

CITY OF KETCHIKAN, ALASKA
2021 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET

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CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 20-2796

A RESOLUTION OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA ADOPTING THE BUDGET FOR THE YEAR 2021 APPROPRIATING FROM THE GENERAL GOVERNMENT FUNDS FOR THE FISCAL YEAR 2021; AND ESTABLISHING AN EFFECTIVE DATE

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

Section 1: That the budget for the year 2021, entitled CITY OF KETCHIKAN, ALASKA, 2021 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

Section 2: That the sum of \$28,755,758 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, 2021:

Item of Appropriation	
Mayor and Council	\$ 198,140
City Clerk	329,275
City Attorney	371,946
City Manager	790,912
Finance	2,200,261
Information Technology	1,076,863
Fire	4,009,485
Police	6,163,234
Library	1,430,210
Museum	1,093,389
Civic Center	520,955
Public Health	14,325
Public Works - Engineering	2,139,361
Public Works - Streets	1,785,577
Public Works - Cemetery	98,370
Public Works - Garage	673,104
Public Works - Building Maintenance	605,495
Transfers	867,784
Appropriated Reserves	4,387,072
	<u>\$ 28,755,758</u>

Section 3: That the sum of \$6,029,657 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, 2021:

Item of Appropriation	
Public Health	\$ 465,140
Transfers	2,983,170
Appropriated Reserves	2,581,347
Total	<u>\$ 6,029,657</u>

Section 4: That the sum of \$7,736,547 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, 2021:

Item of Appropriation	
Finance	\$ 20,000
Police	374,512
Museum	205,000
Public Works - Engineering	70,000
Public Works - Streets	1,048,745
Public Works - Garage	68,000
Public Works - Building Maintenance	30,000
Transfers	2,303,056
Appropriated Reserves	3,617,234
Total	<u>\$ 7,736,547</u>

Section 5: That the sum of \$16,983,616 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, 2021:

Fund	Item of Appropriation		
Transient Sales Tax Fund	Transfers	470,955	
	Appropriated Reserves	<u>401,773</u>	\$ \$872,728
Marijuana Sales Tax Fund	Mayor and Council	146,000	
	Transfers	200,000	
	Appropriated Reserves	<u>2,674</u>	348,674
Solid Waste Services Fund	Public Works - Solid Waste	3,600,399	
	Appropriated Reserves	<u>1,309,628</u>	4,910,027
Boat Harbor Fund	Port & Harbors	1,706,206	
	Appropriated Reserves	<u>679,083</u>	2,385,289
Cemetery O & M Fund	Transfers	5,000	
	Appropriated Reserves	<u>46,705</u>	51,705
Cemetery Development Fund	Public Works - Cemetery	2,500	
	Appropriated Reserves	<u>30,919</u>	33,419
Cemetery Endowment Fund	Appropriated Reserves	<u>24,093</u>	24,093
Shoreline Fund	Transfers	6,374	
	Appropriated Reserves	<u>95,136</u>	101,510
Community Grant Fund	Mayor and Council	268,750	
	Appropriated Reserves	<u>17,141</u>	285,891
Economic Parking & Development Fund	Tourism & Economic Development	152,143	
	Appropriated Reserves	<u>296,011</u>	448,154
Commercial Passenger Vessel Excise Tax Fund	Tourism & Economic Development	30,000	
	Transfers	1,656,960	
	Appropriated Reserves	<u>5,329,110</u>	7,016,070
US Marshall Fund	Appropriated Reserves	<u>174,454</u>	174,454
Federal and State Grant Fund	Police	<u>331,602</u>	<u>331,602</u>
Total			<u>\$ 16,983,616</u>

Section 6: That the sum of \$3,599,635 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, 2021:

<u>Item of Appropriation</u>	
Debt Service	<u>\$ 3,599,635</u>

Section 7: That the sum of \$8,425,294 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, 2021:

<u>Fund</u>	<u>Item of Appropriation</u>		
Harbor Construction Fund	Port & Harbors	\$ 281,542	
	Appropriated Reserves	<u>764,897</u>	\$ 1,046,439
Major Capital Improvement Fund	Fire	250,000	
	Public Works - Streets	2,100,000	
	Appropriated Reserves	<u>843,898</u>	3,193,898
Community Facilities Development Fund	Museum	231,600	
	Appropriated Reserves	<u>1,986,007</u>	2,217,607
Hospital Construction Fund	Public Health	1,099,821	
	Appropriated Reserves	<u>-</u>	1,099,821
CPV Capital Improvement Fund	Tourism & Economic Development	865,000	
	Appropriated Reserves	<u>2,529</u>	867,529
Total			<u>\$ 8,425,294</u>

Section 8: That the sum of \$27,700,838 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, 2021:

<u>Fund</u>	<u>Item of Appropriation</u>		
Wastewater Fund	Public Works - Wastewater	\$ 7,867,387	
	Appropriated Reserves	<u>3,359,462</u>	\$ 11,226,849
Ketchikan Port Fund	Port & Harbors	7,754,299	
	Appropriated Reserves	<u>3,315,790</u>	\$ 11,070,089
Port Repair & Replacement Fund	Appropriated Reserves	<u>5,403,900</u>	5,403,900
Total			<u>\$ 27,700,838</u>

Section 9: That the sum of \$2,570,255 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, 2021:

<u>Item of Appropriation</u>	
Risk Management	\$ 1,896,070
Appropriated Reserves	<u>674,185</u>
Total	<u>\$ 2,570,255</u>

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

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Ketchikan on this 17th day of December, 2020.



Robert Sivertsen, Mayor

ATTEST:



Kim Stanker, City Clerk



November 12, 2020

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 2021 General Government Operating and Capital Budget (the “2021 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, 2020. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

INTRODUCTION AND EXECUTIVE OVERVIEW

The 2021 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 2021 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.

The COVID-19 pandemic also played a major role in the development of the proposed spending plan for 2021. Since Ketchikan is an important port of call for the major cruise lines, the cancellation of cruise ship sailings in order to limit the spread of COVID-19 has had a significant impact on the local economy and presented a variety of fiscal challenges for all the governments serving the community of Ketchikan.

Key Budget Assumptions

In order to present a complete spending plan for 2021, it was necessary for management to make certain assumptions regarding the operations and finances of General Government. Management recognizes that some of the assumptions, particularly those addressing the COVID-19 pandemic, 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 2021 are as follows:

- Staffing levels remained the same as 2020 except for some minor staffing changes. Compensation is also expected to remain the same except step increases required by the compensation plan and collective bargaining agreements have been programmed for all eligible employees. No cost of living adjustments have been programmed.
- Most employee benefit costs have not been programmed to increase. There are two key exceptions - health insurance and pensions. Health insurance premiums have been projected 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 step increases and assumes that the State of Alaska will not raise the current PERS employer contribution rate of 22 percent and IBEW will not raise the employer contribution rates for their pension plans.
- No increase in the property tax mill rate has been programmed. Property values have been programmed to increase by 1.4%. This projection is based on a rolling 5-year average of increases in the certified assessment roll. Any increases in property tax revenues will be driven by the increase in assessed property values.
- The sales tax rate will remain at the current rate of 4%, but collections have been projected to be much lower than in previous years due to the COVID-19 pandemic. Currently, sales tax collections are projected to be between 65% and 70% of pre-pandemic collections. The City also expects to collect about \$500,000 in 2021 from online sales. This estimate is very preliminary and is based on information provided by the Alaska Municipal League.
- Rate increases have been programmed for port and solid waste services. The Port rate increases were approved in 2019 in order to provide the cruise lines with sufficient advance notice. The rate increases will be effective in 2021. Solid waste rate increases were the result of new agreements for the transporting and disposal of the City's solid waste to a regional landfill in Washington State.
- Liability and property insurance premiums have been programmed to increase by 15% and 5%, respectively. The City's liability and property insurance policies expire annually on July 1 and, therefore, the renewals overlap the City's calendar fiscal year. The recent increases are due to poor claims experience in the property, casualty and liability markets. The rising cost of

construction and materials is also 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 will also expire on July 1 and overlap the City's calendar fiscal year. Premiums for workers compensation insurance have been projected to increase by an overall 5% on July 1, 2021. Premiums for workers compensation are based on staffing demographics and the rates are 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 by more than 5% and others will experience an increase of less than 5%.
- Charges for services provided by the City's General Fund decreased by \$670,000 in 2020 due to the pandemic. Impacted were charges for museum, civic center and ambulance services. Social distancing and the cancellation of the 2020 cruise ship season were the primary causes. For 2021, the City will begin the process of rebounding from the pandemic and reduce the loss of revenues from charges for services from \$670,000 to about \$300,000.
- Approximately 450,000 cruise ship passengers have been projected to visit Ketchikan in 2021. This represents a 61.6% decrease from the 1,171,620 passengers that visited Ketchikan in 2019. This is based on two assumptions – (1) about 25% of passengers will disembark at Ward Cove and (2) COVID-19 will continue to affect cruise sailings and will result in a 50% reduction of passengers disembarking at the Port of Ketchikan after adjusting for the loss of passengers to Ward Cove. The revenues and expenses of the Port Enterprise Fund have been programmed accordingly.
- Annual debt service is projected to decrease due to the 2020 refunding of the 2010 GO Bond that was issued to finance the construction of the City's new downtown fire station and better than expected interest rates on the 2019 lease that was taken out to finance the acquisition of two fire vehicles. The City's annual debt service will decrease from \$6.51 million to \$6.35 million.
- Departments were directed to reduce operating expenditures in order to bring the requests for 2021 appropriations below the amounts approved in 2020. Departments were also directed to reduce capital expenditures by deferring non-essential projects to the extent that such deferrals would not result in substantial deferred maintenance costs.

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 results of third quarter sales and marijuana tax and online sales tax collections. This information will not be available until December 2020.

***Issues that Impacted or May Impact
the Proposed 2021 Budget and Beyond***

Historically, this section of the transmittal letter would be devoted to discussing issues identified by staff that may have the potential to impact the proposed 2021 Budget and/or the long-term operations and finances of the City. Currently, the single biggest issue facing the City is the economic damage caused by the COVID-19 pandemic. Not only has the pandemic brought economic hardship and health issues to the community, it has impacted the finances of the City and may affect the City's ability to deliver services to its citizens. Since the COVID-19 pandemic has the potential to continue disrupting the local economy well into 2021 and, perhaps even as far out as 2022 and/or 2023, this section of the transmittal letter will be devoted primarily to discussing the financial ramifications of COVID-19 as it pertains to the operations of City government and the options for addressing these ramifications that the City Council may want to consider during its deliberations of the 2021 spending plan.

Fiscal Impact of COVID-19 From the perspective of City's finances, the most devastating aspects of the pandemic were the cancellation of the 2020 cruise ship season and the added cost of responding to the public health emergency created by the pandemic. Currently, the brunt of the financial impact is being borne by the General Fund and the Port Enterprise Fund.

The cancellation of the 2020 cruise season has resulted in the loss of almost \$5 million in sales tax revenues, or about 33% of the City's total annual sales tax collections. Tourism sensitive charges for museum, civic center and ambulance services also decreased by \$670,000. Sales taxes collected and sales taxes transferred to the General Fund and charges for services finance about 30% of the General Fund's annual expenditures. The General Fund is the City's most important fund and employs 154 employees, or 51% of the City's total workforce including KPU. The table below summarizes the projected finances of the General Fund for 2021 under three scenarios.

General Fund 2021			
	Full Season	Partial Season - 50%	Limited Shore Excursions
Beginning Reserves, January 1, 2021	<u>\$ 6,116,224</u>	<u>\$ 6,116,224</u>	<u>\$ 6,116,224</u>
Revenues	22,647,529	21,341,054	20,220,588
Appropriations	<u>(24,432,144)</u>	<u>(24,432,144)</u>	<u>(24,432,144)</u>
Ending Reserves, December 31, 2021	<u>\$ 4,331,609</u>	<u>\$ 3,025,134</u>	<u>\$ 1,904,668</u>

In 2020, the revenues of the Port Enterprise Fund decreased from a projected \$12 million to \$570,000 and the Port was required to draw down its reserves by \$3.5 million to meet its operating expenses

and annual debt service and lease obligations, which total \$4.05 million. The table below summarizes the projected finances of the Port Enterprise Fund for 2021 under three scenarios.

Port Enterprise Fund 2021			
	Full Season	Partial Season - 50%	No Season
Beginning Reserves, January 1, 2021	<u>\$ 4,116,133</u>	<u>\$ 4,116,133</u>	<u>\$ 4,116,113</u>
Revenues	11,987,594	6,953,956	482,574
Appropriations	<u>(8,050,438)</u>	<u>(7,755,549)</u>	<u>(6,461,151)</u>
Ending Reserves, December 31, 2021	<u><u>\$ 8,053,289</u></u>	<u><u>\$ 3,314,540</u></u>	<u><u>\$ (1,862,464)</u></u>

The 2021 Operating and Capital Budget for the General Fund and the Port were based on a partial season operating at 50% capacity.

Options for Positioning the City to Weather an Extended Pandemic The City has two parallel goals with respect to the 2021 budget. The first goal is to develop a sound spending plan for 2021 based on the assumptions noted earlier. The second goal is to position the General Fund and the Port Enterprise Fund so that there will be sufficient reserves and resources for 2022. Even if the COVID-19 pandemic is brought under control during 2021 with vaccines and anti-viral treatments, there is still high probability that 2022 will not be a “normal” year. It may take several years for the traveling public to rebound financially and get comfortable with traveling on cruise ships.

Given the uncertainty regarding the progression of the COVID-19 pandemic, it was challenging to address all possible budget scenarios that the City might be facing in 2021. To address this uncertainty, staff has prepared several alternatives, or options, for the City Council to consider during budget deliberations that might be needed to achieve the goals of a sound spending plan and positioning the General and Port Enterprise Funds so they can operate under an extended pandemic. The options can either result in actions by the City Council during deliberations to modify the proposed spending plan prior its adoption or approve which options would be used in 2021 to amend the 2021 Budget once the City has a better understanding of the direction that the economy will take in 2021. Staff recommends the former option.

The options will be presented to the City Council in the form of budget updates that will be issued separately from the draft 2021 Budget. By design, none of the options have been incorporated into the draft 2021 Budget. Since some of the options will be difficult to implement, staff felt that such decisions should be made solely by the City Council after following a public and open process.

Other Issues - State of Alaska Fiscal Challenges The State of Alaska continues to address the fiscal challenges caused by low market prices for its oil and a diminishing supply of oil available for sale. The State continues to look for ways to lower its costs. Some of the measures taken have resulted in the elimination of services or service reductions, cuts in state revenue sharing and grant programs, and the loss of state employment in Ketchikan. The City should continue to carefully monitor future efforts undertaken by the Governor's Office and the State Legislature to develop solutions to solve the state's fiscal challenges. Some of the more important areas of interest to the City and the associated 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 for local municipalities. A one percent (1%) increase in the PERS employer contribution rate would cost the City about \$120,000
- 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 2020, the City received \$75,000.
- University of Alaska Southeast - Ketchikan Campus – this program provides local employment opportunities and 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. It is the primary means for connecting Ketchikan to the national highway system.
- Ketchikan Pioneer Home – the Pioneer Home provides local employment and a much needed long-term nursing facility for 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 loan 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 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.

The rest of this transmittal letter is devoted to a detailed financial overview of the 2021 Budget. The overview is intended to provide 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 2021 GENERAL GOVERNMENT ANNUAL OPERATING AND CAPITAL BUDGET

The 2021 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 2021 Budget and compares it with the 2020 Budget and 2019 Actual.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Estimated Beginning Reserves, Jan 1	<u>\$ 47,417,701</u>	<u>\$ 46,572,059</u>	<u>\$ 48,904,249</u>	<u>\$ 39,998,443</u>
Revenues and Transfers:				
Operating Revenues	51,407,887	55,174,905	38,331,315	43,150,575
Non-Operating Revenues	<u>3,865,664</u>	<u>7,344,606</u>	<u>1,580,836</u>	<u>7,613,588</u>
Total Revenues	55,273,551	62,519,511	39,912,151	50,764,163
Transfers from Other Funds	<u>8,709,603</u>	<u>10,019,542</u>	<u>8,668,446</u>	<u>9,126,224</u>
Total Revenues and Transfers	<u>63,983,154</u>	<u>72,539,053</u>	<u>48,580,597</u>	<u>59,890,387</u>
Total Funds Available	<u>111,400,855</u>	<u>119,111,112</u>	<u>97,484,846</u>	<u>99,888,830</u>
Expenditures and Transfers:				
Operating Expenditures	39,965,083	46,561,880	41,982,039	44,889,692
Capital Expenditures	<u>13,821,920</u>	<u>17,453,006</u>	<u>6,835,918</u>	<u>12,343,321</u>
Total Expenditures	53,787,003	64,014,886	48,817,957	57,233,013
Transfers to Other Funds	<u>8,709,603</u>	<u>10,019,542</u>	<u>8,668,446</u>	<u>9,126,224</u>
Total Expenditures and Transfers	<u>62,496,606</u>	<u>74,034,428</u>	<u>57,486,403</u>	<u>66,359,237</u>
Estimated Ending Reserves, Dec 31	<u><u>\$ 48,904,249</u></u>	<u><u>\$ 45,076,684</u></u>	<u><u>\$ 39,998,443</u></u>	<u><u>\$ 33,529,593</u></u>

Total funds available for appropriations in 2021, including beginning reserves of \$40.0 million, is \$99.9 million. The projection for total revenues in 2021 is \$59.9 million, a decrease of \$12.7 million from 2020. The amount requested for appropriations in 2021 is \$66.4 million; or \$7.7 million less than 2020.

Operating expenditures decreased by \$1.7 million, capital expenditures decreased by \$5.1 million and transfers to other funds decreased by \$893,318. The 2021 Budget will require a \$6.5 million drawdown of total General Government reserves.

This overview contains a review of the proposed spending plan for 2021 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.

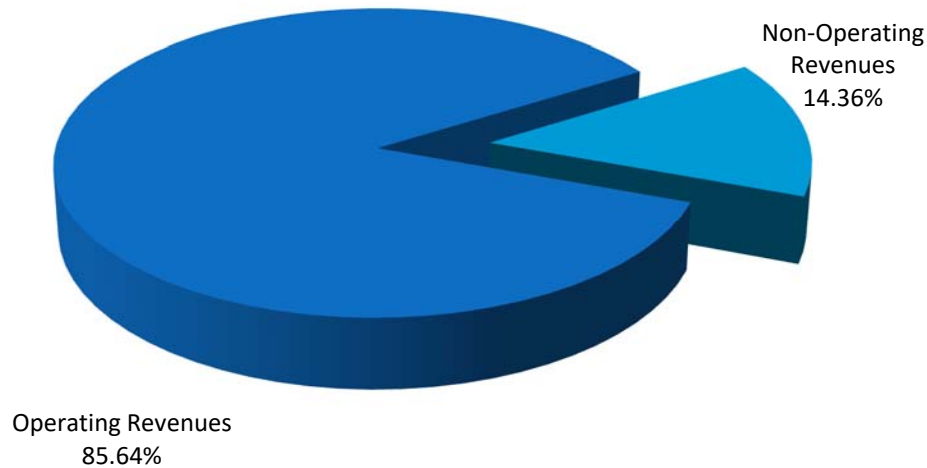
REVENUES – ALL FUNDS

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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Operating Revenues:				
Taxes	\$ 19,346,142	\$ 20,966,608	\$ 15,024,265	\$ 17,742,980
Payment in Lieu of Taxes	1,209,726	1,294,900	1,209,000	1,209,000
Licenses and Permits	113,762	45,000	70,000	70,000
Revenue from Other Govmnts - Operating	3,173,738	3,246,950	5,974,170	504,205
Charges for Services	21,153,043	22,290,955	9,956,912	16,782,089
Fines and Forfeitures	112,343	123,500	50,500	86,000
Interdepartmental	4,585,805	5,572,042	5,296,401	5,626,811
Other Revenue - Miscellaneous	1,412,328	1,634,950	750,067	1,129,490
Total Operating Revenues	<u>51,106,887</u>	<u>55,174,905</u>	<u>38,331,315</u>	<u>43,150,575</u>
Non-Operating Revenues:				
Revenue from Other Govmnts - Capital	2,095,625	1,477,055	488,043	1,539,461
Interfund Advances	426,209	426,209	365,027	379,627
Other Revenue - Bond Proceeds	1,644,830	5,441,342	727,766	5,694,500
Total Non-Operating Revenues	<u>4,166,664</u>	<u>7,344,606</u>	<u>1,580,836</u>	<u>7,613,588</u>
Total Revenues	<u>\$ 55,273,551</u>	<u>\$ 62,519,511</u>	<u>\$ 39,912,151</u>	<u>\$ 50,764,163</u>

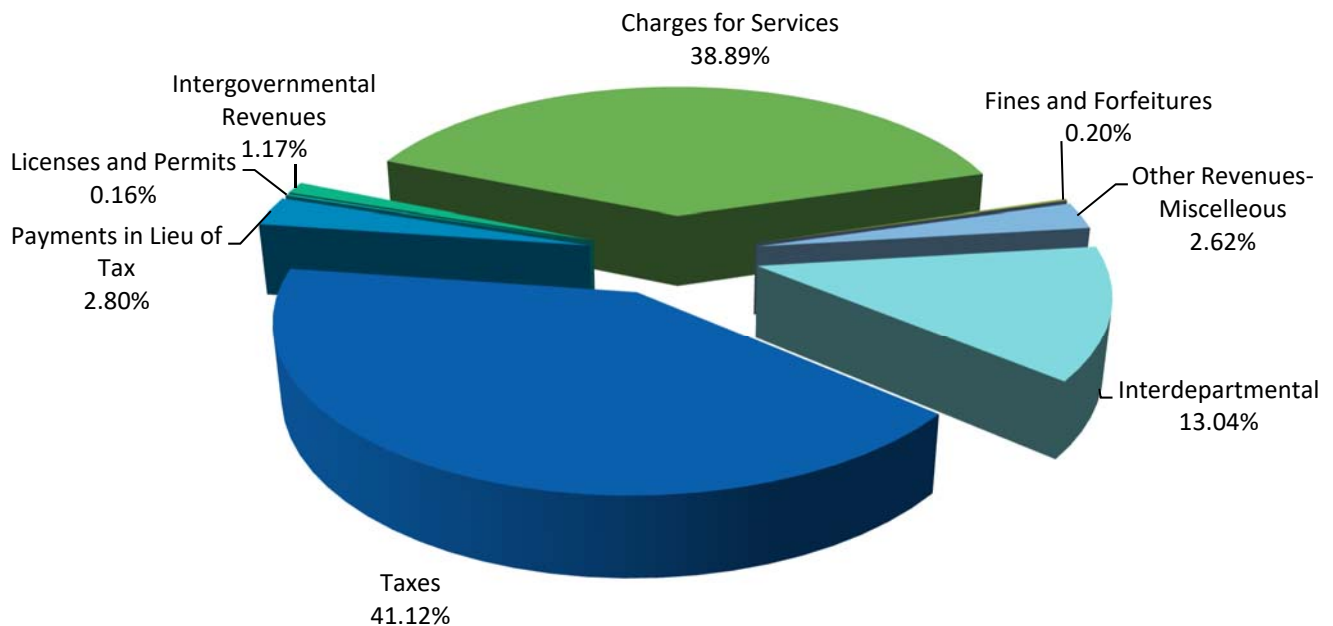
The City is projecting that its operating revenues for 2021 will total \$43.2 million, a decrease of \$12 million from 2020. Non-operating revenues will total \$7.6 million, an increase of \$268,982. The significant changes to revenues will be discussed below. The following chart identifies the major revenue sources of the City and their respective percentage of the total revenues projected for 2021.

2021 Total Revenues



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2021.

2021 Operating Revenues



Taxes: At 41.1%, tax revenues are now the highest category of operating revenues collected by the City. Previously, tax revenues were ranked second highest behind charges for service. 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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Property Taxes	\$ 5,669,332	\$ 6,214,493	\$ 5,754,265	\$ 5,840,980
Sales Taxes	12,814,774	13,848,115	8,546,000	11,157,000
Transient Occupancy Taxes	534,075	532,000	375,000	345,000
Marijuana Sales Taxes	215,857	254,000	265,000	291,000
Other Taxes	112,104	118,000	84,000	109,000
Total	<u>\$ 19,346,142</u>	<u>\$ 20,966,608</u>	<u>\$ 15,024,265</u>	<u>\$ 17,742,980</u>

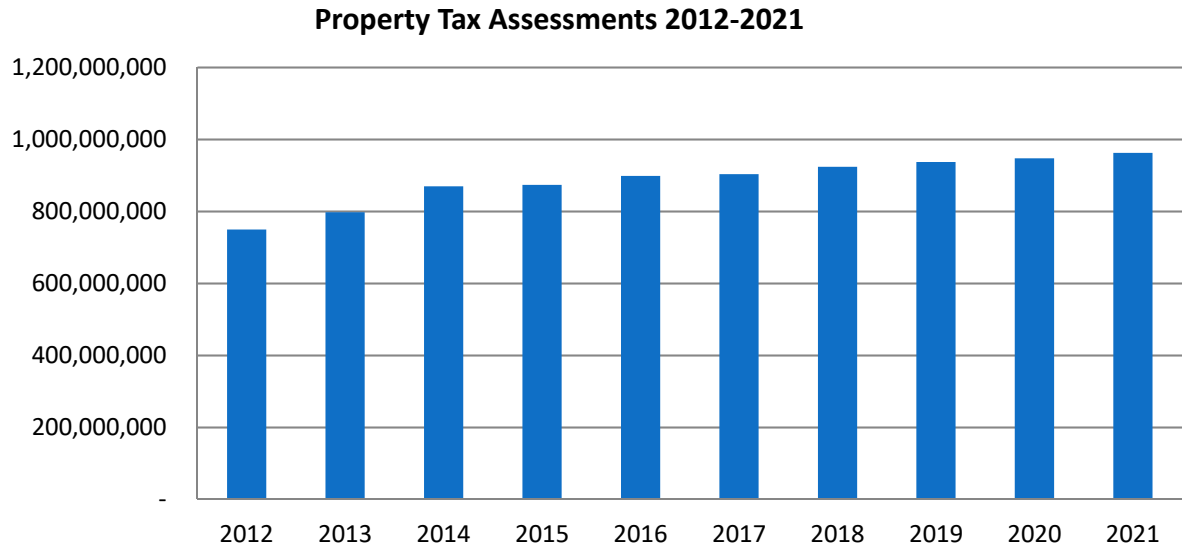
Other taxes include automobile and liquor taxes shared by the State of Alaska with the City.

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 2021, the Ketchikan Gateway Borough will reappraise all Cycle 2 properties. Since there are city properties included in Cycle 2, property values in the City may increase in 2021 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 2021. 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 2021. 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 2021 Budget does not include a proposal to increase property taxes. An increase had been programmed in 2020 in order to fund the cost of the compensation plan update that was implemented in October 2019 but was deferred due to COVID-19. The City Council has directed staff to defer any action to increase property taxes to fund the compensation plan update to 2022.

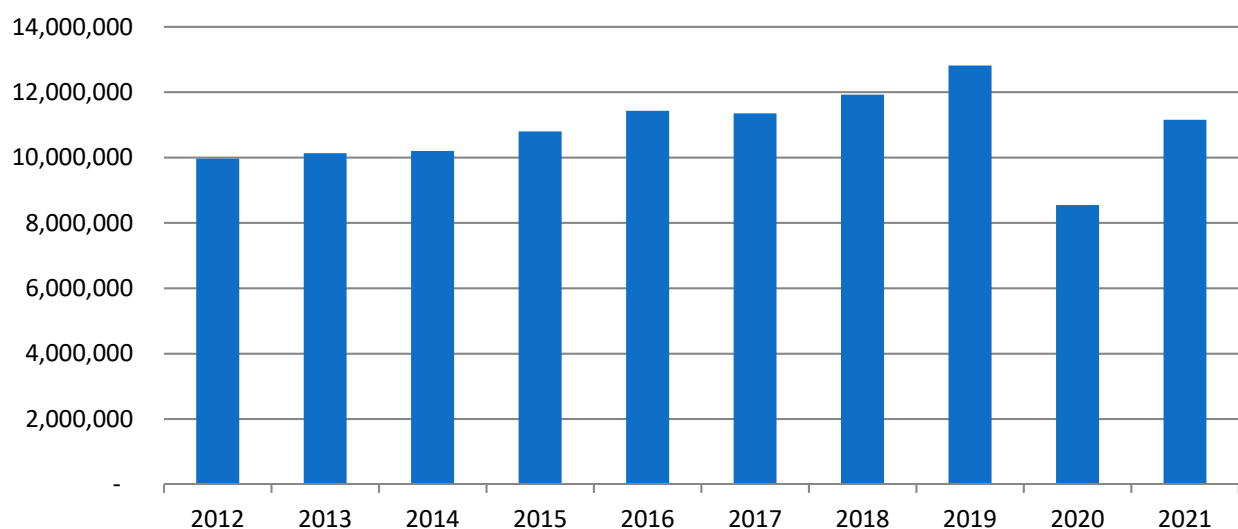


Sales Taxes Sales tax revenues are generated from a four percent sales tax imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

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

For 2021, sales tax revenues have been projected to total \$11.2 million or about 30.5% more than the estimate for 2020. This is much less than the record setting \$13 million projection for 2020 that was not achieved because the 2020 cruise ship season was cancelled as a result of the COVID-19 pandemic. The projection for 2021 is based on a cruise ship season at 50% capacity after adjusting for the loss of cruise ships to the competing berthing facilities at Ward Cove. Also included is \$500,000 for sales taxes from remote seller sales. In late 2020, the City became a member of the Alaska Remoter Sellers Sales Tax Commission and began participating in the collection of sales taxes from online sales.

Sales Tax Revenues 2012-2021



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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Ketchikan Public Utilities	\$ 786,000	\$ 845,600	\$ 786,000	\$ 786,000
Port of Ketchikan	319,000	343,200	319,000	319,000
Wastewater	80,000	86,100	80,000	80,000
Affordable Housing Programs	24,726	20,000	24,000	24,000
Total	<u>\$ 1,209,726</u>	<u>\$ 1,294,900</u>	<u>\$ 1,209,000</u>	<u>\$ 1,209,000</u>

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

Revenues From Other Governments: This category includes operating and capital grants and other forms of financial assistance from the federal and state governments. Although the City generally receives a substantial amount of revenues from other governments, the amount received tends to fluctuate widely from year-to-year. Operating grants tend to be more stable and capital grants for infrastructure and major maintenance tend to fluctuate widely from year-to-year. Operating grants

account for 1.2% of the City's projected operating revenues for 2021. Capital grants account for 20.2% of the City's non-operating revenue. The following table below summarizes the major sources of revenues from other governments.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Operating Grants:				
License Refunds	\$ 30,300	\$ 45,000	\$ 45,000	\$ 35,000
State Grants - Shared Fisheries Tax	10,654	10,000	2,094	5,000
State Raw Fish Tax	255,346	258,000	231,000	115,500
Community Assistance Program	190,514	190,000	75,000	150,000
State CPV	2,440,983	2,600,000	2,723,868	-
Police Department Grants	49,597	-	-	-
Fire Department Grants	39,120	15,000	50,853	151,047
Library Department Grants	4,144	8,250	8,250	7,000
Museum Department Grants	37,257	11,000	12,220	38,958
ERZD Bond Interest Rebate	114,423	108,000	54,185	-
CARES Act			2,770,000	
Other	1,400	1,700	1,700	1,700
	<u>3,173,738</u>	<u>3,246,950</u>	<u>5,974,170</u>	<u>504,205</u>
Capital Grants:				
Fire Department Grants	30,577	-	-	-
Police Department Grants	396,565	-	-	248,702
Public Works Grants	112,004	850,000	-	850,000
Harbors Grants	-	627,055	488,043	440,759
Port Grants	1,556,479	-	-	-
	<u>2,095,625</u>	<u>1,477,055</u>	<u>488,043</u>	<u>1,539,461</u>
Total	<u>\$ 5,269,363</u>	<u>\$ 4,724,005</u>	<u>\$ 6,462,213</u>	<u>\$ 2,043,666</u>

Capital grant awards are subject to the availability of funding and tend to be project specific. All of the programmed \$1.54 million in grant revenues to be received from other governments in 2021 has been awarded to the City. The capital grants will be used to finance a ramp upgrade for Bar Harbor North, renovate the former Ketchikan Youth Regional Facility for use by Women In Safe Homes, and a security camera system for the Ketchikan Gateway Borough School District. The security camera system will be funded by a COPS grant acquired by the Ketchikan Police Department.

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. Seventy-seven percent of the raw fish tax is dedicated for harbor infrastructure improvements. The remaining 23% 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 2021 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. Up until COVID-19, the cruise ship industry was experiencing a period of growth that has positively impacted the proceeds from the State's CPV Excise Tax. Unfortunately, due to the

cancellation of the 2020 cruise ship season, the City is not expecting to receive any CPV Excise Tax from the State in 2021.

Charges For Services: Charges for services accounts for 38.9% of the City's total operating revenue and is the second 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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Parking	\$ 91,065	\$ 100,000	\$ 45,000	\$ 75,000
Ambulance	606,756	880,000	530,000	600,000
E-911 Services	399,912	406,000	406,000	406,000
Borough Library Services	457,801	489,020	470,352	494,926
UAS Library Services	37,226	82,182	78,170	84,160
Civic Center	104,296	106,000	20,000	50,000
Solid Waste Fees	3,242,406	3,251,000	3,093,330	3,485,611
Wastewater Fees	3,427,454	3,471,000	3,441,000	3,446,000
Harbor Fees	1,568,936	1,579,000	1,500,127	1,599,500
Port Fees	10,751,929	11,465,680	70,420	6,029,475
Museum Fees	311,754	294,500	7,750	152,500
Tideland Leases	47,685	50,000	47,000	47,000
Other	105,823	116,573	247,763	311,917
Total	<u>\$ 21,153,043</u>	<u>\$ 22,290,955</u>	<u>\$ 9,956,912</u>	<u>\$ 16,782,089</u>

Total charges for services for 2021 have been projected to decrease from 2020 by \$5.5 million, or by 24.7%, to \$16.8 million. Most of the revenues from fees for service will remain unchanged for 2021, except for the following:

- Fees for the port, museum and ambulance services and the Civic Center have been projected to collectively decrease by \$5.9 million, or 46.4%, due to the impacts of the COVID-19 pandemic on the community. Port fees accounts for 91.9% of the decrease. The projections for 2021 are based on a cruise ship season operating at 50% capacity after factoring in the loss of about 25% of traffic volume to the berthing facilities located at Ward Cove. If the 2021 season is cancelled, the expected outcome for these revenue categories will mirror 2020.
- Solid waste fees have been projected to increase due to the rising costs of transporting and disposing solid waste to a regional disposal site in Washington State. The City recently signed a new agreement for the transporting and disposing of solid waste that included significant annual cost escalators that will result in the need to adjust solid waste fees annually.

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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
KPU	\$ 2,163,164	\$ 2,540,710	\$ 2,399,728	\$ 2,366,976
Port Fund	164,321	199,382	257,131	274,529
Harbor Fund	126,858	167,796	143,158	172,656
Solid Waste Fund	297,663	417,819	356,997	393,210
Wastewater Fund	397,494	531,625	443,307	523,370
Self Insurance Fund	1,436,305	1,714,710	1,696,080	1,896,070
Total	<u>\$ 4,585,805</u>	<u>\$ 5,572,042</u>	<u>\$ 5,296,401</u>	<u>\$ 5,626,811</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 \$54,769 in 2021. 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 \$181,360. For information about insurance premiums, please refer to the Risk Management section of the 2021 Budget. The increase in interdepartmental insurance charges has been offset by a \$126,591 decrease in interdepartmental charges for services provided by the General Fund to the revenue-generating and enterprise funds, resulting in a net increase of \$54,769. The decrease in interdepartmental charges for services is the result of concerted efforts by the departments that provide the services to reduce their operating costs in response to the COVID-19 pandemic.

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 2021, 9.13 million has been programmed for transfers in from other funds to the funds listed below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
General Fund	\$ 2,845,853	\$ 3,326,036	\$ 3,353,629	\$ 3,397,289
Community Grant Fund	150,000	154,500	154,500	154,500
CPV Capital Improvement Fund	127,969	1,357,482	859,553	952,800
Major Capital Improvements Fund	256,933	386,165	194,279	-
GO Bond Debt Service Fund	3,386,751	3,657,199	3,584,485	3,599,635
Port Fund	1,421,046	616,160	-	500,000
Port Repair & Replacement Fund	521,051	522,000	522,000	522,000
Total	<u>\$ 8,709,603</u>	<u>\$ 10,019,542</u>	<u>\$ 8,668,446</u>	<u>\$ 9,126,224</u>

For detailed information about transfers in, please refer to the Transfers and Advances section of the 2021 Budget.

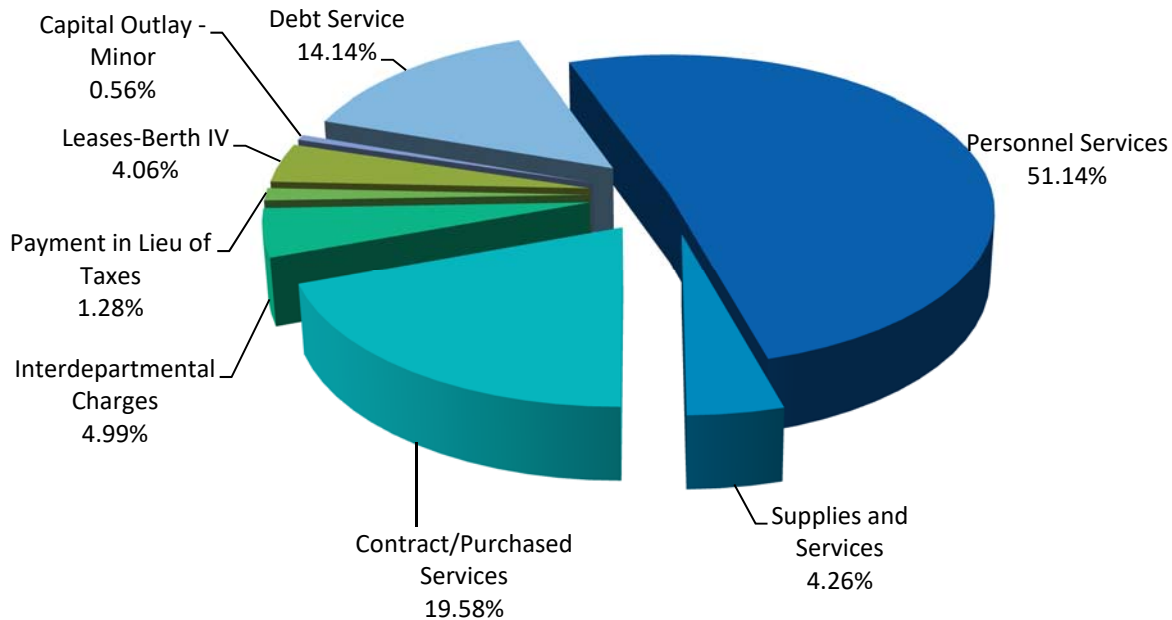
OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$57.2 million have been programmed for 2021. The table below summarizes the major expenditures of the City and compares 2021 with 2020 and 2019.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Personnel Services	\$ 19,532,760	\$ 23,634,860	\$ 20,653,059	\$ 22,958,752
Supplies	1,815,224	2,083,466	1,915,354	1,910,278
Contractual and Purchased Services		-	-	-
Leases - Berth IV	2,745,205	2,823,000	2,315,000	1,821,000
Other Contract. and Purch. Services	7,165,270	8,352,571	7,965,823	8,788,954
Interdepartmental Charges	1,603,216	2,209,886	1,969,827	2,240,429
Payment In-Lieu of Taxes	563,396	608,300	563,375	575,336
Capital Outlay - Minor	293,036	338,595	296,338	249,180
Debt Service	6,246,976	6,511,202	6,303,261	6,345,763
Total Operating Expenditures	<u>39,965,083</u>	<u>46,561,880</u>	<u>41,982,037</u>	<u>44,889,692</u>
Capital Outlay - Major	<u>13,821,920</u>	<u>17,453,006</u>	<u>6,835,920</u>	<u>12,343,321</u>
Total Operating and Cap.Expenditures	<u>\$ 53,787,003</u>	<u>\$ 64,014,886</u>	<u>\$ 48,817,957</u>	<u>\$ 57,233,013</u>

Total operating expenditures for 2021 are projected to decrease by \$1.67 million from 2020. Capital outlay-major is projected to decrease by \$5.11 million. Total operating and capital expenditures have been programmed to decrease by \$6.78 million. The following chart summarizes the major categories of operating expenditures.

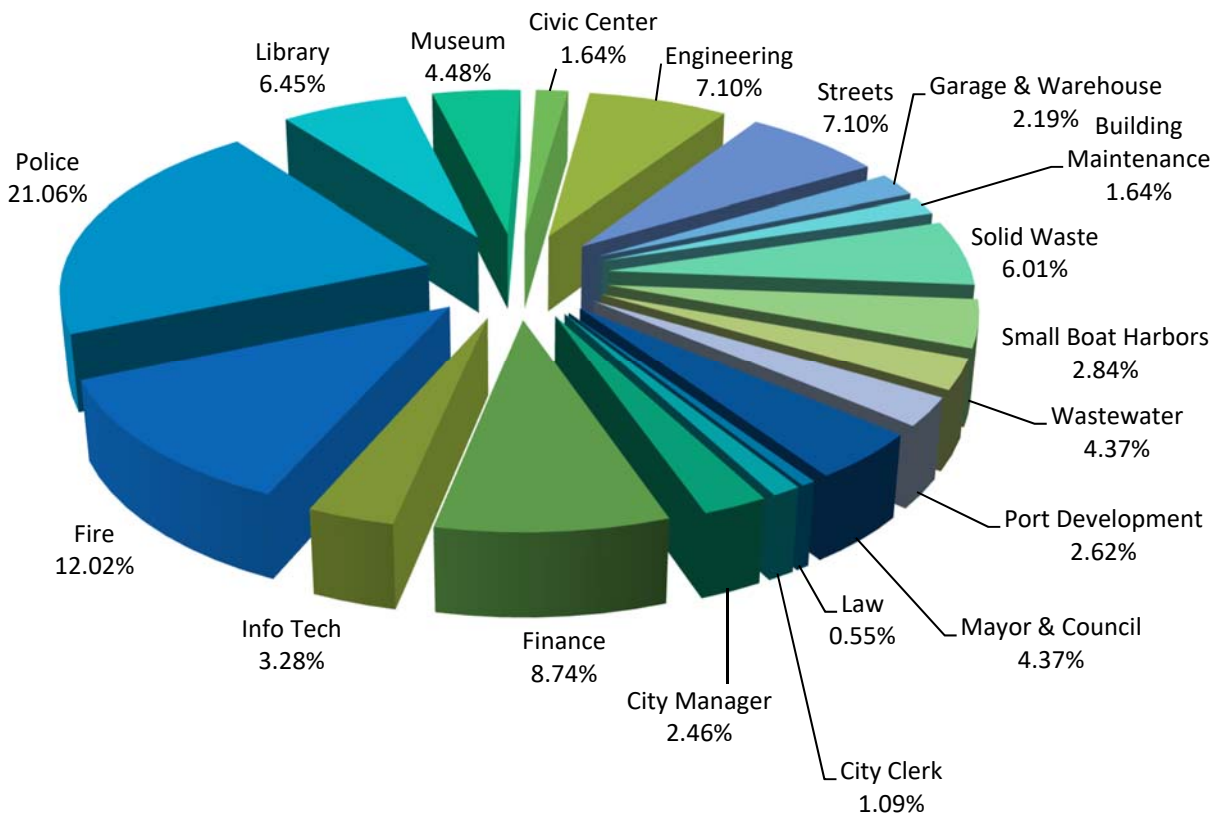
2021 Operating Expenditures



Personnel Services: The cost of personnel is projected to consume 51.1% of the City's annual operating expenses, an increase from 50.8% in 2020. 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:

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Salaries and Wages-Regular	\$ 10,783,249	\$ 12,924,183	\$ 11,959,887	\$ 12,943,423
Salaries and Wages-Temporary	906,364	1,307,800	412,205	822,297
Overtime	851,518	931,760	802,485	770,750
Payroll Taxes	920,411	1,167,310	972,812	1,113,290
Pension Benefits	2,366,302	2,715,310	2,509,700	2,665,902
Health Insurance Benefits	3,052,096	3,754,550	3,204,105	3,771,214
Workers Compensation	321,804	358,560	317,415	399,191
Other Benefits	211,671	353,397	352,835	349,895
Allowances	119,345	121,990	121,615	122,790
Total	\$ 19,532,760	\$ 23,634,860	\$ 20,653,059	\$ 22,958,752
Number of Employees (FTE)	176.82	183.07	183.07	183.07

The chart below shows how the 183.07 FTE employees are distributed among the various City departments.



The proposed level of staffing for 2021 is 183.07 FTE. No increase in staffing has been proposed for 2021.

Regular salaries and wages have been projected to increase by \$19,240 to \$12.54 million in 2021. The increase is due to step increases. Savings resulting from employee turnover have offset some of the cost of the step increases. The costs of temporary wages have been programmed to decrease by a total of \$485,503. Almost 60% of the reduction is in anticipation that the 2021 cruise ship season will not operate at full capacity due to the COVID-19 pandemic. Overtime has also been programmed to decrease by \$161,010 as part of an effort to reduce operating costs in response to the pandemic.

Workers compensation, which is based on a rate per \$100 of compensation at the straight time rate for hours worked, has been programmed to increase by \$40,631. A significant portion of the increase is due to the reclassification of the port and harbors employees to the US Longshoremen and Harbor Workers Act for workers compensation coverage. Since these employees work on or near navigable waters, the new classification is more appropriate and offers better coverage for the City's harbor and port employees. The other reason for the increase is the change in the City's workers compensation premium loss modifier, which increased from .92 to 1.04.

Health insurance costs, which are not based on a percentage of compensation, have been programmed to increase by a modest \$16,664 from the amount appropriated in 2020. Health insurance premiums have been projected to increase 10%. The effective dates vary because the City participates in five health insurance plans. Health insurance premiums are also difficult to project because they are based

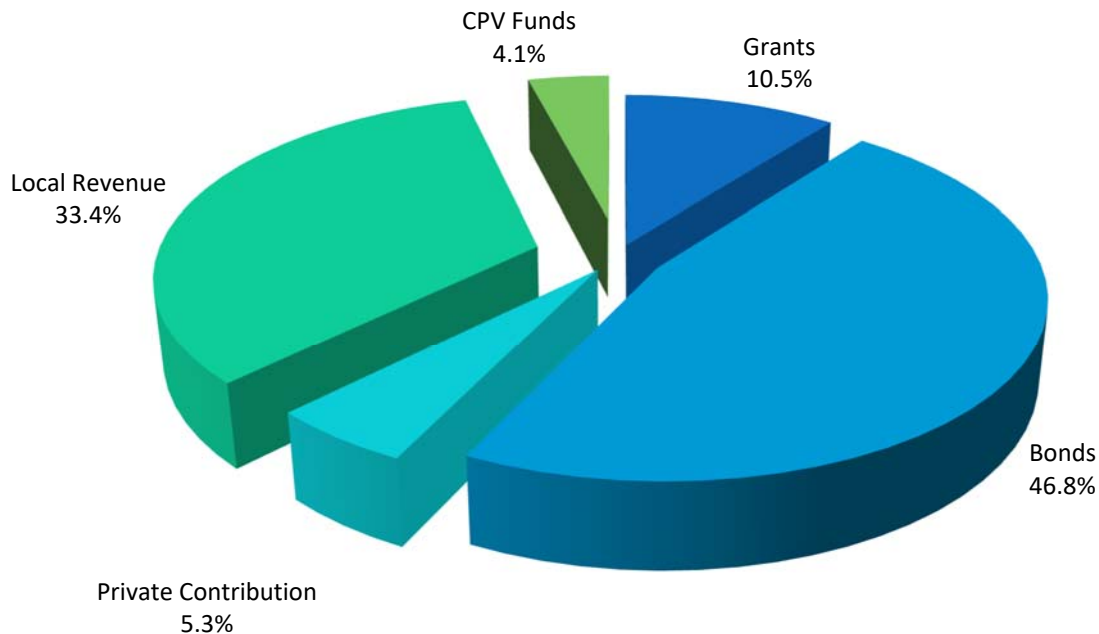
on the claims experience of the health insurance plans, the type of coverage selected by the employee and vacancies. Three of City's plans offer different levels of coverage with different premiums and the other two offer a "one size fits all" coverage with a uniform premium. Since the annual cost of health insurance premiums range between \$10,776 and \$32,364, vacancies can have a significant impact on the City's total outlay for health insurance benefits for its employees

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 4.3% of operating expenditures. The amount requested for supplies in 2021 is \$173,188 less than the amount requested in 2020. This decrease is being driven by the efforts to control costs during the COVID-19 pandemic.

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 19.6% of operating expenditures. The amount requested for contractual and purchased services in 2021 is \$436,387, or 5.2%, more than the amount requested in 2020. The new solid waste transport and disposal contract and the rising cost of insurance premiums accounted for most of the increases.

Capital Outlay: The amount requested for major capital outlay has been programmed to decrease by \$5.1 million to \$12.3 million. The amount requested for minor capital outlay has decreased by \$89,415 to \$249,180. The chart below identifies the source of funding for the capital projects proposed for 2021. For more information regarding the City's capital spending plans for 2021, please see the 2021 – 2025 Capital Improvement Program.

Source of Funding for 2021 Capital Budget



Debt Service: Debt service accounts for 14.1% of operating expenses. The amount requested for debt service in 2021 is \$6,345,763, or \$165,439, less than the amount requested in 2020. The refunding of the 2010 Fire Station GO Bond and a better than expected interest rate on the fire apparatus lease lowered the City's annual debt service requirements. No new debt service has been planned for 2021. 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 2021, \$9.13 million has been programmed for transfers out from other funds and nothing has been programmed for advances.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Transfers Out:				
General Fund	\$ 910,301	\$ 917,502	\$ 860,057	\$ 875,332
Hospital Sales Tax Fund	2,990,200	2,988,324	2,988,324	2,988,199
Public Works Sales Tax Fund	2,087,106	2,357,823	2,329,474	2,310,604
Transient Tax Fund	646,384	832,167	680,954	473,955
Marijuana Sales Tax Fund		262,584	262,584	200,000
Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000
Shoreline Fund	6,374	6,374	6,374	6,374
CPV Special Revenue Fund	1,543,187	2,127,768	1,013,679	1,744,760
Port Enterprise Fund	521,051	522,000	522,000	522,000
	-			
Total	<u>\$ 8,709,603</u>	<u>\$ 10,019,542</u>	<u>\$ 8,668,446</u>	<u>\$ 9,126,224</u>

The transfers out of one fund to another have been programmed to decrease by \$896,318. Transfers out from the CPV Special Revenue Fund have decreased by \$383,008 because a self-imposed limit has been placed on spending CPV funds. If the COVID-19 pandemic continues to disrupt the plans of the cruise lines to resume sailings to Alaska, the Port Enterprise Fund may not be able to meet its debt service and Berth IV lease obligations. If this occurs the City is planning to use funds from the CPV Special Revenue Fund to pay for debt service and the lease. Transfers out from the Transient Tax Fund decreased by \$358,212 because the City has put in place a moratorium on capital spending for the Civic Center that was being funded by the Transient Tax Fund.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2021 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 seven funds listed above account for \$39.6 million, or 91.7%, of the City of Ketchikan's total operating revenue, \$38.4 million, or 85.6%, of the City's total operating expenditures and 100% of all general government personnel. For information about the KPU Enterprise Fund, please see the 2021 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:

- 154.07 of the City's 183.07 general government employees and 82.2% of its annual general government payroll;
- 41.6% of the City's annual operating revenues for general government; and
- 52.4% of the City's annual operating expenses for general government

A summary of the proposed 2021 Budget for the General Fund, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Taxes:				
Property	\$ 5,713,029	\$ 6,264,493	\$ 5,779,265	\$ 5,890,980
Sales	4,805,540	5,193,043	3,205,000	4,184,000
Other	43,364	47,500	40,000	40,000
Total Taxes	10,561,933	11,505,036	9,024,265	10,114,980
PILOT	1,209,726	1,294,900	1,209,000	1,209,000
Licenses and Permits	178,309	131,700	126,700	126,700
Intergovernmental	324,563	270,950	2,963,023	383,705
Charges for Services	2,104,293	2,460,575	1,791,335	2,160,803
Fines & Forfeitures	108,223	120,000	44,500	82,500
Other	332,253	181,000	180,000	138,336
Interdepartmental Charges	3,149,500	3,857,332	3,600,321	3,730,741
Total Revenues	17,968,800	19,821,493	18,939,144	17,946,765
Transfers In - Sales Tax Funds	2,445,028	2,451,950	2,438,870	2,420,000
Transfers In - Transient Tax	389,451	446,002	486,675	470,955
Transfers In - Marijuana Tax		262,584	262,584	200,000
Transfers In - Other Funds	11,374	165,500	165,500	303,334
Total Revenues and Transfers	20,814,653	23,147,529	22,292,773	21,341,054
Expenditures				
Personnel Services	15,821,202	19,295,871	17,384,405	18,952,431
Supplies	1,204,531	1,347,836	1,245,800	1,202,140
Contract & Purchased Services	2,420,942	2,964,096	2,692,776	2,678,669
Capital Outlay - Minor	226,505	227,095	203,988	136,380
Public Safety Grants	88,381	30,000	69,538	166,047
Interdepartmental Charges	227,201	351,996	325,607	391,809
In-Kind Services	-	-	-	11,336
Capital Outlay - Major	83,411	150,000	150,000	18,000
Total Expenditures	20,072,173	24,366,894	22,072,114	23,556,812
Transfers Out	910,301	917,502	860,057	875,332
	20,982,474	25,284,396	22,932,171	24,432,144
Surplus (Deficit)	<u>\$ (167,821)</u>	<u>\$ (2,136,867)</u>	<u>\$ (639,398)</u>	<u>\$ (3,091,090)</u>
Reserves at December 31	<u>\$ 6,755,622</u>	<u>\$ 3,950,017</u>	<u>\$ 6,116,224</u>	<u>\$ 3,025,134</u>
Number of Employees	<u>147.82</u>	<u>154.07</u>	<u>154.07</u>	<u>154.07</u>

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 \$13.2 million of tax revenues has been programmed to finance 54.1% of the General Fund's \$24.4 million budget for 2021. Charges for services and interdepartmental revenues have been forecasted to finance \$5.9 million, or 24.1% of the General Fund's 2021 Budget. For more information about tax revenues and charges for services, see pages B-9, B-10, B-11, B-12, B-13, and B-14.

The biggest expenditure of the General Fund is personnel services, which amounts to \$19 million and accounts for 77.6% of the General Fund's proposed budget for 2020. Since the General Fund's labor

force is relatively static, the primary factors impacting costs are step increases, cost of living adjustments, staff turnover, retirement and health insurance costs. Employer contribution rates for retirement plans have remained unchanged since 2013. The cost of employee benefits is approximately 57.3% of compensation. For more information about the cost of personnel services, see page B-17, B-18 and B-19.

Although a deficit of \$3 million has been programmed for the General Fund in 2021, it is highly unlikely that it will materialize because the City rarely comes close to spending all the appropriations of the General Fund. For the past five years, the City has spent, on average about 91% of the General Fund's annual appropriations. If this trend continues in 2021, the actual deficit will be about \$971,000. It is, however, not certain that this trend will continue because the proposed budget for the General Fund for 2021 is much leaner than prior year budgets because of the efforts to reduce spending in 2021 in response to the COVID-19 pandemic. The amount of appropriations requested for the General Fund for 2021 is \$852,252 less than the amount requested for 2020. This increases the odds the City will spend more than 91% of the General Fund's appropriation. Given the uncertainty of the COVID-19 pandemic, the most likely outcome is that the General Fund will realize at least a deficit of \$971,000 in 2021 and the odds of the deficit exceeding that amount are higher than management would like to see.

Under the City's fund balance policy, which requires reserves of no less than 25% of expenditures, reserves at the end of 2021 should amount to \$6.1 million in order to be in compliance with the policy. The projection for reserves based on the assumption that all appropriations will be spent by the end of 2021 is \$3.02 million.

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 \$5.3 million. Transfers are also made to the Community Grant Fund to support the City's Community Grant Program.

A summary of the proposed 2021 Budget for the Public Works Sales Tax Fund, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Sales Taxes	\$ 4,805,540	\$ 5,193,043	\$ 3,205,000	\$ 4,184,000
Other	110,160	94,000	54,200	17,200
Total Revenues	<u>4,915,700</u>	<u>5,287,043</u>	<u>3,259,200</u>	<u>4,201,200</u>
Expenditures				
General Government	-	20,000	-	20,000
Fire and Police	1,038,258	1,067,033	680,657	400,122
Library, Museum and Civic Center	32,366	85,962	52,195	205,000
Public Works	1,738,112	2,477,462	1,592,809	1,216,745
Port and Harbors			67,000	
Transfers to General Fund	2,025,028	2,031,950	2,018,870	2,000,000
Transfers to Community Grant Fund	56,250	57,938	57,938	57,938
Transfers to CPV Capital Improv. Fund	5,828	-	-	-
Transfers to GO Debt Service Fund	-	267,935	252,666	252,666
Total Expenditures	<u>4,895,842</u>	<u>6,008,280</u>	<u>4,722,135</u>	<u>4,152,471</u>
Surplus (Deficit)	<u>\$ 19,858</u>	<u>\$ (721,237)</u>	<u>\$ (1,462,935)</u>	<u>\$ 48,729</u>
Reserves at December 31	<u>\$ 4,763,882</u>	<u>\$ 3,798,998</u>	<u>\$ 3,300,947</u>	<u>\$ 3,349,676</u>

The proposed budget for the Public Works Sales Tax Fund is expected to generate a surplus of \$48,729. Approximately 44.4% 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 partially 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 6.6 mils.

The Public Works Sales Tax Fund is projected to end 2021 with \$3.3 million in reserves. Management recommends no less than \$2.9 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 **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 6.6 mills. The fund is also used to cover the cost of major maintenance that may be required for the Ketchikan Medical Center and funding for the Community Grant Program.

A summary of the proposed 2021 Budget for the Hospital Sales Tax Fund, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Sales Taxes	\$ 3,203,694	\$ 3,462,029	\$ 2,136,000	\$ 2,789,000
Other	138,542	73,500	39,500	11,700
Total Revenues	<u>3,342,236</u>	<u>3,535,529</u>	<u>2,175,500</u>	<u>2,800,700</u>
Expenditures				
Health Care Operations	249,888	338,140	500,140	355,140
Health Care Facility Improvements				110,000
Transfers to General Fund	420,000	420,000	420,000	420,000
Transfers to Community Grant Fund	37,500	38,624	38,624	38,624
Transfers to GO Debt Service Fund	2,532,700	2,529,700	2,529,700	2,529,575
Total Expenditures	<u>3,240,088</u>	<u>3,326,464</u>	<u>3,488,464</u>	<u>3,453,339</u>
Surplus (Deficit)	<u>\$ 102,148</u>	<u>\$ 209,065</u>	<u>\$ (1,312,964)</u>	<u>\$ (652,639)</u>
Reserves at December 31	<u>\$ 4,541,921</u>	<u>\$ 4,641,549</u>	<u>\$ 3,228,957</u>	<u>\$ 2,576,318</u>

A deficit of \$652,639 has been programmed for the Hospital Sales Tax Fund for 2021 and end of the year reserves have been projected to total \$2.6 million. Currently, 90.6% 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. In 2020, the percentage was 73.1%. As sales tax revenues decline due to the COVID-19 pandemic, debt service on the 2014 Bond is requiring a larger share of the annual sales tax revenues. 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 \$2.6 million, the City has enough in reserves for 1.01 times annual debt service. This is a decrease from 1.83 times annual debt service in 2020. 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 \$458,624 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 2021 Budget for the **Small Boat Harbor Fund**, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Charges for Services	\$ 1,568,936	\$ 1,579,000	\$ 1,500,128	\$ 1,599,500
Shared Fisheries Tax	10,654	10,000	2,094	5,000
Other	30,585	24,600	11,800	4,700
Total Revenues	1,610,175	1,613,600	1,514,022	1,609,200
Expenditures				
Personnel Services	594,141	677,569	626,110	682,786
Supplies	60,145	80,890	52,840	75,075
Contract/Purchased Services	331,481	352,940	279,852	335,045
Minor Capital Outlay	2,629	14,050	450	12,400
Major Capital Outlay		30,000	180,000	-
Interdepartmental Charges	188,201	239,070	215,460	252,870
Debt Service	350,550	347,175	347,175	348,550
Transfers to the Harbor Construction Fund	79,956	-	-	-
Total Expenditures	1,607,103	1,741,694	1,701,887	1,706,726
Surplus (Deficit)	\$ 3,072	\$ (128,094)	\$ (187,865)	\$ (97,526)
Reserves at December 31	\$ 963,956	\$ 732,927	\$ 776,091	\$ 678,565
Number of Employees	5.20	5.20	5.20	5.20

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's ability to support capital spending is currently limited to minor capital outlay. The current rate structure is not adequate to support major capital outlay. If there are no plans to increase rates in the immediate future to support capital spending, the Harbor Department will have to rely on the proceeds from the State's raw fish tax, grants and/or 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 eventually 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 year, 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 in order to keep rate increases stable and avoid unnecessary spikes in the rates. The fund is projected to incur a deficit of \$97,526 in 2021 and end the year with a fund balance of \$678,565. The City's fund balance policy requires \$1,619,000. Although

the fund is not in compliance with the City's fund balance policy, its financial picture has improved significantly since the 2000s when the reserves of the Small Boat Harbor Fund were as low as \$86,076.

A summary of the proposed 2021 Budget for the **Solid Waste Services Fund**, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Charges for Services	\$ 3,242,406	\$ 3,251,000	\$ 3,093,330	\$ 3,485,610
Other	28,266	36,000	12,900	2,560
Total Revenues	<u>3,270,672</u>	<u>3,287,000</u>	<u>3,106,230</u>	<u>3,488,170</u>
Expenditures				
Personnel Services	1,085,696	1,263,907	1,182,590	1,248,603
Supplies	262,113	253,470	231,040	243,280
Contract/Purchased Services	1,278,444	1,336,945	1,399,525	1,566,466
Minor Capital Outlay	6,421	27,450	25,900	25,900
Major Capital Outlay	188,656	365,000	311,356	40,000
Interdepartmental Charges	368,556	501,230	435,690	477,150
Total Expenditures	<u>3,189,886</u>	<u>3,748,002</u>	<u>3,586,101</u>	<u>3,601,399</u>
Surplus (Deficit)	<u>\$ 80,786</u>	<u>\$ (461,002)</u>	<u>\$ (479,871)</u>	<u>\$ (113,229)</u>
Reserves at December 31	<u>\$ 1,888,728</u>	<u>\$ 1,184,587</u>	<u>\$ 1,408,857</u>	<u>\$ 1,295,628</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. Bonds can also be issued to fund capital improvements.

A deficit of \$113,229 has been programmed for the Solid Waste Services Fund for 2021. The deficit is the result of rising operating costs. Recently, the City entered into a new agreement for the transport and disposal of putrescible solid waste to regional landfill in Washington State. The new agreement increased annual operating costs by \$248,000. Rate increases were approved by the City Council in 2020 to cover these added costs. The new rates have been projected to increase revenues by \$235,000. Operating revenues are almost sufficient to fund operating expenses, but are they not able to fund a meaningful capital improvement program. Management recommends an additional review of solid waste fees in order to ensure that the Solid Waste Services Fund is generating sufficient reserves to address some of the capital needs of the municipal solid waste landfill.

The Solid Waste Services Fund has sufficient reserves to absorb this deficit for 2021. The fund is projected to have reserves totaling \$1.3 million on hand by the end of 2021. The minimum amount recommended under the City's fund balance policy is \$1.2 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 2021 Budget for the **Wastewater Fund**, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Charges for Services	\$ 3,427,454	\$ 3,471,000	\$ 3,441,000	\$ 3,446,000
Grants and Bond Proceeds		4,953,732	280,000	4,674,500
Other	35,894	20,000	16,000	2,100
Total Revenues	<u>3,463,348</u>	<u>8,444,732</u>	<u>3,737,000</u>	<u>8,122,600</u>
Expenditures				
Personnel Services	832,294	946,966	883,840	955,648
Supplies	205,421	282,675	282,175	262,050
Contract/Purchased Services	362,008	442,110	442,610	405,060
Minor Capital Outlay	49,395	62,500	62,500	59,000
Major Capital Outlay	568,117	5,548,732	760,131	5,319,531
Interdepartmental Charges	481,439	631,630	536,990	624,030
Debt Service	159,989	162,828	81,416	162,828
Payment in Lieu of Taxes	80,000	86,100	80,000	80,000
Total Expenditures	<u>2,738,663</u>	<u>8,163,541</u>	<u>3,129,662</u>	<u>7,868,147</u>
Surplus (Deficit)	<u>\$ 724,685</u>	<u>\$ 281,191</u>	<u>\$ 607,338</u>	<u>\$ 254,453</u>
Reserves at December 31	<u>\$ 2,422,311</u>	<u>\$ 2,376,785</u>	<u>\$ 3,029,649</u>	<u>\$ 3,284,102</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 2021. As result, revenues for 2021 will be comparable to 2020. 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 \$5.3 million has been programmed for 2021. Of this amount, \$4.7 million will be financed from the issuance of debt. For more information about the proposed capital program, please see the Wastewater Division's 2021 – 2025 Capital Improvement Program. The fund is expected to generate a surplus of \$254,453 in 2021 and end the year with \$3.3 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 2021 satisfies the City's fund balance policy.

A summary of the proposed 2021 Budget for the **Port Fund**, with a comparison to 2020 and 2019 is provided below.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
Revenues				
Charges for Services	\$ 10,751,929	\$ 11,465,680	\$ 70,420	\$ 6,029,475
Grants and Bond Proceeds	1,556,479	-		
Transfers In - CPV	1,421,046	616,160		500,000
Advances		426,209	365,027	379,627
Other	304,911	163,000	132,607	44,854
Total Revenues	<u>14,034,365</u>	<u>12,671,049</u>	<u>568,054</u>	<u>6,953,956</u>
Expenditures				
Personnel Services	1,141,626	1,313,507	535,740	1,024,939
Supplies	76,399	95,595	59,335	52,495
Contract/Purchased Services	431,409	657,310	342,530	597,435
Berth IV Lease	2,745,205	2,823,000	2,315,000	1,821,000
Minor Capital Outlay	3,308	7,500	3,500	5,500
Major Capital Outlay	7,755,476	726,644	319,484	519,000
Interdepartmental Charges	337,681	484,320	455,940	494,430
Debt Service	2,235,263	2,236,000	2,236,000	2,234,750
Property Taxes	483,396	522,200	483,375	484,000
Transfer to Port R&R Fund	522,000	522,000	522,000	522,000
Total Expenditures	<u>15,731,763</u>	<u>9,388,076</u>	<u>7,272,904</u>	<u>7,755,549</u>
Surplus (Deficit)	<u>\$ (1,697,398)</u>	<u>\$ 3,282,973</u>	<u>\$ (6,704,850)</u>	<u>\$ (801,593)</u>
Reserves at December 31	<u>\$ 10,820,983</u>	<u>\$ 13,691,985</u>	<u>\$ 4,116,133</u>	<u>\$ 3,314,540</u>
Number of Employees	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>

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

The COVID-19 pandemic severely impacted the finances of the Port Enterprise Fund. At the beginning of 2020, the Port Enterprise Fund was well positioned to receive a record 1,260,000 passengers, generate a surplus of \$3.28 million and conclude the year with \$13.7 million in reserves. The cancellation of the 2020 cruise season showed how dependent the Port and community are on a vibrant and growing tourism industry. As a result of the cancellation of the season, operating revenues

decreased from a projected \$11.5 million to \$70,420 and will conclude 2020 with an estimated \$4.1 million in reserves.

Due to the uncertainty that the COVID-19 pandemic has created, it is not clear if there will be a 2021 cruise ship season. If the season does take place, it is too early to determine how it will be rolled out because the cruise lines are still reviewing their options and U.S. and Canadian governments will have a major say in how the cruise ships can be operated. The 2021 Budget for the Port Enterprise Fund was based on the premises that the cruise lines will be able to operate in Southeast Alaska in 2021 albeit in a limited capacity. The key assumptions are:

- Twenty-five percent of the traffic will be diverted to the berthing facilities at Ward Cove.
- The cruise lines will reduce their port of calls and passengers volumes by 50%.

The cruise lines are considering three possible operating scenarios. They are:

- Voyages to Southeast Alaska with no port of calls.
- Voyages to Southeast Alaska with port of calls and limited shore excursions.
- Voyage to Southeast Alaska with port of calls and shore excursions within a contained bubble.

The first option would severely impact the Port and the community. It would result in no revenues for the port and no sales tax revenues for the local governments. The second and third options would be advantageous for Port because it would realize operating revenues and State CPV funds. The third option would be the most advantageous for the local governments because the most sales tax revenue would be generated under this option but it would also be riskiest option from a public health perspective. The 2021 Budget for the Port Enterprise Fund assumes that the second option will be the option selected by the cruise lines.

Based on the second option, the Port Fund is projected to have reserves totaling \$3.3 million on hand by the end of 2021. The minimum reserve balance for the Port is \$5.7 million. This includes an operating contingency of \$1.9 million, a capital reserve contingency of \$1.5 million and a debt service contingency of \$2.3 million. Although the City is not required by its bond covenants, 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. Due to the financial impact of the COVID-19 pandemic, the proposed budget for the Port Fund for 2021 does not satisfy the City's fund balance policy.

If there is no cruise season in 2021 or if the cruise industry selects the first option discussed previously, this will create some financial challenges for the City. Under the first option, the reserves of the Port Enterprise Fund on January 1, 2021 will amount to \$4.1 million and that will be the extent of the financial resource available to cover its operating costs for the duration of 2021. While there are some opportunities to further reduce the 2021 spending plan for the Port, there is significant amount of fixed

costs that must be covered. At a minimum the Port will need \$4.1 million just to cover its annual debt service and Berth IV lease payments. In addition, the Port will need to pay for insurance, taxes and a minimum amount of maintenance in order to protect its investment in infrastructure. Under the first option, the City needs to be prepared to look for financial resources outside of Port Enterprise Fund in order to help the Port meet its financial obligations. The CPV Special Revenue Fund is currently projected to end 2021 with approximately \$5.2 million in reserves. The City Council is strongly urged to consider dedicating those funds to assist the Port in meeting its financial obligations for 2021 and beyond if the pandemic continues to impact the tourism industry.

CAPITAL IMPROVEMENT PROGRAM

The proposed 2021- 2025 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, 2025 is \$62.7 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2021 General Government Operating and Capital Budget. The cost of the 2021 Capital Budget is \$12.3 million, of which \$2.9 million will be funded from local revenues. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

DEBT MANAGEMENT

In 2021, the City will have to fund the annual debt service for nine general obligation bonds totaling \$50,791,046, three revenue bond issues totaling \$23,714,406 and one capital lease totaling \$1,421,433. The table below summarizes the City's 13 outstanding debt issues and their annual debt service requirements.

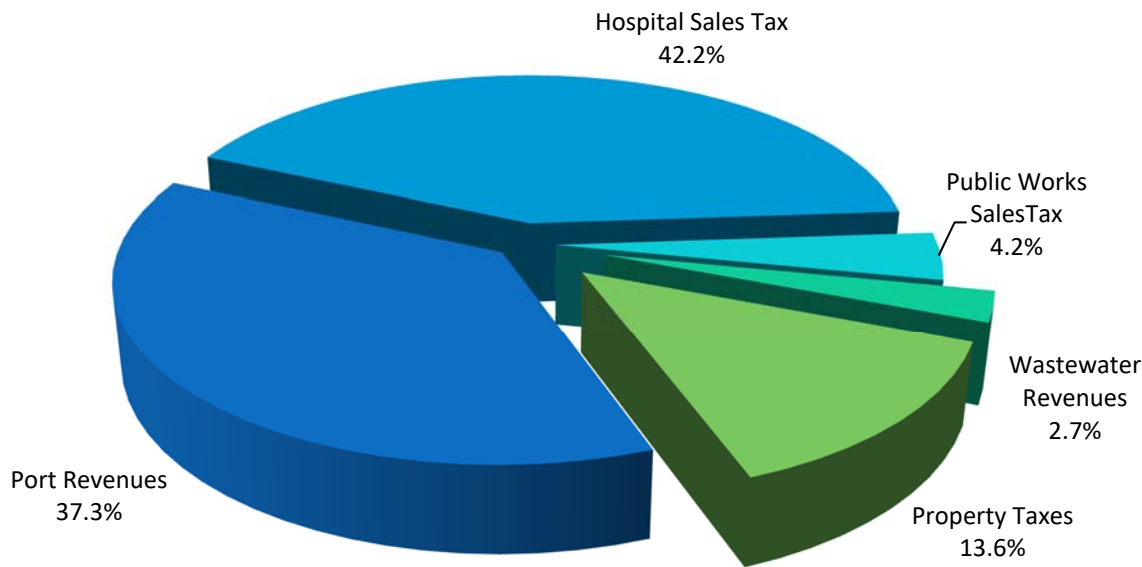
Issue	Balance Jan 1, 2021	Final Maturity	Type	Annual Debt Service Requirements		
				2020 Budget	2020 Estimate	2021 Budget
2016 Port Refund	\$ 23,195,000	2035	Revenue	\$ 2,236,000	\$ 2,236,000	\$ 2,234,750
Wastewater 481011	574,006	2032	GO	52,447	26,224	52,447
Wastewater 481071	218,412	2033	GO	17,933	8,967	17,933
Wastewater 481072	224,895	2033	GO	18,465	9,233	18,465
Wastewater 481101	508,733	2035	GO	36,907	18,454	36,908
Wastewater 481111	218,379	2033	Revenue	17,930	8,965	17,930
Wastewater 481031	301,027	2038	Revenue	19,146	9,573	19,145
2010 Fire Station	3,545,000	2030	GO	605,920	494,660	457,250
2012 Library	3,245,000	2031	GO	361,644	364,644	360,144
2014 Harbor	2,155,000	2034	GO	202,925	202,925	202,550
2014 Hospital	38,800,000	2043	GO	2,529,700	2,529,700	2,529,575
2016 Harbor	1,520,000	2036	GO	144,250	144,250	146,000
2019 Fire Lease	1,421,433	2027	Lease	267,935	252,666	252,666
Total	<u>\$ 75,926,885</u>			<u>\$ 6,511,202</u>	<u>\$ 6,306,261</u>	<u>\$ 6,345,763</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 and the Fire Equipment Lease was issued through Bank of America. 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%.

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

Source	Amount
Port Revenues	\$ 2,234,750
Hospital Sales Tax	2,529,575
Public Works SalesTax	252,666
Wastewater Revenues	162,828
Property Taxes	817,394
Harbor Revenues	348,550
Total	<u>\$ 6,345,763</u>

Source of Funding for 2021 Debt Service



Total annual debt service in the amount of \$6,345,763 has been programmed in the 2021 Budget. On January 1, 2021 the total debt service required to maturity, including interest of \$35,664,661, will be \$111,591,546. 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 2021 Budget allows for the continuation of basic local government services under COVID-19 pandemic conditions without unnecessarily increasing the tax burden on the citizens of the City of Ketchikan or raising their utility rates. It is a fiscally responsible spending plan that employs a number of strategies to ensure that cash flows will be sufficient to permit the City to continue operations throughout the year. These strategies included using reserves to cover revenue shortfalls, deferring capital spending and reducing operating costs.

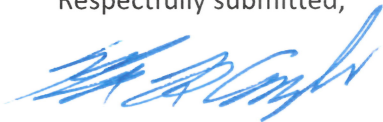
A secondary goal for this budget was to ensure that the City would have sufficient reserves on hand at the end of 2021 that could be used in 2022 to balance the City's budget for that year in the event that the COVID-19 pandemic continues to create a public health emergency. The draft 2021 General Government Operating and Capital Budget does not achieve this secondary objective. Given the uncertainty of COVID-19 and the impacts that achieving this goal could have on the community and the City's workforce, management felt that further input and direction from the City Council was needed. Management has developed some strategies for how the City might achieve this goal that will be introduced to the City Council in the form of budget updates during budget deliberations. The City Council may want to incorporate some of these strategies into the 2021 Budget or use them as presented or modified as part of an action plan that would be implemented later in 2021 when more

definitive information becomes available about the course of the pandemic and how the tourism industry will respond. Even if Ketchikan's tourism sector begins to rebound in 2021, management believes that further adjustment to the draft budget is necessary if the City is to have sufficient reserves as it begins preparing its spending plan for 2022.

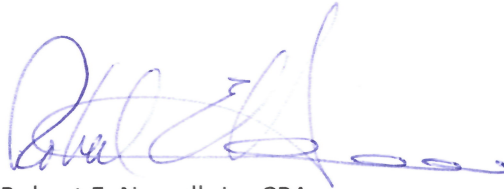
Over the next few weeks, the City Manager, the Finance Director and the department heads look forward to working with the City Council to develop a spending plan that ensures that the needs of the community stay in the forefront. By working together, staff is convinced that the challenges facing the 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 2021 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 Bixby, Senior General Government Accountant Patty Keeley, Senior Electric and Water Accountant Stan Aegerter, Treasury and Customer Service Supervisor Meghan Traudt, Capital Asset and Grant Accountant Cristina Doyle and Office Services Technician Meadow Muench. Without their efforts and dedication, it would not have been possible to deliver this document to you in a professional and timely manner.

Respectfully submitted,



Karl R. Amylon
City Manager



Robert E. Newell, Jr., CPA
Finance Director

(Note: This transmittal letter does not reflect any subsequent action taken by the City Council during its budget deliberations to modify the spending plan proposed for 2021.)

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY FUND
ALL FUNDS

Fund	Est Funds Available Jan 1, 2021	Revenues			Transfers In	Advances	Appropriations				Appropriated Reserves Dec. 31, 2021
		Operating	Capital Grants	Bond Proceeds			Operating	Capital	Transfers Out	Advances	
101 General	7,431,724	17,929,745			3,394,289		23,482,902	18,000	867,784		4,387,072
Special Revenue Tax Funds											
110 Hospital Sales Tax	3,228,957	2,800,700					355,140	110,000	2,983,170		2,581,347
111 Public Works Sales Tax	3,535,347	4,201,200						1,816,257	2,303,056		3,617,234
210 Transient Tax	526,928	345,800							470,955		401,773
211 Marijuana Sales Tax	57,574	291,100					146,000		200,000		2,674
Special Revenue Funds - Revenue Generating											
220 Solid Waste Services	1,421,857	3,488,171					3,560,399	40,000			1,309,628
240 Small Boat Harbor	776,089	1,609,200					1,706,206				679,083
250 Bayview Cemetery O & M	49,105	2,600							5,000		46,705
251 Bayview Development	23,319	10,100						2,500			30,919
252 Cemetery Endowment	22,893	1,200									24,093
Special Revenue Funds - Other											
112 Shoreline	101,410	100							6,374		95,136
117 Community Grant Fund	17,141	134,375			134,375		268,750				17,141
118 Economic & Parking Development	447,504	650					152,143				296,011
260 CPV Fund	7,011,170	4,900					30,000		1,656,960		5,329,110
280 US Marshall Property Seizure	174,294	160									174,454
290 Federal and State Grant		82,900	248,702				331,602				
Debt Service Funds											
410 GO Bond Debt Service					3,599,635		3,599,635				
Capital Project Funds											
310 Major Capital Improvements	73,748	150		3,120,000				2,350,000			843,898
320 Harbor Construction Fund	665,840	116,500	264,099					281,542			764,897
330 Community Facilities Development	2,215,207	2,400						231,600			1,986,007
340 Hospital Construction Fund	1,098,721	1,100						1,099,821			
360 CPV Capital Improvement Fund	2,529				865,000			865,000			2,529
Enterprise and Internal Service Funds											
505 Wastewater Services	3,104,249	3,448,100		4,674,500			2,547,856	5,319,531			3,359,462
510 Ketchikan Port Fund	4,116,133	6,074,329			500,000	379,627	6,713,299	519,000	522,000		3,315,790
511 Port Repair & Replacement Fund	4,879,500	2,400			522,000						5,403,900
610 Self-Insurance Fund	654,705	1,915,550					1,896,070				674,185
Total	41,635,943	42,463,430	512,801	7,794,500	9,015,299	379,627	44,790,002	12,653,251	9,015,299		35,343,048

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF RESERVES-All FUNDS
2015 - 2021

Fund							2020		Budget 2021
		2015	2016	2017	2018	2019	Budget	Estimate	
101	General	5,047,633	5,560,827	6,223,738	6,917,765	6,755,622	3,950,017	7,431,724	4,387,072
Special Revenue Funds - Tax									
110	Hospital Sales Tax	4,996,410	4,761,367	4,278,119	4,436,199	4,541,921	4,641,549	3,228,957	2,581,347
111	Public Works Sales Tax	4,765,718	4,636,830	4,816,165	4,428,518	4,763,882	3,798,998	3,535,347	3,617,234
210	Transient Tax	354,150	533,360	747,396	926,736	827,082	493,609	526,928	401,773
211	Marijuana Sales Tax	-	-	-	95,049	199,358	89,045	57,574	2,674
Special Revenue Funds - Revenue Generating									
220	Solid Waste Services	3,028,040	3,008,340	2,633,618	1,724,315	1,888,728	1,184,587	1,421,857	1,309,628
240	Boat Harbor	976,847	1,155,998	1,052,873	960,884	963,956	732,927	776,089	679,083
250	Bayview Cemetery O & M	58,353	54,759	53,201	52,603	51,205	49,353	49,105	46,705
251	Bayview Development	54,428	28,283	24,872	33,445	16,919	23,702	23,319	30,919
252	Cemetery Endowment	17,153	17,327	18,968	20,703	21,693	23,103	22,893	24,093
Special Revenue Funds - Other									
112	Shoreline	123,745	117,403	111,182	106,022	101,410	96,774	101,410	95,136
117	Community Grant	12,407	12,407	8	17,131	17,141	17,131	17,141	17,141
118	Economic and Parking Development	735,660	885,984	981,655	815,390	615,054	456,990	447,504	296,011
260	CPV Fund	(101,672)	1,802,683	2,794,666	4,284,199	5,263,981	5,588,991	7,011,170	5,329,110
280	US Marshall Property Seizure	167,552	174,097	182,929	141,587	169,594	137,727	174,294	174,454
290	Federal State and Grant	-	-	-	-	-	-	-	-
Debt Service Funds									
410	GO Bond Debt Service	-	-	-	-	-	-	-	-
Capital Improvement Funds									
310	Major Capital Improvements	84,457	74,621	74,621	66,167	72,648	68,467	73,748	843,898
320	Harbor Construction	980,592	400,182	404,924	399,323	663,547	394,024	665,840	764,897
330	Community Facilities Development	2,794,118	2,894,708	2,793,453	2,580,225	2,534,425	1,732,772	2,215,207	1,986,007
340	Hospital Construction	5,042,900	1,547,992	1,406,896	1,277,669	1,229,741	27,864	1,098,721	-
360	CPV Capital Improvement	-	-	-	436	2,529	456	2,529	2,529
Enterprise and Internal Service Funds									
505	Wastewater	1,587,673	863,163	1,239,406	1,509,861	2,422,311	2,376,785	3,104,249	3,359,462
510	Port	6,546,794	8,069,793	4,897,863	8,960,132	10,820,983	13,691,985	4,116,133	3,315,790
511	Port Repair & Replacement	4,192,162	4,649,770	3,196,536	3,724,677	4,324,400	4,864,677	4,879,500	5,403,900
610	Self Insurance	502,023	515,393	625,409	639,341	630,445	635,151	654,705	674,185
Total All Funds		41,967,143	41,765,287	38,558,498	44,118,377	48,898,575	45,076,684	41,635,943	35,343,048

CITY OF KETCHIKAN, ALASKA
2021 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	7,431,724	3,228,957	3,535,347	101,410	17,141	447,504	526,928	57,574	1,421,857	776,089	49,105	23,319	22,893	7,011,170
Revenues														
Operating														
Taxes	10,114,980	2,796,500	4,195,500				345,000	291,000						
Payments in Lieu of Tax	1,209,000													
Licenses and Permits	126,700													
Intergovernmental	383,705									5,000				
Charges for Services	2,160,803								3,485,611	1,599,500	2,500	10,000	1,200	
Fines and Forfeitures	82,500									3,500				
Other Revenues	138,336	4,200	5,700	100	134,375	650	800	100	2,560	1,200	100	100		4,900
Bond Proceeds														
Interdepartmental Charges	3,713,721													
Total Operating Revenues	17,929,745	2,800,700	4,201,200	100	134,375	650	345,800	291,100	3,488,171	1,609,200	2,600	10,100	1,200	4,900
Other														
Capital Grants														
Bond Proceeds														
Transfers In	3,394,289				134,375									
Interfund Advances														
Total Revenues	21,324,034	2,800,700	4,201,200	100	268,750	650	345,800	291,100	3,488,171	1,609,200	2,600	10,100	1,200	4,900
Funds Available	28,755,758	6,029,657	7,736,547	101,510	285,891	448,154	872,728	348,674	4,910,027	2,385,289	51,705	33,419	24,093	7,016,070
Expenditures														
Mayor Council	198,140				268,750			146,000						
Law	371,946													
Clerk	329,275													
Manager	790,912													
Finance	2,200,261		20,000											
Information Technology	1,076,863													
Fire	4,009,485													
Police	6,163,234		374,512											
Library	1,430,210													
Museum	1,093,389		205,000											
Civic Center	520,955													
Tourism & Economic Development						152,143								30,000
Public Health	14,325	465,140												
Public Works-Engineering	2,139,361		70,000											
Public Works-Streets	1,785,577		1,048,745											
Public Works-Solid Waste									3,600,399					
Public Works-Cemetery	98,370											2,500		
Public Works-Garage	673,104		68,000											
Public Works-Wastewater														
Public Works-Building Maintenance	605,495		30,000											
Small Boat Harbors										1,706,206				
Port														
Risk Management														
Debt Service														
Transfers	867,784	2,983,170	2,303,056	6,374			470,955	200,000			5,000			1,656,960
Total Expenditures	24,368,686	3,448,310	4,119,313	6,374	268,750	152,143	470,955	346,000	3,600,399	1,706,206	5,000	2,500		1,686,960
Ending Reserves, December 31	4,387,072	2,581,347	3,617,234	95,136	17,141	296,011	401,773	2,674	1,309,628	679,083	46,705	30,919	24,093	5,329,110

CITY OF KETCHIKAN, ALASKA
2021 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	174,294		73,748	665,840	2,215,207	1,098,721	2,529		3,104,249	4,116,133	4,879,500	654,705	41,635,943
Revenues													
Operating													
Taxes													17,742,980
Payments in Lieu of Tax													1,209,000
Licenses and Permits													126,700
Intergovernmental				115,500									504,205
Charges for Services									3,446,000	6,029,475			16,735,089
Fines and Forfeitures													86,000
Other Revenues	160	82,900	150	1,000	2,400	1,100			2,100	44,854	2,400	19,480	449,665
Bond Proceeds													
Interdepartmental Charges												1,896,070	5,609,791
Total Operating Revenues	160	82,900	150	116,500	2,400	1,100			3,448,100	6,074,329	2,400	1,915,550	42,463,430
Other													
Capital Grants		248,702		264,099									512,801
Bond Proceeds			3,120,000						4,674,500				7,794,500
Transfers In							865,000	3,599,635		500,000	522,000		9,015,299
Interfund Advances										379,627			379,627
Total Revenues	160	331,602	3,120,150	380,599	2,400	1,100	865,000	3,599,635	8,122,600	6,953,956	524,400	1,915,550	60,165,657
Funds Available	174,454	331,602	3,193,898	1,046,439	2,217,607	1,099,821	867,529	3,599,635	11,226,849	11,070,089	5,403,900	2,570,255	101,801,600
Expenditures													
Mayor Council													612,890
Law													371,946
Clerk													329,275
Manager													790,912
Finance													2,220,261
Information Technology													1,076,863
Fire			250,000										4,259,485
Police		331,602											6,869,348
Library													1,430,210
Museum					231,600								1,529,989
Civic Center													520,955
Tourism & Economic Development							865,000						1,047,143
Public Health						1,099,821							1,579,286
Public Works-Engineering													2,209,361
Public Works-Streets			2,100,000										4,934,322
Public Works-Solid Waste													3,600,399
Public Works-Cemetery													100,870
Public Works-Garage													741,104
Public Works-Wastewater									7,867,387				7,867,387
Public Works-Building Maintenance													635,495
Small Boat Harbors				281,542									1,987,748
Port										7,754,299			7,754,299
Risk Management												1,896,070	1,896,070
Debt Service								3,599,635					3,599,635
Transfers													8,493,299
Total Expenditures		331,602	2,350,000	281,542	231,600	1,099,821	865,000	3,599,635	7,867,387	7,754,299		1,896,070	66,458,552
Ending Reserves, December 31	174,454		843,898	764,897	1,986,007		2,529		3,359,462	3,315,790	5,403,900	674,185	35,343,048

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	7,431,724	3,228,957	3,535,347	101,410	17,141	447,504	526,928	57,574	1,421,857	776,089	49,105	23,319	22,893	7,011,170
Revenues														
Taxes	10,114,980	2,796,500	4,195,500				345,000	291,000						
Payments in Lieu of Tax	1,209,000													
Licenses and Permits	126,700													
Intergovernmental	383,705									5,000				
Charges for Services	2,160,803								3,485,611	1,599,500	2,500	10,000	1,200	
Fines and Forfeitures	82,500									3,500				
Other Revenues	138,336	4,200	5,700	100	134,375	650	800	100	2,560	1,200	100	100		4,900
Bond Proceeds														
Interfund Advances														
Interdepartmental Charges	3,713,721													
Total Revenues	17,929,745	2,800,700	4,201,200	100	134,375	650	345,800	291,100	3,488,171	1,609,200	2,600	10,100	1,200	4,900
Transfers In														
Transfers From Other Funds	3,394,289				134,375									
Total Transfers In	3,394,289				134,375									
Funds Available	28,755,758	6,029,657	7,736,547	101,510	285,891	448,154	872,728	348,674	4,910,027	2,385,289	51,705	33,419	24,093	7,016,070
Expenditures														
Personnel Services	18,942,081								1,248,603	682,786				
Supplies	1,186,140	10,000							243,280	75,075				
Contract & Purchased Services	2,652,759	345,000			268,750	152,143		146,000	1,566,466	335,045				30,000
Capital Outlay - Minor	132,730								25,900	12,400				
In-kind Services	11,336													
Operating Grants - (Police & Fire)	166,047													
Interdepartmental Charges	391,809	140							476,150	252,350				
Debt Service										348,550				
Risk Management														
Payment In Lieu of Taxes														
Total Operating Expenditures	23,482,902	355,140			268,750	152,143		146,000	3,560,399	1,706,206				30,000
Capital Outlay - Major	18,000	110,000	1,816,257						40,000			2,500		
Transfers Out	867,784	2,983,170	2,303,056	6,374			470,955	200,000			5,000			1,656,960
Total Expenditures	24,368,686	3,448,310	4,119,313	6,374	268,750	152,143	470,955	346,000	3,600,399	1,706,206	5,000	2,500		1,686,960
Ending Reserves, December 31	4,387,072	2,581,347	3,617,234	95,136	17,141	296,011	401,773	2,674	1,309,628	679,083	46,705	30,919	24,093	5,329,110

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	174,294		73,748	665,840	2,215,207	1,098,721	2,529		3,104,249	4,116,133	4,879,500	654,705	41,635,943
Revenues													
Taxes													17,742,980
Payments in Lieu of Tax													1,209,000
Licenses and Permits													126,700
Intergovernmental		248,702		379,599									1,017,006
Charges for Services									3,446,000	6,029,475			16,735,089
Fines and Forfeitures													86,000
Other Revenues	160	82,900	150	1,000	2,400	1,100			2,100	44,854	2,400	19,480	449,665
Bond Proceeds			3,120,000						4,674,500				7,794,500
Interfund Advances										379,627			379,627
Interdepartmental Charges												1,896,070	5,609,791
Total Revenues	160	331,602	3,120,150	380,599	2,400	1,100			8,122,600	6,453,956	2,400	1,915,550	51,150,358
Transfers In													
Transfers From Other Funds							865,000	3,599,635		500,000	522,000		9,015,299
Total Transfers In							865,000	3,599,635		500,000	522,000		9,015,299
Funds Available	174,454	331,602	3,193,898	1,046,439	2,217,607	1,099,821	867,529	3,599,635	11,226,849	11,070,089	5,403,900	2,570,255	101,801,600
Expenditures													
Personnel Services									955,648	1,024,939			22,854,057
Supplies		6,536							262,050	52,495			1,835,576
Contract & Purchased Services		325,066							405,060	2,418,435			8,644,724
Capital Outlay - Minor									59,000	5,500			235,530
In-kind Services													11,336
Operating Grants - (Police & Fire)													166,047
Interdepartmental Charges									623,270	493,180			2,236,899
Debt Service								3,599,635	162,828	2,234,750			6,345,763
Risk Management												1,896,070	1,896,070
Payment In Lieu of Taxes									80,000	484,000			564,000
Total Operating Expenditures		331,602						3,599,635	2,547,856	6,713,299		1,896,070	44,790,002
Capital Outlay - Major			2,350,000	281,542	231,600	1,099,821	865,000		5,319,531	519,000			12,653,251
Transfers Out										522,000			9,015,299
Total Expenditures		331,602	2,350,000	281,542	231,600	1,099,821	865,000	3,599,635	7,867,387	7,754,299		1,896,070	66,458,552
Ending Reserves, December 31	174,454		843,898	764,897	1,986,007		2,529		3,359,462	3,315,790	5,403,900	674,185	35,343,048

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2017 - 2021

	2017	2018	2019	2020			2021 BUDGET	2020 ADOPTED-2021 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Operating Expenditures								
Mayor & Council	623,165	582,831	619,459	637,528	699,048	676,267	612,890	-3.86%
City Law	308,167	324,707	323,403	382,002	382,002	365,025	371,946	-2.63%
City Clerk	297,510	348,339	294,792	339,466	339,466	291,292	329,275	-3.00%
City Manager	689,507	760,968	700,430	884,841	892,841	839,188	790,912	-10.62%
Finance	1,941,069	1,956,927	2,028,568	2,285,239	2,285,239	2,161,990	2,200,261	-3.72%
Information Technology	818,906	863,511	921,561	1,066,349	1,066,349	1,029,580	1,058,863	-0.70%
Fire	3,462,576	3,329,906	3,475,062	4,188,719	4,220,888	3,844,007	4,009,485	-4.28%
Police	4,671,506	4,753,903	4,982,281	6,187,742	6,202,742	5,621,580	6,494,836	4.96%
Library	1,285,060	1,262,555	1,292,090	1,450,086	1,450,086	1,373,058	1,430,210	-1.37%
Museum	947,277	1,008,415	1,071,885	1,114,249	1,152,593	1,003,493	1,093,389	-1.87%
Civic Center	448,037	470,782	507,705	551,982	551,982	490,865	520,955	-5.62%
Tourism & Economic Development	162,450	162,450	215,945	289,490	289,490	172,450	182,143	-37.08%
Public Health	12,748	36,054	261,002	302,465	514,465	511,540	369,465	22.15%
PW-Engineering & Bldg Inspection	1,506,362	1,496,699	1,467,898	2,235,441	2,235,441	1,618,560	2,139,361	-4.30%
PW-Streets	1,565,350	1,512,644	1,557,904	1,909,482	1,909,382	1,612,095	1,785,577	-6.49%
PW-Solid Waste	2,930,537	3,022,227	3,001,230	3,383,002	3,456,002	3,261,745	3,560,399	5.24%
PW-Cemetery	78,267	83,663	77,539	91,630	91,630	90,270	98,370	7.36%
PW-Garage & Warehouse	499,626	437,620	567,668	677,091	677,091	658,702	673,104	-0.59%
PW-Wastewater	2,200,121	2,289,245	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	-2.56%
PW-Building Maintenance	415,001	482,799	508,253	627,142	633,032	574,242	605,495	-3.45%
Small Boat Harbors	1,428,871	1,446,549	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	-0.32%
Port Development	7,103,354	7,402,754	7,454,287	8,139,432	8,153,432	6,431,420	6,713,299	-17.52%
Risk Management	1,325,441	1,382,532	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	9.80%
Debt Service	3,553,543	3,506,643	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	-4.40%
Total Operating	38,274,451	38,924,723	39,964,134	46,561,880	47,021,703	41,778,937	44,790,002	-3.81%

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2017 - 2021

	2017	2018	2019	2020			2021 BUDGET	2020 ADOPTED-2021 % 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	4,630	-	-	20,000	20,000	-	20,000	0.00%
Information Technology	72,324	73,411	73,411	150,000	150,000	150,000	18,000	-88.00%
Fire	217,170	483,630	2,114,332	420,500	420,500	170,500	250,000	-40.55%
Police	460,638	203,827	595,387	646,533	646,533	275,757	374,512	-42.07%
Library	-	-	47,178	40,000	40,000	-	-	0.00%
Museum	235,764	398,892	74,318	880,815	880,815	118,413	436,600	-50.43%
Civic Center	148,310	245,332	256,933	386,165	386,165	194,279	-	-100.00%
Tourism & Economic Development	-	15,000	126,912	1,357,462	1,382,462	859,553	865,000	0.00%
Public Health	1,982,645	59,812	151,647	2,740,000	3,011,000	1,921,120	1,209,821	-55.85%
PW-Engineering & Bldg Inspection	219,377	81,697	227,072	267,000	267,000	36,000	70,000	-73.78%
PW-Streets	1,442,806	2,073,973	1,688,102	1,808,845	1,825,499	1,405,009	3,148,745	74.07%
PW-Solid Waste	596,467	1,097,328	188,656	365,000	365,000	311,356	40,000	-89.04%
PW-Cemetery	15,084	24,979	110,750	224,000	224,000	8,000	2,500	-98.88%
PW-Garage & Warehouse	46,347	-	60,173	132,200	132,200	127,800	68,000	NA
PW-Wastewater	479,188	678,635	568,117	5,548,732	5,578,432	760,131	5,319,531	-4.13%
PW-Building Maintenance	84,075	11,201	-	50,000	50,000	20,000	30,000	NA
Small Boat Harbors	277,483	299,171	84,456	1,689,110	2,180,897	1,600,778	281,542	-83.33%
Port Development	8,777,956	1,199,642	7,755,476	726,644	999,644	319,484	519,000	-28.58%
Total Capital	15,060,264	6,946,530	14,122,920	17,453,006	18,560,147	8,278,180	12,653,251	-27.50%

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2017 - 2021

	2017	2018	2019	2020			2021 BUDGET	2020 ADOPTED-2021 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Transfers Out								
Transfers/Advances to Other Funds	8,543,611	7,838,051	8,710,552	10,019,542	10,044,542	8,668,446	9,015,299	-10.02%
Total Transfers Out	8,543,611	7,838,051	8,710,552	10,019,542	10,044,542	8,668,446	9,015,299	-10.02%
Combined Operating, Capital and Transfers Out								
Mayor & Council	623,165	582,831	619,459	637,528	699,048	676,267	612,890	-3.86%
City Law	308,167	324,707	323,403	382,002	382,002	365,025	371,946	-2.63%
City Clerk	297,510	348,339	294,792	339,466	339,466	291,292	329,275	-3.00%
City Manager	689,507	760,968	700,430	884,841	892,841	839,188	790,912	-10.62%
Finance	1,945,699	1,956,927	2,028,568	2,305,239	2,305,239	2,161,990	2,220,261	-3.69%
Information Technology	891,230	936,922	994,972	1,216,349	1,216,349	1,179,580	1,076,863	-11.47%
Fire	3,679,746	3,813,536	5,589,394	4,609,219	4,641,388	4,014,507	4,259,485	-7.59%
Police	5,132,144	4,957,730	5,577,668	6,834,275	6,849,275	5,897,337	6,869,348	0.51%
Library	1,285,060	1,262,555	1,339,268	1,490,086	1,490,086	1,373,058	1,430,210	-4.02%
Museum	1,183,041	1,407,307	1,146,203	1,995,064	2,033,408	1,121,906	1,529,989	-23.31%
Civic Center	596,347	716,114	764,638	938,147	938,147	685,144	520,955	-44.47%
Tourism & Economic Development	162,450	177,450	342,857	1,646,952	1,671,952	1,032,003	1,047,143	-36.42%
Public Health	1,995,393	95,866	412,649	3,042,465	3,525,465	2,432,660	1,579,286	-48.09%
PW-Engineering & Bldg Inspection	1,725,739	1,578,396	1,694,970	2,502,441	2,502,441	1,654,560	2,209,361	-11.71%
PW-Streets	3,008,156	3,586,617	3,246,006	3,718,327	3,734,881	3,017,104	4,934,322	32.70%
PW-Solid Waste	3,527,004	4,119,555	3,189,886	3,748,002	3,821,002	3,573,101	3,600,399	-3.94%
PW-Cemetery	93,351	108,642	188,289	315,630	315,630	98,270	100,870	-68.04%
PW-Garage & Warehouse	545,973	437,620	627,841	809,291	809,291	786,502	741,104	-8.43%
PW-Wastewater	2,679,309	2,967,880	2,738,663	8,163,541	8,193,241	3,055,062	7,867,387	-3.63%
PW-Building Maintenance	499,076	494,000	508,253	677,142	683,032	594,242	635,495	-6.15%
Small Boat Harbors	1,706,354	1,745,720	1,611,603	3,400,804	3,892,591	3,122,665	1,987,748	-41.55%
Port Development	15,881,310	8,602,396	15,209,763	8,866,076	9,153,076	6,750,904	7,232,299	-18.43%
Risk Management	1,325,441	1,382,532	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	9.80%
Debt Service	3,553,543	3,506,643	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	-4.40%
Transfers/Advances to Other Funds	8,543,611	7,838,051	8,710,552	10,019,542	10,044,542	8,668,446	9,015,299	-10.02%
Total Expenditures	61,878,326	53,709,304	62,797,606	74,034,428	75,626,392	58,725,563	66,458,552	-10.23%

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS
2017 - 2021

				2020			2021 BUDGET	2020 ADOPTED-2021 % INCR(DEC)
	2017	2018	2019	ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues								
Taxes								
Real Property	5,181,034	5,278,525	5,270,266	5,773,366	5,773,366	5,353,483	5,433,785	-5.88%
Business - Personal	378,973	377,081	399,066	441,127	441,127	400,782	407,195	-7.69%
Sales	11,921,608	12,464,226	12,814,774	13,848,115	13,848,115	8,546,000	11,157,000	-19.43%
Marijuana	97,152	190,549	534,075	532,000	532,000	375,000	345,000	-35.15%
Transient	552,867	544,305	215,857	254,000	254,000	265,000	291,000	14.57%
Other	104,016	110,564	112,104	118,000	118,000	84,000	109,000	-7.63%
Payments in Lieu of Tax	1,213,929	1,209,286	1,209,726	1,294,900	1,294,900	1,209,000	1,209,000	-6.63%
Licenses and Permits	110,522	96,487	113,762	45,000	45,000	70,000	70,000	55.56%
Intergovernmental	10,612,212	3,769,839	5,269,363	4,724,005	5,209,469	8,512,213	1,017,006	-78.47%
Charges for Services								
General Fund Services	2,162,141	2,248,477	2,151,978	2,510,575	2,510,575	1,838,335	2,207,803	-12.06%
Solid Waste	3,145,652	3,170,321	3,242,406	3,251,000	3,251,000	3,093,330	3,485,611	7.22%
Wastewater	3,048,015	3,227,601	3,427,454	3,471,000	3,471,000	3,441,000	3,446,000	-0.72%
Small Boat Harbor	1,513,634	1,575,010	1,568,936	1,579,000	1,571,000	1,500,128	1,599,500	1.30%
Port	9,386,532	9,965,809	10,751,929	11,465,680	11,465,680	70,420	6,029,475	-47.41%
Other	16,605	17,964	10,340	13,700	13,700	13,700	13,700	
Fines and Forfeitures	125,068	108,900	112,343	123,500	123,500	50,500	86,000	-30.36%
Other Revenues	980,213	950,551	1,412,328	1,634,950	1,692,089	1,400,067	459,365	-71.90%
Bond Proceeds			1,644,830	5,441,342	5,441,342	727,766	7,794,500	43.25%
Interfund Advances	241,547	1,288,449		426,209	383,786	365,027	379,627	-10.93%
Interdepartmental Charges								
Administration	3,143,081	3,241,609	3,149,500	3,857,332	3,857,332	3,600,321	3,713,721	-3.72%
Insurance	1,332,846	1,381,319	1,436,305	1,714,710	1,714,710	1,696,080	1,896,070	10.58%
Total Revenues	55,267,647	51,216,872	54,847,342	62,519,511	63,011,691	42,612,151	51,150,358	-18.18%

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2017 - 2021

	2017	2018	2019	2020			2021 BUDGET	2020 ADOPTED/2021 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues-Charges for Services								
General Fund								
Civic Center	108,444	104,367	104,296	106,000	106,000	20,000	50,000	-52.83%
Ambulance	687,928	730,650	606,756	730,000	730,000	530,000	600,000	-17.81%
Emergency Medical Transport Program	-	-	-	150,000	150,000	150,000	200,000	33.33%
Parking Revenue	89,310	101,190	91,065	100,000	100,000	45,000	75,000	-25.00%
Fees for Service	19,756	13,269	7,060	14,000	14,000	10,000	10,000	-28.57%
Borough Library Service	410,393	428,806	457,801	489,020	489,020	470,352	494,926	1.21%
UAS Library Services	115,154	92,645	37,226	82,182	82,182	78,170	84,160	2.41%
Library Services to KGBSD	9,004	13,741	15,692	15,223	15,223	15,013	15,837	4.03%
911 Services	409,849	406,326	399,912	406,000	406,000	406,000	406,000	0.00%
Museum Services & Admission Fees	240,551	281,765	311,754	294,500	294,500	7,750	152,500	-48.22%
Tideland Leases	70,836	55,792	47,685	50,000	50,000	47,000	47,000	-6.00%
Other	71,752	75,718	120,416	123,650	123,650	106,050	119,380	-3.45%
General Fund Total	2,232,977	2,304,269	2,199,663	2,560,575	2,560,575	1,885,335	2,254,803	-11.94%
Solid Waste								
Recycling	32,291	14,254	6,210	15,000	15,000	-	-	-100.00%
Fees for Services	43,810	45,521	42,403	43,000	43,000	43,000	49,450	15.00%
Residential Collections	329,417	328,841	327,002	327,000	327,000	327,000	327,000	0.00%
Business Collections	605,139	684,168	789,035	786,000	786,000	690,000	760,000	-3.31%
Sanitary Landfill Charges	863,263	817,413	789,609	795,000	795,000	757,330	892,161	12.22%
Residential Access Fees	1,249,118	1,259,713	1,267,405	1,265,000	1,265,000	1,271,000	1,447,000	14.39%
Other	22,614	20,411	20,742	20,000	20,000	5,000	10,000	-50.00%
Solid Waste Total	3,145,652	3,170,321	3,242,406	3,251,000	3,251,000	3,093,330	3,485,611	7.22%
Wastewater								
Residential Sewer Service	1,945,098	2,048,366	2,178,539	2,204,000	2,204,000	2,211,000	2,211,000	0.32%
Business Sewer Service	1,081,780	1,156,141	1,226,097	1,245,000	1,245,000	1,222,000	1,222,000	-1.85%
Other	21,137	23,094	22,818	22,000	22,000	8,000	13,000	-40.91%
Wastewater Total	3,048,015	3,227,601	3,427,454	3,471,000	3,471,000	3,441,000	3,446,000	-0.72%

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2017 - 2021

	2017	2018	2019	2020			2021 BUDGET	2020 ADOPTED/2021 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Small Boat Harbor								
Electrical Service	101,201	106,169	109,071	105,000	105,000	98,164	105,000	0.00%
Solid Waste Fees	73,692	91,457	77,525	73,000	73,000	69,773	85,000	16.44%
Reserved Moorage	877,212	856,952	872,886	882,000	882,000	874,000	883,000	0.11%
Transient Moorage	439,546	453,746	458,698	447,000	447,000	390,000	456,000	2.01%
Other	21,983	66,686	50,756	72,000	72,000	68,191	70,500	-2.08%
Small Boat Harbor Total	<u>1,513,634</u>	<u>1,575,010</u>	<u>1,568,936</u>	<u>1,579,000</u>	<u>1,579,000</u>	<u>1,500,128</u>	<u>1,599,500</u>	<u>1.30%</u>
Cemetery								
Burial & Endowment Fees	16,605	17,964	10,340	13,700	13,700	13,700	13,700	0.00%
Total	<u>16,605</u>	<u>17,964</u>	<u>10,340</u>	<u>13,700</u>	<u>13,700</u>	<u>13,700</u>	<u>13,700</u>	<u>0.00%</u>
Port								
Electric Service	890	818	53,274	30,000	30,000	22,000	30,000	0.00%
Additional Docking Fees	795,862	807,113	865,755	865,000	865,000	2,700	512,500	-40.75%
Wharfage	6,892,093	7,300,575	8,097,798	8,715,000	8,715,000	-	4,050,000	-53.53%
Water	210,300	256,260	2,520	206,000	206,000	-	77,250	-62.50%
Parking Revenue	58,430	59,855	67,267	65,000	65,000	-	65,000	0.00%
Rental Income	340,563	421,180	421,180	425,000	425,000	-	425,000	0.00%
Transient Docking Fees	1,081,018	1,106,356	1,228,215	1,142,000	1,142,000	45,500	860,800	-24.62%
Other	7,376	13,652	15,920	17,680	17,680	40	8,925	-49.52%
Port Total	<u>9,386,532</u>	<u>9,965,809</u>	<u>10,751,929</u>	<u>11,465,680</u>	<u>11,465,680</u>	<u>70,240</u>	<u>6,029,475</u>	<u>-47.41%</u>
Total Charges for Services	<u>19,343,415</u>	<u>20,260,974</u>	<u>21,200,728</u>	<u>22,340,955</u>	<u>22,340,955</u>	<u>10,003,733</u>	<u>16,829,089</u>	<u>-24.67%</u>

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF EMPLOYEES
2017 -2021

Department/Division		2017 Actual	2018 Actual	2019 Actual	2020			2021 Budget	2020 Adopted/2021	
					Adopted	Amended	Estimate		Incr(Decr)	%
1110	Mayor and Council	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1120	Law	1.000	1.000	1.000	1.000	1.000	1.000	1.000	-	0.00%
1130	Clerk	2.000	2.000	2.000	2.000	2.000	2.000	2.000	-	0.00%
1140	City Manager	4.500	4.500	4.500	4.500	4.500	4.500	4.500	-	0.00%
1150	Finance	16.000	16.000	16.000	16.000	16.000	16.000	16.000	-	0.00%
1160	Information Technology	6.000	6.000	6.000	6.000	6.000	6.000	6.000	-	0.00%
1210	Fire	19.000	19.000	19.000	22.000	22.000	22.000	22.000	-	0.00%
1220	Police	35.300	35.300	35.300	38.550	38.550	38.550	38.550	-	0.00%
1410	Library	12.735	11.815	11.815	11.815	11.815	11.815	11.815	-	0.00%
1420	Museum	8.200	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	13.000	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	2.750	3.000	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		175.735	175.565	176.815	183.065	183.065	183.065	183.065	-	0.00%

CITY OF KETCHIKAN, ALASKA
2021 OPERATING AND CAPITAL BUDGET
SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES
2001 - 2021

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
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	749,607,500	56,347,400	805,954,900	63,874,100	869,829,000	6.7	5,399,898
2015	751,995,930	56,376,718	808,372,648	65,124,800	873,497,448	6.7	5,416,097
2016	770,751,000	59,603,200	830,354,200	68,375,500	898,729,700	6.7	5,563,373
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	801,191,800	61,092,000	862,283,800	74,723,300	937,007,100	6.6	5,691,073
2020	811,133,700	60,724,600	871,858,300	75,368,400	947,226,700	6.6	5,754,265
2021 (1)	823,300,706	61,696,194	884,996,900	77,629,451	962,626,351	6.6	5,840,980

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2021 OPERATING AND CAPITAL BUDGET
SCHEDULE OF SALES AND OCCUPANCY TAX REVENUES
2001 - 2021

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
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	13,564,936	215,857	534,305	12,814,774	4,805,540	3,203,694	4,805,540
2020 (1)	9,186,000	265,000	375,000	8,546,000	3,205,000	2,136,000	3,205,000
2021 (1)	11,793,000	291,000	345,000	11,157,000	4,184,000	2,789,000	4,184,000

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2021 ANNUAL BUDGET
SCHEDULE OF SHARED STATE REVENUES
2001 - 2021

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	2,927,797		190,514	255,346 (3)	10,654		30,300	2,440,983
2020 (1)	3,076,962		75,000	231,000 (3)	2,094		45,000	2,723,868
2021 (1)	305,500		150,000	115,500 (3)	5,000		35,000	-

(1) Estimated

(2) Municipal Energy Assistance

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

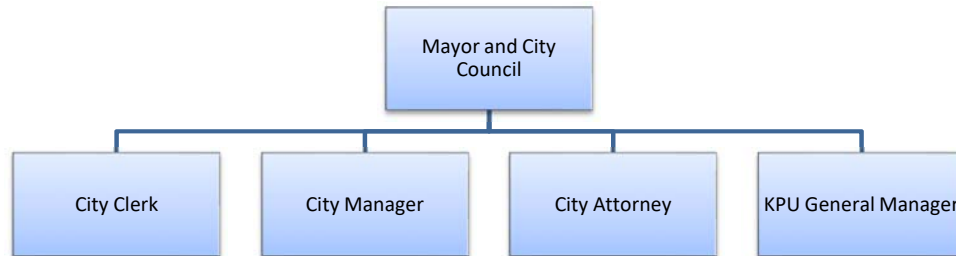
CITY OF KETCHIKAN, ALASKA
2021
SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

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 481031 Wastewater Front/Stedman	2016 Port	
2021	52,447	17,933	18,465	36,908	457,250	360,143	202,550	2,529,575	146,000	252,666	17,930	19,146	2,234,750	6,345,763
2022	52,447	17,933	18,465	36,908	458,250	360,544	201,925	2,532,075	147,500	252,666	17,930	19,146	2,236,000	6,351,789
2023	52,447	17,933	18,465	36,908	458,500	358,044	205,925	2,532,075	143,750	252,666	17,930	19,146	2,234,500	6,348,289
2024	52,447	17,933	18,465	36,908	463,000	360,044	204,550	2,529,575	145,000	252,666	17,930	19,146	2,235,250	6,352,914
2025	52,447	17,933	18,465	36,908	461,500	361,294	202,925	2,529,450	146,000	252,666	17,930	19,146	2,233,000	6,349,664
2026	52,447	17,933	18,465	36,908	459,250	358,319	205,925	2,531,450	146,750	252,666	17,930	19,146	2,232,750	6,349,939
2027	52,447	17,933	18,465	36,908	461,250	359,469	203,550	2,530,450	147,250		17,930	19,146	2,234,250	6,099,048
2028	52,447	17,933	18,465	36,908	457,250	359,938	206,600	2,533,000	147,500		17,930	19,146	2,237,250	6,104,367
2029	52,447	17,933	18,465	36,908	457,500	364,700	205,100	2,529,600	147,500		17,930	19,146	2,231,500	6,098,729
2030	52,447	17,933	18,465	36,908	456,750	358,975	203,400	2,534,000	147,250		17,930	19,146	2,237,250	6,100,454
2031	52,447	17,933	18,465	36,908		362,250	201,500	2,531,100	146,750		17,930	19,146	2,233,750	5,638,179
2032	52,447	17,933	18,465	36,908			204,300	2,530,900	146,000		17,930	19,146	2,236,250	5,280,279
2033		17,933	18,465	36,908			201,800	2,533,200	145,000		17,930	19,146	2,234,250	5,224,632
2034		8,967	9,233	36,908			204,000	2,532,900	148,750		8,965	19,146	2,237,750	5,206,619
2035				36,908				2,530,000	147,000			19,146	2,231,250	4,964,304
2036				18,457				2,534,300				19,146		2,571,903
2037								2,530,700				19,146		2,549,846
2038								2,534,100				19,146		2,553,246
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	629,364	242,096	249,278	572,077	4,590,500	3,963,720	2,854,050	60,751,450	2,198,000	1,515,996	242,055	344,628	33,519,750	111,672,964

CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	205,469	211,108	244,048	221,267	198,140	(12,968)	-6.1%
Community Grant Program	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%
Humanitarian Services Grant Program	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Total	619,459	637,528	699,048	676,267	612,890	(24,638)	-3.9%

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	89,481	99,818	99,818	99,650	104,340	4,522	4.5%
Supplies	2,109	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services	523,624	527,770	583,290	570,601	505,850	(21,920)	-4.2%
Minor Capital Outlay	3,478	7,500	13,500	3,626	-	(7,500)	-100.0%
Interdepartmental Charges	767	1,390	1,390	1,340	1,650	260	18.7%
Total	619,459	637,528	699,048	676,267	612,890	(24,638)	-3.9%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	132,542	137,456	149,886	141,295	125,020	(12,436)	-9.0%
Hospital Sales Tax Fund	37,500	38,624	38,624	38,624	33,595	(5,029)	-13.0%
Public Works Sales Tax Fund	56,250	57,938	57,938	57,938	50,390	(7,548)	-13.0%
Marijuana Sales Tax Fund	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Solid Waste Fund	7,130	7,350	8,490	7,700	6,900	(450)	-6.1%
Harbor Fund	3,883	3,800	4,390	3,980	3,570	(230)	-6.1%
Wastewater Fund	5,424	5,660	6,540	5,930	5,310	(350)	-6.2%
Port Fund	5,897	9,230	10,660	9,670	8,660	(570)	-6.2%
KPU Enterprise Fund	256,833	260,050	276,520	265,130	233,445	(26,605)	-10.2%
Total	619,459	637,528	699,048	676,267	612,890	(24,638)	-3.9%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	83,070	-	0.0%
Total	8.00	8.00	8.00	8.00	83,070	-	0.0%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Mayor and Council

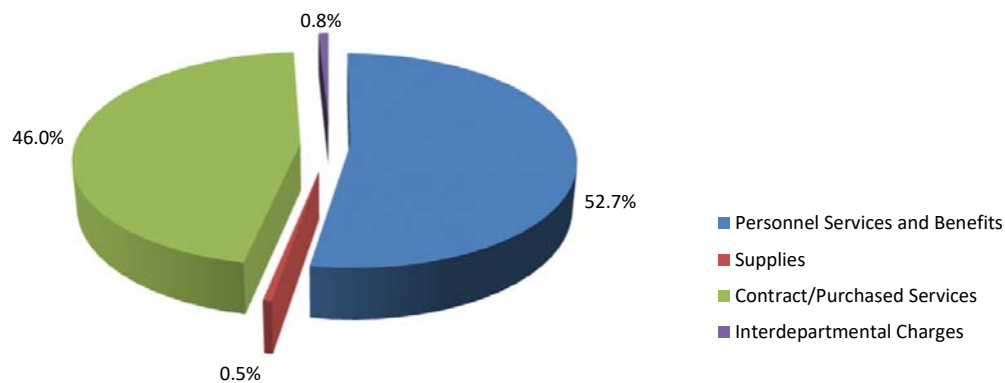
Operations 1110-110

DIVISION SUMMARY							
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	89,481	99,818	99,818	99,650	104,340	4,522	4.5%
Supplies	2,109	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services	109,634	101,350	128,290	115,601	91,100	(10,250)	-10.1%
Minor Capital Outlay	3,478	7,500	13,500	3,626	-	(7,500)	-100.0%
Interdepartmental Charges	767	1,390	1,390	1,340	1,650	260	18.7%
Total Expenditures	205,469	211,108	244,048	221,267	198,140	(12,968)	-6.1%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	76,292	79,518	91,948	83,357	74,630	(4,888)	-6.1%
Solid Waste Fund	7,130	7,350	8,490	7,700	6,900	(450)	-6.1%
Wastewater Fund	5,424	5,660	6,540	5,930	5,310	(350)	-6.2%
Harbor Fund	3,883	3,800	4,390	3,980	3,570	(230)	-6.1%
Port Fund	5,897	9,230	10,660	9,670	8,660	(570)	-6.2%
KPU Enterprise Fund	106,843	105,550	122,020	110,630	99,070	(6,480)	-6.1%
Total Funding	205,469	211,108	244,048	221,267	198,140	(12,968)	-6.1%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Mayor	1.00	1.00	1.00	1.00	11,670	-	0.0%
Council	7.00	7.00	7.00	7.00	71,400	-	0.0%
Total	8.00	8.00	8.00	8.00	83,070	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget

Mayor and Council

Operations 1110-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Travel - Business (Account No. 600.01) decreased by \$11,250, or by 75%, to reflect the financial impacts to General Government Operations as a result of the COVID-19 pandemic.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	69,912	79,358	79,138	78,970	83,070	3,712	4.7%
505. 00 Payroll Taxes	6,194	6,930	6,970	6,970	7,210	280	4.0%
506. 00 Pension	1,949	2,150	2,310	2,310	2,560	410	19.1%
507. 30 Workers Compensation	272	220	240	240	280	60	27.3%
508. 00 Other Benefits	99	-	-	-	60	60	NA
509. 05 Allowances-Expense	11,055	11,160	11,160	11,160	11,160	-	0.0%
Personnel Services and Benefits	89,481	99,818	99,818	99,650	104,340	4,522	4.5%
Supplies							
510. 01 Office Supplies	2,096	1,000	1,000	1,000	1,000	-	0.0%
520. 02 Postage	13	50	50	50	50	-	0.0%
Supplies	2,109	1,050	1,050	1,050	1,050	-	0.0%
Contract/Purchased Services							
600. 01 Travel-Business	11,408	15,000	14,950	3,500	3,750	(11,250)	-75.0%
605. 01 Ads and Public Announcements	276	750	750	750	750	-	0.0%
610. 01 Community Promotion	28,821	21,500	40,740	40,740	21,500	-	0.0%
615. 02 Assn. Membership Dues & Fees	13,757	14,300	16,610	16,610	14,300	-	0.0%
635. 04 Software Maintenance Services	-	-	1,239	-	-	-	NA
635. 07 Machinery & Equip Maint Services	594	800	800	800	800	-	0.0%
640. 01 Legal & Accounting Services	5,000	-	-	-	-	-	0.0%
640. 04 Management and Consulting Services	48,000	48,000	48,000	48,000	48,000	-	0.0%
650. 01 Telecommunications	1,778	1,000	5,201	5,201	2,000	1,000	100.0%
Contract/Purchased Services	109,634	101,350	128,290	115,601	91,100	(10,250)	-10.1%
Minor Capital Outlay							
790. 25 Machinery and Equipment	-	4,500	10,500	1,422	-	(4,500)	-100.0%
790. 26 Minor Computers, Printers & Copiers	3,478	3,000	3,000	2,204	-	(3,000)	-100.0%
Minor Capital Outlay	3,478	7,500	13,500	3,626	-	4,000	-100.0%
Interdepartmental Charges/ Reimbursable Credits							
825. 01 Interdepartmental-Insurance	767	1,390	1,390	1,340	1,650	260	18.7%
Interdepartmental Charges	767	1,390	1,390	1,340	1,650	260	18.7%
Total Expenditures by Type	205,469	211,108	244,048	221,267	198,140	(12,968)	-6.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$83,070 – 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. Twenty special meetings have been budgeted.

505.00 Payroll Taxes: \$7,210 – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$2,560 – This account provides expenditure for employer contributions to retirement plans.

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

508.00 Other Benefits: \$60 – This account provides for unemployment benefits.

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: \$3,750 – This account provides 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 public service announcements and community issues.

610.01 Community Promotion: \$21,500 – This account provides 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 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 2020-21 legislative year.

650.01 Telecommunications: \$2,000 – 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.

825.01 Interdepartmental Charges-Insurance: \$1,650 – This account provides expenditures for risk management services.

CITY OF KETCHIKAN**2021 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150**

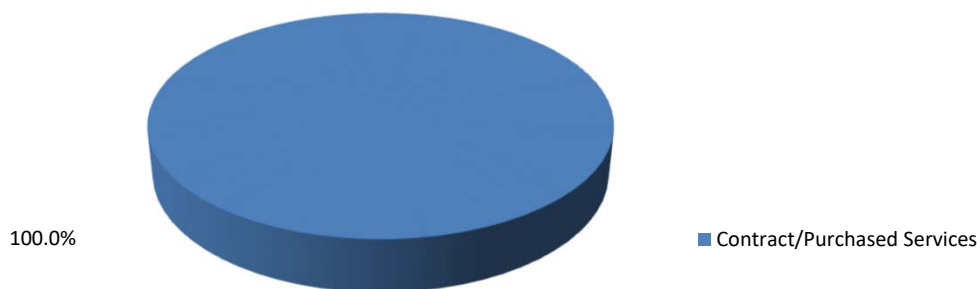
The Community Grant Program was established to provide financial support to community based non-profit humanitarian agencies. The level of funding has traditionally been determined on an annual basis and was previously based on a percentage of the City's annual sales tax revenues. The City Council determined 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.

Staff has proposed an alternative funding mechanism for the Community Grant Program in 2021. Subject to City Council approval, funding for the 2021 Community Grant Program is based on the amount of grants awarded in 2020.

PROGRAM SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%
Total Expenditures	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	56,250	57,938	57,938	57,938	50,390	(7,548)	-13.0%
Hospital Sales Tax Fund	37,500	38,624	38,624	38,624	33,595	(5,029)	-13.0%
Public Works Sales Tax Fund	56,250	57,938	57,938	57,938	50,390	(7,548)	-13.0%
KPU Enterprise Fund	149,990	154,500	154,500	154,500	134,375	(20,125)	-13.0%
Total Funding	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%

2021 Expenditures by Type

CITY OF KETCHIKAN**2021 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150****OPERATING BUDGET CHANGES FOR 2021**

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%
Contract/Purchased Services	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%
Total Expenditures by Type	299,990	309,000	309,000	309,000	268,750	(40,250)	-13.0%

NARRATIVE

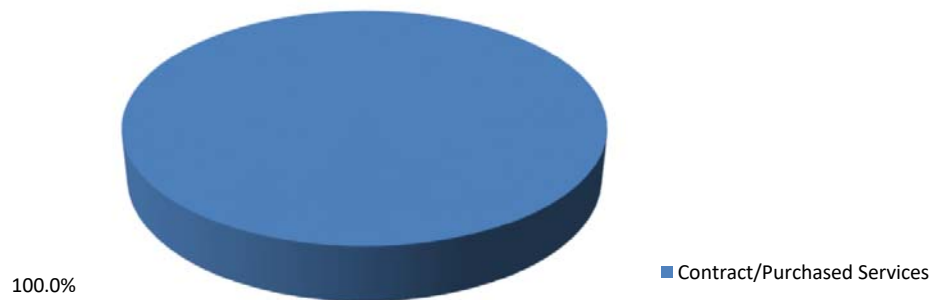
610.02 Grant Awards: \$268,750 - This account provides for financial assistance awards for community agency grant programs.

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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Total Expenditures	114,000	117,420	146,000	146,000	146,000	28,580	24.3%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Marijuana Sales Tax Fund	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Total Funding	114,000	117,420	146,000	146,000	146,000	28,580	24.3%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) increased by \$28,580, or by 24.3%, due to the grant awards approved by the City Council in February 2020. At that time the City Council sought a higher level of funding for its homeless programs than what was appropriated in 2020. Subject to City Council approval, funding for the 2021 Community Grant Program is based on the amount of grants awarded in 2020.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Mayor and Council

Humanitarian Services Grant Program 1110-151

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Contract/Purchased Services	114,000	117,420	146,000	146,000	146,000	28,580	24.3%
Total Expenditures by Type	114,000	117,420	146,000	146,000	146,000	28,580	24.3%

NARRATIVE

610.02 Grant Awards: \$146,000 - This account provides for financial assistance for homeless and humanitarian grant programs.

CITY OF KETCHIKAN
2021 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.

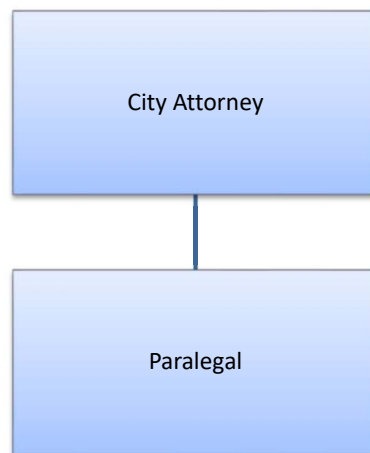
The City Attorney's Office is comprised of one operating division.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%
Total	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	103,151	114,030	114,030	108,600	115,956	1,926	1.7%
Supplies	19,783	28,800	28,800	27,500	25,300	(3,500)	-12.2%
Contract/Purchased Services	198,246	232,462	232,462	225,760	228,260	(4,202)	-1.8%
Minor Capital Outlay	1,558	5,500	5,500	2,025	1,000	(4,500)	-81.8%
Interdepartmental Charges	665	1,210	1,210	1,140	1,430	220	18.2%
Total	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%
Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	132,654	167,222	156,362	149,955	163,136	(4,086)	-2.4%
Solid Waste Services Fund	10,528	12,600	12,600	12,010	12,250	(350)	-2.8%
Wastewater Fund	8,010	9,700	9,700	9,250	9,430	(270)	-2.8%
Harbor Fund	5,734	6,520	6,520	6,210	6,340	(180)	-2.8%
Port Fund	8,708	15,820	15,820	15,090	15,380	(440)	-2.8%
KPU Enterprise Fund	157,770	170,140	181,000	172,510	165,410	(4,730)	-2.8%
Total	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%
Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.00	1.00	1.00	1.00	63,606	-	0.0%
Total	1.00	1.00	1.00	1.00	63,606	-	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 2021

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 2021 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; continue digitization schedule to include civil litigation files; and
- Review of law library for outdated materials to streamline and organize.

ACCOMPLISHMENTS FOR 2020

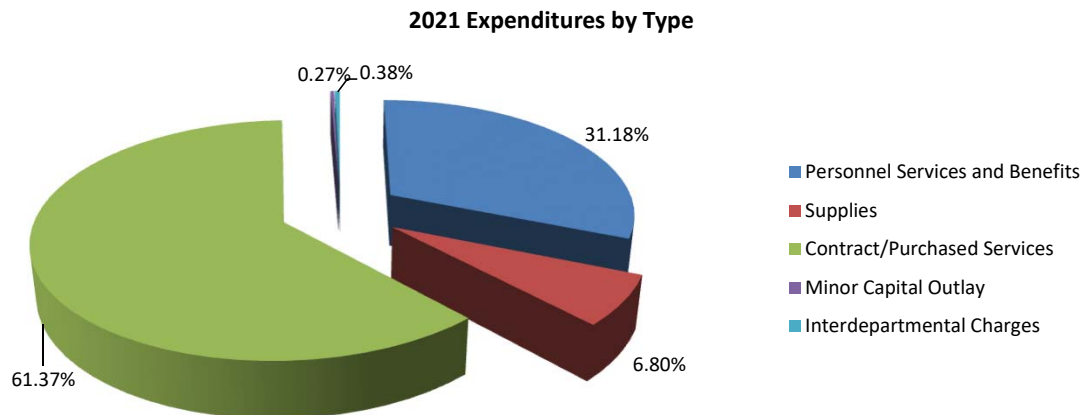
- Expended substantial time to the COVID 19 pandemic response and issues, as well as those surrounding the CARES Act;
- Devoted substantial efforts to multiple issues associated with the hospital project and lease negotiations;
- Facilitated the sale and closing of 319 Main Street, (Old Fire Station No. 1) as well as the purchase of 2813 Tongass Avenue, (Old Bar Harbor Restaurant);
- Completed digitization of nine years of criminal files; five years of claims files; began digitizing civil litigation files; and
- Other accomplishments, which have been set forth in periodic reports to the City Council.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	103,151	114,030	114,030	108,600	115,956	1,926	1.7%
Supplies	19,783	28,800	28,800	27,500	25,300	(3,500)	-12.2%
Contract/Purchased Services	198,246	232,462	232,462	225,760	228,260	(4,202)	-1.8%
Minor Capital Outlay	1,558	5,500	5,500	2,025	1,000	(4,500)	-81.8%
Interdepartmental Charges	665	1,210	1,210	1,140	1,430	220	18.2%
Total Expenditures	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	132,654	167,222	156,362	149,955	163,136	(4,086)	-2.4%
Solid Waste Fund	10,528	12,600	12,600	12,010	12,250	(350)	-2.8%
Wastewater Fund	8,010	9,700	9,700	9,250	9,430	(270)	-2.8%
Harbor Fund	5,734	6,520	6,520	6,210	6,340	(180)	-2.8%
Port Fund	8,708	15,820	15,820	15,090	15,380	(440)	-2.8%
KPU Enterprise Fund	157,770	170,140	181,000	172,510	165,410	(15,590)	-2.8%
Total Funding	323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Paralegal	1.00	1.00	1.00	1.00	63,606	-	0.0%
Total	1.00	1.00	1.00	1.00	63,606	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2019	2020 Budget		2021	2020 Adopted/2021			
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	57,741	62,230	62,810	62,810	63,606	1,376	2.2%
501	.01	Overtime	-	-	350	350	-	-	N/A
502	.01	Temporary Wages	4,382	6,500	5,370	1,630	6,500	-	0.0%
505	.00	Payroll Taxes	4,426	5,260	5,260	4,660	5,370	110	2.1%
506	.00	Pension	13,397	13,700	13,900	13,900	14,000	300	2.2%
507	.00	Health and Life Insurance	23,610	24,540	24,540	23,450	24,150	(390)	-1.6%
507	.30	Workers Compensation	205	190	190	190	210	20	10.5%
508	.00	Other Benefits	(610)	1,610	1,610	1,610	2,120	510	31.7%
Personnel Services and Benefits			103,151	114,030	114,030	108,600	115,956	1,926	1.7%
Supplies									
510	.01	Office Supplies	1,155	2,700	2,700	2,000	2,000	(700)	-25.9%
510	.05	Small Tools and Equipment	-	300	300	300	300	-	0.0%
520	.02	Postage	81	800	800	200	500	(300)	-37.5%
530	.03	Professional and Trade Publications	18,547	25,000	25,000	25,000	22,500	(2,500)	-10.0%
Supplies			19,783	28,800	28,800	27,500	25,300	(3,500)	-12.2%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Attorney

Operations 1120-110

Operating Expenditures			2019	2020 Budget		2021	2020 Adopted/2021		
			Actual	Adopted	Amended		Estimate	Budget	Incr(Decr)
Contract/Purchased Services									
600	.01	Travel-Business	-	2,000	2,000	-	500	(1,500)	-75.0%
600	.02	Travel-Training	-	1,000	1,000	-	250	(750)	-75.0%
600	.03	Travel-Training and Education	-	1,000	1,000	300	250	(750)	-75.0%
605	.01	Ads & Public Announcements	852	2,000	2,000	2,000	2,000	-	0.0%
615	.01	Professional and Technical Licenses	40	100	100	100	100	-	0.0%
630	.03	Bank & Merchant Fees	4	60	60	60	60	-	0.0%
630	.06	Service Charges and Fees	526	3,700	3,700	700	2,500	(1,200)	-32.4%
635	.07	Machinery & Equipment Maint Services	370	700	700	700	700	-	0.0%
640	.01	Legal and Accounting Services	194,970	219,802	219,802	219,800	219,800	(2)	0.0%
650	.01	Telecommunications	1,484	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			198,246	232,462	232,462	225,760	228,260	(4,202)	-1.8%
Minor Capital Outlay									
790	.15	Furniture and Fixtures	507	1,000	1,000	400	-	(1,000)	-100.0%
790	.25	Machinery & Equipment	370	500	500	225	500	-	0.0%
790	.26	Computers, Printers and Copiers	681	3,500	3,500	1,400	-	(3,500)	-100.0%
790	.35	Software	-	500	500	-	500	-	0.0%
Minor Capital Outlay			1,558	5,500	5,500	2,025	1,000	(4,500)	-81.8%
Interdepartmental Charges									
825	.01	Insurance Premiums and Claims	665	1,210	1,210	1,140	1,430	220	18.2%
Interdepartmental Charges			665	1,210	1,210	1,140	1,430	220	18.2%
Total Expenditures by Type			323,403	382,002	382,002	365,025	371,946	(10,056)	-2.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$63,606– 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: \$5,370 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$14,000– This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$24,150 – This account provides expenditures for employer contributions to employee health and life insurance plans.

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

508.00 Other Benefits: \$2,120 – 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.

510.01 Office Supplies: \$2,000 - 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: \$500 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

530.03 Professional and Technical Publications: \$22,500 - 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: \$500 - 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: \$250 - 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: \$250 - 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: \$2,500 - 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: \$219,800 - 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.

790.25 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.

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

825.01 Interdepartmental Charges – Insurance: \$1,430 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Clerk

Summary

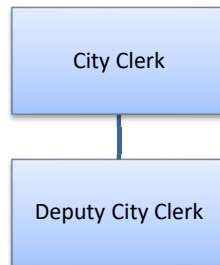
The City Clerk's Office makes every effort to provide quality administrative support to the City's elected officials and staff, and to serve the public by providing a liaison between the community and government through the dissemination of information. The City Clerk is appointed by the Mayor and City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

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

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%
Total	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	223,988	248,416	248,416	221,720	257,990	9,574	3.9%
Supplies	3,306	6,870	9,870	6,270	6,270	(600)	-8.7%
Contract/Purchased Services	66,047	79,550	73,850	56,514	56,305	(23,245)	-29.2%
Minor Capital Outlay	-	2,000	4,700	4,558	5,900	3,900	195.0%
Interdepartmental Charges	1,451	2,630	2,630	2,230	2,810	180	6.8%
Total	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%
Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	109,456	127,886	127,886	109,722	124,035	(3,851)	-3.0%
Solid Waste Services Fund	10,229	11,810	11,810	10,140	11,460	(350)	-3.0%
Wastewater Fund	7,783	9,100	9,100	7,810	8,820	(280)	-3.1%
Harbor Fund	5,572	6,110	6,110	5,240	5,930	(180)	-2.9%
Port Fund	8,461	14,830	14,830	12,730	14,390	(440)	-3.0%
KPU Enterprise Fund	153,292	169,730	169,730	145,650	164,640	(5,090)	-3.0%
Total	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%
Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.00	2.00	2.00	133,680	-	0.0%
Total	2.00	2.00	2.00	2.00	133,680	-	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 2021

- 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 training on the City-wide records program with multiple departments and divisions.
- 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 2021.
- Continue training towards the Deputy City Clerk's Certified Municipal Clerk designation by virtual or online delivery.
- Continue to assist the Council with meetings that meet the EOC mandates at the Ted Ferry Civic Center.
- Implement training and a code of conduct for Councilmembers. Create a social media and professional guidelines for Council to follow during their term of office.

ACCOMPLISHMENTS FOR 2020

- Conducted a regular election on October 6, 2020. Three councilmembers were elected for a three-year term each, and one councilmember was elected for a two-year term.
- Provided extensive assistance to the State of Alaska in running its primary and general elections.
- 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 eight additional special meetings, agenda preparation, travel arrangements, legal notices, etc.
- Continued classes and upgrades to the cemetery software.
- Continued to improve the delivery of video and agenda management software with Primegov.
- Issued Public vehicle certificates to taxi cab operators. Forms, certificates, files, etc. were created as required by ordinance. Due to the pandemic no public vehicle certificates were issued to tour operators.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Clerk

Operations 1130-110

- Due to the pandemic the Clerk's office updated the Ketchikan Municipal Code and Charter to reflect changes to how elections are conducted to adhere to the EOC mandates. Early voting was added to minimize congestion at the polls on election day.
- Worked with the Telecommunications Division to deliver Council meetings through Webex during the shutdown of City hall due to the pandemic.

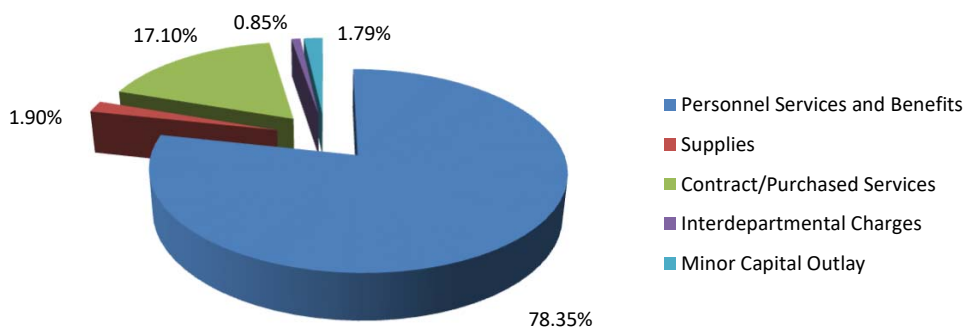
DIVISION SUMMARY

Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	223,988	248,416	248,416	221,720	257,990	9,574	3.9%
Supplies	3,306	6,870	9,870	6,270	6,270	(600)	-8.7%
Contract/Purchased Services	66,047	79,550	73,850	56,514	56,305	(23,245)	-29.2%
Minor Capital Outlay	-	2,000	4,700	4,558	5,900	3,900	195.0%
Interdepartmental Charges	1,451	2,630	2,630	2,230	2,810	180	6.8%
Total Expenditures	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	109,456	127,886	127,886	109,722	124,035	(3,851)	-3.0%
Solid Waste Fund	10,229	11,810	11,810	10,140	11,460	(350)	-3.0%
Wastewater Fund	7,783	9,100	9,100	7,810	8,820	(280)	-3.1%
Harbor Fund	5,572	6,110	6,110	5,240	5,930	(180)	-2.9%
Port Fund	8,461	14,830	14,830	12,730	14,390	(440)	-3.0%
KPU Enterprise Fund	153,292	169,730	169,730	145,650	164,640	(5,090)	-3.0%
Total Funding	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Clerk	1.00	1.00	1.00	1.00	82,451	-	0.0%
Deputy Clerk	1.00	1.00	1.00	1.00	51,229	-	0.0%
Total	2.00	2.00	2.00	2.00	133,680	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Travel-Training (Account No. 600.02) decreased by \$7,000, or by 100%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Advertising and Public Announcements (Account No. 605.01) decreased by \$5,000, or by 21.7%, due to the anticipated decrease in special meetings of the Council.
- Technical Services (Account No. 635.12) decreased by \$9,300, or by 48.2% to reflect a temporary suspension of the Council's record preservation program with Kofile for 2021.
- Computers, Printers & Copiers (Account No. 790.26) increased by \$3,900, or by 195%, to reflect the procurement of one ADA Tablet and printer for ADA voting (One Touch screen Image Case XKit BMD, printer, support services and privacy screen for in person polling location hardware - Dominion Voting.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2019	2020 Budget		2021	2020 Adopted/2021		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	139,706	128,036	130,736	130,730	133,680	5,644	4.4%
501	.01	Overtime Wages	1,095	2,960	3,590	3,590	5,550	2,590	87.5%
502	.01	Temporary Wages	10,190	3,900	3,900	980	3,900	-	0.0%
505	.00	Payroll Taxes	13,710	10,510	10,510	10,130	11,140	630	6.0%
506	.00	Pension	32,686	28,820	29,420	29,420	30,630	1,810	6.3%
507	.00	Health and Life Insurance	40,599	68,100	64,140	40,750	66,960	(1,140)	-1.7%
507	.30	Workers Compensation	647	370	400	400	420	50	13.5%
508	.00	Other Benefits	(15,645)	3,320	3,320	3,320	3,310	(10)	-0.3%
509	.05	Allowances-Expense	1,000	2,400	2,400	2,400	2,400	-	0.0%
Personnel Services and Benefits			223,988	248,416	248,416	221,720	257,990	9,574	3.9%
Supplies									
510	.01	Office Supplies	2,295	4,000	4,000	4,000	3,500	(500)	-12.5%
510	.02	Operating Supplies	695	2,400	5,400	2,000	2,400	-	0.0%
520	.02	Postage	161	300	300	100	200	(100)	-33.3%
530	.02	Periodicals	155	170	170	170	170	-	0.0%
Supplies			3,306	6,870	9,870	6,270	6,270	(600)	-8.7%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Clerk

Operations 1130-110

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	6,423	7,000	7,000	-	-	(7,000)	-100.0%
600 .03 Travel-Training and Education	2,400	2,400	2,400	700	600	(1,800)	-75.0%
605 .01 Advertising & Public Announcements	17,985	23,000	23,000	20,000	18,000	(5,000)	-21.7%
605 .03 Printing and Binding	1,347	2,200	3,000	3,000	3,400	1,200	54.5%
615 .01 Professional and Technical Licenses	530	100	100	-	-	(100)	-100.0%
615 .02 Assn. Membership Dues & Fees	505	750	750	550	600	(150)	-20.0%
635 .01 Government Contractual Services	1,491	1,750	3,500	3,500	3,600	1,850	105.7%
635 .04 Software Maintenance Services	12,328	10,000	8,500	8,400	9,305	(695)	-7.0%
635 .07 Machinery & Equipment Maint Services	1,085	750	1,100	1,100	1,100	350	46.7%
635 .12 Technical Services	12,973	19,300	13,400	10,000	10,000	(9,300)	-48.2%
645 .02 Rents and Leases-Machinery & Equipmen	7,364	10,000	8,800	7,364	7,400	(2,600)	-26.0%
650 .01 Telecommunications	1,616	2,000	2,000	1,600	2,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	-	300	300	300	300	-	0.0%
Contract/Purchased Services	66,047	79,550	73,850	56,514	56,305	(23,245)	-29.2%
Minor Capital Outlay							
790 .26 Computers, Printers & Copiers	-	2,000	4,700	4,558	5,900	3,900	195.0%
Minor Capital Outlay	-	2,000	4,700	4,558	5,900	3,900	195.0%
Interdepartmental Charges							
825 .01 Insurance Premiums and Claims	1,451	2,630	2,630	2,230	2,810	180	6.8%
Interdepartmental Charges	1,451	2,630	2,630	2,230	2,810	180	6.8%
Total Expenditures by Type	294,792	339,466	339,466	291,292	329,275	(10,191)	-3.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$133,680 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the City Clerk's Office.

501.01 Overtime Wages: \$5,550 - 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: \$11,140 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$30,630 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$66,960 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$420 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Expenses: \$3,310 - 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: \$3,500 - 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: \$200 - 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.

600.03 Training and Education: \$600 - This account provides expenditures for registration fees associated with virtual training for the Deputy City Clerk in regards to professional development classes towards her Certified Municipal Clerk designation.

605.01 Advertising and Public Announcements: \$ 18,000 - 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: \$3,400 - This account provides expenditures for job printing and binding services. Included is the printing of election ballots.

615.02 Assn. Membership Dues & Fees: \$600 - 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: \$3,600 - This account provides expenditures for the reimbursement paid to the Ketchikan Gateway Borough for compensation paid to election workers and canvass board.

635.04 Software Maintenance Services: \$9,305 - This account provides expenditures for video streaming and agenda management services and licensing and warranties for new ADA election equipment.

635.07 Machinery & Equipment Maintenance Services: \$1,100 - This account provides expenditures for services for the repair and maintenance of office equipment such as transcribers and recorders.

635.12 Technical Services: \$10,000 - This account provides expenditures for codification updates to the Ketchikan Municipal Code.

645.02 Rents and Leases-Machinery & Equipment: \$7,400 - This account provides expenditures for lease of voting equipment needed for the local municipal election and purchase of Image Cast ADA XKit, supporting accessories, licenses and warranties - Dominion Voting.

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: \$5,900 - This account provides expenditures for ADA Election Equipment

825.01 Interdepartmental Charges – Insurance: \$2,810 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 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 \$66.4 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	329,843	359,517	359,517	346,981	350,692	(8,825)	-2.5%
Human Resources	370,587	525,324	533,324	492,207	440,220	(85,104)	-16.2%
Total	700,430	884,841	892,841	839,188	790,912	(93,929)	-10.6%

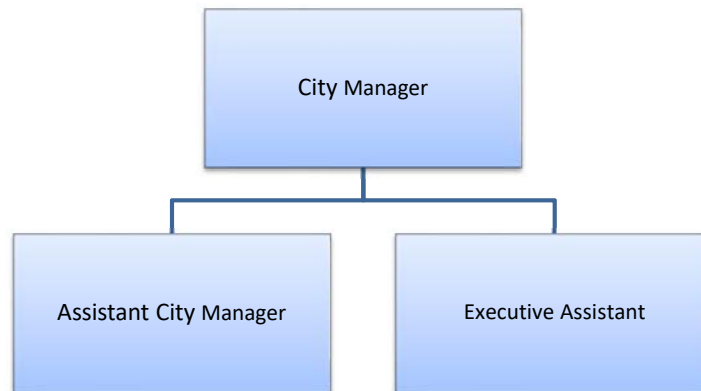
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	610,928	715,266	717,676	708,200	709,517	(5,749)	-0.8%
Supplies	24,379	29,655	27,495	26,180	22,965	(6,690)	-22.6%
Contract/Purchased Services	55,715	128,595	133,425	96,188	48,580	(80,015)	-62.2%
Minor Capital Outlay	5,100	3,525	6,345	810	-	(3,525)	-100.0%
Interdepartmental Charges	4,308	7,800	7,900	7,810	9,850	2,050	26.3%
Total	700,430	884,841	892,841	839,188	790,912	(93,929)	-10.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	479,764	528,831	532,091	504,378	348,658	(180,173)	-34.1%
CPV Fund	-	-	-	-	137,834	137,834	New
Solid Waste Fund	24,305	30,790	31,070	29,200	27,520	(3,270)	-10.6%
Wastewater Fund	18,491	23,720	23,930	22,490	21,200	(2,520)	-10.6%
Harbor Fund	13,238	15,930	16,070	15,110	14,230	(1,700)	-10.7%
Port Fund	20,102	38,670	39,020	36,670	34,570	(4,100)	-10.6%
KPU Enterprise Fund	144,529	246,900	250,660	231,340	206,900	(40,000)	-16.2%
Total	700,430	884,841	892,841	839,188	790,912	(93,929)	-10.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.50	1.50	1.50	1.50	220,282	-	0.0%
Human Resources	3.00	3.00	3.00	3.00	248,285	-	0.0%
Total	4.50	4.50	4.50	4.50	468,567	-	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 2021

- 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 2021 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 City Council, the department heads and the community at large to address unresolved issues that resulted from the COVID-19 pandemic.
- 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, the Ketchikan Professional Firefighters Association, IAFF, Local 2761 and the Public Safety Employees Association for new collective bargaining agreements to replace those which expire on December 31, 2020 and June 30, 2021.

- Work with the Human Resources Division to recruit a new Port & Harbors Director to replace Steve Corporon, who retired October 2, 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.
- 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.
- Continue working with the cruise ship industry, in order to develop a long-term strategy and financial plan for the effective management of the Port of Ketchikan to effectively compete with cruise facilities located at Ward Cove.
- Work with the cruise ship industry, in order to undertake a series of upland improvements to attract and accommodate cruise ship visitors to downtown Ketchikan. Promote downtown Ketchikan as a world class visitor destination.
- Work with the Ward Cove Dock 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 PeaceHealth to apply the terms of a new long-term lease agreement for the PeaceHealth Ketchikan Medical Center.
- Continue to monitor the issue of homelessness in Ketchikan and address 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 2022 General Government Annual Budget and the 2022-2026 Capital Improvement Program. Evaluate traditional service delivery in light of continued reductions in state programs and/or direct assistance to municipalities.

ACCOMPLISHMENTS FOR 2020

- Continued management oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2021 General Government Operating and 2021-2025 Capital Improvement Program to the City Council.
- Appointed City Controller Michelle Johansen to the position of Finance Director to replace Bob Newell, who will retire November 30, 2020.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Manager
Operations Division 1140-110

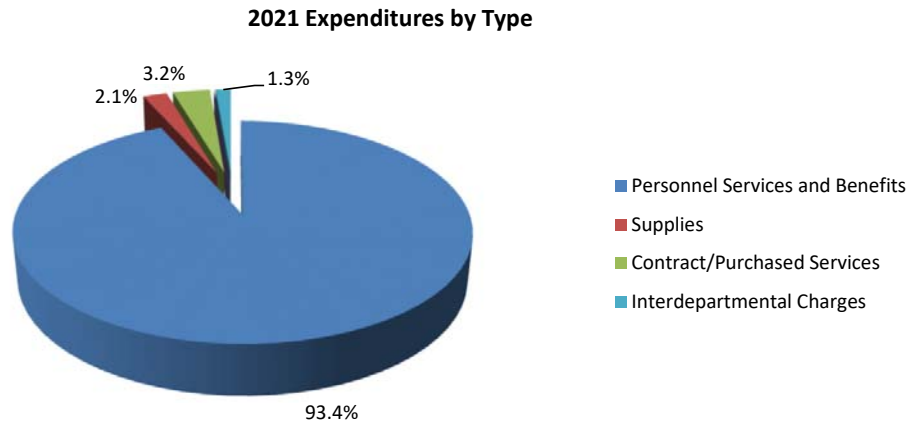
- Worked with ECG Management Consultants, Inc. to begin negotiations with PeaceHealth for a new long-term lease agreement of the PeaceHealth Ketchikan Medical Center.
- Worked closely with Bermello Ajamil and Partners, Inc. to develop a Request for Proposals (RFP) to solicit industry participation to reconfigure Port of Ketchikan cruise ship berths and to undertake associated uplands improvements. Two of three responding proposers were short-listed for community presentations and meetings with the City Council in August.
- Worked closely with state lobbyist Ray Matiashowski, in order to secure continued state CPV funding for 2020.
- Continued to represent the City on PeaceHealth's Community Health Board and Community Collaboration Committee.
- Continued to participate as staff to the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	304,072	329,312	329,212	323,000	327,452	(1,860)	-0.6%
Supplies	5,789	7,265	7,205	7,205	7,265	-	0.0%
Contract/Purchased Services	16,681	17,345	16,685	12,296	11,345	(6,000)	-34.6%
Minor Capital Outlay	1,329	2,025	2,745	810	-	(2,025)	-100.0%
Interdepartmental Charges	1,972	3,570	3,670	3,670	4,630	1,060	29.7%
Total	329,843	359,517	359,517	346,981	350,692	(8,825)	-2.5%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	293,989	315,187	315,187	304,201	169,618	(145,569)	-46.2%
CPV Fund	-	-	-	-	137,834	137,834	New
Solid Waste Fund	11,446	12,510	12,510	12,070	12,200	(310)	-2.5%
Wastewater Fund	8,708	9,640	9,640	9,300	9,400	(240)	-2.5%
Harbor Fund	6,234	6,470	6,470	6,250	6,310	(160)	-2.5%
Port Fund	9,466	15,710	15,710	15,160	15,330	(380)	-2.4%
Total	329,843	359,517	359,517	346,981	350,692	(8,825)	-2.5%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
City Manager	0.50	0.50	0.50	0.50	112,200	-	0.0%
Assistant City Manager	0.50	0.50	0.50	0.50	74,344	-	0.0%
Executive Assistant	0.50	0.50	0.50	0.50	33,738	-	0.0%
Total	1.50	1.50	1.50	1.50	220,282	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- \$137,834 of Personnel Services and Benefits costs, or 50% of the General Government's share of the compensation of the City Manager/General Manager and Assistant City Manager/General Manager, will be funded from Fund 260, CPV Fund, in 2021 to account for their proportionate involvement in the Port of Ketchikan's recovery from the COVID-19 pandemic and transition to a new management plan.
- Travel - Business (Account No. 600.01) decreased by \$6,000, or by 75%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	201,523	219,442	218,402	216,920	220,282	840	0.4%
501. 01 Overtime Wages	291	1,000	970	360	1,000	-	0.0%
502. 01 Temporary Wages	714	2,000	2,940	2,770	-	(2,000)	-100.0%
505. 00 Payroll Taxes	12,513	17,020	17,020	15,330	16,930	(90)	-0.5%
506. 00 Pension	46,826	48,500	48,500	47,790	48,690	190	0.4%
507. 00 Health and Life Insurance	33,569	34,900	34,900	33,350	34,320	(580)	-1.7%
507. 30 Workers Compensation	696	600	630	630	650	50	8.3%
508. 00 Other Benefits	5,060	5,550	5,550	5,550	5,280	(270)	-4.9%
509. 07 Allowances-Moving Expense	2,580	-	-	-	-	-	NA
509. 10 Allowances-Add'l Life Benefit	300	300	300	300	300	-	0.0%
Personnel Services and Benefits	304,072	329,312	329,212	323,000	327,452	(1,860)	-0.6%
Supplies							
510. 01 Office Supplies	4,561	5,000	4,940	4,940	5,000	-	0.0%
515. 01 Vehicle Maintenance Materials	477	400	400	400	400	-	0.0%
520. 02 Postage	38	200	200	200	200	-	0.0%
525. 04 Vehicle Motor Fuel & Lubricants	206	500	500	500	500	-	0.0%
530. 02 Periodicals	-	165	165	165	165	-	0.0%
535. 02 Business and Meal Expenses	507	1,000	1,000	1,000	1,000	-	0.0%
Supplies	5,789	7,265	7,205	7,205	7,265	-	0.0%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Manager

Operations Division 1140-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Contract/Purchased Services							
600. 01 Travel-Business	7,745	8,000	5,840	2,500	2,000	(6,000)	-75.0%
605. 01 Advertising and Public Announcements	-	200	200	200	200	-	0.0%
615. 01 Professional Licenses and Certifications	45	-	-	-	-	-	NA
615. 02 Assn. Membership Dues & Fees	3,201	4,200	4,200	4,200	4,200	-	0.0%
630. 03 Bank & Merchant Fees	126	150	150	150	150		0.0%
635. 05 Furniture & Fixtures Maint Services	1,200	-	-	-	-		NA
635. 07 Machinery & Equip Maint Services	848	1,000	1,000	1,000	1,000	-	0.0%
650. 01 Telecommunications	3,516	3,700	5,200	4,151	3,700	-	0.0%
650. 02 Electric, Water, Sewer & Solid Waste	-	95	95	95	95	-	0.0%
Contract/Purchased Services	16,681	17,345	16,685	12,296	11,345	(6,000)	-34.6%
Minor Capital Outlay							
790. 15 Minor Furniture and Fixtures	20	1,275	1,275	-	-	(1,275)	-100.0%
790. 26 Minor Computers, Printers & Copiers	1,309	750	1,470	810	-	(750)	-100.0%
Minor Capital Outlay	1,329	2,025	2,745	810	-	(2,025)	-100.0%
Interdepartmental Charges							
825. 01 Interdepartmental-Insurance	1,972	3,570	3,670	3,670	4,630	1,060	29.7%
Interdepartmental Charges	1,972	3,570	3,670	3,670	4,630	1,060	29.7%
Total Expenditures by Type	329,843	359,517	359,517	346,981	350,692	(8,825)	-2.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$220,282 – 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.

505.00 Payroll Taxes: \$16,930 – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$48,690 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$34,320 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$650 – 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.

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

CITY OF KETCHIKAN

2021 Operating and Capital Budget

City Manager

Operations Division 1140-110

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: \$2,000 – 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.

825.01 Interdepartmental Charges-Insurance: \$4,630 – 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 2021

- Assist the City Manager's Office in responding to the COVID-19 pandemic.
- Assist the City Manager's Office in negotiating successor collective bargaining agreements with the International Brotherhood of Electrical workers representing General Government and Ketchikan Public Utilities, which expire on December 31, 2020; with the International Association of Firefighters, which expires on December 31, 2020; and with the Public Safety Employees Association, which expires on June 30, 2021.
- 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.

- Continue to maintain the average return of seven (7) days on background check completions.

ACCOMPLISHMENTS FOR 2020

- Assisted various departments and divisions with position recruitment consisting of three management; twenty-four non-management; fifty-two temporary; fourteen promotions; and seven transfers. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new employees.
- In responding to the Families First Coronavirus Response Act, expanded the Family Medical Leave Act by adding an emergency component and developed an emergency COVID-19 sick leave policy.
- Assisted the City Manager's Office in responding to the COVID-19 pandemic, which included developing guidelines for employee testing, reopening of City and KPU Facilities to the Public and return to work directives.
- 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.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	306,856	385,954	388,464	385,200	382,065	(3,889)	-1.0%
Supplies	18,590	22,390	20,290	18,975	15,700	(6,690)	-29.9%
Contract/Purchased Services	39,034	111,250	116,740	83,892	37,235	(74,015)	-66.5%
Minor Capital Outlay	3,771	1,500	3,600	-	-	(1,500)	-100.0%
Interdepartmental Charges	2,336	4,230	4,230	4,140	5,220	990	23.4%
Total Expenditures	370,587	525,324	533,324	492,207	440,220	(85,104)	-16.2%

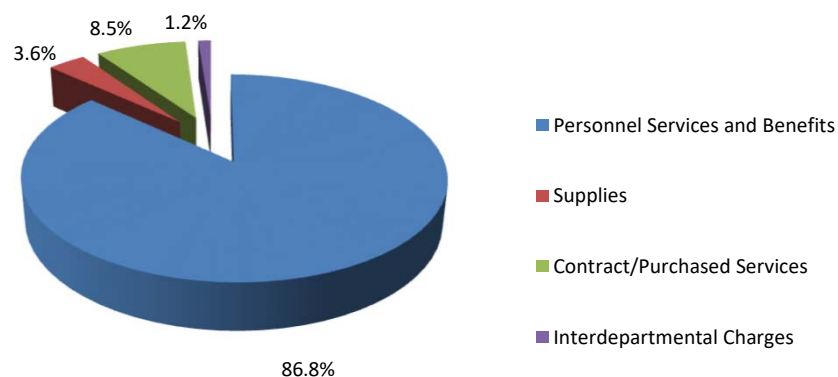
Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	185,775	213,644	216,904	200,177	179,040	(34,604)	-16.2%
Solid Waste Fund	12,859	18,280	18,560	17,130	15,320	(2,960)	-16.2%
Wastewater Fund	9,783	14,080	14,290	13,190	11,800	(2,280)	-16.2%
Harbor Fund	7,004	9,460	9,600	8,860	7,920	(1,540)	-16.3%
Port Fund	10,636	22,960	23,310	21,510	19,240	(3,720)	-16.2%
KPU Enterprise Fund	144,529	246,900	250,660	231,340	206,900	(43,760)	-16.2%
Total Funding	370,587	525,324	533,324	492,207	440,220	(85,104)	-16.2%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	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	51,147	-	0.0%
Total	3.00	3.00	3.00	3.00	248,285	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Training and Education Services decreased by \$14,350, or by 74.2%, to reflect the financial impacts to General Government Operations as a result of the COVID-19 pandemic. Human Resources will only be conducting the required annual sexual harassment training for employees in 2021.
- Technical Services decreased by \$25,500, or by 76.1%, in order to reflect the financial impacts to General Government Operations as a result of the COVID-19 pandemic. Employee participation in Horton Health Initiative Program has been eliminated (\$17,500) and it is anticipated that expenses associated with employee background check services will be reduced due to the hiring freeze (\$8,000).

CITY OF KETCHIKAN
2021 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	187,863	247,924	247,924	246,750	248,285	361	0.1%
502. 01 Temporary Wages	9,556	3,100	3,100	2,030	-	(3,100)	-100.0%
505. 00 Payroll Taxes	14,429	19,210	19,210	18,450	19,000	(210)	-1.1%
506. 00 Pension	43,589	54,550	54,550	54,290	54,630	80	0.1%
507. 00 Health and Life Insurance	45,818	54,240	56,720	56,720	53,000	(1,240)	-2.3%
507. 30 Workers Compensation	658	680	710	710	720	40	5.9%
508. 00 Other Benefits	4,943	6,250	6,250	6,250	6,430	180	2.9%
Personnel Services and Benefits	306,856	385,954	388,464	385,200	382,065	(3,889)	-1.0%
Supplies							
510. 01 Office Supplies	3,626	3,865	3,865	3,800	3,800	(65)	-1.7%
510. 02 Operating Supplies	11,018	13,500	11,400	11,000	11,000	(2,500)	-18.5%
510. 03 Safety Program Supplies	441	1,000	1,000	250	250	(750)	-75.0%
520. 02 Postage	47	200	200	100	100	(100)	-50.0%
530. 03 Professional & Technical Publications	3,458	3,825	3,825	3,825	550	(3,275)	-85.6%
Supplies	18,590	22,390	20,290	18,975	15,700	(6,690)	-29.9%
Contract/Purchased Services							
600. 02 Travel-Training	2,698	3,500	3,500	992	-	(3,500)	-100.0%
600. 03 Training and Education	4,747	19,350	27,350	12,000	5,000	(14,350)	-74.2%
605. 01 Ads & Public Announcements	-	1,000	1,000	-	-	(1,000)	-100.0%
615. 02 Assn. Membership Dues & Fees	358	740	740	740	575	(165)	-22.3%
635. 07 Machinery & Equipment Maint Services	2,360	2,560	2,560	2,560	2,560	-	0.0%
635. 12 Technical Services	22,463	33,500	33,500	30,000	8,000	(25,500)	-76.1%
640. 01 Legal and Accounting Services	225	16,500	13,990	7,000	14,000	(2,500)	-15.2%
640. 04 Management and Consulting Services	4,158	32,000	32,000	28,500	5,000	(27,000)	-84.4%
650. 01 Telecommunications	2,025	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	39,034	111,250	116,740	83,892	37,235	(74,015)	-66.5%
Minor Capital Outlay							
790. 15 Minor Furniture & Fixtures	850	-	-	-	-	-	NA
790. 26 Minor Computers, Printers & Copiers	2,921	1,500	3,600	-	-	(1,500)	-100.0%
Minor Capital Outlay	3,771	1,500	3,600	-	-	(1,500)	-100.0%
Interdepartmental Charges							
825. 01 Interdepartmental Charges-Insurance	2,336	4,230	4,230	4,140	5,220	990	23.4%
Interdepartmental Charges	2,336	4,230	4,230	4,140	5,220	990	23.4%
Total Expenditures by Type	370,587	525,324	533,324	492,207	440,220	(85,104)	-16.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$248,285 – This account provides expenditure for the cost of the annual salaries paid to the employees of the Human Resources Division.

505.00 Payroll Taxes: \$19,000 – This account provides expenditure for employer contributions to Social Security, Medicare and other similar payroll taxes.

506.00 Pension: \$54,630 – This account provides expenditure for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$53,000 – This account provides expenditure for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$720 – This account provides expenditure for employer contributions to workers' compensation.

508.00 Other Benefits: \$6,430 – This account provides expenditure 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: \$3,800 – This account provides expenditure 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: \$11,000 – This account provides expenditure 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; and maintenance items for department printer.

510.03 Safety Program Supplies: \$250 – This account provides expenditure for the cost of supplies utilized to conduct ongoing safety programs for both General Government and Ketchikan Public Utilities.

520.02 Postage: \$100 – This account provides expenditure for the costs of postal related services such as postage and mailing materials.

530.03 Professional & Technical Publications: \$550 – This account provides expenditure 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.

600.03 Training & Education: \$5,000 – This account provides expenditure for required annual sexual harassment training.

615.02 Assn. Membership Dues & Fees: \$575 – This account provides expenditure 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 expenditure for services for routine and non-routine maintenance associated with equipment located in the 3rd floor copier room.

635.12 Technical Services: \$8,000 – This account provides expenditure for the expenses associated with employee background checks and drug testing services for all random, post-accident and DOT screens for current employees.

640.01 Legal & Accounting Services: \$14,000 – This account provides expenditure for the expense of grievance and disciplinary appeal arbitration hearings for General Government and KPU employees.

640.04 Management & Consulting Services: \$27,000 – This account provides expenditure for the annual costs associated with routine job description reviews conducted by Ralph Andersen & Associates (\$5,000).

650.01 Telecommunications: \$2,000 – This account provides expenditure 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 expenditure for the costs associated with the destruction of records for the division, which have reached the end of their retention life.

825.01 Interdepartmental Charges-Insurance: \$5,220 – This account provides expenditure for the division's share of the City's risk management program.

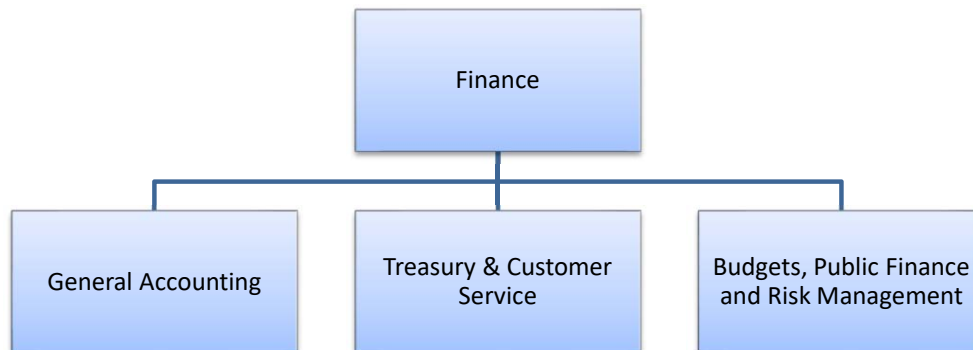
CITY OF KETCHIKAN

2021 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	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,028,568	2,285,239	2,285,239	2,161,990	2,200,261	(84,978)	-3.7%
Capital Improvement Program	-	20,000	20,000	-	20,000	-	0.0%
Total	2,028,568	2,305,239	2,305,239	2,161,990	2,220,261	(84,978)	-3.7%

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,724,166	1,910,009	1,910,009	1,850,240	1,848,176	(61,833)	-3.2%
Supplies	28,215	33,250	33,250	31,300	32,300	(950)	-2.9%
Contract/Purchased Services	240,549	312,650	312,650	253,300	291,275	(21,375)	-6.8%
Minor Capital Outlay	23,401	7,200	7,200	6,900	3,000	(4,200)	-58.3%
Interdepartmental Charges	12,237	22,130	22,130	20,250	25,510	3,380	15.3%
Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%
Total	2,028,568	2,305,239	2,305,239	2,161,990	2,220,261	(84,978)	-3.7%

Funding Source	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	846,928	929,419	929,419	879,270	894,851	(34,568)	-3.7%
Public Works Sales Tax Fund	-	20,000	20,000	-	20,000	-	0.0%
Solid Waste Fund	70,390	79,530	79,530	75,240	76,570	(2,960)	-3.7%
Wastewater Fund	53,550	61,240	61,240	57,940	58,970	(2,270)	-3.7%
Harbor Fund	38,340	41,130	41,130	38,920	39,600	(1,530)	-3.7%
Port Fund	58,220	99,860	99,860	94,480	96,150	(3,710)	-3.7%
KPU Enterprise Fund	961,140	1,074,060	1,074,060	1,016,140	1,034,120	(39,940)	-3.7%
Total	2,028,568	2,305,239	2,305,239	2,161,990	2,220,261	(84,978)	-3.7%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted /2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	16.00	16.00	16.00	16.00	1,160,826	-	0.0%
Total	16.00	16.00	16.00	16.00	1,160,826	-	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 2021

- Complete the City's 2020 Financial and Compliance Audit by June 30, 2021.
- In conjunction with the office of the City Manager/KPU General Manager, prepare the proposed 2022 General Government and KPU Operating and Capital Budgets and their respective 2022 – 2026 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.
- 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 significantly 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 in the efforts to determine if the Port should be operated by a private company and selecting the firm best suited to meet the needs of the Port.
- Compile and file all the reports necessary for seeking reimbursement from FEMA and the State for expenses incurred by the City in responding to the COVID-19 pandemic and addressing the needs of the community.
- Refund the 2012 Library General Obligation Bond and the 2013 KPU Series X Whitman Lake Revenue Bond. Potential savings are currently estimated at \$736,000. The refunding will occur if a ruling issued by the Alaska Supreme Court in September regarding the payment by the State of tax credits to oil producers can be resolved in time to take advantage of the current low interest rate market.

ACCOMPLISHMENTS FOR 2020

- Completed the City's 2019 Financial and Compliance Audit. The City received a clean opinion and there were no single audit findings.
- Issued a \$9.52 million revenue bond to finance the construction of the KPU Telecommunications Division's undersea fiber cable between Ketchikan, Alaska and Prince Rupert, BC, Canada. The bond sold at premium of \$1,850,000 and carried an effective interest rate of 2.44%. The cost to issue the bond was \$64,145.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2021 General Government and KPU Operating and Capital Budgets and their respective 2021 – 2025 Capital Improvement Programs.
- Received a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association for the City's 2018 Financial and Compliance Audit. This is the City's 41st 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.
- Continued to assist the offices of the City Manager/KPU General Manager and the Director of Port and Harbors in the efforts to determine if the Port should be operated by a private company and selecting the firm best suited to meet the needs of the Port.
- Assisted the Emergency Operations Center in its efforts to address the public health emergency caused by the COVID-19 pandemic.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Finance

Operations Division 1150-110

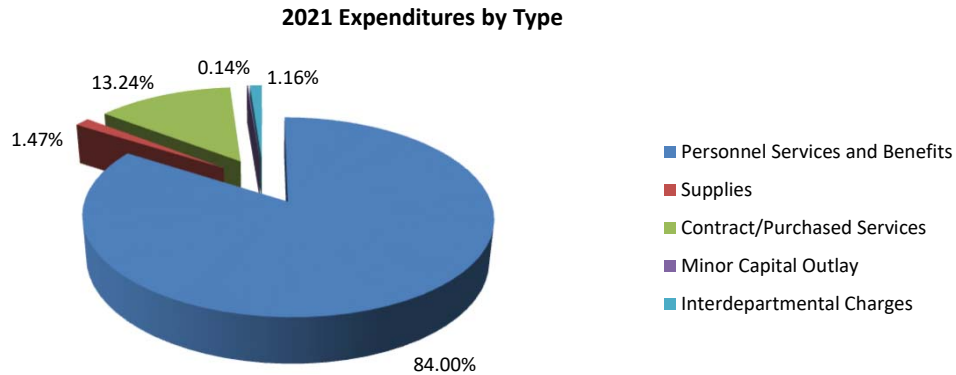
- Administered the City's CARES Act funds in accordance with federal and state guidelines and assisted in the efforts to develop and deliver meaningful programs to alleviate some of the economic hardships caused by the COVID-19 pandemic in our community.
- Developed and executed a plan to continue the operations of the finance department remotely while City Hall was closed for almost six weeks due to the public health emergency.
- Refunded the 2010 Fire Station General Obligation Bond and realized net present value savings of \$444,530.
- Executed a transition plan to ensure a smooth transition for the City's new Finance Director.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,724,166	1,910,009	1,910,009	1,850,240	1,848,176	(61,833)	-3.2%
Supplies	28,215	33,250	33,250	31,300	32,300	(950)	-2.9%
Contract/Purchased Services	240,549	312,650	312,650	253,300	291,275	(21,375)	-6.8%
Minor Capital Outlay	23,401	7,200	7,200	6,900	3,000	(4,200)	-58.3%
Interdepartmental Charges	12,237	22,130	22,130	20,250	25,510	3,380	15.3%
Total Expenditures	2,028,568	2,285,239	2,285,239	2,161,990	2,200,261	(84,978)	-3.7%

Funding Source	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	846,928	929,419	929,419	879,270	894,851	(34,568)	-3.7%
Solid Waste Fund	70,390	79,530	79,530	75,240	76,570	(2,960)	-3.7%
Wastewater Fund	53,550	61,240	61,240	57,940	58,970	(2,270)	-3.7%
Harbor Fund	38,340	41,130	41,130	38,920	39,600	(1,530)	-3.7%
Port Fund	58,220	99,860	99,860	94,480	96,150	(3,710)	-3.7%
KPU Enterprise Fund	961,140	1,074,060	1,074,060	1,016,140	1,034,120	(39,940)	-3.7%
Total Funding	2,028,568	2,285,239	2,285,239	2,161,990	2,200,261	(84,978)	-3.7%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted /2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Finance Director	1.00	1.00	1.00	1.00	133,389	-	0.0%
Controller	1.00	1.00	1.00	1.00	104,204	-	0.0%
Treasury & Customer Service Supervisor	1.00	1.00	1.00	1.00	70,526	-	0.0%
Senior Accountant - Telecom	1.00	1.00	1.00	1.00	75,976	-	0.0%
Senior Accountant - Electric/Water	1.00	1.00	1.00	1.00	84,322	-	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	54,808	-	0.0%
Accounts Payable Coordinator	1.00	1.00	1.00	1.00	61,464	-	0.0%
Payroll Coordinator	1.00	1.00	1.00	1.00	72,717	-	0.0%
Accounts Payable Technician	1.00	1.00	1.00	1.00	55,702	-	0.0%
Customer Services Representative II	2.00	2.00	2.00	2.00	105,144	-	0.0%
Office Services Technician	1.00	1.00	1.00	1.00	44,366	-	0.0%
Total	16.00	16.00	16.00	16.00	1,160,826	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$61,833, or by 3.2%, as a result of the retirement of the Finance Director and a promotion that created a vacancy in the position of Controller. The decrease was partially offset by annual step increases and health insurance premium, which have been projected to increase about 10%.
- Travel - Training (Account No. 600.02) decreased by \$5,550, or by 75.0%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Training and Education (Account No. 600.03) decreased by \$7,275, or by 75.0%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Bank & Merchant Fees (Account No. 630.03) decreased by \$7,000, or by 9.7%, as a result of efforts to review fees and services provided by the bank servicing the City's accounts.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,080,564	1,201,009	1,201,009	1,177,330	1,160,826	(40,183)	-3.3%
501 .01 Overtime Wages	3,700	11,500	11,500	5,310	11,500	-	0.0%
502 .01 Temporary Wages	29,448	15,000	15,000	14,720	15,000	-	0.0%
505 .00 Payroll Taxes	80,250	93,910	93,910	87,970	90,830	(3,080)	-3.3%
506 .00 Pension	232,968	245,850	245,850	240,870	237,000	(8,850)	-3.6%
507 .00 Health and Life Insurance	259,020	299,790	299,590	280,980	301,530	1,740	0.6%
507 .30 Workers Compensation	3,656	3,310	3,510	3,420	3,440	130	3.9%
508 .00 Other Benefits	34,560	39,490	39,490	39,490	27,900	(11,590)	-29.3%
509 .08 Allowances-Medical Expenses	-	150	150	150	150	-	0.0%
Personnel Services and Benefits	1,724,166	1,910,009	1,910,009	1,850,240	1,848,176	(61,833)	-3.2%
Supplies							
510 .01 Office Supplies	17,359	20,000	20,000	20,000	21,000	1,000	5.0%
510 .02 Operating Supplies	30	500	500	250	250	(250)	-50.0%
510 .05 Small Tools and Equipment	294	250	250	250	250	-	0.0%
520 .02 Postage	8,776	10,500	10,500	9,000	9,000	(1,500)	-14.3%
530 .03 Professional and Technical Publications	1,756	2,000	2,000	1,800	1,800	(200)	-10.0%
Supplies	28,215	33,250	33,250	31,300	32,300	(950)	-2.9%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Finance

Operations Division 1150-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	4,283	7,400	7,400	1,000	1,850	(5,550)	-75.0%
600 .03 Training and Education	4,914	9,700	9,700	2,500	2,425	(7,275)	-75.0%
605 .01 Ads and Public Announcements	600	550	550	500	500	(50)	-9.1%
615 .01 Professional Licenses & Certifications	390	300	300	300	-	(300)	-100.0%
615 .02 Assn. Membership Dues & Fees	738	1,200	1,200	800	1,000	(200)	-16.7%
630 .03 Bank & Merchant Fees	57,114	72,000	72,000	65,000	65,000	(7,000)	-9.7%
630 .06 Service Charges and Fees	2,801	3,800	3,800	3,000	3,000	(800)	-21.1%
635 .04 Software Maintenance Services	81,294	85,000	85,000	79,000	82,000	(3,000)	-3.5%
635 .07 Machinery & Equipment Maintenance Ser	6,257	7,500	7,500	7,000	7,000	(500)	-6.7%
635 .12 Technical Services	-	300	300	-	300	-	0.0%
640 .01 Legal and Accounting Services	75,000	85,000	85,000	85,000	89,000	4,000	4.7%
640 .03 Information Technology Services	-	1,800	1,800	1,500	1,500	(300)	-16.7%
640 .04 Management and Consulting Services	-	30,000	30,000	-	30,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	684	750	750	750	750	-	0.0%
650 .01 Telecommunications	6,474	7,200	7,200	6,800	6,800	(400)	-5.6%
650 .02 Electric, Water, Sewer & Solid Waste	-	150	150	150	150	-	0.0%
Contract/Purchased Services	240,549	312,650	312,650	253,300	291,275	(21,375)	-6.8%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	891	1,200	1,200	900	-	(1,200)	-100.0%
790 .25 Machinery & Equipment	3,100	-	-	-	-	-	0.0%
790 .26 Computers, Printers & Copiers	19,410	6,000	6,000	6,000	3,000	(3,000)	-50.0%
Minor Capital Outlay	23,401	7,200	7,200	6,900	3,000	(4,200)	-58.3%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	12,237	22,130	22,130	20,250	25,510	3,380	15.3%
Interdepartmental Charges	12,237	22,130	22,130	20,250	25,510	3,380	15.3%
Total Expenditures by Type	2,028,568	2,285,239	2,285,239	2,161,990	2,200,261	(84,978)	-3.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,160,826 – 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: \$90,830 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$237,000 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$301,530 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$3,440 – This account provides expenditures for employer contributions for mandatory workers compensation insurance.

508.00 Other Benefits: \$27,900 – 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: \$21,000 – This account provides expenditures for expendable office supplies.

510.02 Operating Supplies: \$250 – 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: \$9,000 – 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: \$1,800 - 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: \$1,850 – 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: \$2,425 – 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: \$500 – This account provides expenditures for legal notices and community information notices.

615.02 Assn. Membership Dues & Fees: \$1,000 – 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: \$65,000– 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: \$3,000 – 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: \$82,000 – 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: \$7,000 – 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: \$89,000 – 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. Additional funding was added for services that may be required due to the transition to a new finance director.

640.03 Information Technology Services: \$1,500 – 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: \$6,800 – 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.

790.26 Computers, Printers and Copiers: \$3,000 – 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: \$25,510 – This account provides expenditures for the department's share of the City's risk management program.

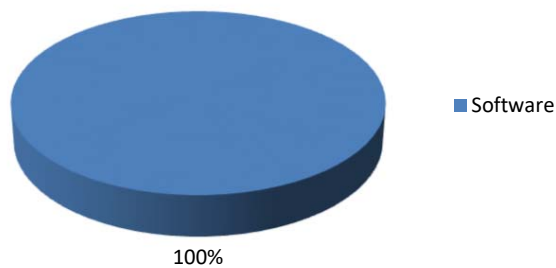
CITY OF KETCHIKAN
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Finance

Capital Budget

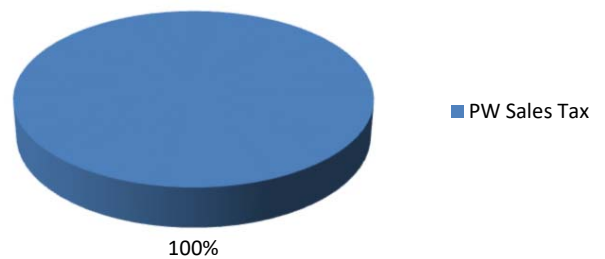
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Amount	%
735.00 Software	-	20,000	20,000	-	20,000	-	0.0%
Total Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%

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

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	921,561	1,066,349	1,066,349	1,029,580	1,058,863	(7,486)	-0.7%
Capital Improvement Program	73,411	150,000	150,000	150,000	18,000	(132,000)	-88.0%
Total	994,972	1,216,349	1,216,349	1,179,580	1,076,863	(139,486)	-11.5%

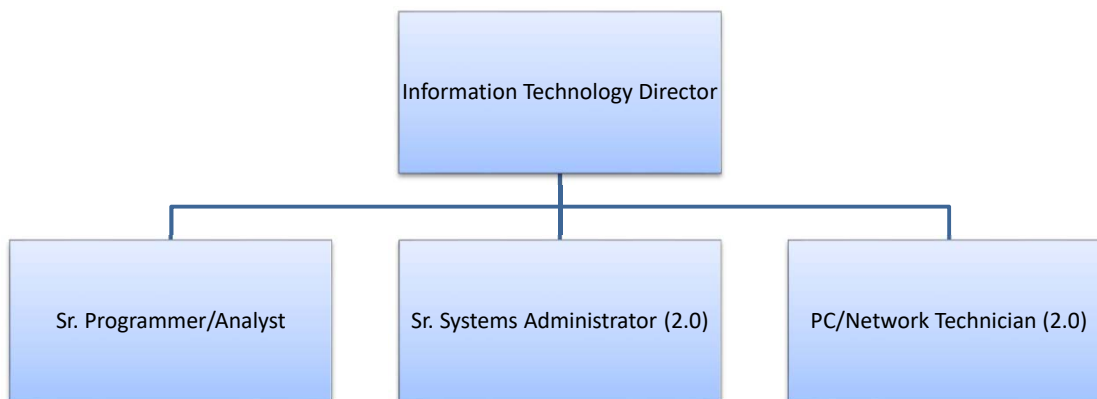
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	703,179	816,179	816,179	787,880	813,113	(3,066)	-0.4%
Supplies	8,273	10,900	10,900	10,900	10,150	(750)	-6.9%
Contract/Purchased Services	187,157	218,810	210,810	210,810	214,540	(4,270)	-2.0%
Minor Capital Outlay	16,693	8,500	16,500	8,500	6,950	(1,550)	-18.2%
Interdepartmental Charges	6,259	11,960	11,960	11,490	14,110	2,150	18.0%
Major Capital Outlay	73,411	150,000	150,000	150,000	18,000	(132,000)	-88.0%
Total	994,972	1,216,349	1,216,349	1,179,580	1,076,863	(139,486)	-11.5%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	389,322	458,209	458,209	444,350	405,663	(52,546)	-11.5%
Solid Waste Fund	34,530	42,330	42,330	41,050	37,470	(4,860)	-11.5%
Wastewater Fund	26,270	32,600	32,600	31,610	28,860	(3,740)	-11.5%
Harbor Fund	18,800	21,890	21,890	21,230	19,380	(2,510)	-11.5%
Port Fund	28,560	53,150	53,150	51,550	47,060	(6,090)	-11.5%
KPU Enterprise Fund	497,490	608,170	608,170	589,790	538,430	(69,740)	-11.5%
Total	994,972	1,216,349	1,216,349	1,179,580	1,076,863	(139,486)	-11.5%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	6.00	6.00	6.00	6.00	538,373	-	0.0%
Total	6.00	6.00	6.00	6.00	538,373	-	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 2021

- Purchase and configure an LTO tape library system to enhance data backup.
- Segment Police department on separate VLAN utilizing newly installed fiber links.
- Create data access groups and remove individual profile access rights to data volumes.
- Evaluate the use of Mac computers (preferred by graphic users but prohibited at this time).
- Due to reduced Operating and Capital budgets, we will cleanup and optimize systems (labor intensive but no additional cost).
- Assist the Finance Department with the launch of its Utility Billing customer web portal.
- Move Telephone billing portal server to DMZ.
- Lockdown portable drives (thumb drives and external hard drives). Devices can be allowed based on need.
- Maintain 300 PCs, multiple mobile devices, 40 servers and 100 printers.

ACCOMPLISHMENTS FOR 2020

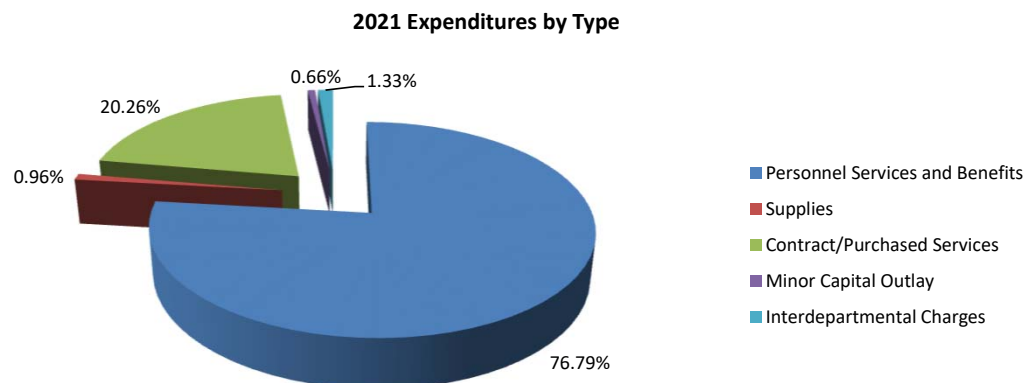
- Upgraded MS Office suite on all City computers.
- Upgraded 100 PCs operating system to Window 10 and static drives (extending life and reducing 2021 PC budget)
- Quickly implemented SSL VPN to help accommodate remote access to 150 employees during the local shelter in place order issued in response to the rising COVID-19 pandemic. Reimaged and configured dozens of PCs and Laptops to accommodate remote access during this time.
- Rebalanced SAN environment from RAID 6 to RAID 10 to increase performance. This required transferring all City data multiple times.
- Configured iPads and tablets to access City data from the field.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Information Technology

Operations Division 1160-110

- Finished upgrading remaining server operating systems.
- Implemented LTO tape backup system in addition to off-site backup (single tape drive).
- Migrated from eVault to Veeam as a backup solution to reduce overall cost.
- Implemented Disaster Recovery site at KPU Telecom's data warehouse.
- Assisted Police Department with E911 console upgrade including running fiber for improved connectivity.
- Improved AS400 data backup by creating off-site FTP server to store daily backups.
- Maintain 300 PCs, multiple mobile devices, 40 servers and 100 printers.
- Appointed Sabrina Gartner of Ketchikan, Alaska to the position of PC/Network Technician effective January 6, 2020.

DIVISION SUMMARY							
Expenditures by Category	2019	2020 Budget			2021	2019 Adopted/2020	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	703,179	816,179	816,179	787,880	813,113	(3,066)	-0.4%
Supplies	8,273	10,900	10,900	10,900	10,150	(750)	-6.9%
Contract/Purchased Services	187,157	218,810	210,810	210,810	214,540	(4,270)	-2.0%
Minor Capital Outlay	16,693	8,500	16,500	8,500	6,950	(1,550)	-18.2%
Interdepartmental Charges	6,259	11,960	11,960	11,490	14,110	2,150	18.0%
Total Expenditures	921,561	1,066,349	1,066,349	1,029,580	1,058,863	(7,486)	-0.7%
Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	360,607	417,279	417,279	402,870	414,343	(2,936)	-0.7%
Solid Waste Fund	31,978	37,000	37,000	35,730	36,740	(260)	-0.7%
Wastewater Fund	24,329	28,150	28,150	27,180	27,950	(200)	-0.7%
Harbor Fund	17,418	20,150	20,150	19,460	20,010	(140)	-0.7%
Port Fund	26,449	30,600	30,600	29,550	30,390	(210)	-0.7%
KPU Enterprise Fund	460,781	533,170	533,170	514,790	529,430	(3,740)	-0.7%
Total Funding	921,561	1,066,349	1,066,349	1,029,580	1,058,863	(7,486)	-0.7%
Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Information Technology Director	1.00	1.00	1.00	1.00	134,802	-	0.0%
Sr. Systems Administrator	2.00	2.00	2.00	2.00	187,938	-	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	122,557	-	0.0%
Total	6.00	6.00	6.00	6.00	538,373	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Travel-Training (Account No. 600.02) has been decreased by \$8,000, or 100% to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Training-Education (Account No. 600.03) has been decreased by \$3,000, or 46.4% to reflect the financial impacts to the General Government operations as a result of the COVID-19 pandemic.
- Software Maintenance Services (Account No. 635.04) has been increased by \$10,000, or 12.3%, to fund the licensing cost of WebEx for all departments and KPU.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2019	2020 Budget			2021	2020 Adopted/2021	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits								
500 .01	Regular Salaries and Wages	461,982	529,139	529,139	521,460	538,373	9,234	1.7%
501 .01	Overtime Wages	2,690	4,000	4,000	1,390	2,800	(1,200)	-30.0%
505 .00	Payroll Taxes	34,412	40,790	40,790	38,850	41,400	610	1.5%
506 .00	Pension	100,341	106,060	106,490	106,490	108,890	2,830	2.7%
507 .00	Health and Life Insurance	91,121	121,430	120,940	104,870	107,190	(14,240)	-11.7%
507 .30	Workers Compensation	1,554	1,440	1,500	1,500	1,570	130	9.0%
508 .00	Other Benefits	8,647	13,320	13,320	13,320	12,890	(430)	-3.2%
509 .07	Moving Expenses -Taxed	2,256	-	-	-	-	-	0.0%
509 .08	Allowances-Medical Expenses	176	-	-	-	-	-	0.0%
	Personnel Services and Benefits	703,179	816,179	816,179	787,880	813,113	(3,066)	-0.4%
Supplies								
510 .01	Office Supplies	2,191	2,000	2,000	2,000	1,800	(200)	-10.0%
510 .02	Operating Supplies	741	3,000	3,000	3,000	2,800	(200)	-6.7%
515 .04	Machinery & Equip Maint Materials	4,923	5,000	5,000	5,000	4,700	(300)	-6.0%
520 .02	Postage	55	400	400	400	380	(20)	-5.0%
525 .04	Vehicle Motor Fuel & Lubricants	363	500	500	500	470	(30)	-6.0%
	Supplies	8,273	10,900	10,900	10,900	10,150	(750)	-6.9%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Information Technology

Operations Division 1160-110

Operating Expenditures			2019	2020 Budget			2021	2020 Adopted/2021	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
600 .02	Travel-Training		1,364	8,000	-	-	-	(8,000)	-100.0%
600 .03	Training and Education		10,152	7,000	7,000	7,000	3,750	(3,250)	-46.4%
605 .01	Ads and Public Announcements		221	-	-	-	-	-	NA
630 .02	Vehicle Licenses		10	10	10	10	10	-	0.0%
635 .04	Software Maintenance Services		75,565	81,000	81,000	81,000	91,000	10,000	12.3%
635 .07	Machinery & Equipment Maintenance		34,428	45,000	45,000	45,000	42,000	(3,000)	-6.7%
650 .01	Telecommunications		65,247	77,500	77,500	77,500	77,500	-	0.0%
650 .02	Electric, Water, Sewer & Solid Waste		170	300	300	300	280	(20)	-6.7%
Contract/Purchased Services			187,157	218,810	210,810	210,810	214,540	(4,270)	-2.0%
Minor Capital Outlay									
790 .15	Furniture and Fixtures		134	800	800	800	-	(800)	-100.0%
790 .25	Machinery and Equipment		14,310	4,700	12,700	4,700	4,500	(200)	-4.3%
790 .26	Computers, Printers & Copiers		2,249	2,000	2,000	2,000	1,500	(500)	-25.0%
790 .35	Software		-	1,000	1,000	1,000	950	(50)	-5.0%
Minor Capital Outlay			16,693	8,500	16,500	8,500	6,950	(1,550)	-18.2%
Interdepartmental Charges									
825 .01	Interdepartmental-Insurance		5,180	9,320	9,320	9,150	11,470	2,150	23.1%
850 .01	Interdepartmental-Garage		1,079	2,640	2,640	2,340	2,640	-	0.0%
Interdepartmental Charges			6,259	11,960	11,960	11,490	14,110	2,150	18.0%
Total Expenditures by Type			921,561	1,066,349	1,066,349	1,029,580	1,058,863	(7,486)	-0.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$538,373 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$2,800 - 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, 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: \$41,400 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$108,890 – This account provides expenditures for employer contributions to retirement plans.

507.03 Health and Life Insurance: \$107,190 – 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: \$12,890 – 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: \$1,800 - 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: \$2,800 - 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 and payroll processing.

515.04 Machinery and Equipment Maintenance Materials: \$4,700 – 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: \$380 - 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: \$470 - This account provides expenditures for gasoline and lubricants used by Information Technology Department vehicles.

600.03 Training and Education: \$3,750 - 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.

635.04 Software Maintenance Services: \$91,000 - 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. The \$10,000 increase is needed to fund licensing cost of WebEx for all departments and KPU.

635.07 Machinery and Equipment Maintenance Services: \$42,000 - 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, Pitney Bowes inserter, Network Firewalls and other hardware systems.

650.01 Telecommunications: \$77,500 - This account provides expenditures for telecommunication services. No increase has been proposed for this year. This account funds 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: \$280 - This account provides expenditures for landfill fees for obsolete computer equipment disposal.

790.25 Machinery and Equipment: \$4,500 - 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: \$1,500 - 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: \$950 - 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: \$11,470 - 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.

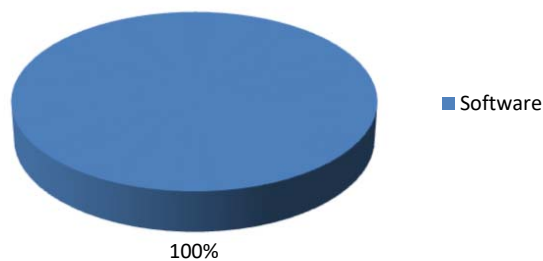
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Information Technology

Capital Budget

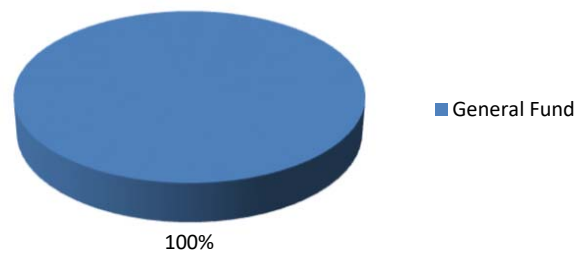
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	73,411	-	-	-	-	-	100.0%
735.00 Software	-	150,000	150,000	150,000	18,000	(132,000)	-88.0%
Total Major Capital Outlay	73,411	150,000	150,000	150,000	18,000	(132,000)	-88.0%

Capital Improvement Projects		Funding Sources	
Project #	Project	General Fund	Total
735.00 Software			
	LTO Backup Library	18,000	18,000
			-
	Total Software	18,000	18,000
	Total Capital Budget	18,000	18,000

Expenditures by Type



Expenditures by Funding Source



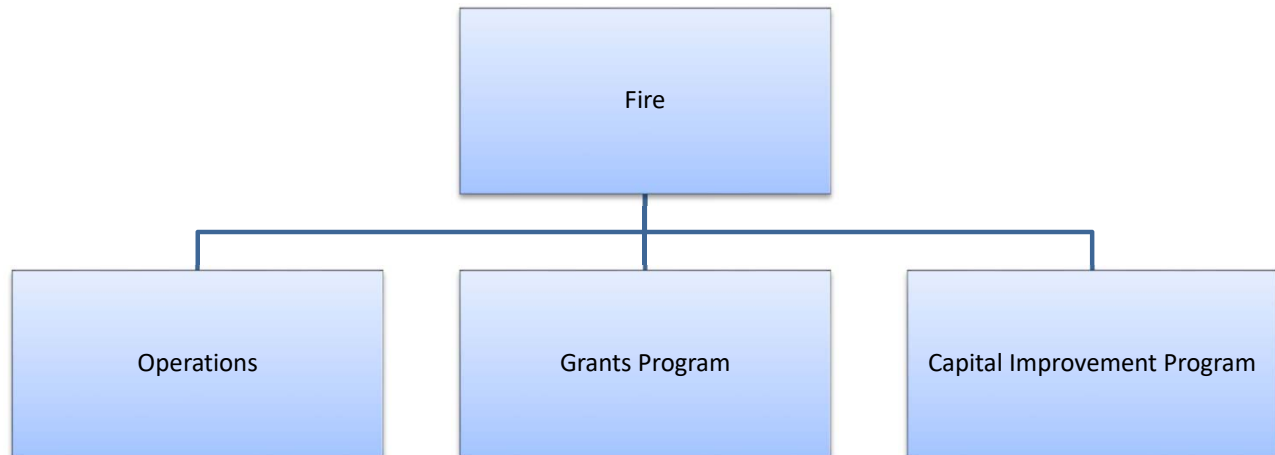
CITY OF KETCHIKAN

2021 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	3,408,509	4,158,719	4,151,350	3,774,469	3,843,438	(315,281)	-7.6%
Grants	66,553	30,000	69,538	69,538	166,047	136,047	453.5%
Capital Improvement Program	2,114,332	420,500	420,500	170,500	250,000	(170,500)	-40.5%
Total	5,589,394	4,609,219	4,641,388	4,014,507	4,259,485	(349,734)	-7.6%

Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	2,873,925	3,531,714	3,524,719	3,233,277	3,381,743	(149,971)	-4.2%
Supplies	150,749	179,135	208,299	189,910	200,052	20,917	11.7%
Contract/Purchased Services	273,533	302,350	312,350	258,960	256,110	(46,240)	-15.3%
Minor Capital Outlay	48,325	36,870	33,010	22,500	22,680	(14,190)	-38.5%
Interdepartmental Charges	128,530	138,650	142,510	139,360	148,900	10,250	7.4%
Major Capital Outlay	2,114,332	420,500	420,500	170,500	250,000	(170,500)	-40.5%
Total	5,589,394	4,609,219	4,641,388	4,014,507	4,259,485	(349,734)	-7.6%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Fire

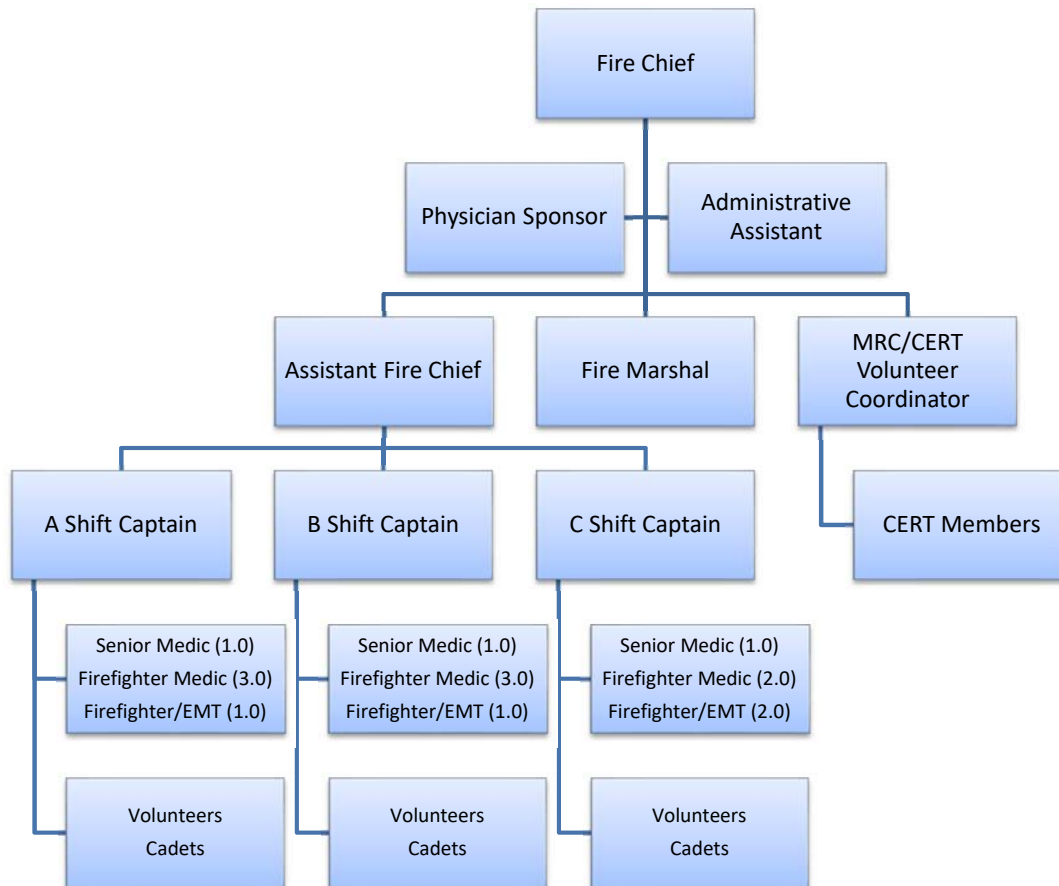
Summary

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,205,133	1,396,332	1,403,963	1,900,082	1,512,051	115,719	8.3%
Charges for Services	632,106	920,150	905,150	695,150	825,150	(95,000)	-10.3%
Public Safety Sales Tax	1,601,847	1,731,000	1,731,000	1,068,000	1,395,000	(336,000)	-19.4%
Public Works Sales Tax Fund	442,871	420,500	420,500	170,500	-	(420,500)	-100.0%
Lease Financing	1,640,884	-	-	-	250,000	250,000	NA
Federal and State Grants	66,553	30,000	69,538	69,538	166,047	136,047	453.5%
CPV Special Revenue Fund	-	111,237	111,237	111,237	111,237	-	0.0%
Total	5,589,394	4,609,219	4,641,388	4,014,507	4,259,485	(349,734)	-7.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	19.00	22.00	22.00	22.00	1,938,454	-	0.0%
Total	19.00	22.00	22.00	22.00	1,938,454	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2021

- Adapt to the changing environment of the COVID-19 pandemic.
- Obtain and train on pandemic personal protective equipment (PPE).
- 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.
- Revitalize the joint KFD/KPD Dive Team for water-rescue and evidence recovery situations.
- Continue to improve the infrastructure for the department's emergency radio communications.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

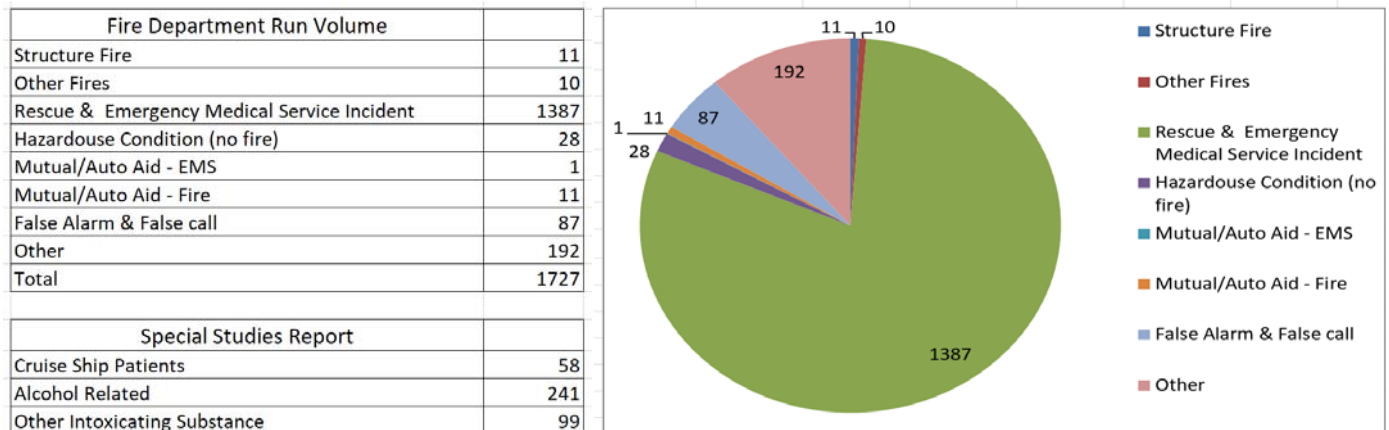
Fire

Operations 1210-110

- Expand the use of 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 via the Harry Newell in the Tongass Narrows waterway.
- Continue work on the CIP project to repair/renovate Fire Station 2 .
- Participate in the Supplemental Emergency Medical Transportation (SEMT) Medicare reimbursement program.
- Improve vehicle preventative maintenance with the City Garage.
- Continue to provide EMS response, inter facility and medivac transport service for cruise ship passengers and crew.
- Provide in-service training for the new Ladder truck and Quick Response vehicle.

ACCOMPLISHMENTS FOR 2020

- Emergency Medical Services transported 1,129 people that generated revenue of \$393,564.67



- Established and activated the local COVID-19 Emergency Operations Center.
- Filled three new firefighter positions.
- Conducted CPR, AED and First Aid Classes for City staff, Department Volunteers, KPD members, High School students and members of the public until the department went on a COVID lockdown.
- Applied for and obtained the Assistance to Firefighters Grant for recruitment and retention of volunteers.
- Volunteers attended and participated in training that was allowed during the COVID shut down
- Conducted some business and seasonal inspections.
- With City Council approval waived seasonal inspection fees.
- Developed a system to track and record seasonal business fire inspections and compliance through the Fire Marshal's office.
- Fire Department cancelled fire prevention talks, fire extinguisher training and station tours due to the pandemic.
- The department did not host the annual Fire Department Open House or Safety Fair due to the pandemic.
- Completed recruitment efforts to fill the vacant position of Fire Marshal, which was vacated in February 5, 2019. A new employee was appointed to the position effective July 16, 2019. In July 2020 this position became vacant.
- Other public events normally supported or attended by the Fire Department during the year were postponed or canceled due to the pandemic. They 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.
- Completed the Automatic Aid Response to any active structure fire with the adjoining fire departments.
- With Emergency Reporting software, the department has streamlined its payroll procedures and improved tracking of physical inventory.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Operations 1210-110

- The Hazmat Team continued to see a reduction in state funding but technicians were able to participate in Hotzone training in October via the web. 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 fire arson task force trainings.
- Continued to work with the Red Cross.
- Completion of the Station 2 Bay door replacement CIP project.
- Completed the purchase of the portable radio CIP project.
- Completed recruitment efforts to fill the vacant position of Fire Marshal position, which was vacated by Andrea Buchanan when she resigned effective June 12, 2020. Gretchen O'Sullivan of Ketchikan, Alaska was promoted to the position effective November 1, 2020.

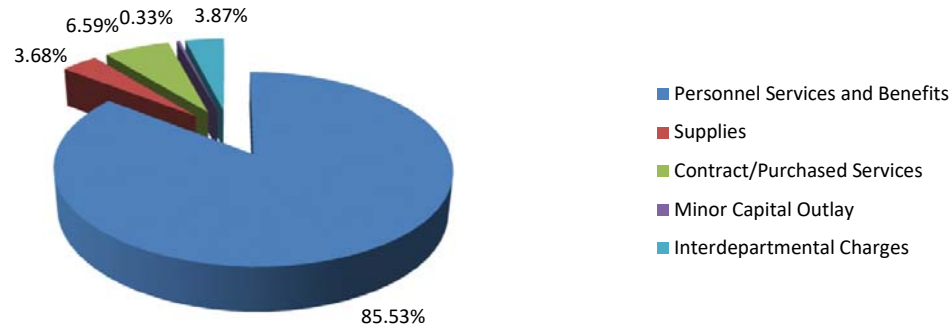
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	2,816,124	3,501,714	3,484,345	3,192,903	3,287,398	(214,316)	-6.1%
Supplies	144,134	179,135	179,135	160,746	141,350	(37,785)	-21.1%
Contract/Purchased Services	271,396	302,350	312,350	258,960	253,110	(49,240)	-16.3%
Minor Capital Outlay	48,325	36,870	33,010	22,500	12,680	(24,190)	-65.6%
Interdepartmental Charges	128,530	138,650	142,510	139,360	148,900	10,250	7.4%
Total Expenditures	3,408,509	4,158,719	4,151,350	3,774,469	3,843,438	(315,281)	-7.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,174,556	1,396,332	1,403,963	1,900,082	1,623,288	226,956	16.3%
Public Safety Sales Tax	1,601,847	1,731,000	1,731,000	1,068,000	1,395,000	(336,000)	-19.4%
Service Fees	10,350	25,150	10,150	150	10,150	(15,000)	-59.6%
Ambulance Fees	606,756	730,000	730,000	530,000	600,000	(130,000)	-17.8%
Emergency Medical Transport Program (SMET)	-	150,000	150,000	150,000	200,000	50,000	33.3%
Borough Emergency Management Services	15,000	15,000	15,000	15,000	15,000	-	0.0%
CPV Special Revenue Fund	-	111,237	111,237	111,237	-	(111,237)	-100.0%
Total Funding	3,408,509	4,158,719	4,151,350	3,774,469	3,843,438	(315,281)	-7.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Fire Chief	1.00	1.00	1.00	1.00	134,802	-	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	100,339	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	49,136	-	0.0%
Captain	3.00	3.00	3.00	3.00	314,019	-	0.0%
Senior Medic	3.00	3.00	3.00	3.00	292,215	-	0.0%
Firefighter/Medic	8.00	8.00	8.00	8.00	673,840	-	0.0%
Firefighter/EMT	1.00	4.00	4.00	4.00	264,603	-	0.0%
Subtotal	19.00	22.00	22.00	22.00	1,938,454	-	0.0%
Less Salaries and Wages Reported in Grant Program					(18,696)		
Total					1,919,758		

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Operating Supplies (Account No. 510.02) was decreased by \$8,360, or by 18.9%.
- Safety Program Supplies (Account No. 510.03) was decreased by \$7,000 or by 28.2%.
- Heating Fuel (Account No. 525.03) was decreased by \$5,130, or by 23.2%.
- Special Protective Clothing (Account No. 535.05) was decreased by \$8,000, or by 47.1%.
- Travel-Business (Account No. 600.01) was decreased by \$5,700, or by 75.0%.
- Travel-Training (Account No. 600.02) was decreased by \$7,130, or by 74.8%.
- Training and Education (Account No. 600.03) was decreased by \$28,180, or by 75.0%.
- Machinery & Equipment (Account No. 790.25) was decreased by 19,750, or by 67.2%.
- Interdepartmental Charges-Insurance (Account No. 825.01) increased by \$10,250, or by 13%.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,473,348	1,901,138	1,808,539	1,731,563	1,919,758	18,620	1.0%
501 .01 Overtime Wages	298,600	210,000	292,000	291,900	116,380	(93,620)	-44.6%
502 .01 Temporary Wages	30,733	83,400	83,400	37,000	23,080	(60,320)	-72.3%
505 .00 Payroll Taxes	133,410	174,108	173,227	152,700	157,630	(16,478)	-9.5%
506 .00 Pension	411,310	479,878	477,346	445,160	447,940	(31,938)	-6.7%
507 .00 Health and Life Insurance	333,848	492,800	491,385	377,540	482,840	(9,960)	-2.0%
507 .30 Workers Compensation	72,544	74,620	72,678	71,270	74,910	290	0.4%
508 .00 Other Benefits	46,014	69,270	69,270	69,270	47,260	(22,010)	-31.8%
509 .06 Allowances-Meals	16,317	16,500	16,500	16,500	17,600	1,100	6.7%
Personnel Services and Benefits	2,816,124	3,501,714	3,484,345	3,192,903	3,287,398	(214,316)	-6.1%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Fire

Operations 1210-110

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .01 Office Supplies	2,380	3,470	3,470	3,470	3,460	(10)	-0.3%
510 .02 Operating Supplies	34,931	44,120	44,120	44,120	35,760	(8,360)	-18.9%
510 .03 Safety Program Supplies	22,540	24,800	24,800	24,800	17,800	(7,000)	-28.2%
510 .04 Janitorial Supplies	4,353	5,520	5,520	5,520	5,100	(420)	-7.6%
510 .05 Small Tools & Equipment	12,433	10,020	10,020	9,000	7,300	(2,720)	-27.1%
510 .07 Food/Catering	834	1,525	1,439	750	650	(875)	-57.4%
515 .01 Vehicle Maintenance Materials	2,518	3,300	3,300	3,300	1,500	(1,800)	-54.5%
515 .02 Building & Grounds Maint Materials	13,408	6,540	6,540	6,540	4,760	(1,780)	-27.2%
515 .03 Furniture and Fixtures Maint Materials	53	750	750	750	750	-	0.0%
515 .04 Machinery & Equipment Maint Materials	4,275	8,000	8,000	7,500	7,000	(1,000)	-12.5%
520 .02 Postage	2,852	1,940	1,940	1,940	2,800	860	44.3%
525 .03 Heating Fuel	17,714	22,130	22,130	17,000	17,000	(5,130)	-23.2%
525 .04 Vehicle Motor Fuel & Lubricants	14,691	18,140	18,140	18,140	18,140	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	332	500	500	300	500	-	0.0%
530 .03 Professional and Technical Publications	1,346	2,530	2,530	2,530	2,480	(50)	-2.0%
535 .02 Business & Meal Expense	119	-	86	86	-	-	NA
535 .04 Uniforms/Badges/Clothing	4,745	8,850	8,850	5,000	7,350	(1,500)	-16.9%
535 .05 Special Protective Clothing	4,555	17,000	17,000	10,000	9,000	(8,000)	-47.1%
535 .07 Allowances - Food & Catering	55	-	-	-	-	-	NA
Supplies	144,134	179,135	179,135	160,746	141,350	(37,785)	-21.1%
Contract/Purchased Services							
600 .01 Travel-Business	7,815	7,600	7,600	2,500	1,900	(5,700)	-75.0%
600 .02 Travel-Training	3,481	9,530	9,530	3,000	2,400	(7,130)	-74.8%
600 .03 Training and Education	36,014	37,570	37,570	21,000	9,390	(28,180)	-75.0%
605 .01 Ads and Public Announcements	1,576	1,200	1,200	1,200	600	(600)	-50.0%
615 .01 Professional Licenses and Certifications	1,268	5,280	5,280	2,500	5,740	460	8.7%
615 .02 Assn. Membership Dues & Fees	1,404	1,950	1,950	900	1,930	(20)	-1.0%
625 .03 Insurance Premiums-Liability	1,010	1,050	1,050	1,050	1,050	-	0.0%
630 .02 Vehicle Licenses	160	250	250	250	250	-	0.0%
630 .03 Bank & Merchant Fees	630	700	700	500	600	(100)	-14.3%
630 .06 Service Charges and Fees	14,151	12,720	12,720	12,720	12,720	-	0.0%
635 .02 Janitorial and Cleaning Services	1,000	1,000	2,400	1,500	1,000	-	0.0%
635 .03 Vehicle Maintenance Services	2,394	2,420	2,420	2,420	1,900	(520)	-21.5%
635 .04 Software & Equip Maintenance Services	7,335	7,550	7,550	7,550	7,250	(300)	-4.0%
635 .06 Building & Grounds Maint Services	7,510	11,630	11,630	9,000	8,900	(2,730)	-23.5%
635 .07 Machinery & Equipment Maintenance Ser	11,353	14,030	12,630	10,000	12,000	(2,030)	-14.5%
635 .12 Technical Services	42,007	45,460	45,460	45,460	43,100	(2,360)	-5.2%
640 .04 Management and Consulting Services	-	-	10,000	10,000	-	-	NA
640 .05 Medical Services	13,000	13,200	13,200	13,200	13,200	-	0.0%
645 .01 Rents and Leases-Land and Buildings	6,057	6,060	6,060	6,060	6,060	-	0.0%
650 .01 Telecommunications	35,297	42,750	42,750	42,750	42,720	(30)	-0.1%
650 .02 Electric, Water, Sewer & Solid Waste	77,934	80,400	80,400	65,400	80,400	-	0.0%
Contract/Purchased Services	271,396	302,350	312,350	258,960	253,110	(49,240)	-16.3%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Fire

Operations 1210-110

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	4,032	3,000	3,000	3,000	-	(3,000)	-100.0%
790 .25 Machinery & Equipment	39,582	29,370	25,510	15,000	9,620	(19,750)	-67.2%
790 .26 Computers, Printers & Copiers	4,711	4,500	4,500	4,500	3,060	(1,440)	-32.0%
Minor Capital Outlay	48,325	36,870	33,010	22,500	12,680	(24,190)	-65.6%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	53,104	78,650	78,650	75,500	88,900	10,250	13.0%
850 .01 Interdepartmental Charges-Garage	75,426	60,000	63,860	63,860	60,000	-	0.0%
Interdepartmental Charges	128,530	138,650	142,510	139,360	148,900	10,250	7.4%
Total Expenditures by Type	3,408,509	4,158,719	4,151,350	3,774,469	3,843,438	(315,281)	-7.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,919,758 This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

501.01 Overtime Wages: \$116,380 - 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: \$23,080 - 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: \$157,630 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$447,940 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$482,840 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$74,910 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$47,260 – 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.

509.06 Allowances-Meals: \$17,600 – 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: \$3,460 - 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: \$35,760 - 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Operations 1210-110

510.03 Safety Program Supplies: \$17,800 - 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: \$5,100 – 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: \$7,300 - 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: \$650 - This account provides expenditures for food, water or catering services during extended training exercises or emergencies.

515.01 Vehicle Maintenance Materials: \$1,500 – 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: \$4,760 – 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: \$7,000 – 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: \$2,800 - This account provides expenditures for postal related services such as postage, express delivery, barge line freight, HazMat shipping and mailing materials.

525.03 Heating Fuel: \$17,000 - 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: \$2,480 - 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: \$7,350 - 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: \$9,000 - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600.01 Travel-Business: \$1,900 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Operations 1210-110

600.02 Travel-Training: \$2,400 - 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: \$9,390 – 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: \$600 - 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: \$5,740 – 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: \$1,930 – 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: \$600 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

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

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

635.03 Vehicle Maintenance Services: \$1,900 – 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: \$7,250 – 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: \$8,900 - 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: \$12,000 - 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Operations 1210-110

635.12 Technical Services: \$43,100 - 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: \$42,720 - 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.

790.25 Machinery and Equipment: \$9,620 - 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: \$3,060 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. The 2021 PC Replacement Schedule includes 2 desktop computers at \$1,500 each.

825.01 Interdepartmental Charges – Insurance: \$88,900 - 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 2021

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2020 EMPG, LEPC and SHSP grants.
- 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 2020

- In 2019, the City was awarded \$30,000 from the ADHS&EM for emergency management activities.
- Due to State budget cuts, the City was not awarded funding for operation/management of the LEPC in 2020/2021.
- In 2020 the City was awarded a 2019 Staffing for Adequate Fire and Emergency Response (SAFER) grant. The total grant is for \$168,215.20 over a two year performance period.

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 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.

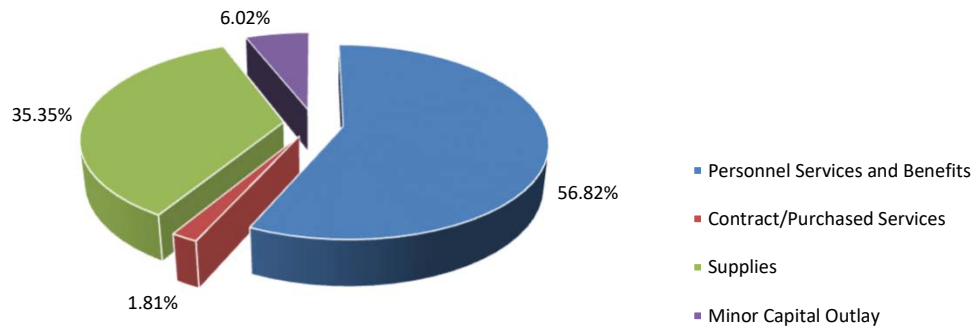
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Fire

Grants Program 1210-192

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	36,429	18,696	23,057	23,057	18,696	-	0.0%
501 .01 Overtime Wages	-	-	1,430	1,430	30,620	30,620	NA
502 .01 Temporary Wages	-	-	720	720	15,417	15,417	NA
505 .00 Payroll Taxes	2,602	1,332	1,807	1,807	4,865	3,533	265.2%
506 .00 Pension	8,015	4,112	5,385	5,385	10,857	6,745	164.0%
507 .00 Health and Life Insurance	9,319	5,040	6,755	6,755	11,464	6,424	127.5%
507 .30 Workers Compensation	1,436	820	1,220	1,220	2,426	1,606	195.8%
Personnel Services and Benefits	57,801	30,000	40,374	40,374	94,345	64,345	214.5%
Supplies							
510 .02 Operating Supplies	-	-	-	-	600	600	NA
510 .03 Safety Program Supplies	6,615	-	8,750	8,750	17,501	17,501	NA
535 .04 Uniforms/Badges/Clothing	-	-	1,955	1,955	1,310	1,310	NA
535 .05 Special Protective Clothing	-	-	18,459	18,459	39,291	39,291	NA
Supplies	6,615	-	29,164	29,164	58,702	58,702	NA
Contract/Purchased Services							
600 .01 Travel-Business	1,687	-	-	-	-	-	NA
605 .01 Ads and Public Announcements	450	-	-	-	3,000	3,000	NA
Contract/Purchased Services	2,137	-	-	-	3,000	3,000	NA
Minor Capital Outlay							
790 .25 Machinery & Equipment	-	-	-	-	10,000	10,000	0.0%
Minor Capital Outlay	-	-	-	-	10,000	10,000	0.0%
Total Expenditures by Type	66,553	30,000	69,538	69,538	166,047	136,047	453.5%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Fire

Grants Program 1210-192

Grant Program		2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
			Adopted	Amended	Estimate		Incr(Decr)	%
Federal	EMPG - GY19							
	Grant	16,117	-	3,684	3,684	-	-	NA
	Local Match-General Fund	16,118	-	3,685	3,685	-	-	NA
Federal	EMPG - GY20							
	Grant	11,315	15,000	15,000	15,000	15,000	-	0.0%
	Local Match-General Fund	11,316	15,000	15,000	15,000	15,000	-	0.0%
Federal	SAFER							
	Grant	-	-	32,169	32,169	136,047	136,047	NA
Total Funding by Grant Program		66,553	30,000	69,538	69,538	166,047	136,047	453.5%

Summary of Funding Source		2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
			Adopted	Amended	Estimate		Incr(Decr)	%
General Fund								
	Federal Grant	27,432	15,000	50,853	50,853	151,047	136,047	907.0%
	State Grant	11,687	-	-	-	-	-	NA
	Local Match	27,434	15,000	18,685	18,685	15,000	-	0.0%
Total Funding		66,553	30,000	69,538	69,538	166,047	136,047	453.5%

NARRATIVE

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

501.01 Overtime Wages: \$30,620 – This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular work cycle.

502.01 Temporary Wages: \$15,417 – Compensation paid to salaried and hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$4,865 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$10,857 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$11,464 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,426 – This account provides expenditures for employer contributions to workers compensation.

510.02 Operating Supplies: \$600 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support the department's grant operations.

510.03 Safety Program Supplies: \$17,501 - This account provides expenditures for the City safety program.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Grants Program 1210-192

535.04 Uniforms/Badges/Clothing: \$1,310 - 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: \$39,291 - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

605.01 Ads and Public Announcements: \$3,000 - 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 and vacancies.

790.25 Machinery and Equipment: \$10,000 - This account provides for the procurement of physical fitness equipment to aid volunteers in meeting NFPA 1582 health requirements.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Fire

Capital Budget

Major Capital Outlay		2019	2020 Budget			2021	2020 Adopted/2021	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00	Buildings	10,362	-	-	-	-	-	NA
710.00	Improvements to Land	383,519	-	-	-	-	-	NA
720.00	Vehicles and Moving Equipment	1,689,874	250,000	250,000	-	250,000	-	0.0%
725.00	Machinery and Equipment	30,577	170,500	170,500	170,500	-	(170,500)	-100.0%
Total Major Capital Outlay		2,114,332	420,500	420,500	170,500	250,000	(170,500)	-40.5%

Capital Improvement Projects

Project #	Project	Funding Sources			Total
		PW Sales Tax Fund	Federal & State Grant	Lease Financing	

720.00 Vehicles and Moving Equipment

Additional Ambulance Capacity

Total Vehicles and Moving Equipment

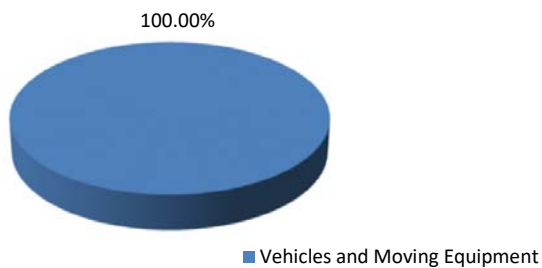
Total Capital Budget

- 250,000 250,000

- 250,000 250,000

- 250,000 250,000

Expenditures by Type



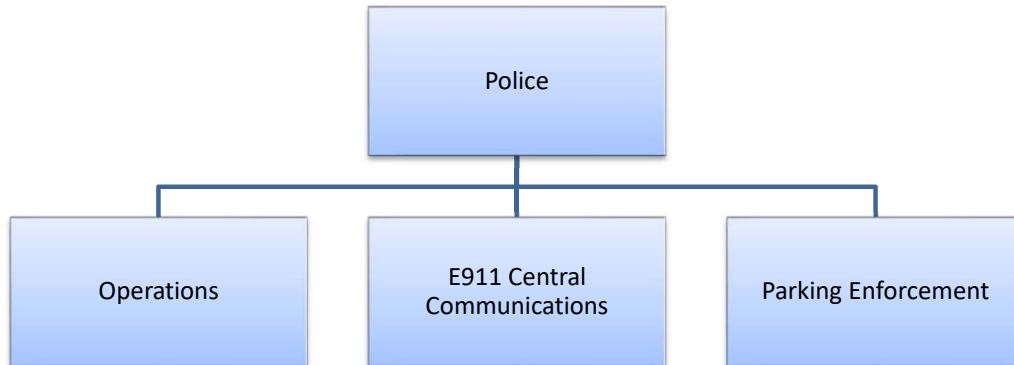
Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	3,714,086	4,662,997	4,662,997	4,288,570	4,690,695	27,698	0.6%
E911 Central Communications	1,147,422	1,403,560	1,403,560	1,218,720	1,351,510	(52,050)	-3.7%
Parking Enforcement	94,085	121,185	121,185	114,290	121,029	(156)	-0.1%
Grants	21,828	-	-	-	331,602	331,602	NA
Forfeitures-Seizures	4,860	-	15,000	-	-	-	NA
Capital Improvement Program	595,387	646,533	646,533	275,757	374,512	(272,021)	-42.1%
Total	5,577,668	6,834,275	6,849,275	5,897,337	6,869,348	35,073	0.5%

Expenditures by Category	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	4,353,373	5,426,732	5,399,621	4,935,490	5,425,899	(833)	0.0%
Supplies	121,992	144,230	160,234	137,730	148,206	3,976	2.8%
Contract/Purchased Services	369,129	464,980	486,587	404,680	759,551	294,571	63.4%
Minor Capital Outlay	51,867	31,500	35,810	30,610	25,000	(6,500)	-20.6%
Interdepartmental Charges	85,920	120,300	120,490	113,070	136,180	15,880	13.2%
Major Capital Outlay	595,387	646,533	646,533	275,757	374,512	(272,021)	-42.1%
Total	5,577,668	6,834,275	6,849,275	5,897,337	6,869,348	35,073	0.5%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police

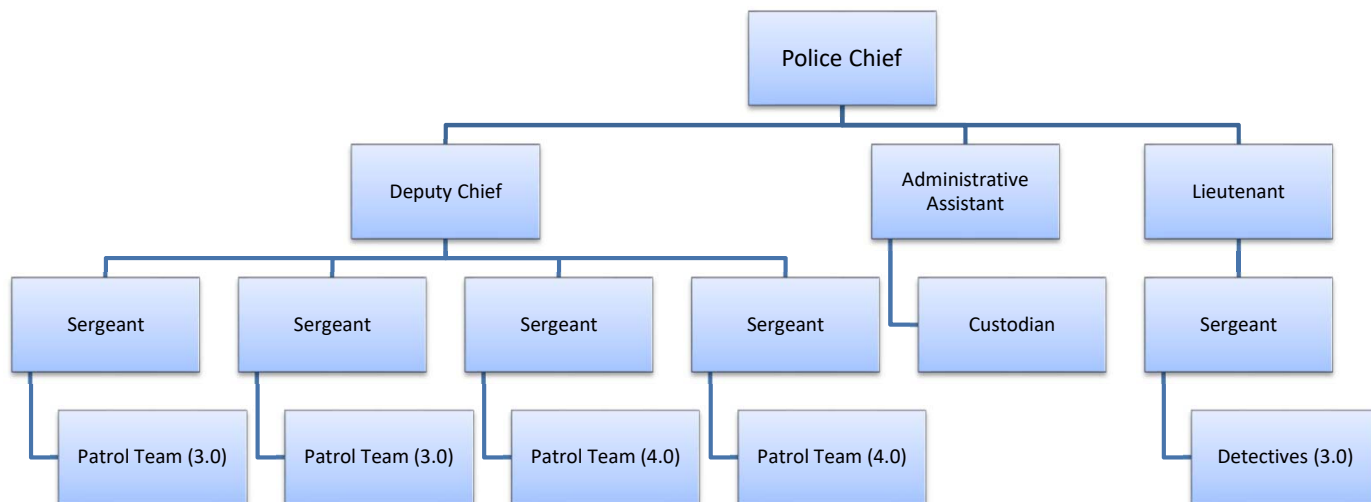
Summary

Funding Source	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,832,630	3,917,242	3,914,242	4,086,580	4,262,904	345,662	8.8%
Public Safety Sales Tax	1,601,847	1,731,000	1,731,000	1,068,000	1,395,000	(336,000)	-19.4%
Charges for Services	416,082	422,500	422,500	422,500	422,830	330	0.1%
Fines and Forfeitures	105,034	117,000	120,000	44,500	82,500	(34,500)	-29.5%
Federal and State Grants	322,828	-	-	-	331,602	331,602	0.0%
US Marshal Fund	4,860	-	15,000	-	-	-	NA
Public Works Sales Tax	294,387	646,533	646,533	275,757	374,512	(272,021)	-42.1%
Marijuana Sales Tax	-	262,584	262,584	262,584	200,000	(62,584)	-23.8%
CPV Special Revenue	-	42,799	42,799	42,799	42,799	-	0.0%
Total	5,577,668	6,834,275	6,849,275	5,897,337	6,869,348	35,073	0.5%

Full-time Equivalent Personnel	2019	2020 Budget		2021		Adopted 2020/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	25.00	27.35	27.35	27.35	2,374,365	-	0.0%
E911 Central Communications	9.30	10.20	10.20	10.20	575,055	-	0.0%
Parking Enforcement	1.00	1.00	1.00	1.00	47,549	-	0.0%
Total	35.30	38.55	38.55	38.55	2,996,969	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2021

- Continue the community policing model to develop departmental relations in the community and to continue to identify the needs of the people of the City of Ketchikan. Work closely with community members in order to continue to maintain high police standards.
- Provide First Line supervisor training to newly appointed Sergeants in 2021.
- Provide Social Media training for the department and all city employees, as well as training specific to law enforcement.
- Replace and complete exit/entrance gate project .
- Provide in-house training to address current police issues. Trainings will be regular, ongoing trainings for recertification as well as specialized response to changes in policing including social media and topics specific to law enforcement.
- Work closely with Human Resources to develop a hiring plan involving upcoming staffing requirements due to retirement.
- Provide community outreach while following COVID-19 guidelines and restrictions.

ACCOMPLISHMENTS FOR 2020

- Replaced current portable radios to provide better communication for the safety of officers and better service to the community.
- Hosted Methods of Instruction and Interview and Interrogation to department members and community partners.
- Provided in-house training to department members on de-escalation, ethics, and mental health crisis and intervention topics.
- Reviewed and updated all department policies and procedures.
- Hired four new officers and anticipate filling one more position before the end of the year.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police

Operations Division 1220-110

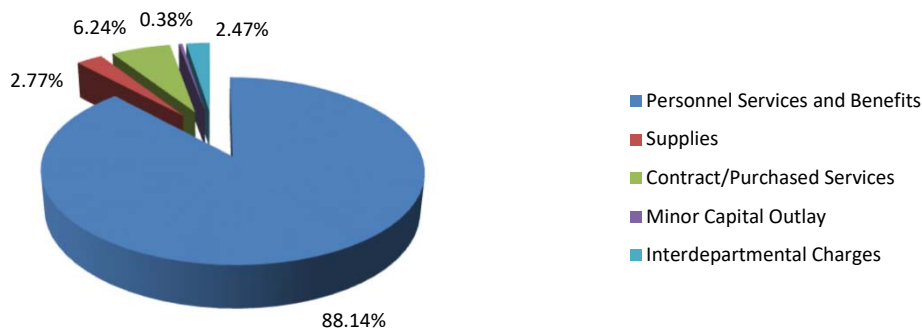
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,268,726	4,098,257	4,073,346	3,786,540	4,134,295	36,038	0.9%
Supplies	109,361	130,410	146,414	124,410	129,800	(610)	-0.5%
Contract/Purchased Services	232,617	308,320	314,927	262,020	292,800	(15,520)	-5.0%
Minor Capital Outlay	27,549	22,500	24,800	19,600	18,000	(4,500)	-20.0%
Interdepartmental Charges	75,833	103,510	103,510	96,000	115,800	12,290	11.9%
Total Expenditures	3,714,086	4,662,997	4,662,997	4,288,570	4,690,695	27,698	0.6%

Funding Source	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,086,314	2,682,122	2,682,122	2,981,195	3,053,320	371,198	13.8%
Public Safety Sales Tax	1,601,847	1,731,000	1,731,000	1,068,000	1,395,000	(336,000)	-19.4%
Fines and Forfeitures	25,925	30,000	30,000	19,500	22,500	(7,500)	-25.0%
Marijuana Sales Tax	-	189,060	189,060	189,060	189,060	-	0.0%
CPV Special Revenue	-	30,815	30,815	30,815	30,815	-	0.0%
Total Funding	3,714,086	4,662,997	4,662,997	4,288,570	4,690,695	27,698	0.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		Adopted 2020/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.90	0.90	0.90	0.90	128,719	-	0.0%
Deputy Chief	0.95	0.95	0.95	0.95	118,919	-	0.0%
Lieutenant	1.00	1.00	1.00	1.00	110,656	-	0.0%
Sergeant	5.00	5.00	5.00	5.00	541,208	-	0.0%
Police Officer	12.00	15.25	15.25	15.25	1,155,710	-	0.0%
Detective/Investigations	3.00	3.00	3.00	3.00	249,448	-	0.0%
Administrative Assistant	0.95	0.95	0.95	0.95	58,055	-	0.0%
Evidence Custodian	0.90	-	-	-	-	-	NA
Custodian	0.30	0.30	0.30	0.30	11,650	-	0.0%
Total	25.00	27.35	27.35	27.35	2,374,365	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police
Operations Division 1220-110
OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Other Benefits (Account No. 508.00) increased by \$41,696, or 68.6%, due to four employees of the Department becoming eligible for retirement in 2021 and the City's obligation to pay accrued sick and vacation leave upon retirement.
- Travel/ Training (Account No. 600.02) decreased by \$15,000, or 75.0%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Software & Equip Maintenance Services (Account No. 635.04) increased by \$14,000, or 66.7%, due to increased cost of data storage for the Body Worn Camera system.
- Interdepartmental Charges-Insurance (Account No. 825.01) increased by \$12,290, or by 19.4%, due poor claims experience in the insurance markets. Property insurance premiums have increased because rising construction costs have driven up the cost of claims and several worldwide catastrophes have increased the volume of claims. Liability insurance premiums are also rising because of an increase in claims for employment practices and sexual abuse.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,871,967	2,384,383	2,368,356	2,228,120	2,374,365	(10,018)	-0.4%
501 .01 Overtime Wages	160,168	190,000	190,000	155,210	190,000	-	0.0%
505 .00 Payroll Taxes	151,772	196,950	195,625	180,720	196,180	(770)	-0.4%
506 .00 Pension	468,544	563,760	559,965	521,330	561,600	(2,160)	-0.4%
507 .00 Health and Life Insurance	460,701	559,680	555,916	500,990	561,130	1,450	0.3%
507 .30 Workers Compensation	65,369	76,100	76,100	72,790	85,090	8,990	11.8%
508 .00 Other Benefits	41,758	60,784	60,784	60,780	102,480	41,696	68.6%
509 .01 Allowances-Police Uniforms	43,588	50,000	50,000	50,000	46,850	(3,150)	-6.3%
509 07 Allowances-Moving Expense	4,859	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	3,268,726	4,098,257	4,073,346	3,786,540	4,134,295	36,038	0.9%
Supplies							
510 .01 Office Supplies	7,174	7,500	7,500	7,500	6,500	(1,000)	-13.3%
510 .02 Operating Supplies	32,150	24,000	39,004	34,000	28,000	4,000	16.7%
510 .03 Safety Program Supplies	1,877	7,500	7,500	7,500	7,000	(500)	-6.7%
510 .04 Janitorial Supplies	2,580	2,800	3,800	2,800	2,800	-	0.0%
515 .02 Building & Grounds Maint Materials	10,765	12,000	11,500	11,500	10,000	(2,000)	-16.7%
515 .04 Machinery & Equip Maint Materials	1,002	1,000	1,500	1,000	1,000	-	0.0%
520 .02 Postage	3,973	3,870	3,870	3,870	4,000	130	3.4%
525 .03 Heating Fuel	15,257	26,800	26,800	16,800	26,000	(800)	-3.0%
525 .04 Vehicle Motor Fuel & Lubricants	34,396	42,440	42,440	37,440	43,000	560	1.3%
535 .04 Uniforms/Badges/Clothing	187	2,500	2,500	2,000	1,500	(1,000)	-40.0%
Supplies	109,361	130,410	146,414	124,410	129,800	(610)	-0.5%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Police

Operations Division 1220-110

Operating Expenditures	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	467	4,500	4,500	1,000	1,000	(3,500)	-77.8%
600 .02 Travel-Training	24,606	20,000	20,000	15,000	5,000	(15,000)	-75.0%
600 .03 Training and Education	30,467	49,500	49,500	49,500	51,000	1,500	3.0%
605 .01 Ads and Public Announcements	290	5,000	5,000	2,500	2,500	(2,500)	-50.0%
610 .01 Community Promotion	5,421	7,000	4,700	4,700	5,000	(2,000)	-28.6%
615 .02 Assn. Membership Dues & Fees	1,580	3,000	4,500	4,500	4,500	1,500	50.0%
620 .02 Towing of Impounded Property	1,930	2,000	2,000	2,000	2,000	-	0.0%
630 .02 Vehicle Licenses	165	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Fees	1,521	1,300	1,300	1,300	1,300	-	0.0%
635 .01 Government Contractual Services	16,127	27,000	27,000	27,000	27,000	-	0.0%
635 .03 Vehicle Maint Services	8,045	-	-	-	-	-	NA
635 .04 Software & Equip Maint Services	17,922	21,000	38,407	36,000	35,000	14,000	66.7%
635 .06 Building & Grounds Maint Services	1,065	6,500	6,500	6,500	5,000	(1,500)	-23.1%
635 .07 Machinery & Equipment Maintenance Ser	-	8,500	8,500	7,500	7,000	(1,500)	-17.6%
635 .10 Investigation Services	11,155	15,000	5,000	5,000	12,000	(3,000)	-20.0%
640 .05 Medical Services	7,719	28,500	28,500	5,000	24,000	(4,500)	-15.8%
650 .01 Telecommunications	43,540	48,440	48,440	43,440	49,000	560	1.2%
650 .02 Electric, Water, Sewer & Solid Waste	60,597	60,580	60,580	50,580	61,000	420	0.7%
Contract/Purchased Services	232,617	308,320	314,927	262,020	292,800	(15,520)	-5.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	13,536	3,000	1,800	1,800	-	(3,000)	-100.0%
790 .25 Machinery and Equipment	2,416	15,000	12,000	8,000	12,000	(3,000)	-20.0%
790 .26 Computers, Printers & Copiers	11,597	4,500	11,000	9,800	6,000	1,500	33.3%
Minor Capital Outlay	27,549	22,500	24,800	19,600	18,000	(4,500)	-20.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	39,343	63,510	63,510	62,300	75,800	12,290	19.4%
850 .01 Interdepartmental-Garage	36,490	40,000	40,000	33,700	40,000	-	0.0%
Interdepartmental Charges	75,833	103,510	103,510	96,000	115,800	12,290	11.9%
Total Expenditures by Type	3,714,086	4,662,997	4,662,997	4,288,570	4,690,695	27,698	0.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$2,374,365 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

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

505.00 Payroll Taxes: \$196,180 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$561,600 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$561,130 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$85,090 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$102,480 – 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.

509.01 Allowances – Police Uniforms: \$46,850 – 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: \$6,500 - 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: \$28,000 - 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: \$7,000 - 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 expenditures for cleaning and sanitation supplies used by the in-house janitor.

515.02 Building and Grounds Maintenance Materials: \$10,000 – 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: \$4,000 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$26,000 - This account provides expenditures for heating fuel for the Police Department.

525.04 Vehicle Motor Fuel and Lubricants: \$43,000 - This account provides expenditures for gasoline and lubricants used for the operation of Police vehicles.

535.04 Uniforms/Badges/Clothing: \$1,500 - 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: \$1,000 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for department business.

600.02 Travel-Training: \$5,000 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$51,000 – 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. Tuition for new officers to attend the Public Safety Training Academy is also paid with this account as needed.

605.01 Ads and Public Announcements: \$2,500 - 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, community issues and recruiting.

610.01 Community Promotion: \$5,000 – This account provides expenditures 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: \$4,500 – 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: \$35,000 - 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: \$5,000 - This account provides expenditures 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: \$7,000 - 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: \$12,000 - This account provides expenditures for major criminal investigations, undercover operations and other types of investigation and inspection services.

640.05 Medical Services: \$24,000 – 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, which are occasionally paid for by the State of Alaska.

650.01 Telecommunications: \$49,000 - 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: \$61,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.25 Machinery and Equipment: \$12,000 - This account provides expenditures for the acquisition of replacement X2 Tasers, body-worn cameras.

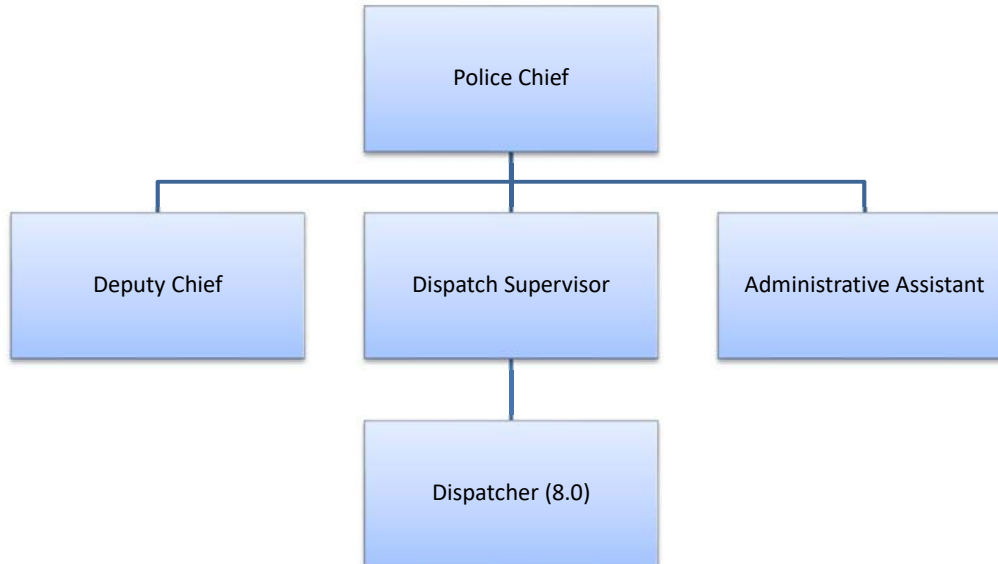
790.26 Computers, Printers and Copiers: \$6,000 - This account provides expenditures for acquisition of two replacement PCs and two laser printers.

825.01 Interdepartmental Charges – Insurance: \$75,800 - 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 2021**

- 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 and implement training procedures.
- Review and update policies and procedures to ensure best practices are followed in Communications Division.

ACCOMPLISHMENTS FOR 2020

- Upgraded and installed new software and hardware for Central Dispatch consoles.
- Maintained APCO and State certification for Emergency Medical Dispatching.
- Answered 32,447 calls as of September, 2020.
- Hired two dispatcher positions and intend to hire two more before the end of the year.

DIVISION SUMMARY

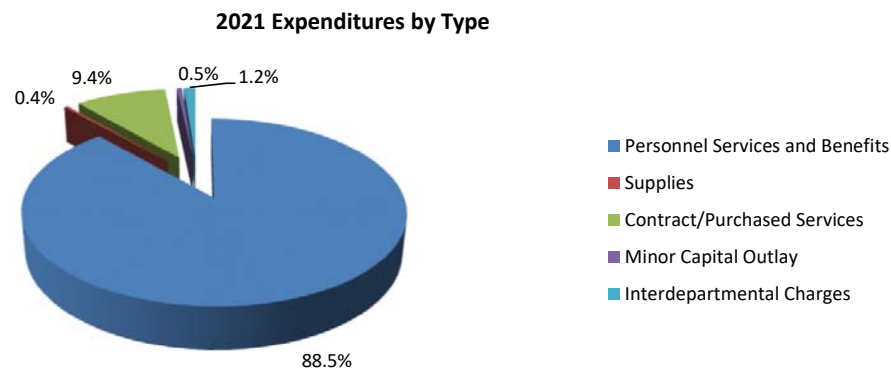
Expenditures by Category	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,005,844	1,232,600	1,232,600	1,062,010	1,195,775	(36,825)	-3.0%
Supplies	6,258	6,500	6,500	6,500	5,000	(1,500)	-23.1%
Contract/Purchased Services	108,674	142,600	142,600	128,600	127,625	(14,975)	-10.5%
Minor Capital Outlay	19,540	9,000	8,810	8,810	7,000	(2,000)	-22.2%
Interdepartmental Charges	7,106	12,860	13,050	12,800	16,110	3,250	25.3%
Total Expenditures	1,147,422	1,403,560	1,403,560	1,218,720	1,351,510	(52,050)	-3.7%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

Funding Source	2019 Actual	2020 Budget			2021 Budget	Adopted 2020/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Support	731,340	895,552	895,552	710,712	905,756	10,204	1.1%
Charges for Services - Borough	16,170	16,500	16,500	16,500	16,830	330	2.0%
Charges for Services - E911	399,912	406,000	406,000	406,000	406,000	-	0.0%
Marijuana Sales Tax	-	73,524	73,524	73,524	10,940	(62,584)	-85.1%
CPV Special Revenue	-	11,984	11,984	11,984	11,984	-	0.0%
Total Funding	1,147,422	1,403,560	1,403,560	1,218,720	1,351,510	(52,050)	-3.7%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		Adopted 2020/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.10	0.10	0.10	0.10	14,302	-	0.0%
Deputy Chief	0.05	0.05	0.05	0.05	6,259	-	0.0%
Administrative Assistant	0.05	0.05	0.05	0.05	3,056	-	0.0%
Dispatch Supervisor	1.00	1.00	1.00	1.00	76,419	-	0.0%
Dispatcher	8.00	9.00	9.00	9.00	475,019	-	0.0%
Evidence Custodian	0.10	-	-	-	-	-	0.0%
Total	9.30	10.20	10.20	10.20	575,055	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Travel - Training - (Account No. 600.02) decreased by \$6,500, or 100.0%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Police

E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	459,767	580,307	579,987	515,850	575,055	(5,252)	-0.9%
501 .01 Overtime Wages	144,186	152,000	152,000	132,460	140,000	(12,000)	-7.9%
502 .01 Temporary Wages	25,647	40,000	40,000	10,000	40,000	-	0.0%
505 .00 Payroll Taxes	47,584	59,080	59,080	49,310	57,770	(1,310)	-2.2%
506 .00 Pension	138,285	161,120	161,120	142,640	157,320	(3,800)	-2.4%
507 .00 Health and Life Insurance	163,369	210,360	210,360	181,700	198,700	(11,660)	-5.5%
507 .30 Workers Compensation	5,100	4,700	5,020	5,020	5,140	440	9.4%
508 .00 Other Benefits	12,843	15,533	15,533	15,530	14,790	(743)	-4.8%
509 .01 Allowances-Police Uniforms	138	-	-	-	-	-	NA
509 .02 Allowances-Dispatch Uniforms	8,925	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	1,005,844	1,232,600	1,232,600	1,062,010	1,195,775	(36,825)	-3.0%
Supplies							
510 .02 Operating Supplies	6,031	6,000	6,000	6,000	4,500	(1,500)	-25.0%
535 .04 Uniforms/Badges/Clothing	227	500	500	500	500	-	0.0%
Supplies	6,258	6,500	6,500	6,500	5,000	(1,500)	-23.1%
Contract/Purchased Services							
600 .02 Travel-Training	4,308	6,500	6,500	3,000	-	(6,500)	-100.0%
600 .03 Training and Education	2,711	8,000	8,000	2,000	3,625	(4,375)	-54.7%
605 .01 Ads and Public Announcements	245	800	800	800	500	(300)	-37.5%
630 .05 Software Licenses	205	6,000	6,000	3,000	4,000	(2,000)	-33.3%
635 .04 Software & Equip Maint Services	99,494	110,600	110,600	110,600	111,000	400	0.4%
635 .07 Machinery & Equip Maint Services	1,180	4,000	4,000	4,000	3,000	(1,000)	-25.0%
635 .11 Subscription Services	-	3,000	3,000	1,500	1,500	(1,500)	-50.0%
650 .01 Telecommunications	531	3,700	3,700	3,700	4,000	300	8.1%
Contract/Purchased Services	108,674	142,600	142,600	128,600	127,625	(14,975)	-10.5%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	2,312	3,500	3,310	3,310	2,500	(1,000)	-28.6%
790 .25 Machinery & Equipment	728	3,500	799	799	2,500	(1,000)	-28.6%
790 .26 Computers, Printers & Copiers	-	-	2,701	2,701	-	-	%
790 .35 Software	16,500	2,000	2,000	2,000	2,000	-	0.0%
Minor Capital Outlay	19,540	9,000	8,810	8,810	7,000	(2,000)	-22.2%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	7,106	12,860	13,050	12,800	16,110	3,250	25.3%
Interdepartmental Charges	7,106	12,860	13,050	12,800	16,110	3,250	25.3%
Total Expenditures by Type	1,147,422	1,403,560	1,403,560	1,218,720	1,351,510	(52,050)	-3.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$575,055 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$140,000 - 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: \$57,770 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$157,320 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$198,700 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$5,140 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$14,790 – 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.

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 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.

600.03 Training and Education: \$3,625 – 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 legal notices, public service announcements, community issues, recruiting, requests for proposals and contracts.

630.05 Software Licenses: \$4,000 – 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: \$111,000 - 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 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Police

E911 Central Communications Division 1220-220

635.07 Machinery and Equipment Maintenance Services: \$3,000 - 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: \$1,500 - 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: \$4,000 - 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: \$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.

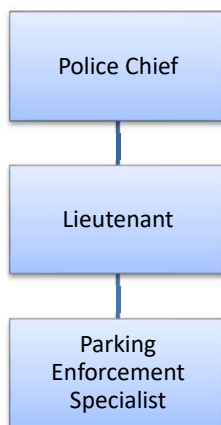
790.25 Machinery and Equipment: \$2,500 - This account provides expenditures for replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and department owned wireless headsets.

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: \$16,110 - 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 2021

- 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.
- Work to increase signage on city streets and parking lots.

ACCOMPLISHMENTS FOR 2020

- Identified parking issues within the City of Ketchikan.
- Monitored abandoned vehicles and removed them from City streets to alleviate parking congestion.
- Worked within the community needs to address parking for the community as a response to COVID-19.
- Replaced Parking Enforcement Go-4 vehicle.
- Assisted with finance and billing for the department.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

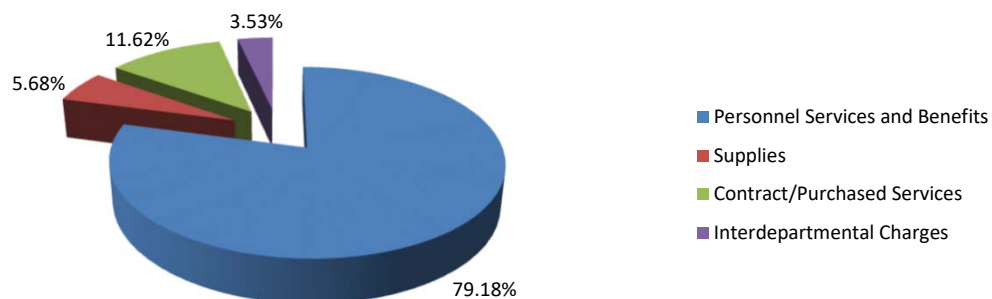
DIVISION SUMMARY

Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	Adopted 2020/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	78,803	95,875	93,675	86,940	95,829	(46)	0.0%
Supplies	6,373	7,320	7,320	6,820	6,870	(450)	-6.1%
Contract/Purchased Services	5,928	14,060	14,060	14,060	14,060	-	0.0%
Interdepartmental Charges	2,981	3,930	3,930	4,270	4,270	340	8.7%
Total Expenditures	94,085	121,185	121,185	114,290	121,029	(156)	-0.1%

Funding Source	2019 Actual	2020 Budget			2021 Budget	Adopted 2020/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	14,976	34,185	31,185	89,290	61,029	26,844	78.5%
Fines and Forfeitures	79,109	87,000	90,000	25,000	60,000	(30,000)	-31.0%
Total Funding	94,085	121,185	121,185	114,290	121,029	(156)	-0.1%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		Adopted 2020/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Parking Enforcement Specialist	1.00	1.00	1.00	1.00	47,549	-	0.0%
Total	1.00	1.00	1.00	1.00	47,549	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below:

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Police

Parking Enforcement Division 1220-221

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2019	2020 Budget			2021	Adopted 2020/2021		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	42,982	47,915	47,915	47,270	47,549	(366)	-0.8%
502	.01	Temporary Wages	-	10,000	7,800	3,400	10,000	-	0.0%
505	.00	Payroll Taxes	2,954	4,430	4,430	3,610	4,410	(20)	-0.5%
506	.00	Pension	7,307	8,150	8,150	8,010	8,090	(60)	-0.7%
507	.00	Health and Life Insurance	20,524	21,330	21,330	20,860	21,590	260	1.2%
507	.30	Workers Compensation	1,384	1,790	1,790	1,530	2,000	210	11.7%
508	.00	Other Benefits	2,652	1,260	1,260	1,260	1,190	(70)	-5.6%
509	.01	Allowances-Police Uniforms	1,000	1,000	1,000	1,000	1,000	-	0.0%
Personnel Services and Benefits			78,803	95,875	93,675	86,940	95,829	(46)	0.0%
Supplies									
510	.01	Office Supplies	3,458	3,500	3,500	3,000	3,000	(500)	-14.3%
510	.02	Operating Supplies	342	300	300	300	300	-	0.0%
520	.02	Postage	2,089	2,850	2,850	2,850	2,900	50	1.8%
525	.04	Vehicle Motor Fuel & Lubricants	484	670	670	670	670	-	0.0%
Supplies			6,373	7,320	7,320	6,820	6,870	(450)	-6.1%
Contract/Purchased Services									
605	.01	Ads and Public Announcements	556	350	350	350	350	-	0.0%
630	.02	Vehicle Licenses	10	10	10	10	10	-	0.0%
635	.04	Software & Equip Maint Services	4,330	4,500	4,500	4,500	4,500	-	0.0%
640	.03	Information Technology Services	-	8,000	8,000	8,000	8,000	-	0.0%
650	.01	Telecommunications	1,032	1,200	1,200	1,200	1,200	-	0.0%
Contract/Purchased Services			5,928	14,060	14,060	14,060	14,060	-	0.0%
Minor Capital Outlay									
790	.26	Computers, Printers & Copiers	-	-	2,200	2,200	-	-	NA
Minor Capital Outlay			-	-	2,200	2,200	-	-	NA
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	676	1,180	1,180	1,240	1,520	340	28.8%
850	.01	Interdepartmental Charges-Garage	2,305	2,750	2,750	3,030	2,750	-	0.0%
Interdepartmental Charges			2,981	3,930	3,930	4,270	4,270	340	8.7%
Total Expenditures by Type			94,085	121,185	121,185	114,290	121,029	(156)	-0.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$47,549 – 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: \$4,410 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Police

Parking Enforcement Division 1220-221

506.00 Pension: \$8,090 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$21,590 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,000 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,190 – 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: \$3,000 – 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: \$2,900 - 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 expenditures 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 expenditures for maintenance agreements to support licensed software systems.

640.03 Information Technology Services: \$8,000 - This account provides expenditures 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: \$1,520 - 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

2021 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 2021

- Actively pursue new state and federal grant funding opportunities

ACCOMPLISHMENTS FOR 2020

- In late 2020, the Ketchikan Police Department was awarded \$248,702 from the U.S. Department of Justice (DOJ) 2020 Office of Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP). The awarded funds will be used to improve security at Ketchikan Gateway Borough School District schools through evidence-based safety programs and the installation of security cameras. The program is a cooperative effort of the City, Ketchikan Gateway Borough, and Ketchikan Gateway Borough School District.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	Budget Change Adopted 2020/2021	
		Adopted	Amended	Estimate		Amount	%
Supplies							
510 .02 Operating Supplies	-	-	-	-	6,536	6,536	NA
Supplies	-	-	-	-	6,536	6,536	NA
Contract/Purchased Services							
600 .03 Training and Education	7,700	-	-	-	-	-	NA
635 .07 Machinery and Equip Maint Services	-	-	-	-	325,066	325,066	NA
635 .10 Investigation Services	9,350	-	-	-	-	-	NA
Contract/Purchased Services	17,050	-	-	-	325,066	325,066	NA
Minor Capital							
790 .26 Computers, Printers & Copiers	4,778	-	-	-	-	-	NA
Minor Capital	4,778	-	-	-	-	-	NA
Total Expenditures by Type	21,828	-	-	-	331,602	331,602	NA

Grant Program	2019 Actual	2020 Budget			2021 Budget	Adopted 2020/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Alaska ICAC	21,828	-	-	-	-	-	NA
COPS Office School Violence Prevention Program							
Grant	-	-	-	-	248,702	248,702	New
Local Match-In-Kind	-	-	-	-	82,900	82,900	New
Total Expenditures by Grant Program	21,828	-	-	-	331,602	331,602	NA

CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	4,860	-	15,000	-	-	-	NA
Total Expenditures	4,860	-	15,000	-	-	-	NA

Funding Source	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Forfeitures and Seizures Fund							
Federal	-	-	-	-	-	-	NA
State	4,860	-	15,000	-	-	-	NA
Total Funding	4,860	-	15,000	-	-	-	NA

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

COST CENTER OPERATING BUDGET DETAIL

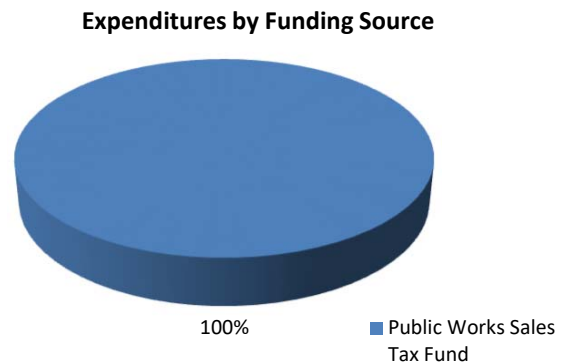
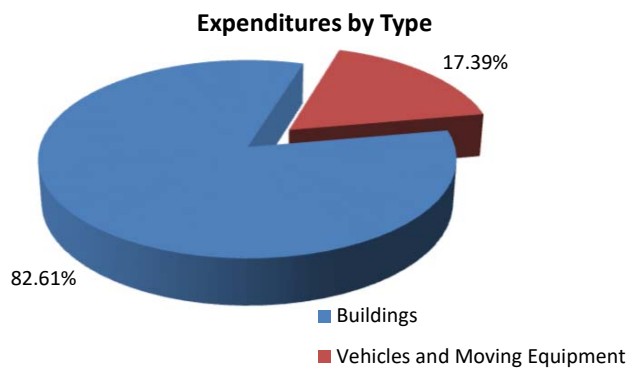
Operating Expenditures	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .03 Training and Education	4,860	-	15,000	-	-	-	NA
Contract/Purchased Services	4,860	-	15,000	-	-	-	NA
Total Expenditures by Type	4,860	-	15,000	-	-	-	NA

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Police

Capital Budget

Major Capital Outlay	2019	2020 Budget			2021	Adopted 2020/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	13,090	311,310	311,310	-	309,400	(1,910)	-0.6%
720.00 Vehicles and Moving Equipment	89,777	141,223	141,223	81,757	65,112	(76,111)	-53.9%
725.00 Machinery and Equipment	492,520	194,000	194,000	194,000	-	(194,000)	-100.0%
Total Major Capital Outlay	595,387	646,533	646,533	275,757	374,512	(272,021)	-42.1%

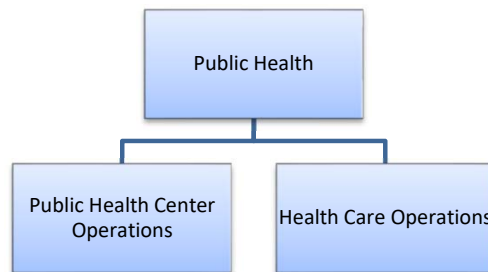
Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund		Total
705.00 Buildings				
	Building Re-siding Project	234,400	-	234,400
	Heating Controls Replacement	75,000	-	75,000
	Total Buildings	309,400	-	309,400
720.00 Vehicles and Moving Equipment				
	Replace One Police Vehicle	65,112	-	65,112
	Total Vehicles and Moving Equipment	65,112	-	65,112
	Total Capital Budget	374,512	-	374,512



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Health Center	11,114	14,325	14,325	11,400	14,325	-	0.0%
Health Care Operations	249,888	288,140	500,140	500,140	355,140	67,000	23.3%
Capital Improvement Program	151,647	2,740,000	3,011,000	1,921,120	1,209,821	(1,530,179)	-55.8%
Total	412,649	3,042,465	3,525,465	2,432,660	1,579,286	(1,463,179)	-48.1%

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	6,116	21,500	21,500	20,400	16,500	(5,000)	-23.3%
Contract/Purchased Services	253,832	279,575	491,575	490,250	351,575	72,000	25.8%
Minor Capital Outlay	916	1,250	1,250	750	1,250	-	0.0%
Interdepartmental Charges	138	140	140	140	140	-	0.0%
Major Capital Outlay	151,647	2,740,000	3,011,000	1,921,120	1,209,821	(1,530,179)	-55.8%
Total	412,649	3,042,465	3,525,465	2,432,660	1,579,286	(1,463,179)	-48.1%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	11,114	14,325	14,325	11,400	14,325	-	0.0%
Hospital Sales Tax Fund	249,888	338,140	550,140	500,140	465,140	127,000	37.6%
Community Development Block Grant	95,565	1,500,000	1,500,000	1,500,000	-	(1,500,000)	-100.0%
Community Facilities Development Fund	-	-	271,000	271,000	-	-	0.0%
General Obligation Bonds	56,082	1,190,000	1,190,000	150,120	1,099,821	(90,179)	-7.6%
Total	412,649	3,042,465	3,525,465	2,432,660	1,579,286	(1,463,179)	-48.1%

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. 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 2021

- COVID-19 is a highly infectious and fast-spreading disease. The Alaska Department of Health and Social Services (DHSS) serves as the lead agency for the COVID-19 health response, working closely with Unified Command and the Office of Governor Mike Dunleavy. KPHC staff will continue to participate in local and statewide emergency preparedness efforts and increase Ketchikan's capacity in public health emergency readiness.
- KPHC will continue to work toward fulfilling the goals as outlined in the 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.

ACCOMPLISHMENTS FOR 2020

- KPHC has been actively involved in the response to COVID-19. KPHC has worked closely with community officials and participated in the Ketchikan Emergency Operations Response program. PHN's from Ketchikan contribute expertise about creation of processes, policies and procedures for COVID-19 response models.
- KPHC staff have conducted contact investigation and participated in the State of Alaska Public Health central staffing model.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Health

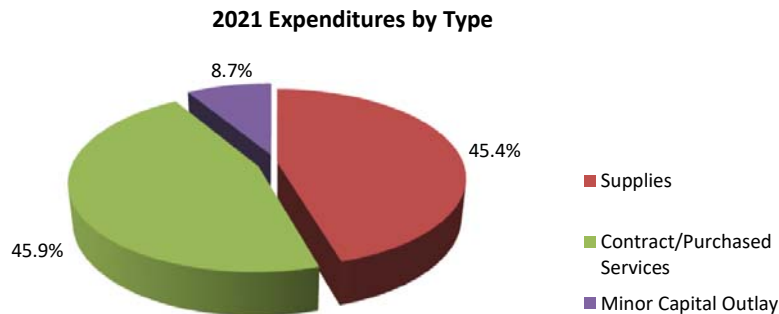
Public Health Center Operations 1310-110

- KPHC has been a resource for the community and Ketchikan Borough School District. PHN's have educated school district staff, and worked to inform the public regarding COVID updates.
- KPHC continued to actively participate in community coalitions including the Ketchikan Wellness Coalition, Women in Safe Homes, Community Collaboration Committee, Substance Abuse Task Force, Building a Healthy Community, Behavioral Health Task Force, Ketchikan Community Action Planning Workgroup, Revilla Island Resilience Initiative, Ketchikan Reentry Coalition, Ketchikan Community Partnership for FASD, Southeast Alaska Networking Elderly Topics, Local Emergency Preparedness Committee, and Domestic Violence Task Force.
- KPHC continued to provide regular health education on a variety of health topics to general and high-risk populations at different settings, including Ketchikan Correctional Facility, First City Homeless Day Shelter, Women in Safe Homes shelter, and KAR House.
- KPHC had developed and delivered robust reproductive health education presentations to high school students at Kayhi and Revilla as well as youth at Residential Youth Center.
- KPHC continued to promote health and educate citizens through individual encounters, public service announcements on the radio, theater ads, community events, such as Stomp the Stigma, Children's Health Fair, and Veteran Stand Down.
- KPHC 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	6,116	6,500	6,500	5,400	6,500	-	0.0%
Contract/Purchased Services	4,082	6,575	6,575	5,250	6,575	-	0.0%
Minor Capital Outlay	916	1,250	1,250	750	1,250	-	0.0%
Total Expenditures	11,114	14,325	14,325	11,400	14,325	-	0.0%

Funding Source	2019	2020 Budget			2021	2020/Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	11,114	14,325	14,325	11,400	14,325	-	0.0%
Total Funding	11,114	14,325	14,325	11,400	14,325	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below:

- There are no changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are great than 5% or \$5,000.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	Adopted 2020			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .01 Office Supplies	784	750	750	550	750	-	0.0%
510 .02 Operating Supplies	4,863	5,000	5,000	4,500	5,000	-	0.0%
510 .07 Food/Catering	68	500	500	350	500	-	0.0%
530 .02 Periodicals	246	250	250	-	250	-	0.0%
530 .03 Professional and Technical Publications	155	-	-	-	-	-	NA
Supplies	6,116	6,500	6,500	5,400	6,500	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	429	1,250	1,250	750	1,250	-	0.0%
635 .06 Building & Grounds Maintenance Services	3,653	5,325	5,325	4,500	5,325	-	0.0%
Contract/Purchased Services	4,082	6,575	6,575	5,250	6,575	-	0.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	666	1,000	1,000	550	1,000	-	0.0%
790 .25 Machinery and Equipment	250	250	250	200	250	-	0.0%
Minor Capital Outlay	916	1,250	1,250	750	1,250	-	0.0%
Total Expenditures by Type	11,114	14,325	14,325	11,400	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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Health

Public Health Center Operations 1310-110

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
2021 Operating and Capital Budget
Public Health

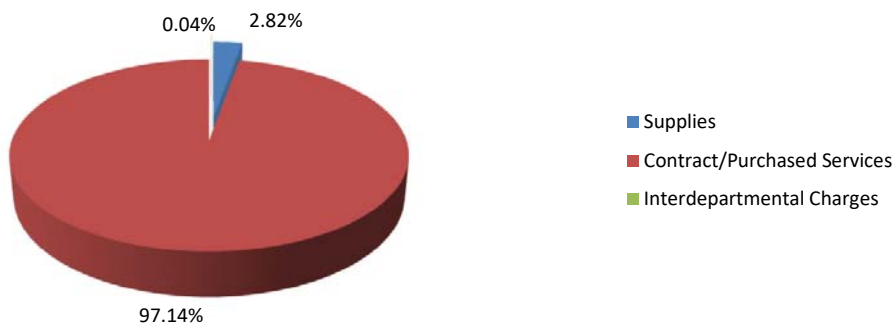
Health Care Operations 1320-110

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	15,000	15,000	15,000	10,000	(5,000)	-33.3%
Contract/Purchased Services	249,750	273,000	485,000	485,000	345,000	72,000	26.4%
Interdepartmental Charges	138	140	140	140	140	-	0.0%
Total Expenditures	249,888	288,140	500,140	500,140	355,140	67,000	23.3%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Hospital Sales Tax Fund	249,888	288,140	500,140	500,140	355,140	(145,000)	23.3%
Total Funding	249,888	288,140	500,140	500,140	355,140	67,000	23.3%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Legal and Accounting Services (Account No. 640.01) increased by \$75,000, or by 150%, to reflect ongoing litigation with the contractor on the Hospital Expansion project.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
515 .02 Building & Grounds Maint Materials	-	15,000	15,000	15,000	10,000	(5,000)	-33.3%
Supplies	-	15,000	15,000	15,000	10,000	(5,000)	-33.3%
Contract/Purchased Services							
635 .06 Buildings & Grounds Maint Services		23,000	23,000	23,000	20,000	(3,000)	-13.0%
640 .01 Legal & Accounting Services	4,750	50,000	125,000	125,000	125,000	75,000	150.0%
640 .04 Mgmt & Consulting Services	245,000	200,000	337,000	337,000	200,000	-	0.0%
Contract/Purchased Services	249,750	273,000	485,000	485,000	345,000	72,000	26.4%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	138	140	140	140	140	-	0.0%
Interdepartmental Charges	138	140	140	140	140	-	0.0%
Total Expenditures by Type	249,888	288,140	500,140	500,140	355,140	67,000	23.3%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$10,000 – 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: \$20,000 - 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: \$125,000 - 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.

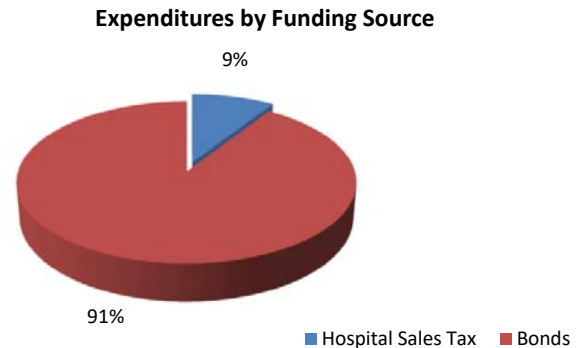
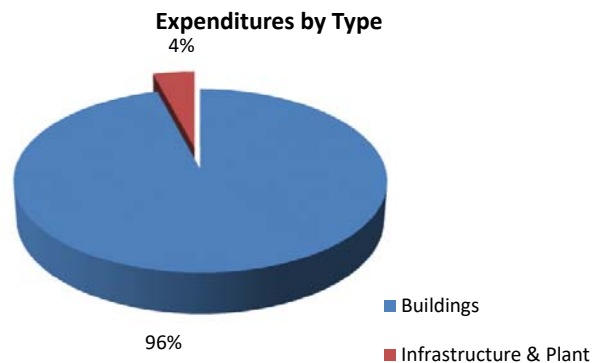
825.01 Interdepartmental Charges – Insurance: \$140 - This account provides expenditures for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the Ketchikan Medical Center.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Health

Capital Budget

Major Capital Outlay	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	151,647	2,690,000	2,961,000	1,921,120	1,159,821	(1,530,179)	-56.9%
730.00 Infrastructure & Plant	-	50,000	50,000	-	50,000	-	0.0%
Total Major Capital Outlay	151,647	2,740,000	3,011,000	1,921,120	1,209,821	(1,530,179)	-55.8%

Capital Improvement Projects		Funding Sources			
		Hospital Sales Tax	Grants & Private Funds	Bonds	Total
Project #	Project				
705.00 Buildings					
	KMC Expansion			1,099,821	1,099,821
	Hospital Roof	60,000			60,000
	Total Buildings	60,000	-	1,099,821	1,159,821
730.00 Infrastructure & Plant					
	Hospital ER Entrance Culvert Repair	50,000			50,000
	Total Infrastructure & Plant	50,000	-	-	50,000
	Total Capital Budget	110,000	-	1,099,821	1,209,821



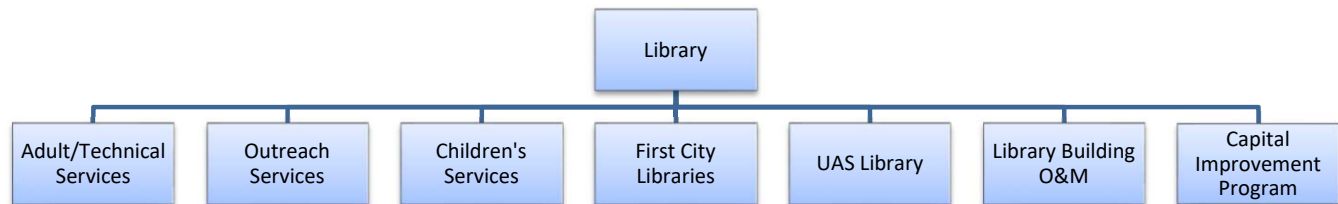
CITY OF KETCHIKAN

2021 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	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Adult Technical Services	642,706	694,855	695,855	657,805	677,542	(17,313)	-2.5%
Outreach Services	84,115	91,762	91,762	88,225	91,552	(210)	-0.2%
Children's Services	305,363	372,045	371,045	350,119	364,930	(7,115)	-1.9%
First City Libraries	40,963	41,983	41,983	41,404	44,766	2,783	6.6%
UAS Library	63,762	82,192	82,192	78,075	84,160	1,968	2.4%
Library Building O&M	144,619	158,999	158,999	149,180	160,260	1,261	0.8%
Grants	10,562	8,250	8,250	8,250	7,000	(1,250)	-15.2%
Capital Improvement Program	47,178	40,000	40,000	-	-	(40,000)	NA
Total	1,339,268	1,490,086	1,490,086	1,373,058	1,430,210	(59,876)	-4.0%

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	933,424	1,066,454	1,066,454	1,031,845	1,070,279	3,825	0.4%
Supplies	145,202	146,905	147,805	132,164	126,640	(20,265)	-13.8%
Contract/Purchased Services	186,589	203,424	201,924	177,245	202,165	(1,259)	-0.6%
Minor Capital Outlay	12,333	10,100	10,700	10,100	5,300	(4,800)	-47.5%
Interdepartmental Charges/Reimb Credits	14,542	23,203	23,203	21,704	25,826	2,623	11.3%
Major Capital Outlay	47,178	40,000	40,000	-	-	(40,000)	NA
Total	1,339,268	1,490,086	1,490,086	1,373,058	1,430,210	(59,876)	-4.0%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	738,181	842,202	842,201	798,069	824,987	(17,215)	-2.0%
Charges for Services - KGB	457,801	489,019	489,020	470,351	494,926	5,907	1.2%
Charges for Services - KGBSD	12,098	15,223	15,223	15,013	15,837	614	4.0%
Charges for Services - UAS	63,762	82,192	82,192	78,075	84,160	1,968	2.4%
Charges for Services - Other	9,686	13,200	13,200	3,300	3,300	(9,900)	-75.0%
Grants	10,562	8,250	8,250	8,250	7,000	(1,250)	-15.2%
Community Facilities Development Fund	47,178	40,000	40,000	-	-	(40,000)	NA
Total	1,339,268	1,490,086	1,490,086	1,373,058	1,430,210	(59,876)	-4.0%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Library

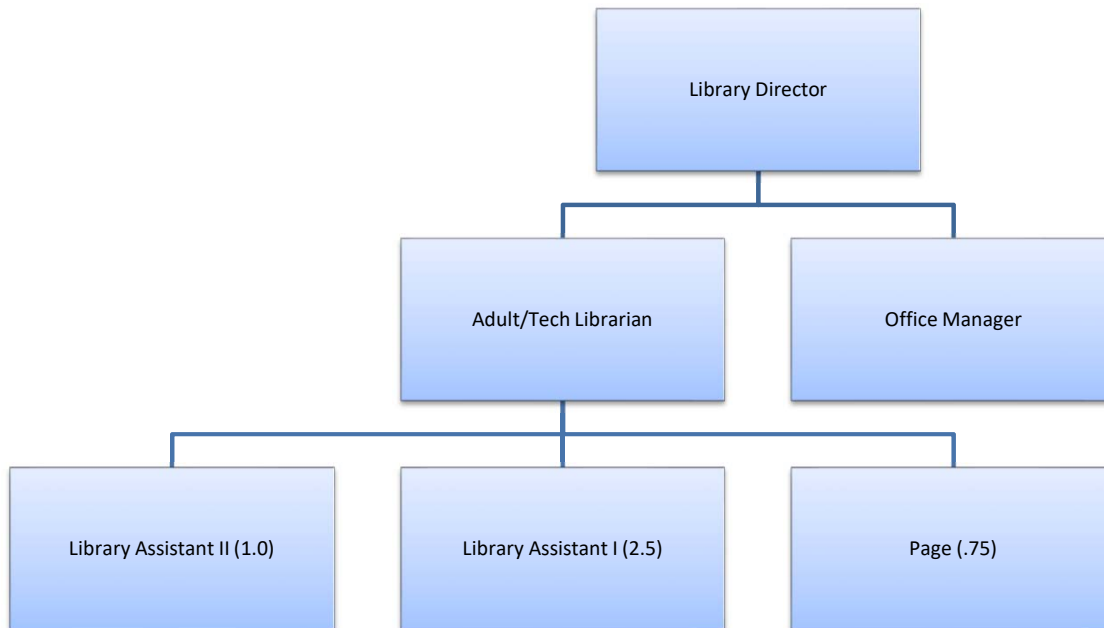
Summary

Personnel	2019 Actual	2020 Adopted		2021		2020 Adopted/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Adult Technical Services	6.570	6.570	6.570	6.570	353,462	-	0.0%
Outreach Services	0.970	0.970	0.970	0.970	61,252	-	0.0%
Children's Services	3.535	3.535	3.535	3.535	181,245	-	0.0%
UAS Library	1.660	0.740	0.740	0.740	36,720	-	0.0%
Total	12.735	11.815	11.815	11.815	632,679	-	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 2021

- Migrate existing SirsiDynx iBistro online catalog to the more user-friendly Enterprise system.
- Create opportunities for at-home and online library programs and social engagement.
- Maintain currency and relevancy of adult collection.
- Conduct inventory of entire library collection.

ACCOMPLISHMENTS FOR 2020

- Weeded, dusted and shifted the entire Adult fiction and nonfiction collections, to replace worn, outdated, and rarely used books with more current editions. The shifting also made the shelves more browser-friendly.
- Conducted an inventory of the entire library collection.
- Updated and expanded specific topics in the library's nonfiction collection: Homeschooling; Construction and woodworking; Fine arts; Sports coaching; Crafts.
- Responded to the COVID-19 closure with curbside delivery services. Worked with the Emergency Operations Center, the City Manager's Office, and Public Works to develop and implement plans to reopened in a phased, safe manner.
- Partnered with the Friends of the Library to assemble and distribute free bags of books during initial COVID-19 closure.

- Encouraged staff development and training with a number of different educational opportunities:
 - All staff members completed a first aid/CPR recertification class with the Ketchikan Fire Department, including training on the use of AEDs
 - Continued staff development and training during the COVID-19 related closure. Staff participated in live webinars and online training covering such topics as:
 - "Advocacy for Your Library During a Crisis"
 - "Public Libraries Respond to COVID-19"
 - "Helping Parents Prepare Your Kids for School"
 - "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections"
 - "Symphony Cataloging: Working with Authorities"
- Provided the community opportunities for hands-on engagement:
 - Hosted a series of Adult Craft Nights, including calligraphy, mosaics, loom knitting and decoupage.
 - Hosted the 5th annual Community Seed Swap, which also refreshed the library's Seed Library. In conjunction with the Seed Swap, the Adult Services Librarian presented a class on "Gardening for Non-Gardeners"
 - Created a circulating collection of tool kits for popular crafts. These kits allow patrons to try out a new craft by providing them with the necessary implements: Crocheting; Felting; Acrylic painting; Pastel drawing; Knitting; Weaving
- Provided the community opportunities for creative development:
 - Partnered with the UAS-Ketchikan campus library to create an online writer's group, using a secure Discord server to enable idea sharing and online group meetings.
 - Produced a series of cooking videos for Facebook and YouTube incorporating simple ingredient lists and basic cooking techniques.
 - Launched an Adult Winter Reading Challenge, which ran from January 4 to March 15. The shift from a summer to winter reading club was in response to patron feedback, which indicated that adults are too busy in the summer for library programs and would prefer activities during the slow season. 50 adults participated.
 - Conducted Blind Date With a Book, which connected dozens of patrons with unfamiliar authors.
- Provided the community opportunities for lifelong learning:
 - Partnered with the Ketchikan Museums department to host a film and panel discussion about local aviation history, in conjunction with the Tongass Historical Museum's exhibit "Into the Wind: Aviation as Southeast Alaska's Lifeline".
 - Partnered with Tongass Federal Credit Union and volunteer Rachel Breithaupt to create a Financial Challenge Club, to provide mutual support and encouragement to people looking to reach their financial management goals.
 - Partnered with certified financial planner Ben Edwards to host a series of Financial Literacy seminars, covering such topics as Social Security, paying for college, outsmarting scammers and retirement.
 - Launched a weekly read-aloud storytime for Adults on Facebook and YouTube, in which the Library Director showcased classic American authors such as Twain, Hawthorne, Fitzgerald, and Poe.
 - Produced a series of DIY videos for Facebook and YouTube covering such topics as: Dog grooming; Gardening; Sewing face masks; Painting old furniture; Simple crafts; Basic sewing.
 - Participated in the state-wide 2020 Alaska Reads Program.
- Participated in the library's new weekly program on KRBD, "Reading the Classics".

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

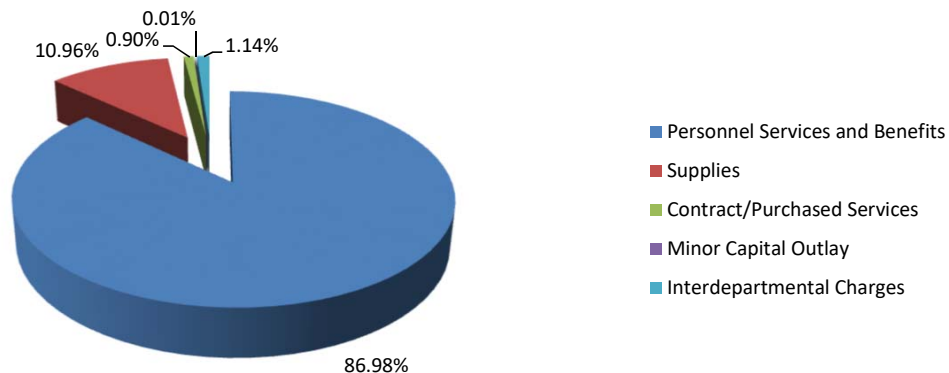
DIVISION SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	545,676	589,365	589,365	567,370	589,352	(13)	0.0%
Supplies	79,918	88,250	88,250	79,504	74,260	(13,990)	-15.9%
Contract/Purchased Services	8,601	10,600	11,600	4,811	6,130	(4,470)	-42.2%
Minor Capital Outlay	4,900	100	100	-	100	-	0.0%
Interdepartmental Charges	3,611	6,540	6,540	6,120	7,700	1,160	17.7%
Total Expenditures	642,706	694,855	695,855	657,805	677,542	(17,313)	-2.5%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	388,980	427,355	429,538	412,165	420,610	(6,745)	-1.6%
Charges for Services - KGB	244,040	254,300	253,117	242,340	253,632	(668)	-0.3%
Charges for Services - Other	9,686	13,200	13,200	3,300	3,300	(9,900)	-75.0%
Total Funding	642,706	694,855	695,855	657,805	677,542	(17,313)	-2.5%

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	26,316	-	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	63,024	-	0.0%
Library Assistant II	1.00	1.00	1.00	1.00	55,702	-	0.0%
Library Assistant I	2.50	2.50	2.50	2.50	114,680	-	0.0%
Page	0.75	0.75	0.75	0.75	21,029	-	0.0%
Total	6.57	6.57	6.57	6.57	353,462	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget

Library

Adult/Technical Services Division 1410-230

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Library Books (Account No. 530.01) decreased by \$12,000, or by 23.5%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic. \$2,000 of this will be reallocated to Audio and Digital Books (Account No. 530.05), due to increased usage of Alaska Digital Library and the desire to decrease waiting lists by having a selection of titles available only to Ketchikan residents.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	319,301	353,715	352,925	340,400	353,462	(253)	-0.1%
502 .01 Temporary Wages	20,753	17,000	17,000	13,600	17,000	-	0.0%
505 .00 Payroll Taxes	23,873	28,360	28,360	25,340	28,340	(20)	-0.1%
506 .00 Pension	56,656	57,910	58,700	58,500	58,100	190	0.3%
507 .00 Health and Life Insurance	118,316	122,400	122,390	119,550	122,830	430	0.4%
507 .30 Workers Compensation	1,123	1,010	1,020	1,010	1,080	70	6.9%
508 .00 Other Benefits	5,654	8,970	8,970	8,970	8,540	(430)	-4.8%
Personnel Services and Benefits	545,676	589,365	589,365	567,370	589,352	(13)	0.0%
Supplies							
510 .01 Office Supplies	6,282	6,500	6,500	6,000	6,000	(500)	-7.7%
510 .02 Operating Supplies	7,998	8,000	8,000	7,000	7,000	(1,000)	-12.5%
510 .05 Small Tools and Equipment	57	100	100	-	50	(50)	-50.0%
510 .07 Food/Catering	444	500	500	50	100	(400)	-80.0%
520 .02 Postage	2,787	2,750	2,750	1,700	2,800	50	1.8%
530 .01 Library Books	42,800	51,000	41,000	37,000	39,000	(12,000)	-23.5%
530 .02 Periodicals	6,859	7,000	7,000	6,610	6,000	(1,000)	-14.3%
530 .04 Movies and Visual Series	3,505	3,000	3,000	1,800	2,000	(1,000)	-33.3%
530 .05 Audio and Digital Books	7,949	8,000	18,000	18,000	10,000	2,000	25.0%
530 .06 Music	930	1,100	1,100	1,100	1,000	(100)	-9.1%
535 .02 Business and Meal Expenses	307	300	300	244	310	10	3.3%
Supplies	79,918	88,250	88,250	79,504	74,260	(13,990)	-15.9%
Contract/Purchased Services							
600 .02 Travel-Training	1,817	3,500	3,500	-	-	(3,500)	-100.0%
600 .03 Training and Education	480	600	600	600	600	-	0.0%
605 .01 Ads and Public Announcements	327	350	590	560	350	-	0.0%
615 .02 Assn. Membership Dues & Fees	1,545	1,350	1,350	1,350	1,280	(70)	-5.2%
630 .03 Bank and Merchant Fees	114	140	140	65	120	(20)	-14.3%
630 .04 Broadcast Content Fees	274	350	350	275	275	(75)	-21.4%
630 .05 Software Licenses	426	500	500	426	430	(70)	-14.0%
630 .06 Service Charges and Fees	-	100	100	-	100	-	0.0%
635 .11 Subscription Services	3,168	1,410	2,410	1,315	1,775	365	25.9%
635 .12 Technical Services	450	2,300	2,060	220	1,200	(1,100)	-47.8%
Contract/Purchased Services	8,601	10,600	11,600	4,811	6,130	(4,470)	-42.2%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Library

Adult/Technical Services Division 1410-230

Operating Expenditures	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital							
790 .15 Furniture and Fixtures	4,900	100	100	-	100	-	0.0%
Minor Capital Outlay	4,900	100	100	-	100	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	3,611	6,540	6,540	6,120	7,700	1,160	17.7%
Interdepartmental Charges	3,611	6,540	6,540	6,120	7,700	1,160	17.7%
Total Expenditures by Type	642,706	694,855	695,855	657,805	677,542	(17,313)	-2.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$353,462 – 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: \$28,340 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$58,100 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$122,830 – 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: \$1,080 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$8,540 – 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: \$6,000 - 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: \$7,000 - 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: \$50 – This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$100 – This account provides expenditures for food for library programs, such as coffee and cookies during author presentations.

520.02 Postage: \$2,800 - 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: \$39,000 - 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: \$6,000 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$2,000 - 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: \$10,000 - 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: \$1,000 - This account provides expenditures for the acquisition of music for the library collection.

535.02 Business and Meal Expenses: \$310 – 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.

600.03 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: \$1,280 – 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: \$120 – 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: \$275 – 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: \$430 – 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.

635.11 Subscription Services: \$1,775 - This account provides expenditures for subscriptions for access to web-based services, website hosting fees, and domain registration for library websites. In 2021, the library will be providing patron access to Alaska Digital Library and Mango Languages, and adding resources for homeschooling families.

635.12 Technical Services: \$1,200 - 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: \$7,700 - This account provides expenditures for risk management services and claims.

MISSION STATEMENT

The Outreach Services Division of the Ketchikan Public Library provides services to those who are unable to visit the library due to mobility or mental health issues. Services are also provided to residents of facilities such as the Pioneers Home, the Saxman-Ketchikan Senior Center, Rendezvous Senior Day Services, Seaview Terrace, New Horizons Long-Term Care, Park Avenue Temporary Home, First City Homeless, Salvation Army, Regional Youth Center and to the inmates of the Ketchikan Correctional Center. The Outreach Librarian is a local contact for the Alaska State Talking Book Program, and maintains the large-print collection at the Public Library and several community bookshares throughout the island.

**GOALS FOR 2021**

- Provide Outreach Services to the Re-Entry Coalition as it rebuilds and develops services to assist people released from the Ketchikan Correctional Center.
- Continue partnering with Ketchikan Public Utilities to conduct Senior Tech Talks on technology and the Internet.
- Explore the new community Bookshare locations.
- Continue to work with Ketchikan Correctional Center administration to provide materials for incarcerated patrons at all literacy levels.

ACCOMPLISHMENTS FOR 2020

Expanded the Outreach Services' information on the library's website, including a video explaining Outreach Services, locations of the community bookshares and local agencies served.

Provided home delivery services for patrons unable to visit the library due to mobility or mental health issues. Augmented the home delivery service program in response to the COVID-19 pandemic while keeping both patrons and staff safe.

Offered regular service to community agencies including Women in Safe Homes, Rendezvous Senior Day Services, Ketchikan Pioneers Home, Saxman/Ketchikan Senior Services, Residential Youth Care, Salvation Army, Park Avenue Temporary Home, First City Homeless Services and Hospice.

Collaborated with the Friends of the Ketchikan Public Library to secure funding for new books for PATH and Salvation Army, and new shelving for Park Avenue Temporary Home and First City Homeless Services.

Maintained five community bookshares at Studio 103 (Plaza Mall), Highliner Laundromat, Green Bean Coffee Company, the Rec Center and South Tongass Service Station.

Provided donated or discarded books, magazines and newspapers to the Ketchikan Correctional Center for distribution to inmates. New to the KCC collection: classic literature retold in manga and graphic novel format that proved very popular.

Outreach partnered with KPU Telecommunications to conduct a Senior Tech Talk in March.

Recorded PSAs for local public radio station KRBD and read stories for its weekly show featuring library staff, "Reading the Classics."

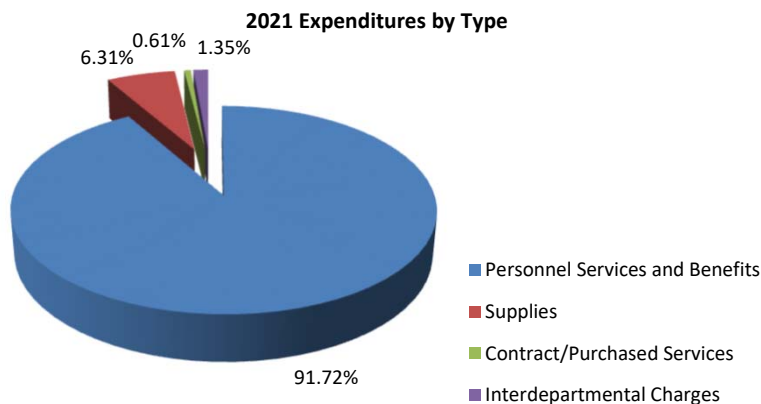
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

Outreach Services Division 1410-231

DIVISION SUMMARY							
Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	75,372	82,072	82,072	81,025	83,972	1,900	2.3%
Supplies	8,162	6,580	6,580	6,210	5,780	(800)	-12.2%
Contract/Purchased Services	-	2,060	2,060	-	560	(1,500)	-72.8%
Interdepartmental Charges	581	1,050	1,050	990	1,240	190	18.1%
Total Expenditures	84,115	91,762	91,762	88,225	91,552	(210)	-0.2%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	52,176	58,172	58,382	55,725	57,280	(892)	-1.5%
Charges for Services - KGB	31,939	33,590	33,380	32,500	34,272	682	2.0%
Total Funding	84,115	91,762	91,762	88,225	91,552	(210)	-0.2%

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	26,316	-	0.0%
Outreach Librarian	0.65	0.65	0.65	0.65	34,936	-	0.0%
Total	0.97	0.97	0.97	0.97	61,252	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2019	2020 Adopted		2021	2020 Adopted/2021		
			Actual	Adopted	Amended		Estimate	Budget	Incr(Decr)
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	53,483	59,712	59,482	59,000	61,252	1,540	2.6%
505	.00	Payroll Taxes	4,054	4,570	4,570	4,485	4,690	120	2.6%
506	.00	Pension	10,579	11,130	11,130	11,080	11,290	160	1.4%
507	.00	Health and Life Insurance	3,455	3,590	3,820	3,430	3,630	40	1.1%
507	.30	Workers Compensation	1,495	1,570	1,570	1,530	1,640	70	4.5%
508	.00	Other Benefits	2,306	1,500	1,500	1,500	1,470	(30)	-2.0%
Personnel Services and Benefits			75,372	82,072	82,072	81,025	83,972	1,900	2.3%
Supplies									
510	.01	Office Supplies	-	50	50	50	50	-	0.0%
510	.02	Operating Supplies	998	150	150	100	100	(50)	-33.3%
510	.07	Food/Catering	-	50	50	50	50	-	New
530	.01	Library Books	5,534	5,000	5,000	5,000	4,000	(1,000)	-20.0%
530	.02	Periodicals	511	630	630	600	630	-	0.0%
530	.04	Movies and Visual Series	434	100	100	100	100	-	0.0%
530	.05	Audio and Digital Books	-	100	100	100	100	-	0.0%
535	.02	Business and Meal Expenses	685	500	500	210	750	250	50.0%
Supplies			8,162	6,580	6,580	6,210	5,780	(800)	-12.2%
Contract/Purchased Services									
600	.02	Travel-Training	-	1,500	1,500	-	-	(1,500)	-100.0%
600	.03	Training and Education	-	510	510	-	510	-	0.0%
615	.02	Assn Membership Dues and Fees	-	50	50	-	50	-	0.0%
Contract/Purchased Services			-	2,060	2,060	-	560	(1,500)	-72.8%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	581	1,050	1,050	990	1,240	190	18.1%
Interdepartmental Charges			581	1,050	1,050	990	1,240	190	18.1%
Total Expenditures by Type			84,115	91,762	91,762	88,225	91,552	(210)	-0.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$61,252 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505.00 Payroll Taxes: \$4,690 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$11,290 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$3,630 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,640 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,470 – 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: \$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, 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: \$4,000 - 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: \$750 – 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.

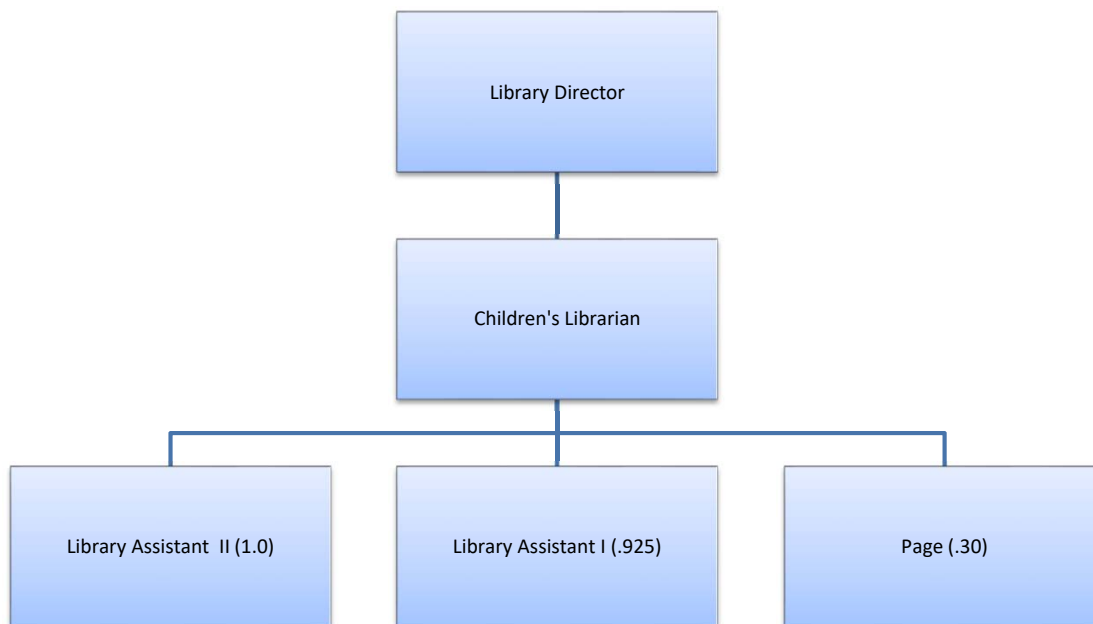
600.03 Training and Education: \$510 – This account provides expenditures for registration fees for conferences associated with training and educating employees.

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: \$1,240 - 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 2021

Children's Services

- Division staff will continue to provide enriching programming both online and if possible in person. Each program will be planned out and connect back to the library's strategic plan. Each program will also promote literacy, education/learning, and/or love of reading.
- The Children's Librarian and Library Assistant II will work to develop, administer, and analyze a user needs assessment to ensure that library programs, services and materials are meeting the needs of the community. Library staff will adjust their approach to services based on the findings.
- In the summer of 2021, Ketchikan is hosting both a physical and digital summer reading program. The digital aspect will be tested during the Winter Reading Challenge of 2021.
- Outreach within the community will continue utilizing digital or non-congregate methods to meet the Division's mission. This may take the form of Story Jars hidden in the community, Head Start preschool visits, offsite pop-up storytimes, and/or community partnerships with outside organizations.

Teen Services

- The Teen Advisory Group (T.A.G.) plans to continue to create new interactive displays in the Teen Room and virtually through social media.
- Continue to develop the Teen Room collection focusing on both entertainment and educational support for the teens.
- Work with the Children's Division to create a Teen Summer Program that can possibly utilize the new digital option.
- Recruit new members and promote T.A.G. in the community.
- After the pandemic, T.A.G. plans to resume meeting in person.

ACCOMPLISHMENTS FOR 2020**Children's Services**

The library had 275 children participate in the Winter Reading Challenge. Of the 275 participants, 81 children completed the entire challenge and earned a grand prize drawing ticket. All participants received a free book.

The Children's Services Division quickly implemented online programming when the COVID-19 pandemic made it impossible for in-house programming to continue. Currently the division offers three weekly storytimes, a song time, monthly book chats and S.T.E.A.M. videos. They also offer pop-up videos of craft demonstrations, rhymes, and literacy tips. The division created over 116 social media videos that families could access at any time during the spring and summer of 2020.

The library was able to host a performer as part of our summer reading, which was accomplished through the use of an online streaming service.

The library gave out 310 Summer Reading logs and gifted over 100 free books to participants.

The Division prepared Maker Bags every other week for families to pick up, with instructions and supplies to make a craft or engage in an activity.

Library staff distributed 60 Story Jars throughout the community during the summer which provided free books, crafts, treats, and stories to families that found them.

The Children's Community Garden was able to partner with both the Outreach Services Division and the local homeless shelter by providing freshly harvested vegetables.

The Children's Services collection was successfully weeded for outdated items enabling library users to find materials more easily. This also increased the browsability of the collection.

Teen Services

The Ketchikan Public Library's TAG members met regularly through the early portion of 2020 and members continued to request materials, create programming and inspire library staff through social media and email, with hopes of meeting in person again soon.

T.A.G. celebrated National Hot Chocolate month and Pokémon Day early in 2020 and continued to work on virtual programming through the year. The Next: Real Life program series was converted to video and made available through the library's YouTube channel as well as on T.A.G.'s Facebook page. A new video series aimed at middle school student called "School Hacks" covering topics such as "Time Management", "Resources", "Research Papers" and more went online in the fall.

T.A.G. decided on periodic tables for the summer library décor which went with the Teen 'Elements of Summer Challenge' chemistry theme. For the fall, two interactive displays – a Bob Ross stand up to encourage creativity and a battle board to determine favorite fictional characters were chosen by T.A.G. Also a new dinosaur has joined the much loved raptor and a few new posters were added as well.

T.A.G.'s Teen Summer program this year was turned into a challenge that could be done at home or at the Library with a wide variety of activities that teens could undertake to earn entries into the grand prize drawing. Weekly scientific experiments were also available for more prize entries – videos showing the experiments online and kits available at the library or through the mail upon request made the program easy, accessible and fun for any interested teen. Hundreds of "Instant Winner" cards were turned in at the Prize Palace that was open to teens 6 days a week throughout the summer. T.A.G.'s partnerships with IBEW, the Friends of the Library and many local businesses helped provide teens with incentives to participate in the Teen Summer Challenge.

During the closure of the Library due to the COVID-19 pandemic, the Teen Room was 'flipped' and weeded creating a new space for the audiobooks, which increased circulation and demand. The non-fiction is also slightly more centralized with more display area and the teen favorites: graphic novels and manga were given center stage. Also added to the Teen Room were a wide array of study guides, academic related non-fiction and curriculum based fiction in a variety of formats to assist teens and young adults with the challenges of schooling during COVID.

As always T.A.G. 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.

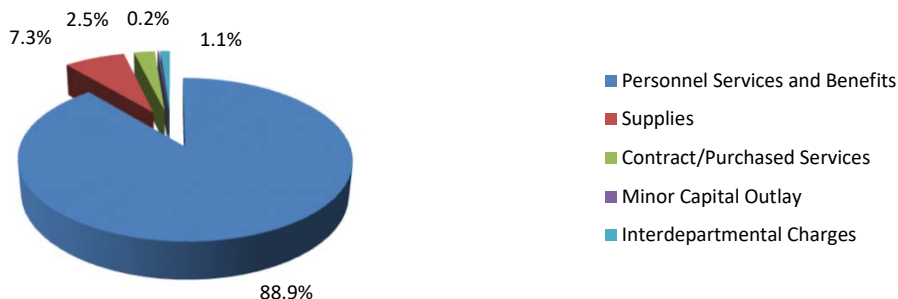
DIVISION SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	259,580	324,435	324,435	316,925	324,525	90	0.0%
Supplies	35,233	31,800	31,800	26,250	26,600	(5,200)	-16.4%
Contract/Purchased Services	7,015	11,430	10,430	3,264	9,105	(2,325)	-20.3%
Minor Capital Outlay	1,666	1,000	1,000	500	700	(300)	-30.0%
Interdepartmental Charges	1,869	3,380	3,380	3,180	4,000	620	18.3%
Total Expenditures	305,363	372,045	371,045	350,119	364,930	(7,115)	-1.9%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	189,414	238,925	236,085	221,129	228,321	(10,604)	-4.4%
Charges for Services KGB	115,949	133,120	134,960	128,990	136,609	3,489	2.6%
Total Funding	305,363	372,045	371,045	350,119	364,930	(7,115)	-1.9%

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.310	0.310	0.310	0.310	25,493	-	0.0%
Children's Librarian	1.000	1.000	1.000	1.000	59,030	-	0.0%
Library Assistant II	1.000	1.000	1.000	1.000	48,714	-	0.0%
Library Assistant I	0.925	0.925	0.925	0.925	39,596	-	0.0%
Page	0.300	0.300	0.300	0.300	8,412	-	0.0%
Total	3.535	3.535	3.535	3.535	181,245	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library
Children's Services Division 1410-232
OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	133,824	180,895	180,875	179,490	181,245	350	0.2%
502 .01 Temporary Wages	16,455	11,500	11,500	7,970	11,500	-	0.0%
505 .00 Payroll Taxes	11,772	14,720	14,720	13,450	14,750	30	0.2%
506 .00 Pension	24,479	33,610	33,610	33,570	33,610	-	0.0%
507 .00 Health and Life Insurance	56,660	78,580	78,580	77,300	78,460	(120)	-0.2%
507 .30 Workers Compensation	564	520	540	535	560	40	7.7%
508 .00 Other Benefits	887	4,610	4,610	4,610	4,400	(210)	-4.6%
509 .07 Allowances-Moving Expense	14,939	-	-	-	-	-	NA
Personnel Services and Benefits	259,580	324,435	324,435	316,925	324,525	90	0.0%
Supplies							
510 .01 Office Supplies	1,071	1,000	1,000	800	1,000	-	0.0%
510 .02 Operating Supplies	5,832	4,500	4,500	3,000	3,500	(1,000)	-22.2%
510 .05 Small Tools and Equipment	346	400	400	250	200	(200)	-50.0%
510 .07 Food/Catering	1,089	1,200	1,200	150	800	(400)	-33.3%
530 .01 Library Books	19,990	17,000	17,000	15,000	14,000	(3,000)	-17.6%
530 .02 Periodicals	967	1,000	1,000	1,000	800	(200)	-20.0%
530 .04 Movies and Visual Series	2,230	2,000	2,000	1,750	2,000	-	0.0%
530 .05 Audio and Digital Books	3,415	4,000	4,500	4,000	4,000	-	0.0%
530 .06 Music	293	500	-	300	100	(400)	-80.0%
535 .02 Business and Meal Expenses	-	200	200	-	200	-	0.0%
Supplies	35,233	31,800	31,800	26,250	26,600	(5,200)	-16.4%
Contract/Purchased Services							
600 .02 Travel-Training	1,137	3,500	3,500	-	-	(3,500)	-100.0%
600 .03 Training and Education	290	1,000	1,000	60	300	(700)	-70.0%
605 .01 Ads and Public Announcements	1,732	300	300	264	300	-	0.0%
615 .02 Assn Membership Dues & Fees	480	500	500	500	475	(25)	-5.0%
630 .03 Bank and Merchant Fees	114	140	140	50	140	-	0.0%
630 .04 Broadcast Content Fees	250	300	300	300	300	-	0.0%
630 .06 Service Charges and Fees	-	90	90	90	90	-	0.0%
635 .11 Subscription Services	-	-	-	-	3,000	3,000	NA
635 .12 Technical Services	3,012	5,600	4,600	2,000	4,500	(1,100)	-19.6%
Contract/Purchased Services	7,015	11,430	10,430	3,264	9,105	(2,325)	-20.3%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Library

Children's Services Division 1410-232

Operating Expenditures	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	1,666	1,000	1,000	500	700	(300)	-30.0%
Minor Capital Outlay	1,666	1,000	1,000	500	700	(300)	-30.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,869	3,380	3,380	3,180	4,000	620	18.3%
Interdepartmental Charges	1,869	3,380	3,380	3,180	4,000	620	18.3%
Total Expenditures by Type	305,363	372,045	371,045	350,119	364,930	(7,115)	-1.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$181,245 – 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: \$14,750 – 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: \$78,460 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$560 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$4,400 – 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: \$3,500 - 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: \$200 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$800 - This account provides expenditures for food or catering services for children's and teen programs.

530.01 Library Books: \$14,000 - 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: \$800 - This account provides expenditures for newspapers, magazines and trade journals.

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: \$100 - 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.

600.03 Training and Education: \$300 – 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: \$475 – 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.

635.11 Subscription Services: \$3,000 - This account provides expenditures for children and teen databases, streaming services through Streamyard for online programming, and membership to Beastack which provides online winter and summer reading program options for all library divisions. (New this year.)

635.12 Technical Services: \$4,500 - This account provides expenditures for contractual services, such as fees for visiting authors and performers for children’s programs.

790.15 Furniture and Fixtures: \$700 - 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: \$4,000 - 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 2021

- 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.
- Implement a new online catalog public search interface with increased functionality, to replace the current 12-year-old interface.

ACCOMPLISHMENTS FOR 2020

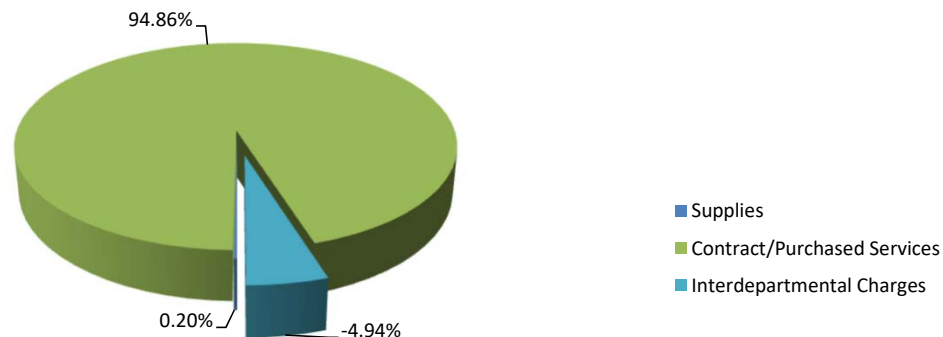
- The deletion of SirsiDynix records for e- and audiobooks continues for Alaska Digital Library titles, since they are searchable directly via and ADL / Overdrive platform.
- The FCL successfully applied for Federal Erate discounts on consortial internet service for the shared online catalog. Due to the decreased number of KGB students eligible for the National School Lunch Program, the discount rate for 2020-21 was 60% instead of 70%.
- The FCL promoted library use amongst all Consortia libraries through efficient delivery service.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	1,950	350	350	300	100	(250)	-71.4%
Contract/Purchased Services	41,639	43,700	43,700	43,040	47,120	3,420	7.8%
Interdepartmental Charges	(2,626)	(2,067)	(2,067)	(1,936)	(2,454)	(387)	18.7%
Total Expenditures	40,963	41,983	41,983	41,404	44,766	2,783	6.6%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	17,905	16,960	17,030	16,671	18,508	1,548	9.1%
Charges for Services - KGB	10,960	9,800	9,730	9,720	10,421	621	6.3%
Charges for Services - KGBSD	12,098	15,223	15,223	15,013	15,837	614	4.0%
Total Funding	40,963	41,983	41,983	41,404	44,766	2,783	6.6%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	1,950	350	350	300	100	(250)	-71.4%
Supplies	1,950	350	350	300	100	(250)	-71.4%
Contract/Purchased Services							
635 .04 Software and Equipment Maintenance	27,394	28,500	28,500	28,056	29,150	650	2.3%
635 .11 Subscription Services	6,384	6,600	6,600	6,384	6,500	(100)	-1.5%
650 .01 Telecommunications	7,861	8,600	8,600	8,600	11,470	2,870	33.4%
Contract/Purchased Services	41,639	43,700	43,700	43,040	47,120	3,420	7.8%
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	(10,126)	(9,567)	(9,567)	(9,436)	(9,954)	(387)	4.0%
Interdept Chgs/Reimb Credits	(2,626)	(2,067)	(2,067)	(1,936)	(2,454)	(387)	18.7%
Total Expenditures by Type	40,963	41,983	41,983	41,404	44,766	2,783	6.6%

NARRATIVE

510.02 Operating Supplies: \$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 barcodes, security strips and carbon overdue mailers.

635.04 Software and Equipment Maintenance Services: \$29,150 - 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: \$6,500 - 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).

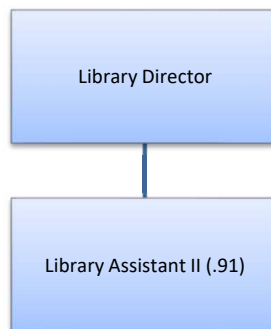
650.01 Telecommunications: \$11,470 - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power.

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: (\$9,954) - 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 18.56% 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 2021

- 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 when possible, 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 2020

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 library instruction sessions and presentations with a total attendance of 251 students.

Maintained currency and relevancy of the collections by:

- Completing an inventory of the collection in 2020 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 new physical items into the print and media collections

Encouraged community support and enrollment for the Campus by:

- Participating in the Library Departments' weekly newspaper column
- Hosting a successful Ask UAS: Where Ketchikan Finds Answers events throughout the school year, online via Facebook and Facebook Live during the pandemic. Ask UAS shares the expertise of the UAS Ketchikan faculty and community experts with the Ketchikan community.

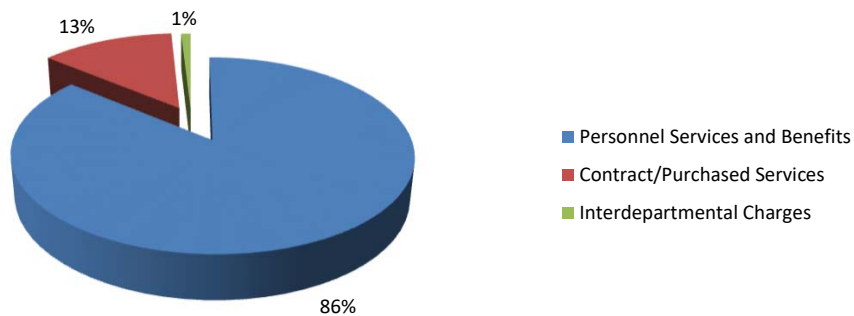
DIVISION SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	52,796	70,582	70,582	66,525	72,430	1,848	2.6%
Contract/Purchased Services	10,605	10,950	10,950	10,930	10,950	-	0.0%
Interdepartmental Charges	361	660	660	620	780	120	18.2%
Total Expenditures	63,762	82,192	82,192	78,075	84,160	1,968	2.4%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services - UAS	63,762	82,192	82,192	78,075	84,160	1,968	2.4%
Total Funding	63,762	82,192	82,192	78,075	84,160	1,968	2.4%

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.05	0.05	0.05	0.05	4,112	-	0.0%
Librarian	0.70	-	-	-	-	-	0.0%
Library Assistant II	0.91	0.69	0.69	0.69	32,608	-	0.0%
Total	1.66	0.74	0.74	0.74	36,720	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

UAS Library Division 1410-234

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2019		2020 Adopted			2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	26,330	35,432	35,432	35,000	36,720	1,288	3.6%
502 .01 Temporary Wages	219	2,000	2,000	665	2,000	-	0.0%
505 .00 Payroll Taxes	1,755	2,870	2,870	2,465	2,970	100	3.5%
506 .00 Pension	4,711	6,230	6,230	6,150	6,450	220	3.5%
507 .00 Health and Life Insurance	19,350	23,030	23,030	21,230	23,270	240	1.0%
507 .30 Workers Compensation	92	110	110	105	120	10	9.1%
508 .00 Other Benefits	339	910	910	910	900	(10)	-1.1%
Personnel Services and Benefits	52,796	70,582	70,582	66,525	72,430	1,848	2.6%
Contract/Purchased Services							
635 .01 Government Contractual Services	10,126	10,400	10,400	10,400	10,400	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	479	550	550	530	550	-	0.0%
Contract/Purchased Services	10,605	10,950	10,950	10,930	10,950	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	361	660	660	620	780	120	18.2%
Interdepartmental Charges	361	660	660	620	780	120	18.2%
Total Expenditures by Type	63,762	82,192	82,192	78,075	84,160	1,968	2.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$36,720 – 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: \$2,970 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension Benefits: \$6,450 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$23,270 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$120 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$900 – 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: \$780 - This account provides expenditures for risk management services and claims.

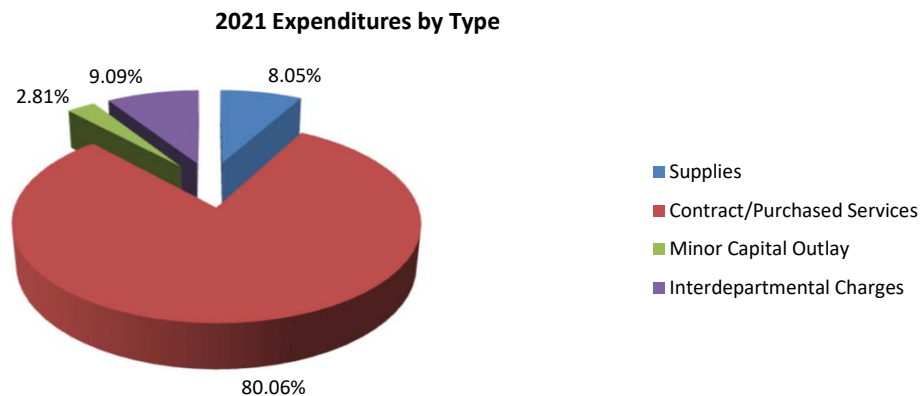
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

Ketchikan Public Library O&M 1410-235

COST CENTER SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	11,877	12,925	13,825	12,900	12,900	(25)	-0.2%
Contract/Purchased Services	116,229	123,434	121,934	113,950	128,300	4,866	3.9%
Minor Capital Outlay	5,767	9,000	9,600	9,600	4,500	(4,500)	-50.0%
Interdepartmental Charges	10,746	13,640	13,640	12,730	14,560	920	6.7%
Total Expenditures	144,619	158,999	158,999	149,180	160,260	1,261	0.8%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	89,706	100,790	101,166	92,380	100,268	(522)	-0.5%
Charges for Services - KGB	54,913	58,209	57,833	56,800	59,992	2,159	3.1%
Total Funding	144,619	158,999	158,999	149,180	160,260	1,261	0.8%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Telecommunications (Account No. 650.01) increased by \$8,196, or 33.3%, due a change in the Federal Telecommunications Erate discount. The discount is based on the percentage of students in the Ketchikan Gateway Borough School District who are eligible for the National School Lunch Program. In past years the percentage of eligible students has been above 35%, which provided for a 70% discount on our telecommunications charges. In 2020, the percentage of eligible students decreased to 32%, which lowered the discount to 60%. The increase in the 2021 allocation enables the Library to pay the difference.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Library

Ketchikan Public Library O&M 1410-235

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	4,331	4,500	4,500	4,500	4,500	-	0.0%
510 .05 Small Tools & Equipment	182	325	325	300	300	(25)	-7.7%
515 .02 Building & Grounds Maint Materials	433	500	500	500	500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	1,482	1,500	1,500	1,500	1,500	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,000	1,000	1,000	1,000	1,000	-	0.0%
515 .05 Infrastructure & Plant Maint Materials	1,313	1,500	2,400	2,400	1,500	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	3,136	3,600	3,600	2,700	3,600	-	0.0%
Supplies	11,877	12,925	13,825	12,900	12,900	(25)	-0.2%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	19,550	22,000	22,000	22,000	22,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	1,453	1,650	1,650	1,650	1,650	-	0.0%
635 .07 Machinery & Equip Maint Services	1,005	4,500	3,600	3,600	4,250	(250)	-5.6%
635 .12 Technical Services	3,731	5,700	5,700	5,000	5,500	(200)	-3.5%
645 .01 Rents and Leases-Land and Buildings	2,100	2,100	2,100	2,100	2,100	-	0.0%
650 .01 Telecommunications	21,986	24,604	24,604	24,600	32,800	8,196	33.3%
650 .02 Electric, Water, Sewer & Solid Waste	66,404	62,880	62,280	55,000	60,000	(2,880)	-4.6%
Contract/Purchased Services	116,229	123,434	121,934	113,950	128,300	4,866	3.9%
Minor Capital Outlay							
790 .26 Computers, Printers, and Copiers	5,767	9,000	9,600	9,600	4,500	-4,500	-50.0%
Minor Capital Outlay	5,767	9,000	9,600	9,600	4,500	-4,500	-50.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	10,746	13,640	13,640	12,730	14,560	920	6.7%
Interdepartmental Charges	10,746	13,640	13,640	12,730	14,560	920	6.7%
Total Expenditures by Type	144,619	158,999	158,999	149,180	160,260	1,261	0.8%

NARRATIVE

510.04 Janitorial Supplies: \$4,500 – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors as well as consumable materials such as toilet paper, paper towels, etc.

510.05 Small Tools and Equipment: \$300 - 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: \$4,250 - 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: \$5,500 – 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: \$32,800 - 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: \$60,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.26 Computers, Printers, and Copiers: \$4,500 - 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: \$14,560 - This account provides expenditures for risk management services and

CITY OF KETCHIKAN
2021 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 2021

- Apply for the FY2022 Public Library Assistance grant.
- Identify and apply for local and other grants to enhance library collections, services and programs for the community.

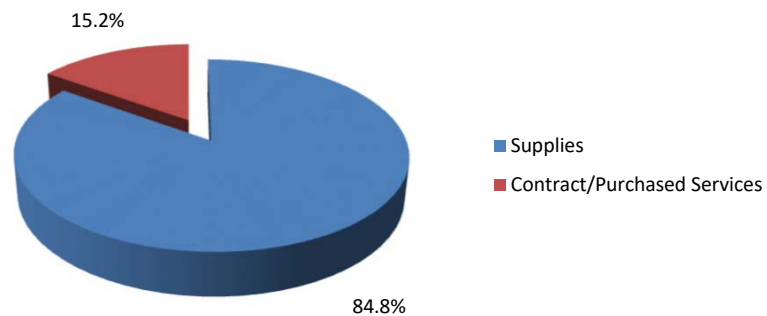
ACCOMPLISHMENTS FOR 2020

- Applied for and received the FY2021 Public Library Assistance grant, which provides funding for collection development.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
530 .01 Library Books	7,063	7,000	7,000	7,000	7,000	-	0.0%
535 .02 Business & Meal Expenses	999	-	-	-	-	-	NA
Supplies	8,062	7,000	7,000	7,000	7,000	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	2,500	1,250	1,250	1,250	-	(1,250)	0.0%
Contract/Purchased Services	2,500	1,250	1,250	1,250	-	(1,250)	-100.0%
Total Expenditures by Type	10,562	8,250	8,250	8,250	7,000	(1,250)	-15.2%

2021 Expenditures by Type



Grant Program	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
USD Education-Continuing Education Grant	2,500	1,250	1,250	1,250		(1,250)	-100.0%
FY2021 Public Library Assistance Grant					7,000	7,000	New
FY2020 Public Library Assistance Grant		7,000	7,000	7,000		(7,000)	-100.0%
FY2019 Public Library Assistance Grant	7,063					-	NA
GLIAH Grant	999					-	NA
Total Expenditures by Grant Program	10,562	8,250	8,250	8,250	7,000	(1,250)	-15.2%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 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.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

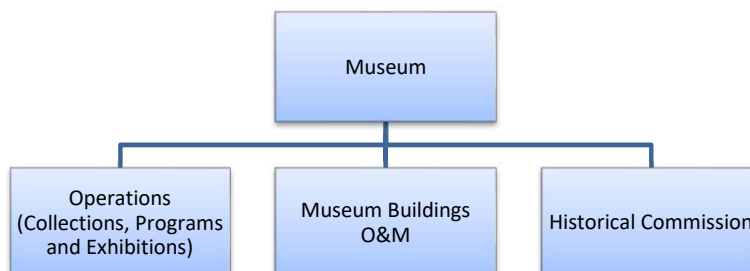
Capital Budget

Major Capital Projects	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	47,178	-	-	-	-	-	NA
730.00 Infrastructure and Plant	-	40,000	40,000	-	-	(40,000)	NA
Total Major Capital Outlay	47,178	40,000	40,000	-	-	(40,000)	NA

CITY OF KETCHIKAN
2021 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	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	851,171	940,443	935,412	857,252	902,391	(38,052)	-4.0%
Museum Buildings O&M	149,251	161,381	161,381	133,271	150,690	(10,691)	-6.6%
Historical Commission	-	1,425	1,425	750	1,350	(75)	-5.3%
Grants	71,463	11,000	54,375	12,220	38,958	27,958	254.2%
Capital Improvement Program	74,318	880,815	880,815	118,413	436,600	(444,215)	-50.4%
Total	1,146,203	1,995,064	2,033,408	1,121,906	1,529,989	(465,075)	-23.3%

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	719,055	801,827	801,827	730,647	791,548	(10,279)	-1.3%
Supplies	136,980	90,476	88,711	61,457	62,490	(27,986)	-30.9%
Contract/Purchased Services	186,146	181,226	205,289	168,226	194,615	13,389	7.4%
Minor Capital Outlay	10,889	14,000	18,710	18,513	4,200	(9,800)	-70.0%
Interdepartmental Charges	18,815	26,720	26,720	24,650	29,200	2,480	9.3%
In-kind Expenses	-	-	11,336	-	11,336	11,336	NA
Major Capital Outlay	74,318	880,815	880,815	118,413	436,600	(444,215)	-50.4%
Total	1,146,203	1,995,064	2,033,408	1,121,906	1,529,989	(465,075)	-23.3%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	688,668	807,749	803,718	983,523	901,931	94,182	11.7%
Charges for Services	311,754	295,500	294,500	7,750	152,500	(143,000)	-48.4%
Public Works Sales Tax	32,366	85,962	85,962	52,195	205,000	119,038	138.5%
Grants	71,463	11,000	54,375	12,220	38,958	27,958	254.2%
Community Facilities Development Fund	41,952	794,853	794,853	66,218	231,600	(563,253)	-70.9%
Total	1,146,203	1,995,064	2,033,408	1,121,906	1,529,989	(465,075)	-23.3%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

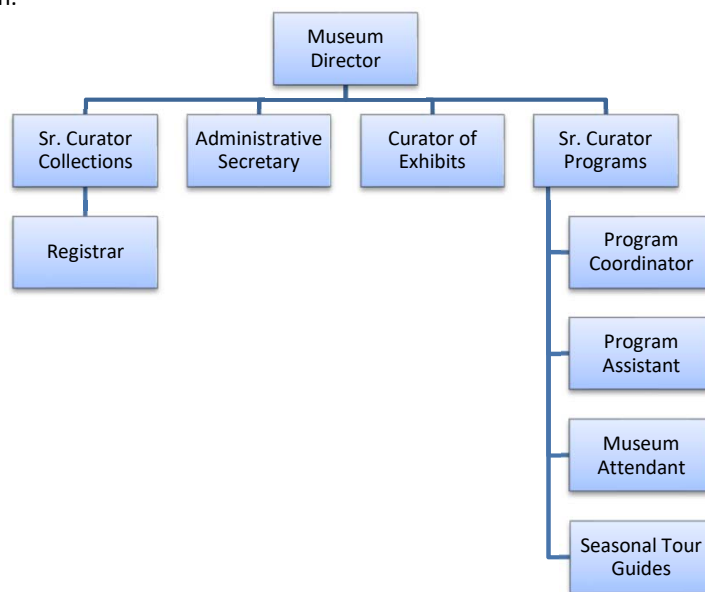
Summary

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.20	8.20	8.20	8.20	464,328	-	0.0%
Total	8.20	8.20	8.20	8.20	464,328	-	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 2021

- 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.
- Continue exhibition upgrades at the Tongass Historical Museum and at the Totem Heritage Center.
- Provide 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 media when possible.
- 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 45th season of the Native Arts Studies program with COVID-19 modifications as needed.
- Provide COVID-19 responsive educational opportunities for schools and youth groups.
- Expand the new oral history program.
- Provide new and innovative programming in response to the COVID-19 pandemic that allows the museums to continue educating and serving the community while adhering to health and safety guidelines.

ACCOMPLISHMENTS FOR 2020

Exhibits:

- Developed *Into the Wind: Aviation as Southeast Alaska's Lifeline* featuring 373 historic and contemporary photos and artifacts, including items loaned from the community. The exhibition opened March 2020. Due to COVID-19 related closures and community requests, the exhibit has been extended through January 2022.
- Completed Phase II of Totem Heritage Center exhibit updates on the main level, including an updated village map feature.
- Continued small changes of the permanent exhibition, *Ketchikan is...*, at the Tongass Historical Museum based on visitor feedback and conservation needs.
- Produced virtual exhibits of *Into the Wind* and selections from *Ketchikan Is...* (available at KetchikanMuseums.org) utilizing a PastPerfect database feature.

Programs & Attendance: Numbers reflect attendance as of September 1, 2020.

- Hosted 2,776 visitors at the Tongass Historical Museum and the Totem Heritage Center. This includes locals, school groups, adult students, researchers, and independent travelers. Pre-Covid attendance was about 65,000 visitors per year. COVID-19 protocols have been in place since the museums re-opened after being closed to the public March 15 through June 1, 2020. Given the absence of cruise ships, the museums maintained reduced public hours. With the addition of online programming, the museum began tracking virtual engagements in April 2020: 955 users visited Virtual Exhibits and Past Perfect Online; 14,795 Facebook engagements (like, comment, or share); 1,259 Instagram likes or comments; 426 views of program videos.
- Offered 9 Museum Midday presentations featuring local residents related to local history topics. After March, new virtual outreach methods were utilized.
- Conducted a successful 44th Native Arts Studies Program: 12 classes (3 canceled due to COVID-19), 86 students, 266 hours of instruction in addition to a weekly Open Craft Night held October 2019 through February 2020 (suspended in March due to COVID-19).
- Developed an oral history program. Piloted training with volunteers.
- Stacey Williams resigned as Program Assistant effective July 18, 2020 to pursue educational opportunities.
- Created email newsletter to reduce paper use during the COVID-19 pandemic.

Collections:

- Accepted 150 new (donated and purchased) acquisitions for the collection.
- Maintained public access to collections and archives.
- Responded to 222 requests for research or historical photograph reproductions for a variety of personal, scholarly, or municipal inquiries (40% increase from the previous year).
- Utilized 352 volunteer hours to assist with digitizing, cataloging and other collections assistance.
- 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.
- Completed a major upgrade of a retrofitted collections storage space using grant funds.

Facilities:

- Phase 1 of the exterior envelope project at the Tongass Historical Museum improved insulation and ventilation of the building in preparation for a future HVAC replacement.

Other Projects:

- Awarded the following grants: \$7,803 from the Museum Alaska's Collections Management Fund for collections storage upgrade, \$2,000 from CARES Act funding from the Alaska State Library for website improvements for virtual exhibits.
- Conducted community outreach survey to establish community needs.
- Developed "Salmon Walk" visitor amenities project concept in partnership with Public Works Department and artist Ray Troll.
- Christian Dalton, Alexander Kramarczuk and Jeanne Sande joined the Museum Advisory Board.
- Assisted the City Manager's Office, Port Department and Public Works Department with various Port and uplands visitor amenities projects completed in 2020 and proposed for 2021.
- The Ketchikan Historic Commission was awarded a Historic Preservation Fund grant of \$24,825 through the State of Alaska's Office of History and Archaeology to produce a Structure Report of the Pioneer Hall. This grant is in partnership with the Pioneers of Alaska who are working towards preserving the Hall, which is the oldest structure within City limits.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

Operations Division 1420-110

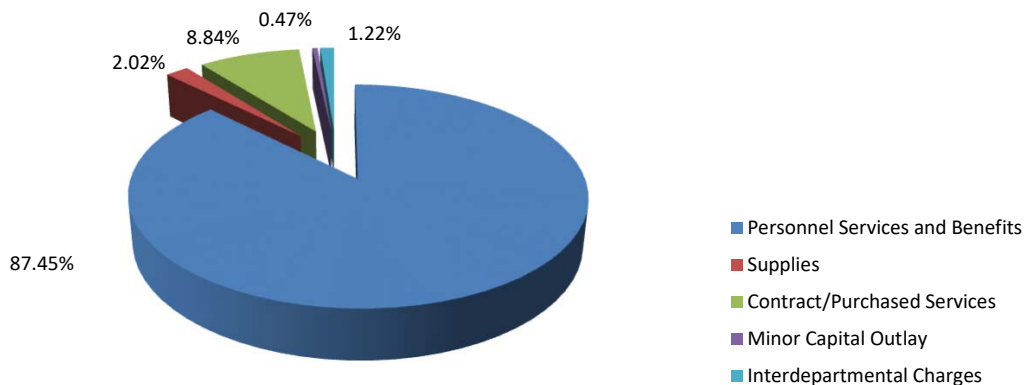
DIVISION SUMMARY

Expenditures by Category	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	719,055	801,827	796,993	728,230	789,131	(12,696)	-1.6%
Supplies	37,263	32,476	30,711	26,707	18,240	(14,236)	-43.8%
Contract/Purchased Services	81,060	90,430	87,288	82,855	79,810	(10,620)	-11.7%
Minor Capital Outlay	8,389	6,000	10,710	10,710	4,200	(1,800)	-30.0%
Interdepartmental Charges	5,404	9,710	9,710	8,750	11,010	1,300	0.0%
Total Expenditures	851,171	940,443	935,412	857,252	902,391	(38,052)	-4.0%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Support							
General Fund Support	539,417	644,943	640,912	849,502	749,891	104,948	16.3%
Charges for Services	311,754	295,500	294,500	7,750	152,500	(143,000)	-48.4%
Total Funding	851,171	940,443	935,412	857,252	902,391	(38,052)	-4.0%

Full-time Equivalent Personnel	2019	2020 Adopted		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	1.00	1.00	1.00	1.00	81,021	-	0.0%
Administrative Secretary	0.75	0.75	0.75	0.75	34,616	-	0.0%
Sr. Curator-Collections	1.00	1.00	1.00	1.00	62,653	-	0.0%
Sr. Curator-Programs	1.00	1.00	1.00	1.00	62,949	-	0.0%
Curator of Exhibits	1.00	1.00	1.00	1.00	52,936	-	0.0%
Program Coordinator	1.00	1.00	1.00	1.00	53,747	-	0.0%
Museum Attendant	0.70	0.70	0.70	0.70	26,776	-	0.0%
Program Assistant	0.75	0.75	0.75	0.75	29,812	-	0.0%
Registrar	1.00	1.00	1.00	1.00	59,818	-	0.0%
Subtotal	8.20	8.20	8.20	8.20	464,328	-	0.0%
Less Salaries and Wages Reported in Grant Program					(1,537)		
Total					462,791		

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget
Museum

Operations Division 1420-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	408,999	463,677	460,533	448,760	462,791	(886)	-0.2%
501 .01 Overtime Wages	1,719	1,300	1,300	330	1,300	-	0.0%
502 .01 Temporary Wages	52,784	60,000	60,000	18,240	50,000	(10,000)	-16.7%
505 .00 Payroll Taxes	34,826	40,170	39,940	34,340	39,410	(760)	-1.9%
506 .00 Pension	81,116	88,070	87,540	85,830	88,050	(20)	0.0%
507 .00 Health and Life Insurance	124,768	135,090	134,170	127,360	134,530	(560)	-0.4%
507 .30 Workers Compensation	1,594	1,520	1,510	1,370	1,590	70	4.6%
508 .00 Other Benefits	13,249	12,000	12,000	12,000	11,460	(540)	-4.5%
Personnel Services and Benefits	719,055	801,827	796,993	728,230	789,131	(12,696)	-1.6%
Supplies							
510 .01 Office Supplies	3,910	3,500	3,500	3,500	2,500	(1,000)	-28.6%
510 .02 Operating Supplies	17,450	11,750	11,750	11,750	8,000	(3,750)	-31.9%
510 .05 Small Tools & Equipment	500	500	500	500	-	(500)	-100.0%
510 .07 Food/Catering	1,336	1,300	1,300	1,300	500	(800)	-61.5%
510 .08 Inventory for Resale	5,000	6,600	4,835	831	2,000	(4,600)	-69.7%
510 .09 Artifacts	6,000	6,000	6,000	6,000	3,000	(3,000)	-50.0%
520 .02 Postage	341	350	350	350	350	-	0.0%
520 .03 Bulk Mailing	1,765	1,765	1,765	1,765	1,300	(465)	-26.3%
520 .04 Freight-Material and Supplies	500	250	250	250	130	(120)	-48.0%
530 .01 Library Books	300	300	300	300	300	-	0.0%
530 .02 Periodicals	161	161	161	161	160	(1)	-0.6%
Supplies	37,263	32,476	30,711	26,707	18,240	(14,236)	-43.8%
Contract/Purchased Services							
600 .02 Travel -Training	742	1,400	-	-	-	(1,400)	-100.0%
600 .03 Training and Education	625	670	670	670	450	(220)	-32.8%
605 .01 Ads and Public Announcements	959	450	450	225	450	-	0.0%
605 .02 Marketing	6,522	6,550	6,353	3,250	3,700	(2,850)	-43.5%
605 .03 Printing & Binding	12,324	9,500	9,500	9,500	6,500	(3,000)	-31.6%
615 .02 Assn. Membership Dues & Fees	715	715	715	715	720	5	0.7%
630 .03 Bank and Merchant Charges	4,420	4,150	2,554	1,500	4,150	-	0.0%
635 .04 Software Maintenance Services	432	440	440	440	440	-	0.0%
635 .07 Machinery & Equip Maint Services	600	1,360	1,360	1,360	1,200	(160)	-11.8%
635 .11 Subscription Services	1,049	1,220	1,271	1,220	1,220	-	0.0%
635 .12 Technical Services	29,759	20,000	20,000	20,000	17,000	(3,000)	-15.0%
650 .01 Telecommunications	22,913	43,975	43,975	43,975	43,980	5	0.0%
Contract/Purchased Services	81,060	90,430	87,288	82,855	79,810	(10,620)	-11.7%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

Operations Division 1420-110

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	-	197	197	-	-	NA
790 .25 Machinery and Equipment	-	-	2,945	2,945	-	-	NA
790 .26 Computers, Printers & Copiers	7,190	4,800	6,565	6,565	3,000	(1,800)	-37.5%
790 .35 Software	1,199	1,200	1,200	1,200	1,200		0.0%
Minor Capital Outlay	8,389	6,000	10,710	10,710	4,200	(1,800)	-30.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	5,404	9,710	9,710	8,750	11,010	1,300	13.4%
Interdepartmental Charges	5,404	9,710	9,710	8,750	11,010	1,300	13.4%
Total Expenditures by Type	851,171	940,443	935,412	857,252	902,391	(38,052)	-4.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$462,791 – 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: \$50,000 - 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: \$39,410 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff.

506.00 Pension: \$88,050 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$134,530 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,590 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$11,460 – 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, file folders, tape, toner, ink cartridges for photo printing, photocopy charges, small desk accessories and minor office equipment.

510.02 Operating Supplies: \$8,000 - 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.

510.07 Food/Catering: \$500 - 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: \$2,000 - 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: \$3,000 - 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: \$1,300 - This account provides expenditures for bulk mailing of exhibit and program announcements and newsletters for the Museum Department.

520.04 Freight – Materials and Supplies: \$130 - 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: \$160 - This account provides expenditures for an annual subscription to the *Ketchikan Daily News*.

600.03 Training and Education: \$450 - 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: \$3,700 - 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: \$6,500 – 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: \$720 – 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: \$1,200 - 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: \$17,000 - This account provides expenditures for fees and expenses for the Native Arts Studies instructors and other history and exhibit-related programs.

650.01 Telecommunications: \$43,980 - 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: \$3,000 - 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: \$11,010 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

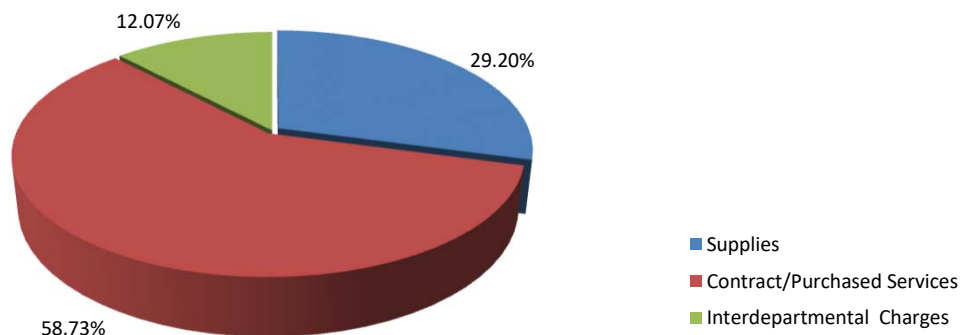
Museum Buildings O&M 1420-242

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	7,865	7,000	6,000	6,000	4,000	(3,000)	-42.9%
515 .02 Building & Grounds Maint Materials	6,320	5,500	6,500	5,500	7,000	1,500	27.3%
525 .03 Heating Fuel	31,016	42,000	42,000	23,000	33,000	(9,000)	-21.4%
Supplies	45,201	54,500	54,500	34,500	44,000	(10,500)	-19.3%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	27,610	29,125	29,125	29,125	30,580	1,455	5.0%
635 .06 Building & Grounds Maint Services	25,286	23,000	23,000	23,000	20,000	(3,000)	-13.0%
645 .01 Rents and Leases-Land & Buildings	2,110	2,916	2,916	2,916	2,920	4	0.1%
650 .02 Electric, Water, Sewer and Solid Waste	35,633	34,830	34,830	27,830	35,000	170	0.5%
Contract/Purchased Services	90,639	89,871	89,871	82,871	88,500	(1,371)	-1.5%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	13,411	17,010	17,010	15,900	18,190	1,180	6.9%
Interdepartmental Charges	13,411	17,010	17,010	15,900	18,190	1,180	6.9%
Total Expenditures by Type	149,251	161,381	161,381	133,271	150,690	(10,691)	-6.6%

Funding Source	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	149,251	161,381	161,381	133,271	150,690	(10,691)	-6.6%
Total Funding	149,251	161,381	161,381	133,271	150,690	(10,691)	-6.6%
Total Expenditures by Type	149,251	161,381	161,381	133,271	150,690	(10,691)	-6.6%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Heating fuel (Account No. 525.03) decreased by \$9,000, or 21.4%, to better reflect actual expenses in recent years.

NARRATIVE

510.02 Operating Supplies: \$4,000 - 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: \$7,000 – 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: \$33,000 - This account provides expenditures for heating fuel to heat the Tongass Historical Museum and Totem Heritage Center Buildings.

635.02 Janitorial and Cleaning Services: \$30,580 - 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: \$20,000 - 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: \$2,920 - 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: \$35,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$18,190 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

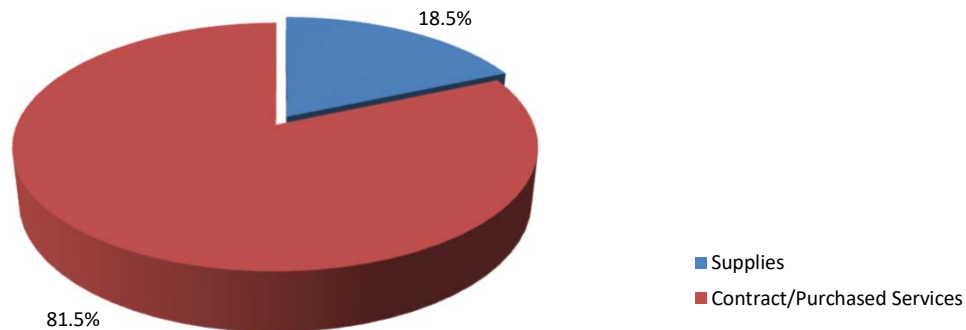
Historical Commission 1420-244

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	500	500	250	250	(250)	-50.0%
Supplies	-	500	500	250	250	(250)	-50.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	500	500	500	1,100	600	120.0%
635 .14 Other Contractual Services	-	425	425	-	-	(425)	-100.0%
Contract/Purchased Services	-	925	925	500	1,100	175	18.9%
Total Expenditures by Type	-	1,425	1,425	750	1,350	(75)	-5.3%

Funding Source	2019 Actual	2020 Adopted			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	-	1,425	1,425	750	1,350	(75)	-5.3%
Total Funding	-	1,425	1,425	750	1,350	(75)	-5.3%
Total Expenditures by Type	-	1,425	1,425	750	1,350	(75)	-5.3%

2021 Expenditures by Type



NARRATIVE

510.02 Operating Supplies: \$250 - This account provides expenditures for supplies for public meetings and the production of informational materials.

605.01 Ads and Public Announcements: \$1,100 - 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.

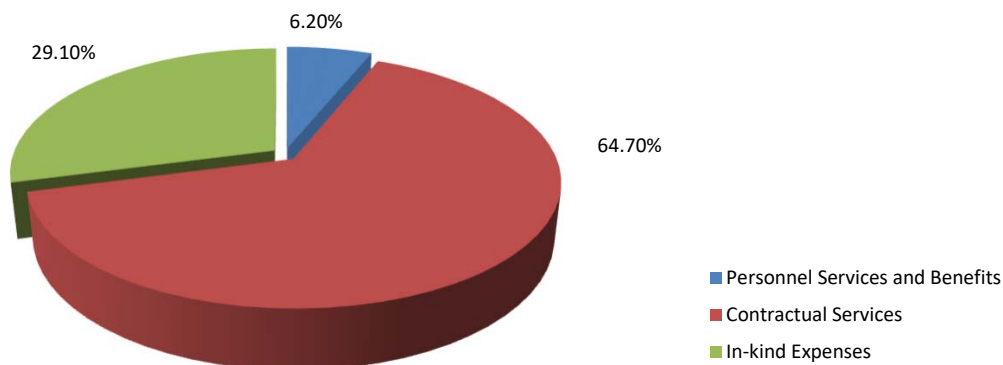
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

Expenditures by Category		2019	2020 Adopted			2021	2020 Adopted/2021		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	-	-	3,074	1,537	1,537	1,537	NA
505	.00	Payroll Taxes	-	-	230	115	115	115	NA
506	.00	Pension	-	-	530	265	265	265	NA
507	.00	Health and Life Insurance	-	-	920	460	460	460	NA
507	.30	Workers Compensation	-	-	10	5	5	5	NA
508	.00	Other Benefits	-	-	70	35	35	35	NA
Personnel Services and Benefits			-	-	4,834	2,417	2,417	2,417	NA
Supplies									
510	.01	Office Supplies	48	-	-	-	-	-	0.0%
510	.02	Operating Supplies	4,468	-	-	-	-	-	0.0%
510	.09	Artifacts	50,000	3,000	3,000	-		(3,000)	-100.0%
Supplies			54,516	3,000	3,000	-	-	(3,000)	-100.0%
Contractual Services									
605	.03	Printing & Binding	-	-	380		380	380	NA
635	.12	Technical Services	14,447	-	2,000	2,000	-	-	NA
640	.02	Engineering & Architectural Services	-	-	24,825	-	24,825	24,825	NA
Contractual Services			14,447	-	27,205	2,000	25,205	25,205	NA
Minor Capital Outlay									
790	.15	Furniture & Fixtures	2,500	8,000	8,000	7,803		(8,000)	-100.0%
Minor Capital Outlay			2,500	8,000	8,000	7,803	-	(8,000)	-100.0%
In-kind Expenses									
891	.01	In-kind Expenses Supplies	-	-	820	-	820	820	NA
891	.05	In-kind Expenses Contract Services	-	-	10,516	-	10,516	10,516	NA
In-kind Expenses			-	-	11,336	-	11,336	11,336	NA
Total Expenditures			71,463	11,000	54,375	12,220	38,958	27,958	254.2%

2021 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

Grant Program	2019	2020 Adopted			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Museums Alaska Collections Mgmt	-	8,000	8,000	7,803	-	(8,000)	NA
Museums Alaska Art Acquisition	-	3,000	3,000	-	-	(3,000)	NA
Museums Alaska-Oral History Project	1,680	-	-	-	-	-	NA
Historic Preservation-Pioneer Hall	-	-	41,375	2,417	38,958	38,958	NA
Museums Alaska-Digitizing Media Project	9,881	-	-	-	-	-	NA
Rasmuson-Chilkat Robe	50,000	-	-	-	-	-	NA
ASL Library	-	-	2,000	2,000	-	-	NA
Grant in Aid	7,669	-	-	-	-	-	NA
Local Contributions	2,233	-	-	-	-	-	NA
Total Expenditures by Grant Program	71,463	11,000	54,375	12,220	38,958	27,958	254.2%

NARRATIVE

500.01 - 508.00 Personnel Services: \$2,417 - This account provides expenditures for personnel support as outlined in the awarded Historic Preservation Fund Grant for the Pioneer Hall (extended to 2021).

605.03 Printing & Binding: \$380 - This account provides expenditures for printing as outlined in the awarded Historic Preservation Grant.

640.02 Engineering & Architectural Services: \$24,825 - This account provides expenditures for contract services as outlined in the Historic Preservation Fund Grant for the Pioneer Hall.

891.01 In-kind Expenses Supplies: \$820 - This account provides in-kind supplies as outlined in the Historic Preservation Fund Grant for the Pioneer Hall.

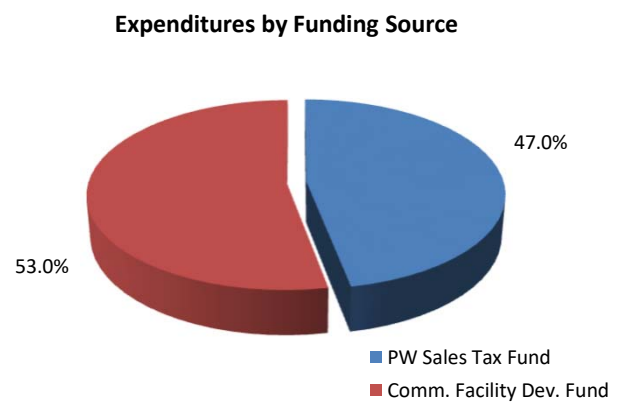
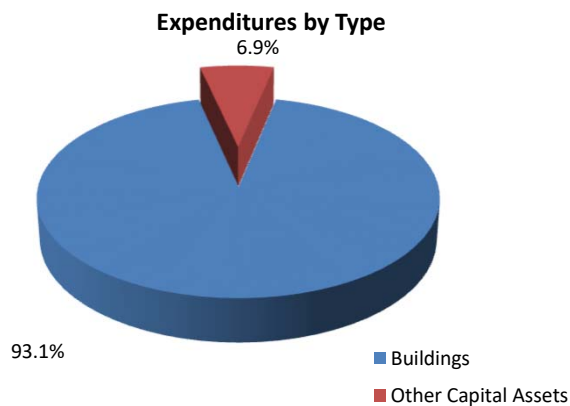
891.05 In-kind Expenses Contract Services: \$10,516 - This account provides in-kind contract services as outlined in the awarded Historic Preservation Grant for the Pioneer Hall.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Museum

Capital Budget

Major Capital Outlay	2019	2020			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	51,454	854,315	854,315	118,413	406,600	(447,715)	-52.4%
740.00 Other Capital Assets	22,864	26,500	26,500	-	30,000	3,500	13.2%
Total Major Capital Outlay	74,318	880,815	880,815	118,413	436,600	(444,215)	-50.4%

Capital Improvement Projects		Funding Sources			Total
		PW Sales Tax Fund	CPV Funds	Comm. Facility Dev. Fund	
Project #	Project				
705.00 Buildings					
	Totem Heritage Center Ramp Emergency Repair & Reconstruction	175,000	-	-	175,000
	Tongass Historical Museum Exterior Envelope Phase II	-	-	231,600	231,600
	Total Buildings	175,000	-	231,600	406,600
740.00 Other Capital Assets					
	Clean and Repair Totem Poles	30,000	-	-	30,000
	Total Other Capital Assets	30,000	-	-	30,000
	Total Capital Budget	205,000	-	231,600	436,600



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	507,705	551,982	551,982	490,865	520,955	(31,027)	-5.6%
Capital Improvement Program	256,933	386,165	386,165	194,279	-	(386,165)	-100.0%
Total	764,638	938,147	938,147	685,144	520,955	(417,192)	-44.5%

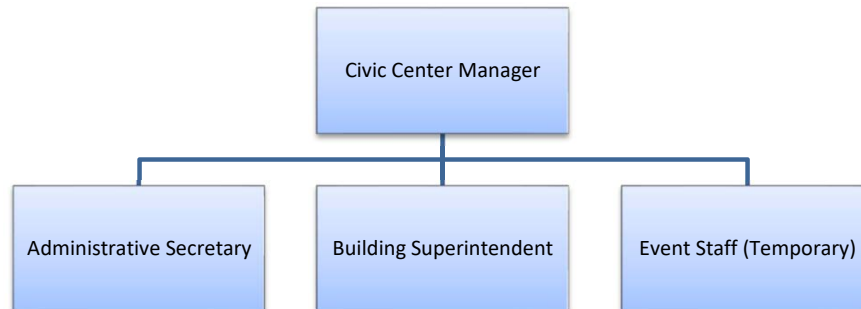
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	336,709	359,557	359,557	334,850	362,040	2,483	0.7%
Supplies	62,060	70,155	63,125	53,305	53,955	(16,200)	-23.1%
Contract/Purchased Services	95,452	102,850	102,350	81,650	90,100	(12,750)	-12.4%
Minor Capital Outlay	6,394	9,300	13,300	7,800	3,300	(6,000)	-64.5%
Interdepartmental Charges	7,090	10,120	13,650	13,260	11,560	1,440	14.2%
Major Capital Outlay	256,933	386,165	386,165	194,279	-	(386,165)	-100.0%
Total	764,638	938,147	938,147	685,144	520,955	(417,192)	-44.5%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	104,367	106,000	106,000	20,000	50,000	(56,000)	-52.8%
Transient Sales Tax	660,271	832,147	832,147	665,144	470,955	(361,192)	-43.4%
Total	764,638	938,147	938,147	685,144	520,955	(417,192)	-44.5%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	184,490	-	0.0%
Total	3.00	3.00	3.00	3.00	184,490	-	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 2021

- 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.
- Continue working with the EOC to develop mitigation and operating plans to ensure safe, successful events that maximize facility use during the COVID-19 pandemic.
- There are 63 days prebooked for 2021 for a variety of meetings, banquets, ceremonies, auctions, fundraisers and other events. While it is anticipated that some of these events may cancel, Civic Center staff will strive to meet the needs facility users while maintaining public health and safety.

ACCOMPLISHMENTS FOR 2020

- During 2020, the Ted Ferry Civic Center was booked for 129 days for various meetings, banquets, ceremonies, auctions, fundraisers and arts events. As of August of 2020, 59 days of events have been cancelled or postponed related to the COVID-19 pandemic.
- The installation of an A/V system for the Ted Ferry Civic Center began in August of 2020 and will be completed by the end of 2020.
- The installation of indoor and outdoor security cameras for the Ted Ferry Civic Center was completed in fall of 2020.
- An operating plan for reopening the Civic Center following closure due to COVID-19 was developed with the assistance and support from the EOC and City management.
- Beginning in June of 2020 the City Council meetings and various other City department meetings and open houses were held at the Civic Center in order to provide necessary social distancing.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Civic Center

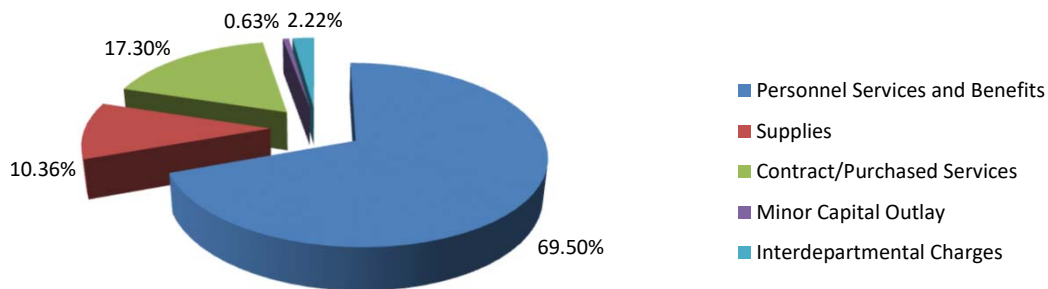
Civic Center Operations 1430-110

DIVISION SUMMARY							
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	336,709	359,557	359,557	334,850	362,040	2,483	0.7%
Supplies	62,060	70,155	63,125	53,305	53,955	(16,200)	-23.1%
Contract/Purchased Services	95,452	102,850	102,350	81,650	90,100	(12,750)	-12.4%
Minor Capital Outlay	6,394	9,300	13,300	7,800	3,300	(6,000)	-64.5%
Interdepartmental Charges	7,090	10,120	13,650	13,260	11,560	1,440	14.2%
Total Expenditures	507,705	551,982	551,982	490,865	520,955	(31,027)	-5.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	104,367	106,000	106,000	20,000	50,000	(56,000)	-52.8%
Transient Sales Tax	403,338	445,982	445,982	470,865	470,955	24,973	5.6%
Total Funding	507,705	551,982	551,982	490,865	520,955	(31,027)	-5.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Civic Center Manager	1.00	1.00	1.00	1.00	74,853	-	0.0%
Administrative Secretary	1.00	1.00	1.00	1.00	51,189	-	0.0%
Building Superintendent	1.00	1.00	1.00	1.00	58,448	-	0.0%
Total	3.00	3.00	3.00	3.00	184,490	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Heating Fuel (Account No. 525.03) has been decreased by \$6,000, or 16.7%, to reflect the anticipated reduced facility use as a result of the COVID-19 pandemic.
- Travel-Business (Account No. 600.01) has been decreased by \$1,500, or 100%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Travel-Training (Account No. 600.02) has been decreased by \$1,500, or 100%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.
- Training-Education (Account No. 600.03) has been decreased by 500, or 100%, to reflect the financial impacts to General Government operations as a result of the COVID-19 pandemic.

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	159,276	181,607	181,607	179,710	184,490	2,883	1.6%
501 .01 Overtime Wages	-	2,100	2,100	530	1,000	(1,100)	-52.4%
502 .01 Temporary Wages	46,355	46,000	46,000	30,780	46,000	-	0.0%
505 .00 Payroll Taxes	14,775	17,580	17,580	15,430	17,710	130	0.7%
506 .00 Pension	36,956	40,420	40,420	39,650	40,810	390	1.0%
507 .00 Health and Life Insurance	57,969	60,270	60,270	57,580	59,310	(960)	-1.6%
507 .30 Workers Compensation	6,526	6,780	6,780	6,370	8,070	1,290	19.0%
508 .00 Other Benefits	14,852	4,800	4,800	4,800	4,650	(150)	-3.1%
Personnel Services and Benefits	336,709	359,557	359,557	334,850	362,040	2,483	0.7%
Supplies							
510 .01 Office Supplies	3,172	3,500	3,000	2,150	2,000	(1,500)	-42.9%
510 .02 Operating Supplies	2,931	2,100	2,600	2,600	2,100	-	0.0%
510 .03 Safety Program Supplies	136	225	225	225	225	-	0.0%
510 .04 Janitorial Supplies	3,749	3,500	4,500	4,500	3,500	-	0.0%
510 .05 Small Tools and Equipment	3,359	3,500	3,500	2,500	2,500	(1,000)	-28.6%
510 .08 Inventory for Resale	7,629	7,000	4,000	4,000	3,000	(4,000)	-57.1%
515 .02 Building & Grounds Maint Materials	2,192	4,500	4,000	3,000	2,500	(2,000)	-44.4%
515 .03 Furniture & Fixtures Maint Materials	3,378	3,500	3,000	3,000	2,500	(1,000)	-28.6%
515 .04 Machinery & Equip Maint Materials	1,881	1,950	1,950	1,950	1,750	(200)	-10.3%
515 .05 Infrastructure Maintenance Materials	1,595	3,000	2,500	2,500	2,500	(500)	-16.7%
520 .02 Postage	156	165	165	165	165	-	0.0%
525 .03 Heating Fuel	30,284	36,000	32,470	25,500	30,000	(6,000)	-16.7%
525 .07 Machinery & Equipment Fuel	54	100	100	100	100	-	0.0%
530 .02 Periodicals	161	165	165	165	165	-	0.0%
535 .02 Business and Meal Expenses	906	500	500	500	500	-	0.0%
535 .04 Uniforms/Badges/Clothing	477	450	450	450	450	-	0.0%
Supplies	62,060	70,155	63,125	53,305	53,955	(16,200)	-23.1%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	-	1,500	1,500	-	-	(1,500)	-100.0%
600 .02 Travel-Training	-	1,500	1,500	-	-	(1,500)	-100.0%
600 .03 Training and Education	-	500	500	-	-	(500)	-100.0%
605 .01 Ads and Public Announcements	-	500	500	500	500	-	0.0%
605 .02 Marketing	360	500	3,600	3,600	250	(250)	-50.0%
605 .03 Printing and Binding	-	500	-	-	-	(500)	-100.0%
615 .02 Assn. Membership Dues & Fees	-	650	150	-	-	(650)	-100.0%
630 .03 Bank and Merchant Charges	602	650	650	650	650	-	0.0%
635 .02 Janitorial and Cleaning Services	7,922	7,750	7,750	5,250	5,000	(2,750)	-35.5%
635 .04 Software Maintenance Services	2,377	2,350	2,350	1,650	2,000	(350)	-14.9%
635 .05 Furniture & Fixtures Maint Services	365	500	500	500	500	-	0.0%
635 .06 Building & Grounds Maint Services	16,810	13,200	10,600	9,500	8,700	(4,500)	-34.1%
635 .07 Machinery & Equip Maint Services	2,730	2,250	2,250	2,000	2,000	(250)	-11.1%
635 .12 Technical Services	5,000	5,000	5,000	5,000	5,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	511	500	500	500	500	-	0.0%
650 .01 Telecommunications	12,115	18,500	18,500	18,500	18,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	46,660	46,500	46,500	34,000	46,500	-	0.0%
Contract/Purchased Services	95,452	102,850	102,350	81,650	90,100	(12,750)	-12.4%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	3,762	2,750	2,750	2,000	500	(2,250)	-81.8%
790 .25 Machinery and Equipment	-	2,750	6,750	2,000	2,000	(750)	-27.3%
790 .26 Computers, Printers and Copiers	1,973	3,000	3,000	3,000	-	(3,000)	-100.0%
790 .35 Software	659	800	800	800	800	-	0.0%
Minor Capital Outlay	6,394	9,300	13,300	7,800	3,300	(6,000)	-64.5%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	7,090	10,120	10,120	9,730	11,560	1,440	14.2%
850 .01 Interdepartmental-Garage	-	-	3,530	3,530	-	-	NA
Interdepartmental Charges	7,090	10,120	13,650	13,260	11,560	1,440	14.2%
Total Expenditures by Type	507,705	551,982	551,982	490,865	520,955	(31,027)	-5.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$184,490 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Ted Ferry Civic Center.

501.01 Overtime Wages: \$1,000 - 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: \$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: \$17,710 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

506.00 Pension: \$40,810 – This account provides expenditures for employer contributions to retirement plans for which the City participates.

507.00 Health and Life Insurance: \$59,310 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$8,070 – This account provides expenditures for employer contributions toward workers compensation.

508.00 Other Benefits: \$4,650 – 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 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: \$2,500 - 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: \$3,000 - 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: \$2,500 – 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: \$2,500 - 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: \$1,750 – 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: \$2,500 - 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

520.02 Postage: \$165 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$30,000 - 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.

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: \$250 – 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.

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: \$5,000 - This account provides expenditures for carpet cleaning and laundry services.

635.04 Software Maintenance Services: \$2,000 - 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: \$8,700 - 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.

635.07 Machinery and Equipment Maintenance Services: \$2,000 - 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 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

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; as well as charges for indoor and outdoor 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: \$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: \$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.

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

825.01 Interdepartmental Charges – Insurance: \$11,560 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2021 Operating and Capital Budget**Civic Center****Capital Budget**

Major Capital Outlay	2019	2020			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	256,933	36,165	36,165	-	-	(36,165)	-100.0%
725.00 Machinery and Equipment	-	260,000	260,000	194,279	-	(260,000)	-100.0%
730.00 Infrastructure	-	90,000	90,000	-	-	(90,000)	-100.0%
Total Major Capital Outlay	256,933	386,165	386,165	194,279	-	(386,165)	-100.0%

CITY OF KETCHIKAN**2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%
Ambassador Program	-	117,040	117,040	-	-	(117,040)	-100.0%
CPV Funded Programs	-	-	-	-	30,000	30,000	NA
Capital Improvement Program	126,912	1,357,462	1,382,462	859,553	865,000	(492,462)	-36.3%
Total	342,857	1,646,952	1,671,952	1,032,003	1,047,143	(599,809)	-36.4%

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	-	107,040	107,040	-	-	(107,040)	-100.0%
Supplies	-	8,000	8,000	-	-	(8,000)	-100.0%
Contract/Purchased Services	215,945	172,950	172,950	172,450	182,143	9,193	5.3%
Interdepartmental Charges	-	1,500	1,500	-	-	(1,500)	-100.0%
Major Capital Outlay	126,912	1,357,462	1,382,462	859,553	865,000	(492,462)	-36.3%
Total	342,857	1,646,952	1,671,952	1,032,003	1,047,143	(599,809)	-36.4%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%
CPV Special Revenue Fund	-	117,040	117,040	-	30,000	(87,040)	-74.4%
CPV Capital Project Fund	126,912	1,357,462	1,382,462	859,553	865,000	(492,462)	-36.3%
Total	342,857	1,646,952	1,671,952	1,032,003	1,047,143	(599,809)	-36.4%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Tourism and Economic Development

Operations Division 1440-110

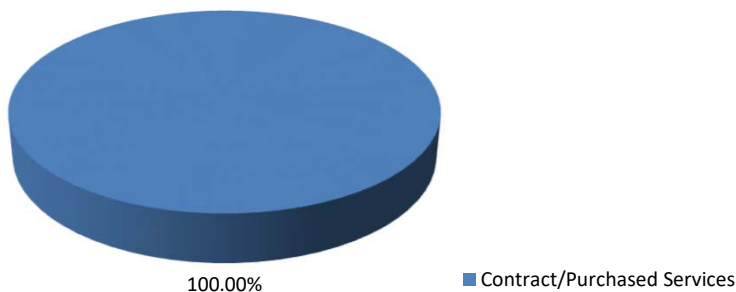
The Operations Division accounts for the resources used to support general expenses arising from the City efforts to promote and encourage tourism and economic development in the community. A significant portion of the funding for many of the activities administered by the Operations Division are funded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

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%
Total Expenditures	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%
Total Funding	215,945	172,450	172,450	172,450	152,143	(20,307)	-11.8%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Marketing Services (Account No. 635.13) decreased by \$20,307, or by 12.5%, to reflect the proportionate share of passengers lost to Ward Cove and the need for either the Ketchikan Gateway Borough or the Ward Cove Dock Group to assume a proportionate greater share of the Ketchikan Visitors Bureau annual budget.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Tourism and Economic Development

Operations Division 1440-110

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures		2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr) %
			Adopted	Amended	Estimate		
Contract/Purchased Services							
635	08	Infrastructure and Plant Maintenance Ser	9,995	10,000	10,000	10,000	- 0.0%
635	13	Marketing Services	162,450	162,450	162,450	142,143	(20,307) -12.5%
640	04	Management & Consulting Services	43,500	-	-	-	- NA
Contract/Purchased Services		215,945	172,450	172,450	172,450	152,143	(20,307) -11.8%
Total Expenditures by Type		215,945	172,450	172,450	172,450	152,143	(20,307) -11.8%
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.

635.13 Marketing Services: \$142,143 - This account provides expenditures for services provided by the Ketchikan Visitors Bureau to market and promote the community of Ketchikan. Forty-nine percent, or \$142,143, 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**2021 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	-	107,040	107,040	-	-	(107,040)	-100.0%
Supplies	-	8,000	8,000	-	-	(8,000)	-100.0%
Contract/Purchased Services	-	500	500	-	-	(500)	-100.0%
Interdepartmental Charges	-	1,500	1,500	-	-	(1,500)	-100.0%
Total Expenditures	-	117,040	117,040	-	-	(117,040)	-100.0%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
CPV Special Revenue Fund	-	117,040	117,040	-	-	(117,040)	-100.0%
Total Funding	-	117,040	117,040	-	-	(117,040)	-100.0%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Due to the COVID-19 pandemic, the Ambassador Program was not operated in 2020 and is not expected to be operational in 2021.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Tourism and Economic Development

Ambassador Program 1440-140

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
502 .01 Temporary Wages	-	96,000	96,000	-	-	(96,000)	-100.0%
505 .00 Payroll Taxes	-	7,350	7,350	-	-	(7,350)	-100.0%
507 .30 Workers Compensation	-	3,210	3,210	-	-	(3,210)	-100.0%
508 .00 Other Benefits	-	480	480	-	-	(480)	-100.0%
Personnel Services and Benefits	-	107,040	107,040	-	-	(107,040)	-100.0%
Supplies							
510 02 Operating Supplies		2,000	2,000	-	-	(2,000)	-100.0%
535 04 Uniforms/Badges/Clothing	-	6,000	6,000	-	-	(6,000)	-100.0%
Supplies	-	8,000	8,000	-	-	(8,000)	-100.0%
Contract/Purchased Services							
605 01 Ads & Public Announcements		500	500	-	-	(500)	-100.0%
Contract/Purchased Services	-	500	500	-	-	(500)	-100.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	-	1,500	1,500	-	-	(1,500)	-100.0%
Interdepartmental Charges	-	1,500	1,500	-	-	(1,500)	-100.0%
Total Expenditures by Type	-	117,040	117,040	-	-	(117,040)	-100.0%

CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	-	-	-	-	30,000	30,000	New
Total Expenditures	-	-	-	-	30,000	30,000	New

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
CPV Special Revenue Fund	-	-	-	-	30,000	30,000	New
Total Funding	-	-	-	-	30,000	30,000	New

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) has increased by \$30,000 to account for solid waste services in the downtown core during the tourism season. This program was previously included in the Streets Division's budget and was funded from variety of sources over the years.

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
650 .02 Electric, Water, Sewer & Solid Waste	-	-	-	-	30,000	30,000	New
Contract/Purchased Services	-	-	-	-	30,000	30,000	New
Total Expenditures by Type	-	-	-	-	30,000	30,000	New

NARRATIVE

650.02 Electric, Water, Sewer & Solid Waste: \$30,000 - This account provides expenditures for the collection of solid waste from the downtown core during tourism season. This is a seasonal program that starts in May and typically ends in September. Most of the solid waste collected will come from the cruise ship passengers and crew members visiting Ketchikan.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Tourism & Economic Development

Capital Budget

Major Capital Outlay	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Amount	%
730.00 Infrastructure & Plant	126,912	-	-	-	-	-	NA
740.00 Other Assets	-	1,357,462	1,382,462	859,553	865,000	(492,462)	-36.3%
Total Major Capital Outlay	126,912	1,357,462	1,382,462	859,553	865,000	(492,462)	-36.3%

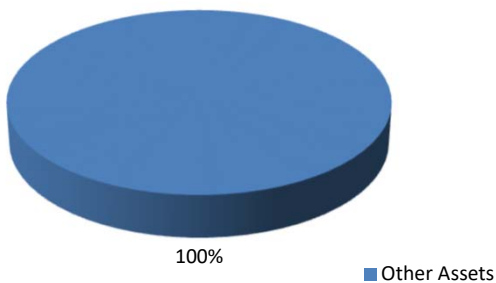
Capital Improvement Projects	Funding Sources		
	Commercial Vessel Passenger Fund		Total
Project			

740.00 Other Assets

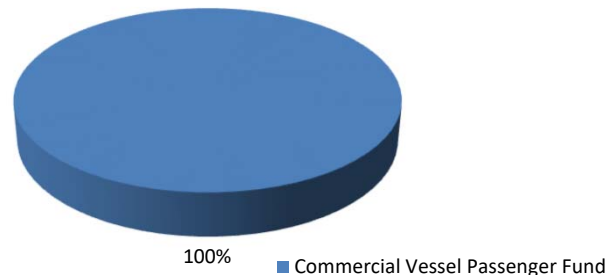
Thomas Basin Promenade	350,000		350,000
Visitor Amenities	30,000		30,000
Married Man's Trail Gap	140,000		140,000
Married Man's Trail Exit Improvements	250,000		250,000
Salmon Walk and Salmon Ladder Enhancements	95,000		95,000
Total Other Assets	865,000	-	865,000

Total Capital Budget	865,000	-	865,000
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Expenditures by Type



Expenditures by Funding Source



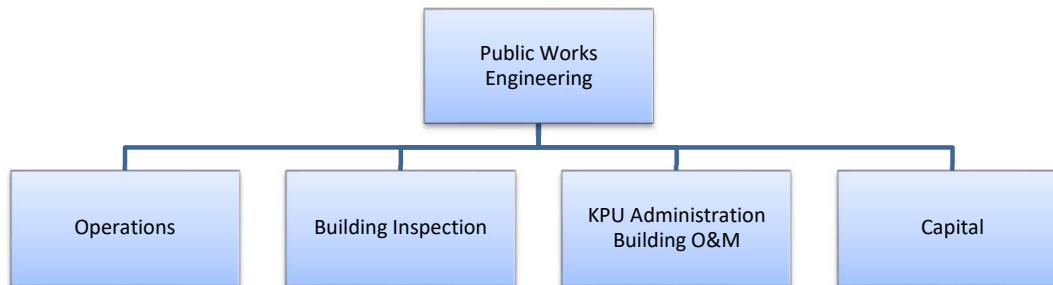
CITY OF KETCHIKAN

2021 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	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Engineering	1,149,027	1,802,718	1,802,718	1,353,650	1,762,396	(40,322)	-2.2%
Building Inspection	220,107	291,133	291,133	156,150	267,445	(23,688)	-8.1%
KPU Administration Building O&M	98,764	141,590	141,590	108,760	109,520	(32,070)	-22.6%
Capital Improvement Program	227,072	267,000	267,000	36,000	70,000	(197,000)	-73.8%
Total	1,694,970	2,502,441	2,502,441	1,654,560	2,209,361	(293,080)	-11.7%

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,258,493	1,901,141	1,896,141	1,330,015	1,870,776	(30,365)	-1.6%
Supplies	21,669	43,650	41,110	38,100	37,100	(6,550)	-15.0%
Contract/Purchased Services	151,778	229,660	237,200	195,815	175,815	(53,845)	-23.4%
Minor Capital Outlay	18,233	31,950	31,950	27,700	22,600	(9,350)	-29.3%
Interdepartmental Charges/Reimb Credits	17,725	29,040	29,040	26,930	33,070	4,030	13.9%
Major Capital Outlay	227,072	267,000	267,000	36,000	70,000	(197,000)	-73.8%
Total	1,694,970	2,502,441	2,502,441	1,654,560	2,209,361	(293,080)	-11.7%

Funding Source	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	754,605	1,257,964	1,257,964	855,932	1,181,505	(76,459)	-6.1%
Licenses and Permits	174,594	130,000	130,000	125,000	125,000	(5,000)	-3.8%
Charges for Services	1,010	6,000	6,000	5,000	5,000	(1,000)	-16.7%
Public Works Sales Tax Fund	227,072	267,000	267,000	36,000	70,000	(197,000)	-73.8%
Solid Waste Fund	136,443	214,000	214,000	160,000	212,000	(2,000)	-0.9%
Wastewater Fund	224,944	348,000	348,000	262,000	345,000	(3,000)	-0.9%
Harbor Fund	36,963	59,000	59,000	44,000	73,000	14,000	23.7%
Port Fund	28,171	44,000	44,000	33,000	53,000	9,000	20.5%
KPU Enterprise Fund	111,168	176,477	176,477	133,628	144,856	(31,621)	-17.9%
Total	1,694,970	2,502,441	2,502,441	1,654,560	2,209,361	(293,080)	-11.7%

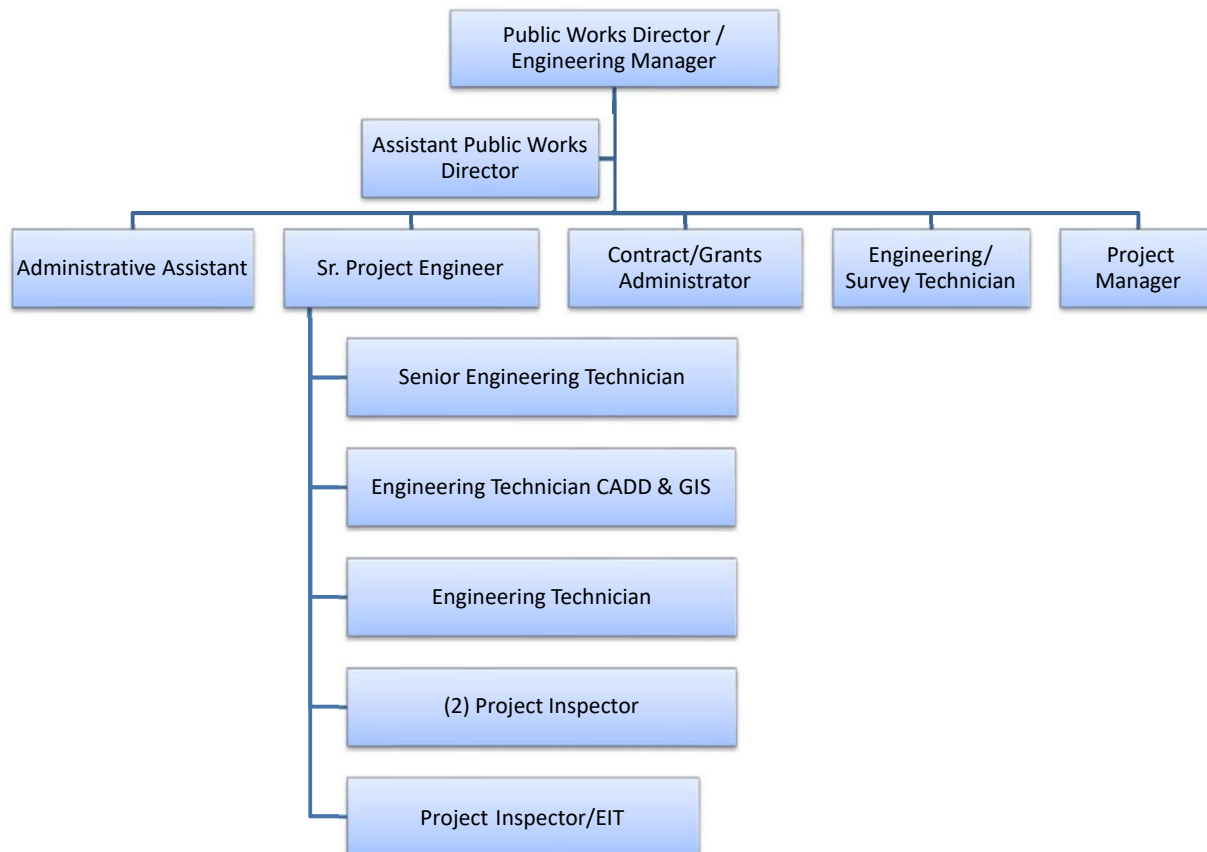
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Engineering

Summary

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted /2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Engineering	10.00	11.00	11.00	11.00	967,596	-	0.0%
Building Inspection	2.00	2.00	2.00	2.00	151,715	-	0.0%
Total	12.00	13.00	13.00	13.00	1,119,311	-	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 2021

- 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Engineering

Operations 1510-110

- 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 2020

- Continued responsibility for general engineering management and contract administration for the departments/divisions of General Government and Ketchikan Public Utilities.
- Implemented use of a new GIS mapping system, assisted other departments/divisions in installation and implementation of said system and provided maps for public and private sector use.
- Reviewed and issued building, site development, excavation and sewer permits for work in the public right-of-way.
- Provided utility locates for public and private use.
- 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 and administered ADEC grant applications.
- Managed ongoing bridge inspection and maintenance activities.
- Administered 2020 Safer Streets and Sidewalks Projects, with notable improvements in the downtown and Schoenbar Road corridors.
- 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 the finalization of the 2019 asphalt overlay projects to include rebuilding a portion of Park Ave.
- 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.
- Revised and improved City construction contract documents including incorporation of the new General Conditions.
- 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 Creek Street Viewing Platform & Widening, Salmon Ladder Viewing Platform, Salmon Ladder Rehabilitation, Bawden Street Pavement Repair and Solid Waste Division approach slab.
- Administered design and construction of Police Station Exterior Improvements and Re-siding.
- Administered design contract for the Thomas Basin Promenade.
- Administered design contract for the Thomas Basin Bathroom Facility.
- Assisted with numerous aspects of the COVID-19 pandemic.
- Administered design and bidding of TFCC audio-visual improvements.
- 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	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	
Personnel Services and Benefits	1,048,915	1,634,108	1,629,108	1,193,535	1,622,541	(11,567)	-0.7%
Supplies	18,090	36,850	34,310	31,300	30,800	(6,050)	-16.4%
Contract/Purchased Services	52,687	81,560	89,100	83,825	63,575	(17,985)	-22.1%
Minor Capital Outlay	18,233	30,500	30,500	26,500	22,400	(8,100)	-26.6%
Interdepartmental Charges	11,102	19,700	19,700	18,490	23,080	3,380	17.2%
Total Expenditures	1,149,027	1,802,718	1,802,718	1,353,650	1,762,396	(40,322)	-2.2%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

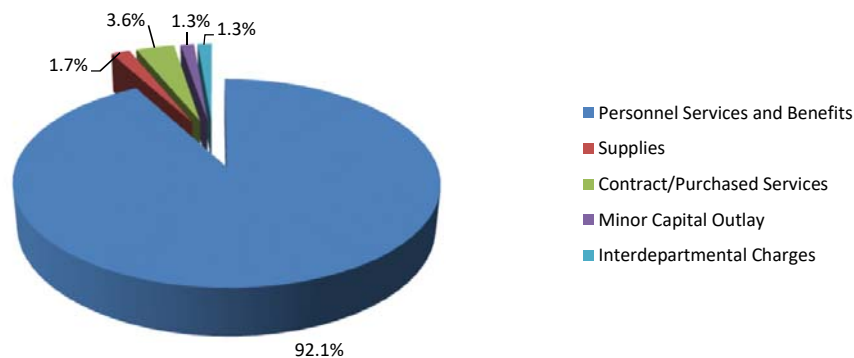
Public Works-Engineering

Operations 1510-110

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	639,957	997,718	997,718	748,650	962,396	(35,322)	-3.5%
Charges for Services	1,010	6,000	6,000	5,000	5,000	(1,000)	-16.7%
Solid Waste Fund	136,443	214,000	214,000	160,000	212,000	(2,000)	-0.9%
Wastewater Fund	224,944	348,000	348,000	262,000	345,000	(3,000)	-0.9%
Harbor Fund	36,963	59,000	59,000	44,000	73,000	14,000	23.7%
Port Fund	28,171	44,000	44,000	33,000	53,000	9,000	20.5%
KPU Enterprise Fund	81,539	134,000	134,000	101,000	112,000	(22,000)	-16.4%
Total Funding	1,149,027	1,802,718	1,802,718	1,353,650	1,762,396	(40,322)	-2.2%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted /2021	
		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	85,091	-	0.0%
Contract/Grants Administrator	1.00	1.00	1.00	1.00	73,362	-	0.0%
Public Works Inspector	2.00	1.00	1.00	2.00	152,006	1.00	100.0%
Project Inspector/EIT	-	1.00	1.00	1.00	81,432	-	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	54,538	-	0.0%
Engineering Tech/CADD & GIS	1.00	1.00	1.00	1.00	71,261	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	57,574	-	0.0%
Total	10.00	11.00	11.00	11.00	967,596	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Engineering

Operations 1510-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Overtime Wages (Account No. 501.01) decreased by \$15,000, or 30.0%.
- Computers, Printers & Copiers (Account No. 790.26) decreased by \$5,500, or 40.7%.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	669,643	957,823	952,823	746,340	967,596	9,773	1.0%
501 .01 Overtime Wages	8,901	50,000	50,000	20,910	35,000	(15,000)	-30.0%
502 .01 Temporary Wages	26,998	35,000	35,000	19,720	35,000	-	0.0%
505 .00 Payroll Taxes	50,782	79,780	79,780	57,580	79,380	(400)	-0.5%
506 .00 Pension	121,668	166,480	166,480	132,580	164,190	(2,290)	-1.4%
507 .00 Health and Life Insurance	156,942	298,200	298,200	176,710	296,940	(1,260)	-0.4%
507 .30 Workers Compensation	12,928	20,500	20,500	13,370	19,130	(1,370)	-6.7%
508 .00 Other Benefits	(659)	24,500	24,500	24,500	23,480	(1,020)	-4.2%
509 .03 Allowances-PW Clothing	1,712	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	1,048,915	1,634,108	1,629,108	1,193,535	1,622,541	(11,567)	-0.7%
Supplies							
510 .01 Office Supplies	5,527	15,000	12,460	11,000	10,500	(4,500)	-30.0%
510 .02 Operating Supplies	5,675	6,000	6,000	6,000	6,000	-	0.0%
510 .03 Safety Program Supplies	539	2,000	2,000	1,500	1,500	(500)	-25.0%
510 .05 Small Tools and Equipment	3,189	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	674	1,050	1,050	1,000	1,000	(50)	-4.8%
525 .04 Vehicle Motor Fuel & Lubricants	2,454	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	32	2,000	2,000	1,000	1,000	(1,000)	-50.0%
Supplies	18,090	36,850	34,310	31,300	30,800	(6,050)	-16.4%
Contract/Purchased Services							
600 .01 Travel-Business	-	5,000	5,000	5,000	1,250	(3,750)	-75.0%
600 .02 Travel-Training	2,113	6,000	6,000	6,000	1,500	(4,500)	-75.0%
600 .03 Training and Education	593	6,000	6,000	6,000	1,500	(4,500)	-75.0%
605 .01 Ads and Public Announcements	12,009	10,000	17,500	17,500	10,000	-	0.0%
615 .01 Professional & Technical Licenses	200	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	810	1,000	1,000	1,000	1,000	-	0.0%
630 .01 Buildings & Operating Permits	100	350	350	350	350	-	0.0%
630 .02 Vehicle Licenses	75	60	100	75	75	15	25.0%
630 .05 Software Licenses	1,176	4,250	4,250	3,000	3,000	(1,250)	-29.4%
630 .06 Service Charges & Fees	416	650	650	650	650	-	0.0%
635 .04 Software Maintenance Services	12,449	22,500	22,500	20,000	20,000	(2,500)	-11.1%
635 .07 Machinery & Equipment Maintenance Se	1,477	1,000	1,000	1,000	1,000	-	0.0%
640 .02 Engineering & Architectural Services	-	2,500	2,500	2,500	2,500	-	0.0%
640 .04 Management and Consulting Services	14,486	4,250	4,250	4,250	4,250	-	0.0%
650 .01 Telecommunications	6,783	16,500	16,500	15,000	15,000	(1,500)	-9.1%
Contract/Purchased Services	52,687	81,560	89,100	83,825	63,575	(17,985)	-22.1%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Engineering

Operations 1510-110

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	3,603	5,000	5,000	5,000	2,000	(3,000)	-60.0%
790 .25 Machinery & Equipment	-	8,000	8,000	8,000	8,400	400	5.0%
790 .26 Computers, Printers & Copiers	13,346	13,500	13,500	9,500	8,000	(5,500)	-40.7%
790 .35 Software	1,284	4,000	4,000	4,000	4,000	-	0.0%
Minor Capital Outlay	18,233	30,500	30,500	26,500	22,400	(8,100)	-26.6%
Interdepartmental Charges/ Reimbursable Credits							
825 .01 Interdepartmental-Insurance	11,102	19,700	19,700	18,490	23,080	3,380	17.2%
Interdepartmental Charges	11,102	19,700	19,700	18,490	23,080	3,380	17.2%
Total Expenditures by Type	1,149,027	1,802,718	1,802,718	1,353,650	1,762,396	(40,322)	-2.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$967,596 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Engineering Division.

501.01 Overtime Wages: \$35,000 – 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: \$79,380 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$164,190 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$296,940 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$19,130 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$23,480 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 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: \$10,500 - 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: \$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.

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2021 Operating and Capital Budget

Public Works-Engineering

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510.03 Safety Program Supplies: \$1,500 - 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 expenditures 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: \$1,000 - This account provides expenditures 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: \$1,000 - 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: \$1,250 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

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.

600.03 Training & Education: \$1,500 - 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 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: \$75 - This account provides expenditures for licensing City vehicles for operations on public highways.

630.05 Software Licenses: \$3,000 - This account provides expenditures for acquiring licenses for the right to use proprietary software.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Engineering

Operations 1510-110

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: \$20,000 - 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: \$15,000 - 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: \$2,000 - 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: \$8,400 - This account provides expenditures for minor machinery and equipment, including survey equipment.

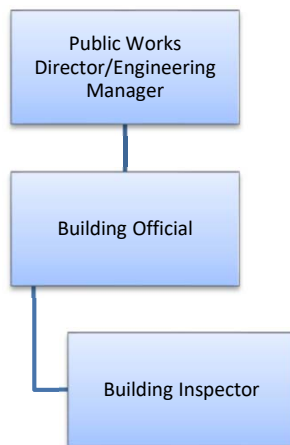
790.26 Computers, Printers & Copiers: \$8,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, mapping plotter, photocopiers and fax machines.

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: \$23,080 - 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 2021

- 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 website 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 2020

- 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 website for better public awareness and ease of navigating the permit process.
- Staff has trained and acquired all ICC recertifications required to perform their duties.

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2021 Operating and Capital Budget
Public Works-Engineering

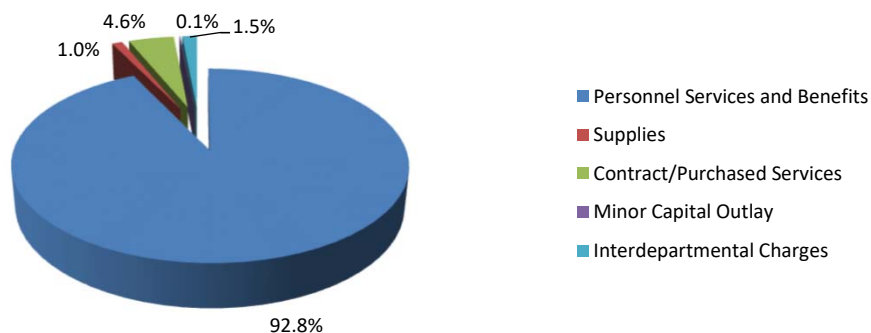
Building Inspection 1510-250

DIVISION SUMMARY							
Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	209,578	267,033	267,033	136,480	248,235	(18,798)	-7.0%
Supplies	1,536	3,300	3,300	3,300	2,800	(500)	-15.2%
Contract/Purchased Services	7,081	15,990	15,990	11,990	12,240	(3,750)	-23.5%
Minor Capital Outlay	-	1,450	1,450	1,200	200	(1,250)	-86.2%
Interdepartmental Charges	1,912	3,360	3,360	3,180	3,970	610	18.2%
Total Expenditures	220,107	291,133	291,133	156,150	267,445	(23,688)	-8.1%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	45,513	161,133	161,133	31,150	142,445	(18,688)	-11.6%
Licenses and Permits	174,594	130,000	130,000	125,000	125,000	(5,000)	-3.8%
Total Funding	220,107	291,133	291,133	156,150	267,445	(23,688)	-8.1%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted /2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Building Official	1.00	1.00	1.00	1.00	83,907	-	0.0%
Building Inspector	1.00	1.00	1.00	1.00	67,808	-	0.0%
Total	2.00	2.00	2.00	2.00	151,715	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	134,192	157,263	157,263	81,380	151,715	(5,548)	-3.5%
501 .01 Overtime Wages	1,383	15,000	15,000	3,750	5,000	(10,000)	-66.7%
502 .01 Temporary Wages	-	5,000	5,000	1,250	5,000	-	0.0%
505 .00 Payroll Taxes	9,788	13,570	13,570	8,910	12,760	(810)	-6.0%
506 .00 Pension	16,394	19,490	19,490	10,440	18,640	(850)	-4.4%
507 .00 Health and Life Insurance	39,402	42,650	42,650	20,880	43,180	530	1.2%
507 .30 Workers Compensation	6,736	9,500	9,500	5,310	7,730	(1,770)	-18.6%
508 .00 Other Benefits	1,183	4,060	4,060	4,060	3,710	(350)	-8.6%
509 .03 Allowances-PW Clothing	500	500	500	500	500	-	0.0%
Personnel Services and Benefits	209,578	267,033	267,033	136,480	248,235	(18,798)	-7.0%
Supplies							
510 .01 Office Supplies	290	300	300	300	300	-	0.0%
510 .03 Safety Program Supplies	-	100	100	100	100	-	0.0%
510 .05 Small Tools & Equipment	-	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,246	1,800	1,800	1,800	1,800	-	0.0%
530 .03 Professional & Technical Publications	-	1,000	1,000	1,000	500	(500)	-50.0%
535 .04 Uniforms/Badges/Clothing	-	-	-	-	-	-	0.0%
Supplies	1,536	3,300	3,300	3,300	2,800	(500)	-15.2%
Contract/Purchased Services							
600 .02 Travel-Training	1,408	3,000	3,000	-	750	(2,250)	-75.0%
600 .03 Training and Education	967	2,000	2,000	1,000	500	(1,500)	-75.0%
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	10	40	40	40	40	-	0.0%
630 .03 Bank & Merchant Fees	1,758	2,000	2,000	2,000	2,000	-	0.0%
635 .04 Software & Equip Maint Services	186	200	200	200	200	-	0.0%
640 .04 Management and Consulting Services	250	5,700	5,700	5,700	5,700	-	0.0%
650 .01 Telecommunications	1,942	2,000	2,000	2,000	2,000	-	0.0%
Contract/Purchased Services	7,081	15,990	15,990	11,990	12,240	(3,750)	-23.5%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Engineering

Building Inspection 1510-250

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted /2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	250	250	-	-	(250)	-100.0%
790 .26 Computers, Printers & Copiers	-	1,000	1,000	1,000	-	(1,000)	-100.0%
790 .35 Software	-	200	200	200	200	-	0.0%
Minor Capital Outlay	-	1,450	1,450	1,200	200	(1,250)	-86.2%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	1,912	3,360	3,360	3,180	3,970	610	18.2%
Interdepartmental Charges	1,912	3,360	3,360	3,180	3,970	610	18.2%
Total Expenditures by Type	220,107	291,133	291,133	156,150	267,445	(23,688)	-8.1%

NARRATIVE

500.01 Regular Salaries & Wages: \$151,715 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

501.01 Overtime Wages: \$5,000 - 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: \$12,760 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$18,640 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$43,180 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$7,730 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$3,710 – 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: \$500 - 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: \$750 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & 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 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.

790.35 Software: \$200 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

825.01 Interdepartmental Charges – Insurance: \$3,970 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

MISSION STATEMENT

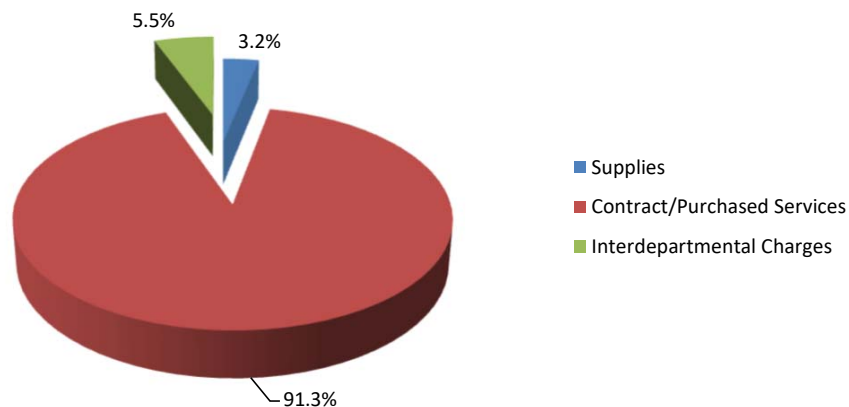
The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	2,043	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services	92,010	132,110	132,110	100,000	100,000	(32,110)	-24.3%
Interdepartmental Charges	4,711	5,980	5,980	5,260	6,020	40	0.7%
Total Expenditures	98,764	141,590	141,590	108,760	109,520	(32,070)	-22.6%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	69,135	99,113	99,113	76,132	76,664	(22,449)	-22.6%
KPU Enterprise Fund	29,629	42,477	42,477	32,628	32,856	(9,621)	-22.6%
Total Funding	98,764	141,590	141,590	108,760	109,520	(32,070)	-22.6%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Janitorial & Cleaning Services (Account No. 635.02) decreased by \$5,000, or by 25.0%.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

- Building and Grounds Maintenance Services (Account No. 635.06) decreased by \$5,450, or by 17.9%.
- Telecommunications (Account No. 650.01) decreased by \$5,000, or by 25.0%.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) decreased by \$16,660, or by 27%, due to the discontinuation of the diesel surcharge.

DIVISION OPERATING BUDGET DETAIL										
Operating Expenditures				2019	2020 Budget			2021	2020 Adopted /2021	
				Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies										
515	.02	Building & Grounds Maint Materials		2,043	3,500	3,500	3,500	3,500	-	0.0%
		Supplies		2,043	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services										
635	.02	Janitorial & Cleaning Services		4,567	20,000	20,000	15,000	15,000	(5,000)	-25.0%
635	.06	Building & Grounds Maint Services		12,685	30,450	30,450	25,000	25,000	(5,450)	-17.9%
650	.01	Telecommunications		16,851	20,000	20,000	15,000	15,000	(5,000)	-25.0%
650	.02	Electric, Water, Sewer & Solid Waste		57,907	61,660	61,660	45,000	45,000	(16,660)	-27.0%
		Contract/Purchased Services		92,010	132,110	132,110	100,000	100,000	(32,110)	-24.3%
Interdepartmental Charges										
825	.01	Interdepartmental Charges-Insurance		4,711	5,980	5,980	5,260	6,020	40	0.7%
		Interdepartmental Charges		4,711	5,980	5,980	5,260	6,020	40	0.7%
		Total Expenditures by Type		98,764	141,590	141,590	108,760	109,520	(32,070)	-22.6%

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: \$15,000 – 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: \$25,000 - 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: \$15,000 - 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: \$45,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$6,020 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

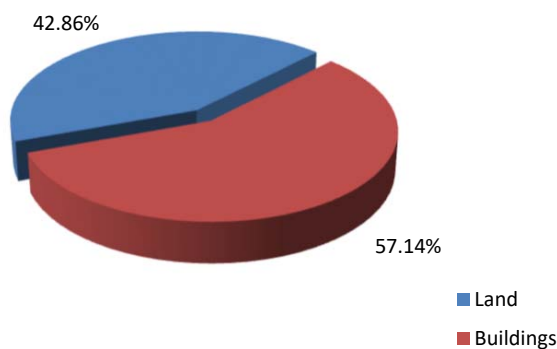
Public Works-Engineering

Capital Budget

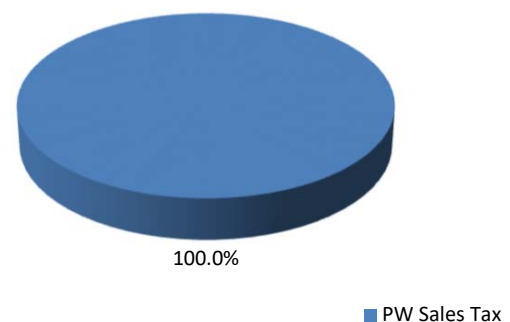
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted /2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
700.00 Land	-	60,000	60,000	-	30,000	(30,000)	-50.0%
705.00 Buildings	1,805	25,000	25,000	5,000	40,000	15,000	60.0%
720.00 Vehicles and Moving Equipment	26,440	32,000	32,000	31,000	-	(32,000)	-100.0%
730.00 Infrastructure and Plant	132,070	150,000	150,000	-	-	(150,000)	-100.0%
740.00 Other Capital Assets	66,757	-	-	-	-	-	0.0%
Total Major Capital Outlay	227,072	267,000	267,000	36,000	70,000	(197,000)	-73.8%

Capital Improvement Projects		Funding Sources		
		PW Sales Tax		Total
700.00 Land				
	Dangerous Building Abatement/Foreclosed Property Remediation	30,000		30,000
	Total Land	30,000	-	30,000
705.00 Buildings				
	PW Admin Building Heating Upgrade	40,000		40,000
	Total Building	40,000	-	40,000
	Total Capital Budget	70,000	-	70,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	77,539	91,630	91,630	90,270	98,370	6,740	7.4%
Capital Improvement Program	110,750	224,000	224,000	8,000	2,500	(221,500)	-98.9%
Total	188,289	315,630	315,630	98,270	100,870	(214,760)	-68.0%
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,619	5,190	5,190	4,690	4,690	(500)	-9.6%
Contract/Purchased Services	73,927	82,400	82,400	81,600	81,600	(800)	-1.0%
Minor Capital Outlay	179	3,000	3,000	3,000	11,000	8,000	266.7%
Interdepartmental Charges	814	1,040	1,040	980	1,080	40	3.8%
Major Capital Outlay	110,750	224,000	224,000	8,000	2,500	(221,500)	-98.9%
Total	188,289	315,630	315,630	98,270	100,870	(214,760)	-68.0%
Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	72,539	86,630	86,630	85,270	93,370	6,740	7.8%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Cemetery Development Fund	24,375	4,583	4,583	4,000	2,500	(2,083)	-45.5%
Public Works Sales Tax Fund	86,375	219,417	219,417	4,000	-	(219,417)	-100.0%
Total	188,289	315,630	315,630	98,270	100,870	(214,760)	-68.0%

CITY OF KETCHIKAN**2021 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 2021

- Continue maintenance of cemetery grounds, drainage system, buildings and public facilities to provide a respectful and pleasant place for deceased loved ones and their visitors.
- Replace failed underdrain system in Section 2 and other drainage improvements.
- Continue planning for cemetery expansion, with focus on crypts and niches and Section 10 development.

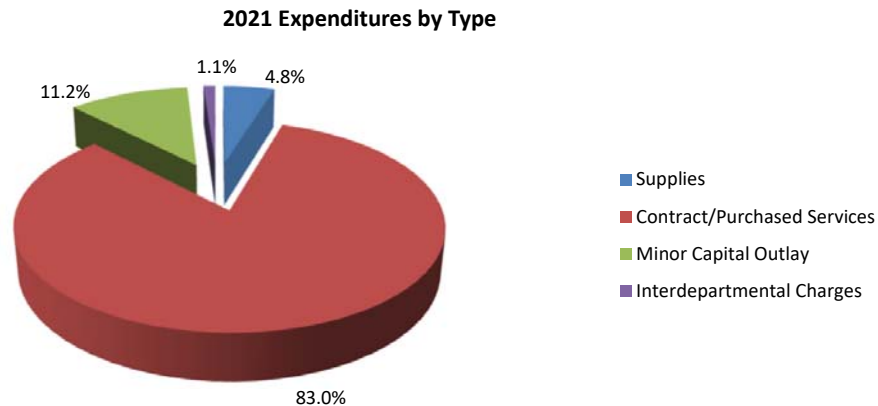
ACCOMPLISHMENTS FOR 2020

- Resurfaced walkway and surrounding area of "New Garden Mausoleum."
- Grading and drainage improvements.
- Refurbished existing benches and added new benches.
- Continued planning for cemetery expansion, with focus on crypts and niches.
- Painted the War Memorial plaques which had faded and were nearly unreadable.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,619	5,190	5,190	4,690	4,690	(500)	-9.6%
Contract/Purchased Services	73,927	82,400	82,400	81,600	81,600	(800)	-1.0%
Minor Capital Outlay	179	3,000	3,000	3,000	11,000	8,000	266.7%
Interdepartmental Charges	814	1,040	1,040	980	1,080	40	3.8%
Total Expenditures	77,539	91,630	91,630	90,270	98,370	6,740	7.4%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	72,539	86,630	86,630	85,270	93,370	6,740	7.8%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Total Funding	77,539	91,630	91,630	90,270	98,370	6,740	7.4%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Minor Capital-Buildings (Account No. 790.05) increased by \$8,000 to demolish existing greenhouse and to transfer items to storage in the Sexton Building.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	90	190	190	190	190	-	0.0%
515 .02 Building & Grounds Maint Materials	1,111	3,500	3,500	3,000	3,000	(500)	-14.3%
525 .03 Heating Fuel	1,418	1,500	1,500	1,500	1,500	-	0.0%
Supplies	2,619	5,190	5,190	4,690	4,690	(500)	-9.6%
Contract/Purchased Services							
630 .03 Bank & Merchant Fees	130	300	300	300	300	-	0.0%
635 .04 Software Maintenance Services	1,980	3,000	3,000	2,200	2,200	(800)	-26.7%
635 .06 Building & Grounds Maint Services	68,425	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	2,194	2,300	2,300	2,300	2,300	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	1,198	1,400	1,400	1,400	1,400	-	0.0%
Contract/Purchased Services	73,927	82,400	82,400	81,600	81,600	(800)	-1.0%
Minor Capital Outlay							
790 .05 Buildings	-	-	-	-	8,000	8,000	New
790 .25 Machinery and Equipment	179	500	500	500	500	-	0.0%
790 .40 Other Capital Assets	-	2,500	2,500	2,500	2,500	-	0.0%
Minor Capital Outlay	179	3,000	3,000	3,000	11,000	8,000	266.7%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	814	1,040	1,040	980	1,080	40	3.8%
Interdepartmental Charges	814	1,040	1,040	980	1,080	40	3.8%
Total Expenditures by Type	77,539	91,630	91,630	90,270	98,370	6,740	7.4%

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: \$3,000 – 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: \$2,200 - 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.

790.05 Buildings: \$8,000 - This account provides expenditures for the de-commissioning of the existing greenhouse and to provide additional shelving and storage within the Sexton Building.

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: \$1,080 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

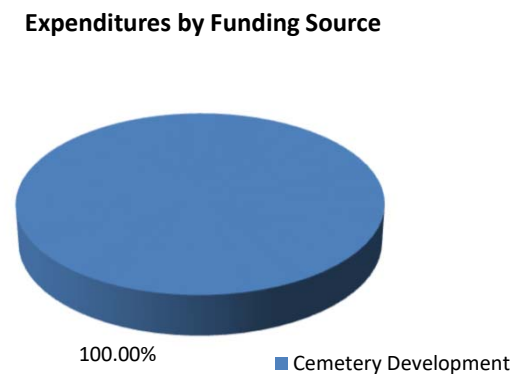
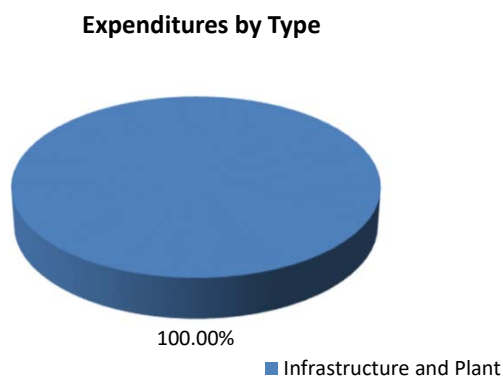
2021 Operating and Capital Budget

Public Works-Cemetery

Capital Budget

Major Capital Outlay	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
725.00 Machinery and Equipment	13,000	-	-	-	-	-	NA
730.00 Infrastructure and Plant	97,750	224,000	224,000	8,000	2,500	(221,500)	-98.9%
Total Major Capital Outlay	110,750	224,000	224,000	8,000	2,500	(221,500)	-98.9%

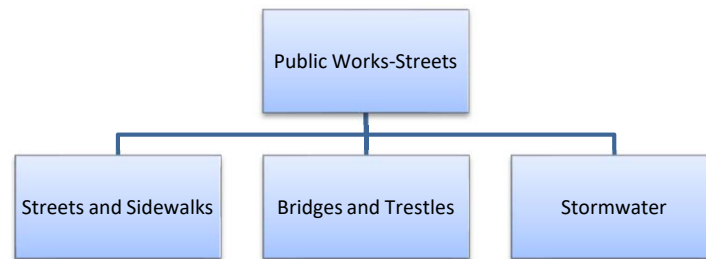
Capital Improvement Projects		Funding Sources		
Project #	Project	Cemetery Development	Public	Total
			Works Sales Tax	
730.00 Infrastructure and Plant				
	Grading & Drainage Improvements	2,500		2,500
	Total Infrastructure and Plant	2,500	-	2,500
	Total Capital Budget	2,500	-	2,500



CITY OF KETCHIKAN
2021 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	1,532,876	1,877,532	1,877,532	1,609,095	1,785,577	(91,955)	-4.9%
Seasonal Litter Program	25,028	31,950	31,850	3,000	-	(31,950)	-100.0%
Capital Improvement Program	1,387,102	1,808,845	1,825,499	1,405,009	3,148,745	1,339,900	74.1%
Total	2,945,006	3,718,327	3,734,881	3,017,104	4,934,322	1,215,995	32.7%

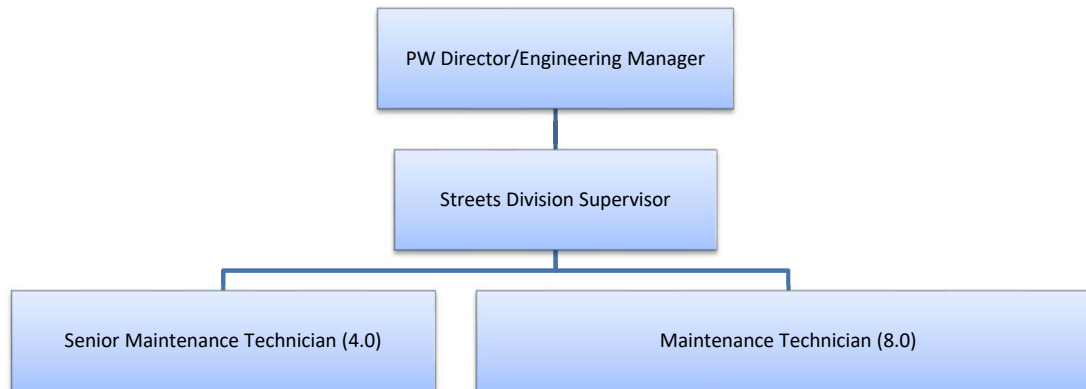
Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,255,816	1,527,942	1,527,892	1,251,580	1,449,957	(77,985)	-5.1%
Supplies	238,814	283,100	279,100	264,200	252,865	(30,235)	-10.7%
Contract/Purchased Services	43,023	54,700	53,600	51,530	44,545	(10,155)	-18.6%
Minor Capital Outlay	213	12,000	17,100	17,025	5,250	(6,750)	-56.3%
Interdepartmental Charges	20,038	31,740	31,690	27,760	32,960	1,220	3.8%
Major Capital Outlay	1,387,102	1,808,845	1,825,499	1,405,009	3,148,745	1,339,900	74.1%
Total	2,945,006	3,718,327	3,734,881	3,017,104	4,934,322	1,215,995	32.7%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	1,567,904	1,909,482	1,909,382	1,612,095	1,785,577	(123,905)	-6.5%
Public Works Sales Tax Fund	1,364,492	1,808,845	1,825,499	1,405,009	1,048,745	(760,100)	-42.0%
CPV Funds	5,828	-	-	-	-	-	0.0%
Proposed GO Bonds	-	-	-	-	2,100,000	2,100,000	New
Major Capital Improvement Fund	6,782	-	-	-	-	-	0.0%
Total	2,945,006	3,718,327	3,734,881	3,017,104	4,934,322	1,215,995	32.7%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	13.00	13.00	13.00	13.00	771,387	-	0.0%
Total	13.00	13.00	13.00	13.00	771,387	-	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 2021

- 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 2020

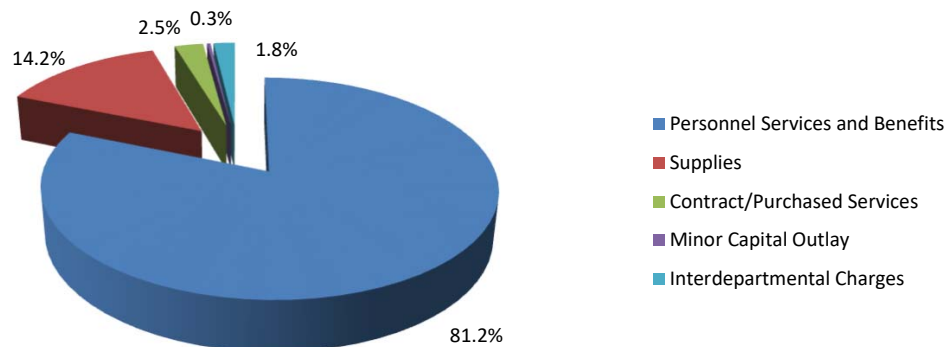
- Re-painted City crosswalks and parking lots all over town.
- Excavated to install 4 new catch basins and a new storm culvert across Park Ave.
- Excavated Phase 3 of Spruce Mill Way.
- The division used its crack-sealing machine to install hot tar crack-sealant to pavement joints.
- The division installed 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.
- The division re-built the Elliot Street stairs.
- Provided curbside pick-up of approximately 80 tons of trash during Spring Clean-Up Week.
- 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,233,954	1,505,182	1,505,182	1,251,580	1,449,957	(55,225)	-3.7%
Supplies	235,861	274,300	270,300	261,200	252,865	(21,435)	-7.8%
Contract/Purchased Services	43,023	54,700	53,600	51,530	44,545	(10,155)	-18.6%
Minor Capital Outlay	213	12,000	17,100	17,025	5,250	-	-56.3%
Interdepartmental Charges	19,825	31,350	31,350	27,760	32,960	1,610	5.1%
Total Expenditures	1,532,876	1,877,532	1,877,532	1,609,095	1,785,577	(91,955)	-4.9%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,532,876	1,877,532	1,877,532	1,609,095	1,785,577	(91,955)	-4.9%
Total Funding	1,532,876	1,877,532	1,877,532	1,609,095	1,785,577	(91,955)	-4.9%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	79,027	-	0.0%
Senior Maintenance Technician	4.00	4.00	4.00	4.00	245,751	-	0.0%
Maintenance Technician	8.00	8.00	8.00	8.00	446,609	-	0.0%
Total	13.00	13.00	13.00	13.00	771,387	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Overtime Wages (Account No. 501.01) decreased by \$26,500, or by 27.5%.
- Temporary Wages (Account No. 502.01) decreased \$17,500, or by 25.9%.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

- Vehicle Motor Fuel & Lubricants (Account No. 525.04) decreased by \$5,000, or by 8.9% due to the decrease in fuel prices.
- Machinery & Equipment (Account No. 790.25) decreased by \$5,000, or by 50.0%.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	687,794	778,592	778,592	653,570	771,387	(7,205)	-0.9%
501 .01 Overtime Wages	54,350	96,500	96,500	86,230	70,000	(26,500)	-27.5%
502 .01 Temporary Wages	8,390	67,500	67,500	52,360	50,000	(17,500)	-25.9%
505 .00 Payroll Taxes	53,514	72,110	72,110	57,780	68,200	(3,910)	-5.4%
506 .00 Pension	118,450	138,170	138,170	109,270	130,480	(7,690)	-5.6%
507 .00 Health and Life Insurance	266,746	289,950	289,950	235,160	292,560	2,610	0.9%
507 .30 Workers Compensation	31,750	35,510	35,510	30,360	37,160	1,650	4.6%
508 .00 Other Benefits	10,210	23,600	23,600	23,600	26,920	3,320	14.1%
509 .03 Allowances-PW Clothing	2,750	3,250	3,250	3,250	3,250	-	0.0%
Personnel Services and Benefits	1,233,954	1,505,182	1,505,182	1,251,580	1,449,957	(55,225)	-3.7%
Supplies							
510 .01 Office Supplies	716	1,400	1,400	1,300	1,300	(100)	-7.1%
510 .02 Operating Supplies	15,024	16,000	13,500	10,000	13,000	(3,000)	-18.8%
510 .03 Safety Program Supplies	6,513	7,000	7,000	6,600	6,700	(300)	-4.3%
510 .04 Janitorial Supplies	849	850	850	750	815	(35)	-4.1%
510 .05 Small Tools & Equipment	5,865	7,000	7,000	7,000	7,000	-	0.0%
515 .01 Vehicle Maint Materials	571	1,000	1,000	1,000	1,000	-	0.0%
515 .02 Building and Grounds Maint Materials	-	-	-	-	3,000	3,000	New
515 .04 Machinery & Equip Maint Materials	1,768	2,000	2,000	2,000	2,000	-	0.0%
515 .05 Infrastructure Maintenance Materials	173,640	180,000	178,500	178,500	180,000	-	0.0%
520 .02 Postage	21	50	50	50	50	-	0.0%
520 .04 Freight-Material & Supplies	862	2,000	2,000	2,000	2,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	29,955	56,000	56,000	51,000	35,000	(21,000)	-37.5%
525 .07 Machinery & Equip Fuel & Lubricants	77	1,000	1,000	1,000	1,000	-	0.0%
Supplies	235,861	274,300	270,300	261,200	252,865	(21,435)	-7.8%
Contract/Purchased Services							
600 .02 Travel-Training	-	4,100	-	-	-	(4,100)	-100.0%
600 .03 Training & Education	430	1,900	1,900	1,900	1,975	75	3.9%
605 .01 Ads & Public Announcements	363	3,500	3,500	3,000	2,000	(1,500)	-42.9%
615 .01 Professional Licenses & Certificates	-	230	230	230	230	-	0.0%
630 .02 Vehicle Licenses	125	250	250	180	240	(10)	-4.0%
630 .05 Software Licenses	-	100	100	100	100	-	0.0%
635 .07 Machinery & Equipment Maint Services	911	1,000	1,000	1,000	1,000	-	0.0%
635 .08 Infrastructure Maintenance Services	16,559	19,000	22,000	21,500	15,000	(4,000)	-21.1%
645 .02 Rents & Leases-Machinery & Equip	1,813	2,000	2,000	1,000	1,500	-	-25.0%
650 .01 Telecommunications	9,465	9,500	9,500	9,500	9,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	13,357	13,120	13,120	13,120	13,000	(120)	-0.9%
Contract/Purchased Services	43,023	54,700	53,600	51,530	44,545	(10,155)	-18.6%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	213	500	500	425	250	(250)	-50.0%
790 .25 Machinery & Equipment	-	10,000	15,100	15,100	5,000	(5,000)	-50.0%
790 .26 Computers, Printers & Copiers	-	1,500	1,500	1,500	-	(1,500)	-100.0%
Minor Capital Outlay	213	12,000	17,100	17,025	5,250	(6,750)	-56.3%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	19,825	31,350	31,350	27,760	32,960	1,610	5.1%
Interdepartmental Charges	19,825	31,350	31,350	27,760	32,960	1,610	5.1%
Total Expenditures by Type	1,532,876	1,877,532	1,877,532	1,609,095	1,785,577	(91,955)	-4.9%

NARRATIVE

500.01 Regular Salaries & Wages: \$771,387 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Streets Division.

501.01 Overtime Wages: \$70,000 - 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: \$50,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Streets Division.

505.00 Payroll Taxes: \$68,200 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$130,480– This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$292,560 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$37,160– This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$26,920 – 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: \$1,300 - 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, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$13,000 - 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: \$6,700 - 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: \$815 – 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.

515.02 Building and Grounds Maintenance Materials: \$3,000 - This account provides expenditures for the repair and maintenance of buildings owned and operated by the City of Ketchikan. Included are items for maintenance of doors, windows, etc.

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: \$35,000 - 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.

600.03 Training & Education: \$1,975 – 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: \$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 & 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: \$240 – 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: \$15,000 - 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: \$1,500 - 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: \$13,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

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.

790.25 Machinery & Equipment: \$5,000 - 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.

825.01 Interdepartmental Charges – Insurance: \$32,960 - This account provides expenditures for risk management services and claims.

PROGRAM STATEMENT

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

GOALS FOR 2021

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

ACCOMPLISHMENTS FOR 2020

- Successfully continued the implementation of the Seasonal Litter Program.

PROGRAM SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	21,862	22,760	22,710	-	-	(22,760)	-100.0%
Supplies	2,953	8,800	8,800	3,000	-	(8,800)	-100.0%
Interdepartmental Charges	213	390	340	-	-	(390)	-100.0%
Total Expenditures	25,028	31,950	31,850	3,000	-	(31,950)	-100.0%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Works Sales Tax Fund	25,028	31,950	31,850	3,000	-	(31,950)	-100.0%
Total Funding	25,028	31,950	31,850	3,000	-	(31,950)	-100.0%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- This program is now accounted for as a CPV Funded program in the Tourism and Economic Development Department. Please refer to CPV Funded Programs 1440-141.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	19,318	-	-	-	-	-	NA
501 .01 Overtime	331	300	300	-	-	(300)	-100.0%
502 .01 Temporary Wages	-	20,000	19,950	-	-	(20,000)	-100.0%
505 .00 Payroll Taxes	1,354	1,560	1,560	-	-	(1,560)	-100.0%
507 .30 Workers Compensation	822	790	790	-	-	(790)	-100.0%
508 .00 Other Benefits	37	110	110	-	-	(110)	-100.0%
Personnel Services and Benefits	21,862	22,760	22,710	-	-	(22,760)	-100.0%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

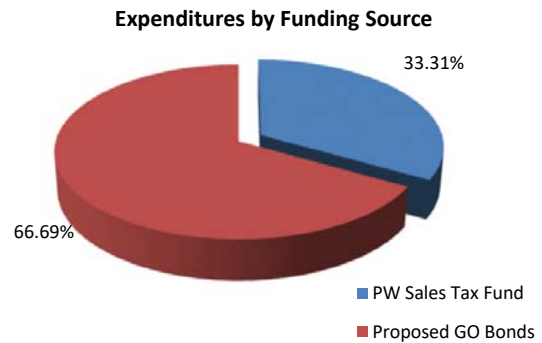
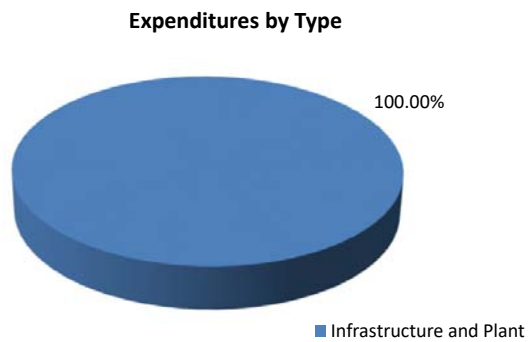
Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	2,953	3,000	3,000	3,000	-	(3,000)	-100.0%
515 .01 Vehicle Maintenance Materials	-	800	800	-	-	(800)	-100.0%
525 .04 Vehicle Motor Fuel & Lubricants	-	5,000	5,000	-	-	(5,000)	-100.0%
Supplies	2,953	8,800	8,800	3,000	-	(8,800)	-100.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges - Insurance	213	390	340	-	-	(390)	-100.0%
Interdepartmental Charges	213	390	340	-	-	(390)	-100.0%
Total Expenditures by Type	25,028	31,950	31,850	3,000	-	(31,950)	-100.0%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Streets

Capital Budget

Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	229,110	180,000	180,000	180,000	-	(180,000)	-100.0%
730.00 Infrastructure and Plant	1,157,992	1,628,845	1,645,499	1,225,009	3,148,745	1,519,900	93.3%
Total Major Capital Outlay	1,387,102	1,808,845	1,825,499	1,405,009	3,148,745	1,339,900	74.1%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund	Proposed GO Bonds	Total
730.00 Infrastructure and Plant				
	Transportation Infrastructure	180,000		180,000
	Stormwater Infrastructure	100,000		100,000
	ROW Maintenance	15,000		15,000
	Water Street Trestle No. 1 Reconstruction	253,745		253,745
	Sayles St/Gorge St Bridge Replacement	100,000		100,000
	Schoenbar Culvert Rehabilitation	400,000	2,100,000	2,500,000
	Total Infrastructure and Plant	1,048,745	2,100,000	3,148,745
	Total Capital Budget	1,048,745	2,100,000	3,148,745



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	567,668	677,091	677,091	658,702	673,104	(3,987)	-0.6%
Capital Improvement Program	60,173	132,200	132,200	127,800	68,000	(64,200)	-48.6%
Total	627,841	809,291	809,291	786,502	741,104	(68,187)	-8.4%

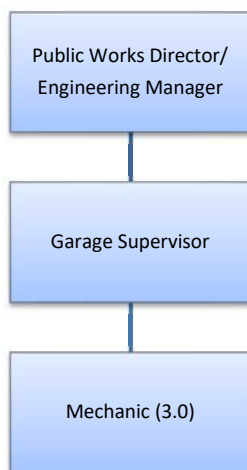
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	409,732	484,531	493,811	488,550	511,394	26,863	5.5%
Supplies	181,942	194,450	194,450	192,638	193,675	(775)	-0.4%
Contract/Purchased Services	50,501	61,660	52,660	50,743	52,535	(9,125)	-14.8%
Minor Capital Outlay	31,554	33,100	32,820	32,771	21,500	(11,600)	-35.0%
Interdepartmental Charges	(106,061)	(96,650)	(96,650)	(106,000)	(106,000)	(9,350)	9.7%
Major Capital Outlay	60,173	132,200	132,200	127,800	68,000	(64,200)	-48.6%
Total	627,841	809,291	809,291	786,502	741,104	(68,187)	-8.4%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	522,626	614,351	614,351	596,572	610,364	(3,987)	-0.6%
Public Works Sales Tax Fund	60,173	132,200	132,200	127,800	68,000	(64,200)	-48.6%
Solid Waste Services Fund	1,862	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	36,311	30,000	30,000	30,000	30,000	-	0.0%
Harbor Fund	2,505	8,940	8,940	8,400	8,940	-	0.0%
Port Enterprise Fund	4,364	3,500	3,500	3,430	3,500	-	0.0%
Total	627,841	809,291	809,291	786,502	741,104	(68,187)	-8.4%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.00	4.00	4.00	4.00	303,344	-	0.0%
Total	4.00	4.00	4.00	4.00	303,344	-	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 2021

- 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.

ACCOMPLISHMENTS FOR 2020

- Successfully installed the division's storage racks and received new lifts to be safer and more efficient.
- 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.
- Organized and set up division facilities for success and efficiency.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

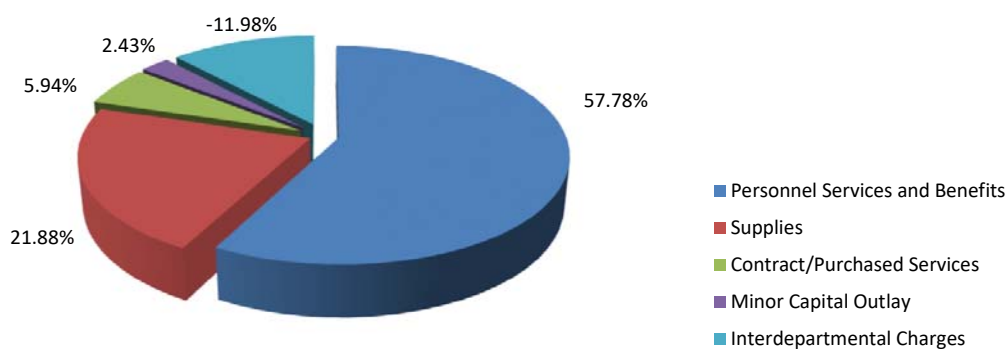
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	409,732	484,531	493,811	488,550	511,394	26,863	5.5%
Supplies	181,942	194,450	194,450	192,638	193,675	(775)	-0.4%
Contract/Purchased Services	50,501	61,660	52,660	50,743	52,535	(9,125)	-14.8%
Minor Capital Outlay	31,554	33,100	32,820	32,771	21,500	(11,600)	-35.0%
Interdepartmental Charges	(106,061)	(96,650)	(96,650)	(106,000)	(106,000)	(9,350)	9.7%
Total Expenditures	567,668	677,091	677,091	658,702	673,104	(3,987)	-0.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	522,626	614,351	614,351	596,572	610,364	(3,987)	-0.6%
Solid Waste Services Fund	1,862	20,300	20,300	20,300	20,300	-	0.0%
Wastewater Fund	36,311	30,000	30,000	30,000	30,000	-	0.0%
Small Boat Harbor Fund	2,505	8,940	8,940	8,400	8,940	-	0.0%
Port Enterprise Fund	4,364	3,500	3,500	3,430	3,500	-	0.0%
Total Funding	567,668	677,091	677,091	658,702	673,104	(3,987)	-0.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	83,076	-	0.0%
Mechanic	3.00	3.00	3.00	3.00	220,268	-	0.0%
Total	4.00	4.00	4.00	4.00	303,344	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Travel - Training (Account No. 600.02) decreased by \$5,500, or by 100%.
- Machinery & Equipment (Account No. 790.25) decreased by \$9,100, or by 47.6%, due to having purchased most of the diagnostic and other necessary equipment to update the Garage & Warehouse Division.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	241,847	294,951	289,201	287,670	303,344	8,393	2.8%
501 .01 Overtime Wages	3,056	4,000	4,520	4,520	4,000	-	0.0%
502 .01 Temporary Wages	2,962	-	12,000	11,760	12,000	3,240	NA
505 .00 Payroll Taxes	17,799	22,870	22,870	22,200	24,430	1,560	6.8%
506 .00 Pension	39,340	44,090	46,410	46,410	46,860	2,770	6.3%
507 .00 Health & Life Insurance	88,417	98,030	98,030	95,210	98,250	220	0.2%
507 .30 Workers Compensation	10,494	11,610	11,800	11,800	13,620	2,010	17.3%
508 .00 Other Benefits	4,567	7,430	7,430	7,430	7,340	(90)	-1.2%
509 .03 Allowances-PW Clothing	1,250	1,250	1,250	1,250	1,250	-	0.0%
509 .07 Allowances-Medical Expenses	-	300	300	300	300	-	0.0%
Personnel Services and Benefits	409,732	484,531	493,811	488,550	511,394	26,863	5.5%
Supplies							
510 .01 Office Supplies	550	700	700	690	700	-	0.0%
510 .02 Operating Supplies	6,120	7,900	7,900	7,897	7,500	(400)	-5.1%
510 .03 Safety Program Supplies	500	1,000	1,000	1,000	1,000	-	0.0%
510 .04 Janitorial Supplies	244	500	500	495	500	-	0.0%
510 .05 Small Tools & Equipment	4,950	7,500	7,500	7,500	7,500	-	0.0%
515 .01 Vehicle Maintenance Materials	144,979	150,000	150,000	150,000	150,000	-	0.0%
515 .02 Building & Grounds Maint Materials	3,700	2,700	2,700	2,650	2,700	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	246	250	250	50	250	-	0.0%
515 .04 Machinery & Equip Maint Materials	5,047	4,200	4,200	3,800	4,000	(200)	-4.8%
520 .02 Postage	140	200	200	188	200	-	0.0%
520 .04 Freight-Material & Supplies	487	2,000	2,000	1,987	2,000	-	0.0%
525 .03 Heating Fuel	12,938	13,000	13,000	13,000	13,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,574	4,000	4,000	2,881	3,825	(175)	-4.4%
535 .04 Uniforms/Badges/Clothing	467	500	500	500	500	-	0.0%
Supplies	181,942	194,450	194,450	192,638	193,675	(775)	-0.4%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	3,578	5,500	-	-	-	(5,500)	-100.0%
600 .03 Training and Education	223	3,500	-	-	875	(2,625)	-75.0%
615 .02 Assn. Membership Dues & Fees	25	220	220	195	220	-	0.0%
620 .03 Towing	406	1,000	1,000	675	1,000	-	0.0%
630 .02 Vehicle Licenses	30	60	60	60	60	-	0.0%
630 .05 Software Licenses	6,921	9,000	9,000	7,980	8,000	(1,000)	-11.1%
635 .03 Vehicle Maintenance Services	1,200	1,300	1,300	1,178	1,300	-	0.0%
635 .07 Machinery & Equip Maint Services	3,057	3,000	3,000	2,625	3,000	-	0.0%
635 .12 Technical Services	1,028	1,500	1,500	1,450	1,500	-	0.0%
650 .01 Telecommunications	652	1,200	1,200	1,200	1,200	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	33,381	35,380	35,380	35,380	35,380	-	0.0%
Contract/Purchased Services	50,501	61,660	52,660	50,743	52,535	(9,125)	-14.8%
Minor Capital Outlay							
790 .25 Machinery & Equipment	18,685	19,100	18,820	18,812	10,000	(9,100)	-47.6%
790 .26 Computers, Printers & Copiers	2,874	3,000	3,000	2,959	500	(2,500)	-83.3%
790 .30 Infrastructure and Plant	9,995	11,000	11,000	11,000	11,000	-	-83.3%
Minor Capital Outlay	31,554	33,100	32,820	32,771	21,500	(11,600)	-35.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	9,239	13,350	13,350	12,680	15,040	1,690	12.7%
890 .00 Reimbursable Credits	(115,300)	(110,000)	(110,000)	(118,680)	(121,040)	(11,040)	10.0%
Interdepartmental Charges	(106,061)	(96,650)	(96,650)	(106,000)	(106,000)	(9,350)	9.7%
Total Expenditures by Type	567,668	677,091	677,091	658,702	673,104	(3,987)	-0.6%

NARRATIVE

500.01 Regular Salaries & Wages: \$303,344 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Garage & Warehouse Division.

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.

502.01 Temporary Wages: \$12,000 - This account provides expenditures for compensation paid to all temporary employees in the Garage Division

505.00 Payroll Taxes: \$24,430 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$46,860 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$98,250 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$13,620 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$7,340 – 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: \$1,250 – 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.

509.07 Allowances - Medical Expenses: \$300 - This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.01 Office Supplies: \$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, and tape dispensers.

510.02 Operating Supplies: \$7,500 - 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 paint, solvents and shop materials.

510.03 Safety Program Supplies: \$1,000 - 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: \$500 – This account provides expenditures for cleaning and sanitation supplies used by in-house and contracted janitors.

510.05 Small Tools & Equipment: \$7,500 - This account provides expenditures 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 expenditures 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 expenditures 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 expenditures 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: \$4,000 – This account provides expenditures 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 expenditures 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 expenditures for shipping or transporting supplies and materials to and from vendors.

525.03 Heating Fuel: \$13,000 - This account provides expenditures for heating fuel to heat the garage and the warehouse.

525.04 Vehicle Motor Fuel & Lubricants: \$3,825 - This account provides expenditures 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.

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600.03 Training & Education: \$875 - 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.

615.02 Assn. Membership Dues & Fees: \$220 – This account provides expenditures for memberships in professional and trade associations.

620.03 Towing: \$1,000 – This account provides expenditures for towing of City vehicles.

630.02 Vehicle Licenses: \$60 – This account provides expenditures for acquiring licenses for vehicles for operations on public highways.

630.05 Software Licenses: \$8,000 – This account provides expenditures for acquiring licenses for the right to use proprietary software.

635.03 Vehicle Maintenance Services: \$1,300 – This account provides expenditures 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 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: \$1,500 - This account provides expenditures 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 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: \$35,380 - This account provides expenditures for electric, water, sewer and solid waste utility services.

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: \$500 - 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 expenditures for costs associated with replacing the exhaust system in the shop.

825.01 Interdepartmental Charges – Insurance: \$15,040 - This account provides expenditures for risk management services and claims.

890.00 Reimbursable Credits: (\$121,040) – A contra-expense account for crediting the Garage department for operating costs that will be paid by another General Fund department.

CITY OF KETCHIKAN

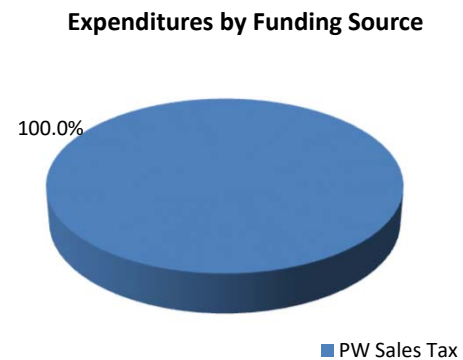
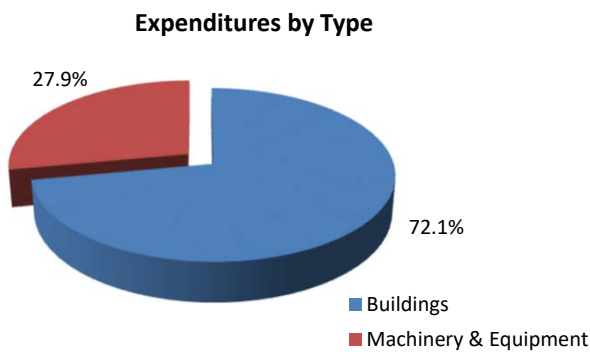
2021 Operating and Capital Budget

Public Works-Garage & Warehouse

Capital Budget

Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
705-00 Buildings	-	-	-	-	49,000	49,000	New
720.00 Vehicles and Moving Equipment	35,000	-	-	-	-	-	0.0%
725.00 Machinery & Equipment	25,173	132,200	132,200	127,800	19,000	(113,200)	-85.6%
Total Major Capital Outlay	60,173	132,200	132,200	127,800	68,000	(64,200)	-48.6%

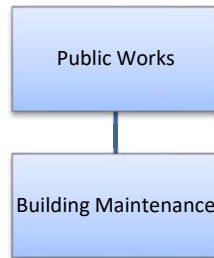
Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax		Total
705-00 Buildings				
	Oil Water Separator System	49,000		49,000
	Total Buildings	49,000	-	49,000
725-00 Machinery and Equipment				
	STV CNC Sparxpro 4800	19,000	-	19,000
	Total Machinery and Equipment	19,000	-	19,000
	Total Capital Budget	68,000	-	68,000



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	325,572	390,235	390,235	373,675	383,808	(6,427)	-1.6%
City Hall O&M	113,752	156,510	162,400	136,270	148,120	(8,390)	-5.4%
Shoreline Bldg O&M	6,058	9,717	9,717	9,167	9,287	(430)	-4.4%
Orphaned Buildings	62,871	70,680	70,680	55,130	64,280	(6,400)	-9.1%
Capital Improvement Program	-	50,000	50,000	20,000	30,000	(20,000)	-40.0%
Total	508,253	677,142	683,032	594,242	635,495	(41,647)	-6.2%

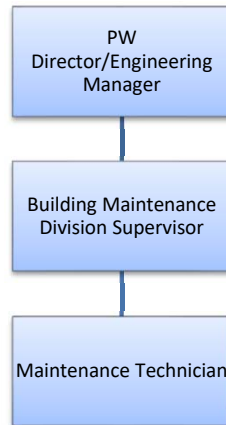
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	283,583	322,255	322,255	312,235	323,698	1,443	0.4%
Supplies	56,938	73,520	73,520	60,170	67,170	(6,350)	-8.6%
Contract/Purchased Services	153,481	200,854	200,354	175,404	187,154	(13,700)	-6.8%
Minor Capital Outlay	150	9,800	15,690	6,800	3,800	(6,000)	-61.2%
Interdepartmental Charges	14,101	20,713	21,213	19,633	23,673	2,960	14.3%
Major Capital Outlay	-	50,000	50,000	20,000	30,000	(20,000)	-40.0%
Total	508,253	677,142	683,032	594,242	635,495	(41,647)	-6.2%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	501,879	620,768	626,658	567,868	599,121	(21,647)	-3.5%
Public Works Sales Tax Fund	-	50,000	50,000	20,000	30,000	(20,000)	-40.0%
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
Total	508,253	677,142	683,032	594,242	635,495	(41,647)	-6.2%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.75	3.00	3.00	3.00	190,458	-	0.0%
Total	2.75	3.00	3.00	3.00	190,458	-	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 2021

- 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 2020

- Completed hundreds of work orders for various repairs and improvements to City facilities. Installed Plexiglas COVID-19 protection barriers in City owned buildings. Maintained HVAC filters program for City buildings. Helped Streets Division with snow removal when needed. Hung new drop boxes at City Hall and at the mall for KPU. Took care of lawns at Shoreline building and KRYF building.
- City Hall - A/C annual inspections; replaced programmable thermostat in electric server room; and replaced A/C compressor. Removed old cast iron drain line on third floor and replaced with ABS drain line. New refrigerant for fourth floor A/C unit. Recalibrated automatic entry doors.
- Police Department - Replaced both circulating pumps; new refrigerant in A/C unit controlling cooling in communications center; and replaced thermostat in IT server room along with new condensate pump. Numerous problems with old HVAC units.
- Garage and Warehouse - Fixed panel door in welding shop. Door is 15 years old and is about to fail. The panel door needs to be replaced.
- PW Administration Building - Troubleshot HVAC systems.
- Solid Waste Handling and Recycling Facility - Repainted inside of the scale shack; misc. plumbing problems; and adjusted apparatus doors as needed.
- Fire Department - Replaced relief air fan motor in mechanical room; changed out exterior lights; rebuilt garbage dumpster holding wood doors; performed quarterly inspections of all bi-fold doors; installed locks and plywood on entry points on the training tower in the back of Fire Station No. 2; and replaced H2O filters.
- Wastewater Division - Installed panel door for the new apparatus bay for the new Vactor truck; installed new operator, calibrated new motor and installed new man door for apparatus bay; and replaced window in lab.
- Recreation Center - Helped set up temporary homeless center and repaired holes in walls before re-opening center.

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Public Works-Building Maintenance

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- Library - Replaced both outside air and return air actuator motors, retro-fitted new LED lighting in teen room, built 48ft. long temporary wall in the children's library due to COVID-19; fixed heater in employees' bathroom; changed out flag and light; pressure washed outside walkways and patio; continued fixing chairs; installed book case; troubleshot server A/C unit; and found leak under slab in library coming from water supply. Removed carpet squares, cut out concrete, had plumbers fix expansion coupler, replaced plywood chase, mixed mortar and installed carpet.
- Centennial Building - Continued electrical upgrades; addressed plumbing issues; helped build exhibit; made walls with old siding; installed TV; hung paddle and gun; installed new projector and screen; removed existing outside air ducting for HVAC from exterior walls, filled entry square void with mortar, pressure washed and painted new soffits; moss control on cedar shingles.
- Totem Heritage Center - Pressure washed and stained outside railings, siding, and walkways; pressure washed roof and gutters; troubleshot humidifier and changed out canister; replaced starter capacitor; built custom table; replaced A/C compressor; moved display cabinets from Museum to downstairs THC; and replaced rotten landing.

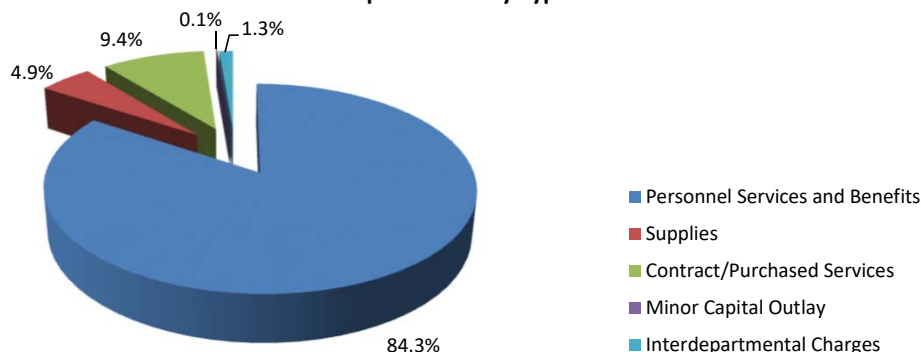
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	283,583	322,255	322,255	312,235	323,698	1,443	0.4%
Supplies	15,869	21,270	21,270	18,770	18,770	(2,500)	-11.8%
Contract/Purchased Services	23,397	41,950	41,950	38,450	36,200	(5,750)	-13.7%
Minor Capital Outlay	150	300	300	300	300	-	0.0%
Interdepartmental Charges	2,573	4,460	4,460	3,920	4,840	380	8.5%
Total Expenditures	325,572	390,235	390,235	373,675	383,808	(6,427)	-1.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	325,572	390,235	390,235	373,675	383,808	(6,427)	-1.6%
Total Funding	325,572	390,235	390,235	373,675	383,808	(6,427)	-1.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	79,473	-	0.0%
Maintenance Technician	1.75	2.00	2.00	2.00	110,985	-	0.0%
Total	2.75	3.00	3.00	3.00	190,458	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Building Maintenance
Operations Division 1550-110
OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2019	2020 Budget			2021	2020 Adopted/2021	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	170,109	190,315	190,315	187,630	190,458	143	0.1%
501	.01	Overtime Wages	990	3,600	4,050	3,725	3,600	-	0.0%
502	.01	Temporary Wages	-	7,500	4,880	1,880	7,500	-	0.0%
505	.00	Payroll Taxes	12,364	15,410	15,410	14,040	15,420	10	0.1%
506	.00	Pension	24,392	26,010	28,180	27,580	26,010	-	0.0%
507	.00	Health and Life Insurance	61,699	63,980	63,980	62,080	64,770	790	1.2%
507	.30	Workers Compensation	8,597	8,750	8,750	8,610	9,480	730	8.3%
508	.00	Other Benefits	4,432	5,640	5,640	5,640	5,410	(230)	-4.1%
509	.03	Allowances-PW Clothing	1,000	750	750	750	750	-	0.0%
509	.08	Allowances-Medical Expenses	-	300	300	300	300	-	New
Personnel Services and Benefits			283,583	322,255	322,255	312,235	323,698	1,443	0.4%
Supplies									
510	.01	Office Supplies	163	250	250	250	250	-	0.0%
510	.02	Operating Supplies	305	500	3,000	500	500	-	0.0%
510	.03	Safety Program Supplies	593	800	800	800	800	-	0.0%
510	.04	Janitorial Supplies	23	75	75	75	75	-	0.0%
510	.05	Small Tools & Equipment	2,064	3,500	3,500	3,500	3,500	-	0.0%
515	.02	Bldg & Grounds Maint Materials	9,134	13,000	10,500	10,500	10,500	(2,500)	-19.2%
520	.02	Postage	-	45	45	45	45	-	0.0%
520	.04	Freight-Material and Supplies	-	100	100	100	100	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	3,587	3,000	3,000	3,000	3,000	-	0.0%
Supplies			15,869	21,270	21,270	18,770	18,770	(2,500)	-11.8%
Contract/Purchased Services									
600	.02	Travel-Training	-	2,500	2,500	-	-	(2,500)	-100.0%
600	.03	Training and Education	-	3,000	3,000	3,000	750	(2,250)	-75.0%
630	.02	Vehicle Licenses	40	400	400	400	400	-	0.0%
635	.06	Bldg & Grounds Maint Services	-	3,000	3,000	2,500	2,500	(500)	-16.7%
635	.07	Machinery & Equip Maint Services	550	550	550	550	550	-	0.0%
635	.12	Technical Services	16,515	22,000	22,000	22,000	22,000	-	0.0%
645	.02	Rents and Leases-Machinery & Equip	-	2,000	2,000	1,500	1,500	(500)	-25.0%
650	.01	Telecommunications	6,292	8,500	8,500	8,500	8,500	-	0.0%
Contract/Purchased Services			23,397	41,950	41,950	38,450	36,200	(5,750)	-13.7%
Minor Capital Outlay									
790	.25	Machinery and Equipment	150	300	300	300	300	-	0.0%
Minor Capital Outlay			150	300	300	300	300	-	0.0%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	2,573	4,460	4,460	3,920	4,840	380	8.5%
Interdepartmental Charges	2,573	4,460	4,460	3,920	4,840	380	8.5%
Total Expenditures by Type	325,572	390,235	390,235	373,675	383,808	(6,427)	-1.6%

NARRATIVE

500.01 Regular Salaries & Wages: \$190,458– 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: \$15,420 – 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: \$64,770 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$9,480 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$5,410 – 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.

509.03 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: \$10,500 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

520.02 Postage: \$45 - This account provides for expenditures for 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.

600.03 Training & Education: \$750 - 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: \$2,500 – 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: \$1,500 - 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: \$4,840 - This account provides expenditures for risk management services and claims.

COST CENTER STATEMENT

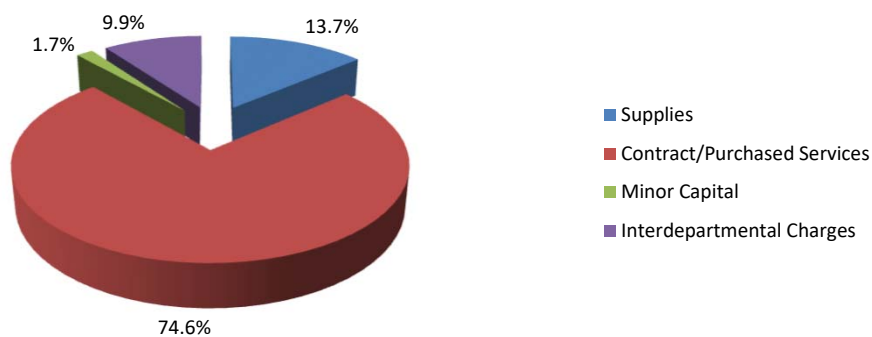
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining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

COST CENTER SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	15,454	21,200	21,200	13,350	20,350	(850)	-4.0%
Contract/Purchased Services	87,450	113,040	113,040	104,540	110,540	(2,500)	-2.2%
Minor Capital	-	8,500	14,390	5,500	2,500	(6,000)	-70.6%
Interdepartmental Charges	10,848	13,770	13,770	12,880	14,730	960	7.0%
Total Expenditures	113,752	156,510	162,400	136,270	148,120	(8,390)	-5.4%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	113,752	156,510	162,400	136,270	148,120	(8,390)	-5.4%
Total Funding	113,752	156,510	162,400	136,270	148,120	(8,390)	-5.4%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed budget for 2021.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER OPERATING BUDGET DETAIL							
Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	200	200	100	100	(100)	-50.0%
510 .05 Small Tools & Equipment	-	1,000	1,000	750	750	(250)	-25.0%
515 .02 Bldg & Grounds Maint Materials	2,287	3,000	3,000	2,500	2,500	(500)	-16.7%
525 .03 Heating Fuel	13,167	17,000	17,000	10,000	17,000	-	0.0%
Supplies	15,454	21,200	21,200	13,350	20,350	(850)	-4.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	41,217	45,500	45,500	45,500	45,500	-	0.0%
635 .06 Bldg & Grounds Maint Services	1,007	6,000	6,000	5,500	5,500	(500)	-8.3%
635 .12 Technical Services	6,759	16,000	16,000	16,000	16,000	-	0.0%
640 .02 Engineering and Architectural Svcs	-	7,000	7,000	5,000	5,000	(2,000)	-28.6%
650 .01 Telecommunications	6,132	5,500	5,500	5,500	5,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	32,335	33,040	33,040	27,040	33,040	-	0.0%
Contract/Purchased Services	87,450	113,040	113,040	104,540	110,540	(2,500)	-2.2%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	6,000	6,000	3,000	-	(6,000)	-100.0%
790 .25 Machinery & Equipment	-	2,500	8,390	2,500	2,500	-	0.0%
Minor Capital Outlay	-	8,500	14,390	5,500	2,500	(6,000)	-70.6%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	10,848	13,770	13,770	12,880	14,730	960	7.0%
Interdepartmental Charges	10,848	13,770	13,770	12,880	14,730	960	7.0%
Total Expenditures by Type	113,752	156,510	162,400	136,270	148,120	(8,390)	-5.4%

NARRATIVE

510.04 Janitorial Supplies: \$100 – This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$750 - 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: \$2,500 – 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: \$5,500 - This account provides expenditures for the services to repair and maintain City Hall and the upkeep of its grounds.

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: \$5,000 - 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.

790.25 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: \$14,730 - This account provides expenditures for risk management services and claims.

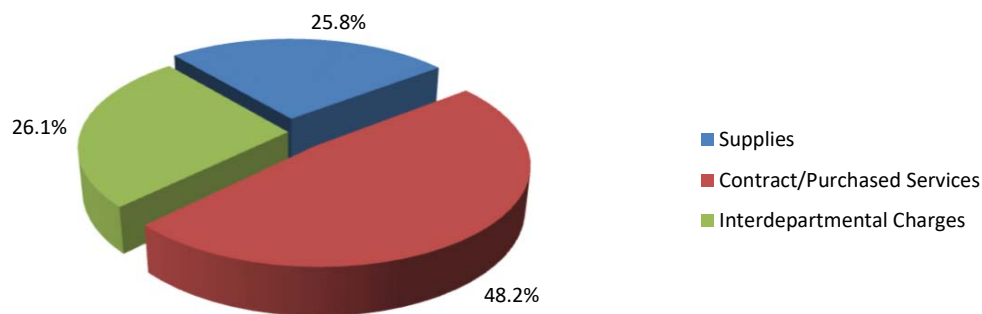
CITY OF KETCHIKAN**2021 Operating and Capital Budget****Public Works-Building Maintenance****Shoreline Maintenance Bldg O&M 1550-256****COST CENTER STATEMENT**

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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	2,021	5,500	5,500	5,000	5,000	(500)	-9.1%
Contract/Purchased Services	9,365	9,344	9,344	9,344	9,344	-	0.0%
Interdepartmental Charges	(5,328)	(5,127)	(5,127)	(5,177)	(5,057)	70	-1.4%
Total Expenditures	6,058	9,717	9,717	9,167	9,287	(430)	-4.4%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	6,058	3,343	3,343	2,793	2,913	(430)	-12.9%
Shoreline Fund	-	6,374	6,374	6,374	6,374	-	0.0%
Total Funding	6,058	9,717	9,717	9,167	9,287	(430)	-4.4%

2021 Expenditures by Type**OPERATING BUDGET CHANGES FOR 2021**

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
515 .02 Bldg & Grounds Maint Materials	753	2,200	2,200	1,700	1,700	(500)	-22.7%
525 .03 Heating Fuel	1,268	3,300	3,300	3,300	3,300	-	0.0%
Supplies	2,021	5,500	5,500	5,000	5,000	(500)	-9.1%
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	2,991	2,970	2,970	2,970	2,970	-	0.0%
Contract/Purchased Services	9,365	9,344	9,344	9,344	9,344	-	0.0%
Interdepartmental Charges/Reimbursable Credits							
825 .01 Interdepartmental Charges-Insurance	729	930	930	880	1,000	70	7.5%
890 .00 Reimbursable Credits	(6,057)	(6,057)	(6,057)	(6,057)	(6,057)	-	0.0%
Interdepartmental Charges/Reimbursable Credits	(5,328)	(5,127)	(5,127)	(5,177)	(5,057)	70	-1.4%
Total Expenditures by Type	6,058	9,717	9,717	9,167	9,287	(430)	-4.4%

NARRATIVE

515.02 Building & Grounds Maintenance Materials: \$1,700 – 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: \$1,000 - 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

2021 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER STATEMENT

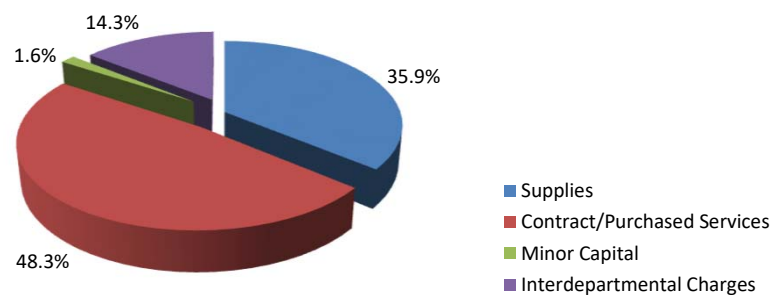
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the facility formerly known as the 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	23,594	25,550	25,550	23,050	23,050	(2,500)	-9.8%
Contract/Purchased Services	33,269	36,520	36,020	23,070	31,070	(5,450)	-14.9%
Minor Capital	-	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges	6,008	7,610	8,110	8,010	9,160	1,550	20.4%
Total Expenditures	62,871	70,680	70,680	55,130	64,280	(6,400)	-9.1%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	62,871	70,680	70,680	55,130	64,280	(6,400)	-9.1%
Total Funding	62,871	70,680	70,680	55,130	64,280	(6,400)	-9.1%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	7	50	50	50	50	-	0.0%
515 .02 Bldg & Grounds Maint Materials	-	3,500	3,500	3,000	3,000	(500)	-14.3%
525 .03 Heating Fuel	23,587	22,000	22,000	20,000	20,000	(2,000)	-9.1%
Supplies	23,594	25,550	25,550	23,050	23,050	(2,500)	-9.8%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	-	50	50	50	50	-	0.0%
635 .06 Bldg & Grounds Maint Services	-	3,950	3,950	3,500	3,500	(450)	-11.4%
635 .12 Technical Services	6,624	5,000	5,000	5,000	5,000	-	0.0%
650 .01 Telecommunications	1,126	2,520	2,520	2,520	2,520	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	25,519	25,000	24,500	12,000	20,000	(5,000)	-20.0%
Contract/Purchased Services	33,269	36,520	36,020	23,070	31,070	(5,450)	-14.9%
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	6,008	7,610	8,110	8,010	9,160	1,550	20.4%
850 .01 Interdepartmental Charges-Garage	-	-	-	-	-	-	NA
Interdepartmental Charges	6,008	7,610	8,110	8,010	9,160	1,550	20.4%
Total Expenditures by Type	62,871	70,680	70,680	55,130	64,280	(6,400)	-9.1%

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: \$3,000 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

525.03 Heating Fuel: \$20,000 - 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: \$3,500 - 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

2021 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

650.02 Electric, Water, Sewer & Solid Waste: \$20,000 - 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: \$9,160 - This account provides expenditures for risk management services and claims.

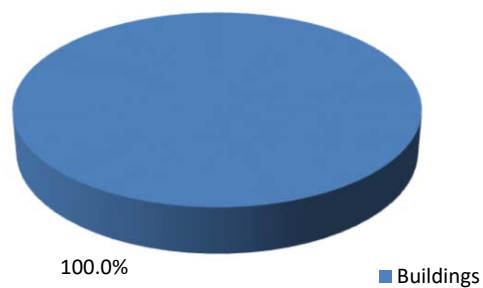
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Building Maintenance

Capital Budget

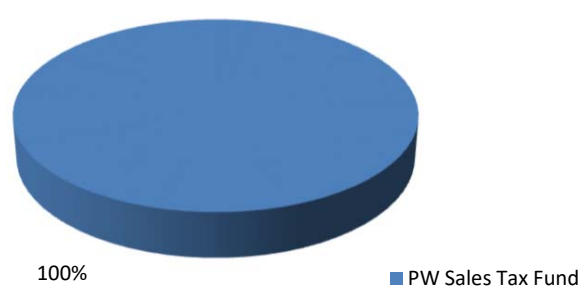
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	-	50,000	50,000	20,000	30,000	(20,000)	-40.0%
Total Major Capital Outlay	-	50,000	50,000	20,000	30,000	(20,000)	-40.0%

Capital Improvement Projects		Funding Sources			Total
		PW Sales			
Project #	Project	Tax Fund			
705.00	Buildings				
	Shoreline Underground Storage Tank Removal	30,000	-	-	
	Total Buildings	30,000	-	-	
	Total Capital Budget	30,000	-	-	

Expenditures by Type



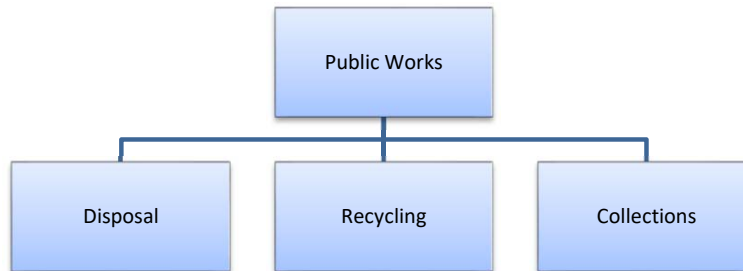
Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr) %	
		Adopted	Amended	Estimate			
Disposal	2,143,503	2,315,712	2,432,845	2,331,470	2,505,843	190,131	8.2%
Recycling	61,982	134,258	94,688	75,065	133,567	(691)	-0.5%
Collections	795,745	933,032	928,469	855,210	920,989	(12,043)	-1.3%
Capital Improvement Program	188,656	365,000	365,000	311,356	40,000	(325,000)	-89.0%
Total	3,189,886	3,748,002	3,821,002	3,573,101	3,600,399	(147,603)	-3.9%

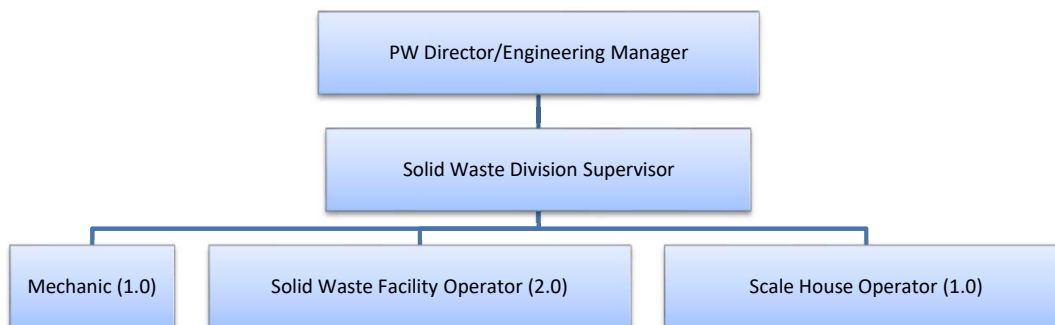
Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr) %	
		Adopted	Amended	Estimate			
Personnel Services and Benefits	1,085,696	1,263,907	1,263,907	1,182,590	1,248,603	(15,304)	-1.2%
Supplies	262,113	253,470	253,460	231,040	243,280	(10,190)	-4.0%
Contract/Purchased Services	1,278,444	1,336,945	1,409,955	1,386,525	1,566,466	229,521	17.2%
Minor Capital Outlay	6,421	27,450	27,450	25,900	25,900	(1,550)	-5.6%
Interdepartmental Charges	368,556	501,230	501,230	435,690	476,150	(25,080)	-5.0%
Major Capital Outlay	188,656	365,000	365,000	311,356	40,000	(325,000)	-89.0%
Total	3,189,886	3,748,002	3,821,002	3,573,101	3,600,399	(147,603)	-3.9%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr) %	
		Adopted	Amended	Estimate			
Solid Waste Services Fund	3,189,886	3,748,002	3,821,002	3,573,101	3,600,399	(147,603)	-3.9%
Total	3,189,886	3,748,002	3,821,002	3,573,101	3,600,399	(147,603)	-3.9%

Full-Time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Disposal	4.50	4.50	4.50	4.50	286,267	-	0.0%
Recycling	1.00	1.00	1.00	1.00	53,477	-	0.0%
Collections	5.50	5.50	5.50	5.50	312,874	-	0.0%
Total	11.00	11.00	11.00	11.00	652,618	-	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 2021

- Provide solid waste disposal services in compliance with ADEC permit requirements in a manner that reflects positively on the City of Ketchikan.
- Work on improvements to recycling drop-off center at the landfill to ensure quick and easy unloading 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 that are still acceptable, i.e. glass and possibly cardboard.
- Provide safe and sanitary disposal of waste to ensure a better and cleaner environment.
- Begin plastics recycling if market demand makes it feasible.

ACCOMPLISHMENTS FOR 2020

- Collected and disposed of approximately 44,850 pounds of various hazardous materials during the Hazardous Household Waste Event.
- Successfully handled the 2020 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 779,280 pounds (386.64 tons). A total of 2,154 vehicles for that one-week period was recorded at the division's scale station.
- The division continued its focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in areawide anti-litter education. The division continues to work with the Forest Service in disposal of noxious weeds such as Tansy Ragwort and outreach efforts on "Don't feed the Bears" and proper refuse containment.
- 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.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

- Continued to work on a closure plan while keeping costs at a minimum.
- Negotiated a new five-year disposal & transportation agreement.
- Applied for and received a new five-year ADEC Class III Community Landfill Permit.
- Remained open to the public as landfill employees were classified as essential workers during Covid-19 shutdown of General Government facilities.

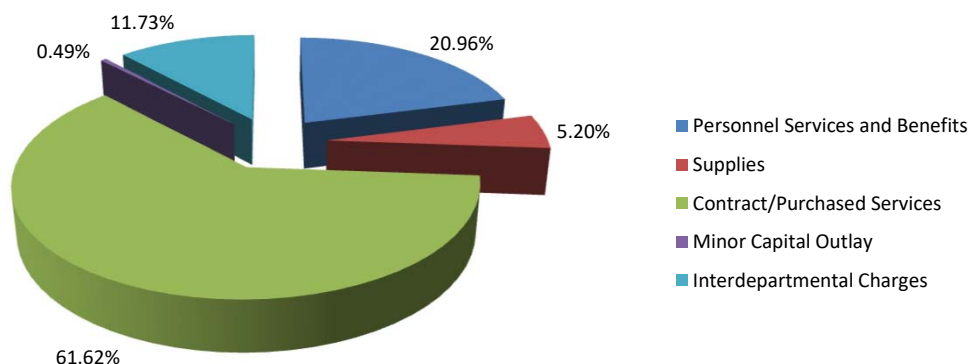
DIVISION SUMMARY

Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	520,503	542,167	578,300	553,080	527,117	(15,050)	-2.8%
Supplies	146,614	133,840	133,830	128,440	130,680	(3,160)	-2.4%
Contract/Purchased Services	1,257,383	1,318,725	1,391,735	1,368,380	1,548,846	230,121	17.5%
Minor Capital Outlay	4,391	13,950	21,950	20,400	12,400	(1,550)	-11.1%
Interdepartmental Charges	214,612	307,030	307,030	261,170	286,800	(20,230)	-6.6%
Total Expenditures	2,143,503	2,315,712	2,432,845	2,331,470	2,505,843	190,131	8.2%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	2,143,503	2,315,712	2,432,845	2,331,470	2,505,843	190,131	8.2%
Total Funding	2,143,503	2,315,712	2,432,845	2,331,470	2,505,843	190,131	8.2%

Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		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	61,693	-	0.0%
Solid Waste Facility Operator	2.00	2.00	2.00	2.00	132,766	-	0.0%
Scale House Operator	1.00	1.00	1.00	1.00	46,405	-	0.0%
Total	4.50	4.50	4.50	4.50	286,267	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Solid Waste
Disposal Division 1560-270
OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below:

- Temporary Wages (Account No. 502.01) decreased by \$16,000, or by 50% due to not hiring a temporary employee through the winter months.
- Salvage & Disposal - Impounded Property (Account No. 620.02) decreased by \$15,000, or by 25%, due to less vehicles being towed in 2020.
- Disposal Services (Account No. 635.09) Increased by \$247,988 or by 21.7%, due to the new disposal agreement with an increase in shipping costs of 28.3%, an increase in disposal costs of 7.8%, and an increase in the cost of recyclables processing of 130%.
- Interdepartmental-Garage (Account No. 850.01) decreased by \$12,300, or by 80.4% due to more repairs being done within the Solid Waste Division.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	305,517	284,807	321,140	321,140	286,267	1,460	0.5%
501 .01 Overtime Wages	13,191	31,000	31,000	20,810	31,000	-	0.0%
502 .01 Temporary Wages	9,087	32,000	17,900	8,000	16,000	(16,000)	-50.0%
505 .00 Payroll Taxes	23,338	26,600	26,600	21,810	25,500	(1,100)	-4.1%
506 .00 Pension	48,524	48,370	52,770	52,430	48,540	170	0.4%
507 .00 Health and Life Insurance	110,360	102,320	111,440	111,440	103,100	780	0.8%
507 .30 Workers Compensation	11,435	10,840	11,220	11,220	11,390	550	5.1%
508 .00 Other Benefits	(2,199)	4,730	4,730	4,730	3,820	(910)	-19.2%
509 .03 Allowances-PW Clothing	1,250	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	520,503	542,167	578,300	553,080	527,117	(15,050)	-2.8%
Supplies							
510 .01 Office Supplies	2,292	2,600	2,600	2,600	2,600	-	0.0%
510 .02 Operating Supplies	40,479	40,880	40,870	40,000	40,880	-	0.0%
510 .03 Safety Program Supplies	765	900	900	900	900	-	0.0%
510 .04 Janitorial Supplies	700	700	700	700	700	-	0.0%
510 .05 Small Tools & Equipment	2,000	2,000	2,000	2,000	2,000	-	0.0%
515 .01 Vehicle Maintenance Materials	56,847	44,500	44,500	44,500	44,500	-	0.0%
515 .02 Building & Grounds Maint Materials	14,852	8,600	8,600	8,600	8,600	-	0.0%
525 .03 Heating Fuel	22,645	26,520	26,520	22,000	24,000	(2,520)	-9.5%
525 .04 Vehicle Motor Fuel & Lubricants	6,034	7,140	7,140	7,140	6,500	(640)	-9.0%
Supplies	146,614	133,840	133,830	128,440	130,680	(3,160)	-2.4%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	-	1,920	1,920	-	-	(1,920)	-100.0%
600 .03 Training and Education	-	1,150	1,150	800	288	(862)	-75.0%
605 .01 Ads and Public Announcements	5,807	6,450	6,450	6,400	6,400	(50)	-0.8%
615 .01 Professional and Technical Licenses	343	700	700	700	700	-	0.0%
615 .02 Assn Membership Dues & Fees	268	400	400	400	400	-	0.0%
620 .02 Salvage & Disposal-Impounded Prop	41,300	60,000	59,760	52,000	45,000	(15,000)	-25.0%
630 .01 Building and Operating Permits	810	800	810	810	800	-	0.0%
630 .02 Vehicle Licenses	10	1,475	1,475	1,200	1,200	(275)	-18.6%
630 .03 Bank and Merchant Charges	5,101	3,500	3,500	3,500	3,500	-	0.0%
635 .06 Bldg & Grounds Maint Services	842	1,000	1,000	1,000	1,000	-	0.0%
635 .07 Machinery & Equip Maint Services	4,251	4,750	4,750	4,750	4,750	-	0.0%
635 .09 Disposal Services	1,104,492	1,143,700	1,216,700	1,216,700	1,391,688	247,988	21.7%
635 .12 Technical Services	14,045	7,760	8,000	8,000	8,000	240	3.1%
635 .14 Other Contractual Services	5,840	6,200	6,200	6,200	6,200	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	471	700	700	700	700	-	0.0%
650 .01 Telecommunications	15,553	18,800	18,800	18,800	18,800	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	58,250	59,420	59,420	46,420	59,420	-	0.0%
Contract/Purchased Services	1,257,383	1,318,725	1,391,735	1,368,380	1,548,846	230,121	17.5%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	702	950	950	900	900	(50)	-5.3%
790 .25 Machinery and Equipment	425	10,000	18,000	18,000	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	1,664	1,500	1,500	-	-	(1,500)	-100.0%
790 .35 Software	1,600	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	4,391	13,950	21,950	20,400	12,400	(1,550)	-11.1%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	19,367	22,390	22,390	21,330	21,650	(740)	-3.3%
801 .01 Interdepartmental-Human Resources	6,800	9,250	9,250	8,610	7,750	(1,500)	-16.2%
802 .00 Interdepartmental-Finance	34,582	40,220	40,220	38,130	38,730	(1,490)	-3.7%
803 .01 Interdepartmental-Info Technology	17,783	21,410	21,410	20,810	18,960	(2,450)	-11.4%
804 .01 Interdepartmental-Engineering	101,585	159,000	159,000	120,000	157,000	(2,000)	-1.3%
805 .01 Interdepartmental-KPU Billing Services	18,847	18,850	18,850	18,850	18,850	-	0.0%
825 .01 Interdepartmental-Insurance	14,653	20,610	20,610	18,140	20,860	250	1.2%
850 .01 Interdepartmental-Garage	995	15,300	15,300	15,300	3,000	(12,300)	-80.4%
Interdepartmental Charges	214,612	307,030	307,030	261,170	286,800	(20,230)	-6.6%
Total Expenditures by Type	2,143,503	2,315,712	2,432,845	2,331,470	2,505,843	190,131	8.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$286,267 – 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: \$16,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

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2021 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

505.00 Payroll Taxes: \$25,500 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$48,540 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$103,100 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$11,390 – This account provides expenditures for employer contributions to employee workers compensation insurance.

508.00 Other Benefits: \$3,820 – 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.

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: \$24,000 - This account provides expenditures for the cost of diesel fuel for SWRHF equipment & incinerator operation.

525.04 Vehicle Motor Fuel and Lubricants: \$6,500 - This account provides expenditures for gasoline, diesel fuel and lubricants associated with SWRHF vehicles and equipment.

600.03 Training and Education: \$288 – 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

605.01 Ads and Public Announcements: \$6,400 - 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: \$45,000 - 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 - \$1,200 - 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: \$1,391,688 - 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: \$8,000 - 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

790.15 Furniture and Fixtures: \$900 - 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.

790.35 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: \$21,650 - 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: \$7,750 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$38,730 - 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: \$18,960 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$157,000 - 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: \$20,860 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$3,000 - 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 2021

- 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 2020

- Provided a drop-off center for recycling products, which includes cardboard, aluminum, glass, used oil and fluorescent bulbs.
- 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 the composting operation. Some contractors and other industrial users continue to separate wood for more efficient processing.
- Continue adjusting program as commodities collected continue to change.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

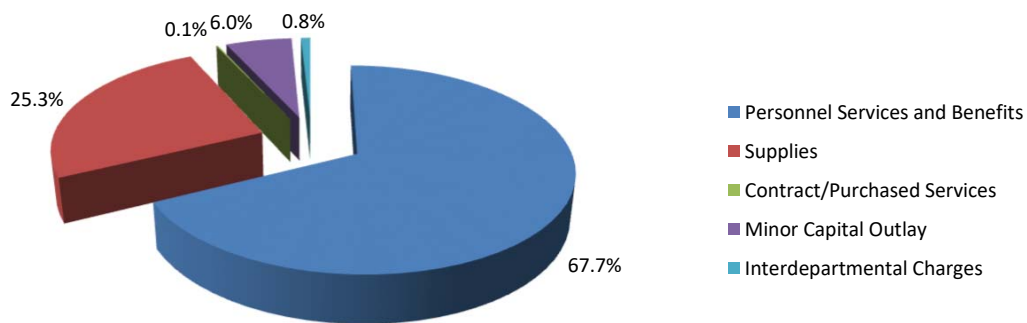
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	26,615	90,638	63,068	43,750	90,447	(191)	-0.2%
Supplies	32,774	33,800	29,800	29,700	33,800	-	0.0%
Contract/Purchased Services	-	800	800	725	200	(600)	-75.0%
Minor Capital Outlay	2,030	8,000	-	-	8,000	-	0.0%
Interdepartmental Charges	563	1,020	1,020	890	1,120	100	9.8%
Total Expenditures	61,982	134,258	94,688	75,065	133,567	(691)	-0.5%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	61,982	134,258	94,688	75,065	133,567	(691)	-0.5%
Total Funding	61,982	134,258	94,688	75,065	133,567	(691)	-0.5%

Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Facility Operator	1.00	1.00	1.00	1.00	53,477	-	0.0%
Total	1.00	1.00	1.00	1.00	53,477	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- There are no significant operating changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	16,455	53,888	33,888	26,590	53,477	(411)	-0.8%
501 .01 Overtime Wages	130	-	-	-	-	-	0.0%
505 .00 Payroll Taxes	1,186	4,130	4,130	1,980	4,100	(30)	-0.7%
506 .00 Pension	2,362	8,470	8,470	4,040	8,470	-	0.0%
507 .00 Health and Life Insurance	5,626	21,330	13,760	9,390	21,590	260	1.2%
507 .30 Workers Compensation	582	1,650	1,650	830	1,800	150	9.1%
508 .00 Other Benefits	24	840	840	840	680	(160)	-19.0%
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	26,615	90,638	63,068	43,750	90,447	(191)	-0.2%
Supplies							
510 .05 Small Tools & Equipment	1,968	2,000	2,000	1,900	2,000	-	0.0%
510 .08 Inventory for Resale	5,109	5,500	5,500	5,500	5,500	-	0.0%
515 .01 Vehicle Maintenance Materials	8,095	8,500	8,500	8,500	8,500	-	0.0%
515 .04 Machinery & Equip Maint Materials	1,000	1,000	1,000	1,000	1,000	-	0.0%
520 .04 Freight-Material and Supplies	16,602	16,800	12,800	12,800	16,800	-	0.0%
Supplies	32,774	33,800	29,800	29,700	33,800	-	0.0%
Contract/Purchased Services							
600 .03 Training and Education	-	800	800	725	200	(600)	-75.0%
Contract/Purchased Services	-	800	800	725	200	(600)	-75.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	2,030	8,000	-	-	8,000	-	0.0%
Minor Capital Outlay	2,030	8,000	-	-	8,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	563	1,020	1,020	890	1,120	100	9.8%
Interdepartmental Charges	563	1,020	1,020	890	1,120	100	9.8%
Total Expenditures by Type	61,982	134,258	94,688	75,065	133,567	(691)	-0.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$53,477 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Recycling Division.

505.00 Payroll Taxes: \$4,100 – 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: \$21,590 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,800 – This account provides expenditures for employer contributions to workers compensation insurance.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Solid Waste

Recycling Division 1560-271

508.00 Other Benefits: \$680 – 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: \$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.

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: \$1,120 - This account provides expenditures for risk management services and claims.

MISSION STATEMENT

The Solid Waste Collection Division is responsible for providing safe and efficient collection of municipal solid waste, demolition debris and recyclable products. The operation continues to be beneficial to the public by maximizing recycling when economically feasible and improving operations to better serve Ketchikan. It is the responsibility of the staff to help and serve the public. The division is responsible for promoting programs that reduce waste and educate the community. The division follows regulatory guidelines and makes every effort to meet the requirements set forth by those regulations. It is the responsibility of the division to promote an active and positive image of solid waste collection.



GOALS FOR 2021

- 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.
- Continue working with the Finance Department to improve the tracking of seasonal business operators signing up for service.

ACCOMPLISHMENTS FOR 2020

- 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.
- Continued to collect solid waste safely as Collection Division employees were classified as essential employees during the Covid-19 shutdown of General Government facilities.
- 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
2021 Operating and Capital Budget
Public Works-Solid Waste

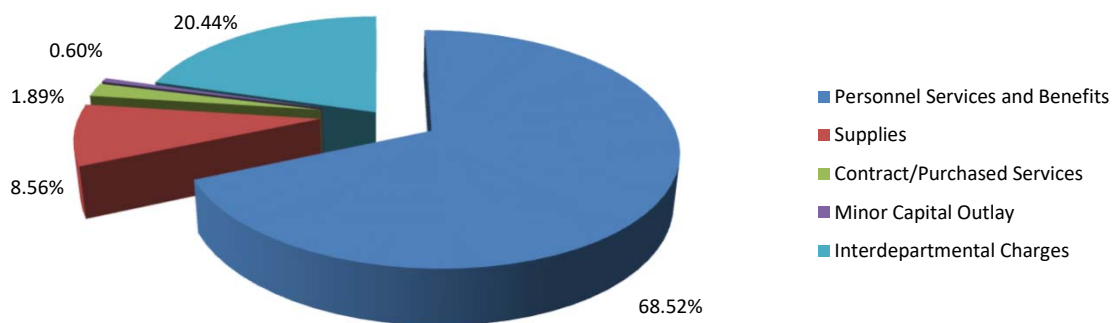
Collection Division 1560-272

DIVISION SUMMARY							
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	538,578	631,102	622,539	585,760	631,039	(63)	0.0%
Supplies	82,725	85,830	89,830	72,900	78,800	(7,030)	-8.2%
Contract/Purchased Services	21,061	17,420	17,420	17,420	17,420	-	0.0%
Minor Capital Outlay	-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges	153,381	193,180	193,180	173,630	188,230	(4,950)	-2.6%
Total Expenditures	795,745	933,032	928,469	855,210	920,989	(12,043)	-1.3%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	795,745	933,032	928,469	855,210	920,989	(12,043)	-1.3%
Total Funding	795,745	933,032	928,469	855,210	920,989	(12,043)	-1.3%

Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	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	267,471	-	0.0%
Total	5.50	5.50	5.50	5.50	312,874	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

There are no significant operating changes between the adopted operating budget for 2020 and the proposed operating budget for 2021.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2019	2020 Budget			2021	2020 Adopted/2021	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	263,984	314,097	305,814	292,360	312,874	(1,223)	-0.4%
501	.01	Overtime Wages	20,335	24,000	24,000	22,790	24,000	-	0.0%
502	.01	Temporary Wages	43,750	56,400	56,400	45,770	56,400	-	0.0%
505	.00	Payroll Taxes	23,332	30,180	30,180	26,210	30,090	(90)	-0.3%
506	.00	Pension	50,436	56,380	56,380	53,710	56,260	(120)	-0.2%
507	.00	Health and Life Insurance	117,476	123,650	123,650	120,420	124,690	1,040	0.8%
507	.30	Workers Compensation	17,163	19,340	19,060	17,570	20,630	1,290	6.7%
508	.00	Other Benefits	602	5,280	5,280	5,280	4,320	(960)	-18.2%
509	.03	Allowances-PW Clothing	1,500	1,375	1,375	1,250	1,375	-	0.0%
509	.08	Allowances-Medical Expenses	-	400	400	400	400	-	0.0%
Personnel Services and Benefits			538,578	631,102	622,539	585,760	631,039	(63)	0.0%
Supplies									
510	.02	Operating Supplies	1,373	2,000	2,000	2,000	2,000	-	0.0%
510	.03	Safety Program Supplies	801	900	900	900	900	-	0.0%
510	.05	Small Tools & Equipment	762	900	900	900	900	-	0.0%
510	.08	Inventory for Resale	25,146	17,600	21,600	21,600	17,600	-	0.0%
515	.01	Vehicle Maintenance Materials	31,384	36,400	36,400	30,000	33,400	(3,000)	-8.2%
515	.04	Machinery & Equip Maint Materials	490	1,000	1,000	1,000	1,000	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	22,769	27,030	27,030	16,500	23,000	(4,030)	-14.9%
Supplies			82,725	85,830	89,830	72,900	78,800	(7,030)	-8.2%
Contract/Purchased Services									
600	.03	Training and Education	-	200	200	200	200	-	0.0%
605	.01	Ads and Public Announcements	204	300	300	300	300	-	0.0%
615	.01	Professional and Technical Licenses	120	300	300	300	300	-	0.0%
630	.02	Vehicle Licenses	65	120	120	120	120	-	0.0%
630	.03	Bank and Merchant Charges	20,672	16,500	16,500	16,500	16,500	-	0.0%
Contract/Purchased Services			21,061	17,420	17,420	17,420	17,420	-	0.0%
Minor Capital Outlay									
790	.25	Machinery and Equipment	-	5,500	5,500	5,500	5,500	-	0.0%
Minor Capital Outlay			-	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges									
800	.00	Interdepartmental-Administrative	19,931	21,890	21,890	20,840	21,160	(730)	-3.3%
801	.01	Interdepartmental-Human Resources	6,999	9,040	9,040	8,410	7,580	(1,460)	-16.2%
802	.00	Interdepartmental-Finance	35,593	39,310	39,310	37,270	37,850	(1,460)	-3.7%
803	.01	Interdepartmental-Info Technology	18,303	20,930	20,930	20,340	18,530	(2,400)	-11.5%
804	.01	Interdepartmental-Engineering	34,858	55,000	55,000	41,000	55,000	-	0.0%
805	.01	Interdepartmental-KPU Billing Services	28,270	28,280	28,280	28,270	28,280	-	0.0%
825	.01	Interdepartmental-Insurance	8,559	13,730	13,730	12,500	14,830	1,100	8.0%
850	.01	Interdepartmental-Garage	868	5,000	5,000	5,000	5,000	-	0.0%
Interdepartmental Charges			153,381	193,180	193,180	173,630	188,230	(4,950)	-2.6%
Total Expenditures by Type			795,745	933,032	928,469	855,210	920,989	(12,043)	-1.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$312,874 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: \$30,090 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$56,260 – This account provides expenditures for employer contributions to retirement systems.

507.00 Health and Life Insurance: \$124,690 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$20,630 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$4,320 – 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.

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: \$33,400 - This account provides expenditures for 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 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

2021 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

525.04 Vehicle Motor Fuel and Lubricants: \$23,000 - 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: \$21,160 - 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: \$7,580 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$37,850 - 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: \$18,530 - 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: \$14,830 - 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.

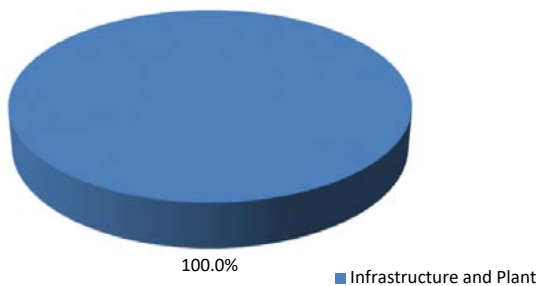
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Solid Waste

Capital Budget

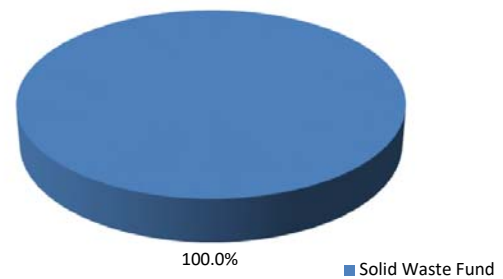
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	46,805	-	-	-	-	-	0.0%
720.00 Vehicles and Moving Equipment	-	200,000	216,356	216,356	-	(200,000)	-100.0%
725.00 Machinery and Equipment	65,738	-	-	-	-	-	0.0%
730.00 Infrastructure and Plant	76,113	165,000	148,644	95,000	40,000	(125,000)	-75.8%
Total Major Capital Outlay	188,656	365,000	365,000	311,356	40,000	(325,000)	-89.0%

Capital Improvement Projects		Funding Sources		
Project #	Project	Solid Waste Fund		Total
730.00	Infrastructure and Plant Cover Generation	40,000		40,000
	Total Infrastructure and Plant	40,000	-	40,000
	Total Capital Budget	40,000	-	40,000

Expenditures by Type



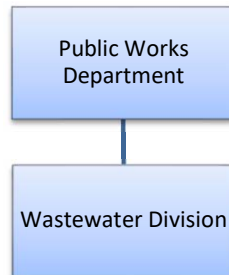
Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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 primary 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.

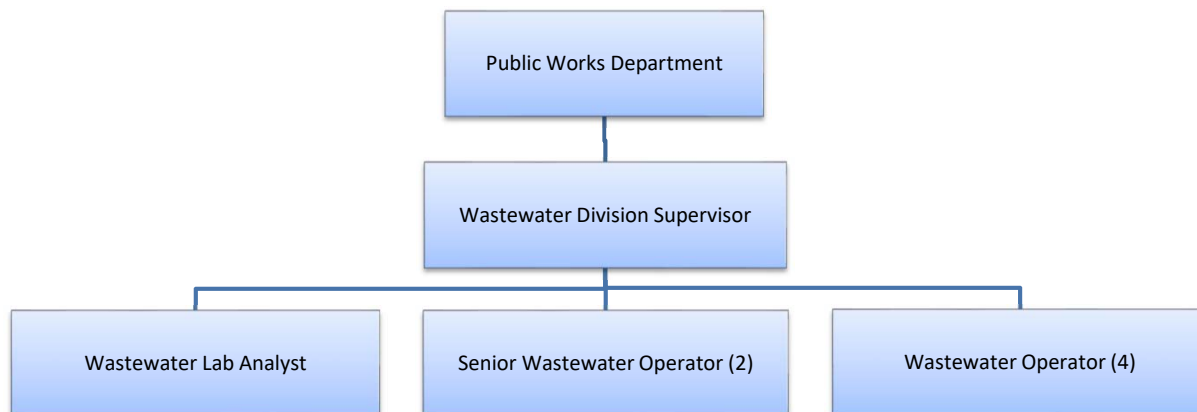


The Wastewater Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr)	%
		Adopted	Amended	Estimate			
Operations	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	(66,953)	-2.6%
Capital Improvement Program	568,117	5,548,732	5,578,432	760,131	5,319,531	(229,201)	-4.1%
Total	2,738,663	8,163,541	8,193,241	3,055,062	7,867,387	(296,154)	-3.6%
Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr)	%
		Adopted	Amended	Estimate			
Personnel Services and Benefits	832,294	946,966	946,966	883,840	955,648	8,682	0.9%
Supplies	205,421	282,675	282,175	248,875	262,050	(20,625)	-7.3%
Contract/Purchased Services	362,008	442,110	442,610	401,310	405,060	(37,050)	-8.4%
Minor Capital Outlay	49,395	62,500	62,500	62,500	59,000	(3,500)	-5.6%
Interdepartmental Charges	481,439	631,630	631,630	536,990	623,270	(8,360)	-1.3%
Debt Service	159,989	162,828	162,828	81,416	162,828	-	0.0%
Payment in Lieu of Taxes	80,000	86,100	86,100	80,000	80,000	(6,100)	-7.1%
Major Capital Outlay	568,117	5,548,732	5,578,432	760,131	5,319,531	(229,201)	-4.1%
Total	2,738,663	8,163,541	8,193,241	3,055,062	7,867,387	(296,154)	-3.6%
Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021 Incr(Decr)	%
		Adopted	Amended	Estimate			
Wastewater Fund	2,530,536	3,209,809	3,239,509	2,775,831	3,192,856	(16,953)	-0.5%
Bonds	208,127	4,953,732	4,953,732	279,231	4,674,531	(279,201)	-5.6%
Total	2,738,663	8,163,541	8,193,241	3,055,062	7,867,387	(296,154)	-3.6%
Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	557,728	-	0.0%
Total	8.00	8.00	8.00	8.00	557,728	-	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 2021

- 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 Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), fecal coliform, chlorine residual, pH, dissolved oxygen, copper and zinc.
- Systematically inspect, repair and/or replace portions of Ketchikan's aging wastewater collection system, focusing on corrugated metal pipe sewer infrastructure.
- Complete the emergency backup generator replacement projects in a large and small pump station during 2021.

ACCOMPLISHMENTS FOR 2020

- Completed a complex and lengthy (600ft) bypass, cleaning and CCTV inspection along Park Avenue.
- Completed Pump Station 1 valve upgrades in-house, so that future discharges to Thomas Basin are only in emergencies.
- Remodeled an upstairs area in the Streets/Garage warehouse into a larger and more efficient Wastewater Laboratory.
- Worked with Public Works Engineering, Streets, and Building Maintenance to construct an enclosed and climate controlled garage for the Wastewater Vactor 2100i using in-house skills and labor whenever possible.
- Continued to work closely as a cohesive group to reduce and fine tune the use of analytics, chemicals, and processes to meet high quality effluent standards during all portions of the year.
- Conducted weekly Covid-19 wastewater sampling.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

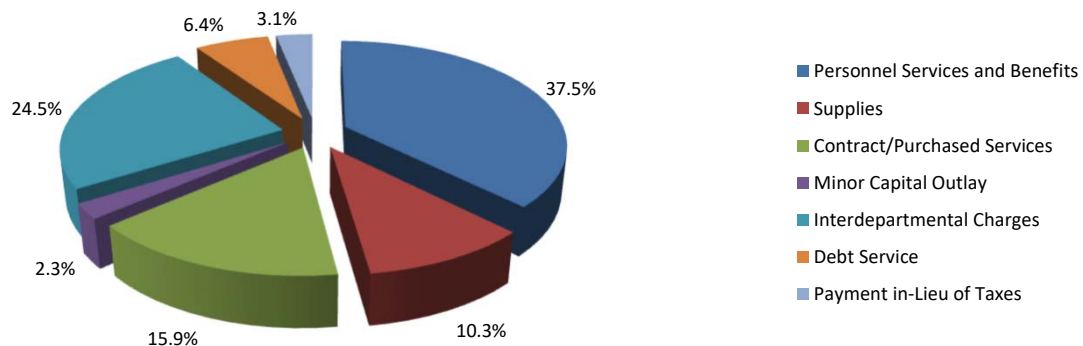
DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	832,294	946,966	946,966	883,840	955,648	8,682	0.9%
Supplies	205,421	282,675	282,175	248,875	262,050	(20,625)	-7.3%
Contract/Purchased Services	362,008	442,110	442,610	401,310	405,060	(37,050)	-8.4%
Minor Capital Outlay	49,395	62,500	62,500	62,500	59,000	(3,500)	-5.6%
Interdepartmental Charges	481,439	631,630	631,630	536,990	623,270	(8,360)	-1.3%
Debt Service	159,989	162,828	162,828	81,416	162,828	-	0.0%
Payment in-Lieu of Taxes	80,000	86,100	86,100	80,000	80,000	(6,100)	-7.1%
Total Expenditures	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	(66,953)	-2.6%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	(66,953)	-2.6%
Total Funding	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	(66,953)	-2.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	90,345	-	0.0%
Senior Wastewater Operator	2.00	2.00	2.00	2.00	142,305	-	0.0%
Wastewater Operator	4.00	4.00	4.00	4.00	245,605	-	0.0%
Wastewater Lab Analyst	1.00	1.00	1.00	1.00	79,473	-	0.0%
Total	8.00	8.00	8.00	8.00	557,728	-	0.0%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Overtime Wages (Account No. 501.01) decreased by \$15,000, or by 30.0%.
- Temporary Wages (Account No. 502.01) decreased by \$10,000, or by 33.3%.
- Heating Fuel (Account No. 525.03) decreased by \$8,500, or by 23.6%, based on historic usage and projected fuel use for the upcoming year.
- Travel - Training (Account No. 600.02) decreased by \$11,250, or by 75.0%.
- Training & Education (Account No. 600.03) decreased by \$7,500, or by 75.0%.
- Management and Consulting Services (Account No. 640.04) decreased by \$6,500, or by 20.6%, due to improvements in division operations that require less need for consulting services.
- Payment in Lieu of Taxes (Account No. 975.00) increased by \$6,100, or by 7.1%, due to maintaining the property tax mill rate at 6.6 mills.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	477,480	532,316	530,726	521,590	557,728	25,412	4.8%
501 .01 Overtime Wages	38,909	50,000	50,000	29,310	35,000	(15,000)	-30.0%
502 .01 Temporary Wages	11,382	30,000	30,000	7,500	20,000	(10,000)	-33.3%
505 .00 Payroll Taxes	37,638	46,850	46,850	40,400	46,880	30	0.1%
506 .00 Pension	77,715	87,350	87,750	85,840	85,090	(2,260)	-2.6%
507 .00 Health & Life Insurance	169,570	173,810	175,000	173,270	184,610	10,800	6.2%
507 .30 Workers Compensation	17,068	16,920	16,920	16,210	18,100	1,180	7.0%
508 .00 Other Benefits	532	7,120	7,120	7,120	5,640	(1,480)	-20.8%
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	832,294	946,966	946,966	883,840	955,648	8,682	0.9%
Supplies							
510 .01 Office Supplies	1,124	2,500	2,500	2,500	2,500	-	0.0%
510 .02 Operating Supplies	10,254	15,000	15,000	15,000	15,000	-	0.0%
510 .03 Safety Program Supplies	10,070	12,250	12,250	12,250	12,250	-	0.0%
510 .04 Janitorial Supplies	3,605	7,250	7,250	7,250	3,625	(3,625)	-50.0%
510 .05 Small Tools & Equipment	7,583	9,000	9,000	9,000	9,000	-	0.0%
510 .06 Chemicals	72,554	70,000	70,000	60,000	70,000	-	0.0%
515 .01 Vehicle Maintenance Materials	3,928	7,000	7,000	7,000	5,000	(2,000)	-28.6%
515 .04 Machinery & Equip Maint Materials	13,175	28,300	28,300	15,000	28,300	-	0.0%
515 .05 Infrastructure Maint Materials	48,543	72,625	72,625	72,625	72,625	-	0.0%
520 .02 Postage	1,385	2,000	2,000	2,000	2,000	-	0.0%
525 .03 Heating Fuel	21,316	36,000	36,000	26,000	27,500	(8,500)	-23.6%
525 .04 Vehicle Motor Fuel & Lubricants	6,513	12,000	11,500	11,500	7,500	(4,500)	-37.5%
530 .03 Professional & Technical Publications	473	1,000	1,000	1,000	1,000	-	0.0%
535 .02 Business & Meal Expenses	741	1,750	1,750	1,750	1,750	-	0.0%
535 .04 Uniforms/Badges/Clothing	4,157	6,000	6,000	6,000	4,000	(2,000)	-33.3%
Supplies	205,421	282,675	282,175	248,875	262,050	(20,625)	-7.3%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .02 Travel-Training	8,460	15,000	15,000	-	3,750	(11,250)	-75.0%
600 .03 Training & Education	4,328	10,000	10,000	10,000	2,500	(7,500)	-75.0%
605 .01 Ads & Public Announcements	9,948	6,500	6,500	6,500	6,500	-	0.0%
615 .01 Professional & Technical Licenses	1,310	2,000	2,000	2,000	1,500	(500)	-25.0%
615 .02 Assn. Membership Dues & Fees	106	1,500	1,500	1,500	1,500	-	0.0%
630 .01 Building & Operating Permits	7,984	9,800	9,800	9,800	8,000	(1,800)	-18.4%
630 .02 Vehicle Licenses	145	500	500	500	500	-	0.0%
630 .03 Bank & Merchant Charges	22,001	23,000	23,000	23,000	23,000	-	0.0%
635 .03 Vehicle Maintenance Services	2,406	5,000	1,800	1,800	3,000	(2,000)	-40.0%
635 .04 Software Maintenance Services	3,123	4,500	8,200	8,200	9,000	4,500	100.0%
635 .06 Bldg. & Grounds Maint Services	3,644	11,000	11,000	11,000	7,500	(3,500)	-31.8%
635 .07 Machinery & Equip Maint Services	8,382	25,000	25,000	25,000	20,000	(5,000)	-20.0%
635 .08 Infrastructure Maint Services	32,675	35,490	35,490	35,490	35,490	-	0.0%
635 .12 Technical Services	3,285	6,000	6,000	6,000	5,000	(1,000)	-16.7%
640 .02 Engineering & Architectural Services	-	10,000	10,000	10,000	7,500	(2,500)	-25.0%
640 .04 Management & Consulting Services	3,153	31,500	31,500	31,500	25,000	(6,500)	-20.6%
645 .02 Rents & Leases-Machinery & Equip	143	2,000	2,000	2,000	2,000	-	0.0%
650 .01 Telecommunications	18,744	17,000	17,000	17,000	17,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	232,171	226,320	226,320	200,020	226,320	-	0.0%
Contract/Purchased Services	362,008	442,110	442,610	401,310	405,060	(37,050)	-8.4%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	287	2,500	2,500	2,500	1,000	(1,500)	-60.0%
790 .25 Machinery & Equipment	44,432	55,500	55,500	55,500	55,500	-	0.0%
790 .26 Computers, Printers & Copiers	4,676	4,500	4,500	4,500	2,500	(2,000)	-44.4%
Minor Capital Outlay	49,395	62,500	62,500	62,500	59,000	(3,500)	-5.6%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	29,898	34,100	34,100	32,470	32,970	(1,130)	-3.3%
801 .01 Interdepartmental-Human Resources	10,498	14,090	14,090	13,100	11,810	(2,280)	-16.2%
802 .00 Interdepartmental-Finance	53,389	61,250	61,250	58,070	58,970	(2,280)	-3.7%
803 .01 Interdepartmental-Info Technology	27,454	32,600	32,600	31,690	28,860	(3,740)	-11.5%
804 .01 Interdepartmental-Engineering	224,944	348,000	348,000	263,000	345,000	(3,000)	-0.9%
805 .01 Interdepartmental-KPU Billing Services	50,883	50,880	50,880	50,880	50,880	-	0.0%
825 .01 Interdepartmental-Insurance	33,062	45,710	45,710	42,780	49,780	4,070	8.9%
850 .01 Interdepartmental-Garage	36,311	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	481,439	631,630	631,630	536,990	623,270	(8,360)	-1.3%
Debt Service							
931 .01 Debt Service-Principal	129,699	131,653	131,653	65,828	133,415	1,762	1.3%
932 .01 Debt Service-Interest	30,290	31,175	31,175	15,588	29,413	(1,762)	-5.7%
Debt Service	159,989	162,828	162,828	81,416	162,828	-	0.0%
Other Costs							
975 .00 Payment in Lieu of Taxes	80,000	86,100	86,100	80,000	80,000	(6,100)	-7.1%
Other Costs	80,000	86,100	86,100	80,000	80,000	(6,100)	-7.1%
Total Expenditures by Type	2,170,546	2,614,809	2,614,809	2,294,931	2,547,856	(66,953)	-2.6%

NARRATIVE

500.01 Regular Salaries & Wages: \$557,728 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

501.01 Overtime Wages: \$35,000 - 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: \$20,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Wastewater Services Division.

505.00 Payroll Taxes: \$46,880 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$85,090 – This account provides for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$184,610 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$18,100 – 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: \$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 expenditures 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: \$3,625 – 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: \$5,000 - 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.

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2021 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

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: \$27,500 - This account provides expenditures for heating fuel to heat the wastewater treatment plants.

525.04 Vehicle Motor Fuel & Lubricants: \$7,500 - 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: \$4,000 - 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: \$3,750 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$2,500 – 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 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: \$1,500 – 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: \$8,000 - 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: \$3,000 – 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.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

635.04 Software Maintenance Services: \$9,000 - This account provides expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings & Grounds Maintenance Services: \$7,500 - 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: \$20,000 - 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 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. Included are sewer mains, sewer pump stations, generators and SCADA systems.

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 wastewater testing, data base management, video camera operators, pest control and security.

640.02 Engineering & Architectural Services: \$7,500 - This account provides expenditures for engineering and architectural services outside the scope of available services with internal staff.

640.04 Management & Consulting Services: \$25,000 - 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: \$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 & 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: \$2,500 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

800.00 Interdepartmental Charges – Administrative: \$32,970 - 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: \$11,810 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$58,970 - 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: \$28,860 - This account provides expenditures for information technology services provided by the Information Technology Department.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

804.01 Interdepartmental Charges – Engineering: \$345,000 - 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: \$49,780 - 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: \$133,415 - This account provides expenditures for principal on Alaska Clean Water Loans for the Wastewater Division.

932.01 Debt Service-Interest: \$29,413 - This account provides expenditures for interest on Alaska Clean Water Loans for the Wastewater Division.

975.00 Payments in Lieu of Taxes: \$80,000 - This account provides expenditures for payments in lieu of taxes assessed against the enterprise funds of the City.

CITY OF KETCHIKAN

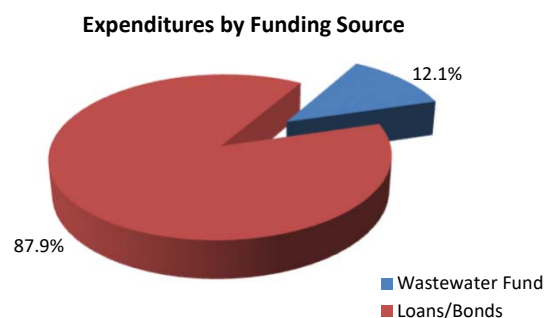
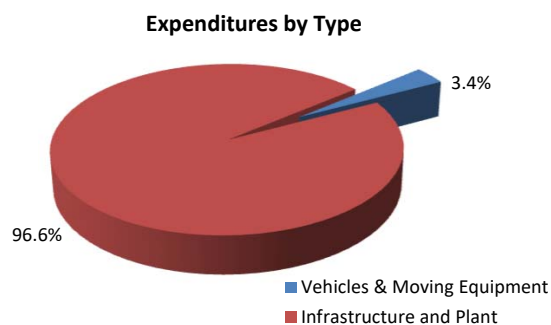
2021 Operating and Capital Budget

Public Works-Wastewater

Capital Budget

Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	12,503	-	41,200	41,200		-	NA
720.00 Vehicles & Moving Equipment	37,749	125,000	125,000	125,000	180,000	55,000	44.0%
730.00 Infrastructure and Plant	493,865	5,423,732	5,412,232	593,931	5,139,531	(284,201)	-5.2%
740.00 Other Capital	24,000	-	-	-	-	-	NA
Total Major Capital Outlay	568,117	5,548,732	5,578,432	760,131	5,319,531	(229,201)	-4.1%

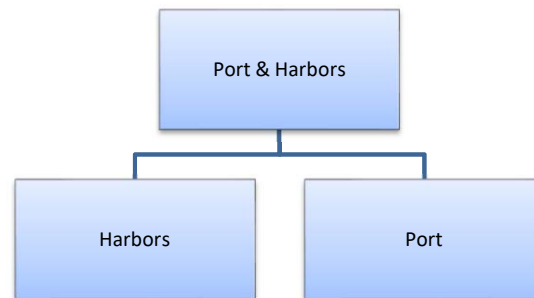
Capital Improvement Projects		Funding Sources			Total
Project #	Project	Wastewater Fund	ADEC Loan/Bonds		
720.00 Vehicles and Moving Equipment					
	CCTV Camera Van Replacement	180,000			180,000
	Total Vehicles & Moving Equipment	180,000	-	-	180,000
730.00 Infrastructure and Plant					
	Sewer Main & Manhole Repair/Replacement	75,000			75,000
	Upgrade Sewer Laterals	30,000			30,000
	Large Pump Station Upgrades	150,000			150,000
	Small Pump Station Upgrades	50,000			50,000
	WWTP Equipment Replacement	60,000			60,000
	Water Meters - Business and Commercial		756,178		756,178
	Schoenbar Road Sewer Replacement		3,918,353		3,918,353
	SCADA & Controls System Upgrade	100,000			100,000
	Total Infrastructure and Plant	465,000	4,674,531	-	5,139,531
	Total Capital Budget	645,000	4,674,531	-	5,319,531



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	(5,488)	-0.3%
Capital Improvement Program	84,456	1,689,110	2,180,897	1,600,778	281,542	(1,407,568)	-83.3%
Total	1,611,603	3,400,804	3,892,591	3,122,665	1,987,748	(1,413,056)	-41.6%

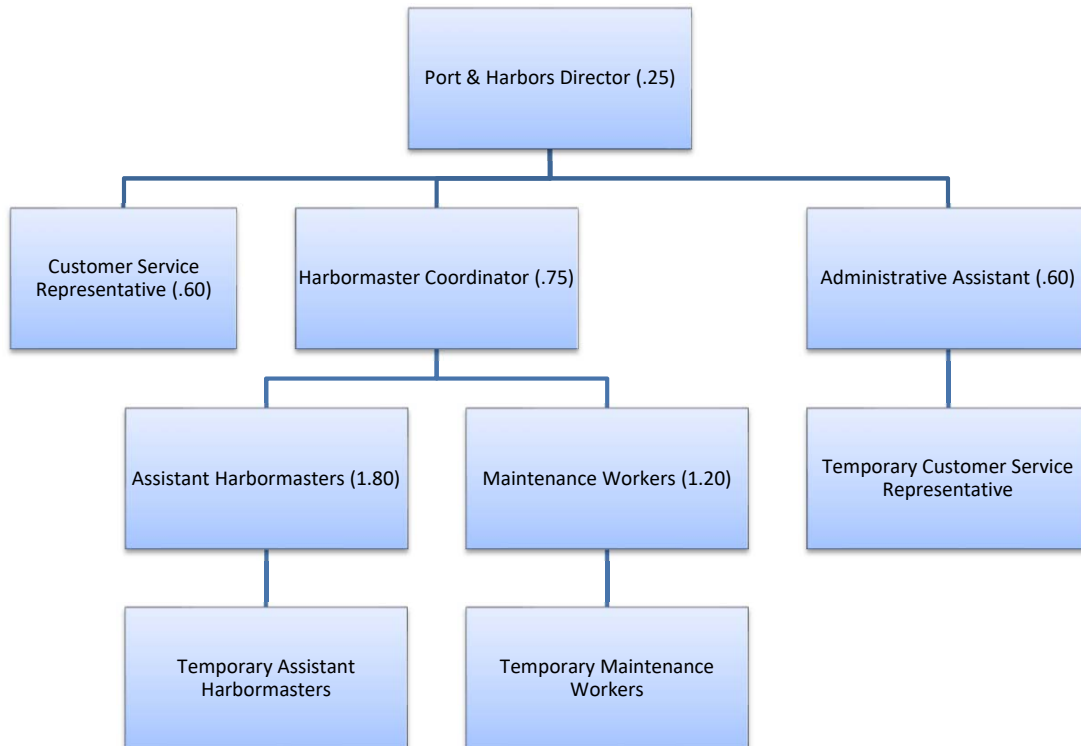
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	594,141	677,569	677,569	626,110	682,786	5,217	0.8%
Supplies	60,145	80,890	79,990	52,840	75,075	(5,815)	-7.2%
Contract/Purchased Services	331,481	352,940	353,840	279,852	335,045	(17,895)	-5.1%
Minor Capital Outlay	2,629	14,050	14,050	450	12,400	(1,650)	-11.7%
Interdepartmental Charges	188,201	239,070	239,070	215,460	252,350	13,280	5.6%
Debt Service	350,550	347,175	347,175	347,175	348,550	1,375	0.4%
Major Capital Outlay	84,456	1,689,110	2,180,897	1,600,778	281,542	(1,407,568)	-83.3%
Total	1,611,603	3,400,804	3,892,591	3,122,665	1,987,748	(1,413,056)	-41.6%

Expenditures by Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,607,103	1,741,694	1,891,695	1,701,889	1,706,206	(35,488)	-2.0%
Grants and Contributions	-	683,305	1,108,091	664,703	264,099	(419,206)	-61.3%
Public Works Sales Tax	-	-	67,000	67,000	-	-	NA
Harbor Construction	4,500	488,195	338,195	241,307	17,443	(470,752)	-96.4%
Bonds	-	487,610	487,610	447,766	-	(487,610)	-100.0%
Total	1,611,603	3,400,804	3,892,591	3,122,665	1,987,748	(1,413,056)	-41.6%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	332,986	-	0.0%
Total	5.20	5.20	5.20	5.20	332,986	-	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 2021

- Complete replacement of Bar Harbor North Ramp 3 and electrical services on Floats 10 and 11.
- Complete installation of sewage pumpout station in Bar Harbor South.
- Replace deteriorated decking and bull rails on Thomas Basin Float 4.
- Replace 13 deteriorated steel piling in Bar Harbor North.
- Replace electrical service on Bar Harbor South Float 8.
- Continue recruitment efforts to fill the Port & Harbors Director position vacated by longtime Director Steve Corporon, effective November 1, 2020.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Harbors
Operations Division 1710-110
ACCOMPLISHMENTS FOR 2020

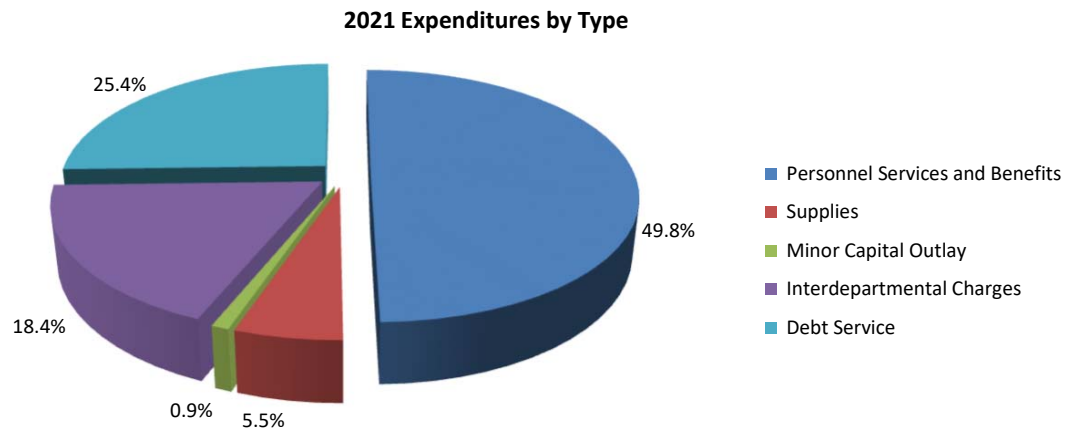
- Replaced shop truck.
- Installed 320 additional safety ladders throughout all six harbors.
- Obtained State of Alaska 50/50 Harbor Grant and began construction on project to replace Bar Harbor North Ramp 3 and electrical services on floats 10 and 11.
- Obtained State of Alaska Harbor Grant to replace 13 deteriorated steel piles in Bar Harbor North, electrical service on Bar Harbor South float 8, obtain 15 additional harbor carts and two additional net racks for the Bar Harbor South net float.
- Port & Harbors Director Steve Corporon resigned effective November 1, 2020. City Public Works Director Mark Hilson was appointed Acting Port & Harbors Director through the recruitment period.

DIVISION SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	594,141	677,569	677,569	626,110	682,786	5,217	0.8%
Supplies	60,145	80,890	79,990	52,840	75,075	(5,815)	-7.2%
Contract/Purchased Services	331,481	352,940	353,840	279,852	335,045	(17,895)	-5.1%
Minor Capital Outlay	2,629	14,050	14,050	450	12,400	(1,650)	-11.7%
Interdepartmental Charges	188,201	239,070	239,070	215,460	252,350	13,280	5.6%
Debt Service	350,550	347,175	347,175	347,175	348,550	1,375	0.4%
Total Expenditures	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	(5,488)	-0.3%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	(5,488)	-0.3%
Total Funding	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	(5,488)	-0.3%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	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	0.75	0.75	64,198	-	0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	106,039	-	0.0%
Maintenance Worker	1.20	1.20	1.20	1.20	67,855	-	0.0%
Administrative Assistant	0.60	0.60	0.60	0.60	31,916	-	0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	30,099	-	0.0%
Total	5.20	5.20	5.20	5.20	332,986	-	0.0%



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below:

- Workers Compensation (Account No. 507.30) increased by \$12,880, or by 105.1%, because employees working for the Harbor Department were not classified properly. The employees should be classified under the US Longshoreman & Harbor Workers Act because they work on or near navigable waters. The employees were previously covered under the standard workers compensation act.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) decreased by \$12,890, or by 5.1%, due to the discontinuation of a diesel surcharge assessed by the electric utility.
- Interdepartmental Charges (Account No. 804.01) increased by \$15,000, or by 25.4%, to more accurately reflect the services provided by the Public Works-Engineering Division in support of Harbor operations.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Harbors

Operations Division 1710-110

DIVISION OPERATING BUDGET DETAIL

		2019	2020 Budget			2021	2020 Adopted/2021		
Operating Expenditures		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	297,842	335,269	335,269	306,190	332,986	(2,283)	-0.7%
501	.01	Overtime Wages	11,006	11,500	12,790	12,830	8,000	(3,500)	-30.4%
502	.01	Temporary Wages	82,259	80,000	93,190	94,290	80,000	-	0.0%
505	.00	Payroll Taxes	28,412	32,650	32,650	30,510	32,210	(440)	-1.3%
506	.00	Pension	69,824	74,800	74,800	67,720	73,480	(1,320)	-1.8%
507	.00	Health and Life Insurance	89,463	119,870	101,450	86,320	125,040	5,170	4.3%
507	.30	Workers Compensation	11,404	12,250	16,190	17,020	25,130	12,880	105.1%
508	.00	Other Benefits	3,931	11,230	11,230	11,230	5,940	(5,290)	-47.1%
Personnel Services and Benefits		594,141	677,569	677,569	626,110	682,786	5,217	0.8%	
Supplies									
510	.01	Office Supplies	2,024	3,450	3,450	2,100	3,200	(250)	-7.2%
510	.02	Operating Supplies	3,142	3,300	3,300	2,000	3,100	(200)	-6.1%
510	.03	Safety Program Supplies	170	300	300	200	285	(15)	-5.0%
510	.04	Janitorial Supplies	1,807	1,850	1,850	2,400	1,750	(100)	-5.4%
510	.05	Small Tools & Equipment	4,641	5,000	5,000	2,000	4,750	(250)	-5.0%
515	.01	Vehicle Maint Materials	2,025	2,750	2,750	1,800	2,600	(150)	-5.5%
515	.05	Infrastructure Maint Materials	31,573	44,500	44,500	30,000	42,000	(2,500)	-5.6%
520	.02	Postage	3,539	2,940	2,940	2,940	2,940	-	0.0%
525	.03	Heating Fuel	3,355	5,700	5,700	3,000	5,000	(700)	-12.3%
525	.04	Vehicle Motor Fuel & Lubricants	5,502	8,000	7,100	3,300	6,500	(1,500)	-18.8%
530	.02	Periodicals	78	100	100	100	100	-	0.0%
535	.04	Uniforms/Badges/Clothing	2,289	3,000	3,000	3,000	2,850	(150)	-5.0%
Supplies		60,145	80,890	79,990	52,840	75,075	(5,815)	-7.2%	
Contract/Purchased Services									
600	.01	Travel-Business	1,500	1,500	1,500	1,272	375	(1,125)	-75.0%
600	.02	Travel-Training	1,293	1,300	1,300	-	325	(975)	-75.0%
600	.03	Training and Education	1,061	1,100	1,100	-	1,045	(55)	-5.0%
605	.01	Ads and Public Announcements	1,919	1,550	1,550	1,550	1,450	(100)	-6.5%
605	.02	Marketing	269	700	700	300	650	(50)	-7.1%
615	.02	Assn Membership Dues & Fees	272	200	200	200	200	-	0.0%
620	.01	Salvage & Disposal of Impounded Prop	5,580	7,000	7,000	3,000	6,650	(350)	-5.0%
620	.02	Towing of Impounded Property	-	500	500	-	475	(25)	-5.0%
630	.01	Building & Operating Permits	-	900	900	-	855	(45)	-5.0%
630	.02	Vehicle Licenses	25	100	100	100	100	-	0.0%
630	.03	Bank and Merchant Charges	32,423	28,000	28,000	28,000	26,500	(1,500)	-5.4%
635	.02	Janitorial and Cleaning Services	3,150	3,600	3,600	3,600	3,420	(180)	-5.0%
635	.03	Vehicle Maintenance Services	143	2,850	2,850	580	2,700	(150)	-5.3%
635	.04	Software Maintenance Services	38	2,000	2,000	-	1,900	(100)	-5.0%
635	.06	Bldg & Grounds Maint Services	3,562	6,700	6,700	6,700	6,300	(400)	-6.0%
635	.07	Machinery & Equip Maint Services	1,158	4,100	5,000	5,000	4,750	650	15.9%
635	.08	Infrastructure Maint Services	15,062	9,550	9,550	9,550	9,000	(550)	-5.8%
645	.02	Rents & Leases-Machinery & Equip	366	900	900	-	850	(50)	-5.6%
650	.01	Telecommunications	25,198	28,500	28,500	20,000	28,500	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	238,462	251,890	251,890	200,000	239,000	(12,890)	-5.1%
Contract/Purchased Services		331,481	352,940	353,840	279,852	335,045	(17,895)	-5.1%	

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Harbors

Operations Division 1710-110

Operating Expenditures	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	1,050	1,050	-	1,000	(50)	-4.8%
790 .20 Vehicles & Moving Equipment	-	-	-	-	-	-	0.0%
790 .25 Machinery and Equipment	855	9,200	9,200	-	8,700	(500)	-5.4%
790 .26 Computers, Printers & Copiers	1,774	2,000	2,000	450	1,000	(1,000)	-50.0%
790 .35 Software	-	1,800	1,800	-	1,700	(100)	-5.6%
Minor Capital Outlay	2,629	14,050	14,050	450	12,400	(1,650)	-11.7%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	21,403	22,900	22,900	21,810	22,160	(740)	-3.2%
801 .01 Interdepartmental-Human Resources	7,516	9,460	9,460	8,800	7,920	(1,540)	-16.3%
802 .00 Interdepartmental-Finance	38,222	41,140	41,140	39,000	39,760	(1,380)	-3.4%
803 .01 Interdepartmental-Info Technology	19,655	21,900	21,900	21,280	19,450	(2,450)	-11.2%
804 .01 Interdepartmental-Engineering	36,963	59,000	59,000	44,000	74,000	15,000	25.4%
825 .01 Interdepartmental-Insurance	61,343	75,820	75,820	71,720	80,210	4,390	5.8%
850 .01 Interdepartmental-Garage	3,099	8,850	8,850	8,850	8,850	-	0.0%
Interdepartmental Charges	188,201	239,070	239,070	215,460	252,350	13,280	5.6%
Debt Service							
931 .01 Debt Service-Principal	165,000	170,000	170,000	170,000	180,000	10,000	5.9%
932 .01 Debt Service-Interest	185,550	177,175	177,175	177,175	168,550	(8,625)	-4.9%
Debt Service	350,550	347,175	347,175	347,175	348,550	1,375	0.4%
Total Expenditures by Type	1,527,147	1,711,694	1,711,694	1,521,887	1,706,206	(5,488)	-0.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$332,986 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Harbors Division.

501.01 Overtime Wages: \$8,000 - 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: \$80,000- This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Harbors Division.

505.00 Payroll Taxes: \$32,210 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$73,480 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$125,040 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$25,130 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$5,940 – 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: \$3,200 - 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

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such as adding machines, calculators, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$3,100 - 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 medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$285 - 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: \$1,750 – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$4,750 - 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: \$2,600 - This account provides expenditures for the materials required for maintaining vehicles such as tires.

515.05 Infrastructure Maintenance Materials: \$42,000 - 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.

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: \$5,000 - 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: \$6,500 - 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: \$2,850 - 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: \$375 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$325 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$1,045 – 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: \$1,450 - 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: \$650 - This account provides expenditures for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Increased by \$650 in FY19 to account for Seattle Boat Show marketing expenses.

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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: \$6,650 - This account provides expenditures for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$475 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$855 - 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: \$26,500 – 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: \$3,420 - 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: \$2,700 – 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: \$1,900 - This account provides expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$6,300 - 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: \$4,750 - 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: \$9,000 - 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: \$850 - This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$28,500 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and data-streaming for security cameras. Increased by \$850 in FY19 to account for reverse 911 program charges, as well as reoccurring charges for security camera maintenance and upkeep. Increased in FY20 to cover increased charges for Harbors share of additional bandwidth serving Harbormaster Building.

650.02 Electric, Water, Sewer & Solid Waste: \$239,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

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: \$8,700 - 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: \$1,000 - 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: \$1,700 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. The purchase of one computer and one printer are proposed for 2021.

800.00 Interdepartmental Charges – Administrative: \$22,160 - 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: \$7,920 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$39,760 - 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: \$19,450 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$74,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$80,210 - 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: \$180,000 - This account provides expenditures for principal on general obligation bonds issued to finance harbor capital improvements.

932.01 Debt Service-Interest: \$168,550 - This account provides expenditures for interest on general obligation bonds issued to finance harbor capital improvements.

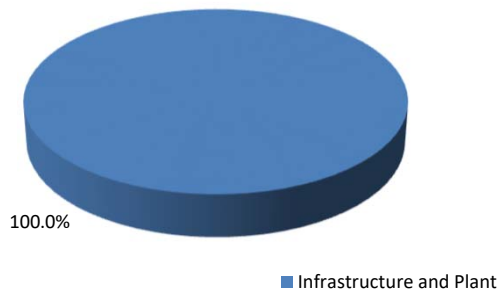
CITY OF KETCHIKAN
2021 Operating and Capital Budget
Harbors

Capital Budget

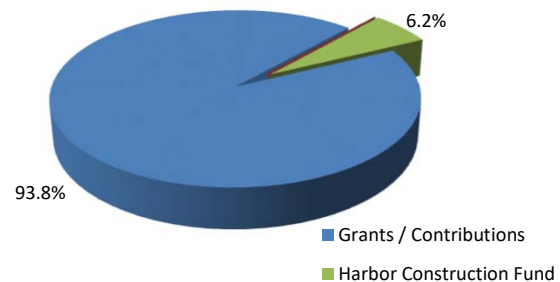
Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
700.00 Land	-	-	352,000	285,000	-	-	NA
720.00 Vehicles and Moving Equipment	-	30,000	29,852	29,852	-	(30,000)	NA
730.00 Infrastructure and Plant	84,456	1,659,110	1,799,044	1,285,924	281,542	(1,377,568)	-83.0%
Total Major Capital Outlay	84,456	1,689,110	2,180,897	1,600,778	281,542	(1,407,568)	-83.3%

Capital Improvement Projects		Funding Sources				
Project #	Project	Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	Total
730.00 Infrastructure and Plant						
	Bar Harbor South Pumpout Station		16,242	48,728		64,970
	Thomas Basin Float 4 Rehabilitation		1,201			1,201
	Bar Harbor South Float 8 Electrical			214,171		214,171
	Pink Salmon-Net Racks			1,200		1,200
	Total Infrastructure and Plant	-	17,443	264,099	-	281,542
	Total Capital Budget	-	17,443	264,099	-	281,542

Expenditures by Type



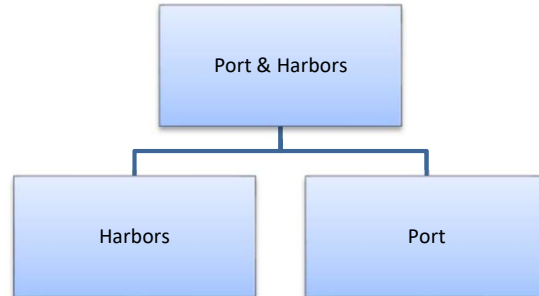
Expenditures by Funding Source



CITY OF KETCHIKAN
2021 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	7,976,287	8,661,432	8,675,432	6,953,420	7,235,299	(1,426,133)	-16.5%
Capital Improvement Program	7,755,476	726,644	999,644	319,484	519,000	(207,644)	-28.6%
Total	15,731,763	9,388,076	9,675,076	7,272,904	7,754,299	(1,633,777)	-17.4%

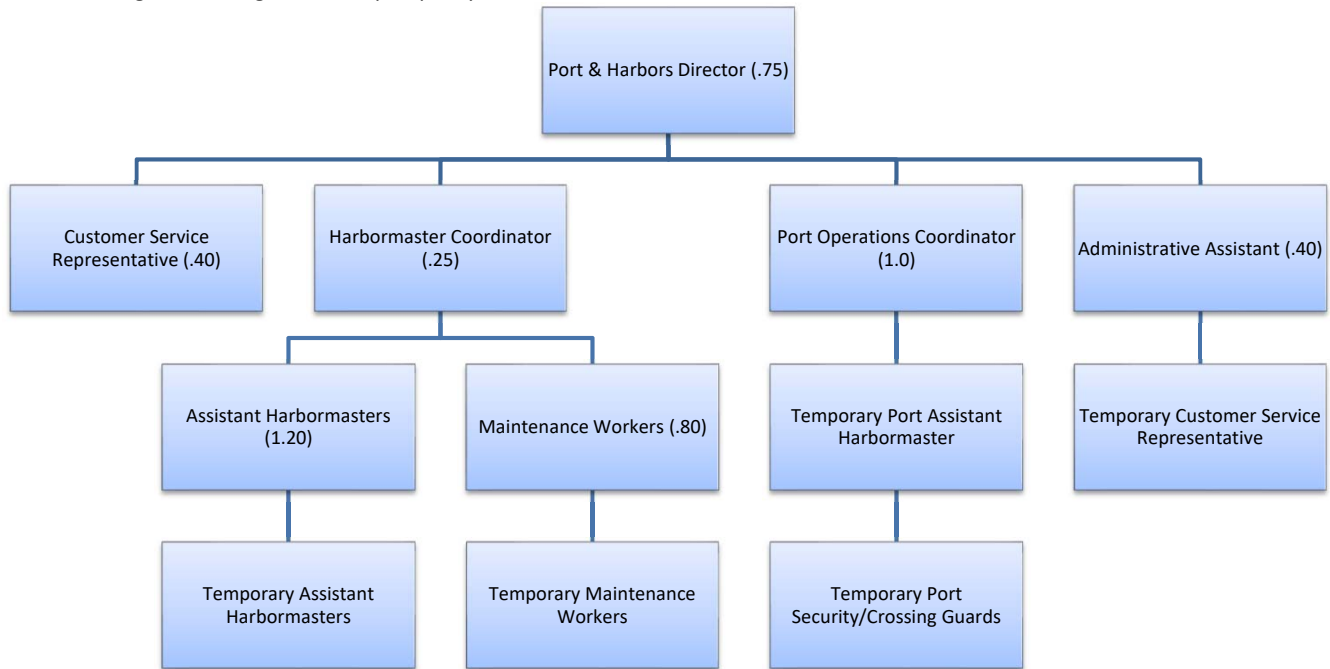
Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,141,626	1,313,507	1,313,507	535,740	1,024,939	(288,568)	-22.0%
Supplies	76,399	95,595	95,945	59,335	52,495	(43,100)	-45.1%
Contract/Purchased Services	3,176,614	3,480,310	3,493,960	2,657,530	2,418,435	(1,061,875)	-30.5%
Minor Capital Outlay	3,308	7,500	7,500	3,500	5,500	(2,000)	-26.7%
Interdepartmental Charges	337,681	484,320	484,320	455,940	493,180	8,860	1.8%
Debt Service	2,235,263	2,236,000	2,236,000	2,236,000	2,234,750	(1,250)	-0.1%
Other Costs	1,005,396	1,044,200	1,044,200	1,005,375	1,006,000	(38,200)	-3.7%
Major Capital Outlay	7,755,476	726,644	999,644	319,484	519,000	(207,644)	-28.6%
Total	15,731,763	9,388,076	9,675,076	7,272,904	7,754,299	(1,633,777)	-17.4%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	14,310,717	8,771,916	9,058,916	7,272,904	7,254,299	(1,517,617)	-17.3%
CPV Funds	1,421,046	616,160	616,160	-	500,000	(116,160)	-18.9%
Total	15,731,763	9,388,076	9,675,076	7,272,904	7,754,299	(1,633,777)	-17.4%

Full-time Equivalent Personnel	2019	2020 Budget		2021		2020 Adopted/2021	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	350,549	-	0.0%
Total	4.80	4.80	4.80	4.80	350,549	-	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 2021

- Complete installation of new backflow preventers for the 6 potable water stations on Berths I & II.
- Complete design and permitting for project to install additional mooring dolphins at Berth III to better accommodate neo-panamax cruise ships.

ACCOMPLISHMENTS FOR 2020

- Completed project to remove the rock pinnacle adjacent to Berth II.
- Completed project to upgrade fenders on Berth III barge reaction dolphins.
- Began design and permitting for project to install additional mooring dolphins at Berth III to better accommodate neo-panamax cruise ships.
- Completed static display of Admiralty anchor at Berth I.
- Installed security shack and security camera system on Berth IV and security camera system on Berth III.

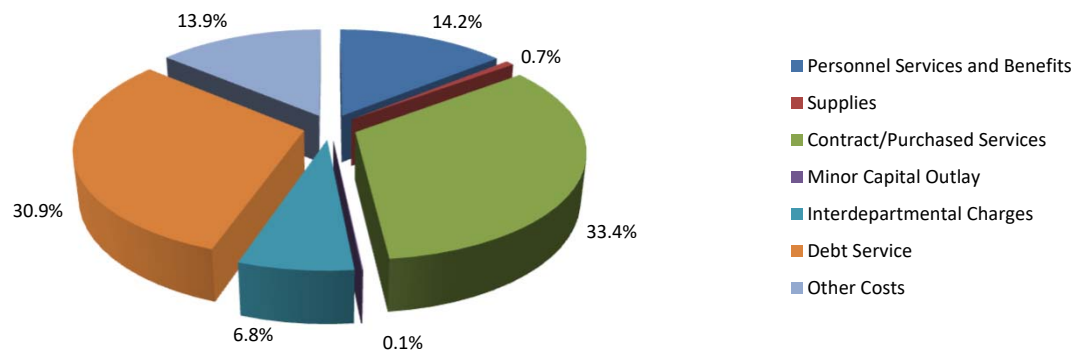
DIVISION SUMMARY

Expenditures by Category	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,141,626	1,313,507	1,313,507	535,740	1,024,939	(288,568)	-22.0%
Supplies	76,399	95,595	95,945	59,335	52,495	(43,100)	-45.1%
Contract/Purchased Services	3,176,614	3,480,310	3,493,960	2,657,530	2,418,435	(1,061,875)	-30.5%
Minor Capital Outlay	3,308	7,500	7,500	3,500	5,500	(2,000)	-26.7%
Interdepartmental Charges	337,681	484,320	484,320	455,940	493,180	8,860	1.8%
Debt Service	2,235,263	2,236,000	2,236,000	2,236,000	2,234,750	(1,250)	-0.1%
Other Costs	1,005,396	1,044,200	1,044,200	1,005,375	1,006,000	(38,200)	-3.7%
Total Expenditures	7,976,287	8,661,432	8,675,432	6,953,420	7,235,299	(1,426,133)	-16.5%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Port Fund	7,976,287	8,661,432	8,675,432	6,953,420	7,235,299	(1,426,133)	-16.5%
Total Funding	7,976,287	8,661,432	8,675,432	6,953,420	7,235,299	(1,426,133)	-16.5%

Full-time Equivalent Personnel	2019 Actual	2020 Budget		2021		2020 Adopted/2021	
		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	0.25	0.25	21,399	-	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	73,743	-	0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	70,191	-	0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	45,237	-	0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	21,277	-	0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	20,066	-	0.0%
Total	4.80	4.80	4.80	4.80	350,549	-	0.0%

2021 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

The following accounts have been reduced by more than 5% and \$5,000 based on the assumption that cruise ships will begin calling the Port of Ketchikan at some point in the 2021 season but that the total number of passengers will not exceed 50% of 2019 season:

- Overtime Wages (Account No. 501.01) decreased by \$21,000, or by 29.6%, due to a limited start-up of cruises in 2021.
- Temporary Wages (Account No. 502.01) decreased by \$278,000, or by 48.1%, due to a limited start-up of cruises in 2021.
- Workers Compensation (Account No. 507.30) increased by \$13,760, or by 43.9%, because employees working for the Port Department were not classified properly. The employees should be classified under the US Longshoreman & Harbor Workers Act because they work on or near navigable waters. The employees were previously covered under the standard workers compensation act.
- Infrastructure Maintenance Materials (Account No. 515.05) decreased by \$10,000, or by 50%.
- Allowances-Uniforms/Badges/Clothing (Account No. 535.04) decreased by \$14,000, or by 77.8%, due to a limited start-up of cruises in 2021.
- Travel-Business (Account No. 600.01) decreased by \$21,260, or by 95.5%, due to limited start-up of cruises in 2021.
- Marketing (Account No. 635.13) decreased by \$21,865, or by 12.8%, to reflect the proportionate share of passengers lost to Ward Cove and the need for either the Ketchikan Gateway Borough or the Ward Cove Dock Group to assume a proportionate greater share of the Ketchikan Visitors Bureau annual budget.
- Rents & Leases (Account No. 645.04) decreased \$1,002,000, or by 35.5%, due to the assumption that passengers on cruise ships will begin calling the Port of Ketchikan at some point in the 2021 season, but that the total number will not exceed 50% of the 2019 season.
- Interdepartmental Charges-Information Technology (Account No. 803.01) decreased by \$5,901, or by 11.1%, to reflect the services provided by the Information Technology Department.
- Interdepartmental Charges-Engineering (Account No. 804.01) increased by \$9,000, or by 20.5%, to more accurately reflect the services provided by the Public Works-Engineering Division in support of Port operations.
- Interdepartmental Charges-Insurance (Account No. 825.01) increased by \$14,640, or by 7.1%, due poor claims experience in the insurance markets. Property insurance premiums have increased because rising construction costs have driven up the cost of claims and several worldwide catastrophes have increased the volume of claims. Liability insurance premiums are also rising because of an increase in claims for employment practices and sexual abuse.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Port

Operations Division 4000-110

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2019		2020 Budget		2021	2020 Adopted/2021	
	Actual		Adopted	Amended	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	314,071		350,247	350,247	310,700	350,549	302 0.1%
501 .01 Overtime Wages	86,487		71,000	71,000	4,750	50,000	(21,000) -29.6%
502 .01 Temporary Wages	474,300		578,000	578,000	25,170	300,000	(278,000) -48.1%
505 .00 Payroll Taxes	65,593		76,450	76,450	25,260	53,600	(22,850) -29.9%
506 .00 Pension	77,483		91,680	91,680	67,040	87,100	(4,580) -5.0%
507 .00 Health and Life Insurance	84,379		105,590	105,590	78,350	131,120	25,530 24.2%
507 .30 Workers Compensation	27,910		31,340	31,340	15,270	45,100	13,760 43.9%
508 .00 Other Benefits	11,403		9,200	9,200	9,200	7,470	(1,730) -18.8%
Personnel Services and Benefits	1,141,626		1,313,507	1,313,507	535,740	1,024,939	(288,568) -22.0%
Supplies							
510 .01 Office Supplies	2,116		2,500	2,500	2,000	1,500	(1,000) -40.0%
510 .02 Operating Supplies	5,237		5,000	5,000	3,200	3,000	(2,000) -40.0%
510 .03 Safety Program Supplies	137		400	400	150	200	(200) -50.0%
510 .04 Janitorial Supplies	11,301		10,100	10,100	2,000	6,000	(4,100) -40.6%
510 .05 Small Tools & Equipment	8,029		8,000	8,000	8,000	4,000	(4,000) -50.0%
515 .01 Vehicle Maint Materials	2,098		3,000	3,000	2,600	1,500	(1,500) -50.0%
515 .02 Bldg & Grounds Maint Materials	12,879		12,500	12,500	4,800	12,500	- 0.0%
515 .04 Machinery & Equip Maint Materials	829		1,000	1,000	-	500	(500) -50.0%
515 .05 Infrastructure Maint Materials	18,221		20,000	20,000	18,230	10,000	(10,000) -50.0%
520 .02 Postage	25		95	445	445	95	- 0.0%
525 .03 Heating Fuel	3,355		5,900	5,900	3,400	4,000	(1,900) -32.2%
525 .04 Vehicle Motor Fuel & Lubricants	5,805		8,900	8,900	5,810	5,000	(3,900) -43.8%
530 .02 Periodicals	78		200	200	100	200	- 0.0%
535 .04 Uniforms/Badges/Clothing	6,289		18,000	18,000	8,600	4,000	(14,000) -77.8%
Supplies	76,399		95,595	95,945	59,335	52,495	(43,100) -45.1%

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Port

Operations Division 4000-110

Operating Expenditures			2019	2020 Budget			2021	2020 Adopted/2021	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
600	.01	Travel-Business	27,946	22,260	22,260	1,170	1,000	(21,260)	-95.5%
600	.02	Travel-Training	1,773	2,050	2,050	-	500	(1,550)	-75.6%
600	.03	Training and Education	4,928	5,700	5,700	880	2,000	(3,700)	-64.9%
605	.01	Ads & Public Announcements	1,049	2,000	2,000	1,050	1,000	(1,000)	-50.0%
605	.02	Marketing	269	1,500	1,500	270	250	(1,250)	-83.3%
615	.02	Assn. Membership Dues & Fees	368	300	300	300	300	-	0.0%
620	.01	Salvage & Disposal of Impounded Prop	-	1,500	1,150	-	500	(1,000)	-66.7%
620	.02	Towing of Impounded Property	-	500	500	-	500	-	0.0%
630	.01	Building & Operating Permits	100	100	100	-	100	-	0.0%
630	.02	Vehicle Licenses	15	100	100	30	100	-	0.0%
630	.03	Bank and Merchant Charges	19	800	800	-	400	(400)	-50.0%
635	.02	Janitorial and Cleaning Services	11,270	15,000	15,600	10,000	15,000	-	0.0%
635	.03	Vehicle Maintenance Services	143	3,000	2,400	580	3,000	-	0.0%
635	.04	Software Maintenance Services	753	2,000	2,000	760	2,000	-	0.0%
635	.06	Bldg. & Grounds Maint Services	33,662	40,000	40,000	40,000	40,000	-	0.0%
635	.07	Machinery & Equip Maint Services	3,748	12,000	12,000	5,000	12,000	-	0.0%
635	.08	Infrastructure Maint Services	10,361	12,000	12,000	6,000	10,000	(2,000)	-16.7%
635	.12	Technical Services	694	5,000	19,000	19,000	5,000	-	0.0%
635	.13	Marketing Services	171,000	171,490	171,490	171,490	149,625	(21,865)	-12.8%
635	.14	Other Contractual Services	17,500	17,500	17,500	1,000	17,500	-	0.0%
640	.01	Legal and Accounting Services	2,500	75,000	75,000	10,000	75,000	-	0.0%
640	.02	Engineering & Architectural Services	4,440	8,000	8,000	-	4,000	(4,000)	-50.0%
645	.01	Rents & Leases-Land & Buildings	-	2,000	2,000	-	500	(1,500)	-75.0%
645	.02	Rents & Leases-Machinery & Equip	366	750	750	-	400	(350)	-46.7%
645	.04	Rents & Leases-Infrastructure	2,745,205	2,823,000	2,823,000	2,315,000	1,821,000	(1,002,000)	-35.5%
650	.01	Telecommunications	25,191	25,000	25,000	25,000	25,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	113,314	231,760	231,760	50,000	231,760	-	0.0%
Contract/Purchased Services			3,176,614	3,480,310	3,493,960	2,657,530	2,418,435	(1,061,875)	-30.5%
Minor Capital Outlay									
790	.15	Furniture and Fixtures	-	2,000	2,000	-	1,000	(1,000)	-50.0%
790	.20	Vehicles and Moving Equipment	-	-	-	-	-	-	NA
790	.25	Machinery and Equipment	855	2,000	2,000	-	2,000	-	0.0%
790	.26	Computers, Printers & Copiers	1,774	2,000	2,000	2,000	1,000	(1,000)	-50.0%
790	.35	Software	679	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay			3,308	7,500	7,500	3,500	5,500	(2,000)	-26.7%
Interdepartmental Charges									
800	.00	Interdepartmental-Administrative	32,503	55,590	55,590	52,940	53,810	(1,780)	-3.2%
801	.01	Interdepartmental-Human Resources	11,413	22,960	22,960	21,360	19,240	(3,720)	-16.2%
802	.00	Interdepartmental-Finance	58,041	99,870	99,870	94,680	96,530	(3,340)	-3.3%
803	.01	Interdepartmental-Info Technology	29,846	53,160	53,160	51,660	47,220	(5,940)	-11.2%
804	.01	Interdepartmental-Engineering	28,171	44,000	44,000	33,000	53,000	9,000	20.5%
825	.01	Interdepartmental-Insurance	173,360	205,240	205,240	198,800	219,880	14,640	7.1%
850	.01	Interdepartmental-Garage	4,347	3,500	3,500	3,500	3,500	3,500	0.0%
Interdepartmental Charges			337,681	484,320	484,320	455,940	493,180	8,860	1.8%
Debt Service									
931	.01	Debt Service-Principal	980,000	1,025,000	1,025,000	1,025,000	1,075,000	50,000	4.9%
932	.01	Debt Service-Interest	1,255,263	1,211,000	1,211,000	1,211,000	1,159,750	(51,250)	-4.2%
Debt Service			2,235,263	2,236,000	2,236,000	2,236,000	2,234,750	(1,250)	-0.1%

CITY OF KETCHIKAN

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Operations Division 4000-110

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Other Costs							
910 .511 Transfer to Port R&R Fund	522,000	522,000	522,000	522,000	522,000	-	0.0%
975 .00 Payment in Lieu of Taxes	483,396	522,200	522,200	483,375	484,000	(38,200)	-7.3%
Other Costs	1,005,396	1,044,200	1,044,200	1,005,375	1,006,000	(38,200)	-3.7%
Total Expenditures by Type	7,976,287	8,661,432	8,675,432	6,953,420	7,235,299	(1,426,133)	-16.5%

NARRATIVE

500.01 Regular Salaries and Wages: \$350,549 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Port 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: \$300,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Port Division.

505.00 Payroll Taxes: \$53,600 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$87,100 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$131,120 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$45,100 – This account provide expenditures for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$7,470 – 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: \$1,500 - 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: \$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 medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$200 – 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: \$6,000 – 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: \$4,000 - 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: \$1,500 - This account provides expenditures for the materials required for maintaining vehicles such as tires.

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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: \$500 – This account provides expenditures for materials required for maintaining machinery and equipment such as the Port crane.

515.05 Infrastructure Maintenance Materials: \$10,000 - 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: \$4,000 - 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: \$5,000 - 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 newspapers, magazines and trade journals.

535.04 Allowances-Uniforms/Badges/Clothing: \$4,000 - 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: \$1,000 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$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: \$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 third-parties.

605.01 Advertising and Public Announcements: \$1,000 - 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: \$250 – 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: \$500 – This account provides expenditures for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$500 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

630.01 Building and Operating Permits: \$100 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$100 – This account provides expenditures for licensing Port vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$400 – 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: \$10,000 - 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: \$149,625 – 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: \$4,000 - This account provides expenditures for engineering and architectural services.

645.01 Rents and Leases – Land and Buildings: \$500 – 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: \$400 - This account provides expenditures for the rent and lease of machinery and equipment.

645.04 Rents and Leases - Infrastructure: \$1,821,000 – 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.

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: \$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: \$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: \$1,000 – 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: \$53,810 - 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: \$19,240 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$96,530 - 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: \$47,220 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$53,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$219,880 - 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: \$1,075,000 - This account provides expenditures for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service-Interest: \$1,159,750 - This account provides expenditures for interest on the 2016 Port Revenue Refunding Bonds.

CITY OF KETCHIKAN

2021 Operating and Capital Budget

Port

Operations Division 4000-110

910.511 Transfer to Port R & R Fund: \$522,000 – This account provides expenditures for the funding of the Port Repair and Replacement Fund pursuant to the terms of the City's bond covenants for the 2016 Port Revenue Refunding Bonds and the Berth IV lease agreement between the City and Ketchikan Dock Company.

975.00 Payments in Lieu of Taxes: \$484,000 – This account provides for payments in lieu of taxes in the amount of \$319,000 assessed against the Port by the City of Ketchikan and \$165,000 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

2021 Operating and Capital Budget

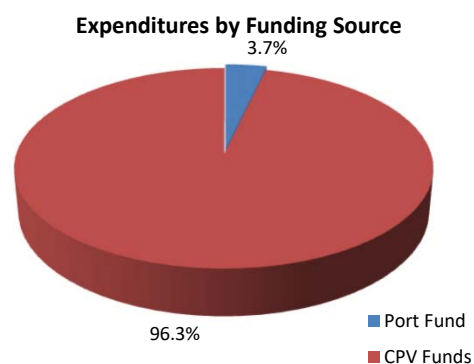
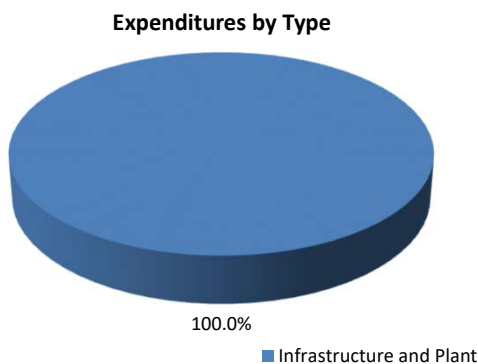
Port

Capital Budget

Major Capital Outlay	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	-	30,000	30,000	30,000	-	(30,000)	-100.0%
730.00 Infrastructure and Plant	7,755,476	696,644	969,644	289,484	519,000	(177,644)	-25.5%
Total Major Capital Outlay	7,755,476	726,644	999,644	319,484	519,000	(207,644)	-28.6%

Capital Improvement Projects		Funding Sources				Total
Project #	Project	CPV Funds	Port Fund	Grants		
730.00	Infrastructure and Plant					
	COVID-19 Port Related Projects ¹	500,000	-	-	-	500,000
	Berth I Guard Shack & Security Cameras	-	19,000	-	-	19,000
	Total Infrastructure and Plant	500,000	19,000	-	-	519,000
	Total Capital Budget	500,000	19,000	-	-	519,000

¹ \$500,000 will be transferred from the CPV Special Revenue Fund to the Port Fund.



CITY OF KETCHIKAN**2021 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 \$5.32 per \$100 of compensation to insure its firefighters and \$0.40 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	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	169,270	9.8%
Total	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	169,270	9.8%

Funding Source	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	169,270	9.8%
Total	1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	169,270	9.8%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Property Insurance Premiums (Account No. 625.01) increased by \$41,600, or by 8.1%. 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 \$85,220, or by 33.4%. 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) increased by \$47,190, or by 9.0% due primarily to salary increases associated with the Ralph Andersen & Associates' update of the Compensation Plan effective October 1, 2019, increased staffing levels for the Fire and Police Departments and the reclassification of port and harbor employees to the US Longshoremen and Harbor Workers Act. The previous classification of port and harbor employees was incorrect. 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 2021 and is currently at .77. Last year the experience modifier was .92.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Risk Management

OPERATING BUDGET DETAIL									
Expenditures by Category		2019	2020 Budget			2021	2020 Adopted/2021		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Contract/Purchased Services									
625	.01	Property Insurance Premiums	443,327	513,530	513,530	509,840	555,130	41,600	8.1%
625	.02	Comm. Auto Insurance Premiums	61,368	64,910	64,910	61,310	62,440	(2,470)	-3.8%
625	.03	Liability Insurance Premiums	188,022	255,010	255,010	278,210	340,230	85,220	33.4%
625	.04	Workers Compensation Premiums	578,767	523,060	523,060	539,700	570,250	47,190	9.0%
625	.05	Wharfage and Marine Premiums	90,697	95,290	95,290	92,020	93,020	(2,270)	-2.4%
625	.50	Self-Insured Claims-Property	-	43,000	43,000	30,100	43,000	-	0.0%
625	.51	Self-Insured Claims-Auto	-	23,000	23,000	16,100	23,000	-	0.0%
625	.52	Self-Insured Claims-Liability	4,124	134,000	134,000	93,800	134,000	-	0.0%
640	.04	Management & Consulting Services	70,000	75,000	75,000	75,000	75,000	-	0.0%
Contract/Purchased Services			1,436,305	1,726,800	1,726,800	1,696,080	1,896,070	169,270	9.8%

NARRATIVE

625.01 Property Insurance Premiums: \$555,130 – This account provides for premiums paid for property, casualty and fire insurance for the City’s buildings and equipment.

625.02 Commercial Auto Insurance Premiums: \$62,440 – This account provides for premiums paid for auto insurance for the City’s fleet.

625.03 Liability Insurance Premiums: \$340,230 - This account provides for premiums paid for commercial general, public officials and law enforcement and other liability insurance.

625.04 Workers Compensation Insurance Premiums: \$570,250 - This account provides for premiums paid for workers compensation insurance for all City employees.

625.05 Wharfage and Marine Premiums: \$93,020 – 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
2021 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	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%
Total Expenditures	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Property Taxes	854,051	859,564	859,564	802,119	817,394	(42,170)	-4.9%
Hospital Sales Tax	2,532,700	2,529,700	2,529,700	2,529,700	2,529,575	(125)	0.0%
Public Works Sales Tax	-	267,935	267,935	252,666	252,666	(15,269)	-5.7%
Economic Recovery Zone Rebate	114,423	108,000	108,000	54,185	-	(108,000)	-100.0%
Total Funding	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

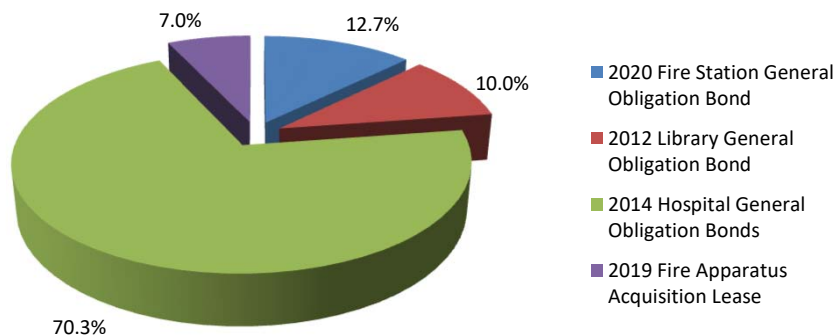
- Debt Service-Interest (Account No. 932.01) decreased by \$163,741, or 7.8%, due to the refunding of the 2010 Fire Station General Obligation Bond in 2020 and the shortening of the overall amortization schedule, which results in more principal and less interest being paid.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Debt Service

OPERATING BUDGET DETAIL							
Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	1,395,000	1,672,044	1,672,044	1,623,398	1,670,221	(1,823)	-0.1%
932 .01 Debt Service-Interest	2,106,174	2,093,155	2,093,155	2,015,272	1,929,414	(163,741)	-7.8%
Debt Service	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%
Total Expenditures	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Instrument							
2020 Fire Station General Obligation Bond	611,080	605,920	605,920	494,660	457,250	(148,670)	-24.5%
2012 Library General Obligation Bond	357,394	361,644	361,644	361,644	360,144	(1,500)	-0.4%
2014 Hospital General Obligation Bond	2,532,700	2,529,700	2,529,700	2,529,700	2,529,575	(125)	0.0%
2019 Fire Apparatus Acquisition Lease	-	267,935	267,935	252,666	252,666	(15,269)	-5.7%
Total Debt	3,501,174	3,765,199	3,765,199	3,638,670	3,599,635	(165,564)	-4.4%

2021 Expenditures by Bond Issue



NARRATIVE

931.01 Debt Service-Principal: \$1,670,221 – This account provides for principal payments required for tax-supported general obligation bonds.

932.01 Debt Service-Interest: \$1,929,414 – This account provides for interest payments required for tax-supported general obligation bonds.

CITY OF KETCHIKAN
2021 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:

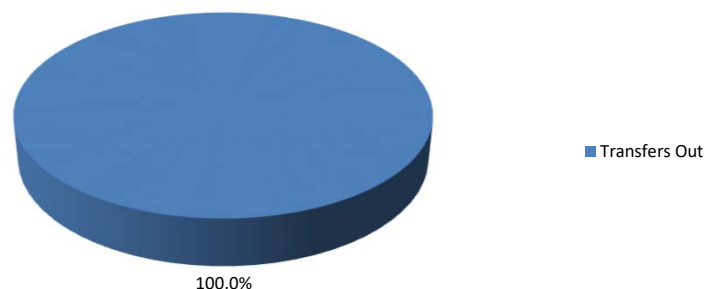
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements for the port that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

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 2021.

TRANSFERS AND ADVANCES SUMMARY

Expenditures by Category	2019	2020 Budget			2021	2020 Adopted/2021	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out	8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%
Total Expenditures	8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%

2021 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Transfers and Advances

Funding Source	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	910,301	917,502	917,502	860,057	867,784	(49,718)	-5.4%
Hospital Sales Taxes	2,990,200	2,988,324	2,988,324	2,988,324	2,983,170	(5,154)	-0.2%
Public Works Sales Taxes	2,087,106	2,357,823	2,357,823	2,329,474	2,303,056	(54,767)	-2.3%
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	646,384	832,167	832,167	680,954	470,955	(361,212)	-43.4%
Marijuana Sales Tax Fund	-	262,584	262,584	262,584	200,000	(62,584)	-23.8%
CPV Fund	1,543,187	2,127,768	2,152,768	1,013,679	1,656,960	(470,808)	-22.1%
Major Capital Improvement Fund	-	-	-	-	-	-	NA
Total Funding	8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%

OPERATING BUDGET CHANGES FOR 2021

Changes between the adopted operating budget for 2020 and the proposed operating budget for 2021 that are greater than 5% and \$5,000 are discussed below.

- Transfers out decreased \$896,318, or by 9.4%, from 2020. Most of the decreases are due to reducing the amount of CPV funds to finance capital improvements for the Port. In response to the COVID-19 pandemic, most City department heads have been required to curtail capital spending plans for 2021.

OPERATING BUDGET DETAIL

Operating Expenditures	2019 Actual	2020 Budget			2021 Budget	2020 Adopted/2021	
		Adopted	Amended	Estimate		Incr(Decr)	%
Transfers Out							
910. 101 Transfers Out from General Fund	910,301	917,502	917,502	860,057	867,784	(49,718)	-5.4%
910. 110 Transfers Out from Hospital Sales Tax Fund	2,990,200	2,988,324	2,988,324	2,988,324	2,983,170	(5,154)	-0.2%
910. 111 Transfers Out from Public Works Sales Tax Fund	2,087,106	2,357,823	2,357,823	2,329,474	2,303,056	(54,767)	-2.3%
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	646,384	832,167	832,167	680,954	470,955	(361,212)	-43.4%
910. 211 Transfers Out from Marijuana Sales Tax Fund	-	262,584	262,584	262,584	200,000	(62,584)	NA
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	1,543,187	2,127,768	2,152,768	1,013,679	1,656,960	(470,808)	-22.1%
Total Transfers Out	8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%
Total Expenditures	8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Transfers and Advances

		2019	2020 Budget			2021	2020 Adopted/2021	
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	2020 Fire Station GO Bonds	496,657	497,920	497,920	440,475	457,250	(40,670)	-8.2%
GO Bond Debt Service Fund	2012 Library GO Bonds	357,394	361,644	361,644	361,644	360,144	(1,500)	-0.4%
Community Grant Fund	Community Grant Program	56,250	57,938	57,938	57,938	50,390	(7,548)	-13.0%
Transfers Out from General Fund		910,301	917,502	917,502	860,057	867,784	(49,718)	-5.4%
910.110 Transfers Out From Hospital Sales Tax Fund To:								
General Fund	General Fund Support	420,000	420,000	420,000	420,000	420,000	-	0.0%
Community Grant Fund	Community Grant Program	37,500	38,624	38,624	38,624	33,595	(5,029)	-13.0%
GO Bond Debt Service	2014 Hospital GO Bonds	2,532,700	2,529,700	2,529,700	2,529,700	2,529,575	(125)	0.0%
Transfers Out from Hospital Sales Tax Fund		2,990,200	2,988,324	2,988,324	2,988,324	2,983,170	(5,154)	-0.2%
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	25,028	31,950	31,950	18,870	-	(31,950)	-100.0%
CPV Capital Improvement Fund	Streets Improvements	5,828	-	-	-	-	-	#DIV/0!
Community Grant Fund	Community Grant Program	56,250	57,938	57,938	57,938	50,390	(7,548)	-13.0%
GO Bond Debt Service	2018 Fire Apparatus Lease	-	267,935	267,935	252,666	252,666	(15,269)	-5.7%
Transfers Out from Public Works Sales Tax Fund		2,087,106	2,357,823	2,357,823	2,329,474	2,303,056	(54,767)	-2.3%
910.112 Transfers Out From Shoreline Fund To:								
General Fund	Shoreline Building Lease	6,374	6,374	6,374	6,374	6,374	-	0.0%
Transfers Out from Shoreline Fund		6,374	6,374	6,374	6,374	6,374	-	0.0%
910.210 Transfers Out From Transient Tax Fund To:								
General Fund	Support Civic Center Operations	389,451	446,002	446,002	486,675	470,955	24,953	5.6%
General Fund	General Fund Support	-	-	-	-	-	-	0.0%
Major Capital Improvements Fund	Civic Center Improvements	256,933	386,165	386,165	194,279	-	(386,165)	-100.0%
Transfers Out from Transient Tax Fund		646,384	832,167	832,167	680,954	470,955	(361,212)	-43.4%
910.211 Transfers Out From Marijuana Sales Tax Fund To:								
General Fund	Support Police Operations	-	262,584	262,584	262,584	200,000	(62,584)	-23.8%
Transfers Out from Marijuana Sales Tax Fund		-	262,584	262,584	262,584	200,000	(62,584)	New
910.250 Transfers Out From Bayview Cemetery O & M Fund To:								
General Fund	Cemetery Operations	5,000	5,000	5,000	5,000	5,000	-	0.0%
Transfers Out from Bayview Cemetery O & M Fund		5,000	5,000	5,000	5,000	5,000	-	0.0%
910.260 Transfers Out From CPV Special Revenue Fund To:								
General Fund	City Manager Wages & Benefits	-	-	-	-	137,834	137,834	New
General Fund	Support Fire Operations	-	111,327	111,327	111,327	111,327	-	0.0%
General Fund	Support Police Operations	-	42,799	42,799	42,799	42,799	-	0.0%
CPV Capital Improvement Fund	Tourism Improvements	122,141	1,357,482	1,382,482	859,553	865,000	(492,482)	-36.3%
Port Enterprise Fund	Port Improvements	1,421,046	616,160	616,160	-	500,000	(116,160)	-18.9%
Transfers Out from CPV Fund		1,543,187	2,127,768	2,152,768	1,013,679	1,656,960	(470,808)	-22.1%
Total Expenditures		8,188,552	9,497,542	9,522,542	8,146,446	8,493,299	(1,004,243)	-10.6%

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Transfers and Advances

NARRATIVE

910.101 Transfers Out from the General Fund: \$867,784 – 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: \$2,983,170 – 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: \$2,303,056 – 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: \$470,955, – This account provides for transfers from the Transient Tax Fund to the General Fund for the financial support of the operations of the Civic Center. The amount of the transfer is based on total operating costs less operating revenues.

910.210 Transfers Out from the Marijuana Sales Tax Fund: \$200,000 – This account provides for transfers from the Marijuana Sales Tax Fund to the General Fund for the financial support of the operations of the Fire and Police.

910.250 Transfers Out from the Bayview Cemetery O & M Fund: \$5,000 – This account provides for transfers from the Bayview Cemetery O & M Fund to the General Fund for the financial support of the operations of Bayview Cemetery.

910.260 Transfers Out from the CPV Fund: \$1,656,960 – This account provides for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.