

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

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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.**

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 \$28,813,233 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:

| Item of Appropriation | |
|-------------------------------------|----------------------|
| Mayor and Council | \$ 211,108 |
| City Clerk | 333,246 |
| City Attorney | 382,002 |
| City Manager | 883,841 |
| Finance | 2,285,239 |
| Information Technology | 1,216,349 |
| Fire | 3,921,535 |
| Police | 5,882,359 |
| 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 | 4,108,624 |
| Total | <u>\$ 28,813,233</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:

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

Section 4: That the sum of \$9,802,055 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 | 641,310 |
| 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 |
| Total | <u>\$ 9,802,055</u> |

Section 5: That the sum of \$19,185,696 as shown in the following items of appropriations is appropriated for other Special Revenue Funds of the City of Ketchikan for the fiscal year beginning January 1, 2020:

| Fund | Item of Appropriation | | |
|---|--------------------------------|------------------|----------------------|
| Transient Sales Tax Fund | Transfers | \$ 796,002 | |
| | Appropriated Reserves | <u>493,609</u> | \$ 1,289,611 |
| Marijuana Sales Tax Fund | Mayor and Council | 117,420 | |
| | Appropriated Reserves | <u>351,629</u> | 469,049 |
| Solid Waste Services Fund | Public Works - Solid Waste | 3,747,742 | |
| | Appropriated Reserves | <u>1,184,847</u> | 4,932,589 |
| Boat Harbor Fund | Port & Harbors | 1,741,564 | |
| | Appropriated Reserves | <u>733,057</u> | 2,474,621 |
| Cemetery O & M Fund | Transfers | 5,000 | |
| | Appropriated Reserves | <u>49,353</u> | 54,353 |
| Cemetery Development Fund | Public Works - Cemetery | 4,583 | |
| | Appropriated Reserves | <u>23,702</u> | 28,285 |
| Cemetery Endowment Fund | Appropriated Reserves | <u>23,103</u> | 23,103 |
| Shoreline Fund | Transfers | 6,374 | |
| | Appropriated Reserves | <u>96,774</u> | 103,148 |
| Community Grant Fund | Mayor and Council | 309,000 | |
| | Appropriated Reserves | <u>17,131</u> | 326,131 |
| Economic Parking & Development Fund | Tourism & Economic Development | 172,450 | |
| | Appropriated Reserves | <u>456,990</u> | 629,440 |
| Commercial Passenger Vessel Excise Tax Fund | Tourism & Economic Development | 117,040 | |
| | Transfers | 1,357,482 | |
| | Appropriated Reserves | <u>5,743,117</u> | 7,217,639 |
| US Marshall Fund | Appropriated Reserves | <u>137,727</u> | 137,727 |
| Federal and State Grant Fund | Public Health | <u>1,500,000</u> | <u>1,500,000</u> |
| Total | | | <u>\$ 19,185,696</u> |

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

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

Section 7: That the sum of \$7,530,588 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 | 350,000 | |
| | Appropriated Reserves | <u>68,467</u> | 418,467 |
| Community Facilities Development Fund | Library | 40,000 | |
| | Museum | 710,433 | |
| | Appropriated Reserves | <u>1,732,772</u> | 2,483,205 |
| 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>\$ 7,530,588</u> |

Section 8: That the sum of \$40,212,101 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 | \$ 9,833,538 | |
| | Appropriated Reserves | <u>2,376,985</u> | \$ 12,210,523 |
| Ketchikan Port Fund | Port & Harbors | 8,771,606 | |
| | Appropriated Reserves | <u>14,365,295</u> | \$ 23,136,901 |
| Port Repair & Replacement Fund | Appropriated Reserves | <u>4,864,677</u> | 4,864,677 |
| Total | | | <u>\$ 40,212,101</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 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 | <u>\$ 38,772,759</u> | <u>\$ 40,439,578</u> | <u>\$ 44,118,377</u> | <u>\$ 46,378,091</u> |
| 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 | <u>49,928,423</u> | <u>63,737,495</u> | <u>58,662,899</u> | <u>63,884,029</u> |
| 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 | <u>59,054,922</u> | <u>75,718,322</u> | <u>68,616,810</u> | <u>73,260,745</u> |
| Total Funds Available | <u>97,827,681</u> | <u>116,157,900</u> | <u>112,735,187</u> | <u>119,638,836</u> |
| 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 | <u>45,871,254</u> | <u>65,297,822</u> | <u>56,829,394</u> | <u>64,362,428</u> |
| Transfers to Other Funds | 7,838,050 | 11,554,618 | 9,527,702 | 8,950,507 |
| Advances To Other Funds | - | - | - | - |
| Total Expenditures and Transfers | <u>53,709,304</u> | <u>76,852,440</u> | <u>66,357,096</u> | <u>73,312,935</u> |
| Estimated Ending Reserves, Dec 31 | <u><u>\$ 44,118,377</u></u> | <u><u>\$ 39,305,460</u></u> | <u><u>\$ 46,378,091</u></u> | <u><u>\$ 46,325,901</u></u> |

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.

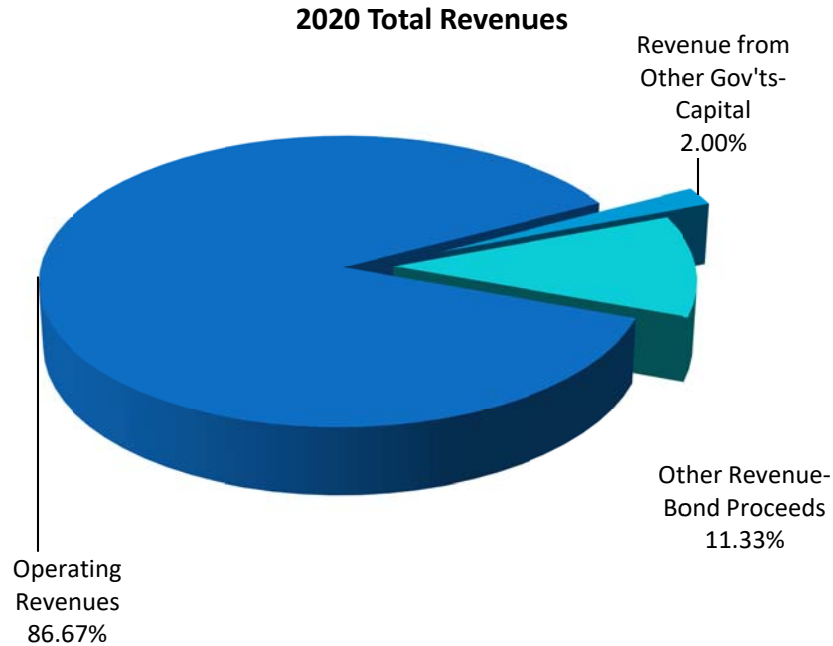
This overview contains a review of the proposed spending plan for 2020 and will include a discussion of the following areas: (1) Revenues – All Funds; (2) Transfers In from Other Funds – All Funds; (3) Operating and Capital Expenditures – All Funds; (4) Transfers Out and Advances to Other Funds – All Funds; (5) Review of Major Funds; (6) Capital Improvement Program; and (7) Debt Management.

REVENUES – ALL FUNDS

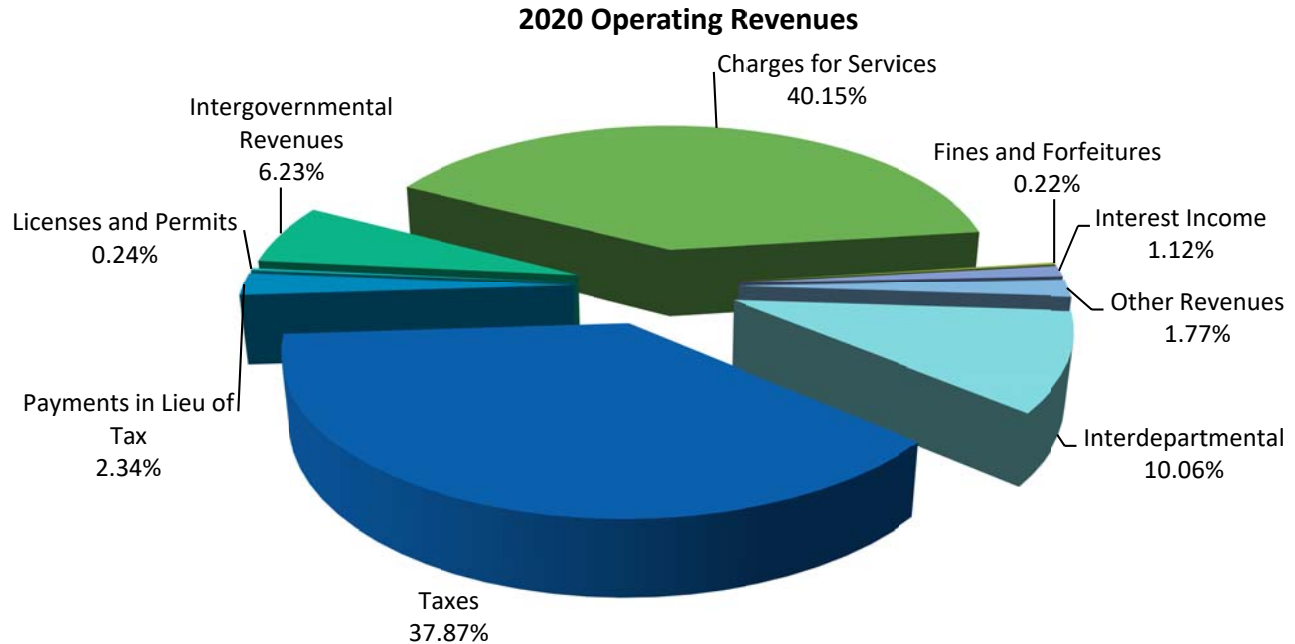
The revenues of the City come from a variety of sources. Most of the revenues are from external sources such as taxes and charges for services. Some of the revenues such as interdepartmental charges are internal to the City. This section includes a discussion of the major revenues realized by the City 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 | <u>49,204,809</u> | <u>52,533,009</u> | <u>51,390,820</u> | <u>55,170,435</u> |
| 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 | <u>723,614</u> | <u>11,204,486</u> | <u>7,272,079</u> | <u>8,713,594</u> |
| Total Revenues | <u><u>\$ 49,928,423</u></u> | <u><u>\$ 63,737,495</u></u> | <u><u>\$ 58,662,899</u></u> | <u><u>\$ 63,884,029</u></u> |

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.



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



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.

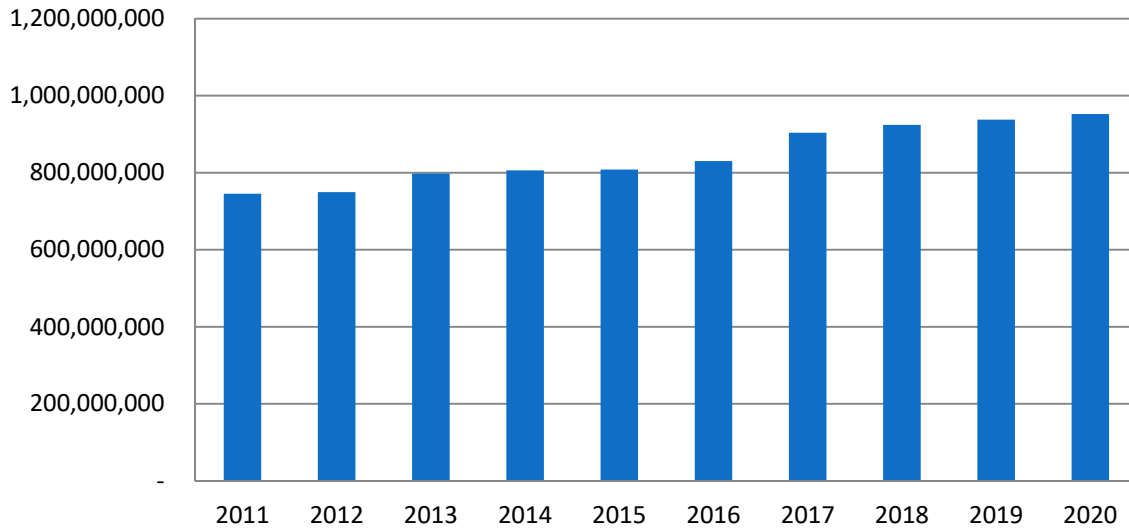
Cycle 3 – no city property appraised in Cycle 3.

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 mills to 7.1 mills. This will raise property tax revenues by \$438,000.

Property Tax Assessments 2011-2020

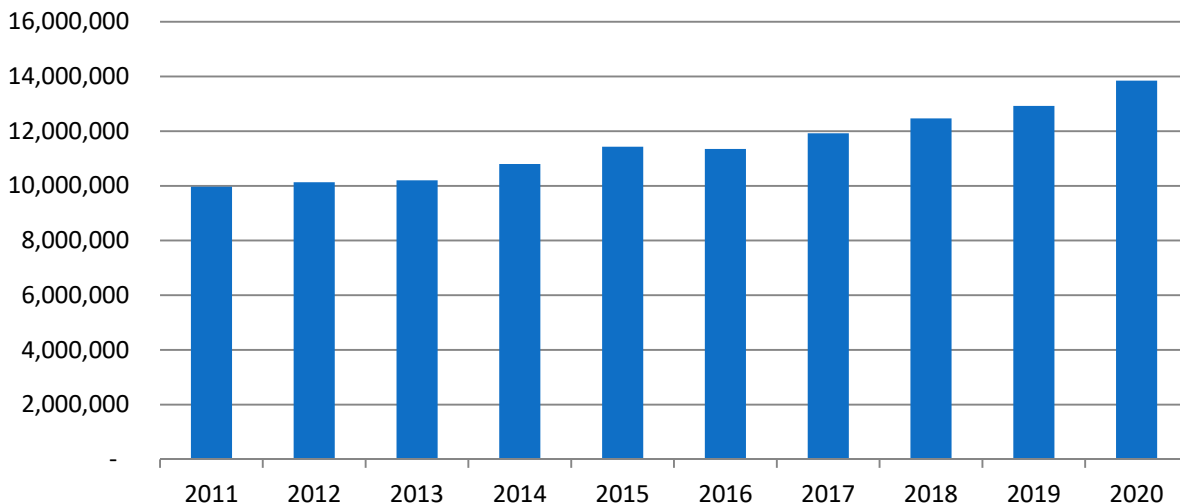


Sales Taxes Sales tax revenues are generated from a four percent sales tax imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

- 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> |

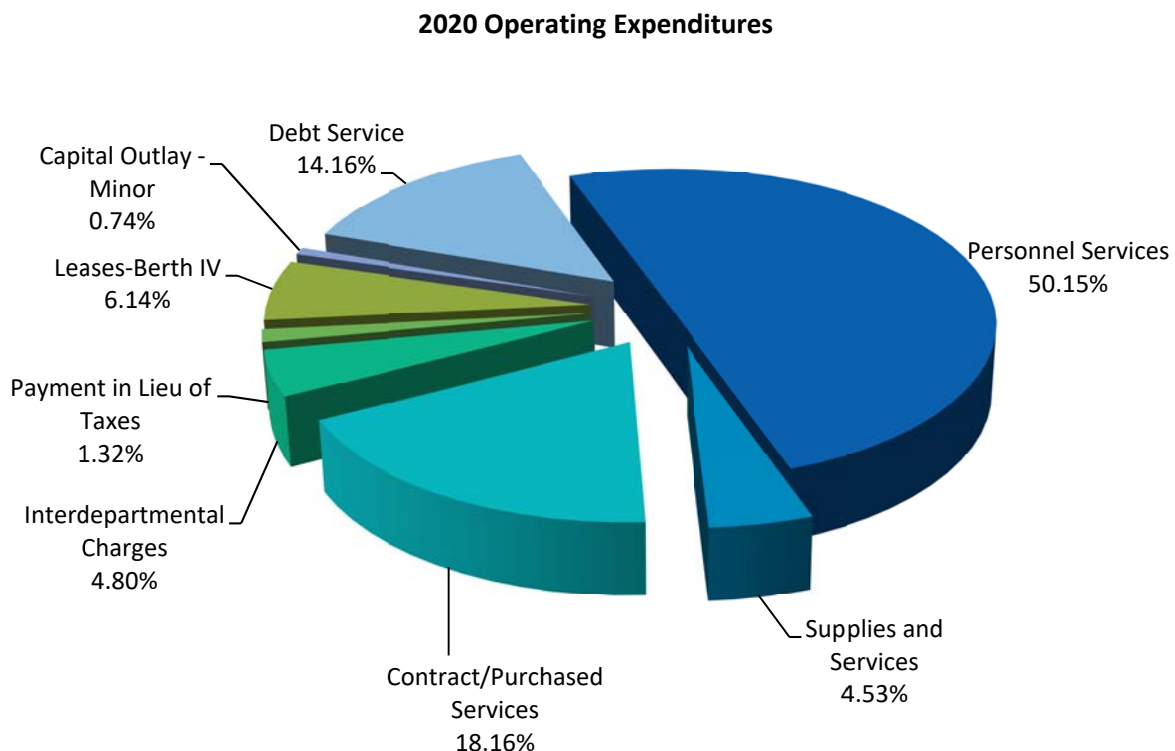
For detailed information about transfers in, please refer to the Transfers and Advances section of the 2020 Budget.

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.

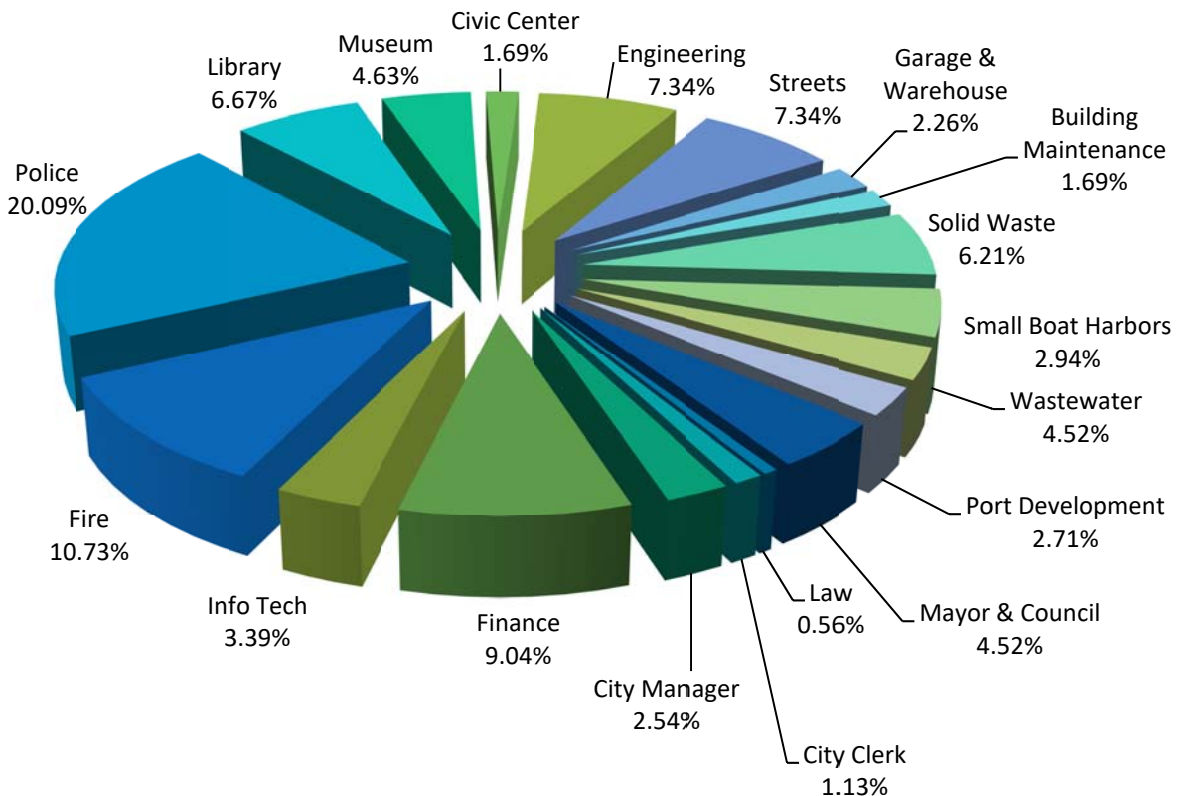


Personnel Services: The cost of personnel is projected to consume 50.1% of the City's annual operating expenses, an increase from 49.5% in 2019. This category includes salaries and wages for regular and temporary employees, overtime and employee benefits. Employee benefits include health insurance, life 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) | <u>175.57</u> | <u>176.82</u> | <u>176.82</u> | <u>177.07</u> |

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.

| Department | Position | Action | FTE |
|-------------------|--------------------|-----------|-------------|
| 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.

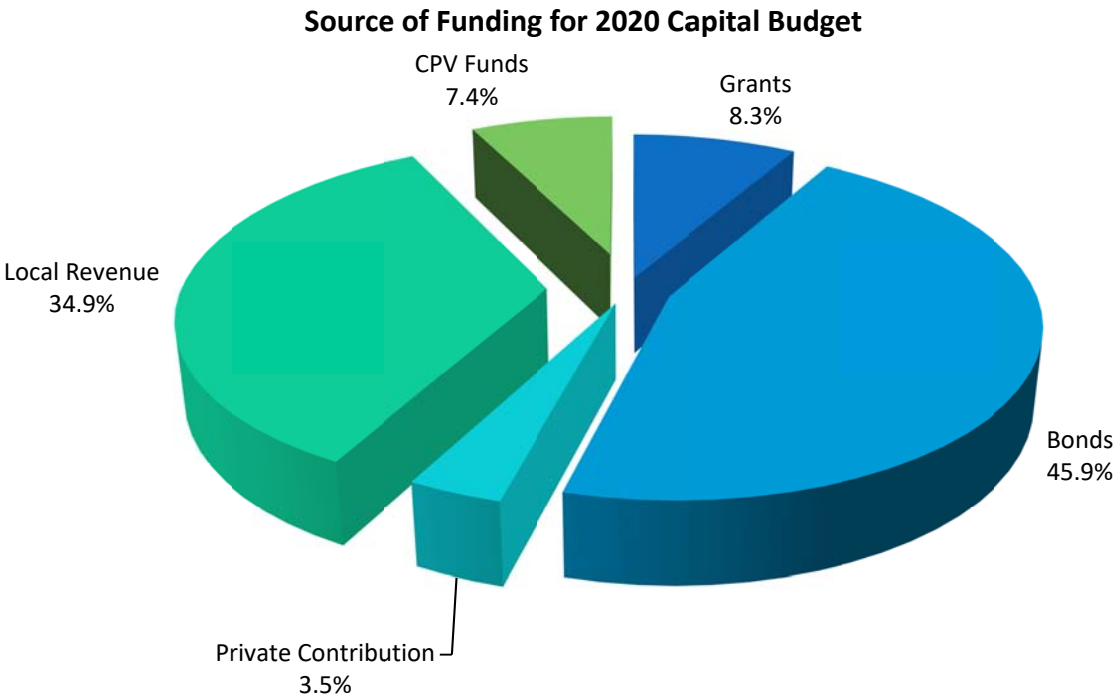
Health insurance costs, which are not based on a percentage of compensation, have been programmed to decrease by a modest \$13,010 from the amount appropriated in 2019 despite a projected premium increase of 10%, effective July 1, 2020. The reason for this result is because the premium increase projected 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 Devlpmt 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 | 12,639,030 | 20,264,124 | 18,358,797 | 12,054,889 |
| 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 | 9,124,396 | 17,119,060 | 16,236,917 | 8,771,606 |
| Surplus (Deficit) | \$ 3,514,634 | \$ 3,145,064 | \$ 2,121,880 | \$ 3,283,283 |
| Reserves at December 31 | \$ 8,960,132 | \$ 11,046,216 | \$11,082,012 | \$ 14,365,295 |
| Number of Employees | 4.80 | 4.80 | 4.80 | 4.80 |

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 | <u>\$79,501,033</u> | | | <u>\$6,519,194</u> | <u>\$6,371,258</u> | <u>\$ 6,511,202</u> |

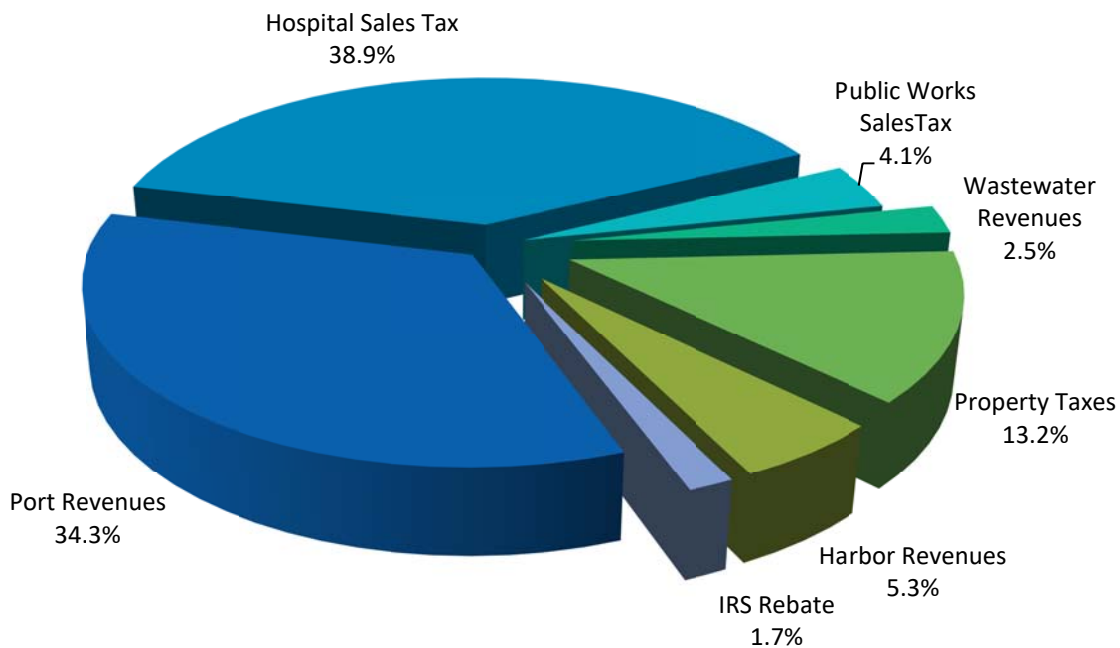
All of the bonds have been issued through the Alaska Municipal Bond Bank with the exception of the ADEC Wastewater Bonds and the Fire Equipment Lease. The Wastewater Bonds were issued through the Alaska Department of Environmental Conservation's Clean Water Loan Fund. Bonds issued through the Bond Bank 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.

| Source | Amount |
|-----------------------|---------------------|
| 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 | <u>\$ 6,511,202</u> |

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.

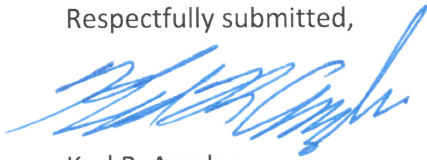
CONCLUSION

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.

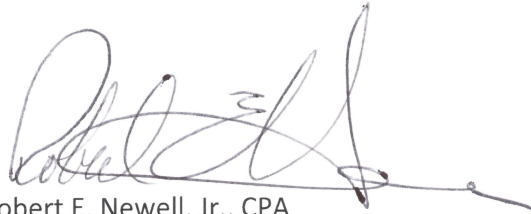
Over the next few weeks, the City Manager, the Finance Director and the department heads look forward to working with the City Council to develop a spending plan that ensures that the needs of the community stay in the forefront. By working together, staff is convinced that the challenges facing the 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

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

| Fund | Est Funds Available Jan 1, 2020 | Revenues | | | Transfers In | Advances | Appropriations | | | | Appropriated Reserves Dec. 31, 2020 |
|---|------------------------------------|-------------------|------------------|------------------|------------------|----------------|-------------------|-------------------|------------------|----------|--|
| | | Operating | Capital Grants | Bond Proceeds | | | Operating | Capital | Transfers Out | Advances | |
| 101 General | 6,086,884 | 19,817,023 | | | 2,909,326 | | 23,637,107 | 150,000 | 917,502 | | 4,108,624 |
| 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 | 4,515,012 | 5,287,043 | | | | | | 3,645,234 | 2,357,823 | | 3,798,998 |
| 210 Transient Tax | 745,611 | 544,000 | | | | | | | 796,002 | | 493,609 |
| 211 Marijuana Sales Tax | 213,049 | 256,000 | | | | | 117,420 | | | | 351,629 |
| Special Revenue Funds - Revenue Generating | | | | | | | | | | | |
| 220 Solid Waste Services | 1,645,589 | 3,287,000 | | | | | 3,382,742 | 365,000 | | | 1,184,847 |
| 240 Small Boat Harbor | 861,021 | 1,613,600 | | | | | 1,711,564 | 30,000 | | | 733,057 |
| 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 | 4,576,639 | 2,641,000 | | | | | 117,040 | | 1,357,482 | | 5,743,117 |
| 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 | | | 350,000 | | | 350,000 | | | 68,467 |
| 320 Harbor Construction Fund | 665,669 | 272,800 | 627,055 | 487,610 | | | | 1,659,110 | | | 394,024 |
| 330 Community Facilities Development | 2,443,205 | 40,000 | | | | | | 750,433 | | | 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 | 1,970,594 | 3,491,000 | | 6,748,929 | | | 2,614,609 | 7,218,929 | | | 2,376,985 |
| 510 Ketchikan Port Fund | 11,082,012 | 11,628,680 | | | | 426,209 | 8,139,122 | 110,484 | 522,000 | | 14,365,295 |
| 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 | 46,378,091 | 55,170,435 | 1,477,055 | 7,236,539 | 8,950,507 | 426,209 | 45,981,193 | 18,381,235 | 8,950,507 | | 46,325,901 |

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 | 4,108,624 |
| 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 | 4,515,012 | 3,798,998 |
| 210 | Transient Tax | 178,479 | 354,150 | 533,360 | 747,396 | 926,736 | 397,820 | 745,611 | 493,609 |
| 211 | Marijuana Sales Tax | - | - | - | - | 95,049 | 128,000 | 213,049 | 351,629 |
| 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 | 1,184,847 |
| 240 | Boat Harbor | 821,105 | 976,847 | 1,155,998 | 1,052,873 | 960,884 | 942,238 | 861,021 | 733,057 |
| 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 | 4,576,639 | 5,743,117 |
| 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 | 2,443,205 | 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 | 1,970,594 | 2,376,985 |
| 510 | Port | 7,019,598 | 6,546,794 | 8,069,793 | 4,897,863 | 8,960,132 | 11,046,216 | 11,082,012 | 14,365,295 |
| 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 | 46,378,091 | 46,325,901 |

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 | 4,515,012 | 101,548 | 17,131 | 615,440 | 745,611 | 213,049 | 1,645,589 | 861,021 | 51,053 | 17,435 | 21,903 | 4,576,639 |
| 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 | 181,000 | 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 | 3,852,862 | | | | | | | | | | | | | |
| Total Operating Revenues | 19,817,023 | 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 | 2,909,326 | | | | 154,500 | | | | | | | | | |
| Interfund Advances | | | | | | | | | | | | | | |
| Total Revenues | 22,726,349 | 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 | 28,813,233 | 7,968,013 | 9,802,055 | 103,148 | 326,131 | 629,440 | 1,289,611 | 469,049 | 4,932,589 | 2,474,621 | 54,353 | 28,285 | 23,103 | 7,217,639 |
| Expenditures | | | | | | | | | | | | | | |
| Mayor Council | 211,108 | | | | 309,000 | | | 117,420 | | | | | | |
| Law | 382,002 | | | | | | | | | | | | | |
| Clerk | 333,246 | | | | | | | | | | | | | |
| Manager | 883,841 | | | | | | | | | | | | | |
| Finance | 2,285,239 | | 20,000 | | | | | | | | | | | |
| Information Technology | 1,216,349 | | | | | | | | | | | | | |
| Fire | 3,921,535 | | 420,500 | | | | | | | | | | | |
| Police | 5,882,359 | | 641,310 | | | | | | | | | | | |
| 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 | | | | | | | | | 3,747,742 | | | | | |
| 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 | | | | | | | | | | 1,741,564 | | | | |
| Port | | | | | | | | | | | | | | |
| Risk Management | | | | | | | | | | | | | | |
| Debt Service | | | | | | | | | | | | | | |
| Transfers | 917,502 | 2,988,324 | 2,357,823 | 6,374 | | | 796,002 | | | | 5,000 | | | 1,357,482 |
| Total Expenditures | 24,704,609 | 3,326,464 | 6,003,057 | 6,374 | 309,000 | 172,450 | 796,002 | 117,420 | 3,747,742 | 1,741,564 | 5,000 | 4,583 | | 1,474,522 |
| Ending Reserves, December 31 | 4,108,624 | 4,641,549 | 3,798,998 | 96,774 | 17,131 | 456,990 | 493,609 | 351,629 | 1,184,847 | 733,057 | 49,353 | 23,702 | 23,103 | 5,743,117 |

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 | 2,443,205 | 1,182,864 | 436 | | 1,970,594 | 11,082,012 | 4,286,677 | 643,541 | 46,378,091 |
| 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 | 1,598,250 |
| Bond Proceeds | | | | | | | | | | | | | |
| Interdepartmental Charges | | | | | | | | | | | | 1,714,710 | 5,567,572 |
| 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 | 55,170,435 |
| Other | | | | | | | | | | | | | |
| Capital Grants | | 850,000 | | 627,055 | | | | | | | | | 1,477,055 |
| Bond Proceeds | | | | 487,610 | | | | | 6,748,929 | | | | 7,236,539 |
| Transfers In | | | 350,000 | | | | 1,357,482 | 3,657,199 | | | 522,000 | | 8,950,507 |
| Interfund Advances | | | | | | | | | | 426,209 | | | 426,209 |
| Total Revenues | 2,800 | 1,500,000 | 351,100 | 1,387,465 | 40,000 | 35,000 | 1,357,482 | 3,765,199 | 10,239,929 | 12,054,889 | 578,000 | 1,718,410 | 73,260,745 |
| Funds Available | 137,727 | 1,500,000 | 418,467 | 2,053,134 | 2,483,205 | 1,217,864 | 1,357,918 | 3,765,199 | 12,210,523 | 23,136,901 | 4,864,677 | 2,361,951 | 119,638,836 |
| Expenditures | | | | | | | | | | | | | |
| Mayor Council | | | | | | | | | | | | | 637,528 |
| Law | | | | | | | | | | | | | 382,002 |
| Clerk | | | | | | | | | | | | | 333,246 |
| Manager | | | | | | | | | | | | | 883,841 |
| Finance | | | | | | | | | | | | | 2,305,239 |
| Information Technology | | | | | | | | | | | | | 1,216,349 |
| Fire | | | | | | | | | | | | | 4,342,035 |
| Police | | | | | | | | | | | | | 6,523,669 |
| Library | | | | | 40,000 | | | | | | | | 1,490,086 |
| Museum | | | | | 710,433 | | | | | | | | 1,910,644 |
| Civic Center | | | 350,000 | | | | | | | | | | 901,982 |
| 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 | | | | | | | | | | | | | 3,747,742 |
| Public Works-Cemetery | | | | | | | | | | | | | 315,630 |
| Public Works-Garage | | | | | | | | | | | | | 809,291 |
| Public Works-Wastewater | | | | | | | | | 9,833,538 | | | | 9,833,538 |
| Public Works-Building Maintenance | | | | | | | | | | | | | 677,142 |
| Small Boat Harbors | | | | 1,659,110 | | | | | | | | | 3,400,674 |
| Port | | | | | | | | | | 8,771,606 | | | 8,771,606 |
| Risk Management | | | | | | | | | | | | 1,726,800 | 1,726,800 |
| Debt Service | | | | | | | | 3,765,199 | | | | | 3,765,199 |
| Transfers | | | | | | | | | | | | | 8,428,507 |
| Total Expenditures | | 1,500,000 | 350,000 | 1,659,110 | 750,433 | 1,190,000 | 1,357,462 | 3,765,199 | 9,833,538 | 8,771,606 | | 1,726,800 | 73,312,935 |
| Ending Reserves, December 31 | 137,727 | | 68,467 | 394,024 | 1,732,772 | 27,864 | 456 | | 2,376,985 | 14,365,295 | 4,864,677 | 635,151 | 46,325,901 |

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 | 4,515,012 | 101,548 | 17,131 | 615,440 | 745,611 | 213,049 | 1,645,589 | 861,021 | 51,053 | 17,435 | 21,903 | 4,576,639 |
| 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 | 181,000 | 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 | 3,852,862 | | | | | | | | | | | | | |
| Total Revenues | 19,817,023 | 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 | 2,909,326 | | | | 154,500 | | | | | | | | | |
| Total Transfers In | 2,909,326 | | | | 154,500 | | | | | | | | | |
| Funds Available | 28,813,233 | 7,968,013 | 9,802,055 | 103,148 | 326,131 | 629,440 | 1,289,611 | 469,049 | 4,932,589 | 2,474,621 | 54,353 | 28,285 | 23,103 | 7,217,639 |
| Expenditures | | | | | | | | | | | | | | |
| Personnel Services | 18,717,084 | | | | | | | | 1,263,907 | 677,569 | | | | 107,040 |
| Supplies | 1,347,836 | 15,000 | | | | | | | 253,470 | 80,890 | | | | 8,000 |
| Contract & Purchased Services | 2,963,096 | 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 | | | | | | | 500,970 | 238,940 | | | | 1,500 |
| Debt Service | | | | | | | | | | 347,175 | | | | |
| Risk Management | | | | | | | | | | | | | | |
| Payment In Lieu of Taxes | | | | | | | | | | | | | | |
| Total Operating Expenditures | 23,637,107 | 288,140 | | | 309,000 | 172,450 | | 117,420 | 3,382,742 | 1,711,564 | | | | 117,040 |
| Capital Outlay - Major | 150,000 | 50,000 | 3,645,234 | | | | | | 365,000 | 30,000 | | 4,583 | | |
| Transfers Out | 917,502 | 2,988,324 | 2,357,823 | 6,374 | | | 796,002 | | | | 5,000 | | | 1,357,482 |
| Total Expenditures | 24,704,609 | 3,326,464 | 6,003,057 | 6,374 | 309,000 | 172,450 | 796,002 | 117,420 | 3,747,742 | 1,741,564 | 5,000 | 4,583 | | 1,474,522 |
| Ending Reserves, December 31 | 4,108,624 | 4,641,549 | 3,798,998 | 96,774 | 17,131 | 456,990 | 493,609 | 351,629 | 1,184,847 | 733,057 | 49,353 | 23,702 | 23,103 | 5,743,117 |

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 | 2,443,205 | 1,182,864 | 436 | | 1,970,594 | 11,082,012 | 4,286,677 | 643,541 | 46,378,091 |
| 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 | | | 3,723,732 | 163,000 | 56,000 | 100,100 | 5,398,382 |
| Bond Proceeds | | | | 487,610 | | | | | 3,045,197 | | | | 3,532,807 |
| Interfund Advances | | | | | | | | | | 426,209 | | | 426,209 |
| Interdepartmental Charges | | | | | | | | | | | | 1,618,310 | 5,471,172 |
| Total Revenues | 2,800 | 1,500,000 | 1,100 | 1,387,465 | 40,000 | 35,000 | | 108,000 | 10,239,929 | 12,054,889 | 56,000 | 1,718,410 | 64,310,238 |
| Transfers In | | | | | | | | | | | | | |
| Transfers From Other Funds | | | 350,000 | | | | 1,357,482 | 3,657,199 | | | 522,000 | | 8,950,507 |
| Total Transfers In | | | 350,000 | | | | 1,357,482 | 3,657,199 | | | 522,000 | | 8,950,507 |
| Funds Available | 137,727 | 1,500,000 | 418,467 | 2,053,134 | 2,483,205 | 1,217,864 | 1,357,918 | 3,765,199 | 12,210,523 | 23,136,901 | 4,864,677 | 2,361,951 | 119,638,836 |
| Expenditures | | | | | | | | | | | | | |
| Personnel Services | | | | | | | | | 946,966 | 1,313,507 | | | 23,026,073 |
| Supplies | | | | | | | | | 282,675 | 95,595 | | | 2,083,466 |
| Contract & Purchased Services | | | | | | | | | 442,110 | 3,480,310 | | | 9,447,771 |
| Capital Outlay - Minor | | | | | | | | | 62,500 | 7,500 | | | 338,595 |
| Operating Grants - (Police & Fire) | | | | | | | | | | | | | 30,000 |
| Interdepartmental Charges | | | | | | | | | 631,430 | 484,010 | | | 2,208,986 |
| 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 | 2,614,609 | 8,139,122 | | 1,726,800 | 45,981,193 |
| Capital Outlay - Major | | 1,500,000 | 350,000 | 1,659,110 | 750,433 | 1,190,000 | 1,357,462 | | 7,218,929 | 110,484 | | | 18,381,235 |
| Transfers Out | | | | | | | | | | 522,000 | | | 8,950,507 |
| Total Expenditures | | 1,500,000 | 350,000 | 1,659,110 | 750,433 | 1,190,000 | 1,357,462 | 3,765,199 | 9,833,538 | 8,771,606 | | 1,726,800 | 73,312,935 |
| Ending Reserves, December 31 | 137,727 | | 68,467 | 394,024 | 1,732,772 | 27,864 | 456 | | 2,376,985 | 14,365,295 | 4,864,677 | 635,151 | 46,325,901 |

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 | 333,246 | -7.54% |
| City Manager | 627,293 | 689,507 | 760,968 | 771,408 | 795,768 | 758,381 | 883,841 | 14.58% |
| 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 | 3,921,535 | 6.28% |
| Police | 4,663,868 | 4,671,506 | 4,753,903 | 5,434,722 | 5,468,041 | 5,199,299 | 5,882,359 | 8.24% |
| 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 | 3,382,742 | 4.36% |
| 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 | 2,614,609 | 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 | 1,711,564 | 8.97% |
| Port Development | 8,637,990 | 7,103,354 | 7,402,754 | 7,647,352 | 7,668,462 | 7,536,045 | 8,139,122 | 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 | 45,981,193 | 6.06% |

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 | 600,590 | 641,310 | 218.23% |
| Library | - | - | - | - | 100,000 | 50,000 | 40,000 | 0.00% |
| Museum | 1,375,564 | 235,764 | 398,892 | 504,000 | 504,000 | 167,385 | 796,395 | 58.01% |
| Civic Center | 109,076 | 148,310 | 245,332 | 320,000 | 320,000 | 320,000 | 350,000 | 9.38% |
| 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 | 797,260 | 7,218,929 | 96.28% |
| 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 | 9,467,788 | 8,178,872 | 110,484 | -98.77% |
| Total Capital | 21,846,787 | 15,060,264 | 6,946,530 | 21,943,729 | 23,187,982 | 14,897,398 | 18,381,235 | -16.23% |

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(DEC) |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
| | | | | 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 | 9,527,702 | 8,950,507 | -22.54% |
| Total Transfers Out | 7,095,889 | 8,543,611 | 7,838,051 | 11,554,618 | 11,804,618 | 9,527,702 | 8,950,507 | -22.54% |
| 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 | 333,246 | -7.54% |
| City Manager | 627,293 | 689,507 | 760,968 | 771,408 | 795,768 | 758,381 | 883,841 | 14.58% |
| 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 | 4,342,035 | -29.41% |
| Police | 4,823,941 | 5,132,144 | 4,957,730 | 5,636,247 | 6,150,566 | 5,799,889 | 6,523,669 | 15.74% |
| 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 | 1,246,660 | 1,910,644 | 18.87% |
| Civic Center | 536,923 | 596,347 | 716,114 | 819,251 | 832,161 | 828,125 | 901,982 | 10.10% |
| 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 | 3,747,742 | 5.66% |
| 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 | 3,199,889 | 9,833,538 | 59.61% |
| 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 | 3,400,674 | 17.10% |
| Port Development | 9,079,484 | 15,881,310 | 8,602,396 | 16,597,060 | 17,136,250 | 15,714,917 | 8,249,606 | -50.29% |
| 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 | 9,527,702 | 8,950,507 | -22.54% |
| Total Expenditures | 67,772,611 | 61,878,326 | 53,709,304 | 76,852,440 | 78,884,213 | 66,357,096 | 73,312,935 | -4.61% |

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 | 7,236,539 | 40.22% |
| 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 | 3,852,862 | 5.99% |
| 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 | 64,310,238 | 0.23% |

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 | | |
| 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 | 2,151,164 | 2,232,977 | 2,304,269 | 2,220,442 | 2,221,332 | 2,316,373 | 2,510,575 | 13.07% |
| | | | | | | | | |
| 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 | 3,142,541 | 3,145,652 | 3,170,321 | 3,206,000 | 3,206,000 | 3,251,000 | 3,251,000 | 1.40% |
| | | | | | | | | |
| 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 | 2,990,228 | 3,048,015 | 3,227,601 | 3,439,400 | 3,439,400 | 3,421,100 | 3,471,000 | 0.92% |

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 | 2017 | 2018 | 2019 | | | 2020 | 2019 Adopted/2020 | |
|---------------------|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Actual | Actual | Actual | Adopted | Amended | Estimate | Budget | 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 | 19.000 | - | 0.00% |
| 1220 | Police | 35.300 | 35.300 | 35.300 | 35.300 | 35.300 | 35.300 | 35.550 | 0.250 | 0.71% |
| 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 | 177.065 | 0.250 | 0.14% |

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

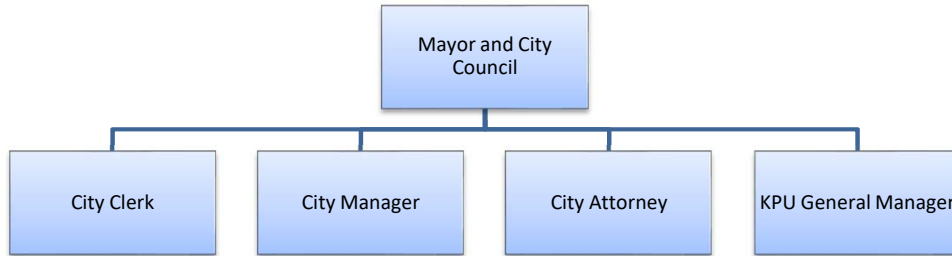
CITY OF KETCHIKAN, ALASKA
2020
SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

| 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

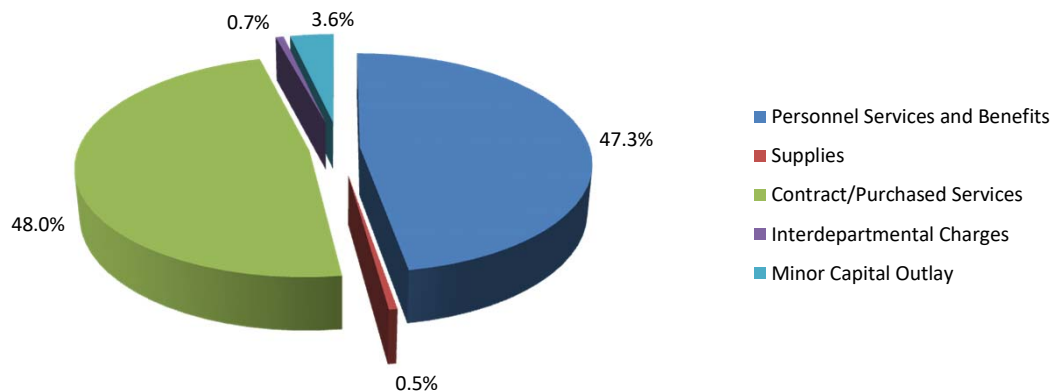
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | | 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.

CITY OF KETCHIKAN**2020 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150**

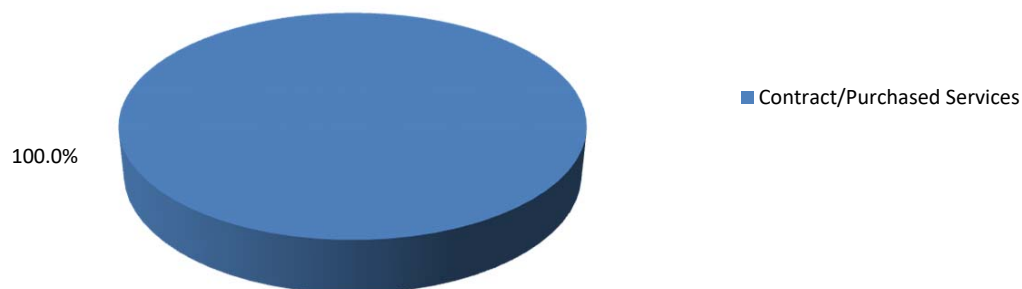
The Community Grant Program was established to provide financial support to community based non-profit humanitarian agencies. The level of funding has traditionally been determined on an annual basis and was previously based on a percentage of the City's annual sales tax revenues. The City Council determined that funding would be budgeted at 3.24 percent of annual sales tax revenue for the year ending September 30th. General Government provided fifty percent of the annual funding with Ketchikan Public Utilities providing the remaining fifty percent. The City's contribution traditionally comes from the General Fund and its two sales tax funds. KPU's contribution comes from the KPU Enterprise Fund. In 2018, the City Council determined that community grants for homeless programs and services would be funded through revenues generated by the City's 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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

CITY OF KETCHIKAN**2020 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150****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

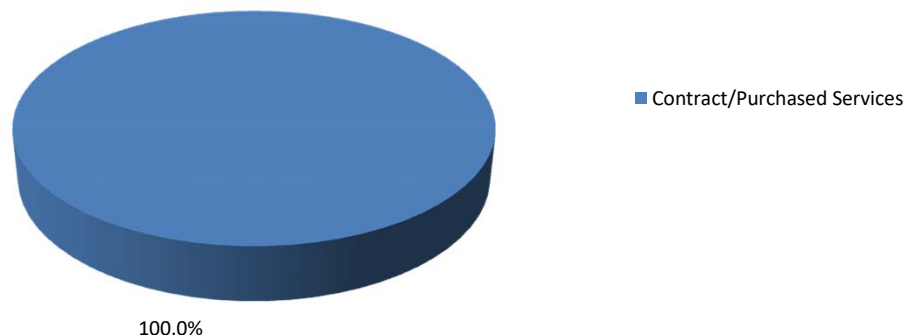
610.02 Grant Awards: \$309,000 - This account provides for financial assistance awards for community agency grant programs.

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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------|----------------|---------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Mayor and Council

Humanitarian Services Grant Program 1110-151

PROGRAM OPERATING BUDGET DETAIL

| Operating Expenditures | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------------------------|----------------|---------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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% |

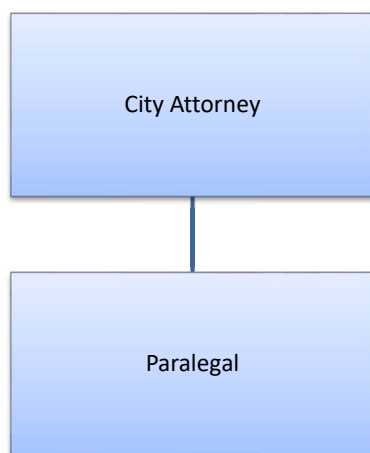
| Funding Source | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------|----------------|--------------------|----------------|-----------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 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

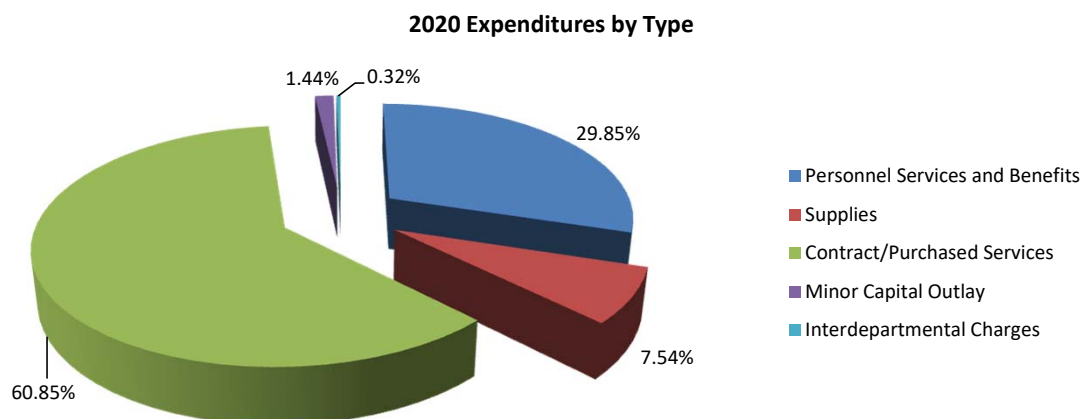
- Devoted substantial efforts towards surplus property sales and port expansion issues;
- Devoted substantial efforts to multiple issues associated with the hospital project; and
- Other accomplishments, which have been set forth in periodic reports to the City Council.

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 Budget | 2019 Adopted/2020 | | |
|-----------------------------|-----|--------------------------------------|---------|-------------|---------|----------------|-------------------|------------|-------|
| | | | Actual | Adopted | Amended | | Estimate | 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 | 333,246 | (27,183) | -7.5% |
| Total | 348,339 | 360,429 | 364,849 | 318,940 | 333,246 | (27,183) | -7.5% |

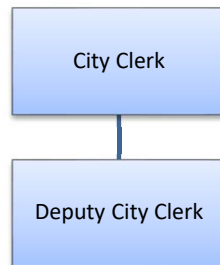
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|----------------|--------------------|----------------|-----------------|----------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 284,093 | 276,909 | 281,329 | 235,650 | 242,196 | (34,713) | -12.5% |
| 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 | 333,246 | (27,183) | -7.5% |

| 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 | 125,536 | (8,293) | -6.2% |
| Solid Waste Services Fund | 12,087 | 12,510 | 12,660 | 11,070 | 11,600 | (910) | -7.3% |
| Wastewater Fund | 9,196 | 9,520 | 9,630 | 8,420 | 8,930 | (590) | -6.2% |
| Harbor Fund | 6,584 | 6,810 | 6,900 | 6,030 | 6,000 | (810) | -11.9% |
| Port Fund | 9,997 | 10,340 | 10,470 | 9,150 | 14,560 | 4,220 | 40.8% |
| KPU Enterprise Fund | 181,136 | 187,420 | 189,720 | 165,850 | 166,620 | (20,800) | -11.1% |
| Total | 348,339 | 360,429 | 364,849 | 318,940 | 333,246 | (27,183) | -7.5% |

| 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 | 122,936 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 122,936 | - | 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

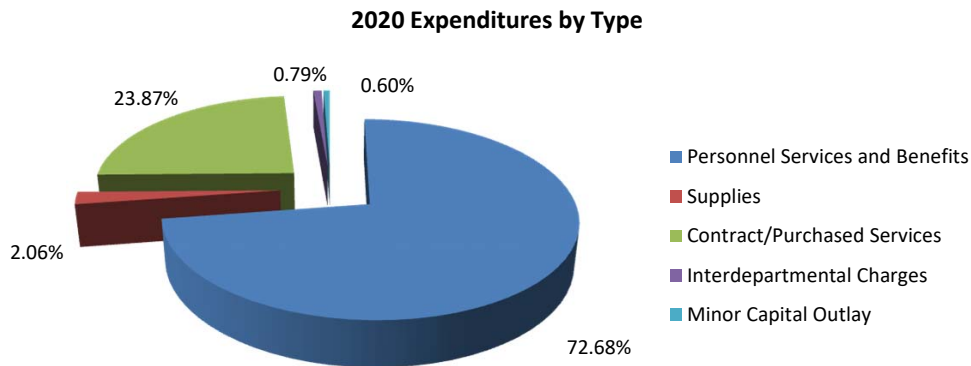
- Conducted a regular election on October 1, 2019. Two councilmembers were elected for a three-year term each.
- Continued training on the City-wide records program with multiple departments and divisions.
- Continued to provide assistance to all departments regarding administration of their pages on 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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Clerk

Operations 1130-110

| 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 | 242,196 | (34,713) | -12.5% |
| 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 | 333,246 | (27,183) | -7.5% |
| 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 | 125,536 | (8,293) | -6.2% |
| Solid Waste Fund | 12,087 | 12,510 | 12,660 | 11,070 | 11,600 | (910) | -7.3% |
| Wastewater Fund | 9,196 | 9,520 | 9,630 | 8,420 | 8,930 | (590) | -6.2% |
| Harbor Fund | 6,584 | 6,810 | 6,900 | 6,030 | 6,000 | (810) | -11.9% |
| Port Fund | 9,997 | 10,340 | 10,470 | 9,150 | 14,560 | 4,220 | 40.8% |
| KPU Enterprise Fund | 181,136 | 187,420 | 189,720 | 165,850 | 166,620 | (23,100) | -11.1% |
| Total Funding | 348,339 | 360,429 | 364,849 | 318,940 | 333,246 | (27,183) | -7.5% |

| 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 | 72,793 | - | 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 | 122,936 | - | 0.0% |



CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Clerk

Operations 1130-110

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 decreased by \$34,713, or by 12.5%, 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 | 122,936 | (8,773) | -6.7% |
| 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 | 10,120 | (480) | -4.5% |
| 506 .00 Pension | 35,269 | 36,540 | 36,540 | 31,850 | 28,230 | (8,310) | -22.7% |
| 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 | 360 | (150) | -29.4% |
| 508 .00 Other Benefits | 17,151 | 13,880 | 14,780 | 14,780 | 3,190 | (10,690) | 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 | 242,196 | (34,713) | -12.5% |
| 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 | 333,246 | (27,183) | -7.5% |

NARRATIVE

500.01 Regular Salaries and Wages: \$122,936 – 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: \$10,120 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$28,230 – 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: \$360 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Expenses: \$3,190 - 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 | 524,324 | 64,231 | 14.0% |
| Total | 760,968 | 771,408 | 795,768 | 758,381 | 883,841 | 112,433 | 14.6% |

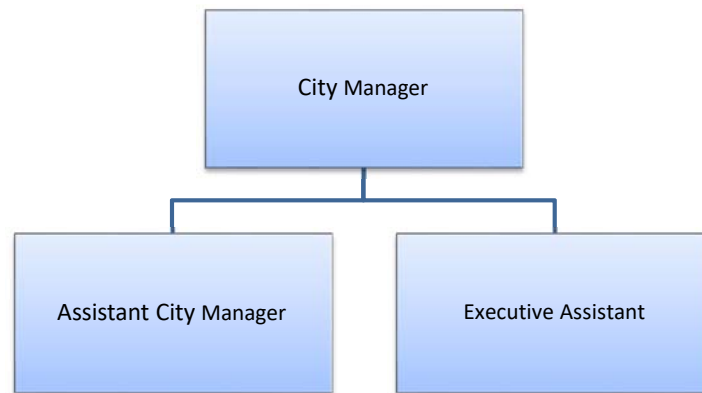
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 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 | 127,595 | 26,620 | 26.4% |
| 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 | 883,841 | 112,433 | 14.6% |

| 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 | 528,431 | 20,313 | 4.0% |
| Solid Waste Fund | 26,406 | 26,770 | 27,620 | 26,310 | 30,760 | 3,990 | 14.9% |
| Wastewater Fund | 20,090 | 20,370 | 21,010 | 20,020 | 23,690 | 3,320 | 16.3% |
| Harbor Fund | 14,382 | 14,580 | 15,040 | 14,330 | 15,910 | 1,330 | 9.1% |
| Port Fund | 21,840 | 22,130 | 22,830 | 21,760 | 38,620 | 16,490 | 74.5% |
| KPU Enterprise Fund | 185,166 | 179,440 | 179,440 | 166,920 | 246,430 | 66,990 | 37.3% |
| Total | 760,968 | 771,408 | 795,768 | 758,381 | 883,841 | 112,433 | 14.6% |

| 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% |

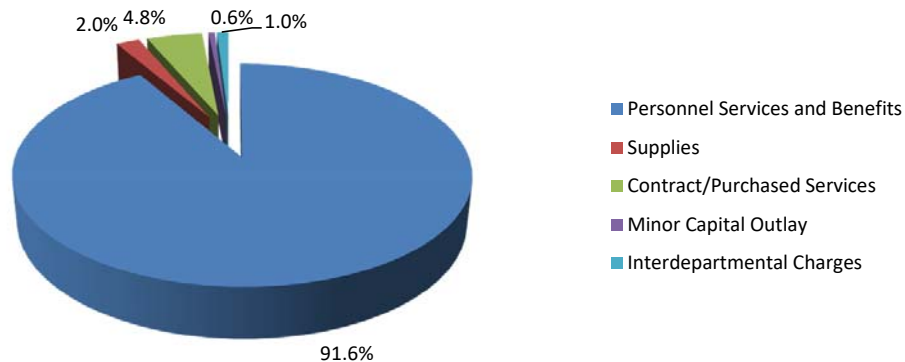
CITY OF KETCHIKAN
2020 Operating and Capital Budget
City Manager

Operations Division 1140-110

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | | 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.

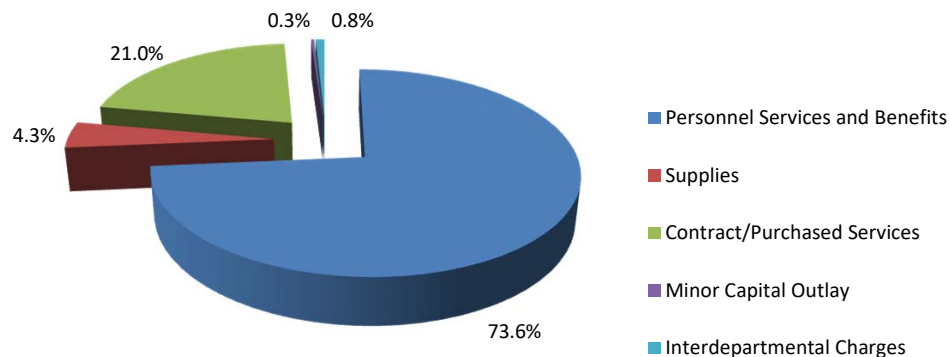
DIVISION SUMMARY

| 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 | 110,250 | 26,820 | 32.1% |
| 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 | 524,324 | 64,231 | 14.0% |

| 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 | 213,244 | (17,389) | -7.5% |
| Solid Waste Fund | 16,475 | 15,970 | 15,970 | 14,850 | 18,250 | 2,280 | 14.3% |
| Wastewater Fund | 12,534 | 12,150 | 12,150 | 11,300 | 14,050 | 1,900 | 15.6% |
| Harbor Fund | 8,973 | 8,700 | 8,700 | 8,090 | 9,440 | 740 | 8.5% |
| Port Fund | 13,626 | 13,200 | 13,200 | 12,280 | 22,910 | 9,710 | 73.6% |
| KPU Enterprise Fund | 185,166 | 179,440 | 179,440 | 166,920 | 246,430 | 66,990 | 37.3% |
| Total Funding | 474,784 | 460,093 | 460,093 | 428,006 | 524,324 | 64,231 | 14.0% |

| 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% |

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 \$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% |
| 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 | 110,250 | 26,820 | 32.1% |
| 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 | 524,324 | 64,231 | 14.0% |

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).

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.

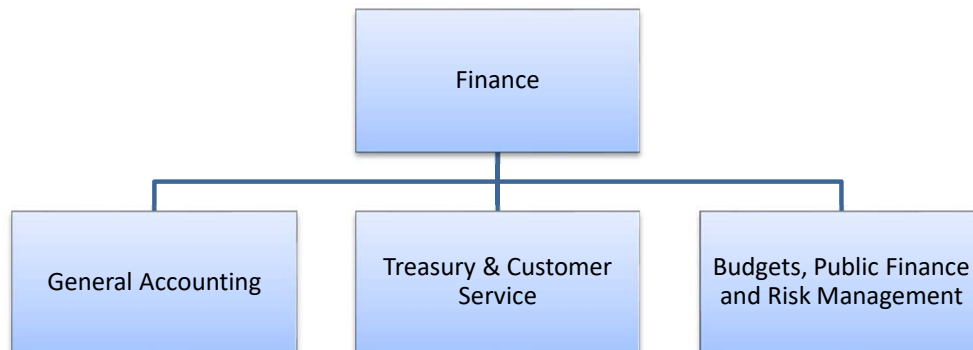
790.26 Minor Computers, Printers & Copiers: \$1,500 – This account provides for the cost of a new computer and printer for the Human Resources staff.

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.

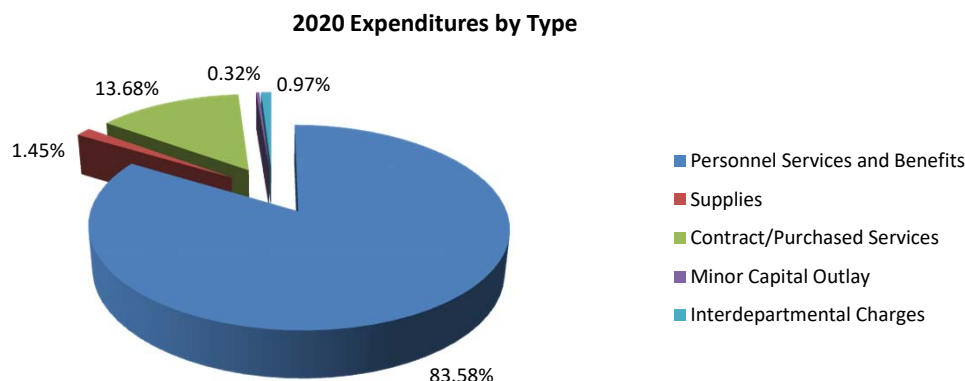
ACCOMPLISHMENTS FOR 2019

- 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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.

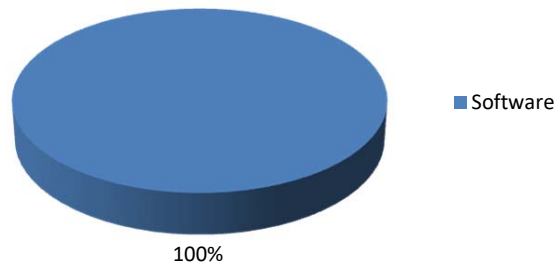
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Finance

Capital Budget

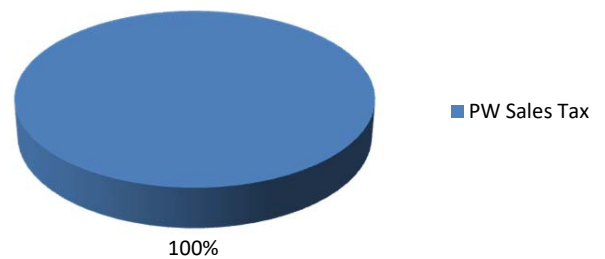
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|-----------------------------------|----------------|---------------|---------------|----------|----------------|--------------------|-------------|
| | | Adopted | Amended | Estimate | | Amount | % |
| 735.00 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% |

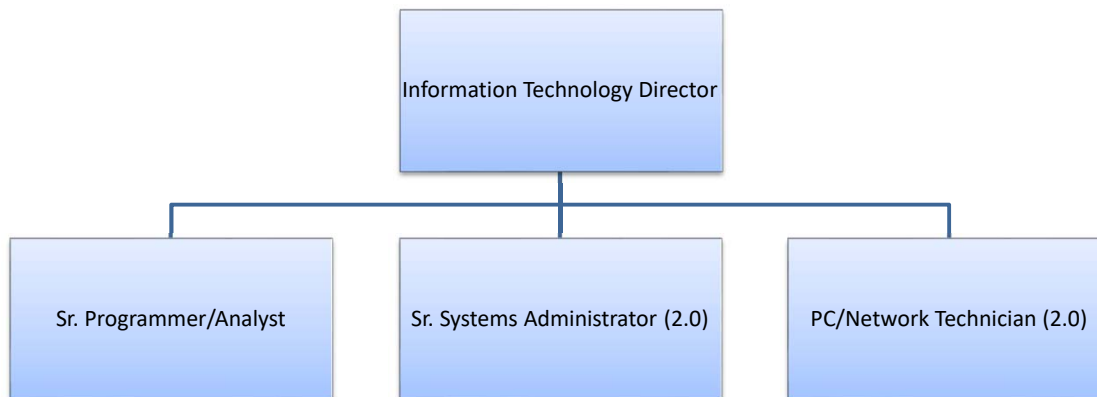
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|----------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 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.

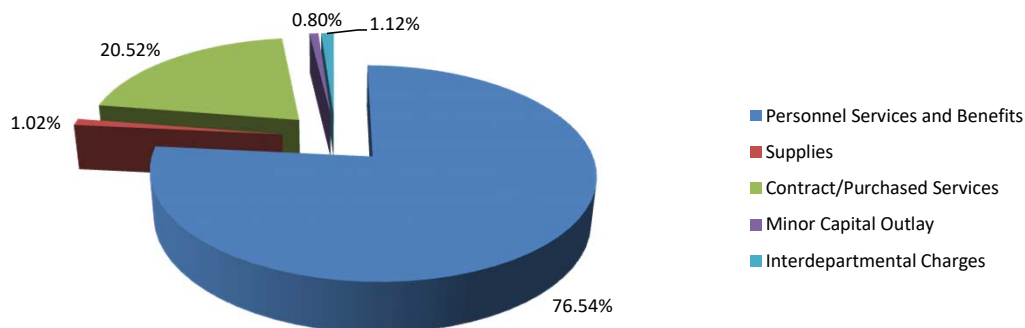
DIVISION SUMMARY

| 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Information Technology

Operations Division 1160-110

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.

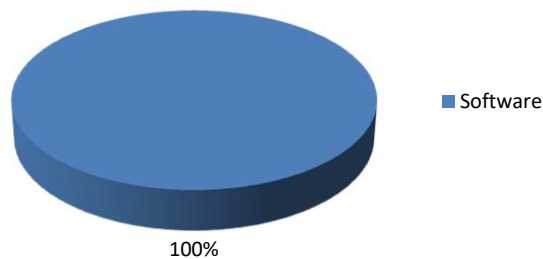
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Information Technology

Capital Budget

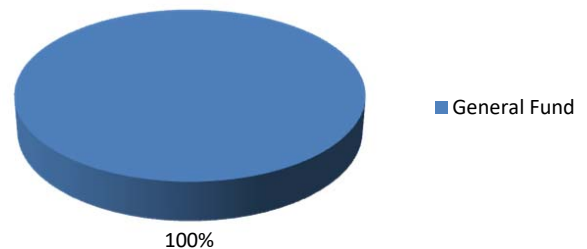
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 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 | Total |
| | | | | Fund | |
| 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

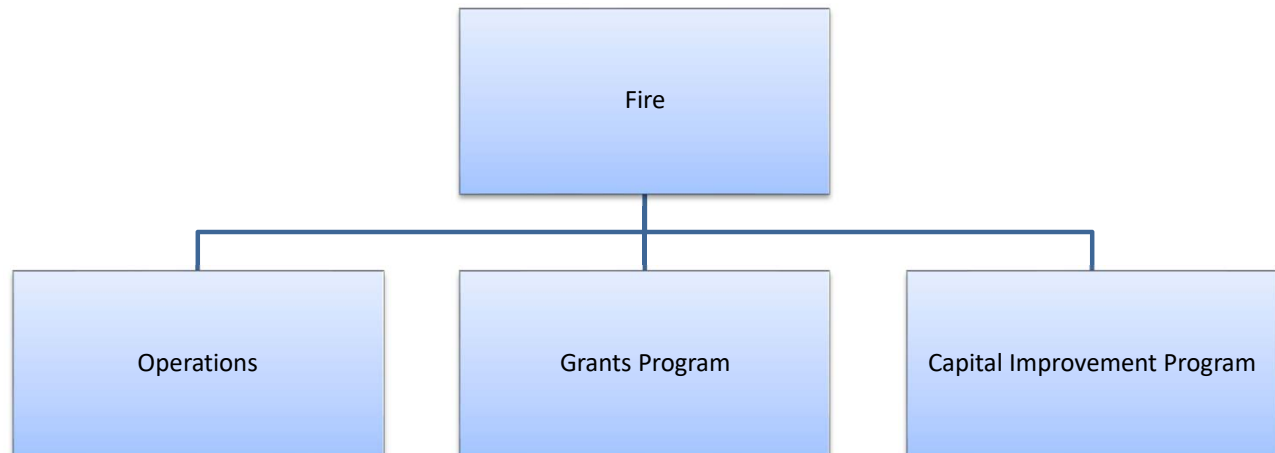


Expenditures by Funding Source



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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Operations | 3,267,842 | 3,588,282 | 3,589,722 | 3,425,008 | 3,891,535 | 303,253 | 8.5% |
| 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 | 4,342,035 | (1,809,033) | -29.4% |

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Personnel Services and Benefits | 2,795,496 | 3,025,542 | 3,058,522 | 2,931,711 | 3,264,530 | 238,988 | 7.9% |
| 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 | 4,342,035 | (1,809,033) | -29.4% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

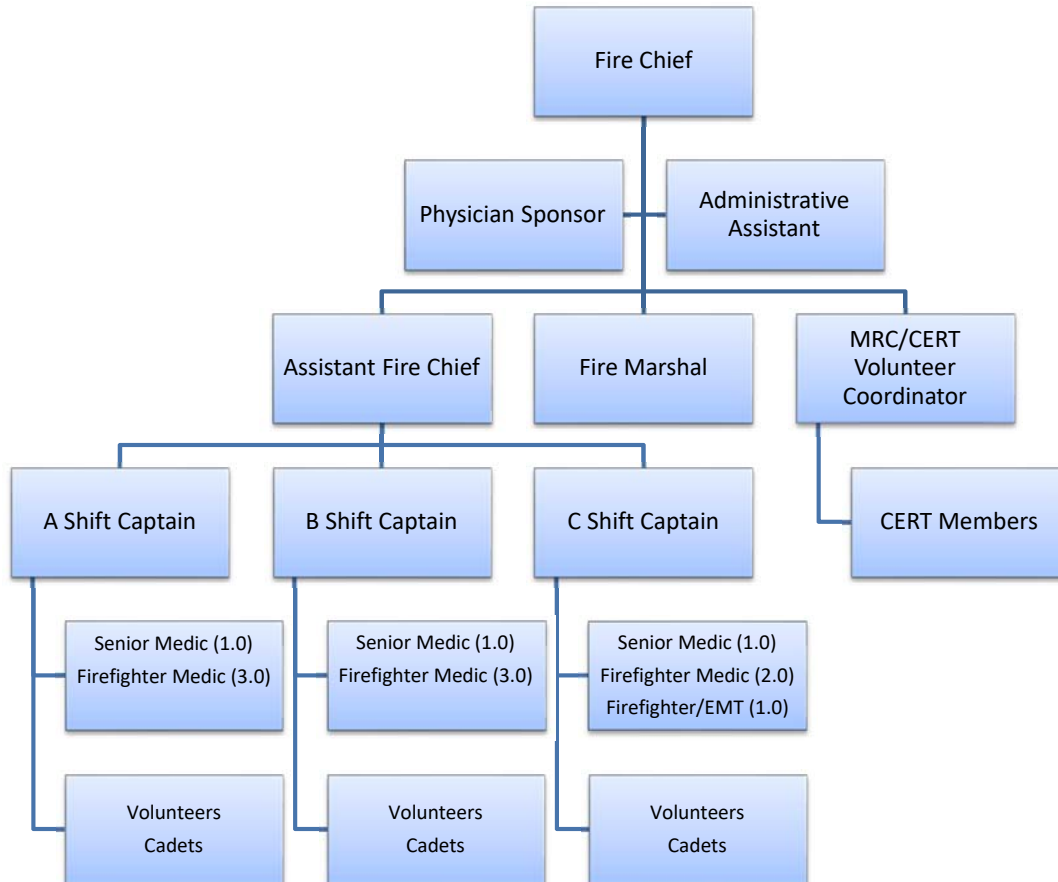
Summary

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 1,080,457 | 1,360,282 | 1,378,262 | 1,071,399 | 1,240,385 | (119,897) | -8.8% |
| 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% |
| Total | 3,813,536 | 6,151,068 | 5,860,048 | 5,601,165 | 4,342,035 | (1,809,033) | -29.4% |

| Full-time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|--------------|--------------|--------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 19.00 | 19.00 | 19.00 | 19.00 | 1,725,770 | - | 0.0% |
| Total | 19.00 | 19.00 | 19.00 | 19.00 | 1,725,770 | - | 0.0% |

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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Fire

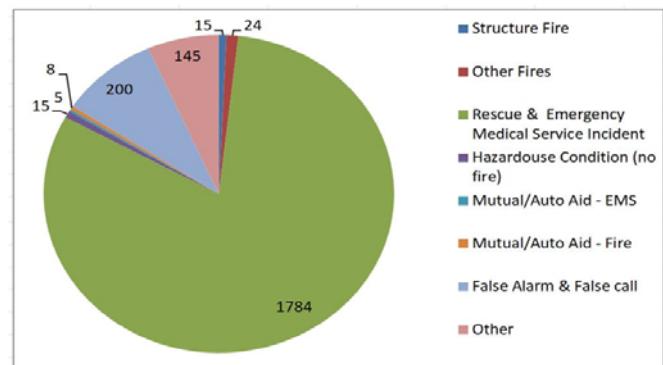
Operations 1210-110

- 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 | 3,234,530 | 291,488 | 9.9% |
| 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 | 3,891,535 | 303,253 | 8.5% |

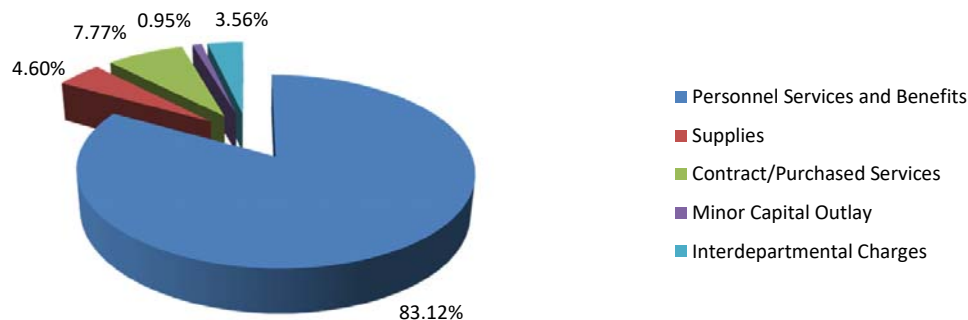
| Funding Source | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 1,047,263 | 1,332,782 | 1,334,222 | 1,039,858 | 1,240,385 | (92,397) | -6.9% |
| 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% |
| Total Funding | 3,267,842 | 3,588,282 | 3,589,722 | 3,425,008 | 3,891,535 | 303,253 | 8.5% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Fire

Operations 1210-110

| Full-time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|---|----------------|--------------|--------------|--------------|------------------|-------------------|-------------|
| | | 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 | 1.00 | 65,632 | - | 0.0% |
| Subtotal | 19.00 | 19.00 | 19.00 | 19.00 | 1,725,770 | - | 0.0% |
| Less Salaries and Wages Reported in Grant Program | | | | | (18,696) | | |
| Total | | | | | 1,707,074 | | |

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 \$291,488, or by 9.9%, due to 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.
- 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 claims experience in the municipal insurance markets.

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 | 1,707,074 | 175,182 | 11.4% |
| 501 .01 Overtime Wages | 255,932 | 226,000 | 269,000 | 268,160 | 280,000 | 54,000 | 23.9% |
| 502 .01 Temporary Wages | 43,887 | 93,400 | 93,400 | 56,160 | 93,400 | - | 0.0% |
| 505 .00 Payroll Taxes | 129,889 | 141,630 | 141,630 | 136,520 | 159,258 | 17,628 | 12.4% |
| 506 .00 Pension | 396,450 | 386,740 | 388,180 | 388,180 | 437,158 | 50,418 | 13.0% |
| 507 .00 Health and Life Insurance | 362,196 | 423,240 | 380,240 | 355,126 | 408,890 | (14,350) | -3.4% |
| 507 .30 Workers Compensation | 80,532 | 76,160 | 76,160 | 74,730 | 67,810 | (8,350) | -11.0% |
| 508 .00 Other Benefits | 13,126 | 47,480 | 47,480 | 47,210 | 64,440 | 16,960 | 35.7% |
| 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 | 3,234,530 | 291,488 | 9.9% |
| 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 | 3,891,535 | 303,253 | 8.5% |

NARRATIVE

500.01 Regular Salaries and Wages: \$1,707,074 - This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

501.01 Overtime Wages: \$280,000 - 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: \$93,400 - 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: \$159,258 - 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: \$437,158 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$408,890 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$67,810 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$64,440 – 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Fire

Operations 1210-110

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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Fire

Operations 1210-110

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

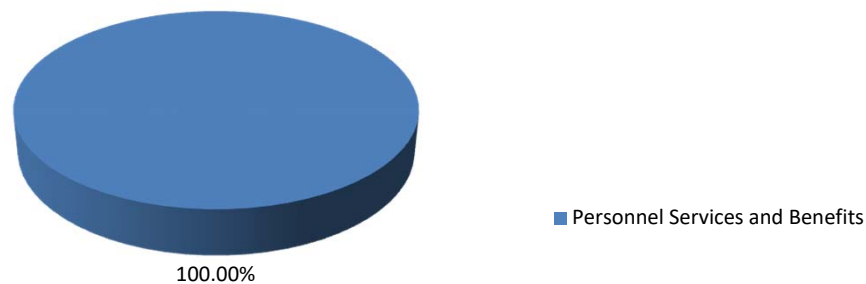
Fire

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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------------|------------------------------|----------------|----------------|----------------|---------------|----------------|-------------------|---------------|
| | | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------|---------------|----------------|----------------|----------------|---------------|----------------|-------------------|---------------|
| | | | Adopted | Amended | Estimate | | 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

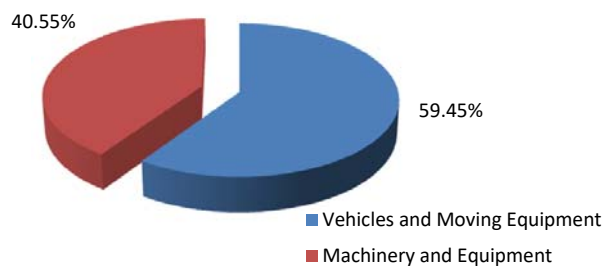
Fire

Capital Budget

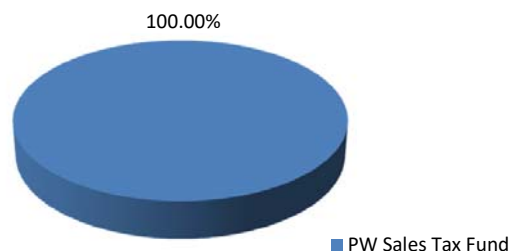
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------------|----------------|------------------|------------------|------------------|----------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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 | | | |
|---|--|----------------------|--------------------------|--------------------|----------------|
| Project # | Project | PW Sales Tax Fund | Federal & State Grant | Lease Financing | Total |
| 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



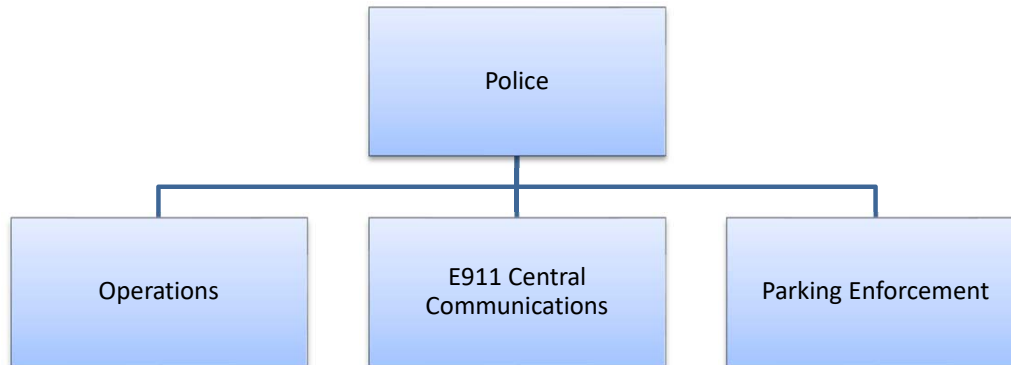
Expenditures by Funding Source



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 | 4,442,167 | 369,968 | 9.1% |
| E911 Central Communications | 1,094,908 | 1,259,171 | 1,269,671 | 1,208,230 | 1,319,007 | 59,836 | 4.8% |
| 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 | 600,590 | 641,310 | 439,785 | 218.2% |
| Total | 4,957,730 | 5,636,247 | 6,150,566 | 5,799,889 | 6,523,669 | 887,422 | 15.7% |

| 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 | 5,121,349 | 423,657 | 9.0% |
| 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 | 600,590 | 641,310 | 439,785 | 218.2% |
| Total | 4,957,730 | 5,636,247 | 6,150,566 | 5,799,889 | 6,523,669 | 887,422 | 15.7% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

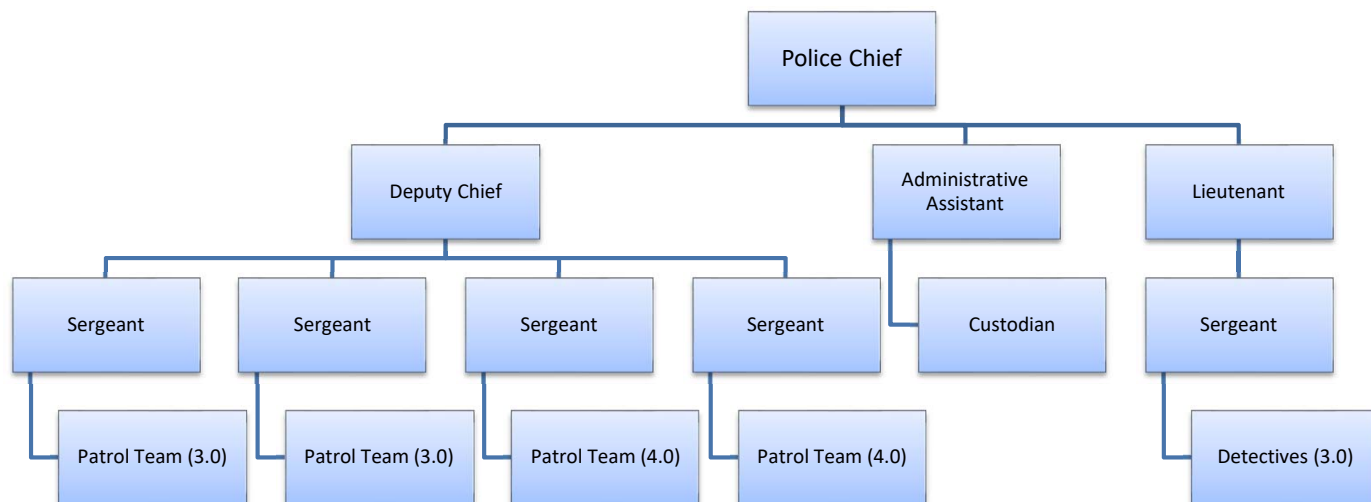
Summary

| 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 | 3,611,859 | 370,137 | 11.4% |
| 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 | 299,590 | 641,310 | 439,785 | 218.2% |
| Total | 4,957,730 | 5,636,247 | 6,150,566 | 5,799,889 | 6,523,669 | 887,422 | 15.7% |

| 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 | 25.35 | 2,249,067 | 0.35 | 1.4% |
| E911 Central Communications | 9.30 | 9.30 | 9.30 | 9.20 | 530,737 | (0.10) | -1.1% |
| Parking Enforcement | 1.00 | 1.00 | 1.00 | 1.00 | 47,915 | - | 0.0% |
| Total | 35.30 | 35.30 | 35.30 | 35.55 | 2,827,719 | 0.25 | 0.7% |

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

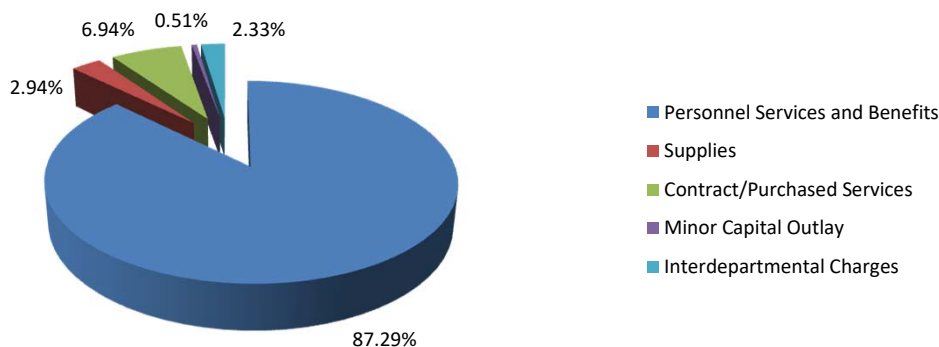
DIVISION SUMMARY

| 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 | 3,877,427 | 359,498 | 10.2% |
| 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 | 4,442,167 | 369,968 | 9.1% |

| 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 | 2,681,167 | 284,968 | 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% |
| Total Funding | 3,559,397 | 4,072,199 | 4,061,699 | 3,861,180 | 4,442,167 | 369,968 | 9.1% |

| 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 | 13.25 | 1,004,820 | 2.25 | 20.5% |
| 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 | 25.35 | 2,249,067 | 0.35 | 1.4% |

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

Operations Division 1220-110

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 \$359,498, or by 10.2%, due to 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 | 2,249,067 | 228,928 | 11.3% |
| 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 | 186,590 | 19,800 | 11.9% |
| 506 .00 Pension | 439,867 | 477,240 | 474,454 | 454,700 | 533,980 | 56,740 | 11.9% |
| 507 .00 Health and Life Insurance | 467,566 | 514,820 | 511,813 | 472,420 | 521,860 | 7,040 | 1.4% |
| 507 .30 Workers Compensation | 65,445 | 73,600 | 73,600 | 70,570 | 71,920 | (1,680) | -2.3% |
| 508 .00 Other Benefits | 42,051 | 53,740 | 53,740 | 50,580 | 57,410 | 3,670 | 6.8% |
| 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 | 3,877,427 | 359,498 | 10.2% |
| 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 | 4,442,167 | 369,968 | 9.1% |

NARRATIVE

500.01 Regular Salaries and Wages: \$2,249,067 – 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: \$186,590 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$533,980– This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$521,860 – This account provides expenditures for employer contributions to employee health and life insurance plans.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Police

Operations Division 1220-110

507.30 Workers Compensation: \$71,920 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$57,410 – 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.

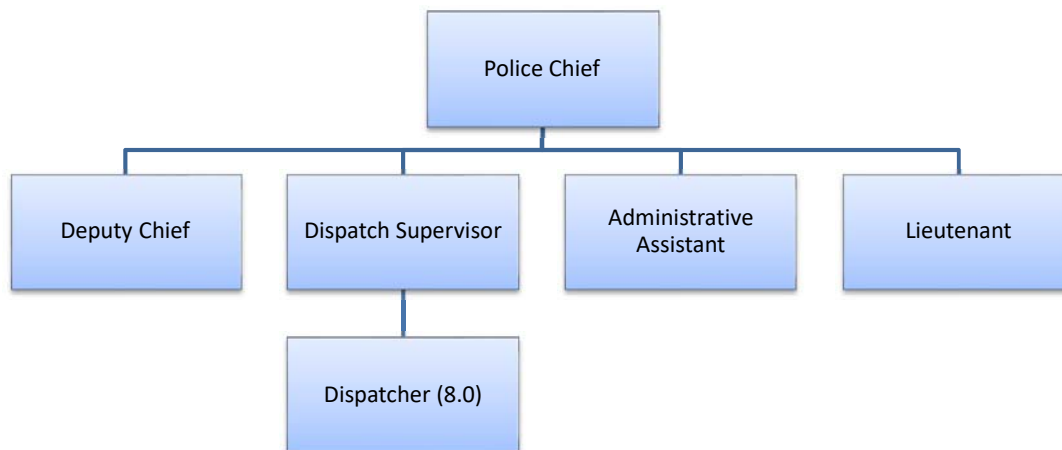
790.26 Computers, Printers and Copiers: \$4,500 - This account provides expenditures for acquisition of two replacement PCs and two laser printers.

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

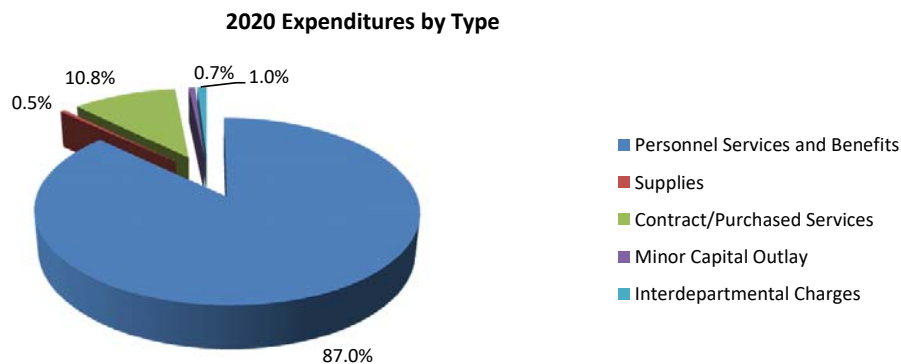
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | Adopted 2019/2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 960,588 | 1,092,401 | 1,090,901 | 1,032,440 | 1,148,047 | 55,646 | 5.1% |
| 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 | 1,319,007 | 59,836 | 4.8% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 675,715 | 834,171 | 844,671 | 786,060 | 896,507 | 62,336 | 7.5% |
| 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% |
| Total Funding | 1,094,908 | 1,259,171 | 1,269,671 | 1,208,230 | 1,319,007 | 59,836 | 4.8% |

| Full-time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | Adopted 2019/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|----------------|-------------------|--------------|
| | | 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 | 8.00 | 430,031 | - | 0.0% |
| Evidence Custodian | 0.10 | 0.10 | 0.10 | - | - | (0.10) | -100.0% |
| Total | 9.30 | 9.30 | 9.30 | 9.20 | 530,737 | (0.10) | -1.1% |



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.

- Personnel Services and Benefits increased by \$55,646, or by 5.1%, due to 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 | 530,737 | 17,446 | 3.4% |
| 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 | 55,290 | 3,400 | 6.6% |
| 506 | .00 | Pension | 131,690 | 140,430 | 139,806 | 131,020 | 150,210 | 9,780 | 7.0% |
| 507 | .00 | Health and Life Insurance | 170,840 | 195,440 | 194,572 | 171,880 | 191,450 | (3,990) | -2.0% |
| 507 | .30 | Workers Compensation | 5,121 | 5,060 | 5,170 | 5,170 | 4,570 | (490) | -9.7% |
| 508 | .00 | Other Benefits | 9,678 | 14,290 | 14,290 | 13,170 | 14,290 | - | 0.0% |
| 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 | 1,148,047 | 55,646 | 5.1% |
| 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 | 1,319,007 | 59,836 | 4.8% |

NARRATIVE

500.01 Regular Salaries and Wages: \$530,737 – 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: \$55,290 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$150,210 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$191,450– This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$4,570– This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$14,290 – 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.

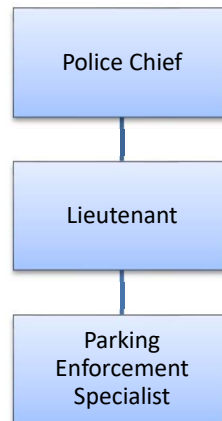
790.25 Machinery and Equipment: \$3,500 - This account provides expenditures for replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and department owned wireless headsets.

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

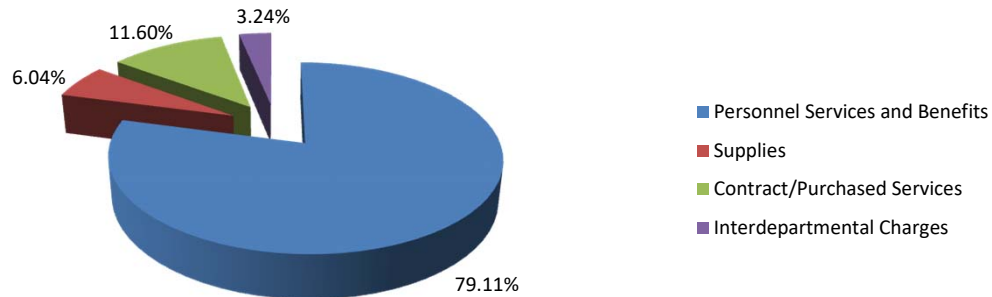
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|---------------------------------|----------------|----------------|----------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|-----------------------|----------------|----------------|----------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | Adopted 2019/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Police

Grants Program

MISSION STATEMENT

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

GOALS FOR 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 |

CITY OF KETCHIKAN**2019 Operating and Capital Budget****Police****Forfeitures and Seizures Operations 1220-110****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 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|-----------------------------|----------------|-------------|--------------|--------------|----------------|-------------------|-----------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Contract/Purchased Services | - | - | 9,860 | 9,860 | - | - | NA |
| Total Expenditures | - | - | 9,860 | 9,860 | - | - | NA |

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|-------------------------------|----------------|-------------|--------------|--------------|----------------|-------------------|-----------|
| | | Adopted | Amended | Estimate | | 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

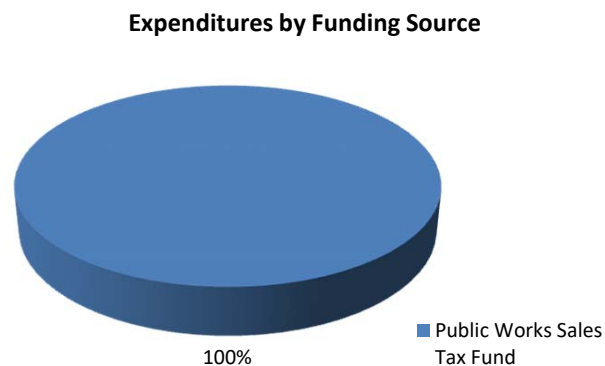
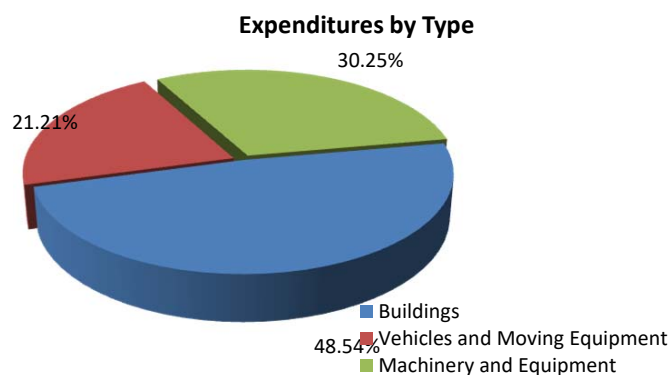
| Operating Expenditures | 2018 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|---------------------------------------|----------------|-------------|--------------|--------------|----------------|-------------------|-----------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 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 Actual | 2019 Budget | | | 2020 Budget | Adopted 2019/2020 | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | | Adopted | Amended | Estimate | | 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 | 95,000 | 136,000 | 41,000 | 43.2% |
| 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 | 600,590 | 641,310 | 439,785 | 218.2% |

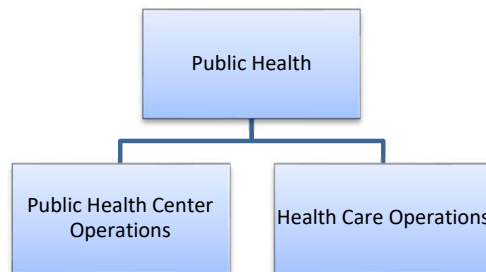
| Capital Improvement Projects | | Funding Sources | | |
|---|--|----------------------|----------|----------------|
| Project # | Project | PW Sales Tax Fund | | Total |
| 705.00 Buildings | | | | |
| | Exit Gate Replacement and Upgrade | 76,910 | - | 76,910 |
| | Building Re-siding Project | 234,400 | - | 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 | 95,000 | - | 95,000 |
| | Total Vehicles and Moving Equipment | 136,000 | - | 136,000 |
| 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 | 641,310 | - | 641,310 |



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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

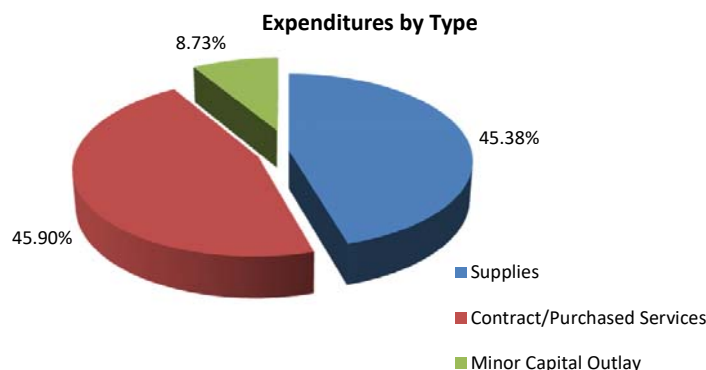
Public Health

Public Health Center Operations 1310-110

- 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.

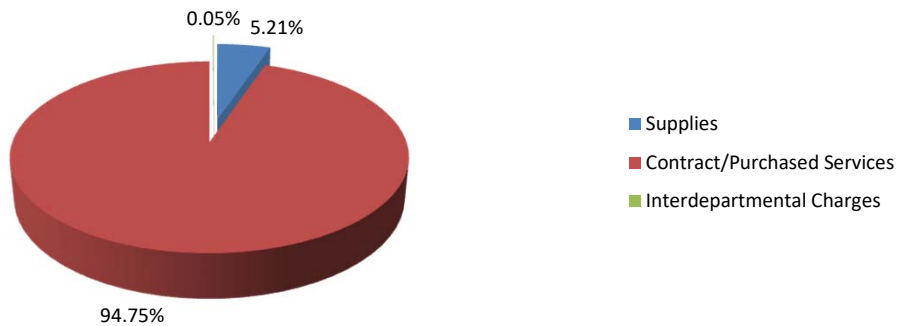
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

| 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 | | | | | | | |

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.

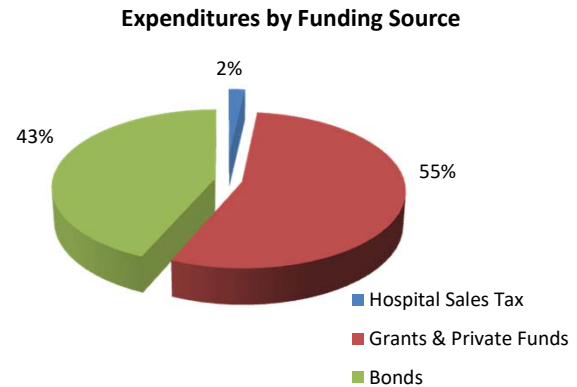
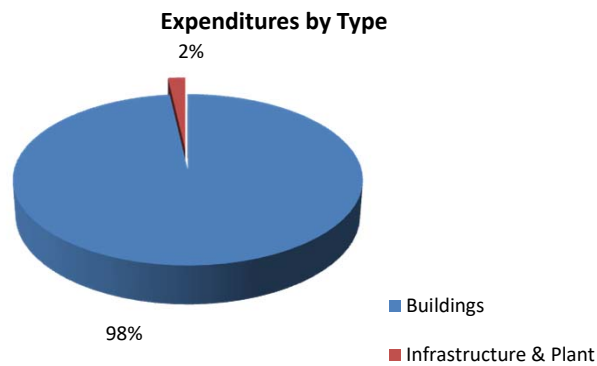
825.01 Interdepartmental Charges – Insurance: \$140 - This account provides expenditures for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the Ketchikan Medical Center.

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 | | | |
|--|---|--------------------|------------------------|------------------|------------------|
| | | Hospital Sales Tax | Grants & Private Funds | Bonds | Total |
| Project # | Project | | | | |
| 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 |



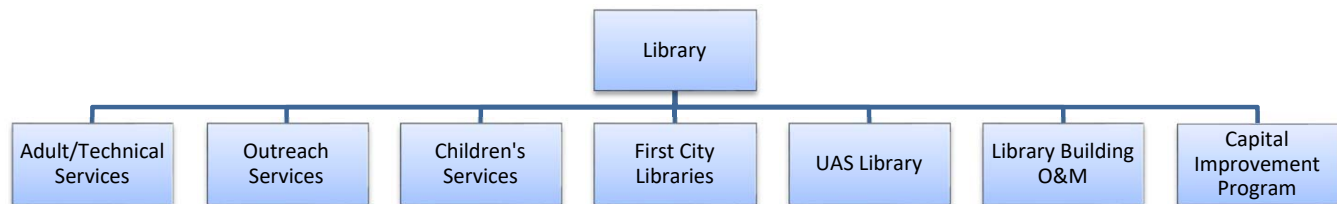
CITY OF KETCHIKAN

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% |

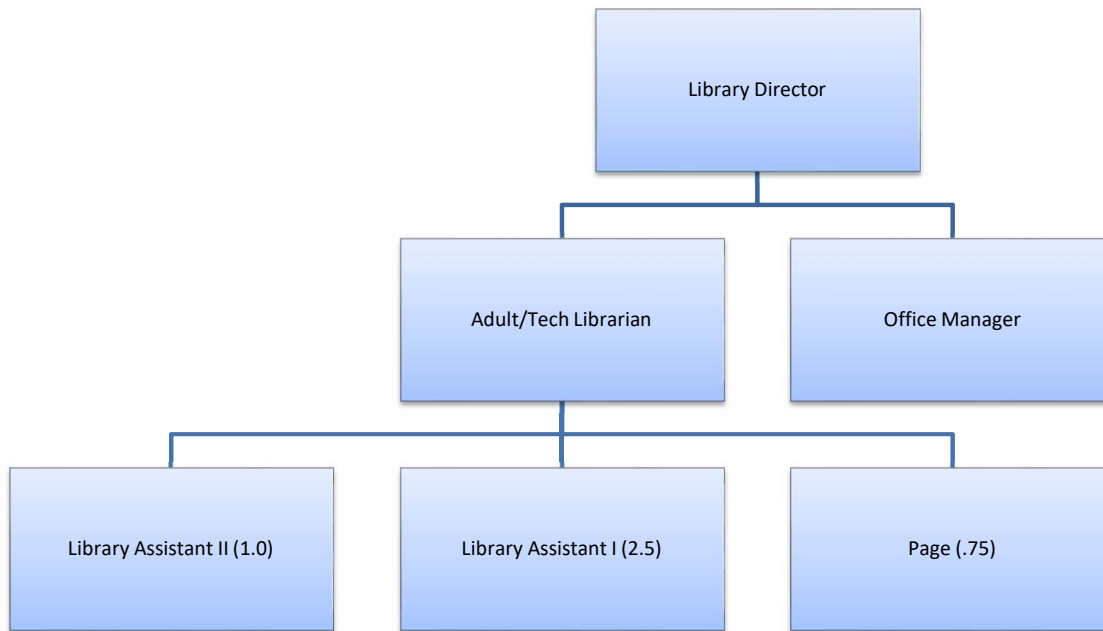
CITY OF KETCHIKAN**2020 Operating and Capital Budget****Library****Summary**

| Personnel | 2018 Actual | 2019 Adopted | | 2020 | | 2019 Adopted/2020 | |
|--------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|-------------|
| | | 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

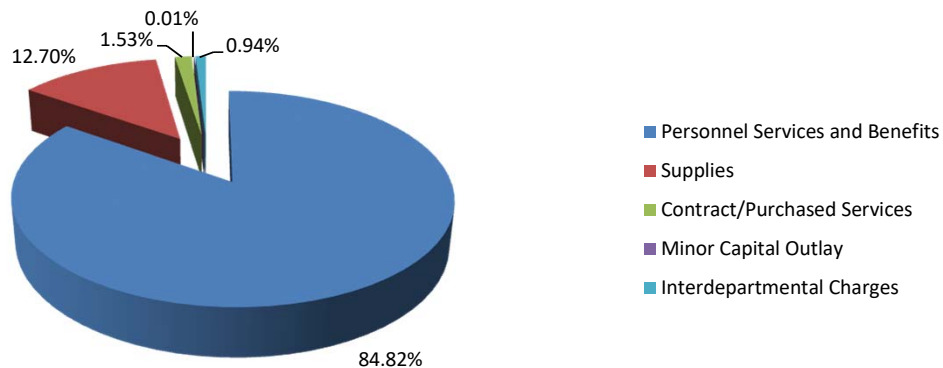
DIVISION SUMMARY

| 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

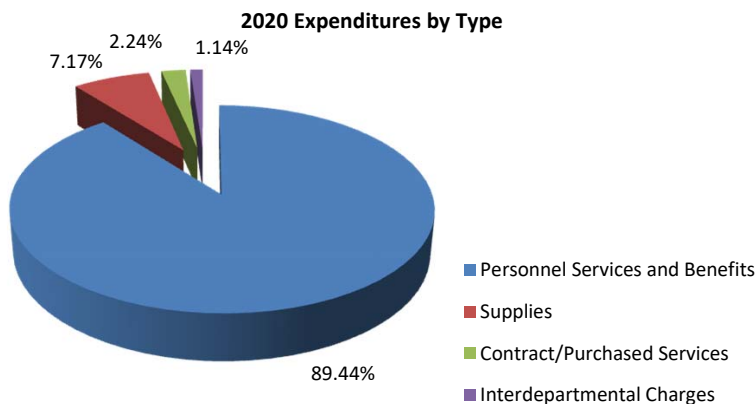
ACCOMPLISHMENTS FOR 2019

- 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.

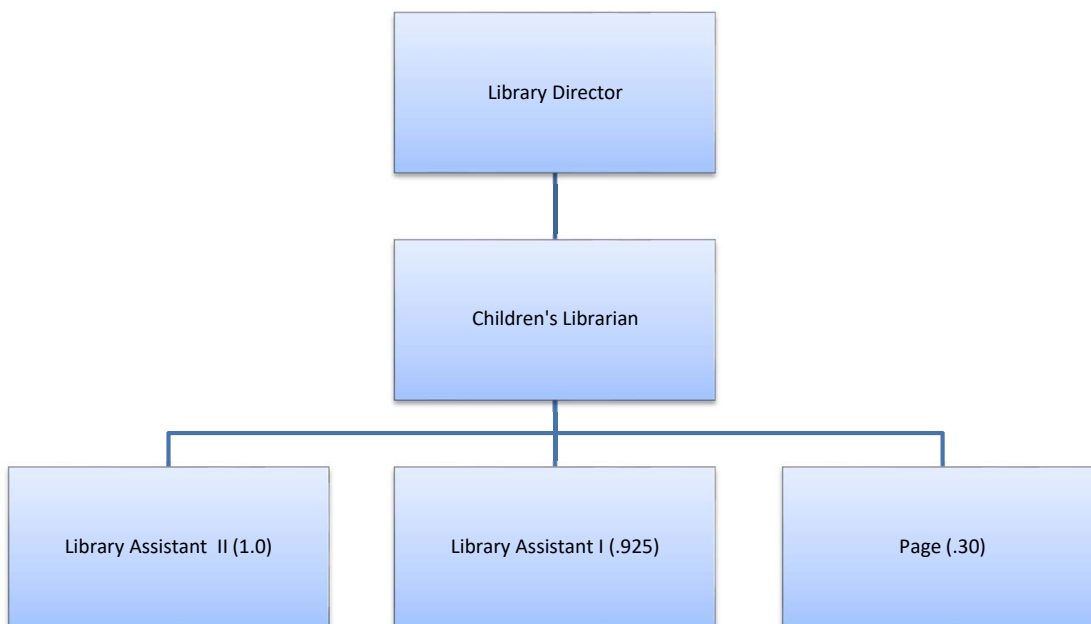
600.03 Training and Education: \$510 – This account provides expenditures for registration fees for conferences associated with training and educating employees.

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.

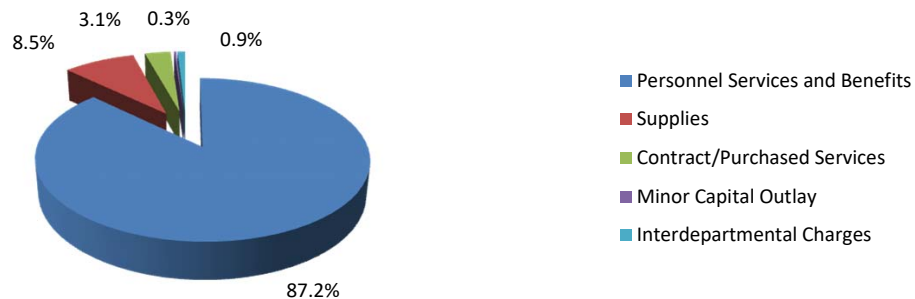
DIVISION SUMMARY

| 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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

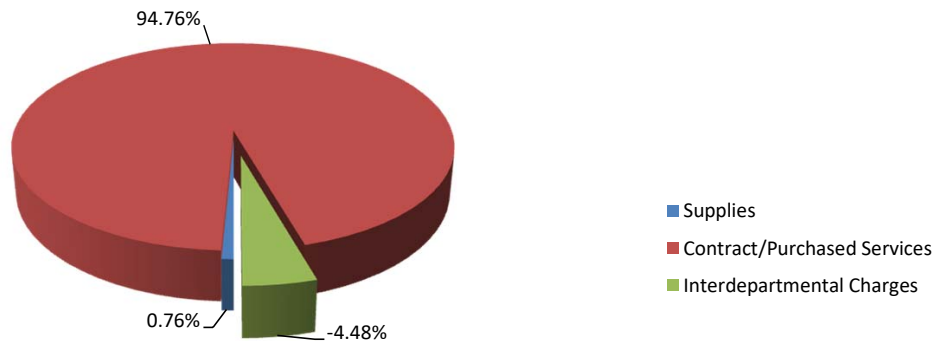
- Ketchikan Public Library conducted a purge of patron records for long-inactive accounts, deleting approximately 700 accounts from the system and improving the accuracy of patron counts.
- The deletion of SirsiDynix records for e- and audiobooks continues for Alaska Digital Library titles, since they 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|---|----------------|---------------|----------------|----------------|----------------|-------------------|-----------------|
| | | Adopted | Amended | Estimate | | 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).

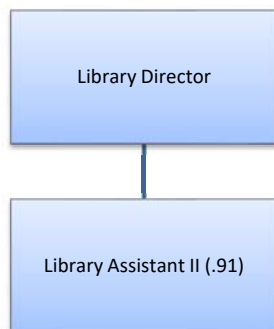
650.01 Telecommunications: \$8,600 - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power.

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.

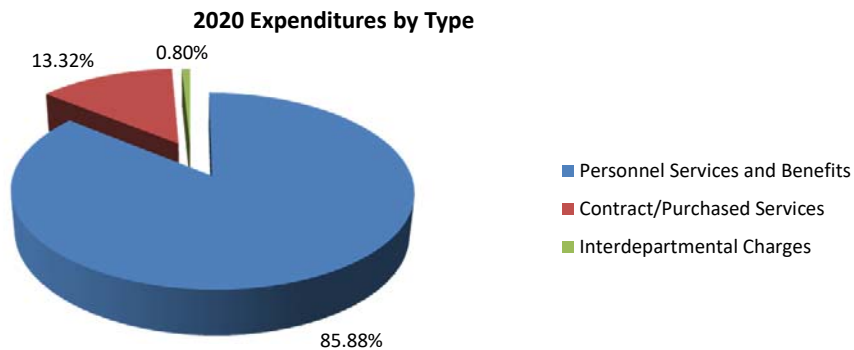
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

UAS Library Division 1410-234

| 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% |



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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

UAS Library Division 1410-234

| 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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

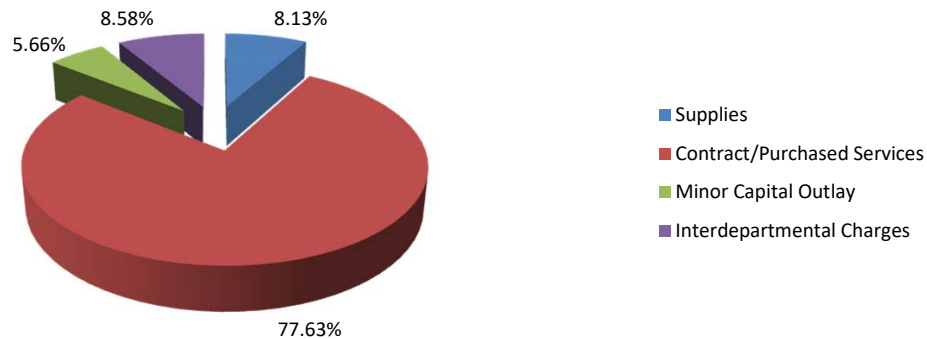
Ketchikan Public Library O&M 1410-235

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% |

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 \$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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Library

Ketchikan Public Library O&M 1410-235

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2018 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | | Adopted | Amended | Estimate | | 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.

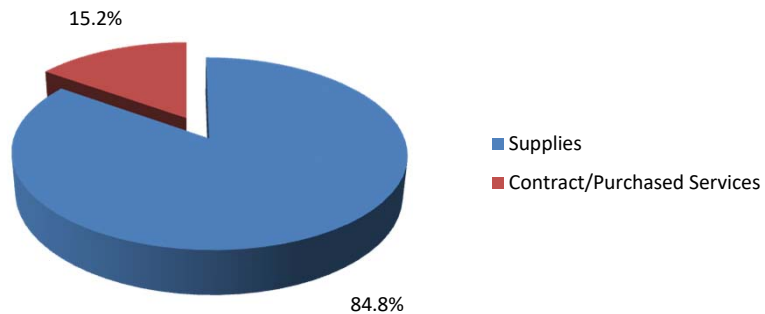
ACCOMPLISHMENTS FOR 2019

- 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|--|----------------|---------------|---------------|---------------|----------------|-------------------|---------------|
| | | Adopted | Amended | Estimate | | 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.

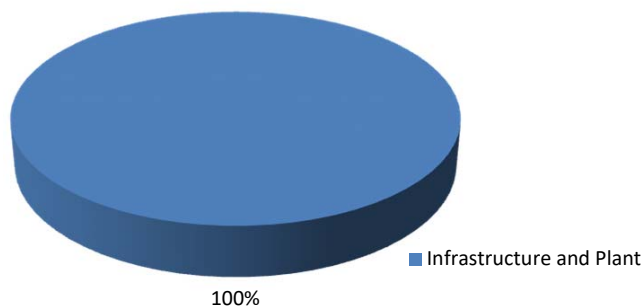
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Library

Capital Budget

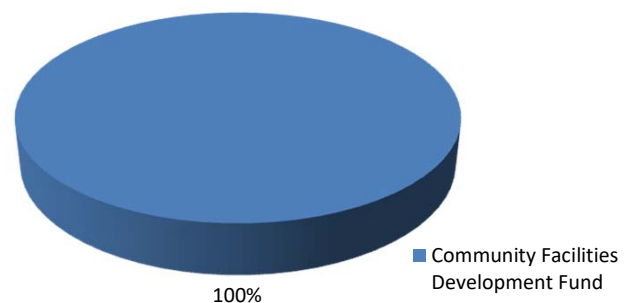
| Major Capital Projects | 2018 | 2019 Adopted | | | 2020 | 2019 Adopted/2020 | |
|-----------------------------------|--------|--------------|----------------|---------------|---------------|-------------------|----|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705.00 Buildings | - | - | 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



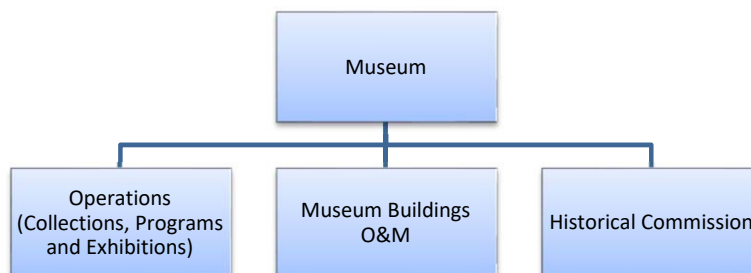
Expenditures by Funding Source



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 | 167,385 | 796,395 | 292,395 | 58.0% |
| Total | 1,407,307 | 1,607,361 | 1,649,731 | 1,246,660 | 1,910,644 | 303,283 | 18.9% |

| 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 | 167,385 | 796,395 | 292,395 | 58.0% |
| Total | 1,407,307 | 1,607,361 | 1,649,731 | 1,246,660 | 1,910,644 | 303,283 | 18.9% |

| 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 | 134,020 | 710,433 | 241,433 | 51.5% |
| CPV Funds | 256,116 | - | - | - | - | - | NA |
| Total | 1,407,307 | 1,607,361 | 1,649,731 | 1,246,660 | 1,910,644 | 303,283 | 18.9% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

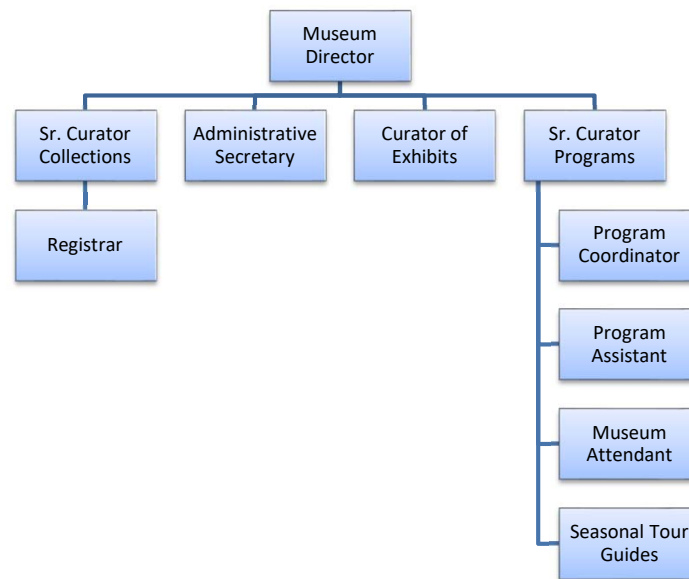
Summary

| 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).

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Operations Division 1420-110

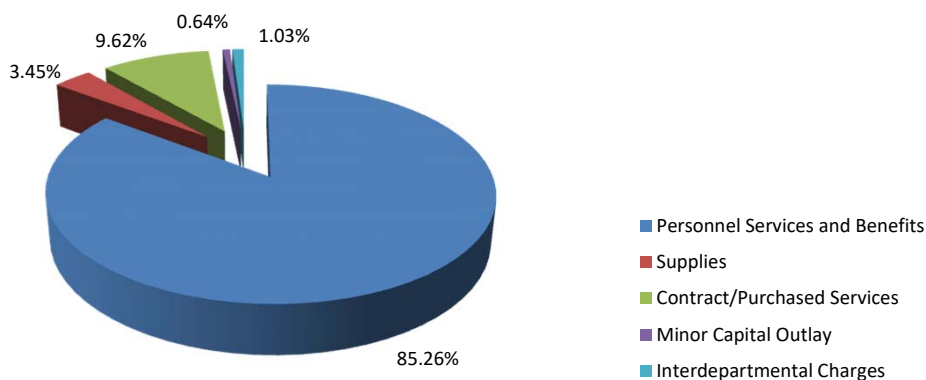
DIVISION SUMMARY

| 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | | |
|---------------------------------------|----------------|--------------|---------|----------|----------------|-------------------|--------|--|
| | | Adopted | Amended | Estimate | | 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.

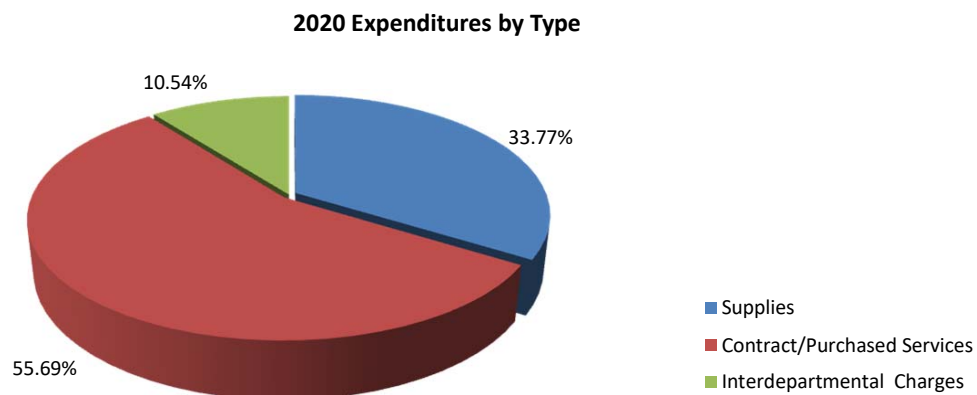
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

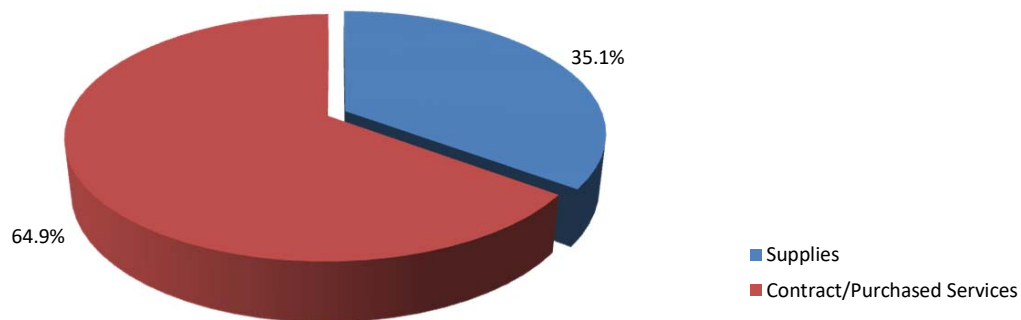
Historical Commission 1420-244

COST CENTER OPERATING BUDGET DETAIL

| Operating Expenditures | 2018 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------------|----------------|--------------|--------------|----------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------------|----------------|--------------|--------------|----------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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.

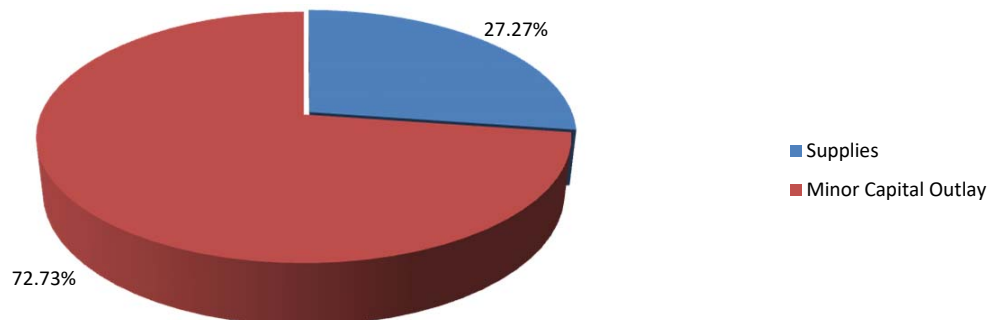
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

| Expenditures by Category | 2018 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|----------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Adopted | | | 2020 Budget | 2019 Adopted/2020 | |
|--|----------------|---------------|---------------|---------------|----------------|-------------------|---------------|
| | | Adopted | Amended | Estimate | | 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.

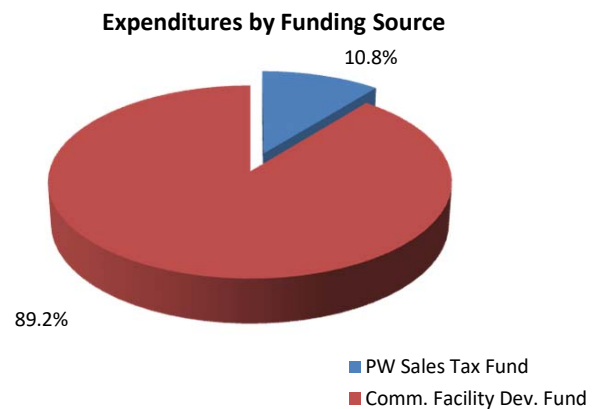
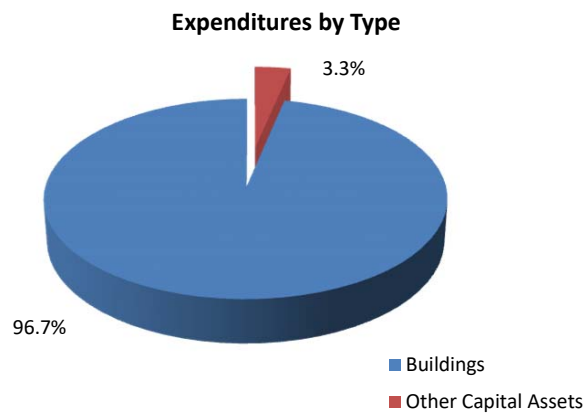
790.15 Furniture and Fixtures: \$8,000 - This account provides expenditures for the acquisition of grant-funded collections storage furniture, supplies, and other items associated with the improved storage of collections.

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 | 144,520 | 769,895 | 285,895 | 59.1% |
| 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 | 167,385 | 796,395 | 292,395 | 58.0% |

| Capital Improvement Projects | | Funding Sources | | | |
|------------------------------------|---|-------------------|-----------|--------------------------|----------------|
| | | PW Sales Tax Fund | CPV Funds | Comm. Facility Dev. Fund | Total |
| Project # | Project | | | | |
| 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 | - | - | 710,433 | 710,433 |
| | Tongass Historical Museum - Public Art | 20,000 | - | - | 20,000 |
| | Total Buildings | 59,462 | - | 710,433 | 769,895 |
| 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 | - | 710,433 | 796,395 |



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 | 320,000 | 350,000 | 30,000 | 9.4% |
| Total | 716,114 | 819,251 | 832,161 | 828,125 | 901,982 | 82,731 | 10.1% |

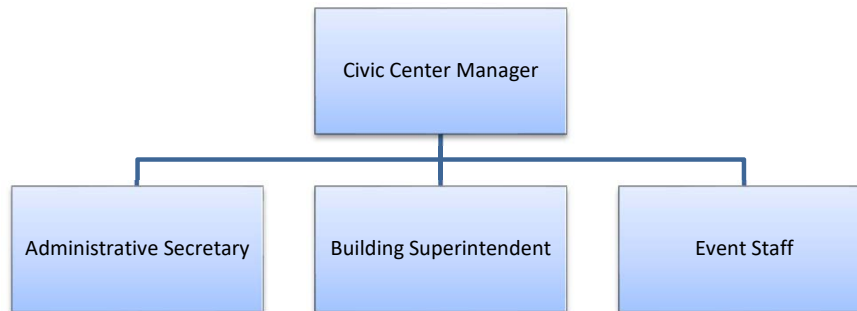
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|----------------|--------------------|----------------|-----------------|----------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | 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 | 320,000 | 350,000 | 30,000 | 9.4% |
| Total | 716,114 | 819,251 | 832,161 | 828,125 | 901,982 | 82,731 | 10.1% |

| 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 | 722,125 | 795,982 | 86,531 | 12.2% |
| Total | 716,114 | 819,251 | 832,161 | 828,125 | 901,982 | 82,731 | 10.1% |

| 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

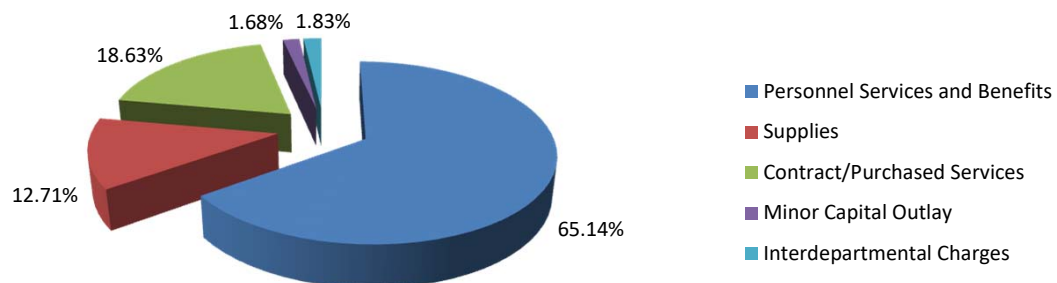
Civic Center Operations 1430-110

| 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

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 Caterease 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.

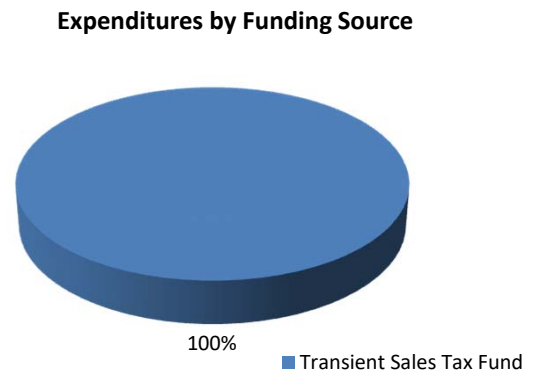
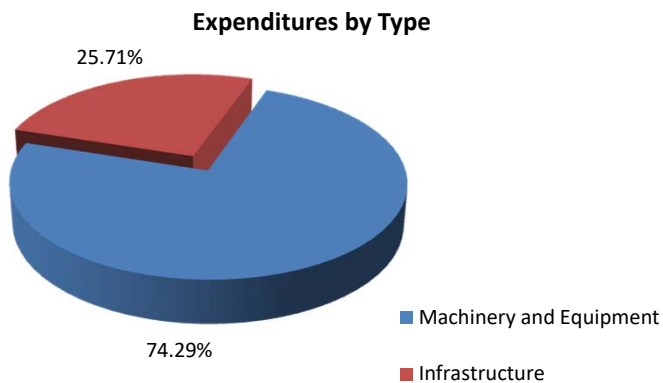
825.01 Interdepartmental Charges – Insurance: \$10,120 - This account provides expenditures for risk management services and claims.

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 | 320,000 | - | (320,000) | -100.0% |
| 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 | 320,000 | 350,000 | 30,000 | 9.4% |

| Capital Improvement Projects | | Funding Sources | | |
|---------------------------------------|--|--------------------------|----------|----------------|
| Project # | Project | Transient Sales Tax Fund | | Total |
| 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 | 350,000 | - | 350,000 |



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% |

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

Operations Division 1440-110

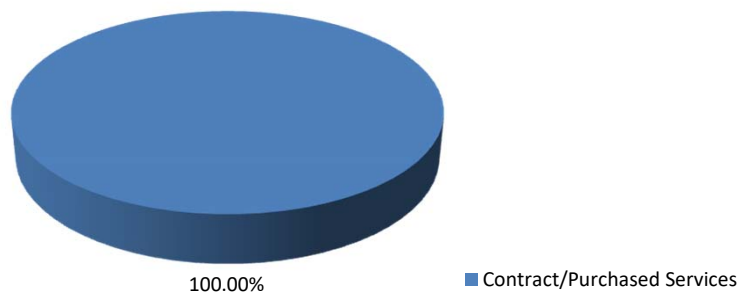
The Operations Division accounts for the resources used to support general expenses arising from the City efforts to promote and encourage tourism and economic development in our community. A significant portion of the funding for many of the activities administered by the Operations Division are funded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

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

Operations Division 1440-110

| DIVISION OPERATING BUDGET DETAIL | | | | | | | |
|------------------------------------|-----|---|----------------|----------------|----------------|----------------|-----------------------------------|
| Operating Expenditures | | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 Incr(Decr) % |
| | | | Adopted | Amended | Estimate | | |
| 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 | - 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

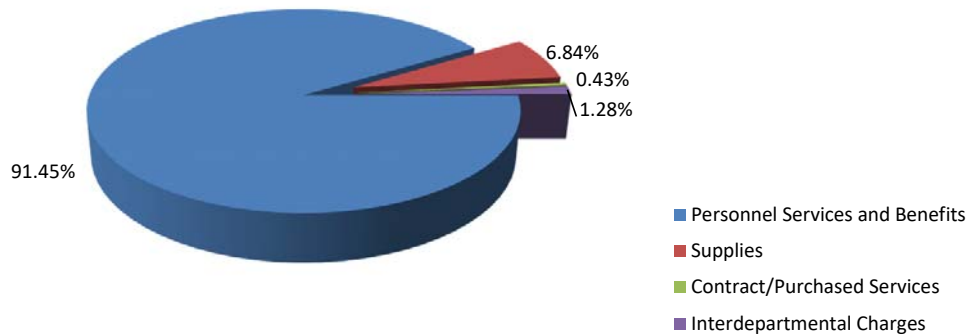
The Ambassador Program accounts for the resources used to support a seasonal program to assist visitors to the downtown core and assist in the enforcement of provisions enacted in the Ketchikan Municipal Code that are intended to provide a safe and welcoming environment for visitors to our community. 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|-------------|---------|----------|----------------|-------------------|------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------|----------------|-------------|---------|----------|----------------|-------------------|------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---|----------------|-------------|---------|----------|----------------|-------------------|------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|-------------|---------------|---------------|----------------|-------------------|-----------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Contract/Purchased Services | - | - | 20,000 | 20,000 | - | - | NA |
| Total Expenditures | - | - | 20,000 | 20,000 | - | - | NA |

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------|----------------|-------------|---------------|---------------|----------------|-------------------|-----------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------------------------|--------------------------------------|----------------|-------------|---------------|---------------|----------------|-------------------|-----------|
| | | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------------|----------------|---------------|----------------|----------------|------------------|-------------------|----------------|
| | | Adopted | Amended | Estimate | | 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% |

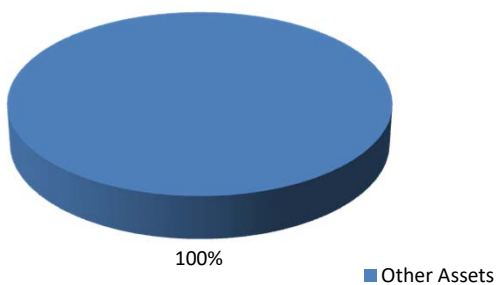
| Capital Improvement Projects | | Funding Sources | |
|------------------------------|---------|---|-------|
| Project # | Project | Commercial Vessel Passenger Fund | Total |

740.00 Other Assets

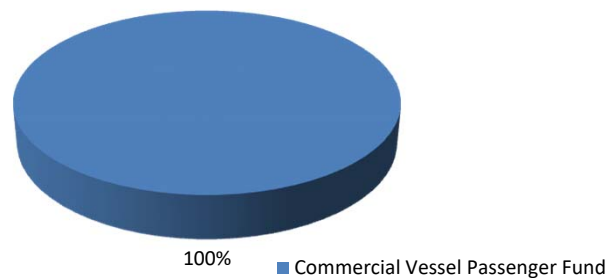
| | | |
|--|------------------|------------------|
| Creek Street Area - Safety and Security | 17,462 | 17,462 |
| Downtown Visitor Amenities | 500,000 | 500,000 |
| Creek Street Boardwalk Improvements | 300,000 | 300,000 |
| Stedman Street Restroom Facilities | 100,000 | 100,000 |
| Thomas Basin Promenade | 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



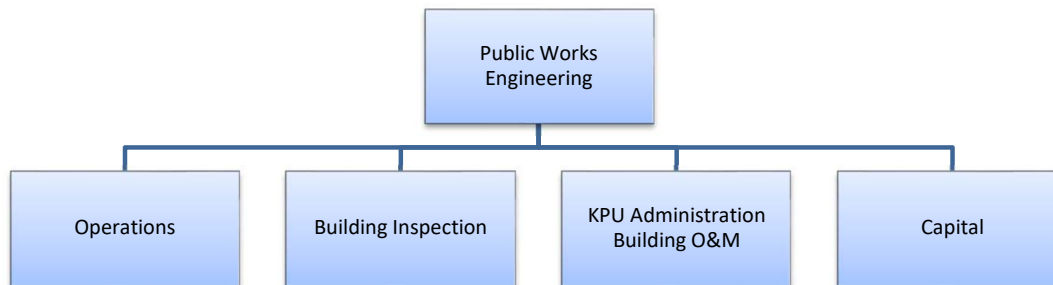
Expenditures by Funding Source



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% |

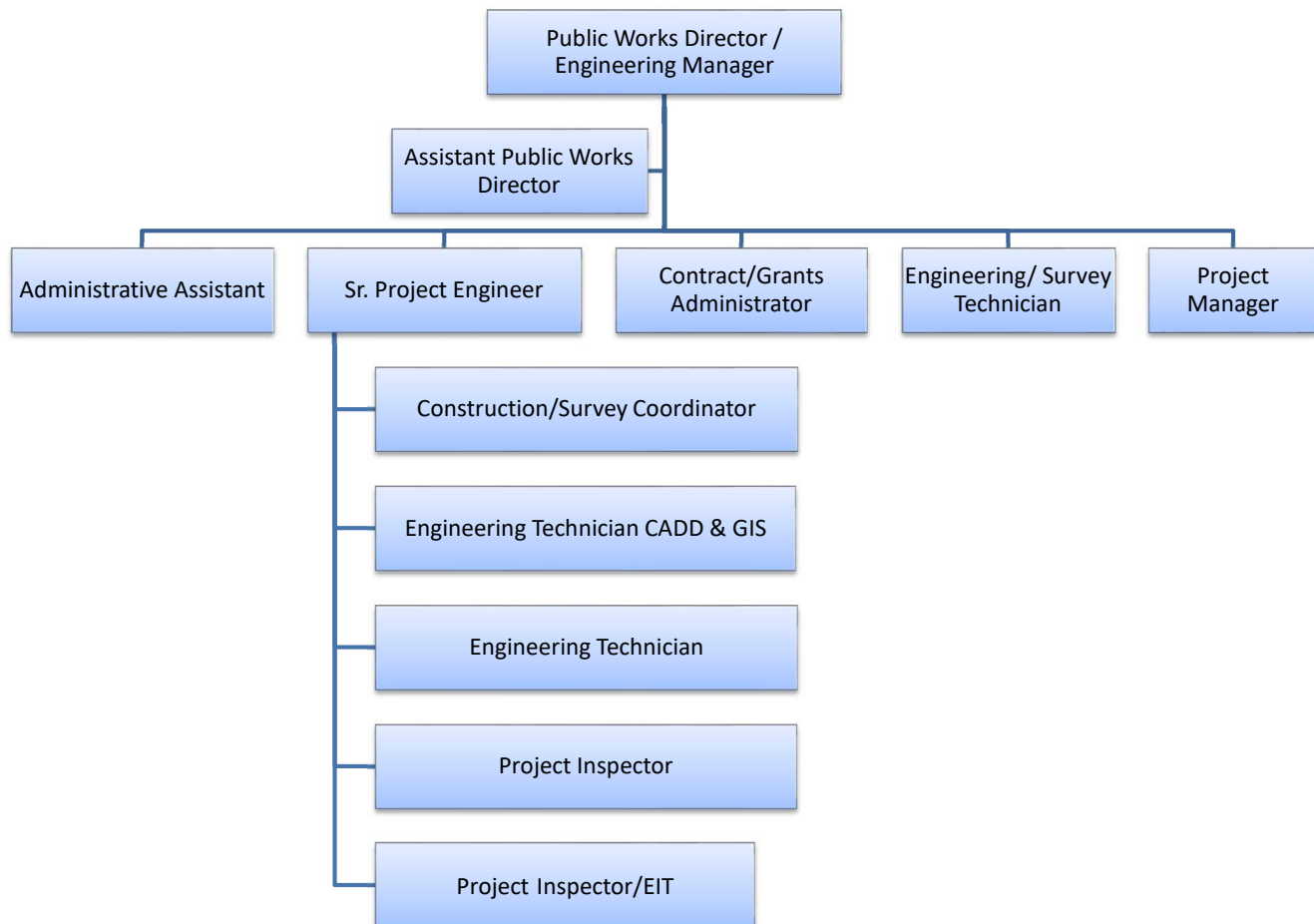
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Summary

| Full-time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | 2019 Adopted /2020 | |
|--------------------------------|----------------|--------------|--------------|--------------|------------------|--------------------|-------------|
| | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | | Adopted | Amended | Estimate | | 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% |

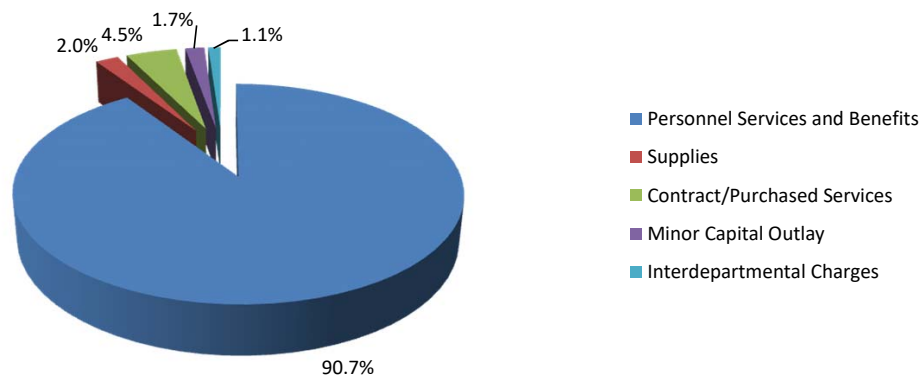
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted /2020 | |
|---------------------------------|----------------|--------------|--------------|--------------|----------------|--------------------|-------------|
| | | 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.

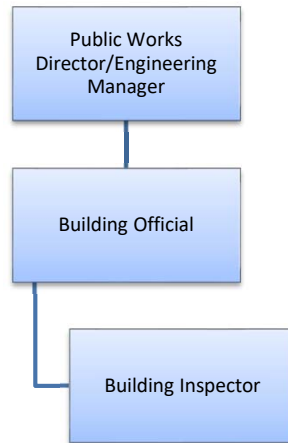
790.26 Computers, Printers & Copiers: \$13,500 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, mapping plotter, photocopiers and fax machines.

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

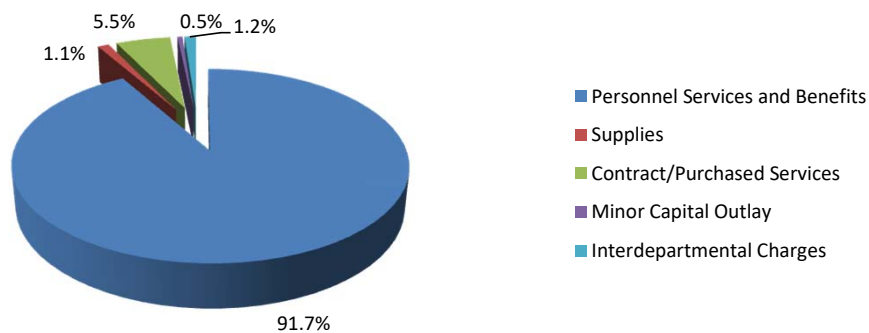
Building Inspection 1510-250

| 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|---|----------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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

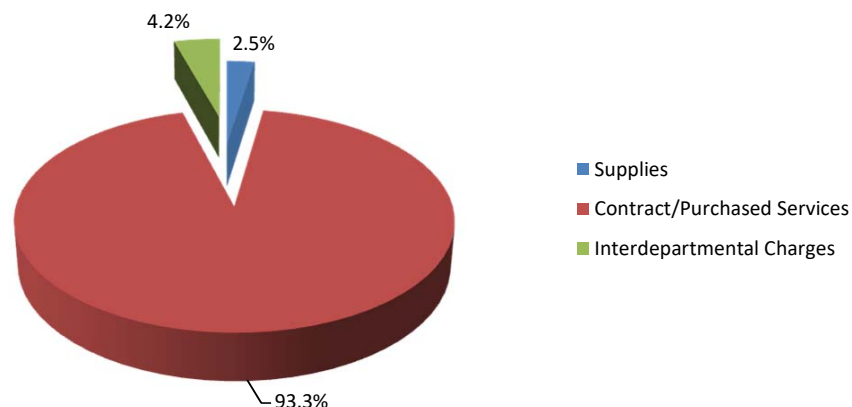
The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|--------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|--------------------|--------------|
| | | Adopted | Amended | Estimate | | 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% |

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.

- 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|--|----------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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.

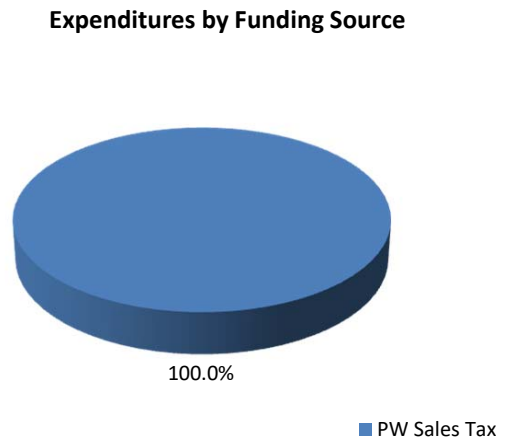
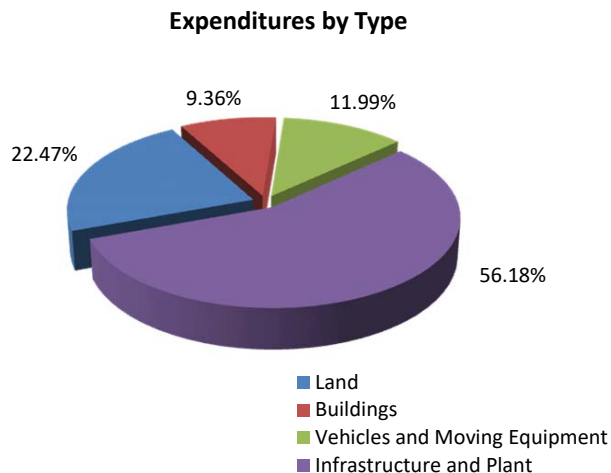
825.01 Interdepartmental Charges – Insurance: \$5,980 - This account provides expenditures for risk management services and claims.

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

Capital Budget

| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted /2020 | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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% |

CITY OF KETCHIKAN**2020 Operating and Capital Budget****Public Works-Cemetery****Operations Division 1520-110****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.

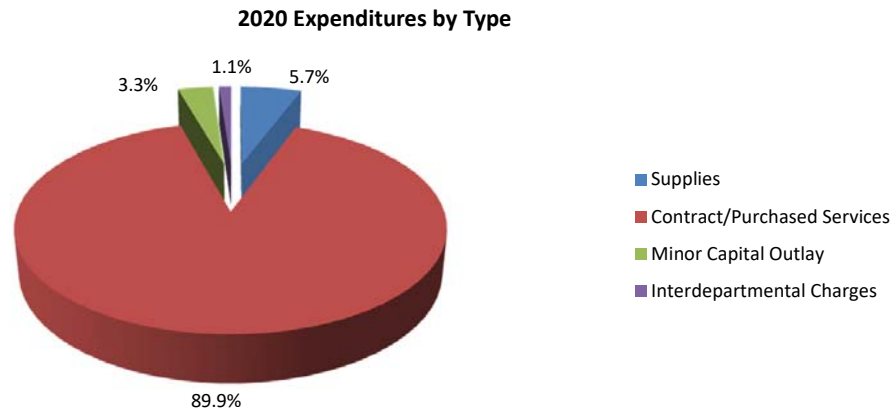
ACCOMPLISHMENTS FOR 2019

- 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.

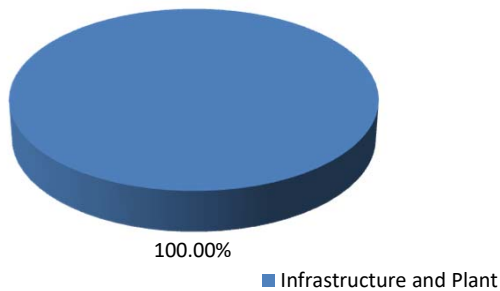
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Cemetery

Capital Budget

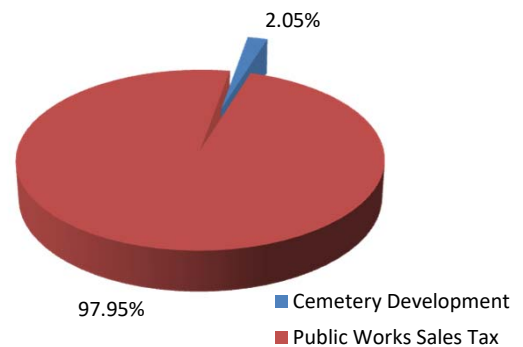
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 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 | Cemetery Development | Public | Total |
| | | | 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



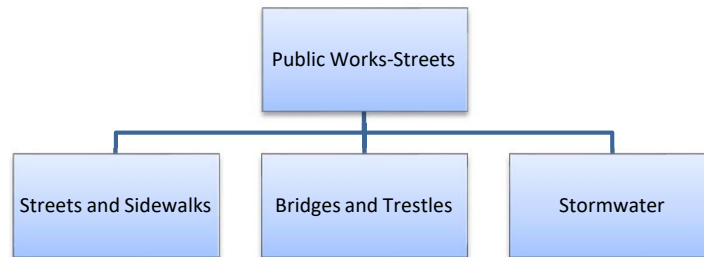
Expenditures by Funding Source



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% |

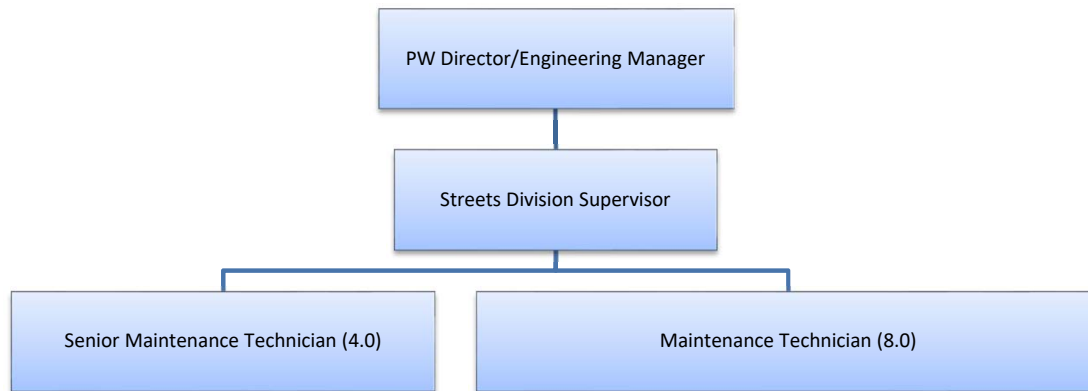
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Streets

Operations Division 1530-110

- 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.

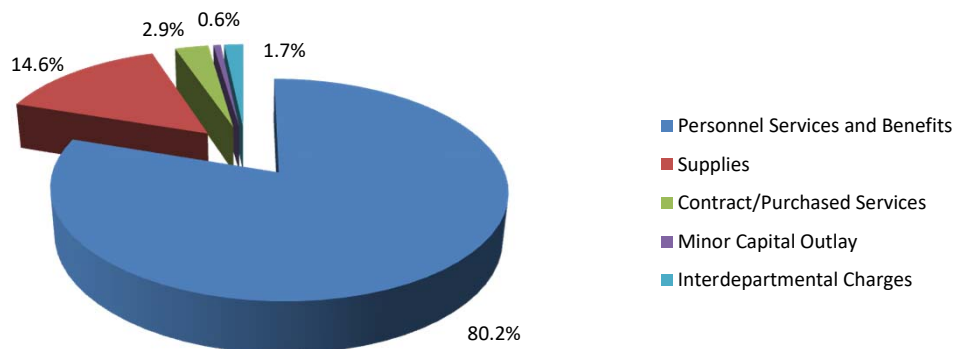
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|--------------|--------------|--------------|----------------|-------------------|-------------|
| | | 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



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

Operations Division 1530-110

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 \$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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

PROGRAM STATEMENT

The Seasonal Litter Program was established to promote a litter free community with a focus on the downtown core. The program operates during the peak tourism season, which runs from May through September, and consists of a one to two-person crew picking up litter and emptying waste receptacles throughout the community.

GOALS FOR 2020

- Maintain a clean, attractive community for residents and visitors.

ACCOMPLISHMENTS FOR 2019

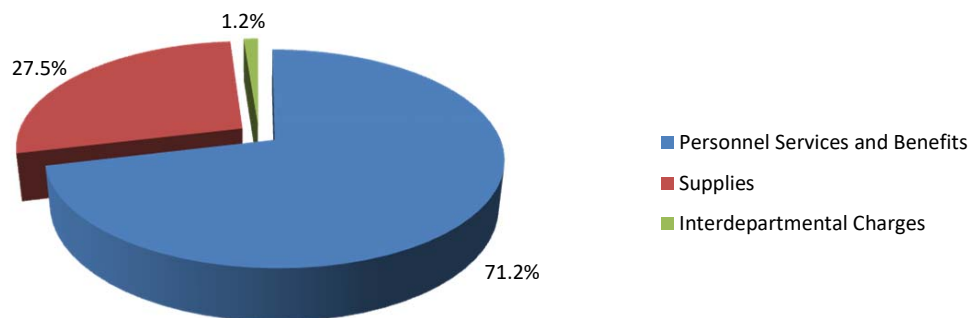
- Successfully continued the implementation of the Seasonal Litter Program.

PROGRAM SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

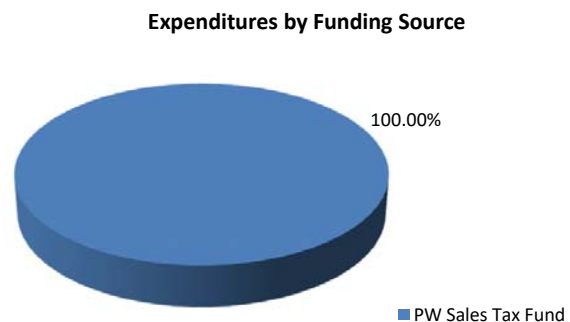
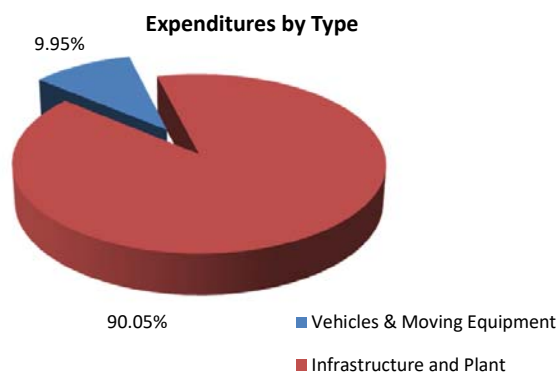
825.01 Interdepartmental Charges – Insurance: \$390 - This account provides expenditures for risk management services and claims.

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

Capital Budget

| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| | | 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 Fund | Total |
| 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% |

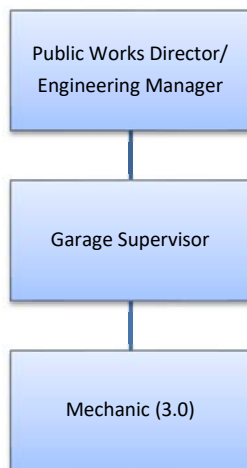
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 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

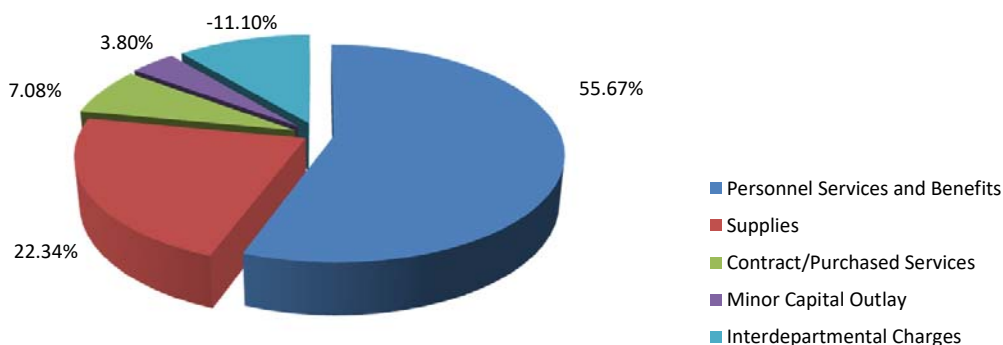
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | | 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



CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

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 \$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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

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.

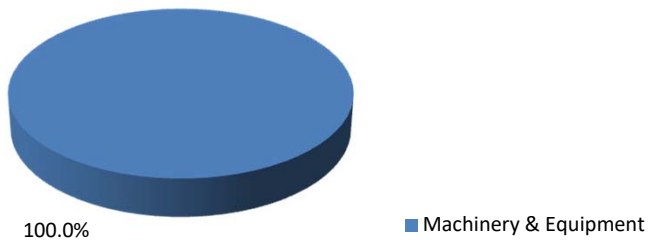
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Garage & Warehouse

Capital Budget

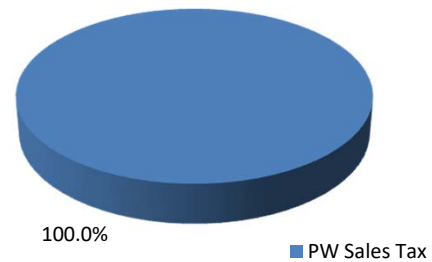
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|---------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 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



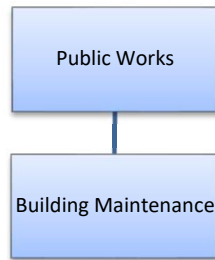
Expenditures by Funding Source



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.

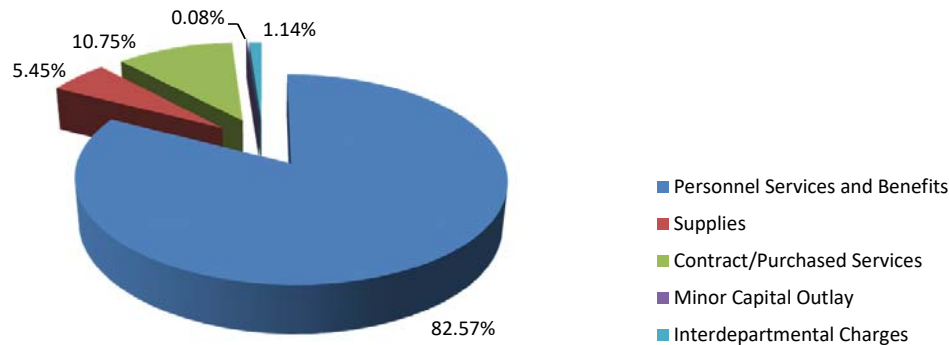
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | | 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

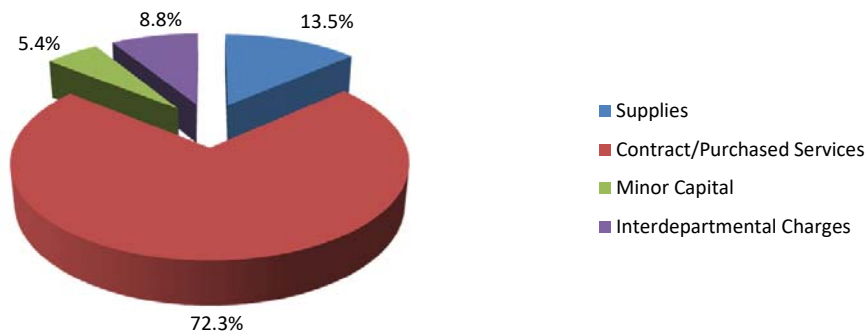
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER STATEMENT

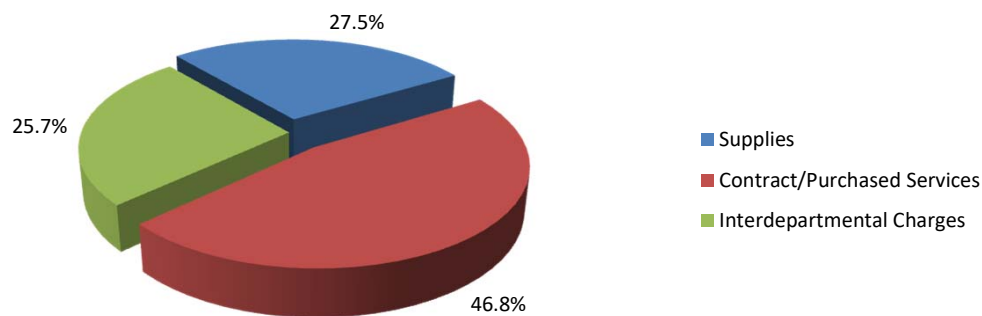
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline Maintenance Building is a Public Works function.

COST CENTER SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|--------------|--------------|--------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|----------------------|----------------|--------------|--------------|--------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER STATEMENT

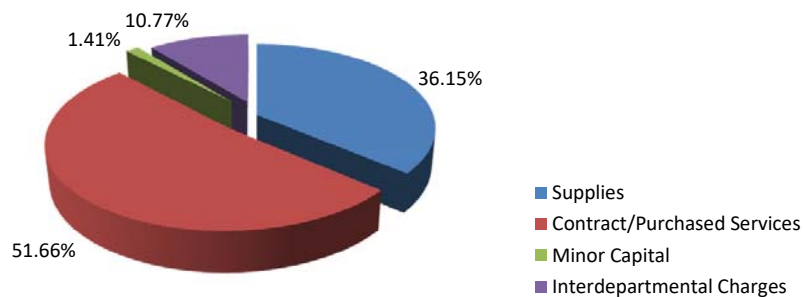
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|----------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|----------------------|----------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--|----------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

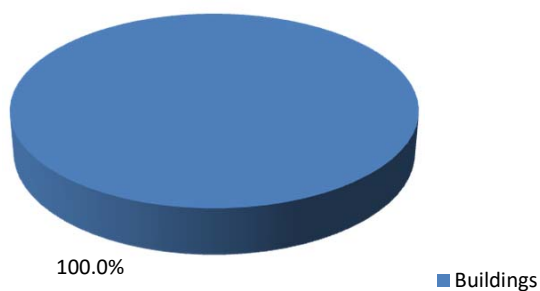
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Building Maintenance

Capital Budget

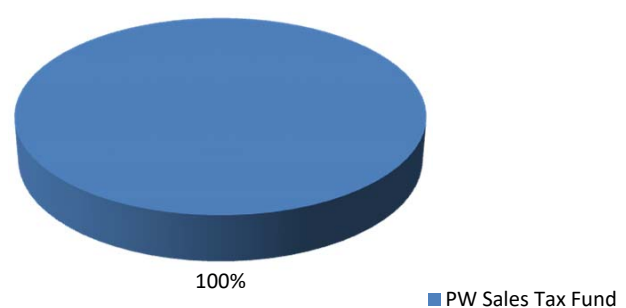
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------------|----------------|---------------|---------------|----------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 705.00 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 | | | Total |
| | | Tax Fund | | | |
| 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



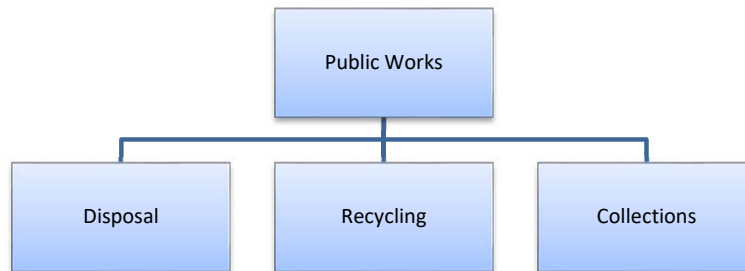
Expenditures by Funding Source



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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 Incr(Decr) % | |
| | | Adopted | Amended | Estimate | | | |
| Disposal | 2,152,432 | 2,224,311 | 2,272,181 | 2,220,219 | 2,315,582 | 91,271 | 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 | 932,902 | 48,868 | 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 | 3,747,742 | 200,748 | 5.7% |

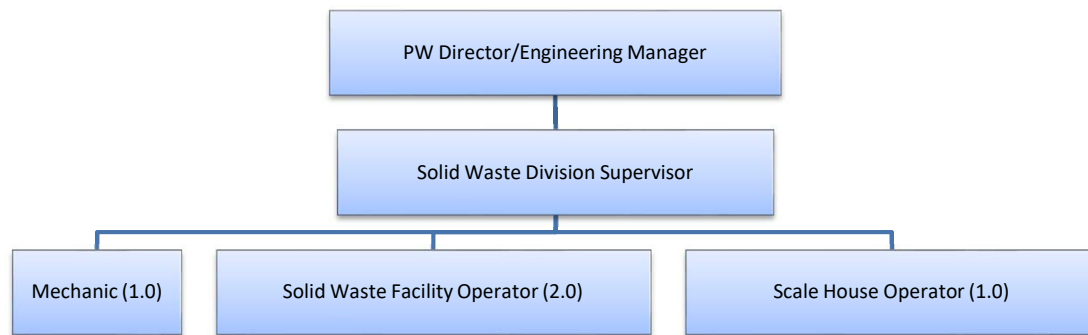
| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 Incr(Decr) % | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------------|-------------|
| | | Adopted | Amended | Estimate | | | |
| 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 | 500,970 | 35,620 | 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 | 3,747,742 | 200,748 | 5.7% |

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 Incr(Decr) % | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------------|-------------|
| | | Adopted | Amended | Estimate | | | |
| Solid Waste Services Fund | 4,119,555 | 3,546,994 | 3,594,864 | 3,370,726 | 3,747,742 | 200,748 | 5.7% |
| Total | 4,119,555 | 3,546,994 | 3,594,864 | 3,370,726 | 3,747,742 | 200,748 | 5.7% |

| Full-Time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|--------------------------------|----------------|--------------|--------------|--------------|----------------|-------------------|-------------|
| | | 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 be 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

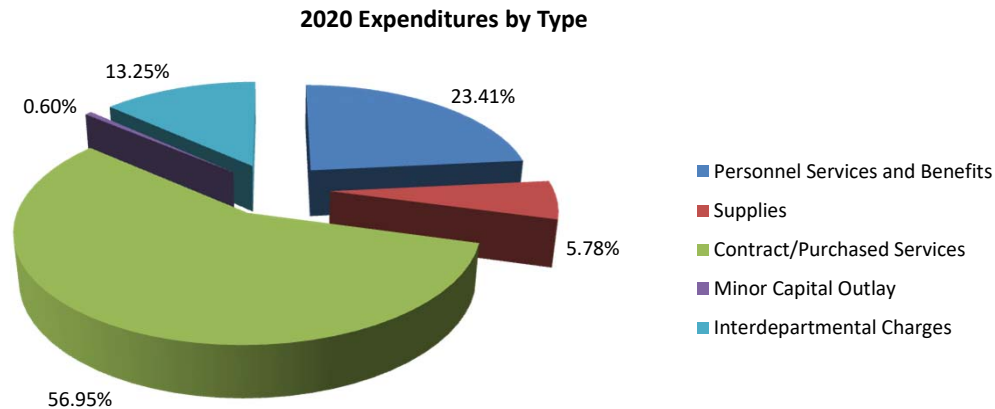
- Provided support for the 4th of July, Blueberry Arts Festival, and the ALPAR program. Various Earth Day clean-up projects were conducted. The division continued its focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in area wide anti-litter 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 | 306,900 | 25,360 | 9.0% |
| Total Expenditures | 2,152,432 | 2,224,311 | 2,272,181 | 2,220,219 | 2,315,582 | 91,271 | 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 | 2,315,582 | 91,271 | 4.1% |
| Total Funding | 2,152,432 | 2,224,311 | 2,272,181 | 2,220,219 | 2,315,582 | 91,271 | 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 | 22,280 | 1,540 | 7.4% | |
| 801 .01 | Interdepartmental-Human Resources | 7,591 | 7,870 | 7,870 | 7,320 | 9,230 | 1,360 | 17.3% | |
| 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 | 306,900 | 25,360 | 9.0% | |
| Total Expenditures by Type | | 2,152,432 | 2,224,311 | 2,272,181 | 2,220,219 | 2,315,582 | 91,271 | 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: \$22,280 - 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: \$9,230 - 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

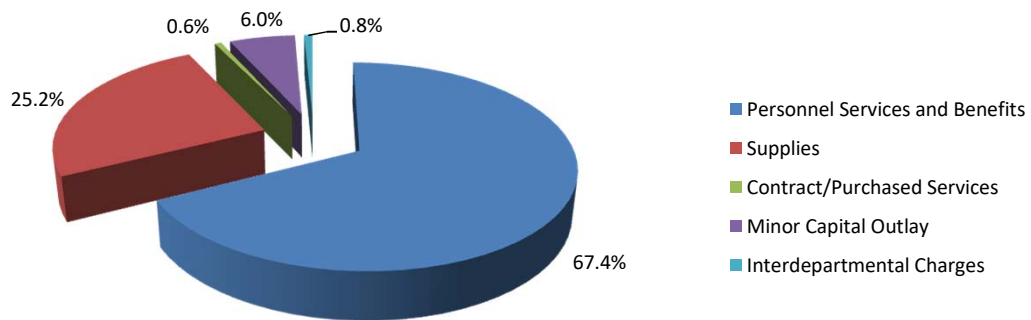
DIVISION SUMMARY

| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------|----------------|----------------|----------------|---------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------|----------------|----------------|----------------|---------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
|-------------------------------|----------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Solid Waste

Recycling Division 1560-271

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.

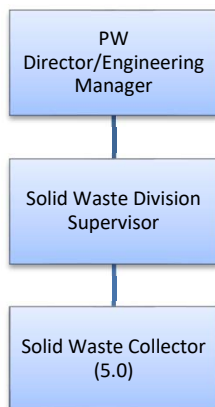
600.03 Training and Education: \$800 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

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

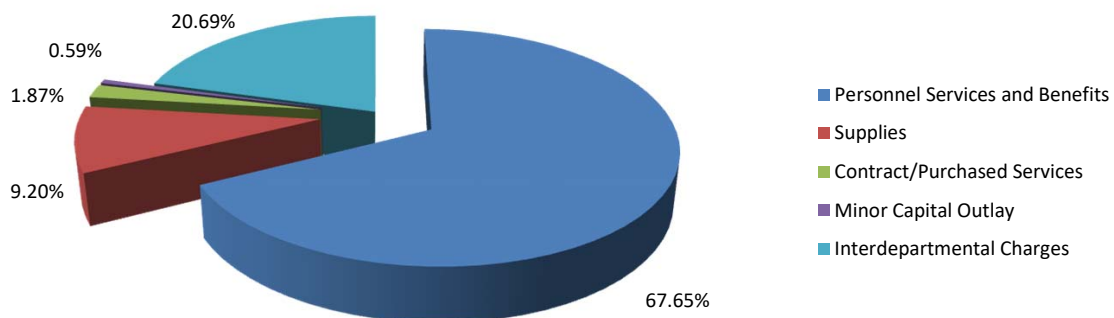
DIVISION SUMMARY

| 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 | 193,050 | 10,010 | 5.5% |
| Total Expenditures | 799,409 | 884,034 | 889,534 | 840,255 | 932,902 | 48,868 | 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 | 932,902 | 48,868 | 5.5% |
| Total Funding | 799,409 | 884,034 | 889,534 | 840,255 | 932,902 | 48,868 | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

- 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 | 21,780 | 430 | 2.0% |
| 801 .01 Interdepartmental-Human Resources | 7,813 | 8,100 | 7,860 | 7,540 | 9,020 | 920 | 11.4% |
| 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 | 193,050 | 10,010 | 5.5% |
| Total Expenditures by Type | 799,409 | 884,034 | 889,534 | 840,255 | 932,902 | 48,868 | 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: \$21,780 - 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: \$9,020 - 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.

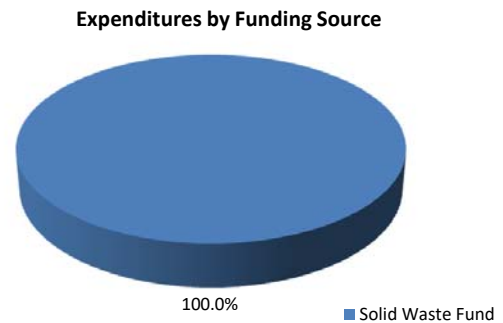
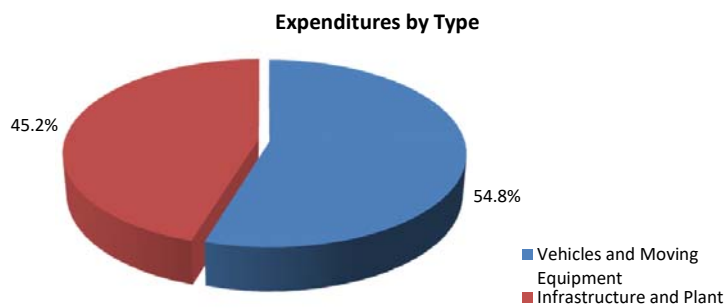
850.01 Interdepartmental Charges – Garage: \$5,000 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

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% |

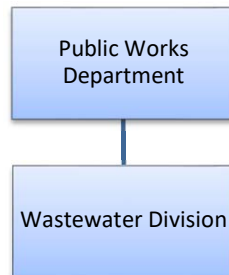
| Capital Improvement Projects | | Funding Sources | | |
|------------------------------|--|------------------|----------|----------------|
| Project # | Project | Solid Waste Fund | | Total |
| 720-00 | Vehicles and Moving Equipment | | | |
| | Packer Vehicle Replacement | 200,000 | | 200,000 |
| | 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.

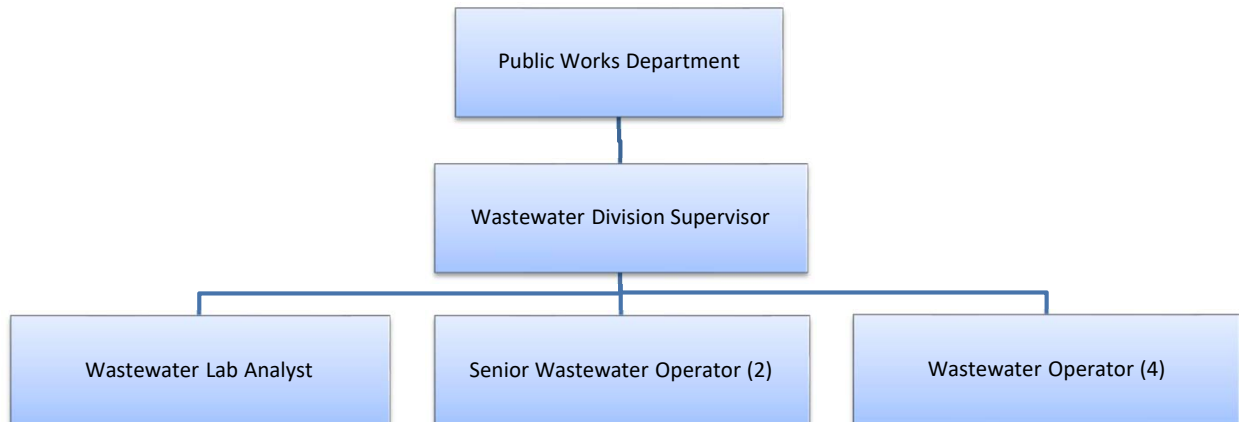


The Wastewater Division is comprised of one operating division and oversees a Capital Improvement Program.

| DEPARTMENT EXECUTIVE SUMMARY | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| Divisions/Cost Center/Programs | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Operations | 2,289,245 | 2,483,125 | 2,507,995 | 2,402,629 | 2,614,609 | 131,484 | 5.3% |
| Capital Improvement Program | 678,635 | 3,677,935 | 3,732,935 | 797,260 | 7,218,929 | 3,540,994 | 96.3% |
| Total | 2,967,880 | 6,161,060 | 6,240,930 | 3,199,889 | 9,833,538 | 3,672,478 | 59.6% |
| Expenditures by Category | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | 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 | 631,430 | 42,850 | 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 | 797,260 | 7,218,929 | 3,540,994 | 96.3% |
| Total | 2,967,880 | 6,161,060 | 6,240,930 | 3,199,889 | 9,833,538 | 3,672,478 | 59.6% |
| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Wastewater Fund | 2,967,880 | 3,115,863 | 3,195,733 | 2,983,367 | 3,084,609 | (31,254) | -1.0% |
| Bonds | - | 3,045,197 | 3,045,197 | 216,522 | 6,748,929 | 3,703,732 | 121.6% |
| Total | 2,967,880 | 6,161,060 | 6,240,930 | 3,199,889 | 9,833,538 | 3,672,478 | 59.6% |
| Full-time Equivalent Personnel | 2018 Actual | 2019 Budget | | 2020 | | 2019 Adopted/2020 | |
| | | 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.

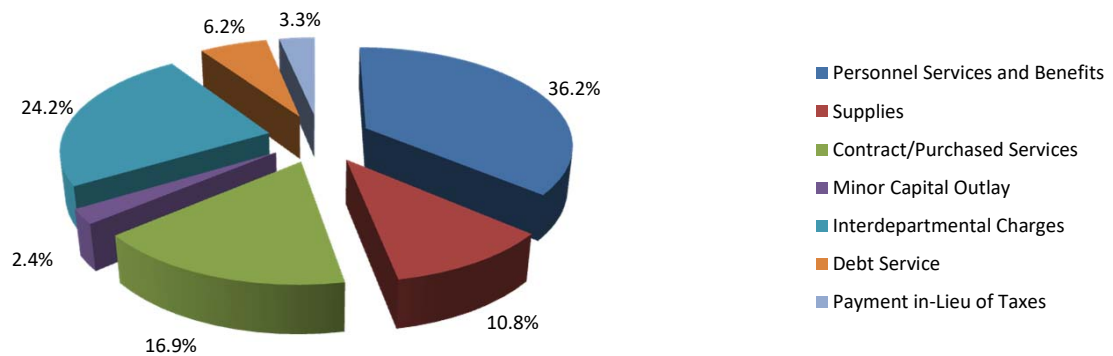
DIVISION SUMMARY

| 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 | 631,430 | 42,850 | 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 | 2,614,609 | 131,484 | 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 | 2,614,609 | 131,484 | 5.3% |
| Total Funding | 2,289,245 | 2,483,125 | 2,507,995 | 2,402,629 | 2,614,609 | 131,484 | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | 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 | 33,930 | 1,910 | 6.0% |
| 801 .01 Interdepartmental-Human Resources | 11,720 | 12,150 | 12,149 | 11,300 | 14,060 | 1,910 | 15.7% |
| 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 | 631,430 | 42,850 | 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 | 2,614,609 | 131,484 | 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: \$33,930 - 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: \$14,060 - 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

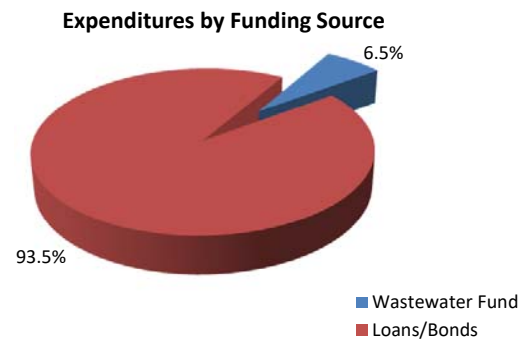
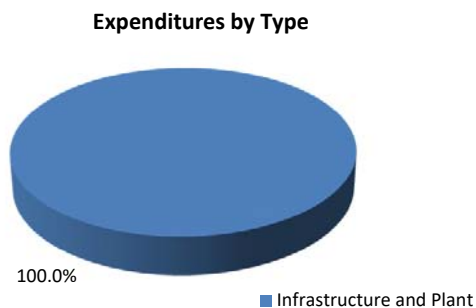
2020 Operating and Capital Budget

Public Works-Wastewater

Capital Budget

| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|------------------------------------|----------------|------------------|------------------|----------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 720.00 Vehicles & Moving Equipment | 415,318 | 170,000 | 170,000 | 163,000 | | (170,000) | -100.0% |
| 730.00 Infrastructure and Plant | 263,317 | 3,488,935 | 3,538,935 | 610,260 | 7,218,929 | 3,729,994 | 106.9% |
| 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 | 797,260 | 7,218,929 | 3,540,994 | 96.3% |

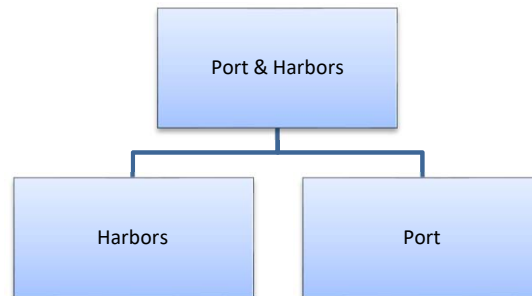
| Capital Improvement Projects | | Funding Sources | | Total |
|--|---------------------------------------|--------------------|--------------------|------------------|
| | | Wastewater Fund | ADEC Loan/Bonds | |
| Project # | Project | | | |
| 730.00 Infrastructure and Plant | | | | |
| | Sewer Main & 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 | | 5,714,251 | 5,714,251 |
| | Replace Screenings Bin | 75,000 | | 75,000 |
| | Total Infrastructure and Plant | 470,000 | 6,748,929 | 7,218,929 |
| | Total Capital Budget | 470,000 | 6,748,929 | 7,218,929 |



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 | 1,711,564 | 140,949 | 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 | 3,400,674 | 496,709 | 17.1% |

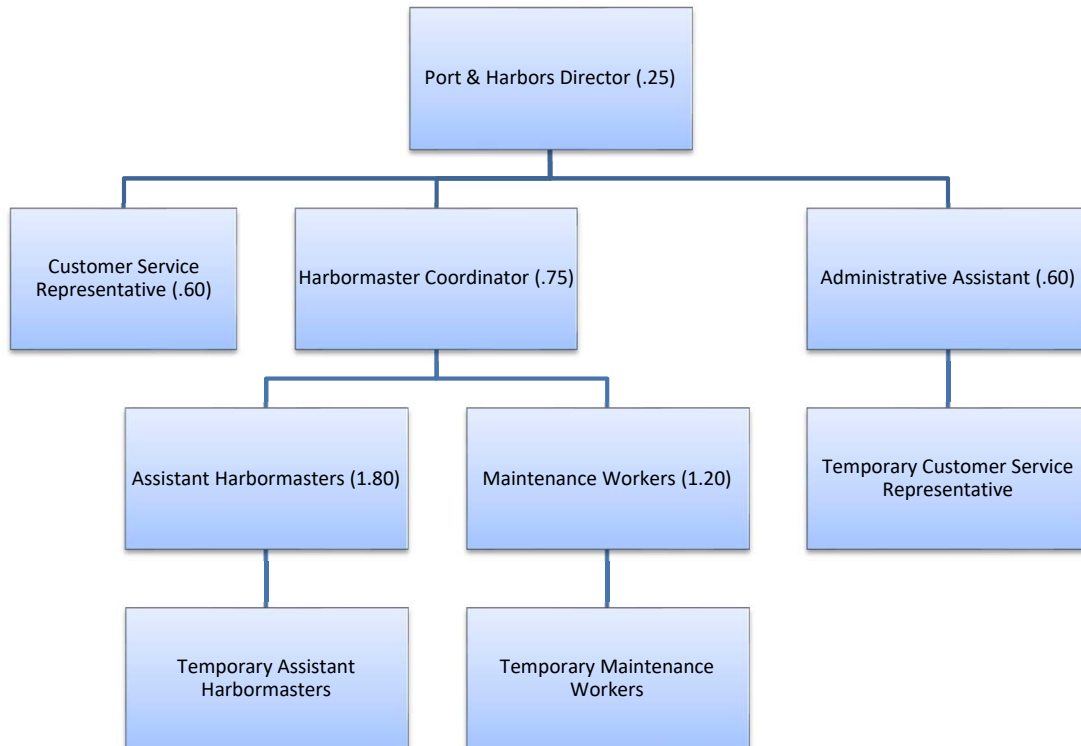
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | 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 | 238,940 | 14,670 | 6.5% |
| 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 | 3,400,674 | 496,709 | 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 | 1,741,564 | 91,709 | 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 | 3,400,674 | 496,709 | 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.

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Harbors
Operations Division 1710-110
ACCOMPLISHMENTS FOR 2019

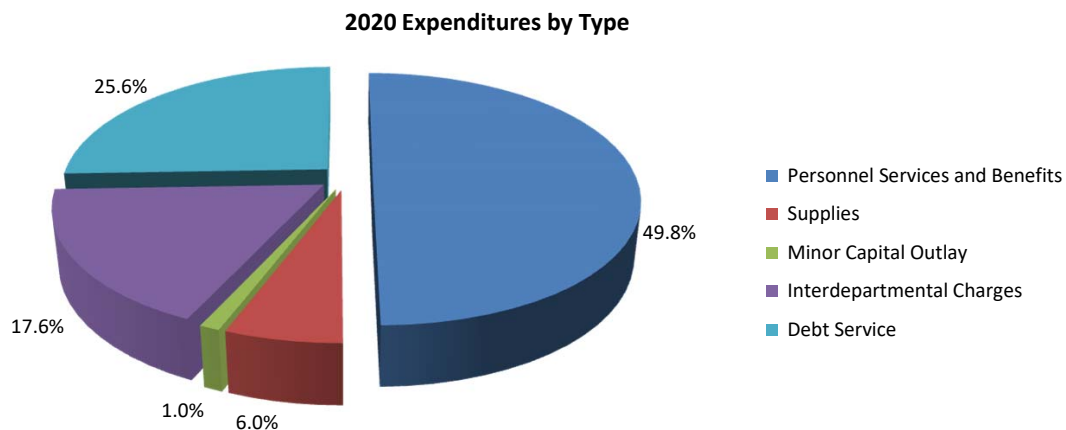
- Completed replacement of finger float on Float No. 8 in Bar Harbor South.
- Completed replacement of deteriorated decking, bull rails and potable water lines on Float No. 1 in Thomas Basin.
- Continued repairs to concrete decking in Bar Harbor North.
- Applied for a State Harbor Facility Municipal 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 | 238,940 | 14,670 | 6.5% |
| 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 | 1,711,564 | 140,949 | 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 | 1,711,564 | 140,949 | 9.0% |
| Total Funding | 1,446,549 | 1,570,615 | 1,646,145 | 1,623,850 | 1,711,564 | 140,949 | 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

| | | | 2018 | 2019 Budget | | 2020 | 2019 Adopted/2020 | | |
|---------------------------------|-----|--------------------------------------|---------|-------------|---------|----------|-------------------|------------|--------|
| Operating Expenditures | | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 | 22,790 | (140) | -0.6% |
| 801 .01 Interdepartmental-Human Resources | 8,390 | 8,700 | 8,380 | 8,090 | 9,440 | 740 | 8.5% |
| 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 | 238,940 | 14,670 | 6.5% |
| 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 | 1,711,564 | 140,949 | 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.

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Harbors

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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: \$22,790 - 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: \$9,440 - 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.

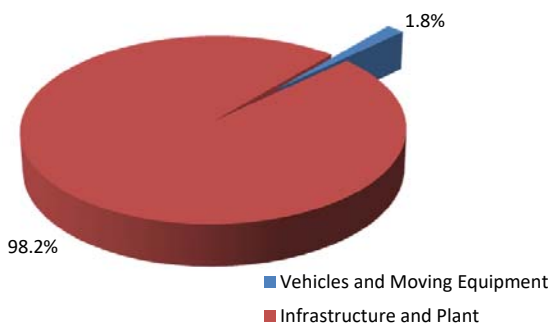
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Harbors

Capital Budget

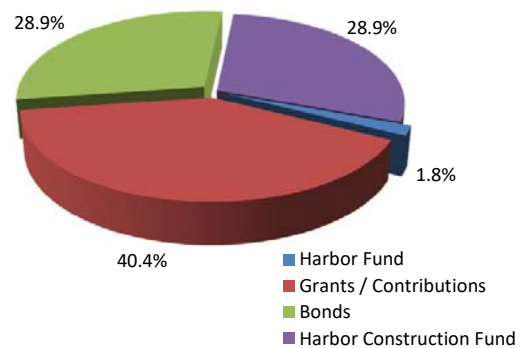
| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------------|----------------|------------------|------------------|---------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 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 | | | | |
|---|--|-----------------|-------------------|--------------------------|----------------|------------------|
| Project # | Project | Harbor | | Grants/ Contributions | Bonds | Total |
| | | Harbor Fund | Construction Fund | | | |
| 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 | 487,610 | 1,689,110 |

Expenditures by Type



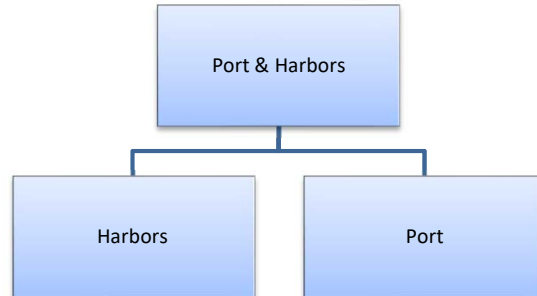
Expenditures by Funding Source



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 | 8,661,122 | 491,770 | 6.0% |
| Capital Improvement Program | 1,199,642 | 8,949,708 | 9,467,788 | 8,178,872 | 110,484 | (8,839,224) | -98.8% |
| Total | 9,124,396 | 17,119,060 | 17,658,250 | 16,236,917 | 8,771,606 | (8,347,454) | -48.8% |

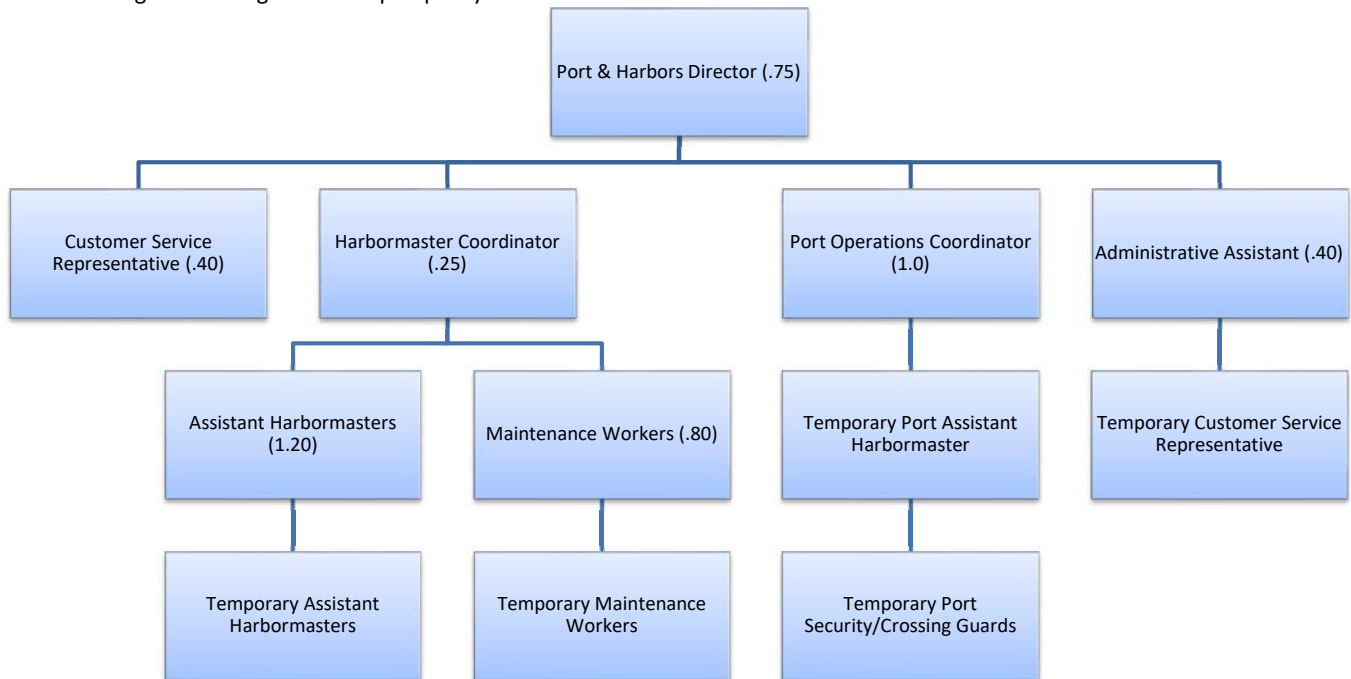
| Expenditures by Category | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---------------------------------|------------------|-------------------|-------------------|-------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | 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 | 484,010 | 105,540 | 27.9% |
| 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 | 9,467,788 | 8,178,872 | 110,484 | (8,839,224) | -98.8% |
| Total | 9,124,396 | 17,119,060 | 17,658,250 | 16,236,917 | 8,771,606 | (8,347,454) | -48.8% |

| 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 | 9,370,621 | 9,183,457 | 8,771,606 | (59,825) | -0.7% |
| CPV Funds | 543,323 | 3,287,629 | 3,287,629 | 2,053,460 | - | (3,287,629) | -100.0% |
| Grants | - | 5,000,000 | 5,000,000 | 5,000,000 | - | (5,000,000) | -100.0% |
| Total | 9,124,396 | 17,119,060 | 17,658,250 | 16,236,917 | 8,771,606 | (8,347,454) | -48.8% |

| 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.

CITY OF KETCHIKAN
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Port

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- Completed 5 year review of the cruise ship passenger facility security plan and submitted it to the Coast Guard for formal consideration and approval.

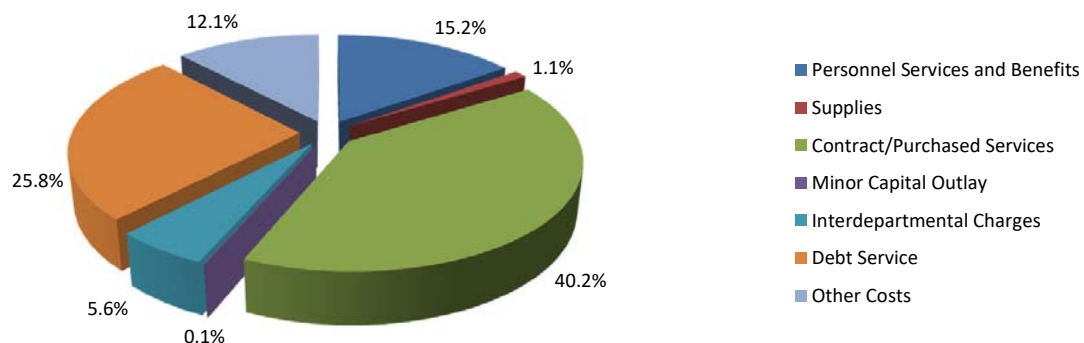
DIVISION SUMMARY

| 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 | 484,010 | 105,540 | 27.9% |
| 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 | 8,661,122 | 491,770 | 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 | 8,661,122 | 491,770 | 6.0% |
| Total Funding | 7,924,754 | 8,169,352 | 8,190,462 | 8,058,045 | 8,661,122 | 491,770 | 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 \$20,510, or by 58.9%, 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 \$9,710, or by 73.5%, 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.

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2020 Operating and Capital Budget
Port

Operations Division 4000-110

| DIVISION OPERATING BUDGET DETAIL | | | | | | | |
|--|---------------------------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------------|
| Operating Expenditures | | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 Incr(Decr) % |
| | | | Adopted | Amended | Estimate | | |
| 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 | 55,320 | 20,510 | 58.9% |
| 801 .01 Interdepartmental-Human Resources | 12,741 | 13,210 | 12,790 | 12,290 | 22,920 | 9,710 | 73.5% |
| 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 | 484,010 | 105,540 | 27.9% |
| 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 | 8,661,122 | 491,770 | 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.

CITY OF KETCHIKAN

2020 Operating and Capital Budget

Port

Operations Division 4000-110

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: \$55,320 - 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: \$22,920 - 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

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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

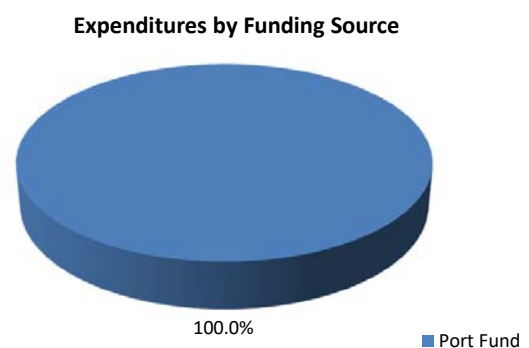
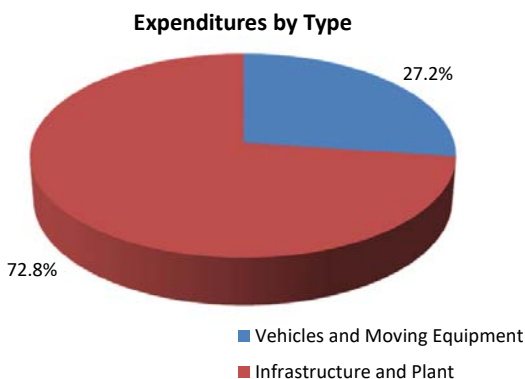
2020 Operating and Capital Budget

Port

Capital Budget

| Major Capital Outlay | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--------------------------------------|------------------|------------------|------------------|------------------|----------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 720.00 Vehicles and Moving Equipment | - | - | - | - | 30,000 | 30,000 | New |
| 730.00 Infrastructure and Plant | 1,199,642 | 8,949,708 | 9,467,788 | 8,178,872 | 80,484 | (8,869,224) | -99.1% |
| Total Major Capital Outlay | 1,199,642 | 8,949,708 | 9,467,788 | 8,178,872 | 110,484 | (8,839,224) | -98.8% |

| Capital Improvement Projects | | Funding Sources | | | Total |
|---|--|-----------------|----------------|--------|----------------|
| Project # | Project | 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 |
| | Total Infrastructure and Plant | - | 80,484 | - | 80,484 |
| | Total Capital Budget | - | 110,484 | - | 110,484 |



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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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.

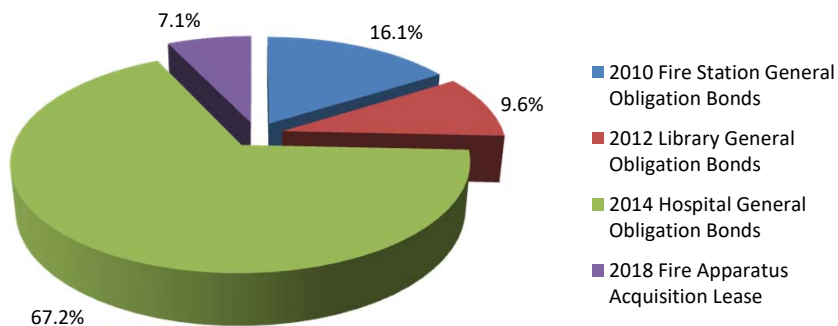
- Debt Service-Principal (Account No. 931.01) increased by \$65,000 or 4.0%, to reflect the shortening of the overall amortization schedule, which results in more principal and less interest being paid.
- Debt Service-Interest (Account No. 932.01) decreased by \$68,910, or 3.2%, to reflect the shortening 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
| | | Adopted | Amended | Estimate | | 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | | Adopted | Amended | Estimate | | 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:

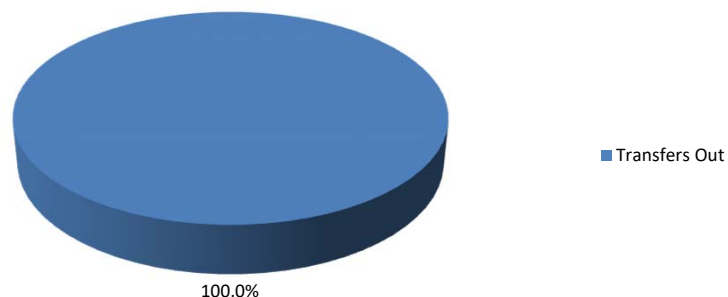
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements for the port that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

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 2019.

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 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |
| Total Expenditures | 7,310,348 | 11,032,618 | 11,282,618 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |

2020 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Transfers and Advances

| Funding Source | 2018 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---------------------------------------|------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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 | 722,125 | 796,002 | (196,049) | -19.8% |
| Small Boat Harbor Fund | 139,445 | 139,445 | 139,445 | - | - | (139,445) | -100.0% |
| CPV Fund | 793,472 | 3,437,629 | 3,687,629 | 2,176,542 | 1,357,482 | (2,080,147) | -60.5% |
| 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 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |

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 \$2,604,111 or by 23.6%, 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---|------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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 | 722,125 | 796,002 | (196,049) | -19.8% |
| 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 | 2,176,542 | 1,357,482 | (2,080,147) | -60.5% |
| 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 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |
| Total Expenditures | 7,310,348 | 11,032,618 | 11,282,618 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |

CITY OF KETCHIKAN
2020 Operating and Capital Budget
Transfers and Advances

| | | 2018 | 2019 Budget | | | 2020 | 2019 Adopted/2020 | |
|---|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|
| Operating Expenditures | | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Transfers Out and Advances - Detail | | | | | | | | |
| 910.101 Transfers Out From General Fund To: | | | | | | | | |
| Fund | Purpose | | | | | | | |
| GO Bond Debt Service Fund | 2010 Fire Station GO Bonds | 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 - Creek St. Imprvmnts | | 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 | 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 | 320,000 | 350,000 | 30,000 | 9.4% |
| Transfers Out from Transient Tax Fund | | 373,159 | 992,051 | 992,051 | 722,125 | 796,002 | (196,049) | -19.8% |
| 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: | | | | | | | | |
| CPV Capital Improvement Fund | Streets - Creek St. Imprvmnts | - | 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 | Berth I & II Expansion Design | 543,322 | 3,287,629 | 3,287,629 | 2,053,400 | - | (3,287,629) | -100.0% |
| Transfers Out from CPV Fund | | 793,472 | 3,437,629 | 3,687,629 | 2,176,542 | 1,357,482 | (2,080,147) | -60.5% |
| 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 Actual | 2019 Budget | | | 2020 Budget | 2019 Adopted/2020 | |
|---|------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | | Adopted | Amended | Estimate | | 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 | 9,005,702 | 8,428,507 | (2,604,111) | -23.6% |

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: \$796,002 – 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.

910.250 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: \$1,357,482 – This account provides for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.