and additional transports during tourism season. Another \$150,000 is coming from the Emergency Medical Transport Program. This is a new program offered by the State of Alaska to provide additional funding for the transportation of Medicaid patients.
- Port revenue fees have been projected to increase by about \$173,000 due to projected increases in cruise ship passenger traffic for 2020. Nearly all of the increase in Port 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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
KPU	\$ 2,203,038	\$ 2,403,390	\$ 2,309,547	\$ 2,537,140
Port Fund	157,037	186,130	175,725	199,072
Harbor Fund	121,499	156,390	144,535	167,666
Solid Waste Fund	318,910	388,960	350,632	417,559
Wastewater Fund	441,125	500,120	440,068	531,425
Self Insurance Fund	1,381,319	1,618,310	1,568,370	1,714,710
Total	<u>\$ 4,622,928</u>	<u>\$ 5,253,300</u>	<u>\$ 4,988,877</u>	<u>\$ 5,567,572</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 \$314,272 in 2020. There are two reasons for the increase. Premiums for property and liability insurance continue to rise because of poor claims experience at the national level and replacement values have been impacted by the rising cost of construction and building materials. Insurance premiums have been projected to increase by \$96,400. The other reason for the increase is the implementation of the compensation plan update. As a result of the update, the cost of personnel for the departments providing services to other departments has risen and has directly impacted both cost and the allocation of interdepartmental charges. The implementation of the compensation plan update and changes to the allocation formula has resulted in interdepartmental charges rising by \$217,872.

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 2020, \$8.95 million has been programmed for transfers in from other funds to the funds listed below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
General Fund	\$ 2,836,523	\$ 3,180,435	\$ 2,852,409	\$ 2,909,326
Community Grant Fund	154,176	150,000	150,000	154,500
CPV Capital Improvement Fund	256,552	300,000	123,142	1,357,482
Major Capital Improvements Fund	.	320,000	320,000	350,000
Harbor Construction Fund	138,744	139,445	-	-
GO Bond Debt Service Fund	3,386,732	3,655,109	3,506,751	3,657,199
Port Fund	543,323	3,287,629	2,053,400	-
Port Repair & Replacement Fund	522,000	522,000	522,000	522,000
Total	<u>\$ 7,838,050</u>	<u>\$ 11,554,618</u>	<u>\$ 9,527,702</u>	<u>\$ 8,950,507</u>

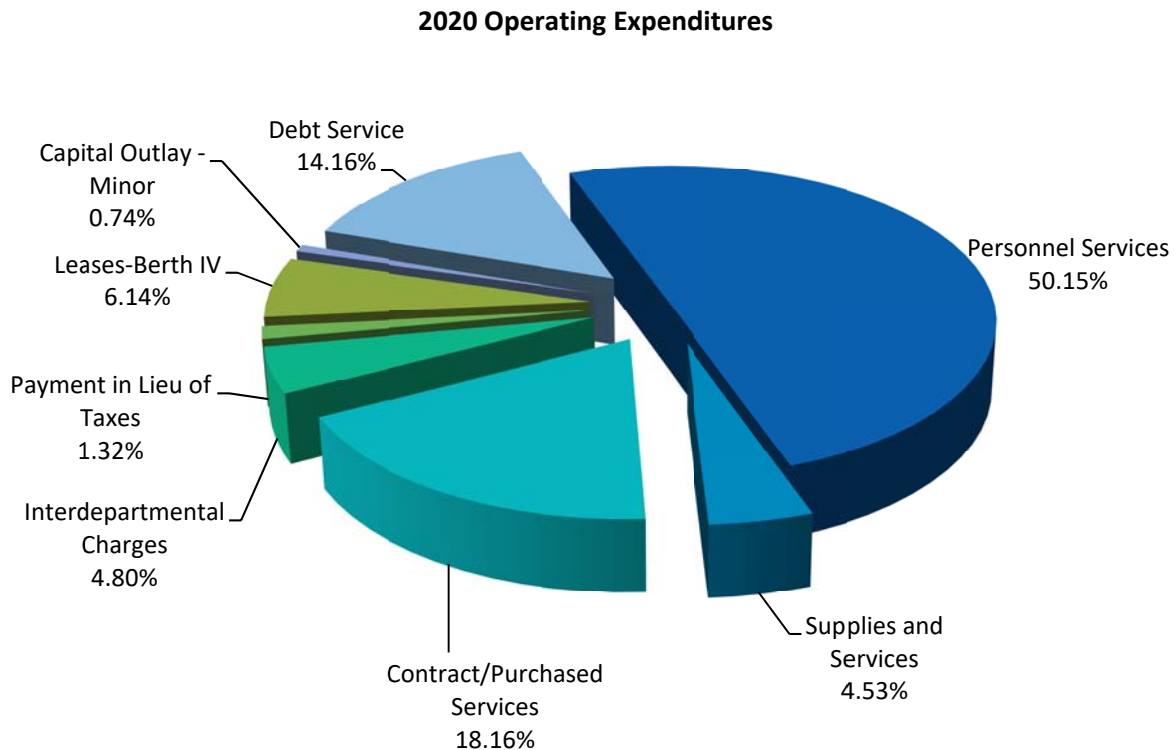
For detailed information about transfers in, please refer to the Transfers and Advances section of the 2020 Budget.

OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$64.4 million have been programmed for 2020. The table below summarizes the major expenditures of the City and compares 2020 with 2019 and 2018.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Personnel Services	\$ 18,941,721	\$ 21,455,341	\$ 20,265,872	\$ 23,056,073
Supplies	1,820,936	2,091,550	2,049,543	2,083,466
Contractual and Purchased Services	-	-	-	-
Leases - Berth IV	2,641,514	2,743,000	2,746,000	2,823,000
Other Contract. and Purch. Services	6,886,969	7,746,590	7,841,843	8,351,571
Interdepartmental Charges	1,609,364	1,939,345	1,792,026	2,208,986
Payment In-Lieu of Taxes	563,415	565,000	565,000	608,300
Capital Outlay - Minor	247,455	294,125	300,454	338,595
Debt Service	6,238,101	6,519,142	6,371,258	6,511,202
Total Operating Expenditures	38,949,475	43,354,093	41,931,996	45,981,193
Capital Outlay - Major	6,921,759	21,943,729	14,897,398	18,381,235
Total Operating and Cap.Expenditures	\$ 45,871,234	\$ 65,297,822	\$ 56,829,394	\$ 64,362,428

Total operating expenditures for 2020 are projected to increase by \$2.63 million from 2019. Capital outlay-major is projected to decrease by \$3.56 million. Total operating and capital expenditures have been programmed to decrease by \$935,394. The following chart summarizes the major categories of operating expenditures.

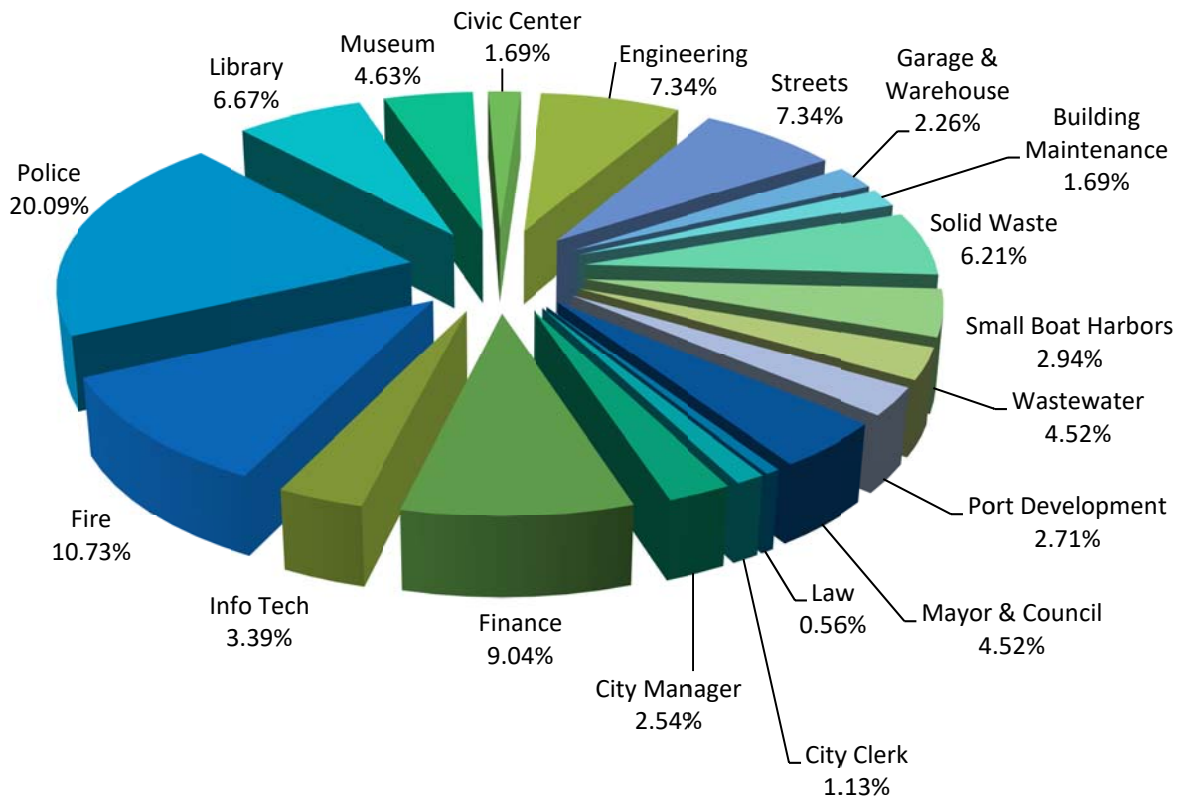


Personnel Services: The cost of personnel is projected to consume 50.1% of the City's annual operating expenses, an increase from 49.5% in 2019. This category includes salaries and wages for regular and temporary employees, overtime and employee benefits. Employee benefits include health insurance, life insurance, retirement, workers compensation, social security, unemployment,

accrued leave and allowances for uniforms and clothing. The cost of personnel services is summarized as follows:

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Salaries and Wages-Regular	\$ 10,369,020	\$ 11,560,121	\$ 11,030,550	\$ 12,540,133
Salaries and Wages-Temporary	854,598	1,083,800	1,014,060	1,317,800
Overtime	783,176	875,210	897,300	1,001,760
Payroll Taxes	885,892	1,034,340	978,760	1,137,920
Pension Benefits	2,265,614	2,449,380	2,325,633	2,631,310
Health Insurance Benefits	3,116,827	3,626,920	3,186,117	3,613,910
Workers Compensation	330,705	368,210	352,672	347,430
Other Benefits	227,917	353,670	343,940	343,820
Allowances	107,972	103,690	136,840	121,990
Total	\$ 18,941,721	\$ 21,455,341	\$ 20,265,872	\$ 23,056,073
Number of Employees (FTE)	175.57	176.82	176.82	177.07

The chart below shows how the 177.07 FTE employees are distributed among the various City departments.



The proposed level of staffing for 2020 is 177.07 FTE, an increase of .25 FTE from the 2019 Adopted Budget. The table below summarizes by department the proposed changes to personnel.

<u>Department</u>	<u>Position</u>	<u>Action</u>	<u>FTE</u>
Police Department	Corporal	Eliminate	(1.00)
Police Department	Police Officer	Add	2.25
Police Department	Evidence Custodian	Eliminate	(1.00)
Total			<u>0.25</u>

The Police Department has requested minor reorganization of their staff schedule in order to provide better law enforcement coverage and address staffing turnover. The Corporal and Evidence Custodian positions have been eliminated in favor of adding two Police Officer positions. In addition, one officer is retiring in 2020, so a .25 FTE Police Officer position has been requested to keep that officer on staff for coverage while the new officers complete their training program.

Regular salaries and wages have been projected to increase by \$980,012 to \$12.54 million in 2020. The increase is due to step increases, a 2.0 percent cost of living adjustment for non-represented employees and all represented employees effective January 1, 2020 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, 2020. Most of the increase, however, is due the implementation of the 2019 compensation plan update. The costs of temporary wages and overtime have also been programmed to increase by a total of \$360,550. These costs were also impacted by the same factors that drove up the cost of regular salaries and wages.

Since wages have increased, taxes and some employee benefit costs have increased accordingly because these costs are generally assessed as a percentage of compensation. Payroll taxes and pension benefits have been programmed to increase by \$285,510. Workers compensation, which is based on a rate per \$100 of compensation at the straight time rate for hours worked, has been programmed to decrease by \$20,780. This is primarily due to an improved workers compensation premium loss modifier, which is currently .92. Last year it was 1.08. The lower loss modifier reduces the rate per \$100 of compensation.

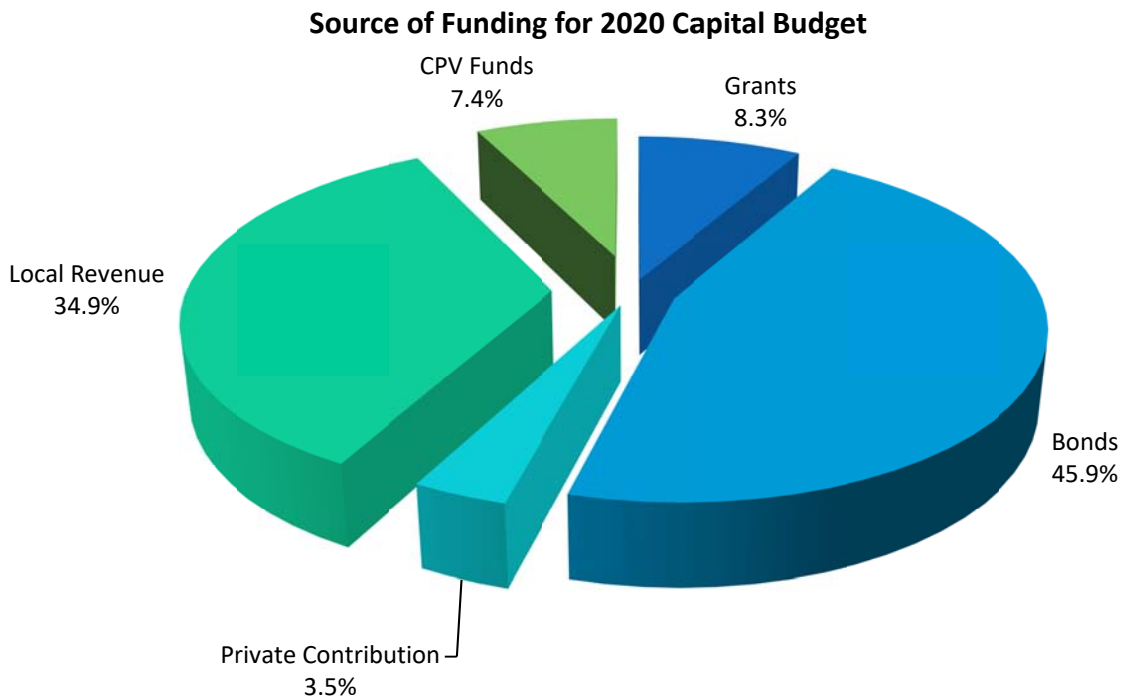
Health insurance costs, which are not based on a percentage of compensation, have been programmed to decrease by a modest \$13,010 from the amount appropriated in 2019 despite a projected premium increase of 10%, effective July 1, 2020. The reason for this result is because the premium increase projected for 2019 did not occur. The actual cost for 2019 was about \$440,000 less than projected. Health insurance costs are difficult to project because they are based on the claims experience of the health insurance plans. The City currently participates in five health insurance plans. Vacancies also played a role in lower cost. For example, the cost of family coverage for one employee participating in the non-represented Blue Cross health insurance plan is \$32,912 annually. A position that has been vacant for six months would save the City \$16,456.

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 4.5% of operating expenditures. The amount requested for supplies in 2020 is \$8,084 less than the amount requested in 2019.

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 18.2% of operating expenditures. The amount requested for contractual and purchased services in 2020 is \$604,981, or 7.8%, more than the amount requested in 2019. A number of different factors were behind the increase. Some of the more significant factors include \$173,000 for higher electric utility bills due to the diesel surcharge, additional funds for professional services in the amount of \$71,000 for legal services arising from the Port’s RFP process, and \$108,000 to cover the cost of rising property and liability insurance premiums.

Capital Outlay: The amount requested for major capital outlay has been programmed to decrease by \$3.6 million to \$18.4 million. The amount requested for minor capital outlay has increased by \$294,125 to \$338,595. The chart below identifies the source of funding for the capital projects proposed for 2020. For more information regarding the City’s capital spending plans for 2020, please see the 2020 – 2024 Capital Improvement Program.



Debt Service: Debt service accounts for 14.2% of operating expenses. The amount requested for debt service in 2020 is \$6,511,202, or \$7,940, less than the amount requested in 2019. No new debt service has been planned for 2020. 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 2020, \$8.95 million has been programmed for transfers out from other funds and nothing has been programmed for advances.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Transfers Out:				
General Fund	\$ 749,605	\$ 910,724	\$ 910,301	\$ 917,502
Hospital Sales Tax Fund	2,992,244	2,990,200	2,990,200	2,988,324
Public Works Sales Tax Fund	2,089,806	2,506,195	2,195,160	2,357,823
Transient Tax Fund	373,159	992,051	722,125	796,002
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	139,445	139,445	-	-
US Marshal Fund	-	45,000	-	-
Major Capital Improvements Fund	5,702	-	-	-
CPV Special Revenue Fund	793,472	3,437,629	2,176,542	1,357,482
Comm. Facilities Devlpmnt Fund	161,243	-	-	-
Port Enterprise Fund	522,000	522,000	522,000	522,000
Total Transfers Out	<u>7,838,050</u>	<u>11,554,618</u>	<u>9,527,702</u>	<u>8,950,507</u>
Advances:				
None	-	-	-	-
Total Advances	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers Out and Advances	<u>\$ 7,838,050</u>	<u>\$ 11,554,618</u>	<u>\$ 9,527,702</u>	<u>\$ 8,950,507</u>

The transfers out of one fund to another fund have been programmed to decrease by \$2.6 million. Transfers out from the CPV Special Revenue Fund have decreased by \$2.08 million because a self-imposed limit has been placed on spending CPV funds. The City Council continues to explore options for the management and future development of the City's port infrastructure and may need some of the CPV funds for the financing plan that will result from this process. Transfers out from the Transient Tax Fund decreased by \$196,049 because the additional subsidy programmed in 2019 for the Civic Center was no longer needed.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2020 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 \$48.7 million, or 88.2%, of the City of Ketchikan's total operating revenue, \$39.8 million, or 86.5%, of the City's total operating expenditures and 100% of all general government personnel. For information about the KPU Enterprise Fund, please see the 2020 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:

- 148.07 of the City's 177.07 general government employees and 80.3% of its annual general government payroll;
- 35.9% of the City's annual operating revenues for general government; and
- 51.4% of the City's annual operating expenses for general government

A summary of the proposed 2020 Budget for the General Fund, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Taxes:				
Property	\$ 5,655,606	\$ 6,386,313	\$ 5,695,901	\$ 6,214,493
Sales	4,674,085	4,764,000	4,845,188	5,193,043
Other	94,609	101,000	97,500	97,500
Total Taxes	10,424,300	11,251,313	10,638,589	11,505,036
PILOT	1,209,286	1,205,000	1,205,000	1,294,900
Licenses and Permits	96,487	116,900	131,700	131,700
Intergovernmental	340,961	336,443	368,236	270,950
Charges for Services	2,303,045	2,170,442	2,316,373	2,510,575
Fines & Forfeitures	106,985	135,000	114,000	120,000
Other	193,852	224,000	197,800	131,000
Interdepartmental Charges	3,241,609	3,634,990	3,420,507	3,852,862
Total Revenues	17,916,525	19,074,088	18,392,205	19,817,023
Transfers In - Sales Tax Funds	2,451,990	2,452,010	2,438,910	2,451,950
Transfers In - Transient Tax	373,159	672,051	402,125	446,002
Transfers In - Other Funds	11,374	56,374	11,374	11,374
Total Revenues and Transfers	20,753,048	22,254,523	21,244,614	22,726,349
Expenditures				
Personnel Services	16,053,743	17,491,669	16,411,532	18,717,084
Supplies	1,225,610	1,340,000	1,301,203	1,347,836
Contract & Purchased Services	2,604,011	2,756,143	2,758,777	2,963,096
Capital Outlay - Minor	162,757	193,625	212,210	227,095
Public Safety Grants	78,051	101,512	96,596	30,000
Interdepartmental Charges	260,735	282,535	264,876	351,996
Capital Outlay - Major	78,000	120,000	120,000	150,000
Total Expenditures	20,462,907	22,285,484	21,165,194	23,787,107
Transfers Out	747,151	910,724	910,301	917,502
	21,210,058	23,196,208	22,075,495	24,704,609
Surplus (Deficit)	\$ (457,010)	\$ (941,685)	\$ (830,881)	\$ (1,978,260)
Reserves at December 31	\$ 6,917,765	\$ 4,864,820	\$ 6,086,884	\$ 4,108,624
Number of Employees	146.57	147.82	147.82	147.07

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 \$15.7 million of tax revenues has been programmed to finance 63.5% of the General Fund's \$24.7 million budget for 2020. Charges for services and interdepartmental revenues have been forecasted to finance

\$6.4million, or 25.8% of the General Fund's 2020 Budget. For more information about tax revenues and charges for services, see pages B-10, B-11, B-12, B-13, B-14 and B-15.

The biggest expenditure of the General Fund is personnel services, which amounts to \$18.7 million and accounts for 75.8% of the General Fund's proposed budget for 2020. 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. In October 2019, the City implemented an update to its compensation plan, which resulted in higher wages being paid to its employees in 2020. Employer contribution rates for retirement plans have remained unchanged since 2013. The cost of employee benefits is approximately 56.1% of compensation. For more information about the cost of personnel services, see page B-17, B-18 and B-19.

Although a deficit of \$1.98 million has been programmed for the General Fund in 2020, it is highly unlikely that it will materialize because the City rarely comes close to spending all the appropriations of the General Fund. Assuming that past trends continue and its 2020 Budget is adopted as presented, the City's General Fund will most likely end 2020 with a deficit of approximately \$172,000 and a fund balance of \$6.4 million. Under the City's fund balance policy, which requires reserves of no less than 25% of operating expenses, reserves would be approximately 25.72% of operating expenses. If the full deficit were to materialize, the percentage would be 16.63%.

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 \$5.54 million. Transfers are also made to the Community Grant Fund to support the City's Community Grant Program.

A summary of the proposed 2020 Budget for the Public Works Sales Tax Fund, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Sales Taxes	\$ 4,674,085	\$ 4,764,000	\$ 4,845,188	\$ 5,193,043
Grants - KGB	-	80,000	-	-
Other	71,834	114,500	107,000	94,000
Total Revenues	<u>4,745,919</u>	<u>4,958,500</u>	<u>4,952,188</u>	<u>5,287,043</u>
Expenditures				
General Government	-	20,000	-	20,000
Fire and Police	610,921	698,175	742,302	1,061,810
Library, Museum and Civic Center	294,896	35,000	33,365	85,962
Public Works	2,186,879	2,393,161	1,894,867	2,477,462
Transfers to General Fund	2,031,990	2,032,010	2,018,910	2,031,950
Transfers to Community Grant Fund	57,816	56,250	56,250	57,938
Transfers to CPV Capital Improv. Fund	-	150,000	-	-
Transfers to GO Debt Service Fund	-	267,935	120,000	267,935
Total Expenditures	<u>5,182,502</u>	<u>5,652,531</u>	<u>4,865,694</u>	<u>6,003,057</u>
Surplus (Deficit)	<u>\$ (436,583)</u>	<u>\$ (694,031)</u>	<u>\$ 86,494</u>	<u>\$ (716,014)</u>
Reserves at December 31	<u>\$ 4,428,518</u>	<u>\$ 3,422,825</u>	<u>\$ 4,515,012</u>	<u>\$ 3,798,998</u>

The proposed budget for the Public Works Sales Tax Fund is expected to generate a \$716,014 deficit. Approximately 60.7% 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 sustain a mill rate of 7.1 mils. A new transfer to the GO Debt Service Fund has been established to provide for the annual lease payments required for fire-fighting equipment lease that the City entered to in 2019.

The Public Works Sales Tax Fund is projected to end 2020 with \$3.80 million in reserves. Management recommends no less than \$2.7 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. In addition, the City cannot issue general obligation or revenue bonds without voter approval. For this reason it important to maintain adequate reserves to address contingencies and emergency repairs. The prior year recommendation was \$2.5 million and has not changed since 2015. Due to the rising cost of construction and materials, management felt that it would be appropriate to increase the required minimum reserve balance. The fund is in compliance with the City's fund balance policy.

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 the 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 7.1 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 2020 Budget for the Hospital Sales Tax Fund, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Sales Taxes	\$ 3,116,056	\$ 3,176,000	\$ 3,230,125	\$ 3,462,029
Other	59,030	94,500	84,500	73,500
Total Revenues	<u>3,175,086</u>	<u>3,270,500</u>	<u>3,314,625</u>	<u>3,535,529</u>
Expenditures				
Health Care Operations	24,840	288,140	328,140	288,140
Health Care Facility Improvements	-	-	-	50,000
Transfers to General Fund	420,000	420,000	420,000	420,000
Transfers to Community Grant Fund	36,376	37,500	37,500	38,624
Transfers to GO Debt Service Fund	2,533,700	2,532,700	2,532,700	2,529,700
Total Expenditures	<u>3,014,916</u>	<u>3,278,340</u>	<u>3,318,340</u>	<u>3,326,464</u>
Surplus (Deficit)	<u>\$ 160,170</u>	<u>\$ (7,840)</u>	<u>\$ (3,715)</u>	<u>\$ 209,065</u>
Reserves at December 31	<u>\$ 4,436,199</u>	<u>\$ 4,428,359</u>	<u>\$ 4,432,484</u>	<u>\$ 4,641,549</u>

A surplus of \$209,065 has been programmed for the Hospital Sales Tax Fund for 2020 and end of the year reserves have been projected to total \$4.64 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 for the City to keep its promise to the voters that it would not increase property taxes to pay for the debt service on the 2014 Hospital General Obligation 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 nearly 50 years old.

Based on projected reserves of \$4.64 million, the City has enough in reserves for 1.83 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 reserves should be dedicated for emergency repairs and contingencies. Given that the Ketchikan Medical Center is a very important asset to community, 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 about \$460,000 annually to the General and Community Grant Funds. Just in the past 10 years, the City has transferred \$4.2 million to the General Fund. Since the City is unable to issue debt without voter approval, it is very important to ensure that reserves will be sufficient to make emergency repairs and address contingencies.

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 2020 Budget for the **Small Boat Harbor Fund**, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Charges for Services	\$ 1,575,010	\$ 1,611,900	\$ 1,579,000	\$ 1,579,000
Shared Fisheries Tax	13,767	15,000	10,653	10,000
Transfers In	-	-	-	-
Other	19,813	24,500	28,000	24,600
Total Revenues	<u>1,608,590</u>	<u>1,651,400</u>	<u>1,617,653</u>	<u>1,613,600</u>
Expenditures				
Personnel Services	560,274	625,185	616,300	677,569
Supplies	67,270	80,890	74,940	80,890
Contract/Purchased Services	273,052	275,720	356,890	352,940
Minor Capital Outlay	18,677	14,050	14,050	14,050
Major Capital Outlay	114,586	79,240	93,666	30,000
Interdepartmental Charges	178,851	224,270	211,120	238,940
Debt Service	348,425	350,500	350,550	347,175
Transfers to the Harbor Construction Fund	139,445	139,445	-	-
Total Expenditures	<u>1,700,580</u>	<u>1,789,300</u>	<u>1,717,516</u>	<u>1,741,564</u>
Surplus (Deficit)	<u>\$ (91,990)</u>	<u>\$ (137,900)</u>	<u>\$ (99,863)</u>	<u>\$ (127,964)</u>
Reserves at December 31	<u>\$ 960,884</u>	<u>\$ 942,238</u>	<u>\$ 861,021</u>	<u>\$ 733,057</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 the minor capital outlay. 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 continue to decrease because operating costs are increasing. Within the next two years, the Port and Harbors Advisory Board and the City Council should give some consideration to raising harbor fees to account for inflation and stem the outflow of reserves. The fund is projected to incur a deficit of \$127,964 in 2020 and end the year with a fund balance of \$733,057. The City's fund balance policy requires \$1,619,000. Although the fund is not in compliance with the City's fund balance policy, the financial picture has improved significantly since the 2000s when the reserves of the Small Boat Harbor Fund was as low as \$86,076.

A summary of the proposed 2020 Budget for the **Solid Waste Services Fund**, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Charges for Services	\$ 3,170,321	\$ 3,206,000	\$ 3,251,000	\$ 3,251,000
Other	30,716	52,000	41,000	36,000
Total Revenues	<u>3,201,037</u>	<u>3,258,000</u>	<u>3,292,000</u>	<u>3,287,000</u>
Expenditures				
Personnel Services	1,069,286	1,212,673	1,153,025	1,263,907
Supplies	268,078	246,570	258,590	253,470
Contract/Purchased Services	1,280,651	1,289,465	1,298,233	1,336,945
Minor Capital Outlay	26,188	27,450	10,416	27,450
Major Capital Outlay	1,097,328	305,486	223,942	365,000
Interdepartmental Charges	378,024	465,350	426,520	500,970
Total Expenditures	<u>4,119,555</u>	<u>3,546,994</u>	<u>3,370,726</u>	<u>3,747,742</u>
Surplus (Deficit)	<u>\$ (918,518)</u>	<u>\$ (288,994)</u>	<u>\$ (78,726)</u>	<u>\$ (460,742)</u>
Reserves at December 31	<u>\$ 1,724,315</u>	<u>\$ 1,369,152</u>	<u>\$ 1,645,589</u>	<u>\$ 1,184,847</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 \$460,742 has been programmed for the Solid Waste Services Fund for 2020. The deficit is the result of the continuation of the Solid Waste Division's capital improvement plan to improve its solid waste facilities. Operating revenues are almost sufficient to fund operating expenses, but are they not able to fund an aggressive capital improvement program. Management recommends that a review of the current charges for services take place in 2020 and consideration be given to increase fees in 2021, particularly if the community wishes to pursue an aggressive recycling program.

The Solid Waste Services Fund has sufficient reserves to absorb this deficit for 2020. The fund is projected to have reserves totaling \$1.18 million on hand by the end of 2020. The minimum amount recommended under the City's fund balance policy is \$1.19 million plus \$970,000 that is required for closing the landfill for a total of \$2.16 million. The fund is in compliance with the City's fund balance policy, but is no longer in a position of being able to fund the cost of closing the landfill. The City Council may also want to consider raising rates to restore funds for 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 2020 Budget for the **Wastewater Fund**, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Charges for Services	\$ 3,227,601	\$ 3,439,400	\$ 3,421,100	\$ 3,471,000
Grants and Bond Proceeds	-	3,045,197	216,522	6,748,929
Other	6,609	9,000	23,000	20,000
Total Revenues	<u>3,234,210</u>	<u>6,493,597</u>	<u>3,660,622</u>	<u>10,239,929</u>
Expenditures				
Personnel Services	897,140	904,047	857,220	946,966
Supplies	246,173	305,175	300,675	282,675
Contract/Purchased Services	345,072	394,290	424,110	442,110
Minor Capital Outlay	46,590	51,500	51,500	62,500
Major Capital Outlay	678,635	3,677,935	797,260	7,218,929
Interdepartmental Charges	523,777	588,580	529,590	631,430
Debt Service	150,493	159,533	159,534	162,828
Payment in Lieu of Taxes	80,000	80,000	80,000	86,100
Total Expenditures	<u>2,967,880</u>	<u>6,161,060</u>	<u>3,199,889</u>	<u>9,833,538</u>
Surplus (Deficit)	<u>\$ 266,330</u>	<u>\$ 332,537</u>	<u>\$ 460,733</u>	<u>\$ 406,391</u>
Reserves at December 31	<u>\$ 1,509,861</u>	<u>\$ 1,553,384</u>	<u>\$ 1,970,594</u>	<u>\$ 2,376,985</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.

No rate increases have been programmed for the Wastewater Fund for 2020. As result, revenues for 2020 will be comparable to 2019. Due to little growth in residential housing and limited opportunities for commercial property expansion, the customer base for the wastewater utility remains constant from year-to-year. In years when rates are not raised, revenues typically remain flat. An aggressive capital budget totaling \$7.22 million has been programmed for 2020. Of this amount, \$6.75 million will be financed from the issuance of debt. For more information about the

proposed capital program, please see the Wastewater Division’s 2020 – 2024 Capital Improvement Program. The fund is expected to generate a surplus of \$406,391 and 2020 with \$2.38 million in reserves. A series of six rate increases over a six year period have helped to restore and strengthen the finances of the Wastewater Fund.

Under the City’s fund balance policy, the Wastewater Fund should maintain a minimum reserve balance of is \$1.20 million. The proposed budget for the Wastewater Fund for 2020 satisfies the City’s fund balance policy.

A summary of the proposed 2020 Budget for the **Port Fund**, with a comparison to 2019 and 2018 is provided below.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Revenues				
Charges for Services	\$ 9,965,809	\$ 11,292,286	\$10,693,188	\$ 11,465,680
Grants and Bond Proceeds	608,172	5,000,000	5,000,000	-
Transfers In - CPV	543,323	3,287,629	2,053,400	-
Advances	1,288,449	426,209	426,209	426,209
Other	233,277	258,000	186,000	163,000
Total Revenues	<u>12,639,030</u>	<u>20,264,124</u>	<u>18,358,797</u>	<u>12,054,889</u>
Expenditures				
Personnel Services	1,039,559	1,139,267	1,161,780	1,313,507
Supplies	81,781	95,595	92,520	95,595
Contract/Purchased Services	581,621	558,520	443,465	657,310
Berth IV Lease	2,641,514	2,743,000	2,746,000	2,823,000
Minor Capital Outlay	9,865	7,500	7,500	7,500
Major Capital Outlay	1,199,642	8,949,708	8,178,872	110,484
Interdepartmental Charges	324,655	378,470	359,780	484,010
Debt Service	2,232,540	2,240,000	2,240,000	2,236,000
Property Taxes	491,219	485,000	485,000	522,200
Transfer to Port R&R Fund	522,000	522,000	522,000	522,000
Total Expenditures	<u>9,124,396</u>	<u>17,119,060</u>	<u>16,236,917</u>	<u>8,771,606</u>
Surplus (Deficit)	<u>\$ 3,514,634</u>	<u>\$ 3,145,064</u>	<u>\$ 2,121,880</u>	<u>\$ 3,283,283</u>
 Reserves at December 31	 <u>\$ 8,960,132</u>	 <u>\$ 11,046,216</u>	 <u>\$11,082,012</u>	 <u>\$ 14,365,295</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 \$3.28 million has been programmed for the Port Fund for 2020. Continued growth in the tourism industry has been resulted in record revenues for the Port. The City is projecting that the Port will serve about 1,260,000 passengers in 2020, which, if achieved, would beat last year's record of 1,171,620 passengers. Most of the increase in revenues will come from the City's \$7 per passenger wharfage fee. Revenues from docking fees area are also increasing but not as fast as wharfage fees. Docking fees are based on the size of the ship and the number of calls. Over the past four years, the number of calls has ranged between 456 and 544. The number of calls for 2020 is projected to reach 556. The Berth IV lease payment is also projected to increase by \$80,000 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 four-tiered structure based on passenger volume for determining the annual lease payment for Berth IV.

The Port Fund is projected to have reserves totaling \$14.37 million on hand by the end of 2020. The minimum reserve balance for the Port is \$6.02 million. This includes an operating contingency of \$2.17 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 proposed budget for the Port Fund for 2020 satisfies the City's fund balance policy.

Although the financial position of the Port Fund is currently in excellent shape, the Port will be facing some major financial challenges going forward as the City begins to address how to modify the Port's berthing facilities and the surrounding uplands to accommodate the neo-panamax cruise ships and their passengers. The investments required to construct those accommodations could reach \$150 million. The City is exploring a number of options including issuing its own debt, public/private partnerships, and an RFP process that could result in outside parties making other forms of investments that have yet to be discussed. The City's ability to do this project strictly on its own is limited by the debt capacity constraints and voter approval to issue revenue bonds. Since the City Council has yet to decide on course of action, the Port's 2020 – 2024 Capital Improvement Program does not include any funding to modify the Port's berthing facilities or make any upland improvements in 2020.

CAPITAL IMPROVEMENT PROGRAM

The proposed 2020- 2024 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, 2024 is \$50.07 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2020 General Government Operating and Capital Budget. The cost of the 2020 Capital Budget is \$18.38

million. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

DEBT MANAGEMENT

In 2020, the City will have to fund the annual debt service for nine general obligation bonds totaling \$53,032,095, three revenue bond issues totaling \$24,753,938 and one capital lease totaling \$1,715,000. The table below summarizes the City's 13 outstanding debt issues and their annual debt service requirements.

Issue	Balance Jan 1, 2020	Final Maturity	Type	Annual Debt Service Requirements		
				2019 Budget	2019 Estimate	2020 Budget
2016 Port Refund	\$24,220,000	2035	Revenue	\$2,240,000	\$2,240,000	\$ 2,236,000
Wastewater 481011	595,762	2032	GO	52,447	52,447	52,447
Wastewater 481071	225,686	2033	GO	17,933	17,933	17,933
Wastewater 481072	232,385	2033	GO	18,465	18,465	18,465
Wastewater 481101	523,262	2035	GO	36,907	36,907	36,907
Wastewater 481111	225,651	2033	Revenue	17,930	17,930	17,930
Wastewater 481031	308,287	2038	Revenue	15,852	15,852	19,146
2010 Fire Station	4,455,000	2030	GO	611,080	611,080	605,920
2012 Library	3,475,000	2031	GO	357,394	357,394	361,644
2014 Harbor	2,260,000	2034	GO	203,050	203,050	202,925
2014 Hospital	39,680,000	2043	GO	2,532,700	2,532,700	2,529,700
2016 Harbor	1,585,000	2036	GO	147,500	147,500	144,250
2018 Fire Equip Lease	1,715,000	2027	Lease	267,936	120,000	267,935
Total	\$79,501,033			\$6,519,194	\$6,371,258	\$ 6,511,202

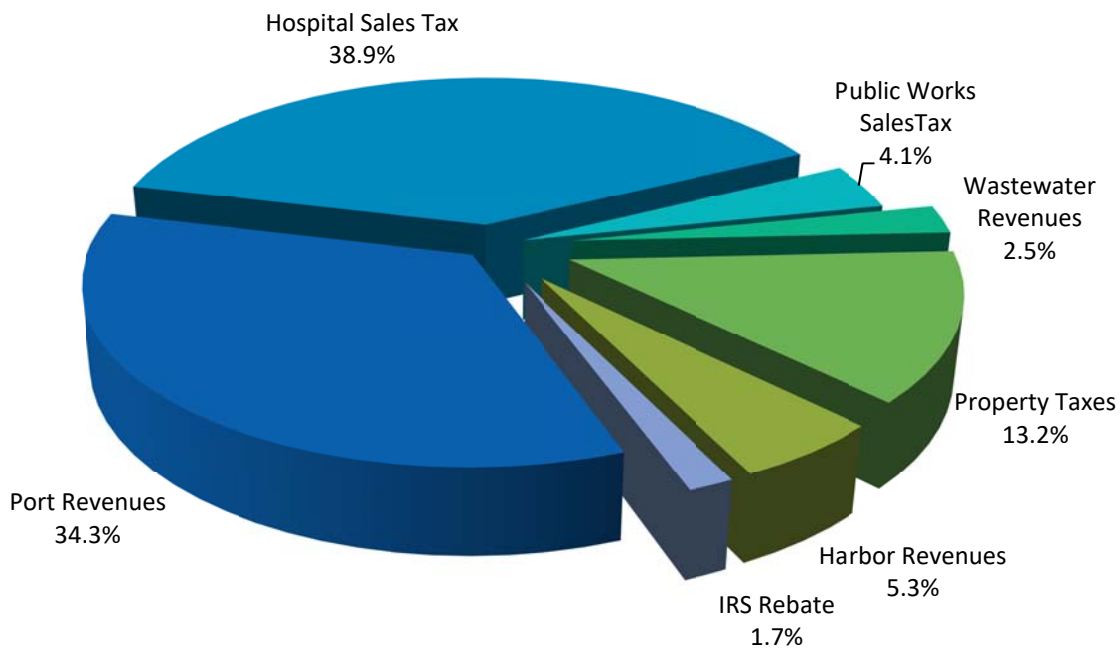
All of the bonds have been issued through the Alaska Municipal Bond Bank with the exception of the ADEC Wastewater Bonds and the Fire Equipment Lease. The Wastewater Bonds were issued through the Alaska Department of Environmental Conservation's Clean Water Loan Fund. Bonds issued through the Bond Bank 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 late 2019 or early 2020, the City is planning to enter into a lease agreement to acquire about \$1.715 million of fire-fighting equipment for the City's fire department. The term of the lease will be 7 years and its annual payments will be approximately \$267,935. 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.

<u>Source</u>	<u>Amount</u>
Port Revenues	\$ 2,236,000
Hospital Sales Tax	2,529,700
Public Works SalesTax	267,935
Wastewater Revenues	162,828
Property Taxes	859,564
Harbor Revenues	347,175
IRS Rebate	108,000
Total	\$ 6,511,202

Source of Funding for 2020 Debt Service



Total annual debt service in the amount of \$6,511,202 has been programmed in the 2020 Budget. On January 1, 2020, the total debt service required to maturity, including interest of \$39,645,778, will be \$119,146,811. 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.

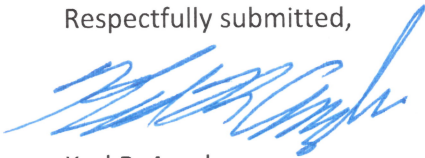
CONCLUSION

The proposed 2020 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.

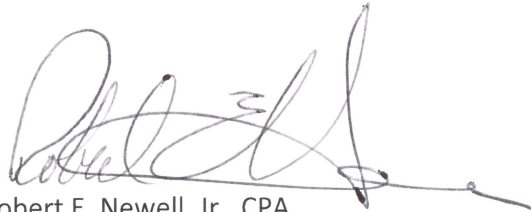
Over the next few weeks, the City Manager, the Finance Director and the department heads look forward to working with the City Council to develop a spending plan that ensures that the needs of the community stay in the forefront. By working together, staff is convinced that the challenges facing the 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 2020 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, Treasury and Customer Service Supervisor Meghan Traudt, and Office Services Technician Meadow Muench. 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 2020.)

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY FUND
ALL FUNDS

Fund	Est Funds Available Jan 1, 2020	Revenues					Appropriations				Appropriated Reserves Dec. 31, 2020
		Operating	Capital Grants	Bond Proceeds	Transfers In	Advances	Operating	Capital	Transfers Out	Advances	
101 General	6,086,884	19,821,493			3,326,036		24,216,894	150,000	917,502		3,950,017
Special Revenue Tax Funds											
110 Hospital Sales Tax	4,432,484	3,535,529				288,140	50,000	2,988,324			4,641,549
111 Public Works Sales Tax	4,520,235	5,287,043					3,650,457	2,357,823			3,798,998
210 Transient Tax	781,776	544,000						832,167			493,609
211 Marijuana Sales Tax	213,049	256,000				117,420		262,584			89,045
Special Revenue Funds - Revenue Generating											
220 Solid Waste Services	1,645,589	3,287,000				3,383,002	365,000				1,184,587
240 Small Boat Harbor	861,021	1,613,600				1,711,694	30,000				732,927
250 Bayview Cemetery O & M	51,053	3,300						5,000			49,353
251 Bayview Development	17,435	10,850					4,583				23,702
252 Cemetery Endowment	21,903	1,200									23,103
Special Revenue Funds - Other											
112 Shoreline	101,548	1,600						6,374			96,774
117 Community Grant Fund	17,131	154,500		154,500		309,000					17,131
118 Economic & Parking Development	615,440	14,000				172,450					456,990
260 CPV Fund	5,192,799	2,641,000				117,040		2,127,768			5,588,991
280 US Marshall Property Seizure	134,927	2,800									137,727
290 Federal and State Grant		650,000	850,000					1,500,000			
Debt Service Funds											
410 GO Bond Debt Service		108,000			3,657,199		3,765,199				
Capital Project Funds											
310 Major Capital Improvements	67,367	1,100			386,165		386,165				68,467
320 Harbor Construction Fund	665,669	272,800	627,055	487,610			1,659,110				394,024
330 Community Facilities Development	2,527,625	40,000					834,853				1,732,772
340 Hospital Construction Fund	1,182,864	35,000					1,190,000				27,864
360 CPV Capital Improvement Fund	436				1,357,482		1,357,462				456
Enterprise and Internal Service Funds											
505 Wastewater Services	2,095,594	3,491,000		4,953,732		2,614,809	5,548,732				2,376,785
510 Ketchikan Port Fund	10,409,012	11,628,680			616,160	426,209	8,139,432	726,644	522,000		13,691,985
511 Port Repair & Replacement Fund	4,286,677	56,000			522,000						4,864,677
610 Self-Insurance Fund	643,541	1,718,410					1,726,800				635,151
Total	46,572,059	55,174,905	1,477,055	5,441,342	10,019,542	426,209	46,561,880	17,453,006	10,019,542		45,076,684

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF RESERVES-All FUNDS
2014 - 2020

Fund						2019		Budget 2020
	2014	2015	2016	2017	2018	Budget	Estimate	
101 General	4,085,125	5,047,633	5,560,827	6,223,738	6,917,765	4,864,820	6,086,884	3,950,017
Special Revenue Funds - Tax								
110 Hospital Sales Tax	5,097,870	4,996,410	4,761,367	4,278,119	4,436,199	4,403,063	4,432,484	4,641,549
111 Public Works Sales Tax	3,908,154	4,765,718	4,636,830	4,816,165	4,428,518	3,422,825	4,520,235	3,798,998
210 Transient Tax	178,479	354,150	533,360	747,396	926,736	397,820	781,776	493,609
211 Marijuana Sales Tax	-	-	-	-	95,049	128,000	213,049	89,045
Special Revenue Funds - Revenue Generating								
220 Solid Waste Services	3,739,148	3,028,040	3,008,340	2,633,618	1,724,315	1,369,152	1,645,589	1,184,587
240 Boat Harbor	821,105	976,847	1,155,998	1,052,873	960,884	942,238	861,021	732,927
250 Bayview Cemetery O & M	60,234	58,353	54,759	53,201	52,603	49,801	51,053	49,353
251 Bayview Development	63,603	54,428	28,283	24,872	33,445	11,989	17,435	23,702
252 Cemetery Endowment	16,343	17,153	17,327	18,968	20,703	21,568	21,903	23,103
Special Revenue Funds - Other								
112 Shoreline	130,100	123,745	117,403	111,182	106,022	101,434	101,548	96,774
117 Community Grant	280	12,407	12,407	8	17,131	8	17,131	17,131
118 Economic and Parking Development	181,674	735,660	885,984	981,655	815,390	664,855	615,440	456,990
260 CPV Fund	-	(101,672)	1,802,683	2,794,666	4,284,199	2,268,685	5,192,799	5,588,991
280 US Marshall Property Seizure	162,752	167,552	174,097	182,929	141,587	99,587	134,927	137,727
290 Federal State and Grant	-	-	-	-	-	-	-	-
Debt Service Funds								
410 GO Bond Debt Service	-	-	-	-	-	-	-	-
Capital Improvement Funds								
310 Major Capital Improvements	74,774	84,457	74,621	74,621	66,167	76,721	67,367	68,467
320 Harbor Construction	1,665,813	980,592	400,182	404,924	399,323	868,939	665,669	394,024
330 Community Facilities Development	2,821,106	2,794,118	2,894,708	2,793,453	2,580,225	2,101,410	2,527,625	1,732,772
340 Hospital Construction	4,009,205	5,042,900	1,547,992	1,406,896	1,277,669	-	1,182,864	27,864
360 CPV Capital Improvement	-	-	-	-	436	-	436	456
Enterprise and Internal Service Funds								
505 Wastewater	1,621,359	1,587,673	863,163	1,239,406	1,509,861	1,553,384	2,095,594	2,376,785
510 Port	7,019,598	6,546,794	8,069,793	4,897,863	8,960,132	11,046,216	10,409,012	13,691,985
511 Port Repair & Replacement	3,664,611	4,192,162	4,649,770	3,196,536	3,724,677	4,265,536	4,286,677	4,864,677
610 Self Insurance	446,726	502,023	515,393	625,409	639,341	647,409	643,541	635,151
Total All Funds	39,768,059	41,967,143	41,765,287	38,558,498	44,118,377	39,305,460	46,572,059	45,076,684

CITY OF KETCHIKAN, ALASKA
2020 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	6,086,884	4,432,484	4,520,235	101,548	17,131	615,440	781,776	213,049	1,645,589	861,021	51,053	17,435	21,903	5,192,799
Revenues														
Operating														
Taxes	11,505,036	3,470,529	5,205,043				532,000	254,000						
Payments in Lieu of Tax	1,294,900													
Licenses and Permits	131,700													
Intergovernmental	270,950									10,000				2,600,000
Charges for Services	2,460,575								3,251,000	1,579,000	2,500	10,000	1,200	
Fines and Forfeitures	120,000									3,500				
Other Revenues	4,823,658	65,000	82,000	1,600	154,500	14,000	12,000	2,000	36,000	21,100	800	850		41,000
Bond Proceeds														
Interdepartmental Charges	2,540,710													
Total Operating Revenues	23,147,529	3,535,529	5,287,043	1,600	154,500	14,000	544,000	256,000	3,287,000	1,613,600	3,300	10,850	1,200	2,641,000
Other														
Capital Grants														
Bond Proceeds														
Transfers In					154,500									
Interfund Advances														
Total Revenues	23,147,529	3,535,529	5,287,043	1,600	309,000	14,000	544,000	256,000	3,287,000	1,613,600	3,300	10,850	1,200	2,641,000
Funds Available	29,234,413	7,968,013	9,807,278	103,148	326,131	629,440	1,325,776	469,049	4,932,589	2,474,621	54,353	28,285	23,103	7,833,799
Expenditures														
Mayor Council	211,108				309,000			117,420						
Law	382,002													
Clerk	339,466													
Manager	884,841													
Finance	2,285,239		20,000											
Information Technology	1,216,349													
Fire	4,188,719		420,500											
Police	6,187,742		646,533											
Library	1,450,086													
Museum	1,114,249		85,962											
Civic Center	551,982													
Tourism & Economic Development						172,450								117,040
Public Health	14,325	338,140												
Public Works-Engineering	2,235,441		267,000											
Public Works-Streets	1,909,482		1,808,845											
Public Works-Solid Waste									3,748,002					
Public Works-Cemetery	91,630		219,417									4,583		
Public Works-Garage	677,091		132,200											
Public Works-Wastewater														
Public Works-Building Maintenance	627,142		50,000											
Small Boat Harbors										1,741,694				
Port														
Risk Management														
Debt Service														
Transfers	917,502	2,988,324	2,357,823	6,374			832,167	262,584			5,000			2,127,768
Total Expenditures	25,284,396	3,326,464	6,008,280	6,374	309,000	172,450	832,167	380,004	3,748,002	1,741,694	5,000	4,583		2,244,808
Ending Reserves, December 31	3,950,017	4,641,549	3,798,998	96,774	17,131	456,990	493,609	89,045	1,184,587	732,927	49,353	23,702	23,103	5,588,991

CITY OF KETCHIKAN, ALASKA
2020 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	134,927		67,367	665,669	2,527,625	1,182,864	436		2,095,594	10,409,012	4,286,677	643,541	46,572,059
Revenues													
Operating													
Taxes													20,966,608
Payments in Lieu of Tax													1,294,900
Licenses and Permits													131,700
Intergovernmental				258,000				108,000					3,246,950
Charges for Services									3,471,000	11,465,680			22,240,955
Fines and Forfeitures													123,500
Other Revenues	2,800	650,000	1,100	14,800	40,000	35,000			20,000	163,000	56,000	3,700	6,240,908
Bond Proceeds													
Interdepartmental Charges												1,714,710	4,255,420
Total Operating Revenues	2,800	650,000	1,100	272,800	40,000	35,000		108,000	3,491,000	11,628,680	56,000	1,718,410	58,500,941
Other													
Capital Grants		850,000		627,055									1,477,055
Bond Proceeds				487,610					4,953,732				5,441,342
Transfers In			386,165				1,357,482	3,657,199		616,160	522,000		6,693,506
Interfund Advances										426,209			426,209
Total Revenues	2,800	1,500,000	387,265	1,387,465	40,000	35,000	1,357,482	3,765,199	8,444,732	12,671,049	578,000	1,718,410	72,539,053
Funds Available	137,727	1,500,000	454,632	2,053,134	2,567,625	1,217,864	1,357,918	3,765,199	10,540,326	23,080,061	4,864,677	2,361,951	119,111,112
Expenditures													
Mayor Council													637,528
Law													382,002
Clerk													339,466
Manager													884,841
Finance													2,305,239
Information Technology													1,216,349
Fire													4,609,219
Police													6,834,275
Library					40,000								1,490,086
Museum					794,853								1,995,064
Civic Center			386,165										938,147
Tourism & Economic Development							1,357,462						1,646,952
Public Health		1,500,000						1,190,000					3,042,465
Public Works-Engineering													2,502,441
Public Works-Streets													3,718,327
Public Works-Solid Waste													3,748,002
Public Works-Cemetery													315,630
Public Works-Garage													809,291
Public Works-Wastewater									8,163,541				8,163,541
Public Works-Building Maintenance													677,142
Small Boat Harbors				1,659,110									3,400,804
Port										9,388,076			9,388,076
Risk Management												1,726,800	1,726,800
Debt Service								3,765,199					3,765,199
Transfers													9,497,542
Total Expenditures		1,500,000	386,165	1,659,110	834,853	1,190,000	1,357,462	3,765,199	8,163,541	9,388,076		1,726,800	74,034,428
Ending Reserves, December 31	137,727		68,467	394,024	1,732,772	27,864	456		2,376,785	13,691,985	4,864,677	635,151	45,076,684

CITY OF KETCHIKAN, ALASKA
2020 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	6,086,884	4,432,484	4,520,235	101,548	17,131	615,440	781,776	213,049	1,645,589	861,021	51,053	17,435	21,903	5,192,799
Revenues														
Taxes	11,505,036	3,470,529	5,205,043				532,000	254,000						
Payments in Lieu of Tax	1,294,900													
Licenses and Permits	131,700													
Intergovernmental	270,950									10,000				2,600,000
Charges for Services	2,460,575								3,251,000	1,579,000	2,500	10,000	1,200	
Fines and Forfeitures	120,000									3,500				
Other Revenues	1,497,622	65,000	82,000	1,600	154,500	14,000	12,000	2,000	36,000	21,100	800	850		41,000
Bond Proceeds														
Interfund Advances														
Interdepartmental Charges	2,540,710													
Total Revenues	19,821,493	3,535,529	5,287,043	1,600	154,500	14,000	544,000	256,000	3,287,000	1,613,600	3,300	10,850	1,200	2,641,000
Transfers In														
Transfers From Other Funds	3,326,036				154,500									
Total Transfers In	3,326,036				154,500									
Funds Available	29,234,413	7,968,013	9,807,278	103,148	326,131	629,440	1,325,776	469,049	4,932,589	2,474,621	54,353	28,285	23,103	7,833,799
Expenditures														
Personnel Services	19,295,871								1,263,907	677,569				107,040
Supplies	1,347,836	15,000							253,470	80,890				8,000
Contract & Purchased Services	2,964,096	273,000			309,000	172,450		117,420	1,336,945	352,940				500
Capital Outlay - Minor	227,095								27,450	14,050				
Operating Grants - (Police & Fire)	30,000													
Interdepartmental Charges	351,996	140							501,230	239,070				1,500
Debt Service										347,175				
Risk Management														
Payment In Lieu of Taxes														
Total Operating Expenditures	24,216,894	288,140			309,000	172,450		117,420	3,383,002	1,711,694				117,040
Capital Outlay - Major	150,000	50,000	3,650,457						365,000	30,000		4,583		
Transfers Out	917,502	2,988,324	2,357,823	6,374			832,167	262,584			5,000			2,127,768
Total Expenditures	25,284,396	3,326,464	6,008,280	6,374	309,000	172,450	832,167	380,004	3,748,002	1,741,694	5,000	4,583		2,244,808
Ending Reserves, December 31	3,950,017	4,641,549	3,798,998	96,774	17,131	456,990	493,609	89,045	1,184,587	732,927	49,353	23,702	23,103	5,588,991

CITY OF KETCHIKAN, ALASKA
2020 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	134,927		67,367	665,669	2,527,625	1,182,864	436		2,095,594	10,409,012	4,286,677	643,541	46,572,059
Revenues													
Taxes													20,966,608
Payments in Lieu of Tax													1,294,900
Licenses and Permits													131,700
Intergovernmental		850,000		885,055				108,000					4,724,005
Charges for Services									3,471,000	11,465,680			22,240,955
Fines and Forfeitures													123,500
Other Revenues	2,800	650,000	1,100	14,800	40,000	35,000			1,928,535	163,000	56,000	100,100	4,919,807
Bond Proceeds				487,610					3,045,197				3,532,807
Interfund Advances										426,209			426,209
Interdepartmental Charges												1,618,310	4,159,020
Total Revenues	2,800	1,500,000	1,100	1,387,465	40,000	35,000		108,000	8,444,732	12,054,889	56,000	1,718,410	62,519,511
Transfers In													
Transfers From Other Funds			386,165				1,357,482	3,657,199		616,160	522,000		10,019,542
Total Transfers In			386,165				1,357,482	3,657,199		616,160	522,000		10,019,542
Funds Available	137,727	1,500,000	454,632	2,053,134	2,567,625	1,217,864	1,357,918	3,765,199	10,540,326	23,080,061	4,864,677	2,361,951	119,111,112
Expenditures													
Personnel Services									946,966	1,313,507			23,604,860
Supplies									282,675	95,595			2,083,466
Contract & Purchased Services									442,110	3,480,310			9,448,771
Capital Outlay - Minor									62,500	7,500			338,595
Operating Grants - (Police & Fire)													30,000
Interdepartmental Charges									631,630	484,320			2,209,886
Debt Service								3,765,199	162,828	2,236,000			6,511,202
Risk Management												1,726,800	1,726,800
Payment In Lieu of Taxes									86,100	522,200			608,300
Total Operating Expenditures								3,765,199	2,614,809	8,139,432		1,726,800	46,561,880
Capital Outlay - Major		1,500,000	386,165	1,659,110	834,853	1,190,000	1,357,462		5,548,732	726,644			17,453,006
Transfers Out										522,000			10,019,542
Total Expenditures		1,500,000	386,165	1,659,110	834,853	1,190,000	1,357,462	3,765,199	8,163,541	9,388,076		1,726,800	74,034,428
Ending Reserves, December 31	137,727		68,467	394,024	1,732,772	27,864	456		2,376,785	13,691,985	4,864,677	635,151	45,076,684

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED-2020 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Operating Expenditures								
Mayor & Council	528,309	623,165	582,831	584,680	638,890	638,620	637,528	9.04%
City Law	304,036	308,167	324,707	374,305	374,735	372,572	382,002	2.06%
City Clerk	290,547	297,510	348,339	360,429	364,849	318,940	339,466	-5.82%
City Manager	627,293	689,507	760,968	771,408	795,768	758,381	884,841	14.70%
Finance	1,788,738	1,941,069	1,956,927	2,180,382	2,180,382	2,064,924	2,285,239	4.81%
Information Technology	937,820	818,906	863,511	1,042,626	1,043,946	1,007,110	1,066,349	2.28%
Fire	3,305,010	3,462,576	3,329,906	3,689,794	3,722,774	3,499,775	4,188,719	13.52%
Police	4,663,868	4,671,506	4,753,903	5,434,722	5,468,041	5,199,299	6,187,742	13.86%
Library	1,279,387	1,285,060	1,262,555	1,367,503	1,382,974	1,336,196	1,450,086	6.04%
Museum	848,959	947,277	1,008,415	1,103,361	1,145,731	1,079,275	1,114,249	0.99%
Civic Center	427,847	448,037	470,782	499,251	512,161	508,125	551,982	10.56%
Tourism & Economic Development	162,450	162,450	162,450	172,450	235,950	235,950	289,490	67.87%
Public Health	21,807	12,748	36,054	302,465	342,465	339,695	302,465	0.00%
PW-Engineering & Bldg Inspection	1,519,905	1,506,362	1,496,699	2,035,778	2,058,478	1,738,115	2,235,441	9.81%
PW-Streets	1,344,232	1,565,350	1,512,644	1,835,240	1,837,360	1,716,530	1,909,482	4.05%
PW-Solid Waste	2,949,907	2,930,537	3,022,227	3,241,508	3,289,378	3,146,784	3,383,002	4.37%
PW-Cemetery	73,212	78,267	83,663	89,020	89,020	87,800	91,630	2.93%
PW-Garage & Warehouse	483,607	499,626	437,620	594,056	597,026	550,680	677,091	13.98%
PW-Wastewater	2,131,357	2,200,121	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	5.30%
PW-Building Maintenance	393,409	415,001	482,799	586,604	601,664	581,157	627,142	6.91%
Small Boat Harbors	1,319,439	1,428,871	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	8.98%
Port Development	8,637,990	7,103,354	7,402,754	7,647,352	7,668,462	7,536,045	8,139,432	6.43%
Risk Management	1,241,306	1,325,441	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	6.70%
Debt Service	3,549,500	3,553,543	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	-0.10%
Total Operating	38,829,935	38,274,451	38,924,723	43,354,093	43,891,613	41,931,996	46,561,880	7.40%

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED-2020 % 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	19,857	4,630	-	20,000	20,000	-	20,000	0.00%
Information Technology	88,995	72,324	73,411	120,000	120,000	120,000	150,000	25.00%
Fire	199,387	217,170	483,630	2,461,274	2,137,274	2,101,389	420,500	-82.92%
Police	160,073	460,638	203,827	201,525	682,525	595,367	646,533	220.82%
Library	-	-	-	-	100,000	50,000	40,000	0.00%
Museum	1,375,564	235,764	398,892	504,000	504,000	82,965	880,815	74.76%
Civic Center	109,076	148,310	245,332	320,000	320,000	283,835	386,165	20.68%
Tourism & Economic Development	15,363	-	15,000	40,000	290,000	123,142	1,357,462	0.00%
Public Health	5,888,506	1,982,645	59,812	1,288,707	1,384,587	199,285	2,740,000	112.62%
PW-Engineering & Bldg Inspection	48,528	219,377	81,697	436,000	436,000	326,000	267,000	-38.76%
PW-Streets	10,180,454	1,442,806	2,073,973	2,025,744	2,069,411	1,398,667	1,808,845	-10.71%
PW-Solid Waste	240,780	596,467	1,097,328	305,486	305,486	223,942	365,000	19.48%
PW-Cemetery	31,600	15,084	24,979	160,000	160,000	137,000	224,000	40.00%
PW-Garage & Warehouse	-	46,347	-	50,000	60,200	60,200	132,200	NA
PW-Wastewater	2,700,498	479,188	678,635	3,677,935	3,732,935	672,260	5,548,732	50.87%
PW-Building Maintenance	20,323	84,075	11,201	50,000	50,000	-	50,000	NA
Small Boat Harbors	326,289	277,483	299,171	1,333,350	1,347,776	93,666	1,689,110	26.68%
Port Development	441,494	8,777,956	1,199,642	8,949,708	10,140,788	8,235,712	726,644	-91.88%
Total Capital	21,846,787	15,060,264	6,946,530	21,943,729	23,860,982	14,703,430	17,453,006	-20.46%

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED-2020 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Transfers Out								
Transfers/Advances to Other Funds	7,095,889	8,543,611	7,838,051	11,554,618	11,804,618	8,875,377	10,019,542	-13.29%
Total Transfers Out	7,095,889	8,543,611	7,838,051	11,554,618	11,804,618	8,875,377	10,019,542	-13.29%
Combined Operating, Capital and Transfers Out								
Mayor & Council	528,309	623,165	582,831	584,680	638,890	638,620	637,528	9.04%
City Law	304,036	308,167	324,707	374,305	374,735	372,572	382,002	2.06%
City Clerk	290,547	297,510	348,339	360,429	364,849	318,940	339,466	-5.82%
City Manager	627,293	689,507	760,968	771,408	795,768	758,381	884,841	14.70%
Finance	1,808,595	1,945,699	1,956,927	2,200,382	2,200,382	2,064,924	2,305,239	4.77%
Information Technology	1,026,815	891,230	936,922	1,162,626	1,163,946	1,127,110	1,216,349	4.62%
Fire	3,504,397	3,679,746	3,813,536	6,151,068	5,860,048	5,601,165	4,609,219	-25.07%
Police	4,823,941	5,132,144	4,957,730	5,636,247	6,150,566	5,794,666	6,834,275	21.26%
Library	1,279,387	1,285,060	1,262,555	1,367,503	1,482,974	1,386,196	1,490,086	8.96%
Museum	2,224,523	1,183,041	1,407,307	1,607,361	1,649,731	1,162,240	1,995,064	24.12%
Civic Center	536,923	596,347	716,114	819,251	832,161	791,960	938,147	14.51%
Tourism & Economic Development	177,813	162,450	177,450	212,450	525,950	359,092	1,646,952	675.22%
Public Health	5,910,313	1,995,393	95,866	1,591,172	1,727,052	538,980	3,042,465	91.21%
PW-Engineering & Bldg Inspection	1,568,433	1,725,739	1,578,396	2,471,778	2,494,478	2,064,115	2,502,441	1.24%
PW-Streets	11,524,686	3,008,156	3,586,617	3,860,984	3,906,771	3,115,197	3,718,327	-3.69%
PW-Solid Waste	3,190,687	3,527,004	4,119,555	3,546,994	3,594,864	3,370,726	3,748,002	5.67%
PW-Cemetery	104,812	93,351	108,642	249,020	249,020	224,800	315,630	26.75%
PW-Garage & Warehouse	483,607	545,973	437,620	644,056	657,226	610,880	809,291	25.66%
PW-Wastewater	4,831,855	2,679,309	2,967,880	6,161,060	6,240,930	3,074,889	8,163,541	32.50%
PW-Building Maintenance	413,732	499,076	494,000	636,604	651,664	581,157	677,142	6.37%
Small Boat Harbors	1,645,728	1,706,354	1,745,720	2,903,965	2,993,921	1,717,516	3,400,804	17.11%
Port Development	9,079,484	15,881,310	8,602,396	16,597,060	17,809,250	15,771,757	8,866,076	-46.58%
Risk Management	1,241,306	1,325,441	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	6.70%
Debt Service	3,549,500	3,553,543	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	-0.10%
Transfers/Advances to Other Funds	7,095,889	8,543,611	7,838,051	11,554,618	11,804,618	8,875,377	10,019,542	-13.29%
Total Expenditures	67,772,611	61,878,326	53,709,304	76,852,440	79,557,213	65,510,803	74,034,428	-3.67%

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED-2020 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues								
Taxes								
Real Property	5,147,354	5,181,034	5,278,525	6,001,613	6,001,613	5,292,694	5,773,366	-3.80%
Business - Personal	397,342	378,973	377,081	384,700	384,700	403,207	441,127	14.67%
Sales	11,349,608	11,921,608	12,464,226	12,704,000	12,704,000	12,920,501	13,848,115	9.01%
Marijuana		97,152	190,549	170,000	170,000	230,000	254,000	49.41%
Transient	497,374	552,867	544,305	500,000	500,000	527,000	532,000	6.40%
Other	116,168	104,016	110,564	127,000	125,500	118,000	118,000	-7.09%
Payments in Lieu of Tax	1,220,789	1,213,929	1,209,286	1,205,000	1,205,000	1,205,000	1,294,900	7.46%
Licenses and Permits	193,514	110,522	96,487	116,900	116,900	131,700	131,700	12.66%
Intergovernmental	2,945,050	10,612,212	3,769,839	9,170,022	9,177,086	8,617,097	4,724,005	-48.48%
Charges for Services								
General Fund Services	2,109,625	2,162,141	2,248,477	2,170,442	2,171,332	2,266,373	2,460,575	13.37%
Solid Waste	3,142,541	3,145,652	3,170,321	3,206,000	3,206,000	3,251,000	3,251,000	1.40%
Wastewater	2,990,228	3,048,015	3,227,601	3,439,400	3,439,400	3,421,100	3,471,000	0.92%
Small Boat Harbor	1,475,000	1,513,634	1,575,010	1,611,900	1,611,900	1,579,000	1,579,000	-2.04%
Port	8,896,941	9,386,532	9,965,809	11,292,286	11,292,286	10,693,188	11,465,680	1.54%
Other	7,006	16,605	17,964	13,825	13,825	13,700	13,700	-0.90%
Fines and Forfeitures	135,617	125,068	108,900	138,500	138,500	117,500	123,500	-10.83%
Other Revenues	1,038,895	980,213	950,551	1,071,700	1,071,700	1,041,960	1,598,250	49.13%
Bond Proceeds	2,017,887			5,160,907	5,160,907	1,844,622	5,441,342	5.43%
Interfund Advances	312,500	241,547	1,288,449	426,209	426,209	426,209	426,209	
Interdepartmental Charges								
Administration	3,141,701	3,143,081	3,241,609	3,634,990	3,634,990	3,420,507	3,857,332	6.12%
Insurance	1,233,901	1,332,846	1,381,319	1,618,310	1,618,310	1,568,370	1,714,710	5.96%
Total Revenues	48,369,041	55,267,647	51,216,872	64,163,704	64,170,158	59,088,728	62,519,511	-2.56%

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED/2020 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues-Charges for Services								
General Fund								
Civic Center	109,595	108,444	104,367	109,800	109,800	106,000	106,000	-3.46%
Ambulance	589,985	687,928	730,650	625,000	625,000	730,000	730,000	16.80%
Parking Revenue	86,755	89,310	101,190	88,000	88,000	100,000	100,000	13.64%
Fees for Service	13,692	19,756	13,269	15,000	15,000	14,000	14,000	-6.67%
Borough Library Service	395,916	410,393	428,806	464,970	464,970	457,802	489,020	5.17%
UAS Library Services	156,905	115,154	92,645	77,641	77,691	72,910	82,182	5.85%
Library Services to KGBSD	19,502	9,004	13,741	17,931	17,931	14,744	15,223	-15.10%
911 Services	403,482	409,849	406,326	410,000	410,000	406,000	406,000	-0.98%
Museum Services & Admission Fees	252,580	240,551	281,765	262,500	262,500	291,757	294,500	12.19%
Tideland Leases	41,539	70,836	55,792	50,000	50,000	50,000	50,000	0.00%
Other	81,213	71,752	75,718	99,600	100,440	73,160	223,650	124.55%
General Fund Total	<u>2,151,164</u>	<u>2,232,977</u>	<u>2,304,269</u>	<u>2,220,442</u>	<u>2,221,332</u>	<u>2,316,373</u>	<u>2,510,575</u>	<u>13.07%</u>
Solid Waste								
Recycling	17,389	32,291	14,254	25,000	25,000	15,000	15,000	-40.00%
Fees for Services	58,862	43,810	45,521	50,000	50,000	43,000	43,000	-14.00%
Residential Collections	323,867	329,417	328,841	330,000	330,000	327,000	327,000	-0.91%
Business Collections	634,087	605,139	684,168	649,000	649,000	786,000	786,000	21.11%
Sanitary Landfill Charges	850,329	863,263	817,413	877,000	877,000	795,000	795,000	-9.35%
Residential Access Fees	1,238,689	1,249,118	1,259,713	1,255,000	1,255,000	1,265,000	1,265,000	0.80%
Other	19,318	22,614	20,411	20,000	20,000	20,000	20,000	0.00%
Solid Waste Total	<u>3,142,541</u>	<u>3,145,652</u>	<u>3,170,321</u>	<u>3,206,000</u>	<u>3,206,000</u>	<u>3,251,000</u>	<u>3,251,000</u>	<u>1.40%</u>
Wastewater								
Residential Sewer Service	1,915,967	1,945,098	2,048,366	2,189,310	2,189,310	2,173,000	2,204,000	0.67%
Business Sewer Service	1,054,754	1,081,780	1,156,141	1,231,790	1,231,790	1,227,000	1,245,000	1.07%
Other	19,507	21,137	23,094	18,300	18,300	21,100	22,000	20.22%
Wastewater Total	<u>2,990,228</u>	<u>3,048,015</u>	<u>3,227,601</u>	<u>3,439,400</u>	<u>3,439,400</u>	<u>3,421,100</u>	<u>3,471,000</u>	<u>0.92%</u>

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2016 - 2020

	2016	2017	2018	2019			2020 BUDGET	2019 ADOPTED/2020 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Small Boat Harbor								
Electrical Service	105,966	101,201	106,169	100,000	100,000	105,000	105,000	5.00%
Solid Waste Fees	58,968	73,692	91,457	65,000	65,000	73,000	73,000	12.31%
Reserved Moorage	810,320	877,212	856,952	927,000	927,000	882,000	882,000	-4.85%
Transient Moorage	444,999	439,546	453,746	451,000	451,000	447,000	447,000	-0.89%
Other	54,747	21,983	66,686	68,900	68,900	72,000	72,000	4.50%
Small Boat Harbor Total	1,475,000	1,513,634	1,575,010	1,611,900	1,611,900	1,579,000	1,579,000	-2.04%
Cemetery								
Burial & Endowment Fees	7,006	16,605	17,964	13,825	13,825	13,700	13,700	-0.90%
Total	7,006	16,605	17,964	13,825	13,825	13,700	13,700	-0.90%
Port								
Electric Service	17,613	890	818	30,000	30,000	30,000	30,000	0.00%
Additional Docking Fees	746,937	795,862	807,113	871,786	871,786	865,800	865,000	-0.78%
Wharfage	6,482,367	6,892,093	7,300,575	8,526,000	8,526,000	8,098,000	8,715,000	2.22%
Water	206,300	210,300	256,260	210,000	210,000	2,520	206,000	-1.90%
Parking Revenue	61,905	58,430	59,855	61,000	61,000	67,267	65,000	6.56%
Rental Income	340,563	340,563	421,180	345,000	345,000	421,000	425,000	23.19%
Transient Docking Fees	1,024,435	1,081,018	1,106,356	1,235,000	1,235,000	1,194,000	1,142,000	-7.53%
Other	16,821	7,376	13,652	13,500	13,500	14,601	17,680	30.96%
Port Total	8,896,941	9,386,532	9,965,809	11,292,286	11,292,286	10,693,188	11,465,680	1.54%
Total Charges for Services	18,662,880	19,343,415	20,260,974	21,783,853	21,784,743	21,274,361	22,290,955	2.33%

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF EMPLOYEES
2016 -2020

Department/Division		2016 Actual	2017 Actual	2018 Actual	2019			2020 Budget	2019 Adopted/2020	
					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	1.000	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	6.420	6.000	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	22.000	3.000	15.79%
1220	Police	35.300	35.300	35.300	35.300	35.300	35.300	38.550	3.250	9.21%
1410	Library	12.785	12.735	11.815	11.815	11.815	11.815	11.815	-	0.00%
1420	Museum	7.700	8.200	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	13.000	13.000	13.000	13.000	-	0.00%
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	2.750	3.000	3.000	3.000	3.000	-	0.00%
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		175.705	175.735	175.565	176.815	176.815	176.815	183.065	6.250	3.53%

CITY OF KETCHIKAN, ALASKA
2020 OPERATING AND CAPITAL BUDGET
SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES
2000 - 2020

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
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	801,923,300	61,092,000	863,015,300	74,723,300	937,738,600	6.6	5,695,901
2020 (1)	813,150,226	62,130,564	875,280,790	77,114,446	952,395,236	7.1	6,214,494

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2020 OPERATING AND CAPITAL BUDGET
SCHEDULE OF SALES AND OCCUPANCY TAX REVENUES
2000 - 2020

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
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	13,199,080	190,549	544,305	12,464,226	4,674,085	3,116,056	4,674,085
2019 (1)	13,677,501	230,000	527,000	12,920,501	4,845,188	3,230,125	4,845,188
2020 (1)	14,634,115	254,000	532,000	13,848,115	5,193,043	3,462,029	5,193,043

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2020 ANNUAL BUDGET
SCHEDULE OF SHARED STATE REVENUES
2000 - 2020

Year	Total State Revenues	Safe Communities	Revenue Sharing	Raw Fish Tax	Shared Fisheries Business Tax	Other State Assistance	Liquor License Refunds	Commercial Passenger Vessel
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	506,356			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	3,144,800		698,801	425,507	27,744		45,500	1,947,248
2013	2,980,533		490,456	454,435	25,872		32,000	1,977,770
2014	3,548,845		491,771	743,083	43,781		30,000	2,240,210
2015	2,699,743		467,635	137,875	30,608		31,250	2,032,375
2016	2,664,558		309,695	153,565 (3)	15,665		44,000	2,141,633
2017	2,798,871		277,931	311,828 (3)	14,592		30,950	2,163,570
2018	2,863,501		231,248	319,098 (3)	13,767		46,900	2,252,488
2019	2,927,796		190,514	255,346 (3)	10,654		30,300	2,440,982
2020 (1)	3,103,000		190,000	258,000 (3)	10,000		45,000	2,600,000

- (1) Estimated
- (2) Municipal Energy Assistance
- (3) Does not include the portion accounted for in the KPU Enterprise Fund for the Water Division

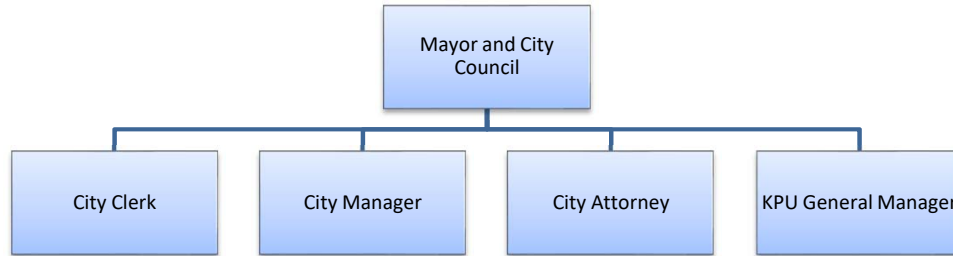
CITY OF KETCHIKAN, ALASKA
 2020
 SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

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	
2020	52,447	17,933	18,465	36,907	605,920	361,644	202,925	2,529,700	144,250	267,935	17,930	19,146	2,236,000	6,511,202
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	267,935	17,930	19,146	2,232,750	6,459,840
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	655,588	251,062	258,510	590,512	6,148,884	4,325,364	3,056,975	63,281,150	2,342,250	1,875,545	251,020	354,201	35,755,750	119,146,811

CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	193,979	186,680	224,890	224,620	211,108	24,428	13.1%
Community Grant Program	293,352	300,000	300,000	300,000	309,000	9,000	3.0%
Humanitarian Services Grant Program	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Total	582,831	584,680	638,890	638,620	637,528	52,848	9.0%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	84,792	91,800	99,010	99,000	99,818	8,018	8.7%
Supplies	838	1,050	2,184	2,184	1,050	-	0.0%
Contract/Purchased Services	495,167	488,750	533,116	532,916	527,770	39,020	8.0%
Minor Capital Outlay	1,325	2,000	3,500	3,500	7,500	5,500	275.0%
Interdepartmental Charges	709	1,080	1,080	1,020	1,390	310	28.7%
Total	582,831	584,680	638,890	638,620	637,528	52,848	9.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	127,029	125,560	139,760	139,650	137,456	11,896	9.5%
Hospital Sales Tax Fund	36,669	37,500	37,500	37,500	38,624	1,124	3.0%
Public Works Sales Tax Fund	55,004	56,250	56,250	56,250	57,938	1,688	3.0%
Marijuana Sales Tax Fund	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Solid Waste Fund	6,731	6,480	7,800	7,790	7,350	870	13.4%
Harbor Fund	3,666	3,530	4,250	4,250	3,800	270	7.6%
Wastewater Fund	5,121	4,930	5,940	5,930	5,660	730	14.8%
Port Fund	5,567	5,360	6,450	6,450	9,230	3,870	72.2%
KPU Enterprise Fund	247,545	247,070	266,940	266,800	260,050	12,980	5.3%
Total	582,831	584,680	638,890	638,620	637,528	52,848	9.0%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	79,358	-	0.0%
Total	8.00	8.00	8.00	8.00	79,358	-	0.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Mayor and Council

Operations 1110-110

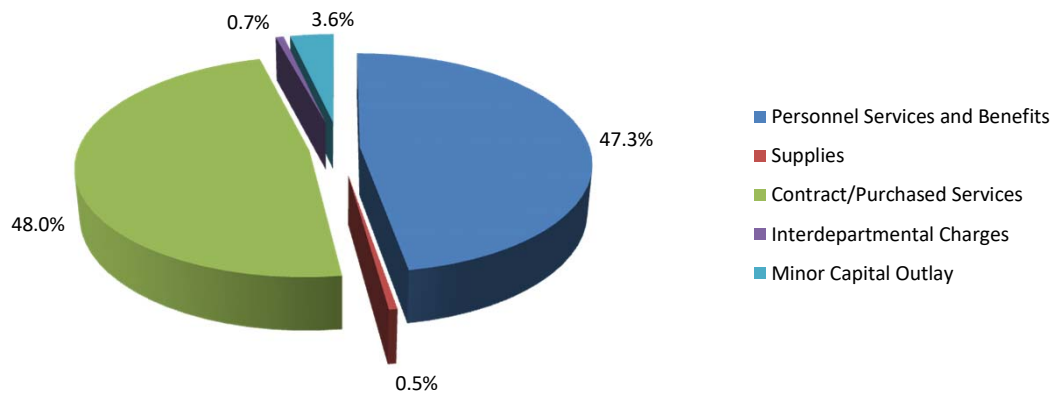
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	84,792	91,800	99,010	99,000	99,818	8,018	8.7%
Supplies	838	1,050	2,184	2,184	1,050	-	0.0%
Contract/Purchased Services	106,315	90,750	119,116	118,916	101,350	10,600	11.7%
Minor Capital Outlay	1,325	2,000	3,500	3,500	7,500	5,500	275.0%
Interdepartmental Charges	709	1,080	1,080	1,020	1,390	310	28.7%
Total Expenditures	193,979	186,680	224,890	224,620	211,108	24,428	13.1%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	72,025	69,310	83,510	83,400	79,518	10,208	14.7%
Solid Waste Fund	6,731	6,480	7,800	7,790	7,350	870	13.4%
Wastewater Fund	5,121	4,930	5,940	5,930	5,660	730	14.8%
Harbor Fund	3,666	3,530	4,250	4,250	3,800	270	7.6%
Port Fund	5,567	5,360	6,450	6,450	9,230	3,870	72.2%
KPU Enterprise Fund	100,869	97,070	116,940	116,800	105,550	8,480	8.7%
Total Funding	193,979	186,680	224,890	224,620	211,108	24,428	13.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Mayor	1.00	1.00	1.00	1.00	11,108	-	0.0%
Council	7.00	7.00	7.00	7.00	68,250	-	0.0%
Total	8.00	8.00	8.00	8.00	79,358	-	0.0%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Mayor and Council

Operations 1110-110

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$8,018, or by 8.7%, to account for five more special meetings above the twelve special meeting norm.
- Travel - Business (Account No. 600.01) increased by \$7,000, or by 87.5%, to more accurately account for travel expenses incurred by the Mayor and Councilmembers.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	66,638	73,170	78,790	78,790	79,358	6,188	8.5%
505. 00 Payroll Taxes	5,952	5,600	6,610	6,610	6,930	1,330	23.8%
506. 00 Pension	658	1,590	2,130	2,130	2,150	560	35.2%
507. 30 Workers Compensation	283	280	320	310	220	(60)	-21.4%
508. 00 Other Benefits	101	-	-	-	-	-	NA
509. 05 Allowances-Expense	11,160	11,160	11,160	11,160	11,160	-	0.0%
Personnel Services and Benefits	84,792	91,800	99,010	99,000	99,818	8,018	8.7%
Supplies							
510. 01 Office Supplies	838	1,000	2,134	2,134	1,000	-	0.0%
520. 02 Postage	-	50	50	50	50	-	0.0%
Supplies	838	1,050	2,184	2,184	1,050	-	0.0%
Contract/Purchased Services							
600. 01 Travel-Business	7,438	8,000	15,000	14,800	15,000	7,000	87.5%
605. 01 Ads and Public Announcements	339	750	750	750	750	-	0.0%
610. 01 Community Promotion	30,043	18,000	39,300	39,300	21,500	3,500	19.4%
615. 02 Assn. Membership Dues & Fees	13,637	14,200	14,266	14,266	14,300	100	0.7%
635. 04 Software Maintenance Services	5,904	-	-	-	-	-	NA
635. 07 Machinery & Equip Maint Services	341	800	800	800	800	-	0.0%
640. 04 Management and Consulting Services	48,000	48,000	48,000	48,000	48,000	-	0.0%
650. 01 Telecommunications	613	1,000	1,000	1,000	1,000	-	0.0%
Contract/Purchased Services	106,315	90,750	119,116	118,916	101,350	10,600	11.7%
Minor Capital Outlay							
790. 25 Machinery and Equipment	-	-	-	-	4,500	4,500	New
790. 26 Minor Computers, Printers & Copiers	1,325	2,000	3,500	3,500	3,000	1,000	50.0%
Minor Capital Outlay	1,325	2,000	3,500	3,500	7,500	4,000	275.0%
Interdepartmental Charges/ Reimbursable Credits							
825. 01 Interdepartmental-Insurance	709	1,080	1,080	1,020	1,390	310	28.7%
Interdepartmental Charges	709	1,080	1,080	1,020	1,390	310	28.7%
Total Expenditures by Type	193,979	186,680	224,890	224,620	211,108	24,428	13.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$79,358 – This account provides expenditures 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. Seventeen special meetings have been budgeted.

505.00 Payroll Taxes: \$6,930 – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$2,150 – This account provides expenditure for employer contributions to retirement plans.

507.30 Workers Compensation: \$220 – This account provides expenditures for employer contributions to workers compensation.

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

510.01 Office Supplies: \$1,000 – This account provides expenditures 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: \$15,000 – This account provides expenditures 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 expenditures for expenditures for public service announcements and community issues.

610.01 Community Promotion: \$21,500 – This account provides expenditures for expenditures for promotion of community activities and programs and the annual fireworks display.

615.02 Assn. Membership Dues & Fees: \$14,300 – This account provides expenditures 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 expenditures 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 expenditures for engaging a state lobbyist to represent General Government and Ketchikan Public Utilities for the 2019-20 legislative year.

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

790.25 Minor Machinery & Equipment: \$4,500 - This account provides expenditures for the purchase of new microphones for the City Council dais (\$1,000) and a ceiling mounted overhead projector with whiteboard display (\$3,500) for the City Council Chambers.

790.26 Minor Computers, Printers and Copiers: \$3,000 - This account provides expenditures for the replacement of two Councilmember iPads.

825.01 Interdepartmental Charges-Insurance: \$1,390 – This account provides expenditures for risk management services.

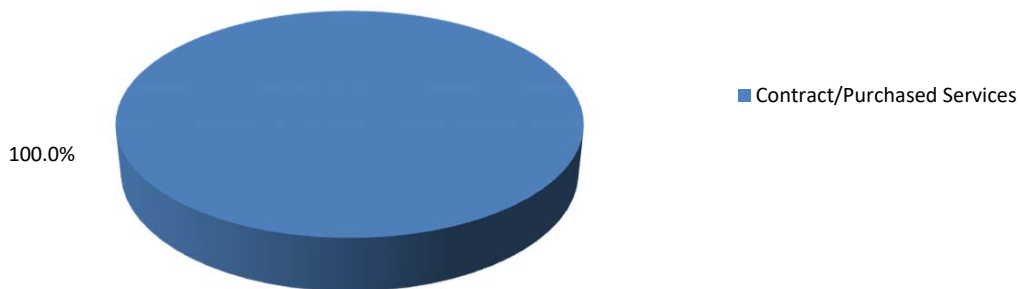
The Community Grant Program was established to provide financial support to community based non-profit humanitarian agencies. The level of funding has traditionally been determined on an annual basis and was previously based on a percentage of the City’s annual sales tax revenues. The City Council determined 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 new 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 2020 Community Grant Program is based on the amount expended in 2019 plus the percentage used to project sales tax growth for 2020, rounded to the nearest thousand dollar. For 2020, sales tax receipts have been programmed to increase 3.0 percent over 2019.

PROGRAM SUMMARY							
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	293,352	300,000	300,000	300,000	309,000	9,000	3.0%
Total Expenditures	293,352	300,000	300,000	300,000	309,000	9,000	3.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	55,004	56,250	56,250	56,250	57,938	1,688	3.0%
Hospital Sales Tax Fund	36,669	37,500	37,500	37,500	38,624	1,124	3.0%
Public Works Sales Tax Fund	55,004	56,250	56,250	56,250	57,938	1,688	3.0%
KPU Enterprise Fund	146,676	150,000	150,000	150,000	154,500	4,500	3.0%
Total Funding	293,352	300,000	300,000	300,000	309,000	9,000	3.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	293,352	300,000	300,000	300,000	309,000	9,000	3.0%
Contract/Purchased Services	293,352	300,000	300,000	300,000	309,000	9,000	3.0%
Total Expenditures by Type	293,352	300,000	300,000	300,000	309,000	9,000	3.0%

NARRATIVE

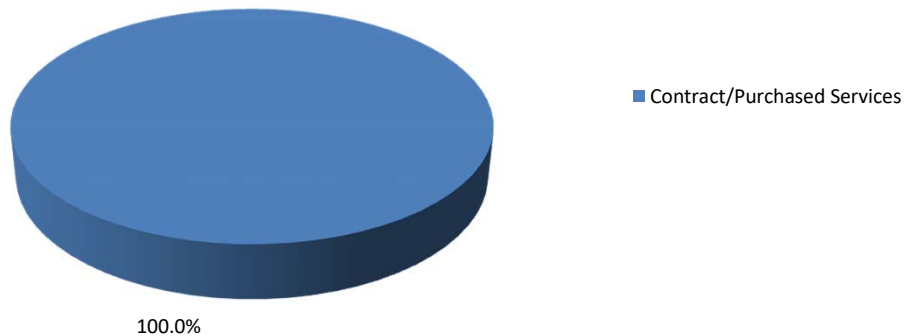
610.02 Grant Awards: \$309,000 - This account provides for financial assistance awards for community agency grant programs.

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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Total Expenditures	95,500	98,000	114,000	114,000	117,420	19,420	19.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Marijuana Sales Tax Fund	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Total Funding	95,500	98,000	114,000	114,000	117,420	19,420	19.8%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) increased by \$19,420 due a \$16,000 amendment approved by the City Council in March 2019. At that time the City Council sought a higher level of funding for its homeless programs than what was appropriated in 2019. Subject to City Council approval, funding for the 2020 Community Grant Program is based on the amount expended in 2019 plus the percentage used to project sales tax growth for 2020, rounded to the nearest thousand dollar. For 2020, sales tax receipts have been programmed to increase 3.0 percent over 2019. The 3% increase is based on the same formula used for the nonprofit organizations participating in the Community Grant Program.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Contract/Purchased Services	95,500	98,000	114,000	114,000	117,420	19,420	19.8%
Total Expenditures by Type	95,500	98,000	114,000	114,000	117,420	19,420	19.8%

NARRATIVE

610.02 Grant Awards: \$117,420 - This account provides for financial assistance for homeless and humanitarian grant programs.

CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	324,707	374,305	374,735	372,572	382,002	7,697	2.1%
Total	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	96,148	106,653	107,083	104,930	114,030	7,377	6.9%
Supplies	18,706	28,800	28,800	28,800	28,800	-	0.0%
Contract/Purchased Services	209,272	232,462	232,462	232,462	232,462	-	0.0%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	581	890	890	880	1,210	320	36.0%
Total	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

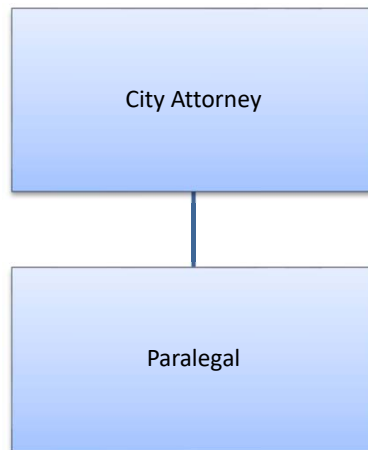
Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	133,012	151,428	154,855	150,792	167,222	15,794	10.4%
Solid Waste Services Fund	10,580	12,301	12,140	12,240	12,600	299	2.4%
Wastewater Fund	8,050	9,359	9,230	9,310	9,700	341	3.6%
Harbor Fund	5,763	6,700	6,610	6,670	6,520	(180)	-2.7%
Port Fund	8,751	10,174	10,040	10,120	15,820	5,646	55.5%
KPU Enterprise Fund	158,552	184,343	181,860	183,440	170,140	(14,203)	-7.7%
Total	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

Full-time Equivalent Personnel	2018	2019 Budget			2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%	
Operations	1.00	1.00	1.00	1.00	62,230	-	0.0%	
Total	1.00	1.00	1.00	1.00	62,230	-	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 2020

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 2020 include the following:

- Maintain accessibility to City Officers, Councilmembers and employees;
- Continue digitization of archived files being held within the parameters of the City's records retention schedule, which are not utilized regularly by the department (i.e., closed criminal files under 10 years old, claims etc.); and
- Plan and implement digitization schedule of all files utilized by the Law Department.

ACCOMPLISHMENTS FOR 2019

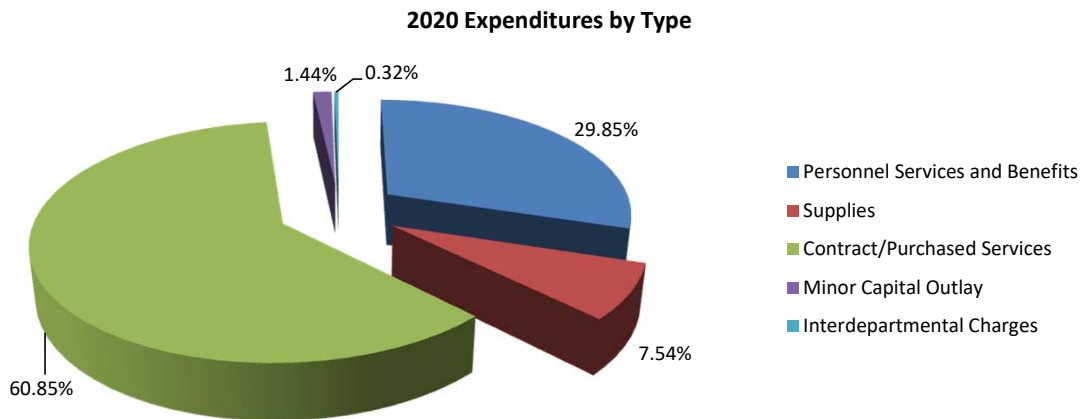
- Devoted substantial efforts towards surplus property sales and port expansion issues;
- Devoted substantial efforts to multiple issues associated with the hospital project; and
- Other accomplishments, which have been set forth in periodic reports to the City Council.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	96,148	106,653	107,083	104,930	114,030	7,377	6.9%
Supplies	18,706	28,800	28,800	28,800	28,800	-	0.0%
Contract/Purchased Services	209,272	232,462	232,462	232,462	232,462	-	0.0%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	581	890	890	880	1,210	320	36.0%
Total Expenditures	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	133,012	151,428	154,855	150,792	167,222	15,794	10.4%
Solid Waste Fund	10,580	12,301	12,140	12,240	12,600	299	2.4%
Wastewater Fund	8,050	9,359	9,230	9,310	9,700	341	3.6%
Harbor Fund	5,763	6,700	6,610	6,670	6,520	(180)	-2.7%
Port Fund	8,751	10,174	10,040	10,120	15,820	5,646	55.5%
KPU Enterprise Fund	158,552	184,343	181,860	183,440	170,140	(11,720)	-7.7%
Total Funding	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Paralegal	1.00	1.00	1.00	1.00	62,230	-	0.0%
Total	1.00	1.00	1.00	1.00	62,230	-	0.0%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$7,377, or by 6.9%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	54,246	57,023	57,373	57,370	62,230	5,207	9.1%
502 .01 Temporary Wages	1,826	6,500	6,500	4,730	6,500	-	0.0%
505 .00 Payroll Taxes	4,003	4,860	4,860	4,750	5,260	400	8.2%
506 .00 Pension	12,515	12,550	12,620	12,620	13,700	1,150	9.2%
507 .00 Health and Life Insurance	23,380	23,950	23,950	23,700	24,540	590	2.5%
507 .30 Workers Compensation	205	240	240	220	190	(50)	-20.8%
508 .00 Other Benefits	(27)	1,530	1,540	1,540	1,610	80	5.2%
Personnel Services and Benefits	96,148	106,653	107,083	104,930	114,030	7,377	6.9%
Supplies							
510 .01 Office Supplies	1,044	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	84	800	800	800	800	-	0.0%
530 .03 Professional and Trade Publications	17,578	25,000	25,000	25,000	25,000	-	0.0%
Supplies	18,706	28,800	28,800	28,800	28,800	-	0.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Attorney

Operations 1120-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	545	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	1,197	2,000	2,000	2,000	2,000	-	0.0%
615 .01 Professional and Technical Licenses	50	100	100	100	100	-	0.0%
630 .03 Bank & Merchant Fees	21	60	60	60	60	-	0.0%
630 .06 Service Charges and Fees	789	3,700	3,700	3,700	3,700	-	0.0%
635 .07 Machinery & Equipment Maint Services	442	700	700	700	700	-	0.0%
640 .01 Legal and Accounting Services	204,667	219,802	219,802	219,802	219,802	-	0.0%
650 .01 Telecommunications	1,561	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	209,272	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	-	3,500	3,500	3,500	3,500	-	0.0%
790 .35 Software	-	500	500	500	500	-	0.0%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges							
825 .01 Insurance Premiums and Claims	581	890	890	880	1,210	320	36.0%
Interdepartmental Charges	581	890	890	880	1,210	320	36.0%
Total Expenditures by Type	324,707	374,305	374,735	372,572	382,002	7,697	2.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$62,230– This account provides expenditures for the cost of the annual salary paid to the Law Department’s Paralegal.

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

505.00 Payroll Taxes: \$5,260 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$13,700– This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$24,540 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$190– This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,610 – This account provides 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 expenditures 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 expenditures 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 expenditures for postal related services such as postage, express delivery and mailing materials.

530.03 Professional and Technical Publications: \$25,000 - This account provides expenditures 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 expenditures 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 expenditures 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 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 third-parties.

605.01 Ads and Public Announcements: \$2,000 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$1,210 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%
Total	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

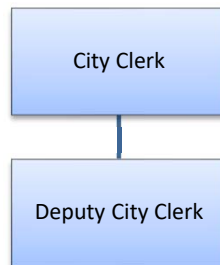
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	284,093	276,909	281,329	235,650	248,416	(28,493)	-10.3%
Supplies	3,340	6,870	3,870	3,870	6,870	-	0.0%
Contract/Purchased Services	54,567	74,500	77,500	77,500	79,550	5,050	6.8%
Minor Capital Outlay	4,925	-	-	-	2,000	2,000	New
Interdepartmental Charges	1,414	2,150	2,150	1,920	2,630	480	22.3%
Total	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	129,338	133,829	135,469	118,420	127,886	(5,943)	-4.4%
Solid Waste Services Fund	12,087	12,510	12,660	11,070	11,810	(700)	-5.6%
Wastewater Fund	9,196	9,520	9,630	8,420	9,100	(420)	-4.4%
Harbor Fund	6,584	6,810	6,900	6,030	6,110	(700)	-10.3%
Port Fund	9,997	10,340	10,470	9,150	14,830	4,490	43.4%
KPU Enterprise Fund	181,136	187,420	189,720	165,850	169,730	(17,690)	-9.4%
Total	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.00	2.00	2.00	128,036	-	0.0%
Total	2.00	2.00	2.00	2.00	128,036	-	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 2020

- 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 2020.
- Provide extensive assistance to the State of Alaska in running its primary and general election for 2020.
- Continue with the historic preservation of Council records and documents.
- Continue the implementation and enhancements to video and agenda management software to meet the needs of the City Council and the public.

ACCOMPLISHMENTS FOR 2019

- Conducted a regular election on October 1, 2019. Two councilmembers 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.
- Continued to coordinate activities of the City Council in accordance with policy and law, including nine additional special meetings and two forums, agenda preparation, travel arrangements, legal notices, etc.
- Hired a new Deputy City Clerk, who is currently being trained in office procedures and best practices.
- Implemented new video and agenda management software with Primegov.
- Issued Public vehicle certificates to tour operators. Forms, certificates, files, etc. were created as required by ordinance.

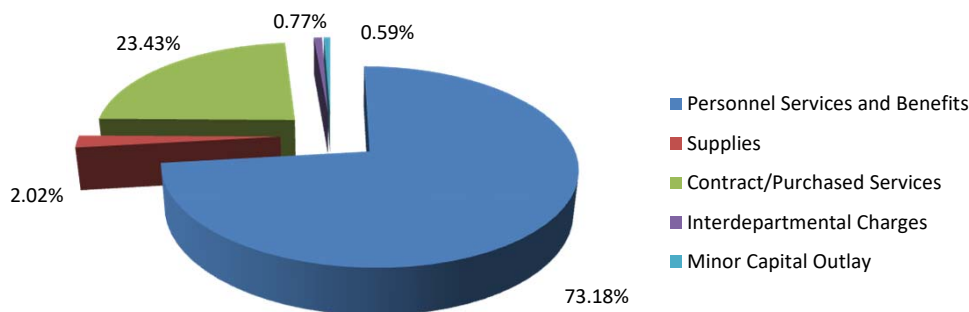
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	284,093	276,909	281,329	235,650	248,416	(28,493)	-10.3%
Supplies	3,340	6,870	3,870	3,870	6,870	-	0.0%
Contract/Purchased Services	54,567	74,500	77,500	77,500	79,550	5,050	6.8%
Minor Capital Outlay	4,925	-	-	-	2,000	2,000	New
Interdepartmental Charges	1,414	2,150	2,150	1,920	2,630	480	22.3%
Total Expenditures	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	129,338	133,829	135,469	118,420	127,886	(5,943)	-4.4%
Solid Waste Fund	12,087	12,510	12,660	11,070	11,810	(700)	-5.6%
Wastewater Fund	9,196	9,520	9,630	8,420	9,100	(420)	-4.4%
Harbor Fund	6,584	6,810	6,900	6,030	6,110	(700)	-10.3%
Port Fund	9,997	10,340	10,470	9,150	14,830	4,490	43.4%
KPU Enterprise Fund	181,136	187,420	189,720	165,850	169,730	(19,990)	-9.4%
Total Funding	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Clerk	1.00	1.00	1.00	1.00	77,893	-	0.0%
Deputy Clerk	1.00	1.00	1.00	1.00	50,143	-	0.0%
Total	2.00	2.00	2.00	2.00	128,036	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$28,493, or by 10.3%, as a result of staff turnover.
- Advertising & Public Announcements (Account No. 605.01) increased by \$10,000, or by 76.9%, to reflect the costs associated for additional special City Council meetings and/or work sessions. In 2019 there were nine additional special meetings and two work session/forums.
- Software Maintenance Services (Account No. 635.01) decreased by \$5,000, or by 33.3%, to reflect the lower costs associated with the City Council meeting video streaming and City Clerk agenda management program. The City Clerk switched to a new software vendor in 2019.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	151,641	131,709	131,709	116,220	128,036	(3,673)	-2.8%
501 .01 Overtime Wages	1,244	2,960	2,960	1,450	2,960	-	0.0%
502 .01 Temporary Wages	9,686	3,900	10,200	10,200	3,900	-	0.0%
505 .00 Payroll Taxes	11,841	10,600	13,960	13,960	10,510	(90)	-0.8%
506 .00 Pension	35,269	36,540	36,540	31,850	28,820	(7,720)	-21.1%
507 .00 Health and Life Insurance	55,790	74,410	68,110	44,120	68,100	(6,310)	-8.5%
507 .30 Workers Compensation	596	510	670	670	370	(140)	-27.5%
508 .00 Other Benefits	17,151	13,880	14,780	14,780	3,320	(10,560)	NA
509 .05 Allowances-Expense	875	2,400	2,400	2,400	2,400	-	0.0%
Personnel Services and Benefits	284,093	276,909	281,329	235,650	248,416	(28,493)	-10.3%
Supplies							
510 .01 Office Supplies	3,015	4,000	2,600	2,600	4,000	-	0.0%
510 .02 Operating Supplies	35	2,400	800	800	2,400	-	0.0%
520 .02 Postage	135	300	300	300	300	-	0.0%
530 .02 Periodicals	155	170	170	170	170	-	0.0%
Supplies	3,340	6,870	3,870	3,870	6,870	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	5,340	6,500	6,500	6,500	7,000	500	7.7%
600 .03 Travel-Training and Education	1,560	2,400	2,400	2,400	2,400	-	0.0%
605 .01 Advertising & Public Announcements	12,917	13,000	18,600	18,600	23,000	10,000	76.9%
605 .03 Printing and Binding	1,064	2,200	2,200	2,200	2,200	-	0.0%
615 .01 Professional and Technical Licenses	90	550	550	550	100	(450)	-81.8%
615 .02 Assn. Membership Dues & Fees	395	750	750	750	750	-	0.0%
635 .01 Government Contractual Services	1,540	1,750	1,750	1,750	1,750	-	0.0%
635 .04 Software Maintenance Services	6,360	15,000	12,400	12,400	10,000	(5,000)	-33.3%
635 .07 Machinery & Equipment Maint Services	802	750	750	750	750	-	0.0%
635 .12 Technical Services	7,678	19,300	19,300	19,300	19,300	-	0.0%
645 .02 Rents and Leases-Machinery & Equipmen	14,728	10,000	10,000	10,000	10,000	-	0.0%
650 .01 Telecommunications	2,040	2,000	2,000	2,000	2,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	53	300	300	300	300	-	0.0%
Contract/Purchased Services	54,567	74,500	77,500	77,500	79,550	5,050	6.8%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Clerk

Operations 1130-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
715 00 Furniture and Fixtures	281	-	-	-	-	-	NA
790 .26 Computers, Printers & Copiers	4,644	-	-	-	2,000	2,000	New
Minor Capital Outlay	4,925	-	-	-	2,000	2,000	NA
Interdepartmental Charges							
825 .01 Insurance Premiums and Claims	1,414	2,150	2,150	1,920	2,630	480	22.3%
Interdepartmental Charges	1,414	2,150	2,150	1,920	2,630	480	22.3%
Total Expenditures by Type	348,339	360,429	364,849	318,940	339,466	(20,963)	-5.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$128,036 – This account provides expenditures 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 expenditures 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 expenditures for compensation paid for temporary personnel services when the City Clerk and Deputy Clerk are out of the office.

505.00 Payroll Taxes: \$10,510 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$28,820 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$68,100– This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$370 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Expenses: \$3,320 - This account provides expenditures 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 expenditures for the cost of the \$200 per month 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 expenditures 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 expenditures for minutes, resolution and ordinance books; specialized supplies for archival records and election supplies.

520.02 Postage: \$300 - This account provides expenditures 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 expenditures for a subscription to the Ketchikan Daily News.

600.02 Travel-Training: \$7,000 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. The City Clerk will attend the International Institute of Municipal Clerks Annual Conference, the Deputy City Clerk will attend the Northwest Clerks Institute, and both will attend the Alaska Association of Municipal Clerks Annual Conference.

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

605.01 Advertising and Public Announcements: \$23,000 - This account provides expenditures 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 expenditures for job printing and binding services. Included is the printing of election ballots.

615.01 Professional and Technical Licenses: \$100 - This account provides expenditures 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 expenditures 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 expenditures for the reimbursement paid to the Ketchikan Gateway Borough for compensation paid to election workers.

635.04 Software Maintenance Services: \$10,000 - This account provides expenditures for video streaming and agenda management services.

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

635.12 Technical Services: \$19,300 - This account provides expenditures 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 expenditures for lease of voting equipment needed for the local municipal election.

650.01 Telecommunications: \$2,000 - This account provides expenditures 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 expenditures primarily for the disposal of records of the City Clerk's Office that have reached the end of retention life.

790.26 Computers, Printers & Copiers: \$2,000 - This account provides expenditures for a new printer and one workstation computer.

825.01 Interdepartmental Charges – Insurance: \$2,630 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 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 of \$73.31 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	286,184	311,315	335,675	330,375	359,517	48,202	15.5%
Human Resources	474,784	460,093	460,093	428,006	525,324	65,231	14.2%
Total	760,968	771,408	795,768	758,381	884,841	113,433	14.7%

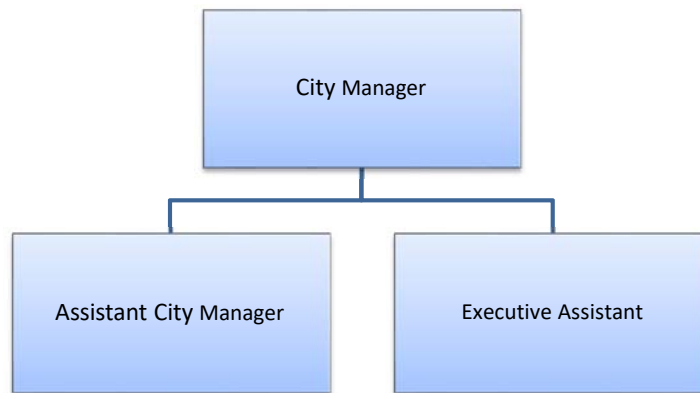
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	600,448	631,238	652,048	629,360	715,266	84,028	13.3%
Supplies	29,382	29,440	29,265	29,045	29,655	215	0.7%
Contract/Purchased Services	120,943	100,975	103,350	89,905	128,595	27,620	27.4%
Minor Capital Outlay	6,298	3,825	5,175	4,371	3,525	(300)	-7.8%
Interdepartmental Charges	3,897	5,930	5,930	5,700	7,800	1,870	31.5%
Total	760,968	771,408	795,768	758,381	884,841	113,433	14.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	493,085	508,118	529,828	509,041	528,831	20,713	4.1%
Solid Waste Fund	26,406	26,770	27,620	26,310	30,790	4,020	15.0%
Wastewater Fund	20,090	20,370	21,010	20,020	23,720	3,350	16.4%
Harbor Fund	14,382	14,580	15,040	14,330	15,930	1,350	9.3%
Port Fund	21,840	22,130	22,830	21,760	38,670	16,540	74.7%
KPU Enterprise Fund	185,166	179,440	179,440	166,920	246,900	67,460	37.6%
Total	760,968	771,408	795,768	758,381	884,841	113,433	14.7%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.50	1.50	1.50	1.50	219,442	-	0.0%
Human Resources	3.00	3.00	3.00	3.00	247,924	-	0.0%
Total	4.50	4.50	4.50	4.50	467,366	-	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 2020

- 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 2020 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.
- In conjunction with the Human Resources Division, continue negotiations with the International Brotherhood of Electrical Workers, Local 1547 to address the issues of Journeyman Lineman retention and IBEW employer/employee retirement plan contribution rates within the current General Government and Ketchikan Public Utilities collective bargaining agreements.
- In conjunction with the Human Resources Division, begin negotiations with the International Brotherhood of Electrical Workers, Local 1547 and the Ketchikan Professional Firefighters Association, IAFF, Local 2761 for new collective bargaining agreements to replace those which expire on December 31, 2020.

- Work with the Alaska Department of Transportation, in order to advance design and permitting for the rehabilitation of Tongass Avenue from the Hoadley Creek Bridge to the Elliot Street staircase.
- Work with the Alaska Department of Transportation, in order to advance design and permitting for the replacement of Water Street Trestle No. 1 and the Sayles/Gorge Bridge.
- Work with the Public Works Director, City Attorney, NAC Architecture, DOWL and Layton Dawson Joint Venture Constructors, in order to resolve outstanding issues associated with Phase I of the Ketchikan Medical Center Expansion Project.
- Work with the Fire Chief to continue implementation of a department apparatus modernization program by which vehicles are selected for replacement and/or refurbishment depending on their condition and remaining useful life.
- Continue working 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. Apply for additional Community Development Block Grant (CDBG) funding as necessary.
- Work with the cruise ship industry and Bermello Ajamil and Partners, Inc., in order to develop a capital improvement and financing plan to reconfigure Port of Ketchikan cruise ship berths to accommodate neo-Panamax class vessels .
- Work with the cruise ship industry and Bermello Ajamil and Partners, Inc., in order to undertake a series of uplands improvements in support of Port facility upgrades to accommodate increasing numbers of cruise ship passengers in the downtown.
- Work with Power Systems & Supplies of Alaska (Ward Cove Group) to facilitate the transport of cruise ship passengers from Ward Cove to downtown Ketchikan.
- 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.
- Continue Working with ECG Management Consultants, Inc. to finalize an assessment of PeaceHealth's delivery of health care services to the greater Ketchikan Community. With direction from the steering committee and City Council, prepare and submit proposals to PeaceHealth for a new long-term lease of Ketchikan Medical Center.
- Continue to monitor the issue of homelessness in Ketchikan and address as determined appropriate by the City Council.
- Assess the impacts of state budget cuts to Ketchikan not-for-profit agencies and respond as determined appropriate by the City Council.
- 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.
- Prepare the draft 2021 General Government Annual Budget and the 2021-2025 Capital Improvement Program. Evaluate traditional service delivery in light of continued reductions in state programs and/or direct assistance to municipalities.

ACCOMPLISHMENTS FOR 2019

- Continued management oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2020 General Government Operating and Capital Budget to the City Council.
- Following award of a contract in October of 2018, worked closely with Ralph Andersen & Associates to complete a market update of the General Government and KPU Compensation Plan. At its special meeting of August 22, 2019, the City Council authorized implementation of the Compensation Plan Update for both represented and non-represented employees of General Government and Ketchikan Public Utilities.
- Following award of a contract in May of 2019, worked with ECG Management Consultants, Inc. to begin a review of PeaceHealth's delivery of health care services in Ketchikan. Began formulation of proposals for a new lease agreement for the Ketchikan Medical Center.
- Following award of a contract in March of 2019, worked closely with Bermello Ajamil and Partners, Inc. to develop a Request for Proposals (RFP) to solicit industry participation to reconfigure Port of Ketchikan cruise ship berths and to undertake associated uplands improvements. City Council consideration of the RFP is ongoing.
- Worked closely with state lobbyist Ray Matiashowski, in order to secure continued state CPV funding for 2019.
- 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.
- The Assistant City Manager was elected to the Southeast Conference Board of Directors to replace outgoing member Stephen Bradford.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	260,222	283,525	304,335	301,620	329,312	45,787	16.1%
Supplies	5,090	7,000	6,825	6,825	7,265	265	3.8%
Contract/Purchased Services	15,670	17,545	19,920	17,870	17,345	(200)	-1.1%
Minor Capital Outlay	3,414	525	1,875	1,450	2,025	1,500	285.7%
Interdepartmental Charges	1,788	2,720	2,720	2,610	3,570	850	31.3%
Total	286,184	311,315	335,675	330,375	359,517	48,202	15.5%

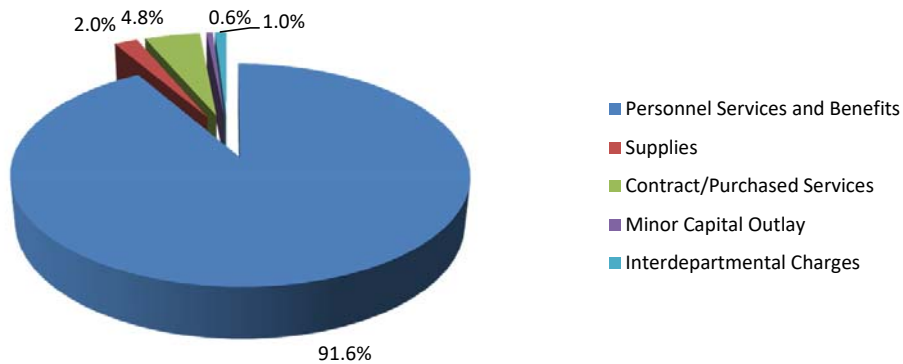
CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Manager

Operations Division 1140-110

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	255,076	277,485	299,195	294,475	315,187	37,702	13.6%
Solid Waste Fund	9,931	10,800	11,650	11,460	12,510	1,710	15.8%
Wastewater Fund	7,555	8,220	8,860	8,720	9,640	1,420	17.3%
Harbor Fund	5,409	5,880	6,340	6,240	6,470	590	10.0%
Port Fund	8,213	8,930	9,630	9,480	15,710	6,780	75.9%
Total	286,184	311,315	335,675	330,375	359,517	48,202	15.5%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
City Manager	0.50	0.50	0.50	0.50	112,200	-	0.0%
Assistant City Manager	0.50	0.50	0.50	0.50	73,245	-	0.0%
Executive Assistant	0.50	0.50	0.50	0.50	33,997	-	0.0%
Total	1.50	1.50	1.50	1.50	219,442	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$45,787, or by 16.1%, as a result of a 12.5% salary increase that was provided to the City Manager in 2019 retroactive to January 1st; implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Manager

Operations Division 1140-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	167,076	185,225	201,395	201,390	219,442	34,217	18.5%
501. 01 Overtime Wages	334	1,000	1,000	560	1,000	-	0.0%
502. 01 Temporary Wages	601	2,000	2,000	840	2,000	-	0.0%
505. 00 Payroll Taxes	13,213	14,400	15,340	14,610	17,020	2,620	18.2%
506. 00 Pension	38,406	40,970	44,190	44,190	48,500	7,530	18.4%
507. 00 Health and Life Insurance	28,680	34,050	34,050	33,710	34,900	850	2.5%
507. 30 Workers Compensation	721	700	750	710	600	(100)	-14.3%
508. 00 Other Benefits	3,091	4,880	5,310	5,310	5,550	670	13.7%
509. 07 Allowances-Moving Expense	7,500	-	-	-	-	-	NA
509. 10 Allowances-Add'l Life Benefit	600	300	300	300	300	-	0.0%
Personnel Services and Benefits	260,222	283,525	304,335	301,620	329,312	45,787	16.1%
Supplies							
510. 01 Office Supplies	3,793	5,000	4,870	4,870	5,000	-	0.0%
515. 01 Vehicle Maintenance Materials	475	300	300	300	400	100	33.3%
520. 02 Postage	43	200	200	200	200	-	0.0%
525. 04 Vehicle Motor Fuel & Lubricants	255	500	500	500	500	-	0.0%
530. 02 Periodicals	-	-	-	-	165	165	New
535. 02 Business and Meal Expenses	524	1,000	955	955	1,000	-	0.0%
Supplies	5,090	7,000	6,825	6,825	7,265	265	3.8%
Contract/Purchased Services							
600. 01 Travel-Business	6,438	6,875	7,875	7,875	8,000	1,125	16.4%
605. 01 Advertising and Public Announcements	1,060	300	300	200	200	(100)	-33.3%
615. 01 Professional Licenses and Certifications	-	-	45	45	-	-	NA
615. 02 Assn. Membership Dues & Fees	3,962	3,625	3,625	3,625	4,200	575	15.9%
630. 03 Bank & Merchant Fees	-	-	130	130	150	-	NA
635. 05 Furniture & Fixtures Maint Services	-	-	1,200	1,200	-	-	NA
635. 07 Machinery & Equip Maint Services	682	2,950	2,950	1,000	1,000	(1,950)	-66.1%
650. 01 Telecommunications	3,528	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	15,670	17,545	19,920	17,870	17,345	(200)	-1.1%
Minor Capital Outlay							
790. 15 Minor Furniture and Fixtures	2,134	525	525	100	1,275	750	142.9%
790. 26 Minor Computers, Printers & Copiers	1,280	-	1,350	1,350	750	750	NA
Minor Capital Outlay	3,414	525	1,875	1,450	2,025	1,500	285.7%
Interdepartmental Charges							
825. 01 Interdepartmental-Insurance	1,788	2,720	2,720	2,610	3,570	850	31.3%
Interdepartmental Charges	1,788	2,720	2,720	2,610	3,570	850	31.3%
Total Expenditures by Type	286,184	311,315	335,675	330,375	359,517	48,202	15.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$219,442 – This account provides expenditures 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 expenditures 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.

502.01 Temporary Wages: \$2,000 – This account provides expenditures 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: \$17,020 – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$48,500 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$34,900 – This account provides expenditures for employer contributions to employee health and life insurance plans.

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

508.00 Other Benefits: \$5,550 – This account provides 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 expenditures for the reimbursement of life insurance premiums paid by the City Manager.

510.01 Office Supplies: \$5,000 – This account provides expenditures 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: \$400 – This account provides expenditures for the cost associated with the materials to maintain the department’s vehicle.

520.02 Postage: \$200 – This account provides expenditures 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.

530.02 Periodicals: \$165 - This account provides expenditures for the cost of newspapers, magazines and trade journals.

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

600.01 Travel - Business: \$8,000 – This account provides expenditures for the cost associated with business travel by the City Manager and office staff.

605.01 Advertising and Public Announcements: \$200 - This account provides expenditures for public notice and classified ad expenses.

615.02 Assn. Membership Dues & Fees: \$4,200 - This account provides expenditures for the cost of membership in the International City/County Management Association and the Alaska Municipal League.

630.03 Bank & Merchant Fees: \$150 - This account provides expenditures for merchant fees for use of credit cards, foreign transaction fees, and service charges.

635.07 Machinery & Equipment Maintenance Services: \$1,000 – This account provides expenditures 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 expenditures 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 expenditures 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 Minor Furniture and Fixtures: \$1,275 – This account provides expenditures for the cost of office equipment and furniture. Included in this account is one-half the cost of three new guest chairs for the City Manager's Office.

790.16 Minor Computers, Printers & Copiers: \$750 - This account provides expenditures for one-half of the cost of a new iPad for the City Manager.

825.01 Interdepartmental Charges-Insurance: \$3,570 – This account provides expenditures 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 2020

- 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 2019

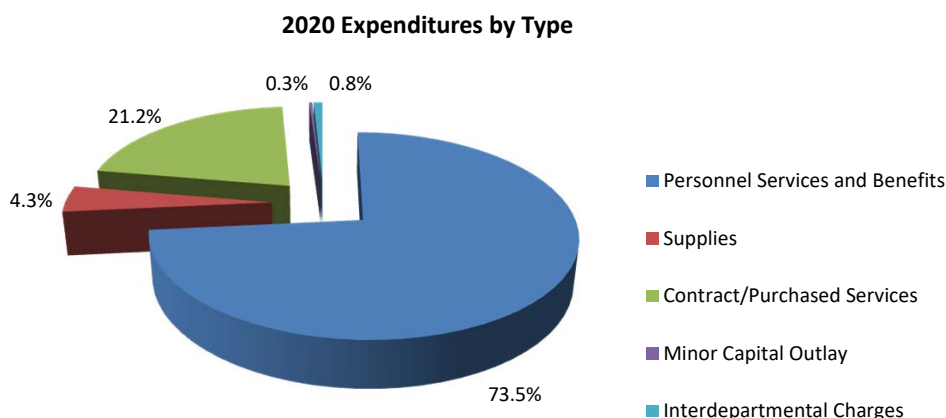
- Assisted various departments and divisions with position recruitment consisting of seven management; twenty-nine non-management; ninety-three temporary; twenty promotions; and nine transfers. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new 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 City/KPU employees.
- Successfully administered the City's random alcohol and drug testing program.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	340,226	347,713	347,713	327,740	385,954	38,241	11.0%
Supplies	24,292	22,440	22,440	22,220	22,390	(50)	-0.2%
Contract/Purchased Services	105,273	83,430	83,430	72,035	111,250	27,820	33.3%
Minor Capital Outlay	2,884	3,300	3,300	2,921	1,500	(1,800)	-54.5%
Interdepartmental Charges	2,109	3,210	3,210	3,090	4,230	1,020	31.8%
Total Expenditures	474,784	460,093	460,093	428,006	525,324	65,231	14.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	238,009	230,633	230,633	214,566	213,644	(16,989)	-7.4%
Solid Waste Fund	16,475	15,970	15,970	14,850	18,280	2,310	14.5%
Wastewater Fund	12,534	12,150	12,150	11,300	14,080	1,930	15.9%
Harbor Fund	8,973	8,700	8,700	8,090	9,460	760	8.7%
Port Fund	13,626	13,200	13,200	12,280	22,960	9,760	73.9%
KPU Enterprise Fund	185,166	179,440	179,440	166,920	246,900	67,460	37.6%
Total Funding	474,784	460,093	460,093	428,006	525,324	65,231	14.2%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
Human Resources Manager	1.00	1.00	1.00	1.00	128,307	-	0.0%
Safety Coordinator	1.00	1.00	1.00	1.00	68,831	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	50,786	-	0.0%
Total	3.00	3.00	3.00	3.00	247,924	-	0.0%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$38,241, or by 11.0%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.
- Management and Consulting Services (Account No. 640.04) increased by \$27,000, or by 540%, as a result of contracting with Victor-Four Labor Relations to assist with negotiation of new collective bargaining agreements to replace those that expire December 31, 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	214,853	219,823	208,823	203,000	247,924	28,101	12.8%
502. 01 Temporary Wages	2,264	3,100	14,100	9,710	3,100	-	0.0%
505. 00 Payroll Taxes	15,984	17,060	17,060	15,830	19,210	2,150	12.6%
506. 00 Pension	49,568	48,370	48,370	44,660	54,550	6,180	12.8%
507. 00 Health and Life Insurance	51,514	52,750	52,750	48,470	54,240	1,490	2.8%
507. 30 Workers Compensation	792	830	830	730	680	(150)	-18.1%
508. 00 Other Benefits	5,251	5,780	5,780	5,340	6,250	470	8.1%
Personnel Services and Benefits	340,226	347,713	347,713	327,740	385,954	38,241	11.0%
Supplies							
510. 01 Office Supplies	4,455	3,865	3,865	3,865	3,865	-	0.0%
510. 02 Operating Supplies	15,888	13,500	13,500	13,500	13,500	-	0.0%
510. 03 Safety Program Supplies	424	1,000	1,000	900	1,000	-	0.0%
520. 02 Postage	87	250	250	130	200	(50)	-20.0%
530. 03 Professional & Technical Publications	3,438	3,825	3,825	3,825	3,825	-	0.0%
Supplies	24,292	22,440	22,440	22,220	22,390	(50)	-0.2%
Contract/Purchased Services							
600. 02 Travel-Training	540	3,500	3,500	3,000	3,500	-	0.0%
600. 03 Training and Education	6,464	19,350	19,350	19,000	19,350	-	0.0%
605. 01 Ads & Public Announcements	-	-	-	-	1,000	1,000	New
615. 02 Assn. Membership Dues & Fees	358	740	740	700	740	-	0.0%
635. 07 Machinery & Equipment Maint Services	2,023	2,560	2,560	2,560	2,560	-	0.0%
635. 12 Technical Services	22,057	33,500	33,500	25,000	33,500	-	0.0%
640. 01 Legal and Accounting Services	1,129	16,500	6,500	4,725	16,500	-	0.0%
640. 04 Management and Consulting Services	70,653	5,000	15,000	15,000	32,000	27,000	540.0%
650. 01 Telecommunications	2,049	2,180	2,180	2,000	2,000	(180)	-8.3%
650. 02 Electric, Water, Sewer & Solid Waste	-	100	100	50	100	-	0.0%
Contract/Purchased Services	105,273	83,430	83,430	72,035	111,250	27,820	33.3%
Minor Capital Outlay							
790. 26 Minor Computers, Printers & Copiers	2,884	3,300	3,300	2,921	1,500	(1,800)	-54.5%
Minor Capital Outlay	2,884	3,300	3,300	2,921	1,500	(1,800)	-54.5%
Interdepartmental Charges							
825. 01 Interdepartmental Charges-Insurance	2,109	3,210	3,210	3,090	4,230	1,020	31.8%
Interdepartmental Charges	2,109	3,210	3,210	3,090	4,230	1,020	31.8%
Total Expenditures by Type	474,784	460,093	460,093	428,006	525,324	65,231	14.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$247,924– 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: \$19,210 – This account provides for employer contributions to Social Security, Medicare and other similar payroll taxes.

506.00 Pension: \$54,550 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$54,240 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$680 – This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$6,250 – 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: \$200 – 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).

605.01 Advertising and Public Announcements: \$1,000 - This account provides expenditures for public notice and classified ad expenses.

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: \$32,000 – This account provides for the annual costs associated with routine job description reviews conducted by Ralph Andersen & Associates (\$5,000). This account also provides for travel expenses and professional fees paid to Victor-Four Labor Relations relative to renegotiation of union contracts (\$27,000).

650.01 Telecommunications: \$2,000 – 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.

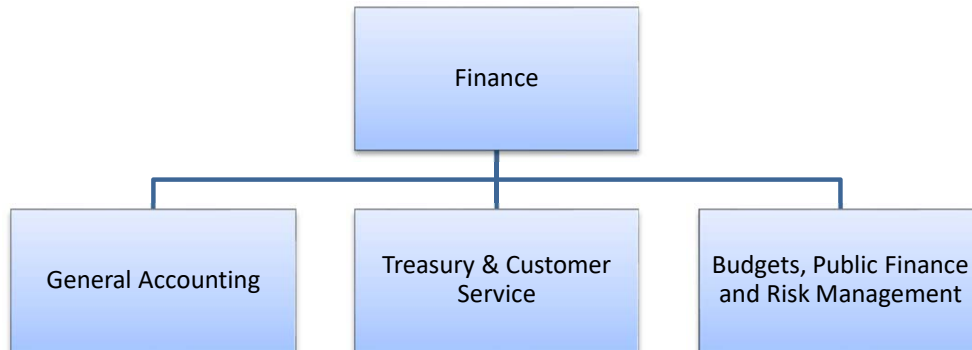
790.26 Minor Computers, Printers & Copiers: \$1,500 – This account provides for the cost of a new computer and printer for the Human Resources staff.

825.01 Interdepartmental Charges-Insurance: \$4,230 – This account for the division's share of the City's risk management program.

CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,956,927	2,180,382	2,180,382	2,064,924	2,285,239	104,857	4.8%
Capital Improvement Program	-	20,000	20,000	-	20,000	-	0.0%
Total	1,956,927	2,200,382	2,200,382	2,064,924	2,305,239	104,857	4.8%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,635,554	1,845,032	1,840,082	1,728,460	1,910,009	64,977	3.5%
Supplies	30,466	30,250	30,250	30,100	33,250	3,000	9.9%
Contract/Purchased Services	268,750	277,500	278,750	275,994	312,650	35,150	12.7%
Minor Capital Outlay	10,927	10,500	14,200	14,200	7,200	(3,300)	-31.4%
Interdepartmental Charges	11,230	17,100	17,100	16,170	22,130	5,030	29.4%
Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%
Total	1,956,927	2,200,382	2,200,382	2,064,924	2,305,239	104,857	4.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	817,017	910,312	910,312	862,114	929,419	19,107	2.1%
Public Works Sales Tax Fund	-	20,000	20,000	-	20,000	-	0.0%
Solid Waste Fund	67,910	75,660	75,660	71,650	79,530	3,870	5.1%
Wastewater Fund	51,660	57,560	57,560	54,510	61,240	3,680	6.4%
Harbor Fund	36,990	41,210	41,210	39,030	41,130	(80)	-0.2%
Port Fund	56,160	62,580	62,580	59,260	99,860	37,280	59.6%
KPU Enterprise Fund	927,190	1,033,060	1,033,060	978,360	1,074,060	41,000	4.0%
Total	1,956,927	2,200,382	2,200,382	2,064,924	2,305,239	104,857	4.8%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted /2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	16.00	16.00	16.00	16.00	1,201,009	-	0.0%
Total	16.00	16.00	16.00	16.00	1,201,009	-	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 2020

- Complete the City’s 2019 Financial and Compliance Audit by June 30, 2020.
- In conjunction with the office of the City Manager/KPU General Manager, prepare the proposed 2021 General Government and KPU Operating and Capital Budgets and their respective 2021 – 2025 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 personnel 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.
- Complete the development of budget, encumbrance and capital asset policies and procedures based on best municipal business practices.
- 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. 87, *Leases*. This new accounting pronouncement requires municipalities to report in their financial statements capital and operating leases as liabilities. The pronouncement will impact the Berth IV lease agreement between the City and Ketchikan Dock Company.
- 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 neo-Panamax cruise ships.
- Continue to assist the office of the City Manager/KPU General Manager with the review of the current hospital lease between the City and PeaceHealth.
- Issue a \$11.5 million revenue bond to finance the construction of the KPU Telecommunications Division's subsea fiber cable between Ketchikan, Alaska and Prince Rupert, BC, Canada. Issue a \$8 million revenue bond for the KPU Water Division to finance water main improvements and a \$3.8 million revenue bond for the General Government Wastewater Division to finance sewer main improvements.

ACCOMPLISHMENTS FOR 2019

- Completed the City's 2018 Financial and Compliance Audit. The City received a clean opinion and there were no single audit findings.
- Completed a \$1.65 million lease agreement to finance the acquisition of a water tender unit and an aerial ladder unit for the fire department.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2020 General Government and KPU Operating and Capital Budgets and their respective 2020 – 2024 Capital Improvement Programs.
- Received a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association. This is the City's 40th 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 neo-Panamax cruise ships.
- Continued to assist the office of the City Manager/KPU General Manager with the review of the current hospital lease between the City and PeaceHealth.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Finance

Operations Division 1150-110

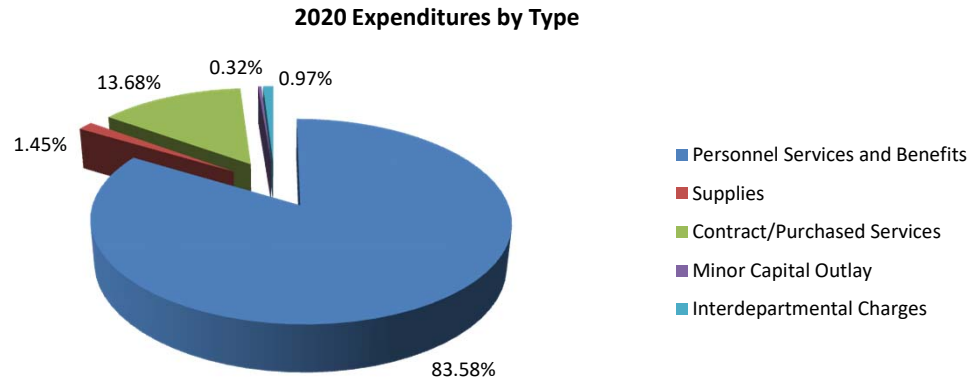
- Successfully implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This new accounting pronouncement requires municipalities to report in their financial statements liabilities arising from pension plan obligations to provide health insurance and other insurance programs provided to retired City employees who participate in the Alaska PERS.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,635,554	1,845,032	1,840,082	1,728,460	1,910,009	64,977	3.5%
Supplies	30,466	30,250	30,250	30,100	33,250	3,000	9.9%
Contract/Purchased Services	268,750	277,500	278,750	275,994	312,650	35,150	12.7%
Minor Capital Outlay	10,927	10,500	14,200	14,200	7,200	(3,300)	-31.4%
Interdepartmental Charges	11,230	17,100	17,100	16,170	22,130	5,030	29.4%
Total Expenditures	1,956,927	2,180,382	2,180,382	2,064,924	2,285,239	104,857	4.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	817,017	910,312	910,312	862,114	929,419	19,107	2.1%
Solid Waste Fund	67,910	75,660	75,660	71,650	79,530	3,870	5.1%
Wastewater Fund	51,660	57,560	57,560	54,510	61,240	3,680	6.4%
Harbor Fund	36,990	41,210	41,210	39,030	41,130	(80)	-0.2%
Port Fund	56,160	62,580	62,580	59,260	99,860	37,280	59.6%
KPU Enterprise Fund	927,190	1,033,060	1,033,060	978,360	1,074,060	41,000	4.0%
Total Funding	1,956,927	2,180,382	2,180,382	2,064,924	2,285,239	104,857	4.8%

Full-time Equivalent Personnel	2018	2019 Budget			2020		2019 Adopted /2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%	
Finance Director	1.00	1.00	1.00	1.00	152,516	-	0.0%	
Controller	1.00	1.00	1.00	1.00	128,677	-	0.0%	
Treasury & Customer Service Supervisor	1.00	1.00	1.00	1.00	69,484	-	0.0%	
Senior Accountant - Telecom	1.00	1.00	1.00	1.00	74,853	-	0.0%	
Senior Accountant - Electric/Water	1.00	1.00	1.00	1.00	83,076	-	0.0%	
Senior Accountant - General Gov't	1.00	1.00	1.00	1.00	84,322	-	0.0%	
Staff Accountant	2.00	2.00	2.00	2.00	137,494	-	0.0%	
Financial Analyst	1.00	1.00	1.00	1.00	76,392	-	0.0%	
Financial Accounting System Specialist	1.00	1.00	1.00	1.00	53,595	-	0.0%	
Accounts Payable Coordinator	1.00	1.00	1.00	1.00	61,937	-	0.0%	
Payroll Coordinator	1.00	1.00	1.00	1.00	73,276	-	0.0%	
Accounts Payable Technician	1.00	1.00	1.00	1.00	56,131	-	0.0%	
Customer Services Representative II	2.00	2.00	2.00	2.00	105,219	-	0.0%	
Office Services Technician	1.00	1.00	1.00	1.00	44,037	-	0.0%	
Total	16.00	16.00	16.00	16.00	1,201,009	-	0.0%	



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$64,977, or by 3.5%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020 and an increase in temporary wages. The increase was partially offset by reduced health and life insurance costs due to employee health insurance options arising from turnover. Additional temporary wages are needed to backup the payroll coordinator and to provide customer service coverage during extended staff absences.
- Management and Consulting Services (Account No. 640.04) increased by \$30,000. This is a new account added in order to provide funding for a third party review of the City's compliance with Payment Card Industry Data Security Standards.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$5,030, or by 29.4%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,018,839	1,153,952	1,128,452	1,084,470	1,201,009	47,057	4.1%
501 .01 Overtime Wages	12,485	11,500	11,500	7,540	11,500	-	0.0%
502 .01 Temporary Wages	14,854	2,500	31,000	31,000	15,000	12,500	500.0%
505 .00 Payroll Taxes	75,321	89,350	89,350	83,330	93,910	4,560	5.1%
506 .00 Pension	219,798	238,530	235,585	224,940	245,850	7,320	3.1%
507 .00 Health and Life Insurance	270,137	314,430	309,425	264,830	299,790	(14,640)	-4.7%
507 .30 Workers Compensation	3,815	4,310	4,310	3,860	3,310	(1,000)	-23.2%
508 .00 Other Benefits	20,305	30,310	30,310	28,490	39,490	9,180	30.3%
509 .08 Allowances-Medical Expenses	-	150	150	-	150	-	0.0%
Personnel Services and Benefits	1,635,554	1,845,032	1,840,082	1,728,460	1,910,009	64,977	3.5%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Finance

Operations Division 1150-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .01 Office Supplies	19,892	17,000	17,000	17,000	20,000	3,000	17.6%
510 .02 Operating Supplies	193	500	500	350	500	-	0.0%
510 .05 Small Tools and Equipment	171	250	250	250	250	-	0.0%
520 .02 Postage	8,496	10,500	10,500	10,500	10,500	-	0.0%
530 .03 Professional and Technical Publications	1,714	2,000	2,000	2,000	2,000	-	0.0%
Supplies	30,466	30,250	30,250	30,100	33,250	3,000	9.9%
Contract/Purchased Services							
600 .02 Travel-Training	5,769	7,400	7,400	7,400	7,400	-	0.0%
600 .03 Training and Education	3,986	9,700	9,700	9,700	9,700	-	0.0%
605 .01 Ads and Public Announcements	189	550	600	600	550	-	0.0%
615 .01 Professional Licenses & Certifications	-	300	300	300	300	-	0.0%
615 .02 Assn. Membership Dues & Fees	760	1,200	1,200	1,200	1,200	-	0.0%
630 .03 Bank & Merchant Fees	72,073	72,000	72,000	72,000	72,000	-	0.0%
630 .06 Service Charges and Fees	14,067	3,800	3,800	3,800	3,800	-	0.0%
635 .04 Software Maintenance Services	81,294	83,750	83,750	81,294	85,000	1,250	1.5%
635 .07 Machinery & Equipment Maintenance Ser	6,335	7,800	7,800	7,500	7,500	(300)	-3.8%
635 .12 Technical Services	-	300	300	300	300	-	0.0%
640 .01 Legal and Accounting Services	75,264	82,000	82,000	82,000	85,000	3,000	3.7%
640 .03 Information Technology Services	1,800	600	1,800	1,800	1,800	1,200	200.0%
640 .04 Management and Consulting Services	-	-	-	-	30,000	30,000	New
645 .02 Rents and Leases-Machinery & Equip	684	750	750	750	750	-	0.0%
650 .01 Telecommunications	6,529	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	268,750	277,500	278,750	275,994	312,650	35,150	12.7%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	5,065	1,000	1,000	1,000	1,200	200	20.0%
790 .26 Computers, Printers & Copiers	5,862	9,500	13,200	13,200	6,000	(3,500)	-36.8%
Minor Capital Outlay	10,927	10,500	14,200	14,200	7,200	(3,300)	-31.4%
Interdepartmental Charges/ Reimbursable Credits							
825 .01 Interdepartmental-Insurance	11,230	17,100	17,100	16,170	22,130	5,030	29.4%
Interdepartmental Charges	11,230	17,100	17,100	16,170	22,130	5,030	29.4%
Total Expenditures by Type	1,956,927	2,180,382	2,180,382	2,064,924	2,285,239	104,857	4.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,201,009 – This account provides expenditures for compensation paid to regular employees for personnel services.

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

502.01 Temporary Wages: \$15,000 – This account provides expenditures for compensation paid for temporary help during staff absences or during periods when workloads are unusually heavy.

505.00 Payroll Taxes: \$93,910 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$245,850 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$299,790 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$3,310 – This account provides expenditures for employer contributions for mandatory workers compensation insurance.

508.00 Other Benefits: \$39,490 – This account provides expenditures 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 expenditures for employee medical exams paid directly to employees.

510.01 Office Supplies: \$20,000 – This account provides expenditures for expendable office supplies.

510.02 Operating Supplies: \$500 – This account provides expenditures 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 expenditures for calculators, space heaters and minor computer accessories.

520.02 Postage: \$10,500 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for legal notices and community information notices.

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

615.02 Assn. Membership Dues & Fees: \$1,200 – This account provides expenditures 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 provides expenditures 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 expenditures 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: \$85,000 – This account provides expenditures for the annual software maintenance support agreement for the financial management and accounting system.

635.07 Machinery and Equipment Maintenance Services: \$7,500 – This account provides expenditures for the maintenance service agreements for office equipment, copiers and document scanners.

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

640.01 Legal and Accounting Services: \$85,000 – This account provides expenditures 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: \$1,800 – The account provides expenditures for technical assistance required to install upgrades to the financial accounting and management system.

640.04 Management and Consulting Services: \$30,000 – The account provides expenditures for management and consulting services required to improve workflow processes and comply with industry or governmental rules and regulations. Included in this request is funding for a third party review of the City's compliance with Payment Card Industry Data Security Standards. Merchants accepting credit cards are mandated by the credit card companies to adhere to these standards.

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

650.01 Telecommunications: \$7,200 – This account provides expenditures 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 expenditures for disposal of records that have reached the end of their retention life.

790.15 Furniture and Fixtures: \$1,200 – This account provides expenditures for replacement of miscellaneous office furniture and fixtures.

790.26 Computers, Printers and Copiers: \$6,000 – This account provides expenditures for the replacement of four personal computers as recommended by the IT Department. This replacement schedule is predicated on replacing personal computers every five years.

825.01 Interdepartmental Charges-Insurance: \$22,130 – This account provides expenditures for the department's share of the City's risk management program.

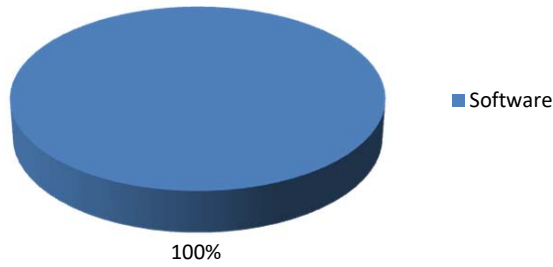
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Finance

Capital Budget

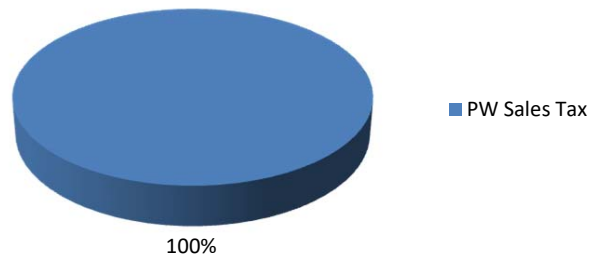
Major Capital Outlay	2018 Actual	2019 Budget			2020 Budget	2019 Adopted /2020	
		Adopted	Amended	Estimate		Amount	%
735.00 Software		20,000	20,000	-	20,000	-	0.0%
Total Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%

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
2020 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 area wide 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	863,511	1,042,626	1,043,946	1,007,110	1,066,349	23,723	2.3%
Capital Improvement Program	73,411	120,000	120,000	120,000	150,000	30,000	25.0%
Total	936,922	1,162,626	1,163,946	1,127,110	1,216,349	53,723	4.6%

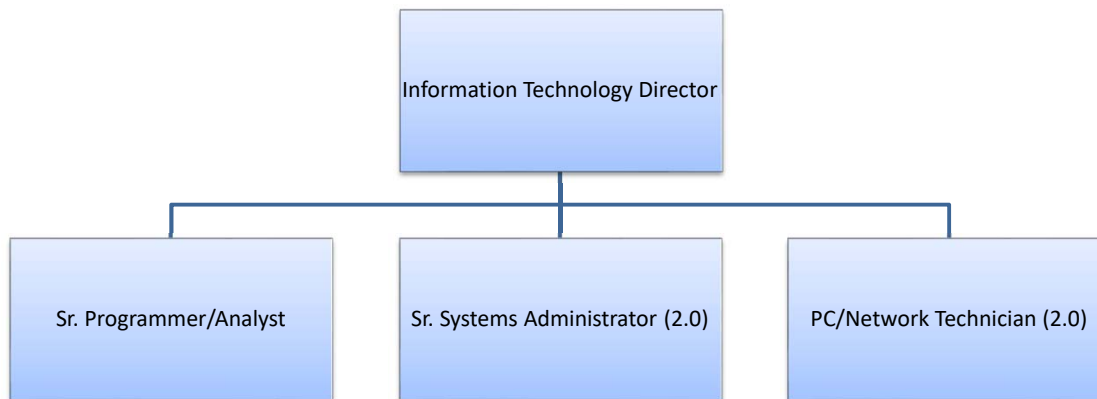
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	670,419	797,026	798,346	771,610	816,179	19,153	2.4%
Supplies	8,449	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services	170,908	216,310	216,310	206,310	218,810	2,500	1.2%
Minor Capital Outlay	7,859	8,800	8,800	8,800	8,500	(300)	-3.4%
Interdepartmental Charges	5,876	9,590	9,590	9,490	11,960	2,370	24.7%
Major Capital Outlay	73,411	120,000	120,000	120,000	150,000	30,000	25.0%
Total	936,922	1,162,626	1,163,946	1,127,110	1,216,349	53,723	4.6%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	310,402	454,946	455,446	441,030	458,209	3,263	0.7%
Solid Waste Fund	32,510	40,340	40,390	39,110	42,330	1,990	4.9%
Wastewater Fund	24,730	30,690	30,730	29,760	32,600	1,910	6.2%
Harbor Fund	17,710	21,970	22,000	21,300	21,890	(80)	-0.4%
Port Fund	26,890	33,370	33,410	32,350	53,150	19,780	59.3%
KPU Enterprise Fund	524,680	581,310	581,970	563,560	608,170	26,860	4.6%
Total	936,922	1,162,626	1,163,946	1,127,110	1,216,349	53,723	4.6%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	6.00	6.00	6.00	6.00	529,139	-	0.0%
Total	6.00	6.00	6.00	6.00	529,139	-	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 2020

- Upgrade MS Office suite on all City computers.
- Finish upgrading remaining server operating systems.
- Assist Police Department with E911 console upgrade including running fiber for improved connectivity.
- Assist the Finance Department with the launch of its Utility Billing customer web portal.
- Maintain 300 PCs, multiple mobile devices, 40 servers and 100 printers.

ACCOMPLISHMENTS FOR 2019

- Shifted 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.
- Upgraded operating system on over half of all servers.
- Upgraded Dmark wiring and switches at all sites attached to the City network.
- Audited and enhanced critical systems and departments network security.
- Streamlined processes for PC deployment and distribution of system patches.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Information Technology

Operations Division 1160-110

- Maintained 300 PCs, multiple mobile devices, 40 servers and 100 printers.
- Completed recruitment efforts to fill the vacant position of Sr. Systems Administrator, which was vacated by Caleb Posenjak when he resigned effective June 9, 2018. Erick Rangel of St. Helens, Oregon was appointed to the position effective December 17, 2018.

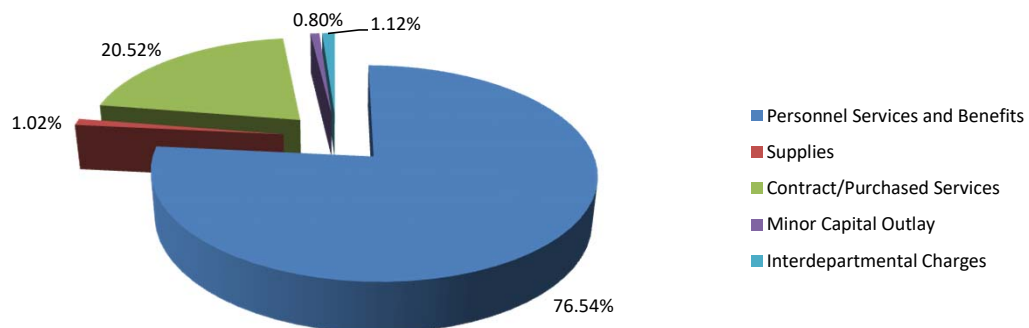
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	670,419	797,026	798,346	771,610	816,179	19,153	2.4%
Supplies	8,449	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services	170,908	216,310	216,310	206,310	218,810	2,500	1.2%
Minor Capital Outlay	7,859	8,800	8,800	8,800	8,500	(300)	-3.4%
Interdepartmental Charges	5,876	9,590	9,590	9,490	11,960	2,370	24.7%
Total Expenditures	863,511	1,042,626	1,043,946	1,007,110	1,066,349	23,723	2.3%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	286,081	407,976	408,506	394,080	417,279	9,303	2.3%
Solid Waste Fund	29,964	36,180	36,220	34,950	37,000	820	2.3%
Wastewater Fund	22,797	27,530	27,560	26,590	28,150	620	2.3%
Harbor Fund	16,320	19,710	19,730	19,030	20,150	440	2.2%
Port Fund	24,783	29,920	29,960	28,900	30,600	680	2.3%
KPU Enterprise Fund	483,566	521,310	521,970	503,560	533,170	11,200	2.3%
Total Funding	863,511	1,042,626	1,043,946	1,007,110	1,066,349	23,723	2.3%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Information Technology Director	1.00	1.00	1.00	1.00	125,177	-	0.0%
Sr. Systems Administrator	2.00	2.00	2.00	2.00	183,772	-	0.0%
Sr. Programmer/Analyst	1.00	1.00	1.00	1.00	93,076	-	0.0%
PC/Network Technician	2.00	2.00	2.00	2.00	127,114	-	0.0%
Total	6.00	6.00	6.00	6.00	529,139	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$19,153, or by 2.4%, 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, 2020; the implementation of the 2019 compensation plan update; a 10% projected increase in health insurance premiums, which was offset due to employee health insurance options arising from turnover.
- Machinery & Equipment Maintenance (Account No. 635.07) decreased by \$5,000 or by 10.0% due to recent purchases of upgraded equipment including 3-5 years of maintenance with the new purchase. This account will likely increase again in 2021.
- Telecommunications (Account No. 650.01) increased by \$7,500, or by 10.7%, to provide better data speeds for all departments accessing our data center. The main WAN circuit is provisioned at 1GB. This will provide bandwidth to 10GB.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	403,278	477,386	478,586	478,580	529,139	51,753	10.8%
501 .01 Overtime Wages	518	4,000	4,000	3,910	4,000	-	0.0%
505 .00 Payroll Taxes	29,905	36,830	36,830	36,170	40,790	3,960	10.8%
506 .00 Pension	87,099	99,040	99,040	98,500	106,060	7,020	7.1%
507 .00 Health and Life Insurance	102,826	130,510	130,510	105,170	121,430	(9,080)	-7.0%
507 .30 Workers Compensation	1,494	1,780	1,780	1,680	1,440	(340)	-19.1%
508 .00 Other Benefits	45,299	47,480	47,600	47,600	13,320	(34,160)	-71.9%
Personnel Services and Benefits	670,419	797,026	798,346	771,610	816,179	19,153	2.4%
Supplies							
510 .01 Office Supplies	1,634	2,000	2,000	2,000	2,000	-	0.0%
510 .02 Operating Supplies	1,748	3,000	3,000	3,000	3,000	-	0.0%
515 .04 Machinery & Equip Maint Materials	4,655	5,000	5,000	5,000	5,000	-	0.0%
520 .02 Postage	121	400	400	400	400	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	291	500	500	500	500	-	0.0%
Supplies	8,449	10,900	10,900	10,900	10,900	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	2,795	8,000	8,000	8,000	8,000	-	0.0%
600 .03 Training and Education	3,477	7,000	7,000	7,000	7,000	-	0.0%
605 01 Ads and Public Announcements	1,581	-	-	-	-	-	NA
630 .02 Vehicle Licenses	-	10	10	10	10	-	0.0%
635 .04 Software Maintenance Services	71,088	81,000	81,000	81,000	81,000	-	0.0%
635 .07 Machinery & Equipment Maintenance	22,929	50,000	50,000	40,000	45,000	(5,000)	-10.0%
650 .01 Telecommunications	68,700	70,000	70,000	70,000	77,500	7,500	10.7%
650 .02 Electric, Water, Sewer & Solid Waste	338	300	300	300	300	-	0.0%
Contract/Purchased Services	170,908	216,310	216,310	206,310	218,810	2,500	1.2%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Information Technology

Operations Division 1160-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	404	800	800	800	800	-	0.0%
790 .25 Machinery and Equipment	4,914	5,000	4,700	4,700	4,700	(300)	-6.0%
790 .26 Computers, Printers & Copiers	1,752	2,000	2,300	2,300	2,000	-	0.0%
790 .35 Software	789	1,000	1,000	1,000	1,000	-	0.0%
Minor Capital Outlay	7,859	8,800	8,800	8,800	8,500	(300)	-3.4%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	4,565	6,950	6,950	6,850	9,320	2,370	34.1%
850 .01 Interdepartmental-Garage	1,311	2,640	2,640	2,640	2,640	-	0.0%
Interdepartmental Charges	5,876	9,590	9,590	9,490	11,960	2,370	24.7%
Total Expenditures by Type	863,511	1,042,626	1,043,946	1,007,110	1,066,349	23,723	2.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$529,139 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$4,000 - This account provides expenditures 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: \$40,790 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$106,060 – This account provides expenditures for employer contributions to retirement plans.

507.03 Health and Life Insurance: \$121,430 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,440 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$13,320 – This account provides 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for gasoline and lubricants used by Information Technology Department vehicles.

600.02 Travel-Training: \$8,000 - This account provides expenditures 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 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 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 expenditures 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 expenditures for maintenance agreements to support licensed software systems. Includes hosted web services (City's Website, LogMeIn, ShareFile, etc.), mail system maintenance, Anti-Virus, and other software maintenance.

635.07 Machinery and Equipment Maintenance Services: \$45,000 - This account provides expenditures 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: \$77,500 - This account provides expenditures for telecommunication services. A \$7,500 increase has been proposed to increase bandwidth 10 fold. This upgrade will ensure efficient access to the data center for all City/KPU sites. Also included in this account are landlines, 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 expenditures for landfill fees for obsolete computer equipment disposal.

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

790.25 Machinery and Equipment: \$4,700 - This account provides expenditures 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 expenditures 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 expenditures 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: \$9,320 - This account provides expenditures for risk management services and claims.

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

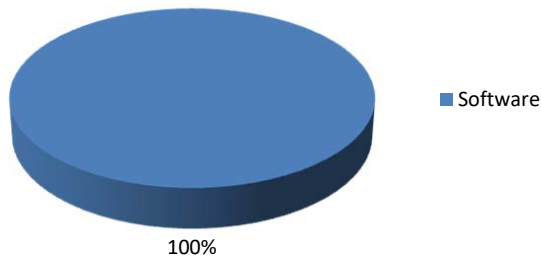
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Information Technology

Capital Budget

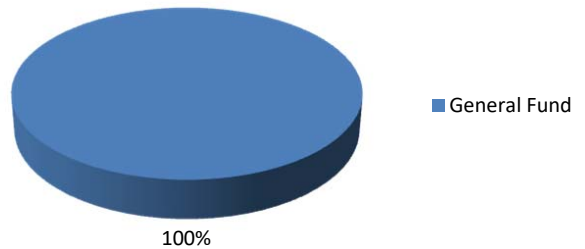
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
725.00 Machinery & Equipment	73,411	120,000	120,000	120,000	-	(120,000)	-100.0%
735.00 Software	-	-	-	-	150,000	150,000	New
Total Major Capital Outlay	73,411	120,000	120,000	120,000	150,000	30,000	25.0%

2020 Capital Improvement Projects		Funding Sources	
Project #	Project	General Fund	Total
735.00	Software		
	MS Office Upgrade	150,000	150,000
			-
	Total Software	150,000	150,000
	Total Capital Budget	150,000	150,000

Expenditures by Type



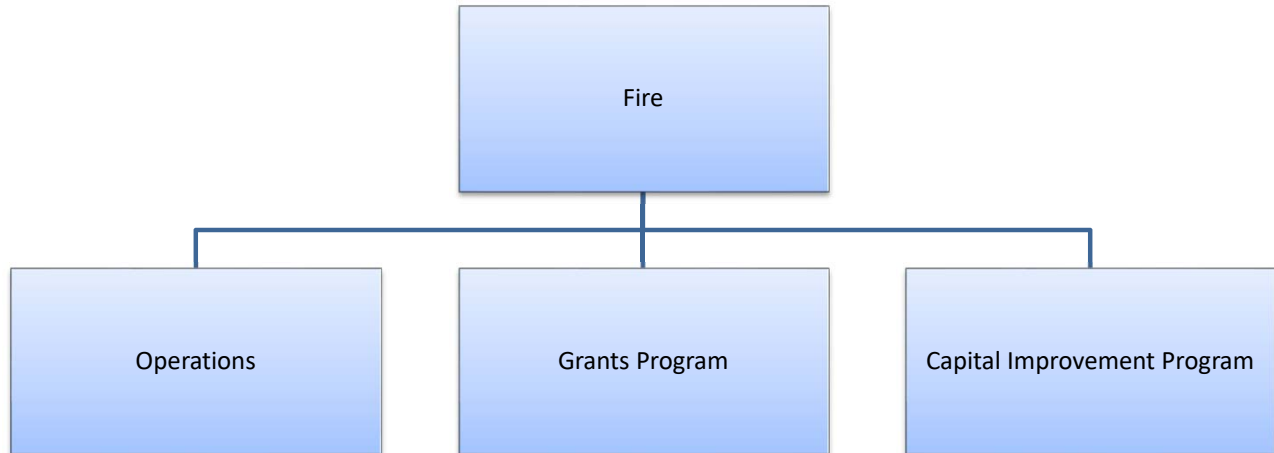
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	3,267,842	3,588,282	3,589,722	3,425,008	4,158,719	570,437	15.9%
Grants	62,064	101,512	133,052	74,767	30,000	(71,512)	-70.4%
Capital Improvement Program	483,630	2,461,274	2,137,274	2,101,389	420,500	(2,040,774)	-82.9%
Total	3,813,536	6,151,068	5,860,048	5,601,165	4,609,219	(1,541,849)	-25.1%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	2,795,496	3,025,542	3,058,522	2,931,711	3,531,714	506,172	16.7%
Supplies	150,081	187,360	188,475	160,035	179,135	(8,225)	-4.4%
Contract/Purchased Services	291,687	313,212	311,885	266,667	302,350	(10,862)	-3.5%
Minor Capital Outlay	10,750	32,900	33,112	30,812	36,870	3,970	12.1%
Interdepartmental Charges	81,892	130,780	130,780	110,550	138,650	7,870	6.0%
Major Capital Outlay	483,630	2,461,274	2,137,274	2,101,389	420,500	(2,040,774)	-82.9%
Total	3,813,536	6,151,068	5,860,048	5,601,165	4,609,219	(1,541,849)	-25.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

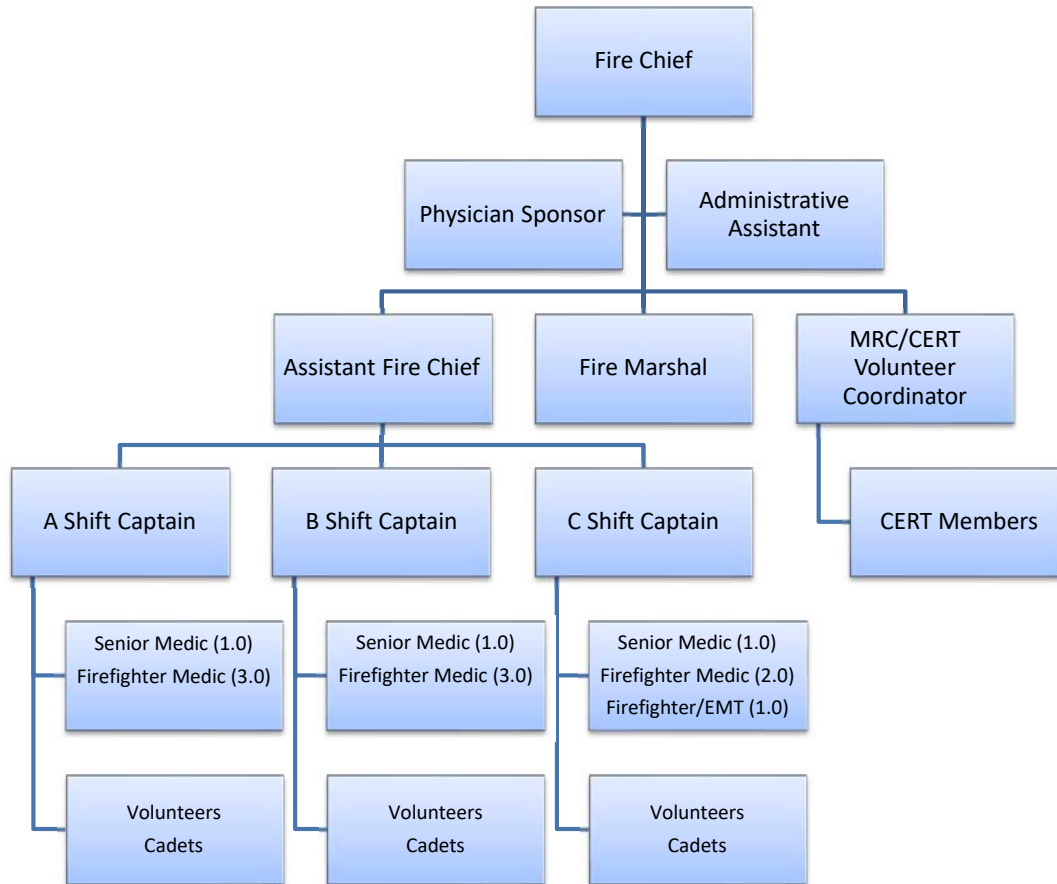
Summary

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,080,457	1,360,282	1,378,262	1,071,399	1,396,332	36,050	2.7%
Charges for Services	730,378	667,500	667,500	770,150	920,150	252,650	37.9%
Public Safety Sales Tax	1,490,201	1,588,000	1,588,000	1,615,000	1,731,000	143,000	9.0%
Public Works Sales Tax Fund	450,436	496,650	473,650	442,712	420,500	(76,150)	-15.3%
Lease Financing	-	1,628,100	1,628,100	1,628,100	-	(1,628,100)	-100.0%
Federal and State Grants	62,064	410,536	124,536	73,804	30,000	(380,536)	-92.7%
CPV Special Revenue Fund	-	-	-	-	111,237	111,237	New
Total	3,813,536	6,151,068	5,860,048	5,601,165	4,609,219	(1,541,849)	-25.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	19.00	19.00	19.00	22.00	1,919,834	3.00	15.8%
Total	19.00	19.00	19.00	22.00	1,919,834	3.00	15.8%

MISSION STATEMENT

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



GOALS FOR 2020

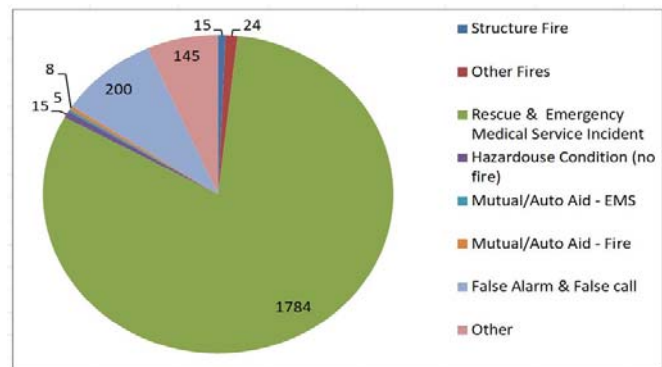
- Continue to use performance standards to ensure proficiency in both career and volunteer members and develop performance-based standards to be used for evaluations and promotions.
- Continue to provide and obtain leadership training, guidance and support for the department’s future leaders (career 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 ensure 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.
- Continue to improve the infrastructure for our emergency radio communications.
- Participate in the Alaska Land Mobile Radio (ALMR) system.
- Distribute training on active shooter tactics received during Alert Lockdown Inform Counter Evacuate (ALICE) training with local law enforcement and school district to first responders.
- Continue to support Port security efforts by displaying a physical presence on Harry Newell in the Tongass Narrows waterway.
- Continue work on the CIP project to repair/renovate Fire Station 2 including completion of the Station 2 Bay door replacement.
- Participate in the pilot program from Supplemental Emergency Medical Transportation (SEMT) Medicare reimbursement program.
- Develop a system to track and record seasonal business fire inspections and compliance through the Fire Marshal's office.
- Improve vehicle preventative maintenance with the City Garage.
- Continue to provide EMS response, interfacility and medivac transport service for cruise ship passengers and crew.

ACCOMPLISHMENTS FOR 2019

- Responded to 2,196 calls for service (September 1, 2018 to August 31, 2019). The below chart displays the National Fire Protection Association break by call type.

Fire Department Run Volume	
Structure Fire	15
Other Fires	24
Rescue & Emergency Medical Service Incident	1784
Hazardouse Condition (no fire)	15
Mutual/Auto Aid - EMS	5
Mutual/Auto Aid - Fire	8
False Alarm & False call	200
Other	145
Total	2196



Special Studies Report	
Cruise Ship Patients	227
Alcohol Related	306
Other Intoxicating Substance	108

- Conducted CPR, AED and First Aid Classes for City staff, Department Volunteers, KPD 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 the Assistance to Firefighters Grant to update the department's end user radio communications system.
- 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. The department collaborated with KPD, Alaska State Trooper, and US Coast Guard to host Public Safety Day at Fire Station 1.
- Responded and mitigated impacts to victims and the environment at 3 float plane accidents that occurred during the 2019 season.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Operations 1210-110

- Completed recruitment efforts to fill the vacant position of Fire Marshal, which was vacated by Chris Grooms when he resigned effective February 5, 2019. Andrea Buchanan of Alexandria, Virginia was appointed to the position effective July 16, 2019.
- Other public events supported or attended by the fire department during the year included the Public Safety Day, Blueberry Festival, Totem to Totem Run, IAFF-Operation Warm, Community Christmas Tree Lighting and Holiday Festival, Winter Boat Parade on the Airport ferry, Public Radio support events, reading events at the Library, and school programs.
- The Harry Newell participated in the Blessing of the Fleet; greeted 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.
- Hosted the fire service The Art of Reading Smoke. NTVFD and STVFD were also in attendance.
- Completed the Automatic Aid Response to any active structure fire with the adjoining fire departments.
- With Emergency Reporting software we have streamlined our payroll procedures, improved tracking of physical inventory.
- The Hazmat Team continued to see a reduction in state funding but technicians were able to participate in Hotzone training in October. 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 the Supplemental Emergency Medical Transportation (SEMT) cost report.
- Hosted the 34th Annual Fire & Arson Investigator Training Conference in April.
- Hosted the 2019 Alaska State Fire Conference in September.
- Hosted multiple fire arson task force trainings.
- Established an MOU with the Red Cross for office space at Station 1.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	2,758,589	2,943,042	2,944,482	2,865,696	3,501,714	558,672	19.0%
Supplies	134,405	179,040	180,155	153,420	179,135	95	0.1%
Contract/Purchased Services	282,206	302,520	301,193	264,530	302,350	(170)	-0.1%
Minor Capital Outlay	10,750	32,900	33,112	30,812	36,870	3,970	12.1%
Interdepartmental Charges	81,892	130,780	130,780	110,550	138,650	7,870	6.0%
Total Expenditures	3,267,842	3,588,282	3,589,722	3,425,008	4,158,719	570,437	15.9%

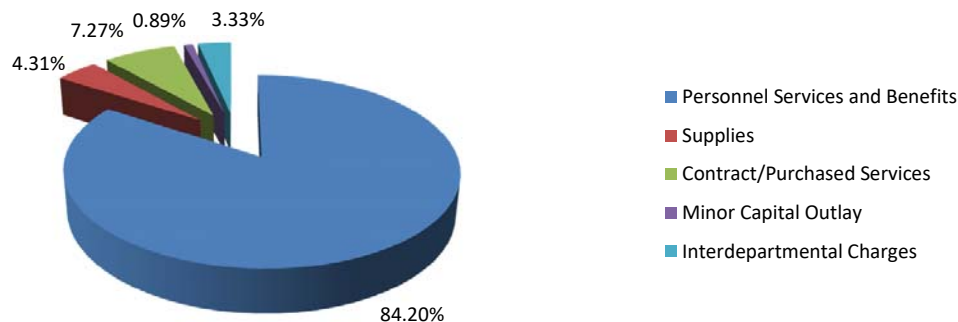
Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,047,263	1,332,782	1,334,222	1,039,858	1,396,332	63,550	4.8%
Public Safety Sales Tax	1,490,201	1,588,000	1,588,000	1,615,000	1,731,000	143,000	9.0%
Service Fees	27,450	27,500	27,500	25,150	25,150	(2,350)	-8.5%
Ambulance Fees	687,928	625,000	625,000	730,000	730,000	105,000	16.8%
Emergency Medical Transport Program (SMET)	-	-	-	-	150,000	150,000	New
Borough Emergency Management Services	15,000	15,000	15,000	15,000	15,000	-	0.0%
CPV Special Revenue Fund	-	-	-	-	111,237	111,237	NA
Total Funding	3,267,842	3,588,282	3,589,722	3,425,008	4,158,719	570,437	15.9%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Operations 1210-110

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Fire Chief	1.00	1.00	1.00	1.00	132,810	-	0.0%
Assistant Fire Chief	1.00	1.00	1.00	1.00	109,500	-	0.0%
Fire Marshal	1.00	1.00	1.00	1.00	83,293	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	48,830	-	0.0%
Captain	3.00	3.00	3.00	3.00	314,919	-	0.0%
Senior Medic	3.00	3.00	3.00	3.00	290,893	-	0.0%
Firefighter/Medic	7.00	8.00	8.00	8.00	679,893	-	0.0%
Firefighter/EMT	2.00	1.00	1.00	4.00	259,696	3.00	300.0%
Subtotal	19.00	19.00	19.00	22.00	1,919,834	3.00	15.8%
Less Salaries and Wages Reported in Grant Program					(18,696)		
Total					1,901,138		

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$558,672, or by 19.0%, due to the addition of three Firefighter/EMT positions, annual step increases, a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; and a 10% projected increase in employee health insurance premiums, which were offset by reductions in overtime and temporary salaries, in the amount of \$70,000 and \$10,000, respectively.
- Interdepartmental Charges - Insurance (Account No. 825.01) increased by \$7,870, or by 11.1%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values. Commercial general liability insurance premiums have been increasing due to poor

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Operations 1210-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,460,077	1,531,892	1,531,892	1,523,110	1,901,138	369,246	24.1%
501 .01 Overtime Wages	255,932	226,000	269,000	268,160	210,000	(16,000)	-7.1%
502 .01 Temporary Wages	43,887	93,400	93,400	56,160	83,400	(10,000)	-10.7%
505 .00 Payroll Taxes	129,889	141,630	141,630	136,520	174,108	32,478	22.9%
506 .00 Pension	396,450	386,740	388,180	388,180	479,878	93,138	24.1%
507 .00 Health and Life Insurance	362,196	423,240	380,240	355,126	492,800	69,560	16.4%
507 .30 Workers Compensation	80,532	76,160	76,160	74,730	74,620	(1,540)	-2.0%
508 .00 Other Benefits	13,126	47,480	47,480	47,210	69,270	21,790	45.9%
509 .06 Allowances-Meals	16,500	16,500	16,500	16,500	16,500	-	0.0%
Personnel Services and Benefits	2,758,589	2,943,042	2,944,482	2,865,696	3,501,714	558,672	19.0%
Supplies							
510 .01 Office Supplies	3,381	3,470	3,470	3,470	3,470	-	0.0%
510 .02 Operating Supplies	34,581	44,120	44,120	42,000	44,120	-	0.0%
510 .03 Safety Program Supplies	15,970	25,300	25,300	23,000	24,800	(500)	-2.0%
510 .04 Janitorial Supplies	2,744	5,640	5,640	5,640	5,520	(120)	-2.1%
510 .05 Small Tools & Equipment	3,245	10,020	9,808	5,000	10,020	-	0.0%
510 .07 Food/Catering	1,291	1,950	1,895	1,000	1,525	(425)	-21.8%
515 .01 Vehicle Maintenance Materials	1,989	1,500	2,946	2,600	3,300	1,800	120.0%
515 .02 Building & Grounds Maint Materials	5,275	9,850	11,835	11,835	6,540	(3,310)	-33.6%
515 .03 Furniture and Fixtures Maint Materials	47	750	750	500	750	-	0.0%
515 .04 Machinery & Equipment Maint Materials	4,243	8,000	7,342	4,000	8,000	-	0.0%
520 .02 Postage	1,195	1,900	1,900	1,700	1,940	40	2.1%
525 .03 Heating Fuel	19,809	19,200	21,500	21,500	22,130	2,930	15.3%
525 .04 Vehicle Motor Fuel & Lubricants	15,192	17,300	17,300	17,300	18,140	840	4.9%
525 .07 Machinery & Equip Fuel & Lubricants	33	1,000	1,000	200	500	(500)	-50.0%
530 .03 Professional and Technical Publications	1,476	2,690	2,570	1,500	2,530	(160)	-5.9%
535 .02 Business & Meal Expense	55	-	120	120	-	-	NA
535 .04 Uniforms/Badges/Clothing	10,465	11,350	9,050	7,000	8,850	(2,500)	-22.0%
535 .05 Special Protective Clothing	13,414	15,000	13,554	5,000	17,000	2,000	13.3%
535 .07 Allowances - Food & Catering			55	55	-	-	NA
Supplies	134,405	179,040	180,155	153,420	179,135	95	0.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Operations 1210-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	6,213	7,200	7,815	7,815	7,600	400	5.6%
600 .02 Travel-Training	9,071	9,300	8,685	7,000	9,530	230	2.5%
600 .03 Training and Education	26,781	38,240	38,240	33,000	37,570	(670)	-1.8%
605 .01 Ads and Public Announcements	359	2,400	2,400	1,580	1,200	(1,200)	-50.0%
615 .01 Professional Licenses and Certifications	3,529	4,500	4,500	2,000	5,280	780	17.3%
615 .02 Assn. Membership Dues & Fees	787	1,750	1,750	1,750	1,950	200	11.4%
625 .03 Insurance Premiums-Liability	-	1,050	1,050	1,010	1,050	-	0.0%
630 .02 Vehicle Licenses	255	290	290	250	250	(40)	-13.8%
630 .03 Bank & Merchant Fees	296	350	700	700	700	350	100.0%
630 .06 Service Charges and Fees	11,096	12,500	12,500	12,500	12,720	220	1.8%
635 .02 Janitorial and Cleaning Services	975	1,000	1,000	1,000	1,000	-	0.0%
635 .03 Vehicle Maintenance Services	791	2,450	2,450	1,500	2,420	(30)	-1.2%
635 .04 Software & Equip Maintenance Services	14,500	7,800	7,800	7,500	7,550	(250)	-3.2%
635 .06 Building & Grounds Maint Services	26,610	12,390	12,390	8,000	11,630	(760)	-6.1%
635 .07 Machinery & Equipment Maintenance Ser	9,729	15,600	15,600	9,365	14,030	(1,570)	-10.1%
635 .12 Technical Services	41,543	43,500	41,823	38,000	45,460	1,960	4.5%
640 .05 Medical Services	13,000	14,000	14,000	13,000	13,200	(800)	-5.7%
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	1,104	1,700	1,700	-	-	(1,700)	-100.0%
650 .01 Telecommunications	35,831	38,000	38,000	36,000	42,750	4,750	12.5%
650 .02 Electric, Water, Sewer & Solid Waste	73,679	82,440	82,440	76,500	80,400	(2,040)	-2.5%
Contract/Purchased Services	282,206	302,520	301,193	264,530	302,350	(170)	-0.1%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	1,000	1,000	1,000	3,000	2,000	200.0%
790 .25 Machinery & Equipment	2,620	27,400	27,400	25,100	29,370	1,970	7.2%
790 .26 Computers, Printers & Copiers	8,130	4,500	4,712	4,712	4,500	-	0.0%
Minor Capital Outlay	10,750	32,900	33,112	30,812	36,870	3,970	12.1%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	51,590	70,780	70,780	65,550	78,650	7,870	11.1%
850 .01 Interdepartmental Charges-Garage	30,302	60,000	60,000	45,000	60,000	-	0.0%
Interdepartmental Charges	81,892	130,780	130,780	110,550	138,650	7,870	6.0%
Total Expenditures by Type	3,267,842	3,588,282	3,589,722	3,425,008	4,158,719	570,437	15.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,901,138 - This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

501.01 Overtime Wages: \$210,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$83,400 - This account provides expenditures 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: \$174,108 - This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Fire

Operations 1210-110

- 506.00 Pension: \$479,878** – This account provides expenditures for employer contributions to retirement plans.
- 507.00 Health and Life Insurance: \$492,800** – This account provides expenditures for employer contributions to employee health and life insurance plans.
- 507.30 Workers Compensation: \$74,620** – This account provides expenditures for employer contributions to workers compensation.
- 508.00 Other Benefits: \$69,270** – This account provides 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 expenditures 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 expenditures 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 expenditures 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, fire suppression, inspection supplies, smoke detectors, flags and public education supplies, awards and volunteer recognition, and other departmental supplies used by the division during the course of a year.
- 510.03 Safety Program Supplies: \$24,800** - This account provides expenditures 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: \$5,520** – This account provides expenditures for cleaning and sanitation supplies such as paper towels, toilet paper, cleaning solutions, etc. used by in-house, contracted janitors, and portable potties for fire department events.
- 510.05 Small Tools and Equipment: \$10,020** - This account provides expenditures 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: \$1,525** - This account provides expenditures for food, water or catering services during extended training exercises or emergencies.
- 515.01 Vehicle Maintenance Materials: \$3,300** – This account provides expenditures 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: \$6,540** – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds used by the department. Salt, paint, caulk and HVAC filters are examples of purchases under this line item.
- 515.03 Furniture and Fixtures Maintenance Materials: \$750** - This account provides expenditures 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 expenditures for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, HazMat equipment, computer networks and computers.
- 520.02 Postage and Freight: \$1,940** - This account provides expenditures for postal related services such as postage, express delivery, barge line freight, HazMat shipping and mailing materials.

525.03 Heating Fuel: \$22,130 - This account provides expenditures for heating fuel used to heat facilities owned or leased and operated by the department.

525.04 Vehicle Motor Fuel and Lubricants: \$18,140 - This account provides expenditures for gasoline, diesel fuel and lubricants used in the operations of division vehicles and boats.

525.07 Machinery and Equipment Fuel and Lubricants: \$500 – This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of department machinery, equipment and generators.

530.03 Professional and Technical Publications: \$2,530 - This account provides expenditures 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: \$8,850 - This account provides expenditures 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, belts, and badges.

535.05 Special Protective Clothing: \$17,000 - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600.01 Travel-Business: \$7,600 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600.02 Travel-Training: \$9,530 - This account provides expenditures 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: \$37,570 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees as well as on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$1,200 - This account provides expenditures 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: \$5,280 – 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: \$1,950 – This account provides expenditures for memberships in professional and trade associations and regional organizations.

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

630.02 Vehicle Licenses: \$250 – This account provides expenditures for licensing division vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$700 – This account provides expenditures 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: \$12,720 – This account provides expenditures for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport as well as Medicare billing.

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

635.03 Vehicle Maintenance Services: \$2,420 – This account provides expenditures for the repair and maintenance of department vehicles and boats by outside maintenance facilities.

635.04 Software and Equipment Maintenance Services: \$7,550 – 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, Emergency Reporting annual license and support fees, Basecamp annual license and support fees, and Nixle.

635.06 Buildings and Grounds Maintenance Services: \$11,630- This account provides expenditures 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 elevator contract and sprinkler/backflow testing.

635.07 Machinery and Equipment Maintenance Services: \$14,030 - This account provides expenditures 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: \$45,460 - This account provides expenditures 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: \$13,200 – This account provides expenditures 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 expenditures for the costs of leasing storage space at Fire Station No. 3 from the Public Works Department - Building Maintenance Division.

650.01 Telecommunications: \$42,750 - This account provides expenditures 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: \$80,400 - This account provides expenditures for electric, water, sewer and solid waste utility services.

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

790.25 Machinery and Equipment: \$29,370 - This account provides expenditures 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, operating equipment required to provide services or maintain capital assets, and fire boat electronics.

790.26 Computers, Printers, & Copiers: \$4,500 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. The 2020 PC Replacement Schedule includes 3 desktop computers at \$1,500 each.

825.01 Interdepartmental Charges – Insurance: \$78,650 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$60,000 - This account provides expenditures 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 2020

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2020 EMPG, LEPC and SHSP grants.
- Staff will continue to utilize monies from the 2019 ADHS&EM, EMPG grants for emergency management programs.
- 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 2019

- In 2019, the City was awarded \$30,000 from the ADHS&EM for emergency management activities.
- Completed installation and commissioning of an All-Hazard Warning Siren at the Saxman Community Center using grant funds.
- Due to State budget cuts, the City was not awarded funding for operation/management of the LEPC in 2019/2020.

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 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
2020 Operating and Capital Budget

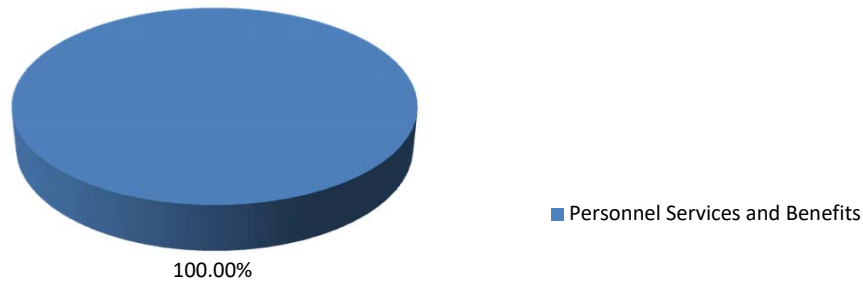
Fire

Grants Program 1210-192

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	23,011	51,230	70,895	41,331	18,696	(32,534)	-63.5%
505 .00 Payroll Taxes	1,655	3,920	5,321	2,950	1,332	(2,588)	-66.0%
506 .00 Pension	5,062	11,270	15,596	9,092	4,112	(7,158)	-63.5%
507 .00 Health and Life Insurance	6,036	13,830	19,158	10,831	5,040	(8,790)	-63.6%
507 .30 Workers Compensation	1,143	2,250	3,070	1,812	820	(1,430)	-63.6%
Personnel Services and Benefits	36,907	82,500	114,040	66,015	30,000	(52,500)	-63.6%
Supplies							
510 .01 Office Supplies	448	-	-	-	-	-	NA
510 .02 Operating Supplies	11,724	500	500	-	-	(500)	-100.0%
510 .03 Safety Program Supplies	3,504	-	7,820	6,615	-	-	NA
535 .05 Special Protective Clothing	-	7,820	-	-	-	(7,820)	-100.0%
Supplies	15,676	8,320	8,320	6,615	-	(8,320)	-100.0%
Contract/Purchased Services							
600 .01 Travel-Business	-	8,692	8,692	1,687	-	(8,692)	-100.0%
600 .02 Travel-Training	3,461	-	-	-	-	-	NA
600 .03 Training and Education	791	-	-	-	-	-	NA
605 .01 Ads and Public Announcements	3,501	2,000	2,000	450	-	(2,000)	-100.0%
625 .03 Insurance Premiums-Liability	1,016	-	-	-	-	-	NA
650 .01 Telecommunications	712	-	-	-	-	-	NA
Contract/Purchased Services	9,481	10,692	10,692	2,137	-	(10,692)	-100.0%
Total Expenditures by Type	62,064	101,512	133,052	74,767	30,000	(71,512)	-70.4%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget

Fire

Grants Program 1210-192

Grant Program		2018	2019 Budget			2020	2019 Adopted/2020	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Federal	NAACHO Grant	1,793	-	-	-	-	-	NA
Federal	2017/2018 EMPG - 20EMPG-GY17 Grant	16,830	25,000	25,000	-	-	(25,000)	-100.0%
	Local Match-General Fund	8,414	12,500	12,500	-	-	(12,500)	-100.0%
Federal	2018/2019 EMPG - 20EMPG-GY18 Grant	3,575	30,000	30,000	16,540	-	(30,000)	-100.0%
	Local Match-General Fund	3,575	15,000	16,540	16,540	-	(15,000)	-100.0%
Federal	2019/2020 EMPG - 20EMPG-GY19 Grant	-	-	15,000	15,000	15,000	15,000	NA
	Local Match-General Fund	-	-	15,000	15,000	15,000	15,000	NA
Federal	2018 SHSP - 20SHSP-GY18 Grant	-	6,012	6,012	-	-	(6,012)	-100.0%
State	2018 LEPC Grant	12,820	-	-	-	-	-	NA
State	2018/2019 LEPC - 20LEPC-GY19 Grant	4,513	13,000	13,000	11,687	-	(13,000)	-100.0%
Federal	VWS PILOT Grant	10,544	-	-	-	-	-	NA
Total Funding by Grant Program		62,064	101,512	133,052	74,767	30,000	(71,512)	-70.4%

Summary of Funding Source		2018	2019 Budget			2020	2019 Adopted/2020	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund								
	Federal Grant	32,742	61,012	76,012	31,540	15,000	(46,012)	-75.4%
	State Grant	17,333	13,000	13,000	11,687	-	(13,000)	-100.0%
	Local Match	11,989	27,500	44,040	31,540	15,000	(12,500)	-45.5%
Total Funding		62,064	101,512	133,052	74,767	30,000	(71,512)	-70.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$18,696 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

505.00 Payroll Taxes: \$1,332 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$4,112 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$5,040 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$820 – This account provides expenditures for employer contributions to workers compensation.

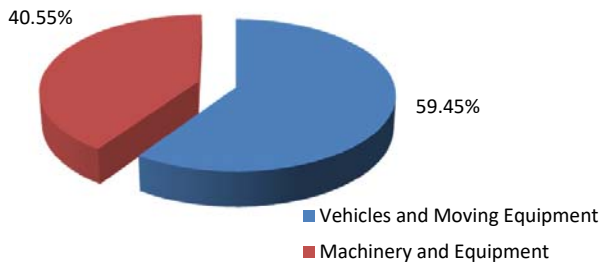
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	-	-	10,362	10,362	-	-	NA
710.00 Improvements to Land	441,752	424,150	413,788	382,850	-	(424,150)	-100.0%
720.00 Vehicles and Moving Equipment	11,531	1,677,600	1,677,600	1,677,600	250,000	(1,427,600)	-85.1%
725.00 Machinery and Equipment	30,347	359,524	35,524	30,577	170,500	(189,024)	-52.6%
Total Major Capital Outlay	483,630	2,461,274	2,137,274	2,101,389	420,500	(2,040,774)	-82.9%

Capital Improvement Projects		Funding Sources			Total
		PW Sales Tax Fund	Federal & State Grant	Lease Financing	
Project #	Project				
720.00	Vehicles and Moving Equipment				
	Additional Ambulance Capacity	250,000	-	-	250,000
	Total Vehicles and Moving Equipment	250,000	-	-	250,000
725.00	Machinery and Equipment				
	Radio Upgrade-Replacement	170,500	-	-	170,500
	Total Machinery and Equipment	170,500	-	-	170,500
	Total Capital Budget	420,500	-	-	420,500

Expenditures by Type



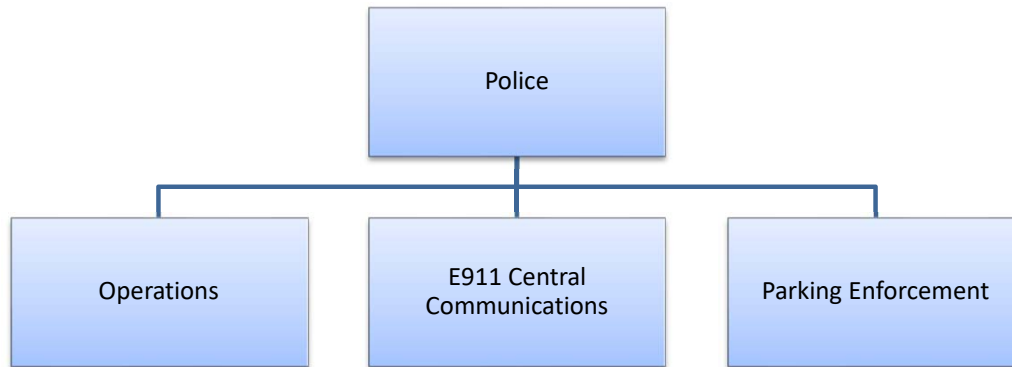
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	3,559,397	4,072,199	4,061,699	3,861,180	4,662,997	590,798	14.5%
E911 Central Communications	1,094,908	1,259,171	1,269,671	1,208,230	1,403,560	144,389	11.5%
Parking Enforcement	99,598	103,352	104,982	98,200	121,185	17,833	17.3%
Grants	-	-	21,829	21,829	-	-	NA
Forfeitures-Seizures	-	-	9,860	9,860	-	-	NA
Capital Improvement Program	203,827	201,525	682,525	595,367	646,533	445,008	220.8%
Total	4,957,730	5,636,247	6,150,566	5,794,666	6,834,275	1,198,028	21.3%

Expenditures by Category	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	4,172,519	4,697,692	4,682,222	4,456,650	5,426,732	729,040	15.5%
Supplies	122,538	159,450	150,950	140,790	144,230	(15,220)	-9.5%
Contract/Purchased Services	315,045	441,470	478,481	448,751	464,980	23,510	5.3%
Minor Capital Outlay	31,514	30,500	49,778	49,778	31,500	1,000	3.3%
Interdepartmental Charges	112,287	105,610	106,610	103,330	120,300	14,690	13.9%
Major Capital Outlay	203,827	201,525	682,525	595,367	646,533	445,008	220.8%
Total	4,957,730	5,636,247	6,150,566	5,794,666	6,834,275	1,198,028	21.3%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

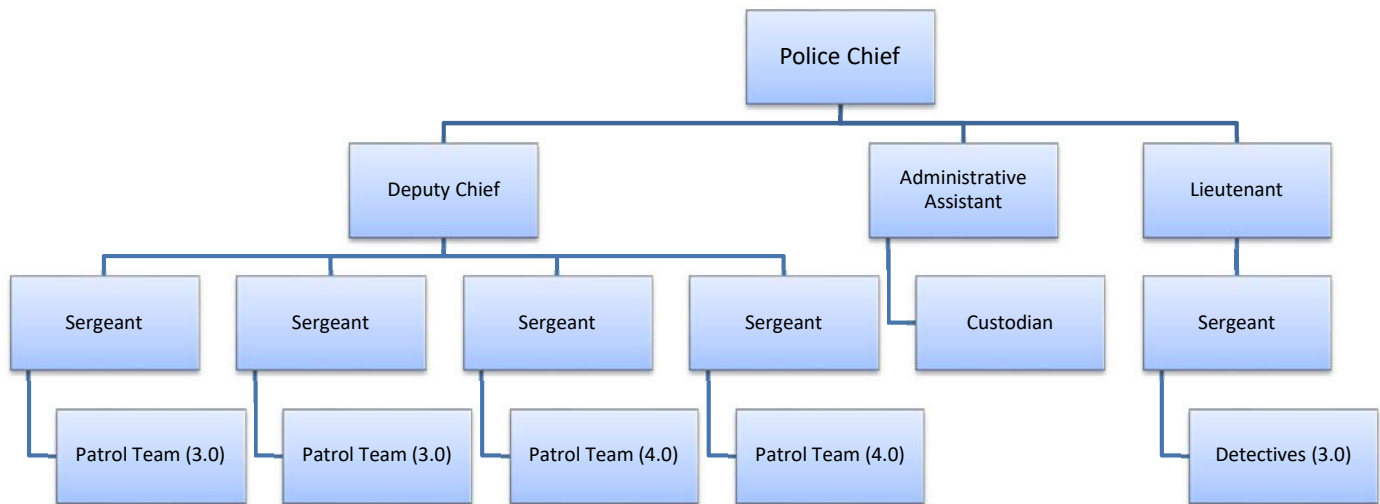
Summary

Funding Source	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,739,276	3,241,722	3,288,352	3,016,440	3,917,242	675,520	20.8%
Public Safety Sales Tax	1,490,201	1,588,000	1,588,000	1,615,000	1,731,000	143,000	9.0%
Charges for Services	419,193	425,000	425,000	422,170	422,500	(2,500)	-0.6%
Fines and Forfeitures	105,233	135,000	135,000	114,000	117,000	(18,000)	-13.3%
Federal and State Grants	-	-	322,829	322,829	-	-	NA
US Marshal Fund	43,342	45,000	9,860	9,860	-	(45,000)	-100.0%
Public Works Sales Tax	160,485	201,525	381,525	294,367	646,533	445,008	220.8%
Marijuana Sales Tax	-	-	-	-	262,584	262,584	New
CPV Special Revenue	-	-	-	-	42,799	42,799	New
Total	4,957,730	5,636,247	6,150,566	5,794,666	6,834,275	1,198,028	21.3%

Full-time Equivalent Personnel	2018	2019 Budget		2020		Adopted 2019/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	25.00	25.00	25.00	27.35	2,384,383	2.35	9.4%
E911 Central Communications	9.30	9.30	9.30	10.20	580,307	0.90	9.7%
Parking Enforcement	1.00	1.00	1.00	1.00	47,915	-	0.0%
Total	35.30	35.30	35.30	38.55	3,012,605	3.25	9.2%

MISSION STATEMENT

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



GOALS FOR 2020

- Provide effective and sound police services consistent with the values of our community and their vision.
- Replace current portable radios to provide better communication for the safety of our officers and better service to the community.
- Continue participation in community outreach programs.
- Continue to work closely with other agencies to provide quality service.
- Work closely with Human Resources to develop a hiring plan involving upcoming staffing requirements due to retirement.

ACCOMPLISHMENTS FOR 2019

- Installed radio repeaters that increased the range of communication.
- Hosted Alert Lockdown Inform Counter Evacuate (ALICE) active shooter training to multiple agencies, including working with the school district to implement the program in area wide schools.
- Continued to assist with fundraising for local non-profit agencies.
- Hosted 2nd annual Shop with a Cop and contributed to 20 families.
- Upgraded building interview camera system to enhance evidence collection.
- Trained and implemented DARE program within elementary schools.
- Organized and hosted 2nd annual First Responder Summit.
- As of September 2019, the Police department has initiated 11,120 police cases and/or contacts in the community.
- Provided over 1,200 hours of specialized training and/or continuing education to department members.
- Upgraded the forensic cell phone analyzer (Cellebrite) subsidized with state funding which included hardware, software and training for two officers.
- Hired and trained three new officers.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Operations Division 1220-110

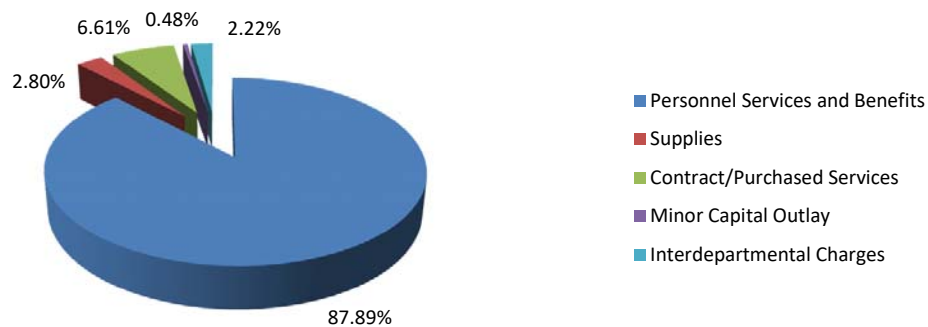
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,128,581	3,517,929	3,503,829	3,343,410	4,098,257	580,328	16.5%
Supplies	113,012	143,200	137,200	127,100	130,410	(12,790)	-8.9%
Contract/Purchased Services	200,721	295,310	304,910	277,880	308,320	13,010	4.4%
Minor Capital Outlay	14,890	22,500	22,500	22,500	22,500	-	0.0%
Interdepartmental Charges	102,193	93,260	93,260	90,290	103,510	10,250	11.0%
Total Expenditures	3,559,397	4,072,199	4,061,699	3,861,180	4,662,997	590,798	14.5%

Funding Source	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,047,886	2,396,199	2,385,699	2,216,180	2,682,122	285,923	11.9%
Public Safety Sales Tax	1,490,201	1,588,000	1,588,000	1,615,000	1,731,000	143,000	9.0%
Fines and Forfeitures	21,310	43,000	43,000	30,000	30,000	(13,000)	-30.2%
US Marshal Fund	-	45,000	45,000	-	-	(45,000)	-100.0%
Marijuana Sales Tax	-	-	-	-	189,060	189,060	New
CPV Special Revenue	-	-	-	-	30,815	30,815	New
Total Funding	3,559,397	4,072,199	4,061,699	3,861,180	4,662,997	590,798	14.5%

Full-time Equivalent Personnel	2018	2019 Budget		2020		Adopted 2019/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.90	0.90	0.90	0.90	128,437	-	0.0%
Deputy Chief	0.95	0.95	0.95	0.95	120,629	-	0.0%
Lieutenant	1.00	1.00	1.00	1.00	113,307	-	0.0%
Sergeant	5.00	5.00	5.00	5.00	530,873	-	0.0%
Corporal	1.00	1.00	-	-	-	(1.00)	-100.0%
Police Officer	11.00	11.00	12.00	15.25	1,140,136	4.25	38.6%
Detective/Investigations	3.00	3.00	3.00	3.00	280,597	-	0.0%
Administrative Assistant	0.95	0.95	0.95	0.95	58,501	-	0.0%
Evidence Custodian	0.90	0.90	0.90	-	-	(0.90)	-100.0%
Custodian	0.30	0.30	0.30	0.30	11,903	-	0.0%
Total	25.00	25.00	25.00	27.35	2,384,383	2.35	9.4%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$580,328, or by 16.5%, due to the addition of two police officer positions, annual employee step increases, a 2.0% cost of living adjustment for represented and non-represented employees that will become effective July 1, 2020 and January 1, 2020 respectively, the implementation of the 2019 compensation plan update, and increased overtime as a result of ongoing staffing shortages.
- Moving Expense - Non-Taxed (Account No. 535.01) decreased by \$15,000 or 100% because all moving expenses are recorded in Account No. 509.07 due to changes in the payroll tax laws. Most moving expenses are now taxable.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$9,820, or by 19.3%. Electric utility rates have been programmed to increase by 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.
- Interdepartmental- Insurance (Account No. 825.01) increased by \$10,250, or by 19.2%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,760,631	2,020,139	1,987,807	1,901,320	2,384,383	364,244	18.0%
501 .01 Overtime Wages	160,229	160,000	170,000	170,000	190,000	30,000	18.8%
505 .00 Payroll Taxes	146,086	166,790	165,815	157,220	196,950	30,160	18.1%
506 .00 Pension	439,867	477,240	474,454	454,700	563,760	86,520	18.1%
507 .00 Health and Life Insurance	467,566	514,820	511,813	472,420	559,680	44,860	8.7%
507 .30 Workers Compensation	65,445	73,600	73,600	70,570	76,100	2,500	3.4%
508 .00 Other Benefits	42,051	53,740	53,740	50,580	60,784	7,044	13.1%
509 .01 Allowances-Police Uniforms	44,044	50,000	50,000	50,000	50,000	-	0.0%
509 07 Allowances-Moving Expense	2,662		15,000	15,000	15,000	15,000	0.0%
509 .08 Allowances-Medical Expenses	-	1,600	1,600	1,600	1,600	-	0.0%
Personnel Services and Benefits	3,128,581	3,517,929	3,503,829	3,343,410	4,098,257	580,328	16.5%
Supplies							
510 .01 Office Supplies	7,935	7,500	7,500	7,500	7,500	-	0.0%
510 .02 Operating Supplies	27,631	24,000	33,000	30,000	24,000	-	0.0%
510 .03 Safety Program Supplies	7,268	7,500	7,500	7,500	7,500	-	0.0%
510 .04 Janitorial Supplies	2,898	2,800	2,800	2,800	2,800	-	0.0%
515 .02 Building & Grounds Maint Materials	5,609	12,000	11,500	11,500	12,000	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,334	1,000	1,500	1,500	1,000	-	0.0%
520 .02 Postage	3,965	3,800	3,800	3,800	3,870	70	1.8%
525 .03 Heating Fuel	18,728	26,100	26,100	20,000	26,800	700	2.7%
525 .04 Vehicle Motor Fuel & Lubricants	36,487	41,000	41,000	40,000	42,440	1,440	3.5%
535 .01 Moving Expense- Non-Taxed	-	15,000	-			(15,000)	-100.0%
535 .04 Uniforms/Badges/Clothing	1,157	2,500	2,500	2,500	2,500	-	0.0%
Supplies	113,012	143,200	137,200	127,100	130,410	(12,790)	-8.9%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Operations Division 1220-110

Operating Expenditures	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,989	4,000	4,500	4,500	4,500	500	12.5%
600 .02 Travel-Training	20,816	20,000	20,000	20,000	20,000	-	0.0%
600 .03 Training and Education	15,213	49,500	49,000	49,000	49,500	-	0.0%
605 .01 Ads and Public Announcements	5,371	5,000	5,000	5,000	5,000	-	0.0%
610 .01 Community Promotion	5,389	7,000	7,000	7,000	7,000	-	0.0%
615 .02 Assn. Membership Dues & Fees	2,085	3,000	3,000	3,000	3,000	-	0.0%
620 .02 Towing of Impounded Property	-	2,000	2,000	2,000	2,000	-	0.0%
630 .02 Vehicle Licenses	150	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Fees	1,302	1,300	1,300	1,300	1,300	-	0.0%
635 .01 Government Contractual Services	13,852	26,500	26,500	20,000	27,000	500	1.9%
635 .04 Software & Equip Maint Services	17,127	20,750	21,000	21,000	21,000	250	1.2%
635 .06 Building & Grounds Maint Services	2,453	6,500	6,500	6,500	6,500	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	4,707	8,500	7,510	7,500	8,500	-	0.0%
635 .10 Investigation Services	11,241	15,000	15,000	15,000	15,000	-	0.0%
640 .05 Medical Services	5,376	28,500	28,500	8,000	28,500	-	0.0%
650 .01 Telecommunications	42,674	46,500	47,000	47,000	48,440	1,940	4.2%
650 .02 Electric, Water, Sewer & Solid Waste	50,976	50,760	60,600	60,580	60,580	9,820	19.3%
Contract/Purchased Services	200,721	295,310	304,910	277,880	308,320	13,010	4.4%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	3,870	3,000	3,000	3,000	3,000	-	0.0%
790 .25 Machinery and Equipment	6,026	15,000	15,000	15,000	15,000	-	0.0%
790 .26 Computers, Printers & Copiers	4,994	4,500	4,500	4,500	4,500	-	0.0%
Minor Capital Outlay	14,890	22,500	22,500	22,500	22,500	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	36,940	53,260	53,260	50,290	63,510	10,250	19.2%
850 .01 Interdepartmental-Garage	65,253	40,000	40,000	40,000	40,000	-	0.0%
Interdepartmental Charges	102,193	93,260	93,260	90,290	103,510	10,250	11.0%
Total Expenditures by Type	3,559,397	4,072,199	4,061,699	3,861,180	4,662,997	590,798	14.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$2,384,383 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$190,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

505.00 Payroll Taxes: \$196,950 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$563,760 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$559,680 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$76,100 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$60,784 – This account provides 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 expenditures for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the City Personnel Rules.

509.07 Allowances - Moving Expense: \$15,000 - This account provides expenditures for direct payments or reimbursements to employees for expenditures incurred to relocate to Ketchikan.

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

510.01 Office Supplies: \$7,500 - This account provides expenditures 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 expenditures 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 expenditures for 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 expenditures 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 expenditures 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: \$3,870- This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$26,800 - This account provides expenditures for heating fuel for the Police Department.

525.04 Vehicle Motor Fuel and Lubricants: \$42,440 - This account provides expenditures for gasoline and lubricants used for the operation of Police vehicles.

535.04 Uniforms/Badges/Clothing: \$2,500 - This account provides expenditures 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: \$4,500 – This account provides expenditures 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 expenditures 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 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 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 expenditures 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 expenditures for towing and/or storing of impounded vehicles.

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

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

635.01 Government Contractual Services: \$27,000 - This account provides expenditures 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: \$21,000- This account provides expenditures 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 expenditures 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 expenditures for major criminal investigations, undercover operations and other types of investigation and inspection services.

640.05 Medical Services: \$28,500 – This account provides expenditures 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: \$48,440 - This account provides expenditures 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: \$60,580 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$3,000 - This account provides expenditures 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 provides expenditures for the acquisition of replacement X2 Tasers, body-worn cameras and vehicle cameras.

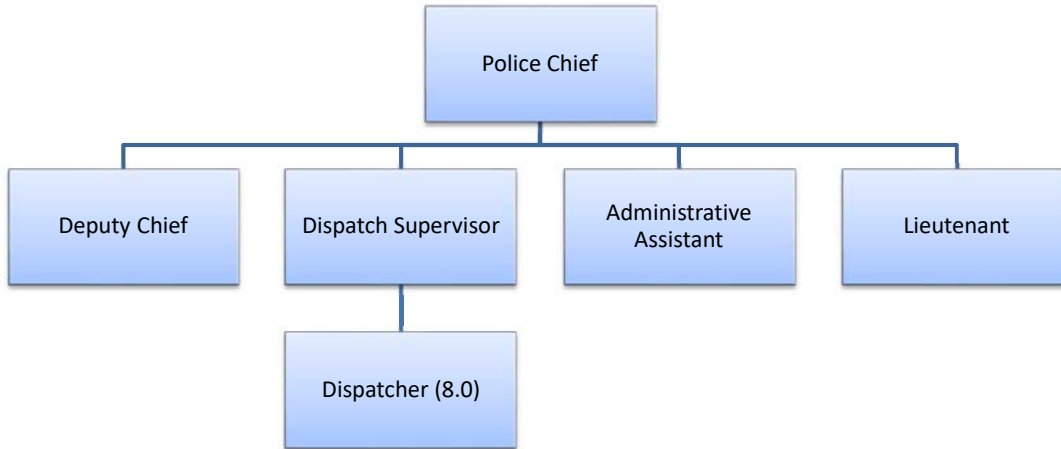
790.26 Computers, Printers and Copiers: \$4,500 - This account provides expenditures for acquisition of two replacement PCs and two laser printers.

825.01 Interdepartmental Charges – Insurance: \$63,510- This account provides expenditures 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 2020

- Upgrade and install new software and hardware for Central Dispatch consoles.
- Strive to provide excellent service to the Citizens of Ketchikan.
- Maintain required training hours for Emergency medical dispatch certification.
- Work closely with local Fire department agencies to provide quality service.

ACCOMPLISHMENTS FOR 2019

- Organized 2nd annual Shop with a Cop program for 20 families.
- Maintained APCO and State certification for Emergency Medical Dispatching.
- Hired and trained a temporary dispatcher to alleviate overtime hours.
- Answered 38,309 phone calls as of September 10, 2019.
- Provided training for 2 dispatchers to become certified training communications officers.
- Provided dispatch support and complex coordination for the emergency response and patient transport efforts associated with the May 13, 2019 float plane collision in George Inlet.

DIVISION SUMMARY

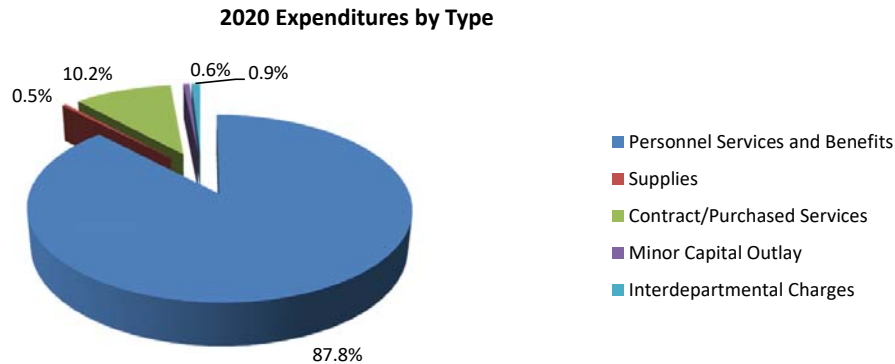
Expenditures by Category	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	960,588	1,092,401	1,090,901	1,032,440	1,232,600	140,199	12.8%
Supplies	2,861	9,000	6,500	6,500	6,500	(2,500)	-27.8%
Contract/Purchased Services	108,486	140,100	140,100	137,400	142,600	2,500	1.8%
Minor Capital Outlay	16,624	8,000	22,500	22,500	9,000	1,000	12.5%
Interdepartmental Charges	6,349	9,670	9,670	9,390	12,860	3,190	33.0%
Total Expenditures	1,094,908	1,259,171	1,269,671	1,208,230	1,403,560	144,389	11.5%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

Funding Source	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	675,715	834,171	844,671	786,060	895,552	61,381	7.4%
Charges for Services - Borough	15,867	15,000	15,000	16,170	16,500	1,500	10.0%
Charges for Services - E911	403,326	410,000	410,000	406,000	406,000	(4,000)	-1.0%
Marijuana Sales Tax	-	-	-	-	73,524	73,524	New
CPV Special Revenue	-	-	-	-	11,984	11,984	New
Total Funding	1,094,908	1,259,171	1,269,671	1,208,230	1,403,560	144,389	11.5%

Full-time Equivalent Personnel	2018	2019 Budget		2020		Adopted 2019/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.10	0.10	0.10	0.10	14,271	-	0.0%
Deputy Chief	0.05	0.05	0.05	0.05	6,349	-	0.0%
Administrative Assistant	0.05	0.05	0.05	0.05	3,079	-	0.0%
Dispatch Supervisor	1.00	1.00	1.00	1.00	77,007	-	0.0%
Dispatcher	8.00	8.00	8.00	9.00	479,601	1.00	12.5%
Evidence Custodian	0.10	0.10	0.10	-	-	(0.10)	-100.0%
Total	9.30	9.30	9.30	10.20	580,307	0.90	9.7%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$140,199, or by 12.8%, due to the addition of one dispatcher position, annual employee step increases, a 2.0% cost of living adjustment for represented and non-represented employees that will become effective July 1, 2020 and January 1, 2020 respectively; the implementation of the 2019 compensation plan update, and increased overtime as a result of ongoing staffing shortages.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	451,743	513,291	490,905	473,090	580,307	67,016	13.1%
501 .01 Overtime Wages	121,337	125,000	145,000	145,000	152,000	27,000	21.6%
502 .01 Temporary Wages	14,419	40,000	40,000	35,180	40,000	-	0.0%
505 .00 Payroll Taxes	43,354	51,890	51,658	48,430	59,080	7,190	13.9%
506 .00 Pension	131,690	140,430	139,806	131,020	161,120	20,690	14.7%
507 .00 Health and Life Insurance	170,840	195,440	194,572	171,880	210,360	14,920	7.6%
507 .30 Workers Compensation	5,121	5,060	5,170	5,170	4,700	(360)	-7.1%
508 .00 Other Benefits	9,678	14,290	14,290	13,170	15,533	1,243	8.7%
509 .01 Allowances-Police Uniforms	1,081	-	-	-	-	-	NA
509 .02 Allowances-Dispatch Uniforms	11,325	7,000	7,000	7,000	7,000	-	0.0%
509 .07 Allowances-Moving Expense	-	-	2,500	2,500	2,500	2,500	0.0%
Personnel Services and Benefits	960,588	1,092,401	1,090,901	1,032,440	1,232,600	140,199	12.8%
Supplies							
510 .02 Operating Supplies	2,861	6,000	6,000	6,000	6,000	-	0.0%
535 .01 Moving Expense- Non-taxed	-	2,500	-	-	-	(2,500)	-100.0%
535 .04 Uniforms/Badges/Clothing	-	500	500	500	500	-	0.0%
Supplies	2,861	9,000	6,500	6,500	6,500	(2,500)	-27.8%
Contract/Purchased Services							
600 .02 Travel-Training	3,551	5,500	5,500	5,500	6,500	1,000	18.2%
600 .03 Training and Education	2,792	6,500	6,500	6,500	8,000	1,500	23.1%
605 .01 Ads and Public Announcements	335	800	800	800	800	-	0.0%
630 .05 Software Licenses	2,535	6,000	6,000	6,000	6,000	-	0.0%
635 .04 Software & Equip Maint Services	95,716	110,600	110,600	110,600	110,600	-	0.0%
635 .07 Machinery & Equip Maint Services	1,941	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	553	3,700	3,700	1,000	3,700	-	0.0%
Contract/Purchased Services	108,486	140,100	140,100	137,400	142,600	2,500	1.8%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	2,970	3,000	3,000	3,000	3,500	500	16.7%
790 .25 Machinery & Equipment	2,070	3,000	3,000	3,000	3,500	500	16.7%
790 .26 Computers, Printers & Copiers	11,584	-	-	-	-	-	%
790 .35 Software	-	2,000	16,500	16,500	2,000	-	0.0%
Minor Capital Outlay	16,624	8,000	22,500	22,500	9,000	1,000	12.5%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	6,349	9,670	9,670	9,390	12,860	3,190	33.0%
Interdepartmental Charges	6,349	9,670	9,670	9,390	12,860	3,190	33.0%
Total Expenditures by Type	1,094,908	1,259,171	1,269,671	1,208,230	1,403,560	144,389	11.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$580,307 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$152,000 - This account provides expenditures 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 expenditures for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$59,080 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$161,120 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$210,360– This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$4,700– This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$15,533 – This account provides 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 expenditures for employer provided uniform allowances paid directly to police dispatchers pursuant to collective bargaining agreements or the Personnel Rules.

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

510.02 Operating Supplies: \$6,000 - This account provides expenditures 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.

535.04 Allowances-Uniforms/Badges/Clothing: \$500 - This account provides expenditures 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: \$6,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$8,000 – 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 third-parties.

605.01 Ads and Public Announcements: \$800 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet and long distance.

790.15 Furniture and Fixtures: \$3,500 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

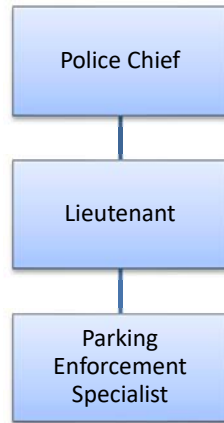
790.25 Machinery and Equipment: \$3,500 - This account provides expenditures for replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and department owned wireless headsets.

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

825.01 Interdepartmental Charges – Insurance: \$12,860 - This account provides expenditures 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 2020

- Identify a more effective timed parking enforcement procedure.
- Monitor abandoned vehicles in the neighborhoods and work with the community to address parking needs.
- Actively enforce downtown parking regulations to ensure the parking needs of the community are met.
- Replace Parking Enforcement Go-4 vehicle.

ACCOMPLISHMENTS FOR 2019

- Identified parking issues within the City of Ketchikan.
- Monitored abandoned vehicles and removed them from City streets to alleviate parking congestion.
- Actively enforced downtown parking regulations to accommodate parking needs for the community.
- Provided community education for people in the downtown area during the State construction project.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

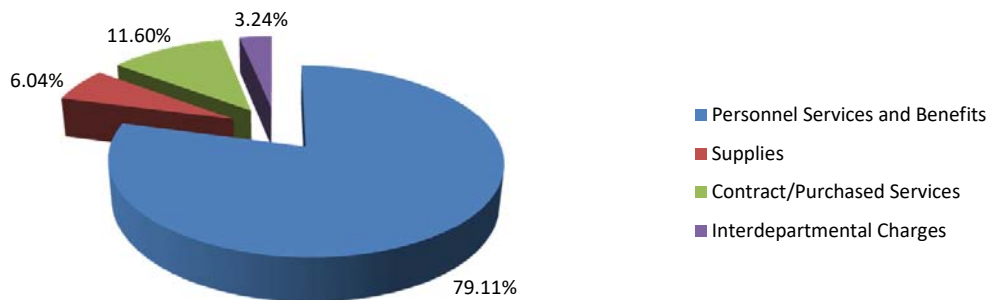
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	83,350	87,362	87,492	80,800	95,875	8,513	9.7%
Supplies	6,665	7,250	7,250	7,190	7,320	70	1.0%
Contract/Purchased Services	5,838	6,060	6,560	6,560	14,060	8,000	132.0%
Interdepartmental Charges	3,745	2,680	3,680	3,650	3,930	1,250	46.6%
Total Expenditures	99,598	103,352	104,982	98,200	121,185	17,833	17.3%

Funding Source	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	15,675	11,352	12,982	14,200	34,185	22,833	201.1%
Fines and Forfeitures	83,923	92,000	92,000	84,000	87,000	(5,000)	-5.4%
Total Funding	99,598	103,352	104,982	98,200	121,185	17,833	17.3%

Full-time Equivalent Personnel	2018	2019 Budget		2020		Adopted 2019/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Parking Enforcement Specialist	1.00	1.00	1.00	1.00	47,915	-	0.0%
Total	1.00	1.00	1.00	1.00	47,915	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased \$8,513, or by 9.7%, due to annual employee step increases; a 2.0% cost of living adjustment for represented employees that will become effective July 1, 2020; and the implementation of the 2019 compensation plan update.
- Information Technology Services (Account No. 640.03) increased by \$8,000. This is a new account that was added in order to address some database issues with the City's parking enforcement ticketing and billing system. The current system is no longer able to interface the State of Alaska Department of Motor Vehicle's owner registration database.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	40,134	41,572	42,932	42,930	47,915	6,343	15.3%
502 .01 Temporary Wages	10,114	10,000	8,500	3,340	10,000	-	0.0%
505 .00 Payroll Taxes	3,542	3,950	3,950	3,320	4,430	480	12.2%
506 .00 Pension	6,823	7,070	7,300	7,300	8,150	1,080	15.3%
507 .00 Health and Life Insurance	20,032	20,760	20,760	20,560	21,330	570	2.7%
507 .30 Workers Compensation	1,640	1,860	1,860	1,160	1,790	(70)	-3.8%
508 .00 Other Benefits	306	1,150	1,190	1,190	1,260	110	9.6%
509 .01 Allowances-Police Uniforms	759	1,000	1,000	1,000	1,000	-	0.0%
Personnel Services and Benefits	83,350	87,362	87,492	80,800	95,875	8,513	9.7%
Supplies							
510 .01 Office Supplies	3,145	3,500	3,500	3,440	3,500	-	0.0%
510 .02 Operating Supplies	360	300	300	300	300	-	0.0%
520 .02 Postage	2,573	2,800	2,800	2,800	2,850	50	1.8%
525 .04 Vehicle Motor Fuel & Lubricants	587	650	650	650	670	20	3.1%
Supplies	6,665	7,250	7,250	7,190	7,320	70	1.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	366	350	850	850	350	-	0.0%
630 .02 Vehicle Licenses	-	10	10	10	10	-	0.0%
635 .04 Software & Equip Maint Services	4,420	4,500	4,500	4,500	4,500	-	0.0%
640 .03 Information Technology Services	-	-	-	-	8,000	8,000	New
650 .01 Telecommunications	1,052	1,200	1,200	1,200	1,200	-	0.0%
Contract/Purchased Services	5,838	6,060	6,560	6,560	14,060	8,000	132.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	613	930	930	900	1,180	250	26.9%
850 .01 Interdepartmental Charges-Garage	3,132	1,750	2,750	2,750	2,750	1,000	57.1%
Interdepartmental Charges	3,745	2,680	3,680	3,650	3,930	1,250	46.6%
Total Expenditures by Type	99,598	103,352	104,982	98,200	121,185	17,833	17.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$47,915 – 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 expenditures for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$4,430 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$8,150 – This account provides expenditures for employer contributions to retirement plans.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Police

Parking Enforcement Division 1220-221

507.00 Health and Life Insurance: \$21,330 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,790 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,260 – This account provides 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 expenditures 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 expenditures 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 expenditures for supplies for the division during the course of the year.

520.02 Postage: \$2,850 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.04 Vehicle Motor Fuel and Lubricants: \$670 - 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 expenditures for advertising and announcements in publications and newspapers.

630.02 Vehicle Licenses: \$10 – This account provides expenditures 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.

640.03 Information Technology Services: \$8,000 - This account provides for programming services for the City's parking ticket collection and billing system. The system needs a new interface with the State of Alaska Department of Motor Vehicles in order to keep its vehicle owner registration data base updated and current.

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

825.01 Interdepartmental Charges – Insurance: \$1,180 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$2,750 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

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 2020

- Actively pursue new state and federal grant funding opportunities

ACCOMPLISHMENTS FOR 2019

- In 2019 funds became available from the Alaska Internet Crimes Against Children (ICAC) task force for reimbursement of computer equipment and training costs.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018 Actual	2019 Budget			2020 Budget	Budget Change	
		Adopted	Amended	Estimate		Adopted 2019/2020 Amount	%
Contract/Purchased Services							
600 .03 Training and Education	-	-	7,700	7,700	-	-	NA
635 .10 Investigation Services	-	-	9,351	9,351	-	-	NA
Contract/Purchased Services	-	-	17,051	17,051	-	-	NA
Minor Capital							
790 .26 Computers, Printers & Copiers	-	-	4,778	4,778	-	-	NA
Minor Capital	-	-	4,778	4,778	-	-	NA
Total Expenditures by Type	-	-	21,829	21,829	-	-	NA

Grant Program	2018 Actual	2019 Budget			2020 Budget	Adopted 2019/2020	
		Adopted	Amended	Estimate		Incr(Decr)	%
Alaska ICAC	-	-	21,829	21,829	-	-	NA
Total Expenditures by Grant Program	-	-	21,829	21,829	-	-	NA

COST CENTER STATEMENT

The mission of the Forfeitures and Seizures cost center is to provide a resource and tracking mechanism to account for the operations of the Police Department as efficiently as possible. The Forfeitures and Seizures fund is used to account for revenues received from the seizure of assets during drug enforcement operations that are dedicated to law enforcement activities and the related expenditure of these funds. This cost center was established in 2019 to improve the City's ability to account for how the funds are spent and to satisfy federal reporting requirements.

COST CENTER SUMMARY

Expenditures by Category	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	-	-	9,860	9,860	-	-	NA
Total Expenditures	-	-	9,860	9,860	-	-	NA

Funding Source	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Forfeitures and Seizures Fund							
Federal	-	-	-	-	-	-	NA
State	-	-	9,860	9,860	-	-	NA
Total Funding	-	-	9,860	9,860	-	-	NA

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

CITY OF KETCHIKAN
2019 Operating and Capital Budget
Police

Forfeitures and Seizures Operations 1220-110

COST CENTER OPERATING BUDGET DETAIL

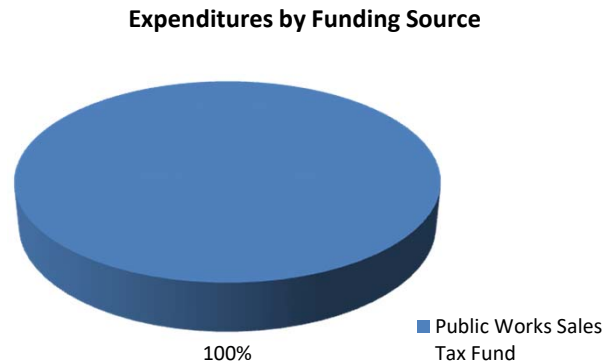
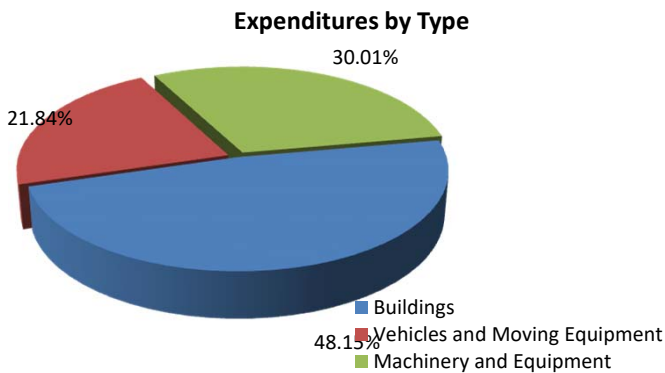
Operating Expenditures	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	-	5,000	5,000	-	-	NA
600 .03 Training and Education	-	-	4,860	4,860	-	-	NA
Contract/Purchased Services	-	-	9,860	9,860	-	-	NA
Total Expenditures by Type	-	-	9,860	9,860	-	-	NA

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	Adopted 2019/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings		90,000	90,000	13,090	311,310	221,310	245.9%
720.00 Vehicles and Moving Equipment	80,441	95,000	95,000	89,777	141,223	46,223	48.7%
725.00 Machinery and Equipment	123,386	16,525	497,525	492,500	194,000	177,475	1074.0%
Total Major Capital Outlay	203,827	201,525	682,525	595,367	646,533	445,008	220.8%

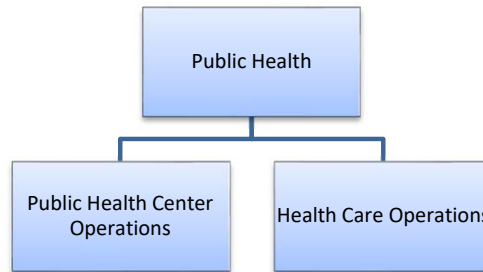
Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales	Tax Fund	Total
705.00 Buildings				
	Exit Gate Replacement and Upgrade		76,910	- - 76,910
	Building Re-siding Project		234,400	- - 234,400
	Total Buildings		311,310	- - 311,310
720.00 Vehicles and Moving Equipment				
	Parking Enforcement Vehicle		41,000	- - 41,000
	Replace Two Police Vehicles		100,223	- - 100,223
	Total Vehicles and Moving Equipment		141,223	- - 141,223
725.00 Machinery and Equipment				
	Portable Radio Replacement		125,000	- - 125,000
	18 SHSP Dispatch Console Upgrade		69,000	- - 69,000
	Total Machinery and Equipment		194,000	- - 194,000
	Total Capital Budget		646,533	- - 646,533



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Health Center	11,214	14,325	14,325	11,555	14,325	-	0.0%
Health Care Operations	24,840	288,140	328,140	328,140	288,140	-	0.0%
Capital Improvement Program	59,812	1,288,707	1,384,587	199,285	2,740,000	1,451,293	112.6%
Total	95,866	1,591,172	1,727,052	538,980	3,042,465	1,451,293	91.2%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	5,432	22,000	22,000	20,555	21,500	(500)	-2.3%
Contract/Purchased Services	28,861	279,075	319,075	318,250	279,575	500	0.2%
Minor Capital Outlay	1,624	1,250	1,250	750	1,250	-	0.0%
Interdepartmental Charges	137	140	140	140	140	-	0.0%
Major Capital Outlay	59,812	1,288,707	1,384,587	199,285	2,740,000	1,451,293	112.6%
Total	95,866	1,591,172	1,727,052	538,980	3,042,465	1,451,293	91.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	11,214	14,325	14,325	11,555	14,325	-	0.0%
Hospital Sales Tax Fund	24,840	288,140	328,140	328,140	338,140	50,000	17.4%
Community Development Block Grant			95,880	95,880	1,500,000	1,500,000	New
General Obligation Bonds	59,812	1,288,707	1,288,707	103,405	1,190,000	(98,707)	-7.7%
Total	95,866	1,591,172	1,727,052	538,980	3,042,465	1,451,293	91.2%

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 2020

- 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.

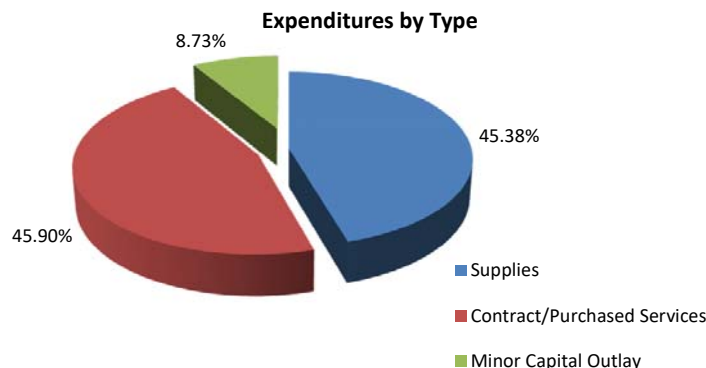
ACCOMPLISHMENTS FOR 2019

- 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, Ketchikan Community Action Planning Workgroup, Revilla Island Resilience Initiative, Ketchikan Reentry Coalition, Ketchikan Community Partnership for FASD, Southeast Alaska Networking Elderly Topics, Local Emergency Preparedness Committee, and Domestic Violence Task Force.
- KPHC continued to provide regular health education on a variety of health topics to general and high-risk populations at different settings, including Ketchikan Correctional Facility, First City Homeless Day Shelter, Women in Safe Homes shelter, and KAR House.
- KPHC had developed and delivered robust reproductive health education presentations to high school students at Kayhi and Revilla as well as youth at Residential Youth Center.

- KPHC continued to promote health and educate citizens through individual encounters, public service announcements on the radio, theater ads, community events, such as Stomp the Stigma, Children's Health Fair, and Veteran Stand Down.
- KPHC provided Public Health services through 2,070 visits for 1,846 clients.
- KPHC administered 808 immunizations and 230 child health appointments. This year KPHC worked with Let Every Women Know to bring provider training on HPV to our community. Public Health Nurses hosted a back to school immunization clinic at Shoenbar Middle School in partnership with the school district.
- KPHC provided 204 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 provided several harm reduction and addiction prevention education. Opioid community presentation was developed in partnership with Substance Abuse Task Force. 157 Narcan kits were distributed to individuals and community partners, including IFA, KAR House staff, and lodging businesses.
- KPHC provided screening, diagnosis and treatment for persons with STI. 336 STI screenings were provided and 12% were positive for STIs, including chlamydia, gonorrhea, and Hepatitis C.
- 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	5,432	7,000	7,000	5,555	6,500	(500)	-7.1%
Contract/Purchased Services	4,158	6,075	6,075	5,250	6,575	500	8.2%
Minor Capital Outlay	1,624	1,250	1,250	750	1,250	-	0.0%
Total Expenditures	11,214	14,325	14,325	11,555	14,325	-	0.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Tax Support	11,214	14,325	14,325	11,555	14,325	-	0.0%
Total Funding	11,214	14,325	14,325	11,555	14,325	-	0.0%



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Health

Public Health Center Operations 1310-110

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .01 Office Supplies	874	1,000	1,000	550	750	(250)	-25.0%
510 .02 Operating Supplies	4,403	5,000	5,000	4,500	5,000	-	0.0%
510 .07 Food/Catering	-	500	500	350	500	-	0.0%
530 .02 Periodicals	-	250	250	-	250	-	0.0%
530 .03 Professional and Technical Publications	155	250	250	155	-	(250)	-100.0%
Supplies	5,432	7,000	7,000	5,555	6,500	(500)	-7.1%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	208	750	750	750	1,250	500	66.7%
635 .06 Building & Grounds Maintenance Service	3,950	5,325	5,325	4,500	5,325	-	0.0%
Contract/Purchased Services	4,158	6,075	6,075	5,250	6,575	500	8.2%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	1,547	1,000	1,000	550	1,000	-	0.0%
790 .25 Machinery and Equipment	77	250	250	200	250	-	0.0%
Minor Capital Outlay	1,624	1,250	1,250	750	1,250	-	0.0%
Total Expenditures by Type	11,214	14,325	14,325	11,555	14,325	-	0.0%

NARRATIVE

510.01 Office Supplies: \$750 - This account provides expenditures 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 expenditures 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 expenditures for food or catering services during trainings, health education sessions, or other public health community events.

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

605.01 Ads and Public Announcements: \$1,250 - This account provides expenditures 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 expenditures 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 expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

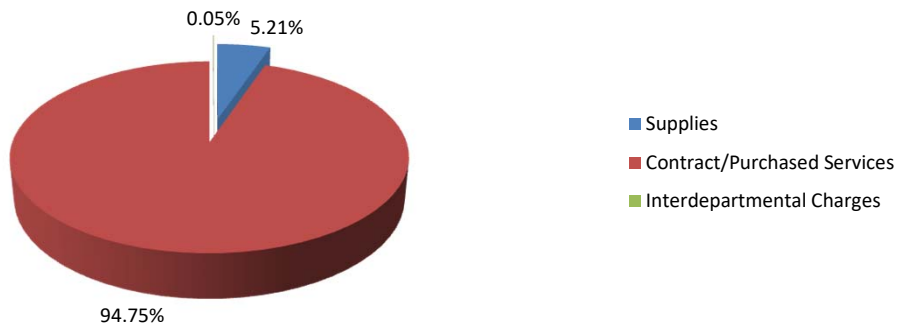
790.25 Machinery and Equipment: \$250 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, computer equipment and operating equipment required to provide services or maintain capital assets.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	15,000	15,000	15,000	15,000	-	0.0%
Contract/Purchased Services	24,703	273,000	313,000	313,000	273,000	-	0.0%
Interdepartmental Charges	137	140	140	140	140	-	0.0%
Total Expenditures	24,840	288,140	328,140	328,140	288,140	-	0.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Hospital Sales Tax Fund	24,840	288,140	328,140	328,140	288,140	(40,000)	0.0%
Total Funding	24,840	288,140	328,140	328,140	288,140	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	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	14,703	23,000	23,000	23,000	23,000	-	0.0%
640 .01 Legal & Accounting Services	-	50,000	50,000	50,000	50,000	-	0.0%
640 .04 Mgmt & Consulting Services	10,000	200,000	240,000	240,000	200,000	-	0.0%
Contract/Purchased Services	24,703	273,000	313,000	313,000	273,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	137	140	140	140	140	-	0.0%
Interdepartmental Charges	137	140	140	140	140	-	0.0%
Total Expenditures by Type	24,840	288,140	328,140	328,140	288,140	-	0.0%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$15,000 – This account provides expenditures 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 expenditures 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 expenditures for professional services associated with potential litigation efforts involving the Ketchikan Medical Center facility.

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

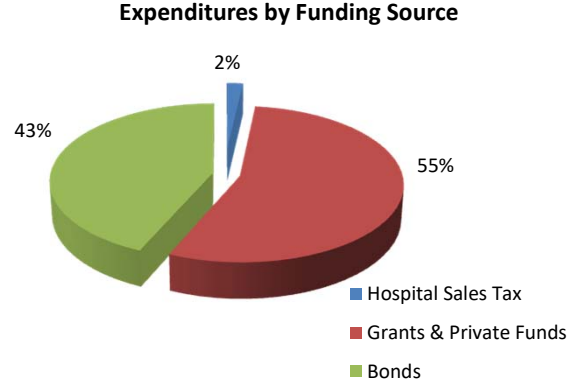
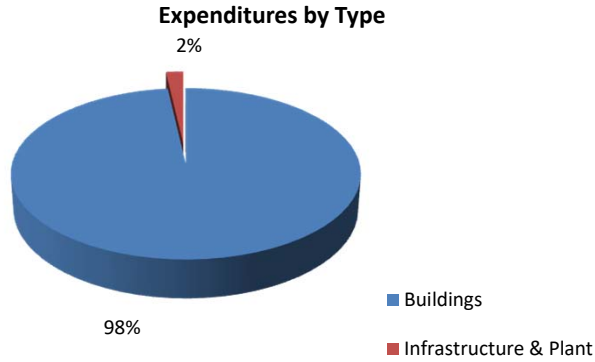
825.01 Interdepartmental Charges – Insurance: \$140 - This account provides expenditures for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the Ketchikan Medical Center.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Health

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	59,812	1,288,707	1,384,587	199,285	2,690,000	1,401,293	108.7%
730.00 Infrastructure & Plant	-	-	-	-	50,000	50,000	NA
Total Major Capital Outlay	59,812	1,288,707	1,384,587	199,285	2,740,000	1,451,293	112.6%

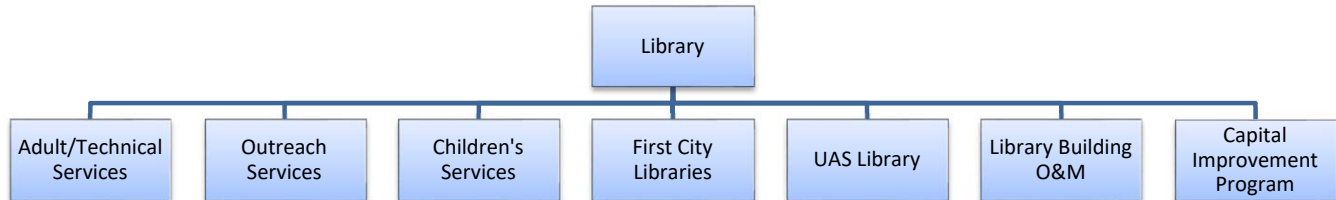
Capital Improvement Projects		Funding Sources			
Project #	Project	Hospital	Grants &	Bonds	Total
		Sales Tax	Private Funds		
705.00 Buildings					
	Ketchikan Medical Center Expansion			1,190,000	1,190,000
	Domestic Violence Shelter		1,500,000		1,500,000
	Total Buildings	-	1,500,000	1,190,000	2,690,000
730.00 Infrastructure & Plant					
	Hospital ER Entrance Culvert Repair	50,000			50,000
	Total Infrastructure & Plant	50,000	-	-	50,000
	Total Capital Budget	50,000	1,500,000	1,190,000	2,740,000



CITY OF KETCHIKAN
2020 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	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Adult Technical Services	617,769	660,966	662,801	652,500	694,855	33,889	5.1%
Outreach Services	67,300	86,556	86,556	82,340	91,762	5,206	6.0%
Children's Services	326,893	344,788	355,788	329,820	372,045	27,257	7.9%
First City Libraries	39,416	44,132	41,983	40,661	41,983	(2,149)	-4.9%
UAS Library	68,423	77,641	77,641	72,840	82,192	4,551	5.9%
Library Building O&M	132,939	142,920	147,470	147,300	158,999	16,079	11.3%
Grants	9,815	10,500	10,735	10,735	8,250	(2,250)	-21.4%
Capital Improvement Program	-	-	100,000	50,000	40,000	40,000	NA
Total	1,262,555	1,367,503	1,482,974	1,386,196	1,490,086	122,583	9.0%

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	925,530	996,791	1,009,361	975,840	1,066,454	69,663	7.0%
Supplies	140,275	153,100	150,430	143,565	146,905	(6,195)	-4.0%
Contract/Purchased Services	169,539	187,280	200,000	193,588	203,424	16,144	8.6%
Minor Capital Outlay	13,286	10,100	4,550	4,550	10,100	-	0.0%
Interdepartmental Charges/Reimb Credits	13,925	20,232	18,633	18,653	23,203	2,971	14.7%
Major Capital Outlay	-	-	100,000	50,000	40,000	40,000	NA
Total	1,262,555	1,367,503	1,482,974	1,386,196	1,490,086	122,583	9.0%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	752,411	779,468	801,213	766,886	842,202	62,734	8.0%
Charges for Services - KGB	410,862	464,962	464,962	457,791	489,019	24,057	5.2%
Charges for Services - KGBSD	11,641	21,732	15,223	14,744	15,223	(6,509)	-30.0%
Charges for Services - UAS	68,423	77,641	77,641	72,840	82,192	4,551	5.9%
Charges for Services - Other	9,403	13,200	13,200	13,200	13,200	-	0.0%
Grants	9,815	10,500	10,735	10,735	8,250	(2,250)	-21.4%
Community Facilities Development Fund	-	-	100,000	50,000	40,000	40,000	0.0%
Total	1,262,555	1,367,503	1,482,974	1,386,196	1,490,086	122,583	9.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

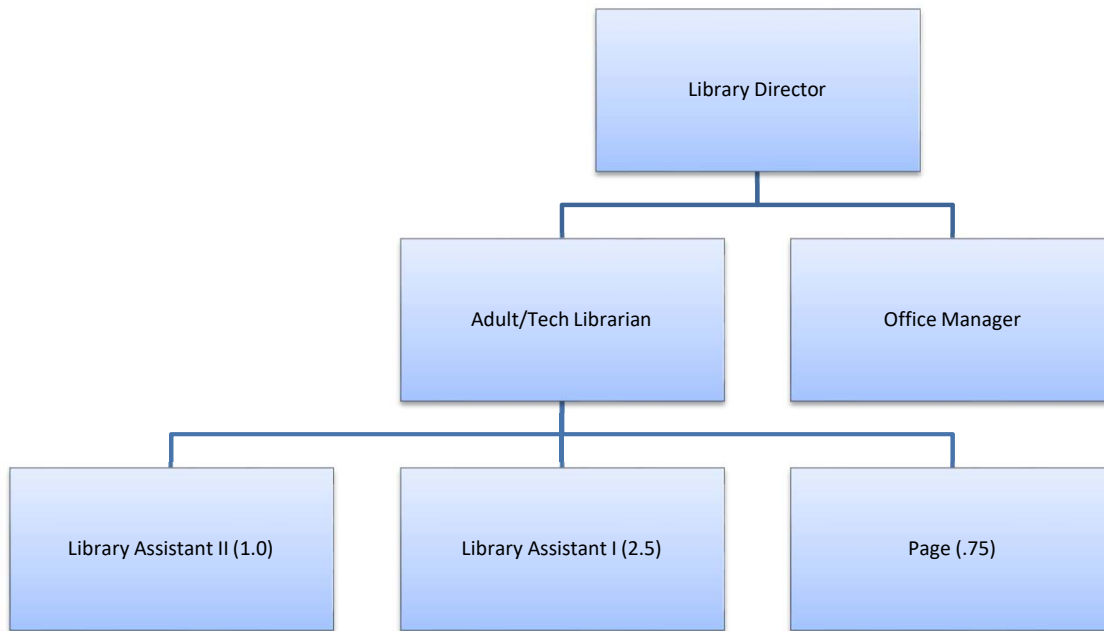
Summary

Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Adult Technical Services	6.570	6.570	6.570	6.570	353,715	-	0.0%
Outreach Services	0.970	0.970	0.970	0.970	59,712	-	0.0%
Children's Services	3.535	3.535	3.535	3.535	180,895	-	0.0%
UAS Library	1.660	0.740	0.740	0.740	35,432	-	0.0%
Total	12.735	11.815	11.815	11.815	629,754	-	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 Alaskana, 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 2020

- Assist with 2020 US Census.
- Partner with local organizations to present adult programming.
- Maintain currency and relevancy of adult collection.
- Conduct inventory of entire library collection.

ACCOMPLISHMENTS FOR 2019

- Circulated over 157,000 items, including over 18,000 digital titles through the Alaska Digital Library.
- Welcomed over 95,000 people into the library and provided Internet access for over 12,000 people.
- Presented over 220 programs for adults in the past twelve months, with over 2,800 attendees. The number of patrons attending adult programs increased 56% from the previous twelve months, and the number of programs offered increased 19%.
- Provided meeting space to over 35 different community organizations, as well as Local and State government entities. Library meeting rooms were used by community groups over 200 times in the past year.
- Created over 600 new patron accounts in the past twelve months.
- Reorganized the public access computers to provide more table space for working and studying.

- Promoted library services and registered new military families for library accounts at the Coast Guard "Welcome to Ketchikan" night.
- Sent 1,193 items to local area schools for the use of students and teachers during the 2018-2019 school year, a 37% increase from the previous school year.
- Added acoustical panels to the small meeting room with a grant from the Friends of the Library.

Encouraged staff development and training with a number of different educational opportunities:

- Library staff members completed online training on Practical Tips for Dealing with Difficult Homeless Patrons, as well as responding to an active shooter situation.
- Two members of the Adult Services staff, the Library Director, and the Adult Services Librarian went to the annual Alaska Library Association Conference in Juneau. They attended workshops on Copyright Law, Culturally Responsive Guidelines for Libraries, library participation in conducting the 2020 US Census, and free speech and community conversations in libraries.
- Senior library staff received training on the Wix software for updating the new library website.
- All Library staff received training on the use of the new platform the Ketchikan Volunteer Rescue Squad uses for circulating SPOT GPS rescue beacons.

Provided the community with opportunities for hands-on engagement:

- Presented a workshop on creating natural skin care products.
- Partnered with Courageous Conversations to offer an Advance Care Planning workshop.
- Provided weekly yoga classes.
- Hosted a workshop on non-verbal communication with faculty from UAS-Ketchikan.
- Presented craft workshops for painting, loom knitting, and making mobiles.
- Hosted a weekly Chess Club.

Provided the community with opportunities for creative development:

- Organized GeekFest 2.0, a two-day conference of gaming, costumes, and popular culture.
- Hosted live chats with small publishers and professional editors in conjunction with the library's Writers Program, as well as encouraging local writers with a month of short-story writing (Camp NaNo) and hosting National Novel Writing Month.
- Partnered with the Small Business Administration to present a workshop on funding small business startups.
- Hosted the 5th annual Ketchikan Flower Show, a showcase for local gardeners.
- Conducted Blind Date With a Book, which connected patrons with unfamiliar authors.

Provided the community opportunities for lifelong learning:

- Hosted author events featuring a mix of memoir, fiction, and Native Alaskan culture.
- Organized the 4th annual Community Seed Swap.
- Partnered with local landscape gardeners and beekeepers to present a daylong gardening conference, attended by over 125 people.
- Presented a presentation on scientific research involving Madagascar Hissing cockroaches which was attended by over 110 people.
- Partnered with the U.S. Social Security Agency and the Alaska OWL Project to host multiple presentations about Social Security benefits, Medicare, and disability benefits.
- Presented a program exploring how colonial-era engravings, and present-day news photographs and videos, have been used to sway public opinion. This program was part of a Revisiting the Founding Era grant from the American Library Association.
- Screened a documentary preview about the Apollo 11 moon landing, with a grant from PBS and American Experience.
- Hosted a weekly Social Justice Reading Group, which incorporated topical readings and civil discussion.
- The Adult Summer Reading Club had 179 participants in 2019. Adults signed up to read with or to someone, and to explore new and unfamiliar genres.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

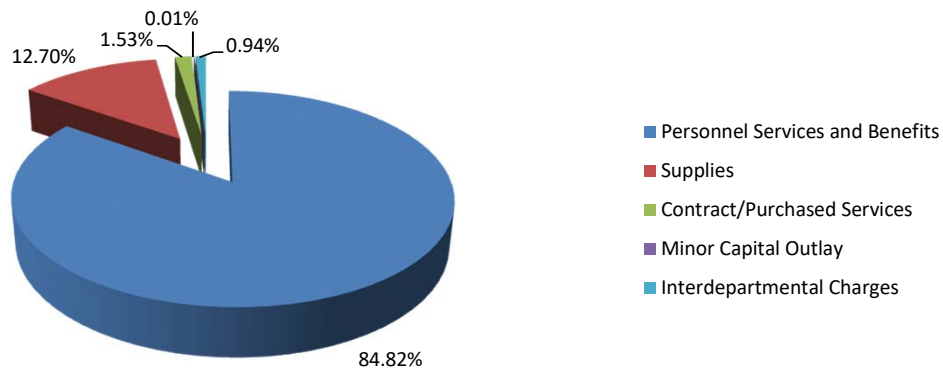
DIVISION SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	522,714	556,106	557,676	554,170	589,365	33,259	6.0%
Supplies	81,020	88,400	88,495	83,260	88,250	(150)	-0.2%
Contract/Purchased Services	10,784	11,410	11,580	10,200	10,600	(810)	-7.1%
Minor Capital Outlay	-	100	100	100	100	-	0.0%
Interdepartmental Charges	3,251	4,950	4,950	4,770	6,540	1,590	32.1%
Total Expenditures	617,769	660,966	662,801	652,500	694,855	33,889	5.1%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	393,979	403,956	405,791	395,040	427,355	23,399	5.8%
Charges for Services - KGB	214,387	243,810	243,810	244,260	254,300	10,490	4.3%
Charges for Services - Other	9,403	13,200	13,200	13,200	13,200	-	0.0%
Total Funding	617,769	660,966	662,801	652,500	694,855	33,889	5.1%

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	25,543	-	0.0%
Adult Technical Services Librarian	1.00	1.00	1.00	1.00	72,711	-	0.0%
Library Office Manager	1.00	1.00	1.00	1.00	63,509	-	0.0%
Library Assistant II	1.00	1.00	1.00	1.00	56,131	-	0.0%
Library Assistant I	2.50	2.50	2.50	2.50	114,929	-	0.0%
Page	0.75	0.75	0.75	0.75	20,892	-	0.0%
Total	6.57	6.57	6.57	6.57	353,715	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$33,259, or by 6.0%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; and a 10% projected increase in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	311,876	327,726	327,726	327,020	353,715	25,989	7.9%
502 .01 Temporary Wages	16,597	17,000	17,910	17,910	17,000	-	0.0%
505 .00 Payroll Taxes	23,176	26,380	26,380	24,980	28,360	1,980	7.5%
506 .00 Pension	55,537	55,300	55,960	55,960	57,910	2,610	4.7%
507 .00 Health and Life Insurance	115,981	119,740	119,740	118,440	122,400	2,660	2.2%
507 .30 Workers Compensation	1,198	1,280	1,280	1,190	1,010	(270)	-21.1%
508 .00 Other Benefits	(1,651)	8,680	8,680	8,670	8,970	290	3.3%
Personnel Services and Benefits	522,714	556,106	557,676	554,170	589,365	33,259	6.0%
Supplies							
510 .01 Office Supplies	6,363	6,500	6,500	6,500	6,500	-	0.0%
510 .02 Operating Supplies	7,348	8,000	8,000	8,000	8,000	-	0.0%
510 .05 Small Tools and Equipment	410	100	100	100	100	-	0.0%
510 .07 Food/Catering	575	500	500	500	500	-	0.0%
520 .02 Postage	2,668	2,700	2,700	2,600	2,750	50	1.9%
530 .01 Library Books	43,167	52,000	51,595	47,000	51,000	(1,000)	-1.9%
530 .02 Periodicals	7,768	6,000	6,500	6,500	7,000	1,000	16.7%
530 .04 Movies and Visual Series	3,231	3,500	3,500	3,000	3,000	(500)	-14.3%
530 .05 Audio and Digital Books	8,179	8,000	8,000	8,000	8,000	-	0.0%
530 .06 Music	1,043	800	800	800	1,100	300	37.5%
535 .02 Business and Meal Expenses	268	300	300	260	300	-	0.0%
Supplies	81,020	88,400	88,495	83,260	88,250	(150)	-0.2%
Contract/Purchased Services							
600 .02 Travel-Training	1,655	2,500	2,500	2,500	3,500	1,000	40.0%
600 .03 Training and Education	927	600	600	600	600	-	0.0%
605 .01 Ads and Public Announcements	848	350	350	150	350	-	0.0%
615 .02 Assn. Membership Dues & Fees	1,267	1,320	1,465	1,465	1,350	30	2.3%
630 .03 Bank and Merchant Fees	125	140	140	130	140	-	0.0%
630 .04 Broadcast Content Fees	390	250	275	275	350	100	40.0%
630 .05 Software Licenses	746	450	480	480	500	50	11.1%
630 .06 Service Charges and Fees	89	100	100	100	100	-	0.0%
635 .11 Subscription Services	3,770	3,400	3,370	3,000	1,410	(1,990)	-58.5%
635 .12 Technical Services	967	2,300	2,300	1,500	2,300	-	0.0%
Contract/Purchased Services	10,784	11,410	11,580	10,200	10,600	(810)	-7.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital							
790 .15 Furniture and Fixtures	-	100	100	100	100	-	0.0%
Minor Capital Outlay	-	100	100	100	100	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	3,251	4,950	4,950	4,770	6,540	1,590	32.1%
Interdepartmental Charges	3,251	4,950	4,950	4,770	6,540	1,590	32.1%
Total Expenditures by Type	617,769	660,966	662,801	652,500	694,855	33,889	5.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$353,715 – This account provides expenditures 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 expenditures 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: \$28,360 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$57,910 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$122,400 – This account provides expenditures 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: \$1,010 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$8,970 – This account provides 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: \$6,500 - This account provides expenditures 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 expenditures 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 expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

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

520.02 Postage: \$2,750 - This account provides expenditures 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: \$51,000 - This account provides expenditures 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: \$7,000 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$3,000 - This account provides expenditures 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 expenditures for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, and other similar forms of electronic media.

530.06 Music: \$1,100 - This account provides expenditures for the acquisition of music for the library collection.

535.02 Business and Meal Expenses: \$300 – This account provides expenditures 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: \$3,500 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. The Library Director will be attending the joint Pacific Northwest Library Association/Alaska Library Association annual conference in Juneau in August. The Adult Services Librarian will be attending the Association for Rural & Small Libraries annual conference in Wichita, Kansas in October.

600.03 Training and Education: \$600 – This account provides expenditures for registration fees, training fees, training materials, tuition and other incidental expenses associated with training and educating employees.

605.01 Ads and Public Announcements: \$350 - This account provides expenditures 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: \$1,350 – This account provides expenditures for memberships in professional associations, such as the American Library Association, the Alaska Library Association, the Pacific Northwest Library Association 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 expenditures 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: \$350 – This account provides expenditures for the right to broadcast copyrighted intellectual property. The library has a license to show films during public programs.

630.05 Software Licenses: \$500 – This account provides expenditures for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers and DeepFreeze to protect public-use terminals from damage.

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

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Library

Adult/Technical Services Division 1410-230

635.11 Subscription Services: \$1,410 - This account provides expenditures for subscriptions for access to web-based services, website hosting fees, and domain registration for library websites. In 2020, the library will be providing patron access to Alaska Digital Library and Mango Languages.

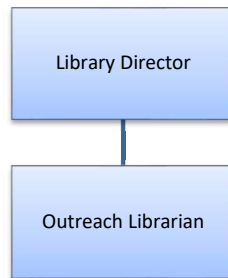
635.12 Technical Services: \$2,300 - This account provides expenditures for contractual services, such as fees for visiting authors and instructors of educational programs for adults.

790.15 Furniture and Fixtures: \$100 - This account provides expenditures for acquisition of furniture and fixtures. Included are lamps, chairs, tables, shelving, and storage cabinets for the lobby, main reading room, study and meeting rooms.

825.01 Interdepartmental Charges – Insurance: \$6,540 - This account provides expenditures for risk management services and claims.

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 Pioneers 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 2020

- Provide Outreach Services to the Re-Entry Coalition as it rebuilds and develops services to assist people released from the Ketchikan Correctional Center.
- Develop a Chair Yoga program at the Library.
- Continue partnering with Ketchikan Public Utilities to conduct Senior Tech Talks on technology and the Internet.
- Explore the possibility of establishing new Book Shares north and south of town.
- Analyze the circulation of Large Print books by genre, to determine what genres are most popular and make purchasing decisions accordingly.
- Work with Ketchikan Correctional Center administration to provide materials for incarcerated patrons at all literacy levels.
- Attend 2020 AKLA/PNLA Conference in Juneau to connect and share ideas with Outreach librarians throughout the region.

ACCOMPLISHMENTS FOR 2019

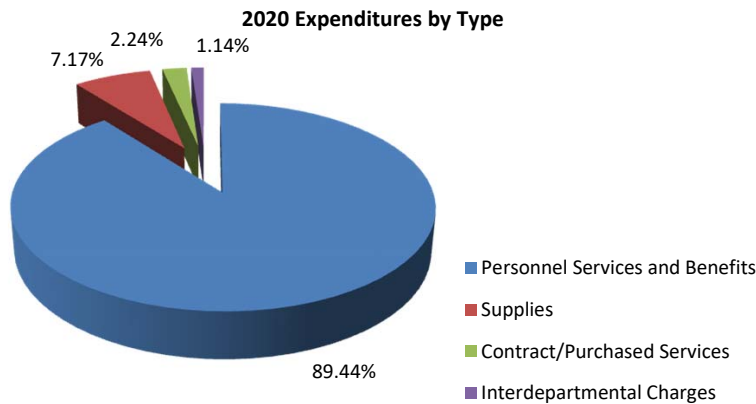
- Established new Book Shares, along with new related signage, at Studio 103 (Plaza Mall), Highliner Laundromat and Green Bean Coffee Company. These are in addition to established Book Shares at the Rec Center, South Tongass Service Station and the Alaska Marine Highway System.
- Expanded regular Outreach Services to include Women in Safe Homes, Residential Youth Care, Salvation Army, Park Avenue Temporary Home and First City Homeless Services and Hospice.
- Created a new Outreach Services brochure, highlighting the division's services for potential patrons.
- Continued weekly visits to the Ketchikan Correctional Center, providing magazines and newspapers to approximately 30 inmates each week.
- Outreach partnered with KPU Telecommunications to conduct three Senior Tech Talks in 2019.
- Partnered with Ketchikan Area Arts and Humanities Council to provide art DVDs for a program geared toward offering art instruction and supplies to high-risk individuals.
- Provided books, music, movies and other library materials to approximately one-third more housebound individuals than in 2018.
- Completed recruitment efforts to fill the vacant position of Outreach Librarian, which was vacated by Rebecca Fama when she resigned effective August 31, 2018. Former Library Assistant I Substitute Rebecca Brown of Ketchikan, Alaska was promoted to the position effective January 9, 2019.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	59,460	77,096	77,096	75,090	82,072	4,976	6.5%
Supplies	7,307	7,840	7,840	6,480	6,580	(1,260)	-16.1%
Contract/Purchased Services	-	800	800	-	2,060	1,260	157.5%
Interdepartmental Charges	533	820	820	770	1,050	230	28.0%
Total Expenditures	67,300	86,556	86,556	82,340	91,762	5,206	6.0%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	41,861	54,476	54,476	51,500	58,172	3,696	6.8%
Charges for Services - KGB	25,439	32,080	32,080	30,840	33,590	1,510	4.7%
Total Funding	67,300	86,556	86,556	82,340	91,762	5,206	6.0%

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	25,543	-	0.0%
Outreach Librarian	0.65	0.65	0.65	0.65	34,169	-	0.0%
Total	0.97	0.97	0.97	0.97	59,712	-	0.0%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$4,976, or by 6.5%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; and a 10% projected increase in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	42,173	55,446	55,446	54,060	59,712	4,266	7.7%
505 .00 Payroll Taxes	3,229	4,250	4,250	4,120	4,570	320	7.5%
506 .00 Pension	8,559	10,620	10,620	10,380	11,130	510	4.8%
507 .00 Health and Life Insurance	3,423	3,500	3,500	3,470	3,590	90	2.6%
507 .30 Workers Compensation	1,217	1,820	1,820	1,630	1,570	(250)	-13.7%
508 .00 Other Benefits	859	1,460	1,460	1,430	1,500	40	2.7%
Personnel Services and Benefits	59,460	77,096	77,096	75,090	82,072	4,976	6.5%
Supplies							
510 .01 Office Supplies	-	50	50	-	50	-	0.0%
510 .02 Operating Supplies	150	250	250	150	150	(100)	-40.0%
510 .07 Food/Catering	-	-	-	-	50	50	New
530 .01 Library Books	5,595	6,000	6,000	5,000	5,000	(1,000)	-16.7%
530 .02 Periodicals	543	630	630	630	630	-	0.0%
530 .04 Movies and Visual Series	500	100	100	100	100	-	0.0%
530 .05 Audio and Digital Books	138	100	100	100	100	-	0.0%
535 .02 Business and Meal Expenses	381	710	710	500	500	(210)	-29.6%
Supplies	7,307	7,840	7,840	6,480	6,580	(1,260)	-16.1%
Contract/Purchased Services							
600 .02 Travel-Training	-	500	500	-	1,500	1,000	200.0%
600 .03 Training and Education	-	250	250	-	510	260	104.0%
615 .02 Assn Membership Dues and Fees	-	50	50	-	50	-	0.0%
Contract/Purchased Services	-	800	800	-	2,060	1,260	157.5%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	533	820	820	770	1,050	230	28.0%
Interdepartmental Charges	533	820	820	770	1,050	230	28.0%
Total Expenditures by Type	67,300	86,556	86,556	82,340	91,762	5,206	6.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$59,712 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505.00 Payroll Taxes: \$4,570 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$11,130 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$3,590 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,570 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,500 – This account provides 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 expenditures 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: \$150- This account provides expenditures 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.

510.07 Food/Catering: \$50 - This account provides expenditures for food or catering services for Outreach programs.

530.01 Library Books: \$5,000 - This account provides expenditures for the acquisition of large print books for the library collection.

530.02 Periodicals: \$630 - This account provides expenditures for newspapers and magazines.

530.04 Movies and Visual Series: \$100 - This account provides expenditures 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 expenditures 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: \$500 – This account provides expenditures 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: \$1,500 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. In August 2020 the Outreach Librarian will be attending the AkLA/PNLA Conference in Juneau.

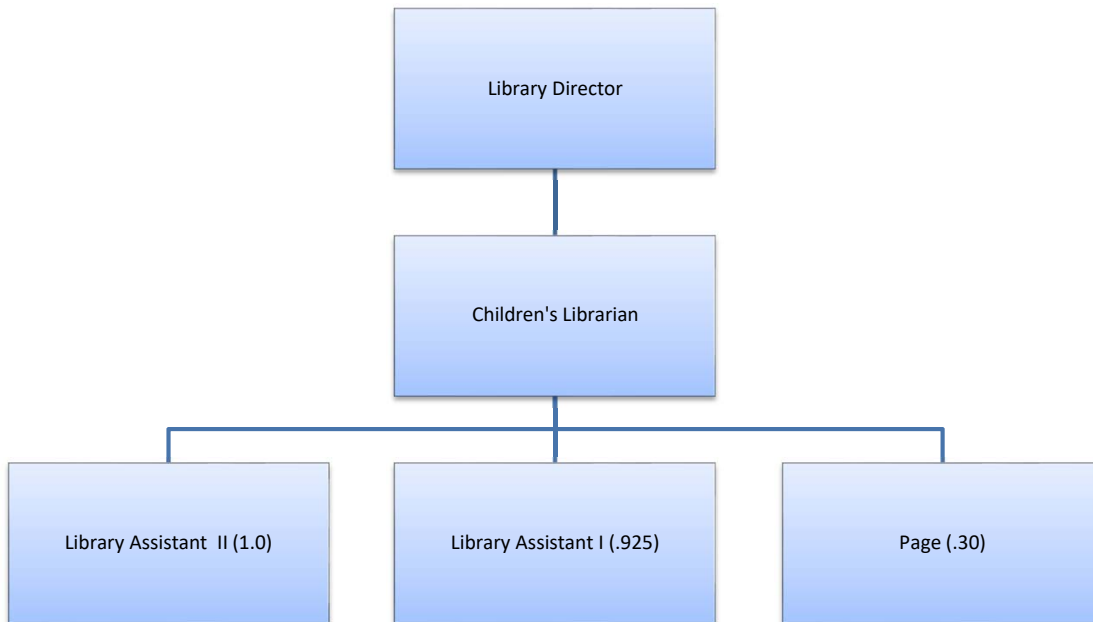
600.03 Training and Education: \$510 – This account provides expenditures for registration fees for conferences associated with training and educating employees.

615.02 Assn Membership Dues and Fees: \$50 – This account provides expenditures 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: \$1,050 - 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 2020

- Division and Library staff will continue the orientation of the new Children's Division Head—introducing them to the community, familiarizing them with the workings of the City and Borough, and helping them adjust to being an integral part of the Division and the Library. As they settle into the position, they will work with Division staff and the Library to develop goals for the year.
- The Division Head and Library Assistant II will attend the joint Alaska Library Association / Pacific Northwest Library Association Conference in Juneau in August 2020, and may develop a program proposal for the conference on the topic of Babytime.
- In the summer of 2020, Parks & Recreation and summer school classes will participate in the tending of the Children's Community Garden.
- A Friday morning storytime will be developed for KGB School District preschool classes.

Teen Services

- Expand funding and partnerships for Teen Advisory Group (TAG) programming including Next:Real Life and the Teen Summer Program.
- Create programming for teens in the community that is entertaining, enjoyable and even perhaps a bit educational.
- Recruit new members and promote TAG in the community
- Work more on collection development, evaluating the collection for usefulness, viability with the changing technologies, and entertainment value.

ACCOMPLISHMENTS FOR 2019

- Amanda Kiely, Head of the Children's Division, was on maternity leave as the year began, and announced her resignation effective March 20, 2019. Library Assistant II Ann Marie Meiresonne served as acting Children's Division Head from the beginning of the year through late fall 2019.
- Completed recruitment efforts to fill the vacant position of Head of the Children's Division. Amie Toepfer of Colfax, California was appointed to the position effective November 15, 2019.
- Despite being short-staffed by 1/3 through much of the year, Children's Division staff continued a robust schedule of programs, story times, winter and summer reading programs, and collection development.
- In January 2019, 110 children participated in the Winter Reading Program.
- 418 children participated in the 2019 Summer Reading Programs (Little Readers and Little Listeners).
- Library Assistant Rebecca Jackson organized programs and activities for the second year of the Children's Community Garden. The garden thrived and programs were better attended this year than they were last year.
- The August 2019 Dirt and Garden Party was located in the garden and the craft room. This popular program will serve as a model for future children's programs.
- Community partners included SAIL, Head Start, the Ketchikan Gateway Borough School District, the U.S. Post Office, the U.S. Coast Guard, and Parks & Recreation. A mother who homeschools her children led a STEM for Kids program series through the spring.
- Children's graphic novels and chapter books were showcased in separate locations in the Children's Library. New books were marked with very visible 'New Book' flags. The Library expanded the number of children's audiobooks in Playaway format, an increasingly popular collection.
- The Library's Instagram account, established in 2018 to reach young adults and parents, now has 594 followers. This is in addition to the Library's accounts on Twitter (463 followers) and Facebook (2,026 followers).

Teen Services

- The Ketchikan Public Library's TAG members continue to meet regularly, twice a month. They plan and host programs for teens, suggest library materials, create decor for the Teen Room at the public library and Schoenbar library and seek to recruit new members.
- T.A.G. changed the decor in the Teen Room twice this year, focusing on a space theme over the summer and switching out with more varied themed additions for the school year. TAG also did some shifting of the space, making the area a bit more usable and attractive to teens. TAG created a new banner for the TAG space at Schoenbar to show TAG themes (reading, gaming, acceptance and magic) and promote the group at that library.
- TAG monthly events for teens have included celebrations for A.A. Milne and Charles Richter birthdays, programs featuring Pack Rat Day and Twisted Tales, and a Circus Night complete with a variety of carnival games and face painting. TAG also hosted a series of Craft / Gaming nights for Young Adults over the summer to give a wider variety of folks entertainment options at the library.
- TAG created and hosted events for the Teen Summer Program featuring the theme "Tales from the Multiverse", a variation of the Collaborative Library theme of "A Universe of Stories". Visits were made to Kayhi Science Classes, Revilla Alternative School and Schoenbar English classes to promote the program. Over 50 teens participated through the summer and there was excellent turn out at all of the events.
- 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. A TAG Alumni also donated a Nintendo Switch giving a very popular boost to the Bingo Card portion of the program. These incentives help to keep teens visiting the library and promote reading through the summer break.
- TAG has expanded the interaction with Schoenbar Middle School with a larger, more centralized TAG space in the Schoenbar library and continues to share materials for pleasure reading and academic support, working with the librarian and educators at Schoenbar.
- TAG has revamped the program series Next:Real Life and is strengthening and expanding partnerships with UAS Ketchikan staff and advisers as well as local business owners and managers to give as much depth and breadth to the "Next: Real Life" series as possible, covering college options as well as life skills, job skills and needed post-school information.
- TAG continues 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.

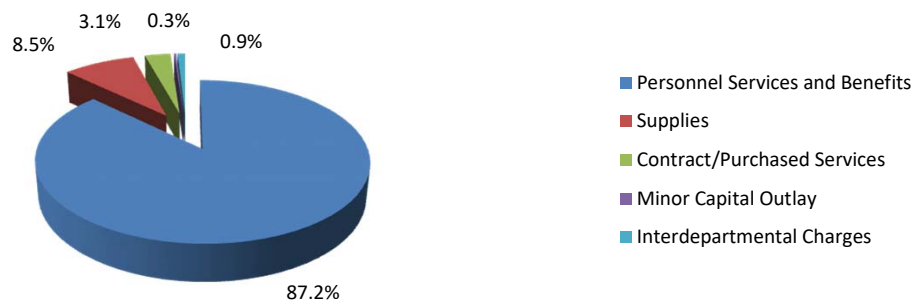
DIVISION SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	283,921	297,328	308,328	285,060	324,435	27,107	9.1%
Supplies	34,219	33,070	33,070	32,800	31,800	(1,270)	-3.8%
Contract/Purchased Services	6,728	10,890	10,890	8,490	11,430	540	5.0%
Minor Capital Outlay	388	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges	1,637	2,500	2,500	2,470	3,380	880	35.2%
Total Expenditures	326,893	344,788	355,788	329,820	372,045	27,257	7.9%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	210,239	216,988	227,988	211,920	238,925	21,937	10.1%
Charges for Services KGB	116,654	127,800	127,800	117,900	133,120	5,320	4.2%
Total Funding	326,893	344,788	355,788	329,820	372,045	27,257	7.9%

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.310	0.310	0.310	0.310	24,745	-	0.0%
Children's Librarian	1.000	1.000	1.000	1.000	60,814	-	0.0%
Library Assistant II	1.000	1.000	1.000	1.000	47,621	-	0.0%
Library Assistant I	0.925	0.925	0.925	0.925	39,358	-	0.0%
Page	0.300	0.300	0.300	0.300	8,357	-	0.0%
Total	3.535	3.535	3.535	3.535	180,895	-	0.0%

2020 Expenditures by Type



CITY OF KETCHIKAN

2020 Operating and Capital Budget

Library

Children's Services Division 1410-232

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$27,107, or by 9.1%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; and a 10% projected increase in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	162,316	166,928	157,548	145,560	180,895	13,967	8.4%
502 .01 Temporary Wages	8,641	11,500	18,890	18,890	11,500	-	0.0%
505 .00 Payroll Taxes	12,202	13,650	15,640	15,640	14,720	1,070	7.8%
506 .00 Pension	31,375	31,290	31,290	26,400	33,610	2,320	7.4%
507 .00 Health and Life Insurance	66,683	68,860	64,860	58,900	78,580	9,720	14.1%
507 .30 Workers Compensation	624	660	660	570	520	(140)	-21.2%
508 .00 Other Benefits	2,080	4,440	4,440	4,100	4,610	170	3.8%
509 .07 Allowances-Moving Expense	-	-	15,000	15,000	-	-	NA
Personnel Services and Benefits	283,921	297,328	308,328	285,060	324,435	27,107	9.1%
Supplies							
510 .01 Office Supplies	890	1,100	1,100	1,100	1,000	(100)	-9.1%
510 .02 Operating Supplies	6,173	4,400	4,400	4,400	4,500	100	2.3%
510 .05 Small Tools and Equipment	467	400	400	400	400	-	0.0%
510 .07 Food/Catering	966	1,300	1,300	1,200	1,200	(100)	-7.7%
530 .01 Library Books	18,338	18,170	18,170	18,000	17,000	(1,170)	-6.4%
530 .02 Periodicals	1,184	1,000	1,000	1,000	1,000	-	0.0%
530 .04 Movies and Visual Series	1,726	2,000	2,000	2,000	2,000	-	0.0%
530 .05 Audio and Digital Books	3,962	4,000	4,000	4,000	4,000	-	0.0%
530 .06 Music	455	500	500	500	500	-	0.0%
535 .02 Business and Meal Expenses	58	200	200	200	200	-	0.0%
Supplies	34,219	33,070	33,070	32,800	31,800	(1,270)	-3.8%
Contract/Purchased Services							
600 .02 Travel-Training	661	3,000	3,000	2,000	3,500	500	16.7%
600 .03 Training and Education	602	1,000	1,000	500	1,000	-	0.0%
605 .01 Ads and Public Announcements	196	300	2,000	2,000	300	-	0.0%
615 .02 Assn Membership Dues & Fees	495	500	500	500	500	-	0.0%
630 .03 Bank and Merchant Fees	125	140	140	140	140	-	0.0%
630 .04 Broadcast Content Fees	250	250	250	250	300	50	20.0%
630 .06 Service Charges and Fees	-	100	100	100	90	(10)	-10.0%
635 .11 Subscription Services	-	-	-	-	-	-	NA
635 .12 Technical Services	4,399	5,600	3,900	3,000	5,600	-	0.0%
Contract/Purchased Services	6,728	10,890	10,890	8,490	11,430	540	5.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

Children's Services Division 1410-232

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	388	1,000	1,000	1,000	1,000	-	0.0%
Minor Capital Outlay	388	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,637	2,500	2,500	2,470	3,380	880	35.2%
Interdepartmental Charges	1,637	2,500	2,500	2,470	3,380	880	35.2%
Total Expenditures by Type	326,893	344,788	355,788	329,820	372,045	27,257	7.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$180,895 – This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Children's Services Division.

505.00 Payroll Taxes: \$14,720 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$33,610 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$78,580 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$520 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$4,610 – This account provides 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: \$1,000 - This account provides expenditures 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: \$4,500 - This account provides expenditures 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 expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$1,200 - This account provides expenditures for food or catering services for children's programs.

530.01 Library Books: \$17,000 - This account provides expenditures 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 expenditures for newspapers, magazines and trade journals.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Library

Children's Services Division 1410-232

530.04 Movies and Visual Series: \$2,000 - This account provides expenditures 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 expenditures 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 expenditures for the acquisition of music CDs for the library collection.

535.02 Business and Meal Expenses: \$200 – This account provides expenditures 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: \$3,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. In August 2020 the Children's Librarian and Children's Library Assistant II will be attending the AKLA/PNLA Conference in Juneau.

600.03 Training and Education: \$1,000 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for merchant fees for use of credit and debit cards.

630.04 Broadcast Content Fees: \$300 – This account provides expenditures 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: \$90 – This account provides expenditures 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 expenditures 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 expenditures 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: \$3,380 - This account provides expenditures for risk management services and claims.

MISSION STATEMENT

The mission of the First City Libraries (FCL) 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 (UAS) Southeast Ketchikan Campus Library. It links all of Ketchikan's libraries, thereby giving all citizens access to materials.

GOALS FOR 2020

- Develop and document consistent cataloging practices and train all staff across First City Libraries who catalog in these practices.
- Continue promoting library use amongst all Consortia libraries.
- Change UAS user groups in the SirsiDynix system to more accurately reflect UAS patron categories.

ACCOMPLISHMENTS FOR 2019

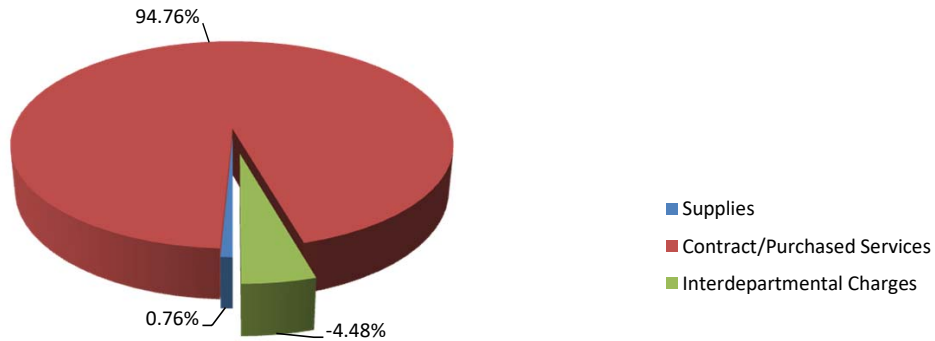
- Ketchikan Public Library conducted a purge of patron records for long-inactive accounts, deleting approximately 700 accounts from the system and improving the accuracy of patron counts.
- The deletion of SirsiDynix records for e- and audiobooks continues for Alaska Digital Library titles, since they are searchable directly via and ADL / Overdrive platform.
- 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	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	350	350	350	350	-	0.0%
Contract/Purchased Services	40,580	43,700	43,700	42,078	43,700	-	0.0%
Interdepartmental Charges	(1,164)	82	(2,067)	(1,767)	(2,067)	(2,149)	-2620.7%
Total Expenditures	39,416	44,132	41,983	40,661	41,983	(2,149)	-4.9%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	17,220	14,100	18,460	16,227	16,960	2,860	20.3%
Charges for Services - KGB	10,555	8,300	8,300	9,690	9,800	1,500	18.1%
Charges for Services - KGBSD	11,641	21,732	15,223	14,744	15,223	(6,509)	-30.0%
Total Funding	39,416	44,132	41,983	40,661	41,983	(2,149)	-4.9%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	350	350	350	350	-	0.0%
Supplies	-	350	350	350	350	-	0.0%
Contract/Purchased Services							
635 .04 Software and Equipment Maintenance	27,098	29,000	29,000	27,394	28,500	(500)	-1.7%
635 .11 Subscription Services	6,229	6,400	6,400	6,384	6,600	200	3.1%
650 .01 Telecommunications	7,253	8,300	8,300	8,300	8,600	300	3.6%
Contract/Purchased Services	40,580	43,700	43,700	42,078	43,700	-	0.0%
Interdepart'l Charges/Reimbursable Credits							
803 .01 Interdepart'l Charges - IT	7,500	7,500	7,500	7,500	7,500	-	0.0%
890 .00 Reimbursable Credits	(8,664)	(7,418)	(9,567)	(9,267)	(9,567)	(2,149)	29.0%
Interdept Chgs/Reimb Credits	(1,164)	82	(2,067)	(1,767)	(2,067)	(2,149)	-2620.7%
Total Expenditures by Type	39,416	44,132	41,983	40,661	41,983	(2,149)	-4.9%

NARRATIVE

510.02 Operating Supplies: \$350 – This account provides expenditures 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: \$28,500 - This account provides expenditures 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: \$6,600 - This account provides expenditures 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).

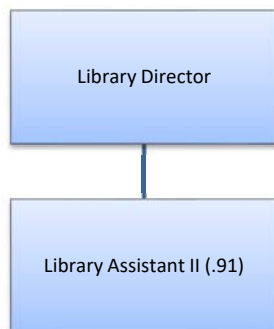
650.01 Telecommunications: \$8,600 - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power.

803.01 Interdepartmental Charges – Information Technology: \$7,500 – This account provides expenditures for information technology services provided by the Information Technology Department. The IT Department maintains the Consortium server.

890.00 Reimbursable Credits: (\$9,567) - 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 cataloging system. The UAS Library currently accounts for about 15% of the collection of the three library systems.

MISSION STATEMENT

The University of Alaska Southeast (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 2020

- To offer instruction, individually or in groups, to members of the UAS Ketchikan community, wherever they physically reside, to be effective users and producers of information in order to meet their current academic needs to prepare them for lifelong learning.
- To improve and increase library outreach via instruction and/or access to library materials to the UAS community and secondarily to the Ketchikan community at large, particularly the Ketchikan Gateway Borough School District.
- To improve support to faculty by offering a greater variety of instructional formats to be offered via web meetings, class site postings, and face-to face instruction, thus supporting the academic programs and curricula of the University.
- To be a conduit for engaging the Ketchikan community with UAS Ketchikan Library resources and UAS Ketchikan faculty by providing a comfortable, stimulating, and unique community information center.

ACCOMPLISHMENTS FOR 2019

Continued to increase awareness of the Library's resources and services by:

- Working with UAS Ketchikan faculty to ensure that Information Literacy Skills are acquired by students according to UAS guidelines, the Campus Library staff conducted 19 library instruction sessions and presentations with a total attendance of 251 students.

Maintained currency and relevancy of the collections by:

- Conducting inventory in February 2019 and following up with patrons regarding return of lost items
- Selecting and purchasing new materials based on a review of sources and bimonthly faculty consultations
- Processing 112 physical items into the print and media collections

Encouraged community support and enrollment for the Campus by:

- Coordinating with Ketchikan Gateway Borough School District faculty and students to use the Campus Library holding 11 library instruction sessions with a total of 232 KGBSD students.
- Participating in the Library Departments' weekly newspaper column
- Hosting 9 successful Ask UAS: Where Ketchikan Finds Answers events throughout the school year, sharing the expertise of the UAS Ketchikan faculty and community experts with the Ketchikan community. This speaker series was attended by a total of 254 people.

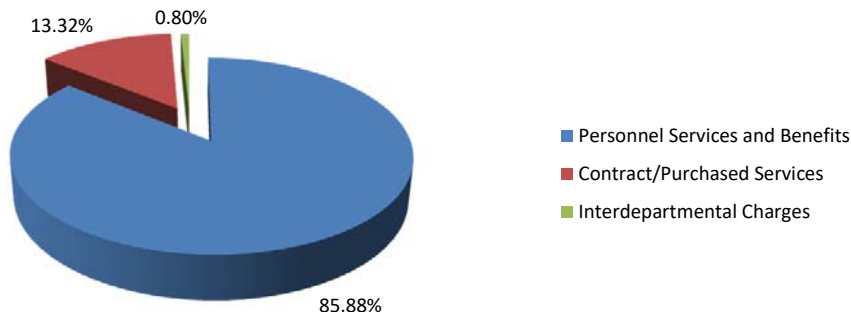
DIVISION SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	59,435	66,261	66,261	61,520	70,582	4,321	6.5%
Contract/Purchased Services	8,664	10,880	10,880	10,840	10,950	70	0.6%
Interdepartmental Charges	324	500	500	480	660	160	32.0%
Total Expenditures	68,423	77,641	77,641	72,840	82,192	4,551	5.9%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services - UAS	68,423	77,641	77,641	72,840	82,192	4,551	5.9%
Total Funding	68,423	77,641	77,641	72,840	82,192	4,551	5.9%

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.05	0.05	0.05	0.05	3,991	-	0.0%
Librarian	0.70	-	-	-	-	-	0.0%
Library Assistant II	0.91	0.69	0.69	0.69	31,441	-	0.0%
Total	1.66	0.74	0.74	0.74	35,432	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$4,321, or by 6.5%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; and a 10% projected increase in employee health insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	30,844	32,491	32,491	30,640	35,432	2,941	9.1%
502 .01 Temporary Wages	841	2,000	2,000	900	2,000	-	0.0%
505 .00 Payroll Taxes	2,122	2,640	2,640	2,190	2,870	230	8.7%
506 .00 Pension	5,461	5,710	5,710	5,400	6,230	520	9.1%
507 .00 Health and Life Insurance	20,540	22,420	22,420	21,460	23,030	610	2.7%
507 .30 Workers Compensation	116	130	130	110	110	(20)	-15.4%
508 .00 Other Benefits	(489)	870	870	820	910	40	4.6%
Personnel Services and Benefits	59,435	66,261	66,261	61,520	70,582	4,321	6.5%
Contract/Purchased Services							
635 .01 Government Contractual Services	8,664	10,400	10,400	10,360	10,400	-	0.0%
635 .07 Machinery & Equipment Maintenance Services		480	480	480	550	70	14.6%
Contract/Purchased Services	8,664	10,880	10,880	10,840	10,950	70	0.6%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	324	500	500	480	660	160	32.0%
Interdepartmental Charges	324	500	500	480	660	160	32.0%
Total Expenditures by Type	68,423	77,641	77,641	72,840	82,192	4,551	5.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$35,432 – This account provides expenditures for compensation paid to regular salaried and hourly employees of the UAS Library Division.

502.01 Temporary Wages: \$2,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the UAS Library Division.

505.00 Payroll Taxes: \$2,870 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension Benefits: \$6,230 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$23,030 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$110– This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$910 – This account provides expenditures 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 expenditures for contractual services provided by federal, state and local governments. Included are fees paid for library services provided by the City to UAS.

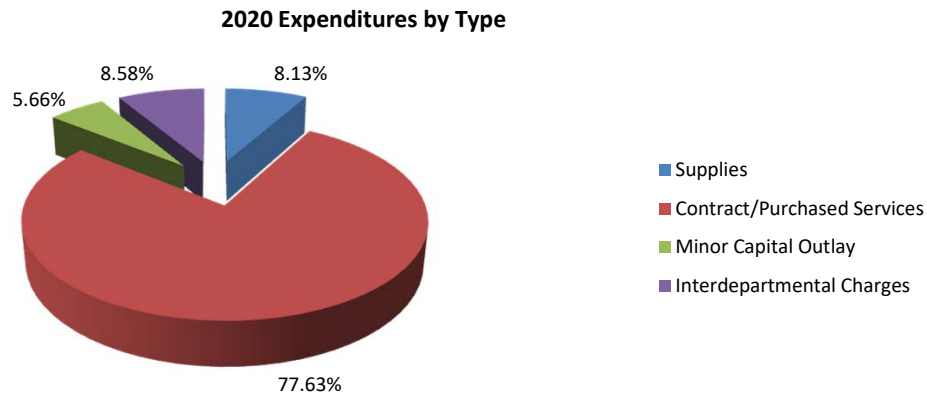
635.07 Machinery and Equipment Maintenance Services: \$550 - This account provides expenditures for maintenance services required for the photocopier and facsimile machine utilized by the division.

825.01 Interdepartmental Charges – Insurance: \$660 - This account provides expenditures for risk management services and claims.

COST CENTER SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	10,964	15,440	12,440	12,440	12,925	(2,515)	-16.3%
Contract/Purchased Services	101,533	107,100	119,650	119,480	123,434	16,334	15.3%
Minor Capital Outlay	11,098	9,000	3,450	3,450	9,000	-	0.0%
Interdepartmental Charges	9,344	11,380	11,930	11,930	13,640	2,260	19.9%
Total Expenditures	132,939	142,920	147,470	147,300	158,999	16,079	11.3%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	89,112	89,948	94,498	92,199	100,790	10,842	12.1%
Charges for Services - KGB	43,827	52,972	52,972	55,101	58,209	5,237	9.9%
Total Funding	132,939	142,920	147,470	147,300	158,999	16,079	11.3%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$15,880, or 33.8%. The Library is using the Library electric boiler as the primary heating source until an alternative heating system is installed. In addition, electric utility rates will increase 3.5% effective January 1, 2020 and due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	3,831	4,500	4,500	4,500	4,500	-	0.0%
510 .05 Small Tools & Equipment	168	340	340	340	325	(15)	-4.4%
515 .02 Building & Grounds Maint Materials	307	500	500	500	500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	793	1,500	1,186	1,186	1,500	-	0.0%
515 .04 Machinery & Equip Maint Materials	277	1,000	1,000	1,000	1,000	-	0.0%
515 .05 Infrastructure & Plant Maint Materials	1,023	1,000	1,314	1,314	1,500	500	50.0%
525 .03 Heating Fuel	2,032	3,000	-	-	-	(3,000)	-100.0%
525 .07 Machinery & Equip Fuel & Lubricants	2,533	3,600	3,600	3,600	3,600	-	0.0%
Supplies	10,964	15,440	12,440	12,440	12,925	(2,515)	-16.3%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	22,360	22,000	20,000	20,000	22,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	465	1,800	1,500	1,500	1,650	(150)	-8.3%
635 .07 Machinery & Equip Maint Services	3,255	5,000	4,000	4,000	4,500	(500)	-10.0%
635 .12 Technical Services	1,429	5,700	5,670	5,500	5,700	-	0.0%
645 .01 Rents and Leases-Land and Buildings	2,100	2,100	2,100	2,100	2,100	-	0.0%
650 .01 Telecommunications	22,757	23,500	23,500	23,500	24,604	1,104	4.7%
650 .02 Electric, Water, Sewer & Solid Waste	49,167	47,000	62,880	62,880	62,880	15,880	33.8%
Contract/Purchased Services	101,533	107,100	119,650	119,480	123,434	16,334	15.3%
Minor Capital Outlay							
790 .26 Computers, Printers, and Copiers	11,098	9,000	3,450	3,450	9,000	0	0.0%
Minor Capital Outlay	11,098	9,000	3,450	3,450	9,000	0	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	9,344	11,380	11,930	11,930	13,640	2,260	19.9%
Interdepartmental Charges	9,344	11,380	11,930	11,930	13,640	2,260	19.9%
Total Expenditures by Type	132,939	142,920	147,470	147,300	158,999	16,079	11.3%

NARRATIVE

510.04 Janitorial Supplies: \$4,500 – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$325 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$1,500 – This account provides expenditures 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.

525.07 Machinery and Equipment Fuel and Lubricants: \$3,600 – This account provides expenditures for the propane used to operate the fireplace.

635.02 Janitorial and Cleaning Services: \$22,000 - This account provides expenditures for services to clean the library building.

635.06 Buildings and Grounds Maintenance Services: \$1,650 - This account provides expenditures 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: \$4,500 - This account provides expenditures 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 expenditures 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 expenditures 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: \$24,604 - This account provides expenditures 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: \$62,880 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.26 Computers, Printers, and Copiers: \$9,000 - This account provides expenditures 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: \$13,640 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 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 2020

- Apply for Friends of the Library funds to help fund the Adult, Children's and Teen Summer Reading Programs.
- Apply for a Continuing Education grant from the Alaska State Library, to help fund travel and registration for staff to attend a workshop or professional conference.
- Apply for the FY2021 Public Library Assistance grant.
- Identify and apply for local and other grants to enhance library collections, services and programs for the community.

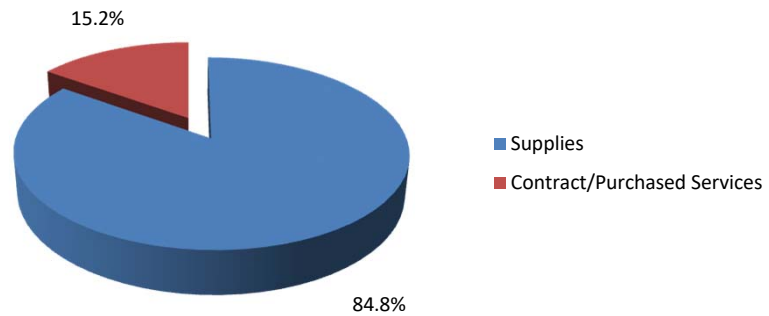
ACCOMPLISHMENTS FOR 2019

- Applied for and received the FY2020 Public Library Assistance grant, which provides funding for collection development.
- Received a \$1,000 grant from the Gilder Lehrman Institute for American History, and used it for three programs in 2019.
- Received Friends of the Library funding for the 2019 Summer Reading Programs for adults, children and teens.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
530 .01 Library Books	6,765	7,000	7,235	7,235	7,000	-	0.0%
535 .02 Business & Meal Expenses	-	1,000	1,000	1,000		(1,000)	-100.0%
Supplies	6,765	8,000	8,235	8,235	7,000	(1,000)	-12.5%
Contract/Purchased Services							
600 .02 Travel-Training	1,250	2,500	2,500	2,500	1,250	(1,250)	0.0%
Contract/Purchased Services	1,250	2,500	2,500	2,500	1,250	(1,250)	-50.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	300	-	-	-	-	-	NA
790 .26 Computers, Printers & Copiers	1,500	-	-	-	-	-	NA
Minor Capital Outlay	1,800	-	-	-	-	-	NA
Total Expenditures by Type	9,815	10,500	10,735	10,735	8,250	(2,250)	-21.4%

2020 Expenditures by Type



Grant Program	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
USD Education-Continuing Education Grant	1,250	2,500	2,500	2,500	1,250	(1,250)	-50.0%
FY2021 Public Library Assistance Grant	-	-	-	-	7,000	7,000	New
FY2020 Public Library Assistance Grant	-	7,000	7,000	7,000			-100.0%
FY2019 Public Library Assistance Grant	6,765	-	235	235		-	NA
OWL Tech Grant	1,500	-	-			-	NA
IBEW Garden Sign Grant	300	-	-			-	NA
GLIAH Grant	-	1,000	1,000	1,000		(1,000)	-100.0%
Total Expenditures by Grant Program	9,815	10,500	10,735	10,735	8,250	(2,250)	-21.4%

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000. 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 expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts and other print materials.

600.02 Travel-Training: \$1,250 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

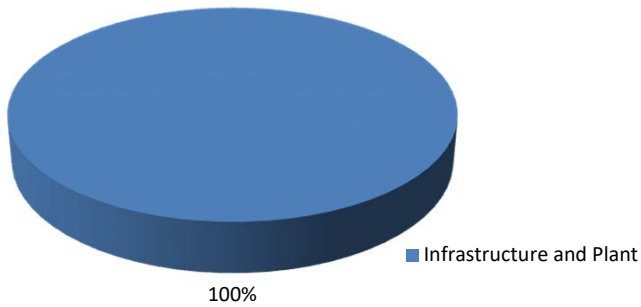
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

Capital Budget

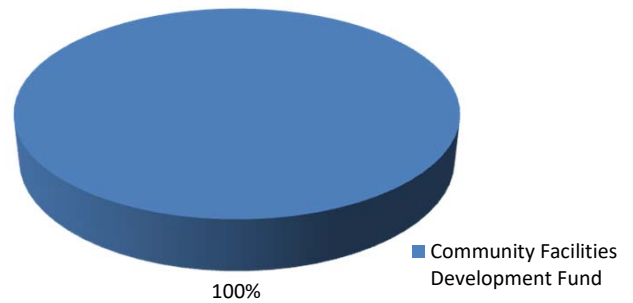
Major Capital Projects	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	-	-	100,000	50,000	-	-	NA
730.00 Infrastructure and Plant	-	-	-	-	40,000	40,000	NA
Total Major Capital Outlay	-	-	100,000	50,000	40,000	40,000	NA

Capital Improvement Projects		Funding Sources		
Project #	Project	Community Facilities Development Fund		Total
730.00	Infrastructure and Plant			
	Library Overflow Parking Resurfacing	40,000	-	40,000
	Total Infrastructure and Plant	40,000	-	40,000
	Total Capital Budget	40,000	-	40,000

Expenditures by Type



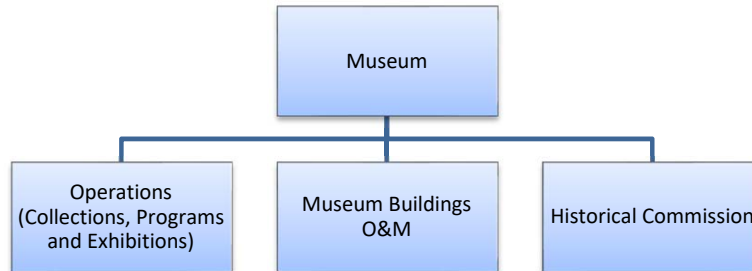
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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 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	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	864,204	917,705	919,873	854,923	940,443	22,738	2.5%
Museum Buildings O&M	129,602	150,000	155,202	155,121	161,381	11,381	7.6%
Historical Commission	208	1,425	1,425	-	1,425	-	0.0%
Grants	14,401	34,231	69,231	69,231	11,000	(23,231)	-67.9%
Capital Improvement Program	398,892	504,000	504,000	82,965	880,815	376,815	74.8%
Total	1,407,307	1,607,361	1,649,731	1,162,240	1,995,064	387,703	24.1%

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	757,559	799,639	794,247	733,220	801,827	2,188	0.3%
Supplies	73,010	105,655	137,155	132,935	90,476	(15,179)	-14.4%
Contract/Purchased Services	133,953	173,157	183,179	181,970	181,226	8,069	4.7%
Minor Capital Outlay	30,018	7,450	9,150	9,150	14,000	6,550	87.9%
Interdepartmental Charges	13,875	17,460	22,000	22,000	26,720	9,260	53.0%
Major Capital Outlay	398,892	504,000	504,000	82,965	880,815	376,815	74.8%
Total	1,407,307	1,607,361	1,649,731	1,162,240	1,995,064	387,703	24.1%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	753,463	806,630	814,000	718,287	807,749	1,119	0.1%
Charges for Services	240,551	262,500	262,500	291,757	295,500	33,000	12.6%
Public Works Sales Tax	49,564	35,000	35,000	33,365	85,962	50,962	145.6%
Grants	14,401	34,231	69,231	69,231	11,000	(23,231)	-67.9%
Community Facilities Development Fund	93,212	469,000	469,000	49,600	794,853	325,853	69.5%
CPV Funds	256,116	-	-	-	-	-	NA
Total	1,407,307	1,607,361	1,649,731	1,162,240	1,995,064	387,703	24.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

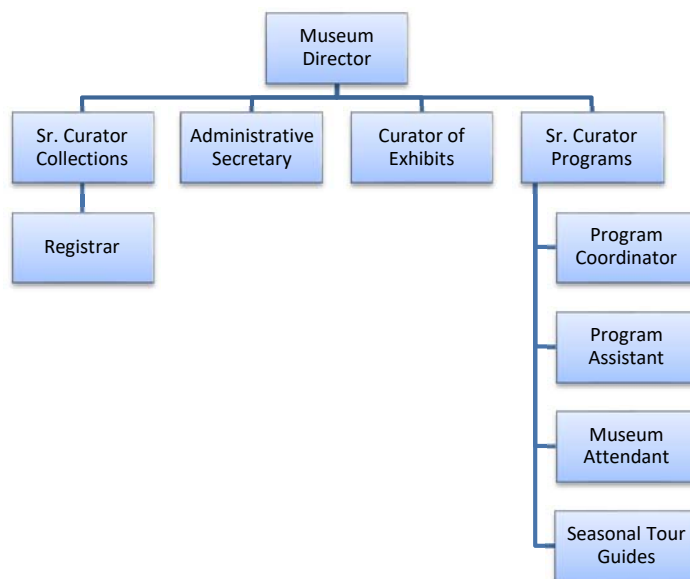
Summary

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.20	8.20	8.20	8.20	463,677	-	0.0%
Total	8.20	8.20	8.20	8.20	463,677	-	0.0%

MISSION STATEMENT

The mission of the Ketchikan Museums is to collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community. In addition, the Totem Heritage Center preserves and perpetuates the living artistic traditions of the Tlingit, Haida and Tsimshian peoples that gave rise to the original totem poles on display and provides the opportunity to discover, learn and practice Native arts to inspire cultural understanding.

Core Values: **Discovery:** Ketchikan Museums will offer relevant experiences to explore, educate, and enlighten. **Community Identity:** Ketchikan Museums will safeguard and reflect Ketchikan’s vibrant cultural landscape. **Integrity:** Ketchikan Museums will be credible stewards of the community’s public trust, investment and its most treasured asset, its heritage. **Communication:** Ketchikan Museums will serve as a leader to innovatively inspire and encourage meaningful community-wide interaction, participation, and collaboration.



GOALS FOR 2020

- Provide high quality museum experiences for visitors and local residents throughout the year while continuing to provide collections 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.
- Install the second phase of 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 and the museums.
- Coordinate with the Public Works Department to continue to bring both facilities up to museum standards and preserve structural integrity.
- Continue to inventory the collections at the Tongass Historical Museum and Totem Heritage Center in addition to digitizing archives and out-of-date media when possible.
- Continue to update policies and procedures as needed.
- Fully catalog, photograph and house new acquisitions and accommodate into collections storage.
- Make collections information available on-line as appropriate.
- Conduct a successful 44th season of the Native Arts Studies program.

ACCOMPLISHMENTS FOR 2019

Exhibits:

- Developed "*Solving Problems, Telling Stories: handcraft in a harsh environment*," featuring 252 historic and contemporary photos and locally made items, on display March 2019 through January 2020.
- Completed Phase I of Totem Heritage Center exhibit updates on the main level, including the addition of an instructor/student case funded by the Central Council of Tlingit and Haida.
- Continued small changes and evaluation of the permanent exhibition, "*Ketchikan is...*" at the Tongass Historical Museum.
- Installed a special exhibition, "*Ketchikan at the Fair*," on display August 14 - September 3, 2019 featuring items from 19 local artists that were displayed at the Southeast Alaska Fair in Haines.
- Completed recruitment efforts to fill the vacant position of Curator of Exhibits, which was vacated by Steven Villano when he resigned effective July 5, 2019. Ryan McHale of Ocotillo, California was appointed to the position effective October 14, 2019.

Programs & Attendance:

- Hosted over 64,039 visitors at the Tongass Historical Museum and the Totem Heritage Center as of October 5, 2019. This includes locals, school groups, adult students, researchers, independent travelers and cruise ship visitors. Included are 263 presentations to scheduled groups led by seasonal tour guides.
- Offered 5 Museum Midday presentations featuring local artists discussing their involvement in recent exhibitions.
- Led educational tours for 248 students and teachers, as of September 1, 2019.
- Conducted a successful 43rd Native Arts Studies Program: 14 classes, 164 students, 344 hours of instruction in addition to a weekly Open Craft Night held October through April.
- Completed recruitment efforts to fill the vacant position of Program Coordinator, which was vacated by Ann Froeschle when she resigned effective May 18, 2019. Erika Jayne Christian of Snyder, Texas was appointed to the position effective September 4, 2019.
- Hosted an UAS intern for an oral history project pilot.

Collections:

- Accepted 78 donation offers for the collections, as of September 1, 2019.
- Maintained public access to collections and archives. Responded to 158 requests for research and historical photograph reproductions for a variety of personal, scholarly, or municipal inquiries, as of September 1, 2019.
- Alaska State Conservator Ellen Carrlee conducted a totem pole assessment of the poles housed at the Totem Heritage Center.
- Utilized 330.5 volunteer hours to assist with inventory and cataloging.
- 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.

Facilities:

- Installed a heat pump in the totem pole storage shed attached to the Totem Heritage Center to stabilize the relative humidity.
- Completed restroom renovations at the Totem Heritage Center to meet ADA compliance.

Other Projects:

- Completed recruitment efforts to fill the vacant position of Administrative Secretary, which was vacated by Tara Taro when she resigned effective January 15, 2019. Stacy Brainard of Ketchikan, AK was appointed to the position effective February 11, 2019.
- Received the "Golden Totem" award from the Ketchikan Visitors Bureau in recognition of innovation and cooperative efforts in working with Ketchikan's visitor industry.
- Coordinated the restoration of the Chief Kyan totem pole in collaboration with the Tongass Tribe and carver Israel Shotridge.
- Awarded the following grants: \$35,000 from Museums Alaska's Art Acquisition Fund towards the purchase of Dorica Jackson's Chilkat Robe; \$7,669 from Alaska State Museum's Grant-in-Aid Program for Totem Heritage Center exhibit updates (received Fall 2018 for 2019); \$9,882 from the Museum Alaska's Collections Management Fund for a media digitization project (received Fall 2018 for 2019).

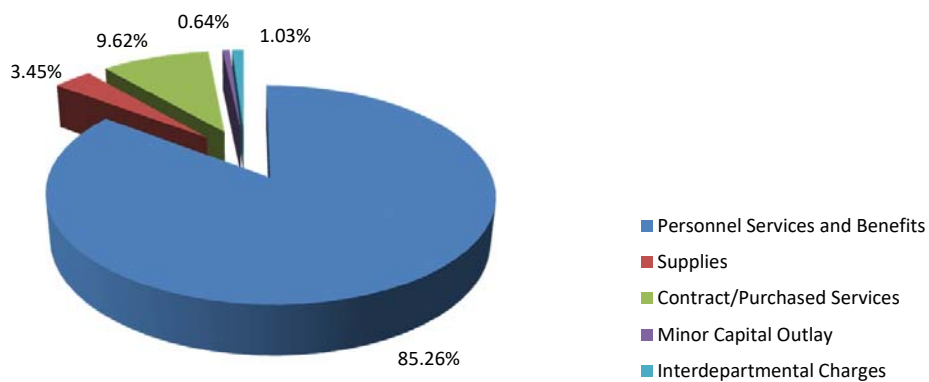
DIVISION SUMMARY

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	757,559	799,639	794,247	733,220	801,827	2,188	0.3%
Supplies	28,524	31,120	31,120	27,400	32,476	1,356	4.4%
Contract/Purchased Services	63,944	79,236	80,736	80,533	90,430	11,194	14.1%
Minor Capital Outlay	12,317	4,950	6,650	6,650	6,000	1,050	21.2%
Interdepartmental Charges	1,860	2,760	7,120	7,120	9,710	6,950	0.0%
Total Expenditures	864,204	917,705	919,873	854,923	940,443	22,738	2.5%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Support							
General Fund Support	623,653	655,205	657,373	563,166	644,943	(10,262)	-1.6%
Charges for Services	240,551	262,500	262,500	291,757	295,500	33,000	12.6%
Total Funding	864,204	917,705	919,873	854,923	940,443	22,738	2.5%

Full-time Equivalent Personnel	2018	2019 Adopted		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	1.00	1.00	1.00	1.00	79,823	-	0.0%
Administrative Secretary	0.75	0.75	0.75	0.75	34,332	-	0.0%
Sr. Curator-Collections	1.00	1.00	1.00	1.00	61,727	-	0.0%
Sr. Curator-Programs	1.00	1.00	1.00	1.00	62,019	-	0.0%
Curator of Exhibits	1.00	1.00	1.00	1.00	52,568	-	0.0%
Program Coordinator	1.00	1.00	1.00	1.00	53,343	-	0.0%
Museum Attendant	0.70	0.70	0.70	0.70	26,219	-	0.0%
Program Assistant	0.75	0.75	0.75	0.75	32,871	-	0.0%
Registrar	1.00	1.00	1.00	1.00	60,775	-	0.0%
Total	8.20	8.20	8.20	8.20	463,677	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$2,188, or by 0.3%, due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; the implementation of the 2019 compensation plan update; a 10% projected increase in employee health insurance premiums, which was offset by reduced health and life insurance costs due to employee health insurance options arising from turnover.
- Technical Services (Account No. 635.12) decreased \$9,400, or by -32.0% due to the absence of the strategic planning facilitator that was included for one year only in the 2019 budget.
- Telecommunications (Account No. 650.01) increased by \$18,275, or by 71.1%. The IT department recommended an increase in bandwidth at both facilities to increase the functionality of staff computers at a cost of \$3,500. In addition, KPU has quoted monthly charges to operate outdoor security cameras per two proposed 2020 capital improvement program projects, one for the Totem Heritage Center and one shared by the Museum Department and Tourism & Economic Development. The annual operating costs associated with the Creek Street area cameras will be charged to the Museum.
- Interdepartmental insurance (Account No. 825.01) increased by \$6,950, or by 251.8%, due to the increase in insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	426,453	443,569	438,177	417,950	463,677	20,108	4.5%
501 .01 Overtime Wages	1,123	1,250	1,250	1,150	1,300	50	4.0%
502 .01 Temporary Wages	56,131	60,000	60,000	57,000	60,000	-	0.0%
505 .00 Payroll Taxes	35,011	38,620	38,620	37,230	40,170	1,550	4.0%
506 .00 Pension	84,115	83,720	83,720	79,590	88,070	4,350	5.2%
507 .00 Health and Life Insurance	146,412	158,650	158,650	127,300	135,090	(23,560)	-14.9%
507 .30 Workers Compensation	1,759	1,910	1,910	1,760	1,520	(390)	-20.4%
508 .00 Other Benefits	6,555	11,920	11,920	11,240	12,000	80	0.7%
Personnel Services and Benefits	757,559	799,639	794,247	733,220	801,827	2,188	0.3%
Supplies							
510 .01 Office Supplies	4,000	4,000	3,958	3,958	3,500	(500)	-12.5%
510 .02 Operating Supplies	12,128	11,250	11,250	11,250	11,750	500	4.4%
510 .05 Small Tools & Equipment	500	500	500	500	500	-	0.0%
510 .07 Food/Catering	1,153	1,300	1,336	1,336	1,300	-	0.0%
510 .08 Inventory for Resale	3,570	5,000	5,000	1,280	6,600	1,600	32.0%
510 .09 Artifacts	2,547	6,000	6,000	6,000	6,000	-	0.0%
520 .02 Postage	351	350	350	350	350	-	0.0%
520 .03 Bulk Mailing	1,765	1,765	1,765	1,765	1,765	-	0.0%
520 .04 Freight-Material and Supplies	2,065	500	500	500	250	(250)	-50.0%
530 .01 Library Books	290	300	300	300	300	-	0.0%
530 .02 Periodicals	155	155	161	161	161	6	3.9%
535 .01 Allowances-Moving Expenses	-	-	-	-	-	-	NA
Supplies	28,524	31,120	31,120	27,400	32,476	1,356	4.4%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Operations Division 1420-110

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel -Training	411	1,400	1,400	1,400	1,400	-	0.0%
600 .03 Training and Education	250	725	725	725	670	(55)	-7.6%
605 .01 Ads and Public Announcements	576	430	1,004	960	450		4.7%
605 .02 Marketing	4,000	6,526	6,526	6,526	6,550	24	0.4%
605 .03 Printing & Binding	9,152	9,500	8,926	8,926	9,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	600	715	715	715	715	-	0.0%
630 .03 Bank and Merchant Charges	2,581	2,600	4,100	4,100	4,150	1,550	59.6%
635 .04 Software Maintenance Services	432	440	440	432	440	-	0.0%
635 .07 Machinery & Equip Maint Services	450	600	600	600	1,360	760	126.7%
635 .11 Subscription Services	1,146	1,200	1,200	1,049	1,220	20	1.7%
635 .12 Technical Services	20,310	29,400	29,400	29,400	20,000	(9,400)	-32.0%
650 .01 Telecommunications	24,036	25,700	25,700	25,700	43,975	18,275	71.1%
Contract/Purchased Services	63,944	79,236	80,736	80,533	90,430	11,194	14.1%
Minor Capital Outlay							
790 .25 Machinery and Equipment	4,000	-	-	-	-	-	NA
790 .26 Computers, Printers & Copiers	7,717	3,750	5,450	5,450	4,800	1,050	28.0%
790 .35 Software	600	1,200	1,200	1,200	1,200		0.0%
Minor Capital Outlay	12,317	4,950	6,650	6,650	6,000	1,050	21.2%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	1,860	2,760	7,120	7,120	9,710	6,950	251.8%
Interdepartmental Charges	1,860	2,760	7,120	7,120	9,710	6,950	251.8%
Total Expenditures by Type	864,204	917,705	919,873	854,923	940,443	22,738	2.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$463,677 – This account provides expenditures for the annual wages of all regular Museum Department employees.

501.01 Overtime Wages: \$1,300 - This account provides expenditures for the cost of overtime incurred by Museums staff during the course of the year.

502.01 Temporary Wages: \$60,000 - This account provides expenditures 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: \$40,170 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff.

506.00 Pension: \$88,070 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$135,090 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,520 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$12,000 – This account provides 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 expenditures 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: \$11,750** - This account provides expenditures 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 exhibitions such as paint, lumber and hardware.
- 510.05 Small Tools and Equipment: \$500** - This account provides expenditures for the purchase of tools for the Native Arts Studies Program and exhibit production.
- 510.07 Food/Catering: \$1,300** - This account provides expenditures for food or catering services for public programs such as an annual exhibit opening, open houses and special events.
- 510.08 Inventory for Resale: \$6,600** - This account provides expenditures for the purchase of materials which are sold to participants of classes and other programs or events. Expenditures under this account are fully recovered through sales and varies annually depending on the class schedule.
- 510.09 Artifacts: \$6,000** - This account provides expenditures for the acquisition of artifacts, artwork and other items for the permanent collections and costs associated with acquisitions.
- 520.02 Postage: \$350** - This account provides expenditures for general postage for all Museum Department operations.
- 520.03 Bulk Mailing: \$1,765** - This account provides expenditures for bulk mailing of exhibit and program announcements and newsletters for the Museum Department.
- 520.04 Freight – Materials and Supplies: \$250** - This account provides expenditures for shipping supplies and materials to and from vendors.
- 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, maps, charts and other printed or digital materials.
- 530.02 Periodicals: \$161** - This account provides expenditures for an annual subscription to the *Ketchikan Daily News*.
- 600.02 Travel-Training: \$1,400** - This account provides expenditures for transportation, lodging, meals, per diem and incidental expenses associated with participation in state museum meetings and conferences.
- 600.03 Training and Education: \$670** - This account provides expenditures for registration for the annual Museums Alaska conference and online professional development.
- 605.01 Ads and Public Announcements: \$450** - This account provides expenditures 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: \$6,550** - This account provides expenditures 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 newsletters, exhibit-related printing, the Native Arts Studies Program class brochure, interpretive brochures 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: \$4,150 – This account provides expenditures 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 expenditures for maintenance agreements in support of the department's collections management software, PastPerfect.

635.07 Machinery and Equipment Maintenance Services: \$1,360 - This account provides expenditures for the repair and maintenance of office equipment, machinery and other operating equipment.

635.11 Subscription Services: \$1,220 – This account provides expenditures 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: \$20,000 - This account provides expenditures for fees and expenses for the Native Arts Studies instructors and other history and exhibit-related programs.

650.01 Telecommunications: \$43,975 - This account provides expenditures for telecommunication services for voice, alarm and data transfer lines at the Tongass Historical Museum and the Totem Heritage Center per IT's recommendation. Also included are the monthly operational costs for the proposed outdoor security cameras on Married Man's Trail, Creek Street, the Tongass Historical Museum's exterior and at the Totem Heritage Center.

790.26 Computers, Printers & Copiers: \$4,800 - This account provides expenditures for three new computers per the Information Technology Department's recommendation based on the age of staff computers.

790.35 Software: \$1,200 - This account provides expenditures for access to the Adobe Creative Cloud for design of exhibits and educational materials and processing of historic photos.

825.01 Interdepartmental Charges – Insurance: \$9,710 - This account provides expenditures for risk management services and claims.

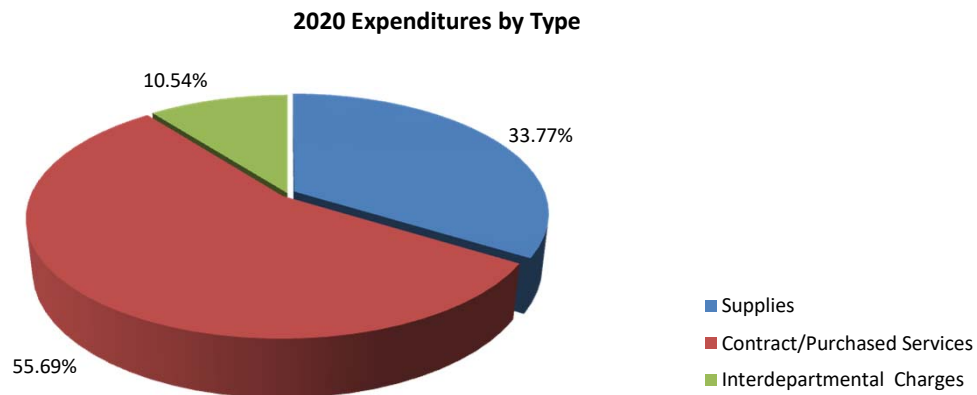
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Museum Buildings O&M 1420-242

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	6,600	7,000	7,000	7,000	7,000	-	0.0%
515 .02 Building & Grounds Maint Materials	2,778	5,000	5,000	5,000	5,500	500	10.0%
525 .03 Heating Fuel	30,200	41,000	41,000	41,000	42,000	1,000	2.4%
Supplies	39,578	53,000	53,000	53,000	54,500	1,500	2.8%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	19,190	29,125	29,125	29,125	29,125	-	0.0%
635 .06 Building & Grounds Maint Services	23,051	21,175	21,175	21,175	23,000	1,825	8.6%
645 .01 Rents and Leases-Land & Buildings	-	-	2,192	2,111	2,916	2,916	NA
650 .02 Electric, Water, Sewer and Solid Waste	27,768	32,000	34,830	34,830	34,830	2,830	8.8%
Contract/Purchased Services	70,009	82,300	87,322	87,241	89,871	7,571	9.2%
Minor Capital Outlay							
790 .25 Machinery & Equipment	8,000	-	-	-	-	-	NA
Minor Capital Outlay	8,000	-	-	-	-	-	NA
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	12,015	14,700	14,880	14,880	17,010	2,310	15.7%
Interdepartmental Charges	12,015	14,700	14,880	14,880	17,010	2,310	15.7%
Total Expenditures by Type	129,602	150,000	155,202	155,121	161,381	11,381	7.6%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	129,602	150,000	155,202	155,121	161,381	11,381	7.6%
Total Funding	129,602	150,000	155,202	155,121	161,381	11,381	7.6%
Total Expenditures by Type	129,602	150,000	155,202	155,121	161,381	11,381	7.6%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted 2019 operating budget and the proposed 2020 operating budget.

NARRATIVE

510.02 Operating Supplies: \$7,000 - This account provides expenditures 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: \$5,500 – This account provides expenditures 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: \$42,000 - This account provides expenditures 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 expenditures for contracted services to clean the Tongass Historical Museum and Totem Heritage Center Buildings.

635.06 Buildings and Grounds Maintenance Services: \$23,000 - This account provides expenditures for contractual services such as fire and intrusion alarm maintenance and repair, annual inspections, boiler maintenance, broken window replacement, landscaping services, etc.

645.01 Rents and Leases: \$2,916 - This account provides expenditures for one storage unit for large artifacts that do not fit within museum facilities.

650.02 Electric, Water, Sewer & Solid Waste: \$34,830 - This account provides expenditures for electric, water, sewer and solid waste utility services.

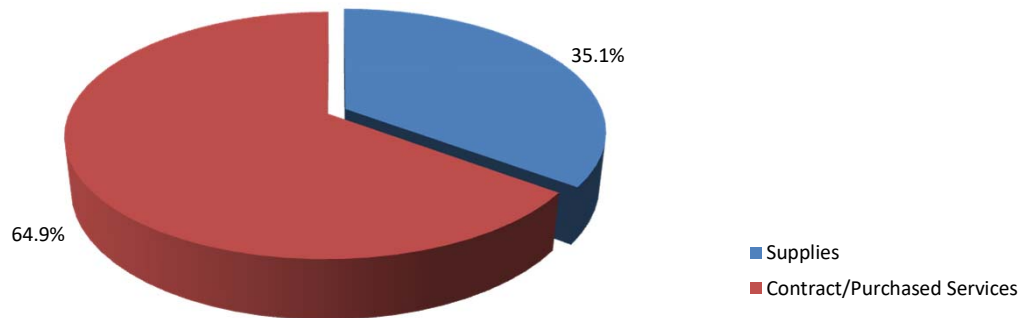
825.01 Interdepartmental Charges – Insurance: \$17,010 - This account provides expenditures for risk management services and claims.

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate		Budget	Incr(Decr)
Supplies							
510 .02 Operating Supplies	208	500	500	-	500	-	0.0%
Supplies	208	500	500	-	500	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	500	500	-	500	-	0.0%
635 .14 Other Contractual Services	-	425	425	-	425	-	0.0%
Contract/Purchased Services	-	925	925	-	925	-	0.0%
Total Expenditures by Type	208	1,425	1,425	-	1,425	-	0.0%

Funding Source	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate		Budget	Incr(Decr)
General Fund							
General Fund Support	208	1,425	1,425	-	1,425	-	0.0%
Total Funding	208	1,425	1,425	-	1,425	-	0.0%
Total Expenditures by Type	208	1,425	1,425	-	1,425	-	0.0%

2020 Expenditures by Type



NARRATIVE

510.02 Operating Supplies: \$500 - This account provides expenditures for supplies for public meetings and the production of informational materials.

605.01 Ads and Public Announcements: \$500 - This account provides expenditures 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 expenditures for contractual services such as production of historical markers or historical surveys.

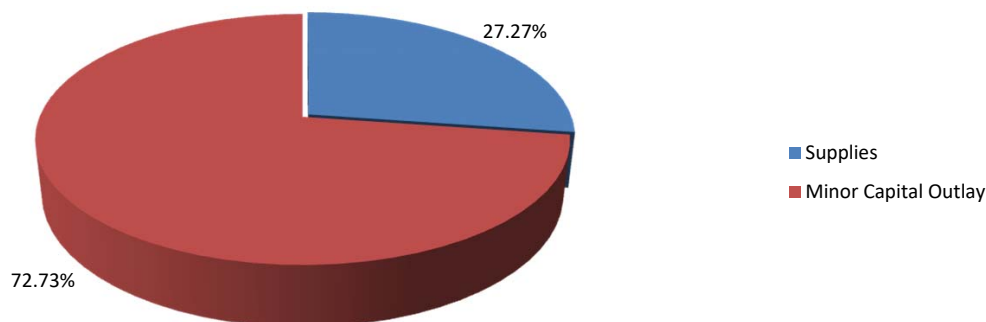
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

Expenditures by Category	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	5,735	2,235	2,235	-	(5,735)	-100.0%
510 .09 Artifacts	4,700	15,000	50,000	50,000	3,000	(12,000)	-80.0%
520 .02 Postage	-	300	300	300	-	(300)	-100.0%
Supplies	4,700	21,035	52,535	52,535	3,000	(18,035)	-85.7%
Contractual Services							
635 .12 Technical Services	-	10,696	14,196	14,196	-	(10,696)	-100.0%
Contractual Services	-	10,696	14,196	14,196	-	(10,696)	-100.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	9,701	2,500	2,500	2,500	8,000	5,500	220.0%
Minor Capital Outlay	9,701	2,500	2,500	2,500	8,000	5,500	220.0%
Total Expenditures	14,401	34,231	69,231	69,231	11,000	(23,231)	-67.9%

2020 Expenditures by Type



Grant Program	2018	2019 Adopted			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Museums Alaska Collections Mgmt	-	-	-	-	8,000	8,000	NA
Museums Alaska Art Acquisition	4,700	-	-	-	3,000	3,000	NA
Museums Alaska-Oral History Project	-	1,680	1,680	1,680	-	(1,680)	-100.0%
Museums Alaska-Digitizing Media Project	-	9,882	9,882	9,882	-	(9,882)	-100.0%
Rasmuson Tier 1	9,701	-	-	-	-	-	NA
Rasmuson-Chilkat Robe	-	15,000	50,000	50,000	-	(15,000)	-100.0%
Grant in Aid	-	7,669	7,669	7,669	-	(7,669)	-100.0%
Total Expenditures by Grant Program	14,401	34,231	69,231	69,231	11,000	(23,231)	-67.9%

NARRATIVE

510.09 Artifacts: \$3,000 - This account provides expenditures for the acquisition of artifacts, artwork and other items.

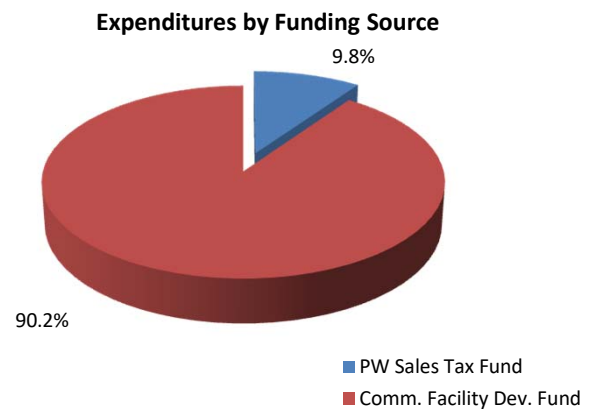
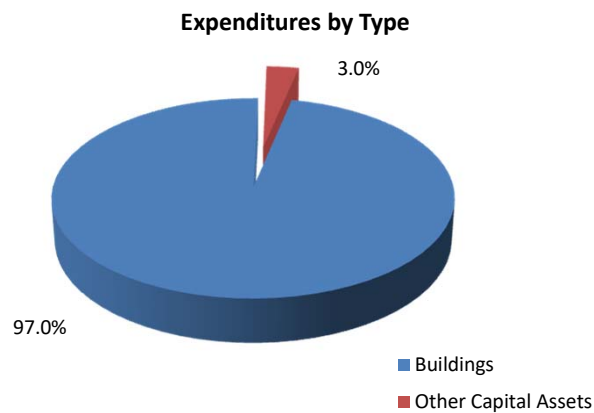
790.15 Furniture and Fixtures: \$8,000 - This account provides expenditures for the acquisition of grant-funded collections storage furniture, supplies, and other items associated with the improved storage of collections.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Capital Budget

Major Capital Outlay	2018	2019			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	398,892	484,000	481,135	60,100	854,315	370,315	76.5%
740.00 Other Capital Assets	-	20,000	22,865	22,865	26,500	6,500	32.5%
Total Major Capital Outlay	398,892	504,000	504,000	82,965	880,815	376,815	74.8%

Capital Improvement Projects		Funding Sources			
Project #	Project	PW Sales	CPV Funds	Comm.	Total
		Tax Fund		Facility Dev. Fund	
705.00 Buildings					
	Creek Street Area - Safety and Security	17,462	-	-	17,462
	Totem Heritage Center - Safety and Security	22,000	-	-	22,000
	Tongass Historical Museum Exterior Envelope Pjt (HVAC) Phase II	-	-	794,853	794,853
	Tongass Historical Museum - Public Art	20,000	-	-	20,000
	Total Buildings	59,462	-	794,853	854,315
740.00 Other Capital Assets					
	Clean and Repair Totem Poles	26,500	-	-	26,500
	Total Other Capital Assets	26,500	-	-	26,500
	Total Capital Budget	85,962	-	794,853	880,815



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	470,782	499,251	512,161	508,125	551,982	52,731	10.6%
Capital Improvement Program	245,332	320,000	320,000	283,835	386,165	66,165	20.7%
Total	716,114	819,251	832,161	791,960	938,147	118,896	14.5%

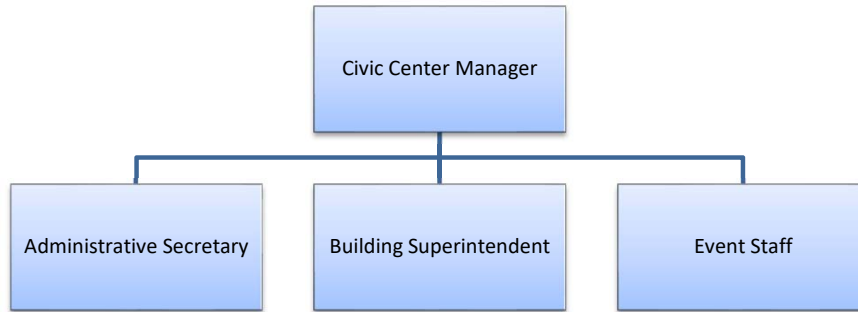
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	305,853	318,646	324,946	322,450	359,557	40,911	12.8%
Supplies	64,313	68,205	68,706	68,226	70,155	1,950	2.9%
Contract/Purchased Services	90,022	94,240	101,599	100,589	102,850	8,610	9.1%
Minor Capital Outlay	4,028	9,800	8,550	8,550	9,300	(500)	-5.1%
Interdepartmental Charges	6,566	8,360	8,360	8,310	10,120	1,760	21.1%
Major Capital Outlay	245,332	320,000	320,000	283,835	386,165	66,165	20.7%
Total	716,114	819,251	832,161	791,960	938,147	118,896	14.5%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	104,367	109,800	109,800	106,000	106,000	(3,800)	-3.5%
Public Works Sales Tax	245,332	-	-	-	-	-	NA
Transient Sales Tax	366,415	709,451	722,361	685,960	832,147	122,696	17.3%
Total	716,114	819,251	832,161	791,960	938,147	118,896	14.5%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	181,607	-	0.0%
Total	3.00	3.00	3.00	3.00	181,607	-	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 2020

- 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 and 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 2019

- During 2019, the Ted Ferry Civic Center was booked for 132 days for various meetings, banquets, ceremonies, auctions, fundraisers and arts events.
- As of September 30, 2019, the estimated economic impact for the Civic Center was \$371,907 with events attendees totaling 15,637 of which 1,333 were from out-of-town.
- The replacement of the Civic Center operable walls is scheduled to begin in mid-October 2019 with project completion scheduled for December.
- The following conventions/conferences took place at the Ted Ferry Civic Center in 2019: Alaska Homebuilders Association, Alaska Arson Task Force, WISH Thrive Summit, KIC Wellness Symposium, and the Alaska Fire Convention.
- There are 61 days prebooked for 2020 for a variety of meetings, banquets, ceremonies, auctions, fundraisers and artistic events.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

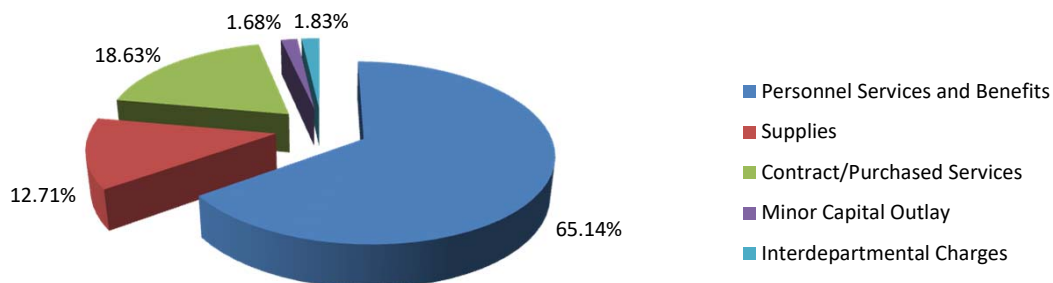
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	305,853	318,646	324,946	322,450	359,557	40,911	12.8%
Supplies	64,313	68,205	68,706	68,226	70,155	1,950	2.9%
Contract/Purchased Services	90,022	94,240	101,599	100,589	102,850	8,610	9.1%
Minor Capital Outlay	4,028	9,800	8,550	8,550	9,300	(500)	-5.1%
Interdepartmental Charges	6,566	8,360	8,360	8,310	10,120	1,760	21.1%
Total Expenditures	470,782	499,251	512,161	508,125	551,982	52,731	10.6%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	104,367	109,800	109,800	106,000	106,000	(3,800)	-3.5%
Transient Sales Tax	366,415	389,451	402,361	402,125	445,982	56,531	14.5%
Total Funding	470,782	499,251	512,161	508,125	551,982	52,731	10.6%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Civic Center Manager	1.00	1.00	1.00	1.00	72,657	-	0.0%
Administrative Secretary	1.00	1.00	1.00	1.00	50,052	-	0.0%
Building Superintendent	1.00	1.00	1.00	1.00	58,898	-	0.0%
Total	3.00	3.00	3.00	3.00	181,607	-	0.0%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$40,911, or by 12.8%, 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, 2020, the implementation of the 2019 compensation plan update; an increase in temporary wages; and a 10% projected increase in employee health insurance premiums.
- Building & Grounds Maint Services (Account No. 635.06) decreased by (\$5,000), or by -27.5%, as it is anticipated that the proposed Safety & Security Upgrades capital improvement project will decrease maintenance expenditures in 2020.
- Telecommunications (Account No. 650.01) increased by \$5,550, or by 42.9%, due to costs associated with internet and reoccurring costs related to proposed installation of security cameras.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$6,610, or by 16.6%. Electric utility rates have been programmed to increase by 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	148,045	153,856	159,146	159,140	181,607	27,751	18.0%
501 .01 Overtime Wages	-	2,100	2,100	700	2,100	-	0.0%
502 .01 Temporary Wages	42,406	43,000	43,000	43,000	46,000	3,000	7.0%
505 .00 Payroll Taxes	13,750	15,220	15,220	14,910	17,580	2,360	15.5%
506 .00 Pension	34,154	34,310	35,170	35,170	40,420	6,110	17.8%
507 .00 Health and Life Insurance	57,411	58,830	58,830	58,200	60,270	1,440	2.4%
507 .30 Workers Compensation	6,364	7,060	7,060	6,910	6,780	(280)	-4.0%
508 .00 Other Benefits	3,723	4,270	4,420	4,420	4,800	530	12.4%
Personnel Services and Benefits	305,853	318,646	324,946	322,450	359,557	40,911	12.8%
Supplies							
510 .01 Office Supplies	3,465	3,500	3,500	3,500	3,500	-	0.0%
510 .02 Operating Supplies	1,668	2,100	2,100	2,100	2,100	-	0.0%
510 .03 Safety Program Supplies	180	225	225	225	225	-	0.0%
510 .04 Janitorial Supplies	3,468	3,500	3,500	3,500	3,500	-	0.0%
510 .05 Small Tools and Equipment	2,697	3,500	3,500	3,200	3,500	-	0.0%
510 .08 Inventory for Resale	6,785	6,500	7,000	7,000	7,000	500	7.7%
515 .02 Building & Grounds Maint Materials	2,508	4,500	4,180	4,180	4,500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	3,451	3,500	3,500	3,500	3,500	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,830	1,950	1,950	1,950	1,950	-	0.0%
515 .05 Infrastructure Maintenance Materials	1,661	3,000	2,680	2,500	3,000	-	0.0%
520 .02 Postage	160	160	160	160	165	5	3.1%
525 .03 Heating Fuel	35,743	34,560	35,200	35,200	36,000	1,440	4.2%
525 .07 Machinery & Equipment Fuel	7	100	100	100	100	-	0.0%
530 .02 Periodicals	155	160	161	161	165	5	3.1%
535 .02 Business and Meal Expenses	274	500	500	500	500	-	0.0%
535 .04 Uniforms/Badges/Clothing	261	450	450	450	450	-	0.0%
Supplies	64,313	68,205	68,706	68,226	70,155	1,950	2.9%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	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	563	500	500	500	500	-	0.0%
605 .02 Marketing	-	500	500	500	500	-	0.0%
605 .03 Printing and Binding	-	500	500	500	500	-	0.0%
615 .02 Assn. Membership Dues & Fees	-	650	650	650	650	-	0.0%
630 .03 Bank and Merchant Charges	639	650	650	650	650	-	0.0%
635 .02 Janitorial and Cleaning Services	9,897	7,750	7,050	7,050	7,750	-	0.0%
635 .04 Software Maintenance Services	850	900	2,350	2,350	2,350	1,450	161.1%
635 .05 Furniture & Fixtures Maint Services	356	500	499	499	500	-	0.0%
635 .06 Building & Grounds Maint Services	6,668	18,200	18,200	17,190	13,200	(5,000)	-27.5%
635 .07 Machinery & Equip Maint Services	7,420	2,250	2,250	2,250	2,250	-	0.0%
635 .12 Technical Services	4,746	5,000	5,000	5,000	5,000	-	0.0%
640 .02 Engineering & Architectural Svcs	5,520	-	-	-	-	-	NA
645 .02 Rents and Leases-Machinery & Equip	338	500	500	500	500	-	0.0%
650 .01 Telecommunications	12,852	12,950	12,950	12,950	18,500	5,550	42.9%
650 .02 Electric, Water, Sewer & Solid Waste	40,173	39,890	46,500	46,500	46,500	6,610	16.6%
Contract/Purchased Services	90,022	94,240	101,599	100,589	102,850	8,610	9.1%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	2,000	4,000	4,000	2,750	750	37.5%
790 .25 Machinery and Equipment	1,581	5,000	1,750	1,750	2,750	(2,250)	-45.0%
790 .26 Computers, Printers and Copiers	1,787	2,000	2,000	2,000	3,000	1,000	50.0%
790 .35 Software	660	800	800	800	800	-	0.0%
Minor Capital Outlay	4,028	9,800	8,550	8,550	9,300	(500)	-5.1%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	6,489	8,360	8,360	8,310	10,120	1,760	21.1%
850 .01 Interdepartmental-Garage	77	-	-	-	-	-	NA
Interdepartmental Charges	6,566	8,360	8,360	8,310	10,120	1,760	21.1%
Total Expenditures by Type	470,782	499,251	512,161	508,125	551,982	52,731	10.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$181,607 – This account provides expenditures 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 expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$46,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Ted Ferry Civic Center.

505.00 Payroll Taxes: \$17,580 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$40,420 – This account provides expenditures for employer contributions to retirement plans for which the City participates.

507.00 Health and Life Insurance: \$60,270 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$6,780 – This account provides expenditures for employer contributions toward workers compensation.

508.00 Other Benefits: \$4,800 – This account provides 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 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 expenditures 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 expenditures 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 expenditures for cleaning and sanitation supplies.

510.05 Small Tools and Equipment: \$3,500 - This account provides expenditures 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: \$7,000 - This account provides expenditures for inventory purchases that are to be resold or rented to end users. Included are video and media equipment, and beverages and snacks. All expenditures under this account are fully recovered through sales.

515.02 Building and Grounds Maintenance Materials: \$4,500 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$165 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$36,000 - This account provides expenditures for heating fuel at the Ted Ferry Civic Center.

525.07 Machinery and Equipment Fuel and Lubricants: \$100 – This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operation of Ted Ferry Civic Center machinery and equipment.

530.02 Periodicals: \$165 - This account provides expenditures for newspapers, magazines and trade journals.

535.02 Business and Meal Expenses: \$500 - This account provides expenditures 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 expenditures for uniforms, badges and clothing purchased for use by department personnel.

600.01 Travel-Business: \$1,500 – This account provides expenditures 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 expenditures 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 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 third-parties.

605.01 Ads and Public Announcements: \$500 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are ads for personnel recruiting, requests for proposals and contracts.

605.02 Marketing: \$500 – This account provides 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 expenditures 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 expenditures for memberships in the International Association of Venue Managers and Meeting Professionals International.

630.03 Bank and Merchant Charges: \$650 – This account provides expenditures 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 expenditures for carpet cleaning and laundry services.

635.04 Software Maintenance Services: \$2,350 - This account provides expenditures 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 expenditures 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: \$13,200 - This account provides expenditures 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.

635.07 Machinery and Equipment Maintenance Services: \$2,250 - This account provides expenditures 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 expenditures 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 expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$18,500 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers. The proposed Safety & Security Upgrades 2020 capital project will require recurring monthly costs to operate the security cameras.

650.02 Electric, Water, Sewer & Solid Waste: \$46,500 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$2,750 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$2,750 - This account provides expenditures 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: \$3,000 - This account provides expenditures for replacing the Administrative Secretary's computer and Civic Center Manager's printer as recommended by the Information Technology department.

790.35 Software: \$800 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

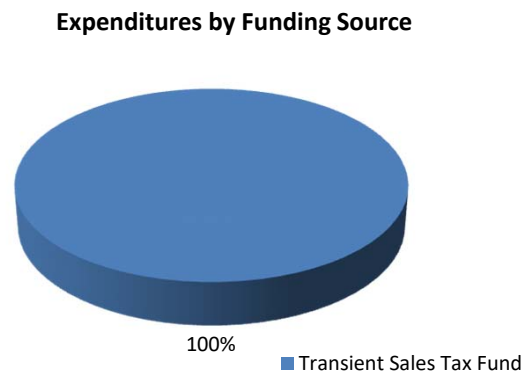
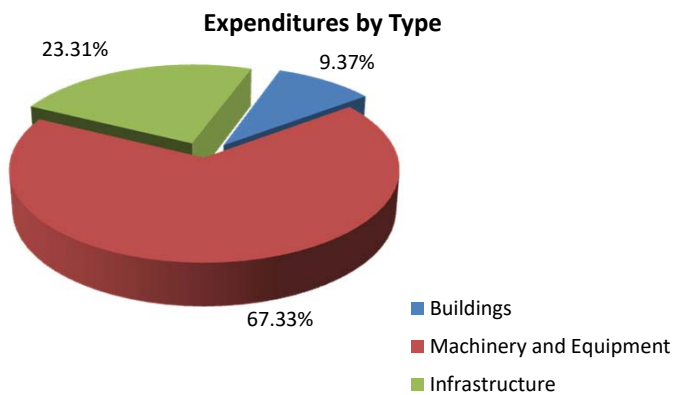
825.01 Interdepartmental Charges – Insurance: \$10,120 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Civic Center

Capital Budget

Major Capital Outlay	2018	2019			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	245,332	320,000	320,000	283,835	36,165	(283,835)	-88.7%
725.00 Machinery and Equipment	-	-	-	-	260,000	260,000	New
730.00 Infrastructure	-	-	-	-	90,000	90,000	0.0%
Total Major Capital Outlay	245,332	320,000	320,000	283,835	386,165	66,165	20.7%

Capital Improvement Projects		Funding Sources		
Project #	Project	Transient Sales Tax Fund		Total
705.00 Buildings				
	Operable Wall Replacement	36,165	-	36,165
	Total Buildings	36,165	-	36,165
725-00 Machinery and Equipment				
	Audio Visual System Upgrades	175,000	-	175,000
	Safety & Security Upgrades	85,000	-	85,000
	Total Machinery & Equipment	260,000	-	260,000
730-00 Infrastructure				
	Sidewalk Replacement	90,000	-	90,000
	Total Infrastructure	90,000	-	90,000
	Total Capital Budget	386,165	-	386,165



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Tourism and Economic Development

Summary

Tourism and Economic Development is comprised of one division, one program and one Capital Improvement Program. A significant portion of the funding for many of the activities 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	162,450	172,450	215,950	215,950	172,450	-	0.0%
Ambassador Program	-	-	-	-	117,040	117,040	New
CPV Funded Programs	-	-	20,000	20,000	-	-	NA
Capital Improvement Program	15,000	40,000	290,000	123,142	1,357,462	1,317,462	3293.7%
Total	177,450	212,450	525,950	359,092	1,646,952	1,434,502	675.2%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	-	-	-	-	107,040	107,040	New
Supplies	-	-	-	-	8,000	8,000	New
Contract/Purchased Services	162,450	172,450	235,950	235,950	172,950	500	0.3%
Interdepartmental Charges	-	-	-	-	1,500	1,500	New
Major Capital Outlay	15,000	40,000	290,000	123,142	1,357,462	1,317,462	3293.7%
Total	177,450	212,450	525,950	359,092	1,646,952	1,434,502	675.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	177,450	172,450	215,950	215,950	172,450	-	0.0%
CPV Special Revenue Fund	-	-	20,000	20,000	117,040	117,040	New
CPV Capital Project Fund	-	-	250,000	123,142	1,357,462	1,357,462	New
Community Facilities Development Fund	-	40,000	40,000	-	-	(40,000)	-100.0%
Total	177,450	212,450	525,950	359,092	1,646,952	1,434,502	675.2%

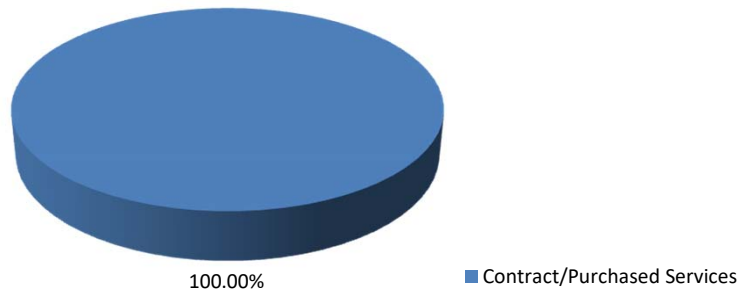
The Operations Division accounts for the resources used to support general expenses arising from the City efforts to promote and encourage tourism and economic development in our community. A significant portion of the funding for many of the activities administered by the Operations Division are funded from local economic development funds.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	162,450	172,450	215,950	215,950	172,450	-	0.0%
Total Expenditures	162,450	172,450	215,950	215,950	172,450	-	0.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	162,450	172,450	215,950	215,950	172,450	-	0.0%
Total Funding	162,450	172,450	215,950	215,950	172,450	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the operating budget for 2019 and the proposed operating budget for 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
635 08 Infrastructure and Plant Maintenance Services		10,000	10,000	10,000	10,000	-	0.0%
635 13 Marketing Services	162,450	162,450	162,450	162,450	162,450	-	0.0%
640 .04 Management & Consulting Services	-	-	43,500	43,500	-	-	0.0%
Contract/Purchased Services	162,450	172,450	215,950	215,950	172,450	-	0.0%
Total Expenditures by Type	162,450	172,450	215,950	215,950	172,450	-	0.0%

NARRATIVE

635.08 Infrastructure & Plant Maintenance Services: \$10,000 - This account provides expenditures for services to repair and maintain infrastructure owned or leased by the City for tourism and other economic development activities.

635.12 Marketing Services: \$162,450 - This account provides expenditures 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
2020 Operating and Capital Budget
Tourism and Economic Development

Ambassador Program 1440-140

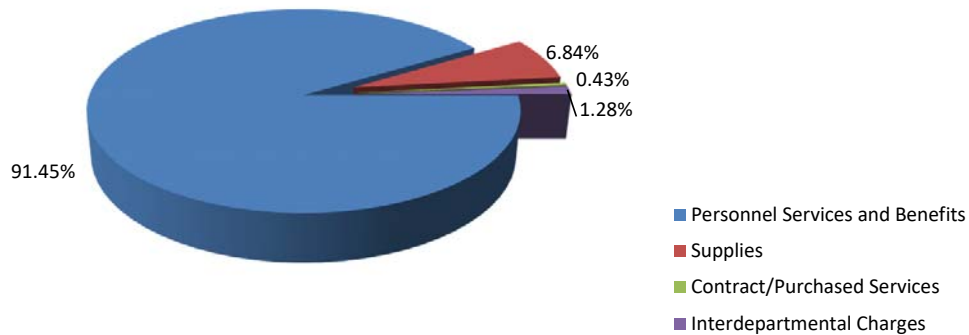
The Ambassador Program accounts for the resources used to support a seasonal program to assist visitors to the downtown core and assist in the enforcement of provisions enacted in the Ketchikan Municipal Code that are intended to provide a safe and welcoming environment for visitors to our community. General expenses arise from the City's efforts to promote and encourage tourism and economic development in our community. Proceeds from the State of Alaska Commercial Vessel Passenger Excise Tax have been designated as the prime source of funding for the program.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	-	-	-	-	107,040	107,040	New
Supplies	-	-	-	-	8,000	8,000	New
Contract/Purchased Services	-	-	-	-	500	500	New
Interdepartmental Charges	-	-	-	-	1,500	1,500	New
Total Expenditures	-	-	-	-	117,040	117,040	New

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
CPV Special Revenue Fund	-	-	-	-	117,040	117,040	New
Total Funding	-	-	-	-	117,040	117,040	New

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personal Services and Benefits (\$107,040) and Supplies (\$8,000) are new to the Tourism & Economic Department and the appropriations are intended to fund a seasonal "Ambassador" program in the downtown from Deermount Street to Schoenbar Road. Separate from Port security staff and crossing guards, these positions are intended to specifically interact with seasonal visitors by offering assistance, providing directions, answering questions, etc. More importantly, the "Ambassador" positions will also be vested with the authority to enforce provisions of the Ketchikan Municipal Code pertaining to hawking and barking, littering, etc. The intent is to have four "Ambassadors" on duty for eight/ten hour shifts when ships are in Port from May through September.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Tourism and Economic Development

Ambassador Program 1440-140

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
502 .01 Temporary Wages	-	-	-	-	96,000	96,000	New
505 .00 Payroll Taxes	-	-	-	-	7,350	7,350	New
507 .30 Workers Compensation	-	-	-	-	3,210	3,210	New
508 .00 Other Benefits	-	-	-	-	480	480	New
Personnel Services and Benefits	-	-	-	-	107,040	107,040	New
Supplies							
510 02 Operating Supplies	-	-	-	-	2,000	2,000	New
535 04 Uniforms/Badges/Clothing	-	-	-	-	6,000	6,000	New
Supplies	-	-	-	-	8,000	8,000	New
Contract/Purchased Services							
605 01 Ads & Public Announcements	-	-	-	-	500	500	New
Contract/Purchased Services	-	-	-	-	500	500	New
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	-	-	-	-	1,500	1,500	New
Interdepartmental Charges	-	-	-	-	1,500	1,500	New
Total Expenditures by Type	-	-	-	-	117,040	117,040	New

NARRATIVE

502.01 Temporary Wages: \$96,000 - This account provides expenditures for compensation paid to salaried and hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$7,350 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

507.30 Workers' Compensation: \$3,210 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$480 – This account provides expenditures 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: \$2,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, posters, citations, parking tickets, public trash can and cigarette urn liners, medical supplies, etc.

535.04 Uniforms/Clothing/Badges: \$6,000 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, slacks, raingear, hats, boots and gloves.

605.01 Ads and Public Announcements: \$500 - This account provides expenditures for announcements in publications, newspapers, internet, or broadcast over radio and television. Included are public service announcements, etc.

825.01 Interdepartmental Charges-Insurance: \$1,500 – This account provides expenditures for the department’s share of the City’s risk management program.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Tourism and Economic Development

CPV Funded Programs 1440-141

The CPV Funded Programs account for the resources used to fund a variety of minor programs that support tourism and economic development. Proceeds from the State of Alaska Commercial Vessel Passenger Excise Tax have been designated as the prime source of funding for these programs.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	-	-	20,000	20,000	-	-	NA
Total Expenditures	-	-	20,000	20,000	-	-	NA

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
CPV Special Revenue Fund	-	-	20,000	20,000	-	-	NA
Total Funding	-	-	20,000	20,000	-	-	NA

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
640 .04 Management & Consulting Services	-	-	20,000	20,000	-	-	NA
Contract/Purchased Services	-	-	20,000	20,000	-	-	NA
Total Expenditures by Type	-	-	20,000	20,000	-	-	NA

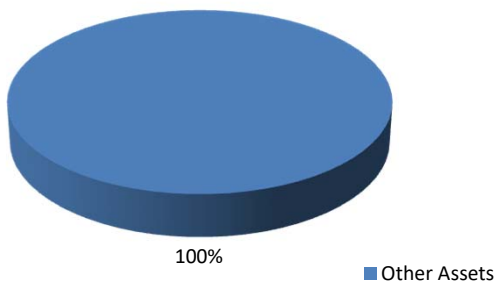
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Tourism & Economic Development

Capital Budget

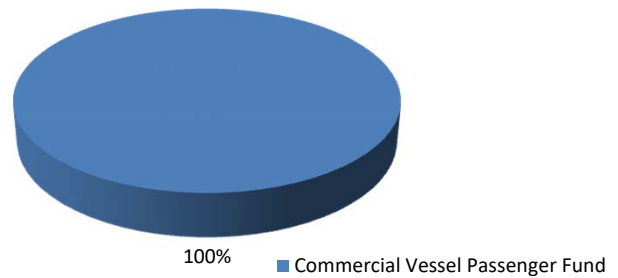
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Amount	%
730.00 Infrastructure & Plant	15,000	-	250,000	123,142	-	-	NA
740.00 Other Assets	-	40,000	40,000	-	1,357,462	1,317,462	3293.7%
Total Major Capital Outlay	15,000	40,000	290,000	123,142	1,357,462	1,317,462	3293.7%

Capital Improvement Projects		Funding Sources		
Project #	Project	Commercial Vessel Passenger Fund		Total
740.00 Other Assets				
	Creek Street Area - Safety and Security	17,462		17,462
	Downtown Visitor Amenities	500,000		500,000
	Creek Street Boardwalk Improvements	300,000		300,000
	Stedman Street Restroom Facilities	100,000		100,000
	Thomas Basin Promenade	400,000		400,000
	Timber and Wood Products Interpretive Exhibit at Spruce Mill	15,000		15,000
	Stamp Mill Interpretive Exhibit	25,000		25,000
	Total Other Assets	1,357,462	-	1,357,462
	Total Capital Budget	1,357,462	-	1,357,462

Expenditures by Type



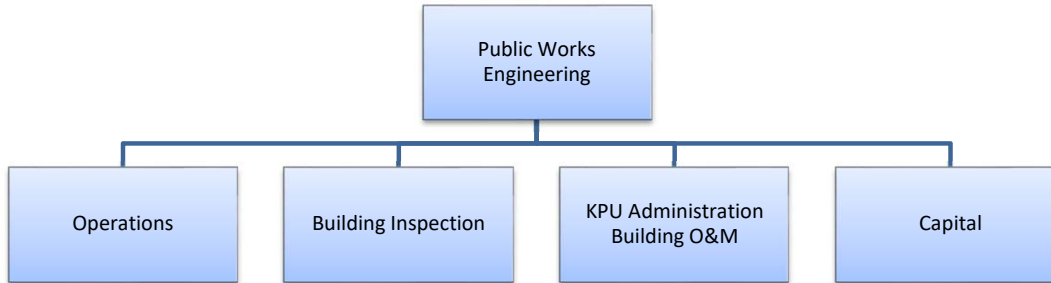
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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 thirteen (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	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Engineering	1,173,954	1,667,633	1,668,093	1,364,425	1,802,718	135,085	8.1%
Building Inspection	237,673	264,225	268,695	252,850	291,133	26,908	10.2%
KPU Administration Building O&M	85,072	103,920	121,690	120,840	141,590	37,670	36.2%
Capital Improvement Program	81,697	436,000	436,000	326,000	267,000	(169,000)	-38.8%
Total	1,578,396	2,471,778	2,494,478	2,064,115	2,502,441	30,663	1.2%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,269,438	1,763,088	1,766,758	1,448,695	1,901,141	138,053	7.8%
Supplies	39,749	43,930	43,180	42,880	43,650	(280)	-0.6%
Contract/Purchased Services	166,176	186,170	202,760	201,110	229,660	43,490	23.4%
Minor Capital Outlay	8,117	23,200	23,200	22,950	31,950	8,750	37.7%
Interdepartmental Charges/Reimb Credits	13,219	19,390	22,580	22,480	29,040	9,650	49.8%
Major Capital Outlay	81,697	436,000	436,000	326,000	267,000	(169,000)	-38.8%
Total	1,578,396	2,471,778	2,494,478	2,064,115	2,502,441	30,663	1.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	766,667	1,160,602	1,177,971	962,863	1,257,964	97,362	8.4%
Licenses and Permits	94,852	115,000	115,000	130,000	130,000	15,000	13.0%
Charges for Services	6,019	7,000	7,000	6,000	6,000	(1,000)	-14.3%
Public Works Sales Tax Fund	81,697	436,000	436,000	326,000	267,000	(169,000)	-38.8%
Solid Waste Fund	147,684	195,000	195,000	162,000	214,000	19,000	9.7%
Wastewater Fund	284,060	323,000	323,000	267,000	348,000	25,000	7.7%
Harbor Fund	35,865	53,000	53,000	44,000	59,000	6,000	11.3%
Port Fund	27,036	35,000	35,000	33,000	44,000	9,000	25.7%
KPU Enterprise Fund	134,516	147,176	152,507	133,252	176,477	29,301	19.9%
Total	1,578,396	2,471,778	2,494,478	2,064,115	2,502,441	30,663	1.2%

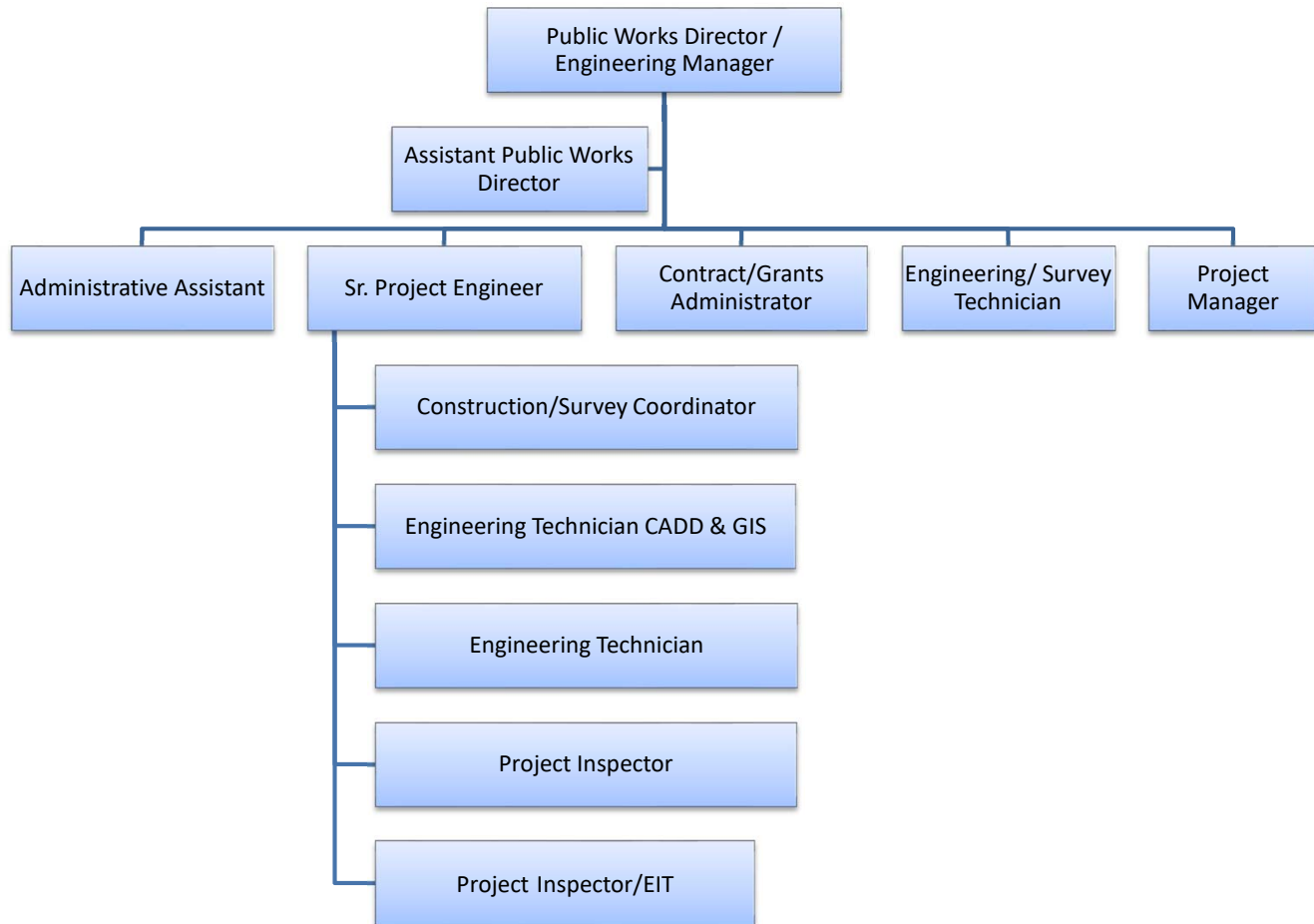
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Summary

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted /2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Engineering	10.00	11.00	11.00	11.00	957,823	-	0.0%
Building Inspection	2.00	2.00	2.00	2.00	157,263	-	0.0%
Total	12.00	13.00	13.00	13.00	1,115,086	-	0.0%

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 2020

- The Public Works Engineering Division will provide complete engineering services, including design, drafting, estimating, 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 (City) and the divisions of Ketchikan Public Utilities (KPU).
- Continue to improve data management of all municipal facilities and properties.
- Focus on in-house design, bidding and construction management/inspection in order to reduce consultant expenditures.
- Provide excellent customer service to City/KPU, residents, businesses and agencies of the community and state.
- 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.
- Implement new GIS software through the City & KPU.
- Implement new high definition aerial photographs for City and KPU use.
- Continue implementation of long term strategies for staff retention
- Continue focus on improving accessibility for the disabled population.
- Continue focus on improving road conditions and creating safer streets and sidewalks.

- Continue focus on maintaining purity of Ketchikan's urban creeks.
- Launch a new, streamlined, all inclusive permit application.
- Issue a comprehensive book of standard details for municipal construction.

ACCOMPLISHMENTS FOR 2019

- 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 building, excavation and sewer permits for work in the public right-of-way.
- Administered the Bayview Cemetery Operations and Maintenance Contract.
- 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 inspection and maintenance activities.
- Administered 2019 Safer Streets and Sidewalks Projects, with notable improvements on the route of the walking tour and the Schoenbar Road corridor.
- Facilitated repairs of municipally owned buildings and facilities.
- Disposed of City surplus equipment and vehicles via auction.
- Administered vehicle and equipment procurement contracts.
- Identified, designed and implemented solutions to neighborhood storm drainage problems.
- Administered 2019 asphalt overlay projects.
- Provided surveying services for General Government and KPU.
- Provided numerous parking, restriping and sign upgrades.
- Drafted and submitted numerous State loan applications.
- Negotiated CDBG grant agreement and issued design contract.
- Provided technical support to the City Manager's Office and City Council on surplus property sale of old Fire Station No. 1 and other properties.
- Provided technical support to the City Manager's Office and City Council on uplands improvements associated with proposed Port expansion.
- Designed and constructed Berth III parking lot and pedestrian improvements.
- Designed and constructed a new Grant St. trestle abutment and retaining wall.
- Administered design and construction of Fire Station No. 2 overhead door replacement.
- Conducted a study of the Centennial Building exterior envelope.
- Administered design and bidding of TFCC operable wall replacement.
- Removed underground fuel tank and transitioned piping to new above ground tanks for the hospital.
- Administered and inspected design and construction of the Library column repair.
- Designed and constructed Phase 1 of the Solid Waste building concrete approach slab.
- Implemented Phase 1 of the PW Admin Building parking lot reconstruction.
- Played an active role in ADEC's effort to quantify the water quality of Ketchikan's urban creeks.
- Served as liaison between stakeholders for numerous State of Alaska construction projects.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,058,525	1,520,993	1,520,993	1,218,125	1,634,108	113,115	7.4%
Supplies	23,532	36,830	36,080	36,080	36,850	20	0.1%
Contract/Purchased Services	78,519	73,060	73,810	73,010	81,560	8,500	11.6%
Minor Capital Outlay	3,948	22,500	22,500	22,500	30,500	8,000	35.6%
Interdepartmental Charges	9,430	14,250	14,710	14,710	19,700	5,450	38.2%
Total Expenditures	1,173,954	1,667,633	1,668,093	1,364,425	1,802,718	135,085	8.1%

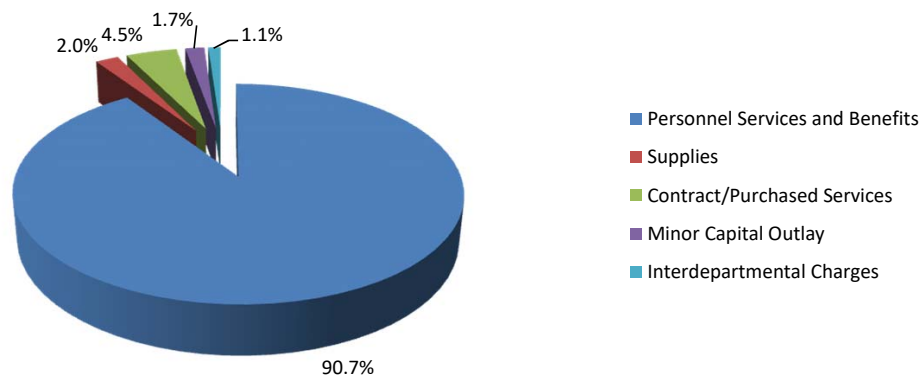
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	564,296	938,633	939,093	755,425	997,718	59,085	6.3%
Charges for Services	6,019	7,000	7,000	6,000	6,000	(1,000)	-14.3%
Solid Waste Fund	147,684	195,000	195,000	162,000	214,000	19,000	9.7%
Wastewater Fund	284,060	323,000	323,000	267,000	348,000	25,000	7.7%
Harbor Fund	35,865	53,000	53,000	44,000	59,000	6,000	11.3%
Port Fund	27,036	35,000	35,000	33,000	44,000	9,000	25.7%
KPU Enterprise Fund	108,994	116,000	116,000	97,000	134,000	18,000	15.5%
Total Funding	1,173,954	1,667,633	1,668,093	1,364,425	1,802,718	135,085	8.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted /2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director/Engineering Manager	1.00	1.00	1.00	1.00	145,167	-	0.0%
Assistant Public Works Director	1.00	1.00	1.00	1.00	131,515	-	0.0%
Sr. Project Engineer	1.00	1.00	1.00	1.00	115,650	-	0.0%
Project Manager	-	1.00	1.00	1.00	86,367	-	0.0%
Construction/Survey Coordinator	1.00	-	-	-	-	-	NA
Contract/Grants Administrator	1.00	1.00	1.00	1.00	72,857	-	0.0%
Public Works Inspector	1.00	1.00	1.00	1.00	74,366	-	0.0%
Project Inspector/EIT	-	1.00	1.00	1.00	80,843	-	0.0%
Sr. Engineering Technician	1.00	1.00	1.00	-	-	(1.00)	-100.0%
Engineering Technician	1.00	1.00	1.00	1.00	71,809	-	0.0%
Engineering/Survey Technician	-	-	-	1.00	63,739	1.00	New
Engineering Tech/CADD & GIS	1.00	1.00	1.00	1.00	59,149	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	56,361	-	0.0%
Total	10.00	11.00	11.00	11.00	957,823	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$113,115, or by 7.4%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.
- Software & Equipment Maintenance Services (Account No. 635.04) increased by \$5,000, or by 28.6%, due to the addition of annual maintenance fees incurred from the GIS conversion to ESRI. Once the ESRI conversion is complete, this account will return to the 2019 level.
- Machinery & Equipment (Account No. 790.25) increased by \$8,000 to fund the purchase of an additional GPS data collector. The division has set up the base station to have the capability to support multiple data collectors, which provides operational flexibility to have two employees collecting survey data at the same time. With the planned large scale water and sewer project on Schoenbar Road, this capability is needed.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$5,450, or by 38.2%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values. Commercial general liability insurance premiums have been increasing due to poor claims experience.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	674,683	872,968	872,968	737,000	957,823	84,855	9.7%
501 .01 Overtime Wages	17,944	50,000	50,000	21,940	50,000	-	0.0%
502 .01 Temporary Wages	14,397	35,000	35,000	35,000	35,000	-	0.0%
505 .00 Payroll Taxes	51,032	73,290	73,290	58,760	79,780	6,490	8.9%
506 .00 Pension	129,280	157,830	157,830	130,970	166,480	8,650	5.5%
507 .00 Health and Life Insurance	159,443	290,600	290,600	197,530	298,200	7,600	2.6%
507 .30 Workers Compensation	13,403	16,180	16,180	15,420	20,500	4,320	26.7%
508 .00 Other Benefits	(3,157)	23,300	23,300	19,680	24,500	1,200	5.2%
509 .03 Allowances-PW Clothing	1,500	1,750	1,750	1,750	1,750	-	0.0%
509 .08 Allowances-Medical Expenses	-	75	75	75	75	-	0.0%
Personnel Services and Benefits	1,058,525	1,520,993	1,520,993	1,218,125	1,634,108	113,115	7.4%
Supplies							
510 .01 Office Supplies	8,681	15,000	14,250	14,250	15,000	-	0.0%
510 .02 Operating Supplies	5,990	6,000	6,000	6,000	6,000	-	0.0%
510 .03 Safety Program Supplies	1,359	2,000	2,000	2,000	2,000	-	0.0%
510 .05 Small Tools and Equipment	3,635	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	-	1,000	1,000	1,000	1,000	-	0.0%
520 .02 Postage	1,068	1,030	1,030	1,030	1,050	20	1.9%
525 .04 Vehicle Motor Fuel & Lubricants	2,704	5,000	5,000	5,000	5,000	-	0.0%
530 .03 Professional and Technical Publications	-	500	500	500	500	-	0.0%
535 .02 Business and Meal Expenses	95	2,000	2,000	2,000	2,000	-	0.0%
Supplies	23,532	36,830	36,080	36,080	36,850	20	0.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,121	5,000	5,000	5,000	5,000	-	0.0%
600 .02 Travel-Training	2,372	6,000	6,000	6,000	6,000	-	0.0%
600 .03 Training and Education	4,374	6,000	6,000	6,000	6,000	-	0.0%
605 .01 Ads and Public Announcements	9,206	10,000	10,000	10,000	10,000	-	0.0%
615 .01 Professional & Technical Licenses	335	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	540	1,000	1,000	1,000	1,000	-	0.0%
630 .01 Buildings & Operating Permits	350	350	350	350	350	-	0.0%
630 .02 Vehicle Licenses	20	60	110	60	60	-	0.0%
630 .05 Software Licenses	3,499	4,250	4,200	4,200	4,250	-	0.0%
630 .06 Service Charges & Fees	395	650	650	650	650	-	0.0%
635 .04 Software Maintenance Services	18,348	17,500	17,500	17,500	22,500	5,000	28.6%
635 .07 Machinery & Equipment Maintenance Ser	1,737	1,000	1,750	1,000	1,000	-	0.0%
640 .02 Engineering & Architectural Services	12,609	2,500	2,500	2,500	2,500	-	0.0%
640 .04 Management and Consulting Services	14,190	4,250	4,250	4,250	4,250	-	0.0%
650 .01 Telecommunications	9,423	13,000	13,000	13,000	16,500	3,500	26.9%
Contract/Purchased Services	78,519	73,060	73,810	73,010	81,560	8,500	11.6%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	160	5,000	5,000	5,000	5,000	-	0.0%
790 .25 Machinery & Equipment	-	-	-	-	8,000	8,000	New
790 .26 Computers, Printers & Copiers	3,185	13,500	13,500	13,500	13,500	-	0.0%
790 .35 Software	603	4,000	4,000	4,000	4,000	-	0.0%
Minor Capital Outlay	3,948	22,500	22,500	22,500	30,500	8,000	35.6%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	9,430	14,250	14,710	14,710	19,700	5,450	38.2%
Interdepartmental Charges	9,430	14,250	14,710	14,710	19,700	5,450	38.2%
Total Expenditures by Type	1,173,954	1,667,633	1,668,093	1,364,425	1,802,718	135,085	8.1%

NARRATIVE

500.01 Regular Salaries & Wages: \$957,823 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Engineering Division.

501.01 Overtime Wages: \$50,000 – This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Engineering Division.

505.00 Payroll Taxes: \$79,780 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$166,480 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$298,200 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$20,500 – This account provides for employer contributions to workers' compensation.

508.00 Other Benefits: \$24,500 – 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$1,050 - 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 expenditures 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 expenditures 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 expenditures 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 expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$6,000 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

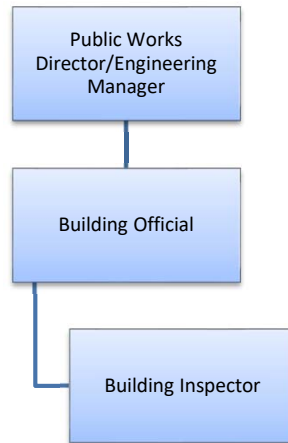
- 600.03 Training & Education: \$6,000** - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.
- 605.01 Ads & Public Announcements: \$10,000** - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.
- 630.02 Vehicle Licenses: \$60** – This account provides expenditures for licensing City vehicles for operations on public highways.
- 630.05 Software Licenses: \$4,250** – This account provides expenditures for acquiring licenses for the right to use proprietary software.
- 630.06 Service Charges & Fees: \$650** - This account provides expenditures 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: \$22,500** - This account provides expenditures 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 expenditures 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 expenditures for engineering and architectural services, such as asbestos clearance monitoring.
- 640.04 Management & Consulting Services: \$4,250** - This account provides expenditures 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: \$16,500** - This account provides for expenditures 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 expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, conference room chairs, workstations, file cabinets, storage cabinets and building fixtures.
- 790.25 Machinery & Equipment: \$8,000** - This account provides expenditures for the one-time purchase of an additional GPS data collector, which will enable staff to use two stations concurrently when conducting surveying activities.
- 790.26 Computers, Printers & Copiers: \$13,500** - This account provides 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 expenditures 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: \$19,700 - This account provides expenditures 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 2020

- 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 2019

- 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.
- Continued to update and provide 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 recertifications required to perform their duties.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

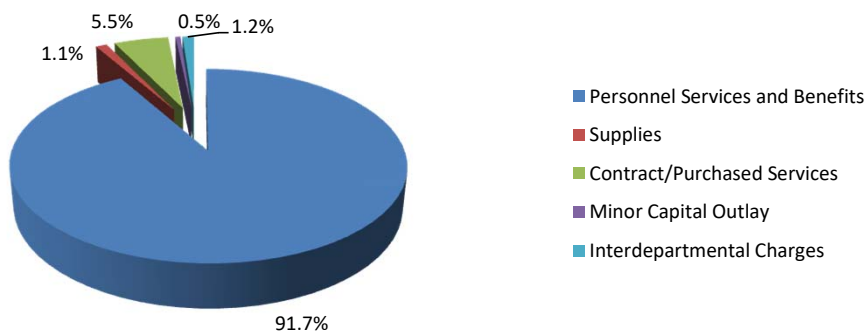
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	210,913	242,095	245,765	230,570	267,033	24,938	10.3%
Supplies	6,049	3,600	3,600	3,300	3,300	(300)	-8.3%
Contract/Purchased Services	14,801	15,190	15,990	15,990	15,990	800	5.3%
Minor Capital Outlay	4,169	700	700	450	1,450	750	107.1%
Interdepartmental Charges	1,741	2,640	2,640	2,540	3,360	720	27.3%
Total Expenditures	237,673	264,225	268,695	252,850	291,133	26,908	10.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	142,821	149,225	153,695	122,850	161,133	11,908	8.0%
Licenses and Permits	94,852	115,000	115,000	130,000	130,000	15,000	13.0%
Total Funding	237,673	264,225	268,695	252,850	291,133	26,908	10.2%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted /2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Building Official	1.00	1.00	1.00	1.00	85,810	-	0.0%
Building Inspector	1.00	1.00	1.00	1.00	71,453	-	0.0%
Total	2.00	2.00	2.00	2.00	157,263	-	0.0%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$24,938, or by 10.3%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	131,298	136,555	140,125	140,120	157,263	20,708	15.2%
501 .01 Overtime Wages	989	15,000	15,000	6,390	15,000	-	0.0%
502 .01 Temporary Wages	-	5,000	5,000	1,670	5,000	-	0.0%
505 .00 Payroll Taxes	9,465	11,980	11,980	10,880	13,570	1,590	13.3%
506 .00 Pension	17,082	19,490	19,490	17,940	19,490	-	0.0%
507 .00 Health and Life Insurance	40,158	41,520	41,520	41,180	42,650	1,130	2.7%
507 .30 Workers Compensation	6,589	8,360	8,360	8,100	9,500	1,140	13.6%
508 .00 Other Benefits	4,832	3,690	3,790	3,790	4,060	370	10.0%
509 .03 Allowances-PW Clothing	500	500	500	500	500	-	0.0%
Personnel Services and Benefits	210,913	242,095	245,765	230,570	267,033	24,938	10.3%
Supplies							
510 .01 Office Supplies	214	300	300	300	300	-	0.0%
510 .03 Safety Program Supplies	-	400	400	100	100	(300)	-75.0%
510 .05 Small Tools & Equipment	17	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,756	1,800	1,800	1,800	1,800	-	0.0%
530 .03 Professional & Technical Publications	4,062	1,000	1,000	1,000	1,000	-	0.0%
535 .04 Uniforms/Badges/Clothing	-	-	-	-	-	-	0.0%
Supplies	6,049	3,600	3,600	3,300	3,300	(300)	-8.3%
Contract/Purchased Services							
600 .02 Travel-Training	-	3,000	3,000	3,000	3,000	-	0.0%
600 .03 Training and Education	2,350	2,000	2,000	2,000	2,000	-	0.0%
615 .01 Professional & Technical Licenses	-	400	400	400	400	-	0.0%
615 .02 Assn. Membership Dues & Fees	560	650	650	650	650	-	0.0%
630 .02 Vehicle License Fees	35	40	40	40	40	-	0.0%
630 .03 Bank & Merchant Fees	1,372	1,200	2,000	2,000	2,000	800	66.7%
635 .04 Software & Equip Maint Services	181	200	200	200	200	-	0.0%
640 .04 Management and Consulting Services	8,564	5,700	5,700	5,700	5,700	-	0.0%
650 .01 Telecommunications	1,739	2,000	2,000	2,000	2,000	-	0.0%
Contract/Purchased Services	14,801	15,190	15,990	15,990	15,990	800	5.3%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	500	500	250	250	(250)	-50.0%
790 .26 Computers, Printers & Copiers	4,169	-	-	-	1,000	1,000	New
790 .35 Software	-	200	200	200	200	-	0.0%
Minor Capital Outlay	4,169	700	700	450	1,450	750	107.1%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,741	2,640	2,640	2,540	3,360	720	27.3%
Interdepartmental Charges	1,741	2,640	2,640	2,540	3,360	720	27.3%
Total Expenditures by Type	237,673	264,225	268,695	252,850	291,133	26,908	10.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$157,263 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

501.01 Overtime Wages: \$15,000 - This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Building Inspection Division.

505.00 Payroll Taxes: \$13,570 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$19,490 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$42,650 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$9,500 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$4,060 – This account provides 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 expenditures 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 expenditures 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: \$100 - This account provides expenditures 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 expenditures 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 expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

530.03 Professional & Technical Publications: \$1,000 - This account provides expenditures 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 expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$2,000 - 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.

615.01 Professional & Technical Licenses: \$400 – This account provides expenditures for recertification fees for employees requiring a license in order to perform their duties.

615.02 Assn. Membership Dues & Fees: \$650 – This account provides expenditures 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 expenditures for licensing City vehicles for operations on public highways.

630.03 Bank & Merchant Fees: \$2,000 – This account provides expenditures 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 expenditures 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 expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

790.15 Furniture & Fixtures: \$250 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.26 Computers, Printers & Copiers: \$1,000 - This account provides expenditures for minor purchases of network systems, computers, monitors, printers and copiers.

790.35 Software: \$200 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$3,360 - This account provides expenditures for risk management services and claims.

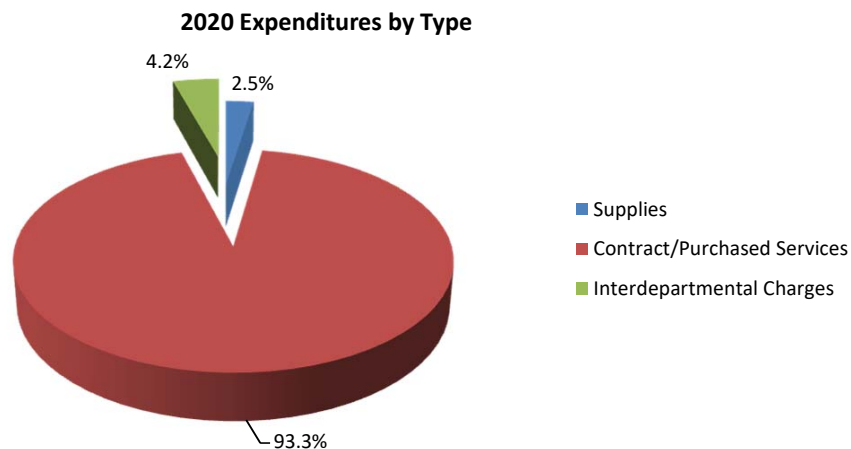
MISSION STATEMENT

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	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	10,168	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services	72,856	97,920	112,960	112,110	132,110	34,190	34.9%
Interdepartmental Charges	2,048	2,500	5,230	5,230	5,980	3,480	139.2%
Total Expenditures	85,072	103,920	121,690	120,840	141,590	37,670	36.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	59,550	72,744	85,183	84,588	99,113	26,369	36.2%
KPU Enterprise Fund	25,522	31,176	36,507	36,252	42,477	5,970	36.2%
Total Funding	85,072	103,920	121,690	120,840	141,590	37,670	36.2%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Janitorial and Cleaning Services (Account No. 635.02) increased by \$19,150, or 2,253%, due to the elimination of the KPU Custodian position. Admin Building janitorial services will be provided by a private contractor.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$15,040, or by 32.3%. Electric utility rates have been programmed to increase by 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
515 .02 Building & Grounds Maint Materials	10,168	3,500	3,500	3,500	3,500	-	0.0%
Supplies	10,168	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services							
635 .02 Janitorial & Cleaning Services	2,835	850	5,850	5,000	20,000	19,150	2252.9%
635 .06 Building & Grounds Maint Services	14,443	30,450	25,450	25,450	30,450	-	0.0%
650 .01 Telecommunications	16,519	20,000	20,000	20,000	20,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	39,059	46,620	61,660	61,660	61,660	15,040	32.3%
Contract/Purchased Services	72,856	97,920	112,960	112,110	132,110	34,190	34.9%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	2,048	2,500	5,230	5,230	5,980	3,480	139.2%
Interdepartmental Charges	2,048	2,500	5,230	5,230	5,980	3,480	139.2%
Total Expenditures by Type	85,072	103,920	121,690	120,840	141,590	37,670	36.2%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$3,500 – This account provides expenditures 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: \$20,000 – This account provides 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 expenditures 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 expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services and Internet.

650.02 Electric, Water, Sewer & Solid Waste: \$61,660 - This account provides expenditures for electric, water, sewer and solid waste utility services.

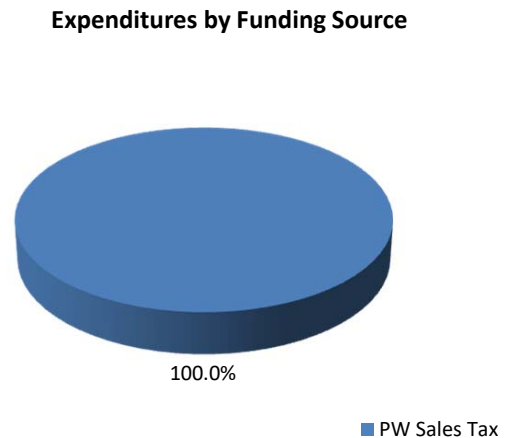
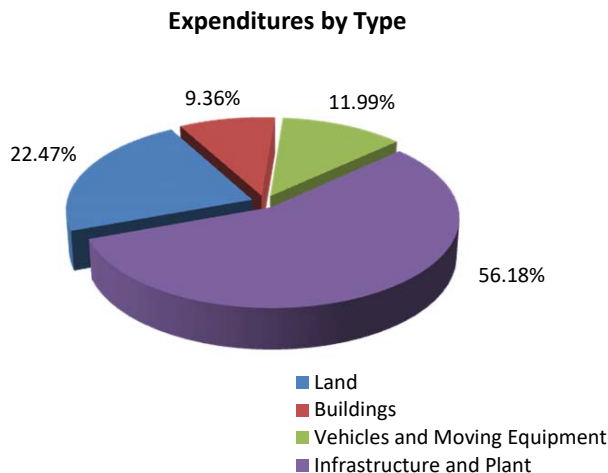
825.01 Interdepartmental Charges – Insurance: \$5,980 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted /2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
700.00 Land	50,469	75,000	75,000	75,000	60,000	(15,000)	-20.0%
705.00 Buildings	-	7,000	7,000	-	25,000	18,000	257.1%
720.00 Vehicles and Moving Equipment	31,228	30,000	30,000	27,000	32,000	2,000	6.7%
730.00 Infrastructure and Plant	-	125,000	125,000	125,000	150,000	25,000	20.0%
740.00 Other Capital Assets	-	199,000	199,000	99,000	-	(199,000)	-100.0%
Total Major Capital Outlay	81,697	436,000	436,000	326,000	267,000	(169,000)	-38.8%

Capital Improvement Projects	Funding Sources			Total
	PW Sales Tax			
700.00 Land				
Dangerous Bldg Abatement/Foreclosed Property Remediation	60,000			60,000
Total Land	60,000	-	-	60,000
705.00 Buildings				
Admin Building Heating Upgrade	25,000			25,000
Total Building	25,000	-	-	25,000
720.00 Vehicles & Moving Equipment				
Replacement Vehicle for Engineering Staff	32,000			32,000
Total Vehicles and Moving Equipment	32,000	-	-	32,000
730.00 Infrastructure and Plant				
Admin Bldg Parking Lot Repair	150,000			150,000
Total Infrastructure and Plant	150,000	-	-	150,000
Total Capital Budget	267,000	-	-	267,000



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	83,663	89,020	89,020	87,800	91,630	2,610	2.9%
Capital Improvement Program	24,979	160,000	160,000	137,000	224,000	64,000	40.0%
Total	108,642	249,020	249,020	224,800	315,630	66,610	26.7%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	5,333	5,190	5,190	4,190	5,190	-	0.0%
Contract/Purchased Services	77,205	82,400	82,400	82,300	82,400	-	0.0%
Minor Capital Outlay	351	500	500	400	3,000	2,500	500.0%
Interdepartmental Charges	774	930	930	910	1,040	110	11.8%
Major Capital Outlay	24,979	160,000	160,000	137,000	224,000	64,000	40.0%
Total	108,642	249,020	249,020	224,800	315,630	66,610	26.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	78,663	84,020	84,020	82,800	86,630	2,610	3.1%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Cemetery Development Fund	4,971	28,583	28,583	27,000	4,583	(24,000)	-84.0%
Public Works Sales Tax Fund	20,008	131,417	131,417	110,000	219,417	88,000	67.0%
Total	108,642	249,020	249,020	224,800	315,630	66,610	26.7%

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 2020

- Continue maintenance of cemetery grounds, drainage system, buildings and public facilities to provide a respectful and pleasant place for past loved ones and their visitors.
- Replace failed underdrain system in Section 2 and other drainage improvements.
- Continue planning for cemetery expansion; focusing on crypts and niches and Section 10 development.

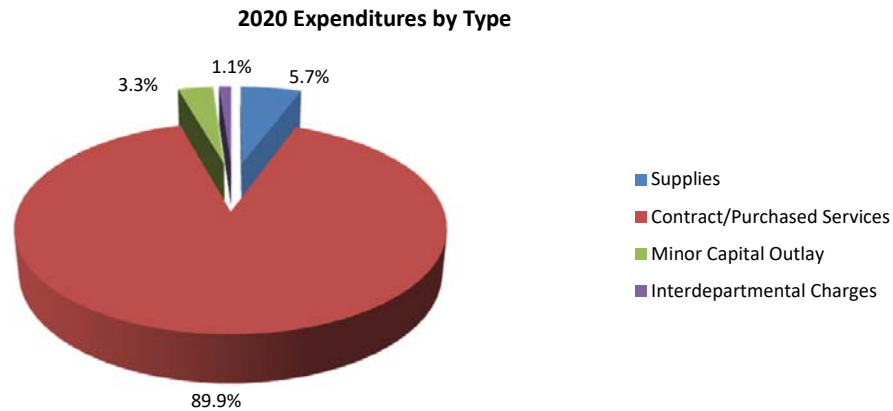
ACCOMPLISHMENTS FOR 2019

- Resurfaced walkway and surrounding area of "New Garden Mausoleum."
- Placed asphalt pavement in the parking area for "New Garden Mausoleum."
- Grading and drainage improvements.
- Refurbished existing benches and added new benches.
- Continued planning for cemetery expansion; focusing on crypts and niches.
- Procured a refurbished casket lift.
- Replaced failing retaining wall and created two new parking spaces.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	5,333	5,190	5,190	4,190	5,190	-	0.0%
Contract/Purchased Services	77,205	82,400	82,400	82,300	82,400	-	0.0%
Minor Capital Outlay	351	500	500	400	3,000	2,500	500.0%
Interdepartmental Charges	774	930	930	910	1,040	110	11.8%
Total Expenditures	83,663	89,020	89,020	87,800	91,630	2,610	2.9%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	78,663	84,020	84,020	82,800	86,630	2,610	3.1%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Total Funding	83,663	89,020	89,020	87,800	91,630	2,610	2.9%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed budget for 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	190	190	190	190	-	0.0%
515 .01 Vehicle Maint Materials	2,652	-	-	-	-	-	NA
515 .02 Building & Grounds Maint Materials	1,350	3,500	3,500	2,500	3,500	-	0.0%
525 .03 Heating Fuel	1,331	1,500	1,500	1,500	1,500	-	0.0%
Supplies	5,333	5,190	5,190	4,190	5,190	-	0.0%
Contract/Purchased Services							
630 .03 Bank & Merchant Fees	182	300	300	200	300	-	0.0%
635 .04 Software Maintenance Services	-	3,000	3,000	3,000	3,000	-	New
635 .06 Building & Grounds Maint Services	74,000	75,000	75,000	75,000	75,000	-	0.0%
635 .07 Machinery & Equip Maint Services	-	400	400	400	400	-	0.0%
650 .01 Telecommunications	1,789	2,300	2,300	2,300	2,300	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	1,234	1,400	1,400	1,400	1,400	-	0.0%
Contract/Purchased Services	77,205	82,400	82,400	82,300	82,400	-	0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	351	500	500	400	500	-	0.0%
790 .40 Other Capital Assets					2,500	2,500	New
Minor Capital Outlay	351	500	500	400	3,000	2,500	500.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	774	930	930	910	1,040	110	11.8%
Interdepartmental Charges	774	930	930	910	1,040	110	11.8%
Total Expenditures by Type	83,663	89,020	89,020	87,800	91,630	2,610	2.9%

NARRATIVE

510.02 Operating Supplies: \$190 - This account provides expenditures 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 expenditures 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 expenditures for heating fuel to heat the caretaker’s building owned and operated by the City.

630.03 Bank & Merchant Fees: \$300 - This account provides expenditures 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 expenditures for maintenance service agreements to support cemetery management software.

635.06 Buildings & Grounds Maintenance Services: \$75,000 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for electric, water, sewer and solid waste utility services.

790.25 Machinery and Equipment: \$500 - This account provides expenditures for the rental of specialized equipment occasionally needed to access the upper crypts and to open saturated and/or frozen burial sites.

790.40 Other Capital Assets: \$2,500 - This account provides expenditures for the purchase of replacement trash receptacles, benches and signs at the cemetery.

825.01 Interdepartmental Charges – Insurance: \$1,040 - This account provides expenditures for risk management services and claims.

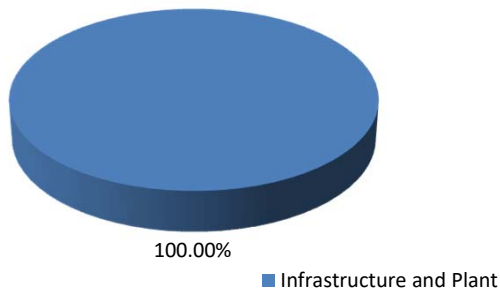
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Cemetery

Capital Budget

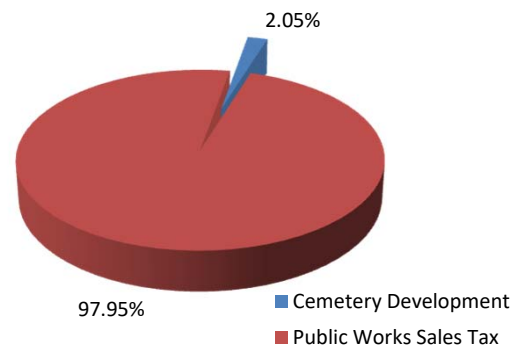
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
725.00 Machinery and Equipment	-	15,000	15,000	13,000	-	(15,000)	NA
730.00 Infrastructure and Plant	9,979	145,000	145,000	124,000	224,000	79,000	54.5%
735.00 Software	15,000	-	-	-	-	-	NA
Total Major Capital Outlay	24,979	160,000	160,000	137,000	224,000	64,000	40.0%

Capital Improvement Projects		Funding Sources		
Project #	Project	Public		Total
		Cemetery Development	Works Sales Tax	
730.00	Infrastructure and Plant			
	Grading & Drainage Improvements	4,583	19,417	24,000
	Cemetery Expansion		200,000	200,000
				-
	Total Infrastructure and Plant	4,583	219,417	224,000
	Total Capital Budget	4,583	219,417	224,000

Expenditures by Type



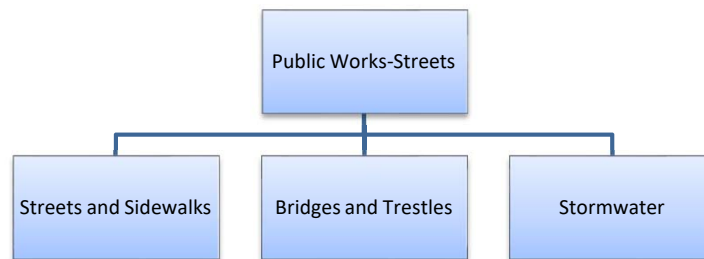
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,482,631	1,803,230	1,805,350	1,697,660	1,877,532	74,302	4.1%
Seasonal Litter Program	30,013	32,010	32,010	18,870	31,950	(60)	-0.2%
Capital Improvement Program	2,073,973	2,025,744	2,069,411	1,398,667	1,808,845	(216,899)	-10.7%
Total	3,586,617	3,860,984	3,906,771	3,115,197	3,718,327	(142,657)	-3.7%

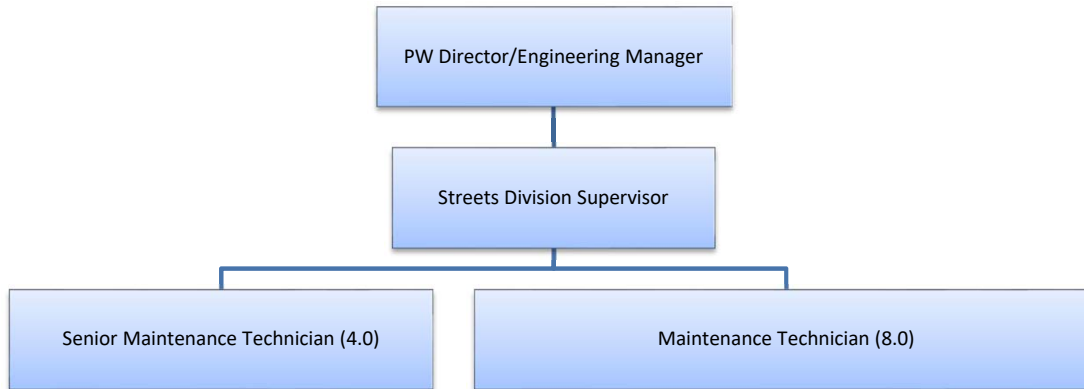
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,185,692	1,460,860	1,460,860	1,341,110	1,527,942	67,082	4.6%
Supplies	253,306	283,100	283,100	283,100	283,100	-	0.0%
Contract/Purchased Services	43,511	52,580	54,700	54,700	54,700	2,120	4.0%
Minor Capital Outlay	11,574	12,000	12,000	12,000	12,000	-	0.0%
Interdepartmental Charges	18,561	26,700	26,700	25,620	31,740	5,040	18.9%
Major Capital Outlay	2,073,973	2,025,744	2,069,411	1,398,667	1,808,845	(216,899)	-10.7%
Total	3,586,617	3,860,984	3,906,771	3,115,197	3,718,327	(142,657)	-3.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,482,631	1,835,240	1,837,360	1,716,530	1,909,482	74,242	4.0%
Public Works Sales Tax Fund	2,073,973	1,725,744	1,769,411	1,398,667	1,808,845	83,101	4.8%
CPV Funds	30,013	-	-	-	-	-	NA
Fund Transfers - CPV	-	300,000	300,000	-	-	(300,000)	-100.0%
Total	3,586,617	3,860,984	3,906,771	3,115,197	3,718,327	(142,657)	-3.7%

Full-time Equivalent Personnel	2018	2019 Budget		2020	2019 Adopted/2020		
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	13.00	13.00	13.00	13.00	778,592	-	0.0%
Total	13.00	13.00	13.00	13.00	778,592	-	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 2020

- 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 to provide 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 2019

- Re-painted City crosswalks and parking lots all over town.
- Re-striped Third Avenue bypass with center lines and fog line.
- Excavated to install 2 new catch basins and a new storm culvert across Carlanna Lake Road.
- Excavated to install 2 new catch basins, storm pipe and an under-road drain across Anderson Drive.
- Excavated to upgrade/replace storm pipes and catch basins on First Street prior to new paving.
- The division used its crack-sealing machine to install hot tar crack-sealant to pavement joints.
- The Streets Division worked with Wastewater Division to replace 120' of 12" sewer main on Park Avenue.
- 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 out of the old Fire hall and into the Museum and its storage facility.
- 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.

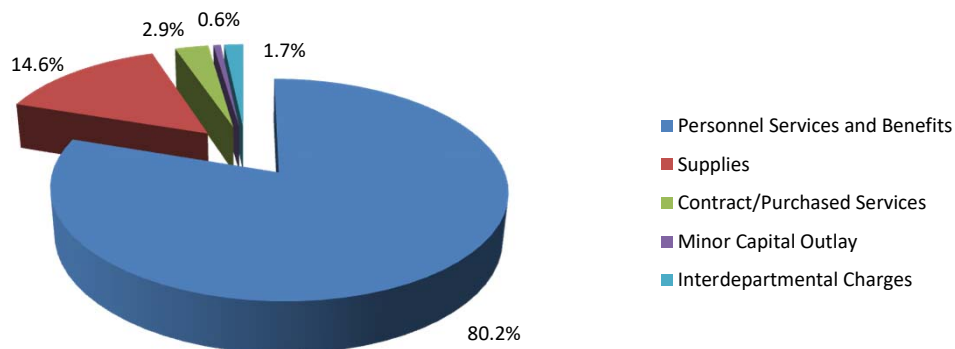
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,163,689	1,437,950	1,437,950	1,331,320	1,505,182	67,232	4.7%
Supplies	245,493	274,300	274,300	274,300	274,300	-	0.0%
Contract/Purchased Services	43,511	52,580	54,700	54,700	54,700	2,120	4.0%
Minor Capital Outlay	11,574	12,000	12,000	12,000	12,000	-	0.0%
Interdepartmental Charges	18,364	26,400	26,400	25,340	31,350	4,950	18.8%
Total Expenditures	1,482,631	1,803,230	1,805,350	1,697,660	1,877,532	74,302	4.1%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,482,631	1,803,230	1,805,350	1,697,660	1,877,532	74,302	4.1%
Total Funding	1,482,631	1,803,230	1,805,350	1,697,660	1,877,532	74,302	4.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	91,714	-	0.0%
Senior Maintenance Technician	4.00	4.00	4.00	4.00	243,980	-	0.0%
Maintenance Technician	8.00	8.00	8.00	8.00	442,898	-	0.0%
Total	13.00	13.00	13.00	13.00	778,592	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$67,232, or by 4.7%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	639,134	725,740	725,740	710,360	778,592	52,852	7.3%
501 .01 Overtime Wages	48,824	96,500	96,500	80,560	96,500	-	0.0%
502 .01 Temporary Wages	22,932	67,500	67,500	28,200	67,500	-	0.0%
505 .00 Payroll Taxes	51,174	68,070	68,070	60,110	72,110	4,040	5.9%
506 .00 Pension	109,847	134,350	134,350	123,870	138,170	3,820	2.8%
507 .00 Health and Life Insurance	243,210	282,310	282,310	269,060	289,950	7,640	2.7%
507 .30 Workers Compensation	30,236	40,390	40,390	36,490	35,510	(4,880)	-12.1%
508 .00 Other Benefits	15,332	19,840	19,840	19,420	23,600	3,760	19.0%
509 .03 Allowances-PW Clothing	3,000	3,250	3,250	3,250	3,250	-	0.0%
Personnel Services and Benefits	1,163,689	1,437,950	1,437,950	1,331,320	1,505,182	67,232	4.7%
Supplies							
510 .01 Office Supplies	1,070	1,400	1,400	1,400	1,400	-	0.0%
510 .02 Operating Supplies	13,978	16,000	16,000	16,000	16,000	-	0.0%
510 .03 Safety Program Supplies	6,851	7,000	7,000	7,000	7,000	-	0.0%
510 .04 Janitorial Supplies	840	850	850	850	850	-	0.0%
510 .05 Small Tools & Equipment	5,023	7,000	7,000	7,000	7,000	-	0.0%
515 .01 Vehicle Maint Materials	168	1,000	1,000	1,000	1,000	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,875	2,000	2,000	2,000	2,000	-	0.0%
515 .05 Infrastructure Maintenance Materials	176,479	180,000	180,000	180,000	180,000	-	0.0%
520 .02 Postage	-	50	50	50	50	-	0.0%
520 .04 Freight-Material & Supplies	1,990	2,000	2,000	2,000	2,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	36,738	56,000	56,000	56,000	56,000	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	481	1,000	1,000	1,000	1,000	-	0.0%
Supplies	245,493	274,300	274,300	274,300	274,300	-	0.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	4,100	4,100	4,100	4,100	-	0.0%
600 .03 Training & Education	765	1,900	1,900	1,900	1,900	-	0.0%
605 .01 Ads & Public Announcements	1,590	3,500	3,500	3,500	3,500	-	0.0%
615 .01 Professional Licenses & Certificates	155	230	230	230	230	-	0.0%
630 .02 Vehicle Licenses	190	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	17,957	19,000	19,000	19,000	19,000	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	1,175	2,000	2,000	2,000	2,000	-	0.0%
650 .01 Telecommunications	9,203	9,500	9,500	9,500	9,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	11,676	11,000	13,120	13,120	13,120	2,120	19.3%
Contract/Purchased Services	43,511	52,580	54,700	54,700	54,700	2,120	4.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	500	500	500	500	-	0.0%
790 .25 Machinery & Equipment	11,574	10,000	10,000	10,000	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	-	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	11,574	12,000	12,000	12,000	12,000	-	0.0%
Interdepartmental Charges/ Reimbursable Credits							
825 .01 Interdepartmental-Insurance	18,364	26,400	26,400	25,340	31,350	4,950	18.8%
Interdepartmental Charges	18,364	26,400	26,400	25,340	31,350	4,950	18.8%
Total Expenditures by Type	1,482,631	1,803,230	1,805,350	1,697,660	1,877,532	74,302	4.1%

NARRATIVE

500.01 Regular Salaries & Wages: \$778,592 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Streets Division.

501.01 Overtime Wages: \$96,500 - This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Streets Division.

505.00 Payroll Taxes: \$72,110 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$138,170 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$289,950 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$35,510– This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$23,600 – This account provides 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$7,000 - This account provides expenditures 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 expenditures for the materials required for maintaining vehicles such as tires.

515.04 Machinery & Equipment Maintenance Materials: \$2,000 – This account provides expenditures 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 expenditures 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 expenditures for postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$2,000 - This account provides expenditures for shipping or transporting supplies and material to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$56,000 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 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 expenditures for licensing department vehicles for operations on public highways.

630.05 Software Licenses: \$100 – This account provides expenditures for acquiring licenses for the right to use proprietary software.

635.07 Machinery & Equipment Maintenance Services: \$1,000 - This account provides expenditures 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 expenditures 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 expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$9,500 - This account provides expenditures 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: \$13,120 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$500 - This account provides expenditures 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 expenditures 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: \$31,350 - This account provides expenditures for risk management services and claims.

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 2020

- Maintain a clean, attractive community for residents and visitors.

ACCOMPLISHMENTS FOR 2019

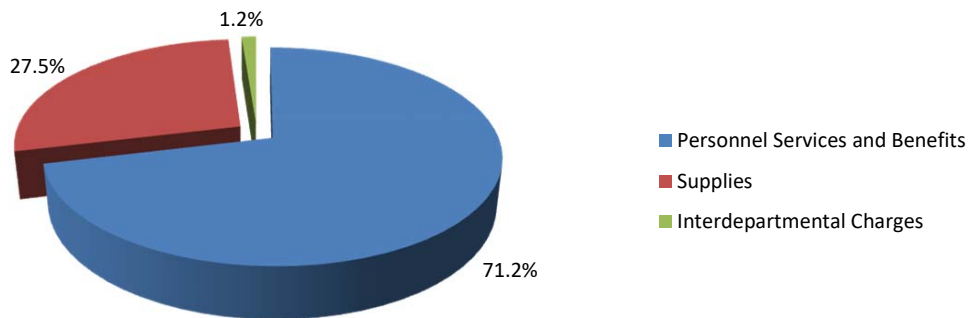
- Successfully continued the implementation of the Seasonal Litter Program.

PROGRAM SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	22,003	22,910	22,910	9,790	22,760	(150)	-0.7%
Supplies	7,813	8,800	8,800	8,800	8,800	-	0.0%
Interdepartmental Charges	197	300	300	280	390	90	30.0%
Total Expenditures	30,013	32,010	32,010	18,870	31,950	(60)	-0.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Works Sales Tax Fund	-	32,010	32,010	18,870	31,950	(60)	-0.2%
CPV Fund	30,013	-	-	-	-	-	NA
Total Funding	30,013	32,010	32,010	18,870	31,950	(60)	-0.2%

2020 Expenditures by Type



CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
501 .01 Overtime	767	300	300	300	300	-	0.0%
502 .01 Temporary Wages	18,891	20,000	20,000	8,340	20,000	-	0.0%
505 .00 Payroll Taxes	1,504	1,560	1,560	650	1,560	-	0.0%
507 .30 Workers Compensation	811	950	950	400	790	(160)	-16.8%
508 .00 Other Benefits	30	100	100	100	110	10	10.0%
Personnel Services and Benefits	22,003	22,910	22,910	9,790	22,760	(150)	-0.7%
Supplies							
510 .02 Operating Supplies	7,813	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	7,813	8,800	8,800	8,800	8,800	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges - Insurance	197	300	300	280	390	90	30.0%
Interdepartmental Charges	197	300	300	280	390	90	30.0%
Total Expenditures by Type	30,013	32,010	32,010	18,870	31,950	(60)	-0.2%

NARRATIVE

501.01 Overtime: \$300 - This account provides expenditures 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 expenditures for compensation paid to salaried and hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$1,560 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

507.30 Workers' Compensation: \$790 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$110 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

510.02 Operating Supplies: \$3,000 - This account provides expenditures 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 expenditures for the materials required for maintaining vehicles such as tires.

525.04 Vehicle Motor Fuel & Lubricants: \$5,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

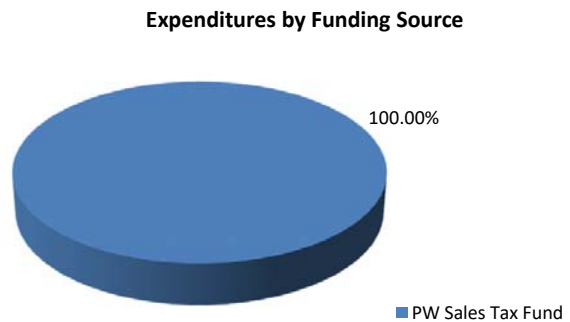
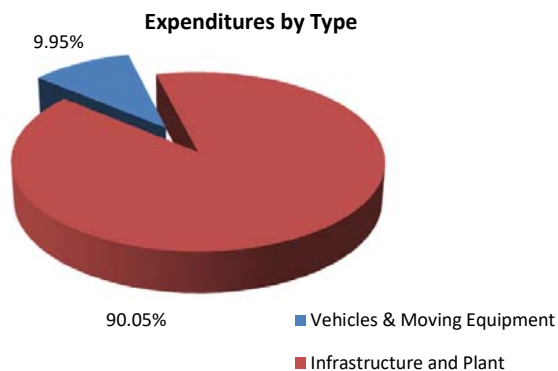
825.01 Interdepartmental Charges – Insurance: \$390 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Streets

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020 Budget	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	226,653	220,000	220,000	220,000	180,000	(40,000)	-18.2%
730.00 Infrastructure and Plant	1,847,320	1,805,744	1,849,411	1,178,667	1,628,845	(176,899)	-9.8%
Total Major Capital Outlay	2,073,973	2,025,744	2,069,411	1,398,667	1,808,845	(216,899)	-10.7%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax		Total
		Fund		
720.00	Vehicles & Moving Equipment			
	Replace 3 Vehicles	180,000		180,000
	Total Vehicles & Moving Equipment	180,000		180,000
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	100,000		100,000
	Bawden/Spruce Mill Way Pavement Repair	160,000		160,000
	Bridge Maintenance and Repair	50,000		50,000
	Water Street Trestle No. 1 Reconstruction	311,537		311,537
	Sayles St/Gorge St Bridge Replacement	62,308		62,308
	Harris St. Bridge Repaint & Repair	50,000		50,000
	Stormwater Facilities - Reconstruction & Repair	100,000		100,000
	Concrete Road Reconstruction and Repair	50,000		50,000
	Wall & Abutment Reconstruction & Repair	50,000		50,000
	Tongass Avenue Crosswalk Improvements	50,000		50,000
	Schoenbar Creek Culvert Repairs	500,000		500,000
	Total Infrastructure and Plant	1,628,845	-	1,628,845
	Total Capital Budget	1,808,845	-	1,808,845



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	437,620	594,056	597,026	550,680	677,091	83,035	14.0%
Capital Improvement Program	-	50,000	60,200	60,200	132,200	82,200	164.4%
Total	437,620	644,056	657,226	610,880	809,291	165,235	25.7%

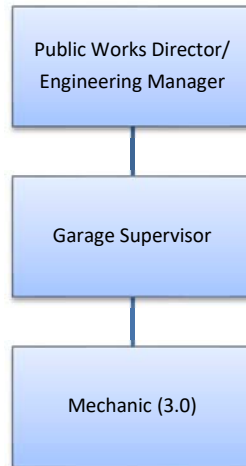
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	337,787	454,196	454,196	407,850	484,531	30,335	6.7%
Supplies	153,410	159,700	153,323	153,323	194,450	34,750	21.8%
Contract/Purchased Services	35,128	53,910	56,660	56,660	61,660	7,750	14.4%
Minor Capital Outlay	3,407	25,500	31,877	31,877	33,100	7,600	29.8%
Interdepartmental Charges	(92,112)	(99,250)	(99,030)	(99,030)	(96,650)	2,600	-2.6%
Major Capital Outlay	-	50,000	60,200	60,200	132,200	82,200	164.4%
Total	437,620	644,056	657,226	610,880	809,291	165,235	25.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	388,013	531,406	534,376	488,550	614,351	82,945	15.6%
Public Works Sales Tax Fund	-	50,000	60,200	60,200	132,200	82,200	164.4%
Solid Waste Services Fund	12,215	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	28,454	30,000	30,000	30,000	30,000	-	0.0%
Harbor Fund	1,304	8,850	8,850	8,400	8,940	90	1.0%
Port Enterprise Fund	1,942	3,500	3,500	3,430	3,500	-	0.0%
KPU Enterprise Fund	5,692	-	-	-	-	-	NA
Total	437,620	644,056	657,226	610,880	809,291	165,235	25.7%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.00	4.00	4.00	4.00	294,951	-	0.0%
Total	4.00	4.00	4.00	4.00	294,951	-	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 2020

- Utilize work management system to effectively manage division resources.
- Continue specialized training on vehicles and equipment and achieve related certifications.
- 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.
- Complete the Garage revamp to ensure that the division can function safely and effectively.

ACCOMPLISHMENTS FOR 2019

- Successfully implemented the preventative maintenance program related to winter operations 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
2020 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

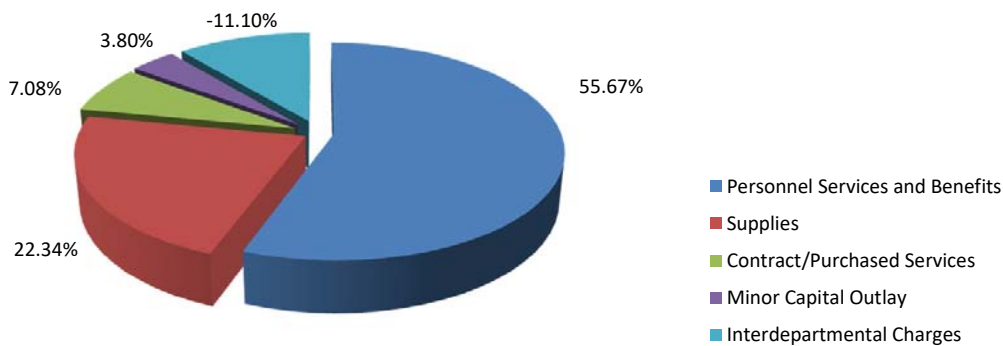
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	337,787	454,196	454,196	407,850	484,531	30,335	6.7%
Supplies	153,410	159,700	153,323	153,323	194,450	34,750	21.8%
Contract/Purchased Services	35,128	53,910	56,660	56,660	61,660	7,750	14.4%
Minor Capital Outlay	3,407	25,500	31,877	31,877	33,100	7,600	29.8%
Interdepartmental Charges	(92,112)	(99,250)	(99,030)	(99,030)	(96,650)	2,600	-2.6%
Total Expenditures	437,620	594,056	597,026	550,680	677,091	83,035	14.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	388,013	531,406	534,376	488,550	614,351	82,945	15.6%
Solid Waste Services Fund	12,215	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	28,454	30,000	30,000	30,000	30,000	-	0.0%
Small Boat Harbor Fund	1,304	8,850	8,850	8,400	8,940	90	1.0%
Port Enterprise Fund	1,942	3,500	3,500	3,430	3,500	-	0.0%
KPU Enterprise Fund	5,692	-	-	-	-	-	NA
Total Funding	437,620	594,056	597,026	550,680	677,091	83,035	14.0%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	81,848	-	0.0%
Mechanic	3.00	3.00	3.00	3.00	213,103	-	0.0%
Total	4.00	4.00	4.00	4.00	294,951	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$30,335, or by 6.7%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases, a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.
- Vehicle Maintenance Materials (Account No. 515.01) increased by \$30,000, or by 25.0%, due to a renewed emphasis on preventative maintenance on fleet vehicles and equipment. This renewed emphasis is expected to translate into safer, more reliable vehicles and equipment and lower long term maintenance costs. In the short term, however, more parts and materials are consumed.
- Machinery & Equipment (Account No. 790.25) increased by \$5,600, or by 41.5%, due to the need to purchase a computerized diagnostic scan tool to read and clear codes. This piece of equipment includes suggested troubleshooting procedures for semi trucks and similarly classed equipment (the division is responsible for 29 such vehicles in its fleet.) The division also intends to acquire shelving and bins to maximize efficiency and utilization of the existing Garage space.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	203,365	269,866	269,616	240,290	294,951	25,085	9.3%
501 .01 Overtime Wages	1,830	4,000	4,000	3,870	4,000	-	0.0%
505 .00 Payroll Taxes	17,364	20,960	20,960	18,300	22,870	1,910	9.1%
506 .00 Pension	32,613	42,640	42,640	38,810	44,090	1,450	3.4%
507 .00 Health & Life Insurance	71,947	95,490	95,490	87,490	98,030	2,540	2.7%
507 .30 Workers Compensation	10,239	12,840	12,840	11,210	11,610	(1,230)	-9.6%
508 .00 Other Benefits	(821)	7,100	7,100	6,330	7,430	330	4.6%
509 .03 Allowances-PW Clothing	1,250	1,000	1,250	1,250	1,250	250	25.0%
509 .07 Allowances-Medical Expenses	-	300	300	300	300	-	0.0%
Personnel Services and Benefits	337,787	454,196	454,196	407,850	484,531	30,335	6.7%
Supplies							
510 .01 Office Supplies	295	500	500	500	700	200	40.0%
510 .02 Operating Supplies	6,851	5,000	6,123	6,123	7,900	2,900	58.0%
510 .03 Safety Program Supplies	176	500	500	500	1,000	500	100.0%
510 .04 Janitorial Supplies	295	250	250	250	500	250	100.0%
510 .05 Small Tools & Equipment	9,311	5,000	5,000	5,000	7,500	2,500	50.0%
515 .01 Vehicle Maintenance Materials	117,867	120,000	120,000	120,000	150,000	30,000	25.0%
515 .02 Building & Grounds Maint Materials	1,045	2,000	2,000	2,000	2,700	700	35.0%
515 .03 Furniture & Fixtures Maint Materials	246	250	250	250	250	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,036	1,200	1,200	1,200	4,200	3,000	250.0%
520 .02 Postage	148	200	200	200	200	-	0.0%
520 .04 Freight-Material & Supplies	651	2,000	2,000	2,000	2,000	-	0.0%
525 .03 Heating Fuel	11,852	15,000	11,500	11,500	13,000	(2,000)	-13.3%
525 .04 Vehicle Motor Fuel & Lubricants	3,237	7,300	3,300	3,300	4,000	(3,300)	-45.2%
535 .04 Uniforms/Badges/Clothing	400	500	500	500	500	-	0.0%
Supplies	153,410	159,700	153,323	153,323	194,450	34,750	21.8%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	4,500	4,000	4,000	5,500	1,000	22.2%
600 .03 Training and Education	-	2,500	2,500	2,500	3,500	1,000	40.0%
615 .02 Assn. Membership Dues & Fees	-	220	220	220	220	-	0.0%
620 .03 Towing	240	1,000	1,000	1,000	1,000	-	0.0%
630 .02 Vehicle Licenses	-	60	60	60	60	-	0.0%
630 .05 Software Licenses	2,250	7,000	7,000	7,000	9,000	2,000	28.6%
635 .03 Vehicle Maintenance Services	843	1,200	1,200	1,200	1,300	100	8.3%
635 .07 Machinery & Equip Maint Services	1,770	3,000	3,200	3,200	3,000	-	0.0%
635 .12 Technical Services	1,194	1,200	1,500	1,500	1,500	300	25.0%
650 .01 Telecommunications	519	600	600	600	1,200	600	100.0%
650 .02 Electric, Water, Sewer & Solid Waste	28,312	32,630	35,380	35,380	35,380	2,750	8.4%
Contract/Purchased Services	35,128	53,910	56,660	56,660	61,660	7,750	14.4%
Minor Capital Outlay							
790 .25 Machinery & Equipment	1,161	13,500	19,000	19,000	19,100	5,600	41.5%
790 .26 Computers, Printers & Copiers	2,246	2,000	2,877	2,877	3,000	1,000	50.0%
790 .30 Infrastructure and Plant	-	10,000	10,000	10,000	11,000	1,000	50.0%
Minor Capital Outlay	3,407	25,500	31,877	31,877	33,100	7,600	29.8%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	8,092	10,750	10,970	10,970	13,350	2,600	24.2%
890 .00 Reimbursable Credits	(100,204)	(110,000)	(110,000)	(110,000)	(110,000)	-	0.0%
Interdepartmental Charges	(92,112)	(99,250)	(99,030)	(99,030)	(96,650)	2,600	-2.6%
Total Expenditures by Type	437,620	594,056	597,026	550,680	677,091	83,035	14.0%

NARRATIVE

500.01 Regular Salaries & Wages: \$294,951 – 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: \$22,870 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$44,090 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$98,030 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$11,610 – This account provides for employer contributions to workers compensation.

508.00 Other Benefits: \$7,430 – 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

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: \$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, and tape dispensers.

510.02 Operating Supplies: \$7,900 - 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: \$1,000 - 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: \$500 – This account provides for cleaning and sanitation supplies used by in-house and contracted janitors.

510.05 Small Tools & Equipment: \$7,500 - 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: \$150,000 - 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: \$2,700 – 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: \$4,200 – 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: \$13,000 - This account provides for heating fuel to heat the garage and the warehouse.

525.04 Vehicle Motor Fuel & Lubricants: \$4,000 - 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: \$5,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$3,500 - 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: \$9,000 – This account provides for acquiring licenses for the right to use proprietary software.

635.03 Vehicle Maintenance Services: \$1,300 – 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: \$1,500 - 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: \$1,200 - 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: \$35,380 - This account provides for electric, water, sewer and solid waste utility services.

790.25 Machinery & Equipment: \$19,100 - 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: \$3,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

790.30 Infrastructure and Plant: \$11,000 - This account provides for costs associated with replacing the exhaust system in the shop.

825.01 Interdepartmental Charges – Insurance: \$13,350 - 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.

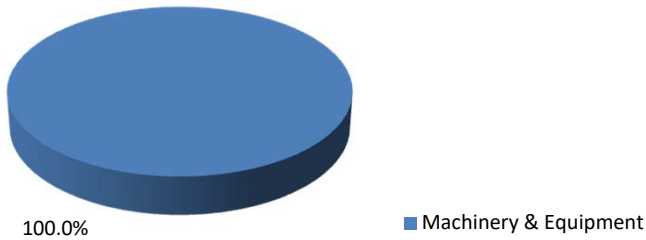
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Garage & Warehouse

Capital Budget

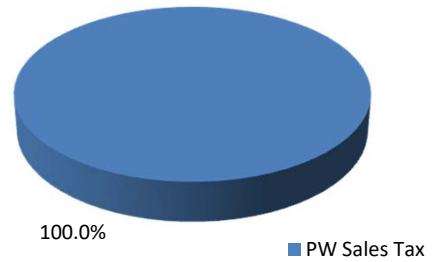
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00 Vehicles and Moving Equipment	-	35,000	35,000	35,000	-	(35,000)	-100.0%
725.00 Machinery & Equipment	-	15,000	25,200	25,200	132,200	117,200	781.3%
Total Major Capital Outlay	-	50,000	60,200	60,200	132,200	82,200	164.4%

Capital Improvement Projects		Funding Sources			
Project #	Project	PW Sales Tax			Total
725-00	Machinery and Equipment				
	Semi Truck Lift Replacement	132,200	-	-	132,200
	Total Machinery and Equipment	132,200	-	-	132,200
	Total Capital Budget	132,200	-	-	132,200

Expenditures by Type



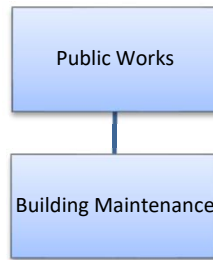
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	297,436	372,507	372,547	354,550	390,235	17,728	4.8%
City Hall O&M	125,037	143,350	149,580	149,580	156,510	13,160	9.2%
Shoreline Bldg O&M	5,872	8,537	9,307	9,297	9,717	1,180	13.8%
Orphaned Buildings	54,454	62,210	70,230	67,730	70,680	8,470	13.6%
Capital Improvement Program	11,201	50,000	50,000	-	50,000	-	0.0%
Total	494,000	636,604	651,664	581,157	677,142	40,538	6.4%

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	254,134	309,057	309,007	291,010	322,255	13,198	4.3%
Supplies	59,006	68,320	68,320	68,320	73,520	5,200	7.6%
Contract/Purchased Services	158,301	183,844	197,654	195,154	200,854	17,010	9.3%
Minor Capital Outlay	132	9,800	9,800	9,800	9,800	-	0.0%
Interdepartmental Charges	11,226	15,583	16,883	16,873	20,713	5,130	32.9%
Major Capital Outlay	11,201	50,000	50,000	-	50,000	-	0.0%
Total	494,000	636,604	651,664	581,157	677,142	40,538	6.4%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	476,425	580,230	595,290	574,783	620,768	40,538	7.0%
Public Works Sales Tax Fund	11,201	50,000	50,000	-	50,000	-	0.0%
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
Total	494,000	636,604	651,664	581,157	677,142	40,538	6.4%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.75	3.00	3.00	3.00	190,315	-	0.0%
Total	2.75	3.00	3.00	3.00	190,315	-	0.0%

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 2020

- Continue to troubleshoot and provide maintenance for all building systems and facilities within the responsibility of the division.
- Continue upgrades to the Centennial Building as needed.
- Continue implementing moisture control recommendations at the Totem Heritage Center.
- Continue obtaining training for the Building Maintenance Division staff including HVAC systems.
- Continue upgrading lighting to more energy efficient ballasts and bulbs.

ACCOMPLISHMENTS FOR 2019

- Completed hundreds of work orders for various repairs and improvements to City facilities.
- City Hall - Removed graffiti, custom wood work, relocated outside photocell, AC annuals, rebuilt toilet, fixed outside air damper.
- Police - Replaced circulating pump, fixed compressor, installed new outside lighting, new pressure tank, fixed drain problem in bathroom.
- Garage - Remodeled Supervisor's office and bathroom, fixed leak on roof, removed and installed new exterior door, custom cabinet, removed unused antenna.
- PW Admin - Replaced and fixed exterior lights, completed the retrofit interior lighting to LEDs, replaced exit signs, trouble shoot HVAC.
- Solid Waste - In the scale shack, replaced frost free hose pipe and new LEDs inside and installed custom blinds. Trained on new Solid Waste building's systems, adjusted apparatus doors as needed.
- Fire - Replaced cables on apparatus door, replaced GFCI, outside lighting to LEDs, replaced H2O filters.
- Wastewater - Sheetrock repaired in bathrooms from new fan installs, replaced window in lab.
- TFCC - Install temporary doors during remodel, cut holes in beam for access for contractors.
- Replaced Dan Hook (retired) with Brian Lamon, who has HVAC experience that will help keep more technical work in-house.
- Installed no smoking signs on all City-owned buildings.
- Library - On the exterior, fallen tiles were replaced, outside walkways and patio were pressure washed. Installed outside children's garden sign (dug hole, poured concrete, relocated shrubs and braced for winds), continued fixing chairs, hung acoustic panels, installed book case, troubleshoot server AC unit, trained staff on start up procedures with HVAC controls on computer, installed anti-bird cable on outside piping.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

- Centennial Building - Continued electrical upgrades, addressed plumbing issues, replaced pump, thermostat, emergency light, bathroom sink caulking, built custom wall with double doors. Cut access holes for contractor inspecting and testing for moisture in walls.
- Totem Heritage Center - Pressure washed and stained outside railings and walkways, and pressure washed siding, roof, and gutters, installed new heat pump downstairs in Chief Johnson Pole shed, rerouted condensate drain line because of blocked drain, troubleshoot humidifier and changed out canister, removed old flooring, removed adhesive, reinstalled new flooring, removed and replaced fascia board on carving shed, built cover for heat pump, went over AC units.

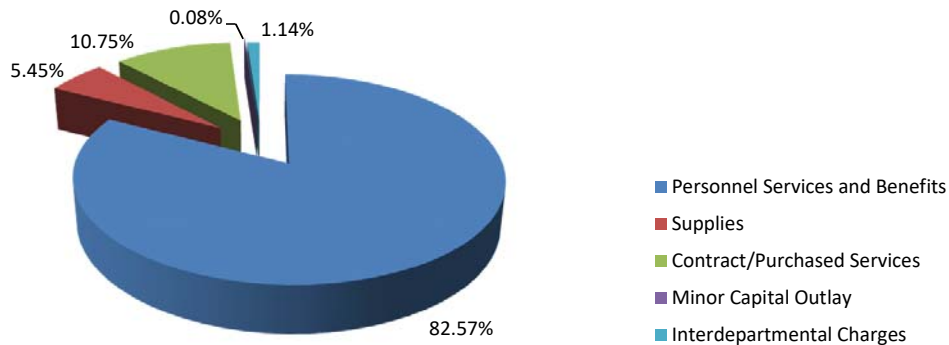
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	254,134	309,057	309,007	291,010	322,255	13,198	4.3%
Supplies	15,844	20,370	20,370	20,370	21,270	900	4.4%
Contract/Purchased Services	25,134	39,450	39,450	39,450	41,950	2,500	6.3%
Minor Capital Outlay	132	300	300	300	300	-	0.0%
Interdepartmental Charges	2,192	3,330	3,420	3,420	4,460	1,130	33.9%
Total Expenditures	297,436	372,507	372,547	354,550	390,235	17,728	4.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Tax Supported	297,436	372,507	372,547	354,550	390,235	17,728	4.8%
Total Funding	297,436	372,507	372,547	354,550	390,235	17,728	4.8%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	80,085	-	0.0%
Maintenance Technician	1.75	2.00	2.00	2.00	110,230	-	0.0%
Total	2.75	3.00	3.00	3.00	190,315	-	0.0%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Operations Division 1550-110

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased \$13,198, or by 4.3%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	155,711	183,177	183,177	171,710	190,315	7,138	3.9%
501 .01 Overtime Wages	983	3,600	3,600	2,060	3,600	-	0.0%
502 .01 Temporary Wages	-	7,500	2,600	2,500	7,500	-	0.0%
505 .00 Payroll Taxes	11,233	14,870	14,870	13,110	15,410	540	3.6%
506 .00 Pension	22,284	26,010	26,010	24,560	26,010	-	0.0%
507 .00 Health and Life Insurance	53,599	57,090	61,390	61,350	63,980	6,890	12.1%
507 .30 Workers Compensation	7,831	10,640	10,640	9,350	8,750	(1,890)	-17.8%
508 .00 Other Benefits	1,993	5,670	5,670	5,320	5,640	(30)	-0.5%
509 .03 Allowances-PW Clothing	500	500	750	750	750	250	50.0%
509 .08 Allowances-Medical Expenses	-	-	300	300	300	300	New
Personnel Services and Benefits	254,134	309,057	309,007	291,010	322,255	13,198	4.3%
Supplies							
510 .01 Office Supplies	77	200	200	200	250	50	25.0%
510 .02 Operating Supplies	449	400	400	400	500	100	25.0%
510 .03 Safety Program Supplies	105	700	700	700	800	100	14.3%
510 .04 Janitorial Supplies	-	75	75	75	75	-	0.0%
510 .05 Small Tools & Equipment	2,481	3,000	3,000	3,000	3,500	500	16.7%
515 .02 Bldg & Grounds Maint Materials	9,164	13,000	13,000	13,000	13,000	-	0.0%
520 .02 Postage	15	45	45	45	45	-	0.0%
520 .04 Freight-Material and Supplies	-	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	3,553	2,850	2,850	2,850	3,000	150	5.3%
Supplies	15,844	20,370	20,370	20,370	21,270	900	4.4%
Contract/Purchased Services							
600 .02 Travel-Training	-	2,500	2,500	2,500	2,500	-	0.0%
600 .03 Training and Education	-	3,000	3,000	3,000	3,000	-	0.0%
630 .02 Vehicle Licenses	10	400	400	400	400	-	0.0%
635 .06 Bldg & Grounds Maint Services	-	3,000	3,000	3,000	3,000	-	0.0%
635 .07 Machinery & Equip Maint Services	550	550	550	550	550	-	0.0%
635 .12 Technical Services	16,630	20,000	20,000	20,000	22,000	2,000	10.0%
645 .02 Rents and Leases-Machinery & Equip	1,451	2,000	2,000	2,000	2,000	-	0.0%
650 .01 Telecommunications	6,493	8,000	8,000	8,000	8,500	500	6.3%
Contract/Purchased Services	25,134	39,450	39,450	39,450	41,950	2,500	6.3%
Minor Capital Outlay							
790 .25 Machinery and Equipment	132	300	300	300	300	-	0.0%
Minor Capital Outlay	132	300	300	300	300	-	0.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Operations Division 1550-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	2,192	3,330	3,420	3,420	4,460	1,130	33.9%
Interdepartmental Charges	2,192	3,330	3,420	3,420	4,460	1,130	33.9%
Total Expenditures by Type	297,436	372,507	372,547	354,550	390,235	17,728	4.8%

NARRATIVE

500.01 Regular Salaries & Wages: \$190,315– This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Maintenance Division.

501.01 Overtime Wages: \$3,600 - This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Building Maintenance Division.

505.00 Payroll Taxes: \$15,410 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$26,010 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$63,980 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$8,750 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$5,640 – This account provides 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: \$750 – This account provides expenditures 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.

509.08 Allowances-Medical Expenses: \$300 - This account provides expenditures for employee medical exams paid directly to employees.

510.01 Office Supplies: \$250 – This account provides expenditures 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: \$500 - This account provides expenditures 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: \$800 - This account provides expenditures 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 expenditures for cleaning and sanitation supplies used for in-house janitor duties.

510.05 Small Tools & Equipment: \$3,500 - This account provides expenditures 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 expenditures 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 expenditures postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$100 - This account provides expenditures for shipping or transporting supplies and materials to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$3,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of vehicles.

600.02 Travel-Training: \$2,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$3,000 - This account provides expenditures 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 expenditures for licensing City vehicles for operations on public highways.

635.06 Buildings & Grounds Maintenance Services: \$3,000 – This account provides expenditures 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 expenditures 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: \$22,000 - This account provides expenditures 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 expenditures for the rent and lease of vehicles. Both operating and capital leases are accounted for in this account.

650.01 Telecommunications: \$8,500 – 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 expenditures 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: \$4,460 - This account provides expenditures for risk management services and claims.

COST CENTER STATEMENT

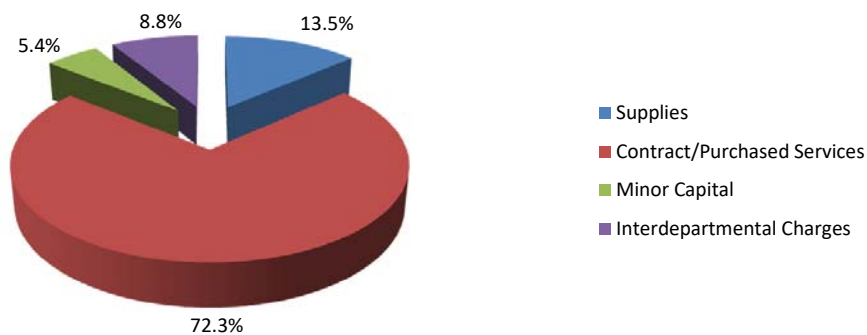
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining the City Hall Building is a Public Works Department function.

COST CENTER SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	16,911	19,200	19,200	19,200	21,200	2,000	10.4%
Contract/Purchased Services	98,388	103,800	109,840	109,840	113,040	9,240	8.9%
Minor Capital	-	8,500	8,500	8,500	8,500	-	0.0%
Interdepartmental Charges	9,738	11,850	12,040	12,040	13,770	1,920	16.2%
Total Expenditures	125,037	143,350	149,580	149,580	156,510	13,160	9.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	125,037	143,350	149,580	149,580	156,510	13,160	9.2%
Total Funding	125,037	143,350	149,580	149,580	156,510	13,160	9.2%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$6,040, or by 22.4%. Electric utility rates have been programmed to increase 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	200	200	200	200	-	0.0%
510 .05 Small Tools & Equipment	452	1,000	1,000	1,000	1,000	-	0.0%
515 .02 Bldg & Grounds Maint Materials	1,973	3,000	3,000	3,000	3,000	-	0.0%
525 .03 Heating Fuel	14,486	15,000	15,000	15,000	17,000	2,000	13.3%
Supplies	16,911	19,200	19,200	19,200	21,200	2,000	10.4%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	43,411	43,500	43,500	43,500	45,500	2,000	4.6%
635 .06 Bldg & Grounds Maint Services	6,781	6,000	6,000	6,000	6,000	-	0.0%
635 .12 Technical Services	14,748	15,000	15,000	15,000	16,000	1,000	6.7%
640 .02 Engineering and Architectural Svcs	6,513	7,000	7,000	7,000	7,000	-	0.0%
650 .01 Telecommunications	3,652	5,300	5,300	5,300	5,500	200	3.8%
650 .02 Electric, Water, Sewer & Solid Waste	23,283	27,000	33,040	33,040	33,040	6,040	22.4%
Contract/Purchased Services	98,388	103,800	109,840	109,840	113,040	9,240	8.9%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	6,000	6,000	6,000	6,000	-	0.0%
790 .25 Machinery & Equipment	-	2,500	2,500	2,500	2,500	-	0.0%
Minor Capital Outlay	-	8,500	8,500	8,500	8,500	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	9,738	11,850	12,040	12,040	13,770	1,920	16.2%
Interdepartmental Charges	9,738	11,850	12,040	12,040	13,770	1,920	16.2%
Total Expenditures by Type	125,037	143,350	149,580	149,580	156,510	13,160	9.2%

NARRATIVE

510.04 Janitorial Supplies: \$200 – This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$1,000 - This account provides expenditures 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 expenditures for materials for the repair and maintenance of City Hall and the upkeep of its grounds.

525.03 Heating Fuel: \$17,000 - This account provides expenditure for heating fuel to heat City Hall.

635.02 Janitorial & Cleaning Services: \$45,500 - This account provides expenditures for services to clean City Hall. Included are janitorial and carpet cleaning.

635.06 Buildings & Grounds Maintenance Services: \$6,000 - This account provides expenditures for the services to repair and maintain City Hall and the upkeep of its grounds.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Building Maintenance

City Hall O&M 1550-255

635.12 Technical Services: \$16,000 - This account provides expenditures 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 expenditures for services for engineering and architectural services.

650.01 Telecommunications: \$5,500 – 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: \$33,040 - This account provides expenditures for electric, water, sewer and solid waste utility services for City Hall.

790.15 Furniture & Fixtures: \$6,000 - This account provides expenditures for the purchase of replacement chairs for the City Hall 2nd Floor Conference Room.

790.25 Machinery & Equipment: \$2,500 - This account provides expenditures 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: \$13,770 - This account provides expenditures for risk management services and claims.

COST CENTER STATEMENT

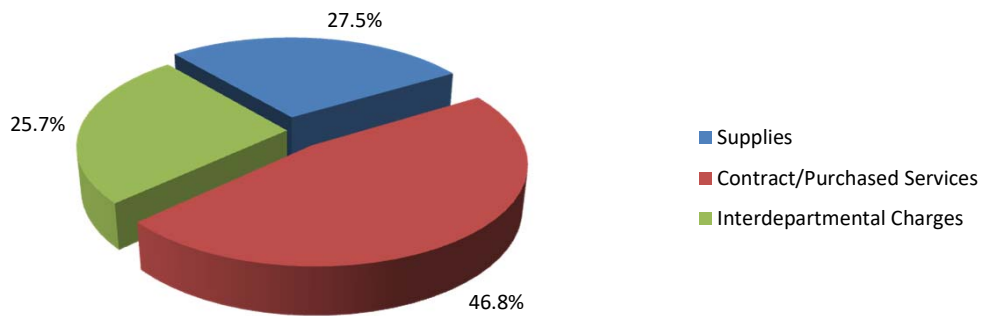
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline Maintenance Building is a Public Works function.

COST CENTER SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,504	5,200	5,200	5,200	5,500	300	5.8%
Contract/Purchased Services	8,568	8,574	9,344	9,344	9,344	770	9.0%
Interdepartmental Charges	(5,200)	(5,237)	(5,237)	(5,247)	(5,127)	110	-2.1%
Total Expenditures	5,872	8,537	9,307	9,297	9,717	1,180	13.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	5,872	2,163	2,933	2,923	3,343	1,180	54.6%
Shoreline Fund	-	6,374	6,374	6,374	6,374	-	0.0%
Total Funding	5,872	8,537	9,307	9,297	9,717	1,180	13.8%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
515 .02 Bldg & Grounds Maint Materials	546	2,200	2,200	2,200	2,200	-	0.0%
525 .03 Heating Fuel	1,958	3,000	3,000	3,000	3,300	300	10.0%
Supplies	2,504	5,200	5,200	5,200	5,500	300	5.8%
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	2,194	2,200	2,970	2,970	2,970	770	35.0%
Contract/Purchased Services	8,568	8,574	9,344	9,344	9,344	770	9.0%
Interdepartmental Charges/Reimbursable Credits							
825 .01 Interdepartmental Charges-Insurance	672	820	820	810	930	110	13.4%
890 .00 Reimbursable Credits	(5,872)	(6,057)	(6,057)	(6,057)	(6,057)	-	0.0%
Interdepartmental Charges/Reimbursable Credits	(5,200)	(5,237)	(5,237)	(5,247)	(5,127)	110	-2.1%
Total Expenditures by Type	5,872	8,537	9,307	9,297	9,717	1,180	13.8%

NARRATIVE

515.02 Building & Grounds Maintenance Materials: \$2,200 – This account provides expenditures for materials for the repair and maintenance of the Shoreline Maintenance Building and the upkeep of its grounds.

525.03 Heating Fuel: \$3,300 - This account provides expenditures for heating fuel to heat the Shoreline Maintenance Building.

645.01 Rents & Leases - Land & Buildings: \$6,374 - This account provides expenditures for the rent and lease of the Shoreline Maintenance Building.

650.02 Electric, Water, Sewer & Solid Waste: \$2,970 - This account provides expenditures for electric, water, sewer and solid waste utility services.

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

890.00 Reimbursable Credits: (\$6,057) - This is a contra-expense account that provides expenditures for reimbursement for the Fire Department’s share of the cost of operating and maintaining the Shoreline Maintenance Building. The shared cost for the Fire Department shall not exceed \$6,057.

COST CENTER STATEMENT

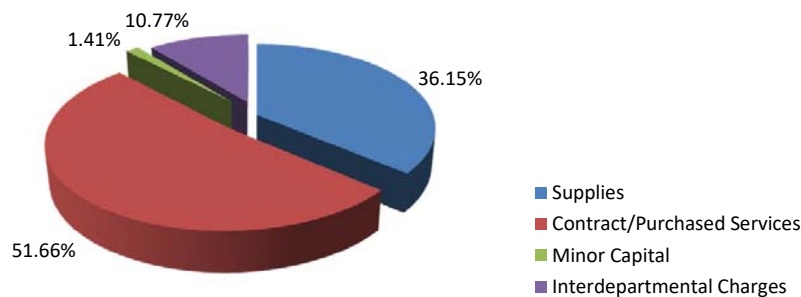
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	23,747	23,550	23,550	23,550	25,550	2,000	8.5%
Contract/Purchased Services	26,211	32,020	39,020	36,520	36,520	4,500	14.1%
Minor Capital	-	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges	4,496	5,640	6,660	6,660	7,610	1,970	34.9%
Total Expenditures	54,454	62,210	70,230	67,730	70,680	8,470	13.6%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	54,454	62,210	70,230	67,730	70,680	8,470	13.6%
Total Funding	54,454	62,210	70,230	67,730	70,680	8,470	13.6%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	50	50	50	50	-	0.0%
515 .02 Bldg & Grounds Maint Materials	963	3,500	1,500	1,500	3,500	-	0.0%
525 .03 Heating Fuel	22,784	20,000	22,000	22,000	22,000	2,000	10.0%
Supplies	23,747	23,550	23,550	23,550	25,550	2,000	8.5%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	-	50	50	50	50	-	0.0%
635 .06 Bldg & Grounds Maint Services	3,587	3,950	3,950	3,950	3,950	-	0.0%
635 .12 Technical Services	696	2,500	7,500	5,000	5,000	2,500	100.0%
650 .01 Telecommunications	1,173	2,520	2,520	2,520	2,520	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	20,755	23,000	25,000	25,000	25,000	2,000	8.7%
Contract/Purchased Services	26,211	32,020	39,020	36,520	36,520	4,500	14.1%
Minor Capital Outlay							
790 .25 Machinery & Equipment	-	1,000	1,000	1,000	1,000	-	0.0%
Minor Capital Outlay	-	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	4,366	5,640	6,660	6,660	7,610	1,970	34.9%
850 .01 Interdepartmental Charges-Garage	130	-	-	-	-	-	NA
Interdepartmental Charges	4,496	5,640	6,660	6,660	7,610	1,970	34.9%
Total Expenditures by Type	54,454	62,210	70,230	67,730	70,680	8,470	13.6%

NARRATIVE

510.04 Janitorial Supplies: \$50 - This account provides expenditures 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 expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

525.03 Heating Fuel: \$22,000 - This account provides expenditures for heating fuel to heat buildings owned or leased and operated by the City.

635.02 Janitorial & Cleaning Services: \$50 - This account provides expenditures for services to clean buildings owned or leased and operated by the City.

635.06 Building & Grounds Maintenance Services: \$3,950 - This account provides expenditures 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: \$5,000 - This account provides expenditures 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

2020 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

650.02 Electric, Water, Sewer & Solid Waste: \$25,000 - This account provides expenditures 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 expenditures 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: \$7,610 - This account provides expenditures for risk management services and claims.

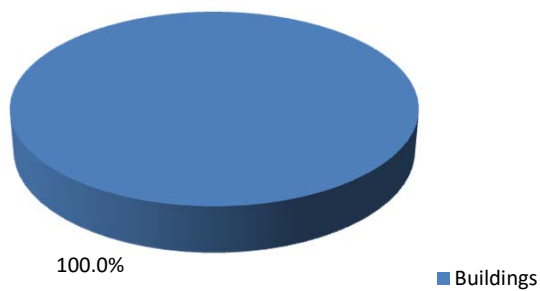
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Capital Budget

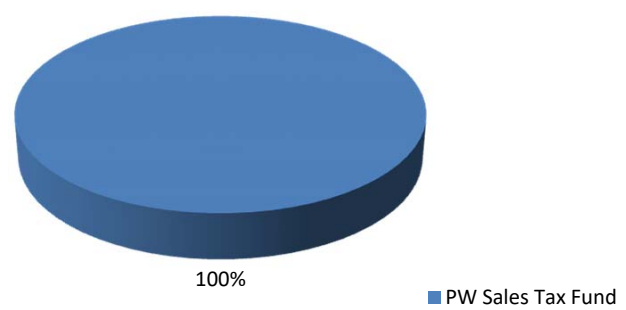
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	-	50,000	50,000	-	50,000	-	0.0%
725.00 Machinery & Equipment	11,201	-	-	-	-	-	NA
Total Major Capital Outlay	11,201	50,000	50,000	-	50,000	-	0.0%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales	Tax Fund	Total
705.00	Buildings			
	Shoreline Underground Storage Tank Removal	30,000	-	30,000
	KRYF Repairs	20,000	-	20,000
	Total Buildings	50,000	-	50,000
	Total Capital Budget	50,000	-	50,000

Expenditures by Type



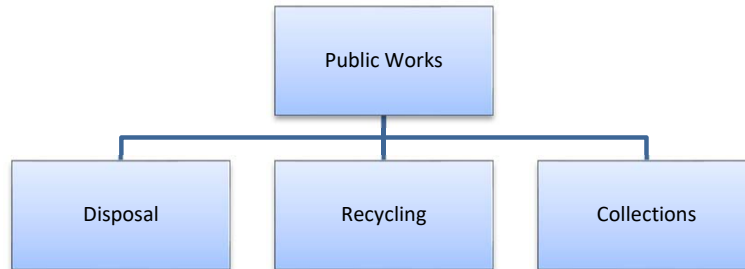
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Disposal	2,152,432	2,224,311	2,272,181	2,220,219	2,315,712	91,401	4.1%
Recycling	70,386	133,163	127,663	86,310	134,258	1,095	0.8%
Collections	799,409	884,034	889,534	840,255	933,032	48,998	5.5%
Capital Improvement Program	1,097,328	305,486	305,486	223,942	365,000	59,514	19.5%
Total	4,119,555	3,546,994	3,594,864	3,370,726	3,748,002	201,008	5.7%

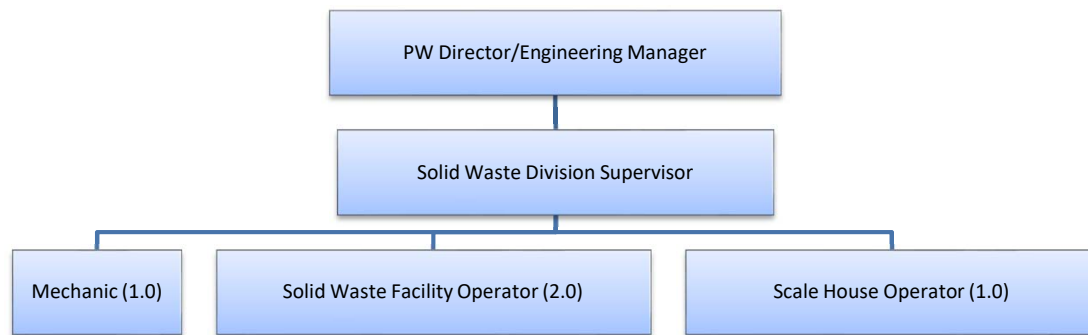
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,069,286	1,212,673	1,250,723	1,153,025	1,263,907	51,234	4.2%
Supplies	268,078	246,570	263,094	258,590	253,470	6,900	2.8%
Contract/Purchased Services	1,280,651	1,289,465	1,306,995	1,298,233	1,336,945	47,480	3.7%
Minor Capital Outlay	26,188	27,450	10,416	10,416	27,450	-	0.0%
Interdepartmental Charges	378,024	465,350	458,150	426,520	501,230	35,880	7.7%
Major Capital Outlay	1,097,328	305,486	305,486	223,942	365,000	59,514	19.5%
Total	4,119,555	3,546,994	3,594,864	3,370,726	3,748,002	201,008	5.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	4,119,555	3,546,994	3,594,864	3,370,726	3,748,002	201,008	5.7%
Total	4,119,555	3,546,994	3,594,864	3,370,726	3,748,002	201,008	5.7%

Full-Time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Disposal	4.50	4.50	4.50	4.50	284,807	-	0.0%
Recycling	1.00	1.00	1.00	1.00	53,888	-	0.0%
Collections	5.50	5.50	5.50	5.50	314,097	-	0.0%
Total	11.00	11.00	11.00	11.00	652,792	-	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 2020

- Provide solid waste disposal services in compliance with ADEC permit requirements in a manner that reflects positively on the City of Ketchikan.
- Obtain a new ADEC 5 year Solid Waste Permit to replace the current permit, which expires on October 6, 2020. Most of the work will done in house to save expense.
- 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 2019

- Collected and disposed of approximately 44,850 pounds of various hazardous materials during the Hazardous Household Waste Event.
- Successfully handled the 2019 community wide Spring Clean-Up 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 790,480 pounds (395.24 tons). A total of 2,090 vehicles for that one-week period was recorded at the division's scale station.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

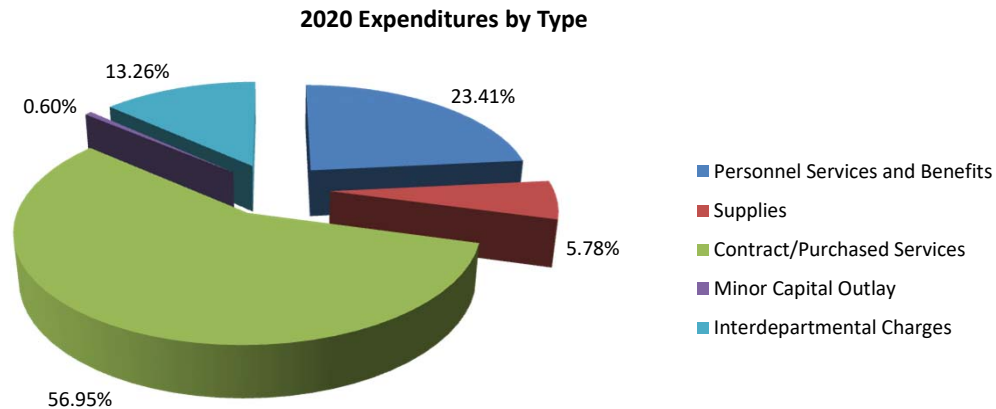
- Provided support for the 4th of July, Blueberry Arts Festival, and the ALPAR program. Various Earth Day clean-up projects were conducted. The division continued its focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in area wide anti-litter 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.
- 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.
- Continued to work on a closure plan while keeping costs at a minimum.
- Completed the new maintenance & equipment storage building in February 2019. More than twenty local contractors and businesses provided services and materials during the course of the construction. With an overall budget of almost \$1.5 million, it is worth noting that the project came in under budget by nearly \$100,000.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	514,944	528,236	566,286	541,360	542,167	13,931	2.6%
Supplies	143,923	129,340	136,864	136,290	133,840	4,500	3.5%
Contract/Purchased Services	1,261,559	1,271,245	1,288,775	1,281,913	1,318,725	47,480	3.7%
Minor Capital Outlay	13,689	13,950	5,916	5,916	13,950	-	0.0%
Interdepartmental Charges	218,317	281,540	274,340	254,740	307,030	25,490	9.1%
Total Expenditures	2,152,432	2,224,311	2,272,181	2,220,219	2,315,712	91,401	4.1%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	2,152,432	2,224,311	2,272,181	2,220,219	2,315,712	91,401	4.1%
Total Funding	2,152,432	2,224,311	2,272,181	2,220,219	2,315,712	91,401	4.1%

Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Supervisor	0.50	0.50	0.50	0.50	45,403	-	0.0%
Mechanic	1.00	1.00	1.00	1.00	61,245	-	0.0%
Solid Waste Facility Operator	2.00	2.00	2.00	2.00	132,802	-	0.0%
Scale House Operator	1.00	1.00	1.00	1.00	45,357	-	0.0%
Total	4.50	4.50	4.50	4.50	284,807	-	0.0%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$13,931, or by 2.6%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$10,520, or 21.5%. Electric utility rates have been programmed to increase 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.
- Interdepartmental- Engineering (Account No. 804.01) increased by \$14,000, or by 9.7%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Engineering Department in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	273,952	262,446	291,796	291,790	284,807	22,361	8.5%
501 .01 Overtime Wages	14,540	31,000	31,000	19,010	31,000	-	0.0%
502 .01 Temporary Wages	18,327	32,000	32,000	19,760	32,000	-	0.0%
505 .00 Payroll Taxes	22,044	24,900	24,900	24,210	26,600	1,700	6.8%
506 .00 Pension	44,658	46,280	47,240	47,240	48,370	2,090	4.5%
507 .00 Health and Life Insurance	101,438	99,640	105,150	105,150	102,320	2,680	2.7%
507 .30 Workers Compensation	11,503	12,090	12,260	12,260	10,840	(1,250)	-10.3%
508 .00 Other Benefits	27,124	18,380	20,440	20,440	4,730	(13,650)	-74.3%
509 .03 Allowances-PW Clothing	1,358	1,250	1,250	1,250	1,250	-	0.0%
509 .08 Allowances-Medical Expenses	-	250	250	250	250	-	0.0%
Personnel Services and Benefits	514,944	528,236	566,286	541,360	542,167	13,931	2.6%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .01 Office Supplies	2,651	2,600	2,600	2,600	2,600	-	0.0%
510 .02 Operating Supplies	41,881	40,880	40,870	40,600	40,880	-	0.0%
510 .03 Safety Program Supplies	879	900	900	900	900	-	0.0%
510 .04 Janitorial Supplies	645	700	700	690	700	-	0.0%
510 .05 Small Tools & Equipment	1,994	2,000	2,000	2,000	2,000	-	0.0%
515 .01 Vehicle Maintenance Materials	48,327	40,000	48,034	48,000	44,500	4,500	11.3%
515 .02 Building & Grounds Maint Materials	15,320	8,600	10,100	10,000	8,600	-	0.0%
525 .03 Heating Fuel	25,393	26,520	24,520	24,500	26,520	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	6,833	7,140	7,140	7,000	7,140	-	0.0%
Supplies	143,923	129,340	136,864	136,290	133,840	4,500	3.5%
Contract/Purchased Services							
600 .02 Travel-Training	-	1,920	1,920	1,920	1,920	-	0.0%
600 .03 Training and Education	-	1,150	1,150	1,100	1,150	-	0.0%
605 .01 Ads and Public Announcements	7,960	6,450	6,450	6,450	6,450	-	0.0%
615 .01 Professional and Technical Licenses	268	700	700	700	700	-	0.0%
615 .02 Assn Membership Dues & Fees	212	400	400	400	400	-	0.0%
620 .02 Salvage & Disposal-Impounded Prop	55,150	60,000	59,800	58,000	60,000	-	0.0%
630 .01 Building and Operating Permits	250	800	810	810	800	-	0.0%
630 .02 Vehicle Licenses	620	1,475	1,475	1,475	1,475	-	0.0%
630 .03 Bank and Merchant Charges	4,210	3,500	3,500	3,500	3,500	-	0.0%
635 .06 Bldg & Grounds Maint Services	665	1,000	1,000	1,000	1,000	-	0.0%
635 .07 Machinery & Equip Maint Services	4,407	4,750	11,750	11,750	4,750	-	0.0%
635 .09 Disposal Services	1,107,520	1,110,400	1,108,560	1,103,550	1,143,700	33,300	3.0%
635 .12 Technical Services	8,761	7,400	7,400	7,400	7,760	360	4.9%
635 .14 Other Contractual Services	5,773	6,000	6,200	6,200	6,200	200	3.3%
645 .02 Rents and Leases-Machinery & Equip	300	700	700	700	700	-	0.0%
650 .01 Telecommunications	15,832	15,700	17,540	17,538	18,800	3,100	19.7%
650 .02 Electric, Water, Sewer & Solid Waste	49,631	48,900	59,420	59,420	59,420	10,520	21.5%
Contract/Purchased Services	1,261,559	1,271,245	1,288,775	1,281,913	1,318,725	47,480	3.7%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	950	736	736	950	-	0.0%
790 .25 Machinery and Equipment	10,416	10,000	1,966	1,966	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	1,473	1,500	1,714	1,714	1,500	-	0.0%
790 .35 Software	1,800	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	13,689	13,950	5,916	5,916	13,950	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	19,323	20,740	20,990	20,980	22,390	1,650	8.0%
801 .01 Interdepartmental-Human Resources	7,591	7,870	7,870	7,320	9,250	1,380	17.5%
802 .00 Interdepartmental-Finance	33,398	37,290	37,040	35,310	40,220	2,930	7.9%
803 .01 Interdepartmental-Info Technology	15,986	19,890	19,890	19,280	21,410	1,520	7.6%
804 .01 Interdepartmental-Engineering	109,470	145,000	137,700	121,000	159,000	14,000	9.7%
805 .01 Interdepartmental-KPU Billing Services	16,780	18,850	18,850	18,850	18,850	-	0.0%
825 .01 Interdepartmental-Insurance	13,246	16,600	16,700	16,700	20,610	4,010	24.2%
850 .01 Interdepartmental-Garage	2,523	15,300	15,300	15,300	15,300	-	0.0%
Interdepartmental Charges	218,317	281,540	274,340	254,740	307,030	25,490	9.1%
Total Expenditures by Type	2,152,432	2,224,311	2,272,181	2,220,219	2,315,712	91,401	4.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$284,807 – This account provides expenditures 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 expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

505.00 Payroll Taxes: \$26,600 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

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

507.00 Health and Life Insurance: \$102,320 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$10,840 – This account provides expenditures for employer contributions to employee workers compensation insurance.

508.00 Other Benefits: \$4,730 – 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 expenditures 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 expenditures for employee medical exams.

510.01 Office Supplies: \$2,600 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$44,500 - This account provides expenditures for the repair and maintenance of landfill vehicles and equipment. Included are licensed and unlicensed rolling stock.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

515.02 Building & Grounds Maintenance Materials: \$8,600 - This account provides expenditures 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 expenditures for the cost of diesel fuel for SWRHF equipment & incinerator operation.

525.04 Vehicle Motor Fuel and Lubricants: \$7,140 - This account provides expenditures for gasoline, diesel fuel and lubricants associated with SWRHF vehicles and equipment.

600.02 Travel-Training: \$1,920 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for the cost of staff professional licenses and certificates required for operating equipment.

615.02 Assn. Membership Dues and Fees: \$400 – This account provides expenditures 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 expenditures 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 expenditures for state regulatory fees & charges.

630.02 Vehicle Licenses - \$1,475 - This account provides expenditures for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$3,500 - This account provides expenditures for merchant fees for use of credit and debit cards.

635.06 Buildings and Grounds Maintenance Services: \$1,000 - This account provides expenditures for 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 expenditures for 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: \$1,143,700 - This account provides expenditures 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: \$7,760 - This account provides expenditures 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: \$6,200 - This account provides expenditures 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 expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$18,800 - This account provides expenditures 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: \$59,420 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$950 - This account provides expenditures 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 expenditures for the acquisition of interchangeable tools for landfill equipment.

790.26 Computers, Printers and Copiers: \$1,500 - This account provides expenditures for the acquisition of a new computer for the Solid Waste Division staff.

790.35 Software: \$1,500 - This account provides expenditures 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: \$22,390 - This account provides expenditures 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: \$9,250 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$40,220 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$21,410 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$159,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$18,850 – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$20,610 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$15,300 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

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 2020

- 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 2019

- Provided a drop center for recycling products, which includes cardboard, aluminum, glass, used oil, and fluorescent bulbs just to name a few items.
- 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.
- 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.
- Continued focusing on removal of scrap metal for additional recycling volumes.

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2020 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

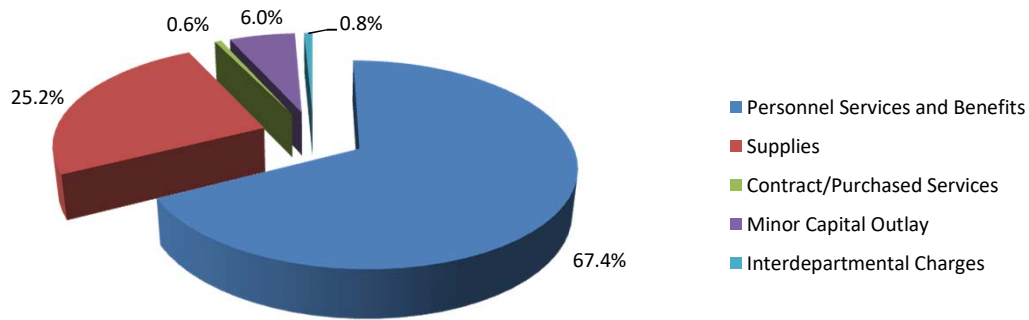
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	31,800	90,193	90,193	48,860	90,638	445	0.5%
Supplies	30,544	33,400	33,400	33,400	33,800	400	1.2%
Contract/Purchased Services	-	800	800	800	800	-	0.0%
Minor Capital Outlay	7,539	8,000	2,500	2,500	8,000	-	0.0%
Interdepartmental Charges	503	770	770	750	1,020	250	32.5%
Total Expenditures	70,386	133,163	127,663	86,310	134,258	1,095	0.8%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	70,386	133,163	127,663	86,310	134,258	1,095	0.8%
Total Funding	70,386	133,163	127,663	86,310	134,258	1,095	0.8%

Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Facility Operator	1.00	1.00	1.00	1.00	53,888	-	0.0%
Total	1.00	1.00	1.00	1.00	53,888	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- There are no significant operating changes between the adopted operating budget for 2019 and the proposed operating budget for 2020.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	19,651	53,703	53,703	29,330	53,888	185	0.3%
505 .00 Payroll Taxes	1,391	4,110	4,110	2,180	4,130	20	0.5%
506 .00 Pension	2,960	8,470	8,470	4,540	8,470	-	0.0%
507 .00 Health and Life Insurance	6,927	20,760	20,760	10,990	21,330	570	2.7%
507 .30 Workers Compensation	841	1,960	1,960	1,020	1,650	(310)	-15.8%
508 .00 Other Benefits	30	860	860	470	840	(20)	-2.3%
509 .03 Allowances-PW Clothing	-	250	250	250	250	-	0.0%
509 .08 Allowances-Medical Expenses	-	80	80	80	80	-	0.0%
Personnel Services and Benefits	31,800	90,193	90,193	48,860	90,638	445	0.5%
Supplies							
510 .05 Small Tools & Equipment	586	2,000	2,000	2,000	2,000	-	0.0%
510 .08 Inventory for Resale	5,459	5,500	5,500	5,500	5,500	-	0.0%
515 .01 Vehicle Maintenance Materials	7,838	8,100	8,100	8,100	8,500	400	4.9%
515 .04 Machinery & Equip Maint Materials	706	1,000	1,000	1,000	1,000	-	0.0%
520 .04 Freight-Material and Supplies	15,955	16,800	16,800	16,800	16,800	-	0.0%
Supplies	30,544	33,400	33,400	33,400	33,800	400	1.2%
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	7,539	8,000	2,500	2,500	8,000	-	0.0%
Minor Capital Outlay	7,539	8,000	2,500	2,500	8,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	503	770	770	750	1,020	250	32.5%
Interdepartmental Charges	503	770	770	750	1,020	250	32.5%
Total Expenditures by Type	70,386	133,163	127,663	86,310	134,258	1,095	0.8%

NARRATIVE

500.01 Regular Salaries and Wages: \$53,888 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Recycling Division.

505.00 Payroll Taxes: \$4,130 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$8,470 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$21,330 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,650 – This account provides expenditures for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$840 – This account provides 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 expenditures 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 expenditures 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 expenditures for minor tools & equipment used by the division during the course of a year.

510.08 Inventory for Resale: \$5,500 - This account provides expenditures for the purchase of equipment such as recycling containers and drop boxes for recycling.

515.01 Vehicle Maintenance Materials: \$8,500 - This account provides expenditures 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 expenditures for the cost of maintaining recycling containers.

520.04 Freight – Materials and Supplies: \$16,800 - This account provides expenditures for shipping metal/oil recycled products to market.

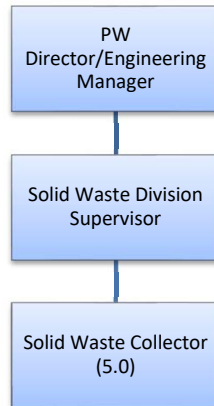
600.03 Training and Education: \$800 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

790.25 Machinery and Equipment: \$8,000 - This account provides expenditures 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: \$1,020 - This account provides expenditures for risk management services

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 2020

- 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 2019

- 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. Survived the construction season downtown for collection.
- Collection crews kept up with demand by working seven days a week during tourist season.
- Provided containers and collection services for special events as requested. Staff also worked extra hours due to holidays and special events.
- 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
2020 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

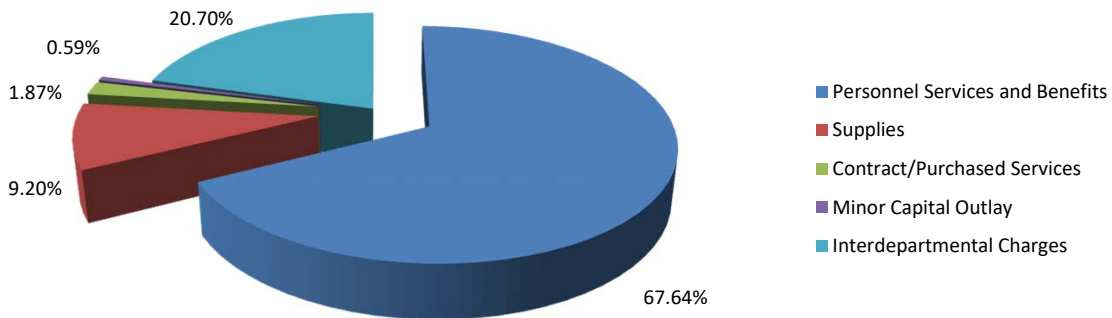
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	522,542	594,244	594,244	562,805	631,102	36,858	6.2%
Supplies	93,611	83,830	92,830	88,900	85,830	2,000	2.4%
Contract/Purchased Services	19,092	17,420	17,420	15,520	17,420	-	0.0%
Minor Capital Outlay	4,960	5,500	2,000	2,000	5,500	-	0.0%
Interdepartmental Charges	159,204	183,040	183,040	171,030	193,180	10,140	5.5%
Total Expenditures	799,409	884,034	889,534	840,255	933,032	48,998	5.5%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	799,409	884,034	889,534	840,255	933,032	48,998	5.5%
Total Funding	799,409	884,034	889,534	840,255	933,032	48,998	5.5%

Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	0.50	0.50	0.50	0.50	45,403	-	0.0%
Solid Waste Collector	5.00	5.00	5.00	5.00	268,694	-	0.0%
Total	5.50	5.50	5.50	5.50	314,097	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$36,858, or by 6.2%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.

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- Interdepartmental-Engineering (Account No. 804.01) increased by \$5,000, or by 10.0%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Engineering Department in 2020.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	254,871	284,329	284,329	271,710	314,097	29,768	10.5%
501 .01 Overtime Wages	18,555	24,000	24,000	22,200	24,000	-	0.0%
502 .01 Temporary Wages	51,678	56,400	56,400	49,320	56,400	-	0.0%
505 .00 Payroll Taxes	23,417	27,910	27,910	25,150	30,180	2,270	8.1%
506 .00 Pension	48,335	53,770	53,770	51,140	56,380	2,610	4.9%
507 .00 Health and Life Insurance	114,450	120,400	120,400	117,710	123,650	3,250	2.7%
507 .30 Workers Compensation	19,254	20,730	20,730	19,080	19,340	(1,390)	-6.7%
508 .00 Other Benefits	(9,376)	4,930	4,930	4,720	5,280	350	7.1%
509 .03 Allowances-PW Clothing	1,358	1,375	1,375	1,375	1,375	-	0.0%
509 .08 Allowances-Medical Expenses	-	400	400	400	400	-	0.0%
Personnel Services and Benefits	522,542	594,244	594,244	562,805	631,102	36,858	6.2%
Supplies							
510 .02 Operating Supplies	1,755	2,000	2,000	2,000	2,000	-	0.0%
510 .03 Safety Program Supplies	598	900	900	900	900	-	0.0%
510 .05 Small Tools & Equipment	800	900	900	900	900	-	0.0%
510 .08 Inventory for Resale	17,409	17,600	26,600	25,200	17,600	-	0.0%
515 .01 Vehicle Maintenance Materials	47,129	34,400	34,400	34,400	36,400	2,000	5.8%
515 .04 Machinery & Equip Maint Materials	960	1,000	1,000	1,000	1,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	24,960	27,030	27,030	24,500	27,030	-	0.0%
Supplies	93,611	83,830	92,830	88,900	85,830	2,000	2.4%
Contract/Purchased Services							
600 .03 Training and Education	-	200	200	200	200	-	0.0%
605 .01 Ads and Public Announcements	236	300	300	300	300	-	0.0%
615 .01 Professional and Technical Licenses	-	300	300	300	300	-	0.0%
630 .02 Vehicle Licenses	50	120	120	120	120	-	0.0%
630 .03 Bank and Merchant Charges	18,806	16,500	16,500	14,600	16,500	-	0.0%
Contract/Purchased Services	19,092	17,420	17,420	15,520	17,420	-	0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	4,960	5,500	2,000	2,000	5,500	-	0.0%
Minor Capital Outlay	4,960	5,500	2,000	2,000	5,500	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	19,890	21,350	21,590	21,590	21,890	540	2.5%
801 .01 Interdepartmental-Human Resources	7,813	8,100	7,860	7,540	9,040	940	11.6%
802 .00 Interdepartmental-Finance	34,374	38,380	38,380	36,350	39,310	930	2.4%
803 .01 Interdepartmental-Info Technology	16,453	20,470	20,470	19,840	20,930	460	2.2%
804 .01 Interdepartmental-Engineering	38,214	50,000	50,000	41,000	55,000	5,000	10.0%
805 .01 Interdepartmental-KPU Billing Services	25,170	28,270	28,270	28,270	28,280	10	0.0%
825 .01 Interdepartmental-Insurance	7,598	11,470	11,470	11,440	13,730	2,260	19.7%
850 .01 Interdepartmental-Garage	9,692	5,000	5,000	5,000	5,000	-	0.0%
Interdepartmental Charges	159,204	183,040	183,040	171,030	193,180	10,140	5.5%
Total Expenditures by Type	799,409	884,034	889,534	840,255	933,032	48,998	5.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$314,097 This account provides expenditures 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 expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Solid Waste Collection Division.

505.00 Payroll Taxes: \$30,180 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$56,380 – This account provides expenditures for employer contributions to retirement systems.

507.00 Health and Life Insurance: \$123,650 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$19,340 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$5,280 – This account provides 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 expenditures 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 expenditures for employee medical exams.

510.02 Operating Supplies: \$2,000 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$36,400 - This account provides expenditures 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 expenditures 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

525.04 Vehicle Motor Fuel and Lubricants: \$27,030 - This account provides expenditures for the purchase of gasoline, diesel fuel and lubricants associated with the division's use of vehicles.

600.03 Training and Education: \$200 – 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 third-parties.

605.01 Ads and Public Announcements: \$300 - This account provides expenditures 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 expenditures for cost of commercial driver's licenses and other certificates required for operating equipment.

630.02 Vehicle Licenses: \$120 – This account provides expenditures 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 expenditures for merchant fees for use of credit and debit cards.

790.25 Machinery and Equipment: \$5,500 - This account provides expenditures for the purchase of replacement equipment such as cart tippers and other miscellaneous items for the collection vehicles.

800.00 Interdepartmental Charges – Administrative: \$21,890 - This account provides expenditures 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: \$9,040 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$39,310 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$20,930 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$55,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$28,280 – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$13,730 - This account provides expenditures for risk management services and claims.

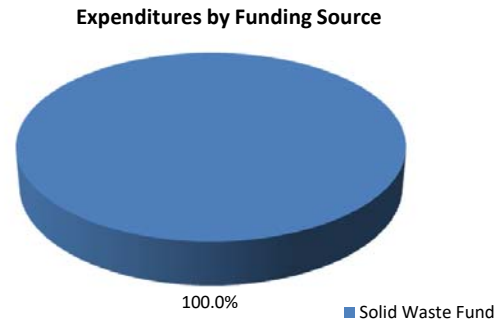
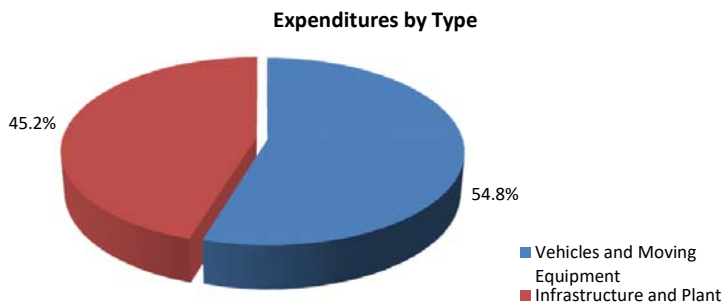
850.01 Interdepartmental Charges – Garage: \$5,000 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Solid Waste

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	1,097,328	58,486	58,486	46,942	-	(58,486)	-100.0%
720.00 Vehicles and Moving Equipment	-	-	-	-	200,000	200,000	New
725.00 Machinery and Equipment	-	72,000	72,000	72,000	-	-	-100.0%
730.00 Infrastructure and Plant	-	175,000	175,000	105,000	165,000	(10,000)	-5.7%
Total Major Capital Outlay	1,097,328	305,486	305,486	223,942	365,000	59,514	19.5%

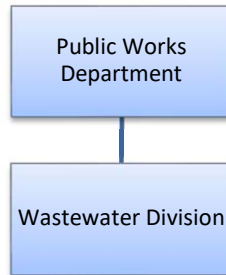
Capital Improvement Projects		Funding Sources		
Project #	Project	Solid Waste Fund		Total
720-00	Vehicles and Moving Equipment			
	Packer Vehicle Replacement	200,000		200,000
	Total Vehicles and Moving Equipment	200,000	-	200,000
730.00	Infrastructure and Plant			
	Cover Generation	100,000		100,000
	Building Approach Slab	65,000		65,000
	Total Infrastructure and Plant	165,000	-	165,000
	Total Capital Budget	365,000	-	365,000



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	131,684	5.3%
Capital Improvement Program	678,635	3,677,935	3,732,935	672,260	5,548,732	1,870,797	50.9%
Total	2,967,880	6,161,060	6,240,930	3,074,889	8,163,541	2,002,481	32.5%

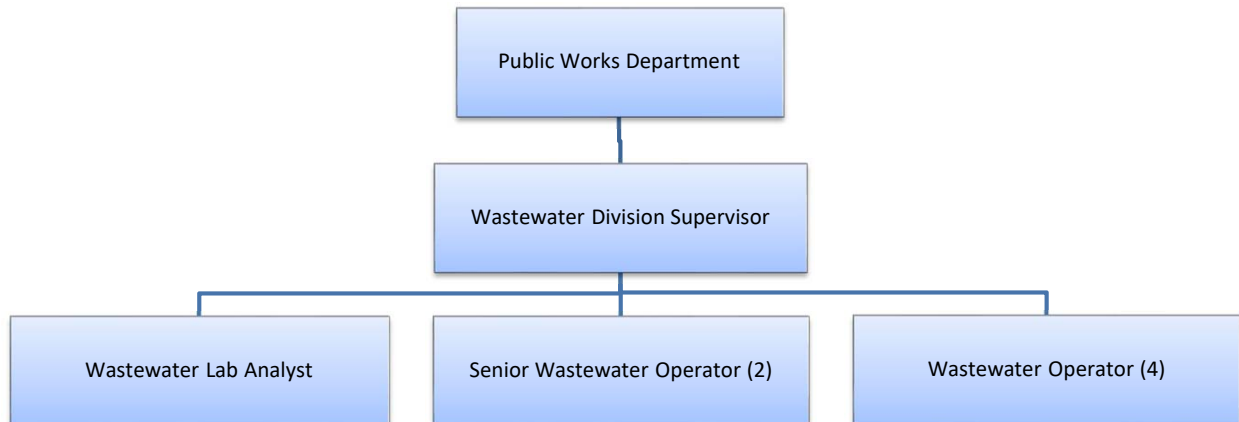
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	897,140	904,047	904,047	857,220	946,966	42,919	4.7%
Supplies	246,173	305,175	300,675	300,675	282,675	(22,500)	-7.4%
Contract/Purchased Services	345,072	394,290	424,110	424,110	442,110	47,820	12.1%
Minor Capital Outlay	46,590	51,500	51,500	51,500	62,500	11,000	21.4%
Interdepartmental Charges	523,777	588,580	588,129	529,590	631,630	43,050	7.3%
Debt Service	150,493	159,533	159,534	159,534	162,828	3,295	2.1%
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Major Capital Outlay	678,635	3,677,935	3,732,935	672,260	5,548,732	1,870,797	50.9%
Total	2,967,880	6,161,060	6,240,930	3,074,889	8,163,541	2,002,481	32.5%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,967,880	3,115,863	3,195,733	2,858,367	3,209,809	93,946	3.0%
Bonds	-	3,045,197	3,045,197	216,522	4,953,732	1,908,535	62.7%
Total	2,967,880	6,161,060	6,240,930	3,074,889	8,163,541	2,002,481	32.5%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	532,316	-	0.0%
Total	8.00	8.00	8.00	8.00	532,316	-	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 2020

- 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 2019

- Bypassed and cleaned large pump stations 2, 5, & 6. This removed the buildup of grease, grit, and foreign debris that cause damage to pumps and equipment.
- Implemented a Computer Maintenance Management System to track inventory, equipment, maintenance, and work orders.
- Tested and developed a system to use Peracetic Acid to help with the disinfection of wastewater during the warmer months.
- Used the new Vactor 2100i to clean known grease buildup areas and systematically clean the collections system. Most of the lines were then inspected with CCTV inspection to monitor pipe condition.
- Significantly reduced the cost of chemicals used in the processing and disinfection of wastewater by changing vendors, restructuring of a storage area, and changes to process control.
- Demolished and rebuilt a large wall in Treatment Plant A that had been damaged by water.

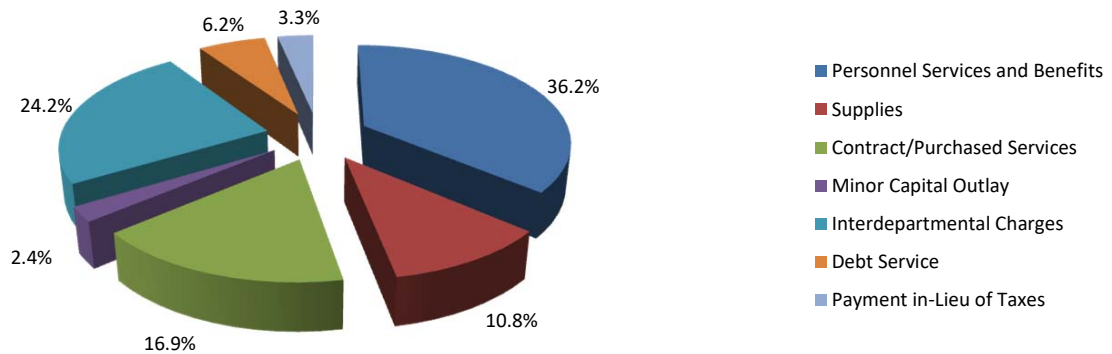
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	897,140	904,047	904,047	857,220	946,966	42,919	4.7%
Supplies	246,173	305,175	300,675	300,675	282,675	(22,500)	-7.4%
Contract/Purchased Services	345,072	394,290	424,110	424,110	442,110	47,820	12.1%
Minor Capital Outlay	46,590	51,500	51,500	51,500	62,500	11,000	21.4%
Interdepartmental Charges	523,777	588,580	588,129	529,590	631,630	43,050	7.3%
Debt Service	150,493	159,533	159,534	159,534	162,828	3,295	2.1%
Payment in-Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Total Expenditures	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	131,684	5.3%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	131,684	5.3%
Total Funding	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	131,684	5.3%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	89,010	-	0.0%
Senior Wastewater Operator	2.00	2.00	2.00	2.00	142,300	-	0.0%
Wastewater Operator	4.00	4.00	4.00	4.00	220,921	-	0.0%
Wastewater Lab Analyst	1.00	1.00	1.00	1.00	80,085	-	0.0%
Total	8.00	8.00	8.00	8.00	532,316	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$42,919, or by 4.7%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; and a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020.
- Chemicals (Account No. 510.06) decreased by \$30,000, or by 30%, due to the division finding a new vendor that decreased chemical costs and the reduction in use of dechlorination tablets by better practices and monitoring of chlorination.
- Travel - Training (Account No. 600.02) increased by \$5,000, or by 50%, due to the projected need to provide division personnel access to training opportunities.
- Training & Education (Account No. 600.03) increased by \$5,000, or by 100%, to fund the necessary training opportunities for the expected upgrades and advancements in the collection and treatment systems.
- Bank & Merchant Charges (Account No. 630.03) increased by \$6,000, or by 35.3%, due to increased use of bank cards by customers.
- Management and Consulting Services (Account No. 640.04) decreased by \$8,500, or by 21.3%, due to improvements in division operations that require less need for consulting services.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$30,320 or by 15.5%. Electric utility rates have been programmed to increase 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.
- Machinery & Equipment (Account No. 790.25) increased by \$10,000, or by 22%, due to the need to purchase large equipment such as pumps to be used with in-house pipe replacement projects.
- Interdepartmental - Engineering (Account No. 804.01) increased by \$27,000, or by 8.4%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Engineering Department in 2020.
- Interdepartmental - Insurance (Account No. 825.01) increased by \$6,460, or by 16.5%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.
- Payment in Lieu of Taxes (Account No. 975.00) increased by \$6,100, or by 7.6%, due to an increase in the property tax mill rate from 6.6 to 7.1.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	524,077	496,477	496,477	478,750	532,316	35,839	7.2%
501 .01 Overtime Wages	30,682	50,000	50,000	44,640	50,000	-	0.0%
502 .01 Temporary Wages	15,183	30,000	30,000	21,390	30,000	-	0.0%
505 .00 Payroll Taxes	42,075	44,110	44,110	39,990	46,850	2,740	6.2%
506 .00 Pension	82,635	85,770	85,770	79,060	87,350	1,580	1.8%
507 .00 Health & Life Insurance	168,459	169,260	169,260	166,870	173,810	4,550	2.7%
507 .30 Workers Compensation	18,512	20,160	20,160	18,450	16,920	(3,240)	-16.1%
508 .00 Other Benefits	13,517	5,670	5,670	5,470	7,120	1,450	25.6%
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	897,140	904,047	904,047	857,220	946,966	42,919	4.7%
Supplies							
510 .01 Office Supplies	2,668	2,500	2,500	2,500	2,500	-	0.0%
510 .02 Operating Supplies	13,826	13,000	13,000	13,000	15,000	2,000	15.4%
510 .03 Safety Program Supplies	9,649	10,250	10,250	10,250	12,250	2,000	19.5%
510 .04 Janitorial Supplies	4,822	7,250	7,250	7,250	7,250	-	0.0%
510 .05 Small Tools & Equipment	7,469	9,000	9,000	9,000	9,000	-	0.0%
510 .06 Chemicals	87,069	100,000	95,500	95,500	70,000	(30,000)	-30.0%
515 .01 Vehicle Maintenance Materials	254	5,000	5,000	5,000	7,000	2,000	40.0%
515 .04 Machinery & Equip Maint Materials	14,831	28,300	28,300	28,300	28,300	-	0.0%
515 .05 Infrastructure Maint Materials	66,242	72,625	72,625	72,625	72,625	-	0.0%
520 .02 Postage	1,803	4,000	4,000	4,000	2,000	(2,000)	-50.0%
525 .03 Heating Fuel	25,926	36,000	36,000	36,000	36,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	7,127	12,000	12,000	12,000	12,000	-	0.0%
530 .03 Professional & Technical Publications	241	500	500	500	1,000	500	100.0%
535 .02 Business & Meal Expenses	547	750	750	750	1,750	1,000	133.3%
535 .04 Uniforms/Badges/Clothing	3,699	4,000	4,000	4,000	6,000	2,000	50.0%
Supplies	246,173	305,175	300,675	300,675	282,675	(22,500)	-7.4%
Contract/Purchased Services							
600 .02 Travel-Training	10,076	10,000	10,000	10,000	15,000	5,000	50.0%
600 .03 Training & Education	3,268	5,000	5,000	5,000	10,000	5,000	100.0%
605 .01 Ads & Public Announcements	4,313	6,500	6,500	6,500	6,500	-	0.0%
615 .01 Professional & Technical Licenses	1,790	1,000	1,000	1,000	2,000	1,000	100.0%
615 .02 Assn. Membership Dues & Fees	-	500	500	500	1,500	1,000	200.0%
630 .01 Building & Operating Permits	5,320	8,800	8,800	8,800	9,800	1,000	11.4%
630 .02 Vehicle Licenses	30	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Charges	20,148	17,000	17,000	17,000	23,000	6,000	35.3%
635 .03 Vehicle Maintenance Services	1,307	3,000	3,000	3,000	5,000	2,000	66.7%
635 .04 Software Maintenance Services	6,632	4,500	4,500	4,500	4,500	-	0.0%
635 .06 Bldg. & Grounds Maint Services	10,309	11,000	11,000	11,000	11,000	-	0.0%
635 .07 Machinery & Equip Maint Services	14,739	25,000	25,000	25,000	25,000	-	0.0%
635 .08 Infrastructure Maint Services	27,747	35,490	35,490	35,490	35,490	-	0.0%
635 .12 Technical Services	4,772	6,000	6,000	6,000	6,000	-	0.0%
640 .01 Legal & Accounting Services	500	-	-	-	-	-	NA
640 .02 Engineering & Architectural Services	7,764	10,000	10,000	10,000	10,000	-	0.0%
640 .04 Management & Consulting Services	13,903	40,000	35,000	35,000	31,500	(8,500)	-21.3%
645 .02 Rents & Leases-Machinery & Equip	949	1,000	1,000	1,000	2,000	1,000	100.0%
650 .01 Telecommunications	16,310	13,000	17,500	17,500	17,000	4,000	30.8%
650 .02 Electric, Water, Sewer & Solid Waste	195,195	196,000	226,320	226,320	226,320	30,320	15.5%
Contract/Purchased Services	345,072	394,290	424,110	424,110	442,110	47,820	12.1%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	201	1,500	1,500	1,500	2,500	1,000	66.7%
790 .25 Machinery & Equipment	42,103	45,500	45,500	45,500	55,500	10,000	22.0%
790 .26 Computers, Printers & Copiers	4,286	4,500	4,500	4,500	4,500	-	0.0%
Minor Capital Outlay	46,590	51,500	51,500	51,500	62,500	11,000	21.4%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	29,833	32,020	32,410	32,380	34,100	2,080	6.5%
801 .01 Interdepartmental-Human Resources	11,720	12,150	12,149	11,300	14,090	1,940	16.0%
802 .00 Interdepartmental-Finance	51,561	57,570	57,570	54,520	61,250	3,680	6.4%
803 .01 Interdepartmental-Info Technology	24,680	30,700	30,700	29,760	32,600	1,900	6.2%
804 .01 Interdepartmental-Engineering	284,060	321,000	320,160	267,000	348,000	27,000	8.4%
805 .01 Interdepartmental-KPU Billing Services	48,050	50,890	50,890	50,890	50,880	(10)	0.0%
825 .01 Interdepartmental-Insurance	30,419	39,250	39,250	38,740	45,710	6,460	16.5%
850 .01 Interdepartmental-Garage	28,454	30,000	30,000	30,000	30,000	-	0.0%
851 .01 Interdepartmental-Equipment	15,000	15,000	15,000	15,000	15,000	-	0.0%
Interdepartmental Charges	523,777	588,580	588,129	529,590	631,630	43,050	7.3%
Debt Service							
931 .01 Debt Service-Principal	120,729	129,700	129,700	129,700	131,653	1,953	1.5%
932 .01 Debt Service-Interest	29,764	29,833	29,834	29,834	31,175	1,342	4.5%
Debt Service	150,493	159,533	159,534	159,534	162,828	3,295	2.1%
Other Costs							
975 .00 Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Other Costs	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Total Expenditures by Type	2,289,245	2,483,125	2,507,995	2,402,629	2,614,809	131,684	5.3%

NARRATIVE

500.01 Regular Salaries & Wages: \$532,316 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

501.01 Overtime Wages: \$50,000 - This account provides expenditures 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 expenditures for compensation paid to temporary salaried and hourly employees of the Wastewater Services Division.

505.00 Payroll Taxes: \$46,850 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$87,350 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$173,810 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$16,920 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$7,120 – This account provides 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 expenditures 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 expenditures 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: \$15,000 - This account provides expenditures 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: \$12,250 - This account provides expenditures 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 expenditures for cleaning and sanitation supplies used by the in house janitor.

510.05 Small Tools & Equipment: \$9,000 - This account provides expenditures 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: \$70,000 - This account provides expenditures for chemicals used for wastewater treatment and testing.

515.01 Vehicle Maintenance Materials: \$7,000 - This account provides expenditures 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 expenditures 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 expenditures 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: \$2,000 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$36,000 - This account provides expenditures for heating fuel to heat the wastewater treatment plants.

525.04 Vehicle Motor Fuel & Lubricants: \$12,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants for vehicles and the 14 foot sampling skiff.

530.03 Professional & Technical Publications: \$1,000 - This account provides expenditures for professional and technical publications. Included are professional handbooks and technical journals and wastewater operator manuals.

535.02 Business & Meal Expenses: \$1,750 - This account provides expenditures for reimbursements to employees for business and job related meals, and other business related expenses.

535.04 Uniforms/Badges/Clothing: \$6,000 - This account provides expenditures 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: \$15,000 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$10,000 – 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 third-parties.

605.01 Advertising & Public Announcements: \$6,500 - This account provides expenditures 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: \$2,000 – This account provides expenditures 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: \$1,500 – This account provides expenditures 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: \$9,800 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

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

630.03 Bank & Merchant Charges: \$23,000 – This account provides expenditures 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: \$5,000 – This account provides expenditures 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 expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings & Grounds Maintenance Services: \$11,000 - This account provides expenditures for 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 expenditures for 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 expenditures 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 expenditures for engineering and architectural services outside the scope of available services with internal staff.

640.04 Management & Consulting Services: \$31,500 - This account provides expenditures 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: \$2,000 - This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$17,000 - This account provides expenditures 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: \$226,320 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$2,500 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery & Equipment: \$55,500 - This account provides expenditures 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 expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

800.00 Interdepartmental Charges – Administrative: \$34,100 - This account provides expenditures 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: \$14,090 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$61,250 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$32,600 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$348,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$50,880 - This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$45,710 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$30,000 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

851.01 Equipment Charges: \$15,000 - This account provides expenditures for use of equipment owned by another department of the City.

931.01 Debt Service-Principal: \$131,653 - This account provides expenditures for principal on Alaska Clean Water Loans for the Wastewater Division.

932.01 Debt Service-Interest: \$31,175 - This account provides expenditures for interest on Alaska Clean Water Loans for the Wastewater Division.

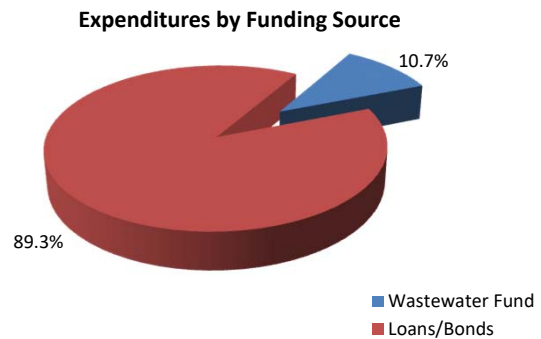
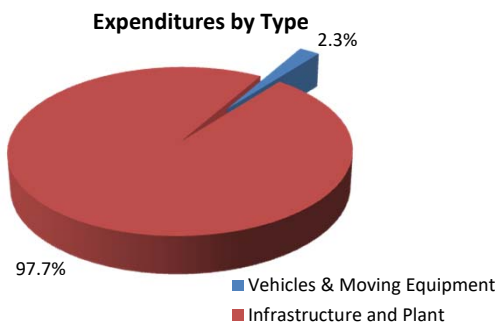
975.00 Payments in Lieu of Taxes: \$86,100 - This account provides expenditures for payments in lieu of taxes assessed against the enterprise funds of the City.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Wastewater

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00 Vehicles & Moving Equipment	415,318	170,000	170,000	38,000	125,000	(45,000)	-26.5%
730.00 Infrastructure and Plant	263,317	3,488,935	3,538,935	610,260	5,423,732	1,934,797	55.5%
740.00 Other Capital		19,000	24,000	24,000	-	(19,000)	-100.0%
Total Major Capital Outlay	678,635	3,677,935	3,732,935	672,260	5,548,732	1,870,797	50.9%

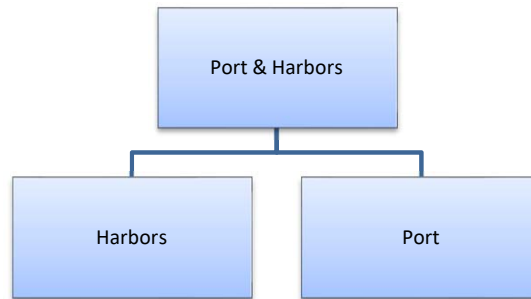
Project #	Project	Funding Sources			Total
		Wastewater Fund	ADEC Loan/Bonds		
720.00 Vehicles and Moving Equipment					
	Utility Truck Replacement	125,000			125,000
	Total Vehicles & Moving Equipment	125,000	-	-	125,000
730.00 Infrastructure and Plant					
	Sewer Main & Manhole	75,000			75,000
	Upgrade 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
	SCADA & Controls Upgrade	100,000			100,000
	Water Meters - Business & Commercial		1,034,678		1,034,678
	Schoenbar Sewer Replacement Phase 1		3,919,054		3,919,054
	Replace Screenings Bin	75,000			75,000
	Total Infrastructure and Plant	470,000	4,953,732	-	5,423,732
	Total Capital Budget	595,000	4,953,732	-	5,548,732



CITY OF KETCHIKAN
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	141,079	9.0%
Capital Improvement Program	299,171	1,333,350	1,347,776	93,666	1,689,110	355,760	26.7%
Total	1,745,720	2,903,965	2,993,921	1,717,516	3,400,804	496,839	17.1%

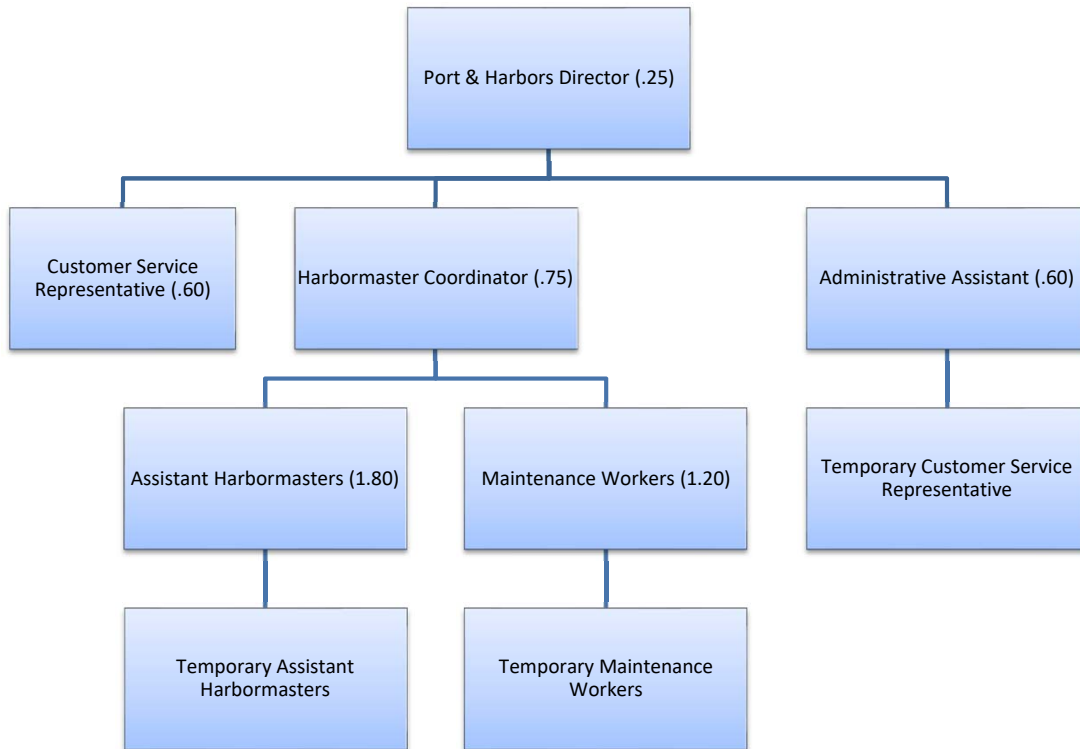
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	560,274	625,185	625,495	616,300	677,569	52,384	8.4%
Supplies	67,270	80,890	74,940	74,940	80,890	-	0.0%
Contract/Purchased Services	273,052	275,720	356,890	356,890	352,940	77,220	28.0%
Minor Capital Outlay	18,677	14,050	14,050	14,050	14,050	-	0.0%
Interdepartmental Charges	178,851	224,270	224,220	211,120	239,070	14,800	6.6%
Debt Service	348,425	350,500	350,550	350,550	347,175	(3,325)	-0.9%
Major Capital Outlay	299,171	1,333,350	1,347,776	93,666	1,689,110	355,760	26.7%
Total	1,745,720	2,903,965	2,993,921	1,717,516	3,400,804	496,839	17.1%

Expenditures by Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,561,135	1,649,855	1,739,811	1,717,516	1,741,694	91,839	5.6%
Grants and Contributions	-	627,055	627,055	-	683,305	56,250	9.0%
Harbor Construction	184,585	139,445	139,445	-	488,195	348,750	250.1%
Bonds	-	487,610	487,610	-	487,610	-	0.0%
Total	1,745,720	2,903,965	2,993,921	1,717,516	3,400,804	496,839	17.1%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	335,269	-	0.0%
Total	5.20	5.20	5.20	5.20	335,269	-	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 2020

- Install sewage pumpout station in Bar Harbor South.
- Replace overhead lighting and wiring on Bar Harbor North Float 17.
- Replace deteriorated decking and bull rails on Float No. 4 in Thomas Basin.
- Complete phase 2 of repairs to Bar Harbor South Ramp No. 2 trestle.
- Replace deteriorated piling in Bar Harbor North.
- Replace shop truck.

ACCOMPLISHMENTS FOR 2019

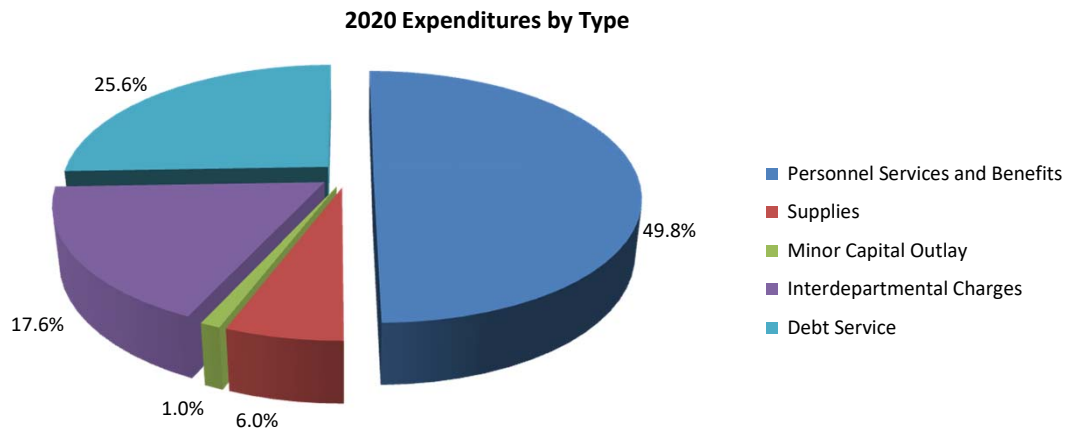
- Completed replacement of finger float on Float No. 8 in Bar Harbor South.
- Completed replacement of deteriorated decking, bull rails and potable water lines on Float No. 1 in Thomas Basin.
- Continued repairs to concrete decking in Bar Harbor North.
- Applied for a State Harbor Facility Municipal Matching Grant to replace Bar Harbor North Ramp No. 3.
- Completed interim repairs to Bar Harbor South Ramp No. 2 trestle.
- Replaced and upgraded the security cameras at Bar Harbor North and Harbormaster offices.
- Applied for a State of Alaska Department of Fish & Game grant to install a recreational sewage pumpout station in Bar Harbor South.

DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	560,274	625,185	625,495	616,300	677,569	52,384	8.4%
Supplies	67,270	80,890	74,940	74,940	80,890	-	0.0%
Contract/Purchased Services	273,052	275,720	356,890	356,890	352,940	77,220	28.0%
Minor Capital Outlay	18,677	14,050	14,050	14,050	14,050	-	0.0%
Interdepartmental Charges	178,851	224,270	224,220	211,120	239,070	14,800	6.6%
Debt Service	348,425	350,500	350,550	350,550	347,175	(3,325)	-0.9%
Total Expenditures	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	141,079	9.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	141,079	9.0%
Total Funding	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	141,079	9.0%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director of Port & Harbors	0.25	0.25	0.25	0.25	32,879	-	0.0%
Harbormaster Coordinator	-	-	0.75	0.75	64,692	0.75	0.0%
Senior Assistant Harbormaster	0.75	0.75	-	-	-	(0.75)	0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	106,855	-	0.0%
Maintenance Worker	1.20	1.20	1.20	1.20	69,737	-	0.0%
Administrative Assistant	0.60	0.60	0.60	0.60	31,207	-	0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	29,899	-	0.0%
Total	5.20	5.20	5.20	5.20	335,269	-	0.0%



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$52,384, or by 8.4%, 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, 2020; the implementation of the 2019 compensation plan update; a 10.0% increase in employee health insurance premiums, and increased temporary wages attributable to actual use due in part to capital improvement projects being accomplished in-house with temporary labor.
- Bank and Merchant Charges (Account No. 630.03) increased by \$10,000, or by 55.6%, to cover increased charges due to more customers using credit cards.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$65,720, or by 35.3%. Electric utility rates have been programmed to increase 3.5% effective January 1, 2020 and Harbors now being billed for electric for East Street parking lot lights. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.
- Interdepartmental-Engineering (Account No. 804.01) increased by \$6,000, or by 11.3%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Engineering Department in 2020.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$8,220, or by 12.2%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Harbors

Operations Division 1710-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	269,362	314,345	312,215	304,620	335,269	20,924	6.7%
501 .01 Overtime Wages	12,675	8,000	10,130	10,130	11,500	3,500	43.8%
502 .01 Temporary Wages	74,628	69,000	86,890	86,890	80,000	11,000	15.9%
505 .00 Payroll Taxes	25,903	29,940	30,190	30,190	32,650	2,710	9.1%
506 .00 Pension	62,987	69,550	69,190	67,700	74,800	5,250	7.5%
507 .00 Health and Life Insurance	97,944	116,750	99,220	99,220	119,870	3,120	2.7%
507 .30 Workers Compensation	11,108	12,930	12,990	12,990	12,250	(680)	-5.3%
508 .00 Other Benefits	5,667	4,670	4,670	4,560	11,230	6,560	140.5%
Personnel Services and Benefits	560,274	625,185	625,495	616,300	677,569	52,384	8.4%
Supplies							
510 .01 Office Supplies	2,488	3,450	3,300	3,300	3,450	-	0.0%
510 .02 Operating Supplies	3,609	3,300	3,300	3,300	3,300	-	0.0%
510 .03 Safety Program Supplies	323	300	300	300	300	-	0.0%
510 .04 Janitorial Supplies	1,844	1,850	1,850	1,850	1,850	-	0.0%
510 .05 Small Tools & Equipment	4,859	5,000	5,000	5,000	5,000	-	0.0%
515 .01 Vehicle Maint Materials	2,265	2,750	2,750	2,750	2,750	-	0.0%
515 .05 Infrastructure Maint Materials	35,134	44,500	38,700	38,700	44,500	-	0.0%
520 .02 Postage	2,633	2,940	2,940	2,940	2,940	-	0.0%
525 .03 Heating Fuel	4,291	5,700	5,700	5,700	5,700	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	7,022	8,000	8,000	8,000	8,000	-	0.0%
530 .02 Periodicals	78	100	100	100	100	-	0.0%
535 .04 Uniforms/Badges/Clothing	2,724	3,000	3,000	3,000	3,000	-	0.0%
Supplies	67,270	80,890	74,940	74,940	80,890	-	0.0%
Contract/Purchased Services							
600 .01 Travel-Business	1,556	1,500	1,500	1,500	1,500	-	0.0%
600 .02 Travel-Training	1,210	1,300	1,300	1,300	1,300	-	0.0%
600 .03 Training and Education	526	1,100	1,100	1,100	1,100	-	0.0%
605 .01 Ads and Public Announcements	1,634	1,550	1,550	1,550	1,550	-	0.0%
605 .02 Marketing	288	700	700	700	700	-	0.0%
615 .02 Assn Membership Dues & Fees	200	200	350	350	200	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	371	7,000	7,000	7,000	7,000	-	0.0%
620 .02 Towing of Impounded Property	380	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	-	900	900	900	900	-	0.0%
630 .02 Vehicle Licenses	42	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	25,693	18,000	27,500	27,500	28,000	10,000	55.6%
635 .02 Janitorial and Cleaning Services	2,700	3,600	3,600	3,600	3,600	-	0.0%
635 .03 Vehicle Maintenance Services	29	2,850	2,850	2,850	2,850	-	0.0%
635 .04 Software Maintenance Services	961	2,000	2,000	2,000	2,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	6,923	6,700	6,700	6,700	6,700	-	0.0%
635 .07 Machinery & Equip Maint Services	2,148	4,100	4,100	4,100	4,100	-	0.0%
635 .08 Infrastructure Maint Services	5,438	9,550	15,350	15,350	9,550	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	333	900	900	900	900	-	0.0%
650 .01 Telecommunications	26,446	27,000	27,000	27,000	28,500	1,500	5.6%
650 .02 Electric, Water, Sewer & Solid Waste	196,174	186,170	251,890	251,890	251,890	65,720	35.3%
Contract/Purchased Services	273,052	275,720	356,890	356,890	352,940	77,220	28.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Harbors

Operations Division 1710-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	692	1,050	1,050	1,050	1,050	-	0.0%
790 .20 Vehicles & Moving Equipment	6,739	-	-	-	-	-	0.0%
790 .25 Machinery and Equipment	8,340	9,200	9,200	9,200	9,200	-	0.0%
790 .26 Computers, Printers & Copiers	2,906	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	18,677	14,050	14,050	14,050	14,050	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	21,359	22,930	23,200	23,190	22,900	(30)	-0.1%
801 .01 Interdepartmental-Human Resources	8,390	8,700	8,380	8,090	9,460	760	8.7%
802 .00 Interdepartmental-Finance	36,913	41,210	41,210	39,030	41,140	(70)	-0.2%
803 .01 Interdepartmental-Info Technology	17,668	21,980	21,980	21,310	21,900	(80)	-0.4%
804 .01 Interdepartmental-Engineering	35,865	53,000	53,000	44,000	59,000	6,000	11.3%
825 .01 Interdepartmental-Insurance	57,352	67,600	67,600	66,650	75,820	8,220	12.2%
850 .01 Interdepartmental-Garage	1,304	8,850	8,850	8,850	8,850	-	0.0%
Interdepartmental Charges	178,851	224,270	224,220	211,120	239,070	14,800	6.6%
Debt Service							
931 .01 Debt Service-Principal	155,000	165,000	165,000	165,000	170,000	5,000	3.0%
932 .01 Debt Service-Interest	193,425	185,500	185,550	185,550	177,175	(8,325)	-4.5%
Debt Service	348,425	350,500	350,550	350,550	347,175	(3,325)	-0.9%
Total Expenditures by Type	1,446,549	1,570,615	1,646,145	1,623,850	1,711,694	141,079	9.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$335,269 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Harbors Division.

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

502.01 Temporary Wages: \$80,000- This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Harbors Division.

505.00 Payroll Taxes: \$32,650 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$74,800– This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$119,870 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$12,250 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$11,230 – This account provides 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 expenditures 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 expenditures 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: \$300 - This account provides expenditures 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 expenditures for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$5,000 - This account provides expenditures 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 expenditures for the materials required for maintaining vehicles such as tires.

515.05 Infrastructure Maintenance Materials: \$44,500 - This account provides expenditures 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 expenditures for postal related services such as postage, express delivery, mailing materials, etc.

525.03 Heating Fuel: \$5,700 - This account provides expenditures 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 expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the Harbors Division.

530.02 Periodicals: \$100 - This account provides expenditures for subscriptions to newspapers, magazines and trade journals.

535.04 Uniforms/Badges/Clothing: \$3,000 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by collective bargaining agreements, personnel rules, and department policies. Included are work shirts, jackets, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$1,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$1,300 - This account provides expenditures 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 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 third-parties.

605.01 Advertising and Public Announcements: \$1,550 - This account provides expenditures 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 expenditures 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 expenditures for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$7,000 - This account provides expenditures for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$500 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$900 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$100 – This account provides expenditures for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$28,000 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services. Increased in FY20 due to increased fees as more customers now paying by credit card instead of by check or cash.

635.02 Janitorial and Cleaning Services: \$3,600 - This account provides expenditures 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 expenditures 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 expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$6,700 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$28,500 - This account provides expenditures 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. Increased in FY20 to cover increased charges for Harbors share of additional bandwidth serving Harbormaster Building.

650.02 Electric, Water, Sewer & Solid Waste: \$251,890 - This account provides expenditures for electric, water, sewer and solid waste utility services. Increased by \$13,830 in FY20 to cover increased usage (offset by increased revenues) due to more customers. Also due to Harbors now being billed for electric for East Street parking lot lights and increased electrical rates.

790.15 Furniture and Fixtures: \$1,050 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$22,900 - This account provides expenditures for administrative and management services provided by the departments of the Mayor & City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$9,460 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$41,140 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$21,900 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$59,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$75,820 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$8,850 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$170,000 - This account provides expenditures for principal on general obligation bonds issued to finance harbor capital improvements.

932.01 Debt Service-Interest: \$177,175 - This account provides expenditures for interest on general obligation bonds issued to finance harbor capital improvements.

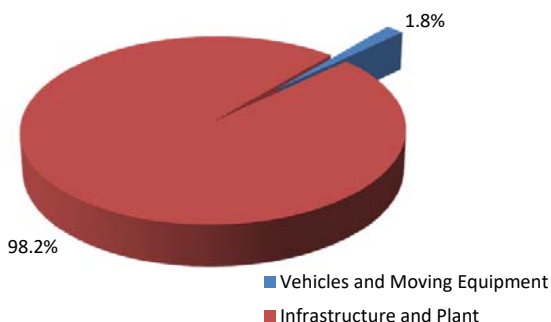
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Harbors

Capital Budget

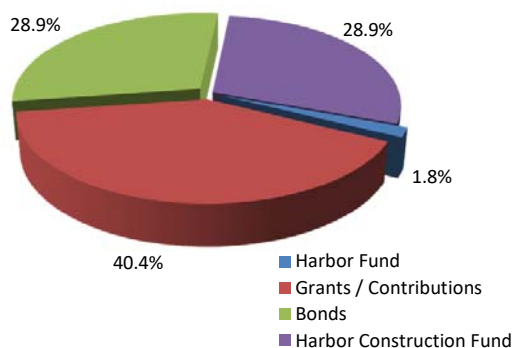
Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00 Vehicles and Moving Equipment	-	-	-	-	30,000	30,000	New
730.00 Infrastructure and Plant	299,171	1,333,350	1,347,776	93,666	1,659,110	325,760	24.4%
Total Major Capital Outlay	299,171	1,333,350	1,347,776	93,666	1,689,110	355,760	26.7%

Capital Improvement Projects		Funding Sources				Total
Project #	Project	Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	
720-00 Vehicles and Moving Equipment						
	Shop Truck Replacement		30,000			30,000
	Total Vehicles and Moving Equipment		30,000			30,000
730.00 Infrastructure and Plant						
	Bar Harbor North Repl Ramp 3 & Floats 10/11 Elec		139,445	627,055	487,610	1,254,110
	Bar Harbor North Piling Replacement		150,000			150,000
	Thomas Basin Float 4 Rehab		40,000			40,000
	Bar Harbor South Ramp 2 Trestle Repair Ph 2		45,000			45,000
	Bar Harbor South Pumpout Station		18,750	56,250		75,000
	Bar Harbor North Lighting Replacement Ph 1		30,000			30,000
	Safety Ladders		65,000			65,000
	Total Infrastructure and Plant		488,195	683,305	487,610	1,659,110
	Total Capital Budget		30,000	488,195	683,305	1,689,110

Expenditures by Type



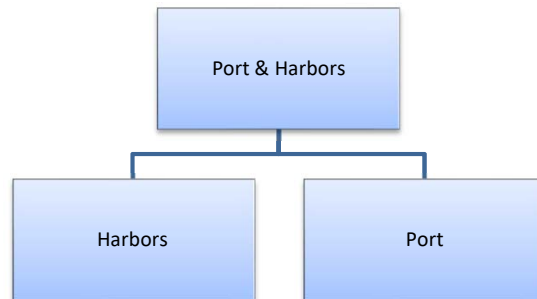
Expenditures by Funding Source



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Port

Summary

The Port & Harbors Department operates and maintains the Port of Ketchikan and 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	7,924,754	8,169,352	8,190,462	8,058,045	8,661,432	492,080	6.0%
Capital Improvement Program	1,199,642	8,949,708	10,140,788	8,235,712	726,644	(8,223,064)	-91.9%
Total	9,124,396	17,119,060	18,331,250	16,293,757	9,388,076	(7,730,984)	-45.2%

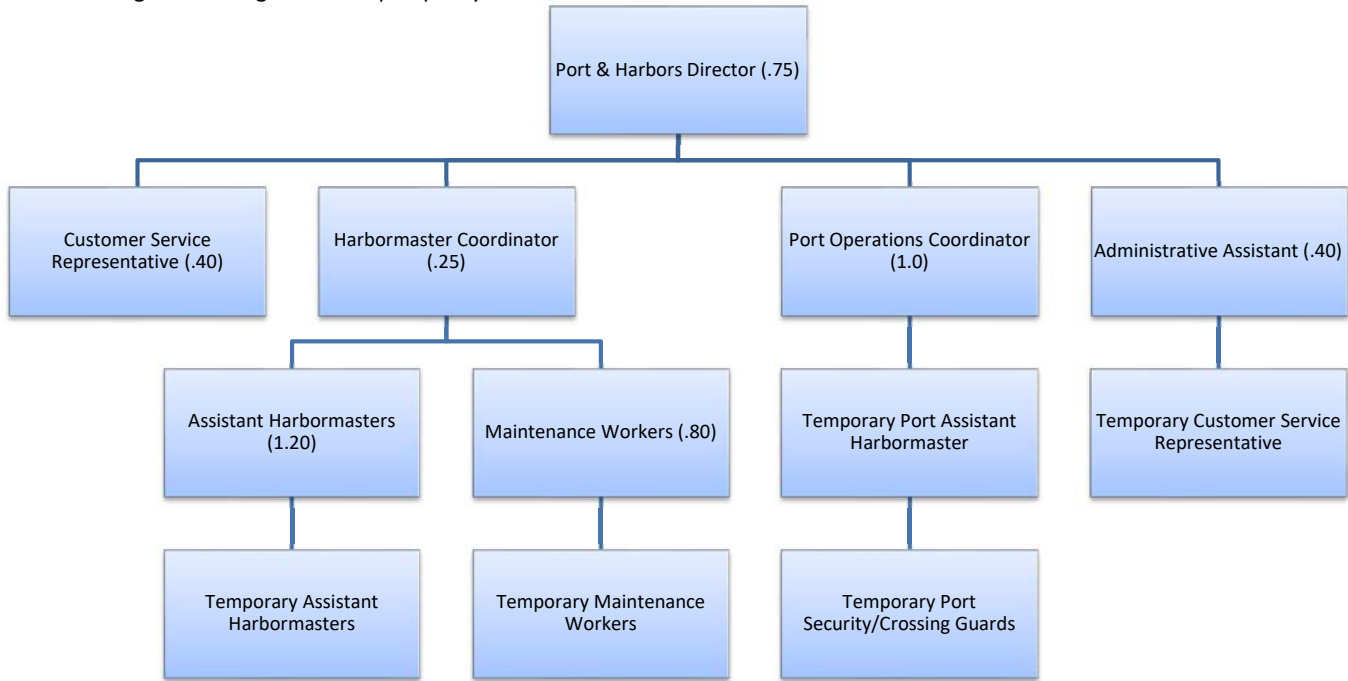
Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,039,559	1,139,267	1,182,607	1,161,780	1,313,507	174,240	15.3%
Supplies	81,781	95,595	92,520	92,520	95,595	-	0.0%
Contract/Purchased Services	3,223,135	3,301,520	3,282,365	3,189,465	3,480,310	178,790	5.4%
Minor Capital Outlay	9,865	7,500	7,500	7,500	7,500	-	0.0%
Interdepartmental Charges	324,655	378,470	378,470	359,780	484,320	105,850	28.0%
Debt Service	2,232,540	2,240,000	2,240,000	2,240,000	2,236,000	(4,000)	-0.2%
Other Costs	1,013,219	1,007,000	1,007,000	1,007,000	1,044,200	37,200	3.7%
Major Capital Outlay	1,199,642	8,949,708	10,140,788	8,235,712	726,644	(8,223,064)	-91.9%
Total	9,124,396	17,119,060	18,331,250	16,293,757	9,388,076	(7,730,984)	-45.2%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	8,581,073	8,831,431	10,043,621	9,856,457	8,771,916	(59,515)	-0.7%
CPV Funds	543,323	3,287,629	3,287,629	1,437,300	616,160	(2,671,469)	-81.3%
Grants	-	5,000,000	5,000,000	5,000,000	-	(5,000,000)	-100.0%
Total	9,124,396	17,119,060	18,331,250	16,293,757	9,388,076	(7,730,984)	-45.2%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	350,247	-	0.0%
Total	4.80	4.80	4.80	4.80	350,247	-	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 2020

- Complete project to remove the rock pinnacle.
- Continue planning, permitting and design for corrosion protection project for Berths I & II.
- Continue planning, permitting and design for improvements to Berth III to accommodate 1,100 foot cruise ships.
- Implement any new requirements imposed by the Coast Guard to the cruise ship passenger facility security plan.
- Replace the shop truck.
- Continue planning for the reconfiguration of the municipally-owned berths at the Port of Ketchikan and associated upland improvements.

ACCOMPLISHMENTS FOR 2019

- Completed re-coating of the Berth III barge.
- Completed planning, permitting and design for project to remove rock pinnacle and awarded removal contract.

- Completed 5 year review of the cruise ship passenger facility security plan and submitted it to the Coast Guard for formal consideration and approval.

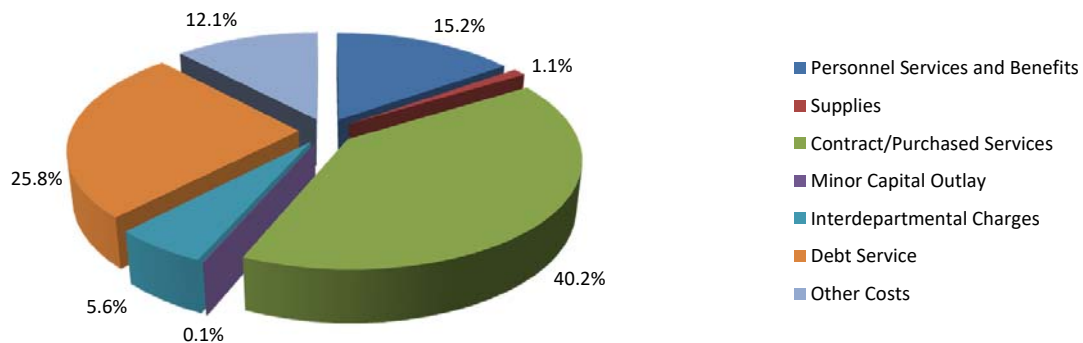
DIVISION SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,039,559	1,139,267	1,182,607	1,161,780	1,313,507	174,240	15.3%
Supplies	81,781	95,595	92,520	92,520	95,595	-	0.0%
Contract/Purchased Services	3,223,135	3,301,520	3,282,365	3,189,465	3,480,310	178,790	5.4%
Minor Capital Outlay	9,865	7,500	7,500	7,500	7,500	-	0.0%
Interdepartmental Charges	324,655	378,470	378,470	359,780	484,320	105,850	28.0%
Debt Service	2,232,540	2,240,000	2,240,000	2,240,000	2,236,000	(4,000)	-0.2%
Other Costs	1,013,219	1,007,000	1,007,000	1,007,000	1,044,200	37,200	3.7%
Total Expenditures	7,924,754	8,169,352	8,190,462	8,058,045	8,661,432	492,080	6.0%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Fund	7,924,754	8,169,352	8,190,462	8,058,045	8,661,432	492,080	6.0%
Total Funding	7,924,754	8,169,352	8,190,462	8,058,045	8,661,432	492,080	6.0%

Full-time Equivalent Personnel	2018	2019 Budget		2020		2019 Adopted/2020	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	98,636	-	0.0%
Harbormaster Coordinator	-	-	0.25	0.25	21,564	0.25	0.0%
Senior Assistant Harbormaster	0.25	0.25	-	-	-	(0.25)	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	72,087	-	0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	70,731	-	0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	46,493	-	0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	20,804	-	0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	19,932	-	0.0%
Total	4.80	4.80	4.80	4.80	350,247	-	0.0%

2020 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services increased by \$174,240, or by 15.3%, as a result of the implementation of Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019 for represented and non-represented employees; annual employee step increases; a 2.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2020; a projected ten percent increase in employee health insurance premiums that will become effective July 1, 2020; and an increase in temporary wages to account for the increase in the hourly wage to \$18.00 per hour for seasonal Port Security and Crossing Guard staffing.
- Building & Grounds Maintenance Services (Account No. 635.06) increased by \$10,000, or by 33.3%, in anticipation of increased efforts to make the Port of Ketchikan an attractive place for cruise ship passengers.
- Legal and Accounting Services (Account No. 640.01) increased by \$71,000, or by 1,775%, in anticipation of outside legal services that will be necessary to negotiate a contract in response to the City's Request for Proposals (RFP) for a Partner to Redevelop the City of Ketchikan Berths I, II and III and Other Infrastructure within the City. Additional legal services may also be necessary for issues associated with the proposed cruise ship facility for Ward Cove.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$17,790, or by 8.3%. Electric utility rates have been programmed to increase 3.5% effective January 1, 2020. In addition, due to drought conditions in Southeast Alaska, the electric utility has been assessing a diesel surcharge that is expected to continue in 2020.
- Interdepartmental - Administrative (Account No. 800.00) increased by \$20,780, or by 59.7%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Mayor & Council, City Attorney, City Clerk and City Manager Departments in 2020.
- Interdepartmental - Human Resources (Account No. 801.01) increased by \$9,750, or by 73.8%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Human Resources Division of the City Manager's Department in 2020.
- Interdepartmental - Finance (Account No. 802.00) increased by \$37,290, or by 59.6%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Finance Department in 2020.
- Interdepartmental - Info Technology (Account No. 803.01) increased by \$19,790, or by 59.3%, due the implementation of the 2019 compensation plan and adjustments to the allocation methodology to ensure that the allocations are consistent with the expected workload for the Information Technology Department in 2020.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$14,240, or by 7.5%, due to the rising cost of insurance premiums. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets. Commercial general liability insurance premiums have been increasing due to poor claims experience.
- Payment in Lieu of Taxes (Account No. 975.00) increased by \$37,200, or by 7.7%, due to an increase in the property tax mill rate from 6.6 to 7.1.

DIVISION OPERATING BUDGET DETAIL									
Operating Expenditures			2018	2019 Budget			2020	2019 Adopted/2020	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	289,042	324,087	324,087	318,900	350,247	26,160	8.1%
501	.01	Overtime Wages	82,185	59,000	87,730	87,730	71,000	12,000	20.3%
502	.01	Temporary Wages	416,295	466,500	472,130	472,130	578,000	111,500	23.9%
505	.00	Payroll Taxes	59,055	65,000	72,460	72,460	76,450	11,450	17.6%
506	.00	Pension	70,527	83,930	83,930	77,720	91,680	7,750	9.2%
507	.00	Health and Life Insurance	89,805	102,910	100,410	90,980	105,590	2,680	2.6%
507	.30	Workers Compensation	27,313	30,540	34,110	34,110	31,340	800	2.6%
508	.00	Other Benefits	5,337	7,300	7,750	7,750	9,200	1,900	26.0%
Personnel Services and Benefits			1,039,559	1,139,267	1,182,607	1,161,780	1,313,507	174,240	15.3%
Supplies									
510	.01	Office Supplies	1,240	2,500	2,425	2,425	2,500	-	0.0%
510	.02	Operating Supplies	4,812	5,000	5,000	5,000	5,000	-	0.0%
510	.03	Safety Program Supplies	260	400	400	400	400	-	0.0%
510	.04	Janitorial Supplies	9,107	10,100	11,600	11,600	10,100	-	0.0%
510	.05	Small Tools & Equipment	10,427	8,000	8,000	8,000	8,000	-	0.0%
515	.01	Vehicle Maint Materials	2,677	3,000	3,000	3,000	3,000	-	0.0%
515	.02	Bldg & Grounds Maint Materials	12,376	12,500	9,500	9,500	12,500	-	0.0%
515	.04	Machinery & Equip Maint Materials	113	1,000	1,000	1,000	1,000	-	0.0%
515	.05	Infrastructure Maint Materials	13,643	20,000	20,000	20,000	20,000	-	0.0%
520	.02	Postage	145	95	95	95	95	-	0.0%
525	.03	Heating Fuel	4,287	5,900	5,900	5,900	5,900	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	8,794	8,900	8,900	8,900	8,900	-	0.0%
530	.02	Periodicals	77	200	200	200	200	-	0.0%
535	.04	Uniforms/Badges/Clothing	13,823	18,000	16,500	16,500	18,000	-	0.0%
Supplies			81,781	95,595	92,520	92,520	95,595	-	0.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	4,164	22,260	27,298	27,298	22,260	-	0.0%
600 .02 Travel-Training	709	2,050	1,775	1,775	2,050	-	0.0%
600 .03 Training and Education	5,342	5,700	4,937	4,937	5,700	-	0.0%
605 .01 Ads & Public Announcements	2,478	2,000	2,000	2,000	2,000	-	0.0%
605 .02 Marketing	288	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	320	300	375	375	300	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	-	1,500	1,500	1,500	1,500	-	0.0%
620 .02 Towing of Impounded Property	-	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	100	100	100	100	100	-	0.0%
630 .02 Vehicle Licenses	45	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	-	800	800	800	800	-	0.0%
635 .02 Janitorial and Cleaning Services	11,100	15,000	15,000	15,000	15,000	-	0.0%
635 .03 Vehicle Maintenance Services	29	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	32,328	30,000	34,000	34,000	40,000	10,000	33.3%
635 .07 Machinery & Equip Maint Services	6,291	12,000	12,000	12,000	12,000	-	0.0%
635 .08 Infrastructure Maint Services	11,493	12,000	13,500	13,500	12,000	-	0.0%
635 .12 Technical Services	58,728	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	75,000	71,000	1775.0%
640 .02 Engineering & Architectural Services	6,975	8,000	5,000	5,000	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	333	750	750	750	750	-	0.0%
645 .04 Rents & Leases-Infrastructure	2,641,514	2,743,000	2,746,000	2,746,000	2,823,000	80,000	2.9%
650 .01 Telecommunications	22,430	25,000	25,000	25,000	25,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	231,757	213,970	185,240	92,340	231,760	17,790	8.3%
Contract/Purchased Services	3,223,135	3,301,520	3,282,365	3,189,465	3,480,310	178,790	5.4%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	1,292	2,000	2,000	2,000	2,000	-	0.0%
790 .20 Vehicles and Moving Equipment	2,830	-	-	-	-	-	NA
790 .25 Machinery and Equipment	1,568	2,000	2,000	2,000	2,000	-	0.0%
790 .26 Computers, Printers & Copiers	3,635	2,000	2,000	2,000	2,000	-	0.0%
790 .35 Software	540	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	9,865	7,500	7,500	7,500	7,500	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	32,434	34,810	35,230	35,210	55,590	20,780	59.7%
801 .01 Interdepartmental-Human Resources	12,741	13,210	12,790	12,290	22,960	9,750	73.8%
802 .00 Interdepartmental-Finance	56,053	62,580	62,580	59,270	99,870	37,290	59.6%
803 .01 Interdepartmental-Info Technology	26,830	33,370	33,370	32,350	53,160	19,790	59.3%
804 .01 Interdepartmental-Engineering	27,036	40,000	40,000	33,000	44,000	4,000	10.0%
825 .01 Interdepartmental-Insurance	167,619	191,000	191,000	184,160	205,240	14,240	7.5%
850 .01 Interdepartmental-Garage	1,942	3,500	3,500	3,500	3,500	3,500	0.0%
Interdepartmental Charges	324,655	378,470	378,470	359,780	484,320	105,850	28.0%
Debt Service							
931 .01 Debt Service-Principal	930,000	980,000	980,000	980,000	1,025,000	45,000	4.6%
932 .01 Debt Service-Interest	1,302,540	1,260,000	1,260,000	1,260,000	1,211,000	(49,000)	-3.9%
Debt Service	2,232,540	2,240,000	2,240,000	2,240,000	2,236,000	(4,000)	-0.2%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Other Costs							
910 .511 Transfer to Port R&R Fund	529,804	522,000	522,000	522,000	522,000	-	0.0%
975 .00 Payment in Lieu of Taxes	483,415	485,000	485,000	485,000	522,200	37,200	7.7%
Other Costs	1,013,219	1,007,000	1,007,000	1,007,000	1,044,200	37,200	3.7%
Total Expenditures by Type	7,924,754	8,169,352	8,190,462	8,058,045	8,661,432	492,080	6.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$350,247 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Port Division.

501.01 Overtime Wages: \$71,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$578,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Port Division. Increased by \$111,500 in FY20 to account for 20% wage increase for temporary Port Security - Crossing Guards and additional shifts to cover crosswalk at Front and Grant.

505.00 Payroll Taxes: \$76,450 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$91,680 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$105,590 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$31,340 – This account provide expenditures for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$9,200 – This account provides 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for the materials required for maintaining vehicles such as tires.

515.02 Buildings and Grounds Maintenance Materials: \$12,500 – This account provides expenditures 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 expenditures for materials required for maintaining machinery and equipment such as the Port crane.

515.05 Infrastructure Maintenance Materials: \$20,000 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for gasoline, diesel fuel, propane and lubricants for Port vehicles and vessels.

530.02 Periodicals: \$200 - This account provides expenditures for the newspapers, magazines and trade journals.

535-04 Allowances-Uniforms/Badges/Clothing: \$18,000 - This account provides expenditures 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 expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$2,050 - This account provides expenditures 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 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 third-parties.

605.01 Advertising and Public Announcements: \$2,000 - This account provides expenditures 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 expenditures for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television.

615.02 Assn. Membership Dues and Fees: \$300 – This account provides expenditures for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$1,500 – This account provides expenditures for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$500 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$100 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$100 – This account provides expenditures for licensing Port vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$800 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$40,000 – This account provides expenditures for the services required for the repair and maintenance of buildings and the upkeep of the security planters on the Port.

635.07 Machinery and Equipment Maintenance Services: \$12,000 – This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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 expenditures for 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: \$75,000 – This account provides expenditures 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 expenditures for engineering and architectural services.

645.01 Rents and Leases – Land and Buildings: \$2,000 – This account provides expenditures 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 expenditures for the rent and lease of machinery and equipment.

645.04 Rents and Leases - Infrastructure: \$2,823,000 – This account provides expenditures 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 expenditures 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: \$231,760 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$2,000 - This account provides expenditures 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 expenditures 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 expenditures for the acquisition of computers, printers and copiers.

790.35 Software: \$1,500 – This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$55,590 - This account provides expenditures 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: \$22,960 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$99,870 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$53,160 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$44,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$205,240 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$3,500 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$1,025,000 - This account provides expenditures for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service-Interest: \$1,211,000 - This account provides expenditures for interest on the 2016 Port Revenue Refunding Bonds.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Port

Operations Division 4000-110

910.511 Transfer to Port R & R Fund: \$522,000 – This account provides expenditures 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.

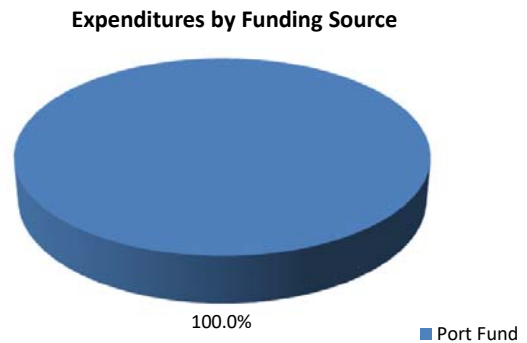
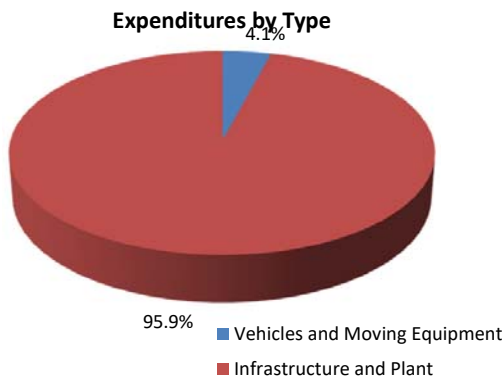
975.00 Payments in Lieu of Taxes: \$522,200 – This account provides for payments in lieu of taxes in the amount of \$343,200 assessed against the Port by the City of Ketchikan and \$179,000 in taxes assessed against Berth IV by the City and Ketchikan Gateway Borough. Berth IV is privately owned and is subject to both City and Borough property taxes.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Port

Capital Budget

Major Capital Outlay	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00 Vehicles and Moving Equipment	-	-	-	-	30,000	30,000	New
730.00 Infrastructure and Plant	1,199,642	8,949,708	10,140,788	8,235,712	696,644	(8,253,064)	-92.2%
Total Major Capital Outlay	1,199,642	8,949,708	10,140,788	8,235,712	726,644	(8,223,064)	-91.9%

Capital Improvement Projects	Project #	Project	Funding Sources			Total
			CPV Funds	Port Fund	Grants	
720-00 Vehicles and Moving Equipment						
		Shop Truck Replacement		30,000		30,000
		Total Vehicles and Moving Equipment		30,000	-	30,000
730.00 Infrastructure and Plant						
		Security Camera Upgrades		16,484		16,484
		Berth IV Replace FD Standpipe		17,000		17,000
		TWIC Readers		25,000		25,000
		Waterfront Promenade Electrical Repairs		22,000		22,000
		Rock Pinnacle Removal	616,160			616,160
		Total Infrastructure and Plant	616,160	80,484	-	696,644
		Total Capital Budget	616,160	110,484	-	726,644



CITY OF KETCHIKAN
2020 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 \$6.20 per \$100 of compensation to insure its firefighters and \$0.48 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	108,490	6.7%
Total	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	108,490	6.7%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	108,490	6.7%
Total	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	108,490	6.7%

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Property Insurance Premiums (Account No. 625.01) increased by \$65,560, or by 14.6%. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets.
- Liability Insurance Premiums (Account No. 625.03) increased by \$121,700, or by 91.3%. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.
- Workers Compensation Premiums (Account No. 625.04) decreased by \$84,530, or by 13.9% due to reductions in the workers compensation premiums. The rates are set by the National Council on Compensation Insurance and a scheduling rate factor set by the insurance company based on the City's claims experience and the market the City participates in, which is the municipal insurance market. The scheduling rate factor, which includes the experience modifier, has improved for 2020 and is currently at .92. Last year the experience modifier was 1.08.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Risk Management

OPERATING BUDGET DETAIL

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
625 .01 Property Insurance Premiums	407,713	447,970	447,970	445,380	513,530	65,560	14.6%
625 .02 Comm. Auto Insurance Premiums	57,498	62,470	62,470	59,650	64,910	2,440	3.9%
625 .03 Liability Insurance Premiums	104,839	133,310	179,300	179,300	255,010	121,700	91.3%
625 .04 Workers Compensation Premiums	597,068	607,590	607,590	565,330	523,060	(84,530)	-13.9%
625 .05 Wharfage and Marine Premiums	88,645	91,970	91,970	89,700	95,290	3,320	3.6%
625 .50 Self-Insured Claims-Property	2,500	43,000	43,000	43,000	43,000	-	0.0%
625 .51 Self-Insured Claims-Auto	-	23,000	23,000	23,000	23,000	-	0.0%
625 .52 Self-Insured Claims-Liability	54,269	134,000	88,010	88,010	134,000	-	0.0%
640 .04 Management & Consulting Services	70,000	75,000	75,000	75,000	75,000	-	0.0%
Contract/Purchased Services	1,382,532	1,618,310	1,618,310	1,568,370	1,726,800	108,490	6.7%

NARRATIVE

625.01 Property Insurance Premiums: \$513,530 – 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: \$64,910 – This account provides for premiums paid for auto insurance for the City’s fleet.

625.03 Liability Insurance Premiums: \$255,010 - This account provides for premiums paid for commercial general, public officials and law enforcement and other liability insurance.

625.04 Workers Compensation Insurance Premiums: \$523,060 - This account provides for premiums paid for workers compensation insurance for all City employees.

625.05 Wharfage and Marine Premiums: \$95,290 – 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
2020 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	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Service	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%
Total Expenditures	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Property Taxes	691,789	854,474	854,474	854,051	859,564	5,090	0.6%
Contributions	161,243	-	-	-	-	-	NA
Hospital Sales Tax	2,533,700	2,532,700	2,532,700	2,532,700	2,529,700	(3,000)	-0.1%
Public Works Sales Tax	-	267,935	267,935	120,000	267,935	-	0.0%
Economic Recovery Zone Rebate	119,911	114,000	114,000	114,423	108,000	(6,000)	-5.3%
Total Funding	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Debt Service-Principal (Account No. 931.01) increased by \$65,000 or 4.0%, to reflect the shortening of the overall amortization schedule, which results in more principal and less interest being paid.
- Debt Service-Interest (Account No. 932.01) decreased by \$68,910, or 3.2%, to reflect the shortening of the overall amortization schedule, which results in more principal and less interest being paid.

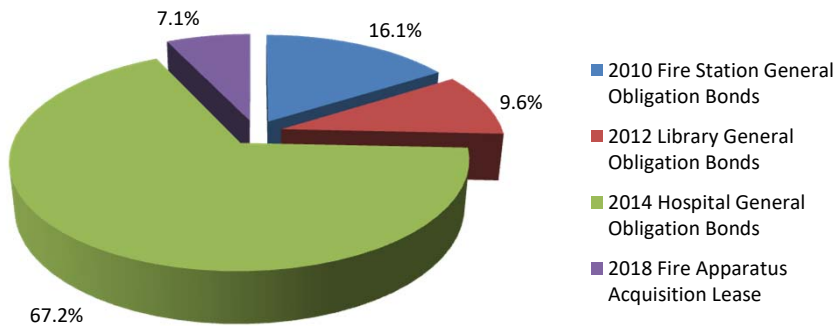
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Debt Service

OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	1,335,000	1,607,044	1,607,044	1,515,000	1,672,044	65,000	4.0%
932 .01 Debt Service-Interest	2,171,643	2,162,065	2,162,065	2,106,174	2,093,155	(68,910)	-3.2%
Debt Service	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%
Total Expenditures	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Instrument							
2010 Fire Station General Obligation Bonds	615,300	611,080	611,080	611,080	605,920	(5,160)	-0.8%
2012 Library General Obligation Bonds	357,643	357,394	357,394	357,394	361,644	4,250	1.2%
2014 Hospital General Obligation Bonds	2,533,700	2,532,700	2,532,700	2,532,700	2,529,700	(3,000)	-0.1%
2018 Fire Apparatus Acquisition Lease	-	267,935	267,935	120,000	267,935	-	0.0%
Total Debt	3,506,643	3,769,109	3,769,109	3,621,174	3,765,199	(3,910)	-0.1%

2020 Expenditures by Bond Issue



NARRATIVE

931.01 Debt Service-Principal: \$1,672,044 – This account provides for principal payments required for tax-supported general obligation bonds.

932.01 Debt Service-Interest: \$2,093,155 – This account provides for interest payments required for tax-supported general obligation bonds.

CITY OF KETCHIKAN
2020 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:

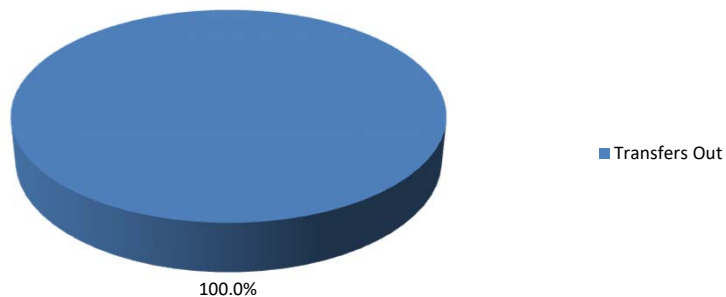
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements for the port that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

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 2020.

TRANSFERS AND ADVANCES SUMMARY

Expenditures by Category	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%
Total Expenditures	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Transfers and Advances

Funding Source	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	749,605	910,724	910,724	910,301	917,502	6,778	0.7%
Hospital Sales Taxes	2,992,244	2,990,200	2,990,200	2,990,200	2,988,324	(1,876)	-0.1%
Public Works Sales Taxes	2,089,806	2,506,195	2,506,195	2,195,160	2,357,823	(148,372)	-5.9%
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	373,159	992,051	992,051	685,960	832,167	(159,884)	-16.1%
Marijuana Sales Tax Fund	-	-	-	-	262,584	262,584	New
Small Boat Harbor Fund	139,445	139,445	139,445	-	-	(139,445)	-100.0%
CPV Fund	793,472	3,437,629	3,687,629	1,560,382	2,127,768	(1,309,861)	-38.1%
US Marshal Fund	-	45,000	45,000	-	-	(45,000)	-100.0%
Major Capital Improvement Fund	-	-	-	-	-	-	NA
Harbor Construction Fund	-	-	-	-	-	-	NA
Community Facilities Development Fund	161,243	-	-	-	-	-	NA
Total Funding	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%

OPERATING BUDGET CHANGES FOR 2020

Changes between the adopted operating budget for 2019 and the proposed operating budget for 2020 that are greater than 5% and \$5,000 are discussed below.

- Transfers out decreased \$1,535,076 or by 13.9%, from 2019. Most of the decrease is due to reducing the amount of CPV funds to finance capital improvements for the Port.

OPERATING BUDGET DETAIL

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out							
910. 101 Transfers Out from General Fund	749,605	910,724	910,724	910,301	917,502	6,778	0.7%
910. 110 Transfers Out from Hospital Sales Tax Fund	2,992,244	2,990,200	2,990,200	2,990,200	2,988,324	(1,876)	-0.1%
910. 111 Transfers Out from Public Works Sales Tax Fund	2,089,806	2,506,195	2,506,195	2,195,160	2,357,823	(148,372)	-5.9%
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	373,159	992,051	992,051	685,960	832,167	(159,884)	-16.1%
910. 211 Transfers Out from Marijuana Sales Tax Fund	-	-	-	-	262,584	262,584	New
910. 240 Transfers Out from Small Boat Harbor Fund	139,445	139,445	139,445	-	-	(139,445)	-100.0%
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 Special Revenue Fund	793,472	3,437,629	3,687,629	1,560,382	2,127,768	(1,309,861)	-38.1%
910. 280 Transfers Out from US Marshal Fund	-	45,000	45,000	-	-	(45,000)	-100.0%
910. 330 Transfers Out from Community Facilities Dvlpmnt Fund	161,243	-	-	-	-	-	NA
Total Transfers Out	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%
Total Expenditures	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Transfers and Advances

Operating Expenditures		2018	2019 Budget			2020	2019 Adopted/2020	
		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	495,389	497,080	497,080	496,657	497,920	840	0.2%
GO Bond Debt Service Fund	2012 Library GO Bonds	196,400	357,394	357,394	357,394	361,644	4,250	1.2%
Community Grant Fund	Community Grant Program	57,816	56,250	56,250	56,250	57,938	1,688	3.0%
Transfers Out from General Fund		749,605	910,724	910,724	910,301	917,502	6,778	0.7%
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	38,544	37,500	37,500	37,500	38,624	1,124	3.0%
GO Bond Debt Service	2014 Hospital GO Bonds	2,533,700	2,532,700	2,532,700	2,532,700	2,529,700	(3,000)	-0.1%
Transfers Out from Hospital Sales Tax Fund		2,992,244	2,990,200	2,990,200	2,990,200	2,988,324	(1,876)	-0.1%
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	32,010	32,010	18,910	31,950	(60)	-0.2%
CPV Capital Improvement Fund	Streets Improvements	-	150,000	150,000	-	-	(150,000)	-100.0%
Community Grant Fund	Community Grant Program	57,816	56,250	56,250	56,250	57,938	1,688	3.0%
GO Bond Debt Service	2018 Fire Apparatus Lease	-	267,935	267,935	120,000	267,935	-	0.0%
Transfers Out from Public Works Sales Tax Fund		2,089,806	2,506,195	2,506,195	2,195,160	2,357,823	(148,372)	-5.9%
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	Support Civic Center Operations	373,159	389,451	389,451	402,125	446,002	56,551	14.5%
General Fund	General Fund Support	-	282,600	282,600	-	-	(282,600)	-100.0%
Major Capital Improvements Fund	Civic Center Improvements	-	320,000	320,000	283,835	386,165	66,165	20.7%
Transfers Out from Transient Tax Fund		373,159	992,051	992,051	685,960	832,167	(159,884)	-16.1%
910.211 Transfers Out From Marijuana Sales Tax Fund To:								
General Fund	Support Police Operations	-	-	-	-	262,584	262,584	New
Transfers Out from Marijuana Sales Tax Fund		-	-	-	-	262,584	262,584	New
910.240 Transfers Out From Small Boat Harbor Fund To:								
Harbor Construction Fund	Harbor Improvements	139,445	139,445	139,445	-	-	(139,445)	-100.0%
Transfers Out from Small Boat Fund		139,445	139,445	139,445	-	-	(139,445)	-100.0%
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	Support Fire Operations	-	-	-	-	111,327	111,327	New
General Fund	Support Police Operations	-	-	-	-	42,799	42,799	New
CPV Capital Improvement Fund	Streets Improvements	-	150,000	150,000	-	-	(150,000)	-100.0%
Major Capital Improvements Fund	Museum Improvements	(701)	-	-	-	-	-	NA
Harbor Construction Fund	Harbor Improvements	(701)	-	-	-	-	-	NA
CPV Capital Improvement Fund	Tourism Improvements	-	-	250,000	123,142	1,357,482	1,357,482	New
CPV Capital Improvement Fund	Museum Improvements	251,552	-	-	-	-	-	NA
Port Enterprise Fund	Port Improvements	543,322	3,287,629	3,287,629	1,437,240	616,160	(2,671,469)	-81.3%
Transfers Out from CPV Fund		793,472	3,437,629	3,687,629	1,560,382	2,127,768	(1,309,861)	-38.1%
910.280 Transfers Out From US Marshal Fund To:								
General Fund	Training for Police Department	-	45,000	45,000	-	-	(45,000)	-100.0%
Transfers Out from US Marshal Fund		-	45,000	45,000	-	-	(45,000)	-100.0%

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Transfers and Advances

Operating Expenditures	2018	2019 Budget			2020	2019 Adopted/2020	
	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	161,243	-	-	-	-	-	NA
Transfers Out from Community Facilities Development Fund	161,243	-	-	-	-	-	NA
Total Expenditures	7,310,348	11,032,618	11,282,618	8,353,377	9,497,542	(1,535,076)	-13.9%

NARRATIVE

910.101 Transfers Out from the General Fund: \$917,502 – 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: \$2,988,324 – 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: \$2,357,823 – 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: \$832,167 – 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.

910.210 Transfers Out from the Marijuana Sales Tax Fund: \$262,584 – This account provides for transfers from the Marijuana Sales Tax Fund to the General Fund for the financial support of the operations of the Fire and Police.

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: \$2,127,768 – This account provides for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.