



CITY OF

# KETCHIKAN

ALASKA

2025 General Government Operating and Capital Budget



**CITY OF KETCHIKAN, ALASKA**  
**2025 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET**

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**CITY OF KETCHIKAN, ALASKA**

**RESOLUTION NO. 24-2945**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KETCHIKAN,  
ALASKA ADOPTING THE BUDGET FOR THE YEAR 2025;  
APPROPRIATING FROM THE GENERAL GOVERNMENT FUNDS FOR  
THE FISCAL YEAR 2025; AND ESTABLISHING AN EFFECTIVE DATE**

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

**Section 1:** That the budget for the year 2025, entitled CITY OF KETCHIKAN, ALASKA, 2025 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

**Section 2:** That the sum of \$39,098,058 as shown in the following items of appropriations is appropriated for the General Fund of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Item of Appropriation</u>	
Mayor and Council	\$ 235,150
City Attorney	388,285
City Clerk	541,258
City Manager	1,459,269
Finance	2,725,188
Information Technology	2,486,523
Fire	6,153,841
Police	7,804,881
Library	1,739,844
Museum	1,487,470
Civic Center	796,026
Public Health	14,325
Public Works – Engineering	2,933,707
Public Works – Cemetery	130,130
Public Works – Streets	2,461,701
Public Works – Garage	929,179
Public Works – Building Maintenance	701,112
Transfers	915,311
Appropriated Reserves	5,194,858
	<u>\$ 39,098,058</u>

**Section 3:** That the sum of \$10,791,539 as shown in the following items of appropriations is appropriated for the Hospital Sales Tax Fund of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Item of Appropriation</u>	
Public Health	\$ 55,000
Transfers	3,258,630
Appropriated Reserves	7,477,909
Total	<u>\$ 10,791,539</u>

**Section 4:** That the sum of \$12,637,002 as shown in the following items of appropriations is appropriated for the Public Works Sales Tax Fund of the City of Ketchikan for the fiscal year beginning January 1, 2025:



<u>Item of Appropriation</u>	
Finance	\$ 20,000
Fire	303,042
Police	369,575
Museum	158,631
Public Works – Engineering	245,000
Public Works – Cemetery	1,250,000
Public Works – Streets	1,982,500
Public Works – Garage	125,000
Public Works - Building Maintenance	200,000
Transfers	2,931,223
Appropriated Reserves	<u>5,052,031</u>
Total	<u>\$ 12,637,002</u>

**Section 5:** That the sum of \$32,153,460 as shown in the following items of appropriations is appropriated for other Special Revenue Funds of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Fund</u>	<u>Item of Appropriation</u>		
Transient Sales Tax Fund	Transfers	\$ 1,135,026	
	Appropriated Reserves	<u>980,023</u>	\$ 2,115,049
Marijuana Sales Tax Fund	Mayor and Council	180,000	
	Transfers	-	
	Appropriated Reserves	<u>750</u>	180,750
Solid Waste Services Fund	Public Works - Solid Waste	4,970,889	
	Appropriated Reserves	<u>1,102,522</u>	6,073,411
Boat Harbor Fund	Port & Harbors	2,160,724	
	Appropriated Reserves	<u>782,060</u>	2,942,784
Cemetery O & M Fund	Transfers	5,000	
	Appropriated Reserves	<u>48,243</u>	53,243
Cemetery Development Fund	Public Works - Cemetery	12,000	
	Appropriated Reserves	<u>64,389</u>	76,389
Cemetery Endowment Fund	Appropriated Reserves	<u>30,438</u>	30,438
Shoreline Fund	Transfers	6,374	
	Appropriated Reserves	<u>68,861</u>	75,235
Community Grant Fund	Mayor and Council	396,900	
	Appropriated Reserves	<u>20,631</u>	417,531
Economic Parking & Development Fund	Appropriated Reserves	<u>316,184</u>	316,184
Commercial Passenger Vessel Excise Tax Fund	Tourism Management	625,990	
	Transfers	6,592,096	
	Appropriated Reserves	<u>7,873,874</u>	15,091,960
US Marshall Fund	Appropriated Reserves	<u>90,293</u>	90,293
Fire Department SEMT	Transfers	894,004	
	Appropriated Reserves	<u>1,901,903</u>	2,795,907
Federal and State Grant Fund	Fire	944,286	944,286
Emergency Relief Fund	Landslide	<u>950,000</u>	<u>950,000</u>
Total			<u>\$ 32,153,460</u>

**Section 6:** That the sum of \$4,050,264 as shown in the following items of appropriated is appropriated for the General Obligation Bond Debt Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Item of Appropriation</u>	
Debt Service	<u>\$ 4,050,264</u>

**Section 7:** That the sum of \$12,754,410 as shown in the following items of appropriations is appropriated for the Capital Project Funds of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Fund</u>	<u>Item of Appropriation</u>		
Major Capital Improvement Fund	Fire	\$ 450,000	
	Civic Center	424,000	
	Tourism Management	10,768	
	Public Works - Streets	25,000	
	Appropriated Reserves	<u>238,103</u>	\$ 1,147,871
Harbor Construction Fund	Port & Harbors	1,136,040	
	Appropriated Reserves	<u>1,158,934</u>	2,294,974
Community Facilities Development Fund	Museum	487,283	
	Appropriated Reserves	<u>1,545,998</u>	2,033,281
Hospital Construction Fund	Public Health	1,241,755	
	Appropriated Reserves	<u>-</u>	1,241,755
CPV Capital Improvement Fund	Tourism Management	6,034,000	
	Appropriated Reserves	<u>2,529</u>	6,036,529
Total			<u>\$ 12,754,410</u>

**Section 8:** That the sum of \$65,200,535 as shown in the following items of appropriations is appropriated for the General Government Enterprise Funds of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Fund</u>	<u>Item of Appropriation</u>		
Wastewater Fund	Public Works - Wastewater	\$ 11,420,982	
	Appropriated Reserves	<u>1,670,156</u>	\$ 13,091,138
Ketchikan Port Fund	Port & Harbors	24,120,301	
	Advance to Other Funds	750,000	
	Appropriated Reserves	<u>19,897,860</u>	\$ 44,768,161
Port Repair & Replacement Fund	Port & Harbors	-	
	Appropriated Reserves	<u>7,341,236</u>	7,341,236
Total			<u>\$ 65,200,535</u>

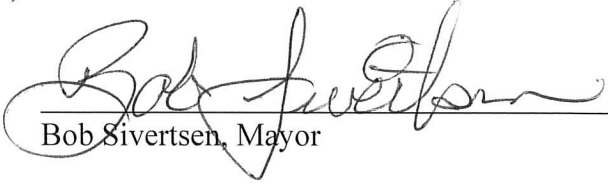
**Section 9:** That the sum of \$3,621,190 as shown in the following items of appropriations is appropriated for the Self Insurance Internal Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2025:

<u>Item of Appropriation</u>	
Risk Management	\$ 2,838,235
Appropriated Reserves	<u>782,955</u>
Total	<u>\$ 3,621,190</u>

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



**PASSED AND APPROVED** by a duly constituted quorum of the City Council for the City of Ketchikan on this 19<sup>th</sup> day of December, 2024.

  
\_\_\_\_\_  
Bob Sivertsen, Mayor

ATTEST:

  
\_\_\_\_\_  
Kim Stanker, City Clerk



November 12, 2024

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

Pursuant to Section 5-2 of the Ketchikan City Charter, the proposed 2025 General Government Operating and Capital Budget (the “2025 Budget”) is respectfully submitted. In accordance with Section 5-4 of the Charter, the City Council must adopt a final spending plan no later than the third day before the beginning of the next fiscal year, which is December 29, 2024. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

## **INTRODUCTION AND EXECUTIVE OVERVIEW**

The 2025 Budget represents the City’s plan for how it proposes to accumulate and spend the financial resources necessary to support cost-effective programs and services consistent with the City Council’s stated goal of preserving and enhancing the quality of life currently enjoyed by the citizens of Ketchikan while complying with the Council’s fund balance policy and maintaining acceptable debt service coverage. The development of a financially sound spending plan for the City began by considering the expectations that the citizens of the community have for its local government, the City’s role in the local economy and the state of the economy of the community that the City serves.

The programs and services contained within the proposed spending plan for 2025 were developed by the various departments and were subsequently reviewed and modified as necessary by the Offices of the City Manager and the Finance Director. Department goals and programs were predicated on the continuation of basic service delivery and addressing long-range issues that have manifested themselves over the course of the past year and during the development of the capital improvement program.

### ***Key Budget Assumptions***

In order to present a complete spending plan for 2025, it was necessary for management to make certain assumptions regarding the operations and finances of General Government. The key assumptions used to compile the spending plan for 2025 are as follows:



- Staffing levels remained the same as 2024 except for positions approved by Council in 2024 and positions that presented a good business case and reviewed by the City Manager. The 2025 additional FTE's include one public compliance officer in Finance, one human resources generalist and one assistant port operations coordinator. In addition, the distribution of costs related one position has been changed to reflect the beneficiaries of the position, increasing the City Manager's Office FTE's by .25.
- Most employee benefit costs are percentage based. The percentage based costs, such as worker's compensation, pension and taxes, increase as salaries and wages increase. The drivers for changes to wages are updates in the CBA and COLA's approved by Council. This also assumes that the State of Alaska will not raise the current PERS employer contribution rate of 22 percent. There is one key exception - health insurance. Health insurance premiums have been projected to rise by 10%. The increase in the cost for health insurance will be shared in accordance with a tiered formula for its non-represented, IAFF and City IBEW employees.
- Salaries and wages have been programmed to increase due to step increases for general government employees and a 3.0% cost of living increase as an estimate, pending the conclusion of negotiations with the collective bargaining units for the City IBEW International Association of Fire Fighters (IAFF) and Public Safety Employee Association (PSEA) bargaining units.
- The seasonal sales tax rate will remain at 3.0% October through March and 5.5% April through September. The Council will need to consider changes to the sales tax rate to fund increases in salaries, wages and benefits, unless the mill rate is adjusted for this purpose.
- The Ketchikan Gateway Borough has informed management that property tax valuations will be increasing by an average 5% in the next valuation and assessment cycle. This valuation increase has been programmed into the 2025 revenues for property taxes. The Council will need to consider changes to the mil rate to fund increases in salaries, wages and benefits, absent an increase in the seasonal sales tax rate.
- Liability, property and auto insurance premiums have been programmed to increase by 17.0%, 5.0% and 3.0%, respectively. The City's liability and property insurance policies expire annually on July 1 and, therefore, the renewals overlap the City's calendar fiscal year. The recent increases are due to the liabilities resulting from cyberattacks, phishing and e-mail fraud in addition to fewer insurers in the market driving up in the property, casualty and liability policies. The impacts natural disasters have on the cost of construction and materials is driving up premiums. As a result, the City has been required to increase its replacement values to ensure that its facilities are adequately insured. The increase in property premiums is a result of increasing replacement values.
- Workers compensation insurance policies will also expire on July 1, 2025 and overlap the City's calendar fiscal year. Premiums for workers compensation insurance have been projected to increase by an overall 10% on July 1, 2025 and have been programmed for such. The City's experience factor decreased in 2024 but is expected to increase due to the fact that employees

were injured in the landslide. In general, the Premiums for workers compensation are based on staffing demographics and the rates are set for each employee classification by the National Council on Compensation Insurance. As a result, some departments may experience an increase in the cost of workers compensation by more than 10% and others will experience an increase of less than 10%.

- Charges for services provided by the City's General Fund are expected to remain at budgeted levels for 2025 with the exception of ambulance revenues. The ambulance revenues are projected to be less than 2023 due to the implementation of the mobile integrated health program. Staff will use 2023 as a benchmark year to ensure the General Fund receives SEMT Funds to offset any reduction in ambulance revenues.
- Approximately 1.5 million cruise ship passengers and 643 ships have been projected to visit the Port of Ketchikan and cruise port at Ward Cove in 2025. Based on the cruise ship counts we are expecting a similar passenger count 1,140,999 passengers disembarking at the Port of Ketchikan after adjusting for the loss of passengers to Ward Cove. Per Council action the port fees increased. The 2025 revenues of the Port Enterprise Fund have been programmed accordingly.
- Annual debt service is projected to remain the same as 2024, with the exception of adding additional debt service related to an interfund loan to the Harbor and a loan from ADEC to fund wastewater improvements. This additional debt service has not been finalized but is expected to be approximately \$103,600 for the Harbor Fund and \$175,000 for Wastewater Services Fund in 2025.
- In 2025, departments were directed to keep operating expenditures at 2024 levels and provide a business reason for any increases in excess of \$5,000 and 5.0%. Departments were also directed to limit capital projects to those that are essential unless outside funding is available.

Staff recognize that some of the assumptions may require modification as more information becomes available and further direction is provided by the City Council. In particular, the projections for sales and marijuana tax revenues may need revision pending the results of third quarter sales and marijuana tax and online sales tax collections. This information will not be available until December 2025.

### ***Issues that Impacted or May Impact the Proposed 2025 Budget and Beyond***

In 2025, the City and the City IBEW – Local 1547 began negotiating a new collective bargaining agreement that has the potential of becoming effective January 1, 2025. Any agreement approved by the Council may require a budget amendment that will be brought forward as soon as reasonably practical.

The rate of inflation is currently at 2.4% and the cumulative increase in inflation since 2018 is 27%. The cost of heating fuel has fluctuated between \$4.54 and \$3.49 per gallon over the last year. The Energy Information Administration is projecting the heating fuel to stay at \$3.50 per gallon in 2025. While the price has decreased the market can be unpredictable. The increase in fuel affects all departments

across the City and KPU as well as the cost of shipping goods to Ketchikan, travel costs and the contract costs for shipping solid waste materials. In the event the utility would need to run the diesel for generation the general government departments could potentially see an additional increase in their utilities accounts. This is something that could have far-reaching impacts to Ketchikan's economy.

Employee vacancies and wages continue to be a major area of concern for the City. Vacancies create a salary savings that covers the cost overtime in some cases and can improve the overall state of the budget; however, it does not provide for a numerical cost to the demands placed on employees who are covering those vacancies to ensure services are not interrupted. Long term coverage of vacant positions can affect morale and productivity. The City is competing with other local governments and businesses to hire and retain qualified personnel. It can be challenging to find qualified personnel locally when our current wages scales are not competitive with other local entities. Hiring outside the community can be costly but necessary to ensure that adequate personnel is available to provide the services that make our community a desirable place to live.

The following current issues affecting all local governments should be considered when reviewing the 2025 Budget for our municipality:

- Ransomware & malware attacks –This is causing increases in insurance and the need invest in technology and security to mitigate the risk of such attacks.
- Aging infrastructure – Deferred maintenance leads to emergency and/or more costly replacements later.
- Obsolete, inefficient processes and paper-based workflow – Staff is taking on projects to update to electronic processes, but this takes an investment of time and money to accomplish these updates.
- Low recruitment and employee retention – Wages and benefits need to be competitive to retain and attract employees.
- Climate related emergencies – The Council saw how the landslide directly affected our community. Other communities that are plagued with natural disasters can also impact the cost of the City's insurance. Consideration of how Ketchikan can prepare and mitigate the effects of climate emergencies may be necessary.
- Economic decline – Increasing costs is causing small business to suffer. Consideration of how the City can foster growth may be necessary.
- Loss of trust in government – Maintain transparency and accountability by communicating with constituents often. Respond to complaints and citizen comments.

### ***Other Issues - State of Alaska Fiscal Challenges***

Per the State of Alaska Department of Labor, the number of fishing jobs in Alaska declined 8 percent in 2023, bringing the industry's total job count to its lowest level since at least 2001. In addition the net migration is negative for the 11<sup>th</sup> straight year. This is particularly important when evaluating the labor pool and the ability to raise revenues associated with the population base. The State of Alaska continues to address the fiscal challenges caused by reduced oil revenues that have decreased and are expected to continue to remain at 2024 levels in 2025 which reduces the funds available to communities. The Governor has limited the State budget to a 1% increase while the inflation rate is 2.4%. This results in less funding being passed down to small municipal governments. Some of the

measures taken have resulted in the elimination of services or service reductions, cuts in state revenue sharing and grant programs. The State employed 406 workers in Ketchikan in 2024, this is a slight increase but approximately 38% decrease compared to ten years ago. The City should continue to carefully monitor future efforts undertaken by the Governor's Office and the State Legislature to develop solutions to solve the state's fiscal challenges. Some of the more important areas of interest to the City and the associated fiscal impacts are as follows:

- Public Employees Retirement System – the current PERS employer contribution rate is 22%. This is a statutory rate. It is not an actuarially determined rate required to fund the PERS. The difference between the actuarially determined rate and the statutory rate is currently funded by the State of Alaska. Any changes to the statutory rate could be costly for local municipalities. A one percent (1%) increase in the PERS employer contribution rate would cost the City about \$282,855.
- Community Assistance Program - this program is the old State Revenue Sharing Program. At one point, the City received as much as \$700,000 under this program. In 2025, the City is projected to receive \$76,450.
- University of Alaska Southeast - Ketchikan Campus – this program provides local employment development opportunities and a low-cost option for many local residents attending their first two years of college or considering one of the Campus's vocational programs.
- Alaska Marine Highway System – the AMHS serves as a large employer and provides a vital transportation system that is important to the overall economic health of Ketchikan and Southeast Alaska. It is the primary means for connecting Ketchikan to the national highway system. Senator Lisa Murkowski was instrumental in negotiating funding for the Alaska Marine Highway System of more than \$285 million. The funds are expected to restore services and reliability of the marine highway for 30 communities relying on its service. The projects that have been awarded include the repair and modernization of four ferries, upgrades to infrastructure, operations funding and future mainline ferry design and procurement. The presence of the Alaska Marine Highway System provides a way for residents and non-residents to travel and transport cargo to Southeast Alaska communities including Ketchikan.
- Ketchikan Pioneer Home – the Pioneer Home provides local employment and a much-needed long-term nursing facility for senior citizens who have chosen to make Ketchikan their home. The lack of long-term nursing facilities could result in many long-time residents being required to uproot and move away from Ketchikan.
- ADEC Clean and Drinking Water Loan Programs – this is a low interest loan program administered by the Alaska Department of Environmental Conservation. This program has been used by the City to finance many of its water and wastewater utility infrastructure projects. The program also offers loan subsidies in the form of principal forgiveness. The elimination of these programs would increase the cost of repairing and replacing utility infrastructure and thus shifting the full cost directly to ratepayers causing utility rates to increase.

- Alaska Municipal Bond Bank Authority offers a loan program that is administered by the Alaska Department of Revenue. This program permits municipalities to issue debt based on the State's bond rating, which is usually near the top of the investment grade category. By comparison, the City's standalone bond rating is at the bottom of the investment grade category. This program has been used by the City to finance many of its building projects such as the library, fire station and hospital; and infrastructure projects for the port and electric utility. The elimination of this program would increase the cost of financing the repair and replacement of buildings and utility infrastructure, which would then result in tax and utility rate to increases.

The remainder of this transmittal letter is devoted to a detailed financial overview of the 2025 Budget. The overview is intended to provide a better understanding of how the financial component of the budget was developed and to identify opportunities for changes that bring the proposed spending plan more in line with the goals and objectives of the City Council and the community at large.

### **FINANCIAL OVERVIEW OF THE 2025 GENERAL GOVERNMENT ANNUAL OPERATING AND CAPITAL BUDGET**

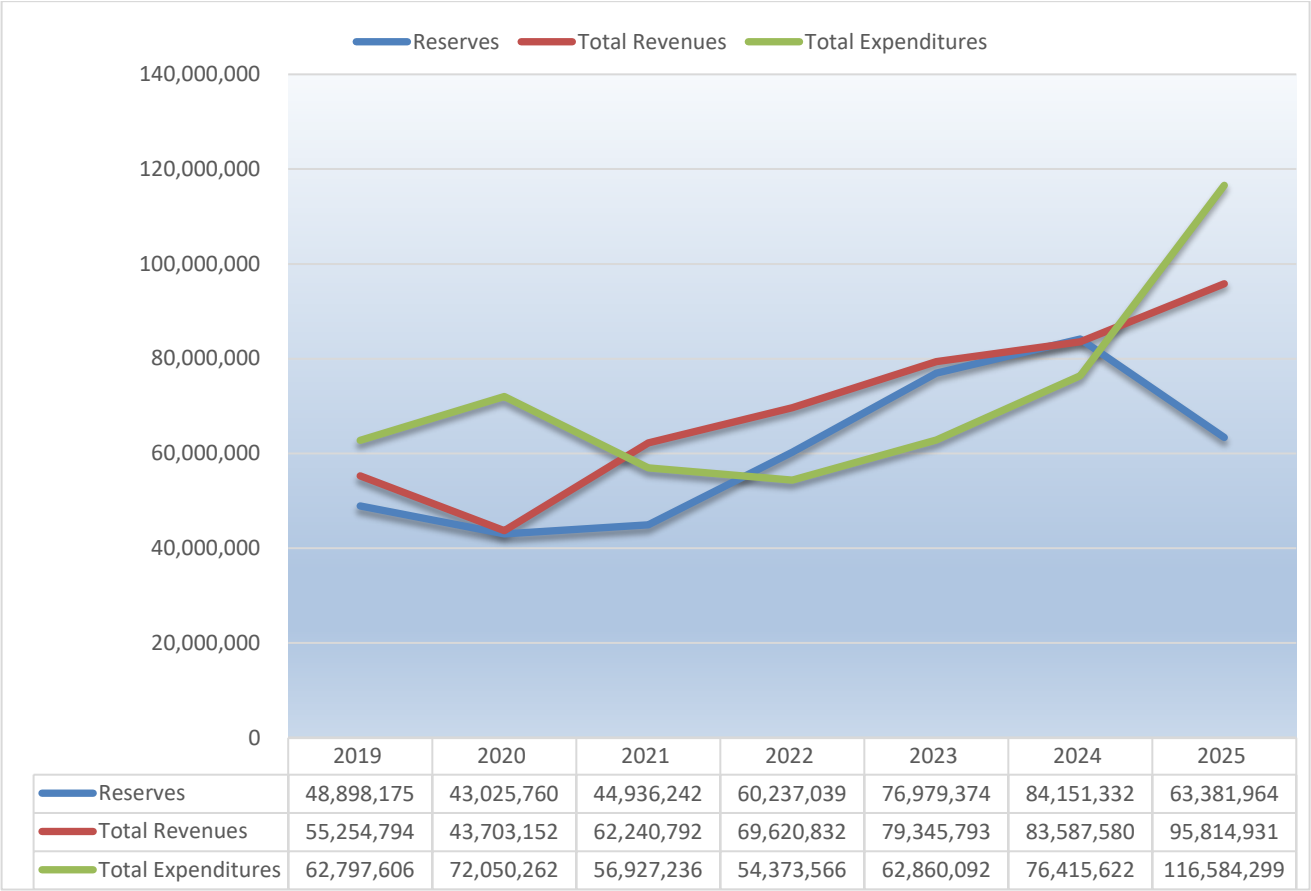
The 2025 Budget includes all governmental funds and all proprietary funds of the City, except for Ketchikan Public Utilities. A separate budget has been prepared for Ketchikan Public Utilities. The table below summarizes the 2025 Budget and compares it with the 2024 Budget and 2023 Actual.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Estimated Beginning Reserves, Jan 1	\$ 60,237,039	\$ 64,362,094	\$ 76,979,374	\$ 84,151,332
Revenues and Transfers:				
Operating Revenues	66,835,290	65,713,439	67,199,105	70,177,300
Non-Operating Revenues	4,049,945	11,874,777	6,569,080	8,862,927
Total Revenues	70,885,235	77,588,216	73,768,185	79,040,227
Transfers from Other Funds	8,717,192	10,981,407	9,819,395	16,774,704
Total Revenues and Transfers	79,602,427	88,569,623	83,587,580	95,814,931
Total Funds Available	139,839,466	152,931,717	160,566,954	179,966,263
Expenditures and Transfers:				
Operating Expenditures	46,034,629	57,177,673	52,286,988	61,004,588
Capital Expenditures	8,108,271	29,446,236	14,309,239	38,805,007
Total Expenditures	54,142,900	86,623,909	66,596,227	99,809,595
Transfers to Other Funds	8,717,192	10,981,407	9,819,395	16,774,704
Total Expenditures and Transfers	62,860,092	97,605,316	76,415,622	116,584,299
Estimated Ending Reserves, Dec 31	\$ 76,979,374	\$ 55,326,401	\$ 84,151,332	\$ 63,381,964



Total funds available for appropriations in 2025, including beginning reserves of \$84.15 million, is \$179.97 million. The projection for total revenues in 2025 is \$95.81 million, an increase of \$7.24 million from 2024. The amount requested for appropriations in 2025 is \$116.58 million; or \$18.95 million more than 2024. Operating expenditures increased by \$3.83 million, capital expenditures increased by \$9.36 million and transfers to other funds increased by \$5.79 million. The 2025 Budget will require a \$20.77 million drawdown of total General Government reserves if budgeted costs are realized. As you can see above, the majority of the draw-down of reserves in 2024 budget column and the 2025 budget column is due to capital expenditures. Approximately \$15.13 million of the 2024 capital projects are scheduled to be rolled over into the 2025 capital projects; the projects presented are essential to the needs of City and maintaining assets to provide basic services. The 2024 reserve balance reflects the carryover of these projects from 2024 to 2025, showing a higher reserve balance for 2024 and the draw down moved to 2025. Had the City been able to complete all projects in 2024, the 2025 fiscal year end would not show a deficit.

The graph below gives a bird’s eye view of the total reserves, total revenues and total expenditures 2019-2025. The 2019-2023 data is based on **actual** reserves, revenues and expenditures, 2024 data is based on **estimated** reserves, revenues and expenditures and the 2025 data is based on **budgeted** reserves, revenues and expenditures. As you can see the reserve balance is trending down because of revenues not keeping up with expenditures.



This overview contains a review of the proposed spending plan for 2025 and will include a discussion of the following areas: (1) Revenues – All Funds; (2) Transfers In from Other Funds – All Funds; (3) Operating and Capital Expenditures – All Funds; (4) Transfers Out and Advances to Other Funds – All Funds; (5) Review of Major Funds; (6) Capital Improvement Program; and (7) Debt Management.

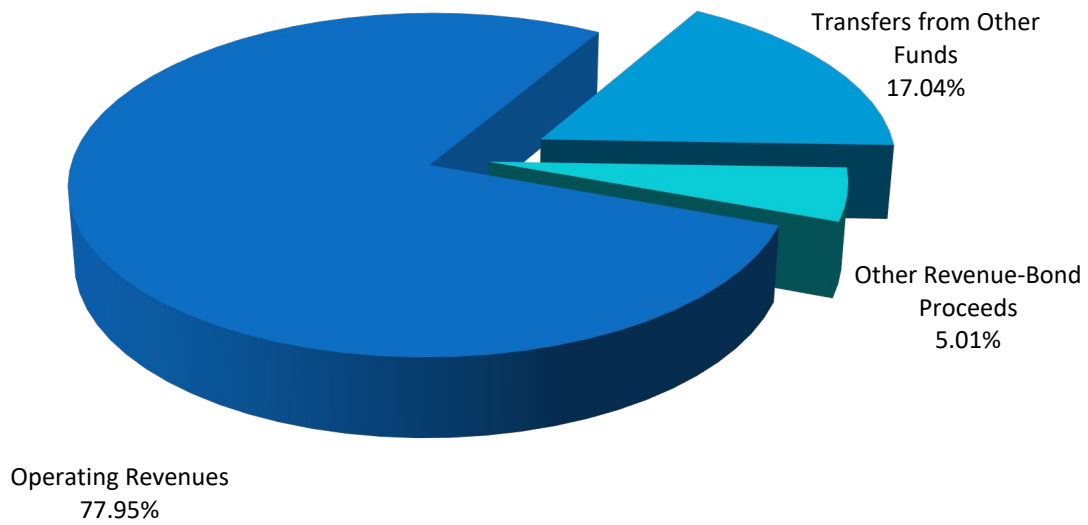
## REVENUES – ALL FUNDS

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

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Operating Revenues:				
Taxes	\$ 27,433,603	\$ 26,651,702	\$ 26,375,732	\$ 26,712,551
Payment in Lieu of Taxes	1,201,981	1,210,000	1,220,136	1,210,000
Licenses and Permits	115,811	126,700	211,714	127,500
Revenue from Other Govmnts - Operating	2,246,151	3,107,550	3,296,031	3,159,050
Charges for Services	27,793,277	28,853,206	29,906,836	32,512,039
Fines and Forfeitures	75,877	77,000	157,919	67,000
Interdepartmental	5,839,998	7,781,231	7,348,155	8,382,060
Other Revenue - Miscellaneous	3,083,561	1,013,600	1,978,614	1,161,650
Total Operating Revenues	<u>67,790,259</u>	<u>68,820,989</u>	<u>70,495,137</u>	<u>73,331,850</u>
Non-Operating Revenues:				
Revenue from Other Govmnts - Capital	1,547,160	2,277,282	2,047,195	994,286
Interfund Advances	256,634	-	-	750,000
Transfers from Other Funds	8,717,192	10,981,407	9,819,395	16,024,704
Other Revenue - Bond Proceeds	1,291,182	6,489,945	1,225,854	4,714,091
Total Non-Operating Revenues	<u>11,812,168</u>	<u>19,748,634</u>	<u>13,092,444</u>	<u>22,483,081</u>
Total Revenues	<u>\$ 79,602,427</u>	<u>\$ 88,569,623</u>	<u>\$ 83,587,581</u>	<u>\$ 95,814,931</u>

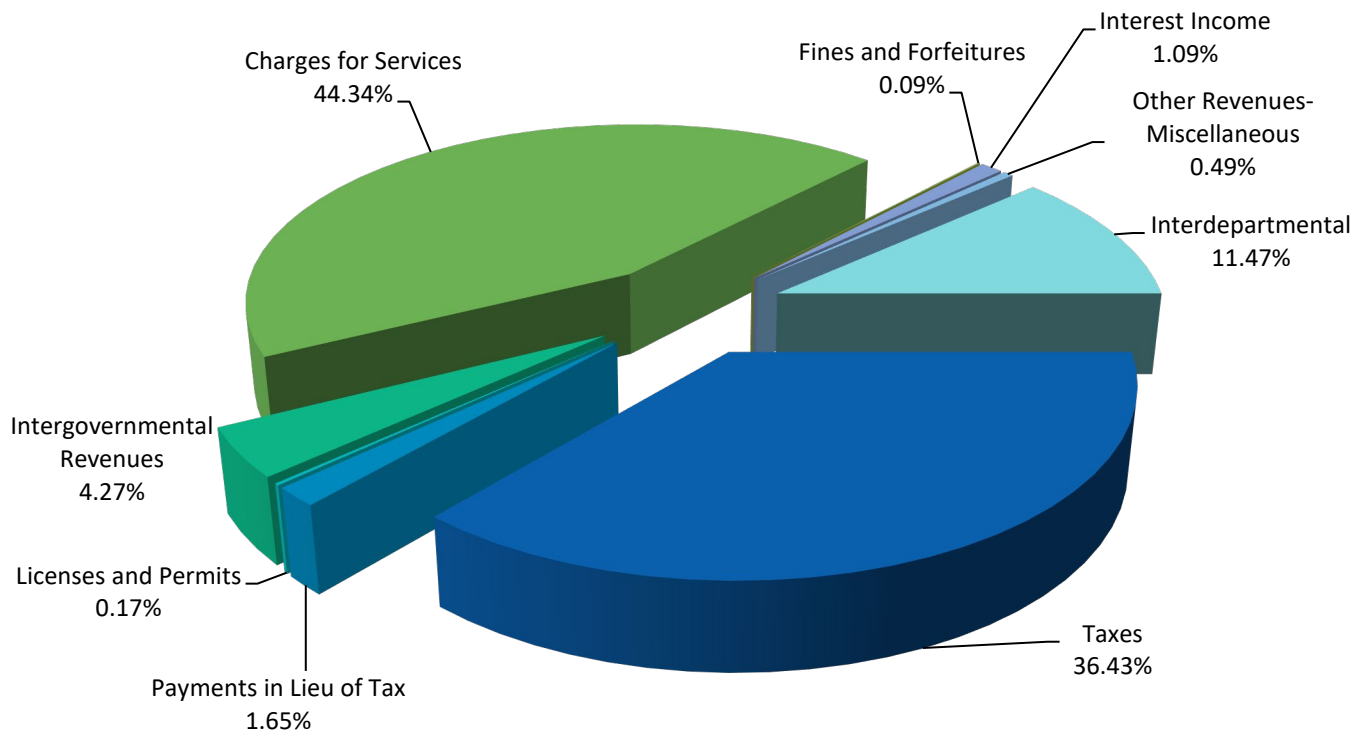
The City is projecting that its operating revenues for 2025 will total \$73.33 million, an increase of \$4.51 million from 2024. Non-operating revenues will total \$22.48 million, an increase of \$2.73 million. The significant changes to revenues will be discussed below. The following chart identifies the major revenue sources of the City and their respective percentage of the total revenues projected for 2025.

### 2025 Total Revenues



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2025.

### 2025 Operating Revenues



**Taxes:** At 36.43%, tax revenues are the second highest category of operating revenues collected by the City. Tax revenues are used to finance the programs of the City's General Fund, two sales tax funds and a transient tax fund. The City currently assesses four types of taxes: (1) ad valorem real and personal property taxes; (2) an in-season tax of 5.5% April-September and an off-season tax of 3.0% October-December; (3) 7.0% transient occupancy tax; and (4) 5.0% marijuana sales tax. The table below summarizes the major tax revenues of the City.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Property Taxes	\$ 5,990,240	\$ 6,484,702	\$ 6,329,041	\$ 6,630,551
Sales Taxes	20,271,719	19,000,000	19,000,000	19,000,000
Transient Occupancy Taxes	826,646	850,000	800,000	800,000
Marijuana Sales Taxes	194,549	215,000	195,000	180,000
Other Taxes	150,449	102,000	51,691	102,000
Total	<u>\$ 27,433,603</u>	<u>\$ 26,651,702</u>	<u>\$ 26,375,732</u>	<u>\$ 26,712,551</u>

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

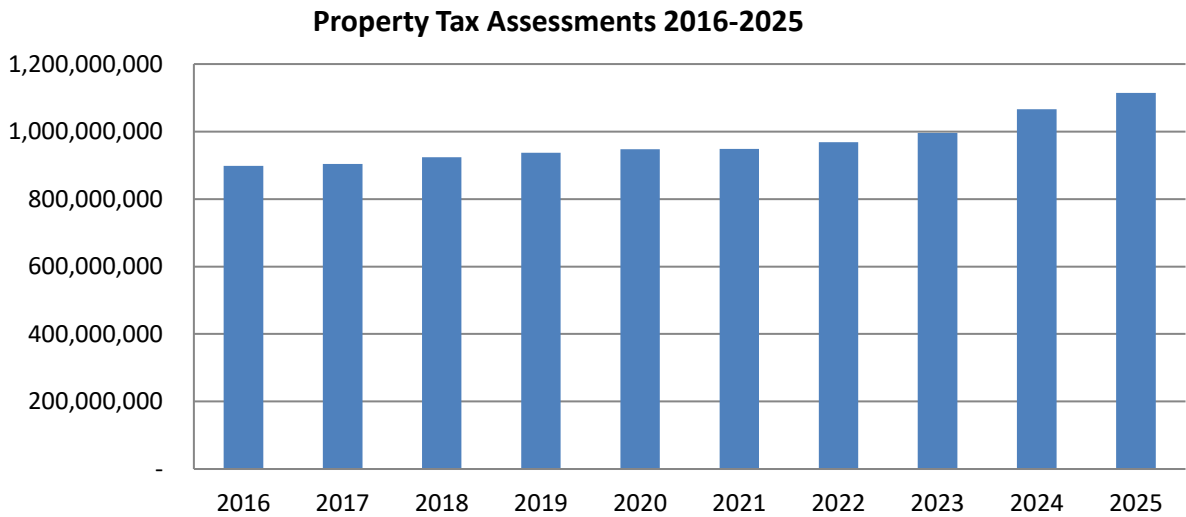
**Property Taxes** Revenues from property taxes are a function of assessed property values and the mill rate. Assessed property values are determined by the Ketchikan Gateway Borough Assessment Department and certified by the Borough Assembly acting as the Board of Equalization. The Borough reappraises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

- Cycle 1 – residential zoned property from Schoenbar Bypass to the south City limits.
- Cycle 2 – commercial and industrial zoned property.
- Cycle 3 – no city property appraised in Cycle 3.
- Cycle 4 – residential zoned property from Schoenbar Bypass to the north City limits.

Properties not scheduled for reappraisal are generally subject to market analysis and adjusted accordingly. Assessed values are projected to increase approximately 3.5-5.0% percent in 2025, per State mandate. Usually the City uses an average increase over the last 5 years based the assessed values of properties located in the City. In 2024 the overall property values increased 8.1%, the five-year average is 3.7%.

The City currently receives \$6.60 per \$1,000 of assessed valuation from property owners located within the City limits. If the assessed values are not sufficient to fund the budgeted revenue the Council will need to consider a mill rate increase to make up for the shortfall. A 1.0 mil increase would generate approximately \$966,000 and a 0.1 mil rate increase would generate approximately \$96,600 in revenue. Actual assessed property values will not be known until the Ketchikan Gateway Borough Board of Equalization certifies the assessment roll in May of 2025. The City is required to adopt its annual mill levy by June 15 each year. Pursuant to the Council's budget policy and the anticipated valuation increase, we do not anticipate recommending a mill levy increase in June. Should market conditions

drastically change between now and June staff will review those changes and make the appropriate recommendations to the Council.



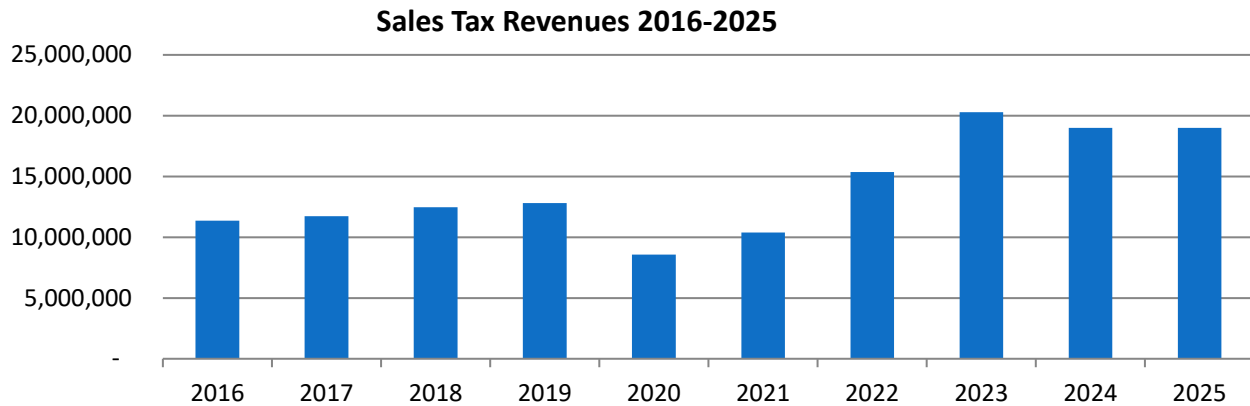
**Sales Taxes** Sales tax revenues are generated from a seasonal sales tax rate of three percent October through March and five and one half percent April through September imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

- General Fund –3.0% April –September, 0.5% October-December
- Hospital Sales Tax Fund – 1%
- Public Works Sales Tax Fund – 1.5%

The sales tax revenues have been projected to remain at \$19.0 million for 2025. The revenues are based on the projected taxable sales from 2023 since the data for 2024 is not available to date. Approximately 73% of the sales tax revenue will come from a 5.5% tax rate during the peak tourism months, April through September, and the remaining 27% will come from a 3.0% tax rate during the offseason, October through March. To date, Sales seem to be lower than 2023 but staff are still expecting to meet the revenue projection of \$19.0 million. Once the next sales tax payment is received staff will update the Council accordingly.

In late 2020, the City became a member of the Alaska Remoter Sellers Sales Tax Commission and began participating in the collection of sales taxes from online sales. The 2024 remote sales tax collected through September is \$1,006,070. The 2024 remote sales tax revenues are \$43,340 more than the January to September sales tax revenues collected in 2023.





***Transient Occupancy and Marijuana Sales Taxes*** A seven percent transient occupancy tax is assessed against consumers using overnight lodging facilities located within the City limits. This tax is used to provide financial support to the Ted Ferry Civic Center and community promotion. A five percent sales tax assessed on retail marijuana sales within the City limits became effective April 1, 2017. This tax is used to support humanitarian programs. Both taxes are in addition to the City's seasonal sales tax of three percent October through March and five- and one-half percent April through September. The transient occupancy tax revenues averaged \$510,000 annually with the exception of 2020. In 2022, the revenue increased to \$818,593 and 2023 is trending toward \$850,000. Revenue of \$850,000 is sufficient to fund Civic Center operations of \$546,500 and capital improvements of approximately \$300,000 annually, but should this revenue decrease due to a recession the Council may need to adjust the transient tax or determine another funding source for capital improvements for the civic center. Staff is currently reviewing the rates for Civic Center services and the transient tax rate for council discussion.

**Payment in Lieu of Taxes (PILOT):** Governments are exempt from property taxes, however, many municipalities, including the City, have a policy of requiring their enterprise funds to pay an amount in lieu of property taxes. The payments in lieu of taxes are based on the estimated assessed values of enterprise fund properties located within the City limits and the proposed mill rate. Also included in the PILOT is an estimate of the payment in lieu of taxes that will be made by certain organizations administering affordable housing programs.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Ketchikan Public Utilities	\$ 786,000	\$ 786,000	\$ 786,000	\$ 786,000
Port of Ketchikan	319,000	319,000	319,000	319,000
Wastewater	80,000	80,000	80,000	80,000
Affordable Housing Programs	16,981	25,000	35,136	25,000
Total	<u>\$ 1,201,981</u>	<u>\$ 1,210,000</u>	<u>\$ 1,220,136</u>	<u>\$ 1,210,000</u>

**Revenues from Other Governments:** This category includes operating and capital grants and other forms of financial assistance from the federal and state governments. Although the City generally

receives a substantial amount of revenues from other governments, the amount received tends to fluctuate widely from year-to-year. Operating grants tend to be more stable and capital grants for infrastructure and major maintenance tend to fluctuate widely from year-to-year. The City received \$1,250,000 for the Schoenbar Culvert project as well as the Tongass Avenue Sewer Main Replacement project in 2024. Staff applied for several other grants but were not awarded funding in 2024. Staff continues to apply and search for other grants that are available through grant programs in 2025.

Capital grant awards are subject to the availability of funding and tend to be project specific. The Fire Department is in search of grant funding for a fire boat to replace the previous fire boat that was decommissioned in 2022. The Port and Harbor Department is also in search of grants to help replace infrastructure.

The State's raw fish tax is subject to harvest volumes and market prices for fish, this variance tends to make the amount the City receives a challenge to estimate. Seventy-seven percent of the raw fish tax is dedicated for harbor infrastructure improvements. The remaining 23% is accounted for in the KPU Enterprise Fund and is used to subsidize water rates for the seafood processors.

Funding for the Community Assistance Program for 2025 is predicated on the Alaska Legislature funding the program for FY2025. The State Commercial Passenger Vessel Excise Tax is shared with the City is based on the number of cruise ship passengers visiting the State of Alaska. The City receives \$2.50 per passenger arriving at the Port of Ketchikan and is expecting to receive approximately \$2,622,800 in CPV Excise Tax reflecting a full cruise ship season in 2024. The City is also expecting the passenger counts to remain static in 2025. The City's projections remain conservative due health and safety concerns as well as the economic conditions and rising inflation facing the Country. The increasing cost of goods and services could push travelers to travel closer to home in an effort to save money.

The following table below summarizes the major sources of revenues from other governments.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Operating Grants:				
License Refunds	\$ 38,600	\$ 30,000	\$ 46,725	\$ 42,000
State Grants - Shared Fisheries Tax	12,383	12,000	6,752	6,750
State Raw Fish Tax	375,609	250,250	185,626	185,000
Community Assistance Program	-	150,000	178,345	76,000
State CPV	1,790,530	2,622,800	2,681,413	2,622,800
Police Department Grants	1,191	248,702	-	-
Fire Department Grants	21,559	25,000	15,766	20,000
Library Department Grants	6,279	7,000	7,000	7,000
Museum Department Grants	-	10,000	10,000	-
Mobile Integrated Health	-	-	150,519	-
Federal-Operating Grants	-	-	2,985	63,500
Public Health Grants	-	-	10,000	136,000
Other	-	500	900	-
	<u>2,246,151</u>	<u>3,356,252</u>	<u>3,296,031</u>	<u>3,159,050</u>
Capital Grants:				
Fire Department Grants	-	630,000	628,968	944,286
Public Works Grants	1,547,160	1,398,580	1,250,000	50,000
Harbors Grants	-	-	168,227	-
	<u>1,547,160</u>	<u>2,028,580</u>	<u>2,047,195</u>	<u>994,286</u>
Total	<u>\$ 3,793,311</u>	<u>\$ 5,384,832</u>	<u>\$ 5,343,226</u>	<u>\$ 4,153,336</u>

**Charges for Services:** Charges for services accounts for 44.34% of the City's total operating revenue and is the largest source of operating revenues. It includes user fees for general government and utility services provided by the City. Fees for services include building inspections and plan reviews, parking, emergency medical services including transportation, harbor moorage, port dockage, library facilities for residents and nonresidents of the City, solid waste collection and disposal, and wastewater. The following table summarizes the major categories of charges for services.

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	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Parking	\$ 95,380	\$ 98,000	\$ 98,000	\$ 98,000
Ambulance	2,680,924	1,597,801	1,975,000	1,520,000
E-911 Services	404,369	390,000	400,000	400,000
Borough Library Services	501,017	593,983	571,246	639,924
Civic Center	98,504	85,000	90,000	85,000
Solid Waste Fees	3,956,261	4,112,000	4,351,626	4,339,000
Wastewater Fees	3,529,868	3,491,000	3,599,431	3,688,800
Harbor Fees	1,745,207	1,683,500	1,783,720	1,876,500
Port Fees	14,271,177	16,362,200	16,556,981	19,430,200
Museum Fees	317,194	284,500	336,716	284,500
Tideland Leases	28,060	55,000	25,000	25,000
Other	193,376	155,222	144,116	150,115
Total	<u>\$ 27,821,337</u>	<u>\$ 28,908,206</u>	<u>\$ 29,931,836</u>	<u>\$ 32,537,039</u>

Total charges for services for 2025 have been projected to increase from 2024 by \$3.63 million, or by 12.6%, to \$32.54 million. Most of the revenues from fees for service will remain unchanged for 2025, except for the following:

- Fees for the port have been projected to increase by \$3.07 million, or 18.75% from the amount budgeted in 2024, due rate increases approved by the Council. The basis for 2025 projected revenues reflects a static number of passengers in 2025 but an increase in the passenger wharfage fees of \$2.00 per passenger.

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

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
KPU	\$ 2,442,884	\$ 3,336,800	\$ 3,040,559	\$ 3,314,245
Port Fund	275,867	386,240	353,580	742,360
Harbor Fund	163,740	238,402	224,980	231,870
Solid Waste Fund	329,753	488,809	462,880	489,660
Wastewater Fund	465,496	677,640	657,640	707,200
CPV Fund	-	-	-	58,490
Self Insurance Fund	2,162,258	2,653,340	2,608,516	2,838,235
Total	<u>\$ 5,839,998</u>	<u>\$ 7,781,231</u>	<u>\$ 7,348,155</u>	<u>\$ 8,382,060</u>

Interdepartmental charges are determined using a variety of methods. The amount charged for the cost of services provided to KPU is based on a model developed by a consultant engaged by the KPU Telecommunications Division. Services charged to other revenue generating funds of the City are based on labor costs. In 2025, staff reviewed and adjusted the Port Enterprise allocation for Human Resources and Finance as a result of the additional services needed to process applications and payroll for port security guards each year. Staff also reviewed Information Technology charges to KPU resulting in a reduction of services charged to Telecommunications related to the AS-400 maintenance. This review also highlighted the need to allocate a share of Information Technology to KPU Sales Marketing and Customer Service and KPU General Manager. An increase of \$600,829 for Interdepartmental charges has been programmed in 2025. Premiums for property and liability insurance continue to rise because replacement values have been impacted by the rising cost of construction and building materials. As a result, insurance premiums have been projected to increase by \$184,895. For information about insurance premiums, please refer to the Risk Management section of the 2025 Budget. The increase in other interdepartmental services of \$415,934 is a result of increased personnel services, information technology equipment replacements and upgrades and the overall cost of goods and services for those divisions that provide services to the KPU, Port, Harbor, Solid Waste and Wastewater Funds.

#### **TRANSFERS AND ADVANCES IN FROM OTHER FUNDS – ALL FUNDS**

Transfers and advances in from other funds include operating subsidies, the movement of financial resources from one fund to another, in order to share the cost of programs or activities accounted for in another fund and the transfer of financial resources for debt service. For 2025, \$16.77 million has been programmed for transfers in from other funds to the funds listed below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
General Fund	\$ 3,903,496	\$ 4,408,749	\$ 3,759,981	\$ 4,281,500
Community Grant Fund	167,652	189,000	189,000	198,450
Humanitarian Grant Fund	-	-	49,900	-
Major Capital Improvements Fund	478,064	1,222,583	1,008,033	1,082,490
Community Facilities Development	-	90,000	40,000	-
CPV Fund	24,527	-	-	-
CPV Capital Improvement Fund		500,000	201,500	5,890,000
GO Bond Debt Service Fund	3,622,402	4,049,075	4,048,981	4,050,264
Port Fund	-	-	-	-
Port Repair & Replacement Fund	521,051	522,000	522,000	522,000
Harbor Construction Fund	-	-	-	750,000
Total	<u>\$ 8,717,192</u>	<u>\$ 10,981,407</u>	<u>\$ 9,819,395</u>	<u>\$ 16,774,704</u>

For detailed information about transfers in, please refer to the Transfers and Advances section of the 2025 Budget.

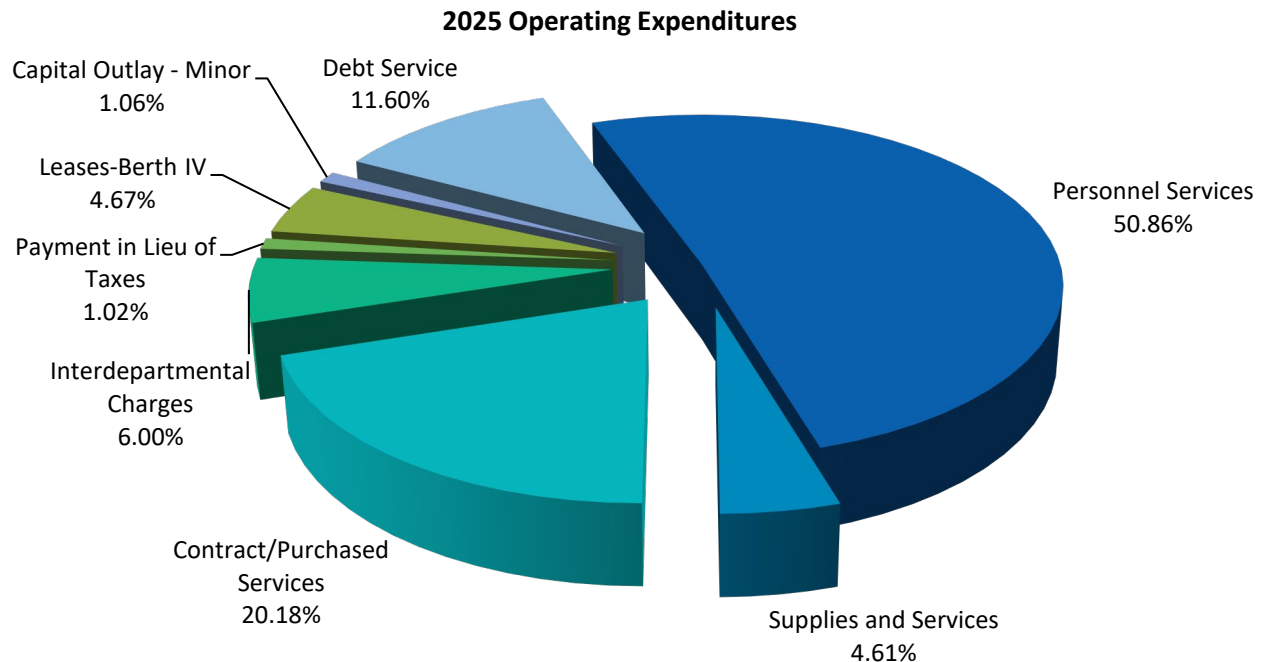


## OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$99.81 million have been programmed for 2025. The table below summarizes the major expenditures of the City and compares 2025 with 2024 and 2023.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Personnel Services	\$ 23,256,620	\$ 28,879,570	\$ 25,734,117	\$ 31,028,845
Supplies	2,120,044	2,600,034	2,446,365	2,811,537
Contractual and Purchased Services				
Leases - Berth IV	2,314,633	2,850,000	2,823,000	2,850,000
Other Contract. and Purch. Services	8,735,583	11,768,642	10,192,036	12,312,276
Repayment of Interfund Advance	-	-	-	-
Interdepartmental Charges	2,276,925	3,171,414	3,125,269	3,659,673
Payment In-Lieu of Taxes	568,971	601,200	601,200	621,420
Capital Outlay - Minor	392,162	510,100	568,392	647,189
Debt Service	6,369,691	6,796,713	6,796,609	7,073,648
Total Operating Expenditures	46,034,629	57,177,673	52,286,988	61,004,588
Capital Outlay - Major	8,108,271	29,446,236	14,309,239	38,805,007
Total Operating and Cap.Expenditures	\$ 54,142,900	\$ 86,623,909	\$ 66,596,227	\$ 99,809,595

Total operating expenditures for 2025 are projected to increase by \$3.83 million from 2024. Capital outlay-major is projected to increase by \$9.36 million. Total operating and capital expenditures have been programmed to increase by \$13.19 million. The following chart summarizes the major categories of operating expenditures.



**Personnel Services:** The cost of personnel is projected to consume 50.86% of the City's annual operating expenses, **which is approximately the same share as 2024**. This category includes salaries and wages for regular and temporary employees, overtime and employee benefits. Employee benefits include health insurance, life insurance, retirement, workers compensation, social security, unemployment, accrued leave and allowances for uniforms and clothing. The cost of personnel services is summarized as follows:

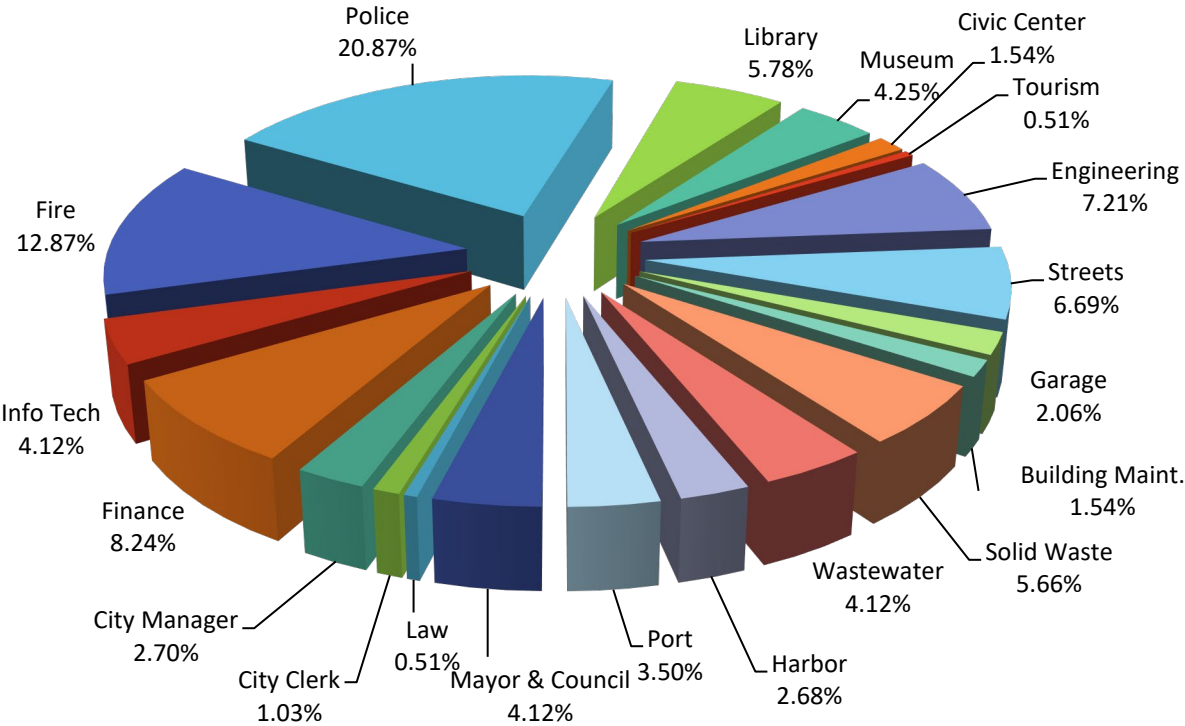
	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Salaries and Wages-Regular	\$ 12,658,182	\$ 15,540,788	\$ 14,119,124	\$ 16,676,972
Salaries and Wages-Temporary	1,071,041	1,293,400	1,105,185	1,308,420
Overtime	1,175,908	1,011,025	1,291,653	1,198,100
Payroll Taxes	1,136,476	1,377,800	1,258,150	1,484,877
Pension Benefits	2,707,050	3,562,038	3,182,794	3,788,669
Health Insurance Benefits	3,495,575	4,724,790	3,827,738	5,138,787
Workers Compensation	408,279	486,180	419,699	522,468
Other Benefits	392,651	558,914	374,152	686,042
Allowances	211,458	324,635	155,622	224,510
Total	<u>\$ 23,256,620</u>	<u>\$ 28,879,570</u>	<u>\$ 25,734,117</u>	<u>\$ 31,028,845</u>
Number of Employees (FTE)	<u>184.015</u>	<u>189.925</u>	<u>189.925</u>	<u>194.275</u>

The proposed level of staffing for 2025 is 194.275 FTE. An increase of 4.35 FTE's, 0.25 FTE increase in the City Manager's Office, 0.5 FTE for Human Resources Department, 1.0 FTE for Finance Department, 0.5 FTE increase for the Fire Department, 0.1 FTE increase for the Library Department, 1.0 FTE for Public Works Engineering Division, and 1.0 FTE for the Port Department has been proposed for 2025.

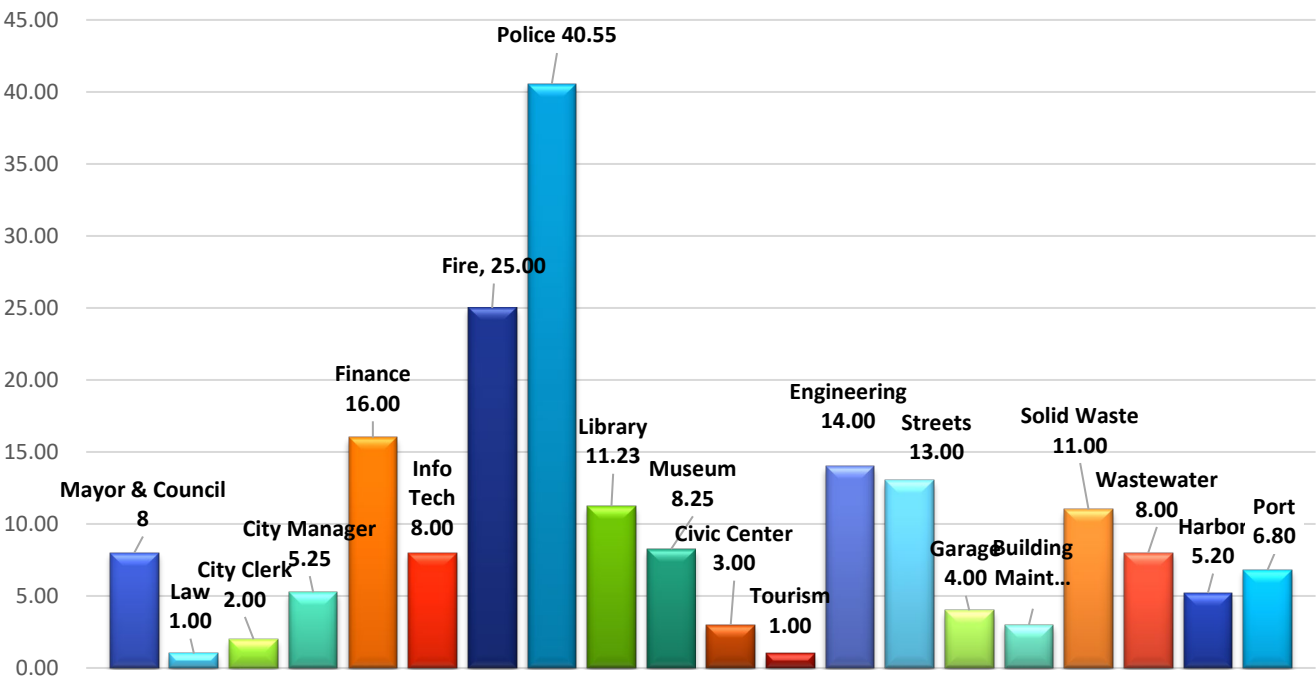
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The charts below show how the 194.275 FTE employees are distributed among the various City departments.

Employee Percentage By Department



Employee Count by Department



Regular salaries and wages have been projected to increase by \$1.03 million to \$16.57 million in 2025. The increase is due to adding additional staff, estimating an increase in wages for collective bargaining agreements currently in negotiations with the City and annual step increases. The bargaining units with expiring contracts include City-IBEW Local 1547, International Association of Fire Fighters (IAFF) and Public Safety Employee Association (PSEA). The costs of temporary wages have been programmed to increase \$15,020 across all departments. Overtime has also been programmed to increase \$187,075, due to wage increases and a change in the overtime rules for temporary personnel. **All Departments are expected to keep overtime at 2024 budgeted levels by managing staff accordingly.**

Workers compensation, which is based on a rate per \$100 of compensation at the straight time rate for hours worked, has been programmed to increase by \$36,288. Wages increased 4.0% in 2024 and are expected to increase in 2025 but since negotiations are in progress so the amount is not known at the this time. The workers compensation premium for fiscal year 2024-2025 was less than expected due to the change in the City's workers compensation premium loss modifier, which decreased from 1.19 to .98.

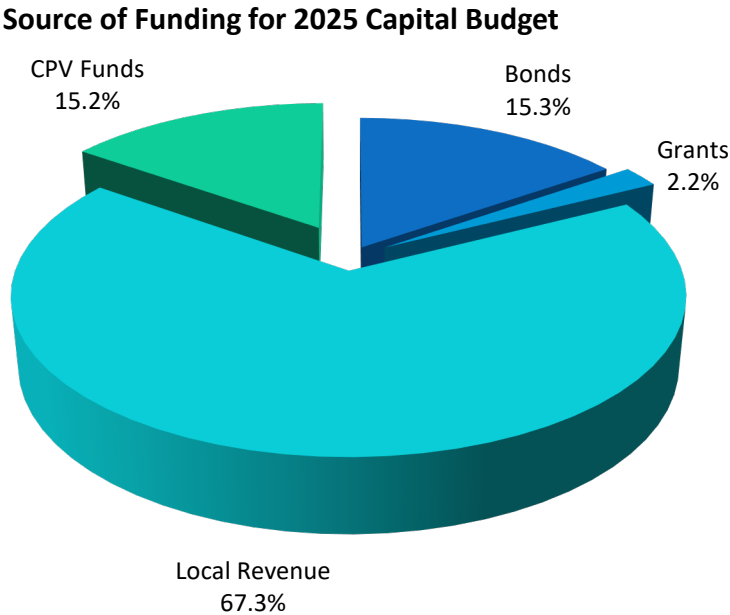
Health insurance costs have been programmed to increase \$413,997. Health insurance premiums have been projected to increase 10%. The effective dates vary because the City participates in five health insurance plans. Health insurance premiums are also difficult to project because they are based on the claims experience of the health insurance plans, the type of coverage selected by the employee and vacancies. Three of City's plans offer different levels of coverage with different premiums and the other two offer a "one size fits all" coverage with a uniform premium. Since the annual cost of health insurance premiums range between \$11,376 for an employee only plan and \$43,522 for a family plan, vacancies can have a significant impact on the City's total outlay for health insurance benefits for its employees.

**Supplies:** Supplies include office and operating supplies, maintenance materials, fuel, postage, books and publications, chemicals and similar expendable items used in operations. This category accounts for 4.61% of operating expenditures. The amount requested for supplies in 2025 is \$211,503 or 8.13% more than the amount requested in 2024. This increase is being driven by an overall increase in the cost of supplies and transportation to Ketchikan.

**All Other Contractual and Purchased Services:** All other contractual and purchased services include travel, training, advertising, maintenance services, software and equipment maintenance agreements, leases and rentals of property and equipment, professional services, utilities and technical services. This category accounts for 20.18% of operating expenditures, excluding the Berth IV lease and 24.85% including the Berth IV lease. The amount requested for contractual and purchased services in 2025 is \$543,634, or 4.62%, more than the amount requested in 2024. The solid waste transport and disposal contract and the cost of increasing bandwidth capacity across the City are the two main reasons for the proposed 2025 increase. This increase is presented in each Department's telecommunications services account since it is billed as a monthly service.

**Capital Outlay:** The amount requested for major capital outlay has been programmed to increase by \$9.36 million to \$38.81 million. The large increase is due to Port Infrastructure Projects and Tourism's

Spruce Mill-Thomas Basin Promenade Project. The amount requested for minor capital outlay has increased by \$137,089 to \$647,189. The chart below identifies the source of funding for the capital projects proposed for 2025. For more information regarding the City’s capital spending plans for 2025, please see the 2025 – 2029 Capital Improvement Program.



**Debt Service:** Debt service accounts for 11.60% of operating expenses. The amount requested for debt service in 2025 is \$7,073,648 or \$276,945, more than the amount requested in 2024. The increase is due to an interfund loan for a new port and harbor maintenance facility proposed in the 2025 budget and wastewater loan for Water Street sewer improvements approved in 2024. Any new debt related to capital improvements in 2025 will require voter approval. Please see the discussion under Debt Management, which begins on page B-31, for further information about the City's debt obligations.

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

**TRANSFERS OUT AND ADVANCES TO OTHER FUNDS**

Transfers out from other funds include operating subsidies, the movement of financial resources from one fund to another in order to share the cost of programs or activities accounted for in another fund and the transfer of financial resources for debt service. For 2025, \$16.77 million has been programmed for transfers out and advances from other funds.



	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Transfers Out:				
General Fund	\$ 861,834	\$ 885,015	\$ 906,896	\$ 890,861
Hospital Sales Tax Fund	2,993,987	3,263,025	3,059,452	3,131,900
Public Works Sales Tax Fund	2,354,233	2,881,035	2,897,753	2,883,953
Transient Tax Fund	656,954	858,333	821,326	1,038,266
Marijuana Sales Tax Fund	140,303	-	-	-
Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000
Shoreline Fund	6,374	6,374	6,374	6,374
CPV Special Revenue Fund	410,227	1,134,730	786,230	6,448,096
CPV Capital Improvement Fund	22,802	-	-	-
SEMT Fund	742,702	1,425,895	814,365	1,098,254
Port Enterprise Fund	522,776	522,000	522,000	522,000
Advances:				
Port Fund	-	-	-	750,000
Total	<u>\$ 8,717,192</u>	<u>\$ 10,981,407</u>	<u>\$ 9,819,396</u>	<u>\$ 16,774,704</u>

The transfers out and advances have been programmed to increase by \$5,793,297. Transfers out from the CPV Special Revenue Fund have increased by \$5,313,366 for capital projects related to tourism, Transient Tax Fund increased by \$179,933 due to an increase in civic center operations and capital improvements and Port Fund increased \$750,000 due to an internal loan to fund a shared port and harbor maintenance facility.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2025 Budget.

### REVIEW OF MAJOR FUNDS

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

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

The seven funds listed above account for \$65.44 million, or 89.23%, of the City of Ketchikan's total operating revenue, \$52.88 million, or 86.67%, of the City's total operating expenditures and 100% of

all general government personnel. For information about the KPU Enterprise Fund, please see the 2025 KPU Operating and Capital Budget.

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

- 163.275 of the City's 194.275 general government employees and 73.7% of its annual general government payroll;
- 34.54 % of the City's annual operating revenues for general government; and
- 53.6 % of the City's annual operating expenses for general government

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A summary of the proposed 2025 Budget for the General Fund, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Taxes:				
Property	\$ 5,990,240	\$ 6,484,702	\$ 6,329,041	\$ 6,630,551
Sales	9,901,732	8,840,000	8,840,000	8,840,000
Other	123,767	86,000	35,633	86,000
Total Taxes	16,015,739	15,410,702	15,204,674	15,556,551
PILOT	1,201,981	1,210,000	1,220,136	1,210,000
Licenses and Permits	115,811	126,700	211,714	127,500
Intergovernmental	67,629	222,500	422,240	344,500
Charges for Services	2,415,278	2,292,705	2,307,388	2,268,539
Fines & Forfeitures	75,176	75,500	65,372	65,500
Other	428,324	211,500	325,583	210,500
Interdepartmental Charges	3,677,740	5,127,891	4,739,639	5,543,825
Total Revenues	23,997,678	24,677,498	24,496,746	25,326,915
Transfers In - Sales Tax Funds	2,420,000	2,791,000	2,576,219	2,658,000
Transfers In - Transient Tax	458,890	563,500	535,493	610,026
Transfers In - Marijuana Tax	140,303	-	-	-
Transfers In - Other Funds	884,303	1,054,249	648,269	1,013,474
Total Revenues and Transfers	27,901,174	29,086,247	28,256,727	29,608,415
Expenditures				
Personnel Services	18,898,630	23,637,275	20,909,671	25,120,917
Supplies	1,337,078	1,673,273	1,559,555	1,781,462
Contract & Purchased Services	2,904,138	4,243,811	3,581,549	4,411,111
Capital Outlay - Minor	318,646	375,075	426,760	482,709
Public Safety Grants	36,144	46,700	54,031	221,567
Interdepartmental Charges	469,202	687,793	638,233	697,303
Capital Outlay - Major	298,496	557,500	557,500	461,000
Total Expenditures	24,262,334	31,221,427	27,727,299	33,176,069
Transfers Out	861,834	885,015	906,896	890,861
	25,124,168	32,106,442	28,634,195	34,066,930
Surplus (Deficit)	<u>\$ 2,777,006</u>	<u>\$ (3,020,195)</u>	<u>\$ (377,468)</u>	<u>\$ (4,458,515)</u>
Reserves at December 31	<u>\$ 9,793,328</u>	<u>\$ 3,415,009</u>	<u>\$ 9,415,860</u>	<u>\$ 4,957,345</u>
Number of Employees	<u>155.015</u>	<u>159.925</u>	<u>159.925</u>	<u>163.275</u>

The **General Fund relies heavily on tax revenues to finance its operations.** Between tax revenues that are deposited directly into the General Fund, tax revenues transferred from other funds, and the PILOT that is assessed against enterprise funds of the City, a total of about \$20.03 million of tax revenues has been programmed to finance 58.81% of the General Fund's \$34.07 million budget for 2025. Charges for services and interdepartmental revenues have been forecasted to finance \$7.81 million, or 22.93% of the General Fund's 2025 Budget. For more information about tax revenues and charges for services, see pages B-9, B-10, B-11, B-12, B-13, and B-14.

The biggest expenditure of the General Fund is personnel services, which amounts to \$25.10 million and accounts for 73.7% of the General Fund's proposed budget for 2025. Since the General Fund's labor force is relatively static, the primary factors impacting costs are step increases, cost of living adjustments, staff turnover, retirement and health insurance costs. Employer contribution rates for retirement plans have remained unchanged with the exception of the City IBEW employees. In 2024 the City IBEW collective bargaining agreement was amended to include an increase in pension benefits and will increase from 17% to 19% of wages with a maximum of \$7.00 per hour. The cost of employee benefits is approximately 38.18% of compensation. For more information about the cost of personnel services, see page B-17, B-18 and B-19.

Although a deficit of \$4.46 million has been programmed for the General Fund in 2025, it is somewhat unlikely that it will materialize because the City rarely comes close to spending all the appropriations of the General Fund. In 2023, the cost of personnel wages and benefits, materials and services have increased but we only realized 91.0% of annual budgeted appropriations. Due to current economic factors there is an expectation that costs will continue to increase. If the City were to spend 94% of budgeted expenditures the deficit would be \$1.4 million and the reserve balance would be \$8,023,369. The Council should consider an increase in the seasonal sales tax rate if wages increase more than currently projected or all positions that are currently vacant are filled in 2025. The City is projecting sales tax revenues to remain flat. Given the uncertainty of the economy, the most likely outcome is that the General Fund will realize a deficit so the Council should take action if revenues do not meet projections.

Under the City's fund balance policy, which requires reserves of no less than 25% of expenditures, reserves at the end of 2025 should amount to \$8.52 million to be in compliance with the policy. The projected reserves balance, which assumes that all appropriations will be spent by the end of 2025, is \$4.96 million, which represents a \$3.56 million shortfall.

**Sales Tax Funds:** The City recently implemented a seasonal sales tax rate of 3.0% October through March and 5.5% April through September. Sales tax collections are accounted for in the General Fund and the City's two sales tax funds. The proceeds from the 1.5% City Public Works Sales Tax are accounted for in the Public Works Sales Tax fund. The proceeds from the 1% City Hospital Sales Tax are accounted for in the Hospital Sales Tax Fund. The remaining 2.5% April through September and .5% October through March is accounted for in the General Fund.

The seasonal sales tax is expected to generate \$19.0 million in 2024 and remain flat in 2025. If sales decrease the Council should consider a rate increase to offset any reduction in sales tax revenue.

The **Public Work Sales Tax Fund** is the primary source of local funding for major maintenance and capital projects for departments and functions that are not supported by the revenue-generating or enterprise funds of the City. An annual transfer of \$2.1 million has been programmed from the Public Works Sales Tax Fund to the General Fund to support public works operations accounted for in the General Fund. The total cost of the public works functions accounted for in the General Fund is \$7.1 million. Transfers are also made to the Community Grant Fund to support the City's Community Grant Program.

A summary of the proposed 2025 Budget for the Public Works Sales Tax Fund, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Sales Taxes	\$ 6,238,001	\$ 6,108,000	\$ 6,109,635	\$ 6,108,000
Intergovernmental - LGLR-ARPA	-	-	-	-
Other	317,196	95,000	350,000	150,000
Total Revenues	<u>6,555,197</u>	<u>6,203,000</u>	<u>6,459,635</u>	<u>6,258,000</u>
Expenditures				
General Government	15,780	20,000	20,000	20,000
Fire and Police	1,400,378	2,559,900	1,372,268	793,665
Library, Museum and Civic Center	49,800	72,516	1,369	162,314
Public Works	2,036,041	5,783,415	4,962,784	3,704,825
Transfers to General Fund	2,000,000	2,100,000	2,100,000	2,100,000
Transfers to Community Grant Fund	62,870	63,670	63,670	66,680
Transfers to Marijuana Sales Tax Fund	-	-	16,811	-
Transfers to GO Debt Service Fund	291,363	717,365	717,272	717,273
Total Expenditures	<u>5,856,232</u>	<u>11,316,866</u>	<u>9,254,174</u>	<u>7,564,757</u>
Surplus (Deficit)	<u>\$ 698,965</u>	<u>\$ (5,113,866)</u>	<u>\$ (2,794,539)</u>	<u>\$ (1,306,757)</u>
Reserves at December 31	<u>\$ 9,155,639</u>	<u>\$ 4,022,244</u>	<u>\$ 6,361,100</u>	<u>\$ 5,054,343</u>

The proposed budget for the Public Works Sales Tax Fund is expected to generate a deficit of \$1.31 million. Approximately 68.0% of the expenditures programmed for this fund are for major maintenance or capital improvements. The actual disbursement of these expenditures is contingent on such factors as the weather, the availability of contractors to perform the work, and project coordination with other City departments and the State of Alaska. The transfers to the General Fund and the Community Grant Fund will occur as programmed. This transfer to the General Fund is used to partially offset the cost of the Public Works functions accounted for in the General Fund and is necessary in order to keep the programmed mil rate at 6.6.

The Public Works Sales Tax Fund is projected to end 2025 with \$5.05 million in reserves. Prior to the COVID-19 pandemic, the average annual capital expenditures were \$3.6 million. Since 2018, inflation has increased costs 27.0%, applying this inflation factor, the average cost for capital projects would now be \$4.6 million. The proposed capital projects for 2025 is \$4.68 million. The fund balance policy has established that this fund shall maintain 25% of annual expenditures plus an amount consistent with the capital improvement plan. Even though a deficit is proposed the reserve balance is projected to be above the level allowed per the fund balance policy by \$3.16 million. The City should strive to reduce costs in the long term by reducing mobilization and de-mobilization costs by using vendors while they are on location and extend the life of the City's roads by using the asphalt and chip seal process. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

The **Hospital Sales Tax Fund** is primarily used to accumulate and account for resources to be used to acquire, operate and maintain city owned health care facilities. Resources not required to satisfy its primary purpose may, at the discretion of the City Council, be used for public works purposes or to partially pay for the general operational cost of the City government. Currently, the Hospital Sales Tax Fund is providing the resources required for the annual debt service on the 2014 Hospital General Obligation Bond and a \$441,000 transfer to the General Fund that is used to help hold the mill rate at the level currently programmed. The fund is also used to cover the cost of major maintenance that may be required for the Ketchikan Medical Center and funding for the Community Grant Program.

A summary of the proposed 2025 Budget for the Hospital Sales Tax Fund, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Sales Taxes	\$ 4,158,668	\$ 4,068,000	\$ 4,066,423	\$ 4,068,000
Hospital Lease	100,000	100,000	100,000	100,000
Other	232,410	58,000	140,688	75,000
Total Revenues	<u>4,491,078</u>	<u>4,226,000</u>	<u>4,307,111</u>	<u>4,243,000</u>
Expenditures				
Health Care Operations	2,327	155,140	50	55,000
Health Care Facility Improvements	24,720	11,006	-	12,417
Trasnfers to MIH Program	-	250,000	35,219	117,000
Transfers to General Fund	420,000	441,000	441,000	441,000
Transfers to Community Grant Fund	51,912	42,450	42,450	44,450
Transfers to Marijuana Sales Tax Fund	-	-	11,208	-
Transfers to GO Debt Service Fund	2,532,075	2,529,575	2,529,575	2,529,450
Total Expenditures	<u>3,031,034</u>	<u>3,429,171</u>	<u>3,059,502</u>	<u>3,199,317</u>
Surplus (Deficit)	<u>\$ 1,460,044</u>	<u>\$ 796,829</u>	<u>\$ 1,247,609</u>	<u>\$ 1,043,683</u>
Reserves at December 31	<u>\$ 5,300,930</u>	<u>\$ 5,691,372</u>	<u>\$ 6,548,539</u>	<u>\$ 7,592,222</u>

A surplus of \$1.04 million has been programmed for the Hospital Sales Tax Fund for 2025 and end of the year reserves have been projected to total \$7.59 million. Currently, 60% of the sales tax revenues of the Hospital Sales Tax Fund must be set aside for debt service on the 2014 Hospital General Obligation Bond. Given the potential volatility of sales tax revenues, maintaining an adequate level of reserves is important for the City to keep its promise to the voters that it would not increase property taxes to pay for the debt service on the 2014 Hospital General Obligation Bond. In addition, the City should maintain sufficient reserves to cover emergency repairs for the older sections of the Ketchikan Medical Center, some of which are 50 years old. In 2024, an additional transfer was programmed to help fund the Mobile Integrated Health program. The Mobile Integrated Health program is in its second year so a transfer of \$117,000 is proposed for 2025 and an annual transfer of \$441,000, to the General Fund to help cover general government annual operations, has been programmed.

Based on projected reserves of \$7.59 million, the City has sufficient reserves for 3.0 times the annual debt service. The reserve component for debt service should not be permitted to fall below \$2.5 million, or approximately 1.0 times annual debt service. The balance of reserves should be dedicated for emergency repairs and contingencies. Given that the Ketchikan Medical Center is a very important asset to community, the City should consider engaging the services of a consultant to determine how much should be put aside in reserves for emergency repairs and other contingencies and whether or not it should continue the practice of transferring about \$484,000 annually to the General and Community Grant Funds. The Council may want to consider establishing a maximum reserve balance and adjusting the operating transfer to the General Fund in order help pay for increasing operating costs of the general fund while also maintaining Hospital Sales Tax Fund reserves to ensure a level that is sufficient to make emergency repairs and address contingencies as needed.

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

A summary of the proposed 2025 Budget for the **Small Boat Harbor Fund**, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Charges for Services	\$ 1,745,207	\$ 1,683,500	\$ 1,783,720	\$ 1,876,500
Shared Fisheries Tax	12,383	12,000	6,752	6,750
Other	58,590	1,500	46,860	16,500
Total Revenues	<u>1,816,180</u>	<u>1,697,000</u>	<u>1,837,332</u>	<u>1,899,750</u>
Expenditures				
Personnel Services	616,628	754,959	648,175	748,997
Supplies	80,469	96,675	93,375	106,175
Contract/Purchased Services	346,044	406,440	374,733	468,950
Minor Capital Outlay	10,939	19,700	17,242	21,500
Major Capital Outlay	-	-	-	-
Interdepartmental Charges	264,258	364,682	365,927	364,420
Debt Service	349,675	349,550	349,550	452,555
Total Expenditures	<u>1,668,013</u>	<u>1,992,006</u>	<u>1,849,002</u>	<u>2,162,597</u>
Surplus (Deficit)	<u>\$ 148,167</u>	<u>\$ (295,006)</u>	<u>\$ (11,670)</u>	<u>\$ (262,847)</u>
Reserves at December 31	<u>\$ 1,054,704</u>	<u>\$ 516,192</u>	<u>\$ 1,043,034</u>	<u>\$ 780,187</u>
Number of Employees	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>

The Small Boat Harbor Fund is used to account for the resources required to operate and maintain City owned and managed harbors. It relies primarily on user fees to support its operations and provide for debt service. The fund's ability to support capital spending is currently limited to minor capital outlay. **The current rate structure is not adequate to support major capital outlay or additional debt service for capital outlay.** The current major capital outlays are budgeted in the Harbor Construction Fund. The Harbor Construction Fund relies on a share of the State's raw fish tax, grants and bonds to finance

major capital improvements for the City's harbors. The City approved a two-year rate increase to offset the increasing cost of operations. The rates that were approved were less than the consultant recommended amounts, resulting in only a slight increase in revenue and an expected deficit of \$11,670 for 2024. The 2025 rate increase is expected to increase revenues but the increased rates are not projected to cover the increase in operational costs. The Harbor Department is Port and Harbor share a maintenance building that is need of replacement. An interfund loan has been programmed into the 2025 Haror Departments debt service costs in the amount of \$103,630. This cost was not factored into the rate increases indicating another rate increase will be necessary to cover the cost of the debt service for a new maintenance building and increasing operational costs. As noted in 2024, if rates are not increased the City may have to increase taxes in order to pay for the debt service related to a service that benefits the users of the harbor and is not necessarily representative of those that pay the tax. The harbor users should pay for the costs to operate and maintain the harbor. If additional bond financing is used to fund capital improvements, the current harbor rates have to be adjusted accordingly to provide for the annual debt service.

The City Council should give serious consideration to raising harbor fees or modifying the rate structure to account for inflation and stem the outflow of reserves in order to keep rate increases stable and avoid unnecessary spikes in the rates. The fund is projected to incur a deficit of \$262,847 in 2025 and end the year with a fund balance of \$780,187. The City's fund balance policy requires 6 months of operations costs which is \$1.08 million or 25% of total costs \$540,649. There is insufficient revenue to support basic operations as well as a years-long waiting list for harbor services; both aspects support an increase in harbor rates. Staff has incorporated the Council approved rates for 2025 and reflected them into the proposed revenues.

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A summary of the proposed 2025 Budget for the **Solid Waste Services Fund**, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Charges for Services	\$ 3,956,261	\$ 4,112,000	\$ 4,351,626	\$ 4,339,000
Other	74,306	10,200	40,944	20,200
Total Revenues	<u>4,030,567</u>	<u>4,122,200</u>	<u>4,392,570</u>	<u>4,359,200</u>
Expenditures				
Personnel Services	1,300,212	1,468,850	1,330,591	1,591,983
Supplies	324,409	338,150	349,675	389,550
Contract/Purchased Services	1,651,502	1,759,100	1,735,330	1,919,981
Minor Capital Outlay	11,362	30,875	28,000	31,980
Major Capital Outlay	233,673	382,500	430,905	518,250
Interdepartmental Charges	417,449	589,299	586,799	594,460
Total Expenditures	<u>3,938,607</u>	<u>4,568,774</u>	<u>4,461,300</u>	<u>5,046,204</u>
Surplus (Deficit)	<u>\$ 91,960</u>	<u>\$ (446,574)</u>	<u>\$ (68,730)</u>	<u>\$ (687,004)</u>
Reserves at December 31	<u>\$ 1,782,941</u>	<u>\$ 1,176,613</u>	<u>\$ 1,714,211</u>	<u>\$ 1,027,207</u>
Number of Employees	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

The Solid Waste Services Fund is used to account for the resources required to operate and maintain the municipal solid waste landfill and solid waste collection and recycling services. It relies solely on user fees to support its operations and provide for capital improvements. Bonds can be issued to fund capital improvements but the current capital needs are related to equipment replacements and are more geared toward a possible lease financing proposition rather than bond issue.

A deficit of \$687,004 has been programmed for the Solid Waste Services Fund for 2025. The deficit is the result of escalating operating costs, particularly related to solid waste transport. In 2020, the City entered into a new agreement for the transport and disposal of putrescible solid waste to regional landfill in Washington State. Since this agreement was put in place the fees for disposal have increased 46% due to an annual inflation factor clause, at the same time the recycling costs have also increased due to limited recycling plants that are willing to take certain recyclable materials. A rate increase approved by the City Council in 2024 will help offset the increase in the disposal contract only. The Council should consider an increase in rates due to the fact that personnel services and collections costs have also increased but the rates have not been adjusted for these costs since 2020. Since 2020, personnel services costs have increased 8.7% and are expected to increase again once the bargaining unit completes its negotiations process with the City.

Revenues for the Solid Waste Service Fund need to be monitored to evaluate the effectiveness of the increase in rates and whether or not those increases are allowing the division to maintain its reserves level established per the fund balance policy. The Solid Waste Services Fund will not be in compliance with the fund balance policy if the budgeted expenditures are realized in 2025 or the revenues do not meet projections. The fund is projected to have reserves totaling \$1.03 million at the end of 2025. The minimum amount recommended under the City's fund balance policy is \$1.13 million plus \$981,660

that is required for closing the landfill for a total of \$2.1 million. The fund is not in compliance with the City's fund balance policy and should raise rates to restore funds for closing the landfill, to keep up with increasing operating costs and comply with the Council's fund balance policy.

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

A summary of the proposed 2025 Budget for the **Wastewater Fund**, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Charges for Services	\$ 3,529,868	\$ 3,491,000	\$ 3,599,431	\$ 3,688,800
Grants and Bond Proceeds	1,261,182	5,701,978	-	4,739,091
Other	259,176	18,000	78,536	30,000
Total Revenues	5,050,226	9,210,978	3,677,967	8,457,891
Expenditures				
Personnel Services	983,830	1,199,896	1,231,120	1,398,320
Supplies	245,843	337,300	317,750	351,250
Contract/Purchased Services	439,669	647,810	580,560	695,145
Minor Capital Outlay	38,411	61,650	72,270	96,500
Major Capital Outlay	1,961,099	7,586,965	380,947	7,708,089
Interdepartmental Charges	577,861	809,580	811,430	843,730
Debt Service	168,621	162,828	162,828	337,829
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000
Total Expenditures	4,495,334	10,886,029	3,636,905	11,510,863
Surplus (Deficit)	\$ 554,892	\$ (1,675,051)	\$ 41,062	\$ (3,052,972)
Reserves at December 31	\$ 5,279,185	\$ 1,958,097	\$ 5,320,247	\$ 2,267,275
Number of Employees	8.00	8.00	8.00	8.00

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

A 4.5% rate increase was approved in 2024 to increase revenues for additional debt service for the Water Street sewer main replacement project. The previous rate increase was approved in 2019, since then inflation has increased 25%. The wastewater personnel services increased 43% since 2019 due to the reclassification of personnel to reflect the certifications required for the wastewater staff. The rates have not increased with the cost of inflation or wages. Staff is recommending a minimum rate increase of 5% for the next three years to prepare for new disinfection requirements, to keep up with wage increases and other much needed infrastructure replacements. Due to little growth in residential housing and limited opportunities for commercial property expansion, the customer base for the

wastewater utility remains constant from year-to-year. Any expansion efforts beyond the current wastewater system would require significant infrastructure investment. A feasibility study was performed to evaluate the addition of wastewater lines out to Shoreline area residents and found the cost of expansion to be prohibitive. The Alaska Department of Environmental Conservation has notified the City that it is issuing more restrictive requirements for disinfection that will require a new disinfection facility expected to cost in excess of \$14.0 million. The current rates are not sufficient to pay the expected debt service of \$1.13 million for financing the capital project plus additional maintenance costs to run the new facility.

A capital budget totaling almost \$7.71 million has been programmed for 2025. Of this amount, \$4.71 million will be financed from grants or the issuance of debt. One of the capital projects currently programmed is in preparation for one of the Alaska Department of Transportation projects along Water Street. The proposed debt service for 2025 increased \$175,000 for the Water Street Sewer Main Replacement project. For more information about the proposed capital program, please see the Wastewater Division's 2025 – 2029 Capital Improvement Program.

If all costs are realized the fund is expected to generate a deficit of \$3.05 million in 2025 and end the year with \$2.27 million in reserves. The current rate structure is not generating enough revenue to keep up with the operating and capital needs.

Under the City's fund balance policy, the Wastewater Fund should maintain a minimum reserve balance of six months of operations costs or \$1.90 million. The fund balance policy also recommends that 25% of total expenditures or \$2.88 million remain in reserves. The proposed budget for the Wastewater Fund for 2025 satisfies the City's fund balance policy by having 6 months of operational costs in reserves but it is not in compliance with the recommended of 25% of total expenditures.

*(Intentionally left blank)*

A summary of the proposed 2025 Budget for the **Port Fund**, with a comparison to 2024 and 2023 is provided below.

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Revenues				
Charges for Services	\$ 14,271,177	\$ 16,362,200	\$ 16,556,981	\$ 19,430,200
Advances	-	-	-	-
Other	615,475	100,000	410,139	200,000
Total Revenues	<u>14,886,652</u>	<u>16,462,200</u>	<u>16,967,120</u>	<u>19,630,200</u>
Expenditures				
Personnel Services	1,379,890	1,636,863	1,432,212	1,873,036
Supplies	128,662	136,200	124,110	164,200
Contract/Purchased Services	522,439	657,193	341,096	837,237
Berth IV Lease	2,314,633	2,850,000	2,823,000	2,850,000
Minor Capital Outlay	10,108	12,200	13,810	14,500
Major Capital Outlay	234,676	3,564,500	775,334	14,637,165
Interdepartmental Charges	547,005	717,030	720,045	1,098,430
Debt Service	2,228,993	2,235,260	2,235,250	2,233,000
Property Taxes	488,971	521,200	521,200	541,420
Transfer to CPV Fund	1,725	-	-	-
Transfer to Port R&R Fund	521,051	522,000	522,000	522,000
Advance to Harbor Fund	-	-	-	750,000
Total Expenditures	<u>8,378,153</u>	<u>12,852,446</u>	<u>9,508,057</u>	<u>25,520,988</u>
Surplus (Deficit)	<u>\$ 6,508,499</u>	<u>\$ 3,609,754</u>	<u>\$ 7,459,063</u>	<u>\$ (5,890,788)</u>
Reserves at December 31	<u>\$ 17,678,898</u>	<u>\$ 14,744,444</u>	<u>\$ 25,137,961</u>	<u>\$ 19,247,173</u>
Number of Employees	<u>4.80</u>	<u>5.80</u>	<u>5.80</u>	<u>6.80</u>

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

The City Manager and Council's proactive approach to raising the passenger wharfage fees in 2024 and all port fees in 2025 are now evident in the projected reserves for 2024 and 2025. A deficit of \$5.89 million is projected for 2025 but this is expected due to capital projects proposed for 2025. While the Port is in a good position it is important to adjust to increasing costs annually, ensuring strong reserves for the Port's future operating and capital needs.

The 2025 Budget for the Port Enterprise Fund was based on the premise that the cruise lines will be operating at full capacity in Southeast Alaska in 2025, taking into consideration that approximately 25% of the passengers will disembark at the Ward Cove facility.

## CAPITAL IMPROVEMENT PROGRAM

The proposed 2025- 2029 Capital Improvement Program (CIP) was developed to address the long-term capital needs of the community and ensure the proper maintenance of the City's infrastructure. The estimated cost of the CIP for the five-year period ending December 31, 2029 is \$160.27 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2025 General Government Operating and Capital Budget. The cost of the 2025 Capital Budget is \$38.81 million, of which \$23.64 million will be funded from local revenues. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

## DEBT MANAGEMENT

In 2025, the City will have to fund the annual debt service for nine general obligation bonds totaling \$43,348,641, four revenue bond issues totaling \$21,859,150, three capital financing leases totaling \$2,862,093 and one interfund loan totaling \$750,000. The table below summarizes the City's 18 outstanding debt issues and their annual debt service requirements.

Issue	Balance Jan 1, 2025	Final Maturity	Type	Annual Debt Service Requirements		
				2024 Budget	2024 Estimate	2025 Budget
2016 Port Refund	\$ 18,560,000	2035	Revenue	\$ 2,235,250	\$ 2,235,250	\$ 2,233,000
Wastewater 481011	393,987	2032	GO	52,447	52,447	52,448
Wastewater 481071	158,224	2033	GO	17,933	17,933	17,933
Wastewater 481072	162,921	2033	GO	18,465	18,465	18,465
Wastewater 481101	388,509	2035	GO	36,907	36,907	36,907
Wastewater 481111	158,201	2033	Revenue	17,930	17,930	17,930
Wastewater 481031	240,949	2038	Revenue	19,146	19,146	19,146
Wastewater 481211	2,900,000	TBD	Revenue	-	-	175,000
2010 Fire Station	2,330,000	2030	GO	463,000	463,000	461,500
2012 Library	2,220,000	2031	GO	339,135	339,135	342,041
2014 Harbor	1,675,000	2034	GO	204,550	204,550	202,925
2014 Hospital	34,800,000	2043	GO	2,529,575	2,529,575	2,529,450
2016 Harbor	1,220,000	2036	GO	145,000	145,000	146,000
2022 Ambulance Lease	176,824	2029	Lease	38,699	38,699	38,699
2019 Fire Lease	492,884	2027	Lease	252,666	252,666	252,666
2023 Fire Lease	2,192,385	2030	Lease	426,000	425,907	425,908
Interfund Loan	750,000	TBD	Interfund	-	-	103,630
Total	<u>\$ 68,819,884</u>			<u>\$ 6,796,703</u>	<u>\$ 6,796,610</u>	<u>\$ 7,073,648</u>

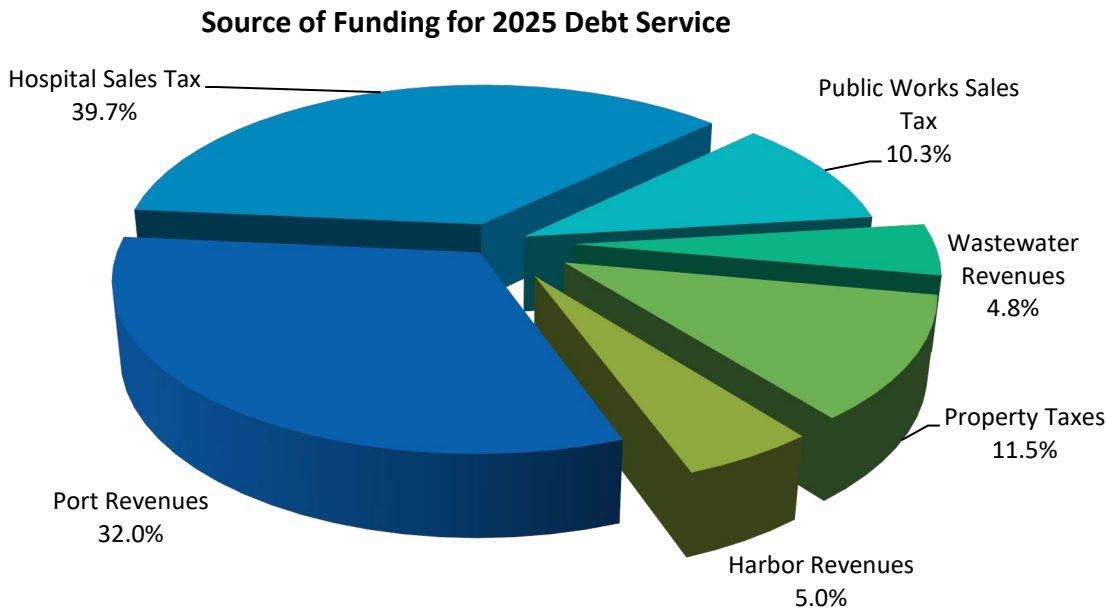
All of the bonds have been issued through the Alaska Municipal Bond Bank with the exception of the ADEC Wastewater Bonds and the Fire Equipment Lease. The Wastewater Bonds were issued through

the Alaska Department of Environmental Conservation’s Clean Water Loan Fund and the Fire Equipment Leases were issued through Bank of America. Bonds issued through the Bond Bank permit the City to take advantage of the Bond Bank’s A1 and A+ credit rating, from Moody’s Investors Service and S&P Global Ratings respectively, which results in favorable interest rates and lower issuance costs. The ADEC loans are subsidized by the federal government and carry an interest rate of 1.5-1.71%.

In 2025, the City is expected to begin making debt service payments on a bond issued through ADEC’s Clean Water Loan Program and an interfund loan from the Port Fund to the Harbor Fund. The amount of the Wastewater bond is \$2.9 million. The term of the bond is 20-years and its annual payments will be approximately \$175,000 at an interest rate of 1.7063%. The bond was issued to finance the replacement of the Water Street sewer main. The interfund loan from the Port to the Harbor will finance a shared maintenance building for the Harbor and Port maintenance needs. Once the building is completed the Harbor Fund will reimburse the Port Fund over a 10-year period using the City’s rate of return on investments at the time of construction.

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

Source	Amount
Port Revenues	\$ 2,233,000
Hospital Sales Tax	2,529,450
Public Works SalesTax	717,273
Wastewater Revenues	337,829
Property Taxes	803,541
Harbor Revenues	452,555
Total	<u>\$ 7,073,648</u>



Total annual debt service in the amount of \$6,970,018 has been programmed in the 2025 Budget. On January 1, 2025 the total debt service required to maturity, including interest of \$24,315,915, will be \$92,385,806. Please see page C-17 for schedule of the City's debt obligations. For information regarding bonds issued for KPU, please see page C-7 of the 2025 KPU Operating and Capital Budget.

## CONCLUSION

The proposed 2025 Budget allows for the continuation of basic local government services as well as needed infrastructure maintenance and improvements. It is a fiscally responsible spending plan that employs a number of strategies to ensure that cash flow will be sufficient to permit the City to continue operations throughout the year.

A secondary goal for this budget was to ensure that the City would have sufficient reserves on hand at the end of 2025 that could be used for emergency needs in 2026 or balance the City's budget for future years. The draft 2025 General Government Operating and Capital Budget achieves this for some funds but not for all funds. We have seen the negative effects of deferring projects is having on the current cost of capital and cannot stress enough how **imperative it is for the Council and staff evaluate its rate structure and develop a plan to ensure the City works towards strengthening its financial situation rather than weaken it.** Management would also like to ensure the City Council is considering the future needs of the City. The Solid Waste Fund, Harbor Fund and Wastewater Fund **must** plan a rate increases now and in the future to fund be able to operations and infrastructure improvements that are currently not possible with their respective reserve balances. While it has been necessary to focus on current needs, thought must be given to future projects and how to provide sufficient resources for operating and capital needs. The City Council must commit to new strategies regarding responsible rate setting, ensure timely infrastructure maintenance and replacement and remain responsive to changes later in 2025 when more definitive information becomes available about a possible recession and how the global, national, state and local economy responds. Even though Ketchikan's tourism sector has improved and a recession may fail to materialize management believes it is necessary to remember the effects COVID-19 had on our community's economy and start planning for the future with good budget policies and practices if the City is to have sufficient reserves for future needs.

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

We would like to take this opportunity to express our appreciation to the department heads and their respective staffs for their assistance during the preparation of the 2025 General Government Operating

and Capital Budget. Special thanks go to Financial Analyst Meghan Traudt, Executive Assistant Myrna Johannsen, Senior General Government Accountant Camille Nelson, Senior Electric and Water Accountant Stan Aegerter, Senior Telecommunications Accountant Joe Graham, Treasury and Customer Services Supervisor Danita Scott, Capital Asset and Grant Accountant Cristina Doyle and Staff Accountant Anita Beaudoin. Without their efforts and dedication, it would not have been possible to deliver this document to you in a professional and timely manner.

Respectfully submitted,



Delilah A. Walsh  
City Manager



Lacey G. Simpson  
Assistant City Manager



Michelle L. Johansen  
Finance Director

(Note: This transmittal letter does not reflect any subsequent action taken by the City Council during its budget deliberations to modify the spending plan proposed for 2025.)



## City of Ketchikan

### Fund Balance Policy

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**Policy:** The City of Ketchikan (the City) will build and maintain, at a minimum, a fund balance in certain identified funds (the Funds). The following fund balances are believed to be sufficient to avoid the necessity of internal or external borrowing, and in doing so, provide for sufficient cash balances to fund operations and allow for financial stability of the City.

Fund balance targets for respective funds are as follows:

- General Fund a minimum fund balance equal to three (3) months of operations, or 25% of budgeted expenditures in the Fund.
- Public Works Sales Tax Fund – a minimum fund balance equal to three (3) months of operations, or 25% of budgeted expenditures in the Fund, plus amounts consistent with the City’s capital improvement plan as applies to relevant infrastructure and equipment replacement and major maintenance.
- Solid Waste Fund - a minimum fund balance equal to three (3) months of operations, or 25% of budgeted expenditures in the Fund, plus amounts consistent with the City’s capital improvement plan as applies to solid waste capital, closure and post-closure requirements.
- Wastewater Fund - a minimum fund balance equal to six (6) months of operations, or 25% of budgeted expenditures in the Fund, plus amounts consistent with the City’s capital improvement plan as applies to wastewater infrastructure replacement and major maintenance.
- Boat Harbor Fund - a minimum fund balance equal to six (6) months of operations, or 25% of budgeted expenditures in the Fund, plus amounts consistent with the City’s capital improvement plan as applies to harbor-related infrastructure replacement and major maintenance.
- Port Fund - a minimum fund balance equal to five (5) months of operations, or 25% of budgeted expenditures in the Fund.
- Ketchikan Public Utilities Fund - a minimum fund balance equal to three (3) months of operations, or 25% of budgeted expenditures in the Fund, plus amounts consistent with the City’s capital improvement plan as applies to public utilities infrastructure replacement and major maintenance.

**Purpose:** The City wishes to maintain existing service levels without unnecessary increases in taxes or fees, and maintain a stable financial position during periods of economic uncertainty. To that end, the City will establish prudent reserves in the Funds in order to ensure financial stability throughout the fiscal year including provision for unforeseen contingencies and consideration to revenue timing. This policy establishes a threshold minimum for the City's Funds and is intended to serve as a guide for operational, budgetary, and policy decisions made by the City Council and management.

**Definition:** The term "fund balance" as referred to in this policy is defined as any amounts that are not legally or contractually required to be maintained intact; externally restricted by grantors, contributors, laws or regulations; or restricted by law, through constitutional provisions or enabling legislation.

**Background:** An adequate fund balance is critical to lessen the impact of revenue shortfalls and/or unanticipated expenditures over time. Fund balance also serves as a source of bridge funding from year to year, allowing the City to maintain or transition to sustainable service levels.

Maintaining a sufficient level of fund balance provides a lower level of financial risk and allows the City time to react to unfavorable conditions or events that may occur. This lower level of risk and greater flexibility provided must be balanced with the needs of the community served by the City, and with the City Council's goals and objectives.

As a best financial management practice, the City will maintain a prudent fund balance in the Funds to:

1. Provide sufficient resources to meet cash flow needs;
2. Maintain an investment grade bond rating capacity;
3. Cover unforeseen emergencies;
4. Avoid short-term borrowing to fund operations; and
5. Set aside funds for major capital projects or equipment purchase when deemed appropriate.

An adequate fund balance provides sufficient cash flow during those periods of the fiscal year when expenditures typically exceed revenues coming into the City. While some revenues are received uniformly through the year (utility charges and quarterly sales tax receipts e.g.), others are seasonal (port and harbor related revenues), and property taxes are received in the fall following the levy. .

GFOA best practices, comparisons with similar cities, and analyses of the City's future financial needs and challenges identified through discussion with City staff and the City's capital improvement plan were considered in determining appropriate levels of fund balance.

## **City of Ketchikan List of Funds**

### **General Fund**

101 - General Fund – This fund is the operating fund of the City. It is used to account for all financial resources except those that are required to be accounted for in another fund. The assets of this fund have not been restricted.

### **Special Revenue Funds**

110 – Hospital Sales Tax Fund – This fund is used to account for the proceeds of the one percent (1%) sales tax levy that is primarily restricted to the payment of the cost of acquiring, constructing and maintaining healthcare facilities pursuant to Section 3.04.130(b) of the Ketchikan Municipal Code. The proceeds can also be used to defray part of the operating cost of city government if they are not needed for healthcare facilities. The assets of this fund have been restricted by the Ketchikan Municipal Code.

111- Public Works Sales Tax Fund – This fund is used to account for the proceeds of the one and one-half percent (1 ½%) sales tax levy that is primarily restricted to the payment of the cost of acquiring, constructing and maintaining general government infrastructure and other capital assets pursuant to Section 3.04.130(a) of the Ketchikan Municipal Code. The proceeds can also be used to defray part of the operating cost of city government if they are not needed for infrastructure and other capital assets. The assets of this fund have been restricted by the Ketchikan Municipal Code.

112 – Shoreline Area Fund – This fund is used to account for the assets and liabilities of the former Shoreline Service Area that were transferred to the City at the time the service area was annexed. This fund was established at the direction of the City Council.

117 – Community Grant Fund – This fund is used to account for the funds dedicated for the Community Grant Program. This fund was established at the direction of the City Council.

118 – Economic Development and Parking Fund – This fund is used to account for the proceeds from the sale of the Spruce Mill property. These proceeds must be used for economic development and the development of parking facilities as determined by the City Council. This fund was established at the direction of the City Council.

210 – Transient Tax Fund – This fund is used to account for the proceeds of the seven percent (7%) occupancy tax levied on transient lodging rent pursuant to Section 3.28.030 of the Ketchikan Municipal Code. The proceeds from the transient tax must be used primarily for the purpose of promoting the City, including but not limited to funding the Ketchikan Visitors Bureau. The proceeds may also be used for other purposes as determined by the City Council. The assets of this fund have been restricted by the Ketchikan Municipal Code.

211 – Marijuana Sales Tax Fund – This fund is used to account for the proceeds of the five percent marijuana sales tax under Section 3.04.030 of the Ketchikan Municipal Code. These funds must be used primarily for the purpose of assisting and addressing the needs of the homeless population or other humanitarian purposes as determined by the City Council.

**City of Ketchikan**  
**List of Funds**  
**Page 2**

220 – Solid Waste Services Fund – This fund is used to account for the revenues received from the collection and disposal of solid waste and the related expenditures incurred to provide solid waste services. The fund was established in accordance with Section 7.16.080 of the Ketchikan Municipal Code. The assets of this fund have been restricted by the Ketchikan Municipal Code.

240 – Ketchikan Boat Harbor Fund – This fund is used to account for the revenues received or harbor moorage and related expenditures incurred to provide mooring facilities. The authority for establishing this fund cannot be determined. Certain grant agreements accepted by the City for harbor improvements now require that fees collected for moorage be restricted for the operation and maintenance of grant funded improvements.

250 – Bayview Cemetery Operation and Maintenance Fund – This fund is used to account for the revenues received that are dedicated to support the operations of the Bayview Cemetery. This fund was established at the direction of the City Council.

251 – Bayview Cemetery Development Fund – This fund is used to account for the revenues received that are dedicated to the upgrading and improvement of the Bayview Cemetery. This fund was established at the direction of the City Council.

252 – Bayview Cemetery Endowment Fund - This fund is used to account for the revenues received that are dedicated to the perpetual care of the Bayview Cemetery. This fund was established at the direction of the City Council.

260 – CPV Fund – This fund is used to account for revenues received from the State of Alaska's commercial passenger vessel excise tax. The tax collected by the State is \$34.50 per passenger. The State passes through to the City \$2.50 per passenger. The assets of this fund have been restricted under federal and state law and must be used for the benefit of passengers traveling on commercial passenger vessels in Alaska waters.

280 – U.S. Marshall Fund – This fund is used to account for revenues received from the seizure of assets during drug enforcement operations that are dedicated to law enforcement activities. The assets of this fund have been restricted under federal and state law.

285 – Supplemental Emergency Medical Transport Fund – This fund is used to account for the annual revenues received from the State of Alaska's Title 7 of the Alaska Administrative Code, Chapter 145.750, Supplemental Emergency Medical Transport program. These revenues will be used to pay for Fire Department EMS programs, major projects and training of fire department personnel in order to update and maintain Fire Department medical equipment and staff.

290 – Federal and State Grant Fund – This fund is used to account for the receipt of grant revenues and to account for the related expenditures. Grant funds are restricted and can only be used for specific purposes.

**City of Ketchikan**  
**List of Funds**  
**Page 3**

**Capital Project Funds**

310 – Major Capital Improvements Fund – This fund is used to account for the accumulation of resources for the purpose of constructing major capital improvements as determined by the City Council. This fund currently has no source of continuing revenues. This fund was established at the direction of the City Council.

320 – Harbor Construction Fund – This fund is used to account for the proceeds from state grants utilized for the construction costs associated with the deferred maintenance of harbor facilities. This fund was established by the Finance Department in order to comply with the accounting and reporting requirements of the State. The assets of the fund have been restricted by agreement with the State.

330 – Community Facilities Development Fund – This fund is used to account for the accumulation of resources for the purpose of upgrading community facilities as determined by the City Council and the cost of construction. This fund was being funded primarily by annual transfers from the General Fund and local fund raising efforts. The annual transfers ceased when the City issued bonds for the library and fire station projects. This fund was established at the direction of the City Council.

340 – Hospital Construction Fund – This fund is used to account for the proceeds from state grants and bonds utilized to finance the design and construction costs associated with Ketchikan Medical Center Expansion Project. This fund was established by the Finance Department in order to comply with the accounting and reporting requirements of the State and the City's bond covenants. The assets of the fund have been restricted by the grant agreement with the State and the bond covenants and must be used for the Ketchikan Medical Center Expansion Project.

360 – CPV Fund – This fund is used to account for Capital Projects funded from CPV Funds. See Fund 260 for restrictions.

**Debt Service Funds**

410 – General Obligation Bond Debt Service Fund – This fund is used to accumulate funds for the payment of principal and interest on the hospital; library and fire station general obligation bonds. Funding is provided from property and sales tax revenues. This fund was established by the Finance Department. The assets of the fund have been restricted by bond covenants for the payment of debt service.

**Enterprise and Internal Services Funds**

505 – Wastewater Fund – This fund is used to account for the operations, maintenance and capital improvements of the municipal wastewater collection and treatment utility system. The fund was established pursuant to Section 12.09.110 of the Ketchikan Municipal Code. Use of the funds is governed by Section 12.09.115 of the Ketchikan Municipal Code. The assets of this fund have been restricted by the Ketchikan Municipal Code.

510 – Ketchikan Port Fund – This fund is used to account for the operations, maintenance and capital improvements of city-owned port facilities. This fund was established in accordance with Section 13.04.050

**City of Ketchikan**  
**List of Funds**  
**Page 4**

of the Ketchikan Municipal Code. Use of the funds is governed by Section 13.04.060 of the Ketchikan Municipal Code. Federal law restricts the use of passenger wharfage fees and the 2006 Port Revenue Bond covenants place restrictions on the use of all revenues of the Ketchikan Port Fund. The assets of this fund have been restricted by the Ketchikan Municipal Code, federal law and bond covenants.

511 – Port Repair and Replacement Fund – This fund is used to accumulate funds for the repair and maintenance associated with city owned and leased port facilities. This fund was established pursuant to the terms and conditions of the 2006 Port Revenue Bond covenants and the terms and conditions of the Berth IV lease between the City of Ketchikan and Ketchikan Dock Company. The assets of this fund have been restricted by bond covenants and third party agreements.

520 – Ketchikan Public Utilities Fund – This fund is used to account for the operations, maintenance and capital improvements of Ketchikan Public Utilities, a combined utility that provides electric, telecommunications and water services. The fund was established in accordance with Section 8.1 of the City Charter. The assets of this fund have been restricted by the City Charter and KPU's municipal utility revenue bond covenants.

610 – Self-Insurance Fund – This fund accounts for claims not covered by the City's insurance policies. This fund was established at the direction of the City Council, working in consultation with the City's insurance brokers. This fund was established by the City Council.

CITY OF KETCHIKAN, ALASKA  
2025 ANNUAL BUDGET  
REVENUES AND APPROPRIATIONS SUMMARY BY FUND  
ALL FUNDS

Fund	Est Funds Available	Public Art	Funds Available for Appropriation	Revenues					Appropriations				Appropriated Reserves		25% of Total Exp Unless Other	
	Jan 1, 2025			Operating	Capital Grants	Bond Proceeds	Transfers In	Advances	Operating	Capital	Transfers Out	Advances	Dec. 31, 2025	Compliance	Total Exp	Months
101 General	9,415,860	2,500	9,413,360	25,299,698	-	-	4,382,500	-	32,526,889	461,000	915,311	-	5,194,858	No	8,475,800	8,360,550
<b>Special Revenue Tax Funds</b>																
110 Hospital Sales Tax	6,548,539	-	6,548,539	4,243,000	-	-	-	-	55,000	-	3,258,630	-	7,477,909	Debt Service	2,529,575	
111 Public Works Sales Tax	6,379,002	59,573	6,319,429	6,258,000	-	-	-	-	-	4,653,748	2,931,223	-	5,052,031	Yes	1,896,243	732,806
210 Transient Tax	1,301,049	-	1,301,049	814,000	-	-	-	-	-	-	1,135,026	-	980,023	None		
211 Marijuana Sales Tax	750	-	750	180,000	-	-	-	-	180,000	-	-	-	750	CY Receipts	215,000	
<b>Special Revenue Funds - Revenue Generating</b>																
220 Solid Waste Services	1,714,211	2,500	1,711,711	4,359,200	-	-	-	-	4,455,889	515,000	-	-	1,102,522	No	1,242,722	1,113,972
240 Small Boat Harbor	1,043,034	-	1,043,034	1,899,750	-	-	-	-	2,160,724	-	-	-	782,060	No	540,181	1,080,362
250 Bayview Cemetery O & M	49,743	-	49,743	3,500	-	-	-	-	-	-	5,000	-	48,243	CC Restricted		
251 Bayview Development	66,389	-	66,389	10,000	-	-	-	-	-	12,000	-	-	64,389	CC Restricted		
252 Cemetery Endowment	28,938	-	28,938	1,500	-	-	-	-	-	-	-	-	30,438	CC Restricted		
<b>Special Revenue Funds - Other</b>																
112 Shoreline	75,235	-	75,235	-	-	-	-	-	-	-	6,374	-	68,861	CC Restricted		
117 Community Grant Fund	20,631	-	20,631	-	-	-	396,900	-	396,900	-	-	-	20,631	Zero		
118 Economic & Parking Developm	312,184	-	312,184	4,000	-	-	-	-	-	-	-	-	316,184	CC Restricted		
119 Emergency Relief Fund	-	-	-	-	950,000	-	-	-	-	950,000	-	-	-			
260 CPV Fund	12,369,160	-	12,369,160	2,722,800	-	-	-	-	625,990	-	6,592,096	-	7,873,874	Restricted		
280 US Marshall Property Seizure	89,793	-	89,793	500	-	-	-	-	-	-	-	-	90,293	Restricted		
285 Fire Department SEMT	1,897,907	4,946	1,892,961	898,000	-	-	-	-	-	-	894,004	-	1,901,903	CY Receipts	897,801	897,801
290 Federal and State Grant	-	-	-	-	944,286	-	-	-	-	944,286	-	-	-			
<b>Debt Service Funds</b>																
410 GO Bond Debt Service	-	-	-	-	-	-	4,050,264	-	4,050,264	-	-	-	-			
<b>Capital Project Funds</b>																
310 Major Capital Improvements	248,871	-	248,871	-	25,000	-	874,000	-	-	909,768	-	-	238,103	None		
320 Harbor Construction Fund	1,339,974	-	1,339,974	205,000	-	-	-	750,000	-	1,136,040	-	-	1,158,934	Restricted		
330 Community Facilities Developm	2,023,281	-	2,023,281	10,000	-	-	-	-	-	487,283	-	-	1,545,998	None		
340 Hospital Construction Fund	1,241,755	-	1,241,755	-	-	-	-	-	-	1,241,755	-	-	-	Restricted		
360 CPV Capital Improvement Fund	2,529	-	2,529	-	-	-	6,034,000	-	-	6,034,000	-	-	2,529	Restricted		
<b>Enterprise and Internal Service Funds</b>																
505 Wastewater Services	4,633,247	9,938	4,623,309	3,718,800	25,000	4,714,091	-	-	3,795,201	7,625,781	-	-	1,670,156	No	2,855,246	1,897,601
510 Ketchikan Port Fund	25,137,961	3,436	25,134,525	19,630,200	-	-	-	-	8,961,136	14,637,165	522,000	750,000	19,897,860	Yes	6,030,075	3,733,807
511 Port Repair & Replacement Fur	6,809,236	-	6,809,236	10,000	-	-	522,000	-	-	-	-	-	7,341,236	Restricted		
610 Self-Insurance Fund	782,955	-	782,955	2,838,235	-	-	-	-	2,838,235	-	-	-	782,955	None		
<b>Total</b>	<b>83,532,234</b>	<b>82,893</b>	<b>83,449,341</b>	<b>73,106,183</b>	<b>1,944,286</b>	<b>4,714,091</b>	<b>16,259,664</b>	<b>750,000</b>	<b>60,046,228</b>	<b>39,607,826</b>	<b>16,259,664</b>	<b>750,000</b>	<b>63,642,740</b>			

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF RESERVES-All FUNDS**  
**2019 - 2025**

Fund							2024		Budget 2025
		2019	2020	2021	2022	2023	Budget	Estimate	
101	General	6,755,622	6,364,204	5,765,620	7,007,536	9,793,328	6,009,955	9,415,860	5,194,858
<b>Special Revenue Funds - Tax</b>									
110	Hospital Sales Tax	4,541,921	3,279,198	2,865,340	3,795,566	5,300,930	5,691,372	6,548,539	7,477,909
111	Public Works Sales Tax	4,763,882	3,911,647	5,219,051	8,446,712	9,155,639	4,022,244	6,379,002	5,052,031
210	Transient Tax	827,082	532,401	679,031	1,091,758	1,306,259	1,279,836	1,301,049	980,023
211	Marijuana Sales Tax	199,358	315,363	242,188	112,540	-	20,750	750	750
<b>Special Revenue Funds - Revenue Generating</b>									
220	Solid Waste Services	1,888,728	1,459,904	1,704,534	1,686,950	1,782,941	1,198,169	1,714,211	1,102,522
240	Boat Harbor	963,956	768,302	751,341	904,030	1,054,704	618,905	1,043,034	782,060
250	Bayview Cemetery O & M	51,204	51,205	47,555	45,344	51,243	44,084	49,743	48,243
251	Bayview Development	16,920	21,944	31,559	40,285	60,729	43,605	66,389	64,389
252	Cemetery Endowment	21,693	23,083	24,433	25,673	28,058	29,088	28,938	30,438
<b>Special Revenue Funds - Other</b>									
112	Shoreline	101,410	100,418	89,524	83,150	80,609	70,402	75,235	68,861
117	Community Grant	17,141	17,181	17,181	20,631	20,631	20,631	20,631	20,631
118	Economic and Parking Development	615,054	457,853	316,126	294,063	308,184	302,213	312,184	316,184
260	CPV Fund	5,263,981	7,876,354	7,492,736	9,109,075	10,664,930	11,426,095	12,369,160	7,873,874
280	US Marshall Property Seizure	169,594	174,302	142,273	42,912	64,390	61,130	89,793	90,293
285	Fire Department SEMT	-	-	-	449,871	1,592,610	84,461	1,897,907	1,901,903
290	Federal State and Grant	-	-	-	-	-	-	-	-
<b>Debt Service Funds</b>									
410	GO Bond Debt Service	-	-	-	-	-	-	-	-
<b>Capital Improvement Funds</b>									
310	Major Capital Improvements	72,648	73,904	73,138	131,885	407,845	69,690	248,871	238,103
320	Harbor Construction	663,547	470,451	778,779	770,575	1,316,966	1,116,436	1,339,974	1,158,934
330	Community Facilities Development	2,534,425	3,320,509	2,645,726	2,650,172	2,732,871	1,378,579	2,023,281	1,545,998
340	Hospital Construction	1,229,741	1,087,864	1,010,022	1,100,450	1,043,280	-	1,241,755	-
360	CPV Capital Improvement	2,529	2,529	2,529	2,529	2,529	2,529	2,529	2,529
<b>Enterprise and Internal Service Funds</b>									
505	Wastewater	2,422,311	3,153,625	3,972,708	4,792,157	5,279,185	1,951,997	4,633,247	1,670,156
510	Port	10,820,983	4,152,210	5,128,569	11,143,209	17,678,898	20,276,972	25,137,961	19,897,860
511	Port Repair & Replacement	4,324,000	4,896,274	5,437,251	5,954,820	6,482,907	6,661,820	6,809,236	7,341,236
610	Self Insurance	630,445	515,035	499,028	535,146	769,708	951,502	782,955	782,955
<b>Total All Funds</b>		<b>48,898,175</b>	<b>43,025,760</b>	<b>44,936,242</b>	<b>60,237,039</b>	<b>76,979,374</b>	<b>63,332,465</b>	<b>83,532,234</b>	<b>63,642,740</b>



**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**REVENUES AND APPROPRIATIONS SUMMARY BY DEPARTMENT**  
**ALL FUNDS**

	General	Hospital Sales Tax	Public Works Sales Tax	Shoreline Area	Community Grant	Economic & Parking Development	Transient Sales Tax	Marijuana Sales Tax	Solid Waste Services	Ketchikan Boat Harbor	Bayview Cemetery O & M	Cemetery Development	Cemetery Endowment	CPV Fund
Beginning Reserves, January 1	9,415,860	6,548,539	6,379,002	75,235	20,631	312,184	1,301,049	750	1,714,211	1,043,034	49,743	66,389	28,938	12,369,160
<b>Revenues</b>														
<b>Operating</b>														
Taxes	15,556,551	4,068,000	6,108,000				800,000	180,000						
Payments in Lieu of Tax	1,210,000													
Licenses and Permits	127,500													
Intergovernmental	334,500									6,750				2,622,800
Charges for Services	2,293,539								4,339,000	1,876,500	2,500	10,000	1,500	
Fines and Forfeitures	65,500									1,500				
Other Revenues	185,500	175,000	150,000			4,000	14,000		20,200	15,000	1,000			100,000
Bond Proceeds														
Interdepartmental Charges	5,543,825													
<b>Total Operating Revenues</b>	<b>25,316,915</b>	<b>4,243,000</b>	<b>6,258,000</b>			<b>4,000</b>	<b>814,000</b>	<b>180,000</b>	<b>4,359,200</b>	<b>1,899,750</b>	<b>3,500</b>	<b>10,000</b>	<b>1,500</b>	<b>2,722,800</b>
<b>Other</b>														
Capital Grants														
Bond Proceeds														
Transfers In	4,382,500				396,900									
Interfund Advances														
<b>Total Revenues</b>	<b>29,699,415</b>	<b>4,243,000</b>	<b>6,258,000</b>		<b>396,900</b>	<b>4,000</b>	<b>814,000</b>	<b>180,000</b>	<b>4,359,200</b>	<b>1,899,750</b>	<b>3,500</b>	<b>10,000</b>	<b>1,500</b>	<b>2,722,800</b>
<b>Funds Available</b>	<b>39,115,275</b>	<b>10,791,539</b>	<b>12,637,002</b>	<b>75,235</b>	<b>417,531</b>	<b>316,184</b>	<b>2,115,049</b>	<b>180,750</b>	<b>6,073,411</b>	<b>2,942,784</b>	<b>53,243</b>	<b>76,389</b>	<b>30,438</b>	<b>15,091,960</b>
<b>Expenditures</b>														
Mayor Council	235,150				396,900			180,000						
Law	388,285													
Clerk	541,258													
Manager	1,459,269													
Finance	2,725,188		20,000											
Information Technology	2,486,523													
Fire	6,153,841		303,042											
Police	7,804,881		369,575											
Library	1,739,844													
Museum	1,487,470		158,631											
Civic Center	796,026													
Tourism Management														625,990
Public Health	14,325	55,000												
Public Works-Engineering	2,933,707		245,000											
Public Works-Streets	2,461,701		1,982,500											
Public Works-Solid Waste									4,974,954					
Public Works-Cemetery	130,130		1,250,000									12,000		
Public Works-Garage	929,179		125,000											
Public Works-Wastewater														
Public Works-Building Maintenanano	701,112		200,000											
Small Boat Harbors										2,162,597				
Port														
Risk Management														
Debt Service														
Transfers	915,311	3,258,630	2,931,223	6,374			1,135,026				5,000			6,592,096
Advances														
<b>Total Expenditures</b>	<b>33,903,200</b>	<b>3,313,630</b>	<b>7,584,971</b>	<b>6,374</b>	<b>396,900</b>		<b>1,135,026</b>	<b>180,000</b>	<b>4,974,954</b>	<b>2,162,597</b>	<b>5,000</b>	<b>12,000</b>		<b>7,218,086</b>
Ending Reserves, December 31	5,212,075	7,477,909	5,052,031	68,861	20,631	316,184	980,023	750	1,098,457	780,187	48,243	64,389	30,438	7,873,874

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET REVENUES AND APPROPRIATIONS BY DEPARTMENT**  
**ALL FUNDS**

	US Marshal Property Seizure	Fire Department SEMT	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	89,793	1,897,907		248,871	1,339,974	1,973,281	1,241,755	2,529		4,633,247	25,137,961	6,809,236	782,955	83,482,234
<b>Revenues</b>														
Operating														
Taxes														26,712,551
Payments in Lieu of Tax														1,210,000
Licenses and Permits														127,500
Intergovernmental					185,000									3,149,050
Charges for Services		895,000								3,688,800	19,430,200			32,537,039
Fines and Forfeitures														67,000
Other Revenues	500	3,000			20,000	10,000				30,000	200,000	10,000		938,200
Bond Proceeds														
Interdepartmental Charges													2,838,235	8,382,060
<b>Total Operating Revenues</b>	<b>500</b>	<b>898,000</b>			<b>205,000</b>	<b>10,000</b>				<b>3,718,800</b>	<b>19,630,200</b>	<b>10,000</b>	<b>2,838,235</b>	<b>73,123,400</b>
Other														
Capital Grants			944,286	25,000						25,000				994,286
Bond Proceeds										4,714,091				4,714,091
Transfers In				874,000				6,034,000	4,050,264			522,000		16,259,664
Interfund Advances					750,000									750,000
<b>Total Revenues</b>	<b>500</b>	<b>898,000</b>	<b>944,286</b>	<b>899,000</b>	<b>955,000</b>	<b>10,000</b>		<b>6,034,000</b>	<b>4,050,264</b>	<b>8,457,891</b>	<b>19,630,200</b>	<b>532,000</b>	<b>2,838,235</b>	<b>95,841,441</b>
<b>Funds Available</b>	<b>90,293</b>	<b>2,795,907</b>	<b>944,286</b>	<b>1,147,871</b>	<b>2,294,974</b>	<b>1,983,281</b>	<b>1,241,755</b>	<b>6,036,529</b>	<b>4,050,264</b>	<b>13,091,138</b>	<b>44,768,161</b>	<b>7,341,236</b>	<b>3,621,190</b>	<b>179,323,675</b>
<b>Expenditures</b>														
Mayor Council														812,050
Law														388,285
Clerk														541,258
Manager														1,459,269
Finance														2,745,188
Information Technology														2,486,523
Fire			944,286	450,000										7,851,169
Police														8,174,456
Library														1,739,844
Museum						437,283								2,083,384
Civic Center				424,000										1,220,026
Tourism Management				10,768				6,034,000						6,670,758
Public Health							1,241,755							1,311,080
Public Works-Engineering														3,178,707
Public Works-Streets				25,000										4,469,201
Public Works-Solid Waste														4,974,954
Public Works-Cemetery														1,392,130
Public Works-Garage														1,054,179
Public Works-Wastewater										11,443,555				11,443,555
Public Works-Building Maintenance														901,112
Small Boat Harbors					1,143,700									3,306,297
Port											23,599,576			23,599,576
Risk Management													2,838,235	2,838,235
Debt Service									4,050,264					4,050,264
Transfers		894,004									522,000			16,259,664
Advances											750,000			750,000
<b>Total Expenditures</b>		<b>894,004</b>	<b>944,286</b>	<b>909,768</b>	<b>1,143,700</b>	<b>437,283</b>	<b>1,241,755</b>	<b>6,034,000</b>	<b>4,050,264</b>	<b>11,443,555</b>	<b>24,871,576</b>		<b>2,838,235</b>	<b>115,701,164</b>
Ending Reserves, December 31	90,293	1,901,903		238,103	1,151,274	1,545,998		2,529		1,647,583	19,896,585	7,341,236	782,955	63,622,511

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES**  
**ALL FUNDS**

	General	Hospital Sales Tax	Public Works Sales Tax	Shoreline Area	Community Grant	Economic & Parking Development	Transient Sales Tax	Marijuana Sales Tax	Solid Waste Services	Ketchikan Boat Harbor	Bayview Cemetery O & M	Cemetery Development	Cemetery Endowment	CPV Fund
Beginning Reserves, January 1	9,415,860	6,548,539	6,379,002	75,235	20,631	312,184	1,301,049	750	1,714,211	1,043,034	49,743	66,389	28,938	12,369,160
<b>Revenues</b>														
Taxes	15,556,551	4,068,000	6,108,000				800,000	180,000						
Payments in Lieu of Tax	1,210,000													
Licenses and Permits	127,500													
Intergovernmental	334,500									6,750				2,622,800
Charges for Services	2,293,539								4,339,000	1,876,500	2,500	10,000	1,500	
Fines and Forfeitures	65,500									1,500				
Other Revenues	185,500	175,000	150,000			4,000	14,000		20,200	15,000	1,000			100,000
Bond Proceeds														
Interfund Advances														
Interdepartmental Charges	5,543,825													
<b>Total Revenues</b>	<b>25,316,915</b>	<b>4,243,000</b>	<b>6,258,000</b>			<b>4,000</b>	<b>814,000</b>	<b>180,000</b>	<b>4,359,200</b>	<b>1,899,750</b>	<b>3,500</b>	<b>10,000</b>	<b>1,500</b>	<b>2,722,800</b>
<b>Transfers In</b>														
Transfers From Other Funds	4,382,500				396,900									
<b>Total Transfers In</b>	<b>4,382,500</b>				<b>396,900</b>									
<b>Funds Available</b>	<b>39,115,275</b>	<b>10,791,539</b>	<b>12,637,002</b>	<b>75,235</b>	<b>417,531</b>	<b>316,184</b>	<b>2,115,049</b>	<b>180,750</b>	<b>6,073,411</b>	<b>2,942,784</b>	<b>53,243</b>	<b>76,389</b>	<b>30,438</b>	<b>15,091,960</b>
<b>Expenditures</b>														
Personnel Services	24,748,737								1,591,983	748,997				151,765
Supplies	1,771,462	10,000							389,550	106,175				4,100
Contract & Purchased Services	4,605,111	45,000			396,900			180,000	1,851,981	468,950				408,795
Capital Outlay - Minor	482,709								31,980	21,500				
In-kind Services														
Operating Grants - (IT & Fire)	221,567													
Interdepartmental Charges	697,303								594,460	364,420				61,330
Debt Service										452,555				
Risk Management														
Payment In Lieu of Taxes														
<b>Total Operating Expenditures</b>	<b>32,526,889</b>	<b>55,000</b>			<b>396,900</b>			<b>180,000</b>	<b>4,459,954</b>	<b>2,162,597</b>				<b>625,990</b>
Capital Outlay - Major	461,000		4,653,748						515,000			12,000		
Transfers Out	915,311	3,258,630	2,931,223	6,374			1,135,026				5,000			6,592,096
Advances to Other Funds														
<b>Total Expenditures</b>	<b>33,903,200</b>	<b>3,313,630</b>	<b>7,584,971</b>	<b>6,374</b>	<b>396,900</b>		<b>1,135,026</b>	<b>180,000</b>	<b>4,974,954</b>	<b>2,162,597</b>	<b>5,000</b>	<b>12,000</b>		<b>7,218,086</b>
Ending Reserves, December 31	5,212,075	7,477,909	5,052,031	68,861	20,631	316,184	980,023	750	1,098,457	780,187	48,243	64,389	30,438	7,873,874

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES**  
**ALL FUNDS**

	US Marshal Property Seizure	Fire Department SEMT	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	89,793	1,897,907		248,871	1,339,974	2,023,281	1,241,755	2,529		4,633,247	25,137,961	6,809,236	782,955	83,532,234
<b>Revenues</b>														
Taxes														26,712,551
Payments in Lieu of Tax														1,210,000
Licenses and Permits														127,500
Intergovernmental			944,286	25,000	185,000					25,000				4,143,336
Charges for Services		895,000								3,688,800	19,430,200			32,537,039
Fines and Forfeitures														67,000
Other Revenues	500	3,000			770,000	10,000				30,000	200,000	10,000		1,688,200
Bond Proceeds										4,714,091				4,714,091
Interfund Advances														
Interdepartmental Charges													2,838,235	8,382,060
<b>Total Revenues</b>	<b>500</b>	<b>898,000</b>	<b>944,286</b>	<b>25,000</b>	<b>955,000</b>	<b>10,000</b>				<b>8,457,891</b>	<b>19,630,200</b>	<b>10,000</b>	<b>2,838,235</b>	<b>79,581,777</b>
<b>Transfers In</b>														
Transfers From Other Funds				874,000				6,034,000	4,050,264			522,000		16,259,664
<b>Total Transfers In</b>				<b>874,000</b>				<b>6,034,000</b>	<b>4,050,264</b>			<b>522,000</b>		<b>16,259,664</b>
<b>Funds Available</b>	<b>90,293</b>	<b>2,795,907</b>	<b>944,286</b>	<b>1,147,871</b>	<b>2,294,974</b>	<b>2,033,281</b>	<b>1,241,755</b>	<b>6,036,529</b>	<b>4,050,264</b>	<b>13,091,138</b>	<b>44,768,161</b>	<b>7,341,236</b>	<b>3,621,190</b>	<b>179,373,675</b>
<b>Expenditures</b>														
Personnel Services										1,398,320	1,873,036			30,512,838
Supplies										351,250	164,200			2,796,737
Contract & Purchased Services										695,145	3,639,450			12,291,332
Capital Outlay - Minor										96,500	14,500			647,189
In-kind Services														
Operating Grants - (IT & Fire)														221,567
Interdepartmental Charges										836,157	1,097,155			3,650,825
Debt Service									4,050,264	337,829	2,233,000			7,073,648
Risk Management													2,838,235	2,838,235
Payment In Lieu of Taxes										80,000	541,420			621,420
<b>Total Operating Expenditures</b>									<b>4,050,264</b>	<b>3,795,201</b>	<b>9,562,761</b>		<b>2,838,235</b>	<b>60,653,791</b>
Capital Outlay - Major			944,286	909,768	1,136,040	487,283	1,241,755	6,034,000		7,625,781	14,035,540			38,056,201
Transfers Out		894,004									522,000			16,259,664
Advances to Other Funds											750,000			750,000
<b>Total Expenditures</b>		<b>894,004</b>	<b>944,286</b>	<b>909,768</b>	<b>1,136,040</b>	<b>487,283</b>	<b>1,241,755</b>	<b>6,034,000</b>	<b>4,050,264</b>	<b>11,420,982</b>	<b>24,870,301</b>		<b>2,838,235</b>	<b>115,719,656</b>
<b>Ending Reserves, December 31</b>	<b>90,293</b>	<b>1,901,903</b>		<b>238,103</b>	<b>1,158,934</b>	<b>1,545,998</b>		<b>2,529</b>		<b>1,670,156</b>	<b>19,897,860</b>	<b>7,341,236</b>	<b>782,955</b>	<b>63,654,019</b>

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT**  
**2021 - 2025**

	2021	2022	2023	2024			2025 BUDGET	2024 ADOPTED-2025 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
<b>Operating Expenditures</b>								
Mayor & Council	629,503	716,849	699,973	783,790	833,790	810,580	812,050	3.61%
City Law	333,543	334,853	343,700	381,512	381,012	368,072	388,285	1.78%
City Clerk	264,889	330,021	376,729	429,370	429,370	396,399	469,258	9.29%
City Manager	713,671	708,796	852,328	1,093,893	1,094,011	940,115	1,459,269	33.40%
Finance	1,966,385	2,072,363	2,112,825	2,458,149	2,525,899	2,332,876	2,725,188	10.86%
Information Technology	985,401	948,156	1,140,909	1,870,011	1,905,011	1,617,595	2,097,523	12.17%
Fire	3,743,325	3,937,273	4,799,259	6,167,486	6,215,486	5,259,677	6,153,841	-0.22%
Police	5,367,355	5,548,434	6,319,749	8,029,411	8,029,411	6,797,152	8,044,205	0.18%
Library	1,314,719	1,252,829	1,409,554	1,629,038	1,635,538	1,542,766	1,739,844	6.80%
Museum	975,564	1,105,617	1,172,259	1,315,626	1,327,309	1,245,137	1,497,470	13.82%
Civic Center	461,529	508,115	573,210	648,458	648,458	621,493	695,026	7.18%
Tourism Management	142,143	133,984	252,456	509,049	537,616	491,414	663,972	30.43%
Public Health	779,298	9,684	13,127	179,465	179,465	24,375	69,325	-61.37%
PW-Engineering & Bldg Inspection	1,370,665	1,524,498	1,679,320	2,695,293	2,696,238	2,200,117	2,973,563	10.32%
PW-Streets	1,629,869	1,677,008	1,768,576	2,308,454	2,308,454	2,062,470	2,461,701	6.64%
PW-Solid Waste	3,292,951	3,501,301	3,704,934	4,186,274	4,204,144	4,030,395	4,527,954	8.16%
PW-Cemetery	90,680	55,093	101,985	119,200	119,200	95,583	130,130	9.17%
PW-Garage & Warehouse	680,669	732,010	579,334	958,640	958,640	836,840	929,179	-3.07%
PW-Wastewater	2,238,873	2,328,498	2,534,235	3,299,064	3,340,914	3,255,958	3,802,774	15.27%
PW-Building Maintenance	505,355	515,571	526,794	655,123	655,123	640,752	701,112	7.02%
Small Boat Harbors	1,578,720	1,559,919	1,668,013	1,992,006	1,993,251	1,849,002	2,162,597	8.56%
Port Development	6,041,411	6,919,273	8,141,752	8,765,946	8,763,411	8,732,723	9,611,823	9.65%
Risk Management	1,954,215	1,949,229	2,162,258	2,653,340	2,653,340	2,608,516	2,838,235	6.97%
Debt Service	6,731,368	3,584,483	3,622,402	4,049,075	4,049,075	4,048,981	4,050,264	0.03%
<b>Total Operating</b>	<b>43,792,101</b>	<b>41,953,857</b>	<b>46,555,681</b>	<b>57,177,673</b>	<b>57,484,166</b>	<b>52,808,988</b>	<b>61,004,588</b>	<b>6.69%</b>

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT**  
**2021 - 2025**

	2021	2022	2023	2024			2025 BUDGET	2024 ADOPTED-2025 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Capital Expenditures								
Mayor & Council	-	-	-	-	-	-	-	0.00%
City Law	-	-	-	-	-	-	-	0.00%
City Clerk	-	-	-	-	-	-	72,000	0.00%
City Manager	-	-	-	-	-	-	-	0.00%
Finance	-	-	15,780	20,000	20,000	20,000	20,000	0.00%
Information Technology	12,499	49,545	298,496	557,500	557,500	557,500	389,000	-30.22%
Fire	262,991	867,158	2,231,235	4,230,200	4,228,118	2,923,945	2,089,501	-50.61%
Police	57,438	147,711	712,278	1,957,450	2,030,450	1,093,271	302,700	-84.54%
Library	-	-	-	-	-	-	-	0.00%
Museum	-	139,907	93,360	1,374,119	1,374,119	869,689	599,597	-56.36%
Civic Center	-	-	198,064	294,833	294,833	285,833	428,240	0.00%
Tourism Management	-	906,723	51,074	518,378	518,378	209,110	5,900,768	1038.31%
Public Health	3,900,516	1,819	24,720	1,111,642	1,111,642	(172,825)	1,254,172	12.82%
PW-Engineering & Bldg Inspection	-	60,782	22,381	55,000	55,000	-	245,000	345.45%
PW-Streets	320,320	1,001,141	1,970,616	6,216,920	6,602,540	6,216,364	2,023,825	-67.45%
PW-Solid Waste	-	107,460	233,673	382,500	543,405	430,905	518,250	35.49%
PW-Cemetery	-	-	-	466,500	466,500	1,150	1,273,000	172.88%
PW-Garage & Warehouse	17,065	17,065	14,736	235,575	235,575	125,000	-	NA
PW-Wastewater	521,127	320,394	1,961,099	7,586,965	7,586,965	380,947	7,708,089	1.60%
PW-Building Maintenance	-	93,588	28,308	220,000	220,000	20,000	200,000	-9.09%
Small Boat Harbors	239,030	141,275	1,263	330,667	524,700	352,345	1,143,700	245.88%
Port Development	146,772	19,572	251,188	3,887,987	3,988,537	996,005	14,637,165	276.47%
Total Capital	5,477,758	3,874,140	8,108,271	29,446,236	30,358,262	14,309,239	38,805,007	31.78%
Transfers Out								
Transfers/Advances to Other Funds	7,657,377	8,545,571	8,196,141	10,981,407	11,079,407	9,297,396	16,774,704	52.76%
Total Transfers Out	7,657,377	8,545,571	8,196,141	10,981,407	11,079,407	9,297,396	16,774,704	52.76%

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT**  
**2021 - 2025**

	2021	2022	2023	2024			2025 BUDGET	2024 ADOPTED-2025 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Combined Operating, Capital and Transfers Out								
Mayor & Council	629,503	716,849	699,973	783,790	833,790	810,580	812,050	3.61%
City Law	333,543	334,853	343,700	381,512	381,012	368,072	388,285	1.78%
City Clerk	264,889	330,021	376,729	429,370	429,370	396,399	541,258	26.06%
City Manager	713,671	708,796	852,328	1,093,893	1,094,011	940,115	1,459,269	33.40%
Finance	1,966,385	2,072,363	2,128,605	2,478,149	2,545,899	2,352,876	2,745,188	10.78%
Information Technology	997,900	997,701	1,439,405	2,427,511	2,462,511	2,175,095	2,486,523	2.43%
Fire	4,006,316	4,804,431	7,030,494	10,397,686	10,443,604	8,183,622	8,243,342	-20.72%
Police	5,424,793	5,696,145	7,032,027	9,986,861	10,059,861	7,890,423	8,346,905	-16.42%
Library	1,314,719	1,252,829	1,409,554	1,629,038	1,635,538	1,542,766	1,739,844	6.80%
Museum	975,564	1,245,524	1,265,619	2,689,745	2,701,428	2,114,826	2,097,067	-22.03%
Civic Center	461,529	508,115	771,274	943,291	943,291	907,326	1,123,266	19.08%
Tourism Management	142,143	1,040,707	303,530	1,027,427	1,055,994	700,524	6,564,740	538.95%
Public Health	4,679,814	11,503	37,847	1,291,107	1,291,107	(148,450)	1,323,497	2.51%
PW-Engineering & Bldg Inspection	1,370,665	1,585,280	1,701,701	2,750,293	2,751,238	2,200,117	3,218,563	17.03%
PW-Streets	1,950,189	2,678,149	3,739,192	8,525,374	8,910,994	8,278,834	4,485,526	-47.39%
PW-Solid Waste	3,292,951	3,608,761	3,938,607	4,568,774	4,747,549	4,461,300	5,046,204	10.45%
PW-Cemetery	90,680	55,093	101,985	585,700	585,700	96,733	1,403,130	139.56%
PW-Garage & Warehouse	697,734	749,075	594,070	1,194,215	1,194,215	961,840	929,179	-22.19%
PW-Wastewater	2,760,000	2,648,892	4,495,334	10,886,029	10,927,879	3,636,905	11,510,863	5.74%
PW-Building Maintenance	505,355	609,159	555,102	875,123	875,123	660,752	901,112	2.97%
Small Boat Harbors	1,817,750	1,701,194	1,669,276	2,322,673	2,517,951	2,201,347	3,306,297	42.35%
Port Development	6,188,183	6,938,845	8,392,940	12,653,933	12,751,948	9,728,728	24,248,988	91.63%
Risk Management	1,954,215	1,949,229	2,162,258	2,653,340	2,653,340	2,608,516	2,838,235	6.97%
Debt Service	6,731,368	3,584,483	3,622,402	4,049,075	4,049,075	4,048,981	4,050,264	0.03%
Transfers/Advances to Other Funds	7,657,377	8,545,571	8,196,141	10,981,407	11,079,407	9,297,396	16,774,704	52.76%
Total Expenditures	56,927,236	54,373,568	62,860,093	97,605,316	98,921,835	76,415,623	116,584,299	19.44%

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS**  
**2021 - 2025**

	2021	2022	2023	2024			2025 BUDGET	2024 ADOPTED-2025 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
<b>Revenues</b>								
Taxes								
Real Property	5,378,855	5,456,889	5,580,993	6,069,217	6,069,217	5,921,768	6,225,551	2.58%
Business - Personal	386,913	372,016	409,247	415,485	415,485	407,273	405,000	-2.52%
Sales	10,295,496	15,246,147	20,271,719	19,000,000	19,000,000	19,000,000	19,000,000	
Transient	257,525	254,949	826,646	850,000	850,000	800,000	800,000	-5.88%
Marijuana	585,306	818,595	194,549	215,000	215,000	195,000	180,000	-16.28%
Other	119,191	126,856	150,449	102,000	102,000	51,691	102,000	
Payments in Lieu of Tax	1,213,857	1,213,429	1,201,981	1,210,000	1,210,000	1,220,136	1,210,000	
Licenses and Permits	69,569	133,293	115,811	126,700	126,700	211,714	127,500	0.63%
Intergovernmental	5,672,782	6,356,667	3,793,311	5,384,832	5,680,683	5,411,922	4,143,336	-23.06%
Charges for Services								
General Fund Services	1,955,358	2,173,508	2,443,338	2,347,705	2,347,705	2,332,388	2,293,539	-2.31%
Solid Waste	3,465,352	3,591,767	3,956,261	4,112,000	4,112,000	4,351,626	4,339,000	5.52%
Wastewater	3,459,403	3,508,103	3,529,868	3,491,000	3,491,000	3,599,431	3,688,800	5.67%
Small Boat Harbor	1,550,342	1,701,684	1,745,207	1,683,500	1,683,500	1,783,720	1,876,500	11.46%
Port	1,353,021	10,735,110	14,271,177	16,362,200	16,362,200	16,556,981	19,430,200	18.75%
Other	13,755	757,283	1,875,486	911,801	911,801	1,307,690	909,000	-0.31%
Fines and Forfeitures	63,875	81,812	92,367	77,000	158,963	157,919	67,000	-12.99%
Other Revenues	5,548,242	2,987,468	3,023,407	958,600	1,030,485	1,953,614	938,200	-2.13%
Bond Proceeds	3,388,008		1,291,182	6,489,945	6,489,945	1,225,854	4,714,091	-27.36%
Interfund Advances	379,627	315,911	15,604				750,000	
Interdepartmental Charges								
Administration	3,164,565	3,308,810	3,677,740	5,127,891	5,168,831	4,739,639	5,543,825	8.11%
Insurance	1,954,215	1,949,229	2,162,258	2,653,340	2,653,340	2,608,516	2,838,235	6.97%
<b>Total Revenues</b>	<b>50,275,257</b>	<b>61,089,526</b>	<b>70,628,601</b>	<b>77,588,216</b>	<b>78,078,855</b>	<b>73,836,882</b>	<b>79,581,777</b>	<b>2.57%</b>



**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS**  
**2021 - 2025**

	2021	2022	2023	2024			2025 BUDGET	2023 ADOPTED/2024 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues-Charges for Services								
General Fund								
Civic Center	17,293	94,206	98,504	85,000	85,000	90,000	85,000	0.0%
Ambulance	653,004	659,502	832,028	700,000	700,000	675,000	625,000	-10.7%
Parking Revenue	74,560	90,945	95,380	98,000	98,000	98,000	98,000	0.0%
Fees for Service	6,456	2,442	1,575	5,200	5,200	1,200	3,500	-32.7%
Borough Library Service	523,051	522,275	501,017	593,983	593,983	571,246	639,924	7.7%
UAS Library Services	44,526	-	-	-	-	-	-	NA
Library Services to KGBSD	20,641	19,778	23,735	24,422	24,422	24,422	29,715	21.7%
911 Services	394,141	400,513	404,369	390,000	390,000	400,000	400,000	2.6%
Museum Services & Admission Fees	46,854	209,173	317,194	284,500	284,500	336,716	284,500	0.0%
Tideland Leases	108,997	47,320	28,060	55,000	55,000	25,000	25,000	-54.5%
Other	65,835	127,354	141,476	111,600	111,600	110,804	102,900	-7.8%
General Fund Total	1,955,358	2,173,508	2,443,338	2,347,705	2,347,705	2,332,388	2,293,539	-2.31%
Fire Department SEMT								
Emergency Medical Transport Program	-	744,482	1,848,896	897,801	897,801	1,300,000	895,000	-0.3%
Total	-	744,482	1,848,896	897,801	897,801	1,300,000	895,000	(0)
Cemetery								
Burial & Endowment Fees	13,755	12,801	26,590	14,000	14,000	7,690	14,000	0.0%
Total	13,755	12,801	26,590	14,000	14,000	7,690	14,000	0.00%
Solid Waste								
Recycling	25,051	14,136	12,034	10,000	10,000	31,500	12,000	20.0%
Fees for Services	39,740	41,317	45,576	35,000	35,000	40,570	35,000	0.0%
Residential Collections	329,421	330,882	343,347	340,000	340,000	350,000	345,000	1.5%
Business Collections	818,497	841,293	1,023,913	1,050,000	1,050,000	1,080,000	1,080,000	2.9%
Sanitary Landfill Charges	780,732	884,247	992,438	1,137,000	1,137,000	1,187,000	1,207,000	6.2%
Residential Access Fees	1,452,959	1,460,065	1,514,103	1,520,000	1,520,000	1,640,000	1,640,000	7.9%
Other	18,952	19,827	24,850	20,000	20,000	22,556	20,000	0.0%
Solid Waste Total	3,465,352	3,591,767	3,956,261	4,112,000	4,112,000	4,351,626	4,339,000	5.52%

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS**  
**2021 - 2025**

	2021	2022	2023	2024			2025	2023 ADOPTED/2024
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES	BUDGET	% INCR(DECR)
<b>Wastewater</b>								
Residential Sewer Service	2,217,692	2,227,551	2,228,423	2,220,000	2,220,000	2,274,500	2,331,000	5.0%
Business Sewer Service	1,227,575	1,264,016	1,279,434	1,256,000	1,256,000	1,303,000	1,342,800	6.9%
Other	14,136	16,536	22,011	15,000	15,000	21,931	15,000	0.0%
Wastewater Total	3,459,403	3,508,103	3,529,868	3,491,000	3,491,000	3,599,431	3,688,800	5.67%
<b>Small Boat Harbor</b>								
Electrical Service	144,554	155,460	155,277	140,000	140,000	160,000	160,000	14.3%
Solid Waste Fees	88,737	95,319	102,146	80,000	80,000	80,000	92,000	15.0%
Reserved Moorage	880,639	880,681	888,648	905,000	905,000	950,000	1,055,000	16.6%
Transient Moorage	463,188	496,299	513,508	500,000	500,000	500,000	500,000	0.0%
Other	(26,776)	73,925	85,628	58,500	58,500	93,720	69,500	18.8%
Small Boat Harbor Total	1,550,342	1,701,684	1,745,207	1,683,500	1,683,500	1,783,720	1,876,500	11.46%
<b>Port</b>								
Electric Service	38,512	2,526	30,760	25,000	25,000	40,369	25,000	0.0%
Additional Docking Fees	162,039	1,223,809	1,330,299	1,322,000	1,322,000	1,300,954	1,750,000	32.4%
Wharfage	682,848	6,732,543	9,989,769	12,155,000	12,155,000	12,167,545	14,365,000	18.2%
Water	682,848	116,160	188,160	180,000	180,000	160,800	180,000	0.0%
Parking Revenue	35,386	94,695	105,982	100,000	100,000	231,829	100,000	0.0%
Rental Income	35,386	353,721	246,530	245,000	245,000	312,705	245,000	0.0%
Transient Docking Fees	20,968	2,179,543	2,371,764	2,330,000	2,330,000	2,326,141	2,760,000	18.5%
Other	(304,966)	32,113	7,913	5,200	5,200	16,638	5,200	0.0%
Port Total	1,353,021	10,735,110	14,271,177	16,362,200	16,362,200	16,556,981	19,430,200	18.75%
<b>Total Charges for Services</b>	<b>11,797,231</b>	<b>22,467,455</b>	<b>27,821,337</b>	<b>28,908,206</b>	<b>28,908,206</b>	<b>29,931,836</b>	<b>32,537,039</b>	<b>12.55%</b>

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**COMPARATIVE SCHEDULE OF EMPLOYEES**  
**2021 -2025**

Department/Division		2021	2022	2023	2024			2025	2024 Adopted/2025	
		Actual	Actual	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
1110	Mayor and Council	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1120	Law	1.000	1.000	1.000	1.000	1.000	1.000	1.000	-	0.00%
1130	Clerk	2.000	2.000	2.000	2.000	2.000	2.000	2.000	-	0.00%
1140	City Manager	4.500	4.500	4.500	4.500	4.500	4.500	5.250	0.750	16.67%
1150	Finance	16.000	16.000	16.000	15.000	15.000	15.000	16.000	1.000	6.67%
1160	Information Technology	6.000	6.000	6.000	8.000	8.000	8.000	8.000	-	0.00%
1210	Fire	22.000	22.000	22.590	24.500	24.500	24.500	25.000	0.500	2.04%
1220	Police	38.550	38.550	38.550	40.550	40.550	40.550	40.550	-	0.00%
1410	Library	11.815	11.125	11.125	11.125	11.125	11.125	11.225	0.100	0.90%
1420	Museum	8.200	8.200	8.250	8.250	8.250	8.250	8.250	-	0.00%
1430	Civic Center	3.000	3.000	3.000	3.000	3.000	3.000	3.000	-	0.00%
1440	Tourism Management	-	-	1.000	1.000	1.000	1.000	1.000	-	0.00%
1510	Engineering	13.000	13.000	13.000	13.000	13.000	13.000	14.000	1.000	7.69%
1530	Streets	13.000	13.000	13.000	13.000	13.000	13.000	13.000	-	0.00%
1540	Garage and Warehouse	4.000	4.000	4.000	4.000	4.000	4.000	4.000	-	0.00%
1550	Building Maintenance	3.000	3.000	3.000	3.000	3.000	3.000	3.000	-	0.00%
1560	Solid Waste	11.000	11.000	11.000	11.000	11.000	11.000	11.000	-	0.00%
3000	Wastewater	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1710	Harbor	5.200	5.200	5.200	5.200	5.200	5.200	5.200	-	0.00%
4000	Port Development	4.800	4.800	4.800	5.800	5.800	5.800	6.800	1.000	17.24%
<b>TOTAL</b>		<b>183.065</b>	<b>182.375</b>	<b>184.015</b>	<b>189.925</b>	<b>189.925</b>	<b>189.925</b>	<b>194.275</b>	<b>4.350</b>	<b>2.29%</b>

**CITY OF KETCHIKAN, ALASKA**  
**2025 OPERATING AND CAPITAL BUDGET**  
**SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES**  
**2005 - 2025**

<b>Year</b>	<b>Total Taxable Real Property Valuation</b>	<b>Total Taxable Personal Property Valuation</b>	<b>Total Taxable Valuation</b>	<b>Senior &amp; Veterans Exemption Valuation</b>	<b>Total Assessed Valuation</b>	<b>Millage Rate</b>	<b>Property Tax Revenue</b>
2005	504,640,800	45,248,700	549,889,500	45,078,700	594,968,200	6.4	3,519,293
2006	545,172,200	42,419,800	587,592,000	45,729,300	633,321,300	6.4	3,760,589
2007	600,749,000	48,912,700	649,661,700	47,670,500	697,332,200	6.1	3,962,936
2008	617,742,500	50,809,700	668,552,200	50,094,600	718,646,800	6.1	4,078,168
2009	641,686,700	50,913,200	692,599,900	52,754,100	745,354,000	6.1	4,224,859
2010	649,369,000	41,375,000	690,744,000	55,101,700	745,845,700	6.1	4,213,538
2011	642,145,600	47,370,800	689,516,400	55,829,300	745,345,700	6.2	4,275,002
2012	646,701,600	44,177,700	690,879,300	58,818,800	749,698,100	6.2	4,283,452
2013	677,685,000	60,238,000	737,923,000	59,737,600	797,660,600	6.7	4,944,084
2014	749,607,500	56,347,400	805,954,900	63,874,100	869,829,000	6.7	5,399,898
2015	751,995,930	56,376,718	808,372,648	65,124,800	873,497,448	6.7	5,416,097
2016	770,751,000	59,603,200	830,354,200	68,375,500	898,729,700	6.7	5,563,373
2017	776,296,200	57,251,300	833,547,500	70,068,900	903,616,400	6.7	5,584,768
2018	794,399,300	57,541,900	851,941,200	72,028,600	923,969,800	6.6	5,622,812
2019	801,191,800	61,092,000	862,283,800	74,723,300	937,007,100	6.6	5,691,073
2020	811,133,700	60,724,600	871,858,300	75,368,400	947,226,700	6.6	5,754,265
2021	810,586,100	58,295,700	868,881,800	79,450,100	948,331,900	6.6	5,734,620
2022	831,965,500	56,376,878	888,342,378	80,194,200	968,536,578	6.6	5,863,060
2023	851,461,300	61,862,000	913,323,300	82,717,600	996,040,900	6.6	6,027,934
2024	920,563,200	61,708,000	982,271,200	83,828,400	1,066,099,600	6.6	6,482,990
2025 (1)	966,591,000	61,708,000	1,028,299,000	85,756,000	1,114,055,000	6.6	6,786,773

(1) Estimated

**CITY OF KETCHIKAN, ALASKA**  
**2025 OPERATING AND CAPITAL BUDGET**  
**SCHEDULE OF SALES AND OCCUPANCY TAX REVENUES**  
**2005 - 2025**

Year	Total Sales & Occupancy Tax Revenues	Marijuana Sales Tax Fund	Transient Occupancy Tax Fund	Total Retail Sales Tax Revenues	Retail Sales Tax Revenues		
					General Fund	Hospital Sales Tax Fund	Public Works Sales Tax Fund
2005	9,461,638	-	395,074	9,066,564	2,590,447	2,590,447	3,885,670
2006	9,418,433	-	333,763	9,084,670	2,595,620	2,595,620	3,893,430
2007	10,100,375	-	518,652	9,581,723	2,737,635	2,737,635	4,106,453
2008	10,775,305	-	444,862	10,330,443	2,951,555	2,951,555	4,427,333
2009	9,858,380	-	366,856	9,491,524	2,711,864	2,711,864	4,067,796
2010	9,603,050	-	385,286	9,217,764	2,633,647	2,633,647	3,950,470
2011	10,343,269	-	378,096	9,965,173	2,847,192	2,847,192	4,270,789
2012	10,493,942	-	362,739	10,131,203	2,894,745	2,894,745	4,341,713
2013	10,587,816	-	386,230	10,201,586	2,914,739	2,914,739	4,372,108
2014	11,186,057	-	389,342	10,796,715	3,746,390	2,820,130	4,230,195
2015	11,914,756	-	486,838	11,427,918	4,285,469	2,856,980	4,285,469
2016	11,846,982	-	497,374	11,349,608	4,256,103	2,837,402	4,256,103
2017	12,390,019	97,152	552,867	11,740,000	4,402,500	2,935,000	4,402,500
2018	13,199,080	190,549	544,305	12,464,226	4,674,085	3,116,056	4,674,085
2019	13,564,936	215,857	534,305	12,814,774	4,805,540	3,203,694	4,805,540
2020	9,174,689	260,043	336,624	8,578,022	3,216,758	2,144,506	3,216,758
2021	11,231,845	257,523	585,306	10,389,016	3,895,881	2,597,254	3,895,881
2022	16,444,764	254,949	818,595	15,371,220	5,764,208	3,842,804	5,764,208
2023	21,293,914	194,549	826,646	20,272,719	9,901,732	4,148,995	6,221,992
2024 (1)	19,995,000	195,000	800,000	19,000,000	8,840,000	4,060,000	6,100,000
2025 (1)	19,980,000	180,000	800,000	19,000,000	8,840,000	4,060,000	6,100,000

(1) Estimated

**CITY OF KETCHIKAN, ALASKA**  
**2025 ANNUAL BUDGET**  
**SCHEDULE OF SHARED STATE REVENUES**  
**2005 - 2025**

Year	Total State Revenues	Revenue Sharing	Raw Fish Tax	Shared Fisheries Business Tax	Other State Assistance	Liquor License Refunds	Commercial Passenger Vessel
2005	236,122		181,411	20,911		33,800	-
2006	506,356		194,279	21,389	252,538 (2)	38,150	-
2007	721,852		234,757	20,846	434,949 (2)	31,300	-
2008	805,985	494,469	254,399	11,617		45,500	-
2009	749,798	479,015	218,560	20,473		31,750	-
2010	1,036,432	472,287	277,158	11,457	225,630 (2)	49,900	-
2011	1,137,762	661,607	424,942	23,288		27,925	-
2012	3,144,800	698,801	425,507	27,744		45,500	1,947,248
2013	2,980,533	490,456	454,435	25,872		32,000	1,977,770
2014	3,548,845	491,771	743,083	43,781		30,000	2,240,210
2015	2,699,743	467,635	137,875	30,608		31,250	2,032,375
2016	2,664,558	309,695	153,565 (3)	15,665		44,000	2,141,633
2017	2,798,871	277,931	311,828 (3)	14,592		30,950	2,163,570
2018	2,863,501	231,248	319,098 (3)	13,767		46,900	2,252,488
2019	2,927,797	190,514	255,346 (3)	10,654		30,300	2,440,983
2020	2,926,328	75,000	123,177 (3)	2,094		2,189	2,723,868
2021	230,373	112,311	115,500 (3)	2,562		-	-
2022	767,708	267,915	305,910 (3)	8,650		-	185,233
2023	2,263,298	178,345	243,440 (3)	12,383		38,600	1,790,530
2024 (1)	2,996,516	76,000	185,626 (3)	6,752		46,725	2,681,413
2025 (1)	2,932,550	76,000	185,000 (3)	6,750		42,000	2,622,800

(1) Estimated

(2) Municipal Energy Assistance

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

CITY OF KETCHIKAN, ALASKA  
2025  
SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

Year	General Obligation Bonds					Revenue Bonds								
	ADEC 481011 Wastewater Tongass Ave Phase I	ADEC 481071 Wastewater Tongass Ave Phase II	ADEC 481072 Wastewater Tongass Ave Phase II	ADEC 481101 Wastewater Jackson & Monroe	2020 Fire Station	2021 Library	2014 Harbor	2014 Hospital	2016 Harbor	ADEC 481111 Wastewater Alaska Ave	ADEC 481031 Wastewater Front/Stedman	ADEC 481211 Wastewater Water Street	2016 Port	Total Bond Financing
2025	52,447	17,933	18,465	36,908	461,500	342,041	202,925	2,529,450	146,000	17,930	19,146	175,000	2,233,000	6,252,745
2026	52,447	17,933	18,465	36,908	459,250	338,894	205,925	2,531,450	146,750	17,930	19,146	175,000	2,232,750	6,252,848
2027	52,447	17,933	18,465	36,908	461,250	340,288	203,550	2,530,450	147,250	17,930	19,146	175,000	2,234,250	6,254,867
2028	52,447	17,933	18,465	36,908	457,250	340,542	206,600	2,533,000	147,500	17,930	19,146	175,000	2,237,250	6,259,971
2029	52,447	17,933	18,465	36,908	457,500	345,090	205,100	2,529,600	147,500	17,930	19,146	175,000	2,231,500	6,254,119
2030	52,447	17,933	18,465	36,908	456,750	338,681	203,400	2,534,000	147,250	17,930	19,146	175,000	2,237,250	6,255,160
2031	52,447	17,933	18,465	36,908	-	342,109	201,500	2,531,100	146,750	17,930	19,146	175,000	2,233,750	5,793,038
2032	52,447	17,933	18,465	36,908	-	-	204,300	2,530,900	146,000	17,930	19,146	175,000	2,236,250	5,455,279
2033	-	17,933	18,465	36,908	-	-	201,800	2,533,200	145,000	17,930	19,146	175,000	2,234,250	5,399,632
2034	-	8,959	9,229	36,908	-	-	204,000	2,532,900	148,750	8,961	19,146	175,000	2,237,750	5,381,603
2035	-	-	-	36,908	-	-	-	2,530,000	147,000	-	19,146	175,000	2,231,250	5,139,304
2036	-	-	-	18,441	-	-	-	2,534,300	-	-	19,146	175,000	-	2,746,887
2037	-	-	-	-	-	-	-	2,530,700	-	-	19,146	175,000	-	2,724,846
2038	-	-	-	-	-	-	-	2,534,100	-	-	19,132	175,000	-	2,728,232
2039	-	-	-	-	-	-	-	2,529,400	-	-	-	175,000	-	2,704,400
2040	-	-	-	-	-	-	-	2,531,500	-	-	-	175,000	-	2,706,500
2041	-	-	-	-	-	-	-	2,530,200	-	-	-	175,000	-	2,705,200
2042	-	-	-	-	-	-	-	2,530,400	-	-	-	175,000	-	2,705,400
2043	-	-	-	-	-	-	-	2,531,900	-	-	-	175,000	-	2,706,900
2044	-	-	-	-	-	-	-	2,529,600	-	-	-	175,000	-	2,704,600
Total	419,576	170,356	175,414	424,429	2,753,500	2,387,645	2,039,100	50,628,150	1,615,750	170,331	268,030	3,500,000	24,579,250	89,131,531

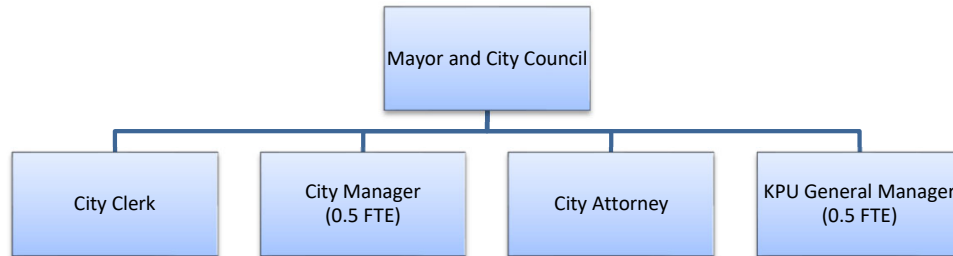
Year	Other - Lease Financing				Advances
	Fire Apparatus Lease	Ambulance Lease	Fire Engine Lease	Total Lease Financing	Interfund Loan Harbor
2025	252,666	38,699	425,908	717,273	103,630
2026	252,666	38,699	425,908	717,273	103,600
2027	-	38,699	425,908	464,607	103,600
2028	-	38,699	425,908	464,607	103,600
2029	-	38,699	425,908	464,607	103,600
2030	-	-	425,908	425,908	103,600
2031	-	-	-	-	103,600
2032	-	-	-	-	103,600
2033	-	-	-	-	103,600
2034	-	-	-	-	103,600
2035	-	-	-	-	-
2036	-	-	-	-	-
2037	-	-	-	-	-
2038	-	-	-	-	-
2039	-	-	-	-	-
2040	-	-	-	-	-
2041	-	-	-	-	-
2042	-	-	-	-	-
2043	-	-	-	-	-
2044	-	-	-	-	-
Total	505,332	193,495	2,555,448	3,254,275	1,036,030

Summary by Financing Type					
Year	GO Bond Financing	Revenue Bond Financing	Lease Financing	Interfund Loan	Total Debt Financing
2025	3,807,669	2,445,076	717,273	103,630	7,073,648
2026	3,808,022	2,444,826	717,273	103,600	7,073,721
2027	3,808,541	2,446,326	464,607	103,600	6,823,074
2028	3,810,645	2,449,326	464,607	103,600	6,828,178
2029	3,810,543	2,443,576	464,607	103,600	6,822,326
2030	3,805,834	2,449,326	425,908	103,600	6,784,668
2031	3,347,212	2,445,826	-	103,600	5,896,638
2032	3,006,953	2,448,326	-	103,600	5,558,879
2033	2,953,306	2,446,326	-	103,600	5,503,232
2034	2,940,746	2,440,857	-	103,600	5,485,203
2035	2,713,908	2,425,396	-	-	5,139,304
2036	2,552,741	194,146	-	-	2,746,887
2037	2,530,700	194,146	-	-	2,724,846
2038	2,534,100	194,132	-	-	2,728,232
2039	2,529,400	175,000	-	-	2,704,400
2040	2,531,500	175,000	-	-	2,706,500
2041	2,530,200	175,000	-	-	2,705,200
2042	2,530,400	175,000	-	-	2,705,400
2043	2,531,900	175,000	-	-	2,706,900
2044	2,529,600	175,000	-	-	2,704,600
Total	60,613,920	28,517,611	3,254,275	1,036,030	93,421,836

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Summary**

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



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

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	196,507	211,540	211,540	188,430	235,150	23,610	11.2%
Community Grant Program	335,304	378,000	378,000	378,000	396,900	18,900	5.0%
Humanitarian Services Grant Program	168,162	194,250	244,250	244,150	180,000	(14,250)	-7.3%
<b>Total</b>	<b>699,973</b>	<b>783,790</b>	<b>833,790</b>	<b>810,580</b>	<b>812,050</b>	<b>28,260</b>	<b>3.6%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	84,265	102,170	102,170	93,070	102,170	-	0.0%
Supplies	1,042	1,050	1,050	1,050	1,550	500	47.6%
Contract/Purchased Services	610,015	674,950	724,950	711,620	702,600	27,650	4.1%
Minor Capital Outlay	2,758	3,000	3,000	2,220	3,000	-	0.0%
Interdepartmental Charges	1,893	2,620	2,620	2,620	2,730	110	4.2%
<b>Total</b>	<b>699,973</b>	<b>783,790</b>	<b>833,790</b>	<b>810,580</b>	<b>812,050</b>	<b>28,260</b>	<b>3.6%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	136,893	162,560	184,495	175,741	201,920	39,360	24.2%
Hospital Sales Tax Fund	41,913	42,450	53,680	53,658	171,180	128,730	303.3%
Public Works Sales Tax Fund	62,869	63,670	80,515	80,481	113,950	50,280	79.0%
Marijuana Sales Tax Fund	168,162	194,250	194,250	194,250	180,000	(14,250)	-7.3%
Solid Waste Fund	6,839	7,360	7,360	6,560	7,410	50	0.7%
Harbor Fund	3,537	3,810	3,810	3,390	3,640	(170)	-4.5%
Wastewater Fund	5,266	5,670	5,670	5,050	6,280	610	10.8%
Port Fund	8,587	9,250	9,240	8,230	9,380	130	1.4%
KPU Enterprise Fund	265,907	294,770	294,770	283,220	117,580	(177,190)	-60.1%
Tourism - CPV Funded	-	-	-	-	710	710	NA
<b>Total</b>	<b>699,973</b>	<b>783,790</b>	<b>833,790</b>	<b>810,580</b>	<b>812,050</b>	<b>28,260</b>	<b>3.6%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	83,070	-	0.0%
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>83,070</b>	<b>-</b>	<b>0.0%</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Operations 1110-110**

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	84,265	102,170	102,170	93,070	102,170	-	0.0%
Supplies	1,042	1,050	1,050	1,050	1,550	500	47.6%
Contract/Purchased Services	106,549	102,700	102,700	89,470	125,700	23,000	22.4%
Minor Capital Outlay	2,758	3,000	3,000	2,220	3,000	-	0.0%
Interdepartmental Charges	1,893	2,620	2,620	2,620	2,730	110	4.2%
<b>Total Expenditures</b>	<b>196,507</b>	<b>211,540</b>	<b>211,540</b>	<b>188,430</b>	<b>235,150</b>	<b>23,610</b>	<b>11.2%</b>

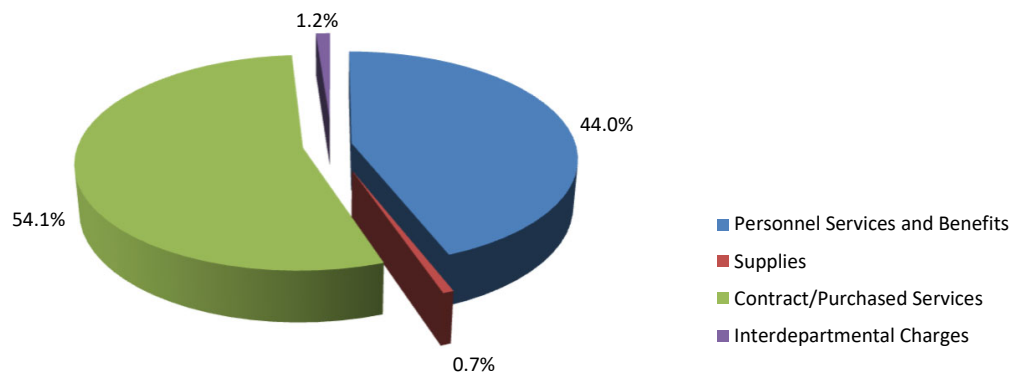
  

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	74,023	79,680	79,690	70,980	90,150	10,470	13.1%
Solid Waste Fund	6,839	7,360	7,360	6,560	7,410	50	0.7%
Wastewater Fund	5,266	5,670	5,670	5,050	6,280	610	10.8%
Harbor Fund	3,537	3,810	3,810	3,390	3,640	(170)	-4.5%
Port Fund	8,587	9,250	9,240	8,230	9,380	130	1.4%
KPU Enterprise Fund	98,255	105,770	105,770	94,220	117,580	11,810	11.2%
Tourism - CPV Fund	-	-	-	-	710	710	NA
<b>Total Funding</b>	<b>196,507</b>	<b>211,540</b>	<b>211,540</b>	<b>188,430</b>	<b>235,150</b>	<b>23,610</b>	<b>11.2%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Mayor	1.00	1.00	1.00	1.00	11,670	-	0.0%
Council	7.00	7.00	7.00	7.00	71,400	-	0.0%
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>83,070</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Operations 1110-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- 610.01 increased by \$23,000 or 104.5% to provide funds for the 125 year celebration of the City's incorporation.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500. 01 Regular Salaries and Wages	66,885	83,070	83,070	74,765	83,070	-	0.0%
505. 00 Payroll Taxes	5,971	7,210	7,210	6,490	7,210	-	0.0%
507. 30 Workers Compensation	196	250	250	225	250	-	0.0%
508. 00 Other Benefits	53	480	480	430	480	-	0.0%
509. 05 Allowances-Expense	11,160	11,160	11,160	11,160	11,160	-	0.0%
<b>Personnel Services and Benefits</b>	<b>84,265</b>	<b>102,170</b>	<b>102,170</b>	<b>93,070</b>	<b>102,170</b>	<b>-</b>	<b>0.0%</b>
<b>Supplies</b>							
510. 01 Office Supplies	995	1,000	1,000	1,000	1,500	500	50.0%
520. 02 Postage	47	50	50	50	50	-	0.0%
<b>Supplies</b>	<b>1,042</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>1,550</b>	<b>500</b>	<b>47.6%</b>
<b>Contract/Purchased Services</b>							
600. 01 Travel-Business	8,050	12,000	12,000	12,000	12,000	-	0.0%
605. 01 Ads and Public Announcements	1,744	750	750	1,400	1,400	650	86.7%
610. 01 Community Promotion	33,817	22,000	22,000	12,000	45,000	23,000	104.5%
615. 02 Assn. Membership Dues & Fees	13,433	14,500	14,500	14,000	14,500	-	0.0%
635. 07 Machinery & Equip Maint Services	172	800	800	700	800	-	0.0%
640. 04 Management and Consulting Services	48,000	50,000	50,000	48,000	50,000	-	0.0%
650. 01 Telecommunications	1,333	2,650	2,650	1,370	2,000	(650)	-24.5%
<b>Contract/Purchased Services</b>	<b>106,549</b>	<b>102,700</b>	<b>102,700</b>	<b>89,470</b>	<b>125,700</b>	<b>23,000</b>	<b>22.4%</b>
<b>Minor Capital Outlay</b>							
790. 25 Machinery & Equipment	-	-	-	-	-	-	NA
790. 26 Minor Computers, Printers & Copiers	2,758	3,000	3,000	2,220	3,000	-	0.0%
<b>Minor Capital Outlay</b>	<b>2,758</b>	<b>3,000</b>	<b>3,000</b>	<b>2,220</b>	<b>3,000</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges/ Reimbursable Credits</b>							
825. 01 Interdepartmental-Insurance	1,893	2,620	2,620	2,620	2,730	110	4.2%
<b>Interdepartmental Charges</b>	<b>1,893</b>	<b>2,620</b>	<b>2,620</b>	<b>2,620</b>	<b>2,730</b>	<b>110</b>	<b>4.2%</b>
<b>Total Expenditures by Type</b>	<b>196,507</b>	<b>211,540</b>	<b>211,540</b>	<b>188,430</b>	<b>235,150</b>	<b>23,610</b>	<b>11.2%</b>

NARRATIVE

**500.01 Regular Salaries and Wages: \$83,070** – This account provides expenditures for the compensation paid to the Mayor and City Councilmembers for attending Council meetings. It includes compensation for the Mayor in the amount of \$330 per regular meeting and \$187.50 per special meeting. It also includes compensation for the Councilmembers in the amount of \$300 per regular meeting and \$150 per special meeting. Twenty special meetings have been budgeted.

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

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

**508.00 Other Benefits: \$480** - This account provides expenditures for unemployment benefits.

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

**510.01 Office Supplies: \$1,500** – This account provides expenditures for the cost of expendable supply items used by the City Clerk's office in support of the Mayor and Council.

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

**600.01 Travel-Business: \$12,000** – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with the travel of the Mayor and City Councilmembers for business meetings.

**605.01 Advertising and Public Announcements: \$1,400** – This account provides expenditures for public service announcements and community issues.

**610.01 Community Promotion: \$45,000** – This account provides expenditures for promotion of community activities and programs, the 4th of July downtown sponsorship and the annual fireworks display.

**615.02 Assn. Membership Dues & Fees: \$14,500** – This account provides expenditures for membership in the Alaska Municipal League, Alaska Conference of Mayors, Southeast Conference and the Alaska Miners' Association.

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

**640.04 Management & Consulting Services: \$50,000**– This account provides expenditures for engaging lobbyists to represent General Government and Ketchikan Public Utilities for the 2023-24 legislative year.

**650.01 Telecommunications: \$2,000** – This account provides expenditures for the Mayor and City Council's monthly telephone charges, long-distance services, line rentals and maintenance of the telephone systems.

**790.26 Minor Computers, Printers & Copiers: \$3,000**– This account provides expenditures for the replacement of one Councilmember tablet.

**825.01 Interdepartmental Charges-Insurance: \$2,730** – This account provides expenditures for risk management services.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Community Grant Program 1110-150**

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

In order to comply with the Budget Policy established in 2023, expenditures for this program should not be budgeted to increase more than 5.0% annually.

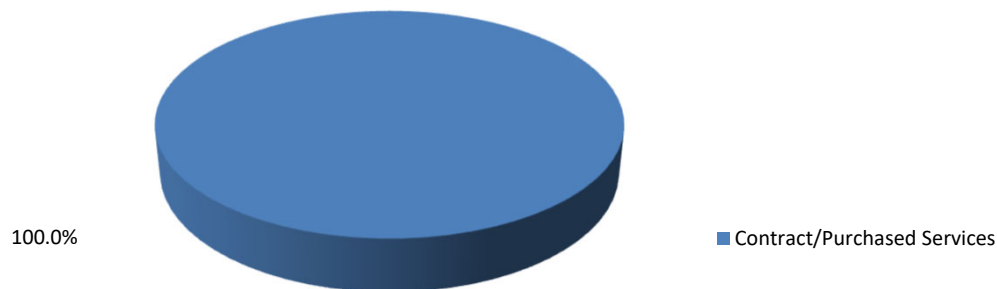
In 2025, Council redistributed the funding to come from the General Fund, Hospital Sales Tax Fund and Public Works Sales Tax Fund based on a percentage of reserves available. The funding previously provided by the KPU Fund was reduced to zero.

PROGRAM SUMMARY							
Expenditures by Category	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	335,304	378,000	378,000	378,000	396,900	18,900	5.0%
<b>Total Expenditures</b>	<b>335,304</b>	<b>378,000</b>	<b>378,000</b>	<b>378,000</b>	<b>396,900</b>	<b>18,900</b>	<b>5.0%</b>

Funding Source	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	62,870	82,880	82,880	82,880	111,770	28,890	34.9%
Hospital Sales Tax Fund	41,913	42,450	42,450	42,450	171,180	128,730	303.3%
Public Works Sales Tax Fund	62,869	63,670	63,670	63,670	113,950	50,280	79.0%
KPU Enterprise Fund	167,652	189,000	189,000	189,000	-	(189,000)	-100.0%
<b>Total Funding</b>	<b>335,304</b>	<b>378,000</b>	<b>378,000</b>	<b>378,000</b>	<b>396,900</b>	<b>18,900</b>	<b>5.0%</b>

**2025 Expenditures by Type**



OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

There are no significant changes between 2024 and 2025.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	335,304	378,000	378,000	378,000	396,900	18,900	5.0%
Contract/Purchased Services	335,304	378,000	378,000	378,000	396,900	18,900	5.0%
Total Expenditures by Type	335,304	378,000	378,000	378,000	396,900	18,900	5.0%

NARRATIVE

610.02 Grant Awards: \$396,900 - This account provides for financial assistance awards for community agency grant programs.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Humanitarian Services Grant Program 1110-151**

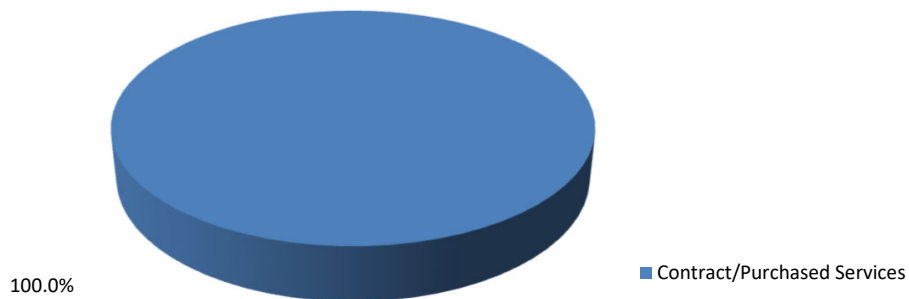
The Humanitarian Services Grant Program was established primarily to assist and address the needs of the homeless population in the City of Ketchikan. In 2018, the Ketchikan Municipal Code (KMC) was amended by adding 3.04.020 (b), which established a five percent marijuana sales tax. The KMC was also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

PROGRAM SUMMARY							
Expenditures by Category	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	168,162	194,250	244,250	244,150	180,000	(14,250)	-7.3%
<b>Total Expenditures</b>	<b>168,162</b>	<b>194,250</b>	<b>244,250</b>	<b>244,150</b>	<b>180,000</b>	<b>(14,250)</b>	<b>-7.3%</b>

Funding Source	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Marijuana Sales Tax Fund	168,162	194,250	194,250	194,250	180,000	(14,250)	-7.3%
General Fund	-	-	21,925	21,881	-	-	NA
Hospital Sales Tax Fund	-	-	11,230	11,208	-	-	NA
Public Works Sales Tax Fund	-	-	16,845	16,811	-	-	NA
<b>Total Funding</b>	<b>168,162</b>	<b>194,250</b>	<b>244,250</b>	<b>244,150</b>	<b>180,000</b>	<b>(14,250)</b>	<b>-7.3%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) decreased by \$14,250, or by 7.3%, to reflect funding available to the City from the Marijuana Sales Taxes.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Mayor and Council**

**Humanitarian Services Grant Program 1110-151**

PROGRAM OPERATING BUDGET DETAIL							
Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
610. 02 Grant Awards	168,162	194,250	244,250	244,150	180,000	(14,250)	-7.3%
<b>Contract/Purchased Services</b>	<b>168,162</b>	<b>194,250</b>	<b>244,250</b>	<b>244,150</b>	<b>180,000</b>	<b>(14,250)</b>	<b>-7.3%</b>
<b>Total Expenditures by Type</b>	<b>168,162</b>	<b>194,250</b>	<b>244,250</b>	<b>244,150</b>	<b>180,000</b>	<b>(14,250)</b>	<b>-7.3%</b>

**NARRATIVE**

**610.02 Grant Awards: \$180,000** - This account provides for financial assistance for homeless and humanitarian grant programs.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Attorney**

**Summary**

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

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

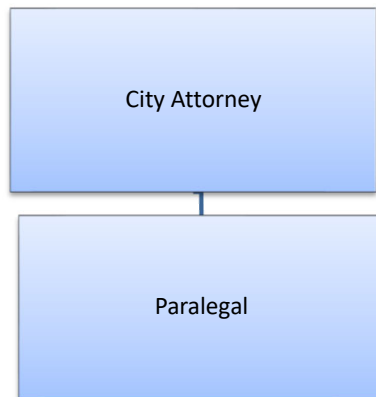
DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	343,700	381,512	381,012	368,072	388,285	6,773	1.8%
<b>Total</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	122,679	136,787	136,287	129,267	142,650	5,863	4.3%
Supplies	21,699	25,300	25,300	25,100	25,900	600	2.4%
Contract/Purchased Services	197,590	211,385	211,385	211,385	211,385	-	0.0%
Minor Capital Outlay	-	5,700	5,700	-	5,700	-	0.0%
Interdepartmental Charges	1,732	2,340	2,340	2,320	2,650	310	13.2%
<b>Total</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	152,598	168,435	167,935	162,502	173,195	4,760	2.8%
Solid Waste Services Fund	11,209	12,498	12,498	12,060	11,550	(948)	-7.6%
Wastewater Fund	8,632	9,625	9,625	9,290	9,790	165	1.7%
Harbor Fund	5,798	6,465	6,465	6,240	5,680	(785)	-12.1%
Port Fund	14,076	15,694	15,694	15,140	14,630	(1,064)	-6.8%
KPU Enterprise Fund	151,387	168,795	168,795	162,840	172,340	3,545	2.1%
Tourism - CPV Fund	-	-	-	-	1,100	1,100	NA
<b>Total</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>
Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.00	1.00	1.00	1.00	75,875	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>75,875</b>	<b>-</b>	<b>0.0%</b>



**MISSION STATEMENT**

It is the mission of the Law Department to:

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



**GOALS FOR 2025**

The Law Department is perhaps unique in that it has less control over its direction and goals than other departments. Unlike policy-making departments or the departments providing direct services to the public, the Law Department finds itself most often in the role of supporting and achieving the goals set by other departments. For these reasons the primary goal of the Law Department is to effectively advance the goals and objectives of the City Council, the managers and the various departments. General goals for 2025 include the following:

- Maintain accessibility to City Officers, Councilmembers and employees;
- Continuing efforts in digitization of archived files within the parameters of the City's records retention schedule;
- Review of law library for outdated materials to streamline and organize.

**ACCOMPLISHMENTS FOR 2024**

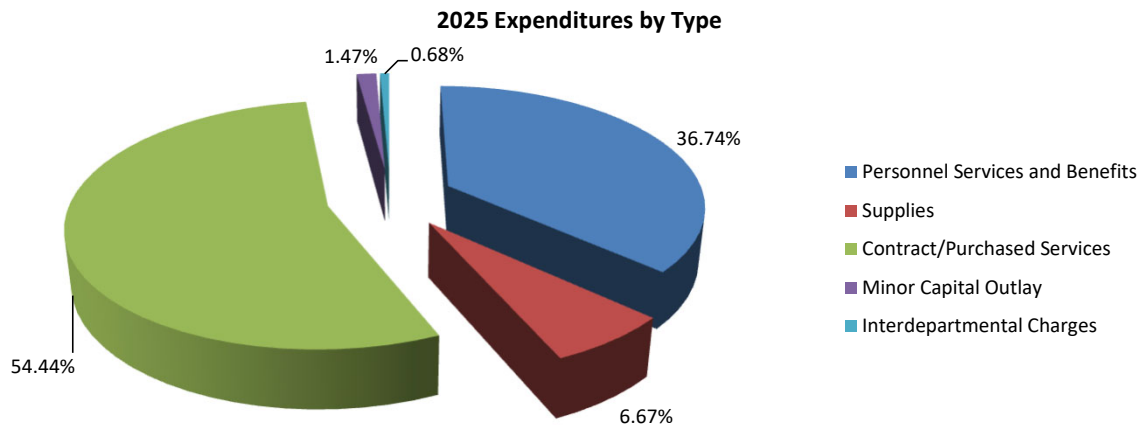
- Expended considerable effort on contract review for various departments due to changes in staff, (i.e. retirements and new hires);
- Dedicated substantial time to criminal prosecution as caseload continues to grow;
- Expended considerable time and effort to document production for media and court;
- Other accomplishments, which have been set forth in periodic reports to the City Council.

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	122,679	136,787	136,287	129,267	142,650	5,863	4.3%
Supplies	21,699	25,300	25,300	25,100	25,900	600	2.4%
Contract/Purchased Services	197,590	211,385	211,385	211,385	211,385	-	0.0%
Minor Capital Outlay	-	5,700	5,700	-	5,700	-	0.0%
Interdepartmental Charges	1,732	2,340	2,340	2,320	2,650	310	13.2%
<b>Total Expenditures</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	152,598	168,435	167,935	162,502	173,195	4,760	2.8%
Solid Waste Fund	11,209	12,498	12,498	12,060	11,550	(948)	-7.6%
Wastewater Fund	8,632	9,625	9,625	9,290	9,790	165	1.7%
Harbor Fund	5,798	6,465	6,465	6,240	5,680	(785)	-12.1%
Port Fund	14,076	15,694	15,694	15,140	14,630	(1,064)	-6.8%
KPU Enterprise Fund	151,387	168,795	168,795	162,840	172,340	3,545	2.1%
Tourism - CPV Fund	-	-	-	-	1,100	1,100	NA
<b>Total Funding</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Paralegal	1.00	1.00	1.00	1.00	75,875	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>75,875</b>	<b>-</b>	<b>0.0%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

There were no significant changes to the operating budget between 2024 and 2025.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>								
500	.01 Regular Salaries and Wages	70,825	73,947	73,947	73,947	75,875	1,928	2.6%
501	.01 Overtime	-	-	-	500	-	-	NA
502	.01 Temporary Wages	1,679	6,500	6,000	2,500	6,500	-	0.0%
505	.00 Payroll Taxes	5,322	6,160	6,160	6,160	6,300	140	2.3%
506	.00 Pension	16,201	16,640	16,640	16,640	17,080	440	2.6%
507	.00 Health and Life Insurance	27,852	29,310	29,310	29,310	32,620	3,310	11.3%
507	.30 Workers Compensation	185	210	210	210	245	35	16.7%
508	.00 Other Benefits	615	4,020	4,020	-	4,030	10	0.2%
509	.13 Allowances-Education Reimbursement	-	-	-	-	-	-	NA
<b>Personnel Services and Benefits</b>		<b>122,679</b>	<b>136,787</b>	<b>136,287</b>	<b>129,267</b>	<b>142,650</b>	<b>5,863</b>	<b>4.3%</b>
<b>Supplies</b>								
510	.01 Office Supplies	1,087	2,000	2,000	2,000	2,000	-	0.0%
510	.02 Operating Supplies	-	-	-	-	600	600	NA
510	.05 Small Tools and Equipment	-	300	300	300	300	-	0.0%
520	.02 Postage	16	500	500	300	500	-	0.0%
530	.03 Professional and Trade Publications	20,596	22,500	22,500	22,500	22,500	-	0.0%
<b>Supplies</b>		<b>21,699</b>	<b>25,300</b>	<b>25,300</b>	<b>25,100</b>	<b>25,900</b>	<b>600</b>	<b>2.4%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Attorney**

**Operations 1120-110**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>								
600	.01 Travel-Business	-	500	500	500	500	-	0.0%
600	.02 Travel-Training	199	250	250	250	250	-	0.0%
600	.03 Travel-Training and Education	-	250	250	250	250	-	0.0%
605	.01 Ads & Public Announcements	-	1,500	1,500	1,500	1,500	-	0.0%
615	.01 Professional and Technical Licenses	244	375	375	375	375	-	0.0%
630	.03 Bank & Merchant Fees	-	60	60	60	60	-	0.0%
630	.06 Service Charges and Fees	-	1,500	1,500	1,500	1,500	-	0.0%
635	.07 Machinery & Equipment Maint Services	113	700	700	700	700	-	0.0%
640	.01 Legal and Accounting Services	195,729	204,000	204,000	204,000	204,000	-	0.0%
650	.01 Telecommunications	1,305	2,150	2,150	2,150	2,150	-	0.0%
650	.02 Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
	<b>Contract/Purchased Services</b>	<b>197,590</b>	<b>211,385</b>	<b>211,385</b>	<b>211,385</b>	<b>211,385</b>	<b>-</b>	<b>0.0%</b>
<b>Minor Capital Outlay</b>								
790	.25 Machinery & Equipment	-	-	-	-	-	-	NA
790	.26 Computers, Printers and Copiers	-	5,700	5,700	-	5,700	-	0.0%
790	.35 Software	-	-	-	-	-	-	NA
	<b>Minor Capital Outlay</b>	<b>-</b>	<b>5,700</b>	<b>5,700</b>	<b>-</b>	<b>5,700</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>								
825	.01 Insurance Premiums and Claims	1,732	2,340	2,340	2,320	2,650	310	13.2%
	<b>Interdepartmental Charges</b>	<b>1,732</b>	<b>2,340</b>	<b>2,340</b>	<b>2,320</b>	<b>2,650</b>	<b>310</b>	<b>13.2%</b>
	<b>Total Expenditures by Type</b>	<b>343,700</b>	<b>381,512</b>	<b>381,012</b>	<b>368,072</b>	<b>388,285</b>	<b>6,773</b>	<b>1.8%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$75,875** – This account provides expenditures for the cost of the annual salary paid to the Law Department’s Paralegal.

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

**505.00 Payroll Taxes: \$6,300** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$17,080** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$32,620** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$245** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$4,030** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$2,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

**510.02 Operating Supplies: \$600** - This account provides expenditures for the purchase of annual parking permits for City Attorney staff.

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

**520.02 Postage: \$500** - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**530.03 Professional and Technical Publications: \$22,500** - This account provides expenditures for subscription costs to professional and technical publications. Included are electronic subscription services for legal research (Westlaw Database) as well as subscriptions to maintain the Law Department's library; *i.e.*, Alaska Statutes, Alaska Digest, Alaska Administrative Code and Pacific Reporter

**600.01 Travel-Business: \$500** – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business or litigation.

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

**600.03 Travel-Training and Education: \$250** – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

**605.01 Ads and Public Announcements: \$1,500** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices and recruiting.

**615.01 Professional and Technical Licenses: \$375** – This account provides expenditures for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid for the Paralegal's Notary Public Commission and continuing required membership and renewal in Paralegal certifying body.

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

**630.06 Service Charges and Fees: \$1,500** - This account provides expenditures for payment of fees and services provided by the state and local process servers. Included are filing fees paid to the state for opening civil cases, fees paid to the Department of Motor Vehicles for re-titling of vehicles taken through the DWI forfeiture process, recording of documents and fees charged by local process servers.

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

**640.01 Legal and Accounting Services: \$204,000** - This account provides expenditures for legal services. Included are contract attorney services, public defender services, specialized legal services for complex issues that cannot be addressed by the Law Department and other legal services.

**650.01 Telecommunications: \$2,150** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet, long distance and toll-free numbers.

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

**790.26 Computers, Printers: \$5,700** - This account provides expenditures for computers, printers and copiers. Two workstations, one printer, and one UPC battery backup will be replaced per the replacement schedule developed by the Information Technology Department due to aging.

**825.01 Interdepartmental Charges – Insurance: \$2,650** - This account provides expenditures for risk management services and claims.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Clerk**

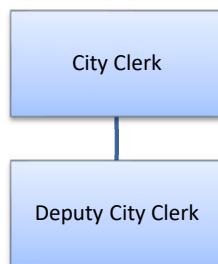
**Summary**

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

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	376,729	429,370	429,370	396,399	469,258	39,888	9.3%
Capital Improvement Program	-	-	-	-	72,000	72,000	NA
<b>Total</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>541,258</b>	<b>111,888</b>	<b>26.1%</b>
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	313,988	345,949	345,949	321,744	355,529	9,580	2.8%
Supplies	2,683	5,377	4,877	3,982	5,490	113	2.1%
Contract/Purchased Services	52,905	68,564	69,414	61,593	85,939	17,375	25.3%
Minor Capital Outlay	2,840	3,500	3,150	3,100	15,650	12,150	347.1%
Interdepartmental Charges	4,313	5,980	5,980	5,980	6,650	670	11.2%
Major Capital Outlay	-	-	-	-	72,000	72,000	NA
<b>Total</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>541,258</b>	<b>111,888</b>	<b>26.1%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	141,914	161,740	161,740	149,329	202,268	40,528	25.1%
Solid Waste Services Fund	13,110	14,940	14,940	13,790	18,840	3,900	26.1%
Wastewater Fund	10,096	11,510	11,510	10,620	14,510	3,000	26.1%
Harbor Fund	6,781	7,730	7,730	7,140	9,740	2,010	26.0%
Port Fund	16,463	18,760	18,760	17,320	23,650	4,890	26.1%
KPU Enterprise Fund	188,365	214,690	214,690	198,200	270,630	55,940	26.1%
Tourism - CPV Fund	-	-	-	-	1,620	1,620	NA
<b>Total</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>541,258</b>	<b>111,888</b>	<b>26.1%</b>
Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.00	2.00	2.00	198,404	-	0.0%
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>198,404</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

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

**GOALS FOR 2025**

- Maintain the same level of quality service to the City Council, staff and citizens of Ketchikan.
- Continue to operate the City Clerk's Office in a manner that reflects positively on the City of Ketchikan.
- Continue to inventory and, as appropriate, supervise the destruction of departments' records.
- Continue training on the City-wide records program with departments and divisions.
- Continue an effort toward as much transparency as possible in order to engage the public in many aspects of City Council and City operations.
- One local election has been scheduled for 2025.
- Continue educational training towards the Deputy City Clerk's Master Municipal Clerk designation.
- Train newly Elected Officials.
- Maintain City historical and legislative documents as required.
- Provide assistance to the Public Works Department for design and placement of a new mausoleum at Bayview Cemetery. Update fees and rules for the cemetery.
- Continue to revise and update the City's retention schedule.

**ACCOMPLISHMENTS FOR 2024**

- Conducted a regular election on October 1, 2024. Two Councilmembers and a Mayor were elected for a three-year term each. Assisted in the State's Primary and General Elections.
- Trained election workers and prepared election material for the October 1, 2024, regular municipal election.
- Clerk and Deputy Clerk attended the International Institute of Municipal Clerk's conference in Calgary, Alberta Canada for continuing education.
- Continued to provide assistance to all departments regarding administration of their pages on the City's website.
- Continued to coordinate activities of the City Council in accordance with policy and law, including additional special meetings, agenda preparation and legal notices, etc.
- Continued to improve the delivery of video and agenda management software with PrimeGov.
- Issued public vehicle certificates to taxi cab and sightseeing tour operators for a total of 209 in 2024. Forms, certificates, files, etc. were created as required by ordinance.
- Updated City training manuals for elected officials and provided training.
- Updated City committee and board training manuals and provided training.



# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### City Clerk

### Operations 1130-110

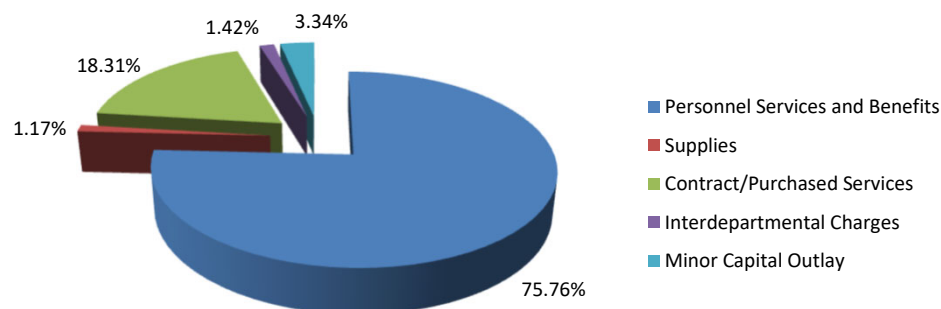
- Assisted with the Ketchikan High School Government Class field trip, held at the Ketchikan Gateway Borough.
- Updated the City's website to be more user friendly and added accessibility options for users with disabilities.
- Record number of sales and activity with the Bayview Cemetery.
- Assisted other City departments with record requests and retention information.
- Deputy Clerk Lee attended the 2024 Nagara Records conference in Georgia with a full scholarship.

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	313,988	345,949	345,949	321,744	355,529	9,580	2.8%
Supplies	2,683	5,377	4,877	3,982	5,490	113	2.1%
Contract/Purchased Services	52,905	68,564	69,414	61,593	85,939	17,375	25.3%
Minor Capital Outlay	2,840	3,500	3,150	3,100	15,650	12,150	347.1%
Interdepartmental Charges	4,313	5,980	5,980	5,980	6,650	670	11.2%
<b>Total Expenditures</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>469,258</b>	<b>39,888</b>	<b>9.3%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	141,914	161,740	161,740	149,329	135,518	(26,222)	-16.2%
Solid Waste Fund	13,110	14,940	14,940	13,790	17,050	2,110	14.1%
Wastewater Fund	10,096	11,510	11,510	10,620	14,450	2,940	25.5%
Harbor Fund	6,781	7,730	7,730	7,140	8,390	660	8.5%
Port Fund	16,463	18,760	18,760	17,320	21,600	2,840	15.1%
KPU Enterprise Fund	188,365	214,690	214,690	198,200	270,630	55,940	26.1%
Tourism - CPV Fund	-	-	-	-	1,620	1,620	NA
<b>Total Funding</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>469,258</b>	<b>39,888</b>	<b>9.3%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Clerk	1.00	1.00	1.00	1.00	101,014	-	0.0%
Deputy Clerk	1.00	1.00	1.00	1.00	97,390	-	0.0%
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>198,404</b>	<b>-</b>	<b>0.0%</b>

2025 Expenditures by Type



**CITY OF KETCHIKAN**
**2025 Operating and Capital Budget**
**City Clerk**
**Operations 1130-110**
**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Software Maintenance Services (Account No. 635.04) - increased by \$15,850, or by 174.2%, due to increases in software maintenance services and the Clerk Department absorbing the maintenance and support service expenditures for the Council Chambers video conferencing system previously allocated to the Information Technology Department.
- Computers, Printers & Copiers (Account No. 790.26) - increased by \$12,150 or by 347.1%, per the Information and Technology Department suggested replacement list, and including \$11,200 for the purchase of a Touch Screen ADA

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	175,712	190,204	190,204	190,204	198,404	8,200	4.3%
500	.05	Longevity Pay	-	-	1,500	1,500	1,600	1,600	NA
501	.01	Overtime Wages	6,515	6,825	7,000	7,000	7,000	175	2.6%
502	.01	Temporary Wages	5,367	7,400	7,400	5,600	7,400	-	0.0%
505	.00	Payroll Taxes	13,917	15,830	15,830	15,830	16,575	745	4.7%
506	.00	Pension	41,684	44,340	44,340	44,340	46,180	1,840	4.1%
507	.00	Health and Life Insurance	66,707	70,180	68,505	46,100	65,240	(4,940)	-7.0%
507	.30	Workers Compensation	484	530	530	530	610	80	15.1%
508	.00	Other Benefits	1,202	8,240	8,240	8,240	10,120	1,880	22.8%
509	.05	Allowances-Expense	2,400	2,400	2,400	2,400	2,400	-	0.0%
		Personnel Services and Benefits	313,988	345,949	345,949	321,744	355,529	9,580	2.8%
Supplies									
510	.01	Office Supplies	2,082	3,000	3,000	2,600	3,000	-	0.0%
510	.02	Operating Supplies	224	2,000	1,495	1,000	2,100	100	5.0%
520	.02	Postage	200	200	200	200	200	-	0.0%
530	.02	Periodicals	177	177	182	182	190	13	7.3%
		Supplies	2,683	5,377	4,877	3,982	5,490	113	2.1%
Contract/Purchased Services									
600	.02	Travel-Training	6,688	8,000	8,000	7,830	8,400	400	5.0%
600	.03	Travel-Training and Education	1,080	2,200	2,200	2,200	2,300	100	4.5%
605	.01	Advertising & Public Announcements	18,938	20,000	20,000	19,000	20,000	-	0.0%
605	.03	Printing and Binding	2,713	3,500	3,500	3,000	4,000	500	14.3%
615	.01	Professional and Technical Licenses	140	-	50	50	200	200	NA
615	.02	Assn. Membership Dues & Fees	510	689	689	689	689	-	0.0%
635	.01	Government Contractual Services	3,592	4,200	4,200	4,000	4,200	-	0.0%
635	.04	Software Maintenance Services	8,545	9,100	9,300	9,000	24,950	15,850	174.2%
635	.07	Machinery & Equipment Maint Services	88	1,400	1,400	350	1,400	-	0.0%
635	.12	Technical Services	3,052	10,000	9,255	5,500	10,000	-	0.0%
645	.02	Rents and Leases-Machinery & Equipmen	6,186	7,175	7,175	7,124	7,500	325	4.5%
650	.01	Telecommunications	1,373	2,000	3,345	2,650	2,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	-	300	300	200	300	-	0.0%
		Contract/Purchased Services	52,905	68,564	69,414	61,593	85,939	17,375	25.3%

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Clerk**

**Operations 1130-110**

Operating Expenditures	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Minor Capital Outlay</b>							
790 .26 Computers, Printers & Copiers	2,840	3,500	3,150	3,100	15,650	12,150	347.1%
<b>Minor Capital Outlay</b>	<b>2,840</b>	<b>3,500</b>	<b>3,150</b>	<b>3,100</b>	<b>15,650</b>	<b>12,150</b>	<b>347.1%</b>
<b>Interdepartmental Charges</b>							
825 .01 Insurance Premiums and Claims	4,313	5,980	5,980	5,980	6,650	670	11.2%
<b>Interdepartmental Charges</b>	<b>4,313</b>	<b>5,980</b>	<b>5,980</b>	<b>5,980</b>	<b>6,650</b>	<b>670</b>	<b>11.2%</b>
<b>Total Expenditures by Type</b>	<b>376,729</b>	<b>429,370</b>	<b>429,370</b>	<b>396,399</b>	<b>469,258</b>	<b>39,888</b>	<b>9.3%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$198,404** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the City Clerk’s Office.

**500.05 Longevity Pay: \$1,600** - Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$7,000** - This account provides expenditures for compensation paid to the Deputy Clerk for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$7,400** - This account provides expenditures for compensation paid for temporary personnel services when the City Clerk and/or Deputy Clerk are out of the office.

**505.00 Payroll Taxes: \$16,575** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$46,180** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$65,240** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$610** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Expenses: \$10,120** - This account provides expenditures for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

**510.01 Office Supplies: \$3,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, toner cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines, and tape dispensers.

**510.02 Operating Supplies: \$2,100** - This account provides expenditures for minutes, resolution and ordinance books; specialized supplies for archival records and election supplies and the purchase of annual parking permits for employees.

**520.02 Postage: \$200** - This account provides expenditures for postal related services such as postage, express delivery, and mailing materials for the City Clerk’s Office, including elections.

## CITY OF KETCHIKAN

### 2025 Operating and Capital Budget

#### City Clerk

#### Operations 1130-110

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**530.02 Periodicals: \$190** - This account provides expenditures for a subscription to the Ketchikan Daily News.

**600.02 Travel-Training: \$8,400** - This account provides expenditure for travel for the City Clerk and Deputy Clerk to attend the International Institute of Municipal Clerk's conference in St. Louis, Missouri and the Alaska Association of Municipal Clerks conference in Anchorage, Alaska.

**600.03 Training and Education: \$2,300** - This account provides expenditures for registration fees associated with educational training for the City Clerk and Deputy City Clerk to attend the International Institute of Municipal Clerk's conference in St. Louis, Missouri and the Alaska Association of Municipal Clerks conference in Anchorage, Alaska.

**605.01 Advertising and Public Announcements: \$20,000** - This account provides expenditures for advertising and announcements primarily in the local newspaper. Included are legal notices, election notices, agenda advertisements, special meeting announcements, etc.

**605.03 Printing and Binding: \$4,000** – This account provides expenditures for job printing and binding services. Included is the printing of election ballots.

**615.01 Professional and Technical Licenses: \$200** - This account provides expenditures for the Deputy City Clerk's Master Municipal Clerk designation, a professional license.

**615.02 Assn. Membership Dues & Fees: \$689** – This account provides expenditures for memberships for the City Clerk and Deputy Clerk in both the International Institute of Municipal Clerks, the Alaska Association of Municipal Clerks (AAMC) and the National Association of Government Archives and Records Administrators (NAGARA)

**635.01 Governmental Contractual Services: \$4,200** - This account provides expenditures for the reimbursement paid to the Ketchikan Gateway Borough for compensation paid to election workers and canvass board assistance.

**635.04 Software Maintenance Services: \$24,950** - This account provides expenditures for video streaming and agenda management services, licensing and warranties for ADA election equipment, Adobe and Transcription software.

**635.07 Machinery & Equipment Maintenance Services: \$1,400** - This account provides expenditures for services for the repair and maintenance of office equipment such as transcribers and recorders.

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

**645.02 Rents and Leases-Machinery & Equipment: \$7,500** - This account provides expenditures for the lease of voting equipment needed for the local municipal election.

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

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

**790.26 Computers, Printers & Copiers: \$15,650** - This account provides for expenditures for a monitor, workstation, and two battery backups, per the 2025 replacement scheduled developed by the Information Technology Department and \$11,200 for two Dominion ADA Touch Screen Image Cast machines for in-person voting at City precincts.

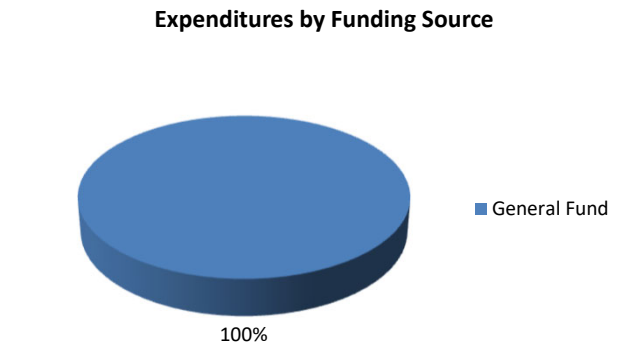
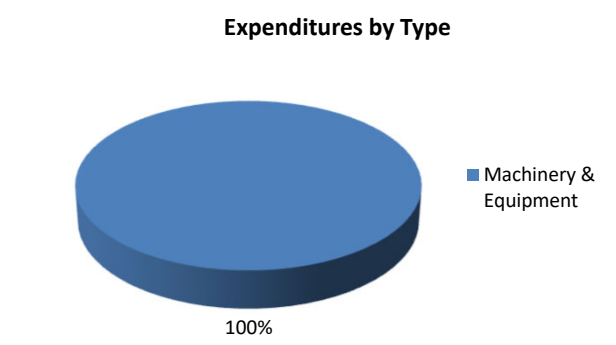
**825.01 Interdepartmental Charges – Insurance: \$6,650** - This account provides expenditures for risk management services and claims.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Clerk**

**Capital Budget**

Major Capital Outlay	2023	2024			2025	2024 Adopted / 2025	
	Actual	Adopted	Amended	Estimate	Budget	Amount	%
725.00 Machinery & Equipment	-	-	-	-	72,000	72,000	NA
<b>Total Major Capital Outlay</b>	-	-	-	-	<b>72,000</b>	<b>72,000</b>	NA

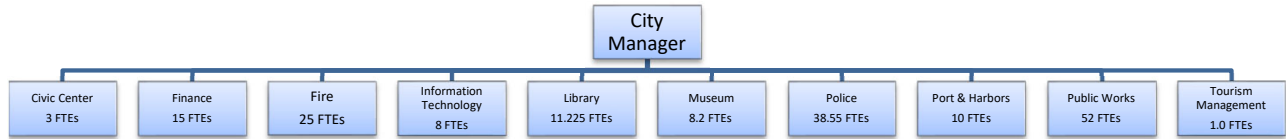
Capital Improvement Projects		Funding Sources			
Project #	Project	General			Total
		Fund			
725.00 Machinery & Equipment					
	Council Chambers Video Conferencing System	72,000	-	-	72,000
	Total Software	72,000	-	-	72,000
	Total Capital Budget	72,000	-	-	72,000



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Manager**

**Summary**

The City Manager serves as the chief executive of the City of Ketchikan municipal government. The office oversees the daily operation of eleven (11) separate departments and numerous operating divisions that have an combined annual budget of approximately \$84.6 million.



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

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	360,056	433,231	433,349	385,963	536,605	103,374	23.9%
Rural Housing Coordinator	-	-	-	-	136,000	136,000	NA
Grant Writer Program	34,028	90,000	90,000	60,000	90,000	-	0.0%
Human Resources	458,244	570,662	570,662	494,152	696,664	126,002	22.1%
<b>Total</b>	<b>852,328</b>	<b>1,093,893</b>	<b>1,094,011</b>	<b>940,115</b>	<b>1,459,269</b>	<b>365,376</b>	<b>33.4%</b>

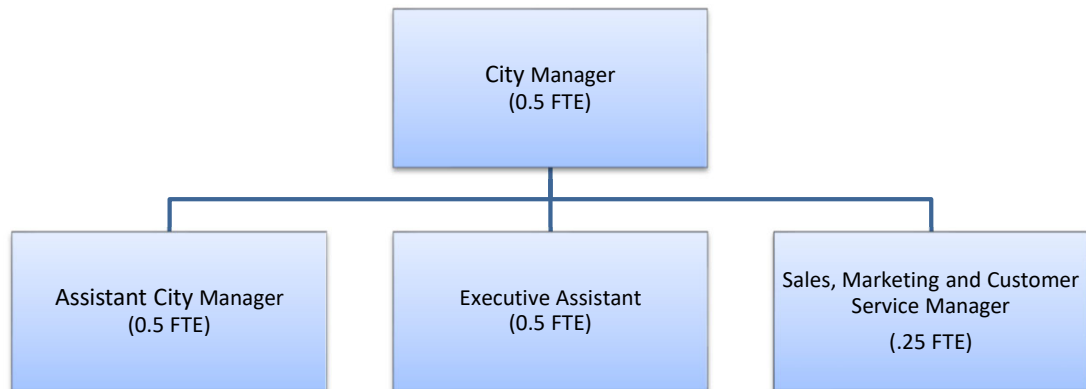
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	723,909	823,328	823,328	753,178	1,049,624	226,296	27.5%
Supplies	27,860	37,355	38,051	36,905	37,405	50	0.1%
Contract/Purchased Services	87,191	209,780	209,202	127,402	348,380	138,600	66.1%
Minor Capital Outlay	2,211	7,950	7,950	7,150	7,000	(950)	-11.9%
Interdepartmental Charges	11,157	15,480	15,480	15,480	16,860	1,380	8.9%
<b>Total</b>	<b>852,328</b>	<b>1,093,893</b>	<b>1,094,011</b>	<b>940,115</b>	<b>1,459,269</b>	<b>365,376</b>	<b>33.4%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	538,748	701,893	702,011	599,068	983,379	281,486	40.1%
Solid Waste Fund	28,319	34,940	34,940	30,753	41,140	6,200	17.7%
Wastewater Fund	21,809	26,900	26,900	23,580	33,000	6,100	22.7%
Harbor Fund	14,648	18,070	18,070	15,840	20,860	2,790	15.4%
Port Fund	35,561	43,880	43,880	38,624	51,850	7,970	18.2%
KPU Enterprise Fund	213,243	268,210	268,210	232,250	327,430	59,220	22.1%
Tourism - CPV Fund	-	-	-	-	1,610	1,610	NA
<b>Total</b>	<b>852,328</b>	<b>1,093,893</b>	<b>1,094,011</b>	<b>940,115</b>	<b>1,459,269</b>	<b>365,376</b>	<b>33.4%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.500	1.500	1.500	1.750	291,440	0.25	16.7%
Public Information Office	-	-	-	-	-	-	NA
Human Resources	3.000	3.000	3.000	3.500	364,124		
<b>Total</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>	<b>5.250</b>	<b>655,564</b>	<b>0.75</b>	<b>16.7%</b>

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Provide timely information and recommendations to the City Council.
- Follow through on direction provided by the City Council as the result of business conducted at regular meetings of the City Council or through enactment of policies provided for in the 2024 General Government Operating and Capital Budget.
- Continue management oversight of Ketchikan Public Utilities.
- Coordinate and improve citizen participation and public information efforts.
- Coordinate and improve employee outreach and recognition programs.
- Strengthen employee focus on customer service and improvement of all municipal programs and services.
- Encourage team building among staff.
- Work with the department heads, in order to advance City Council approved Capital Improvement Programs.
- Continue working with the cruise ship industry and Tourism Manager in order to develop a long-term strategy and financial plan for the effective management, maintenance and expansion of the Port of Ketchikan to compete with cruise facilities located at Ward Cove, and remain a viable, premier port within the Alaska market. An agreement is currently in progress to establish and execute some of these goals.

- Work with the cruise ship industry, in order to undertake a series of upland improvements to attract, accommodate, and efficiently move cruise ship visitors in downtown Ketchikan. Promote downtown Ketchikan as a world class visitor destination.
- Work with the City's state legislative lobbyist, in order to ensure the continued distribution of state Commercial Passenger Vessel (CPV) tax revenues to the City of Ketchikan.
- Continue working with the City Council and PeaceHealth to apply the terms of a new long-term lease agreement for the Ketchikan Medical Center through the function of the Healthcare Advisory Committee (HAC).
- Contract with a grant-funded Rural Housing Coordinator to continue to monitor and work to better the issue of homelessness in Ketchikan as determined appropriate by the City Council including implementing recommendations of the completed community needs assessment in partnership with the Alaska Mental Health Trust.
- Continue working with the Engineering Division, the Fire Department and the City Attorney's Office to address abandoned and/or blighted buildings within City limits.
- Prepare the draft 2026 General Government Annual Budget and the 2026-2030 Capital Improvement Program. Evaluate traditional service delivery in light of continued reductions in state programs and/or direct assistance to municipalities.
- Work with the City Council, staff, public and stakeholders identified by the City Council to develop a comprehensive strategic plan for General Government.
- With the City Council, Human Resources Division, and Finance Department, evaluate current employee compensation and develop solutions to address recruitment and retention issues identified in the 2024 Employee Retention Survey.
- Work with the City Council, Department Heads and Division Managers, Finance Department and third-party consultants as appropriate to evaluate current utilities rates and develop sustainable rate structures to support operations and implement a new rate setting process for all rate-driven enterprises.
- Continue work with the Alaska Legislative Delegation and Public Works - Wastewater Division to avoid the addition of disinfection as a mandate of the Alaska Department of Environmental Conservation and/or finance, develop and implement an acceptable project solution to enhance the City's wastewater discharge levels to retain a 301(h) waiver as part of the NPDES re-permitting process.
- Work with the Finance Department, Public Works Department, and State and Federal agencies and representatives to recuperate applicable expenses incurred during the response and recovery efforts for the August 25, 2024, landslide

#### **ACCOMPLISHMENTS FOR 2024**

- Continued management oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2025 General Government Operating and 2025-2030 Capital Improvement Program to the City Council.
- Convened and represented the City during the quarterly Healthcare Advisory Committee (HAC) as a function of the City and PeaceHealth to monitor and apply the terms of the new long-term lease agreement for occupation and operation of the Ketchikan Medical Center by PeaceHealth.
- Worked closely with state lobbyist Ray Matiashowski, in order to raise awareness for the City's continued financial, capital and policy needs.



- With the Human Resources Division, hired Seth Brakke, former KPU Assistant Water Division Manager, as the new Public Works Director/Engineering Manager, effective May 16, 2024, to replace Mark Hilson, who resigned September 16, 2023.
- With the Human Resources Division, hired Jason Alderson, former Human Resources Safety Coordinator, as the new Human Resources Manager, effective June 17, 2024, to replace Marie Miller, who retired effective June 1, 2024.
- With the Human Resources Division, hired Samantha Forsko of Forest Park, IL as the new Museum Director, effective Fall 2024, to replace Anita Maxwell, whose resigned effective June 15, 2024.
- Continued to participate as staff in the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.
- Under City Council direction, created and implemented a Rate Setting Policy, Reunification Grant Program Policy, Ted Ferry Civic Center Fee Waiver Policy, and City Council Agenda & Task Assignment Policy.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.
- Developed and released an Employee Retention Survey available to all staff. A total of 250 employees participated in the survey.
- Under City Council direction, ended the lease agreement between the City and First City Homeless Services for occupation of the Park Avenue Safe Shelter and ceased all homeless shelter operations effective July 31, 2024.
- Under City Council direction, participated in conversations between Akeela, Ketchikan Tribal Business Corporation/RISE, PeaceHealth, True North, and other stakeholders regarding the future uses of the properties previously occupied by Akeela for substance and behavioral health services to ensure continuity of care and minimal lapse in service through Akeela's transition from Ketchikan.
- Began a regular City of Ketchikan Coffee Klatch series to invite members of the public to meet with department heads and share ideas with staff and City Management.
- As part of the Unified Command, worked with division managers to respond to the August 25, 2024 landslide disaster and quickly secured the disaster area, cleared debris, demolished structures, and safely restored access to the

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Manager**

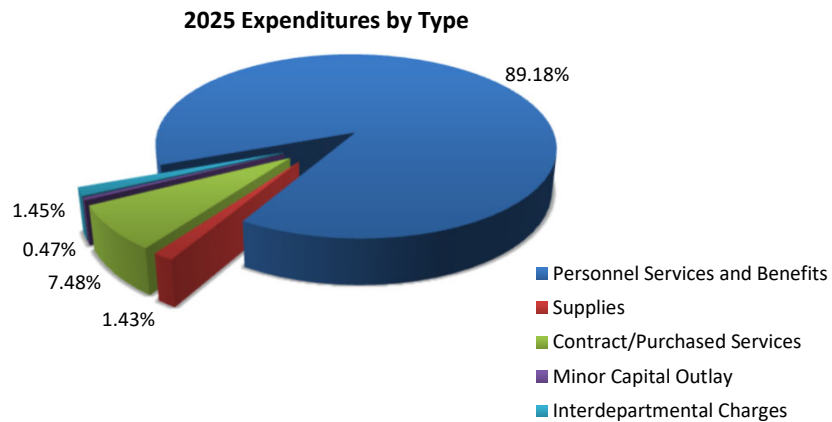
**Operations Division 1140-110**

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	329,610	377,541	377,541	355,401	478,525	100,984	26.7%
Supplies	3,173	7,615	8,311	7,165	7,665	50	0.7%
Contract/Purchased Services	21,340	37,545	36,967	13,667	40,145	2,600	6.9%
Minor Capital Outlay	720	3,300	3,300	2,500	2,500	(800)	-24.2%
Interdepartmental Charges	5,213	7,230	7,230	7,230	7,770	540	7.5%
<b>Total Expenditures</b>	<b>360,056</b>	<b>433,231</b>	<b>433,349</b>	<b>385,963</b>	<b>536,605</b>	<b>103,374</b>	<b>23.9%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	315,661	379,801	379,919	338,373	474,035	94,234	24.8%
Solid Waste Fund	12,530	15,080	15,080	13,430	16,900	1,820	12.1%
Wastewater Fund	9,650	11,610	11,610	10,340	14,330	2,720	23.4%
Harbor Fund	6,481	7,800	7,800	6,950	8,320	520	6.7%
Port Fund	15,734	18,940	18,940	16,870	21,410	2,470	13.0%
Tourism - CPV Fund	-	-	-	-	1,610	1,610	NA
<b>Total Funding</b>	<b>360,056</b>	<b>433,231</b>	<b>433,349</b>	<b>385,963</b>	<b>536,605</b>	<b>103,374</b>	<b>23.9%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
City Manager	0.5000	0.5000	0.5000	0.5000	115,154	-	0.0%
Assistant City Manager	0.5000	0.5000	0.5000	0.5000	96,627	-	0.0%
Executive Assistant	0.5000	0.5000	0.5000	0.5000	40,973	-	0.0%
Sales, Marketing & Customer Service Manager	-	-	-	0.2500	38,686	0.250	NA
<b>Total</b>	<b>1.5000</b>	<b>1.5000</b>	<b>1.5000</b>	<b>1.7500</b>	<b>291,440</b>	<b>0.250</b>	<b>16.7%</b>



**CITY OF KETCHIKAN**
**2025 Operating and Capital Budget**
**City Manager**
**Operations Division 1140-110**
**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits accounts increased in total 26.7%, or by \$100,984, due to programmed performance step increases, a 3% cost of living increase, increases to health insurance premiums and the addition of .25 FTE which accounts for 25% of the KPU Sales, Marketing and Customer Service Manager's wages and benefits to reflect the public information work this position does for General Government departments.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
<b>Personnel Services and Benefits</b>							
500. 01 Regular Salaries and Wages	221,161	235,981	235,981	235,981	291,440	55,459	23.5%
501. 01 Overtime Wages	-	1,000	1,000	500	1,000	-	0.0%
502. 01 Temporary Wages	-	2,000	2,000	-	2,000	-	0.0%
505. 00 Payroll Taxes	14,889	18,290	18,290	18,290	22,525	4,235	23.2%
506. 00 Pension	50,592	53,330	53,330	53,330	68,265	14,935	28.0%
507. 00 Health and Life Insurance	38,898	61,310	61,310	41,670	79,710	18,400	30.0%
507. 30 Workers Compensation	568	630	630	630	825	195	31.0%
508. 00 Other Benefits	1,594	5,000	5,000	5,000	12,760	7,760	155.2%
509. 07 Allowances-Moving Expense	1,908	-	-	-	-	-	NA
<b>Personnel Services and Benefits</b>	<b>329,610</b>	<b>377,541</b>	<b>377,541</b>	<b>355,401</b>	<b>478,525</b>	<b>100,984</b>	<b>26.7%</b>
<b>Supplies</b>							
510. 01 Office Supplies	2,668	5,000	6,200	6,200	5,000	-	0.0%
510. 02 Operating Supplies	-	-	-	-	900	900	NA
515. 01 Vehicle Maintenance Materials	-	400	400	350	400	-	0.0%
520. 02 Postage	18	200	200	100	200	-	0.0%
525. 04 Vehicle Motor Fuel & Lubricants	304	850	850	300	500	(350)	-41.2%
530. 02 Periodicals	134	165	165	165	165	-	0.0%
535. 02 Business and Meal Expenses	49	1,000	496	50	500	(500)	-50.0%
<b>Supplies</b>	<b>3,173</b>	<b>7,615</b>	<b>8,311</b>	<b>7,165</b>	<b>7,665</b>	<b>50</b>	<b>0.7%</b>
<b>Contract/Purchased Services</b>							
600. 01 Travel-Business	6,270	8,200	8,200	5,200	8,200	-	0.0%
600. 03 Training & Education	903	-	579	579	800	800	
605. 01 Advertising and Public Announcements	1,156	200	318	318	2,000	1,800	900.0%
605. 02 Marketing	250	-	-	-	-	-	
615. 02 Assn. Membership Dues & Fees	4,178	4,200	4,200	4,200	4,200	-	0.0%
630. 03 Bank & Merchant Fees	-	150	150	-	150	-	0.0%
630. 05 Software Licenses	249	-	-	-	-	-	
635. 07 Machinery & Equip Maint Services	256	1,000	1,000	270	1,000	-	0.0%
640. 04 Management & Consulting Services	5,264	20,000	18,725	-	20,000	-	0.0%
650. 01 Telecommunications	2,814	3,700	3,700	3,100	3,700	-	0.0%
650. 02 Electric, Water, Sewer & Solid Waste	-	95	95	-	95	-	0.0%
<b>Contract/Purchased Services</b>	<b>21,340</b>	<b>37,545</b>	<b>36,967</b>	<b>13,667</b>	<b>40,145</b>	<b>2,600</b>	<b>6.9%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Manager**

**Operations Division 1140-110**

			2023	2024 Budget			2025	2024 Adopted/2025	
Operating Expenditures			Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Minor Capital Outlay									
790. 26	Minor Computers, Printers & Copiers		720	3,300	3,300	2,500	2,500	(800)	-24.2%
	Minor Capital Outlay		720	3,300	3,300	2,500	2,500	(800)	-24.2%
Interdepartmental Charges									
825. 01	Interdepartmental-Insurance		5,213	7,230	7,230	7,230	7,770	540	7.5%
	Interdepartmental Charges		5,213	7,230	7,230	7,230	7,770	540	7.5%
	Total Expenditures by Type		360,056	433,231	433,349	385,963	536,605	103,374	23.9%

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$291,400** – This account provides expenditures for the cost of the annual salaries paid to the employees of the City Manager’s Office.

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

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

**505.00 Payroll Taxes: \$22,525** – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

**506.00 Pension: \$68,265**– This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$79,710** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$825** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$12,760** – 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: \$5,000** – This account provides expenditures for expendable office supply items such as pens, markers, paper, tape, paperclips, staples, envelopes, notepads, correction tape, post-its, etc. It also provides funds to supply all departments housed at City Hall with their copy paper needs.

**510.02 Operating Supplies: \$900** - This account provides expenditures for annual parking permits for the staff of the City Manager's Office.

**515.01 Vehicle Maintenance Materials: \$400** – This account provides expenditures for the cost associated with the materials to maintain the City Manager's vehicle.

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

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

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

**535.02 Business and Meal Expenses: \$500** – This account provides expenditures for general expenses incurred by the City Manager’s staff during the course of the year.

**600.01 Travel - Business: \$8,200** – This account provides expenditures for the cost associated with business travel by the City Manager and office staff to attend conferences, legislative meetings, and other business requiring travel.

**600.03 Training & Education: \$800** - This account provides expenditures for the registration fees, training materials and fees for training programs.

**605.01 Advertising and Public Announcements: \$2,000** - This account provides expenditures for public notice and classified ad expenses.

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

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

**635.07 Machinery & Equipment Maintenance Services: \$1,000** – This account provides expenditures for services for routine and non-routine maintenance associated with equipment located in the 3<sup>rd</sup> and 4<sup>th</sup> floor copier rooms.

**640.04 Management and Consulting Services: \$20,000** – This account provides expenditures for services for management and consulting services associated with developing a strategic plan for General Government. This cost will vary if the Manager will have the time to complete this independently.

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

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

**790.26 Minor Computers, Printers & Copiers: \$2,500** – This account provides for half of the purchase costs for a new laptop, a new desktop computer, one monitor and a UPS backup batteries for manager's office per the replacement schedule developed by the Information Technology Department.

**825.01 Interdepartmental Charges-Insurance: \$7,770** – This account provides expenditures for the division’s share of the City’s risk management program.

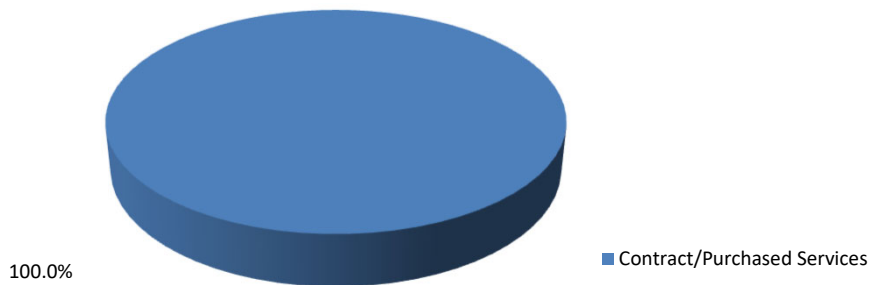
**CITY OF KETCHIKAN****2025 Operating and Capital Budget****City Manager****Grant Writer Program 1140-160**

The Grant Writer Program was established to account for the resources used to support the services needed to search grant opportunities, write compelling grant proposals to acquire funding, and work with our leadership team to ensure we have enough capital each year. This account is used for general government departments who are engaging with

PROGRAM SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	34,028	90,000	90,000	60,000	90,000	-	0.0%
<b>Total Expenditures</b>	<b>34,028</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>	<b>90,000</b>	<b>-</b>	<b>NA</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	34,028	90,000	90,000	60,000	90,000	-	0.0%
<b>Total Funding</b>	<b>34,028</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>	<b>90,000</b>	<b>-</b>	<b>NA</b>

**2025 Expenditures by Type****OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2023 and the proposed operating budget for 2024 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between 2024 and 2025.

**PROGRAM OPERATING BUDGET DETAIL**

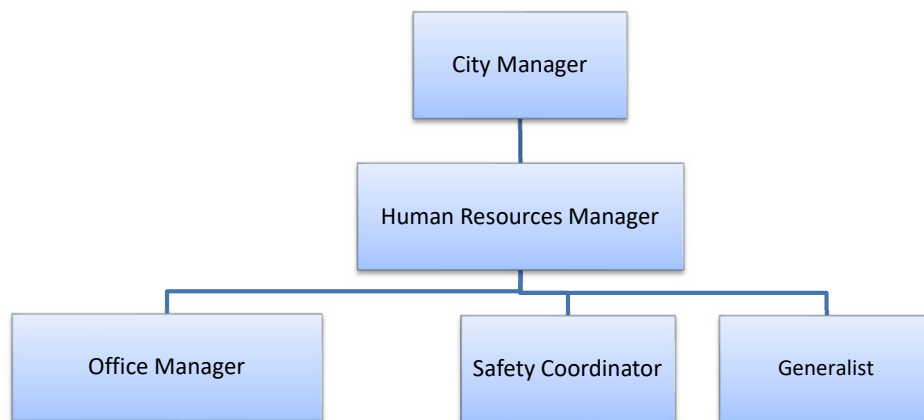
Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
635. 14 Other Contractual Services	34,028	90,000	90,000	60,000	90,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>34,028</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>	<b>90,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>34,028</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>	<b>90,000</b>	<b>-</b>	<b>0.0%</b>

**NARRATIVE**

**635.14 Other Contractual Services: \$90,000** - This account provides for contractual services for the Grant Writer Program.

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Assist the City Manager's Office in negotiating successor collective bargaining agreements with the International Brotherhood of Electrical Workers representing the Public Works and Clerical Unit employees, and the International Association of Firefighters, which will expire on December 31, 2024.
- Continue to conduct labor management meetings with IAFF, PSEA and IBEW.
- Continue to update and maintain all City/KPU personnel policies and procedures.
- Continue to enhance and streamline Human Resources Division systems, processes, records and work environment.
- Conduct 3-5 year rotational review of all City/KPU job descriptions and revise as necessary.
- Collaborate with departments/divisions to provide education and training on issues related to human resources, supervision, workers' compensation, FMLA and payroll.
- Conduct employee training in the areas of sexual harassment and ethics.
- Revise and update Human Resources Division forms and convert to Laserfiche.
- Continue to promote the City of Ketchikan as a great place to work and live.

**ACCOMPLISHMENTS FOR 2024**

- Assisted various departments and divisions with position recruitment consisting of thirty-six full-time employees; forty-two temporary and twenty promotions. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new employees.
- Assisted the City Manager's Office in the recruitment of a Human Resources Manager. Mr. Jason Alderson was promoted from the position of Safety Coordinator, his first day as the Human Resources Manager was June 17, 2024.
- Completed and analyzed the Employee Retention Survey identifying employee concerns.
- Created job descriptions and pay scales for new positions in the Fire Department, Electric Division and IT Department.
- Continued to approve and process an increased number of Family and Medical Leave.
- Continued employee identification badges and electronic keys for all City of Ketchikan and Ketchikan Public Utilities employees.
- Conducted monthly audits on premium pay.
- Continued the employee service award program.
- Continued to monitor the employee evaluation program.
- Continued to conduct a portion of the background check process. Human Resources Division staff conducts the employer and/or reference check portion of the background check process.
- Successfully administered the City's random alcohol and drug testing program.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Manager**

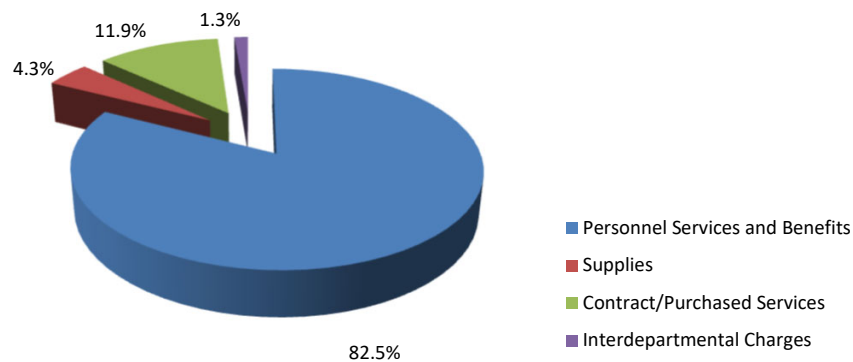
**Human Resources Division 1140-200**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	394,299	445,787	445,787	397,777	571,099	125,312	28.1%
Supplies	24,687	29,740	29,740	29,740	29,740	-	0.0%
Contract/Purchased Services	31,823	82,235	82,235	53,735	82,235	-	0.0%
Minor Capital Outlay	1,491	4,650	4,650	4,650	4,500	(150)	NA
Interdepartmental Charges	5,944	8,250	8,250	8,250	9,090	840	10.2%
<b>Total Expenditures</b>	<b>458,244</b>	<b>570,662</b>	<b>570,662</b>	<b>494,152</b>	<b>696,664</b>	<b>126,002</b>	<b>22.1%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	189,059	232,092	232,092	200,695	283,344	51,252	22.1%
Solid Waste Fund	15,789	19,860	19,860	17,323	24,240	4,380	22.1%
Wastewater Fund	12,159	15,290	15,290	13,240	18,670	3,380	22.1%
Harbor Fund	8,167	10,270	10,270	8,890	12,540	2,270	22.1%
Port Fund	19,827	24,940	24,940	21,754	30,440	5,500	22.1%
KPU Enterprise Fund	213,243	268,210	268,210	232,250	327,430	59,220	22.1%
<b>Total Funding</b>	<b>458,244</b>	<b>570,662</b>	<b>570,662</b>	<b>494,152</b>	<b>696,664</b>	<b>126,002</b>	<b>22.1%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
Human Resources Manager	1.00	1.00	1.00	1.00	141,572	-	0.0%
Human Resources Generalist	-	-	-	0.50	58,969	0.50	NA
Safety Coordinator	1.00	1.00	1.00	1.00	94,160	-	0.0%
Administrative Assistant	1.00	1.00	-	-	-	(1.00)	-100.0%
Office Manager	-	-	1.00	1.00	69,423	-	NA
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.50</b>	<b>364,124</b>	<b>0.50</b>	<b>16.7%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**City Manager**

**Human Resources Division 1140-200**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2023 and the proposed operating budget for 2024 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$125,312, or 28.1% due to annual step increases; a 3.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2025, projected increases in employee health insurance premiums and the addition of an HR Generalist starting July 1, 2025.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
<b>Personnel Services and Benefits</b>							
500. 01 Regular Salaries and Wages	266,023	277,859	277,859	277,859	364,124	86,265	31.0%
500. 05 Longevity Pay	6,200	6,400	6,400	6,400	-	(6,400)	-100.0%
502. 01 Temporary Wages	1,072	1,500	1,500	-	1,500	-	0.0%
505. 00 Payroll Taxes	20,317	21,750	21,750	21,750	27,970	6,220	28.6%
506. 00 Pension	60,852	63,928	63,928	63,928	81,950	18,022	28.2%
507. 00 Health and Life Insurance	36,504	67,750	67,750	21,240	86,165	18,415	27.2%
507. 30 Workers Compensation	678	730	730	730	990	260	35.6%
508. 00 Other Benefits	2,653	5,870	5,870	5,870	8,400	2,530	43.1%
<b>Personnel Services and Benefits</b>	<b>394,299</b>	<b>445,787</b>	<b>445,787</b>	<b>397,777</b>	<b>571,099</b>	<b>125,312</b>	<b>28.1%</b>
<b>Supplies</b>							
510. 01 Office Supplies	3,781	3,800	3,800	3,800	3,800	-	0.0%
510. 02 Operating Supplies	20,073	25,000	25,000	25,000	25,000	-	0.0%
510. 03 Safety Program Supplies	196	250	250	250	250	-	0.0%
520. 02 Postage	100	140	140	140	140	-	0.0%
530. 03 Professional & Technical Publications	537	550	550	550	550	-	0.0%
<b>Supplies</b>	<b>24,687</b>	<b>29,740</b>	<b>29,740</b>	<b>29,740</b>	<b>29,740</b>	<b>-</b>	<b>0.0%</b>
<b>Contract/Purchased Services</b>							
600. 02 Travel-Training	-	3,000	3,000	3,000	3,000	-	0.0%
600. 03 Training and Education	-	10,000	10,000	3,000	10,000	-	0.0%
605. 01 Ads & Public Announcements	25	5,000	5,000	2,500	5,000	-	0.0%
615. 02 Assn. Membership Dues & Fees	444	575	575	575	575	-	0.0%
635. 07 Machinery & Equipment Maint Services	483	2,560	2,560	2,560	2,560	-	0.0%
635. 12 Technical Services	5,061	10,000	10,000	5,000	10,000	-	0.0%
640. 01 Legal and Accounting Services	-	14,000	14,000	-	14,000	-	0.0%
640. 04 Management and Consulting Services	23,937	35,000	35,000	35,000	35,000	-	0.0%
650. 01 Telecommunications	1,873	2,000	2,000	2,000	2,000	-	0.0%
650. 02 Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
<b>Contract/Purchased Services</b>	<b>31,823</b>	<b>82,235</b>	<b>82,235</b>	<b>53,735</b>	<b>82,235</b>	<b>-</b>	<b>0.0%</b>
<b>Minor Capital Outlay</b>							
790. 26 Minor Computers, Printers & Copiers	1,491	4,650	4,650	4,650	4,500	(150)	0.0%
<b>Minor Capital Outlay</b>	<b>1,491</b>	<b>4,650</b>	<b>4,650</b>	<b>4,650</b>	<b>4,500</b>	<b>(150)</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>							
825. 01 Interdepartmental Charges-Insurance	5,944	8,250	8,250	8,250	9,090	840	10.2%
<b>Interdepartmental Charges</b>	<b>5,944</b>	<b>8,250</b>	<b>8,250</b>	<b>8,250</b>	<b>9,090</b>	<b>840</b>	<b>10.2%</b>
<b>Total Expenditures by Type</b>	<b>458,244</b>	<b>570,662</b>	<b>570,662</b>	<b>494,152</b>	<b>696,664</b>	<b>126,002</b>	<b>22.1%</b>

NARRATIVE

**500.01 Regular Salaries & Wages: \$364,124** – This account provides expenditures for the cost of the annual salaries paid to the employees of the Human Resources Division.

**502.01 Temporary Wages: \$1,500** This account provides expenditures for the cost of hiring a temporary employee when the Administrative Assistant goes on leave for an extended period of time.

**505.00 Payroll Taxes: \$27,970** – This account provides expenditure for employer contributions to Social Security, Medicare and other similar payroll taxes.

**506.00 Pension: \$81,150** – This account provides expenditure for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$86,165** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$990** – This account provides expenditures for employer contributions to workers' compensation.

**508.00 Other Benefits: \$8,400** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$3,800** – This account provides expenditures for expendable office supply items such as pens, markers, paper, tape, paperclips, files, staples, envelopes, notepads, correction tape, post-its, etc.

**510.02 Operating Supplies: \$25,000** – This account provides expenditures for costs associated with service recognition pins and retirement watches awarded to employees; employee recognition gifts; new and updated State and Federal Labor Compliance poster kits; printing of forms such as PAF's; maintenance items for department printer and the cost of supplies and services for the annual employee appreciation Holiday Party.

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

**520.02 Postage: \$140** – This account provides expenditures for the costs of postal related services such as postage and mailing materials.

**530.03 Professional & Technical Publications: \$550** – This account provides expenditures for costs associated with subscriptions to the Alaska Labor & Employment Law, Personnel Problems in Alaska; and updates to the Fair Labor Standards Act and the Family Medical Leave Handbook.

**600.02 Travel & Training: \$3,000** - This account provides expenditures for costs associated with transportation, lodging, per diem/meals and other incidental travel expenses by the Safety Coordinator and staff to attend the annual IPMA-HR or SHRM conference.

**600.03 Training & Education: \$10,000** – This account provides expenditures for required annual sexual harassment training and for the Safety Coordinator to attend the IPMA-HR or SHRM annual conference.

**605.01 Ads & Public Announcements: \$5,000** - This account provides expenditures for costs associated with advertising for a Human Resources Manager.

**615.02 Assn. Membership Dues & Fees: \$575** – This account provides expenditures for the costs associated with the membership in the Society for Human Resources Management Association and the International Personnel Management Association, as well as annual consortium fees for Tongass Substance Screening.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**City Manager**

**Human Resources Division 1140-200**

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

**635.12 Technical Services: \$10,000** – This account provides expenditures for the expenses associated with employee background checks and drug testing services for all random, post-accident and DOT screens for current employees.

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

**640.04 Management & Consulting Services: \$35,000** – This account provides expenditures for the costs associated with travel expenses and professional fees paid to a new firm to negotiate the collective bargaining agreement with the International Brotherhood of Electrical Workers, Local 1547 for represented employees within Public Works and Clerical unit, which expires on December 31, 2023.

**650.01 Telecommunications: \$2,000** – This account provides expenditures for monthly cell phone charges, long-distance services, long-distance facsimile transmissions, line rentals and maintenance of the phone system in the Human Resources Offices.

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

**790.26 Minor Computers, Printers & Copiers: \$4,500** - This account provides expenditures for the cost associated with a new computer, monitor, printer and to replace a UPS battery backup for the Human Resources Manager per the replacement schedule developed by the Information Technology Department.

**825.01 Interdepartmental Charges-Insurance: \$9,090** – This account provides expenditures for the division's share of the

**MISSION STATEMENT**

The Rural Housing Coordinator Program was established after the City received one-year grant funds from the Alaska Housing Finance Corporation. The purpose of the program is to support the delivery of homeless and/or homeless prevention services. In coordination with other local agencies, the goal of the program is to maximize resources within the community to address homelessness or housing inequality. This grant funded program will expire in 2025, after which time the program may end or continue should funding be made available.

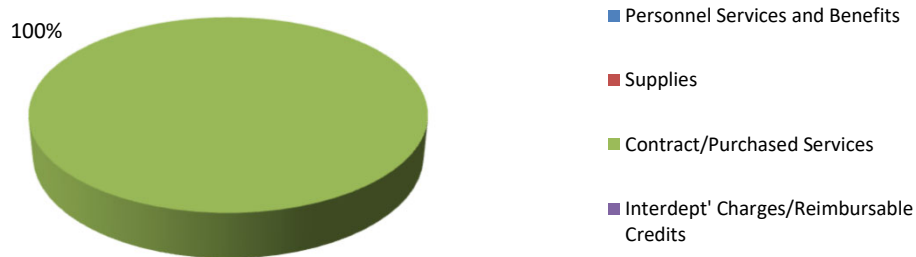
**DIVISION SUMMARY**

Expenditures by Category	2023	2024			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	-	-	-	-	136,000	136,000	NA
<b>Total Expenditures</b>	-	-	-	-	<b>136,000</b>	<b>136,000</b>	<b>NA</b>

Funding Source	2023	2024			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	-	-	-	-	136,000	136,000	NA
<b>Total Funding</b>	-	-	-	-	<b>136,000</b>	<b>136,000</b>	<b>NA</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2023 and the proposed operating budget for 2024 that are greater than 5% and \$5,000 are discussed below:

- Management and Consulting Services increased by \$136,000 to account for a grant from the State of Alaska for the purpose of funding a rural housing coordinator.

Operating Expenditures	2023	2024			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
640 04 Management & Consulting Services	-	-	-	-	136,000	136,000	NA
650. 01 Telecommunications	-	-	-	-	-	-	NA
<b>Contract/Purchased Services</b>	-	-	-	-	<b>136,000</b>	<b>136,000</b>	<b>NA</b>
<b>Total Expenditures by Type</b>	-	-	-	-	<b>136,000</b>	<b>136,000</b>	<b>NA</b>

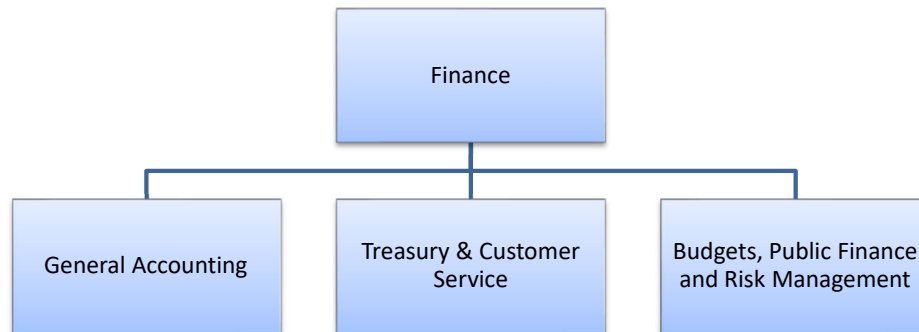
**NARRATIVE**

**640.04 Management and Consulting Services: \$136,000** – This account provides expenditures for services for management and consulting services associated with rural housing development.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Finance**

**Summary**

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



The Finance Department is comprised of one operating division that encompasses three functional units and one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,112,825	2,458,149	2,525,899	2,332,876	2,725,188	267,039	10.9%
Capital Improvement Program	15,780	20,000	20,000	20,000	20,000	-	0.0%
<b>Total</b>	<b>2,128,605</b>	<b>2,478,149</b>	<b>2,545,899</b>	<b>2,352,876</b>	<b>2,745,188</b>	<b>267,039</b>	<b>10.8%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,752,501	2,031,779	2,028,779	1,914,656	2,238,488	206,709	10.2%
Supplies	29,118	35,050	38,050	35,500	39,950	4,900	14.0%
Contract/Purchased Services	284,700	331,300	401,150	332,380	390,400	59,100	17.8%
Minor Capital Outlay	18,079	20,600	18,500	13,480	15,150	(5,450)	-26.5%
Interdepartmental Charges	28,427	39,420	39,420	36,860	41,200	1,780	4.5%
Major Capital Outlay	15,780	20,000	20,000	20,000	20,000	-	0.0%
<b>Total</b>	<b>2,128,605</b>	<b>2,478,149</b>	<b>2,545,899</b>	<b>2,352,876</b>	<b>2,745,188</b>	<b>267,039</b>	<b>10.8%</b>

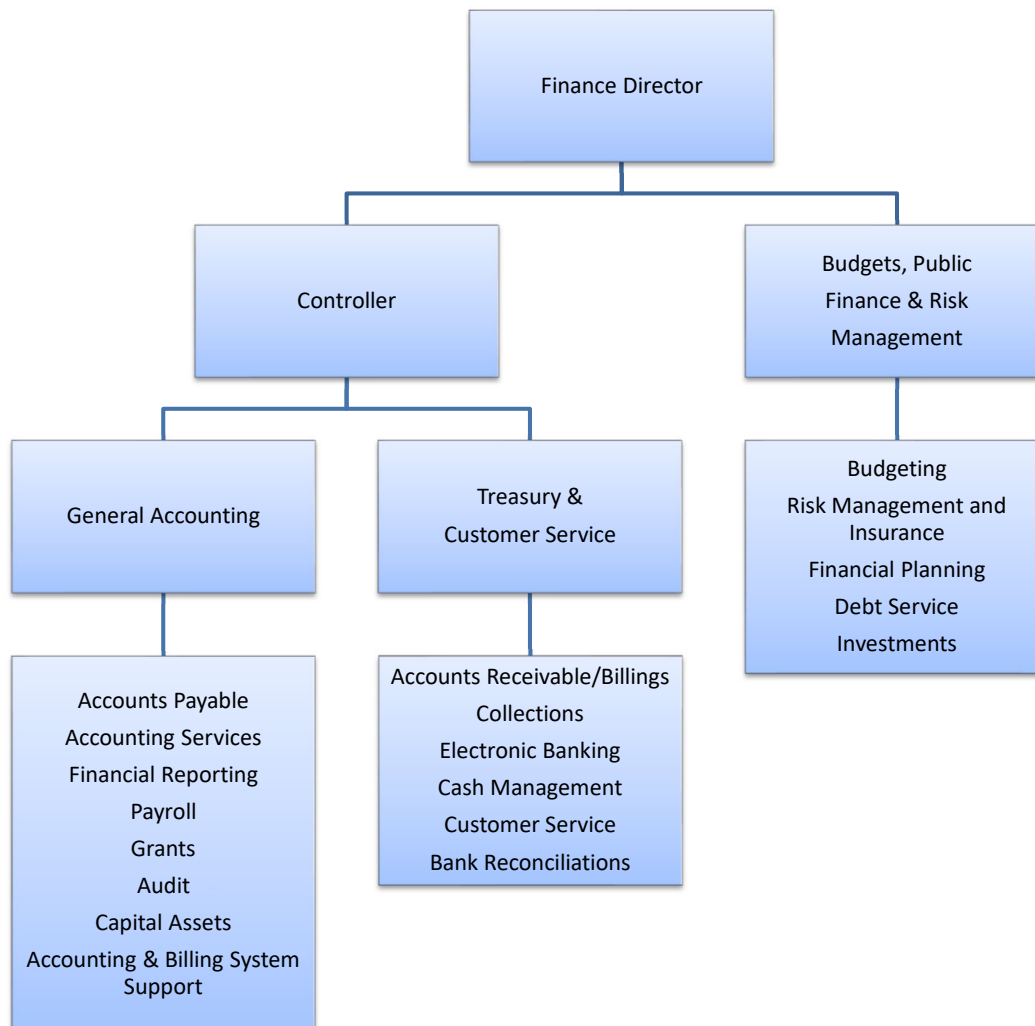
Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	886,747	999,729	1,027,289	948,786	845,348	(154,381)	-15.4%
Public Works Sales Tax Fund	15,780	20,000	20,000	20,000	20,000	-	0.0%
Solid Waste Fund	71,915	85,540	87,900	81,180	83,940	(1,600)	-1.9%
Wastewater Fund	55,383	65,880	67,690	62,520	71,130	5,250	8.0%
Harbor Fund	37,198	44,250	45,470	41,990	41,420	(2,830)	-6.4%
Port Fund	90,308	107,420	110,380	101,950	394,330	286,910	267.1%
KPU Enterprise Fund	971,274	1,155,330	1,187,170	1,096,450	1,280,840	125,510	10.9%
Tourism - CPV Fund	-	-	-	-	8,180	8,180	NA
<b>Total</b>	<b>2,128,605</b>	<b>2,478,149</b>	<b>2,545,899</b>	<b>2,352,876</b>	<b>2,745,188</b>	<b>267,039</b>	<b>10.8%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted /2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	16.00	15.00	15.00	16.00	1,352,661	1.00	6.7%
<b>Total</b>	<b>16.00</b>	<b>15.00</b>	<b>15.00</b>	<b>16.00</b>	<b>1,352,661</b>	<b>1.00</b>	<b>6.7%</b>

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Complete the City's 2024 Financial and Compliance Audit by May 31, 2025.
- In conjunction with the office of the City Manager/KPU General Manager, prepare the proposed 2025 General Government and KPU Operating and Capital Budgets and their respective 2025 – 2029 Capital Improvement Programs.
- Assist the City Manager with establishing a rate structure sufficient to meet operating and capital needs. In addition, finalize a metered rate structure for water and wastewater services in anticipation of implementing metered billing for the commercial customers of the water and wastewater utilities.

- Assist in transitioning to a new time-keeping system that will be uniform across all departments.
- Continue the process of updating and documenting written procedures to incorporate the City's accounting, human resources and utility billing systems.
- Implement GASB Statement No. 101, *Accounting for Compensated Absences*. This new accounting pronouncement will align recognition and measurement guidance under a unified model.
- Continue to provide annual training for purchasing and compliance with the KMC.
- Continue to assist all departments with budgeting, purchasing, accounts payable, payroll, billing and collections, financing capital purchasing, asset management, insurance, and financial reporting needs.
- Continue to transition our budget process into ClearGov Budgeting software by adding the Capital, Operating and Personnel Budgeting modules.
- Recruit staff to fill vacant Office Services Technician and Customer Service Representative positions.
- Assist the City Manager/KPU General Manager's Office in providing financial information with respect to ongoing collective bargaining agreement negotiations between the City and City-International Brotherhood of Electrical Workers, Local 1547, the Police Department - Public Safety Employee Association employees (PSEA) and the International Association of Fire Fighters Union - Local 2761.

#### **ACCOMPLISHMENTS FOR 2024**

- Completed the City's 2023 Financial and Compliance Audit. The City received a clean opinion and there were no single audit findings for the current year.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2024 General Government and KPU Operating and Capital Budgets and their respective 2024 – 2028 Capital Improvement Programs.
- Applied for a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association for the City's 2023 Financial and Compliance Audit. If awarded, this will be the City's 45th certificate, the most awarded to a municipality in the State of Alaska.
- Continued strengthening internal controls and processes.
- Completed a City wide training for purchasing.
- Recruited and promoted staff to fill our Customer Service Representative II position to replace Vickie Boyd who retired December 31, 2023 after 23 years of service to the City.
- Promoted Kevin Heaton to fill the Financial Accounting System Specialist position.
- Recruited Kourteney Jones to fill our Accounts Payable Technician position that was vacant due to an internal promotion.
- Recruited Danita Scott to fill our Treasury & Customer Service Supervisor position.
- Continued recruitment efforts to fill the Office Services Technician position vacated twice due to an internal promotion.
- Assisted the Fire Department with reporting financial information for the Supplemental Emergency Medical Transport program.
- Implemented ClearGov Budgeting software and established an electronic budget book for transparency.
- Assisted McKinley Group with data collection for tourism study.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Finance**

**Operations Division 1150-110**

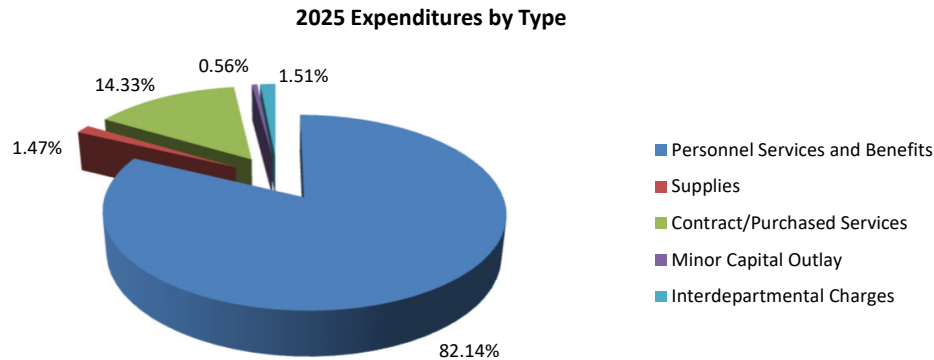
DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,752,501	2,031,779	2,028,779	1,914,656	2,238,488	206,709	10.2%
Supplies	29,118	35,050	38,050	35,500	39,950	4,900	14.0%
Contract/Purchased Services	284,700	331,300	401,150	332,380	390,400	59,100	17.8%
Minor Capital Outlay	18,079	20,600	18,500	13,480	15,150	(5,450)	-26.5%
Interdepartmental Charges	28,427	39,420	39,420	36,860	41,200	1,780	4.5%
<b>Total Expenditures</b>	<b>2,112,825</b>	<b>2,458,149</b>	<b>2,525,899</b>	<b>2,332,876</b>	<b>2,725,188</b>	<b>267,039</b>	<b>10.9%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	886,747	999,729	1,027,289	948,786	845,348	(154,381)	-15.4%
Solid Waste Fund	71,915	85,540	87,900	81,180	83,940	(1,600)	-1.9%
Wastewater Fund	55,383	65,880	67,690	62,520	71,130	5,250	8.0%
Harbor Fund	37,198	44,250	45,470	41,990	41,420	(2,830)	-6.4%
Port Fund	90,308	107,420	110,380	101,950	394,330	286,910	267.1%
KPU Enterprise Fund	971,274	1,155,330	1,187,170	1,096,450	1,280,840	93,670	10.9%
Tourism - CPV Fund	-	-	-	-	8,180	8,180	NA
<b>Total Funding</b>	<b>2,112,825</b>	<b>2,458,149</b>	<b>2,525,899</b>	<b>2,332,876</b>	<b>2,725,188</b>	<b>267,039</b>	<b>10.9%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted /2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Finance Director	1.00	1.00	1.00	1.00	160,934	-	0.0%
Controller	1.00	1.00	1.00	1.00	133,436	-	0.0%
Treasury & Customer Service Supervisor	1.00	1.00	1.00	1.00	82,592	-	0.0%
Senior Accountant - Telecom	1.00	1.00	1.00	1.00	91,665	-	0.0%
Senior Accountant - Electric/Water	1.00	1.00	1.00	1.00	94,436	-	0.0%
Senior Accountant - General Gov't	1.00	1.00	1.00	1.00	94,436	-	0.0%
Staff Accountant	2.00	2.00	2.00	2.00	161,501	-	0.0%
Financial Analyst	1.00	1.00	1.00	1.00	85,554	-	0.0%
Compliance/Procurement Officer				1.00	83,724	1.00	New
Financial Accounting System Specialist	1.00	-	-	-	-	-	NA
Accounts Payable Coordinator	1.00	1.00	1.00	1.00	69,100	-	0.0%
Payroll Coordinator	1.00	1.00	1.00	1.00	72,541	-	0.0%
Accounts Payable Technician	1.00	1.00	1.00	1.00	48,626	-	0.0%
Customer Services Representative II	2.00	1.00	1.00	1.00	62,627	-	0.0%
Customer Services Representative I	-	1.00	1.00	1.00	51,895	-	0.0%
Office Services Technician	1.00	1.00	1.00	1.00	59,594	-	0.0%
<b>Total</b>	<b>16.00</b>	<b>15.00</b>	<b>15.00</b>	<b>16.00</b>	<b>1,352,661</b>	<b>1.00</b>	<b>6.7%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$206,709 or by 10.2%, due to the increase in wages for regular step increases and the addition of a compliance/procurement officer. The thresholds for purchasing have not been changed in the last 24 years increasing the time it takes staff to prepare purchase orders, obtain quotes from vendors for goods and freight. The number of agenda items related to the thresholds has also increased. The purchasing power of \$10,000 now is significantly less than it was in 2000.
- Contract Services - Software Maintenance Services (Account No. 635.04) increased by \$65,500, or by 79.9%, due to the increase in software maintenance for the City's financial accounting system, time-keeping system and budgeting software. The budgeting software is aimed to increase transparency for all personnel involved in the process as well as the public.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	1,111,779	1,239,346	1,236,346	1,205,060	1,352,661	113,315	9.1%
500 .05 Longevity Pay	18,675	17,275	17,275	17,275	18,400	1,125	6.5%
501 .01 Overtime Wages	6,093	11,500	11,500	8,500	11,500	-	0.0%
502 .01 Temporary Wages	5,261	15,000	15,000	15,000	20,000	5,000	33.3%
505 .00 Payroll Taxes	85,703	98,162	98,162	96,500	107,500	9,338	9.5%
506 .00 Pension	230,707	274,787	274,787	270,500	300,150	25,363	9.2%
507 .00 Health and Life Insurance	285,684	330,566	330,566	287,000	370,897	40,331	12.2%
507 .30 Workers Compensation	2,885	3,291	3,291	2,821	3,790	499	15.2%
508 .00 Other Benefits	5,714	41,702	41,702	12,000	53,440	11,738	28.1%
509 .08 Allowances-Medical Expenses	-	150	150	-	150	-	0.0%
<b>Personnel Services and Benefits</b>	<b>1,752,501</b>	<b>2,031,779</b>	<b>2,028,779</b>	<b>1,914,656</b>	<b>2,238,488</b>	<b>206,709</b>	<b>10.2%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Finance**

**Operations Division 1150-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	19,835	20,000	23,000	23,000	21,000	1,000	5.0%
510 .02 Operating Supplies	-	2,500	1,850	500	6,000	3,500	140.0%
510 .05 Small Tools and Equipment	-	250	250	250	250	-	0.0%
520 .02 Postage	8,603	10,500	10,500	9,300	10,500	-	0.0%
530 .03 Professional and Technical Publications	555	1,800	1,800	1,800	1,800	-	0.0%
535 .02 Allowances-Business and Meals	-	-	500	500	250	250	NA
535 .07 Allowances-Food and Catering	125	-	150	150	150	150	NA
<b>Supplies</b>	<b>29,118</b>	<b>35,050</b>	<b>38,050</b>	<b>35,500</b>	<b>39,950</b>	<b>4,900</b>	<b>14.0%</b>
<b>Contract/Purchased Services</b>							
600 .01 Travel-Business	1,548	3,000	3,000	2,000	2,000	(1,000)	-33.3%
600 .02 Travel-Training	8,497	10,000	10,000	8,500	10,000	-	0.0%
600 .03 Training and Education	5,465	8,000	8,000	5,500	8,000	-	0.0%
605 .01 Ads and Public Announcements	2,771	500	500	500	500	-	0.0%
615 .01 Professional Licenses & Certifications	182	500	500	500	500	-	0.0%
615 .02 Assn. Membership Dues & Fees	745	1,000	1,000	1,000	1,000	-	0.0%
630 .03 Bank & Merchant Fees	48,639	72,000	70,000	33,000	60,000	(12,000)	-16.7%
630 .06 Service Charges and Fees	2,971	3,000	4,600	4,600	4,600	1,600	53.3%
635 .04 Software Maintenance Services	78,819	82,000	112,185	112,185	147,500	65,500	79.9%
635 .07 Machinery & Equipment Maintenance Se	9,700	7,500	7,500	7,500	7,500	-	0.0%
640 .01 Legal and Accounting Services	111,291	103,500	104,750	104,750	108,500	5,000	4.8%
640 .03 Information Technology Services	4,500	1,500	1,500	-	1,500	-	0.0%
640 .04 Management and Consulting Services	-	30,000	68,815	43,545	30,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	684	750	750	750	750	-	0.0%
650 .01 Telecommunications	8,888	7,700	7,700	7,700	7,700	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	-	350	350	350	350	-	0.0%
<b>Contract/Purchased Services</b>	<b>284,700</b>	<b>331,300</b>	<b>401,150</b>	<b>332,380</b>	<b>390,400</b>	<b>59,100</b>	<b>17.8%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	-	600	1,980	1,980	500	(100)	-16.7%
790 .25 Machinery & Equipment	787	2,000	1,500	1,500	1,500	(500)	-25.0%
790 .26 Computers, Printers & Copiers	17,292	18,000	15,020	10,000	13,150	(4,850)	-26.9%
<b>Minor Capital Outlay</b>	<b>18,079</b>	<b>20,600</b>	<b>18,500</b>	<b>13,480</b>	<b>15,150</b>	<b>(5,450)</b>	<b>-26.5%</b>
<b>Interdepartmental Charges/</b>							
<b>Reimbursable Credits</b>							
825 .01 Interdepartmental-Insurance	28,427	39,420	39,420	36,500	41,200	1,780	4.5%
<b>Interdepartmental Charges</b>	<b>28,427</b>	<b>39,420</b>	<b>39,420</b>	<b>36,860</b>	<b>41,200</b>	<b>1,780</b>	<b>4.5%</b>
<b>Total Expenditures by Type</b>	<b>2,112,825</b>	<b>2,458,149</b>	<b>2,525,899</b>	<b>2,332,876</b>	<b>2,725,188</b>	<b>267,039</b>	<b>10.9%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$1,352,661** – This account provides expenditures for compensation paid to regular employees for personnel services.

**500.05 Longevity Pay: \$18,400** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

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

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Finance**

**Operations Division 1150-110**

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**502.01 Temporary Wages: \$20,000** – This account provides expenditures for compensation paid for temporary help during staff absences or during periods when workloads are unusually heavy.

**505.00 Payroll Taxes: \$107,500** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll taxes.

**506.00 Pension: \$300,150**– This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$370,897** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$3,790** – This account provides expenditures for employer contributions for mandatory workers compensation insurance.

**508.00 Other Benefits: \$53,440** – This account provides expenditures for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

**510.01 Office Supplies: \$21,000** – This account provides expenditures for expendable office supplies.

**510.02 Operating Supplies: \$6,000** – This account provides expenditures for supplies that are not of a maintenance nature and are required to support division operations. It also provides expenditures for annual parking permits for Finance department staff.

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

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

**530.03 Professional and Technical Publications: \$1,800** - This account provides expenditures for professional literature, technical publications and a subscription to an electronic data base used to keep current with accounting and auditing standards and financial management practices.

**535.02 Allowances - Business and Meals: \$250** - This account provides expenditures for employee anniversaries and recognition.

**535.07 Allowances - Food and Catering: \$150** - This account provides expenditures for the occasional meal or snacks for city-wide and department training.

**600.01 Travel - Business: \$2,000** Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

**600.02 Travel – Training: \$10,000** – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses incurred by employees to attend training and educational opportunities not available in the community.

**600.03 Training and Education: \$8,000** – This account provides expenditures for the registration fees, training materials and fees for training programs. Included are an annual governmental accounting update for the professional staff, industry specific training for the utility accountants, and training for the new financial and accounting information system.

**605.01 Ads and Public Announcements: \$500** – This account provides expenditures for legal notices and community information notices.

**615.01 Professional Licenses & Certifications: \$500** – This account provides expenditures for licensing professional employees

requiring a license in order to perform their duties.

**615.02 Assn. Membership Dues & Fees: \$1,000** – This account provides expenditures for membership fees for the American Institute of Certified Public Accountants, Government Finance Officers Association, Northern Credit Bureau, American Payroll Association and American Accounts Payable Association.

**630.03 Bank & Merchant Fees: \$60,000**– This account provides expenditures for account maintenance fees for the City's primary bank account, credit card equipment and transaction fees, and fees for storing customer credit card information.

**630.06 Service Charges and Fees: \$4,600** – This account provides expenditures for application fees required for the review of the City's Comprehensive Annual Financial Report by the Government Finance Officers Association, escrow fees for the source code for the financial management and accounting system, mandatory fees paid to the State of Alaska for administering the Statewide FICA Program and mandatory patient centered outcome research fees arising from the health reimbursement accounts paid to the IRS.

**635.04 Software Maintenance Services: \$147,500** – This account provides expenditures for the annual software maintenance support agreement for the financial management and accounting system, netDuty time-keeping software and an electronic budgeting software.

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

**640.01 Legal and Accounting Services: \$108,500** – This account provides expenditures for the annual audit of the City's financial statements and other professional accounting and legal services. Legal services generally include bond and payroll tax matters.

**640.03 Information Technology Services: \$1,500** – The account provides expenditures for technical assistance required to install upgrades to the financial accounting and management system.

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

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

**650.01 Telecommunications: \$7,700** – This account provides expenditures for the monthly charges, long-distance services, long-distance facsimile transmission, line rentals and maintenance of the phone system.

**650.02 Electric, Water, Sewer & Solid Waste: \$350** – This account provides expenditures for disposal of records that have reached the end of their retention life.

**790.15 Furniture and Fixtures: \$500** – This account provides expenditures for the purchase of minor office furniture and fixtures in the event of needed replacements.

**790.25 Machinery and Equipment: \$1,500** – This account provides expenditures for the purchase of minor machinery and equipment in the event of needed replacements.

**790.26 Computers, Printers and Copiers: \$13,150** – This account provides expenditures for the replacement of four workstations, three monitors, two laptops, and one printer as recommended by the Information Technology Department. The replacement schedule is predicated on replacing personal computers every five years.

**825.01 Interdepartmental Charges-Insurance: \$41,200** – This account provides expenditures for the department's share of

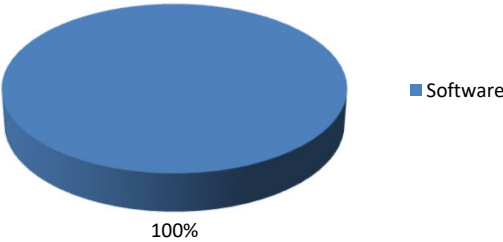
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Finance**

**Capital Budget**

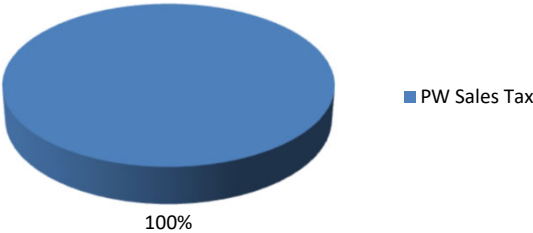
Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted /2025	
		Adopted	Amended	Estimate		Amount	%
735.00 Software	15,780	20,000	20,000	20,000	20,000	-	0.0%
<b>Total Major Capital Outlay</b>	<b>15,780</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>0.0%</b>

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

Expenditures by Type



Expenditures by Funding Source



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Information Technology**

**Summary**

The mission of the Information Technology Department is to deliver efficient, responsive, and forward-thinking technology services to all City and Ketchikan Public Utilities departments. We are responsible for the comprehensive management and security of data across the City's central systems, the support of personal computing devices and networks, and the provision of expert system evaluation, design, and programming. We maintain a steadfast commitment to safeguarding the integrity of information while enabling secure and seamless access for external vendors. Our department is dedicated to aligning emerging technologies with the strategic needs of City and Utility departments, ensuring that all technological advancements are both cost-effective and beneficial to the organization.

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

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	1,140,909	1,870,011	1,870,011	1,617,595	2,034,023	164,012	8.8%
Grants	-	-	35,000	-	63,500	63,500	NA
Capital Improvement Program	298,496	557,500	557,500	557,500	389,000	(168,500)	-30.2%
<b>Total</b>	<b>1,439,405</b>	<b>2,427,511</b>	<b>2,462,511</b>	<b>2,175,095</b>	<b>2,486,523</b>	<b>59,012</b>	<b>2.4%</b>

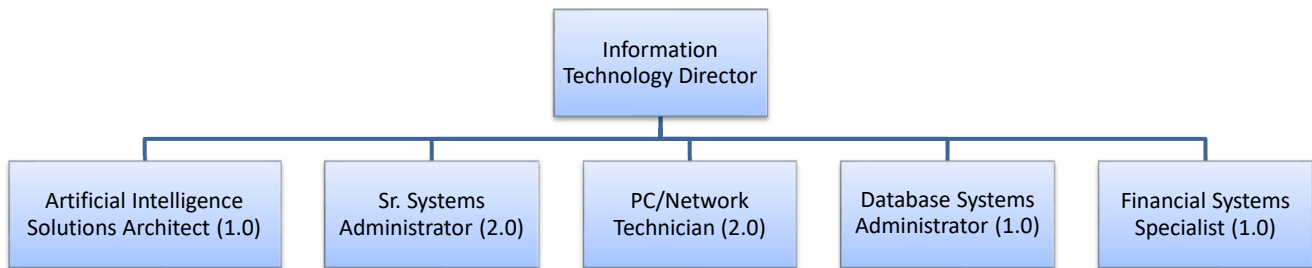
Expenditures by Category	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	790,421	1,296,441	1,291,051	1,051,245	1,343,633	47,192	3.6%
Supplies	20,049	26,350	26,350	25,250	37,150	10,800	41.0%
Contract/Purchased Services	265,486	488,600	490,600	444,090	592,650	104,050	21.3%
Minor Capital Outlay	51,649	38,650	71,650	71,650	95,000	56,350	145.8%
Interdepartmental Charges	13,304	19,970	25,360	25,360	29,090	9,120	45.7%
Major Capital Outlay	298,496	557,500	557,500	557,500	389,000	(168,500)	-30.2%
<b>Total</b>	<b>1,439,405</b>	<b>2,427,511</b>	<b>2,462,511</b>	<b>2,175,095</b>	<b>2,486,523</b>	<b>59,012</b>	<b>2.4%</b>

Funding Source	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	542,225	914,431	892,611	819,365	1,171,283	256,852	28.1%
Solid Waste Fund	50,090	84,480	85,700	75,690	76,330	(8,150)	-9.6%
Wastewater Fund	38,580	65,060	66,000	58,290	64,690	(370)	-0.6%
Harbor Fund	25,910	43,700	44,330	39,150	37,560	(6,140)	-14.1%
Port Fund	62,900	106,080	107,610	95,050	96,680	(9,400)	-8.9%
KPU Enterprise Fund	719,700	1,213,760	1,231,260	1,087,550	969,210	(244,550)	-20.1%
Tourism - CPV Fund	-	-	-	-	7,270	7,270	NA
Grants	-	-	35,000	-	63,500	63,500	NA
<b>Total</b>	<b>1,439,405</b>	<b>2,427,511</b>	<b>2,462,511</b>	<b>2,175,095</b>	<b>2,486,523</b>	<b>59,012</b>	<b>2.4%</b>

Full-time Equivalent Personnel	2023 Actual	2024 Budget		2025		2024 Adopted/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	6.00	8.00	8.00	8.00	774,598	-	0.0%
<b>Total</b>	<b>6.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>774,598</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

The mission of the Information Technology Department is to deliver efficient, responsive, and forward-thinking technology services to all City and Ketchikan Public Utilities departments. We are responsible for the comprehensive management and security of data across the City's central systems, the support of personal computing devices and networks, and the provision of expert system evaluation, design, and programming. We maintain a steadfast commitment to safeguarding the integrity of information while enabling secure and seamless access for external vendors. Our department is dedicated to aligning emerging technologies with the strategic needs of City and Utility departments, ensuring that all technological advancements are both cost-effective and beneficial to the organization.



**GOALS FOR 2025**

- Continue the comprehensive overhaul of the City's IT network, progressing from core network locations to all sites as Phase 2 commences. We aim to complete this overhaul in 2025, contingent upon budget approval and hardware availability. This significant upgrade has already markedly reduced network latency, enhancing reliability and responsiveness across all departments. The ultimate objective of this project is to ensure superior system performance citywide.
- Complete the full replacement of office furniture within the IT department to create a more organized and pleasant workspace for staff.
- Procure a second vehicle for the IT department to minimize the need for staff to use personal vehicles for work-related tasks.
- Expand the primary hypervisor cluster by adding an additional host server. This addition will provide the necessary capacity to support our expanding server infrastructure and ensure adequate redundancy for scheduled maintenance and unforeseen hardware failures.
- Initiate the development of in-house Artificial Intelligence and Machine Learning (AI/ML) services within our existing programming team. Our goal is to integrate emerging technologies that have the potential to streamline and enhance City operations.
- Support a robust organizational network that includes 224 workstations, 75 laptops, 80 servers, 106 printers, and a wide array of mobile devices.

**ACCOMPLISHMENTS FOR 2024**

- Upgraded our network security appliances to align with industry best practices and proactively address emerging cybersecurity threats. The previous security systems, at nine years old, were no longer sufficient in delivering the reliability, throughput, and advanced security analytics necessary to protect City operations. These upgraded systems are critical for monitoring and maintaining the integrity of the City's data and diverse computing platforms, ensuring continuous and secure service delivery across all departments.
- Transitioned our office productivity suite from a legacy perpetual licensing model to a modern subscription-based service. This transition ensures that all City employees have access to the latest industry-standard tools. The subscription model offers the significant benefit of continuous software updates, thereby reducing disruptions associated with system upgrades.
- Migrated our on-premise email communication system to a hybrid cloud-based solution. This strategic move has enhanced security, improved reliability, and increased accessibility for all staff members.
- Enhanced our offsite host servers and storage systems to facilitate faster recovery and failover of business operations, should the need arise.



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Information Technology**

**Operations Division 1160-110**

- Continued to streamline operational procedures within the department for the intake, deployment, and surplus of equipment, ensuring efficient and effective resource management.
- Invested in the professional development of our staff, enabling them to acquire the skills necessary to fill future vacancies and providing clear pathways for career advancement, a resource that has been limited in the past.
- Replaced a critical storage array, resulting in improved response times and better access to essential operational data for staff.
- Proudly supported a robust organizational network that includes 224 workstations, 75 laptops, 80 servers, 106 printers, and a wide range of mobile devices and network equipment.

**DIVISION SUMMARY**

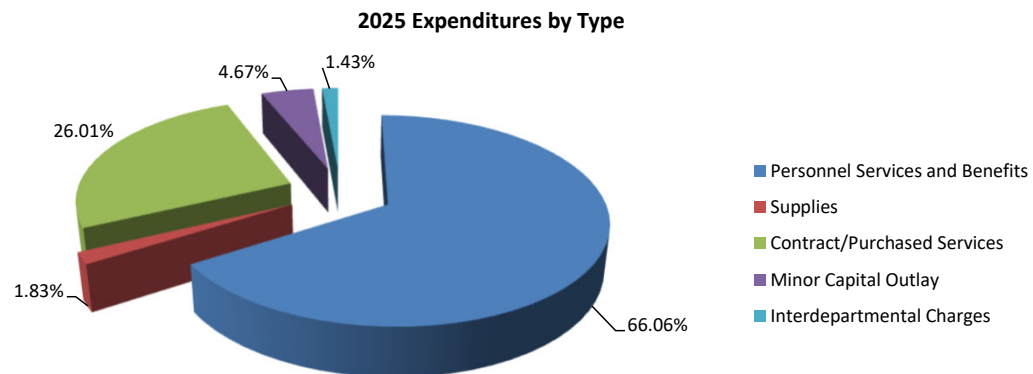
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incur(Decr)	%
Personnel Services and Benefits	790,421	1,296,441	1,291,051	1,051,245	1,343,633	47,192	3.6%
Supplies	20,049	26,350	26,350	25,250	37,150	10,800	41.0%
Contract/Purchased Services	265,486	488,600	455,600	444,090	529,150	40,550	8.3%
Minor Capital Outlay	51,649	38,650	71,650	71,650	95,000	56,350	145.8%
Interdepartmental Charges	13,304	19,970	25,360	25,360	29,090	9,120	45.7%
<b>Total Expenditures</b>	<b>1,140,909</b>	<b>1,870,011</b>	<b>1,870,011</b>	<b>1,617,595</b>	<b>2,034,023</b>	<b>164,012</b>	<b>8.8%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incur(Decr)	%
General Fund	249,762	731,731	731,731	632,975	989,343	257,612	35.2%
Solid Waste Fund	49,754	64,890	64,890	56,130	64,070	(820)	-1.3%
Wastewater Fund	38,317	49,370	49,370	42,700	54,310	4,940	10.0%
Harbor Fund	25,735	35,340	35,340	30,570	31,530	(3,810)	-10.8%
Port Fund	62,479	53,670	53,670	46,420	81,160	27,490	51.2%
KPU Enterprise Fund	714,862	935,010	935,010	808,800	813,610	(121,400)	-13.0%
Tourism - CPV Fund	-	-	-	-	6,100	6,100	NA
<b>Total Funding</b>	<b>1,140,909</b>	<b>1,870,011</b>	<b>1,870,011</b>	<b>1,617,595</b>	<b>2,034,023</b>	<b>164,012</b>	<b>8.8%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Information Technology**

**Operations Division 1160-110**

Full-time Equivalent Personnel	2023 Actual	2024 Budget		2025		2024 Adopted/2025	
		Adopted	Amended	Budget	Salary	Incur(Decr)	%
Information Technology Director	1.00	1.00	1.00	1.00	136,078	-	0.0%
Sr. Systems Administrator	2.00	2.00	2.00	2.00	215,358	-	0.0%
Sr. Programmer/Analyst	1.00	1.00	1.00	-	-	(1.00)	-100.0%
Artificial Intelligence Solutions Architect	-	-	-	1.00	127,006	1.00	100.0%
Database System Administrator	-	1.00	1.00	1.00	89,820	-	0.0%
PC/Network Technician	2.00	2.00	2.00	2.00	140,957	-	0.0%
Financial Systems Specialist	-	1.00	1.00	1.00	65,379	-	0.0%
<b>Total</b>	<b>6.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>774,598</b>	<b>-</b>	<b>0.0%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Operating Supplies (Account No. 510.02) increased by \$5,000 or 106.3% due to cost increases and the approved policy of providing City Hall staff with annual parking permits.
- Rents and Leases - Infrastructure (Account No. 645.04) increased by \$18,500 or 92.5%. This increase is allocated to facilitate the lease of a full-height rack at the KPU datacenter. Currently, we lease half a rack of space; however, to accommodate the anticipated growth of our offsite systems, it has become necessary to secure additional space for future expansion.
- Furniture and Fixtures (Account No. 790.15) increased by \$20,500, or 455.6%. This adjustment accounts for the additional procurement of furniture and fixtures, including desks, workbenches, and storage shelves. These acquisitions are essential for developing new workflows, enabling staff to operate in a more organized and efficient manner, and optimizing the use of available space. Historically, much of our furniture has been sourced from surplus within other departments. Establishing a cohesive and well-organized workspace will not only enhance operational efficiency but also contribute to a more pleasant work environment for staff.
- Minor Vehicles and Moving Equipment (No. 790.20) was added in 2025 to provide expenditures for a surplus vehicle if the department finds one that will suit its needs.
- Machinery and Equipment (Account No. 790.25) increased by \$16,500, or 122.2%. This adjustment reflects the need for additional machinery and equipment, including complex components essential for maintaining the City's network infrastructure, such as switches, routers, and test equipment. The increased allocation also allows for the stocking of critical spare parts, facilitating rapid service restoration in the event of hardware failure. We are facing both rising hardware replacement costs and a growing need for more robust equipment to meet the City's expanding requirements. These additional funds will ensure that we have the necessary parts on hand or alternative hardware options available to maintain the continuous operation of mission-critical systems.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Information Technology**

**Operations Division 1160-110**

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures		2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025 Incr(Decr) %
			Adopted	Amended	Estimate		
<b>Personnel Services and Benefits</b>							
500 .01	Regular Salaries and Wages	491,428	747,891	742,501	635,729	774,598	26,707 3.6%
500 .05	Longevity Pay	1,500	1,600	1,600	1,600	-	(1,600) -100.0%
501 .01	Overtime Wages	1,377	2,800	13,800	6,000	10,000	7,200 257.1%
502 .01	Temporary Wages	-	25,000	14,000	-	10,000	(15,000) -60.0%
505 .00	Payroll Taxes	36,701	59,465	59,465	51,378	60,790	1,325 2.2%
506 .00	Pension	100,256	166,395	166,395	136,455	167,595	1,200 0.7%
507 .00	Health and Life Insurance	145,920	253,010	253,010	208,664	275,470	22,460 8.9%
507 .30	Workers Compensation	1,261	2,020	2,020	1,719	2,270	250 12.4%
508 .00	Other Benefits	11,255	23,260	23,260	9,700	27,910	4,650 20.0%
509 .07	Moving Expenses -Taxed	723	15,000	15,000	-	15,000	- 0.0%
	<b>Personnel Services and Benefits</b>	<b>790,421</b>	<b>1,296,441</b>	<b>1,291,051</b>	<b>1,051,245</b>	<b>1,343,633</b>	<b>47,192 3.6%</b>
<b>Supplies</b>							
510 .01	Office Supplies	3,800	3,800	3,800	3,800	5,500	1,700 44.7%
510 .02	Operating Supplies	4,796	4,800	4,800	4,800	9,900	5,100 106.3%
510 .07	Food & Catering	239	750	750	150	750	- 0.0%
515 .04	Machinery & Equip Maint Materials	9,422	13,500	13,500	13,500	18,000	4,500 33.3%
520 .02	Postage	1,524	2,000	2,000	2,000	2,000	- 0.0%
525 .04	Vehicle Motor Fuel & Lubricants	268	1,500	1,500	1,000	1,000	(500) -33.3%
	<b>Supplies</b>	<b>20,049</b>	<b>26,350</b>	<b>26,350</b>	<b>25,250</b>	<b>37,150</b>	<b>10,800 41.0%</b>
<b>Contract/Purchased Services</b>							
600 .01	Travel-Business	1,604	-	-	-	-	NA
600 .02	Travel-Training	3,129	3,000	3,000	-	3,000	- 0.0%
600 .03	Training and Education	6,192	3,000	3,000	1,500	3,000	- 0.0%
605 .01	Ads and Public Announcements	569	4,500	4,500	4,500	4,500	- 0.0%
630 .02	Vehicle Licenses	10	20	20	10	20	- 0.0%
635 .04	Software Maintenance Services	141,036	276,700	276,700	276,700	290,250	13,550 4.9%
635 .07	Machinery & Equipment Maintenance	35,681	55,500	55,500	55,500	60,000	4,500 8.1%
640 .04	Management and Consulting Services	-	40,000	7,000	-	40,000	- 0.0%
645 .04	Rents and Leases - Infrastructure	-	20,000	20,000	20,000	38,500	18,500 92.5%
650 .01	Telecommunications	76,738	85,000	85,000	85,000	89,000	4,000 4.7%
650 .02	Electric, Water, Sewer & Solid Waste	527	880	880	880	880	- 0.0%
	<b>Contract/Purchased Services</b>	<b>265,486</b>	<b>488,600</b>	<b>455,600</b>	<b>444,090</b>	<b>529,150</b>	<b>40,550 8.3%</b>
<b>Minor Capital Outlay</b>							
790 .15	Furniture and Fixtures	4,497	4,500	26,500	26,500	25,000	20,500 455.6%
790 .20	Minor Vehicles and Moving Equipment	-	-	-	-	10,000	10,000 NA
790 .25	Machinery and Equipment	21,637	13,500	24,500	24,500	30,000	16,500 122.2%
790 .26	Computers, Printers & Copiers	22,502	16,700	16,700	16,700	21,500	4,800 28.7%
790 .35	Software	3,013	3,950	3,950	3,950	8,500	4,550 115.2%
	<b>Minor Capital Outlay</b>	<b>51,649</b>	<b>38,650</b>	<b>71,650</b>	<b>71,650</b>	<b>95,000</b>	<b>56,350 145.8%</b>
<b>Interdepartmental Charges</b>							
825 .01	Interdepartmental-Insurance	12,546	17,330	22,720	22,720	25,250	7,920 45.7%
850 .01	Interdepartmental-Garage	758	2,640	2,640	2,640	3,840	1,200 45.5%
	<b>Interdepartmental Charges</b>	<b>13,304</b>	<b>19,970</b>	<b>25,360</b>	<b>25,360</b>	<b>29,090</b>	<b>9,120 45.7%</b>
	<b>Total Expenditures by Type</b>	<b>1,140,909</b>	<b>1,870,011</b>	<b>1,870,011</b>	<b>1,617,595</b>	<b>2,034,023</b>	<b>164,012 8.8%</b>

NARRATIVE

**500.01 Regular Salaries and Wages: \$774,598** – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

**501.01 Overtime Wages: \$10,000** – This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. IT supports the following departments that provide services after standard work hours: KPU Telecommunications, KPU Customer Service, Police, Fire, and Library. In addition, some tasks are scheduled after normal work hours to reduce the effect on City personnel.

**502.01 Temporary Wages: \$10,000** – Compensation paid to salaried and hourly employees for temporary personnel services. We anticipate an additional workload in 2024 while we train existing personal in preparation for anticipated vacancies within our department. These funds would also be utilized during the major network equipment upgrade projects planned for 2024. The funds would allow for a more streamlined and efficient deployment by providing additional short-term labor capacity.

**505.00 Payroll Taxes: \$60,790** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll-related taxes.

**506.00 Pension: \$167,595** – Employer contributions to retirement plans for which the City participates. Included are contributions to the Alaska Public Employees Retirement System and the IBEW Alaska Health and Welfare Trust.

**507.00 Insurance Benefits - (Health and Life Insurance): \$275,470** – Employer contributions to employee health and life insurance plans. Included are contributions to health plans administered by Blue Cross, PSEA Trust and the IBEW Alaska Health and Welfare Trust and employee life insurance plans.

**507.30 Workers Compensation: \$2,270** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$27,910** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.07 Allowances-Moving Expense (Taxed): 15,000** - Expenditures to relocate new employees to Ketchikan. We anticipate the need to fill a vacant Sr. Systems Administrator position in 2024. Historically there are few, if any, qualified local candidates. Well-qualified candidates often request relocation assistance as part of negotiations.

**510.01 Office Supplies: \$5,500** - This account provides expenditures for toner, laser printer maintenance kits, and minor office equipment and supplies such as staplers and note pads.

**510.02 Operating Supplies: \$9,900** - This account provides expenditures for supplies that are required to support department operations. Copy paper and envelopes are included for miscellaneous billing and payroll processing. It also provides expenditures for annual parking permits for Information Technology staff.

**510.07 Food & Catering: \$750** - Expenditures for food or catering services to be used for employee years of service celebrations & internal training events.

**515.04 Machinery and Equipment Maintenance Materials: \$18,000** – This account provides expenditures for the materials used to repair personal computers and networks maintained or operated by Information Technology. Included are personal computer replacement components, computer network cables and hardware, network switch and server repair components and other information technology parts required to maintain systems.

**520.02 Postage: \$2,000** - This account provides expenditures for postal services related to new equipment purchases or to ship computer equipment to vendors for return or repair service.

**525.04 Vehicle Motor Fuel and Lubricants: \$1,000** - This account provides expenditures for gasoline and lubricants used by Information Technology Department vehicles. We have staff using City vehicles to travel to sites on a more frequent basis and believe this will continue.

**600.02 Travel-Training: \$3,000** - Expenditures for transportation, lodging, meals, per diems, and other incidental expenses associated with travel for training. This will allow for focused and in-depth training experiences not available through online sources.

**600.03 Training and Education: \$3,000** - 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. The department needs to continually train staff to ensure proper support for its computing environment. We also need to keep reference materials and training equipment current.

**605.01 Ads and Public Announcements: \$4,500** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, Etc.

**630.02 Vehicle Licenses: \$20** – This account provides expenditures for licensing Information Technology Department vehicles for operations on public highways.

**635.04 Software Maintenance Services: \$290,250** - This account provides expenditures for maintenance agreements to support licensed software systems. This includes, but is not limited to, hosted web services (Office 365 Suite, City's Website, LogMeIn, Council WebEx, etc.), mail system maintenance, Anti-Virus, remote access, Cisco 'DUO' multi-factor authentication (MFA), Laserfiche document archiving, and other software maintenance, migration, and licenses. Many of the annual renewal and support fees have increased in recent years, and it is expected this will continue.

**635.07 Machinery and Equipment Maintenance Services: \$60,000** - This account provides expenditures for services required to repair and maintain office equipment, computers, networks, servers, and other operating equipment owned or leased by the Information Technology Department. This account includes contract labor and materials required to provide the service for hardware systems such as the iSeries, Dell storage arrays, Pitney Bowes inserter, Network Firewalls, and other hardware systems.

**640.04 Management and Consulting Services: \$40,000** – Expenditures for management and consulting services. We anticipate a substantial workload during the migration to Microsoft 365 and this may necessitate specialized knowledge to ensure a seamless non-service impacting transition. This project will also require significant changes to our environment and we request that the funds be available to retain professional assistance and consultation if required.

**645.04 Rents and Leases - Infrastructure: \$38,500** – This account provides expenditures for the rent and lease of infrastructure. This provides us with server and network cabinet space at KPU's datacenter. This leased cabinet provides offsite equipment space for City IT for network hardware providing connectivity to City buildings. This allows critical operational systems and data to operate and to be replicated offsite. These backups could be made accessible as needed in the event of an incident at City Hall. Offsite data replication and high speed network access benefits all department.

**650.01. Telecommunications: \$89,000** - This account provides expenditures for telecommunication services. This account funds efficient local and wide area network access for all City/KPU sites. Also included in this account are landlines, cell phones, and long-distance and redundant wan connections.

**650.02 Electric, Water, Sewer & Solid Waste: \$880** - This account provides expenditures for solid waste fees for obsolete computer equipment disposal.

**790.15 Minor Furniture and Fixtures: \$25,000** – Minor purchases of furniture and fixtures. Items included are desks, workbenches, and storage shelves. This will allow the development of new workflows, allowing staff to operate in a more organized and efficient manner and fully utilize the space available.

**790.20 Minor Vehicles and Moving Equipment: \$10,000** - This account provides expenditures for the acquisition of a surplus vehicle

**790.25 Machinery and Equipment: \$30,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts, including devices to maintain the City's network infrastructure such as switches, routers, test equipment, etc. These funds also allow us to stock spare critical equipment and components, allowing for expedited service restoration in the event of hardware failure.

**790.26 Computers, Printers and Copiers: \$21,500** - This account provides expenditures for the acquisition of computers, printers, and copiers. The budgeted amount is consistent with the 5-year life cycle currently in adopted City-wide for this category of equipment. We add a few computers in 2023 to optimize the workflows and provide enhanced system status awareness for our staff. This is reflected in the minor increase for 2024.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Information Technology**

**Operations Division 1160-110**

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**790.35 Software: \$8,500** - This account provides expenditures for the acquisition of software systems and upgrades not covered by maintenance agreements. IT uses many software utilities like Adobe Acrobat, FTP software, Conversion utilities, etc. These software programs need to be upgraded periodically.

**825.01 Interdepartmental Charges – Insurance: \$25,250** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$3,840** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

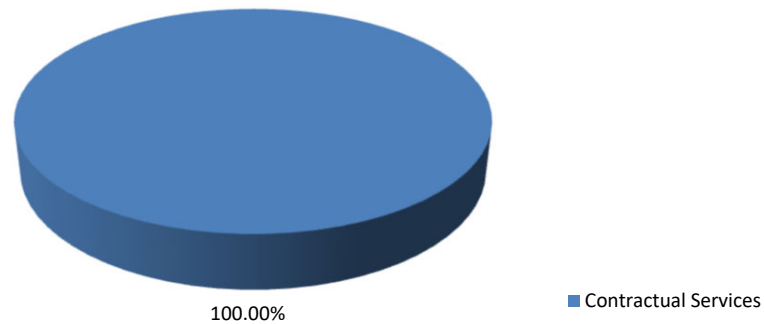
CITY OF KETCHIKAN  
2025 Operating and Capital Budget  
Information Technology

Grants Program 1160-192

DIVISION OPERATING BUDGET DETAIL

Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
635 .04 Software Maintenance Services	-	-	-	-	28,500	28,500	NA
640 .04 Management and Consulting Services	-	-	35,000	-	35,000	35,000	NA
Contractual Services	-	-	35,000	-	63,500	63,500	NA
Total Expenditures	-	-	35,000	-	63,500	63,500	NA

2025 Expenditures by Type



Grant Program	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
State of Alaska Homeland Security	-	-	35,000	-	63,500	63,500	NA
<b>Total Expenditures by Grant Program</b>	-	-	<b>35,000</b>	-	<b>63,500</b>	<b>63,500</b>	<b>NA</b>

NARRATIVE

**635.04 Management and Consulting Services: \$28,500** - This account provides expenditures cybersecurity training software.

**640.04 Management and Consulting Services: \$35,000** - This account provides expenditures for management and consulting services for cyber security.

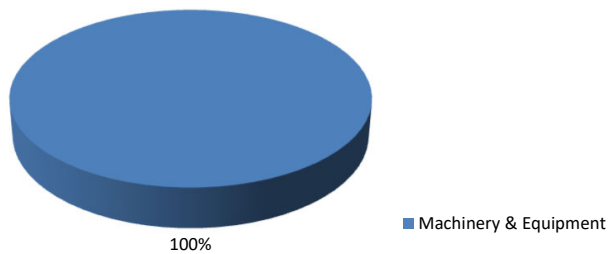
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Information Technology**

**Capital Budget**

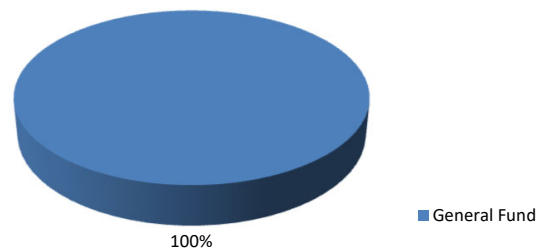
Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles	-	-	-	-	-	-	NA
725.00 Machinery & Equipment	298,496	557,500	557,500	557,500	389,000	(168,500)	0.0%
<b>Total Major Capital Outlay</b>	<b>298,496</b>	<b>557,500</b>	<b>557,500</b>	<b>557,500</b>	<b>389,000</b>	<b>(168,500)</b>	<b>-30.2%</b>

Capital Improvement Projects		Funding Sources	
Project #	Project	General Fund	Total
<b>725.00 Machinery &amp; Equipment</b>			
	Security appliance replacement (2024.1)	114,000	114,000
	Sites network switch replacement (2024.2)	170,000	170,000
	Additional Host Server Deployment (2025.2)	45,000	45,000
	Eaton UPS System Overhaul (2025.3)	60,000	60,000
	<b>Total Machinery and Equipment</b>	<b>389,000</b>	<b>389,000</b>
	<b>Total Capital Budget</b>	<b>389,000</b>	<b>389,000</b>

Expenditures by Type



Expenditures by Funding Source

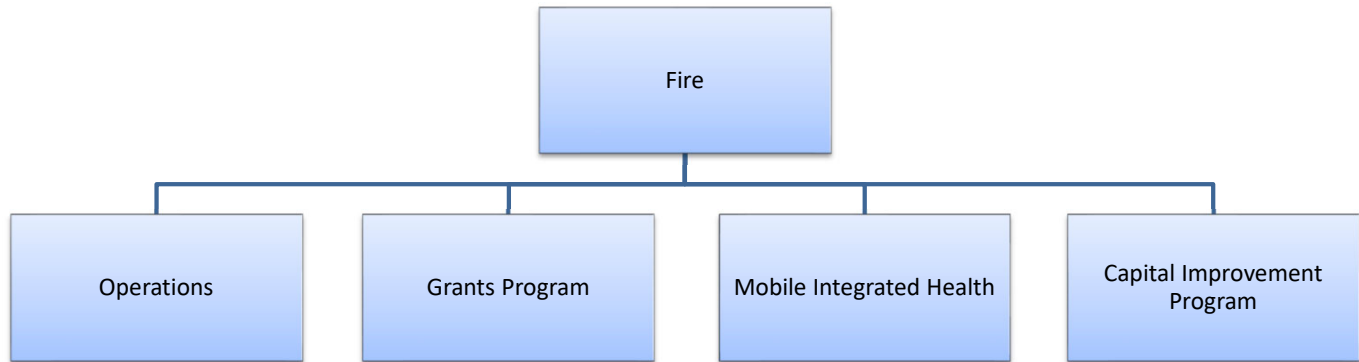




**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Summary**

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



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

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	4,758,323	5,275,916	5,316,583	4,852,018	5,545,176	269,260	5.1%
Mobile Integrated Health Program	6,815	844,870	844,870	353,628	452,623	(392,247)	-46.4%
Grants	36,144	46,700	54,033	54,031	158,067	111,367	238.5%
Capital Improvement Program	2,231,235	4,230,200	4,228,118	3,300,618	1,697,328	(2,532,872)	-59.9%
<b>Total</b>	<b>7,032,517</b>	<b>10,397,686</b>	<b>10,443,604</b>	<b>8,560,295</b>	<b>7,853,194</b>	<b>(2,544,492)</b>	<b>-24.5%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,820,139	4,610,734	4,636,972	4,145,123	4,788,475	177,741	3.9%
Supplies	187,892	253,184	253,555	233,658	302,865	49,681	19.6%
Contract/Purchased Services	480,352	992,868	976,927	541,554	715,811	(277,057)	-27.9%
Minor Capital Outlay	104,068	82,900	97,672	97,362	89,500	6,600	8.0%
Interdepartmental Charges	208,831	227,800	250,360	241,980	259,215	31,415	13.8%
Major Capital Outlay	2,231,235	4,230,200	4,228,118	3,300,618	1,697,328	(2,532,872)	-59.9%
<b>Total</b>	<b>7,032,517</b>	<b>10,397,686</b>	<b>10,443,604</b>	<b>8,560,295</b>	<b>7,853,194</b>	<b>(2,544,492)</b>	<b>-24.5%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Summary**

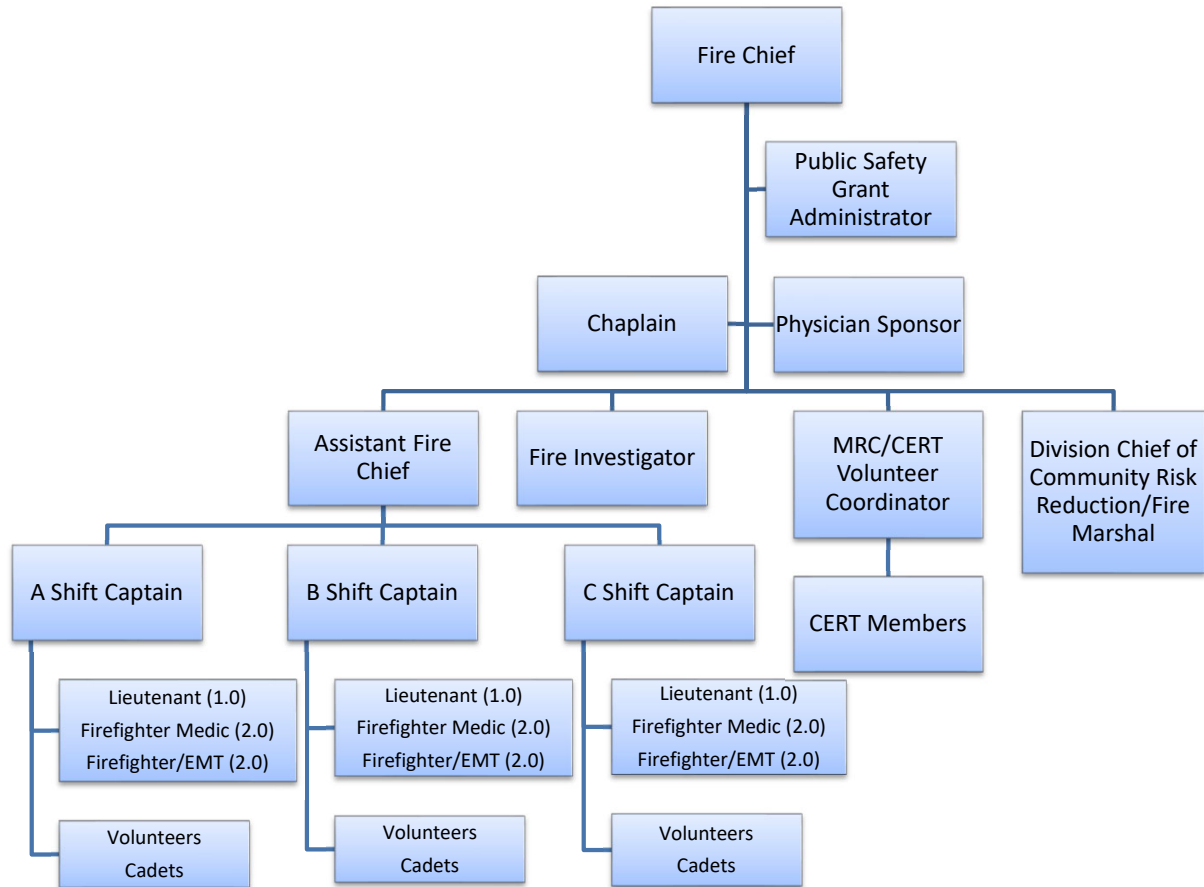
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,509,170	1,621,175	1,613,842	1,620,747	1,764,287	143,112	8.8%
Charges for Services	857,967	706,700	706,700	647,370	641,500	(65,200)	-9.2%
Public Safety Sales Tax	1,785,158	2,680,894	2,684,561	2,299,420	2,664,847	(16,047)	-0.6%
Operating Grants	21,561	28,350	32,017	182,535	132,445	104,095	367.2%
Hospital Sales Tax Fund - MIH	-	250,000	250,000	35,219	117,000	(133,000)	-53.2%
Public Works Sales Tax Fund	688,100	602,450	602,450	524,950	303,042	(299,408)	-49.7%
Lease Financing	1,265,996	2,070,000	2,070,000	1,220,000	-	(2,070,000)	-100.0%
Federal and State Grant Fund	-	630,000	628,968	628,968	944,286	314,286	49.9%
SEMT Funds							
Fire Department - Operations	260,000	-	48,000	21,000	207,000	207,000	NA
Fire Department - MIH	-	498,145	498,145	71,165	237,204	(260,941)	-52.4%
Fire Dept Capital Acquisitions	277,138	927,750	926,700	926,700	450,000	(477,750)	New
CPV Special Revenue Fund	367,428	382,222	382,222	382,222	391,583	9,361	2.4%
<b>Total</b>	<b>7,032,517</b>	<b>10,397,686</b>	<b>10,443,604</b>	<b>8,560,295</b>	<b>7,853,194</b>	<b>(2,544,492)</b>	<b>-24.5%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	22.00	22.50	22.50	22.50	2,163,256	-	0.0%
Mobile Integrated Health Program	0.59	2.50	2.50	2.50	221,838	-	0.0%
<b>Total</b>	<b>22.59</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>2,385,094</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Initiate the process toward KFD becoming a CPSE Accredited Fire Department.
- Evaluate our last ISO rating and work toward making improvements that meet the Class 1 Rating.
- Develop a defined process for planning for the succession of all personnel.
- Provide our members with a higher level of education, including leadership, advanced EMS training, Fire Training.
- Develop and equip our personnel to function as a USAR team.
- Purchase a live fire training facility.
- Continue to aggressively pursue Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), Center for Disease Control (CDC) and/or Assistance to Firefighters (AFG) Grants and other State grant funding for the department and community.
- Develop a long-term capital expense budget based on best practices and predictable needs.
- Continue to improve the infrastructure for the department's emergency radio communications.
- Improve emergency dispatch with an updated CAD.
- Continue work on the CIP project to replace Fire Station 2
- Continue participating in the Supplemental Emergency Medical Transportation (SEMT) Medicare reimbursement program.
- Replace the fireboat with a better-suited vessel for Ketchikan.
- Work to increase our paramedics by sending current EMT's to Paramedic School
- Work on developing career paths for all current personnel
- Work toward KFD becoming a certified Critical Care Transport agency.

## CITY OF KETCHIKAN

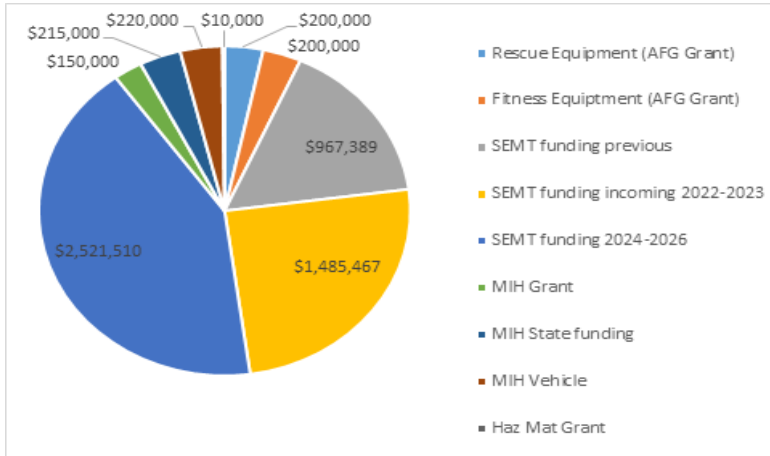
### 2025 Operating and Capital Budget

#### Fire

Operations 1210-110

- Establish a wellness program for our employees.
- Continue our newly implemented yearly physical to meet NFPA requirements.
- Start updating our fire training equipment.
- Develop a yearly work performance evaluation that is in accordance with best practices.

#### ACCOMPLISHMENTS FOR 2025



- KFD has brought and will be bringing in with Grants and SEMT funding totaling \$5,969,366.



Major Incident Types	# Incidents
Fires	47
Rescue & Emergency Medical Services	2025
Hazard Condition (No Fire)	38
Service call	134
Good Intent call	195
False Alarm & False calls	126
Special incident	4
<b>Total Responses from Sept 01, 2023 - Sept 01, 2024</b>	<b>2569</b>

- Hired two new career firefighters and sent them to a traditional fire academy.
- Started to collect unpaid inspection funds more aggressively.
- Brought in instructors to develop a swift water rescue team and trained with the new equipment purchased.
- We were able to purchase two ambulance remounts for the cost of one brand new ambulance.
- Implemented our new MIH program.
- Hired our new Fire Inspector.
- Helped coordinate city wide grant applications.
- Developed a program to receive donated houses for fire training purposes.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Operations 1210-110**

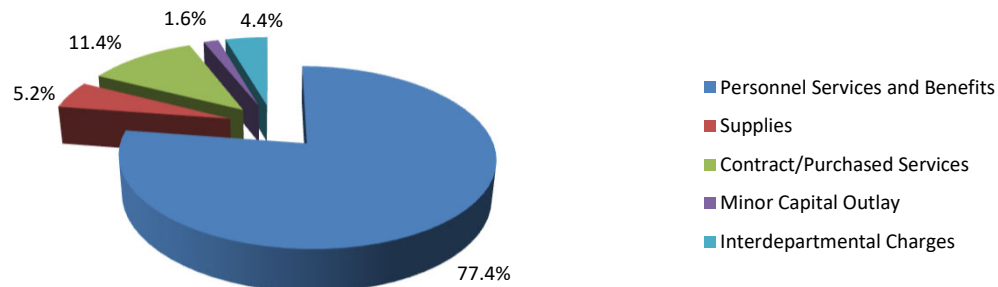
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,788,266	4,134,164	4,159,831	3,780,345	4,290,955	156,791	3.8%
Supplies	187,707	246,184	243,447	225,442	287,165	40,981	16.6%
Contract/Purchased Services	472,400	602,868	590,743	532,049	633,471	30,603	5.1%
Minor Capital Outlay	101,119	70,900	85,762	85,762	87,500	16,600	23.4%
Interdepartmental Charges	208,831	221,800	236,800	228,420	246,085	24,285	10.9%
<b>Total Expenditures</b>	<b>4,758,323</b>	<b>5,275,916</b>	<b>5,316,583</b>	<b>4,852,018</b>	<b>5,545,176</b>	<b>269,260</b>	<b>5.1%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,509,170	1,621,175	1,613,842	1,620,747	1,764,287	143,112	8.8%
Public Safety Sales Tax	1,763,758	2,565,819	2,565,819	2,180,679	2,540,806	(25,013)	-1.0%
Service Fees	10,939	6,700	6,700	22,370	16,500	9,800	146.3%
Ambulance Fees	832,028	700,000	700,000	625,000	625,000	(75,000)	-10.7%
Emergency Medical Transport Program (SEMT)	260,000	-	48,000	21,000	207,000	207,000	NA
Borough Emergency Management Services	15,000	-	-	-	-	-	NA
CPV Special Revenue Fund	367,428	382,222	382,222	382,222	391,583	9,361	2.4%
<b>Total Funding</b>	<b>4,758,323</b>	<b>5,275,916</b>	<b>5,316,583</b>	<b>4,852,018</b>	<b>5,545,176</b>	<b>269,260</b>	<b>5.1%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Fire Chief	1.00	1.00	1.00	1.00	152,540	-	0.0%
Assistant Fire Chief	1.00	1.00	1.00	1.00	137,519	-	0.0%
Div. Chief - Community Risk Reduction/Fire Marshal	-	-	0.25	0.50	62,293	0.50	New
Fire Marshal	1.00	1.00	0.75	-	-	(1.00)	-100.0%
Office Manager	-	-	-	1.00	68,037	1.00	New
Administrative Assistant	1.00	1.00	1.00	-	-	(1.00)	-100.0%
Captain	3.00	3.00	3.00	3.00	353,714	-	0.0%
Lieutenant	3.00	3.00	3.00	3.00	321,417	-	0.0%
Fire Inspector	-	0.50	0.50	1.00	71,854	0.50	New
Firefighter/Medic	8.00	7.00	7.00	5.00	515,886	(2.00)	-28.6%
Firefighter/EMT	4.00	5.00	5.00	7.00	479,996	2.00	40.0%
<b>Subtotal</b>	<b>22.00</b>	<b>22.50</b>	<b>22.50</b>	<b>22.50</b>	<b>2,163,256</b>	<b>-</b>	<b>0.0%</b>
Less Salaries and Wages Reported in Grant Program					(108,972)		
<b>Total</b>					<b>2,054,284</b>		

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Fire**

**Operations 1210-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Workers Compensation -
- Safety Programs - This allows us to maintain our newly implemented NFPA 1583 medical physicals that allow for our members to be covered if they should ever be diagnosed with cancer. This includes increased blood work, sleep studies, heavy metal studies, and mental health studies.
- Travel-Training - With the potential new equipment purchases there will be a need for final inspections travel to the manufacturing locations. This will include travel for one to two fire department personnel and a city garage employee. This would also allow administration to attend professional conferences.
- Software and Equipment Maintenance services - The cost of software has increased which is vital to our operations.
- Computers, Printers, and Copiers - IT has recommended to eliminate our subscription service for our copiers and purchase our own copier with increased capabilities and then utilize a maintenance agreement. This recommendation comes after our recent EOC activation.
- Training and Education - This decrease is to align the 2025 budget with the 2024 expenditures.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	1,883,252	2,100,249	2,092,916	1,978,670	2,163,256	63,007	3.0%
500 .05 Longevity Pay	21,350	23,225	23,225	23,225	24,050	825	3.6%
501 .01 Overtime Wages	449,495	350,000	350,000	350,000	350,000	-	0.0%
502 .01 Temporary Wages	61,438	38,500	86,500	38,500	38,500	-	0.0%
505 .00 Payroll Taxes	188,835	193,630	193,630	173,000	197,049	3,419	1.8%
506 .00 Pension	533,274	560,710	560,710	492,500	577,530	16,820	3.0%
507 .00 Health and Life Insurance	442,484	630,500	615,500	499,500	667,920	37,420	5.9%
507 .30 Workers Compensation	98,441	110,900	110,900	98,500	122,730	11,830	10.7%
508 .00 Other Benefits	90,722	91,650	91,650	91,650	115,120	23,470	25.6%
509 .06 Allowances-Meals	18,975	19,800	19,800	19,800	19,800	-	0.0%
509 .07 Moving Expense - Taxed	-	15,000	15,000	15,000	15,000	-	0.0%
<b>Personnel Services and Benefits</b>	<b>3,788,266</b>	<b>4,134,164</b>	<b>4,159,831</b>	<b>3,780,345</b>	<b>4,290,955</b>	<b>156,791</b>	<b>3.8%</b>
<b>Supplies</b>							
510 .01 Office Supplies	3,735	4,980	4,980	4,500	5,200	220	4.4%
510 .02 Operating Supplies	49,973	62,710	62,710	62,710	65,000	2,290	3.7%
510 .03 Safety Program Supplies	15,690	19,800	7,292	6,500	40,000	20,200	102.0%
510 .04 Janitorial Supplies	5,766	8,900	8,900	5,500	9,300	400	4.5%
510 .05 Small Tools & Equipment	15,211	21,500	15,500	15,500	21,500	-	0.0%
510 .07 Food/Catering	3,169	6,100	6,100	5,000	6,100	-	0.0%
515 .01 Vehicle Maintenance Materials	8,668	5,000	5,000	5,000	5,000	-	0.0%
515 .02 Building & Grounds Maint Materials	10,897	14,069	26,577	26,577	17,000	2,931	20.8%
515 .03 Furniture and Fixtures Maint Materials	-	1,000	1,000	400	1,000	-	0.0%
515 .04 Machinery & Equipment Maint Materials	517	5,300	4,728	2,500	5,300	-	0.0%

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Fire

## Operations 1210-110

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
520 .02 Postage	4,929	7,030	10,709	9,209	10,000	2,970	42.2%
520 .04 Freight Materials & Supplies	-	-	3,821	3,821	-	-	NA
525 .03 Heating Fuel	12,936	26,400	22,210	15,000	26,400	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	21,049	21,600	21,600	21,500	22,500	900	4.2%
525 .07 Machinery & Equip Fuel & Lubricants	210	650	1,175	1,175	650	-	0.0%
530 .03 Professional and Technical Publications	2,695	3,395	3,395	3,000	5,190	1,795	52.9%
535 .04 Uniforms/Badges/Clothing	25,833	17,550	17,550	17,550	20,000	2,450	14.0%
535 .05 Special Protective Clothing	4,406	20,200	20,200	20,000	25,000	4,800	23.8%
535 .07 Allowances - Food & Catering	-	-	-	-	-	-	NA
<b>Supplies</b>	<b>187,707</b>	<b>246,184</b>	<b>243,447</b>	<b>225,442</b>	<b>287,165</b>	<b>40,981</b>	<b>16.6%</b>
<b>Contract/Purchased Services</b>							
600 .01 Travel-Business	5,350	18,200	18,200	18,200	19,500	1,300	7.1%
600 .02 Travel-Training	46,675	56,720	56,720	56,500	56,720	-	0.0%
600 .03 Training and Education	111,472	167,360	129,645	95,000	115,000	(52,360)	-31.3%
605 .01 Ads and Public Announcements	2,982	3,000	3,000	500	3,000	-	0.0%
615 .01 Professional Licenses and Certifications	1,576	7,620	7,620	2,000	7,620	-	0.0%
615 .02 Assn. Membership Dues & Fees	1,174	3,241	3,241	1,500	3,241	-	0.0%
625 .03 Insurance Premiums-Liability	464	550	550	550	550	-	0.0%
630 .02 Vehicle Licenses	90	250	250	120	250	-	0.0%
630 .03 Bank & Merchant Fees	546	600	600	450	600	-	0.0%
630 .06 Service Charges and Fees	11,702	14,400	14,400	13,200	17,000	2,600	18.1%
635 .02 Janitorial and Cleaning Services	1,605	2,500	2,500	1,800	3,500	1,000	40.0%
635 .03 Vehicle Maintenance Services	5,707	6,500	3,500	3,500	6,500	-	0.0%
635 .04 Software & Equip Maintenance Services	24,820	33,310	50,000	50,000	50,000	16,690	50.1%
635 .06 Building & Grounds Maint Services	8,573	12,780	12,780	12,750	15,750	2,970	23.2%
635 .07 Machinery & Equipment Maint Services	14,806	10,700	10,700	7,500	10,700	-	0.0%
635 .12 Technical Services	66,832	49,457	49,457	49,457	55,850	6,393	12.9%
640 .04 Management and Consulting Services	22,759	50,000	50,000	48,000	50,000	-	0.0%
640 .05 Medical Services	14,797	34,700	39,000	32,442	36,000	1,300	3.7%
645 .01 Rents and Leases-Land and Buildings	6,057	6,060	6,060	6,060	6,060	-	0.0%
650 .01 Telecommunications	36,924	44,520	44,520	44,520	90,630	46,110	103.6%
650 .02 Electric, Water, Sewer & Solid Waste	87,489	80,400	88,000	88,000	85,000	4,600	5.7%
<b>Contract/Purchased Services</b>	<b>472,400</b>	<b>602,868</b>	<b>590,743</b>	<b>532,049</b>	<b>633,471</b>	<b>30,603</b>	<b>5.1%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	9,080	18,000	23,453	23,453	22,500	4,500	25.0%
790 .25 Machinery & Equipment	75,234	35,000	44,409	44,409	43,000	8,000	22.9%
790 .26 Computers, Printers & Copiers	16,805	17,900	17,900	17,900	22,000	4,100	22.9%
<b>Minor Capital Outlay</b>	<b>101,119</b>	<b>70,900</b>	<b>85,762</b>	<b>85,762</b>	<b>87,500</b>	<b>16,600</b>	<b>23.4%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	109,646	141,800	141,800	133,420	146,085	4,285	3.0%
850 .01 Interdepartmental Charges-Garage	99,185	80,000	95,000	95,000	100,000	20,000	25.0%
<b>Interdepartmental Charges</b>	<b>208,831</b>	<b>221,800</b>	<b>236,800</b>	<b>228,420</b>	<b>246,085</b>	<b>24,285</b>	<b>10.9%</b>
<b>Total Expenditures by Type</b>	<b>4,758,323</b>	<b>5,275,916</b>	<b>5,316,583</b>	<b>4,852,018</b>	<b>5,545,176</b>	<b>269,260</b>	<b>5.1%</b>

NARRATIVE

**500.01 Regular Salaries and Wages: \$2,163,256** - This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

**500.05 Longevity Pay: \$24,050** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$350,000** - 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: \$38,500** - This account provides expenditures for compensation paid to temporary employees during extended absences of full-time staff and in support of approved department programs such as the paramedic program, fire prevention program, volunteer stipends, etc. and additional personnel needed to provide adequate staffing during the cruise ship season.

**505.00 Payroll Taxes: \$197,049** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$577,530** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$667,920** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$122,730** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$115,120** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.06 Allowances-Meals: \$19,800** – This account provides expenditures for employer provided semi-annual meal stipends to employees of the Fire Department. These benefits are taxable to the employees.

**509.07 Moving Expense - Taxed: \$15,000** - This account provides expenditures for moving expenses for successful candidates who reside outside of Ketchikan.

**510.01 Office Supplies: \$5,200** - This account provides expenditures for copy paper, pens, pencils, note pads, file folders, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

**510.02 Operating Supplies: \$65,000** - 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 expendable medical supplies for ambulance and rescue type calls, fire suppression, inspection supplies, smoke detectors, flags and public education supplies, awards and volunteer recognition, and other departmental supplies used by the division during the course of a year.

**510.03 Safety Program Supplies: \$40,000** - This account provides expenditures for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA/NFPA 1583 required medical exams, immunizations, specialized hazardous materials handling and disposal information, and traffic control items.

**510.04 Janitorial Supplies: \$9,300** – This account provides expenditures for cleaning and sanitation supplies such as paper towels, toilet paper, cleaning solutions, etc. used by in-house, and contracted janitors.

**510.05 Small Tools and Equipment: \$21,500** - 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, kitchen and dining equipment, radios, calculators, file cabinets and similar types of minor tools and equipment. Per direction by KPU Telecommunications, the major increase in 2023 is for the replacement of obsolete Cisco office phones.



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Fire**

**Operations 1210-110**

**510.07 Food/Catering: \$6,100** - This account provides expenditures for food, water or catering services during extended training exercises or emergencies as well as for coffee for each station.

**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 department. Included are licensed and unlicensed rolling stock and boats.

**515.02 Building and Grounds Maintenance Materials: \$17,000** – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds used by the department. Salt, paint, caulk and HVAC filters are examples of purchases under this line item.

**515.03 Furniture and Fixtures Maintenance Materials: \$1,000** - This account provides expenditures for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

**515.04 Machinery and Equipment Maintenance Materials: \$5,300** – This account provides expenditures for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, HazMat equipment, computer networks and computers.

**520.02 Postage and Freight: \$10,000** - This account provides expenditures for postal related services such as postage, express delivery, barge line freight, HazMat shipping and mailing materials.

**525.03 Heating Fuel: \$26,400** - This account provides expenditures for heating fuel used to heat facilities owned or leased and operated by the department.

**525.04 Vehicle Motor Fuel and Lubricants: \$22,500** - This account provides expenditures for gasoline, diesel fuel and lubricants used in the operations of division vehicles and boats.

**525.07 Machinery and Equipment Fuel and Lubricants: \$650** – This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of department machinery, equipment and generators.

**530.03 Professional and Technical Publications: \$5,190** - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, building codes, professional standards and technical journals.

**535.04 Uniforms/Badges/Clothing: \$20,000** - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, raingear, hats, boots, belts, badges, and class A dress uniforms.

**535.05 Special Protective Clothing: \$25,000** - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

**600.01 Travel-Business: \$19,500** – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

**600.02 Travel-Training: \$56,720** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training and education not locally available.

**600.03 Training and Education: \$ 115,000** – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees as well as on-premises training programs provided by staff or third-parties. This also includes our contractually obligated paramedic reimbursement program.

**605.01 Ads and Public Announcements: \$3,000** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, requests for proposals and recruiting.

**615.01 Professional Licenses and Technical Certifications: \$7,620** – This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed Paramedics; and fees paid for technical certifications required by medical technicians, divers and operators of special equipment.

**615.02 Assn. Dues and Membership Fees: \$3,241** – This account provides expenditures for memberships in professional and trade associations and regional organizations.

**625.03 Insurance Premiums-Liability: \$550** – This account provides expenditures for a KFD Volunteer supplemental insurance program that is not grant funded effective 2019.

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

**630.03 Bank and Merchant Charges: \$600** – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

**630.06 Licenses and Fees Service Charges and Fees: \$17,000** – This account provides expenditures for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport as well as Medicare billing.

**635.02 Janitorial and Cleaning Services: \$3,500** – This account provides expenditures for services to clean facilities and equipment owned by the department.

**635.03 Vehicle Maintenance Services: \$6,500** – This account provides expenditures for the repair and maintenance of department vehicles and boats by outside maintenance facilities, including storage of the fire boat while out of service.

**635.04 Software and Equipment Maintenance Services: \$50,000** – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. Included are expenses for R911 annual software support, Emergency Reporting/ESO annual license and support fees, Basecamp annual license and support fees, Knox Box annual licenses, D4H EOC software, Samsaura Dash Cams and Nixle.

**635.06 Buildings and Grounds Maintenance Services: \$15,750** - This account provides expenditures for contractual services required to repair and maintain buildings and the upkeep of grounds owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes annual elevator contract and sprinkler/backflow testing.

**635.07 Machinery and Equipment Maintenance Services: \$10,700** - This account provides expenditures for contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements and monitoring services from Johnson Controls as well as a copier contract with Kelley Create.

**635.12 Technical Services: \$55,850** - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge provided under written contract and/or purchase order. Included are service contracts on monitor/defibrillators, radio repairs, alarm monitoring, R-911 annual software support, background checks, employee drug testing, database management, website maintenance, pest control and contract ambulance billing with Systems Design West.

**640.04 Management and Consulting Services: \$50,000** - This account provides for the expenditures for management and consulting services. Included are grant writers, emergency management consulting services, and hiring/promotional testing services.

**640.05 Medical Services: \$36,000** – This account provides expenditures for services provided by medical practitioners and medical facilities. Included are services provided by physicians for Medical Director services and mental health services. The major increase is due to a new medical director contract which will be more competitive in the current market.

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

**650.01 Telecommunications: \$90,630** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

**650.02 Electric, Water, Sewer & Solid Waste: \$85,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture and Fixtures: \$22,500** - This account provides expenditures for minor purchases for furniture and fixtures. The expected major purchases will include replacement of a refrigerator/freezer at Station 2 and worn out mattresses and/or furniture at both stations.

**790.25 Machinery and Equipment: \$43,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are fire truck appliances, HazMat Equipment, iPad(s) for in-cab dispatching, and operating equipment, like thermal imagers and rope rescue equipment, required to provide services or maintain capital assets.

**790.26 Computers, Printers, & Copiers: \$22,000** - This account provides expenditures for desktops, monitors, laptops, battery backups, tablets, computer printers, scanners, photocopiers and fax machines. This will include the replacement of our office copier machine from subscription service to purchase.

**825.01 Interdepartmental Charges – Insurance: \$146,085** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$100,000** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### Fire

### Mobile Integrated Health (MIH) Program 1210-121

#### MISSION STATEMENT

The Ketchikan Fire Department's Mobile Integrated Healthcare Team is focused on bridging healthcare gaps within our community. This is done by developing a patient-centered approach that provides resources that can fill healthcare gaps, provide mental health access and provide education that helps improve the communities of Ketchikan, Saxman and the Ketchikan Gateway Borough.

#### GOALS FOR 2025

- Continue to grow partnerships within our community.
- Reduce the emergency medical services responses to the homeless by 5%.
- Reduce the number of readmissions to the hospital from patients enrolled in MIH services.
- Reduce in-home injuries from falls by 5%.
- With Community Partners establish a monthly clinic for vulnerable populations.
- Establish MIH program as a mobile vaccine clinic.

#### ACCOMPLISHMENTS FOR 2024

- Protocols were developed and a new Medical Director was established for the MIH Program.
- Partnerships between Ketchikan Wellness Coalition and the Ketchikan Fire Department were developed.
- Developed a response plan for mental health crisis.
- Reduced EMS and ER usage from high utilizers.
- Established five new community partners.

#### DIVISION SUMMARY

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	2,704	439,870	433,108	320,747	353,693	(86,177)	-19.6%
Supplies	-	7,000	10,108	8,216	10,900	3,900	55.7%
Contract/Purchased Services	1,162	390,000	386,184	9,505	72,900	(317,100)	-81.3%
Minor Capital Outlay	2,949	2,000	1,910	1,600	2,000	-	0.0%
Interdepartmental Charges	-	6,000	13,560	13,560	13,130	7,130	118.8%
<b>Total Expenditures</b>	<b>6,815</b>	<b>844,870</b>	<b>844,870</b>	<b>353,628</b>	<b>452,623</b>	<b>(392,247)</b>	<b>-46.4%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	6,815	96,725	96,725	96,725	98,419	1,694	1.8%
Hospital Sales Tax Fund	-	250,000	250,000	35,219	117,000	(133,000)	-53.2%
Emergency Medical Transport Program (SEMT)	-	498,145	498,145	71,165	237,204	(260,941)	-52.4%
Federal and State Grants	-	-	-	150,519	-	-	NA
<b>Total Funding</b>	<b>6,815</b>	<b>844,870</b>	<b>844,870</b>	<b>353,628</b>	<b>452,623</b>	<b>(392,247)</b>	<b>-46.4%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Community Risk Reduction Manager/Fire Marshal	0.25	0.50	0.50	0.50	61,652	-	0.0%
Community Paramedic	0.34	2.00	2.00	2.00	160,186	-	0.0%
<b>Subtotal</b>	<b>0.59</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>221,838</b>	<b>-</b>	<b>0.0%</b>

**CITY OF KETCHIKAN**
**2025 Operating and Capital Budget**
**Fire**
**Mobile Integrated Health (MIH) Program 1210-121**
**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

Personnel Services and Benefits decreased by \$86,177 or 19.6% due to hiring the Community Paramedics and adjusting the budget to the actual steps and health insurance selected by staff.

Medical Services (640.05) decreased by \$320,000 or 84.2% due to the needs of the Mobile Integrated Program.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	1,599	257,820	243,767	195,142	221,838	(35,982)	-14.0%
500 .05 Longevity Pay	-	-	900	900	950	950	NA
501 .01 Overtime Wages	213	-	2,500	2,500	3,000	3,000	NA
505 .00 Payroll Taxes	136	19,723	19,723	14,930	17,200	(2,523)	-12.8%
506 .00 Pension	399	58,010	57,787	43,910	50,620	(7,390)	-12.7%
507 .00 Health and Life Insurance	288	81,629	77,768	36,625	44,160	(37,469)	-45.9%
507 .30 Workers Compensation	69	11,808	11,808	9,465	11,245	(563)	-4.8%
508 .00 Other Benefits	-	10,880	10,880	9,300	4,680	(6,200)	-57.0%
509 .07 Moving Expense	-	-	7,975	7,975	-	-	NA
<b>Personnel Services and Benefits</b>	<b>2,704</b>	<b>439,870</b>	<b>433,108</b>	<b>320,747</b>	<b>353,693</b>	<b>(86,177)</b>	<b>-19.6%</b>
<b>Supplies</b>							
510 .01 Office Supplies	-	-	268	268	250	250	NA
510 .02 Operating Supplies	-	5,000	4,950	4,500	5,000	-	0.0%
510 .03 Safety Program Supplies	-	-	2,290	2,290	3,000	3,000	NA
515 .01 Vehicle Maintenance Materials	-	-	-	-	250	250	NA
515 .04 Machinery & Equipment Maintenance	-	-	-	-	150	150	NA
520 .02 Postage and Freight	-	-	100	100	250	250	NA
525 .04 Vehicle Motor Fuel and Lubricant	-	-	500	500	1,000	1,000	NA
535 .04 Uniforms/Badges/Clothing	-	2,000	2,000	558	1,000	(1,000)	-50.0%
<b>Supplies</b>	<b>-</b>	<b>7,000</b>	<b>10,108</b>	<b>8,216</b>	<b>10,900</b>	<b>3,900</b>	<b>55.7%</b>
<b>Contract/Purchased Services</b>							
600 .02 Travel-Training	-	-	-	-	4,000	4,000	NA
600 .03 Training and Education	-	5,000	5,000	5,000	4,000	(1,000)	-20.0%
605 .01 Ads and Public Announcements	1,162	-	902	902	1,000	1,000	NA
610 .01 Community Promotion	-	-	801	801	500	500	NA
615 .01 Professional and Technical Licenses	-	-	-	-	800	800	NA
630 .06 Service Charges & Fees	-	-	50	50	100	100	NA
635 .03 Vehicle Maintenance Services	-	5,000	1,000	500	1,000	(4,000)	-80.0%
640 .05 Medical Services	-	380,000	377,179	1,000	60,000	(320,000)	-84.2%
650 .01 Utilities Telecommunications	-	-	1,252	1,252	1,500	1,500	NA
<b>Contract/Purchased Services</b>	<b>1,162</b>	<b>390,000</b>	<b>386,184</b>	<b>9,505</b>	<b>72,900</b>	<b>(317,100)</b>	<b>-81.3%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery & Equipment	2,949	2,000	1,910	1,600	2,000	-	0.0%
<b>Minor Capital Outlay</b>	<b>2,949</b>	<b>2,000</b>	<b>1,910</b>	<b>1,600</b>	<b>2,000</b>	<b>-</b>	<b>0.0%</b>

**CITY OF KETCHIKAN**

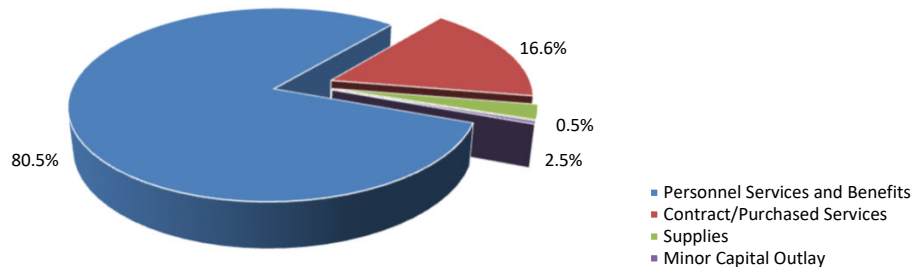
**2025 Operating and Capital Budget**

**Fire**

**Mobile Integrated Health (MIH) Program 1210-121**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Interdepartmental charges</b>							
825 01 Interdepartmental Charges-Insurance	-	6,000	9,560	9,560	10,630	4,630	77.2%
850 01 Interdepartmental Charges-Garage	-	-	4,000	4,000	2,500	2,500	NA
<b>Interdepartmental Charges</b>	-	<b>6,000</b>	<b>13,560</b>	<b>13,560</b>	<b>13,130</b>	<b>7,130</b>	NA
<b>Total Expenditures by Type</b>	<b>6,815</b>	<b>844,870</b>	<b>844,870</b>	<b>353,628</b>	<b>452,623</b>	<b>(392,247)</b>	<b>-46.4%</b>

**2025 Expenditures by Type**



**NARRATIVE**

**500.01 Regular Salaries: \$221,838** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

**500.05 Longevity Pay: \$950** - Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$3,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**505.00 Payroll Taxes: \$17,200** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$50,620** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$44,160** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$11,245** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$4,680** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$250** - This account provides expenditures for copy paper, pens, pencils, note pads, file folders, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

**510.02 Operating Supplies: \$5,000** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies for ambulance and rescue type calls, fire suppression, inspection supplies, smoke detectors, flags and public education supplies, awards and volunteer recognition, and other departmental supplies used by the division during the course of a year.

**510.03 Safety Program Supplies: \$3,000** - This account provides expenditures for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA/NFPA 1583 required medical exams, immunizations, specialized hazardous materials handling and disposal information, and traffic control items.

**515.01 Vehicle Maintenance Materials: \$250** - This account provides expenditures for the repair and maintenance of vehicles owned or leased and operated by the department. Included are licensed and unlicensed rolling stock and boats.

**515.04 Machinery & Equipment Maintenance: \$150** - This account provides expenditures for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, HazMat equipment, computer networks and computers.

**520.02 Postage and Freight: \$250** - This account provides expenditures for postal related services such as postage, express delivery, barge line freight, HazMat shipping and mailing materials.

**525.04 Vehicle Motor Fuel and Lubricant: \$1,000** - This account provides expenditures for gasoline, diesel fuel and lubricants used in the operations of division vehicles and boats.

**535.04 Uniforms/Badges/Clothing: \$1,000** - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, raingear, hats, boots, belts, badges, and class A dress uniforms.

**600.02 Travel-Training: \$4,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training and education not locally available.

**600.03 Training and Education: \$4,000** - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees as well as on-premises training programs provided by staff or third-parties. This also includes our contractually obligated paramedic reimbursement program.

**605.01 Ads and Announcements: \$1,000** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, requests for proposals and recruiting.

**610.01 Community Promotion: \$500** - Expenditures for the promotion of community activities and programs. Included are donations to civic organizations, sport teams and hosting or sponsoring community events.

**615.01 Professional and Technical Licenses: \$800** - This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed Paramedics; and fees paid for technical certifications required by medical technicians, divers and operators of special equipment.

**630.06 Services Charges & Fees: \$100** - This account provides expenditures for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport as well as Medicare billing.

**635.03 Vehicle Maintenance Services: \$1,000** - This account provides expenditures for the repair and maintenance of department vehicles and boats by outside maintenance facilities, including storage of the fire boat while out of service.

**640.05 Medical Services: \$60,000** - This account provides expenditures for services provided by medical practitioners and medical facilities.

**650.01 Utilities Telecommunications: \$1,500** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Fire**

***Mobile Integrated Health (MIH) Program 1210-121***

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**790.25 Machinery and Equipment: \$2,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts.

**825.01 Interdepartmental Charges – Insurance: \$10,630** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$2,500** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.



**MISSION STATEMENT**

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

**GOALS FOR 2025**

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2024 EMPG and SHSP grants.
- The department has applied for the Alaska State HazMat grant.
- The department has applied for the SAFER grant.
- The department has applied for the disaster relief grant.
- Funding through grants continues to remain tight and there does not appear to be any relief on the horizon. Staff will continue to seek additional alternative funding sources whenever possible. We will also aggressively support any grant opportunities throughout the city departments.

**ACCOMPLISHMENTS FOR 2024**

- Received and purchased new extrication tools.
- Updated our fire department physicals to NFPA 1583 standards.
- Updated our physical fitness equipment.
- Purchased new Hazmat monitors.
- Purchased new Mobile Integrated Healthcare vehicle.
- Purchased new radios.

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

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

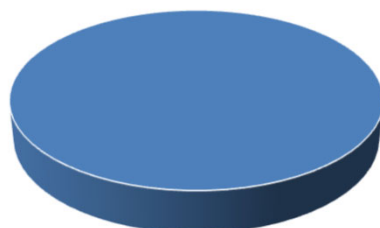
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Grants Program 1210-192**

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	18,045	19,000	30,328	30,327	108,972	89,972	473.5%
501 .01 Overtime Wages	24	2,000	53	53	-	(2,000)	-100.0%
505 .00 Payroll Taxes	1,378	3,500	2,293	2,292	26,193	22,693	648.4%
506 .00 Pension	3,975	4,500	6,684	6,681	6,374	1,874	41.6%
507 .00 Health and Life Insurance	4,975	6,500	3,445	3,449	2,170	(4,330)	-66.6%
507 .30 Workers Compensation	772	1,200	1,230	1,229	118	(1,082)	-90.2%
<b>Personnel Services and Benefits</b>	<b>29,169</b>	<b>36,700</b>	<b>44,033</b>	<b>44,031</b>	<b>143,827</b>	<b>107,127</b>	<b>291.9%</b>
<b>Supplies</b>							
510 .02 Operating Supplies	-	-	-	-	4,800	4,800	NA
520 .00 Postage and Freight	185	-	-	-	-	-	NA
<b>Supplies</b>	<b>185</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>4,800</b>	<b>NA</b>
<b>Contract/Purchased Services</b>							
600 .01 Travel-Business	-	-	-	-	2,500	2,500	NA
600 .02 Travel-Training	-	-	-	-	3,440	3,440	NA
600 .03 Training and Education	6,790	-	-	-	2,000	2,000	NA
635 .14 Other Contractual Services	-	-	-	-	1,500	1,500	NA
<b>Contract/Purchased Services</b>	<b>6,790</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,440</b>	<b>9,440</b>	<b>NA</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery & Equipment	-	10,000	10,000	10,000	-	(10,000)	-100.0%
<b>Minor Capital Outlay</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>(10,000)</b>	<b>-100.0%</b>
<b>Total Expenditures by Type</b>	<b>36,144</b>	<b>46,700</b>	<b>54,033</b>	<b>54,031</b>	<b>158,067</b>	<b>111,367</b>	<b>238.5%</b>

**2025 Expenditures by Type**



■ Personnel Services and Benefits

100.0%

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Grants Program 1210-192**

Grant Program		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Federal	EMPG - GY22							
	Grant	11,600	-	-	-	-	-	NA
	Local Match-General Fund	11,600	-	-	-	-	-	NA
Federal	EMPG - GY23							
	Grant	2,985	18,350	22,017	22,016	-	(18,350)	-100.0%
	Local Match-General Fund	2,985	18,350	22,017	22,016	-	(18,350)	-100.0%
Federal	EMPG - GY24							
	Grant	-	-	-	-	20,000	20,000	NA
	Local Match-General Fund	-	-	-	-	20,000	20,000	NA
Federal	SHSP - GY20							
	Grant	6,975	-	-	-	-	-	NA
State	Hazmat							
	Grant	-	10,000	10,000	10,000	-	(10,000)	-100.0%
State	FEMA Go - Fire Prevention & Safety							
	Grant	-	-	-	-	112,445	112,445	NA
	Local Match-General Fund	-	-	-	-	5,622	5,622	NA
<b>Total Funding by Grant Program</b>		<b>36,144</b>	<b>46,700</b>	<b>54,033</b>	<b>54,031</b>	<b>158,067</b>	<b>111,367</b>	<b>238.5%</b>

Summary of Funding Source		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund								
	Federal Grant	21,560	18,350	22,017	22,016	20,000	1,650	9.0%
	State Grant	-	10,000	10,000	10,000	112,445	102,445	NA
	Local Match	14,585	18,350	22,017	22,016	25,622	7,272	39.6%
<b>Total Funding</b>		<b>36,144</b>	<b>46,700</b>	<b>54,033</b>	<b>54,031</b>	<b>158,067</b>	<b>111,367</b>	<b>238.5%</b>

**NARRATIVE**

**500.01 Regular Salaries: \$108,972** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

**505.00 Payroll Taxes: \$26,193** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$6,374** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$2,170** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$118** – This account provides expenditures for employer contributions to workers compensation.

**510.02 Operating Supplies: \$4,800** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies for ambulance and rescue type calls, fire suppression, inspection supplies, smoke detectors, flags and public education supplies, awards and volunteer recognition, and other departmental supplies used by the division during the course of a year.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Fire**

**Grants Program 1210-192**

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**600.01 Travel-Business: \$2,500** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

**600.02 Travel-Training: \$3,440** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training and education not locally available.

**600.03 Training and Education: \$2,000** - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees as well as on-premises training programs provided by staff or third-parties. This also includes our contractually obligated paramedic reimbursement program.

**635.14 Other Contractual Services: \$1,500** - This account provides expenditures for the cost of contracting third party to apply for and obtain funds for the department.

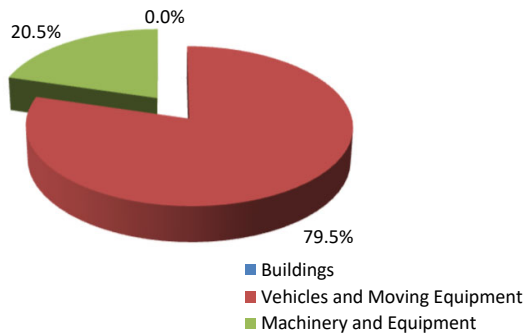
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Fire**

**Capital Budget**

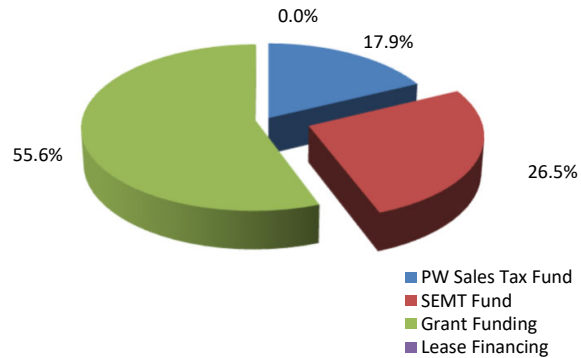
Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	-	100,000	100,000	31,000	-	(100,000)	-100.0%
710.00 Improvements to Land	170,197	-	-	-	-	-	NA
720.00 Vehicles and Moving Equipment	1,605,996	2,873,450	2,923,450	2,064,950	1,350,000	(1,523,450)	-53.0%
725.00 Machinery and Equipment	455,042	1,256,750	1,204,668	1,204,668	347,328	(909,422)	-72.4%
<b>Total Major Capital Outlay</b>	<b>2,231,235</b>	<b>4,230,200</b>	<b>4,228,118</b>	<b>3,300,618</b>	<b>1,697,328</b>	<b>(2,532,872)</b>	<b>-59.9%</b>

Capital Improvement Projects		Funding Sources				
		PW Sales Tax Fund	SEMT Fund	Grant Funding	Lease Financing	Total
<b>720.00 Vehicles and Moving Equipment</b>						
Priority - 3	Rescue Truck - Used	275,000	225,000	-	-	500,000
Priority - 15	Replace Fire Boat (52-741)	-	-	850,000	-	850,000
<b>Total Vehicles and Moving Equipment</b>		<b>275,000</b>	<b>225,000</b>	<b>850,000</b>	<b>-</b>	<b>1,350,000</b>
<b>725.00 Machinery and Equipment</b>						
Priority - 1	E911 Upgrades	23,327	-	-	-	23,327
Priority - 6	Critical Care EMS Equipment	-	225,000	-	-	225,000
Priority - 14	Handheld Radios	4,715	-	94,286	-	99,001
<b>Total Machinery and Equipment</b>		<b>28,042</b>	<b>225,000</b>	<b>94,286</b>	<b>-</b>	<b>347,328</b>
<b>Total Capital Budget</b>		<b>303,042</b>	<b>450,000</b>	<b>944,286</b>	<b>-</b>	<b>1,697,328</b>

**Expenditures by Type**



**Expenditures by Funding Source**



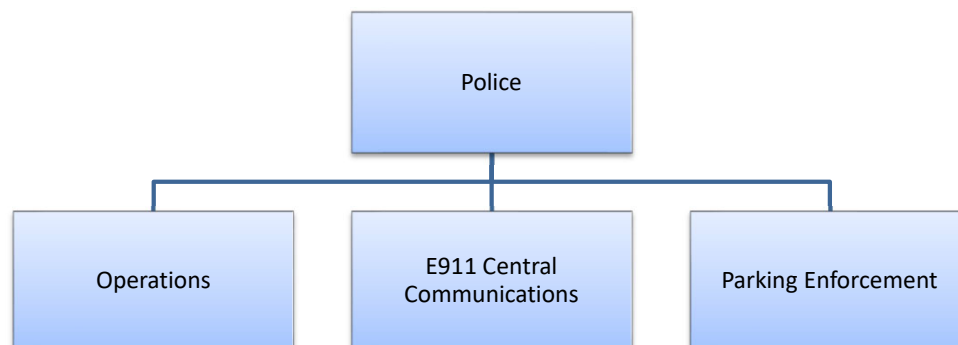
# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### Police

### Summary

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



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

#### DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	4,887,318	6,097,957	6,097,877	5,247,285	6,153,071	55,114	0.9%
E911 Central Communications	1,320,570	1,448,910	1,448,990	1,411,300	1,495,125	46,215	3.2%
Parking Enforcement	111,861	150,942	150,942	138,567	156,685	5,743	3.8%
Grants	-	331,602	331,602	-	-	(331,602)	-100.0%
Forfeitures-Seizures	-	-	73,000	69,280	-	-	NA
Capital Improvement Program	712,278	1,957,450	1,957,450	954,416	369,575	(1,587,875)	-81.1%
<b>Total</b>	<b>7,032,027</b>	<b>9,986,861</b>	<b>10,059,861</b>	<b>7,820,848</b>	<b>8,174,456</b>	<b>(1,812,405)</b>	<b>-18.1%</b>

Expenditures by Category	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	5,530,070	6,557,719	6,548,269	5,725,422	6,559,871	2,152	0.0%
Supplies	147,016	226,106	226,106	219,570	237,900	11,794	5.2%
Contract/Purchased Services	431,287	921,726	921,726	556,660	682,810	(238,916)	-25.9%
Minor Capital Outlay	50,795	81,350	81,350	81,350	56,550	(24,800)	-30.5%
Interdepartmental Charges	160,581	242,510	251,960	214,150	267,750	25,240	10.4%
Major Capital Outlay	712,278	1,957,450	2,030,450	1,023,696	369,575	(1,587,875)	-81.1%
<b>Total</b>	<b>7,032,027</b>	<b>9,986,861</b>	<b>10,059,861</b>	<b>7,820,848</b>	<b>8,174,456</b>	<b>(1,812,405)</b>	<b>-18.1%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

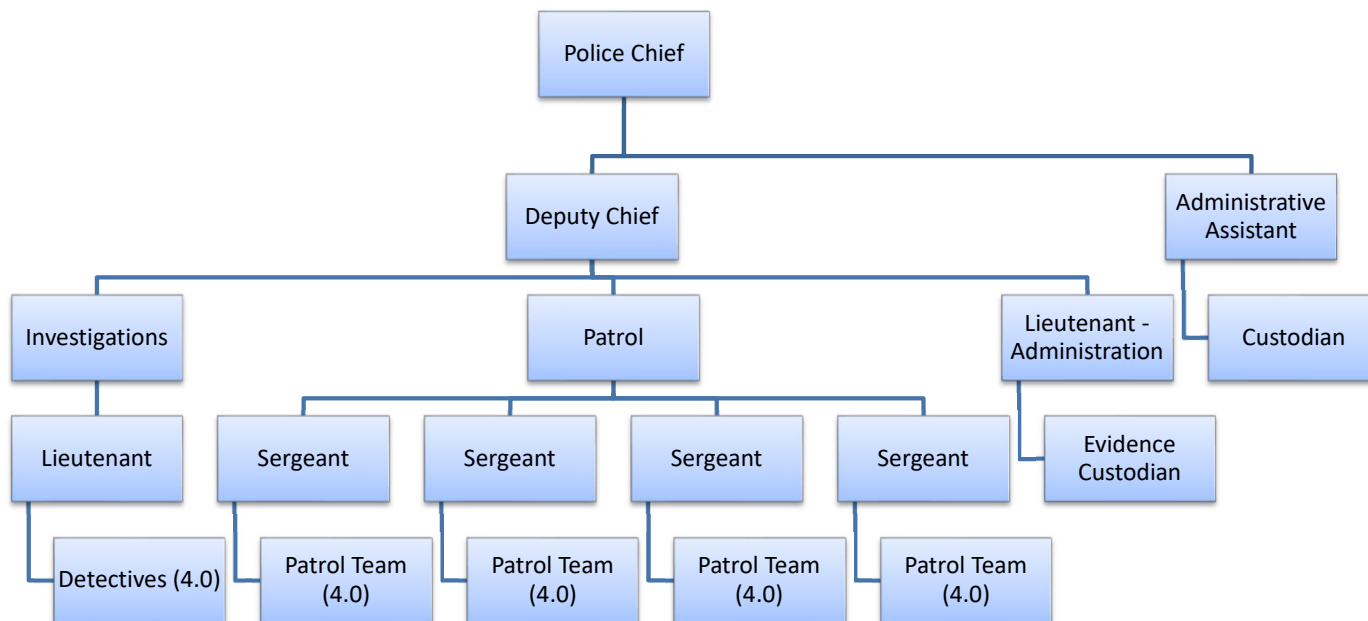
**Summary**

Funding Source	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	2,839,695	3,811,878	3,811,958	3,122,660	3,376,619	(435,259)	-11.4%
Public Safety Sales Tax	2,727,919	3,177,923	3,177,843	2,965,509	3,716,250	538,327	16.9%
Charges for Services	491,503	470,000	470,000	481,103	480,000	10,000	2.1%
Fines and Forfeitures	77,530	75,500	75,500	65,372	65,500	(10,000)	-13.2%
Federal and State Grants	-	331,602	331,602	-	-	(331,602)	0.0%
US Marshal Fund	-	-	73,000	69,280	-	-	0.0%
Public Works Sales Tax	712,278	1,957,450	1,957,450	954,416	369,575	(1,587,875)	-81.1%
Marijuana Sales Tax	140,303	-	-	-	-	-	NA
CPV Special Revenue	42,799	162,508	162,508	162,508	166,512	4,004	2.5%
<b>Total</b>	<b>7,032,027</b>	<b>9,986,861</b>	<b>10,059,861</b>	<b>7,820,848</b>	<b>8,174,456</b>	<b>(1,812,405)</b>	<b>-18.1%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		Adopted 2024/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	27.35	30.35	30.35	30.35	2,948,765	-	0.0%
E911 Central Communications	10.30	9.20	9.20	9.20	645,320	-	0.0%
Parking Enforcement	1.00	1.00	1.00	1.00	56,950	-	0.0%
<b>Total</b>	<b>38.65</b>	<b>40.55</b>	<b>40.55</b>	<b>40.55</b>	<b>3,651,035</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Update current Policies and procedures manual.
- Develop and implement Public Safety drone program.
- Establish Department tactical team.
- Conduct Citizens academy in Fall 2025.
- Establish yearly in service program.
- Create quarterly department notification system of trainings and events.

**ACCOMPLISHMENTS FOR 2024**

- Interview and move one Officer from patrol to the Detective Division.
- Recruited Officer in 2023 and successfully completed training in 2024.
- Train and implement a Crisis Negotiation Team comprised of dispatchers and officers.
- Re-establish monthly Ketch-up community meetings.
- Organized Coffee with a Cop for October.
- Completed 6th annual Shop with a cop.
- Hired and trained canine Hondo assigned to Officer Brown.
- Developed less lethal munitions instructor.
- Developed new control tactics training program and instructors.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

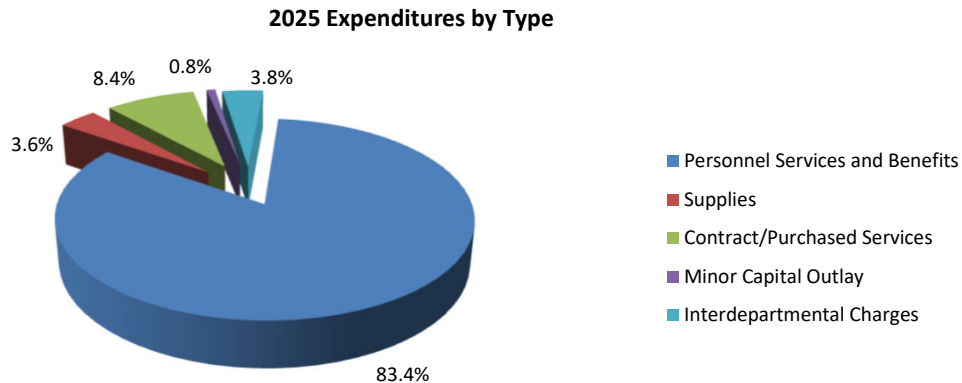
**Operations Division 1220-110**

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	4,251,294	5,165,967	5,157,987	4,385,395	5,128,651	(37,316)	-0.7%
Supplies	136,962	204,400	204,400	204,400	221,200	16,800	8.2%
Contract/Purchased Services	306,410	437,900	437,900	397,900	517,900	80,000	18.3%
Minor Capital Outlay	49,975	74,350	74,350	74,350	49,550	(24,800)	-33.4%
Interdepartmental Charges-Public Safety	-	-	-	-	-	-	0.0%
Interdepartmental Charges	142,677	215,340	223,240	185,240	235,770	20,430	9.5%
<b>Total Expenditures</b>	<b>4,887,318</b>	<b>6,097,957</b>	<b>6,097,877</b>	<b>5,247,285</b>	<b>6,153,071</b>	<b>55,114</b>	<b>0.9%</b>

Funding Source	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,989,146	2,798,057	2,798,057	2,159,927	2,314,690	(483,367)	-17.3%
Public Safety Sales Tax	2,727,919	3,177,923	3,177,843	2,965,509	3,716,250	538,327	16.9%
Fines and Forfeitures	7,012	5,500	5,500	5,372	5,500	-	0.0%
Marijuana Sales Tax	132,426	-	-	-	-	-	NA
CPV Special Revenue	30,815	116,477	116,477	116,477	116,631	154	0.1%
<b>Total Funding</b>	<b>4,887,318</b>	<b>6,097,957</b>	<b>6,097,877</b>	<b>5,247,285</b>	<b>6,153,071</b>	<b>55,114</b>	<b>0.9%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		Adopted 2024/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.90	0.90	0.90	0.90	143,828	-	0.0%
Deputy Chief	0.95	0.95	0.95	0.95	134,982	-	0.0%
Lieutenant	1.00	2.00	2.00	2.00	272,286	-	0.0%
Sergeant	5.00	4.00	4.00	4.00	487,873	-	0.0%
Police Officer	15.25	16.25	16.25	16.25	1,336,275	-	0.0%
Detective/Investigations	3.00	4.00	4.00	4.00	432,283	-	0.0%
Administrative Assistant	0.95	0.95	0.95	0.95	59,740	-	0.0%
Evidence Custodian	-	1.00	1.00	1.00	67,033	-	0.0%
Custodian	0.30	0.30	0.30	0.30	14,465	-	0.0%
<b>Total</b>	<b>27.35</b>	<b>30.35</b>	<b>30.35</b>	<b>30.35</b>	<b>2,948,765</b>	<b>-</b>	<b>0.0%</b>



#### OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Allowances - Moving Expense (Account No. 509.07) increased by \$30,000 or 150.0% due to vacancies within the department including the Chief and multiple Officers.
- Operating Supplies (Account No. 510.02) increased by \$15,000, or by 42.9%, due to the anticipated increase in the cost of operating supplies and the cost of canine supplies and expenses due to the addition of a narcotic detection canine initially funded by seized asset Marshal fund. Based on expenses during 2024 we anticipate the additional funding request will cover any associated costs of the K9.
- Medical Services (Account No. 640.05) this budget amount did not increase, however; additions in the definition of allowed purchases were added to pay for state required pre-employment psychological examinations for police officers, wellness visits for police personnel and use of psychological services as necessary or appropriate.
- Telecommunications (Account No. 650.01) increased by \$11,000, or by 18.3%, due to the addition of Mobile Computer Aided Dispatch services. The laptop mounted cars require a wireless card to communicate with the 911 Communications Center.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Police

## Operations Division 1220-110

## DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2023	2024 Budget		2025	Adopted 2024/2025		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	2,442,948	3,010,017	3,002,117	2,564,550	2,948,765	(61,252)	-2.0%
500	.05	Longevity Pay	18,200	20,475	20,395	20,395	21,925	1,450	7.1%
501	.01	Overtime Wages	211,622	190,000	190,000	190,000	195,700	5,700	3.0%
505	.00	Payroll Taxes	202,155	246,380	246,380	220,800	242,229	(4,151)	-1.7%
506	.00	Pension	603,554	720,413	720,413	637,150	704,416	(15,997)	-2.2%
507	.00	Health and Life Insurance	541,727	679,006	679,006	550,000	662,858	(16,148)	-2.4%
507	.30	Workers Compensation	85,418	103,826	103,826	87,500	98,554	(5,272)	-5.1%
508	.00	Other Benefits	94,153	117,250	117,250	40,400	145,904	28,654	24.4%
509	.01	Allowances-Police Uniforms	51,517	57,000	57,000	53,000	56,700	(300)	-0.5%
509	.07	Allowances-Moving Expense	-	20,000	20,000	20,000	50,000	30,000	150.0%
509	.08	Allowances-Medical Expenses	-	1,600	1,600	1,600	1,600	-	0.0%
Personnel Services and Benefits			4,251,294	5,165,967	5,157,987	4,385,395	5,128,651	(37,316)	-0.7%
Supplies									
510	.01	Office Supplies	5,718	7,500	7,000	7,000	8,000	500	6.7%
510	.02	Operating Supplies	34,719	35,000	35,000	35,000	50,000	15,000	42.9%
510	.03	Safety Program Supplies	12,677	10,400	10,400	10,400	10,500	100	1.0%
510	.04	Janitorial Supplies	3,324	3,100	3,100	3,100	3,400	300	9.7%
515	.02	Building & Grounds Maint Materials	10,548	15,000	15,000	15,000	15,000	-	0.0%
515	.04	Machinery & Equip Maint Materials	440	1,000	1,000	1,000	1,200	200	20.0%
520	.02	Postage	5,200	4,500	5,000	5,000	5,200	700	15.6%
525	.03	Heating Fuel	21,504	56,000	56,000	56,000	56,000	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	41,140	66,200	66,200	66,200	66,200	-	0.0%
535	.04	Uniforms/Badges/Clothing	1,692	5,700	5,700	5,700	5,700	-	0.0%
Supplies			136,962	204,400	204,400	204,400	221,200	16,800	8.2%
Contract/Purchased Services									
600	.01	Travel-Business	881	1,000	1,000	1,000	1,000	-	0.0%
600	.02	Travel-Training	44,592	80,000	80,000	80,000	80,000	-	0.0%
600	.03	Training and Education	53,798	52,800	52,800	52,800	52,800	-	0.0%
605	.01	Ads and Public Announcements	2,461	2,500	2,500	2,500	2,500	-	0.0%
610	.01	Community Promotion	7,843	5,000	5,000	5,000	5,000	-	0.0%
615	.02	Assn. Membership Dues & Fees	3,465	4,500	4,500	4,500	4,500	-	0.0%
620	.01	Towing of Abandoned Property	-	-	-	-	68,000	68,000	NA
620	.02	Towing of Impounded Property	1,405	3,000	3,000	3,000	3,000	-	0.0%
630	.02	Vehicle Licenses	280	500	500	500	500	-	0.0%
630	.03	Bank & Merchant Fees	1,430	1,300	1,300	1,300	1,300	-	0.0%
635	.01	Government Contractual Services	14,198	27,000	27,000	27,000	27,000	-	0.0%
635	.04	Software & Equip Maint Services	33,594	37,000	37,000	37,000	38,000	1,000	2.7%
635	.06	Building & Grounds Maint Services	2,156	5,000	5,000	5,000	5,000	-	0.0%
635	.07	Machinery & Equipment Maintenance Ser	-	7,000	7,000	7,000	7,000	-	0.0%
635	.10	Investigation Services	8,634	15,000	15,000	15,000	15,000	-	0.0%
632	.12	Technical Contractual Services	5,195	-	-	-	-	-	NA
635	.14	Other Contractual services	7,332	50,000	50,000	10,000	50,000	-	0.0%
640	.05	Medical Services	9,252	24,000	24,000	24,000	24,000	-	0.0%
650	.01	Telecommunications	53,048	60,000	60,000	60,000	71,000	11,000	18.3%
650	.02	Electric, Water, Sewer & Solid Waste	56,846	62,300	62,300	62,300	62,300	-	0.0%
Contract/Purchased Services			306,410	437,900	437,900	397,900	517,900	80,000	18.3%

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Police

## Operations Division 1220-110

Operating Expenditures	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	2,585	3,000	3,000	3,000	5,000	2,000	66.7%
790 .25 Machinery and Equipment	11,605	24,250	24,250	24,250	24,250	-	0.0%
790 .26 Computers, Printers & Copiers	35,785	47,100	47,100	47,100	20,300	(26,800)	-56.9%
<b>Minor Capital Outlay</b>	<b>49,975</b>	<b>74,350</b>	<b>74,350</b>	<b>74,350</b>	<b>49,550</b>	<b>(24,800)</b>	<b>-33.4%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	80,551	112,340	120,240	120,240	132,770	20,430	18.2%
850 .01 Interdepartmental-Garage	62,126	103,000	103,000	65,000	103,000	-	0.0%
<b>Interdepartmental Charges</b>	<b>142,677</b>	<b>215,340</b>	<b>223,240</b>	<b>185,240</b>	<b>235,770</b>	<b>20,430</b>	<b>9.5%</b>
<b>Total Expenditures by Type</b>	<b>4,887,318</b>	<b>6,097,957</b>	<b>6,097,877</b>	<b>5,247,285</b>	<b>6,153,071</b>	<b>55,114</b>	<b>0.9%</b>

## NARRATIVE

**500.01 Regular Salaries and Wages: \$2,948,765** – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

**500.05 Longevity Pay: \$21,925** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$195,700** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**505.00 Payroll Taxes: \$242,229** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$704,416** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$662,858** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$98,554** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$145,904** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.01 Allowances – Police Uniforms: \$56,700** – This account provides expenditures for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the City Personnel Rules.

**509.07 Allowances - Moving Expense: \$50,000** - This account provides expenditures for direct payments or reimbursements to employees for expenditures incurred to relocate to Ketchikan.

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

**510.01 Office Supplies: \$8,000**- This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as staplers and tape dispensers.

**510.02 Operating Supplies: \$50,000** - This account provides expenditures for supplies that are normally not of a maintenance

nature and are required to support department operations. Included are supplies such as CDs, DVDs, batteries, narcotic test kits, training materials, crime scene investigation materials, taser cartridges, pepper spray, ammunition, targets and armor supplies. It also provides expenditures for veterinary costs associated with canine. This account also allows for any food, housing, training and equipment.

**510.03 Safety Program Supplies: \$10,500-** This account provides expenditures for supplies for the department safety program. Included are safety information brochures, safety training audio and video programs, soft body armors, ballistic vests, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control accessories.

**510.04 Janitorial Supplies: \$3,400 –** This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

**515.02 Building and Grounds Maintenance Materials: \$15,000 –** This account provides expenditures for materials required to repair and maintain the building and the upkeep of the grounds at the Police Station.

**515.04 Machinery and Equipment Maintenance Materials: \$1,200 –** This account provides expenditures for the materials required to repair and maintain machinery and equipment owned or leased and operated by the department. Included are office equipment, operating equipment, computer networks and computers.

**520.02 Postage: \$5,200-** This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**525.03 Heating Fuel: \$56,000 -** This account provides expenditures for heating fuel for the Police Department.

**525.04 Vehicle Motor Fuel and Lubricants: \$66,200 -** This account provides expenditures for gasoline and lubricants used for the operation of Police vehicles.

**535.04 Uniforms/Badges/Clothing: \$5,700 -** This account provides expenditures for direct purchases of, or reimbursements to, employees for work related clothing required by department policies. Included are badges, collar insignia, patches and department awards.

**600.01 Travel-Business: \$1,000 –** This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for department business.

**600.02 Travel-Training: \$80,000-** This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

**600.03 Training and Education: \$52,800 –** This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties. Tuition for new officers to attend the Public Safety Training Academy is also paid with this account as needed.

**605.01 Ads and Public Announcements: \$2,500 -** This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues and recruiting.

**610.01 Community Promotion: \$5,000 –** This account provides expenditures for the promotion of community activities and programs. Included activities are Shop with a Cop, Coffee with a Cop, Citizens Academy, Health Fair and Halloween Safety.

**615.02 Assn. Membership Dues and Fees: \$4,500 –** This account provides expenditures for memberships in professional and trade associations such as the FBI National Academy Associates, Alaska Association of Chiefs of Police, International Association of Chiefs of Police and others.

**620.01 Towing of Abandoned Property: \$68,000 -** This account provides expenditures for salvaging and/or disposing of junked

vehicles and marine vessels.

**620.02 Towing of Impounded Property: \$3,000** – This account provides expenditures for towing and/or storing of impounded vehicles.

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

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

**635.01 Government Contractual Services: \$27,000** - This account provides expenditures for services provided by federal, state and local governments. Included are prisoner charges and fees paid for services provided by federal, state and local governments.

**635.04 Software and Equipment Maintenance Services: \$38,000** - This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. The agreements in place for the division include support and updates for the digital evidence management system, Cellebrite Universal Forensic Electronic Device (UFED) and AXON body-worn cameras.

**635.06 Building and Grounds Maintenance Services: \$5,000** - This account provides expenditures for services required to repair and maintain the building and the upkeep of the grounds at the Police Station.

**635.07 Machinery and Equipment Maintenance Services: \$7,000** - This account provides expenditures for the contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

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

**635.14 Other Contractual services: \$50,000** - This account provides expenditures for the cost of contracting third party to apply for and obtain funds for the department.

**640.05 Medical Services: \$24,000** – This account provides expenditures for the costs of medical examinations for individuals held in protective custody, medical screenings for arrestees and DUI blood draws. This covers state required pre-employment psychological examinations for police officers, wellness visits for police department personnel, post incident psychologically based debriefings, organizational consultation and any other relevant psychological services as necessary or appropriate. This account also provides for costs associated with Sexual Assault Response (SAR) kits, which are occasionally reimbursed by the State of Alaska.

**650.01 Telecommunications: \$71,000** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

**650.02 Electric, Water, Sewer & Solid Waste: \$62,300** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture and Fixtures: \$5,000** - This account provides for the acquisition of furniture and fixtures for the Police Station.

**790.25 Machinery and Equipment: \$24,250** - This account provides expenditures for the acquisition of replacement X2 Tasers, body-worn cameras.

**790.26 Computers, Printers and Copiers: \$20,300** - This account provides expenditures for the replacement of 4 workstations, 7 monitors, 4 laptops, 2 printers and 3 UPC back up batteries per the replacement schedule developed by the Information Technology Department.

**CITY OF KETCHIKAN**

***2025 Operating and Capital Budget***

***Police***

***Operations Division 1220-110***

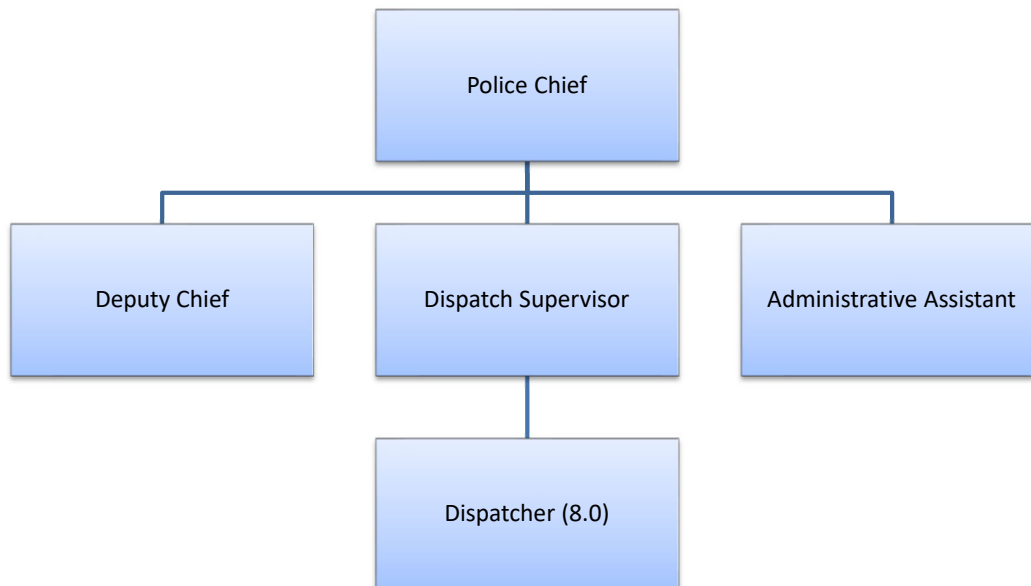
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**825.01 Interdepartmental Charges – Insurance: \$132,770** This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$103,000** – This account provides expenditures for fleet maintenance services provided by the Public Works Department – Garage Division.

**MISSION STATEMENT**

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



**GOALS FOR 2025**

- Involve and train a Dispatcher in the Critical Incident Stress management (CISM) area team.
- Provide excellent customer service to Citizens of Ketchikan.
- Develop quarterly in house trainings for Dispatchers.
- Seek and identify individual training.

**ACCOMPLISHMENTS FOR 2024**

- Continued to provide excellent service to the citizens of Ketchikan.
- Hired and trained 2 new employees.
- Created and implemented new Standard operating procedures for Fire/EMS dispatch.
- Implemented Mobile Computer automated Dispatch (MCAD) for police and Fire.
- Trained dispatcher to be on Crisis negotiation team.

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,179,606	1,271,030	1,269,560	1,231,870	1,305,325	34,295	2.7%
Supplies	3,808	6,200	6,200	6,200	7,700	1,500	24.2%
Contract/Purchased Services	120,339	142,500	142,500	142,500	148,600	6,100	4.3%
Minor Capital Outlay	820	7,000	7,000	7,000	7,000	-	0.0%
Interdepartmental Charges	15,997	22,180	23,730	23,730	26,500	4,320	19.5%
<b>Total Expenditures</b>	<b>1,320,570</b>	<b>1,448,910</b>	<b>1,448,990</b>	<b>1,411,300</b>	<b>1,495,125</b>	<b>46,215</b>	<b>3.2%</b>



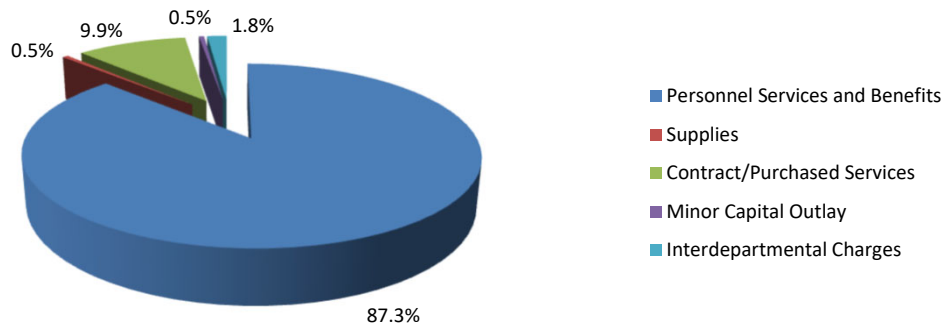
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

**E911 Central Communications Division 1220-220**

Funding Source	2023 Actual	2024 Budget			2025 Budget	Adopted 2024/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Support	809,206	932,879	932,959	884,166	965,244	32,365	3.5%
Charges for Services - Borough	87,134	80,000	80,000	81,103	80,000	-	0.0%
Charges for Services - E911	404,369	390,000	390,000	400,000	400,000	10,000	2.6%
Marijuana Sales Tax	7,877	-	-	-	-	-	NA
CPV Special Revenue	11,984	46,031	46,031	46,031	49,881	3,850	8.4%
<b>Total Funding</b>	<b>1,320,570</b>	<b>1,448,910</b>	<b>1,448,990</b>	<b>1,411,300</b>	<b>1,495,125</b>	<b>46,215</b>	<b>3.2%</b>

Full-time Equivalent Personnel	2023 Actual	2024 Budget		2025		Adopted 2024/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.10	0.10	0.10	0.10	15,781	-	0.0%
Deputy Chief	0.05	0.05	0.05	0.05	7,010	-	0.0%
Administrative Assistant	0.05	0.05	0.05	0.05	3,144	-	0.0%
Dispatch Supervisor	1.00	1.00	1.00	1.00	85,918	-	0.0%
Dispatcher	9.00	8.00	8.00	8.00	533,467	-	0.0%
Evidence Custodian	0.10	-	-	-	-	-	0.0%
<b>Total</b>	<b>10.30</b>	<b>9.20</b>	<b>9.20</b>	<b>9.20</b>	<b>645,320</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

There are no significant changes between 2024 and 2025.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Police

## E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2023		2024 Budget			2025	Adopted 2024/2025
	Actual		Adopted	Amended	Estimate	Budget	Incr(Decr) %
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	528,492		634,840	562,190	562,190	645,320	10,480 1.7%
500 .05 Longevity Pay	1,675		1,700	1,780	1,780	1,885	185 new
501 .01 Overtime Wages	205,137		140,000	210,000	210,000	140,000	- 0.0%
502 .01 Temporary Wages	31,337		40,000	40,000	40,000	40,000	- 0.0%
505 .00 Payroll Taxes	57,841		62,470	62,470	62,470	63,140	670 1.1%
506 .00 Pension	167,012		174,715	174,715	174,715	176,700	1,985 1.1%
507 .00 Health and Life Insurance	161,003		190,390	190,390	161,700	199,390	9,000 4.7%
507 .30 Workers Compensation	6,038		5,390	5,390	5,390	5,565	175 3.2%
508 .00 Other Benefits	13,414		14,300	14,300	5,300	25,000	10,700 74.8%
509 .01 Allowances-Police Uniforms	232		225	225	225	225	- 0.0%
509 .02 Allowances-Dispatch Uniforms	7,425		7,000	8,100	8,100	8,100	1,100 15.7%
<b>Personnel Services and Benefits</b>	<b>1,179,606</b>		<b>1,271,030</b>	<b>1,269,560</b>	<b>1,231,870</b>	<b>1,305,325</b>	<b>34,295 2.7%</b>
<b>Supplies</b>							
510 01 Office Supplies	160		1,000	1,000	1,000	1,000	- 0.0%
510 .02 Operating Supplies	3,246		4,700	4,700	4,700	6,200	1,500 31.9%
535 .04 Uniforms/Badges/Clothing	402		500	500	500	500	- 0.0%
<b>Supplies</b>	<b>3,808</b>		<b>6,200</b>	<b>6,200</b>	<b>6,200</b>	<b>7,700</b>	<b>1,500 24.2%</b>
<b>Contract/Purchased Services</b>							
600 .02 Travel-Training	-		7,000	7,000	7,000	7,500	500 7.1%
600 .03 Training and Education	3,451		7,000	7,000	7,000	7,000	- 0.0%
605 .01 Ads and Public Announcements	156		500	500	500	500	- 0.0%
630 .05 Software Licenses	120		4,000	4,000	4,000	4,000	- 0.0%
635 .04 Software & Equip Maint Services	114,645		115,000	115,000	115,000	120,000	5,000 4.3%
635 .07 Machinery & Equip Maint Services	357		3,000	3,000	3,000	3,500	500 16.7%
635 .11 Subscription Services	1,063		1,500	1,500	1,500	1,500	- 0.0%
650 .01 Telecommunications	547		4,500	4,500	4,500	4,600	100 2.2%
<b>Contract/Purchased Services</b>	<b>120,339</b>		<b>142,500</b>	<b>142,500</b>	<b>142,500</b>	<b>148,600</b>	<b>6,100 4.3%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	700		2,500	2,500	2,500	2,500	- 0.0%
790 .25 Machinery & Equipment	-		2,500	2,500	2,500	2,500	- 0.0%
790 .35 Software	120		2,000	2,000	2,000	2,000	- 0.0%
<b>Minor Capital Outlay</b>	<b>820</b>		<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>- 0.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	15,997		22,180	23,730	23,730	26,500	4,320 19.5%
<b>Interdepartmental Charges</b>	<b>15,997</b>		<b>22,180</b>	<b>23,730</b>	<b>23,730</b>	<b>26,500</b>	<b>4,320 19.5%</b>
<b>Total Expenditures by Type</b>	<b>1,320,570</b>		<b>1,448,910</b>	<b>1,448,990</b>	<b>1,411,300</b>	<b>1,495,125</b>	<b>46,215 3.2%</b>

NARRATIVE

**500.01 Regular Salaries and Wages: \$645,320**– This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

**500.05 Longevity Pay: \$1,885** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$140,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

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

**505.00 Payroll Taxes: \$63,140** - This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$176,700** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$199,390** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$5,565** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$25,000** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.01 Allowances - Police Uniforms: \$225** - This account provides expenditures for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the Personnel Rules.

**509.02 Allowances – Dispatch Uniforms: \$8,100** - This account provides expenditures for employer provided uniform allowances paid directly to police dispatchers pursuant to collective bargaining agreements or the Personnel Rules.

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

**510.02 Operating Supplies: \$6,200** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as communications wireless bases and headsets, batteries, employee awards and recognition pins, brochures, medical supplies, and general materials for classes and public programs. It also provides expenditures for annual parking permits for the Police Department's dispatchers.

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

**600.02 Travel-Training: \$7,500** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

**600.03 Training and Education: \$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.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Police**

**E911 Central Communications Division 1220-220**

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

**630.05 Software Licenses: \$4,000** – This account provides expenditures for acquiring licenses for the right to use proprietary software such as Adobe and scheduling software for the Department.

**635.04 Software and Equipment Maintenance Services: \$120,000** - This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. The agreements in place for the division include support and updates for the computer-aided dispatch system, records management system, recording system interface for the dispatch consoles and remote monitoring, dispatch consoles and the APSIN criminal justice information system for Alaska.

**635.07 Machinery and Equipment Maintenance Services: \$3,500** - This account provides expenditures for the contractual services required to repair and maintain office equipment and operating equipment. It also includes maintenance service agreements.

**635.11 Subscription Services: \$1,500** - This account provides expenditures for subscriptions for access to telephonic and web based services. Included are Alaska Public Safety Information System, Department of Motor Vehicles Photo Site, on-line reference databases, Statewide Gateway for APSIN, NCIC and Statewide Library Electronic Doorway.

**650.01 Telecommunications: \$4,600** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet and long distance.

**790.15 Furniture and Fixtures: \$2,500** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

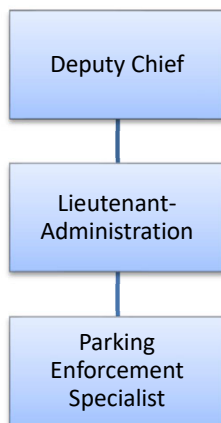
**790.25 Machinery and Equipment: \$2,500** - This account provides for the replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and department owned wireless headsets.

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

**825.01 Interdepartmental Charges – Insurance: \$26,500** - This account provides expenditures for risk management services and claims.

### MISSION STATEMENT

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



### GOALS FOR 2025

- Identify more effective timed parking enforcement procedures.
- Hire and train a temporary parking enforcement specialist for summer season.

### ACCOMPLISHMENTS FOR 2024

- Continued to work with Public Works to implement on City streets parking lots, as well as paint and re-paint areas of public safety concerns.
- Hired one temporary parking enforcement specialist.

### DIVISION SUMMARY

Expenditures by Category	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	99,170	120,722	120,722	108,157	125,895	5,173	4.3%
Supplies	6,246	8,970	8,970	8,970	9,000	30	0.3%
Contract/Purchased Services	4,538	16,260	16,260	16,260	16,310	50	0.3%
Interdepartmental Charges	1,907	4,990	4,990	5,180	5,480	490	9.8%
<b>Total Expenditures</b>	<b>111,861</b>	<b>150,942</b>	<b>150,942</b>	<b>138,567</b>	<b>156,685</b>	<b>5,743</b>	<b>3.8%</b>

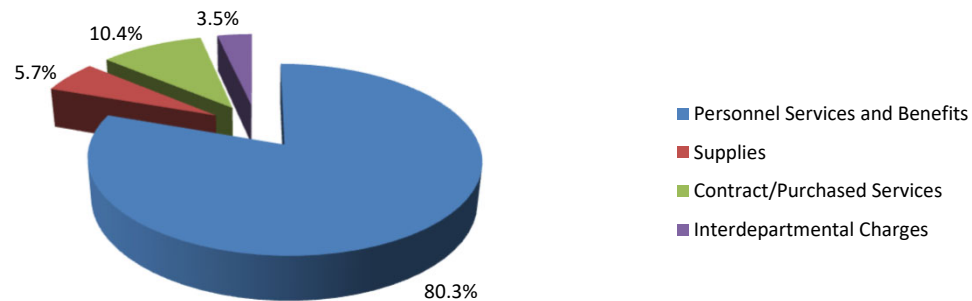
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

**Parking Enforcement Division 1220-221**

Funding Source	2023 Actual	2024 Budget			2025 Budget	Adopted 2024/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	41,343	80,942	80,942	78,567	96,685	15,743	19.4%
Fines and Forfeitures	70,518	70,000	70,000	60,000	60,000	(10,000)	-14.3%
<b>Total Funding</b>	<b>111,861</b>	<b>150,942</b>	<b>150,942</b>	<b>138,567</b>	<b>156,685</b>	<b>5,743</b>	<b>3.8%</b>

Full-time Equivalent Personnel	2023 Actual	2024 Budget		2025		Adopted 2024/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Parking Enforcement Specialist	1.00	1.00	1.00	1.00	56,950	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>56,950</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2024**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below:

There are no significant changes between 2024 and 2025.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

**Parking Enforcement Division 1220-221**

DIVISION OPERATING BUDGET DETAIL									
Operating Expenditures			2023	2024 Budget			2025	Adopted 2024/2025	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	51,929	55,292	55,292	55,292	56,950	1,658	3.0%
501	.01	Overtime	-	-	-	-	-	-	NA
502	.01	Temporary Wages	8,044	20,000	20,000	7,900	20,000	-	0.0%
505	.00	Payroll Taxes	4,404	5,000	5,000	4,750	5,110	110	2.2%
506	.00	Pension	8,466	10,510	10,510	10,510	10,780	270	2.6%
507	.00	Health and Life Insurance	24,342	25,500	25,500	25,500	26,350	850	3.3%
507	.30	Workers Compensation	1,934	2,200	2,200	1,985	2,165	(35)	-1.6%
508	.00	Other Benefits	(947)	1,220	1,220	1,220	4,290	3,070	251.6%
509	.01	Allowances-Police Uniforms	998	1,000	1,000	1,000	250	(750)	-75.0%
Personnel Services and Benefits			99,170	120,722	120,722	108,157	125,895	5,173	4.3%
Supplies									
510	.01	Office Supplies	3,080	3,200	3,200	3,200	3,200	-	0.0%
510	.02	Operating Supplies	390	400	400	400	400	-	0.0%
520	.02	Postage	1,685	3,300	3,300	3,300	3,300	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	500	670	670	670	700	30	4.5%
535	04	Allowances-Uniforms/Badges/Clothing	591	1,400	1,400	1,400	1,400	-	NA
Supplies			6,246	8,970	8,970	8,970	9,000	30	0.3%
Contract/Purchased Services									
605	.01	Ads and Public Announcements	-	350	350	350	400	50	14.3%
630	.02	Vehicle Licenses	-	10	10	10	10	-	0.0%
635	.04	Software & Equip Maint Services	-	6,700	6,700	6,700	6,700	-	0.0%
640	.03	Information Technology Services	3,564	8,000	8,000	8,000	8,000	-	0.0%
650	.01	Telecommunications	974	1,200	1,200	1,200	1,200	-	0.0%
Contract/Purchased Services			4,538	16,260	16,260	16,260	16,310	50	0.3%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	1,706	2,240	2,240	2,430	2,730	490	21.9%
850	.01	Interdepartmental Charges-Garage	201	2,750	2,750	2,750	2,750	-	0.0%
Interdepartmental Charges			1,907	4,990	4,990	5,180	5,480	490	9.8%
Total Expenditures by Type			111,861	150,942	150,942	138,567	156,685	5,743	3.8%

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$56,950** – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

**502.01 Temporary Wages: \$20,000** – This account provides expenditures for compensation paid to hourly employees for temporary personnel services.

**505.00 Payroll Taxes: \$5,110** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$10,780** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$26,350** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$2,165** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$4,290** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.01 Allowances – Police Uniforms: \$250** – This account provides expenditures for employer provided clothing allowances paid directly to employees pursuant to collective bargaining agreements or the City's Personnel Rules.

**510.01 Office Supplies: \$3,200** – This account provides expenditures for the cost of monthly, annual and temporary City parking permits, past-due notice forms and envelopes, new parking ticket stock, printer cartridges and other supplies.

**510.02 Operating Supplies: \$400** - This account provides expenditures for supplies for the division during the course of the year.

**520.02 Postage: \$3,300** - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**525.04 Vehicle Motor Fuel and Lubricants: \$700** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operation of the Parking Enforcement Vehicle.

**535.04 Allowances-Uniforms/Badges/Clothing: \$1,400** - This account provides for expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, badges, name plates, boots, shoes and branded logo wear.

**605.01 Ads and Public Announcements: \$400** - This account provides expenditures for advertising and announcements in publications and newspapers.

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

**635.04 Software Maintenance Services: \$6,700** - This account provides expenditures for maintenance agreements to support licensed software systems.

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

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

**825.01 Interdepartmental Charges – Insurance: \$2,730** - This account provides expenditures for risk management services and claims.

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



**CITY OF KETCHIKAN****2025 Operating and Capital Budget****Police****Grants Program****MISSION STATEMENT**

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

**GOALS FOR 2025**

- Pursue state and federal grant funding opportunities

**ACCOMPLISHMENTS FOR 2024**

- The department remains partnered with the Ketchikan Gateway Borough School District for the U.S. Department of Justice grant awarded in 2020 for security upgrades for local schools. An extension request was granted in 2023 to finalize this project and draw down on the funds in 2024.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .02 Operating Supplies	-	6,536	6,536	-	-	(6,536)	-100.0%
<b>Supplies</b>	-	<b>6,536</b>	<b>6,536</b>	-	-	<b>(6,536)</b>	<b>-100.0%</b>
<b>Contract/Purchased Services</b>							
635 .07 Machinery and Equip Maint Services	-	325,066	325,066	-	-	(325,066)	-100.0%
<b>Contract/Purchased Services</b>	-	<b>325,066</b>	<b>325,066</b>	-	-	<b>(325,066)</b>	<b>-100.0%</b>
<b>Total Expenditures by Type</b>	-	<b>331,602</b>	<b>331,602</b>	-	-	<b>(331,602)</b>	<b>-100.0%</b>

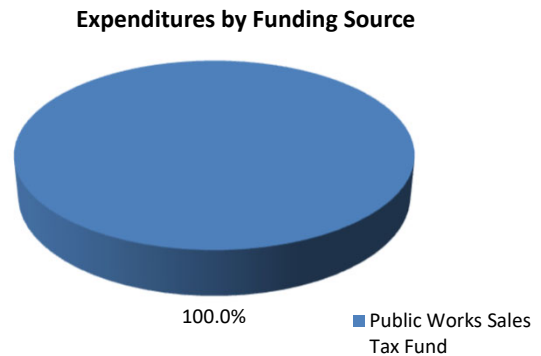
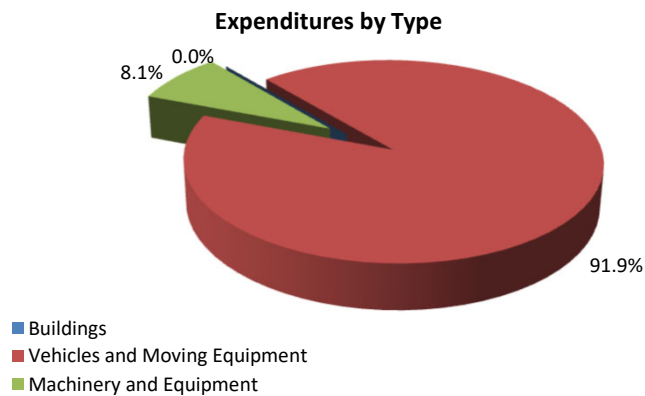
Grant Program	2023	2024 Budget			2025	Adopted 2024/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>COPS Office School Violence Prevention Program</b>							
Grant	-	248,702	248,702	-	-	(248,702)	-100.0%
Local Match-In-Kind	-	82,900	82,900	-	-	(82,900)	-100.0%
<b>Total Expenditures by Grant Program</b>	-	<b>331,602</b>	<b>331,602</b>	-	-	<b>(331,602)</b>	<b>-100.0%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Police**

**Capital Budget**

Major Capital Outlay		2023	2024 Budget			2025	Adopted 2024/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00	Buildings	439,120	823,000	823,000	-	-	(823,000)	-100.0%
720.00	Vehicles and Moving Equipment	148,459	452,700	525,700	452,405	339,575	(113,125)	-25.0%
725.00	Machinery and Equipment	124,699	681,750	681,750	571,291	30,000	(651,750)	-95.6%
<b>Total Major Capital Outlay</b>		<b>712,278</b>	<b>1,957,450</b>	<b>2,030,450</b>	<b>1,023,696</b>	<b>369,575</b>	<b>(1,587,875)</b>	<b>-81.1%</b>

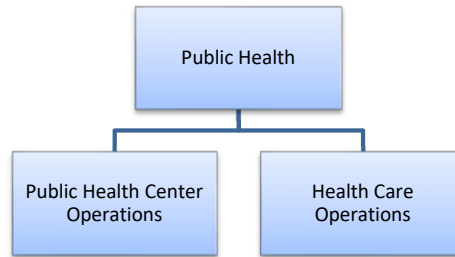
Capital Improvement Projects		Funding Sources		
		PW Sales	Tax Fund	Total
Project #	Project			
<b>720.00 Vehicles and Moving Equipment</b>				
Priority - 1	Replace 3 Vehicles		339,575	-
			-	-
	<b>Total Vehicles and Moving Equipment</b>		<b>339,575</b>	<b>-</b>
				<b>339,575</b>
<b>725.00 Machinery and Equipment</b>				
Priority - 2	Drone Program		30,000	-
			-	-
	<b>Total Machinery and Equipment</b>		<b>30,000</b>	<b>-</b>
				<b>30,000</b>
	<b>Total Capital Budget</b>		<b>369,575</b>	<b>-</b>
				<b>369,575</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Health**

**Summary**

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



**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Health Center	10,800	24,325	24,325	24,325	14,325	(10,000)	-41.1%
Health Care Operations	2,327	155,140	155,140	50	55,000	(100,140)	-64.5%
Capital Improvement Program	24,720	1,111,642	1,111,642	(172,825)	1,241,755	130,113	11.7%
<b>Total</b>	<b>37,847</b>	<b>1,291,107</b>	<b>1,291,107</b>	<b>(148,450)</b>	<b>1,311,080</b>	<b>19,973</b>	<b>1.5%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	-	-	-	-	-	-	0.0%
Supplies	8,907	27,825	16,875	6,875	17,825	(10,000)	-35.9%
Contract/Purchased Services	3,735	150,000	149,200	4,250	50,000	(100,000)	-66.7%
Minor Capital Outlay	346	1,500	13,250	13,250	1,500	-	0.0%
Interdepartmental Charges	139	140	140	-	-	(140)	-100.0%
Major Capital Outlay	24,720	1,111,642	1,111,642	(172,825)	1,241,755	130,113	11.7%
<b>Total</b>	<b>37,847</b>	<b>1,291,107</b>	<b>1,291,107</b>	<b>(148,450)</b>	<b>1,311,080</b>	<b>19,973</b>	<b>1.5%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	10,800	24,325	24,325	24,325	14,325	(10,000)	-41.1%
Hospital Sales Tax Fund	27,047	166,146	166,146	50	55,000	(111,146)	-66.9%
Hospital Construction Fund	-	1,100,636	1,100,636	(172,825)	1,241,755	141,119	12.8%
<b>Total</b>	<b>37,847</b>	<b>1,291,107</b>	<b>1,291,107</b>	<b>(148,450)</b>	<b>1,311,080</b>	<b>19,973</b>	<b>1.5%</b>

**MISSION STATEMENT**

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

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

**GOALS FOR 2025**

- In response to the COVID-19 epidemic, KPHC will continue to provide guidance to the Ketchikan community for non-pharmaceutical intervention recommendations, as well as serve collaboratively with designated City and Tribal officials to mitigate transmission and impact. KPHC will follow State of Alaska and CDC guidance for contact tracing, testing, vaccination and other proven methods to reduce the burden of COVID-19 in the Ketchikan area.
- KPHC will continue to work toward fulfilling the goals as outlined in the Public Health Nursing (SOPHN) Strategic Plan with priority areas of substance misuse, sexually transmitted infections, vaccine preventable diseases, emergency preparedness, interpersonal violence, tuberculosis, external communication, and culture of quality.
- KPHC will continue to provide safety-net services to community members, while continuing to screen and offer appropriate services, referrals, and resources for immunizations, interpersonal violence, healthy lifestyle, and risky alcohol and substance use behavior at all encounters.
- KPHC will continue to lead efforts to assess the public health needs of Ketchikan and plans to partner with agencies, such as PeaceHealth Community Collaboration Committee, Ketchikan Indian Community, and Ketchikan Wellness Coalition, to conduct ongoing community health assessments and develop health improvement plans.
- KPHC will continue to participate in numerous community and state coalitions and committees such as: The Ketchikan Wellness Coalition, Women in Safe Homes, Community Collaboration Committee, Substance Abuse Task Force, Building a Healthy Community, Behavioral Health Task Force, Revilla Island Resilience Initiative, Ketchikan Reentry Coalition, Ketchikan Community Partnership for FASD, Southeast Alaska Networking Elderly Topics, Diabetes Advisory Board, Local Emergency Preparedness Committee, and Domestic Violence Task Force.
- PHNs will continue to aim to reduce health inequities by addressing social determinants of health and other root causes through this community work.

**ACCOMPLISHMENTS FOR 2024**

- KPHC staff implemented Project Gabe into the Ketchikan Community, provided Narcan education and emergency response kits to Ketchikan businesses as a response effort to the Opioid Epidemic.
- KPHC staff continues to provide Narcan kits to the Ketchikan Community.
- KPHC staff have assisted in coordinating services including testing and vaccination for underserved members of the Ketchikan community such as persons experiencing homelessness and the uninsured.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Health**

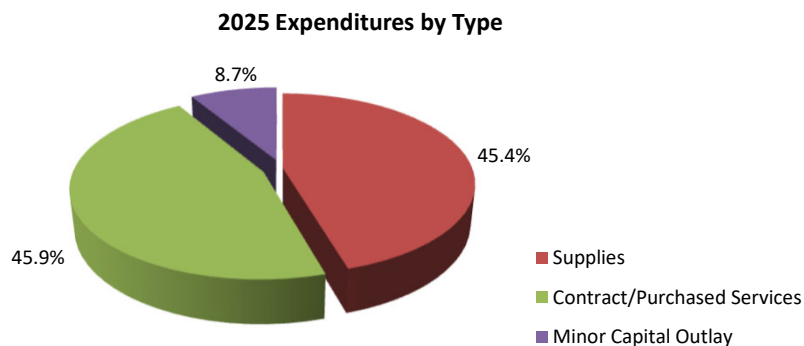
**Public Health Center Operations 1310-110**

- KPHC staff provided back to school immunization clinics and sports physicals to the Ketchikan School District.
- KPHC staff provided COVID-19 and Flu vaccinations to homebound Ketchikan residents.
- KPHC staff continue to provide infectious disease response to the Ketchikan community. Disease investigations include but are not limited to COVID-19, Sexually Transmitted Infections, Monkeypox, and Tuberculosis.
- KPHC has been a resource for the community and Ketchikan Gateway Borough School District. PHN's have educated school district staff and worked to inform the public regarding Infectious Disease.
- KPHC provided reproductive health education to the Ketchikan High School and Schoenbar Middle School.
- KPHC continued to promote health and educate citizens through individual encounters, public service announcements on the radio, and community events, such as the Blueberry Festival, Filipino Festival, and annual POD.
- KPHC continued to provide safety net services to the Ketchikan Community, including STI, reproductive health, immunizations, infectious disease response, and TB case management. Implemented rapid STI testing locally, patients can be screened and treated in the same appointment, reducing patients that are lost to follow up.

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	6,719	17,825	6,875	6,875	7,825	(10,000)	-56.1%
Contract/Purchased Services	3,735	5,000	4,200	4,200	5,000	-	0.0%
Minor Capital Outlay	346	1,500	13,250	13,250	1,500	-	0.0%
<b>Total Expenditures</b>	<b>10,800</b>	<b>24,325</b>	<b>24,325</b>	<b>24,325</b>	<b>14,325</b>	<b>(10,000)</b>	<b>-41.1%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	10,800	24,325	24,325	24,325	14,325	(10,000)	-41.1%
<b>Total Funding</b>	<b>10,800</b>	<b>24,325</b>	<b>24,325</b>	<b>24,325</b>	<b>14,325</b>	<b>(10,000)</b>	<b>-41.1%</b>



#### OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below:

- Operating Supplies (510.02) decreased by \$10,000 or 63.2% due to the anticipated needs of the Public Health Center in 2025.

#### DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	812	1,000	1,000	1,000	500	(500)	-50.0%
510 .02 Operating Supplies	5,136	15,825	4,075	4,075	5,825	(10,000)	-63.2%
510 .07 Food/Catering	92	500	1,300	1,300	1,000	500	100.0%
530 .02 Periodicals	679	500	500	500	500	-	0.0%
<b>Supplies</b>	<b>6,719</b>	<b>17,825</b>	<b>6,875</b>	<b>6,875</b>	<b>7,825</b>	<b>(10,000)</b>	<b>-56.1%</b>
<b>Contract/Purchased Services</b>							
605 .01 Ads and Public Announcements	235	1,000	1,000	1,000	1,000	-	0.0%
635 .06 Building & Grounds Maintenance Services	3,500	4,000	3,200	3,200	4,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>3,735</b>	<b>5,000</b>	<b>4,200</b>	<b>4,200</b>	<b>5,000</b>	<b>-</b>	<b>0.0%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	168	1,250	1,250	1,250	500	(750)	-60.0%
790 .25 Machinery and Equipment	178	250	12,000	12,000	1,000	750	0.0%
<b>Minor Capital Outlay</b>	<b>346</b>	<b>1,500</b>	<b>13,250</b>	<b>13,250</b>	<b>1,500</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>10,800</b>	<b>24,325</b>	<b>24,325</b>	<b>24,325</b>	<b>14,325</b>	<b>(10,000)</b>	<b>-41.1%</b>

#### NARRATIVE

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

**510.02 Operating Supplies: \$5,825** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies,

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Health**

**Public Health Center Operations 1310-110**

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laboratory supplies, posters and general materials for classes and public programs.

**510.07 Food/Catering: \$1,000** – This account provides expenditures for food or catering services during trainings, health education sessions, or other public health community events.

**530.02 Periodicals: \$500** - This account provides expenditures for the newspapers, magazines and trade journals provided for the public health center clients and staff.

**605.01 Ads and Public Announcements: \$1,000** - This account provides expenditures for advertising and announcements in publications, newspapers, Internet or broadcasts over radio and television. Included are legal notices, public service announcements and community issues.

**635.06 Buildings and Grounds Maintenance Services: \$4,000** - This account provides expenditures for contractual services required for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the State of Alaska Department of Health and Social Services. This account includes contract labor and materials required to provide the service.

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

**790.25 Machinery and Equipment: \$1,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, computer equipment and operating equipment required to provide services or maintain capital assets.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Health**

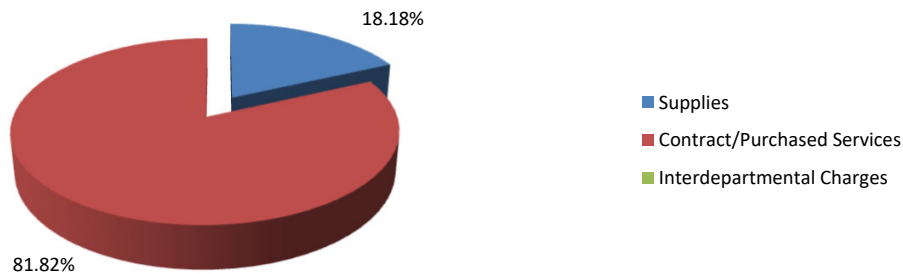
**Health Care Operations 1320-110**

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,188	10,000	10,000	-	10,000	-	0.0%
Contract/Purchased Services	-	145,000	145,000	50	45,000	(100,000)	-69.0%
Interdepartmental Charges	139	140	140	-	-	(140)	-100.0%
<b>Total Expenditures</b>	<b>2,327</b>	<b>155,140</b>	<b>155,140</b>	<b>50</b>	<b>55,000</b>	<b>(100,140)</b>	<b>-64.5%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Hospital Sales Tax Fund	2,327	155,140	155,140	50	55,000	(100,140)	-64.5%
<b>Total Funding</b>	<b>2,327</b>	<b>155,140</b>	<b>155,140</b>	<b>50</b>	<b>55,000</b>	<b>(100,140)</b>	<b>-64.5%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Legal & Accounting Services (Account No. 640.01) was eliminated and decreased by \$125,000 or by 100.0% as funding this account is no longer necessary due to the hospital litigation and settlement being resolved.
- Management & Consulting Services (Account No. 640.04) was added at \$25,000 in order to provide for services that may be needed in finalizing the subdivision of property at the Ketchikan General Hospital site outstanding from the 2012 hospital expansion.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Health**

**Health Care Operations 1320-110**

DIVISION OPERATING BUDGET DETAIL									
Operating Expenditures			2023	2024 Budget			2025	2024 Adopted/2025	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies									
515	.02	Building & Grounds Maint Materials	2,188	10,000	10,000		10,000	-	0.0%
		Supplies	2,188	10,000	10,000	-	10,000	-	0.0%
Contract/Purchased Services									
635	.06	Buildings & Grounds Maint Services	-	20,000	20,000	-	20,000	-	0.0%
640	.01	Legal & Accounting Services	-	125,000	125,000	50	-	(125,000)	-100.0%
640	.04	Mgmt & Consulting Services	-	-	-	-	25,000	25,000	NA
		Contract/Purchased Services	-	145,000	145,000	50	45,000	(100,000)	-69.0%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	139	140	140	-	-	(140)	-100.0%
		Interdepartmental Charges	139	140	140	-	-	(140)	-100.0%
Total Expenditures by Type			2,327	155,140	155,140	50	55,000	(100,140)	-64.5%
NARRATIVE									

**NARRATIVE**

**515.02 Building and Grounds Maintenance Materials: \$10,000** – This account provides expenditures for the materials required for minor repair and maintenance of buildings and upkeep of the grounds of the Ketchikan Medical Center.

**635.06 Buildings and Grounds Maintenance Services: \$20,000** - This account provides expenditures for contractual services required for the minor repair and maintenance of buildings and the upkeep of grounds of the Ketchikan Medical Center. This account includes contract labor and materials required to provide the service.

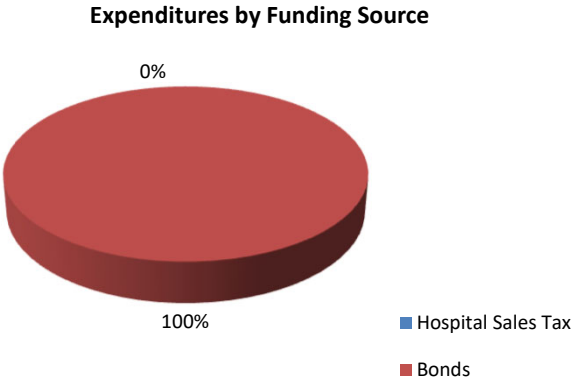
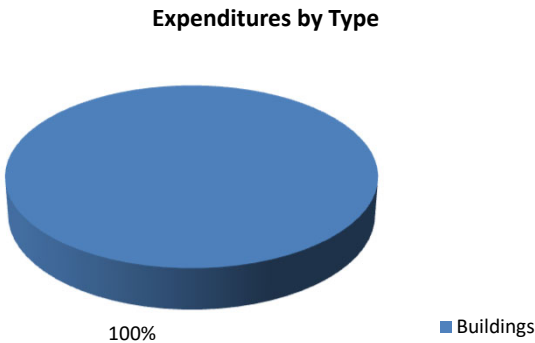
**640.04 Management & Consulting Services: \$25,000** - This account provides expenditures for management and consulting services in connection with the Ketchikan Medical Center facility.

CITY OF KETCHIKAN  
2025 Operating and Capital Budget  
Public Health

Capital Budget

Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	-	1,111,642	1,111,642	(172,825)	1,241,755	130,113	11.7%
730.00 Infrastructure & Plant	24,720	-	-	-	-	-	N/A
Total Major Capital Outlay	24,720	1,111,642	1,111,642	(172,825)	1,241,755	130,113	11.7%

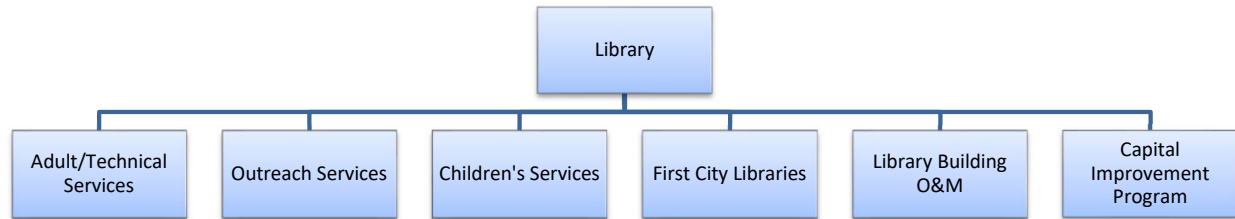
Capital Improvement Projects		Funding Sources		
Project #	Project	Hospital Sales Tax	Bonds	Total
705.00	Buildings			
	Ketchikan Medical Center Expansion	-	-	1,241,755
	Total Buildings	-	-	1,241,755
	Total Capital Budget	-	-	1,241,755



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Summary**

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



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

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Adult Technical Services	672,579	799,011	790,511	725,085	800,003	992	0.1%
Outreach Services	98,904	117,901	116,401	107,887	145,091	27,190	23.1%
Children's Services	397,936	443,291	443,291	430,001	477,820	34,529	7.8%
First City Libraries	53,853	60,950	64,200	63,983	66,600	5,650	9.3%
Library Building O&M	187,178	199,885	213,135	211,310	243,330	43,445	21.7%
Grants	6,604	8,000	8,000	4,500	7,000	(1,000)	-12.5%
<b>Total</b>	<b>1,417,054</b>	<b>1,629,038</b>	<b>1,635,538</b>	<b>1,542,766</b>	<b>1,739,844</b>	<b>110,806</b>	<b>6.8%</b>

Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,038,715	1,213,689	1,203,664	1,119,758	1,269,444	55,755	4.6%
Supplies	117,531	124,320	122,839	116,620	130,630	6,310	5.1%
Contract/Purchased Services	203,830	223,844	246,170	243,828	263,930	40,086	17.9%
Minor Capital Outlay	18,076	17,275	12,305	12,000	22,000	4,725	27.4%
Interdepartmental Charges	38,902	49,910	50,560	50,560	53,840	3,930	7.9%
<b>Total</b>	<b>1,417,054</b>	<b>1,629,038</b>	<b>1,635,538</b>	<b>1,542,766</b>	<b>1,739,844</b>	<b>110,806</b>	<b>6.8%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	882,781	998,935	1,005,432	937,477	1,058,305	59,370	5.9%
Charges for Services - KGB	501,017	593,981	593,984	571,245	639,924	45,943	7.7%
Charges for Services - KGBSD	23,735	24,422	24,422	24,422	29,715	5,293	21.7%
Charges for Services - Other	2,917	3,700	3,700	5,122	4,900	1,200	32.4%
Grants	6,604	8,000	8,000	4,500	7,000	(1,000)	-12.5%
<b>Total</b>	<b>1,417,054</b>	<b>1,629,038</b>	<b>1,635,538</b>	<b>1,542,766</b>	<b>1,739,844</b>	<b>110,806</b>	<b>6.8%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

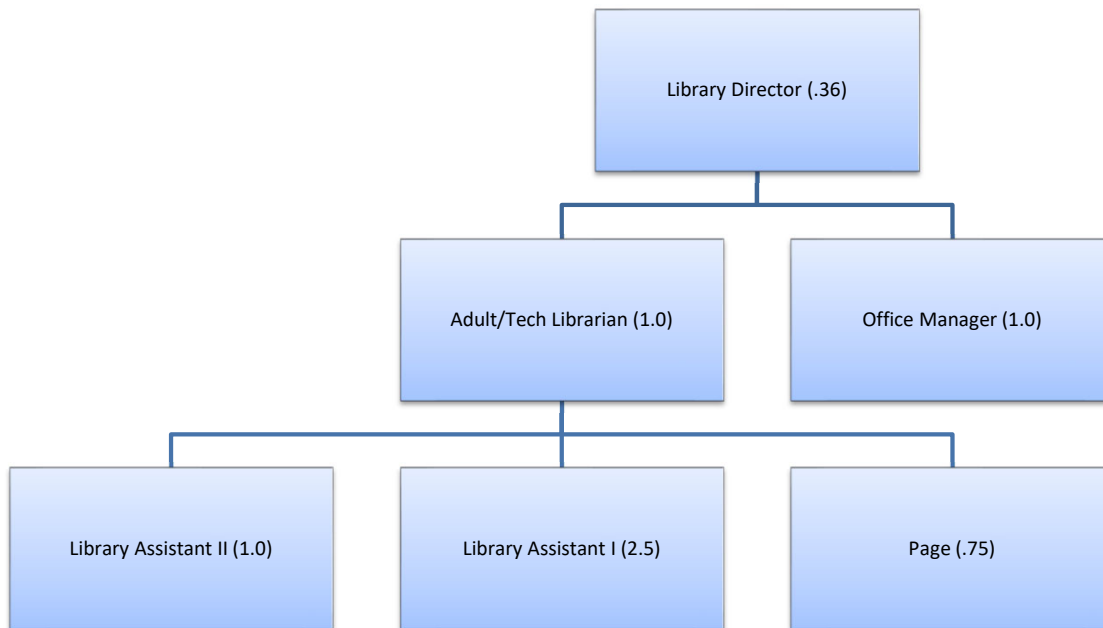
**Summary**

Personnel	2023 Actual	2024 Adopted		2025		2024 Adopted/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Adult Technical Services	6.610	6.610	6.610	6.610	387,723	-	0.0%
Outreach Services	0.970	0.970	0.970	1.070	76,651	0.100	10.3%
Children's Services	3.545	3.545	3.545	3.545	225,100	-	0.0%
<b>Total</b>	<b>11.125</b>	<b>11.125</b>	<b>11.125</b>	<b>11.225</b>	<b>689,474</b>	<b>0.100</b>	<b>0.9%</b>

**MISSION STATEMENT**

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

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



**GOALS FOR 2025**

- Host two community-wide chess tournaments.
- Partner with the Ketchikan High School Library to ease the transition of graduating seniors into Public Library services.
- Outreach to seasonal workers to increase the visibility of library services for temporary residents.
- Host an Adult Winter Reading Program to encourage recreational and educational reading during the dark months of late winter.
- Expand the amount of Adult craft programming.
- Inventory the entire Library collection.

**ACCOMPLISHMENTS FOR 2024**

- Engaged with the community through literary and educational programs:
  - Award-winning former journalist Susan Stark Christianson presented her new book, "Flying with Wings: a true story of an Alaska aircraft accident."
  - Retired Coast Guard Reserve Captain Steven J. Craig presented his book, "All Present and Accounted For: The 1972 Alaska Aircraft accident."
  - Award-winning podcaster Ronan Rooney presented his research on the sinking of the Star of Bengal off the coast of Prince of Wales Island in 1908.
  - Photographer Don House presented his new book, "Remote Access: small public libraries in Arkansas."

- Alaskan author Tricia Brown presented her new book "The Queen of Fairbanks: extraordinary family secrets & untold stories of America's farthest North bag lady."
- UAF professor and Cooperative Extension agent Julia Cascio gave a presentation on Emergency Preparedness.
- Provided the community with opportunities for creative development:
  - Conducted an Adult Winter Reading challenge during the months of January, February and March.
  - Conducted Blind Date With a Book in celebration of Valentine's Day. The event connected over forty patrons with unfamiliar authors.
  - Marzette Ellis of Ketchikan Community Gardens led two workshops on Seed Tape and Winter Sowing.
  - Sarah Lewis from the UAF Cooperative Extension Services taught seven classes on safe canning, the health benefits of fermented foods, cooking for bone health and brain health, and preparing for food emergencies.
  - Taught adult craft classes, both in-person and virtually, through DIY With Gayle.
- Engaged with the community through community partnerships:
  - Hosted the Ketchikan Wellness Coalition's Kaibigan Kids' Night.
  - Served as a drop-off location for donations to the local diaper bank, With Love From Ketchikan.
  - Partnered with the Ketchikan Fire Department to offer a class on Fire Safety for Seniors.
  - Partnered with Courageous Conversations to provide monthly workshops for Advance Care Directive Planning.
  - Worked with Ketchikan Kapamilya to create a display for Filipino-American History Month.
  - Hosted a presentation by the Alaska Legal Services Corporation on wills, powers of attorney and advance care directives.
  - Partnered with the ANB/ANS Camp 14 to organize a community book discussion in honor of Elizabeth Peratrovich.
  - Hosted a presentation by the Ketchikan Mobile Integrated Healthcare crew on services to the community.
  - Partnered with the UAF Cooperative Extension Service to provide regular opportunities for free pressure canner valve testing.
- Promoted library services for under-represented segments of the community:
  - Participated in the Ketchikan High School's College Resource Fair to promote library services and study aids to high school seniors
  - Displayed works by Native American & Alaska Native authors for National Native American Heritage month.
  - Attended the "Welcome to Ketchikan" night hosted by the US Coast Guard to promote library service to newly arrived Guard members and their families.
  - Partnered with UAS-Ketchikan and the Alzheimer's Association to present two classes about dementia and Alzheimer's awareness.
  - Attended the Fil-Am Festival to showcase library materials in Tagalog and books written by Filipino-American authors.
- Promoted the library as a community gathering space:
  - Partnered with the Children's Services staff to celebrate Harry Potter Day with themed games, crafts and activities for all ages.
  - Held two community Chess Tournaments - one for youth and one for adults. 30 players participated in the two age divisions, and there were dozens of spectators.
  - Partnered with the Ketchikan Kanayama Exchange program to host Japan Day, with over 140 attendees.
  - Hosted twice-weekly yoga classes throughout the year, with over 900 total participants.
  - Partnered with the community Homeschool cooperative to offer monthly STEAM classes during the winter months.
  - Hosted weekly drop-in Chess programs.
- Expanded library services:
  - Began offering Kanopy - a streaming video service - to cardholders, with a selection of Documentaries and Easy Watching titles.
  - Began offering streaming music service with Freegal Music+.
  - Weeded and updated the collection of Health Education titles.
- Encouraged staff development and training with a number of different educational opportunities:
  - Promoted Library Assistant II Robert Rice to the position of Library Operations Manager.
  - Promoted Library Assistant I Gayle Brooks to the position of Library Assistant II.
  - Promoted part-time Library Assistant I Joao de Mello to a full-time Library Assistant I position.
  - Library Operations Manager Rice completed a 6-week online class in Library Supervision & Management.
- Inventoried the entire collection.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Adult/Technical Services Division 1410-230**

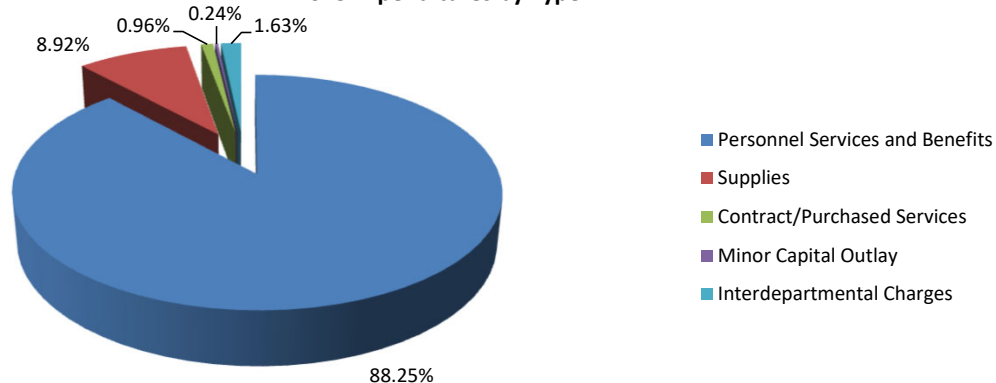
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	590,774	708,181	699,681	637,150	705,923	(2,258)	-0.3%
Supplies	66,221	67,520	66,727	64,850	71,380	3,860	5.7%
Contract/Purchased Services	6,629	9,560	9,948	9,235	7,720	(1,840)	-19.2%
Minor Capital Outlay	342	1,800	2,205	1,900	1,900	100	5.6%
Interdepartmental Charges	8,613	11,950	11,950	11,950	13,080	1,130	9.5%
<b>Total Expenditures</b>	<b>672,579</b>	<b>799,011</b>	<b>790,511</b>	<b>725,085</b>	<b>800,003</b>	<b>992</b>	<b>0.1%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	426,661	498,058	491,775	446,344	488,971	(9,087)	-1.8%
Charges for Services - KGB	243,001	297,253	295,036	273,619	306,132	8,879	3.0%
Charges for Services - Other	2,917	3,700	3,700	5,122	4,900	1,200	32.4%
<b>Total Funding</b>	<b>672,579</b>	<b>799,011</b>	<b>790,511</b>	<b>725,085</b>	<b>800,003</b>	<b>992</b>	<b>0.1%</b>

Full-time Equivalent Personnel	2023	2024 Adopted		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.36	0.36	0.36	0.36	35,718	-	0.0%
Adult Technical Services Librarian	1.00	1.00	1.00	1.00	81,432	-	0.0%
Library Office Manager	1.00	1.00	1.00	1.00	58,347	-	0.0%
Library Assistant II	1.00	1.00	1.00	1.00	58,132	-	0.0%
Library Assistant I	2.50	2.50	2.50	2.50	130,092	-	0.0%
Page	0.75	0.75	0.75	0.75	24,002	-	0.0%
<b>Total</b>	<b>6.61</b>	<b>6.61</b>	<b>6.61</b>	<b>6.61</b>	<b>387,723</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Adult/Technical Services Division 1410-230**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- None in 2025.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	334,578	382,181	376,681	350,000	387,723	5,542	1.5%
500 .05 Longevity Pay	11,825	13,050	13,050	13,050	6,775	(6,275)	-48.1%
502 .01 Temporary Wages	15,516	20,000	20,000	17,000	18,000	(2,000)	-10.0%
505 .00 Payroll Taxes	26,383	31,770	31,270	29,100	31,710	(60)	-0.2%
506 .00 Pension	58,823	74,760	73,760	67,000	73,210	(1,550)	-2.1%
507 .00 Health and Life Insurance	133,110	160,310	158,810	145,000	169,300	8,990	5.6%
507 .30 Workers Compensation	887	1,050	1,050	1,000	1,155	105	10.0%
508 .00 Other Benefits	9,652	25,060	25,060	15,000	18,050	(7,010)	-28.0%
<b>Personnel Services and Benefits</b>	<b>590,774</b>	<b>708,181</b>	<b>699,681</b>	<b>637,150</b>	<b>705,923</b>	<b>(2,258)</b>	<b>-0.3%</b>
<b>Supplies</b>							
510 .01 Office Supplies	7,066	6,500	6,500	6,300	6,500	-	0.0%
510 .02 Operating Supplies	6,936	7,000	7,000	7,000	7,500	500	7.1%
510 .05 Small Tools and Equipment	154	120	120	90	130	10	8.3%
510 .07 Food/Catering	526	500	500	400	500	-	0.0%
520 .02 Postage	2,127	2,200	2,300	2,300	2,400	200	9.1%
530 .01 Library Books	36,174	38,000	37,107	37,000	40,500	2,500	6.6%
530 .02 Periodicals	4,265	5,000	5,000	3,800	4,000	(1,000)	-20.0%
530 .04 Movies and Visual Series	897	800	800	700	1,700	900	112.5%
530 .05 Audio and Digital Books	6,994	6,000	6,000	6,000	6,000	-	0.0%
530 .06 Music	897	900	900	900	1,650	750	83.3%
530 .08 Interactive Materials	-	150	150	100	150	-	0.0%
535 .02 Business and Meal Expenses	185	350	350	260	350	-	0.0%
<b>Supplies</b>	<b>66,221</b>	<b>67,520</b>	<b>66,727</b>	<b>64,850</b>	<b>71,380</b>	<b>3,860</b>	<b>5.7%</b>
<b>Contract/Purchased Services</b>							
600 .02 Travel and Education Travel - Training	-	2,000	2,000	2,000	20	(1,980)	-99.0%
600 .03 Training and Education	640	650	650	650	650	-	0.0%
605 .01 Ads and Public Announcements	314	200	200	170	200	-	0.0%
615 .02 Assn. Membership Dues & Fees	1,050	1,300	1,300	1,275	1,300	-	0.0%
630 .03 Bank and Merchant Fees	31	120	120	32	120	-	0.0%
630 .04 Broadcast Content Fees	279	290	290	-	-	(290)	-100.0%
630 .05 Software Licenses	447	450	470	470	480	30	6.7%
630 .06 Service Charges and Fees	897	1,100	2,140	2,000	2,000	900	81.8%
635 .11 Subscription Services	1,950	2,250	2,250	2,110	2,250	-	0.0%
635 .12 Technical Services	1,021	1,200	528	528	700	(500)	-41.7%
<b>Contract/Purchased Services</b>	<b>6,629</b>	<b>9,560</b>	<b>9,948</b>	<b>9,235</b>	<b>7,720</b>	<b>(1,840)</b>	<b>-19.2%</b>
<b>Minor Capital</b>							
790 .15 Furniture and Fixtures	342	1,800	2,205	1,900	1,900	100	5.6%
<b>Minor Capital Outlay</b>	<b>342</b>	<b>1,800</b>	<b>2,205</b>	<b>1,900</b>	<b>1,900</b>	<b>100</b>	<b>5.6%</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Adult/Technical Services Division 1410-230**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	8,613	11,950	11,950	11,950	13,080	1,130	9.5%
<b>Interdepartmental Charges</b>	<b>8,613</b>	<b>11,950</b>	<b>11,950</b>	<b>11,950</b>	<b>13,080</b>	<b>1,130</b>	<b>9.5%</b>
<b>Total Expenditures by Type</b>	<b>672,579</b>	<b>799,011</b>	<b>790,511</b>	<b>725,085</b>	<b>800,003</b>	<b>992</b>	<b>0.1%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$387,723** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Adult/Technical Services Division.

**500.05 Longevity Pay: \$6,775** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**502.01 Temporary Wages: \$18,000** - This account provides expenditures for compensation paid to salaried and hourly employees for temporary personnel services. Substitute library assistants, who are called in year-round to fill in when regular staff are sick or on vacation, are paid from this account.

**505.00 Payroll Taxes: \$31,710** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$73,210** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$169,300** – This account provides expenditures for employer contributions to employee health and life insurance plans. Included are contributions to health plans administered by Blue Cross, the IBEW Alaska Health and Welfare Trust and employee life insurance plans.

**507.30 Workers Compensation: \$1,155** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$18,050** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$6,500** - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, register tape, etc. Divisional toner use has increased due to an increase in programming and publicity.

**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 library operations. This includes supplies associated with the processing of books, videos, CDs, and other library materials to prepare them for circulation or for mending damaged items, such as plastic covers, special glues and tape, stamps, labels, plastic boxes, cleaning equipment and supplies, and security system supplies. The account also covers general materials for classes and public programs.

**510.05 Small Tools and Equipment: \$130** – This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. The library will be purchasing an additional folding table for meeting room use, as well as a small folding cart for off-premises programming.

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

**520.02 Postage: \$2,400** - This account provides expenditures for the cost of mailing interlibrary loan items, library mailings, overdue and lost item notices to patrons and monthly event calendars to local organizations.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Library**

**Adult/Technical Services Division 1410-230**

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**530.01 Library Books: \$40,500** - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, reference books and other print materials.

**530.02 Periodicals: \$4,000** - This account provides expenditures for newspapers, magazines and trade journals.

**530.04 Movies and Visual Series: \$1,700** - This account provides expenditures for the acquisition of DVDs for the library collection. Included are educational and entertainment selections.

**530.05 Audio and Digital Books: \$6,000** - This account provides expenditures for access to books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, and other similar forms of electronic media.

**530.06 Music: \$1,650** - This account provides expenditures for the acquisition of music for the library collection.

**530.08 Interactive Materials: \$150** - This account provides expenditures for the acquisition of physical objects for patron checkout. Included are maps, charts, board games, craft equipment, small craft tools, and other 3-dimensional objects.

**535.02 Business and Meal Expenses: \$350** – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the book drop at the Plaza Mall, delivery of Interlibrary Loan packages to the post office and document delivery and pickup to and from the Library and City Hall.

**600.02 Travel - Training: \$20** – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. In 2025 the Alaska Library Association (AkLA) Conference is virtual, the Public Library Association (PLA) Conference now takes place every other year, with the next PLA Conference in 2026, and the American Library Association Conference is on the East Coast. Because of this we have minimized this account for 2025. We do expect to travel to the PLA and AkLA conferences in 2026, and will budget money in this line next year.

**600.03 Training and Education: \$650** – Library staff will attend the virtual Alaska Library Association (AkLA) Conference in 2025, and also relevant webinars and trainings throughout the year.

**605.01 Ads and Public Announcements: \$200** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. This will cover recruitment ads and announcements to fill vacant library positions.

**615.02 Assn. Dues and Membership Fees: \$1,300** – This account provides expenditures for memberships in professional associations: the Alaska Library Association, the Pacific Northwest Library Association, the Association for Rural and Small Libraries, and the Alaska Library Network. These memberships provide staff discounts for training and educational opportunities and provide access to digital materials for the public.

**630.03 Bank and Merchant Fees: \$120** – This account provides expenditures for the service fees charged to the library for providing the library with the ability to receive fines and fees payments from patrons using their debit or credit cards.

**630.05 Software Licenses: \$480** – This account provides expenditures for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers and DeepFreeze to protect public-use terminals from damage.

**630.06 Service Charges and Fees: \$2,000** – This account provides expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials. This account also covers the Adult & Technical Services portion of the Library's Google Workspace service, the library's calendar / scheduling system.

**635.11 Subscription Services: \$2,250** - This account provides expenditures for subscriptions for access to web-based services, website hosting fees, and domain registration for library websites. In 2024, the library will be providing patron access to the Alaska Digital Library, Mango Languages, and READSquared. It also provides expenditures the Adult & Technical Services portion of WIX, the library website's platform; and Canva, used to design posters, signs and other library graphics.

**CITY OF KETCHIKAN**

***2025 Operating and Capital Budget***

***Library***

***Adult/Technical Services Division 1410-230***

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**635.12 Technical Services: \$700** - This account provides expenditures for contractual services, such as fees for visiting authors and instructors of educational programs for adults.

**790.15 Furniture and Fixtures: \$1,900** - This account provides expenditures for acquisition of furniture and fixtures. In the past year, four chairs in the public areas have broken beyond repair. The library will be purchasing 3 replacement chairs.

**825.01 Interdepartmental Charges – Insurance: \$13,080** - This account provides expenditures for risk management services and claims.

## MISSION STATEMENT

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



## GOALS FOR 2025

- Provide continued deliveries to individuals who are home- or facility-bound due to physical or mental health reasons.
- Initiate regular "book talks" (short talk on the latest large-print books or other featured items) before read alouds at Ketchikan Indian Community, New Horizons Long-Term Care, Rendezvous Senior Day Services and Ketchikan Pioneer Home.
- Continue to collaborate with Women in Safe Homes, area homeless centers, youth and adult detention centers to provide materials and services to all literacy levels of clients.

## ACCOMPLISHMENTS FOR 2024

- Initiated a new twice-monthly read aloud for the Ketchikan Indian Community elder lunchroom program, and continued weekly read alouds at the Ketchikan Pioneer Home, biweekly read alouds at Rendezvous Senior Day, First City Haven Shelter until its closure and New Horizons Long-term Care.
- Offered multiple Outreach events at Pioneer Heights Senior Housing and Seaview Terrace to inform and educate about library delivery services.
- Collaborated with KPU Telecom to offer "Senior Tech Time" for local elders throughout the year.
- Provided island-wide delivery services to patrons unable to visit the library due to mobility or mental health reasons. This included community agencies such as Women in Safe Homes, Rendezvous Senior Day Services, Ketchikan Pioneers Home, KIC Senior Services, Residential Youth Care, Park Avenue Temporary Home, New Horizons Long-term Care, First City Homeless Services and Ketchikan Re-Entry Coalition.
- Provided materials to the Ketchikan Correctional Center for distribution to inmates.
- Expanded the Library Sensory Garden by two extra boxes with the assistance of Southeast Alaska Independent Living client crews. This year's sensory boxes were: Swishy, Showy, Soft, Sweetly Scented, Squirmy and SAIL's flower box.
- Maintained the large-print collection, including its purchase of new books and weeding of materials.
- Continued participation in meetings for Rendezvous Senior Day Services, the Ketchikan Re-Entry Coalition and SEANET (a group of local agencies that assist senior citizens).
- Authored the monthly Ketchikan Daily News column, "What's on Your Shelf," featuring all-local readers and their book recommendations to promote the library's impact and importance of reading. Readers included Rep. Dan Ortiz, Kelly Johnson, Marcy Wisnewski, Emery Mattson, Brian Lamon, Dr. Jeff Ryan, Evelyn Wilson and Caleb Mickel.
- Maintained eight community bookshares at Highliner Laundromat, Ketchikan Public Health, Green Bean Coffee Company, Frontier Shipping, the Rec Center and Just Dandy Apothecary. The two at North Shore Gardens and the KIC Elder Lunchroom were new this year.

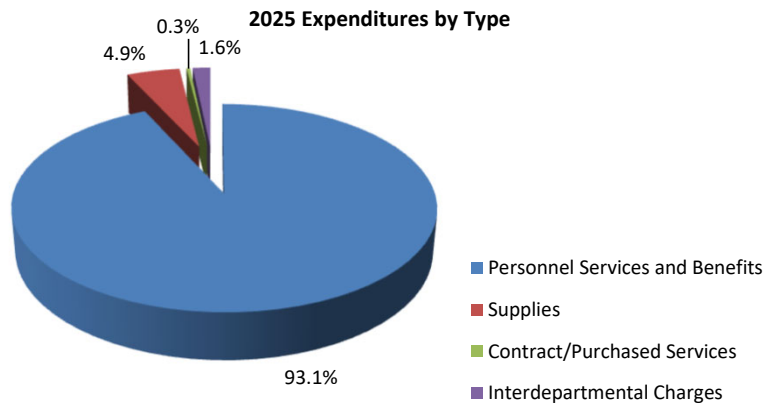
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Outreach Services Division 1410-231**

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	92,029	109,387	107,862	99,767	135,151	25,764	23.6%
Supplies	5,298	6,050	5,957	5,750	7,100	1,050	17.4%
Contract/Purchased Services	49	344	462	250	480	136	39.5%
Interdepartmental Charges	1,528	2,120	2,120	2,120	2,360	240	11.3%
<b>Total Expenditures</b>	<b>98,904</b>	<b>117,901</b>	<b>116,401</b>	<b>107,887</b>	<b>145,091</b>	<b>27,190</b>	<b>23.1%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	63,170	74,039	72,866	67,188	89,608	15,569	21.0%
Charges for Services - KGB	35,734	43,862	43,535	40,699	55,483	11,621	26.5%
<b>Total Funding</b>	<b>98,904</b>	<b>117,901</b>	<b>116,401</b>	<b>107,887</b>	<b>145,091</b>	<b>27,190</b>	<b>23.1%</b>

Full-time Equivalent Personnel	2023	2024 Adopted		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	31,750	-	0.0%
Outreach Librarian	0.65	0.65	0.65	0.75	44,901	0.10	15.4%
<b>Total</b>	<b>0.97</b>	<b>0.97</b>	<b>0.97</b>	<b>1.07</b>	<b>76,651</b>	<b>0.10</b>	<b>10.3%</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Outreach Services Division 1410-231**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$25,654 or by 23.6%, due to the .10 full time equivalent percentage increase for the Outreach Librarian, annual employee step increases, a 3.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2025, and projected increases in pension, health insurance, workers compensation and other benefit costs.

**DIVISION OPERATING BUDGET DETAIL**

			2023	2024 Adopted			2025	2024 Adopted/2025	
Operating Expenditures			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>									
500	.01	Regular Salaries and Wages	65,990	72,637	72,637	72,637	76,651	4,014	5.5%
505	.00	Payroll Taxes	5,017	5,560	5,560	5,560	5,860	300	5.4%
506	.00	Pension	11,862	14,880	14,880	14,880	15,680	800	5.4%
507	.00	Health and Life Insurance	3,948	4,170	4,170	4,170	24,390	20,220	484.9%
507	.30	Workers Compensation	1,614	1,920	1,920	1,920	2,270	350	18.2%
508	.00	Other Benefits	3,598	10,220	8,695	600	10,300	80	0.8%
<b>Personnel Services and Benefits</b>			<b>92,029</b>	<b>109,387</b>	<b>107,862</b>	<b>99,767</b>	<b>135,151</b>	<b>25,764</b>	<b>23.6%</b>
<b>Supplies</b>									
510	.01	Office Supplies	-	50	50	50	50	-	0.0%
510	.02	Operating Supplies	558	100	100	100	100	-	0.0%
510	.07	Food and Catering	-	50	50	50	50	-	
530	.01	Library Books	3,511	4,000	3,592	3,500	5,000	1,000	25.0%
530	.02	Periodicals	554	850	1,140	1,000	850	-	0.0%
530	.04	Movies and Visual Series	-	25	25	50	50	-	100.0%
530	.05	Audio and Digital Books	-	25	50	50	50	25	100.0%
530	.08	Interactive Materials	-	200	200	200	200	-	0.0%
535	.02	Business and Meal Expenses	675	750	750	750	750	-	0.0%
<b>Supplies</b>			<b>5,298</b>	<b>6,050</b>	<b>5,957</b>	<b>5,750</b>	<b>7,100</b>	<b>1,050</b>	<b>17.4%</b>
<b>Contract/Purchased Services</b>									
600	.03	Training and Education	-	100	100	100	250	150	150.0%
615	.02	Assn Membership Dues and Fees	49	100	100	50	50	(50)	-50.0%
630	.06	Service Charges and Fees	-	144	262	100	180	36	
<b>Contract/Purchased Services</b>			<b>49</b>	<b>344</b>	<b>462</b>	<b>250</b>	<b>480</b>	<b>136</b>	<b>39.5%</b>
<b>Interdepartmental Charges</b>									
825	.01	Interdepartmental Charges-Insurance	1,528	2,120	2,120	2,120	2,360	240	11.3%
<b>Interdepartmental Charges</b>			<b>1,528</b>	<b>2,120</b>	<b>2,120</b>	<b>2,120</b>	<b>2,360</b>	<b>240</b>	<b>11.3%</b>
<b>Total Expenditures by Type</b>			<b>98,904</b>	<b>117,901</b>	<b>116,401</b>	<b>107,887</b>	<b>145,091</b>	<b>27,190</b>	<b>23.1%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$76,651** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

**505.00 Payroll Taxes: \$5,860** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$15,680** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$24,390** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$2,270** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$10,300** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$50** - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, and small desk accessories such as staplers and tape dispensers.

**510.02 Operating Supplies: \$100** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, library circulation preparation materials, posters and general materials for classes and programs.

**510.07 Food and Catering: \$50** - This account provides expenditures for snacks during Senior Tech Time and other Outreach events.

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

**530.02 Periodicals: \$850** - This account provides expenditures for newspapers and magazines for Outreach Services.

**530.04 Movies and Visual Series: \$50** - This account provides expenditures for the acquisition of DVD and other format films and television serials for the library collection. Included are education and entertainment selections.

**530.05 Audio and Digital Books: \$50** - This account provides expenditures for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

**530.08 Interactive Materials: \$200** - This account provides expenditures for the acquisition of games, memory kits, and other interactive materials for Outreach patron checkout and use.

**535.02 Business and Meal Expenses: \$750** – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to deliver library materials to homebound patrons and various institutions island-wide, check the Plaza bookdrop and replenish area Outreach bookshares.

**600.03 Training and Education: \$250** – This account provides expenditures for registration fees for conferences associated with training and educating employees. Funds will be used to remotely participate in webinars and training when it becomes available.

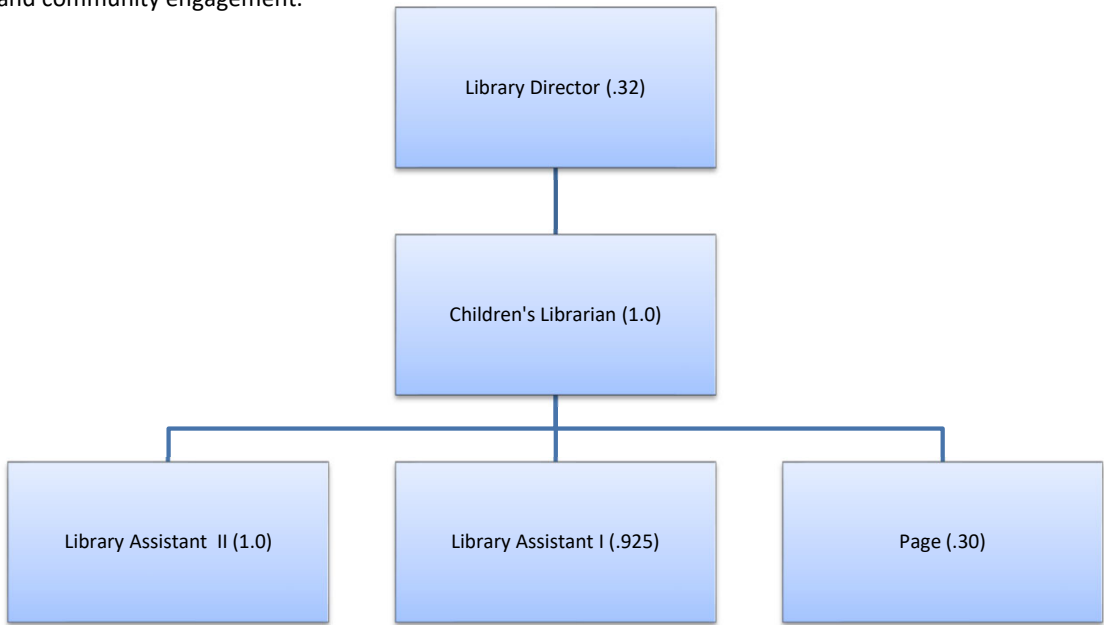
**615.02 Assn Membership Dues and Fees: \$50** – This account provides expenditures for memberships in professional and trade associations. Included are membership dues for the Association of Bookmobile and Outreach Services.

**630.06 Service Charges and Fees \$180** - This account covers the Outreach Services portion of the Library's Google Workspace service, the library's calendar / scheduling system.

**825.01 Interdepartmental Charges – Insurance: \$2,360** - This account provides expenditures for risk management services and claims.

MISSION STATEMENT

The Children's Services Division serves all the children and teens of the community with recreational and informational materials. Instilling a love of books and reading at an early age is the best way to combat illiteracy. In addition to children, the division serves all those who need children's materials in a variety of print and electronic formats, including parents and early childhood educators. The Children's Services Division strives to offer dynamic, educational programming that promotes library use as well as family and community engagement.



GOALS FOR 2025

- Division staff will continue to provide enriching programming in a variety of formats best suited to community needs at any given time. Each program will be planned out and connect back to the library's strategic plan. Each program will also promote literacy, education/learning, and/or love of reading and be guided by the 2023-2027 Strategic Plan.
- The Library will host at least two programs where children and/or families will be able to receive a new (free) book for their home libraries. This will promote family literacy and ensure that all children have access to books in their own homes.
- In the summer of 2025, Ketchikan Public Library will host a summer program. The program will include community partnerships and programs that are designed to combat learning loss.
- The Library will host a variety of storytimes to promote early literacy and give caregivers the tools they need to help children develop early literacy milestones.
- The Library will continue to host local area Head Start preschool groups for monthly storytimes. The library will explore other opportunities to partner with other community organizations to promote mutually shared goals.
- The Library will continue to provide special Tween-only programming. These programs give tweens a safe space to meet, hang out, learn & create. They have been very popular and well-received in the past year.
- The Library will continue to provide Born to Read bags to every baby born at Peace Health Medical Center.
- The Teen Advisory Group (T.A.G.) will continue to recruit new members into the group and will establish a new format of monthly meetings and quarterly programs.
- T.A.G. and library staff will continue to reach out to the schools and other partners in the community to create activities and

ACCOMPLISHMENTS FOR 2024

- The library hosted two successful reading programs during the summer of 2024 seeing a record number of participants. The youth in the community logged over 267,840 minutes of reading during the months of June and July.
- This past year, the division handed out over 800 new books to youth in the community to help them build their home libraries. This was made possible through the support of the IBEW and Friends of the Ketchikan Public Library.



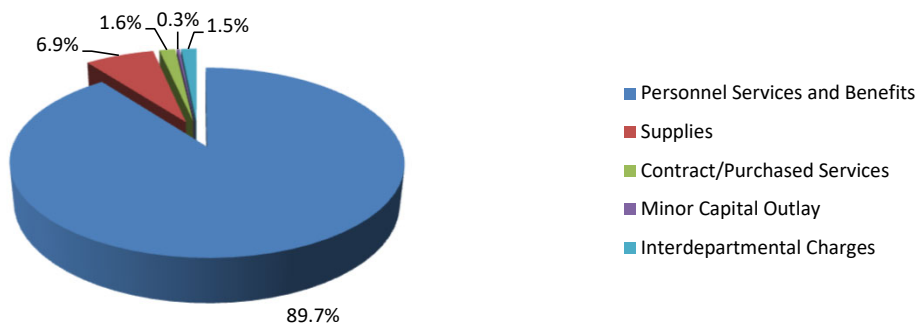
- The library also hosted a variety of programs that were well-attended by the community. These programs ran the gamut of themes, ranging from Dia De Los Muertos crafts to Pride Teen Makeup Tutorials to a Coast Guard Adventure Day. The library also provided free maker bags to both teens and children.
- The library hosted weekly storytimes with many special guests from the community. Patron favorites were Fire Safety, Ballet, Police and Bus (Transit). These storytimes introduced children to the many resources and organizations in our community.
- The library began hosting weekly babytime storytimes.
- Outreach took place at all the schools, Head Start Preschools, during the Pet and Doll Parade and Peace Health. This allowed the library to reach users that might not normally be reached. It also led to high participation in *Summer @ Your Library*.
- The library also honored and celebrated Filipino American Month, Native American Heritage Month, Black History Month, Women's History Month, Hispanic Heritage Month, and Pride with several activities and/or book displays. These were well received by the community. The Library also hosted events to celebrate the 4th of July, New Year, Christmas, Halloween, Thanksgiving, Winter Solstice, and Dia De Los Muertos, in addition to other monthly programming.
- The library again partnered with The Bus and KGB Transit to create a community-wide scavenger hunt that ran in July and August. The partnership allowed library users to get to the library easier and become more familiar with public transit.
- The Library participated in the Pet & Doll Parade by handing out free books and stickers to all participants.
- The Teen Room underwent an overhaul in the Spring of 2024, with a heavy weed of the collection, reincorporating teen nonfiction into the room as was suggested by the Library Advisory Board (L.A.B.), relocating the graphic novels to the window shelving directly outside the Teen Room, and rearranging the furniture per the suggestions of a teen survey taken by the teen L.A.B. member, Sophia Pilgrim.
- The library was selected to act as a host library in the Children's Book Council's Children's Favorites Award panel. Youth in our community were able to read and vote on approximately 325 new books that were donated by publishers. Their votes helped establish a national book recommendation list. The library was again selected to participate in the program during the fall of 2024 and winter of 2025.
- The Ketchikan Public Library's Teen Advisory Group (T.A.G.) has been active in 2024, making suggestions for the collections, planning Teen programming for the teens in the community and helping to create a summer program.
- Youth Services said goodbye to Teen staff liaison Kelly Johnson in March 2024 when she retired. Kelly has been missed by all, especially by T.A.G.
- T.A.G. has suggested more than a dozen titles for the Teen Room this year including some popular DVDs, CDs, and graphic novels.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Children's Services Division 1410-232**

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	355,912	396,121	396,121	382,841	428,370	32,249	8.1%
Supplies	30,588	30,150	30,130	30,120	33,050	2,900	9.6%
Contract/Purchased Services	5,995	10,340	10,360	10,360	7,640	(2,700)	-26.1%
Minor Capital Outlay	697	100	100	100	1,400	1,300	1300.0%
Interdepartmental Charges	4,744	6,580	6,580	6,580	7,360	780	11.9%
<b>Total Expenditures</b>	<b>397,936</b>	<b>443,291</b>	<b>443,291</b>	<b>430,001</b>	<b>477,820</b>	<b>34,529</b>	<b>7.8%</b>
Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	254,163	278,375	279,605	267,738	299,517	21,142	7.6%
Charges for Services KGB	143,773	164,916	163,686	162,263	178,303	13,387	8.1%
<b>Total Funding</b>	<b>397,936</b>	<b>443,291</b>	<b>443,291</b>	<b>430,001</b>	<b>477,820</b>	<b>34,529</b>	<b>7.8%</b>
Full-time Equivalent Personnel	2023	2024 Adopted		2025		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.320	0.320	0.320	0.320	31,750	-	0.0%
Children's Librarian	1.000	1.000	1.000	1.000	77,875	-	0.0%
Library Assistant II	1.000	1.000	1.000	1.000	62,627	-	0.0%
Library Assistant I	0.925	0.925	0.925	0.925	43,248	-	0.0%
Page	0.300	0.300	0.300	0.300	9,600	-	0.0%
<b>Total</b>	<b>3.545</b>	<b>3.545</b>	<b>3.545</b>	<b>3.545</b>	<b>225,100</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$32,249, or by 8.1%, due to annual employee step increases, a 3.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2025, and projected increases in pension, health insurance, workers compensation and other benefit costs.

**DIVISION OPERATING BUDGET DETAIL**

		2023	2024 Adopted			2025	2024 Adopted/2025		
Operating Expenditures		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	194,205	214,731	214,731	214,731	225,100	10,369	4.8%
502	.01	Temporary Wages	10,413	11,500	11,500	9,000	22,520	11,020	95.8%
505	.00	Payroll Taxes	15,011	17,310	17,310	17,310	18,950	1,640	9.5%
506	.00	Pension	37,424	42,670	42,670	42,670	44,780	2,110	4.9%
507	.00	Health and Life Insurance	93,009	96,040	96,040	96,040	102,860	6,820	7.1%
507	.30	Workers Compensation	523	590	590	590	670	80	13.6%
508	.00	Other Benefits	5,327	13,280	13,280	2,500	13,490	210	1.6%
Personnel Services and Benefits			355,912	396,121	396,121	382,841	428,370	32,249	8.1%
Supplies									
510	.01	Office Supplies	955	2,000	2,000	2,000	3,000	1,000	50.0%
510	.02	Operating Supplies	5,496	4,500	4,500	4,500	4,500	-	0.0%
510	.05	Small Tools and Equipment	255	200	200	200	200	-	0.0%
510	.07	Food/Catering	789	800	800	800	800	-	0.0%
530	.01	Library Books	17,862	15,000	14,980	14,980	16,900	1,900	12.7%
530	.02	Periodicals	554	800	800	800	800	-	0.0%
530	.04	Movies and Visual Series	993	2,000	2,000	2,000	2,000	-	0.0%
530	.05	Audio and Digital Books	2,715	4,000	4,000	3,990	4,000	-	0.0%
530	.06	Music	248	50	50	50	50	-	0.0%
530	.08	Interactive Materials	499	600	600	600	600	-	-
535	.02	Business and Meal Expenses	222	200	200	200	200	-	0.0%
Supplies			30,588	30,150	30,130	30,120	33,050	2,900	9.6%

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Children's Services Division 1410-232**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
600 .02 Travel-Training	1,802	3,000	3,000	3,000	100	(2,900)	NA
600 .03 Training and Education	230	1,000	1,000	1,000	1,000	-	0.0%
605 .01 Ads and Public Announcements	228	300	300	300	300	-	0.0%
615 .02 Assn Membership Dues & Fees	431	500	500	500	500	-	0.0%
630 .03 Bank and Merchant Fees	31	140	140	140	140	-	0.0%
630 .04 Broadcast Content Fees	296	300	300	300	-	(300)	-100.0%
630 .06 Service Charges and Fees	317	600	600	600	600	-	0.0%
635 .11 Subscription Services	1,505	2,000	2,020	2,020	2,500	500	25.0%
635 .12 Technical Services	1,155	2,500	2,500	2,500	2,500	-	0.0%
<b>Contract/Purchased Services</b>	<b>5,995</b>	<b>10,340</b>	<b>10,360</b>	<b>10,360</b>	<b>7,640</b>	<b>(2,700)</b>	<b>-26.1%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	697	100	100	100	1,400	1,300	1300.0%
<b>Minor Capital Outlay</b>	<b>697</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>1,400</b>	<b>1,300</b>	<b>1300.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	4,744	6,580	6,580	6,580	7,360	780	11.9%
<b>Interdepartmental Charges</b>	<b>4,744</b>	<b>6,580</b>	<b>6,580</b>	<b>6,580</b>	<b>7,360</b>	<b>780</b>	<b>11.9%</b>
<b>Total Expenditures by Type</b>	<b>397,936</b>	<b>443,291</b>	<b>443,291</b>	<b>430,001</b>	<b>477,820</b>	<b>34,529</b>	<b>7.8%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$225,100** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Children's Services Division.

**502.01 Temporary Wages: \$22,520** - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Children's Services Division.

**505.00 Payroll Taxes: \$18,950** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$44,780** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$102,860** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$670** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$13,490** – 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: \$3,000** - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges for printers, photocopy charges, small desk accessories, and minor office equipment such as staplers, scissors, and tape dispensers. The cost of these items, especially printing and toner costs, have significantly increased due to the large amount of programming and rising costs over the last year making it necessary for us to increase the amount of money that is in this line item.

**510.02 Operating Supplies: \$4,500** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are the majority of arts and crafts supplies for the numerous family, children, tween and teen programs, as well as promotional materials, educational games and toys for the children and

## CITY OF KETCHIKAN

### 2025 Operating and Capital Budget

#### Library

#### Children's Services Division 1410-232

teen areas, and small prizes. Shipping costs and prices of goods have increased significantly over the past year. We have also seen large program attendance, which is increasing the amount of supplies we are using. These factors have made it necessary for us to increase this line item.

**510.05 Small Tools and Equipment: \$200** - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

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

**530.01 Library Books: \$16,900** - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books and other print materials.

**530.02 Periodicals: \$800** - This account provides expenditures for newspapers, magazines and trade journals.

**530.04 Movies and Visual Series: \$2,000** - This account provides expenditures for the acquisition of DVD and other format films and television series for the library collection. Included are education and entertainment selections.

**530.05 Audio and Digital Books: \$4,000** - This account provides expenditures for the acquisition of materials in electronic format for the library. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

**530.06 Music: \$50** - This account provides expenditures for the acquisition of music CDs for the library collection.

**530.08 Interactive Materials: \$600** - This account provides expenditures for the acquisition of games, puppets, and other interactive materials for patron checkout and use.

**535.02 Business and Meal Expenses: \$200** - This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, distribute promotional library posters throughout Ketchikan and deliver "Born to Read" materials to the Ketchikan Medical Center.

**600.02 Travel - Training: \$100** - This account provides expenditures for travel to conferences and in-person training. Because few in-person conferences will take place in 2025, this line item has been decreased. But in 2026 the Alaska Library Association Conference will take place in Sitka and the Public Library Association Conference will be in-person, so it will be necessary to restore funding in this line item next year.

**600.03 Training and Education: \$1,000** - This account provides expenditures for registration fees and training programs provided by staff or third-parties. Includes registration for library conferences and for continuing education classes. All youth services staff will take at least one training during 2025.

**605.01 Ads and Public Announcements: \$300** - This account provides expenditures for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues and recruiting.

**615.02 Assn. Dues and Membership Fees: \$500** - This account provides expenditures for membership in professional organizations, such as the Alaska Library Association, the American Library Association, the Public Library Association, the Young Adult Library Services Association and the Association of Library Service to Young Children. These memberships provide access to information and discounts on continuing education classes that increase staff skills and resources.

**630.03 Bank and Merchant Fees: \$140** - This account provides expenditures for merchant fees for use of credit and debit cards.

**630.06 Service Charges and Fees: \$600** - This account provides expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials. This account also covers the Children's Services portion of the Library's Google Workspace service, the library's calendar / scheduling system.

**635.11 Subscription Services: \$2,500** - This account provides expenditures for children's and teen databases, such as Scholastic Teachables and ComicsPlus, a popular database just added in 2024. It also provides expenditures the Children's Services portion of WIX, the library website's platform, and Canva, used to design posters, signs and other library graphics.

**635.12 Technical Services: \$2,500** - This account provides expenditures for contractual services, such as fees for visiting authors and performers for children's programs. We expect to host at least one paid performer during 2025.

**790.15 Furniture and Fixtures: \$1,400** - This account provides expenditures for acquisition of furniture and fixtures. Each year the Children's Library loses an average of one lamp per year. In 2025 the Children's Library must replace its large area rug as the old rug is beyond repair and cleaning. The average cost of a new rug of this size is \$1,000 and shipping is roughly \$200. The children's area rug will be purchased from Demco.

**825.01 Interdepartmental Charges – Insurance: \$7,360** - This account provides expenditures for risk management services and claims.

**MISSION STATEMENT**

The mission of the First City Libraries (FCL) Consortium is to provide informational, educational and recreational materials and services for the residents of the City of Ketchikan and the Ketchikan Gateway Borough. This is accomplished through development, maintenance and promotion of materials, physical spaces and programs responsive to the diverse interests and needs of the community. This consortium is a cooperative effort between the City of Ketchikan and the Ketchikan Gateway Borough School District. It links Ketchikan's public and school libraries, thereby giving all citizens access to materials.

**GOALS FOR 2025**

- Continue promoting library use between Ketchikan's Public Library and Ketchikan Gateway Borough School District Libraries.
- Work with the UAS Ketchikan Campus Library to serve Ketchikan residents who wish to access Campus Library collections.
- Hold an annual fall meeting of First City Libraries (FLC) staff in the public and school libraries, to conduct training, share updates, and resolve any issues with our shared online catalog.
- Develop and conduct a Request For Information (RFI) to determine whether it will be more cost effective to migrate to a new shared online library system in 2026. First City Libraries has had its current system since 2008, which lacks many of the features of modern systems.

**ACCOMPLISHMENTS FOR 2024**

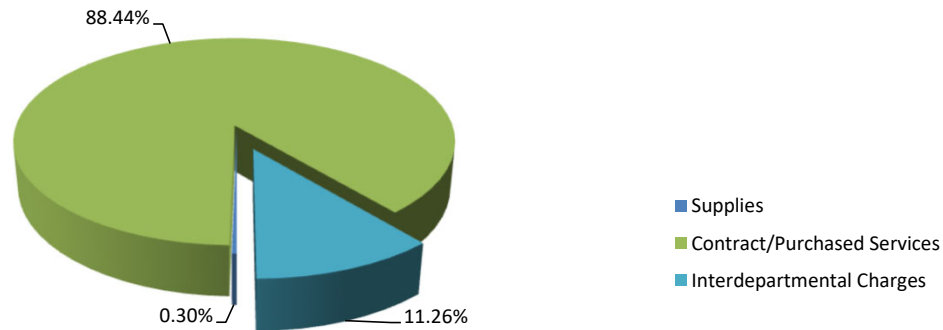
- Held a fall meeting of FCL and UAS-Ketchikan Campus Library staff to coordinate practices and explore ways to improve library services to Ketchikan.
- Successfully applied for FY2025 Federal Erate discounts on consortial internet service for the shared online catalog.
- Promoted library use amongst all Consortia libraries through efficient delivery service.
- Worked with City IT and SirsiDynix to update and troubleshoot SirsiDynix system software.

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	150	150	150	100	200	50	33.3%
Contract/Purchased Services	46,203	53,300	56,550	56,383	58,900	5,600	10.5%
Interdepartmental Charges	7,500	7,500	7,500	7,500	7,500	-	0.0%
<b>Total Expenditures</b>	<b>53,853</b>	<b>60,950</b>	<b>64,200</b>	<b>63,983</b>	<b>66,600</b>	<b>5,650</b>	<b>9.3%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	19,236	22,939	26,290	24,633	22,769	(170)	-0.7%
Charges for Services - KGB	10,882	13,589	13,488	14,928	14,116	527	3.9%
Charges for Services - KGBSD	23,735	24,422	24,422	24,422	29,715	5,293	21.7%
<b>Total Funding</b>	<b>53,853</b>	<b>60,950</b>	<b>64,200</b>	<b>63,983</b>	<b>66,600</b>	<b>5,650</b>	<b>9.3%</b>

2025 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2024 and the proposed operating budget for 2025.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2023	2024 Adopted			2025	2024 Adopted/2025	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies									
510	.02	Operating Supplies	150	150	150	100	200	50	33.3%
		Supplies	150	150	150	100	200	50	33.3%
Contract/Purchased Services									
635	.04	Software and Equipment Maintenance	31,094	33,250	33,250	33,240	35,000	1,750	5.3%
635	.11	Subscription Services	6,938	7,300	7,300	7,143	7,400	100	1.4%
650	.01	Telecommunications	8,171	12,750	16,000	16,000	16,500	3,750	29.4%
		Contract/Purchased Services	46,203	53,300	56,550	56,383	58,900	5,600	10.5%
Interdepart'l Charges/Reimbursable Credits									
803	.01	Interdepart'l Charges - IT	7,500	7,500	7,500	7,500	7,500	-	0.0%
		Interdept Chgs/Reimb Credits	7,500	7,500	7,500	7,500	7,500	-	0.0%
		Total Expenditures by Type	53,853	60,950	64,200	63,983	66,600	5,650	9.3%



## NARRATIVE

**510.02 Operating Supplies: \$200** – This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as barcodes, security strips and carbon overdue mailers. Barcodes will need to be purchased in 2025.

**635.04 Software and Equipment Maintenance Services: \$35,000** - This account provides expenditures for maintenance agreements to support licensed software systems. Included is the yearly hardware and software system renewal for the SirsiDynix server.

**635.11 Subscription Services: \$7,400** - This account provides expenditures for a subscription for access to the Online Computer Library Center (OCLC). The OCLC provides for unlimited cataloging, interlibrary loans and access to WorldCat (a catalog which itemizes the collections of 71,000 libraries in 112 countries).

**650.01 Telecommunications: \$16,500** - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power. This line increased significantly in 2024 due to City-wide upgrades in telecommunications infrastructure, and the 2025 increase of \$3,750, or 29.4% reflects this.

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

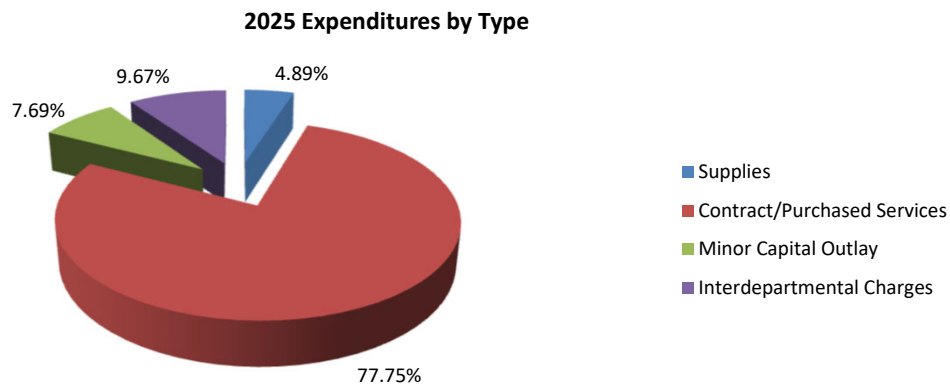
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Ketchikan Public Library O&M 1410-235**

**COST CENTER SUMMARY**

Expenditures by Category	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	8,670	12,450	11,875	11,300	11,900	(550)	-4.4%
Contract/Purchased Services	144,954	150,300	168,850	167,600	189,190	38,890	25.9%
Minor Capital Outlay	17,037	15,375	10,000	10,000	18,700	3,325	21.6%
Interdepartmental Charges	16,517	21,760	22,410	22,410	23,540	1,780	8.2%
<b>Total Expenditures</b>	<b>187,178</b>	<b>199,885</b>	<b>213,135</b>	<b>211,310</b>	<b>243,330</b>	<b>43,445</b>	<b>21.7%</b>

Funding Source	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	119,551	125,524	134,896	131,574	157,440	31,916	25.4%
Charges for Services - KGB	67,627	74,361	78,239	79,736	85,890	7,651	15.5%
<b>Total Funding</b>	<b>187,178</b>	<b>199,885</b>	<b>213,135</b>	<b>211,310</b>	<b>243,330</b>	<b>43,445</b>	<b>21.7%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Telecommunications (Account No. 650.01) This line increased significantly in 2024 due to City-wide upgrades in telecommunications infrastructure, and the 2025 increase of \$24,890, or 75.4% reflects this increase.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$13,000, or 18.6%. In 2024 the Library began to be charged the commercial rate for water--it had previously been charged the residential rate. As a result, expenditures in this account have increased by just over \$1,000 per month.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Ketchikan Public Library O&M 1410-235**

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	3,407	4,500	4,500	4,000	4,000	(500)	-11.1%
510 .05 Small Tools & Equipment	175	300	300	300	300	-	0.0%
515 .02 Building & Grounds Maint Materials	404	500	500	500	500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	1,277	1,575	1,000	1,000	1,500	(75)	-4.8%
515 .04 Machinery & Equip Maint Materials	711	1,000	1,000	1,000	1,000	-	0.0%
515 .05 Infrastructure & Plant Maint Materials	1,187	1,575	1,575	1,500	1,600	25	1.6%
525 .07 Machinery & Equip Fuel & Lubricants	1,509	3,000	3,000	3,000	3,000	-	0.0%
Supplies	8,670	12,450	11,875	11,300	11,900	(550)	-4.4%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	20,150	27,000	27,000	27,000	27,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	8,556	9,200	9,000	9,000	9,200	-	0.0%
635 .07 Machinery & Equip Maint Services	4,614	4,000	4,000	4,000	4,000	-	0.0%
635 .12 Technical Services	5,615	5,000	5,000	5,000	6,000	1,000	20.0%
645 .01 Rents and Leases-Land and Buildings	2,100	2,100	2,100	2,100	2,100	-	0.0%
650 .01 Telecommunications	31,018	33,000	39,750	38,500	57,890	24,890	75.4%
650 .02 Electric, Water, Sewer & Solid Waste	72,901	70,000	82,000	82,000	83,000	13,000	18.6%
Contract/Purchased Services	144,954	150,300	168,850	167,600	189,190	38,890	25.9%
Minor Capital Outlay							
790 .26 Computers, Printers, and Copiers	17,037	15,375	10,000	10,000	18,700	3,325	21.6%
Minor Capital Outlay	17,037	15,375	10,000	10,000	18,700	3,325	21.6%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	16,517	21,760	22,410	22,410	23,540	1,780	8.2%
Interdepartmental Charges	16,517	21,760	22,410	22,410	23,540	1,780	8.2%
Total Expenditures by Type	187,178	199,885	213,135	211,310	243,330	43,445	21.7%

**NARRATIVE**

**510.04 Janitorial Supplies: \$4,000** – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors as well as consumable materials such as toilet paper, paper towels, etc.

**510.05 Small Tools and Equipment: \$300** - This account provides expenditures for minor tools and operating equipment with a value of less than \$1,000.

**515.02 Building and Grounds Maintenance Materials: \$500** - This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

**515.03 Furniture and Fixtures Maintenance Materials: \$1,500** - This account provides expenditures for the repair and maintenance of furniture and building fixtures owned or leased and operated by the City.

**515.04 Machinery and Equipment Maintenance Materials: \$1,000** – This account provides expenditures for the repair and maintenance of machinery and equipment owned and operated by the City. Included are the library's computers.

**515.05 Infrastructure and Plant Maintenance Materials: \$1,600** – This account provides expenditures for the repair and maintenance of infrastructure and plant owned and operated by the City. Included are sidewalks, parking lots and the boiler.

**525.07 Machinery and Equipment Fuel and Lubricants: \$3,000** – This account provides expenditures for the propane used to

operate the fireplace.

**635.02 Janitorial and Cleaning Services: \$27,000** - This account provides expenditures for services to clean the library building.

**635.06 Buildings and Grounds Maintenance Services: \$9,200** - This account provides expenditures for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

**635.07 Machinery and Equipment Maintenance Services: \$4,000** - This account provides expenditures for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for the public access copier machine and microfilm reader. The library pays an annual fee for the propane tank; also included in this account is maintenance for the security camera system.

**635.12 Technical Services: \$6,000** – This account provides expenditures for services that are not regarded as professional but require technical or special knowledge, including fire extinguisher inspections, fire alarm inspection and monitoring, pest control and fire sprinkler inspection.

**645.01 Rents and Leases - Land and Buildings: \$2,100** - This account provides expenditures for the rent of heated offsite storage at the Heckman Building for reference materials, repository documents and seasonal items and supplies.

**650.01 Telecommunications Services: \$57,890** - This account provides expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet and long distance.

**650.02 Electric, Water, Sewer & Solid Waste: \$83,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.26 Computers, Printers, and Copiers: \$18,700** - 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, in 2025 the following equipment will be replaced: 4 staff workstations, 1 patron workstation, 1 lookup computer, 1 patron laptop, 1 staff laptop, 1 staff printer, 1 patron printer, 5 UPS battery backups.

**825.01 Interdepartmental Charges – Insurance: \$23,540** - This account provides expenditures for risk management services and claims.

**MISSION STATEMENT**

A major tenet of the code of ethics in librarianship is a belief in lifelong learning. The Alaska State Library strongly supports continuing education for librarians, a profession of knowledgeable workers devoted to providing information in multiple formats to users. Librarians inhabit a world of change and libraries are not exempt from these forces. Grants allow staff to attend continuing education to enhance their knowledge of technology and learn about new sources of high-quality information, so they can quickly navigate the ever-changing information landscape and efficiently lead people to reliable information they need for school, work, life challenges and recreation.

**GOALS FOR 2025**

- Apply for the FY2026 Public Library Assistance grant.
- Identify and apply for local and other grants to enhance library collections, services and programs for the community.

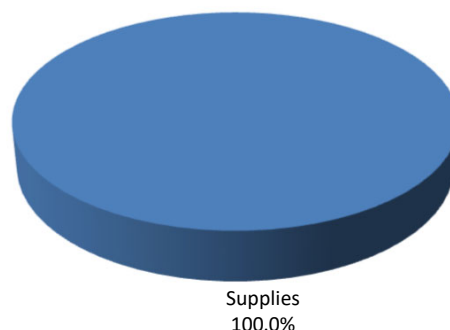
**ACCOMPLISHMENTS FOR 2024**

- Applied for and received the FY2025 Public Library Assistance grant, which provides funding for collection development.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
530 .01 Library Books	6,604	8,000	8,000	4,500	7,000	(1,000)	-12.5%
<b>Supplies</b>	<b>6,604</b>	<b>8,000</b>	<b>8,000</b>	<b>4,500</b>	<b>7,000</b>	<b>(1,000)</b>	<b>-12.5%</b>
<b>Total Expenditures by Type</b>	<b>6,604</b>	<b>8,000</b>	<b>8,000</b>	<b>4,500</b>	<b>7,000</b>	<b>(1,000)</b>	<b>-12.5%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Library**

**Grants Program**

Grant Program	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
FY2026 Public Library Assistance Grant	-	-	-	-	3,500	3,500	New
FY2025 Public Library Assistance Grant	-	7,000	7,000	3,500	3,500	(3,500)	NA
FY2024 Public Library Assistance Grant	6,000	1,000	1,000	1,000	-	(1,000)	NA
FY2023 Public Library Assistance Grant	604	-	-	-	-	-	NA
<b>Total Expenditures by Grant Program</b>	<b>6,604</b>	<b>8,000</b>	<b>8,000</b>	<b>4,500</b>	<b>7,000</b>	<b>(1,000)</b>	<b>-12.5%</b>

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000. All changes in Grant Programs are a result of grant funding availability and/or award amounts actually received.

**NARRATIVE**

**530.01 Library Books: \$7,000** - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps and other print materials.

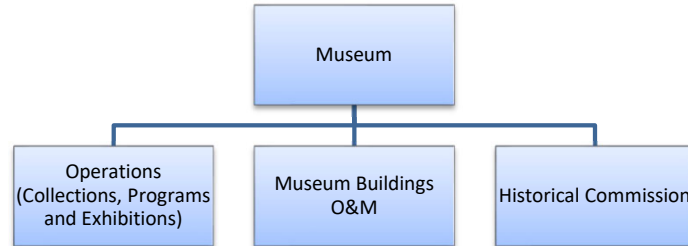
# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### Museum

### Summary

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of the region to serve, educate, engage and enrich the community. The department operates two museums: the Tongass Historical Museum and the Totem Heritage Center. In addition to stewarding a collection of regional artifacts, photographs and archives, the museums offer exhibitions, educational programs and research services.



The Museum Department is comprised of two operating divisions, a Historical Commission Program and oversees one Capital Improvement Program.

#### DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	988,410	1,130,756	1,130,439	1,070,729	1,307,390	176,634	15.6%
Museum Buildings O&M	161,775	173,870	173,870	160,515	179,080	5,210	3.0%
Historical Commission	114	1,000	1,000	250	1,000	-	0.0%
Grants	21,960	10,000	136,590	82,339	-	(10,000)	-100.0%
Capital Improvement Program	93,360	1,374,119	1,374,119	819,689	645,914	(728,205)	-53.0%
<b>Total</b>	<b>1,265,619</b>	<b>2,689,745</b>	<b>2,816,018</b>	<b>2,133,522</b>	<b>2,133,384</b>	<b>(556,361)</b>	<b>-20.7%</b>

Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	852,025	977,393	974,139	918,830	1,099,382	121,989	12.5%
Supplies	96,289	101,847	105,727	80,060	97,102	(4,745)	-4.7%
Contract/Purchased Services	176,540	185,446	292,263	245,133	219,967	34,521	18.6%
Minor Capital Outlay	14,831	7,100	25,930	25,930	24,809	17,709	249.4%
Interdepartmental Charges	32,574	43,840	43,840	43,880	46,210	2,370	5.4%
Major Capital Outlay	93,360	1,374,119	1,374,119	819,689	645,914	(728,205)	-53.0%
<b>Total</b>	<b>1,265,619</b>	<b>2,689,745</b>	<b>2,816,018</b>	<b>2,133,522</b>	<b>2,133,384</b>	<b>(556,361)</b>	<b>-20.7%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	833,105	1,021,126	1,020,809	1,014,383	1,275,470	254,344	24.9%
Charges for Services	317,194	284,500	284,500	217,111	212,000	(72,500)	-25.5%
Public Works Sales Tax	49,800	72,516	72,516	1,369	158,631	86,115	118.8%
Grants	21,960	10,000	136,590	82,339	-	(10,000)	-100.0%
CPV Capital Project Fund	-	90,000	90,000	40,000	-	(90,000)	NA
Community Facilities Development Fund	43,560	1,211,603	1,211,603	778,320	487,283	(724,320)	NA
<b>Total</b>	<b>1,265,619</b>	<b>2,689,745</b>	<b>2,816,018</b>	<b>2,133,522</b>	<b>2,133,384</b>	<b>(556,361)</b>	<b>-20.7%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

**Summary**

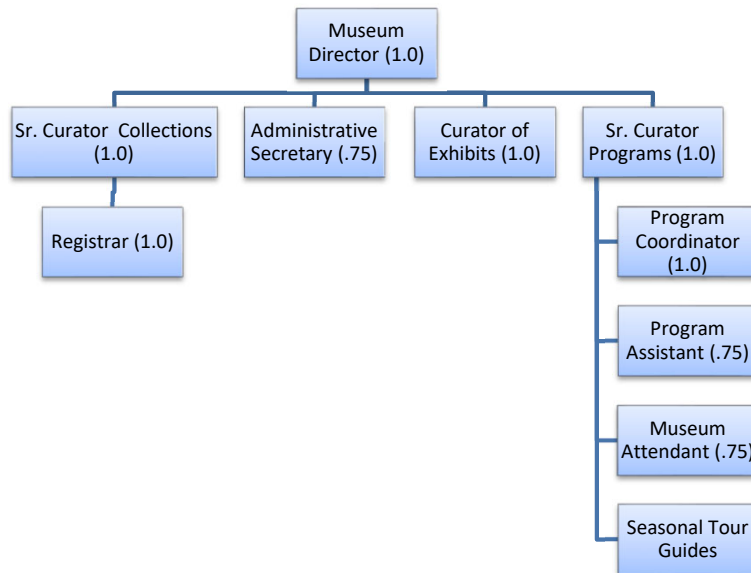
Full-time Equivalent Personnel	2023	2024 Adopted		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.20	8.25	8.25	8.25	562,337	-	0.0%
<b>Total</b>	<b>8.20</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>562,337</b>	<b>-</b>	<b>0.0%</b>



## MISSION STATEMENT

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

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



## GOALS FOR 2025

**Facilities:** The Tongass Historical Museum and the Totem Heritage Center safely house the collection and inspire our visitors to honor Ketchikan's history and heritage.

- Continue facility improvements
- Address collection storage needs
- Address safety and security issues
- Build capacity to celebrate Totem Heritage Center's 50th anniversary in 2026

**Collections Stewardship:** Collections are safe, organized, and accessible. Collections stewardship procedures meet or exceed best practices as defined by the American Alliance of Museums.

- Strengthen stewardship of the collection
- Conduct inventory
- Increase access to the collection and our capacity as a community resource
- Provide care for totem poles

**Programs:** Provide meaningful museum experiences for diverse audiences, which honor stories, build connections, and inspire life-long learning.

- Maintain the Native Arts Studies Program
- Develop school outreach opportunities
- Offer exhibit-responsive programming
- Offer an excellent visitor experience

**Outreach:** Outreach efforts will increase the awareness of Museum resources and will integrate new digital platforms.

- Provide numerous platforms for community engagement online
- Produce relevant publications
- Conduct other activities per the adopted Strategic Plan

**Exhibitions:** Exhibitions engage diverse audiences with our authentic and unique history and heritage.

- Seek ways to build upon the successes of Core Exhibits
- Develop a relevant annual Featured Exhibit and plan for future exhibits
- Continue to develop engaging Virtual Exhibits
- Facilitate interpretation outside of the Museums – the community is an extension of the exhibits

**Personnel:**

- Fully staff tour guide positions

#### ACCOMPLISHMENTS FOR 2024

*Numbers reflect participation between September 1, 2023 and August 31, 2024*

**Facilities:**

- Building Maintenance addressed numerous facility issues related to aging HVAC systems, aging roofing, and high-use restrooms
- Upgraded security alarm system at the Tongass Historical Museum
- Increased number of security cameras and shared relevant footage with KPD as needed
- Made building and grounds modifications to discourage illegal and improper activities

**Collections:**

- Accepted 106 new (donated and purchased) acquisitions for the collection
- Maintained public access to collections and archives
- Responded to 249 requests for research or historical photographs for personal, scholarly, or governmental inquiries
- Utilized 196.5 volunteer hours
- Recognized with a 2023 Contributions to Alaska History Award by the Alaska Historical Society for the “Artifact of the Month” articles. The monthly article highlights collections and appears in the Ketchikan Daily News, on the Ketchikan Museums' website and social media accounts, and in the email newsletter.
- Sr. Curator of Collections Hayley Chambers led a presentation for Museums Alaska, the state-wide Museums Association, on analog media digitization
- Received 303 loaned items from 48 lenders for use in multiple exhibits
- Photographing basketry collection to make available online

**Programs & Outreach:**

- Hosted 115,836 visitors at the Tongass Historical Museum and the Totem Heritage Center. This includes locals, school groups, adult students, researchers, various program attendees, and general visitors. In comparison, we hosted 68,694 total visitors in 2019. The Museums are open year-round, with daily summer hours from April 11 through September 28. The Museums have an extensive online presence with the following virtual engagements: 19,970 users visited the website; 12,099 users visited Virtual Exhibits and 2,798 Past Perfect Online; 9,594 Facebook engagements and 2,894 Instagram likes/comments; and the Museums' YouTube channel had 2,305 views.
- Offered 7 Museum Midday presentations featuring a diverse set of speakers including artists, educators, and experts in various fields relevant to the Ketchikan community
- Conducted a successful 48<sup>th</sup> season of the Native Arts Studies Program with a combination of virtual, hybrid, and in-person classes: 12 classes, 118 students, 261 hours of instruction, and 5 months of weekly Open Craft events
- Led 32 school tours for 646 students and 71 teachers, paraprofessionals, and chaperones
- Hosted 50 participants for Family Fun Day
- Produced a monthly email newsletter and continued development of KetchikanMuseums.org to increase accessibility with online platforms like the PastPerfect collections database

**CITY OF KETCHIKAN****2025 Operating and Capital Budget  
Museum****Operations Division 1420-110****Exhibits:**

- Installed Featured Exhibit *On the Edge: Stories from Ketchikan's Working Waterfront* (March 2024- January 2025)
- Produced *Ketchikan at the Fair* (August 29 - September 16, 2023), featuring local art from the Southeast Alaska State Fair
- Continued update of 1990s interpretive panels at the Totem Heritage Center
- Produced virtual exhibits of current and previous exhibitions available at KetchikanMuseums.org
- Produced the 2024 Native Arts Studies Program instructor and student exhibit

**Personnel:**

- Hired Samantha Forsko as Museum Director (started November 4) to replace Anita Maxwell who resigned in June. In March, Anita celebrated 10 years with the department
- Hired Shellie Tabb as Administrative Secretary
- Registrar Erika Brown celebrated 19 years of employment with the department, Sr. Curator of Collections Hayley Chambers celebrated 10 years, Curator of Exhibits Ryan McHale celebrated 5 years, and Program Coordinator Erika Jayne Christian celebrated 5 years
- Hired 10 seasonal tour guides

**Other Projects:**

- Grant projects: \$12,000 from 2023 Grant-in-Aid for History Afloat II to capture oral histories and photographs of people working on the waterfront. \$12,200 from the 2023 Alaska Art Fund to purchase a silver bracelet, a silver pendant, and fur vest. \$19,994.02 from the 2023 Collections Management Fund to purchase 2 textile cabinets and supplies. \$9,250 from the 2023 Maritime Heritage Grant to make exhibit improvements and celebrate our maritime heritage
- Convened the Museum Advisory Board four times and provided monthly updates
- Celebrated the opening of the Salmon Walk on May 4
- Hosted the Tongass Historical Society annual meeting
- Collaborated with the One People Canoe Society to host a Paddle Making Workshop in April with over 30 participants
- Assisted numerous community groups with special projects

**Ketchikan Historic Commission:**

- Convened the Commission 9 times. Ongoing projects include: drafting a Historic Preservation Plan, developing an Aleut Memorial and additional interpretative signage, and supporting Pioneer Hall and Yates Memorial Hospital restoration efforts.

**DIVISION SUMMARY**

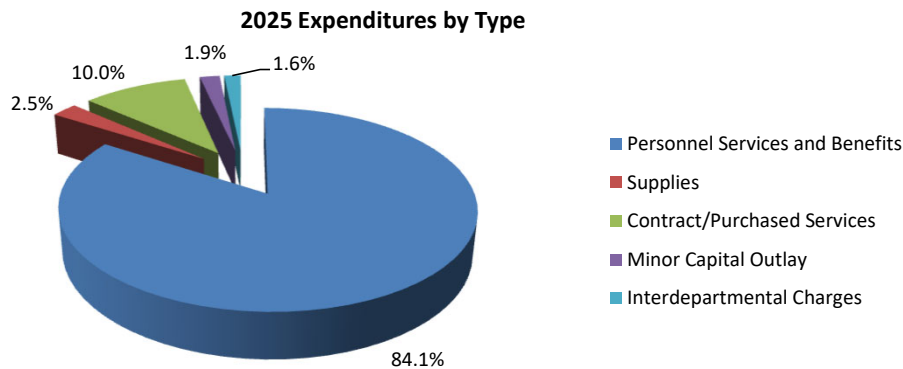
Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	852,025	977,393	974,139	918,830	1,099,382	121,989	12.5%
Supplies	30,221	28,597	30,052	29,928	32,352	3,755	13.1%
Contract/Purchased Services	77,978	99,146	100,150	95,873	130,217	31,071	31.3%
Minor Capital Outlay	14,831	7,100	7,578	7,578	24,809	17,709	249.4%
Interdepartmental Charges-Public Safety	-	-	-	-	-	-	0.0%
Interdepartmental Charges	13,355	18,520	18,520	18,520	20,630	2,110	0.0%
<b>Total Expenditures</b>	<b>988,410</b>	<b>1,130,756</b>	<b>1,130,439</b>	<b>1,070,729</b>	<b>1,307,390</b>	<b>176,634</b>	<b>15.6%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

**Operations Division 1420-110**

Funding Source	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund Support							
General Fund Support	671,216	846,256	845,939	853,618	1,095,390	249,134	29.4%
Charges for Services	317,194	284,500	284,500	217,111	212,000	(72,500)	-25.5%
<b>Total Funding</b>	<b>988,410</b>	<b>1,130,756</b>	<b>1,130,439</b>	<b>1,070,729</b>	<b>1,307,390</b>	<b>176,634</b>	<b>15.6%</b>

Full-time Equivalent Personnel	2023 Actual	2024 Adopted		2025		2024 Adopted/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	1.00	1.00	1.00	1.00	99,217	-	0.0%
Administrative Secretary	0.75	0.75	0.75	0.75	40,083	-	0.0%
Sr. Curator-Collections	1.00	1.00	1.00	1.00	74,473	-	0.0%
Sr. Curator-Programs	1.00	1.00	1.00	1.00	74,825	-	0.0%
Curator of Exhibits	1.00	1.00	1.00	1.00	63,186	-	0.0%
Program Coordinator	1.00	1.00	1.00	1.00	64,154	-	0.0%
Museum Attendant	0.70	0.75	0.75	0.75	34,776	-	0.0%
Program Assistant	0.75	0.75	0.75	0.75	37,211	-	0.0%
Registrar	1.00	1.00	1.00	1.00	74,412	-	0.0%
<b>Subtotal</b>	<b>8.20</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>562,337</b>	<b>-</b>	<b>0.0%</b>
Less Salaries and Wages Reported in Grant Program					-		
<b>Total</b>					<b>562,337</b>		



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$121,989 or by 12.5%, including hiring for the Museum Director and Administrative Secretary positions, annual step increases, and a significant increase to health and life insurance.
- The Museum Department anticipates hiring a new Museum Attendant in April 2025, returning the position to 30 hours/week with health insurance.
- Machinery and Equipment (Account No. 790.25) increased \$5,500 to purchase a belt sander for Native Arts Studies Program to expand class offerings. The last purchase to this account was in 2023; no purchases were made in 2024.

**CITY OF KETCHIKAN**
**2025 Operating and Capital Budget  
Museum**
**Operations Division 1420-110**

- Telecommunications (Account 650.01) increased by \$27,260 or by 68.2% due to network overhaul projects performed by the IT department impacting both the Totem Heritage Center and Tongass Historical Museum.
- Computers, Printers & Copiers (Account No. 790.26) increased by \$11,800 or 236% based on IT's replacement schedule to replace 5 computers, 4 monitors, 1 laptop, 2 printers and 6 battery backups as well as the need for a one-time purchase of a copy machine for the Tongass Historical Museum.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	494,728	535,053	532,728	506,500	562,337	27,284	5.1%
500 .05 Longevity Pay	1,800	1,900	1,900	1,900	2,500	600	31.6%
501 .01 Overtime Wages	1,148	1,300	2,300	1,900	1,300	-	0.0%
502 .01 Temporary Wages	39,456	95,000	93,522	74,500	95,000	-	0.0%
505 .00 Payroll Taxes	39,694	48,445	48,326	44,500	50,585	2,140	4.4%
506 .00 Pension	93,673	111,865	111,533	106,150	117,200	5,335	4.8%
507 .00 Health and Life Insurance	167,710	170,400	170,400	170,400	251,740	81,340	47.7%
507 .30 Workers Compensation	1,362	1,650	1,650	1,200	1,870	220	13.3%
508 .00 Other Benefits	12,454	11,780	11,780	11,780	16,850	5,070	43.0%
<b>Personnel Services and Benefits</b>	<b>852,025</b>	<b>977,393</b>	<b>974,139</b>	<b>918,830</b>	<b>1,099,382</b>	<b>121,989</b>	<b>12.5%</b>
<b>Supplies</b>							
510 .01 Office Supplies	2,500	4,000	4,000	4,000	4,000	-	0.0%
510 .02 Operating Supplies	16,154	11,250	11,250	11,250	14,250	3,000	26.7%
510 .05 Small Tools & Equipment	2,561	500	500	500	500	-	0.0%
510 .07 Food/Catering	482	1,000	1,000	1,000	1,250	250	25.0%
510 .08 Inventory for Resale	2,000	5,620	5,620	5,620	5,620	-	0.0%
510 .09 Artifacts	3,623	3,000	3,000	3,000	3,000	-	0.0%
520 .02 Postage	349	450	450	450	450	-	0.0%
520 .03 Bulk Mailing	975	1,250	1,124	1,000	1,500	250	20.0%
520 .04 Freight-Material and Supplies	1,100	1,000	1,250	1,250	1,250	250	25.0%
530 .01 Library Books	300	350	350	350	350	-	0.0%
530 .02 Periodicals	177	177	182	182	182	5	2.8%
535 .02 Allowances-Business & Meals	-	-	1,326	1,326	-	-	NA
<b>Supplies</b>	<b>30,221</b>	<b>28,597</b>	<b>30,052</b>	<b>29,928</b>	<b>32,352</b>	<b>3,755</b>	<b>13.1%</b>
<b>Contract/Purchased Services</b>							
600 .02 Travel -Training	-	1,400	1,400	1,400	1,400	-	0.0%
600 .03 Training and Education	150	500	500	500	1,000	500	100.0%
605 .01 Ads and Public Announcements	1,184	1,000	1,121	1,121	1,250	250	25.0%
605 .02 Marketing	3,934	3,990	3,990	3,990	4,000	10	0.3%
605 .03 Printing & Binding	9,530	13,655	13,338	13,338	13,655	-	0.0%
615 .02 Assn. Membership Dues & Fees	456	706	706	456	962	256	36.3%
630 .03 Bank and Merchant Charges	5,664	6,000	7,200	7,200	7,500	1,500	25.0%
635 .04 Software Maintenance Services	432	432	432	432	432	-	0.0%
635 .07 Machinery & Equip Maint Services	360	500	500	473	500	-	0.0%
635 .11 Subscription Services	1,071	1,563	1,563	1,563	1,458	(105)	-6.7%
635 .12 Technical Services	20,400	29,400	29,400	29,400	30,800	1,400	4.8%
650 .01 Telecommunications	34,797	40,000	40,000	36,000	67,260	27,260	68.2%
<b>Contract/Purchased Services</b>	<b>77,978</b>	<b>99,146</b>	<b>100,150</b>	<b>95,873</b>	<b>130,217</b>	<b>31,071</b>	<b>31.3%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

**Operations Division 1420-110**

Operating Expenditures	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Minor Capital Outlay</b>							
790 .15 Furniture & Fixtures	1,398	-	-	-	-	-	NA
790 .25 Machinery and Equipment	4,823	-	-	-	5,500	5,500	NA
790 .26 Computers, Printers & Copiers	6,472	5,000	5,300	5,300	16,800	11,800	236.0%
790 .35 Software	2,138	2,100	2,278	2,278	2,509	409	19.5%
<b>Minor Capital Outlay</b>	<b>14,831</b>	<b>7,100</b>	<b>7,578</b>	<b>7,578</b>	<b>24,809</b>	<b>17,709</b>	<b>249.4%</b>

Operating Expenditures	2023 Actual	2024 Adopted			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	13,355	18,520	18,520	18,520	20,630	2,110	11.4%
<b>Interdepartmental Charges</b>	<b>13,355</b>	<b>18,520</b>	<b>18,520</b>	<b>18,520</b>	<b>20,630</b>	<b>2,110</b>	<b>11.4%</b>
<b>Total Expenditures by Type</b>	<b>988,410</b>	<b>1,130,756</b>	<b>1,130,439</b>	<b>1,070,729</b>	<b>1,307,390</b>	<b>176,634</b>	<b>15.6%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$562,337** – This account provides expenditures for the annual wages of all regular Museum Department employees.

**500.05 Longevity Pay: \$2,500** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

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

**502.01 Temporary Wages: \$95,000** - This account provides expenditures for the compensation of seasonal tour guides who are employed during the tour season to provide interpretation and visitor services at both museums.

**505.00 Payroll Taxes: \$50,585** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff.

**506.00 Pension: \$117,200** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$251,740** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$1,870** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$16,850** – 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: \$4,000** - This account provides expenditures for paper, pens, pencils, file folders, tape, toner, ink cartridges for photo printing, photocopy charges, small desk accessories, and minor office equipment.

**510.02 Operating Supplies: \$14,250** - This account provides expenditures for collection storage containers; acid-free paper, foam; archival adhesives; curatorial cleaning supplies; and other collections items. This account also provides for supplies for the Native Arts Studies Program, educational supplies, and supplies associated with exhibitions such as paint, lumber, and hardware.

It also provides expenditures for annual parking permits for Museum staff.

**510.05 Small Tools & Equipment: \$500** - This account provides for tools and equipment needed to conduct the Native Arts Studies Program.

**510.07 Food/Catering: \$1,250** - This account provides expenditures for food or catering services for public programs such as an annual exhibit opening, open houses, and special events.

**510.08 Inventory for Resale: \$5,620** - This account provides expenditures for the purchase of materials which are sold to participants of classes and other programs or events. Expenditures under this account are fully recovered through sales and vary annually depending on the class schedule.

**510.09 Artifacts: \$3,000** - This account provides expenditures for the acquisition of artifacts, artwork, and other items for the permanent collection and costs associated with acquisitions.

**520.02 Postage: \$450** - This account provides expenditures for general postage for all department operations.

**520.03 Bulk Mailing: \$1,500** - This account provides expenditures for bulk mailing of exhibit and program announcements and department newsletters.

**520.04 Freight-Material and Supplies: \$1,250** - This account provides expenditures for shipping materials.

**530.01 Library Books: \$350** - This account provides for the acquisition of books and digital materials for the Tongass Historical Museum's research library and Totem Heritage Center student resource library. Included are books, maps, charts, and other printed or digital materials.

**530.02 Periodicals: \$182** - This account provides expenditures for an annual subscription to the *Ketchikan Daily News*.

**600.02 Travel - Training: \$1,400** - This account provides expenditures for transportation, lodging, and per diem associated with travel for training at annual conferences.

**600.03 Training and Education: \$1,000** - This account provides expenditures for registrations at an annual museum conference or online professional development.

**605.01 Ads and Public Announcements: \$1,250** - This account provides expenditures for announcements in publications, journals, Internet, or broadcasts over radio and television. Included are legal notices, employee recruiting, and requests for proposals.

**605.02 Marketing: \$4,000** - This account provides expenditures for advertising in the local Ketchikan Walking Tour map, other visitor outreach efforts, and domain name registrations.

**605.03 Printing and Binding: \$13,655** - This account provides for printing newsletters, exhibit-related printing, the Native Arts Studies Program class schedule, interpretive brochures and panels, educational materials, and admissions materials.

**615.02 Assn. Dues and Membership Fees: \$962** - This account provides for the cost of the department's memberships to Museums Alaska, the Alaska Historical Society, and other professional resource associations.

**630.03 Bank and Merchant Charges: \$7,500** - This account provides expenditures for bank card fees and credit card charges associated with photo orders, class registration fees, material fees, and general admissions. Additional income offsets increases to these fees as there is a standard percentage charged per transaction.

**635.04 Software Maintenance Services: \$432** - This account provides expenditures for the maintenance agreement to support

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Museum**

**Operations Division 1420-110**

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the department's collections management software, PastPerfect.

**635.07 Machinery and Equipment Maintenance Services: \$500** - This account provides expenditures for the repair and maintenance of office equipment, machinery, and other operating equipment.

**635.11 Subscription Services: \$1,458** – This account provides expenditures for annual subscriptions to Ancestry.com, an on-line genealogy research database; PastPerfect Online, a service providing Web access to museum collections; QR Code Generator to maintain digital assets related to the Salmon Walk project; and other digital services.

**635.12 Technical Services: \$30,800** - This account provides expenditures for fees and expenses for the Native Arts Studies Program instructors and other history and exhibit-related programs.

**650.01 Telecommunications: \$67,260** - This account provides expenditures for telecommunication services for voice, alarm, data transfer and security lines at the Tongass Historical Museum and the Totem Heritage Center.

**790.25 Machinery and Equipment: \$5,500** - This account provides expenditures for a one-time purchase of a belt sander to expand Native Arts Studies Program class offerings.

**790.26 Computers, Printers & Copiers: \$16,800** - This account provides expenditures for the replacement of two workstations, two monitors, and a battery backup per the replacement schedule developed by the Information Technology Department. Included are expenditures for the one-time purchase of a copy machine for the Tongass Historical Museum.

**790.35 Software: \$2,509** - This account provides expenditures for access to cloud-based software for design of exhibits and educational materials and processing of historic photos.

**825.01 Interdepartmental Charges – Insurance: \$20,630** - This account provides expenditures for risk management services and claims.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

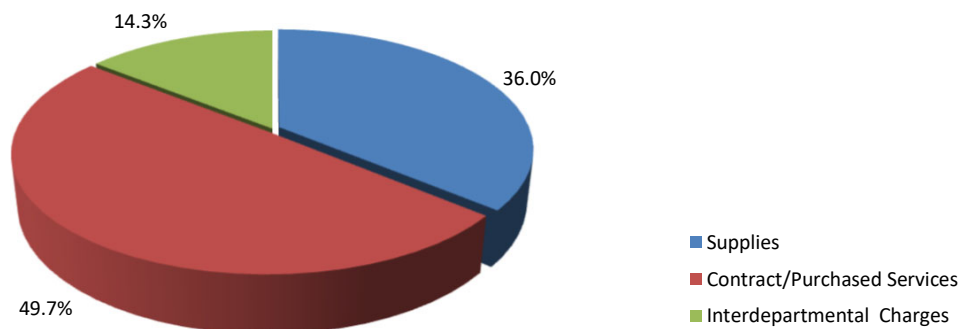
**Museum Buildings O&M 1420-242**

**COST CENTER OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .02 Operating Supplies	11,808	8,500	9,500	9,500	10,000	1,500	17.6%
515 .02 Building & Grounds Maint Materials	8,055	7,000	7,000	7,000	7,000	-	0.0%
525 .03 Heating Fuel	33,631	47,500	44,200	31,000	47,500	-	0.0%
<b>Supplies</b>	<b>53,494</b>	<b>63,000</b>	<b>60,700</b>	<b>47,500</b>	<b>64,500</b>	<b>1,500</b>	<b>2.4%</b>
<b>Contract/Purchased Services</b>							
635 .02 Janitorial and Cleaning Services	26,160	29,000	29,000	29,000	29,000	-	0.0%
635 .06 Building & Grounds Maint Services	27,259	20,000	20,000	20,000	20,000	-	0.0%
645 .01 Rents and Leases-Land & Buildings	3,355	3,550	3,550	3,355	3,700	150	4.2%
650 .02 Electric, Water, Sewer and Solid Waste	32,288	33,000	35,300	35,300	36,300	3,300	10.0%
<b>Contract/Purchased Services</b>	<b>89,062</b>	<b>85,550</b>	<b>87,850</b>	<b>87,655</b>	<b>89,000</b>	<b>3,450</b>	<b>4.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	19,219	25,320	25,320	25,360	25,580	260	1.0%
<b>Interdepartmental Charges</b>	<b>19,219</b>	<b>25,320</b>	<b>25,320</b>	<b>25,360</b>	<b>25,580</b>	<b>260</b>	<b>1.0%</b>
<b>Total Expenditures by Type</b>	<b>161,775</b>	<b>173,870</b>	<b>173,870</b>	<b>160,515</b>	<b>179,080</b>	<b>5,210</b>	<b>3.0%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	161,775	173,870	173,870	160,515	179,080	5,210	3.0%
<b>Total Funding</b>	<b>161,775</b>	<b>173,870</b>	<b>173,870</b>	<b>160,515</b>	<b>179,080</b>	<b>5,210</b>	<b>3.0%</b>
<b>Total Expenditures by Type</b>	<b>161,775</b>	<b>173,870</b>	<b>173,870</b>	<b>160,515</b>	<b>179,080</b>	<b>5,210</b>	<b>3.0%</b>

**2025 Expenditures by Type**



OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

There are no significant changes between 2024 and 2025.

NARRATIVE

**510.02 Operating Supplies: \$10,000** - This account provides expenditures for consumable supplies that are normally not of a maintenance nature. Included are toilet paper, paper towels, other supplies necessary for the public restrooms.

**515.02 Building and Grounds Maintenance Materials: \$7,000** – This account provides expenditures for materials for the repair and maintenance of the Tongass Historical Museum and Totem Heritage Center Buildings and the upkeep of the grounds.

**525.03 Heating Fuel: \$47,500** - This account provides expenditures for heating fuel to heat the Tongass Historical Museum and Totem Heritage Center Buildings.

**635.02 Janitorial and Cleaning Services: \$29,000** - This account provides expenditures for contracted services to clean the Tongass Historical Museum and Totem Heritage Center Buildings. An increase is expected due to the end of a multi-year contract.

**635.06 Buildings and Grounds Maintenance Services: \$20,000** - This account provides expenditures for contractual services such as fire and intrusion alarm maintenance and repair, annual inspections, boiler maintenance, broken window replacement, landscaping services, etc.

**645.01 Rents and Leases: \$3,700** - This account provides expenditures for one secure storage unit for large artifacts that do not fit within museum facilities.

**650.02 Electric, Water, Sewer & Solid Waste: \$36,300** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**825.01 Interdepartmental Charges – Insurance: \$25,580** - This account provides expenditures for risk management services and claims.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

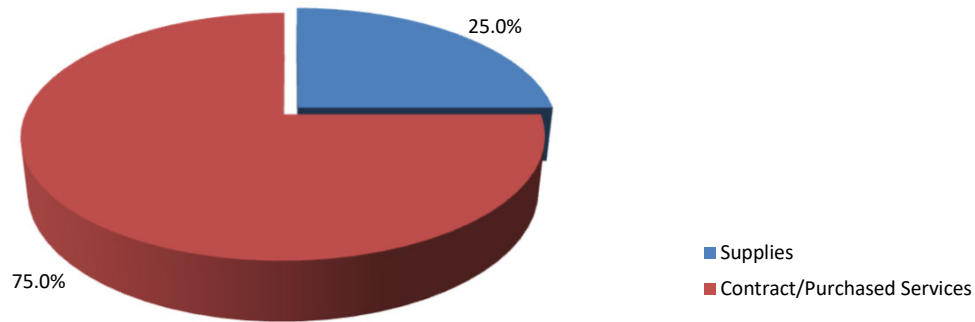
**Historical Commission 1420-244**

**COST CENTER OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .02 Operating Supplies	114	250	250	250	250	-	0.0%
<b>Supplies</b>	<b>114</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>0.0%</b>
<b>Contract/Purchased Services</b>							
605 .01 Ads and Public Announcements	-	750	750	-	750	-	0.0%
<b>Contract/Purchased Services</b>	<b>-</b>	<b>750</b>	<b>750</b>	<b>-</b>	<b>750</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>114</b>	<b>1,000</b>	<b>1,000</b>	<b>250</b>	<b>1,000</b>	<b>-</b>	<b>0.0%</b>

Funding Source	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	114	1,000	1,000	250	1,000	-	0.0%
<b>Total Funding</b>	<b>114</b>	<b>1,000</b>	<b>1,000</b>	<b>250</b>	<b>1,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>114</b>	<b>1,000</b>	<b>1,000</b>	<b>250</b>	<b>1,000</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**NARRATIVE**

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

**605.01 Ads and Public Announcements: \$750** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are requests for proposals, meeting announcements, membership, etc.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

**Grants Program 1420-192**

DIVISION OPERATING BUDGET DETAIL							
Expenditures by Category	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .02 Operating Supplies	260	-	4,725	2,382	-	-	NA
510 .09 Artifacts	12,200	10,000	10,000	-	-	(10,000)	-100.0%
<b>Supplies</b>	<b>12,460</b>	<b>10,000</b>	<b>14,725</b>	<b>2,382</b>	<b>-</b>	<b>10,000</b>	<b>-100.0%</b>
<b>Contract/Purchased Services</b>							
600 .03 Travel and Education	-	-	1,500	1,500	-	-	NA
605 .01 Ads and Public Announcements	-	-	-	-	-	-	NA
605 .03 Printing & Binding	-	-	1,605	1,605	-	-	NA
615 .02 Dues and Memberships	-	-	1,300	1,300	-	-	NA
635 .12 Technical Services	9,500	-	99,108	57,200	-	-	NA
<b>Contractual Services</b>	<b>9,500</b>	<b>-</b>	<b>103,513</b>	<b>61,605</b>	<b>-</b>	<b>-</b>	<b>NA</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture & Fixtures	-	-	18,352	18,352	-	-	NA
<b>Minor Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>18,352</b>	<b>18,352</b>	<b>-</b>	<b>-</b>	<b>NA</b>
<b>Total Expenditures</b>	<b>21,960</b>	<b>10,000</b>	<b>136,590</b>	<b>82,339</b>	<b>-</b>	<b>(10,000)</b>	<b>-100.0%</b>

Grant Program	2023	2024 Adopted			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Museums Alaska Collections Mgmt	104	-	19,995	19,994	-	-	NA
Museums Alaska Art Acquisition	12,200	10,000	10,000	-	-	(10,000)	-100.0%
State of Alaska Museums - Training Membership	-	-	2,800	2,800	-	-	NA
Pioneers of AK & Arcturus Group	-	-	50,000	50,000	-	-	NA
Historic Preservation - History Afloat	9,656	-	11,595	2,345	-	-	NA
Historic Preservation Plan	-	-	35,000	-	-	-	NA
Historical Commission - Yates Building Registry	-	-	7,200	7,200	-	-	NA
							NA
<b>Total Expenditures by Grant Program</b>	<b>21,960</b>	<b>10,000</b>	<b>136,590</b>	<b>82,339</b>	<b>-</b>	<b>(10,000)</b>	<b>-100.0%</b>

**NARRATIVE**

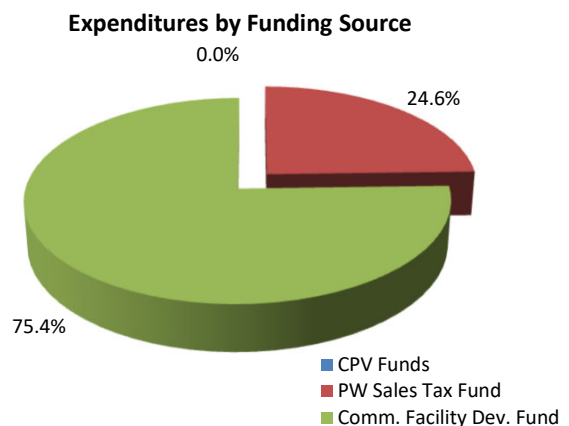
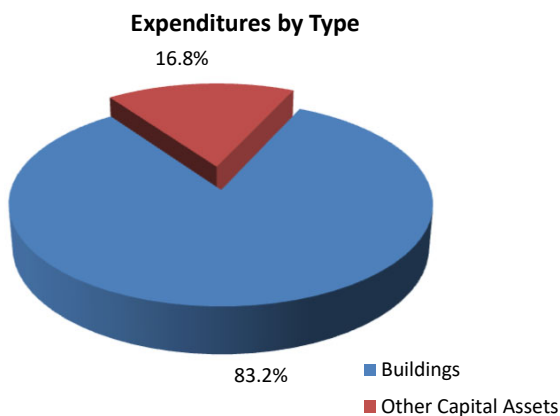
2025 Budget is zero.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Museum**

**Capital Budget**

Major Capital Outlay	2023	2024			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	93,360	1,314,119	1,314,119	818,320	537,283	(776,836)	-59.1%
740.00 Other Capital Assets	-	60,000	60,000	1,369	108,631	48,631	NA
<b>Total Major Capital Outlay</b>	<b>93,360</b>	<b>1,374,119</b>	<b>1,374,119</b>	<b>819,689</b>	<b>645,914</b>	<b>(728,205)</b>	<b>-53.0%</b>

Capital Improvement Projects		Funding Sources			Total
		PW Sales Tax Fund	CPV Funds	Comm. Facility Dev. Fund	
Project #	Project				
705.00 Buildings					
	Museum HVAC Phase IV - Exterior Envelope	-	-	48,938	48,938
	Totem Heritage Center Structural Repairs	-	-	418,345	418,345
	Museum Safety Improvements	50,000	-	-	50,000
	Museum Building Updates	-	-	20,000	20,000
	Total Buildings	50,000	-	487,283	537,283
740.00 Other Capital Outlay					
	Maintain Totem Poles	63,631	-	-	63,631
	Totem Heritage Center Campus Updates	30,000			30,000
	Main School Desk Sculpture	15,000			15,000
	Total Other Capital Outlay	108,631	-	-	108,631
	Total Capital Budget	158,631	-	487,283	645,914



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Civic Center**

**Summary**

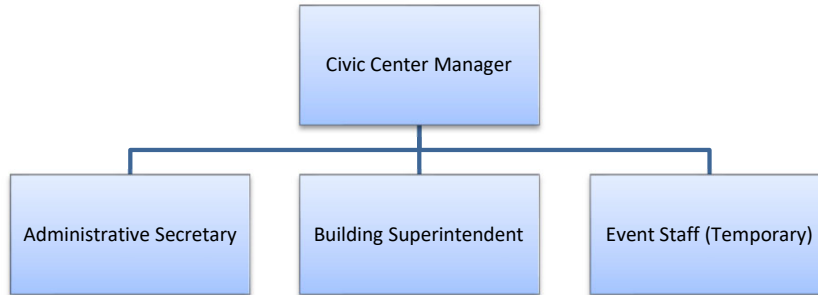
The Ted Ferry Civic Center is a multi-purpose public facility intended to encourage a balance of uses to meet the economic, social, cultural and convention needs of the greater Ketchikan community. The Civic Center staff is committed to ensuring that the facility and services provided reflect favorably on the City of Ketchikan.

The Civic Center Department is comprised of one operating division and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	573,210	648,458	648,458	621,493	796,026	147,568	22.8%
Capital Improvement Program	198,064	294,833	294,833	285,833	424,000	129,167	43.8%
<b>Total</b>	<b>771,274</b>	<b>943,291</b>	<b>943,291</b>	<b>907,326</b>	<b>1,220,026</b>	<b>276,735</b>	<b>29.3%</b>
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	347,846	413,588	404,063	381,398	453,471	39,883	9.6%
Supplies	78,285	86,215	63,165	63,065	62,200	(24,015)	-27.9%
Contract/Purchased Services	118,586	108,775	138,000	133,850	240,925	132,150	121.5%
Minor Capital Outlay	15,146	21,950	22,800	22,750	17,850	(4,100)	-18.7%
Interdepartmental Charges	13,347	17,930	20,430	20,430	21,580	3,650	20.4%
Major Capital Outlay	198,064	294,833	294,833	285,833	424,000	129,167	43.8%
<b>Total</b>	<b>771,274</b>	<b>943,291</b>	<b>943,291</b>	<b>907,326</b>	<b>1,220,026</b>	<b>276,735</b>	<b>29.3%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	98,504	85,000	85,000	86,000	85,000	-	0.0%
Transient Sales Tax	672,770	858,291	858,291	821,326	1,135,026	276,735	32.2%
<b>Total</b>	<b>771,274</b>	<b>943,291</b>	<b>943,291</b>	<b>907,326</b>	<b>1,220,026</b>	<b>276,735</b>	<b>29.3%</b>
Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	216,721	-	0.0%
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>216,721</b>	<b>-</b>	<b>0.0%</b>

#### MISSION STATEMENT

It is the mission of the Civic Center Department to operate the Ted Ferry Civic Center in a courteous and professional manner; to ensure that the building is well maintained, available and operationally ready to meet the needs of those desiring to use it; to assist the public in coordination and production of events from booking through final billing; and to provide flexible and technologically current services to those with unique requirements.



#### GOALS FOR 2025

- Continue to provide well-trained staff for all types of events. Ensure facility is maintained and operationally ready to meet the demands of the community and visiting tenants.
- Continue marketing through the City's website, Facebook and the Ketchikan Visitors Bureau member website. Keep current on trends in social media for the Civic Center in order to provide information to the community regarding current events, availability of the facility and event planning tips and guidelines. Continue working with the KVB on marketing strategies and increasing the economic impact of the Civic Center.
- Develop a marketing plan highlighting the amenities at the Civic Center.
- Increase facility use by local individuals, businesses and organizations through exceptional customer service, facility promotions and improvements; and local advertising.
- Continue working with the Public Works Department to complete programmed capital improvement projects with minimal disruption to Civic Center users and scheduled events.
- Continue working with the City Manager's office to develop and update Civic Center policies, rates and procedures.
- There are 72 days prebooked for 2025 for a variety of conventions, meetings, banquets, ceremonies, auctions, fundraisers and other events. Of particular note is the Board of Fisheries meeting that begins on January 27, 2025.

#### ACCOMPLISHMENTS FOR 2024

- During 2024, the Ted Ferry Civic Center was booked for 165 days for various meetings, banquets, ceremonies, auctions, fundraisers, and arts events.
- As of August 2024, the following **public events** took place or are scheduled to take place at the Ted Ferry Civic Center in 2024: KIC Elections and Membership Meeting, Port and Harbors Information Session, First City Player's Jazz/Cabaret, SSRAA Finance Meetings, KAAHC Wearable Art Show, KPD Community Ketch-Up, Phantom Booth Production's Adult Prom, Rainy Day Quilt Guild Quilt Show, Tlingit and Haida Executive Council Meeting, Phantom Booth Comedy Show, City Council Work Session, TFCC 30th Anniversary Party, Department of Transportation Open House, UAS Graduation, KIC Graduation, Alaska Mental Health Trust Meeting, SEALASKA annual meeting, Ketchikan Pride Alliance Pride Prom, First City Player's

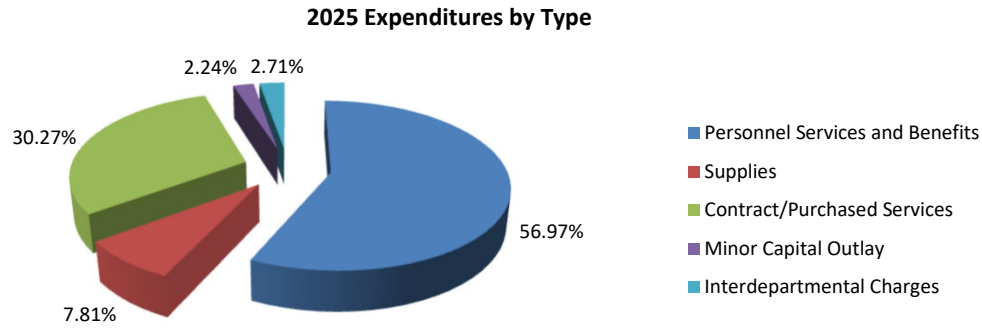
**CITY OF KETCHIKAN****2025 Operating and Capital Budget****Civic Center****Civic Center Operations 1430-110**

Fish Pirate's Daughter, Ketch-a-Groove, Ketchikan Pride Alliance Drag Show, Tourism Listening Session, Seagriculture Conference, First City Player's Divo/Diva Performances, Southeast Conference, Ketchikan Wellness Coalition Gala and Dinner, Ketchikan Theatre Ballet's Autumn Showcase, Cape Fox Corporation Annual Meeting, SE Regional Advisory Council meeting, Schoenbar Song for Your Supper, Chamber of Commerce Gala Dinner, and KAAHC Winter Art's Faire.

- As of August, the economic impact of the Civic Center for 2024 was estimated to be \$686,619.

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	347,846	413,588	404,063	381,398	453,471	39,883	9.6%
Supplies	78,285	86,215	63,165	63,065	62,200	(24,015)	-27.9%
Contract/Purchased Services	118,586	108,775	138,000	133,850	240,925	132,150	121.5%
Minor Capital Outlay	15,146	21,950	22,800	22,750	17,850	(4,100)	-18.7%
Interdepartmental Charges	13,347	17,930	20,430	20,430	21,580	3,650	20.4%
<b>Total Expenditures</b>	<b>573,210</b>	<b>648,458</b>	<b>648,458</b>	<b>621,493</b>	<b>796,026</b>	<b>147,568</b>	<b>22.8%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	98,504	85,000	85,000	86,000	85,000	-	0.0%
Transient Sales Tax	474,706	563,458	563,458	535,493	711,026	147,568	26.2%
<b>Total Funding</b>	<b>573,210</b>	<b>648,458</b>	<b>648,458</b>	<b>621,493</b>	<b>796,026</b>	<b>147,568</b>	<b>22.8%</b>
Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Civic Center Manager	1.00	1.00	1.00	1.00	94,436	-	0.0%
Administrative Secretary	1.00	1.00	1.00	1.00	57,551	-	0.0%
Building Superintendent	1.00	1.00	1.00	1.00	64,734	-	0.0%
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>216,721</b>	<b>-</b>	<b>0.0%</b>





#### OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$38,903, or 9.4%, due to annual employee step increases; a 3.0% cost of living adjustment for represented and non-represented employees that will become effective January 1, 2025, and projected increases in employee health insurance premiums.
- Heating Fuel (Account No. 525.03) decreased by \$20,000 or by 36.4% due to the reduction in heating fuel costs.
- Telecommunications (Account 650.01) increased by \$23,675 or by 112.7% due to network overhaul projects performed by the IT department.

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	186,184	202,808	202,808	202,808	216,721	13,913	6.9%
501 .01 Overtime Wages	2,932	1,000	1,000	1,000	1,000	-	0.0%
502 .01 Temporary Wages	59,745	60,000	72,000	72,000	72,000	12,000	20.0%
505 .00 Payroll Taxes	19,756	20,190	20,190	20,190	21,250	1,060	5.3%
506 .00 Pension	43,259	45,860	45,860	45,860	48,990	3,130	6.8%
507 .00 Health and Life Insurance	24,016	71,650	50,125	27,460	79,710	8,060	11.2%
507 .30 Workers Compensation	7,362	7,490	7,490	7,490	7,940	450	6.0%
508 .00 Other Benefits	4,592	4,590	4,590	4,590	5,860	1,270	27.7%
<b>Personnel Services and Benefits</b>	<b>347,846</b>	<b>413,588</b>	<b>404,063</b>	<b>381,398</b>	<b>453,471</b>	<b>39,883</b>	<b>9.6%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Civic Center**

**Civic Center Operations 1430-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	1,408	2,000	875	875	1,000	(1,000)	-50.0%
510 .02 Operating Supplies	3,831	3,000	3,000	3,000	3,000	-	0.0%
510 .03 Safety Program Supplies	123	225	225	225	225	-	0.0%
510 .04 Janitorial Supplies	4,541	4,500	4,500	4,500	4,500	-	0.0%
510 .05 Small Tools and Equipment	1,264	1,000	1,000	1,000	1,000	-	0.0%
510 .08 Inventory for Resale	4,867	4,400	3,850	3,850	3,500	(900)	-20.5%
515 .02 Building & Grounds Maint Materials	16,986	4,500	7,000	7,000	7,000	2,500	55.6%
515 .03 Furniture & Fixtures Maint Materials	1,168	1,000	-	-	500	(500)	-50.0%
515 .04 Machinery & Equip Maint Materials	892	2,000	2,000	2,000	2,500	500	25.0%
515 .05 Infrastructure Maintenance Materials	-	2,500	1,000	1,000	2,500	-	0.0%
520 .02 Postage	64	175	175	175	175	-	0.0%
525 .03 Heating Fuel	42,139	55,000	34,450	34,450	35,000	(20,000)	-36.4%
525 .07 Machinery & Equipment Fuel	-	100	100	-	100	-	0.0%
530 .02 Periodicals	162	165	190	190	200	35	21.2%
535 .02 Business and Meal Expenses	151	5,250	4,380	4,380	500	(4,750)	-90.5%
535 .04 Uniforms/Badges/Clothing	689	400	420	420	500	100	25.0%
<b>Supplies</b>	<b>78,285</b>	<b>86,215</b>	<b>63,165</b>	<b>63,065</b>	<b>62,200</b>	<b>(24,015)</b>	<b>-27.9%</b>
<b>Contract/Purchased Services</b>							
605 .01 Ads and Public Announcements	474	500	500	500	500	-	0.0%
605 .02 Marketing	76	500	500	500	4,500	4,000	800.0%
605 .03 Printing and Binding	-	-	300	-	-	-	NA
615 .02 Assn. Membership Dues & Fees	-	-	-	-	-	-	NA
630 .03 Bank and Merchant Charges	1,468	1,400	1,400	1,400	1,400	-	0.0%
635 .02 Janitorial and Cleaning Services	9,124	6,500	6,500	6,500	7,500	1,000	15.4%
635 .04 Software Maintenance Services	3,916	3,000	3,850	3,850	3,850	850	28.3%
635 .05 Furniture & Fixtures Maint Services	-	500	500	500	500	-	0.0%
635 .06 Building & Grounds Maint Services	14,225	11,000	6,500	6,500	9,500	(1,500)	-13.6%
635 .07 Machinery & Equip Maint Services	9,747	3,500	13,500	10,500	5,000	1,500	42.9%
635 .08 Infrastructure Maintenance Services	-	-	-	-	-	-	NA
635 .12 Technical Services	10,438	17,000	34,200	33,350	16,000	(1,000)	-5.9%
635 .14 Other Contractual Services	-	-	-	-	101,000	-	NA
645 .02 Rents and Leases-Machinery & Equip	750	500	500	500	750	250	50.0%
650 .01 Telecommunications	24,710	21,000	24,000	24,000	44,675	23,675	112.7%
650 .02 Electric, Water, Sewer & Solid Waste	43,658	43,375	45,750	45,750	45,750	2,375	5.5%
<b>Contract/Purchased Services</b>	<b>118,586</b>	<b>108,775</b>	<b>138,000</b>	<b>133,850</b>	<b>240,925</b>	<b>132,150</b>	<b>121.5%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	1,680	-	950	950	-	-	NA
790 .25 Machinery and Equipment	9,172	14,000	17,000	17,000	12,000	(2,000)	-14.3%
790 .26 Computers, Printers and Copiers	3,357	7,150	4,050	4,000	5,050	(2,100)	-29.4%
790 .35 Software	937	800	800	800	800	-	0.0%
<b>Minor Capital Outlay</b>	<b>15,146</b>	<b>21,950</b>	<b>22,800</b>	<b>22,750</b>	<b>17,850</b>	<b>(4,100)</b>	<b>-18.7%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	13,347	17,930	17,930	17,930	19,080	1,150	6.4%
850 .01 Interdepartmental-Garage Charges	-	-	2,500	2,500	2,500	2,500	NA
<b>Interdepartmental Charges</b>	<b>13,347</b>	<b>17,930</b>	<b>20,430</b>	<b>20,430</b>	<b>21,580</b>	<b>3,650</b>	<b>20.4%</b>
<b>Total Expenditures by Type</b>	<b>573,210</b>	<b>648,458</b>	<b>648,458</b>	<b>621,493</b>	<b>796,026</b>	<b>147,568</b>	<b>22.8%</b>

NARRATIVE

**500.01 Regular Salaries and Wages: \$216,721** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Ted Ferry Civic Center.

**501.01 Overtime Wages: \$1,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$72,000** - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Ted Ferry Civic Center.

**505.00 Payroll Taxes: \$21,250** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$48,990** – This account provides expenditures for employer contributions to retirement plans for which the City participates.

**507.00 Health and Life Insurance: \$79,710** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$7,940** – This account provides expenditures for employer contributions toward workers compensation.

**508.00 Other Benefits: \$5,860**– This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$1,000** - This account provides expenditures for office supply items including paper, pens, file folders, scotch tape, toner, ink cartridges, and minor office equipment such as staplers and adding machines.

**510.02 Operating Supplies: \$3,000** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as flags, batteries and adapters for Civic Center A/V equipment, first aid supplies, and public trash cans and public benches.

**510.03 Safety Program Supplies: \$225** - This account provides expenditures for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information and specialized protective safety clothing.

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

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

**510.08 Inventory for Resale: \$3,500** - This account provides expenditures for inventory purchases that are to be resold or rented to end users. Included are video and media equipment, and beverages and snacks. All expenditures under this account are fully recovered through sales.

**515.02 Building and Grounds Maintenance Materials: \$7,000** – This account provides expenditures for the materials required for the repair and maintenance of the Ted Ferry Civic Center and upkeep of the grounds around the Ted Ferry Civic Center. Includes the maintenance materials associated with deferred capital projects such as safety and security upgrades, sidewalk replacement, kitchen upgrades, and equipment replacement.

**515.03 Furniture and Fixtures Maintenance Materials: \$500** - This account provides expenditures for the materials required for the repair and maintenance of furniture and building fixtures in the Ted Ferry Civic Center.

**515.04 Machinery and Equipment Maintenance Materials: \$2,500** – This account provides expenditures for the materials required for the repair and maintenance of machinery and equipment owned or leased and operated by the City. Included are office equipment, operating equipment, computer networks and computers. Includes the maintenance materials associated with deferred capital projects such as heating and ventilation upgrades, kitchen upgrades, and equipment replacements.

**515.05 Infrastructure Maintenance Materials: \$2,500** - This account provides expenditures for the materials required for the repair and maintenance of infrastructure owned or leased and operated by the City. Included are streets, sidewalks and parking lots.

**520.02 Postage: \$175** - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**525.03 Heating Fuel: \$35,000** - This account provides expenditures for heating fuel at the Ted Ferry Civic Center.

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

**530.02 Periodicals: \$200** - This account provides expenditures for newspapers, magazines and trade journals.

**535.02 Business and Meal Expenses: \$500** - This account provides expenditures for reimbursements to employees for business and job related meals, mileage reimbursements and other business-related expenses.

**535.04 Uniforms/Badges/Clothing: \$500** - This account provides expenditures for uniforms, badges and clothing purchased for use by department personnel.

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

**605.02 Marketing: \$4,500** – This account provides expenditures for announcements in publications, newspapers, trade journals, internet, or broadcasts over radio and television for marketing and promoting competitive services offered by the Ted Ferry Civic Center.

**630.03 Bank and Merchant Charges: \$1,400** – This account provides expenditures for monthly merchant fees for use of credit and debit cards for payments of Ted Ferry Civic Center services.

**635.02 Janitorial and Cleaning Services: \$7,500** - This account provides expenditures for carpet cleaning and laundry services.

**635.04 Software Maintenance Services: \$3,850** - This account provides expenditures for maintenance agreements to support the Planning Pod software system used by the Civic Center for maintaining event files, drafting agreements and room set-up diagrams, and invoicing.

**635.05 Furniture and Fixtures Maintenance Services: \$500** - This account provides expenditures for the services required for repair and maintenance of furniture and building fixtures by outside contractors. This account includes contract labor and materials required to provide the service.

**635.06 Buildings and Grounds Maintenance Services: \$9,500** - This account provides expenditures for the contract labor and materials to provide services required for the repair and maintenance of buildings and the upkeep of grounds. Includes the service calls and complex maintenance associated with deferred capital projects such as safety and security upgrades, sidewalk replacement, kitchen upgrades, and equipment replacement.

**635.07 Machinery and Equipment Maintenance Services: \$5,000** - This account provides expenditures for the services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for equipment that does not require software support and are paid on either a fixed fee or a fee based on usage. Includes the service calls and complex maintenance associated with deferred capital projects such as heating and ventilation upgrades, kitchen upgrades, and equipment replacements.

**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, website maintenance, framing, pest control, security and alarm monitoring and testing.

**635.14 Other Contractual Services: \$101,000** - This account provides expenditures for services to market, improve and promote competitive services offered by the Civic Center. Included is direct marketing services offered by third-parties such as the Ketchikan Visitors Bureau.

**645.02 Rents and Leases - Machinery & Equipment: \$750** - This account provides expenditures for the rent and lease of machinery and equipment.

**650.01 Telecommunications: \$44,675** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers; as well as charges for indoor and outdoor security cameras.

**650.02 Electric, Water, Sewer & Solid Waste: \$45,750** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.25 Machinery and Equipment: \$12,000** - This account provides expenditures for the acquisition of machinery and equipment. Included for 2025 is the replacement of A/V equipment such as encoders and decoders that have reached the end of their usable life.

**790.26 Computers, Printers and Copiers: \$5,050** - This account provides expenditures for the acquisition of computers, printers and copiers. Included for 2025 is the replacement of one workstation, monitor, printer, laptop, and battery backup per the replacement schedule developed by the Information Technology Department.

**790.35 Software: \$800** - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. This includes the Yodeck and Black Box software utilized by the audio-visual system to send information, images, and video throughout the building.

**825.01 Interdepartmental Charges – Insurance: \$19,080** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges - Garage: \$2,500** - This account provides expenditures for maintenance services provided by the Public Works Department - Garage Division.

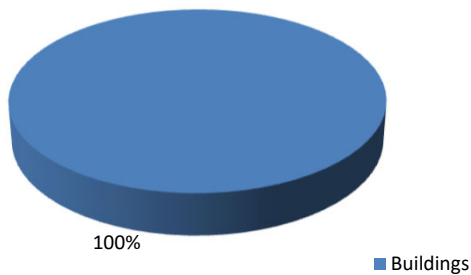
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Civic Center**

**Capital Budget**

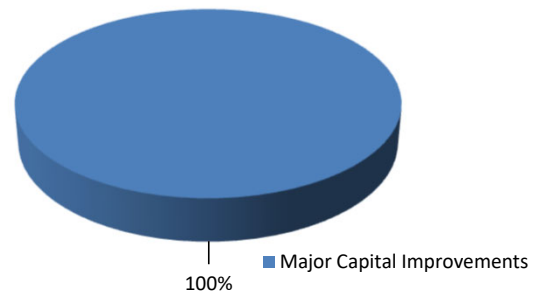
Major Capital Outlay	2023	2024			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	171,051	40,000	40,000	31,000	424,000	384,000	960.0%
725.00 Machinery and Equipment	-	193,000	193,000	193,000	-	(193,000)	-100.0%
730.00 Infrastructure	27,013	61,833	61,833	61,833	-	(61,833)	-100.0%
<b>Total Major Capital Outlay</b>	<b>198,064</b>	<b>294,833</b>	<b>294,833</b>	<b>285,833</b>	<b>424,000</b>	<b>129,167</b>	<b>43.8%</b>

Capital Improvement Projects		Funding Sources		
		PW Sales Tax Fund	Major Capital Improvements	Total
<b>705.00 Buildings</b>				
	Kitchen Upgrades	-	424,000	- 424,000
	<b>Total Buildings</b>	-	<b>424,000</b>	<b>424,000</b>
				-
<b>Total Capital Budget</b>		-	<b>424,000</b>	<b>424,000</b>

**Expenditures by Type**



**Expenditures by Funding Source**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Tourism Management**

**Summary**

Tourism Management is comprised of one division, one program and one Capital Improvement Program. A significant portion of the funding for many of the activities administered by Tourism Management are funded from the State of Alaska Commercial Passenger Vessel Excise Tax.

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	190,775	441,549	470,116	423,914	558,490	116,941	26.5%
CPV Funded Programs	61,681	67,500	67,500	67,500	67,500	-	0.0%
Capital Improvement Program	51,074	518,378	518,378	9,110	6,044,768	5,526,390	1066.1%
<b>Total</b>	<b>303,530</b>	<b>1,027,427</b>	<b>1,055,994</b>	<b>500,524</b>	<b>6,670,758</b>	<b>5,643,331</b>	<b>549.3%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	48,262	145,027	145,069	138,317	151,765	6,738	4.6%
Supplies	1,210	1,900	2,558	1,900	4,100	2,200	115.8%
Contract/Purchased Services	199,277	358,632	386,499	348,052	408,795	50,163	14.0%
Minor Capital Outlay	2,696	600	600	310	-	(600)	-100.0%
Interdepartmental Charges	1,011	2,890	2,890	2,835	61,330	58,440	2022.1%
Major Capital Outlay	51,074	518,378	518,378	9,110	6,044,768	5,526,390	1066.1%
<b>Total</b>	<b>303,530</b>	<b>1,027,427</b>	<b>1,055,994</b>	<b>500,524</b>	<b>6,670,758</b>	<b>5,643,331</b>	<b>549.3%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	-	-	-	-	-	-	NA
CPV Special Revenue Fund	252,456	509,049	537,616	491,414	625,990	116,941	23.0%
Major Capital Improvement Fund	44,245	18,378	18,378	7,610	10,768	(7,610)	-41.4%
CPV Capital Project Fund	6,829	500,000	500,000	1,500	6,034,000	5,534,000	1106.8%
<b>Total</b>	<b>303,530</b>	<b>1,027,427</b>	<b>1,055,994</b>	<b>500,524</b>	<b>6,670,758</b>	<b>5,643,331</b>	<b>549.3%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.00	1.00	1.00	1.00	89,885	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>89,885</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

The mission of the Tourism Department is to proactively advance community goals related to the impact of tourism in the City of Ketchikan. Through collaboration with internal and external stakeholders and government agencies, the department advocates for



**GOALS FOR 2025**

- Implement a tourism economic impact study and institute an annual fall resident survey.
- Create an MOA with cruise industry partners to clarify use of collected passenger fees.
- Implement the collection of sales tax on goods and services from cruise ships when docked at the Port of Ketchikan.
- Develop strategy for best use of CPV funds.
- Develop strategy for best use of transient lodging tax (bed tax).

**ACCOMPLISHMENTS FOR 2024**

- Under direction from the City Council and in collaboration with the City Manager's office, researched cost of City operating 131 Front Street and 421 Water Street as visitor centers. Presented finding to City Council in a memo dated 7/11/24.
- In collaboration with Port and Harbors Department, streamlined and updated Dock Vendor selection process, including a series of public meetings. Instituted a program of staggered year contracts.
- Under direction from the City Council created and implemented a Port of Ketchikan Youth Fundraising Booth Program that was utilized by eleven user groups for 32 reservations, totaling 96 fundraising hours.
- Collaborated with McKinley Research Group to perform a port allocation study to discover actual costs of operating port to the City of Ketchikan.
- Collaborated with Disney Cruise Line engineers to discover possible new solutions for people movement throughout the downtown commercial area.
- Infrastructure/capital project work included completion of all signage on Ketchikan Salmon Walk; repairs of the Welcome to Ketchikan Arch; spring power washing of main sidewalks in downtown commercial district; purchase of temporary public restrooms.
- Supported Ted Ferry Civic Center staff during rate restructure process.
- Continued support for popular "Music on the Docks" program presented by the Ketchikan Area Arts & Humanities Council.
- Created and implemented a Tourism Department webpage as a tourism resource for the community.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Tourism Management**

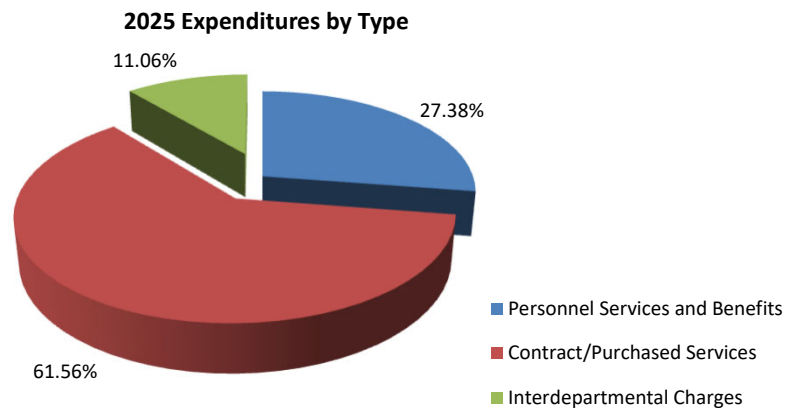
**Operations Division 1440-110**

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	48,262	145,027	145,069	138,317	151,765	6,738	4.6%
Supplies	1,210	1,900	2,558	1,900	4,100	2,200	115.8%
Contract/Purchased Services	137,596	291,132	318,999	280,552	341,295	50,163	17.2%
Minor Capital Outlay	2,696	600	600	310	-	(600)	-100.0%
Interdepartmental Charges	1,011	2,890	2,890	2,835	61,330	58,440	2022.1%
<b>Total Expenditures</b>	<b>190,775</b>	<b>441,549</b>	<b>470,116</b>	<b>423,914</b>	<b>558,490</b>	<b>116,941</b>	<b>26.5%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Economic/Parking Dev Fund	-	-	-	-	-	-	NA
CPV Special Revenue Fund	190,775	441,549	470,116	423,914	558,490	116,941	26.5%
<b>Total Funding</b>	<b>190,775</b>	<b>441,549</b>	<b>470,116</b>	<b>423,914</b>	<b>558,490</b>	<b>116,941</b>	<b>26.5%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Tourism Manager	1.00	1.00	1.00	1.00	89,885	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>89,885</b>	<b>-</b>	<b>0.0%</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Tourism Management**

**Operations Division 1440-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Office supplies, postage costs and business and meal expenses exceeded expectations due to the lack of historical data when creating the 2024 budget.
- Travel business increased by \$2,000 or by 25% to support additional travel inside the state in support of tourism related meetings.
- Ads and public announcements exceeded expectations due to the lack of historical data when creating the 2024 budget. Membership dues now include fees for the Port Communities of Alaska Association, a new organization uniting Alaskan municipalities to address cruise port concerns. Dues are determined by the number of ships and visitors to each port, making Ketchikan a significant contributor due to its high volume of tourism.
- Infrastructure & Plant Maintenance Services increased by \$35,000, or by 116%, due to contract services needs maintenance and repair of the planned temporary downtown trailer restroom, if plumbing into existing sewer infrastructure is not feasible, and the addition of spring sidewalk cleaning.
- Marketing Services decreased by 100% because all marketing support was removed from funding and City now only funds visitor services functions reflected in other contractual services.
- Other contractual services increased by 147% to reflect removal of marketing services and support of only visitor services under the Ketchikan Visitors Bureau contract.
- Managements and consulting services increased 25% or \$20,000 to support two tourism data research projects in 2025.
- Telecommunications increased by \$14,675 or over 733% due to moving the costs of 15 security cameras along Creek Street to the tourism budget.

There are no other significant changes between the adopted 2024 and the proposed operating budget for 2025 aside from proposed appropriations to new line item expenditures needed to fully support the operations and priorities of the Tourism Manager and Tourism Management budget in 2025.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	21,212	87,267	87,267	84,750	89,885	2,618	3.0%
505	.00	Payroll Taxes	2,673	6,680	6,680	6,485	6,880	200	3.0%
506	.00	Pension	4,852	19,640	19,640	18,360	20,230	590	3.0%
507	.00	Health and Life Insurance	4,127	29,310	29,310	25,900	32,620	3,310	11.3%
507	.30	Workers Compensation	74	230	230	220	260	30	13.0%
508	.00	Other Benefits	1,174	1,900	1,900	2,560	1,890	(10)	-0.5%
509	.07	Moving Expense	14,150	-	42	42	-	-	NA
Personnel Services and Benefits			48,262	145,027	145,069	138,317	151,765	6,738	4.6%
Supplies									
510	.01	Office Supplies	615	200	400	200	500	300	150.0%
510	.02	Operating Supplies	-	-	-	-	300	300	NA
520	.02	Postage	-	200	200	200	300	100	50.0%
520	.03	Bulk Mailing	-	500	458	-	500	-	0.0%
535	.02	Business and Meal Expense	595	1,000	1,500	1,500	2,500	1,500	150.0%
Supplies			1,210	1,900	2,558	1,900	4,100	2,200	115.8%

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Tourism Management**

**Operations Division 1440-110**

<b>Contract/Purchased Services</b>							NA
600 .01 Travel-Business	2,805	8,000	8,000	8,000	10,000	2,000	25.0%
600 .02 Travel-Training	-	4,600	4,100	4,600	4,600	-	0.0%
600 .03 Training and Education	495	4,500	4,500	4,500	4,500	-	0.0%
605 .01 Ads and Public Announcements	186	200	10,200	5,000	6,000	5,800	2900.0%
615 .02 Assn. Membership Dues & Fees	300	2,900	2,900	2,800	13,570	10,670	367.9%
635 .02 Janitorial & cleaning Services	-	20,000	12,707	-	20,000	-	0.0%
635 .07 Machinery & Equip Maint Services	-	500	300	300	500	-	0.0%
635 .08 Infrastructure & Plant Maintenance	-	30,000	63,700	62,760	65,000	35,000	116.7%
635 .13 Marketing Services	131,840	82,432	82,432	82,432	-	(82,432)	-100.0%
635 .14 Other Contractual Services	-	56,000	56,000	56,000	100,450	44,450	79.4%
640 .04 Management & Consulting Services	-	80,000	70,000	50,000	100,000	20,000	25.0%
650 .01 Telecommunications	1,970	2,000	4,160	4,160	16,675	14,675	733.8%
<b>Contract/Purchased Services</b>	<b>137,596</b>	<b>291,132</b>	<b>318,999</b>	<b>280,552</b>	<b>341,295</b>	<b>50,163</b>	<b>17.2%</b>
<b>Minor Capital Outlay</b>							
790 .26 Computers, Printers & Copiers	2,696	600	600	310	-	(600)	-100.0%
<b>Minor Capital Outlay</b>	<b>2,696</b>	<b>600</b>	<b>600</b>	<b>310</b>	<b>-</b>	<b>(600)</b>	<b>-100.0%</b>
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	-	-	-	-	5,040	5,040	NA
802 .00 Interdepartmental-Finance	-	-	-	-	8,180	8,180	NA
803 .01 Interdepartmental-Info Technology	-	-	-	-	7,270	7,270	NA
804 .01 Interdepartmental-Engineering	-	-	-	-	38,000	38,000	NA
825 .01 Interdepartmental Charges-Insurance	1,011	2,890	2,890	2,835	2,840	(50)	-1.7%
<b>Interdepartmental Charges</b>	<b>1,011</b>	<b>2,890</b>	<b>2,890</b>	<b>2,835</b>	<b>61,330</b>	<b>58,440</b>	<b>2022.1%</b>
<b>Total Expenditures by Type</b>	<b>190,775</b>	<b>441,549</b>	<b>470,116</b>	<b>423,914</b>	<b>558,490</b>	<b>116,941</b>	<b>26.5%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$89,885**– This account provides expenditures for the cost of the annual salary paid to the Tourism Manager.

**505.00 Payroll Taxes: \$6,880** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$20,230** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$32,620** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$260** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$1,890** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**510.01 Office Supplies: \$500** - This account provides expenditures for expendable office supply items such as pens, markers, paper, tape, paperclips, staples, envelopes, note pads, correction tape, post-its, etc.

**510.02 Operating Supplies: \$300** - This account provides expenditures for an annual parking permit for the Tourism Manager.

**520.02 Postage: \$300** - This account provides expenditures for the cost of postal related services such as postage and mailing materials.

**520.03 Bulk Mailing: \$500** – Expenditures for bulk mailing of bills and invoices for City and KPU services, brochures, mass public notices and other similar types of mailings.

**535.02 Business and Meal Expenses: \$2,500** – This account provides expenditures for general expenses incurred by the Tourism Manager during the course of the year.

**600.01 Travel - Business: \$10,000** – This account provides expenditures for the cost associated with business travel by the Tourism Manager to attend conferences, legislative or trade meetings, and other business requiring travel. In 2025 anticipated events include Southeast Conference annual meeting and mid-session summit, Alaska Outdoor Alliance annual meeting, SeaTrade Cruise Global, Destinations International annual meeting, and Cruise Line Industry Association of Alaska meeting.

**600.02 Travel - Training: \$4,600** – Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. In 2025 anticipated events include SeaTrade Cruise Global, Destinations International annual meeting, Alaska Travel Industry Association annual convention, and Certified Destination Management Executive training sessions.

**600.03 Training and Education: \$4,500** – Expenditures for registration fees, training fees, training materials, and tuition reimbursement and other incidental expenses associated with training and educating employees. In 2025 anticipated training opportunities include SeaTrade Cruise Global, Certified Destination Management Executive training sessions, and Alaska Travel Industry Association annual convention.

**605.01 Advertising and Public Announcements: \$6,000** - This account provides expenditures for public notice and classified ad expenses associated in advertising for tourism related public meetings, forums and listening sessions.

**615.02 Assn. Membership Dues & Fees: \$13,570** - This account provides expenditures for the cost of membership in industry associations including Alaska Travel Industry Association, Destination Development Association, Destinations International and US Travel Association.

**635.02 Janitorial & Cleaning Services: \$20,000** - This account provides expenditures to clean facilities and equipment owned or leased by the City, including the planned temporary downtown restroom trailer.

**635.07 Machinery & Equipment Maintenance Services: \$500** - This account provides expenditures for services for routine and non-routine maintenance associated with equipment located in the 3rd floor copier room.

**635.08 Infrastructure & Plant Maintenance Services: \$65,000** - This account provides expenditures for services to repair and maintain infrastructure owned or leased by the City for tourism and other economic development activities, including the maintenance and repair of the planned temporary downtown restroom trailer.

**635.14 Other Contractual Services: \$100,450** - This account provides for expenditures for contractual services not identified in the account classifications under contractual services. For the 2025 visitor season, the City will contract with the Ketchikan Visitors Bureau to assist visitors with basic wayfinding and to provide a safe and welcoming environment to visitors to the community.

**640.04 Management & Consulting Services: \$100,000** - This account provides for expenditures for management and consulting services. The City anticipates the commissioning of studies with firms related to Tourism in Ketchikan, including a port allocation study and a guest traffic flow study.

**650.01 Telecommunications: \$16,675** - This account provides expenditures for monthly wired and wireless broadband charges, long-distance services, long-distance facsimile transmission, line rentals, and maintenance of the phone system as well as cellular services.

**800.00 Interdepartmental - Administrative: \$5,040** - Expenditures for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney, and the administrative office of the City Manager.

**802.00 Interdepartmental - Finance: \$8,140** - Expenditures for financial, accounting, payroll, accounts payable, billing, customer service, and budgeting services provided by the Finance Department.

**803.01 Interdepartmental - Info Technology: \$7,270** - Expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental - Engineering: \$38,000** - Expenditures for engineering services provided by the Public Works Department-Engineering Division.

**825.01 Interdepartmental Charges-Insurance: \$2,840** – This account provides expenditures for the division's share of the City's risk management program.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Tourism Management**

**CPV Funded Programs 1440-141**

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

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	61,681	67,500	67,500	67,500	67,500	-	0.0%
<b>Total Expenditures</b>	<b>61,681</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>-</b>	<b>0.0%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
CPV Special Revenue Fund	61,681	67,500	67,500	67,500	67,500	-	0.0%
<b>Total Funding</b>	<b>61,681</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>-</b>	<b>0.0%</b>

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
635 .14 Other Contractual Services	17,500	17,500	17,500	17,500	17,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	44,181	50,000	50,000	50,000	50,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>61,681</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>61,681</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>	<b>-</b>	<b>0.0%</b>

**NARRATIVE**

**635.14 Other Contractual Services: \$17,500** - This account provides expenditures for funding of a weekly arts series at the Port of Ketchikan, *Music on the Docks*. Modeled after SeaTac's *Experience the City of Music Program*, it is an effort to showcase Ketchikan's diverse musical talent to the community's cruise ship visitors. This successful program was previously a function of the Port Department and was funded through Port funds.

**650.02 Electric, Water, Sewer & Solid Waste: \$50,000** - This account provides expenditures for the collection of solid waste from the downtown core during tourism season. This is a seasonal program that starts in May and typically ends in September. Most of the solid waste collected will come from cruise ship passengers and crew members visiting Ketchikan.

CITY OF KETCHIKAN

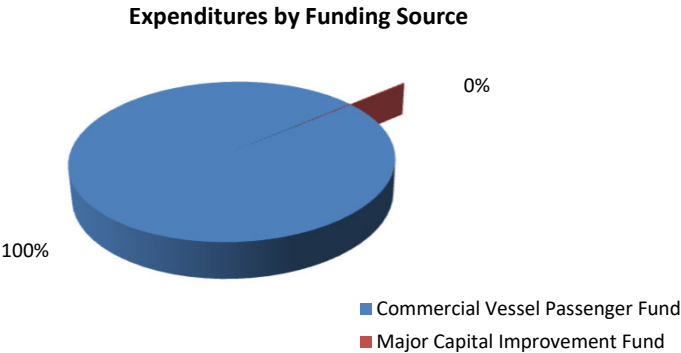
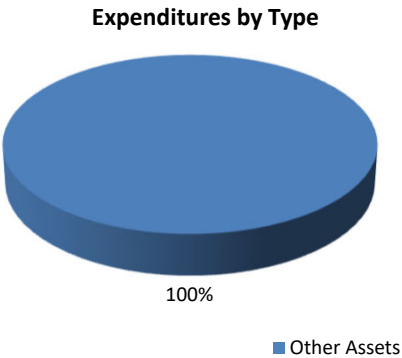
2025 Operating and Capital Budget

Tourism Management

Capital Budget

Major Capital Outlay	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
725.00 Machinery and Equipment	-	200,000	200,000	-	200,000	-	NA
730.00 Infrastructure & Plant	-	-	-	-	5,600,000	5,600,000	NA
740.00 Other Assets	51,074	318,378	318,378	9,110	244,768	(73,610)	-23.1%
Total Major Capital Outlay	51,074	518,378	518,378	9,110	6,044,768	5,526,390	1066.1%

Capital Improvement Projects		Funding Sources		
		Commercial Vessel Passenger Fund	Major Capital Improvement Fund	Total
Project				
725.00 Machinery and Equipment				
	Downtown Mobile Restroom	200,000	-	200,000
	Total Machinery and Equipment	200,000	-	200,000
730.00 Infrastructure and Plant				
	Spruce Mill - Thomas Basin Promenade	5,600,000	-	5,600,000
	Total Infrastructure and Plant	5,600,000	-	5,600,000
740.00 Other Assets				
	Salmon Walk Enhancements		10,768	10,768
	Welcome Arch Sign Electrical Upgrade	60,500	-	60,500
	Wayfinding Signage Enhancements	75,000	-	75,000
	Downtown Visitor Amenities	98,500	-	98,500
	Total Other Assets	234,000	10,768	244,768
	Total Capital Budget	6,034,000	10,768	6,044,768



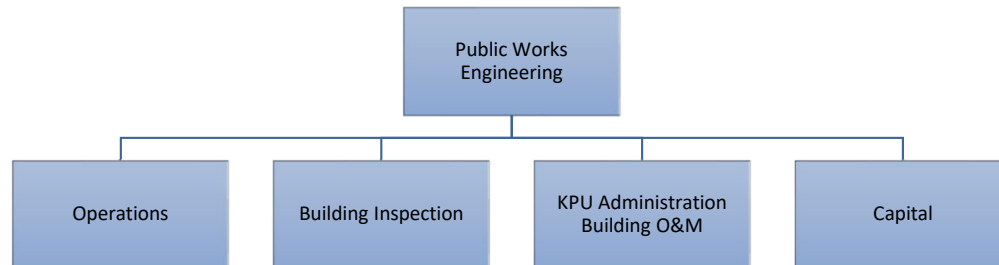
# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### Public Works-Engineering

### Summary

The Public Works Engineering Division is led and managed by registered professional civil engineers overseeing design, mapping and surveying technicians, two building inspectors and support staff for a total of thirteen (13.0) full time employees. Additionally, the department manages all forms of site development, construction permits, building inspections, derelict building demolition, infrastructure design and inspections and emergency responses to all facets of the City's Public Works Department infrastructure.



The Public Works Engineering Division is comprised of two operating divisions and oversees a Capital Improvement Program and the KPU Administration Building operations and maintenance.

#### DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Engineering	1,345,927	2,223,877	2,100,349	1,715,765	2,335,014	111,137	5.0%
Building Inspection	254,821	360,286	484,759	386,912	489,068	128,782	35.7%
KPU Administration Building O&M	80,595	111,130	111,130	97,440	111,650	520	0.5%
Capital Improvement Program	22,381	55,000	55,000	-	245,000	190,000	345.5%
<b>Total</b>	<b>1,703,724</b>	<b>2,750,293</b>	<b>2,751,238</b>	<b>2,200,117</b>	<b>3,180,732</b>	<b>430,439</b>	<b>15.7%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,437,322	2,282,338	2,282,118	1,830,805	2,476,072	193,734	8.5%
Supplies	30,846	38,750	38,750	35,400	46,750	8,000	20.6%
Contract/Purchased Services	168,086	285,965	283,460	240,002	304,290	18,325	6.4%
Minor Capital Outlay	6,524	38,650	40,950	42,950	52,650	14,000	36.2%
Interdepartmental Charges/Reimb Credits	38,565	49,590	50,960	50,960	55,970	6,380	12.9%
Major Capital Outlay	22,381	55,000	55,000	-	245,000	190,000	345.5%
<b>Total</b>	<b>1,703,724</b>	<b>2,750,293</b>	<b>2,751,238</b>	<b>2,200,117</b>	<b>3,180,732</b>	<b>430,439</b>	<b>15.7%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	943,790	1,563,954	1,564,899	1,234,326	1,737,237	173,283	11.1%
Licenses and Permits	113,486	125,000	125,000	195,414	125,000	-	0.0%
Charges for Services	3,950	5,000	5,000	1,200	3,500	(1,500)	-30.0%
Public Works Sales Tax Fund	22,381	55,000	55,000	-	245,000	190,000	345.5%
Solid Waste Fund	147,102	229,000	229,000	175,350	241,000	12,000	5.2%
Wastewater Fund	258,591	427,000	427,000	325,250	447,000	20,000	4.7%
Harbor Fund	64,517	105,000	105,000	80,000	110,000	5,000	4.8%
Port Fund	44,408	70,000	70,000	55,300	76,000	6,000	8.6%
KPU Enterprise Fund	105,499	170,339	170,339	133,277	176,495	6,156	3.6%
KPU Enterprise Fund Capital	-	-	-	-	19,500	19,500	NA
<b>Total</b>	<b>1,703,724</b>	<b>2,750,293</b>	<b>2,751,238</b>	<b>2,200,117</b>	<b>3,180,732</b>	<b>430,439</b>	<b>15.7%</b>

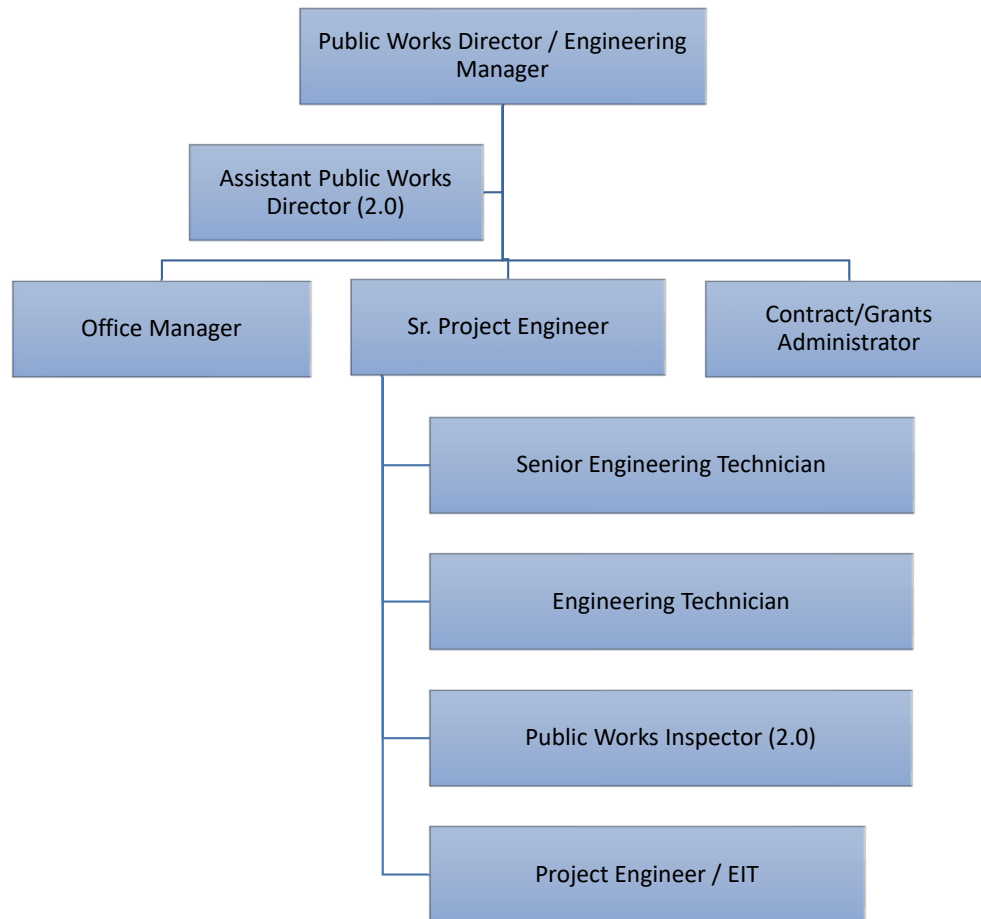


**CITY OF KETCHIKAN****2025 Operating and Capital Budget****Public Works-Engineering****Summary**

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted /2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Engineering	11.00	11.00	11.00	11.00	1,159,350	-	0.0%
Building Inspection	2.00	2.00	3.00	3.00	252,808	1.00	50.0%
<b>Total</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>1,412,158</b>	<b>1.00</b>	<b>7.7%</b>

## MISSION STATEMENT

The mission of the Engineering Division is to consistently provide high quality administrative and engineering support to City residents and to each of the operating divisions of General Government and Ketchikan Public Utilities. The Engineering Division is responsible for providing design engineering; contract administration; project management; mapping; inspection and surveying; plan reviews and building inspection; administration of cemetery operations and hospital infrastructure contracts; management of capital improvement projects; and long-range infrastructure replacement planning.



## GOALS FOR 2025

- Provide complete engineering services, including design, drafting, estimating, maps, plans and specifications; bidding services and clerical support; project inspections; and construction management for capital improvement projects (CIPs) for the departments of General Government (City) and the divisions of Ketchikan Public Utilities (KPU).
- Apply for and secure grant funding for Capital Improvement Projects.
- Continue to improve data management of all municipal facilities and properties.
- Continue to improve and streamline the City's permitting process.
- Perform in-house design, bidding, construction management and inspection as well as hiring consultants to supplement as needed.
- Provide excellent customer service to City/KPU, residents, businesses and agencies of the community and state.
- Provide technical assistance to other City departments/KPU divisions in a professional, timely and accurate manner.
- Assist other departments/divisions, in order to help them carry out their mission.
- Continue focus on improving accessibility for the disabled population.

- Continue focus on maintaining existing road conditions and creating safer streets and sidewalks.
- Continue to update standard details for roadway and site development.
- Continue implementation of long-term strategies for staff retention to the extent that such strategies are not inhibited by a lack of funding or collective bargaining agreements.
- Improve staffing levels by filling: Senior Project Engineer, Project Engineer, and Engineering Technician positions.
- Partner with the State of Alaska to complete the Sayles Gorge Bridge replacement.

**ACCOMPLISHMENTS FOR 2024**

- Continued responsibility for general engineering design, management and contract administration for the departments/divisions of General Government and Ketchikan Public Utilities.
- Continued improvement to the new GIS mapping system, assisted other departments/divisions in installation, implementation and updates of said system and provided maps for public and private sector use.
- Reviewed and issued building, site development, excavation, traffic and sewer permits for work in the public right-of-way as well as on private property.
- Worked across KPU and City Departments to establish the City's Bipartisan Infrastructure Law grant priorities.
- Administered the Bayview Cemetery Operations and Maintenance Contract.
- Provided support to the Law Department in claims investigations and various other matters.
- Provided technical support to the Law Department in matters related to actual or potential litigation and various other matters.
- Managed ongoing bridge inspection and maintenance activities.
- Administered 2024 Streets CIP program focused on transportation infrastructure maintenance and repair.
- Completed the construction contract for the Schoenbar Culvert rehabilitation project
- Ongoing review, comments, and collaboration on numerous State of Alaska highway construction projects.
- Ongoing support and agency reviews for the KGB Planning Department on various platting, zoning, major developments, and real property issues.
- Completed numerous legislative grant requests.
- Facilitated repairs of municipally owned buildings and facilities.
- Administered vehicle and equipment procurement contracts.
- Identified, designed and implemented solutions to neighborhood storm drainage problems.
- Provided surveying services for General Government and KPU.
- Provided numerous parking, restriping and sign upgrades.
- Navigated the grant procedures to get construction authorization for the previously awarded Congressionally Directed Spending allocations (\$2.5M).
- Provided design, bidding, contract administration and inspection for numerous projects
- Continued to collaborate with ADOT to advance the replacement of the, Sayles Gorge Bridge, Wolf Point Slope stabilization, and the Tongass Avenue reconstruction projects.
- Collaborated with PND on design of the Spruce Mill promenade extension.
- Completed the construction contract on the Water Street Sewer Force Main Rehab & Replacement project.
- Assisted the Museum with multiple projects.
- Assisted developers with an eye toward advancing and encouraging housing developments in Ketchikan.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

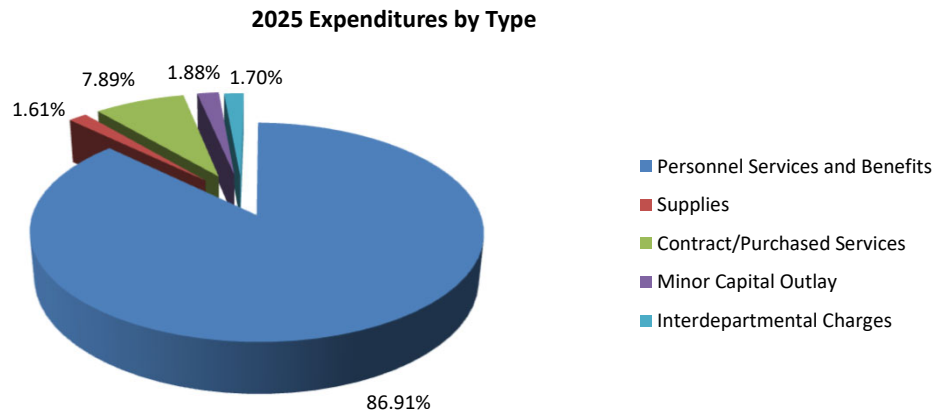
**Operations 1510-110**

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,205,753	1,960,092	1,835,619	1,474,885	2,029,449	69,357	3.5%
Supplies	24,403	29,800	29,800	27,800	37,500	7,700	25.8%
Contract/Purchased Services	82,049	169,475	169,270	145,420	184,275	14,800	8.7%
Minor Capital Outlay	6,411	30,000	30,000	32,000	44,000	14,000	46.7%
Interdepartmental Charges	27,311	34,510	35,660	35,660	39,790	5,280	15.3%
<b>Total Expenditures</b>	<b>1,345,927</b>	<b>2,223,877</b>	<b>2,100,349</b>	<b>1,715,765</b>	<b>2,335,014</b>	<b>111,137</b>	<b>5.0%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	746,038	1,250,877	1,127,349	974,620	1,314,514	63,637	5.1%
Charges for Services	3,950	5,000	5,000	1,200	3,500	(1,500)	-30.0%
Solid Waste Fund	147,102	229,000	229,000	175,350	241,000	12,000	5.2%
Wastewater Fund	258,591	427,000	427,000	325,250	447,000	20,000	4.7%
Harbor Fund	64,517	105,000	105,000	80,000	110,000	5,000	4.8%
Port Fund	44,408	70,000	70,000	55,300	76,000	6,000	8.6%
KPU Enterprise Fund	81,321	137,000	137,000	104,045	143,000	6,000	4.4%
<b>Total Funding</b>	<b>1,345,927</b>	<b>2,223,877</b>	<b>2,100,349</b>	<b>1,715,765</b>	<b>2,335,014</b>	<b>111,137</b>	<b>5.0%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted /2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director/Engineering Manager	1.00	1.00	1.00	1.00	162,578	-	0.0%
Assistant Public Works Director	1.00	1.00	2.00	2.00	288,144	1.00	100.0%
Sr. Project Engineer	1.00	1.00	1.00	1.00	133,436	-	0.0%
Project Manager	1.00	1.00	-	-	-	(1.00)	-100.0%
Project Engineer / EIT	1.00	1.00	1.00	1.00	112,255	-	0.0%
Contract/Grants Administrator	1.00	1.00	1.00	1.00	91,574	-	0.0%
Public Works Inspector	2.00	2.00	2.00	2.00	173,428	-	0.0%
Sr. Engineering Technician	-	1.00	1.00	1.00	88,456	-	0.0%
Engineering Technician	1.00	1.00	1.00	1.00	40,056	-	0.0%
Engineering Tech/CADD & GIS	1.00	-	-	-	-	-	0.0%
Administrative Assistant	1.00	1.00	-	-	-	(1.00)	-100.0%
Office Manager	-	-	1.00	1.00	69,423	1.00	100.0%
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>1,159,350</b>	<b>-</b>	<b>0.0%</b>



#### OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$134,213, or by 6.8%, due to annual employee step increases, a 3.0% cost of living adjustment for IBEW, Local 1547 employees and on-represented employees that will become effective January 1, 2025; and projected increases in payroll taxes, pension, workers compensation, moving expenses, health and life insurance along with other benefit costs.
- Safety Program Supplies (Account No. 510.03) increased by \$6,000 or 400% due to the need to purchase safety equipment recommended by HR's Safety Coordinator.
- Travel-Business (Account No. 600.01) increased by \$5,000, or by 33.3% due to the need to increase travel expenditures for business related events.
- Travel-Training (Account 600.02) increased by \$5,000 or 50% due to anticipated training needs for positions that are currently vacant as well as for existing employees.
- Engineering and Architectural Services (Account No. 640.02) decreased by \$25,000, or by 50.0%, due some of these costs being factored into individual CIPs due to current Project Engineer vacancy.
- Vehicles and Moving Equipment (Account No. 790.20) increased by \$12,000 to purchase a surplus vehicle.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Public Works-Engineering

## Operations 1510-110

## DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	745,321	1,128,727	1,064,288	875,200	1,159,350	30,623	2.7%
500 .05 Longevity Pay	3,100	3,300	3,300	3,300	6,250	2,950	89.4%
501 .01 Overtime Wages	3,682	35,000	35,000	35,000	35,000	-	0.0%
502 .01 Temporary Wages	24,895	35,000	35,000	15,000	35,000	-	0.0%
505 .00 Payroll Taxes	58,741	91,965	87,465	71,050	95,411	3,446	3.7%
506 .00 Pension	142,826	246,365	233,165	188,100	255,824	9,459	3.8%
507 .00 Health and Life Insurance	203,276	345,700	304,831	247,600	361,457	15,757	4.6%
507 .30 Workers Compensation	12,560	18,040	17,880	13,500	19,107	1,067	5.9%
508 .00 Other Benefits	10,102	24,170	22,865	22,865	30,225	6,055	25.1%
509 .03 Allowances-PW Clothing	1,250	1,750	1,750	1,750	1,750	-	0.0%
509 .07 Moving Expenses-Taxed	-	30,000	30,000	1,445	30,000	-	0.0%
509 .08 Allowances-Medical Expenses	-	75	75	75	75	-	0.0%
<b>Personnel Services and Benefits</b>	<b>1,205,753</b>	<b>1,960,092</b>	<b>1,835,619</b>	<b>1,474,885</b>	<b>2,029,449</b>	<b>69,357</b>	<b>3.5%</b>

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	4,138	8,000	8,000	7,000	8,500	500	6.3%
510 .02 Operating Supplies	5,458	7,000	7,000	6,000	7,500	500	7.1%
510 .03 Safety Program Supplies	9,820	1,500	1,500	1,500	7,500	6,000	400.0%
510 .05 Small Tools and Equipment	2,245	3,500	3,500	3,500	3,500	-	0.0%
515 .01 Vehicle Maintenance Materials	23	800	800	800	800	-	0.0%
515 .04 Machinery & Equip Maint Materials	-	1,000	1,000	1,000	1,000	-	0.0%
520 .02 Postage	292	500	500	500	500	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,135	5,000	5,000	5,000	5,000	-	0.0%
530 .03 Professional and Technical Publications	451	500	500	500	500	-	0.0%
535 .02 Business and Meal Expenses	93	1,000	915	915	1,500	500	50.0%
535 .04 Uniforms/Badges/Clothing	748	1,000	1,085	1,085	1,200	200	20.0%
<b>Supplies</b>	<b>24,403</b>	<b>29,800</b>	<b>29,800</b>	<b>27,800</b>	<b>37,500</b>	<b>7,700</b>	<b>25.8%</b>

**Contract/Purchased Services**

600 .01 Travel-Business	1,718	15,000	15,000	15,000	20,000	5,000	33.3%
600 .02 Travel-Training	1,007	10,000	10,945	10,945	15,000	5,000	50.0%
600 .03 Training and Education	1,103	12,000	12,000	12,000	15,000	3,000	25.0%
605 .01 Ads and Public Announcements	17,349	15,000	15,000	15,000	15,000	-	0.0%
615 .01 Professional & Technical Licenses	1,154	1,500	1,500	1,500	2,000	500	33.3%
615 .02 Assn. Membership Dues & Fees	1,114	1,200	1,200	1,200	2,000	800	66.7%
630 .01 Buildings & Operating Permits	300	350	350	350	350	-	0.0%
630 .02 Vehicle Licenses	40	75	75	75	75	-	0.0%
630 .05 Software Licenses	-	3,000	3,000	3,000	3,000	-	0.0%
630 .06 Service Charges & Fees	199	350	350	350	350	-	0.0%
635 .04 Software Maintenance Services	18,773	20,000	20,000	20,000	20,000	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	1,196	1,000	1,000	1,000	1,500	500	50.0%
640 .02 Engineering & Architectural Services	9,762	50,000	48,850	25,000	50,000	-	0.0%
640 .04 Management and Consulting Services	614	5,000	5,000	5,000	5,000	-	0.0%
650 .01 Telecommunications	27,720	35,000	35,000	35,000	35,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>82,049</b>	<b>169,475</b>	<b>169,270</b>	<b>145,420</b>	<b>184,275</b>	<b>14,800</b>	<b>8.7%</b>

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

**Operations 1510-110**

**Minor Capital Outlay**

790 .15 Furniture and Fixtures	2,087	5,000	5,000	5,000	5,000	-	0.0%
790 .20 Vehicles and Moving Equipment	-	-	-	-	12,000	12,000	NA
790 .26 Computers, Printers & Copiers	3,656	24,000	24,000	26,000	26,000	2,000	8.3%
790 .35 Software	668	1,000	1,000	1,000	1,000	-	0.0%
<b>Minor Capital Outlay</b>	<b>6,411</b>	<b>30,000</b>	<b>30,000</b>	<b>32,000</b>	<b>44,000</b>	<b>14,000</b>	<b>46.7%</b>

**Interdepartmental Charges/**

**Reimbursable Credits**

825 .01 Interdepartmental-Insurance	27,311	34,510	35,660	35,660	39,790	5,280	15.3%
<b>Interdepartmental Charges</b>	<b>27,311</b>	<b>34,510</b>	<b>35,660</b>	<b>35,660</b>	<b>39,790</b>	<b>5,280</b>	<b>15.3%</b>

<b>Total Expenditures by Type</b>	<b>1,345,927</b>	<b>2,223,877</b>	<b>2,100,349</b>	<b>1,715,765</b>	<b>2,335,014</b>	<b>111,137</b>	<b>5.0%</b>
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**NARRATIVE**

**500.01 Regular Salaries & Wages: \$1,159,350** This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Engineering Division.

**500.05 Longevity Pay: \$6,250** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$35,000** – This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$35,000** – This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Engineering Division.

**505.00 Payroll Taxes: \$95,411** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$255,824** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$361,457** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$19,107** – This account provides expenditures for employer contributions to workers' compensation.

**508.00 Other Benefits: \$30,225**– This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.03 Allowances – Public Works Clothing: \$1,750** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of Public Works pursuant to collective bargaining agreements or the Personnel Rules.

**509.07 Moving Expenses Taxed: \$30,000** - This account provides expenditures to relocate new employees to Ketchikan.

**509.08 Allowances – Medical Expenses: \$75** – This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employee.

**510.01 Office Supplies: \$8,500** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

**510.02 Operating Supplies: \$7,500** - This account provides expenditures for supplies that are normally not of a maintenance

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

**Operations 1510-110**

nature and are required to support department operations. Included are supplies such as employee awards and recognition pins, brochures, posters, general materials for public programs, engineering materials, paint, and solvents.

**510.03 Safety Program Supplies: \$7,500** - This account provides expenditures for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

**510.05 Small Tools & Equipment: \$3,500** - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, snow removal equipment, computer accessories, space heaters, fans, radios, calculators, file cabinets, and similar types of minor tools and equipment.

**515.01 Vehicle Maintenance Materials: \$800** - This account provides expenditures for the repair and maintenance of vehicles owned or leased and operated by the Public Works Engineering Division.

**515.04 Machinery & Equipment Maintenance: \$1,000** – This account provides expenditures for repair and maintenance of machinery and equipment owned or leased by the City. Included are office equipment, surveying equipment, GPS and data collection equipment and computers.

**520.02 Postage: \$500** - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**525.04 Vehicle Motor Fuel & Lubricants: \$5,000** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the Engineering Division vehicles.

**530.03 Professional & Technical Publications: \$500** - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, engineering, building codes, professional standards and technical journals.

**535.02 Business & Meal Expenses: \$1,500** - This account provides expenditures for reimbursements to employees for business and job related meals, mileage for use of personal vehicles and other business related expenses.

**535.04 Uniforms/Badges/Clothing: \$1,200** - This account provides expenditures for non-represented employees for the purchase of job related clothing purchased by department personnel.

**600.01 Travel-Business: \$20,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

**600.02 Travel-Training: \$15,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

**600.03 Training & Education: \$15,000** - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

**605.01 Ads & Public Announcements: \$15,000** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, etc.

**615.01 Professional & Technical Licenses: \$2,000** – This account provides expenditures for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed engineers, and fees paid for technical certifications required by survey staff and operators of special equipment.

**615.02 Assn. Membership Dues & Fees: \$2,000** – This account provides expenditures for memberships in professional and trade associations such as the American Concrete Institute, American Society of Civil Engineers, National Society of Professional Surveyors and Solid Waste Association of North America.



**630.01 Building & Operating Permits: \$350** - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

**630.02 Vehicle Licenses: \$75** – This account provides expenditures for licensing City vehicles for operations on public highways.

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

**630.06 Service Charges & Fees: \$350** - This account provides expenditures for miscellaneous service charges and fees. Included are filing fees, recording fees and fees not accounted for in other accounts.

**635.04 Software Maintenance Services: \$20,000** - This account provides expenditures for maintenance agreements to support licensed software systems, including AutoCAD (DLT Solutions), ESRI, eQuorum, Bluebeam Software and other design programs.

**635.07 Machinery & Equipment Maintenance Services: \$1,500** - This account provides expenditures for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

**640.02 Engineering & Architectural Services: \$50,000** - This account provides expenditures for engineering and architectural services, such as asbestos clearance monitoring.

**640.04 Management & Consulting Services: \$5,000** - This account provides expenditures for management and consulting services. Included are project management services, rate studies, management studies and other management and consulting services requiring persons or firms with specialized skills and knowledge.

**650.01 Telecommunications: \$35,000** - This account provides for expenditures telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

**790.15 Furniture & Fixtures: \$5,000** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, conference room chairs, workstations, file cabinets, storage cabinets and building fixtures. For 2022, this will fund the replacement of several office chairs that are beyond their useful life.

**790.20 Vehicle and Moving Equipment: \$12,000** - This account provides expenditures for acquisition of vehicles and moving equipment including boat trailers and other small rolling stock.

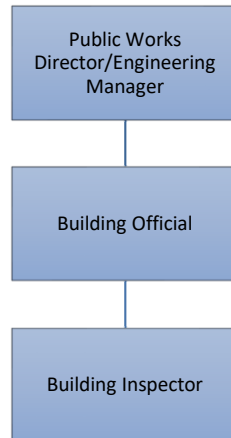
**790.26 Computers, Printers & Copiers: \$26,000** - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, mapping plotter, photocopiers and fax machines. Per the replacement schedule developed by the Information Technology Department, four workstations, seven monitors, one laptop, one printer, and four UPS battery backups will be replaced.

**790.35 Software: \$1,000** - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. Included are updates such as Adobe Acrobat Professional, and at least two AutoCAD seats to a higher classification to accommodate mapping upgrades.

**825.01 Interdepartmental Charges – Insurance: \$39,790** This account provides expenditures for risk management services and claims.

**MISSION STATEMENT**

The mission of the Building Inspection Division is to ensure minimum code compliance standards for all new building construction and alterations to existing structures. The Building Inspection Division now performs the life/safety plan reviews previously performed by the State Fire Marshal's office. The inspection services, information sharing and



**GOALS FOR 2025**

- Administer the adopted codes and provide the general public, design professionals and builders with supplemental information to aid them during the transition process.
- Through the 2025 year, we will be updating the Building Division portion of the City website with the new 2021 codes during and after approval of the Code adoption process.
- Under enforcement of the “Dangerous Building Code”, our enforcement actions throughout the city will improve due to new staff levels. Through the 2025 year, we will expand efforts in updating the existing derelict building log and find closure through demolitions or repairs for a number of these structures.
- Continue with upgrades to our record keeping system within the Building Division to improve associated work-related processes. Anticipating the completion of hard-copy file transfers of permit and plan records to the “Project by Location” computer files by the end of the 2025 year, which will allow easy access to records and documents by staff.
- With the vacant Building Inspector position filled, training measures will continue in the newly adopted 2021 codes. Entire staff will continue in training while the new codes are put in place during the 2025 year.
- Continue working with the KGB planning department staff to enhance and improve the plan submittal process.
- The update of the 2021 code adoption process will run through the end of 2024 year and possibly into the beginning of 2025.

**ACCOMPLISHMENTS FOR 2024**

- We have been an approved municipality by Alaska Housing Finance Corporation during 2024 and will maintain an approved municipality through 2025.
- We have maintained 15 existing International Code Council (ICC) Inspector certifications and have obtained 2 additional ICC certifications through our newly hired Building Inspector. Additional ISO benefits may take place when the 2021 codes are adopted.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

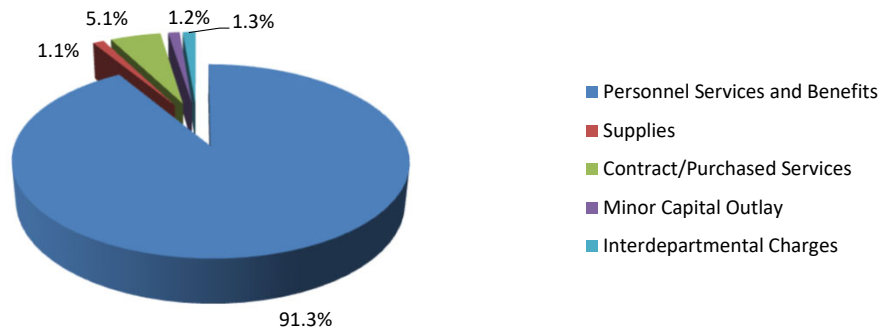
**Public Works-Engineering**

**Building Inspection 1510-250**

- With local Fire Marshal and Building Official credentials, we have maintained deferred City status with State Fire Marshal's office for 2024 and will continue to maintain through 2025.
- Modification was made to the building permit application to better inform property owners of permit statue. A new Alternate Material and Method (AMM) document was created for Architect and Engineer design professional use in creating alternate ways to comply to minimum code standards.
- Building Official recertified 14 of 15 current certifications on July 14, 2024. These certifications are active through July 14, 2027. One remaining certification will be up for renewal on January 29, 2026. Building Inspector has 2 new ICC certifications that are up for renewal in just over 2 years. Training is continuous so to maintain Continuing Education Units (CEU).
- Five structures were deemed dangerous according to our "Dangerous Building" Code (Uniform Code for the Abatement of Dangerous Buildings) have been demolished through our permit process in 2024. Other structures, through complaints, have been inspected and required permits for repairs. The repairs and demolition of structures were measures of improving public safety.
- City foreclosed properties have been secured and maintained throughout 2024.

DIVISION SUMMARY							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	231,569	322,246	446,499	355,920	446,623	124,377	38.6%
Supplies	3,689	5,450	5,450	4,100	5,450	-	0.0%
Contract/Purchased Services	15,616	21,490	21,490	15,572	25,015	3,525	16.4%
Minor Capital Outlay	-	5,650	5,650	5,650	5,650	-	0.0%
Interdepartmental Charges	3,947	5,450	5,670	5,670	6,330	880	16.1%
<b>Total Expenditures</b>	<b>254,821</b>	<b>360,286</b>	<b>484,759</b>	<b>386,912</b>	<b>489,068</b>	<b>128,782</b>	<b>35.7%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	141,335	235,286	359,759	191,498	364,068	128,782	54.7%
Licenses and Permits	113,486	125,000	125,000	195,414	125,000	-	0.0%
<b>Total Funding</b>	<b>254,821</b>	<b>360,286</b>	<b>484,759</b>	<b>386,912</b>	<b>489,068</b>	<b>128,782</b>	<b>35.7%</b>
Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted /2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Building Official	1.00	1.00	1.00	1.00	103,188	-	0.0%
Building Inspector	1.00	1.00	1.00	1.00	80,907	-	0.0%
Administrative Assistant	-	-	1.00	1.00	68,713	1.00	NA
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>252,808.00</b>	<b>1.00</b>	<b>50.0%</b>

2025 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2025

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$124,377 or by 38.6%, due to annual employee step increases, employee shortage, potential filling of vacant positions, a 3.0% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2025; and projected increases in pension, health insurance and other benefit costs.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	146,217	183,756	233,290	206,500	252,808	69,052	37.6%
501 .01 Overtime Wages	9,616	6,000	6,000	3,500	6,000	-	0.0%
502 .01 Temporary Wages	-	5,000	19,685	19,685	5,000	-	0.0%
505 .00 Payroll Taxes	11,675	14,900	19,400	17,600	20,180	5,280	35.4%
506 .00 Pension	15,222	36,060	49,260	37,300	51,580	15,520	43.0%
507 .00 Health and Life Insurance	42,572	51,000	91,869	60,100	98,225	47,225	92.6%
507 .30 Workers Compensation	5,203	6,300	6,460	5,700	6,940	640	10.2%
508 .00 Other Benefits	314	3,730	5,035	5,035	5,390	1,660	44.5%
509 .03 Allowances-PW Clothing	750	500	500	500	500	-	0.0%
509 .07 Allowances-Moving Expense-Taxed	-	15,000	15,000	-	-	(15,000)	-100.0%
<b>Personnel Services and Benefits</b>	<b>231,569</b>	<b>322,246</b>	<b>446,499</b>	<b>355,920</b>	<b>446,623</b>	<b>124,377</b>	<b>38.6%</b>
<b>Supplies</b>							
510 .01 Office Supplies	178	300	300	200	300	-	0.0%
510 .03 Safety Program Supplies	-	150	150	150	150	-	0.0%
510 .05 Small Tools & Equipment	278	300	300	300	300	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	779	2,200	2,200	950	2,200	-	0.0%
530 .03 Professional & Technical Publications	2,454	2,500	2,500	2,500	2,500	-	0.0%
535 .04 Uniforms/Badges/Clothing	-	-	-	-	-	-	NA
<b>Supplies</b>	<b>3,689</b>	<b>5,450</b>	<b>5,450</b>	<b>4,100</b>	<b>5,450</b>	<b>-</b>	<b>0.0%</b>
<b>Contract/Purchased Services</b>							
600 .02 Travel-Training	4,864	5,500	5,500	5,500	6,000	500	9.1%
600 .03 Training and Education	4,465	5,000	5,000	5,000	6,000	1,000	20.0%
615 .01 Professional & Technical Licenses	-	400	400	400	400	-	0.0%
615 .02 Assn. Membership Dues & Fees	-	650	650	350	650	-	0.0%
630 .02 Vehicle License Fees	-	40	40	40	40	-	0.0%
630 .03 Bank & Merchant Fees	1,517	2,000	2,000	2,000	2,000	-	0.0%
635 .04 Software & Equip Maint Services	-	200	282	282	200	-	0.0%

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

**Building Inspection 1510-250**

		2023	2024 Budget			2025	2024 Adopted /2025	
Operating Expenditures		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
640	.04 Management and Consulting Services	-	5,700	5,618	-	5,700	-	0.0%
650	.01 Telecommunications	2,747	2,000	2,000	2,000	2,000	-	0.0%
	<b>Contract/Purchased Services</b>	<b>15,616</b>	<b>21,490</b>	<b>21,490</b>	<b>15,572</b>	<b>25,015</b>	<b>3,525</b>	<b>16.4%</b>
<b>Minor Capital Outlay</b>								
790	.26 Computers, Printers & Copiers	-	5,450	5,450	5,450	5,450	-	0.0%
790	.35 Software	-	200	200	200	200	-	0.0%
	<b>Minor Capital Outlay</b>	<b>-</b>	<b>5,650</b>	<b>5,650</b>	<b>5,650</b>	<b>5,650</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>								
825	.01 Interdepartmental Charges-Insurance	3,947	5,450	5,670	5,670	6,330	880	16.1%
	<b>Interdepartmental Charges</b>	<b>3,947</b>	<b>5,450</b>	<b>5,670</b>	<b>5,670</b>	<b>6,330</b>	<b>880</b>	<b>16.1%</b>
<b>Total Expenditures by Type</b>		<b>254,821</b>	<b>360,286</b>	<b>484,759</b>	<b>386,912</b>	<b>489,068</b>	<b>128,782</b>	<b>35.7%</b>

**NARRATIVE**

**500.01 Regular Salaries & Wages: \$252,808** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

**501.01 Overtime Wages: \$6,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$5,000** - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Building Inspection Division.

**505.00 Payroll Taxes: \$20,180** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$51,580** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$98,225** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$6,940** – This account provides expenditures for employer contributions to workers' compensation.

**508.00 Other Benefits: \$5,390** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.03 Allowances – Public Works Clothing: \$500** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

**510.01 Office Supplies: \$300** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

**510.03 Safety Program Supplies: \$150** - This account provides expenditures for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing.

**510.05 Small Tools & Equipment: \$300** - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, flashlights, inspection equipment, computer

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

**Building Inspection 1510-250**

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accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

**525.04 Vehicle Motor Fuel & Lubricants: \$2,200** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

**530.03 Professional & Technical Publications: \$2,500** - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for building codes, professional standards and technical journals.

**600.02 Travel-Training: \$6,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

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

**615.01 Professional & Technical Licenses: \$400** – This account provides expenditures for recertification fees for employees requiring a license in order to perform their duties.

**615.02 Assn. Membership Dues & Fees: \$650** – This account provides expenditures for memberships in professional and trade associations such as the International Code Council, Southern Southeast Alaska Building Association, National Fire Sprinkler Association and National Fire Protection Association.

**630.02 Vehicle Licenses: \$40** – This account provides expenditures for licensing City vehicles for operations on public highways.

**630.03 Bank & Merchant Fees: \$2,000** – This account provides expenditures for merchant fees for use of credit and debit cards for building permit fees.

**635-04 Software & Equipment Maintenance Services: \$200** – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components.

**640.04 Management & Consulting Services: \$5,700** - This account provides expenditures for management and consulting services. Included are consulting services requiring persons or firms with specialized knowledge for work such as structural or seismic plan reviews.

**650.01 Telecommunications: \$2,000** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

**790.26 Computers, Printers, & Copiers: \$5,450** - This account provides expenditures for desktop, laptop, and tablet computers; computer printers and scanners, mapping plotter, photocopiers, and fax machines. Per the replacement schedule developed by the Information Technology Department, this will fund the replacement of one computer and large screen monitor.

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

**825.01 Interdepartmental Charges – Insurance: \$6,330** - This account provides expenditures for risk management services and claims.

# CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

### Public Works-Engineering

### KPU Administration Building O&M 1510-251

#### MISSION STATEMENT

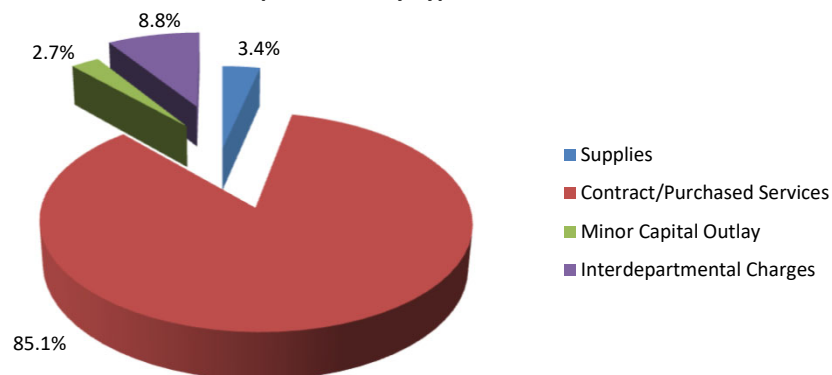
The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration Building is shared by the City Public Works Department and the KPU Water Division and is based on the square footage occupied by each department/division. Public Works currently occupies 70 percent of the office space and the KPU Water Division occupies 30 percent of the office space. Operating and maintaining the Administration Building is a Public Works Department function. The Water Division is assessed an interdepartmental charge for its share of the costs.

#### COST CENTER SUMMARY

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,754	3,500	3,500	3,500	3,800	300	8.6%
Contract/Purchased Services	70,421	95,000	92,700	79,010	95,000	-	0.0%
Minor Capital Outlay	113	3,000	5,300	5,300	3,000	-	0.0%
Interdepartmental Charges	7,307	9,630	9,630	9,630	9,850	220	2.3%
<b>Total Expenditures</b>	<b>80,595</b>	<b>111,130</b>	<b>111,130</b>	<b>97,440</b>	<b>111,650</b>	<b>520</b>	<b>0.5%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	56,417	77,791	77,791	68,208	78,155	364	0.5%
KPU Enterprise Fund	24,178	33,339	33,339	29,232	33,495	156	0.5%
<b>Total Funding</b>	<b>80,595</b>	<b>111,130</b>	<b>111,130</b>	<b>97,440</b>	<b>111,650</b>	<b>520</b>	<b>0.5%</b>

2025 Expenditures by Type



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Engineering**

**KPU Administration Building O&M 1510-251**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2024 and the proposed budget for 2025.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
515 .02 Building & Grounds Maint Materials	2,754	3,500	3,500	3,500	3,800	300	8.6%
<b>Supplies</b>	<b>2,754</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,800</b>	<b>300</b>	<b>8.6%</b>
<b>Contract/Purchased Services</b>							
635 .02 Janitorial & Cleaning Services	11,987	15,000	15,000	15,000	15,000	-	0.0%
635 .06 Building & Grounds Maint Services	9,749	25,000	22,700	15,750	25,000	-	0.0%
650 .01 Telecommunications	6,854	10,000	10,000	7,985	10,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	41,831	45,000	45,000	40,275	45,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>70,421</b>	<b>95,000</b>	<b>92,700</b>	<b>79,010</b>	<b>95,000</b>	<b>-</b>	<b>0.0%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery and Equipment	113	3,000	5,300	5,300	3,000	-	0.0%
<b>Minor Capital Outlay</b>	<b>113</b>	<b>3,000</b>	<b>5,300</b>	<b>5,300</b>	<b>3,000</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	7,307	9,630	9,630	9,630	9,850	220	2.3%
<b>Interdepartmental Charges</b>	<b>7,307</b>	<b>9,630</b>	<b>9,630</b>	<b>9,630</b>	<b>9,850</b>	<b>220</b>	<b>2.3%</b>
<b>Total Expenditures by Type</b>	<b>80,595</b>	<b>111,130</b>	<b>111,130</b>	<b>97,440</b>	<b>111,650</b>	<b>520</b>	<b>0.5%</b>

**NARRATIVE**

**515.02 Building and Grounds Maintenance Materials: \$3,800** – This account provides expenditures for materials required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

**635.02 Janitorial and Cleaning Services: \$15,000** – This account provides expenditures for contractual services for carpet cleaning and other miscellaneous cleaning services at the KPU Administration Building.

**635.06 Buildings and Grounds Maintenance Services: \$25,000** - This account provides expenditures for contractual services required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

**650.01 Telecommunications: \$10,000** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services and Internet.

**650.02 Electric, Water, Sewer & Solid Waste: \$45,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.25 Machinery & Equipment: \$3,000** - This account provides for minor purchases of machinery and equipment. For 2022, this will fund the purchase of security cameras for the Admin Building.

**825.01 Interdepartmental Charges – Insurance: \$9,850** - This account provides expenditures for risk management services and claims.



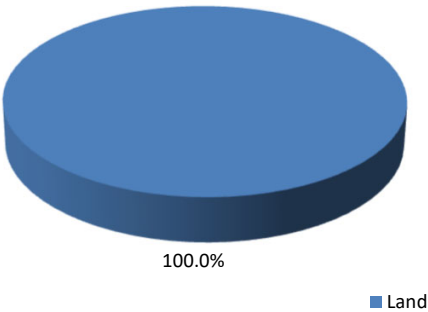
CITY OF KETCHIKAN  
 2025 Operating and Capital Budget  
 Public Works-Engineering

Capital Budget

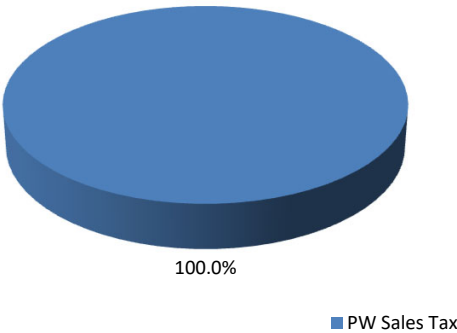
Major Capital Outlay	2023	2024 Budget			2025	2024 Adopted /2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
700.00 Land	-	30,000	30,000	-	180,000	150,000	500.0%
705.00 Buildings	-	25,000	25,000	-	65,000	40,000	0.0%
720.00 Vehicles and Moving Equipment	-	-	-	-	-	-	200.0%
725-00 Machinery and Equipment	22,381	-	-	-	-	-	NA
730.00 Infrastructure and Plant	-	-	-	-	-	-	0.0%
<b>Total Major Capital Outlay</b>	<b>22,381</b>	<b>55,000</b>	<b>55,000</b>	<b>-</b>	<b>245,000</b>	<b>190,000</b>	<b>345.5%</b>

Capital Improvement Projects		PW Sales Tax	Funding Sources		Total
			KPU Enterprise Fund		
<b>700.00 Land</b>					
<b>Priority -1</b>	Dangerous Building Abatement/Foreclosed Property Remediation	180,000	-	-	180,000
	<b>Total Land</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>180,000</b>
<b>705.00 Buildings</b>					
<b>Priority -2</b>	PW Admin Building - Design for Heating Repairs	45,500	19,500	-	65,000
	<b>Total Buildings</b>	<b>45,500</b>	<b>-</b>	<b>-</b>	<b>65,000</b>
<b>Total Capital Budget</b>		<b>225,500</b>	<b>-</b>	<b>-</b>	<b>245,000</b>

Expenditures by Type



Expenditures by Funding Source



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Cemetery**

**Summary**

The Bayview Cemetery is owned and operated by the City of Ketchikan.

The Public Works Cemetery Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	101,985	119,200	119,200	95,583	130,130	10,930	9.2%
Capital Improvement Program	-	466,500	466,500	1,150	1,262,000	795,500	170.5%
<b>Total</b>	<b>101,985</b>	<b>585,700</b>	<b>585,700</b>	<b>96,733</b>	<b>1,392,130</b>	<b>806,430</b>	<b>137.7%</b>
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	3,272	5,090	5,060	2,947	4,990	(100)	-2.0%
Contract/Purchased Services	97,563	112,100	112,130	91,226	107,160	(4,940)	-4.4%
Minor Capital Outlay	-	500	500	-	16,500	16,000	3200.0%
Interdepartmental Charges	1,150	1,510	1,510	1,410	1,480	(30)	-2.0%
Major Capital Outlay	-	466,500	466,500	1,150	1,262,000	795,500	170.5%
<b>Total</b>	<b>101,985</b>	<b>585,700</b>	<b>585,700</b>	<b>96,733</b>	<b>1,392,130</b>	<b>806,430</b>	<b>137.7%</b>
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	96,985	114,200	114,200	90,583	125,130	10,930	9.6%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Cemetery Development Fund	-	12,000	12,000	1,150	12,000	-	0.0%
Public Works Sales Tax Fund	-	454,500	454,500	-	1,250,000	795,500	175.0%
<b>Total</b>	<b>101,985</b>	<b>585,700</b>	<b>585,700</b>	<b>96,733</b>	<b>1,392,130</b>	<b>806,430</b>	<b>137.7%</b>

**CITY OF KETCHIKAN****2025 Operating and Capital Budget****Public Works-Cemetery****Operations Division 1520-110****MISSION STATEMENT**

To provide a respectful and appropriate resting place for Ketchikan's loved ones in a manner that reflects positively on the City of Ketchikan.

**GOALS FOR 2025**

- Continue maintenance of cemetery grounds, drainage system, buildings and public facilities to provide a respectful and pleasant place for deceased loved ones and their visitors.
- Continue planning for cemetery expansion, with focus on crypts and niches and Section 10 development.
- Stabilize the office building.

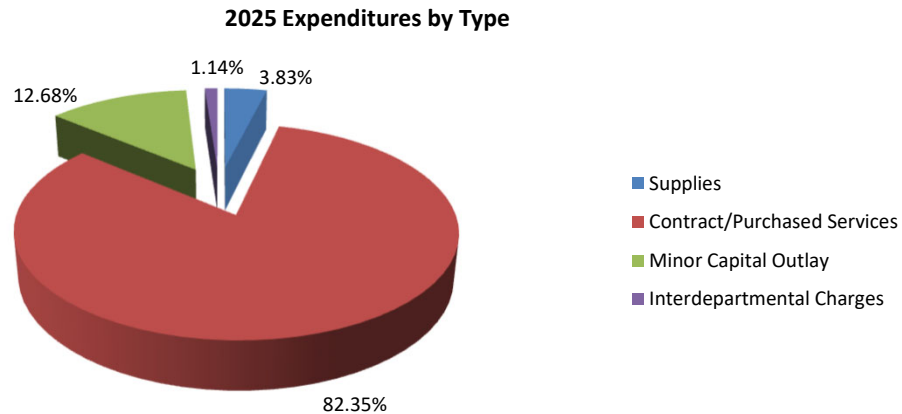
**ACCOMPLISHMENTS FOR 2024**

- Continued maintenance of individual burial sites that require leveling.
- Re-set a number of crooked tombstones to be plumb.
- Continued planning for cemetery expansion.
- Continued refurbishing the greenhouse.
- New Contractor brought online to provide M&O services at Bayview Cemetery

**DIVISION SUMMARY**

Expenditures by Category	2,023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	3,272	5,090	5,060	2,947	4,990	(100)	-2.0%
Contract/Purchased Services	97,563	112,100	112,130	91,226	107,160	(4,940)	-4.4%
Minor Capital Outlay	-	500	500	-	16,500	16,000	3200.0%
Interdepartmental Charges	1,150	1,510	1,510	1,410	1,480	(30)	-2.0%
<b>Total Expenditures</b>	<b>101,985</b>	<b>119,200</b>	<b>119,200</b>	<b>95,583</b>	<b>130,130</b>	<b>10,930</b>	<b>9.2%</b>

Funding Source	2,023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	96,985	114,200	114,200	90,583	125,130	10,930	9.6%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
<b>Total Funding</b>	<b>101,985</b>	<b>119,200</b>	<b>119,200</b>	<b>95,583</b>	<b>130,130</b>	<b>10,930</b>	<b>9.2%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Furniture and Fixtures (790.15) was added with a budget of \$16,000 in 2025 to replace 8 benches, 6 trash receptacles and 4 dog waste receptacles.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2,023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .02 Operating Supplies	-	190	190	149	190	-	0.0%
515 .02 Building & Grounds Maint Materials	1,654	2,200	2,170	999	2,200	-	0.0%
525 .03 Heating Fuel	1,618	2,700	2,700	1,799	2,600	(100)	-3.7%
<b>Supplies</b>	<b>3,272</b>	<b>5,090</b>	<b>5,060</b>	<b>2,947</b>	<b>4,990</b>	<b>(100)</b>	<b>-2.0%</b>
<b>Contract/Purchased Services</b>							
630 .03 Bank & Merchant Fees	288	300	300	199	300	-	0.0%
635 .04 Software Maintenance Services	2,410	2,500	2,530	2,530	2,660	160	6.4%
635 .06 Building & Grounds Maint Services	90,143	105,000	105,000	84,999	100,000	(5,000)	-4.8%
635 .07 Machinery & Equip Maint Services	1,449	300	300	-	300	-	0.0%
650 .01 Telecommunications	1,877	2,500	2,500	1,999	2,400	(100)	-4.0%
650 .02 Electric, Water, Sewer & Solid Waste	1,396	1,500	1,500	1,499	1,500	-	0.0%
<b>Contract/Purchased Services</b>	<b>97,563</b>	<b>112,100</b>	<b>112,130</b>	<b>91,226</b>	<b>107,160</b>	<b>(4,940)</b>	<b>-4.4%</b>
<b>Minor Capital Outlay</b>							
790 .05 Buildings	-	-	-	-	-	-	NA
790 .15 Furniture and Fixtures	-	-	-	-	16,000	-	New
790 .25 Machinery and Equipment	-	500	500	-	500	-	0.0%
790 .40 Other Capital Assets	-	-	-	-	-	-	NA
<b>Minor Capital Outlay</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>16,500</b>	<b>-</b>	<b>3200.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	1,150	1,510	1,510	1,410	1,480	(30)	-2.0%
<b>Interdepartmental Charges</b>	<b>1,150</b>	<b>1,510</b>	<b>1,510</b>	<b>1,410</b>	<b>1,480</b>	<b>(30)</b>	<b>-2.0%</b>
<b>Total Expenditures by Type</b>	<b>101,985</b>	<b>119,200</b>	<b>119,200</b>	<b>95,583</b>	<b>130,130</b>	<b>10,930</b>	<b>9.2%</b>

## NARRATIVE

**510.02 Operating Supplies: \$190** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support Cemetery Division operations.

**515.02 Building & Grounds Maintenance Materials: \$2,200** – This account provides expenditures for materials required for the repair and maintenance of buildings and upkeep of the cemetery grounds.

**525.03 Heating Fuel: \$2,600** - This account provides expenditures for heating fuel to heat the caretaker's building owned and operated by the City.

**630.03 Bank & Merchant Fees: \$300** - This account provides expenditures for monthly bank account service charges, merchant fees paid to banks for customer use of credit and debit cards and other fees for banking services.

**635.04 Software Maintenance Services: \$2,660** - This account provides expenditures for maintenance service agreements to support cemetery management software.

**635.06 Buildings & Grounds Maintenance Services: \$100,000** - This account provides expenditures for contractual services required for the repair and maintenance of buildings and the upkeep of cemetery grounds. This account includes contract labor and materials required to provide the service.

**635.07 Machinery & Equipment Maintenance Services: \$300** - This account provides expenditures for contractual services required for the repair and maintenance of machinery and other operating equipment owned or leased by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

**650.01 Telecommunications: \$2,400**- This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

**650.02 Electric, Water, Sewer & Solid Waste: \$1,500** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture and Fixtures: \$16,000** - This account provides expenditures for the acquisition of (8) replacement benches, (6) replacement trash receptacles and (4) dog waste receptacles.

**790.25 Machinery and Equipment: \$500** - This account provides expenditures for the rental of specialized equipment occasionally needed to access the upper crypts and to open saturated and/or frozen burial sites.

**825.01 Interdepartmental Charges – Insurance: \$1,480** - This account provides expenditures for risk management services and claims.

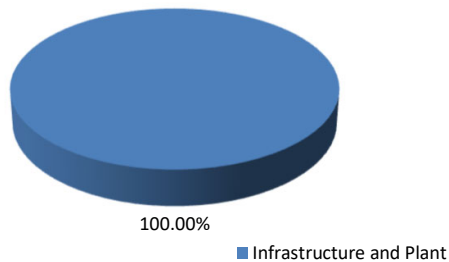
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Cemetery**

**Capital Budget**

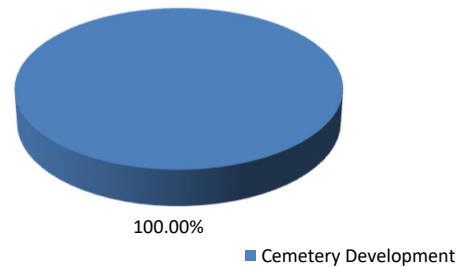
Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
730.00 Infrastructure and Plant	-	466,500	466,500	1,150	1,262,000	795,500	170.5%
<b>Total Major Capital Outlay</b>	<b>-</b>	<b>466,500</b>	<b>466,500</b>	<b>1,150</b>	<b>1,262,000</b>	<b>795,500</b>	<b>170.5%</b>

Capital Improvement Projects		Funding Sources		Total
		Cemetery Development	Public Works Sales Tax	
Project #	Project			
730.00	Infrastructure and Plant			
	Grading & Drainage Improvements	12,000		12,000
	Cemetery Expansion		1,100,000	1,100,000
	Office Foundation Stabilization		150,000	150,000
	<b>Total Infrastructure and Plant</b>	<b>12,000</b>	<b>1,250,000</b>	<b>- 1,262,000</b>
	<b>Total Capital Budget</b>	<b>12,000</b>	<b>1,250,000</b>	<b>- 1,262,000</b>

Expenditures by Type



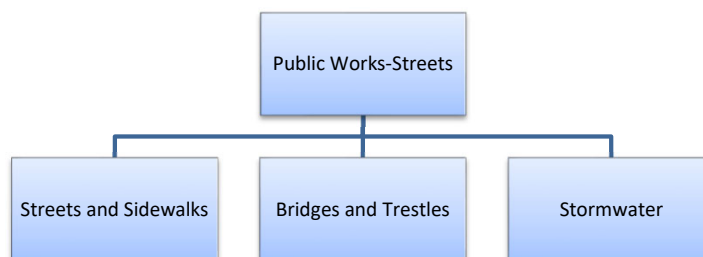
Expenditures by Funding Source



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Streets**

**Summary**

The Public Works Streets Division provides preventative maintenance and repairs on City streets, bridges, trestles, sidewalks, boardwalks, the municipal storm drainage system, and right-of-ways.



The Public Works-Streets Division is comprised of one operating division and oversees a Capital Improvement Program.

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,768,576	2,308,454	2,308,454	2,062,470	2,461,701	153,247	6.6%
Capital Improvement Program	1,970,616	6,216,920	6,602,540	6,216,364	2,007,500	(4,209,420)	-67.7%
<b>Total</b>	<b>3,739,192</b>	<b>8,525,374</b>	<b>8,910,994</b>	<b>8,278,834</b>	<b>4,469,201</b>	<b>(4,056,173)</b>	<b>-47.6%</b>

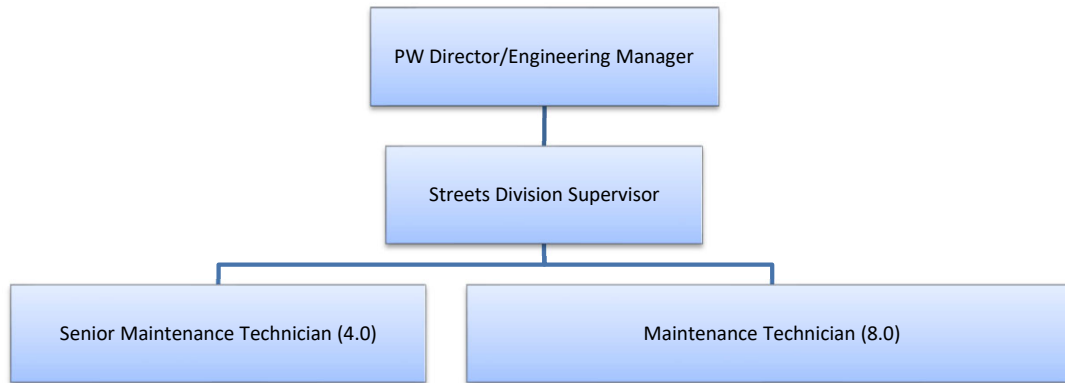
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,390,287	1,839,774	1,839,774	1,629,440	1,934,631	94,857	5.2%
Supplies	277,634	333,000	321,829	314,679	352,800	19,800	5.9%
Contract/Purchased Services	59,227	77,840	89,011	60,511	111,195	33,355	42.9%
Minor Capital Outlay	4,735	11,350	11,350	11,350	11,850	500	4.4%
Interdepartmental Charges	36,693	46,490	46,490	46,490	51,225	4,735	10.2%
Major Capital Outlay	1,970,616	6,216,920	6,602,540	6,216,364	2,007,500	(4,209,420)	-67.7%
<b>Total</b>	<b>3,739,192</b>	<b>8,525,374</b>	<b>8,910,994</b>	<b>8,278,834</b>	<b>4,469,201</b>	<b>(4,056,173)</b>	<b>-47.6%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,768,576	2,308,454	2,308,454	2,062,470	2,461,701	153,247	6.6%
Public Works Sales Tax Fund	1,970,616	4,818,340	5,203,960	4,817,784	1,982,500	(2,835,840)	-58.9%
Major Capital Improvement Fund	-	1,398,580	1,398,580	1,398,580	-	(1,398,580)	-100.0%
Grants	-	-	-	-	25,000	25,000	NA
<b>Total</b>	<b>3,739,192</b>	<b>8,525,374</b>	<b>8,910,994</b>	<b>8,278,834</b>	<b>4,469,201</b>	<b>(4,056,173)</b>	<b>-47.6%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	13.00	13.00	13.00	13.00	1,025,521	-	0.0%
<b>Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>1,025,521</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

The mission of the Streets Division is to provide sufficient preventative maintenance and repairs in a cost effective manner to City streets, bridges, trestles, sidewalks, boardwalks, the municipal storm drainage system, and right-of-ways, in order to prevent injury to citizens and damage to public and private property from accidents and flooding.



**GOALS FOR 2025**

- Continue program to rebuild City staircases.
- Replace failing sidewalks.
- Continue maintenance and repair of bridges and trestles.
- Maintain City streets during winter months by providing adequate snow removal, sanding, and de-icing materials.
- Perform storm pipe replacements.
- Maintain and install street signs.
- Maintain a program of cleaning and repairing storm drainage systems.
- Perform street crack-sealing, patching, and repairs.
- Continue to provide support for community service projects.
- Provide support to all other City departments.
- Continue updating and improving the safety program.
- Respond in a timely manner to citizen complaints and concerns.
- Brushing and pressure washing city staircases

**ACCOMPLISHMENTS FOR 2024**

- Re-painted City crosswalks and parking lots throughout town, including bringing ADA spaces up to code.
- Removed upper section of Chapman Street staircase.
- Used the crack-sealing machine to install hot tar crack-sealant to pavement joints.
- Installed hot mix asphalt to repair City roads as needed for sinkholes, utility cuts, pipe replacements, and failing asphalt.
- Cleaned parking lots of garbage and debris.
- Replaced aprons and risers on several catch basins throughout the city
- Added 3" rock to Cambria ditch to eliminate corrosion caused by water run off
- Provided curbside pick-up of approximately 80 tons of trash during Spring Clean-Up Week.
- Used Burn down material for crosswalks and arrows that were faded or gone.
- Provided ongoing maintenance of infrastructure, including: street sweeping, flushing, crosswalks, non-skid, brushing, snow and ice control, signs, storm drain cleaning, etc.
- Pressure washed ropes and light posts for the summer season
- Provided support for community service projects and events.
- Assisted other City departments as needed.
- Performed winter street maintenance in a cost effective manner.



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Streets**

**Operations Division 1530-110**

- Installed various road maintenance materials as an interim preservation to asphalt and concrete roads until resumption of a full Capital Improvement Program.
- Replaced several stringers, deck planks and hand rails on Creek Street
- Extensive brushing with Kubota and hand tools all around the city
- Dug up and replaced a section at the cemetery for future crips and niches

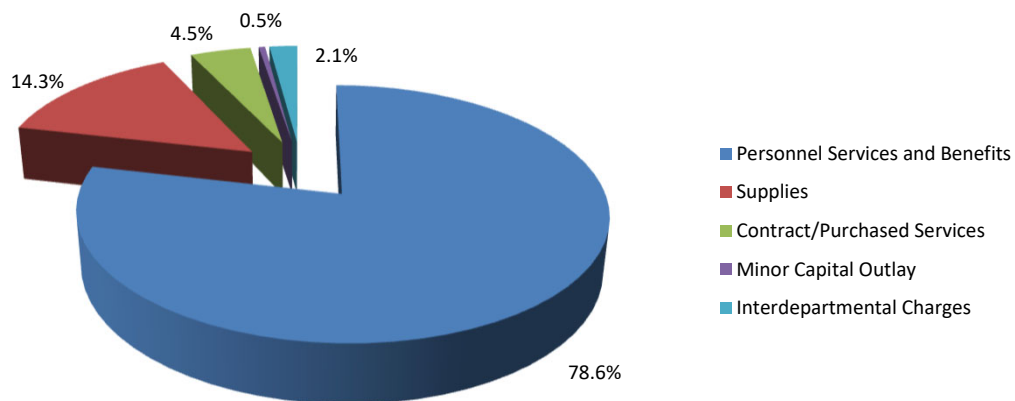
**DIVISION SUMMARY**

Expenditures by Category	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,390,287	1,839,774	1,839,774	1,629,440	1,934,631	94,857	5.2%
Supplies	277,634	333,000	321,829	314,679	352,800	19,800	5.9%
Contract/Purchased Services	59,227	77,840	89,011	60,511	111,195	33,355	42.9%
Minor Capital Outlay	4,735	11,350	11,350	11,350	11,850	-	4.4%
Interdepartmental Charges-Public Safety	-	-	-	-	-	-	0.0%
Interdepartmental Charges	36,693	46,490	46,490	46,490	51,225	4,735	10.2%
<b>Total Expenditures</b>	<b>1,768,576</b>	<b>2,308,454</b>	<b>2,308,454</b>	<b>2,062,470</b>	<b>2,461,701</b>	<b>153,247</b>	<b>6.6%</b>

Funding Source	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	1,768,576	2,308,454	2,308,454	2,062,470	2,461,701	153,247	6.6%
<b>Total Funding</b>	<b>1,768,576</b>	<b>2,308,454</b>	<b>2,308,454</b>	<b>2,062,470</b>	<b>2,461,701</b>	<b>153,247</b>	<b>6.6%</b>

Full-time Equivalent Personnel	2023 Actual	2024 Budget		2025		2024 Adopted/2025	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	111,707	-	0.0%
Senior Maintenance Technician	4.00	4.00	4.00	4.00	325,649	-	0.0%
Maintenance Technician	8.00	8.00	8.00	8.00	588,165	-	0.0%
<b>Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>1,025,521</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Streets**

**Operations Division 1530-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Training and education increased \$5,000 or 50% due to planned training that did not occur in 2024 and additional training needed in 2025.
- Personnel Services and Benefits have increased by \$94,857 or 5.2% due to annual step increases, a 3% cost of living adjustment for City IBEW and non-represented personnel, projected increases to health insurance and workers compensation along with an increase of \$20,000 in overtime wages due to projects scheduled in 2025.
- Telecommunications increased by \$24,355 or 221.4% due to network overhaul projects performed by the IT department.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	810,431	990,064	990,064	866,150	1,025,521	35,457	3.6%
500 .05 Longevity Pay	5,825	6,250	6,250	6,150	6,175	(75)	-1.2%
501 .01 Overtime Wages	47,714	70,000	70,000	70,000	90,000	20,000	28.6%
502 .01 Temporary Wages	22,122	50,000	50,000	30,000	50,000	-	0.0%
505 .00 Payroll Taxes	65,880	85,400	85,400	74,390	88,115	2,715	3.2%
506 .00 Pension	110,554	205,940	205,940	187,550	211,830	5,890	2.9%
507 .00 Health and Life Insurance	275,643	331,410	331,410	296,790	351,180	19,770	6.0%
507 .30 Workers Compensation	36,001	45,740	45,740	43,440	49,590	3,850	8.4%
508 .00 Other Benefits	13,367	51,720	51,720	51,720	58,720	7,000	13.5%
509 .03 Allowances-PW Clothing	2,750	3,250	3,250	3,250	3,500	250	7.7%
<b>Personnel Services and Benefits</b>	<b>1,390,287</b>	<b>1,839,774</b>	<b>1,839,774</b>	<b>1,629,440</b>	<b>1,934,631</b>	<b>94,857</b>	<b>5.2%</b>
<b>Supplies</b>							
510 .01 Office Supplies	778	1,500	1,500	1,500	2,000	500	33.3%
510 .02 Operating Supplies	13,183	15,000	15,000	15,000	17,500	2,500	16.7%
510 .03 Safety Program Supplies	5,878	6,700	6,700	6,700	8,500	1,800	26.9%
510 .04 Janitorial Supplies	591	1,500	1,500	1,500	2,000	500	33.3%
510 .05 Small Tools & Equipment	5,466	8,000	8,000	8,000	8,000	-	0.0%
515 .01 Vehicle Maint Materials	880	1,000	1,000	1,000	1,000	-	0.0%
515 .02 Building and Grounds Maint Materials	2,999	3,000	3,000	3,000	3,500	500	16.7%
515 .04 Machinery & Equip Maint Materials	1,380	2,000	2,000	1,500	2,000	-	0.0%
515 .05 Infrastructure Maintenance Materials	212,924	250,000	238,079	238,079	260,000	10,000	4.0%
520 .02 Postage	-	50	50	-	50	-	0.0%
520 .04 Freight-Material & Supplies	4,781	6,000	6,000	6,000	6,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	28,072	37,000	37,000	31,100	40,000	3,000	8.1%
525 .07 Machinery & Equip Fuel & Lubricants	515	1,000	1,000	550	1,000	-	0.0%
535 .02 Allowances-Business and Meal	-	-	750	500	1,000	1,000	NA
535 .04 Allowances-Uniforms/Badges/Clothing	187	250	250	250	250	-	NA
<b>Supplies</b>	<b>277,634</b>	<b>333,000</b>	<b>321,829</b>	<b>314,679</b>	<b>352,800</b>	<b>19,800</b>	<b>5.9%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Streets**

**Operations Division 1530-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
600 .03 Training & Education	-	10,000	10,000	6,500	15,000	5,000	50.0%
605 .01 Ads & Public Announcements	1,591	2,000	2,000	2,000	2,500	500	25.0%
615 .01 Professional Licenses & Certificates	-	500	500	500	500	-	0.0%
630 .02 Vehicle Licenses	135	240	240	240	240	-	0.0%
630 .05 Software Licenses	567	100	100	100	600	500	500.0%
635 .04 Contractual Services Software & Equip Maint	-	-	141	141	-	-	NA
635 .07 Machinery & Equipment Maint Services	1,933	1,000	1,000	1,000	2,000	1,000	100.0%
635 .08 Infrastructure Maintenance Services	27,650	35,000	35,000	10,000	35,000	-	0.0%
640 .02 Engineering & Architectural Services	-	-	11,030	11,030	-	-	NA
645 .02 Rents & Leases-Machinery & Equip	3,727	5,000	5,000	5,000	5,000	-	0.0%
650 .01 Telecommunications	9,249	11,000	11,000	11,000	35,355	24,355	221.4%
650 .02 Electric, Water, Sewer & Solid Waste	14,375	13,000	13,000	13,000	15,000	2,000	15.4%
<b>Contract/Purchased Services</b>	<b>59,227</b>	<b>77,840</b>	<b>89,011</b>	<b>60,511</b>	<b>111,195</b>	<b>33,355</b>	<b>42.9%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture & Fixtures	-	1,000	1,000	1,000	1,500	500	50.0%
790 .25 Machinery & Equipment	2,477	5,000	5,000	5,000	5,000	-	0.0%
790 .26 Computers, Printers & Copiers	2,258	5,350	5,350	5,350	5,350	-	0.0%
<b>Minor Capital Outlay</b>	<b>4,735</b>	<b>11,350</b>	<b>11,350</b>	<b>11,350</b>	<b>11,850</b>	<b>500</b>	<b>4.4%</b>
<b>Interdepartmental Charges/</b>							
<b>Reimbursable Credits</b>							
825 .01 Interdepartmental-Insurance	36,693	46,490	46,490	46,490	51,225	4,735	10.2%
<b>Interdepartmental Charges</b>	<b>36,693</b>	<b>46,490</b>	<b>46,490</b>	<b>46,490</b>	<b>51,225</b>	<b>4,735</b>	<b>10.2%</b>
<b>Total Expenditures by Type</b>	<b>1,768,576</b>	<b>2,308,454</b>	<b>2,308,454</b>	<b>2,062,470</b>	<b>2,461,701</b>	<b>153,247</b>	<b>6.6%</b>

**NARRATIVE**

**500.01 Regular Salaries & Wages: \$1,025,521** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Streets Division.

**500.05 Longevity Pay: \$6,175** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$90,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

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

**505.00 Payroll Taxes: \$88,115** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$211,830** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$351,180**– This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$49,590** – This account provides expenditures for employer contributions to workers' compensation.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Streets**

**Operations Division 1530-110**

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**508.00 Other Benefits: \$58,720** – 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.

**509.03 Allowances – Public Works Clothing: \$3,500** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

**510.01 Office Supplies: \$2,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

**510.02 Operating Supplies: \$17,500** - 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, shop supplies, public trash cans, public benches and cigarette disposal urns.

**510.03 Safety Program Supplies: \$8,500** - This account provides expenditures for safety information brochures, safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control supplies.

**510.04 Janitorial Supplies: \$2,000** – This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

**510.05 Small Tools & Equipment: \$8,000** - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

**515.01 Vehicle Maintenance Materials: \$1,000** - This account provides expenditures for the materials required for maintaining vehicles such as tires.

**515.02 Building and Grounds Maintenance Materials: \$3,500** - This account provides expenditures for the repair and maintenance of buildings owned and operated by the City of Ketchikan. Included are items for maintenance of doors, windows, etc.

**515.04 Machinery & Equipment Maintenance Materials: \$2,000** – This account provides expenditures for materials required for maintaining machinery and equipment such as office equipment and operating equipment.

**515.05 Infrastructure Maintenance Materials: \$260,000** - This account provides expenditures for materials for the repair and maintenance of infrastructure owned by the City. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Materials include sand, salt, asphalt, concrete, treated wood, gravel, signs, posts, bollards, hardware, pipe, steel, paint, asphalt patching materials and pavement striping.

**520.02 Postage: \$50** - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

**520.04 Freight – Materials & Supplies: \$6,000** - This account provides expenditures for shipping or transporting supplies and material to and from vendors.

**525.04 Vehicle Motor Fuel & Lubricants: \$40,000** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

**525.07 Machinery & Equipment Fuel & Lubricants: \$1,000** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City machinery and equipment.

**535.02 Business and Meals: \$1,000** - Reimbursement to employees for business and job related meals, mileage for use of

personal vehicles, and other business related expenses.

**535.04 Allowances-Uniforms/Badges/Clothing: \$250** - This account provides expenditures for employer provided uniforms, badges and clothing purchased for the use by department or division personnel. These benefits are non-taxable to the employees.

**600.03 Training & Education: \$15,000** – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

**605.01 Advertising & 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 & equipment.

**615.01 Professional Licenses & Certificates: \$500** - This account provides expenditures for licensing professional, technical, and other employees requiring a license in order to perform their duties. Included are fees paid to license engineers, accountants, attorneys, commercial drivers; and fees paid for technical certifications required by medical technicians, notaries, surveyors, divers and operators of special equipment.

**630.02 Vehicle Licenses: \$240** – This account provides expenditures for licensing department vehicles for operations on public highways.

**630.05 Software Licenses: \$600** – This account provides expenditures for acquiring licenses for the right to use proprietary software.

**635.07 Machinery & Equipment Maintenance Services: \$2,000** - This account provides expenditures for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

**635.08 Infrastructure Maintenance Services: \$35,000** - This account provides expenditures for contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Services also include snow removal by outside contractors.

**645.02 Rents and Leases-Machinery & Equipment: \$5,000** - This account provides expenditures for the rent and lease of machinery and equipment.

**650.01 Telecommunications: \$35,355** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

**650.02 Electric, Water, Sewer & Solid Waste: \$15,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture & Fixtures: \$1,500** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures. For 2022, this will fund the purchase of miscellaneous office furniture.

**790.25 Machinery & Equipment: \$5,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets. For 2022, this will fund the purchase of necessary machinery or equipment that fails and is not able to be repaired.

**790.26 Computers, Printers & Copiers: \$5,350** - This account provides expenditures of network systems, computers, monitors, printers, and copiers. Per the replacement schedule developed by the Information Technology Department, two computers, one monitor, and two UPS battery backups will be replaced.

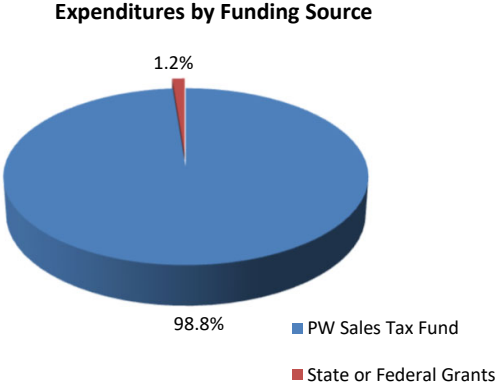
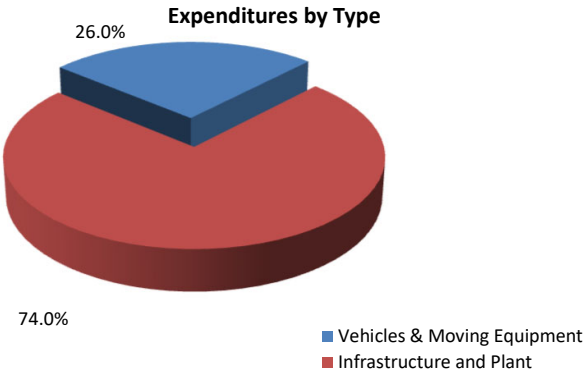
**825.01 Interdepartmental Charges – Insurance: \$51,225** - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN  
 2025 Operating and Capital Budget  
 Public Works-Streets

Capital Budget

Major Capital Outlay		2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
			Adopted	Amended	Estimate		Incr(Decr)	%
720.00	Vehicles & Moving Equipment	676,336	648,570	648,570	628,635	522,500	(126,070)	-19.4%
730.00	Infrastructure and Plant	1,294,280	5,568,350	5,953,970	5,587,729	1,485,000	(4,083,350)	-73.3%
Total Major Capital Outlay		1,970,616	6,216,920	6,602,540	6,216,364	2,007,500	(4,209,420)	-67.7%

Capital Improvement Projects		Funding Sources			
		PW Sales Tax Fund	Commercial Passenger Vessel (CPV)	State or Federal Grants	Total
720.00	Vehicles & Moving Equipment				
Priority - 4	Replace Osh Kosh Dump Truck	522,500	-	-	522,500
			-	-	-
	Total Vehicles & Moving Equipment	522,500	-	-	522,500
730.00	Infrastructure and Plant				
Priority - 1	Transportation Infrastructure	800,000	-	-	800,000
Priority - 2	Sayles/Gorge St Bridge Replacement	150,000	-	-	150,000
Priority - 3	2nd Avenue Reconstruction	310,000	-	-	310,000
Priority - 5	Ketchikan Lakes Road Reconstruction - Design	200,000	-	25,000	225,000
			-	-	-
	Total Infrastructure and Plant	1,460,000	-	25,000	1,485,000
	Total Capital Budget	1,982,500	-	25,000	2,007,500



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Garage & Warehouse**

**Summary**

The Public Works Garage Division is comprised of one operating division and oversees a Capital Improvement Program.

**DEPARTMENT EXECUTIVE SUMMARY**

Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	579,334	958,640	958,640	836,840	929,179	(29,461)	-3.1%
Capital Improvement Program	14,736	235,575	235,575	-	125,000	(110,575)	-46.9%
<b>Total</b>	<b>594,070</b>	<b>1,194,215</b>	<b>1,194,215</b>	<b>836,840</b>	<b>1,054,179</b>	<b>(140,036)</b>	<b>-11.7%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	383,557	639,140	629,130	544,510	649,129	9,989	1.6%
Supplies	246,398	314,200	310,200	309,700	337,000	22,800	7.3%
Contract/Purchased Services	68,713	78,910	82,920	82,920	89,410	10,500	13.3%
Minor Capital Outlay	26,588	37,150	47,150	47,150	42,050	4,900	13.2%
Interdepartmental Charges	(145,922)	(110,760)	(110,760)	(147,440)	(188,410)	(77,650)	NA
Major Capital Outlay	14,736	235,575	235,575	-	125,000	(110,575)	-46.9%
<b>Total</b>	<b>594,070</b>	<b>1,194,215</b>	<b>1,194,215</b>	<b>836,840</b>	<b>1,054,179</b>	<b>(140,036)</b>	<b>-11.7%</b>

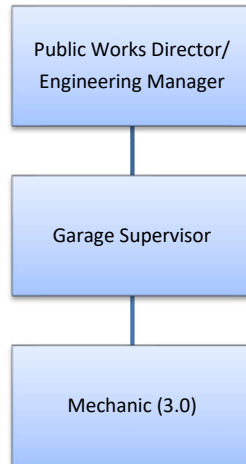
Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	515,916	884,000	886,900	765,100	854,539	(29,461)	-3.3%
Public Works Sales Tax Fund	14,736	235,575	235,575	-	125,000	(110,575)	-46.9%
Solid Waste Services Fund	1,505	14,450	11,550	11,550	14,450	-	0.0%
Wastewater Fund	52,402	46,370	46,370	46,370	46,370	-	0.0%
Harbor Fund	5,526	6,280	6,280	6,280	6,280	-	0.0%
Port Enterprise Fund	3,985	7,540	7,540	7,540	7,540	-	0.0%
<b>Total</b>	<b>594,070</b>	<b>1,194,215</b>	<b>1,194,215</b>	<b>836,840</b>	<b>1,054,179</b>	<b>(140,036)</b>	<b>-11.7%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.00	4.00	4.00	4.00	363,459	-	0.0%
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>363,459</b>	<b>-</b>	<b>0.0%</b>



**MISSION STATEMENT**

The mission of the Garage & Warehouse Division is to provide professional quality maintenance and repairs to the City and Public Works Department's vehicle fleet and rolling stock. The division's goal is to ensure that the quality of these services meets or exceeds professional standards, and that all equipment is readily available to respond in a safe condition.



**GOALS FOR 2025**

- Utilize our existing work management system to effectively manage division resources.
- Continue specialized training on vehicles and equipment and achieve related certifications.
- Provide a level of service that will enhance the operation of other departments.
- Preserve and maintain the longevity of the equipment fleet to achieve maximum usable life of each asset.
- Evaluate the equipment fleet for units that are beyond their expected service life or are no longer safe.
- Continue corrosion control program to enhance the life of equipment and reduce future maintenance costs.
- Continue to tackle more frequent major maintenance items due to not being able to replace equipment and vehicles in a timelier fashion.

**ACCOMPLISHMENTS FOR 2024**

- Successfully upgraded lights in the shop for improved safety.
- Continued to implement corrosion control measures to extend the life of all equipment.
- Completed another full year of fleet maintenance and repairs with no lost time accidents.
- Organized and set up division facilities for success and efficiency, including the construction of a mezzanine above the shop to coordinate parts storage.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Garage & Warehouse**

**Operations Division 1540-110**

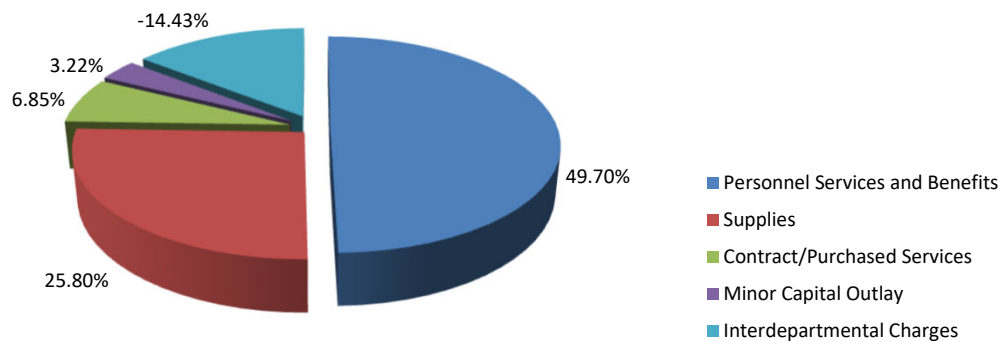
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	383,557	639,140	629,130	544,510	649,129	9,989	1.6%
Supplies	246,398	314,200	310,200	309,700	337,000	22,800	7.3%
Contract/Purchased Services	68,713	78,910	82,920	82,920	89,410	10,500	13.3%
Minor Capital Outlay	26,588	37,150	47,150	47,150	42,050	4,900	13.2%
Interdepartmental Charges	(145,922)	(110,760)	(110,760)	(147,440)	(188,410)	(77,650)	NA
<b>Total Expenditures</b>	<b>579,334</b>	<b>958,640</b>	<b>958,640</b>	<b>836,840</b>	<b>929,179</b>	<b>(29,461)</b>	<b>-3.1%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	515,916	884,000	886,900	765,100	854,539	(29,461)	-3.3%
Solid Waste Services Fund	1,505	14,450	11,550	11,550	14,450	-	0.0%
Wastewater Fund	52,402	46,370	46,370	46,370	46,370	-	0.0%
Small Boat Harbor Fund	5,526	6,280	6,280	6,280	6,280	-	0.0%
Port Enterprise Fund	3,985	7,540	7,540	7,540	7,540	-	0.0%
<b>Total Funding</b>	<b>579,334</b>	<b>958,640</b>	<b>958,640</b>	<b>836,840</b>	<b>929,179</b>	<b>(29,461)</b>	<b>-3.1%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	97,255	-	0.0%
Mechanic	3.00	3.00	3.00	3.00	266,204	-	0.0%
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>363,459</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Garage & Warehouse**

**Operations Division 1540-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Vehicle Motor Fuel & Lubricant's (Account No. 525.03) increased by \$7,000, or by 116.7%, due to the increase number of services needed for our fleet, there has been an increase in the amount of oil needed to complete proper maintenance on our fleet.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries & Wages	242,859	348,635	338,625	320,000	363,459	14,824	4.3%
500 .05 Longevity Pay	2,500	2,750	2,750	2,750	2,750	-	0.0%
501 .01 Overtime Wages	1,968	4,000	4,000	4,000	4,500	500	12.5%
502 .01 Temporary Wages	-	27,500	27,500	15,000	27,500	-	0.0%
505 .00 Payroll Taxes	18,427	29,290	29,290	26,000	30,445	1,155	3.9%
506 .00 Pension	25,474	70,735	70,735	61,000	73,230	2,495	3.5%
507 .00 Health & Life Insurance	73,026	117,370	117,370	92,510	107,190	(10,180)	-8.7%
507 .30 Workers Compensation	10,005	15,670	15,670	13,500	16,305	635	4.1%
508 .00 Other Benefits	8,548	21,640	21,640	8,500	22,500	860	4.0%
509 .03 Allowances-PW Clothing	750	1,250	1,250	1,250	1,250	-	0.0%
509 .07 Allowances-Moving Expenses	-	300	300	-	-	(300)	-100.0%
<b>Personnel Services and Benefits</b>	<b>383,557</b>	<b>639,140</b>	<b>629,130</b>	<b>544,510</b>	<b>649,129</b>	<b>9,989</b>	<b>1.6%</b>

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Garage & Warehouse**

**Operations Division 1540-110**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Supplies									
510	.01	Office Supplies	560	1,000	1,000	1,000	1,200	200	20.0%
510	.02	Operating Supplies	8,934	10,500	10,500	10,000	10,500	-	0.0%
510	.03	Safety Program Supplies	952	1,100	1,100	1,100	2,500	1,400	127.3%
510	.04	Janitorial Supplies	500	750	750	750	1,000	250	33.3%
510	.05	Small Tools & Equipment	7,709	8,500	8,500	8,500	10,000	1,500	17.6%
515	.01	Vehicle Maintenance Materials	182,867	234,000	223,500	223,500	234,000	-	0.0%
515	.02	Building & Grounds Maint Materials	13,319	8,000	8,000	8,000	12,000	4,000	50.0%
515	.03	Furniture & Fixtures Maint Materials	351	600	600	600	1,500	900	150.0%
515	.04	Machinery & Equip Maint Materials	2,833	5,500	5,500	5,500	6,000	500	9.1%
520	.02	Postage	97	250	250	250	300	50	20.0%
520	.04	Freight-Material & Supplies	3,363	7,500	7,500	7,500	7,500	-	0.0%
525	.03	Heating Fuel	19,438	30,000	30,000	30,000	33,000	3,000	10.0%
525	.04	Vehicle Motor Fuel & Lubricants	5,081	6,000	12,500	12,500	13,000	7,000	116.7%
535	.04	Uniforms/Badges/Clothing	394	500	500	500	1,000	500	100.0%
535	.05	Special Protective Clothing	-	-	-	-	2,500	2,500	NA
535	.07	Food & Catering	-	-	-	-	1,000	1,000	NA
		Supplies	246,398	314,200	310,200	309,700	337,000	22,800	7.3%
Contract/Purchased Services									
600	.03	Training and Education	3,333	13,000	13,000	13,000	16,000	3,000	23.1%
605	.01	Ads and Public Announcements	-	-	160	160	250	250	NA
620	.03	Towing	1,127	1,250	1,250	1,250	1,250	-	0.0%
630	.02	Vehicle Licenses	20	60	60	60	60	-	0.0%
630	.05	Software Licenses	8,396	9,150	10,000	10,000	12,000	2,850	31.1%
635	.03	Vehicle Maintenance Services	1,300	7,000	7,000	7,000	7,000	-	0.0%
635	.07	Machinery & Equip Maint Services	9,848	3,100	3,100	3,100	3,500	400	12.9%
635	.12	Technical Services	220	1,550	1,550	1,550	1,550	-	0.0%
650	.01	Telecommunications	4,093	4,800	4,800	4,800	4,800	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	40,376	39,000	42,000	42,000	43,000	4,000	10.3%
		Contract/Purchased Services	68,713	78,910	82,920	82,920	89,410	10,500	13.3%
Minor Capital Outlay									
790	.25	Machinery & Equipment	9,643	20,000	20,000	20,000	23,000	3,000	15.0%
790	.26	Computers, Printers & Copiers	2,880	7,150	7,150	7,150	7,050	(100)	-1.4%
790	.30	Infrastructure and Plant	14,065	10,000	20,000	20,000	12,000	2,000	20.0%
		Minor Capital Outlay	26,588	37,150	47,150	47,150	42,050	4,900	13.2%
Interdepartmental Charges									
825	.01	Interdepartmental-Insurance	16,348	21,950	21,950	21,950	23,680	1,730	7.9%
890	.00	Reimbursable Credits	(162,270)	(132,710)	(132,710)	(169,390)	(212,090)	(79,380)	NA
		Interdepartmental Charges	(145,922)	(110,760)	(110,760)	(147,440)	(188,410)	(77,650)	70.1%
Total Expenditures by Type			579,334	958,640	958,640	836,840	929,179	(29,461)	-3.1%

**NARRATIVE**

**500.01 Regular Salaries & Wages: \$363,459** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Garage & Warehouse Division.

**500.05 Longevity Pay: \$2,750** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$4,500** - This account provides expenditures for compensation paid to all regular and temporary hourly

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Garage & Warehouse**

**Operations Division 1540-110**

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employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$27,500** - This account provides expenditures for compensation paid to all temporary employees in the Garage Division

**505.00 Payroll Taxes: \$30,445** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$73,230** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$107,190** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$16,305** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$22,500** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.03 Allowances – Public Works Clothing: \$1,250** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

**509.07 Allowances - Medical Expenses: \$0** - This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employees.

**510.01 Office Supplies: \$1,200** - 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, and tape dispensers.

**510.02 Operating Supplies: \$10,500** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as paint, solvents and shop materials. General supplies for shop. Degreaser, oil response kits, chemicals and fluids.

**510.03 Safety Program Supplies: \$2,500** - 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, and specialized protective safety clothing.

**510.04 Janitorial Supplies: \$1,000** – This account provides expenditures for cleaning and sanitation supplies used by in-house and contracted janitors.

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

**515.01 Vehicle Maintenance Materials: \$234,000** - This account provides expenditures for the cost of materials used for the repair and maintenance of vehicles owned or leased and operated by the division. Included are licensed and unlicensed rolling stock.

**515.02 Building & Grounds Maintenance Materials: \$12,000** – This account provides expenditures for materials required for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the division.

**515.03 Furniture & Fixtures Maintenance Materials: \$1,500** - This account provides expenditures for materials required for the repair, maintenance, & replacement of furniture and building fixtures owned or leased and operated by the division.

**515.04 Machinery & Equipment Maintenance Materials: \$6,000** – This account provides expenditures for materials and parts required for the repair and maintenance of City owned machinery and equipment used by the division.

**520.02 Postage: \$300** - 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.

## CITY OF KETCHIKAN

### 2025 Operating and Capital Budget

#### Public Works-Garage & Warehouse

#### Operations Division 1540-110

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**520.04 Freight – Materials & Supplies: \$7,500** - This account provides expenditures for shipping or transporting supplies and materials to and from vendors, as well as unforeseen costs in Shipping/Freight for emergency repairs.

**525.03 Heating Fuel: \$33,000** - This account provides expenditures for heating fuel to heat the garage and the warehouse.

**525.04 Vehicle Motor Fuel & Lubricants: \$13,000** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the division.

**535.04 Uniforms/Badges/Clothing: \$1,000** - 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, boots and gloves.

**535.05 Special Protective Clothing: \$2,500** - Employer provided special protective clothing purchased for the use by department or division personnel. These benefits are non-taxable to the employee's

**535.07 Food & Catering: \$1,000** - reasonable expenditures for meals and refreshments eaten during meetings at which city business is conducted and in those cases where recessing the meeting for a meal will adversely affect the flow or timing of the meeting

**600.03 Training & Education: \$16,000** - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements, and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party. For 2025, training will focus on the repair and maintenance of New Vector and New Sweeper.

**605.01 Ads & Public Announcements: \$250** - This account provides expenditures for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, election notices, requests for proposals, contracts, and sales of property and equipment.

**620.03 Towing: \$1,250** This account provides expenditures for towing of City vehicles.

**630.02 Vehicle Licenses: \$60** – This account provides expenditures for acquiring licenses for vehicles for operations on public highways.

**630.05 Software Licenses: \$12,000** – This account provides expenditures for acquiring licenses for the right to use proprietary software.

**635.03 Vehicle Maintenance Services: \$7,000** – This account provides expenditures for contractual services required for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock. This account includes contract labor and materials required to provide the service.

**635.07 Machinery & Equipment Maintenance Services: \$3,500** - This account provides expenditures for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

**635.12 Technical Services: \$1,550** - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are specialized automotive services.

**650.01 Telecommunications: \$4,800** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

**650.02 Electric, Water, Sewer & Solid Waste: \$43,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.25 Machinery & Equipment: \$23,000** - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets. For 2024, this will fund an upgrade of the main shop lights to LED lights.

**790.26 Computers, Printers & Copiers: \$7,050** - 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 laptop, one printer and one UPS battery back-up will be replaced.

**CITY OF KETCHIKAN**

***2025 Operating and Capital Budget***

***Public Works-Garage & Warehouse***

***Operations Division 1540-110***

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**790.30 Infrastructure and Plant: \$12,000** - This account provides expenditures for costs associated with replacing the exhaust system in the shop.

**825.01 Interdepartmental Charges – Insurance: \$23,680** - This account provides expenditures for risk management services and claims.

**890.00 Reimbursable Credits: (\$212,090)** – A contra-expense account for crediting the Garage department for operating costs that will be paid by another General Fund department.

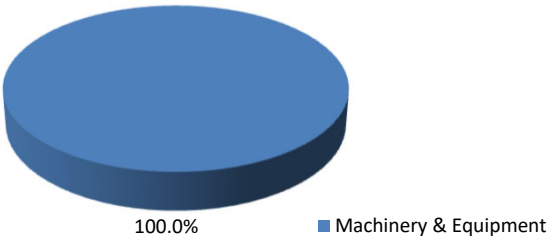
CITY OF KETCHIKAN  
 2025 Operating and Capital Budget  
 Public Works-Garage & Warehouse

Capital Budget

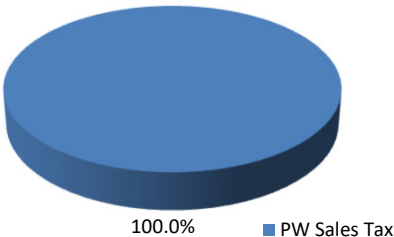
Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	14,736	235,575	235,575	-	125,000	(110,575)	-46.9%
Total Major Capital Outlay	14,736	235,575	235,575	-	125,000	(110,575)	-46.9%

Capital Improvement Projects			Funding Sources	
Project #	Project		PW Sales Tax	Total
725-00	Machinery and Equipment			
	Mobile Services Van		125,000	125,000
	Total Machinery and Equipment		125,000	125,000
	Total Capital Budget		125,000	125,000

Expenditures by Type



Expenditures by Funding Source

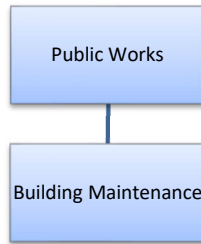




**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Building Maintenance**

**Summary**

The Public Works Building Maintenance Division is responsible for maintenance of various City-owned facilities.



The Public Works Building Maintenance Division is comprised of one operating division and oversees three cost centers and a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	390,129	470,386	470,386	462,496	520,985	50,599	10.8%
City Hall O&M	121,747	159,540	159,540	158,449	160,125	585	0.4%
Shoreline Bldg O&M	7,283	9,867	9,867	9,777	9,962	95	1.0%
Orphaned Buildings	7,635	15,330	15,330	10,030	10,040	(5,290)	-34.5%
Capital Improvement Program	28,308	220,000	220,000	20,000	200,000	(20,000)	-9.1%
<b>Total</b>	<b>555,102</b>	<b>875,123</b>	<b>875,123</b>	<b>660,752</b>	<b>901,112</b>	<b>25,989</b>	<b>3.0%</b>

Expenditures by Category	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	340,075	403,146	403,146	395,256	429,995	26,849	6.7%
Supplies	44,953	48,790	49,519	49,038	50,780	1,990	4.1%
Contract/Purchased Services	118,111	164,074	165,845	165,845	185,124	21,050	12.8%
Minor Capital Outlay	-	5,950	3,420	3,420	5,950	-	0.0%
Interdepartmental Charges	23,655	33,163	33,193	27,193	29,263	(3,900)	-11.8%
Major Capital Outlay	28,308	220,000	220,000	20,000	200,000	(20,000)	-9.1%
<b>Total</b>	<b>555,102</b>	<b>875,123</b>	<b>875,123</b>	<b>660,752</b>	<b>901,112</b>	<b>25,989</b>	<b>3.0%</b>

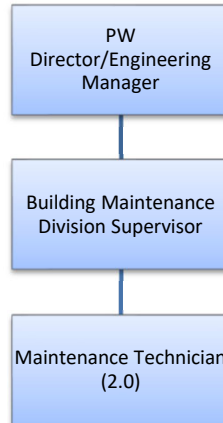
Funding Source	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	520,420	648,749	648,749	634,378	694,738	45,989	7.1%
Public Works Sales Tax Fund	28,308	220,000	220,000	20,000	200,000	(20,000)	-9.1%
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
<b>Total</b>	<b>555,102</b>	<b>875,123</b>	<b>875,123</b>	<b>660,752</b>	<b>901,112</b>	<b>25,989</b>	<b>3.0%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2023 Adopted/2024	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	248,960	-	0.0%
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>248,960</b>	<b>-</b>	<b>0.0%</b>

**MISSION STATEMENT**

The mission of the Building Maintenance Division is to maintain and operate as efficiently as possible the heating and ventilating, plumbing and electrical systems of General Government facilities, as well as to undertake interior and exterior building repairs when required.

**GOALS FOR 2025**

- Continue to troubleshoot and provide maintenance for all building systems and facilities within the responsibility of the division.
- Continue upgrades to the Centennial Building as needed.
- Continue implementing moisture control recommendations at the Totem Heritage Center.
- Continue obtaining training for the Building Maintenance Division staff including HVAC systems, electrical, and automated building controls.

**ACCOMPLISHMENTS FOR 2024**

- Completed hundreds of work orders for various repairs and improvements to City facilities. Maintained HVAC filters program for City buildings, serviced zerks and belts on motors, changed compressor oils annually, maintained and serviced all apparatus doors, scheduled inspections sprinkler systems, back flow preventers, and annual furnace maintenance. Maintain hands free devices, toilets and faucets, switches, outlets and lighting.
- City Hall - Completed A/C annual inspections, toilet and faucet repairs, worked with Advanced Communications on annual fire alarm testing, replaced backup batteries. New keyless entry keypad installed. Painted throughout. Troubleshoot front entry door push bar and repair. Remove old system smoke alarms and replaced with new equipment. Replaced 4 exterior windows. Installed new Unistrut on penthouse and installed new IT antennas.
- Police Department - Troubleshoot numerous problems with old HVAC units. Completed misc. sheetrock patches and paint. Installed backup ac unit on server room on penthouse. Remove damaged sheetrock, insulation, and 60 feet of old drainpipe because of leak damage in parking garage. Replace with abs piping, new insulation, sheetrock, mud, tape, paint. New parking garage doors installed with new ventilation fans. Repair and paint walls throughout. Main circ. pump replaced. Replace leaking actuators, replace damaged ceiling tiles.
- Garage and Warehouse - A leak in roof on welding shop fixed. Install new Knox Box. Replace apparatus door panels.
- PW Administration Building - Repair AC leak, exterior lights replaced, new led lighting on awning, remove rot on soffit and repair, replace leaking actuator in boiler room, bird spike strips, pressure wash.
- Streets Division - Replace apparatus door cable, drum, and roller pins. Reinforce rotting pole barn post. Rebuild urinal, replace outside lighting, gutters and downspouts on pole barn. Fix broken door jamb.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Building Maintenance**

**Operations Division 1550-110**

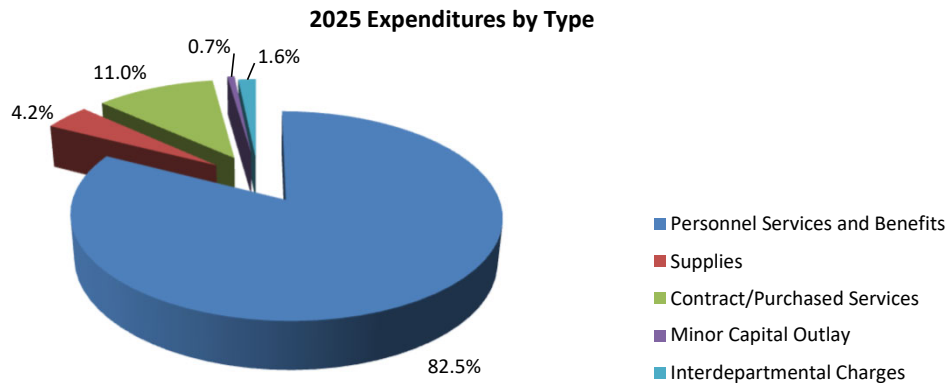
- Fire Department - Replace leaking hose reel valve, install new water tight electrical outlet boxes, 2 tv's, new balancing valve for domestic hot water, new exterior flood lights for back of station 2, troubleshoot entry door push bar, replace air scrubber filters, semiannual maintenance on all apparatus doors, workout heater troubleshoot and fix, repair walls and paint throughout, outside dumpster door repaired, paint chiefs office, new emergency lights and ballasts, move furniture.
- Wastewater Division - Repaired leaks in roof flashing around skylights. Remove exhaust fan and replace on roof.
- Cemetery - Pressure wash mausoleum and buildings, lighting, fix flag pole pully system.
- Shoreline - Lawn care, 2 exterior lights, furnace maintenance, new direct wired LEDs.
- Library - Painted and upgraded lights while the library was closed for 3 days for inventory and other miscellaneous maintenance needs. Sanded and stained exterior red and yellow cedar. Bird deterrent strips, pressure washed, updated interior lighting, removed counter in teens room, replaced carpet squares and painted damaged walls. Removed snow, fixed drop box damage from vehicle, new circ. pump seals, tree removal.
- Totem Heritage Center - Fixed a plugged sewer line that caused sewage to backup into downstairs bathrooms and cleaned up. Cleaned gutters, painted an office, reinforced rotting post on entry ramp, removed a window, installed new siding, built custom shelving, installed a new sign post for exterior totem pole, and cut, welded, painted, and installed new lockable outlet covers.
- Museum - Replaced men's bathroom faucets, sensors, and valves. Replaced broken roof shingles, replaced fan belts, help cut and install new exhibit woodwork, installed direct wired LED lighting, troubleshoot outside sensor, new emergency lighting in exhibit room. replace exhaust fan motor.
- Solid Waste - Pressure washed all buildings, replaced outlet for heat tape on incinerator, adjusted apparatus doors as needed, replaced emergency lights, replaced old manlift work platform.

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	340,075	403,146	403,146	395,256	429,995	26,849	6.7%
Supplies	20,227	20,190	20,940	20,940	21,970	1,780	8.8%
Contract/Purchased Services	24,290	36,150	35,400	35,400	57,170	21,020	58.1%
Minor Capital Outlay	-	3,450	3,420	3,420	3,450	-	0.0%
Interdepartmental Charges-Public Safety	-	-	-	-	-	-	0.0%
Interdepartmental Charges	5,537	7,450	7,480	7,480	8,400	950	12.8%
<b>Total Expenditures</b>	<b>390,129</b>	<b>470,386</b>	<b>470,386</b>	<b>462,496</b>	<b>520,985</b>	<b>50,599</b>	<b>10.8%</b>

Funding Source	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	390,129	470,386	470,386	462,496	520,985	50,599	10.8%
<b>Total Funding</b>	<b>390,129</b>	<b>470,386</b>	<b>470,386</b>	<b>462,496</b>	<b>520,985</b>	<b>50,599</b>	<b>10.8%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2023 Adopted/2024	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	97,157	-	0.0%
Maintenance Technician	2.00	2.00	2.00	2.00	151,803	-	0.0%
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>248,960</b>	<b>-</b>	<b>0.0%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$26,849, or by 6.7%, due to a grade change for the division supervisor in 2024, annual employee step increases, a 3.0% cost of living adjustment for IBEW, Local 1547 and non-represented employees that will become effective January 1, 2025; and projected increases in payroll taxes, pension, health and life insurance, workers compensation and other benefit costs.
- Telecommunications increased by \$21,020 or 247.3% due to network overhaul projects performed by IT.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	213,345	230,446	234,446	234,446	248,960	18,514	8.0%
500 .05 Longevity Pay	2,750	3,000	3,000	3,000	3,000	-	new
501 .01 Overtime Wages	949	3,600	3,600	1,700	3,600	-	0.0%
502 .01 Temporary Wages	-	7,500	3,500	2,500	7,500	-	0.0%
505 .00 Payroll Taxes	16,111	18,710	18,710	18,710	20,140	1,430	7.6%
506 .00 Pension	25,446	45,040	45,040	45,040	47,990	2,950	6.5%
507 .00 Health and Life Insurance	73,026	76,500	76,500	76,500	79,040	2,540	3.3%
507 .30 Workers Compensation	7,120	7,810	7,810	7,810	8,985	1,175	15.0%
508 .00 Other Benefits	578	9,490	9,490	4,500	9,730	240	2.5%
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	340,075	403,146	403,146	395,256	429,995	26,849	6.7%
Supplies							
510 .01 Office Supplies	236	300	300	300	300	-	0.0%
510 .02 Operating Supplies	583	600	600	600	630	30	5.0%
510 .03 Safety Program Supplies	434	695	695	695	695	-	0.0%
510 .04 Janitorial Supplies	-	50	50	50	50	-	0.0%
510 .05 Small Tools & Equipment	3,629	4,000	4,000	4,000	4,000	-	0.0%
515 .02 Bldg & Grounds Maint Materials	10,655	11,000	10,000	10,000	11,000	-	0.0%
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	4,690	3,400	4,400	4,400	4,400	1,000	29.4%
535 .02 Allowances-Business and Meal	-	-	750	750	750	750	NA
Supplies	20,227	20,190	20,940	20,940	21,970	1,780	8.8%

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Public Works-Building Maintenance

## Operations Division 1550-110

Operating Expenditures	2,023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
600 .03 Training and Education	-	750	750	750	750	-	0.0%
630 .02 Vehicle Licenses	55	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	1,422	500	500	500	500	-	0.0%
635 .12 Technical Services	17,055	22,000	22,000	22,000	22,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	1,500	750	750	1,500	-	0.0%
650 .01 Telecommunications	5,758	8,500	8,500	8,500	29,520	21,020	247.3%
<b>Contract/Purchased Services</b>	<b>24,290</b>	<b>36,150</b>	<b>35,400</b>	<b>35,400</b>	<b>57,170</b>	<b>21,020</b>	<b>58.1%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery and Equipment	-	300	270	270	300	-	0.0%
790 .26 Computers, Printers & Copiers	-	3,150	3,150	3,150	3,150	-	0.0%
<b>Minor Capital Outlay</b>	<b>-</b>	<b>3,450</b>	<b>3,420</b>	<b>3,420</b>	<b>3,450</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	5,537	7,450	7,480	7,480	8,400	950	12.8%
<b>Interdepartmental Charges</b>	<b>5,537</b>	<b>7,450</b>	<b>7,480</b>	<b>7,480</b>	<b>8,400</b>	<b>950</b>	<b>12.8%</b>
<b>Total Expenditures by Type</b>	<b>390,129</b>	<b>470,386</b>	<b>470,386</b>	<b>462,496</b>	<b>520,985</b>	<b>50,599</b>	<b>10.8%</b>

## NARRATIVE

**500.01 Regular Salaries & Wages: \$248,960** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Maintenance Division.

**500.05 Longevity Pay: \$3,000** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**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: \$20,140** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$47,990** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$79,040** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$8,985** – This account provides expenditures for employer contributions to workers' compensation insurance.

**508.00 Other Benefits: \$9,730** – 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: \$300** – 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: \$630** - 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: \$695** - 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: \$4,000** - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

**515.02 Building & Grounds Maintenance Materials: \$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: \$4,400** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of vehicles.

**535.02 Business and Meal: \$750** - Reimbursement to employees for business and job related meals, mileage for use of personal vehicles, and other business-related expense.

**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: \$500** – 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: \$29,520** – 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: \$8,400** - This account provides expenditures for risk management services and claims.

**COST CENTER STATEMENT**

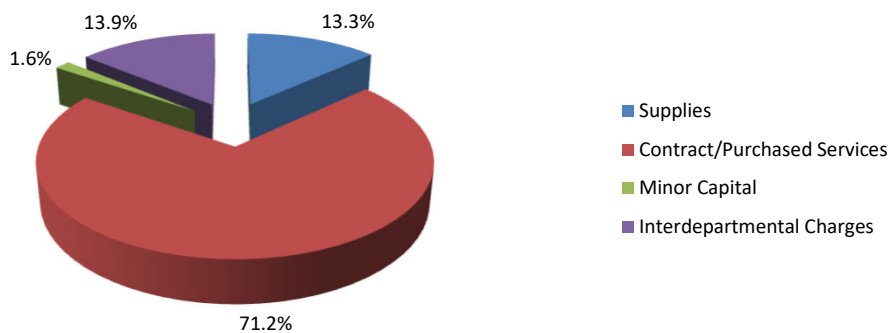
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City/KPU General Manager, Finance and Information Technology Departments. Operating and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

**COST CENTER SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	20,907	21,100	21,079	20,598	21,225	125	0.6%
Contract/Purchased Services	84,242	114,080	116,601	116,601	114,080	-	0.0%
Minor Capital	-	2,500	-	-	2,500	-	0.0%
Interdepartmental Charges	16,598	21,860	21,860	21,250	22,320	460	2.1%
<b>Total Expenditures</b>	<b>121,747</b>	<b>159,540</b>	<b>159,540</b>	<b>158,449</b>	<b>160,125</b>	<b>585</b>	<b>0.4%</b>

Funding Source	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	121,747	159,540	159,540	158,449	160,125	585	0.4%
<b>Total Funding</b>	<b>121,747</b>	<b>159,540</b>	<b>159,540</b>	<b>158,449</b>	<b>160,125</b>	<b>585</b>	<b>0.4%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2024 and the proposed operating budget for 2025.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Building Maintenance**

**City Hall O&M 1550-255**

**COST CENTER OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .04 Janitorial Supplies	-	100	100	100	100	-	0.0%
510 .05 Small Tools & Equipment	-	750	123	123	750	-	0.0%
515 .02 Bldg & Grounds Maint Materials	2,217	2,500	3,106	2,625	2,625	125	5.0%
525 .03 Heating Fuel	18,690	17,750	17,750	17,750	17,750	-	0.0%
<b>Supplies</b>	<b>20,907</b>	<b>21,100</b>	<b>21,079</b>	<b>20,598</b>	<b>21,225</b>	<b>125</b>	<b>0.6%</b>
<b>Contract/Purchased Services</b>							
635 .02 Janitorial and Cleaning Services	24,828	40,000	47,521	47,521	40,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	5,076	5,500	5,500	5,500	5,500	-	0.0%
635 .12 Technical Services	23,563	21,000	21,000	21,000	21,000	-	0.0%
640 .02 Engineering and Architectural Svcs	-	5,000	-	-	5,000	-	0.0%
650 .01 Telecommunications	5,271	9,540	9,540	9,540	9,540	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	25,504	33,040	33,040	33,040	33,040	-	0.0%
<b>Contract/Purchased Services</b>	<b>84,242</b>	<b>114,080</b>	<b>116,601</b>	<b>116,601</b>	<b>114,080</b>	<b>-</b>	<b>0.0%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery & Equipment	-	2,500	-	-	2,500	-	0.0%
<b>Minor Capital Outlay</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	16,598	21,860	21,860	21,250	22,320	460	2.1%
<b>Interdepartmental Charges</b>	<b>16,598</b>	<b>21,860</b>	<b>21,860</b>	<b>21,250</b>	<b>22,320</b>	<b>460</b>	<b>2.1%</b>
<b>Total Expenditures by Type</b>	<b>121,747</b>	<b>159,540</b>	<b>159,540</b>	<b>158,449</b>	<b>160,125</b>	<b>585</b>	<b>0.4%</b>

**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: \$2,625** – 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: \$40,000** - 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.

**CITY OF KETCHIKAN**

***2025 Operating and Capital Budget***

***Public Works-Building Maintenance***

***City Hall O&M 1550-255***

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**635.12 Technical Services: \$21,000** - 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 Display Data Channel (DDC) Support.

**640.02 Engineering & Architectural Services: \$5,000** - This account provides expenditures for services for engineering and architectural services.

**650.01 Telecommunications: \$9,540** – 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.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Building Maintenance**

**Shoreline Maintenance Bldg O&M 1550-256**

**COST CENTER STATEMENT**

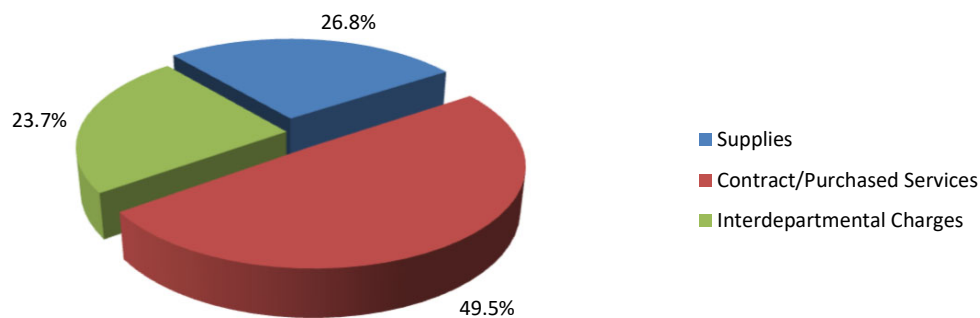
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline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

**COST CENTER SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	3,397	5,000	5,000	5,000	5,085	85	1.7%
Contract/Purchased Services	8,746	9,344	9,344	9,344	9,374	30	0.3%
Interdepartmental Charges	(4,860)	(4,477)	(4,477)	(4,567)	(4,497)	(20)	NA
<b>Total Expenditures</b>	<b>7,283</b>	<b>9,867</b>	<b>9,867</b>	<b>9,777</b>	<b>9,962</b>	<b>95</b>	<b>1.0%</b>

Funding Source	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	7,283	3,493	3,493	3,403	3,588	95	2.7%
Shoreline Fund	-	6,374	6,374	6,374	6,374	-	0.0%
<b>Total Funding</b>	<b>7,283</b>	<b>9,867</b>	<b>9,867</b>	<b>9,777</b>	<b>9,962</b>	<b>95</b>	<b>1.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2024 and the proposed operating budget for 2025.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Public Works-Building Maintenance

## Shoreline Maintenance Bldg O&amp;M 1550-256

## COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
515 .02 Bldg & Grounds Maint Materials	1,270	1,700	1,700	1,700	1,785	85	5.0%
525 .03 Heating Fuel	2,127	3,300	3,300	3,300	3,300	-	0.0%
<b>Supplies</b>	<b>3,397</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,085</b>	<b>85</b>	<b>1.7%</b>
<b>Contract/Purchased Services</b>							
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	2,372	2,970	2,970	2,970	3,000	30	1.0%
<b>Contract/Purchased Services</b>	<b>8,746</b>	<b>9,344</b>	<b>9,344</b>	<b>9,344</b>	<b>9,374</b>	<b>30</b>	<b>0.3%</b>
<b>Interdepartmental Charges/Reimbursable Credits</b>							
825 .01 Interdepartmental Charges-Insurance	1,197	1,580	1,580	1,490	1,560	(20)	-1.3%
890 .00 Reimbursable Credits	(6,057)	(6,057)	(6,057)	(6,057)	(6,057)	-	NA
<b>Interdepartmental Charges/Reimbursable Credits</b>	<b>(4,860)</b>	<b>(4,477)</b>	<b>(4,477)</b>	<b>(4,567)</b>	<b>(4,497)</b>	<b>(20)</b>	<b>NA</b>
<b>Total Expenditures by Type</b>	<b>7,283</b>	<b>9,867</b>	<b>9,867</b>	<b>9,777</b>	<b>9,962</b>	<b>95</b>	<b>1.0%</b>

## NARRATIVE

**515.02 Building & Grounds Maintenance Materials: \$1,785** – 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: \$3,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**825.01 Interdepartmental Charges – Insurance: \$1,560** - This account provides expenditures for risk management services and claims.

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

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Building Maintenance**

**Orphaned Buildings O&M 1550-257**

**COST CENTER STATEMENT**

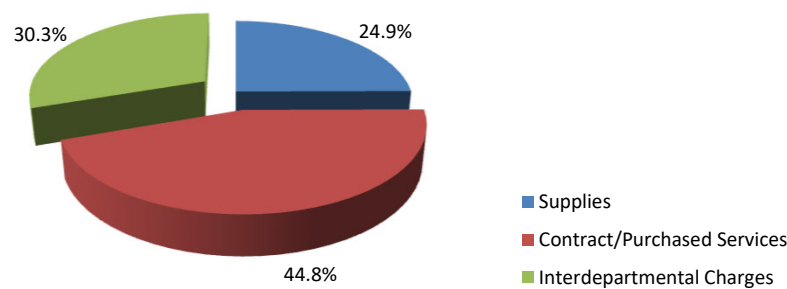
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the facility formerly known as the Ketchikan Regional Youth Facility (KRYF) are included in this section along with required maintenance and inspections to keep the facilities functional until final disposition is determined by the City Council. 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	2023 Actual	2024 Budget			2025 Budget	2023 Adopted/2024	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	422	2,500	2,500	2,500	2,500	-	0.0%
Contract/Purchased Services	833	4,500	4,500	4,500	4,500	-	0.0%
Minor Capital	-	-	-	-	-	-	NA
Interdepartmental Charges	6,380	8,330	8,330	3,030	3,040	(5,290)	-63.5%
<b>Total Expenditures</b>	<b>7,635</b>	<b>15,330</b>	<b>15,330</b>	<b>10,030</b>	<b>10,040</b>	<b>(5,290)</b>	<b>-34.5%</b>

Funding Source	2023 Actual	2024 Budget			2025 Budget	2023 Adopted/2024	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	7,635	15,330	15,330	10,030	10,040	(5,290)	-34.5%
<b>Total Funding</b>	<b>7,635</b>	<b>15,330</b>	<b>15,330</b>	<b>10,030</b>	<b>10,040</b>	<b>(5,290)</b>	<b>-34.5%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2024 and the proposed operating budget for 2025.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Public Works-Building Maintenance

## Orphaned Buildings O&amp;M 1550-257

## COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2023 Actual	2024 Budget			2025 Budget	2023 Adopted/2024	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Supplies</b>							
515 .02 Bldg & Grounds Maint Materials	422	2,000	2,000	2,000	2,000	-	0.0%
525 .03 Heating Fuel	-	500	500	500	500	-	0.0%
<b>Supplies</b>	<b>422</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>0.0%</b>
<b>Contract/Purchased Services</b>							
635 .06 Bldg & Grounds Maint Services	490	2,000	2,000	2,000	2,000	-	0.0%
635 .12 Technical Services	-	2,000	2,000	2,000	2,000	-	0.0%
650 .01 Telecommunications	-	-	-	-	-	-	NA
650 .02 Electric, Water, Sewer & Solid Waste	343	500	500	500	500	-	0.0%
<b>Contract/Purchased Services</b>	<b>833</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>0.0%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental Charges-Insurance	6,380	8,330	8,330	3,030	3,040	(5,290)	-63.5%
<b>Interdepartmental Charges</b>	<b>6,380</b>	<b>8,330</b>	<b>8,330</b>	<b>3,030</b>	<b>3,040</b>	<b>(5,290)</b>	<b>-63.5%</b>
<b>Total Expenditures by Type</b>	<b>7,635</b>	<b>15,330</b>	<b>15,330</b>	<b>10,030</b>	<b>10,040</b>	<b>(5,290)</b>	<b>-34.5%</b>

## 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: \$3,040** - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

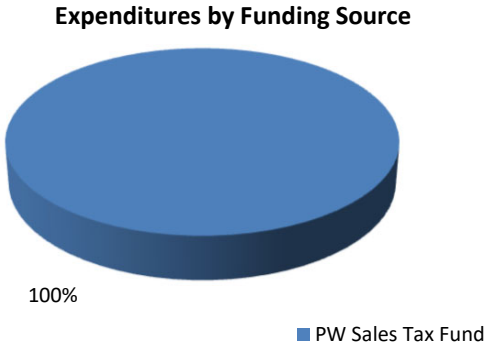
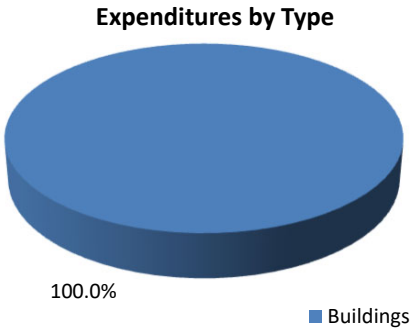
2025 Operating and Capital Budget

Public Works-Building Maintenance

Capital Budget

Major Capital Outlay		2023 Actual	2024 Budget			2025 Budget	2023 Adopted/2024	
			Adopted	Amended	Estimate		Incr(Decr)	%
705.00	Buildings	2,349	220,000	220,000	20,000	200,000	(20,000)	-9.1%
720.00	Vehicles and Moving Equipment	8,847	-	-	-	-	-	NA
725.00	Machinery & Equipment	17,112	-	-	-	-	-	NA
Total Major Capital Outlay		28,308	220,000	220,000	20,000	200,000	(20,000)	-9.1%

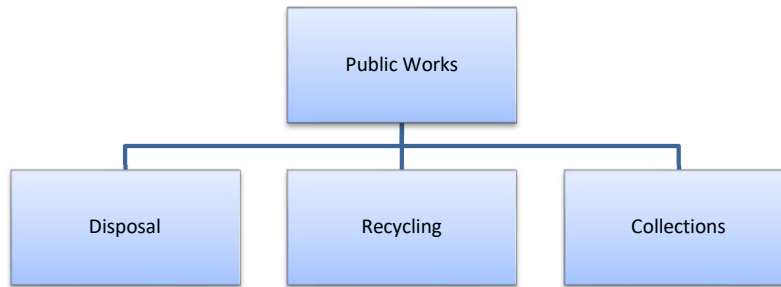
Capital Improvement Projects		Funding Sources		
		PW Sales		
Project #	Project	Tax Fund		Total
705.00	Buildings			
	City Hall HVAC Replacement	200,000		200,000
			-	-
	Total Buildings	200,000	-	200,000
	Total Capital Budget	200,000	-	200,000



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Summary**

The Public Works Solid Waste Division is responsible for providing safe and efficient handling of municipal solid waste, demolition debris and recyclable products.



The Solid Waste Division is comprised of three operating divisions and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Disposal	2,665,529	2,904,557	2,966,459	2,896,120	3,098,906	194,349	6.7%
Recycling	90,157	163,484	163,284	109,695	175,245	11,761	7.2%
Collections	949,248	1,118,233	1,074,401	1,024,580	1,181,738	63,505	5.7%
Capital Improvement Program	233,673	382,500	543,405	430,905	515,000	132,500	34.6%
<b>Total</b>	<b>3,938,607</b>	<b>4,568,774</b>	<b>4,747,549</b>	<b>4,461,300</b>	<b>4,970,889</b>	<b>402,115</b>	<b>8.8%</b>

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,300,212	1,468,850	1,458,850	1,330,591	1,591,983	123,133	8.4%
Supplies	324,409	338,150	362,175	349,675	389,550	51,400	15.2%
Contract/Purchased Services	1,651,502	1,759,100	1,765,445	1,735,330	1,851,981	92,881	5.3%
Minor Capital Outlay	11,362	30,875	30,875	28,000	31,980	1,105	3.6%
Interdepartmental Charges	417,449	589,299	586,799	586,799	590,395	1,096	0.2%
Major Capital Outlay	233,673	382,500	543,405	430,905	515,000	132,500	34.6%
<b>Total</b>	<b>3,938,607</b>	<b>4,568,774</b>	<b>4,747,549</b>	<b>4,461,300</b>	<b>4,970,889</b>	<b>402,115</b>	<b>8.8%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	3,938,607	4,568,774	4,747,549	4,461,300	4,970,889	402,115	8.8%
<b>Total</b>	<b>3,938,607</b>	<b>4,568,774</b>	<b>4,747,549</b>	<b>4,461,300</b>	<b>4,970,889</b>	<b>402,115</b>	<b>8.8%</b>

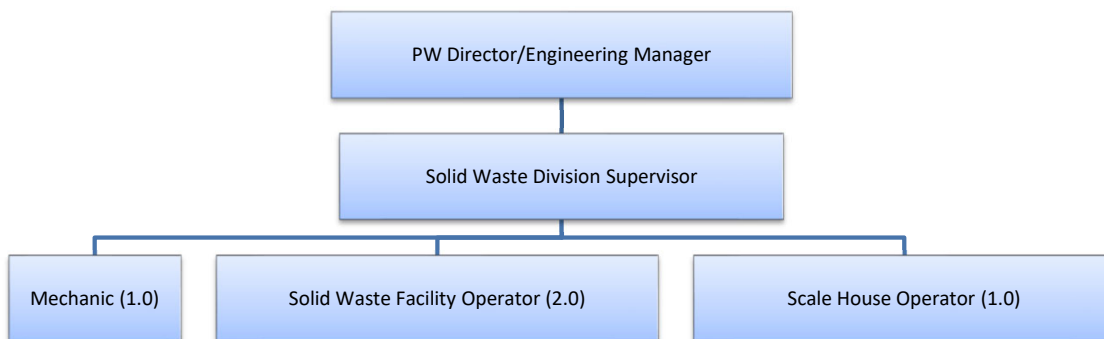
  

Full-Time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Disposal	4.50	4.50	4.50	4.50	336,122	-	0.0%
Recycling	1.00	1.00	1.00	1.00	69,745	-	0.0%
Collections	5.50	5.50	5.50	5.50	374,680	-	0.0%
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>780,547</b>	<b>-</b>	<b>0.0%</b>



#### MISSION STATEMENT

The mission of the Solid Waste Disposal Division is to continue providing safe and economic solid waste disposal management and to offer such services in an environmentally sound manner while fostering recycling, composting and re-use. The division strives to



#### GOALS FOR 2025

- Provide solid waste disposal services in compliance with Alaska Department of Environmental Conservation permit requirements in a manner that reflects positively on the City of Ketchikan.
- Work on improvements to recycling drop-off center at the landfill to ensure quick and easy unloading of recyclable materials.
- Continue to address facility and grounds clean-up with a focus on site drainage improvements and housekeeping efforts to ensure storm water run-off continues to meet acceptable levels.
- Continue to ship putrescible solid waste off-island. Work to reduce weights and volumes where possible by improving the recycling of materials that are still acceptable, i.e. glass and possibly cardboard.
- Provide safe and sanitary disposal of waste to ensure a better and cleaner environment.

#### ACCOMPLISHMENTS FOR 2024

- Collected and consolidated approximately 80-55 gallon drum of various hazardous materials during the Hazardous Household Waste.
- Successfully handled the 2024 community wide Spring Clean-Up operation in a manner that was extremely efficient and provided direction and service for the disposal of a wide variety of materials. The total volume received in a one-week period was 890,040 pounds (445.02 tons). A total of 2,059 vehicles for the one-week period.
- Continued focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in areawide anti-litter education.
- Continued to work with the Forest Service in disposal of noxious weeds such as Tansy Ragwort and outreach efforts for "Don't Feed the Bears" and proper refuse containment.
- Continued to provide support in materials, manpower, and equipment to other divisions of the City for projects as requested. The division has continued to work on the development of the cemetery as requested.
- Continued to work on a closure plan while keeping costs at a minimum.
- Continued to efficiently operate and use space at the landfill.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Disposal Division 1560-270**

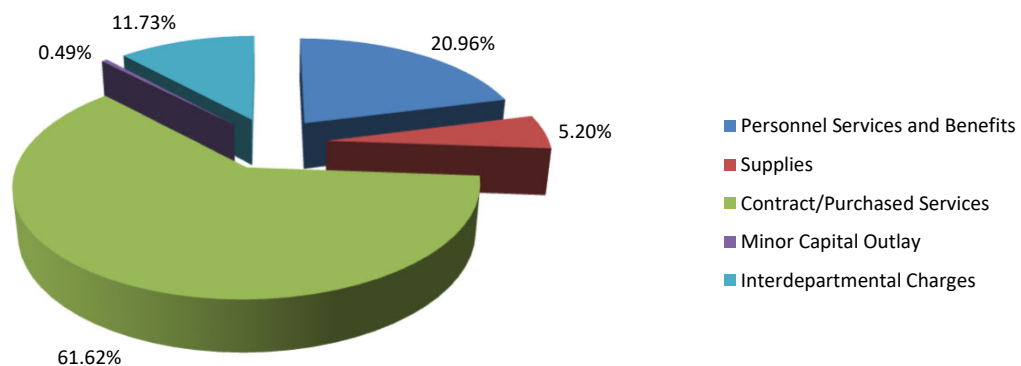
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	601,326	616,531	650,281	618,766	691,815	75,284	12.2%
Supplies	188,058	192,350	216,375	210,125	226,450	34,100	17.7%
Contract/Purchased Services	1,626,234	1,737,980	1,742,107	1,712,208	1,825,061	87,081	5.0%
Minor Capital Outlay	11,362	16,675	16,675	14,000	17,280	605	3.6%
Interdepartmental Charges	238,549	341,021	341,021	341,021	338,300	(2,721)	-0.8%
<b>Total Expenditures</b>	<b>2,665,529</b>	<b>2,904,557</b>	<b>2,966,459</b>	<b>2,896,120</b>	<b>3,098,906</b>	<b>194,349</b>	<b>6.7%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	2,665,529	2,904,557	2,966,459	2,896,120	3,098,906	194,349	6.7%
<b>Total Funding</b>	<b>2,665,529</b>	<b>2,904,557</b>	<b>2,966,459</b>	<b>2,896,120</b>	<b>3,098,906</b>	<b>194,349</b>	<b>6.7%</b>

Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Supervisor	0.50	0.50	0.50	0.50	52,366	-	0.0%
Mechanic	1.00	1.00	1.00	1.00	74,713	-	0.0%
Solid Waste Facility Operator	2.00	2.00	2.00	2.00	150,331	-	0.0%
Scale House Operator	1.00	1.00	1.00	1.00	58,712	-	0.0%
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>336,122</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Solid Waste**

**Disposal Division 1560-270**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$75,284 or 12.2% due to a change in budgeting temporary salaries, annual step increases, an estimated cost of living adjustment for City IBEW and non-represented personnel, projected increases in health insurance and other benefits.
- Salvage & Disposal-Impound Prop (Account No. 620.02) increased by \$5,000, or 7.9%, due to the increased contract cost of towing and disposal.
- Disposal Services (Account No. 635.09) Increased by \$102,341, or 6.6% due to the projected increase of disposal contract starting June of 2025.
- Technical Services (Account No. 635.12) Increased by \$17,500 or 194.4% due to the Solid waste permit and additional permitting for composting Bio-Solids. this Involves updates of existing materials (Operations Plans, Monitoring Plans, figures and similar)
- Maintenance Materials Machinery & Equipment (Account No. 515.04) \$25,000 was added for cost of maintenance of Solid Waste Bailer, Recycle Bailer, 2 Incinerators, Shredder and Paint Crushers

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	351,750	321,386	321,386	321,386	336,122	14,736	4.6%
500 .05 Longevity Pay	3,700	6,500	5,250	3,750	3,813	(2,687)	-41.3%
501 .01 Overtime Wages	16,847	31,000	31,000	28,000	31,000	-	0.0%
502 .01 Temporary Wages	4,998	16,000	51,000	51,000	60,000	44,000	275.0%
505 .00 Payroll Taxes	27,937	28,680	28,680	28,680	32,970	4,290	15.0%
506 .00 Pension	50,394	69,965	69,965	65,150	71,590	1,625	2.3%
507 .00 Health and Life Insurance	123,736	116,660	116,660	94,460	121,290	4,630	4.0%
507 .30 Workers Compensation	12,378	13,160	13,160	13,160	14,200	1,040	8%
508 .00 Other Benefits	8,336	11,680	11,680	11,680	19,330	7,650	65.5%
509 .03 Allowances-PW Clothing	1,250	1,250	1,250	1,250	1,250	-	0.0%
509 .08 Allowances-Medical Expenses	-	250	250	250	250	-	0.0%
<b>Personnel Services and Benefits</b>	<b>601,326</b>	<b>616,531</b>	<b>650,281</b>	<b>618,766</b>	<b>691,815</b>	<b>75,284</b>	<b>12.2%</b>
<b>Supplies</b>							
510 .01 Office Supplies	2,261	2,600	2,600	2,400	2,700	100	3.8%
510 .02 Operating Supplies	77,522	82,400	82,400	80,000	86,500	4,100	5.0%
510 .03 Safety Program Supplies	938	1,000	1,000	1,000	1,000	-	0.0%
510 .04 Janitorial Supplies	581	750	750	700	750	-	0.0%
510 .05 Small Tools & Equipment	1,860	2,000	2,000	2,000	2,100	100	5.0%
515 .01 Vehicle Maintenance Materials	61,892	51,500	51,500	51,500	55,000	3,500	6.8%
515 .02 Building & Grounds Maint Materials	7,637	9,000	9,000	9,000	9,400	400	4.4%
515 .04 Machinery & Equipment Maint Materials	-	-	24,025	24,025	25,000	25,000	NA
525 .03 Heating Fuel	30,276	36,100	36,100	33,000	37,000	900	2.5%
525 .04 Vehicle Motor Fuel & Lubricants	5,091	7,000	7,000	6,500	7,000	-	0.0%
<b>Supplies</b>	<b>188,058</b>	<b>192,350</b>	<b>216,375</b>	<b>210,125</b>	<b>226,450</b>	<b>34,100</b>	<b>17.7%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Disposal Division 1560-270**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
600 .02 Travel and Education - Training	-	-	1,507	1,507	3,500	3,500	NA
600 .03 Training and Education	-	280	-	-	280	-	0.0%
605 .01 Ads and Public Announcements	3,764	6,400	6,400	6,300	6,700	300	4.7%
615 .01 Professional and Technical Licenses	245	700	700	455	700	-	0.0%
615 .02 Assn Membership Dues & Fees	-	400	400	400	400	-	0.0%
620 .02 Salvage & Disposal-Impounded Prop	58,070	63,000	67,146	67,146	-	(63,000)	-100.0%
630 .01 Building and Operating Permits	250	800	800	550	2,550	1,750	218.8%
630 .02 Vehicle Licenses	580	1,200	1,200	1,190	1,200	-	0.0%
630 .03 Bank and Merchant Charges	5,438	4,300	7,200	7,200	5,000	700	16.3%
635 .06 Bldg & Grounds Maint Services	793	1,000	1,000	850	1,000	-	0.0%
635 .07 Machinery & Equip Maint Services	4,985	5,000	6,000	6,000	8,000	3,000	60.0%
635 .09 Disposal Services	1,472,841	1,556,900	1,551,754	1,535,037	1,659,241	102,341	6.6%
635 .12 Technical Services	9,617	9,000	9,000	9,000	26,500	17,500	194.4%
635 .14 Other Contractual Services	6,188	6,500	6,500	5,200	6,500	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	700	700	500	800	100	14.3%
650 .01 Telecommunications	13,488	19,800	19,800	13,500	38,690	18,890	95.4%
650 .02 Electric, Water, Sewer & Solid Waste	49,975	62,000	62,000	57,373	64,000	2,000	3.2%
<b>Contract/Purchased Services</b>	<b>1,626,234</b>	<b>1,737,980</b>	<b>1,742,107</b>	<b>1,712,208</b>	<b>1,825,061</b>	<b>87,081</b>	<b>5.0%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	-	900	900	700	900	-	0.0%
790 .25 Machinery and Equipment	4,946	10,000	10,000	9,700	10,500	500	5.0%
790 .26 Computers, Printers & Copiers	4,816	4,175	4,175	2,000	4,200	25	0.6%
790 .35 Software	1,600	1,600	1,600	1,600	1,680	80	5.0%
<b>Minor Capital Outlay</b>	<b>11,362</b>	<b>16,675</b>	<b>16,675</b>	<b>14,000</b>	<b>17,280</b>	<b>605</b>	<b>3.6%</b>
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	22,095	26,808	26,808	26,808	25,690	(1,118)	-4.2%
801 .01 Interdepartmental-Human Resources	7,985	11,540	11,540	11,540	10,450	(1,090)	-9.4%
802 .00 Interdepartmental-Finance	36,371	43,263	43,263	43,263	40,880	(2,383)	-5.5%
803 .01 Interdepartmental-Info Technology	25,163	42,680	42,680	42,680	37,070	(5,610)	-13.1%
804 .01 Interdepartmental-Engineering	106,137	166,000	166,000	166,000	172,000	6,000	3.6%
805 .01 Interdepartmental-KPU Billing Services	18,290	19,230	19,230	19,230	19,230	-	0.0%
825 .01 Interdepartmental-Insurance	22,240	28,600	28,600	28,600	30,080	1,480	5.2%
850 .01 Interdepartmental-Garage	268	2,900	2,900	2,900	2,900	-	0.0%
<b>Interdepartmental Charges</b>	<b>238,549</b>	<b>341,021</b>	<b>341,021</b>	<b>341,021</b>	<b>338,300</b>	<b>(2,721)</b>	<b>-0.8%</b>
<b>Total Expenditures by Type</b>	<b>2,665,529</b>	<b>2,904,557</b>	<b>2,966,459</b>	<b>2,896,120</b>	<b>3,098,906</b>	<b>194,349</b>	<b>6.7%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$336,122** - This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Solid Waste Disposal Division.

**500.05 Longevity Pay: \$3,813** – Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$31,000** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$60,000** - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Solid Waste**

**Disposal Division 1560-270**

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**505.00 Payroll Taxes: \$32,970** This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$71,590**- This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$121,290** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$14,200**– This account provides expenditures for employer contributions to employee workers compensation insurance.

**508.00 Other Benefits: \$19,330** – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.03 Allowances – Public Works Clothing: \$1,250** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

**509.08 Allowances - Medical Expenses: \$250** - This account provides expenditures for employee medical exams.

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

**510.02 Operating Supplies: \$86,500** - This account provides expenditures for the purchase of departmental supplies including cleaning materials, baler wire, disposal overalls, equipment wash, chains and cables, first aid materials, etc., which are used by the division during the course of the year.

**510.03 Safety Program Supplies: \$1,000** - This account provides expenditures for the City safety program. This account traditionally is used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

**510.04 Janitorial Supplies: \$750** – This account provides expenditures for the cost of janitorial supplies used to maintain the SWRHF during the course of the year.

**510.05 Small Tools and Equipment: \$2,100** - This account provides expenditures for minor tools. Included are hand tools, chain saws, blow torches, hydraulic jacks and similar types of minor tools and equipment.

**515.01 Vehicle Maintenance Materials: \$55,000** - This account provides expenditures for the repair and maintenance of landfill vehicles and equipment. Included are licensed and unlicensed rolling stock.

**515.02 Building & Grounds Maintenance Materials: \$9,400** - This account provides expenditures for the cost and supplies of materials including filters, light bulbs, paint, steel, ceiling tiles, electrical wire and parts, lumber and building supplies, etc., which are used by the division to maintain the SWRHF and grounds throughout the course of the year.

**515.04 Machinery and Equipment Maintenance Materials: \$25,000** -This account provides expenditures for repair and maintenance on landfill Machinery. includes solid waste bailer, recycle bailer, Incinerators, shredder and similar machinery.

**525.03 Heating Fuel: \$37,000** - This account provides expenditures for the cost of diesel fuel for SWRHF equipment & incinerator operation.

**525.04 Vehicle Motor Fuel and Lubricants: \$7,000** - This account provides expenditures for gasoline, diesel fuel and lubricants associated with SWRHF vehicles and equipment.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Solid Waste**

**Disposal Division 1560-270**

**600.02 Travel and Education- Training: \$3,500** - This Account provides for expenditures associated with travel for training for CDL's, collection and landfill operations.

**600.03 Training and Education: \$280** – This account provides expenditures for registration fees, training fees, training materials, travel, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

**605.01 Ads and Public Announcements: \$6,700** - This account provides expenditures for cost of legal advertisements, bid invitations and other regulatory notifications issued by the division during the course of the year. This account also provides for advertising costs incurred to educate the public regarding changes in operations.

**615.01 Professional and Technical Licenses: \$700** – This account provides expenditures for the cost of staff professional licenses and certificates required for operating equipment.

**615.02 Assn. Membership Dues and Fees: \$400** – This account provides expenditures for the cost of membership in the Solid Waste Association of North America (SWANA) and the price of subscriptions to publications that provide information for managing and operation of disposal systems. As members of SWANA, employees receive reduced admission to training programs in the fields of solid waste, hazardous materials and recycling.

**630.01 Building and Operating Permits: \$2,550** - This account provides expenditures for state regulatory fees & charges.

**630.02 Vehicle Licenses - \$1,200** - This account provides expenditures for licensing City vehicles for operations on public highways.

**630.03 Bank and Merchant Charges: \$5,000** - This account provides expenditures for merchant fees for use of credit and debit cards.

**635.06 Buildings and Grounds Maintenance Services: \$1,000** - This account provides expenditures for contractual services required for the repair and maintenance of buildings and the upkeep of grounds located at the SWRHF. This account includes contract labor and materials required to provide the service.

**635.07 Machinery and Equipment Maintenance Services: \$8,000** - This account provides expenditures for contractual services required for the repair and maintenance of office equipment, machinery and other operating equipment used at the landfill. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

**635.09 Disposal Services: \$1,659,241** - This account provides expenditures for the disposal of putrescible waste, hazardous materials through the division's Household Hazardous Waste Program, freon disposal from refrigeration units, shipping and disposal of the Harbor Division's generated used oil and other environmentally sensitive material.

**635.12 Technical Services: \$26,500** - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included is the cost of outside professional expertise such as water quality testing, which is sometimes required for non-routine specialty tasks. This account also provides for routine semi-annual ADEC inspections required for permitting and general operations. The State of Alaska presently charges for services provided for managing the division's permit and review of the proposed closure plan.

**635.14 Other Contractual Services: \$6,500** - This account provides expenditures for contractual services not identified in the account classifications under contractual services, which include pest control, systems alarm monitoring, etc.

**645.02 Rents and Leases - Machinery & Equipment: \$800** - This account provides expenditures for the rent and lease of machinery and equipment.

**650.01 Telecommunications: \$38,690** - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

**650.02 Electric, Water, Sewer & Solid Waste: \$64,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture and Fixtures: \$900** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

**790.25 Machinery and Equipment: \$10,500** - This account provides expenditures for the acquisition of interchangeable tools for landfill equipment.

**790.26 Computers, Printers, and Copiers: \$4,200** - This account provides for the expenditures of computers, monitors, printers, and copiers. Per the replacement schedule developed by the Information Technology Department, two computers, two monitors, a printer, and three battery back ups will be replaced.

**790.35 Software: \$1,680** - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements, which includes the purchase of a preventative maintenance program to track upcoming equipment maintenance and to provide for a record of previous repairs.

**800.00 Interdepartmental Charges – Administrative: \$25,690** - This account provides expenditures for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney and the administrative office of the City Manager.

**801.01 Interdepartmental Charges – Human Resources: \$10,450** - This account provides expenditures for human resource services provided by the Human Resources Division

**802.00 Interdepartmental Charges - Finance: \$40,880** - 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: \$37,070** - This account provides expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental Charges – Engineering: \$172,000** - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

**805.01 Interdepartmental Charges – KPU Billing Services: \$19,230** – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

**825.01 Interdepartmental Charges – Insurance: \$30,080** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$2,900** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

**MISSION STATEMENT**

The Solid Waste Recycling Division is responsible for providing safe and efficient collection of recyclable products. The division attempts to make service beneficial to the public by maximizing recycling when economically feasible and improving the operation to better serve Ketchikan. It is the responsibility of the staff to help and assist the public. The division is responsible for promoting programs that reduce waste and educate the community.



**GOALS FOR 2025**

- Continue efforts within the City to maintain and capture additional recycling volumes.
- Continue efforts to capture additional metal volumes from materials received at the landfill.

**ACCOMPLISHMENTS FOR 2024**

- Provided a drop-off center for recycling products, which includes cardboard, aluminum, glass, used oil, and fluorescent bulbs.
- Continued to bale and ship white goods (appliances) as recyclable material when prices are favorable and employees are available, thereby removing them from the waste stream. Staff will continue to educate the public about materials currently accepted at the Solid Waste Handling and Recycling Facility.
- Collected and ground clean wood products to be recycled at the composting operation. Some contractors and other industrial users continue to separate wood for more efficient processing.
- Continued adjusting the program as commodities collected continue to change.
- Recycled approximately 17% of our overall waste.



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Recycling Division 1560-271**

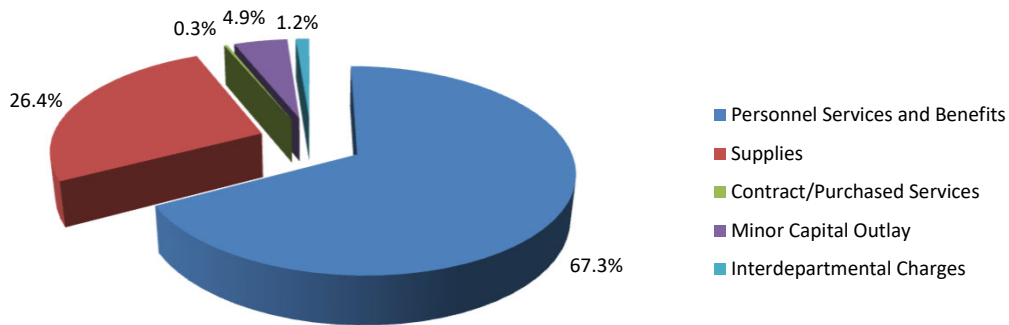
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	54,138	112,084	112,084	59,895	117,895	5,811	5.2%
Supplies	34,725	41,200	41,200	40,000	46,200	5,000	12.1%
Contract/Purchased Services	-	200	-	-	500	300	150.0%
Minor Capital Outlay	-	8,200	8,200	8,000	8,500	300	3.7%
Interdepartmental Charges	1,294	1,800	1,800	1,800	2,150	350	19.4%
<b>Total Expenditures</b>	<b>90,157</b>	<b>163,484</b>	<b>163,284</b>	<b>109,695</b>	<b>175,245</b>	<b>11,761</b>	<b>7.2%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	90,157	163,484	163,284	109,695	175,245	11,761	7.2%
<b>Total Funding</b>	<b>90,157</b>	<b>163,484</b>	<b>163,284</b>	<b>109,695</b>	<b>175,245</b>	<b>11,761</b>	<b>7.2%</b>

Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Facility Operator	1.00	1.00	1.00	1.00	69,745	-	0.0%
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>69,745</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Inventory for Resale (Account No. 510.08) increased \$3500, or 53.8% due to the increased cost of Roll off containers a dumpster prices, caused by the increase of steel prices.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Recycling Division 1560-271**

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	33,776	66,024	66,024	36,450	69,745	3,721	5.6%
501 .01 Overtime Wages	307	-	-	-	-	-	NA
505 .00 Payroll Taxes	2,505	5,060	5,060	2,790	5,340	280	5.5%
506 .00 Pension	4,198	12,550	12,550	6,980	13,250	700	5.6%
507 .00 Health and Life Insurance	11,900	25,500	25,500	11,770	26,350	850	3.3%
507 .30 Workers Compensation	1,204	2,280	2,280	1,235	2,510	230	10.1%
508 .00 Other Benefits	27	670	670	670	700	30	4.5%
509 .03 Allowances-PW Clothing	221	-	-	-	-	-	NA
509 .08 Allowances-Medical Expenses	-	-	-	-	-	-	NA
<b>Personnel Services and Benefits</b>	<b>54,138</b>	<b>112,084</b>	<b>112,084</b>	<b>59,895</b>	<b>117,895</b>	<b>5,811</b>	<b>5.2%</b>
<b>Supplies</b>							
510 .05 Small Tools & Equipment	1,960	2,000	2,000	2,000	2,100	100	5.0%
510 .08 Inventory for Resale	6,181	6,500	6,500	6,500	10,000	3,500	53.8%
515 .01 Vehicle Maintenance Materials	9,555	9,500	9,500	9,500	9,900	400	4.2%
515 .04 Machinery & Equip Maint Materials	1,200	1,200	1,200	1,000	1,200	-	0.0%
520 .04 Freight-Material and Supplies	15,829	22,000	22,000	21,000	23,000	1,000	4.5%
<b>Supplies</b>	<b>34,725</b>	<b>41,200</b>	<b>41,200</b>	<b>40,000</b>	<b>46,200</b>	<b>5,000</b>	<b>12.1%</b>
<b>Contract/Purchased Services</b>							
600 .03 Training and Education	-	200	-	-	500	300	150.0%
<b>Contract/Purchased Services</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>300</b>	<b>150.0%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery and Equipment	-	8,200	8,200	8,000	8,500	300	3.7%
<b>Minor Capital Outlay</b>	<b>-</b>	<b>8,200</b>	<b>8,200</b>	<b>8,000</b>	<b>8,500</b>	<b>300</b>	<b>3.7%</b>
<b>Interdepartmental Charges</b>							
825 .01 Interdepartmental-Insurance	1,294	1,800	1,800	1,800	2,150	350	19.4%
<b>Interdepartmental Charges</b>	<b>1,294</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>2,150</b>	<b>350</b>	<b>19.4%</b>
<b>Total Expenditures by Type</b>	<b>90,157</b>	<b>163,484</b>	<b>163,284</b>	<b>109,695</b>	<b>175,245</b>	<b>11,761</b>	<b>7.2%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$69,745** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Recycling Division.

**505.00 Payroll Taxes: \$5,340** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$13,250**– This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$26,350** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$2,510** – This account provides expenditures for employer contributions to workers compensation insurance.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Solid Waste**

**Recycling Division 1560-271**

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**508.00 Other Benefits: \$700** – 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.

**510.05 Small Tools and Equipment: \$2,100** - This account provides expenditures for minor tools and equipment used by the division during the course of a year.

**510.08 Inventory for Resale: \$10,000** - This account provides expenditures for the purchase of equipment such as recycling containers and drop boxes for recycling.

**515.01 Vehicle Maintenance Materials: \$9,900** - This account provides expenditures for the cost of operating and maintaining vehicles and equipment operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

**515.04 Machinery and Equipment Maintenance Materials: \$1,200** – This account provides expenditures for the cost of maintaining recycling containers.

**520.04 Freight – Materials and Supplies: \$23,000** - This account provides expenditures for shipping metal and oil recycled products to market.

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

**790.25 Machinery and Equipment: \$8,500** - This account provides expenditures for the acquisition of new or replacement recycling equipment that will be used on the division's 1-ton truck chassis.

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

**MISSION STATEMENT**

The Solid Waste Collection Division is responsible for providing safe and efficient collection of municipal solid waste, demolition debris and recyclable products. The operation continues to be beneficial to the public by maximizing recycling when economically feasible and improving operations to better serve Ketchikan. It is the responsibility of the staff to help and serve the public. The division is responsible for promoting programs that reduce waste and educate the community. The division follows regulatory guidelines and makes every effort to meet the requirements set forth by those regulations. It is the responsibility of the division to promote an active and positive image of solid waste collection.



**GOALS FOR 2025**

- Continue solid waste audit of residential and commercial accounts. Ensure all are paying for collection service.
- Generate a daily collection sheet to include residential households.
- Improve route efficiencies on existing routes with a strong focus on cost savings.
- Continue working with the Finance Department to improve the tracking of seasonal business operators signing up for service.

**ACCOMPLISHMENTS FOR 2024**

- Customer collection relations continued to be the division's number one priority. The collection staff is well informed about operations and services and is able to answer questions with regard to recycling and the handling of special waste.
- Collection crews kept up with demand by working seven days a week during cruise visitor season.
- Provided containers and collection services for special events as requested. Staff also worked extra hours due to holidays and special events such as July 4th and Blueberry Arts Festival.
- Worked with ordinances dealing with litter and directed efforts at cleaning up problematic areas. The community continues to have issues with bears accessing garbage and staff will continue to work with Ketchikan Police Department and wildlife specialists to help educate the general public.
- Provided efficient collection services to minimize cost.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Collection Division 1560-272**

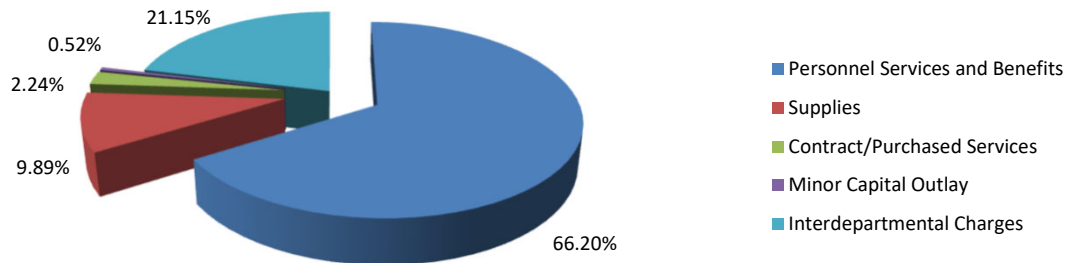
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	644,748	740,235	696,485	651,930	782,273	42,038	5.7%
Supplies	101,626	104,600	104,600	99,550	116,900	12,300	11.8%
Contract/Purchased Services	25,268	20,920	23,338	23,122	26,420	5,500	26.3%
Minor Capital Outlay	-	6,000	6,000	6,000	6,200	200	3.3%
Interdepartmental Charges	177,606	246,478	243,978	243,978	249,945	3,467	1.4%
<b>Total Expenditures</b>	<b>949,248</b>	<b>1,118,233</b>	<b>1,074,401</b>	<b>1,024,580</b>	<b>1,181,738</b>	<b>63,505</b>	<b>5.7%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	949,248	1,118,233	1,074,401	1,024,580	1,181,738	63,505	5.7%
<b>Total Funding</b>	<b>949,248</b>	<b>1,118,233</b>	<b>1,074,401</b>	<b>1,024,580</b>	<b>1,181,738</b>	<b>63,505</b>	<b>5.7%</b>

Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	0.50	0.50	0.50	0.50	52,366	-	0.0%
Solid Waste Collector	5.00	5.00	5.00	5.00	322,314	-	0.0%
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>374,680</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$42,038, or by 5.72%, due to annual employee step increases, an estimated cost of living adjustment for IBEW, Local 1547 employee, and projected increases in taxes, workers compensation and other benefit costs.

## CITY OF KETCHIKAN

## 2025 Operating and Capital Budget

## Public Works-Solid Waste

Collection Division 1560-272

## DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries and Wages	304,387	354,855	354,855	335,000	374,680	19,825	5.6%
500 .05 Longevity Pay	-	-	1,250	1,250	1,313	1,313	NA
501 .01 Overtime Wages	31,239	24,000	24,000	24,000	25,000	1,000	4.2%
502 .01 Temporary Wages	56,565	80,000	35,000	35,000	80,000	-	0.0%
505 .00 Payroll Taxes	29,439	35,110	35,110	30,250	37,400	2,290	6.5%
506 .00 Pension	52,794	73,710	73,710	69,000	74,710	1,000	1.4%
507 .00 Health and Life Insurance	135,589	142,160	142,160	131,900	145,800	3,640	2.6%
507 .30 Workers Compensation	19,508	24,390	24,390	19,520	29,580	5,190	21.3%
508 .00 Other Benefits	12,977	4,110	4,110	4,110	11,890	7,780	189.3%
509 .03 Allowances-PW Clothing	2,250	1,500	1,500	1,500	1,500	-	0.0%
509 .08 Allowances-Medical Expenses	-	400	400	400	400	-	0.0%
<b>Personnel Services and Benefits</b>	<b>644,748</b>	<b>740,235</b>	<b>696,485</b>	<b>651,930</b>	<b>782,273</b>	<b>42,038</b>	<b>5.7%</b>
<b>Supplies</b>							
510 .02 Operating Supplies	1,957	2,500	2,500	2,000	2,600	100	4.0%
510 .03 Safety Program Supplies	923	1,000	1,000	900	1,000	-	0.0%
510 .05 Small Tools & Equipment	759	900	900	850	900	-	0.0%
510 .08 Inventory for Resale	33,057	26,200	26,200	26,000	35,000	8,800	33.6%
515 .01 Vehicle Maintenance Materials	33,524	40,000	40,000	38,000	42,000	2,000	5.0%
515 .04 Machinery & Equip Maint Materials	240	1,000	1,000	800	1,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	31,166	33,000	33,000	31,000	34,400	1,400	4.2%
<b>Supplies</b>	<b>101,626</b>	<b>104,600</b>	<b>104,600</b>	<b>99,550</b>	<b>116,900</b>	<b>12,300</b>	<b>11.8%</b>
<b>Contract/Purchased Services</b>							
600 .03 Training and Education	-	200	118	118	500	300	150.0%
605 .01 Ads and Public Announcements	197	300	300	300	500	200	66.7%
615 .01 Professional and Technical Licenses	-	300	300	300	300	-	0.0%
630 .02 Vehicle Licenses	40	120	120	40	120	-	0.0%
630 .03 Bank and Merchant Charges	25,031	20,000	22,500	22,364	25,000	5,000	25.0%
<b>Contract/Purchased Services</b>	<b>25,268</b>	<b>20,920</b>	<b>23,338</b>	<b>23,122</b>	<b>26,420</b>	<b>5,500</b>	<b>26.3%</b>
<b>Minor Capital Outlay</b>							
790 .25 Machinery and Equipment	-	6,000	6,000	6,000	6,200	200	3.3%
<b>Minor Capital Outlay</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,200</b>	<b>200</b>	<b>3.3%</b>
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	21,593	26,198	26,198	26,198	27,200	1,002	3.8%
801 .01 Interdepartmental-Human Resources	7,804	11,280	11,280	11,280	11,010	(270)	-2.4%
802 .00 Interdepartmental-Finance	35,544	42,280	42,280	42,280	43,060	780	1.8%
803 .01 Interdepartmental-Info Technology	24,591	41,710	41,710	41,710	39,250	(2,460)	-5.9%
804 .01 Interdepartmental-Engineering	40,965	63,000	63,000	63,000	64,935	1,935	3.1%
805 .01 Interdepartmental-KPU Billing Services	27,435	28,840	28,840	28,840	28,840	-	0.0%
825 .01 Interdepartmental-Insurance	18,437	22,020	22,020	22,020	24,500	2,480	11.3%
850 .01 Interdepartmental-Garage	1,237	11,150	8,650	8,650	11,150	-	0.0%
<b>Interdepartmental Charges</b>	<b>177,606</b>	<b>246,478</b>	<b>243,978</b>	<b>243,978</b>	<b>249,945</b>	<b>3,467</b>	<b>1.4%</b>
<b>Total Expenditures by Type</b>	<b>949,248</b>	<b>1,118,233</b>	<b>1,074,401</b>	<b>1,024,580</b>	<b>1,181,738</b>	<b>63,505</b>	<b>5.7%</b>

## NARRATIVE

**500.01 Regular Salaries and Wages: \$374,680** This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Solid Waste Collection Division.

**500.05 Longevity Pay: \$1,313:** Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$25,000** - 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 Solid Waste Collection Division.

**505.00 Payroll Taxes: \$37,300** This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$74,710**– This account provides expenditures for employer contributions to retirement systems.

**507.00 Health and Life Insurance: \$145,800** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$29,580** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$11,890** – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

**509.03 Allowances – Public Works Clothing: \$1,500** – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

**509.08 Allowances- Medical Expenses: \$400** - This account provides expenditures for employee medical exams.

**510.02 Operating Supplies: \$2,600** - This account provides expenditures for the purchase of departmental supplies such as gloves, safety vests, safety glasses, back braces and first aid equipment used during the course of the year.

**510.03 Safety Program Supplies: \$1,000** – This account provides expenditures for the City safety program. This account is traditionally used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

**510.05 Small Tools and Equipment: \$900** – This account provides expenditures for the purchase and or replacement of small tools and equipment used by the division during the course of the year.

**510.08 Inventory for Resale: \$35,000** This account provides expenditures for the purchase of equipment such as solid waste dumpsters and drop boxes that are utilized by both the Recycling and Collection Divisions. These in turn are sold to commercial customers of the Solid Waste Collection Division or placed in areas for the collection of recyclable materials from the general public.

**515.01 Vehicle Maintenance Materials: \$42,000** - This account provides expenditures for operating and maintaining vehicles operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Solid Waste**

**Collection Division 1560-272**

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**515.04 Machinery and Equipment Maintenance Materials: \$1,000** – This account provides expenditures for supplies and materials such as shovels, fastening hardware, brooms, wheel cart parts, vehicle wash and brushes that are used by the division through the course of the year.

**525.04 Vehicle Motor Fuel and Lubricants: \$34,400** - This account provides expenditures for the purchase of gasoline, diesel fuel and lubricants associated with the division's use of vehicles.

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

**605.01 Ads and Public Announcements: \$500** - This account provides expenditures for advertising and announcements in newspapers or broadcasts over radio. This account also provides for educating the public about waste collection requirements, which includes notification and education to help manage bear problems within the City Limits.

**615.01 Professional and Technical Licenses: \$300** – This account provides expenditures for cost of commercial driver's licenses and other certificates required for operating equipment.

**630.02 Vehicle Licenses: \$120** – This account provides expenditures for the cost of various licenses and fees associated with the permitting of the division's vehicles.

**630.03 Bank and Merchant Charges: \$25,000** - This account provides expenditures for merchant fees for use of credit and debit cards.

**790.25 Machinery and Equipment: \$6,200** - This account provides expenditures for the purchase of replacement equipment such as cart tipplers and other miscellaneous items for the collection vehicles.

**800.00 Interdepartmental Charges – Administrative: \$27,200** - This account provides expenditures for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney and the administrative office of the City Manager.

**801.01 Interdepartmental Charges – Human Resources: \$11,010** This account provides expenditures for human resource services provided by the Human Resources Division

**802.00 Interdepartmental Charges - Finance: \$43,060** - 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: \$39,250** - This account provides expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental Charges – Engineering: \$64,935** - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

**805.01 Interdepartmental Charges – KPU Billing Services: \$28,840** – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

**825.01 Interdepartmental Charges – Insurance: \$24,500** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$11,150** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

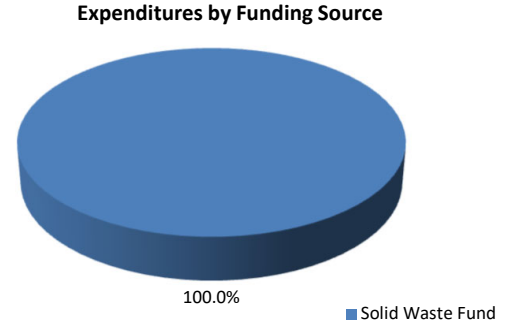
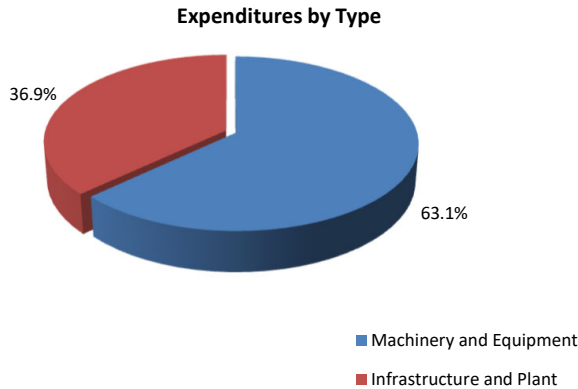


**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Solid Waste**

**Capital Budget**

Major Capital Outlay		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00	Vehicles and Moving Equipment	-	-	64,455	64,455	-	-	NA
725.00	Machinery and Equipment	230,673	252,500	348,950	346,450	325,000	72,500	28.7%
730.00	Infrastructure and Plant	3,000	130,000	130,000	20,000	190,000	60,000	46.2%
<b>Total Major Capital Outlay</b>		<b>233,673</b>	<b>382,500</b>	<b>543,405</b>	<b>430,905</b>	<b>515,000</b>	<b>132,500</b>	<b>34.6%</b>

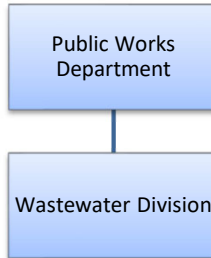
Capital Improvement Projects		Funding Sources		
		Solid Waste Fund		Total
Project #	Project			
<b>725.00</b>	<b>Machinery and Equipment</b>			
<b>Priority -3</b>	Garbage Truck Replacement	325,000		325,000
	<b>Total Machinery and Equipment</b>	<b>325,000</b>	<b>-</b>	<b>325,000</b>
<b>730.00</b>	<b>Infrastructure and Plant</b>			
<b>Priority -1</b>	Cover Generation	50,000		50,000
<b>Priority -2</b>	Transfer Station Floor Repair	140,000		140,000
	<b>Total Infrastructure and Plant</b>	<b>190,000</b>	<b>-</b>	<b>190,000</b>
	<b>Total Capital Budget</b>	<b>515,000</b>	<b>-</b>	<b>515,000</b>



**CITY OF KETCHIKAN**  
**2025 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	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,534,235	3,299,064	3,340,914	3,255,958	3,795,201	496,137	15.0%
Capital Improvement Program	1,961,099	7,586,965	7,586,965	1,067,947	7,625,781	38,816	0.5%
<b>Total</b>	<b>4,495,334</b>	<b>10,886,029</b>	<b>10,927,879</b>	<b>4,323,905</b>	<b>11,420,982</b>	<b>534,953</b>	<b>4.9%</b>

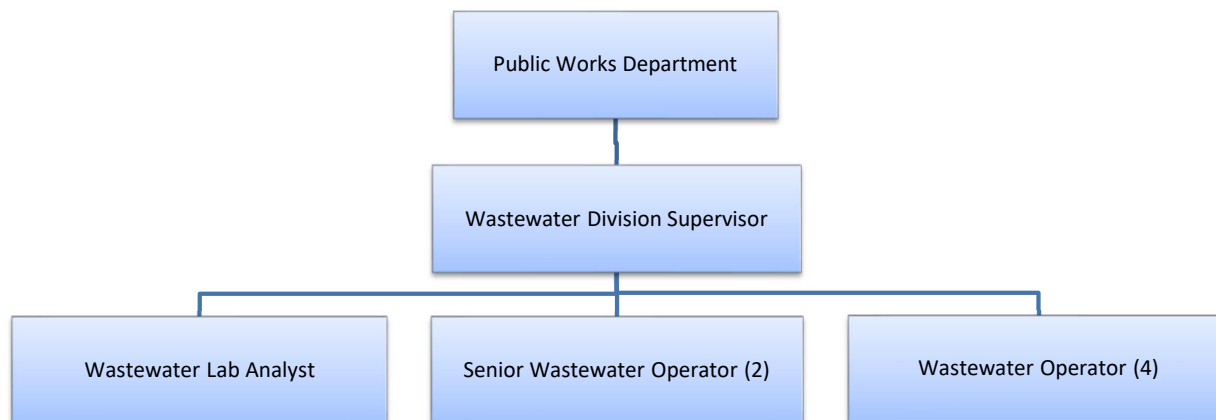
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	983,830	1,199,896	1,239,896	1,231,120	1,398,320	198,424	16.5%
Supplies	245,843	337,300	327,300	317,750	351,250	13,950	4.1%
Contract/Purchased Services	439,669	647,810	646,690	580,560	695,145	47,335	7.3%
Minor Capital Outlay	38,411	61,650	72,770	72,270	96,500	34,850	56.5%
Interdepartmental Charges	577,861	809,580	811,430	811,430	836,157	26,577	3.3%
Debt Service	168,621	162,828	162,828	162,828	337,829	175,001	107.5%
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
Major Capital Outlay	1,961,099	7,586,965	7,586,965	1,067,947	7,625,781	38,816	0.5%
<b>Total</b>	<b>4,495,334</b>	<b>10,886,029</b>	<b>10,927,879</b>	<b>4,323,905</b>	<b>11,420,982</b>	<b>534,953</b>	<b>4.9%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	3,234,152	6,434,051	6,475,901	4,318,051	6,682,701	248,650	3.9%
Bonds	11,182	4,451,978	4,451,978	5,854	4,713,281	261,303	5.9%
Grant	1,250,000	-	-	-	25,000	25,000	NA
<b>Total</b>	<b>4,495,334</b>	<b>10,886,029</b>	<b>10,927,879</b>	<b>4,323,905</b>	<b>11,420,982</b>	<b>534,953</b>	<b>4.9%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	752,868	(1.00)	0.0%
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>752,868</b>	<b>-</b>	<b>0.0%</b>

### 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 2025

- Maintain the sewer system as efficiently as possible within the constraints of the Wastewater Division's budget.
- While being short staffed, 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.
- 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 the new Division Supervisor after recruitment efforts were successful in 2024.
- Support Engineering Division's efforts to secure grant and loan funding for wastewater projects.
- Continue to advocate for market competitive compensation for Wastewater Division positions.
- Advocate to minimize the financial impacts of the new NPDES permit discharge limits anticipated in 2025.
- Advocate for a rate increase to avoid deficit spending in 2025.
- Install new 150KW generators to replace 1970s vintage existing generator at Pump Stations 2, 5, and 6.
- Provide support to aid in the completion of the Water Street Gravity and Force Main project.
- Provide support to aid in the completion of a multi-phase SCADA upgrade.

### ACCOMPLISHMENTS FOR 2024

- In the Treatment Plant B building, the Wastewater Division worked to replace the existing original belt filter press including work on sourcing the new replacement unit, demolition of the old unit, installation of new unit and startup/commissioning of the system.
- 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.
- Successfully recruited a high quality new Wastewater Supervisor.
- Assisted contractor in the successful completion of the Tongass Avenue Force main repair project from Pump Station 4 to Jefferson Street.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Wastewater**

**Operations Division 3000-110**

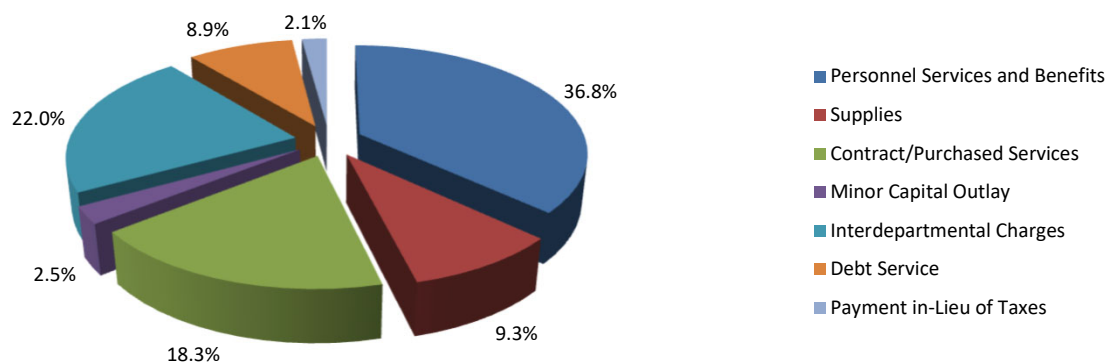
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	983,830	1,199,896	1,239,896	1,231,120	1,398,320	198,424	16.5%
Supplies	245,843	337,300	327,300	317,750	351,250	13,950	4.1%
Contract/Purchased Services	439,669	647,810	646,690	580,560	695,145	47,335	7.3%
Minor Capital Outlay	38,411	61,650	72,770	72,270	96,500	34,850	56.5%
Interdepartmental Charges	577,861	809,580	811,430	811,430	836,157	26,577	3.3%
Debt Service	168,621	162,828	162,828	162,828	337,829	175,001	107.5%
Payment in-Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
<b>Total Expenditures</b>	<b>2,534,235</b>	<b>3,299,064</b>	<b>3,340,914</b>	<b>3,255,958</b>	<b>3,795,201</b>	<b>496,137</b>	<b>15.0%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,534,235	3,299,064	3,340,914	3,255,958	3,795,201	496,137	15.0%
<b>Total Funding</b>	<b>2,534,235</b>	<b>3,299,064</b>	<b>3,340,914</b>	<b>3,255,958</b>	<b>3,795,201</b>	<b>496,137</b>	<b>15.0%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	123,909	-	0.0%
Senior Wastewater Operator	2.00	2.00	2.00	3.00	278,652	1.00	50.0%
Wastewater Operator	4.00	4.00	4.00	3.00	242,653	(1.00)	-25.0%
Water Quality Analyst	1.00	1.00	1.00	1.00	107,654	-	0.0%
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>752,868</b>	<b>-</b>	<b>0.0%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**

**2025 Operating and Capital Budget**

**Public Works-Wastewater**

**Operations Division 3000-110**

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services increased by \$98,424 or 16.5% due a 3% cost of living adjustment for City IBEW and non-rep personnel, increases to health insurance, promotions for staff who achieved their level II certifications, an increase in overtime wages for large projects expected for next year, along with problems with the SCADA system and are also expecting for new permit requirements.
- Machinery and Equipment has increased by \$29,500 or 53.2% because the cost of pumps have increased, as well as new lab equipment to stay in compliance with the NPDES permit.
- Telecommunications has increased by \$26,395 or 146.6% due to network overhaul projects performed by the IT department.

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>							
500 .01 Regular Salaries & Wages	549,002	685,776	645,776	637,000	752,868	67,092	9.8%
500 .05 Longevity Pay	3,600	5,800	5,800	5,800	6,125	325	5.6%
501 .01 Overtime Wages	98,832	35,000	165,000	165,000	100,000	65,000	185.7%
502 .01 Temporary Wages	-	20,000	-	-	20,000	-	0.0%
505 .00 Payroll Taxes	48,602	57,115	57,115	57,115	67,250	10,135	17.7%
506 .00 Pension	61,646	141,595	126,595	126,595	166,380	24,785	17.5%
507 .00 Health & Life Insurance	170,394	207,810	192,810	192,810	229,950	22,140	10.7%
507 .30 Workers Compensation	17,800	21,120	21,120	21,120	25,365	4,245	20.1%
508 .00 Other Benefits	32,204	23,080	23,080	23,080	27,782	4,702	20.4%
509 .03 Allowances-Public Works Clothing	1,750	2,000	2,000	2,000	2,000	-	0.0%
509 .08 Allowances-Medical Expenses	-	600	600	600	600	-	0.0%
<b>Personnel Services and Benefits</b>	<b>983,830</b>	<b>1,199,896</b>	<b>1,239,896</b>	<b>1,231,120</b>	<b>1,398,320</b>	<b>198,424</b>	<b>16.5%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Wastewater**

**Operations Division 3000-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	2,538	2,500	2,500	2,500	3,000	500	20.0%
510 .02 Operating Supplies	18,851	15,000	15,000	15,000	18,000	3,000	20.0%
510 .03 Safety Program Supplies	11,195	12,250	12,250	12,250	12,500	250	2.0%
510 .04 Janitorial Supplies	3,468	3,625	3,625	3,625	5,000	1,375	37.9%
510 .05 Small Tools & Equipment	6,354	9,000	9,000	9,000	9,000	-	0.0%
510 .06 Chemicals	103,953	120,000	120,000	120,000	125,000	5,000	4.2%
515 .01 Vehicle Maintenance Materials	372	5,000	5,000	4,000	4,000	(1,000)	-20.0%
515 .04 Machinery & Equip Maint Materials	24,014	28,300	28,300	28,000	31,000	2,700	9.5%
515 .05 Infrastructure Maint Materials	24,489	72,625	72,625	72,625	75,000	2,375	3.3%
520 .02 Postage	1,883	2,000	2,000	1,500	2,000	-	0.0%
525 .03 Heating Fuel	36,781	47,500	37,500	30,000	47,500	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	5,912	12,500	12,500	12,500	12,500	-	0.0%
530 .03 Professional & Technical Publications	170	1,000	1,000	750	750	(250)	-25.0%
535 .02 Business & Meal Expenses	2,033	2,000	2,000	2,000	2,000	-	0.0%
535 .04 Uniforms/Badges/Clothing	3,830	4,000	4,000	4,000	4,000	-	0.0%
<b>Supplies</b>	<b>245,843</b>	<b>337,300</b>	<b>327,300</b>	<b>317,750</b>	<b>351,250</b>	<b>13,950</b>	<b>4.1%</b>
<b>Contract/Purchased Services</b>							
600 .01 Travel-Business	-	5,000	5,000	-	-	(5,000)	New
600 .02 Travel-Training	6,124	12,000	11,000	11,000	12,000	-	0.0%
600 .03 Training & Education	3,379	7,000	5,880	5,880	10,000	3,000	42.9%
605 .01 Ads & Public Announcements	4,441	6,000	6,000	6,000	6,000	-	0.0%
615 .01 Professional & Technical Licenses	1,100	1,500	1,500	1,200	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	-	1,500	1,500	500	750	(750)	-50.0%
630 .01 Building & Operating Permits	8,200	8,500	8,500	8,020	9,000	500	5.9%
630 .02 Vehicle Licenses	99	500	500	100	500	-	0.0%
630 .03 Bank & Merchant Charges	23,745	23,000	23,000	23,000	23,000	-	0.0%
635 .03 Vehicle Maintenance Services	2,501	3,000	3,000	1,000	3,000	-	0.0%
635 .04 Software Maintenance Services	6,548	9,000	9,000	9,000	11,000	2,000	22.2%
635 .06 Bldg. & Grounds Maint Services	9,948	10,000	10,000	10,000	12,000	2,000	20.0%
635 .07 Machinery & Equip Maint Services	18,747	20,000	20,000	20,000	24,000	4,000	20.0%
635 .08 Infrastructure Maint Services	52,213	35,490	35,490	35,490	38,000	2,510	7.1%
635 .12 Technical Services	4,593	5,000	5,000	5,000	9,000	4,000	80.0%
640 .02 Engineering & Architectural Services	48,800	150,000	106,700	50,000	155,000	5,000	3.3%
640 .04 Management & Consulting Services	25,403	100,000	143,300	143,300	100,000	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	-	2,000	3,000	2,750	5,000	3,000	150.0%
650 .01 Telecommunications	15,203	18,000	18,000	18,000	44,395	26,395	146.6%
650 .02 Electric, Water, Sewer & Solid Waste	208,625	230,320	230,320	230,320	231,000	680	0.3%
<b>Contract/Purchased Services</b>	<b>439,669</b>	<b>647,810</b>	<b>646,690</b>	<b>580,560</b>	<b>695,145</b>	<b>47,335</b>	<b>7.3%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture & Fixtures	903	1,000	1,000	1,000	1,500	500	50.0%
790 .25 Machinery & Equipment	32,469	55,500	65,500	65,000	85,000	29,500	53.2%
790 .26 Computers, Printers & Copiers	5,039	5,150	6,270	6,270	10,000	4,850	94.2%
<b>Minor Capital Outlay</b>	<b>38,411</b>	<b>61,650</b>	<b>72,770</b>	<b>72,270</b>	<b>96,500</b>	<b>34,850</b>	<b>56.5%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Wastewater**

**Operations Division 3000-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	33,644	40,825	40,825	40,825	44,830	4,005	9.8%
801 .01 Interdepartmental-Human Resources	12,159	17,575	17,575	17,575	18,180	605	3.4%
802 .00 Interdepartmental-Finance	55,383	65,880	67,730	67,730	71,130	5,250	8.0%
803 .01 Interdepartmental-Info Technology	38,317	64,990	64,990	64,990	64,690	(300)	-0.5%
804 .01 Interdepartmental-Engineering	258,591	427,000	427,000	427,000	439,427	12,427	2.9%
805 .01 Interdepartmental-KPU Billing Services	52,275	54,900	54,900	54,900	54,830	(70)	-0.1%
825 .01 Interdepartmental-Insurance	60,090	77,040	77,040	77,040	81,700	4,660	6.0%
850 .01 Interdepartmental-Garage	52,402	46,370	46,370	46,370	46,370	-	0.0%
851 .01 Interdepartmental-Equipment	15,000	15,000	15,000	15,000	15,000	-	0.0%
<b>Interdepartmental Charges</b>	<b>577,861</b>	<b>809,580</b>	<b>811,430</b>	<b>811,430</b>	<b>836,157</b>	<b>26,577</b>	<b>3.3%</b>
<b>Debt Service</b>							
931 .01 Debt Service-Principal	136,663	138,723	138,723	138,723	265,812	127,089	91.6%
932 .01 Debt Service-Interest	31,958	24,105	24,105	24,105	72,017	47,912	198.8%
<b>Debt Service</b>	<b>168,621</b>	<b>162,828</b>	<b>162,828</b>	<b>162,828</b>	<b>337,829</b>	<b>175,001</b>	<b>107.5%</b>
<b>Other Costs</b>							
975 .00 Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	80,000	-	0.0%
<b>Other Costs</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Expenditures by Type</b>	<b>2,534,235</b>	<b>3,299,064</b>	<b>3,340,914</b>	<b>3,255,958</b>	<b>3,795,201</b>	<b>496,137</b>	<b>15.0%</b>

**NARRATIVE**

**500.01 Regular Salaries & Wages: \$752,868** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

**500.05 Longevity Pay: \$6,125** Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

**501.01 Overtime Wages: \$100,000** - 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: \$67,250** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$166,380** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health & Life Insurance: \$229,950** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers' Compensation: \$25,365** – This account provides expenditures for employer contributions to workers' compensation insurance.

**508.00 Other Benefits: \$15,282** – 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: \$3,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

**510.02 Operating Supplies: \$18,000** - 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: \$5,000** – 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: \$125,000** - This account provides expenditures for chemicals used for wastewater treatment and testing.

**515.01 Vehicle Maintenance Materials: \$4,000** - 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: \$31,000** – 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: \$75,000** - 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: \$750** - 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: \$2,000** - This account provides expenditures for reimbursements to employees for business and job related meals, and other business related expenses.



**535.04 Uniforms/Badges/Clothing: \$4,000** - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, steel toed boots and gloves.

**600.02 Travel-Training: \$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: \$750** – This account provides expenditures for memberships in professional and trade associations such as American Water Works Association, Water Environment Federation and Alaska Rural Water Association.

**630.01 Building & Operating Permits: \$9,000** - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

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

**630.03 Bank & Merchant Charges: \$23,000** – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

**635.03 Vehicle Maintenance Services: \$3,000** – This account provides expenditures for 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: \$11,000** - This account provides expenditures for maintenance agreements to support licensed software systems.

**635.06 Buildings & Grounds Maintenance Services: \$12,000** - 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: \$24,000** - 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: \$38,000** - This account provides expenditures for contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Included are sewer mains, sewer pump stations, generators and SCADA systems.

**635.12 Technical Services: \$9,000** - 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: \$155,000** - 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: \$150,000** - 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: \$5,000** - 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: \$231,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture & Fixtures: \$1,500** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

**790.25 Machinery & Equipment: \$85,000** - 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: \$10,000** - 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: \$40,870** - 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: \$15,120** - This account provides expenditures for human resource services provided by the Human Resources Division.

**802.00 Interdepartmental Charges - Finance: \$68,400** - 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: \$43,700** - This account provides expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental Charges – Engineering: \$391,650** - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

**805.01 Interdepartmental Charges – KPU Billing Services: \$54,900** - This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

**825.01 Interdepartmental Charges – Insurance: \$81,700** - This account provides expenditures for risk management services and claims.

**850.01 Interdepartmental Charges – Garage: \$48,690** - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

**CITY OF KETCHIKAN**

***2025 Operating and Capital Budget***

***Public Works-Wastewater***

***Operations Division 3000-110***

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**851.01 Equipment Charges: \$15,750** - This account provides expenditures for use of equipment owned by another department of the City.

**931.01 Debt Service-Principal: \$138,723** - This account provides expenditures for principal on Alaska Clean Water Loans for the Wastewater Division.

**932.01 Debt Service-Interest: \$24,105** - This account provides expenditures for interest on Alaska Clean Water Loans for the Wastewater Division.

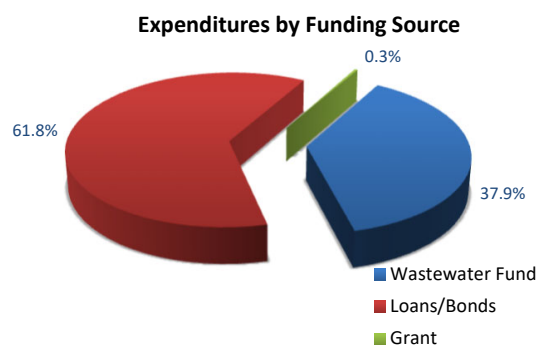
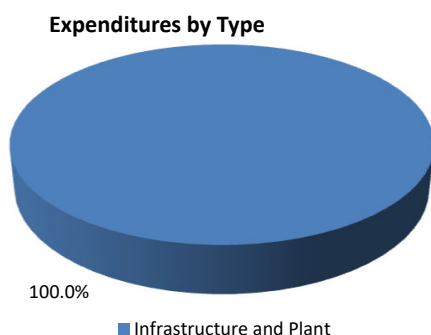
**975.00 Payments in Lieu of Taxes: \$80,000** - This account provides expenditures for payments in lieu of taxes assessed against the enterprise funds of the City.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Public Works-Wastewater**

**Capital Budget**

Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	-	-	-	-	145,000	145,000	NA
720.00 Vehicles & Moving Equipment	-	-	-	-	180,000	180,000	NA
725-00 Machinery and Equipment	12,974	-	-	-	-	-	NA
730.00 Infrastructure and Plant	1,948,125	7,586,965	7,586,965	1,067,947	7,300,781	(286,184)	-3.8%
<b>Total Major Capital Outlay</b>	<b>1,961,099</b>	<b>7,586,965</b>	<b>7,586,965</b>	<b>1,067,947</b>	<b>7,625,781</b>	<b>38,816</b>	<b>0.5%</b>

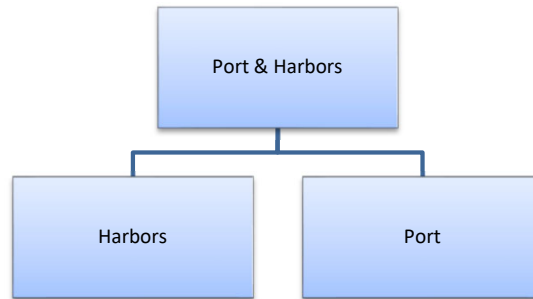
Capital Improvement Projects		Funding Sources			
Project #	Project	Wastewater Fund	ADEC Loan/Bonds	State or Federal Grants	Total
<b>705.00 Buildings</b>					
<b>Priority - 14</b>	Treatment Plant A & B Building Improvements	145,000			145,000
	<b>Total Buildings</b>	<b>145,000</b>			<b>145,000</b>
<b>720.00 Vehicles and Moving Equipment</b>					
<b>Priority - 10</b>	Dump Truck Replacement	180,000			180,000
	<b>Total Vehicles &amp; Moving Equipment</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>180,000</b>
<b>730.00 Infrastructure and Plant</b>					
<b>Priority - 1</b>	Water Street Sewer Replacement & Rehabilitation	540,000	3,900,000		4,440,000
<b>Priority - 2</b>	SCADA & Controls System Upgrade	690,000			690,000
<b>Priority - 3</b>	Wastewater Generators	287,500			287,500
<b>Priority - 4</b>	Disinfection Requirements	500,000			500,000
<b>Priority - 5</b>	Sewer Main & Manhole Repair / Replacement	105,000			105,000
<b>Priority - 6</b>	Large Pump Station Upgrades	150,000			150,000
<b>Priority - 7</b>	Small Pump Station Upgrades	50,000			50,000
<b>Priority - 8</b>	WWTP Equipment Replacement	60,000			60,000
<b>Priority - 9</b>	Water Meters - Business & Commercial	-	813,281		813,281
<b>Priority - 11</b>	2nd Avenue Reconstruction	150,000			150,000
<b>Priority - 16</b>	Upgrade Sewer Laterals	30,000			30,000
<b>Priority - 21</b>	Ketchikan Lakes Road Sewer Replacement			25,000	25,000
	<b>Total Infrastructure and Plant</b>	<b>2,562,500</b>	<b>4,713,281</b>	<b>25,000</b>	<b>7,300,781</b>
	<b>Total Capital Budget</b>	<b>2,887,500</b>	<b>4,713,281</b>	<b>25,000</b>	<b>7,625,781</b>



**CITY OF KETCHIKAN**  
**2025 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	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,668,013	1,992,006	1,993,251	1,849,002	2,160,724	168,718	8.5%
Capital Improvement Program	1,263	330,667	524,700	352,345	1,136,040	805,373	243.6%
<b>Total</b>	<b>1,669,276</b>	<b>2,322,673</b>	<b>2,517,951</b>	<b>2,201,347</b>	<b>3,296,764</b>	<b>974,091</b>	<b>41.9%</b>

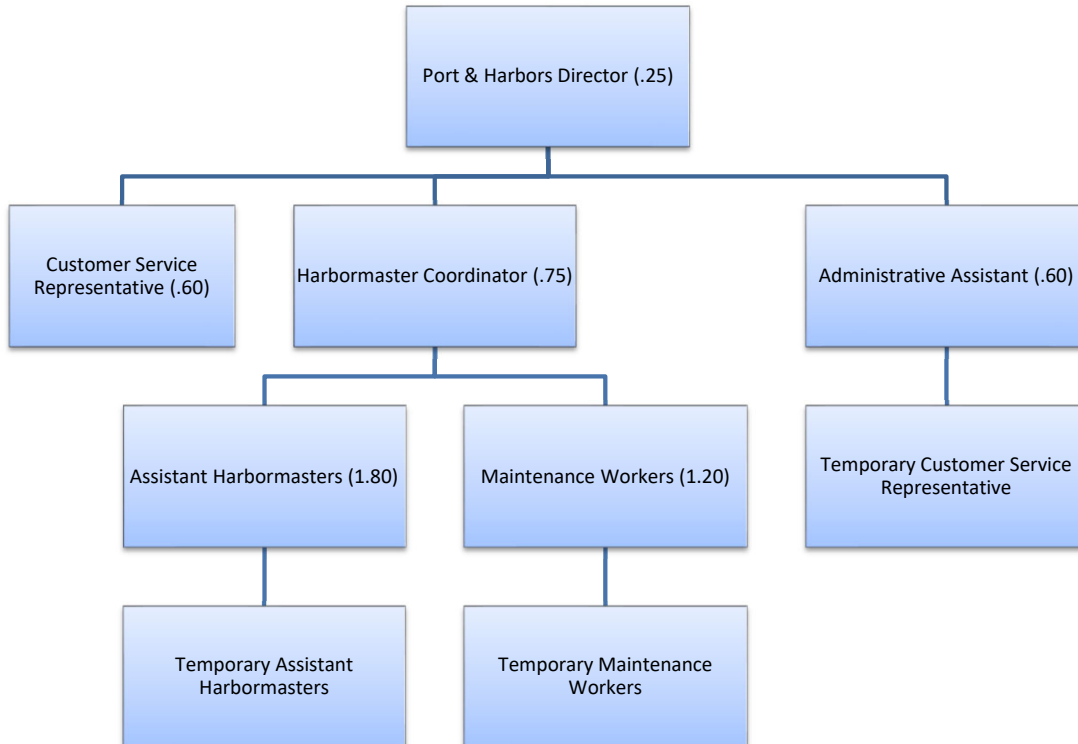
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	616,628	754,959	754,959	648,175	748,997	(5,962)	-0.8%
Supplies	80,469	96,675	100,175	93,375	106,175	9,500	9.8%
Contract/Purchased Services	346,044	406,440	405,198	374,733	468,950	62,510	15.4%
Minor Capital Outlay	10,939	19,700	17,442	17,242	21,500	1,800	9.1%
Interdepartmental Charges	264,258	364,682	365,927	365,927	362,547	(2,135)	-0.6%
Debt Service	349,675	349,550	349,550	349,550	452,555	103,005	29.5%
Major Capital Outlay	1,263	330,667	524,700	352,345	1,136,040	805,373	243.6%
<b>Total</b>	<b>1,669,276</b>	<b>2,322,673</b>	<b>2,517,951</b>	<b>2,201,347</b>	<b>3,296,764</b>	<b>974,091</b>	<b>41.9%</b>

Expenditures by Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,668,013	1,992,006	1,993,251	1,849,002	2,160,724	168,718	8.5%
Harbor Construction Fund	1,263	330,667	524,700	352,345	386,040	55,373	16.7%
Interfund Loan	-	-	-	-	750,000	750,000	NA
<b>Total</b>	<b>1,669,276</b>	<b>2,322,673</b>	<b>2,517,951</b>	<b>2,201,347</b>	<b>3,296,764</b>	<b>974,091</b>	<b>41.9%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	367,997	-	0.0%
<b>Total</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>367,997</b>	<b>-</b>	<b>0.0%</b>

**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 2025**

- Continue concrete rehab in Bar Harbor North and South.
- Replacement of compromised piles in Thomas Basin.
- Installation on new pump out stations.
- Rebuild float 7 in Casey Moran Harbor.
- Additional security cameras in Bar Harbor South.
- Floatation rehab in Bar Harbor South.
- Main door replacement for Port & Harbor office.
- Electrical upgrade in Casey Moran Harbor.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Harbors**

**Operations Division 1710-110**

**ACCOMPLISHMENTS FOR 2024**

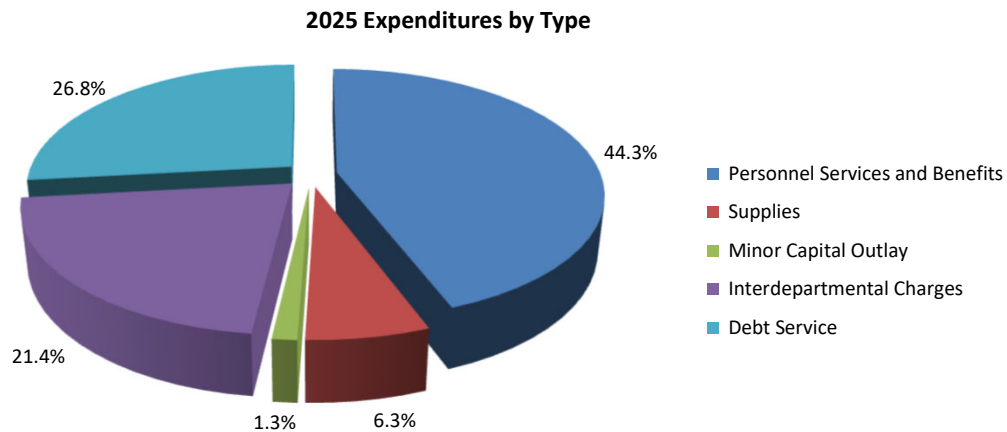
- Restructuring of Harbor rates as well as implementing a rate increase to meet needs in the future.
- Completion of the installation of new power pedestals on Float 8 in Bar Harbor South that was a grant funded project.
- Replacement of three piles in Bar Harbor North.
- Concrete repairs on 12 panels in Bar Harbor North, doubling the number completed in 2023.
- Installation of security cameras in Bar Harbor North.

**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	616,628	754,959	754,959	648,175	748,997	(5,962)	-0.8%
Supplies	80,469	96,675	100,175	93,375	106,175	9,500	9.8%
Contract/Purchased Services	346,044	406,440	405,198	374,733	468,950	62,510	15.4%
Minor Capital Outlay	10,939	19,700	17,442	17,242	21,500	1,800	9.1%
Interdepartmental Charges	264,258	364,682	365,927	365,927	362,547	(2,135)	-0.6%
Debt Service	349,675	349,550	349,550	349,550	452,555	103,005	29.5%
<b>Total Expenditures</b>	<b>1,668,013</b>	<b>1,992,006</b>	<b>1,993,251</b>	<b>1,849,002</b>	<b>2,160,724</b>	<b>168,718</b>	<b>8.5%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,668,013	1,992,006	1,993,251	1,849,002	2,160,724	168,718	8.5%
<b>Total Funding</b>	<b>1,668,013</b>	<b>1,992,006</b>	<b>1,993,251</b>	<b>1,849,002</b>	<b>2,160,724</b>	<b>168,718</b>	<b>8.5%</b>

Full-time Equivalent Personnel	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director of Port & Harbors	0.25	0.25	0.25	0.25	36,822	-	0.0%
Harbormaster Coordinator	0.75	0.75	0.75	0.75	67,050	-	0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	111,635	-	0.0%
Maintenance Worker	1.20	1.20	1.20	0.60	34,154	(0.60)	-50.0%
Maintenance Worker II	-	-	-	0.60	40,193	0.60	NA
Administrative Assistant	0.60	0.60	-	-	-	(0.60)	NA
Office Manager	-	-	0.60	0.60	47,346	0.60	0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	30,797	-	0.0%
<b>Total</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>367,997</b>	<b>-</b>	<b>0.0%</b>



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below:

- Health and Life Insurance decreased by \$16,280 or by 10.3%, due to employee turnover and the corresponding change in requested coverage by new employees.
- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$5,000, or by 9.1%, due to anticipated increase in infrastructure maintenance materials costs associated with maintaining the harbors.
- Bank and Merchant Fees (Account No. 630.03) increased by \$22,000, or by 78.6%, due to the rising cost of banking services.
- Technical Services (Account No. 635.12) increased by \$6,000 for pest management services at the Harbormaster building.
- Electric, Water, Sewer & Garbage (Account No. 650.02) increased by \$25,000, or by 10.0%, due to the cost of utility services.
- Debt Service increased by \$103,005 or by 29.5% to account for an Advance from the Port Fund to pay for the cost of a new Maintenance Building shared between Port & Harbor.

**DIVISION OPERATING BUDGET DETAIL**

			2023	2024 Budget			2025	2024 Adopted/2025	
Operating Expenditures			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	300,770	360,479	360,479	330,000	367,997	7,518	2.1%
500	.05	Longevity Pay	425	475	475	475	-	(475)	-100.0%
501	.01	Overtime Wages	14,575	13,000	17,500	17,500	17,500	4,500	34.6%
502	.01	Temporary Wages	72,959	80,000	75,500	60,000	75,000	(5,000)	-6.3%
505	.00	Payroll Taxes	29,231	34,740	34,740	31,000	35,230	490	1.4%
506	.00	Pension	70,872	82,935	82,935	75,000	85,660	2,725	3.3%
507	.00	Health and Life Insurance	86,332	157,760	157,760	115,000	141,480	(16,280)	-10.3%
507	.30	Workers Compensation	18,245	19,300	19,300	15,000	17,280	(2,020)	-10.5%
508	.00	Other Benefits	23,219	6,270	6,270	4,200	8,850	2,580	41.1%
Personnel Services and Benefits			616,628	754,959	754,959	648,175	748,997	(5,962)	-0.8%



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Harbors**

**Operations Division 1710-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Supplies</b>							
510 .01 Office Supplies	3,111	3,500	3,500	3,500	4,000	500	14.3%
510 .02 Operating Supplies	4,141	3,500	7,000	7,000	5,000	1,500	42.9%
510 .03 Safety Program Supplies	283	550	550	450	550	-	0.0%
510 .04 Janitorial Supplies	1,854	4,000	4,000	2,500	4,000	-	0.0%
510 .05 Small Tools & Equipment	4,251	5,000	5,000	4,500	5,500	500	10.0%
515 .01 Vehicle Maint Materials	870	3,000	3,000	2,500	3,500	500	16.7%
515 .05 Infrastructure Maint Materials	49,193	55,000	55,000	55,000	60,000	5,000	9.1%
520 .02 Postage	3,099	3,000	3,000	3,000	4,000	1,000	33.3%
525 .03 Heating Fuel	4,196	8,000	8,000	4,500	8,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	5,791	7,000	7,000	6,500	7,000	-	0.0%
530 .02 Periodicals	88	125	125	125	125	-	0.0%
535 .04 Uniforms/Badges/Clothing	3,592	4,000	4,000	3,800	4,500	500	12.5%
<b>Supplies</b>	<b>80,469</b>	<b>96,675</b>	<b>100,175</b>	<b>93,375</b>	<b>106,175</b>	<b>9,500</b>	<b>9.8%</b>
<b>Contract/Purchased Services</b>							
600 .01 Travel-Business	142	3,000	3,000	3,000	4,000	1,000	33.3%
600 .02 Travel-Training	-	1,500	1,500	1,500	2,000	500	33.3%
600 .03 Training and Education	1,867	3,840	3,840	2,500	4,000	160	4.2%
605 .01 Ads and Public Announcements	1,711	2,750	2,750	2,750	3,000	250	9.1%
605 .02 Marketing	-	700	700	700	1,000	300	42.9%
615 .02 Assn Membership Dues & Fees	132	300	300	300	750	450	150.0%
620 .01 Salvage & Disposal of Impounded Prop	14,500	10,000	10,000	10,000	10,000	-	0.0%
620 .02 Towing of Impounded Property	500	500	500	500	500	-	0.0%
630 .02 Vehicle Licenses	70	100	100	100	200	100	100.0%
630 .03 Bank and Merchant Charges	40,976	28,000	49,500	49,500	50,000	22,000	78.6%
635 .02 Janitorial and Cleaning Services	5,225	6,000	6,000	5,200	7,000	1,000	16.7%
635 .03 Vehicle Maintenance Services	-	3,500	3,500	1,000	3,500	-	0.0%
635 .04 Software Maintenance Services	10,560	12,000	2,000	2,000	12,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	3,077	6,500	6,500	3,500	6,500	-	0.0%
635 .07 Machinery & Equip Maint Services	2,806	4,750	4,750	2,800	5,000	250	5.3%
635 .08 Infrastructure Maint Services	4,500	10,000	6,500	4,500	10,000	-	0.0%
635 .12 Technical Services	5,298	-	-	-	6,000	6,000	NA
640 .04 Professional Services	-	-	2,258	2,258	2,500	2,500	NA
645 .02 Rents & Leases-Machinery & Equip	-	500	500	125	500	-	0.0%
650 .01 Telecommunications	25,638	62,500	51,000	32,500	65,500	3,000	4.8%
650 .02 Electric, Water, Sewer & Solid Waste	229,042	250,000	250,000	250,000	275,000	25,000	10.0%
<b>Contract/Purchased Services</b>	<b>346,044</b>	<b>406,440</b>	<b>405,198</b>	<b>374,733</b>	<b>468,950</b>	<b>62,510</b>	<b>15.4%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	694	1,200	1,200	1,000	1,500	300	25.0%
790 .20 Vehicles & Moving Equipment	3,495	3,500	3,500	3,500	4,000	500	14.3%
790 .25 Machinery and Equipment	-	7,500	5,242	5,242	7,500	-	0.0%
790 .26 Computers, Printers & Copiers	5,752	6,500	6,500	6,500	7,000	500	7.7%
790 .35 Software	998	1,000	1,000	1,000	1,500	500	50.0%
<b>Minor Capital Outlay</b>	<b>10,939</b>	<b>19,700</b>	<b>17,442</b>	<b>17,242</b>	<b>21,500</b>	<b>1,800</b>	<b>9.1%</b>

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Harbors**

**Operations Division 1710-110**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	22,597	27,420	27,420	27,420	26,020	(1,400)	-5.1%
801 .01 Interdepartmental-Human Resources	8,167	11,802	11,802	11,802	10,590	(1,212)	-10.3%
802 .00 Interdepartmental-Finance	37,198	44,250	45,495	45,495	41,420	(2,830)	-6.4%
803 .01 Interdepartmental-Info Technology	25,735	43,650	43,650	43,650	37,560	(6,090)	-14.0%
804 .01 Interdepartmental-Engineering	64,517	105,000	105,000	105,000	108,127	3,127	3.0%
825 .01 Interdepartmental-Insurance	100,518	126,280	126,280	126,280	132,550	6,270	5.0%
850 .01 Interdepartmental-Garage	5,526	6,280	6,280	6,280	6,280	-	0.0%
<b>Interdepartmental Charges</b>	<b>264,258</b>	<b>364,682</b>	<b>365,927</b>	<b>365,927</b>	<b>362,547</b>	<b>(2,135)</b>	<b>-0.6%</b>
<b>Debt Service</b>							
931 .01 Debt Service-Principal	200,000	210,000	210,000	210,000	283,630	73,630	35.1%
932 .01 Debt Service-Interest	149,675	139,550	139,550	139,550	168,925	29,375	21.0%
<b>Debt Service</b>	<b>349,675</b>	<b>349,550</b>	<b>349,550</b>	<b>349,550</b>	<b>452,555</b>	<b>103,005</b>	<b>29.5%</b>
<b>Total Expenditures by Type</b>	<b>1,668,013</b>	<b>1,992,006</b>	<b>1,993,251</b>	<b>1,849,002</b>	<b>2,160,724</b>	<b>168,718</b>	<b>8.5%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$367,997** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Harbors Division.

**501.01 Overtime Wages: \$17,500** - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

**502.01 Temporary Wages: \$75,000-** This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Harbors Division.

**505.00 Payroll Taxes: \$35,230** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$85,660** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$141,480** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$17,280** – This account provides expenditures for employer contributions to workers compensation.

**508.00 Other Benefits: \$8,850** – 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: \$4,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, calculators, staplers, comb binding machines and tape dispensers.

**510.02 Operating Supplies: \$5,000** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

**510.03 Safety Program Supplies: \$550** - 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: \$4,000** – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors.

**510.05 Small Tools and Equipment: \$5,500** - 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: \$3,500** - This account provides expenditures for the materials required for maintaining vehicles such as tires.

**515.05 Infrastructure Maintenance Materials: \$60,000** - 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: \$4,000** - This account provides expenditures for postal related services such as postage, express delivery, mailing materials, etc.

**525.03 Heating Fuel: \$8,000** - This account provides expenditures for heating fuel to heat facilities owned or leased by the City and operated by the Harbors Division.

**525.04 Vehicle Motor Fuel and Lubricants: \$7,000** - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the Harbors Division.

**530.02 Periodicals: \$125** - This account provides expenditures for subscriptions to newspapers, magazines and trade journals.

**535.04 Uniforms/Badges/Clothing: \$4,500** - 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: \$4,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

**600.02 Travel-Training: \$2,000** - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

**600.03 Training and Education: \$4,000** – 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: \$3,000** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

**605.02 Marketing: \$1,000** - 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: \$750** – This account provides expenditures for memberships in professional and trade associations.

**620.01 Salvage and Disposal of Impounded Property: \$10,000** - This account provides expenditures for salvaging and/or disposing of junked marine vessels.

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

**630.02 Vehicle Licenses: \$200** – This account provides expenditures for licensing City vehicles for operations on public highways.

**630.03 Bank and Merchant Charges: \$50,000** – 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: \$7,000** - 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: \$3,500** – 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: \$12,000** - This account provides expenditures for maintenance agreements to support licensed software systems.

**635.06 Buildings and Grounds Maintenance Services: \$6,500** - 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: \$5,000** - 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: \$10,000** - 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.

**635.12 Technical Services: \$6,000** - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are: database management, video monitoring, website maintenance and pest control.

**640.04 Professional Services: \$2,500** - This account provides expenditures for management and consulting services. Included are labor negotiators, lobbyist, project management, rate studies, compensation plan studies, environmental studies, management studies and other management and consulting engagement requiring persons or firms with specialized skills and knowledge.

**645.02 Rent & Leases-Machinery & Equipment: \$500** - This account provides expenditures for the rent and lease of machinery and equipment.

**650.01 Telecommunications: \$65,500** - 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: \$275,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

**790.15 Furniture and Fixtures: \$1,500** - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

**790.20 Vehicles & Moving Equipment: \$4,000** - 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: \$7,000** - 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: \$1,500** - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

**800.00 Interdepartmental Charges – Administrative: \$26,020** - 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: \$10,590** - This account provides expenditures for human resource services provided by the Human Resources Division.

**802.00 Interdepartmental Charges - Finance: \$41,420** - 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: \$37,560** - This account provides expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental Charges – Engineering: \$108,127** - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

**825.01 Interdepartmental Charges – Insurance: \$132,550** - 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: \$283,630** - This account provides expenditures for principal on general obligation bonds issued to finance harbor capital improvements.

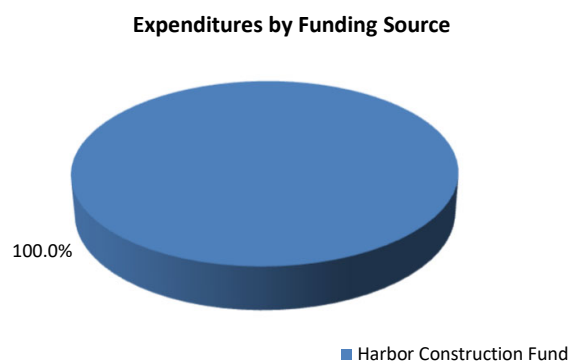
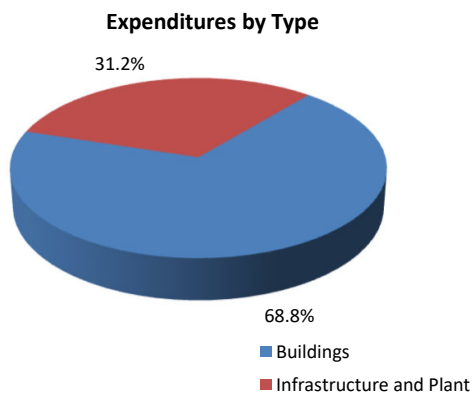
**932.01 Debt Service-Interest: \$168,925** - This account provides expenditures for interest on general obligation bonds issued to finance harbor capital improvements.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Harbors**

**Capital Budget**

Major Capital Outlay	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	-	37,000	37,000	20,935	781,040	744,040	2010.9%
730.00 Infrastructure and Plant	1,263	293,667	487,700	331,410	355,000	61,333	20.9%
<b>Total Major Capital Outlay</b>	<b>1,263</b>	<b>330,667</b>	<b>524,700</b>	<b>352,345</b>	<b>1,136,040</b>	<b>805,373</b>	<b>243.6%</b>

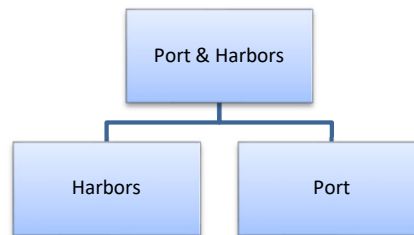
Capital Improvement Projects		Funding Sources				
		Harbor Fund	Harbor Construction Fund	Grants/Contributions	Advances/Bonds	Total
Project #	Project					
705.00 Buildings						
	Harbormaster Office Doors	-	15,000	-	-	15,000
	New Maintenance Shop	-	16,040	-	750,000	766,040
	Total Buildings	-	31,040	-	750,000	781,040
730.00 Infrastructure and Plant						
	Bar Harbor North Maintenance Dredging	-	60,000	-	-	60,000
	Bar Harbor North Concrete Rehabilitation Phase 2	-	15,000	-	-	15,000
	Bar Harbor South Floatation	-	25,000	-	-	25,000
	Piling Replacement	-	75,000	-	-	75,000
	Security Cameras	-	15,000	-	-	15,000
	Pump Out Stations	-	30,000	-	-	30,000
	Electrical Upgrade at Casey Moran Harbor	-	50,000	-	-	50,000
	Cathodic Protection	-	25,000	-	-	25,000
	Bar Harbor South Ramp 2 Trestle Repair Phase 2	-	60,000	-	-	60,000
	Total Infrastructure and Plant	-	355,000	-	-	355,000
Total Capital Budget		-	386,040	-	750,000	1,136,040



**CITY OF KETCHIKAN**  
**2025 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	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	8,143,775	9,287,946	9,285,411	8,732,723	10,086,786	798,840	8.6%
Capital Improvement Program	251,188	3,887,987	3,988,537	996,005	14,035,540	10,147,553	261.0%
<b>Total</b>	<b>8,394,963</b>	<b>13,175,933</b>	<b>13,273,948</b>	<b>9,728,728</b>	<b>24,122,326</b>	<b>10,946,393</b>	<b>83.1%</b>

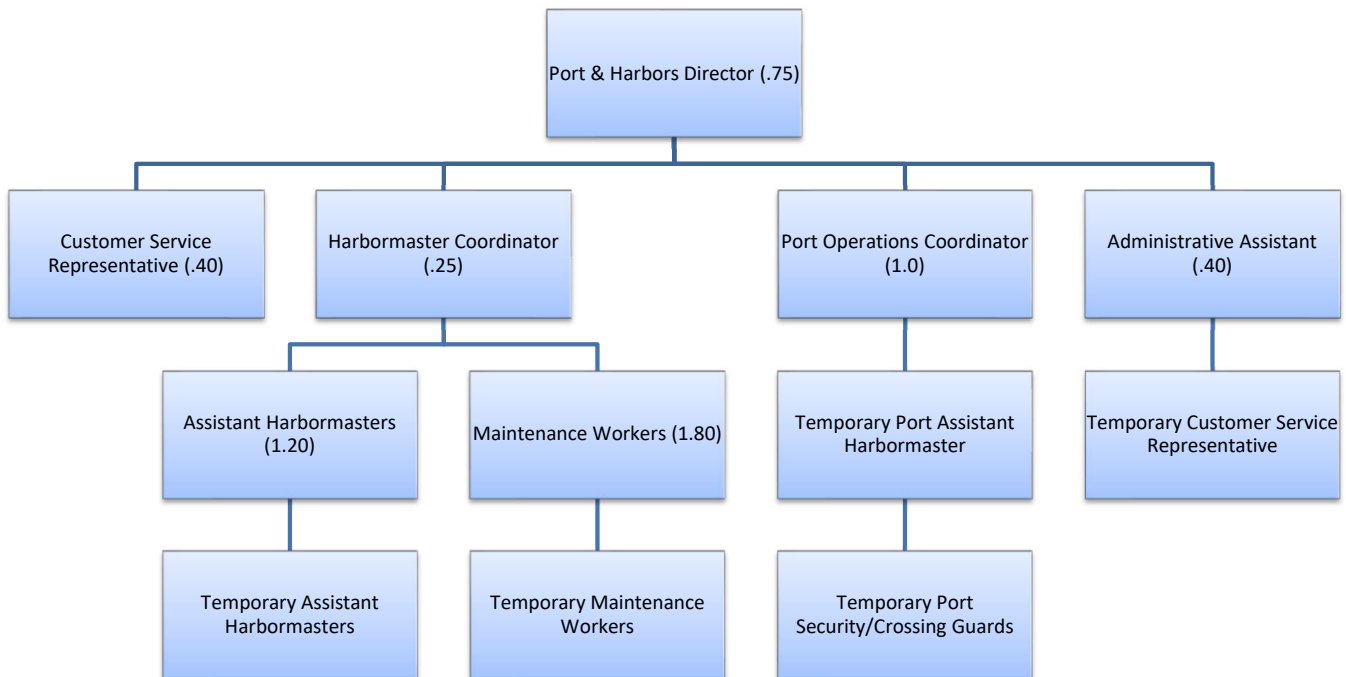
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,379,890	1,636,863	1,631,313	1,432,212	1,873,036	236,173	14.4%
Supplies	128,662	136,200	137,700	124,110	164,200	28,000	20.6%
Contract/Purchased Services	2,839,095	3,507,193	3,505,088	3,164,096	3,641,475	134,282	3.8%
Minor Capital Outlay	10,108	12,200	12,805	13,810	14,500	2,300	18.9%
Interdepartmental Charges	547,005	717,030	720,045	720,045	1,097,155	380,125	53.0%
Debt Service	2,228,993	2,235,260	2,235,260	2,235,250	2,233,000	(2,260)	-0.1%
Other Costs	1,010,022	1,043,200	1,043,200	1,043,200	1,063,420	20,220	1.9%
Major Capital Outlay	251,188	3,887,987	3,988,537	996,005	14,035,540	10,147,553	261.0%
<b>Total</b>	<b>8,394,963</b>	<b>13,175,933</b>	<b>13,273,948</b>	<b>9,728,728</b>	<b>24,122,326</b>	<b>10,946,393</b>	<b>83.1%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	8,378,451	10,346,259	10,444,274	9,458,057	24,122,326	13,776,067	133.2%
Port Repair and Replacement Fund	16,512	323,487	323,487	220,671	-	(323,487)	-100.0%
Grants	-	2,506,187	2,506,187	50,000	-	(2,506,187)	-100.0%
<b>Total</b>	<b>8,394,963</b>	<b>13,175,933</b>	<b>13,273,948</b>	<b>9,728,728</b>	<b>24,122,326</b>	<b>10,946,393</b>	<b>83.1%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	5.80	5.80	6.80	537,256	1.00	17.2%
<b>Total</b>	<b>4.80</b>	<b>5.80</b>	<b>5.80</b>	<b>6.80</b>	<b>537,256</b>	<b>1.00</b>	<b>17.2%</b>

**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 2025**

- 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.
- Explore expansion options for Berth I.
- Install cameras along the Promenade and Berth 4.
- Design and implement a retention plan for temporary employees.
- Develop a plan for repairs to Harbor View Park.
- 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.
- Move forward with long term maintenance plan for the Port and Promenade.



**ACCOMPLISHMENTS FOR 2024**

- Successful submission of \$22M Port Infrastructure grant.
- Procured Yokohama fenders for Berth 4.
- Berth 1 Guard Shack/storage plans in place and ready for early 2025 construction to be up and running for the 2025 cruise ship season.
- Completed design on repairs to the Promenade to stabilize it and to repair the north end abutment.
- Completed bathymetric survey of the entire Port and Promenade.
- Installed cameras from Berth 1 to the Pavilion.
- Worked with the USCG to implement new USCG security measures, as adopted in the updated Facility Security Plan.
- Worked with United States Coast Guard to update Facility Security Plan.
- Successfully staffed and operated the Port with a 50% rehire rate for 2024 season.
- Completed voluntary United States Coast Guard coordinated port facility security inspection.
- Successfully installed corrosion protection at Berth 4 using departmental staff.
- Another successful Planting on the Port program with local elementary schools.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Port**

**Operations Division 4000-110**

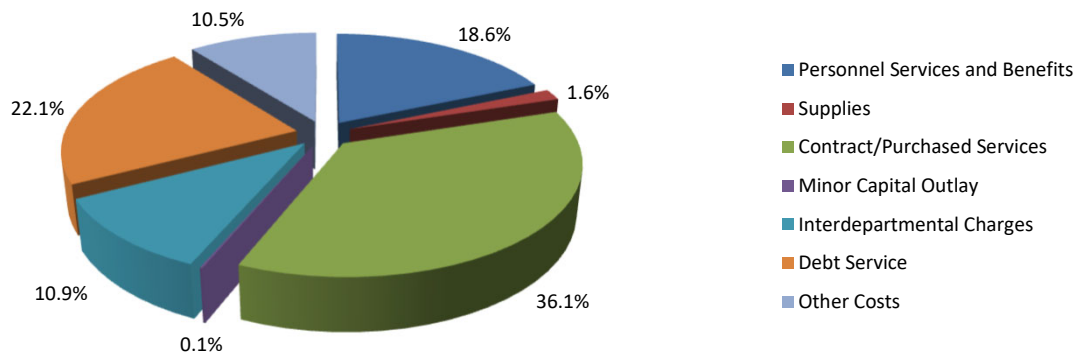
**DIVISION SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,379,890	1,636,863	1,631,313	1,432,212	1,873,036	236,173	14.4%
Supplies	128,662	136,200	137,700	124,110	164,200	28,000	20.6%
Contract/Purchased Services	2,839,095	3,507,193	3,505,088	3,164,096	3,641,475	134,282	3.8%
Minor Capital Outlay	10,108	12,200	12,805	13,810	14,500	2,300	18.9%
Interdepartmental Charges	547,005	717,030	720,045	720,045	1,097,155	380,125	53.0%
Debt Service	2,228,993	2,235,260	2,235,260	2,235,250	2,233,000	(2,260)	-0.1%
Other Costs	1,010,022	1,043,200	1,043,200	1,043,200	1,063,420	20,220	1.9%
<b>Total Expenditures</b>	<b>8,143,775</b>	<b>9,287,946</b>	<b>9,285,411</b>	<b>8,732,723</b>	<b>10,086,786</b>	<b>798,840</b>	<b>8.6%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Fund	8,143,775	9,287,946	9,285,411	8,732,723	10,086,786	798,840	8.6%
<b>Total Funding</b>	<b>8,143,775</b>	<b>9,287,946</b>	<b>9,285,411</b>	<b>8,732,723</b>	<b>10,086,786</b>	<b>798,840</b>	<b>8.6%</b>

Full-time Equivalent Personnel	2023	2024 Budget		2025		2024 Adopted/2025	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	110,467	-	0.0%
Harbormaster Coordinator	0.25	0.25	0.25	0.25	22,338	-	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	88,633	-	0.0%
Assistant Port Operations Coordinator	-	-	-	1.00	68,094	1.00	NA
Assistant Harbormasters	1.20	1.20	1.20	1.20	73,946	-	0.0%
Maintenance Worker	0.80	1.80	1.80	1.40	95,438	(0.40)	-22.2%
Maintenance Worker II	-	-	-	0.40	26,578	0.40	NA
Administrative Assistant	0.40	0.40	-	-	-	(0.40)	-100.0%
Office Manager	-	-	0.40	0.40	31,231	0.40	NA
Customer Service Rep I	0.40	0.40	0.40	0.40	20,531	-	0.0%
<b>Total</b>	<b>4.80</b>	<b>5.80</b>	<b>5.80</b>	<b>6.80</b>	<b>537,256</b>	<b>1.00</b>	<b>17.2%</b>

**2025 Expenditures by Type**



**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$236,173, or by 14.4%, 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, 2025; and projected increases in pension and health insurance costs. It also includes the addition of an Assistant Port Operations Coordinator to assist with duties related to the increase of activity on the port.
- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$15,000, or by 50.0%, due to the rising cost of materials required to support infrastructure maintenance at the Port of Ketchikan.
- Janitorial and Cleaning Services (Account No. 635.02) increased by \$5,000, or by 20.0%, due to the projected need for services to support janitorial and cleaning services at the Port of Ketchikan.
- Marketing Services (Account No. 635.13) decreased by \$145,083 or 100% because all marketing support was removed from funding and the City now only funds visitor services functions which is now reflected in Other Contractual Services.
- Other Contractual Services (Account No. 635.14) increased by \$152,337 or 100% to reflect the removal of marketing services by the City and support of only visitor services under the Ketchikan Visitors Bureau contract.
- Legal and Accounting Services (Account No. 640.01) decreased by \$32,000, or by 42.7%, due to the projected decreased need for services.
- Engineering & Architectural Services (Account No. 640.02) increased by \$36,000, or by 900%, due to the projected need for services.
- Management and Consulting Services (Account No. 640.04) increased by \$13,000, due to the projected need for management and consulting services.
- Telecommunications (Account No. 650.01) increased by \$43,000, or by 86.9%, due to the installation of additional security cameras and cost of fees associated with maintaining the 'live' feed.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$101,240, or by 41.5%, due the projected cost of Port of Ketchikan utilization in 2025.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Port**

**Operations Division 4000-110**

**DIVISION OPERATING BUDGET DETAIL**

Operating Expenditures		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Personnel Services and Benefits</b>								
500 .01	Regular Salaries and Wages	333,349	450,447	400,147	330,000	537,256	86,809	19.3%
500 .05	Longevity Pay	1,275	1,425	1,425	1,350	-	(1,425)	new
501 .01	Overtime Wages	65,623	83,000	165,000	165,000	165,000	82,000	98.8%
502 .01	Temporary Wages	647,501	630,000	595,000	595,000	595,000	(35,000)	-5.6%
505 .00	Payroll Taxes	79,646	89,305	89,305	82,780	99,240	9,935	11.1%
506 .00	Pension	81,484	119,190	118,490	75,500	156,970	37,780	31.7%
507 .00	Health and Life Insurance	101,830	195,389	193,839	128,570	249,330	53,941	27.6%
507 .30	Workers Compensation	56,404	56,455	56,455	42,360	55,480	(975)	-1.7%
508 .00	Other Benefits	12,778	11,652	11,652	11,652	14,760	3,108	26.7%
<b>Personnel Services and Benefits</b>		<b>1,379,890</b>	<b>1,636,863</b>	<b>1,631,313</b>	<b>1,432,212</b>	<b>1,873,036</b>	<b>236,173</b>	<b>14.4%</b>
<b>Supplies</b>								
510 .01	Office Supplies	3,015	2,500	3,000	3,000	3,000	500	20.0%
510 .02	Operating Supplies	10,895	7,500	14,000	13,500	10,000	2,500	33.3%
510 .03	Safety Program Supplies	9,616	10,500	10,500	10,000	10,500	-	0.0%
510 .04	Janitorial Supplies	19,732	22,000	21,500	21,000	25,000	3,000	13.6%
510 .05	Small Tools & Equipment	14,319	10,000	10,000	10,000	10,000	-	0.0%
515 .01	Vehicle Maint Materials	864	2,000	3,500	3,500	3,500	1,500	75.0%
515 .02	Bldg & Grounds Maint Materials	12,899	20,000	12,500	12,500	22,000	2,000	10.0%
515 .04	Machinery & Equip Maint Materials	-	1,000	1,000	500	1,000	-	0.0%
515 .05	Infrastructure Maint Materials	29,004	30,000	30,000	30,000	45,000	15,000	50.0%
520 .02	Postage	2,691	2,000	3,000	3,000	3,500	1,500	75.0%
525 .03	Heating Fuel	4,196	7,500	7,500	4,200	7,500	-	0.0%
525 .04	Vehicle Motor Fuel & Lubricants	8,001	9,000	9,000	8,100	9,000	-	0.0%
530 .02	Periodicals	88	200	200	200	200	-	0.0%
535 .04	Uniforms/Badges/Clothing	13,342	12,000	12,000	12,000	14,000	2,000	16.7%
<b>Supplies</b>		<b>128,662</b>	<b>136,200</b>	<b>137,700</b>	<b>131,500</b>	<b>164,200</b>	<b>28,000</b>	<b>20.6%</b>
<b>Contract/Purchased Services</b>								
600 .01	Travel-Business	769	3,000	3,000	3,000	3,000	-	0.0%
600 .02	Travel-Training	-	1,500	1,500	1,500	1,500	-	0.0%
600 .03	Training and Education	6,021	7,000	7,000	7,500	7,500	500	7.1%
605 .01	Ads & Public Announcements	2,894	3,000	5,500	5,500	5,000	2,000	66.7%
615 .02	Assn. Membership Dues & Fees	132	350	350	350	400	50	14.3%
620 .02	Towing of Impounded Property	-	500	500	500	500	-	0.0%
630 .02	Vehicle Licenses	61	100	100	100	100	-	0.0%
630 .03	Bank and Merchant Charges	-	400	400	400	400	-	0.0%
635 .02	Janitorial and Cleaning Services	26,981	25,000	27,456	27,456	30,000	5,000	20.0%
635 .03	Vehicle Maintenance Services	-	3,000	3,000	1,000	3,000	-	0.0%
635 .04	Software Maintenance Services	1,273	2,000	2,000	2,000	2,000	-	0.0%
635 .06	Bldg. & Grounds Maint Services	20,886	40,000	26,402	26,402	40,000	-	0.0%
635 .07	Machinery & Equip Maint Services	4,251	24,000	22,500	5,625	24,000	-	0.0%
635 .08	Infrastructure Maint Services	13,580	24,000	20,137	20,137	28,000	4,000	16.7%
635 .12	Technical Services	1,881	5,000	5,000	2,000	5,000	-	0.0%
635 .13	Marketing Services	137,221	145,083	145,083	145,083	-	(145,083)	-100.0%
635 .14	Other Contractual Services	-	-	-	-	104,550	104,550	NA
640 .01	Legal and Accounting Services	-	75,000	41,200	41,200	43,000	(32,000)	-42.7%
640 .02	Engineering & Architectural Services	192	4,000	37,800	37,800	40,000	36,000	900.0%

**CITY OF KETCHIKAN**  
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**Port**

**Operations Division 4000-110**

Operating Expenditures	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
640 .04 Management and Consulting	-	-	11,900	11,900	13,000	13,000	NA
645 .01 Rents & Leases-Land & Buildings	-	-	-	-	-	-	NA
645 .02 Rents & Leases-Machinery & Equip	-	1,000	1,000	500	1,000	-	0.0%
645 .04 Rents & Leases-Infrastructure	2,314,633	2,850,000	2,850,000	2,823,000	2,850,000	-	0.0%
650 .01 Telecommunications	25,205	49,500	49,500	35,100	92,500	43,000	86.9%
650 .02 Electric, Water, Sewer & Solid Waste	281,092	243,760	243,760	303,760	345,000	101,240	41.5%
<b>Contract/Purchased Services</b>	<b>2,839,095</b>	<b>3,507,193</b>	<b>3,505,088</b>	<b>3,501,813</b>	<b>3,641,475</b>	<b>132,257</b>	<b>3.8%</b>
<b>Minor Capital Outlay</b>							
790 .15 Furniture and Fixtures	694	1,000	1,605	1,605	3,000	2,000	200.0%
790 .25 Machinery and Equipment	2,677	4,000	4,000	2,700	4,000	-	0.0%
790 .26 Computers, Printers & Copiers	5,302	5,700	5,700	5,700	6,000	300	5.3%
790 .35 Software	1,435	1,500	1,500	750	1,500	-	0.0%
<b>Minor Capital Outlay</b>	<b>10,108</b>	<b>12,200</b>	<b>12,805</b>	<b>10,755</b>	<b>14,500</b>	<b>2,300</b>	<b>18.9%</b>
<b>Interdepartmental Charges</b>							
800 .00 Interdepartmental-Administrative	54,860	66,650	66,650	66,650	67,000	350	0.5%
801 .01 Interdepartmental-Human Resources	19,827	28,655	28,655	28,655	100,810	72,155	251.8%
802 .00 Interdepartmental-Finance	90,308	107,420	110,435	110,435	394,330	286,910	267.1%
803 .01 Interdepartmental-Info Technology	62,479	105,975	105,975	105,975	96,680	(9,295)	-8.8%
804 .01 Interdepartmental-Engineering	44,408	70,000	70,000	70,000	74,725	4,725	6.7%
825 .01 Interdepartmental-Insurance	271,138	330,790	330,790	330,790	356,070	25,280	7.6%
850 .01 Interdepartmental-Garage	3,985	7,540	7,540	7,540	7,540	-	0.0%
<b>Interdepartmental Charges</b>	<b>547,005</b>	<b>717,030</b>	<b>720,045</b>	<b>720,045</b>	<b>1,097,155</b>	<b>380,125</b>	<b>53.0%</b>
<b>Debt Service</b>							
931 .01 Debt Service-Principal	1,185,000	1,245,000	1,245,000	1,245,000	1,305,000	60,000	4.8%
932 .01 Debt Service-Interest	1,043,993	990,260	990,260	990,250	928,000	(62,260)	-6.3%
<b>Debt Service</b>	<b>2,228,993</b>	<b>2,235,260</b>	<b>2,235,260</b>	<b>2,235,250</b>	<b>2,233,000</b>	<b>(2,260)</b>	<b>-0.1%</b>
<b>Other Costs</b>							
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	488,971	521,200	521,200	521,200	541,420	20,220	3.9%
<b>Other Costs</b>	<b>1,010,022</b>	<b>1,043,200</b>	<b>1,043,200</b>	<b>1,043,200</b>	<b>1,063,420</b>	<b>20,220</b>	<b>1.9%</b>
<b>Total Expenditures by Type</b>	<b>8,143,775</b>	<b>9,287,946</b>	<b>9,285,411</b>	<b>9,074,775</b>	<b>10,086,786</b>	<b>796,815</b>	<b>8.6%</b>

**NARRATIVE**

**500.01 Regular Salaries and Wages: \$537,256** – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Port Division.

**501.01 Overtime Wages: \$165,000** - 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: \$595,000** - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Port Division.

**505.00 Payroll Taxes: \$99,240** – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

**506.00 Pension: \$156,970** – This account provides expenditures for employer contributions to retirement plans.

**507.00 Health and Life Insurance: \$249,330** – This account provides expenditures for employer contributions to employee health and life insurance plans.

**507.30 Workers Compensation: \$55,480** – This account provide expenditures for employer contributions to workers compensation insurance.

**508.00 Other Benefits: \$14,760** – 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: \$3,000** - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

**510.02 Operating Supplies: \$10,000** - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

**510.03 Safety Program Supplies: \$10,500** – 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: \$25,000** – 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: \$3,500** - This account provides expenditures for the materials required for maintaining vehicles such as tires.

**515.02 Buildings and Grounds Maintenance Materials: \$22,000** – 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: \$45,000** - 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: \$3,500** - 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: \$7,500** - 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: \$3,000** - 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: \$7,500** – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

**605.01 Advertising and Public Announcements: \$5,000** - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

**615.02 Assn. Membership Dues and Fees: \$400** – 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: \$30,000** – 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: \$24,000** – 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: \$28,000** - 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.

**635.14 Marketing Services: \$104,550** – 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. The Ketchikan Visitors Bureau funding request of the City is paid by the Port Enterprise Fund, the Civic Center and the Tourism Management budget.

**640.01 Legal and Accounting Services: \$43,000** – 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: \$40,000** - This account provides expenditures for engineering and architectural services.

**640.04 Management and Consulting Services: \$13,000** - This account provides expenditures for management and consulting services.

**645.02 Rents and Leases - Machinery & Equipment: \$1,000** - This account provides expenditures for the rent and lease of machinery and equipment.

**645.04 Rents and Leases - Infrastructure: \$2,850,000** – This account provides expenditures for the lease of Berth IV. The annual lease payment includes a fixed amount of \$1.8 million plus a variable amount if the number of passengers arriving by cruise ship exceeds 820,000.

**650.01 Telecommunications: \$92,500** - 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: \$345,000** - This account provides expenditures for electric, water, sewer and solid waste utility services.

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

**790.25 Machinery and Equipment: \$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: \$6,000** – 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: \$67,000** 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.



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**801.01 Interdepartmental Charges – Human Resources: \$100,810-** This account provides expenditures for human resource services provided by the Human Resources Division.

**802.00 Interdepartmental Charges - Finance: \$394,330-** 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: \$96,680-** This account provides expenditures for information technology services provided by the Information Technology Department.

**804.01 Interdepartmental Charges – Engineering: \$74,725-** This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

**825.01 Interdepartmental Charges – Insurance: \$356,070 -** 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: \$1,305,000 -** This account provides expenditures for principal on the 2016 Port Revenue Refunding Bonds.

**932.01 Debt Service-Interest: \$928,000 -** 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: \$541,420–** This account provides for payments in lieu of taxes in the amount of \$319,000 assessed against the Port by the City of Ketchikan and \$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.

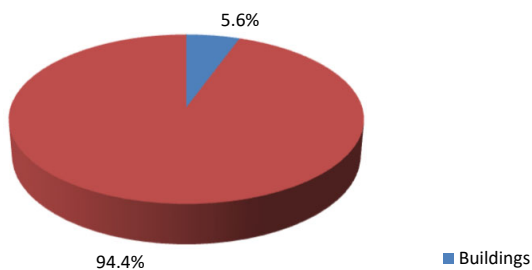
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**Port**

**Capital Budget**

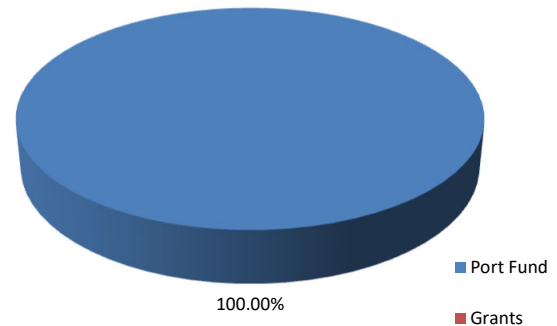
Major Capital Outlay		2023	2024 Budget			2025	2024 Adopted/2025	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00	Buildings	-	152,000	147,884	71,819	781,040	629,040	413.8%
730.00	Infrastructure and Plant	251,188	3,735,987	3,840,653	924,186	13,254,500	9,518,513	254.8%
740-00	Other Capital Assets		-	-	-	-	-	NA
<b>Total Major Capital Outlay</b>		<b>251,188</b>	<b>3,887,987</b>	<b>3,988,537</b>	<b>996,005</b>	<b>14,035,540</b>	<b>10,147,553</b>	<b>261.0%</b>

Capital Improvement Projects		Funding Sources				
Project #	Project	CPV Funds	Port Fund	Grants	Berth IV R & R	Total
<b>705.00 Buildings</b>						
	New Maintenance Shop	-	766,040	-	-	766,040
	Harbormaster Building Office Doors	-	15,000	-	-	15,000
	<b>Total Buildings</b>	-	<b>781,040</b>	-	-	<b>781,040</b>
<b>730.00 Infrastructure and Plant</b>						
	Berth I & II Assessment and Above Corrosion Evaluation	-	8,000,000	-	-	8,000,000
	Berth III Restoration	-	4,656,500	-	-	4,656,500
	Daly Float Rebuild	-	44,000	-	-	44,000
	Security Cameras	-	24,000	-	-	24,000
	Berth I & II Yokohama Replacement	-	280,000	-	-	280,000
	Electrical Upgrade at Casey Moran Harbor	-	50,000	-	-	50,000
	Port Infrastructure Repair	-	200,000	-	-	200,000
	<b>Total Infrastructure and Plant</b>	-	<b>13,254,500</b>	-	-	<b>13,254,500</b>
	<b>Total Capital Budget</b>	-	<b>14,035,540</b>	-	-	<b>14,035,540</b>

**Expenditures by Type**



**Expenditures by Funding Source**



**CITY OF KETCHIKAN****2025 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 \$4.51 per \$100 of compensation to insure its firefighters and \$0.26 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	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	2,162,258	2,653,340	2,653,340	2,608,516	2,838,235	184,895	7.0%
<b>Total</b>	<b>2,162,258</b>	<b>2,653,340</b>	<b>2,653,340</b>	<b>2,608,516</b>	<b>2,838,235</b>	<b>184,895</b>	<b>7.0%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges	2,162,258	2,653,340	2,653,340	2,608,516	2,838,235	184,895	7.0%
<b>Total</b>	<b>2,162,258</b>	<b>2,653,340</b>	<b>2,653,340</b>	<b>2,608,516</b>	<b>2,838,235</b>	<b>184,895</b>	<b>7.0%</b>

<b>OPERATING BUDGET CHANGES FOR 2025</b>
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Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Liability Insurance Premiums (Account No. 625.03) increased by \$86,770, or by 13.4%. 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 \$11,395, or by 7.8%. Wharfage and Marine liability insurance premiums have been increasing due to claims experience in the global international market.

**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Risk Management**

OPERATING BUDGET DETAIL							
Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Contract/Purchased Services</b>							
625 .01 Property Insurance Premiums	693,372	865,450	865,450	865,450	906,500	41,050	4.7%
625 .02 Comm. Auto Insurance Premiums	74,721	78,460	81,411	81,411	84,045	5,585	7.1%
625 .03 Liability Insurance Premiums	523,320	646,780	640,739	626,825	733,550	86,770	13.4%
625 .04 Workers Compensation Premiums	572,216	591,460	591,460	560,550	618,555	27,095	4.6%
625 .05 Wharfage and Marine Premiums	134,567	146,190	149,280	149,280	157,585	11,395	7.8%
625 .50 Self-Insured Claims-Property	-	25,000	25,000	25,000	28,000	3,000	12.0%
625 .51 Self-Insured Claims-Auto	27,533	22,000	22,000	22,000	25,000	3,000	13.6%
625 .52 Self-Insured Claims-Liability	36,529	178,000	178,000	178,000	185,000	7,000	3.9%
640 .04 Management & Consulting Services	100,000	100,000	100,000	100,000	100,000	-	0.0%
<b>Contract/Purchased Services</b>	<b>2,162,258</b>	<b>2,653,340</b>	<b>2,653,340</b>	<b>2,608,516</b>	<b>2,838,235</b>	<b>184,895</b>	<b>7.0%</b>

**NARRATIVE**

**625.01 Property Insurance Premiums: \$906,500**– 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: \$84,045** – This account provides expenditures for premiums paid for auto insurance for the City’s fleet.

**625.03 Liability Insurance Premiums: \$733,550** - 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: \$618,555** - This account provides expenditures for premiums paid for workers compensation insurance for all City employees.

**625.05 Wharfage and Marine Premiums: \$157,585**– This account provides expenditures for premiums paid for wharfingers and marine insurance.

**625.50 Self-Insured Claims – Property: \$28,000** - This account provides expenditures for property claims not covered by insurance. Included are deductibles and self–insured claims.

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

**625.52 Self-Insured Claims – Liability: \$185,000** - 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****2025 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	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Service	3,622,402	4,049,075	4,049,075	4,048,981	4,050,264	1,189	0.0%
<b>Total Expenditures</b>	<b>3,622,402</b>	<b>4,049,075</b>	<b>4,049,075</b>	<b>4,048,981</b>	<b>4,050,264</b>	<b>1,189</b>	<b>0.0%</b>

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Property Taxes	798,964	802,135	802,135	802,135	803,541	1,406	0.2%
Hospital Sales Tax	2,532,075	2,529,575	2,529,575	2,529,575	2,529,450	(125)	0.0%
Public Works Sales Tax	291,363	717,365	717,365	717,271	717,273	(92)	0.0%
<b>Total Funding</b>	<b>3,622,402</b>	<b>4,049,075</b>	<b>4,049,075</b>	<b>4,048,981</b>	<b>4,050,264</b>	<b>1,189</b>	<b>0.0%</b>

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

In 2024, overall Debt Service increase did not exceed 5% or \$5,000

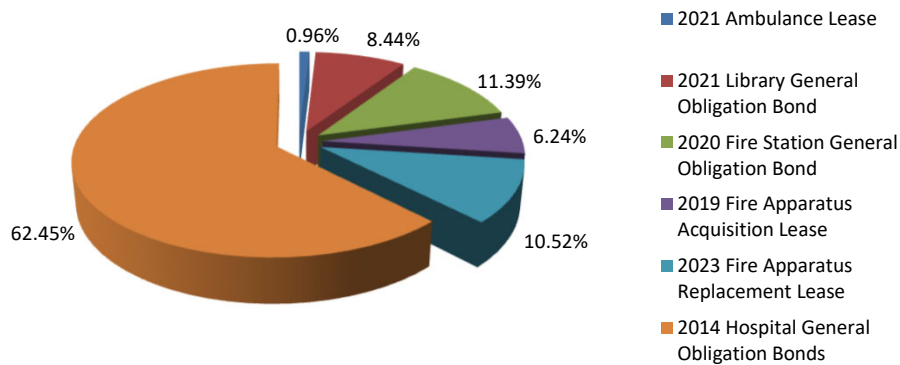
**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Debt Service**

**OPERATING BUDGET DETAIL**

Operating Expenditures	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Debt Service</b>							
931 .01 Debt Service-Principal	1,900,706	2,284,106	2,284,106	2,284,021	2,380,041	95,935	4.2%
932 .01 Debt Service-Interest	1,721,696	1,764,969	1,764,969	1,764,960	1,670,223	(94,746)	-5.4%
<b>Debt Service</b>	<b>3,622,402</b>	<b>4,049,075</b>	<b>4,049,075</b>	<b>4,048,981</b>	<b>4,050,264</b>	<b>1,189</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>3,622,402</b>	<b>4,049,075</b>	<b>4,049,075</b>	<b>4,048,981</b>	<b>4,050,264</b>	<b>1,189</b>	<b>0.0%</b>

Operating Expenditures	2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025	
		Adopted	Amended	Estimate		Incr(Decr)	%
<b>Debt Instrument</b>							
2020 Fire Station General Obligation Bond	458,500	463,000	463,000	463,000	461,500	(1,500)	-0.3%
2021 Library General Obligation Bond	340,464	339,135	339,135	339,135	342,041	2,906	0.9%
2014 Hospital General Obligation Bond	2,532,075	2,529,575	2,529,575	2,529,575	2,529,450	(125)	0.0%
2019 Fire Apparatus Acquisition Lease	252,665	252,666	252,666	252,665	252,666	-	0.0%
2021 Ambulance Lease	38,698	38,699	38,699	38,699	38,699	-	0.0%
2023 Fire Apparatus Replacement Lease	-	426,000	426,000	425,907	425,908	(92)	0.0%
<b>Total Debt</b>	<b>3,622,402</b>	<b>4,049,075</b>	<b>4,049,075</b>	<b>4,048,981</b>	<b>4,050,264</b>	<b>1,189</b>	<b>0.0%</b>

**2025 Expenditures by Bond Issue**



**NARRATIVE**

**931.01 Debt Service-Principal: \$2,380,041** – This account provides expenditures for principal payments required for tax-supported general obligation bonds.

**932.01 Debt Service-Interest: \$1,670,223** – This account provides expenditures for interest payments required for tax-supported general obligation bonds.

**CITY OF KETCHIKAN**  
**2025 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:

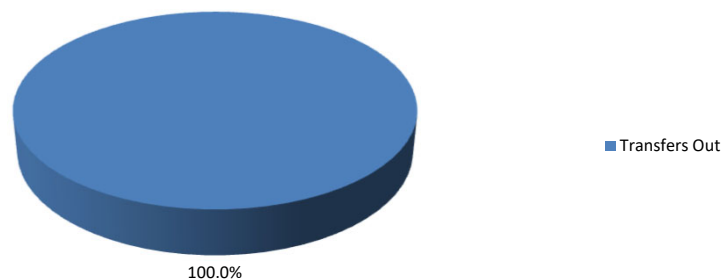
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

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. One advance is programmed in 2025 from the Port Fund to the Harbor Construction Fund for the Maintenance Building CIP.

**TRANSFERS AND ADVANCES SUMMARY**

Expenditures by Category	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out	8,147,087	10,459,407	10,557,407	9,297,396	15,737,664	5,278,257	50.5%
Advances to Other Funds	-	-	-	-	750,000	750,000	NA
<b>Total Expenditures</b>	<b>8,147,087</b>	<b>10,459,407</b>	<b>10,557,407</b>	<b>9,297,396</b>	<b>16,487,664</b>	<b>6,028,257</b>	<b>57.6%</b>

**2025 Expenditures by Type**



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Transfers and Advances**

Funding Source	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	861,834	885,015	906,940	906,896	915,311	30,296	3.4%
Hospital Sales Taxes	2,993,987	3,263,025	3,274,255	3,059,452	3,258,630	(4,395)	-0.1%
Public Works Sales Taxes	2,354,233	2,881,035	2,897,880	2,897,753	2,931,223	50,188	1.7%
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	656,954	858,333	858,333	821,326	1,135,026	276,693	32.2%
Marijuana Sales Tax Fund	140,303	-	-	-	-	-	NA
CPV Special Revenue Fund	385,700	1,134,730	1,134,730	586,230	6,592,096	5,457,366	480.9%
Fire Department SEMT Fund	742,702	1,425,895	1,473,895	1,014,365	894,004	(531,891)	-37.3%
Port Fund	-	-	-	-	750,000	750,000	NA
<b>Total Funding</b>	<b>8,147,087</b>	<b>10,459,407</b>	<b>10,557,407</b>	<b>9,297,396</b>	<b>16,487,664</b>	<b>6,028,257</b>	<b>57.6%</b>

**OPERATING BUDGET CHANGES FOR 2025**

Changes between the adopted operating budget for 2024 and the proposed operating budget for 2025 that are greater than 5% and \$5,000 are discussed below.

- Transfers Out from the Transient Tax Fund increased by \$276,693, or by 32.2%, due to an increase civic center capital projects proposed in the 2025 capital improvement plan.
- Transfers Out from the CPV Fund increased by \$5,457,366, or by 480.9%, due to an increase tourism capital projects proposed in the 2025 capital improvement plan.
- Advances from Port Fund increased by \$750,000, or by 100%, due to an interfund loan to the Harbor Division to construct a maintenance facility.

**OPERATING BUDGET DETAIL**

Operating Expenditures	2023	2024 Budget			2025	2024 Adopted/2025	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
<b>Transfers Out</b>							
910. 101 Transfers Out from General Fund	861,834	885,015	906,940	906,896	915,311	30,296	3.4%
910. 110 Transfers Out from Hospital Sales Tax Fund	2,993,987	3,263,025	3,274,255	3,059,452	3,258,630	(4,395)	-0.1%
910. 111 Transfers Out from Public Works Sales Tax Fund	2,354,233	2,881,035	2,897,880	2,897,753	2,931,223	50,188	1.7%
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	656,954	858,333	858,333	821,326	1,135,026	276,693	32.2%
910. 211 Transfers Out from Marijuana Sales Tax Fund	140,303	-	-	-	-	-	NA
910. 250 Transfers Out from Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
910. 260 Transfers Out from CPV Special Revenue Fund	385,700	1,134,730	1,134,730	586,230	6,592,096	5,457,366	480.9%
910. 285 Transfers Out from Fire Department SEMT Fund	742,702	1,425,895	1,473,895	1,014,365	894,004	(531,891)	-37.3%
<b>Total Transfers Out</b>	<b>8,147,087</b>	<b>10,459,407</b>	<b>10,557,407</b>	<b>9,297,396</b>	<b>15,737,664</b>	<b>5,278,257</b>	<b>50.5%</b>
<b>Advances to Other Funds</b>							
913. 510 Advances Out from Port Fund	-	-	-	-	750,000	-	NA
<b>Total Advances to Other Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750,000</b>	<b>-</b>	<b>NA</b>
<b>Total Expenditures</b>	<b>8,147,087</b>	<b>10,459,407</b>	<b>10,557,407</b>	<b>9,297,396</b>	<b>16,487,664</b>	<b>6,028,257</b>	<b>57.6%</b>



**CITY OF KETCHIKAN**  
**2025 Operating and Capital Budget**  
**Transfers and Advances**

Operating Expenditures		2023 Actual	2024 Budget			2025 Budget	2024 Adopted/2025 Incr(Decr) %	
			Adopted	Amended	Estimate			
<b>Transfers Out and Advances - Detail</b>								
<b>910.101 Transfers Out From General Fund To:</b>								
<b>Fund</b>	<b>Purpose</b>							
GO Bond Debt Service Fund	2020 Fire Station GO Bonds	458,500	463,000	463,000	463,000	461,500	(1,500)	-0.3%
GO Bond Debt Service Fund	2012 Library GO Bonds	340,464	339,135	339,135	339,135	342,041	2,906	0.9%
Community Grant Fund	Community Grant Program	62,870	82,880	82,880	82,880	111,770	28,890	34.9%
Marijuana Sales Tax Fund	Reunification Program	-	-	21,925	21,881	-		
<b>Transfers Out from General Fund</b>		<b>861,834</b>	<b>885,015</b>	<b>906,940</b>	<b>906,896</b>	<b>915,311</b>	<b>30,296</b>	<b>3.4%</b>
<b>910.110 Transfers Out From Hospital Sales Tax Fund To:</b>								
General Fund	General Fund Support	420,000	441,000	441,000	441,000	441,000	-	0.0%
General Fund	Mobile Integrated Health Program	-	250,000	250,000	35,219	117,000	(133,000)	-53.2%
Community Grant Fund	Community Grant Program	41,912	42,450	42,450	42,450	171,180	128,730	303.3%
Marijuana Sales Tax Fund	Reunification Program	-	-	11,230	11,208	-		
GO Bond Debt Service	2014 Hospital GO Bonds	2,532,075	2,529,575	2,529,575	2,529,575	2,529,450	(125)	0.0%
<b>Transfers Out from Hospital Sales Tax Fund</b>		<b>2,993,987</b>	<b>3,263,025</b>	<b>3,274,255</b>	<b>3,059,452</b>	<b>3,258,630</b>	<b>(4,395)</b>	<b>-0.1%</b>
<b>910.111 Transfers Out From Public Works Sales Tax Fund To:</b>								
General Fund	Public Works Department	2,000,000	2,100,000	2,100,000	2,100,000	2,100,000	-	0.0%
Community Grant Fund	Community Grant Program	62,869	63,670	63,670	63,670	113,950	50,280	79.0%
Marijuana Sales Tax Fund	Reunification Program	-	-	16,845	16,811	-	-	NA
GO Debt Service	2018 Fire Apparatus Lease	252,666	252,666	252,666	252,666	252,666	-	0.0%
GO Debt Service	2021 Ambulance lease	38,698	38,699	38,699	38,699	38,699	-	0.0%
GO Debt Service	2023 Fire Apparatus Lease	-	426,000	426,000	425,907	425,908	(92)	0.0%
<b>Transfers Out from Public Works Sales Tax Fund</b>		<b>2,354,233</b>	<b>2,881,035</b>	<b>2,897,880</b>	<b>2,897,753</b>	<b>2,931,223</b>	<b>50,188</b>	<b>1.7%</b>
<b>910.112 Transfers Out From Shoreline Fund To:</b>								
General Fund	Shoreline Building Lease	6,374	6,374	6,374	6,374	6,374	-	0.0%
<b>Transfers Out from Shoreline Fund</b>		<b>6,374</b>	<b>6,374</b>	<b>6,374</b>	<b>6,374</b>	<b>6,374</b>	<b>-</b>	<b>0.0%</b>
<b>910.210 Transfers Out From Transient Tax Fund To:</b>								
General Fund	Support Civic Center Operations	458,890	563,500	563,500	535,493	711,026	147,526	26.2%
Major Capital Improvements Fund	Civic Center Improvements	198,064	294,833	294,833	285,833	424,000	129,167	43.8%
<b>Transfers Out from Transient Tax Fund</b>		<b>656,954</b>	<b>858,333</b>	<b>858,333</b>	<b>821,326</b>	<b>1,135,026</b>	<b>276,693</b>	<b>32.2%</b>
<b>910.211 Transfers Out From Marijuana Sales Tax Fund To:</b>								
General Fund	Support Police Operations	140,303	-	-	-	-	-	NA
<b>Transfers Out from Marijuana Sales Tax Fund</b>		<b>140,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>NA</b>
<b>910.250 Transfers Out From Bayview Cemetery O &amp; M Fund To:</b>								
General Fund	Cemetery Operations	5,000	5,000	5,000	5,000	5,000	-	0.0%
<b>Transfers Out from Bayview Cemetery O &amp; M Fund</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>0.0%</b>
<b>910.260 Transfers Out From CPV Special Revenue Fund To:</b>								
General Fund	Support Fire Operations	367,428	382,222	382,222	382,222	391,583	9,361	2.4%
General Fund	Support Police Operations	42,799	162,508	162,508	162,508	166,513	4,005	2.5%
CPV Capital Improvement Fund	Tourism Improvements	(22,802)	500,000	500,000	1,500	6,034,000	5,534,000	1106.8%
Community Facilities Dev. Fund	Museum Improvements	-	90,000	90,000	40,000	-	(90,000)	-100.0%
Port Enterprise Fund	Port Improvements	(1,725)	-	-	-	-	-	NA
<b>Transfers Out from CPV Fund</b>		<b>385,700</b>	<b>1,134,730</b>	<b>1,134,730</b>	<b>586,230</b>	<b>6,592,096</b>	<b>5,457,366</b>	<b>480.9%</b>
<b>910.285 Transfers Out From Fire Department SEMT Fund To:</b>								
General Fund	Mobile Integrated Health	-	498,145	498,145	71,165	237,004	(261,141)	-52.4%
General Fund	Fire Department Operations	462,702	-	48,000	21,000	207,000	207,000	NA
Major Capital Improvements Fund	Fire Dept Capital Acquisitions	280,000	927,750	927,750	922,200	450,000	(477,750)	-51.5%
<b>Transfers Out from Fire Department SEMT Fund</b>		<b>742,702</b>	<b>1,425,895</b>	<b>1,473,895</b>	<b>1,014,365</b>	<b>894,004</b>	<b>(531,891)</b>	<b>-37.3%</b>
<b>913.320 Advances to Harbor Construction Fund from:</b>								
<b>Fund</b>	<b>Purpose</b>							
Port Enterprise Fund	Loan to Harbor - Maint. Building	-	-	-	-	750,000	750,000	NA
<b>Advances to Harbor</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750,000</b>	<b>750,000</b>	<b>NA</b>
<b>Total Expenditures</b>		<b>8,147,087</b>	<b>10,459,407</b>	<b>10,557,407</b>	<b>9,297,396</b>	<b>16,487,664</b>	<b>6,028,257</b>	<b>57.6%</b>

CITY OF KETCHIKAN  
2025 Operating and Capital Budget  
Transfers and Advances

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NARRATIVE

**910.101 Transfers Out from the General Fund: \$915,311** – 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: \$3,258,630** – This account provides expenditures for transfers from the Hospital Sales Tax Fund to fund debt service, the Community Grant Program, the Mobile Integrated Health Program and \$441,000 of financial support for the General Fund.

**910.111 Transfers Out from the Public Works Sales Tax Fund: \$2,931,223** – This account provides expenditures for transfers from the Public Works Sales Tax Fund for \$2,100,000 of financial support for the General Fund, the Community Grant Program and lease payments for the fire department lease financing 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: \$1,135,026** – 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.

**910.250 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: \$6,592,096** – 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: \$894,004** – 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.

**913.320 Advances From the Port Fund: \$750,000** - This account provides for expenditures for advances from the Port Fund to the Harbor Construction Fund to construct a joint Harbor and Port Maintenance Building.