

CITY OF KETCHIKAN, ALASKA
2023 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET

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CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Building Maintenance

Operations Division 1550 110

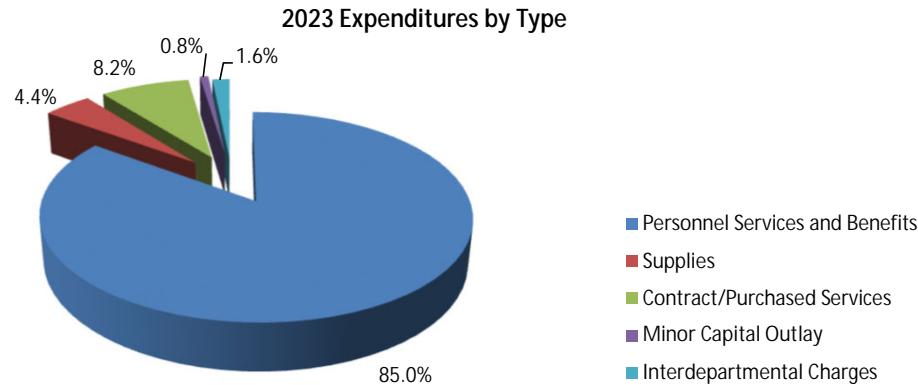
- Solid Waste Handling and Recycling Facility Replaced loading bay dock seals, replaced cable drum, springs, motor, shortened drive chain, replaced motor. Created custom blinds for scale house, adjusted apparatus doors as needed. Replaced lighting in breakroom to LEDs.
- Fire Department Performed quarterly inspections of all bi fold doors, replaced overhead lighting, replaced H2O filters. Fuses replaced on electric boiler at FS1, bled lines to day tank because of empty fuel tank, fixed entry keyless lock, replaced hot water actuator and seals on 4 circ. pumps. FS2 replaced vented microwave, cleared plugged drain line from shower, adjusted training building doors and replaced keyed locks.
- Wastewater Division Roll up door was ran into and had to be re straightened and adjusted.
- Cemetery Pressure washed building and Veterans Memorial. Replaced rot on door frames. Cleaned out gutters and downspouts.
- Library Moved furniture, completed sheetrock work and touchup painting, fixed fireplace shorted out motherboard, continued adjusting doors due to settling, re stained outside cedar siding, completed various projects while closed for inventory.
- Totem Heritage Center Pressure washed and stained outside railings, siding, and walkways, rewired outside carving shed to direct wired LEDs, remodeled downstairs classroom, replaced light fixtures/sheetrock patching/paint, replaced band saw blade.
- Museum Replaced actuator on heating system, cleaned gutters and downspouts, fixed gate, helped build exhibits, replaced fan belt, toilets and partition doors adjustments, wired in emergency lighting, and miscellaneous painting.
- Ted Ferry Completed bathroom maintenance, door adjustments, replaced low water cut out switches on boilers, re caulking near windows siding.
- WISH Replaced interior ceiling lights to LED's, added cedar trim to entry, replaced rotted wood.

DIVISION SUMMARY

Expenditures by Category	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	289,096	325,388	324,613	322,100	375,129	49,741	15.3%
Supplies	14,111	18,770	19,545	19,420	19,420	650	3.5%
Contract/Purchased Services	23,286	36,200	36,200	36,200	36,200		0.0%
Minor Capital Outlay		300	300	300	3,450	3,150	1050.0%
Interdepartmental Charges Public Safety							0.0%
Interdepartmental Charges	5,915	5,810	5,810	5,720	6,980	1,170	20.1%
Total Expenditures	332,408	386,468	386,468	383,740	441,179	54,711	14.2%

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	332,408	386,468	386,468	383,740	441,179	54,711	14.2%
Total Funding	332,408	386,468	386,468	383,740	441,179	54,711	14.2%

Full time Equivalent Personnel	2021	2022 Budget		2023		2022 Adopted/2023	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	83,909		0.0%
Maintenance Technician	2.00	2.00	2.00	2.00	131,030		0.0%
Total	3.00	3.00	3.00	3.00	214,939		0.0%



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$49,741, or by 15.3%, due to annual employee step increases, a 2.5% cost of living adjustment for IBEW, Local 1547 employees and non represented employees that will become effective January 1, 2023; and projected increases in pension, health insurance and other benefit costs.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	190,058	192,118	194,928	194,920	214,939	22,821	11.9%
501 .01 Overtime Wages		3,600	2,085	1,730	3,600		0.0%
502 .01 Temporary Wages		7,500	2,500	2,500	7,500		0.0%
505 .00 Payroll Taxes	13,458	15,550	15,550	14,620	17,300	1,750	11.3%
506 .00 Pension	25,584	26,010	26,010	25,570	37,160	11,150	42.9%
507 .00 Health and Life Insurance	63,411	65,160	68,090	68,090	74,060	8,900	13.7%
507 .30 Workers Compensation	7,793	8,350	8,350	7,570	8,280	(70)	0.8%
508 .00 Other Benefits	(11,958)	6,050	6,050	6,050	11,240	5,190	85.8%
509 .03 Allowances PW Clothing	750	750	750	750	750		0.0%
509 .08 Allowances Medical Expenses		300	300	300	300		0.0%
Personnel Services and Benefits	289,096	325,388	324,613	322,100	375,129	49,741	15.3%
Supplies							
510 .01 Office Supplies	138	250	350	250	250		0.0%
510 .02 Operating Supplies	503	500	500	500	500		0.0%
510 .03 Safety Program Supplies	539	800	825	825	825	25	3.1%
510 .04 Janitorial Supplies		75	75	50	50	(25)	33.3%
510 .05 Small Tools & Equipment	1,242	3,500	3,500	3,500	3,500		0.0%
515 .02 Bldg & Grounds Maint Materials	8,410	10,500	11,000	11,000	11,000	500	4.8%
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	3,279	3,000	3,150	3,150	3,150	150	5.0%
Supplies	14,111	18,770	19,545	19,420	19,420	650	3.5%

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Public Works Building Maintenance

Operations Division 1550 110

Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .03 Training and Education		750	750	750	750		0.0%
630 .02 Vehicle Licenses	30	400	400	400	400		0.0%
635 .06 Bldg & Grounds Maint Services		2,500	2,500	2,500	2,500		0.0%
635 .07 Machinery & Equip Maint Services	550	550	550	550	550		0.0%
635 .12 Technical Services	15,574	22,000	22,000	22,000	22,000		0.0%
645 .02 Rents and Leases Machinery & Equip	537	1,500	1,500	1,500	1,500		0.0%
650 .01 Telecommunications	6,595	8,500	8,500	8,500	8,500		0.0%
Contract/Purchased Services	23,286	36,200	36,200	36,200	36,200		0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment		300	300	300	300		0.0%
790 .26 Computers, Printers & Copiers					3,150	3,150	NA
Minor Capital Outlay		300	300	300	3,450	3,150	1050.0%
Interdepartmental Charges							
825 .01 Interdepartmental Insurance	5,915	5,810	5,810	5,720	6,980	1,170	20.1%
Interdepartmental Charges	5,915	5,810	5,810	5,720	6,980	1,170	20.1%
Total Expenditures by Type	332,408	386,468	386,468	383,740	441,179	54,711	14.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$214,939– 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: \$17,300 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$37,160 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$74,060 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$8,280 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$11,240 – 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: \$825 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: \$50 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: \$11,000 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

520.02 Postage: \$45 This account provides for expenditures 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: \$3,150 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.

790.26 Computers, Printers & Copiers: \$3,150 This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. Per the computer replacement schedule developed by the Information Technology Department, one computer, one monitor, and one UPS battery back up will be replaced.

825.01 Interdepartmental Charges – Insurance: \$6,980 This account provides expenditures for risk management services and claims.

COST CENTER STATEMENT

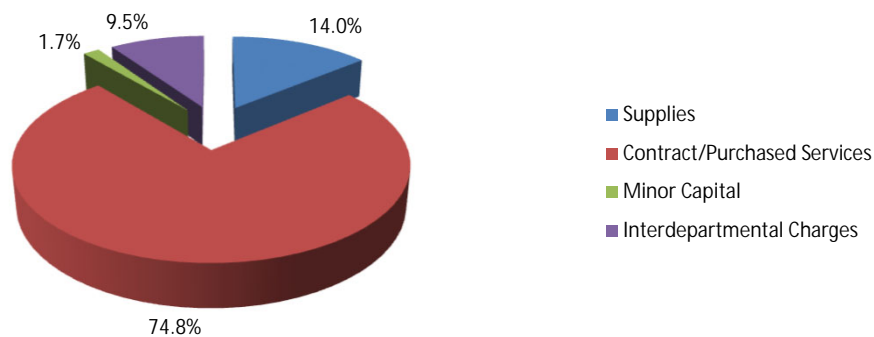
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City/KPU General Manager, Finance and Information Technology Departments. Operating and maintaining the City Hall Building is a Public Works Department function.

COST CENTER SUMMARY

Expenditures by Category	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	18,613	20,350	21,100	21,100	21,100	750	3.7%
Contract/Purchased Services	89,359	110,740	109,990	109,990	113,140	2,400	2.2%
Minor Capital		2,500	2,500	2,500	2,500		0.0%
Interdepartmental Charges	14,002	15,800	15,800	13,890	14,430	(1,370)	8.7%
Total Expenditures	121,974	149,390	149,390	147,480	151,170	1,780	1.2%

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	121,974	149,390	149,390	147,480	151,170	1,780	1.2%
Total Funding	121,974	149,390	149,390	147,480	151,170	1,780	1.2%

2023 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2022 and the proposed budget for 2023.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Public Works Building Maintenance

City Hall O&M 1550 255

COST CENTER OPERATING BUDGET DETAIL							
Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies		100	100	100	100		0.0%
510 .05 Small Tools & Equipment		750	750	750	750		0.0%
515 .02 Bldg & Grounds Maint Materials	3,214	2,500	2,500	2,500	2,500		0.0%
525 .03 Heating Fuel	15,399	17,000	17,750	17,750	17,750	750	4.4%
Supplies	18,613	20,350	21,100	21,100	21,100	750	3.7%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	45,500	45,500	45,500	45,500	45,500		0.0%
635 .06 Bldg & Grounds Maint Services	748	5,500	4,750	4,750	5,500		0.0%
635 .12 Technical Services	11,206	16,000	16,000	16,000	16,000		0.0%
640 .02 Engineering and Architectural Svcs		5,000	5,000	5,000	5,000		0.0%
650 .01 Telecommunications	6,990	5,700	8,100	8,100	8,100	2,400	42.1%
650 .02 Electric, Water, Sewer & Solid Waste	24,915	33,040	30,640	30,640	33,040		0.0%
Contract/Purchased Services	89,359	110,740	109,990	109,990	113,140	2,400	2.2%
Minor Capital Outlay							
790 .25 Machinery & Equipment		2,500	2,500	2,500	2,500		0.0%
Minor Capital Outlay		2,500	2,500	2,500	2,500		0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges Insurance	14,002	15,800	15,800	13,890	14,430	(1,370)	8.7%
Interdepartmental Charges	14,002	15,800	15,800	13,890	14,430	(1,370)	8.7%
Total Expenditures by Type	121,974	149,390	149,390	147,480	151,170	1,780	1.2%

NARRATIVE

510.04 Janitorial Supplies: \$100 – This account provides expenditures for cleaning and sanitation supplies used by the 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: \$17,750 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: \$8,100 – 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: \$14,430 This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Building Maintenance

Shoreline Maintenance Bldg O&M 1550 256

COST CENTER STATEMENT

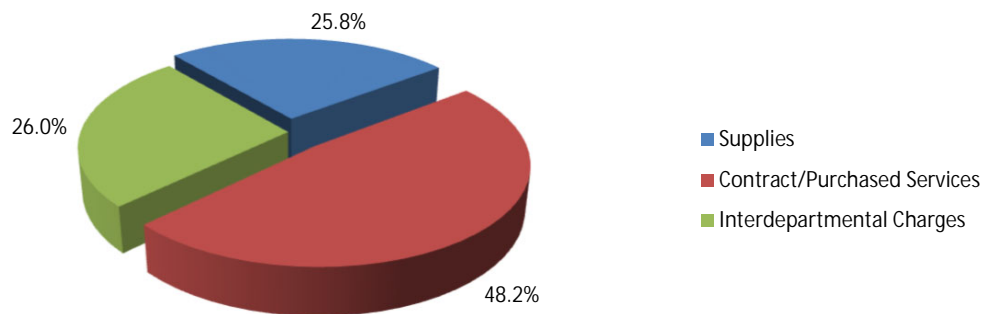
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline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

COST CENTER SUMMARY

Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	2,470	5,000	5,000	5,000	5,000		0.0%
Contract/Purchased Services	8,682	9,344	9,344	9,344	9,344		0.0%
Interdepartmental Charges	(5,109)	(4,987)	(4,987)	(5,077)	(5,037)	(50)	1.0%
Total Expenditures	6,043	9,357	9,357	9,267	9,307	(50)	0.5%

Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	6,043	2,983	2,983	2,893	2,933	(50)	1.7%
Shoreline Fund		6,374	6,374	6,374	6,374		0.0%
Total Funding	6,043	9,357	9,357	9,267	9,307	(50)	0.5%

2023 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2022 and the proposed operating budget for 2023.

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Building Maintenance

Shoreline Maintenance Bldg O&M 1550 256

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
515 .02 Bldg & Grounds Maint Materials	1,073	1,700	1,700	1,700	1,700		0.0%
525 .03 Heating Fuel	1,397	3,300	3,300	3,300	3,300		0.0%
Supplies	2,470	5,000	5,000	5,000	5,000		0.0%
Contract/Purchased Services							
645 .01 Rents and Leases Land & Buildings	6,374	6,374	6,374	6,374	6,374		0.0%
650 .02 Electric, Water, Sewer and Solid Waste	2,308	2,970	2,970	2,970	2,970		0.0%
Contract/Purchased Services	8,682	9,344	9,344	9,344	9,344		0.0%
Interdepartmental Charges/Reimbursable Credits							
825 .01 Interdepartmental Charges Insurance	948	1,070	1,070	980	1,020	(50)	4.7%
890 .00 Reimbursable Credits	(6,057)	(6,057)	(6,057)	(6,057)	(6,057)		NA
Interdepartmental Charges/Reimbursable Credits	(5,109)	(4,987)	(4,987)	(5,077)	(5,037)	(50)	NA
Total Expenditures by Type	6,043	9,357	9,357	9,267	9,307	(50)	0.5%

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: \$1,020 This account provides expenditures for risk management services and claims.

890.00 Reimbursable Credits: (\$6,057) This is a contra expense account that provides expenditures for reimbursement for the Fire Department's share of the cost of operating and maintaining the Shoreline Maintenance Building. The shared cost for the Fire Department shall not exceed \$6,057.

COST CENTER STATEMENT

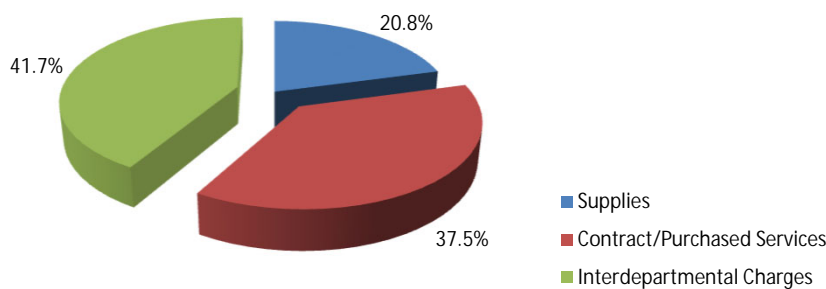
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the 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. Per City Council action, the Ketchikan Regional Youth Facility was conveyed to Women in Safe Homes (WISH) in late 2021 and the associated expenses in maintaining the facility are included in this section as decreases, which began in 2022.

COST CENTER SUMMARY

Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	10,736	3,050	3,050	2,500	2,500	(550)	18.0%
Contract/Purchased Services	26,375	22,410	22,410	17,300	4,500	(17,910)	79.9%
Minor Capital		1,000	1,000			(1,000)	100.0%
Interdepartmental Charges	7,819	5,230	5,230	5,230	5,000	(230)	4.4%
Total Expenditures	44,930	31,690	31,690	25,030	12,000	(19,690)	62.1%

Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	44,930	31,690	31,690	25,030	12,000	(19,690)	62.1%
Total Funding	44,930	31,690	31,690	25,030	12,000	(19,690)	62.1%

2023 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) decreased by \$10,840, or by 95.6%, to reflect the elimination of utility service needs due to the conveyance of 623 Gateway Court (former Ketchikan Regional Youth Facility) to Women in Safe Homes (WISH).

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Building Maintenance

Orphaned Buildings O&M 1550 257

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies		50	50			(50)	100.0%
515 .02 Bldg & Grounds Maint Materials	1,073	3,000	2,500	2,000	2,000	(1,000)	33.3%
525 .03 Heating Fuel	9,663		500	500	500	500	NA
Supplies	10,736	3,050	3,050	2,500	2,500	(550)	18.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services		50	50			(50)	100.0%
635 .06 Bldg & Grounds Maint Services	9,381	3,500	3,500	2,000	2,000	(1,500)	42.9%
635 .12 Technical Services	823	5,000	5,000	5,000	2,000	(3,000)	60.0%
650 .01 Telecommunications	2,375	2,520	2,520	1,600		(2,520)	100.0%
650 .02 Electric, Water, Sewer & Solid Waste	13,796	11,340	11,340	8,700	500	(10,840)	95.6%
Contract/Purchased Services	26,375	22,410	22,410	17,300	4,500	(17,910)	79.9%
Minor Capital Outlay							
790 .25 Machinery & Equipment		1,000	1,000			(1,000)	100.0%
Minor Capital Outlay		1,000	1,000			(1,000)	100.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges Insurance	7,819	5,230	5,230	5,230	5,000	(230)	4.4%
Interdepartmental Charges	7,819	5,230	5,230	5,230	5,000	(230)	4.4%
Total Expenditures by Type	44,930	31,690	31,690	25,030	12,000	(19,690)	62.1%

NARRATIVE

515.02 Building & Grounds Maintenance Materials: \$2,000 – 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: \$500 This account provides expenditures for heating fuel for orphaned buildings owned by the City.

635.06 Building & Grounds Maintenance Services: \$2,000 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: \$2,000 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.

650.02 Electric, Water, Sewer & Solid Waste: \$500 This account provides expenditures for electric, water, sewer and solid waste services for buildings owned or leased and operated by the City.

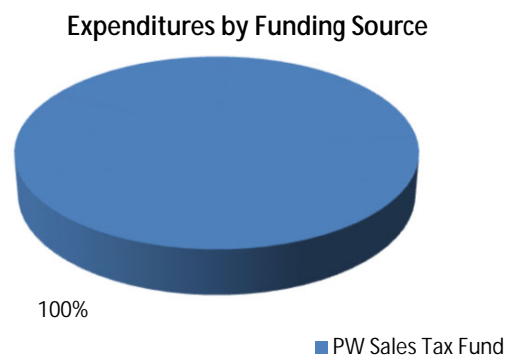
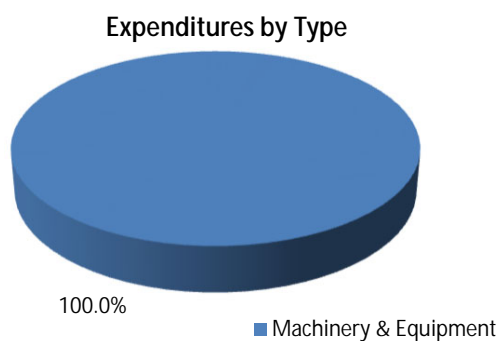
825.01 Interdepartmental Charges – Insurance: \$5,000 This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Public Works Building Maintenance

Capital Budget

Major Capital Outlay	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings		40,000	40,000	22,243	17,757	(22,243)	55.6%
720.00 Vehicles and Moving Equipment		50,000	70,770	70,770		(50,000)	NA
725.00 Machinery & Equipment		40,000	40,000		40,000		NA
Total Major Capital Outlay		130,000	150,770	93,013	57,757	(72,243)	55.6%

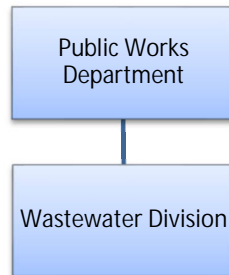
Capital Improvement Projects		Funding Sources	
Project #	Project	PW Sales Tax Fund	Total
705.00	Buildings		
	Shoreline Underground Tank Removal	17,757	17,757
	Total Buildings	17,757	17,757
725.00	Machinery and Equipment		
	City Hall Air Purifier	20,000	20,000
	City Hall Back Door Security Improvements	20,000	20,000
	Total Machinery and Equipment	40,000	40,000
	Total Capital Budget	57,757	57,757



CITY OF KETCHIKAN
2023 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.

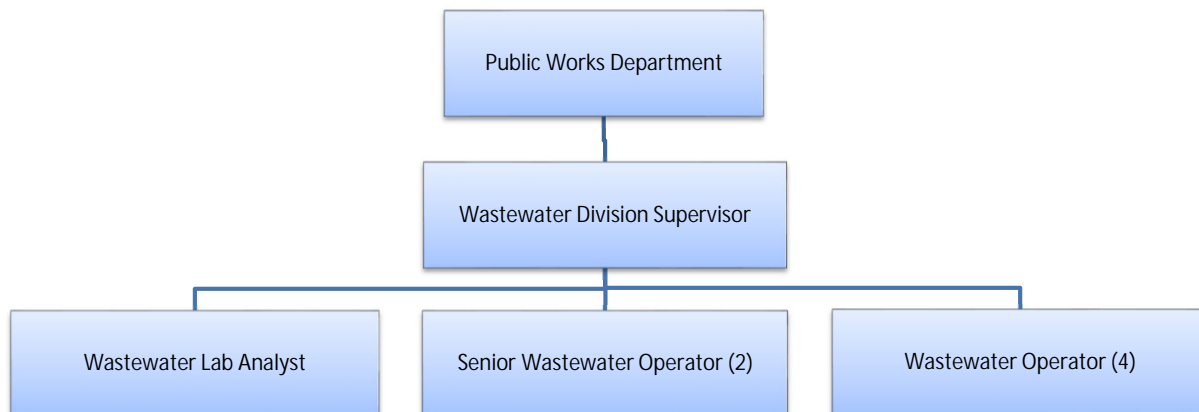


The Wastewater Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	2,238,873	2,552,771	2,565,295	2,477,249	2,928,611	375,840	14.7%
Capital Improvement Program	521,127	5,105,867	5,105,867	423,535	7,267,478	2,161,611	42.3%
Total	2,760,000	7,658,638	7,671,162	2,900,784	10,196,089	2,537,451	33.1%
Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	867,071	935,172	950,572	939,070	1,078,182	143,010	15.3%
Supplies	218,825	262,050	261,650	259,650	287,050	25,000	9.5%
Contract/Purchased Services	355,369	409,060	409,810	407,310	547,810	138,750	33.9%
Minor Capital Outlay	53,109	59,000	59,000	59,000	61,650	2,650	4.5%
Interdepartmental Charges	502,008	638,560	641,434	569,390	704,990	66,430	10.4%
Debt Service	162,491	162,829	162,829	162,829	162,829		0.0%
Payment in Lieu of Taxes	80,000	86,100	80,000	80,000	86,100		0.0%
Major Capital Outlay	521,127	5,105,867	5,105,867	423,535	7,267,478	2,161,611	42.3%
Total	2,760,000	7,658,638	7,671,162	2,900,784	10,196,089	2,537,451	33.1%
Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Wastewater Fund	2,670,187	3,587,771	3,600,295	2,899,189	4,494,111	906,340	25.3%
Bonds	89,813	4,070,867	4,070,867	1,595	4,451,978	381,111	9.4%
Grant					1,250,000	1,250,000	NA
Total	2,760,000	7,658,638	7,671,162	2,900,784	10,196,089	2,537,451	33.1%
Full time Equivalent Personnel	2021 Actual	2022 Budget		2023		2022 Adopted/2023	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	617,482		0.0%
Total	8.00	8.00	8.00	8.00	617,482		0.0%

MISSION STATEMENT

It is the mission of the Wastewater Division to protect the environment through the effective management, operation and maintenance of the sanitary wastewater system. The division'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 2023

- Maintain the sewer system as efficiently as possible within the constraints of the Wastewater Division's budget.
- While being short of licensed operators, attempt to meet EPA discharge limits for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), fecal coliform, chlorine residual, pH, dissolved oxygen, copper and zinc to minimize financial penalties of noncompliance. Systematically inspect, repair and/or replace portions of Ketchikan's aging wastewater collection system, focusing on corrugated metal pipe sewer infrastructure.
- Complete an emergency backup generator replacement project in a large and a small pump station.
- Clean and camera 10% of the collection system.
- Overcome external operational challenges to continue to meet discharge limitations.
- Conduct public outreach and education on issues important to the Wastewater Division.
- Successfully transition to a new Division Supervisor should recruitment efforts be successful in 2023.
- Support Engineering Division's efforts to secure grant funding for wastewater projects.
- Advocate for market competitive compensation to enable the filling of the Wastewater Division Supervisor position.
- Support contracting out of licensed operations if contracted operations are feasible and become necessary.
- Complete the necessary application process for the 301 (H) waiver of secondary treatment.
- Advocate to minimize the financial impacts of the new NPDES permit discharge limits anticipated in 2023.
- Advocate for a rate increase to avoid deficit spending in 2023.
- Install new 150KW generator to replace 1970s vintage existing generator at Pump Station 2.

ACCOMPLISHMENTS FOR 2022

- In the Treatment Plant A headworks building, the Wastewater Division replaced a multitude of conveyor system components with a sluice system to eliminate all moving parts. This also eliminates energy requirements and still uses less water to convey screenings to the screenings press.
- Continued to work closely as a cohesive group to reduce and fine tune the use of analytics, chemicals, and processes to meet all EPA discharge limits effluent standards during all portions of the year.
- Managed the operation while being challenged with staff losses and vacancies.
- Rebuilt Treatment Plant A screen number 2 in house.

CITY OF KETCHIKAN
 2023 Operating and Capital Budget
 Public Works Wastewater

Operations Division 3000 110

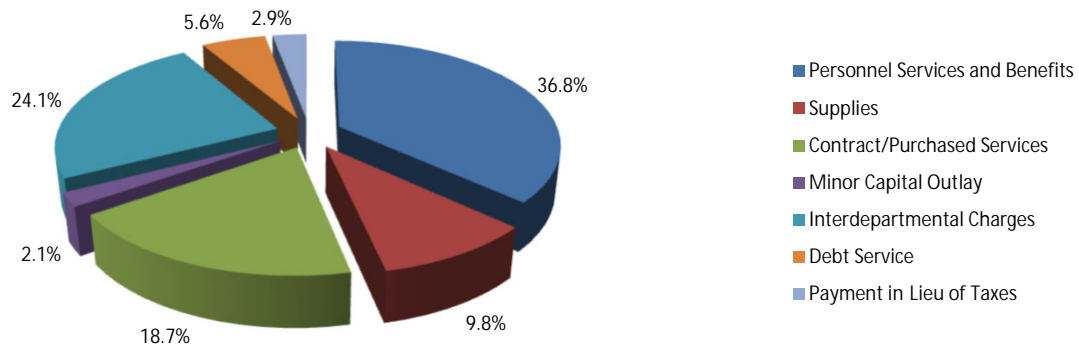
DIVISION SUMMARY

Expenditures by Category	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	867,071	935,172	950,572	939,070	1,078,182	143,010	15.3%
Supplies	218,825	262,050	261,650	259,650	287,050	25,000	9.5%
Contract/Purchased Services	355,369	409,060	409,810	407,310	547,810	138,750	33.9%
Minor Capital Outlay	53,109	59,000	59,000	59,000	61,650	2,650	4.5%
Interdepartmental Charges	502,008	638,560	641,434	569,390	704,990	66,430	10.4%
Debt Service	162,491	162,829	162,829	162,829	162,829		0.0%
Payment in Lieu of Taxes	80,000	86,100	80,000	80,000	86,100		0.0%
Total Expenditures	2,238,873	2,552,771	2,565,295	2,477,249	2,928,611	375,840	14.7%

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,238,873	2,552,771	2,565,295	2,477,249	2,928,611	375,840	14.7%
Total Funding	2,238,873	2,552,771	2,565,295	2,477,249	2,928,611	375,840	14.7%

Full time Equivalent Personnel	2021	2022 Budget		2023		2022 Adopted/2023	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	97,311		0.0%
Senior Wastewater Operator	2.00	2.00	2.00	2.00	167,918		0.0%
Wastewater Operator	4.00	4.00	4.00	4.00	259,560		0.0%
Wastewater Lab Analyst	1.00	1.00	1.00	1.00	92,693		0.0%
Total	8.00	8.00	8.00	8.00	617,482		0.0%

2023 Expenditures by Type



CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Wastewater

Operations Division 3000 110

OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$143,010, or by 15.3%, due to annual employee step increases, a 2.5% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2023; and projected increases in pension, health insurance and other benefit costs.
- Heating Fuel (Account No. 525.03) increased by \$20,000 or by 72.7% due to the increase in fuel prices.
- Vehicle Fuel (Account No. 525.04) increased by \$5,000 or by 66.7% due to the increase in fuel prices.
- Travel Business (Account No. 600.01) is newly funded at \$5,000 to account for in person Wastewater Division Supervisor candidate visits to fill the vacant position.
- Travel Training (Account No. 600.02) increased by \$8,250 or \$220% due to the new Commercial Driver License (CDL) training requirements as imposed by the Federal Highway Administration. All positions (other than the Lab Analyst) within the division require a CDL.
- Engineering & Architectural Services (Account No. 640.02) increased by \$42,500, or by 566.7%, due to the costs associated with contracted support for the division's efforts to renew its NPDES permit.
- Management & Consulting Services (Account No. 640.04) increased by \$76,000, or by 316.7%, due to the costs associated with contracting operations amid staff vacancies and insufficient staffing certification levels.
- Interdepartmental Charges increased by \$66,430, or by 10.4%, primary due to increased insurance premiums and increased costs associated with services provided by City departments to the Public Works Wastewater Division.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	523,060	539,012	553,712	553,630	617,482	78,470	14.6%
501 .01 Overtime Wages	31,890	35,000	35,000	30,450	35,000		0.0%
502 .01 Temporary Wages	7,316	20,000	5,300	5,000	20,000		0.0%
505 .00 Payroll Taxes	39,794	45,450	45,450	43,410	51,450	6,000	13.2%
506 .00 Pension	80,652	85,850	85,850	82,290	116,280	30,430	35.4%
507 .00 Health & Life Insurance	174,043	176,660	192,060	192,030	201,490	24,830	14.1%
507 .30 Workers Compensation	14,770	18,460	18,460	17,520	19,510	1,050	5.7%
508 .00 Other Benefits	(6,279)	12,140	12,140	12,140	14,370	2,230	18.4%
509 .03 Allowances Public Works Clothing	1,750	2,000	2,000	2,000	2,000		0.0%
509 .08 Allowances Medical Expenses	75	600	600	600	600		0.0%
Personnel Services and Benefits	867,071	935,172	950,572	939,070	1,078,182	143,010	15.3%

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Wastewater

Operations Division 3000 110

Operating Expenditures			2021	2022 Budget			2023	2022 Adopted/2023	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies									
510 .01	Office Supplies	1,992	2,500	2,500	2,500	2,500		0.0%	
510 .02	Operating Supplies	13,431	15,000	15,000	15,000	15,000		0.0%	
510 .03	Safety Program Supplies	13,918	12,250	15,250	15,250	12,250		0.0%	
510 .04	Janitorial Supplies	2,421	3,625	3,625	3,625	3,625		0.0%	
510 .05	Small Tools & Equipment	5,395	9,000	9,000	9,000	9,000		0.0%	
510 .06	Chemicals	54,032	70,000	70,000	70,000	70,000		0.0%	
515 .01	Vehicle Maintenance Materials	3,183	5,000	5,000	5,000	5,000		0.0%	
515 .04	Machinery & Equip Maint Materials	14,825	28,300	28,300	28,300	28,300		0.0%	
515 .05	Infrastructure Maint Materials	64,482	72,625	42,225	42,225	72,625		0.0%	
520 .02	Postage	1,468	2,000	2,000	2,000	2,000		0.0%	
525 .03	Heating Fuel	31,895	27,500	47,500	47,500	47,500	20,000	72.7%	
525 .04	Vehicle Motor Fuel & Lubricants	9,543	7,500	14,500	12,500	12,500	5,000	66.7%	
530 .03	Professional & Technical Publications	272	1,000	1,000	1,000	1,000		0.0%	
535 .02	Business & Meal Expenses	694	1,750	1,750	1,750	1,750		0.0%	
535 .04	Uniforms/Badges/Clothing	1,274	4,000	4,000	4,000	4,000		0.0%	
Supplies		218,825	262,050	261,650	259,650	287,050	25,000	9.5%	
Contract/Purchased Services									
600 .01	Travel Business					5,000	5,000	New	
600 .02	Travel Training	450	3,750	3,750	3,750	12,000	8,250	220.0%	
600 .03	Training & Education	2,118	2,500	5,000	5,000	7,000	4,500	180.0%	
605 .01	Ads & Public Announcements	2,835	6,000	6,000	6,000	6,000		0.0%	
615 .01	Professional & Technical Licenses	950	1,500	1,500	1,500	1,500		0.0%	
615 .02	Assn. Membership Dues & Fees		1,500	1,500	1,500	1,500		0.0%	
630 .01	Building & Operating Permits	8,020	8,500	8,500	8,500	8,500		0.0%	
630 .02	Vehicle Licenses	159	500	500	500	500		0.0%	
630 .03	Bank & Merchant Charges	23,989	23,000	23,000	23,000	23,000		0.0%	
635 .03	Vehicle Maintenance Services	1,514	3,000	3,000	3,000	3,000		0.0%	
635 .04	Software Maintenance Services	6,068	9,000	9,000	9,000	9,000		0.0%	
635 .06	Bldg. & Grounds Maint Services	7,402	7,500	7,500	7,500	10,000	2,500	33.3%	
635 .07	Machinery & Equip Maint Services	19,983	20,000	20,000	20,000	20,000		0.0%	
635 .08	Infrastructure Maint Services	45,334	35,490	45,890	45,890	35,490		0.0%	
635 .12	Technical Services	5,352	5,000	5,000	5,000	5,000		0.0%	
640 .02	Engineering & Architectural Services	2,329	7,500	7,500	7,500	50,000	42,500	566.7%	
640 .04	Management & Consulting Services	1,972	24,000	14,000	14,000	100,000	76,000	316.7%	
645 .02	Rents & Leases Machinery & Equip		2,000	2,000	2,000	2,000		0.0%	
650 .01	Telecommunications	17,076	18,000	18,000	18,000	18,000		0.0%	
650 .02	Electric, Water, Sewer & Solid Waste	209,818	230,320	228,170	225,670	230,320		0.0%	
Contract/Purchased Services		355,369	409,060	409,810	407,310	547,810	138,750	33.9%	
Minor Capital Outlay									
790 .15	Furniture & Fixtures		1,000	1,000	1,000	1,000		0.0%	
790 .25	Machinery & Equipment	51,332	55,500	55,500	55,500	55,500		0.0%	
790 .26	Computers, Printers & Copiers	1,777	2,500	2,500	2,500	5,150	2,650	106.0%	
Minor Capital Outlay		53,109	59,000	59,000	59,000	61,650	2,650	4.5%	

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Public Works Wastewater

Operations Division 3000 110

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023		
		Adopted	Amended	Estimate		Incr(Decr)	%	
Interdepartmental Charges								
800 .00	Interdepartmental Administrative	30,123	32,900	33,624	33,760	38,915	6,015	18.3%
801 .01	Interdepartmental Human Resources	10,744	12,480	12,480	11,810	14,395	1,915	15.3%
802 .00	Interdepartmental Finance	52,241	59,220	59,220	56,955	65,140	5,920	10.0%
803 .01	Interdepartmental Info Technology	26,726	30,500	30,500	27,245	41,610	11,110	36.4%
804 .01	Interdepartmental Engineering	226,619	344,000	339,990	274,000	373,000	29,000	8.4%
805 .01	Interdepartmental KPU Billing Services	50,870	52,280	52,280	52,280	52,280		0.0%
825 .01	Interdepartmental Insurance	53,724	55,870	58,020	58,020	58,280	2,410	4.3%
850 .01	Interdepartmental Garage	35,961	36,310	40,320	40,320	46,370	10,060	27.7%
851 .01	Interdepartmental Equipment	15,000	15,000	15,000	15,000	15,000		0.0%
	Interdepartmental Charges	502,008	638,560	641,434	569,390	704,990	66,430	10.4%
Debt Service								
931 .01	Debt Service Principal	132,640	134,638	134,638	134,638	136,665	2,027	1.5%
932 .01	Debt Service Interest	29,851	28,191	28,191	28,191	26,164	(2,027)	7.2%
	Debt Service	162,491	162,829	162,829	162,829	162,829		0.0%
Other Costs								
975 .00	Payment in Lieu of Taxes	80,000	86,100	80,000	80,000	86,100		0.0%
	Other Costs	80,000	86,100	80,000	80,000	86,100		0.0%
	Total Expenditures by Type	2,238,873	2,552,771	2,565,295	2,477,249	2,928,611	375,840	14.7%

NARRATIVE

500.01 Regular Salaries & Wages: \$617,482 – 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: \$51,450 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$116,280 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$201,490 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$19,510 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$14,370 – 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.

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: \$47,500 This account provides expenditures for heating fuel to heat the wastewater treatment plants.

525.04 Vehicle Motor Fuel & Lubricants: \$12,500 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.

600.01 Travel Business: \$5,000 This account will cover travel expenses for the recruitment of a new Division Supervisor.

600.02 Travel Training: \$12,000 This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$7,000 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on premises training programs provided by staff or third parties.

605.01 Advertising & Public Announcements: \$6,000 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, 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: \$8,500 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 the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$9,000 This account provides expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings & Grounds Maintenance Services: \$10,000 This account provides expenditures for contractual services for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$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: \$50,000 This account provides expenditures for engineering and architectural services outside the scope of available services with internal staff. Additional funds have been programmed for 2023 to account for contracted services to assist with the NPDES permitting process.

640.04 Management & Consulting Services: \$100,000 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. Additional funds have been programmed for 2023 to account for contracted operations amidst staff vacancies and insufficient staffing certification levels.

645.02 Rents & Leases Machinery & Equipment: \$2,000 This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$18,000 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: \$230,320 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: \$5,150 – This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. Per the replacement schedule developed by the Information Technology Department, two workstations, one monitor, and one UPS battery back up will be replaced.

800.00 Interdepartmental Charges – Administrative: \$38,915 This account provides expenditures for administrative and management services provided by the departments of the City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$14,395 This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges Finance: \$65,140 This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$41,610 This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$373,000 This account provides expenditures for engineering services provided by the Public Works Department Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$52,280 This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$58,280 This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$46,370 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: \$136,665 This account provides expenditures for principal on Alaska Clean Water Loans for the Wastewater Division.

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Public Works Wastewater

Operations Division 3000 110

932.01 Debt Service Interest: \$26,164 This account provides expenditures for interest on Alaska Clean Water Loans for the Wastewater Division.

975.00 Payments in Lieu of Taxes: \$86,100 This account provides expenditures for payments in lieu of taxes assessed against the enterprise funds of the City.

CITY OF KETCHIKAN
 2023 Operating and Capital Budget
 Public Works Wastewater

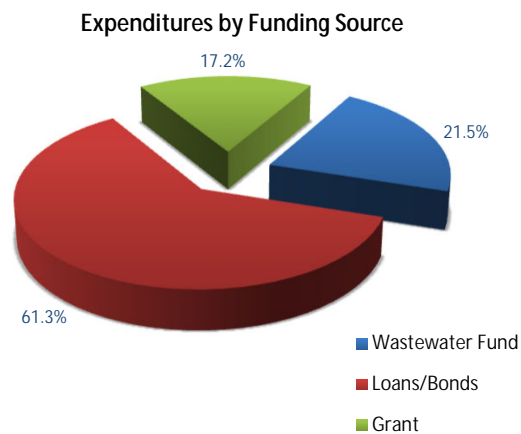
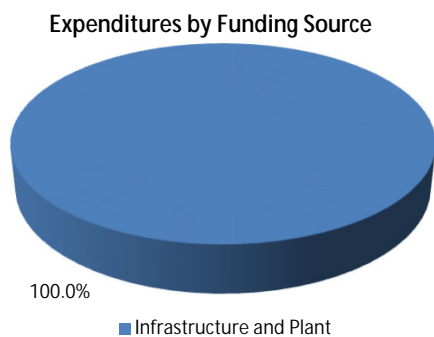
Capital Budget

Major Capital Outlay	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	178,806						NA
730.00 Infrastructure and Plant	342,321	5,105,867	5,105,867	423,535	7,267,478	2,161,611	42.3%
Total Major Capital Outlay	521,127	5,105,867	5,105,867	423,535	7,267,478	2,161,611	42.3%

Capital Improvement Projects		Funding Sources			Total
		Wastewater Fund	ADEC Loan/Bonds	State or Federal Grants	
Project #	Project				

730.00 Infrastructure and Plant

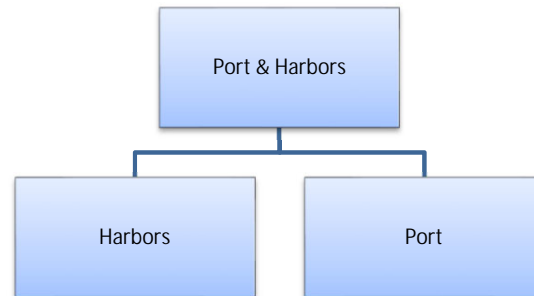
Tongass Ave. Phase II Sewer Force Main Rehabilitation	312,500		1,250,000	1,562,500
Sewer Main & Manhole Repair/Replacement	100,000			100,000
Upgrade Sewer Laterals	30,000			30,000
Large Pump Station Upgrades	150,000			150,000
Small Pump Station Upgrades	50,000			50,000
WWTP Equipment Replacement	60,000			60,000
Water Meters Business and Commercial			851,978	851,978
Water Street Sewer Replacement and Rehabilitation	500,000		3,600,000	4,100,000
SCADA & Controls System Upgrade	100,000			100,000
Peterson Street Sewer Main Rebuild	235,000			235,000
PS2 Duperon Wipe Removal Machine	28,000			28,000
Total Infrastructure and Plant	1,565,500	4,451,978	1,250,000	7,267,478
Total Capital Budget	1,565,500	4,451,978	1,250,000	7,267,478



CITY OF KETCHIKAN
2023 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	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	1,578,720	1,734,071	1,734,557	1,651,190	1,830,374	96,303	5.6%
Capital Improvement Program	239,030	275,633	275,633	122,500	130,000	(145,633)	52.8%
Total	1,817,750	2,009,704	2,010,190	1,773,690	1,960,374	(49,330)	2.5%

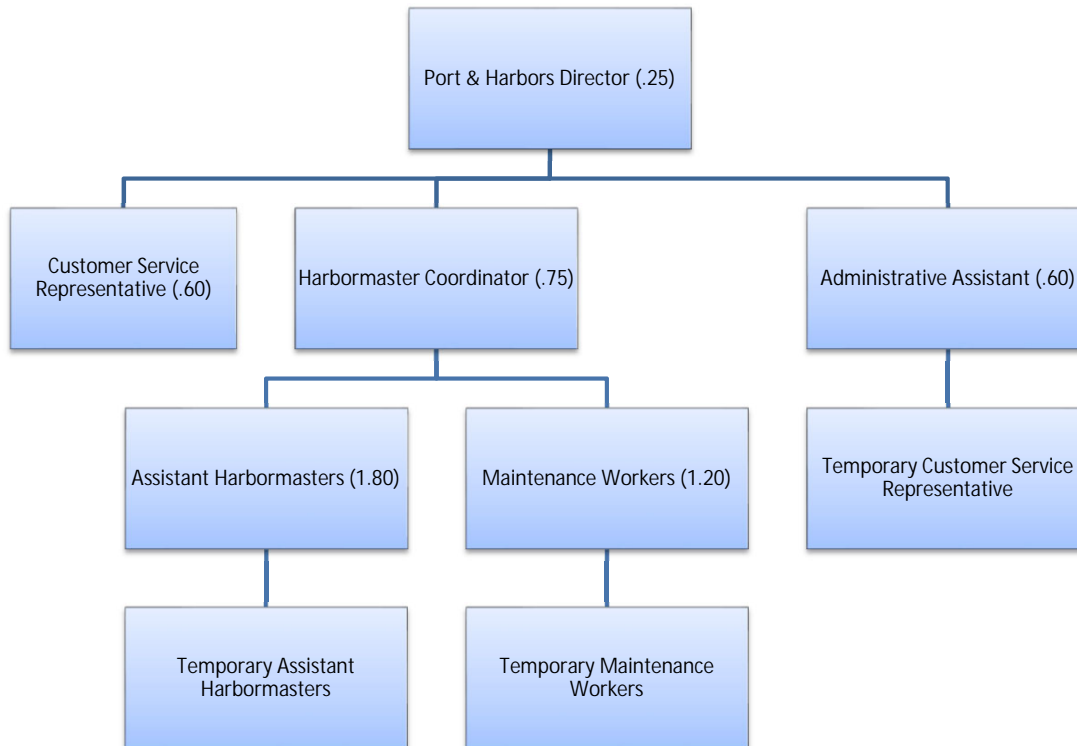
Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	583,257	705,881	705,881	646,180	727,654	21,773	3.1%
Supplies	47,722	74,325	77,935	77,935	90,925	16,600	22.3%
Contract/Purchased Services	384,876	336,440	331,880	329,690	343,490	7,050	2.1%
Minor Capital Outlay	3,652	11,100	12,050	12,050	18,700	7,600	68.5%
Interdepartmental Charges	210,663	256,900	257,386	235,910	299,930	43,030	16.7%
Debt Service	348,550	349,425	349,425	349,425	349,675	250	0.1%
Major Capital Outlay	239,030	275,633	275,633	122,500	130,000	(145,633)	52.8%
Total	1,817,750	2,009,704	2,010,190	1,773,690	1,960,374	(49,330)	2.5%

Expenditures by Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Harbor Fund	1,578,720	1,734,071	1,708,557	1,651,190	1,830,374	96,303	5.6%
Grants and Contributions	239,030	101,412	101,412			(101,412)	100.0%
Harbor Construction		174,221	200,221	122,500	130,000	(44,221)	25.4%
Bonds							0.0%
Total	1,817,750	2,009,704	2,010,190	1,773,690	1,960,374	(49,330)	2.5%

Full time Equivalent Personnel	2021 Actual	2022 Budget		2023		2022 Adopted/2023	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	353,804		0.0%
Total	5.20	5.20	5.20	5.20	353,804		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 2023

- Install cathodic protection on various galvanized pilings.
- Replace aging overhead lighting wire in Bar Harbor North.
- Evaluate and perform maintenance dredging in Bar Harbor North.
- Replace vulnerable pilings identified through recent inspections.
- Replace deteriorating concrete panels in Bar Harbor North Floats 14, 15 and 16.
- Replace deteriorating bullrail and whalers in Bar Harbor North.
- Pour new approach slab at Bar Harbor North Ramp 3.
- Plan and host the Alaska Association of Harbormasters and Port Administrators annual conference in September 2023.

ACCOMPLISHMENTS FOR 2022

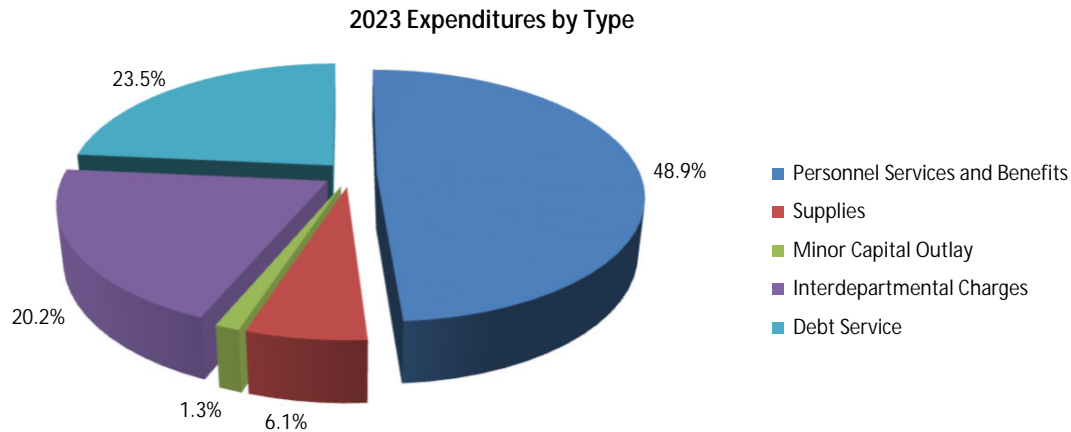
- Darryl Verfaillie was appointed to the Port & Harbors Director position effective March 11, 2022 after the retirement of longtime Director Steve Corporon, effective November 1, 2020.
- Completed final phase of Thomas Basin rehabilitation in house. New decking, bull rail, stringers, and water line on Float 5.
- Completed Phase 1 of maintenance dredging in Bar Harbor North.
- Completed installation of new sewage pump out station in Bar Harbor South.

DIVISION SUMMARY

Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	583,257	705,881	705,881	646,180	727,654	21,773	3.1%
Supplies	47,722	74,325	77,935	77,935	90,925	16,600	22.3%
Contract/Purchased Services	384,876	336,440	331,880	329,690	343,490	7,050	2.1%
Minor Capital Outlay	3,652	11,100	12,050	12,050	18,700	7,600	68.5%
Interdepartmental Charges	210,663	256,900	257,386	235,910	299,930	43,030	16.7%
Debt Service	348,550	349,425	349,425	349,425	349,675	250	0.1%
Total Expenditures	1,578,720	1,734,071	1,734,557	1,651,190	1,830,374	96,303	5.6%

Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Harbor Fund	1,578,720	1,734,071	1,734,557	1,651,190	1,830,374	96,303	5.6%
Total Funding	1,578,720	1,734,071	1,734,557	1,651,190	1,830,374	96,303	5.6%

Full time Equivalent Personnel	2021 Actual	2022 Budget		2023		2022 Adopted/2023	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director of Port & Harbors	0.25	0.25	0.25	0.25	34,375		0.0%
Harbormaster Coordinator	0.75	0.75	0.75	0.75	67,119		0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	109,222		0.0%
Maintenance Worker	1.20	1.20	1.20	1.20	73,566		0.0%
Administrative Assistant	0.60	0.60	0.60	0.60	36,277		0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	33,245		0.0%
Total	5.20	5.20	5.20	5.20	353,804		0.0%



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$21,773, or by 3.1%, due to annual employee step increases; proposed cost of living adjustments for IBEW, Local 1547 represented employees and non represented employees that will become effective January 1, 2023; and projected increases in pension, health insurance and other benefit costs.
- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$11,000, or by 26.2%, due to estimated material cost inflation, as well as the estimated \$7,000 cost of procuring a lumber order for bullrail rehabilitation in Bar Harbor North.
- Interdepartmental Charges increased by \$43,030, or by 16.7%, primarily due to increased insurance premiums and increased costs associated with services provided by City departments to the Harbor Department.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	308,292	340,771	340,771	331,590	353,804	13,033	3.8%
501 .01 Overtime Wages	10,591	13,000	13,000	13,000	13,000		0.0%
502 .01 Temporary Wages	59,341	80,000	80,000	58,000	80,000		0.0%
505 .00 Payroll Taxes	27,355	33,190	33,190	30,210	34,190	1,000	3.0%
506 .00 Pension	71,917	77,800	82,690	82,690	80,710	2,910	3.7%
507 .00 Health and Life Insurance	85,696	127,380	122,490	101,480	137,040	9,660	7.6%
507 .30 Workers Compensation	19,150	27,480	27,480	22,950	24,190	(3,290)	12.0%
508 .00 Other Benefits	915	6,260	6,260	6,260	4,720	(1,540)	24.6%
Personnel Services and Benefits	583,257	705,881	705,881	646,180	727,654	21,773	3.1%

CITY OF KETCHIKAN

2023 Operating and Capital Budget

Harbors

Operations Division 1710 110

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .01 Office Supplies	3,413	3,200	2,700	2,700	3,200		0.0%
510 .02 Operating Supplies	2,665	3,100	3,100	3,100	3,100		0.0%
510 .03 Safety Program Supplies	238	285	285	285	285		0.0%
510 .04 Janitorial Supplies	2,120	1,750	3,450	3,450	3,450	1,700	97.1%
510 .05 Small Tools & Equipment	3,813	4,750	4,750	4,750	4,750		0.0%
515 .01 Vehicle Maint Materials	2,156	2,600	2,600	2,600	2,600		0.0%
515 .05 Infrastructure Maint Materials	18,167	42,000	41,050	41,050	53,000	11,000	26.2%
520 .02 Postage	3,894	2,940	3,800	3,800	2,940		0.0%
525 .03 Heating Fuel	3,333	5,000	7,500	7,500	7,500	2,500	50.0%
525 .04 Vehicle Motor Fuel & Lubricants	4,590	5,750	5,750	5,750	6,500	750	13.0%
530 .02 Periodicals	81	100	100	100	100		0.0%
535 .04 Uniforms/Badges/Clothing	3,252	2,850	2,850	2,850	3,500	650	22.8%
Supplies	47,722	74,325	77,935	77,935	90,925	16,600	22.3%
Contract/Purchased Services							
600 .01 Travel Business	697	1,500	1,500	1,500	2,000	500	33.3%
600 .02 Travel Training	325	1,300	1,300	1,300	1,500	200	15.4%
600 .03 Training and Education	1,045	1,045	1,045	1,045	3,840	2,795	267.5%
605 .01 Ads and Public Announcements	3,213	1,450	2,500	2,500	2,500	1,050	72.4%
605 .02 Marketing		650	300		700	50	7.7%
615 .02 Assn Membership Dues & Fees	434	300	300	300	300		0.0%
620 .01 Salvage & Disposal of Impounded Prop	43,433	6,650	3,290	2,500	6,650		0.0%
620 .02 Towing of Impounded Property		475	475	475	500	25	5.3%
630 .02 Vehicle Licenses	39	100	100	100	100		0.0%
630 .03 Bank and Merchant Charges	31,658	26,500	26,500	26,500	28,000	1,500	5.7%
635 .02 Janitorial and Cleaning Services	3,000	3,420	3,420	3,420	4,000	580	17.0%
635 .03 Vehicle Maintenance Services	100	2,500	1,300	1,000	2,500		0.0%
635 .04 Software Maintenance Services	1,805	1,500	800		1,850	350	23.3%
635 .06 Bldg & Grounds Maint Services	4,982	6,300	6,300	6,300	6,300		0.0%
635 .07 Machinery & Equip Maint Services	3,873	4,750	4,750	4,750	4,750		0.0%
635 .08 Infrastructure Maint Services		9,000	9,000	9,000	9,000		0.0%
640 .01 Legal & Accounting Services	285						NA
645 .02 Rents & Leases Machinery & Equip		500	500	500	500		0.0%
650 .01 Telecommunications	23,040	29,500	29,500	29,500	29,500		0.0%
650 .02 Electric, Water, Sewer & Solid Waste	266,947	239,000	239,000	239,000	239,000		0.0%
Contract/Purchased Services	384,876	336,440	331,880	329,690	343,490	7,050	2.1%
Minor Capital Outlay							
790 .15 Furniture and Fixtures		1,000	1,000	1,000	1,000		0.0%
790 .20 Vehicles & Moving Equipment			950	950	3,500	3,500	0.0%
790 .25 Machinery and Equipment		7,500	7,500	7,500	7,500		0.0%
790 .26 Computers, Printers & Copiers	3,652	1,600	1,600	1,600	5,700	4,100	256.3%
790 .35 Software		1,000	1,000	1,000	1,000		0.0%
Minor Capital Outlay	3,652	11,100	12,050	12,050	18,700	7,600	68.5%

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Harbors

Operations Division 1710 110

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges							
800 .00 Interdepartmental Administrative	20,233	22,100	22,675	22,675	26,145	4,045	18.3%
801 .01 Interdepartmental Human Resources	7,216	8,380	8,291	7,930	9,670	1,290	15.4%
802 .00 Interdepartmental Finance	35,087	39,770	39,770	38,255	43,755	3,985	10.0%
803 .01 Interdepartmental Info Technology	17,951	20,490	20,490	18,300	27,950	7,460	36.4%
804 .01 Interdepartmental Engineering	48,192	75,000	74,010	59,000	93,000	18,000	24.0%
825 .01 Interdepartmental Insurance	80,153	86,690	86,690	84,290	93,130	6,440	7.4%
850 .01 Interdepartmental Garage	1,831	4,470	5,460	5,460	6,280	1,810	40.5%
Interdepartmental Charges	210,663	256,900	257,386	235,910	299,930	43,030	16.7%
Debt Service							
931 .01 Debt Service Principal	180,000	190,000	190,000	190,000	200,000	10,000	5.3%
932 .01 Debt Service Interest	168,550	159,425	159,425	159,425	149,675	(9,750)	6.1%
Debt Service	348,550	349,425	349,425	349,425	349,675	250	0.1%
Total Expenditures by Type	1,578,720	1,734,071	1,734,557	1,651,190	1,830,374	96,303	5.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$353,804 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Harbors Division.

501.01 Overtime Wages: \$13,000 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: \$34,190 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$80,710 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$137,040 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$24,190 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$4,720 – 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 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: \$3,450 – 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, operating and 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: \$53,000 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: \$7,500 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: \$3,500 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: \$2,000 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 and Education: \$3,840 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on premises training programs provided by staff or third parties.

605.01 Advertising and Public Announcements: \$2,500 This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605.02 Marketing: \$700 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.

615.02 Dues and Membership Fees: \$300 – 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: \$500 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

630.02 Vehicle Licenses: \$100 – This account provides expenditures for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$28,000 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.02 Janitorial and Cleaning Services: \$4,000 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: \$2,500 – 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: \$1,850 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 Rent & Leases Machinery & Equipment: \$500 This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$29,500 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, 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.

790.20 Vehicles & Moving Equipment: \$3,500 This account provides expenditures for acquisition of vehicles and moving equipment including boat trailers and other small rolling stock.

790.25 Machinery and Equipment: \$7,500 This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers & Copiers: \$5,700 This account provides expenditures for the acquisition of computers, printers and copiers. Per the replacement schedule developed by the Information Technology Department, two workstations, three monitors, one laptop, one printer and two UPS battery backups will be replaced. The cost is shared equally between the Port and Harbors Departments.

790.35 Software: \$1,000 This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$26,145 This account provides expenditures for administrative and management services provided by the departments of the Mayor & City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$9,670 This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges Finance: \$43,755 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: \$27,950 This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$93,000 This account provides expenditures for engineering services provided by the Public Works Department Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$93,130 This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$6,280 This account provides expenditures for fleet maintenance services provided by the Public Works Department Garage Division.

931.01 Debt Service Principal: \$200,000 This account provides expenditures for principal on general obligation bonds issued to finance harbor capital improvements.

932.01 Debt Service Interest: \$149,675 This account provides expenditures for interest on general obligation bonds issued to finance harbor capital improvements.

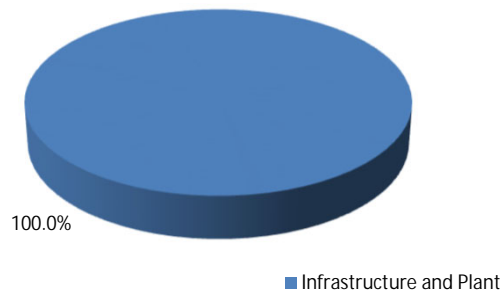
CITY OF KETCHIKAN
2023 Operating and Capital Budget
Harbors

Capital Budget

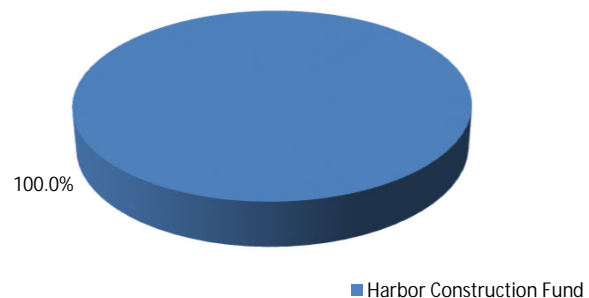
Major Capital Outlay	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	15,237						NA
730.00 Infrastructure and Plant	223,793	275,633	275,633	122,500	130,000	(145,633)	52.8%
Total Major Capital Outlay	239,030	275,633	275,633	122,500	130,000	(145,633)	52.8%

Capital Improvement Projects		Funding Sources				
		Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	Total
Project #	Project					
730.00	Infrastructure and Plant					
	Piling Replacement		30,000			30,000
	Cathodic Protection		25,000			25,000
	Bar Harbor North Overhead Wire Replacement		60,000			60,000
	Bar Harbor North Concrete Rehab Ph. 1		15,000			15,000
	Total Infrastructure and Plant		130,000			130,000
	Total Capital Budget		130,000			130,000

Expenditures by Type



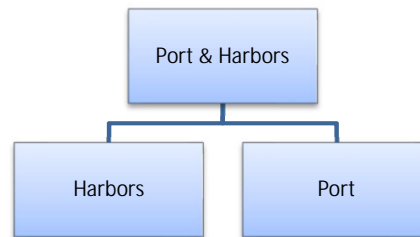
Expenditures by Funding Source



CITY OF KETCHIKAN
2023 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	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	6,562,462	7,700,634	7,675,814	7,549,082	8,466,054	765,420	9.9%
Capital Improvement Program	146,772	280,685	280,685	27,377	6,618,487	6,337,802	2258.0%
Total	6,709,234	7,981,319	7,956,499	7,576,459	15,084,541	7,103,222	89.0%

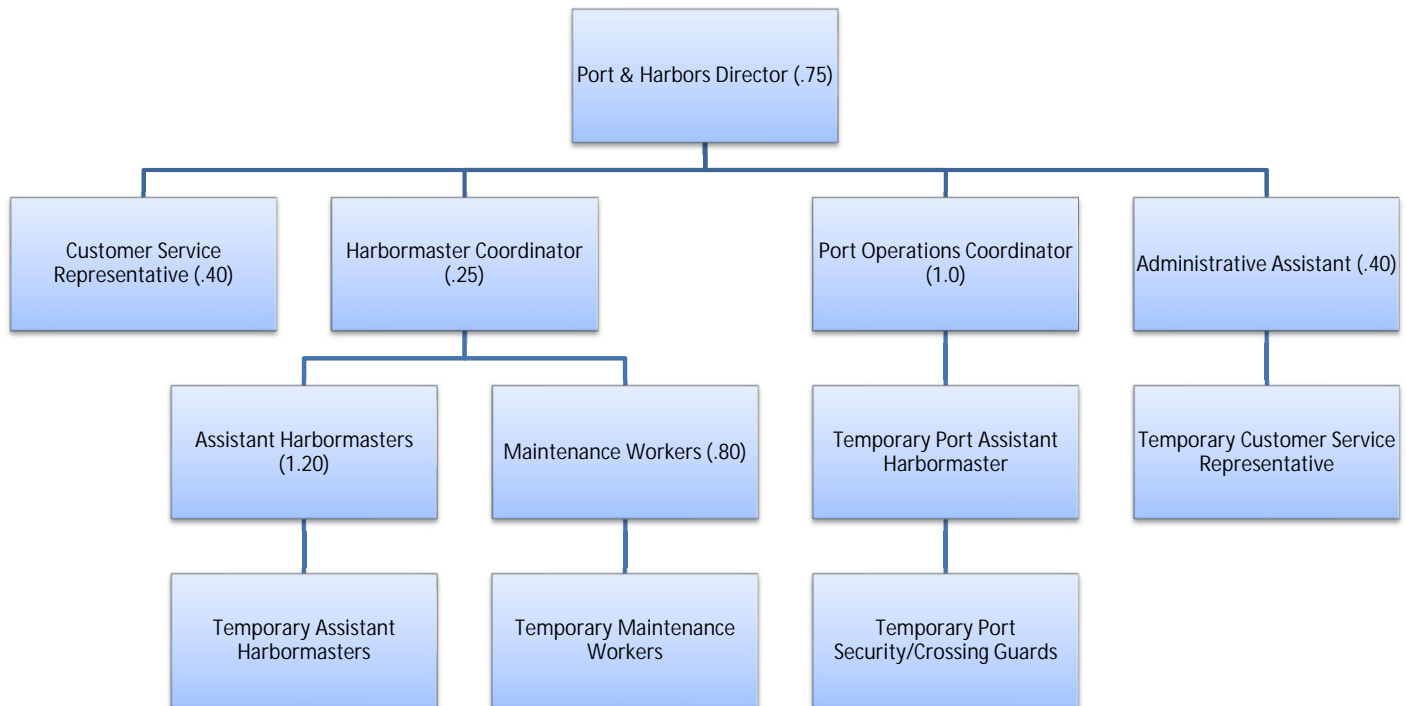
Expenditures by Category	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	642,092	1,011,741	1,419,651	1,376,480	1,480,309	468,568	46.3%
Supplies	41,735	98,395	94,254	94,254	118,200	19,805	20.1%
Contract/Purchased Services	2,195,708	2,800,618	2,394,899	2,344,649	3,013,425	212,807	7.6%
Minor Capital Outlay	3,652	6,100	7,050	5,550	12,200	6,100	100.0%
Interdepartmental Charges Public Safety							NA
Interdepartmental Charges	441,866	503,580	505,760	483,150	579,420	75,840	15.1%
Debt Service	2,230,172	2,236,000	2,236,000	2,236,000	2,234,500	(1,500)	0.1%
Other Costs	1,007,237	1,044,200	1,018,200	1,008,999	1,028,000	(16,200)	1.6%
Major Capital Outlay	146,772	280,685	280,685	27,377	6,618,487	6,337,802	2258.0%
Total	6,709,234	7,981,319	7,956,499	7,576,459	15,084,541	7,103,222	89.0%

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	784,918	7,759,319	7,734,499	7,556,259	12,491,054	4,731,735	61.0%
Port Repair and Replacement Fund		117,000	117,000	12,700	87,300	(29,700)	25.4%
CPV Funds	100,147	105,000	105,000	7,500		(105,000)	100.0%
Contributions	2,000,000						NA
Grants	3,824,169				2,506,187	2,506,187	NA
Total	6,709,234	7,981,319	7,956,499	7,576,459	15,084,541	7,103,222	89.0%

Full time Equivalent Personnel	2021	2022 Budget		2023		2022 Adopted/2023	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	370,909		0.0%
Total	4.80	4.80	4.80	4.80	370,909		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, commercial enterprise 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 2023

- Continue working with the cruise 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 City Manager's Office and Public Works Engineering, 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 premier visitor destination.
- Complete the capital project to begin implementing new Yokohama attachment design.
- Complete United States Coast Guard lead active threat security table top exercise in 2023 season.
- Complete construction phase of Berth III Dolphin capital project.
- Explore expansion options for Berth I.
- Design and implement a retention plan for temporary employees.
- Install permanent signage at potable water stations and ensure water bottle stations/fountains are in working order.

- Implement time keeping system that allows port security employees to track their own hours in real time.
- Install permanent signage at Port Vessel Loading Zones.
- Rewrite, restructure and re bid the Port Vendor Contracts.
- Develop a working relationship with the Ketchikan Gateway Borough that allows for purchasing port plants from their greenhouse.
- Plan and host the Alaska Association of Harbormasters and Port Administrators annual conference in September 2023.

ACCOMPLISHMENTS FOR 2022

- Completed hiring process to fill the Port & Harbors Director position vacated by longtime Director Steve Corporon, who retired effective November 1, 2020.
- Craig Bisson was appointed to Port Operations Coordinator, effective March 21, 2022 after the position was vacated fall 2021.
- Worked with the USC to implement new USCG security measures, as adopted in the updated Facility Security Plan.
- Planned and executed all necessary COVID 19 safety measures for a successful 2022 cruise season.
- Planned an efficient, cost effective and safe strategy for the offloading of Ward Cove Group passengers to downtown Ketchikan; the plan was subsequently not adopted or put into place.
- Reinstated project to install additional mooring dolphins at Berth III to better accommodate neo panamax cruise ships.
- Worked with United States Coast Guard to update Facility Security Plan.
- Successfully staffed and operated the Port with the resumption of cruise in 2022.
- Under the direction of the City Manager's Office, served on the statewide cruise port committee to discuss and develop cruise port agreements between ports, the State of Alaska, and cruise lines responding to Centers for Disease Control Prevention (CDC).
- Successfully completed active threat security table top exercise on the MS *Celebrity Millennium*, with joint participation from the United States Coast Guard, Ketchikan Police Department, Ketchikan Fire Department, and Port Security.
- Completed voluntary United States Coast Guard coordinated port facility security inspection.
- Completed Navy threat assessment for the port.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Port

Operations Division 4000 110

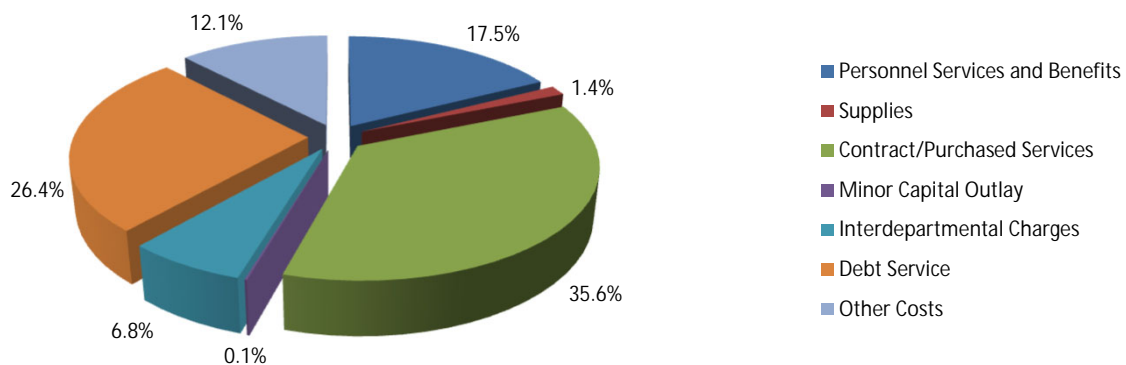
DIVISION SUMMARY

Expenditures by Category	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	642,092	1,011,741	1,419,651	1,376,480	1,480,309	468,568	46.3%
Supplies	41,735	98,395	94,254	94,254	118,200	19,805	20.1%
Contract/Purchased Services	2,195,708	2,800,618	2,394,899	2,344,649	3,013,425	212,807	7.6%
Minor Capital Outlay	3,652	6,100	7,050	5,550	12,200	6,100	100.0%
Interdepartmental Charges Public Safety							0.0%
Interdepartmental Charges	441,866	503,580	505,760	483,150	579,420	75,840	15.1%
Debt Service	2,230,172	2,236,000	2,236,000	2,236,000	2,234,500	(1,500)	0.1%
Other Costs	1,007,237	1,044,200	1,018,200	1,008,999	1,028,000	(16,200)	1.6%
Total Expenditures	6,562,462	7,700,634	7,675,814	7,549,082	8,466,054	765,420	9.9%

Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Port Fund	6,562,462	7,700,634	7,675,814	7,549,082	8,466,054	765,420	9.9%
Total Funding	6,562,462	7,700,634	7,675,814	7,549,082	8,466,054	765,420	9.9%

Full time Equivalent Personnel	2021 Actual	2022 Budget		2023		2022 Adopted/2023	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	103,124		0.0%
Harbormaster Coordinator	0.25	0.25	0.25	0.25	22,335		0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	77,849		0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	72,377		0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	48,951		0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	24,110		0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	22,163		0.0%
Total	4.80	4.80	4.80	4.80	370,909		0.0%

2023 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$468,568, or by 46.3%, due to annual employee step increases; proposed cost of living adjustments for IBEW, Local 1547 represented employees and non represented employees that will become effective January 1, 2023; and projected increases in pension, health insurance and other benefit costs.
- Janitorial Services (Account No. 635.02) increased by \$10,000, or by 66.7%, due to additional cleaning services needed at port restroom facilities in order to accommodate Ward Cove passengers disembarking at Berth IV.
- Other Contractual Services (Account No. 635.14) decreased by \$17,500, or by 100%, due to migrating this expenditure to the Tourism & Economic Development Budget.
- Interdepartmental Charges increased by \$75,840, or by 15.1%, primarily due to increased insurance premiums and increased costs associate with services provided by City departments to the Port.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2021	2022 Budget		2023	2022 Adopted/2023		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	309,651	349,431	349,431	338,020	370,909	21,478	6.1%
501	.01	Overtime Wages	16,087	50,000	83,000	83,000	83,000	33,000	66.0%
502	.01	Temporary Wages	106,233	300,000	630,000	630,000	630,000	330,000	110.0%
505	.00	Payroll Taxes	31,636	53,510	79,760	79,760	83,190	29,680	55.5%
506	.00	Pension	73,176	88,680	88,680	72,780	100,910	12,230	13.8%
507	.00	Health and Life Insurance	76,867	110,710	110,710	94,850	132,600	21,890	19.8%
507	.30	Workers Compensation	24,531	47,940	66,600	66,600	66,120	18,180	37.9%
508	.00	Other Benefits	3,911	11,470	11,470	11,470	13,580	2,110	18.4%
		Personnel Services and Benefits	642,092	1,011,741	1,419,651	1,376,480	1,480,309	468,568	46.3%
Supplies									
510	.01	Office Supplies	1,444	2,500	2,500	2,500	2,500		0.0%
510	.02	Operating Supplies	2,896	5,000	7,500	7,500	7,500	2,500	50.0%
510	.03	Safety Program Supplies	198	12,500	5,475	5,475	12,500		0.0%
510	.04	Janitorial Supplies	4,402	14,600	14,600	14,600	18,000	3,400	23.3%
510	.05	Small Tools & Equipment	4,066	8,000	8,000	8,000	10,000	2,000	25.0%
515	.01	Vehicle Maint Materials	1,496	2,500	2,500	2,500	2,500		0.0%
515	.02	Bldg & Grounds Maint Materials	2,463	13,000	7,679	7,679	13,000		0.0%
515	.04	Machinery & Equip Maint Materials	863	1,000	1,000	1,000	1,000		0.0%
515	.05	Infrastructure Maint Materials	9,474	20,000	18,300	18,300	20,000		0.0%
520	.02	Postage	153	95	2,000	2,000	2,000	1,905	2005.3%
525	.03	Heating Fuel	3,333	4,000	6,000	6,000	6,000	2,000	50.0%
525	.04	Vehicle Motor Fuel & Lubricants	7,165	5,000	8,500	8,500	9,000	4,000	80.0%
530	.02	Periodicals	81	200	200	200	200		0.0%
535	.04	Uniforms/Badges/Clothing	3,701	10,000	10,000	10,000	14,000	4,000	40.0%
		Supplies	41,735	98,395	94,254	94,254	118,200	19,805	20.1%

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Port

Operations Division 4000 110

Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel Business	1,381	1,500	1,500	1,500	4,160	2,660	177.3%
600 .02 Travel Training	500	2,050	2,050	2,050	2,500	450	22.0%
600 .03 Training and Education	1,888	5,700	5,700	5,700	6,000	300	5.3%
605 .01 Ads & Public Announcements	6,653	1,000	3,200	3,200	3,200	2,200	220.0%
605 .02 Marketing		200				(200)	100.0%
615 .02 Assn. Membership Dues & Fees	530	300	345	345	350	50	16.7%
620 .01 Salvage & Disposal of Impounded Prop		1,000	4,750	4,750		(1,000)	100.0%
620 .02 Towing of Impounded Property		500	500	500	500		0.0%
630 .02 Vehicle Licenses	76	100	100	100	100		0.0%
630 .03 Bank and Merchant Charges		400	400	400	400		0.0%
635 .02 Janitorial and Cleaning Services	9,026	15,000	18,075	18,075	25,000	10,000	66.7%
635 .03 Vehicle Maintenance Services	100	3,000	3,000	3,000	3,000		0.0%
635 .04 Software Maintenance Services	814	2,000	2,000	2,000	2,000		0.0%
635 .06 Bldg. & Grounds Maint Services	12,212	40,000	46,821	46,821	40,000		0.0%
635 .07 Machinery & Equip Maint Services	3,689	12,000	12,000	12,000	12,000		0.0%
635 .08 Infrastructure Maint Services	11,987	12,000	12,000	12,000	12,000		0.0%
635 .12 Technical Services	4,978	5,000	5,000	5,000	5,000		0.0%
635 .13 Marketing Services	149,625	133,875	133,875	133,875	137,222	3,347	2.5%
635 .14 Other Contractual Services	10,930	17,500	17,600	17,600		(17,500)	100.0%
640 .01 Legal and Accounting Services	33,765	75,000	42,740	25,000	75,000		0.0%
640 .02 Engineering & Architectural Services		4,000	4,000	4,000	4,000		0.0%
645 .01 Rents & Leases Land & Buildings		500	500	500	500		0.0%
645 .02 Rents & Leases Machinery & Equip		400	400	400	400		0.0%
645 .04 Rents & Leases Infrastructure	1,820,833	2,210,833	1,821,583	1,820,833	2,420,833	210,000	9.5%
650 .01 Telecommunications	22,938	25,000	25,000	25,000	27,500	2,500	10.0%
650 .02 Electric, Water, Sewer & Solid Waste	103,783	231,760	231,760	200,000	231,760		0.0%
Contract/Purchased Services	2,195,708	2,800,618	2,394,899	2,344,649	3,013,425	212,807	7.6%
Minor Capital Outlay							
790 .15 Furniture and Fixtures		1,000	1,000	1,000	1,000		0.0%
790 .20 Vehicles and Moving Equipment			950	950			NA
790 .25 Machinery and Equipment		2,000	2,000	2,000	4,000	2,000	100.0%
790 .26 Computers, Printers & Copiers	3,652	1,600	1,600	1,600	5,700	4,100	256.3%
790 .35 Software		1,500	1,500		1,500		0.0%
Minor Capital Outlay	3,652	6,100	7,050	5,550	12,200	6,100	100.0%
Interdepartmental Charges							
800 .00 Interdepartmental Administrative	49,119	53,640	54,820	55,050	63,475	9,835	18.3%
801 .01 Interdepartmental Human Resources	17,519	20,350	20,350	19,255	23,470	3,120	15.3%
802 .00 Interdepartmental Finance	85,183	96,560	96,560	92,875	106,220	9,660	10.0%
803 .01 Interdepartmental Info Technology	43,580	49,730	49,730	44,420	67,845	18,115	36.4%
804 .01 Interdepartmental Engineering	34,523	53,000	51,930	42,000	64,000	11,000	20.8%
825 .01 Interdepartmental Insurance	209,798	225,820	225,820	223,000	246,870	21,050	9.3%
850 .01 Interdepartmental Garage	2,144	4,480	6,550	6,550	7,540	3,500	68.3%
Interdepartmental Charges	441,866	503,580	505,760	483,150	579,420	75,840	15.1%

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Port

Operations Division 4000 110

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service							
931 .01 Debt Service Principal	1,075,000	1,130,000	1,130,000	1,130,000	1,185,000	55,000	4.9%
932 .01 Debt Service Interest	1,155,172	1,106,000	1,106,000	1,106,000	1,049,500	(56,500)	5.1%
Debt Service	2,230,172	2,236,000	2,236,000	2,236,000	2,234,500	(1,500)	0.1%
Other Costs							
910 .511 Transfer to Port R&R Fund	521,051	522,000	522,000	522,000	522,000		0.0%
975 .00 Payment in Lieu of Taxes	486,186	522,200	496,200	486,999	506,000	(16,200)	3.1%
Other Costs	1,007,237	1,044,200	1,018,200	1,008,999	1,028,000	(16,200)	1.6%
Total Expenditures by Type	6,562,462	7,700,634	7,675,814	7,549,082	8,466,054	765,420	9.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$370,909 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Port Division.

501.01 Overtime Wages: \$83,000 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: \$630,000 This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Port Division.

505 00 Payroll Taxes: \$83,190 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$100,910 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$132,600 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$66,120 – This account provide expenditures for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$13,580 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,500 This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

510.02 Operating Supplies: \$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 medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$12,500 – 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: \$18,000 – 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: \$10,000 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: \$2,500 This account provides expenditures for the materials required for maintaining vehicles such as tires.

515.02 Buildings and Grounds Maintenance Materials: \$13,000 – This account provides expenditures for the materials required for the buildings and grounds owned or leased and operated by the Port. Included are the restrooms on Berths III and IV, the security planters and the exterior of the Ketchikan Visitors Bureau building on Berth II.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides expenditures for materials required for maintaining machinery and equipment such as the Port crane.

515.05 Infrastructure Maintenance Materials: \$20,000 This account provides expenditures for materials required for the repair and maintenance of infrastructure owned or leased and operated by the Port. Included are sidewalks, parking lots, promenades and Port & Harbor berthing facilities.

520.02 Postage: \$2,000 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: \$6,000 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: \$9,000 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: \$14,000 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: \$4,160 This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel Training: \$2,500 This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$6,000 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on premises training programs provided by staff or third parties.

605.01 Advertising and Public Announcements: \$3,200 This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

615.02 Assn. Membership Dues and Fees: \$350 – This account provides expenditures for memberships in professional and trade associations.

620.02 Towing of Impounded Property: \$500 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

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: \$25,000 – This account provides expenditures for services to clean facilities and equipment owned or leased by the City. Included are janitorial and carpet cleaning for the Harbormaster Building and public restrooms including Berths III and IV.

635.03 Vehicle Maintenance Services: \$3,000 – This account provides expenditures for the repair and maintenance of Port vehicles and vessels by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$2,000 This account provides expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$40,000 – This account provides expenditures for the services required for the repair and maintenance of buildings and the upkeep of the security planters on the Port.

635.07 Machinery and Equipment Maintenance Services: \$12,000 – This account provides expenditures for the services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$12,000 This account provides expenditures for the services required for the repair and maintenance of infrastructure owned or leased by the Port. This account includes contract labor and materials required to provide the service. Included are maintenance to ramps, floats, docks, walkways, pavement and utilities. Repairs by qualified electricians to electrical circuits, lighting and capstans account for the majority of this category.

635.12 Technical Services: \$5,000 This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are, data base management, video monitoring, website maintenance and pest control.

635.13 Marketing Services: \$137,222 – 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. Fifty one percent, or \$137,222, of the Ketchikan Visitors Bureau funding request of the City is paid by the Port Enterprise Fund and forty nine percent is paid through the Tourism and Economic Development Budget.

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: \$2,220,833 – 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: \$27,500 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.

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: \$4,000 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: \$5,700 – This account provides expenditures for the acquisition of computers, printers and copiers. Per the replacement schedule developed by the Information Technology Department, two work stations, three monitors, one laptop, one printer and two UPS batter backups will be replaced. The cost is shared equally between the Port and Harbors Departments.

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: \$63,475 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: \$23,470 This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges Finance: \$106,220 This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$67,845 This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$64,000 This account provides expenditures for engineering services provided by the Public Works Department Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$246,870 This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$7,540 This account provides expenditures for fleet maintenance services provided by the Public Works Department Garage Division.

931.01 Debt Service Principal: \$1,185,000 This account provides expenditures for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service Interest: \$1,049,500 This account provides expenditures for interest on the 2016 Port Revenue Refunding Bonds.

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.

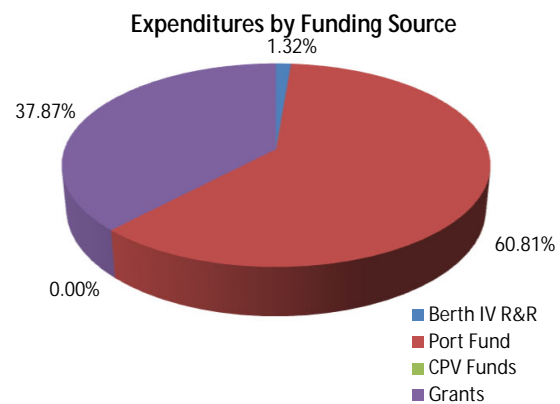
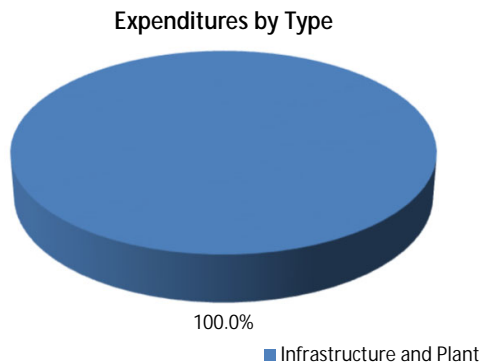
975.00 Payments in Lieu of Taxes: \$506,000 – This account provides for payments in lieu of taxes in the amount of \$334,000 assessed against the Port by the City of Ketchikan and \$172,000 in taxes assessed against Berth IV by the City and Ketchikan Gateway Borough. Berth IV is privately owned and is subject to both City and Borough property taxes.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Port

Capital Budget

Major Capital Outlay	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	14,687						NA
730.00 Infrastructure and Plant	132,085	280,685	280,685	27,377	6,618,487	6,337,802	2258.0%
Total Major Capital Outlay	146,772	280,685	280,685	27,377	6,618,487	6,337,802	2258.0%

Capital Improvement Projects		Funding Sources				
Project #	Project	CPV Funds	Port Fund	Grants	Berth IV R & R	Total
730.00	Infrastructure and Plant					
	Berth IV Cathodic Protection				87,300	87,300
	Berth III Additional Mooring Dolphins		4,000,000	2,506,187		6,506,187
	Yokohama Slide Attachment Modification		25,000			25,000
	Total Infrastructure and Plant		4,025,000	2,506,187	87,300	6,618,487
	Total Capital Budget		4,025,000	2,506,187	87,300	6,618,487



CITY OF KETCHIKAN
2023 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	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	1,954,215	2,077,710	2,077,710	2,021,380	2,247,990	170,280	8.2%
Total	1,954,215	2,077,710	2,077,710	2,021,380	2,247,990	170,280	8.2%

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges	1,954,215	2,077,710	2,077,710	2,021,380	2,247,990	170,280	8.2%
Total	1,954,215	2,077,710	2,077,710	2,021,380	2,247,990	170,280	8.2%

OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Commercial Auto Insurance Premiums (Account No. 625.02) increased by \$5,380, or by 7.5%. Commercial auto insurance premiums have been increasing due to the replacement cost values for newly acquired vehicles to the City's fleet, which is offset slightly by the surplus of vehicles which have reached the end of their useful life.
- Liability Insurance Premiums (Account No. 625.03) increased by \$104,050, or by 23.1%. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.
- Wharfage and Marine Premiums (Account 625.05) increased by \$30,710, or by 33.0%. Wharfage and Marine liability insurance premiums have been increasing due to claims experience in the global international market.
- Self Insured Claims Property Claims (Account No. 625.50) decreased by \$23,375, or by 48.3%. Self insured property claims has declined resulting in lower claims experience.
- Self Insured Claims Liability Claims (Account No. 625.52) increased by \$27,250, or by 18.1%. Self insured liability claims have been increasing due to poor claims experience.
- Management & Consulting Services (Account No. 640.04) increased by \$25,000, or by 33.3% due to the increased costs for insurance brokerage services.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Risk Management

OPERATING BUDGET DETAIL							
Expenditures by Category	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
625 .01 Property Insurance Premiums	549,110	594,810	582,310	557,930	582,850	(11,960)	2.0%
625 .02 Comm. Auto Insurance Premiums	69,222	71,550	71,550	71,640	76,930	5,380	7.5%
625 .03 Liability Insurance Premiums	359,042	449,560	449,560	435,660	553,610	104,050	23.1%
625 .04 Workers Compensation Premiums	496,351	568,770	568,770	563,240	585,870	17,100	3.0%
625 .05 Wharfage and Marine Premiums	92,422	93,020	93,020	105,410	123,730	30,710	33.0%
625 .50 Self Insured Claims Property	25,000	48,375	48,375	25,000	25,000	(23,375)	48.3%
625 .51 Self Insured Claims Auto	48,563	25,875	25,875	22,000	22,000	(3,875)	15.0%
625 .52 Self Insured Claims Liability	244,505	150,750	150,750	153,000	178,000	27,250	18.1%
640 .04 Management & Consulting Services	70,000	75,000	87,500	87,500	100,000	25,000	33.3%
Contract/Purchased Services	1,954,215	2,077,710	2,077,710	2,021,380	2,247,990	170,280	8.2%

NARRATIVE

625.01 Property Insurance Premiums: \$582,850 – This account provides expenditures for premiums paid for property, casualty and fire insurance for the City's buildings and equipment.

625.02 Commercial Auto Insurance Premiums: \$76,930 – This account provides expenditures for premiums paid for auto insurance for the City's fleet.

625.03 Liability Insurance Premiums: \$553,610 This account provides expenditures for premiums paid for commercial general, public officials and law enforcement and other liability insurance.

625.04 Workers Compensation Insurance Premiums: \$585,870 This account provides expenditures for premiums paid for workers compensation insurance for all City employees.

625.05 Wharfage and Marine Premiums: \$123,730 – This account provides expenditures for premiums paid for wharfingers and marine insurance.

625.50 Self Insured Claims – Property: \$25,000 This account provides expenditures for property claims not covered by insurance. Included are deductibles and self-insured claims.

625.51 Self Insured Claims – Auto: \$22,000 This account provides expenditures for auto claims not covered by insurance. Included are deductibles and self-insured claims.

625.52 Self Insured Claims – Liability: \$178,000 This account provides expenditures for liability claims not covered by insurance. Included are deductibles and self-insured claims.

640.04 Management and Consulting Services: \$100,000 – This account provides expenditures for risk management services provided by an insurance broker.

CITY OF KETCHIKAN
2023 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	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%
Total Expenditures	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%

Funding Source	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Property Taxes	729,219	802,243	802,243	799,743	798,964	(3,279)	0.4%
Hospital Sales Tax	2,529,575	2,529,575	2,529,575	2,532,075	2,532,075	2,500	0.1%
Public Works Sales Tax	252,666	291,296	291,296	252,666	291,365	69	0.0%
Bond Proceeds	3,172,849						NA
Economic Recovery Zone Rebate	47,059						NA
Total Funding	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%

OPERATING BUDGET CHANGES FOR 2023

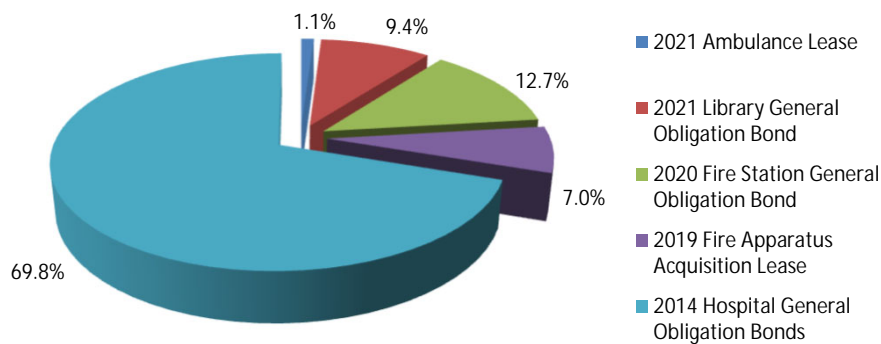
Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Debt Service

OPERATING BUDGET DETAIL							
Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service							
931 .01 Debt Service Principal	4,700,220	1,833,401	1,833,401	1,799,770	1,900,707	67,306	3.7%
932 .01 Debt Service Interest	2,003,299	1,789,713	1,789,713	1,784,714	1,721,697	(68,016)	3.8%
933 .02 Debt Service Fees & Other Costs	27,849						NA
Debt Service	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%
Total Expenditures	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%

Operating Expenditures	2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Instrument							
2020 Fire Station General Obligation Bond	457,250	458,250	458,250	458,250	458,500	250	0.1%
2021 Library General Obligation Bond	316,694	341,493	341,493	341,493	340,464	(1,029)	New
2012 Library General Obligation Bond	3,175,184						NA
2014 Hospital General Obligation Bond	2,529,575	2,532,075	2,532,075	2,532,075	2,532,075		0.0%
2019 Fire Apparatus Acquisition Lease	252,665	252,666	252,666	252,666	252,666		0.0%
2021 Ambulance Lease		38,630	38,630		38,699	69	0.2%
Total Debt	6,731,368	3,623,114	3,623,114	3,584,484	3,622,404	(710)	0.0%

2023 Expenditures by Bond Issue



NARRATIVE

931.01 Debt Service Principal: \$1,900,707 – This account provides expenditures for principal payments required for tax supported general obligation bonds.

932.01 Debt Service Interest: \$1,721,697 – This account provides expenditures for interest payments required for tax supported general obligation bonds.

CITY OF KETCHIKAN
2023 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 in 2014.
- General Fund to the General Obligation Bond Debt Service Fund for debt issued to finance the construction of new fire station and library facilities.

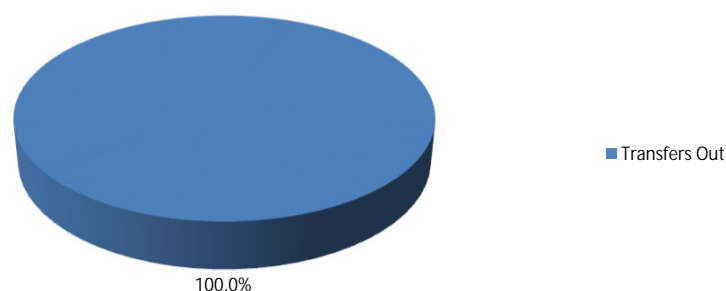
The major transfer of funds for capital improvements is as follows:

- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements 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 2023.

TRANSFERS AND ADVANCES SUMMARY							
Expenditures by Category	2021 Actual	2022 Adopted	2022 Budget Amended	Estimate	2023 Budget	2022 Adopted/2023 Incr(Decr)	%
Transfers Out	7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%
Advances to Other Funds							NA
Total Expenditures	7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%

2023 Expenditures by Type



CITY OF KETCHIKAN
2023 Operating and Capital Budget
Transfers and Advances

Funding Source	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	807,457	850,133	858,953	858,953	866,464	16,331	1.9%
Hospital Sales Taxes	2,983,170	2,985,670	2,991,545	2,991,545	2,997,075	11,405	0.4%
Public Works Sales Taxes	2,301,236	2,341,686	2,350,506	2,311,876	2,358,865	17,179	0.7%
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	439,163	424,117	454,907	442,117	826,684	402,567	94.9%
Marijuana Sales Tax Fund	200,000	200,000	200,000	200,000	200,000		0.0%
CPV Special Revenue Fund	392,107	1,261,960	1,239,431	955,777	510,227	(751,733)	59.6%
Fire Department SEMT Fund			290,000	290,000	454,482	454,482	NA
Major Capital Improvement Fund	1,819						NA
Total Funding	7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%

OPERATING BUDGET CHANGES FOR 2023

Changes between the adopted operating budget for 2022 and the proposed operating budget for 2023 that are greater than 5% and \$5,000 are discussed below.

- Transfers Out from Transient Tax Fund increased by \$402,567, or by 94.9%, due to an increases in operations and capital support for the Civic Center.
- Transfers Out from the CPV Special Revenue Fund decreased by \$751,733, or by 59.6%, due to a reduction in the amount of CPV funds to finance capital improvements in 2023.

OPERATING BUDGET DETAIL

Operating Expenditures	2021	2022 Budget			2023	2022 Adopted/2023	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out							
910. 101 Transfers Out from General Fund	807,457	850,133	858,953	858,953	866,464	16,331	1.9%
910. 110 Transfers Out from Hospital Sales Tax Fund	2,983,170	2,985,670	2,991,545	2,991,545	2,997,075	11,405	0.4%
910. 111 Transfers Out from Public Works Sales Tax Fund	2,301,236	2,341,686	2,350,506	2,311,876	2,358,865	17,179	0.7%
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	439,163	424,117	454,907	442,117	826,684	402,567	94.9%
910. 211 Transfers Out from Marijuana Sales Tax Fund	200,000	200,000	200,000	200,000	200,000		0.0%
910. 250 Transfers Out from Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000	5,000		0.0%
910. 260 Transfers Out from CPV Special Revenue Fund	392,107	1,261,960	1,239,431	955,777	510,227	(751,733)	59.6%
910. 285 Transfers Out from Fire Department SEMT Fund			290,000	290,000	454,482	454,482	NA
910. 310 Transfers Out from Major Capital Improvement Fund	1,819						NA
Total Transfers Out	7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%
Total Expenditures	7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%

CITY OF KETCHIKAN
2023 Operating and Capital Budget
Transfers and Advances

Operating Expenditures		2021 Actual	2022 Budget			2023 Budget	2022 Adopted/2023	
			Adopted	Amended	Estimate		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	457,250	458,250	458,250	458,250	458,500	250	0.1%
GO Bond Debt Service Fund	2012 Library GO Bonds	299,817	341,493	341,493	341,493	340,464	(1,029)	0.3%
Community Grant Fund	Community Grant Program	50,390	50,390	59,210	59,210	67,500	17,110	34.0%
Transfers Out from General Fund		807,457	850,133	858,953	858,953	866,464	16,331	1.9%
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	33,595	33,595	39,470	39,470	45,000	11,405	33.9%
GO Bond Debt Service	2014 Hospital GO Bonds	2,529,575	2,532,075	2,532,075	2,532,075	2,532,075		0.0%
Transfers Out from Hospital Sales Tax Fund		2,983,170	2,985,670	2,991,545	2,991,545	2,997,075	11,405	0.4%
910.111 Transfers Out From Public Works Sales Tax Fund To:								
General Fund	Public Works Department	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000		0.0%
Community Grant Fund	Community Grant Program	50,390	50,390	59,210	59,210	67,500	17,110	34.0%
GO Debt Service	2018 Fire Apparatus Lease	250,846	252,666	252,666	252,666	252,666		0.0%
GO Debt Service	2021 Ambulance lease		38,630	38,630		38,699	69	0.2%
Transfers Out from Public Works Sales Tax Fund		2,301,236	2,341,686	2,350,506	2,311,876	2,358,865	17,179	0.7%
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	439,163	424,117	454,907	442,117	526,684	102,567	24.2%
Major Capital Improvements Fund	Civic Center Improvements					300,000	300,000	NA
Transfers Out from Transient Tax Fund		439,163	424,117	454,907	442,117	826,684	402,567	94.9%
910.211 Transfers Out From Marijuana Sales Tax Fund To:								
General Fund	Support Police Operations	200,000	200,000	200,000	200,000	200,000		0.0%
Transfers Out from Marijuana Sales Tax Fund		200,000	200,000	200,000	200,000	200,000		0.0%
910.250 Transfers Out From Bayview Cemetery O & M Fund To:								
General Fund	Cemetery Operations	5,000	5,000	5,000	5,000	5,000		0.0%
Transfers Out from Bayview Cemetery O & M Fund		5,000	5,000	5,000	5,000	5,000		0.0%
910.260 Transfers Out From CPV Special Revenue Fund To:								
General Fund	City Manager Wages & Benefits	137,834	137,834	137,834			(137,834)	100.0%
General Fund	Support Fire Operations	111,327	111,327	111,327	111,327	367,428	256,101	230.0%
General Fund	Support Police Operations	42,799	42,799	42,799	42,799	42,799		0.0%
CPV Capital Improvement Fund	Tourism Improvements		865,000	842,471	794,151	100,000	(765,000)	88.4%
Port Enterprise Fund	Port Improvements	100,147	105,000	105,000	7,500		(105,000)	100.0%
Transfers Out from CPV Fund		392,107	1,261,960	1,239,431	955,777	510,227	(751,733)	59.6%
910.285 Transfers Out From Fire Department SEMT Fund To:								
General Fund	Support Fire Operations			290,000	290,000	174,482	174,482	NA
Major Capital Improvements Fund	Fire Dept Capital Acquisitions					280,000	280,000	New
Transfers Out from Fire Department SEMT Fund				290,000	290,000	454,482	454,482	NA
910.310 Transfers Out From Major Capital Improvements Fund To:								
Debt Service Fund	2018 Fire Apparatus Lease	1,819						NA
Transfers Out from Major Capital Improvements Fund		1,819						NA
Total Expenditures		7,136,326	8,074,940	8,396,716	8,061,642	8,225,171	150,231	1.9%

NARRATIVE

910.101 Transfers Out from the General Fund: \$866,464 – This account provides expenditures 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: \$2,997,075 – This account provides expenditures 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: \$2,358,865 – This account provides expenditures 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 expenditures 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: \$826,684 – This account provides expenditures 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 expenditures 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 expenditures 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: \$510,227 – This account provides expenditures for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.

910.285 Transfers Out from the SEMT Fund: \$454,482 – This account provides expenditures for transfers from the Fire Department SEMT Fund to various funds for the support of Fire Department operations and capital improvements related to Emergency Medical Transport services.