

CITY OF KETCHIKAN, ALASKA
2022 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET

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CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 21-2828

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KETCHIKAN,
ALASKA ADOPTING THE BUDGET FOR THE YEAR 2022 APPROPRIATING
FROM THE GENERAL GOVERNMENT FUNDS FOR THE FISCAL YEAR 2022;
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 2022, entitled CITY OF KETCHIKAN, ALASKA, 2022 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

Section 2: That the sum of \$26,600,662 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, 2022:

<u>Item of Appropriation</u>	
Mayor and Council	\$ 264,220
City Clerk	376,972
City Attorney	327,913
City Manager	756,553
Finance	2,208,401
Information Technology	1,137,947
Fire	4,285,364
Police	6,148,858
Library	1,368,020
Museum	1,214,192
Civic Center	529,117
Public Health	14,325
Public Works - Engineering	2,146,871
Public Works - Streets	1,802,129
Public Works - Cemetery	88,940
Public Works - Garage	691,301
Public Works - Building Maintenance	576,905
Transfers	858,953
Appropriated Reserves	2,677,408
	<u>\$ 27,474,389</u>

Section 3: That the sum of \$5,422,825 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, 2022:

<u>Item of Appropriation</u>	
Public Health	\$ 217,130
Transfers	2,991,545
Appropriated Reserves	2,214,150
Total	<u>\$ 5,422,825</u>

Section 4: That the sum of \$8,944,479 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, 2022:

Item of Appropriation	
Finance	\$ 20,000
Fire	755,000
Police	486,000
Museum	200,000
Public Works - Engineering	70,000
Public Works - Streets	1,483,428
Public Works - Building Maintenance	130,000
Transfers	2,350,506
Appropriated Reserves	3,449,545
Total	<u>\$ 8,944,479</u>

Section 5: That the sum of \$17,750,343 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, 2022:

Fund	Item of Appropriation		
Transient Sales Tax Fund	Transfers	\$ 424,117	
	Appropriated Reserves	<u>507,829</u>	\$ 931,946
Marijuana Sales Tax Fund	Mayor and Council	131,000	
	Transfers	200,000	
	Appropriated Reserves	<u>151,463</u>	482,463
Solid Waste Services Fund	Public Works - Solid Waste	3,878,259	
	Appropriated Reserves	<u>918,824</u>	4,797,083
Boat Harbor Fund	Port & Harbors	1,733,291	
	Appropriated Reserves	<u>598,375</u>	2,331,666
Cemetery O & M Fund	Transfers	5,000	
	Appropriated Reserves	<u>46,705</u>	51,705
Cemetery Development Fund	Public Works - Cemetery	2,500	
	Appropriated Reserves	<u>35,474</u>	37,974
Cemetery Endowment Fund	Appropriated Reserves	<u>25,483</u>	25,483
Shoreline Fund	Transfers	6,374	
	Appropriated Reserves	<u>87,670</u>	94,044
Community Grant Fund	Mayor and Council	315,780	
	Appropriated Reserves	<u>17,181</u>	332,961
Economic Parking & Development Fund	Tourism & Economic Development	-	
	Appropriated Reserves	<u>316,060</u>	316,060
Commercial Passenger Vessel Excise Tax Fund	Tourism & Economic Development	290,645	
	Transfers	2,261,960	
	Appropriated Reserves	<u>5,106,539</u>	7,659,144
US Marshall Fund	Appropriated Reserves	<u>119,462</u>	119,462
Federal and State Grant Fund	Fire	238,750	
	Police	<u>331,602</u>	570,352
Total			<u>\$ 17,750,343</u>

Section 6: That the sum of \$3,623,114 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, 2022:

<u>Item of Appropriation</u>	
Debt Service	<u>\$ 3,623,114</u>

Section 7: That the sum of \$9,115,810 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, 2022:

<u>Fund</u>	<u>Item of Appropriation</u>		
Harbor Construction Fund	Port & Harbors	\$ 218,746	
	Appropriated Reserves	<u>728,323</u>	\$ 947,069
Major Capital Improvement Fund	Public Works - Streets	2,500,000	
	Appropriated Reserves	<u>73,954</u>	2,573,954
Community Facilities Development Fund	Public Health	6,000	
	Appropriated Reserves	<u>2,633,010</u>	2,639,010
Hospital Construction Fund	Public Health	1,088,248	
	Appropriated Reserves	<u>-</u>	1,088,248
CPV Capital Improvement Fund	Tourism & Economic Development	1,865,000	
	Appropriated Reserves	<u>2,529</u>	1,867,529
Total			<u>\$ 9,115,810</u>

Section 8: That the sum of \$27,253,685 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, 2022:

<u>Fund</u>	<u>Item of Appropriation</u>		
Wastewater Fund	Public Works - Wastewater	\$ 7,658,948	
	Appropriated Reserves	<u>3,624,546</u>	\$ 11,283,494
Ketchikan Port Fund	Port & Harbors	7,856,144	
	Appropriated Reserves	<u>2,701,391</u>	\$ 10,557,535
Port Repair & Replacement Fund	Port & Harbors	117,000	
	Appropriated Reserves	<u>5,824,274</u>	5,941,274
Total			<u>\$ 27,782,303</u>

Section 9: That the sum of \$2,713,042 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, 2022:

<u>Item of Appropriation</u>	
Risk Management	\$ 2,077,710
Appropriated Reserves	<u>635,332</u>
Total	<u>\$ 2,713,042</u>

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

PASSED AND APPROVED this 16th day of December, 2021.

Dave Kiffer, Mayor

ATTEST:

Kim Stanker, City Clerk



November 4, 2021

The Honorable Mayor David Kiffer
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 2022 General Government Operating and Capital Budget (the “2022 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, 2021. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

INTRODUCTION AND EXECUTIVE OVERVIEW

The 2022 Budget represents the City’s plan for how it proposes to accumulate and spend the financial resources necessary to support cost-effective programs and services consistent with the City Council’s stated goal of preserving and enhancing the quality of life currently enjoyed by the citizens of Ketchikan. The development of a financially sound spending plan for the City began by considering the expectations that the citizens of the community have for its local government, the City’s role in the local economy and the state of the economy of the community that the City serves.

The programs and services contained within the proposed spending plan for 2022 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 long-range issues that have manifested themselves over the course of the past year and during the development of the capital improvement program.

The COVID-19 pandemic continues to play a role in the development of the proposed spending plan for 2022. The cancellation of cruise ship sailings in order to limit the spread of COVID-19 has had a significant impact on the local economy and continues to present a variety of fiscal challenges for the community of Ketchikan. Since Ketchikan is an important port of call the 2022 Budget reflects a full resumption of the cruise ship season while also exercising caution for the unknown effects of the COVID-19 pandemic will have going forward.

Key Budget Assumptions

In order to present a complete spending plan for 2022, it was necessary for management to make certain assumptions regarding the operations and finances of General Government. Management recognizes that some of the assumptions, particularly those addressing the COVID-19 pandemic, will require further direction from the City Council and that the direction provided may result in different assumptions, which could materially affect the proposed spending plan. The key assumptions used to compile the spending plan for 2022 are as follows:

- Staffing levels remained the same as 2021 except for some minor staffing changes. Compensation is also expected to remain the same except step increases required by the compensation plan and collective bargaining agreements have been programmed for all eligible employees. No cost of living adjustments have been programmed.
- Most employee benefit costs have not been programmed to increase. There are two key exceptions - health insurance and pensions. Health insurance premiums have been projected to rise by 10%. The increase in the cost for health insurance will be shared equally between the City and its employees. Increases in retirement costs will be limited to rising salaries and wages caused step increases and assumes that the State of Alaska will not raise the current PERS employer contribution rate of 22 percent and IBEW will not raise the employer contribution rates for their pension plans.
- Salaries and wages have been programmed to remain at current levels. Public Safety Employee Association and the International Association of Fire Fighters renewed their collective bargaining agreements in 2021 holding salaries and wages at current levels for an additional year. These contracts will be renegotiated in 2022. City staff is currently negotiating with the City IBEW group.
- An increase of 0.5 mils to the property tax mil rate of 6.6 has been programmed to fund the increase in salaries and wages implemented in 2019 but delayed in 2020 and 2021 due to the pandemic. These salary and wage increases remain unfunded through property tax mil rate adjustments. Property values have been programmed to increase by 1.2%. This projection is based on a rolling 5-year average of increases in the certified assessment roll. Additional increase or decreases in property tax revenues will be driven by the changes in assessed property values.
- The sales tax rate will remain at the current rate of 4%. Collections have been projected to be higher than 2020 and 2021 though not expected to be back to pre-pandemic levels. Currently, sales tax collections are projected to be between 80% and 90% of pre-pandemic collections. The City also expects to collect in excess of \$500,000 in 2022 from online sales.
- A five percent rate increase has been programmed for solid waste services. A Solid waste rate increase is necessary to keep up with price escalators built into the new agreements for the transporting and disposal of the City's solid waste to a regional landfill in Washington State.

- Liability, property and auto insurance premiums have been programmed to increase by 20%, 7.5% and 2.5%, respectively. The City's liability and property insurance policies expire annually on July 1 and, therefore, the renewals overlap the City's calendar fiscal year. The recent increases are due to the addition of a new cyber policy reflecting the increased costs related to cyberattacks, phishing and e-mail fraud in addition to poor claims experience in the property, casualty and liability markets. The rising cost of construction and materials is also having an impact on replacement values. The City has been required to increase its replacement values to ensure that its facilities are adequately insured.
- Workers compensation insurance policies will also expire on July 1, 2022 and overlap the City's calendar fiscal year. Premiums for workers compensation insurance have been projected to increase by an overall 5% on July 1, 2022. Premiums for workers compensation are based on staffing demographics and the rates are set for each employee classification by the National Council on Compensation Insurance. As a result some departments may experience an increase in the cost of workers compensation by more than 5% and others will experience an increase of less than 5%.
- Charges for services provided by the City's General Fund are below budgeted revenues by \$446,000 in 2021 due to the continuation of conditions resulting from the pandemic. Services most impacted were charges for museum, civic center, parking and ambulance services. Social distancing and the minimal resumption of the cruise ship season were the primary causes. For 2022, the City continues to move forward with rebounding from the pandemic with new revenues generated from an agreement between the Ketchikan Gateway Borough and the City for Emergency Dispatch Services that shares the burden of shared services. The City is also expecting to see funds from the Supplemental Emergency Medical Transport Program that was delayed from 2020 due to the pandemic.
- Approximately 1.4 million cruise ship passengers have been projected to visit the Port of Ketchikan and the newly constructed cruise port at Ward Cove in 2022. This represents a 20% increase from the 1,171,620 passengers that visited Ketchikan in 2019. The City is projecting 57% of the 1.4 million passengers based on two assumptions – (1) about 25% of passengers will disembark at Ward Cove and (2) COVID-19 will continue to affect the number of passengers sailing in 2022. We expect this will result in about 800,000 passengers disembarking at the Port of Ketchikan after adjusting for the loss of passengers to Ward Cove. The revenues and expenses of the Port Enterprise Fund have been programmed accordingly.
- Annual debt service is projected to increase due to the financing of an ambulance through a lease to purchase financing plan. The City's annual debt service will increase from \$6.35 million to \$6.71 million in 2022.
- In 2021 staff was directed to bring the requests for 2021 appropriations below the amounts approved in 2020 due to the reduced revenues in 2020 and the significantly reduced cruise ship season in 2021. In 2022 departments were directed to keep operating expenditures the same as 2021 when practical to do so.

Staff recognizes that some of the assumptions may require modification as more information becomes available and further direction is provided by the City Council. In particular, the projections for sales and marijuana tax revenues may need revision pending the results of third quarter sales and marijuana tax and online sales tax collections. This information will not be available until December 2021.

Issues that Impacted or May Impact the Proposed 2022 Budget and Beyond

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

Fiscal Impact of COVID-19 From the perspective of the City's finances, the most devastating aspects of the pandemic were the cancellation of the 2020 cruise ship season and minimal cruise ship season that took place in 2021. Currently, the brunt of the financial impact is being borne by the various Sales Tax Funds, which includes the General Fund, Hospital Sales Tax Fund and Public Works Sales Tax Fund and the Port Enterprise Fund.

The cancellation of the 2020 cruise season and the minimal 2021 cruise ship season has resulted in sales tax revenue losses of almost \$4.3 and \$3.3 million, or about 33% and 25% of the City's total annual sales tax collections, respectively. Tourism sensitive charges for museum, civic center and ambulance services also decreased by \$670,000 in 2020 and \$412,000 in 2021. Sales taxes collected and sales taxes transferred to the General Fund and charges for services finance about 30% of the General Fund's annual expenditures. The General Fund is the City's most important fund and employs 153 employees, or 51% of the City's total workforce including KPU. In 2020 the General Fund was the recipient of CARES Act Funds to help alleviate the revenue losses by supporting the public safety department salaries and wages in the amount of \$3 million. The Federal American Recovery Plan Act (ARPA) funds distributed \$999,846 as Non-Entitlement Unit –ARPA funds in 2021. While this helps minimize the losses it does not cover the realized losses in 2020 and the expected losses for 2021, and the Council will need to address the expected shortfall going forward.

In 2020, the revenues of the Port Enterprise Fund decreased from a projected \$12 million to \$615,000 and the Port was required to draw down its reserves by \$7.3 million in 2020. The 2021 revenues of the Port Enterprise Fund are expected to be \$2.96 million which is significantly more than 2020 but far below what was expected resulting in another \$3.99 million drawdown of reserves in 2021 in order to meet its operational costs of \$3.14 million and annual debt service and lease obligations of \$4.04 million in 2021.

The 2022 Operating and Capital Budget for the General Fund and the Port were based on a full cruise ship season. While the City is seeing the benefits of a minimal cruise ship season in 2021, there is still much uncertainty surrounding the effects of the pandemic on future years. The cruise lines are preparing for a full season but the market for cruising appears to be responding with caution. The 2022 revenue estimates factor in a reduced number of passengers but have not factored in any cruise line cancellations like those cancellations that took place in early 2021. As more information becomes available staff will notify the City Council. In the event that there are significant expected financial implications staff will bring forward a budget update.

Other Issues - State of Alaska Fiscal Challenges The State of Alaska continues to address the fiscal challenges caused by low market prices for its oil and a diminishing supply of oil available for sale. The State continues to look for ways to lower its costs. Some of the measures taken have resulted in the elimination of services or service reductions, cuts in state revenue sharing and grant programs, and the loss of state employment in Ketchikan. The City should continue to carefully monitor future efforts undertaken by the Governor's Office and the State Legislature to develop solutions to solve the state's fiscal challenges. Some of the more important areas of interest to the City and the associated fiscal impacts are as follows:

- Public Employees Retirement System – the current PERS employer contribution rate is 22%. This is a statutory rate. It is not an actuarially determined rate required to fund the PERS. The difference between the actuarially determined rate and the statutory rate is currently funded by the State of Alaska. Any changes to the statutory rate could be costly for local municipalities. A one percent (1%) increase in the PERS employer contribution rate would cost the City about \$120,000
- Community Assistance Program - this program is the old State Revenue Sharing Program. At one point, the City received as much as \$700,000 under this program. In 2021, the City received \$112,311.
- 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. Without adequate operational funding, critical ferry transportation for residents and cargo is reduced or made cost prohibitive for Southeast Alaska communities including Ketchikan, which further strains Ketchikan's economy.
- Ketchikan Pioneer Home – the Pioneer Home provides local employment and a much needed long-term nursing facility for senior citizens who have chosen to make Ketchikan their home. The lack of long-term nursing facilities could result in many long-time residents being required to uproot and move out of Ketchikan.

- ADEC Clean and Drinking Water Loan Programs – this is a low interest loan program administered by the Alaska Department of Environmental Conservation. This program has been used by the City to finance many of its water and wastewater utility infrastructure projects. The programs also 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 cause utility rates to increase.
- Alaska Municipal Bond Bank Authority - this loan program is administered by the Alaska Department of Revenue that permits municipalities to issue debt based on the State’s bond rating, which is usually near the top of the investment grade category. By comparison, the City’s standalone bond rating is at the bottom of the investment grade category. This program has been used by the City to finance many of its building projects such as the library, fire station and hospital; and infrastructure projects for the Port and electric utility. The elimination of this program would increase the cost of repairing and replacing buildings and utility infrastructure, which would then cause taxes and utility rates to increase.

The remainder of this transmittal letter is devoted to a detailed financial overview of the 2022 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.

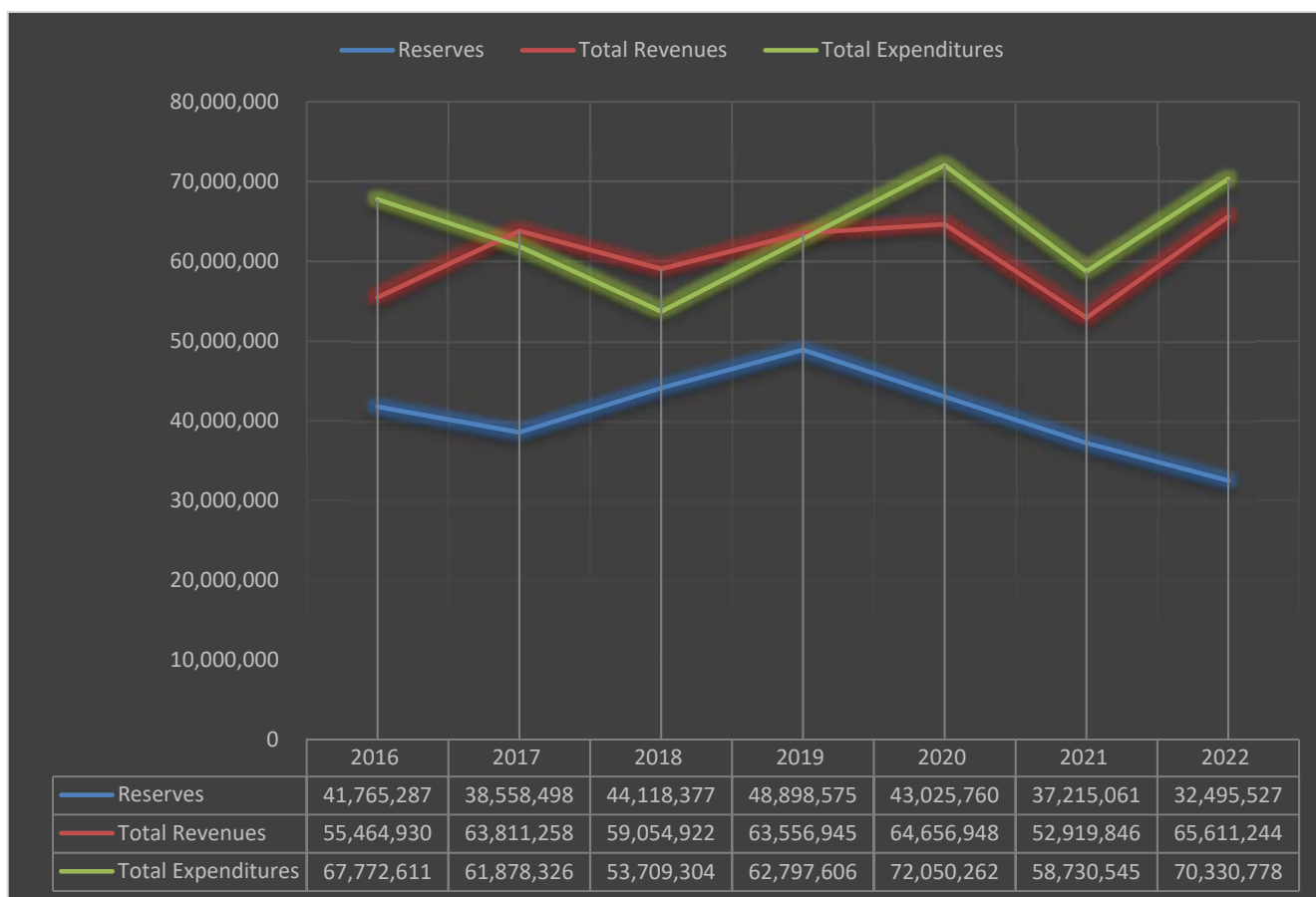
FINANCIAL OVERVIEW OF THE 2022 GENERAL GOVERNMENT ANNUAL OPERATING AND CAPITAL BUDGET

The 2022 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 2022 Budget and compares it with the 2021 Budget and 2020 Actual.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Estimated Beginning Reserves, Jan 1	\$ 50,419,074	\$ 41,635,944	\$ 43,025,760	\$ 37,215,061
Revenues and Transfers:				
Operating Revenues	52,864,621	42,463,429	44,104,695	48,478,912
Non-Operating Revenues	1,961,927	8,307,301	773,870	7,117,065
Total Revenues	54,826,548	50,770,730	44,878,565	55,595,977
Transfers from Other Funds	9,830,400	9,394,926	8,041,281	10,015,267
Total Revenues and Transfers	64,656,948	60,165,656	52,919,846	65,611,244
Total Funds Available	115,076,022	101,801,600	95,945,606	102,826,305
Expenditures and Transfers:				
Operating Expenditures	54,474,720	44,790,002	45,274,613	45,981,784
Capital Expenditures	8,128,928	12,653,251	5,804,964	14,728,539
Total Expenditures	62,603,648	57,443,253	51,079,577	60,710,323
Transfers to Other Funds	9,446,614	9,015,299	7,650,968	9,620,455
Total Expenditures and Transfers	72,050,262	66,458,552	58,730,545	70,330,778
Estimated Ending Reserves, Dec 31	\$ 43,025,760	\$ 35,343,048	\$ 37,215,061	\$ 32,495,527

Total funds available for appropriations in 2022, including beginning reserves of \$37.2 million, is \$102.8 million. The projection for total revenues in 2022 is \$65.6 million, an increase of \$5.5 million from 2021. The amount requested for appropriations in 2022 is \$70.3 million; or \$3.9 million more than 2021. Operating expenditures increased by \$1.2 million, capital expenditures increased by \$2.1 million and transfers to other funds increased by \$605,156. The 2022 Budget will require a \$4.7 million drawdown of total General Government reserves.

The graph below gives a bird's eye view of the total reserves, total revenues and total expenditures 2016-2022. The 2016-2020 data is based on **actual** reserves, revenues and expenditures, 2021 data is based on **estimated** reserves, revenues and expenditures and the 2022 data is based on **budgeted** reserves, revenues and expenditures. As you can see the reserve balance is trending down as a result of revenues not keeping up with expenditures. The proposed 2022 Revenues include an increase in the mill rate for property taxes of 0.5 mills and a solid waste services rate increase of 5%. All other increases in revenues are based on the resumption of a cruise ship season.



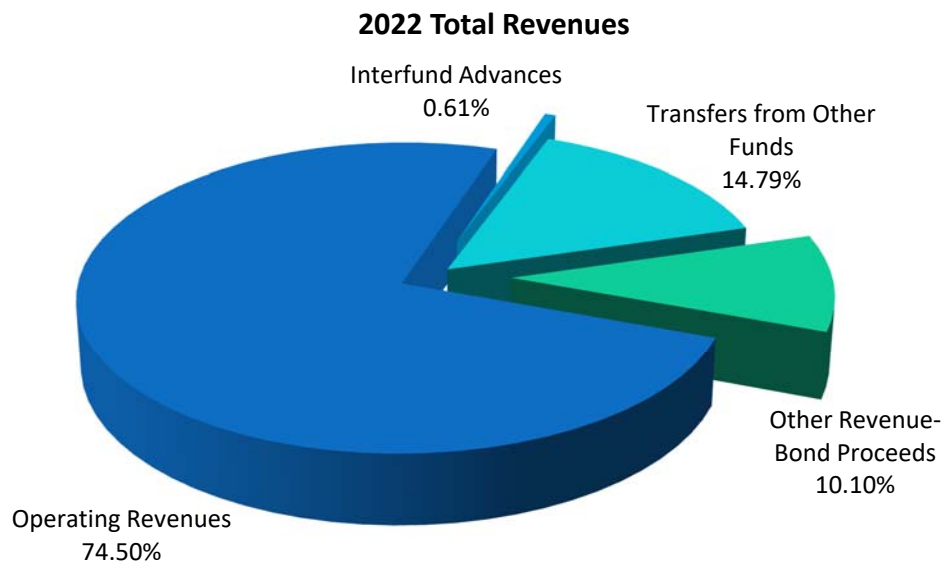
This overview contains a review of the proposed spending plan for 2022 and will include a discussion of the following areas: (1) Revenues – All Funds; (2) Transfers In from Other Funds – All Funds; (3) Operating and Capital Expenditures – All Funds; (4) Transfers Out and Advances to Other Funds – All Funds; (5) Review of Major Funds; (6) Capital Improvement Program; and (7) Debt Management.

REVENUES – ALL FUNDS

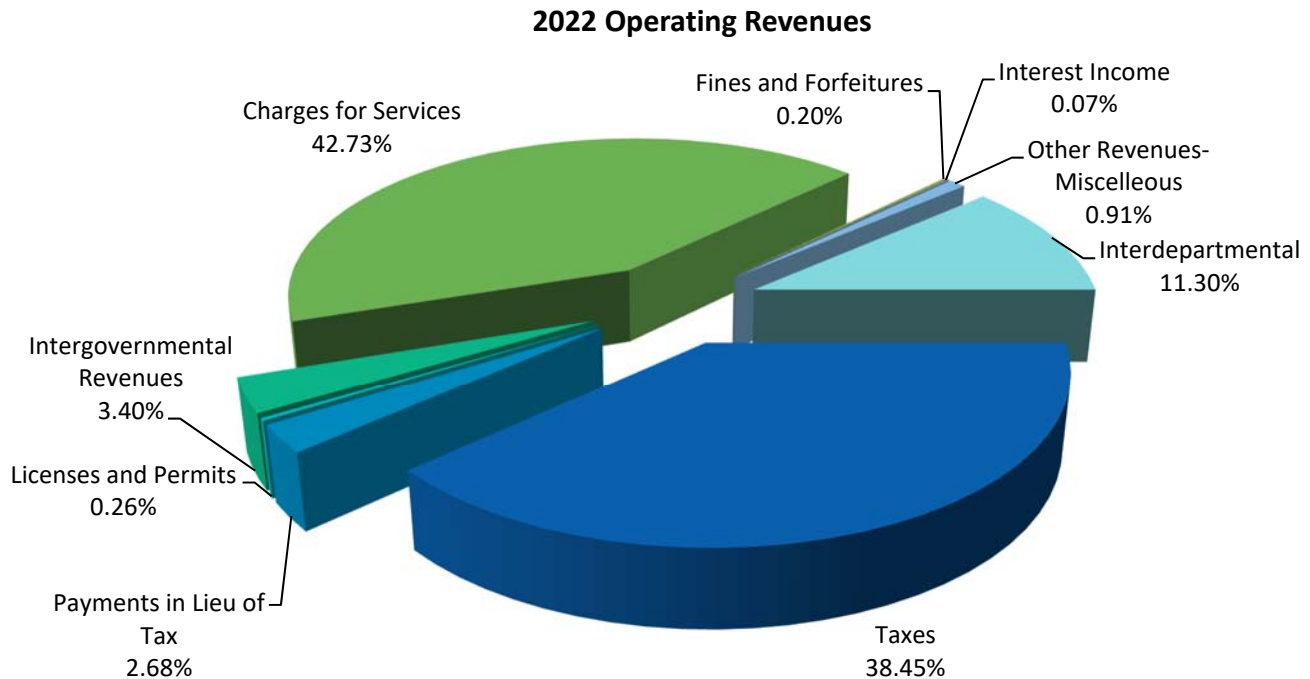
The revenues of the City come from a variety of sources. Most of the revenues are from external sources such as taxes and charges for services. Some of the revenues such as interdepartmental charges are internal to the City. This section includes a discussion of the major revenues realized by the City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

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Operating Revenues:				
Taxes	\$ 14,968,412	\$ 17,742,980	\$ 16,249,615	\$ 18,638,758
Payment in Lieu of Taxes	1,210,786	1,209,000	1,209,000	1,301,100
Licenses and Permits	189,949	126,700	70,850	126,700
Revenue from Other Govmnts - Operating	15,862,044	504,205	3,118,188	1,646,093
Charges for Services	9,578,805	16,735,088	11,464,279	20,718,438
Fines and Forfeitures	48,528	48,528	86,000	95,500
Interdepartmental	5,125,731	5,609,791	5,232,859	5,477,526
Other Revenue - Miscellaneous	5,880,366	487,137	6,673,904	474,797
Total Operating Revenues	52,864,621	42,463,429	44,104,695	48,478,912
Non-Operating Revenues:				
Revenue from Other Govmnts - Capital	1,961,927	512,801	401,569	546,198
Interfund Advances	383,786	379,627	379,627	394,812
Transfers from Other Funds	9,446,614	9,015,299	7,661,654	9,620,455
Other Revenue - Bond Proceeds	-	7,794,500	372,301	6,570,867
Total Non-Operating Revenues	11,792,327	17,702,227	8,815,151	17,132,332
Total Revenues	\$ 64,656,948	\$ 60,165,656	\$ 52,919,846	\$ 65,611,244

The City is projecting that its operating revenues for 2022 will total \$48.5 million, an increase of \$6 million from 2021. Non-operating revenues will total \$17.1 million, a decrease of \$569,895. 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 2022.



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2022.



Taxes: At 38.4%, tax revenues are the second highest category of operating revenues collected by the City. Previously, tax revenues were ranked second highest behind charges for service. Tax revenues are used to finance the programs of the City's General Fund, two sales tax funds and a transient tax fund. The City currently assesses four types of taxes: (1) ad valorem real and personal property taxes; (2) 4% consumer sales tax; (3) 7% transient occupancy tax; and (4) 5% marijuana sales tax. The table below summarizes the major tax revenues of the City.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Property Taxes	\$ 5,648,284	\$ 5,840,980	\$ 5,734,615	\$ 6,286,758
Sales Taxes	8,578,022	11,157,000	9,747,000	11,550,000
Transient Occupancy Taxes	336,624	345,000	420,000	450,000
Marijuana Sales Taxes	260,043	291,000	248,000	250,000
Other Taxes	145,439	109,000	100,000	102,000
Total	\$ 14,968,412	\$ 17,742,980	\$ 16,249,615	\$ 18,638,758

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

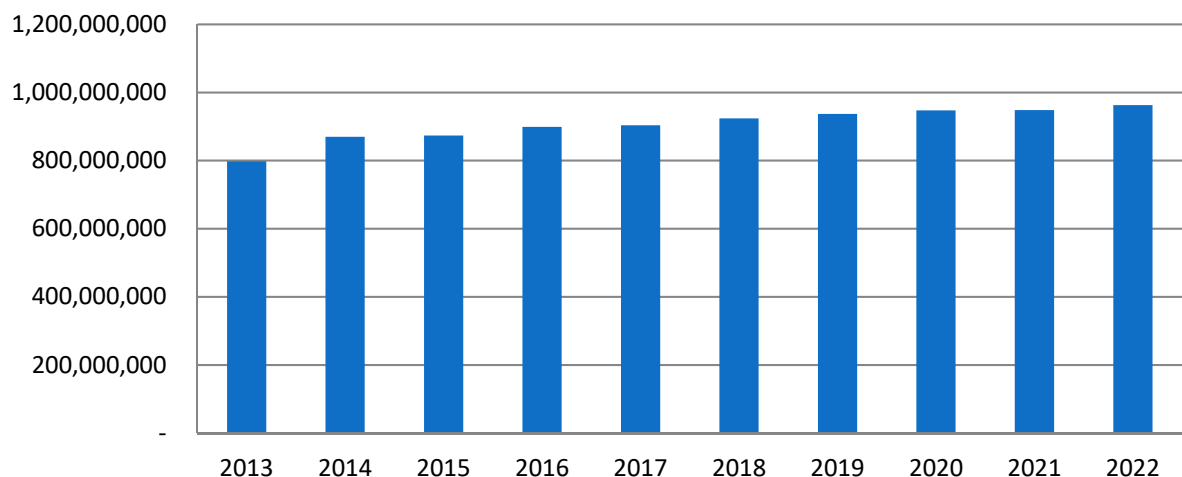
Property Taxes Revenues from property taxes are a function of assessed property values and the mill rate. Assessed property values are determined by the Ketchikan Gateway Borough Assessment Department and certified by the Borough Assembly acting as the Board of Equalization. The Borough reappraises property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

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

In 2022, the Ketchikan Gateway Borough will reappraise all Cycle 3 properties. Since there aren't any city properties included in Cycle 3, property values in the City may not increase in 2022 as a result of the appraisal. Properties not scheduled for reappraisal are generally subject to a market analysis and adjusted accordingly. Assessed values have been conservatively programmed to increase by 1.2 percent in 2022. This projection is based on a five-year average for increases in the assessed values of properties located in the City. In 2021 the overall property values decreased due to an increase in the senior exemptions. If this trend continues the 0.5 mil increase proposed in the 2022 budget will not be sufficient to cover the increase in costs and it may be necessary to increase the mil rate to 1.0 in 2022. Management will continue to monitor this situation prior to adoption of a mill rate increase. Actual assessed property values will not be known until the Ketchikan Gateway Borough Board of Equalization certifies the assessment roll in May of 2022. The City is required to adopt its annual mill levy by June 15 each year.

The City currently receives \$6.60 per \$1,000 of assessed valuation from property owners located within the City limits. An increase had been programmed in 2020 in order to fund the cost of the compensation plan update that was implemented in October 2019 but was deferred due to COVID-19. The City Council directed staff to defer any action to increase property taxes to fund the compensation plan update until 2022. The compensation plan update has been in effect for two years resulting in a drawdown of reserves which is weakening the City's financial situation. The 2022 Budget includes a proposal to increase property taxes by .05 mils to 7.1 mils or \$7.10 per \$1,000.

Property Tax Assessments 2013-2022

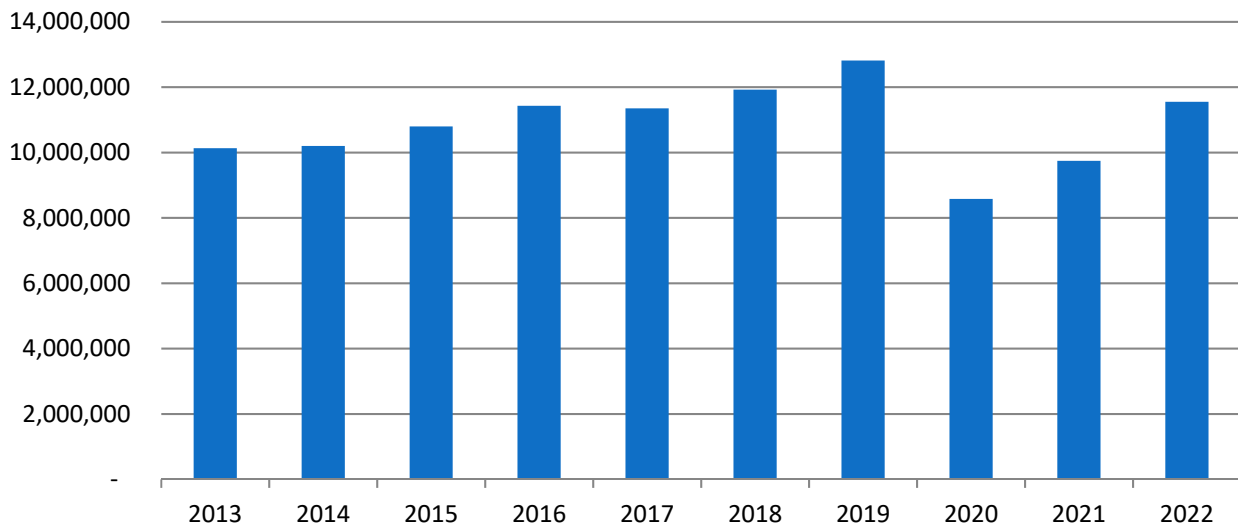


Sales Taxes Sales tax revenues are generated from a four percent sales tax imposed on retail sales within the City limits. Sales tax revenues are accounted for in three separate funds as follows:

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

For 2022, sales tax revenues have been projected to total \$11.6 million or about 3.5% more than the estimate for 2021. This is less than the record setting \$13 million projection for 2020 that was not achieved because the 2020 cruise ship season was cancelled as a result of the COVID-19 pandemic. The projection for 2022 is based on a full cruise ship season after adjusting for the loss of cruise ships to the new Ward Cove berthing facilities. Also included is \$500,000 for sales taxes from remote seller sales. In late 2020, the City became a member of the Alaska Remoter Sellers Sales Tax Commission and began participating in the collection of sales taxes from online sales.

Sales Tax Revenues 2013-2022



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 four percent retail sales tax.

Payment in Lieu of Taxes (PILOT): Governments are exempt from property taxes, however, many municipalities, including the City, have a policy of requiring their enterprise funds to pay an amount in lieu of property taxes. The payments in lieu of taxes are based on the estimated assessed values of enterprise fund properties located within the City limits and the proposed mill rate.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Ketchikan Public Utilities	\$ 786,000	\$ 786,000	\$ 786,000	\$ 846,000
Port of Ketchikan	319,000	319,000	319,000	345,000
Wastewater	80,000	80,000	80,000	86,100
Affordable Housing Programs	25,786	24,000	24,000	24,000
Total	<u>\$ 1,210,786</u>	<u>\$ 1,209,000</u>	<u>\$ 1,209,000</u>	<u>\$ 1,301,100</u>

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

Revenues From Other Governments: This category includes operating and capital grants and other forms of financial assistance from the federal and state governments. Although the City generally receives a substantial amount of revenues from other governments, the amount received tends to fluctuate widely from year-to-year. Operating grants tend to be more stable and capital grants for infrastructure and major maintenance tend to fluctuate widely from year-to-year. 2020 was an exception due to the \$12.8 million in CARES Act Funds distributed to the City for the purpose of funding programs to pay for COVID-19 mitigation and programs for citizens and businesses affected by the cancelation of the cruise ship season and COVID-19 mitigation efforts. In 2021 the Federal ARPA funding was distributed to municipalities to help offset revenue loss and the continuation of COVID-19 mitigation programs. The City will receive ARPA funds of \$1,999,692 in two annual installments of \$999,846. The following table below summarizes the major sources of revenues from other governments.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Operating Grants:				
License Refunds	\$ 1,500	\$ 1,700	\$ 1,100	\$ 1,500
State Grants - Shared Fisheries Tax	2,094	5,000	2,562	2,500
State Raw Fish Tax	240,578	150,500	115,500	145,500
Community Assistance Program	75,000	150,000	112,311	125,000
State CPV	2,723,868	-	-	188,750
Fire Department Grants	-	248,702	-	248,702
Library Department Grants	-	38,958	38,958	-
Museum Department Grants	25,081	-	-	-
CARES Act	12,749,181	7,000	667,611	7,000
Federal-Operating Grants	1,678,334	-	-	-
NEU (Non Entitlement Units)	-	-	999,846	999,846
Other	125,501	151,047	80,000	175,997
	<u>17,621,137</u>	<u>752,907</u>	<u>2,017,888</u>	<u>1,894,795</u>
Capital Grants:				
Fire Department Grants	-	-	-	238,750
Harbors Grants	202,834	264,099	401,569	58,746
Port Grants	-	-	1,100,300	-
	<u>202,834</u>	<u>264,099</u>	<u>1,501,869</u>	<u>297,496</u>
Total	<u>\$ 17,823,971</u>	<u>\$ 1,017,006</u>	<u>\$ 3,519,757</u>	<u>\$ 2,192,291</u>

Capital grant awards are subject to the availability of funding and tend to be project specific. All of the programmed \$297,496 in grant revenues to be received from other governments in 2022 has been awarded to the City. The capital grants will be used to finish a ramp upgrade for Bar Harbor North and a security camera system for the Ketchikan Gateway Borough School District. The security camera system will be funded by a COPS grant acquired by the Ketchikan Police Department.

The State’s raw fish tax is subject to harvest volumes and market prices for fish, which tend to make the amount the City receives a challenge to project. Seventy-seven percent of the raw fish tax is dedicated for harbor infrastructure improvements. The remaining 23% is accounted for in the KPU Enterprise Fund and is used to subsidize water rates for the seafood processors. The City has been notified of additional funds that may be distributed in 2021 to help offset losses experienced as a result of COVID-19 pandemic. It is not yet known when and how the City can spend these funds. Once the funds and their eligible uses are known the City Council will be apprised.

Funding for the Community Assistance Program for 2022 is predicated on the Alaska Legislature funding the program for FY2022. The State Commercial Passenger Vessel Excise Tax that is shared with the City is based on the number of cruise ship passengers visiting the State of Alaska. The City receives \$2.50 per passenger. Prior to the COVID-19 pandemic, the cruise ship industry was experiencing a period of growth that has positively impacted the proceeds from the State’s CPV Excise Tax. Unfortunately, due to the minimal cruise ship season in 2021, the City is only expecting to receive approximately \$188,000 CPV Excise Tax from the State in 2022.

Charges For Services: Charges for services accounts for 42.7% 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Parking	\$ 28,105	\$ 75,000	\$ 60,000	\$ 90,000
Ambulance	496,359	600,000	575,000	600,000
E-911 Services	391,059	406,000	360,000	390,000
Borough Library Services	470,352	494,926	523,052	516,326
UAS Library Services	79,070	84,160	40,000	-
Civic Center	18,962	50,000	27,070	105,000
Solid Waste Fees	3,057,512	3,485,610	3,342,264	3,483,290
Wastewater Fees	3,417,871	3,446,000	3,464,950	3,467,350
Harbor Fees	1,433,953	1,599,500	1,582,226	1,579,000
Port Fees	82,139	6,029,475	1,347,809	9,960,950
Museum Fees	10,666	152,500	39,550	152,500
Tideland Leases	48,334	47,000	60,000	55,000
Other	92,757	311,917	102,358	374,022
Total	<u>\$ 9,627,139</u>	<u>\$ 16,782,088</u>	<u>\$ 11,524,279</u>	<u>\$ 20,773,438</u>

Total charges for services for 2022 have been projected to increase from 2021 by \$4.0 million, or by 23.8%, to \$20.8 million. Most of the revenues from fees for service will remain unchanged for 2022, except for the following:

- Fees for the port, museum and ambulance services and the Civic Center have been projected to collectively increase by \$4 million, or 23.8%, due to the impacts of the COVID-19 pandemic on the community. Port fees accounts for 99% of the increase. The projections for 2022 are based on a cruise ship season operating at full capacity after factoring in the loss of about 25% of traffic volume to the berthing facilities located at Ward Cove. If the 2022 season is cancelled, the expected outcome for these revenue categories will mirror 2020.
- Solid waste fees have been projected to increase due to the rising costs of transporting and disposing solid waste to a regional disposal site in Washington State. The City recently signed a new agreement for the transporting and disposing of solid waste that included significant annual cost escalators that will result in the need to adjust solid waste fees annually. A 5% increase above estimated actual revenues has been programmed. A reduction in commercial disposal resulted in less than projected revenues for 2021.

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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
KPU	\$ 2,299,948	\$ 2,353,486	\$ 2,118,137	\$ 2,040,050
Port Fund	249,936	273,279	245,951	273,907
Harbor Fund	134,593	172,136	154,922	172,400
Solid Waste Fund	334,439	392,210	352,989	392,130
Wastewater Fund	417,091	522,610	470,349	521,329
Self Insurance Fund	1,689,724	1,896,070	1,890,510	2,077,710
Total	<u>\$ 5,125,731</u>	<u>\$ 5,609,791</u>	<u>\$ 5,232,858</u>	<u>\$ 5,477,526</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. A net decrease of \$132,065 for Interdepartmental charges has been programmed in 2022. Premiums for property and liability insurance continue to rise because of poor claims experience at the national level and replacement values have been impacted by the rising cost of construction and building materials. As a result, insurance premiums have been projected to increase by \$181,640. For information about insurance premiums, please refer to the Risk Management section of the 2022 Budget. The increase in interdepartmental insurance charges has been offset by a \$313,705 decrease in personnel services due to vacancies, reducing the interdepartmental charges for services provided by the General Fund to the revenue-generating and enterprise funds, resulting in a net decrease of \$132,065. The decrease in interdepartmental charges for services is the result of concerted efforts by the departments that provide the services to reduce their operating costs in response to the COVID-19 pandemic.

TRANSFERS IN FROM OTHER FUNDS – ALL FUNDS

Transfers in from other funds include operating subsidies, the movement of financial resources from one fund to another, in order to share the cost of programs or activities accounted for in another fund and the transfer of financial resources for debt service. For 2022, \$10.2 million has been programmed for transfers in from other funds to the funds listed below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
General Fund	\$ 2,882,731	\$ 3,394,289	\$ 3,394,289	\$ 3,347,451
Community Grant Fund	154,500	134,375	134,375	157,890
CPV Capital Improvement Fund	638,443	-	-	-
Major Capital Improvements Fun	191,652	-	-	-
Community Facilities Developme	683,499	-	-	-
CPV Capital Improvement Fund	790,947	865,000	-	1,865,000
GO Bond Debt Service Fund	3,582,842	3,599,635	3,507,990	3,623,114
Port Fund	383,786	879,627	482,627	420,911
Port Repair & Replacement Fund	522,000	522,000	522,000	522,000
Self Insurance Fund	-	-	-	78,901
Total	<u>\$ 9,830,400</u>	<u>\$ 9,394,926</u>	<u>\$ 8,041,281</u>	<u>\$ 10,015,267</u>

For detailed information about transfers in, please refer to the Transfers and Advances section of the 2022 Budget.

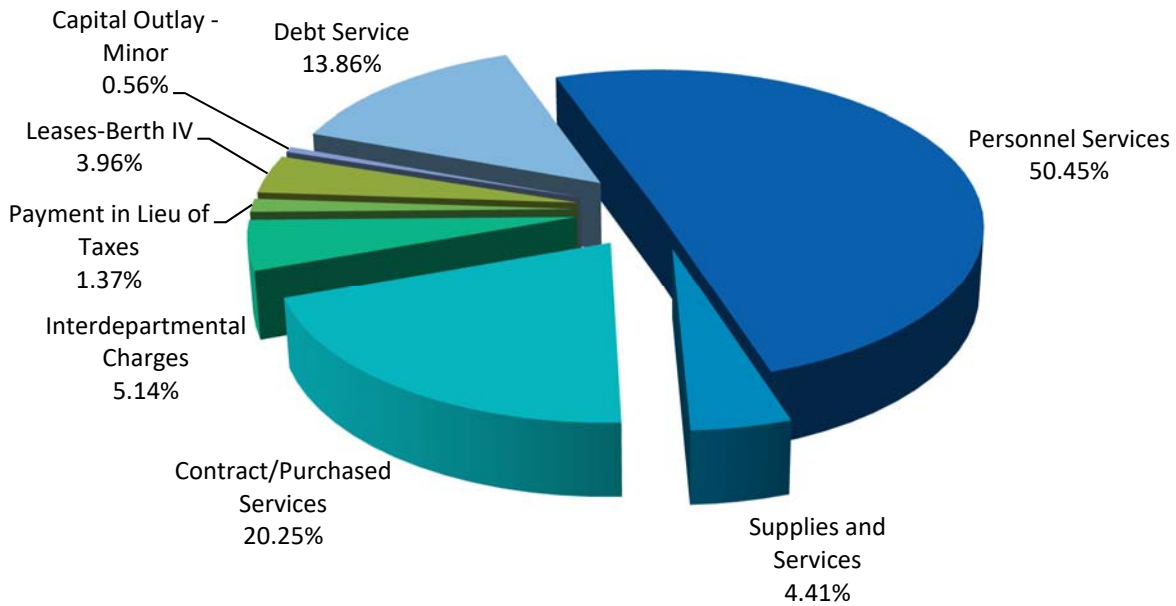
OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$60.7 million have been programmed for 2022. The table below summarizes the major expenditures of the City and compares 2022 with 2021 and 2020.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Personnel Services	\$ 20,700,133	\$ 22,948,402	\$ 20,499,051	\$ 23,197,168
Supplies	1,790,813	1,894,278	1,862,818	2,028,439
Contractual and Purchased Services				
Leases - Berth IV	2,314,633	1,821,000	1,820,833	2,210,833
Other Contract. and Purch. Services	15,627,476	8,722,794	8,867,395	8,922,617
Repayment of Interfund Advance	683,499	-	-	-
Interdepartmental Charges	1,367,515	2,236,899	2,006,485	2,365,293
Payment In-Lieu of Taxes	565,542	575,336	577,522	629,586
Capital Outlay - Minor	420,517	245,530	243,304	256,480
Debt Service	10,915,578	6,345,763	9,446,177	6,371,368
Total Operating Expenditures	54,385,706	44,790,002	45,323,585	45,981,784
Capital Outlay - Major	8,217,894	12,653,251	5,755,992	14,728,539
Total Operating and Cap.Expenditures	<u>\$ 62,603,600</u>	<u>\$ 57,443,253</u>	<u>\$ 51,079,577</u>	<u>\$ 60,710,323</u>

Total operating expenditures for 2022 are projected to increase by \$1.19 million from 2021. Capital outlay-major is projected to increase by \$2.1 million. Total operating and capital expenditures have been programmed to increase by \$3.27 million. The following chart summarizes the major categories of operating expenditures.

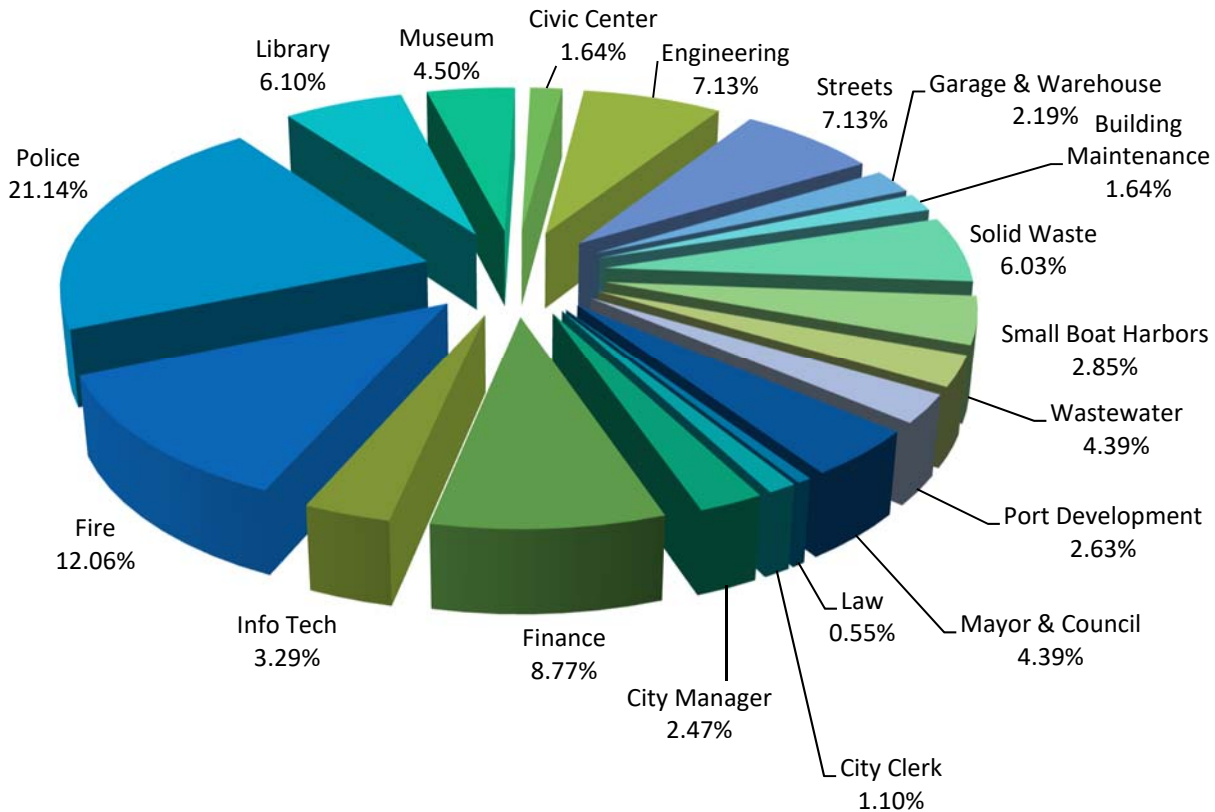
2022 Operating Expenditures



Personnel Services: The cost of personnel is projected to consume 50.45% of the City's annual operating expenses, a decrease of .69% from 51.14% in 2021. 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:

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Salaries and Wages-Regular	\$ 11,940,495	\$ 12,943,423	\$ 11,807,761	\$ 12,865,853
Salaries and Wages-Temporary	495,118	822,297	481,377	1,011,837
Overtime	770,072	765,750	784,303	853,225
Payroll Taxes	970,373	1,113,290	988,625	1,127,983
Pension Benefits	2,576,856	2,665,902	2,422,439	2,720,635
Health Insurance Benefits	3,123,151	3,771,214	3,132,180	3,724,304
Workers Compensation	340,722	399,191	355,417	406,686
Other Benefits	368,012	349,895	396,284	343,980
Allowances	115,334	117,440	130,665	142,665
Total	<u>\$ 20,700,133</u>	<u>\$ 22,948,402</u>	<u>\$ 20,499,051</u>	<u>\$ 23,197,168</u>
Number of Employees (FTE)	<u>183.065</u>	<u>183.065</u>	<u>183.065</u>	<u>182.375</u>

The chart below shows how the 182,375 FTE employees are distributed among the various City departments.



The proposed level of staffing for 2022 is 182,375 FTE. No increase in staffing has been proposed for 2022.

Regular salaries and wages have been projected to decrease by \$77,570 to \$12.87 million in 2022. The decrease is due to vacancies in staffing. Savings resulting from employee turnover have offset some of the cost of the step increases. The costs of temporary wages have been programmed to increase by a total of \$189,540. Almost 60% of the reduction is in anticipation that the 2021 cruise ship season will not operate at full capacity due to the COVID-19 pandemic. Overtime has also been programmed to increase by \$87,475 due to other staff shortages.

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 \$7,495. The other reason for the increase is the change in the City's workers compensation premium loss modifier, which increased from .92 to 1.15.

Health insurance costs, which are not based on a percentage of compensation, have been programmed to decrease by a modest \$46,910 from the amount appropriated in 2021 due to changes in employee demographics. Health insurance premiums have been projected to increase 10%. The effective dates vary because the City participates in five health insurance plans. Health insurance premiums are also difficult to project because they are based on the claims experience of the health insurance plans, the

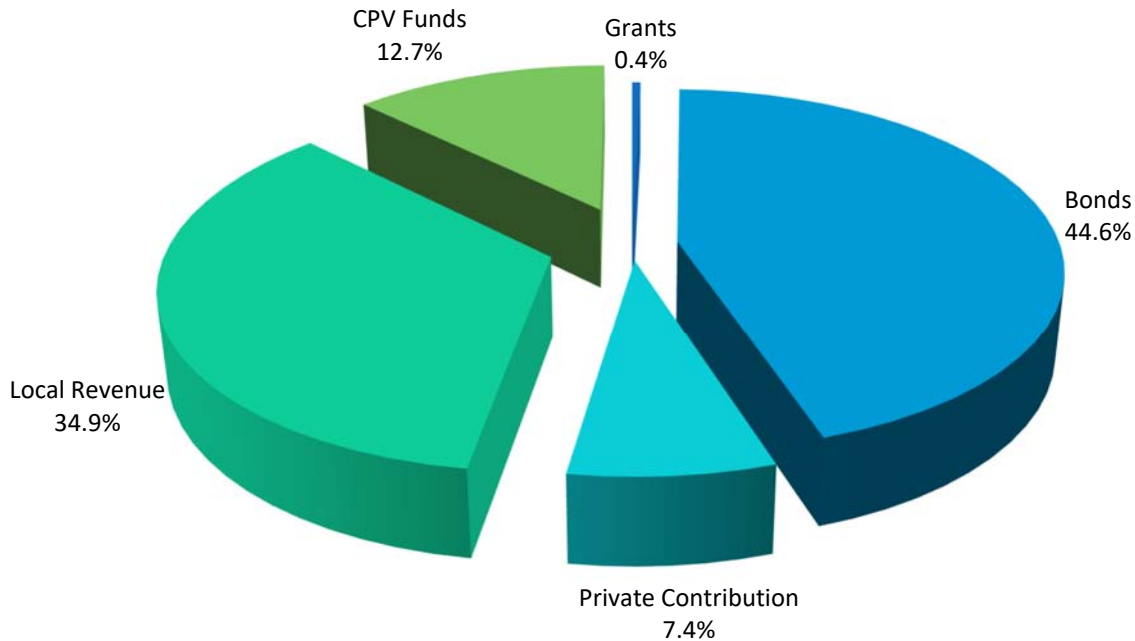
type of coverage selected by the employee and vacancies. Three of City's plans offer different levels of coverage with different premiums and the other two offer a "one size fits all" coverage with a uniform premium. Since the annual cost of health insurance premiums range between \$10,740 and \$33,004, 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 4.41% of operating expenditures. The amount requested for supplies in 2022 is \$134,161 more than the amount requested in 2021. 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 20.25% of operating expenditures. The amount requested for contractual and purchased services in 2022 is \$199,823, or 2.3%, more than the amount requested in 2021. The new solid waste transport and disposal contract and the rising cost of insurance premiums accounted for most of the increases.

Capital Outlay: The amount requested for major capital outlay has been programmed to decrease by \$2.1 million to \$14.73 million. The amount requested for minor capital outlay has increased by \$10,950 to \$256,480. The chart below identifies the source of funding for the capital projects proposed for 2022. For more information regarding the City's capital spending plans for 2022, please see the 2022 – 2026 Capital Improvement Program.

Source of Funding for 2022 Capital Budget



Debt Service: Debt service accounts for 13.86% of operating expenses. The amount requested for debt service in 2022 is \$6,371,368, or \$25,605, more than the amount requested in 2021. The refunding of the 2012 Library GO Bond and the lease financing of an ambulance resulted in the net increase of City's annual debt service requirements. Any new debt related to capital improvements in 2022 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 2022, \$9.62 million has been programmed for transfers out from other funds and nothing has been programmed for advances.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Transfers Out:				
General Fund	\$ 1,541,914	\$ 867,784	\$ 765,453	\$ 858,953
Hospital Sales Tax Fund	2,988,324	2,983,170	2,983,170	2,991,545
Public Works Sales Tax Fund	2,315,958	2,303,056	2,303,056	2,350,506
Transient Tax Fund	637,654	470,955	470,955	424,117
Marijuana Sales Tax Fund	-	200,000	200,000	200,000
Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000
Shoreline Fund	6,374	6,374	6,374	6,374
CPV Special Revenue Fund	790,995	1,656,960	394,960	2,261,960
Port Enterprise Fund	1,160,443	522,000	522,000	522,000
	-			
Total	<u>\$ 9,446,662</u>	<u>\$ 9,015,299</u>	<u>\$ 7,650,968</u>	<u>\$ 9,620,455</u>

The transfers out of one fund to another have been programmed to decrease by \$604,156. Transfers out from the CPV Special Revenue Fund have increased by \$605,000 due to the reinstatement of Tourism projects delayed due to COVID-19 pandemic. If the COVID-19 pandemic continues to disrupt the plans of the cruise lines to resume sailings to Alaska, the Port Enterprise Fund may not be able to meet its debt service and Berth IV lease obligations. If this occurs the City is planning to use funds from the CPV Special Revenue Fund to pay for debt service and the lease through a loan. Transfers out from the Transient Tax Fund decreased by \$46,838 because the revenue expected in 2022 will minimize the funds needed to pay for operations costs of the Ted Ferry Civic Center.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2022 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 \$45.4 million, or 93.1%, of the City of Ketchikan's total operating revenue, \$39.4 million, or 85.3%, of the City's total operating expenditures and 100% of all general government personnel. For information about the KPU Enterprise Fund, please see the 2022 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:

- 153.375 of the City's 183.375 general government employees and 82.2% of its annual general government payroll;
- 39.5% of the City's annual operating revenues for general government; and
- 52.1% of the City's annual operating expenses for general government

A summary of the proposed 2022 Budget for the General Fund, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Taxes:				
Property	\$ 5,648,284	\$ 5,840,980	\$ 5,734,615	\$ 6,286,758
Sales	3,216,758	4,184,000	3,655,000	4,325,000
Other	126,321	90,000	90,000	90,000
Total Taxes	8,991,363	10,114,980	9,479,615	10,701,758
PILOT	1,210,786	1,209,000	1,209,000	1,301,100
Licenses and Permits	189,949	126,700	70,850	126,700
Intergovernmental	832,011	383,705	1,239,215	1,339,343
Charges for Services	1,574,270	2,160,803	1,714,850	2,214,148
Fines & Forfeitures	40,134	82,500	57,000	92,000
Other	160,169	138,336	147,596	91,000
Interdepartmental Charges	3,436,007	3,713,721	3,342,349	3,399,816
Total Revenues	16,434,689	17,929,745	17,260,475	19,265,865
Transfers In - Sales Tax Funds	2,425,355	2,420,000	2,420,000	2,420,000
Transfers In - Transient Tax	446,002	470,955	470,955	424,117
Transfers In - Marijuana Tax	-	200,000	200,000	200,000
Transfers In - Other Funds	11,374	303,334	303,334	303,334
Total Revenues and Transfers	19,317,420	21,324,034	20,654,764	22,613,316
Expenditures				
Personnel Services	17,303,158	18,942,081	16,877,996	19,077,122
Supplies	1,095,945	1,186,140	1,217,718	1,218,458
Contract & Purchased Services	2,243,662	2,652,759	2,649,298	2,768,362
Capital Outlay - Minor	207,986	132,730	144,204	142,380
Public Safety Grants	753,743	177,383	80,681	185,997
Interdepartmental Charges	(3,544,909)	391,809	404,545	474,423
In-Kind Services	2,167	-	-	21,286
Capital Outlay - Major	142,989	18,000	18,000	50,000
Total Expenditures	18,204,741	23,500,902	21,392,442	23,938,028
Transfers Out	1,541,914	867,784	765,453	858,953
	19,746,655	24,368,686	22,157,895	24,796,981
Surplus (Deficit)	<u>\$ (429,235)</u>	<u>\$ (3,044,652)</u>	<u>\$ (1,503,131)</u>	<u>\$ (2,183,665)</u>
Reserves at December 31	<u>\$ 6,364,204</u>	<u>\$ 4,387,072</u>	<u>\$ 4,861,073</u>	<u>\$ 2,677,408</u>
Number of Employees	<u>154.065</u>	<u>154.065</u>	<u>154.065</u>	<u>153.375</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 \$15.04 million of tax revenues has been programmed to finance 60.6% of the General Fund's \$24.8 million budget for 2022. Charges for services and interdepartmental revenues have been forecasted to finance \$5.61 million, or 22.6% of the General Fund's 2022 Budget. For more information about tax revenues and charges for services, see pages B-9, B-10, B-11, B-12, B-13, and B-14.

The biggest expenditure of the General Fund is personnel services, which amounts to \$19 million and accounts for 77.0% of the General Fund's proposed budget for 2022. Since the General Fund's labor force is relatively static, the primary factors impacting costs are step increases, cost of living

adjustments, staff turnover, retirement and health insurance costs. Employer contribution rates for retirement plans have remained unchanged since 2013. The cost of employee benefits is approximately 57.5% of compensation. For more information about the cost of personnel services, see page B-17, B-18 and B-19.

Although a deficit of \$2.2 million has been programmed for the General Fund in 2022, it is somewhat unlikely that it will materialize because the City rarely comes close to spending all the appropriations of the General Fund. For the past five years, the City has spent, on average about 91% of the General Fund's annual appropriations. If this trend continues in 2022, the actual deficit will be about \$29,243. It is, however, not certain that this trend will continue because the proposed budget for the General Fund for 2021 is much leaner than prior year budgets because of the efforts to reduce spending in 2021 in response to the COVID-19 pandemic. The amount of appropriations requested for the General Fund for 2022 is \$428,295 more than the amount requested for 2021. This increases the odds the City will spend more than 91% of the General Fund's appropriation. Given the uncertainty of the COVID-19 pandemic, the most likely outcome is that the General Fund will realize a deficit of, at a minimum, \$1.5 million in 2022 and the odds of the deficit exceeding that amount are higher than management would like to see.

Under the City's fund balance policy, which requires reserves of no less than 25% of expenditures, reserves at the end of 2022 should amount to \$6.2 million in order to be in compliance with the policy. The projection for reserves based on the assumption that all appropriations will be spent by the end of 2022 is \$2.68 million, which represents a \$3.52 million shortfall.

Sales Tax Funds: The City's sales tax rate is 4%. Sales tax collections are accounted for in the General Fund and the City's two sales tax funds. The proceeds from the 1.5% City Public Works Sales Tax are accounted for in the Public Works Sales Tax fund. The proceeds from the 1% City Hospital Sales Tax are accounted for in the Hospital Sales Tax Fund. The remaining 1.5% goes into the General Fund.

The **Public Work Sales Tax Fund** is the primary source of local funding for major maintenance and capital projects for departments and functions that are not supported by the revenue-generating or enterprise funds of the City. An annual transfer of \$2 million is also made from the Public Works Sales Tax Fund to the General Fund to support public works operations accounted for in the General Fund. The total cost of the public works functions accounted for in the General Fund is \$5.3 million. Transfers are also made to the Community Grant Fund to support the City's Community Grant Program.

A summary of the proposed 2022 Budget for the Public Works Sales Tax Fund, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Sales Taxes	\$ 3,216,758	\$ 4,184,000	\$ 3,655,000	\$ 4,325,000
Other	57,862	17,200	7,500	7,500
Total Revenues	<u>3,274,620</u>	<u>4,201,200</u>	<u>3,662,500</u>	<u>4,332,500</u>
Expenditures				
General Government	-	20,000	-	20,000
Fire and Police	560,849	374,512	65,112	1,241,000
Library, Museum and Civic Center	65,109	205,000	-	200,000
Public Works	1,273,311	1,216,745	594,000	1,683,428
Port and Harbors	67,000	-	-	-
Transfers to General Fund	2,005,355	2,000,000	2,000,000	2,000,000
Transfers to Community Grant Fund	57,938	50,390	50,390	59,210
Transfers to CPV Capital Improv. Fund	(48)	-	-	-
Transfers to GO Debt Service Fund	252,665	252,666	252,666	291,296
Total Expenditures	<u>4,282,179</u>	<u>4,119,313</u>	<u>2,962,168</u>	<u>5,494,934</u>
Surplus (Deficit)	<u>\$ (1,007,559)</u>	<u>\$ 81,887</u>	<u>\$ 700,332</u>	<u>\$ (1,162,434)</u>
Reserves at December 31	<u>\$ 3,911,647</u>	<u>\$ 3,617,234</u>	<u>\$ 4,611,979</u>	<u>\$ 3,449,545</u>

The proposed budget for the Public Works Sales Tax Fund is expected to generate a deficit of \$1.16 million. Approximately 57.2% of the expenditures programmed for this fund are for major maintenance or capital improvements. The actual disbursement of these expenditures is contingent on such factors as the weather, the availability of contractors to perform the work, and project coordination with other City departments and the State of Alaska. The transfers to the General Fund and the Community Grant Fund will occur as programmed. The \$2 million transfer to the General Fund is used to partially offset the cost of the Public Works functions accounted for in the General Fund and is necessary in order to sustain the programmed mil rate.

The Public Works Sales Tax Fund is projected to end 2022 with \$3.45 million in reserves. Management recommends no less than \$2.9 million. This recommendation is based on the age of the City's infrastructure and the limited availability of funding to finance capital improvements for functions that are not supported by user charges. In addition, the City cannot issue general obligation or revenue bonds without voter approval. For this reason it important to maintain adequate reserves to address contingencies and emergency repairs.

The **Hospital Sales Tax Fund** is primarily used to accumulate and account for resources to be used to acquire, operate and maintain city owned health care facilities. Resources not required to satisfy its primary purpose may, at the discretion of the City Council, be used for public works purposes or to partially pay for the general operational cost of the City government. Currently, the Hospital Sales Tax Fund is providing the resources required for the annual debt service on the 2014 Hospital General Obligation Bond and a \$420,000 transfer to the General Fund that is used to help hold the mill rate at 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 2022 Budget for the Hospital Sales Tax Fund, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Sales Taxes	\$ 2,144,506	\$ 2,789,000	\$ 2,437,000	\$ 2,900,000
Hospital Lease	-	-	100,000	100,000
Other	43,227	11,700	7,500	9,000
Total Revenues	<u>2,187,733</u>	<u>2,800,700</u>	<u>2,544,500</u>	<u>3,009,000</u>
Expenditures				
Health Care Operations	462,132	355,140	346,420	155,130
Health Care Facility Improvements	-	110,000	80,283	62,000
Transfers to General Fund	420,000	420,000	420,000	420,000
Transfers to Community Grant Fund	38,624	33,595	33,595	39,470
Transfers to GO Debt Service Fund	2,529,700	2,529,575	2,529,575	2,532,075
Total Expenditures	<u>3,450,456</u>	<u>3,448,310</u>	<u>3,409,873</u>	<u>3,208,675</u>
Surplus (Deficit)	<u>\$ (1,262,723)</u>	<u>\$ (647,610)</u>	<u>\$ (865,373)</u>	<u>\$ (199,675)</u>
Reserves at December 31	<u>\$ 3,279,198</u>	<u>\$ 2,581,347</u>	<u>\$ 2,413,825</u>	<u>\$ 2,214,150</u>

A deficit of \$199,675 has been programmed for the Hospital Sales Tax Fund for 2022 and end of the year reserves have been projected to total \$2.2 million. Currently, 84.0% of the sales tax revenues of the Hospital Sales Tax Fund must be set aside for debt service on the 2014 Hospital General Obligation Bond. In 2020, the percentage was 73.1%. As sales tax revenues decline due to the COVID-19 pandemic, debt service on the 2014 Bond is requiring a larger share of the annual sales tax revenues. Given the potential volatility of sales tax revenues, maintaining an adequate level of reserves is important in order for the City to keep its promise to the voters that it would not increase property taxes to pay for the debt service on the 2014 Hospital General Obligation Bond. In addition, the City should maintain sufficient reserves to cover emergency repairs for the older sections of the Ketchikan Medical Center, some of which are nearly 50 years old.

Based on projected reserves of \$2.2 million, the City does not have enough in reserves for 1.0 times annual debt service. This is a decrease from 1.83 times annual debt service in 2020. The reserve component for debt service should not be permitted to fall below \$2.5 million, or approximately 1.0 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 \$459,470 annually to the General and Community Grant Funds. Just in the past 10 years, the City has transferred \$4.2 million to the General Fund. Since the City is unable to issue debt without voter approval, it is very important to ensure that reserves will be sufficient to make emergency repairs and address contingencies.

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

A summary of the proposed 2022 Budget for the **Small Boat Harbor Fund**, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Charges for Services	\$ 1,433,953	\$ 1,599,500	\$ 1,582,226	\$ 1,579,000
Shared Fisheries Tax	2,094	5,000	2,562	2,500
Other	17,572	4,700	2,869	4,000
Total Revenues	<u>1,453,619</u>	<u>1,609,200</u>	<u>1,587,657</u>	<u>1,585,500</u>
Expenditures				
Personnel Services	588,163	682,786	619,850	705,881
Supplies	53,355	75,075	62,975	74,325
Contract/Purchased Services	285,086	335,045	349,638	335,440
Minor Capital Outlay	2,474	12,400	9,700	11,100
Major Capital Outlay	177,268	-	-	-
Interdepartmental Charges	195,750	252,350	219,080	257,120
Debt Service	347,175	348,550	348,550	349,425
Total Expenditures	<u>1,649,271</u>	<u>1,706,206</u>	<u>1,609,793</u>	<u>1,733,291</u>
Surplus (Deficit)	<u>\$ (195,652)</u>	<u>\$ (97,006)</u>	<u>\$ (22,136)</u>	<u>\$ (147,791)</u>
Reserves at December 31	<u>\$ 768,302</u>	<u>\$ 679,083</u>	<u>\$ 746,166</u>	<u>\$ 598,375</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. If there are no plans to increase rates in the immediate future to support capital spending, the Harbor Department will have to rely on the proceeds from the State's raw fish tax, grants and/or future bond issues to finance major capital improvements for the City's harbors. If bond financing is used to fund capital improvements, harbor rates would eventually have to be adjusted accordingly to provide for the annual debt service.

The short-term finances of the Small Boat Harbor Fund are satisfactory but its reserves are projected to continue to decrease because operating costs are increasing. Within the next year, the 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 \$147,791 in 2022 and end the year with a fund balance of \$598,375. The City's fund balance policy requires \$1,619,000. Although the fund is not in compliance with the City's fund balance policy, its financial picture has improved significantly since the 2000s when the reserves of the Small Boat Harbor Fund were as low as \$86,076.

A summary of the proposed 2022 Budget for the **Solid Waste Services Fund**, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Charges for Services	\$ 3,057,512	\$ 3,485,610	\$ 3,342,264	\$ 3,483,290
Other	13,342	2,560	850	1,750
Total Revenues	<u>3,070,854</u>	<u>3,488,170</u>	<u>3,343,114</u>	<u>3,485,040</u>
Expenditures				
Personnel Services	1,135,708	1,248,603	1,255,575	1,267,142
Supplies	253,713	243,280	261,800	266,778
Contract/Purchased Services	1,357,448	1,566,466	1,520,220	1,653,289
Minor Capital Outlay	22,669	25,900	25,900	27,900
Major Capital Outlay	273,826	40,000	23,000	175,000
Interdepartmental Charges	<u>392,328</u>	<u>476,150</u>	<u>404,480</u>	<u>488,150</u>
Total Expenditures	<u>3,435,692</u>	<u>3,600,399</u>	<u>3,490,975</u>	<u>3,878,259</u>
Surplus (Deficit)	<u>\$ (364,838)</u>	<u>\$ (112,229)</u>	<u>\$ (147,861)</u>	<u>\$ (393,219)</u>
Reserves at December 31	<u>\$ 1,459,904</u>	<u>\$ 1,309,628</u>	<u>\$ 1,312,043</u>	<u>\$ 918,824</u>
Number of Employees	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

The Solid Waste Services Fund is used to account for the resources required to operate and maintain the municipal solid waste landfill and solid waste collection and recycling services. It relies solely on user fees to support its operations and provide for capital improvements. Bonds can also be issued to fund capital improvements.

A deficit of \$393,219 has been programmed for the Solid Waste Services Fund for 2022. The deficit is the result of rising operating costs and reduced commercial disposal revenues. Recently, the City entered into a new agreement for the transport and disposal of putrescible solid waste to regional landfill in Washington State. The new agreement increased annual operating costs by \$278,000. Rate increases were approved by the City Council in 2020 to cover these added costs. The new rates have been projected to increase revenues by \$235,000 but the reduced commercial accounts due to the minimal cruise ship season is not generating the expected revenue needed to offset the increase in costs. Operating revenues are almost sufficient to fund operating expenses, but are they not able to fund a meaningful capital improvement program. Management recommends an additional review of solid waste fees in order to ensure that the Solid Waste Services Fund is generating sufficient reserves to address some of the capital needs of the municipal solid waste landfill.

The Solid Waste Services Fund has sufficient reserves to absorb this deficit for 2022. The fund is projected to have reserves totaling \$918,824 million on hand by the end of 2022. The minimum amount recommended under the City's fund balance policy is \$1.2 million plus \$970,000 that is required for closing the landfill for a total of \$2.16 million. The fund is not in compliance with the City's fund balance policy nor is it in a position of being able to fund the cost of closing the landfill. The City Council will need to consider raising rates to restore funds for closing the landfill.

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

A summary of the proposed 2022 Budget for the **Wastewater Fund**, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Charges for Services	\$ 3,417,871	\$ 3,446,000	\$ 3,464,950	\$ 3,467,350
Grants and Bond Proceeds	-	4,674,500	105,565	4,070,867
Other	27,907	2,100	500	500
Total Revenues	<u>3,445,778</u>	<u>8,122,600</u>	<u>3,571,015</u>	<u>7,538,717</u>
Expenditures				
Personnel Services	841,852	955,648	895,610	935,172
Supplies	236,329	262,050	262,030	262,050
Contract/Purchased Services	366,394	405,060	403,580	409,060
Minor Capital Outlay	57,691	59,000	59,000	59,000
Major Capital Outlay	668,481	5,319,531	595,565	5,105,867
Interdepartmental Charges	480,058	623,270	521,250	638,870
Debt Service	81,276	162,828	162,828	162,829
Payment in Lieu of Taxes	80,000	80,000	80,000	86,100
Total Expenditures	<u>2,812,081</u>	<u>7,867,387</u>	<u>2,979,863</u>	<u>7,658,948</u>
Surplus (Deficit)	<u>\$ 633,697</u>	<u>\$ 255,213</u>	<u>\$ 591,152</u>	<u>\$ (120,231)</u>
Reserves at December 31	<u>\$ 3,153,625</u>	<u>\$ 3,359,462</u>	<u>\$ 3,744,777</u>	<u>\$ 3,624,546</u>
Number of Employees	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

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

No rate increases have been programmed for the Wastewater Fund for 2022. As result, revenues for 2022 will be comparable to 2021. Due to little growth in residential housing and limited opportunities for commercial property expansion, the customer base for the wastewater utility remains constant from year-to-year. In years when rates are not raised, revenues typically remain flat. An aggressive capital budget totaling \$5.1 million has been programmed for 2022. Of this amount, \$4.07 million will be financed from the issuance of debt. For more information about the proposed capital program, please see the Wastewater Division's 2022 – 2026 Capital Improvement Program. The fund is expected to generate a deficit of \$120,231 in 2022 and end the year with \$3.6 million in reserves. A series of six rate increases over a six year period have helped to restore and strengthen the finances of the Wastewater Fun but the City Council will need to consider a rate increase upon completion of bond funded capital projects in order to fund the increase in debt service.

Under the City's fund balance policy, the Wastewater Fund should maintain a minimum reserve balance of is \$1.20 million. The proposed budget for the Wastewater Fund for 2022 satisfies the City's fund balance policy.

A summary of the proposed 2022 Budget for the **Port Fund**, with a comparison to 2021 and 2020 is provided below.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Revenues				
Charges for Services	\$ 82,139	\$ 6,029,475	\$ 1,347,809	\$ 9,960,950
Grants and Bond Proceeds	-	-	1,100,300	-
Transfers In - CPV	-	500,000	103,000	105,000
Advances	383,786	379,627	379,627	315,911
Other	149,487	44,854	30,536	12,786
Total Revenues	615,412	6,953,956	2,961,272	10,394,647
Expenditures				
Personnel Services	581,021	1,024,939	775,680	1,011,741
Supplies	54,446	52,495	44,195	98,395
Contract/Purchased Services	324,433	597,435	454,450	589,785
Berth IV Lease	2,314,633	1,821,000	1,820,833	2,210,833
Minor Capital Outlay	3,631	5,500	4,500	6,100
Major Capital Outlay	334,946	519,000	151,000	155,000
Interdepartmental Charges	438,825	493,180	457,000	504,090
Debt Service	2,232,199	2,234,750	2,234,750	2,236,000
Property Taxes	483,375	484,000	486,186	522,200
Transfer to CPV Fund	638,443	-	-	-
Transfer to Port R&R Fund	522,000	522,000	522,000	522,000
Total Expenditures	7,927,952	7,754,299	6,950,594	7,856,144
Surplus (Deficit)	\$ (7,312,540)	\$ (800,343)	\$ (3,989,322)	\$ 2,538,503
Reserves at December 31	\$ 4,152,210	\$ 3,315,790	\$ 162,888	\$ 2,701,391
Number of Employees	4.80	4.80	4.80	4.80

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

The COVID-19 pandemic severely impacted the finances of the Port Enterprise Fund. At the beginning of 2020, the Port Enterprise Fund was well positioned to receive a record 1,260,000 passengers, generate a surplus of \$3.28 million and conclude the year with \$13.7 million in reserves. The cancellation of the 2020 cruise season showed how dependent the Port and community are on a vibrant and growing tourism industry. As a result of the cancellation of the season, operating revenues decreased from a projected \$11.5 million to \$82,139 and finished 2020 with \$4.1 million in reserves. The 2021 season generated \$1.35 million in operating revenues which is 8% of the 2019 season leaving big gaps in the already ailing port fund. The port fund is in need of financial assistance in order to pay the Berth III debt service and the Berth IV lease.

Due to the uncertainty that the COVID-19 pandemic has created, expectations are that there will be a 2022 cruise ship season. The 2022 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 2022, taking into consideration a 25% reduction in revenue due to passenger loss to Ward Cove and a conservative passenger count

stemming from the ongoing COVID-19 pandemic. In the event the cruise ship season is hampered by the Canadian government or additional health and safety mandates the Council will need to evaluate how it will finance the ongoing needs of the port. At a minimum the Port will need \$4.1 million just to cover its annual debt service and Berth IV lease payments. In addition, the Port will need to pay for insurance, taxes and a minimum amount of maintenance in order to protect its investment in infrastructure. The CPV Special Revenue Fund is currently projected to end 2022 with approximately \$5.1 million in reserves. The City Council is strongly urged to consider dedicating those funds to assist the Port in meeting its financial obligations for 2022 and beyond if the pandemic continues to impact the tourism industry.

CAPITAL IMPROVEMENT PROGRAM

The proposed 2022- 2026 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, 2026 is \$155.4 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2022 General Government Operating and Capital Budget. The cost of the 2022 Capital Budget is \$14.7 million, of which \$4.8 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 2022, the City will have to fund the annual debt service for nine general obligation bonds totaling \$50,791,046, three revenue bond issues totaling \$23,714,406 and one capital lease totaling \$1,421,433. The table below summarizes the City's 13 outstanding debt issues and their annual debt service requirements.

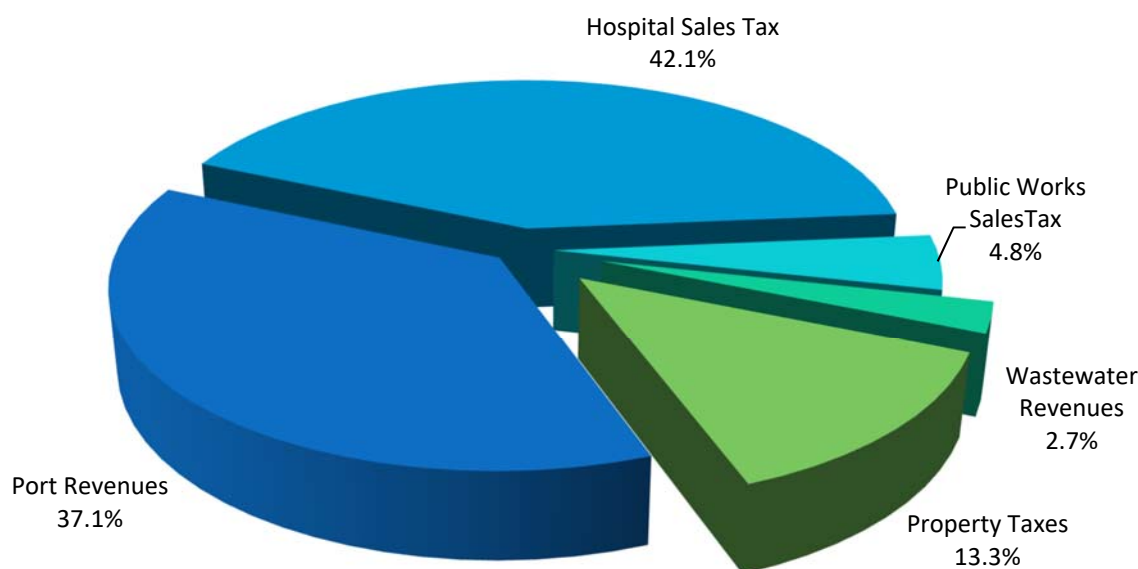
Issue	Balance Jan 1, 2021	Final Maturity	Type	Annual Debt Service Requirements		
				2021 Budget	2021 Estimate	2022 Budget
2016 Port Refund	\$ 23,195,000	2035	Revenue	\$ 2,234,750	\$ 2,234,750	\$ 2,236,000
Wastewater 481011	574,006	2032	GO	52,447	52,447	52,447
Wastewater 481071	218,412	2033	GO	17,933	17,933	17,933
Wastewater 481072	224,895	2033	GO	18,465	18,465	18,465
Wastewater 481101	508,733	2035	GO	36,908	36,908	36,908
Wastewater 481111	218,379	2033	Revenue	17,930	17,930	17,930
Wastewater 481031	301,027	2038	Revenue	19,145	19,145	19,146
2010 Fire Station	3,545,000	2030	GO	457,250	410,191	458,250
2012 Library	3,245,000	2031	GO	360,144	3,449,872	341,493
2014 Harbor	2,155,000	2034	GO	202,550	202,550	201,925
2014 Hospital	38,800,000	2043	GO	2,529,575	2,529,575	2,532,075
2016 Harbor	1,520,000	2036	GO	146,000	146,000	147,500
2020 Ambulance Lease		2028	Lease	-	-	38,630
2019 Fire Lease	1,421,433	2027	Lease	267,935	252,666	252,666
Total	<u>\$ 75,926,885</u>			<u>\$ 6,361,032</u>	<u>\$ 9,388,432</u>	<u>\$ 6,371,368</u>

All of the bonds have been issued through the Alaska Municipal Bond Bank with the exception of the ADEC Wastewater Bonds and the Fire Equipment Lease. The Wastewater Bonds were issued through the Alaska Department of Environmental Conservation's Clean Water Loan Fund and the Fire Equipment Lease was issued through Bank of America. Bonds issued through the Bond Bank permit the City to take advantage of the Bond Bank's AAA credit rating and lower issuance costs. The ADEC loans are subsidized by the federal government and carry an interest rate of 1.5%.

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

Source	Amount
Port Revenues	\$ 2,236,000
Hospital Sales Tax	2,532,075
Public Works Sales Tax	291,296
Wastewater Revenues	162,829
Property Taxes	799,743
Harbor Revenues	349,425
Total	<u>\$ 6,371,368</u>

Source of Funding for 2022 Debt Service



Total annual debt service in the amount of \$6,371,368 has been programmed in the 2022 Budget. On January 1, 2022 the total debt service required to maturity, including interest of \$35,664,661, will be \$111,591,546. Please see page C-17 for schedule of the City's debt obligations. For information regarding bonds issued for KPU, please see page C-7 of the 2022 KPU Operating and Capital Budget.

CONCLUSION

The proposed 2022 Budget allows for the continuation of basic local government services under COVID-19 pandemic conditions without unnecessarily increasing the tax burden on the citizens of the City of Ketchikan or raising their utility rates. It is a fiscally responsible spending plan that employs a number of strategies to ensure that cash flows will be sufficient to permit the City to continue operations throughout the year. These strategies included using reserves to cover revenue shortfalls, deferring capital spending and reducing operating costs.

A secondary goal for this budget was to ensure that the City would have sufficient reserves on hand at the end of 2022 that could be used in 2023 to balance the City's budget for that year in the event that the COVID-19 pandemic continues to create a public health and financial health emergency. The draft 2022 General Government Operating and Capital Budget does not achieve this secondary objective for all funds. Given the uncertainty of the COVID-19 pandemic and the impacts that achieving this goal could have on the community and the City's workforce. The City Council will be asked to approve the proposed revenues of the General Fund and Solid Waste Services Fund to ensure the City works towards strengthening its financial situation rather than weaken it. Management would also like to make sure the City Council is considering the future needs of the City. The Port and Harbor Funds will need to plan for infrastructure improvements that are currently not possible with their respective

reserves. 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. Management has developed some strategies for how the City might work toward this goal in the next year that will be introduced to the City Council in the form of budget updates during budget deliberations. The City Council may want to incorporate some of these strategies into the 2022 Budget or use them as presented or modified as part of an action plan that would be implemented later in 2022 when more definitive information becomes available about the course of the pandemic and how the tourism industry will respond. Even if Ketchikan's tourism sector begins to rebound in 2022, management believes that further adjustment to the draft budget is necessary if the City is to have sufficient reserves as it begins preparing its spending plan for 2023.

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

We would like to take this opportunity to express our appreciation to the department heads and their respective staffs for their assistance during the preparation of the 2022 General Government Operating and Capital Budget. Special thanks go to Financial Analyst Camille Nelson, Executive Assistant Diane Bixby, Senior General Government Accountant Patty Keeley, Senior Electric and Water Accountant Stan Aegerter, Senior Telecommunications Accountant Joe Graham, Treasury and Customer Service Supervisor Meghan Traudt, Capital Asset and Grant Accountant Cristina Doyle and Office Services Technician Meadow Muench. Without their efforts and dedication, it would not have been possible to deliver this document to you in a professional and timely manner.

Respectfully submitted,

Lacey G. Simpson
Acting City Manager

Michelle L. Johansen
Finance Director

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY FUND
ALL FUNDS

Fund	Est Funds Available Jan 1, 2022	Revenues			Transfers In	Advances	Appropriations			Appropriated Reserves Dec. 31, 2022
		Operating	Capital Grants	Bond Proceeds			Operating	Capital	Transfers Out	
101 General	4,861,073	19,265,865			3,347,451		23,888,028	50,000	858,953	2,677,408
Special Revenue Tax Funds										
110 Hospital Sales Tax	2,413,825	3,009,000					155,130	62,000	2,991,545	2,214,150
111 Public Works Sales Tax	4,611,979	4,332,500						3,144,428	2,350,506	3,449,545
210 Transient Tax	481,696	450,250							424,117	507,829
211 Marijuana Sales Tax	232,363	250,100					131,000		200,000	151,463
Special Revenue Funds - Revenue Generating										
220 Solid Waste Services	1,312,043	3,485,040					3,703,259	175,000		918,824
240 Small Boat Harbor	746,166	1,585,500					1,733,291			598,375
250 Bayview Cemetery O & M	49,105	2,600							5,000	46,705
251 Bayview Development	27,924	10,050						2,500		35,474
252 Cemetery Endowment	24,283	1,200								25,483
Special Revenue Funds - Other										
112 Shoreline	94,044								6,374	87,670
117 Community Grant Fund	17,181	157,890			157,890		315,780			17,181
118 Economic & Parking Development	315,885	175								316,060
260 CPV Fund	7,468,394	190,750					290,645		2,261,960	5,106,539
280 US Marshall Property Seizure	119,302	160								119,462
290 Federal and State Grant		82,900	487,452				331,602	238,750		
Debt Service Funds										
410 GO Bond Debt Service					3,623,114		3,623,114			
Capital Project Funds										
310 Major Capital Improvements	73,954			2,500,000				2,500,000		73,954
320 Harbor Construction Fund	771,823	116,500	58,746					218,746		728,323
330 Community Facilities Development	2,638,010	1,000						6,000		2,633,010
340 Hospital Construction Fund	1,088,248							1,088,248		
360 CPV Capital Improvement Fund	2,529				1,865,000			1,865,000		2,529
Enterprise and Internal Service Funds										
505 Wastewater Services	3,744,777	3,467,850		4,070,867			2,553,081	5,105,867		3,624,546
510 Ketchikan Port Fund	162,888	9,973,736			105,000	315,911	7,179,144	155,000	522,000	2,701,391
511 Port Repair & Replacement Fund	5,418,774	500			522,000			117,000		5,824,274
610 Self-Insurance Fund	538,795	2,174,247					2,077,710			635,332
Total	37,215,061	48,557,813	546,198	6,570,867	9,620,455	315,911	45,981,784	14,728,539	9,620,455	32,495,527

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF RESERVES-All FUNDS
2016 - 2022

Fund							2021		Budget 2022
		2016	2017	2018	2019	2020	Budget	Estimate	
101	General	5,560,827	6,223,738	6,917,765	6,755,622	6,364,204	4,387,072	4,861,073	2,677,408
Special Revenue Funds - Tax									
110	Hospital Sales Tax	4,761,367	4,278,119	4,436,199	4,541,921	3,279,198	2,581,347	2,413,825	2,214,150
111	Public Works Sales Tax	4,636,830	4,816,165	4,428,518	4,763,882	3,911,647	3,617,234	4,611,979	3,449,545
210	Transient Tax	533,360	747,396	926,736	827,082	532,401	401,773	481,696	507,829
211	Marijuana Sales Tax	-	-	95,049	199,358	315,363	2,674	232,363	151,463
Special Revenue Funds - Revenue Generating									
220	Solid Waste Services	3,008,340	2,633,618	1,724,315	1,888,728	1,459,904	1,309,628	1,312,043	918,824
240	Boat Harbor	1,155,998	1,052,873	960,884	963,956	768,302	679,083	746,166	598,375
250	Bayview Cemetery O & M	54,759	53,201	52,603	51,205	51,205	46,705	49,105	46,705
251	Bayview Development	28,283	24,872	33,445	16,919	21,944	30,919	27,924	35,474
252	Cemetery Endowment	17,327	18,968	20,703	21,693	23,083	24,093	24,283	25,483
Special Revenue Funds - Other									
112	Shoreline	117,403	111,182	106,022	101,410	100,418	95,136	94,044	87,670
117	Community Grant	12,407	8	17,131	17,141	17,181	17,141	17,181	17,181
118	Economic and Parking Development	885,984	981,655	815,390	615,054	457,853	296,011	315,885	316,060
260	CPV Fund	1,802,683	2,794,666	4,284,199	5,263,981	7,876,354	5,329,110	7,468,394	5,106,539
280	US Marshall Property Seizure	174,097	182,929	141,587	169,594	174,302	174,454	119,302	119,462
290	Federal State and Grant	-	-	-	-	-	-	-	-
Debt Service Funds									
410	GO Bond Debt Service	-	-	-	-	-	-	-	-
Capital Improvement Funds									
310	Major Capital Improvements	74,621	74,621	66,167	72,648	73,904	843,898	73,954	73,954
320	Harbor Construction	400,182	404,924	399,323	663,547	470,451	764,897	771,823	728,323
330	Community Facilities Development	2,894,708	2,793,453	2,580,225	2,534,425	3,320,509	1,986,007	2,638,010	2,633,010
340	Hospital Construction	1,547,992	1,406,896	1,277,669	1,229,741	1,087,864	-	1,088,248	-
360	CPV Capital Improvement	-	-	436	2,529	2,529	2,529	2,529	2,529
Enterprise and Internal Service Funds									
505	Wastewater	863,163	1,239,406	1,509,861	2,422,311	3,153,625	3,359,462	3,744,777	3,624,546
510	Port	8,069,793	4,897,863	8,960,132	10,820,983	4,152,210	3,315,790	162,888	2,701,391
511	Port Repair & Replacement	4,649,770	3,196,536	3,724,677	4,324,400	4,896,274	5,403,900	5,418,774	5,824,274
610	Self Insurance	515,393	625,409	639,341	630,445	515,035	674,185	538,795	635,332
Total All Funds		41,765,287	38,558,498	44,118,377	48,898,575	43,025,760	35,343,048	37,215,061	32,495,527

CITY OF KETCHIKAN, ALASKA
2022 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	4,861,073	2,413,825	4,611,979	94,044	17,181	315,885	481,696	232,363	1,312,043	746,166	49,105	27,924	24,283	7,468,394
Revenues														
Operating														
Taxes	10,701,758	2,907,000	4,330,000				450,000	250,000						
Payments in Lieu of Tax	1,301,100													
Licenses and Permits	126,700													
Intergovernmental	1,339,343									2,500				188,750
Charges for Services	2,214,148								3,483,290	1,579,000	2,500	10,000	1,200	
Fines and Forfeitures	92,000									3,500				
Other Revenues	91,000	102,000	2,500		157,890	175	250	100	1,750	500	100	50		2,000
Bond Proceeds														
Interdepartmental Charges	3,399,816													
Total Operating Revenues	19,265,865	3,009,000	4,332,500		157,890	175	450,250	250,100	3,485,040	1,585,500	2,600	10,050	1,200	190,750
Other														
Capital Grants														
Bond Proceeds														
Transfers In	3,347,451				157,890									
Interfund Advances														
Total Revenues	22,613,316	3,009,000	4,332,500		315,780	175	450,250	250,100	3,485,040	1,585,500	2,600	10,050	1,200	190,750
Funds Available	27,474,389	5,422,825	8,944,479	94,044	332,961	316,060	931,946	482,463	4,797,083	2,331,666	51,705	37,974	25,483	7,659,144
Expenditures														
Mayor Council	264,220				315,780			131,000						
Law	376,972													
Clerk	327,913													
Manager	756,553													
Finance	2,208,401		20,000											
Information Technology	1,137,947													
Fire	4,285,364		755,000											
Police	6,148,858		486,000											
Library	1,368,020													
Museum	1,214,192		200,000											
Civic Center	529,117													
Tourism & Economic Development														290,645
Public Health	14,325	217,130												
Public Works-Engineering	2,146,871		70,000											
Public Works-Streets	1,802,129		1,483,428											
Public Works-Solid Waste									3,878,259					
Public Works-Cemetery	88,940											2,500		
Public Works-Garage	691,301													
Public Works-Wastewater														
Public Works-Building Maintenance	576,905		130,000											
Small Boat Harbors										1,733,291				
Port														
Risk Management														
Debt Service														
Transfers	858,953	2,991,545	2,350,506	6,374			424,117	200,000			5,000			2,261,960
Total Expenditures	24,796,981	3,208,675	5,494,934	6,374	315,780		424,117	331,000	3,878,259	1,733,291	5,000	2,500		2,552,605
Ending Reserves, December 31	2,677,408	2,214,150	3,449,545	87,670	17,181	316,060	507,829	151,463	918,824	598,375	46,705	35,474	25,483	5,106,539

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY DEPARTMENT
ALL FUNDS

	US Marshal Property Seizure	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	119,302		73,954	771,823	2,638,010	1,088,248	2,529		3,744,777	162,888	5,418,774	538,795	37,215,061
Revenues													
Operating													
Taxes													18,638,758
Payments in Lieu of Tax													1,301,100
Licenses and Permits													126,700
Intergovernmental		248,702		115,500									1,894,795
Charges for Services									3,467,350	9,960,950			20,718,438
Fines and Forfeitures													95,500
Other Revenues	160	82,900		1,000	1,000				500	12,786	500	96,537	553,698
Bond Proceeds													
Interdepartmental Charges												2,077,710	5,477,526
Total Operating Revenues	160	331,602		116,500	1,000				3,467,850	9,973,736	500	2,174,247	48,806,515
Other													
Capital Grants		238,750		58,746									297,496
Bond Proceeds			2,500,000						4,070,867				6,570,867
Transfers In							1,865,000	3,623,114		105,000	522,000		9,620,455
Interfund Advances										315,911			315,911
Total Revenues	160	570,352	2,500,000	175,246	1,000		1,865,000	3,623,114	7,538,717	10,394,647	522,500	2,174,247	65,611,244
Funds Available	119,462	570,352	2,573,954	947,069	2,639,010	1,088,248	1,867,529	3,623,114	11,283,494	10,557,535	5,941,274	2,713,042	102,826,305
Expenditures													
Mayor Council													711,000
Law													376,972
Clerk													327,913
Manager													756,553
Finance													2,228,401
Information Technology													1,137,947
Fire		238,750											5,279,114
Police		331,602											6,966,460
Library					6,000								1,374,020
Museum													1,414,192
Civic Center													529,117
Tourism & Economic Development							1,865,000						2,155,645
Public Health						1,088,248							1,319,703
Public Works-Engineering													2,216,871
Public Works-Streets			2,500,000										5,785,557
Public Works-Solid Waste													3,878,259
Public Works-Cemetery													91,440
Public Works-Garage													691,301
Public Works-Wastewater									7,658,948				7,658,948
Public Works-Building Maintenance													706,905
Small Boat Harbors				218,746									1,952,037
Port										7,856,144	117,000		7,973,144
Risk Management												2,077,710	2,077,710
Debt Service								3,623,114					3,623,114
Transfers													9,098,455
Total Expenditures		570,352	2,500,000	218,746	6,000	1,088,248	1,865,000	3,623,114	7,658,948	7,856,144	117,000	2,077,710	70,330,778
Ending Reserves, December 31	119,462		73,954	728,323	2,633,010		2,529		3,624,546	2,701,391	5,824,274	635,332	32,495,527

CITY OF KETCHIKAN, ALASKA
2022 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	4,861,073	2,413,825	4,611,979	94,044	17,181	315,885	481,696	232,363	1,312,043	746,166	49,105	27,924	24,283	7,468,394
Revenues														
Taxes	10,701,758	2,907,000	4,330,000				450,000	250,000						
Payments in Lieu of Tax	1,301,100													
Licenses and Permits	126,700													
Intergovernmental	1,339,343									2,500				188,750
Charges for Services	2,214,148								3,483,290	1,579,000	2,500	10,000	1,200	
Fines and Forfeitures	92,000								3,500					
Other Revenues	38,635	102,000	2,500		157,890	175	250	100	1,750	500	100	50		2,000
Bond Proceeds														
Interfund Advances														
Interdepartmental Charges	3,399,816													
Total Revenues	19,213,500	3,009,000	4,332,500		157,890	175	450,250	250,100	3,485,040	1,585,500	2,600	10,050	1,200	190,750
Transfers In														
Transfers From Other Funds	3,399,816				157,890									
Total Transfers In	3,399,816				157,890									
Funds Available	27,474,389	5,422,825	8,944,479	94,044	332,961	316,060	931,946	482,463	4,797,083	2,331,666	51,705	37,974	25,483	7,659,144
Expenditures														
Personnel Services	19,077,122								1,267,142	705,881				111,010
Supplies	1,218,458	10,000							266,778	74,325				8,000
Contract & Purchased Services	2,768,362	145,000			315,780			131,000	1,653,289	335,440				169,125
Capital Outlay - Minor	142,380								27,900	11,100				2,510
In-kind Services	21,286													
Operating Grants - (Police & Fire)	185,997													
Interdepartmental Charges	474,423	130							488,150	257,120				
Debt Service										349,425				
Risk Management														
Payment In Lieu of Taxes														
Total Operating Expenditures	23,888,028	155,130			315,780			131,000	3,703,259	1,733,291				290,645
Capital Outlay - Major	50,000	62,000	3,144,428						175,000			2,500		
Transfers Out	858,953	2,991,545	2,350,506	6,374			424,117	200,000			5,000			2,261,960
Total Expenditures	24,796,981	3,208,675	5,494,934	6,374	315,780		424,117	331,000	3,878,259	1,733,291	5,000	2,500		2,552,605
Ending Reserves, December 31	2,677,408	2,214,150	3,449,545	87,670	17,181	316,060	507,829	151,463	918,824	598,375	46,705	35,474	25,483	5,106,539

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES
ALL FUNDS

	US Marshal Property Seizure	Federal & State Grant	Major Capital Improvements	Harbor Construction	Community Facilities Development	Hospital Construction	CPV Capital Improvements	General Obligation Debt Service	Wastewater Services	Ketchikan Port	Port Repair and Replacement	Self Insurance	Total
Beginning Reserves, January 1	119,302		73,954	771,823	2,638,010	1,088,248	2,529		3,744,777	162,888	5,418,774	538,795	37,215,061
Revenues													
Taxes													18,638,758
Payments in Lieu of Tax													1,301,100
Licenses and Permits													126,700
Intergovernmental		487,452		174,246									2,192,291
Charges for Services									3,467,350	9,960,950			20,718,438
Fines and Forfeitures													95,500
Other Revenues	160	82,900		1,000	1,000				500	117,786	500	96,537	606,333
Bond Proceeds			2,500,000						4,070,867				6,570,867
Interfund Advances										315,911			315,911
Interdepartmental Charges												2,077,710	5,477,526
Total Revenues	160	570,352	2,500,000	175,246	1,000				7,538,717	10,394,647	500	2,174,247	56,043,424
Transfers In													
Transfers From Other Funds							1,865,000	3,623,114			522,000		9,567,820
Total Transfers In							1,865,000	3,623,114			522,000		9,567,820
Funds Available	119,462	570,352	2,573,954	947,069	2,639,010	1,088,248	1,867,529	3,623,114	11,283,494	10,557,535	5,941,274	2,713,042	102,826,305
Expenditures													
Personnel Services									935,172	1,011,741			23,108,068
Supplies		6,536							262,050	98,395			1,944,542
Contract & Purchased Services		325,066							409,060	2,800,618			9,052,740
Capital Outlay - Minor									59,000	6,100			248,990
In-kind Services													21,286
Operating Grants - (Police & Fire)													185,997
Interdepartmental Charges									638,870	504,090			2,362,783
Debt Service								3,623,114	162,829	2,236,000			6,371,368
Risk Management												2,077,710	2,077,710
Payment In Lieu of Taxes									86,100	522,200			608,300
Total Operating Expenditures		331,602						3,623,114	2,553,081	7,179,144		2,077,710	45,981,784
Capital Outlay - Major		238,750	2,500,000	218,746	6,000	1,088,248	1,865,000		5,105,867	155,000	117,000		14,728,539
Transfers Out										522,000			9,620,455
Total Expenditures		570,352	2,500,000	218,746	6,000	1,088,248	1,865,000	3,623,114	7,658,948	7,856,144	117,000	2,077,710	70,330,778
Ending Reserves, December 31	119,462		73,954	728,323	2,633,010		2,529		3,624,546	2,701,391	5,824,274	635,332	32,495,527

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2018 - 2022

	2018	2019	2020	2021			2022 BUDGET	2021 ADOPTED-2022 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Operating Expenditures								
Mayor & Council	582,831	619,459	651,785	612,890	663,390	631,140	711,000	16.01%
City Law	324,707	323,403	330,973	371,946	371,946	367,194	376,972	1.35%
City Clerk	348,339	294,792	285,634	329,275	329,275	303,635	327,913	-0.41%
City Manager	760,968	700,430	804,128	790,912	790,912	746,630	756,553	-4.34%
Finance	1,956,927	2,028,568	2,174,136	2,200,261	2,207,261	2,041,463	2,208,401	0.37%
Information Technology	863,511	921,561	980,358	1,058,863	1,062,083	1,046,500	1,087,947	2.75%
Fire	3,329,906	3,475,062	2,477,212	4,009,485	4,237,877	3,804,460	4,285,364	6.88%
Police	4,753,903	4,982,281	3,645,936	6,494,836	6,549,836	5,606,344	6,480,460	-0.22%
Library	1,262,555	1,292,090	1,350,932	1,430,210	1,430,210	1,298,931	1,368,020	-4.35%
Museum	1,008,415	1,071,885	968,389	1,093,389	1,179,675	1,025,657	1,214,192	11.05%
Civic Center	470,782	507,705	466,071	520,955	520,955	498,025	529,117	1.57%
Tourism & Economic Development	162,450	215,945	162,450	182,143	202,143	157,143	290,645	59.57%
Public Health	36,054	261,002	12,536,934	369,465	1,021,366	1,018,631	169,455	-54.14%
PW-Engineering & Bldg Inspection	1,496,699	1,467,898	1,556,245	2,139,361	2,139,361	1,472,600	2,146,871	0.35%
PW-Streets	1,512,644	1,557,904	1,571,590	1,785,577	1,785,577	1,636,950	1,802,129	0.93%
PW-Solid Waste	3,022,227	3,001,230	3,161,866	3,560,399	3,614,399	3,467,975	3,703,259	4.01%
PW-Cemetery	83,663	77,539	83,469	98,370	98,370	95,850	88,940	-9.59%
PW-Garage & Warehouse	437,620	567,668	648,881	673,104	673,104	651,226	691,301	2.70%
PW-Wastewater	2,289,245	2,170,546	2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	0.21%
PW-Building Maintenance	482,799	508,253	511,885	605,495	605,495	590,987	576,905	-4.72%
Small Boat Harbors	1,446,549	1,527,147	1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	1.59%
Port Development	7,402,754	7,454,287	7,071,006	6,713,299	6,713,299	6,277,594	7,179,144	6.94%
Risk Management	1,382,532	1,436,305	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	9.58%
Debt Service	3,506,643	3,501,174	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	0.65%
Total Operating	38,924,723	39,964,134	55,024,181	44,790,002	45,989,104	45,323,585	45,981,784	2.66%

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2018 - 2022

	2018	2019	2020	2021			2022 BUDGET	2021 ADOPTED-2022 % INCR(DEC)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Capital Expenditures								
Mayor & Council	-	-	-	-	-	-	-	0.00%
City Law	-	-	-	-	-	-	-	0.00%
City Clerk	-	-	-	-	-	-	-	0.00%
City Manager	-	-	-	-	-	-	-	0.00%
Finance	-	-	-	20,000	20,000	-	20,000	0.00%
Information Technology	73,411	73,411	142,989	18,000	14,780	18,000	50,000	177.78%
Fire	483,630	2,114,332	165,935	250,000	250,000	250,000	993,750	297.50%
Police	203,827	595,387	475,673	374,512	374,512	65,112	486,000	29.77%
Library	-	47,178	-	-	-	-	-	0.00%
Museum	398,892	74,318	119,075	436,600	436,600	-	200,000	-54.19%
Civic Center	245,332	256,933	200,072	-	-	-	-	0.00%
Tourism & Economic Development	15,000	126,912	791,113	865,000	865,000	-	1,865,000	115.61%
Public Health	59,812	151,647	2,105,189	1,209,821	4,950,030	3,811,782	1,156,248	-4.43%
PW-Engineering & Bldg Inspection	81,697	227,072	34,087	70,000	70,000	30,000	70,000	0.00%
PW-Streets	2,073,973	1,688,102	1,094,060	3,148,745	3,148,745	545,000	3,983,428	26.51%
PW-Solid Waste	1,097,328	188,656	273,826	40,000	23,000	23,000	175,000	337.50%
PW-Cemetery	24,979	110,750	11,635	2,500	2,500	2,500	2,500	0.00%
PW-Garage & Warehouse	-	60,173	127,630	68,000	68,000	19,000	-	-100.00%
PW-Wastewater	678,635	568,117	668,481	5,319,531	5,319,531	595,565	5,105,867	-4.02%
PW-Building Maintenance	11,201	-	9,900	30,000	30,000	-	130,000	333.33%
Small Boat Harbors	299,171	84,456	1,663,251	281,542	370,365	245,033	218,746	-22.30%
Port Development	1,199,642	7,755,476	334,946	519,000	551,300	151,000	272,000	-47.59%
Total Capital	6,946,530	14,122,920	8,217,862	12,653,251	16,494,363	5,755,992	14,728,539	16.40%

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2018 - 2022

	2018	2019	2020	2021			2022 BUDGET	2021 ADOPTED-2022 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Transfers Out								
Transfers/Advances to Other Funds	7,838,051	8,710,552	8,808,219	9,015,299	12,158,984	7,650,968	9,620,455	6.71%
Total Transfers Out	7,838,051	8,710,552	8,808,219	9,015,299	12,158,984	7,650,968	9,620,455	6.71%
Combined Operating, Capital and Transfers Out								
Mayor & Council	582,831	619,459	651,785	612,890	663,390	631,140	711,000	16.01%
City Law	324,707	323,403	330,973	371,946	371,946	367,194	376,972	1.35%
City Clerk	348,339	294,792	285,634	329,275	329,275	303,635	327,913	-0.41%
City Manager	760,968	700,430	804,128	790,912	790,912	746,630	756,553	-4.34%
Finance	1,956,927	2,028,568	2,174,136	2,220,261	2,227,261	2,041,463	2,228,401	0.37%
Information Technology	936,922	994,972	1,123,347	1,076,863	1,076,863	1,064,500	1,137,947	5.67%
Fire	3,813,536	5,589,394	2,643,147	4,259,485	4,487,877	4,054,460	5,279,114	23.94%
Police	4,957,730	5,577,668	4,121,609	6,869,348	6,924,348	5,671,456	6,966,460	1.41%
Library	1,262,555	1,339,268	1,350,932	1,430,210	1,430,210	1,298,931	1,368,020	-4.35%
Museum	1,407,307	1,146,203	1,087,464	1,529,989	1,616,275	1,025,657	1,414,192	-7.57%
Civic Center	716,114	764,638	666,143	520,955	520,955	498,025	529,117	1.57%
Tourism & Economic Development	177,450	342,857	953,563	1,047,143	1,067,143	157,143	2,155,645	105.86%
Public Health	95,866	412,649	14,642,123	1,579,286	5,971,396	4,830,413	1,325,703	-16.06%
PW-Engineering & Bldg Inspection	1,578,396	1,694,970	1,590,332	2,209,361	2,209,361	1,502,600	2,216,871	0.34%
PW-Streets	3,586,617	3,246,006	2,665,650	4,934,322	4,934,322	2,181,950	5,785,557	17.25%
PW-Solid Waste	4,119,555	3,189,886	3,435,692	3,600,399	3,637,399	3,490,975	3,878,259	7.72%
PW-Cemetery	108,642	188,289	95,104	100,870	100,870	98,350	91,440	-9.35%
PW-Garage & Warehouse	437,620	627,841	776,511	741,104	741,104	670,226	691,301	-6.72%
PW-Wastewater	2,967,880	2,738,663	2,812,081	7,867,387	7,867,387	2,979,863	7,658,948	-2.65%
PW-Building Maintenance	494,000	508,253	521,785	635,495	635,495	590,987	706,905	11.24%
Small Boat Harbors	1,745,720	1,611,603	3,135,254	1,987,748	2,102,534	1,854,826	1,952,037	-1.80%
Port Development	8,602,396	15,209,763	7,405,952	7,232,299	7,264,599	6,428,594	7,451,144	3.03%
Risk Management	1,382,532	1,436,305	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	9.58%
Debt Service	3,506,643	3,501,174	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	0.65%
Transfers/Advances to Other Funds	7,838,051	8,710,552	8,808,219	9,015,299	12,158,984	7,650,968	9,620,455	6.71%
Total Expenditures	53,709,304	62,797,606	72,050,262	66,458,552	74,642,451	58,730,545	70,330,778	5.83%

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS
2018 - 2022

	2018	2019	2020	2021			2022 BUDGET	2021 ADOPTED-2022 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Revenues								
Taxes								
Real Property	5,278,525	5,270,266	5,253,175	5,433,785	5,433,785	5,349,865	5,848,715	7.64%
Business - Personal	377,081	399,066	395,109	407,195	407,195	384,750	438,043	7.58%
Sales	12,464,226	12,814,774	8,578,022	11,157,000	11,157,000	9,747,000	11,550,000	3.52%
Transient	544,305	534,075	336,624	345,000	345,000	420,000	450,000	30.43%
Marijuana	190,549	215,857	260,043	291,000	291,000	248,000	250,000	-14.09%
Other	110,564	112,104	145,439	109,000	109,000	100,000	102,000	-6.42%
Payments in Lieu of Tax	1,209,286	1,209,726	1,210,786	1,209,000	1,209,000	1,209,000	1,301,100	7.62%
Licenses and Permits	96,487	178,309	189,949	126,700	126,700	70,850	126,700	
Intergovernmental	3,769,839	5,269,363	17,878,155	1,017,006	3,134,652	2,906,205	2,192,291	115.56%
Charges for Services								
General Fund Services	2,248,477	2,151,978	1,622,604	2,207,803	2,207,803	1,774,850	2,269,148	2.78%
Solid Waste	3,170,321	3,242,406	3,057,512	3,485,610	3,485,610	3,342,264	3,483,290	-0.07%
Wastewater	3,227,601	3,427,454	3,417,871	3,446,000	3,446,000	3,464,950	3,467,350	0.62%
Small Boat Harbor	1,575,010	1,568,936	1,433,953	1,599,500	1,599,500	1,582,226	1,579,000	-1.28%
Port	9,965,809	10,751,929	82,139	6,029,475	2,885,790	1,347,809	9,960,950	65.20%
Other	17,964	10,340	13,060	13,700	13,700	12,180	13,700	
Fines and Forfeitures	108,900	112,343	48,528	86,000	86,000	58,920	95,500	11.05%
Other Revenues	950,551	1,347,781	1,159,946	402,665	3,450,668	3,448,925	419,797	4.25%
Bond Proceeds		1,644,830	4,617,902	7,794,500	7,024,500	3,517,301	6,570,867	-15.70%
Interfund Advances	1,288,449		383,786	379,627	3,523,312	379,627	394,812	4.00%
Interdepartmental Charges								
Administration	3,241,609	3,149,500	3,436,007	3,713,721	3,713,721	3,342,349	3,399,816	-8.45%
Insurance	1,381,319	1,436,305	1,689,724	1,896,070	1,912,910	1,890,510	2,077,710	9.58%
Total Revenues	51,216,872	54,847,342	55,210,334	51,150,357	55,562,846	44,597,581	55,990,789	9.46%

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2018 - 2022

	2018	2019	2020	2021 ADOPTED BUDGET	2021 AMENDED BUDGET	2021 ESTIMATES	2022 BUDGET	2021 ADOPTED/2022 % INCR(DECR)
Revenues-Charges for Services								
General Fund								
Civic Center	104,367	104,296	18,962	50,000	50,000	27,070	105,000	110.00%
Ambulance	730,650	606,756	496,359	600,000	600,000	575,000	600,000	0.00%
Emergency Medical Transport Program	-	-	-	200,000	200,000	-	200,000	0.00%
Parking Revenue	101,190	91,065	28,105	75,000	75,000	60,000	90,000	20.00%
Fees for Service	13,269	7,060	2,367	10,000	10,000	6,400	7,500	-25.00%
Borough Library Service	428,806	457,801	470,352	494,926	494,926	523,052	516,326	4.32%
UAS Library Services	92,645	37,226	79,070	84,160	84,160	40,000	-	-100.00%
Library Services to KGBSD	13,741	15,692	16,941	15,837	15,837	15,538	24,422	54.21%
911 Services	406,326	399,912	391,059	406,000	406,000	360,000	390,000	-3.94%
Museum Services & Admission Fees	281,765	311,754	10,666	152,500	152,500	39,550	152,500	0.00%
Tideland Leases	55,792	47,685	48,334	47,000	47,000	60,000	55,000	17.02%
Other	75,718	120,416	60,389	72,380	72,380	68,240	128,400	77.40%
General Fund Total	2,304,269	2,199,663	1,622,604	2,207,803	2,207,803	1,774,850	2,269,148	2.78%
Solid Waste								
Recycling	14,254	6,210	12,307	-	-	25,000	-	0.00%
Fees for Services	45,521	42,403	40,020	49,450	49,450	39,750	39,750	-19.62%
Residential Collections	328,841	327,002	326,946	327,000	327,000	327,000	343,350	5.00%
Business Collections	684,168	789,035	678,095	760,000	760,000	760,000	798,000	5.00%
Sanitary Landfill Charges	817,413	789,609	703,324	892,160	892,160	726,514	762,840	-14.50%
Residential Access Fees	1,259,713	1,267,405	1,293,346	1,447,000	1,447,000	1,447,000	1,519,350	5.00%
Other	20,411	20,742	3,474	10,000	10,000	17,000	20,000	100.00%
Solid Waste Total	3,170,321	3,242,406	3,057,512	3,485,610	3,485,610	3,342,264	3,483,290	-0.07%
Wastewater								
Residential Sewer Service	2,048,366	2,178,539	2,208,342	2,211,000	2,211,000	2,221,600	2,221,600	0.48%
Business Sewer Service	1,156,141	1,226,097	1,203,454	1,222,000	1,222,000	1,229,250	1,229,250	0.59%
Other	23,094	22,818	6,075	13,000	13,000	14,100	16,500	26.92%
Wastewater Total	3,227,601	3,427,454	3,417,871	3,446,000	3,446,000	3,464,950	3,467,350	0.62%

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2018 - 2022

	2018	2019	2020	2021			2022 BUDGET	2021 ADOPTED/2022 % INCR(DECR)
				ADOPTED BUDGET	AMENDED BUDGET	ESTIMATES		
Small Boat Harbor								
Electrical Service	106,169	109,071	102,470	105,000	105,000	130,561	125,000	19.05%
Solid Waste Fees	91,457	77,525	74,746	85,000	85,000	92,000	90,000	5.88%
Reserved Moorage	856,952	872,886	875,158	883,000	883,000	856,345	860,000	-2.60%
Transient Moorage	453,746	458,698	360,833	456,000	456,000	439,000	440,000	-3.51%
Other	66,686	50,756	20,746	70,500	70,500	64,320	64,000	-9.22%
Small Boat Harbor Total	<u>1,575,010</u>	<u>1,568,936</u>	<u>1,433,953</u>	<u>1,599,500</u>	<u>1,599,500</u>	<u>1,582,226</u>	<u>1,579,000</u>	<u>-1.28%</u>
Cemetery								
Burial & Endowment Fees	17,964	10,340	13,060	13,700	13,700	12,180	13,700	0.00%
Total	<u>17,964</u>	<u>10,340</u>	<u>13,060</u>	<u>13,700</u>	<u>13,700</u>	<u>12,180</u>	<u>13,700</u>	<u>0.00%</u>
Port								
Electric Service	818	53,274	21,826	30,000	30,000	38,512	47,000	56.67%
Additional Docking Fees	807,113	865,755	2,636	512,500	512,500	162,039	780,000	52.20%
Wharfage	7,300,575	8,097,798	0	4,050,000	906,315	682,848	7,300,000	80.25%
Water	256,260	2,520	120	77,250	77,250	9,300	230,000	197.73%
Parking Revenue	59,855	67,267	0	65,000	65,000	35,386	65,000	0.00%
Rental Income	421,180	421,180	0	425,000	425,000	20,968	425,000	0.00%
Transient Docking Fees	1,106,356	1,228,215	57,459	860,800	860,800	387,392	1,105,000	28.37%
Other	13,652	15,920	98	8,925	8,925	11,364	8,950	0.28%
Port Total	<u>9,965,809</u>	<u>10,751,929</u>	<u>82,139</u>	<u>6,029,475</u>	<u>2,885,790</u>	<u>1,347,809</u>	<u>9,960,950</u>	<u>65.20%</u>
Total Charges for Services	<u>20,260,974</u>	<u>21,200,728</u>	<u>9,627,139</u>	<u>16,782,088</u>	<u>13,638,403</u>	<u>11,524,279</u>	<u>20,773,438</u>	<u>23.78%</u>

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF EMPLOYEES
2018 -2022

Department/Division		2018	2019	2020	2021			2022	2020 Adopted/2021	
		Actual	Actual	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
1110	Mayor and Council	8.000	8.000	8.000	8.000	8.000	8.000	8.000	-	0.00%
1120	Law	1.000	1.000	1.000	1.000	1.000	1.000	1.000	-	0.00%
1130	Clerk	2.000	2.000	2.000	2.000	2.000	2.000	2.000	-	0.00%
1140	City Manager	4.500	4.500	4.500	4.500	4.500	4.500	4.500	-	0.00%
1150	Finance	16.000	16.000	16.000	16.000	16.000	16.000	16.000	-	0.00%
1160	Information Technology	6.000	6.000	6.000	6.000	6.000	6.000	6.000	-	0.00%
1210	Fire	19.000	19.000	22.000	22.000	22.000	22.000	22.000	-	0.00%
1220	Police	35.300	35.300	38.550	38.550	38.550	38.550	38.550	-	0.00%
1410	Library	11.815	11.815	11.815	11.815	11.815	11.815	11.125	(0.690)	-5.84%
1420	Museum	8.200	8.200	8.200	8.200	8.200	8.200	8.200	-	0.00%
1430	Civic Center	3.000	3.000	3.000	3.000	3.000	3.000	3.000	-	0.00%
1510	Engineering	12.000	13.000	13.000	13.000	13.000	13.000	13.000	-	0.00%
1530	Streets	13.000	13.000	13.000	13.000	13.000	13.000	13.000	-	0.00%
1540	Garage and Warehouse	4.000	4.000	4.000	4.000	4.000	4.000	4.000	-	0.00%
1550	Building Maintenance	2.750	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	4.800	4.800	4.800	4.800	-	0.00%
TOTAL		175.565	176.815	183.065	183.065	183.065	183.065	182.375	(0.690)	-0.38%

CITY OF KETCHIKAN, ALASKA
2022 OPERATING AND CAPITAL BUDGET
SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES
2002 - 2022

Year	Total Taxable Real Property Valuation	Total Taxable Personal Property Valuation	Total Taxable Valuation	Senior & Veterans Exemption Valuation	Total Assessed Valuation	Millage Rate	Property Tax Revenue
2002	511,810,100	43,428,400	555,238,500	41,065,800	596,304,300	6.4	3,553,526
2003	506,057,500	41,012,900	547,070,400	42,467,500	589,537,900	6.4	3,501,251
2004	499,380,800	41,280,300	540,661,100	42,700,100	583,361,200	6.4	3,460,231
2005	504,640,800	45,248,700	549,889,500	45,078,700	594,968,200	6.4	3,519,293
2006	545,172,200	42,419,800	587,592,000	45,729,300	633,321,300	6.4	3,760,589
2007	600,749,000	48,912,700	649,661,700	47,670,500	697,332,200	6.1	3,962,936
2008	617,742,500	50,809,700	668,552,200	50,094,600	718,646,800	6.1	4,078,168
2009	641,686,700	50,913,200	692,599,900	52,754,100	745,354,000	6.1	4,224,859
2010	649,369,000	41,375,000	690,744,000	55,101,700	745,845,700	6.1	4,213,538
2011	642,145,600	47,370,800	689,516,400	55,829,300	745,345,700	6.2	4,275,002
2012	646,701,600	44,177,700	690,879,300	58,818,800	749,698,100	6.2	4,283,452
2013	677,685,000	60,238,000	737,923,000	59,737,600	797,660,600	6.7	4,944,084
2014	749,607,500	56,347,400	805,954,900	63,874,100	869,829,000	6.7	5,399,898
2015	751,995,930	56,376,718	808,372,648	65,124,800	873,497,448	6.7	5,416,097
2016	770,751,000	59,603,200	830,354,200	68,375,500	898,729,700	6.7	5,563,373
2017	776,296,200	57,251,300	833,547,500	70,068,900	903,616,400	6.7	5,584,768
2018	794,399,300	57,541,900	851,941,200	72,028,600	923,969,800	6.6	5,622,812
2019	801,191,800	61,092,000	862,283,800	74,723,300	937,007,100	6.6	5,691,073
2020	811,133,700	60,724,600	871,858,300	75,368,400	947,226,700	6.6	5,754,265
2021	810,586,100	58,295,700	868,881,800	79,450,100	948,331,900	6.6	5,734,620
2022 (1)	823,300,706	61,696,194	884,996,900	77,629,451	962,626,351	7.1	6,283,478

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2022 OPERATING AND CAPITAL BUDGET
SCHEDULE OF SALES AND OCCUPANCY TAX REVENUES
2002 - 2022

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
2002	7,585,246	-	273,338	7,311,908	2,089,116	2,089,117	3,133,675
2003	8,172,300	-	301,833	7,870,467	2,248,705	2,248,705	3,373,057
2004	8,863,703	-	353,376	8,510,327	2,431,522	2,431,522	3,647,283
2005	9,461,638	-	395,074	9,066,564	2,590,447	2,590,447	3,885,670
2006	9,418,433	-	333,763	9,084,670	2,595,620	2,595,620	3,893,430
2007	10,100,375	-	518,652	9,581,723	2,737,635	2,737,635	4,106,453
2008	10,775,305	-	444,862	10,330,443	2,951,555	2,951,555	4,427,333
2009	9,858,380	-	366,856	9,491,524	2,711,864	2,711,864	4,067,796
2010	9,603,050	-	385,286	9,217,764	2,633,647	2,633,647	3,950,470
2011	10,343,269	-	378,096	9,965,173	2,847,192	2,847,192	4,270,789
2012	10,493,942	-	362,739	10,131,203	2,894,745	2,894,745	4,341,713
2013	10,587,816	-	386,230	10,201,586	2,914,739	2,914,739	4,372,108
2014	11,186,057	-	389,342	10,796,715	3,746,390	2,820,130	4,230,195
2015	11,914,756	-	486,838	11,427,918	4,285,469	2,856,980	4,285,469
2016	11,846,982	-	497,374	11,349,608	4,256,103	2,837,402	4,256,103
2017	12,390,019	97,152	552,867	11,740,000	4,402,500	2,935,000	4,402,500
2018	13,199,080	190,549	544,305	12,464,226	4,674,085	3,116,056	4,674,085
2019	13,564,936	215,857	534,305	12,814,774	4,805,540	3,203,694	4,805,540
2020	9,174,689	260,043	336,624	8,578,022	3,216,758	2,144,506	3,216,758
2021 (1)	10,415,000	248,000	420,000	9,747,000	3,655,000	2,437,000	3,655,000
2022 (1)	12,250,000	250,000	450,000	11,550,000	4,325,000	2,900,000	4,325,000

(1) Estimated

CITY OF KETCHIKAN, ALASKA
2022 ANNUAL BUDGET
SCHEDULE OF SHARED STATE REVENUES
2002 - 2022

Year	Total State Revenues	Safe Communities	Revenue Sharing	Raw Fish Tax	Shared Fisheries Business Tax	Other State Assistance	Liquor License Refunds	Commercial Passenger Vessel
2002	698,659	257,770	107,428	276,572	11,389		45,500	-
2003	375,990	128,258	53,397	141,758	20,377		32,200	-
2004	199,039			142,925	14,314		41,800	-
2005	236,122			181,411	20,911		33,800	-
2006	506,356			194,279	21,389	252,538 (2)	38,150	-
2007	721,852			234,757	20,846	434,949 (2)	31,300	-
2008	805,985		494,469	254,399	11,617		45,500	-
2009	749,798		479,015	218,560	20,473		31,750	-
2010	1,036,432		472,287	277,158	11,457	225,630 (2)	49,900	-
2011	1,137,762		661,607	424,942	23,288		27,925	-
2012	3,144,800		698,801	425,507	27,744		45,500	1,947,248
2013	2,980,533		490,456	454,435	25,872		32,000	1,977,770
2014	3,548,845		491,771	743,083	43,781		30,000	2,240,210
2015	2,699,743		467,635	137,875	30,608		31,250	2,032,375
2016	2,664,558		309,695	153,565 (3)	15,665		44,000	2,141,633
2017	2,798,871		277,931	311,828 (3)	14,592		30,950	2,163,570
2018	2,863,501		231,248	319,098 (3)	13,767		46,900	2,252,488
2019	2,927,797		190,514	255,346 (3)	10,654		30,300	2,440,983
2020	3,041,540		75,000	238,389 (3)	2,094		2,189	2,723,868
2021 (1)	268,062		150,000	115,500 (3)	2,562		-	-
2022 (1)	486,750		150,000	115,500 (3)	2,500		30,000	188,750

(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

2022

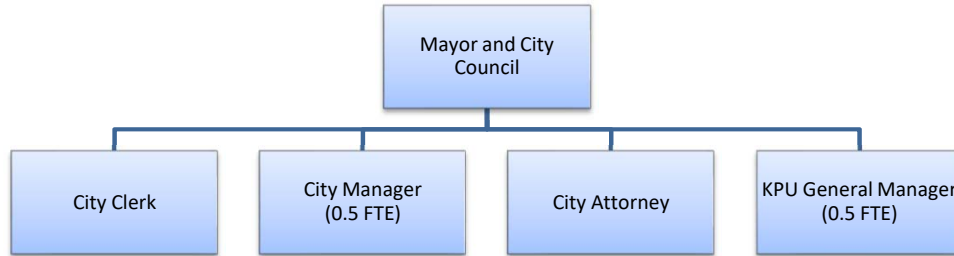
SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

Year	General Obligation Bonds									Other		Revenue Bonds			Total
	ADEC 481011 Wastewater Tongass Ave Phase I	ADEC 481071 Wastewater Tongass Ave Phase II	ADEC 481072 Wastewater Tongass Ave Phase II	ADEC 481101 Wastewater Jackson & Monroe	2020 Fire Station	2021 Library	2014 Harbor	2014 Hospital	2016 Harbor	Fire Apparatus Lease	Ambulance Lease	ADEC 481111 Wastewater Alaska Ave	ADEC 481031 Wastewater Front/Stedman	2016 Port	
2022	52,447	17,933	18,465	36,908	458,250	341,493	201,925	2,532,075	147,500	252,666	38,630	17,930	19,146	2,236,000	6,371,368
2023	52,447	17,933	18,465	36,908	458,500	340,464	205,925	2,532,075	143,750	252,666	38,630	17,930	19,146	2,234,500	6,369,339
2024	52,447	17,933	18,465	36,908	463,000	339,135	204,550	2,529,575	145,000	252,666	38,630	17,930	19,146	2,235,250	6,370,635
2025	52,447	17,933	18,465	36,908	461,500	342,041	202,925	2,529,450	146,000	252,666	38,630	17,930	19,146	2,233,000	6,369,041
2026	52,447	17,933	18,465	36,908	459,250	338,894	205,925	2,531,450	146,750	252,666	38,630	17,930	19,146	2,232,750	6,369,144
2027	52,447	17,933	18,465	36,908	461,250	340,288	203,550	2,530,450	147,250		38,630	17,930	19,146	2,234,250	6,118,497
2028	52,447	17,933	18,465	36,908	457,250	340,542	206,600	2,533,000	147,500		38,630	17,930	19,146	2,237,250	6,123,601
2029	52,447	17,933	18,465	36,908	457,500	345,090	205,100	2,529,600	147,500			17,930	19,146	2,231,500	6,079,119
2030	52,447	17,933	18,465	36,908	456,750	338,681	203,400	2,534,000	147,250			17,930	19,146	2,237,250	6,080,160
2031	52,447	17,933	18,465	36,908		342,109	201,500	2,531,100	146,750			17,930	19,146	2,233,750	5,618,038
2032	52,447	17,933	18,465	36,908			204,300	2,530,900	146,000			17,930	19,146	2,236,250	5,280,279
2033		17,933	18,465	36,908			201,800	2,533,200	145,000			17,930	19,146	2,234,250	5,224,632
2034		8,959	9,229	36,908			204,000	2,532,900	148,750			8,961	19,146	2,237,750	5,206,603
2035				36,908				2,530,000	147,000				19,146	2,231,250	4,964,304
2036				18,441				2,534,300					19,146		2,571,887
2037								2,530,700					19,146		2,549,846
2038								2,534,100					19,132		2,553,232
2039								2,529,400							2,529,400
2040								2,531,500							2,531,500
2041								2,530,200							2,530,200
2042								2,530,400							2,530,400
2043								2,531,900							2,531,900
2044								2,529,600							2,529,600
Total	576,917	224,155	230,809	535,153	4,133,250	3,408,737	2,651,500	58,221,875	2,052,000	1,263,330	270,410	224,121	325,468	31,285,000	105,402,725

CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	196,825	198,140	248,640	231,390	264,220	66,080	33.4%
Community Grant Program	308,960	268,750	268,750	268,750	315,780	47,030	17.5%
Humanitarian Services Grant Program	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Total	651,785	612,890	663,390	631,140	711,000	98,110	16.0%

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	95,157	104,340	104,340	89,770	101,760	(2,580)	-2.5%
Supplies	630	1,050	840	510	1,050	-	0.0%
Contract/Purchased Services	545,651	505,850	556,350	539,000	602,980	97,130	19.2%
Minor Capital Outlay	8,847	-	-	-	3,000	3,000	NA
Interdepartmental Charges	1,500	1,650	1,860	1,860	2,210	560	33.9%
Total	651,785	612,890	663,390	631,140	711,000	98,110	16.0%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	132,082	125,020	144,050	137,550	158,740	33,720	27.0%
Hospital Sales Tax Fund	38,624	33,595	33,595	33,595	39,470	5,875	17.5%
Public Works Sales Tax Fund	57,938	50,390	50,390	50,390	59,210	8,820	17.5%
Marijuana Sales Tax Fund	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Solid Waste Fund	6,850	6,900	8,650	8,050	9,190	2,290	33.2%
Harbor Fund	3,543	3,570	4,480	4,170	4,760	1,190	33.3%
Wastewater Fund	5,275	5,310	6,660	6,200	7,080	1,770	33.3%
Port Fund	8,601	8,660	10,870	10,110	11,550	2,890	33.4%
KPU Enterprise Fund	252,873	233,445	258,695	250,075	290,000	56,555	24.2%
Total	651,785	612,890	663,390	631,140	711,000	98,110	16.0%

Full-time Equivalent Personnel	2020	2021 Budget		2022	2021 Adopted/2022		
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	83,070	-	0.0%
Total	8.00	8.00	8.00	8.00	83,070	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Mayor and Council

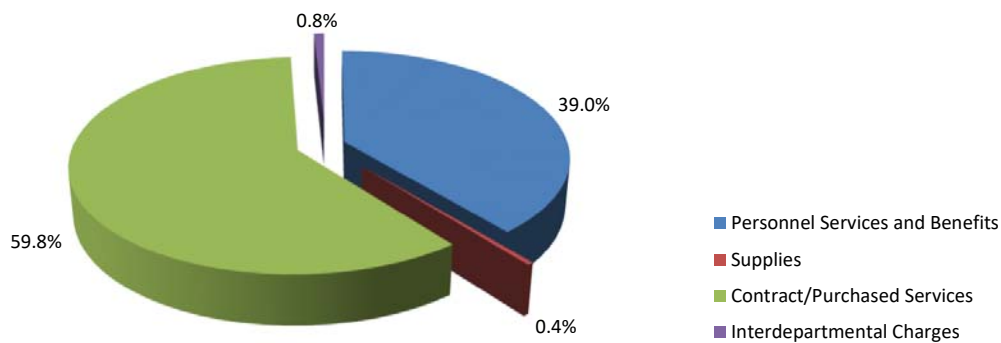
Operations 1110-110

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	95,157	104,340	104,340	89,770	101,760	(2,580)	-2.5%
Supplies	630	1,050	840	510	1,050	-	0.0%
Contract/Purchased Services	90,691	91,100	141,600	139,250	156,200	65,100	71.5%
Minor Capital Outlay	8,847	-	-	-	3,000	3,000	NA
Interdepartmental Charges	1,500	1,650	1,860	1,860	2,210	560	33.9%
Total Expenditures	196,825	198,140	248,640	231,390	264,220	66,080	33.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	74,144	74,630	93,660	87,160	99,530	24,900	33.4%
Solid Waste Fund	6,850	6,900	8,650	8,050	9,190	2,290	33.2%
Wastewater Fund	5,275	5,310	6,660	6,200	7,080	1,770	33.3%
Harbor Fund	3,543	3,570	4,480	4,170	4,760	1,190	33.3%
Port Fund	8,601	8,660	10,870	10,110	11,550	2,890	33.4%
KPU Enterprise Fund	98,413	99,070	124,320	115,700	132,110	33,040	33.4%
Total Funding	196,825	198,140	248,640	231,390	264,220	66,080	33.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Mayor	1.00	1.00	1.00	1.00	11,670	-	0.0%
Council	7.00	7.00	7.00	7.00	71,400	-	0.0%
Total	8.00	8.00	8.00	8.00	83,070	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Mayor and Council
Operations 1110-110
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Community Promotion (Account No. 610.01) increased by \$8,500, or by 39.5%, to reflect the City's share of the expenses associated with hosting the 2022 Southeast Conference annual meeting in Ketchikan. The remaining half of the event expenses will be paid by the Ketchikan Gateway Borough.
- Management and Consulting Services (Account No. 640.04) increased by \$54,000, or by 112.5% in response to the City's continued federal lobbyist needs to access infrastructure funds.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	74,865	83,070	82,970	70,000	83,070	-	0.0%
505. 00 Payroll Taxes	6,581	7,210	7,210	6,210	7,210	-	0.0%
506. 00 Pension	2,149	2,560	2,560	2,010	-	(2,560)	-100.0%
507. 30 Workers Compensation	249	280	280	230	260	(20)	-7.1%
508. 00 Other Benefits	153	60	160	160	60	-	0.0%
509. 05 Allowances-Expense	11,160	11,160	11,160	11,160	11,160	-	0.0%
Personnel Services and Benefits	95,157	104,340	104,340	89,770	101,760	(2,580)	-2.5%
Supplies							
510. 01 Office Supplies	616	1,000	790	500	1,000	-	0.0%
520. 02 Postage	14	50	50	10	50	-	0.0%
Supplies	630	1,050	840	510	1,050	-	0.0%
Contract/Purchased Services							
600. 01 Travel-Business	3,762	3,750	3,750	2,000	5,500	1,750	46.7%
605. 01 Ads and Public Announcements	-	750	550	400	750	-	0.0%
610. 01 Community Promotion	21,140	21,500	18,850	18,850	30,000	8,500	39.5%
615. 02 Assn. Membership Dues & Fees	14,332	14,300	14,500	14,500	14,500	200	1.4%
635. 07 Machinery & Equip Maint Services	952	800	800	350	800	-	0.0%
635. 12 Technical Services			7,000	7,000		-	NA
640. 04 Management and Consulting Services	47,898	48,000	93,500	93,500	102,000	54,000	112.5%
650. 01 Telecommunications	2,607	2,000	2,650	2,650	2,650	650	32.5%
Contract/Purchased Services	90,691	91,100	141,600	139,250	156,200	65,100	71.5%
Minor Capital Outlay							
790. 25 Machinery & Equipment	2,449	-	-	-		-	NA
790. 26 Minor Computers, Printers & Copiers	6,398	-	-	-	3,000	3,000	NA
Minor Capital Outlay	8,847	-	-	-	3,000	3,000	NA
Interdepartmental Charges/ Reimbursable Credits							
825. 01 Interdepartmental-Insurance	1,500	1,650	1,860	1,860	2,210	560	33.9%
Interdepartmental Charges	1,500	1,650	1,860	1,860	2,210	560	33.9%
Total Expenditures by Type	196,825	198,140	248,640	231,390	264,220	66,080	33.4%

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: \$260 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$60 - 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: \$1,000 – This account provides expenditures for the cost of expendable supply items used by the City Clerk's office in support of the Mayor and Council.

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

600.01 Travel-Business: \$5,500 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with the travel of the Mayor and City Councilmembers for business meetings.

605.01 Advertising and Public Announcements: \$750 – This account provides expenditures for public service announcements and community issues.

610.01 Community Promotion: \$30,000 – This account provides expenditures for promotion of community activities and programs and the annual fireworks display. For 2022, an additional \$8,500 has been programmed for the City's share of the event expenses associated with hosting the 2022 Southeast Conference Annual Meeting in Ketchikan. The remaining half of the event expenses will be paid by the Ketchikan Gateway Borough.

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: \$102,000 – This account provides expenditures for engaging state and federal lobbyists to represent General Government and Ketchikan Public Utilities for the 2022-23 legislative year.

650.01 Telecommunications: \$2,650 – 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 two Councilmember iPads.

825.01 Interdepartmental Charges-Insurance: \$2,210 – This account provides expenditures for risk management services.

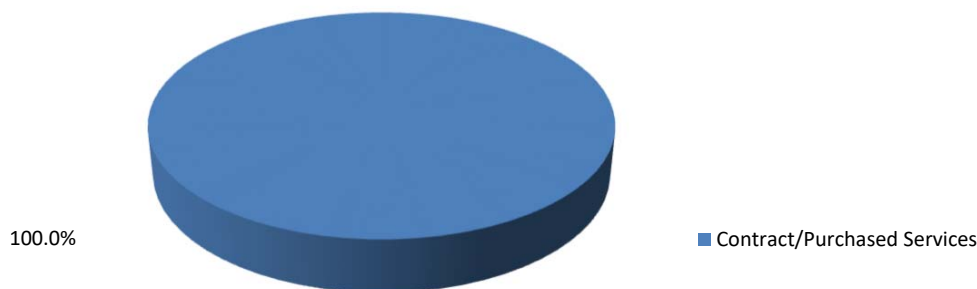
CITY OF KETCHIKAN**2022 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150**

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

PROGRAM SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	308,960	268,750	268,750	268,750	315,780	47,030	17.5%
Total Expenditures	308,960	268,750	268,750	268,750	315,780	47,030	17.5%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	57,938	50,390	50,390	50,390	59,210	8,820	17.5%
Hospital Sales Tax Fund	38,624	33,595	33,595	33,595	39,470	5,875	17.5%
Public Works Sales Tax Fund	57,938	50,390	50,390	50,390	59,210	8,820	17.5%
KPU Enterprise Fund	154,460	134,375	134,375	134,375	157,890	23,515	17.5%
Total Funding	308,960	268,750	268,750	268,750	315,780	47,030	17.5%

2022 Expenditures by Type

CITY OF KETCHIKAN**2022 Operating and Capital Budget****Mayor and Council****Community Grant Program 1110-150****OPERATING BUDGET CHANGES FOR 2022**

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) increased by \$47,030, or by 17.5%, due to the City Council reducing the 2021 appropriation by \$40,250.

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	308,960	268,750	268,750	268,750	315,780	47,030	17.5%
Contract/Purchased Services	308,960	268,750	268,750	268,750	315,780	47,030	17.5%
Total Expenditures by Type	308,960	268,750	268,750	268,750	315,780	47,030	17.5%

NARRATIVE

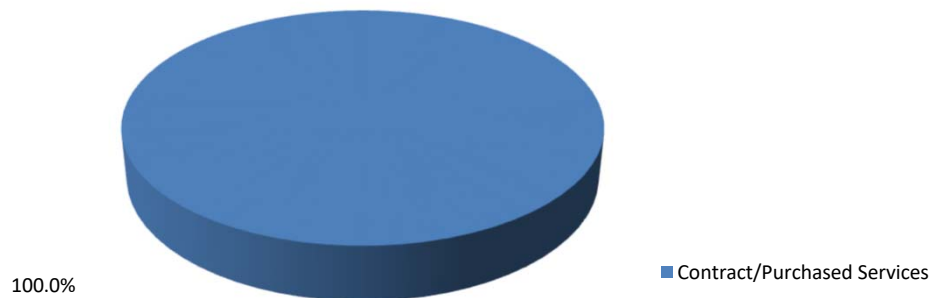
610.02 Grant Awards: \$315,780 - This account provides for financial assistance awards for community agency grant programs.

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

PROGRAM SUMMARY							
Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Total Expenditures	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Marijuana Sales Tax Fund	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Total Funding	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Grant Awards (Account No. 610.02) decreased by \$15,000, or by 10.3%, due to the grant awards approved by the City Council in February 2021 being based upon amounts requested by the humanitarian agencies instead of actual tax proceeds.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Mayor and Council

Humanitarian Services Grant Program 1110-151

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services							
610. 02 Grant Awards	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Contract/Purchased Services	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%
Total Expenditures by Type	146,000	146,000	146,000	131,000	131,000	(15,000)	-10.3%

NARRATIVE

610.02 Grant Awards: \$131,000 - This account provides for financial assistance for homeless and humanitarian grant programs.

CITY OF KETCHIKAN
2022 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.

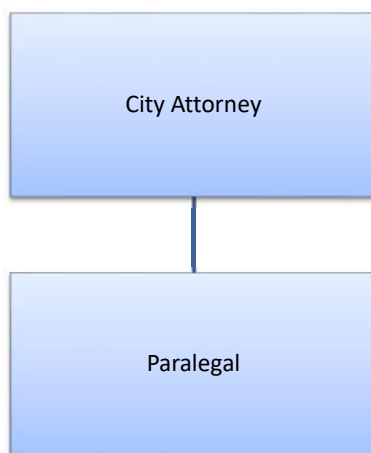
The City Attorney's Office is comprised of one operating division.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	330,973	371,946	371,946	367,194	376,972	5,026	1.4%
Total	330,973	371,946	371,946	367,194	376,972	5,026	1.4%
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	111,532	115,956	116,756	115,700	120,197	4,241	3.7%
Supplies	21,005	25,300	25,150	25,045	25,300	-	0.0%
Contract/Purchased Services	196,506	228,260	227,610	224,909	227,035	(1,225)	-0.5%
Minor Capital Outlay	655	1,000	890	-	2,600	1,600	160.0%
Interdepartmental Charges	1,275	1,430	1,540	1,540	1,840	410	28.7%
Total	330,973	371,946	371,946	367,194	376,972	5,026	1.4%
Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	137,144	163,136	163,136	161,214	165,172	2,036	1.2%
Solid Waste Services Fund	10,822	12,250	12,250	12,080	12,420	170	1.4%
Wastewater Fund	8,334	9,430	9,430	9,300	9,570	140	1.5%
Harbor Fund	5,598	6,340	6,340	6,250	6,430	90	1.4%
Port Fund	13,590	15,380	15,380	15,170	15,600	220	1.4%
KPU Enterprise Fund	155,487	165,410	165,410	163,180	167,780	2,370	1.4%
Total	330,973	371,946	371,946	367,194	376,972	5,026	1.4%
Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.00	1.00	1.00	1.00	66,477	-	0.0%
Total	1.00	1.00	1.00	1.00	66,477	-	0.0%

MISSION STATEMENT

It is the mission of the Law Department to:

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



GOALS FOR 2022

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 2022 include the following:

- Maintain accessibility to City Officers, Councilmembers and employees;
- Continue digitization of archived files being held within the parameters of the City's records retention schedule; continue digitization schedule to include civil litigation files; and
- Review of law library for outdated materials to streamline and organize.

ACCOMPLISHMENTS FOR 2021

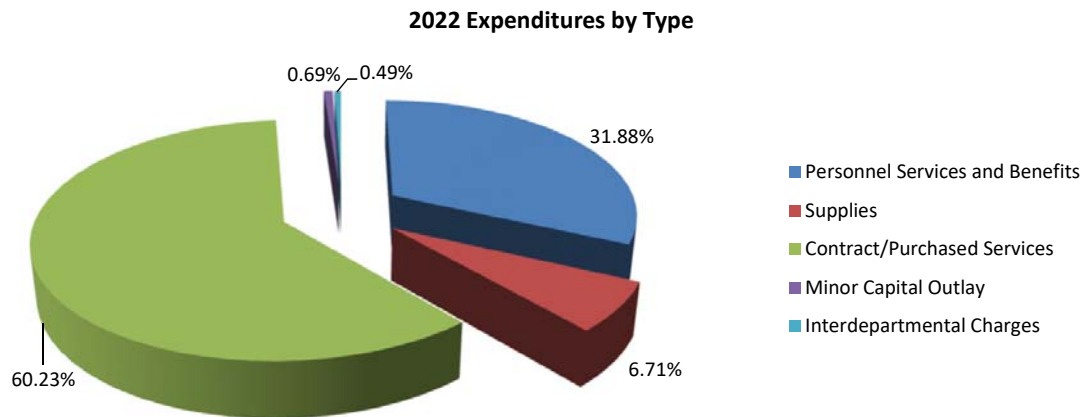
- Dedicated substantial time to the COVID 19 pandemic response and issues, as well as those surrounding the CARES Act.
- Expended considerable effort resolving outstanding issues associated with Phase I of the Ketchikan Medical Center Expansion Project.
- Expended considerable effort on issues associated with the negotiations and development of a new lease and operations agreement with PeaceHealth for the Ketchikan Medical Center.
- Devoted significant effort to remove older files without value from archives for destruction.
- Other accomplishments, which have been set forth in periodic reports to the City Council.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	111,532	115,956	116,756	115,700	120,197	4,241	3.7%
Supplies	21,005	25,300	25,150	25,045	25,300	-	0.0%
Contract/Purchased Services	196,506	228,260	227,610	224,909	227,035	(1,225)	-0.5%
Minor Capital Outlay	655	1,000	890	-	2,600	1,600	160.0%
Interdepartmental Charges	1,275	1,430	1,540	1,540	1,840	410	28.7%
Total Expenditures	330,973	371,946	371,946	367,194	376,972	5,026	1.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	137,144	163,136	163,136	161,214	165,172	2,036	1.2%
Solid Waste Fund	10,822	12,250	12,250	12,080	12,420	170	1.4%
Wastewater Fund	8,334	9,430	9,430	9,300	9,570	140	1.5%
Harbor Fund	5,598	6,340	6,340	6,250	6,430	90	1.4%
Port Fund	13,590	15,380	15,380	15,170	15,600	220	1.4%
KPU Enterprise Fund	155,487	165,410	165,410	163,180	167,780	2,370	1.4%
Total Funding	330,973	371,946	371,946	367,194	376,972	5,026	1.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Paralegal	1.00	1.00	1.00	1.00	66,477	-	0.0%
Total	1.00	1.00	1.00	1.00	66,477	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	63,153	63,606	64,336	64,330	66,477	2,871	4.5%
501	.01	Overtime	350	-	330	330	-	-	NA
502	.01	Temporary Wages	-	6,500	6,300	5,640	6,500	-	0.0%
505	.00	Payroll Taxes	4,455	5,370	5,320	5,070	5,590	220	4.1%
506	.00	Pension	14,675	14,000	14,230	14,230	14,960	960	6.9%
507	.00	Health and Life Insurance	23,386	24,150	23,910	23,780	24,630	480	2.0%
507	.30	Workers Compensation	184	210	210	200	200	(10)	-4.8%
508	.00	Other Benefits	5,329	2,120	2,120	2,120	1,840	(280)	-13.2%
Personnel Services and Benefits			111,532	115,956	116,756	115,700	120,197	4,241	3.7%
Supplies									
510	.01	Office Supplies	1,524	2,000	2,000	1,895	2,000	-	0.0%
510	.05	Small Tools and Equipment	-	300	150	150	300	-	0.0%
520	.02	Postage	18	500	500	500	500	-	0.0%
530	.03	Professional and Trade Publications	19,463	22,500	22,500	22,500	22,500	-	0.0%
Supplies			21,005	25,300	25,150	25,045	25,300	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Attorney

Operations 1120-110

Operating Expenditures			2020	2021 Budget		2022	2021 Adopted/2022		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
600	.01	Travel-Business	-	500	500	500	-	0.0%	
600	.02	Travel-Training	-	250	250	250	-	0.0%	
600	.03	Travel-Training and Education	298	250	250	249	-	0.0%	
605	.01	Ads & Public Announcements	-	2,000	1,200	-	1,500	(500)	-25.0%
615	.01	Professional and Technical Licenses	-	100	250	250	375	275	275.0%
630	.03	Bank & Merchant Fees	3	60	60	60	60	-	0.0%
630	.06	Service Charges and Fees	279	2,500	2,500	1,000	1,500	(1,000)	-40.0%
635	.07	Machinery & Equipment Maint Services	416	700	700	700	700	-	0.0%
640	.01	Legal and Accounting Services	194,000	219,800	219,800	219,800	219,800	-	0.0%
650	.01	Telecommunications	1,510	2,000	2,000	2,000	2,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
Contract/Purchased Services			196,506	228,260	227,610	224,909	227,035	(1,225)	-0.5%
Minor Capital Outlay									
790	.25	Machinery & Equipment	-	500	500	-	500	-	0.0%
790	.26	Computers, Printers and Copiers	655	-	-	-	1,600	1,600	NA
790	.35	Software	-	500	390	-	500	-	0.0%
Minor Capital Outlay			655	1,000	890	-	2,600	1,600	160.0%
Interdepartmental Charges									
825	.01	Insurance Premiums and Claims	1,275	1,430	1,540	1,540	1,840	300	28.7%
Interdepartmental Charges			1,275	1,430	1,540	1,540	1,840	410	28.7%
Total Expenditures by Type			330,973	371,946	371,946	367,194	376,972	5,026	1.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$66,477– This account provides expenditures for the cost of the annual salary paid to the Law Department’s Paralegal.

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

505.00 Payroll Taxes: \$5,590 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$14,960 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$24,630 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$200 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,840 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

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

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

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

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 Department of Motor Vehicles for re-titling of vehicles taken through the DWI forfeiture process, recording of documents and fees charged by local process servers.

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

640.01 Legal and Accounting Services: \$219,800 - This account provides expenditures for legal services. Included are contract attorney services, public defender services, specialized legal services for complex issues that cannot be addressed by the Law Department and other legal services.

650.01 Telecommunications: \$2,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet, long distance and toll-free numbers.

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

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

790.26 Computers, Printers: \$1,600 - This account provides expenditures for computers, printers and copiers. One computer will be replaced per the replacement schedule developed by the Information Technology Department.

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

825.01 Interdepartmental Charges – Insurance: \$1,840 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Clerk

Summary

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

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

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%
Total	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

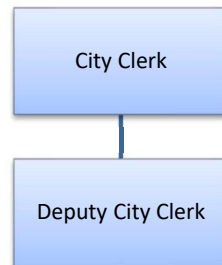
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	222,996	257,990	257,990	232,350	254,149	(3,841)	-1.5%
Supplies	8,183	6,270	3,745	3,745	5,870	(400)	-6.4%
Contract/Purchased Services	47,395	56,305	57,240	57,240	62,544	6,239	11.1%
Minor Capital Outlay	4,558	5,900	7,150	7,150	1,600	(4,300)	-72.9%
Interdepartmental Charges	2,502	2,810	3,150	3,150	3,750	940	33.5%
Total	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	107,598	124,035	124,035	114,365	123,523	(512)	-0.4%
Solid Waste Services Fund	9,940	11,460	11,460	10,570	11,410	(50)	-0.4%
Wastewater Fund	7,655	8,820	8,820	8,140	8,790	(30)	-0.3%
Harbor Fund	5,141	5,930	5,930	5,470	5,900	(30)	-0.5%
Port Fund	12,482	14,390	14,390	13,270	14,330	(60)	-0.4%
KPU Enterprise Fund	142,817	164,640	164,640	151,820	163,960	(680)	-0.4%
Total	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	2.00	2.00	2.00	2.00	138,499	-	0.0%
Total	2.00	2.00	2.00	2.00	138,499	-	0.0%

MISSION STATEMENT

The mission of the City Clerk's Office is to provide quality services and staff support efficiently and effectively to the public at large, to the City Council and to 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 2022

- 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 multiple 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 election has been scheduled for 2022.
- Provide extensive assistance to the State of Alaska in running its primary and general elections.
- Continue training towards the Deputy City Clerk's Certified Municipal Clerk designation.
- Update the Ketchikan Municipal Code in regards to Cemetery rules and regulations.
- Train newly Elected Officials.
- Receive training in regards to the operation of the newly installed WebEx room kits in the City Council Chambers and 2nd floor conference room of City Hall.

ACCOMPLISHMENTS FOR 2021

- Conducted a regular election on October 5, 2021. Two Councilmembers were elected for a three-year term each, and Mayor for a three-year seat.
- Trained Election workers and prepared election material for the October 5, 2021 regular municipal election.
- 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 classes and upgrades to the cemetery software.
- Implemented training and a code of conduct manual for the City Council.
- 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 74 in 2021. Forms, certificates, files, etc. were created as required by ordinance.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Clerk

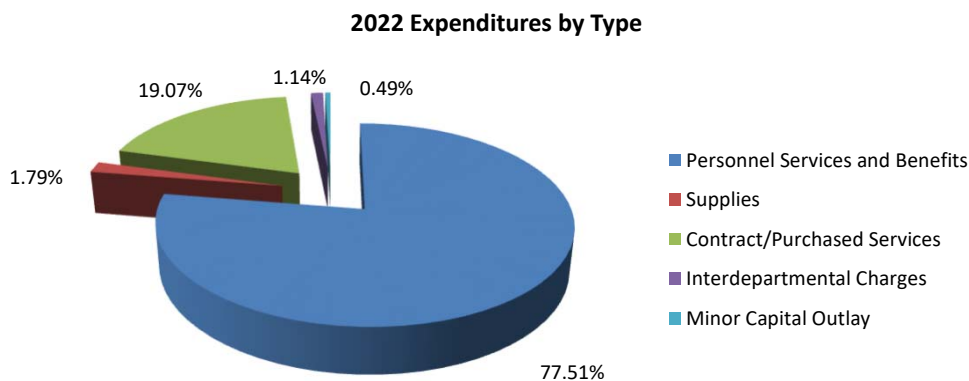
Operations 1130-110

- Worked with the Telecommunications Division to deliver Council meetings through Webex and in-person at the Ted Ferry Civic Center.
- With the assistance of Building Maintenance, KPU Telecommunications, and Information Technology, refitted the Council Chambers by installing WebEx room kits to both the Chambers and Conference room in order to hold Council meetings at City Hall with remote participation and enhanced presentation.
- Received the new ADA accessible ICX Election Tablet, updated operations manual and trained election workers.

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	222,996	257,990	257,990	232,350	254,149	(3,841)	-1.5%
Supplies	8,183	6,270	3,745	3,745	5,870	(400)	-6.4%
Contract/Purchased Services	47,395	56,305	57,240	57,240	62,544	6,239	11.1%
Minor Capital Outlay	4,558	5,900	7,150	7,150	1,600	(4,300)	-72.9%
Interdepartmental Charges	2,502	2,810	3,150	3,150	3,750	940	33.5%
Total Expenditures	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	107,598	124,035	124,035	114,365	123,523	(512)	-0.4%
Solid Waste Fund	9,940	11,460	11,460	10,570	11,410	(50)	-0.4%
Wastewater Fund	7,655	8,820	8,820	8,140	8,790	(30)	-0.3%
Harbor Fund	5,141	5,930	5,930	5,470	5,900	(30)	-0.5%
Port Fund	12,482	14,390	14,390	13,270	14,330	(60)	-0.4%
KPU Enterprise Fund	142,817	164,640	164,640	151,820	163,960	(680)	-0.4%
Total Funding	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Clerk	1.00	1.00	1.00	1.00	82,451	-	0.0%
Deputy Clerk	1.00	1.00	1.00	1.00	56,048	-	0.0%
Total	2.00	2.00	2.00	2.00	138,499	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Health and Life Insurance (Account No. 507.00) decreased by \$11,350, or by 17.0%, to reflect a shift in the election of health insurance plan benefits.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	130,777	133,680	135,170	135,170	138,499	4,819	3.6%
501	.01	Overtime Wages	4,732	5,550	5,550	5,550	5,550	-	0.0%
502	.01	Temporary Wages	-	3,900	8,700	8,700	3,900	-	0.0%
505	.00	Payroll Taxes	10,061	11,140	11,320	11,320	11,510	370	3.3%
506	.00	Pension	31,314	30,630	30,630	30,150	32,420	1,790	5.8%
507	.00	Health and Life Insurance	32,559	66,960	60,490	35,330	55,610	(11,350)	-17.0%
507	.30	Workers Compensation	399	420	420	420	400	(20)	-4.8%
508	.00	Other Benefits	10,754	3,310	3,310	3,310	3,860	550	16.6%
509	.05	Allowances-Expense	2,400	2,400	2,400	2,400	2,400	-	0.0%
Personnel Services and Benefits			222,996	257,990	257,990	232,350	254,149	(3,841)	-1.5%
Supplies									
510	.01	Office Supplies	2,509	3,500	3,050	3,050	3,500	-	0.0%
510	.02	Operating Supplies	5,336	2,400	325	325	2,000	(400)	-16.7%
520	.02	Postage	177	200	200	200	200	-	0.0%
530	.02	Periodicals	161	170	170	170	170	-	0.0%
Supplies			8,183	6,270	3,745	3,745	5,870	(400)	-6.4%
Contract/Purchased Services									
600	.02	Travel-Training	-	-	1,350	1,350	2,100	2,100	100.0%
600	.03	Travel-Training and Education	645	600	600	600	1,550	950	158.3%
605	.01	Advertising & Public Announcements	17,697	18,000	17,325	17,325	21,000	3,000	16.7%
605	.03	Printing and Binding	3,215	3,400	3,200	3,200	3,200	(200)	-5.9%
615	.02	Assn. Membership Dues & Fees	510	600	600	600	689	89	14.8%
635	.01	Government Contractual Services	2,303	3,600	3,600	3,600	3,600	-	0.0%
635	.04	Software Maintenance Services	8,400	9,305	8,505	8,505	9,305	-	0.0%
635	.07	Machinery & Equipment Maint Services	1,369	1,100	1,400	1,400	1,400	300	27.3%
635	.12	Technical Services	4,328	10,000	11,300	11,300	10,000	-	0.0%
645	.02	Rents and Leases-Machinery & Equipmen	7,364	7,400	7,400	7,400	7,400	-	0.0%
650	.01	Telecommunications	1,564	2,000	1,660	1,660	2,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	-	300	300	300	300	-	0.0%
Contract/Purchased Services			47,395	56,305	57,240	57,240	62,544	6,239	11.1%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Clerk

Operations 1130-110

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .26 Computers, Printers & Copiers	4,558	5,900	7,150	7,150	1,600	(4,300)	-72.9%
Minor Capital Outlay	4,558	5,900	7,150	7,150	1,600	(4,300)	-72.9%
Interdepartmental Charges							
825 .01 Insurance Premiums and Claims	2,502	2,810	3,150	3,150	3,750	600	33.5%
Interdepartmental Charges	2,502	2,810	3,150	3,150	3,750	940	33.5%
Total Expenditures by Type	285,634	329,275	329,275	303,635	327,913	(1,362)	-0.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$138,499 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the City Clerk's Office.

501.01 Overtime Wages: \$5,550 - This account provides expenditures for compensation paid to the Deputy Clerk for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$3,900 - This account provides expenditures for compensation paid for temporary personnel services when the City Clerk and/or Deputy Clerk are out of the office.

505.00 Payroll Taxes: \$11,510 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$32,420 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$55,610 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$400 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Expenses: \$3,860 - This account provides expenditures for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

510.01 Office Supplies: \$3,500 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, toner cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines, and tape dispensers.

510.02 Operating Supplies: \$2,000 - This account provides expenditures for minutes, resolution and ordinance books; specialized supplies for archival records and election supplies.

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

530.02 Periodicals: \$170 - This account provides expenditures for a subscription to the Ketchikan Daily News.

600.02 Travel-Training: \$2,100 - This account provides expenditure for travel for the Deputy City Clerk to attend Professional Development III, at the University of Puget Sound, Tacoma, Washington, and the Alaska Association of Municipal Clerks Conference in Anchorage, Alaska.

600.03 Training and Education: \$1,550 - This account provides expenditures for registration fees associated with training for the Deputy City Clerk in regards to Professional Development III at the University of Puget Sound, Tacoma, Washington, and for the Alaska Association of Municipal Clerks Conference in Anchorage, Alaska. The Deputy Clerk's attendance at the Alaska Association of Municipal Clerks Conference will allow her to complete her education track and receive a Certified Municipal Clerk designation.

605.01 Advertising and Public Announcements: \$21,000 - This account provides expenditures for advertising and announcements primarily in the local newspaper. Included are legal notices, election notices, agenda advertisements, special meeting announcements, etc.

605.03 Printing and Binding: \$3,200 – This account provides expenditures for job printing and binding services. Included is the printing of election ballots.

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: \$3,600 - 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: \$9,305 - This account provides expenditures for video streaming and agenda management services and licensing and warranties for new ADA election equipment.

635.07 Machinery & Equipment Maintenance Services: \$1,400 - 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: \$7,400 - This account provides expenditures for lease of voting equipment needed for the local municipal election and purchase of Image Cast ADA XKit, supporting accessories, licenses and warranties with Dominion Voting.

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

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

790.26 Computers, Printers & Copiers: \$1,600 - This account provides expenditures for a new computer workstation for the Deputy Clerk per the replacement schedule developed by the Information Technology Department.

825.01 Interdepartmental Charges – Insurance: \$3,750 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager

Summary

The City Manager serves as the chief executive of the City of Ketchikan municipal government. The office oversees the daily operation of eleven (11) separate departments and numerous operating divisions that have a combined annual budget of \$70.3 million.



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

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	354,930	350,692	350,692	343,975	290,985	(59,707)	-17.0%
Human Resources	449,198	440,220	440,220	402,655	465,568	25,348	5.8%
Total	804,128	790,912	790,912	746,630	756,553	(34,359)	-4.3%

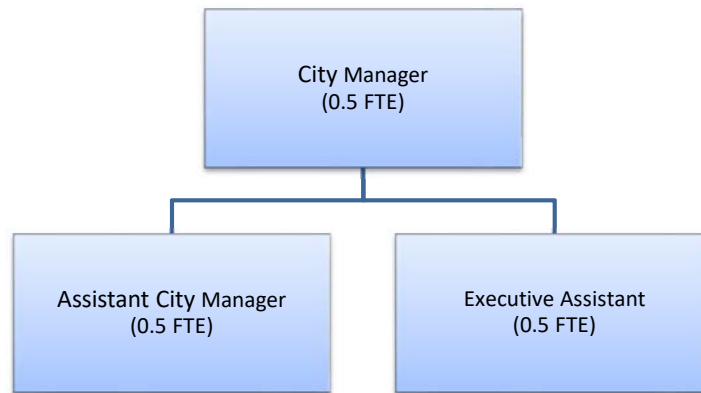
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	721,750	709,517	672,057	638,220	645,928	(63,589)	-9.0%
Supplies	13,453	22,965	22,515	21,105	28,965	6,000	26.1%
Contract/Purchased Services	55,102	48,580	86,020	76,985	66,580	18,000	37.1%
Minor Capital Outlay	5,042	-	-	-	2,800	2,800	NA
Interdepartmental Charges	8,781	9,850	10,320	10,320	12,280	2,430	24.7%
Total	804,128	790,912	790,912	746,630	756,553	(34,359)	-4.3%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	493,856	348,658	348,658	465,320	444,433	95,775	27.5%
CPV Fund	-	137,834	137,834	-	-	(137,834)	-100.0%
Solid Waste Fund	27,984	27,520	27,520	25,980	26,330	(1,190)	-4.3%
Wastewater Fund	21,551	21,200	21,200	20,010	20,280	(920)	-4.3%
Harbor Fund	14,474	14,230	14,230	13,440	13,620	(610)	-4.3%
Port Fund	35,140	34,570	34,570	32,630	33,070	(1,500)	-4.3%
KPU Enterprise Fund	211,123	206,900	206,900	189,250	218,820	11,920	5.8%
Total	804,128	790,912	790,912	746,630	756,553	(34,359)	-4.3%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	1.500	1.500	1.500	1.500	163,775	-	0.0%
Human Resources	3.000	3.000	3.000	3.000	247,113	-	0.0%
Total	4.500	4.500	4.500	4.500	410,888	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2022

- 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 2022 General Government Operating and Capital Budget.
- Continue management oversight of Ketchikan Public Utilities.
- Coordinate and improve citizen participation and public information efforts.
- Coordinate and improve employee outreach and recognition programs.
- Strengthen employee focus on customer service and improvement of all municipal programs and services.
- Encourage team building among staff.
- Work with the City Council, the department heads and the community at large to address unresolved issues that resulted from the COVID-19 pandemic.
- Work with the department heads, in order to move forward with City Council approved Capital Improvement Programs.
- Assist the City Council in the recruitment of a new City Manager/KPU General Manager to replace Karl R. Amylon, who retired August 31, 2021, and assist during the leadership transition period.

- In conjunction with the Human Resources Division, conduct and complete negotiations with the Ketchikan Professional Firefighters Association, IAFF, Local 2761, International Brotherhood of Electrical Workers, Local 1547, and the Public Safety Employees Association for new collective bargaining agreements to replace those which expired on December 31, 2021 and June 30, 2022.
- Work with the Human Resources Division to recruit a new Port & Harbors Director to replace Steve Corporon, who retired November 1, 2020.
- Work with the Human Resources Division to recruit a new Police Chief to replace Joe White, who retired June 22, 2021.
- Work with the Human Resources Division to recruit a new Fire Chief to replace Abner Hoage, who retired October 15, 2021.
- Work with the Alaska Department of Transportation, in order to advance design and permitting for the replacement of Water Street Trestle No. 1 and the Sayles/Gorge Bridge.
- Work with the Public Works Director, City Attorney, NAC Architecture, DOWL and Layton Dawson Joint Venture Constructors, in order to resolve outstanding issues associated with Phase I of the Ketchikan Medical Center Expansion Project.
- Continue working with the cruise ship industry, in order to develop a long-term strategy and financial plan for the effective management of the Port of Ketchikan to compete with cruise facilities located at Ward Cove.
- Work with the cruise ship industry, in order to undertake a series of upland improvements to attract and accommodate cruise ship visitors to downtown Ketchikan. Promote downtown Ketchikan as a world class premier visitor destination.
- Work with the Ward Cove Dock Group, Public Works Engineering and the Port & Harbors Department to facilitate the transport of cruise ship passengers from Ward Cove to downtown Ketchikan.
- 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 and to ensure fair consideration for any and all applicable American Rescue Plan Act (ARPA) grant programs administered by the State of Alaska.
- Work with the City's federal lobbyist, in order to ensure funding for critical infrastructure projects proposed to the federal delegation to be funded with American Rescue Plan Act (ARPA) funds including the Schoenbar Culvert Rehabilitation and the Tongass Sewer Force Main Rehabilitation Phase II projects.
- Continue working with the City Council and PeaceHealth to apply the terms of a new long-term lease agreement for the Ketchikan Medical Center including the implementation of the Healthcare Advisory Committee (HAC).
- Continue to monitor the issue of homelessness in Ketchikan and address as determined appropriate by the City Council including the completion of a community needs assessment in partnership with the Alaska Mental Health Trust and the renovation/expansion of the Park Avenue Safe Shelter in partnership with First City Homeless Services.
- 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 2023 General Government Annual Budget and the 2023-2027 Capital Improvement Program. Evaluate traditional service delivery in light of continued reductions in state programs and/or direct assistance to municipalities.

ACCOMPLISHMENTS FOR 2021

- Continued management oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2022 General Government Operating and 2022-2026 Capital Improvement Program to the City Council.
- Worked with ECG Management Consultants, Inc. and the City Council to conclude negotiations with PeaceHealth for a new long-term lease agreement of the Ketchikan Medical Center, effective October 1, 2021.
- Worked closely with state lobbyist Ray Matiashowski, in order to raise awareness for the City's continued financial needs as a result of the COVID-19 pandemic and in consideration of available American Rescue Plan Act (ARPA) funds.
- Worked closely with federal lobbyist Steve Silver, in order to secure available American Rescue Plan Act (ARPA) funds for critical capital improvement projects including the Schoenbar Culvert Rehabilitation and the Tongass Sewer Force Main Rehabilitation Phase II projects.
- Completed work with the City Council, Engineering Division and Women in Safe Homes (WISH) to repurpose the former Ketchikan Regional Youth Facility as a new shelter for the not-for-profit agency.
- Began work with the City Council, Engineering Division, and First City Homeless Services to renovate and expand the former Ketchikan Youth Initiatives/Water Warehouse facility for 24-hour community homeless shelter operations.
- Served on the statewide cruise port committee to discuss and develop cruise port agreements between ports, the State of Alaska, and cruise lines responding to Centers for Disease Control and Prevention (CDC) requirements outlined in the Framework for Conditional Sailing Order to allow for cruise activity to take place at the Port of Ketchikan in 2021.
- Continued involvement in the active Emergency Operations Center (EOC) policy group to discuss and determine operational policies in response to the ongoing COVID-19 pandemic.
- Assisted the Finance Department with the final administration and financial close-out of all community grant programs authorized by the City Council using CARES Act funds.
- With the Human Resources Division, successfully negotiated 1-year extensions to the collective bargaining agreements with the International Association of Fire Fighters Local 2761 and the International Brotherhood of Electrical Workers, Local 1547, both to expire December 31, 2021, and the Public Safety Employees Association, to expire June 30, 2022.
- Continued to represent the City on PeaceHealth's Community Health Board and Community Collaboration Committee.
- Continued to participate as staff to the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager

Operations Division 1140-110

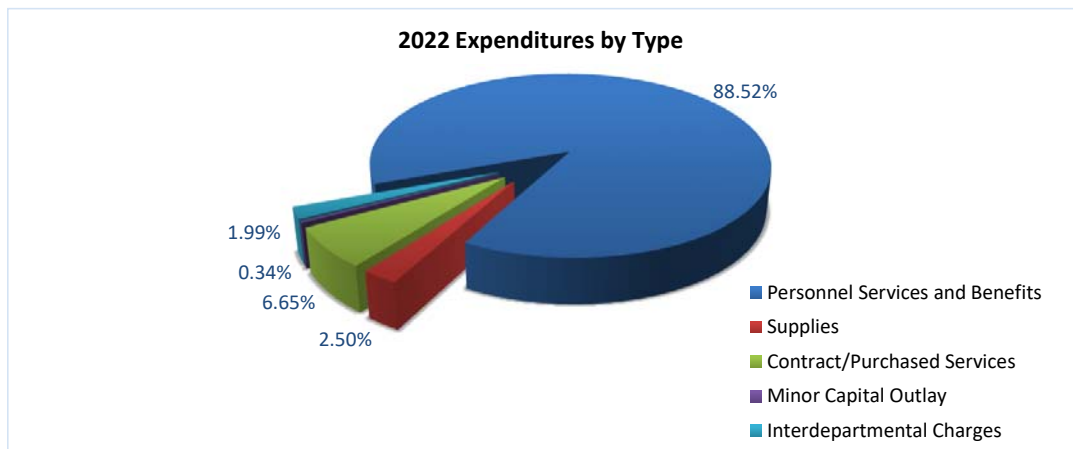
DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr (Decr)	%
Personnel Services and Benefits	333,551	327,452	292,452	287,760	257,585	(69,867)	-21.3%
Supplies	5,598	7,265	7,265	6,440	7,265	-	0.0%
Contract/Purchased Services	10,194	11,345	46,115	44,915	19,345	8,000	70.5%
Minor Capital Outlay	1,462	-	-	-	1,000	1,000	NA
Interdepartmental Charges	4,125	4,630	4,860	4,860	5,790	1,160	25.1%
Total	354,930	350,692	350,692	343,975	290,985	(59,707)	-17.0%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr (Decr)	%
General Fund	311,167	169,618	169,618	301,565	255,095	85,477	50.4%
CPV Fund	-	137,834	137,834	-	-	(137,834)	-100.0%
Solid Waste Fund	12,352	12,200	12,200	11,970	10,130	(2,070)	-17.0%
Wastewater Fund	9,512	9,400	9,400	9,220	7,800	(1,600)	-17.0%
Harbor Fund	6,389	6,310	6,310	6,190	5,240	(1,070)	-17.0%
Port Fund	15,510	15,330	15,330	15,030	12,720	(2,610)	-17.0%
Total	354,930	350,692	350,692	343,975	290,985	(59,707)	-17.0%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr (Decr)	%
City Manager ¹	0.5000	0.5000	0.5000	0.5000	31,250	-	0.0%
Acting City Manager	-	-	-	0.3750	76,653	0.375	NA
Assistant City Manager	0.5000	0.5000	0.5000	0.1250	19,435	(0.375)	-75.0%
Executive Assistant	0.5000	0.5000	0.5000	0.5000	36,437	-	0.0%
Total	1.5000	1.5000	1.5000	1.5000	163,775	-	0.0%

¹ Budgeted salary reflects partial year.



CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager
Operations Division 1140-110
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$69,867, or by 21.3%, as a result of the retirement of the City Manager. The decrease was partially offset by costs associated with the amount paid to the Interim City Manager and annual step increases.
- Allowances-Moving Expense Taxed (Account No. 509.07) increased by \$10,000 to reflect half of the projected costs for moving expenses associated with filling the vacancy within the City Manager's Division.
- Travel-Business (Account No. 600.01) increased by \$8,000, or by 400.0%, to reflect the projected costs of travel expenses incurred for the City Manager/KPU General Manager candidate visits during recruitment.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022	
		Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits								
500. 01	Regular Salaries and Wages	217,276	220,282	193,222	189,490	163,775	(56,507)	-25.7%
501. 01	Overtime Wages	280	1,000	1,000	500	1,000	-	0.0%
502. 01	Temporary Wages	2,270	-	-	-	2,000	2,000	NA
505. 00	Payroll Taxes	13,756	16,930	14,660	14,500	12,760	(4,170)	-24.6%
506. 00	Pension	50,275	48,690	41,890	41,600	37,080	(11,610)	-23.8%
507. 00	Health and Life Insurance	33,259	34,320	28,820	28,810	25,770	(8,550)	-24.9%
507. 30	Workers Compensation	635	650	650	650	450	(200)	-30.8%
508. 00	Other Benefits	15,500	5,280	11,910	11,910	4,450	(830)	-15.7%
509. 07	Allowances-Moving Expense	-	-	-	-	10,000	10,000	NA
509. 10	Allowances-Add'l Life Benefit	300	300	300	300	300	-	0.0%
Personnel Services and Benefits		333,551	327,452	292,452	287,760	257,585	(69,867)	-21.3%
Supplies								
510. 01	Office Supplies	4,439	5,000	5,000	5,000	5,000	-	0.0%
515. 01	Vehicle Maintenance Materials	374	400	400	400	400	-	0.0%
520. 02	Postage	37	200	200	75	200	-	0.0%
525. 04	Vehicle Motor Fuel & Lubricants	199	500	500	200	500	-	0.0%
530. 02	Periodicals	165	165	165	165	165	-	0.0%
535. 02	Business and Meal Expenses	384	1,000	1,000	600	1,000	-	0.0%
Supplies		5,598	7,265	7,265	6,440	7,265	-	0.0%
Contract/Purchased Services								
600. 01	Travel-Business	811	2,000	2,000	800	10,000	8,000	400.0%
605. 01	Advertising and Public Announcements	-	200	200	200	200	-	0.0%
615. 02	Assn. Membership Dues & Fees	3,617	4,200	4,200	4,200	4,200	-	0.0%
630. 03	Bank & Merchant Fees	160	150	150	150	150	-	0.0%
635. 07	Machinery & Equip Maint Services	1,369	1,000	770	770	1,000	-	0.0%
640. 04	Management & Consulting Services	-	-	35,000	35,000	-	-	NA
650. 01	Telecommunications	4,237	3,700	3,700	3,700	3,700	-	0.0%
650. 02	Electric, Water, Sewer & Solid Waste	-	95	95	95	95	-	0.0%
Contract/Purchased Services		10,194	11,345	46,115	44,915	19,345	8,000	70.5%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager

Operations Division 1140-110

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr (Decr)	%
Minor Capital Outlay							
790. 26 Minor Computers, Printers & Copiers	1,462	-	-	-	1,000	1,000	NA
Minor Capital Outlay	1,462	-	-	-	1,000	1,000	NA
Interdepartmental Charges							
825. 01 Interdepartmental-Insurance	4,125	4,630	4,860	4,860	5,790	1,160	25.1%
Interdepartmental Charges	4,125	4,630	4,860	4,860	5,790	1,160	25.1%
Total Expenditures by Type	354,930	350,692	350,692	343,975	290,985	(59,707)	-17.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$163,775 – 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: \$12,760 – This account provides expenditures for employer contributions to Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$37,080 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$25,770 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$450 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$4,450 – 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: \$10,000 - This account provides expenditures to relocate a new City Manager to Ketchikan.

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

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

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

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

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

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

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

600.01 Travel - Business: \$10,000 – This account provides expenditures for the cost associated with business travel by the City Manager and office staff as well as half of the travel expenses incurred for the City Manager/General Manager candidate visits during recruitment.

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

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

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

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

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

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

790.26 Minor Computers, Printers & Copiers: \$1,000 – This account provides for half of the purchase costs for new desktop computer for the Assistant City Manager and two UPS backup batteries for the Assistant City Manager and Executive Assistant per the replacement schedule developed by the Information Technology Department.

825.01 Interdepartmental Charges-Insurance: \$5,790 – This account provides expenditures for the cost for risk management services.

MISSION STATEMENT

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



GOALS FOR 2022

- Continue to assist the City Manager's Office in responding to the COVID-19 pandemic.
- Assist the City Manager's Office in negotiating successor collective bargaining agreements with the International Brotherhood of Electrical workers representing General Government, which expired on December 31, 2020, and the International Association of Firefighters, which the extension expires on December 31, 2021, and the Public Safety Employees Association which the extension expires on June 30, 2022.
- Assist the City Manager's Office in the recruitment of a Police Chief. Mr. Joseph White submitted his notice of retirement from City service effective June 22, 2021.
- Assist the City Manager's Office in the recruitment of a Port & Harbors Director. Mr. Steve Corporon submitted his notice of retirement from City service effective November 1, 2020.
- Assist the City Manager's Office in the recruitment of a Fire Chief. Mr. Abner Hoage submitted his notice of retirement from City service effective October 15, 2021.
- Continue to update and maintain all City/KPU personnel policies and procedures.
- Continue to enhance and streamline Human Resources Division systems, processes, records and work environment.
- Remove all files from second floor archive room to the newly created third floor storage room.
- Conduct 3-5 year rotational review of all City/KPU job descriptions and revise as necessary.

- Collaborate with departments/divisions to provide education and training on issues related to human resources, supervision, workers' compensation, FMLA and payroll.
- Continue employee training in the areas of sexual harassment and ethics.
- Continue to promote the City of Ketchikan as a great place to work and live.
- Continue to maintain the average return of seven (7) days on background check completions.

ACCOMPLISHMENTS FOR 2021

- Recruited, hired and trained an Administrative Assistant for Human Resources. Ms. Danielle Rodriguez was hired on March 1, 2021 to replace Vanessa Booth.
- Assisted various departments and divisions with position recruitment consisting of two management; thirty-one non-management; forty-one temporary; fifteen promotions; and nine transfers. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new employees.
- Assisted the City Manager's Office in negotiating one-year extensions to the collective bargaining agreements with the Public Safety Employees Association, which expires on June 30, 2022, and the International Association of Fire Fighters Local 2761 and the International Brotherhood of Electrical Workers, Local 1547, both of which expire on December 31, 2021.
- Continued assisting the City Manager's Office in negotiating a three-year successor collective bargaining agreement with the International Brotherhood of Electrical Workers, Local 1547 for represented employees within Ketchikan Public Utilities.
- Assisted the General Manager's Office in negotiating a three-year successor collective bargaining agreement with the International Brotherhood of Electrical Workers, Local 1547 for represented employees within Ketchikan Public Utilities.
- Tracked the use of Emergency Paid Sick Leave and Emergency Family and Medical Leave.
- Continued employee identification badges for all City of Ketchikan and Ketchikan Public Utilities employees.
- Conducted monthly audits on premium pay.
- Continued to revise and update Human Resources Division forms.
- Continued the employee service award program.
- Continued to monitor the employee evaluation program.
- Continued to conduct a portion of the background check process. Human Resources Division staff conducted the employer and/or reference check portion of the background check process.
- Continued OSHA required safety training for City/KPU employees.
- Successfully administered the City's random alcohol and drug testing program.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager

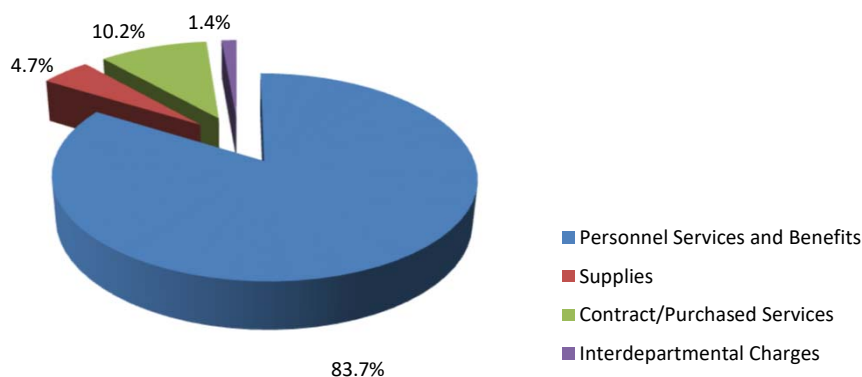
Human Resources Division 1140-200

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
Personnel Services and Benefits	388,199	382,065	379,605	350,460	388,343	6,278	1.6%
Supplies	7,855	15,700	15,250	14,665	21,700	6,000	38.2%
Contract/Purchased Services	44,908	37,235	39,905	32,070	47,235	10,000	26.9%
Minor Capital Outlay	3,580	-	-	-	1,800	1,800	NA
Interdepartmental Charges	4,656	5,220	5,460	5,460	6,490	1,270	24.3%
Total Expenditures	449,198	440,220	440,220	402,655	465,568	25,348	5.8%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr (Decr)	%
General Fund	182,689	179,040	179,040	163,755	189,338	10,298	5.8%
Solid Waste Fund	15,632	15,320	15,320	14,010	16,200	880	5.7%
Wastewater Fund	12,039	11,800	11,800	10,790	12,480	680	5.8%
Harbor Fund	8,086	7,920	7,920	7,250	8,380	460	5.8%
Port Fund	19,630	19,240	19,240	17,600	20,350	1,110	5.8%
KPU Enterprise Fund	211,123	206,900	206,900	189,250	218,820	11,920	5.8%
Total Funding	449,198	440,220	440,220	402,655	465,568	25,348	5.8%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr (Decr)	%
Human Resources Manager	1.00	1.00	1.00	1.00	128,307	-	0.0%
Safety Coordinator	1.00	1.00	1.00	1.00	69,864	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	48,942	-	0.0%
Total	3.00	3.00	3.00	3.00	247,113	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Operating Supplies (Account No. 510.02) increased by \$6,000, or by 54.5%, in order to provide a 2022 employee Holiday Party. The annual employee Holiday Party has not been held or funded since 2019 due to the COVID-19 pandemic and associated financial restraints.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

- Management and Consulting Services (Account No. 640.04) increased by \$6,000, or by 120%, in order to cover the cost associated with travel expenses and professional fees paid to Victor-Four Labor Relations to negotiate the Public Safety Employees Association successor collective bargaining agreement.

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr (Decr)	%
Personnel Services and Benefits							
500. 01 Regular Salaries and Wages	246,807	248,285	245,825	238,710	247,113	(1,172)	-0.5%
502. 01 Temporary Wages	1,253	-	-	-	-	-	0.0%
505. 00 Payroll Taxes	18,187	19,000	19,000	17,800	18,910	(90)	-0.5%
506. 00 Pension	57,034	54,630	54,630	52,520	55,600	970	1.8%
507. 00 Health and Life Insurance	51,529	53,000	53,000	34,340	57,300	4,300	8.1%
507. 30 Workers Compensation	718	720	720	660	670	(50)	-6.9%
508. 00 Other Benefits	12,671	6,430	6,430	6,430	8,750	2,320	36.1%
Personnel Services and Benefits	388,199	382,065	379,605	350,460	388,343	6,278	1.6%
Supplies							
510. 01 Office Supplies	1,551	3,800	3,800	3,800	3,800	-	0.0%
510. 02 Operating Supplies	2,682	11,000	10,550	10,000	17,000	6,000	54.5%
510. 03 Safety Program Supplies	122	250	250	225	250	-	0.0%
520. 02 Postage	42	100	100	100	100	-	0.0%
530. 03 Professional & Technical Publications	3,458	550	550	540	550	-	0.0%
Supplies	7,855	15,700	15,250	14,665	21,700	6,000	38.2%
Contract/Purchased Services							
600. 02 Travel-Training	2,508	-	-	-	-	-	0.0%
600. 03 Training and Education	1,737	5,000	5,000	4,000	5,000	-	0.0%
605. 01 Ads & Public Announcements	-	-	450	450	-	-	0.0%
615. 02 Assn. Membership Dues & Fees	575	575	575	520	575	-	0.0%
635. 07 Machinery & Equipment Maint Services	1,785	2,560	2,160	2,000	2,560	-	0.0%
635. 12 Technical Services	15,348	8,000	8,000	8,000	12,000	4,000	50.0%
640. 01 Legal and Accounting Services	-	14,000	13,620	7,000	14,000	-	0.0%
640. 04 Management and Consulting Services	21,000	5,000	8,000	8,000	11,000	6,000	120.0%
650. 01 Telecommunications	1,955	2,000	2,000	2,000	2,000	-	0.0%
650. 02 Electric, Water, Sewer & Solid Waste	-	100	100	100	100	-	0.0%
Contract/Purchased Services	44,908	37,235	39,905	32,070	47,235	10,000	26.9%
Minor Capital Outlay							
790. 26 Minor Computers, Printers & Copiers	3,580	-	-	-	1,800	1,800	0.0%
Minor Capital Outlay	3,580	-	-	-	1,800	1,800	0.0%
Interdepartmental Charges							
825. 01 Interdepartmental Charges-Insurance	4,656	5,220	5,460	5,460	6,490	1,270	24.3%
Interdepartmental Charges	4,656	5,220	5,460	5,460	6,490	1,270	24.3%
Total Expenditures by Type	449,198	440,220	440,220	402,655	465,568	25,348	5.8%

NARRATIVE

500.01 Regular Salaries & Wages: \$247,113 – This account provides expenditures for the cost of the annual salaries paid to the employees of the Human Resources Division.

505.00 Payroll Taxes: \$18,910 – This account provides expenditure for employer contributions to Social Security, Medicare and other similar payroll taxes.

506.00 Pension: \$55,600 – This account provides expenditure for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$57,300 – 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: \$8,750 – 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: \$17,000 – 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 for the employee 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: \$100 – 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.

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

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.

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: \$12,000 – 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: \$11,000 – This account provides expenditures for the annual costs associated with routine job description reviews conducted by Ralph Andersen & Associates (\$3,000) and the cost of travel expenses and professional fees paid to Victor-Four Labor Relations to negotiate the Public Safety Employees Association collective bargaining agreement (\$8,000).

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: \$1,800 - This account provides expenditures for the cost associated with a new computer and to replace a UPS battery backup for the Safety Coordinator per the replacement schedule developed by the Information Technology Department.

825.01 Interdepartmental Charges-Insurance: \$6,490 – This account provides expenditures for the division’s share of the City’s risk management program.

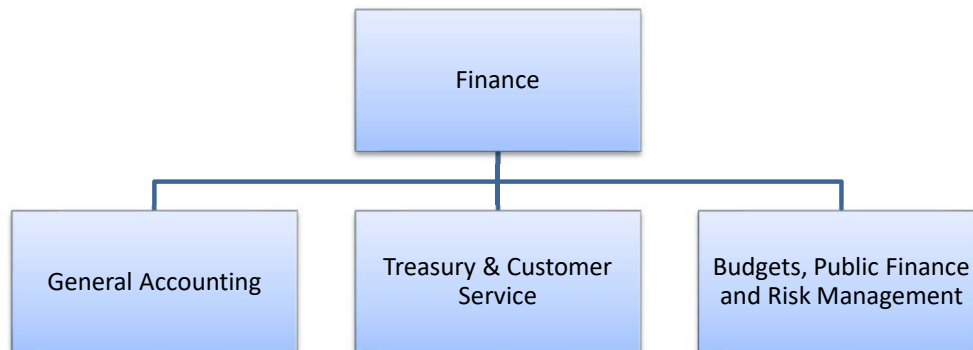
CITY OF KETCHIKAN

2022 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	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,174,136	2,200,261	2,207,261	2,041,463	2,208,401	8,140	0.4%
Capital Improvement Program	-	20,000	20,000	-	20,000	-	0.0%
Total	2,174,136	2,220,261	2,227,261	2,041,463	2,228,401	8,140	0.4%

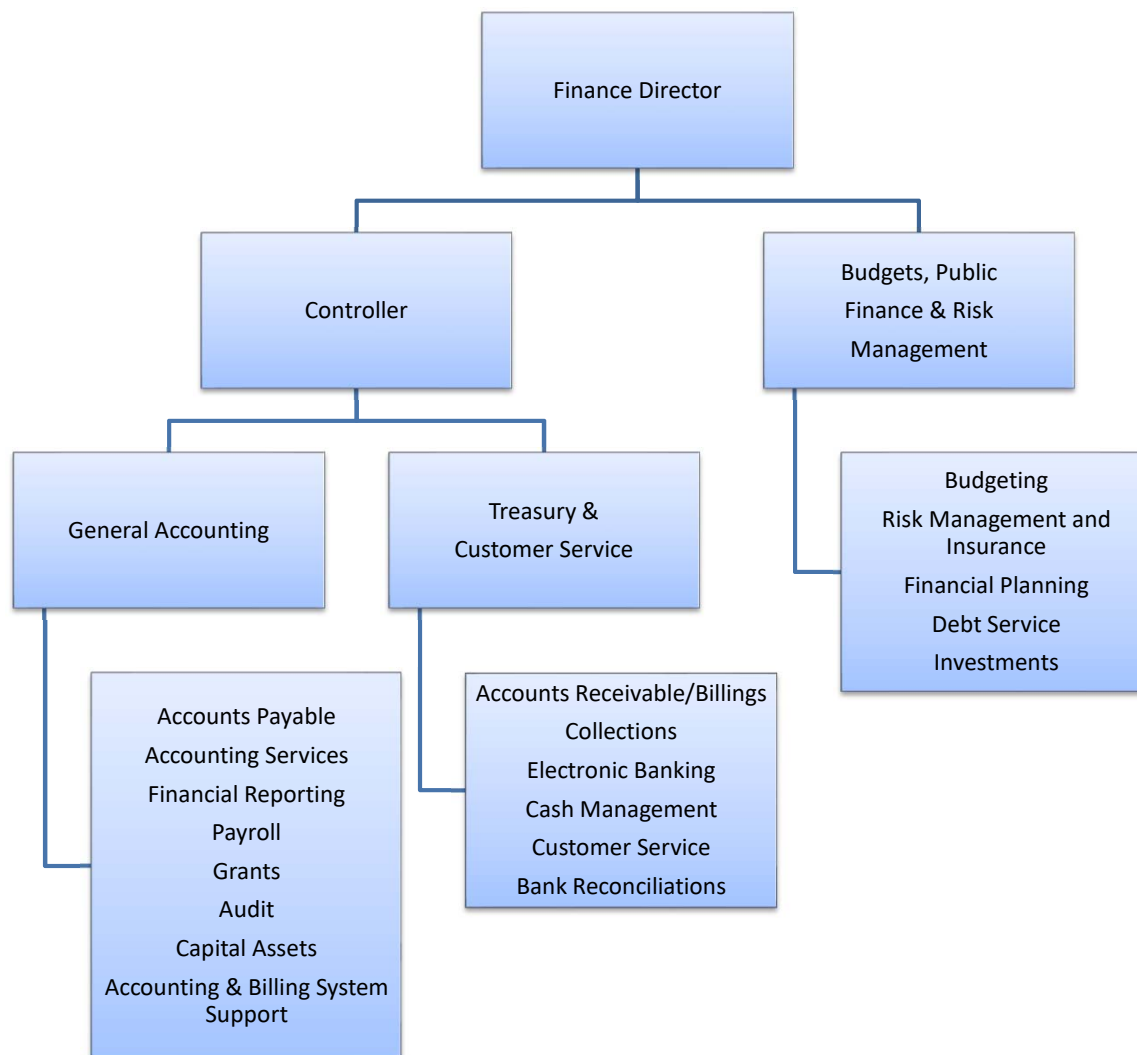
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,858,537	1,848,176	1,829,746	1,669,950	1,842,586	(5,590)	-0.3%
Supplies	35,001	32,300	34,800	34,800	32,300	-	0.0%
Contract/Purchased Services	250,905	291,275	308,975	302,975	295,975	4,700	1.6%
Minor Capital Outlay	6,927	3,000	7,760	7,758	6,500	3,500	116.7%
Interdepartmental Charges	22,766	25,510	25,980	25,980	31,040	5,530	21.7%
Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%
Total	2,174,136	2,220,261	2,227,261	2,041,463	2,228,401	8,140	0.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	884,226	894,851	897,701	830,263	898,151	3,300	0.4%
Public Works Sales Tax Fund	-	20,000	20,000	-	20,000	-	0.0%
Solid Waste Fund	75,660	76,570	76,810	71,040	76,850	280	0.4%
Wastewater Fund	58,270	58,970	59,150	54,710	59,190	220	0.4%
Harbor Fund	39,130	39,600	39,730	36,750	39,750	150	0.4%
Port Fund	95,010	96,150	96,460	89,210	96,510	360	0.4%
KPU Enterprise Fund	1,021,840	1,034,120	1,037,410	959,490	1,037,950	3,830	0.4%
Total	2,174,136	2,220,261	2,227,261	2,041,463	2,228,401	8,140	0.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted /2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	16.00	16.00	16.00	16.00	1,167,626	-	0.0%
Total	16.00	16.00	16.00	16.00	1,167,626	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2022

- Complete the City's 2021 Financial and Compliance Audit by June 30, 2022.
- In conjunction with the office of the City Manager/KPU General Manager, prepare the proposed 2023 General Government and KPU Operating and Capital Budgets and their respective 2023 – 2027 Capital Improvement Programs.
- Continue to provide post-implementation support for the City's new accounting, human resources and utility billing systems and expand the support to include internal help desk services and more user training.

- Implement the electronic personnel action forms, capital assets and e-suites functions of the City's financial and accounting information system.
- Continue the process of updating and documenting written procedures to incorporate the City's accounting, human resources and utility billing systems.
- Expand the procurement card program to all departments.
- Finalize a metered rate structure for water and wastewater service in anticipation of implementing metered billing for the commercial customers of the water and wastewater utilities.
- Implement GASB Statement No. 87, *Leases*. This new accounting pronouncement requires municipalities to report in their financial statements capital and operating leases as liabilities. The pronouncement will significantly impact the Berth IV lease agreement between the City and Ketchikan Dock Company.

ACCOMPLISHMENTS FOR 2021

- Completed the City's 2020 Financial and Compliance Audit. The City received a clean opinion and there were no single audit findings.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2022 General Government and KPU Operating and Capital Budgets and their respective 2022 – 2026 Capital Improvement Programs.
- Received a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association for the City's 2020 Financial and Compliance Audit. This is the City's 42nd certificate, the most awarded to a municipality in the State of Alaska.
- Continued working on a metered rate structure for water and wastewater service in anticipation of implementing metered billing for the commercial customers of the water and wastewater utilities.
- Developed and executed a plan to continue the operations of the Finance Department remotely while City Hall was closed for almost six weeks due to the public health emergency.
- Recruited Shawn Hart of Pewaukee, Wisconsin to serve as Controller, effective December 13, 2021 following the promotion of Michelle Johansen to Finance Director, effective December 1, 2020.
- Promoted Financial Accounting System Specialist Taylor Martinez to the Payroll Coordinator position following the retirement of Terry Sivertsen, effective October 1, 2021 after more than 18 years with the Finance Department as Payroll Coordinator.
- Began recruitment for the Financial Accounting System Specialist position vacated by Taylor Martinez and the Accounts Payable Technician position vacated by Korry Olsen, effective October 1, 2021.
- Compiled and filed all the reports necessary for seeking reimbursement from FEMA and the State for expenses incurred by the City in responding to the COVID-19 pandemic and addressing the needs of the community.
- Refunded the 2012 Library General Obligation Bond and the 2013 KPU Series X Whitman Lake Revenue Bond resulting in a net present value savings of \$202,988 and \$1,035,645, respectively.
- Completed a lease agreement to finance the acquisition of an ambulance for the Fire Department.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Finance
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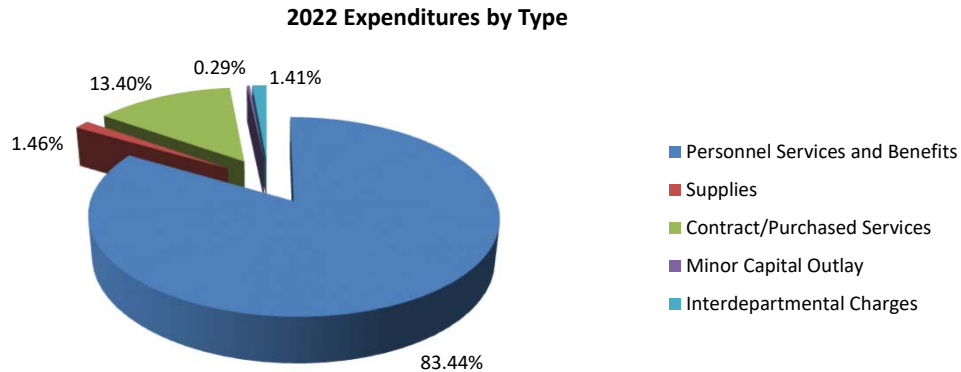
- Assisted the City Manager/KPU General Manager's Office in providing financial information regarding the effects of the COVID-19 pandemic on City finances in an effort to maintain services but also mitigate losses.
- Assisted the City Manager/KPU General Manager's Office in providing financial information with respect to ongoing collective bargaining agreement negotiations between the City and Ketchikan Public Utilities and the International Brotherhood of Electrical Workers, Local 1547.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,858,537	1,848,176	1,829,746	1,669,950	1,842,586	(5,590)	-0.3%
Supplies	35,001	32,300	34,800	34,800	32,300	-	0.0%
Contract/Purchased Services	250,905	291,275	308,975	302,975	295,975	4,700	1.6%
Minor Capital Outlay	6,927	3,000	7,760	7,758	6,500	3,500	116.7%
Interdepartmental Charges	22,766	25,510	25,980	25,980	31,040	5,530	21.7%
Total Expenditures	2,174,136	2,200,261	2,207,261	2,041,463	2,208,401	8,140	0.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	884,226	894,851	897,701	830,263	898,151	3,300	0.4%
Solid Waste Fund	75,660	76,570	76,810	71,040	76,850	280	0.4%
Wastewater Fund	58,270	58,970	59,150	54,710	59,190	220	0.4%
Harbor Fund	39,130	39,600	39,730	36,750	39,750	150	0.4%
Port Fund	95,010	96,150	96,460	89,210	96,510	360	0.4%
KPU Enterprise Fund	1,021,840	1,034,120	1,037,410	959,490	1,037,950	540	0.4%
Total Funding	2,174,136	2,200,261	2,207,261	2,041,463	2,208,401	8,140	0.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted /2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Finance Director	1.00	1.00	1.00	1.00	135,390	-	0.0%
Controller	1.00	1.00	1.00	1.00	115,650	-	0.0%
Treasury & Customer Service Supervisor	1.00	1.00	1.00	1.00	71,584	-	0.0%
Senior Accountant - Telecom	1.00	1.00	1.00	1.00	77,116	-	0.0%
Senior Accountant - Electric/Water	1.00	1.00	1.00	1.00	84,322	-	0.0%
Senior Accountant - General Gov't	1.00	1.00	1.00	1.00	84,322	-	0.0%
Staff Accountant	2.00	2.00	2.00	2.00	139,341	-	0.0%
Financial Analyst	1.00	1.00	1.00	1.00	76,392	-	0.0%
Financial Accounting System Specialist	1.00	1.00	1.00	1.00	54,808	-	0.0%
Accounts Payable Coordinator	1.00	1.00	1.00	1.00	61,464	-	0.0%
Payroll Coordinator	1.00	1.00	1.00	1.00	59,883	-	0.0%
Accounts Payable Technician	1.00	1.00	1.00	1.00	55,702	-	0.0%
Customer Services Representative II	2.00	2.00	2.00	2.00	106,641	-	0.0%
Office Services Technician	1.00	1.00	1.00	1.00	45,011	-	0.0%
Total	16.00	16.00	16.00	16.00	1,167,626	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Health and Life Insurance (Account 507.00) decreased by \$21,940, or by 7.3% due to a change in staffing, where new employees elected a different type of plan coverage.
- Interdepartmental Charges-Insurance (Account No. 825.01) increased by \$5,530, or by 21.7%, due to increased insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,173,455	1,160,826	1,145,396	1,067,650	1,167,626	6,800	0.6%
501 .01 Overtime Wages	2,907	11,500	11,500	3,690	11,500	-	0.0%
502 .01 Temporary Wages	12,433	15,000	15,000	12,320	15,000	-	0.0%
505 .00 Payroll Taxes	87,711	90,830	90,230	81,260	91,360	530	0.6%
506 .00 Pension	247,856	237,000	235,460	215,190	242,470	5,470	2.3%
507 .00 Health and Life Insurance	276,100	301,530	300,670	258,900	279,590	(21,940)	-7.3%
507 .30 Workers Compensation	3,774	3,440	3,440	3,040	3,220	(220)	-6.4%
508 .00 Other Benefits	54,301	27,900	27,900	27,900	31,670	3,770	13.5%
509 .08 Allowances-Medical Expenses	-	150	150	-	150	-	0.0%
Personnel Services and Benefits	1,858,537	1,848,176	1,829,746	1,669,950	1,842,586	(5,590)	-0.3%
Supplies							
510 .01 Office Supplies	24,689	21,000	21,000	21,000	21,000	-	0.0%
510 .02 Operating Supplies	269	250	2,750	2,750	250	-	0.0%
510 .05 Small Tools and Equipment	-	250	250	250	250	-	0.0%
520 .02 Postage	8,673	9,000	9,000	9,000	9,000	-	0.0%
530 .02 Periodicals	-	-	165	165	-	-	NA
530 .03 Professional and Technical Publications	1,370	1,800	1,635	1,635	1,800	-	0.0%
Supplies	35,001	32,300	34,800	34,800	32,300	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Finance

Operations Division 1150-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	-	-	6,310	6,310	-	-	NA
600 .02 Travel-Training	43	1,850	-	-	1,850	-	0.0%
600 .03 Training and Education	2,682	2,425	4,965	4,965	2,425	-	0.0%
605 .01 Ads and Public Announcements	8,880	500	6,800	800	500	-	0.0%
615 .01 Professional Licenses & Certifications	-	-	-	-	-	-	NA
615 .02 Assn. Membership Dues & Fees	220	1,000	1,000	1,000	1,000	-	0.0%
630 .03 Bank & Merchant Fees	65,723	65,000	68,700	68,700	69,000	4,000	6.2%
630 .06 Service Charges and Fees	2,904	3,000	3,000	3,000	3,000	-	0.0%
635 .04 Software Maintenance Services	78,819	82,000	82,000	82,000	82,000	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	5,411	7,000	7,000	7,000	7,000	-	0.0%
635 .12 Technical Services	-	300	300	300	300	-	0.0%
640 .01 Legal and Accounting Services	77,750	89,000	89,000	89,000	89,000	-	0.0%
640 .03 Information Technology Services	1,500	1,500	1,500	1,500	1,500	-	0.0%
640 .04 Management and Consulting Services	-	30,000	30,000	30,000	30,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	684	750	750	750	750	-	0.0%
650 .01 Telecommunications	6,289	6,800	7,500	7,500	7,500	700	10.3%
650 .02 Electric, Water, Sewer & Solid Waste	-	150	150	150	150	-	0.0%
Contract/Purchased Services	250,905	291,275	308,975	302,975	295,975	4,700	1.6%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	434	-	4,760	4,758	500	500	NA
790 .25 Machinery & Equipment	-	-	-	-	-	-	NA
790 .26 Computers, Printers & Copiers	6,493	3,000	3,000	3,000	6,000	3,000	100.0%
Minor Capital Outlay	6,927	3,000	7,760	7,758	6,500	3,500	116.7%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	22,766	25,510	25,980	25,980	31,040	5,530	21.7%
Interdepartmental Charges	22,766	25,510	25,980	25,980	31,040	5,530	21.7%
Total Expenditures by Type	2,174,136	2,200,261	2,207,261	2,041,463	2,208,401	8,140	0.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,167,626 – This account provides expenditures for compensation paid to regular employees for personnel services.

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

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

505.00 Payroll Taxes: \$91,360 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll taxes.

506.00 Pension: \$242,470 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$279,590 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$3,220 – This account provides expenditures for employer contributions for mandatory workers compensation insurance.

508.00 Other Benefits: \$31,670 – This account provides expenditures for the reimbursement of direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

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

510.02 Operating Supplies: \$250 – This account provides expenditures for supplies that are not of a maintenance nature and are required to support division operations.

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

520.02 Postage: \$9,000 – This account provides expenditures for postage and mailing materials used for customer invoices and statements for City services and general correspondence.

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

600.02 Travel – Training: \$1,850 – This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses incurred by employees to attend training and educational opportunities not available in the community.

600.03 Training and Education: \$2,425 – This account provides expenditures for the registration fees, training materials and fees for training programs. Included are an annual governmental accounting update for the professional staff, industry specific training for the utility accountants, and training for the new financial and accounting information system.

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

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

630.03 Bank & Merchant Fees: \$69,000– This account provides expenditures for account maintenance fees for the City's primary bank account, credit card equipment and transaction fees, and fees for storing customer credit card information.

630.06 Service Charges and Fees: \$3,000 – This account provides expenditures for application fees required for the review of the City's Comprehensive Annual Financial Report by the Government Finance Officers Association, escrow fees for the source code for the financial management and accounting system, mandatory fees paid to the State of Alaska for administering the Statewide FICA Program and mandatory patient centered outcome research fees arising from the health reimbursement accounts paid to the IRS.

635.04 Software Maintenance Services: \$82,000 – This account provides expenditures for the annual software maintenance support agreement for the financial management and accounting system.

635.07 Machinery and Equipment Maintenance Services: \$7,000 – This account provides expenditures for the maintenance service agreements for office equipment, copiers and document scanners.

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

640.01 Legal and Accounting Services: \$89,000 – This account provides expenditures for the annual audit of the City's financial statements and other professional accounting and legal services. Legal services generally include bond and payroll tax matters. Additional funding was added for services that may be required due to the transition to a new finance director.

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

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

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

650.01 Telecommunications: \$7,500 – This account provides expenditures for the monthly charges, long-distance services, long-distance facsimile transmission, line rentals and maintenance of the phone system.

650.02 Electric, Water, Sewer & Solid Waste: \$150 – This account provides expenditures for disposal of records that have reached the end of their retention life.

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

790.26 Computers, Printers and Copiers: \$6,000 – This account provides expenditures for the replacement of three personal computers and one replacement 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: \$31,040 – This account provides expenditures for the department's share of the City's risk management program.

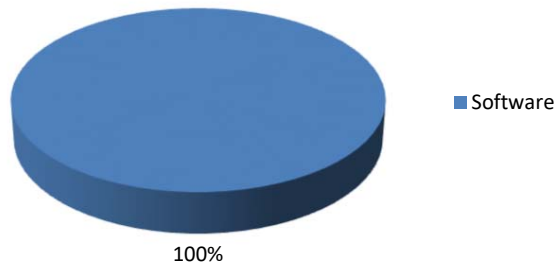
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Finance

Capital Budget

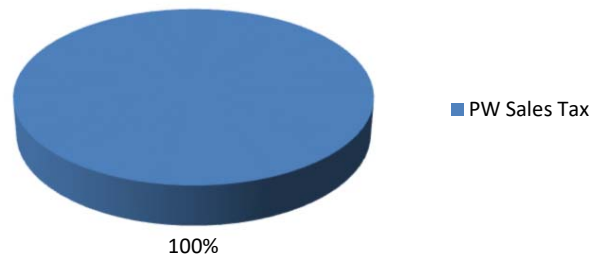
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Amount	%
735.00 Software	-	20,000	20,000	-	20,000	-	0.0%
Total Major Capital Outlay	-	20,000	20,000	-	20,000	-	0.0%

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

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Information Technology

Summary

The Information Technology Department is committed to matching advances in technology with the needs of City and Ketchikan Public Utilities departments and analyzing benefits and costs to ensure that the new technology is cost effective. These services include collecting, processing and distributing data via the City's central computer; supporting personal computers and area wide networks; programming, evaluating and designing systems; and maintaining the integrity of the department's hardware and the data flowing through its information systems.

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

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	980,358	1,058,863	1,058,863	1,046,500	1,087,947	29,084	2.7%
Capital Improvement Program	142,989	18,000	18,000	18,000	50,000	32,000	177.8%
Total	1,123,347	1,076,863	1,076,863	1,064,500	1,137,947	61,084	5.7%

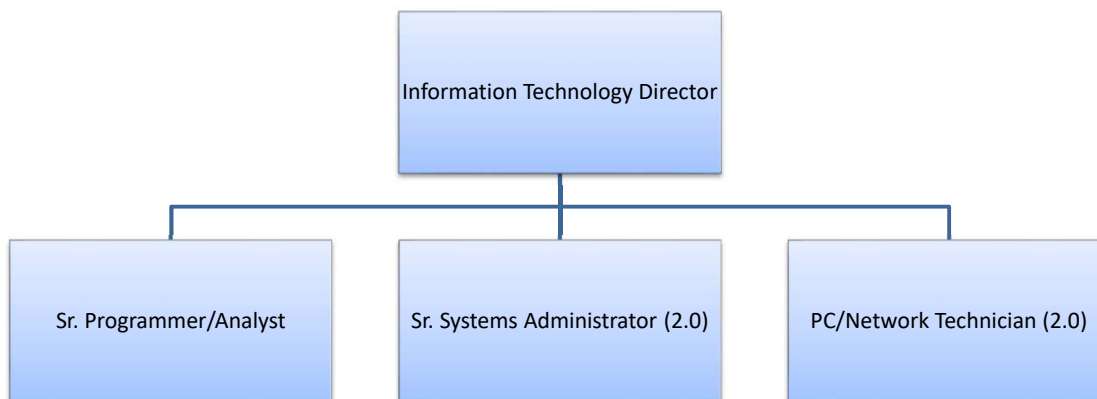
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	779,541	813,113	797,153	784,790	835,197	22,084	2.7%
Supplies	8,370	10,150	10,150	10,150	10,150	-	0.0%
Contract/Purchased Services	168,643	214,540	222,330	222,330	218,540	4,000	1.9%
Minor Capital Outlay	13,009	6,950	14,450	14,450	6,950	-	0.0%
Interdepartmental Charges	10,795	14,110	14,780	14,780	17,110	3,000	21.3%
Major Capital Outlay	142,989	18,000	18,000	18,000	50,000	32,000	177.8%
Total	1,123,347	1,076,863	1,076,863	1,064,500	1,137,947	61,084	5.7%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	423,167	405,663	405,663	401,000	428,667	23,004	5.7%
Solid Waste Fund	39,090	37,470	37,470	37,040	39,600	2,130	5.7%
Wastewater Fund	30,110	28,860	28,860	28,530	30,500	1,640	5.7%
Harbor Fund	20,220	19,380	19,380	19,160	20,480	1,100	5.7%
Port Fund	49,090	47,060	47,060	46,520	49,730	2,670	5.7%
KPU Enterprise Fund	561,670	538,430	538,430	532,250	568,970	30,540	5.7%
Total	1,123,347	1,076,863	1,076,863	1,064,500	1,137,947	61,084	5.7%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	6.00	6.00	6.00	6.00	532,557	-	0.0%
Total	6.00	6.00	6.00	6.00	532,557	-	0.0%

MISSION STATEMENT

The mission of the Information Technology Department is to provide efficient and timely computing services and support to all departments of General Government and Ketchikan Public Utilities. These services include collecting, processing and distributing data through the City's central computer systems; supporting personal computers and local and wide area networks; evaluating, designing and programming systems; and maintaining the security and the integrity of the data flowing through the City's information systems while providing external vendor access to needed applications. The department is committed to matching advances in technologies with the needs of City and Utility departments and analyzing benefits and costs to ensure that the new technologies are cost effective.



GOALS FOR 2022

- Install new SAN to provide much needed disk capacity.
- Segment Police Department on separate VLAN utilizing newly installed fiber links.
- Create additional data access groups and remove individual profile access rights to data volumes.
- Due to reduced Operating and Capital budgets, we will continue cleanup and optimization efforts.
- Migrate AMR and DMV data from AS400 platform to Windows based MS SQL.
- Assist the Finance Department with the launch of its Utility Billing customer web portal.
- Lockdown portable drives (thumb drives and external hard drives). Devices can be allowed based on need.
- Upgrade Outlook email clients to 2019 (current compatible version).
- Implement PRTG monitoring software for immediate notification of any service outages.
- Maintain 300 PCs, multiple mobile devices, 40 servers and 100 printers.

ACCOMPLISHMENTS FOR 2021

- Upgraded Exchange Mail server to 2019 in preparation of upgrading Outlook to 2019.
- Upgraded the remaining PCs using Windows 7 operating systems to Windows 10.
- Rebalanced SAN data, moving some old information to tape, to make space until additional SAN can be added.
- Assisted the KPU Water Division with a Security Audit and built new SQL Server to upgrade the Automated Meter Reading (AMR) host.
- Finished upgrading remaining server operating systems to latest supported build.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Information Technology

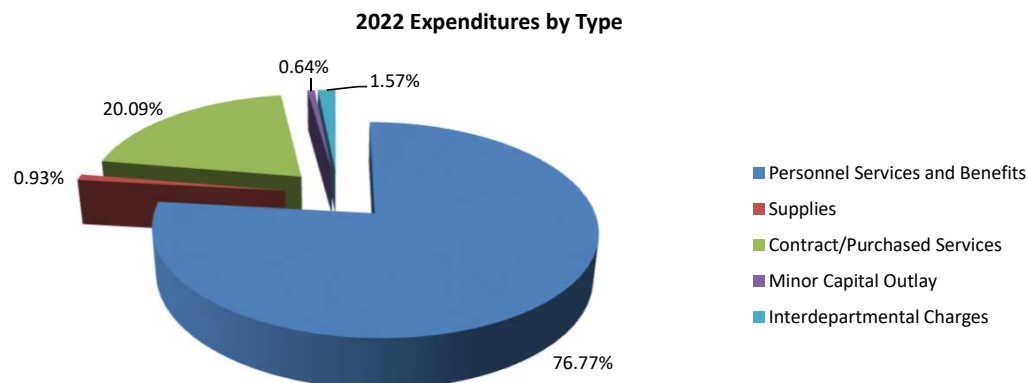
Operations Division 1160-110

- Implemented LTO tape library system to enhance backup procedures.
- Migrated Library Sirsi system to Virtual host as physical host was end-of-life.
- Assisted Police Department redundant phase II data link to Intrado.
- Migrated Boat database from AS400 to Microsoft based SQL. AMR and DMV data to migrate soon.
- Appointed Colin Combrink to Sr. System Administrator effective July 1, 2021 following the resignation of Erick Rangel on March 11, 2021.
- Maintained 300 PCs, multiple mobile devices, 40 servers and 100 printers.

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	779,541	813,113	797,153	784,790	835,197	22,084	2.7%
Supplies	8,370	10,150	10,150	10,150	10,150	-	0.0%
Contract/Purchased Services	168,643	214,540	222,330	222,330	218,540	4,000	1.9%
Minor Capital Outlay	13,009	6,950	14,450	14,450	6,950	-	0.0%
Interdepartmental Charges	10,795	14,110	14,780	14,780	17,110	3,000	21.3%
Total Expenditures	980,358	1,058,863	1,058,863	1,046,500	1,087,947	29,084	2.7%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	383,614	414,343	414,343	409,500	425,727	11,384	2.7%
Solid Waste Fund	34,018	36,740	36,740	36,310	37,750	1,010	2.7%
Wastewater Fund	25,881	27,950	27,950	27,630	28,720	770	2.8%
Harbor Fund	18,529	20,010	20,010	19,780	20,560	550	2.7%
Port Fund	28,136	30,390	30,390	30,030	31,220	830	2.7%
KPU Enterprise Fund	490,179	529,430	529,430	523,250	543,970	14,540	2.7%
Total Funding	980,358	1,058,863	1,058,863	1,046,500	1,087,947	29,084	2.7%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Information Technology Director	1.00	1.00	1.00	1.00	125,177	-	0.0%
Sr. Systems Administrator	2.00	2.00	2.00	2.00	188,105	-	0.0%
Sr. Programmer/Analyst	1.00	1.00	1.00	1.00	93,076	-	0.0%
PC/Network Technician	2.00	2.00	2.00	2.00	126,199	-	0.0%
Total	6.00	6.00	6.00	6.00	532,557	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Health and Life Insurance (Account No. 507.00) increased by \$27,010, or by 25.2%, due to a change in staffing, where the new employee elected family coverage as opposed to employee only coverage.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022	
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits								
500 .01	Regular Salaries and Wages	519,145	538,373	507,373	501,940	532,557	(5,816)	-1.1%
501 .01	Overtime Wages	389	2,800	2,800	1,920	2,800	-	0.0%
505 .00	Payroll Taxes	38,115	41,400	41,400	38,720	40,960	(440)	-1.1%
506 .00	Pension	109,519	108,890	104,100	100,850	108,840	(50)	0.0%
507 .00	Health and Life Insurance	105,435	107,190	110,990	110,990	134,200	27,010	25.2%
507 .30	Workers Compensation	1,502	1,570	1,570	1,450	1,450	(120)	-7.6%
508 .00	Other Benefits	5,436	12,890	13,920	13,920	14,390	1,500	11.6%
509 07	Moving Expenses -Taxed	-	-	15,000	15,000	-	-	0.0%
509 08	Allowances-Medical Expenses	-	-	-	-	-	-	0.0%
	Personnel Services and Benefits	779,541	813,113	797,153	784,790	835,197	22,084	2.7%
Supplies								
510 .01	Office Supplies	2,079	1,800	1,800	1,800	1,800	-	0.0%
510 .02	Operating Supplies	2,649	2,800	2,800	2,800	2,800	-	0.0%
515 .04	Machinery & Equip Maint Materials	3,612	4,700	4,700	4,700	4,700	-	0.0%
520 .02	Postage	-	380	380	380	380	-	0.0%
525 .04	Vehicle Motor Fuel & Lubricants	30	470	470	470	470	-	0.0%
	Supplies	8,370	10,150	10,150	10,150	10,150	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Information Technology

Operations Division 1160-110

Operating Expenditures			2020	2021 Budget			2022	2021 Adopted/2022	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
600 .03	Training and Education		5,130	3,750	3,750	3,750	3,750	-	0.0%
605 .01	Ads and Public Announcements		-	-	2,000	2,000	-	-	NA
630 .02	Vehicle Licenses		-	10	10	10	10	-	0.0%
635 .04	Software Maintenance Services		76,314	91,000	97,500	97,500	91,000	-	0.0%
635 .07	Machinery & Equipment Maintenance		19,736	42,000	42,000	42,000	46,000	4,000	9.5%
650 .01	Telecommunications		67,271	77,500	76,790	76,790	77,500	-	0.0%
650 .02	Electric, Water, Sewer & Solid Waste		192	280	280	280	280	-	0.0%
	Contract/Purchased Services		168,643	214,540	222,330	222,330	218,540	4,000	1.9%
Minor Capital Outlay									
790 .15	Furniture and Fixtures		540	-	-	-	-	-	NA
790 .25	Machinery and Equipment		10,659	4,500	4,500	4,500	4,500	-	0.0%
790 .26	Computers, Printers & Copiers		1,810	1,500	9,000	9,000	1,500	-	0.0%
790 .35	Software		-	950	950	950	950	-	0.0%
	Minor Capital Outlay		13,009	6,950	14,450	14,450	6,950	-	0.0%
Interdepartmental Charges									
825 .01	Interdepartmental-Insurance		10,245	11,470	12,140	12,140	14,470	3,000	26.2%
850 .01	Interdepartmental-Garage		550	2,640	2,640	2,640	2,640	-	0.0%
	Interdepartmental Charges		10,795	14,110	14,780	14,780	17,110	3,000	21.3%
	Total Expenditures by Type		980,358	1,058,863	1,058,863	1,046,500	1,087,947	29,084	2.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$532,557 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$2,800 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. IT supports the following departments that provide services after standard work hours: KPU Telecommunications, KPU Customer Service, Police, Fire and Library. In addition, some tasks are scheduled after normal work hours to reduce the effect on City personnel.

505.00 Payroll Taxes: \$40,960 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$108,840 – This account provides expenditures for employer contributions to retirement plans.

507.03 Health and Life Insurance: \$134,200 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,450 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$14,390 – 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.

510.01 Office Supplies: \$1,800 - This account provides expenditures for toner, laser printer maintenance kits, and minor office equipment and supplies such as staplers and note pads.

510.02 Operating Supplies: \$2,800 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Copy paper and envelopes are included for miscellaneous billing and payroll processing.

515.04 Machinery and Equipment Maintenance Materials: \$4,700 – This account provides expenditures for the materials used to repair personal computers and networks maintained or operated by Information Technology. Included are personal computer replacement components, computer network cables and other information technology parts required to maintain computer systems.

520.02 Postage: \$380 - This account provides expenditures for postal services to ship computer equipment to vendors for return or repair service.

525.04 Vehicle Motor Fuel and Lubricants: \$470 - This account provides expenditures for gasoline and lubricants used by Information Technology Department vehicles.

600.03 Training and Education: \$3,750 - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third parties. The division needs to continually train staff to ensure proper support for its computing environment.

630.02 Vehicle Licenses: \$10 – This account provides expenditures for licensing Information Technology Department vehicles for operations on public highways.

635.04 Software Maintenance Services: \$91,000 - This account provides expenditures for maintenance agreements to support licensed software systems. Includes hosted web services (City's Website, LogMeIn, ShareFile, WebEx, etc.), mail system maintenance, Anti-Virus, and other software maintenance.

635.07 Machinery and Equipment Maintenance Services: \$46,000 - This account provides expenditures for services required to repair and maintain office equipment, computers, networks, servers and other operating equipment owned or leased by the Information Technology Department. This account includes contract labor and materials required to provide the service for hardware systems such as the iSeries, Dell SANS, Pitney Bowes inserter, Network Firewalls and other hardware systems. A \$4,000 increase has been proposed to provide maintenance on a SAN. The SAN came with 3 years maintenance when purchased, but now needs funds to pay on an annual basis.

650.01 Telecommunications: \$77,500 - This account provides expenditures for telecommunication services. No increase has been proposed for this year. This account funds efficient access to the data center for all City/KPU sites. Also included in this account are landlines, cell phones, and long-distance. The majority of this account funds wide area network connections between City facilities and Internet bandwidth for all City departments.

650.02 Electric, Water, Sewer & Solid Waste: \$280 - This account provides expenditures for landfill fees for obsolete computer equipment disposal.

790.25 Machinery and Equipment: \$4,500 - This account provides expenditures for acquisition of machinery and equipment usually composed of a complex combination of parts, including devices to maintain the City's network infrastructure such as switches, routers, test equipment, etc.

790.26 Computers, Printers and Copiers: \$1,500 - This account provides expenditures for the acquisition of computers, printers and copiers. Assuming a 4-year life cycle, IT should replace 1 PC each year.

790.35 Software: \$950 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. IT uses many software utilities like Adobe Acrobat, FTP software, Conversion utilities, etc. These software programs need to be upgraded periodically.

825.01 Interdepartmental Charges – Insurance: \$14,470 - This account provides expenditures for risk management services and claims.

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

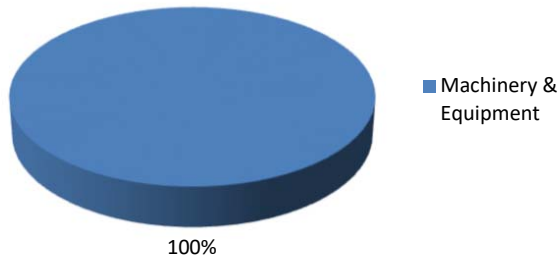
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Information Technology

Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
725.00 Machinery & Equipment	-	-	-	-	50,000	50,000	0.0%
735.00 Software	142,989	18,000	18,000	18,000	-	(18,000)	0.0%
Total Major Capital Outlay	142,989	18,000	18,000	18,000	50,000	32,000	177.8%

Capital Improvement Projects				Funding Sources	
Project #	Project			General	Total
				Fund	
725.00	Machinery & Equipment				
	SAN Data Storage			50,000	50,000
	Total Machinery & Equipment			50,000	50,000
	Total Capital Budget			50,000	50,000

Expenditures by Type



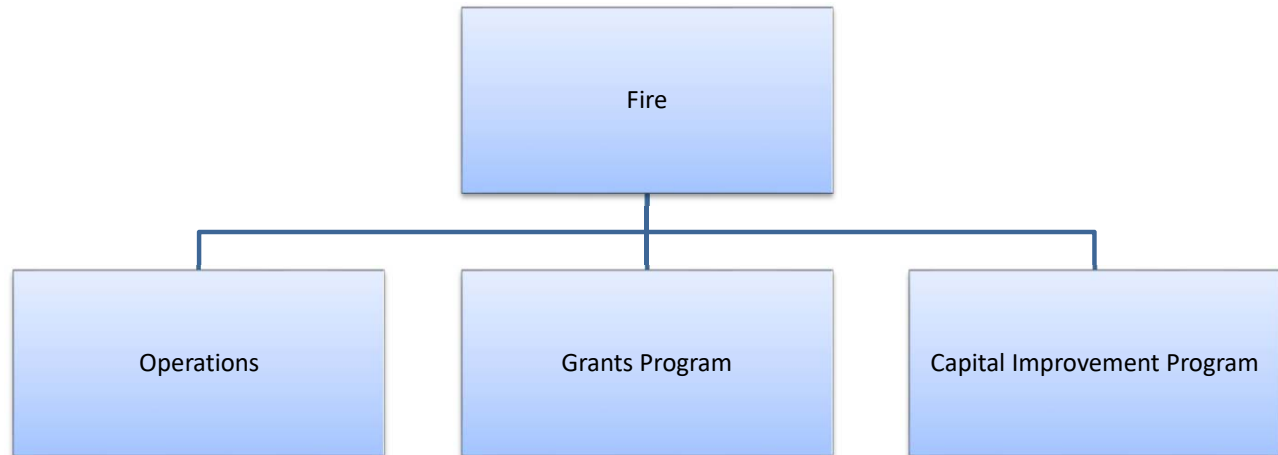
CITY OF KETCHIKAN

2022 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	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	2,065,218	3,843,438	4,041,830	3,735,115	4,099,367	255,929	6.7%
Grants	411,994	166,047	196,047	69,345	185,997	19,950	12.0%
Capital Improvement Program	165,935	250,000	250,000	250,000	993,750	743,750	297.5%
Total	2,643,147	4,259,485	4,487,877	4,054,460	5,279,114	1,019,629	23.9%

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	3,207,352	3,381,743	3,593,105	3,263,205	3,592,302	210,559	6.2%
Supplies	126,285	200,052	202,763	135,516	228,712	28,660	14.3%
Contract/Purchased Services	228,893	256,110	263,359	237,529	273,400	17,290	6.8%
Minor Capital Outlay	35,043	22,680	22,680	12,240	22,680	-	0.0%
Interdepartmental Charges-Public Safety	(1,611,881)	-	-	-	-	-	NA
Interdepartmental Charges	491,520	148,900	155,970	155,970	168,270	19,370	13.0%
Major Capital Outlay	165,935	250,000	250,000	250,000	993,750	743,750	297.5%
Total	2,643,147	4,259,485	4,487,877	4,054,460	5,279,114	1,019,629	23.9%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Fire

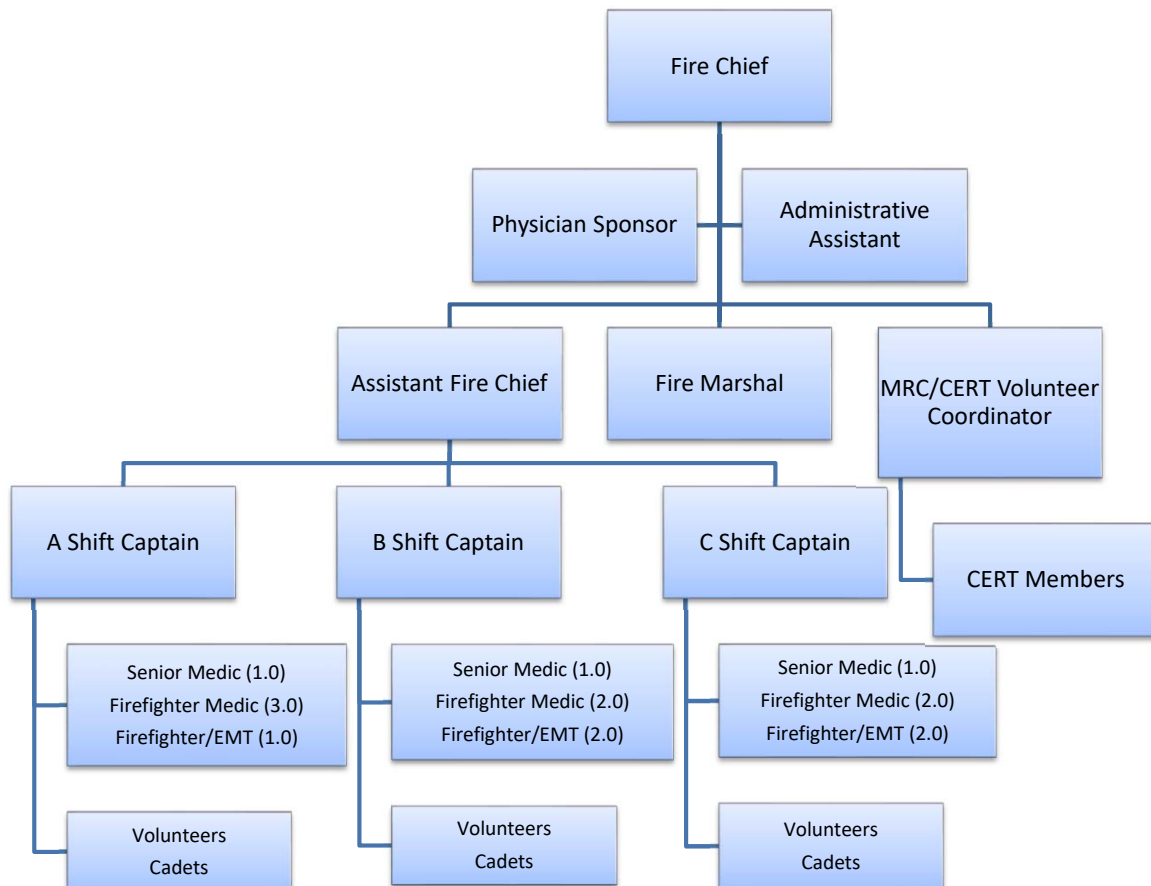
Summary

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	481,714	1,512,051	1,710,443	1,809,464	1,667,520	155,469	10.3%
Charges for Services	511,359	825,150	825,150	595,800	830,000	4,850	0.6%
Public Safety Sales Tax	1,072,145	1,395,000	1,395,000	1,218,614	1,601,847	206,847	14.8%
Public Works Sales Tax Fund	165,935	-	-	-	755,000	755,000	NA
Lease Financing	-	250,000	250,000	250,000	-	(250,000)	-100.0%
Federal and State Grants	411,994	166,047	196,047	69,345	424,747	258,700	155.8%
CPV Special Revenue Fund	-	111,237	111,237	111,237	-	(111,237)	-100.0%
Total	2,643,147	4,259,485	4,487,877	4,054,460	5,279,114	1,019,629	23.9%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	22.00	22.00	22.00	22.00	1,963,552	-	0.0%
Total	22.00	22.00	22.00	22.00	1,963,552	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2022

- Continue to adapt to the changing environment of the COVID-19 pandemic.
- Continue to use performance standards to ensure proficiency in both career and volunteer members and develop performance-based standards to be used for evaluations and promotions.
- Continue to provide and obtain leadership training, guidance and support for the department's future leaders (career and volunteer) as part of a succession planning program.
- Continue to provide an EMT-III or higher level of care or greater on all primary (frontline) EMS responses.
- Continue to assemble on-scene, twenty (20) "interior" qualified and equipped fire suppression personnel within 20 minutes of an alarm for all reported structure fires.
- Continue to pursue Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), Center for Disease Control (CDC) and/or Assistance to Firefighters (AFG) Grants and other State grant funding for the department and community.
- Continue to train and drill quarterly with mutual-aid fire departments to ensure safety and continuity of operations at all fires and emergency scenes.
- Continue to provide a Joint Fire Investigation Team with the Ketchikan Fire Department (KFD) and the North Tongass and South Tongass Volunteer Fire Departments (NTVFD)(STVFD) to identify the origin and cause of all fires in the community.
- Continue to improve the infrastructure for the department's emergency radio communications.
- Expand the use of the Alaska Land Mobile Radio (ALMR) system.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

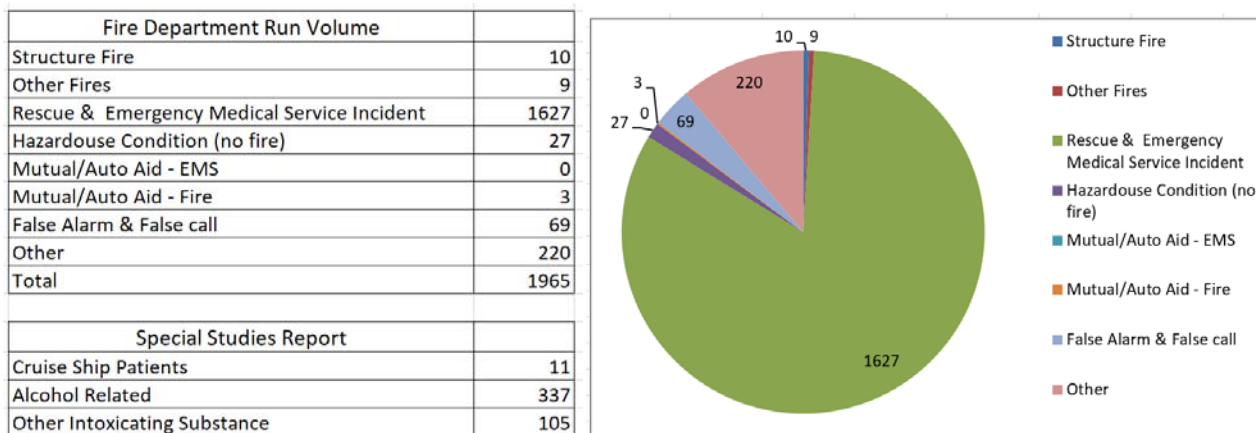
Fire

Operations 1210-110

- Distribute training on active shooter tactics received during Alert Lockdown Inform Counter Evacuate (ALICE) training with local law enforcement and school district to first responders.
- Continue work on the CIP project to repair/renovate Fire Station 2 .
- Participate in the Supplemental Emergency Medical Transportation (SEMT) Medicare reimbursement program.
- Continue to improve vehicle preventative maintenance with the City Garage.
- Continue to provide EMS response, inter facility and medivac transport service for cruise ship passengers and crew.
- Work towards replacement of the Harry Newell fireboat per City Council direction and the development of interim firefighting solutions.
- Continue to conduct drills and training with Tower 1 and Squad 1.
- Participate in an active shooter drill with the USCG to improve Port Security and Safety.
- Expand training for water rescue scenarios as funding becomes available.
- Assist the City Manager's Office in the recruitment of a new Fire Chief to succeed Chief Abner Hoage, who retired on October 15, 2021.
- Maintain two (2.0) vacant FF/EMT positions per the COVID-19 General Government Budget Mitigation Plan until the financial impacts of the pandemic are better understood and/or relief funding becomes available in 2022.

ACCOMPLISHMENTS FOR 2021

- Emergency Medical Services transported 1,357 people that generated revenue of \$431,156



- Maintained and then deactivated the local COVID-19 Emergency Operations Center.
- Completed a recruitment academy funded by the Assistance to Firefighters Grant for recruitment and retention.
- Conducted CPR, AED and First Aid Classes for City staff, Department Volunteers, and KPD members.
- Applied for and awaiting results for a Fire Prevention & Safety Grant.
- Applied for but not awarded an Assistance to Firefighters Grant and Port Security Grant Program.
- Applied for and awarded an Emergency Management Performance Grant.
- Volunteers attended and participated in training following COVID mitigation guidelines.
- Conducted several hundred business and seasonal inspections to catch those inspections not conducted in 2020 due to COVID.
- With City Council approval waived seasonal inspection fees.
- Developed a system to track and record seasonal business fire inspections and compliance through the Fire Marshal's office.
- Fire Department resumed limited fire prevention talks, fire extinguisher training and station tours due to the pandemic.
- The department did not host the annual Fire Department Open House or Safety Fair due to the pandemic.
- Completed recruitment efforts to fill the vacant position of Senior Medic. Andrew Tighe was promoted effective January 1, 2021.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

- Other public events normally supported or attended by the Fire Department during the year were postponed or canceled due to the pandemic. They included the Public Safety Day, Totem to Totem Run, IAFF-Operation Warm, Community Christmas Tree Lighting and Holiday Festival, Winter Boat Parade on the Airport ferry, Public Radio support events, reading events at the Library and school programs.
- Completed the Automatic Aid Response to any active structure fire with the adjoining fire departments.
- With Emergency Reporting software, the department has streamlined its payroll procedures and improved tracking of physical inventory.
- The Hazmat Team continued to see a reduction in state funding but technicians were able to participate in Hotzone training in October via the web. The Hazmat team continues to work with Department of Environmental Conservation and the Marine Safety Detachment. Team leaders continue to participate in quarterly meetings with other state representatives.
- Pending State completion of bill, we will complete the Supplemental Emergency Medical Transportation (SEMT) cost report.
- Continued to work with the Red Cross.
- Placed Tower 1 in-service.
- Placed Squad 1 in-service.
- Appointed Assistant Fire Chief Scott Brainard to Acting Fire Chief after the retirement of Chief Abner Hoage, effective October 15, 2021.
- Appointed Senior Medic Greg Karlik to Acting Assistant Fire Chief upon the appointment of Assistant Fire Chief Brainard to Acting Fire Chief, effective October 19, 2021.

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,137,108	3,287,398	3,468,760	3,197,960	3,503,202	215,804	6.6%
Supplies	126,285	141,350	144,061	131,416	144,815	3,465	2.5%
Contract/Purchased Services	228,893	253,110	260,359	237,529	270,400	17,290	6.8%
Minor Capital Outlay	35,043	12,680	12,680	12,240	12,680	-	0.0%
Interdepartmental Charges-Public Safety	(1,611,881)	-	-	-	-	-	NA
Interdepartmental Charges	149,770	148,900	155,970	155,970	168,270	19,370	13.0%
Total Expenditures	2,065,218	3,843,438	4,041,830	3,735,115	4,099,367	255,929	6.7%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	481,714	1,512,051	1,710,443	1,809,464	1,556,283	44,232	2.9%
Public Safety Sales Tax	1,072,145	1,395,000	1,395,000	1,218,614	1,601,847	206,847	14.8%
Service Fees	-	10,150	10,150	5,800	15,000	4,850	47.8%
Ambulance Fees	496,359	600,000	600,000	575,000	600,000	-	0.0%
Emergency Medical Transport Program (SEMT)	-	200,000	200,000	-	200,000	-	0.0%
Borough Emergency Management Services	15,000	15,000	15,000	15,000	15,000	-	0.0%
CPV Special Revenue Fund	-	111,237	111,237	111,237	111,237	-	0.0%
Total Funding	2,065,218	3,843,438	4,041,830	3,735,115	4,099,367	255,929	6.7%

CITY OF KETCHIKAN

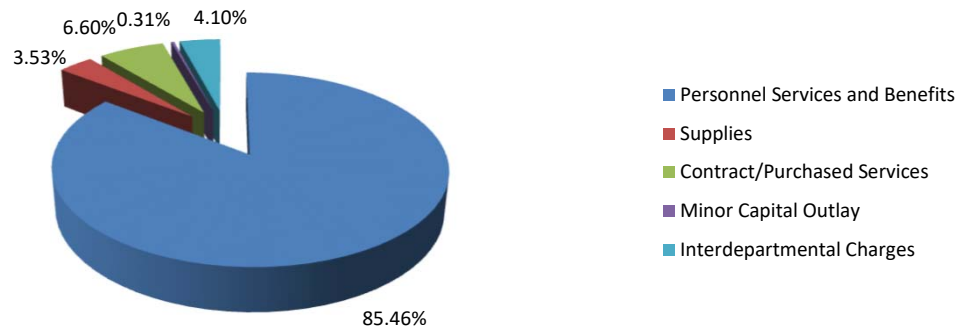
2022 Operating and Capital Budget

Fire

Operations 1210-110

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Fire Chief	1.00	1.00	1.00	1.00	134,802	-	0.0%
Assistant Fire Chief	1.00	1.00	1.00	1.00	112,810	-	0.0%
Fire Marshal	1.00	1.00	1.00	1.00	100,339	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	49,921	-	0.0%
Captain	3.00	3.00	3.00	3.00	315,819	-	0.0%
Senior Medic	3.00	3.00	3.00	3.00	293,715	-	0.0%
Firefighter/Medic	8.00	8.00	8.00	7.00	587,686	(1.00)	-12.5%
Firefighter/EMT	4.00	4.00	4.00	5.00	368,460	1.00	25.0%
Subtotal	22.00	22.00	22.00	22.00	1,963,552	-	0.0%
Less Salaries and Wages Reported in Grant Program					(18,696)		
Total					1,944,856		

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$215,804, or by 6.6%, due to increases in overtime wages per 2021 actual wages, temporary wages due to staffing configurations, and employee costs. While the two (2.0) vacant F/EMT positions are held vacant, additional overtime wages will be needed in 2022.
- Interdepartmental Charges-Insurance (Account No. 825.01) increased by \$19,370, or by 21.8%, due to an increase in insurance premiums.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	1,701,953	1,919,758	1,910,848	1,784,110	1,944,856	25,098	1.3%
501 .01 Overtime Wages	309,025	116,380	301,440	300,000	200,000	83,620	71.9%
502 .01 Temporary Wages	25,556	23,080	21,290	15,220	38,500	15,420	66.8%
505 .00 Payroll Taxes	150,228	157,630	157,257	157,120	167,128	9,498	6.0%
506 .00 Pension	466,546	447,940	447,237	441,000	482,688	34,748	7.8%
507 .00 Health and Life Insurance	350,495	482,840	489,264	361,790	505,070	22,230	4.6%
507 .30 Workers Compensation	73,672	74,910	76,564	73,860	78,150	3,240	4.3%
508 .00 Other Benefits	41,758	47,260	47,260	47,260	54,210	6,950	14.7%
509 .06 Allowances-Meals	17,875	17,600	17,600	17,600	17,600	-	0.0%
509 .07 Moving Expense - Taxed	-	-	-	-	15,000	15,000	NA
Personnel Services and Benefits	3,137,108	3,287,398	3,468,760	3,197,960	3,503,202	215,804	6.6%
Supplies							
510 .01 Office Supplies	3,264	3,460	3,460	3,460	3,460	-	0.0%
510 .02 Operating Supplies	24,719	35,760	44,120	44,120	35,760	-	0.0%
510 .03 Safety Program Supplies	14,781	17,800	16,475	16,000	18,800	1,000	5.6%
510 .04 Janitorial Supplies	3,374	5,100	5,100	5,100	5,400	300	5.9%
510 .05 Small Tools & Equipment	16,193	7,300	7,300	7,300	7,300	-	0.0%
510 .07 Food/Catering	581	650	650	550	625	(25)	-3.8%
515 .01 Vehicle Maintenance Materials	1,594	1,500	1,500	1,250	1,500	-	0.0%
515 .02 Building & Grounds Maint Materials	6,267	4,760	4,760	4,300	6,750	1,990	41.8%
515 .03 Furniture and Fixtures Maint Materials	-	750	750	250	750	-	0.0%
515 .04 Machinery & Equipment Maint Materials	7,914	7,000	7,200	6,000	7,000	-	0.0%
520 .02 Postage	1,909	2,800	2,800	2,800	3,000	200	7.1%
525 .03 Heating Fuel	7,857	17,000	12,476	12,476	17,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	11,614	18,140	18,140	16,630	18,140	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	205	500	500	200	500	-	0.0%
530 .03 Professional and Technical Publications	1,833	2,480	2,480	2,480	2,480	-	0.0%
535 .02 Business & Meal Expense	85	-	-	-	-	-	NA
535 .04 Uniforms/Badges/Clothing	8,998	7,350	7,350	4,000	7,350	-	0.0%
535 .05 Special Protective Clothing	15,097	9,000	9,000	4,500	9,000	-	0.0%
535 .07 Allowances - Food & Catering	-	-	-	-	-	-	NA
Supplies	126,285	141,350	144,061	131,416	144,815	3,465	2.5%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	2,101	1,900	1,900	-	3,900	2,000	105.3%
600 .02 Travel-Training	3,475	2,400	2,270	-	4,800	2,400	100.0%
600 .03 Training and Education	23,583	9,390	14,044	13,914	14,040	4,650	49.5%
605 .01 Ads and Public Announcements	1,419	600	1,925	600	3,000	2,400	400.0%
615 .01 Professional Licenses and Certifications	1,270	5,740	5,740	5,735	6,160	420	7.3%
615 .02 Assn. Membership Dues & Fees	1,162	1,930	1,930	1,730	2,305	375	19.4%
625 .03 Insurance Premiums-Liability	1,010	1,050	1,050	465	1,050	-	0.0%
630 .01 Building & Operating Permits	-	-	-	-	250	-	NA
630 .02 Vehicle Licenses	180	250	250	200	250	-	0.0%
630 .03 Bank & Merchant Fees	201	600	600	300	600	-	0.0%
630 .06 Service Charges and Fees	8,822	12,720	12,720	12,500	13,320	600	4.7%
635 .02 Janitorial and Cleaning Services	(360)	1,000	1,000	1,000	1,000	-	0.0%
635 .03 Vehicle Maintenance Services	2,131	1,900	1,900	1,325	3,410	1,510	79.5%
635 .04 Software & Equip Maintenance Services	8,934	7,250	7,250	6,750	6,750	(500)	-6.9%
635 .06 Building & Grounds Maint Services	8,146	8,900	8,900	8,450	10,420	1,520	17.1%
635 .07 Machinery & Equipment Maintenance Ser	9,812	12,000	13,400	12,000	13,905	1,905	15.9%
635 .12 Technical Services	37,742	43,100	43,100	40,000	42,860	(240)	-0.6%
640 .04 Management and Consulting Services	-	-	-	-	-	-	NA
640 .05 Medical Services	10,750	13,200	13,200	10,000	13,200	-	0.0%
645 .01 Rents and Leases-Land and Buildings	6,057	6,060	6,060	6,060	6,060	-	0.0%
650 .01 Telecommunications	36,223	42,720	42,720	41,500	42,720	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	66,235	80,400	80,400	75,000	80,400	-	0.0%
Contract/Purchased Services	228,893	253,110	260,359	237,529	270,400	17,290	6.8%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	2,995	-	-	-	-	-	NA
790 .25 Machinery & Equipment	27,553	9,620	9,620	9,620	9,620	-	0.0%
790 .26 Computers, Printers & Copiers	4,495	3,060	3,060	2,620	3,060	-	0.0%
Minor Capital Outlay	35,043	12,680	12,680	12,240	12,680	-	0.0%
Interdepartmental Charges-Public Safety							
820 .90 Public Safety Compliance-COVID Leave	(1,611,881)	-	-	-	-	-	NA
Interdepartmental Charges-Public Safety	(1,611,881)	-	-	-	-	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	78,525	88,900	95,970	95,970	108,270	19,370	21.8%
850 .01 Interdepartmental Charges-Garage	71,245	60,000	60,000	60,000	60,000	-	0.0%
Interdepartmental Charges	149,770	148,900	155,970	155,970	168,270	19,370	13.0%
Total Expenditures by Type	2,065,218	3,843,438	4,041,830	3,735,115	4,099,367	255,929	6.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$1,944,856 - This account provides expenditures for compensation paid to all regular salaried and hourly employees of the department.

501.01 Overtime Wages: \$200,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. Additional expenditures in 2021 as a result of held vacancies is partially reflected.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

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, etc.

505.00 Payroll Taxes: \$167,128 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$482,688 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$505,070 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$78,150 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$54,210 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.06 Allowances-Meals: \$17,600 – This account provides expenditures for employer provided semi-annual meal stipends to employees of the Fire Department. These benefits are taxable to the employees.

509.07 Allowances-Moving Expenses (Taxed): \$15,000 - This account provides expenditures to relocate a new Fire Chief to Ketchikan.

510.01 Office Supplies: \$3,460 - This account provides expenditures for copy paper, pens, pencils, note pads, file folders, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.02 Operating Supplies: \$35,760 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies for ambulance and rescue type calls, fire suppression, inspection supplies, smoke detectors, flags and public education supplies, awards and volunteer recognition, and other departmental supplies used by the division during the course of a year.

510.03 Safety Program Supplies: \$18,800 - This account provides expenditures for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA required medical exams, immunizations, specialized hazardous materials handling and disposal information, and traffic control items.

510.04 Janitorial Supplies: \$5,400 – 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: \$7,300 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, kitchen and dining equipment, radios, calculators, file cabinets and similar types of minor tools and equipment.

510.07 Food/Catering: \$625 - This account provides expenditures for food, water or catering services during extended training exercises or emergencies.

515.01 Vehicle Maintenance Materials: \$1,500 – This account provides expenditures for the repair and maintenance of vehicles owned or leased and operated by the department. Included are licensed and unlicensed rolling stock and boats.

515.02 Building and Grounds Maintenance Materials: \$6,750 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds used by the department. Salt, paint, caulk and HVAC filters are examples of purchases under this line item.

515.03 Furniture and Fixtures Maintenance Materials: \$750 - This account provides expenditures for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

515.04 Machinery and Equipment Maintenance Materials: \$7,000 – This account provides expenditures for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, HazMat equipment, computer networks and computers.

520.02 Postage and Freight: \$3,000 - 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: \$17,000 - This account provides expenditures for heating fuel used to heat facilities owned or leased and operated by the department.

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

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

530.03 Professional and Technical Publications: \$2,480 - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, building codes, professional standards and technical journals.

535.04 Uniforms/Badges/Clothing: \$7,350 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, raingear, hats, boots, belts, and badges.

535.05 Special Protective Clothing: \$9,000 - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600.01 Travel-Business: \$3,900 – 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: \$4,800 - 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: \$14,040 – 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: \$6,160 – 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: \$2,305 – This account provides expenditures for memberships in professional and trade associations and regional organizations.

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

630.01 Building and Operating Permits: \$250 - Expenditures for permits required for use of Station 3 for right-of-ways, easements, environmental, occupancy and operations.

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

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Operations 1210-110

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: \$13,320 – This account provides expenditures for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport as well as Medicare billing.

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

635.03 Vehicle Maintenance Services: \$3,410 – 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: \$6,750 – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. Included are expenses for R911 annual software support, Emergency Reporting annual license and support fees, Basecamp annual license and support fees, and Nixle.

635.06 Buildings and Grounds Maintenance Services: \$10,420 - 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: \$13,905 - This account provides expenditures for contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements and monitoring services from Johnson Controls as well as a copier contract with Tongass Business Center.

635.12 Technical Services: \$42,860 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge provided under written contract and/or purchase order. Included are service contracts on monitor/defibrillators, radio repairs, alarm monitoring, R-911 annual software support, background checks, employee drug testing, database management, website maintenance, pest control and contract Ambulance Billing with Systems Design West.

640.05 Medical Services: \$13,200 – This account provides expenditures for services provided by medical practitioners and medical facilities. Included are services provided by physicians for Medical Director services.

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

650.01 Telecommunications: \$42,720 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$80,400 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.25 Machinery and Equipment: \$9,620 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are 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: \$3,060 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. The 2022 PC Replacement Schedule includes 3 mini desktop computers at \$800 each and 3 backup battery at \$220 each.

825.01 Interdepartmental Charges – Insurance: \$108,270 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$60,000 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

MISSION STATEMENT

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

GOALS FOR 2022

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2022 EMPG, LEPC and SHSP grants.
- Funding through grants continues to remain tight and there does not appear to be any relief on the horizon. Staff will continue to seek additional alternative funding sources whenever possible.

ACCOMPLISHMENTS FOR 2021

- In 2021, the City was awarded \$30,000 from the ADHS&EM for emergency management activities.
- Due to State budget cuts, the City was not awarded funding for operation/management of the LEPC in 2021/2022.
- Applied for an Assistance to Firefighters Grant and a Port Security Grant Program but did not receive an award.
- Applied for a Fire Prevention and Safety Grant but did not receive an award.

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 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

2022 Operating and Capital Budget

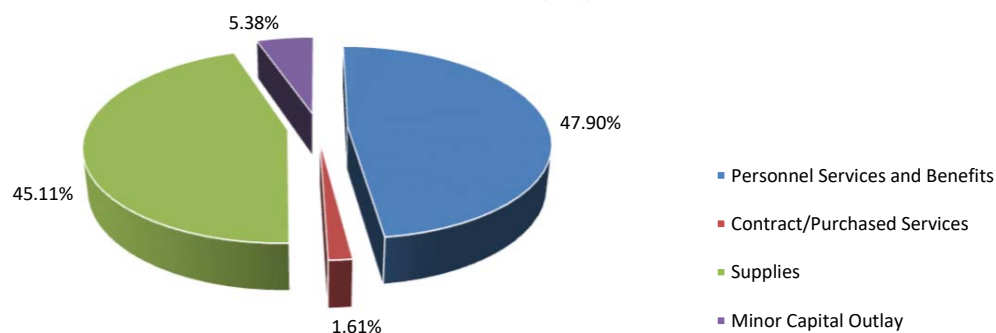
Fire

Grants Program 1210-192

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022		
		Adopted	Amended	Estimate		Incr(Decr)	%	
Personnel Services and Benefits								
500 .01 Regular Salaries and Wages	44,454	18,696	37,392	37,392	18,696	-	0.0%	
501 .01 Overtime Wages	1,506	30,620	30,620	1,145	29,475	(1,145)	-3.7%	
502 .01 Temporary Wages	800	15,417	15,417	3,000	12,417	(3,000)	-19.5%	
505 .00 Payroll Taxes	3,040	4,865	6,197	2,864	4,665	(200)	-4.1%	
506 .00 Pension	9,146	10,857	14,969	8,624	10,457	(400)	-3.7%	
507 .00 Health and Life Insurance	9,739	11,464	16,504	10,430	11,114	(350)	-3.1%	
507 .30 Workers Compensation	1,559	2,426	3,246	1,790	2,276	(150)	-6.2%	
Personnel Services and Benefits	70,244	94,345	124,345	65,245	89,100	(5,245)	-5.6%	
Supplies								
510 .02 Operating Supplies	-	600	600	400	331	(269)	-44.8%	
510 .03 Safety Program Supplies	-	17,501	17,501	2,500	23,751	6,250	35.7%	
535 .04 Uniforms/Badges/Clothing	-	1,310	1,310	1,200	2,065	755	57.6%	
535 .05 Special Protective Clothing	-	39,291	39,291	-	57,750	18,459	47.0%	
Supplies	-	58,702	58,702	4,100	83,897	25,195	42.9%	
Contract/Purchased Services								
605 .01 Ads and Public Announcements	-	3,000	3,000	-	3,000	-	0.0%	
Contract/Purchased Services	-	3,000	3,000	-	3,000	-	0.0%	
Minor Capital Outlay								
790 .25 Machinery & Equipment	-	10,000	10,000	-	10,000	-	0.0%	
Minor Capital Outlay	-	10,000	10,000	-	10,000	-	0.0%	
Interdepartmental charges								
825 01 Interdepartmental Charges-Insurance	341,750	-	-	-	-	-	NA	
Interdepartmental Charges	341,750	-	-	-	-	-	NA	
Total Expenditures by Type	411,994	166,047	196,047	69,345	185,997	19,950	12.0%	

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Fire

Grants Program 1210-192

Grant Program		2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
			Adopted	Amended	Estimate		Incr(Decr)	%
Federal	EMPG - GY19							
	Grant	18,685	-	-	-	-	-	NA
	Local Match-General Fund	18,685	-	-	-	-	-	NA
Federal	EMPG - GY20							
	Grant	15,000	15,000	15,000	15,000	-	(15,000)	-100.0%
	Local Match-General Fund	15,000	15,000	15,000	15,000	-	(15,000)	-100.0%
Federal	EMPG - GY21							
	Grant	-	-	15,000	15,000	15,000	-	NA
	Local Match-General Fund	-	-	15,000	15,000	15,000	-	NA
Federal	SAFER							
	Grant	2,874	136,047	136,047	9,345	155,997	19,950	14.7%
Federal	Community Foundation-CARES Act							
	Grant	341,750	-	-	-	-	-	NA
Total Funding by Grant Program		411,994	166,047	196,047	69,345	185,997	19,950	12.0%

Summary of Funding Source		2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
			Adopted	Amended	Estimate		Incr(Decr)	%
General Fund								
	Federal Grant	378,309	151,047	166,047	39,345	170,997	19,950	13.2%
	State Grant	-	-	-	-	-	-	NA
	Local Match	33,685	15,000	30,000	30,000	15,000	-	0.0%
Total Funding		411,994	166,047	196,047	69,345	185,997	19,950	12.0%

NARRATIVE

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

501.01 Overtime Wages: \$29,475 – This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular work cycle.

502.01 Temporary Wages: \$12,417 – This account provides expenditures for compensation paid to salaried and hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$4,665 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$10,457 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$11,114 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,276 – This account provides expenditures for employer contributions to workers compensation.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Fire

Grants Program 1210-192

510.02 Operating Supplies: \$331 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support the department's grant operations.

510.03 Safety Program Supplies: \$23,751 - This account provides expenditures for the City safety program.

535.04 Uniforms/Badges/Clothing: \$2,065 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, raingear, hats, boots, belts, and badges.

535.05 Special Protective Clothing: \$57,750 - This account provides expenditures for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

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

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

CITY OF KETCHIKAN

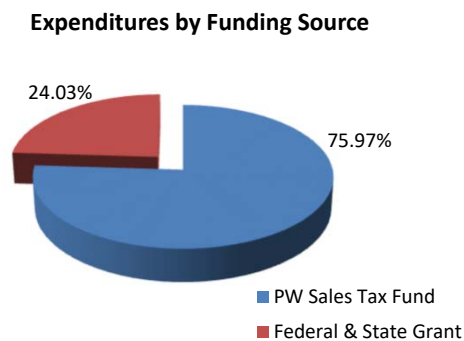
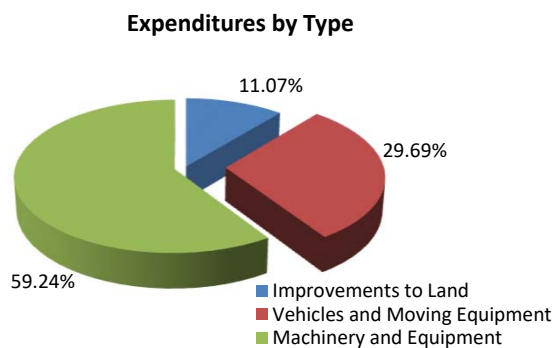
2022 Operating and Capital Budget

Fire

Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
710.00 Improvements to Land	-	-	-	-	110,000	110,000	NA
720.00 Vehicles and Moving Equipment	-	250,000	250,000	250,000	295,000	45,000	18.0%
725.00 Machinery and Equipment	165,935	-	-	-	588,750	588,750	NA
Total Major Capital Outlay	165,935	250,000	250,000	250,000	993,750	743,750	297.5%

Capital Improvement Projects		Funding Sources			Total
Project #	Project	PW Sales Tax Fund	Federal & State Grant	Lease Financing	
710.00 Improvements to Land					
	Station 2 Parking Lot and Drainage	110,000	-	-	110,000
	Total Improvements to Land	110,000	-	-	110,000
720.00 Vehicles and Moving Equipment					
	Heart Monitor/Defibrillator Replacement	155,000	-	-	155,000
	Refurbish Ambulance Cycle 1 (52-758)	120,000	-	-	120,000
	Replace Vessel No. 52-741 (Fire Boat)	20,000	-	-	20,000
	Total Vehicles and Moving Equipment	295,000	-	-	295,000
725.00 Machinery and Equipment					
	Replace SCBAs	350,000	-	-	350,000
	Radio Repeater	-	238,750	-	238,750
	Total Machinery and Equipment	350,000	238,750	-	588,750
	Total Capital Budget	755,000	238,750	-	993,750



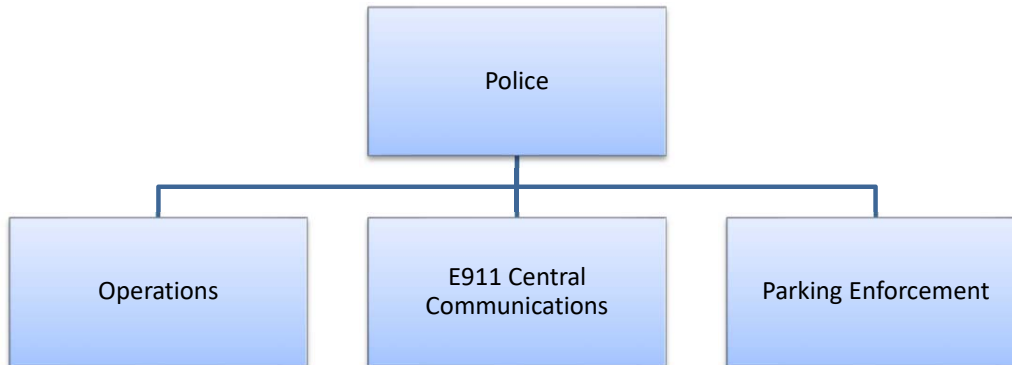
CITY OF KETCHIKAN

2022 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	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	2,488,244	4,690,695	4,690,376	4,191,845	4,656,676	(34,019)	-0.7%
E911 Central Communications	709,714	1,351,510	1,351,829	1,248,069	1,367,458	15,948	1.2%
Parking Enforcement	106,229	121,029	121,029	111,430	124,724	3,695	3.1%
Grants	341,749	331,602	331,602	-	331,602	-	0.0%
Forfeitures-Seizures	-	-	55,000	55,000	-	-	NA
Capital Improvement Program	475,673	374,512	374,512	65,112	486,000	111,488	29.8%
Total	4,121,609	6,869,348	6,924,348	5,671,456	6,966,460	97,112	1.4%

Expenditures by Category	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	4,983,019	5,425,899	5,413,875	4,848,595	5,376,901	(48,998)	-0.9%
Supplies	115,456	148,206	182,987	176,201	150,398	2,192	1.5%
Contract/Purchased Services	331,268	759,551	786,555	415,129	764,251	4,700	0.6%
Minor Capital Outlay	22,771	25,000	28,019	28,019	34,050	9,050	36.2%
Interdepartmental Charges-Public Safety	(2,263,417)	-	-	-	-	-	0.0%
Interdepartmental Charges	456,839	136,180	138,400	138,400	154,860	18,680	13.7%
Major Capital Outlay	475,673	374,512	374,512	65,112	486,000	111,488	29.8%
Total	4,121,609	6,869,348	6,924,348	5,671,456	6,966,460	97,112	1.4%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Police

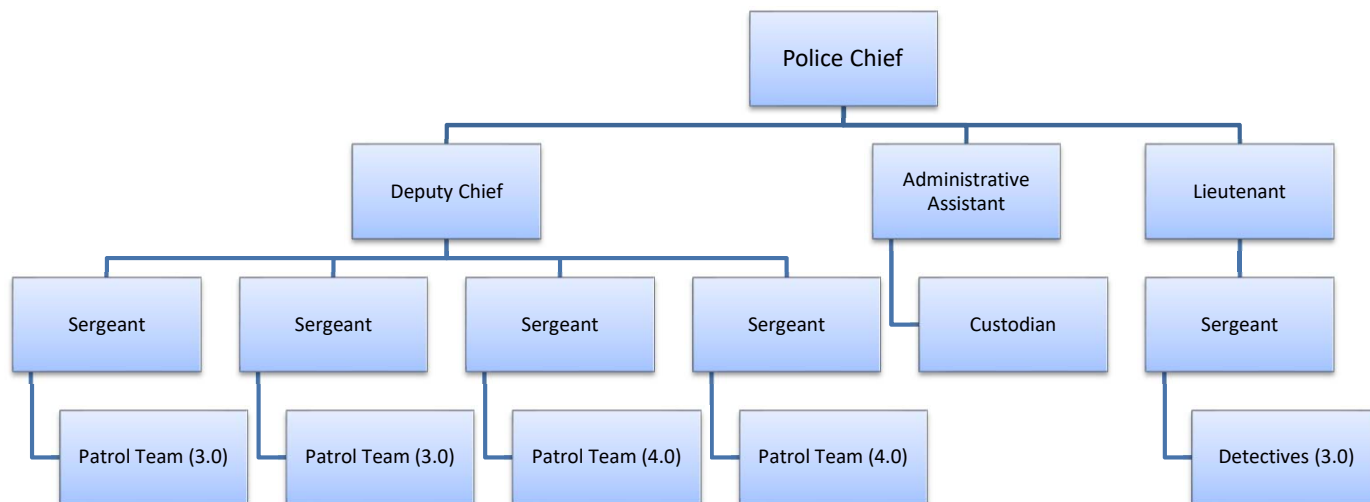
Summary

Funding Source	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Support	1,784,309	4,020,105	4,020,105	3,656,203	3,947,104	(73,001)	-1.8%
Public Safety Sales Tax	1,072,145	1,395,000	1,395,000	1,218,577	1,441,955	46,955	3.4%
Charges for Services	407,599	422,830	422,830	376,765	425,000	2,170	0.5%
Fines and Forfeitures	40,134	82,500	82,500	57,000	92,000	9,500	11.5%
Federal and State Grants	422,508	331,602	331,602	-	331,602	-	0.0%
US Marshal Fund	-	-	55,000	55,000	-	-	0.0%
Public Works Sales Tax	394,914	374,512	374,512	65,112	486,000	111,488	29.8%
Marijuana Sales Tax	-	200,000	200,000	200,000	200,000	-	0.0%
CPV Special Revenue	-	42,799	42,799	42,799	42,799	-	0.0%
Total	4,121,609	6,869,348	6,924,348	5,671,456	6,966,460	97,112	1.4%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		Adopted 2021/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	27.35	27.35	27.35	27.35	2,348,954	-	0.0%
E911 Central Communications	10.20	10.20	10.20	10.20	578,498	-	0.0%
Parking Enforcement	1.00	1.00	1.00	1.00	48,984	-	0.0%
Total	38.55	38.55	38.55	38.55	2,976,436	-	0.0%

MISSION STATEMENT

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



GOALS FOR 2022

- Provide First Line supervisor training to newly appointed Sergeants.
- Provide Social Media training for the department and all city employees, as well as training specific to law enforcement.
- Replace and complete exit/entrance gate project for the Police Station.
- Work closely with Human Resources to develop a hiring plan involving upcoming staffing requirements due to retirements.
- Continue to provide outreach programs such as Shop with a Cop, Coffee with a Cop, Elementary School Christmas Card Contest.
- Host a fall Citizen's Academy.
- In 2021, three officer positions were frozen due to budget constraints resulting from the COVID-19 pandemic. For 2022, one position will be unfrozen and filled and two will remain frozen until the financial impacts of the pandemic are better understood.

ACCOMPLISHMENTS FOR 2021

- Continued the community policing model to develop departmental relations in the community and to continue to identify the needs of the people of the City of Ketchikan. Work closely with community members in order to continue to maintain high police standards.
- Provided in-house training to address current police issues. Trainings were regular, ongoing trainings for recertification as well as specialized response to changes in policing including social media and topics specific to law enforcement.
- Worked closely with Human Resources to develop a hiring plan involving upcoming staffing requirements due to retirements.
- Provided community outreach while following COVID-19 guidelines and restrictions.
- Assisted the City Manager's Office with the recruitment of a new Police Chief to succeed Chief Joe White, who retired effective June 21, 2021 after more than 25 years with the Ketchikan Police Department.
- Appointed Deputy Chief Eric Mattson to Acting Police Chief to succeed Chief Joe White, effective June 22, 2021.
- Appointed Lieutenant Andrew Berntson to Acting Deputy Police Chief following the retirement of Police Chief Joe White.
- Detective Devin Miller retired effective May 1, 2021 after more than 20 years with the Ketchikan Police Department.
- Sergeant Carlos Rojas retired effective May 31, 2021 after nearly 25 years with the Ketchikan Police Department.

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- With the assistance of Public Works Engineering, completed the re-siding of the Police Station.
- Administrative Assistant Laurie Tucker retired effective January 30, 2021 after more than 28 years with the Police Department. The department then transferred Vanessa Booth from the Human Resources Division to fill the Administrative Assistant position, effective January 4, 2021.
- Worked in partnership with the Ketchikan Fire Department to address and respond to mass casualty/active killer scenarios.
- Provided ALICE Active Shooter overview to staff. Detectives attended and were trained in Child Forensic Interviewing.
- Participated in an area wide Table Top Exercise with the USCG - Sector Juneau, state and federal law enforcement agencies, and the Port and Harbors Department.
- The patrol division trained with the Alaska State Troopers in Patrol Tactics.
- Hired two officer recruits in 2021.
- As of October 12, 2021, the department responded to approximately 15,000 incidents that include traffic stops, subpoena service, case follow up, security checks. Police also generated approximately 6,900 cases that include arrests, citations, protective/restraining order service, runaways, traffic collisions, trespass, any criminal act, etc. The department seized approximately 1,831 grams of Marijuana, 334 grams of Methamphetamine, 220 grams of Heroin, 362 Fentanyl pills, 44.5 Alprazolam/Xanax bars, 15.5 Buprenorphine/Suboxone pills, 11 Clonazepam pills and \$21,197 cash. The total street value of the seized narcotics is approximately \$207,000.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	3,810,791	4,134,295	4,127,581	3,673,050	4,073,064	(61,231)	-1.5%
Supplies	107,145	129,800	129,481	129,481	131,292	1,492	1.1%
Contract/Purchased Services	208,296	292,800	297,804	253,804	294,800	2,000	0.7%
Minor Capital Outlay	16,628	18,000	18,000	18,000	27,050	9,050	50.3%
Interdepartmental Charges-Public Safety	(1,753,201)	-	-	-	-	-	0.0%
Interdepartmental Charges	98,585	115,800	117,510	117,510	130,470	14,670	12.7%
Total Expenditures	2,488,244	4,690,695	4,690,376	4,191,845	4,656,676	(34,019)	-0.7%

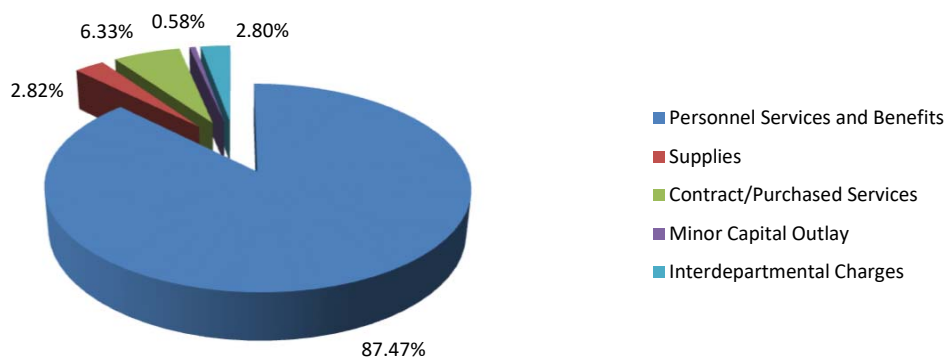
Funding Source	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	1,399,821	3,053,320	3,053,001	2,743,393	2,977,846	(75,474)	-2.5%
Public Safety Sales Tax	1,072,145	1,395,000	1,395,000	1,218,577	1,441,955	46,955	3.4%
Fines and Forfeitures	16,278	22,500	22,500	10,000	17,000	(5,500)	-24.4%
Marijuana Sales Tax	-	189,060	189,060	189,060	189,060	-	0.0%
CPV Special Revenue	-	30,815	30,815	30,815	30,815	-	0.0%
Total Funding	2,488,244	4,690,695	4,690,376	4,191,845	4,656,676	(34,019)	-0.7%

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Full-time Equivalent Personnel	2020	2021 Budget		2022		Adopted 2021/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.90	0.90	0.90	0.90	131,250	-	0.0%
Deputy Chief	0.95	0.95	0.95	0.95	119,518	-	0.0%
Lieutenant	1.00	1.00	1.00	1.00	112,456	-	0.0%
Sergeant	5.00	5.00	5.00	5.00	529,935	-	0.0%
Police Officer	15.25	15.25	15.25	15.25	1,131,128	-	0.0%
Detective/Investigations	3.00	3.00	3.00	3.00	263,416	-	0.0%
Administrative Assistant	0.95	0.95	0.95	0.95	49,301	-	0.0%
Custodian	0.30	0.30	0.30	0.30	11,950	-	0.0%
Total	27.35	27.35	27.35	27.35	2,348,954	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Computers, Printers & Copiers (Account No. 790.26) increased by \$8,800, or by 146.7%, due to the planned replacement of three desktop computers and two patrol laptops per the replacement schedule developed by the Information Technology Department.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$14,670, or by 19.4%, due to increases in insurance premiums.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

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DIVISION OPERATING BUDGET DETAIL

			2020	2021 Budget		2022	Adopted 2021/2022		
Operating Expenditures			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	2,234,092	2,374,365	2,335,438	2,118,910	2,348,954	(25,411)	-1.1%
501	.01	Overtime Wages	140,613	190,000	190,000	128,510	190,000	-	0.0%
505	.00	Payroll Taxes	179,641	196,180	195,914	183,190	194,230	(1,950)	-1.0%
506	.00	Pension	545,428	561,600	560,834	491,390	568,580	6,980	1.2%
507	.00	Health and Life Insurance	495,811	561,130	560,375	473,380	560,750	(380)	-0.1%
507	.30	Workers Compensation	75,577	85,090	85,090	79,340	82,720	(2,370)	-2.8%
508	.00	Other Benefits	78,729	102,480	136,480	136,480	64,380	(38,100)	-37.2%
509	.01	Allowances-Police Uniforms	51,900	46,850	46,850	46,850	46,850	-	0.0%
509	.07	Allowances-Moving Expense	9,000	15,000	15,000	15,000	15,000	-	0.0%
509	.08	Allowances-Medical Expenses	-	1,600	1,600	-	1,600	-	0.0%
Personnel Services and Benefits			3,810,791	4,134,295	4,127,581	3,673,050	4,073,064	(61,231)	-1.5%
Supplies									
510	.01	Office Supplies	7,051	6,500	6,500	6,500	7,000	500	7.7%
510	.02	Operating Supplies	32,235	28,000	27,681	27,681	28,000	-	0.0%
510	.03	Safety Program Supplies	3,215	7,000	7,000	7,000	7,000	-	0.0%
510	.04	Janitorial Supplies	2,840	2,800	2,800	2,800	2,900	100	3.6%
515	.02	Building & Grounds Maint Materials	8,140	10,000	10,000	10,000	10,000	-	0.0%
515	.04	Machinery & Equip Maint Materials	1,535	1,000	1,000	1,000	1,000	-	0.0%
520	.02	Postage	2,483	4,000	4,000	4,000	4,216	216	5.4%
525	.03	Heating Fuel	12,334	26,000	26,000	26,000	26,676	676	2.6%
525	.04	Vehicle Motor Fuel & Lubricants	35,860	43,000	43,000	43,000	43,000	-	0.0%
535	.04	Uniforms/Badges/Clothing	1,452	1,500	1,500	1,500	1,500	-	0.0%
Supplies			107,145	129,800	129,481	129,481	131,292	1,492	1.1%
Contract/Purchased Services									
600	.01	Travel-Business	-	1,000	1,000	1,000	1,000	-	0.0%
600	.02	Travel-Training	10,287	5,000	5,000	5,000	5,000	-	0.0%
600	.03	Training and Education	42,817	51,000	51,000	27,000	52,000	1,000	2.0%
605	.01	Ads and Public Announcements	1,264	2,500	7,504	7,504	2,500	-	0.0%
610	.01	Community Promotion	4,744	5,000	5,000	5,000	5,000	-	0.0%
615	.02	Assn. Membership Dues & Fees	5,059	4,500	4,500	4,500	4,500	-	0.0%
620	.02	Towing of Impounded Property	400	2,000	2,000	2,000	2,000	-	0.0%
630	.02	Vehicle Licenses	115	500	500	500	500	-	0.0%
630	.03	Bank & Merchant Fees	513	1,300	1,300	1,300	1,300	-	0.0%
635	.01	Government Contractual Services	6,433	27,000	27,000	27,000	27,000	-	0.0%
635	.03	Vehicle Maint Services	-	-	-	-	-	-	NA
635	.04	Software & Equip Maint Services	36,912	35,000	35,000	35,000	36,000	1,000	2.9%
635	.06	Building & Grounds Maint Services	1,629	5,000	5,000	5,000	5,000	-	0.0%
635	.07	Machinery & Equipment Maintenance Ser	497	7,000	7,000	7,000	7,000	-	0.0%
635	.10	Investigation Services	-	12,000	12,000	12,000	12,000	-	0.0%
640	.05	Medical Services	2,693	24,000	24,000	4,000	24,000	-	0.0%
650	.01	Telecommunications	45,002	49,000	49,000	49,000	49,000	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	49,931	61,000	61,000	61,000	61,000	-	0.0%
Contract/Purchased Services			208,296	292,800	297,804	253,804	294,800	2,000	0.7%

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Operating Expenditures	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	-	-	-	-	-	NA
790 .25 Machinery and Equipment	4,076	12,000	12,000	12,000	12,250	250	2.1%
790 .26 Computers, Printers & Copiers	12,552	6,000	6,000	6,000	14,800	8,800	146.7%
Minor Capital Outlay	16,628	18,000	18,000	18,000	27,050	9,050	50.3%
Interdepartmental Charges-Public Safety							
820 .02 Police Department Salaries-Wages	(1,733,379)	-	-	-	-	-	NA
820 .90 Compliance-COVID Leave	(19,822)	-	-	-	-	-	NA
Interdepartmental Charges	(1,753,201)	-	-	-	-	-	NA
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	66,686	75,800	77,510	77,510	90,470	14,670	19.4%
850 .01 Interdepartmental-Garage	31,899	40,000	40,000	40,000	40,000	-	0.0%
Interdepartmental Charges	98,585	115,800	117,510	117,510	130,470	14,670	12.7%
Total Expenditures by Type	2,488,244	4,690,695	4,690,376	4,191,845	4,656,676	(34,019)	-0.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$2,348,954 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

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

505.00 Payroll Taxes: \$194,230 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$568,580 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$560,750 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$82,720 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$64,380 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.01 Allowances – Police Uniforms: \$46,850 – This account provides expenditures for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the City Personnel Rules.

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

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

510.01 Office Supplies: \$7,000- 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: \$28,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as CDs, DVDs, batteries, narcotic test kits, training materials, crime scene investigation materials, taser cartridges, pepper spray, ammunition, targets and armor supplies.

510.03 Safety Program Supplies: \$7,000 - This account provides expenditures for supplies for the department safety program. Included are safety information brochures, safety training audio and video programs, soft body armors, ballistic vests, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control accessories.

510.04 Janitorial Supplies: \$2,900 – This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

515.02 Building and Grounds Maintenance Materials: \$10,000 – This account provides expenditures for materials required to repair and maintain the building and the upkeep of the grounds at the Police Station.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides expenditures for the materials required to repair and maintain machinery and equipment owned or leased and operated by the department. Included are office equipment, operating equipment, computer networks and computers.

520.02 Postage: \$4,216 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$26,676 - This account provides expenditures for heating fuel for the Police Department.

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

535.04 Uniforms/Badges/Clothing: \$1,500 - This account provides expenditures for direct purchases of, or reimbursements to, employees for work related clothing required by department policies. Included are badges, collar insignia, patches and department awards.

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

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

600.03 Training and Education: \$52,000 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties. Tuition for new officers to attend the Public Safety Training Academy is also paid with this account as needed.

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

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

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

620.02 Towing of Impounded Property: \$2,000 – This account provides expenditures for towing and/or storing of impounded vehicles.

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

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

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

635.04 Software and Equipment Maintenance Services: \$36,000 - This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components. The agreements in place for the division include support and updates for the digital evidence management system, Cellebrite Universal Forensic Electronic Device (UFED) and AXON body-worn cameras.

635.06 Building and Grounds Maintenance Services: \$5,000 - This account provides expenditures for services required to repair and maintain the building and the upkeep of the grounds at the Police Station.

635.07 Machinery and Equipment Maintenance Services: \$7,000 - This account provides expenditures for the contractual services required to repair and maintain office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.10 Investigation Services: \$12,000 - This account provides expenditures for major criminal investigations, undercover operations and other types of investigation and inspection services.

640.05 Medical Services: \$24,000 – This account provides expenditures for the costs of medical examinations for individuals held in protective custody, medical screenings for arrestees and DUI blood draws. This account also provides for costs associated with Sexual Assault Response (SAR) kits, which are occasionally paid for by the State of Alaska.

650.01 Telecommunications: \$49,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$61,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

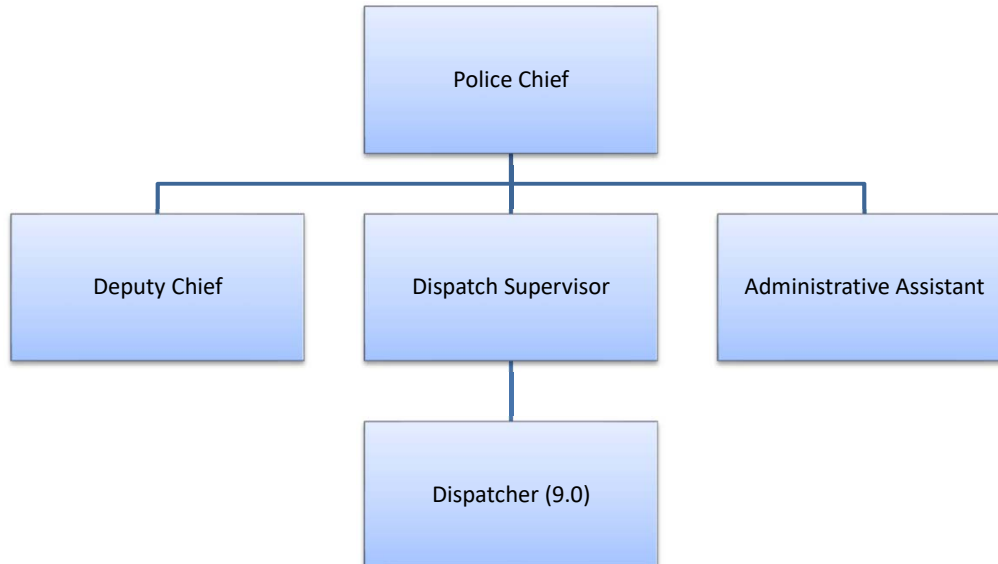
790.25 Machinery and Equipment: \$12,250 - This account provides expenditures for the acquisition of replacement X2 Tasers, body-worn cameras.

790.26 Computers, Printers and Copiers: \$14,800 - This account provides expenditures for the replacement of three desktop computers and two patrol laptops per the replacement schedule developed by the Information Technology Department.

825.01 Interdepartmental Charges – Insurance: \$90,470 - This account provides expenditures for risk management services and claims.

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 2022

- Continue to provide excellent service to the citizens of Ketchikan.
- Conduct quarterly quality assurance reviews on calls.
- Maintain required training hours for Emergency Medical Dispatch certification.
- Update standard operating dispatch procedures with the Ketchikan Fire Department.

ACCOMPLISHMENTS FOR 2021

- Provided excellent service to the citizens of Ketchikan.
- Maintained required training hours for Emergency Medical Dispatch certification.
- Worked closely with local Fire department agencies to provide and implement training procedures.
- Reviewed and updated policies and procedures to ensure best practices are followed in Communications Division.
- Hired two dispatchers in 2021.
- Answered 32,900 business related phone calls, and 7,400 calls for 911 in 2021.

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,085,694	1,195,775	1,190,665	1,088,155	1,205,893	10,118	0.8%
Supplies	4,563	5,000	5,000	4,750	5,200	200	4.0%
Contract/Purchased Services	111,171	127,625	129,625	128,625	129,625	2,000	1.6%
Minor Capital Outlay	4,125	7,000	10,019	10,019	7,000	-	0.0%
Interdepartmental Charges-Public Safety	(510,216)	-	-	-	-	-	0.0%
Interdepartmental Charges	14,377	16,110	16,520	16,520	19,740	3,630	22.5%
Total Expenditures	709,714	1,351,510	1,351,829	1,248,069	1,367,458	15,948	1.2%

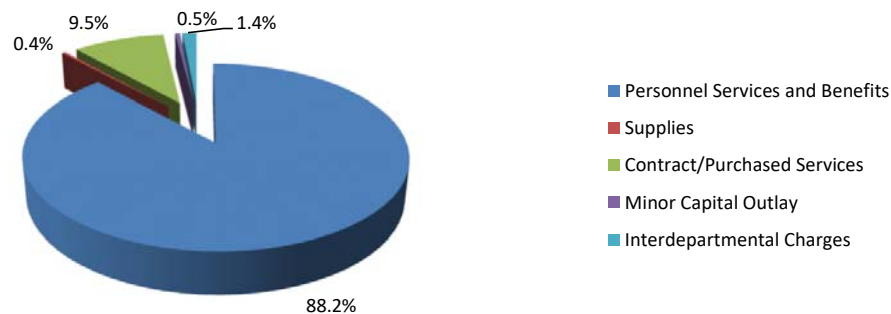
CITY OF KETCHIKAN
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E911 Central Communications Division 1220-220

Funding Source	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Support	302,115	905,756	906,075	848,380	919,534	13,778	1.5%
Charges for Services - Borough	16,540	16,830	16,830	16,765	35,000	18,170	108.0%
Charges for Services - E911	391,059	406,000	406,000	360,000	390,000	(16,000)	-3.9%
Marijuana Sales Tax	-	10,940	10,940	10,940	10,940	-	0.0%
CPV Special Revenue	-	11,984	11,984	11,984	11,984	-	0.0%
Total Funding	709,714	1,351,510	1,351,829	1,248,069	1,367,458	15,948	1.2%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		Adopted 2021/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Police Chief	0.10	0.10	0.10	0.10	14,517	-	0.0%
Deputy Chief	0.05	0.05	0.05	0.05	6,259	-	0.0%
Administrative Assistant	0.05	0.05	0.05	0.05	2,595	-	0.0%
Dispatch Supervisor	1.00	1.00	1.00	1.00	76,419	-	0.0%
Dispatcher	9.00	9.00	9.00	9.00	478,708	-	0.0%
Total	10.20	10.20	10.20	10.20	578,498	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Police

E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	525,256	575,055	569,830	535,760	578,498	3,443	0.6%
501 .01 Overtime Wages	137,558	140,000	140,000	117,240	140,000	-	0.0%
502 .01 Temporary Wages	-	40,000	40,000	22,420	40,000	-	0.0%
505 .00 Payroll Taxes	49,413	57,770	57,770	51,650	58,030	260	0.5%
506 .00 Pension	153,331	157,320	157,320	143,250	161,670	4,350	2.8%
507 .00 Health and Life Insurance	180,235	198,700	193,590	185,790	198,970	270	0.1%
507 .30 Workers Compensation	5,319	5,140	5,140	5,030	4,970	(170)	-3.3%
508 .00 Other Benefits	25,785	14,790	19,790	19,790	16,530	1,740	11.8%
509 .01 Allowances-Police Uniforms	225	-	225	225	225	225	NA
509 .02 Allowances-Dispatch Uniforms	8,572	7,000	7,000	7,000	7,000	-	0.0%
Personnel Services and Benefits	1,085,694	1,195,775	1,190,665	1,088,155	1,205,893	10,118	0.8%
Supplies							
510 .02 Operating Supplies	4,563	4,500	4,500	4,500	4,700	200	4.4%
535 .04 Uniforms/Badges/Clothing	-	500	500	250	500	-	0.0%
Supplies	4,563	5,000	5,000	4,750	5,200	200	4.0%
Contract/Purchased Services							
600 .02 Travel-Training	970	-	-	-	-	-	NA
600 .03 Training and Education	1,218	3,625	3,625	3,625	3,625	-	0.0%
605 .01 Ads and Public Announcements	459	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	107,309	111,000	113,000	113,000	113,000	2,000	1.8%
635 .07 Machinery & Equip Maint Services	561	3,000	3,000	3,000	3,000	-	0.0%
635 .11 Subscription Services	-	1,500	1,500	1,500	1,500	-	0.0%
650 .01 Telecommunications	534	4,000	4,000	3,000	4,000	-	0.0%
Contract/Purchased Services	111,171	127,625	129,625	128,625	129,625	2,000	1.6%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	1,123	2,500	2,819	2,819	2,500	-	0.0%
790 .25 Machinery & Equipment	301	2,500	2,500	2,500	2,500	-	0.0%
790 .26 Computers, Printers & Copiers	2,701	-	2,700	2,700	-	-	NA
790 .35 Software	-	2,000	2,000	2,000	2,000	-	0.0%
Minor Capital Outlay	4,125	7,000	10,019	10,019	7,000	-	0.0%
Interdepartmental Charges-Public Safety							
820 .02 Police Department Salaries-Wages	(503,614)	-	-	-	-	-	NA
820 .90 Compliance-COVID Leave	(6,602)	-	-	-	-	-	NA
Interdepartmental Charges-Public Safety	(510,216)	-	-	-	-	-	NA
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	14,377	16,110	16,520	16,520	19,740	3,630	22.5%
Interdepartmental Charges	14,377	16,110	16,520	16,520	19,740	3,630	22.5%
Total Expenditures by Type	709,714	1,351,510	1,351,829	1,248,069	1,367,458	15,948	1.2%

NARRATIVE

500.01 Regular Salaries and Wages: \$578,498 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

501.01 Overtime Wages: \$140,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$40,000 - This account provides expenditures for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$58,030 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$161,670 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$198,970 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$4,970 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$16,530 – 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: \$7,000 - This account provides expenditures for employer provided uniform allowances paid directly to police dispatchers pursuant to collective bargaining agreements or the Personnel Rules.

510.02 Operating Supplies: \$4,700 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as communications wireless bases and headsets, batteries, employee awards and recognition pins, brochures, medical supplies, and general materials for classes and public programs.

535.04 Allowances-Uniforms/Badges/Clothing: \$500 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, badges, name plates, boots, shoes and branded logo wear.

600.03 Training and Education: \$3,625 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

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

630.05 Software Licenses: \$4,000 – This account provides expenditures for acquiring licenses for the right to use proprietary software such as Adobe and scheduling software for the Department.

635.04 Software and Equipment Maintenance Services: \$113,000 - 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: \$3,000 - This account provides expenditures for the contractual services required to repair and maintain office equipment and operating equipment. It also includes maintenance service agreements.

635.11 Subscription Services: \$1,500 - This account provides expenditures for subscriptions for access to telephonic and web based services. Included are Alaska Public Safety Information System, Department of Motor Vehicles Photo Site, on-line reference databases, Statewide Gateway for APSIN, NCIC and Statewide Library Electronic Doorway.

650.01 Telecommunications: \$4,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet and long distance.

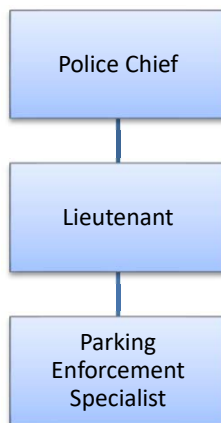
790.15 Furniture and Fixtures: \$2,500 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

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

825.01 Interdepartmental Charges – Insurance: \$19,740 - 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 2022

- Identify a more effective timed parking enforcement procedure.
- Continue to work to increase signage on city streets and parking lots.
- Continue to work with Public Works to implement signage on city streets and in city parking lots, as well as paint and re-paint areas of public safety concern.

ACCOMPLISHMENTS FOR 2021

- Monitored abandoned vehicles in the neighborhoods and worked with the community to address parking needs.
- Actively enforced downtown parking regulations to ensure the parking needs of the community were met.
- Worked in collaboration with Public Works to increase signage on city streets and parking lots as well as street painting.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	86,534	95,829	95,629	87,390	97,944	2,115	2.2%
Supplies	3,748	6,870	6,970	6,970	7,370	500	7.3%
Contract/Purchased Services	11,801	14,060	14,060	12,700	14,760	700	5.0%
Interdepartmental Charges	2,128	4,270	4,370	4,370	4,650	380	8.9%
Total Expenditures	106,229	121,029	121,029	111,430	124,724	3,695	3.1%

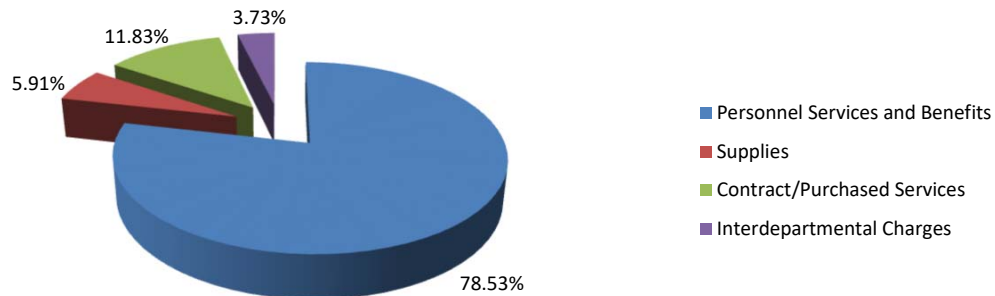
Funding Source	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	82,373	61,029	61,029	64,430	49,724	(11,305)	-18.5%
Fines and Forfeitures	23,856	60,000	60,000	47,000	75,000	15,000	25.0%
Total Funding	106,229	121,029	121,029	111,430	124,724	3,695	3.1%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		Adopted 2021/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Parking Enforcement Specialist	1.00	1.00	1.00	1.00	48,984	-	0.0%
Total	1.00	1.00	1.00	1.00	48,984	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below:

- There are no significant changes between the adopted budget for 2021 and the proposed operating budget for 2022 that are greater than 5% or \$5,000.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	Adopted 2021/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	47,174	47,549	48,060	48,060	48,984	1,435	3.0%
502	.01	Temporary Wages	895	10,000	9,239	2,500	10,000	-	0.0%
505	.00	Payroll Taxes	3,318	4,410	4,410	3,590	4,520	110	2.5%
506	.00	Pension	7,990	8,090	8,140	8,140	8,330	240	3.0%
507	.00	Health and Life Insurance	20,848	21,590	21,590	21,220	21,720	130	0.6%
507	.30	Workers Compensation	1,486	2,000	2,000	1,690	2,010	10	0.5%
508	.00	Other Benefits	3,942	1,190	1,190	1,190	1,380	190	16.0%
509	.01	Allowances-Police Uniforms	881	1,000	1,000	1,000	1,000	-	0.0%
Personnel Services and Benefits			86,534	95,829	95,629	87,390	97,944	2,115	2.2%
Supplies									
510	.01	Office Supplies	2,387	3,000	3,000	3,000	3,200	200	6.7%
510	.02	Operating Supplies	281	300	400	400	400	100	33.3%
520	.02	Postage	1,063	2,900	2,900	2,900	3,100	200	6.9%
525	.04	Vehicle Motor Fuel & Lubricants	17	670	670	670	670	-	0.0%
Supplies			3,748	6,870	6,970	6,970	7,370	500	7.3%
Contract/Purchased Services									
605	.01	Ads and Public Announcements	174	350	350	-	350	-	0.0%
630	.02	Vehicle Licenses	25	10	10	-	10	-	0.0%
635	.04	Software & Equip Maint Services	4,329	4,500	4,500	4,500	5,200	700	15.6%
640	.03	Information Technology Services	6,250	8,000	8,000	7,000	8,000	-	0.0%
650	.01	Telecommunications	1,023	1,200	1,200	1,200	1,200	-	0.0%
Contract/Purchased Services			11,801	14,060	14,060	12,700	14,760	700	5.0%
Minor Capital Outlay									
790	.26	Computers, Printers & Copiers	2,018	-	-	-	-	-	NA
Minor Capital Outlay			2,018	-	-	-	-	-	0.0%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	1,354	1,520	1,620	1,620	1,900	380	25.0%
850	.01	Interdepartmental Charges-Garage	774	2,750	2,750	2,750	2,750	-	0.0%
Interdepartmental Charges			2,128	4,270	4,370	4,370	4,650	380	8.9%
Total Expenditures by Type			106,229	121,029	121,029	111,430	124,724	3,695	3.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$48,984 – This account provides expenditures for compensation paid to all regular salaried and hourly employees for personnel services.

502.01 Temporary Wages: \$10,000 – This account provides expenditures for compensation paid to hourly employees for temporary personnel services.

505.00 Payroll Taxes: \$4,520 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Police

Parking Enforcement Division 1220-221

506.00 Pension: \$8,330 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$21,720 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,010 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,380 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.01 Allowances – Police Uniforms: \$1,000 – This account provides expenditures for employer provided clothing allowances paid directly to employees pursuant to collective bargaining agreements or the City's Personnel Rules.

510.01 Office Supplies: \$3,200 – 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: \$3,100 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.04 Vehicle Motor Fuel and Lubricants: \$670 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operation of the Parking Enforcement Vehicle.

605.01 Ads and Public Announcements: \$350 - This account provides expenditures for advertising and announcements in publications and newspapers.

630.02 Vehicle Licenses: \$10 – This account provides expenditures for licensing City vehicles for operations on public highways.

635.04 Software Maintenance Services: \$5,200 - This account provides expenditures for maintenance agreements to support licensed software systems.

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

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

825.01 Interdepartmental Charges – Insurance: \$1,900 - This account provides expenditures for risk management services and claims.

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

MISSION STATEMENT

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

GOALS FOR 2022

- Actively pursue new state and federal grant funding opportunities

ACCOMPLISHMENTS FOR 2021

- The department remains partnered with the Ketchikan Gateway Borough School District and is currently in the planning phase of the U.S. Department of Justice grant awarded in 2020 for security upgrades for local schools. The district conducted a safety assessment and the department is incorporating that assessment into this grant project. The funding disbursement and the actual project are anticipated to begin in 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	6,536	6,536	-	6,536	-	0.0%
Supplies	-	6,536	6,536	-	6,536	-	0.0%
Contract/Purchased Services							
635 .07 Machinery and Equip Maint Services	-	325,066	325,066	-	325,066	-	0.0%
Contract/Purchased Services	-	325,066	325,066	-	325,066	-	0.0%
Interdepartmental Charges							
820 .02 Interdepartmental Charges-Police Labor	341,749	-	-	-	-	-	NA
Interdepartmental Charges	341,749	-	-	-	-	-	NA
Total Expenditures by Type	341,749	331,602	331,602	-	331,602	-	0.0%

Grant Program	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
COPS Office School Violence Prevention Program							
Grant	-	248,702	248,702	-	248,702	-	0.0%
Local Match-In-Kind	-	82,900	82,900	-	82,900	-	0.0%
Alaska Community Foundation-CARES Act							
Grant	341,749	-	-	-	-	-	NA
Total Expenditures by Grant Program	341,749	331,602	331,602	-	331,602	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Police

Forfeitures and Seizures Operations 1220-110

COST CENTER STATEMENT

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

COST CENTER SUMMARY

Expenditures by Category	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	-	35,000	35,000	-	-	NA
Contract/Purchased Services	-	-	20,000	20,000	-	-	NA
Total Expenditures	-	-	55,000	55,000	-	-	NA

Funding Source	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Forfeitures and Seizures Fund							
Federal	-	-	-	-	-	-	NA
State	-	-	55,000	55,000	-	-	NA
Total Funding	-	-	55,000	55,000	-	-	NA

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	Adopted 2021/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	-	35,000	35,000	-	-	NA
Supplies	-	-	35,000	35,000	-	-	NA
Contract/Purchased Services							
600 .03 Training and Education	-	-	20,000	20,000	-	-	NA
Contract/Purchased Services	-	-	20,000	20,000	-	-	NA
Total Expenditures by Type	-	-	55,000	55,000	-	-	NA

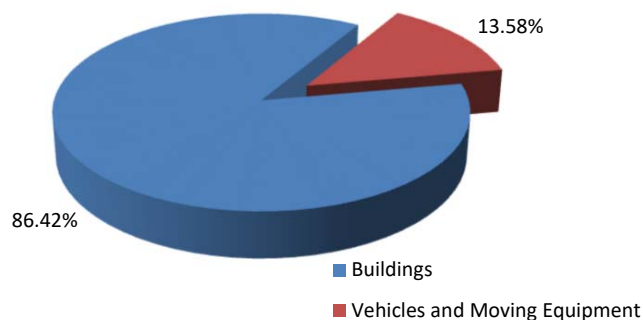
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Police

Capital Budget

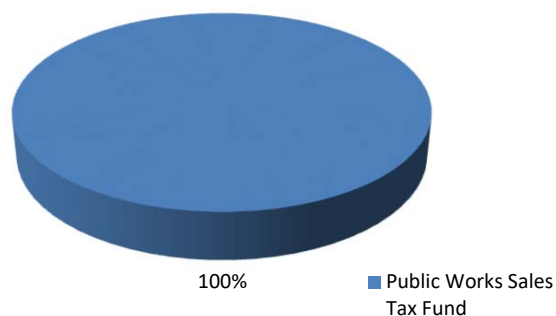
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	Adopted 2021/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	214,450	309,400	309,400	-	420,000	110,600	35.7%
720.00 Vehicles and Moving Equipment	34,862	65,112	65,112	65,112	66,000	888	1.4%
725.00 Machinery and Equipment	226,361	-	-	-	-	-	NA
Total Major Capital Outlay	475,673	374,512	374,512	65,112	486,000	111,488	29.8%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund		Total
705.00 Buildings				
	Exit Gate Replacement and Upgrade/HVAC Design	320,000	-	320,000
	Heating Controls Replacement	100,000	-	100,000
	Total Buildings	420,000	-	420,000
720.00 Vehicles and Moving Equipment				
	Replace One Police Vehicle	66,000	-	66,000
	Total Vehicles and Moving Equipment	66,000	-	66,000
	Total Capital Budget	486,000	-	486,000

Expenditures by Type



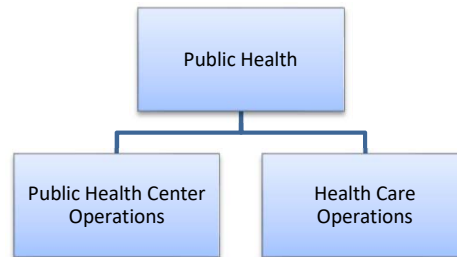
Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Public Health Center	9,120	14,325	14,325	11,600	14,325	-	0.0%
Health Care Operations	462,132	355,140	346,430	346,420	155,130	(200,010)	-56.3%
Emergency Public Health Operations	336,576	-	-	-	-	-	0.0%
Emergency Public Health CARES Act Programs	11,729,106	-	651,516	651,516	-	-	0.0%
Emergency Public Health Grants	-	-	9,095	9,095	-	-	0.0%
Capital Improvement Program	2,105,189	1,209,821	4,950,030	3,811,782	1,156,248	(53,573)	-4.4%
Total	14,642,123	1,579,286	5,971,396	4,830,413	1,325,703	(253,583)	-16.1%

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	179,987	-	9,095	9,095	-	-	0.0%
Supplies	101,059	16,500	16,500	16,500	18,825	2,325	14.1%
Contract/Purchased Services	8,723,156	351,575	994,381	992,306	150,000	(201,575)	-57.3%
Minor Capital Outlay	127,269	1,250	1,250	600	500	(750)	-60.0%
Interdepartmental Charges-Public Safety	3,405,331	-	-	-	-	-	0.0%
Interdepartmental Charges	132	140	140	130	130	(10)	-7.1%
Major Capital Outlay	2,105,189	1,209,821	4,950,030	3,811,782	1,156,248	(53,573)	-4.4%
Total	14,642,123	1,579,286	5,971,396	4,830,413	1,325,703	(253,583)	-16.1%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	9,120	14,325	14,325	11,600	14,325	-	0.0%
Hospital Sales Tax Fund	462,132	465,140	465,140	426,703	217,130	(248,010)	-53.3%
Community Development Block Grant	1,682,853	-	-	-	-	-	0.0%
Community Facilities Development Fund	272,353	-	683,499	683,499	6,000	6,000	0.0%
Hospital Construction Fund	149,983	1,099,821	4,147,821	3,048,000	1,088,248	(11,573)	-1.1%
CARES Act Pass Thru - KGB	98,971	-	-	-	-	-	0.0%
Federal and State Grants	12,085,187	-	660,611	660,611	-	-	0.0%
Total	14,760,599	1,579,286	5,971,396	4,830,413	1,325,703	(253,583)	-16.1%

MISSION STATEMENT

The mission of the Ketchikan Public Health Center (KPHC) is protecting and improving the health of Alaskans through partnering with individuals, communities and systems while championing self-reliance, dignity and cultural integrity.

KPHC provides a multitude of essential services to Ketchikan residents as well as the greater Ketchikan population area including Hyder and Metlakatla. KPHC serves as a safety-net provider for a range of individual services, including immunizations, women's health services, pregnancy testing; family planning services, prenatal counseling, postpartum outreach, well-child exams, TB screening and case management, school screenings, and sexually-transmitted infection (STI) and HIV screening. 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 2022

- 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 2021

- KPHC nurses have served as co-incident commander for the Ketchikan Emergency Operations Center, providing policy and mitigation guidance to the City and Borough leadership and community residents.
- KPHC staff have co-developed and continue to populate the Ketchikan COVID-19 dashboard to help keep citizens apprised of local COVID-19 spread.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

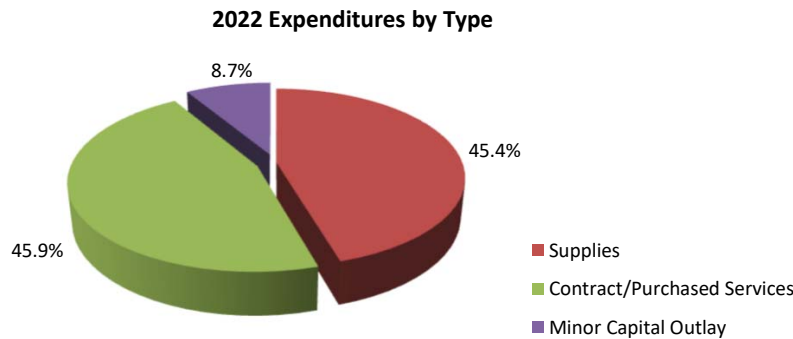
Public Health Center Operations 1310-110

- KPHC staff have assisted in coordinating services including testing, contact tracing, and vaccination for underserved members of the Ketchikan community such as persons experiencing homelessness.
- KPHC staff assisted in recruiting and linking local community members to State of Alaska Public Information Officers to establish filming and release of videos to encourage vaccination in order to support health and industry in the Ketchikan community.
- KPHC has partnered with multiple community agencies to lead the community in the implementation of multiple COVID-19 Point of Dispensing (POD) events to provide COVID-19 vaccines.
- KPHC staff provided COVID-19 vaccination to homebound Ketchikan residents.
- KPHC staff provided vaccine allocation direction as the start of the COVID-19 vaccine roll-out to assure equitable access across the community.
- KPHC staff have conducted contact investigation for COVID-19, syphilis and tuberculosis.
- KPHC has been a resource for the community and Ketchikan Borough School District. PHN's have educated school district staff, and worked to inform the public regarding COVID updates.
- KPHC continued to promote health and educate citizens through individual encounters, public service announcements on the radio, and community events, such as the Blueberry Festival.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	4,034	6,500	6,500	6,500	8,825	2,325	35.8%
Contract/Purchased Services	3,883	6,575	6,575	4,500	5,000	(1,575)	-24.0%
Minor Capital Outlay	1,203	1,250	1,250	600	500	(750)	-60.0%
Total Expenditures	9,120	14,325	14,325	11,600	14,325	-	0.0%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	9,120	14,325	14,325	11,600	14,325	-	0.0%
Total Funding	9,120	14,325	14,325	11,600	14,325	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below:

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% or \$5,000.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .01 Office Supplies	681	750	750	750	1,000	250	33.3%
510 .02 Operating Supplies	3,049	5,000	2,500	2,500	4,750	(250)	-5.0%
510 .07 Food/Catering	216	500	3,000	3,000	2,075	1,575	315.0%
530 .02 Periodicals	88	250	250	250	1,000	750	300.0%
530 .03 Professional and Technical Publications	-	-	-	-	-	-	NA
Supplies	4,034	6,500	6,500	6,500	8,825	2,325	35.8%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	213	1,250	1,250	500	1,000	(250)	-20.0%
635 .06 Building & Grounds Maintenance Services	3,670	5,325	5,325	4,000	4,000	(1,325)	-24.9%
Contract/Purchased Services	3,883	6,575	6,575	4,500	5,000	(1,575)	-24.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	953	1,000	1,000	500	250	(750)	-75.0%
790 .25 Machinery and Equipment	250	250	250	100	250	-	0.0%
Minor Capital Outlay	1,203	1,250	1,250	600	500	(750)	-60.0%
Total Expenditures by Type	9,120	14,325	14,325	11,600	14,325	-	0.0%

NARRATIVE

510.01 Office Supplies: \$1,000 - 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.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

Public Health Center Operations 1310-110

510.02 Operating Supplies: \$4,750 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies, laboratory supplies, posters and general materials for classes and public programs.

510.07 Food/Catering: \$2,075 – This account provides expenditures for food or catering services during trainings, health education sessions, or other public health community events.

530.02 Periodicals: \$1,000 - 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: \$250 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

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

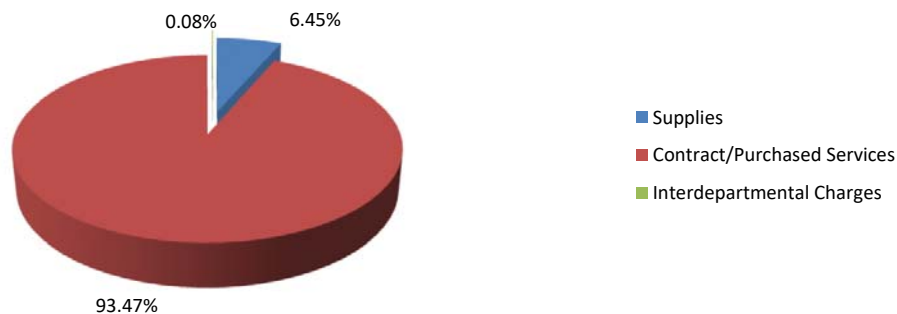
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	10,000	10,000	10,000	10,000	-	0.0%
Contract/Purchased Services	462,000	345,000	336,290	336,290	145,000	(200,000)	-58.0%
Interdepartmental Charges	132	140	140	130	130	(10)	-7.1%
Total Expenditures	462,132	355,140	346,430	346,420	155,130	(200,010)	-56.3%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Hospital Sales Tax Fund	462,132	355,140	346,430	346,420	155,130	(191,300)	-56.3%
Total Funding	462,132	355,140	346,430	346,420	155,130	(200,010)	-56.3%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Management and Consulting Services (Account No. 640.04) decreased by \$200,000, or by 100.0%, due to the completion of negotiations between the City and PeaceHealth for a successor lease and operating agreement for the Ketchikan Medical Center, concluding in late 2021.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020		2021 Budget		2022	2021 Adopted/2022	
	Actual		Adopted	Amended	Budget	Incr(Decr)	%
Supplies							
515 .02 Building & Grounds Maint Materials	-		10,000	10,000	10,000	-	0.0%
Supplies	-		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	125,000	125,000	-	0.0%
640 .04 Mgmt & Consulting Services	337,000		200,000	191,290	-	(200,000)	-100.0%
Contract/Purchased Services	462,000		345,000	336,290	145,000	(200,000)	-58.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	132		140	140	130	(10)	-7.1%
Interdepartmental Charges	132		140	140	130	(10)	-7.1%
Total Expenditures by Type	462,132		355,140	346,430	155,130	(200,010)	-56.3%
NARRATIVE							

515.02 Building and Grounds Maintenance Materials: \$10,000 – This account provides expenditures for the materials required for minor repair and maintenance of buildings and upkeep of the grounds of the Ketchikan Medical Center.

635.06 Buildings and Grounds Maintenance Services: \$20,000 - This account provides expenditures for contractual services required for the minor repair and maintenance of buildings and the upkeep of grounds of the Ketchikan Medical Center. This account includes contract labor and materials required to provide the service.

640.01 Legal & Accounting Services: \$125,000 - This account provides expenditures for professional services associated with potential litigation efforts involving the Ketchikan Medical Center facility.

825.01 Interdepartmental Charges – Insurance: \$130 - This account provides expenditures for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the Ketchikan Medical Center.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

Emergency Public Health Operations 1340-110

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	158,956	-	-	-	-	-	0.0%
Supplies	49,381	-	-	-	-	-	0.0%
Contract/Purchased Services	72,085	-	-	-	-	-	0.0%
Minor Capital Outlay	56,154	-	-	-	-	-	0.0%
Total Expenditures	336,576	-	-	-	-	-	0.0%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
State and Federal Grants	336,576	-	-	-	-	-	0.0%
Total Funding	336,576	-	-	-	-	-	0.0%

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	900	-	-	-	-	-	0.0%
501 .01 Overtime Wages	1,397	-	-	-	-	-	0.0%
502 .01 Temporary Wages	137,584	-	-	-	-	-	0.0%
505 .00 Payroll Taxes	10,701	-	-	-	-	-	0.0%
507 .30 Workers Compensation	8,374	-	-	-	-	-	0.0%
Personnel Services and Benefits	158,956	-	-	-	-	-	0.0%
Supplies							
510 .02 Operating Supplies	6,212	-	-	-	-	-	0.0%
510 .03 Safety Program Supplies	42,046	-	-	-	-	-	0.0%
510 .04 Janitorial Supplies	129	-	-	-	-	-	0.0%
520 .02 Postage	725	-	-	-	-	-	0.0%
535 .04 Uniforms/Badges/Clothing	269	-	-	-	-	-	0.0%
Supplies	49,381	-	-	-	-	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	67	-	-	-	-	-	0.0%
635 .02 Janitorial & Cleaning Services	14,981	-	-	-	-	-	0.0%
635 .04 Software & Equip Maint Services	900	-	-	-	-	-	0.0%
635 .12 Technical Services	28,379	-	-	-	-	-	0.0%
635 .14 Other Contractual Services	7,530	-	-	-	-	-	0.0%
640 .04 Management & Consulting Services	19,620	-	-	-	-	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	608	-	-	-	-	-	0.0%
Contract/Purchased Services	72,085	-	-	-	-	-	0.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	1,154	-	-	-	-	-	0.0%
790 .25 Machinery & Equipment	55,000	-	-	-	-	-	0.0%
Minor Capital Outlay	56,154	-	-	-	-	-	0.0%
Total Expenditures by Type	336,576	-	-	-	-	-	0.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

Emergency Public Health CARES Act Grant Programs 1340-152

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	21,031	-	-	-	-	-	0.0%
Supplies	47,644	-	-	-	-	-	0.0%
Contract/Purchased Services	8,185,188	-	651,516	651,516	-	-	0.0%
Minor Capital Outlay	69,912	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety	3,405,331	-	-	-	-	-	0.0%
Total Expenditures	11,729,106	-	651,516	651,516	-	-	0.0%
Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
State and Federal Grants	11,630,135	-	651,516	651,516	-	-	0.0%
CARES Act Pass Thru - KGB	98,971	-	-	-	-	-	0.0%
Total Funding	11,729,106	-	651,516	651,516	-	-	0.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

Emergency Public Health CARES Act Grant Programs 1340-152

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020		2021 Budget			2022	
	Actual		Adopted	Amended	Estimate	Budget	2021 Adopted/2022
			Incr(Decr)				%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	-	-	-	-	-	-	0.0%
501 .01 Overtime Wages	254	-	-	-	-	-	0.0%
502 .01 Temporary Wages	19,234	-	-	-	-	-	0.0%
505 .00 Payroll Taxes	1,491	-	-	-	-	-	0.0%
507 .30 Workers Compensation	52	-	-	-	-	-	0.0%
Personnel Services and Benefits	21,031	-	-	-	-	-	0.0%
Supplies							
510 .01 Office Supplies	2,639	-	-	-	-	-	0.0%
510 .02 Operating Supplies	11,385	-	-	-	-	-	0.0%
510 .03 Safety Program Supplies	20,495	-	-	-	-	-	0.0%
510 .04 Janitorial Supplies	3,522	-	-	-	-	-	0.0%
510 .05 Small Tools & Equipment	491	-	-	-	-	-	0.0%
510 .06 Janitorial Supplies	119	-	-	-	-	-	0.0%
515 .02 Building & Grounds Maint Materials	4,266	-	-	-	-	-	0.0%
515 .05 Infrastructure & Plant Maint Materials	3,761	-	-	-	-	-	0.0%
520 .02 Postage	494	-	-	-	-	-	0.0%
535 .04 Uniforms/Badges/Clothing	472	-	-	-	-	-	0.0%
Supplies	47,644	-	-	-	-	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	5,734	-	-	-	-	-	0.0%
605 .02 Marketing	18,927	-	-	-	-	-	0.0%
610 .01 Community Promotion	1,026	-	651,516	651,516	-	-	0.0%
610 .03 Program Subsidies	8,080,876	-	-	-	-	-	0.0%
625 .01 Insurance Premiums-Property	14,027	-	-	-	-	-	0.0%
625 .02 Insurance Premiums-Commercial Auto	8,303	-	-	-	-	-	0.0%
625 .03 Insurance Premiums-Liability	1,716	-	-	-	-	-	0.0%
635 .01 Government Contract Services	2,136	-	-	-	-	-	0.0%
635 .02 Janitorial & Cleaning Services	11,560	-	-	-	-	-	0.0%
635 .04 Software & Equip Maint Services	9,366	-	-	-	-	-	0.0%
635 .06 Building & Grounds Maint Services	6,294	-	-	-	-	-	0.0%
635 .11 Subscription Services	147	-	-	-	-	-	0.0%
635 .12 Technical Services	3,232	-	-	-	-	-	0.0%
635 .14 Other Contractual Services	17,000	-	-	-	-	-	0.0%
640 .04 Management & Consulting Services	-	-	-	-	-	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	-	-	-	-	-	0.0%
650 .01 Telecommunications	4,844	-	-	-	-	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	-	-	-	-	-	-	0.0%
Contract/Purchased Services	8,185,188	-	651,516	651,516	-	-	0.0%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	4,808	-	-	-	-	-	0.0%
790 .25 Machinery & Equipment	55,625	-	-	-	-	-	0.0%
790 .26 Computers, Printers & Copiers	9,479	-	-	-	-	-	0.0%
Minor Capital Outlay	69,912	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety							
820 .01 Public Safety Fire Dept Salaries	1,128,689	-	-	-	-	-	0.0%
820 .01 Public Safety EOC Command Salaries	117,347	-	-	-	-	-	0.0%
820 .02 Public Safety Police Dept Salaries	1,895,243	-	-	-	-	-	0.0%
820 .90 Public Safety Compliance-COVID Leave	264,052	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety	3,405,331	-	-	-	-	-	0.0%
Total Expenditures by Type	11,729,106	-	651,516	651,516	-	-	0.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Health

Emergency Public Health CARES Act Grant Programs 1340-152

Program	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
001 Utility Assistance Program	704,668	-	-	-	-	-	0.0%
002 Moorage Assistance Program	84,910	-	-	-	-	-	0.0%
003 Daycare Assistance Program	700,000	-	-	-	-	-	0.0%
004 Residential Housing Assistance Program	4,662,327	-	651,516	651,516	-	-	0.0%
005 Nonprofit Assistance Program	448,971	-	-	-	-	-	0.0%
006 Small Business Assistance Program	1,480,000	-	-	-	-	-	0.0%
102 Public Health Mandates-COVID-19	112,876	-	-	-	-	-	0.0%
103 Public Health Payroll-COVID-19	3,023,933	-	-	-	-	-	0.0%
104 Compliance Measures-COVID-19	459,455	-	-	-	-	-	0.0%
105 Economic Support-COVID-19	21,540	-	-	-	-	-	0.0%
106 Other COVID-19 Costs	30,426	-	-	-	-	-	0.0%
Total Program Expenditures by Type	11,729,106	-	651,516	651,516	-	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Health

Emergency Public Health Grants 1340-192

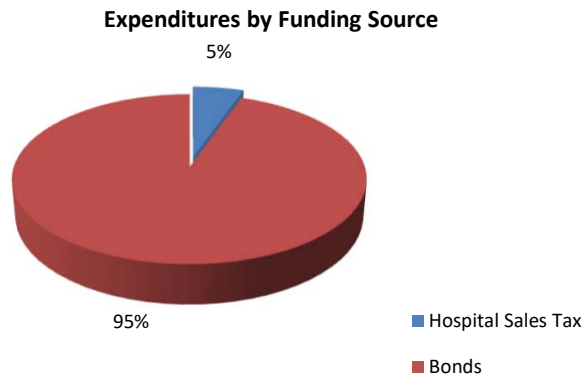
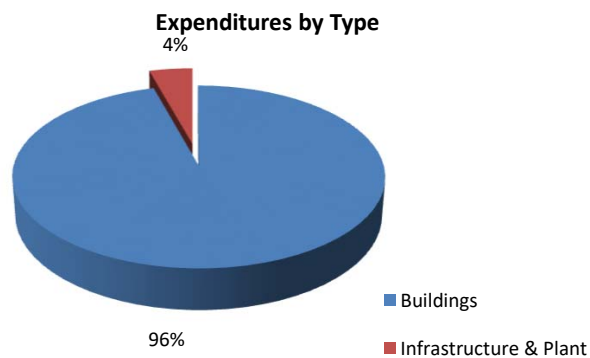
DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	-	-	9,095	9,095	-	(9,095)	0.0%
Total Expenditures	-	-	9,095	9,095	-	(9,095)	0.0%
Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
State and Federal Grants	-	-	9,095	9,095	-	(9,095)	0.0%
Total Funding	-	-	9,095	9,095	-	(9,095)	0.0%
DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	-	-	1,492	1,492	-	(1,492)	0.0%
501 .01 Overtime Wages	-	-	3,428	3,428	-	(3,428)	0.0%
502 .01 Temporary Wages	-	-	1,497	1,497	-	(1,497)	0.0%
505 .00 Payroll Taxes	-	-	426	426	-	(426)	0.0%
506 .00 Pension	-	-	1,040	1,040	-	(1,040)	0.0%
507 .00 Health and Life Insurance	-	-	1,030	1,030	-	(1,030)	0.0%
507 .30 Workers Compensation	-	-	182	182	-	(182)	0.0%
Personnel Services and Benefits	-	-	9,095	9,095	-	(9,095)	0.0%
Total Expenditures by Type	-	-	9,095	9,095	-	(9,095)	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Health

Capital Budget

Major Capital Outlay	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	2,105,189	1,159,821	4,900,030	3,811,782	1,106,248	(53,573)	-4.6%
730.00 Infrastructure & Plant	-	50,000	50,000	-	50,000	-	0.0%
Total Major Capital Outlay	2,105,189	1,209,821	4,950,030	3,811,782	1,156,248	(53,573)	-4.4%

Capital Improvement Projects		Funding Sources			
Project #	Project	Hospital Sales Tax	Community Facilities Development Fund	Bonds	Total
705.00 Buildings					
	KMC Expansion			1,088,248	1,088,248
	Hospital Roof	12,000		-	12,000
	Overnight Warming Shelter		6,000	-	6,000
	Total Buildings	12,000	6,000	1,088,248	1,106,248
730.00 Infrastructure & Plant					
	Hospital ER Entrance Culvert Repair	50,000			50,000
	Total Infrastructure & Plant	50,000	-	-	50,000
	Total Capital Budget	62,000	6,000	1,088,248	1,156,248



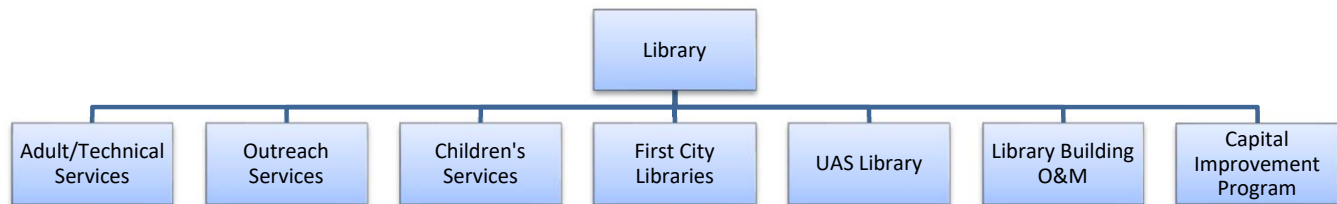
CITY OF KETCHIKAN

2022 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	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Adult Technical Services	643,639	677,542	677,542	639,360	671,671	(5,871)	-0.9%
Outreach Services	88,870	91,552	91,552	59,510	94,314	2,762	3.0%
Children's Services	359,407	364,930	364,930	350,080	372,085	7,155	2.0%
First City Libraries	39,413	44,766	44,766	46,052	56,730	11,964	26.7%
UAS Library	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%
Library Building O&M	133,089	160,260	160,260	151,010	166,220	5,960	3.7%
Grants	7,444	7,000	7,000	7,000	7,000	-	0.0%
Total	1,350,932	1,430,210	1,430,210	1,298,931	1,368,020	(62,190)	-4.3%

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,018,679	1,070,279	1,069,899	956,799	1,001,190	(69,089)	-6.5%
Supplies	136,577	126,640	126,813	120,850	123,410	(3,230)	-2.6%
Contract/Purchased Services	166,097	202,165	200,622	188,660	191,930	(10,235)	-5.1%
Minor Capital Outlay	9,648	5,300	5,800	5,700	11,900	6,600	124.5%
Interdepartmental Charges/Reimb Credits	19,931	25,826	27,076	26,922	39,590	13,764	53.3%
Total	1,350,932	1,430,210	1,430,210	1,298,931	1,368,020	(62,190)	-4.3%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	774,012	821,987	821,987	704,372	816,072	(5,915)	-0.7%
Charges for Services - KGB	470,352	494,926	494,926	523,052	516,326	21,400	4.3%
Charges for Services - KGBSD	16,941	15,837	15,837	15,538	24,422	8,585	54.2%
Charges for Services - UAS	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%
Charges for Services - Other	3,113	6,300	6,300	3,050	4,200	(2,100)	-33.3%
Grants	7,444	7,000	7,000	7,000	7,000	-	0.0%
Total	1,350,932	1,430,210	1,430,210	1,298,931	1,368,020	(62,190)	-4.3%

CITY OF KETCHIKAN

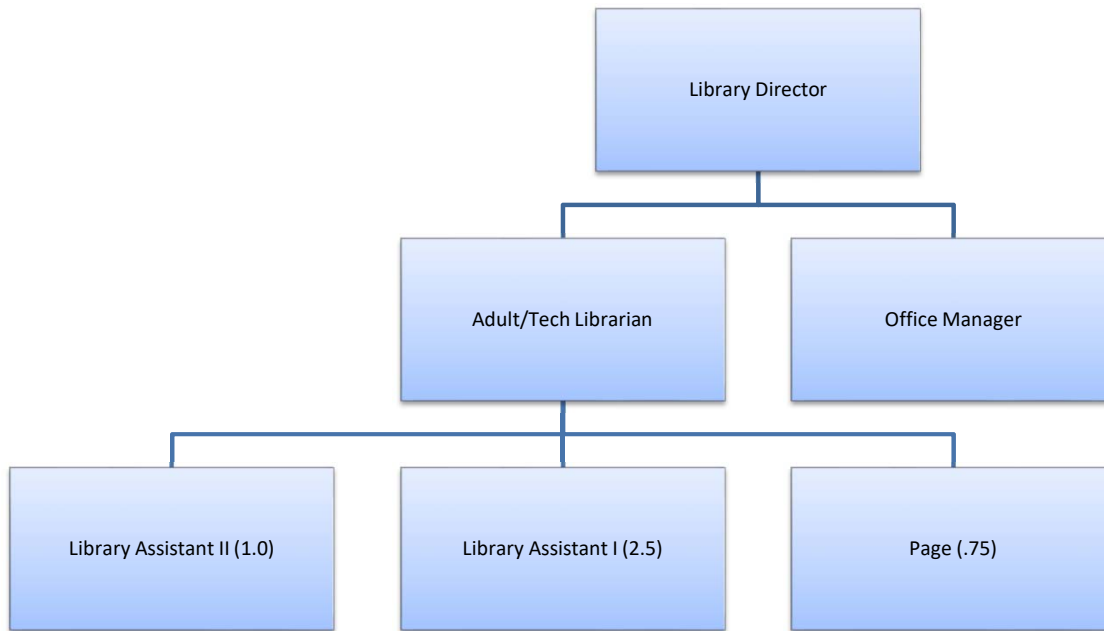
2022 Operating and Capital Budget**Library****Summary**

Personnel	2020	2021 Adopted		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Adult Technical Services	6.570	6.570	6.570	6.610	345,151	0.040	0.6%
Outreach Services	0.970	0.970	0.970	0.970	63,074	-	0.0%
Children's Services	3.535	3.535	3.535	3.545	184,995	0.010	0.3%
UAS Library	0.740	0.740	0.740	-	-	(0.740)	-100.0%
Total	11.815	11.815	11.815	11.125	593,220	(0.690)	-5.8%

MISSION STATEMENT

The Adult and Technical Services Division serves the needs of the community in three ways. It makes books, eBooks, magazines, videotapes, audiobooks, CDs, DVDs and electronic resources of the Internet available to library users. It provides reference and readers' advisory services to meet the needs of patrons. The division also performs the cataloging, processing and repair functions required to categorize and classify materials, in order to prepare them for circulation and to return them to circulation if they are damaged.

Collection areas receiving special attention are Alaskana, popular fiction, crafts, do-it-yourself, marine, travel, small business, health, consumer electronics and the Internet. Materials are selected from professional reviews and from patron requests. The collection is regularly evaluated for currency and relevancy. Staff of the Adult and Technical Services Division do the majority of cataloging, processing and repairing of library materials for the entire department.



GOALS FOR 2022

- Transition COVID programming such as Take-Home Craft Kits and Facebook videos to on-site, in-person programming.
- Six Adult Services staff will attend the 2022 Alaska Library Association annual conference virtually.
- Conduct inventory of entire library collection.

ACCOMPLISHMENTS FOR 2021

- Weeded the Nonfiction collection in offsite storage.
- Weeded the Fiction collection and moved older titles in popular series to offsite storage to make shelves more visually appealing and easier for browsing.
- Assisted the UAS-Ketchikan library in valuing and finding replacements for Alaskana titles damaged in February due to a burst pipe.
- Registered the library for the Baker & Taylor Sustainable Shelves program, which gives the library content credit for new books in exchange for old, weeded materials.
- Transferred reference and primary source materials of local historical interest to the Tongass Historical Museum collection.

CITY OF KETCHIKAN**2022 Operating and Capital Budget
Library****Adult/Technical Services Division 1410-230**

- Conducted an inventory of the entire library collection.
- Adult/Technical Services Librarian II Tammy Dinsmore retired effective September 30, 2021 after more than 23 years with the Ketchikan Public Library. The division began a recruitment process in late 2021.
- Encouraged staff development and training with a number of different educational opportunities:
 - All staff members participated virtually in the annual Association of Rural and Small Libraries conference in October, whose sessions included topics on health literacy, digital outreach tools, social engagement for Seniors, and dealing with patrons with mental health issues.
 - The Adult Services Librarian attended virtually the Library 2.0 conference "Re-inventing libraries for a post-COVID world" which presented many sessions on virtual programming and outreach.
- Provided the community opportunities for hands-on engagement:
 - Distributed over 1,000 Take Home Adult Craft kits, with 23 different themes ranging from bath bombs to jewelry to mobiles.
 - Created circulating Hiking Explorer kits to encourage patrons to engage with local trails and beaches.
 - Created a collection of over 3 dozen popular Christmas movies for circulation during the holidays.
- Provided the community opportunities for creative development:
 - Hosted Alaskan author Ward Serrill in November.
 - Produced a series of cooking videos for Facebook and YouTube incorporating simple ingredient lists and basic cooking techniques.
 - Launched a virtual Adult Winter Reading Challenge, which ran from January 2 to February 28. The shift to a digital platform was well-received, with 117 patrons participating, a 134% increase from last year.
 - Conducted Blind Date With a Book, which connected dozens of patrons with unfamiliar authors.
- Provided the community opportunities for lifelong learning:
 - Partnered with certified financial planner Ben Edwards to host seminars covering financial literacy for women and basics of investing.
 - Worked with the Alaska State Library and the Social Security Administration to promote a series of online workshops dealing with Social Security and Disability topics.
 - Worked with the Alaska State Library and the Alaska Commission on Postsecondary Education to promote a series of online workshops dealing with FAFSA and financial aid for college.
 - Produced a series of weekly read-aloud storytimes for Adults on Facebook and YouTube, in which the Library Director showcased classic authors.
 - Produced a series of 26 online DIY videos for Facebook and YouTube covering such topics as: crafts, gardening, furniture repair and outdoor safety.

DIVISION SUMMARY

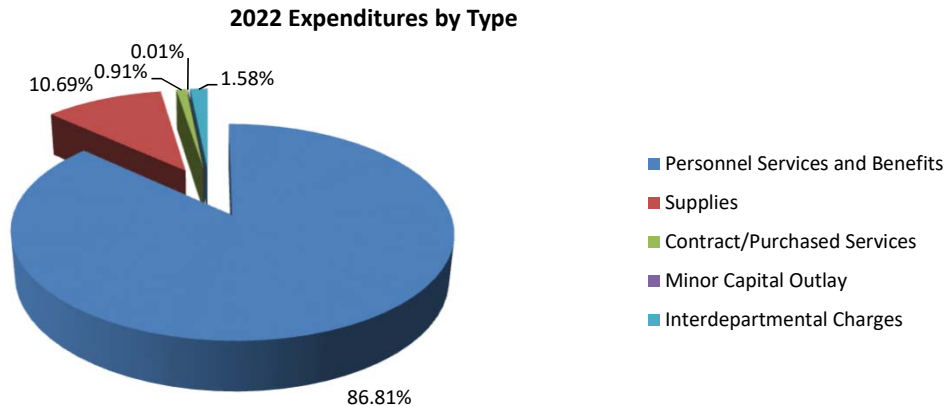
Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	553,388	589,352	589,042	556,070	583,031	(6,321)	-1.1%
Supplies	77,820	74,260	74,260	70,580	71,780	(2,480)	-3.3%
Contract/Purchased Services	5,556	6,130	5,690	4,260	6,130	-	0.0%
Minor Capital Outlay	-	100	100	-	100	-	0.0%
Interdepartmental Charges	6,875	7,700	8,450	8,450	10,630	2,930	38.1%
Total Expenditures	643,639	677,542	677,542	639,360	671,671	(5,871)	-0.9%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	396,477	417,819	417,819	364,530	408,005	(9,814)	-2.3%
Charges for Services - KGB	244,049	253,423	253,423	271,780	259,466	6,043	2.4%
Charges for Services - Other	3,113	6,300	6,300	3,050	4,200	(2,100)	-33.3%
Total Funding	643,639	677,542	677,542	639,360	671,671	(5,871)	-0.9%

Full-time Equivalent Personnel	2020	2021 Adopted		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.36	30,500	0.04	12.5%
Adult Technical Services Librarian	1.00	1.00	1.00	1.00	72,711	-	0.0%
Library Office Manager	1.00	1.00	1.00	1.00	63,024	-	0.0%
Library Assistant II	1.00	1.00	1.00	1.00	42,578	-	0.0%
Library Assistant I	2.50	2.50	2.50	2.50	115,309	-	0.0%
Page	0.75	0.75	0.75	0.75	21,029	-	0.0%
Total	6.57	6.57	6.57	6.61	345,151	0.04	0.6%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

DIVISION OPERATING BUDGET DETAIL

			2020	2021 Adopted			2022	2021 Adopted/2022	
Operating Expenditures			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	337,436	353,462	353,152	336,090	345,151	(8,311)	-2.4%
502	.01	Temporary Wages	10,501	17,000	17,000	8,660	17,000	-	0.0%
505	.00	Payroll Taxes	24,285	28,340	28,340	26,580	27,710	(630)	-2.2%
506	.00	Pension	58,852	58,100	58,100	56,910	58,240	140	0.2%
507	.00	Health and Life Insurance	119,640	122,830	122,830	118,270	124,530	1,700	1.4%
507	.30	Workers Compensation	1,006	1,080	1,080	1,020	980	(100)	-9.3%
508	.00	Other Benefits	1,668	8,540	8,540	8,540	9,420	880	10.3%
Personnel Services and Benefits			553,388	589,352	589,042	556,070	583,031	(6,321)	-1.1%
Supplies									
510	.01	Office Supplies	4,951	6,000	6,000	4,500	6,000	-	0.0%
510	.02	Operating Supplies	14,045	7,000	7,000	6,600	7,000	-	0.0%
510	.05	Small Tools and Equipment	-	50	50	10	110	60	120.0%
510	.07	Food/Catering	49	100	100	100	100	-	0.0%
520	.02	Postage	1,662	2,800	2,800	2,800	2,880	80	2.9%
530	.01	Library Books	30,551	39,000	39,000	39,000	39,000	-	0.0%
530	.02	Periodicals	5,354	6,000	6,000	5,660	5,800	(200)	-3.3%
530	.04	Movies and Visual Series	1,763	2,000	2,000	1,900	1,500	(500)	-25.0%
530	.05	Audio and Digital Books	18,177	10,000	10,000	8,700	8,000	(2,000)	-20.0%
530	.06	Music	1,097	1,000	1,000	1,000	1,000	-	0.0%
535	.02	Business and Meal Expenses	171	310	310	310	390	80	25.8%
Supplies			77,820	74,260	74,260	70,580	71,780	(2,480)	-3.3%
Contract/Purchased Services									
600	.02	Travel-Training	480	-	-	-	-	-	NA
600	.03	Training and Education	-	600	600	380	600	-	0.0%
605	.01	Ads and Public Announcements	582	350	350	200	350	-	0.0%
615	.02	Assn. Membership Dues & Fees	1,350	1,280	1,280	1,200	1,310	30	2.3%
630	.03	Bank and Merchant Fees	69	120	120	40	120	-	0.0%
630	.04	Broadcast Content Fees	274	275	275	250	280	5	1.8%
630	.05	Software Licenses	426	430	430	430	430	-	0.0%
630	.06	Service Charges and Fees	-	100	100	-	100	-	0.0%
635	.11	Subscription Services	1,855	1,775	1,775	1,760	1,740	(35)	-2.0%
635	.12	Technical Services	520	1,200	760	-	1,200	-	0.0%
Contract/Purchased Services			5,556	6,130	5,690	4,260	6,130	-	0.0%
Minor Capital									
790	.15	Furniture and Fixtures	-	100	100	-	100	-	0.0%
Minor Capital Outlay			-	100	100	-	100	-	0.0%
Interdepartmental Charges									
825	.01	Interdepartmental-Insurance	6,875	7,700	8,450	8,450	10,630	2,930	38.1%
Interdepartmental Charges			6,875	7,700	8,450	8,450	10,630	2,930	38.1%
Total Expenditures by Type			643,639	677,542	677,542	639,360	671,671	(5,871)	-0.9%

NARRATIVE

500.01 Regular Salaries and Wages: \$345,151 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Adult/Technical Services Division.

502.01 Temporary Wages: \$17,000 - This account provides expenditures for compensation paid to salaried and hourly employees for temporary personnel services. Substitute library assistants, who are called in year-round to fill in when regular staff are sick or on vacation, are paid from this account.

505.00 Payroll Taxes: \$27,710 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$58,420 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$124,530 – 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: \$980 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$9,420 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$6,000 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$7,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support library operations. This includes supplies associated with the processing of books, videos, CDs, and other library materials to prepare them for circulation or for mending damaged items, such as plastic covers, special glues and tape, stamps, labels, plastic boxes, cleaning equipment and supplies, and security system supplies. The account also covers general materials for classes and public programs.

510.05 Small Tools and Equipment: \$110 – This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

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

520.02 Postage: \$2,880 - This account provides expenditures for the cost of mailing interlibrary loan items, library mailings, overdue and lost item notices to patrons and monthly event calendars to local organizations.

530.01 Library Books: \$39,000 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts and other print materials.

530.02 Periodicals: \$5,800 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$1,500 - This account provides expenditures for the acquisition of DVDs for the library collection. Included are educational and entertainment selections.

530.05 Audio and Digital Books: \$8,000 - This account provides expenditures for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, and other similar forms of electronic media.

530.06 Music: \$1,000 - This account provides expenditures for the acquisition of music for the library collection.

535.02 Business and Meal Expenses: \$390 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, delivery of Interlibrary Loan packages to the post office and document delivery and pickup to and from the Library and City Hall.

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

605.01 Ads and Public Announcements: \$350 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. This will cover recruitment ads and announcements to fill vacant library positions.

615.02 Assn. Dues and Membership Fees: \$1,310 – This account provides expenditures for memberships in professional associations, such as the American Library Association, the Alaska Library Association, the Pacific Northwest Library Association and the Alaska Library Network. These memberships allow staff to stay current in the field and provide discounts for training and educational opportunities.

630.03 Bank and Merchant Fees: \$120 – This account provides expenditures for the service fees charged to the library for providing the library with the ability to receive fines and fees payments from patrons using their debit or credit cards.

630.04 Broadcast Content Fees: \$280 – This account provides expenditures for the right to broadcast copyrighted intellectual property. The library has a license to show films during public programs.

630.05 Software Licenses: \$430 – This account provides expenditures for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers and DeepFreeze to protect public-use terminals from damage.

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

635.11 Subscription Services: \$1,740 - This account provides expenditures for subscriptions for access to web-based services, website hosting fees, and domain registration for library websites. In 2021, the library will be providing patron access to Alaska Digital Library and Mango Languages, and adding resources for homeschooling families.

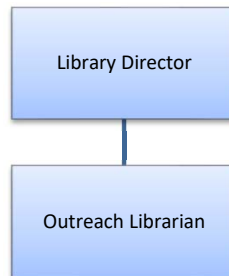
635.12 Technical Services: \$1,200 - This account provides expenditures for contractual services, such as fees for visiting authors and instructors of educational programs for adults.

790.15 Furniture and Fixtures: \$100 - This account provides expenditures for acquisition of furniture and fixtures. On average, the library loses one chair each year to damage in the main public area, and this allocation is to cover the replacement of a chair too damaged to be repaired.

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

MISSION STATEMENT

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

**GOALS FOR 2022**

- Provide continued services to individuals who are home- or facility-bound due to physical or mental health reasons.
- Collaborate with Women in Safe Homes, area homeless centers, Ketchikan Correctional Center administration and other community agencies to provide materials and services to all literacy levels of clients.
- Provide materials and support to area senior citizen organizations and their residents.
- Investigate new areas for community bookshares.

ACCOMPLISHMENTS FOR 2021

- Provided home and facility delivery services for patrons unable to visit the library due to mobility or mental health issues in ways that kept both patrons and staff safe during the pandemic. This included community agencies Women in Safe Homes, Rendezvous Senior Day Services, Ketchikan Pioneers Home, Saxman/Ketchikan Senior Services, Residential Youth Care, Ketchikan Addictions Recovery House, Salvation Army, Park Avenue Temporary Home, New Horizons, First City Homeless Services and Ketchikan Re-Entry Coalition.
- Provided donated or discarded books, magazines and newspapers to the Ketchikan Correctional Center for distribution to inmates.
- Connected area homebound patrons who sought to be vaccinated with public health officials who could make house calls.
- New participation in monthly meetings at Rendezvous Senior Day Services, the Ketchikan Re-Entry Coalition and SEANET (a group of local agencies that assist senior citizens).
- Created monthly "Here's Some Good News" sheets for area senior citizen homes and agencies. They were distributed each month to 80 seniors receiving meals on wheels, 30 seniors at the Ketchikan Pioneer Home and 15 seniors at Rendezvous Senior Day Services.
- 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 Nathan Jackson, Ruben Duran, Jan Ross, June Dahl, Michael Cron, Jessica Miles, Jack Auger and Maria Dudzak.
- Shifted from more expensive standing book order plans to individually selected, patron-requested titles.
- Actively solicited donated magazines by using free radio and Local Paper ads to bridge the funding gap for obtaining materials for homeless individuals, senior centers, in-crisis youth and correctional center inmates.
- Maintained six community bookshares at Highliner Laundromat, Ketchikan Public Health, Green Bean Coffee Company, the Rec Center and South Tongass Service Station, where a DVD swap was also added. The bookshare at the Plaza was moved to Frontier Shipping, and saw a sharp increase in use.
- Authored "Hard Pivoting: COVID-19 and Outreach Services" for the American Library Association's website.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library
Outreach Services Division 1410-231

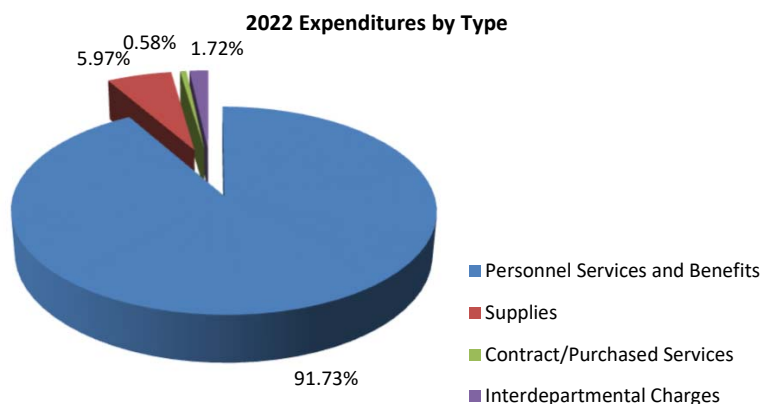
- Attended hour-long webinars that included "Family Homelessness in Libraries," "Community Homelessness, What Can Libraries Do," "Engaging People Living with Dementia," "Users at the Center of Everything: Service Design in Rapidly Changing Libraries," and "How to Safely Offer Library Programming During the Pandemic."
- Virtually attended the 2021 Association of Bookmobile and Outreach Services" conference Oct. 11-15.
- Recorded PSAs for local public radio station KRBD and hosted several of the library staff's weekly radio production, "Reading the Classics." Also periodically represented the library during its twice-monthly KRBD report and regularly contributed columns for the library's weekly Ketchikan Daily News Ad Lib feature.

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	80,106	83,972	83,972	52,320	86,514	2,542	3.0%
Supplies	7,656	5,780	5,660	5,280	5,630	(150)	-2.6%
Contract/Purchased Services	-	560	560	550	550	(10)	-1.8%
Interdepartmental Charges	1,108	1,240	1,360	1,360	1,620	380	30.6%
Total Expenditures	88,870	91,552	91,552	59,510	94,314	2,762	3.0%

Funding Source	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Property Taxes	55,173	57,308	57,308	34,213	57,881	573	1.0%
Charges for Services - KGB	33,697	34,244	34,244	25,297	36,433	2,189	6.4%
Total Funding	88,870	91,552	91,552	59,510	94,314	2,762	3.0%

Full-time Equivalent Personnel	2020 Actual	2021 Adopted		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.32	0.32	0.32	0.32	27,111	-	0.0%
Outreach Librarian	0.65	0.65	0.65	0.65	35,963	-	0.0%
Total	0.97	0.97	0.97	0.97	63,074	-	0.0%



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Library

Outreach Services Division 1410-231

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2020	2021 Adopted		2022	2021 Adopted/2022		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	58,533	61,252	61,252	30,190	63,074	1,822	3.0%
505	.00	Payroll Taxes	4,440	4,690	4,690	4,580	4,830	140	3.0%
506	.00	Pension	11,208	11,290	11,290	11,090	11,610	320	2.8%
507	.00	Health and Life Insurance	3,421	3,630	3,630	3,480	3,600	(30)	-0.8%
507	.30	Workers Compensation	1,507	1,640	1,640	1,510	1,690	50	3.0%
508	.00	Other Benefits	997	1,470	1,470	1,470	1,710	240	16.3%
Personnel Services and Benefits			80,106	83,972	83,972	52,320	86,514	2,542	3.0%
Supplies									
510	.01	Office Supplies	33	50	50	50	50	-	0.0%
510	.02	Operating Supplies	83	100	100	100	100	-	0.0%
510	.07	Food/Catering	37	50	50	-	-	(50)	-100.0%
530	.01	Library Books	6,372	4,000	4,000	4,000	4,000	-	0.0%
530	.02	Periodicals	555	630	630	630	630	-	0.0%
530	.04	Movies and Visual Series	-	100	100	-	50	-	-50.0%
530	.05	Audio and Digital Books	-	100	100	-	50	(50)	-50.0%
535	.02	Business and Meal Expenses	576	750	630	500	750	-	0.0%
Supplies			7,656	5,780	5,660	5,280	5,630	(150)	-2.6%
Contract/Purchased Services									
600	.02	Travel-Training	-	-	-	-	-	-	NA
600	.03	Training and Education	-	510	510	500	500	(10)	-2.0%
615	.02	Assn Membership Dues and Fees	-	50	50	50	50	-	0.0%
Contract/Purchased Services			-	560	560	550	550	(10)	-1.8%
Interdepartmental Charges									
825	.01	Interdepartmental Charges-Insurance	1,108	1,240	1,360	1,360	1,620	380	30.6%
Interdepartmental Charges			1,108	1,240	1,360	1,360	1,620	380	30.6%
Total Expenditures by Type			88,870	91,552	91,552	59,510	94,314	2,762	3.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$63,074 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505.00 Payroll Taxes: \$4,830 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$11,610 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$3,600 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,690 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$1,710 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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.

530.01 Library Books: \$4,000 - This account provides expenditures for the acquisition of large print books for the library collection.

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

530.04 Movies and Visual Series: \$50 - This account provides expenditures for the acquisition of DVD and other format films and documentaries for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$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.

535.02 Business and Meal Expenses: \$750 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall and to deliver library materials to homebound patrons and various institutions.

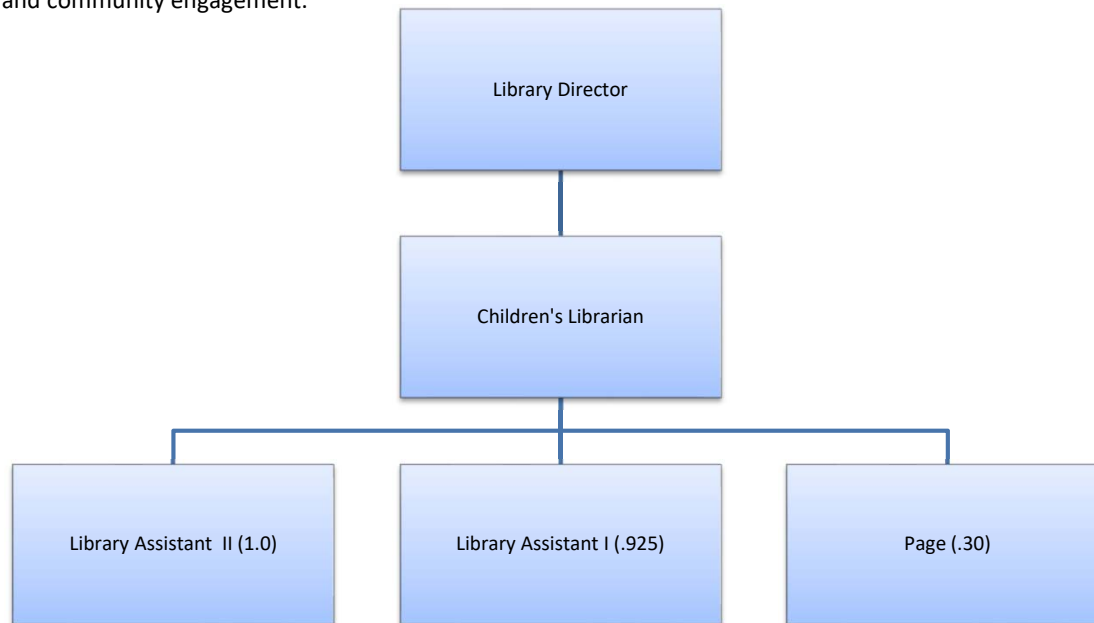
600.03 Training and Education: \$500 – This account provides expenditures for registration fees for conferences associated with training and educating employees.

615.02 Assn Membership Dues and Fees: \$50 – This account provides expenditures for memberships in professional and trade associations. Included are membership dues for the Alaska Library Association, the Association of Bookmobile and Outreach Services and the Association of Rural and Small Libraries.

825.01 Interdepartmental Charges – Insurance: \$1,620 - 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 2022

Children's Services

- 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. Possible programming will include our 3rd annual Book n' Treat, a Frozen sing-a-long party, STEAM (science, technology, engineering, art and mathematics) monthly program, our tween book club, and our very popular Little Learner's Club packets.
- In the winter of 2022 the children's library will host a winter reading program for school aged children. This will be designed to keep children actively learning and engaged in outside activities during the long winter nights.
- In the summer of 2022, Ketchikan Public Library will host an in-person summer reading program. The program will include a learning log, reading challenges, and programming that are designed to combat the summer slide.
- Outreach within the community will continue utilizing digital or non-congregate methods to meet the Division's mission. This may take the form of Story Jars hidden in the community, Head Start preschool visits, offsite pop-up storytimes, and/or community partnerships with outside organizations, such as a community storywalk.

Teen Services

- The staff is looking forward to see what directions the new T.A.G. members may want to explore. So far the group seems very interested in material selection and teen activities. Hopefully more in person events can occur in 2022, however T.A.G. will continue creating kits, tastings, online interactions and more.
- Continue to recruit new members for T.A.G. and promote T.A.G. and their activities in the community.
- Continue to evaluate and update the Teen Room collections to keep them interesting, educational and entertaining to the teens.
- Build (and rebuild) partnerships in the community and the school district to promote the library, support teens in the community and encourage reading.

ACCOMPLISHMENTS FOR 2021

Children's Services

- The library hosted two successful reading programs during the 2021 calendar year with over 800 participants. The division handed out over 1,000 new books to children in the community to help them build their home libraries. The library also handed out over 3,500 take home program bags to families.
- The Children's Services Division quickly implemented online programming when the COVID-19 pandemic made it impossible for in-house programming to continue. Currently the division offers weekly storytimes, a song time, a Romps and Rhymes session, Flannel Board Fridays and S.T.E.A.M. videos. They also offer pop-up videos for craft demonstrations, rhymes, book chats and literacy tips.
- The library was able to host an author as part of our spring programming, which was accomplished through the use of the division's online streaming service.
- The Division prepared Maker Bags for families to pick up, with instructions and supplies to make a craft or engage in an activity. These were always available in the children's library and averaged 45 handed out per week.
- Library staff distributed 140 Story Jars throughout the community during the year which provided free books, crafts, treats, and stories to families that found them.
- The Children's Community Garden was able to hand out 60 Harvest and Cook bags, which allowed families to pick items from the garden and make a yummy treat. There was also harvest veggies throughout the season to take home and eat. The community garden also had regular volunteers that helped with garden chores.
- The Children's Services collection was successfully weeded for outdated and noncirculating items and the collection shifted enabling library users to find materials more easily. This also increased the browsability of the collection. The library saw high use of its Scholastic Teachables database, which was added in the fall of 2020.
- The Children's Library developed many community partnerships throughout 2021. The division partnered with the Museum Department, Fire Department, and other local businesses to present several storywalks to the community during the month of October. Another established partnership was in the form of 100 Born to Read bags that were delivered to the Hospital. The library also provided maker bags to Head Start during the spring of 2021. In the fall of 2021, the library presented a Teacher's Preview to all the local teachers and homeschool parents to introduce them to the resources of the library. Finally, the library participated in the Pet and Doll parade and the Coast Guard Welcome Night.
- Children's Library Assistant I Rebecca Jackson resigned effective September 25, 2021. The division began a recruitment process in late 2021.

Teen Services

- Through the first months of 2021 Teen Advisory Group (aka T.A.G.) members continued to give ideas and input on creating kits for teens. Each month two different kits were made available for teens to pick up with themes including Lunar New Year, Visual Poetry and string art. Tasting kits were also made available including unique potato chips and a wide variety of Oreo flavors. Over 250 kits were given out to teens from January through May.
- Adult Services and Children's Services worked together to create Graduation bags for all students graduating from high school in May. 150 bags were distributed to Kayhi and Revilla graduates through senior counselors at both schools. The bags were designed not only to congratulate the graduates on their accomplishments, but also to invite them to become adult members of the public library. The T.A.G. Staff Liaison was especially glad to have the opportunity to share these bags because nearly all the then currently active T.A.G. members graduated in May of 2021.
- T.A.G. members choose to go with the Tails and Tales theme for the Teen Summer Program but threw in their own twist with a variant theme each month: Sea Stories in June, Fantastic Fables and Space Sagas in July and Tales True and Tall in August. Each month featured an art contest and a special tasting kit that went with the theme, the 'astronaut candy' was especially popular. Weekly drawings, monthly bingo cards and instant gratification treats for serenading the staff kept teens engaged and participating throughout the summer months. Once again local businesses, the IBEW and the Friends of the Library's generous donations made giving the participants a wide variety of prizes part of the program. The teen art from the contests were popular with all folks that passed by the Teen Room as well.
- The Children's Librarian and the T.A.G. Staff Liaison hosted an Open House for teens interested in becoming a part of T.A.G. in August and 5 new members quickly filled out T.A.G. ranks. An open meeting was held in September and the staff is looking forward to continuing to work with an active Teen Advisory Group.
- Various Teen Room collections were evaluated and weeded this year to keep the materials up to date and interesting to the youth using them. The décor in the Teen Room was also switched around a bit with a few new posters chosen by T.A.G. and new images in the windows.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Library

Children's Services Division 1410-232

- As always T.A.G. continues to give teens a voice in the Library and give the Library a voice in the teen community of Ketchikan. T.A.G. actively considers and creates new ways to support teens, promote reading and encourage lifelong learning in young adults.

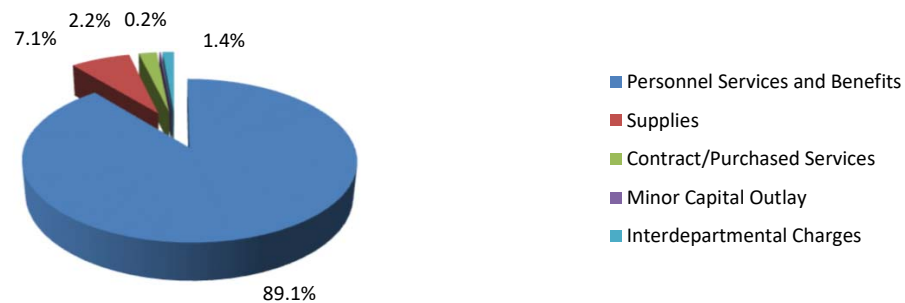
DIVISION SUMMARY

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	318,195	324,525	324,455	311,520	331,645	7,120	2.2%
Supplies	34,091	26,600	26,600	26,300	26,550	(50)	-0.2%
Contract/Purchased Services	3,346	9,105	8,365	6,750	8,070	(1,035)	-11.4%
Minor Capital Outlay	207	700	1,200	1,200	700	-	0.0%
Interdepartmental Charges	3,568	4,000	4,310	4,310	5,120	1,120	28.0%
Total Expenditures	359,407	364,930	364,930	350,080	372,085	7,155	2.0%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	223,131	228,434	228,434	201,267	228,349	(85)	0.0%
Charges for Services KGB	136,276	136,496	136,496	148,813	143,736	7,240	5.3%
Total Funding	359,407	364,930	364,930	350,080	372,085	7,155	2.0%

Full-time Equivalent Personnel	2020	2021 Adopted		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.310	0.310	0.310	0.320	27,111	0.010	3.2%
Children's Librarian	1.000	1.000	1.000	1.000	63,592	-	0.0%
Library Assistant II	1.000	1.000	1.000	1.000	50,190	-	0.0%
Library Assistant I	0.925	0.925	0.925	0.925	35,690	-	0.0%
Page	0.300	0.300	0.300	0.300	8,412	-	0.0%
Total	3.535	3.535	3.535	3.545	184,995	0.010	0.3%

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library
Children's Services Division 1410-232
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There were no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	179,693	181,245	180,765	173,380	184,995	3,750	2.1%
501 .01 Overtime	-	-	3,210	3,210	-	-	0.0%
502 .01 Temporary Wages	8,483	11,500	8,390	8,390	11,500	-	0.0%
505 .00 Payroll Taxes	13,193	14,750	14,750	13,140	15,040	290	2.0%
506 .00 Pension	34,610	33,610	33,920	32,980	34,950	1,340	4.0%
507 .00 Health and Life Insurance	77,563	78,460	78,460	75,510	79,560	1,100	1.4%
507 .30 Workers Compensation	543	560	560	510	540	(20)	-3.6%
508 .00 Other Benefits	4,110	4,400	4,400	4,400	5,060	660	15.0%
Personnel Services and Benefits	318,195	324,525	324,455	311,520	331,645	7,120	2.2%
Supplies							
510 .01 Office Supplies	915	1,000	1,000	1,000	1,000	-	0.0%
510 .02 Operating Supplies	4,583	3,500	3,500	3,500	3,500	-	0.0%
510 .05 Small Tools and Equipment	52	200	200	200	200	-	0.0%
510 .07 Food/Catering	1,147	800	800	800	800	-	0.0%
530 .01 Library Books	18,392	14,000	14,000	14,000	14,000	-	0.0%
530 .02 Periodicals	451	800	800	800	800	-	0.0%
530 .04 Movies and Visual Series	2,161	2,000	2,000	2,000	2,000	-	0.0%
530 .05 Audio and Digital Books	6,345	4,000	4,000	4,000	4,000	-	0.0%
530 .06 Music	-	100	100	-	50	(50)	-50.0%
535 .02 Business and Meal Expenses	45	200	200	-	200	-	0.0%
Supplies	34,091	26,600	26,600	26,300	26,550	(50)	-0.2%
Contract/Purchased Services							
600 .02 Travel-Training	-	-	-	-	-	-	NA
600 .03 Training and Education	60	300	300	300	300	-	0.0%
605 .01 Ads and Public Announcements	264	300	300	300	300	-	0.0%
615 .02 Assn Membership Dues & Fees	340	475	475	430	480	5	1.1%
630 .03 Bank and Merchant Fees	69	140	140	140	140	-	0.0%
630 .04 Broadcast Content Fees	274	300	300	280	300	-	0.0%
630 .06 Service Charges and Fees	-	90	90	-	50	(40)	-44.4%
635 .11 Subscription Services	-	3,000	3,000	3,000	2,000	(1,000)	-33.3%
635 .12 Technical Services	2,339	4,500	3,760	2,300	4,500	-	0.0%
Contract/Purchased Services	3,346	9,105	8,365	6,750	8,070	(1,035)	-11.4%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Library

Children's Services Division 1410-232

Operating Expenditures	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	207	700	1,200	1,200	700	-	0.0%
Minor Capital Outlay	207	700	1,200	1,200	700	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	3,568	4,000	4,310	4,310	5,120	1,120	28.0%
Interdepartmental Charges	3,568	4,000	4,310	4,310	5,120	1,120	28.0%
Total Expenditures by Type	359,407	364,930	364,930	350,080	372,085	7,155	2.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$184,995 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Children's Services Division.

502.01 Temporary Wages: \$11,500 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Children's Services Division.

505.00 Payroll Taxes: \$15,040 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$34,950 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$79,560 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$540 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$5,060 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$1,000 - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories, and minor office equipment such as staplers, scissors, and tape dispensers.

510.02 Operating Supplies: \$3,500 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are the majority of arts and crafts supplies for the numerous children's and teen programs, as well as promotional materials, educational games and toys for the children and teen areas, and small prizes.

510.05 Small Tools and Equipment: \$200 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

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

530.01 Library Books: \$14,000 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books and other print materials.

530.02 Periodicals: \$800 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$2,000 - This account provides expenditures for the acquisition of DVD and other format films and television series for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$4,000 - This account provides expenditures for the acquisition of books in electronic format for the library. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

530.06 Music: \$50 - This account provides expenditures for the acquisition of music CDs for the library collection.

535.02 Business and Meal Expenses: \$200 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, distribute promotional library posters throughout Ketchikan and deliver “Born to Read” materials to the Ketchikan Medical Center.

600.03 Training and Education: \$300 – This account provides expenditures for registration fees and training programs provided by staff or third-parties. Includes registration for library conferences and for continuing education classes.

605.01 Ads and Public Announcements: \$300 – This account provides expenditures for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues and recruiting.

615.02 Assn. Dues and Membership Fees: \$480 – This account provides expenditures for membership in professional organizations, such as the Alaska Library Association, the American Library Association, the Public Library Association, the Young Adult Library Services Association and the Association of Library Service to Young Children. These memberships provide access to information and discounts on continuing education classes that increase staff skills and resources.

630.03 Bank and Merchant Fees: \$140 – This account provides expenditures for merchant fees for use of credit and debit cards.

630.04 Broadcast Content Fees: \$300 – This account provides expenditures for the right to broadcast copyrighted intellectual property. Included in this are licenses from Movie Licensing USA and Motion Picture Licensing Corporation.

630.06 Service Charges and Fees: \$50 – This account provides expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials.

635.11 Subscription Services: \$2,000 - This account provides expenditures for children and teen databases, streaming services through Streamyard for online programming, and membership to Beastack which provides online winter and summer reading program options for all library divisions. (New this year.)

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

790.15 Furniture and Fixtures: \$700 - This account provides expenditures for acquisition of furniture and fixtures. Each year the Children's Library loses an average of one table and two chairs in the public area due to damage. This allocation is to replace a table and two chairs if they are damaged beyond repair.

825.01 Interdepartmental Charges – Insurance: \$5,120 - 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 2022

- Develop and document consistent cataloging practices and train all staff across First City Libraries who catalog in these practices.
- Continue promoting library use between Ketchikan's Public Library and Ketchikan Gateway Borough School District Libraries.
- Work with the UAS Ketchikan Campus Library to develop policies and procedures for Ketchikan residents to access Campus Library collections.

ACCOMPLISHMENTS FOR 2021

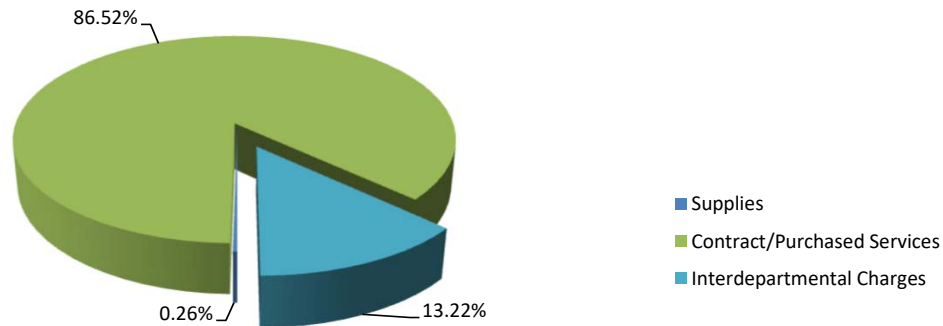
- After the UAS - Ketchikan Campus announced it was leaving the First City Libraries consortium effective July 1, 2021, staff worked with Campus Library staff to plan the migration of their records to the UAS online library system, to take place in the fall of 2021, and began discussions on how Ketchikan residents not connected to the UAS-Ketchikan Campus might access the Campus Library after the system migration is complete.
- The First City Libraries (FCL) successfully applied for Federal Erate discounts on consortial internet service for the shared online catalog.
- The FCL promoted library use amongst all Consortia libraries through efficient delivery service.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	-	100	60	60	150	50	50.0%
Contract/Purchased Services	43,272	47,120	47,160	47,110	49,080	1,960	4.2%
Interdepartmental Charges	(3,859)	(2,454)	(2,454)	(1,118)	7,500	9,954	-405.6%
Total Expenditures	39,413	44,766	44,766	46,052	56,730	11,964	26.7%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	16,605	18,109	18,109	17,543	19,827	1,718	9.5%
Charges for Services - KGB	5,867	10,820	10,820	12,971	12,481	1,661	15.4%
Charges for Services - KGBSD	16,941	15,837	15,837	15,538	24,422	8,585	54.2%
Total Funding	39,413	44,766	44,766	46,052	56,730	11,964	26.7%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Reimbursable Credits (Account No. 890.00) decreased by \$9,954, or by 100%, due to the City's agreement with UAS to provide library services to the Campus Library ending as of July 1, 2021. The shared system agreement with UAS will end as of December 31, 2021. As a result, there will be no reimbursable credits received from UAS in 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies		100	60	60	150	50	50.0%
Supplies	-	100	60	60	150	50	50.0%
Contract/Purchased Services							
635 .04 Software and Equipment Maintenance	28,056	29,150	29,150	29,150	29,880	730	2.5%
635 .11 Subscription Services	6,384	6,500	6,540	6,540	6,700	200	3.1%
650 .01 Telecommunications	8,832	11,470	11,470	11,420	12,500	1,030	9.0%
Contract/Purchased Services	43,272	47,120	47,160	47,110	49,080	1,960	4.2%
Interdepart'l Charges/Reimbursable Credits							
803 .01 Interdepart'l Charges - IT	7,000	7,500	7,500	7,500	7,500	-	0.0%
890 .00 Reimbursable Credits	(10,859)	(9,954)	(9,954)	(8,618)	-	9,954	-100.0%
Interdept Chgs/Reimb Credits	(3,859)	(2,454)	(2,454)	(1,118)	7,500	9,954	-405.6%
Total Expenditures by Type	39,413	44,766	44,766	46,052	56,730	11,964	26.7%

NARRATIVE

510.02 Operating Supplies: \$150 – This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as barcodes, security strips and carbon overdue mailers.

635.04 Software and Equipment Maintenance Services: \$29,880 - This account provides expenditures for maintenance agreements to support licensed software systems. Included is the yearly hardware and software system renewal for the SirsiDynix server.

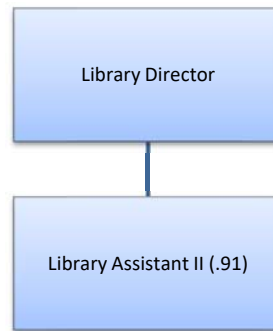
635.11 Subscription Services: \$6,700 - This account provides expenditures for a subscription for access to the Online Computer Library Center (OCLC). The OCLC provides for unlimited cataloging, interlibrary loans and access to WorldCat (a catalog which itemizes the collections of 71,000 libraries in 112 countries).

650.01 Telecommunications: \$12,500 - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power.

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

MISSION STATEMENT

The University of Alaska Southeast (UAS) Ketchikan Campus Library provides UAS students and faculty, without regard to their geographic location, a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the informational and research needs of the Ketchikan community. The library offers access to high quality resources, services and gateways to information, and is an active member of the First City Libraries Consortium.



GOALS FOR 2022

- The UAS-Ketchikan Campus ended its agreement with the City of Ketchikan to provide library services to the Campus Library, effective July 1, 2021. The City, Ketchikan Gateway Borough (KGB) School District and UAS-Ketchikan Campus approved an interim agreement for the UAS-Ketchikan Campus Library to continue to use the First City Libraries shared online catalog system through the end of December, 2021, to give the Campus Library time to migrate their system records to the UAS online library system. This interim agreement was approved by the Ketchikan City Council at its June 17, 2021 meeting. The UAS Library Division budget will be eliminated from the Library's budget beginning in 2022.

ACCOMPLISHMENTS FOR 2021

- In the spring of 2021 the UAS-Ketchikan Campus announced it was ending its agreement with the City, effective July 1, 2021. The Public Library and the KGB School District Libraries prepared a new agreement to share the Library's SirsiDynix online library system, which was approved by the KGB School Board and the Ketchikan City Council in June, 2021.
- The Public Library worked with UAS to migrate the Ketchikan Campus library bibliographic and patron records from the First City Libraries system to the UAS system starting in the late summer through the fall of 2021.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	66,990	72,430	72,430	36,889	-	(72,430)	-100.0%
Contract/Purchased Services	11,386	10,950	10,880	8,600	-	(10,950)	-100.0%
Interdepartmental Charges	694	780	850	430	-	(780)	-100.0%
Total Expenditures	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library

UAS Library Division 1410-234

Funding Source	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Charges for Services - UAS	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%
Total Funding	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%

Full-time Equivalent Personnel	2020 Actual	2021 Adopted		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	0.05	0.05	0.05	-	-	(0.05)	-100.0%
Library Assistant II	0.69	0.69	0.69	-	-	(0.69)	-100.0%
Total	0.74	0.74	0.74	-	-	(0.74)	-100.0%

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- The UAS Library Division will be inactive beginning in 2022 due to UAS-Ketchikan Campus terminating its agreement with the City as of July 1, 2021. All operating accounts are shown as unfunded in 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	35,872	36,720	36,500	19,860	-	(36,720)	-100.0%
501 .01 Overtime Wages	-	-	220	220	-	-	NA
502 .01 Temporary Wages	306	2,000	2,000	670	-	(2,000)	-100.0%
505 .00 Payroll Taxes	2,412	2,970	2,970	1,500	-	(2,970)	-100.0%
506 .00 Pension	6,346	6,450	6,450	3,390	-	(6,450)	-100.0%
507 .00 Health and Life Insurance	20,855	23,270	23,270	10,660	-	(23,270)	-100.0%
507 .30 Workers Compensation	105	120	120	60	-	(120)	-100.0%
508 .00 Other Benefits	1,094	900	900	529	-	(900)	-100.0%
Personnel Services and Benefits	66,990	72,430	72,430	36,889	-	(72,430)	-100.0%
Contract/Purchased Services							
635 .01 Government Contractual Services	10,859	10,400	10,330	8,600	-	(10,400)	-100.0%
635 .07 Machinery & Equipment Maintenance Ser	527	550	550	-	-	(550)	-100.0%
Contract/Purchased Services	11,386	10,950	10,880	8,600	-	(10,950)	-100.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	694	780	850	430	-	(780)	-100.0%
Interdepartmental Charges	694	780	850	430	-	(780)	-100.0%
Total Expenditures by Type	79,070	84,160	84,160	45,919	-	(84,160)	-100.0%

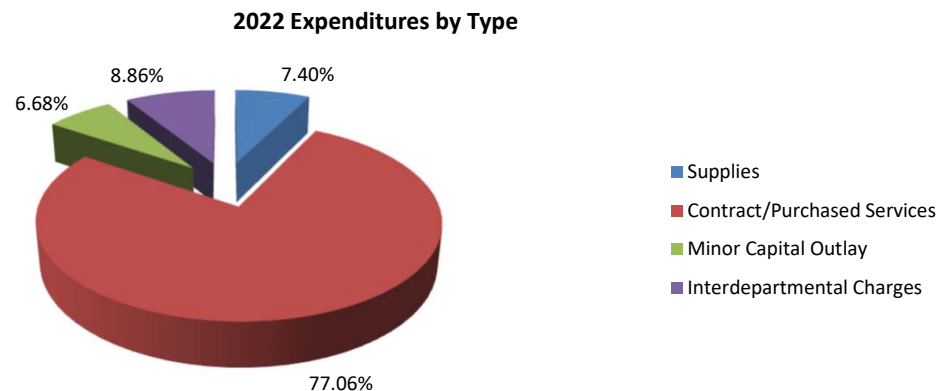
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Library

Ketchikan Public Library O&M 1410-235

COST CENTER SUMMARY

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	9,566	12,900	13,233	11,630	12,300	(600)	-4.7%
Contract/Purchased Services	102,537	128,300	127,967	121,390	128,100	(200)	-0.2%
Minor Capital Outlay	9,441	4,500	4,500	4,500	11,100	6,600	146.7%
Interdepartmental Charges	11,545	14,560	14,560	13,490	14,720	160	1.1%
Total Expenditures	133,089	160,260	160,260	151,010	166,220	5,960	3.7%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Property Taxes	82,626	100,317	100,317	86,819	102,010	1,693	1.7%
Charges for Services - KGB	50,463	59,943	59,943	64,191	64,210	4,267	7.1%
Total Funding	133,089	160,260	160,260	151,010	166,220	5,960	3.7%



OPERATING BUDGET CHANGES FOR 2022

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

- Computers, Printers & Copiers (Account No. 790.26) increased by \$6,600, or by 146.7%, due to the replacement of six computer workstations and one printer per the replacement schedule developed by the Information Technology Department.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Library

Ketchikan Public Library O&M 1410-235

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	3,252	4,500	4,500	4,000	4,500	-	0.0%
510 .05 Small Tools & Equipment	60	300	300	300	300	-	0.0%
515 .02 Building & Grounds Maint Materials	42	500	833	830	500	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	1,333	1,500	1,500	1,000	1,500	-	0.0%
515 .04 Machinery & Equip Maint Materials	957	1,000	1,000	1,000	1,000	-	0.0%
515 .05 Infrastructure & Plant Maint Materials	1,994	1,500	1,500	1,500	1,500	-	0.0%
525 .07 Machinery & Equip Fuel & Lubricants	1,928	3,600	3,600	3,000	3,000	(600)	-16.7%
Supplies	9,566	12,900	13,233	11,630	12,300	(600)	-4.7%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	20,675	22,000	22,000	22,000	22,000	-	0.0%
635 .06 Bldg & Grounds Maint Services	257	1,650	1,793	1,790	1,700	50	3.0%
635 .07 Machinery & Equip Maint Services	895	4,250	3,774	3,700	4,000	(250)	-5.9%
635 .12 Technical Services	3,733	5,500	5,500	4,000	5,500	-	0.0%
645 .01 Rents and Leases-Land and Buildings	2,100	2,100	2,100	2,100	2,100	-	0.0%
650 .01 Telecommunications	24,515	32,800	32,800	32,800	32,800	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	50,362	60,000	60,000	55,000	60,000	-	0.0%
Contract/Purchased Services	102,537	128,300	127,967	121,390	128,100	(200)	-0.2%
Minor Capital Outlay							
790 .26 Computers, Printers, and Copiers	9,441	4,500	4,500	4,500	11,100	6,600	146.7%
Minor Capital Outlay	9,441	4,500	4,500	4,500	11,100	6,600	146.7%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	11,545	14,560	14,560	13,490	14,720	160	1.1%
Interdepartmental Charges	11,545	14,560	14,560	13,490	14,720	160	1.1%
Total Expenditures by Type	133,089	160,260	160,260	151,010	166,220	5,960	3.7%

NARRATIVE

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

510.05 Small Tools and Equipment: \$300 - This account provides expenditures for minor tools and operating equipment with a value of less than \$1,000.

515.02 Building and Grounds Maintenance Materials: \$500 - This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

515.03 Furniture and Fixtures Maintenance Materials: \$1,500 - This account provides expenditures for the repair and maintenance of furniture and building fixtures owned or leased and operated by the City.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides expenditures for the repair and maintenance of machinery and equipment owned and operated by the City. Included are the library's computers.

515.05 Infrastructure and Plant Maintenance Materials: \$1,500 – This account provides expenditures for the repair and maintenance of infrastructure and plant owned and operated by the City. Included are sidewalks, parking lots and the wood pellet boiler.

525.07 Machinery and Equipment Fuel and Lubricants: \$3,000 – This account provides expenditures for the propane used to operate the fireplace.

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

635.06 Buildings and Grounds Maintenance Services: \$1,700 - 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 two microfilm readers. The library pays an annual fee for the propane tank; also included in this account is maintenance for the security camera system.

635.12 Technical Services: \$5,500 – This account provides expenditures for services that are not regarded as professional but require technical or special knowledge, including fire extinguisher inspections, fire alarm inspection and monitoring, pest control and fire sprinkler inspection.

645.01 Rents and Leases - Land and Buildings: \$2,100 - This account provides expenditures for the rent of heated offsite storage at the Heckman Building for reference materials, repository documents and seasonal items and supplies.

650.01 Telecommunications Services: \$32,800 - This account provides expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$60,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.26 Computers, Printers, and Copiers: \$11,100 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. Per the Information Technology Department's developed computer replacement schedule, six computers and one printer will be replaced.

825.01 Interdepartmental Charges – Insurance: \$14,720 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

Grants Program

MISSION STATEMENT

A major tenet of the code of ethics in librarianship is a belief in lifelong learning. The Alaska State Library strongly supports continuing education for librarians, a profession of knowledgeable workers devoted to providing information in multiple formats to users. Librarians inhabit a world of change and libraries are not exempt from these forces. Grants allow staff to attend continuing education to enhance their knowledge of technology and learn about new sources of high-quality information, so they can quickly navigate the ever-changing information landscape and efficiently lead people to reliable information they need for school, work, life challenges and recreation.

GOALS FOR 2022

- Apply for the FY2023 Public Library Assistance grant.
- Identify and apply for local and other grants to enhance library collections, services and programs for the community.

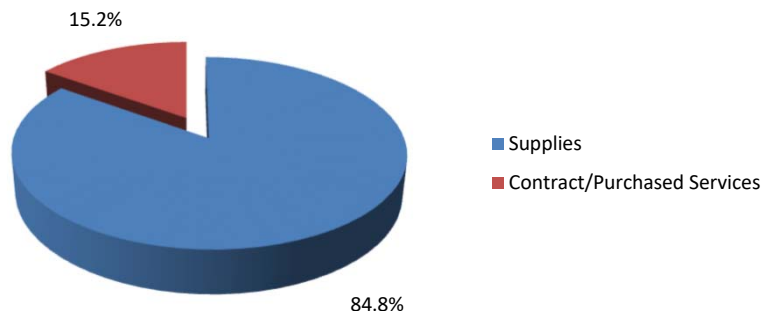
ACCOMPLISHMENTS FOR 2021

- Applied for and received the FY2022 Public Library Assistance grant, which provides funding for collection development.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
530 .01 Library Books	7,444	7,000	7,000	7,000	7,000	-	0.0%
Supplies	7,444	7,000	7,000	7,000	7,000	-	0.0%
Total Expenditures by Type	7,444	7,000	7,000	7,000	7,000	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2021 Operating and Capital Budget
Library

Grants Program

Grant Program	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
FY2022 Public Library Assistance Grant					7,000		New
FY2021 Public Library Assistance Grant		7,000	7,000	7,000		(7,000)	-100.0%
FY2020 Public Library Assistance Grant	7,000					-	NA
FY2019 Public Library Assistance Grant	444					-	NA
Total Expenditures by Grant Program	7,444	7,000	7,000	7,000	7,000	-	0.0%

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000. All changes in Grant Programs are a result of grant funding availability and/or award amounts actually received.

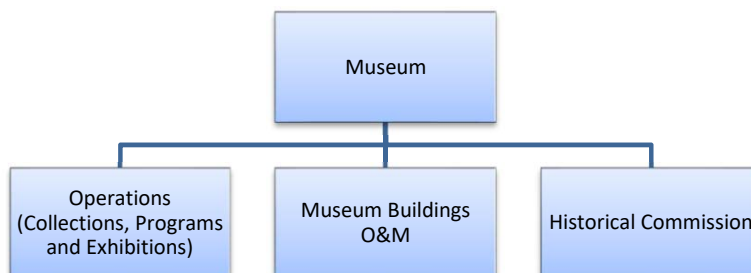
NARRATIVE

530.01 Library Books: \$7,000 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts and other print materials.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

Summary

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of the region to serve, educate, engage and enrich the community. The department operates two museums: the Tongass Historical Museum and the Totem Heritage Center. In addition to stewarding a collection of regional artifacts, photographs and archives, the museums offer exhibitions, public presentations, educational programs and research services.



The Museum Department is comprised of two operating divisions, a Historical Commission Program and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	812,318	902,391	892,652	820,084	972,166	69,775	7.7%
Museum Buildings O&M	143,823	150,690	150,686	137,236	150,676	(14)	0.0%
Historical Commission	-	1,350	379	379	1,350	-	0.0%
Grants	12,248	38,958	135,958	67,958	90,000	51,042	131.0%
Capital Improvement Program	119,075	436,600	436,600	-	200,000	(236,600)	-54.2%
Total	1,087,464	1,529,989	1,616,275	1,025,657	1,414,192	(115,797)	-7.6%

Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	703,199	791,548	790,698	708,887	866,111	74,563	9.4%
Supplies	70,795	62,490	62,790	55,240	79,171	16,681	26.7%
Contract/Purchased Services	151,017	194,615	259,619	216,807	210,884	16,269	8.4%
Minor Capital Outlay	20,527	4,200	4,396	4,217	3,750	(450)	-10.7%
Interdepartmental Charges-Public Safety	(1,382)	-	-	-	-	-	0.0%
Interdepartmental Charges	24,233	29,200	29,550	29,170	32,990	3,790	13.0%
In-kind Expenses	-	11,336	32,622	11,336	21,286	9,950	NA
Major Capital Outlay	119,075	436,600	436,600	-	200,000	(236,600)	-54.2%
Total	1,087,464	1,529,989	1,616,275	1,025,657	1,414,192	(115,797)	-7.6%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	945,474	901,931	891,217	918,149	971,692	69,761	7.7%
Charges for Services	10,667	152,500	152,500	39,550	152,500	-	0.0%
Public Works Sales Tax	56,609	205,000	205,000	-	200,000	(5,000)	-2.4%
Grants	12,248	38,958	135,958	67,958	90,000	51,042	131.0%
Community Facilities Development Fund	62,466	231,600	231,600	-	-	(231,600)	-100.0%
Total	1,087,464	1,529,989	1,616,275	1,025,657	1,414,192	(115,797)	-7.6%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

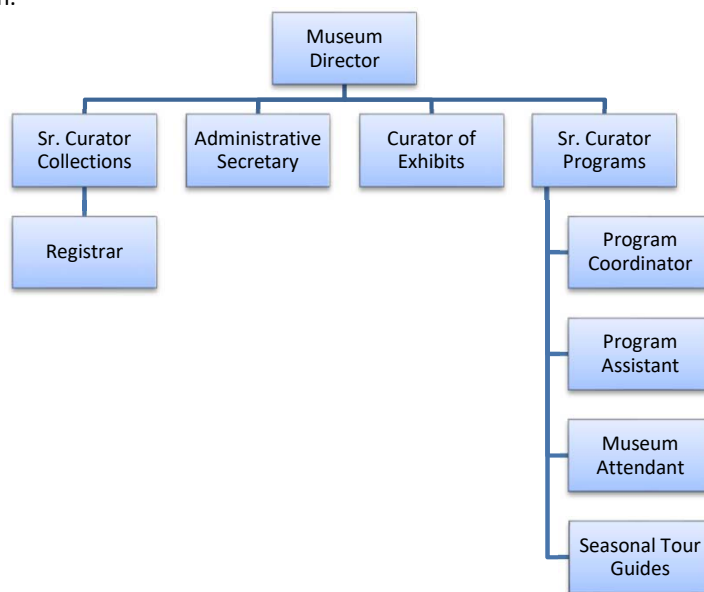
Summary

Full-time Equivalent Personnel	2020	2021 Adopted		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.20	8.20	8.20	8.20	476,321	-	0.0%
Total	8.20	8.20	8.20	8.20	476,321	-	0.0%

MISSION STATEMENT

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

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



GOALS FOR 2022

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 and exterior improvements
- Address collection storage needs

Collections Stewardship: Collections are safe, organized and accessible. Collection 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
- Build an Oral History Program
- Initiate a Volunteer Program

Outreach: Outreach efforts will increase the awareness and advocacy of Museum resources and will integrate new digital platforms.

Exhibitions: Exhibitions engage diverse audiences with our authentic and unique history and heritage.

- Develop and implement evaluation tools
- Seek ways to build upon the successes of Core Exhibits
- Develop relevant Featured Exhibits and bring Traveling Exhibits to Ketchikan
- Increase online presence by developing engaging Virtual Exhibits
- Facilitate interpretation outside of the Museums – the community is an extension of the exhibits

Personnel:

- Hire two additional seasonal tour guides in anticipation of the 2022 cruise ship season and needed staff at both museums.
- Maintain the Program Assistant position as vacant until May 1, 2022, which will create a savings of \$22,600 for the department.

ACCOMPLISHMENTS FOR 2021

Numbers reflect participation as of September 1, 2021

Facilities:

- Installed a security gate designed by Ketchikan artist Rhonda Green that depicts Ketchikan history
- Installed a heat pump in Museum main gallery to combat temperature and humidity fluctuation

Collections:

- Accepted 179 new (donated and purchased) acquisitions for the collection (Sept 2020 - Aug 2021)
- Maintained public access to collections and archives
- Responded to 245 requests for research or historical photograph reproductions for a variety of personal, scholarly, or municipal inquiries (Sept 2020 - Aug 2021)
- Utilized 0 volunteer hours due to pandemic protocols
- Worked with the Ketchikan Daily News to publish "Artifact of the Month," a monthly article highlighting collections in addition to monthly radio reports on KTKN and KRBD
- Worked with Brooke Ratzat to document 12 historic wooden boats
- Participated in a two year-long "Preparing Alaska's Cultural Organizations for Emergencies" program to develop a disaster plan

Programs & Outreach:

- The vacant Program Assistant position necessitated a reduction in programming and schedule changes for remaining staff.
- Hosted 10,692 visitors at the Tongass Historical Museum and the Totem Heritage Center. This includes locals, school groups, adult students, researchers, and independent travelers. Pre-Covid attendance was about 65,000 visitors per year. COVID-19 protocols have been in place all of 2021. The museums maintained winter hours for the public, with the exception of July 24 - October 3. With the addition of online programming, the museum now tracks virtual engagements: 1,994 users visited Virtual Exhibits and Past Perfect Online; 14,591 Facebook engagements (like, comment, or share); 2,764 Instagram likes or comments; 260 views of program videos.
- Offered 5 Museum Midday virtual presentations (4 pending for fall 2021) featuring local residents related to local history topics.
- Conducted a successful but reduced 45th Native Arts Studies Program virtually: 4 classes (4 pending for fall 2021), 50 students, 152 hours of instruction. Open Craft Night suspended due to vacant Program Assistant position.
- Continued development of an oral history program. Partnered with the Pioneer Home to conduct weekly oral history interviews.
- Produced a monthly email newsletter and created a new website (www.KetchikanMuseums.org) that allows better functionality with online platforms like the PastPerfect collections database

Exhibits:

- Featured exhibit *Into the Wind: Aviation as Southeast Alaska's Lifeline* was extended through January 2022 due to COVID-19 related closures and community requests.
- Hosted traveling exhibits: *Alaska's Suffrage Star* (on women's voting rights, August - October) and *Alaska Positive* (juried photography show, October - December)

CITY OF KETCHIKAN

**2022 Operating and Capital Budget
Museum**

Operations Division 1420-110

- Produced Ketchikan at the Fair (August 13 - September 5), featuring local art from the Southeast Alaska State Fair in Haines
- Produced new panels honoring the rededication of the museum and history of the immediate area
- Developed a new Museum exhibit guide
- Updated 1990s interpretive panels at the Totem Heritage Center exhibit
- Produced virtual exhibits of current and previous exhibitions available at KetchikanMuseums.org

Other Projects:

- Awarded the following grants: \$15,000 from the Museum Alaska's Collections Management Fund for digitization of unstable media, \$2,000 from the State Museum's Grant-in-Aid program to retrofit an exhibit case for better monitoring
- Convened the Museum Advisory Board 3 times (2 meetings scheduled for fall 2021)
- Drafted 2021-2025 Strategic Plan

Ketchikan Historic Commission:

- Awarded 2 \$24,000 Historic Preservation Fund grants through the State of Alaska's Office of History and Archaeology for the first phase of development of a historic preservation plan and for creation and installation of 10 Colorful Characters and Places signs in partnership with Historic Ketchikan
- Finalized Structure Report of the Pioneer Hall, in partnership with the Pioneers of Alaska and Historic Ketchikan

DIVISION SUMMARY

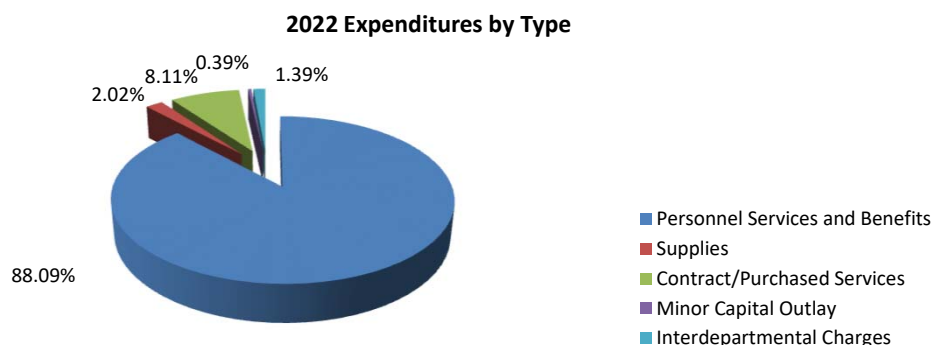
Expenditures by Category	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	700,754	789,131	778,538	706,470	856,368	67,237	8.5%
Supplies	32,784	18,240	18,540	18,240	19,601	1,361	7.5%
Contract/Purchased Services	57,626	79,810	79,818	79,797	78,887	(923)	-1.2%
Minor Capital Outlay	12,724	4,200	4,396	4,217	3,750	(450)	-10.7%
Interdepartmental Charges-Public Safety	(1,382)	-	-	-	-	-	0.0%
Interdepartmental Charges	9,812	11,010	11,360	11,360	13,560	2,550	0.0%
Total Expenditures	812,318	902,391	892,652	820,084	972,166	69,775	7.7%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund Support							
General Fund Support	801,651	749,891	740,152	780,534	819,666	69,775	9.3%
Charges for Services	10,667	152,500	152,500	39,550	152,500	-	0.0%
Total Funding	812,318	902,391	892,652	820,084	972,166	69,775	7.7%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

Operations Division 1420-110

Full-time Equivalent Personnel	2020 Actual	2021 Adopted		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director	1.00	1.00	1.00	1.00	82,236	-	0.0%
Administrative Secretary	0.75	0.75	0.75	0.75	35,084	-	0.0%
Sr. Curator-Collections	1.00	1.00	1.00	1.00	63,592	-	0.0%
Sr. Curator-Programs	1.00	1.00	1.00	1.00	63,893	-	0.0%
Curator of Exhibits	1.00	1.00	1.00	1.00	53,747	-	0.0%
Program Coordinator	1.00	1.00	1.00	1.00	54,558	-	0.0%
Museum Attendant	0.70	0.70	0.70	0.70	27,213	-	0.0%
Program Assistant	0.75	0.75	0.75	0.75	29,812	-	0.0%
Registrar	1.00	1.00	1.00	1.00	66,186	-	0.0%
Subtotal	8.20	8.20	8.20	8.20	476,321	-	0.0%
Less Salaries and Wages Reported in Grant Program					(9,743)		
Total					466,578		



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$67,237, or by 8.5%, due to increasing the hourly wage and number of full-time seasonal tour guides from 5 to 7 to adequately staff the Tongass Historical Museum and the Totem Heritage Center daily throughout the 2022 cruise ship season. This expense is offset by the anticipated increase in admissions revenue based on the preliminary ship schedule. Should the 2022 cruise ship season not result in record level visitation as anticipated, fewer guides will be hired and the excess personnel services allocations will not be utilized.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

Operations Division 1420-110

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	447,918	462,791	454,618	436,810	466,578	3,787	0.8%
501 .01 Overtime Wages	371	1,300	1,300	330	1,300	-	0.0%
502 .01 Temporary Wages	3,240	50,000	50,000	22,940	107,520	57,520	115.0%
505 .00 Payroll Taxes	32,682	39,410	38,855	33,790	43,795	4,385	11.1%
506 .00 Pension	87,352	88,050	87,245	82,940	89,595	1,545	1.8%
507 .00 Health and Life Insurance	126,802	134,530	133,495	116,930	132,735	(1,795)	-1.3%
507 .30 Workers Compensation	1,316	1,590	1,565	1,270	1,645	55	3.5%
508 .00 Other Benefits	1,073	11,460	11,460	11,460	13,200	1,740	15.2%
Personnel Services and Benefits	700,754	789,131	778,538	706,470	856,368	67,237	8.5%
Supplies							
510 .01 Office Supplies	3,679	2,500	2,500	2,500	2,500	-	0.0%
510 .02 Operating Supplies	12,341	8,000	8,000	8,000	9,000	1,000	12.5%
510 .05 Small Tools & Equipment	500	-	-	-	250	250	NA
510 .07 Food/Catering	863	500	500	500	500	-	0.0%
510 .08 Inventory for Resale	6,600	2,000	2,000	2,000	2,000	-	0.0%
510 .09 Artifacts	6,000	3,000	3,000	3,000	3,000	-	0.0%
520 .02 Postage	1,590	350	350	350	350	-	0.0%
520 .03 Bulk Mailing	500	1,300	1,300	1,300	1,540	240	18.5%
520 .04 Freight-Material and Supplies	250	130	430	130	-	(130)	-100.0%
530 .01 Library Books	300	300	300	300	300	-	0.0%
530 .02 Periodicals	161	160	160	160	161	1	0.6%
Supplies	32,784	18,240	18,540	18,240	19,601	1,361	7.5%
Contract/Purchased Services							
600 .02 Travel -Training	-	-	-	-	-	-	NA
600 .03 Training and Education	491	450	450	450	400	(50)	-11.1%
605 .01 Ads and Public Announcements	225	450	450	450	450	-	0.0%
605 .02 Marketing	3,070	3,700	3,700	3,700	3,615	(85)	-2.3%
605 .03 Printing & Binding	7,022	6,500	6,500	6,500	8,436	1,936	29.8%
615 .02 Assn. Membership Dues & Fees	715	720	715	715	715	(5)	-0.7%
630 .03 Bank and Merchant Charges	1,382	4,150	4,150	4,150	5,400	1,250	30.1%
635 .04 Software Maintenance Services	432	440	432	432	432	(8)	-1.8%
635 .07 Machinery & Equip Maint Services	1,360	1,200	1,200	1,200	500	(700)	-58.3%
635 .11 Subscription Services	1,123	1,220	1,241	1,220	939	(281)	-23.0%
635 .12 Technical Services	20,000	17,000	17,000	17,000	19,000	2,000	11.8%
650 .01 Telecommunications	21,806	43,980	43,980	43,980	39,000	(4,980)	-11.3%
Contract/Purchased Services	57,626	79,810	79,818	79,797	78,887	(923)	-1.2%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	-	-	-	-	-	NA
790 .25 Machinery and Equipment	2,945	-	-	-	-	-	NA
790 .26 Computers, Printers & Copiers	8,100	3,000	3,000	3,000	1,950	(1,050)	-35.0%
790 .35 Software	1,679	1,200	1,396	1,217	1,800	-	50.0%
Minor Capital Outlay	12,724	4,200	4,396	4,217	3,750	(450)	-10.7%
Interdepartmental Charges-Public Safety							
820 .90 Public Safety Compliance-COVID Leave	(1,382)	-	-	-	-	-	NA
Interdepartmental Charges-Public Safety	(1,382)	-	-	-	-	-	NA

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

Operations Division 1420-110

Operating Expenditures	2020 Actual	2021 Adopted			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	9,812	11,010	11,360	11,360	13,560	2,550	23.2%
Interdepartmental Charges	9,812	11,010	11,360	11,360	13,560	2,550	23.2%
Total Expenditures by Type	812,318	902,391	892,652	820,084	972,166	69,775	7.7%

NARRATIVE

500.01 Regular Salaries and Wages: \$466,578 – This account provides expenditures for the annual wages of all regular Museum Department employees.

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

502.01 Temporary Wages: \$107,520 - 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: \$43,795 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff.

506.00 Pension: \$89,595 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$132,735 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,645 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$13,200 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,500 - This account provides expenditures for paper, pens, pencils, file folders, tape, toner, ink cartridges for photo printing, photocopy charges, small desk accessories and minor office equipment.

510.02 Operating Supplies: \$9,000 - This account provides expenditures for collection storage containers; acid-free paper, foam; archival adhesives; curatorial cleaning supplies; blotting paper; document boxes; and other collections items. This account also provides for supplies for the Native Arts Studies program, educational supplies and supplies associated with exhibitions such as paint, lumber and hardware.

510.05 Small Tools & Equipment: \$250 - This account provides for tools and equipment needed to conduct the Native Arts Studies Program.

510.07 Food/Catering: \$500 - This account provides expenditures for food or catering services for public programs such as an annual exhibit opening, open houses and special events.

510.08 Inventory for Resale: \$2,000 - This account provides expenditures for the purchase of materials which are sold to participants of classes and other programs or events. Expenditures under this account are fully recovered through sales and varies annually depending on the class schedule.

510.09 Artifacts: \$3,000 - This account provides expenditures for the acquisition of artifacts, artwork and other items for the permanent collections and costs associated with acquisitions.

CITY OF KETCHIKAN

2022 Operating and Capital Budget Museum

Operations Division 1420-110

520.02 Postage: \$350 - This account provides expenditures for general postage for all Museum Department operations.

520.03 Bulk Mailing: \$1,540 - This account provides expenditures for bulk mailing of exhibit and program announcements and newsletters for the Museum Department.

530.01 Library Books: \$300 - This account provides for the acquisition of books and digital materials for the Tongass Historical Museum's research library and Totem Heritage Center student resource library. Included are books, maps, charts and other printed or digital materials.

530.02 Periodicals: \$161 - This account provides expenditures for an annual subscription to the *Ketchikan Daily News*.

600.03 Training and Education: \$400 - This account provides expenditures for registration for annual museum conferences and online professional development.

605.01 Ads and Public Announcements: \$450 - This account provides expenditures for announcements in publications, journals, Internet, or broadcasts over radio and television. Included are legal notices, employee recruiting and requests for proposals.

605.02 Marketing: \$3,615 - 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: \$8,436 - This account provides for printing of the Ketchikan Museums' 2 newsletters, exhibit-related printing, the Native Arts Studies Program class brochure, interpretive brochures, educational materials and admissions materials.

615.02 Assn. Dues and Membership Fees: \$715 - This account provides for the cost of the department's memberships in Museums Alaska, Alaska Historical Society and other professional resource associations.

630.03 Bank and Merchant Charges: \$5,400 - 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 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: \$939 - This account provides expenditures for annual subscriptions to Ancestry.com, an on-line genealogy research database, PastPerfect Online, a service providing Web access to museum collections and other digital services.

635.12 Technical Services: \$19,000 - This account provides expenditures for fees and expenses for the Native Arts Studies instructors and other history and exhibit-related programs.

650.01 Telecommunications: \$39,000 - 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 as well as for the security cameras in the Creek Street area.

790.26 Computers, Printers & Copiers: \$1,950 - This account provides expenditures for one new computer and two battery backups to replace non-functioning equipment.

790.35 Software: \$1,800 - This account provides expenditures for access to the Adobe Creative Cloud for design of exhibits and educational materials and processing of historic photos.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Museum

Operations Division 1420-110

825.01 Interdepartmental Charges – Insurance: \$13,560 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

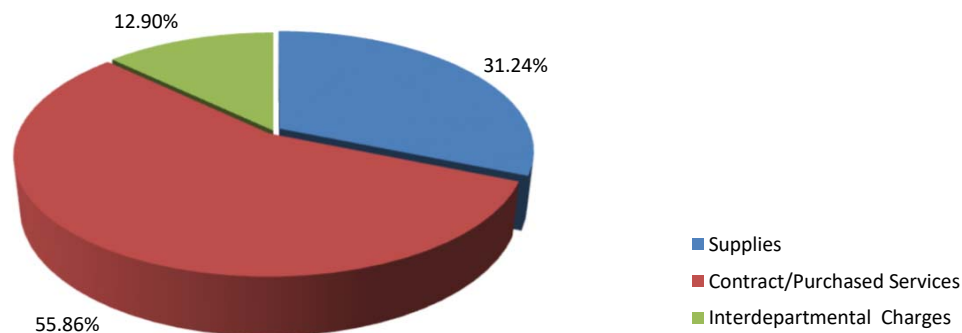
Museum Buildings O&M 1420-242

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	9,397	4,000	4,000	4,000	9,000	5,000	125.0%
515 .02 Building & Grounds Maint Materials	6,829	7,000	7,000	7,000	7,000	-	0.0%
525 .03 Heating Fuel	21,785	33,000	33,000	26,000	31,070	(1,930)	-5.8%
Supplies	38,011	44,000	44,000	37,000	47,070	3,070	7.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	21,005	30,580	27,510	27,510	27,510	(3,070)	-10.0%
635 .06 Building & Grounds Maint Services	38,549	20,000	23,070	20,000	20,000	-	0.0%
645 .01 Rents and Leases-Land & Buildings	2,916	2,920	2,916	2,916	2,916	(4)	-0.1%
650 .02 Electric, Water, Sewer and Solid Waste	28,921	35,000	35,000	32,000	33,750	(1,250)	-3.6%
Contract/Purchased Services	91,391	88,500	88,496	82,426	84,176	(4,324)	-4.9%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	14,421	18,190	18,190	17,810	19,430	1,240	6.8%
Interdepartmental Charges	14,421	18,190	18,190	17,810	19,430	1,240	6.8%
Total Expenditures by Type	143,823	150,690	150,686	137,236	150,676	(14)	0.0%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	143,823	150,690	150,686	137,236	150,676	(14)	0.0%
Total Funding	143,823	150,690	150,686	137,236	150,676	(14)	0.0%
Total Expenditures by Type	143,823	150,690	150,686	137,236	150,676	(14)	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Operating Supplies (Account No. 510.02) has increased \$5,000, or by 125%, to account for the increased expenditures in 2022 with the anticipated robust cruise ship season from the 2021 minimal cruise season.

NARRATIVE

510.02 Operating Supplies: \$9,000 - This account provides expenditures for consumable supplies that are normally not of a maintenance nature. Included are toilet paper, paper towels, soap and trash can liners 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: \$31,070 - This account provides expenditures for heating fuel to heat the Tongass Historical Museum and Totem Heritage Center Buildings.

635.02 Janitorial and Cleaning Services: \$27,510 - This account provides expenditures for contracted services to clean the Tongass Historical Museum and Totem Heritage Center Buildings.

635.06 Buildings and Grounds Maintenance Services: \$20,000 - This account provides expenditures for contractual services such as fire and intrusion alarm maintenance and repair, annual inspections, boiler maintenance, broken window replacement, landscaping services, etc.

645.01 Rents and Leases: \$2,916 - 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: \$33,750 - This account provides expenditures for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$19,430 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

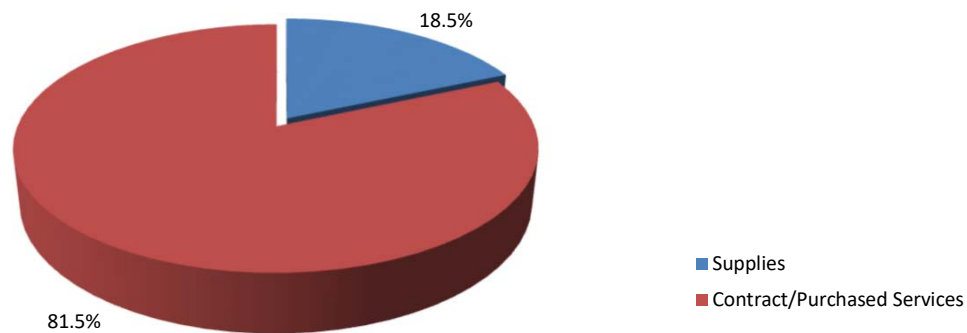
Historical Commission 1420-244

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	-	250	-	-	250	-	0.0%
Supplies	-	250	-	-	250	-	0.0%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	-	1,100	379	379	1,100	-	0.0%
Contract/Purchased Services	-	1,100	379	379	1,100	-	0.0%
Total Expenditures by Type	-	1,350	379	379	1,350	-	0.0%

Funding Source	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	-	1,350	379	379	1,350	-	0.0%
Total Funding	-	1,350	379	379	1,350	-	0.0%
Total Expenditures by Type	-	1,350	379	379	1,350	-	0.0%

2022 Expenditures by Type



NARRATIVE

510.02 Operating Supplies: \$250 - This account provides expenditures for supplies for public meetings and the production of informational materials. \$250 is committed to the Historic Preservation Plan Phase 1 grant.

605.01 Ads and Public Announcements: \$1,100 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are requests for proposals, meeting announcements, membership, etc. \$721 is committed to the Historic Preservation Plan Phase 1 grant.

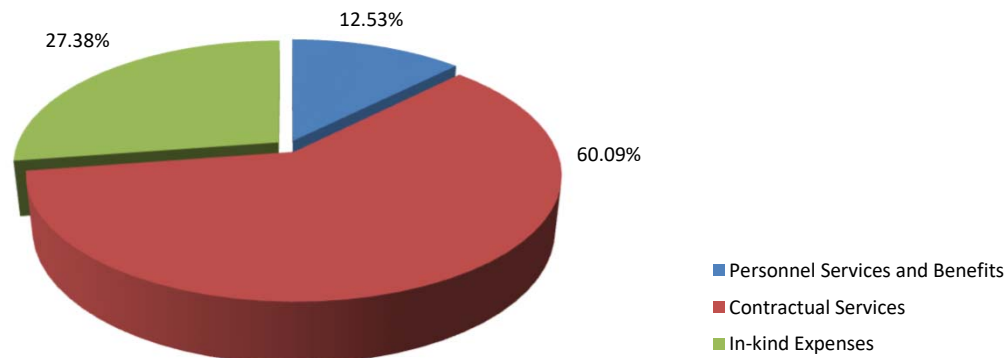
CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

Expenditures by Category		2020	2021 Adopted			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	1,573	1,537	8,860	1,537	7,323	5,786	376.4%
505	.00	Payroll Taxes	115	115	670	115	555	440	382.6%
506	.00	Pension	346	265	1,070	265	805	540	203.8%
507	.00	Health and Life Insurance	406	460	1,495	460	1,035	575	125.0%
507	.30	Workers Compensation	5	5	30	5	25	20	400.0%
508	.00	Other Benefits	-	35	35	35	-	(35)	-100.0%
Personnel Services and Benefits			2,445	2,417	12,160	2,417	9,743	7,326	303.1%
Supplies									
510	.01	Office Supplies	-	-	250	-	250	250	NA
510	.02	Operating Supplies	-	-	-	-	2,000	2,000	NA
510	.09	Artifacts	-	-	-	-	10,000	10,000	NA
Supplies			-	-	250	-	12,250	12,250	NA
Contract/Purchased Services									
605	.01	Ads and Public Announcements	-	-	721	-	721	721	NA
605	.03	Printing & Binding	-	380	380	380	-	(380)	-100.0%
635	.12	Technical Services	2,000	-	65,000	29,000	46,000	46,000	NA
640	.02	Engineering & Architectural Services	-	24,825	24,825	24,825	-	(24,825)	-100.0%
Contractual Services			2,000	25,205	90,926	54,205	46,721	21,516	85.4%
Minor Capital Outlay									
790	.15	Furniture & Fixtures	7,803	-	-	-	-	-	NA
Minor Capital Outlay			7,803	-	-	-	-	-	NA
In-kind Expenses									
891	.01	In-kind Expenses Supplies	-	820	2,720	820	1,900	1,080	131.7%
891	.05	In-kind Expenses Contract Services	-	10,516	29,902	10,516	19,386	8,870	84.3%
In-kind Expenses			-	11,336	32,622	11,336	21,286	9,950	87.8%
Total Expenditures			12,248	38,958	135,958	67,958	90,000	51,042	131.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2020 Operating and Capital Budget
Museum

Grants Program 1420-192

Grant Program	2020	2021 Adopted			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Museums Alaska Collections Mgmt	7,803	-	15,000	15,000	-	-	NA
Museums Alaska Collections Mgmt	-	-	-	-	10,000	10,000	NA
Museums Alaska Art Acquisition	-	-	-	-	10,000	10,000	NA
Historic Preservation-Pioneer Hall	2,445	27,622	27,622	27,622	-	(27,622)	-100.0%
Pioneers of AK & Arcturus Group	-	11,336	11,336	11,336	-	(11,336)	-100.0%
Historic Preservation - Colorful Character Signage	-	-	40,000	6,000	34,000	34,000	NA
Historic Preservation Plan Phase I	-	-	40,000	6,000	34,000	34,000	NA
ASL Library	2,000	-	-	-	-	-	NA
Grant in Aid - 2021 Exhibit Case Retrofit	-	-	2,000	2,000	-	-	NA
Grant in Aid	-	-	-	-	2,000	2,000	NA
Total Expenditures by Grant Program	12,248	38,958	135,958	67,958	90,000	51,042	131.0%

NARRATIVE

500.01 Regular Salaries and Wages: \$7,323 - This account provides expenditures for a portion of the annual wages of regular Museum Department employees as supplied in the awarded Historic Preservation Fund Grants of 2021-2022.

505.00 Payroll Taxes: \$555 - This account provides expenditures for a portion of the employer contributions for Social Security and Medicare and other similar payroll related taxes for Museums staff as supplied in the awarded Historic Preservation Fund Grants of 2021-2022.

506.00 Pension: \$805 - This account provides expenditures for a portion of the employer contributions to retirement plans for Museums staff as supplied in the Historic Preservation Fund Grants of 2021-2022.

507.00 Health and Life Insurance: \$1,035 - This account provides expenditures for a portion of employer contributions to employee health and life insurance plans for Museums staff as supplied in the awarded Historic Preservation Fund Grants of 2021-2022.

507.30 Workers Compensation: \$25 - This account provides expenditures for a portion of employer contributions to workers compensation for Museums staff as supplied in the awarded Historic Preservation Fund Grants of 2021-2022.

510.01 Office Supplies: \$250 - This account provides expenditures for office supplies as supplied in the Historic Preservation Fund Grants of 2021-2022.

510.02 Operating Supplies: \$2,000 - This account provides expenditures for supplies specific to a proposed grant.

510.09 Artifacts: \$10,000 - This account provides expenditures for the acquisition of artifacts specific to a proposed Museums Alaska Art Acquisition grant.

605.01 Ads and Public Announcements: \$721 - This account provides expenditures for announcements in publications, and requests for proposals as supplied in the Historic Preservation Fund Grants of 2021-2022.

635.12 Technical Services: \$46,000 - This account provides expenditures for contract services as outlined in the Historic Preservation Fund Grants (2021-2022 accepted grants) and potential pending grants.

891.01 In-kind Expenses Supplies: \$1,900 - This account provides expenditures for in-kind supplies as supplied in the Historic Preservation Fund Grants of 2021-2022.

891.05 In-kind Expenses Contract Services: \$19,386 - This account provides expenditures for in-kind contract services as supplied in the Historic Preservation Fund Grants of 2021-2022.

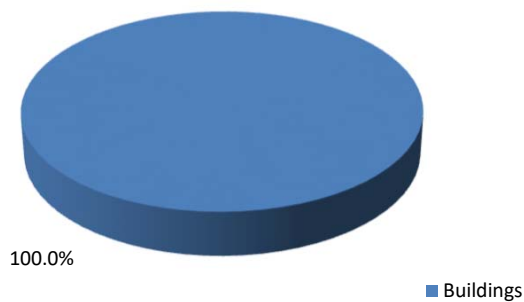
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Museum

Capital Budget

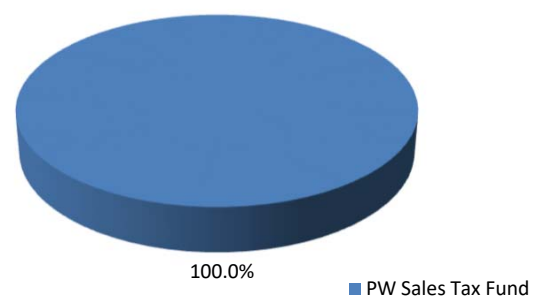
Major Capital Outlay	2020	2021		2022	2021 Adopted/2022	
	Actual	Adopted	Amended		Budget	Incr(Decr) %
705.00 Buildings	119,075	406,600	406,600	-	200,000	(206,600) -50.8%
740.00 Other Capital Assets	-	30,000	30,000	-	-	(30,000) -100.0%
Total Major Capital Outlay	119,075	436,600	436,600	-	200,000	(236,600) -54.2%

Capital Improvement Projects		Funding Sources			Total
		PW Sales Tax Fund	CPV Funds	Comm. Facility Dev. Fund	
Project #	Project				
705.00 Buildings					
	Totem Heritage Center - Ramp Replacement	200,000			200,000
					-
	Total Buildings	200,000	-	-	200,000
740.00 Other Capital Assets					
					-
	Total Other Capital Assets	-	-	-	-
	Total Capital Budget	200,000	-	-	200,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	466,039	520,955	520,955	498,025	529,117	8,162	1.6%
Capital Improvement Program	200,072	-	-	-	-	-	NA
Total	666,111	520,955	520,955	498,025	529,117	8,162	1.6%

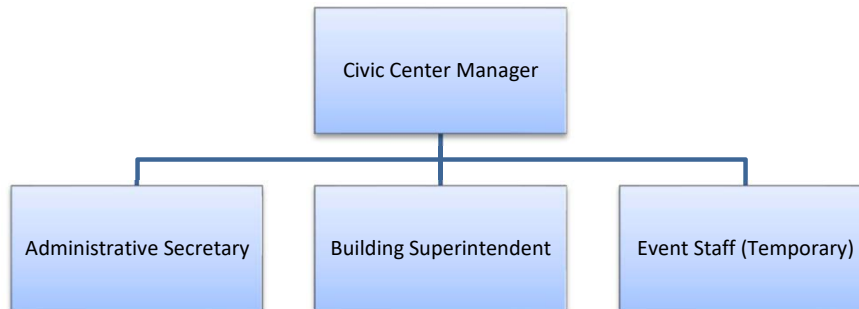
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	333,434	362,040	352,840	338,910	368,412	6,372	1.8%
Supplies	47,574	53,955	59,955	53,955	53,955	-	0.0%
Contract/Purchased Services	75,357	90,100	86,100	83,100	91,600	1,500	1.7%
Minor Capital Outlay	3,727	3,300	10,300	10,300	1,800	(1,500)	-45.5%
Interdepartmental Charges-Public Safety	(3,720)	-	-	-	-	-	NA
Interdepartmental Charges	9,667	11,560	11,760	11,760	13,350	1,790	15.5%
Major Capital Outlay	200,072	-	-	-	-	-	NA
Total	666,111	520,955	520,955	498,025	529,117	8,162	1.6%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	20,037	50,000	50,000	27,070	105,000	55,000	110.0%
Public Works Sales Tax	8,500	-	-	-	-	-	NA
Transient Sales Tax	637,574	470,955	470,955	470,955	424,117	(46,838)	-9.9%
Total	666,111	520,955	520,955	498,025	529,117	8,162	1.6%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	187,502	-	0.0%
Total	3.00	3.00	3.00	3.00	187,502	-	0.0%

MISSION STATEMENT

It is the mission of the Civic Center Department to operate the Ted Ferry Civic Center in a courteous and professional manner; to ensure that the building is well maintained, available and operationally ready to meet the needs of those desiring to use it; to assist the public in coordination and production of events from booking through final billing; and to provide flexible and technologically current services to those with unique requirements.



GOALS FOR 2022

- Continue to provide well-trained staff for all types of events. Ensure facility is maintained and operationally ready to meet the needs of the community, and visiting tenants.
- Continue marketing through the City's website, Facebook and the Ketchikan Visitors Bureau members 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 for the new audio-visual upgrades 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 and tenants to develop mitigation and operating plans to ensure safe, successful events that maximize facility use during the COVID-19 pandemic.
- There are 79 days prebooked for 2022 for a variety of conventions, meetings, banquets, ceremonies, auctions, fundraisers and other events.

ACCOMPLISHMENTS FOR 2021

- Worked closely with the Emergency Operations Center and the City Manager's office to promote the safe use of the Civic Center throughout the COVID-19 pandemic.
- Worked closely with Computer HQ, Channel Electric, and the City of Ketchikan Public Works department to complete the Audio-Visual system upgrades for the Civic Center and presented the finished product to the City Council.
- Worked closely with the City Clerk's office to facilitate the use of the Civic Center for in-person and virtual City Council meetings at the Civic Center.
- Worked closely with a variety of City Departments to facilitate the use of the Civic Center for critical in-person meetings and events.
- Worked with the EOC and Public Health to provide community vaccine clinics at the Civic Center.
- Continued to work with tenants to facilitate meetings, symposiums, banquets, and other events.
- Addressed continued maintenance requirements of the Civic Center building and developed plans to accommodate complex maintenance issues associated with deferred Capital Improvement Projects.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Civic Center

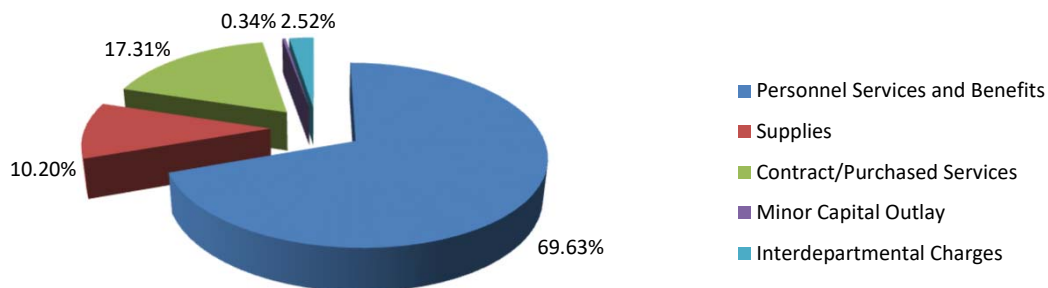
Civic Center Operations 1430-110

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	333,434	362,040	352,840	338,910	368,412	6,372	1.8%
Supplies	47,574	53,955	59,955	53,955	53,955	-	0.0%
Contract/Purchased Services	75,357	90,100	86,100	83,100	91,600	1,500	1.7%
Minor Capital Outlay	3,727	3,300	10,300	10,300	1,800	(1,500)	-45.5%
Interdepartmental Charges-Public Safety	(3,720)	-	-	-	-	-	NA
Interdepartmental Charges	9,667	11,560	11,760	11,760	13,350	1,790	15.5%
Total Expenditures	466,039	520,955	520,955	498,025	529,117	8,162	1.6%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Charges for Services	20,037	50,000	50,000	27,070	105,000	55,000	110.0%
Transient Sales Tax	446,002	470,955	470,955	470,955	424,117	(46,838)	-9.9%
Total Funding	466,039	520,955	520,955	498,025	529,117	8,162	1.6%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Civic Center Manager	1.00	1.00	1.00	1.00	77,116	-	0.0%
Administrative Secretary	1.00	1.00	1.00	1.00	51,938	-	0.0%
Building Superintendent	1.00	1.00	1.00	1.00	58,448	-	0.0%
Total	3.00	3.00	3.00	3.00	187,502	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	179,590	184,490	184,490	180,840	187,502	3,012	1.6%
501 .01 Overtime Wages	-	1,000	1,000	250	1,000	-	0.0%
502 .01 Temporary Wages	25,481	46,000	37,000	32,230	46,000	-	0.0%
505 .00 Payroll Taxes	14,730	17,710	17,510	15,600	17,940	230	1.3%
506 .00 Pension	41,501	40,810	40,810	39,840	42,420	1,610	3.9%
507 .00 Health and Life Insurance	57,414	59,310	59,310	58,330	60,480	1,170	2.0%
507 .30 Workers Compensation	6,450	8,070	8,070	7,170	7,760	(310)	-3.8%
508 .00 Other Benefits	8,268	4,650	4,650	4,650	5,310	660	14.2%
Personnel Services and Benefits	333,434	362,040	352,840	338,910	368,412	6,372	1.8%
Supplies							
510 .01 Office Supplies	1,890	2,000	2,000	2,000	2,000	-	0.0%
510 .02 Operating Supplies	2,565	2,100	6,600	6,600	2,000	(100)	-4.8%
510 .03 Safety Program Supplies	159	225	225	225	225	-	0.0%
510 .04 Janitorial Supplies	4,249	3,500	3,500	1,750	3,500	-	0.0%
510 .05 Small Tools and Equipment	2,797	2,500	2,000	1,000	1,000	(1,500)	-60.0%
510 .08 Inventory for Resale	3,092	3,000	3,000	2,250	3,000	-	0.0%
515 .02 Building & Grounds Maint Materials	3,565	2,500	4,500	4,500	4,500	2,000	80.0%
515 .03 Furniture & Fixtures Maint Materials	2,329	2,500	2,500	2,500	2,000	(500)	-20.0%
515 .04 Machinery & Equip Maint Materials	1,860	1,750	1,750	750	2,000	250	14.3%
515 .05 Infrastructure Maintenance Materials	2,005	2,500	2,500	1,000	2,500	-	0.0%
520 .02 Postage	10	165	165	165	165	-	0.0%
525 .03 Heating Fuel	22,030	30,000	30,000	30,000	30,000	-	0.0%
525 .07 Machinery & Equipment Fuel	81	100	100	100	100	-	0.0%
530 .02 Periodicals	161	165	165	165	165	-	0.0%
535 .02 Business and Meal Expenses	344	500	500	500	400	(100)	-20.0%
535 .04 Uniforms/Badges/Clothing	437	450	450	450	400	(50)	-11.1%
Supplies	47,574	53,955	59,955	53,955	53,955	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
605 .01 Ads and Public Announcements	189	500	500	500	500	-	0.0%
605 .02 Marketing	595	250	250	250	250	-	0.0%
615 .02 Assn. Membership Dues & Fees	407	-	-	-	-	-	NA
630 .03 Bank and Merchant Charges	189	650	650	650	650	-	0.0%
635 .02 Janitorial and Cleaning Services	3,969	5,000	1,250	1,250	5,000	-	0.0%
635 .04 Software Maintenance Services	1,651	2,000	2,000	2,000	2,000	-	0.0%
635 .05 Furniture & Fixtures Maint Services	424	500	500	500	500	-	0.0%
635 .06 Building & Grounds Maint Services	14,912	8,700	8,700	8,700	12,500	3,800	43.7%
635 .07 Machinery & Equip Maint Services	1,399	2,000	2,000	2,000	4,500	2,500	125.0%
635 .12 Technical Services	5,237	5,000	8,750	8,750	5,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	500	500	500	500	-	0.0%
650 .01 Telecommunications	15,053	18,500	18,500	18,500	18,500	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	31,332	46,500	42,500	39,500	41,700	(4,800)	-10.3%
Contract/Purchased Services	75,357	90,100	86,100	83,100	91,600	1,500	1.7%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	850	500	500	500	-	(500)	-100.0%
790 .25 Machinery and Equipment	-	2,000	9,000	9,000	-	(2,000)	-100.0%
790 .26 Computers, Printers and Copiers	2,272	-	-	-	1,000	1,000	NA
790 .35 Software	605	800	800	800	800	-	0.0%
Minor Capital Outlay	3,727	3,300	10,300	10,300	1,800	(1,500)	-45.5%
Interdepartmental Charges-Public Safety							
820 .90 Public Safety Compliance-COVID Leave	(3,720)	-	-	-	-	-	NA
Interdepartmental Charges-Public Safety	(3,720)	-	-	-	-	-	NA
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	9,667	11,560	11,760	11,760	13,350	1,790	15.5%
Interdepartmental Charges	9,667	11,560	11,760	11,760	13,350	1,790	15.5%
Total Expenditures by Type	466,039	520,955	520,955	498,025	529,117	8,162	1.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$187,502 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Ted Ferry Civic Center.

501.01 Overtime Wages: \$1,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

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

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Civic Center

Civic Center Operations 1430-110

505.00 Payroll Taxes: \$17,940 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$42,420 – This account provides expenditures for employer contributions to retirement plans for which the City participates.

507.00 Health and Life Insurance: \$60,480 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$7,760 – This account provides expenditures for employer contributions toward workers compensation.

508.00 Other Benefits: \$5,310 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$2,000 - This account provides expenditures for office supply items including paper, pens, file folders, scotch tape, toner, ink cartridges, and minor office equipment such as staplers and adding machines.

510.02 Operating Supplies: \$2,000 - 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: \$3,500 – 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: \$3,000 - This account provides expenditures for inventory purchases that are to be resold or rented to end users. Included are video and media equipment, and beverages and snacks. All expenditures under this account are fully recovered through sales.

515.02 Building and Grounds Maintenance Materials: \$4,500 – This account provides expenditures for the materials required for the repair and maintenance of the Ted Ferry Civic Center and upkeep of the grounds around the Ted Ferry Civic Center. 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: \$2,000 - 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: \$2,000 – 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: \$165 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.03 Heating Fuel: \$30,000 - This account provides expenditures for heating fuel at the Ted Ferry Civic Center.

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

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

535.02 Business and Meal Expenses: \$400 - 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: \$400 - This account provides expenditures for uniforms, badges and clothing purchased for use by department personnel.

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

605.02 Marketing: \$250 – This account provides expenditures for announcements in publications, newspapers, trade journals, internet, or broadcasts over radio and television for marketing and promoting competitive services offered by the Ted Ferry Civic Center.

630.03 Bank and Merchant Charges: \$650 – This account provides expenditures for monthly merchant fees for use of credit and debit cards for payments of Ted Ferry Civic Center services.

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

635.04 Software Maintenance Services: \$2,000 - This account provides expenditures for maintenance agreements to support the Caterease and Meeting Matrix license software systems used by the Civic Center uses for invoicing and room set-up diagrams.

635.05 Furniture and Fixtures Maintenance Services: \$500 - This account provides expenditures for the services required for repair and maintenance of furniture and building fixtures by outside contractors. This account includes contract labor and materials required to provide the service.

635.06 Buildings and Grounds Maintenance Services: \$12,500 - 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: \$4,500 - 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: \$5,000 – This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, website maintenance, framing, pest control, security and alarm monitoring and testing.

645.02 Rents and Leases - Machinery & Equipment: \$500 - This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$18,500 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers; as well as charges for indoor and outdoor security cameras.

650.02 Electric, Water, Sewer & Solid Waste: \$41,700 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.26 Computers, Printers and Copiers: \$1000 - This account provides expenditures for the acquisition of computers, printers and copiers. Included for 2022 is the replacement of the failing PC server that runs and stores the Caterease program used to book, invoice, and maintain event records.

790.35 Software: \$800 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. Included for 2022 is the Yodeck and Black Box software utilized by the new audio-visual system to send information, images, and video throughout the building.

825.01 Interdepartmental Charges – Insurance: \$13,350 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Civic Center

Capital Budget

Major Capital Outlay	2020	2021			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705.00 Buildings	-	-	-	-	-	-	NA
725.00 Machinery and Equipment	200,072	-	-	-	-	-	NA
730.00 Infrastructure	-	-	-	-	-	-	NA
Total Major Capital Outlay	200,072	-	-	-	-	-	NA

CITY OF KETCHIKAN
**2022 Operating and Capital Budget
Tourism and Economic Development**
Summary

Tourism and Economic Development is comprised of one division, one program and one Capital Improvement Program. A significant portion of the funding for many of the activities administered by Tourism and Economic Development are funded from the State of Alaska Commercial Vessel Passenger Excise Tax.

DEPARTMENT EXECUTIVE SUMMARY

Divisions/Cost Center/Programs	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%
Ambassador Program	-	-	-	-	122,020	122,020	NA
CPV Funded Programs	-	30,000	30,000	15,000	30,000	-	0.0%
Capital Improvement Program	791,113	865,000	865,000	-	1,865,000	1,000,000	115.6%
Total	953,563	1,047,143	1,067,143	157,143	2,155,645	1,108,502	105.9%

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	-	-	-	-	111,010	111,010	NA
Supplies	-	-	-	-	8,000	8,000	NA
Contract/Purchased Services	162,450	182,143	202,143	157,143	169,125	(13,018)	-7.1%
Interdepartmental Charges	-	-	-	-	2,510	2,510	NA
Major Capital Outlay	791,113	865,000	865,000	-	1,865,000	1,000,000	115.6%
Total	953,563	1,047,143	1,067,143	157,143	2,155,645	1,108,502	105.9%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Economic/Parking Dev Fund	162,450	152,143	152,143	142,143	-	(152,143)	-100.0%
CPV Special Revenue Fund	-	30,000	50,000	15,000	290,645	260,645	868.8%
CPV Capital Project Fund	791,113	865,000	865,000	-	1,865,000	1,000,000	115.6%
Total	953,563	1,047,143	1,067,143	157,143	2,155,645	1,108,502	105.9%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Tourism and Economic Development

Operations Division 1440-110

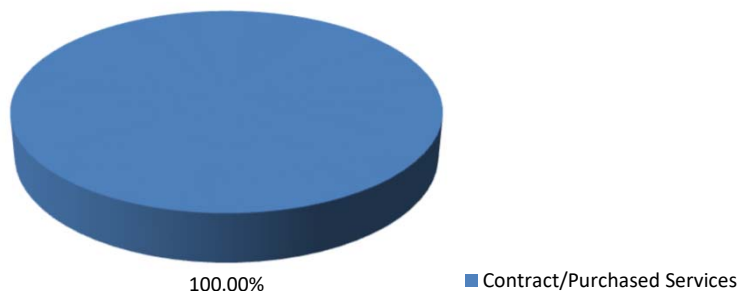
The Operations Division accounts for the resources used to support general expenses arising from the City's efforts to promote and encourage tourism and economic development in the community. A significant portion of the funding for many of the activities administered by the Operations Division have been funded from local economic development funds through 2021. Proceeds from the State of Alaska Commercial Vessel Passenger Excise Tax have been designated as the prime source of funding for this program beginning in 2022.

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%
Total Expenditures	162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Economic/Parking Dev Fund	162,450	152,143	152,143	142,143	-	(152,143)	-100.0%
CPV Special Revenue Fund	-	-	20,000	-	138,625	138,625	NA
Total Funding	162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Marketing Services (Account No. 635.13) decreased by \$13,518, or by 9.5%, due to reflecting the twenty-five percent decrease in the Port of Ketchikan passengers now calling at Ward Cove and the need for either the Ketchikan Gateway Borough or the Ward Cove Dock Group to assume the remaining twenty-five percent of the Ketchikan Visitors Bureau's annual funding request needs.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Tourism and Economic Development

Operations Division 1440-110

DIVISION OPERATING BUDGET DETAIL									
Operating Expenditures			2020	2021 Budget			2022	2021 Adopted/2022	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
635	08	Infrastructure and Plant Maintenance Ser	-	10,000	10,000	-	10,000	-	0.0%
635	13	Marketing Services	162,450	142,143	142,143	142,143	128,625	(13,518)	-9.5%
640	04	Management & Consulting Services	-	-	20,000	-	-	-	0.0%
Contract/Purchased Services			162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%
Total Expenditures by Type			162,450	152,143	172,143	142,143	138,625	(13,518)	-8.9%
NARRATIVE									

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

635.13 Marketing Services: \$128,625 - This account provides expenditures for services provided by the Ketchikan Visitors Bureau to market and promote Ketchikan. Forty-nine percent, or \$128,625, of the Ketchikan Visitors Bureau funding request of the City, less twenty-five percent to be assumed by the Ketchikan Gateway Borough or the Ward Cove Dock Group to reflect the proportionate passengers now calling at Ward Cove, is paid by the CPV Special Revenue Fund and fifty-one percent is paid by the Port Enterprise Fund.

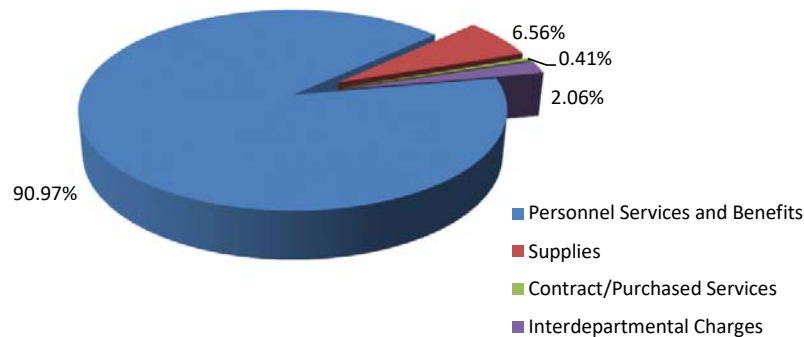
CITY OF KETCHIKAN**2022 Operating and Capital Budget****Tourism and Economic Development****Ambassador Program 1440-140**

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

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	-	-	-	-	111,010	111,010	NA
Supplies	-	-	-	-	8,000	8,000	NA
Contract/Purchased Services	-	-	-	-	500	500	NA
Interdepartmental Charges	-	-	-	-	2,510	2,510	NA
Total Expenditures	-	-	-	-	122,020	122,020	NA

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
CPV Special Revenue Fund	-	-	-	-	122,020	122,020	NA
Total Funding	-	-	-	-	122,020	122,020	NA

2022 Expenditures by Type**OPERATING BUDGET CHANGES FOR 2022**

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$111,010 and Uniforms/Badges/Clothing increased by \$6,000 due to the anticipated operation of the Ambassador Program in 2022. Due to the COVID-19 pandemic, the Ambassador Program was not operated in 2020 and 2021.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Tourism and Economic Development

Ambassador Program 1440-140

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
502 .01 Temporary Wages	-	-	-	-	96,000	96,000	NA
505 .00 Payroll Taxes	-	-	-	-	7,350	7,350	NA
507 .30 Workers Compensation	-	-	-	-	7,180	7,180	NA
508 .00 Other Benefits	-	-	-	-	480	480	NA
Personnel Services and Benefits	-	-	-	-	111,010	111,010	NA
Supplies							
510 02 Operating Supplies	-	-	-	-	2,000	2,000	NA
535 04 Uniforms/Badges/Clothing	-	-	-	-	6,000	6,000	NA
Supplies	-	-	-	-	8,000	8,000	NA
Contract/Purchased Services							
605 01 Ads & Public Announcements	-	-	-	-	500	500	NA
Contract/Purchased Services	-	-	-	-	500	500	NA
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	-	-	-	-	2,510	2,510	NA
Interdepartmental Charges	-	-	-	-	2,510	2,510	NA
Total Expenditures by Type	-	-	-	-	122,020	122,020	NA

NARRATIVE

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

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

507.30 Workers' Compensation: \$7,180 – This account provides expenditures for employer contributions to workers' compensation.

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

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

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

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

825.01 Interdepartmental Charges-Insurance: \$2,510 – This account provides expenditures for the department's share of the City's risk management program.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Tourism and Economic Development

CPV Funded Programs 1440-141

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

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services	-	30,000	30,000	15,000	30,000	-	0.0%
Total Expenditures	-	30,000	30,000	15,000	30,000	-	0.0%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
CPV Special Revenue Fund	-	30,000	30,000	15,000	30,000	-	0.0%
Total Funding	-	30,000	30,000	15,000	30,000	-	0.0%

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
650 .02 Electric, Water, Sewer & Solid Waste	-	30,000	30,000	15,000	30,000	-	0.0%
Contract/Purchased Services	-	30,000	30,000	15,000	30,000	-	0.0%
Total Expenditures by Type	-	30,000	30,000	15,000	30,000	-	0.0%

NARRATIVE

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

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Tourism & Economic Development

Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Amount	%
740.00 Other Assets	791,113	865,000	865,000	-	1,865,000	1,000,000	115.6%
Total Major Capital Outlay	791,113	865,000	865,000	-	1,865,000	1,000,000	115.6%

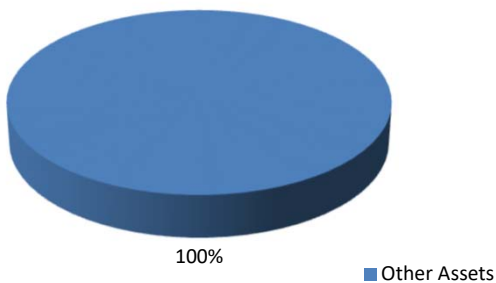
Capital Improvement Projects	Funding Sources		
	Commercial Vessel Passenger Fund		Total
Project			

740.00 Other Assets

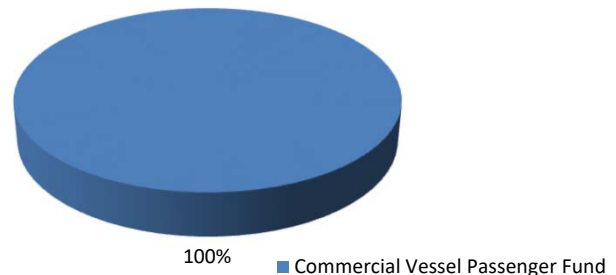
Thomas Basin Promenade	350,000		350,000
Stedman Street Restroom Facilities	1,000,000		1,000,000
Downtown Visitor Amenities	30,000		30,000
Married Man's Trail Gap	140,000		140,000
Married Man's Trail Exit Improvements	250,000		250,000
Salmon Walk and Salmon Ladder Enhancements	95,000		95,000
Total Other Assets	1,865,000	-	1,865,000

Total Capital Budget	1,865,000	-	1,865,000
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Expenditures by Type



Expenditures by Funding Source



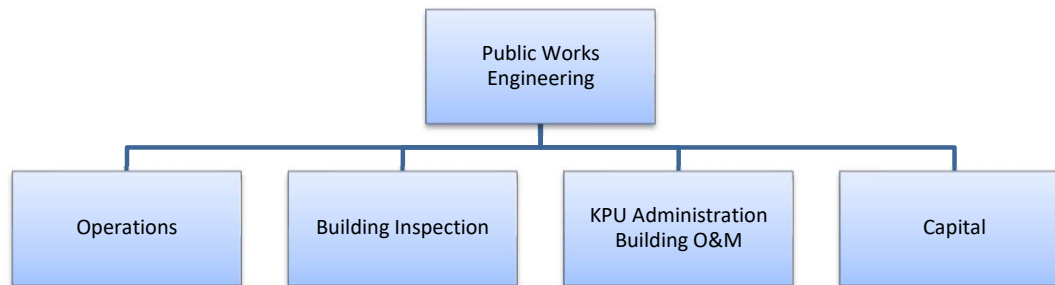
CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Engineering

Summary

The 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 Department 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	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Engineering	1,303,503	1,762,396	1,762,396	1,214,710	1,769,248	6,852	0.4%
Building Inspection	159,615	267,445	267,445	151,470	267,673	228	0.1%
KPU Administration Building O&M	93,127	109,520	109,520	106,420	109,950	430	0.4%
Capital Improvement Program	34,087	70,000	70,000	30,000	70,000	-	0.0%
Total	1,590,332	2,209,361	2,209,361	1,502,600	2,216,871	7,510	0.3%

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,332,757	1,870,776	1,866,256	1,214,985	1,879,506	8,730	0.5%
Supplies	17,272	37,100	37,100	37,100	37,100	-	0.0%
Contract/Purchased Services	148,827	175,815	180,315	172,815	172,815	(3,000)	-1.7%
Minor Capital Outlay	28,440	22,600	21,750	14,220	18,200	(4,400)	-19.5%
Interdepartmental Charges/Reimb Credits	28,949	33,070	33,940	33,480	39,250	6,180	18.7%
Major Capital Outlay	34,087	70,000	70,000	30,000	70,000	-	0.0%
Total	1,590,332	2,209,361	2,209,361	1,502,600	2,216,871	7,510	0.3%

Funding Source	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Support	771,707	1,181,505	1,181,505	807,474	1,188,886	7,381	0.6%
Licenses and Permits	189,219	125,000	125,000	70,000	125,000	-	0.0%
Charges for Services	1,614	5,000	5,000	6,200	5,000	-	0.0%
Public Works Sales Tax Fund	34,087	70,000	70,000	30,000	70,000	-	0.0%
Solid Waste Fund	152,592	212,000	212,000	148,000	212,000	-	0.0%
Wastewater Fund	248,547	345,000	345,000	242,000	344,000	(1,000)	-0.3%
Harbor Fund	42,011	73,000	73,000	51,000	74,000	1,000	1.4%
Port Fund	31,525	53,000	53,000	37,000	53,000	-	0.0%
KPU Enterprise Fund	119,030	144,856	144,856	110,926	144,985	129	0.1%
Total	1,590,332	2,209,361	2,209,361	1,502,600	2,216,871	7,510	0.3%

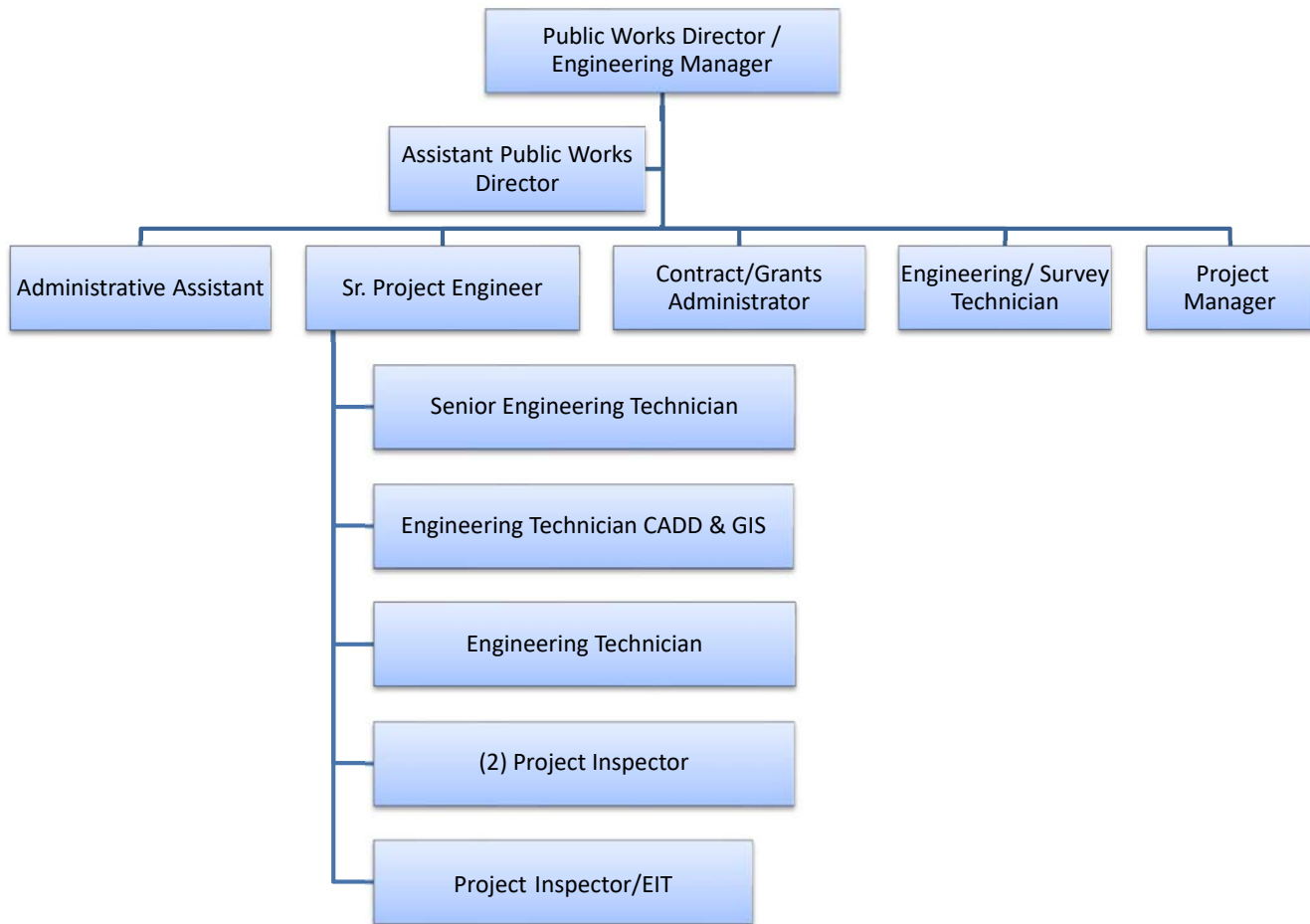
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

Summary

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted /2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Engineering	11.00	11.00	11.00	11.00	962,188	-	0.0%
Building Inspection	2.00	2.00	2.00	2.00	152,963	-	0.0%
Total	13.00	13.00	13.00	13.00	1,115,151	-	0.0%

MISSION STATEMENT

The mission of the Engineering Division is to consistently provide high quality administrative and engineering support to City residents and to each of the operating divisions of General Government and Ketchikan Public Utilities. The Engineering Division is responsible for providing design engineering; contract administration; project management; mapping; inspection and surveying; plan reviews and building inspection; administration of cemetery operations and hospital infrastructure contracts; management of capital improvement projects; and long-range infrastructure replacement planning.



GOALS FOR 2022

- The Public Works Engineering Division will provide complete engineering services, including design, drafting, estimating, maps, plans and specifications; bidding services and clerical support; project inspections; and construction management for capital improvement projects (CIP's) for the departments of General Government (City) and the divisions of Ketchikan Public Utilities (KPU).
- Continue to improve data management of all municipal facilities and properties.
- Focus on in-house design, bidding and construction management/inspection in order to reduce consultant expenditures.
- Provide excellent customer service to City/KPU, residents, businesses and agencies of the community and state.
- Provide technical assistance to other City departments/KPU divisions in a professional, timely and accurate manner.
- Assist other departments/divisions, in order to help them self-perform to offset fiscal constraints.
- Publish a new GIS webmap for public use.
- Implement new high definition aerial photographs for City and KPU use.
- Continue implementation of long-term strategies for staff retention.
- Continue focus on improving accessibility for the disabled population.

- Continue focus on maintaining existing road conditions and creating safer streets and sidewalks.
- Continue focus on maintaining purity of Ketchikan's urban creeks.
- Launch a new, streamlined, all inclusive permit application.
- Issue a comprehensive book of standard details for municipal construction.
- Maintain the Engineering Technician position as vacant through 2022 until the financial impacts of the COVID-19 pandemic are better understood, which will create an annual savings of \$90,388 for the division.
- Maintain the Sr. Project Engineer position as vacant through 2022 until the financial impacts of the COVID-19 pandemic are better understood, which will create an annual savings of \$172,661 for the division.

ACCOMPLISHMENTS FOR 2021

- Continued responsibility for general engineering 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 and implementation of said system and provided maps for public and private sector use.
- Reviewed and issued building, site development, excavation and sewer permits for work in the public right-of-way.
- Provided utility locates for public and private use.
- Administered the Bayview Cemetery Operations and Maintenance Contract.
- Provided support to the Law Department in claims investigations and development of legal descriptions for easements and deeds.
- Prepared and administered ADEC grant and loan applications.
- Managed ongoing bridge inspection and maintenance activities.
- Administered 2021 Streets CIP program focused on transportation infrastructure maintenance and repair. Projects include: Bridge Deck Repairs, Deermount/Fair Street Intersection, Ketchikan Lakes Road Joint Repairs, Grant Street Trestle Repairs, Ridgewood Street Road Improvements, View Drive Drainage & Road Improvements, and various catch basin and manhole repairs.
- Designed and administered a contract for interim stabilization of the Schoenbar Culvert.
- Continued design and permitting for Schoenbar Culvert Rehabilitation.
- Administered design of Schoenbar Road Reconstruction Project.
- Administered design and construction of numerous Hospital projects.
- Conducted an inflow and infiltration study and smoke testing on the Tongass Ave corridor sewers.
- Administered design contract of Park Avenue Safe Shelter addition.
- Administered design and construction of the new WISH Domestic Violence Shelter.
- Ongoing review and comments for numerous State of Alaska 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.
- Disposed of City surplus equipment and vehicles via auction.
- Administered vehicle and equipment procurement contracts.
- Identified, designed and implemented solutions to neighborhood storm drainage problems.
- Administered the bituminous interim road repair project.
- Provided surveying services for General Government and KPU.
- Provided numerous parking, restriping and sign upgrades.
- Drafted and submitted numerous State loan applications.
- Provided technical support to the City Manager's Office and City Council on uplands improvements associated with proposed Port expansion.
- Administered design and construction of Police Station Exterior Improvements and Re-siding.
- Assisted with numerous aspects of the COVID-19 pandemic.
- Administered the construction of TFCC audio-visual improvements.
- Played an active role in ADEC's effort to quantify and manage the water quality of Ketchikan's urban creeks.

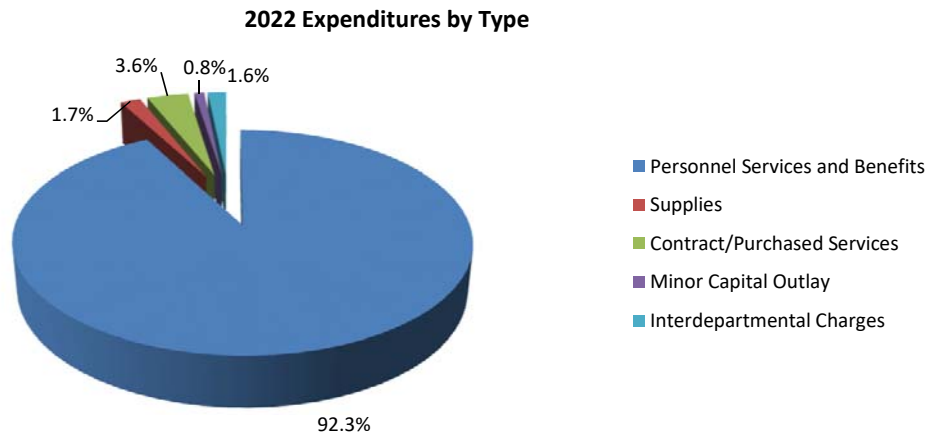
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

DIVISION SUMMARY							
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,184,054	1,622,541	1,618,021	1,082,455	1,631,483	8,942	0.6%
Supplies	15,051	30,800	30,800	30,800	30,800	-	0.0%
Contract/Purchased Services	59,424	63,575	68,075	63,575	63,575	-	0.0%
Minor Capital Outlay	24,337	22,400	21,550	14,020	15,000	(7,400)	-33.0%
Interdepartmental Charges	20,637	23,080	23,950	23,860	28,390	5,310	23.0%
Total Expenditures	1,303,503	1,762,396	1,762,396	1,214,710	1,769,248	6,852	0.4%

Funding Source	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	731,727	962,396	962,396	651,510	969,248	6,852	0.7%
Charges for Services	1,614	5,000	5,000	6,200	5,000	-	0.0%
Solid Waste Fund	152,592	212,000	212,000	148,000	212,000	-	0.0%
Wastewater Fund	248,547	345,000	345,000	242,000	344,000	(1,000)	-0.3%
Harbor Fund	42,011	73,000	73,000	51,000	74,000	1,000	1.4%
Port Fund	31,525	53,000	53,000	37,000	53,000	-	0.0%
KPU Enterprise Fund	95,487	112,000	112,000	79,000	112,000	-	0.0%
Total Funding	1,303,503	1,762,396	1,762,396	1,214,710	1,769,248	6,852	0.4%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted /2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director/Engineering Manager	1.00	1.00	1.00	1.00	145,167	-	0.0%
Assistant Public Works Director	1.00	1.00	1.00	1.00	131,515	-	0.0%
Sr. Project Engineer	1.00	1.00	1.00	1.00	102,664	-	0.0%
Project Manager	1.00	1.00	1.00	1.00	86,367	-	0.0%
Contract/Grants Administrator	1.00	1.00	1.00	1.00	74,464	-	0.0%
Public Works Inspector	1.00	2.00	2.00	2.00	154,232	-	0.0%
Project Inspector/EIT	1.00	1.00	1.00	1.00	82,638	-	0.0%
Sr. Engineering Technician	1.00	-	-	-	-	-	0.0%
Engineering Technician	1.00	1.00	1.00	1.00	54,538	-	0.0%
Engineering Tech/CADD & GIS	1.00	1.00	1.00	1.00	71,261	-	0.0%
Administrative Assistant	1.00	1.00	1.00	1.00	59,342	-	0.0%
Total	11.00	11.00	11.00	11.00	962,188	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Machinery & Equipment (Account No. 790.25) decreased by \$8,400, or by \$100%.
- Interdepartmental-Insurance (Account No. 825.01) increased by \$5,310, or by 23.0%, due to an increase in insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	759,157	967,596	967,576	695,020	962,188	(5,408)	-0.6%
501 .01 Overtime Wages	9,906	35,000	35,000	13,470	35,000	-	0.0%
502 .01 Temporary Wages	10,964	35,000	30,500	11,670	35,000	-	0.0%
505 .00 Payroll Taxes	56,080	79,380	79,380	52,340	78,970	(410)	-0.5%
506 .00 Pension	133,134	164,190	164,190	110,170	174,890	10,700	6.5%
507 .00 Health and Life Insurance	162,306	296,940	296,940	161,920	301,080	4,140	1.4%
507 .30 Workers Compensation	14,751	19,130	19,130	12,560	16,190	(2,940)	-15.4%
508 .00 Other Benefits	36,506	23,480	23,480	23,480	26,340	2,860	12.2%
509 .03 Allowances-PW Clothing	1,250	1,750	1,750	1,750	1,750	-	0.0%
509 .08 Allowances-Medical Expenses	-	75	75	75	75	-	0.0%
Personnel Services and Benefits	1,184,054	1,622,541	1,618,021	1,082,455	1,631,483	8,942	0.6%
Supplies							
510 .01 Office Supplies	4,009	10,500	10,500	10,500	10,500	-	0.0%
510 .02 Operating Supplies	5,579	6,000	6,000	6,000	6,000	-	0.0%
510 .03 Safety Program Supplies	581	1,500	1,500	1,500	1,500	-	0.0%
510 .05 Small Tools and Equipment	3,211	3,500	3,500	3,500	3,500	-	0.0%
515 .01 Vehicle Maintenance Materials	-	800	800	800	800	-	0.0%
515 .04 Machinery & Equip Maint Materials	-	1,000	1,000	1,000	1,000	-	0.0%
520 .02 Postage	187	1,000	1,000	1,000	1,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	1,484	5,000	5,000	5,000	5,000	-	0.0%
530 .03 Professional and Technical Publications	-	500	500	500	500	-	0.0%
535 .02 Business and Meal Expenses	-	1,000	1,000	1,000	1,000	-	0.0%
Supplies	15,051	30,800	30,800	30,800	30,800	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

Operations 1510-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,472	1,250	1,250	1,250	1,250	-	0.0%
600 .02 Travel-Training	302	1,500	1,500	1,500	1,500	-	0.0%
600 .03 Training and Education	6,948	1,500	2,600	1,500	1,500	-	0.0%
605 .01 Ads and Public Announcements	16,695	10,000	10,000	10,000	10,000	-	0.0%
615 .01 Professional & Technical Licenses	540	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	270	1,000	1,000	1,000	1,000	-	0.0%
630 .01 Buildings & Operating Permits	100	350	350	350	350	-	0.0%
630 .02 Vehicle Licenses	75	75	75	75	75	-	0.0%
630 .05 Software Licenses	2,023	3,000	3,000	3,000	3,000	-	0.0%
630 .06 Service Charges & Fees	305	650	650	650	650	-	0.0%
635 .04 Software Maintenance Services	20,031	20,000	20,000	20,000	20,000	-	0.0%
635 .07 Machinery & Equipment Maintenance Ser	150	1,000	4,400	1,000	1,000	-	0.0%
640 .02 Engineering & Architectural Services	490	2,500	2,500	2,500	2,500	-	0.0%
640 .04 Management and Consulting Services	2,425	4,250	4,250	4,250	4,250	-	0.0%
650 .01 Telecommunications	7,598	15,000	15,000	15,000	15,000	-	0.0%
Contract/Purchased Services	59,424	63,575	68,075	63,575	63,575	-	0.0%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	2,482	2,000	2,000	2,000	2,000	-	0.0%
790 .25 Machinery & Equipment	7,825	8,400	7,530	-	-	(8,400)	-100.0%
790 .26 Computers, Printers & Copiers	13,395	8,000	8,020	8,020	9,000	1,000	12.5%
790 .35 Software	635	4,000	4,000	4,000	4,000	-	0.0%
Minor Capital Outlay	24,337	22,400	21,550	14,020	15,000	(7,400)	-33.0%
Interdepartmental Charges/							
Reimbursable Credits							
825 .01 Interdepartmental-Insurance	20,637	23,080	23,950	23,860	28,390	5,310	23.0%
Interdepartmental Charges	20,637	23,080	23,950	23,860	28,390	5,310	23.0%
Total Expenditures by Type	1,303,503	1,762,396	1,762,396	1,214,710	1,769,248	6,852	0.4%

NARRATIVE

500.01 Regular Salaries & Wages: \$962,188 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Engineering Division.

501.01 Overtime Wages: \$35,000 – This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$35,000 – This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Engineering Division.

505.00 Payroll Taxes: \$78,970 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$174,890 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$301,080 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$16,190 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$26,340 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,750 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of Public Works pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances – Medical Expenses: \$75 – This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employee.

510.01 Office Supplies: \$10,500 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$6,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as employee awards and recognition pins, brochures, posters, general materials for public programs, engineering materials, paint, and solvents.

510.03 Safety Program Supplies: \$1,500 - This account provides expenditures for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.05 Small Tools & Equipment: \$3,500 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, snow removal equipment, computer accessories, space heaters, fans, radios, calculators, file cabinets, and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$800 - This account provides expenditures for the repair and maintenance of vehicles owned or leased and operated by the Public Works Engineering Division.

515.04 Machinery & Equipment Maintenance: \$1,000 – This account provides expenditures for repair and maintenance of machinery and equipment owned or leased by the City. Included are office equipment, surveying equipment, GPS and data collection equipment and computers.

520.02 Postage: \$1,000 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

525.04 Vehicle Motor Fuel & Lubricants: \$5,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the Engineering Division vehicles.

530.03 Professional & Technical Publications: \$500 - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, engineering, building codes, professional standards and technical journals.

535.02 Business & Meal Expenses: \$1,000 - This account provides expenditures for reimbursements to employees for business and job related meals, mileage for use of personal vehicles and other business related expenses.

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

600.02 Travel-Training: \$1,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$1,500 - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

605.01 Ads & Public Announcements: \$10,000 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, etc.

615.01 Professional & Technical Licenses: \$1,500 – This account provides expenditures for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed engineers, and fees paid for technical certifications required by survey staff and operators of special equipment.

615.02 Assn. Membership Dues & Fees: \$1,000 – This account provides expenditures for memberships in professional and trade associations such as the American Concrete Institute, American Society of Civil Engineers, National Society of Professional Surveyors and Solid Waste Association of North America.

630.01 Building & Operating Permits: \$350 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630.02 Vehicle Licenses: \$75 – This account provides expenditures for licensing City vehicles for operations on public highways.

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

630.06 Service Charges & Fees: \$650 - This account provides expenditures for miscellaneous service charges and fees. Included are filing fees, recording fees and fees not accounted for in other accounts.

635.04 Software Maintenance Services: \$20,000 - This account provides expenditures for maintenance agreements to support licensed software systems, including AutoCAD (DLT Solutions), ESRI, eQuorum, Bluebeam Software and other design programs.

635.07 Machinery & Equipment Maintenance Services: \$1,000 - This account provides expenditures for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the department. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

640.02 Engineering & Architectural Services: \$2,500 - This account provides expenditures for engineering and architectural services, such as asbestos clearance monitoring.

640.04 Management & Consulting Services: \$4,250 - This account provides expenditures for management and consulting services. Included are project management services, rate studies, management studies and other management and consulting services requiring persons or firms with specialized skills and knowledge.

650.01 Telecommunications: \$15,000 - This account provides for expenditures telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

790.15 Furniture & Fixtures: \$2,000 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, conference room chairs, workstations, file cabinets, storage cabinets and building fixtures. For 2022, this will fund the replacement of several office chairs that are beyond their useful life.

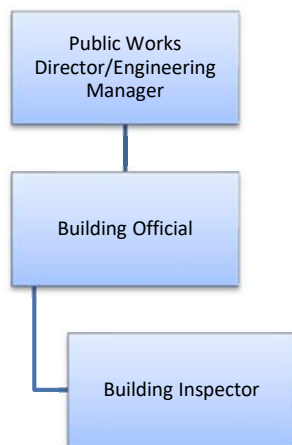
790.26 Computers, Printers & Copiers: \$9,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, mapping plotter, photocopiers and fax machines. Per the replacement schedule developed by the Information Technology Department, two computers capable of performing engineering tasks will be replaced.

790.35 Software: \$4,000 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements. Included are updates such as Adobe Acrobat Professional, and at least two AutoCAD seats to a higher classification to accommodate mapping upgrades.

825.01 Interdepartmental Charges – Insurance: \$28,390 - This account provides expenditures for risk management services and claims.

MISSION STATEMENT

The mission of the Building Inspection Division is to ensure minimum code compliance standards for all new building construction and alterations to existing structures. The Building Inspection Division now performs the life/safety plan reviews previously performed by the State Fire Marshal's office. The inspection services, information sharing and coordination with citizens and other agencies are the division's daily responsibility.



GOALS FOR 2022

- Administer the adopted codes and provide the general public, design professionals and builders with supplemental information to aid them during the transition process.
- Continue to update the building department website to inform the public of the manner in which to navigate the building permit and inspection process.
- Continue to update and enforce the provisions of the dangerous building code in accordance with the City's life/safety regulations.
- Upgrade the record keeping system within the Building Inspection Division to improve associated processes.
- Recruit for and hire a Building Inspector, which was held vacant through 2021 in response to the financial impacts of the COVID-19 pandemic.

ACCOMPLISHMENTS FOR 2021

- Continued to be an approved municipality by Alaska Housing Finance Corporation, resulting in cost savings for inspection fees to the new home builder.
- Continued to assist the City in maintaining a high Insurance Services Office (ISO) rating.
- Continued to maintain the deferred City status from the State Fire Marshal's office, thus continuing the City's one stop plan review process and capturing the additional permit fees.
- Continued to update and provide new information to the general public on the City website for better public awareness and ease of navigating the permit process.
- Staff has trained and acquired all International Code Council (ICC) recertifications required to perform their duties.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

Building Inspection 1510-250

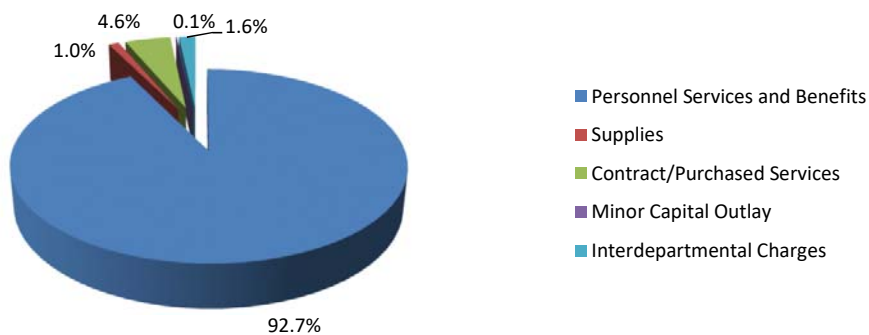
DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	148,703	248,235	248,235	132,530	248,023	(212)	-0.1%
Supplies	752	2,800	2,800	2,800	2,800	-	0.0%
Contract/Purchased Services	5,368	12,240	12,240	12,240	12,240	-	0.0%
Minor Capital Outlay	1,249	200	200	200	200	-	0.0%
Interdepartmental Charges	3,543	3,970	3,970	3,700	4,410	440	11.1%
Total Expenditures	159,615	267,445	267,445	151,470	267,673	228	0.1%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	(29,604)	142,445	142,445	81,470	142,673	228	0.2%
Licenses and Permits	189,219	125,000	125,000	70,000	125,000	-	0.0%
Total Funding	159,615	267,445	267,445	151,470	267,673	228	0.1%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted /2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Building Official	1.00	1.00	1.00	1.00	85,155	-	0.0%
Building Inspector	1.00	1.00	1.00	1.00	67,808	-	0.0%
Total	2.00	2.00	2.00	2.00	152,963	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Engineering

Building Inspection 1510-250

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted /2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	80,864	151,715	151,715	82,960	152,963	1,248	0.8%
501 .01 Overtime Wages	-	5,000	5,000	3,280	5,000	-	0.0%
502 .01 Temporary Wages	-	5,000	5,000	1,670	5,000	-	0.0%
505 .00 Payroll Taxes	8,394	12,760	12,760	6,500	12,470	(290)	-2.3%
506 .00 Pension	8,299	18,640	18,640	8,850	17,790	(850)	-4.6%
507 .00 Health and Life Insurance	20,881	43,180	43,180	21,290	43,440	260	0.6%
507 .30 Workers Compensation	5,200	7,730	7,730	4,020	6,670	(1,060)	-13.7%
508 .00 Other Benefits	22,794	3,710	3,710	3,710	4,190	480	12.9%
509 .03 Allowances-PW Clothing	2,271	500	500	250	500	-	0.0%
Personnel Services and Benefits	148,703	248,235	248,235	132,530	248,023	(212)	-0.1%
Supplies							
510 .01 Office Supplies	-	300	300	300	300	-	0.0%
510 .03 Safety Program Supplies	-	100	100	100	100	-	0.0%
510 .05 Small Tools & Equipment	-	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	554	1,800	1,800	1,800	1,800	-	0.0%
530 .03 Professional & Technical Publications	198	500	500	500	500	-	0.0%
535 .04 Uniforms/Badges/Clothing	-	-	-	-	-	-	NA
Supplies	752	2,800	2,800	2,800	2,800	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	-	750	750	750	750	-	0.0%
600 .03 Training and Education	85	500	500	500	500	-	0.0%
615 .01 Professional & Technical Licenses	-	400	400	400	400	-	0.0%
615 .02 Assn. Membership Dues & Fees	570	650	650	650	650	-	0.0%
630 .02 Vehicle License Fees	-	40	40	40	40	-	0.0%
630 .03 Bank & Merchant Fees	2,083	2,000	2,000	2,000	2,000	-	0.0%
635 .04 Software & Equip Maint Services	186	200	200	200	200	-	0.0%
640 .04 Management and Consulting Services	1,000	5,700	5,700	5,700	5,700	-	0.0%
650 .01 Telecommunications	1,444	2,000	2,000	2,000	2,000	-	0.0%
Contract/Purchased Services	5,368	12,240	12,240	12,240	12,240	-	0.0%
Minor Capital Outlay							
790 .26 Computers, Printers & Copiers	1,249	-	-	-	-	-	NA
790 .35 Software	-	200	200	200	200	-	0.0%
Minor Capital Outlay	1,249	200	200	200	200	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	3,543	3,970	3,970	3,700	4,410	440	11.1%
Interdepartmental Charges	3,543	3,970	3,970	3,700	4,410	440	11.1%
Total Expenditures by Type	159,615	267,445	267,445	151,470	267,673	228	0.1%

NARRATIVE

500.01 Regular Salaries & Wages: \$152,963 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

501.01 Overtime Wages: \$5,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$5,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Building Inspection Division.

505.00 Payroll Taxes: \$12,470 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$17,790 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$43,440 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$6,670 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$4,190 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$500 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

510.01 Office Supplies: \$300 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.03 Safety Program Supplies: \$100 - This account provides expenditures for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing.

510.05 Small Tools & Equipment: \$100 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, flashlights, inspection equipment, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

525.04 Vehicle Motor Fuel & Lubricants: \$1,800 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

530.03 Professional & Technical Publications: \$500 - This account provides expenditures for professional and technical publications. Included are professional handbooks, print and electronic subscription services for building codes, professional standards and technical journals.

600.02 Travel-Training: \$750 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Engineering

Building Inspection 1510-250

600.03 Training & Education: \$500 - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615.01 Professional & Technical Licenses: \$400 – This account provides expenditures for recertification fees for employees requiring a license in order to perform their duties.

615.02 Assn. Membership Dues & Fees: \$650 – This account provides expenditures for memberships in professional and trade associations such as the International Code Council, Southern Southeast Alaska Building Association, National Fire Sprinkler Association and National Fire Protection Association.

630.02 Vehicle Licenses: \$40 – This account provides expenditures for licensing City vehicles for operations on public highways.

630.03 Bank & Merchant Fees: \$2,000 – This account provides expenditures for merchant fees for use of credit and debit cards for building permit fees.

635-04 Software & Equipment Maintenance Services: \$200 – This account provides expenditures for maintenance agreements to support licensed software systems and other technology based systems that include both software and hardware components.

640.04 Management & Consulting Services: \$5,700 - This account provides expenditures for management and consulting services. Included are consulting services requiring persons or firms with specialized knowledge for work such as structural or seismic plan reviews.

650.01 Telecommunications: \$2,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

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

825.01 Interdepartmental Charges – Insurance: \$4,410 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

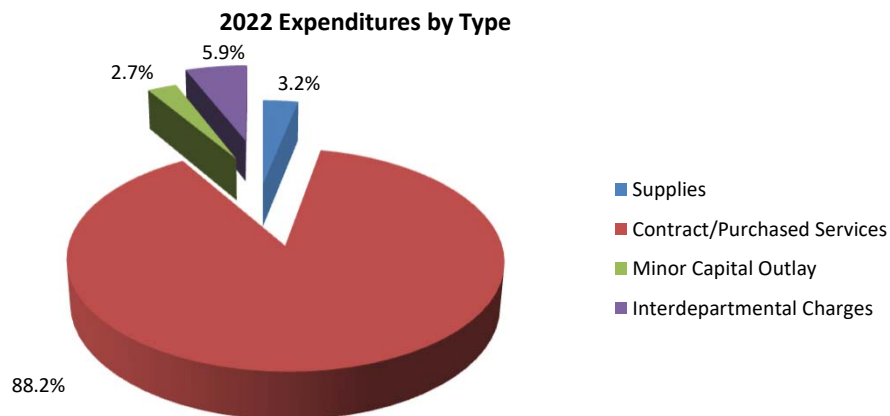
MISSION STATEMENT

The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration Building is shared by the City Public Works Department and the KPU Water Division and is based on the square footage occupied by each department/division. Public Works currently occupies 70 percent of the office space and the Water Division occupies 30 percent of the office space. Operating and maintaining the Administration Building is a Public Works Department function. The Water Division is assessed an interdepartmental charge for its share of the costs.

COST CENTER SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	1,469	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services	84,035	100,000	100,000	97,000	97,000	(3,000)	-3.0%
Minor Capital Outlay	2,854	-	-	-	3,000	3,000	NA
Interdepartmental Charges	4,769	6,020	6,020	5,920	6,450	430	7.1%
Total Expenditures	93,127	109,520	109,520	106,420	109,950	430	0.4%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	69,584	76,664	76,664	74,494	76,965	301	0.4%
KPU Enterprise Fund	23,543	32,856	32,856	31,926	32,985	129	0.4%
Total Funding	93,127	109,520	109,520	106,420	109,950	430	0.4%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

KPU Administration Building O&M 1510-251

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
515 .02 Building & Grounds Maint Materials	1,469	3,500	3,500	3,500	3,500	-	0.0%
Supplies	1,469	3,500	3,500	3,500	3,500	-	0.0%
Contract/Purchased Services							
635 .02 Janitorial & Cleaning Services	7,381	15,000	15,000	15,000	15,000	-	0.0%
635 .06 Building & Grounds Maint Services	29,929	25,000	25,000	25,000	25,000	-	0.0%
650 .01 Telecommunications	15,006	15,000	15,000	12,000	12,000	(3,000)	-20.0%
650 .02 Electric, Water, Sewer & Solid Waste	31,719	45,000	45,000	45,000	45,000	-	0.0%
Contract/Purchased Services	84,035	100,000	100,000	97,000	97,000	(3,000)	-3.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	2,854	-	-	-	3,000	3,000	NA
Minor Capital Outlay	2,854	-	-	-	3,000	3,000	NA
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	4,769	6,020	6,020	5,920	6,450	430	7.1%
Interdepartmental Charges	4,769	6,020	6,020	5,920	6,450	430	7.1%
Total Expenditures by Type	93,127	109,520	109,520	106,420	109,950	430	0.4%

NARRATIVE

515.02 Building and Grounds Maintenance Materials: \$3,500 – This account provides expenditures for materials required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

635.02 Janitorial and Cleaning Services: \$15,000 – This account provides expenditures for contractual services for carpet cleaning and other miscellaneous cleaning services at the KPU Administration Building.

635.06 Buildings and Grounds Maintenance Services: \$25,000 - This account provides expenditures for contractual services required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

650.01 Telecommunications: \$12,000 - 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: \$6,450 - This account provides expenditures for risk management services and claims.

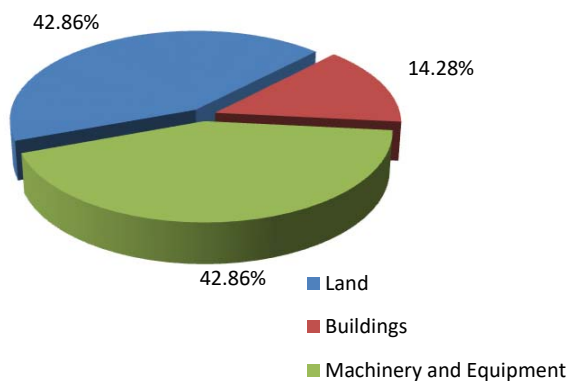
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Engineering

Capital Budget

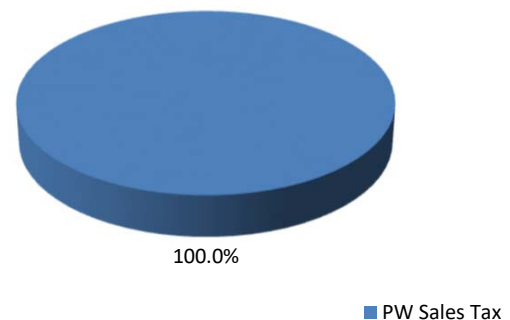
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted /2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
700.00 Land	-	30,000	30,000	30,000	30,000	-	0.0%
705.00 Buildings	3,848	40,000	40,000	-	10,000	(30,000)	-75.0%
720.00 Vehicles and Moving Equipment	30,239	-	-	-	-	-	0.0%
725-00 Machinery and Equipment					30,000	30,000	NA
Total Major Capital Outlay	34,087	70,000	70,000	30,000	70,000	-	0.0%

Capital Improvement Projects		Funding Sources		
		PW Sales Tax		Total
700.00 Land				
	Dangerous Building Abatement/Foreclosed Property Remediation	30,000		30,000
	Total Land	30,000	-	30,000
705.00 Buildings				
	PW Admin Building Heating Upgrade	10,000		10,000
	Total Building	10,000	-	10,000
725.00 Machinery and Equipment				
	Survey Equipment	30,000		30,000
	Total Machinery and Equipment	30,000	-	30,000
	Total Capital Budget	70,000	-	70,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	83,469	98,370	98,370	95,850	88,940	(9,430)	-9.6%
Capital Improvement Program	11,635	2,500	2,500	2,500	2,500	-	0.0%
Total	95,104	100,870	100,870	98,350	91,440	(9,430)	-9.3%

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,417	4,690	4,690	3,690	4,690	-	0.0%
Contract/Purchased Services	80,119	81,600	85,100	83,600	82,600	1,000	1.2%
Minor Capital Outlay	42	11,000	7,500	7,500	500	(10,500)	-95.5%
Interdepartmental Charges	891	1,080	1,080	1,060	1,150	70	6.5%
Major Capital Outlay	11,635	2,500	2,500	2,500	2,500	-	0.0%
Total	95,104	100,870	100,870	98,350	91,440	(9,430)	-9.3%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	78,469	93,370	93,370	90,850	83,940	(9,430)	-10.1%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Cemetery Development Fund	4,001	2,500	2,500	2,500	2,500	-	0.0%
Public Works Sales Tax Fund	7,634	-	-	-	-	-	NA
Total	95,104	100,870	100,870	98,350	91,440	(9,430)	-9.3%

CITY OF KETCHIKAN**2022 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 2022

- 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.

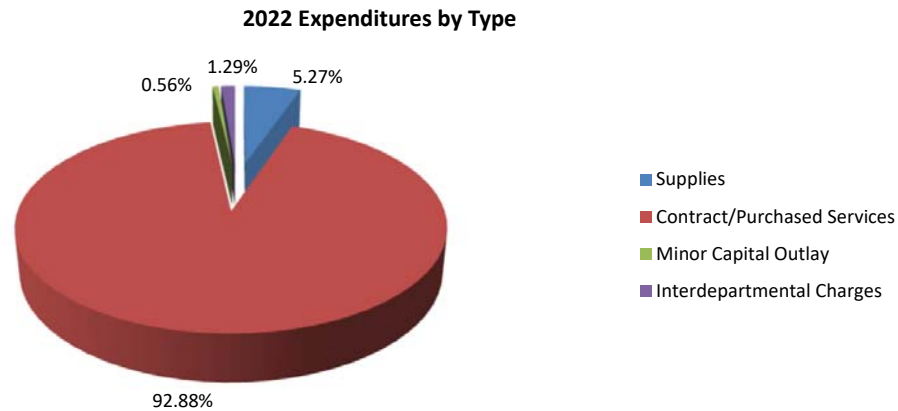
ACCOMPLISHMENTS FOR 2021

- Grading and drainage improvements.
- Refurbished existing benches and added new benches.
- Continued planning for cemetery expansion, with focus on crypts and niches.
- Refurbished the greenhouse.

DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	2,417	4,690	4,690	3,690	4,690	-	0.0%
Contract/Purchased Services	80,119	81,600	85,100	83,600	82,600	1,000	1.2%
Minor Capital Outlay	42	11,000	7,500	7,500	500	(10,500)	-95.5%
Interdepartmental Charges	891	1,080	1,080	1,060	1,150	70	6.5%
Total Expenditures	83,469	98,370	98,370	95,850	88,940	(9,430)	-9.6%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	78,469	93,370	93,370	90,850	83,940	(9,430)	-10.1%
Cemetery O&M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
Total Funding	83,469	98,370	98,370	95,850	88,940	(9,430)	-9.6%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Minor Capital Outlay - Buildings (Account No. 790.05) decreased by \$8,000, or by 100%, due to the project being completed in 2021.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	110	190	190	190	190	-	0.0%
515 .02 Building & Grounds Maint Materials	970	3,000	3,000	2,000	3,000	-	0.0%
525 .03 Heating Fuel	1,337	1,500	1,500	1,500	1,500	-	0.0%
Supplies	2,417	4,690	4,690	3,690	4,690	-	0.0%
Contract/Purchased Services							
630 .03 Bank & Merchant Fees	135	300	300	300	300	-	0.0%
635 .04 Software Maintenance Services	2,080	2,200	2,200	2,200	2,200	-	0.0%
635 .06 Building & Grounds Maint Services	74,660	75,000	78,500	77,000	76,000	1,000	1.3%
635 .07 Machinery & Equip Maint Services	65	400	400	400	400	-	0.0%
650 .01 Telecommunications	2,073	2,300	2,300	2,300	2,300	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	1,106	1,400	1,400	1,400	1,400	-	0.0%
Contract/Purchased Services	80,119	81,600	85,100	83,600	82,600	1,000	1.2%
Minor Capital Outlay							
790 .05 Buildings	-	8,000	4,500	4,500	-	(8,000)	-100.0%
790 .25 Machinery and Equipment	42	500	500	500	500	-	0.0%
790 .40 Other Capital Assets	-	2,500	2,500	2,500	-	(2,500)	-100.0%
Minor Capital Outlay	42	11,000	7,500	7,500	500	(10,500)	-95.5%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	891	1,080	1,080	1,060	1,150	70	6.5%
Interdepartmental Charges	891	1,080	1,080	1,060	1,150	70	6.5%
Total Expenditures by Type	83,469	98,370	98,370	95,850	88,940	(9,430)	-9.6%

NARRATIVE

510.02 Operating Supplies: \$190 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support Cemetery Division operations.

515.02 Building & Grounds Maintenance Materials: \$3,000 – This account provides expenditures for materials required for the repair and maintenance of buildings and upkeep of the cemetery grounds.

525.03 Heating Fuel: \$1,500 - This account provides expenditures for heating fuel to heat the caretaker's building owned and operated by the City.

630.03 Bank & Merchant Fees: \$300 - This account provides expenditures for monthly bank account service charges, merchant fees paid to banks for customer use of credit and debit cards and other fees for banking services.

635.04 Software Maintenance Services: \$2,200 - This account provides expenditures for maintenance service agreements to support cemetery management software.

635.06 Buildings & Grounds Maintenance Services: \$76,000 - This account provides expenditures for contractual services required for the repair and maintenance of buildings and the upkeep of cemetery grounds. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$400 - This account provides expenditures for contractual services required for the repair and maintenance of machinery and other operating equipment owned or leased by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

650.01 Telecommunications: \$2,300 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$1,400 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.25 Machinery and Equipment: \$500 - This account provides expenditures for the rental of specialized equipment occasionally needed to access the upper crypts and to open saturated and/or frozen burial sites.

825.01 Interdepartmental Charges – Insurance: \$1,150 - This account provides expenditures for risk management services and claims.

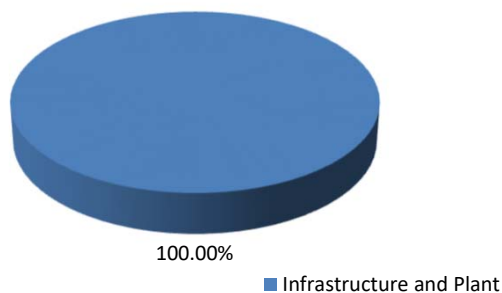
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Cemetery

Capital Budget

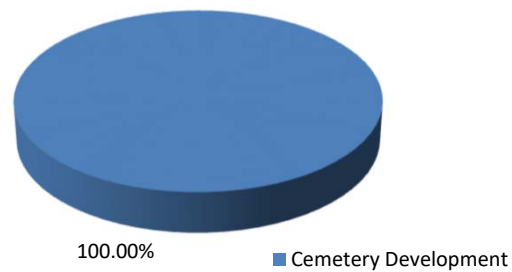
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
730.00 Infrastructure and Plant	11,635	2,500	2,500	2,500	2,500	-	0.0%
Total Major Capital Outlay	11,635	2,500	2,500	2,500	2,500	-	0.0%

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

Expenditures by Type



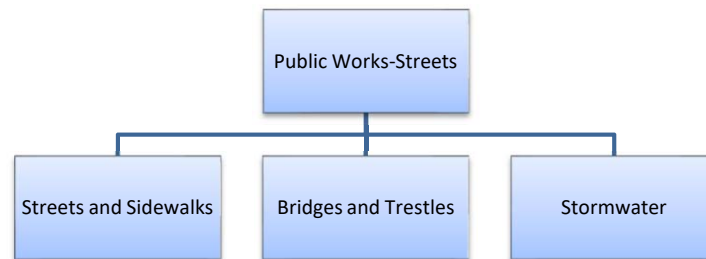
Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Operations	1,566,235	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%
Seasonal Litter Program	5,355	-	-	-	-	-	NA
Capital Improvement Program	1,094,060	3,148,745	3,148,745	545,000	3,983,428	834,683	26.5%
Total	2,665,650	4,934,322	4,934,322	2,181,950	5,785,557	851,235	17.3%

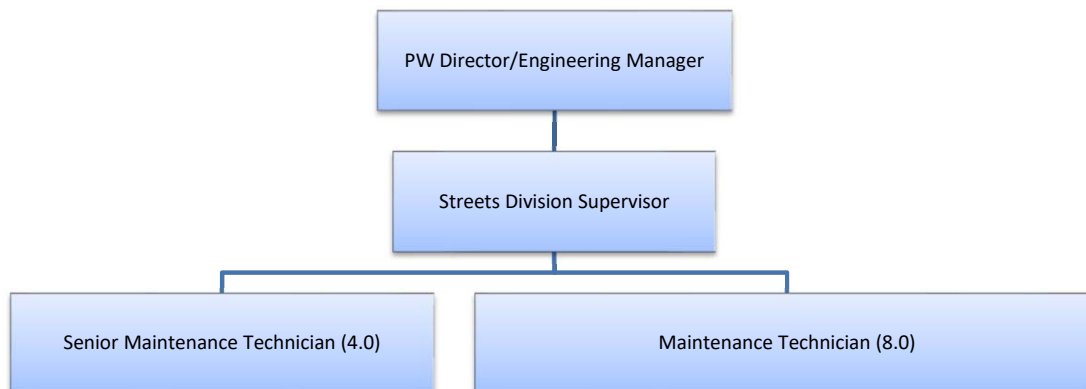
Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,227,587	1,449,957	1,429,912	1,285,160	1,438,409	(11,548)	-0.8%
Supplies	249,902	252,865	272,865	272,865	272,865	20,000	7.9%
Contract/Purchased Services	57,973	44,545	44,590	41,045	44,545	-	0.0%
Minor Capital Outlay	14,704	5,250	5,250	5,250	8,750	3,500	66.7%
Interdepartmental Charges-Public Safety	(8,803)	-	-	-	-	-	NA
Interdepartmental Charges	30,227	32,960	32,960	32,630	37,560	4,600	14.0%
Major Capital Outlay	1,094,060	3,148,745	3,148,745	545,000	3,983,428	834,683	26.5%
Total	2,665,650	4,934,322	4,934,322	2,181,950	5,785,557	851,235	17.3%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund	1,571,590	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%
Public Works Sales Tax Fund	1,094,060	1,048,745	1,048,745	545,000	1,483,428	434,683	41.4%
Proposed GO Bonds	-	2,100,000	2,100,000	-	2,500,000	400,000	19.0%
Total	2,665,650	4,934,322	4,934,322	2,181,950	5,785,557	851,235	17.3%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	13.00	13.00	13.00	13.00	774,989	-	0.0%
Total	13.00	13.00	13.00	13.00	774,989	-	0.0%

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 2022

- 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.
- Maintain one Maintenance Technician position as vacant through 2022 until the financial impacts of the COVID-19 pandemic are better understood, which will create an annual savings of \$84,086 for the division.

ACCOMPLISHMENTS FOR 2021

- Re-painted City crosswalks and parking lots throughout town.
- Helped remodel the new Day Shelter on Park Avenue with the Building Maintenance Division.
- Installed a valley gutter in the Centennial Building parking lot.
- 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.
- Worked in-house to pressure wash the rope bollards along Front and Mill Streets.
- Worked in-house to pressure wash all of the decorative street light poles downtown as well as Hopkins Alley, Betty King Alley and Creek Street.
- Re-built the Washburn Street stairs.
- Provided curbside pick-up of approximately 80 tons of trash during Spring Clean-Up Week.
- Helped to move equipment and artifacts out of the old Fire Station No. 1 and into the Museum and its storage facility.
- Provided ongoing maintenance of infrastructure, including: street sweeping, flushing, crosswalks, non-skid, brushing, snow and ice control, signs, storm drain cleaning, etc.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

- Provided support for community service projects and events.
- Assisted other City departments as needed.
- Installed various road maintenance materials as an interim preservation to asphalt and concrete roads until resumption of a full Capital Improvement Program.

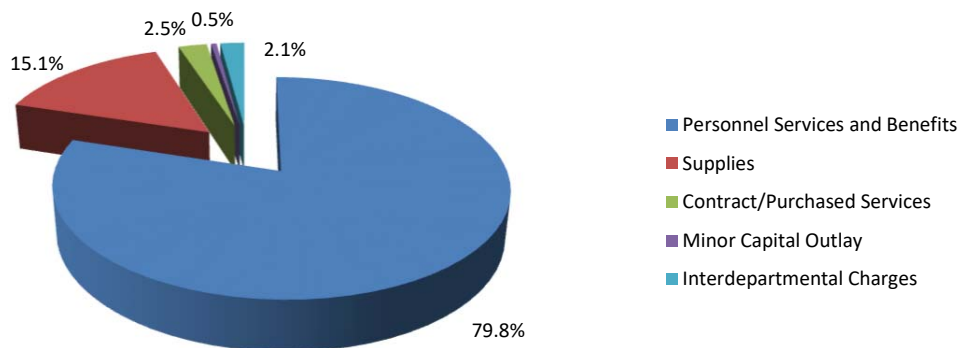
DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,227,587	1,449,957	1,429,912	1,285,160	1,438,409	(11,548)	-0.8%
Supplies	244,923	252,865	272,865	272,865	272,865	20,000	7.9%
Contract/Purchased Services	57,973	44,545	44,590	41,045	44,545	-	0.0%
Minor Capital Outlay	14,704	5,250	5,250	5,250	8,750	-	66.7%
Interdepartmental Charges-Public Safety	(8,803)	-	-	-	-	-	0.0%
Interdepartmental Charges	29,851	32,960	32,960	32,630	37,560	4,600	14.0%
Total Expenditures	1,566,235	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,566,235	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%
Total Funding	1,566,235	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	75,575	-	0.0%
Senior Maintenance Technician	4.00	4.00	4.00	4.00	252,138	-	0.0%
Maintenance Technician	8.00	8.00	8.00	8.00	447,276	-	0.0%
Total	13.00	13.00	13.00	13.00	774,989	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Streets
Operations Division 1530-110
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$20,000, or by 11.1%, due to the escalating prices of construction and road maintenance materials.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	665,391	771,387	762,717	705,720	774,989	3,602	0.5%
501	.01	Overtime Wages	72,476	70,000	78,670	78,670	70,000	-	0.0%
502	.01	Temporary Wages	47,568	50,000	50,000	12,500	50,000	-	0.0%
505	.00	Payroll Taxes	56,281	68,200	68,200	57,400	68,470	270	0.4%
506	.00	Pension	104,828	130,480	130,480	114,710	129,820	(660)	-0.5%
507	.00	Health and Life Insurance	234,944	292,560	272,515	253,440	282,080	(10,480)	-3.6%
507	.30	Workers Compensation	31,052	37,160	37,160	32,550	38,270	1,110	3.0%
508	.00	Other Benefits	12,297	26,920	26,920	26,920	21,530	(5,390)	-20.0%
509	.03	Allowances-PW Clothing	2,750	3,250	3,250	3,250	3,250	-	0.0%
Personnel Services and Benefits			1,227,587	1,449,957	1,429,912	1,285,160	1,438,409	(11,548)	-0.8%
Supplies									
510	.01	Office Supplies	930	1,300	1,300	1,300	1,300	-	0.0%
510	.02	Operating Supplies	9,842	13,000	13,000	13,000	13,000	-	0.0%
510	.03	Safety Program Supplies	6,275	6,700	6,700	6,700	6,700	-	0.0%
510	.04	Janitorial Supplies	403	815	815	815	815	-	0.0%
510	.05	Small Tools & Equipment	6,902	7,000	7,000	7,000	7,000	-	0.0%
515	.01	Vehicle Maint Materials	497	1,000	1,000	1,000	1,000	-	0.0%
515	.02	Building and Grounds Maint Materials	-	3,000	3,000	3,000	3,000	-	0.0%
515	.04	Machinery & Equip Maint Materials	1,964	2,000	2,000	2,000	2,000	-	0.0%
515	.05	Infrastructure Maintenance Materials	186,616	180,000	200,000	200,000	200,000	20,000	11.1%
520	.02	Postage	-	50	50	50	50	-	0.0%
520	.04	Freight-Material & Supplies	1,046	2,000	2,000	2,000	2,000	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	30,282	35,000	35,000	35,000	35,000	-	0.0%
525	.07	Machinery & Equip Fuel & Lubricants	166	1,000	1,000	1,000	1,000	-	0.0%
Supplies			244,923	252,865	272,865	272,865	272,865	20,000	7.9%
Contract/Purchased Services									
600	.02	Travel-Training	-	-	-	-	-	-	NA
600	.03	Training & Education	75	1,975	1,975	1,975	1,975	-	0.0%
605	.01	Ads & Public Announcements	2,709	2,000	2,000	2,000	2,000	-	0.0%
615	.01	Professional Licenses & Certificates	240	230	275	230	230	-	0.0%
630	.02	Vehicle Licenses	175	240	240	240	240	-	0.0%
630	.05	Software Licenses	-	100	100	100	100	-	0.0%
635	.07	Machinery & Equipment Maint Services	5,834	1,000	1,000	1,000	1,000	-	0.0%
635	.08	Infrastructure Maintenance Services	25,660	15,000	15,000	15,000	15,000	-	0.0%
645	.02	Rents & Leases-Machinery & Equip	533	1,500	1,500	1,500	1,500	-	0.0%
650	.01	Telecommunications	10,942	9,500	9,500	9,500	9,500	-	0.0%
650	.02	Electric, Water, Sewer & Solid Waste	11,805	13,000	13,000	9,500	13,000	-	0.0%
Contract/Purchased Services			57,973	44,545	44,590	41,045	44,545	-	0.0%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	424	250	250	250	250	-	0.0%
790 .25 Machinery & Equipment	14,280	5,000	5,000	5,000	5,000	-	0.0%
790 .26 Computers, Printers & Copiers	-	-	-	-	3,500	3,500	NA
Minor Capital Outlay	14,704	5,250	5,250	5,250	8,750	3,500	66.7%
Interdepartmental Charges Public Safety Compliance COVID Leave							
820 .90 Public Safety Compliance COVID Leave	(8,803)	-	-	-	-	-	NA
	(8,803)	-	-	-	-	-	0.0%
Interdepartmental Charges/ Reimbursable Credits							
825 .01 Interdepartmental-Insurance	29,851	32,960	32,960	32,630	37,560	4,600	14.0%
Interdepartmental Charges	29,851	32,960	32,960	32,630	37,560	4,600	14.0%
Total Expenditures by Type	1,566,235	1,785,577	1,785,577	1,636,950	1,802,129	16,552	0.9%

NARRATIVE

500.01 Regular Salaries & Wages: \$774,989 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Streets Division.

501.01 Overtime Wages: \$70,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

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

505.00 Payroll Taxes: \$68,470 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$129,820– This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$282,080 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$38,270 – This account provides expenditures for employer contributions to workers' compensation.

508.00 Other Benefits: \$21,530 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$3,250 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

510.01 Office Supplies: \$1,300 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Streets

Operations Division 1530-110

510.02 Operating Supplies: \$13,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, shop supplies, public trash cans, public benches and cigarette disposal urns.

510.03 Safety Program Supplies: \$6,700 - This account provides expenditures for safety information brochures, safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control supplies.

510.04 Janitorial Supplies: \$815 – This account provides expenditures for cleaning and sanitation supplies used by the in-house janitor.

510.05 Small Tools & Equipment: \$7,000 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$1,000 - This account provides expenditures for the materials required for maintaining vehicles such as tires.

515.02 Building and Grounds Maintenance Materials: \$3,000 - This account provides expenditures for the repair and maintenance of buildings owned and operated by the City of Ketchikan. Included are items for maintenance of doors, windows, etc.

515.04 Machinery & Equipment Maintenance Materials: \$2,000 – This account provides expenditures for materials required for maintaining machinery and equipment such as office equipment and operating equipment.

515.05 Infrastructure Maintenance Materials: \$200,000 - This account provides expenditures for materials for the repair and maintenance of infrastructure owned by the City. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Materials include sand, salt, asphalt, concrete, treated wood, gravel, signs, posts, bollards, hardware, pipe, steel, paint, asphalt patching materials and pavement striping.

520.02 Postage: \$50 - This account provides expenditures for postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$2,000 - This account provides expenditures for shipping or transporting supplies and material to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$35,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

525.07 Machinery & Equipment Fuel & Lubricants: \$1,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City machinery and equipment.

600.03 Training & Education: \$1,975 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

605.01 Advertising & Public Announcements: \$2,000 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property & equipment.

615.01 Professional Licenses & Certificates: \$230 - This account provides expenditures for licensing professional, technical, and other employees requiring a license in order to perform their duties. Included are fees paid to license engineers, accountants, attorneys, commercial drivers; and fees paid for technical certifications required by medical technicians, notaries, surveyors, divers and operators of special equipment.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Streets

Operations Division 1530-110

630.02 Vehicle Licenses: \$240 – This account provides expenditures for licensing department vehicles for operations on public highways.

630.05 Software Licenses: \$100 – This account provides expenditures for acquiring licenses for the right to use proprietary software.

635.07 Machinery & Equipment Maintenance Services: \$1,000 - This account provides expenditures for contractual services for the repair and maintenance of office equipment, machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$15,000 - This account provides expenditures for contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Infrastructure includes streets, bridges, sidewalks, parking lots, promenades, storm drainage, stairways and boardwalks. Services also include snow removal by outside contractors.

645.02 Rents & Leases - Machinery & Equipment: \$1,500 - This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$9,500 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$13,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$250 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures. 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: \$3,500 - This account provides expenditures of network systems, computers, monitors, printers, and copiers. Per the replacement schedule developed by the Information Technology Department, one computer and one printer will be replaced.

825.01 Interdepartmental Charges – Insurance: \$37,560 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Streets

Seasonal Litter Program 1530-260

PROGRAM STATEMENT

The Seasonal Litter Program was established to promote a litter free community with a focus on the downtown core. The program operates during the peak tourism season, which runs from May through September, and consists of a one to two-person crew picking up litter and emptying waste receptacles throughout the community. In 2021, Tourism and Economic Development assumed the programatic and financial responsibility for this program, which services will be delivered by the Solid Waste Division. In 2022, this program will no longer be incorporated into the Streets Division's budget.

PROGRAM SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	4,979	-	-	-	-	-	NA
Interdepartmental Charges	376	-	-	-	-	-	NA
Total Expenditures	5,355	-	-	-	-	-	NA

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Public Works Sales Tax Fund	5,355	-	-	-	-	-	NA
Total Funding	5,355	-	-	-	-	-	NA

PROGRAM OPERATING BUDGET DETAIL

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	4,979	-	-	-	-	-	NA
515 .01 Vehicle Maintenance Materials	-	-	-	-	-	-	NA
525 .04 Vehicle Motor Fuel & Lubricants	-	-	-	-	-	-	NA
Supplies	4,979	-	-	-	-	-	NA
Interdepartmental Charges							
825 .01 Interdepartmental Charges - Insurance	376	-	-	-	-	-	NA
Interdepartmental Charges	376	-	-	-	-	-	NA
Total Expenditures by Type	5,355	-	-	-	-	-	NA

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Streets

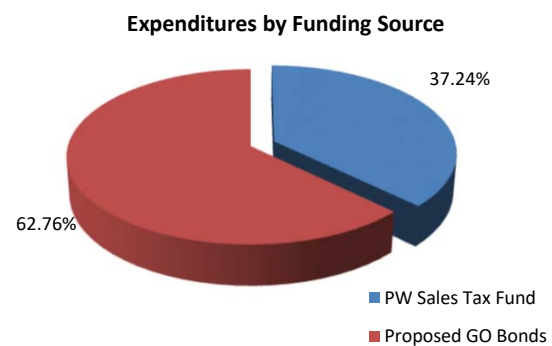
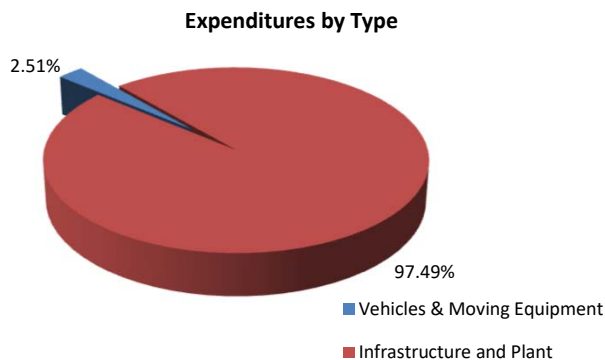
Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles & Moving Equipment	154,870	-	-	-	100,000	100,000	NA
730.00 Infrastructure and Plant	939,190	3,148,745	3,148,745	545,000	3,883,428	734,683	23.3%
Total Major Capital Outlay	1,094,060	3,148,745	3,148,745	545,000	3,983,428	834,683	26.5%

Capital Improvement Projects		Funding Sources		
Project #	Project	PW Sales Tax Fund	Proposed GO Bonds	Total

720.00 Vehicles & Moving Equipment				
Asphalt Reclaimer		100,000		100,000
Total Vehicles & Moving Equipment		100,000		100,000

730.00 Infrastructure and Plant				
Transportation Infrastructure		300,000	-	300,000
Water Street Trestle No. 1 Reconstruction		253,745	-	253,745
Sayles St/Gorge St Bridge Replacement		329,683	-	329,683
Harris St Bridge Repaint & Repairs		350,000	-	350,000
Schoenbar Culvert Rehabilitation		150,000	2,500,000	2,650,000
Total Infrastructure and Plant		1,383,428	2,500,000	3,883,428
Total Capital Budget		1,483,428	2,500,000	3,983,428



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	648,881	673,104	673,104	651,226	691,301	18,197	2.7%
Capital Improvement Program	127,630	68,000	68,000	19,000	-	(68,000)	-100.0%
Total	776,511	741,104	741,104	670,226	691,301	(49,803)	-6.7%

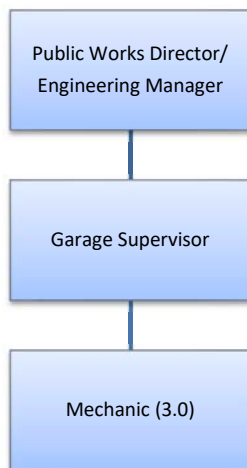
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	477,639	511,394	502,824	485,460	518,186	6,792	1.3%
Supplies	191,966	193,675	198,575	197,376	198,960	5,285	2.7%
Contract/Purchased Services	48,232	52,535	53,585	50,270	53,835	1,300	2.5%
Minor Capital Outlay	27,762	21,500	23,000	23,000	23,000	1,500	7.0%
Interdepartmental Charges-Public Safety	(4,890)	-	-	-	-	-	0.0%
Interdepartmental Charges	(91,828)	(106,000)	(104,880)	(104,880)	(102,680)	3,320	-3.1%
Major Capital Outlay	127,630	68,000	68,000	19,000	-	(68,000)	-100.0%
Total	776,511	741,104	741,104	670,226	691,301	(49,803)	-6.7%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
General Fund Support	603,839	610,364	610,364	595,286	633,831	23,467	3.8%
Public Works Sales Tax Fund	127,630	68,000	68,000	19,000	-	(68,000)	-100.0%
Solid Waste Services Fund	1,862	20,300	12,650	10,750	12,210	(8,090)	-39.9%
Wastewater Fund	36,311	30,000	36,780	36,780	36,310	6,310	21.0%
Harbor Fund	2,505	8,940	8,940	4,040	4,470	(4,470)	-50.0%
Port Enterprise Fund	4,364	3,500	4,370	4,370	4,480	980	28.0%
Total	776,511	741,104	741,104	670,226	691,301	(49,803)	-6.7%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.00	4.00	4.00	4.00	308,796	-	0.0%
Total	4.00	4.00	4.00	4.00	308,796	-	0.0%

MISSION STATEMENT

The mission of the Garage & Warehouse Division is to provide professional quality maintenance and repairs to the City and Public Works Department's vehicle fleet and rolling stock. The division's goal is to ensure that the quality of these services meets or exceeds professional standards and that all equipment is readily available to respond in a safe condition.



GOALS FOR 2022

- Utilize the work management system to effectively manage division resources.
- Continue specialized training on vehicles and equipment and achieve related certifications.
- Provide a level of service that will enhance the operation of other departments.
- Preserve and maintain the longevity of the equipment fleet to achieve maximum usable life of each asset.
- Evaluate the equipment fleet for units that are beyond their expected service life or are no longer safe.
- Continue corrosion control program to enhance the life of equipment and reduce future maintenance costs.

ACCOMPLISHMENTS FOR 2021

- Successfully installed the division's storage racks and received new lifts to be safer and more efficient.
- Continued to implement corrosion control measures to extend the life of all equipment.
- Completed another full year of fleet maintenance and repairs with no lost time accidents.
- Organized and set up division facilities for success and efficiency, including the construction of a mezzanine above the shop to coordinate parts storage.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

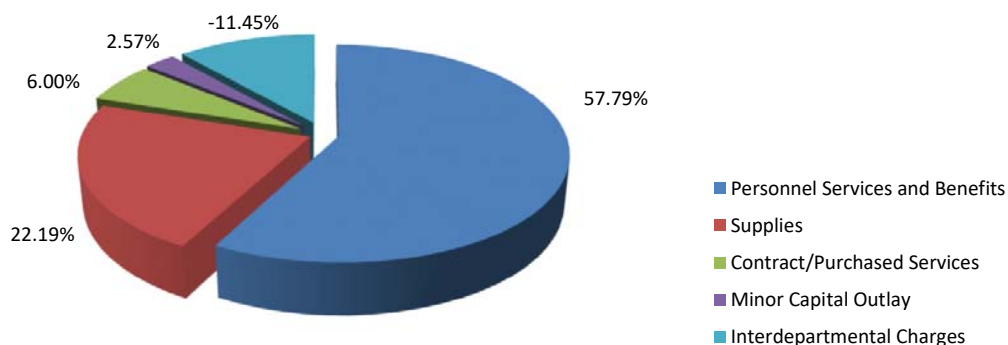
DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	477,639	511,394	502,824	485,460	518,186	6,792	1.3%
Supplies	191,966	193,675	198,575	197,376	198,960	5,285	2.7%
Contract/Purchased Services	48,232	52,535	53,585	50,270	53,835	1,300	2.5%
Minor Capital Outlay	27,762	21,500	23,000	23,000	23,000	1,500	7.0%
Interdepartmental Charges-Public Safety	(4,890)	-	-	-	-	-	0.0%
Interdepartmental Charges	(91,828)	(106,000)	(104,880)	(104,880)	(102,680)	3,320	-3.1%
Total Expenditures	648,881	673,104	673,104	651,226	691,301	18,197	2.7%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
General Fund Support	603,839	610,364	610,364	595,286	633,831	23,467	3.8%
Solid Waste Services Fund	1,862	20,300	12,650	10,750	12,210	(8,090)	-39.9%
Wastewater Fund	36,311	30,000	36,780	36,780	36,310	6,310	21.0%
Small Boat Harbor Fund	2,505	8,940	8,940	4,040	4,470	(4,470)	-50.0%
Port Enterprise Fund	4,364	3,500	4,370	4,370	4,480	980	28.0%
Total Funding	648,881	673,104	673,104	651,226	691,301	18,197	2.7%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	1.00	1.00	1.00	1.00	84,322	-	0.0%
Mechanic	3.00	3.00	3.00	3.00	224,474	-	0.0%
Total	4.00	4.00	4.00	4.00	308,796	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	290,355	303,344	302,224	296,650	308,796	5,452	1.8%
501 .01 Overtime Wages	3,514	4,000	4,000	1,730	4,000	-	0.0%
502 .01 Temporary Wages	11,759	12,000	4,550	3,000	12,000	3,240	NA
505 .00 Payroll Taxes	21,934	24,430	24,430	21,750	24,850	420	1.7%
506 .00 Pension	44,498	46,860	46,860	44,320	45,050	(1,810)	-3.9%
507 .00 Health & Life Insurance	95,129	98,250	98,250	96,720	99,310	1,060	1.1%
507 .30 Workers Compensation	12,128	13,620	13,620	12,400	14,200	580	4.3%
508 .00 Other Benefits	(2,678)	7,340	7,340	7,340	8,430	1,090	14.9%
509 .03 Allowances-PW Clothing	1,000	1,250	1,250	1,250	1,250	-	0.0%
509 .07 Allowances-Medical Expenses	-	300	300	300	300	-	0.0%
Personnel Services and Benefits	477,639	511,394	502,824	485,460	518,186	6,792	1.3%
Supplies							
510 .01 Office Supplies	690	700	700	700	700	-	0.0%
510 .02 Operating Supplies	7,896	7,500	7,500	7,500	7,500	-	0.0%
510 .03 Safety Program Supplies	731	1,000	1,000	1,000	1,000	-	0.0%
510 .04 Janitorial Supplies	436	500	500	500	500	-	0.0%
510 .05 Small Tools & Equipment	7,341	7,500	7,500	7,500	7,500	-	0.0%
515 .01 Vehicle Maintenance Materials	148,654	150,000	154,000	154,000	154,000	4,000	2.7%
515 .02 Building & Grounds Maint Materials	7,572	2,700	2,700	2,650	2,700	-	0.0%
515 .03 Furniture & Fixtures Maint Materials	194	250	250	56	60	(190)	-76.0%
515 .04 Machinery & Equip Maint Materials	3,882	4,000	4,400	4,400	4,500	500	12.5%
520 .02 Postage	112	200	200	120	200	-	0.0%
520 .04 Freight-Material & Supplies	1,046	2,000	2,000	2,000	2,300	300	15.0%
525 .03 Heating Fuel	11,239	13,000	13,500	13,500	14,000	1,000	7.7%
525 .04 Vehicle Motor Fuel & Lubricants	2,173	3,825	3,825	3,200	3,500	(325)	-8.5%
535 .04 Uniforms/Badges/Clothing	-	500	500	250	500	-	0.0%
Supplies	191,966	193,675	198,575	197,376	198,960	5,285	2.7%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .03 Training and Education	65	875	875	-	875	-	0.0%
615 .02 Assn. Membership Dues & Fees	125	220	220	-	220	-	0.0%
620 .03 Towing	-	1,000	1,000	-	1,000	-	0.0%
630 .02 Vehicle Licenses	-	60	60	20	60	-	0.0%
630 .05 Software Licenses	8,750	8,000	8,500	8,500	8,750	750	9.4%
635 .03 Vehicle Maintenance Services	-	1,300	1,300	1,000	1,300	-	0.0%
635 .07 Machinery & Equip Maint Services	7,955	3,000	3,000	2,850	3,000	-	0.0%
635 .12 Technical Services	500	1,500	1,500	1,150	1,500	-	0.0%
650 .01 Telecommunications	703	1,200	1,750	1,750	1,750	550	45.8%
650 .02 Electric, Water, Sewer & Solid Waste	30,134	35,380	35,380	35,000	35,380	-	0.0%
Contract/Purchased Services	48,232	52,535	53,585	50,270	53,835	1,300	2.5%
Minor Capital Outlay							
790 .25 Machinery & Equipment	13,802	10,000	10,000	10,000	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	2,960	500	2,000	2,000	2,000	1,500	300.0%
790 .30 Infrastructure and Plant	11,000	11,000	11,000	11,000	11,000	-	300.0%
Minor Capital Outlay	27,762	21,500	23,000	23,000	23,000	1,500	7.0%
Interdepartmental Charges - Public Safety							
820 .90 Public Safety Compliance COVID Leave	(4,890)	-	-	-	-	-	0.0%
Interdepartmental Charges-Public	(4,890)	-	-	-	-	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	12,640	15,040	16,160	16,160	18,360	3,320	22.1%
890 .00 Reimbursable Credits	(104,468)	(121,040)	(121,040)	(121,040)	(121,040)	-	0.0%
Interdepartmental Charges	(91,828)	(106,000)	(104,880)	(104,880)	(102,680)	3,320	-3.1%
Total Expenditures by Type	648,881	673,104	673,104	651,226	691,301	18,197	2.7%

NARRATIVE

500.01 Regular Salaries & Wages: \$308,796– This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Garage & Warehouse Division.

501.01 Overtime Wages: \$4,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$12,000 - This account provides expenditures for compensation paid to all temporary employees in the Garage Division

505.00 Payroll Taxes: \$24,850 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$45,050 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$99,310 – 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 workers compensation.

508.00 Other Benefits: \$8,430 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,250 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.07 Allowances - Medical Expenses: \$300 - This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.01 Office Supplies: \$700 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, and tape dispensers.

510.02 Operating Supplies: \$7,500 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as paint, solvents and shop materials.

510.03 Safety Program Supplies: \$1,000 - This account provides expenditures for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, and specialized protective safety clothing.

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

510.05 Small Tools & Equipment: \$7,500 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$154,000 - This account provides expenditures for the cost of materials used for the repair and maintenance of vehicles owned or leased and operated by the division. Included are licensed and unlicensed rolling stock.

515.02 Building & Grounds Maintenance Materials: \$2,700 – This account provides expenditures for materials required for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the division.

515.03 Furniture & Fixtures Maintenance Materials: \$60 - This account provides expenditures for materials required for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515.04 Machinery & Equipment Maintenance Materials: \$4,500 – This account provides expenditures for materials and parts required for the repair and maintenance of City owned machinery and equipment used by the division.

520.02 Postage: \$200 - This account provides expenditures for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

520.04 Freight – Materials & Supplies: \$2,300 - This account provides expenditures for shipping or transporting supplies and materials to and from vendors.

525.03 Heating Fuel: \$14,000 - This account provides expenditures for heating fuel to heat the garage and the warehouse.

525.04 Vehicle Motor Fuel & Lubricants: \$3,500 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the division.

535.04 Uniforms/Badges/Clothing: \$500 - This account provides 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.

600.03 Training & Education: \$875 - This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements, and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615.02 Assn. Membership Dues & Fees: \$220 – This account provides expenditures for memberships in professional and trade associations.

620.03 Towing: \$1,000 – This account provides expenditures for towing of City vehicles.

630.02 Vehicle Licenses: \$60 – This account provides expenditures for acquiring licenses for vehicles for operations on public highways.

630.05 Software Licenses: \$8,750 – This account provides expenditures for acquiring licenses for the right to use proprietary software.

635.03 Vehicle Maintenance Services: \$1,300 – This account provides expenditures for contractual services required for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$3,000 - This account provides expenditures for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.12 Technical Services: \$1,500 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are specialized automotive services.

650.01 Telecommunications: \$1,750 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$35,380 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.25 Machinery & Equipment: \$10,000 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets. For 2022, this will provide for various lighting equipment replacements and running power to the tire machine.

790.26 Computers, Printers & Copiers: \$2,000 - 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 will be replaced.

790.30 Infrastructure and Plant: \$11,000 - This account provides expenditures for costs associated with replacing the exhaust system in the shop.

825.01 Interdepartmental Charges – Insurance: \$18,360 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

890.00 Reimbursable Credits: (\$121,040) – A contra-expense account for crediting the Garage department for operating costs that will be paid by another General Fund department.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Garage & Warehouse

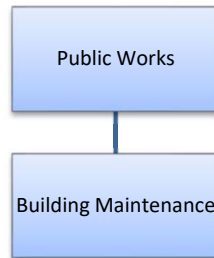
Capital Budget

Major Capital Outlay	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
705-00 Buildings	-	49,000	49,000	-	-	(49,000)	0.0%
725.00 Machinery & Equipment	127,630	19,000	19,000	19,000	-	(19,000)	-100.0%
Total Major Capital Outlay	127,630	68,000	68,000	19,000	-	(68,000)	-100.0%

CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	345,205	383,808	383,808	370,630	386,468	2,660	0.7%
City Hall O&M	118,969	148,120	148,120	147,880	149,390	1,270	0.9%
Shoreline Bldg O&M	4,882	9,287	9,287	9,267	9,357	70	0.8%
Orphaned Buildings	42,829	64,280	64,280	63,210	31,690	(32,590)	-50.7%
Capital Improvement Program	9,900	30,000	30,000	-	130,000	100,000	333.3%
Total	521,785	635,495	635,495	590,987	706,905	71,410	11.2%

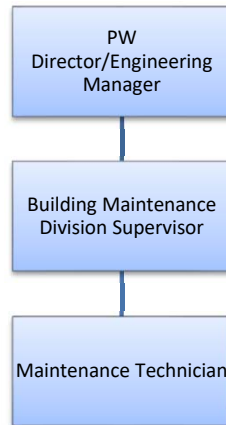
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	300,223	323,698	323,618	310,460	325,388	1,690	0.5%
Supplies	47,025	67,170	67,170	67,170	47,170	(20,000)	-29.8%
Contract/Purchased Services	142,754	187,154	187,154	187,154	178,694	(8,460)	-4.5%
Minor Capital Outlay	5,081	3,800	3,800	3,800	3,800	-	0.0%
Interdepartmental Charges-Public Safety	(3,561)	-	-	-	-	-	NA
Interdepartmental Charges	18,196	23,673	23,753	22,403	21,853	(1,820)	-7.7%
Other Costs	2,167	-	-	-	-	-	NA
Major Capital Outlay	9,900	30,000	30,000	-	130,000	100,000	333.3%
Total	521,785	635,495	635,495	590,987	706,905	71,410	11.2%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	505,511	599,121	599,121	584,613	570,531	(28,590)	-4.8%
Public Works Sales Tax Fund	9,900	30,000	30,000	-	130,000	100,000	333.3%
Shoreline Fund	6,374	6,374	6,374	6,374	6,374	-	0.0%
Total	521,785	635,495	635,495	590,987	706,905	71,410	11.2%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	3.00	3.00	3.00	3.00	192,118	-	0.0%
Total	3.00	3.00	3.00	3.00	192,118	-	0.0%

MISSION STATEMENT

The mission of the Building Maintenance Division is to maintain and operate as efficiently as possible the heating and ventilating, plumbing and electrical systems of General Government facilities, as well as to undertake interior and exterior building repairs when required.



GOALS FOR 2022

- Continue to troubleshoot and provide maintenance for all building systems and facilities within the responsibility of the division.
- Continue upgrades to the Centennial Building as needed.
- Continue implementing moisture control recommendations at the Totem Heritage Center.
- Continue obtaining training for the Building Maintenance Division staff including HVAC systems.
- Continue upgrading lighting to more energy efficient ballasts and bulbs.

ACCOMPLISHMENTS FOR 2021

- Completed hundreds of work orders for various repairs and improvements to City facilities. Maintained HVAC filters program for City buildings. Helped Streets Division with snow removal when needed. Took care of lawns at Shoreline building and KRYF building. Removed temporary Covid shelter at the airport. Installed new flooring, trim, and drywall at the overnight warming homeless shelter.
- City Hall - A/C annual inspections, new refrigerant for fourth floor A/C unit, recalibrated automatic entry doors, cleaned and painted boiler room, sealed 4th floor A/C condensate drain lines, replaced refrigerant and fixed leak in coil for telephone room, pressure washed the roof, assembled new furniture for Finance, pressure washed exterior of building, assisted the Clerk's Office with the installation of the Webex room kits for Council Chambers and the Second Floor Conference Room.
- Police Department - Replaced circulating pump; new refrigerant in A/C unit controlling cooling in communications center. Numerous problems with old HVAC units. Installed new tv monitors, replaced aquastatic controls for boiler #1, assembled new work stations for detectives, removed rusted exterior man door and replaced with new including electronics.
- Garage and Warehouse - Removed old ceiling warehouse lighting and replaced with new.
- PW Administration Building - Troubleshot HVAC systems. Pressure washed exterior and repainted columns.
- Solid Waste Handling and Recycling Facility - Replaced incinerator stack tops, fixed damaged corner of outside corner of the warehouse, custom blinds for scale house, adjusted apparatus doors as needed.
- Fire Department - Performed quarterly inspections of all bi-fold doors, repaired damaged bi-fold door at Fire Station #2, replaced overhead lighting, replaced H2O filters.
- Wastewater Division - Replaced old double door .
- Cemetery- Pressure washed building and Veterans Memorial.
- Library - Replaced exterior tiles on columns and building, restained outside cedar siding , fixed roof leak from plumbing vent, new shelving, changed out flag and light, pressure washed outside walkways and patio; troubleshot server A/C unit.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

- Centennial Building - Continued electrical upgrades, addressed plumbing issues, moss control on cedar shingles, removed old carpet in vestibule and repainted concrete, primed and painted outside vestibule brick walls, helped contractor with new heat pump installation.
- Totem Heritage Center - Pressure washed and stained outside railings, siding, and walkways, pressure washed roof and gutters, troubleshot humidifier and changed out canister, installed new interior lighting, fixed exterior door threshold.

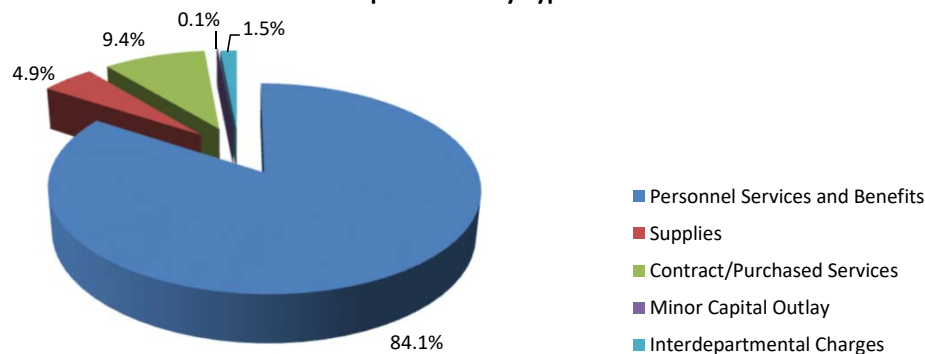
DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	300,223	323,698	323,618	310,460	325,388	1,690	0.5%
Supplies	16,184	18,770	18,770	18,770	18,770	-	0.0%
Contract/Purchased Services	28,031	36,200	36,200	36,200	36,200	-	0.0%
Minor Capital Outlay	-	300	300	300	300	-	0.0%
Interdepartmental Charges-Public Safety	(3,561)	-	-	-	-	-	0.0%
Interdepartmental Charges	4,328	4,840	4,920	4,900	5,810	970	20.0%
Total Expenditures	345,205	383,808	383,808	370,630	386,468	2,660	0.7%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	345,205	383,808	383,808	370,630	386,468	2,660	0.7%
Total Funding	345,205	383,808	383,808	370,630	386,468	2,660	0.7%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Bldg Maintenance Supervisor	1.00	1.00	1.00	1.00	79,473	-	0.0%
Maintenance Technician	2.00	2.00	2.00	2.00	112,645	-	0.0%
Total	3.00	3.00	3.00	3.00	192,118	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Building Maintenance
Operations Division 1550-110
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	187,303	190,458	190,378	189,240	192,118	1,660	0.9%
501 .01 Overtime Wages	3,324	3,600	3,600	900	3,600	-	0.0%
502 .01 Temporary Wages	-	7,500	7,500	1,880	7,500	-	0.0%
505 .00 Payroll Taxes	13,564	15,420	15,420	13,900	15,550	130	0.8%
506 .00 Pension	25,790	26,010	26,010	25,600	26,010	-	0.0%
507 .00 Health and Life Insurance	62,685	64,770	64,770	63,740	65,160	390	0.6%
507 .30 Workers Compensation	8,648	9,480	9,480	8,740	8,350	(1,130)	-11.9%
508 .00 Other Benefits	(1,841)	5,410	5,410	5,410	6,050	640	11.8%
509 .03 Allowances-PW Clothing	750	750	750	750	750	-	0.0%
509 .08 Allowances-Medical Expenses	-	300	300	300	300	-	0.0%
Personnel Services and Benefits	300,223	323,698	323,618	310,460	325,388	1,690	0.5%
Supplies							
510 .01 Office Supplies	207	250	250	250	250	-	0.0%
510 .02 Operating Supplies	1,864	500	500	500	500	-	0.0%
510 .03 Safety Program Supplies	306	800	800	800	800	-	0.0%
510 .04 Janitorial Supplies	-	75	75	75	75	-	0.0%
510 .05 Small Tools & Equipment	2,788	3,500	3,500	3,500	3,500	-	0.0%
515 .02 Bldg & Grounds Maint Materials	7,696	10,500	10,500	10,500	10,500	-	0.0%
520 .02 Postage	-	45	45	45	45	-	0.0%
520 .04 Freight-Material and Supplies	20	100	100	100	100	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	3,303	3,000	3,000	3,000	3,000	-	0.0%
Supplies	16,184	18,770	18,770	18,770	18,770	-	0.0%
Contract/Purchased Services							
600 .02 Travel-Training	-	-	-	-	-	-	NA
600 .03 Training and Education	-	750	750	750	750	-	0.0%
630 .02 Vehicle Licenses	10	400	400	400	400	-	0.0%
635 .06 Bldg & Grounds Maint Services	1,160	2,500	2,500	2,500	2,500	-	0.0%
635 .07 Machinery & Equip Maint Services	-	550	550	550	550	-	0.0%
635 .12 Technical Services	20,655	22,000	22,000	22,000	22,000	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	1,500	1,500	1,500	1,500	-	0.0%
650 .01 Telecommunications	6,206	8,500	8,500	8,500	8,500	-	0.0%
Contract/Purchased Services	28,031	36,200	36,200	36,200	36,200	-	0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	-	300	300	300	300	-	0.0%
Minor Capital Outlay	-	300	300	300	300	-	0.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges - Public Safety							
820 .90 Public Safety Compliance - COVID Leave	(3,561)	-	-	-	-	-	0.0%
	(3,561)	-	-	-	-	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	4,328	4,840	4,920	4,900	5,810	970	20.0%
Interdepartmental Charges	4,328	4,840	4,920	4,900	5,810	970	20.0%
Total Expenditures by Type	345,205	383,808	383,808	370,630	386,468	2,660	0.7%

NARRATIVE

500.01 Regular Salaries & Wages: \$192,118– This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Building Maintenance Division.

501.01 Overtime Wages: \$3,600 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$7,500 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Building Maintenance Division.

505.00 Payroll Taxes: \$15,550 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$26,010 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$65,160 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$8,350 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$6,050 – 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.

509.03 Allowances – Public Works Clothing: \$750 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Building Maintenance Division pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances-Medical Expenses: \$300 - This account provides expenditures for employee medical exams paid directly to employees.

510.01 Office Supplies: \$250 – This account provides expenditures for expendable office supplies and equipment such as paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$500 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as adhesives, misc. fasteners, nails and screws, and bottled water service.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Operations Division 1550-110

510.03 Safety Program Supplies: \$800 - This account provides expenditures for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$75 - This account provides expenditures for cleaning and sanitation supplies used for in-house janitor duties.

510.05 Small Tools & Equipment: \$3,500 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.02 Building & Grounds Maintenance Materials: \$10,500 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

520.02 Postage: \$45 - This account provides for expenditures for postal related services such as postage, express delivery and mailing materials.

520.04 Freight – Materials & Supplies: \$100 - This account provides expenditures for shipping or transporting supplies and materials to and from vendors.

525.04 Vehicle Motor Fuel & Lubricants: \$3,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of vehicles.

600.03 Training & Education: \$750 - This account provides expenditures for the registration fees, training materials and fees for on-premises training programs provided by a third-party.

630.02 Vehicle Licenses: \$400 – This account provides expenditures for licensing City vehicles for operations on public highways.

635.06 Buildings & Grounds Maintenance Services: \$2,500 – This account provides expenditures for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$550 – This account provides expenditures for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.12 Technical Services: \$22,000 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control, elevator inspections and DDC Support.

645.02 Rents & Leases – Machinery & Equipment: \$1,500 - This account provides expenditures for the rent and lease of vehicles. Both operating and capital leases are accounted for in this account.

650.01 Telecommunications: \$8,500 – This account provides expenditures for wired and wireless telecommunication services. Included are landline and cell phone services, network and data services, Internet, long distance and toll free numbers. Purchases of cell phones are also charged to this account.

790.25 Machinery & Equipment: \$300 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

825.01 Interdepartmental Charges – Insurance: \$5,810 - This account provides expenditures for risk management services and claims.

COST CENTER STATEMENT

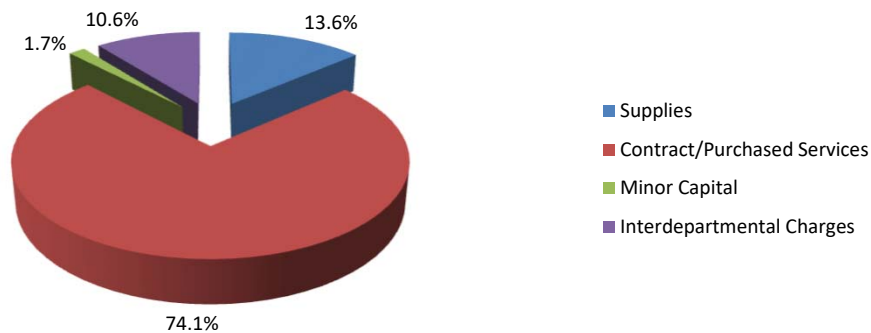
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining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

COST CENTER SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies	11,346	20,350	20,350	20,350	20,350	-	0.0%
Contract/Purchased Services	90,846	110,540	110,540	110,540	110,740	200	0.2%
Minor Capital	5,081	2,500	2,500	2,500	2,500	-	0.0%
Interdepartmental Charges	11,696	14,730	14,730	14,490	15,800	1,070	7.3%
Total Expenditures	118,969	148,120	148,120	147,880	149,390	1,270	0.9%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund							
Tax Supported	118,969	148,120	148,120	147,880	149,390	1,270	0.9%
Total Funding	118,969	148,120	148,120	147,880	149,390	1,270	0.9%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed budget for 2022.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER OPERATING BUDGET DETAIL							
Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	100	100	100	100	-	0.0%
510 .05 Small Tools & Equipment	-	750	750	750	750	-	0.0%
515 .02 Bldg & Grounds Maint Materials	2,146	2,500	2,500	2,500	2,500	-	0.0%
525 .03 Heating Fuel	9,200	17,000	17,000	17,000	17,000	-	0.0%
Supplies	11,346	20,350	20,350	20,350	20,350	-	0.0%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	45,251	45,500	45,500	45,500	45,500	-	0.0%
635 .06 Bldg & Grounds Maint Services	4,262	5,500	5,500	5,500	5,500	-	0.0%
635 .12 Technical Services	11,442	16,000	16,000	16,000	16,000	-	0.0%
640 .02 Engineering and Architectural Svcs	-	5,000	5,000	5,000	5,000	-	0.0%
650 .01 Telecommunications	6,354	5,500	5,500	5,500	5,700	200	3.6%
650 .02 Electric, Water, Sewer & Solid Waste	23,537	33,040	33,040	33,040	33,040	-	0.0%
Contract/Purchased Services	90,846	110,540	110,540	110,540	110,740	200	0.2%
Minor Capital Outlay							
790 .15 Furniture & Fixtures	-	-	-	-	-	-	NA
790 .25 Machinery & Equipment	5,081	2,500	2,500	2,500	2,500	-	0.0%
Minor Capital Outlay	5,081	2,500	2,500	2,500	2,500	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	11,696	14,730	14,730	14,490	15,800	1,070	7.3%
Interdepartmental Charges	11,696	14,730	14,730	14,490	15,800	1,070	7.3%
Total Expenditures by Type	118,969	148,120	148,120	147,880	149,390	1,270	0.9%

NARRATIVE

510.04 Janitorial Supplies: \$100 – This account provides expenditures for cleaning and sanitation supplies used by the janitor.

510.05 Small Tools & Equipment: \$750 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515.02 Building & Grounds Maintenance Materials: \$2,500 – This account provides expenditures for materials for the repair and maintenance of City Hall and the upkeep of its grounds.

525.03 Heating Fuel: \$17,000 - This account provides expenditure for heating fuel to heat City Hall.

635.02 Janitorial & Cleaning Services: \$45,500 - This account provides expenditures for services to clean City Hall. Included are janitorial and carpet cleaning.

635.06 Buildings & Grounds Maintenance Services: \$5,500 - This account provides expenditures for the services to repair and maintain City Hall and the upkeep of its grounds.

635.12 Technical Services: \$16,000 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control, elevator inspections and DDC Support.

640.02 Engineering & Architectural Services: \$5,000 - This account provides expenditures for services for engineering and architectural services.

650.01 Telecommunications: \$5,700 – This account provides expenditures for wired and wireless telecommunication services. Included are landline and cell phone services, network and data services, Internet, long distance and toll free numbers. Purchases of cell phones are also charged to this account.

650.02 Electric, Water, Sewer & Solid Waste Services: \$33,040 - This account provides expenditures for electric, water, sewer and solid waste utility services for City Hall.

790.25 Machinery & Equipment: \$2,500 - This account provides expenditures for the acquisition of a key card system for the back door of City Hall in order to improve building security.

825.01 Interdepartmental Charges – Insurance: \$15,800 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER STATEMENT

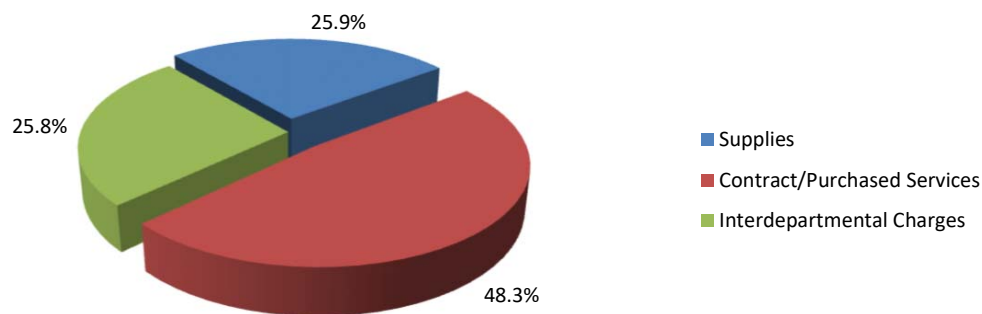
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline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

COST CENTER SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	1,391	5,000	5,000	5,000	5,000	-	0.0%
Contract/Purchased Services	8,754	9,344	9,344	9,344	9,344	-	0.0%
Interdepartmental Charges	(5,263)	(5,057)	(5,057)	(5,077)	(4,987)	70	-1.4%
Total Expenditures	4,882	9,287	9,287	9,267	9,357	70	0.8%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	4,882	2,913	2,913	2,893	2,983	70	2.4%
Shoreline Fund	-	6,374	6,374	6,374	6,374	-	0.0%
Total Funding	4,882	9,287	9,287	9,267	9,357	70	0.8%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
515 .02 Bldg & Grounds Maint Materials	347	1,700	1,700	1,700	1,700	-	0.0%
525 .03 Heating Fuel	1,044	3,300	3,300	3,300	3,300	-	0.0%
Supplies	1,391	5,000	5,000	5,000	5,000	-	0.0%
Contract/Purchased Services							
645 .01 Rents and Leases-Land & Buildings	6,374	6,374	6,374	6,374	6,374	-	0.0%
650 .02 Electric, Water, Sewer and Solid Waste	2,380	2,970	2,970	2,970	2,970	-	0.0%
Contract/Purchased Services	8,754	9,344	9,344	9,344	9,344	-	0.0%
Interdepartmental Charges/Reimbursable Credits							
825 .01 Interdepartmental Charges-Insurance	794	1,000	1,000	980	1,070	70	7.0%
890 .00 Reimbursable Credits	(6,057)	(6,057)	(6,057)	(6,057)	(6,057)	-	0.0%
Interdepartmental Charges/Reimbursable Credits	(5,263)	(5,057)	(5,057)	(5,077)	(4,987)	70	-1.4%
Total Expenditures by Type	4,882	9,287	9,287	9,267	9,357	70	0.8%

NARRATIVE

515.02 Building & Grounds Maintenance Materials: \$1,700 – This account provides expenditures for materials for the repair and maintenance of the Shoreline Maintenance Building and the upkeep of its grounds.

525.03 Heating Fuel: \$3,300 - This account provides expenditures for heating fuel to heat the Shoreline Maintenance Building.

645.01 Rents & Leases - Land & Buildings: \$6,374 - This account provides expenditures for the rent and lease of the Shoreline Maintenance Building.

650.02 Electric, Water, Sewer & Solid Waste: \$2,970 - This account provides expenditures for electric, water, sewer and solid waste utility services.

825.01 Interdepartmental Charges – Insurance: \$1,070 - 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

2022 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER STATEMENT

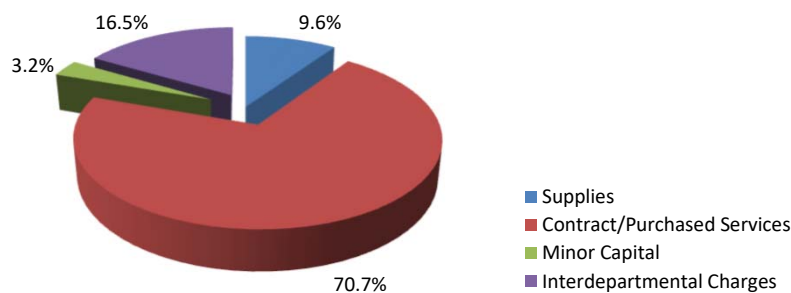
The mission of the Building Maintenance Orphaned Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain buildings owned or leased and operated by the City that are not needed for operations. The heating and ventilating, plumbing and electrical systems of the 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 will begin in 2022.

COST CENTER SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Supplies	18,104	23,050	23,050	23,050	3,050	(20,000)	-86.8%
Contract/Purchased Services	15,123	31,070	31,070	31,070	22,410	(8,660)	-27.9%
Minor Capital	-	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges	7,435	9,160	9,160	8,090	5,230	(3,930)	-42.9%
Other Costs	2,167	-	-	-	-	-	NA
Total Expenditures	42,829	64,280	64,280	63,210	31,690	(32,590)	-50.7%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
General Fund							
Tax Supported	42,829	64,280	64,280	63,210	31,690	(32,590)	-50.7%
Total Funding	42,829	64,280	64,280	63,210	31,690	(32,590)	-50.7%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Heating Fuel (Account No. 525.03) decreased by \$20,000, or 100.0%, to reflect the elimination of heating fuel needs due to the conveyance of 623 Gateway Court to Women in Safe Homes (WISH).

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

- Electric, Water, Sewer & Solid Waste (Account No. 650.02) decreased by \$8,660, or by 43.3%, to reflect the elimination of utility service needs due to the conveyance of 623 Gateway Court to Women in Safe Homes (WISH).

COST CENTER OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .04 Janitorial Supplies	-	50	50	50	50	-	0.0%
515 .02 Bldg & Grounds Maint Materials	2,727	3,000	3,000	3,000	3,000	-	0.0%
525 .03 Heating Fuel	15,377	20,000	20,000	20,000	-	(20,000)	-100.0%
Supplies	18,104	23,050	23,050	23,050	3,050	(20,000)	-86.8%
Contract/Purchased Services							
635 .02 Janitorial and Cleaning Services	-	50	50	50	50	-	0.0%
635 .06 Bldg & Grounds Maint Services	-	3,500	3,500	3,500	3,500	-	0.0%
635 .12 Technical Services	2,694	5,000	5,000	5,000	5,000	-	0.0%
650 .01 Telecommunications	1,133	2,520	2,520	2,520	2,520	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	11,296	20,000	20,000	20,000	11,340	(8,660)	-43.3%
Contract/Purchased Services	15,123	31,070	31,070	31,070	22,410	(8,660)	-27.9%
Minor Capital Outlay							
790 .25 Machinery & Equipment	-	1,000	1,000	1,000	1,000	-	0.0%
Minor Capital Outlay	-	1,000	1,000	1,000	1,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental Charges-Insurance	7,435	9,160	9,160	8,090	5,230	(3,930)	-42.9%
Interdepartmental Charges	7,435	9,160	9,160	8,090	5,230	(3,930)	-42.9%
Other Costs							
975 00 Payments in Lieu of Taxes General	2,167	-	-	-	-	-	NA
Other Costs	2,167	-	-	-	-	-	NA
Total Expenditures by Type	42,829	64,280	64,280	63,210	31,690	(32,590)	-50.7%

NARRATIVE

510.04 Janitorial Supplies: \$50 - This account provides expenditures for limited cleaning and sanitation supplies used by in house and contracted janitors for buildings owned or leased and operated by the City.

515.02 Building & Grounds Maintenance Materials: \$3,000 – This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

635.02 Janitorial & Cleaning Services: \$50 - This account provides expenditures for services to clean buildings owned or leased and operated by the City.

635.06 Building & Grounds Maintenance Services: \$3,500 - This account provides expenditures for services incurred for the repair and maintenance of buildings and the upkeep of grounds owned or leased and operated by the City.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

635.12 Technical Services: \$5,000 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control and special inspections.

650.01 Telecommunications: \$2,520 - This account provides expenditures for needed telecommunications lines at the Ketchikan Regional Youth Facility.

650.02 Electric, Water, Sewer & Solid Waste: \$11,340 - This account provides expenditures for electric, water, sewer and solid waste services for buildings owned or leased and operated by the City.

790.25 Machinery & Equipment: \$1,000 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

825.01 Interdepartmental Charges – Insurance: \$5,230 - This account provides expenditures for risk management services and claims.

CITY OF KETCHIKAN

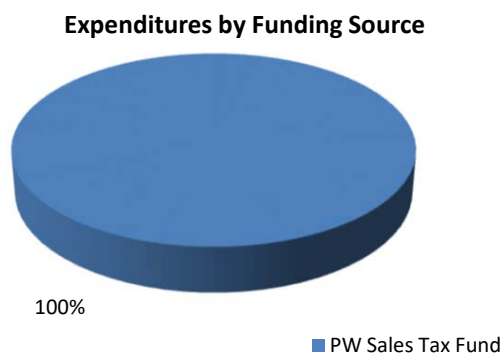
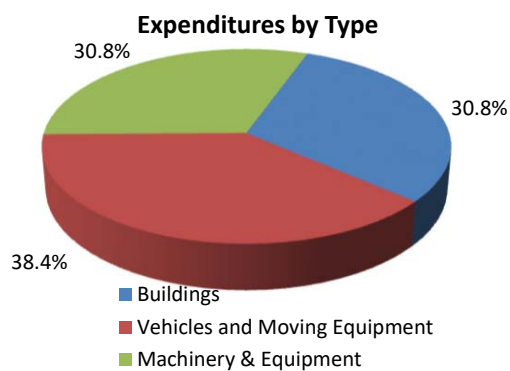
2022 Operating and Capital Budget

Public Works-Building Maintenance

Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	9,900	30,000	30,000	-	40,000	10,000	33.3%
720.00 Vehicles and Moving Equipment		-	-	-	50,000	50,000	NA
725.00 Machinery & Equipment	-	-	-	-	40,000	40,000	NA
Total Major Capital Outlay	9,900	30,000	30,000	-	130,000	100,000	333.3%

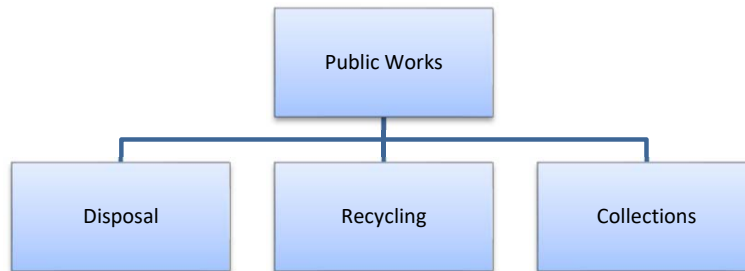
Capital Improvement Projects		Funding Sources			Total
Project #	Project	PW Sales Tax Fund			
705.00	Buildings				
	Shoreline Underground Tank Removal	40,000	-	-	40,000
	Total Buildings	40,000	-	-	40,000
720.00	Vehicles and Moving Equipment				
	Replacement Vehicle	50,000	-	-	50,000
	Total Vehicles and Moving Equipment	50,000	-	-	50,000
725.00	Machinery and Equipment				
	City Hall Air Purifier	20,000	-	-	20,000
	City Hall Back Door Security Improvements	20,000	-	-	20,000
	Total Machinery and Equipment	40,000	-	-	40,000
	Total Capital Budget	130,000	-	-	130,000



CITY OF KETCHIKAN
2022 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	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Disposal	2,273,953	2,505,843	2,546,890	2,443,560	2,612,533	106,690	4.3%
Recycling	72,449	133,567	80,800	78,015	136,343	2,776	2.1%
Collections	815,464	920,989	986,709	946,400	954,383	33,394	3.6%
Capital Improvement Program	273,826	40,000	23,000	23,000	175,000	135,000	337.5%
Total	3,435,692	3,600,399	3,637,399	3,490,975	3,878,259	277,860	7.7%

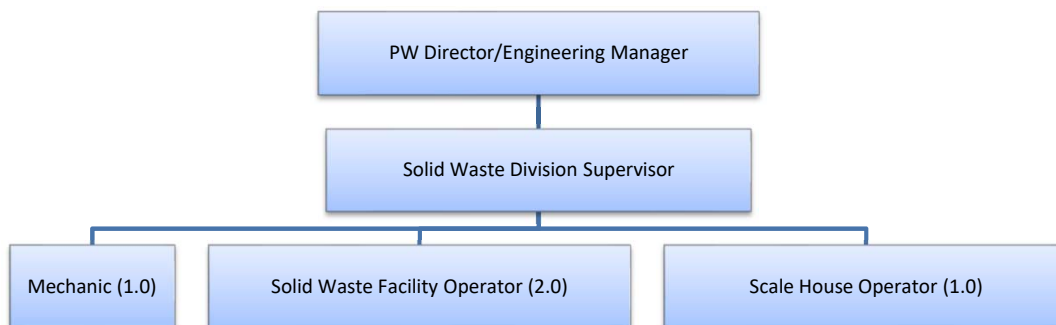
Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Personnel Services and Benefits	1,135,708	1,248,603	1,285,603	1,255,575	1,267,142	18,539	1.5%
Supplies	253,713	243,280	263,800	261,800	266,778	23,498	9.7%
Contract/Purchased Services	1,357,448	1,566,466	1,557,336	1,520,220	1,653,289	86,823	5.5%
Minor Capital Outlay	22,669	25,900	25,900	25,900	27,900	2,000	7.7%
Interdepartmental Charges-Public Safety	(15,092)	-	-	-	-	-	0.0%
Interdepartmental Charges	407,420	476,150	481,760	404,480	488,150	12,000	2.5%
Major Capital Outlay	273,826	40,000	23,000	23,000	175,000	135,000	337.5%
Total	3,435,692	3,600,399	3,637,399	3,490,975	3,878,259	277,860	7.7%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Solid Waste Services Fund	3,435,692	3,600,399	3,637,399	3,490,975	3,878,259	277,860	7.7%
Total	3,435,692	3,600,399	3,637,399	3,490,975	3,878,259	277,860	7.7%

Full-Time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Disposal	4.50	4.50	4.50	4.50	289,574	-	0.0%
Recycling	1.00	1.00	1.00	1.00	54,205	-	0.0%
Collections	5.50	5.50	5.50	5.50	308,078	-	0.0%
Total	11.00	11.00	11.00	11.00	651,857	-	0.0%

MISSION STATEMENT

The mission of the Solid Waste Disposal Division is to continue providing safe and economic solid waste disposal management and to offer such services in an environmentally sound manner while fostering recycling, composting and re-use. The division strives to furnish customers with expedient and efficient service.



GOALS FOR 2022

- Provide solid waste disposal services in compliance with ADEC permit requirements in a manner that reflects positively on the City of Ketchikan.
- Work on improvements to recycling drop-off center at the landfill to ensure quick and easy unloading of recyclable materials.
- Continue to address facility and grounds clean-up with a focus on site drainage improvements and housekeeping efforts to ensure storm water run-off continues to meet acceptable levels.
- Continue to ship putrescible solid waste. Work at reducing weights and volumes where possible by improving the recycling of materials that are still acceptable, i.e. glass and possibly cardboard.
- Provide safe and sanitary disposal of waste to ensure a better and cleaner environment.

ACCOMPLISHMENTS FOR 2021

- Collected and disposed of approximately 53,180 pounds of various hazardous materials during the Hazardous Household Waste Event.
- Successfully handled the 2021 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 877,540 pounds (438.77 tons). A total of 2,413 vehicles for the one-week period was recorded at the division's scale station.
- 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.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

- 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.

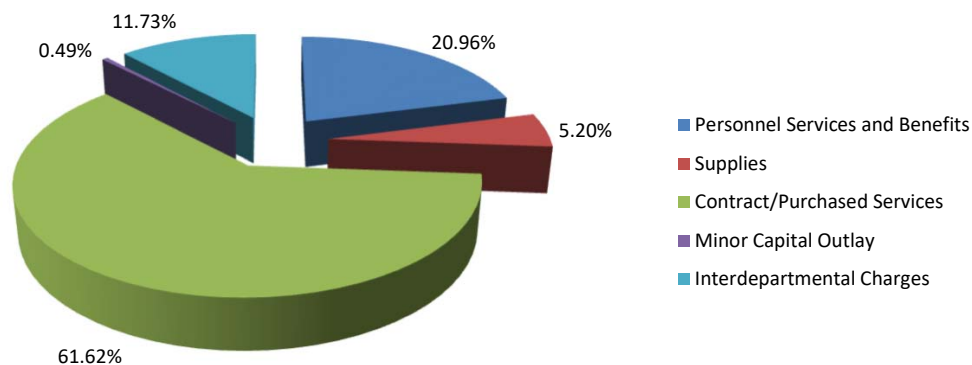
DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	557,016	527,117	570,004	559,130	527,994	877	0.2%
Supplies	129,982	130,680	141,200	139,200	147,800	17,120	13.1%
Contract/Purchased Services	1,336,519	1,548,846	1,536,676	1,499,610	1,632,569	83,723	5.4%
Minor Capital Outlay	19,184	12,400	12,400	12,400	14,400	2,000	16.1%
Interdepartmental Charges-Public Safety	(7,546)	-	-	-	-	-	0.0%
Interdepartmental Charges	238,798	286,800	286,610	233,220	289,770	2,970	1.0%
Total Expenditures	2,273,953	2,505,843	2,546,890	2,443,560	2,612,533	106,690	4.3%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	2,273,953	2,505,843	2,546,890	2,443,560	2,612,533	106,690	4.3%
Total Funding	2,273,953	2,505,843	2,546,890	2,443,560	2,612,533	106,690	4.3%

Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Supervisor	0.50	0.50	0.50	0.50	45,403	-	0.0%
Mechanic	1.00	1.00	1.00	1.00	62,650	-	0.0%
Solid Waste Facility Operator	2.00	2.00	2.00	2.00	133,743	-	0.0%
Scale House Operator	1.00	1.00	1.00	1.00	47,778	-	0.0%
Total	4.50	4.50	4.50	4.50	289,574	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste
Disposal Division 1560-270
OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below:

- Operating Supplies (Account No. 510.02) increased by \$15,120, or by 37.0%, due to the increase in steel prices affecting the price of baling wire.
- Disposal Services (Account No. 635.09) Increased by \$83,501 or by 6.0%, due to the increase in shipping costs and disposal costs per the agreement with Regional Disposal Company.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	329,943	286,267	331,710	331,710	289,574	3,307	1.2%
501 .01 Overtime Wages	16,176	31,000	27,790	19,000	31,000	-	0.0%
502 .01 Temporary Wages	-	16,000	6,084	4,000	16,000	-	0.0%
505 .00 Payroll Taxes	24,612	25,500	25,650	25,650	25,750	250	1.0%
506 .00 Pension	51,904	48,540	50,410	50,410	49,000	460	0.9%
507 .00 Health and Life Insurance	115,425	103,100	111,080	111,080	99,190	(3,910)	-3.8%
507 .30 Workers Compensation	11,364	11,390	11,960	11,960	11,260	(130)	-1.1%
508 .00 Other Benefits	6,092	3,820	3,820	3,820	4,720	900	23.6%
509 .03 Allowances-PW Clothing	1,500	1,250	1,250	1,250	1,250	-	0.0%
509 .08 Allowances-Medical Expenses	-	250	250	250	250	-	0.0%
Personnel Services and Benefits	557,016	527,117	570,004	559,130	527,994	877	0.2%
Supplies							
510 .01 Office Supplies	2,181	2,600	2,600	2,600	2,600	-	0.0%
510 .02 Operating Supplies	39,647	40,880	51,400	50,400	56,000	15,120	37.0%
510 .03 Safety Program Supplies	754	900	900	900	900	-	0.0%
510 .04 Janitorial Supplies	377	700	700	700	700	-	0.0%
510 .05 Small Tools & Equipment	1,786	2,000	2,000	2,000	2,000	-	0.0%
515 .01 Vehicle Maintenance Materials	54,197	44,500	44,500	44,500	46,500	2,000	4.5%
515 .02 Building & Grounds Maint Materials	7,015	8,600	8,600	8,600	8,600	-	0.0%
525 .03 Heating Fuel	20,125	24,000	24,000	23,000	24,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	3,900	6,500	6,500	6,500	6,500	-	0.0%
Supplies	129,982	130,680	141,200	139,200	147,800	17,120	13.1%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .03 Training and Education	-	288	288	280	280	(8)	-2.8%
605 .01 Ads and Public Announcements	4,380	6,400	6,390	6,390	6,400	-	0.0%
615 .01 Professional and Technical Licenses	343	700	700	700	700	-	0.0%
615 .02 Assn Membership Dues & Fees	268	400	400	400	400	-	0.0%
620 .02 Salvage & Disposal-Impounded Prop	52,000	45,000	45,000	45,000	45,000	-	0.0%
630 .01 Building and Operating Permits	810	800	810	810	800	-	0.0%
630 .02 Vehicle Licenses	40	1,200	1,200	1,200	1,200	-	0.0%
630 .03 Bank and Merchant Charges	5,012	3,500	3,630	3,630	3,630	130	3.7%
635 .06 Bldg & Grounds Maint Services	818	1,000	1,000	1,000	1,000	-	0.0%
635 .07 Machinery & Equip Maint Services	4,417	4,750	4,750	4,700	4,850	100	2.1%
635 .09 Disposal Services	1,189,463	1,391,688	1,381,688	1,345,000	1,475,189	83,501	6.0%
635 .12 Technical Services	10,744	8,000	8,000	8,000	8,000	-	0.0%
635 .14 Other Contractual Services	6,146	6,200	6,200	5,950	6,200	-	0.0%
645 .02 Rents and Leases-Machinery & Equip	-	700	570	500	700	-	0.0%
650 .01 Telecommunications	15,764	18,800	18,800	18,800	18,800	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	46,314	59,420	57,250	57,250	59,420	-	0.0%
Contract/Purchased Services	1,336,519	1,548,846	1,536,676	1,499,610	1,632,569	83,723	5.4%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	900	900	900	900	-	0.0%
790 .25 Machinery and Equipment	16,789	10,000	10,000	10,000	10,000	-	0.0%
790 .26 Computers, Printers & Copiers	1,195	-	-	-	2,000	2,000	NA
790 .35 Software	1,200	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	19,184	12,400	12,400	12,400	14,400	2,000	16.1%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	20,264	21,650	21,650	21,590	21,830	180	0.8%
801 .01 Interdepartmental-Human Resources	7,972	7,750	7,750	5,980	8,200	450	5.8%
802 .00 Interdepartmental-Finance	38,172	38,730	38,730	35,930	38,870	140	0.4%
803 .01 Interdepartmental-Info Technology	19,750	18,960	18,960	18,740	20,030	1,070	5.6%
804 .01 Interdepartmental-Engineering	113,381	157,000	157,000	110,000	157,000	-	0.0%
805 .01 Interdepartmental-KPU Billing Services	18,848	18,850	18,850	18,290	18,290	(560)	-3.0%
825 .01 Interdepartmental-Insurance	17,988	20,860	20,670	20,630	23,030	2,170	10.4%
850 .01 Interdepartmental-Garage	2,423	3,000	3,000	2,060	2,520	(480)	-16.0%
Interdepartmental Charges	238,798	286,800	286,610	233,220	289,770	2,970	1.0%
Interdepartmental Charges - Public Safety							
820 .90 Public Safety Compliance-COVID Leave	(7,546)	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety	(7,546)	-	-	-	-	-	0.0%
Total Expenditures by Type	2,273,953	2,505,843	2,546,890	2,443,560	2,612,533	106,690	4.3%

NARRATIVE

500.01 Regular Salaries and Wages: \$289,574 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Solid Waste Disposal Division.

501.01 Overtime Wages: \$31,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$16,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

505.00 Payroll Taxes: \$25,750 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$49,000 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$99,910 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$11,260 – This account provides expenditures for employer contributions to employee workers compensation insurance.

508.00 Other Benefits: \$4,720 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$1,250 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances - Medical Expenses: \$250 - This account provides expenditures for employee medical exams.

510.01 Office Supplies: \$2,600 - This account provides expenditures for paper, scale tickets, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510.02 Operating Supplies: \$56,000 - This account provides expenditures for the purchase of departmental supplies including cleaning materials, baler wire, disposal overalls, equipment wash, chains and cables, first aid materials, etc., which are used by the division during the course of the year.

510.03 Safety Program Supplies: \$900 - This account provides expenditures for the City safety program. This account traditionally is used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

510.04 Janitorial Supplies: \$700 – This account provides expenditures for the cost of janitorial supplies used to maintain the SWRHF during the course of the year.

510.05 Small Tools and Equipment: \$2,000 - This account provides expenditures for minor tools. Included are hand tools, chain saws, blow torches, hydraulic jacks and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$46,500 - This account provides expenditures for the repair and maintenance of landfill vehicles and equipment. Included are licensed and unlicensed rolling stock.

515.02 Building & Grounds Maintenance Materials: \$8,600 - This account provides expenditures for the cost and supplies of materials including filters, light bulbs, paint, steel, ceiling tiles, electrical wire and parts, lumber and building supplies, etc., which are used by the division to maintain the SWRHF and grounds throughout the course of the year.

525.03 Heating Fuel: \$24,000 - This account provides expenditures for the cost of diesel fuel for SWRHF equipment & incinerator operation.

525.04 Vehicle Motor Fuel and Lubricants: \$6,500 - This account provides expenditures for gasoline, diesel fuel and lubricants associated with SWRHF vehicles and equipment.

600.03 Training and Education: \$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: \$6,400 - This account provides expenditures for cost of legal advertisements, bid invitations and other regulatory notifications issued by the division during the course of the year. This account also provides for advertising costs incurred to educate the public regarding changes in operations.

615.01 Professional and Technical Licenses: \$700 – This account provides expenditures for the cost of staff professional licenses and certificates required for operating equipment.

615.02 Assn. Membership Dues and Fees: \$400 – This account provides expenditures for the cost of membership in the Solid Waste Association of North America (SWANA) and the price of subscriptions to publications that provide information for managing and operation of disposal systems. As members of SWANA, employees receive reduced admission to training programs in the fields of solid waste, hazardous materials and recycling.

620.02 Salvage and Disposal of Impounded Property: \$45,000 - This account provides expenditures for salvaging and/or disposing of junked vehicles and marine vessels. Although the funding in this line item is a cost to the division, the funds are managed by the Police Department.

630.01 Building and Operating Permits: \$800 - This account provides expenditures for state regulatory fees & charges.

630.02 Vehicle Licenses - \$1,200 - This account provides expenditures for licensing City vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$3,630 - This account provides expenditures for merchant fees for use of credit and debit cards.

635.06 Buildings and Grounds Maintenance Services: \$1,000 - This account provides expenditures for contractual services required for the repair and maintenance of buildings and the upkeep of grounds located at the SWRHF. This account includes contract labor and materials required to provide the service.

635.07 Machinery and Equipment Maintenance Services: \$4,850 - 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: \$1,475,189 - 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: \$8,000 - This account provides expenditures for services that are not regarded as professional but require technical or special knowledge. Included is the cost of outside professional expertise such as water quality testing, which is sometimes required for non-routine specialty tasks. This account also provides for routine semi-annual ADEC inspections required for permitting and general operations. The State of Alaska presently charges for services provided for managing the division's permit and review of the proposed closure plan.

635.14 Other Contractual Services: \$6,200 - This account provides expenditures for contractual services not identified in the account classifications under contractual services, which include pest control, systems alarm monitoring, etc.

645.02 Rents and Leases - Machinery & Equipment: \$700 - This account provides expenditures for the rent and lease of machinery and equipment.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Solid Waste

Disposal Division 1560-270

650.01 Telecommunications: \$18,800 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$59,420 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$900 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$10,000 - This account provides expenditures for the acquisition of interchangeable tools for landfill equipment.

790.26 Computers, Printers, and Copiers: \$2,000 - This account provides for the expenditures of computers, monitors, printers, and copiers. Per the replacement schedule developed by the Information Technology Department, one computer will be replaced.

790.35 Software: \$1,500 - This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements, which includes the purchase of a preventative maintenance program to track upcoming equipment maintenance and to provide for a record of previous repairs.

800.00 Interdepartmental Charges – Administrative: \$21,830 - 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: \$8,200 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$38,870 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$20,030 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$157,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$18,290 – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$23,030 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$2,520 - 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 2022

- Continue efforts within the City to capture additional recycling volumes.
- Continue efforts to capture additional metal volumes from materials received at the landfill.

ACCOMPLISHMENTS FOR 2021

- Provided a drop-off center for recycling products, which includes cardboard, aluminum, glass, used oil, and fluorescent bulbs.
- Continued to bale and ship white goods (appliances) as recyclable material, thereby removing them from the waste stream. Staff will continue to educate the public about materials currently accepted at the Solid Waste Handling and Recycling Facility.
- Collected and ground clean wood products to be recycled at the composting operation. Some contractors and other industrial users continue to separate wood for more efficient processing.
- Continued adjusting the program as commodities collected continue to change.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

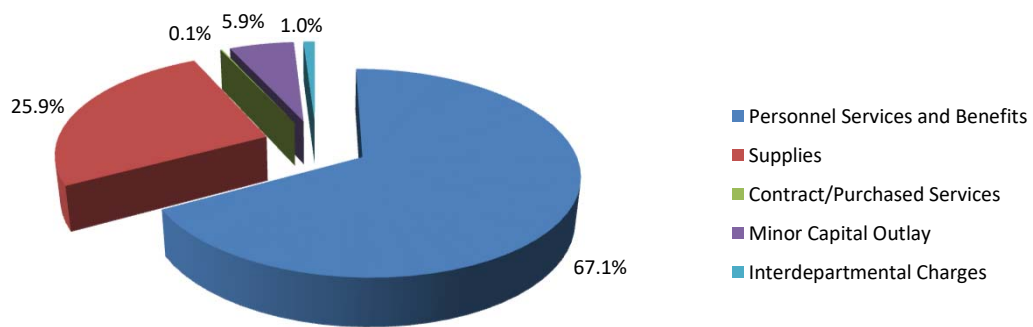
DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	26,762	90,447	37,630	34,845	91,485	1,038	1.1%
Supplies	43,963	33,800	33,800	33,800	35,258	1,458	4.3%
Contract/Purchased Services	725	200	200	200	200	-	0.0%
Minor Capital Outlay	-	8,000	8,000	8,000	8,000	-	0.0%
Interdepartmental Charges	999	1,120	1,170	1,170	1,400	280	25.0%
Total Expenditures	72,449	133,567	80,800	78,015	136,343	2,776	2.1%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Solid Waste Services Fund	72,449	133,567	80,800	78,015	136,343	2,776	2.1%
Total Funding	72,449	133,567	80,800	78,015	136,343	2,776	2.1%

Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Solid Waste Facility Operator	1.00	1.00	1.00	1.00	54,205	-	0.0%
Total	1.00	1.00	1.00	1.00	54,205	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- There are no significant operating changes between the adopted operating budget for 2021 and the proposed operating budget for 2022.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste

Recycling Division 1560-271

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	17,047	53,477	17,890	17,890	54,205	728	1.4%
501 .01 Overtime Wages	288	-	-	-	-	-	NA
505 .00 Payroll Taxes	1,221	4,100	3,950	1,290	4,150	50	1.2%
506 .00 Pension	2,254	8,470	3,850	3,850	8,470	-	0.0%
507 .00 Health and Life Insurance	5,370	21,590	9,640	9,640	21,720	130	0.6%
507 .30 Workers Compensation	546	1,800	1,290	1,290	1,760	(40)	-2.2%
508 .00 Other Benefits	36	680	680	680	850	170	25.0%
509 .03 Allowances-PW Clothing	-	250	250	125	250	-	0.0%
509 .08 Allowances-Medical Expenses	-	80	80	80	80	-	0.0%
Personnel Services and Benefits	26,762	90,447	37,630	34,845	91,485	1,038	1.1%
Supplies							
510 .05 Small Tools & Equipment	1,747	2,000	2,000	2,000	2,000	-	0.0%
510 .08 Inventory for Resale	5,416	5,500	5,500	5,500	5,500	-	0.0%
515 .01 Vehicle Maintenance Materials	7,513	8,500	8,500	8,500	8,900	400	4.7%
515 .04 Machinery & Equip Maint Materials	970	1,000	1,000	1,000	1,050	50	5.0%
520 .04 Freight-Material and Supplies	28,317	16,800	16,800	16,800	17,808	1,008	6.0%
Supplies	43,963	33,800	33,800	33,800	35,258	1,458	4.3%
Contract/Purchased Services							
600 .03 Training and Education	725	200	200	200	200	-	0.0%
Contract/Purchased Services	725	200	200	200	200	-	0.0%
Minor Capital Outlay							
790 .25 Machinery and Equipment	-	8,000	8,000	8,000	8,000	-	0.0%
Minor Capital Outlay	-	8,000	8,000	8,000	8,000	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	999	1,120	1,170	1,170	1,400	280	25.0%
Interdepartmental Charges	999	1,120	1,170	1,170	1,400	280	25.0%
Total Expenditures by Type	72,449	133,567	80,800	78,015	136,343	2,776	2.1%

NARRATIVE

500.01 Regular Salaries and Wages: \$54,205 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Recycling Division.

505.00 Payroll Taxes: \$4,150 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$8,470 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$21,720 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$1,760 – This account provides expenditures for employer contributions to workers compensation insurance.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Solid Waste

Recycling Division 1560-271

508.00 Other Benefits: \$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.

509.03 Allowances – Public Works Clothing: \$250 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances- Medical Expenses: \$80 - This account provides expenditures for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510.05 Small Tools and Equipment: \$2,000 - This account provides expenditures for minor tools and equipment used by the division during the course of a year.

510.08 Inventory for Resale: \$5,500 - This account provides expenditures for the purchase of equipment such as recycling containers and drop boxes for recycling.

515.01 Vehicle Maintenance Materials: \$8,900 - 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: \$1,050 – This account provides expenditures for the cost of maintaining recycling containers.

520.04 Freight – Materials and Supplies: \$17,808 - This account provides expenditures for shipping metal and oil recycled products to market.

600.03 Training and Education: \$200 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

790.25 Machinery and Equipment: \$8,000 - This account provides expenditures for the acquisition of new or replacement recycling equipment that will be used on the division's 1-ton truck chassis.

825.01 Interdepartmental Charges – Insurance: \$1,400 - 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 2022**

- 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 2021

- 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 tourist 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 Festival.
- Worked with ordinances dealing with litter and directed efforts at cleaning up problematic areas. The community still has bear issues and staff will continue to work with KPD and wildlife specialists to help educate the general public.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

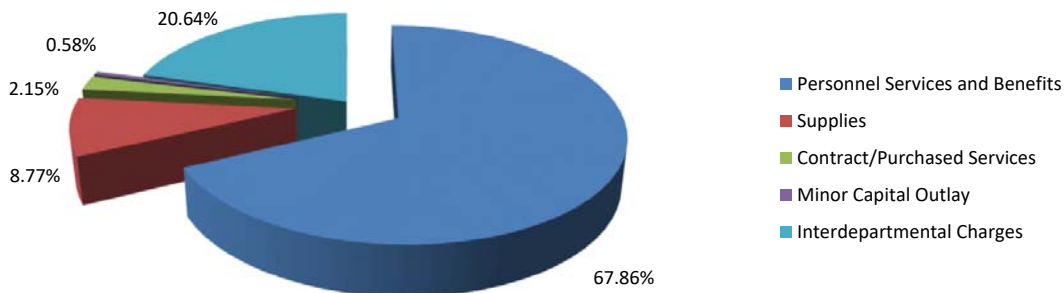
DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	551,930	631,039	677,969	661,600	647,663	16,624	2.6%
Supplies	79,768	78,800	88,800	88,800	83,720	4,920	6.2%
Contract/Purchased Services	20,204	17,420	20,460	20,410	20,520	3,100	17.8%
Minor Capital Outlay	3,485	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges-Public Safety	(7,546)	-	-	-	-	-	0.0%
Interdepartmental Charges	167,623	188,230	193,980	170,090	196,980	8,750	4.6%
Total Expenditures	815,464	920,989	986,709	946,400	954,383	33,394	3.6%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Solid Waste Services Fund	815,464	920,989	986,709	946,400	954,383	33,394	3.6%
Total Funding	815,464	920,989	986,709	946,400	954,383	33,394	3.6%

Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Supervisor	0.50	0.50	0.50	0.50	45,403	-	0.0%
Solid Waste Collector	5.00	5.00	5.00	5.00	262,675	-	0.0%
Total	5.50	5.50	5.50	5.50	308,078	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Temporary Wages (Account No. 501.01) increased by \$23,600, or by 41.8%, to account for the additional temporary labor necessary to conduct seasonal litter collection in the downtown core and along the Port of Ketchikan during the cruise visitor season. This program was transferred from the Public Works Department-Streets Division to Tourism and Economic Development in 2021, and utilizes CPV Funds to account for the services provided with the added temporary labor.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

DIVISION OPERATING BUDGET DETAIL							
Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries and Wages	279,492	312,874	349,874	349,830	308,078	(4,796)	-1.5%
501 .01 Overtime Wages	21,442	24,000	27,210	27,210	24,000	-	0.0%
502 .01 Temporary Wages	41,788	56,400	52,745	36,450	80,000	23,600	41.8%
505 .00 Payroll Taxes	24,382	30,090	30,090	30,060	31,530	1,440	4.8%
506 .00 Pension	51,240	56,260	61,810	61,810	56,560	300	0.5%
507 .00 Health and Life Insurance	116,828	124,690	128,670	128,670	120,910	(3,780)	-3.0%
507 .30 Workers Compensation	16,979	20,630	21,350	21,350	19,510	(1,120)	-5.4%
508 .00 Other Benefits	(1,721)	4,320	4,320	4,320	5,300	980	22.7%
509 .03 Allowances-PW Clothing	1,500	1,375	1,500	1,500	1,375	-	0.0%
509 .08 Allowances-Medical Expenses	-	400	400	400	400	-	0.0%
Personnel Services and Benefits	551,930	631,039	677,969	661,600	647,663	16,624	2.6%
Supplies							
510 .02 Operating Supplies	1,801	2,000	2,000	2,000	2,000	-	0.0%
510 .03 Safety Program Supplies	786	900	900	900	900	-	0.0%
510 .05 Small Tools & Equipment	607	900	900	900	900	-	0.0%
510 .08 Inventory for Resale	21,597	17,600	17,600	17,600	20,000	2,400	13.6%
515 .01 Vehicle Maintenance Materials	35,216	33,400	43,400	43,400	35,000	1,600	4.8%
515 .04 Machinery & Equip Maint Materials	970	1,000	1,000	1,000	1,000	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	18,791	23,000	23,000	23,000	23,920	920	4.0%
Supplies	79,768	78,800	88,800	88,800	83,720	4,920	6.2%
Contract/Purchased Services							
600 .03 Training and Education	-	200	200	200	200	-	0.0%
605 .01 Ads and Public Announcements	128	300	300	250	300	-	0.0%
615 .01 Professional and Technical Licenses	120	300	300	300	300	-	0.0%
630 .02 Vehicle Licenses	75	120	120	120	120	-	0.0%
630 .03 Bank and Merchant Charges	19,881	16,500	19,540	19,540	19,600	3,100	18.8%
Contract/Purchased Services	20,204	17,420	20,460	20,410	20,520	3,100	17.8%
Minor Capital Outlay							
790 .25 Machinery and Equipment	3,485	5,500	5,500	5,500	5,500	-	0.0%
Minor Capital Outlay	3,485	5,500	5,500	5,500	5,500	-	0.0%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	19,804	21,160	21,160	21,100	21,330	170	0.8%
801 .01 Interdepartmental-Human Resources	7,791	7,580	7,580	5,850	8,010	430	5.7%
802 .00 Interdepartmental-Finance	37,305	37,850	37,850	35,120	37,990	140	0.4%
803 .01 Interdepartmental-Info Technology	19,301	18,530	18,530	18,310	19,580	1,050	5.7%
804 .01 Interdepartmental-Engineering	39,211	55,000	55,000	38,000	55,000	-	0.0%
805 .01 Interdepartmental-KPU Billing Services	28,277	28,280	28,280	27,440	27,440	(840)	-3.0%
825 .01 Interdepartmental-Insurance	13,487	14,830	15,580	15,580	17,940	3,110	21.0%
850 .01 Interdepartmental-Garage	2,447	5,000	10,000	8,690	9,690	4,690	93.8%
Interdepartmental Charges	167,623	188,230	193,980	170,090	196,980	8,750	4.6%
Interdepartmental Charges - Public Safety							
820 .90 Public Safety Compliance - COVID Leave	(7,546)	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety	(7,546)	-	-	-	-	-	0.0%
Total Expenditures by Type	815,464	920,989	986,709	946,400	954,383	33,394	3.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$308,078 This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Solid Waste Collection Division.

501.01 Overtime Wages: \$24,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$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: \$31,530 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$56,560 – This account provides expenditures for employer contributions to retirement systems.

507.00 Health and Life Insurance: \$120,910 – This account provides expenditures for employer contributions to employee health and life insurance plans.

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

508.00 Other Benefits: \$5,300 – 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.

509.03 Allowances – Public Works Clothing: \$1,375 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances- Medical Expenses: \$400 - This account provides expenditures for employee medical exams.

510.02 Operating Supplies: \$2,000 - This account provides expenditures for the purchase of departmental supplies such as gloves, safety vests, safety glasses, back braces and first aid equipment used during the course of the year.

510.03 Safety Program Supplies: \$900 – This account provides expenditures for the City safety program. This account is traditionally used to purchase materials and supplies necessary to conduct an ongoing safety program within the division. Included are safety information brochures, safety training audio and video programs, safety equipment, etc.

510.05 Small Tools and Equipment: \$900 – This account provides expenditures for the purchase and or replacement of small tools and equipment used by the division during the course of the year.

510.08 Inventory for Resale: \$20,000 - 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: \$35,000 - 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.

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: \$23,920 - This account provides expenditures for the purchase of gasoline, diesel fuel and lubricants associated with the division's use of vehicles.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Solid Waste

Collection Division 1560-272

600.03 Training and Education: \$200 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Ads and Public Announcements: \$300 - This account provides expenditures for advertising and announcements in newspapers or broadcasts over radio. This account also provides for educating the public about waste collection requirements, which includes notification and education to help manage bear problems within the City Limits.

615.01 Professional and Technical Licenses: \$300 – This account provides expenditures for cost of commercial driver's licenses and other certificates required for operating equipment.

630.02 Vehicle Licenses: \$120 – This account provides expenditures for the cost of various licenses and fees associated with the permitting of the division's vehicles.

630.03 Bank and Merchant Charges: \$19,600 - This account provides expenditures for merchant fees for use of credit and debit cards.

790.25 Machinery and Equipment: \$5,500 - This account provides expenditures for the purchase of replacement equipment such as cart tippers and other miscellaneous items for the collection vehicles.

800.00 Interdepartmental Charges – Administrative: \$21,330 - 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: \$8,010 - This account provides expenditures for human resource services provided by the Human Resources Division

802.00 Interdepartmental Charges - Finance: \$37,990 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$19,580 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$55,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

805.01 Interdepartmental Charges – KPU Billing Services: \$27,440 – This account provides expenditures for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825.01 Interdepartmental Charges – Insurance: \$17,940 - This account provides expenditures for risk management services and claims.

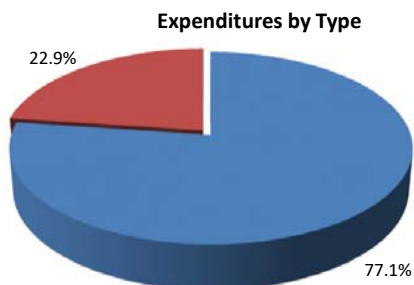
850.01 Interdepartmental Charges – Garage: \$9,690 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Solid Waste

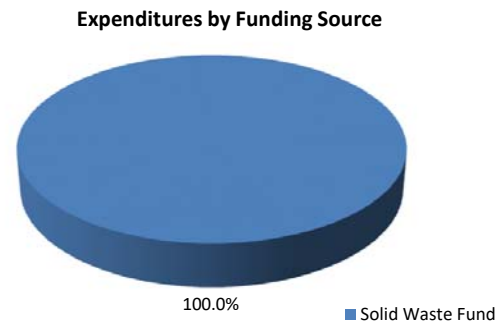
Capital Budget

Major Capital Outlay	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
720.00 Vehicles and Moving Equipment	216,355	-	-	-	-	-	NA
725.00 Machinery and Equipment	-	-	-	-	135,000	135,000	New
730.00 Infrastructure and Plant	57,471	40,000	23,000	23,000	40,000	-	0.0%
Total Major Capital Outlay	273,826	40,000	23,000	23,000	175,000	135,000	337.5%

Capital Improvement Projects		Funding Sources		
Project #	Project	Solid Waste Fund		Total
725.00	Machinery and Equipment			
	Baler Relining	45,000		45,000
	Incinerators Control System Upgrade	60,000	-	60,000
	Forklift Attachment	30,000		30,000
	Total Machinery and Equipment	135,000	-	135,000
730.00	Infrastructure and Plant			
	Cover Generation	40,000		40,000
	Total Infrastructure and Plant	40,000	-	40,000
	Total Capital Budget	175,000	-	175,000



■ Machinery and Equipment
 ■ Infrastructure and Plant

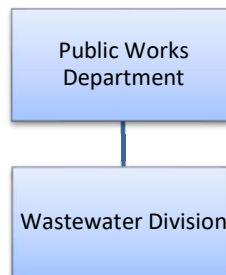


■ Solid Waste Fund

CITY OF KETCHIKAN
2022 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.

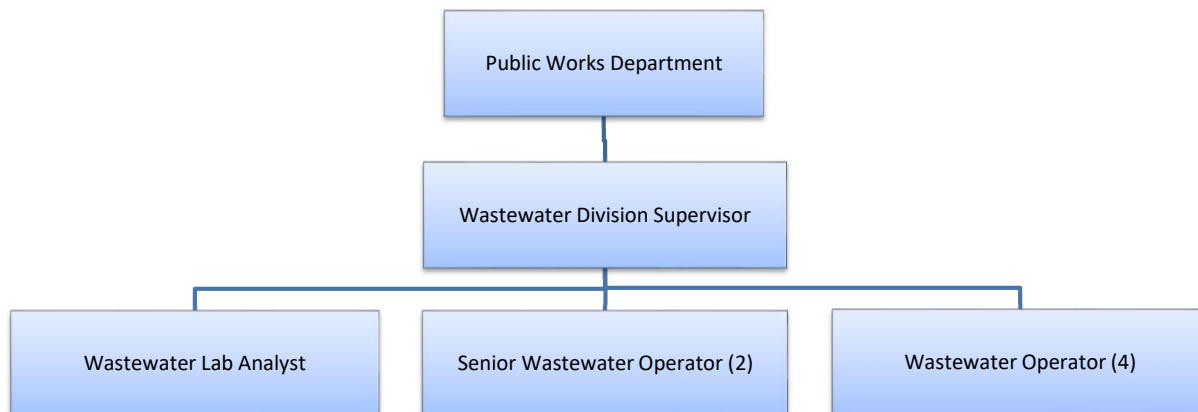


The Wastewater Division is comprised of one operating division and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY							
Divisions/Cost Center/Programs	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Operations	2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	5,225	0.2%
Capital Improvement Program	668,481	5,319,531	5,319,531	595,565	5,105,867	(213,664)	-4.0%
Total	2,812,081	7,867,387	7,867,387	2,979,863	7,658,948	(208,439)	-2.6%
Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Personnel Services and Benefits	841,852	955,648	955,468	895,610	935,172	(20,476)	-2.1%
Supplies	236,329	262,050	262,030	262,030	262,050	-	0.0%
Contract/Purchased Services	366,394	405,060	405,080	403,580	409,060	4,000	1.0%
Minor Capital Outlay	57,691	59,000	59,000	59,000	59,000	-	0.0%
Interdepartmental Charges-Public Safety	(36,282)	-	-	-	-	-	0.0%
Interdepartmental Charges	516,340	623,270	623,450	521,250	638,870	15,600	2.5%
Debt Service	81,276	162,828	162,828	162,828	162,829	1	0.0%
Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Major Capital Outlay	668,481	5,319,531	5,319,531	595,565	5,105,867	(213,664)	-4.0%
Total	2,812,081	7,867,387	7,867,387	2,979,863	7,658,948	(208,439)	-2.6%
Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022 Incr(Decr) %	
		Adopted	Amended	Estimate			
Wastewater Fund	2,677,815	2,913,655	2,913,655	2,874,298	3,588,081	674,426	23.1%
Bonds	134,266	4,953,732	4,953,732	105,565	4,070,867	(882,865)	-17.8%
Total	2,812,081	7,867,387	7,867,387	2,979,863	7,658,948	(208,439)	-2.6%
Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	8.00	8.00	8.00	8.00	539,012	-	0.0%
Total	8.00	8.00	8.00	8.00	539,012	-	0.0%

MISSION STATEMENT

It is the mission of the Wastewater Division to protect the environment through the effective management, operation and maintenance of the sanitary wastewater system. The division's primary concern is for the health and safety of the citizens and employees. The division strives to provide the citizens of the City of Ketchikan with quality service using experienced, well-trained personnel and by continuing to upgrade the existing treatment plant, equipment and collection system components.



GOALS FOR 2022

- Maintain the sewer system as efficiently as possible within the constraints of the Wastewater Division's budget.
- Continue to meet EPA parameters without exceeding limits for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), fecal coliform, chlorine residual, pH, dissolved oxygen, copper and zinc.
- Systematically inspect, repair and/or replace portions of Ketchikan's aging wastewater collection system, focusing on corrugated metal pipe sewer infrastructure.
- Complete an emergency backup generator replacement project in a large and small pump station.

ACCOMPLISHMENTS FOR 2021

- Assisted Boreal Controls with the replacement of the Controls and SCADA system at Pump Station 6.
- Worked with local contractors to enclose and repurpose a portion of the exhaust shelter at Pump Station 4 into a chemical feed system to help fight fecal coliform in our wastewater system.
- Worked with Public Works Engineering to install, maintain, and collect data from flow meters along Water Street. Also performed a smoke test to discover sources of inflow and infiltration.
- Continued to work closely as a cohesive group to reduce and fine tune the use of analytics, chemicals, and processes to meet high quality effluent standards during all portions of the year.
- Conducted weekly COVID-19 wastewater sampling.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

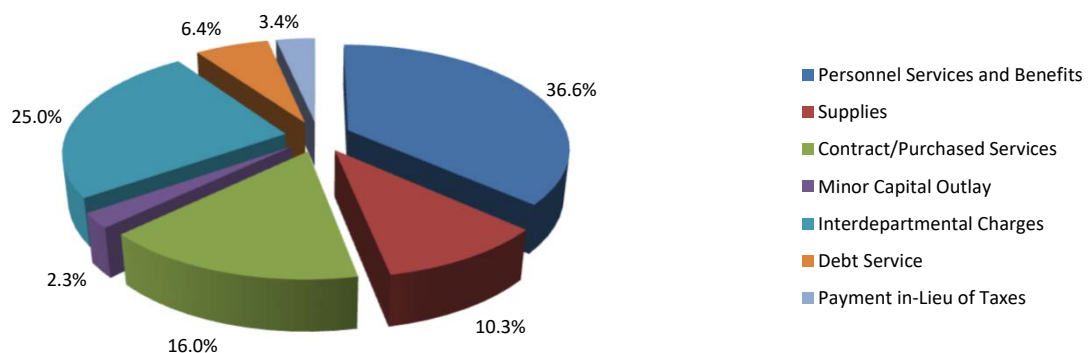
DIVISION SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	841,852	955,648	955,468	895,610	935,172	(20,476)	-2.1%
Supplies	236,329	262,050	262,030	262,030	262,050	-	0.0%
Contract/Purchased Services	366,394	405,060	405,080	403,580	409,060	4,000	1.0%
Minor Capital Outlay	57,691	59,000	59,000	59,000	59,000	-	0.0%
Interdepartmental Charges-Public Safety	(36,282)					-	0.0%
Interdepartmental Charges	516,340	623,270	623,450	521,250	638,870	15,600	2.5%
Debt Service	81,276	162,828	162,828	162,828	162,829	1	0.0%
Payment in-Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Total Expenditures	2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	5,225	0.2%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Wastewater Fund	2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	5,225	0.2%
Total Funding	2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	5,225	0.2%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Wastewater Supervisor	1.00	1.00	1.00	1.00	91,701	-	0.0%
Senior Wastewater Operator	2.00	2.00	2.00	2.00	145,376	-	0.0%
Wastewater Operator	4.00	4.00	4.00	4.00	222,462	-	0.0%
Wastewater Lab Analyst	1.00	1.00	1.00	1.00	79,473	-	0.0%
Total	8.00	8.00	8.00	8.00	539,012	-	0.0%

2022 Expenditures by Type



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Interdepartmental-Insurance (Account No. 825.01) increased by \$6,090, or by 12.2%, due to increases in insurance premiums.
- Interdepartmental-Garage (Account No. 850.01) increased by \$6,310, or by 21.0%, due to services performed by the Public Works Garage Division to maintain the division's vehicles and equipment.
- Payment in Lieu of Taxes (Account No. 975.00) increased by \$6,100, or by 7.6%, due to the programmed increase in the property tax millage rate to 7.1%.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits							
500 .01 Regular Salaries & Wages	497,080	557,728	557,548	527,070	539,012	(18,716)	-3.4%
501 .01 Overtime Wages	24,703	35,000	35,000	34,700	35,000	-	0.0%
502 .01 Temporary Wages	3,032	20,000	20,000	12,320	20,000	-	0.0%
505 .00 Payroll Taxes	37,245	46,880	46,880	41,590	45,450	(1,430)	-3.1%
506 .00 Pension	78,663	85,090	85,090	80,650	85,850	760	0.9%
507 .00 Health & Life Insurance	169,667	184,610	184,610	174,380	176,660	(7,950)	-4.3%
507 .30 Workers Compensation	15,622	18,100	18,100	16,660	18,460	360	2.0%
508 .00 Other Benefits	13,840	5,640	5,640	5,640	12,140	6,500	115.2%
509 .03 Allowances-Public Works Clothing	2,000	2,000	2,000	2,000	2,000	-	0.0%
509 .08 Allowances-Medical Expenses	-	600	600	600	600	-	0.0%
Personnel Services and Benefits	841,852	955,648	955,468	895,610	935,172	(20,476)	-2.1%
Supplies							
510 .01 Office Supplies	2,368	2,500	2,500	2,500	2,500	-	0.0%
510 .02 Operating Supplies	11,729	15,000	15,000	15,000	15,000	-	0.0%
510 .03 Safety Program Supplies	10,249	12,250	12,250	12,250	12,250	-	0.0%
510 .04 Janitorial Supplies	5,041	3,625	3,625	3,625	3,625	-	0.0%
510 .05 Small Tools & Equipment	8,025	9,000	9,000	9,000	9,000	-	0.0%
510 .06 Chemicals	50,527	70,000	70,000	70,000	70,000	-	0.0%
515 .01 Vehicle Maintenance Materials	7,920	5,000	5,000	5,000	5,000	-	0.0%
515 .04 Machinery & Equip Maint Materials	23,445	28,300	28,280	28,280	28,300	-	0.0%
515 .05 Infrastructure Maint Materials	82,816	72,625	72,625	72,625	72,625	-	0.0%
520 .02 Postage	1,369	2,000	2,000	2,000	2,000	-	0.0%
525 .03 Heating Fuel	20,462	27,500	27,500	27,500	27,500	-	0.0%
525 .04 Vehicle Motor Fuel & Lubricants	7,474	7,500	7,500	7,500	7,500	-	0.0%
530 .03 Professional & Technical Publications	711	1,000	1,000	1,000	1,000	-	0.0%
535 .02 Business & Meal Expenses	-	1,750	1,750	1,750	1,750	-	0.0%
535 .04 Uniforms/Badges/Clothing	4,193	4,000	4,000	4,000	4,000	-	0.0%
Supplies	236,329	262,050	262,030	262,030	262,050	-	0.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

Operating Expenditures			2020	2021 Budget			2022	2021 Adopted/2022	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services									
600	.02	Travel-Training	-	3,750	3,750	3,750	3,750	-	0.0%
600	.03	Training & Education	2,943	2,500	2,500	2,500	2,500	-	0.0%
605	.01	Ads & Public Announcements	1,668	6,500	6,500	6,000	6,000	(500)	-7.7%
615	.01	Professional & Technical Licenses	960	1,500	1,500	1,500	1,500	-	0.0%
615	.02	Assn. Membership Dues & Fees	206	1,500	1,500	1,500	1,500	-	0.0%
630	.01	Building & Operating Permits	8,084	8,000	8,020	8,020	8,500	500	6.3%
630	.02	Vehicle Licenses	69	500	500	500	500	-	0.0%
630	.03	Bank & Merchant Charges	22,427	23,000	23,000	23,000	23,000	-	0.0%
635	.03	Vehicle Maintenance Services	120	3,000	3,000	3,000	3,000	-	0.0%
635	.04	Software Maintenance Services	8,764	9,000	9,000	9,000	9,000	-	0.0%
635	.06	Bldg. & Grounds Maint Services	4,796	7,500	7,500	7,500	7,500	-	0.0%
635	.07	Machinery & Equip Maint Services	30,500	20,000	20,000	20,000	20,000	-	0.0%
635	.08	Infrastructure Maint Services	23,560	35,490	35,490	35,490	35,490	-	0.0%
635	.12	Technical Services	3,347	5,000	5,000	5,000	5,000	-	0.0%
640	.02	Engineering & Architectural Services	2,925	7,500	7,500	7,500	7,500	-	0.0%
640	.04	Management & Consulting Services	36,500	25,000	25,000	24,000	24,000	(1,000)	-4.0%
645	.02	Rents & Leases-Machinery & Equip	469	2,000	2,000	2,000	2,000	-	0.0%
650	.01	Telecommunications	20,263	17,000	18,000	18,000	18,000	1,000	5.9%
650	.02	Electric, Water, Sewer & Solid Waste	198,793	226,320	225,320	225,320	230,320	4,000	1.8%
Contract/Purchased Services			366,394	405,060	405,080	403,580	409,060	4,000	1.0%
Minor Capital Outlay									
790	.15	Furniture & Fixtures	2,310	1,000	1,000	1,000	1,000	-	0.0%
790	.25	Machinery & Equipment	52,202	55,500	55,500	55,500	55,500	-	0.0%
790	.26	Computers, Printers & Copiers	3,179	2,500	2,500	2,500	2,500	-	0.0%
Minor Capital Outlay			57,691	59,000	59,000	59,000	59,000	-	0.0%
Interdepartmental Charges									
800	.00	Interdepartmental-Administrative	30,857	32,970	32,970	32,870	33,240	270	0.8%
801	.01	Interdepartmental-Human Resources	12,140	11,810	11,810	9,110	12,480	670	5.7%
802	.00	Interdepartmental-Finance	58,126	58,970	58,970	54,720	59,190	220	0.4%
803	.01	Interdepartmental-Info Technology	30,074	28,860	28,860	28,530	30,500	1,640	5.7%
804	.01	Interdepartmental-Engineering	248,547	345,000	336,820	242,000	344,000	(1,000)	-0.3%
805	.01	Interdepartmental-KPU Billing Services	50,875	50,880	52,280	52,280	52,280	1,400	2.8%
825	.01	Interdepartmental-Insurance	41,755	49,780	49,960	49,960	55,870	6,090	12.2%
850	.01	Interdepartmental-Garage	28,966	30,000	36,780	36,780	36,310	6,310	21.0%
851	.01	Interdepartmental-Equipment	15,000	15,000	15,000	15,000	15,000	-	0.0%
Interdepartmental Charges			516,340	623,270	623,450	521,250	638,870	15,600	2.5%
Interdepartmental Charges - Public Safety									
820	.90	Public Safety Compliance - COVID Leave	(36,282)	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safety			(36,282)	-	-	-	-	-	0.0%
Debt Service									
931	.01	Debt Service-Principal	65,580	133,415	133,415	133,415	134,638	1,223	0.9%
932	.01	Debt Service-Interest	15,696	29,413	29,413	29,413	28,191	(1,222)	-4.2%
Debt Service			81,276	162,828	162,828	162,828	162,829	1	0.0%
Other Costs									
975	.00	Payment in Lieu of Taxes	80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Other Costs			80,000	80,000	80,000	80,000	86,100	6,100	7.6%
Total Expenditures by Type			2,143,600	2,547,856	2,547,856	2,384,298	2,553,081	5,225	0.2%

NARRATIVE

500.01 Regular Salaries & Wages: \$539,012 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

501.01 Overtime Wages: \$35,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$20,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Wastewater Services Division.

505.00 Payroll Taxes: \$45,450 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$85,850 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health & Life Insurance: \$176,660 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers' Compensation: \$18,460 – This account provides expenditures for employer contributions to workers' compensation insurance.

508.00 Other Benefits: \$12,140 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509.03 Allowances – Public Works Clothing: \$2,000 – This account provides expenditures for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509.08 Allowances - Medical Expenses: \$600 – This account provides expenditures for employer provided medical exams paid directly to employees.

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

510.02 Operating Supplies: \$15,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as laboratory supplies, general materials for public programs and bottled water.

510.03 Safety Program Supplies: \$12,250 - This account provides expenditures for safety training audio and video programs, safety equipment, City required hearing tests, specialized hazardous materials handling and disposal information, specialized protective safety clothing, traffic control equipment, confined space related equipment for air sampling, calibration and man lifting.

510.04 Janitorial Supplies: \$3,625 – This account provides expenditures for cleaning and sanitation supplies used by the in house janitor.

510.05 Small Tools & Equipment: \$9,000 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, chain saws, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

510.06 Chemicals: \$70,000 - This account provides expenditures for chemicals used for wastewater treatment and testing.

515.01 Vehicle Maintenance Materials: \$5,000 - This account provides expenditures for the repair and maintenance of vehicles owned or leased and operated by the division. Included are licensed and unlicensed rolling stock.

515.04 Machinery & Equipment Maintenance Materials: \$28,300 – This account provides expenditures for materials required for the repair and maintenance of machinery and equipment operated by the division. Included are office equipment, operating equipment, computer networks and computers and pump station and treatment plant equipment.

515.05 Infrastructure Maintenance Materials: \$72,625 - This account provides expenditures for materials required for the repair and maintenance of infrastructure operated by the division. Included are sewer mains, sewer pump stations, generators, treatment plant and SCADA communications.

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

525.03 Heating Fuel: \$27,500 - This account provides expenditures for heating fuel to heat the wastewater treatment plants.

525.04 Vehicle Motor Fuel & Lubricants: \$7,500 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants for vehicles and the 14 foot sampling skiff.

530.03 Professional & Technical Publications: \$1,000 - This account provides expenditures for professional and technical publications. Included are professional handbooks and technical journals and wastewater operator manuals.

535.02 Business & Meal Expenses: \$1,750 - This account provides expenditures for reimbursements to employees for business and job related meals, and other business related expenses.

535.04 Uniforms/Badges/Clothing: \$4,000 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, steel toed boots and gloves.

600.02 Travel-Training: \$3,750 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training & Education: \$2,500 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Advertising & Public Announcements: \$6,000 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, public awareness brochure, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

615.01 Professional & Technical Licenses: \$1,500 – This account provides expenditures for fees paid for technical certifications required by collection system and treatment plant operators, lab technicians, operators of special equipment and commercial driver's licenses.

615.02 Assn. Membership Dues & Fees: \$1,500 – This account provides expenditures for memberships in professional and trade associations such as American Water Works Association, Water Environment Federation and Alaska Rural Water Association.

630.01 Building & Operating Permits: \$8,500 - This account provides expenditures for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

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

630.03 Bank & Merchant Charges: \$23,000 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

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

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

635.06 Buildings & Grounds Maintenance Services: \$7,500 - This account provides expenditures for contractual services for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service.

635.07 Machinery & Equipment Maintenance Services: \$20,000 - This account provides expenditures for contractual services for the repair and maintenance of office equipment, laboratory equipment, machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$35,490 - This account provides expenditures for contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Included are sewer mains, sewer pump stations, generators and SCADA systems.

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

640.02 Engineering & Architectural Services: \$7,500 - This account provides expenditures for engineering and architectural services outside the scope of available services with internal staff.

640.04 Management & Consulting Services: \$24,000 - This account provides expenditures for management and consulting services. Included are project management, rate studies, management studies and other management and consulting engagements requiring persons or firms with specialized skills and knowledge.

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

650.01 Telecommunications: \$18,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, pagers, Internet, long distance and toll-free numbers.

650.02 Electric, Water, Sewer & Solid Waste: \$230,320 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture & Fixtures: \$1,000 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery & Equipment: \$55,500 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, laboratory equipment, pumps, motors, fittings valves and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers & Copiers: \$2,500 – This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

800.00 Interdepartmental Charges – Administrative: \$33,240 - 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: \$12,480 - This account provides expenditures for human resource services provided by the Human Resources Division.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

802.00 Interdepartmental Charges - Finance: \$59,190 - 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: \$30,500 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$344,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

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

825.01 Interdepartmental Charges – Insurance: \$55,870 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$36,310 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

851.01 Equipment Charges: \$15,000 - This account provides expenditures for use of equipment owned by another department of the City.

931.01 Debt Service-Principal: \$134,638 - This account provides expenditures for principal on Alaska Clean Water Loans for the Wastewater Division.

932.01 Debt Service-Interest: \$28,191 - This account provides expenditures for interest on Alaska Clean Water Loans for the Wastewater Division.

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

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Public Works-Wastewater

Capital Budget

Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
705.00 Buildings	38,053	-	-	-	-	-	NA
720.00 Vehicles & Moving Equipment	121,753	180,000	180,000	180,000	-	(180,000)	-100.0%
730.00 Infrastructure and Plant	508,675	5,139,531	5,139,531	415,565	5,105,867	(33,664)	-0.7%
Total Major Capital Outlay	668,481	5,319,531	5,319,531	595,565	5,105,867	(213,664)	-4.0%

Capital Improvement Projects		Funding Sources		Total
Project #	Project	Wastewater Fund	ADEC Loan/Bonds	

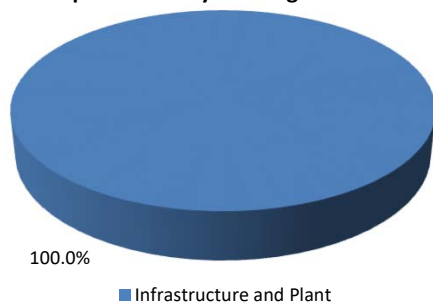
730.00 Infrastructure and Plant

Sewer Main & Manhole Repair/Replacement	75,000		75,000
Upgrade Sewer Laterals	30,000		30,000
Large Pump Station Upgrades	150,000		150,000
Small Pump Station Upgrades	50,000		50,000
WWTP Equipment Replacement	60,000		60,000
Water Meters - Business and Commercial		650,613	650,613
Water Street Sewer Replacement and Rehabilitation	500,000	3,420,254	3,920,254
SCADA & Controls System Upgrade	100,000		100,000
PS2 Duperon Wipe Removal Machine	70,000		70,000

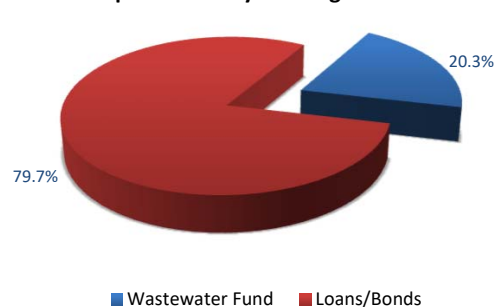
Total Infrastructure and Plant	1,035,000	4,070,867	-	5,105,867
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Total Capital Budget	1,035,000	4,070,867	-	5,105,867
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Expenditures by Funding Source



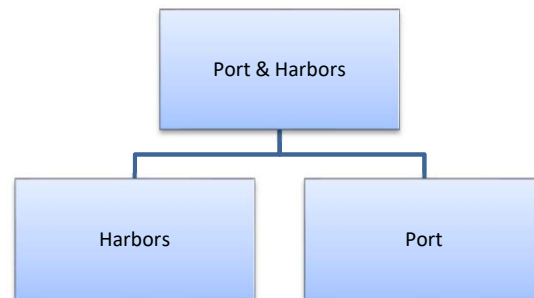
Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%
Capital Improvement Program	1,663,251	281,542	370,365	245,033	218,746	(62,796)	-22.3%
Total	3,135,254	1,987,748	2,102,534	1,854,826	1,952,037	(35,711)	-1.8%

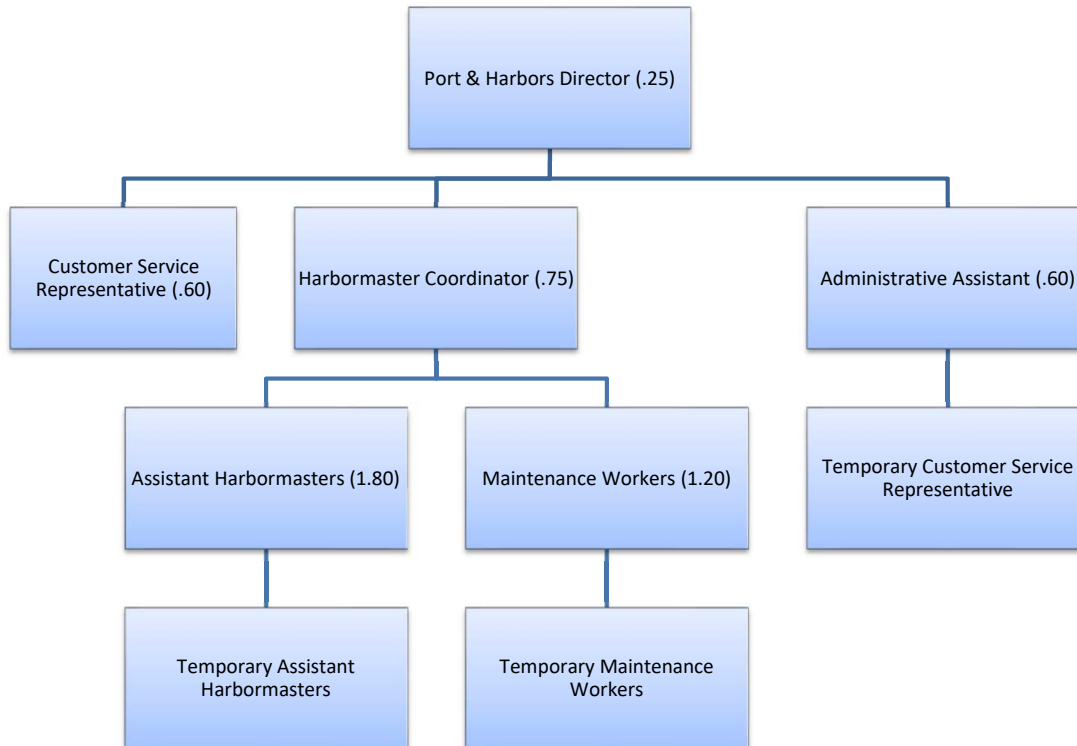
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	588,163	682,786	682,786	619,850	705,881	23,095	3.4%
Supplies	53,355	75,075	66,300	62,975	74,325	(750)	-1.0%
Contract/Purchased Services	285,086	335,045	369,783	349,638	335,440	395	0.1%
Minor Capital Outlay	2,474	12,400	12,400	9,700	11,100	(1,300)	-10.5%
Interdepartmental Charges	195,750	252,350	252,350	219,080	257,120	4,770	1.9%
Debt Service	347,175	348,550	348,550	348,550	349,425	875	0.3%
Major Capital Outlay	1,663,251	281,542	370,365	245,033	218,746	(62,796)	-22.3%
Total	3,135,254	1,987,748	2,102,534	1,854,826	1,952,037	(35,711)	-1.8%

Expenditures by Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Harbor Fund	1,649,271	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%
Grants and Contributions	728,630	264,099	281,599	178,876	58,746	(205,353)	-77.8%
Public Works Sales Tax	67,000	-	-	-	-	-	0.0%
Harbor Construction	241,649	17,443	72,030	49,421	160,000	142,557	817.3%
Bonds	448,704	-	16,736	16,736	-	-	0.0%
Total	3,135,254	1,987,748	2,102,534	1,854,826	1,952,037	(35,711)	-1.8%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	5.20	5.20	5.20	5.20	340,771	-	0.0%
Total	5.20	5.20	5.20	5.20	340,771	-	0.0%

MISSION STATEMENT

The mission of the Harbors Division is to maintain and operate the City-owned public boat harbors to provide safe and convenient use of the harbors by the commercial fishing fleet, charter boat fleet, pleasure vessels and the general public. The harbors are operated in accordance with the State Boat Harbor Management Agreement and Title 14 of the Ketchikan Municipal Code. The Harbor Division will, with the aid of the City Council, the City Manager's Office, the Port & Harbors Advisory Board and the State of Alaska, identify and pursue construction of new facilities and maintain existing facilities. The Harbors Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2022

- Complete installation of sewage pumpout station in Bar Harbor South.
- Replace electrical service on Bar Harbor South Float 8.
- Assist the City Manager's Office with the continued recruitment efforts to fill the Port & Harbors Director position vacated by longtime Director Steve Corporon, who retired effective November 1, 2020.
- Install cathodic protection on various galvanized piling.
- Perform maintenance dredging in Bar Harbor North.
- Replace vulnerable pilings identified through recent inspections.
- Rehabilitate Thomas Basin Float No. 5 by replacing decking and bull rails, installing additional floatation, and removing tube worm buildup.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Harbors
Operations Division 1710-110
ACCOMPLISHMENTS FOR 2021

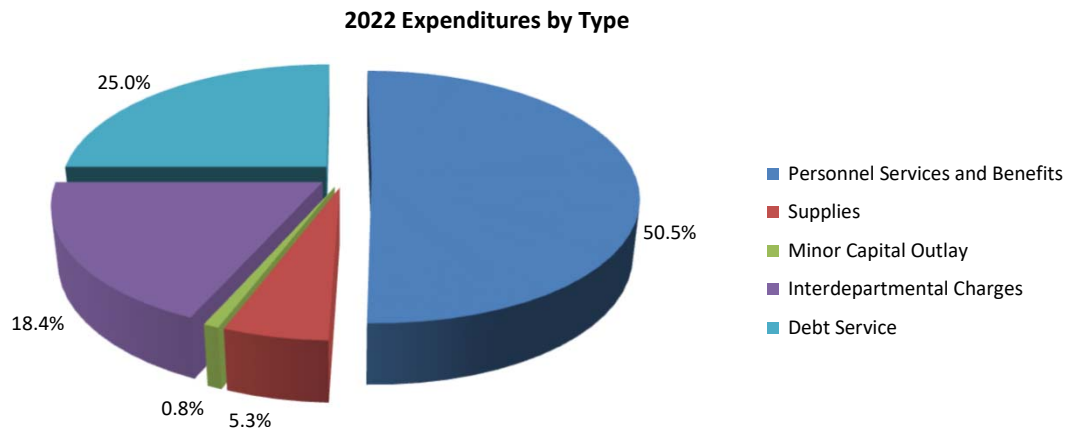
- Completed replacement of Bar Harbor North Ramp 3 and electrical services on Floats 10 and 11.
- Replaced deteriorated decking, bull rails, and water lines on Thomas Basin Float 4 with in-house personnel.
- Replaced 16 deteriorated steel piling in Bar Harbor North.
- Replaced over 80 structural thru rods in floats in Bar Harbor North.
- Obtained 15 additional harbor carts and two additional net racks for the Bar Harbor North net float.
- Rebuilt and upgraded the failed floating breakwater at Hole in the Wall.
- Repaired and replaced numerous failed parts/systems on the Bar Harbor South Drive Down float crane, to make it operational.

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	588,163	682,786	682,786	619,850	705,881	23,095	3.4%
Supplies	53,355	75,075	66,300	62,975	74,325	(750)	-1.0%
Contract/Purchased Services	285,086	335,045	369,783	349,638	335,440	395	0.1%
Minor Capital Outlay	2,474	12,400	12,400	9,700	11,100	(1,300)	-10.5%
Interdepartmental Charges-Public Safety	(7,435)	-	-	-	-	-	0.0%
Interdepartmental Charges	203,185	252,350	252,350	219,080	257,120	4,770	1.9%
Debt Service	347,175	348,550	348,550	348,550	349,425	875	0.3%
Total Expenditures	1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Harbor Fund	1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%
Total Funding	1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%

Full-time Equivalent Personnel	2020 Actual	2021 Budget		2022		2021 Adopted/2022	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director of Port & Harbors	0.25	0.25	0.25	0.25	32,879	-	0.0%
Harbormaster Coordinator	0.75	0.75	0.75	0.75	64,198	-	0.0%
Assistant Harbormasters	1.80	1.80	1.80	1.80	109,826	-	0.0%
Maintenance Worker	1.20	1.20	1.20	1.20	69,932	-	0.0%
Administrative Assistant	0.60	0.60	0.60	0.60	33,370	-	0.0%
Customer Service Rep I	0.60	0.60	0.60	0.60	30,566	-	0.0%
Total	5.20	5.20	5.20	5.20	340,771	-	0.0%



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below:

- Interdepartmental - Insurance (Account No. 825.01) increased \$6,480, or by (8.1%), due to increases in insurance premiums.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures		2020	2021 Budget			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	300,629	332,986	327,986	311,330	340,771	7,785	2.3%
501	.01	Overtime Wages	11,624	8,000	13,000	13,000	13,000	5,000	62.5%
502	.01	Temporary Wages	75,495	80,000	80,000	78,030	80,000	-	0.0%
505	.00	Payroll Taxes	28,743	32,210	32,210	29,620	33,190	980	3.0%
506	.00	Pension	69,332	73,480	73,480	68,950	77,800	4,320	5.9%
507	.00	Health and Life Insurance	80,646	125,040	125,040	90,970	127,380	2,340	1.9%
507	.30	Workers Compensation	19,061	25,130	25,130	22,010	27,480	2,350	9.4%
508	.00	Other Benefits	2,633	5,940	5,940	5,940	6,260	320	5.4%
Personnel Services and Benefits			588,163	682,786	682,786	619,850	705,881	23,095	3.4%
Supplies									
510	.01	Office Supplies	2,583	3,200	3,200	3,200	3,200	-	0.0%
510	.02	Operating Supplies	2,101	3,100	3,100	3,100	3,100	-	0.0%
510	.03	Safety Program Supplies	62	285	285	285	285	-	0.0%
510	.04	Janitorial Supplies	1,754	1,750	1,750	1,750	1,750	-	0.0%
510	.05	Small Tools & Equipment	2,985	4,750	4,750	4,750	4,750	-	0.0%
515	.01	Vehicle Maint Materials	1,439	2,600	2,600	2,000	2,600	-	0.0%
515	.05	Infrastructure Maint Materials	29,694	42,000	34,025	34,000	42,000	-	0.0%
520	.02	Postage	3,528	2,940	2,940	2,940	2,940	-	0.0%
525	.03	Heating Fuel	2,598	5,000	5,000	4,000	5,000	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	4,008	6,500	5,700	4,000	5,750	(750)	-11.5%
530	.02	Periodicals	80	100	100	100	100	-	0.0%
535	.04	Uniforms/Badges/Clothing	2,523	2,850	2,850	2,850	2,850	-	0.0%
Supplies			53,355	75,075	66,300	62,975	74,325	(750)	-1.0%

CITY OF KETCHIKAN

2022 Operating and Capital Budget

Harbors

Operations Division 1710-110

Operating Expenditures			2020	2021 Budget		2022	2021 Adopted/2022	
			Actual	Adopted	Amended		Estimate	Budget
Contract/Purchased Services								
600 .01	Travel-Business	1,271	375	375	375	1,500	1,125	300.0%
600 .02	Travel-Training	120	325	325	325	1,300	975	300.0%
600 .03	Training and Education	-	1,045	1,045	1,045	1,045	-	0.0%
605 .01	Ads and Public Announcements	1,826	1,450	2,900	2,900	1,450	-	0.0%
605 .02	Marketing	284	650	-	-	650	-	0.0%
615 .02	Assn Membership Dues & Fees	301	200	430	430	300	100	50.0%
620 .01	Salvage & Disposal of Impounded Prop	-	6,650	43,433	43,433	6,650	-	0.0%
620 .02	Towing of Impounded Property	-	475	-	-	475	-	0.0%
630 .01	Building & Operating Permits	-	855	855	-	-	(855)	-100.0%
630 .02	Vehicle Licenses	74	100	100	80	100	-	0.0%
630 .03	Bank and Merchant Charges	26,689	26,500	26,500	26,500	26,500	-	0.0%
635 .02	Janitorial and Cleaning Services	2,700	3,420	3,420	2,250	3,420	-	0.0%
635 .03	Vehicle Maintenance Services	579	2,700	100	-	2,500	(200)	-7.4%
635 .04	Software Maintenance Services	187	1,900	1,900	300	1,500	(400)	-21.1%
635 .06	Bldg & Grounds Maint Services	7,753	6,300	6,300	3,500	6,300	-	0.0%
635 .07	Machinery & Equip Maint Services	5,116	4,750	4,750	3,000	4,750	-	0.0%
635 .08	Infrastructure Maint Services	9,317	9,000	9,000	1,500	9,000	-	0.0%
645 .02	Rents & Leases-Machinery & Equip	-	850	850	-	500	(350)	-41.2%
650 .01	Telecommunications	23,859	28,500	28,500	25,000	28,500	-	0.0%
650 .02	Electric, Water, Sewer & Solid Waste	205,010	239,000	239,000	239,000	239,000	-	0.0%
Contract/Purchased Services		285,086	335,045	369,783	349,638	335,440	395	0.1%
Minor Capital Outlay								
790 .15	Furniture and Fixtures	-	1,000	1,000	-	1,000	-	0.0%
790 .25	Machinery and Equipment	600	8,700	6,048	6,048	7,500	(1,200)	-13.8%
790 .26	Computers, Printers & Copiers	1,500	1,000	3,652	3,652	1,600	600	60.0%
790 .35	Software	374	1,700	1,700	-	1,000	(700)	-41.2%
Minor Capital Outlay		2,474	12,400	12,400	9,700	11,100	(1,300)	-10.5%
Interdepartmental Charges								
800 .00	Interdepartmental-Administrative	20,725	22,160	22,160	22,080	22,330	170	0.8%
801 .01	Interdepartmental-Human Resources	8,153	7,920	7,920	6,120	8,380	460	5.8%
802 .00	Interdepartmental-Finance	39,040	39,760	39,760	36,750	39,760	-	0.0%
803 .01	Interdepartmental-Info Technology	20,199	19,450	19,450	19,170	20,490	1,040	5.3%
804 .01	Interdepartmental-Engineering	42,011	74,000	74,000	51,000	75,000	1,000	1.4%
825 .01	Interdepartmental-Insurance	68,592	80,210	80,210	79,920	86,690	6,480	8.1%
850 .01	Interdepartmental-Garage	4,465	8,850	8,850	4,040	4,470	(4,380)	-49.5%
Interdepartmental Charges		203,185	252,350	252,350	219,080	257,120	4,770	1.9%
Interdepartmental Charges - Public Safety								
820 .90	Public Safety Compliance - COVID Leave	(7,435)	-	-	-	-	-	0.0%
Interdepartmental Charges-Public Safet		(7,435)	-	-	-	-	-	0.0%
Debt Service								
931 .01	Debt Service-Principal	170,000	180,000	180,000	180,000	190,000	10,000	5.6%
932 .01	Debt Service-Interest	177,175	168,550	168,550	168,550	159,425	(9,125)	-5.4%
Debt Service		347,175	348,550	348,550	348,550	349,425	875	0.3%
Total Expenditures by Type		1,472,003	1,706,206	1,732,169	1,609,793	1,733,291	27,085	1.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$340,771 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Harbors Division.

501.01 Overtime Wages: \$13,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$80,000- This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Harbors Division.

505.00 Payroll Taxes: \$33,190 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$77,800 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$127,380 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$27,480 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$6,260 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$3,200 - This account provides expenditures for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, calculators, staplers, comb binding machines and tape dispensers.

510.02 Operating Supplies: \$3,100 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$285 - This account provides expenditures for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$1,750 – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors.

510.05 Small Tools and Equipment: \$4,750 - This account provides expenditures for minor tools and operating & office equipment with a value of less than \$1,000. Included are hand-held radios, hand tools, chain saws, torches, hydraulic jacks, de-watering pumps, computer accessories, portable heaters, radios, welders, and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$2,600 - This account provides expenditures for the materials required for maintaining vehicles such as tires.

515.05 Infrastructure Maintenance Materials: \$42,000 - This account provides expenditures for the materials required for the repair and maintenance of infrastructure owned or leased and operated by the Harbors Division. Included are launch ramps, access ramps, floats, piles, lighting, water lines and other items associated with the harbor facilities.

520.02 Postage: \$2,940 - This account provides expenditures for postal related services such as postage, express delivery, mailing materials, etc.

525.03 Heating Fuel: \$5,000 - This account provides expenditures for heating fuel to heat facilities owned or leased by the City and operated by the Harbors Division.

525.04 Vehicle Motor Fuel and Lubricants: \$5,750 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of the Harbors Division.

530.02 Periodicals: \$100 - This account provides expenditures for subscriptions to newspapers, magazines and trade journals.

535.04 Uniforms/Badges/Clothing: \$2,850 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by collective bargaining agreements, personnel rules, and department policies. Included are work shirts, jackets, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$1,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$1300 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$1,045 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605.01 Advertising and Public Announcements: \$1,450 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605.02 Marketing: \$650 - This account provides expenditures for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Increased by \$650 in FY19 to account for Seattle Boat Show marketing expenses.

615.02 Dues and Membership Fees: \$300 – This account provides expenditures for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$6,650 - This account provides expenditures for salvaging and/or disposing of junked marine vessels.

620.02 Towing of Impounded Property: \$475 – This account provides expenditures for towing and/or storing of impounded vehicles and marine vessels.

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

630.03 Bank and Merchant Charges: \$26,500 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.02 Janitorial and Cleaning Services: \$3,420 - This account provides expenditures for services to clean the Harbors Division's facilities and equipment owned or leased by the City. Included are janitorial, carpet cleaning and laundry services.

635.03 Vehicle Maintenance Services: \$2,500 – This account provides expenditures for services required for the repair and maintenance of Harbors Division vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635.04 Software Maintenance Services: \$1,500 - This account provides expenditures for maintenance agreements to support licensed software systems.

635.06 Buildings and Grounds Maintenance Services: \$6,300 - This account provides expenditures for services required for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the Harbors Division. This account includes contract labor and materials required to provide these services.

635.07 Machinery and Equipment Maintenance Services: \$4,750 - This account provides expenditures for services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the Harbors Division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635.08 Infrastructure Maintenance Services: \$9,000 - This account provides expenditures for the services required for repair and maintenance of infrastructure owned or leased by the Harbors Division. This account includes contract labor and materials required to provide the service. Included are maintenance to ramps, floats, docks, walkways, pavement and utilities.

645.02 Rent & Leases-Machinery & Equipment: \$500 - This account provides expenditures for the rent and lease of machinery and equipment.

650.01 Telecommunications: \$28,500 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and data-streaming for security cameras, reverse 911 program charges, as well as reoccurring charges for security camera maintenance and upkeep. Increased in FY20 to cover increased charges for Harbors share of additional bandwidth serving Harbormaster Building.

650.02 Electric, Water, Sewer & Solid Waste: \$239,000 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$1,000 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$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: \$1,600 - This account provides expenditures for the acquisition of computers, printers and copiers. Per the replacement schedule developed by the Information Technology Department, two computers will be replaced and the acquisition expenses are evenly shared between the Port & Harbors Divisions.

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

800.00 Interdepartmental Charges – Administrative: \$22,330 - 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: \$8,380 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$39,760 - This account provides expenditures for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803.01 Interdepartmental Charges – Information Technology: \$20,490 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$75,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$86,690 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$4,470 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$190,000 - This account provides expenditures for principal on general obligation bonds issued to finance harbor capital improvements.

932.01 Debt Service-Interest: \$159,425 - This account provides expenditures for interest on general obligation bonds issued to finance harbor capital improvements.

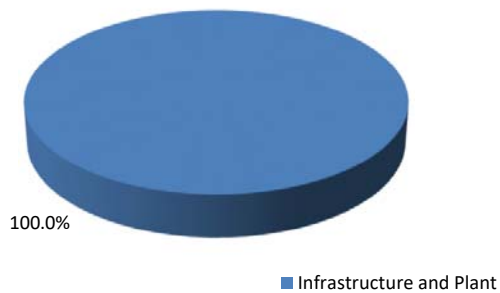
CITY OF KETCHIKAN
2022 Operating and Capital Budget
Harbors

Capital Budget

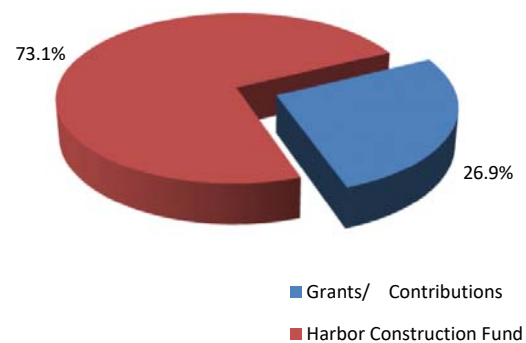
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
700.00 Land	349,550	-	-	-	-	-	NA
720.00 Vehicles and Moving Equipment	27,121	-	-	-	-	-	NA
725.00 Machinery & Equipment	-	-	16,300	13,550	-	-	NA
730.00 Infrastructure and Plant	1,286,580	281,542	354,065	231,483	218,746	(62,796)	-22.3%
Total Major Capital Outlay	1,663,251	281,542	370,365	245,033	218,746	(62,796)	-22.3%

Capital Improvement Projects			Funding Sources				
			Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	Total
Project #	Project		Harbor Fund	Harbor Construction Fund	Grants/Contributions	Bonds	Total
730.00 Infrastructure and Plant							
	Piling Replacements			50,000			50,000
	Thomas Basin Float No. 5 Rehabilitation			65,000			65,000
	BHN Maintenance Dredging			20,000			20,000
	Cathodic Protection			25,000			25,000
	BHS Float No. 8 Electrical Replacement				58,746		58,746
							-
	Total Infrastructure and Plant		-	160,000	58,746	-	218,746
	Total Capital Budget		-	160,000	58,746	-	218,746

Expenditures by Type



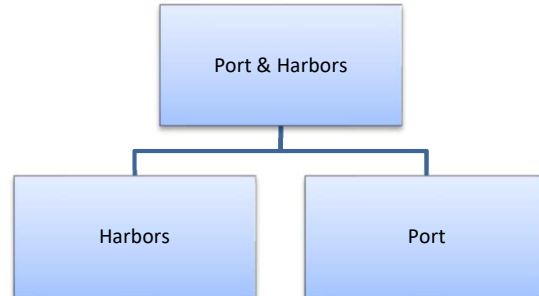
Expenditures by Funding Source



CITY OF KETCHIKAN
2022 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	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	7,593,006	7,235,299	7,235,299	6,799,594	7,701,144	465,845	6.4%
Capital Improvement Program	334,946	519,000	551,300	151,000	272,000	(247,000)	-47.6%
Total	7,927,952	7,754,299	7,786,599	6,950,594	7,973,144	218,845	2.8%

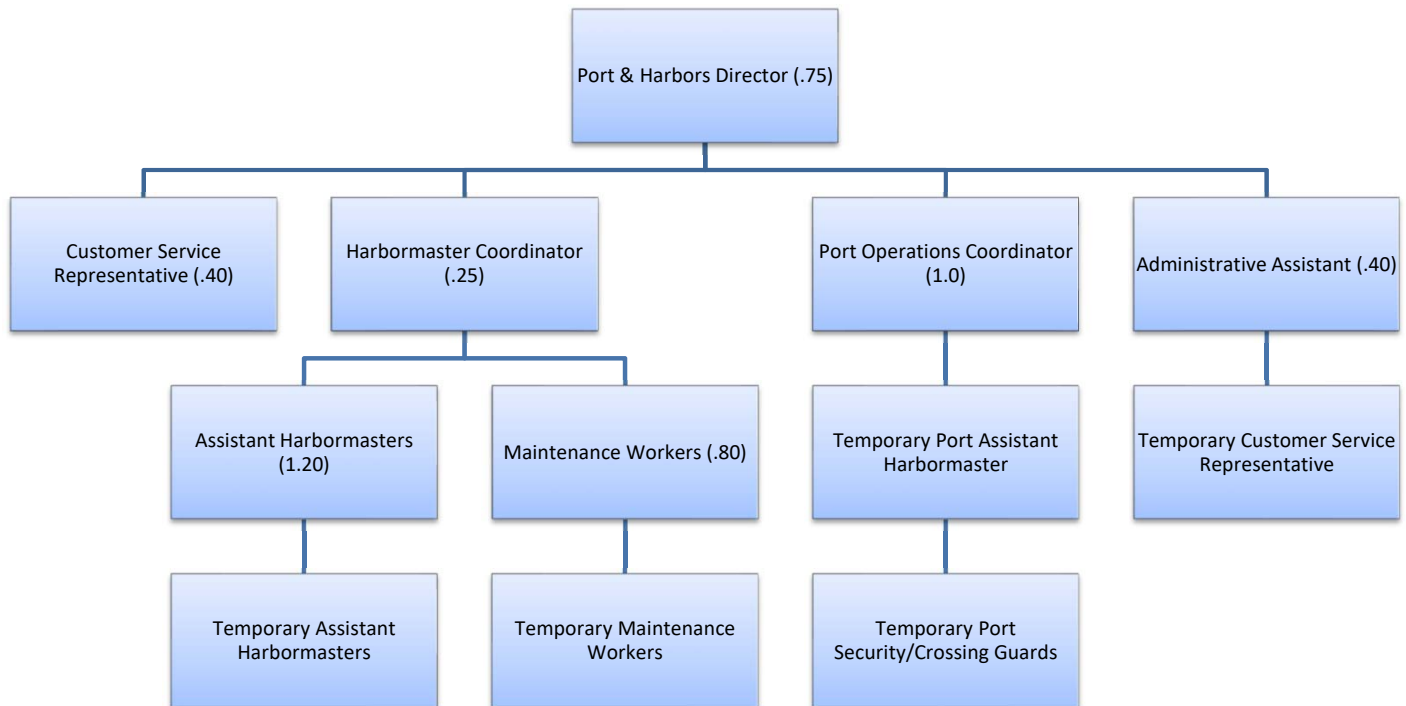
Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	581,021	1,024,939	1,024,939	775,680	1,011,741	(13,198)	-1.3%
Supplies	54,446	52,495	48,695	44,195	98,395	45,900	87.4%
Contract/Purchased Services	2,639,066	2,418,435	2,420,049	2,275,283	2,800,618	382,183	15.8%
Minor Capital Outlay	3,631	5,500	5,500	4,500	6,100	600	10.9%
Interdepartmental Charges-Public Safety	(4,305)	-	-	-	-	-	NA
Interdepartmental Charges	443,130	493,180	493,180	457,000	504,090	10,910	2.2%
Debt Service	2,232,199	2,234,750	2,234,750	2,234,750	2,236,000	1,250	0.1%
Other Costs	1,643,818	1,006,000	1,008,186	1,008,186	1,044,200	38,200	3.8%
Major Capital Outlay	334,946	519,000	551,300	151,000	272,000	(247,000)	-47.6%
Total	7,927,952	7,754,299	7,786,599	6,950,594	7,973,144	218,845	2.8%

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	7,289,509	7,254,299	4,142,914	6,847,594	7,751,144	496,845	6.8%
Port Repair and Replacement Fund	-	-	-	-	117,000	117,000	NA
CPV Funds	638,443	500,000	500,000	103,000	105,000	(395,000)	-79.0%
Advances from CPV Special Revenue Fund	-	-	3,143,685	-	-	-	NA
Total	7,927,952	7,754,299	7,786,599	6,950,594	7,973,144	218,845	2.8%

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	349,431	-	0.0%
Total	4.80	4.80	4.80	4.80	349,431	-	0.0%

MISSION STATEMENT

The mission of the Port Division is to maintain and operate the Port of Ketchikan in a manner that provides for the safe and convenient use of the Port facilities by the cruise industry, commercial fishing fleet, charter boat fleet, commercial enterprise and the general public. The Port is operated in accordance with Title 13 of the Ketchikan Municipal Code. The Port Division will, with the aid of the City Council, City Manager's Office, the Port & Harbors Advisory Board and the Cruise Ship industry, identify and pursue construction of new facilities and maintain existing facilities. The Port Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2022

- Assist the City Manager's Office with the continued recruitment efforts to fill the Port & Harbors Director position vacated by longtime Director Steve Corporon, who retired effective November 1, 2020.
- Plan and execute any necessary COVID-19 safety measures for a successful 2022 cruise season.
- Plan and execute an efficient, cost effective and safe strategy for transport of Ward Cove Group passengers to downtown Ketchikan.
- Implement new USCG security measures, as adopted in the new Facility Security Plan.
- Continue working with the cruise industry, in order to develop a long-term strategy and financial plan for the effective management of the Port of Ketchikan to effectively compete with cruise facilities located at Ward Cove.
- Work with the City Manager's Office and Public Works Engineering, in order to undertake a series of upland improvements to attract and accommodate cruise ship visitors to downtown Ketchikan. Promote downtown Ketchikan as a world class premier visitor destination.
- Complete CIP to begin implementing new Yokohama attachment design.

- Complete the recruitment process to fill the recently vacated Port Operations Coordinator position.
- Recruit a new Assistant Harbormaster to replace one that is anticipated to retire in early 2022.

ACCOMPLISHMENTS FOR 2021

- Completed the installation of new backflow preventers for the six potable water stations on Berths I & II.
- Began design and permitting to install additional mooring dolphins at Berth III to better accommodate neo-panamax cruise ships.
- Worked with United States Coast Guard to update Facility Security Plan.
- Successfully staffed and operated the Port with the resumption of cruise in 2021.
- Installed COVID safety measures, such as hand sanitizing stations, water bottle filling stations, and touchless faucets and toilet flushers, and HVAC disinfection in bathrooms.
- Under the direction of the City Manager's Office, served on the statewide cruise port committee to discuss and develop cruise port agreements between ports, the State of Alaska, and cruise lines responding to Centers for Disease Control Prevention (CDC) requirements outlined in the Framework for Conditional Sailing Order to allow for cruise activity to take place at the Port of Ketchikan in 2021.
- Successfully completed United States Coast Guard lead active threat security table top exercise.
- Completed voluntary United States Coast Guard coordinated port facility security inspection.

DIVISION SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	581,021	1,024,939	1,024,939	775,680	1,011,741	(13,198)	-1.3%
Supplies	54,446	52,495	48,695	44,195	98,395	45,900	87.4%
Contract/Purchased Services	2,639,066	2,418,435	2,420,049	2,275,283	2,800,618	382,183	15.8%
Minor Capital Outlay	3,631	5,500	5,500	4,500	6,100	600	10.9%
Interdepartmental Charges-Public Safety	(4,305)	-	-	-	-	-	0.0%
Interdepartmental Charges	443,130	493,180	493,180	457,000	504,090	10,910	2.2%
Debt Service	2,232,199	2,234,750	2,234,750	2,234,750	2,236,000	1,250	0.1%
Other Costs	1,643,818	1,006,000	1,008,186	1,008,186	1,044,200	38,200	3.8%
Total Expenditures	7,593,006	7,235,299	7,235,299	6,799,594	7,701,144	465,845	6.4%

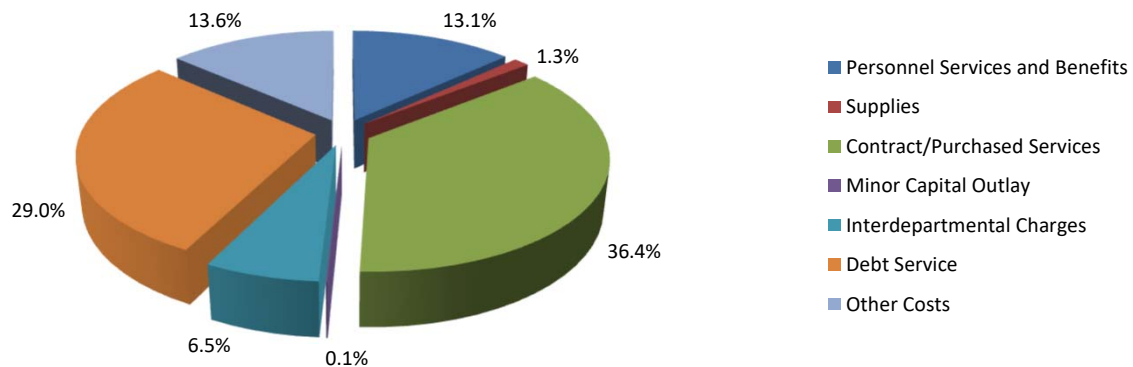
Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Port Fund	7,593,006	7,235,299	7,235,299	6,799,594	7,701,144	465,845	6.4%
Total Funding	7,593,006	7,235,299	7,235,299	6,799,594	7,701,144	465,845	6.4%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Port

Operations Division 4000-110

Full-time Equivalent Personnel	2020	2021 Budget		2022		2021 Adopted/2022	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	98,636	-	0.0%
Harbormaster Coordinator	0.25	0.25	0.25	0.25	21,399	-	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	67,449	-	0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	72,702	-	0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	46,622	-	0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	22,246	-	0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	20,377	-	0.0%
Total	4.80	4.80	4.80	4.80	349,431	-	0.0%

2022 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

The following accounts have been increased by more than 5% and \$5,000 based on the assumption that cruise ships will call at the Port of Ketchikan for the 2022 season but that the total number of passengers will be reduced to approximately 900,000, if ships are permitted to sail at full capacity, due to the operation of the Ward Cove Dock Group's facility:

- Safety Supplies (Account No. 510.03) increased by \$12,300, or by 6,150%, due to anticipated costs of distributing masks and hand sanitizer to cruise ship passengers.
- Janitorial Supplies (Account No. 510.04) increased by \$8,600, or by 143.3%, due to the increased number of cruise ship passengers using port facilities, and the purchasing of trash can bags for seasonal cans.
- Infrastructure Maintenance Materials (Account No. 515.05) increased by \$10,000, or by 100.0%, due to the increased number of cruise ship passengers using port infrastructure.
- Uniforms/Badges/Clothing (Account No. 535.04) increased by \$6,000, or by 150.0%, due to the increase in the number of temporary hires to work on the port providing security and traffic control who will need uniforms.
- Marketing Services (Account No. 635.13) decreased by \$15,750, or by 10.5%, due to reflecting the twenty-five percent decrease in Port of Ketchikan passengers now calling at Ward Cove and the need for either the Ketchikan Gateway Borough or the Ward Cove Dock Group to assume the remaining twenty-five percent of the Ketchikan Visitors Bureau's annual funding request needs.

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- Rents & Leases Infrastructure (Account No. 645.04) increased by \$389,833, or by 21.4%, due to a projected increase in cruise ship passengers and in compliance with the provisions set forth in the Berth IV lease agreement.
- Payment in Lieu of Taxes (Account No. 975.00) increased by \$38,200, or by 7.9%, due to the programmed increase in the property tax millage rate to 7.1% in April 2022.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2020	2021 Budget		2022	2021 Adopted/2022		
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	313,312	350,549	350,549	328,620	349,431	(1,118)	-0.3%
501	.01	Overtime Wages	7,237	50,000	50,000	26,020	50,000	-	0.0%
502	.01	Temporary Wages	56,476	300,000	300,000	175,670	300,000	-	0.0%
505	.00	Payroll Taxes	29,362	53,600	53,600	39,500	53,510	(90)	-0.2%
506	.00	Pension	71,436	87,100	87,100	75,710	88,680	1,580	1.8%
507	.00	Health and Life Insurance	73,773	131,120	131,120	90,900	110,710	(20,410)	-15.6%
507	.30	Workers Compensation	20,939	45,100	45,100	31,790	47,940	2,840	6.3%
508	.00	Other Benefits	8,486	7,470	7,470	7,470	11,470	4,000	53.5%
Personnel Services and Benefits			581,021	1,024,939	1,024,939	775,680	1,011,741	(13,198)	-1.3%
Supplies									
510	.01	Office Supplies	2,583	1,500	1,500	1,500	2,500	1,000	66.7%
510	.02	Operating Supplies	2,460	3,000	3,000	3,000	5,000	2,000	66.7%
510	.03	Safety Program Supplies	154	200	200	200	12,500	12,300	6150.0%
510	.04	Janitorial Supplies	2,837	6,000	6,000	6,000	14,600	8,600	143.3%
510	.05	Small Tools & Equipment	6,500	4,000	4,000	4,000	8,000	4,000	100.0%
515	.01	Vehicle Maint Materials	1,507	1,500	1,500	1,500	2,500	1,000	66.7%
515	.02	Bldg & Grounds Maint Materials	2,532	12,500	8,500	5,000	13,000	500	4.0%
515	.04	Machinery & Equip Maint Materials	-	500	864	864	1,000	500	100.0%
515	.05	Infrastructure Maint Materials	17,191	10,000	9,636	9,636	20,000	10,000	100.0%
520	.02	Postage	454	95	295	295	95	-	0.0%
525	.03	Heating Fuel	2,598	4,000	4,000	3,000	4,000	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	7,079	5,000	5,000	5,000	5,000	-	0.0%
530	.02	Periodicals	81	200	200	200	200	-	0.0%
535	.04	Uniforms/Badges/Clothing	8,470	4,000	4,000	4,000	10,000	6,000	150.0%
Supplies			54,446	52,495	48,695	44,195	98,395	45,900	87.4%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,164	1,000	1,000	-	1,500	500	50.0%
600 .02 Travel-Training	80	500	500	-	2,050	1,550	310.0%
600 .03 Training and Education	877	2,000	2,000	100	5,700	3,700	185.0%
605 .01 Ads & Public Announcements	3,432	1,000	5,450	5,450	1,000	-	0.0%
605 .02 Marketing	285	250	-	-	200	(50)	-20.0%
615 .02 Assn. Membership Dues & Fees	398	300	300	300	300	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	-	500	500	-	1,000	500	100.0%
620 .02 Towing of Impounded Property	-	500	500	-	500	-	0.0%
630 .01 Building & Operating Permits	-	100	100	-	-	(100)	-100.0%
630 .02 Vehicle Licenses	38	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	-	400	400	25	400	-	0.0%
635 .02 Janitorial and Cleaning Services	3,650	15,000	14,800	14,800	15,000	-	0.0%
635 .03 Vehicle Maintenance Services	579	3,000	3,000	-	3,000	-	0.0%
635 .04 Software Maintenance Services	902	2,000	2,000	850	2,000	-	0.0%
635 .06 Bldg. & Grounds Maint Services	37,360	40,000	38,000	15,000	40,000	-	0.0%
635 .07 Machinery & Equip Maint Services	8,623	12,000	9,614	3,500	12,000	-	0.0%
635 .08 Infrastructure Maint Services	5,340	10,000	12,000	12,000	12,000	2,000	20.0%
635 .12 Technical Services	12,655	5,000	5,000	5,000	5,000	-	0.0%
635 .13 Marketing Services	171,000	149,625	149,625	149,625	133,875	(15,750)	-10.5%
635 .14 Other Contractual Services	-	17,500	17,500	12,000	17,500	-	0.0%
640 .01 Legal and Accounting Services	7,500	75,000	75,000	10,700	75,000	-	0.0%
640 .02 Engineering & Architectural Services	-	4,000	4,000	-	4,000	-	0.0%
645 .01 Rents & Leases-Land & Buildings	-	500	500	-	500	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	-	400	400	-	400	-	0.0%
645 .04 Rents & Leases-Infrastructure	2,314,633	1,821,000	1,821,000	1,820,833	2,210,833	389,833	21.4%
650 .01 Telecommunications	23,910	25,000	25,000	25,000	25,000	-	0.0%
650 .02 Electric, Water, Sewer & Solid Waste	46,640	231,760	231,760	200,000	231,760	-	0.0%
Contract/Purchased Services	2,639,066	2,418,435	2,420,049	2,275,283	2,800,618	382,183	15.8%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	-	1,000	348	348	1,000	-	0.0%
790 .25 Machinery and Equipment	600	2,000	-	-	2,000	-	0.0%
790 .26 Computers, Printers & Copiers	1,982	1,000	3,652	3,652	1,600	600	60.0%
790 .35 Software	1,049	1,500	1,500	500	1,500	-	0.0%
Minor Capital Outlay	3,631	5,500	5,500	4,500	6,100	600	10.9%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	50,315	53,810	53,810	53,590	54,200	390	0.7%
801 .01 Interdepartmental-Human Resources	19,795	19,240	19,240	14,850	20,350	1,110	5.8%
802 .00 Interdepartmental-Finance	94,780	96,530	96,530	89,220	96,510	(20)	0.0%
803 .01 Interdepartmental-Info Technology	49,039	47,220	47,220	46,520	49,730	2,510	5.3%
804 .01 Interdepartmental-Engineering	31,525	53,000	52,130	37,000	53,000	-	0.0%
825 .01 Interdepartmental-Insurance	193,194	219,880	219,880	211,450	225,820	5,940	2.7%
850 .01 Interdepartmental-Garage	4,482	3,500	4,370	4,370	4,480	3,500	28.0%
Interdepartmental Charges	443,130	493,180	493,180	457,000	504,090	10,910	2.2%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Port

Operations Division 4000-110

Operating Expenditures			2020	2021 Budget			2022	2021 Adopted/2022	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Interdepartmental Charges - Public Safety									
820	.90	Public Safety Compliance - COVID Leave	(4,305)	-	-	-	-	-	0.0%
			(4,305)	-	-	-	-	-	0.0%
Debt Service									
931	.01	Debt Service-Principal	1,025,000	1,075,000	1,075,000	1,075,000	1,130,000	55,000	5.1%
932	.01	Debt Service-Interest	1,207,199	1,159,750	1,159,750	1,159,750	1,106,000	(53,750)	-4.6%
		Debt Service	2,232,199	2,234,750	2,234,750	2,234,750	2,236,000	1,250	0.1%
Other Costs									
910	.260	Transfer to CPV Fund	638,443	-	-	-	-	-	NA
910	.511	Transfer to Port R&R Fund	522,000	522,000	522,000	522,000	522,000	-	0.0%
975	.00	Payment in Lieu of Taxes	483,375	484,000	486,186	486,186	522,200	38,200	7.9%
		Other Costs	1,643,818	1,006,000	1,008,186	1,008,186	1,044,200	38,200	3.8%
		Total Expenditures by Type	7,593,006	7,235,299	7,235,299	6,799,594	7,701,144	465,845	6.4%

NARRATIVE

500.01 Regular Salaries and Wages: \$349,431 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Port Division.

501.01 Overtime Wages: \$50,000 - This account provides expenditures for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502.01 Temporary Wages: \$300,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Port Division.

505-00 Payroll Taxes: \$53,510 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$88,680 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$110,710 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$47,940 – This account provide expenditures for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$11,470 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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

510.02 Operating Supplies: \$5,000 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510.03 Safety Program Supplies: \$12,500 – This account provides expenditures for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510.04 Janitorial Supplies: \$14,600 – This account provides expenditures for cleaning and sanitation supplies used at the Harbormaster Building and public restrooms, including Berths III and IV, by in-house and contracted janitors.

510.05 Small Tools and Equipment: \$8,000 - This account provides expenditures for minor tools and operating & office equipment with a value of less than \$1,000. Included are hand held radios, hand tools, chain saws, torches, hydraulic jacks, de-watering pumps, computer accessories, portable heaters, radios, welders, cabinets and similar types of minor tools and equipment.

515.01 Vehicle Maintenance Materials: \$2,500 - This account provides expenditures for the materials required for maintaining vehicles such as tires.

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

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

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

520.02 Postage: \$95 - This account provides expenditures for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

525.03 Heating Fuel: \$4,000 - This account provides expenditures for heating fuel to heat the Harbormaster Building, shop and other facilities operated by the Port.

525.04 Vehicle Motor Fuel and Lubricants: \$5,000 - This account provides expenditures for gasoline, diesel fuel, propane and lubricants for Port vehicles and vessels.

530.02 Periodicals: \$200 - This account provides expenditures for newspapers, magazines and trade journals.

535-04 Allowances-Uniforms/Badges/Clothing: \$10,000 - This account provides expenditures for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, slacks, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$1,500 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600.02 Travel-Training: \$2,050 - This account provides expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600.03 Training and Education: \$5,700 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

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

605.02 Marketing: \$200 – This account provides for expenditures for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television.

615.02 Assn. Membership Dues and Fees: \$300 – This account provides expenditures for memberships in professional and trade associations.

620.01 Salvage and Disposal of Impounded Property: \$1,000 – 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: \$100 – This account provides expenditures for licensing Port vehicles for operations on public highways.

630.03 Bank and Merchant Charges: \$400 – This account provides expenditures for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635.02 Janitorial and Cleaning Services: \$15,000 – This account provides expenditures for services to clean facilities and equipment owned or leased by the City. Included are janitorial and carpet cleaning for the Harbormaster Building and public restrooms including Berths III and IV.

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

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

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

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

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

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

635.13 Marketing Services: \$133,875 – This account provides expenditures for services to market, improve and promote competitive services offered by the Port. Included are consulting services for developing marketing strategies, customer surveys and direct marketing services offered by third-parties such as the Ketchikan Visitors Bureau. Fifty-one percent, or \$133,875, of the Ketchikan Visitors Bureau funding request of the City, less twenty-five percent to be assumed by the Ketchikan Gateway Borough or the Ward Cove Dock Group to reflect the proportionate passengers now calling at Ward Cove, is paid by the Port Enterprise Fund and forty-nine-percent is paid by the Economic and Parking Development Fund.

635.14 Other Contractual Services: \$17,500 - This account provides expenditures for funding of a weekly arts series at the Port of Ketchikan. Modeled after SeaTac's *Experience the City of Music Program*, it is an effort to showcase Ketchikan's diverse musical talent to the community's cruise ship visitors.

640.01 Legal and Accounting Services: \$75,000 – This account provides expenditures for legal and accounting services. Included are contract attorney services, public defender services, audit services, accounting and financial services, arbitration services, specialized legal services for complex issues that cannot be addressed by the City's legal department and other legal services.

640.02 Engineering and Architectural Services: \$4,000 - This account provides expenditures for engineering and architectural services.

645.01 Rents and Leases – Land and Buildings: \$500 – This account provides expenditures for the rent and lease of land and buildings. Included are offices, space rental for events, storage yards and covered storage facilities. Both operating and capital leases are accounted for in this account.

645.02 Rents and Leases - Machinery & Equipment: \$400 - This account provides expenditures for the rent and lease of machinery and equipment.

645.04 Rents and Leases - Infrastructure: \$2,210,833 – This account provides expenditures for the lease of Berth IV. The annual lease payment includes a fixed amount of \$1.8 million plus a variable amount if the number of passengers arriving by cruise ship exceeds 820,000.

650.01 Telecommunications: \$25,000 - This account provides expenditures for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and data streaming for security cameras.

650.02 Electric, Water, Sewer & Solid Waste: \$231,760 - This account provides expenditures for electric, water, sewer and solid waste utility services.

790.15 Furniture and Fixtures: \$1,000 - This account provides expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

790.25 Machinery and Equipment: \$2,000 - This account provides expenditures for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment and operating equipment required to provide services or maintain capital assets.

790.26 Computers, Printers and Copiers: \$1,600 – This account provides expenditures for the acquisition of computers, printers and copiers.

790.35 Software: \$1,500 – This account provides expenditures for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$54,200 - 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: \$20,350 - This account provides expenditures for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$96,510 - 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: \$49,730 - This account provides expenditures for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$53,000 - This account provides expenditures for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$225,820 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$4,480 - This account provides expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

931.01 Debt Service-Principal: \$1,130,000 - This account provides expenditures for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service-Interest: \$1,106,000 - 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: \$522,200 – This account provides for payments in lieu of taxes in the amount of \$319,000 assessed against the Port by the City of Ketchikan and \$165,000 in taxes assessed against Berth IV by the City and Ketchikan Gateway Borough. Berth IV is privately owned and is subject to both City and Borough property taxes.

CITY OF KETCHIKAN

2022 Operating and Capital Budget

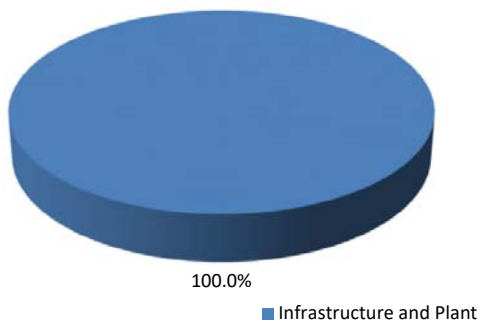
Port

Capital Budget

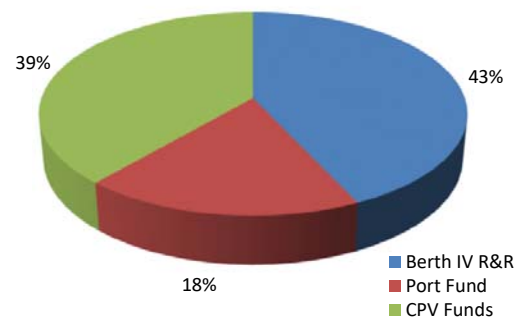
Major Capital Outlay	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	27,121	-	-	-	-	-	NA
725.00 Machinery & Equipment	-	-	16,300	13,000	-	-	NA
730.00 Infrastructure and Plant	307,825	519,000	535,000	138,000	272,000	(247,000)	-47.6%
Total Major Capital Outlay	334,946	519,000	551,300	151,000	272,000	(247,000)	-47.6%

Capital Improvement Projects		Funding Sources				
Project #	Project	CPV Funds	Port Fund	Grants	Berth IV R & R	Total
730.00 Infrastructure and Plant						
	Berth IV Replace FD Standpipe				17,000	17,000
	Berth IV Cathodic Protection				100,000	100,000
	Waterfront Promenade Electrical Repairs	25,000				25,000
	Berth III Tender Barge Redesign	35,000				35,000
	Mill Street Pedestrian Safety	45,000				45,000
	Yokohama Slide Attachment Modification		50,000			50,000
	Total Infrastructure and Plant	105,000	50,000	-	117,000	272,000
	Total Capital Budget	105,000	50,000	-	117,000	272,000

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN

2022 Operating and Capital Budget

Risk Management

Risk management covers the insurance program developed to protect the City from the risk of incurring a substantial financial loss due to damage to its property and equipment and claims arising from third parties for damages to their property or personal injury. Risk management also includes a workers compensation insurance program to protect the City's employees in the event that they are injured while performing their duties.

The insurance programs are accounted for in the Self-Insurance Fund. Each department of the City is assessed an interdepartmental charge that is based on the same method used by the insurance company to develop the premiums charged to the City. Liability insurance is based on the department's personnel costs and property insurance is based on the facilities and equipment used by the department. The amounts paid by the departments for property and liability insurance are accounted for in Account No. 825.01, Interdepartmental Charges – Insurance.

The interdepartmental charge for workers compensation insurance is based on rates developed by the National Council on Compensation Insurance (NCCI), adjusted for the City's experience modifier and other discounts offered by the insurance company. The rates developed by the NCCI vary between worker classes. For example, the City pays \$5.32 per \$100 of compensation to insure its firefighters and \$0.40 per \$100 of compensation to insure its clerical workers. The amount paid by a department depends on the demographics of its work force and its total compensation. The amounts paid by the departments for workers compensation insurance are accounted for in Account No. 507.30, Workers Compensation.

RISK MANAGEMENT SUMMARY

Expenditures by Category	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Contract/Purchased Services	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	181,640	9.6%
Total	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	181,640	9.6%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Interdepartmental Charges	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	181,640	9.6%
Total	1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	181,640	9.6%

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

- Property Insurance Premiums (Account No. 625.01) increased by \$39,680, or by 7.1%. Property insurance premiums have been increasing in recent years because rising construction costs have had an impact on replacement cost values and poor claims experience in the municipal insurance markets.
- Commercial Auto Insurance Premiums (Account No. 625.02) increased by \$9,110, or by 14.6%. Commercial auto insurance premiums have been increasing due to the replacement cost values for newly acquired vehicles to the City's fleet, which is offset slightly by the surplus of vehicles which have reached the end of their useful life.
- Liability Insurance Premiums (Account No. 625.03) increased by \$109,330, or by 32.1%. Commercial general liability insurance premiums have been increasing due to poor claims experience in the municipal insurance markets.
- Self-Insured Claims-Property Claims (Account No. 625.50) increased by \$5,375, or by 12.5%. Self-insured property claims have been increasing due to poor claims experience.
- Self-Insured Claims-Liability Claims (Account No. 625.52) increased by \$16,750, or by 12.5%. Self-insured liability claims have been increasing due to poor claims experience.

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Risk Management

OPERATING BUDGET DETAIL									
Expenditures by Category		2020	2021 Budget			2022	2021 Adopted/2022		
		Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%	
Contract/Purchased Services									
625	.01	Property Insurance Premiums	494,765	555,130	552,060	549,890	594,810	39,680	7.1%
625	.02	Comm. Auto Insurance Premiums	61,158	62,440	65,510	65,510	71,550	9,110	14.6%
625	.03	Liability Insurance Premiums	268,789	340,230	357,070	357,070	449,560	109,330	32.1%
625	.04	Workers Compensation Premiums	544,301	570,250	570,250	555,610	568,770	(1,480)	-0.3%
625	.05	Wharfage and Marine Premiums	93,015	93,020	93,020	92,430	93,020	-	0.0%
625	.50	Self-Insured Claims-Property	-	43,000	43,000	43,000	48,375	5,375	12.5%
625	.51	Self-Insured Claims-Auto	19,901	23,000	23,000	23,000	25,875	2,875	12.5%
625	.52	Self-Insured Claims-Liability	161,841	134,000	134,000	134,000	150,750	16,750	12.5%
640	.04	Management & Consulting Services	70,000	75,000	75,000	70,000	75,000	-	0.0%
Contract/Purchased Services			1,713,770	1,896,070	1,912,910	1,890,510	2,077,710	181,640	9.6%

NARRATIVE

625.01 Property Insurance Premiums: \$594,810 – 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: \$71,550 – This account provides expenditures for premiums paid for auto insurance for the City’s fleet.

625.03 Liability Insurance Premiums: \$449,560 - 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: \$568,770 - This account provides expenditures for premiums paid for workers compensation insurance for all City employees.

625.05 Wharfage and Marine Premiums: \$93,020 – This account provides expenditures for premiums paid for wharfingers and marine insurance.

625.50 Self-Insured Claims – Property: \$48,375 - This account provides expenditures for property claims not covered by insurance. Included are deductibles and self-insured claims.

625.51 Self-Insured Claims – Auto: \$25,875 - This account provides expenditures for auto claims not covered by insurance. Included are deductibles and self-insured claims.

625.52 Self-Insured Claims – Liability: \$150,750 - This account provides expenditures for liability claims not covered by insurance. Included are deductibles and self-insured claims.

640.04 Management and Consulting Services: \$75,000 – This account provides expenditures for risk management services provided by an insurance broker.

CITY OF KETCHIKAN
2022 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	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%
Total Expenditures	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%

Funding Source	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Property Taxes	800,477	817,394	817,394	725,749	799,743	(17,651)	-2.2%
Hospital Sales Tax	2,529,700	2,529,575	2,529,575	2,529,575	2,532,075	2,500	0.1%
Public Works Sales Tax	252,666	252,666	252,666	252,666	291,296	38,630	15.3%
Bond Proceeds	4,617,900	-	-	3,145,000	-	-	NA
Economic Recovery Zone Rebate	54,185	-	-	47,059	-	-	NA
Total Funding	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%

OPERATING BUDGET CHANGES FOR 2022

Changes between the adopted operating budget for 2021 and the proposed operating budget for 2022 that are greater than 5% and \$5,000 are discussed below.

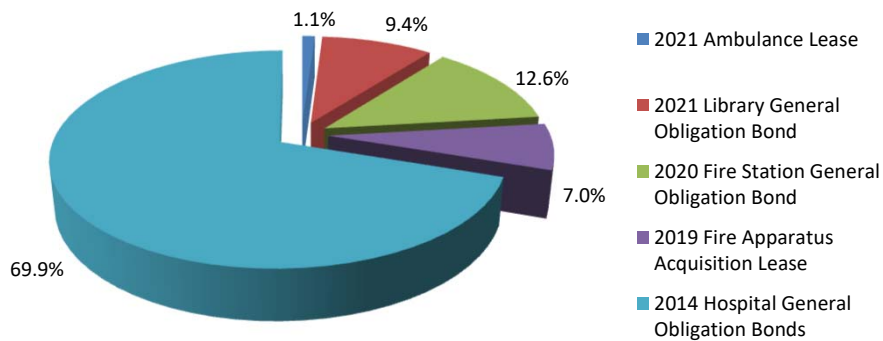
- Debt Service-Principal (Account No. 931.01) increased by \$163,180, or 9.8%, due to the lease agreements for the acquisition of Fire Apparatus and Ambulance.
- Debt Service-Interest (Account No. 932.01) decreased by \$139,701, or 7.5%, due to the refunding of the 2012 Library General Obligation Bond in 2021 and the shortening of the overall amortization schedule, which results in more principal

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Debt Service

OPERATING BUDGET DETAIL							
Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	6,078,397	1,670,221	1,670,221	4,840,221	1,833,401	163,180	9.8%
932 .01 Debt Service-Interest	2,143,231	1,929,414	1,929,414	1,846,128	1,789,713	(139,701)	-7.2%
933 .02 Debt Service-Fees & Other Costs	33,300	-	-	13,700	-	-	NA
Debt Service	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%
Total Expenditures	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%

Operating Expenditures	2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
		Adopted	Amended	Estimate		Incr(Decr)	%
Debt Instrument							
2020 Fire Station General Obligation Bond	400,000	457,250	457,250	410,191	458,250	1,000	0.2%
2010 Fire Station General Obligation Bond	4,710,919	-	-	-	-	-	NA
2021 Library General Obligation Bond	-	-	-	57,745	341,493	341,493	New
2012 Library General Obligation Bond	361,644	360,144	360,144	3,449,872	-	(360,144)	-100.0%
2014 Hospital General Obligation Bond	2,529,700	2,529,575	2,529,575	2,529,575	2,532,075	2,500	0.1%
2019 Fire Apparatus Acquisition Lease	252,665	252,666	252,666	252,666	252,666	-	0.0%
2021 Ambulance Lease	-	-	-	-	38,630	38,630	NA
Total Debt	8,254,928	3,599,635	3,599,635	6,700,049	3,623,114	23,479	0.7%

2022 Expenditures by Bond Issue



NARRATIVE

931.01 Debt Service-Principal: \$1,833,401 – This account provides expenditures for principal payments required for tax-supported general obligation bonds.

932.01 Debt Service-Interest: \$1,789,713 – This account provides expenditures for interest payments required for tax-supported general obligation bonds.

CITY OF KETCHIKAN
2022 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 2013.
- General Fund to the General Obligation Bond Debt Service Fund for debt issued to finance the construction of new fire station and library facilities.

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

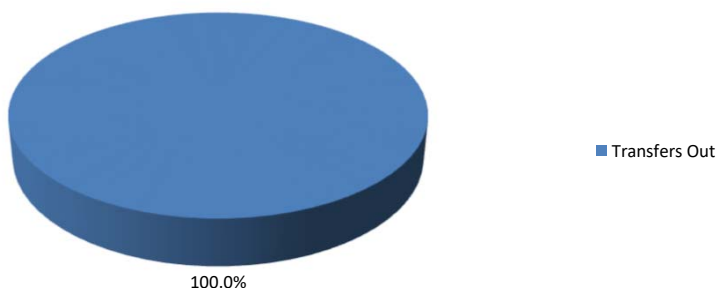
- CPV Fund to the CPV Capital Improvements and Port Enterprise Funds to finance capital improvements that are eligible for funding from the State's Commercial Passenger Vessel Excise Tax Program.

Advances are temporary or short-term loans from one fund to another fund. Advances are usually made to address temporary short-term cash flow issues or finance improvements or capital projects with short payback periods. It is the policy of the City to charge a market rate of interest on all advances. No advances were programmed for 2022.

TRANSFERS AND ADVANCES SUMMARY

Expenditures by Category	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out	8,286,219	8,493,299	8,493,299	7,128,968	9,098,455	605,156	7.1%
Advances to Other Funds	-	-	3,143,685	-	-	-	NA
Total Expenditures	8,286,219	8,493,299	11,636,984	7,128,968	9,098,455	605,156	7.1%

2021 Expenditures by Type



CITY OF KETCHIKAN
2022 Operating and Capital Budget
Transfers and Advances

Funding Source	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
General Fund	1,541,914	867,784	867,784	765,453	858,953	(8,831)	-1.0%
Hospital Sales Taxes	2,988,324	2,983,170	2,983,170	2,983,170	2,991,545	8,375	0.3%
Public Works Sales Taxes	2,315,958	2,303,056	2,303,056	2,303,056	2,350,506	47,450	2.1%
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	637,654	470,955	470,955	470,955	424,117	(46,838)	-9.9%
Marijuana Sales Tax Fund	-	200,000	3,343,685	200,000	200,000	-	0.0%
CPV Fund	790,995	1,656,960	1,656,960	394,960	2,261,960	605,000	36.5%
Major Capital Improvement Fund	-	-	-	-	-	-	NA
Total Funding	8,286,219	8,493,299	11,636,984	7,128,968	9,098,455	605,156	7.1%

OPERATING BUDGET CHANGES FOR 2022

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

- Transfers out decreased \$896,318, or by 9.4%, from 2020. Most of the decreases are due to reducing the amount of CPV funds to finance capital improvements for the Port. In response to the COVID-19 pandemic, most City department heads have been require to curtail capital spending plans for 2021.

OPERATING BUDGET DETAIL

Operating Expenditures	2020	2021 Budget			2022	2021 Adopted/2022	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Transfers Out							
910. 101 Transfers Out from General Fund	1,541,914	867,784	867,784	765,453	858,953	(8,831)	-1.0%
910. 110 Transfers Out from Hospital Sales Tax Fund	2,988,324	2,983,170	2,983,170	2,983,170	2,991,545	8,375	0.3%
910. 111 Transfers Out from Public Works Sales Tax Fund	2,315,958	2,303,056	2,303,056	2,303,056	2,350,506	47,450	2.1%
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	637,654	470,955	470,955	470,955	424,117	(46,838)	-9.9%
910. 211 Transfers Out from Marijuana Sales Tax Fund	-	200,000	200,000	200,000	200,000	-	0.0%
910. 250 Transfers Out from Bayview Cemetery O & M Fund	5,000	5,000	5,000	5,000	5,000	-	0.0%
910. 260 Transfers Out from CPV Special Revenue Fund	790,995	1,656,960	1,656,960	394,960	2,261,960	605,000	36.5%
Total Transfers Out	8,286,219	8,493,299	8,493,299	7,128,968	9,098,455	605,156	7.1%
Advances to Other Funds							
913. 510 Advances Out from CPV Special Revenue Fund	-	-	3,143,685	-	-	-	NA
Total Advances to Other Funds	-	-	3,143,685	-	-	-	NA
Total Expenditures	8,286,219	8,493,299	11,636,984	7,128,968	9,098,455	605,156	7.1%

CITY OF KETCHIKAN
2022 Operating and Capital Budget
Transfers and Advances

Operating Expenditures		2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
			Adopted	Amended	Estimate		Incr(Decr)	%
Transfers Out and Advances - Detail								
910.101 Transfers Out From General Fund To:								
Fund	Purpose							
GO Bond Debt Service Fund	2020 Fire Station GO Bonds	438,833	457,250	457,250	410,191	458,250	1,000	0.2%
GO Bond Debt Service Fund	2012 Library GO Bonds	361,644	360,144	360,144	304,872	341,493	(18,651)	-5.2%
Community Grant Fund	Community Grant Program	57,938	50,390	50,390	50,390	59,210	8,820	17.5%
Community Facilities	Public Health Improvements	683,499	-	-	-	-	-	NA
Transfers Out from General Fund		1,541,914	867,784	867,784	765,453	858,953	(8,831)	-1.0%
910.110 Transfers Out From Hospital Sales Tax Fund To:								
General Fund	General Fund Support	420,000	420,000	420,000	420,000	420,000	-	0.0%
Community Grant Fund	Community Grant Program	38,624	33,595	33,595	33,595	39,470	5,875	17.5%
GO Bond Debt Service	2014 Hospital GO Bonds	2,529,700	2,529,575	2,529,575	2,529,575	2,532,075	2,500	0.1%
Transfers Out from Hospital Sales Tax Fund		2,988,324	2,983,170	2,983,170	2,983,170	2,991,545	8,375	0.3%
910.111 Transfers Out From Public Works Sales Tax Fund To:								
General Fund	Public Works Department	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	-	0.0%
General Fund	Streets Seasonal Litter Program	5,355	-	-	-	-	-	NA
Community Grant Fund	Community Grant Program	57,938	50,390	50,390	50,390	59,210	8,820	17.5%
CPV Capital Improvement Fund	PW Streets Improvements	-	-	-	-	-	-	NA
GO Debt Service	2018 Fire Apparatus Lease	252,665	252,666	252,666	252,666	252,666	-	0.0%
GO Debt Service	2021 Ambulance lease	-	-	-	-	38,630	38,630	NA
Transfers Out from Public Works Sales Tax Fund		2,315,958	2,303,056	2,303,056	2,303,056	2,350,506	8,820	2.1%
910.112 Transfers Out From Shoreline Fund To:								
General Fund	Shoreline Building Lease	6,374	6,374	6,374	6,374	6,374	-	0.0%
Transfers Out from Shoreline Fund		6,374	6,374	6,374	6,374	6,374	-	0.0%
910.210 Transfers Out From Transient Tax Fund To:								
General Fund	Support Civic Center Operations	446,002	470,955	470,955	470,955	424,117	(46,838)	-9.9%
Major Capital Improvements Fund	Civic Center Improvements	191,652	-	-	-	-	-	NA
Transfers Out from Transient Tax Fund		637,654	470,955	470,955	470,955	424,117	(46,838)	-9.9%
910.211 Transfers Out From Marijuana Sales Tax Fund To:								
General Fund	Support Police Operations	-	200,000	200,000	200,000	200,000	-	0.0%
Transfers Out from Marijuana Sales Tax Fund		-	200,000	200,000	200,000	200,000	-	0.0%
910.250 Transfers Out From Bayview Cemetery O & M Fund To:								
General Fund	Cemetery Operations	5,000	5,000	5,000	5,000	5,000	-	0.0%
Transfers Out from Bayview Cemetery O & M Fund		5,000	5,000	5,000	5,000	5,000	-	0.0%
910.260 Transfers Out From CPV Special Revenue Fund To:								
General Fund	City Manager Wages & Benefits	-	137,834	137,834	137,834	137,834	-	0.0%
General Fund	Support Fire Operations	-	111,327	111,327	111,327	111,327	-	0.0%
General Fund	Support Police Operations	-	42,799	42,799	42,799	42,799	-	0.0%
CPV Capital Improvement Fund	Tourism Improvements	790,995	865,000	865,000	-	1,865,000	1,000,000	115.6%
Port Enterprise Fund	Port Improvements	-	500,000	500,000	103,000	105,000	(395,000)	-79.0%
Transfers Out from CPV Fund		790,995	1,656,960	1,656,960	394,960	2,261,960	605,000	36.5%
Operating Expenditures		2020 Actual	2021 Budget			2022 Budget	2021 Adopted/2022	
			Adopted	Amended	Estimate		Incr(Decr)	%
913.510 Advances to Port Enterprise Fund:								
Fund	Purpose							
CPV Special Revenue Fund	Loan to Port	-	-	3,143,685	-	-	-	NA
Advances Repayments from CPV Special Revenue Fund		-	-	3,143,685	-	-	-	NA
Total Expenditures		8,286,219	8,493,299	11,636,984	7,128,968	9,098,455	566,526	7.1%

NARRATIVE

910.101 Transfers Out from the General Fund: \$858,953 – This account provides expenditures for transfers from the General Fund from various funds of the City to fund debt service and the Community Grant Program.

910.110 Transfers Out from the Hospital Sales Tax Fund: \$2,991,545 – This account provides expenditures for transfers from the Hospital Sales Tax Fund to fund debt service, the Community Grant Program and \$420,000 of financial support for the General Fund.

910.111 Transfers Out from the Public Works Sales Tax Fund: \$2,350,506 – This account provides expenditures for transfers from the Public Works Sales Tax Fund for \$2,000,000 of financial support for the General Fund, the Community Grant Program and lease payments for the fire apparatus lease agreement.

910.112 Transfers Out from the Shoreline Fund: \$6,374 – This account provides expenditures for transfers from the Shoreline Fund to the General Fund to cover a portion of the cost associated with operating and maintaining the former Shoreline Fire Station.

910.210 Transfers Out from the Transient Tax Fund: \$424,117 – This account provides expenditures for transfers from the Transient Tax Fund to the General Fund for the financial support of the operations of the Civic Center. The amount of the transfer is based on total operating costs less operating revenues.

910.210 Transfers Out from the Marijuana Sales Tax Fund: \$200,000 – This account provides expenditures for transfers from the Marijuana Sales Tax Fund to the General Fund for the financial support of the operations of the Fire and Police.

910.250 Transfers Out from the Bayview Cemetery O & M Fund: \$5,000 – This account provides expenditures for transfers from the Bayview Cemetery O & M Fund to the General Fund for the financial support of the operations of Bayview Cemetery.

910.260 Transfers Out from the CPV Fund: \$2,316,960 – This account provides expenditures for transfers from the CPV Fund to various funds for the support of tourism related operations and capital improvements.