

**CITY OF KETCHIKAN, ALASKA
2016 GENERAL GOVERNMENT OPERATING & CAPITAL BUDGET**

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CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 15-2609

A RESOLUTION OF THE CITY OF KETCHIKAN, ALASKA ADOPTING THE BUDGET FOR THE YEAR 2016, APPROPRIATING FROM THE GENERAL GOVERNMENT FUNDS FOR THE FISCAL YEAR 2016; 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 2016, entitled CITY OF KETCHIKAN, ALASKA, 2016 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET is hereby adopted.

Section 2: That the sum of \$24,753,529 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, 2016:

| <u>Item of Appropriation</u> | |
|-------------------------------------|----------------------|
| Mayor and Council | \$ 176,980 |
| City Clerk | 289,805 |
| City Attorney | 347,238 |
| City Manager | 699,059 |
| Finance | 1,960,594 |
| Information Technology | 1,096,723 |
| Fire | 3,387,599 |
| Police | 4,891,974 |
| Library | 1,417,656 |
| Museum | 963,456 |
| Civic Center | 449,811 |
| Public Health | 14,325 |
| Public Works - Engineering | 1,804,022 |
| Public Works - Streets | 1,810,674 |
| Public Works - Cemetery | 81,485 |
| Public Works - Garage | 533,478 |
| Public Works - Building Maintenance | 432,520 |
| Transfers | 849,037 |
| Appropriated Reserves | 3,557,093 |
| Total | <u>\$ 24,763,529</u> |

Section 3: That the sum of \$7,806,717 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, 2016:

| <u>Item of Appropriation</u> | |
|------------------------------|---------------------|
| Public Health | \$ 263,800 |
| Transfers | 3,031,500 |
| Appropriated Reserves | 4,511,417 |
| Total | <u>\$ 7,806,717</u> |

Section 4: That the sum of \$8,567,707 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, 2016:

| <u>Item of Appropriation</u> | |
|------------------------------|---------------------|
| Finance | \$ 20,000 |
| Fire | 187,562 |
| Police | 188,740 |
| Museum | 705,559 |
| Civic Center | 236,925 |
| Public Works - Engineering | 167,000 |
| Public Works - Streets | 1,983,000 |
| Transfers | 2,073,125 |
| Appropriated Reserves | <u>3,005,796</u> |
| Total | <u>\$ 8,567,707</u> |

Section 5: That the sum of \$13,011,723 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, 2016:

| <u>Fund</u> | <u>Item of Appropriation</u> | | |
|---|--------------------------------|------------------|----------------------|
| Transient Sales Tax Fund | Transfers | \$ 351,611 | |
| | Appropriated Reserves | <u>179,858</u> | \$ 531,469 |
| Solid Waste Services Fund | Public Works – Solid Waste | 3,699,202 | |
| | Appropriated Reserves | <u>2,690,971</u> | 6,390,173 |
| Boat Harbor Fund | Port & Harbors | 1,531,810 | |
| | Appropriated Reserves | <u>757,029</u> | 2,288,839 |
| Cemetery O & M Fund | Transfers | 5,000 | |
| | Appropriated Reserves | <u>60,234</u> | 65,234 |
| Cemetery Development Fund | Public Works – Cemetery | 39,000 | |
| | Appropriated Reserves | <u>20,603</u> | 59,603 |
| Cemetery Endowment Fund | Appropriated Reserves | <u>19,343</u> | 19,343 |
| Shoreline Fund | Transfers | 6,374 | |
| | Appropriated Reserves | <u>117,432</u> | 123,806 |
| Community Grant Fund | Mayor and Council | 360,408 | |
| | Appropriated Reserves | <u>280</u> | 360,688 |
| Economic Parking & Development Fund | Tourism & Economic Development | 162,450 | |
| | Appropriated Reserves | <u>705,821</u> | 868,271 |
| Commercial Passenger Vessel Excise Tax Fund | Tourism & Economic Development | 40,000 | |
| | Transfers | 483,250 | |
| | Appropriated Reserves | <u>1,404,137</u> | 1,927,387 |
| US Marshall Fund | Appropriated Reserves | <u>201,110</u> | 201,110 |
| Federal and State Grant Fund | Fire | <u>175,800</u> | 175,800 |
| Total | | | <u>\$ 13,011,723</u> |

Section 6: That the sum of \$3,549,501 as shown in the following items of appropriations is appropriated for the General Obligation Bond Debt Service Fund of the City of Ketchikan for the fiscal year beginning January 1, 2016:

| <u>Item of Appropriation</u> | |
|------------------------------|--------------|
| Debt Service | \$ 3,549,501 |

Section 7: That the sum of \$19,942,410 as shown in the following items of appropriations is appropriated for the Capital Project Funds of the City of Ketchikan for the fiscal year beginning January 1, 2016:

| <u>Fund</u> | <u>Item of Appropriation</u> | | |
|---------------------------------------|--------------------------------|------------------|----------------------|
| Harbor Construction Fund | Port & Harbors | \$ 227,665 | |
| | Advances to Other Funds | 312,500 | |
| | Appropriated Reserves | <u>847,006</u> | \$ 1,387,171 |
| Major Capital Improvement Fund | Tourism & Economic Development | 395,000 | |
| | Public Works – Streets | 9,325,200 | |
| | Appropriated Reserves | <u>54,792</u> | 9,774,992 |
| Community Facilities Development Fund | Transfers to Other Funds | 194,300 | |
| | Appropriated Reserves | <u>2,893,724</u> | 3,088,024 |
| Hospital Construction Fund | Public Health | 5,528,900 | |
| | Appropriated Reserves | <u>163,323</u> | 5,692,223 |
| Total | | | <u>\$ 19,942,410</u> |

Section 8: That the sum of \$26,866,131 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, 2016:

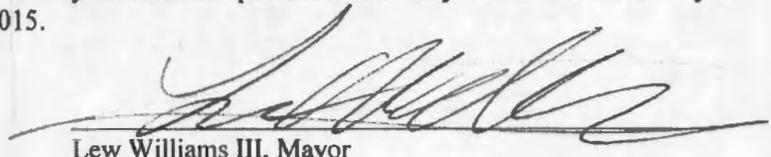
| <u>Fund</u> | <u>Item of Appropriation</u> | | |
|--------------------------------|------------------------------|------------------|----------------------|
| Wastewater Fund | Public Works – Wastewater | \$ 3,655,735 | |
| | Appropriated Reserves | <u>1,263,429</u> | \$ 4,919,164 |
| Ketchikan Port Fund | Port & Harbors | 10,067,743 | |
| | Appropriated Reserves | <u>7,186,673</u> | 17,254,416 |
| Port Repair & Replacement Fund | Port & Harbors | 110,000 | |
| | Appropriated Reserves | <u>4,582,551</u> | 4,692,551 |
| Total | | | <u>\$ 26,866,131</u> |

Section 9: That the sum of \$2,017,726 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, 2016:

| <u>Item of Appropriation</u> | |
|------------------------------|---------------------|
| Risk Management | \$ 1,523,000 |
| Appropriated Reserves | <u>494,726</u> |
| Total | <u>\$ 2,017,726</u> |

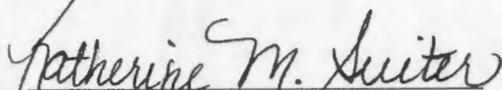
Section 10: This resolution shall be effective upon its passage and approval.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Ketchikan on this 17th day of December, 2015.



Lew Williams III, Mayor

ATTEST:



Katherine M. Suiter, City Clerk



November 6, 2015

The Honorable Mayor Lew Williams III
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 2016 General Government Operating and Capital Budget (the "2016 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, 2015. At least one public hearing on the proposed budget is required prior to adoption of the final spending plan.

INTRODUCTION AND EXECUTIVE OVERVIEW

The 2016 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 2016 were developed by the various departments and were subsequently reviewed and modified as necessary by the Offices of the City Manager and the Finance Director. Direction from the City Council, the various City Advisory Boards and the general public were considered prior to finalization of the proposed spending plan. Department goals and programs were predicated on the continuation of basic service delivery and long-range issues that have manifested themselves over the course of the past year and during the development of the capital improvement program.

Council Guidance

In July 2015, the City Council held a budget work session for the purpose of establishing City-wide goals and objectives for the 2016 Budget. The Council emphasized during the work session that the local economy is still recovering and that it remains fragile. The Council stated that it desired to maintain the current level of services and limit reductions in the City's workforce by not filling vacant positions. Given the current state of the local economy, Council indicated that there would be no tax

increases in 2016 but did serve notice that it would be necessary to consider increases for utility rates and charges for services if necessary to cover the cost of operations and debt service.

Most of the Council indicated that replacing aging infrastructure is a high priority but recognized that the City may need to scale back plans for future projects in order to bring the proposed capital improvement program in line with available financial resources. The expectation is that the funds for capital grants will continue to decline as both the federal and state governments deal with their respective budgetary constraints.

The Council offered the following guidance:

- The proposed 2016 operating budget should not exceed the adopted 2015 operating budget.
- Continued to support the efforts to meter large commercial water customers beginning in 2017 and the update the water and wastewater rate study.
- At least two councilmembers acknowledged that the cost of providing municipal services is rising and that City needs to begin addressing a plan to increase rates (both General Government and KPU) systematically in order to remain solvent and avoid the need to pass large reactionary rate increases on to residents and rate payers.
- One councilmember urged the Council to carefully scrutinize cost of living adjustment proposals in the context of their future impact on the cost of providing services.
- The City should recognize that the dramatic drop in oil prices will directly affect the finances of the State of Alaska and indirectly affect the finances of the City in the form of reduced revenue sharing, smaller grant awards for capital improvements and a reduction in the State's workforce in Ketchikan. The Council felt the deliberations planned for proposed 2016 Budget should take into account the expected fallout from the State's current fiscal crisis.

Many of the recommendations of the City Council were incorporated into the proposed 2016 Budget.

Key Budget Assumptions

In order to present a complete spending plan for 2016, it was necessary for management to make certain assumptions regarding the operations and finances of General Government. Management recognizes that some of the assumptions will require further direction from the City Council and that the direction provided may result in different assumptions, which could materially affect the proposed spending plan. The key assumptions used to compile the spending plan for 2016 are as follows:

- Staffing levels remained the same as 2015. Step increases have been programmed for all employees. A 2% cost of living adjustment has been programmed for employees represented by the International Brotherhood of Electrical Workers and the International Fire Fighters

Association. No cost of living adjustments have been programmed for employees represented by the Public Safety Employees Association and non-represented employees.

- Certain employee benefit costs have been programmed to increase effective July 1, 2016. Health insurance premiums are expected to rise by 10%. Workers compensation in total has not been programmed to increase but because premiums are developed by rate class some departments may experience some minor increases or decreases.
- No increases in property or sales taxes have been programmed. The property tax mill rate will remain at the current rate of 6.7. The sales tax rate will remain at the current rate of 4%. The assessment roll is expected to remain unchanged from 2015. Sales tax revenues are projected to remain comparable to 2015 primarily because the number of cruise ship passengers visiting Ketchikan in 2016 is not expected to increase from 2015.
- An 8% increase in wastewater rates has been programmed with an effective date of April 1, 2016.
- A 7% harbor rate increase has been programmed to take effect September 1, 2016. This increase is based on the Council's policy of raising harbor rates by 7% for each million dollar of debt issued. To date \$3 million of debt has been issued and the City plans to issue up to \$2 million in 2016. Only three 7% rate increases have been approved and two more 7% rate increases are required, in order to be in compliance with the Council's policy and keep the Small Boat Harbor Fund solvent.
- Beginning in 2016, the General Fund will be solely responsible for providing the resources to pay the annual debt service on the 2010 Fire Station General Obligation Bond. Prior to 2016, the City was using the funds remaining in the Fire Station Bond Construction Fund to partially finance the annual debt service payment. This will increase the outlay from the General Fund for the annual debt service on this bond from \$178,603 to \$499,120. Funds in the amount of \$194,300 in the Library Bond Construction Fund will be used to reduce the outlay required from the General Fund for the \$358,244 annual debt service payment required for the 2012 Library General Obligation Bond. Beginning in 2017, the General Fund will be required to fund all of the annual debt service for both bonds, which will be approximately \$857,000.
- Solid waste disposal rates have been programmed to increase by 20% and solid waste collection rates have been programmed to increase by about 10%. This increase is required as a result of the renewal of the City's long-term solid waste transport and disposal contract with Regional Disposal Company.
- The 2016 General Government Budget is structured upon the assumption that a KPU branded or Verizon wireless voice offering will become available on or about January 1, 2016. As discussions are ongoing regarding a final determination, budget projections may need to be modified accordingly.

- A payment of \$2,030,000 has been programmed from the State of Alaska for the City's share of the State's Commercial Passenger Vessel Excise Tax Program. Under current statutes, the City is entitled to receive \$2.50 for each passenger that travels on a commercial passenger vessel from the State's excise tax. The State Legislature is currently conducting an audit of how communities are using the proceeds from their share of the excise tax. The outcome may affect how much the City receives in 2016 and the future of the program.
- Due to the State's fiscal issues, the amount expected from the State Revenue Sharing Program has been reduced by 13% to \$408,000. This reduction is predicated on the Governor's proposal to raise the current projected distribution from \$38 million to \$50 million. If the Governor is unsuccessful, the amount expected from revenue sharing will need to be reduced to \$299,000.

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 tax revenues may need revision pending the outcome of third quarter sales tax collections. This information will not be available until December 2015.

***Changes and Other Issues that Impacted or May Impact
the Proposed 2016 Budget and Beyond***

In preparing the proposed 2016 Budget, certain changes were made to improve accountability and financial reporting. Staff also identified issues that may have the potential to impact the long-term finances of the City, its operations and/or the proposed 2016 Budget. Staff believes that the City Council should be aware of these changes and issues and may want to consider them during its budget deliberations.

Storm Water Management In 2010, a consultant was hired to inventory and assess the condition of the City storm water collection system and to review the various methods for managing and funding storm drainage systems. In 2011, a second consultant was hired to prepare a revenue requirement and cost of service study for a comprehensive storm water management program. The purpose of the study was to develop a revenue stream to pay for the program. The study recommended an initial startup fee of \$10 per month per parcel increasing to \$20.11 at the end of the six-year study period. In 2012, a grant and local funds were appropriated to develop a design for approximately \$2.38 million of improvements that have been included in the Street Division's 2016 - 2020 Capital Improvement Program to address many of the significant deficiencies noted by the City's consultant during its assessment of the City's storm water collection system. The Street Division's CIP has been programmed to fund these improvements from the Public Works Sales Tax Fund.

For 2016, the City has proposed to spend \$590,000 from the Public Works Sales Tax Fund for storm drainage improvements because the City Council has yet to implement a long-term plan for funding storm drainage system improvements. Over the next five years, the Public Works Sales Tax Fund is projected to receive \$21.5 million in sales tax receipts. Over the same period, the CIP for the Street Division and all other departments of the City will require a \$22 million contribution from the Public

Works Sales Tax Fund. In addition, the Public Works Sales Tax Fund will be required to contribute \$10 million to the General Fund to help pay for the operating costs of other divisions of the Public Works Department that are accounted for in the General Fund and require tax support. This results in a potential commitment of \$32 million from the Public Works Sales Tax Fund that will totally deplete the reserves of the Public Works Sales Tax Fund by the end of 2019.

The City cannot continue to use the Public Works Sales Tax Fund to finance capital improvements for its storm water infrastructure without affecting its ability to address the capital and maintenance needs of its other infrastructure and facilities. Since many components of the storm water infrastructure are on the verge of a catastrophic failure, the City should establish as a priority the adoption of a strategic plan for implementing and funding the CIP that has been developed to correct some of the more critical deficiencies in the storm water infrastructure.

Wastewater Rates In February 2011, the City increased wastewater rates by 5 percent. This was the first rate increase since April 2002 and the beginning of a series of rate increases recommended by staff. In 2011, the FCS Group was hired to prepare a revenue requirement and cost of service study for the wastewater utility and reaffirmed the City's earlier decision to begin increasing its rates. The consultant's study covered a 6-year period and was based on a capital improvement program prepared by staff and reviewed by the Council. The study recommended rate increases of 12% annually beginning in 2013 and continuing through 2015. Beginning in 2016, the study recommended rate increases of 7% annually for a five year period. Since the study, the City has taken the following action:

| <u>Year</u> | <u>Recommended By FCS</u> | <u>Rate Increase</u> |
|-------------|-------------------------------|--------------------------|
| 2012 | 5.0% | 5.0% |
| 2013 | 12.0% | 10.0% |
| 2014 | 12.0% | 4.0% |
| 2015 | 12.0% | 8.0% |
| 2016 | 7.0% | 8.0% * |

*Proposed

The failure to raise rates as recommended by management and FCS has resulted in a continuation of higher rate increases and an inability to generate the resources necessary to sustain a capital improvement program that appropriately addresses the deteriorated state of the municipal wastewater utility infrastructure. The City continues to address this problem by deferring major maintenance and capital improvements necessary to correct the deficiencies. The long-term prognosis of the approach is higher operating costs and higher rate increases for the rate payers. As a result of staffing shortages within the Engineering Division in 2015, capital projects for the current fiscal year were deferred to 2016. While deferral of these projects resulted in increased reserves being available in 2016 to fund critically need improvements, this is not a trend that the City Council can or should rely on in the future.

The table below shows the audited operating results reported by the Wastewater Enterprise Fund for the past five years and helps to explain why management is concerned about the rates charged for wastewater services.

| Year | Operating Income (Loss) |
|------|----------------------------|
| 2009 | \$ (498,134) |
| 2010 | (213,131) |
| 2011 | (347,820) |
| 2012 | (573,055) |
| 2013 | (244,914) |
| 2014 | 40,402 |

Management is recommending approval of the proposed 8% rate increase for wastewater services that has been programmed in the 2016 Budget. With the upcoming \$5 million bond issue that was approved by the voters in October 2014, it is very important that the City be in a position to demonstrate to the credit analysts that will be reviewing the City's loan application for this bond issue how it has been addressing the operating deficits that the Wastewater Fund has been experiencing.

Harbor Rates On June 26, 2012, the voters of Ketchikan authorized the issuance of up to \$5 million of general obligation bonds that will be used as matching funds to secure grant funding for \$10 million of capital improvements planned for the City harbors. At the time the bonds were passed, the City Council adopted a plan to pay the annual debt service bonds. The plan requires that harbor rates be increased by 7% for each million dollar of debt issued. As of December 31, 2015, the City will have issued \$3 million of bonds for harbor improvements. Under the plan adopted by the City Council, five 7% rate increases are required. The first three have already been adopted and implemented to cover the debt service required for the bonds that have already been issued. The City is planning to issue up to \$2 million in bonds in early 2016 for the Hole-in-the Wall Harbor renovation project and other harbor projects. This second bond issue will require two more 7% rate increases as called for by the City Council's financing plan. Included in the 2016 Budget is a proposed fourth rate increase of 7% with an effective date of September 1, 2016.

Commercial Passenger Vessel Excise Tax Programmed in the 2016 Budget is \$2,030,000 of proceeds from the State of Alaska's Commercial Passenger Excise Tax Program but there is some uncertainty regarding how much the City will receive, if anything, from the program in 2016 and future years. The Alaska Legislature has been reviewing how municipalities have been spending their share of the proceeds and is currently conducting an audit of program. The outcome of the audit may impact future funding and how the funds can be spent. As a result, only \$628,250 has been programmed to be appropriated in 2016. The projects selected are those that can be put on hold in the event that the funding is not available.

Solid Waste Rates In 2015, the City entered into a long-term solid waste transportation and disposal contract with Regional Disposal Company, an operator of a large regional landfill in Washington State,

to transport and dispose of the community of Ketchikan's putrescible solid waste at its landfill. The new contract increased the City's cost of transporting and disposing solid waste by nearly 25%. As a result, the City has raised its tipping fee for disposal from \$120 to \$145 per ton and anticipates raising its collection fees about 10%. The new fees will become effective in 2016.

State of Alaska Fiscal Challenges With the market price for oil falling and production from existing oil fields declining, the State of Alaska is entering into a period of uncertainty that could impact the economy of the community and the City's ability to balance its own budget. During budget deliberations the City Council may want to evaluate the following areas of concern, in order to assess their impact, if any, on the 2016 Budget and future budgets that the City Council will be required to adopt.

- In 2015, the City received \$467,635 in revenue sharing, an equivalent of six-tenths of a mill. This loss or reduction of this revenue could require the City to consider a tax increase or cost cutting measures.
- State employees account for approximately 9.2% of the local labor force. The loss of State jobs in the community has the potential to impact all sectors of the local economy, property values and tax revenues.
- Nearly all municipalities in the State of Alaska participate in the Alaska Public Employees Retirement System. Currently, each employer contributes to the PERS at the rate of 22% of wages. The actuarially required contribution (ARC) is considerably higher. The ARC is the amount that is required to keep the PERS solvent. For the year ended June 30, 2015, the ARC was 44.03%. The State currently pays the difference between the ARC and the employer contribution rate of 22% in the form of on-behalf payments to the PERS. The State Legislature could potentially change the statutes to require municipalities to pay a higher contribution rate. In 2014, the City's employer contribution of 22% required a payment to PERS in the amount of \$1.99 million. A one percent increase in the employer rate would cost the City about \$90,500.
- The State is considering a multitude of options to address its fiscal challenges. Some of the options include a state sales tax, state income tax and tapping into the Alaska Permanent Fund. All of these options have the potential to reduce disposable income and potentially affect retail sales and jobs in the community.

The rest of this transmittal letter is devoted to a detailed financial overview of the 2016 Budget. The financial review is intended to provide for a better understanding of how the numbers portion (financial component) of the budget was developed and identify opportunities to make changes that bring the proposed spending plan more in line with the goals and objectives of the City Council and the community at large.

**FINANCIAL OVERVIEW OF THE
2016 GENERAL GOVERNMENT ANNUAL BUDGET**

The 2016 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 2016 Budget and compares it with the 2015 Budget.

| | 2015 Budget | 2015 Estimates | 2016 Budget |
|---------------------------------------|-------------------------|-------------------------|-------------------------|
| Estimated Beginning Reserves, Jan 1 | \$ 43,884,288 | \$ 39,768,059 | \$41,280,935 |
| Revenues and Transfers: | | | |
| Taxes | 17,673,300 | 17,341,825 | 17,371,825 |
| PILOT | 1,195,000 | 1,195,000 | 1,195,000 |
| Intergovernmental Revenues | 19,193,658 | 12,989,342 | 14,417,435 |
| Charges for Services | 18,283,552 | 18,203,657 | 19,074,192 |
| Other Revenues | 509,000 | 2,404,160 | 481,952 |
| Bond Proceeds | 1,300,000 | 1,477,191 | 1,100,000 |
| Interdepartmental Revenues | 5,116,232 | 4,988,150 | 5,042,150 |
| Total Revenues | <u>63,270,742</u> | <u>58,599,325</u> | <u>58,682,554</u> |
| Transfers from Other Funds | 12,420,710 | 12,401,230 | 7,513,522 |
| Interfund Advances | 873,709 | 802,756 | 589,357 |
| Total Revenues and Transfers | <u>76,565,161</u> | <u>71,803,311</u> | <u>66,785,433</u> |
| Total Funds Available | <u>120,449,449</u> | <u>111,571,370</u> | <u>108,066,368</u> |
| Expenditures and Transfers: | | | |
| Operating Expenditures | 39,766,439 | 38,795,423 | 40,437,932 |
| Capital Expenditures | 36,667,277 | 18,557,235 | 24,064,339 |
| Total Expenditures | <u>76,433,716</u> | <u>57,352,658</u> | <u>64,502,271</u> |
| Transfers to Other Funds | 12,420,710 | 12,401,230 | 7,513,522 |
| Advances to Other Funds | 607,500 | 536,547 | 312,500 |
| Total Expenditures and Transfers | <u>89,461,926</u> | <u>70,290,435</u> | <u>72,328,293</u> |
| Estimated Ending Reserves, Dec 31 | <u>\$30,987,523</u> | <u>\$41,280,935</u> | <u>\$35,738,075</u> |

Total funds available for appropriations in 2016, included beginning reserves of \$41.3 million, is \$108.1 million. The amount requested for appropriations in 2016 is \$72.3 million; or \$17.1 million less than 2015. Operating expenditures increased by \$671,493, capital expenditures decreased by \$12.6 million, advances to other funds decreased by \$295,000 and transfers to other funds decreased by \$4.9 million. The 2016 Budget will require a \$5.5 million drawdown of total General Government reserves.

This overview contains a review of the proposed spending plan for 2016 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.

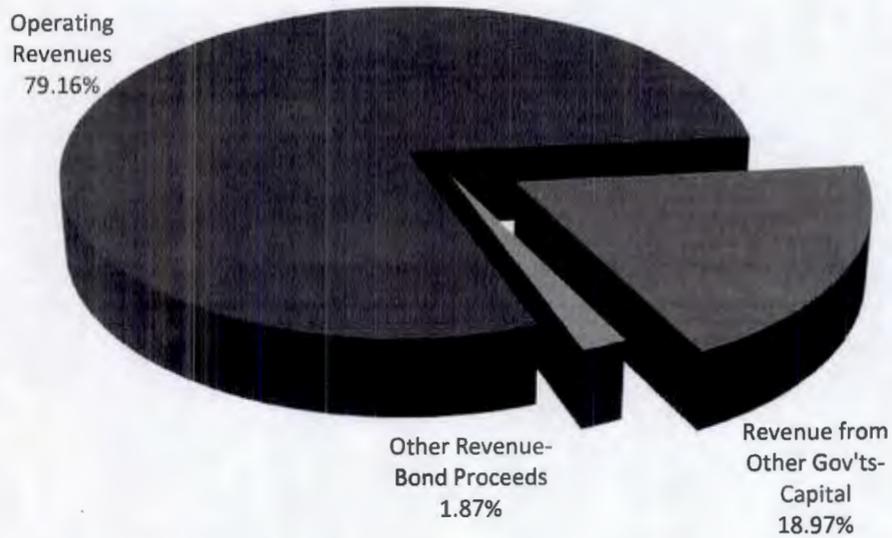
REVENUES – ALL FUNDS

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 revenue sources. The table below summarizes the major revenues of the City.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|--|----------------------------|----------------------------|----------------------------|
| Taxes | \$17,673,300 | \$17,341,825 | \$17,371,825 |
| Payment in Lieu of Taxes | 1,195,000 | 1,195,000 | 1,195,000 |
| Licenses and Permits | 75,100 | 75,100 | 75,100 |
| Revenue from Other Governments - Operating | 3,492,488 | 3,271,711 | 3,262,911 |
| Charges for Services | 18,283,552 | 18,203,657 | 19,074,192 |
| Fines and Forfeitures | 157,000 | 188,060 | 148,000 |
| Interdepartmental | 5,116,232 | 4,988,150 | 5,042,150 |
| Other Revenue - Miscellaneous | 276,900 | 255,000 | 258,852 |
| Operating Revenues | <u>46,269,572</u> | <u>45,518,503</u> | <u>46,428,030</u> |
| Revenue from Other Governments - Capital | 15,701,170 | 9,717,631 | 11,154,524 |
| Other Revenue - Bond Proceeds | 1,300,000 | 1,477,191 | 1,100,000 |
| Other Revenue - PeaceHealth | | 1,886,000 | |
| Total Revenues | <u><u>\$63,270,742</u></u> | <u><u>\$58,599,325</u></u> | <u><u>\$58,682,554</u></u> |

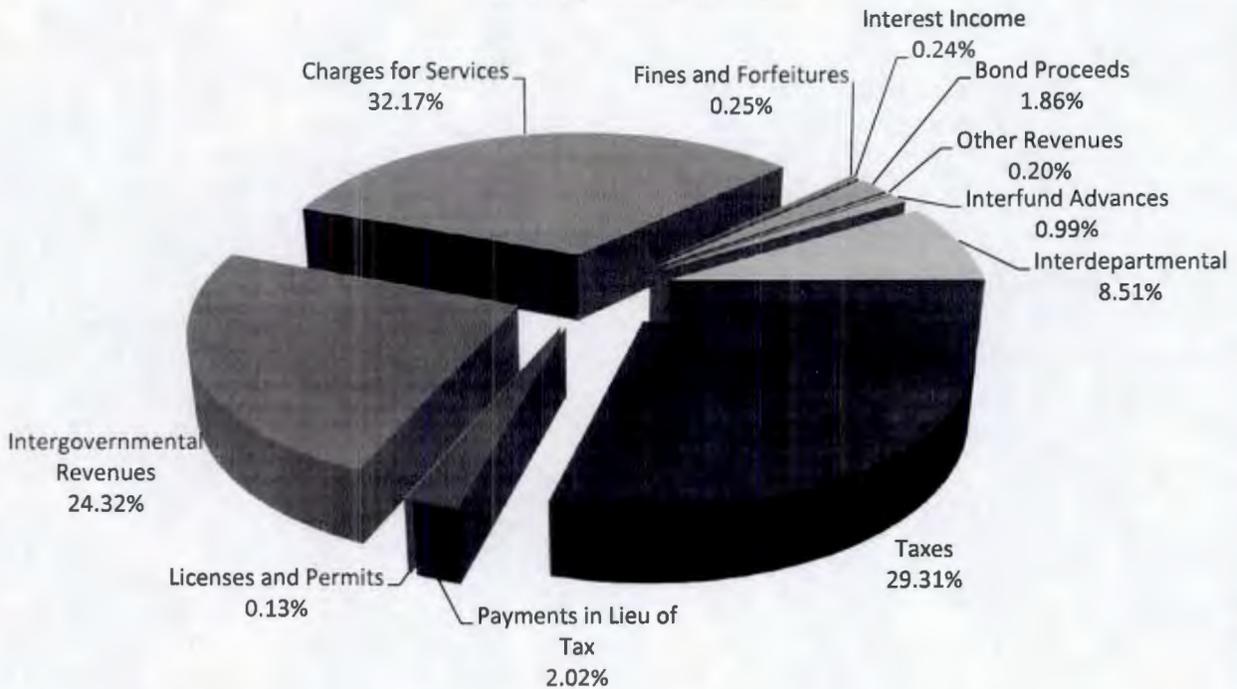
The City is projecting that its operating revenues for 2016 will total \$46.43 million, an increase of \$158,458. Non-operating revenues will total \$12.25 million, a decrease of \$4.75 million. Significant changes to revenues will be discussed below. The following chart identifies the major revenue sources of the City and their respective percentage of the total revenues projected for 2016.

2016 Total Revenues



The following chart identifies the operating revenues of the City and their respective percentage of total operating revenues projected for 2016.

2016 Operating Revenues



Taxes: At 37.4%, tax revenues are the second highest category of operating revenues collected by the City. Tax revenues are used to finance the programs of the City's General Fund, its two sales tax funds and transient tax fund. The City currently assesses three types of taxes: (1) ad valorem real and

personal property taxes; (2) 4% consumer sales tax; and (3) 7% transient occupancy tax. The table below summarizes the major tax revenues of the City.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|---------------------------|-----------------------|-------------------------|-----------------------|
| Property Taxes | \$5,399,800 | \$5,416,325 | \$5,416,325 |
| Sales Taxes | 11,780,000 | 11,450,000 | 11,450,000 |
| Transient Occupancy Taxes | 370,000 | 340,000 | 370,000 |
| Other Taxes | <u>123,500</u> | <u>135,500</u> | <u>135,500</u> |
| Total | <u>\$17,673,300</u> | <u>\$17,341,825</u> | <u>\$17,371,825</u> |

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

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

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

In 2016, the Ketchikan Gateway Borough will reappraise all Cycle 1 properties. Properties not scheduled for reappraisal are generally subject to a market analysis and adjusted accordingly. In discussions with the Ketchikan Gateway Borough Director of Assessment, it appears that the real estate market has been relatively flat and there is no indication that the market analysis will result in any significant adjustments to the City’s assessment roll in 2016. Assessed values have been programmed to remain at the same values as 2015. The actual assessed property values will not be known until the Ketchikan Gateway Borough Board of Equalization certifies the assessment roll in May of 2016. The City is required to adopt its annual mill levy by June 15.

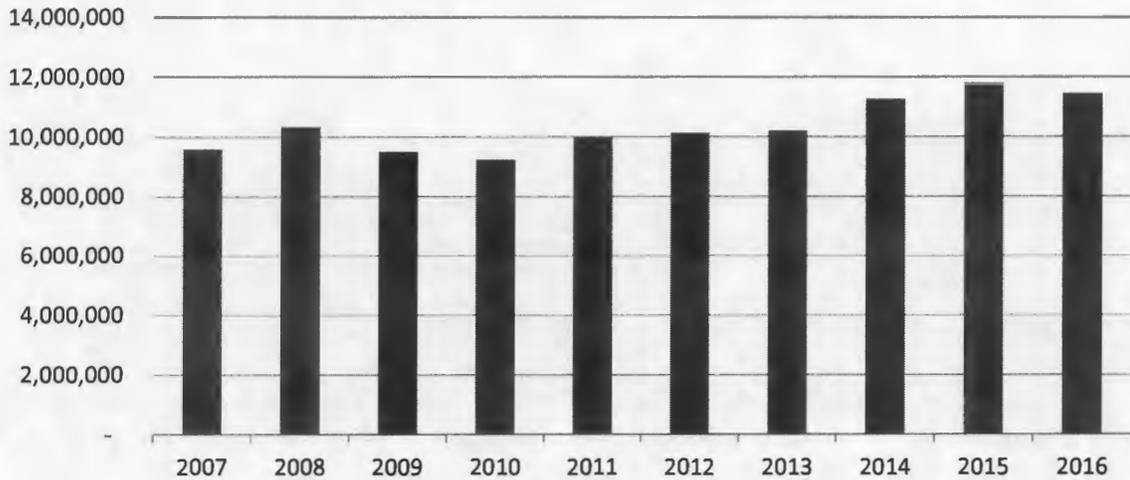
The City currently receives \$6.70 per \$1,000 of assessed valuation from property owners located within the City limits. As directed by the City Council, the proposed 2016 Budget does not include a property tax increase. The property tax rate remains at 6.7 mils.

Sales Taxes Sales tax revenues are generated from a 4 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 2016, sales tax revenues have been projected to total \$11.45 million, or about the same as the estimate for 2015, which is \$330,000 less than the initial projection for 2015.

Sales Tax Revenues 2007-2016



A 7 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.

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.

| | 2015 Budget | 2015 Estimate | 2016 Budget |
|--|--------------------|--------------------|--------------------|
| Ketchikan Public Utilities | \$786,000 | \$786,000 | \$786,000 |
| Port of Ketchikan | 319,000 | 319,000 | 319,000 |
| Wastewater | 80,000 | 80,000 | 80,000 |
| Tlingit & Haida Regional Housing Authority | 10,000 | 10,000 | 10,000 |
| Total | \$1,195,000 | \$1,195,000 | \$1,195,000 |

Included in the PILOT is an estimate of the payment in lieu of taxes that will be made by the Tlingit & Haida Regional Housing Authority for their affordable housing projects.

Revenues From Other Governments: The City receives a substantial amount of revenues from other governments. The majority of this revenue comes from the State of Alaska and is usually in the form of grants for infrastructure. The following table below summarizes the major sources of revenues from other governments.

| | 2015 Budget | 2015 Estimate | 2016 Budget |
|--|---------------------|---------------------|---------------------|
| Operating: | | | |
| License Refunds | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| State Grants - Shared Fisheries Tax | 24,000 | 30,608 | 30,000 |
| State Raw Fish Tax | 450,000 | 450,000 | 450,000 |
| Federal and State Grants - Public Safety | 126,576 | 106,064 | 140,874 |
| State Revenue Sharing | 469,000 | 467,635 | 408,000 |
| State CPV | 2,240,000 | 2,032,375 | 2,030,000 |
| State - Other | 10,000 | 22,550 | 44,650 |
| ERZD Bond Interest Rebate | 142,912 | 132,479 | 129,387 |
| | <u>3,492,488</u> | <u>3,271,711</u> | <u>3,262,911</u> |
| Capital: | | | |
| State Grants - Capital | 15,701,170 | 9,717,631 | 10,978,724 |
| Federal Grants - Capital | | | 175,800 |
| | <u>15,701,170</u> | <u>9,717,631</u> | <u>11,154,524</u> |
| Total | <u>\$19,193,658</u> | <u>\$12,989,342</u> | <u>\$14,417,435</u> |

Changes in capital grants are subject to the availability of funding and tend to be project specific. All of the proposed \$11.15 million programmed has already been awarded to the City. All of the capital grants will be used to finance port, fire and street projects. The raw fish tax is subject to harvest volumes and market prices for fish, which tends to make the amount the City receives challenging to project. All but \$100,000 of the raw fish tax is dedicated for harbor infrastructure improvements. The \$100,000 that is not dedicated for harbor improvements is accounted for in the KPU Enterprise Fund and is used to subsidize water rates for fish processors. State revenue sharing for 2016 is predicated on the State funding the FY 2017 State Revenue Sharing Program at \$50 million and represents of 13% decline from the normal funding level of \$60 million. In order for the State to maintain normal funding of its State Revenue Sharing Program, oil prices must remain above \$90 per barrel. The State CPV 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.

Charges For Services: Charges for services is the City's single largest source of operating revenues. It includes user fees for general and utility services provided by the City. Fees for services include building inspection and plan review, parking, ambulance, harbor moorage, port dockage, library services to nonresidents of the City and the University of Alaska, solid waste collection and disposal, wastewater and other fees charged to identifiable users of government services. The following table summarizes the major categories of charges for services.

| | 2015 Budget | 2015 Estimate | 2016 Budget |
|--------------------------|----------------|------------------|----------------|
| Parking | \$80,000 | \$80,000 | \$80,000 |
| Ambulance | 525,000 | 575,000 | 575,000 |
| E-911 Services | 430,000 | 420,000 | 420,000 |
| Borough Library Services | 428,360 | 381,817 | 425,000 |
| UAS Library Services | 190,392 | 182,948 | 192,668 |
| Civic Center | 164,800 | 95,200 | 98,200 |
| Solid Waste Fees | 2,878,000 | 2,864,000 | 3,364,350 |
| Wastewater Fees | 2,783,300 | 2,760,300 | 2,980,829 |
| Harbor Fees | 1,353,700 | 1,332,500 | 1,421,345 |
| Port Fees | 9,052,500 | 9,070,932 | 9,080,500 |
| Museum Fees | 187,900 | 219,860 | 212,900 |
| Tideland Leases | 60,000 | 60,000 | 60,000 |
| Other | 149,600 | 161,100 | 163,400 |
| Total | \$18,283,552 | \$18,203,657 | \$19,074,192 |

Charges for services have been projected to remain unchanged for 2016, except for the following:

- Ambulance revenues have been projected to increase by \$50,000. There appears to be a correlation between increases in cruise ship passenger visitors and ambulance transports. The number of passengers increased in 2015 and a similar number of passengers are expected for 2016. This projection does not imply that all of the transports come from cruise ship passengers but rather the additional passengers increase the level of economic activity in the community, which may give rise to the need for more ambulance transports.
- Solid waste revenues have been projected to increase by \$486,350 as a result of the recent renewal of the City's solid waste transportation and disposal agreement with a regional landfill operator in Washington State, which increased the cost of transporting and disposing of the community's putrescible solid waste by 28%. Tipping, residential areawide solid waste and collection fees were raised in order to cover the cost of the new agreement.
- Harbor fees have been projected to increase by about \$88,000 as a result of the current policy to increase harbor rates by 7% for each \$1 million of debt issued for capital improvements. Three 7% rate increases have already been approved. A fourth rate increase of 7%, effective September 1, 2016, which has yet been approved by the City Council, has been programmed in the 2016 Budget.
- Wastewater fees have been projected to increase by \$169,000 because of the proposal to raise wastewater rates by 8%, effective April 1, 2016. On an annual basis, the rate increase will bring in an additional \$225,000.

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.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|---------------------|-----------------------|-------------------------|-----------------------|
| KPU | \$2,252,802 | \$2,199,000 | \$2,239,000 |
| Port Fund | 182,190 | 175,000 | 183,000 |
| Harbor Fund | 171,630 | 163,000 | 175,000 |
| Solid Waste Fund | 468,200 | 441,150 | 472,150 |
| Wastewater Fund | 437,410 | 411,000 | 450,000 |
| Self Insurance Fund | 1,604,000 | 1,599,000 | 1,523,000 |
| Total | <u>\$5,116,232</u> | <u>\$4,988,150</u> | <u>\$5,042,150</u> |

Interdepartmental charges are determined using a variety of methods. The amount charged for 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 operations of the City are based on labor. Interdepartmental charges are projected to decrease by \$74,082 in 2016 because of rebates from the insurance companies which have lowered the overall cost of the City's risk management program.

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 2016, \$7.5 million has been programmed for transfers in from other funds.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|---------------------------------|-----------------------|-------------------------|-----------------------|
| General Fund | \$ 2,825,248 | \$ 2,865,984 | \$ 2,868,560 |
| Community Grant Fund | 307,848 | 325,792 | 307,848 |
| CPV Fund | 1,600,000 | 1,619,258 | - |
| Major Capital Improvements Fund | 2,316,600 | 2,524,885 | 395,000 |
| Harbor Construction Fund | 1,400,000 | 1,151,761 | - |
| GO Bond Debt Service Fund | 3,449,014 | 3,391,550 | 3,420,114 |
| Port Repair & Replacement Fund | 522,000 | 522,000 | 522,000 |
| Total | <u>\$ 12,420,710</u> | <u>\$12,401,230</u> | <u>\$ 7,513,522</u> |

For more information about transfers in, please refer to the Transfers and Advances section of the 2016 Budget.

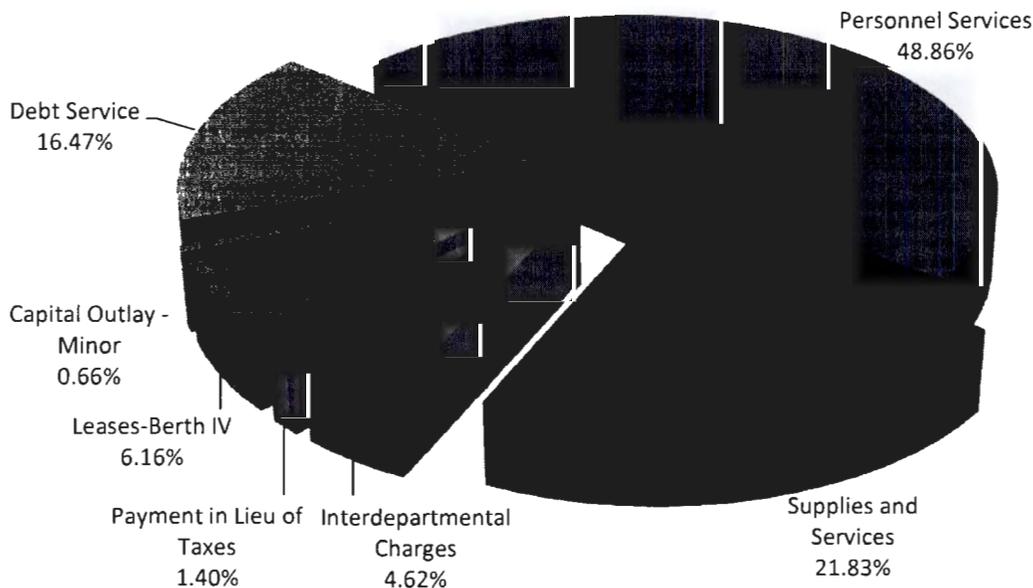
OPERATING AND CAPITAL EXPENDITURES – ALL FUNDS

Total operating and capital expenditures in the amount of \$64.5 million has been programmed for 2016. The table below summarizes the major expenditures of the City and compares 2016 with 2015.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|--|-----------------------|-------------------------|-----------------------|
| Personnel Services | \$19,486,911 | \$18,885,425 | \$19,752,586 |
| Supplies | 2,136,583 | 2,001,584 | 2,093,297 |
| Contractual and Purchased Services | 6,517,829 | 6,513,455 | 6,735,228 |
| Interdepartmental Charges | 1,887,753 | 1,778,938 | 1,877,263 |
| Payment In-Lieu of Taxes | 565,000 | 565,000 | 565,000 |
| Leases - Berth IV | 2,425,000 | 2,400,000 | 2,490,000 |
| Capital Outlay - Minor | 268,800 | 240,355 | 266,882 |
| Debt Service | 6,478,563 | 6,410,666 | 6,657,676 |
| Total Operating Expenditures | <u>39,766,439</u> | <u>38,795,423</u> | <u>40,437,932</u> |
| Capital Outlay - Major | <u>36,667,277</u> | <u>18,557,235</u> | <u>24,064,339</u> |
| Total Operating and Capital Expenditures | <u>\$ 76,433,716</u> | <u>\$ 57,352,658</u> | <u>\$ 64,502,271</u> |

Total operating expenditures for 2016 are projected to increase by \$671,493 from 2015. Capital outlay-major is projected to decrease by \$12.6 million. Total operating and capitals expenditures are projected to decrease by \$11.93 million. The following chart summarizes the major categories of operating expenditure.

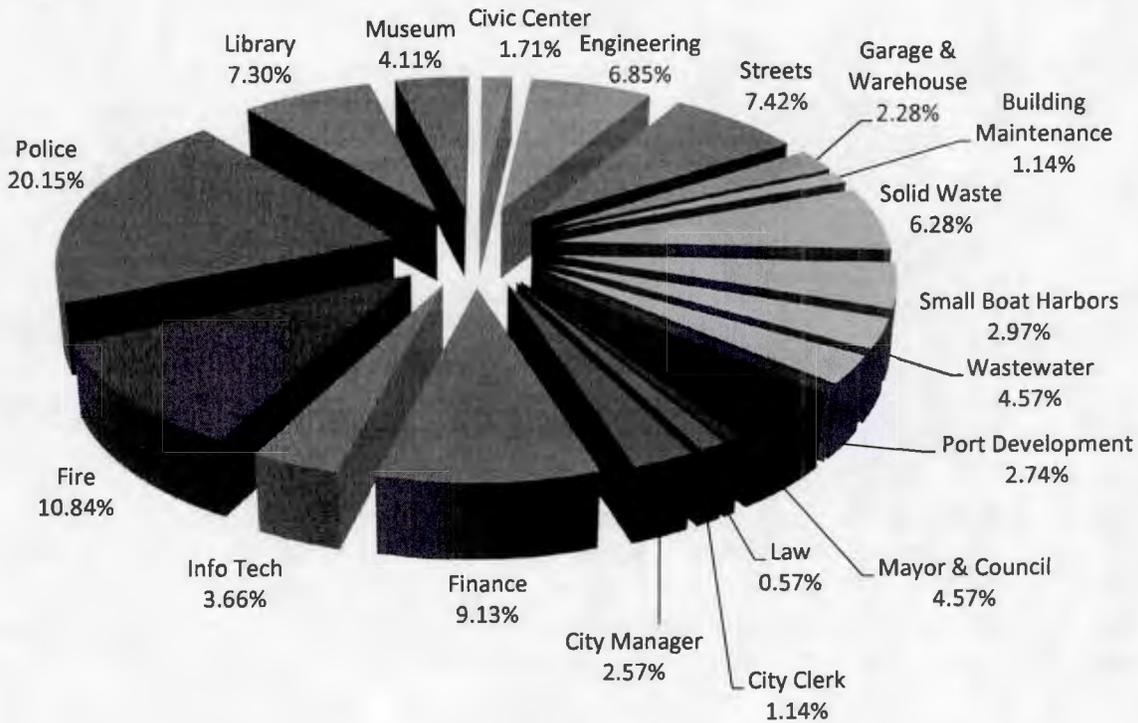
2016 Operating Expenditures



Personnel Services: The cost of personnel is projected to consume 48.8% of the City's annual operating expenses. 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:

| | 2015 Budget | 2015 Estimate | 2016 Budget |
|--|---------------------|---------------------|---------------------|
| Salaries and Wages-Regular Employees | \$10,457,853 | \$10,306,325 | \$10,639,710 |
| Salaries and Wages-Temporary Employees | 1,105,050 | 967,900 | 1,092,800 |
| Overtime | 849,450 | 773,040 | 818,376 |
| Payroll Taxes | 950,050 | 913,614 | 959,200 |
| Pension Benefits | 2,265,450 | 2,173,148 | 2,275,900 |
| Health Insurance Benefits | 3,070,825 | 2,937,175 | 3,089,200 |
| Workers Compensation | 496,380 | 489,178 | 495,460 |
| Other Benefits | 189,370 | 224,910 | 279,500 |
| Allowances | 102,483 | 100,135 | 102,440 |
| Total | \$19,486,911 | \$18,885,425 | \$19,752,586 |
| | | | |
| Number of Employees (FTE) | 176.04 | 176.54 | 175.21 |

The chart below shows how the 175.21 FTE employees are distributed among the various City departments.



The proposed level of staffing for 2016 is 175.21 FTE, a decrease of .83 FTE from the 2015 Adopted Budget. The table below summarizes by department the proposed changes to personnel.

| <u>Department</u> | <u>Position</u> | <u>Action</u> | <u>FTE</u> |
|------------------------|---------------------------|---------------|---------------|
| Law | Paralegal | Abolish | (0.25) |
| Information Technology | Senior Programmer Analyst | Abolish | (0.58) |
| | | | 0.00 |
| Total | | | <u>(0.83)</u> |

The reduction in personnel was due to retirements. Funding for two paralegals for a three month period was requested by the Law Department in 2015, in order to prepare the office for the retirement of its long-time paralegal. Upon the retirement of the paralegal in May of 2015, the Law Department reverted back to one legal secretary. A Senior Programmer Analyst currently employed by the Information Technology Department will be retiring in April 2016. The Information Technology Department has recommended that the position be eliminated because the Finance and Police Departments are no longer using software applications developed in-house.

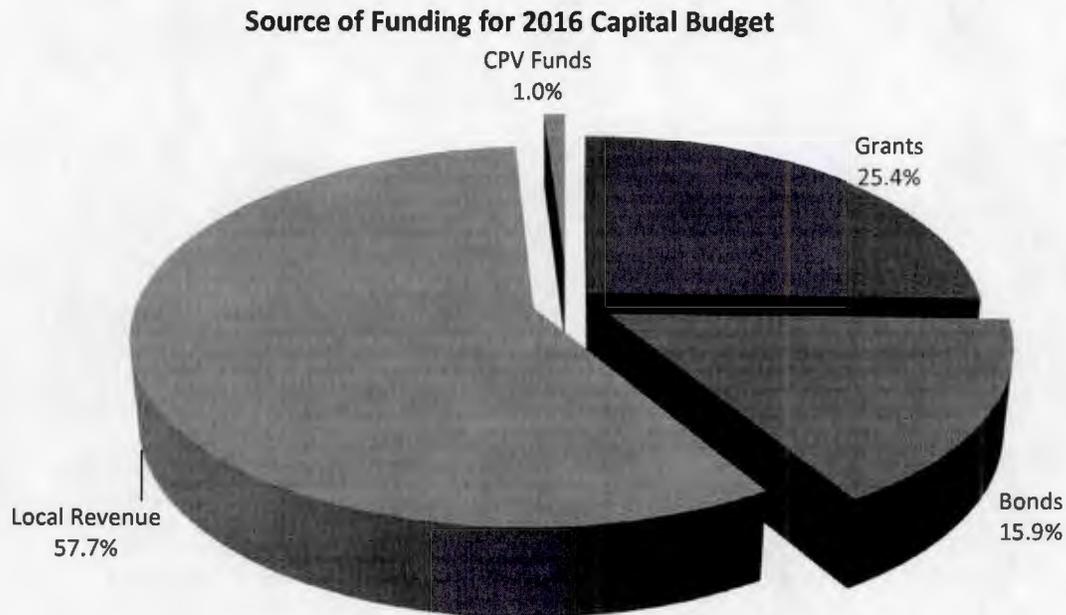
Regular salaries and wages are projected to increase by \$181,857 to \$10,639,710. The increase is due to step increases, cost of living adjustments approved in 2015 for non-represented employees and all represented employees except those employees covered by the Public Safety Employee Association (PSEA) collective bargaining agreement, and 2016 cost of living adjustments for employees covered by collective bargaining agreements with the International Brotherhood of Electrical Workers (IBEW) and the International Fire Fighters Association. No cost of living adjustments have been programmed in 2016 for non-represented employees and employees represented by the PSEA.

While health insurance benefit costs in 2015 did not increase as much as projected because premium increases were significantly lower, the City anticipates that premiums will increase by 10% in 2016. The odds of two favorable concurrent renewals are very low. Workers compensation insurance premiums are expected to increase about 5%, effective July 2016. Workers compensation insurance premiums are established by the National Council on Compensation Insurance and based on claims, which have been increasing nationally in recent years.

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 5.2% of operating expenditures. The amount requested for supplies in 2016 is \$43,286, or 2%, less than the amount requested in 2015.

Contractual and Purchased Services: 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 16.6% of operating expenditures. The amount requested for contractual and purchased services in 2016 is \$217,399, or 3.3%, more than the amount requested in 2015.

Capital Outlay: The amount requested for major capital outlay has been programmed to decrease by \$12.6 million to \$24.06 million. The amount requested for minor capital outlay has decreased by \$1,918 to \$266,882. The chart below identifies the source of funding for the capital projects proposed for 2016. For more information regarding the City's capital spending plans for 2016, please see the 2016 – 2020 Capital Improvement Program.



Debt Service: Debt service accounts for 16.5% of operating expenses. The amount requested for debt service in 2016 is \$179,113, or 2.8% more than the amount requested in 2015. The increase was caused by the issuance of the 2016 Harbor General Obligation Bond and the ADEC Wastewater Bond for the Jackson and Monroe sewer improvement project. Please see the discussion under Debt Management, which begins on page B-30, 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 2016, \$7.51 million has been programmed for transfers out from other funds and \$312,500 has been programmed for advances.

| | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|---|--------------------------------|--------------------------------|-------------------------------|
| Transfers Out: | | | |
| General Fund | \$725,316 | \$743,164 | \$849,037 |
| Hospital Sales Tax Fund | 3,067,450 | 2,999,553 | 3,031,500 |
| Public Works Sales Tax Fund | 2,073,125 | 2,073,125 | 2,073,125 |
| Transient Tax Fund | 305,624 | 357,010 | 348,936 |
| Bayview Cemetery O & M Fund | 5,000 | 5,000 | 5,000 |
| Shoreline Fund | 6,374 | 6,374 | 6,374 |
| CPV Fund | 3,804,850 | 3,754,246 | 483,250 |
| Community Facilities Development Fund | 310,971 | 321,500 | 194,300 |
| Port Enterprise Fund | 2,122,000 | 2,141,258 | 522,000 |
| Total Transfers Out | <u>12,420,710</u> | <u>12,401,230</u> | <u>7,513,522</u> |
| Advances: | | | |
| Harbor Construction Fund | 607,500 | 536,547 | 312,500 |
| Total Advances | <u>607,500</u> | <u>536,547</u> | <u>312,500</u> |
| Total Transfers Out and Advances | <u><u>\$13,028,210</u></u> | <u><u>\$12,937,777</u></u> | <u><u>\$7,826,022</u></u> |

The transfer from the General Fund has been programmed to increase by \$123,721 from 2015. This is due to funds no longer being available in the bond construction fund for the annual debt service required for the 2010 Fire Station General Obligation Bond. The transfer from the CPV Fund decreased \$3.32 million because of the uncertainty over the State's Commercial Passenger Excise Tax Program. The transfer from the Port Enterprise Fund was reduced by \$1.6 million because a portion of the transfer in 2015 was a one-time transfer to move unspent CPV funds from the Port Enterprise Fund to the newly established CPV Special Revenue Fund. This fund was created to improve the accountability over the use of the proceeds from the State's Commercial Passenger Excise Tax Program.

Advances have been programmed to decrease by \$295,000 because the amount of the repayment of the loan from the Economic Development and Parking Fund to the Harbor Construction Fund in 2015 included a payment in arrears. In 2016, future payments will revert back to the original amortization schedule. The loan will mature on December 31, 2017.

For more information about transfers out and advances, please refer to the Transfers and Advances section of the 2016 Budget

REVIEW OF MAJOR FUNDS

This section contains a review of the major funds of the City. Included are the following funds:

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

The funds listed above account for 90%, or \$41.79 million of the City of Ketchikan's total operating revenue, 86.2%, or \$34.84 million of the City's total operating expenditures and 100% of all personnel that has been programmed for 2016. For information about the City's other major fund, the KPU Enterprise Fund, please see the 2016 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:

- 146.21 of the City's 175.21 general government employees and 80.7% of its annual general government payroll
- 37.9% of the City's annual operating revenues
- 49.9% of the City's annual operating expenses for general government

A summary of the proposed 2016 Budget for the General Fund, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|-------------------------------|----------------|----------------|------------------|----------------|
| Revenues | | | | |
| Taxes: | | | | |
| Property | \$ 5,374,030 | \$ 5,399,800 | \$ 5,416,325 | \$ 5,416,325 |
| Sales | 3,746,390 | 4,417,500 | 4,293,750 | 4,293,750 |
| Other | 105,234 | 90,000 | 105,000 | 105,000 |
| Total Taxes | 9,225,654 | 9,907,300 | 9,815,075 | 9,815,075 |
| PILOT | 1,196,896 | 1,195,000 | 1,195,000 | 1,195,000 |
| Licenses and Permits | 97,998 | 75,100 | 75,100 | 75,100 |
| Intergovernmental | 658,440 | 635,576 | 626,249 | 623,524 |
| Charges for Services | 2,116,406 | 2,139,552 | 2,099,425 | 2,150,668 |
| Fines & Forfeitures | 112,265 | 151,000 | 142,000 | 142,000 |
| Other | 87,829 | 120,000 | 97,600 | 97,600 |
| Interdepartmental Charges | 3,150,268 | 3,470,082 | 3,347,000 | 3,477,000 |
| Total Revenues | 16,645,756 | 17,693,610 | 17,397,449 | 17,575,967 |
| Transfers In - Tax Funds | 2,732,049 | 2,725,624 | 2,777,010 | 2,768,936 |
| Transfers In - Other Funds | 123,016 | 99,624 | 88,974 | 99,624 |
| Total Revenues and Transfers | 19,500,821 | 20,518,858 | 20,263,433 | 20,444,527 |
| Expenditures | | | | |
| Personnel Services | 14,649,695 | 15,834,683 | 15,357,150 | 16,041,364 |
| Supplies | 1,127,327 | 1,307,766 | 1,211,584 | 1,277,681 |
| Contract & Purchased Services | 2,073,897 | 2,254,925 | 2,246,478 | 2,348,714 |
| Capital Outlay - Minor | 118,420 | 157,800 | 122,955 | 151,932 |
| Public Safety Grants | 110,071 | 96,576 | 64,034 | 110,874 |
| Interdepartmental Charges | 142,593 | 294,243 | 229,148 | 241,443 |
| Capital Outlay - Major | 91,356 | 94,000 | 94,000 | 112,000 |
| Total Expenditures | 18,313,359 | 20,039,993 | 19,325,349 | 20,284,008 |
| Transfers Out | 452,423 | 725,316 | 743,164 | 849,037 |
| | 18,765,782 | 20,765,309 | 20,068,513 | 21,133,045 |
| Surplus (Deficit) | \$ 735,039 | \$ (246,451) | \$ 194,920 | \$ (688,518) |
| Reserves at December 31 | \$ 4,085,125 | \$ 3,496,029 | \$ 4,280,045 | \$ 3,591,527 |
| Number of Employees | 145.41 | 147.04 | 147.54 | 146.21 |

The General Fund relies heavily on tax revenues to finance its operation. 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 \$13.78 million of tax revenues has been programmed to finance 65.2% of the General Fund's \$21.13 million budget for 2016. Charges for services and interdepartmental revenues have been forecasted to finance \$5.63 million, or 26.6% of the General Fund's 2016 Budget. For more information about tax revenues and charges for services, see pages B-10, B-11, B-12, B-13 and B-14.

The biggest expenditure of the General Fund is personnel services, which amounts to \$16.04 million and accounts for 75.91% of the General Fund's proposed budget for 2016. Since the General Fund's labor force is relatively static, the primary cost drivers are step increases, cost of living adjustments and health insurance costs. Contribution rates to retirement plans have remained unchanged since 2013. The cost of employee benefits is approximately 57.6% of compensation. For more information about the cost of personnel services, see page B-17 and B-18.

Although a deficit of \$688,518 has been programmed for the General Fund in 2016, it is highly unlikely that it will occur because the City rarely comes close to spending all the appropriations of the General Fund. Assuming that past trends continue, the City's General Fund will most likely end 2016 with a surplus between \$300,000 and \$500,000.

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 functions that are not supported by the revenue-generating or enterprise funds of the City. An annual transfer of \$2 million is made from the Public Works Sales Tax Fund to the General Fund to support public work functions accounted for in the General Fund. The total cost of the public works functions accounted for in the General Fund is \$4.66 million.

A summary of the proposed 2016 Budget for the Public Works Sales Tax Fund, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| Sales Taxes | \$ 4,246,516 | \$ 4,437,500 | \$ 4,311,750 | \$ 4,311,750 |
| Other | 198,823 | - | - | - |
| Total Revenues | <u>4,445,339</u> | <u>4,437,500</u> | <u>4,311,750</u> | <u>4,311,750</u> |
| Expenditures | | | | |
| General Government | 7,452 | 20,000 | 10,000 | 20,000 |
| Fire and Police | 880,531 | 393,031 | 221,852 | 394,872 |
| Library, Museum and Civic Center | 494,878 | 311,322 | 289,585 | 872,925 |
| Public Works | 1,175,306 | 2,110,923 | 1,415,898 | 1,950,000 |
| Transfers to General Fund | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Transfers to Community Grant Fund | 76,706 | 73,125 | 73,125 | 73,125 |
| Total Expenditures | <u>4,634,873</u> | <u>4,908,401</u> | <u>4,010,460</u> | <u>5,310,922</u> |
| Surplus (Deficit) | <u>\$ (189,534)</u> | <u>\$ (470,901)</u> | <u>\$ 301,290</u> | <u>\$ (999,172)</u> |
| Reserves at December 31 | <u>\$ 3,908,154</u> | <u>\$ 3,132,534</u> | <u>\$ 4,209,444</u> | <u>\$ 3,230,796</u> |

Although a deficit of \$999,172 has been programmed for the Public Works Sales Tax Fund in 2016, it is very possible it will not materialize. Approximately 61% of the expenditures programmed for this fund are for major maintenance or capital improvements. The actual disbursement of these expenditures is contingent on such factors as the weather, the availability of contractors to perform

the work, and project coordination with other City departments and the State of Alaska. The transfers to the General Fund and the Community Grant Fund will occur as programmed. The \$2 million transfer to the General Fund is used to offset the cost of Public Works functions accounted for in the General Fund and is necessary in order to keep the mill rate at 6.7 mills. The Public Works Sales Tax Fund is projected to end 2015 with \$3.23 million in reserves. Management recommends no less than \$2.5 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.

The **Hospital Sales Tax Fund** is primarily used to accumulate and account for resources to be used to acquire, operate and maintain health care facilities and programs. Resources not required to satisfy its primary purpose may, at 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 1997 and 2014 Hospital General Obligation Bonds and a \$420,000 transfer to the General Fund that is used to help hold the mill rate at 6.7 mills. The fund is also used to cover the cost of major maintenance that may be required for the Ketchikan Medical Center.

A summary of the proposed 2016 Budget for the Hospital Sales Tax Fund, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| Sales Taxes | \$ 2,831,011 | \$ 2,945,000 | \$ 2,862,500 | \$ 2,862,500 |
| Other | 19,548 | 13,500 | 12,500 | 12,500 |
| Total Revenues | <u>2,850,559</u> | <u>2,958,500</u> | <u>2,875,000</u> | <u>2,875,000</u> |
| Expenditures | | | | |
| Public Health | 810,390 | 41,600 | 41,600 | 38,800 |
| Transfers to General Fund | 420,000 | 420,000 | 420,000 | 420,000 |
| Transfers to Community Grant Fund | 51,147 | 48,750 | 48,750 | 48,750 |
| Transfers to GO Debt Service Fund | 1,628,665 | 2,598,700 | 2,530,803 | 2,562,750 |
| Total Expenditures | <u>2,910,202</u> | <u>3,109,050</u> | <u>3,041,153</u> | <u>3,070,300</u> |
| Surplus (Deficit) | <u>\$ (59,643)</u> | <u>\$ (150,550)</u> | <u>\$ (166,153)</u> | <u>\$ (195,300)</u> |
| Reserves at December 31 | <u>\$ 5,097,870</u> | <u>\$ 4,933,893</u> | <u>\$ 4,931,717</u> | <u>\$ 4,736,417</u> |

A deficit of \$195,300 has been programmed for the Hospital Sales Tax Fund for 2016. This is not a concern because reserves for this fund at the end of 2016 are expected to be about \$4.7 million. It is important, however, to maintain this level of reserves because a promise was made to the community that the issuance of the 2014 Hospital General Obligation Bond would not result in an increase in the 1% Hospital Sales Tax. Since the amount of debt service on all the hospital bonds amounts to about 88% of annual sales tax receipts, reserves must be adequate in order to meet the debt service requirements in the event sales tax revenues experience a temporary decline if the City Council desires not to raise taxes to address any potential shortfalls. Reserves may also be required to fund future maintenance costs for the Ketchikan Medical Center if sales tax receipts do not continue to increase as they have done historically.

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 2016 Budget for the **Small Boat Harbor Fund**, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|--------------------------------|--------------------|---------------------|-------------------|--------------------|
| Revenues | | | | |
| Charges for Services | \$ 1,247,811 | \$ 1,353,700 | \$ 1,332,500 | \$ 1,421,345 |
| Shared Fisheries Tax | 43,726 | 24,000 | 30,000 | 30,000 |
| Other | 2,028 | 6,000 | 115,124 | 6,000 |
| Total Revenues | 1,293,565 | 1,383,700 | 1,477,624 | 1,457,345 |
| Expenditures | | | | |
| Personnel Services | 575,479 | 559,002 | 555,350 | 559,269 |
| Supplies | 77,445 | 72,390 | 71,390 | 70,390 |
| Contract/Purchased Services | 265,866 | 265,427 | 267,427 | 270,066 |
| Minor Capital Outlay | 11,027 | 19,000 | 18,000 | 19,000 |
| Major Capital Outlay | 192,084 | 273,703 | 126,228 | - |
| Interdepartmental Charges | 188,264 | 220,010 | 215,120 | 233,680 |
| Debt Service | 54,023 | 203,775 | 203,775 | 373,700 |
| Total Expenditures | 1,364,188 | 1,613,307 | 1,457,290 | 1,526,105 |
| Surplus (Deficit) | \$ (70,623) | \$ (229,607) | \$ 20,334 | \$ (68,760) |
| | | | | |
| Reserves at December 31 | \$ 821,105 | \$ 687,661 | \$ 841,439 | \$ 772,679 |
| | | | | |
| Number of Employees | 5.20 | 5.20 | 5.20 | 5.20 |

The Small Boat Harbor Fund is used to account for the resources required to operate and maintain City owned and managed harbors. It relies primarily on user fees to support its operations and provide for debt service. The fund is able to support minor capital outlay but the current rate structure is not adequate enough to support large scale capital projects without a combination of funding from raw fish tax revenues, grants and bonds. Most of the major capital outlay is accounted for in the Harbor Construction Fund.

A deficit of \$68,760 has been programmed for the Small Boat Harbor Fund for 2016. The deficit is expected to materialize because the fourth 7% rate increase required to support the \$5 million bond issued to finance improvements for the harbors won't become effective until September 30, 2016. Fortunately, the Small Boat Harbor Fund has sufficient reserves to absorb this deficit until the rate increase can be implemented. The fund is projected to have reserves totaling \$772,679 on hand by the end of 2016. The minimum amount recommended under the City's fund balance policy is \$1.2 million.

One more rate increase will be required in 2017 to fully fund the debt service required for the \$5 million bond that was issued for harbor improvements. Without additional rate increases beyond 2017, the Harbor Department will have to rely solely on the Raw Fish Tax to finance major capital improvements for the harbors because the current rate structure will not support any additional capital spending. It is critical that the City keep its long-term capital improvement program current and relevant in order to ensure that there will be an appropriate funding mechanism in place to finance major maintenance and future capital improvements.

A summary of the proposed 2016 Budget for the **Solid Waste Services Fund**, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Revenues | | | | |
| Charges for Services | \$ 2,907,443 | \$ 2,870,000 | \$ 2,864,000 | \$ 3,364,350 |
| Other | 38,284 | 42,150 | 42,150 | 42,150 |
| Total Revenues | <u>2,945,727</u> | <u>2,912,150</u> | <u>2,906,150</u> | <u>3,406,500</u> |
| Expenditures | | | | |
| Personnel Services | 1,074,310 | 1,147,067 | 1,140,975 | 1,190,583 |
| Supplies | 267,762 | 291,725 | 248,470 | 256,314 |
| Contract/Purchased Services | 923,715 | 961,211 | 960,440 | 1,178,525 |
| Minor Capital Outlay | 10,602 | 32,000 | 28,900 | 27,950 |
| Major Capital Outlay | 15,370 | 1,252,000 | 850,000 | 520,500 |
| Interdepartmental Charges | 414,737 | 491,590 | 462,840 | 493,920 |
| Debt Service | - | - | - | - |
| Total Expenditures | <u>2,706,496</u> | <u>4,175,593</u> | <u>3,691,625</u> | <u>3,667,792</u> |
| Surplus (Deficit) | <u>\$ 239,231</u> | <u>\$ (1,263,443)</u> | <u>\$ (785,475)</u> | <u>\$ (261,292)</u> |
| Reserves at December 31 | <u>\$ 3,739,148</u> | <u>\$ 2,280,829</u> | <u>\$ 2,953,673</u> | <u>\$ 2,692,381</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.

Although a deficit of \$261,292 has been programmed for the Solid Waste Services Fund for 2016, the fund has essentially been breaking even for a number of years. The deficit programmed for 2016 is the result of the Solid Waste Division's aggressive capital improvement plan to improve its solid waste facilities. For 2016, the division is anticipating that it will spend \$238,000 to replace a packer and dump truck bed and \$182,000 to begin the design for the building extension of the SWRHF. Construction of the expansion is planned for 2017.

The Solid Waste Services Fund has sufficient reserves and can absorb this deficit for 2016. The fund is projected to have reserves totaling \$2.69 million on hand by the end of 2017. The minimum amount

recommended under the City's fund balance policy is \$1.1 million plus \$956,000 that is required for closing the landfill for a total of \$1.7 million. It should be noted that Solid Waste's 2016 – 2020 CIP is requesting \$700,000 from the reserves of the Solid Waste Services Fund in 2017 to partially finance the construction of a \$1.64 million building extension for the SWRHF. Assuming that funding for the design of the building extension is approved in 2016 and the City decides to move forward with construction in 2017, reserves will mostly likely decline to about \$2 million by the end of 2017.

In 2015, the City entered into a long-term solid waste transportation and disposal contract to transport and dispose of the community of Ketchikan's putrescible solid waste at a regional landfill located in Washington. The new contract increased the cost of transporting and disposing solid waste by nearly 25%. As a result, the City has raised its tipping fee for disposal from \$120 to \$145 per ton and anticipates raising its collection fees about 10%. The new fees will become effective in 2016

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

A summary of the proposed 2016 Budget for the **Wastewater Fund**, with a comparison to 2015 and 2014 is provided below.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Budget |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| Charges for Services | \$ 2,579,256 | \$ 2,783,300 | \$ 2,760,300 | \$ 2,980,829 |
| Grants and Bond Proceeds | 699,200 | | | |
| Total Revenues | <u>3,278,456</u> | <u>2,783,300</u> | <u>2,760,300</u> | <u>2,980,829</u> |
| Expenditures | | | | |
| Personnel Services | 820,889 | 850,421 | 804,510 | 856,082 |
| Supplies | 304,031 | 358,007 | 364,575 | 364,575 |
| Contract/Purchased Services | 249,827 | 302,575 | 318,285 | 296,550 |
| Minor Capital Outlay | 39,826 | 53,500 | 53,500 | 53,500 |
| Major Capital Outlay | 505,554 | 860,000 | 207,500 | 1,330,000 |
| Interdepartmental Charges | 467,980 | 520,890 | 498,380 | 527,030 |
| Debt Service | 109,772 | 106,774 | 106,774 | 155,425 |
| Payment in Lieu of Taxes | 80,000 | 80,000 | 80,000 | 80,000 |
| Total Expenditures | <u>2,577,879</u> | <u>3,132,167</u> | <u>2,433,524</u> | <u>3,663,162</u> |
| Surplus (Deficit) | <u>\$ 700,577</u> | <u>\$ (348,867)</u> | <u>\$ 326,776</u> | <u>\$ (682,333)</u> |
| Reserves at December 31 | <u>\$ 1,621,359</u> | <u>\$ 576,613</u> | <u>\$ 1,948,135</u> | <u>\$ 1,265,802</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 from the State of Alaska are also used to help fund capital improvements.

A deficit of \$682,333 has been programmed for the Wastewater Fund for 2016. The deficit is a major concern because this fund has been reporting operating losses for four out of the past five years and it has become increasingly more difficult to balance its budget without deferring maintenance and

replacing deteriorated infrastructure. For example, the Wastewater Division's 2016 - 2020 Capital Improvement Program includes \$23 million of improvements needed to provide reliable collection and disposal services to the citizens of Ketchikan but the first year only totals \$1.3 million because projects were deferred due to the lack of financial resources. The Wastewater Fund is projected to end the year with reserves of \$1.29 million. The minimum amount recommended under the City's fund balance policy is \$1,008,000.

For a number of years, management has been recommending rate increases for wastewater utility services. An independent review by the FCS Group, an outside consulting firm, also concluded that if the City intends to pursue a proactive plan of capital improvements for its wastewater utility, rate increases would be required in order to avoid deficit spending and negative reserves. The contractor that conducted the original review is currently under contract to update their revenue requirements and rate study. For more information about rate increases for the wastewater utility, please see page B-5.

An 8% rate increase for wastewater fees has been programmed for 2016. Since the effective date of rate increase is April 1, the increase is expected to result in additional revenues of approximately \$169,000. If the proposed rate increase is not approved, the projected deficit for the Wastewater Fund could increase from \$682,333 to \$851,333 and its fund balance could decrease from a projected \$1,265,802 to \$1,096,802. The long-term impact of not approving this rate increase is the further deferral of essential improvements and upgrades to the wastewater utility.

Failing to address the rate structure for the wastewater utility could also potentially affect the City's ability to issue bonds to finance capital improvements. The City's lowest cost alternative for debt financing is through the Alaska Department of Environmental Conservation's Clean Water Loan Program. ADEC generally conducts a credit analysis prior to approving loan applications. In April 2014, ADEC reviewed the finances of the Wastewater Fund and confirmed the recommendations of management and the FCS Group that rate increases were warranted. If the City fails to take any action, it may not be able to issue bonds through ADEC. This would result in substantially higher borrowing costs.

A summary of the proposed 2016 Budget for the **Port Fund**, with a comparison to 2015 and 2014 is provided below.

| | 2014 <u>Actual</u> | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Budget</u> |
|--------------------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| Revenues | | | | |
| Charges for Services | \$ 8,636,287 | \$ 9,052,500 | \$ 9,070,932 | \$ 9,080,500 |
| Grants and Bond Proceeds | 2,240,210 | 2,600,000 | 937,000 | 1,633,000 |
| Other | 108,000 | 108,000 | 108,000 | 108,000 |
| Total Revenues | <u>10,984,497</u> | <u>11,760,500</u> | <u>10,115,932</u> | <u>10,821,500</u> |
| Expenditures | | | | |
| Personnel Services | 994,421 | 1,082,128 | 1,014,730 | 1,090,152 |
| Supplies | 63,028 | 87,095 | 85,095 | 86,095 |
| Contract/Purchased Services | 486,852 | 503,467 | 503,467 | 502,019 |
| Berth IV Lease | 2,371,104 | 2,425,000 | 2,400,000 | 2,490,000 |
| Minor Capital Outlay | 8,145 | 8,500 | 8,500 | 12,500 |
| Major Capital Outlay | 83,372 | 2,906,531 | 1,118,626 | 1,912,532 |
| Interdepartmental Charges | 321,385 | 357,420 | 369,850 | 380,390 |
| Debt Service | 2,572,807 | 2,576,088 | 2,576,088 | 2,579,050 |
| Property Taxes | 484,412 | 485,000 | 485,000 | 485,000 |
| Transfer to CPV Fund | - | 1,600,000 | 1,619,258 | - |
| Transfer to Port R&R Fund | 521,051 | 522,000 | 522,000 | 522,000 |
| Total Expenditures | <u>7,906,577</u> | <u>12,553,229</u> | <u>10,702,614</u> | <u>10,059,738</u> |
| Surplus (Deficit) | <u>\$ 3,077,920</u> | <u>\$ (792,729)</u> | <u>\$ (586,682)</u> | <u>\$ 761,762</u> |
| | | | | |
| Reserves at December 31 | <u>\$ 7,019,598</u> | <u>\$ 5,993,396</u> | <u>\$ 6,432,916</u> | <u>\$ 7,194,678</u> |
| | | | | |
| Number of Employees | <u>4.80</u> | <u>4.80</u> | <u>4.80</u> | <u>4.80</u> |

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

A surplus of \$761,762 has been programmed for the Port Fund for 2016. The Port is currently projecting that it will serve about 940,000 passengers in 2016, which compares favorably to the 934,772 passengers that visited Ketchikan in 2015. The Berth IV lease payment is projected to increase because the City is required to pay an additional sum if the number of passengers exceeds 820,000. Approximately 85% of the Port's proposed \$1.9 million major capital outlay will be funded by a Legislative CPV grant from the State of Alaska. Debt service remains constant and will remain unchanged until 2017. The City is planning to refund the 2006 Port Revenue Bond in the fall of 2016 and expects to achieve significant savings if interest rates remain at their current levels.

The Port Fund is projected to have reserves totaling \$7.19 million on hand by the end of 2016. The minimum reserve balance for the Port is \$6.2 million. This includes an operating contingency of \$2 million, a capital contingency of \$1.6 million and a debt service contingency of \$2.6 million. The debt service contingency is in place to ensure that the Port will be able to make the required annual debt service payment on the 2006 Port Revenue Bond during an extended downturn of the tourism industry. The contingency for the debt was based on average debt service to maturity for the 2006 Port Revenue Bond. Please see page C-17 for additional information on debt service maturity.

CAPITAL IMPROVEMENT PROGRAM

The proposed 2016 - 2020 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, 2020 is \$71.5 million. The first year of the CIP, also known as the Capital Budget, has been incorporated into the 2016 General Government Operating and Capital Budget. The cost of the 2016 Capital Budget is \$24.06 million. For detailed information regarding specific projects, please refer to the CIP, which contains cost estimates and narratives for each project.

DEBT MANAGEMENT

In 2016, the City will have to fund the annual debt service for ten general obligation bonds totaling \$59,721,578 and two revenue bond issues totaling \$32,056,915. The table below summarizes the City's ten outstanding bond issues and their annual debt service requirements.

| Issue | Balance Jan 1, 2016 | Final Maturity | Type | Annual Debt Service Requirements | | |
|-------------------|------------------------|-------------------|---------|----------------------------------|--------------------|--------------------|
| | | | | 2015 Budget | 2015 Estimate | 2016 Budget |
| 2006 Port | \$31,775,000 | 2035 | Revenue | \$2,576,088 | \$2,576,088 | \$2,579,050 |
| 1997 Hospital | 1,540,000 | 2017 | GO | 845,000 | 777,103 | 809,050 |
| Wastewater 481011 | 764,073 | 2032 | GO | 52,447 | 52,447 | 52,448 |
| Wastewater 481071 | 281,959 | 2033 | GO | 17,932 | 24,961 | 17,933 |
| Wastewater 481072 | 290,328 | 2033 | GO | 18,465 | 18,465 | 18,465 |
| Wastewater 481101 | 835,218 | 2035 | GO | | | 48,648 |
| Wastewater 481111 | 281,915 | 2033 | Revenue | 17,930 | 17,930 | 17,931 |
| 2010 Fire Station | 5,770,000 | 2030 | GO | 632,582 | 632,582 | 628,507 |
| 2012 Library | 4,285,000 | 2031 | GO | 360,644 | 360,644 | 358,244 |
| 2014 Harbor | 2,635,000 | 2034 | GO | 203,775 | 203,775 | 205,700 |
| 2014 Hospital | 41,320,000 | 2043 | GO | 1,753,700 | 1,753,700 | 1,753,700 |
| 2016 Harbor | 2,000,000 | 2036 | GO | - | - | 168,000 |
| Total | \$91,778,493 | | | \$6,478,563 | \$6,417,695 | \$6,657,676 |

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

In 2015, the City issued two general obligation bonds totaling \$2.84 million to finance improvements for the City owned harbor facilities and wastewater utility and refinanced the 1997 Hospital General Obligation Bond. For this reason, annual debt service increased by \$179,113 or 2.8%, from the amount adopted in 2015.

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

| <u>Source</u> | <u>Amount</u> |
|---------------------|---------------------|
| Port Revenues | \$ 2,579,050 |
| Hospital Sales Tax | 2,562,750 |
| Wastewater Revenues | 155,425 |
| Property Taxes | 663,064 |
| Harbor Revenues | 373,700 |
| IRS Rebate | 129,387 |
| Bond Proceeds | 194,300 |
| Total | <u>\$ 6,657,676</u> |

Total annual debt service in the amount of \$6,657,676 has been programmed in the 2016 Budget. On January 1, 2016, the total debt service required to maturity, including interest of \$52,612,111, will be \$144,390,604. 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 2015 KPU Operating and Capital Budget.

CONCLUSION

The proposed 2016 Budget allows for the continuation of basic local government services without unnecessarily increasing the tax burden on the citizens who ultimately pay for the services. It is a fiscally responsible spending plan that will require the use of reserves to balance the operations of the General Fund, but it does so in a manner that does not compromise the City's financial position. The proposed budget also recognizes the importance of the City's role in the local economy by recommending choices that will bring about favorable long-term results for the community.

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

We would like to take this opportunity to express our appreciation to the department heads and their respective staffs for their assistance during the preparation of the 2016 General Government Operating and Capital Budget. Special thanks go to Financial Analyst Camille Nelson, Executive Assistant Diane Walker, Senior General Government Accountant Patty Keeley, Senior Electric and Water Accountant Stan Aegerter, and Office Services Technician Gretchen Blanchard. Without their efforts and dedication, it would not have been possible to deliver this document to you in a professional and timely manner.

Respectfully submitted,



Karl R. Amylon
City Manager



Robert E. Newell, Jr., CPA
Finance Director

(Note: This transmittal letter does not reflect any subsequent action taken by the City Council during its budget deliberations to modify the spending plan proposed for 2016.)

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
REVENUES AND APPROPRIATIONS SUMMARY BY FUND
ALL FUNDS

| Fund | Est Funds Available Jan 1, 2016 | Revenues | | | | | Appropriations | | | | Appropriated Reserves Dec. 31, 2016 |
|---|------------------------------------|-------------------|-------------------|---------------|------------------|----------------|-------------------|-------------------|------------------|----------------|--|
| | | Revenues | Capital Grants | Bond Proceeds | Transfers In | Advances | Operating | Capital | Transfers Out | Advances | |
| 101 General | 4,280,045 | 17,612,249 | | | 2,871,235 | | 20,245,399 | 112,000 | 849,037 | | 3,557,093 |
| Special Revenue Tax Funds | | | | | | | | | | | |
| 110 Hospital Sales Tax | 4,931,717 | 2,875,000 | | | | 38,800 | 225,000 | | 3,031,500 | | 4,511,417 |
| 111 Public Works Sales Tax | 4,235,433 | 4,311,750 | 20,524 | | | | 3,488,786 | | 2,073,125 | | 3,005,796 |
| 210 Transient Tax | 161,469 | 370,000 | | | | | | | 351,611 | | 179,858 |
| Special Revenue Funds - Revenue Generating | | | | | | | | | | | |
| 220 Solid Waste Services | 2,983,673 | 3,406,500 | | | | 3,148,702 | 550,500 | | | | 2,690,971 |
| 240 Small Boat Harbor | 831,494 | 1,457,345 | | | | 1,531,810 | | | | | 757,029 |
| 250 Bayview Cemetery O & M | 60,234 | 5,000 | | | | | | | 5,000 | | 60,234 |
| 251 Bayview Development | 49,603 | 10,000 | | | | | 39,000 | | | | 20,603 |
| 252 Cemetery Endowment | 17,843 | 1,500 | | | | | | | | | 19,343 |
| Special Revenue Funds - Other | | | | | | | | | | | |
| 112 Shoreline | 123,766 | 40 | | | | | | | 6,374 | | 117,432 |
| 117 Community Grant Fund | 280 | 52,560 | | | 307,848 | | 360,408 | | | | 280 |
| 118 Economic & Parking Development | 555,771 | | | | | 312,500 | 162,450 | | | | 705,821 |
| 260 CPV Fund | (102,613) | 2,030,000 | | | | | | 40,000 | 483,250 | | 1,404,137 |
| 280 US Marshall Property Seizure | 186,110 | 15,000 | | | | | | | | | 201,110 |
| 290 Federal and State Grant | | | 175,800 | | | | | 175,800 | | | |
| Debt Service Funds | | | | | | | | | | | |
| 410 GO Bond Debt Service | | 129,387 | | | 3,420,114 | | 3,549,501 | | | | |
| Capital Project Funds | | | | | | | | | | | |
| 310 Major Capital Improvements | 54,792 | | 9,325,200 | | 395,000 | | | 9,720,200 | | | 54,792 |
| 320 Harbor Construction Fund | 1,141,171 | 246,000 | | | | | | 227,665 | | 312,500 | 847,006 |
| 330 Community Facilities Development | 2,793,815 | 17,352 | | | | 276,857 | | | 194,300 | | 2,893,724 |
| 340 Hospital Construction Fund | 5,692,223 | | | | | | | 5,528,900 | | | 163,323 |
| Enterprise and Internal Service Funds | | | | | | | | | | | |
| 505 Wastewater Services | 1,938,335 | 2,980,829 | | | | | 2,335,535 | 1,320,200 | | | 1,263,429 |
| 510 Ketchikan Port Fund | 6,432,916 | 9,188,500 | 1,633,000 | | | | 7,633,211 | 1,912,532 | 522,000 | | 7,186,673 |
| 511 Port Repair & Replacement Fund | 4,166,251 | 4,300 | | | 522,000 | | | 110,000 | | | 4,582,551 |
| 610 Self-Insurance Fund | 470,726 | 1,547,000 | | | | | 1,523,000 | | | | 494,726 |
| Total | 41,005,054 | 46,260,312 | 11,154,524 | | 7,516,197 | 589,357 | 40,528,816 | 23,450,583 | 7,516,197 | 312,500 | 34,717,348 |

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF RESERVES-AII FUNDS
2010 - 2016

| Fund | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | | Budget 2016 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | | | | | Budget | Estimate | |
| 101 General | 4,189,709 | 4,635,284 | 3,686,537 | 3,350,096 | 4,085,125 | 3,496,029 | 4,280,045 | 3,557,093 |
| Special Revenue Funds - Tax | | | | | | | | |
| 110 Hospital Sales Tax | 3,042,484 | 3,089,521 | 2,997,529 | 5,157,513 | 5,097,870 | 4,933,893 | 4,931,717 | 4,511,417 |
| 111 Public Works Sales Tax | 5,204,280 | 5,919,783 | 5,390,724 | 4,097,688 | 3,908,154 | 3,132,534 | 4,235,433 | 3,005,796 |
| 210 Transient Tax | 62,151 | 80,242 | 78,984 | 101,191 | 178,479 | 270,377 | 161,469 | 179,858 |
| Special Revenue Funds - Revenue Generating | | | | | | | | |
| 220 Solid Waste Services | 3,496,754 | 3,521,514 | 3,486,202 | 3,496,051 | 3,739,148 | 2,280,829 | 2,983,673 | 2,690,971 |
| 240 Boat Harbor | 811,151 | 781,135 | 712,162 | 891,728 | 821,105 | 687,661 | 831,494 | 757,029 |
| 250 Bayview Cemetery O & M | 65,189 | 67,023 | 65,902 | 63,850 | 60,234 | 63,850 | 60,234 | 60,234 |
| 251 Bayview Development | 35,867 | 50,453 | 46,279 | 53,741 | 63,603 | 41,231 | 49,603 | 20,603 |
| 252 Cemetery Endowment | 9,746 | 12,038 | 13,382 | 14,447 | 16,343 | 17,247 | 17,843 | 19,343 |
| Special Revenue Funds - Other | | | | | | | | |
| 112 Shoreline | 155,459 | 149,244 | 142,892 | 136,477 | 130,100 | 123,730 | 123,766 | 117,432 |
| 117 Community Grant | | | 240 | 280 | 280 | 280 | 280 | 280 |
| 118 Economic and Parking Development | 929,603 | 1,590,382 | 2,004,421 | 307,449 | 181,674 | 623,311 | 555,771 | 705,821 |
| 230 Special Assessment Guarantee | 455,846 | 406,343 | | | - | | | |
| 260 CPV Fund | | | | | - | 35,150 | (102,613) | 1,404,137 |
| 280 US Marshall Property Seizure | 106,870 | 25,267 | 5,270 | 10,857 | 162,752 | 162,737 | 186,110 | 201,110 |
| 290 Federal State and Grant | | | | | - | | - | - |
| Debt Service Funds | | | | | | | | |
| 410 GO Bond Debt Service | | | | | - | | - | - |
| Capital Improvement Funds | | | | | | | | |
| 310 Major Capital Improvements | 187,214 | 74,919 | 74,116 | 74,116 | 74,774 | 74,116 | 54,792 | 54,792 |
| 320 Harbor Construction | 511,324 | 749,587 | 643,554 | 465,933 | 1,665,813 | 963,633 | 1,141,171 | 847,006 |
| 330 Community Facilities Development | 2,317,682 | 2,118,028 | 4,590,840 | 3,150,517 | 2,821,106 | 2,781,773 | 2,793,815 | 2,893,724 |
| 340 Hospital Construction | | | | | 4,009,205 | | 5,692,223 | 163,323 |
| Enterprise and Internal Service Funds | | | | | | | | |
| 505 Wastewater | 2,290,013 | 2,250,114 | 1,324,048 | 1,137,085 | 1,621,359 | 576,613 | 1,938,335 | 1,263,429 |
| 510 Port | 3,044,592 | 3,170,207 | 4,170,785 | 4,537,478 | 7,019,598 | 5,993,396 | 6,432,916 | 7,186,673 |
| 511 Port Repair & Replacement | 1,566,728 | 2,088,610 | 2,613,392 | 3,137,625 | 3,664,611 | 4,189,524 | 4,166,251 | 4,582,551 |
| 610 Self Insurance | 1,071,438 | 1,077,161 | 1,117,605 | 491,570 | 446,726 | 539,569 | 470,726 | 494,726 |
| Total All Funds | 29,554,100 | 31,856,855 | 33,164,864 | 30,675,692 | 39,768,059 | 30,987,483 | 41,005,054 | 34,717,348 |

**CITY OF KETCHIKAN, ALASKA
2016 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 | Solid Waste Services | Ketchikan Boat Harbor | Bayview Cemetery O & M | Cemetery Development | Cemetery Endowment | CPV Fund | US Marshal Property Seizure |
|--------------------------------------|-------------------|--------------------|------------------------|----------------|-----------------|--------------------------------|---------------------|----------------------|-----------------------|------------------------|----------------------|--------------------|------------------|-----------------------------|
| Beginning Reserves, January 1 | 4,280,045 | 4,931,717 | 4,235,433 | 123,766 | 280 | 555,771 | 161,469 | 2,983,673 | 831,494 | 60,234 | 49,603 | 17,843 | (102,613) | 186,110 |
| Revenues | | | | | | | | | | | | | | |
| Taxes | 9,815,075 | 2,875,000 | 4,311,750 | | | | 370,000 | | | | | | | |
| Payments in Lieu of Tax | 1,195,000 | | | | | | | | | | | | | |
| Licenses and Permits | 75,100 | | | | | | | | | | | | | |
| Intergovernmental | 623,524 | | 20,524 | | | | | | 30,000 | | | | 2,030,000 | |
| Charges for Services | 2,214,085 | | | | | | | 3,364,350 | 1,421,345 | 5,000 | 10,000 | 1,500 | | |
| Fines and Forfeitures | 142,000 | | | | | | | | 6,000 | | | | | 15,000 |
| Other Revenues | 37,600 | | | 40 | 52,560 | | | | | | | | | |
| Bond Proceeds | | | | | | | | | | | | | | |
| Interfund Advances | | | | | | 312,500 | | | | | | | | |
| Interdepartmental Charges | 3,509,865 | | | | | | | 42,150 | | | | | | |
| Total Revenues | 17,612,249 | 2,875,000 | 4,332,274 | 40 | 52,560 | 312,500 | 370,000 | 3,406,500 | 1,457,345 | 5,000 | 10,000 | 1,500 | 2,030,000 | 15,000 |
| Transfers In | 2,871,235 | | | | 307,848 | | | | | | | | | |
| Funds Available | 24,763,529 | 7,806,717 | 8,567,707 | 123,806 | 360,688 | 868,271 | 531,469 | 6,390,173 | 2,288,839 | 65,234 | 59,603 | 19,343 | 1,927,387 | 201,110 |
| Expenditures | | | | | | | | | | | | | | |
| Mayor Council | 176,980 | | | | 360,408 | | | | | | | | | |
| Law | 347,238 | | | | | | | | | | | | | |
| Clerk | 289,805 | | | | | | | | | | | | | |
| Manager | 699,059 | | | | | | | | | | | | | |
| Finance | 1,960,594 | | 20,000 | | | | | | | | | | | |
| Information Technology | 1,096,723 | | | | | | | | | | | | | |
| Fire | 3,387,599 | | 187,562 | | | | | | | | | | | |
| Police | 4,891,974 | | 188,740 | | | | | | | | | | | |
| Library | 1,417,656 | | | | | | | | | | | | | |
| Museum | 963,456 | | 705,559 | | | | | | | | | | | |
| Civic Center | 449,811 | | 236,925 | | | | | | | | | | | |
| Tourism & Economic Development | | | | | | 162,450 | | | | | | | 40,000 | |
| Public Health Center | 14,325 | 263,800 | | | | | | | | | | | | |
| Public Works-Engineering | 1,804,022 | | 167,000 | | | | | | | | | | | |
| Public Works-Streets | 1,810,674 | | 1,983,000 | | | | | | | | | | | |
| Public Works-Solid Waste | | | | | | | | 3,699,202 | | | | | | |
| Public Works-Cemetery | 81,485 | | | | | | | | | | 39,000 | | | |
| Public Works-Garage | 533,478 | | | | | | | | | | | | | |
| Public Works-Wastewater | | | | | | | | | | | | | | |
| Public Works-Building Maintenance | 432,520 | | | | | | | | | | | | | |
| Small Boat Harbors | | | | | | | | | 1,531,810 | | | | | |
| Port | | | | | | | | | | | | | | |
| Risk Management | | | | | | | | | | | | | | |
| Debt Service | | | | | | | | | | | | | | |
| Transfers | 849,037 | 3,031,500 | 2,073,125 | 6,374 | | | 351,611 | | | 5,000 | | | 483,250 | |
| Advances | | | | | | | | | | | | | | |
| Total Expenditures | 21,206,436 | 3,295,300 | 5,561,911 | 6,374 | 360,408 | 162,450 | 351,611 | 3,699,202 | 1,531,810 | 5,000 | 39,000 | | 523,250 | |
| Ending Reserves, December 31 | 3,557,093 | 4,511,417 | 3,005,796 | 117,432 | 280 | 705,821 | 179,858 | 2,690,971 | 757,029 | 60,234 | 20,603 | 19,343 | 1,404,137 | 201,110 |

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CITY OF KETCHIKAN, ALAS
 2016 ANNUAL BUDGET
 REVENUES AND APPROPRIATIONS SUMMARY BY DEPARTMENT
 ALL FUNDS

| | Federal & State Grant | Major Capital Improvements | Harbor Construction | Community Facilities Development | Hospital Construction | General Obligation Debt Service | Wastewater Services | Ketchikan Port | Port Repair and Replacement | Self Insurance | Total |
|-----------------------------------|-----------------------|----------------------------|---------------------|----------------------------------|-----------------------|---------------------------------|---------------------|-------------------|-----------------------------|------------------|--------------------|
| Beginning Reserves, January 1 | | 54,792 | 1,141,171 | 2,793,815 | 5,692,223 | | 1,938,335 | 6,432,916 | 4,166,251 | 470,726 | 41,005,054 |
| Revenues | | | | | | | | | | | |
| Taxes | | | | | | | | | | | 17,371,825 |
| Payments in Lieu of Tax | | | | | | | | | | | 1,195,000 |
| Licenses and Permits | | | | | | | | | | | 75,100 |
| Intergovernmental | 175,800 | 9,325,200 | 246,000 | | | 129,387 | | 1,633,000 | | | 14,213,435 |
| Charges for Services | | | | | | | 2,980,829 | 9,080,500 | | | 19,077,609 |
| Fines and Forfeitures | | | | | | | | | | | 163,000 |
| Other Revenues | | | | 17,352 | | | | 108,000 | 4,300 | 24,000 | 243,852 |
| Bond Proceeds | | | | | | | | | | | |
| Interfund Advances | | | | 276,857 | | | | | | | 589,357 |
| Interdepartmental Charges | | | | | | | | | | 1,523,000 | 5,075,015 |
| Total Revenues | 175,800 | 9,325,200 | 246,000 | 294,209 | | 129,387 | 2,980,829 | 10,821,500 | 4,300 | 1,547,000 | 58,004,193 |
| Transfers In | | 395,000 | | | | 3,420,114 | | | 522,000 | | 7,516,197 |
| Funds Available | 175,800 | 9,774,992 | 1,387,171 | 3,088,024 | 5,692,223 | 3,549,501 | 4,919,164 | 17,254,416 | 4,692,551 | 2,017,726 | 106,525,444 |
| Expenditures | | | | | | | | | | | |
| Mayor Council | | | | | | | | | | | 537,388 |
| Law | | | | | | | | | | | 347,238 |
| Clerk | | | | | | | | | | | 289,805 |
| Manager | | | | | | | | | | | 699,059 |
| Finance | | | | | | | | | | | 1,980,594 |
| Information Technology | | | | | | | | | | | 1,096,723 |
| Fire | 175,800 | | | | | | | | | | 3,750,961 |
| Police | | | | | | | | | | | 5,080,714 |
| Library | | | | | | | | | | | 1,417,656 |
| Museum | | 395,000 | | | | | | | | | 2,064,015 |
| Civic Center | | | | | | | | | | | 686,736 |
| Tourism & Economic Development | | | | | | | | | | | 202,450 |
| Public Health Center | | | | | 5,528,900 | | | | | | 5,807,025 |
| Public Works-Engineering | | | | | | | | | | | 1,971,022 |
| Public Works-Streets | | 9,325,200 | | | | | | | | | 13,118,874 |
| Public Works-Solid Waste | | | | | | | | | | | 3,699,202 |
| Public Works-Cemetery | | | | | | | | | | | 120,485 |
| Public Works-Garage | | | | | | | | | | | 533,478 |
| Public Works-Wastewater | | | | | | | 3,655,735 | | | | 3,655,735 |
| Public Works-Building Maintenance | | | | | | | | | | | 432,520 |
| Small Boat Harbors | | | 227,665 | | | | | | | | 1,759,475 |
| Port | | | | | | | | 9,545,743 | 110,000 | | 9,655,743 |
| Risk Management | | | | | | | | | | 1,523,000 | 1,523,000 |
| Debt Service | | | | | | 3,549,501 | | | | | 3,549,501 |
| Transfers | | | | 194,300 | | | | 522,000 | | | 7,516,197 |
| Advances | | | 312,500 | | | | | | | | 312,500 |
| Total Expenditures | 175,800 | 9,720,200 | 540,165 | 194,300 | 5,528,900 | 3,549,501 | 3,655,735 | 10,067,743 | 110,000 | 1,523,000 | 71,808,096 |
| Ending Reserves, December 31 | | 54,792 | 847,006 | 2,893,724 | 163,323 | | 1,263,429 | 7,186,673 | 4,582,551 | 494,726 | 34,717,348 |

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CITY OF KETCHIKAN, ALASKA
2016 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 | Solid Waste Services | Ketchikan Boat Harbor | Bayview Cemetery O & M | Cemetery Development | Cemetery Endowment |
|-------------------------------------|-------------------|-----------------------|---------------------------|-------------------|--------------------|--------------------------------------|------------------------|-------------------------|--------------------------|------------------------------|-------------------------|-----------------------|
| Beginning Reserves, January 1 | 4,280,045 | 4,931,717 | 4,235,433 | 123,766 | 280 | 555,771 | 161,469 | 2,983,673 | 831,494 | 60,234 | 49,603 | 17,843 |
| Revenues | | | | | | | | | | | | |
| Taxes | 9,815,075 | 2,875,000 | 4,311,750 | | | | 370,000 | | | | | |
| Payments in Lieu of Tax | 1,195,000 | | | | | | | | | | | |
| Licenses and Permits | 75,100 | | | | | | | | | | | |
| Intergovernmental | 623,524 | | 20,524 | | | | | | 30,000 | | | |
| Charges for Services | 2,214,085 | | | | | | | 3,364,350 | 1,421,345 | 5,000 | 10,000 | 1,500 |
| Fines and Forfeitures | 142,000 | | | | | | | | 6,000 | | | |
| Other Revenues | 37,600 | | | 40 | 52,560 | | | | | | | |
| Bond Proceeds | | | | | | | | | | | | |
| Interfund Advances | | | | | | 312,500 | | | | | | |
| Interdepartmental Charges | 3,509,865 | | | | | | | 42,150 | | | | |
| Total Revenues | 17,612,249 | 2,875,000 | 4,332,274 | 40 | 52,560 | 312,500 | 370,000 | 3,406,500 | 1,457,345 | 5,000 | 10,000 | 1,500 |
| Transfers In | | | | | | | | | | | | |
| Transfers From Other Funds | 2,871,235 | | | | 307,848 | | | | | | | |
| Total Transfers In | 2,871,235 | | | | 307,848 | | | | | | | |
| Funds Available | 24,763,529 | 7,806,717 | 8,567,707 | 123,806 | 360,688 | 868,271 | 531,469 | 6,390,173 | 2,288,839 | 65,234 | 59,603 | 19,343 |
| Expenditures | | | | | | | | | | | | |
| Personnel Services | 16,144,120 | | | | | | | 1,192,628 | 566,454 | | | |
| Supplies | 1,276,421 | 15,000 | | | | | | 256,314 | 70,390 | | | |
| Contract & Purchase Services | 2,320,609 | 23,000 | | | 360,408 | 162,450 | | 1,176,620 | 267,696 | | | |
| Capital Outlay - Minor | 151,932 | | | | | | | 27,950 | 19,000 | | | |
| Operating Grants - (Police & Fire) | 110,874 | | | | | | | | | | | |
| Interdepartmental Charges | 241,443 | 800 | | | | | | 495,190 | 234,570 | | | |
| Debt Service | | | | | | | | | 373,700 | | | |
| Risk Management | | | | | | | | | | | | |
| Payment in Lieu of Taxes | | | | | | | | | | | | |
| Total Operating Expenditures | 20,245,399 | 38,800 | | | 360,408 | 162,450 | | 3,148,702 | 1,531,810 | | | |
| Capital Outlay - Major | 112,000 | 225,000 | 3,488,786 | | | | | 550,500 | | | 39,000 | |
| Transfers Out | 849,037 | 3,031,500 | 2,073,125 | 6,374 | | | 351,611 | | | 5,000 | | |
| Advances to Other Funds | | | | | | | | | | | | |
| Total Expenditures | 21,206,436 | 3,295,300 | 5,561,911 | 6,374 | 360,408 | 162,450 | 351,611 | 3,699,202 | 1,531,810 | 5,000 | 39,000 | |
| Ending Reserves, December 31 | 3,557,093 | 4,511,417 | 3,005,796 | 117,432 | 280 | 705,821 | 179,858 | 2,690,971 | 757,029 | 60,234 | 20,603 | 19,343 |

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CITY OF KETCHIKAN, ALASKA
 2016 ANNUAL BUDGET
 REVENUES AND APPROPRIATIONS SUMMARY BY MAJOR EXPENDITURE CATEGORIES
 ALL FUNDS

| | CPV Fund | US Marshal Property Seizure | Federal & State Grant | Major Capital Improvements | Harbor Construction | Community Facilities Development | Hospital Construction | General Obligation Debt Service | Wastewater Services | Ketchikan Port | Port Repair and Replacement | Self Insurance | Total |
|-------------------------------------|------------------|-----------------------------|-----------------------|----------------------------|---------------------|----------------------------------|-----------------------|---------------------------------|---------------------|-------------------|-----------------------------|------------------|--------------------|
| Beginning Reserves, January 1 | (102,613) | 186,110 | | 54,792 | 1,141,171 | 2,793,815 | 5,692,223 | | 1,938,335 | 6,432,916 | 4,166,251 | 470,726 | 41,005,054 |
| Revenues | | | | | | | | | | | | | |
| Taxes | | | | | | | | | | | | | 17,371,825 |
| Payments in Lieu of Tax | | | | | | | | | | | | | 1,195,000 |
| Licenses and Permits | | | | | | | | | | | | | 75,100 |
| Intergovernmental | 2,030,000 | | 175,800 | 9,325,200 | 246,000 | | | 129,387 | | 1,633,000 | | | 14,213,435 |
| Charges for Services | | | | | | | | | 2,980,829 | 9,080,500 | | | 19,077,609 |
| Fines and Forfeitures | | 15,000 | | | | | | | | | | | 163,000 |
| Other Revenues | | | | | | 17,352 | | | | 108,000 | 4,300 | 24,000 | 243,852 |
| Bond Proceeds | | | | | | | | | | | | | |
| Interfund Advances | | | | | | 276,857 | | | | | | | 589,357 |
| Interdepartmental Charges | | | | | | | | | | | | 1,523,000 | 5,075,015 |
| Total Revenues | 2,030,000 | 15,000 | 175,800 | 9,325,200 | 246,000 | 294,209 | | 129,387 | 2,980,829 | 10,821,500 | 4,300 | 1,547,000 | 58,004,193 |
| Transfers In | | | | | | | | | | | | | |
| Transfers From Other Funds | | | | 395,000 | | | | 3,420,114 | | | 522,000 | | 7,516,197 |
| Total Transfers In | | | | 395,000 | | | | 3,420,114 | | | 522,000 | | 7,516,197 |
| Funds Available | 1,927,387 | 201,110 | 175,800 | 9,774,992 | 1,387,171 | 3,088,024 | 5,692,223 | 3,549,501 | 4,919,164 | 17,254,416 | 4,692,551 | 2,017,726 | 106,525,444 |
| Expenditures | | | | | | | | | | | | | |
| Personnel Services | | | | | | | | | 858,260 | 1,098,229 | | | 19,859,691 |
| Supplies | | | | | | | | | 364,575 | 86,095 | | | 2,068,795 |
| Contract & Purchase Services | | | | | | | | | 294,375 | 2,990,467 | | | 7,595,625 |
| Capital Outlay - Minor | | | | | | | | | 53,500 | 12,500 | | | 264,882 |
| Operating Grants - (Police & Fire) | | | | | | | | | | | | | 110,874 |
| Interdepartmental Charges | | | | | | | | | 529,400 | 381,870 | | | 1,883,273 |
| Debt Service | | | | | | | | 3,549,501 | 155,425 | 2,579,050 | | | 6,657,676 |
| Risk Management | | | | | | | | | | | | 1,523,000 | 1,523,000 |
| Payment in Lieu of Taxes | | | | | | | | | 80,000 | (1,572,050) | | | (1,492,050) |
| Total Operating Expenditures | | | | | | | | 3,549,501 | 2,335,535 | 5,576,161 | | 1,523,000 | 38,471,766 |
| Capital Outlay - Major | 40,000 | | 175,800 | 9,720,200 | 227,665 | | 5,528,900 | | 1,320,200 | 1,912,532 | 110,000 | | 23,450,583 |
| Transfers Out | 483,250 | | | | | 194,300 | | | | 2,579,050 | | | 9,573,247 |
| Advances to Other Funds | | | | | 312,500 | | | | | | | | 312,500 |
| Total Expenditures | 523,250 | | 175,800 | 9,720,200 | 540,165 | 194,300 | 5,528,900 | 3,549,501 | 3,655,735 | 10,067,743 | 110,000 | 1,523,000 | 71,808,096 |
| Ending Reserves, December 31 | 1,404,137 | 201,110 | | 54,792 | 847,006 | 2,893,724 | 163,323 | | 1,263,429 | 7,186,673 | 4,582,551 | 494,726 | 34,717,348 |

C - 6

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2012 - 2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED-2016 % INCR(DEC) |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Operating Expenditures | | | | | | | | |
| Mayor & Council | 633,825 | 566,119 | 537,632 | 534,398 | 555,342 | 540,312 | 537,388 | 0.56% |
| City Law | 316,309 | 334,702 | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | -9.37% |
| City Clerk | 244,530 | 233,110 | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 7.05% |
| City Manager | 622,722 | 648,319 | 642,199 | 693,940 | 693,940 | 683,704 | 699,059 | 0.74% |
| Finance | 1,739,819 | 1,802,494 | 1,799,638 | 1,875,899 | 1,891,828 | 1,774,649 | 1,960,594 | 4.51% |
| Information Technology | 1,011,897 | 969,266 | 1,002,880 | 1,034,394 | 1,102,854 | 1,081,450 | 984,723 | -4.80% |
| Fire | 2,921,866 | 3,137,249 | 3,141,266 | 3,281,072 | 3,317,230 | 3,229,880 | 3,387,599 | 3.25% |
| Police | 4,663,796 | 4,519,210 | 4,536,040 | 4,889,072 | 4,889,672 | 4,683,220 | 4,891,974 | 0.06% |
| Library | 1,258,573 | 1,285,403 | 1,226,979 | 1,354,006 | 1,386,250 | 1,327,619 | 1,417,656 | 4.70% |
| Museum | 773,386 | 805,048 | 748,077 | 897,406 | 897,636 | 842,674 | 963,456 | 7.36% |
| Civic Center | 353,112 | 402,495 | 407,440 | 463,337 | 463,337 | 452,563 | 449,811 | -2.92% |
| Tourism & Economic Development | 171,000 | 175,772 | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | 0.00% |
| Public Health | 328,045 | 55,611 | 33,980 | 55,925 | 55,925 | 53,590 | 53,125 | -5.01% |
| PW-Engineering & Bldg Inspection | 1,655,397 | 1,539,924 | 1,450,178 | 1,764,175 | 1,814,375 | 1,653,501 | 1,804,022 | 2.26% |
| PW-Streets | 1,674,698 | 1,629,236 | 1,605,185 | 1,812,254 | 1,849,754 | 1,720,635 | 1,810,674 | -0.09% |
| PW-Solid Waste | 2,669,171 | 2,692,338 | 2,691,126 | 2,923,593 | 2,925,803 | 2,841,625 | 3,148,702 | 7.70% |
| PW-Cemetery | 80,167 | 76,814 | 76,969 | 81,585 | 81,585 | 81,385 | 81,485 | -0.12% |
| PW-Garage & Warehouse | 529,256 | 447,516 | 456,996 | 528,297 | 528,297 | 520,875 | 533,478 | 0.98% |
| PW-Wastewater | 2,014,713 | 1,998,172 | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 2.79% |
| PW-Building Maintenance | 342,125 | 346,713 | 368,131 | 428,397 | 428,397 | 377,624 | 432,520 | 0.96% |
| Small Boat Harbors | 1,087,706 | 1,028,836 | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 14.35% |
| Port Development | 9,193,006 | 8,192,518 | 7,302,154 | 7,524,698 | 7,526,528 | 7,442,730 | 7,633,211 | 1.44% |
| Risk Management | 1,290,158 | 1,178,147 | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | -5.05% |
| Debt Service | 1,528,625 | 1,837,857 | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | -1.18% |
| Total Operating | 37,103,902 | 35,902,869 | 36,563,158 | 39,766,439 | 39,992,737 | 38,795,423 | 40,528,816 | 1.92% |

C-7

CITY OF KETCHIKAN, ALASKA
 2016 ANNUAL BUDGET
 COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
 2012 - 2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED-2016 % INCR(DEC) |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Capital Expenditures | | | | | | | | |
| Mayor & Council | 7,480 | 4,870 | - | - | - | - | - | 0.00% |
| City Law | 1,150 | 309 | - | - | - | - | - | NA |
| City Clerk | 17,479 | 3,489 | - | - | - | - | - | NA |
| City Manager | 12,006 | 13,129 | 12,363 | - | - | - | - | NA |
| Finance | 27,182 | 18,355 | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | 0.00% |
| Information Technology | 116,881 | 76,650 | 78,993 | 94,000 | 94,000 | 94,000 | 112,000 | 19.15% |
| Fire | 167,080 | 218,844 | 544,949 | 167,794 | 261,088 | 119,122 | 363,362 | 116.55% |
| Police | 620,014 | 168,279 | 335,582 | 225,237 | 225,237 | 121,300 | 188,740 | -16.20% |
| Library | 520,828 | 110,333 | - | - | - | - | - | NA |
| Museum | 59,037 | 56,141 | 321,668 | 196,822 | 196,822 | 127,282 | 1,100,559 | 459.16% |
| Civic Center | 21,617 | 51,128 | 159,296 | 178,500 | 190,290 | 166,790 | 236,925 | 32.73% |
| Tourism & Economic Development | - | 42,094 | 531,344 | 3,552,600 | 3,820,821 | 3,795,821 | 40,000 | 0.00% |
| Public Health | 3,510,077 | 398,995 | 48,113,845 | 10,303,997 | 11,803,997 | 6,275,097 | 5,753,900 | -44.16% |
| PW-Engineering & Bldg Inspection | 838,086 | 186,148 | 60,696 | 150,000 | 150,000 | 60,000 | 167,000 | 11.33% |
| PW-Streets | 1,574,500 | 1,063,297 | 757,077 | 10,808,123 | 10,990,893 | 1,255,108 | 11,308,200 | 4.63% |
| PW-Solid Waste | 315,199 | 198,613 | 15,370 | 1,252,000 | 1,282,000 | 820,000 | 550,500 | -56.03% |
| PW-Cemetery | 10,300 | 4,380 | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 62.50% |
| PW-Garage & Warehouse | 4,311 | 12,614 | - | 48,000 | 48,000 | 8,700 | - | -100.00% |
| PW-Wastewater | 5,296,927 | 750,814 | 505,554 | 860,000 | 882,500 | 217,300 | 1,320,200 | 53.51% |
| PW-Building Maintenance | 551,552 | 3,021,100 | 400,703 | 80,000 | 95,090 | 92,090 | - | -100.00% |
| Small Boat Harbors | 2,034,611 | 5,842,791 | 6,004,261 | 5,799,673 | 4,385,772 | 4,191,095 | 227,665 | -96.07% |
| Port Development | 8,241,826 | 10,084,264 | 83,372 | 2,906,531 | 2,906,531 | 1,143,286 | 2,022,532 | -30.41% |
| Total Capital | 23,948,143 | 22,326,637 | 57,938,225 | 36,667,277 | 37,377,041 | 18,520,991 | 23,450,583 | -36.04% |

C-8

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF APPROPRIATIONS BY DEPARTMENT
2012 - 2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED-2016 % INCR(DECR) |
|--|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Transfers Out | | | | | | | | |
| Transfers/Advances to Other Funds | 5,142,364 | 4,723,229 | 6,641,846 | 13,028,210 | 13,059,430 | 12,937,777 | 7,828,697 | -39.91% |
| Total Transfers Out | 5,142,364 | 4,723,229 | 6,641,846 | 13,028,210 | 13,059,430 | 12,937,777 | 7,828,697 | -39.91% |
| Combined Operating, Capital and Transfers Out | | | | | | | | |
| Mayor & Council | 641,305 | 570,989 | 537,632 | 534,398 | 555,342 | 540,312 | 537,388 | 0.56% |
| City Law | 317,459 | 335,011 | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | -9.37% |
| City Clerk | 262,009 | 236,599 | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 7.05% |
| City Manager | 634,728 | 661,448 | 654,562 | 693,940 | 693,940 | 683,704 | 699,059 | 0.74% |
| Finance | 1,767,001 | 1,820,849 | 1,807,090 | 1,895,899 | 1,911,828 | 1,784,649 | 1,980,594 | 4.47% |
| Information Technology | 1,128,778 | 1,045,916 | 1,081,873 | 1,128,394 | 1,196,854 | 1,175,450 | 1,096,723 | -2.81% |
| Fire | 3,088,946 | 3,356,093 | 3,686,215 | 3,448,866 | 3,578,318 | 3,349,002 | 3,750,961 | 8.76% |
| Police | 5,283,810 | 4,687,489 | 4,871,622 | 5,114,309 | 5,114,909 | 4,804,520 | 5,080,714 | -0.66% |
| Library | 1,779,401 | 1,395,736 | 1,226,979 | 1,354,006 | 1,386,250 | 1,327,619 | 1,417,656 | 4.70% |
| Museum | 832,423 | 861,189 | 1,069,745 | 1,094,228 | 1,094,458 | 969,956 | 2,064,015 | 88.63% |
| Civic Center | 374,729 | 453,623 | 566,736 | 641,837 | 653,627 | 619,353 | 686,736 | 7.00% |
| Tourism & Economic Development | 171,000 | 217,866 | 702,344 | 3,715,050 | 3,983,271 | 3,958,271 | 202,450 | -94.55% |
| Public Health | 3,838,122 | 454,606 | 48,147,825 | 10,359,922 | 11,859,922 | 6,328,687 | 5,807,025 | -43.95% |
| PW-Engineering & Bldg Inspection | 2,493,483 | 1,726,072 | 1,510,874 | 1,914,175 | 1,964,375 | 1,713,501 | 1,971,022 | 2.97% |
| PW-Streets | 3,249,198 | 2,692,533 | 2,362,262 | 12,620,377 | 12,840,647 | 2,975,743 | 13,118,874 | 3.95% |
| PW-Solid Waste | 2,984,370 | 2,890,951 | 2,706,496 | 4,175,593 | 4,207,803 | 3,661,625 | 3,699,202 | -11.41% |
| PW-Cemetery | 90,467 | 81,194 | 82,669 | 105,585 | 105,585 | 105,385 | 120,485 | 14.11% |
| PW-Garage & Warehouse | 533,567 | 460,130 | 456,996 | 576,297 | 576,297 | 529,575 | 533,478 | -7.43% |
| PW-Wastewater | 7,311,640 | 2,748,986 | 2,577,339 | 3,132,167 | 3,178,257 | 2,443,324 | 3,655,735 | 16.72% |
| PW-Building Maintenance | 893,677 | 3,367,813 | 768,834 | 508,397 | 523,487 | 469,714 | 432,520 | -14.92% |
| Small Boat Harbors | 3,122,317 | 6,871,627 | 7,176,365 | 7,139,277 | 5,726,576 | 5,522,157 | 1,759,475 | -75.35% |
| Port Development | 17,434,832 | 18,276,782 | 7,385,526 | 10,431,229 | 10,433,059 | 8,586,016 | 9,655,743 | -7.43% |
| Risk Management | 1,290,158 | 1,178,147 | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | -5.05% |
| Debt Service | 1,528,625 | 1,837,857 | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | -1.18% |
| Transfers/Advances to Other Funds | 5,142,364 | 4,723,229 | 6,641,846 | 13,028,210 | 13,059,430 | 12,937,777 | 7,828,697 | -39.91% |
| Total Expenditures | 66,194,409 | 62,952,735 | 100,501,924 | 89,461,926 | 90,429,208 | 70,254,191 | 71,808,096 | -19.73% |

6 - C

CITY OF KETCHIKAN, ALASKA
 2016 ANNUAL BUDGET
 COMPARATIVE SCHEDULE OF REVENUES-ALL FUNDS
 2012-2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED-2016 % INCR(DEC) |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Revenues | | | | | | | | |
| Taxes | | | | | | | | |
| Real Property | 4,387,035 | 4,947,480 | 5,037,316 | 5,022,300 | 5,022,300 | 5,038,600 | 5,038,600 | 0.32% |
| Business - Personal | 263,309 | 402,397 | 336,714 | 377,500 | 377,500 | 377,725 | 377,725 | 0.06% |
| Sales | 10,131,204 | 10,201,585 | 10,796,715 | 11,780,000 | 11,780,000 | 11,450,000 | 11,450,000 | -2.80% |
| Transient | 362,739 | 386,230 | 389,342 | 370,000 | 370,000 | 340,000 | 370,000 | |
| Other | 157,180 | 136,796 | 132,436 | 123,500 | 123,500 | 135,500 | 135,500 | 9.72% |
| Payments in Lieu of Tax | 1,107,332 | 1,196,095 | 1,196,896 | 1,195,000 | 1,195,000 | 1,195,000 | 1,195,000 | |
| Licenses and Permits | 80,668 | 91,516 | 97,998 | 75,100 | 75,100 | 75,100 | 75,100 | |
| Intergovernmental | 17,089,577 | 18,226,056 | 23,195,319 | 19,193,658 | 25,281,368 | 12,677,217 | 14,213,435 | -25.95% |
| Charges for Services | | | | | | | | |
| General Fund Services | 2,086,281 | 2,143,100 | 2,171,331 | 2,199,552 | 2,224,552 | 2,159,425 | 2,214,085 | 0.66% |
| Solid Waste | 2,948,507 | 2,851,957 | 2,907,531 | 2,878,000 | 2,878,000 | 2,864,000 | 3,364,350 | 16.90% |
| Wastewater | 2,225,208 | 2,466,691 | 2,579,284 | 2,783,300 | 2,783,300 | 2,760,300 | 2,980,829 | 7.10% |
| Small Boat Harbor | 1,250,291 | 1,191,051 | 1,247,811 | 1,353,700 | 1,353,700 | 1,332,500 | 1,421,345 | 5.00% |
| Port | 8,592,255 | 9,145,724 | 8,578,032 | 9,052,500 | 9,052,500 | 9,070,932 | 9,080,500 | 0.31% |
| Other | 11,031 | 15,888 | 18,844 | 16,500 | 16,500 | 16,500 | 16,500 | |
| Fines and Forfeitures | 167,553 | 182,562 | 266,173 | 157,000 | 157,000 | 188,060 | 163,000 | 3.82% |
| Other Revenues | 272,329 | 309,888 | 2,400,329 | 276,860 | 276,900 | 2,141,000 | 243,852 | -11.92% |
| Bond Proceeds | 4,831,260 | 1,314,140 | 45,919,268 | 1,300,000 | 1,300,000 | 1,477,191 | | -100.00% |
| Interfund Advances | 1,283,762 | | 88,453 | 607,500 | 607,500 | 536,547 | 589,357 | -2.99% |
| Interdepartmental Charges | | | | | | | | |
| Administration | 3,297,785 | 3,179,157 | 3,073,583 | 3,512,232 | 3,512,232 | 3,389,150 | 3,552,015 | 1.13% |
| Insurance | 1,290,158 | 1,178,147 | 1,286,241 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | -5.05% |
| Total Revenues | 61,835,464 | 59,566,460 | 111,719,616 | 63,878,202 | 69,990,952 | 58,823,747 | 58,004,193 | -9.20% |

C-10

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2012-2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED/2016 % INCR(DECR) |
|--------------------------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|------------------|-----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Revenues-Charges for Services | | | | | | | | |
| General Fund | | | | | | | | |
| Civic Center | 135,058 | 122,490 | 90,717 | 164,800 | 164,800 | 95,200 | 98,200 | -40.41% |
| Ambulance | 470,682 | 515,158 | 606,369 | 525,000 | 550,000 | 575,000 | 575,000 | 9.52% |
| Parking Revenue | 85,905 | 79,310 | 75,920 | 80,000 | 80,000 | 80,000 | 80,000 | 0.00% |
| Fees for Service | 71,967 | 14,884 | 15,548 | 22,000 | 22,000 | 17,000 | 17,000 | -22.73% |
| Borough Library Service | 397,825 | 413,904 | 414,547 | 428,360 | 428,360 | 381,817 | 426,680 | -0.39% |
| UAS Library Services | 181,399 | 198,252 | 161,115 | 190,392 | 190,392 | 182,948 | 194,405 | 2.11% |
| Library Services to KGBSD | 40,824 | 40,824 | 52,305 | 20,000 | 20,000 | 20,500 | 22,800 | 14.00% |
| 911 Services | 400,227 | 429,457 | 418,178 | 430,000 | 430,000 | 420,000 | 420,000 | -2.33% |
| Museum Services & Admission Fees | 206,594 | 239,068 | 215,572 | 187,900 | 187,900 | 219,860 | 212,900 | 13.30% |
| Tideland Leases | 47,409 | 61,972 | 52,091 | 60,000 | 60,000 | 60,000 | 60,000 | 0.00% |
| Other | 48,391 | 27,781 | 68,969 | 91,100 | 91,100 | 107,100 | 107,100 | 17.56% |
| General Fund Total | <u>2,086,281</u> | <u>2,143,100</u> | <u>2,171,331</u> | <u>2,199,552</u> | <u>2,224,552</u> | <u>2,159,425</u> | <u>2,214,085</u> | <u>0.66%</u> |
| Solid Waste | | | | | | | | |
| Recycling | 75,158 | 68,056 | 58,476 | 65,000 | 65,000 | 53,000 | 60,000 | -7.69% |
| Fees for Services | 83,529 | 56,657 | 59,571 | 62,000 | 62,000 | 60,000 | 60,000 | -3.23% |
| Residential Collections | 300,119 | 300,416 | 299,699 | 301,000 | 301,000 | 301,000 | 331,100 | 10.00% |
| Business Collections | 587,423 | 552,394 | 577,995 | 575,000 | 575,000 | 575,000 | 661,250 | 15.00% |
| Sanitary Landfill Charges | 874,335 | 842,185 | 882,362 | 842,000 | 842,000 | 842,000 | 1,019,000 | 21.02% |
| Residential Access Fees | 1,015,457 | 1,018,684 | 1,026,392 | 1,020,000 | 1,020,000 | 1,020,000 | 1,220,000 | 19.61% |
| Other | 12,486 | 13,565 | 3,036 | 13,000 | 13,000 | 13,000 | 13,000 | 0.00% |
| Solid Waste Total | <u>2,948,507</u> | <u>2,851,957</u> | <u>2,907,531</u> | <u>2,878,000</u> | <u>2,878,000</u> | <u>2,864,000</u> | <u>3,364,350</u> | <u>16.90%</u> |
| Wastewater | | | | | | | | |
| Residential Sewer Service | 1,335,639 | 1,459,436 | 1,623,377 | 1,768,000 | 1,768,000 | 1,768,000 | 1,910,279 | 8.05% |
| Business Sewer Service | 866,087 | 960,818 | 951,760 | 1,004,000 | 1,004,000 | 979,000 | 1,057,250 | 5.30% |
| Other | 23,482 | 46,437 | 4,147 | 11,300 | 11,300 | 13,300 | 13,300 | 17.70% |
| Wastewater Total | <u>2,225,208</u> | <u>2,466,691</u> | <u>2,579,284</u> | <u>2,783,300</u> | <u>2,783,300</u> | <u>2,760,300</u> | <u>2,980,829</u> | <u>7.10%</u> |

C - 11

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF REVENUES - CHARGES FOR SERVICES - ALL FUNDS
2012-2016

| | 2012 | 2013 | 2014 | 2015 | | | 2016 BUDGET | 2015 ADOPTED/2016 % INCR(DEC) |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|
| | | | | ADOPTED BUDGET | AMENDED BUDGET | ESTIMATES | | |
| Small Boat Harbor | | | | | | | | |
| Electrical Service | 94,795 | 84,018 | 90,775 | 80,000 | 80,000 | 80,000 | 85,600 | 7.00% |
| Solid Waste Fees | 49,763 | 49,549 | 55,185 | 45,000 | 45,000 | 45,000 | 48,150 | 7.00% |
| Reserved Moorage | 635,814 | 661,066 | 683,937 | 745,000 | 745,000 | 745,000 | 797,000 | 6.98% |
| Transient Moorage | 396,338 | 336,508 | 357,185 | 406,000 | 406,000 | 385,000 | 411,950 | 1.47% |
| Other | 73,581 | 59,910 | 60,729 | 77,700 | 77,700 | 77,500 | 78,645 | 1.22% |
| Small Boat Harbor Total | <u>1,250,291</u> | <u>1,191,051</u> | <u>1,247,811</u> | <u>1,353,700</u> | <u>1,353,700</u> | <u>1,332,500</u> | <u>1,421,345</u> | <u>5.00%</u> |
| Cemetery | | | | | | | | |
| Burial & Endowment Fees | 11,031 | 15,888 | 18,844 | 16,500 | 16,500 | 16,500 | 16,500 | 0.00% |
| Total | <u>11,031</u> | <u>15,888</u> | <u>18,844</u> | <u>16,500</u> | <u>16,500</u> | <u>16,500</u> | <u>16,500</u> | <u>0.00%</u> |
| Port | | | | | | | | |
| Electric Service | 22,575 | 60,184 | 52,437 | 65,000 | 65,000 | 65,000 | 65,000 | 0.00% |
| Additional Docking Fees | 732,254 | 778,624 | 734,984 | 747,000 | 747,000 | 753,000 | 755,000 | 1.07% |
| Wharfage | 6,183,922 | 6,556,500 | 6,110,005 | 6,580,000 | 6,580,000 | 6,545,000 | 6,580,000 | 0.00% |
| Water | 195,760 | 253,300 | 230,250 | 200,000 | 200,000 | 212,200 | 225,000 | 12.50% |
| Parking Revenue | 61,540 | 61,560 | 61,100 | 61,000 | 61,000 | 61,000 | 61,000 | 0.00% |
| Rental Income | 385,918 | 315,201 | 345,648 | 350,000 | 350,000 | 341,000 | 345,000 | -1.43% |
| Transient Docking Fees | 1,008,988 | 1,098,571 | 1,035,060 | 1,042,000 | 1,042,000 | 1,013,000 | 1,042,000 | 0.00% |
| Other | 1,298 | 21,784 | 8,548 | 7,500 | 7,500 | 80,732 | 7,500 | 0.00% |
| Port Total | <u>8,592,255</u> | <u>9,145,724</u> | <u>8,578,032</u> | <u>9,052,500</u> | <u>9,052,500</u> | <u>9,070,932</u> | <u>9,080,500</u> | <u>0.31%</u> |
| Total Charges for Services | <u>17,113,573</u> | <u>17,814,411</u> | <u>17,502,833</u> | <u>18,283,552</u> | <u>18,308,552</u> | <u>18,203,657</u> | <u>19,077,609</u> | <u>4.34%</u> |

C-12

CITY OF KETCHIKAN, ALASKA
2016 ANNUAL BUDGET
COMPARATIVE SCHEDULE OF EMPLOYEES
2012 -2016

| Department/Division | 2012 | 2013 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|-------------------|---------------|
| | Actual | Actual | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 1110 Mayor and Council | 8.00 | 8.00 | 8.00 | 8.000 | 8.000 | 8.000 | 8.000 | - | 0.00% |
| 1120 Law | 1.00 | 1.00 | 1.00 | 1.250 | 1.250 | 1.250 | 1.000 | (0.250) | -20.00% |
| 1130 Clerk | 2.00 | 2.00 | 2.00 | 2.000 | 2.000 | 2.000 | 2.000 | - | 0.00% |
| 1140 City Manager | 4.50 | 4.50 | 4.50 | 4.500 | 4.500 | 4.500 | 4.500 | - | 0.00% |
| 1150 Finance | 16.00 | 16.00 | 15.00 | 16.000 | 16.000 | 16.000 | 16.000 | - | 0.00% |
| 1160 Information Technology | 7.00 | 7.00 | 7.00 | 7.000 | 7.000 | 7.000 | 6.420 | (0.580) | -8.29% |
| 1210 Fire | 19.00 | 19.00 | 19.00 | 19.000 | 19.000 | 19.000 | 19.000 | - | 0.00% |
| 1220 Police | 36.30 | 36.30 | 35.30 | 35.300 | 35.300 | 35.300 | 35.300 | - | 0.00% |
| 1410 Library | 12.31 | 12.31 | 12.41 | 12.785 | 12.785 | 12.785 | 12.785 | - | 0.00% |
| 1420 Museum | 7.20 | 7.20 | 7.20 | 7.200 | 7.200 | 7.200 | 7.700 | 0.500 | 6.94% |
| 1430 Civic Center | 3.00 | 3.00 | 3.00 | 3.000 | 3.000 | 3.000 | 3.000 | - | 0.00% |
| 1510 Engineering | 13.00 | 12.00 | 12.00 | 12.000 | 12.000 | 12.000 | 12.000 | - | 0.00% |
| 1530 Streets | 13.00 | 13.00 | 13.00 | 13.000 | 13.000 | 13.000 | 13.000 | - | 0.00% |
| 1540 Garage and Warehouse | 4.00 | 4.00 | 4.00 | 4.000 | 4.000 | 4.000 | 4.000 | - | 0.00% |
| 1550 Building Maintenance | 2.00 | 2.00 | 2.00 | 2.000 | 2.000 | 2.000 | 2.000 | - | 0.00% |
| 1560 Solid Waste | 11.00 | 11.00 | 11.00 | 11.000 | 11.000 | 11.000 | 11.000 | - | 0.00% |
| 3000 Wastewater | 8.00 | 8.00 | 8.00 | 8.000 | 8.000 | 8.000 | 8.000 | - | 0.00% |
| 1710 Harbor | 5.40 | 5.40 | 5.40 | 5.200 | 5.200 | 5.200 | 5.200 | - | 0.00% |
| 4000 Port Development | 4.60 | 4.60 | 4.60 | 4.800 | 4.800 | 4.800 | 4.800 | - | 0.00% |
| TOTAL | 177.31 | 176.31 | 174.41 | 176.04 | 176.04 | 176.04 | 175.705 | (0.330) | -0.19% |

C-13

CITY OF KETCHIKAN, ALASKA
 2016 OPERATING AND CAPITAL BUDGET
 SCHEDULE OF ASSESSED VALUATION AND PROPERTY TAX REVENUES
 1996 - 2016

| Year | Total Assessed Valuation | Millage Rate | Property Tax Revenue |
|------|--------------------------|--------------|----------------------|
| 1996 | 504,116,300 | 7.0 | 3,332,000 |
| 1997 | 508,823,000 | 6.7 | 3,377,579 |
| 1998 | 520,858,000 | 6.4 | 3,333,491 |
| 1999 | 528,989,700 | 6.4 | 3,385,534 |
| 2000 | 535,803,200 | 6.4 | 3,429,140 |
| 2001 | 607,216,600 | 6.4 | 3,886,185 |
| 2002 | 596,304,300 | 6.4 | 3,816,348 |
| 2003 | 589,537,900 | 6.4 | 3,773,043 |
| 2004 | 583,361,200 | 6.4 | 3,733,512 |
| 2005 | 594,968,200 | 6.4 | 3,807,796 |
| 2006 | 633,321,300 | 6.4 | 4,053,256 |
| 2007 | 697,332,200 | 6.1 | 4,253,726 |
| 2008 | 768,741,400 | 6.1 | 4,689,323 |
| 2009 | 798,108,100 | 6.1 | 4,868,459 |
| 2010 | 800,956,600 | 6.1 | 4,885,836 |
| 2011 | 801,175,000 | 6.2 | 4,967,286 |
| 2012 | 808,516,900 | 6.2 | 5,012,801 |
| 2013 | 857,398,200 | 6.7 | 5,744,568 |
| 2014 | 869,827,300 | 6.7 | 5,827,843 |
| 2015 | 873,541,000 * | 6.7 | 5,852,700 |
| 2016 | 873,541,000 * | 6.7 | 5,852,700 |

*Estimated

CITY OF KETCHIKAN, ALASKA
 2016 OPERATING AND CAPITAL BUDGET
 SCHEDULE OF SALES TAX REVENUES
 1996 - 2016

| Year | Total Sales Tax Revenues | General Fund | Hospital Sales Tax Fund | Public Works Sales Tax Fund |
|----------|-----------------------------|-----------------|-------------------------------|-----------------------------------|
| 1996 | 6,490,829 | 1,843,912 | 1,858,767 | 2,788,150 |
| 1997 | 6,436,017 | 1,838,862 | 1,838,862 | 2,758,293 |
| 1998 | 6,561,037 | 1,874,582 | 1,874,582 | 2,811,873 |
| 1999 | 6,748,899 | 1,928,257 | 1,928,257 | 2,892,385 |
| 2000 | 6,862,729 | 1,960,767 | 1,960,767 | 2,941,195 |
| 2001 | 7,392,507 | 2,112,145 | 2,112,145 | 3,168,217 |
| 2002 | 7,311,908 | 2,089,116 | 2,089,117 | 3,133,675 |
| 2003 | 7,870,467 | 2,248,705 | 2,248,705 | 3,373,057 |
| 2004 | 8,510,327 | 2,431,522 | 2,431,522 | 3,647,283 |
| 2005 | 9,066,564 | 2,590,447 | 2,590,447 | 3,885,670 |
| 2006 | 9,084,670 | 2,595,620 | 2,595,620 | 3,893,430 |
| 2007 | 9,581,723 | 2,737,635 | 2,737,635 | 4,106,453 |
| 2008 | 10,330,443 | 2,951,555 | 2,951,555 | 4,427,333 |
| 2009 | 9,491,524 | 2,711,864 | 2,711,864 | 4,067,796 |
| 2010 | 9,217,764 | 2,633,647 | 2,633,647 | 3,950,470 |
| 2011 | 9,965,173 | 2,847,192 | 2,847,192 | 4,270,789 |
| 2012 | 10,131,203 | 2,894,745 | 2,894,745 | 4,341,713 |
| 2013 | 10,201,586 | 2,914,739 | 2,914,739 | 4,372,108 |
| 2014 | 10,796,715 | 3,746,390 | 2,820,130 | 4,230,195 |
| 2015 (1) | 11,450,000 | 4,293,750 | 2,862,500 | 4,293,750 |
| 2016 (1) | 11,450,000 | 4,293,750 | 2,862,500 | 4,293,750 |

(1) Estimated

CITY OF KETCHIKAN, ALASKA
 2016 ANNUAL BUDGET
 SCHEDULE OF SHARED STATE REVENUES
 1996 - 2016

| Year | Total State Revenues | Safe Communities | Revenue Sharing | Raw Fish Tax | Shared Fisheries Business Tax | Other State Assistance | Liquor License Refunds |
|----------|----------------------|------------------|-----------------|--------------|-------------------------------|------------------------|------------------------|
| 1996 | 829,082 | 531,032 | 246,170 | 317,661 | 6,605 | | 45,275 |
| 1997 | 949,606 | 675,976 | 229,661 | 238,795 | 5,769 | | 38,200 |
| 1998 | 702,601 | 424,365 | 214,953 | 270,987 | 18,383 | | 44,900 |
| 1999 | 728,826 | 280,002 | 128,730 | 282,794 | 12,505 | | 37,300 |
| 2000 | 763,802 | 247,457 | 115,363 | 328,763 | 27,319 | | 44,900 |
| 2001 | 693,057 | 263,327 | 117,976 | 253,049 | 24,005 | | 34,700 |
| 2002 | 698,659 | 257,770 | 107,428 | 276,572 | 11,389 | | 45,500 |
| 2003 | 375,990 | 128,258 | 53,397 | 141,758 | 20,377 | | 32,200 |
| 2004 | 199,039 | | | 142,925 | 14,314 | | 41,800 |
| 2005 | 236,122 | | | 181,411 | 20,911 | | 33,800 |
| 2006 | 484,817 | | | 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 (3) | 49,900 |
| 2011 | 1,137,762 | | 661,607 | 424,942 | 23,288 | | 27,925 |
| 2012 | 1,197,552 | | 698,801 | 425,507 | 27,744 | | 45,500 |
| 2013 | 1,002,763 | | 490,456 | 454,435 | 25,872 | | 32,000 |
| 2014 | 1,308,635 | | 491,771 | 743,083 | 43,781 | | 30,000 |
| 2015 (1) | 659,510 | | 467,635 | 137,875 (4) | 24,000 | | 30,000 |
| 2016 (1) | 714,000 | | 408,000 | 246,000 (4) | 30,000 | | 30,000 |

- (1) Estimated
- (2) Municipal Energy Assistance
- (3) State Stimulus Funds
- (4) Does not include \$100,000 accounted for in the KPU Enterprise Fund for the Water Division

CITY OF KETCHIKAN, ALASKA
 2016 ANNUAL BUDGET
 SCHEDULE OF ANNUAL DEBT SERVICE TO MATURITY

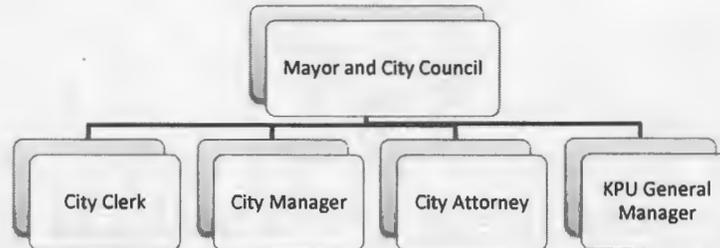
| Year | General Obligation Bonds | | | | | | | | | | Revenue Bonds | | Total |
|--------------|--------------------------|---|--|--|--|----------------------|------------------|------------------|-------------------|-----------------------|---|-------------------|--------------------|
| | 1997 Hospital | ADEC 481011 Wastewater Tongass Ave Phase I | ADEC 481071 Wastewater Tongass Ave Phase II | ADEC 481072 Wastewater Tongass Ave Phase II | ADEC 481101 Wastewater Jackson & Monroe | 2011 Fire Station | 2012 Library | 2014 Harbor | 2014 Hospital | (1) 2016 Harbor | ADEC 481111 Wastewater Alaska Ave | 2006 Port | |
| 2016 | 809,050 | 52,447 | 17,932 | 18,465 | 48,648 | 628,510 | 358,244 | 205,700 | 1,753,700 | 168,000 | 17,930 | 2,579,050 | 6,657,676 |
| 2017 | 802,270 | 52,447 | 17,932 | 18,465 | 48,648 | 622,799 | 360,644 | 202,100 | 1,753,700 | 168,000 | 17,930 | 2,579,875 | 6,644,810 |
| 2018 | | 52,447 | 17,932 | 18,465 | 48,648 | 615,300 | 357,644 | 202,925 | 2,533,700 | 168,000 | 17,930 | 2,576,250 | 6,609,241 |
| 2019 | | 52,447 | 17,932 | 18,465 | 48,648 | 611,080 | 357,394 | 203,050 | 2,532,700 | 168,000 | 17,930 | 2,579,875 | 6,607,521 |
| 2020 | | 52,447 | 17,932 | 18,465 | 48,648 | 605,919 | 361,644 | 202,925 | 2,529,700 | 168,000 | 17,930 | 2,575,200 | 6,598,810 |
| 2021 | | 52,447 | 17,932 | 18,465 | 48,648 | 594,788 | 360,143 | 202,550 | 2,529,575 | 168,000 | 17,930 | 2,577,500 | 6,587,978 |
| 2022 | | 52,447 | 17,932 | 18,465 | 48,648 | 587,538 | 360,544 | 201,925 | 2,532,075 | 168,000 | 17,930 | 2,576,225 | 6,581,729 |
| 2023 | | 52,447 | 17,932 | 18,465 | 48,648 | 578,891 | 358,044 | 205,925 | 2,532,075 | 168,000 | 17,930 | 2,576,375 | 6,574,732 |
| 2024 | | 52,447 | 17,932 | 18,465 | 48,648 | 573,794 | 360,044 | 204,550 | 2,529,575 | 168,000 | 17,930 | 2,577,675 | 6,569,060 |
| 2025 | | 52,447 | 17,932 | 18,465 | 48,648 | 561,919 | 361,294 | 202,925 | 2,529,450 | 168,000 | 17,930 | 2,579,850 | 6,558,860 |
| 2026 | | 52,447 | 17,932 | 18,465 | 48,648 | 553,883 | 358,319 | 205,925 | 2,531,450 | 168,000 | 17,930 | 2,577,625 | 6,550,624 |
| 2027 | | 52,447 | 17,932 | 18,465 | 48,648 | 542,921 | 359,469 | 203,550 | 2,530,450 | 168,000 | 17,930 | 2,576,000 | 6,535,812 |
| 2028 | | 52,447 | 17,932 | 18,465 | 48,648 | 526,020 | 359,938 | 206,600 | 2,533,000 | 168,000 | 17,930 | 2,578,000 | 6,526,980 |
| 2029 | | 52,447 | 17,932 | 18,465 | 48,648 | 518,494 | 364,700 | 205,100 | 2,529,600 | 168,000 | 17,930 | 2,575,750 | 6,517,066 |
| 2030 | | 52,447 | 17,932 | 18,465 | 48,648 | 504,716 | 358,975 | 203,400 | 2,534,000 | 168,000 | 17,930 | 2,579,250 | 6,503,763 |
| 2031 | | 52,447 | 17,932 | 18,465 | 48,648 | | 362,250 | 201,500 | 2,531,100 | 168,000 | 17,930 | 2,578,000 | 5,996,272 |
| 2032 | | 26,224 | 17,932 | 18,465 | 48,648 | | | 204,300 | 2,530,900 | 168,000 | 17,930 | 2,577,000 | 5,609,399 |
| 2033 | | | 17,932 | 18,465 | 48,648 | | | 201,800 | 2,533,200 | 168,000 | 17,930 | 2,576,000 | 5,581,975 |
| 2034 | | | | | 48,648 | | | 204,000 | 2,532,900 | 168,000 | | 2,579,750 | 5,533,298 |
| 2035 | | | | | 48,648 | | | | 2,530,000 | 168,000 | | 2,577,750 | 5,324,398 |
| 2036 | | | | | | | | | 2,534,300 | | | | 2,534,300 |
| 2037 | | | | | | | | | 2,530,700 | | | | 2,530,700 |
| 2038 | | | | | | | | | 2,534,100 | | | | 2,534,100 |
| 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 | | | | |
| 2044 | | | | | | | | | 2,529,600 | | | | |
| Total | 1,611,320 | 865,376 | 322,776 | 332,370 | 972,960 | 8,626,572 | 5,759,290 | 3,870,750 | 71,854,950 | 3,360,000 | 322,740 | 51,553,000 | 144,390,604 |

(1) Estimated

CITY OF KETCHIKAN
2016 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 Program.

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 179,632 | 173,990 | 176,990 | 161,960 | 176,980 | 2,990 | 1.7% |
| Community Grant Program | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - | 0.0% |
| Total | 537,632 | 534,398 | 555,342 | 540,312 | 537,388 | 2,990 | 0.6% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 88,982 | 96,330 | 96,330 | 84,110 | 92,330 | (4,000) | -4.2% |
| Supplies | 981 | 2,550 | 2,550 | 1,050 | 1,050 | (1,500) | -58.8% |
| Contract/Purchased Services | 445,729 | 433,368 | 454,312 | 453,952 | 442,808 | 9,440 | 2.2% |
| Minor Capital Outlay | 1,582 | 650 | 650 | - | - | (650) | -100.0% |
| Interdepartmental Charges | 358 | 1,500 | 1,500 | 1,200 | 1,200 | (300) | -20.0% |
| Total | 537,632 | 534,398 | 555,342 | 540,312 | 537,388 | 2,990 | 0.6% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 117,845 | 250,583 | 269,647 | 264,047 | 251,693 | 1,110 | 0.4% |
| Hospital Sales Tax Fund | 51,147 | 48,750 | 48,750 | 48,750 | 48,750 | - | 0.0% |
| Public Works Sales Tax Fund | 76,706 | 73,125 | 73,125 | 73,125 | 73,125 | - | 0.0% |
| Solid Waste Fund | 6,233 | 6,040 | 6,140 | 5,620 | 6,140 | 100 | 1.7% |
| Harbor Fund | 3,395 | 3,290 | 3,340 | 3,060 | 3,340 | 50 | 1.5% |
| Wastewater Fund | 4,742 | 4,590 | 4,670 | 4,280 | 4,670 | 80 | 1.7% |
| Port Fund | 5,155 | 4,990 | 5,080 | 4,650 | 5,080 | 90 | 1.8% |
| KPU Enterprise Fund | 272,408 | 143,030 | 144,590 | 136,780 | 144,590 | 1,560 | 1.1% |
| Total | 537,632 | 534,398 | 555,342 | 540,312 | 537,388 | 2,990 | 0.6% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 8.00 | 8.00 | 8.00 | 8.00 | 73,170 | - | 0.0% |
| Total | 8.00 | 8.00 | 8.00 | 8.00 | 73,170 | - | 0.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Mayor and Council

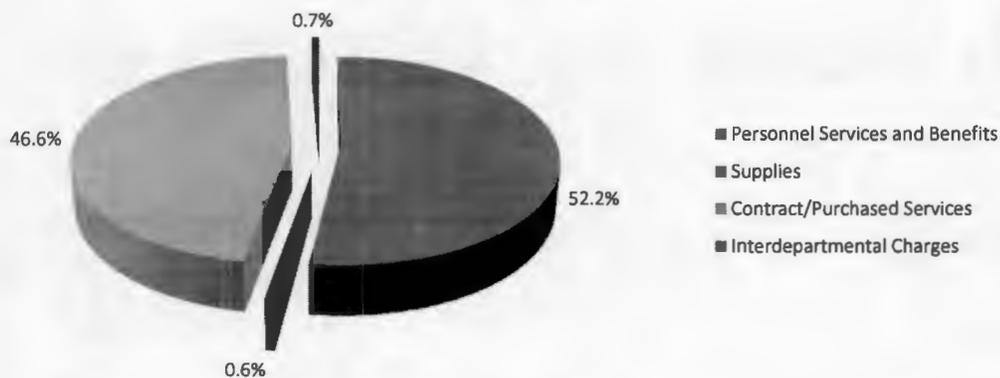
Operations 1110-110

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|----------------|----------------|----------------|-----------------|--------------------------|-------------------|-------------|
| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 88,982 | 96,330 | 96,330 | 84,110 | 92,330 | (4,000) | -4.2% |
| Supplies | 981 | 2,550 | 2,550 | 1,050 | 1,050 | (1,500) | -58.8% |
| Contract/Purchased Services | 87,729 | 72,960 | 75,960 | 75,600 | 82,400 | 9,440 | 12.9% |
| Minor Capital Outlay | 1,582 | 650 | 650 | - | - | (650) | -100.0% |
| Interdepartmental Charges | 358 | 1,500 | 1,500 | 1,200 | 1,200 | (300) | -20.0% |
| Total Expenditures | 179,632 | 173,990 | 176,990 | 161,960 | 176,980 | 2,990 | 1.7% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|-----------------------|----------------|----------------|----------------|-----------------|--------------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 66,698 | 64,610 | 65,730 | 60,130 | 65,720 | 1,110 | 1.7% |
| Solid Waste Fund | 6,233 | 6,040 | 6,140 | 5,620 | 6,140 | 100 | 1.7% |
| Wastewater Fund | 4,742 | 4,590 | 4,670 | 4,280 | 4,670 | 80 | 1.7% |
| Harbor Fund | 3,395 | 3,290 | 3,340 | 3,060 | 3,340 | 50 | 1.5% |
| Port Fund | 5,155 | 4,990 | 5,080 | 4,650 | 5,080 | 90 | 1.8% |
| KPU Enterprise Fund | 93,408 | 90,470 | 92,030 | 84,220 | 92,030 | - | 1.7% |
| Total Funding | 179,632 | 173,990 | 176,990 | 161,960 | 176,980 | 2,990 | 1.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|---------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Mayor | 1.00 | 1.00 | 1.00 | 1.00 | 10,170 | - | 0.0% |
| Council | 7.00 | 7.00 | 7.00 | 7.00 | 63,000 | - | 0.0% |
| Total | 8.00 | 8.00 | 8.00 | 8.00 | 73,170 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Mayor and Council

Operations 1110-110

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Software Maintenance Services (Account 635-04) increased by \$6,800, or by 100%, as a result of accounting for the Granicus video streaming/video storage software in the Mayor and Council Budget as opposed to the Information Technology Department Budget.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 65,760 | 73,170 | 73,170 | 63,300 | 73,170 | - | 0.0% |
| 505 00 Payroll Taxes | 5,900 | 5,600 | 5,600 | 5,200 | 5,600 | - | 0.0% |
| 506 00 Pension | 5,404 | 6,000 | 6,000 | 4,100 | 2,000 | (4,000) | -66.7% |
| 507 30 Workers Compensation | 548 | 400 | 400 | 350 | 400 | - | 0.0% |
| 509 05 Allowances-Expense | 11,370 | 11,160 | 11,160 | 11,160 | 11,160 | - | 0.0% |
| Personnel Services and Benefits | 88,982 | 96,330 | 96,330 | 84,110 | 92,330 | (4,000) | -4.2% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 981 | 2,500 | 2,500 | 1,000 | 1,000 | (1,500) | -60.0% |
| 520 02 Postage | | 50 | 50 | 50 | 50 | - | 0.0% |
| Supplies | 981 | 2,550 | 2,550 | 1,050 | 1,050 | (1,500) | -58.8% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 7,768 | 9,000 | 8,148 | 8,148 | 8,148 | (852) | -9.5% |
| 605 01 Ads and Public Announcements | 719 | 750 | 750 | 750 | 750 | - | 0.0% |
| 610 01 Community Promotion | 27,058 | 11,000 | 14,000 | 14,000 | 14,000 | 3,000 | 27.3% |
| 615 02 Assn. Membership Dues & Fees | 8,318 | 8,600 | 8,600 | 8,600 | 8,600 | - | 0.0% |
| 635 04 Software Maintenance Services | - | - | - | - | 6,800 | 6,800 | New |
| 635 07 Machinery & Equip Maint Services | 829 | | 852 | 852 | 852 | 852 | NA |
| 635 12 Technical Services | 300 | | | | | - | NA |
| 640 04 Management and Consulting Services | 42,000 | 42,000 | 42,000 | 42,000 | 42,000 | - | 0.0% |
| 650 01 Telecommunications | 737 | 1,610 | 1,610 | 1,250 | 1,250 | (360) | -22.4% |
| Contract/Purchased Services | 87,729 | 72,960 | 75,960 | 75,600 | 82,400 | 9,440 | 12.9% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | 1,582 | - | - | | | - | NA |
| 725 01 Computers, Printers & Copiers | - | 650 | 650 | | | (650) | -100.0% |
| Minor Capital Outlay | 1,582 | 650 | 650 | - | - | (650) | -100.0% |
| Interdepartmental Charges/ Reimbursable Credits | | | | | | | |
| 825 01 Interdepartmental-Insurance | 358 | 1,500 | 1,500 | 1,200 | 1,200 | (300) | -20.0% |
| Interdepartmental Charges | 358 | 1,500 | 1,500 | 1,200 | 1,200 | (300) | -20.0% |
| Total Expenditures by Type | 179,632 | 173,990 | 176,990 | 161,960 | 176,980 | 2,990 | 1.7% |

NARRATIVE

500-01 Regular Salaries and Wages: \$73,170 – This account provides 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. Twelve special meetings have been budgeted.

505-00 Payroll Taxes: \$5,600 – This account provides for employer contributions to Social Security and Medicare and other similar payroll taxes.

506-00 Pension: \$2,000 – This account provides for employer contributions to retirement plans.

507-30 Insurance - Workers Compensation: \$400 – This account provides for employer contributions to workers compensation.

509-05 Allowances - Expense: \$11,160 – This account provides for taxable allowances for the Mayor and Councilmembers.

510-01 Office Supplies: \$1,000 – This account provides for the cost of expendable supply items used by the City Clerk's office in support of the Mayor and Council.

520-02 Postage: \$50 – This account provides for the cost of postal related services such as postage and mailing materials.

600-01 Travel-Business: \$8,148 – This account provides for expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with the travel of the Mayor and City Councilmembers for business meetings.

605-01 Advertising and Public Announcements: \$750 – This account provides for expenditures for public services announcements and community issues.

610-01 Community Promotion: \$14,000 – This account provides for expenditures for promotion of community activities and programs and the annual fireworks display.

615-02 Assn. Membership Dues & Fees: \$8,600 – This account provides for expenditures for membership in the Alaska Municipal League, Alaska Conference of Mayors, the Alaska Miners' Association and Sister Cities International.

635-04 Software Maintenance Services: \$6,800 - This account provides for the cost of the Granicus software that is used to stream City Council meetings live and post meeting video storage.

635-07 Machinery & Equipment Maintenance Services: \$852 – This account provides for services for routine and non-routine maintenance associated with equipment located on the 3rd and 4th floor.

640-04 Management & Consulting Services: \$42,000 – This account provides for expenditures for engaging a state lobbyist to represent General Government and Ketchikan Public Utilities for the 2015-16 legislative year.

650-01 Telecommunications: \$1,250 – This account provides for expenditures for the Mayor and City Council's monthly telephone charges, long-distance services, line rentals and maintenance of the telephone systems.

825-01 Interdepartmental Charges-Insurance: \$1,200 – This account provides for expenditures for risk management services.

CITY OF KETCHIKAN
2016 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 annually and is based on a percentage of the City's annual sales tax revenues. For the year 2016, staff is recommending that the amount of community agency funding be capped at the originally adopted level for 2015. Prior to 2015, the City of Ketchikan provided fifty percent of the annual funding with Ketchikan Public Utilities providing the remaining fifty percent. The City's contribution has traditionally come from the General Fund and its two sales tax funds. Funding proposed for 2016 follows the pattern set in 2015. KPU's contribution comes from the KPU Enterprise Fund. Applications for funding are reviewed by the Community Grant Committee and are awarded in February.

PROGRAM SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | | Estimate | Budget |
| Contract/Purchased Services | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - 0.0% |
| Total Expenditures | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - 0.0% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | | Estimate | Budget |
| General Fund | 51,147 | 185,973 | 203,917 | 203,917 | 185,973 | - 0.0% |
| Hospital Sales Tax Fund | 51,147 | 48,750 | 48,750 | 48,750 | 48,750 | - 0.0% |
| Public Works Sales Tax Fund | 76,706 | 73,125 | 73,125 | 73,125 | 73,125 | - 0.0% |
| KPU Enterprise Fund | 179,000 | 52,560 | 52,560 | 52,560 | 52,560 | - 0.0% |
| Total Funding | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Mayor and Council

Community Grant Program 1110-150

PROGRAM OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | 2016 | 2015 Adopted/2016 | | |
|------------------------------------|----------------|----------------|------------------|----------------|-------------------|------------|------|
| | Actual | Adopted | Amended Estimate | | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 610 02 Community Agency Grants | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - | 0.0% |
| Contract/Purchased Services | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - | 0.0% |
| Total Expenditures by Type | 358,000 | 360,408 | 378,352 | 378,352 | 360,408 | - | 0.0% |

NARRATIVE

610-02 Community Agency Grants: \$360,408 - This account provides for expenditures for the Mayor and City Council's Community Agency Grant Program.

CITY OF KETCHIKAN
2016 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 the General Government and Ketchikan Public Utilities; and interprets, applies and prosecutes the ordinances and policies of the 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 | 2014 | | 2015 | | 2016 Budget | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Operations | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |
| Total | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

| Expenditures by Category | 2014 | | 2015 | | 2016 Budget | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|-----------------|------------------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Personnel Services and Benefits | 99,134 | 117,977 | 121,177 | 116,300 | 78,636 | (39,341) | -33.3% |
| Supplies | 16,603 | 28,800 | 28,800 | 27,850 | 28,800 | - | 0.0% |
| Contract/Purchased Services | 198,442 | 229,552 | 229,552 | 225,432 | 233,402 | 3,850 | 1.7% |
| Minor Capital Outlay | 4,210 | 5,500 | 2,300 | 1,250 | 5,500 | - | 0.0% |
| Interdept'l Charges | 1,296 | 1,300 | 1,300 | 1,000 | 900 | (400) | -30.8% |
| Total | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

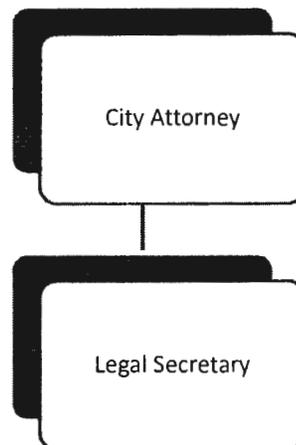
| Funding Source | 2014 | | 2015 | | 2016 Budget | 2015 Adopted/2016 | |
|---------------------------|----------------|----------------|----------------|-----------------|------------------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| General Fund | 118,699 | 154,819 | 154,819 | 152,902 | 144,648 | (10,171) | -6.6% |
| Solid Waste Services Fund | 11,093 | 12,600 | 12,600 | 12,900 | 11,180 | (1,420) | -11.3% |
| Wastewater Fund | 8,440 | 9,590 | 9,590 | 9,160 | 8,510 | (1,080) | -11.3% |
| Harbor Fund | 6,042 | 6,865 | 6,865 | 6,560 | 6,090 | (775) | -11.3% |
| Port Fund | 9,175 | 10,425 | 10,425 | 9,950 | 9,250 | (1,175) | -11.3% |
| KPU Enterprise Fund | 166,236 | 188,830 | 188,830 | 180,360 | 167,560 | (21,270) | -11.3% |
| Total | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

| Full-time Equivalent Personnel | 2014 | | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|---------------|-------------------|--------------------------|--|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % | |
| Operations | 1.00 | 1.25 | 1.25 | 1.00 | 48,326 | (0.25) | -20.0% | |
| Total | 1.00 | 1.25 | 1.25 | 1.00 | 48,326 | (0.25) | -20.0% | |

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 2016

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 2016 include the following:

- Maintain accessibility to City officers and employees; and
- Update and streamline office procedures.

ACCOMPLISHMENTS FOR 2015

- Devoted extensive time concerning various procurement and other issues related to the PeaceHealth Hospital Expansion Project;
- Devoted substantial efforts concerning various personnel and labor grievance arbitrations;
- Facilitated the completion of the recodification of Ketchikan Municipal Code;
- Devoted extensive time regarding Whitman Hydroelectric Project, including the damaged turbines and insurance claim;
- Facilitated efforts with the Finance Department to collect revenue in the form of fines in City criminal convictions transferred from the State Court System to the City;
- Finalized solid waste disposal contract with Regional Disposal Company;
- Devoted substantial efforts towards reimbursement of the costs associated with the demolition of the building located at 420/422 Water Street;
- Facilitated hiring and training replacement staff for retiring Paralegal;
- Expended substantial time on issues related to the UV Chloramination facility;
- Devoted substantial time to the process of bidding and contracts for sale of surplus and tax foreclosed properties currently owned by the City; and
- Other accomplishments which have been set forth in periodic reports to the City Council.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 99,134 | 117,977 | 121,177 | 116,300 | 78,636 | (39,341) | -33.3% |
| Supplies | 16,603 | 28,800 | 28,800 | 27,850 | 28,800 | - | 0.0% |
| Contract/Purchased Services | 198,442 | 229,552 | 229,552 | 225,432 | 233,402 | 3,850 | 1.7% |
| Minor Capital Outlay | 4,210 | 5,500 | 2,300 | 1,250 | 5,500 | - | 0.0% |
| Interdepartmental Charges | 1,296 | 1,300 | 1,300 | 1,000 | 900 | (400) | -30.8% |
| Total Expenditures | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

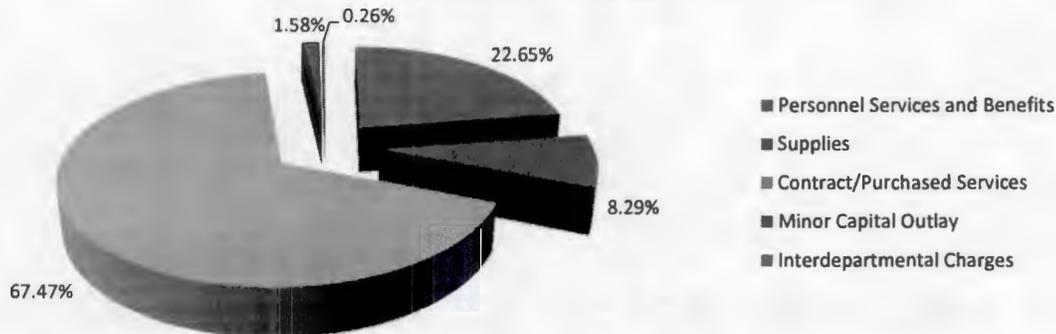
CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Attorney

Operations 1120-110

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 118,699 | 154,819 | 154,819 | 152,902 | 144,648 | (10,171) | -6.6% |
| Solid Waste Fund | 11,093 | 12,600 | 12,600 | 12,900 | 11,180 | (1,420) | -11.3% |
| Wastewater Fund | 8,440 | 9,590 | 9,590 | 9,160 | 8,510 | (1,080) | -11.3% |
| Harbor Fund | 6,042 | 6,865 | 6,865 | 6,560 | 6,090 | (775) | -11.3% |
| Port Fund | 9,175 | 10,425 | 10,425 | 9,950 | 9,250 | (1,175) | -11.3% |
| KPU Enterprise Fund | 166,236 | 188,830 | 188,830 | 180,360 | 167,560 | (21,270) | -11.3% |
| Total Funding | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|-------------------|---------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Paralegal | 1.00 | 0.25 | 0.25 | - | - | (0.25) | -100.0% |
| Legal Secretary | - | 1.00 | 1.00 | 1.00 | 48,326 | - | 0.0% |
| Total | 1.00 | 1.25 | 1.25 | 1.00 | 48,326 | (0.25) | -20.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$39,341, or by 33.3%, due to the retirement of the Paralegal and filling the resulting vacancy at the level of Legal Secretary, which was offset by a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015 and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.
- Service Charges & Fees (Account No. 630-06) increased by \$2,850, or by 335.3%, due to State of Alaska Court System filing fees increasing by 55% as of August 15, 2015. It is anticipated litigation next year will involve out of state defendants and service by publication, which will increase costs in this account. The Borough office now acts as an e-recording center since the closure of the local recording office and charges a \$10.00 service fee for recording of documents.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Attorney

Operations 1120-110

- Travel-Training and Education (Account No. 600-03) increased by \$1,000, or by 100%, in anticipation of the Legal Secretary becoming qualified for the position of Paralegal in February 2017. The Legal Secretary completed an Associate Degree in Paralegal Studies in August 2015 and is continuing studies in a Bachelors Degree in Legal Studies (expected graduation August 2016). The department's goal is for the Legal Secretary to obtain National Certification as a Paralegal

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 57,729 | 58,477 | 58,477 | 58,000 | 48,326 | (10,151) | -17.4% |
| 502 01 Temporary Wages | 2,500 | 6,500 | 6,400 | 2,200 | 6,500 | - | 0.0% |
| 505 00 Payroll Taxes | 4,350 | 5,000 | 6,400 | 6,400 | 4,170 | (830) | -16.6% |
| 506 00 Pension | 13,774 | 12,900 | 13,400 | 13,400 | 10,600 | (2,300) | -17.8% |
| 507 00 Health and Life Insurance | 19,249 | 33,800 | 31,100 | 30,900 | 7,300 | (26,500) | -78.4% |
| 507 30 Workers Compensation | 237 | 400 | 400 | 400 | 310 | (90) | -22.5% |
| 508 00 Other Benefits | 1,295 | 900 | 5,000 | 5,000 | 1,430 | 530 | 58.9% |
| Personnel Services and Benefits | 99,134 | 117,977 | 121,177 | 116,300 | 78,636 | (39,341) | -33.3% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 860 | 2,700 | 2,700 | 2,200 | 2,700 | - | 0.0% |
| 510 05 Small Tools and Equipment | 599 | 300 | 300 | 300 | 300 | - | 0.0% |
| 520 02 Postage | 122 | 800 | 800 | 350 | 800 | - | 0.0% |
| 530 03 Professional and Trade Publications | 15,022 | 25,000 | 25,000 | 25,000 | 25,000 | - | 0.0% |
| Supplies | 16,603 | 28,800 | 28,800 | 27,850 | 28,800 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | - | 2,000 | 2,000 | - | 2,000 | - | 0.0% |
| 600 02 Travel-Training | - | 1,000 | 1,000 | - | 1,000 | - | 0.0% |
| 600 03 Travel-Training and Education | - | 1,000 | 1,000 | 1,000 | 2,000 | 1,000 | 100.0% |
| 605 01 Ads & Public Announcements | 126 | 2,000 | 2,000 | 1,500 | 2,000 | - | 0.0% |
| 615 01 Professional and Technical Licenses | - | 100 | 100 | 90 | 100 | - | 0.0% |
| 630 06 Service Charges and Fees | 775 | 850 | 850 | 840 | 3,700 | 2,850 | 335.3% |
| 635 07 Machinery & Equipment Maint Services | 412 | 700 | 700 | 650 | 700 | - | 0.0% |
| 640 01 Legal and Accounting Services | 195,754 | 219,802 | 219,802 | 219,802 | 219,802 | - | 0.0% |
| 640 04 Management & Consulting Services | - | - | - | - | - | - | NA |
| 650 01 Telecommunications | 1,071 | 2,000 | 2,000 | 1,500 | 2,000 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 304 | 100 | 100 | 50 | 100 | - | 0.0% |
| Contract/Purchased Services | 198,442 | 229,552 | 229,552 | 225,432 | 233,402 | 3,850 | 1.7% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 1,000 | 1,000 | 500 | 1,000 | - | 0.0% |
| 725 00 Machinery & Equipment | - | 500 | 500 | 250 | 500 | - | 0.0% |
| 725 01 Computers, Printers and Copiers | 3,754 | 3,500 | 300 | - | 3,500 | - | 0.0% |
| 735 00 Software | 456 | 500 | 500 | 500 | 500 | - | 0.0% |
| Minor Capital Outlay | 4,210 | 5,500 | 2,300 | 1,250 | 5,500 | - | 0.0% |

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 City Attorney

Operations 1120-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Interdepartmental Charges | | | | | | | |
| 825 01 Insurance Premiums and Claims | 1,296 | 1,300 | 1,300 | 1,000 | 900 | (400) | -30.8% |
| Interdepartmental Charges | 1,296 | 1,300 | 1,300 | 1,000 | 900 | (400) | -30.8% |
| Total Expenditures by Type | 319,685 | 383,129 | 383,129 | 371,832 | 347,238 | (35,891) | -9.4% |

NARRATIVE

500-01 Regular Salaries and Wages: \$48,326 – This account provides for the cost of the annual salary paid to the Law Department’s Legal Secretary.

502-01 Temporary Wages: \$6,500 - This account provides for compensation paid for temporary personnel services for those occasions when the Paralegal or Legal Secretary is absent.

505-00 Payroll Taxes: \$4,170 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$10,600 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$7,300 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$310 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$1,430 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$2,700 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510-05 Small Tools and Equipment: \$300 - This account provides for minor tools and operating and office equipment with a value of less than \$1,000. Included are computer accessories, space heaters, calculators, file cabinets and similar types of minor tools and equipment.

520-02 Postage: \$800 - This account provides for postal related services such as postage, express delivery and mailing materials.

530-03 Professional and Technical Publications: \$25,000 - This account provides for subscription costs to professional and technical publications. Included are electronic subscription services for legal research (BNA Labor and Employment Law Resource Center, Westlaw Database) as well as subscriptions to maintain the Law Department’s library; *i.e.*, Alaska Statutes, Alaska Digest, Alaska Administrative Code and Pacific Reporter. The total costs of the BNA Labor and Employment Law Resource Center is to be split between the Law Department and the Human Resources Division.

600-01 Travel-Business: \$2,000 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business or litigation.

600-02 Travel-Training: \$1,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Travel-Training and Education: \$2,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$2,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices and recruiting.

615-01 Professional and Technical Licenses: \$100 - This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid for the Paralegal's Notary Public Commission.

630-06 Service Charges and Fees: \$3,700 - This account provides 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 for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the Law Department. This account includes labor and materials required to provide the service to the Law Department's facsimile and color copier.

640-01 Legal and Accounting Services: \$219,802 - This account provides 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 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 for solid waste utility services associated with incineration of Law Department files that are no longer retained according to the retention schedule.

715-00 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets and storage cabinets.

725-00 Machinery and Equipment: \$500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

725-01 Computers, Printers and Copiers: \$3,500 - This account provides for the computers, printers and copiers that may be required to be replaced during the course of the year.

735-00 Software: \$500 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825-01 Interdepartmental Charges - Insurance: \$900 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |
| Total | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |

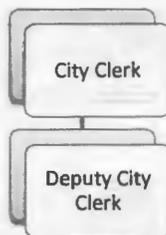
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 213,843 | 220,741 | 223,841 | 223,520 | 231,635 | 10,894 | 4.9% |
| Supplies | 4,164 | 6,673 | 6,323 | 6,320 | 6,870 | 197 | 3.0% |
| Contract/Purchased Services | 30,783 | 39,801 | 37,651 | 37,650 | 47,200 | 7,399 | 18.6% |
| Minor Capital Outlay | - | 1,000 | 3,500 | 3,500 | 2,000 | 1,000 | 100.0% |
| Interdept'l Charges | 707 | 2,500 | 2,500 | 2,000 | 2,100 | (400) | -16.0% |
| Total | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 92,638 | 100,515 | 101,665 | 101,370 | 107,595 | 7,080 | 7.0% |
| Solid Waste Services Fund | 8,658 | 9,390 | 9,500 | 9,470 | 10,060 | 670 | 7.1% |
| Wastewater Fund | 6,587 | 7,150 | 7,230 | 7,210 | 7,650 | 500 | 7.0% |
| Harbor Fund | 4,715 | 5,120 | 5,180 | 5,160 | 5,480 | 360 | 7.0% |
| Port Fund | 7,161 | 7,770 | 7,860 | 7,830 | 8,320 | 550 | 7.1% |
| KPU Enterprise Fund | 129,738 | 140,770 | 142,380 | 141,950 | 150,700 | 9,930 | 7.1% |
| Total | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |

| Full-time Equivalent Personnel | 2014 | 2014 | | 2015 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 2.00 | 2.00 | 2.00 | 2.00 | 131,465 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 131,465 | - | 0.0% |

MISSION STATEMENT

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



GOALS FOR 2016

- Maintain the same level of service to the City Council, staff and citizens of Ketchikan.
- Continue to operate the City Clerk's Office in a manner that reflects positively on the City of Ketchikan.
- Complete the inventory and, as appropriate, destruction of many departments' records that are stored at the Public Works building.
- Continue an effort toward as much transparency as possible in order to engage the public in many aspects of Council and City operations.

ACCOMPLISHMENTS FOR 2015

- Conducted a regular election on October 6, 2015. Two councilmembers were elected for a three-year term, one councilmember was elected for a one-year term, and a mayor was elected for a three-year term.
- Continued training on the City-wide records program with multiple departments and divisions.
- As part of the City-wide records program, began an extensive inventory and, as appropriate, destruction of many departments' records that are stored at the Public Works building.
- In conjunction with the City Attorney, continued the effort of updating the Ketchikan Municipal Code.

DIVISION SUMMARY

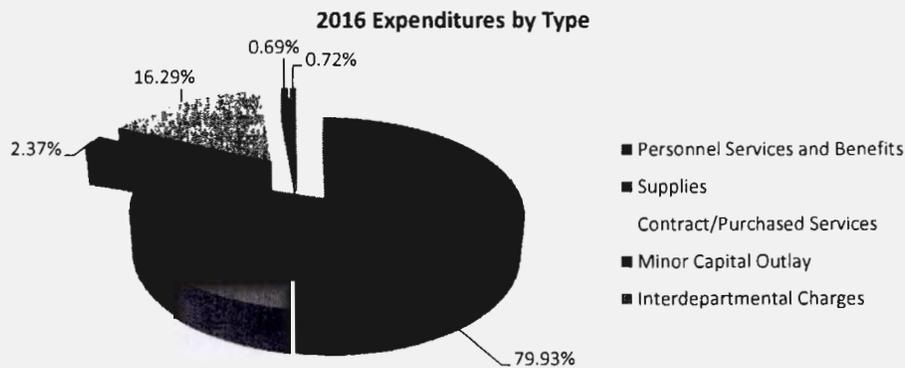
| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---------------------------------|----------------|----------------|------------------|----------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended Estimate | Budget | Incr(Decr) | % | |
| Personnel Services and Benefits | 213,843 | 220,741 | 223,841 | 223,520 | 231,635 | 10,894 | 4.9% |
| Supplies | 4,164 | 6,673 | 6,323 | 6,320 | 6,870 | 197 | 3.0% |
| Contract/Purchased Services | 30,783 | 39,801 | 37,651 | 37,650 | 47,200 | 7,399 | 18.6% |
| Minor Capital Outlay | - | 1,000 | 3,500 | 3,500 | 2,000 | 1,000 | 100.0% |
| Interdepartmental Charges | 707 | 2,500 | 2,500 | 2,000 | 2,100 | (400) | -16.0% |
| Total Expenditures | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Clerk

Operations 1130-110

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 92,638 | 100,515 | 101,665 | 101,370 | 107,595 | 7,080 | 7.0% |
| Solid Waste Fund | 8,658 | 9,390 | 9,500 | 9,470 | 10,060 | 670 | 7.1% |
| Wastewater Fund | 6,587 | 7,150 | 7,230 | 7,210 | 7,650 | 500 | 7.0% |
| Harbor Fund | 4,715 | 5,120 | 5,180 | 5,160 | 5,480 | 360 | 7.0% |
| Port Fund | 7,161 | 7,770 | 7,860 | 7,830 | 8,320 | 550 | 7.1% |
| KPU Enterprise Fund | 129,738 | 140,770 | 142,380 | 141,950 | 150,700 | 8,320 | 7.1% |
| Total Funding | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 83,549 | - | 0.0% |
| Deputy Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 47,916 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 131,465 | - | 0.0% |



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$10,894, or by 4.9 %, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.
- Software Maintenance Services (Account No. 635-04) increased by \$6,900 or by 313.6 %, due to the rising cost of agenda preparation/minutes production software, which has multiple advantages for not only the City Clerk's Office but for staff as the Council agendas are prepared and minutes are completed in a more timely fashion.
- Computers, Printers and Copiers (Account No 725-01) increased by \$2,000 or 100%, in order to acquire a new laptop for the City Clerk's Office that will be used at City Council meetings.

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 City Clerk

Operations 11:30-110

| DIVISION OPERATING BUDGET DETAIL | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|--|
| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % | |
| Personnel Services and Benefits | | | | | | | | |
| 500 01 Regular Salaries and Wages | 120,654 | 124,951 | 127,900 | 127,900 | 131,465 | 6,514 | 5.2% | |
| 501 01 Overtime Wages | 2,072 | 1,500 | 1,200 | 1,200 | 1,500 | - | 0.0% | |
| 502 01 Temporary Wages | 1,127 | 2,900 | 2,347 | 2,300 | 2,900 | - | 0.0% | |
| 505 00 Payroll Taxes | 8,892 | 10,050 | 9,918 | 9,700 | 10,390 | 340 | 3.4% | |
| 506 00 Pension | 29,086 | 27,800 | 27,936 | 27,900 | 29,190 | 1,390 | 5.0% | |
| 507 00 Health and Life Insurance | 45,994 | 50,200 | 51,200 | 51,200 | 51,000 | 800 | 1.6% | |
| 507 30 Workers Compensation | 579 | 720 | 720 | 700 | 730 | 10 | 1.4% | |
| 508 00 Other Benefits | 4,564 | 1,870 | 1,870 | 1,870 | 3,710 | 1,840 | 98.4% | |
| 509 05 Allowances-Expense | 875 | 750 | 750 | 750 | 750 | - | 0.0% | |
| Personnel Services and Benefits | 213,843 | 220,741 | 223,841 | 223,520 | 231,635 | 10,894 | 4.9% | |
| Supplies | | | | | | | | |
| 510 01 Office Supplies | 2,855 | 3,851 | 3,851 | 3,850 | 4,000 | 149 | 3.9% | |
| 510 02 Operating Supplies | 1,083 | 2,352 | 2,002 | 2,000 | 2,400 | 48 | 2.0% | |
| 520 02 Postage | 77 | 300 | 300 | 300 | 300 | - | 0.0% | |
| 530 02 Periodicals | 149 | 170 | 170 | 170 | 170 | - | 0.0% | |
| Supplies | 4,164 | 6,673 | 6,323 | 6,320 | 6,870 | 197 | 3.0% | |
| Contract/Purchased Services | | | | | | | | |
| 600 01 Travel-Business | - | - | - | - | - | - | NA | |
| 600 02 Travel-Training | 5,614 | 6,500 | 6,500 | 6,500 | 6,500 | - | 0.0% | |
| 600 03 Travel-Training and Education | 2,000 | 2,400 | 2,400 | 2,400 | 2,400 | - | 0.0% | |
| 605 01 Advertising & Public Announcements | 10,698 | 12,800 | 12,100 | 12,100 | 13,000 | 200 | 1.6% | |
| 605 02 Publishing Marketing | - | - | - | - | - | - | NA | |
| 605 03 Printing and Binding | 2,085 | 1,750 | 2,100 | 2,100 | 2,100 | 350 | 20.0% | |
| 615 01 Professional and Technical Licenses | 90 | - | - | - | - | - | NA | |
| 615 02 Assn. Membership Dues & Fees | 500 | 750 | 750 | 750 | 750 | - | 0.0% | |
| 630 05 Software Licenses | - | - | - | - | - | - | NA | |
| 635 01 Government Contractual Services | 1,311 | 1,750 | 1,750 | 1,750 | 1,750 | - | NA | |
| 635 04 Software Maintenance Services | 2,194 | 2,200 | 2,200 | 2,200 | 9,100 | 6,900 | 313.6% | |
| 635 07 Machinery & Equipment Maint Services | 326 | 500 | 500 | 500 | 500 | - | 0.0% | |
| 635 12 Technical Services | 4,582 | 9,351 | 7,551 | 7,550 | 9,300 | (51) | -0.5% | |
| 650 01 Telecommunications | 1,358 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% | |
| 650 02 Electric, Water, Sewer & Solid Waste | 25 | 300 | 300 | 300 | 300 | - | 0.0% | |
| Contract/Purchased Services | 30,783 | 39,801 | 37,651 | 37,650 | 47,200 | 7,399 | 18.6% | |
| Minor Capital | | | | | | | | |
| 715 00 Furniture and Fixtures | - | - | - | - | - | - | NA | |
| 725 00 Machinery & Equipment | - | 1,000 | 3,500 | 3,500 | - | (1,000) | -100.0% | |
| 725 01 Computers, Printers & Copiers | - | - | - | - | 2,000 | 2,000 | NA | |
| Minor Capital Outlay | - | 1,000 | 3,500 | 3,500 | 2,000 | 1,000 | 100.0% | |
| Interdepartmental Charges | | | | | | | | |
| 825 01 Insurance Premiums and Claims | 707 | 2,500 | 2,500 | 2,000 | 2,100 | (400) | -16.0% | |
| Interdepartmental Charges | 707 | 2,500 | 2,500 | 2,000 | 2,100 | (400) | -16.0% | |
| Total Expenditures by Type | 249,497 | 270,715 | 273,815 | 272,990 | 289,805 | 19,090 | 7.1% | |

NARRATIVE

500-01 Regular Salaries and Wages: \$131,465 – This account provides for compensation paid to all regular salaried and hourly employees of the City Clerk's Office.

501-01 Overtime Wages: \$1,500 - This account provides for compensation paid to the Deputy Clerk for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$2,900 - This account provides for compensation paid for fill-in assistance when the City Clerk and Deputy Clerk are out of the office.

505-00 Payroll Taxes: \$10,390 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$29,190 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$51,000 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$730 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$3,710 – 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.

509-05 Allowances - Expense: \$750 - This account provides for the cost of the \$25 per meeting vehicle expense stipend granted to the City Clerk for attending City Council meetings as well as other incidental expenses.

510-01 Office Supplies: \$4,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, toner cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines, and tape dispensers.

510-02 Operating Supplies: \$2,400 - This account provides for minutes, resolution and ordinance books; specialized supplies for archival records and election supplies.

520-02 Postage: \$300 - This account provides 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 for a subscription to the Ketchikan Daily News.

600-02 Travel-Training: \$6,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. Both the City Clerk and Deputy City Clerk attend the International Institute of Municipal Clerks Annual Conference as well as the Alaska Association of Municipal Clerks Annual Conference.

600-03 Training and Education: \$2,400 - This account provides for registration fees for both the City Clerk and Deputy City Clerk to attend the International Institute of Municipal Clerks Annual Conference as well as the Alaska Association of Municipal Clerks Annual Conference.

605-01 Advertising and Public Announcements: \$13,000 - This account provides for advertising and announcements primarily in the local newspaper. Included are legal notices, election notices, agenda advertisements, special meeting announcements, etc.

605-03 Printing and Binding: \$2,100 – This account provides for job printing and binding services. Included is the printing of election ballots.

615-02 Assn. Membership Dues & Fees: \$750 – This account provides for memberships for the City Clerk and Deputy Clerk in both the International Institute of Municipal Clerks and the Alaska Association of Municipal Clerks.

635-01 Governmental Contractual Services: \$1,750 - This account provides for the reimbursement paid to the Ketchikan Gateway Borough for compensation paid to election workers.

635-04 Software Maintenance Services: \$9,100 - This account provides for maintenance agreements to support specific software the City Clerk's Office uses as well as the maintenance agreement for the color scanner in the Clerk's Office.

635-07 Machinery & Equipment Maintenance Services: \$500 - This account provides for services for the repair and maintenance of office equipment such as transcribers and recorders.

635-12 Technical Services: \$9,300 - This account provides for programming of the memory cards for elections as well as codification updates to the Ketchikan Municipal Code.

650-01 Telecommunications: \$1,500 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, long-distance, and the iPad 4G network.

650-02 Electric, Water, Sewer & Solid Waste: \$300 - This account provides primarily for the disposal of records of the City Clerk's Office that have reached the end of retention life.

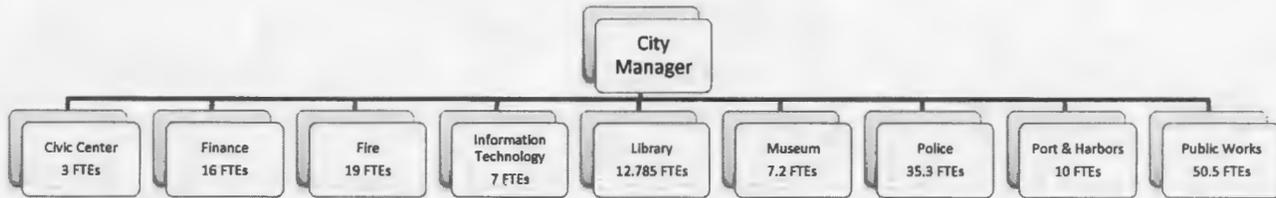
725-00 Machinery and Equipment: \$2,000 - This account provides for replacement of the laptop the City Clerk uses at meetings.

825-01 Interdepartmental Charges – Insurance: \$2,100 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 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 budget in excess of \$75.0 million annually.



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

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 265,363 | 275,480 | 279,080 | 276,529 | 289,190 | 13,710 | 5.0% |
| Human Resources | 376,836 | 418,460 | 414,860 | 407,175 | 409,869 | (8,591) | -2.1% |
| Capital Improvement Program | 12,363 | - | - | - | - | - | NA |
| Total | 654,562 | 693,940 | 693,940 | 683,704 | 699,059 | 5,119 | 0.7% |

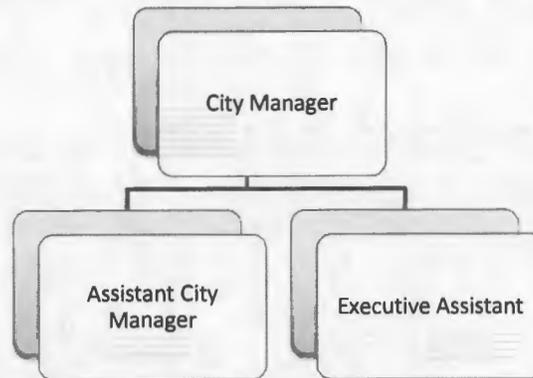
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 528,233 | 537,799 | 545,099 | 542,700 | 570,929 | 33,130 | 6.2% |
| Supplies | 26,700 | 32,287 | 32,307 | 32,092 | 32,465 | 178 | 0.6% |
| Contract/Purchased Services | 90,990 | 122,254 | 114,934 | 109,037 | 96,665 | (25,589) | -20.9% |
| Minor Capital Outlay | 3,322 | 2,500 | 2,500 | 2,175 | 1,000 | (1,500) | -60.0% |
| Interdept'l Charges/Reimbursable Credits | (7,046) | (900) | (900) | (2,300) | (2,000) | (1,100) | 122.2% |
| Major Capital Outlay | 12,363 | - | - | - | - | - | NA |
| Total | 654,562 | 693,940 | 693,940 | 683,704 | 699,059 | 5,119 | 0.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 437,789 | 455,309 | 456,713 | 450,587 | 463,229 | 7,920 | 1.7% |
| Solid Waste Fund | 22,284 | 24,080 | 24,080 | 23,725 | 24,250 | 170 | 0.7% |
| Wastewater Fund | 16,954 | 18,320 | 18,320 | 18,050 | 18,450 | 130 | 0.7% |
| Harbor Fund | 12,138 | 13,115 | 13,115 | 12,922 | 13,220 | 105 | 0.8% |
| Port Fund | 18,431 | 19,916 | 19,916 | 19,622 | 20,060 | 144 | 0.7% |
| KPU Enterprise Fund | 146,966 | 163,199 | 161,795 | 158,798 | 159,850 | (3,349) | -2.1% |
| Total | 654,562 | 693,940 | 693,940 | 683,704 | 699,059 | 5,119 | 0.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|--------------------------------|-------------|-------------|-------------|-------------|-------------------|------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 1.50 | 1.50 | 1.50 | 1.50 | 170,930 | - | 0.0% |
| Human Resources | 3.00 | 3.00 | 3.00 | 3.00 | 208,469 | - | 0.0% |
| Total | 4.50 | 4.50 | 4.50 | 4.50 | 379,399 | - | 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 2016

- Provide timely information and recommendations to the City Council.
- 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.
- Continue management oversight of Ketchikan Public Utilities.
- Work with the department heads, in order to move forward with City Council approved Capital Improvement Programs.
- Work with NAC Architecture, DOWL and Layton Construction Co./Dawson Joint Venture, in order to complete Phase I of the Ketchikan Medical Center Expansion Project. Continue oversight of the Transition Phase of the project.
- Offer comments to the Local Boundary Commission as the City Council determines appropriate regarding the petition to establish the City of Ward Cove.
- Prepare the draft 2017 General Government Annual Budget.
- Work with the Human Resources Division and Victor-Four Labor Relations to negotiate new collective bargaining agreements with those unions that did not finalize contracts in 2015.

- Continue to participate as staff to the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.

ACCOMPLISHMENTS FOR 2015

- Continued management and oversight responsibility of Ketchikan Public Utilities.
- Submitted the draft 2016 General Government Annual Budget.
- Working closely with state lobbyist Ray Matiashowski, staff successfully lobbied the Legislature to secure a \$7.0 million appropriation for the replacement of Water Street Trestle No. 2 and a \$1,310,000 municipal harbor matching grant for the replacement of Hole-in-the-Wall Harbor.
- Worked with NAC Architecture, DOWL and Layton Construction Co./Dawson Joint Venture, in order to continue oversight of Phase I of the Ketchikan Medical Center Expansion Project.
- Worked with the Human Resources Division to successfully negotiate new collective bargaining agreements with General Government IBEW, Local 1547 and the Ketchikan Professional Firefighters Association, IAFF, Local 2761.
- Continued to participate as staff to the Ketchikan Gateway Borough/City of Ketchikan Cooperative Relations, Lobbying Executive and Legislative Liaison Committees.
- Continued to update and keep current the General Government and Ketchikan Public Utilities' website.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Personnel Services and Benefits | 248,505 | 247,831 | 251,331 | 250,050 | 261,420 | 13,589 | 5.5% |
| Supplies | 7,908 | 11,447 | 11,467 | 11,377 | 11,625 | 178 | 1.6% |
| Contract/Purchased Services | 15,889 | 18,502 | 18,582 | 18,327 | 20,445 | 1,943 | 10.5% |
| Minor Capital Outlay | 1,190 | 2,500 | 2,500 | 2,175 | 1,000 | (1,500) | -60.0% |
| Interdept' Charges/Reimbursable Credits | (8,129) | (4,800) | (4,800) | (5,400) | (5,300) | (500) | 10.4% |
| Total | 265,363 | 275,480 | 279,080 | 276,529 | 289,190 | 13,710 | 5.0% |

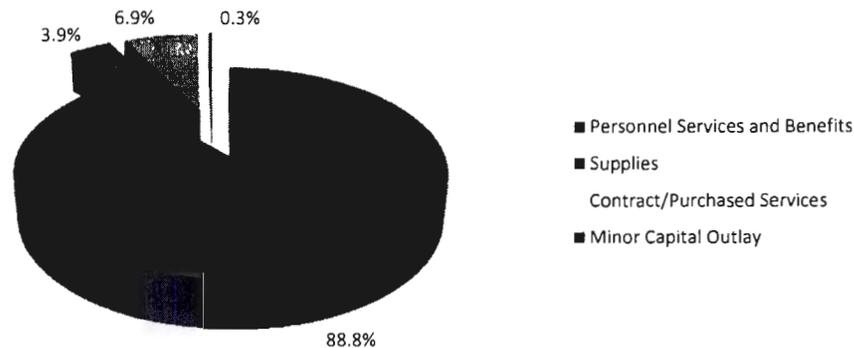
| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| General Fund | 236,518 | 245,535 | 248,744 | 246,470 | 257,760 | 12,225 | 5.0% |
| Solid Waste Fund | 9,208 | 9,559 | 9,684 | 9,596 | 10,030 | 471 | 4.9% |
| Wastewater Fund | 7,006 | 7,273 | 7,368 | 7,300 | 7,630 | 357 | 4.9% |
| Harbor Fund | 5,015 | 5,207 | 5,275 | 5,226 | 5,470 | 263 | 5.1% |
| Port Fund | 7,616 | 7,906 | 8,010 | 7,936 | 8,300 | 394 | 5.0% |
| Total | 265,363 | 275,480 | 279,080 | 276,529 | 289,190 | 13,710 | 5.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

Operations Division 1140-110

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr (Decr) | % |
| City Manager | 0.50 | 0.50 | 0.50 | 0.50 | 77,877 | - | 0.0% |
| Assistant City Manager | 0.50 | 0.50 | 0.50 | 0.50 | 63,130 | - | 0.0% |
| Executive Assistant | 0.50 | 0.50 | 0.50 | 0.50 | 29,923 | - | 0.0% |
| Total | 1.50 | 1.50 | 1.50 | 1.50 | 170,930 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personal Services and Benefits increased by \$13,589 or by 5.5%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 161,259 | 162,731 | 166,331 | 166,300 | 170,930 | 8,199 | 5.0% |
| 501 01 Overtime Wages | | 1,000 | 900 | 350 | 1,000 | - | 0.0% |
| 502 01 Temporary Wages | 3,776 | 2,000 | 1,891 | 1,400 | 2,000 | - | 0.0% |
| 505 00 Payroll Taxes | 10,953 | 12,700 | 12,700 | 12,500 | 13,350 | 650 | 5.1% |
| 506 00 Pension | 38,475 | 36,000 | 36,107 | 36,100 | 37,800 | 1,800 | 5.0% |
| 507 00 Insurance Benefits-Health/Life | 24,564 | 29,800 | 29,800 | 29,800 | 30,500 | 700 | 2.3% |
| 507 30 Insurance Benefits-Workers Comp | 739 | 900 | 902 | 900 | 920 | 20 | 2.2% |
| 508 00 Other Benefits | 8,474 | 2,400 | 2,400 | 2,400 | 4,620 | 2,220 | 92.5% |
| 509 10 Allowances-Add'l Life Benefit | 265 | 300 | 300 | 300 | 300 | - | 0.0% |
| Personnel Services and Benefits | 248,505 | 247,831 | 251,331 | 250,050 | 261,420 | 13,589 | 5.5% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

Operations Division 1140-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 5,535 | 9,500 | 9,500 | 9,500 | 9,500 | - | 0.0% |
| 510 04 Janitorial Supplies | 1,458 | - | - | - | - | - | NA |
| 515 01 Vehicle Maintenance Materials | 151 | 237 | 237 | 237 | 300 | 63 | 26.6% |
| 520 02 Postage | 200 | 190 | 190 | 190 | 200 | 10 | 5.3% |
| 525 04 Vehicle Motor Fuel & Lubricants | 395 | 570 | 570 | 500 | 625 | 55 | 9.6% |
| 535 02 Business and Meal Expenses | 169 | 950 | 970 | 950 | 1,000 | 50 | 5.3% |
| Supplies | 7,908 | 11,447 | 11,467 | 11,377 | 11,625 | 178 | 1.6% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 4,401 | 5,107 | 4,757 | 4,757 | 6,875 | 1,768 | 34.6% |
| 605 02 Advertising and Public Announcements | | 475 | 475 | 300 | 300 | (175) | -36.8% |
| 615 02 Assn. Membership Dues & Fees | 2,753 | 3,325 | 3,325 | 3,325 | 3,325 | - | 0.0% |
| 630 03 Bank & Merchant Fees | | | 45 | | | | NA |
| 630 06 Service Charges and Fees | | | 35 | | | | NA |
| 635 07 Machinery & Equip Maint Services | 5,481 | 6,650 | 6,650 | 6,650 | 6,650 | - | 0.0% |
| 650 01 Telecommunications | 3,254 | 2,850 | 3,200 | 3,200 | 3,200 | 350 | 12.3% |
| 650 02 Electric, Water, Sewer & Solid Waste | | 95 | 95 | 95 | 95 | - | 0.0% |
| Contract/Purchased Services | 15,889 | 18,502 | 18,582 | 18,327 | 20,445 | 1,943 | 10.5% |
| Minor Capital | | | | | | | |
| 705 00 Furniture and Fixtures | 400 | 1,500 | 1,500 | 1,500 | 1,000 | (500) | -33.3% |
| 725 01 Computers, Printers & Copiers | 790 | 1,000 | 1,000 | 675 | | (1,000) | -100.0% |
| Minor Capital Outlay | 1,190 | 2,500 | 2,500 | 2,175 | 1,000 | (1,500) | -60.0% |
| Interdepartmental Charges/ Reimbursable Credits | | | | | | | |
| 825 01 Interdepartmental-Insurance | 910 | 3,200 | 3,200 | 2,600 | 2,700 | (500) | -15.6% |
| 890 00 Reimbursable Credits | (9,039) | (8,000) | (8,000) | (8,000) | (8,000) | - | 0.0% |
| Interdepartmental Charges | (8,129) | (4,800) | (4,800) | (5,400) | (5,300) | (500) | 10.4% |
| Total Expenditures by Type | 265,363 | 275,480 | 279,080 | 276,529 | 289,190 | 13,710 | 5.0% |

NARRATIVE

500-01 Regular Salaries and Wages: \$170,930 – This account provides 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 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 for the compensation paid for temporary secretarial/clerical help for those occasions when the Executive Assistant is on leave or for additional hours worked when workloads are unusually heavy.

505-00 Payroll Taxes: \$13,350 – This account provides for employer contributions to Social Security and Medicare and other similar payroll taxes.

506-00 Pension: \$37,800 – This account provides for employer contributions to retirement plans.

507-00 Insurance Benefits-Health: \$30,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Insurance Benefits-Workers Compensation: \$920 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$4,620 – 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.

509-10 Allowances-Add'l Life Benefit: \$300 - This account provides for the reimbursement of life insurance premiums paid by the City Manager.

510-01 Office Supplies: \$9,500 – This account provides 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: \$300 – This account provides for the cost associated with the materials to maintain the department's vehicle.

520-02 Postage: \$200 – This account provides for the cost of postal related services such as postage and mailing materials.

525-04 Vehicle Motor Fuel and Lubricants: \$625 – This account provides for expenditures that involve the purchase of gasoline and other lubricants used for the operations of the division's vehicle.

535-02 Business and Meal Expenses: \$1,000 – This account provides for general expenses incurred by the City Manager's staff during the course of the year.

600-01 Travel - Business: \$6,875 – This account provides for the cost associated with business travel by the City Manager and office staff.

605-02 Advertising and Public Announcements: \$300 – This account provides for public notice and classified advertising expenses. Expenses include City Hall holiday closure notices, parking advisories, community agency funding ads, and low-speed vehicle postings.

615-02 Assn. Membership Dues & Fees: \$3,325 – This account provides for the cost of membership in the International City/County Management Association and the Alaska Municipal League.

635-07 Machinery & Equipment Maintenance Services: \$6,650 – This account provides for services for routine and non-routine maintenance associated with equipment located in the 3rd and 4th floor copier rooms.

650-01 Telecommunications: \$3,200 – This account provides for monthly charges, long-distance services, long-distance facsimile transmission, line rentals and maintenance of the phone system in the City Manager's Office.

650-02 Electric, Water, Sewer & Solid Waste: \$95 – This account provides for the cost associated with the destruction of records from the City Manager's Office that have reached the end of their retention life.

705-00 Furniture and Fixtures: \$1,000 – This account provides for the cost of office equipment and furniture.

825-01 Interdepartmental Charges-Insurance: \$2,700 – This account provides for the cost for risk management services.

890-00 Reimbursable Credits: (\$8,000) – This account provides for reimbursements from other departments for their share of the cost of operating the large volume copiers at City Hall, including copy paper.

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 2016

- Assist the City Manager's Office and Victor-Four Labor Relations in negotiating successor collective bargaining agreements with those unions that did not agree to new contracts in 2015.
- Continue management and employee training through UAS-Ketchikan Campus.
- Continue to update and maintain all City/KPU policies and procedures.
- Continue to enhance and streamline Human Resources systems, processes, records and work environment.
- Continue Matrix Consulting recommendations as necessary in all Human Resources areas.
- Continue restructuring of retention files and move storage room into closer proximity to the Human Resources Office.
- Continue 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, Workers' Compensation, FMLA and Payroll.
- Develop a plan to identify progression opportunities for all City/KPU employees.
- Continue to promote the City of Ketchikan as a great place to work and live.
- Implement new supervisory development program designed for newly promoted supervisors and/or current supervisors.

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

ACCOMPLISHMENTS FOR 2015

- Assisted various departments and divisions with position recruitment consisting of two management; twenty-two non-management; ninety-two temporary; eight promotions; and ten transfers. Recruitment efforts included advertising, conducting thorough background checks and orientation for all new employees.
- Assisted the City Manager's Office and Victor-Four Labor Relations in negotiating a new successor collective bargaining agreement with the International Brotherhood of Electrical Workers (IBEW) Local 1547, representing Public Works and Clerical employees.
- Continued working on desk top manuals for the Administrative Assistant and Safety Coordinator.
- Conducted monthly audits on sick leave usage, FMLA usage and premium pay.
- Conducted in-house training for City/KPU administration staff on processes/procedures and policies.
- Revised and updated several Human Resources employee forms.
- Restructured the records retention permanent files.
- Continued the Employee Service Award program.
- Monitored and continued to streamline the employee evaluation program.
- Continued support of the Horton Health initiative for all City/KPU employees.
- Conducted employee background checks as opposed to paying a third party to conduct the employer and/or reference check portion of the background process.
- Drafted a Telecom Tower Climbing and Fall Protection policy.
- Created an on-line exit survey for employees leaving City/KPU employment.
- Generated and distributed an employee survey relative to New World Systems.
- Continued the voluntary safety audits with the OSHA Inspector.
- Continued OSHA required safety training for General Government and KPU employees.
- Successfully administered the City's random alcohol and drug testing program.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

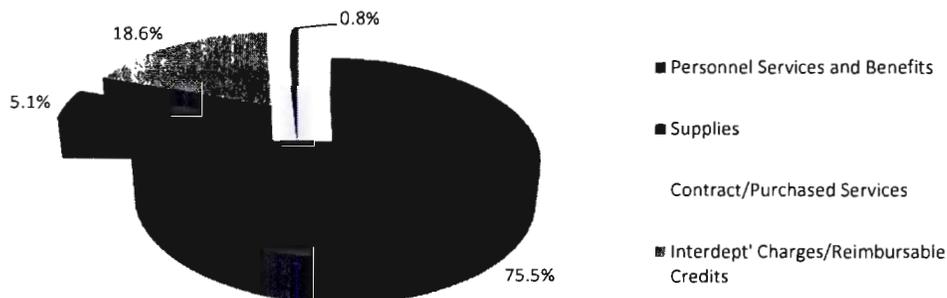
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Personnel Services and Benefits | 279,728 | 289,968 | 293,768 | 292,650 | 309,509 | 19,541 | 6.7% |
| Supplies | 18,792 | 20,840 | 20,840 | 20,715 | 20,840 | - | 0.0% |
| Contract/Purchased Services | 75,101 | 103,752 | 96,352 | 90,710 | 76,220 | (27,532) | -26.5% |
| Minor Capital Outlay | 2,132 | - | - | - | - | - | NA |
| Interdept' Charges/Reimbursable Credits | 1,083 | 3,900 | 3,900 | 3,100 | 3,300 | (600) | -15.4% |
| Total Expenditures | 376,836 | 418,460 | 414,860 | 407,175 | 409,869 | (8,591) | -2.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| General Fund | 188,908 | 209,774 | 207,969 | 204,117 | 205,469 | (4,305) | -2.1% |
| Solid Waste Fund | 13,076 | 14,521 | 14,396 | 14,129 | 14,220 | (301) | -2.1% |
| Wastewater Fund | 9,948 | 11,047 | 10,952 | 10,749 | 10,820 | (227) | -2.1% |
| Harbor Fund | 7,122 | 7,909 | 7,841 | 7,696 | 7,750 | (159) | -2.0% |
| Port Fund | 10,815 | 12,010 | 11,906 | 11,686 | 11,760 | (250) | -2.1% |
| KPU Enterprise Fund | 146,966 | 163,199 | 161,795 | 158,798 | 159,850 | (1,945) | -2.1% |
| Total Funding | 376,836 | 418,460 | 414,860 | 407,175 | 409,869 | (8,591) | -2.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr (Decr) | % |
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 | 98,135 | - | 0.0% |
| Safety Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 59,261 | - | 0.0% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 51,073 | - | 0.0% |
| Total | 3.00 | 3.00 | 3.00 | 3.00 | 208,469 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$19,541, or by 6.7%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.
- Management and Consulting Services (Account No. 640-04) decreased by \$24,500 or by 76.6% due to the cost of ongoing expenses for Victor-Four Labor Relations being encumbered against the 2015 fiscal year.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 191,826 | 197,468 | 200,460 | 200,400 | 208,469 | 11,001 | 5.6% |
| 502 01 Temporary Wages | 3,068 | 3,000 | 2,048 | 1,400 | 4,000 | 1,000 | 33.3% |
| 505 00 Payroll Taxes | 14,384 | 15,400 | 15,400 | 15,000 | 16,310 | 910 | 5.9% |
| 506 00 Pension | 45,768 | 43,400 | 43,400 | 43,400 | 45,900 | 2,500 | 5.8% |
| 507 00 Insurance Benefits-Health/Life | 24,505 | 26,600 | 28,360 | 28,350 | 27,900 | 1,300 | 4.9% |
| 507 30 Insurance Benefits-Workers Comp | 869 | 1,100 | 1,100 | 1,100 | 1,120 | 20 | 1.8% |
| 508 00 Other Benefits | (692) | 3,000 | 3,000 | 3,000 | 5,810 | 2,810 | 93.7% |
| Personnel Services and Benefits | 279,728 | 289,968 | 293,768 | 292,650 | 309,509 | 19,541 | 6.7% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 2,069 | 3,865 | 3,865 | 3,865 | 3,865 | - | 0.0% |
| 510 02 Operating Supplies | 13,013 | 12,000 | 12,000 | 12,000 | 12,000 | - | 0.0% |
| 510 03 Safety Program Supplies | 567 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 520 02 Postage | 142 | 250 | 250 | 250 | 250 | - | 0.0% |
| 530 03 Professional & Technical Publications | 3,001 | 3,725 | 3,725 | 3,600 | 3,725 | - | 0.0% |
| Supplies | 18,792 | 20,840 | 20,840 | 20,715 | 20,840 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel Business | 3,824 | - | - | - | - | - | NA |
| 600 02 Travel-Training | 478 | 6,000 | 6,000 | 6,000 | 6,000 | - | 0.0% |
| 600 03 Training and Education | 79 | 11,100 | 11,100 | 10,000 | 11,000 | (100) | -0.9% |
| 615 02 Assn. Membership Dues & Fees | 434 | 450 | 450 | 450 | 740 | 290 | 64.4% |
| 635 07 Machinery & Equipment Maint Services | 1,892 | 2,560 | 2,560 | 2,560 | 2,560 | - | 0.0% |
| 635 12 Technical Services | 39,727 | 33,442 | 33,442 | 30,000 | 30,000 | (3,442) | -10.3% |
| 640 01 Legal and Accounting Services | 5,905 | 16,500 | 9,100 | 8,000 | 16,500 | - | 0.0% |
| 640 04 Management and Consulting Services | 21,099 | 32,000 | 32,000 | 32,000 | 7,500 | (24,500) | -76.6% |
| 650 01 Telecommunications | 1,630 | 1,600 | 1,600 | 1,600 | 1,820 | 220 | 13.8% |
| 650 02 Electric, Water, Sewer & Solid Waste | 33 | 100 | 100 | 100 | 100 | - | 0.0% |
| Contract/Purchased Services | 75,101 | 103,752 | 96,352 | 90,710 | 76,220 | (27,532) | -26.5% |
| Minor Capital | | | | | | | |
| 725 01 Computers, Printers & Copiers | 2,132 | - | - | - | - | - | NA |
| Minor Capital Outlay | 2,132 | - | - | - | - | - | NA |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

Human Resources Division 1140-200

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 1,083 | 3,900 | 3,900 | 3,100 | 3,300 | (600) | -15.4% |
| Interdepartmental Charges | 1,083 | 3,900 | 3,900 | 3,100 | 3,300 | (600) | -15.4% |
| Total Expenditures by Type | 376,836 | 418,460 | 414,860 | 407,175 | 409,869 | (8,591) | -2.1% |

NARRATIVE

500-01 Regular Salaries & Wages: \$208,469 – This account provides for the cost of the annual salaries paid to the employees of the Human Resources Division.

502-01 Temporary Wages: \$4,000 – This account provides for the compensation paid for temporary secretarial/clerical help for those occasions when the Administrative Assistant is on leave or for additional hours worked when workloads are unusually heavy.

505-00 Payroll Taxes: \$16,310 – This account provides for employer contributions to Social Security, Medicare and other similar payroll taxes.

506-00 Pension: \$45,900 – This account provides for employer contributions to retirement plans.

507-00 Insurance Benefits-Health: \$27,900 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Insurance Benefits-Workers' Compensation: \$1,120 – This account provides for employer contributions to workers' compensation.

508-00 Other Benefits: \$5,810 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$3,865 – This account provides for expendable office supply items such as pens, markers, paper, tape, paperclips, files, staples, envelopes, notepads, correction tape, post-its, etc.

510-02 Operating Supplies: \$12,000 – This account provides for costs associated with service recognition pins and retirement watches awarded to employees; employee recognition gifts; new and updated State and Federal Labor Compliance poster kits; printing of forms such as PAF's; maintenance items for department printer; and supplies for the annual employee Christmas party.

510-03 Safety Program Supplies: \$1,000 – This account provides for the cost of supplies utilized to conduct ongoing safety programs for both General Government and Ketchikan Public Utilities.

520-02 Postage: \$250 – This account provides for the costs of postal related services such as postage and mailing materials.

530-03 Professional & Technical Publications: \$3,725 – This account provides for costs associated with subscriptions to the Alaska Labor & Employment Law, Personnel Problems in Alaska, updates to the Fair Labor Standards Act, and the Family Medical Leave Handbook.

600-02 Travel-Training: \$6,000 – This account provides for the costs associated with transportation, lodging, per diem/meals and other incidental travel expenses by the Human Resources Manager and staff to attend the annual IPMA or SHRM conference.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

City Manager

Human Resources Division 1140-200

600-03 Training & Education: \$11,000 – This account provides for the costs associated with registration, training and tuition fees and materials for the Human Resources Manager and staff to attend the annual IPMA or SHRM conference (\$3,300). This account also provides for University of Alaska Southeast Ketchikan to conduct follow-up leadership and management training for managers and supervisors (\$5,000) and quarterly workplace training courses for employees (\$2,700). This is a continuation of training recommended by the Matrix Consulting Group.

615-02 Assn. Membership Dues & Fees: \$740 – This account provides for the costs associated with the membership in the Society for Human Resources Management Association and the International Personnel Management Association, as well as annual Consortium fees for Tongass Substance Screening.

635-07 Machinery & Equipment Maintenance Services: \$2,560 – This account provides for services for routine and non-routine maintenance associated with equipment located in the 3rd floor copier room.

635-12 Technical Services: \$30,000 – This account provides for the expenses associated with employee background checks and drug testing services for all random, post-accident and DOT screens for current employees (\$16,000). This account also provides for employee participation fees in the Horton Health Initiative Program (\$14,000).

640-01 Legal & Accounting Services: \$16,500 – This account provides for the expense of grievance and disciplinary appeal arbitration hearings for General Government and KPU employees, including transcription services for larger internal investigations.

640-04 Management & Consulting Services: \$7,500 – This account provides for the annual costs associated with routine job description reviews conducted by Ralph Andersen & Associates (\$5,000). This account also provides for travel expenses for Victor-Four Labor Relations in the event that collective bargaining is not completed prior to the end of the year (\$2,500).

650-01 Telecommunications: \$1,820 – This account provides for monthly charges, long-distance services, long-distance facsimile transmissions, line rentals and maintenance of the phone system in the Human Resources Offices.

650-02 Electric, Water, Sewer & Solid Waste: \$100 – This account provides for the costs associated with the destruction of records for the division, which have reached the end of their retention life.

825-01 Interdepartmental Charges-Insurance: \$3,300 – This account for the division's share of the City's risk management program.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
City Manager

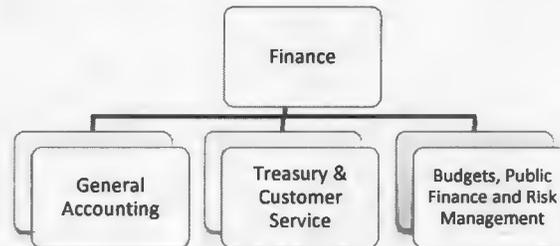
Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|---------------|-------------|---------|----------|--------|-------------------|----|
| | Actual | Adopted | Amended | Estimate | Budget | Incr (Decr) | % |
| 725-00 Machinery and Equipment | 12,363 | | | | - | - | NA |
| Total Major Capital Outlay | 12,363 | - | - | - | - | - | NA |

CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 1,799,638 | 1,875,899 | 1,891,828 | 1,774,649 | 1,960,594 | 84,695 | 4.5% |
| Capital Improvement Program | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | - | 0.0% |
| Total | 1,807,090 | 1,895,899 | 1,911,828 | 1,784,649 | 1,980,594 | 84,695 | 4.5% |

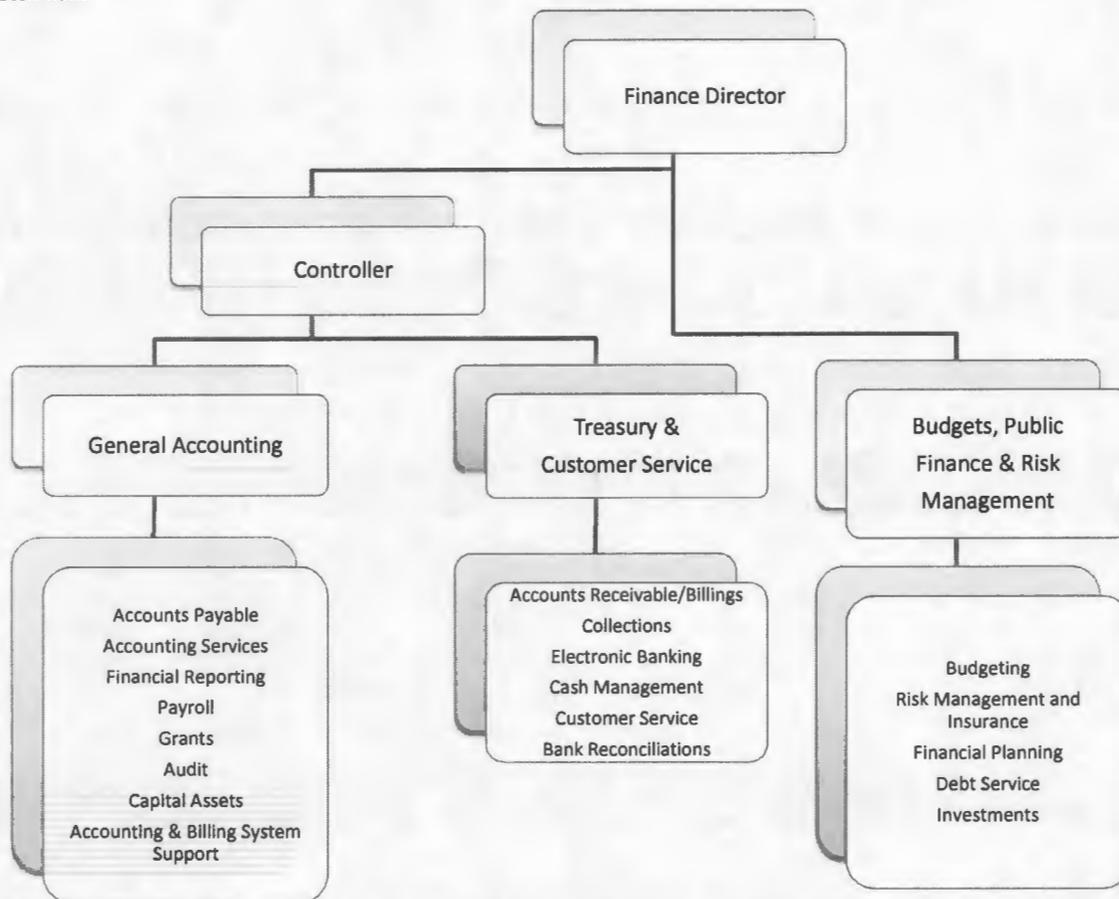
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,577,271 | 1,643,021 | 1,629,882 | 1,520,400 | 1,717,614 | 74,593 | 4.5% |
| Supplies | 26,409 | 22,838 | 25,638 | 25,550 | 24,900 | 2,062 | 9.0% |
| Contract/Purchased Services | 184,780 | 184,740 | 207,008 | 202,799 | 194,580 | 9,840 | 5.3% |
| Minor Capital Outlay | 5,680 | 6,000 | 10,000 | 10,000 | 7,000 | 1,000 | 16.7% |
| Interdepartmental Charges | 5,498 | 19,300 | 19,300 | 15,900 | 16,500 | (2,800) | -14.5% |
| Major Capital Outlay | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | - | 0.0% |
| Total | 1,807,090 | 1,895,899 | 1,911,828 | 1,784,649 | 1,980,594 | 84,695 | 4.5% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 751,348 | 783,199 | 789,828 | 740,919 | 818,544 | 35,345 | 4.5% |
| Public Works Sales Tax Fund | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | - | 0.0% |
| Solid Waste Fund | 62,450 | 65,090 | 65,650 | 61,580 | 68,030 | 2,940 | 4.5% |
| Wastewater Fund | 47,510 | 49,520 | 49,940 | 46,850 | 51,760 | 2,240 | 4.5% |
| Harbor Fund | 34,010 | 35,450 | 35,760 | 33,540 | 37,060 | 1,610 | 4.5% |
| Port Fund | 51,650 | 53,840 | 54,300 | 50,930 | 56,270 | 2,430 | 4.5% |
| KPU Enterprise Fund | 852,670 | 888,800 | 896,350 | 840,830 | 928,930 | 40,130 | 4.5% |
| Total | 1,807,090 | 1,895,899 | 1,911,828 | 1,784,649 | 1,980,594 | 84,695 | 4.5% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted /2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 16.00 | 16.00 | 16.00 | 16.00 | 1,070,094 | - | 0.0% |
| Total | 16.00 | 16.00 | 16.00 | 16.00 | 1,070,094 | - | 0.0% |

MISSION STATEMENT

The Finance Department is committed to providing accurate, timely and reliable financial services to all departments of General Government and Ketchikan Public Utilities. The department's services include accounting, budgeting, cash management, debt service management, financial forecasting, financial reporting, grants administration, risk management, timely customer services and accurate information to the general public and individual City of Ketchikan departments regarding all charges for City 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 2016

- Complete the City's 2015 Financial and Compliance Audit by April 30, 2016 as required by the City Charter and issue the City's 2015 Comprehensive Annual Financial Report by June 2016.
- In conjunction with the office of City Manager/KPU General Manager, prepare the proposed 2017 General Government and KPU Operating and Capital Budgets and their respective 2017 – 2021 Capital Improvement Programs.
- Continue to provide post-implementation support for the City's new accounting, human resources and utility billing systems. Begin offering internal help desk services to all City departments.
- Implement the electronic personal action forms, e-suites and grant management functions of the City's financial and accounting information system.

- Extend the procurement card program to all departments.
- Continue to develop and distribute financial statements using data from the City's new financial and accounting information system.
- Complete the development of budget and encumbrance policies based on best municipal business practices.
- Issue revenue bonds to finance improvements planned for the City's water and wastewater utilities and refund the 2006 Port Revenue Bond.
- Complete the development of capital asset policies and procedures.
- Complete the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.
- Comply with the new health insurance reporting requirements of the Affordable Care Act.
- Complete the water and wastewater rate study update in anticipation of the City's move to a metered rate structure for certain large commercial customers.

ACCOMPLISHMENTS FOR 2015

- Completed the City's 2014 Financial and Compliance Audit. The City received a clean opinion and one minor single audit finding.
- Implemented the community development and building inspection functions of the City's financial and accounting information system.
- Issued general obligation bonds to finance improvements for the City's small boat harbors and successfully refunded the 1997 Hospital Bond.
- Continued the development of budget and encumbrance policies based on best municipal business practices.
- Completed, in conjunction with the office of City Manager/KPU General Manager, the proposed 2015 General Government and KPU Operating and Capital Budgets and their respective 2015 – 2019 Capital Improvement Programs.
- Received a certificate of achievement for excellence in financial reporting from the Government Finance Officers Association. This is the City's 36th certificate, the most awarded to a municipality in the State of Alaska.
- Resumed the issuance of financial reports to the City Council on a quarterly basis.
- Began the development and documentation of capital asset policies and procedures.
- Began the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.
- Began preparations for complying with the new health insurance reporting requirements of the Affordable Care Act.
- Completed the reorganization of Finance Department by establishing functional units and a Controller position.
- Successfully negotiated a new three-year insurance brokerage agreement for insurance placement and risk management services.
- Began working on a water and wastewater rate study update in anticipation of the City's move to a metered rate structure for certain large commercial customers.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Finance

Operations Division 1150-110

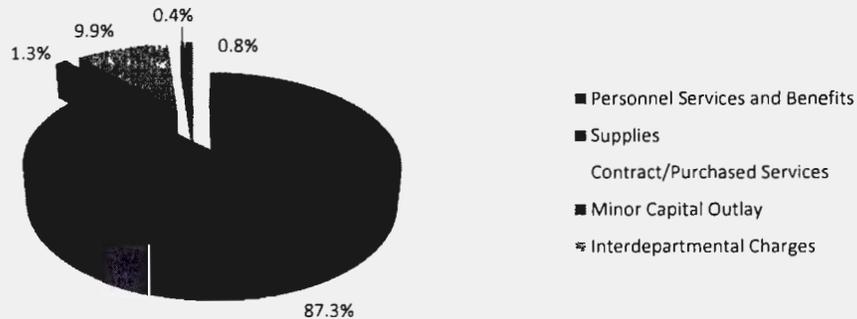
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,577,271 | 1,643,021 | 1,629,882 | 1,520,400 | 1,717,614 | 74,593 | 4.5% |
| Supplies | 26,409 | 22,838 | 25,638 | 25,550 | 24,900 | 2,062 | 9.0% |
| Contract/Purchased Services | 184,780 | 184,740 | 207,008 | 202,799 | 194,580 | 9,840 | 5.3% |
| Minor Capital Outlay | 5,680 | 6,000 | 10,000 | 10,000 | 7,000 | 1,000 | 16.7% |
| Interdepartmental Charges | 5,498 | 19,300 | 19,300 | 15,900 | 16,500 | (2,800) | -14.5% |
| Total Expenditures | 1,799,638 | 1,875,899 | 1,891,828 | 1,774,649 | 1,960,594 | 84,695 | 4.5% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 751,348 | 783,199 | 789,828 | 740,919 | 818,544 | 35,345 | 4.5% |
| Solid Waste Fund | 62,450 | 65,090 | 65,650 | 61,580 | 68,030 | 2,940 | 4.5% |
| Wastewater Fund | 47,510 | 49,520 | 49,940 | 46,850 | 51,760 | 2,240 | 4.5% |
| Harbor Fund | 34,010 | 35,450 | 35,760 | 33,540 | 37,060 | 1,610 | 4.5% |
| Port Fund | 51,650 | 53,840 | 54,300 | 50,930 | 56,270 | 2,430 | 4.5% |
| KPU Enterprise Fund | 852,670 | 888,800 | 896,350 | 840,830 | 928,930 | 32,580 | 4.5% |
| Total Funding | 1,799,638 | 1,875,899 | 1,891,828 | 1,774,649 | 1,960,594 | 84,695 | 4.5% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted /2016 | |
|--|--------------|--------------|--------------|--------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 141,455 | - | 0.0% |
| Controller | - | 1.00 | 1.00 | 1.00 | 104,651 | - | 0.0% |
| Accounting Manager | 1.00 | - | - | - | - | - | NA |
| Treasury & Customer Service Supervisor | - | - | - | 1.00 | 59,821 | 1.00 | New |
| Senior Accountant - Telecom | 1.00 | 1.00 | 1.00 | 1.00 | 65,411 | - | 0.0% |
| Senior Accountant - Electric/Water | 1.00 | 1.00 | 1.00 | 1.00 | 72,595 | - | 0.0% |
| Senior Accountant - General Gov't | 1.00 | 2.00 | 2.00 | 1.00 | 78,206 | (1.00) | -50.0% |
| Staff Accountant | 2.00 | 2.00 | 2.00 | 2.00 | 130,111 | - | 0.0% |
| Financial Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 70,855 | - | 0.0% |
| Accounting Tech-Finance | 1.00 | - | - | - | - | - | NA |
| Financial Accounting System Specialist | - | 1.00 | 1.00 | 1.00 | 50,488 | - | 0.0% |
| Office Services Manager | 1.00 | - | - | - | - | - | NA |
| Accounts Payable Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 51,323 | - | 0.0% |
| Payroll Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 61,247 | - | 0.0% |
| Accounts Payable-Finance | 1.00 | 1.00 | 1.00 | 1.00 | 49,339 | - | 0.0% |
| Customer Services Rep II-Finance | 2.00 | 2.00 | 2.00 | 2.00 | 90,995 | - | 0.0% |
| Office Services Technician | 1.00 | 1.00 | 1.00 | 1.00 | 43,597 | - | 0.0% |
| Total | 16.00 | 16.00 | 16.00 | 16.00 | 1,070,094 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$74,593, or by 4.5%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Software Maintenance Services (Account No. 635-04) increased by \$7,500, or by 11%, due to a \$4,000 error in estimating the cost of the software maintenance agreement for the financial and accounting system that occurred in 2015. Had the error not occurred, the actual increase for 2016 would have been \$3,000.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 999,905 | 1,029,671 | 1,017,932 | 985,600 | 1,070,094 | 40,423 | 3.9% |
| 501 01 Overtime Wages | 7,010 | 2,000 | 3,000 | 2,800 | 2,000 | - | 0.0% |
| 502 01 Temporary Wages | 802 | 3,000 | 3,000 | 2,250 | 3,000 | - | 0.0% |
| 505 00 Payroll Taxes | 72,323 | 79,100 | 78,890 | 73,200 | 82,280 | 3,180 | 4.0% |
| 506 00 Pension | 223,050 | 213,300 | 212,700 | 201,600 | 221,080 | 7,780 | 3.6% |
| 507 00 Health and Life Insurance | 261,814 | 289,600 | 288,010 | 229,200 | 304,200 | 14,600 | 5.0% |
| 507 30 Workers Compensation | 4,486 | 5,500 | 5,500 | 4,900 | 5,580 | 80 | 1.5% |
| 508 00 Other Benefits | 7,881 | 20,700 | 20,700 | 20,700 | 29,230 | 8,530 | 41.2% |
| 509 08 Allowances-Medical Expenses | - | 150 | 150 | 150 | 150 | - | 0.0% |
| Personnel Services and Benefits | 1,577,271 | 1,643,021 | 1,629,882 | 1,520,400 | 1,717,614 | 74,593 | 4.5% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 16,182 | 10,938 | 13,038 | 13,000 | 13,000 | 2,062 | 18.9% |
| 510 02 Operating Supplies | 2,553 | 1,800 | 1,800 | 1,800 | 1,800 | - | 0.0% |
| 510 05 Small Tools and Equipment | 262 | 500 | 500 | 500 | 500 | - | 0.0% |
| 520 02 Postage | 5,522 | 7,100 | 7,700 | 7,700 | 7,100 | - | 0.0% |
| 520 03 Bulk Mailing | 408 | 500 | 500 | 500 | 500 | - | 0.0% |
| 530 03 Professional and Technical Publications | 1,482 | 2,000 | 2,100 | 2,050 | 2,000 | - | 0.0% |
| Supplies | 26,409 | 22,838 | 25,638 | 25,550 | 24,900 | 2,062 | 9.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Finance

Operations Division 1150-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|---|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 955 | 7,400 | 7,400 | 7,400 | 7,400 | - | 0.0% |
| 600 03 Training and Education | 8,822 | 9,700 | 9,700 | 9,700 | 9,700 | - | 0.0% |
| 605 01 Ads and Public Announcements | 917 | 550 | 550 | 550 | 550 | - | 0.0% |
| 615 01 Professional Licenses & Certifications | 290 | 300 | 300 | 300 | 300 | - | 0.0% |
| 615 02 Assn. Membership Dues & Fees | 784 | 1,350 | 1,350 | 1,350 | 1,350 | - | 0.0% |
| 630 03 Bank & Merchant Fees | 208 | 240 | 480 | 480 | 480 | 240 | 100.0% |
| 630 05 Software Licenses | 284 | - | - | - | - | - | NA |
| 630 06 Service Charges and Fees | 2,923 | 3,000 | 3,799 | 3,799 | 3,800 | 800 | 26.7% |
| 635 04 Software Maintenance Services | 66,328 | 68,100 | 72,100 | 71,820 | 75,600 | 7,500 | 11.0% |
| 635 07 Machinery & Equipment Maintenance Ser | 8,541 | 8,000 | 9,300 | 9,300 | 9,300 | 1,300 | 16.3% |
| 635 12 Technical Services | - | 300 | 300 | 300 | 300 | - | 0.0% |
| 640 01 Legal and Accounting Services | 86,815 | 78,000 | 93,929 | 90,000 | 78,000 | - | 0.0% |
| 640 03 Information Technology Services | 600 | 600 | 600 | 600 | 600 | - | 0.0% |
| 645 02 Rents and Leases-Machinery & Equip | 984 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 650 01 Telecommunications | 6,229 | 6,000 | 6,000 | 6,000 | 6,000 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 100 | 200 | 200 | 200 | 200 | - | 0.0% |
| Contract/Purchased Services | 184,780 | 184,740 | 207,008 | 202,799 | 194,580 | 9,840 | 5.3% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 3,695 | 5,000 | 9,000 | 9,000 | 6,000 | 1,000 | 0.0% |
| 735 01 Software | 1,985 | - | - | - | - | - | NA |
| Minor Capital Outlay | 5,680 | 6,000 | 10,000 | 10,000 | 7,000 | 1,000 | 16.7% |
| Interdepartmental Charges/ | | | | | | | |
| Reimbursable Credits | | | | | | | |
| 825 01 Interdepartmental-Insurance | 5,498 | 19,300 | 19,300 | 15,900 | 16,500 | (2,800) | -14.5% |
| Interdepartmental Charges | 5,498 | 19,300 | 19,300 | 15,900 | 16,500 | (2,800) | -14.5% |
| Total Expenditures by Type | 1,799,638 | 1,875,899 | 1,891,828 | 1,774,649 | 1,960,594 | 84,695 | 4.5% |

NARRATIVE

500-01 Regular Salaries and Wages: \$1,070,094 – This account provides for compensation paid to regular employees for personnel services.

501-01 Overtime Wages: \$2,000 – This account provides for compensation paid to non-exempt regular and temporary employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$3,000 – This account provides for compensation paid for temporary help during staff absences or during periods when workloads are unusually heavy.

505-00 Payroll Taxes: \$82,280 – This account provides for employer contributions for Social Security and Medicare and other similar payroll taxes.

506-00 Pension: \$221,080 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$304,200 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$5,580 – This account provides for employer contributions for mandatory workers compensation insurance.

508-00 Other Benefits: \$29,230 – This account provides 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 for employee medical exams paid directly to employees.

510-01 Office Supplies: \$13,000 – This account provides for expendable office supplies.

510-02 Operating Supplies: \$1,800 – This account provides for supplies that are not of a maintenance nature and are required to support division operations.

510-05 Small Tools and Equipment: \$500 – This account provides for calculators, space heaters and minor computer accessories.

520-02 Postage: \$7,100 – This account provides for postage and mailing materials used for customer invoices and statements for City services and general correspondence.

520-02 Bulk Mailing: \$500 – This account provides for the mailing of statements for City services that are eligible for bulk mailing.

530-03 Professional and Technical Publications: \$2,000 - This account provides for professional literature, technical publications and a subscription to an electronic data base used to keep current with accounting and auditing standards and financial management practices.

600-02 Travel – Training: \$7,400 – This account provides for transportation, lodging, meals, per diems and other incidental expenses incurred by employees to attend training and educational opportunities not available in the community.

600-03 Training and Education: \$9,700 – This account provides for the registration fees, training materials and fees for training programs. Included are an annual governmental accounting update for the professional staff, industry specific training for the utility accountants, and training for the new financial and accounting information system.

605-01 Ads and Public Announcements: \$550 – This account provides for legal notices and community information notices.

615-01 Professional Licenses and Certifications: \$300 – This account provides for state licenses required for certain members of the professional staff.

615-02 Assn. Membership Dues & Fees: \$1,350 – This account provides for membership fees for the American Institute of Certified Public Accountants, Government Finance Officers Association, Northern Credit Bureau, Public Risk Management Association, American Payroll Association and American Accounts Payable Association.

630-03 Bank & Merchant Fees: \$480– This account provides for fees processing credit card transaction and storing customer credit card information.

630-06 Service Charges and Fees: \$3,800 – This account provides 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 and mandatory fees paid to the State of Alaska for administering the Statewide FICA Program.

635-04 Software Maintenance Services: \$75,600 – This account provides for the annual software maintenance support agreement for the financial management and accounting system.

635-07 Machinery and Equipment Maintenance Services: \$9,300 – This account provides for the maintenance service agreements for office equipment, copiers and document scanners.

635-12 Technical Services: \$300 – This account provides for monitoring services required for the silent alarm system.

640-01 Legal and Accounting Services: \$78,000 – This account provides for the annual audit of the City's financial statements and other professional accounting and legal services. Legal services generally include bond and payroll tax matters.

640-03 Information Technology Services: \$600 – The account provides for technical assistance required to install upgrades to the financial accounting and management system.

645-02 Rents and Leases – Machinery and Equipment: \$1,000 – This account provides for the lease of the postage meter.

650-01 Telecommunications: \$6,000 – This account provides 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: \$200 – This account provides for disposal of records that have reached the end of their retention life.

715-00 Furniture and Fixtures: \$1,000 – This account provides for replacement of miscellaneous office furniture and fixtures.

725-01 Computers, Printers and Copiers: \$6,000 – This account provides for the replacement of three personal computers as recommended by the IT Department.

825-01 Interdepartmental Charges-Insurance: \$16,500 – This account for the department's share of the City's risk management program.

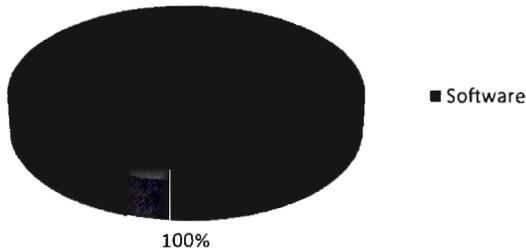
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Finance

Capital Budget

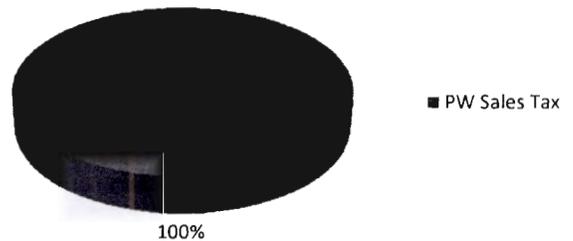
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Amount | % |
| 735-00 Software | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | - | 0.0% |
| Total Major Capital Outlay | 7,452 | 20,000 | 20,000 | 10,000 | 20,000 | - | 0.0% |

| 2016 Capital Improvement Projects | | Funding Sources | | |
|-----------------------------------|---|-----------------|----------|---------------|
| Project # | Project | PW Sales | | Total |
| | | Tax | | |
| 735-00 | Software | | | |
| | Financial & Accounting System Replacement | 20,000 | - | 20,000 |
| | Total Machinery and Equipment | 20,000 | - | 20,000 |
| | Total 2016 Capital Budget | 20,000 | - | 20,000 |

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Information Technology

Summary

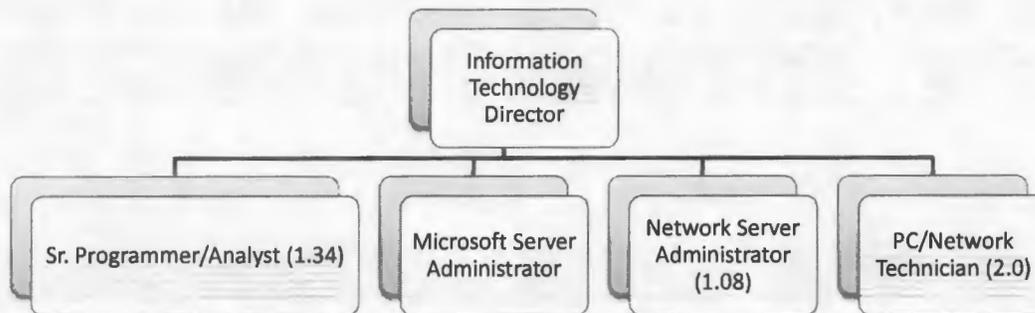
The Information Technology Department is committed to matching advances in technology with the needs of other City departments and analyzing benefits and costs to ensure that the new technology is cost effective. These services include collecting, processing and distributing data via the City's central computer; supporting personal computers and wide area 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 1,002,880 | 1,034,394 | 1,102,854 | 1,081,450 | 984,723 | (49,671) | -4.8% |
| Capital Improvement Program | 78,993 | 94,000 | 94,000 | 94,000 | 112,000 | 18,000 | 19.1% |
| Total | 1,081,873 | 1,128,394 | 1,196,854 | 1,175,450 | 1,096,723 | (31,671) | -2.8% |
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 756,626 | 795,264 | 858,864 | 848,300 | 758,548 | (36,716) | -4.6% |
| Supplies | 25,791 | 12,300 | 12,300 | 12,300 | 11,900 | (400) | -3.3% |
| Contract/Purchased Services | 206,737 | 205,630 | 210,490 | 201,650 | 195,475 | (10,155) | -4.9% |
| Minor Capital Outlay | 6,204 | 8,800 | 8,800 | 8,800 | 8,800 | - | 0.0% |
| Interdepartmental Charges | 7,522 | 12,400 | 12,400 | 10,400 | 10,000 | (2,400) | -19.4% |
| Major Capital Outlay | 78,993 | 94,000 | 94,000 | 94,000 | 112,000 | 18,000 | 19.1% |
| Total | 1,081,873 | 1,128,394 | 1,196,854 | 1,175,450 | 1,096,723 | (31,671) | -2.8% |
| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 411,247 | 436,694 | 459,374 | 389,400 | 363,343 | (73,351) | -16.8% |
| Solid Waste Fund | 34,800 | 35,890 | 38,270 | 40,790 | 38,060 | 2,170 | 6.0% |
| Wastewater Fund | 26,476 | 27,310 | 29,120 | 31,040 | 28,950 | 1,640 | 6.0% |
| Harbor Fund | 18,954 | 19,550 | 20,840 | 22,220 | 20,730 | 1,180 | 6.0% |
| Port Fund | 28,783 | 29,690 | 31,650 | 33,740 | 31,480 | 1,790 | 6.0% |
| KPU Enterprise Fund | 561,613 | 579,260 | 617,600 | 658,260 | 614,160 | 34,900 | 6.0% |
| Total | 1,081,873 | 1,128,394 | 1,196,854 | 1,175,450 | 1,096,723 | (31,671) | -2.8% |
| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 7.00 | 7.00 | 7.50 | 6.42 | 466,948 | (0.58) | -8.3% |
| Total | 7.00 | 7.00 | 7.50 | 6.42 | 466,948 | (0.58) | -8.3% |

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 2016

- Upgrade the AS400 Platform. As the equipment gets older, the maintenance costs outweigh the cost of upgrade.
- Set up Blade Server environment to simplify upgrades and reduce cost of ownership.
- Upgrade Hansen 7 server and deploy on Virtual server.
- Upgrade Voicent Dialer server for KPU customer notifications (expiring credit cards, cut-offs, etc.).
- Reduce Personnel by one Programmer Analyst position to address changing computer environment.
- Maintain 300 PCs, 75 mobile devices, 35 servers and 100 printers.

ACCOMPLISHMENTS FOR 2015

- Migrated web host to cloud based system.
- Outsourced utility billing process.
- Upgraded Solid Waste Division ticketing system.
- Upgraded Public Work's Equorum document management system.
- Assisted Police Department migrating parking ticket billing to Cardinal Systems.
- Assisted the Finance Department with Community Development module implementation.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Information Technology

Operations Division 1160-110

- Upgraded antivirus software from Kaspersky to Sophos.
- Maintained 300 PCs, 75 mobile devices, 35 servers and 100 printers.

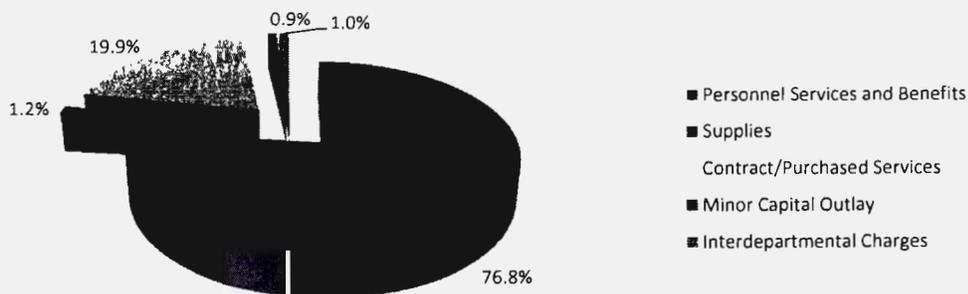
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 Budget | 2015 Adopted/2016 | | |
|---------------------------------|------------------|------------------|------------------|------------------|-------------------|-----------------|--------------|
| | Actual | Adopted | Amended | | Estimate | Incr(Decr) | % |
| Personnel Services and Benefits | 756,626 | 795,264 | 858,864 | 848,300 | 758,548 | (36,716) | -4.6% |
| Supplies | 25,791 | 12,300 | 12,300 | 12,300 | 11,900 | (400) | -3.3% |
| Contract/Purchased Services | 206,737 | 205,630 | 210,490 | 201,650 | 195,475 | (10,155) | -4.9% |
| Minor Capital Outlay | 6,204 | 8,800 | 8,800 | 8,800 | 8,800 | - | 0.0% |
| Interdepartmental Charges | 7,522 | 12,400 | 12,400 | 10,400 | 10,000 | (2,400) | -19.4% |
| Total Expenditures | 1,002,880 | 1,034,394 | 1,102,854 | 1,081,450 | 984,723 | (49,671) | -4.8% |

| Funding Source | 2014 | 2015 | | 2016 Budget | 2015 Adopted/2016 | | |
|----------------------|------------------|------------------|------------------|------------------|-------------------|-----------------|--------------|
| | Actual | Adopted | Amended | | Estimate | Incr(Decr) | % |
| General Fund | 332,254 | 342,694 | 365,374 | 358,280 | 326,243 | (16,451) | -4.8% |
| Solid Waste Fund | 34,800 | 35,890 | 38,270 | 37,530 | 34,170 | (1,720) | -4.8% |
| Wastewater Fund | 26,476 | 27,310 | 29,120 | 28,550 | 26,000 | (1,310) | -4.8% |
| Harbor Fund | 18,954 | 19,550 | 20,840 | 20,440 | 18,610 | (940) | -4.8% |
| Port Fund | 28,783 | 29,690 | 31,650 | 31,040 | 28,260 | (1,430) | -4.8% |
| KPU Enterprise Fund | 561,613 | 579,260 | 617,600 | 605,610 | 551,440 | (66,160) | -4.8% |
| Total Funding | 1,002,880 | 1,034,394 | 1,102,854 | 1,081,450 | 984,723 | (49,671) | -4.8% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Information Technology Director | 1.00 | 1.00 | 1.00 | 1.00 | 110,501 | - | 0.0% |
| Sr. Programmer/Analyst | 2.00 | 2.00 | 2.00 | 1.34 | 108,333 | (0.66) | -33.0% |
| Microsoft Server Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 72,620 | - | 0.0% |
| Network/Security Administrator | 1.00 | 1.00 | 1.50 | 1.08 | 78,431 | 0.08 | 8.0% |
| PC/Network Technician | 2.00 | 2.00 | 2.00 | 2.00 | 97,063 | - | 0.0% |
| Total | 7.00 | 7.00 | 7.50 | 6.42 | 466,948 | (0.58) | -8.3% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$36,716, or by 4.6%, as a result of the City Council approved reorganization of the Information Technology Department, which became effective July 1, 2015; offset by a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2% cost of living adjustment for IBEW, Local 1457 employees and non-represented employees that will become effective January 1, 2016.
- Software Maintenance Services decreased by \$10,030, or by 11.8%, as a result of cost for the Granicus software maintenance being reflected in the Mayor & Council Department budget.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 473,454 | 496,514 | 532,014 | 528,300 | 466,948 | (29,566) | -6.0% |
| 501 01 Overtime Wages | 4,970 | 5,000 | 5,000 | 3,600 | 4,000 | (1,000) | 0.0% |
| 505 00 Payroll Taxes | 35,102 | 38,400 | 41,500 | 40,800 | 36,060 | (2,340) | -6.1% |
| 506 00 Pension | 104,712 | 102,900 | 111,800 | 110,100 | 98,600 | (4,300) | -4.2% |
| 507 03 Health and Life Insurance | 121,554 | 138,100 | 148,600 | 145,700 | 137,700 | (400) | -0.3% |
| 507 30 Workers Compensation | 2,149 | 2,600 | 2,800 | 2,800 | 2,440 | (160) | -6.2% |
| 508 00 Other Benefits | 11,222 | 11,600 | 17,000 | 17,000 | 12,800 | 1,200 | 10.3% |
| 509 07 Moving Expenses - taxed | 3,463 | - | - | - | - | - | 0.0% |
| 509 08 Allowances-Medical Expenses | - | 150 | 150 | - | - | (150) | -100.0% |
| Personnel Services and Benefits | 756,626 | 795,264 | 858,864 | 848,300 | 758,548 | (36,716) | -4.6% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 13,650 | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 510 02 Operating Supplies | 3,008 | 3,400 | 3,400 | 3,400 | 3,000 | (400) | -11.8% |
| 515 04 Machinery & Equip Maint Materials | 7,196 | 4,900 | 4,900 | 4,900 | 5,000 | 100 | 2.0% |
| 520 02 Postage | 183 | 400 | 400 | 400 | 400 | - | 0.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 217 | 600 | 600 | 600 | 500 | (100) | -16.7% |
| 535 01 Allowances-Moving Exp-non-taxed | 1,537 | - | - | - | - | - | NA |
| Supplies | 25,791 | 12,300 | 12,300 | 12,300 | 11,900 | (400) | -3.3% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 5,774 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 600 03 Training and Education | 6,830 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| 605 01 Ads and Public Announcements | 1,364 | 500 | 500 | 500 | - | (500) | -100.0% |
| 630 02 Vehicle Licenses | 20 | 20 | 20 | 20 | 20 | - | 0.0% |
| 630 03 Bank and Merchant Charges | - | 80 | 80 | 80 | 80 | - | 0.0% |
| 635 04 Software Maintenance Services | 91,232 | 85,030 | 89,840 | 82,000 | 75,000 | (10,030) | -11.8% |
| 635 07 Machinery & Equipment Maintenance | 38,461 | 40,000 | 40,000 | 39,000 | 38,500 | (1,500) | -3.8% |
| 650 01 Telecommunications | 63,056 | 65,000 | 65,000 | 65,000 | 66,875 | 1,875 | 2.9% |
| 650 02 Electric, Waste, Sewer & Garbage | - | - | 50 | 50 | - | - | 0.0% |
| Contract/Purchased Services | 206,737 | 205,630 | 210,490 | 201,650 | 195,475 | (10,155) | -4.9% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Information Technology

Operations Division 1160-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|------------------|------------------|------------------|------------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 65 | 800 | 800 | 800 | 800 | - | 0.0% |
| 725 00 Machinery and Equipment | 526 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 4,039 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 735 00 Software | 1,574 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| Minor Capital Outlay | 6,204 | 8,800 | 8,800 | 8,800 | 8,800 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 2,808 | 10,000 | 10,000 | 8,000 | 7,600 | (2,400) | -24.0% |
| 850 01 Interdepartmental-Garage | 4,714 | 2,400 | 2,400 | 2,400 | 2,400 | - | 0.0% |
| Interdepartmental Charges | 7,522 | 12,400 | 12,400 | 10,400 | 10,000 | (2,400) | -19.4% |
| Total Expenditures by Type | 1,002,880 | 1,034,394 | 1,102,854 | 1,081,450 | 984,723 | (49,671) | -4.8% |

NARRATIVE

500-01 Regular Salaries and Wages: \$466,948 – This account provides for compensation paid to all regular salaried and hourly employees for personnel services.

501-01 Overtime Wages: \$4,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. IT supports the following departments that provide services after standard work hours: KPU Telecom, KPU Customer Service in the Mall, Police, Fire and Library. In addition, some tasks are scheduled after normal work hours to reduce the effect on City personnel.

505-00 Payroll Taxes: \$36,060 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$98,600 – This account provides for employer contributions to retirement plans.

507-03 Health and Life Insurance: \$137,700 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$2,440 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$12,800 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$3,000 - This account provides for toner, laser printer maintenance kits, and minor office equipment and supplies such as staplers, and note pads. Once Telecom and Utility billing outsourcing is complete, this account will be reduced further.

510-02 Operating Supplies: \$3,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are copy paper for Telecom and Utility statements, envelopes, and miscellaneous paper.

515-04 Machinery and Equipment Maintenance Materials: \$5,000 – This account provides for the materials used to the repair personal computers and networks maintained or operated by Information Technology. Included are personal computer replacement components, computer network cables and other information technology parts required to maintain computer systems.

520-02 Postage: \$400 - This account provides for postal services to ship computer equipment to vendors for return or repair service.

525-04 Vehicle Motor Fuel and Lubricants: \$500 - This account provides for gasoline and lubricants used by Information Technology Department vehicles.

600-02 Travel-Training: \$8,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$7,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third parties. Combined with Account No. 600-02, the division needs to continually train staff to ensure proper support for its computing environment.

630-02 Vehicle Licenses: \$20 - This account provides for licensing Information Technology Department vehicles for operations on public highways.

630-03 Bank and Merchant Fees: \$80 - This account provides for bank service fees, including IT's annual fee for data storage.

635-04 Software Maintenance Services: \$75,000 - This account provides for maintenance agreements to support licensed software systems. Includes hosted web services (EC Gov Link, LogMeln, ShareFile, etc.), mail system maintenance, VM Ware support, and other software maintenance. Granicus software maintenance moved to the City Council budget reduced this item by \$6,800.

635-07 Machinery and Equipment Maintenance Services: \$38,500 - This account provides for services required to repair and maintain office equipment, computers, networks, servers and other operating equipment owned or leased by the Information Technology Department. This account includes contract labor and materials required to provide the service for hardware systems such as the iSeries, Dell SANS, Evault backup system, Pitney Bowes inserter and other hardware systems.

650-01 Telecommunications: \$66,875 - This account provides for telecommunication services. Included are land line and 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.

715-00 Furniture and Fixtures: \$800 - This account provides for acquisition of furniture and fixtures. IT will replace miscellaneous office fixtures next year.

725-00 Machinery and Equipment: \$5,000 - This account provides 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.

725-01 Computers, Printers and Copiers: \$2,000 - This account provides for the acquisition of computers, printers and copiers. IT plans to purchase one staff PC. Assuming a 4 year life cycle, IT should replace 2 PCs each year.

735-00 Software: \$1,000 - This account provides 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: \$7,600 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$2,400 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

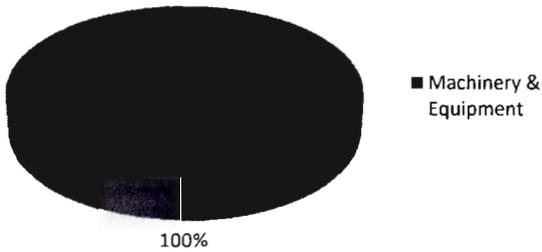
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Information Technology

Capital Budget

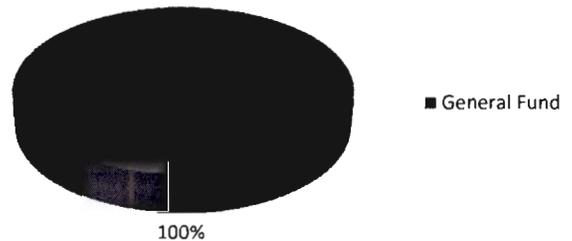
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|---------------|---------------|---------------|---------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 725-00 Machinery & Equipment | 78,993 | 94,000 | 94,000 | 94,000 | 112,000 | 18,000 | 19.1% |
| Total Major Capital Outlay | 78,993 | 94,000 | 94,000 | 94,000 | 112,000 | 18,000 | 19.1% |

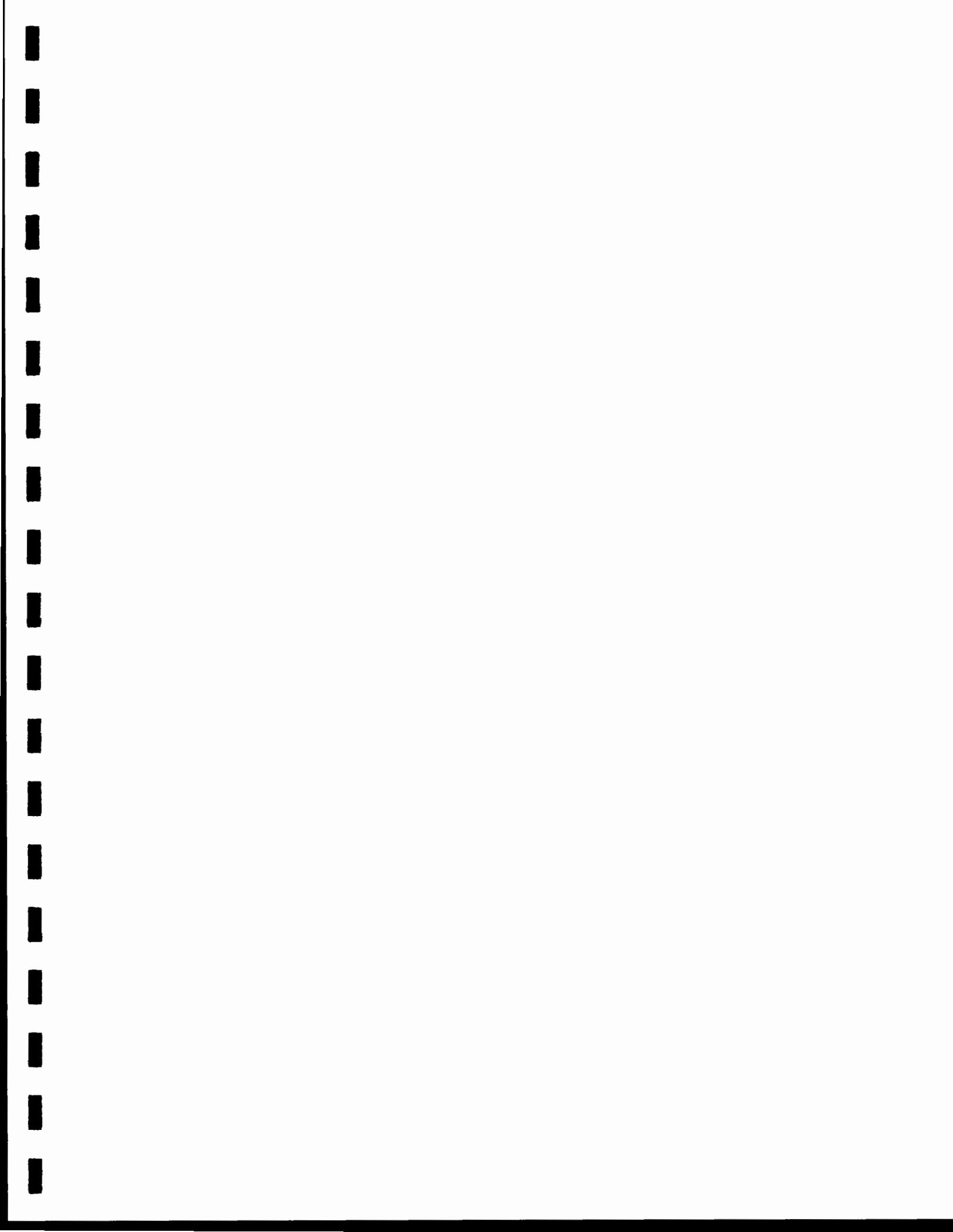
| 2016 Capital Improvement Projects | | Funding Sources | |
|-----------------------------------|--------------------------------------|-----------------|----------------|
| Project # | Project | General Fund | Total |
| 725-00 | Machinery & Equipment | | |
| | AS400 Upgrade | 88,000 | 88,000 |
| | Blade Servers | 24,000 | 24,000 |
| | Total Machinery and Equipment | 112,000 | 112,000 |
| | Total 2016 Capital Budget | 112,000 | 112,000 |

Expenditures by Type



Expenditures by Funding Source





CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Summary

The Ketchikan Fire Department is dedicated to the community through safety, service and excellence. The department's values include:

INTEGRITY - Doing the right thing for the right reason, even when no one is watching.

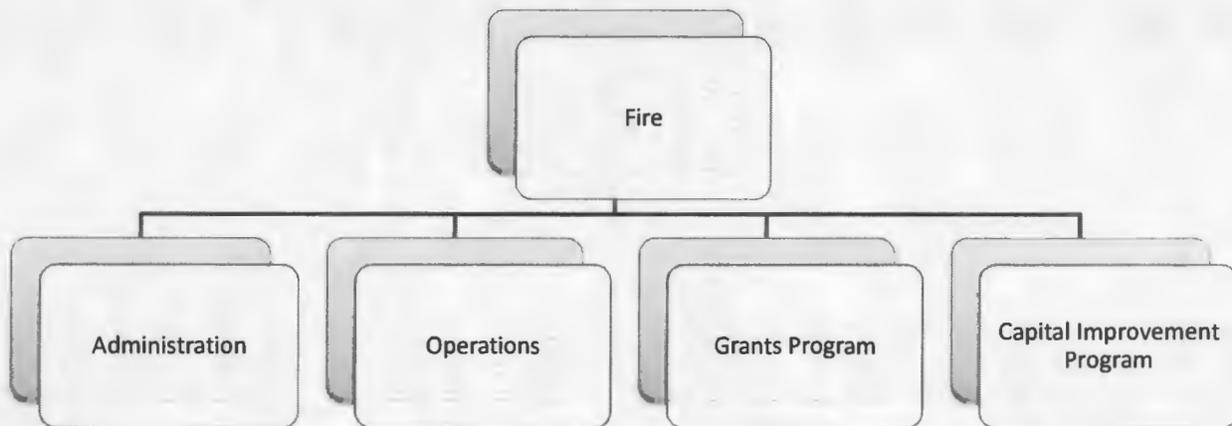
PROFESSIONALISM - In our training, service and how we present ourselves.

RESPECT - Treat others how you would want to be treated, with respect and dignity, on and off the job.

COMPASSION - Caring for the people you are serving and your coworkers through compassion and tolerance.

TEAMWORK - Working together with each other and with outside organizations.

INNOVATION - Open to new and creative ideas and a willingness to think out of the box.



The Fire Department is comprised of two operating divisions and oversees a Grant Program and a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Administration | 807,769 | 849,661 | 877,401 | 856,321 | 840,534 | (9,127) | -1.1% |
| Operations | 2,255,374 | 2,337,335 | 2,340,305 | 2,312,025 | 2,438,691 | 101,356 | 4.3% |
| Grants | 78,123 | 94,076 | 99,524 | 61,534 | 108,374 | 14,298 | 15.2% |
| Capital Improvement Program | 544,949 | 167,794 | 261,088 | 119,122 | 363,362 | 195,568 | 116.6% |
| Total | 3,686,215 | 3,448,866 | 3,578,318 | 3,349,002 | 3,750,961 | 302,095 | 8.8% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 2,642,944 | 2,709,634 | 2,726,182 | 2,721,610 | 2,795,454 | 85,820 | 3.2% |
| Supplies | 151,027 | 170,829 | 189,013 | 174,775 | 187,807 | 16,978 | 9.9% |
| Contract/Purchased Services | 266,932 | 312,709 | 320,914 | 253,595 | 319,638 | 6,929 | 2.2% |
| Minor Capital Outlay | 11,779 | 7,000 | 11,221 | 12,000 | 11,500 | 4,500 | 64.3% |
| Interdepartmental Charges | 68,584 | 80,900 | 69,900 | 67,900 | 73,200 | (7,700) | -9.5% |
| Major Capital Outlay | 544,949 | 167,794 | 261,088 | 119,122 | 363,362 | 195,568 | 116.6% |
| Total | 3,686,215 | 3,448,866 | 3,578,318 | 3,349,002 | 3,750,961 | 302,095 | 8.8% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Summary

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Incr(Decr) | Adopted/2016 % |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------------|
| | Actual | Adopted | Amended | Estimate | Budget | | |
| General Fund | | | | | | | |
| Tax Support | 1,058,994 | 1,110,278 | 1,140,988 | 1,110,096 | 1,195,951 | 85,673 | 7.7% |
| Charges for Services | 560,469 | 573,500 | 573,500 | 597,000 | 601,500 | 28,000 | 4.9% |
| Public Safety Sales Tax | 1,413,680 | 1,472,500 | 1,472,500 | 1,431,250 | 1,431,250 | (41,250) | -2.8% |
| Public Works Sales Tax Fund | 544,949 | 167,794 | 261,088 | 119,122 | 187,562 | 19,768 | 11.8% |
| Federal and State Grants | 108,123 | 124,794 | 130,242 | 91,534 | 334,698 | 209,904 | 168.2% |
| Total | 3,686,215 | 3,448,866 | 3,578,318 | 3,349,002 | 3,750,961 | 302,095 | 8.18% |

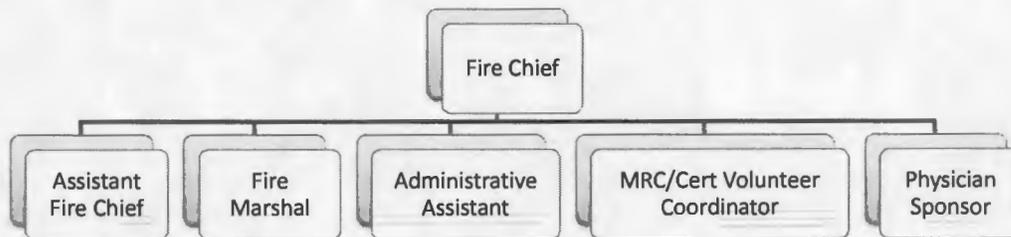
| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Incr(Decr) | Adopted/2016 % |
|--------------------------------|--------------|--------------|--------------|--------------|------------------|--------------------|-------------------|
| | Actual | Adopted | Amended | Budget | Salary | | |
| Administration | 4.00 | 4.00 | 4.00 | 4.00 | 320,054 | - | 0.0% |
| Operations | 15.00 | 15.00 | 15.00 | 15.00 | 1,150,834 | - | 0.0% |
| Total | 19.00 | 19.00 | 19.00 | 19.00 | 1,470,888 | - | 0.0% |

MISSION STATEMENT

The mission of the Administration Division is to provide department members with the tools they need to be effective and safe during the course of their duties. Those duties include: preserving the quality of life and the economic viability of the community from losses or injury by educating staff members and Ketchikan's citizenry; providing optimum levels of fire suppression, emergency medical services and disaster preparedness; offering continuous training, exercise and drills; managing hazardous material emergencies and disasters; and providing stress management to members of the department. The administration of this department strives to fulfill its mission by implementing programs, policies, and procedures to ensure deployment of appropriate personnel and apparatus in a cost effective and efficient manner within guidelines established by federal and state laws, the City Charter, the Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council.

The Administration Division manages the delivery of fire protection, fire investigation, fire prevention, and life safety inspection services within the City, as well as emergency medical services, ambulance, and disaster relief assistance, both locally and on a regional basis.

The Administration Division is responsible for the maintenance of facilities, vehicles, equipment and oversight of the Fire



GOALS FOR 2016

- Maintain and continue to improve the department's safety program to ensure all members are physically capable to perform the duties of their assignments and operate safely.
- Continue to work with Systems Design, KGH, insurance carriers and the Finance Department to provide the highest rate of return possible on ambulance billing and monitor the changes and implementation of the Affordable Care Act.
- Continue to pursue FEMA, DHS, CDC and/or AFG Grants and other state grant funding for the department and community.
- 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 use standardized promotional and hiring processes that are consistent and clear to all members and potential members.
- Review and update mutual aid agreements with local counterparts and work towards an automatic aid agreement.
- Continue to build on the departmental "Captain Qualified Training Program" to ensure Captains and those who stand in for Captains will function professionally, confidently and safely.
- Continue to pursue and improve Ketchikan Fire Department and City interaction partnerships with state, local and federal agencies to allow for better opportunities to obtain grant funds.
- Exceed the minimum standards required for interior and exterior firefighters.

- Manage programs, including re-certification, which are equal to or exceed national or state standards in the following subjects:
 - EMT-I, EMT-II, EMT-III
 - ACLS, PHTLS, PALS
 - Firefighter I and II
 - Fire Officer I, II and III
 - Hazardous Materials Operations and Technician
 - Emergency Vehicle Operations
 - CPR
 - Confined Space and Rope Rescue
 - Paramedic Certification, State of Alaska and National Registry
 - Shipboard Firefighting
 - Fire Service and EMS Instructor
 - ARFF
 - NIMS/ICS Training and Certification
 - Dive Team Training
- Seek-out challenging educational opportunities provided by other agencies, in order to augment courses and training delivered by the Ketchikan Fire Department.
- Continue to identify all disciplines requiring certifications and maintain the tracking program to flag expiration dates. This will continue to coordinate and provide training to avoid expiration.
- Continue to provide training, guidance and support for the department's future leaders as part of a succession planning program.
- Work closely with the City Council and City Manager's Office to seek voter approval of a general obligation bond to fund the replacement of Ladder Truck No. 2.
- Provide maximum service allowed within budget constraints.

ACCOMPLISHMENTS FOR 2015

- Completed the first in-house paramedic program and graduated four new paramedics for the department.
- Participated in an ADEC funded joint Hazmat exercises in Seward.
- Secured funding from ADEC in the amount of \$7,000 for Hazmat team equipment, maintenance and training.
- Assisted with and participated in a Firefighter 1 academy sponsored by STVFD.
- Reviewed and updated all of the department's operating policies and guidelines.
- Sent one Captain to two Southeast Region EMS Council board meetings to help improve EMS systems in Ketchikan and Alaska.
- Provided all members of KFD physical examinations via the department's safety program, in order to ensure they are fit for duty in their assigned capacities.
- Maintained and promoted the "Safe Kids for Alaska" child car passenger safety seat program by assisting parents in the proper installation of car safety seats.
- Took delivery of and placed in service a new rescue pumper to replace aging equipment.
- Received \$30,000 in Emergency Management Program Grants.
- Attended the spring and fall DHS&EM preparedness conference.
- Served as project manager of the Greater Ketchikan Area LEPC.
- Provided dispatch training for the Public Safety Dispatch Center and streamlined text based dispatching for off duty crews.
- Provided guidance and leadership for the delivery of more than 7,600 man-hours of training and over 3,200 hours of volunteer in house ride along time.
- Continued to provide department personnel training drills and scenarios that include: hazardous materials procedures, stress management techniques, incident command procedures, run reviews, fire service and EMS on-scene support, policies and procedures review and CPR training.
- Under the fire inspection program, coordinated more than 450 business inspections within City limits that generated more than \$9,600 in revenue from special permits and seasonal business inspections. The department collected 99% of "seasonal" inspection fees.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

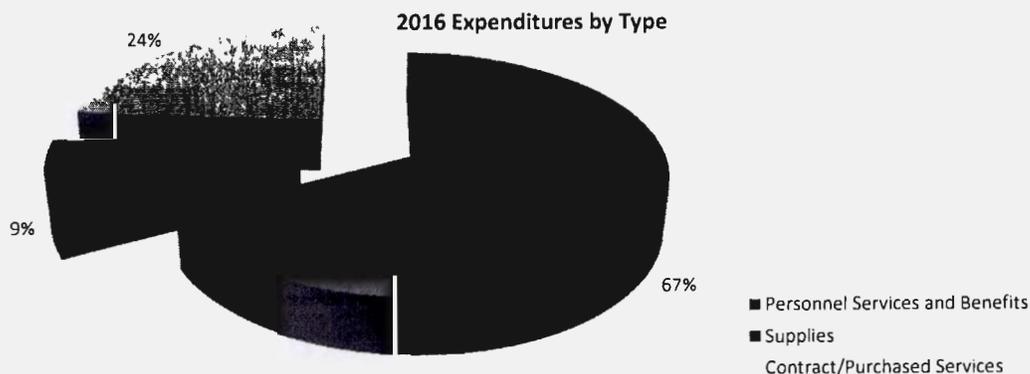
Administration Division 1210-100

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 542,320 | 573,646 | 573,646 | 572,850 | 558,084 | (15,562) | -2.7% |
| Supplies | 66,321 | 73,260 | 97,020 | 93,990 | 71,788 | (1,472) | -2.0% |
| Contract/Purchased Services | 189,728 | 190,455 | 195,885 | 180,781 | 197,462 | 7,007 | 3.7% |
| Minor Capital Outlay | 1,847 | 3,000 | 1,550 | 800 | 5,500 | 2,500 | 83.3% |
| Interdepartmental Charges | 7,553 | 9,300 | 9,300 | 7,900 | 7,700 | (1,600) | -17.2% |
| Total Expenditures | 807,769 | 849,661 | 877,401 | 856,321 | 840,534 | (9,127) | -1.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 356,128 | 379,161 | 406,901 | 398,321 | 378,034 | (1,127) | -0.3% |
| Public Safety Sales Tax | 376,330 | 392,000 | 392,000 | 381,000 | 381,000 | (11,000) | -2.8% |
| Fire Marshal Fees | 45,311 | 48,500 | 48,500 | 32,000 | 36,500 | (12,000) | -24.7% |
| Borough Emergency Management Services | | | | 15,000 | 15,000 | 15,000 | New |
| Federal and State Grant | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | - | 0.0% |
| Total Funding | 807,769 | 849,661 | 877,401 | 856,321 | 840,534 | (9,127) | -1.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Fire Chief* | 1.00 | 1.00 | 1.00 | 1.00 | 109,364 | - | 0.0% |
| Assistant Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 89,712 | - | 0.0% |
| Fire Marshal | 1.00 | 1.00 | 1.00 | 1.00 | 75,432 | - | 0.0% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 45,546 | - | 0.0% |
| Total | 4.00 | 4.00 | 4.00 | 4.00 | 320,054 | - | 0.0% |

* The Fire Chief's compensation is partially funded in calendar years 2014, 2015 & 2016 by grant revenues.



CITY OF KETCHIKAN

2016 Operating and Capital Budget

Fire

Administration Division 1210-100

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$15,562, or by 2.7%, due to staff turnover; offset by a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.
- Electric, Water, Sewer & Solid Waste (Account No. 650.02) increased by \$5,355, or by 7.6%, to account for current year expenditures and estimated rate increases for utility services.
- Software & Equipment Maintenance Services (Account No. 635-04) is a new account and added \$6,500 to the budget for software maintenance agreements for the systems used by the department.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 320,301 | 333,146 | 321,546 | 320,900 | 320,054 | (13,092) | -3.9% |
| 501 01 Overtime Wages | 2,323 | 6,000 | 3,300 | 3,300 | 6,000 | - | 0.0% |
| 502 01 Temporary Wages | - | 12,000 | 7,300 | 7,300 | 12,000 | - | 0.0% |
| 505 00 Payroll Taxes | 26,542 | 26,900 | 29,200 | 29,150 | 25,870 | (1,030) | -3.8% |
| 506 00 Pension | 76,719 | 74,600 | 69,900 | 69,900 | 71,760 | (2,840) | -3.8% |
| 507 00 Health and Life Insurance | 62,467 | 88,700 | 87,300 | 87,270 | 90,100 | 1,400 | 1.6% |
| 507 30 Workers Compensation | 20,645 | 25,000 | 26,800 | 26,730 | 23,430 | (1,570) | -6.3% |
| 508 00 Other Benefits | 31,355 | 7,300 | 26,300 | 26,300 | 8,870 | 1,570 | 21.5% |
| 509 07 Moving Expense - Taxed | 1,968 | - | 2,000 | 2,000 | - | - | 0.0% |
| Personnel Services and Benefits | 542,320 | 573,646 | 573,646 | 572,850 | 558,084 | (15,562) | -2.7% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 1,913 | 1,900 | 1,900 | 1,900 | 1,900 | - | 0.0% |
| 510 02 Operating Supplies | 6,762 | 5,500 | 5,425 | 5,425 | 5,500 | - | 0.0% |
| 510 03 Safety Program Supplies | 436 | 2,375 | 1,570 | 1,570 | 2,200 | (175) | -7.4% |
| 510 04 Janitorial Supplies | 2,979 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 510 07 Food/Catering | 546 | 950 | 950 | 500 | 950 | - | 0.0% |
| 515 02 Building & Grounds Maint Materials | 429 | 450 | 3,100 | 3,100 | 550 | 100 | 22.2% |
| 515 03 Furniture & Fixtures Maint Materials | 80 | 60 | 60 | - | 60 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 1,097 | 3,700 | 2,500 | 1,600 | 3,000 | (700) | -18.9% |
| 520 02 Postage | 622 | 950 | 1,250 | 1,200 | 1,200 | 250 | 26.3% |
| 525 03 Heating Fuel | 31,738 | 48,000 | 42,645 | 42,000 | 46,578 | (1,422) | -3.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 4,585 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 525 07 Machinery & Equip Fuel & Lubricants | 521 | 1,425 | 1,425 | 500 | 1,000 | (425) | -29.8% |
| 530 03 Professional and Technical Publications | 73 | 500 | 500 | 500 | 500 | - | 0.0% |
| 535 01 Moving Expense - Non-Taxed | 11,379 | - | 28,000 | 28,000 | - | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 551 | 950 | 1,195 | 1,195 | 1,300 | 350 | 36.8% |
| 535 05 Special Protective Clothing | 2,610 | 1,500 | 1,500 | 1,500 | 2,050 | 550 | 36.7% |
| Supplies | 66,321 | 73,260 | 97,020 | 93,990 | 71,788 | (1,472) | -2.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Administration Division 1210-100

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 4,839 | 3,800 | 3,800 | 2,900 | 3,800 | - | 0.0% |
| 600 02 Travel-Training | 168 | 4,750 | 4,750 | - | 3,500 | (1,250) | -26.3% |
| 600 03 Training and Education | 40 | 2,375 | 2,375 | - | 1,500 | (875) | -36.8% |
| 605 01 Ads and Public Announcements | 5,082 | 2,500 | 2,500 | 1,000 | 2,000 | (500) | -20.0% |
| 615 01 Professional Licenses & Certifications | 190 | 200 | 200 | 200 | 200 | - | 0.0% |
| 615 02 Assn. Membership Dues & Fees | 2,254 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 630 01 Building & Operating Permits | | | 75 | 75 | | - | 0.0% |
| 630 02 Vehicle Licenses | 10 | 100 | 100 | 100 | 100 | - | 0.0% |
| 635 02 Janitorial and Cleaning Services | 1,225 | 1,000 | 1,000 | 960 | 1,000 | - | 0.0% |
| 635 03 Vehicle Maintenance Services | - | 500 | 500 | - | 500 | - | 0.0% |
| 635 04 Software & Equip Maintenance Services | 1,410 | | 1,457 | 1,457 | 6,500 | 6,500 | New |
| 635 06 Building & Grounds Maint Services | 7,566 | 6,000 | 6,000 | 5,400 | 6,000 | - | 0.0% |
| 635 07 Machinery & Equipment Maintenance Sei | 3,809 | 5,500 | 5,500 | 5,000 | 4,600 | (900) | -16.4% |
| 635 12 Technical Services | 35,513 | 32,000 | 30,543 | 28,000 | 30,000 | (2,000) | -6.3% |
| 640 05 Medical Services | 12,000 | 12,000 | 12,000 | 12,000 | 14,000 | 2,000 | 16.7% |
| 645 01 Rents and Leases-Land and Buildings | 6,067 | 7,500 | 7,453 | 6,057 | 6,057 | (1,443) | -19.2% |
| 645 04 Rents and Leases-Infrastructure | 1,326 | 1,355 | 1,402 | 1,402 | 1,405 | 50 | 3.7% |
| 650 01 Telecommunications | 35,142 | 38,230 | 38,230 | 38,230 | 38,300 | 70 | 0.2% |
| 650 02 Electric, Water, Sewer & Solid Waste | 73,087 | 70,645 | 76,000 | 76,000 | 76,000 | 5,355 | 7.6% |
| Contract/Purchased Services | 189,728 | 190,455 | 195,885 | 180,781 | 197,462 | 7,007 | 3.7% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 500 | 500 | - | 500 | - | 0.0% |
| 725 00 Machinery and Equipment | 1,847 | 2,500 | 1,050 | 800 | 1,000 | (1,500) | -60.0% |
| 725 01 Computers, Printers & Copiers | - | - | - | - | 4,000 | 4,000 | 0.0% |
| Minor Capital Outlay | 1,847 | 3,000 | 1,550 | 800 | 5,500 | 2,500 | 83.3% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 3,509 | 6,800 | 6,800 | 5,400 | 5,200 | (1,600) | -23.5% |
| 850 01 Interdepartmental-Garage | 4,044 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| Interdepartmental Charges | 7,553 | 9,300 | 9,300 | 7,900 | 7,700 | (1,600) | -17.2% |
| Total Expenditures by Type | 807,769 | 849,661 | 877,401 | 856,321 | 840,534 | (9,127) | -1.1% |

NARRATIVE

500-01 Regular Salaries and Wages: \$320,054 – This account provides for compensation paid to all regular salaried and hourly employees of the Administration Division.

501-01 Overtime Wages: \$6,000 - This account provides for compensation paid to the Administrative Assistant and Fire Marshal for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$12,000 - This account provides for compensation paid for temporary personnel services during extended leave of the Administrative Assistant.

505-00 Payroll Taxes: \$25,870 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes incurred by the Administration Division.

506-00 Pension: \$71,760– This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$90,100 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$23,430 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$8,870 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$1,900 - This account provides for pens, pencils, note pads, file folders, copy paper, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510-02 Operating Supplies: \$5,500 - This account provides for supplies that are normally not of a maintenance nature and are required to support division operations such as inspection supplies, smoke detectors, flags and public education supplies.

510-03 Safety Program Supplies: \$2,200 - This account provides for the purchase of materials and supplies necessary to conduct an ongoing safety program within the division. It also covers the required OSHA and departmental medical exams and physical fitness equipment.

510-04 Janitorial Supplies: \$2,500 – This account provides for cleaning and sanitation supplies such as paper towels, toilet paper, cleaning solutions, etc. used by in-house and contracted janitors.

510-07 Food/Catering: \$950 - This account provides for food or catering services during extended training or emergencies.

515-02 Building and Grounds Maintenance Materials: \$550 – This account provides for the repair and maintenance of buildings and upkeep of the grounds used by the department. Salt, paint and caulk are examples of purchases under this line item.

515-03 Furniture and Fixtures Maintenance Materials: \$60 - This account provides for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515-04 Machinery and Equipment Maintenance Materials: \$3,000 – This account provides for the repair and maintenance of machinery and equipment owned or leased and operated by the division. Included are office equipment, operating equipment, computer networks and computers.

520-02 Postage and Freight: \$1,200 - This account provides for postal related services such as postage, express delivery, barge line freight and mailing materials.

525-03 Heating Fuel: \$46,578 - This account provides for heating fuel used to heat facilities owned or leased and operated by the department.

525-04 Vehicle Motor Fuel and Lubricants: \$2,500 - This account provides for gasoline, diesel fuel and lubricants used in the operations of the division vehicles.

525-07 Machinery and Equipment Fuel and Lubricants: \$1,000 – This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of department machinery, equipment and generators.

530-03 Professional and Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, building codes, professional standards and technical journals.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Fire

Administration Division 1210-100

535-04 Allowances-Uniforms/Badges/Clothing: \$1,300 - This account provides 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 and badges.

535-05 Allowances-Special Protective Clothing: \$2,050 - This account provides for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600-01 Travel-Business: \$3,800 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600-02 Travel-Training: \$3,500 - This account provides 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: \$1,500 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$2,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals and vacancies.

615-01 Professional Licenses and Technical Certifications: \$200 - This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to license Paramedics; and fees paid for technical certifications required by medical technicians, divers and operators of special equipment.

615-02 Assn. Dues and Membership Fees: \$2,000 - This account provides for memberships in professional and trade associations and regional organizations.

630-02 Vehicle Licenses: \$100 - This account provides for licensing division vehicles for operations on public highways.

635-02 Janitorial and Cleaning Services: \$1,000 - This account provides for services to clean facilities and equipment owned by the department.

635-03 Vehicle Maintenance Services: \$500 - This account provides for expenditure for the repair and maintenance of department vehicles and boats by outside maintenance facilities.

635-04 Software and Equipment Maintenance Services: \$6,500 - 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, Firehouse annual license and support fees, and Basecamp annual license and support fees.

635-06 Buildings and Grounds Maintenance Services: \$6,000 - This account provides 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 Otis Elevator contract and sprinkler/backflow testing.

635-07 Machinery and Equipment Maintenance Services: \$4,600 - This account provides 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 copier contract with Tongass Business Center.

635-12 Technical Services: \$30,000 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are 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.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Fire

Administration Division 1210-100

640-05 Medical Services: \$14,000 – Expenditure 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: \$6,057 - This account provides for the costs of leasing storage space at Fire Station No. 3 from the Public Works Building Maintenance Department.

645-04 Rents and Leases - Infrastructure: \$1,405 - This account provides for expenditures for the rent and lease of infrastructure, including rental of Harbor facilities for the fireboat, Harry Newell.

650-01 Telecommunications: \$38,300 - This account provides 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: \$76,000 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$1,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office equipment, computer equipment, Ipad(s) for in-cab dispatching, and operating equipment required to provide services or maintain capital assets.

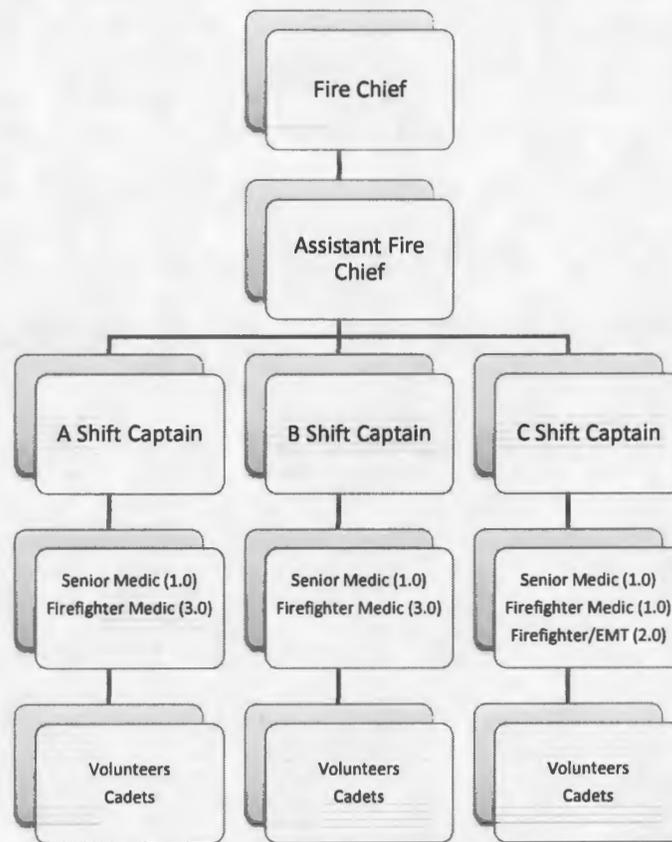
725-01 Computers, Printers, & Copiers: \$4,000 - This account provides for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. The 2016 PC Replacement Schedule includes 1 laptop and 1 desktop computer.

825-01 Interdepartmental Charges – Insurance: \$5,200 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$2,500 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

MISSION STATEMENT

It is the mission of the Fire Department Operations Division to maintain the quality of life and the economic viability of the community from losses due to fire, accident, injury or illness. The Operations Division does this by training for, responding to and mitigating incidents of fire, natural disaster, accidents or illness, which require suppression, containment or intervention. Firefighters, Paramedics and EMTs provide emergency medical care to victims of accidents and acute illness by providing expedited transportation to the appropriate medical facility and quality patient care. Department members play a vital role in fire prevention, public education, accident prevention and emergency preparedness training for the public. The Operations Division strives to fulfill its mission statement by responding with well-trained personnel and well-maintained equipment and apparatus in a cost effective and efficient manner within guidelines established by federal and state laws, the City Charter, the Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council.



GOALS FOR 2016

- Continue to meet all NIMS requirements for department personnel.
- Maintain the current number of volunteers through recruitment and retention efforts.
- 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 meet staffing, training and equipment requirements for current and future community needs.
- Continue to spearhead the Ketchikan and SE Alaska Hazardous Materials Response Programs as members of the Statewide Hazmat Response Team.
- Continue to provide a joint KFD/KPD Dive Team for water-rescue and evidence recovery situations.
- Continue to meet the national response criteria to have eighty-five percent (85%) of initial response equipment on scene within four minutes of an alarm.
- Continue to train and drill quarterly with mutual-aid fire departments to assure safety and continuity of operations at all fires and emergency scenes.
- Continue to provide a joint KFD/KPD Arson Investigation Team to identify the origin and cause of all fires in the community.

- Deliver programs, including re-certification, which equal or exceed national or state standards in the following subjects:
 - EMT-I, EMT-II, EMT-III
 - ACLS, PHTLS, PALS
 - Firefighter I and II
 - Hazardous Materials Operations and Technician
 - Emergency Vehicle Operations
 - CPR
 - Confined Space Rescue
 - Paramedic Re-certification, State of Alaska and National Registry
 - Shipboard Firefighting
 - Fire Service and EMS Instructor
 - ARFF
 - NIMS/ICS Training and Certification
- Continue to provide an EMT-III or higher level of care or greater on all primary (frontline) EMS responses.
- Continue to identify community needs relating to Emergency Medical Services through discussions with healthcare providers and members of the community.
- Ensure that each department member is trained regarding updated emergency medical services standing orders and any associated changes.
- Graduate four (4) new paramedics from in-house training program.

ACCOMPLISHMENTS FOR 2015

- Trained and drilled quarterly with mutual-aid departments to assure safety and continuity of operations at all fire and emergency scenes.
- Supplied ongoing training for department members in fire services, emergency medical services, hazmat, dive and confined space rescue functions.
- Responded to an estimated 1,900 calls for service in 2015.
- Conducted fire prevention talks, fire extinguisher training and station tours for more than 1,200 members of the general public. The division also conducted fire prevention programs for elementary and pre-school aged children in the community schools and in the fire stations.
- Tested all departmental pumps, hoses and ground ladders to national standards.
- Provided "Quality Assurance" on every EMS call for the year and participated in the CARES project with Seattle Medic One.
- Attended and actively participated in more than 7,000 man-hours of training, drills and exercises and 3,000 hours of in house ride time for volunteer members.
- Provided weekly training in EMS, fire service, Hazmat, Dive, NIMS and fire boat functions.
- Replaced Support No. 2
- Operated within budget constraints and guidelines.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

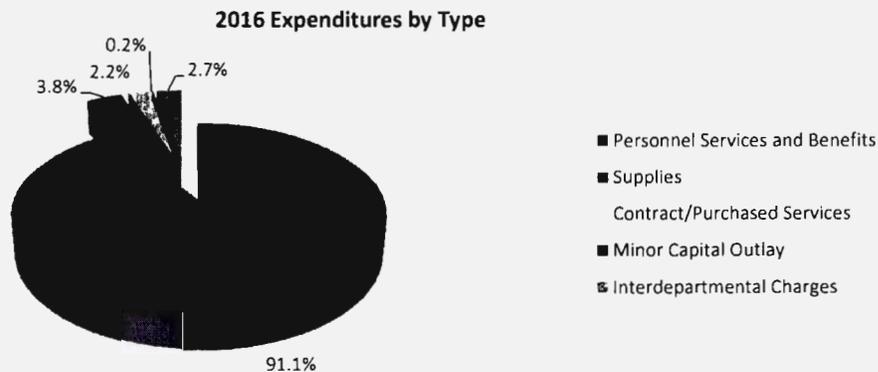
Operations Division 1210-110

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 2,067,975 | 2,122,378 | 2,139,149 | 2,136,050 | 2,222,234 | 99,856 | 4.7% |
| Supplies | 84,706 | 92,969 | 87,393 | 75,315 | 92,777 | (192) | -0.2% |
| Contract/Purchased Services | 41,405 | 46,388 | 49,163 | 37,960 | 54,180 | 7,792 | 16.8% |
| Minor Capital Outlay | 257 | 4,000 | 4,000 | 2,700 | 4,000 | - | 0.0% |
| Interdepartmental Charges | 61,031 | 71,600 | 60,600 | 60,000 | 65,500 | (6,100) | -8.5% |
| Total Expenditures | 2,255,374 | 2,337,335 | 2,340,305 | 2,312,025 | 2,438,691 | 101,356 | 4.3% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 702,866 | 731,835 | 734,805 | 711,775 | 838,441 | 106,606 | 14.6% |
| Public Safety Sales Tax | 1,037,350 | 1,080,500 | 1,080,500 | 1,050,250 | 1,050,250 | (30,250) | -2.8% |
| Ambulance Fees | 515,158 | 525,000 | 525,000 | 550,000 | 550,000 | 25,000 | 4.8% |
| Total Funding | 2,255,374 | 2,337,335 | 2,340,305 | 2,312,025 | 2,438,691 | 101,356 | 4.3% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Captain | 3.00 | 3.00 | 3.00 | 3.00 | 271,591 | - | 0.0% |
| Senior Medic | 3.00 | 3.00 | 3.00 | 3.00 | 242,798 | - | 0.0% |
| Firefighter/Medic | 5.00 | 7.00 | 7.00 | 7.00 | 502,474 | - | 0.0% |
| Firefighter/EMT | 4.00 | 2.00 | 2.00 | 2.00 | 133,971 | - | 0.0% |
| Total | 15.00 | 15.00 | 15.00 | 15.00 | 1,150,834 | - | 0.0% |



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Operations Division 1210-110

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$99,856, or by 4.7%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for International Association of Firefighters, Local 2761 that will become effective January 1, 2016.
- Training and Education (Account No. 600-03) increased by \$6,714, or by 45%, due to the start of the tuition repayment for the four (4) paramedic students that completed the program in 2015. The full tuition repayment for the students in FY16 will be \$11,120, however, a portion of the existing budget will cover the difference between the new payments and the increased account balance.
- Interdepartmental Charges - Insurance (Account No. 825-01) decreased by \$6,100, or by 11.8%, due to a rebate from the insurance pool.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 1,039,696 | 1,111,078 | 1,093,978 | 1,093,800 | 1,150,834 | 39,756 | 3.6% |
| 501 01 Overtime Wages | 227,290 | 180,000 | 198,096 | 198,000 | 180,000 | - | 0.0% |
| 502 01 Temporary Wages | 39,006 | 60,000 | 64,213 | 64,200 | 60,000 | - | 0.0% |
| 505 00 Payroll Taxes | 99,769 | 103,400 | 103,400 | 100,600 | 106,400 | 3,000 | 2.9% |
| 506 00 Pension | 303,393 | 284,000 | 279,700 | 279,700 | 292,800 | 8,800 | 3.1% |
| 507 00 Insurance Benefits-Health/Life | 224,732 | 243,800 | 254,800 | 254,800 | 275,500 | 31,700 | 13.0% |
| 507 30 Insurance Benefits-Workers Comp | 85,581 | 105,700 | 110,562 | 110,550 | 107,500 | 1,800 | 1.7% |
| 508 00 Other Benefits | 32,558 | 17,900 | 17,900 | 17,900 | 32,700 | 14,800 | 82.7% |
| 509 06 Allowances-Meals | 15,950 | 16,500 | 16,500 | 16,500 | 16,500 | - | 0.0% |
| Personnel Services and Benefits | 2,067,975 | 2,122,378 | 2,139,149 | 2,136,050 | 2,222,234 | 99,856 | 4.7% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 1,061 | 1,000 | 1,000 | 800 | 1,000 | - | 0.0% |
| 510 02 Operating Supplies | 29,770 | 32,944 | 32,338 | 30,000 | 32,800 | (144) | -0.4% |
| 510 03 Safety Program Supplies | 22,426 | 21,000 | 16,030 | 16,030 | 21,000 | - | 0.0% |
| 510 05 Small Tools & Equipment | 648 | 900 | 900 | 900 | 900 | - | 0.0% |
| 510 07 Food/Catering | 65 | 800 | 800 | - | 800 | - | 0.0% |
| 515 01 Vehicle Maintenance Materials | 805 | 1,425 | 1,425 | 785 | 1,425 | - | 0.0% |
| 515 03 Furniture and Fixtures Maint Materials | - | 400 | 400 | - | 400 | - | 0.0% |
| 515 04 Machinery & Equipment Maint Materials | 166 | 1,600 | 1,600 | 300 | 1,600 | - | 0.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 13,135 | 14,500 | 14,500 | 10,000 | 14,452 | (48) | -0.3% |
| 530 03 Professional and Technical Publications | 88 | 300 | 300 | - | 300 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 7,473 | 8,100 | 8,100 | 7,500 | 8,100 | - | 0.0% |
| 535 05 Special Protective Clothing | 9,069 | 10,000 | 10,000 | 9,000 | 10,000 | - | 0.0% |
| Supplies | 84,706 | 92,969 | 87,393 | 75,315 | 92,777 | (192) | -0.2% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Operations Division 1210-110

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | - | 3,800 | 3,800 | 1,500 | 3,800 | - | 0.0% |
| 600 02 Travel-Training | 5,521 | 11,632 | 10,255 | 6,000 | 11,000 | (632) | -5.4% |
| 600 03 Training and Education | 10,625 | 14,906 | 13,528 | 10,500 | 21,620 | 6,714 | 45.0% |
| 605 01 Ads and Public Announcements | 240 | 950 | 950 | - | 900 | (50) | -5.3% |
| 615 01 Professional Licenses and Certifications | 960 | 1,200 | 1,200 | 900 | 1,200 | - | 0.0% |
| 630 02 Vehicle Licenses | 85 | 200 | 200 | 100 | 200 | - | 0.0% |
| 630 03 Bank & Merchant Fees | 140 | | 260 | 260 | 260 | 260 | NA |
| 630 06 Service Charges and Fees | 10,170 | 8,500 | 10,000 | 10,000 | 10,000 | 1,500 | 17.6% |
| 635 03 Vehicle Maintenance Services | 18 | 200 | 200 | - | 200 | - | 0.0% |
| 635 12 Technical Services | 13,646 | 5,000 | 8,770 | 8,700 | 5,000 | - | 0.0% |
| Contract/Purchased Services | 41,405 | 46,388 | 49,163 | 37,960 | 54,180 | 7,792 | 16.8% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 592 | 1,000 | 1,000 | 700 | 1,000 | - | 0.0% |
| 725 00 Machinery & Equipment | (335) | 2,500 | 2,500 | 2,000 | 2,500 | - | 0.0% |
| 735 00 Software | - | 500 | 500 | - | 500 | - | 0.0% |
| Minor Capital Outlay | 257 | 4,000 | 4,000 | 2,700 | 4,000 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 29,627 | 51,600 | 40,600 | 40,000 | 45,500 | (6,100) | -11.8% |
| 850 01 Interdepartmental Charges-Garage | 31,404 | 20,000 | 20,000 | 20,000 | 20,000 | - | 0.0% |
| Interdepartmental Charges | 61,031 | 71,600 | 60,600 | 60,000 | 65,500 | (6,100) | -8.5% |
| Total Expenditures by Type | 2,255,374 | 2,337,335 | 2,340,305 | 2,312,025 | 2,438,691 | 101,356 | 4.3% |

NARRATIVE

500-01 Regular Salaries and Wages: \$1,150,834 – This account provides for compensation paid to all regular salaried and hourly employees of the Operations Division.

501-01 Overtime Wages: \$180,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$60,000 - This account provides for compensation paid to volunteer employees for temporary personnel services.

505-00 Payroll Taxes: \$106,400 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$292,800 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$275,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$107,500 – This account provides for employer contributions to workers compensation

508-00 Other Benefits: \$32,700 – 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.

509-06 Allowances-Meals: \$16,500 – This account provides for employer provided semi-annual meal stipends to employees of the Fire Department. These benefits are taxable to the employees.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Fire

Operations Division 1210-110

510-01 Office Supplies: \$1,000 - This account provides 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: \$32,800 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies including but not limited to medications, intubation devices, disposable pads, sharps containers, rubber gloves, etc. for ambulance and rescue type calls, and other departmental supplies used by the division during the course of a year.

510-03 Safety Program Supplies: \$21,000 - This account provides for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control items.

510-05 Small Tools and Equipment: \$900 - This account provides 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: \$800 - This account provides for food or catering services during extended training exercises or emergencies.

515-01 Vehicle Maintenance Materials: \$1,425 - This account provides for the repair and maintenance of vehicles owned or leased and operated by the department. Included are licensed and unlicensed rolling stock and boats.

515-03 Furniture and Fixtures Maintenance Materials: \$400 - This account provides for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515-04 Machinery and Equipment Maintenance Materials: \$1,600 - This account provides for the repair and maintenance of machinery and equipment operated by the division. Included are office equipment, operating equipment, computer networks and computers.

525-04 Vehicle Motor Fuel and Lubricants: \$14,452 - This account provides for gasoline, diesel fuel and lubricants used in the operations of division vehicles and boats.

530-03 Professional and Technical Publications: \$300 - This account provides 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 Allowances-Uniforms/Badges/Clothing: \$8,100 - This account provides 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 and badges.

535-05 Special Protective Clothing: \$10,000 - This account provides for direct purchases of or reimbursements to employees for special protective clothing required by department policies.

600-01 Travel-Business: \$3,800 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600-02 Travel-Training: \$11,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$21,620 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Fire

Operations Division 1210-110

605-01 Advertising and Marketing : \$900 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are community issues, recruiting, requests for proposals and vacancies.

615-01 Professional Licenses and Technical Certifications: \$1,200 – This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid to licensed Paramedics; and fees paid for technical certifications required by medical technicians, divers and operators of special equipment.

630-02 Vehicle Licenses: \$200 – This account provides for licensing division vehicles for operations on public highways.

630-03 Bank and Merchant Charges: \$260 – This account provides 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: \$10,000 – This account provides for payment of fees that are charged by the Ketchikan Gateway Borough for medical transport to and from the Ketchikan International Airport.

635-03 Vehicle Maintenance Services: \$200 – This account provides for the repair and maintenance of department vehicles and boats by outside maintenance facilities.

635-12 Technical Services: \$5,000 - This account provides for the payment of services provided to the Fire and Emergency Medical Services Division under written contract and/or purchase order. This includes a service contract on monitor/defibrillators, radio repairs, etc. Included is Zoll bi-annual extended warranty.

715-00 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$2,500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

735-00 Software: \$500 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825-01 Interdepartmental Charges – Insurance: \$45,500 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$20,000 - This account provides 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 2016

- The department will apply to Alaska Department of Homeland Security and Emergency Management (ADHS&EM) for 2016 EMPG, LEPC, and SHSP grants. Staff will continue to utilize monies from the 2012 SAFER Grant (FEMA) for volunteer incentives and retention. Staff will continue to utilize monies from the 2015 ADHS&EM LEPC and EMPG grants for public outreach, emergency management training, and education. Management also expects to receive another \$7,000 for Hazmat team support funding from ADEC. Staff will continue to seek additional alternative funding

ACCOMPLISHMENTS FOR 2015

- In 2015, grant funds received by the Ketchikan Fire Department provided the department with a variety of training opportunities. Department members evaluated and exercised their Hazmat skills with Hazmat teams from all over Alaska during an exercise held in Seward. The Alaska Department of Environmental Conservation (ADEC) granted the department \$7,000 for Hazmat equipment maintenance and training. These funds purchased new equipment, and provided funds for equipment maintenance. In 2015, the department utilized supplemental SHSP grant funding for the purchase of portable radios and batteries. In 2015, the City was awarded \$30,000 from the ADHS&EM for emergency management activities. In 2015, the City was also awarded \$18,000 from ADHS&EM grant program for management of the LEPC. A four year grant of \$175,000 from the SAFER program for volunteer recruitment and retention continued to be utilized for college scholarships for 5 volunteers. The department also received a new SHSP grant award of \$216,000 to purchase and install an additional all-hazard warning siren, to purchase and install a backup generator for the Saxman Community Center, to participate in Alaska Shield 2016 exercise planning, and for law enforcement training.

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 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.

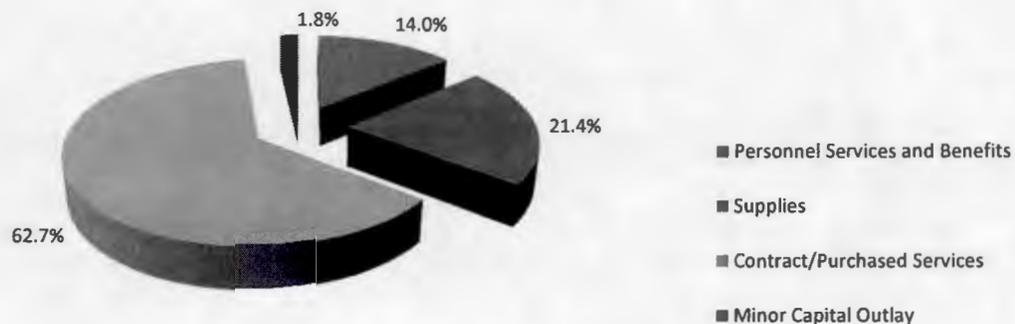
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Grants Program 1210-192

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 13,032 | 7,775 | 7,775 | 7,775 | 5,710 | (2,065) | -26.6% |
| 501 01 Overtime Wages | 7,806 | - | - | - | 8,426 | 8,426 | New |
| 502 01 Temporary Wages | 2,457 | 1,000 | 1,000 | 100 | 1,000 | - | 0.0% |
| 505 00 Payroll Taxes | 1,745 | 600 | 341 | 564 | - | (600) | -100.0% |
| 506 00 Pension | 4,118 | 1,700 | 1,748 | 1,748 | - | (1,700) | -100.0% |
| 507 00 Insurance Benefits-Health/Life | 1,914 | 1,875 | 1,955 | 1,955 | - | (1,875) | -100.0% |
| 507 30 Insurance Benefits-Workers Comp | 1,577 | 660 | 568 | 568 | - | (660) | -100.0% |
| Personnel Services and Benefits | 32,649 | 13,610 | 13,387 | 12,710 | 15,136 | 1,526 | 11.2% |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | - | 4,600 | 4,600 | 5,470 | 900 | (3,700) | -80.4% |
| 510 03 Safety Program Supplies | - | - | - | - | 22,342 | 22,342 | New |
| Supplies | - | 4,600 | 4,600 | 5,470 | 23,242 | 18,642 | 405.3% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | - | - | - | - | 17,222 | 17,222 | New |
| 600 02 Travel-Training | - | 19,100 | 19,100 | 8,095 | 4,824 | (14,276) | -74.7% |
| 600 03 Training and Education | 33,180 | 43,750 | 43,750 | 14,383 | 43,750 | - | 0.0% |
| 605 01 Ads and Public Announcements | 1,323 | 4,700 | 4,700 | 4,500 | 600 | (4,100) | -87.2% |
| 625 03 Insurance Premiums-Liability | 938 | 1,200 | 1,200 | 800 | 1,200 | - | 0.0% |
| 635 14 Other Contractual Services | - | 6,716 | 6,716 | 6,716 | - | (6,716) | -100.0% |
| 650 01 Telecommunications | 358 | 400 | 400 | 360 | 400 | - | 0.0% |
| Contract/Purchased Services | 35,799 | 75,866 | 75,866 | 34,854 | 67,996 | (7,870) | -10.4% |
| Minor Capital | | | | | | | |
| 725 00 Machinery & Equipment | 9,675 | - | 5,671 | 8,500 | 2,000 | 2,000 | NA |
| Minor Capital Outlay | 9,675 | - | 5,671 | 8,500 | 2,000 | 2,000 | NA |
| Total Expenditures by Type | 78,123 | 94,076 | 99,524 | 61,534 | 108,374 | 14,298 | 15.2% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Fire

Grants Program 1210-192

| Grant Program | 2014 | 2015 | | | 2016 | 2015 | Adopted/2016 |
|--|---------------|---------------|---------------|---------------|----------------|---------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| NACCHO | 4,926 | 7,300 | 7,300 | 4,125 | 7,300 | - | 0.0% |
| Safer Grant | 9,241 | - | - | | 43,750 | 43,750 | New |
| EMPG | 17,962 | - | - | | | - | 0.0% |
| ADEC | 9,675 | 8,500 | 8,500 | 8,500 | 7,000 | (1,500) | -17.6% |
| AFG | 36,161 | - | - | | | - | 0.0% |
| 2012 SHSP | | - | 46 | | | - | 0.0% |
| 2013 SHSP | | | 5,625 | | 20,288 | 20,288 | NA |
| 2012 SAFER College Training | | 43,750 | 43,750 | 14,383 | | (43,750) | -100.0% |
| 2015 LEPC | 158 | 15,863 | 15,640 | 15,863 | 15,018 | (845) | -5.3% |
| 2016 LEPC | | 18,663 | 18,663 | 18,663 | 15,018 | (3,645) | -19.5% |
| Total Expenditures by Grant Program | 78,123 | 94,076 | 99,524 | 61,534 | 108,374 | 14,298 | 15.2% |

NARRATIVE

500-01 Regular Salaries and Wages: \$5,710 – This account provides for compensation paid to all regular salaried and hourly employees of the Grants Program Division.

501-01 Overtime Wages: \$8,426 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$1,000 – This account provides for compensation paid to all temporary salaried and hourly employees of the Grants Program Division.

510-02 Operating Supplies: \$900 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as expendable medical supplies including but not limited to medications, intubation devices, disposable pads, sharps containers, rubber gloves, etc. for ambulance and rescue type calls, and other departmental supplies used by the division during the course of a year.

510-03 Safety Program Supplies: \$22,342 - This account provides for the City safety program. Included are safety training audio and video programs, safety equipment, physical fitness equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control items.

600-01 Travel-Business: \$17,222 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600-02 Travel-Training: \$4,824 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600-03 Travel-Training and Education: \$43,750 - This account provides for registration fees, training materials and tuition reimbursements and other incidental expenses associated with training and educating employees.

605-01 Ads and Public Announcements: \$600 - This account provides 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.

625-03 Insurance Premiums-Liability: \$1,200 - This account provides for a KFD Volunteer supplemental insurance program.

650-01 Telecommunications: \$400 - This account provides for telecommunications services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, long distance and toll-free numbers.

725-00 Machinery and Equipment: \$2,000 This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

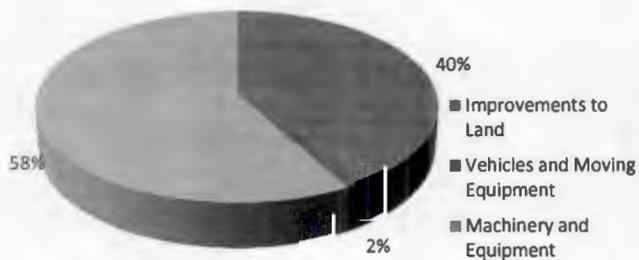
CITY OF KETCHIKAN
2015 Operating and Capital Budget
Fire

Capital Budget

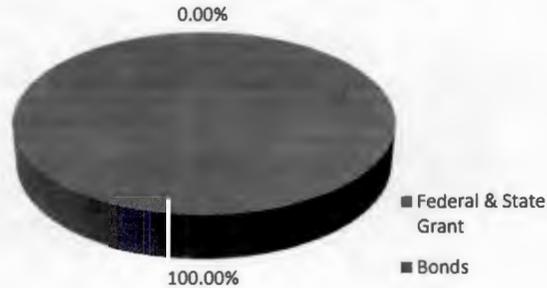
| Major Capital Projects | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 710-00 Improvements to Land | - | 127,000 | 127,000 | - | 147,000 | 20,000 | 15.7% |
| 720-00 Vehicles and Moving Equipment | 544,949 | 40,076 | 133,370 | 119,122 | 5,562 | (34,514) | -86.1% |
| 725-00 Machinery and Equipment | - | 718 | 718 | - | 210,800 | 210,082 | 29259.3% |
| Total Major Capital Outlay | 544,949 | 167,794 | 261,088 | 119,122 | 363,362 | 195,568 | 116.6% |

| 2016 Capital Improvement Projects | | Funding Sources | | | |
|-----------------------------------|--|----------------------|--------------------------|----------|----------------|
| Project # | Project | PW Sales Tax Fund | Federal & State Grant | Bonds | Total |
| 710-00 | Improvements to Land | | | | |
| | Water Supply Line to Station 2 | 127,000 | - | - | 127,000 |
| | Station 2 Cardlock System | 20,000 | - | - | 20,000 |
| | Total Improvements to Land | 147,000 | - | - | 147,000 |
| 720-00 | Vehicles and Moving Equipment | | | | |
| | Fire Boat Major Repairs | 5,562 | - | - | 5,562 |
| | Total Vehicles and Moving Equipment | 5,562 | - | - | 5,562 |
| 725-00 | Machinery and Equipment | | | | |
| | All Hazard Warning Siren #4 | 14,476 | 20,524 | - | 35,000 |
| | Saxman Backup Generator | - | 175,800 | - | 175,800 |
| | Total Machinery and Equipment | 14,476 | 196,324 | - | 210,800 |
| | Total 2016 Capital Budget | 167,038 | 196,324 | - | 363,362 |

Expenditures by Type



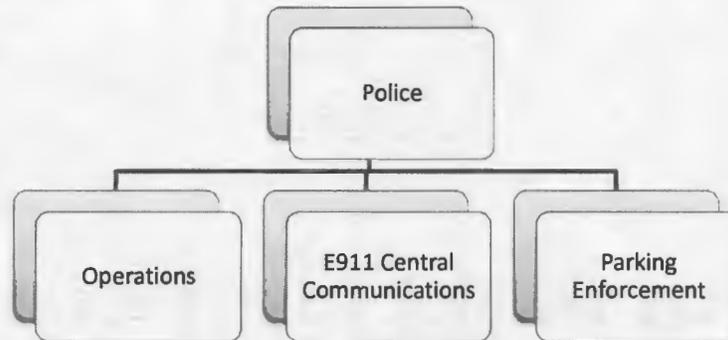
Expenditures by Funding Source



CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | 2016 | Adopted 2015/2016 | | |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|-----------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 3,385,361 | 3,656,259 | 3,656,859 | 3,523,200 | 3,676,689 | 20,430 | 0.6% |
| E911 Central Communications | 1,052,130 | 1,145,442 | 1,145,442 | 1,079,350 | 1,121,572 | (23,870) | -2.1% |
| Parking Enforcement | 66,601 | 84,871 | 84,871 | 78,170 | 91,213 | 6,342 | 7.5% |
| Grants | 31,948 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| Capital Improvement Program | 335,582 | 225,237 | 225,237 | 121,300 | 188,740 | (36,497) | -16.2% |
| Total | 4,871,622 | 5,114,309 | 5,114,909 | 4,804,520 | 5,080,714 | (33,595) | -0.7% |

| Expenditures by Category | 2014 | 2015 | | 2016 | Adopted 2015/2016 | | |
|---------------------------------|------------------|------------------|------------------|------------------|-------------------|-----------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 4,036,155 | 4,277,020 | 4,271,982 | 4,137,590 | 4,289,657 | 12,637 | 0.3% |
| Supplies | 118,526 | 140,312 | 139,712 | 112,300 | 134,002 | (6,310) | -4.5% |
| Contract/Purchased Services | 260,394 | 321,990 | 322,590 | 297,558 | 335,665 | 13,675 | 4.2% |
| Minor Capital Outlay | 64,316 | 39,500 | 45,138 | 40,622 | 35,200 | (4,300) | -10.9% |
| Interdepartmental Charges | 56,649 | 110,250 | 110,250 | 95,150 | 97,450 | (12,800) | -11.6% |
| Major Capital Outlay | 335,582 | 225,237 | 225,237 | 121,300 | 188,740 | (36,497) | -16.2% |
| Total | 4,871,622 | 5,114,309 | 5,114,909 | 4,804,520 | 5,080,714 | (33,595) | -0.7% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

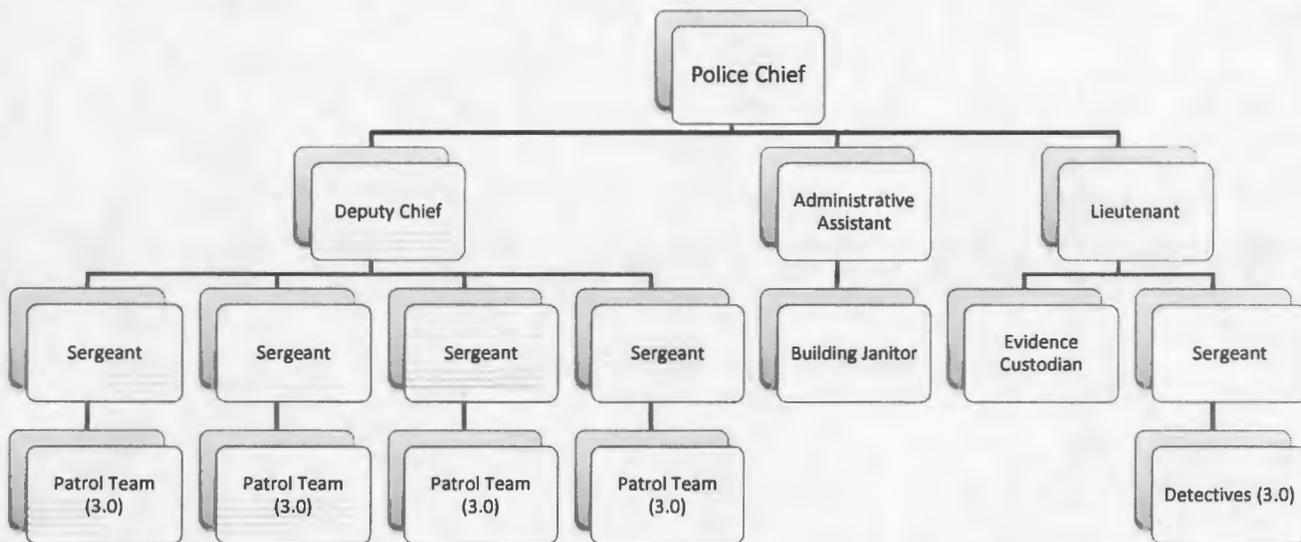
Summary

| Funding Source | 2014 | 2015 | | | 2016 | Adopted 2015/2016 | |
|--------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 2,544,969 | 2,809,072 | 2,792,470 | 2,655,268 | 2,881,224 | 72,152 | 2.6% |
| Public Safety Sales Tax | 1,413,680 | 1,472,500 | 1,472,500 | 1,431,250 | 1,431,250 | (41,250) | -2.8% |
| Charges for Services | 433,178 | 445,000 | 445,000 | 435,000 | 435,000 | (10,000) | -2.2% |
| Fines and Forfeitures | 112,265 | 160,000 | 160,000 | 142,000 | 142,000 | (18,000) | -11.3% |
| US Marshal Fund | - | - | 17,202 | 17,202 | - | - | NA |
| Federal and State Grants | 31,948 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| Public Works Sales Tax | 335,582 | 225,237 | 225,237 | 121,300 | 188,740 | (36,497) | -16.2% |
| Total | 4,871,622 | 5,114,309 | 5,114,909 | 4,804,520 | 5,080,714 | (33,595) | -0.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | Adopted 2015/2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 25.00 | 25.00 | 25.00 | 25.00 | 1,907,864 | - | 0.0% |
| E911 Central Communications | 9.30 | 9.30 | 9.30 | 9.30 | 452,012 | - | 0.0% |
| Parking Enforcement | 1.00 | 1.00 | 1.00 | 1.00 | 37,041 | - | 0.0% |
| Total | 35.30 | 35.30 | 35.30 | 35.30 | 2,396,917 | - | 0.0% |

MISSION STATEMENT

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



GOALS FOR 2016

- Train a group of selected officers to be the core of a REACT team.
- Provide KPD/KFD Dive Team with Public Safety diver's course.
- Finalize the deployment of body worn cameras.
- Continue in-house training and provide more scenario based training.
- Receive training and become proactive in the search for Internet predators.

ACCOMPLISHMENTS FOR 2015

- Held contest for elementary students to draw department's Christmas card cover. Winner will become a Junior Officer for the afternoon.
- Presented at Schoenbar job fair.
- Conducted multiple classes at the Ketchikan High School.
- Worked closely with the School District on its safety plan.
- Sent four department members to a Sergeant's Academy.
- Department administrators attended the 2015 FBI National Training Conference.
- Provided all officer's with Trauma first aid training.
- Traded seized firearms for active shooter response kits.
- Provided citizen's, businesses and City departments with safety assessments and briefings.
- Started process for deployment of body worn cameras. Conducted field tests.
- Joined Internet Crimes Against Children (ICAC) task force. Two Detectives received training in Anchorage, paid for by the task force.
- Continued in-house training program including a class on ethics.
- Hosted a department wide Blue Courage class.
- Hosted bike rodeo for kids presented by the Police Mountain Bike Team.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Operations Division 1220-110

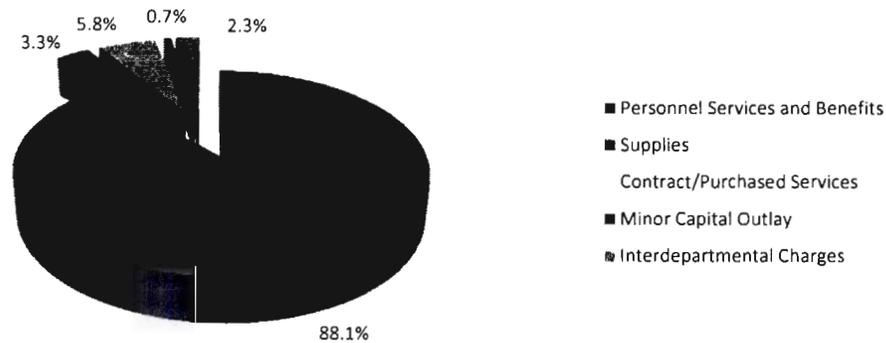
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 3,026,394 | 3,206,729 | 3,201,691 | 3,125,600 | 3,237,344 | 30,615 | 1.0% |
| Supplies | 106,461 | 126,450 | 126,450 | 99,900 | 120,690 | (5,760) | -4.6% |
| Contract/Purchased Services | 168,257 | 195,480 | 195,480 | 178,900 | 205,555 | 10,075 | 5.2% |
| Minor Capital Outlay | 32,706 | 31,500 | 37,138 | 35,000 | 27,000 | (4,500) | -14.3% |
| Interdepartmental Charges | 51,543 | 96,100 | 96,100 | 83,800 | 86,100 | (10,000) | -10.4% |
| Total Expenditures | 3,385,361 | 3,656,259 | 3,656,859 | 3,523,200 | 3,676,689 | 20,430 | 0.6% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 1,927,859 | 2,128,759 | 2,112,157 | 2,012,748 | 2,183,439 | 54,680 | 2.6% |
| Public Safety Sales Tax | 1,413,680 | 1,472,500 | 1,472,500 | 1,431,250 | 1,431,250 | (41,250) | -2.8% |
| Fines and Forfeitures | 43,822 | 55,000 | 55,000 | 62,000 | 62,000 | 7,000 | 12.7% |
| US Marshal Fund | | - | 17,202 | 17,202 | | (17,202) | 0.0% |
| Total Funding | 3,385,361 | 3,656,259 | 3,656,859 | 3,523,200 | 3,676,689 | 20,430 | 0.6% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Police Chief | 0.90 | 0.90 | 0.90 | 0.90 | 106,660 | - | 0.0% |
| Deputy Chief | 0.95 | 0.95 | 0.95 | 0.95 | 101,687 | - | 0.0% |
| Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 | 92,989 | - | 0.0% |
| Sergeant | 5.00 | 5.00 | 5.00 | 5.00 | 449,929 | - | 0.0% |
| Corporal | 1.00 | 1.00 | 1.00 | 1.00 | 80,896 | - | 0.0% |
| Police Officer | 11.00 | 11.00 | 11.00 | 11.00 | 743,816 | - | 0.0% |
| Detective/Investigations | 3.00 | 3.00 | 3.00 | 3.00 | 221,532 | - | 0.0% |
| Administrative Assistant | 0.95 | 0.95 | 0.95 | 0.95 | 51,525 | - | 0.0% |
| Evidence Custodian | 0.90 | 0.90 | 0.90 | 0.90 | 49,152 | - | 0.0% |
| Custodian | 0.30 | 0.30 | 0.30 | 0.30 | 9,678 | - | 0.0% |
| Total | 25.00 | 25.00 | 25.00 | 25.00 | 1,907,864 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$30,615, or by 1.0%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016. As a new collective bargaining agreement has yet to be reached, no cost of living adjustments have been programmed for employees of the Public Safety Employees Association for either FY 2015 or FY 2016.
- Software and Equipment Maintenance Services (Account No. 635-04) increased by \$5,000, or by 33.3%, for licensing and cloud based digital evidence storage for body worn cameras.
- Computers, Printers, and Copiers (Account No. 725-01) decreased by \$6,000, or by 60%, due to only one computer scheduled for replacement.
- Interdepartmental Charges - Insurance (Account 826-01) decreased by \$10,000, or by \$17.8, due to a rebate from the insurance pool.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 1,750,377 | 1,880,429 | 1,873,046 | 1,856,200 | 1,907,864 | 27,435 | 1.5% |
| 501 01 Overtime Wages | 182,645 | 160,000 | 160,000 | 147,000 | 160,000 | - | 0.0% |
| 502 01 Temporary Wages | - | - | 5,000 | 4,800 | - | - | NA |
| 505 00 Payroll Taxes | 144,632 | 156,100 | 156,100 | 150,000 | 158,230 | 2,130 | 1.4% |
| 506 00 Pension | 457,964 | 446,200 | 446,200 | 432,100 | 452,820 | 6,620 | 1.5% |
| 507 00 Health and Life Insurance | 370,322 | 406,700 | 404,045 | 383,400 | 379,500 | (27,200) | -6.7% |
| 507 30 Workers Compensation | 57,137 | 74,200 | 74,200 | 74,100 | 74,030 | (170) | -0.2% |
| 508 00 Other Benefits | 17,894 | 31,500 | 31,500 | 31,500 | 53,300 | 21,800 | 69.2% |
| 509 01 Allowances-Police Uniforms | 44,935 | 50,000 | 50,000 | 46,000 | 50,000 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | 488 | 1,600 | 1,600 | 500 | 1,600 | - | 0.0% |
| Personnel Services and Benefits | 3,026,394 | 3,206,729 | 3,201,691 | 3,125,600 | 3,237,344 | 30,615 | 1.0% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 12,723 | 9,000 | 9,000 | 9,000 | 7,740 | (1,260) | -14.0% |
| 510 02 Operating Supplies | 14,992 | 20,000 | 20,000 | 20,000 | 22,000 | 2,000 | 10.0% |
| 510 03 Safety Program Supplies | 3,194 | 3,750 | 3,750 | 3,750 | 5,000 | 1,250 | 33.3% |
| 510 04 Janitorial Supplies | 2,192 | 2,500 | 2,900 | 2,900 | 2,750 | 250 | 10.0% |
| 515 02 Building & Grounds Maint Materials | (2,284) | 6,000 | 5,600 | 2,000 | 6,000 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 109 | 1,000 | 1,000 | 150 | 1,000 | - | 0.0% |
| 520 02 Postage | 3,956 | 4,200 | 4,200 | 4,000 | 4,200 | - | 0.0% |
| 525 03 Heating Fuel | 25,553 | 29,000 | 29,000 | 18,500 | 25,000 | (4,000) | -13.8% |
| 525 04 Vehicle Motor Fuel & Lubricants | 42,086 | 47,000 | 47,000 | 38,000 | 43,000 | (4,000) | -8.5% |
| 535 04 Allowances-Uniforms/Badges/Clothing | 3,940 | 4,000 | 4,000 | 1,600 | 4,000 | - | 0.0% |
| Supplies | 106,461 | 126,450 | 126,450 | 99,900 | 120,690 | (5,760) | -4.6% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Operations Division 1220-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 418 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 600 02 Travel-Training | 16,189 | 17,500 | 23,160 | 23,160 | 20,000 | 2,500 | 14.3% |
| 600 03 Training and Education | 12,279 | 12,000 | 6,340 | 6,340 | 12,500 | 500 | 4.2% |
| 605 01 Ads and Public Announcements | 993 | 3,000 | 3,000 | 1,300 | 3,000 | - | 0.0% |
| 610 01 Community Promotion | 3,626 | 4,250 | 4,250 | 4,250 | 5,000 | 750 | 17.6% |
| 615 02 Assn. Membership Dues & Fees | 3,437 | 3,000 | 2,000 | 1,800 | 3,000 | - | 0.0% |
| 620 02 Towing of Impounded Property | 1,121 | 3,000 | 3,000 | 1,000 | 2,000 | (1,000) | -33.3% |
| 630 02 Vehicle Licenses | 110 | 500 | 500 | 150 | 500 | - | 0.0% |
| 630 03 Bank & Merchant Fees | 451 | - | 1,000 | 1,000 | 1,000 | 1,000 | New |
| 635 01 Government Contractual Services | 27,371 | 26,000 | 26,000 | 22,000 | 26,000 | - | 0.0% |
| 635 04 Software & Equip Maint Services | 3,528 | 15,000 | 15,000 | 15,000 | 20,000 | 5,000 | 33.3% |
| 635 06 Building & Grounds Maint Services | - | 1,000 | 1,000 | 900 | 1,000 | - | 0.0% |
| 635 07 Machinery & Equipment Maintenance Ser | 4,841 | 7,500 | 7,500 | 5,000 | 7,500 | - | 0.0% |
| 635 10 Investigation Services | 10,589 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| 640 05 Medical Services | 1,242 | 3,000 | 3,000 | 1,000 | 3,000 | - | 0.0% |
| 650 01 Telecommunications | 35,583 | 40,730 | 40,730 | 38,000 | 42,055 | 1,325 | 3.3% |
| 650 02 Electric, Water, Sewer & Solid Waste | 46,479 | 47,500 | 47,500 | 46,500 | 47,500 | - | 0.0% |
| Contract/Purchased Services | 168,257 | 195,480 | 195,480 | 178,900 | 205,555 | 10,075 | 5.2% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 1,500 | 5,150 | 5,000 | 3,000 | 1,500 | 100.0% |
| 725 00 Machinery and Equipment | 19,890 | 20,000 | 21,988 | 20,000 | 20,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 12,816 | 10,000 | 10,000 | 10,000 | 4,000 | (6,000) | -60.0% |
| Minor Capital Outlay | 32,706 | 31,500 | 37,138 | 35,000 | 27,000 | (4,500) | -14.3% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 18,786 | 56,100 | 56,100 | 43,800 | 46,100 | (10,000) | -17.8% |
| 850 01 Interdepartmental-Garage | 32,757 | 40,000 | 40,000 | 40,000 | 40,000 | - | 0.0% |
| Interdepartmental Charges | 51,543 | 96,100 | 96,100 | 83,800 | 86,100 | (10,000) | -10.4% |
| Total Expenditures by Type | 3,385,361 | 3,656,259 | 3,656,859 | 3,523,200 | 3,676,689 | 20,430 | 0.6% |

NARRATIVE

500-01 Regular Salaries and Wages: \$ 1,907,864 – This account provides for compensation paid to all regular salaried and hourly employees of the Operations Division.

501-01 Overtime Wages: \$160,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

505-00 Payroll Taxes: \$158,230 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$452,820 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$379,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$74,030 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$53,300 – 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.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Police

Operations Division 1220-110

509-01 Allowances – Police Uniforms: \$50,000 – This account provides for employer provided uniform allowances paid directly to police officers pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances- Medical Expenses: \$1,600 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510-01 Office Supplies: \$7,740 - This account provides 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: \$22,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as 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: \$5,000 - This account provides supplies for the City 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: \$2,750 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

515-02 Building and Grounds Maintenance Materials: \$6,000 – This account provides 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 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: \$4,200 - This account provides for postal related services such as postage, express delivery, and mailing materials.

525-03 Heating Fuel: \$25,000 - This account provides for heating fuel for the Police Department.

525-04 Vehicle Motor Fuel and Lubricants: \$43,000 - This account provides for gasoline and lubricants used for the operation of police vehicles.

535-04 Allowances-Uniforms/Badges/Clothing: \$4,000 - This account provides 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: \$1,500 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for department business.

600-02 Travel-Training: \$20,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$12,500 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$3,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, and recruiting.

610-01 Community Promotion: \$5,000 – This account provides for the promotion of community activities and programs. Included activities are the Health Fair, Halloween Safety, and bicycle rodeo.

615-02 Assn. Dues and Membership Fees: \$3,000 – This account provides 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 for towing and/or storing of impounded vehicles.

630-02 Vehicle Licenses: \$500 – This account provides for licensing department vehicles for operations on public highways.

635-03 Bank and Merchant Fees: \$1,000 - This account provides for monthly merchant fees for use of credit and debit cards associated with payment of parking tickets and fines.

635-01 Government Contractual Services: \$26,000 - This account provides 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: \$20,000 - This account provides 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 JUDG Digital Evidence Management system, Cellebrite Universal Forensic Electronic Device (UFED) and body worn cameras.

635-06 Building and Grounds Maintenance Services: \$1,000 - This account provides for services required to repair and maintain the building and the upkeep of the grounds at the Police Station.

635-07 Machinery and Equipment Maintenance Services: \$7,500 - This account provides 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: \$10,000 - This account provides for major criminal investigations, undercover operations and other types of investigation and inspection services.

640-05 Medical Services: \$3,000 – This account provides for the costs of medical examinations for individuals held in protective custody, medical screenings for arrestees and DUI blood draws.

650-01 Telecommunications: \$42,055 - This account provides 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: \$47,500 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$3,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$20,000 - This account will provide for the acquisition of X2 Tasers, tactical team equipment, body worn cameras signal modules, and a treadmill.

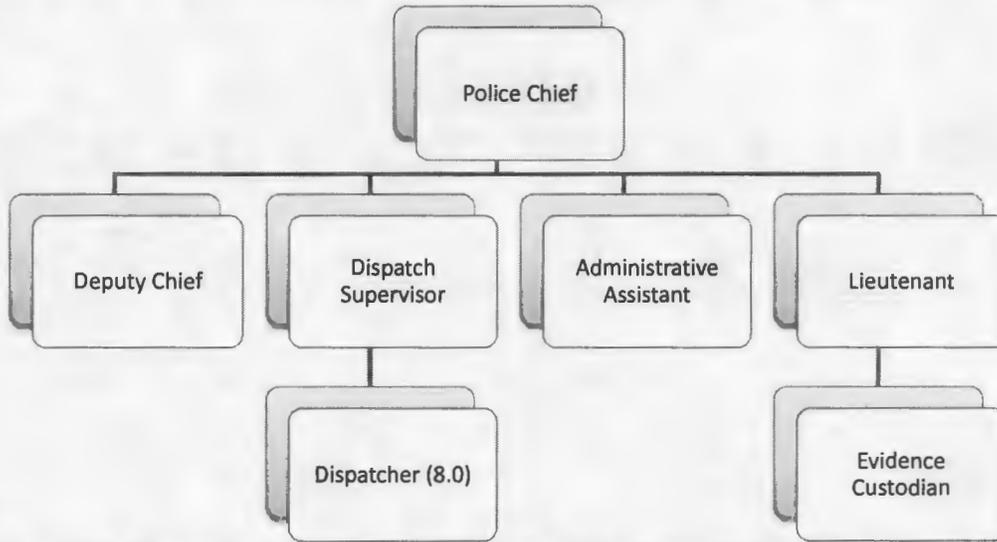
725-01 Computers, Printers and Copiers: \$4,000 - This account provides for acquisition of one replacement Toughbook computer.

825-01 Interdepartmental Charges – Insurance: \$46,100 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$40,000 – Expenditures for fleet maintenance services provided by the Public Works Department – Garage Division.

MISSION STATEMENT

It is the mission of the E-911 Central Communications Division to maintain 24-hour emergency dispatch services for the community, in order to provide for expedited and professional responses from Police, Fire and EMS.



GOALS FOR 2016

- Continue providing monthly training and skill building for the dispatchers of the Central Communications Division to increase their skills, knowledge and confidence.
- Provide updated and working dispatch consoles in order to maintain safety, health and welfare of public safety dispatchers.
- Reduce the amount of overtime by utilizing other trained Police Department staff to cover dispatch shifts.
- Implement new technology to assist with police dispatching.

ACCOMPLISHMENTS FOR 2015

- Purchased and upgraded new VESTA and Centracom consoles
- Installed and licensed an all hazards sirens
- Replaced APSIN/NCIC Hummingbird platform to Blue Zone platform
- Completed monthly in-house training for continuing education for emergency medical dispatchers.
- Installed new VOIP phone system

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 Budget | Adopted 2015/2016 | | |
|---------------------------------|------------------|------------------|------------------|------------------|-------------------|-----------------|--------------|
| | Actual | Adopted | Amended Estimate | | Incr(Decr) | % | |
| Personnel Services and Benefits | 951,432 | 996,692 | 996,692 | 943,900 | 972,372 | (24,320) | -2.4% |
| Supplies | 7,781 | 8,250 | 8,250 | 8,000 | 8,000 | (250) | -3.0% |
| Contract/Purchased Services | 83,031 | 120,300 | 120,300 | 112,028 | 123,300 | 3,000 | 2.5% |
| Minor Capital Outlay | 5,315 | 8,000 | 8,000 | 5,622 | 8,200 | 200 | 2.5% |
| Interdepartmental Charges | 4,571 | 12,200 | 12,200 | 9,800 | 9,700 | (2,500) | -20.5% |
| Total Expenditures | 1,052,130 | 1,145,442 | 1,145,442 | 1,079,350 | 1,121,572 | (23,870) | -2.1% |

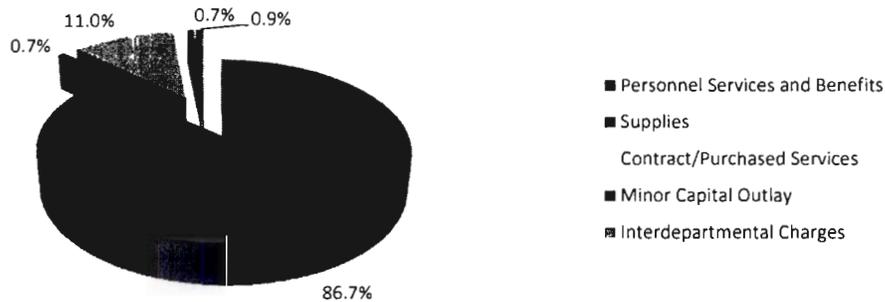
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

| Funding Source | 2014 | 2015 | | | 2016 | Adopted 2015/2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 618,952 | 700,442 | 700,442 | 644,350 | 686,572 | (13,870) | -2.0% |
| Charges for Services - Borough | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| Charges for Services - E911 | 418,178 | 430,000 | 430,000 | 420,000 | 420,000 | (10,000) | -2.3% |
| Total Funding | 1,052,130 | 1,145,442 | 1,145,442 | 1,079,350 | 1,121,572 | (23,870) | -2.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | Adopted 2015/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Police Chief | 0.10 | 0.10 | 0.10 | 0.10 | 11,846 | - | 0.0% |
| Deputy Chief | 0.05 | 0.05 | 0.05 | 0.05 | 5,350 | - | 0.0% |
| Administrative Assistant | 0.05 | 0.05 | 0.05 | 0.05 | 2,710 | - | 0.0% |
| Dispatch Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 58,325 | - | 0.0% |
| Dispatcher | 8.00 | 8.00 | 8.00 | 8.00 | 368,320 | - | 0.0% |
| Evidence Custodian | 0.10 | 0.10 | 0.10 | 0.10 | 5,461 | - | 0.0% |
| Total | 9.30 | 9.30 | 9.30 | 9.30 | 452,012 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$24,320, or by 2.4%, due to employee turnover; a \$12,500 decrease in overtime wages; which is offset by annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016. As a new collective bargaining agreement has yet to be reached, no cost of living adjustments have been programmed for employees of the Public Safety Employees Association for either FY 2015 or FY 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

E911 Central Communications Division 1220-220

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 449,467 | 468,392 | 465,592 | 440,800 | 452,012 | (16,380) | -3.5% |
| 501 01 Overtime Wages | 121,700 | 125,000 | 127,200 | 124,900 | 112,500 | (12,500) | -10.0% |
| 502 01 Temporary Wages | 35,114 | 40,000 | 40,600 | 37,400 | 40,000 | - | 0.0% |
| 505 00 Payroll Taxes | 44,878 | 48,500 | 48,500 | 47,000 | 47,220 | (1,280) | -2.6% |
| 506 00 Pension | 129,708 | 130,600 | 130,600 | 120,800 | 126,940 | (3,660) | -2.8% |
| 507 00 Health and Life Insurance | 150,604 | 163,300 | 163,100 | 151,900 | 168,000 | 4,700 | 2.9% |
| 507 30 Workers Compensation | 4,798 | 5,700 | 5,900 | 5,900 | 5,560 | (140) | -2.5% |
| 508 00 Other Benefits | 6,973 | 8,200 | 8,200 | 8,200 | 13,140 | 4,940 | 60.2% |
| 509 02 Allowances-Dispatch Uniforms | 7,875 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| Personnel Services and Benefits | 951,432 | 996,692 | 996,692 | 943,900 | 972,372 | (24,320) | -2.4% |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | 6,994 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 787 | 1,250 | 1,250 | 1,000 | 1,000 | (250) | -20.0% |
| Supplies | 7,781 | 8,250 | 8,250 | 8,000 | 8,000 | (250) | -3.0% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 2,628 | 2,000 | 2,000 | 2,000 | 3,000 | 1,000 | 50.0% |
| 600 03 Training and Education | 49 | 3,000 | 3,000 | 3,000 | 4,000 | 1,000 | 33.3% |
| 605 01 Ads and Public Announcements | 657 | 800 | 800 | 800 | 800 | - | 0.0% |
| 630 05 Software Licenses | 280 | 5,500 | 5,500 | 922 | 5,500 | - | 0.0% |
| 635 04 Software & Equip Maint Services | 71,703 | 97,000 | 97,000 | 95,000 | 97,000 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 3,589 | 4,000 | 4,000 | 4,000 | 4,000 | - | 0.0% |
| 635 11 Subscription Services | 1,063 | 3,000 | 3,000 | 1,413 | 4,000 | 1,000 | 33.3% |
| 650 01 Telecommunications | 3,062 | 5,000 | 5,000 | 4,893 | 5,000 | - | 0.0% |
| Contract/Purchased Services | 83,031 | 120,300 | 120,300 | 112,028 | 123,300 | 3,000 | 2.5% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 3,000 | 3,000 | 2,622 | 3,200 | 200 | 6.7% |
| 725 00 Machinery & Equipment | 3,050 | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 1,184 | - | - | - | - | - | NA |
| 735 00 Software | 1,081 | 2,000 | 2,000 | - | 2,000 | - | 0.0% |
| Minor Capital Outlay | 5,315 | 8,000 | 8,000 | 5,622 | 8,200 | 200 | 2.5% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 4,571 | 12,200 | 12,200 | 9,800 | 9,700 | (2,500) | -20.5% |
| Interdepartmental Charges | 4,571 | 12,200 | 12,200 | 9,800 | 9,700 | (2,500) | -20.5% |
| Total Expenditures by Type | 1,052,130 | 1,145,442 | 1,145,442 | 1,079,350 | 1,121,572 | (23,870) | -2.1% |

NARRATIVE

500-01 Regular Salaries and Wages: \$452,012 -- This account provides for compensation paid to all regular salaried and hourly employees of the E911 Central Communications Division.

501-01 Overtime Wages: \$112,500 - This account provides 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 for compensation paid to hourly employees of the E911 Central Communications Division.

505-00 Payroll Taxes: \$47,220 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$126,940 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$168,000 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$5,560 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$13,140 – 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.

509-02 Allowances – Dispatch Uniforms: \$7,000 - This account provides for employer provided uniform allowances paid directly to police dispatchers pursuant to collective bargaining agreements or the Personnel Rules.

510-02 Operating Supplies: \$7,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as communications headsets, batteries, employee awards and recognition pins, brochures, medical supplies, and general materials for classes and public programs.

535-04 Allowances-Uniforms/Badges/Clothing: \$1,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, collar insignia, patches, badges, name plates, boots, shoes and branded logo wear.

600-02 Travel-Training: \$3,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$4,000 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$800 - This account provides 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: \$5,500 – This account provides for acquiring licenses for the right to use proprietary software such as Adobe.

635-04 Software and Equipment Maintenance Services: \$97,000 - This account provides 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 ASPIN criminal justice information system for Alaska.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Police

E911 Central Communications Division 1220-220

635-07 Machinery and Equipment Maintenance Services: \$4,000 - This account provides for the contractual services required to repair and maintain office equipment and operating equipment. It also includes maintenance service agreements.

635-11 Subscription Services: \$4,000 - This account provides for subscriptions for access to telephonic and web based services. Included are Alaska Public 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: \$5,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, Internet and long distance.

715-00 Furniture and Fixtures: \$3,200 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$3,000 - This account will provide for replacement of minor machinery and equipment, such as wireless base stations for E911 Central Communications and supporting hardware for the communications center.

735-00 Software: \$2,000 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825-01 Interdepartmental Charges – Insurance: \$9,700 - This account provides 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 2016

- Upgrade software used to manage and track citations within the City.
- Identify parking issues and manage parking to the benefit of all citizens.
- Monitor abandoned vehicles and remove them from City streets to alleviate parking congestion.
- Train patrol officers in the use of hand held electronic citation writing equipment to eliminate hand written citations.

ACCOMPLISHMENTS FOR 2015

- The department hired and trained a new Parking Enforcement Specialist in 2015.
- Actively patrolled the City for abandoned vehicles and illegal parking issues.
- The Parking Enforcement Division issued over 3,078 citations as of August 2015.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 58,329 | 73,599 | 73,599 | 68,090 | 79,941 | 6,342 | 8.6% |
| Supplies | 4,284 | 5,612 | 5,012 | 4,400 | 5,312 | (300) | -5.3% |
| Contract/Purchased Services | 3,453 | 3,710 | 4,310 | 4,130 | 4,310 | 600 | 16.2% |
| Interdepartmental Charges | 535 | 1,950 | 1,950 | 1,550 | 1,650 | (300) | -15.4% |
| Total Expenditures | 66,601 | 84,871 | 84,871 | 78,170 | 91,213 | 6,342 | 7.5% |

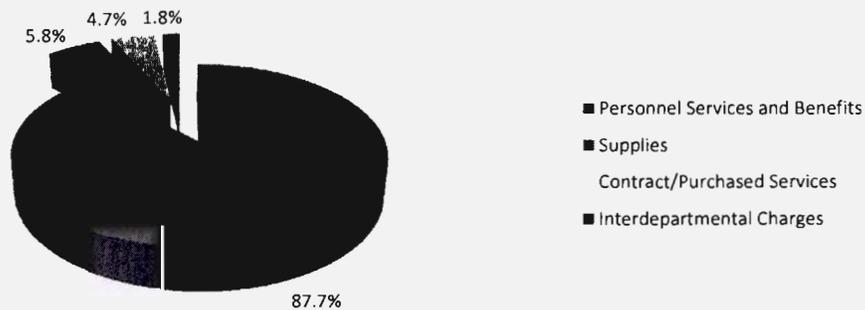
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

| Funding Source | 2014 | 2015 | | 2016 Estimate | 2016 Budget | 2015 Adopted/2016 | |
|--------------------------------|---------------|---------------|---------------|------------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | | | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Supported (Rev. Producing) | (1,842) | (20,129) | (20,129) | (1,830) | 11,213 | 31,342 | -155.7% |
| Fines and Forfeitures | 68,443 | 105,000 | 105,000 | 80,000 | 80,000 | (25,000) | -23.8% |
| Total Funding | 66,601 | 84,871 | 84,871 | 78,170 | 91,213 | 6,342 | 7.5% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Parking Enforcement Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 37,041 | - | 0.0% |
| Total | 1.00 | 1.00 | 1.00 | 1.00 | 37,041 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$6,342, or by 8.6%, due to annual employee step increases; a 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 27,205 | 33,199 | 34,400 | 34,400 | 37,041 | 3,842 | 11.6% |
| 501 01 Overtime | | | 90 | 90 | | - | NA |
| 502 01 Temporary Wages | 11,516 | 10,000 | 8,409 | 3,400 | 10,000 | - | 0.0% |
| 505 00 Payroll Taxes | 2,842 | 3,300 | 3,300 | 2,800 | 3,600 | 300 | 9.1% |
| 506 00 Pension | 4,625 | 5,600 | 5,800 | 5,800 | 6,300 | 700 | 12.5% |
| 507 00 Health and Life Insurance | 11,681 | 18,300 | 18,700 | 18,700 | 19,200 | 900 | 4.9% |
| 507 30 Workers Compensation | 1,069 | 1,700 | 1,400 | 1,400 | 1,800 | 100 | 5.9% |
| 508 00 Other Benefits | (1,600) | 500 | 500 | 500 | 1,000 | 500 | 100.0% |
| 509 01 Allowances-Police Uniforms | 991 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| Personnel Services and Benefits | 58,329 | 73,599 | 73,599 | 68,090 | 79,941 | 6,342 | 8.6% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 3,050 | 3,000 | 2,400 | 2,300 | 3,000 | - | 0.0% |
| 510 02 Operating Supplies | - | 300 | 300 | 300 | 300 | - | 0.0% |
| 520 02 Postage | 929 | 1,812 | 1,812 | 1,500 | 1,512 | (300) | -16.6% |
| 525 04 Vehicle Motor Fuel & Lubricants | 305 | 500 | 500 | 300 | 500 | - | 0.0% |
| Supplies | 4,284 | 5,612 | 5,012 | 4,400 | 5,312 | (300) | -5.3% |
| Contract/Purchased Services | | | | | | | |
| 605 01 Ads and Public Announcements | 372 | 200 | 200 | 200 | 200 | - | 0.0% |
| 630 02 Vehicle Licenses | - | 10 | 10 | 10 | 10 | - | 0.0% |
| 635 04 Software & Equip Maint Services | 2,693 | 3,000 | 3,600 | 3,600 | 3,600 | 600 | 20.0% |
| 650 01 Telecommunications | 388 | 500 | 500 | 320 | 500 | - | 0.0% |
| Contract/Purchased Services | 3,453 | 3,710 | 4,310 | 4,130 | 4,310 | 600 | 16.2% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 378 | 1,200 | 1,200 | 800 | 900 | (300) | -25.0% |
| 850 01 Interdepartmental Charges-Garage | 157 | 750 | 750 | 750 | 750 | - | 0.0% |
| Interdepartmental Charges | 535 | 1,950 | 1,950 | 1,550 | 1,650 | (300) | -15.4% |
| Total Expenditures by Type | 66,601 | 84,871 | 84,871 | 78,170 | 91,213 | 6,342 | 7.5% |

NARRATIVE

500-01 Regular Salaries and Wages: \$37,041 -- This account provides for compensation paid to all regular salaried and hourly employees of the Parking Enforcement Division.

502-01 Temporary Wages: \$10,000 -- This account provides for compensation paid to hourly employees of the Parking Enforcement Division.

505-00 Payroll Taxes: \$3,600 -- This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$6,300 -- This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$19,200 -- This account provides for employer contributions to employee health and life insurance plans.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Parking Enforcement Division 1220-221

507-30 Workers Compensation: \$1,800 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$1,000 – 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: \$1,000 – This account provides for employer provided protective clothing allowances paid directly to represented employees of Parking Enforcement pursuant to collective bargaining agreements or the Personnel Rules.

510-01 Office Supplies: \$3,000 – This account provides for the cost of monthly, annual and temporary City parking permits, past-due notice forms and envelopes, new parking ticket stock, printer cartridges and other supplies.

510-02 Operating Supplies: \$300 - This account provides for office supplies for the division during the course of the year.

520-01 Postage: \$1,512 - This account provides for postal related services such as postage, express delivery, and mailing materials.

525-04 Vehicle Motor Fuel and Lubricants: \$500 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operation of the Parking Enforcement Division vehicle.

605-01 Ads and Public Announcements: \$200 - This account provides for advertising and announcements in publications and newspapers.

630-02 Vehicle Licenses: \$10 – This account provides for licensing City vehicles for operations on public highways.

635-04 Software Maintenance Services: \$3,600 - This account provides for maintenance agreements to support licensed software systems.

650-01 Telecommunications Services: \$500 - This account provides for telecommunication services.

825-01 Interdepartmental Charges – Insurance: \$900 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$750 - This account provides 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 2016

- Actively pursue new state and federal grant funding opportunities
- Continue to solicit funding from the Alaska Police Standards Council for training and training equipment.

ACCOMPLISHMENTS FOR 2015

- One officer attended annual training through Alaska Police Standards Council in 2015.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|------------------------------------|---------------|--------------|--------------|--------------|--------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 1,653 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 600 03 Training and Education | 4,000 | - | - | - | - | - | NA |
| Contract/Purchased Services | 5,653 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| Minor Capital | | | | | | | |
| 725 00 Machinery & Equipment | 26,295 | - | - | - | - | - | NA |
| Minor Capital | 26,295 | - | - | - | - | - | NA |
| Total Expenditures by Type | 31,948 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Grants Program

| Grant Program | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|--------------|--------------|--------------|--------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| APSC Training Grant | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 2013 SHSP Grant | 29,448 | - | - | | | - | NA |
| Total Expenditures by Grant Program | 31,948 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 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.

NARRATIVE

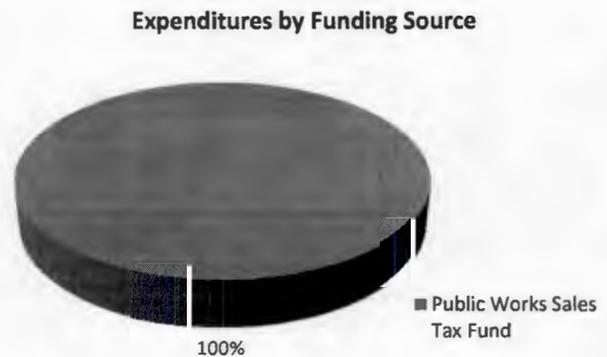
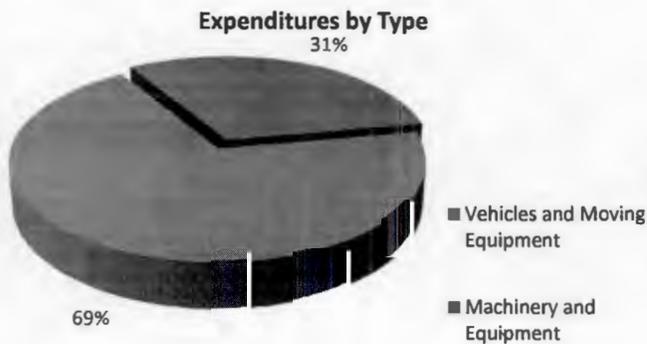
600-02 Travel-Training: \$2,500 - This account is funded by the Alaska Police Standards Council and provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Police

Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 720-00 Vehicles and Moving Equipment | 80,209 | 101,237 | 101,237 | 55,600 | 124,440 | 23,203 | 22.9% |
| 725-00 Machinery and Equipment | 255,373 | 77,000 | 77,000 | 28,700 | 55,800 | (21,200) | -27.5% |
| 735-00 Software | - | 47,000 | 47,000 | 37,000 | 8,500 | (38,500) | -81.9% |
| Total Major Capital Outlay | 335,582 | 225,237 | 225,237 | 121,300 | 188,740 | (36,497) | -16.2% |

| 2016 Capital Improvement Projects | Project # | Project | Funding Sources | | | |
|---|-----------|--|-----------------|----------------|-------|----------------|
| | | | PW Sales | Tax Fund | Total | |
| 720-00 Vehicles and Moving Equipment | | | | | | |
| | | Two Marked Patrol Vehicles | | 124,440 | - | 124,440 |
| | | Total Vehicles and Moving Equipment | | 124,440 | - | 124,440 |
| 725-00 Machinery and Equipment | | | | | | |
| | | Radio Engineering Assessment | | 13,300 | - | 13,300 |
| | | Dispatch Workstations | | 42,500 | - | 42,500 |
| | | Total Machinery and Equipment | | 55,800 | - | 55,800 |
| 735-00 Software | | | | | | |
| | | E911 Interface Software | | 8,500 | - | 8,500 |
| | | Total Software | | 8,500 | - | 8,500 |
| | | Total 2016 Capital Budget | | 188,740 | - | 188,740 |



CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Public Health Center | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |
| Health Care Operations | 22,769 | 41,600 | 41,600 | 41,600 | 38,800 | (2,800) | -6.7% |
| Capital Improvement Program | 48,113,845 | 10,303,997 | 11,803,997 | 6,275,097 | 5,753,900 | (4,550,097) | -44.2% |
| Total | 48,147,825 | 10,359,922 | 11,859,922 | 6,328,687 | 5,807,025 | (4,552,897) | -43.9% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 5,770 | 21,000 | 21,112 | 19,965 | 21,000 | - | 0.0% |
| Contract/Purchased Services | 19,202 | 29,825 | 29,825 | 29,075 | 29,825 | - | 0.0% |
| Minor Capital Outlay | 716 | 1,500 | 1,388 | 950 | 1,500 | - | 0.0% |
| Interdepartmental Charges | 8,292 | 3,600 | 3,600 | 3,600 | 800 | (2,800) | -77.8% |
| Major Capital Outlay | 48,113,845 | 10,303,997 | 11,803,997 | 6,275,097 | 5,753,900 | (4,550,097) | -44.2% |
| Total | 48,147,825 | 10,359,922 | 11,859,922 | 6,328,687 | 5,807,025 | (4,552,897) | -43.9% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |
| Hospital Sales Tax Fund | 810,390 | 41,600 | 41,600 | 41,600 | 263,800 | 222,200 | 534.1% |
| General Obligation Bonds | 37,409,074 | 10,303,997 | 9,917,997 | - | 5,528,900 | (4,775,097) | -46.3% |
| Private Contributions | - | - | 1,886,000 | 1,192,247 | - | - | NA |
| Federal and State Grants | 9,917,150 | - | - | 5,082,850 | - | - | NA |
| Total | 48,147,825 | 10,359,922 | 11,859,922 | 6,328,687 | 5,807,025 | (4,552,897) | -43.9% |

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.

The KPHC provides a multitude of essential services to Ketchikan residents as well as the greater Ketchikan population area including Hyder and Metlakatla. The KPHC Nurse Manager also oversees clinic operations and provides staff supervision to health centers throughout Southern Southeast Alaska in the communities of Craig, Wrangell and Petersburg. KPHC also employs an Advanced Nurse Practitioner who travels to provide women's health services in the communities of Craig, Haines, Juneau, Petersburg, Sitka and Wrangell. Public Health services include home visits to prenatal and postpartum women; well-child exams; immunizations; pregnancy testing; family planning services; communicable disease screening; treatment and surveillance; HIV screening; TB screening and case management; educational presentations; and a genetics clinic for families with special needs. In addition, Public Health Nurses regularly provide outreach to Ketchikan area schools and Senior Service Centers. KPHC is also involved in community coalitions including the Ketchikan Wellness Coalition, Substance Abuse Task Force, Building a Healthy Community, Promoting Respectful Relationships, Southeast Alaska Networking Elderly Topics (SEANET), Family, Infant, Toddler Court Team, KGBSD Wellness Committee, Diabetes Advisory Board, Alaska Shield, and the Disability Abuse Response Team. KPHC staff collaborates with community partners in disaster preparedness and to utilize available resources, in order to promote optimum health care for Ketchikan residents.

GOALS FOR 2016

- KPHC will continue to work toward fulfilling the goals as outlined in the Section of the Public Health Nursing (SOPHN) Strategic Plan; improving immunization rates; healthy lifestyle screenings of height and weight; screening and brief intervention for risky alcohol behavior use; screening and referrals for domestic violence; reducing rates of Chlamydia; collaborating in community health assessments for health improvement process; reduce health inequities by addressing root causes; engaging in meaningful flow of information and hold ourselves accountable for honest and respectful communication at all levels; and practicing exceptional stewardship of resources through continuous quality improvement.
- KPHC will continue to assess Ketchikan's public health care needs through work with the Ketchikan Wellness Coalition steering committee and the 10 task force groups.
- KPHC will continue to participate in numerous community and state coalitions and committees such as: the Ketchikan Wellness Coalition, Substance Abuse Task Force, Building a Healthy Community, Promoting Respectful Relationships, Southeast Alaska Networking Elderly Topics (SEANET), Family, Infant, Toddler Court Team, KGBSD Wellness Committee, Diabetes Advisory Board, Alaska Shield, and the Disability Abuse Response Team.
- KPHC staff will continue to participate in local and statewide disaster preparedness trainings.
- KPHC will continue to provide seasonal flu vaccines to all individuals in need meeting State criteria. KPHC will work with community partners to ensure that the vaccine is available to the community and provide technical support through an Immunization Coalition for the Greater Ketchikan area.
- KPHC will continue screening, treatment, education and surveillance of communicable diseases with a focus on Chlamydia and Gonorrhea.

ACCOMPLISHMENTS FOR 2015

- KPHC continued to provide office and storage space for the Women, Infants and Children (WIC) Nutrition Program. The KPHC Staff screened 258 women, infants and children for the WIC Program.

- Provided public health services through 2,965 visits for 1,725 clients.
- Provided support to the Wellness Coalition by providing meeting and interview space.
- The KPHC strives to ask all clients if they have encountered family violence/domestic violence. Family violence/domestic violence screenings were done on 2,194 visits with 9 positives and 2 suspected positives for violence. Clients involved in family violence/domestic violence are offered referrals to WISH and other community resources. If appropriate, a report is made to the Office of Children's Services.
- KPHC participated in community coalitions including the Ketchikan Wellness Coalition, Substance Abuse Task Force, Building a Healthy Community, Promoting Respectful Relationships, Southeast Alaska Networking Elderly Topics (SEANET), Family, Infant, Toddler Court Team, KGBSD Wellness Committee, Diabetes Advisory Board, Alaska Shield and the Disability Abuse Response Team.
- Provided 316 pregnancy tests with 58 positive (4 were for clients under 18 years of age). KPHC provided prenatal consultation visits for at-risk pregnant families. KPHC staff coordinated care for pregnant women and provided outreach for the Denali Kid Care Program.
- Disaster preparedness continues to be the focus of many KPHC meetings and trainings. KPHC participates in the Local Emergency Planning Committee (LEPC).
- Provided infant and children's services through newborn home visits to new parents as well as home visits to families in need of parenting assistance. Clinic services were provided to infants and children. 920 children received services with a total of 1,627 visits.
- Provided health promotion and education to citizens through individual encounters, radio spots, newspaper articles and classes at the schools, civic groups and the local health fair.
- 1,168 immunizations were given to adults and children.
- 228 flu vaccines were given to individuals of all ages based upon need and lack of alternate resource availability.
- Assisted the school population by consulting with the school administration and supplementing the health curriculum with presentations by a public health nurse. The KPHC has served as consultants on issues such as reproductive health, lice, scabies, immunizations, communicable diseases and blood borne pathogens. Public Health Nurses also worked with the counselors and referred students to other resources as needed.
- Investigated and followed up on communicable diseases. TB tests were administered to 378 clients. Public Health Nurses continued to case manage TB clients and dispense TB medication.
- Participated in the "Little Alaskan Dream Box" project in partnership with PeaceHealth and First Bank.
- Provided screening, diagnosis and treatment for persons with sexually transmitted infections (STI); 529 clients were screened for an STI. Provided HIV testing for 261 visits. The KPHC continues to record no new positive HIV tests although it did follow up with 51 cases of Chlamydia. There were 6 positive gonorrhea cases reported, which is five times greater than the previous year.
- Provided women's health care (family planning, cancer screening and other services) for 322 clients with 700 visits. The KPHC continues to provide family planning services in Petersburg, Wrangell and Craig Public Health Centers.

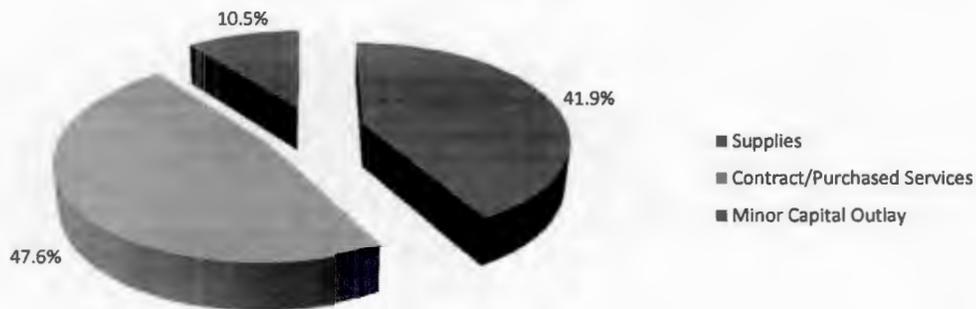
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Health

Public Health Center Operations 1310-110

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|---------------|----------------|----------------|---------------|---------------|--------------------------|---------------|
| Expenditures by Category | 2014 | 2015 | | 2016 | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | | | Estimate | Budget |
| Supplies | 5,333 | 6,000 | 6,112 | 4,965 | 6,000 | - | 0.0% |
| Contract/Purchased Services | 5,162 | 6,825 | 6,825 | 6,075 | 6,825 | - | 0.0% |
| Minor Capital Outlay | 716 | 1,500 | 1,388 | 950 | 1,500 | - | 0.0% |
| Total Expenditures | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |

| Funding Source | 2014 | 2015 | | 2016 | 2016 | 2015 Adopted/2016 | |
|-----------------------|---------------|----------------|----------------|---------------|---------------|--------------------------|---------------|
| | Actual | Adopted | Amended | | | Estimate | Budget |
| General Fund | | | | | | | |
| Tax Support | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |
| Total Funding | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There is no change between the adopted operating budget for 2015 and the proposed operating budget for 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Health

Public Health Center Operations 1310-110

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 516 | 1,000 | 1,000 | 700 | 1,000 | - | 0.0% |
| 510 02 Operating Supplies | 4,334 | 4,000 | 4,000 | 3,500 | 4,000 | - | 0.0% |
| 515 02 Building & Grounds Maint Materials | 40 | 100 | 100 | 65 | 100 | - | 0.0% |
| 515 03 Furniture & Fixtures Maint Materials | 4 | 100 | 100 | 50 | 100 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 145 | 300 | 300 | 150 | 300 | - | 0.0% |
| 530 03 Professional and Technical Publications | 294 | 500 | 612 | 500 | 500 | - | 0.0% |
| Supplies | 5,333 | 6,000 | 6,112 | 4,965 | 6,000 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 605 01 Ads and Public Announcements | - | 750 | 750 | 375 | 750 | - | 0.0% |
| 615 01 Professional Licenses & Certifications | - | 750 | 750 | 375 | 750 | - | 0.0% |
| 635 06 Building & Grounds Maintenance Services | 5,112 | 5,325 | 5,325 | 5,325 | 5,325 | - | 0.0% |
| 635 07 Machinery & Equipment Maintenance Ser | 50 | - | - | - | - | - | NA |
| Contract/Purchased Services | 5,162 | 6,825 | 6,825 | 6,075 | 6,825 | - | 0.0% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 716 | 1,000 | 1,000 | 750 | 1,000 | - | 0.0% |
| 725 00 Machinery and Equipment | - | 250 | 250 | 100 | 250 | - | 0.0% |
| 735 00 Software | - | 250 | 138 | 100 | 250 | - | 0.0% |
| Minor Capital Outlay | 716 | 1,500 | 1,388 | 950 | 1,500 | - | 0.0% |
| Total Expenditures by Type | 11,211 | 14,325 | 14,325 | 11,990 | 14,325 | - | 0.0% |

NARRATIVE

510-01 Office Supplies: \$1,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510-02 Operating Supplies: \$4,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies, laboratory supplies, posters, general materials for classes and public programs.

515-02 Building and Grounds Maintenance Materials: \$100 - This account provides for materials required for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the State of Alaska Department of Health and Social Services.

515-03 Furniture and Fixtures Maintenance Materials: \$100 - This account provides for materials required for the repair and maintenance of furniture and building fixtures owned or leased and operated by the State of Alaska Department of Health and Social Services.

515-04 Machinery and Equipment Maintenance Materials: \$300 - This account provides for materials required for the repair and maintenance of machinery and equipment owned or leased and operated by the State of Alaska Department of Health and Social Services. Included are office equipment, operating equipment, computer networks and computers.

530-03 Professional and Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services, professional standards and technical journals.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Public Health

Public Health Center Operations 1310-110

605-01 Ads and Public Announcements: \$750 - This account provides for advertising and announcements in publications, newspapers, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, and community issues.

615-01 Professional and Technical Licenses: \$750 - This account provides for licensing professional, technical and other employees requiring a license in order to perform their duties. Included are fees paid for technical certifications required by medical technicians.

635-06 Buildings and Grounds Maintenance Services: \$5,325 - This account provides 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.

715-00 Furniture and Fixtures: \$1,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$250 - This account provides 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.

735-00 Software: \$250 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Health

Health Care Operations 1320-110

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 437 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| Contract/Purchased Services | 14,040 | 23,000 | 23,000 | 23,000 | 23,000 | - | 0.0% |
| Interdepartmental Charges | 8,292 | 3,600 | 3,600 | 3,600 | 800 | (2,800) | -77.8% |
| Total Expenditures | 22,769 | 41,600 | 41,600 | 41,600 | 38,800 | (2,800) | -6.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Hospital Sales Tax Fund | 22,769 | 41,600 | 41,600 | 41,600 | 38,800 | (2,800) | -6.7% |
| Total Funding | 22,769 | 41,600 | 41,600 | 41,600 | 38,800 | (2,800) | -6.7% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 515 02 Building & Grounds Maint Materials | 437 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| Supplies | 437 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 605 02 Ads and Public Announcements | (370) | - | - | - | - | - | NA |
| 635 06 Buildings & Grounds Maint Services | 14,410 | 23,000 | 23,000 | 23,000 | 23,000 | - | 0.0% |
| Contract/Purchased Services | 14,040 | 23,000 | 23,000 | 23,000 | 23,000 | - | 0.0% |

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Public Health

Health Care Operations 1320-110

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 8,292 | 3,600 | 3,600 | 3,600 | 800 | (2,800) | -77.8% |
| Interdepartmental Charges | 8,292 | 3,600 | 3,600 | 3,600 | 800 | (2,800) | -77.8% |
| Total Expenditures by Type | 22,769 | 41,600 | 41,600 | 41,600 | 38,800 | (2,800) | -6.7% |

NARRATIVE

515-02 Building and Grounds Maintenance Materials: \$15,000 – This account provides for the materials required for minor repair and maintenance of buildings and upkeep of the grounds of the Ketchikan Medical Center.

635-06 Buildings and Grounds Maintenance Services: \$23,000 - This account provides 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.

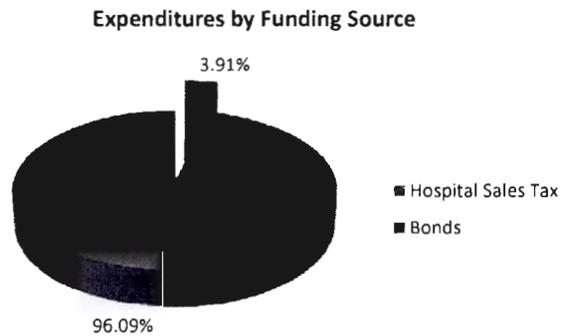
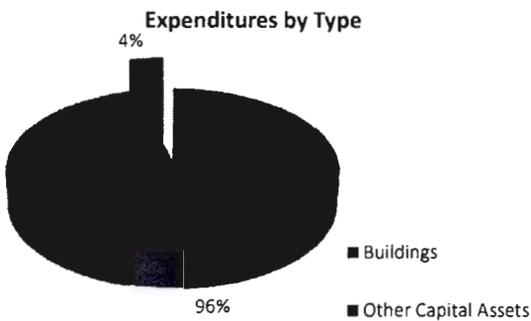
825-01 Interdepartmental Charges – Insurance: \$800 - This account provides for a policy to protect the City from pollution liability claims arising from the existence of an underground oil tank located near the the Ketchikan Medical Center.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Health

Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705-00 Buildings | 48,111,786 | 10,303,997 | 11,803,997 | 6,275,097 | 5,528,900 | (4,775,097) | -46.3% |
| 730-00 Infrastructure & Plant | 2,059 | - | - | - | - | - | NA |
| 740-00 Other Capital Assets | - | - | - | - | 225,000 | 225,000 | New |
| Total Major Capital Outlay | 48,113,845 | 10,303,997 | 11,803,997 | 6,275,097 | 5,753,900 | (4,550,097) | -44.2% |

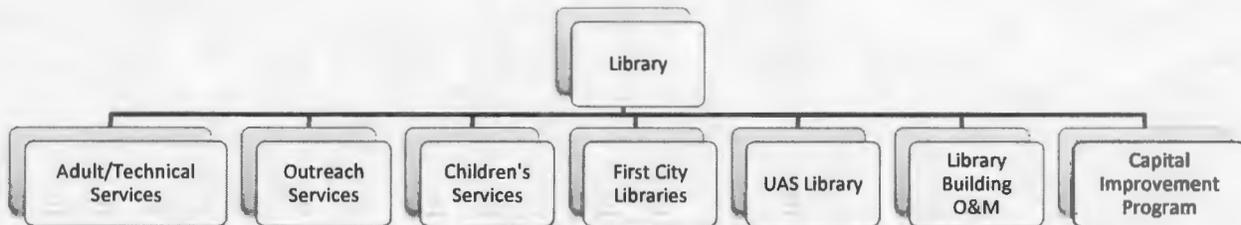
| 2016 Capital Improvement Projects | | Funding Sources | | | |
|------------------------------------|---|-----------------|--------|------------------|------------------|
| Project # | Project | Hospital | Grants | Bonds | Total |
| | | Sales Tax | | | |
| 705-00 Buildings | | | | | |
| | Ketchikan Medical Center Expansion - Phase II | | | 5,528,900 | 5,528,900 |
| | Total Buildings | - | - | 5,528,900 | 5,528,900 |
| 740-00 Other Capital Assets | | | | | |
| | GCHS Buildings & Grounds Renovations | 225,000 | | | 225,000 |
| | Total Other Capital Assets | 225,000 | - | - | 225,000 |
| | Total 2016 Capital Budget | 225,000 | - | 5,528,900 | 5,753,900 |



CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended | | | | Estimate |
| Adult Technical Services | 552,918 | 592,410 | 604,795 | 601,013 | 620,237 | 27,827 | 4.7% |
| Outreach Services | 80,802 | 87,762 | 88,273 | 86,321 | 94,419 | 6,657 | 7.6% |
| Children's Services | 264,647 | 310,070 | 319,518 | 309,701 | 321,911 | 11,841 | 3.8% |
| First City Libraries | 49,661 | 48,813 | 48,813 | 47,138 | 52,475 | 3,662 | 7.5% |
| UAS Library | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |
| Library Building O&M | 97,360 | 124,559 | 128,020 | 88,142 | 121,159 | (3,400) | -2.7% |
| Grants | - | - | 8,550 | 9,050 | 9,650 | 9,650 | New |
| Total | 1,226,979 | 1,354,006 | 1,386,250 | 1,327,619 | 1,417,656 | 63,650 | 4.7% |

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---|------------------|------------------|------------------|------------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended | | | | Estimate |
| Personnel Services and Benefits | 862,984 | 974,222 | 985,194 | 984,390 | 1,033,849 | 59,627 | 6.1% |
| Supplies | 160,840 | 180,601 | 184,010 | 158,399 | 170,461 | (10,140) | -5.6% |
| Contract/Purchased Services | 189,692 | 170,083 | 187,046 | 162,551 | 188,046 | 17,963 | 10.6% |
| Minor Capital Outlay | 9,804 | 11,900 | 13,800 | 10,774 | 14,300 | 2,400 | 20.2% |
| Interdepartmental Charges/Reimb Credits | 3,659 | 17,200 | 16,200 | 11,505 | 11,000 | (6,200) | -36.0% |
| Total | 1,226,979 | 1,354,006 | 1,386,250 | 1,327,619 | 1,417,656 | 63,650 | 4.7% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|------------------------------|------------------|------------------|------------------|------------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended | | | | Estimate |
| General Fund | | | | | | | |
| Tax Support | 636,426 | 705,054 | 730,859 | 716,797 | 747,521 | 42,467 | 6.0% |
| Charges for Services - KGB | 373,718 | 428,360 | 428,360 | 381,818 | 426,680 | (1,680) | -0.4% |
| Charges for Services - KGBSD | 21,603 | 20,000 | 20,000 | 20,500 | 22,800 | 2,800 | 14.0% |
| Charges for Services - UAS | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |
| Charges for Services - Other | 13,641 | 10,200 | 10,200 | 13,200 | 13,200 | 3,000 | 29.4% |
| Grants | - | - | 8,550 | 9,050 | 9,650 | 9,650 | New |
| Total | 1,226,979 | 1,354,006 | 1,386,250 | 1,327,619 | 1,417,656 | 63,650 | 4.7% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Library

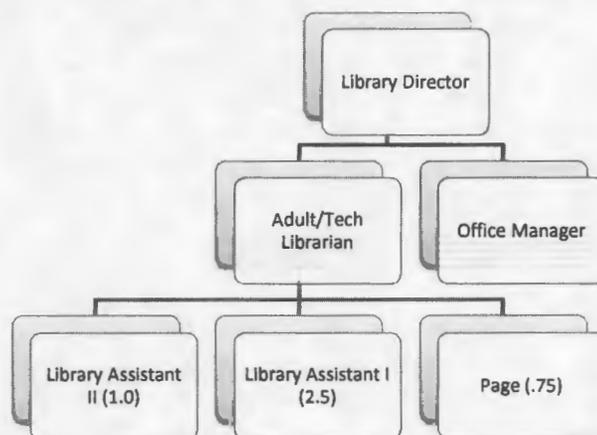
Summary

| Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------|---------------|---------------|---------------|---------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Adult Technical Services | 6.320 | 6.570 | 6.570 | 6.570 | 299,945 | - | 0.0% |
| Outreach Services | 0.970 | 0.970 | 0.970 | 0.970 | 54,321 | - | 0.0% |
| Children's Services | 3.410 | 3.535 | 3.535 | 3.535 | 150,798 | - | 0.0% |
| UAS Library | 1.710 | 1.710 | 1.710 | 1.710 | 96,415 | - | 0.0% |
| Total | 12.410 | 12.785 | 12.785 | 12.785 | 601,479 | - | 0.0% |

MISSION STATEMENT

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

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



GOALS FOR 2016

- Promote use of online subscription databases.
- Continue staff development and training.
- Maintain currency and relevancy of adult collection.
- Conduct inventory of entire library collection.

ACCOMPLISHMENTS FOR 2015

- Circulated 187,916 items, which is a per-capita circulation rate of 13.06. The average per-capita circulation for Alaskan libraries with a service population over 10,000 is 7.43 (Alaska Public Library Statistics, 2013. http://library.alaska.gov/pdf/anc/ak_lib_stots/2013_full_report.xls).
- Welcomed over 92,000 people into the library, with a monthly average of 6,360 visitors during the winter and 8,700 visitors during the summer.
- Provided Internet access for over 10,000 people to file PFD applications, take online classes, print tax forms, download ebooks, make travel arrangements, pay bills, check Facebook, and fulfill other educational, personal, and entertainment needs.
- Created 700 new patron accounts in the past year, including 113 temporary patrons. This is a 45% increase in temporary patron registrations. Temporary patrons pay a \$10 fee and a \$20 deposit for 6 months of library service, and 80% of these temporary patrons are summer workers.

- Launched a new website in conjunction with the Children’s Division staff. The new website updates available resources, provides a monthly newsletter of library programming, consolidates online database access and works across platforms for complete mobile access for patrons. It replaces the old library website, which was designed in 2005.
- Registered 123 patrons for the Adult Summer Reading Club, which encourages adults to expand their normal reading tastes and format use. Club participation increased 54% from last year.
- Highlighted the Alaskana collection by installing an educational kiosk about Alaskan tsunamis (courtesy of the Ketchikan Fire Department) and displaying an historical photograph collection from the Tongass Historical Museum.
- Encouraged staff development and training with a number of different educational opportunities:
 - All staff participated in a 4-week online class from the Indiana State Library that covered Customer Service and the User Experience, Youth Librarianship, Community Engagement, and Improving Library Services by Managing Technology.
 - Staff participated in an online customer service training webinar from the Public Library Association.
 - Staff received ALICE training from the Ketchikan Police Department about dealing with a violent intruder situation.
 - Staff received training on using the new Home Improvement Database and the Cypress Resume Builder online service that were added to the library’s collection of databases this year.
 - Staff received refresher training on using the Testing and Education Reference Center database.
- Created a new collection of ebooks and audiobooks in ListenAlaska, which are available only to Ketchikan patrons. This Advantage collection decreases wait times for popular titles and can more closely align with local interests. Over 2,000 local patrons used ListenAlaska in the last year, a 41% increase from the year before. Ketchikan patrons downloaded over 9,400 titles from ListenAlaska in the last 12 months.
- Provided meeting space to over 45 different community organizations, including PeaceHealth, UAS-Ketchikan, SE AHEC, the Ketchikan Wellness Coalition, SEANET, SAIL, Community Connections, KGB School District, Boy Scouts, Girl Scouts, KAAHC, the Ketchikan Community Foundation, Ketchikan Youth Initiatives, the Ketchikan Garden Club, the Foster Parent Support Group, and the Tsimshian Language study group. Library meeting rooms were used by community groups an average of 17 times a month in 2015.
- Hosted 4 author events, which were attended by over 120 people.
- Provided quiet study rooms to over 780 people, which is a 36% increase from 2014. These study rooms are also used by library staff to proctor exams for patrons engaged in distance education opportunities.
- Sent 1,384 items to local area schools for the use of students and teachers during the 2014-2015 school year, an average of 154 items per month.
- Conducted inventory of entire adult library collection.
- Updated collection materials in the areas of homebuilding, gardening, interior decoration, Alaskana and genealogy.
- Answered over 12,500 reference questions for local and visiting patrons.

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|-------------|
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 425,184 | 476,783 | 487,220 | 487,190 | 506,835 | 30,052 | 6.3% |
| Supplies | 94,752 | 95,376 | 94,403 | 93,023 | 95,476 | 100 | 0.1% |
| Contract/Purchased Services | 29,116 | 13,951 | 17,896 | 15,650 | 12,926 | (1,025) | -7.3% |
| Minor Capital Outlay | 2,094 | 600 | 576 | 450 | - | (600) | -100.0% |
| Interdepartmental Charges | 1,772 | 5,700 | 4,700 | 4,700 | 5,000 | (700) | 0.0% |
| Total Expenditures | 552,918 | 592,410 | 604,795 | 601,013 | 620,237 | 27,827 | 4.7% |

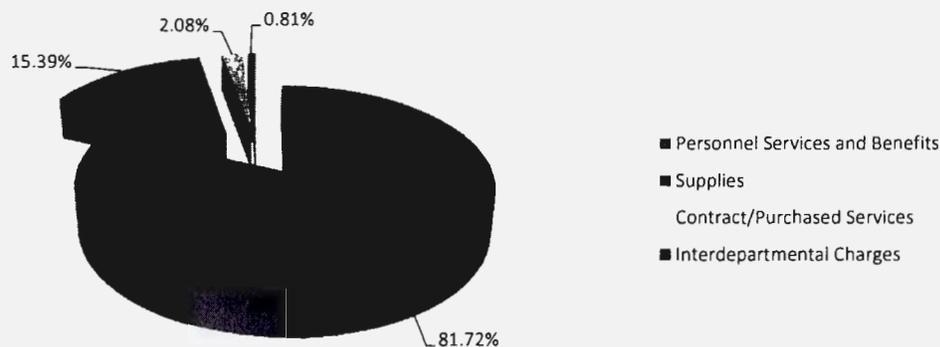
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 341,687 | 360,310 | 372,695 | 381,413 | 385,287 | 24,977 | 6.9% |
| Charges for Services - KGB | 197,590 | 221,900 | 221,900 | 206,400 | 221,750 | (150) | -0.1% |
| Charges for Services - Other | 13,641 | 10,200 | 10,200 | 13,200 | 13,200 | 3,000 | 29.4% |
| Total Funding | 552,918 | 592,410 | 604,795 | 601,013 | 620,237 | 27,827 | 4.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|------------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director | 0.32 | 0.32 | 0.32 | 0.32 | 22,431 | - | 0.0% |
| Adult Technical Services Librarian | 1.00 | 1.00 | 1.00 | 1.00 | 61,065 | - | 0.0% |
| Library Office Manager | 1.00 | 1.00 | 1.00 | 1.00 | 57,211 | - | 0.0% |
| Library Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 48,630 | - | 0.0% |
| Library Assistant I | 2.25 | 2.50 | 2.50 | 2.50 | 96,358 | - | 0.0% |
| Page | 0.75 | 0.75 | 0.75 | 0.75 | 14,250 | - | 0.0% |
| Total | 6.32 | 6.57 | 6.57 | 6.57 | 299,945 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$30,052, or by 6.3%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Library

Adult/Technical Services Division 1410-230

| DIVISION OPERATING BUDGET DETAIL | | | | | | | |
|---|----------------|--------------------|----------------|-----------------|----------------|--------------------------|----------------|
| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 250,239 | 283,963 | 290,450 | 290,450 | 299,945 | 15,982 | 5.6% |
| 502 01 Temporary Wages | 13,422 | 17,000 | 16,300 | 16,300 | 17,000 | - | 0.0% |
| 505 00 Payroll Taxes | 19,181 | 23,000 | 22,120 | 22,100 | 24,230 | 1,230 | 5.3% |
| 506 00 Pension | 44,166 | 47,050 | 49,400 | 49,400 | 51,460 | 4,410 | 9.4% |
| 507 00 Health and Life Insurance | 89,659 | 99,550 | 102,700 | 102,700 | 104,200 | 4,650 | 4.7% |
| 507 30 Workers Compensation | 1,020 | 1,610 | 1,640 | 1,640 | 1,650 | 40 | 2.5% |
| 508 00 Other Benefits | 7,497 | 4,610 | 4,610 | 4,600 | 8,350 | 3,740 | 81.1% |
| Personnel Services and Benefits | 425,184 | 476,783 | 487,220 | 487,190 | 506,835 | 30,052 | 6.3% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 6,782 | 5,000 | 6,740 | 6,740 | 6,800 | 1,800 | 36.0% |
| 510 02 Operating Supplies | 7,871 | 9,100 | 7,820 | 7,545 | 7,600 | (1,500) | -16.5% |
| 510 05 Small Tools and Equipment | 158 | 250 | 250 | 100 | 100 | (150) | -60.0% |
| 510 07 Food/Catering | 231 | 500 | 500 | 260 | 250 | (250) | -50.0% |
| 520 02 Postage | 3,005 | 3,000 | 3,820 | 3,820 | 3,100 | 100 | 3.3% |
| 530 01 Library Books | 52,807 | 56,000 | 50,213 | 50,213 | 56,000 | - | 0.0% |
| 530 02 Periodicals | 6,768 | 5,700 | 6,450 | 6,450 | 5,700 | - | 0.0% |
| 530 04 Movies and Visual Series | 4,859 | 6,000 | 5,200 | 5,000 | 6,000 | - | 0.0% |
| 530 05 Audio and Digital Books | 9,373 | 8,126 | 11,710 | 11,600 | 8,126 | - | 0.0% |
| 530 06 Music | 2,898 | 1,500 | 1,405 | 1,000 | 1,500 | - | 0.0% |
| 535 02 Business and Meal Expenses | - | 200 | 295 | 295 | 300 | 100 | 50.0% |
| Supplies | 94,752 | 95,376 | 94,403 | 93,023 | 95,476 | 100 | 0.1% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 2,704 | 2,200 | 4,994 | 4,994 | 2,200 | - | 0.0% |
| 600 03 Training and Education | 1,495 | 450 | 2,801 | 2,801 | 450 | - | 0.0% |
| 605 01 Ads and Public Announcements | 150 | 600 | 600 | 314 | 350 | (250) | -41.7% |
| 615 02 Assn. Membership Dues & Fees | 1,127 | 2,000 | 2,000 | 1,210 | 1,200 | (800) | -40.0% |
| 630 03 Bank and Merchant Fees | 39 | 250 | 250 | 80 | 100 | (150) | -60.0% |
| 630 04 Broadcast Content Fees | 175 | 175 | 175 | 175 | 250 | 75 | 42.9% |
| 630 05 Software Licenses | 709 | 426 | 426 | 426 | 426 | - | 0.0% |
| 630 06 Service Charges and Fees | - | - | - | - | 100 | 100 | New |
| 635 11 Subscription Services | 3,794 | 5,600 | 4,400 | 3,400 | 5,600 | - | 0.0% |
| 635 12 Technical Services | - | 2,250 | 2,250 | 2,250 | 2,250 | - | 0.0% |
| 650 01 Telecommunications | 18,923 | - | - | - | - | - | NA |
| Contract/Purchased Services | 29,116 | 13,951 | 17,896 | 15,650 | 12,926 | (1,025) | -7.3% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 805 | 600 | 576 | 450 | - | (600) | -100.0% |
| 725 00 Machinery and Equipment | 903 | - | - | - | - | - | NA |
| 725 01 Computers, Printers & Copiers | 386 | - | - | - | - | - | NA |
| Minor Capital Outlay | 2,094 | 600 | 576 | 450 | - | (600) | -100.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 1,772 | 5,700 | 4,700 | 4,700 | 5,000 | (700) | -12.3% |
| Interdepartmental Charges | 1,772 | 5,700 | 4,700 | 4,700 | 5,000 | (700) | -12.3% |
| Total Expenditures by Type | 552,918 | 592,410 | 604,795 | 601,013 | 620,237 | 27,827 | 4.7% |

NARRATIVE

500-01 Regular Salaries and Wages: \$299,945 – Expenditures for compensation paid to all regular salaried and hourly employees of the Adult/Technical Services Division.

502-01 Temporary Wages: \$17,000 - 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: \$24,230 – Expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$51,460 – Expenditures for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$104,200 – Expenditures for employer contributions to employee health and life insurance plans. Included are contributions to health plans administered by Blue Cross and the IBEW Alaska Health and Welfare Trust, and employee life insurance plans.

507-30 Workers Compensation: \$1,650 – Expenditures for employer contributions to workers compensation.

508-00 Other Benefits: \$8,350 – 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: \$6,800 - 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: \$7,600 - Expenditures for supplies that are normally not of a maintenance nature and are required to support library operations. This includes supplies associated with the processing of books, videos, CDs, and other library materials to prepare them for circulation or for mending damaged items, such as plastic covers, special glues and tape, stamps, labels, plastic boxes, cleaning equipment and supplies, and security system supplies. The account also covers general materials for classes and public programs.

510-05 Small Tools and Equipment: \$100 – Expenditures for minor tools, operating and office equipment with a value of less than \$1,000. A new DVD player is needed for the staff workroom to allow the inspection and review of damaged DVDs that need to be mended. An electric typewriter is needed for processing. A small cart is needed for emptying the outside book drop.

510-07 Food/Catering: \$250 – Expenditures for food for library programs, such as popcorn and lemonade during movie programs.

520-02 Postage: \$3,100 - 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: \$56,000 - 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: \$5,700 - Expenditures for newspapers, magazines, and trade journals.

530-04 Movies and Visual Series: \$6,000 - Expenditures for the acquisition of DVDs for the library collection. Included are educational and entertainment selections.

530-05 Audio and Digital Books: \$8,126 - Expenditures for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, online music, and other similar forms of electronic media.

530-06 Music: \$1,500 - Expenditures for the acquisition of music CDs for the library collection.

535-02 Business and Meal Expenses: \$300 – Expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty A&P bookdrop and document delivery and pickup to and from Library to City Hall.

600-02 Travel-Training: \$2,200 - Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. Staff will be attending the Alaska State Library Association annual conference in March in Fairbanks, as well as the Public Library Association's Conference in Denver in April.

600-03 Training and Education: \$450 – Expenditures for registration fees for conferences associated with training and educating employees. This includes registration for the library conference in Fairbanks and the conference in Denver.

605-01 Ads and Public Announcements: \$350 - Expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. This will cover recruitment to fill library positions if they become vacant.

615-02 Assn. Dues and Membership Fees: \$1,200 – Expenditures for memberships in professional associations, such as the American Library Association, the Alaska Library Association, the Association of Rural and Small Libraries, and the Alaska Library Network. These memberships allow staff to stay current in the field.

630-03 Bank and Merchant Fees: \$100 – 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: \$250 – Expenditures for the right to broadcast copyrighted intellectual property. The library has a license to show films during public programs.

630-05 Software Licenses: \$426 – Expenditures for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers.

630-06 Service Charges and Fees: \$100 – 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.

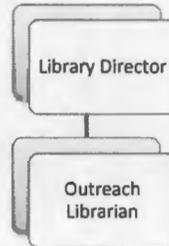
635-11 Subscription Services: \$5,600 - Expenditures for subscriptions for access to web based services. The library provides patron access to ListenAlaska, Hobbies & Crafts Database, Home Improvement Collection, Cypress Resume, Gale e-Reference, Encyclopedia Britannica and Gale LegalForms.

635-12 Technical Services: \$2,250 - Expenditures for contractual services not identified in the count classifications under contractual services, such as fees for visiting authors and instructors of educational programs for adults.

825-01 Interdepartmental Charges – Insurance: \$5,000 - Expenditures for risk management services and claims.

MISSION STATEMENT

The Outreach Services Division of the Ketchikan Public Library provides services to the blind, physically handicapped, the homebound, and to the residents of institutions such as the Pioneer Home, New Horizons Long Term Care, SeaView Terrace, The Manor Assisted Living Center, Ketchikan Regional Youth Detention Center, and to the inmates of the Ketchikan Correctional Center. The Outreach Librarian maintains the Correctional Center Library, the large print collection at the Public Library, and is the local coordinator for the Alaska State Talking Book program.



GOALS FOR 2016

- Discover new homebound patrons.
- Encourage those who obtain release from institutions to visit the library.
- Provide appropriate magazines to Pioneer Home, New Horizons, and the Manor.
- Discuss with the KRYF educator the possibility of providing materials that might enhance the classroom experience.
- Continue to service the Bookshare locations, and be vigilant for new opportunities for that service.

ACCOMPLISHMENTS FOR 2015

- Continued to facilitate meetings of agencies and organizations that assist seniors and others with physical challenges, including participating in the 15th annual Senior Picnic and the first-ever Resource Fair.
- Added a new Book Share location at Ketchikan Skatepark, and serviced the two existing locations at South Tongass Service Station and Ketchikan Recreation Center.
- Provided service to new patrons.
- Assisted patrons with accessing the library through ListenAlaska on an assortment of devices.
- Assisted patrons with the transition of the Talking Book Center from the State Library to an outside provider.
- Assisted new patrons with using the Talking Book service.
- Worked diligently at improving customer service skills, including completion of an online course.
- Presented a poster session at the Alaska Library Association's Annual Conference on providing library services to jails, correctional centers, and detention centers.
- Distributed discarded and donated materials to WISH, KCC, KRYF and the KIC senior lunch program.
- Maintained Twitter and Tumblr accounts of the Ketchikan Public Library, posting library news and activities, and providing a variety of informative or humorous postings.

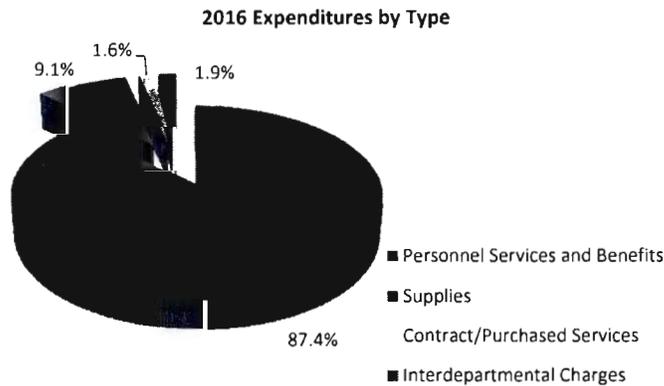
CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Library

Outreach Services Division 1410-231

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 68,656 | 76,420 | 76,555 | 76,500 | 82,461 | 6,041 | 7.9% |
| Supplies | 8,322 | 8,123 | 8,372 | 6,850 | 8,623 | 500 | 6.2% |
| Contract/Purchased Services | 2,537 | 1,219 | 1,346 | 1,271 | 1,535 | 316 | 25.9% |
| Interdepartmental Charges | 1,287 | 2,000 | 2,000 | 1,700 | 1,800 | (200) | -10.0% |
| Total Expenditures | 80,802 | 87,762 | 88,273 | 86,321 | 94,419 | 6,657 | 7.6% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 48,084 | 54,888 | 55,555 | 56,681 | 60,669 | 5,781 | 10.5% |
| Charges for Services - KGB | 32,718 | 32,874 | 32,718 | 29,640 | 33,750 | 876 | 2.7% |
| Total Funding | 80,802 | 87,762 | 88,273 | 86,321 | 94,419 | 6,657 | 7.6% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director | 0.32 | 0.32 | 0.32 | 0.32 | 22,176 | - | 0.0% |
| Outreach Librarian | 0.65 | 0.65 | 0.65 | 0.65 | 32,145 | - | 0.0% |
| Total | 0.97 | 0.97 | 0.97 | 0.97 | 54,321 | - | 0.0% |



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$6,041, or by 7.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Library

Outreach Services Division 1410-231

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 45,473 | 51,320 | 50,300 | 50,300 | 54,321 | 3,001 | 5.8% |
| 505 00 Payroll Taxes | 3,188 | 3,900 | 3,607 | 3,600 | 4,130 | 230 | 5.9% |
| 506 00 Pension | 9,139 | 9,800 | 9,500 | 9,500 | 10,400 | 600 | 6.1% |
| 507 00 Health and Life Insurance | 8,567 | 9,300 | 9,940 | 9,900 | 9,400 | 100 | 1.1% |
| 507 30 Workers Compensation | 1,525 | 1,300 | 2,408 | 2,400 | 2,700 | 1,400 | 107.7% |
| 508 00 Other Benefits | 764 | 800 | 800 | 800 | 1,510 | 710 | 88.8% |
| Personnel Services and Benefits | 68,656 | 76,420 | 76,555 | 76,500 | 82,461 | 6,041 | 7.9% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 70 | 50 | 50 | 50 | 50 | - | 0.0% |
| 510 02 Operating Supplies | 16 | 50 | 50 | 50 | 50 | - | 0.0% |
| 525 04 Vehicle Motor Fuel and Lubricants | 235 | 200 | 300 | 150 | 150 | (50) | -25.0% |
| 530 01 Library Books | 7,499 | 7,123 | 7,365 | 6,000 | 7,123 | - | 0.0% |
| 530 02 Periodicals | 502 | 500 | 500 | 500 | 500 | - | 0.0% |
| 530 05 Audio and Digital Books | - | - | - | - | 750 | 750 | New |
| 535 02 Business and Meal Expenses | - | 200 | 107 | 100 | - | (200) | -100.0% |
| Supplies | 8,322 | 8,123 | 8,372 | 6,850 | 8,623 | 500 | 6.2% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 1,375 | 1,000 | 940 | 894 | 1,200 | 200 | 20.0% |
| 600 03 Training and Education | 1,152 | 125 | 204 | 204 | 125 | - | 0.0% |
| 615 02 Assn Membership Dues and Fees | - | 84 | 177 | 148 | 100 | 16 | 19.0% |
| 630 02 Vehicle Licenses | 10 | 10 | 25 | 25 | 10 | - | 0.0% |
| 630 06 Service Charges and Fees | - | - | - | - | 100 | 100 | New |
| Contract/Purchased Services | 2,537 | 1,219 | 1,346 | 1,271 | 1,535 | 316 | 25.9% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 340 | 1,200 | 1,200 | 900 | 1,000 | (200) | -16.7% |
| 850 01 Interdepartmental Charges-Garage | 947 | 800 | 800 | 800 | 800 | - | 0.0% |
| Interdepartmental Charges | 1,287 | 2,000 | 2,000 | 1,700 | 1,800 | (200) | -10.0% |
| Total Expenditures by Type | 80,802 | 87,762 | 88,273 | 86,321 | 94,419 | 6,657 | 7.6% |

NARRATIVE

500-01 Regular Salaries and Wages: \$54,321 – Expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505-00 Payroll Taxes: \$4,130 – Expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$10,400 – Expenditures for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$9,400 – Expenditures for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$2,700 – Expenditures for employer contributions to workers compensation.

508-00 Other Benefits: \$1,510 – Expenditures for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$50 - 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: \$50 - 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.

525-04 Vehicle Motor Fuel and Lubricants: \$150 - Expenditures for gasoline and lubricants used in the operation of the library van.

530-01 Library Books: \$7,123 - Expenditures for the acquisition of large print books for the library collection.

530-02 Periodicals: \$500 - Expenditures for newspapers and magazines.

530-05 Audio and Digital Books: \$750 - 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.

600-02 Travel-Training: \$1,200 - Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. The Outreach Librarian will attend the Alaska State Library Association annual conference in February in Fairbanks.

600-03 Training and Education: \$125 - Expenditures for registration fees for conferences associated with training and educating employees. This includes registration for the library conference in Fairbanks.

615-02 Assn Membership Dues and Fees: \$100 - 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.

630-02 Vehicle Licenses: \$10 - Expenditures for licensing the library van for operations on public highways.

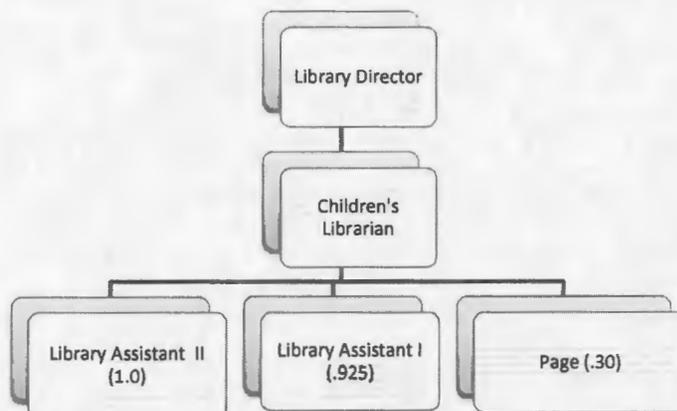
630-06 Service Charges and Fees: \$100 - Expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials.

825-01 Interdepartmental Charges - Insurance: \$1,000 - Expenditures for risk management services and claims.

850-01 Interdepartmental Charges - Garage: \$800 - Expenditures for library van maintenance services provided by the Public Works Department-Garage Division.

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 Division strives to offer dynamic, educational programming that promotes library use as well as family and community engagement.



GOALS FOR 2016

Programming:

- Partner with the Early Learning Program and other community organizations to present a monthly educational "Family Night" program for school-age children and their families;
- Create a winter break reading program for school-age children;
- Partner with the Ketchikan Area Arts and Humanities Council to offer classes for children by local artists;
- Begin to consistently offer pre-teen programming;
- Continue to offer weekly programs to the Ketchikan Gateway Borough Parks and Recreation Summer Camp participants; and
- Participate in the national "Hour of Code" program for kids, offering computer coding classes for 8-12 year olds.

Library Services:

- Provide a library presence at community events such as the Back to School Round-Up, Coast Guard Meet and Greet, Pet and Doll Parade, and the Head Start Carnival;
- Continue working with Community Connections to expand the "Ketchikan Passport for Kids" program; and
- Develop, maintain, and update the children's collections in response to community needs.

Professional Development:

- Attend the Alaska Library Association Annual Conference and Public Library Association Conference; and
- Participate in continuing education courses and webinars relevant to the library profession, specifically children's services, collection development and maintenance, cataloging, and reader's advisory.

Teens:

- Seek additional funding for the Teen Summer Program 2016;
- Add more challenges to the Teen Summer Program to encourage teens to use the library more over the summer months;
- Utilize the new web page to promote T.A.G. and inform teens concerning a variety of subjects; and
- Continue to influence the updating and expansion of the Teen collection to create an excellent resource for teens in Ketchikan.

ACCOMPLISHMENTS FOR 2015

Improved Public Programming:

- Registered 520 children under the age of 12 for the annual Summer Reading Program;
- Offered 48 public storytime programs to 4,480 participants;
- Collaborated with the Early Learning Program to offer free developmental screenings for 0-3 year olds and baby massage classes at the library throughout the year;
- Began offering weekly storytimes specifically for babies ages 0-2;
- Worked with the Financial Foundations Task Force (Ketchikan Wellness Coalition) to offer Financial Literacy programming for children and families;
- Made storytime more educational by focusing on STEM (science, technology, engineering, and math) themes and early literacy skills;
- Provided 59 storytime programs to 974 Tlingit/Haida and Ketchikan Head Start students;
- Partnered with local and visiting yoga teachers to provide yoga classes for children;
- Collaborated with the Ketchikan Theatre Ballet to offer a performance of the Nutcracker Ballet at the library;
- Partnered with Rainy Day Quilters Guild to provide supplies for children's crafts and activities;
- Visited every school in Ketchikan and spoke to nearly every school-age child to promote the library's Summer Reading Program;
- Participated in the statewide Battle of the Books with KGBSD libraries;
- Offered 112 after school and weekend activities to 2,591 children;
- Provided 46 preschool crafts to 941 children under the age of 5;
- Hosted 9 class visits for 184 K-12 students;
- Offered digital skills training for children on AWE early literacy stations;
- Hosted 10 library visits for 469 Ketchikan Gateway Borough Summer Camp participants;
- Continued and expanded the "Read Away Your Fines" program, allowing children to read away \$792.15 in fines;
- Partnered with WIC (Women, Infants, Children) to offer 16 Childbirth Education Courses to expectant parents; and
- Expanded storytime offerings to include Saturdays during the school year and evenings in the summer in order to serve more families.

Library Services:

- Worked with U.S. Forest Service to distribute 200+ Alaska picture books to Ketchikan children;
- Worked with a local Tsimshian language teacher to offer Tsimshian lessons to preschoolers;
- Partnered with local donors to create a school-year reading challenge based on the library's literature quilt;
- Updated the children's non-fiction collection;
- Created an updated, user-friendly library website;
- Continued the "Born to Read" program, providing board books and early literacy information to new parents at the Peace Health Ketchikan Medical Center;
- Conducted inventory of entire Children's library collection; and
- Received grants for a handmade play kitchen for the children's library and for 400+ children's board books.

Professional Development:

- Children's Librarian attended the statewide Alaska Library Association Annual Conference;
- Library Assistant I obtained a Continuing Education grant to attend the Alaska Library Association Annual Conference;
- Staff took part in ALICE (Alert Lockdown Inform Counter Evacuate) public safety training;
- Staff participated in customer service training workshop; and
- Library Assistant II participated in an e-course "Reading With a Critical Eye".

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Teens:

- The Teen Advisory Group (T.A.G.) was selected to be a Spirit of Youth 2015 Radio Story;
- IBEW and Friends of the Library contributions assisted with prizes for the Teen Summer Program to increase participation, offer bigger prizes, and increased teen participation by nearly 20%;
- Visited Ketchikan High School, Revilla High School, Schoenbar Middle School, and Ketchikan Charter School to promote the Teen Summer Program and encourage T.A.G. membership;
- T.A.G. offered 1 teen event each month during the school year and 2 events during the summer months; nearly 300 teens attended programs;
- Partnered with the Ketchikan Police and Fire Departments for Everyday Hero event for teens;
- Worked on T.A.G. membership, adding several new teens to the Teen Advisory Group;
- T.A.G. continues to create decorations and displays to help draw teens into the library;
- T.A.G. has made use of the new web page to promote events with banners on the main page; and
- T.A.G. continues to be a positive force in the library and the community, promoting the library in a positive way and encouraging teens to make the library part of their lives.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---------------------------------|----------------|----------------|----------------|----------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended | | | | Estimate |
| Personnel Services and Benefits | 213,657 | 258,477 | 263,588 | 263,580 | 274,098 | 15,621 | 6.0% |
| Supplies | 30,446 | 32,963 | 36,593 | 32,950 | 33,463 | 500 | 1.5% |
| Contract/Purchased Services | 17,601 | 13,330 | 13,637 | 8,871 | 10,850 | (2,480) | -18.6% |
| Minor Capital Outlay | 2,253 | 2,500 | 2,900 | 2,000 | 1,000 | (1,500) | -60.0% |
| Interdepartmental Charges | 690 | 2,800 | 2,800 | 2,300 | 2,500 | (300) | -10.7% |
| Total Expenditures | 264,647 | 310,070 | 319,518 | 309,701 | 321,911 | 11,841 | 3.8% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|--------------------------|----------------|----------------|----------------|----------------|-------------------|---------------|-------------|
| | Actual | Adopted | Amended | | | | Estimate |
| General Fund | | | | | | | |
| Tax Support | 172,021 | 193,930 | 203,378 | 203,341 | 206,711 | 12,781 | 6.6% |
| Charges for Services KGB | 92,626 | 116,140 | 116,140 | 106,360 | 115,200 | (940) | -0.8% |
| Total Funding | 264,647 | 310,070 | 319,518 | 309,701 | 321,911 | 11,841 | 3.8% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|--------------|--------------|--------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director | 0.31 | 0.310 | 0.310 | 0.310 | 21,732 | - | 0.0% |
| Children's Librarian | 1.00 | 1.000 | 1.000 | 1.000 | 51,843 | - | 0.0% |
| Library Assistant II | 1.00 | 1.000 | 1.000 | 1.000 | 38,920 | - | 0.0% |
| Library Assistant I | 0.80 | 0.925 | 0.925 | 0.925 | 32,603 | - | 0.0% |
| Page | 0.30 | 0.300 | 0.300 | 0.300 | 5,700 | - | 0.0% |
| Total | 3.41 | 3.535 | 3.535 | 3.535 | 150,798 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$15,621, or by 6.0%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 116,459 | 141,497 | 145,808 | 145,800 | 150,798 | 9,301 | 6.6% |
| 502 01 Temporary Wages | 8,995 | 8,500 | 7,700 | 7,700 | 8,500 | - | 0.0% |
| 505 00 Payroll Taxes | 8,912 | 11,500 | 11,100 | 11,100 | 12,210 | 710 | 6.2% |
| 506 00 Pension | 22,989 | 26,600 | 26,800 | 26,800 | 28,320 | 1,720 | 6.5% |
| 507 00 Health and Life Insurance | 53,836 | 66,600 | 68,400 | 68,400 | 69,300 | 2,700 | 4.1% |
| 507 30 Workers Compensation | 566 | 790 | 820 | 820 | 830 | 40 | 5.1% |
| 508 00 Other Benefits | 1,900 | 2,990 | 2,960 | 2,960 | 4,140 | 1,150 | 38.5% |
| Personnel Services and Benefits | 213,657 | 258,477 | 263,588 | 263,580 | 274,098 | 15,621 | 6.0% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 1,302 | 1,100 | 1,350 | 1,350 | 1,100 | - | 0.0% |
| 510 02 Operating Supplies | 3,824 | 4,000 | 4,000 | 4,000 | 4,500 | 500 | 12.5% |
| 510 05 Small Tools and Equipment | 286 | 300 | 400 | 400 | 300 | - | 0.0% |
| 510 07 Food/Catering | 29 | 100 | 200 | 200 | 200 | 100 | 100.0% |
| 530 01 Library Books | 17,967 | 18,900 | 19,000 | 18,000 | 18,900 | - | 0.0% |
| 530 02 Periodicals | 1,064 | 1,000 | 1,729 | 1,000 | 1,000 | - | 0.0% |
| 530 04 Movies and Visual Series | 3,404 | 4,163 | 6,214 | 4,500 | 4,163 | - | 0.0% |
| 530 05 Audio and Digital Books | 1,266 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 530 06 Music | 825 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 530 07 Software | 479 | 300 | 500 | 300 | 100 | (200) | -66.7% |
| 535 02 Business and Meal Expenses | - | 100 | 200 | 200 | 200 | 100 | 100.0% |
| Supplies | 30,446 | 32,963 | 36,593 | 32,950 | 33,463 | 500 | 1.5% |

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Library

Children's Services Division 1410-232

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 5,276 | 4,600 | 4,586 | 4,500 | 5,000 | 400 | 8.7% |
| 600 03 Training and Education | 785 | 5,000 | 5,000 | 2,000 | 2,500 | (2,500) | -50.0% |
| 605 01 Ads and Public Announcements | 172 | 350 | 500 | 400 | 400 | 50 | 14.3% |
| 615 02 Assn Membership Dues & Fees | - | 600 | 600 | 600 | 500 | (100) | -16.7% |
| 630 03 Bank and Merchant Fees | 116 | 100 | 250 | 100 | 100 | - | 0.0% |
| 630 04 Broadcast Content Fees | 242 | 250 | 271 | 271 | 250 | - | 0.0% |
| 630 05 Software Licenses | - | 180 | 180 | - | - | 180 | -100.0% |
| 630 06 Service Charges and Fees | - | - | - | - | 100 | 100 | New |
| 635 12 Technical Services | 7,659 | - | - | - | - | - | NA |
| 635 14 Other Contractual Services | 3,351 | 2,250 | 2,250 | 1,000 | 2,000 | (250) | -11.1% |
| Contract/Purchased Services | 17,601 | 13,330 | 13,637 | 8,871 | 10,850 | (2,480) | -18.6% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 2,253 | 2,500 | 2,900 | 2,000 | 1,000 | (1,500) | -60.0% |
| Minor Capital Outlay | 2,253 | 2,500 | 2,900 | 2,000 | 1,000 | (1,500) | -60.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 690 | 2,800 | 2,800 | 2,300 | 2,500 | (300) | -10.7% |
| Interdepartmental Charges | 690 | 2,800 | 2,800 | 2,300 | 2,500 | (300) | -10.7% |
| Total Expenditures by Type | 264,647 | 310,070 | 319,518 | 309,701 | 321,911 | 11,841 | 3.8% |

NARRATIVE

500-01 Regular Salaries and Wages: \$150,798 – Expenditures for compensation paid to all regular salaried and hourly employees of the Children's Services Division.

502-01 Temporary Wages: \$8,500 - Expenditures for compensation paid to temporary salaried and hourly employees of the Children's Services Division .

505-00 Payroll Taxes: \$12,210 – Expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$28,320 – Expenditures for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$69,300 – Expenditures for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$830 – Expenditures for employer contributions to workers compensation.

508-00 Other Benefits: \$4,140 – 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: \$1,100 - 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: \$4,500 - 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, library circulation preparation materials, educational games and toys for the children and teen areas, and small prizes.

510-05 Small Tools and Equipment: \$300 - Expenditures for minor tools, operating, and office equipment with a value of less than \$1,000. Included are a microscope and garden tools for spring programs.

510-07 Food/Catering: \$200 - Expenditures for food or catering services for children's programs.

530-01 Library Books: \$18,900 - Expenditures for the acquisition of books and print materials for the library collection. Included are books and other print materials.

530-02 Periodicals: \$1,000 - Expenditures for newspapers, magazines, and trade journals.

530-04 Movies and Visual Series: \$4,163 - 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: \$2,000 - 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: \$1,000 - Expenditures for the acquisition of music CDs for the library collection.

530-07 Software: \$100 - Expenditures for the acquisition of software for the library collection.

535-02 Business and Meal Expenses: \$200 - Expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty A&P bookdrop, distribute promotional library promotional posters throughout Ketchikan, and deliver "Born to Read" materials to the Ketchikan Medical Center.

600-02 Travel-Training: \$5,000 - Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. A member of the Children's Division staff will be attending the Alaska State Library Association annual conference and the Public Library Association's Annual Conference.

600-03 Training and Education: \$2,500 - 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: \$400 - Expenditures for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television. Included are public service announcements, community issues, and recruiting.

615-02 Assn. Dues and Membership Fees: \$500 - 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: \$100 - Expenditures for merchant fees for use of credit and debit cards.

630-04 Broadcast Content Fees: \$250 - 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: \$100 - 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.

635-14 Other Contractual Services: \$2,000 - Expenditures for contractual services not identified in the count classifications under contractual services, such as fees for visiting authors and performers for children's programs.

715-00 Furniture and Fixtures: \$1,000 - Expenditures for acquisition of furniture and fixtures. Included are educational and skill-developing play structures for the Children's Area, as well as lamps, chairs, tables, and storage cabinets for both the Children's Room and the Teen Room.

825-01 Interdepartmental Charges – Insurance: \$2,500 - Expenditures for risk management services and claims.

MISSION STATEMENT

The mission of the First City Libraries Consortium is to provide informational, educational, and recreational materials and services for the residents of the City of Ketchikan and the Ketchikan Gateway Borough. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs responsive to the diverse interests and needs of the community. This consortium is a cooperative effort among the City of Ketchikan, the Ketchikan Gateway Borough School District, and the University of Alaska Southeast Ketchikan Campus Library. It links all of Ketchikan's libraries, thereby giving all citizens access to materials.

GOALS FOR 2016

- Provide professional mentoring to all Consortium staff members.
- Continue to lobby for school library media specialists in all school libraries.
- Continue to provide great access to information for all Ketchikan Gateway Borough residents.

ACCOMPLISHMENTS FOR 2015

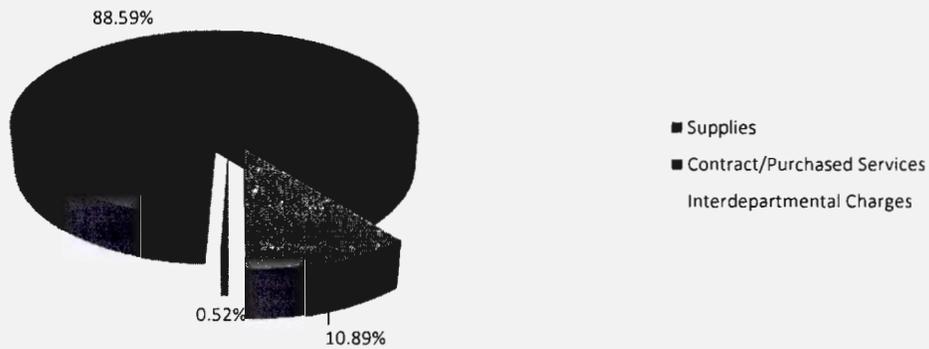
- Created a manual for ILS (integrated library system) operations.
- A total of 4,374 items were sent between all members of the consortium during the 2014-2015 school year, an average of 486 items per month.
- All members, including school clerks and librarians, met during the year to discuss Consortium business.
- Updated ILS software to most current version.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 239 | 350 | 350 | 350 | 350 | - | 0.0% |
| Contract/Purchased Services | 57,470 | 52,963 | 52,963 | 52,583 | 59,425 | 6,462 | 12.2% |
| Minor Capital Outlay | - | - | - | - | - | - | NA |
| Interdepartmental Charges | (8,048) | (4,500) | (4,500) | (5,795) | (7,300) | (2,800) | 62.2% |
| Total Expenditures | 49,661 | 48,813 | 48,813 | 47,138 | 52,475 | 3,662 | 7.5% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|------------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 16,697 | 18,023 | 18,023 | 17,488 | 18,665 | 642 | 3.6% |
| Charges for Services - KGB | 11,361 | 10,790 | 10,790 | 9,150 | 11,010 | 220 | 2.0% |
| Charges for Services - KGBSD | 21,603 | 20,000 | 20,000 | 20,500 | 22,800 | 2,800 | 14.0% |
| Total Funding | 49,661 | 48,813 | 48,813 | 47,138 | 52,475 | 3,662 | 7.5% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Telecommunications (Account 650-01) increased by \$5,509, or by 27.5%, due to an increase in Internet connectivity costs.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 225 | 100 | 100 | 100 | 100 | - | 0.0% |
| 510 02 Operating Supplies | 14 | 250 | 250 | 250 | 250 | - | 0.0% |
| Supplies | 239 | 350 | 350 | 350 | 350 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 635 04 Software and Equipment Maintenance | 25,221 | 26,858 | 26,858 | 26,858 | 27,905 | 1,047 | 3.9% |
| 635 11 Subscription Services | 5,618 | 6,105 | 6,105 | 5,725 | 6,011 | (94) | -1.5% |
| 650 01 Telecommunications | 26,631 | 20,000 | 20,000 | 20,000 | 25,509 | 5,509 | 27.5% |
| Contract/Purchased Services | 57,470 | 52,963 | 52,963 | 52,583 | 59,425 | 6,462 | 12.2% |
| Interdepart'l Charges/Reimbursable Credits | | | | | | | |
| 803 01 Interdepart'l Charges - Information Tech | 6,000 | 7,500 | 7,500 | 7,500 | 7,500 | - | 0.0% |
| 890 00 Reimbursable Credits | (14,048) | (12,000) | (12,000) | (13,295) | (14,800) | (2,800) | 23.3% |
| Interdepart'l Charges/Reimbursable Cr | (8,048) | (4,500) | (4,500) | (5,795) | (7,300) | (2,800) | 62.2% |
| Total Expenditures by Type | 49,661 | 48,813 | 48,813 | 47,138 | 52,475 | 3,662 | 7.5% |

NARRATIVE

510-01 Office Supplies: \$100 – Expenditures for paper and toner used for Consortium operations.

510-02 Operating Supplies: \$250 – 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: \$27,905 - 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: \$6,011 - 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: \$25,509 - 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 – Expenditures for information technology services provided by the Information Technology Department. The IT Department maintains the Consortium server.

890-00 Reimbursable Credits: (\$14,800) - A contra-expense account for crediting First City Libraries Division for operating-costs to be paid by the UAS Library.

MISSION STATEMENT

The 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 2016

- To teach members of the UAS Ketchikan community regardless of their geographic location to be effective users and producers of information, in order to meet their current academic needs, and to prepare them for a lifetime of learning and of responsible leadership;
- To improve and increase library outreach to students, faculty and the UAS Ketchikan community;
- To serve as an information and referral resource to the entire community; and
- To provide a comfortable, stimulating, and vital information center for the community, supporting the academic programs and curricula of the university.

ACCOMPLISHMENTS FOR 2015

Continued to increase awareness of the library's resources and services by:

- Working with Campus faculty to ensure that information literacy skills are acquired by students according to UAS guidelines, the campus librarian conducted 24 library instruction sessions and presentations with a total attendance of 354 students.
- Convened a "Campus Library Revitalization Committee" during Spring semester 2015, made up of two UAS Ketchikan faculty and the Campus Librarian, for the purpose of discussing the results of a survey taken of on-campus students during Spring 2014 regarding their use of the Campus Library. Steps will be developed in response to opinions expressed in the survey and faculty comments gathered during Committee meetings.

Maintained currency and relevancy of the collections by:

- Yearly evaluating the collection for worn, outdated or unneeded items in consultation with the faculty;
- An intensive weeding of the government document collection, which resulted in the transfer of those documents retained to the General Collection of the library;
- An intensive weeding of the reference section of the library, which resulted in the weeding of volumes which were duplicative of content found in databases provided to UAS students by the university;
- Selecting and purchasing new materials based on a review of sources and faculty consultations; and
- Processing 311 physical items into the print and media collections.

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Library

UAS Library Division 1410-234

Encouraged community support and enrollment for the Campus by:

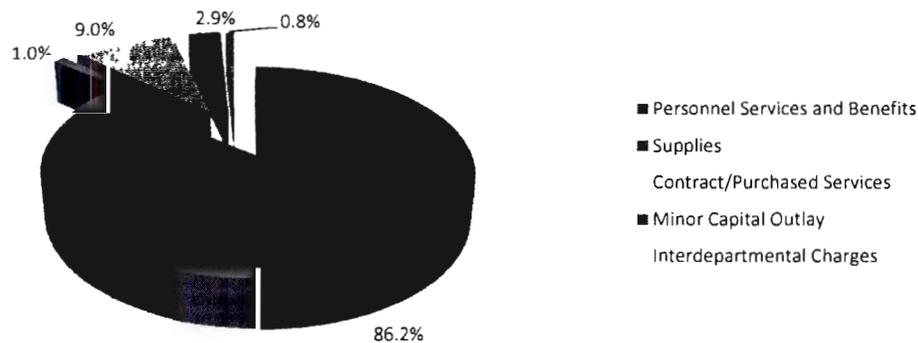
- Encouraging Ketchikan Gateway Borough School District faculty and students to use the Library;
- Participating in the Library Department's weekly newspaper column; and
- Hosting nine successful *Ask UAS: Where Ketchikan Finds Answers* events throughout the school year, sharing the expertise of UAS Ketchikan faculty and community experts with the Ketchikan community, attended by a total of 418 people.

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 155,487 | 162,542 | 157,831 | 157,120 | 170,455 | 7,913 | 4.9% |
| Supplies | 2,046 | 2,050 | 2,455 | 2,275 | 2,050 | - | 0.0% |
| Contract/Purchased Services | 18,113 | 17,100 | 18,171 | 17,435 | 17,900 | 800 | 4.7% |
| Minor Capital Outlay | 5,457 | 6,800 | 7,924 | 7,924 | 5,800 | (1,000) | -14.7% |
| Interdepartmental Charges | 488 | 1,900 | 1,900 | 1,500 | 1,600 | (300) | -15.8% |
| Total Expenditures | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Charges for Services - UAS | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |
| Total Funding | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director | 0.05 | 0.05 | 0.05 | 0.05 | 3,505 | - | 0.0% |
| Librarian | 0.96 | 0.96 | 0.96 | 0.96 | 63,152 | - | 0.0% |
| Library Assistant II | 0.70 | 0.70 | 0.70 | 0.70 | 29,758 | - | 0.0% |
| Total | 1.71 | 1.71 | 1.71 | 1.71 | 96,415 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

There are no changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000.

- Personnel Services and Benefits increased by \$7,913, or 4.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 87,881 | 92,542 | 87,931 | 87,900 | 96,415 | 3,873 | 4.2% |
| 502 01 Temporary Wages | 1,067 | 2,000 | 1,700 | 1,700 | 2,000 | - | 0.0% |
| 505 00 Payroll Taxes | 6,291 | 7,200 | 7,000 | 6,500 | 7,500 | 300 | 4.2% |
| 506 00 Pension | 19,168 | 18,900 | 17,700 | 17,700 | 19,690 | 790 | 4.2% |
| 507 00 Health and Life Insurance | 38,153 | 40,000 | 41,600 | 41,600 | 41,700 | 1,700 | 4.3% |
| 507 30 Workers Compensation | 401 | 500 | 500 | 420 | 510 | 10 | 2.0% |
| 508 00 Other Benefits | 2,526 | 1,400 | 1,400 | 1,300 | 2,640 | 1,240 | 88.6% |
| Personnel Services and Benefits | 155,487 | 162,542 | 157,831 | 157,120 | 170,455 | 7,913 | 4.9% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 329 | 600 | 900 | 900 | 600 | - | 0.0% |
| 510 02 Operating Supplies | 347 | 500 | 600 | 600 | 500 | - | 0.0% |
| 510 07 Food/Catering | 867 | 450 | 515 | 515 | 450 | - | 0.0% |
| 520 02 Postage | 384 | 500 | 440 | 260 | 500 | - | 0.0% |
| 535 02 Business and Meal Expenses | 119 | - | - | - | - | - | NA |
| Supplies | 2,046 | 2,050 | 2,455 | 2,275 | 2,050 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 2,000 | 2,000 | 2,000 | 1,845 | 1,000 | (1,000) | -50.0% |
| 600 03 Training and Education | 1,000 | 1,000 | 1,000 | 595 | 1,000 | - | 0.0% |
| 605 01 Ads & Public Announcements | - | - | 1,000 | 1,000 | - | - | NA |
| 605 03 Printing and Binding | 580 | 600 | 200 | 200 | 600 | - | 0.0% |
| 635 01 Government Contractual Services | 14,048 | 13,000 | 13,471 | 13,295 | 14,800 | 1,800 | 13.8% |
| 635 07 Machinery & Equipment Maintenance Ser | 485 | 500 | 500 | 500 | 500 | - | 0.0% |
| Contract/Purchased Services | 18,113 | 17,100 | 18,171 | 17,435 | 17,900 | 800 | 4.7% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 2,111 | 2,000 | 4,124 | 4,124 | 1,000 | (1,000) | -50.0% |
| 725 00 Machinery & Equipment | 259 | - | - | - | - | - | NA |
| 725 01 Computers, Printers and Copiers | 3,087 | 4,800 | 3,800 | 3,800 | 4,800 | - | 0.0% |
| Minor Capital Outlay | 5,457 | 6,800 | 7,924 | 7,924 | 5,800 | (1,000) | -14.7% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 488 | 1,900 | 1,900 | 1,500 | 1,600 | (300) | -15.8% |
| Interdepartmental Charges | 488 | 1,900 | 1,900 | 1,500 | 1,600 | (300) | -15.8% |
| Total Expenditures by Type | 181,591 | 190,392 | 188,281 | 186,254 | 197,805 | 7,413 | 3.9% |

NARRATIVE

500-01 Regular Salaries and Wages: \$96,415 – Expenditures for compensation paid to regular salaried and hourly employees of the UAS Library Division.

502-01 Temporary Wages: \$2,000 - Expenditures for compensation paid to temporary salaried and hourly employees of the UAS Library Division.

505-00 Payroll Taxes: \$7,500 – Expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension Benefits: \$19,690– Expenditures for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$41,700 – Expenditures for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$510 – Expenditures for employer contributions to workers compensation.

508-00 Other Benefits: \$2,640 – Expenditures for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$600 - Expenditures for paper, pens, pencils, markers, 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 - Expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as billing statements, brochures, library circulation preparation materials, archival materials for the protection and storage of rare books, book mending tools, padded mailing envelopes, posters, and general materials for classes and public programs.

510-07 Food/Catering: \$450 - Expenditures for refreshments at library programs.

520-02 Postage: \$500 - Expenditures for postage associated with the cost of mailing interlibrary loan items, library mailings, and packages.

600-02 Travel-Training: \$1,000 - Expenditures for transportation, lodging, meals, per diems, and other incidental expenses associated with travel for training. Included are expenses for the UAS Librarian to attend the Alaska Library Association's Annual Conference in Fairbanks.

600-03 Travel-Training and Education: \$1,000 - Expenditures for registration fees and on-premises training programs provided by staff or third-parties. Included are registration fees for the Alaska Library Association's Annual Conference.

605-03 Printing and Binding: \$600 – Expenditures for job printing and binding services. Included are designing and printing of posters and dayplanners to distribute to students.

635-01 Government Contractual Services: \$14,800 – Expenditures for contractual services provided by federal, state, and local governments. Included are fees paid for library services provided by the City to UAS.

635-07 Machinery and Equipment Maintenance Services: \$500 - Expenditures for maintenance services required for the photocopier and facsimile machine utilized by the division.

715-00 Furniture and Fixtures: \$1,000 - Expenditures for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, library display cabinets or towers, file cabinets and storage cabinets.

725-01 Computers, Printer and Copiers: \$4,800 - Expenditures for the acquisition of computer hardware and related system software.

825-01 Interdepartmental Charges – Insurance: \$1,600 - Expenditures for risk management services and claims.

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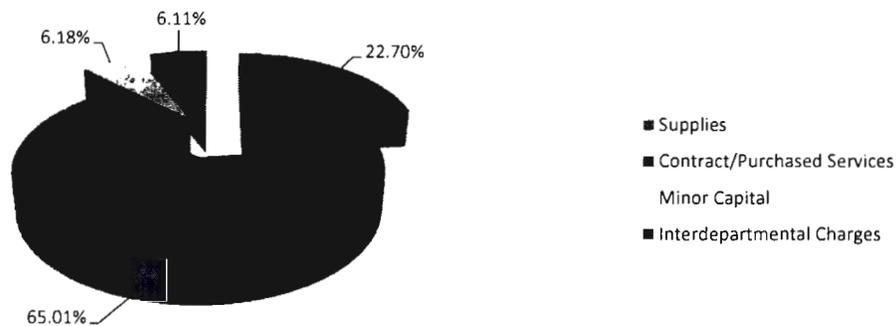
Ketchikan Public Library O&M 1410-235

COST CENTER SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|----------------|----------------|---------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 25,035 | 41,739 | 38,837 | 19,951 | 27,499 | (14,240) | -34.1% |
| Contract/Purchased Services | 64,855 | 71,520 | 77,883 | 61,091 | 78,760 | 7,240 | 10.1% |
| Minor Capital | - | 2,000 | 2,000 | - | 7,500 | 5,500 | 275.0% |
| Interdepartmental Charges | 7,470 | 9,300 | 9,300 | 7,100 | 7,400 | (1,900) | -20.4% |
| Total Expenditures | 97,360 | 124,559 | 128,020 | 88,142 | 121,159 | (3,400) | -2.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------------|---------------|----------------|----------------|---------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 57,937 | 77,903 | 81,208 | 57,874 | 76,189 | (1,714) | -2.2% |
| Charges for Services - KGB | 39,423 | 46,656 | 46,812 | 30,268 | 44,970 | (1,842) | -3.6% |
| Total Funding | 97,360 | 124,559 | 128,020 | 88,142 | 121,159 | (3,400) | -2.7% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Heating Fuel (Account 525-03) decreased by \$10,039, or -40.1%. This is a weather-dependent commodity and weather forecasts are for a warmer-than-normal winter.
- Telecommunications (Account 650-01) increased by \$9,140, or 128.4% due to an increase in Internet connectivity costs. Prior to 2015 costs were recorded in Adult/Technical Services.
- Computers, Printers and Copiers (Account 725-00) is new at \$7,500 to replace five staff terminals because of age, as well as the public copier. The current machine is twelve years old and repairs to it are becoming more frequent and costly.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Library

Ketchikan Public Library O&M 1410-235

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|---------------|----------------|----------------|---------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 04 Janitorial Supplies | 3,794 | 3,500 | 3,500 | 3,500 | 3,600 | 100 | 2.9% |
| 510 05 Small Tools & Equipment | 397 | 1,000 | 1,000 | 456 | 475 | (525) | -52.5% |
| 515 02 Building & Grounds Maint Materials | | | 3,000 | 217 | 924 | 924 | 0.0% |
| 515 03 Furniture & Fixtures Maint Materials | 1,060 | 2,000 | 2,000 | 1,500 | 1,500 | (500) | -25.0% |
| 515 04 Machinery & Equip Maint Materials | 1,791 | 1,000 | 1,000 | 836 | 1,000 | - | 0.0% |
| 515 05 Infrastructure & Plant Maint Materials | 212 | 2,000 | - | - | 1,000 | (1,000) | -50.0% |
| 525 03 Heating Fuel | 10,528 | 25,039 | 21,137 | 10,000 | 15,000 | (10,039) | -40.1% |
| 525 07 Machinery & Equip Fuel & Lubricants | 7,253 | 7,200 | 7,200 | 3,442 | 4,000 | (3,200) | -44.4% |
| Supplies | 25,035 | 41,739 | 38,837 | 19,951 | 27,499 | (14,240) | -34.1% |
| Contract/Purchased Services | | | | | | | |
| 635 02 Janitorial and Cleaning Services | 22,780 | 22,800 | 22,800 | 22,800 | 23,800 | 1,000 | 4.4% |
| 635 06 Bldg & Grounds Maint Services | 576 | 800 | 800 | 212 | 600 | (200) | -25.0% |
| 635 07 Machinery & Equip Maint Services | 3,848 | 4,100 | 4,100 | 3,385 | 5,000 | 900 | 22.0% |
| 635 12 Technical Services | - | 1,600 | 1,600 | 285 | 1,000 | (600) | -37.5% |
| 645 01 Rents and Leases-Land and Buildings | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | - | 0.0% |
| 650 01 Telecommunications | - | 7,120 | 13,483 | 13,483 | 16,260 | 9,140 | 128.4% |
| 650 02 Electric, Water, Sewer & Solid Waste | 35,551 | 33,000 | 33,000 | 18,826 | 30,000 | (3,000) | -9.1% |
| Contract/Purchased Services | 64,855 | 71,520 | 77,883 | 61,091 | 78,760 | 7,240 | 10.1% |
| Minor Capital | | | | | | | |
| 725 01 Computers, Printers, and Copiers | - | - | - | - | 7,500 | 7,500 | New |
| 735 00 Software | - | 1,000 | 1,000 | - | - | (1,000) | -100.0% |
| 740 00 Other Capital Assets | - | 1,000 | 1,000 | - | - | (1,000) | -100.0% |
| Minor Capital Outlay | - | 2,000 | 2,000 | - | 7,500 | 5,500 | 275.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 7,470 | 9,300 | 9,300 | 7,100 | 7,400 | (1,900) | -20.4% |
| Interdepartmental Charges | 7,470 | 9,300 | 9,300 | 7,100 | 7,400 | (1,900) | -20.4% |
| Total Expenditures by Type | 97,360 | 124,559 | 128,020 | 88,142 | 121,159 | (3,400) | -2.7% |

NARRATIVE

510-04 Janitorial Supplies: \$3,600 – Expenditures for cleaning and sanitation supplies used by contracted janitors.

510-05 Small Tools and Equipment: \$475 - Expenditures for minor tools and operating equipment with a value of less than \$1,000.

515-02 Building and Grounds Maintenance Materials: \$924 - 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 - 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 – 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: \$1,000 – 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.

525-03 Heating Fuel: \$15,000 - Expenditure for wood pellets to heat the library building.

525-07 Machinery and Equipment Fuel and Lubricants: \$4,000 – Expenditure for the propane used to operate the fireplace.

635-02 Janitorial and Cleaning Services: \$23,800 - Expenditures for services to clean the library building.

635-06 Buildings and Grounds Maintenance Services: \$600 - 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: \$5,000 - 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: \$1,000 – Expenditures for services that are not regarded as professional but require technical or special knowledge, including fire extinguisher inspections, fire alarm inspection and monitoring, and fire sprinkler inspection.

645-01 Rents and Leases - Land and Buildings: \$2,100 - 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: \$16,260 - Expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet, and long distance. Prior to 2015, these costs were recorded in Adult/Technical Services.

650-02 Electric, Water, Sewer & Solid Waste: \$30,000 - Expenditures for electric, water, sewer and solid waste utility services.

725-01 Computers, Printers, and Copiers: \$7,500 - Expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers, and fax machines. This is a new line item to replace five staff terminals because of age (\$4,500), as well as the public copier (\$3,000). The current machine is twelve years old and repairs to it are becoming more frequent and costly.

825-01 Interdepartmental Charges – Insurance: \$7,400 - Expenditures for risk management services and claims.

CITY OF KETCHIKAN
2016 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. We 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 2016

- Apply for Alaska State Library Continuing Education grants for two staff members.
- Apply for the FY2017 Public Library Assistance grant.

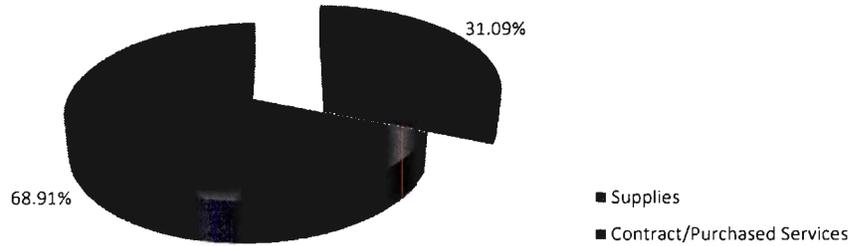
ACCOMPLISHMENTS FOR 2015

- Applied for and received an Early Literacy grant which allowed the library to purchase educational play structures for the Children's Room.
- Applied for received the FY2016 Public Library Assistance grant, which provides funding for collection development, internet service, and travel.
- Applied for and received two Continuing Education grants for two staff members to attend the Alaska Library Association's Annual Conference in Juneau.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | 2016 | 2015 Adopted/2016 | | |
|------------------------------------|--------|-------------|--------------|--------------|-------------------|--------------|------------|
| | Actual | Adopted | Amended | | Estimate | Budget | Incr(Decr) |
| Supplies | | | | | | | |
| 530 01 Library Books | - | - | - | - | 3,000 | 3,000 | New |
| 530 02 Periodicals | - | - | 1,500 | 1,500 | - | - | NA |
| 530 04 Movies and Visual Series | - | - | 1,500 | 1,500 | - | - | NA |
| Supplies | - | - | 3,000 | 3,000 | 3,000 | 3,000 | New |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | - | - | 2,913 | 5,150 | 6,150 | 6,150 | New |
| 600 03 Training and Education | - | - | 2,237 | - | - | - | NA |
| 650 01 Telecommunications | - | - | - | 500 | 500 | 500 | New |
| Contract/Purchased Services | - | - | 5,150 | 5,650 | 6,650 | 6,650 | New |
| Minor Capital | | | | | | | |
| 715 00 Furniture & Fixtures | - | - | 400 | 400 | - | - | NA |
| Minor Capital | - | - | 400 | 400 | - | - | NA |
| Total Expenditures by Type | - | - | 8,550 | 9,050 | 9,650 | 9,650 | New |

2016 Expenditures by Type



| Grant Program | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|--------|-------------|--------------|--------------|--------------|-------------------|------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| USD Education-Continuing Education Grant | - | - | 2,000 | 2,000 | 3,000 | 3,000 | New |
| FY2016 Public Library Assistance Grant | - | - | - | - | 6,650 | 6,650 | New |
| FY2015 Public Library Assistance Grant | - | - | 6,150 | 6,650 | - | - | NA |
| 2015 Early Literacy Grant | - | - | 400 | 400 | - | - | NA |
| Total Expenditures by Grant Program | - | - | 8,550 | 9,050 | 9,650 | 9,650 | New |

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 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.

NARRATIVE

530-01 Library Books: \$3,000 - Expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, nautical charts, and other print materials.

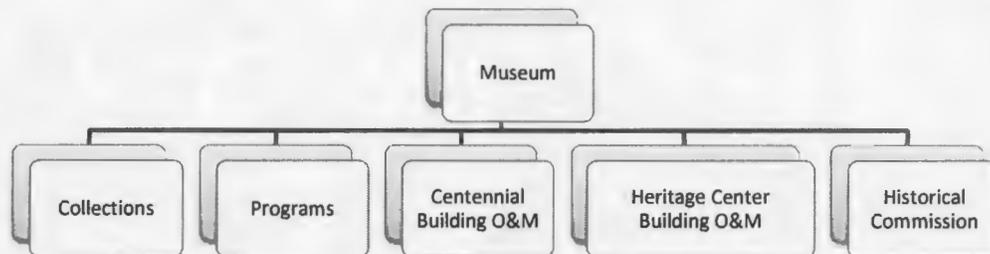
600-02 Travel-Training: \$6,150- Expenditures for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

650-01 Telecommunications Services: \$500 - Expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet, and long distance.

CITY OF KETCHIKAN
2016 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. Together, the museums offer a wide array of permanent and temporary exhibitions, public presentations, educational programs, classes and workshops.



The Museum Department is comprised of four operating divisions, a Historical Commission Program and oversees one Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|------------------|------------------|----------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Collections | 231,521 | 263,609 | 263,609 | 253,720 | 267,991 | 4,382 | 1.7% |
| Programs | 394,545 | 458,072 | 458,072 | 447,999 | 501,908 | 43,836 | 9.6% |
| Centennial Building O&M | 80,886 | 88,650 | 88,650 | 82,250 | 88,650 | - | 0.0% |
| THC Building O&M | 41,155 | 60,650 | 60,650 | 57,500 | 60,650 | - | 0.0% |
| Historical Commission | - | 1,425 | 1,425 | 975 | 1,425 | - | 0.0% |
| Grants | (30) | 25,000 | 25,230 | 230 | 42,832 | 17,832 | 71.3% |
| Capital Improvement Program | 321,668 | 196,822 | 196,822 | 127,282 | 1,100,559 | 903,737 | 459.2% |
| Total | 1,069,745 | 1,094,228 | 1,094,458 | 969,956 | 2,064,015 | 969,787 | 88.6% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|----------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 543,173 | 631,299 | 631,300 | 615,650 | 688,822 | 57,523 | 9.1% |
| Supplies | 73,079 | 93,248 | 93,248 | 76,115 | 92,298 | (950) | -1.0% |
| Contract/Purchased Services | 117,774 | 139,109 | 139,960 | 132,566 | 149,304 | 10,195 | 7.3% |
| Minor Capital Outlay | 4,198 | 14,550 | 13,928 | 3,143 | 17,832 | 3,282 | 22.6% |
| Interdepartmental Charges | 9,853 | 19,200 | 19,200 | 15,200 | 15,200 | (4,000) | -20.8% |
| Major Capital Outlay | 321,668 | 196,822 | 196,822 | 127,282 | 1,100,559 | 903,737 | 459.2% |
| Total | 1,069,745 | 1,094,228 | 1,094,458 | 969,956 | 2,064,015 | 969,787 | 88.6% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------|------------------|------------------|------------------|----------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| General Fund Support | 508,925 | 684,506 | 684,506 | 577,885 | 707,624 | 23,118 | 3.4% |
| Charges for Services | 215,289 | 187,900 | 187,900 | 220,000 | 213,000 | 25,100 | 13.4% |
| Public Works Sales Tax | 294,403 | 132,822 | 132,822 | 122,795 | 705,559 | 572,737 | 431.2% |
| Grants | (30) | 25,000 | 25,230 | 230 | 42,832 | 17,832 | 71.3% |
| Port Enterprise Fund-CPV | 51,158 | - | - | - | - | - | NA |
| CPV Funds | | 64,000 | 64,000 | 49,046 | 395,000 | 331,000 | 517.2% |
| Total | 1,069,745 | 1,094,228 | 1,094,458 | 969,956 | 2,064,015 | 969,787 | 88.6% |

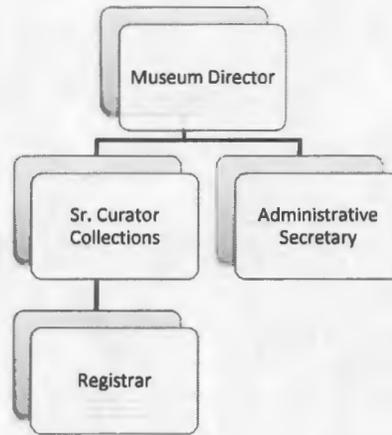
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Summary

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Collections | 2.82 | 2.82 | 2.82 | 2.82 | 152,749 | - | 0.0% |
| Programs | 4.38 | 4.38 | 4.38 | 4.88 | 229,473 | 0.50 | 11.4% |
| Total | 7.20 | 7.20 | 7.20 | 7.70 | 382,222 | 0.50 | 6.9% |

MISSION STATEMENT

The Collections Division of the Museum Department acquires, researches, documents and preserves objects and archival materials relating to the history and culture of the Ketchikan area. The division provides efficient access to the Museum's collections for researchers, staff and the public.



GOALS FOR 2016

- Manage the intellectual and physical integrity of the Museum's collections during the upgrades to the Centennial Building and new space configurations.
- Update collections policies and procedures and the Memorandum of Agreement with the Tongass Historical Society.
- Continue to inventory the collections at the Tongass Historical Museum and Totem Heritage Center.
- Process donations backlog.
- Assist the Programs Division in research, development and implementation of new programs and exhibits.
- Participate in the American Alliance of Museums Assessment Program (MAP).
- Improve access to photograph and archival collections for researchers, media, museum staff and the public by scanning and storing items in retrievable digital form.
- Continue the organization of digital collections migrated from DVD format to the City's storage server.
- Utilize PastPerfect's online integration system to allow public access to the Museum's digital collections on the Internet.

ACCOMPLISHMENTS FOR 2015

- Participated in the production of the following exhibits at the Tongass Historical Museum: *Grown on the Rock* (March - September) and *Then & Now* (October-February 2016). Refreshed the following exhibits at the Tongass Historical Museum - *Our Town: The Life and Time of Ketchikan* and *First People*. Collections staff provided research, photographs, label text, identification and preparation of objects and archival materials for exhibits, and assistance with exhibit installation.
- Maintained public access to collections and archives, providing timely and thorough responses to requests for research and historical photograph reproduction. As of September 2015, the department has completed 219 research, information, and photo requests for a variety of personal, scholarly, or municipal inquiries.

- Completed the Centennial Building security upgrade grant project, including overseeing installation, developing security policies and procedures, training staff and contractors to use the new system, and submitting the grant report.
- Received over 60 donations for the collection as of October 2015. Processing includes completing legal transfer; documenting history, provenance and condition; perform basic cleaning; photographing; properly filing paperwork; rehousing item(s) in storage; and recording item data in the PastPerfect museum collection management software database.
- Expanded access to the Museum's photograph and document collections by digitizing documents and images.
- Registrar, Erika Brown, celebrated her tenth work anniversary with the Museum Department in July 2015.
- Senior Curator of Collections, Hayley Chambers, was hired in November 2014. She served as Acting Director July - September during the Museum Director's maternity leave.
- Administrative Secretary, Tara Hofmann, was hired in January 2015. She regularly assists with collections projects.
- The Collections Division actively participated in the 2015 strategic planning process and design development for the renovation of the first floor of the Centennial Building.
- The Museum Director participated in the second annual Museums Alaska Advocacy Fly-In, during which museum professionals around the state spoke to legislators on establishing a matching capital grant program for the expansion or new construction of Alaska's museums.
- Initiated a complete wall-to-wall inventory of collections. Items on exhibit at the Tongass Historical Museum were inventoried. Resumed inventory and rehousing of totem pole fragments at the Totem Heritage Center.
- State museum staff and interns assessed the totem poles at the Totem Heritage Center. They cleaned the front of David Boxley's "Honoring My Grandparents" totem pole and instructed staff in cleaning techniques for the back side.
- Created the Acquisition Review Committee, a staff-level collections review group. Revived the Collections Committee from the Board and created a manual for committee members.
- In July, the Senior Curator of Collections completed the forty hour online course, "Moving Museum Collections" through the Northern States Conservation Center.
- Launched the first PastPerfect virtual exhibit for the *Then & Now* exhibit development.
- Loaned "European Starling Pestilence" by Terry Pyles for the exhibit *Living Alaska: A Decade of Collecting Contemporary Art for Alaska Museums*. The exhibit will travel to six venues throughout the state through 2017.
- The Senior Curator of Collections serves as Secretary of the Museums Alaska Board of Directors. She attended the annual conference in Cordova in September and facilitated a session on moving museum collections.
- Planned for the relocation of over-sized artifacts displaced by the new main distribution panel installation in Large Objects Storage.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Collections Division 1420-240

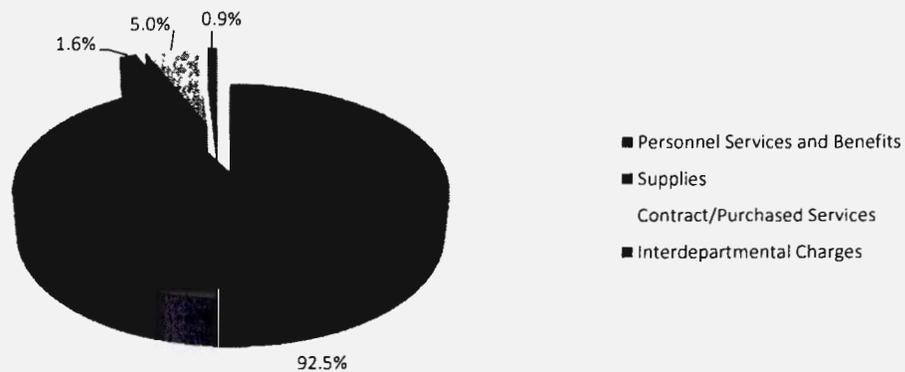
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 209,015 | 240,700 | 240,700 | 232,150 | 247,789 | 7,089 | 2.9% |
| Supplies | 5,411 | 4,785 | 4,785 | 4,405 | 4,268 | (517) | -10.8% |
| Contract/Purchased Services | 14,149 | 12,174 | 13,174 | 12,900 | 13,434 | 1,260 | 10.3% |
| Minor Capital Outlay | 2,174 | 2,850 | 1,850 | 1,765 | - | (2,850) | -100.0% |
| Interdepartmental Charges | 772 | 3,100 | 3,100 | 2,500 | 2,500 | (600) | 0.0% |
| Total Expenditures | 231,521 | 263,609 | 263,609 | 253,720 | 267,991 | 4,382 | 1.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund Support | 231,521 | 263,609 | 263,609 | 253,720 | 267,991 | 4,382 | 1.7% |
| Total Funding | 231,521 | 263,609 | 263,609 | 253,720 | 267,991 | 4,382 | 1.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director | 0.45 | 0.45 | 0.45 | 0.45 | 31,549 | - | 0.0% |
| Administrative Secretary | 0.37 | 0.37 | 0.37 | 0.37 | 14,892 | - | 0.0% |
| Sr. Curator-Collections | 1.00 | 1.00 | 1.00 | 1.00 | 52,626 | - | 0.0% |
| Registrar | 1.00 | 1.00 | 1.00 | 1.00 | 53,682 | - | 0.0% |
| Total | 2.82 | 2.82 | 2.82 | 2.82 | 152,749 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Collections Division 1420-240

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$7,089, or 2.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 141,879 | 148,200 | 150,000 | 149,000 | 152,749 | 4,549 | 3.1% |
| 501 01 Overtime Wages | - | 500 | 500 | 200 | 500 | - | 0.0% |
| 505 00 Payroll Taxes | 10,491 | 11,400 | 11,100 | 11,050 | 11,750 | 350 | 3.1% |
| 506 00 Pension | 30,240 | 30,000 | 30,000 | 29,600 | 30,430 | 430 | 1.4% |
| 507 00 Health and Life Insurance | 24,745 | 47,500 | 46,000 | 39,200 | 47,300 | (200) | -0.4% |
| 507 30 Workers Compensation | 631 | 800 | 800 | 800 | 810 | 10 | 1.3% |
| 508 00 Other Benefits | 935 | 2,300 | 2,300 | 2,300 | 4,250 | 1,950 | 84.8% |
| 509 07 Moving Expense-Taxed | 94 | - | - | - | - | - | 0.0% |
| Personnel Services and Benefits | 209,015 | 240,700 | 240,700 | 232,150 | 247,789 | 7,089 | 2.9% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 1,416 | 1,425 | 1,425 | 1,425 | 1,425 | - | 0.0% |
| 510 02 Operating Supplies | 2,204 | 2,200 | 2,200 | 2,200 | 2,200 | - | 0.0% |
| 510 09 Artifacts | 351 | 875 | 875 | 550 | 425 | (450) | -51.4% |
| 530 01 Library Books | 145 | 140 | 140 | 140 | 140 | - | 0.0% |
| 530 02 Periodicals | 155 | 95 | 95 | 90 | 78 | (17) | -17.9% |
| 535 01 Allowances-Moving Expenses | 1,094 | - | - | - | - | - | NA |
| 535 02 Business and Meal Expenses | 46 | 50 | 50 | - | - | (50) | -100.0% |
| Supplies | 5,411 | 4,785 | 4,785 | 4,405 | 4,268 | (517) | -10.8% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel - Business | 635 | - | - | - | - | - | NA |
| 600 02 Travel-Training | 1,681 | 760 | 360 | 295 | 1,025 | 265 | 34.9% |
| 600 03 Training and Education | 393 | - | 400 | 400 | 225 | 225 | 0.0% |
| 615 02 Assn. Membership Dues & Fees | 308 | 82 | 82 | 82 | 298 | 216 | 263.4% |
| 635 04 Software Maintenance Services | 432 | 432 | 432 | 432 | 432 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 150 | 350 | 350 | 150 | 313 | (37) | -10.6% |
| 635 11 Subscription Services | 783 | 550 | 550 | 541 | 541 | (9) | -1.6% |
| 650 01 Telecommunications | 9,767 | 10,000 | 11,000 | 11,000 | 10,600 | 600 | 6.0% |
| Contract/Purchased Services | 14,149 | 12,174 | 13,174 | 12,900 | 13,434 | 1,260 | 10.3% |
| Minor Capital | | | | | | | |
| 725 01 Computers, Printers & Copiers | 2,174 | 2,500 | 1,500 | 1,415 | - | (2,500) | -100.0% |
| 735 00 Software | - | 350 | 350 | 350 | - | (350) | -100.0% |
| Minor Capital Outlay | 2,174 | 2,850 | 1,850 | 1,765 | - | (2,850) | -100.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 772 | 3,100 | 3,100 | 2,500 | 2,500 | (600) | -19.4% |
| Interdepartmental Charges | 772 | 3,100 | 3,100 | 2,500 | 2,500 | (600) | -19.4% |
| Total Expenditures by Type | 231,521 | 263,609 | 263,609 | 253,720 | 267,991 | 4,382 | 1.7% |

NARRATIVE

500-01 Regular Salaries and Wages: \$152,749 – This account provides for the annual wages of the employees of the Collections Division.

501-01 Overtime Wages: \$500 - This account provides for the cost of overtime incurred by Collections Division staff during the course of the year.

505-00 Payroll Taxes: \$11,750 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes for Collections Division staff.

506-00 Pension: \$30,430 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$47,300 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$810 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$4,250 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$1,425 - This account provides for paper, pens, pencils, 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: \$2,200 - This account provides for poly envelopes for negative and print storage; acid-free paper, foam, and storage containers; archival adhesives; curatorial cleaning supplies; blotting paper; document boxes, etc.

510-09 Artifacts: \$425 - This account provides for the acquisition of artifacts, artwork and other items for the permanent collections and costs associated with acquisitions.

530-01 Library Books: \$140 - This account provides for the acquisition of books and print materials for the Museum's library. Included are books, large print items, maps, charts and other printed materials.

530-02 Periodicals: \$78 - This account provides for ½ an annual subscription to the Ketchikan Daily News, and subscriptions to Native arts and culture magazines.

600-02 Travel-Training: \$1,025 - This account provides for transportation, lodging, meals, per diem and incidental expenses associated with participation in state museum meetings.

600-03 Training and Education: \$225 - This account provides for a staff member's registration for the Museums Alaska conference.

615-02 Assn. Dues and Membership Fees: \$298 – This account provides for one-half of the cost of the department's memberships in Museums Alaska, Alaska Historical Society and other professional and trade associations.

635-04 Software Maintenance Services: \$432- This account provides for maintenance agreements in support of the department's collections management software, PastPerfect 5.

635-07 Machinery and Equipment Maintenance Services: \$313 - This account provides for the repair and maintenance of office equipment, machinery and other operating equipment used by the Collections Division.

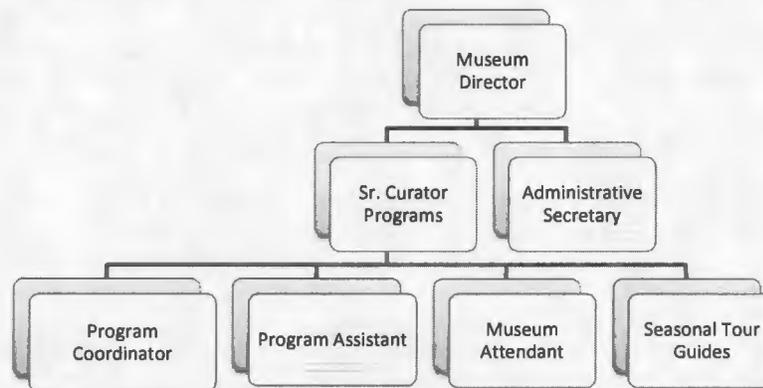
635-11 Subscription Services: \$541 – This account provides for annual subscriptions to Ancestry.com, an on-line genealogy research database, and PastPerfect Online, a service providing Web access to museum collections.

650-01 Telecommunications: \$10,600 - This account provides for telecommunication services for voice, alarm and data transfer lines at the Centennial Building.

825-01 Interdepartmental Charges – Insurance: \$2,500 - This account provides for risk management services and claims.

MISSION STATEMENT

The Programs Division supports the Ketchikan Museums' mission by fostering the preservation, understanding and dissemination of knowledge of the history and culture of the Ketchikan region through exhibits, classes, workshops, lectures, publications, gallery talks, interpretive tours and other public programs. The division strives to reach the broadest possible audience by designing, publicizing and carrying out a variety of interpretive programs that match the interests and abilities of people of all ages and walks of life.



GOALS FOR 2016

- Expand awareness of the Ketchikan Museums as an educational and historical resource for the entire community.
- Work with all Museum staff to plan, research, and produce high-quality, engaging and informative exhibits.
- Collaborate with area educators to continue to develop Museum-related programs and printed educational materials pertinent to various grade levels and units of study throughout the school district.
- Develop exhibit-related educational and public programs that will attract new audiences and stimulate the participation of community members interested in local history and culture.
- Attract new audiences for Native Art classes and other programs. Strengthen cooperative relationships with UAS Ketchikan, Parks and Recreation, Native corporations, tribal organizations, the Arts Council and other community organizations for promotion of classes at the Totem Heritage Center and exhibit-related activities at the Tongass Historical Museum.
- Identify opportunities to train staff in areas that will improve services to the public, such as educational program development, exhibit planning and program evaluation.
- Identify new sources of financial support and apply for funding from both public and private sources to support exhibits, interpretive programs and other Museum activities.
- Increase walk-in traffic and commercial tours through marketing efforts targeting cruise ship and ferry passengers and through new and continued partnerships with local organizations.
- Educate the public on the Tongass Historical Museum's future plans, including assisting in the development of public programs and other informative programs and meetings. Create appropriate informational materials and PSAs related to the continued development of the Museum within the Centennial Building.
- Promote the Native Art Studies Certificate of Merit Program and recognize achievements of NASP students.

ACCOMPLISHMENTS FOR 2015

- The Museum Department presented three exhibits at the Tongass Historical Museum during the year. *Our Town: The Life and Times of Ketchikan* and *First People* (May – September) provided a general overview of Ketchikan history for summer visitors and locals alike. Programs Division staff assisted in refreshing both of these exhibits for the summer season, including mounting photos and labels and re-installing artifacts. The Museum Department mounted two additional exhibits tailored to the interests of local residents: *Grown on the Rock* (March – September), featuring artifacts and stories detailing the challenges of producing fresh food in Ketchikan’s rain and steep terrain. Programs Division staff provided research, photographs, label text, exhibit installation and hands-on youth programming for *Grown on the Rock*. *Then and Now*, (October – February 2016) is a community photography exhibit connecting Ketchikan’s past to the present through the recreation of historic photos. Programs Division staff assisted in connecting our PastPerfect database Virtual Exhibit with the City website to showcase our first online “exhibit.”
- 10 Northwest Coast Native Art classes were offered at the Totem Heritage Center in 2015. 65 students participated in the 2014-2015 season. Exceptional local and visiting instructors taught the traditional Northwest Coast arts of weaving, carving, design and regalia making. A new Northwest Coast Art Design class was offered during Spring Break for youth ages 10-18, in addition to cedar bark weaving.
- The Programs Division collaborated with the University of Alaska Southeast Ketchikan Campus to offer optional university credit for Totem Heritage Center classes that met university requirements as well as providing a small exhibit related to a presentation on the Aleut internment camp at Ward Lake.
- The Programs Division staff introduced a variety of cultural perspectives to a wide range of visitors by presenting group tours and interpretive services, as well as providing answers to visitor questions and information on local attractions.
- Six seasonal tour guides were recruited and trained to provide interpretive tours and visitor services at the Totem Heritage Center and the Tongass Historical Museum from May through September.
- As of September 2015, the Totem Heritage Center hosted 98 Road Scholar program participants during the summer 2015 season. They received hands-on presentations and were given in-depth interpretive tours of the Totem Heritage Center by staff. The Center conducted interpretive tours as part of Holland America’s *Ketchikan’s Cultural Discovery Tour* and a new *Family Fun Tour* for 2,800 visitors. Other local tour providers also made the Ketchikan Museums a highlight for their guests interested in history and Native culture.
- Staff provided both general and focused tours of the Totem Heritage Center and Tongass Historical Museum for 465 students and adults from local schools, as well as schools in Metlakatla. 109 kids and adults attended the free family “funday” held in conjunction with the *Grown on the Rock* exhibit with another funday planned for *Then and Now*. Programs staff also hosted adult educational programs such as artist presentations and the ongoing Wednesday Night Open Craft Night at the Totem Heritage Center. Ketchikan Museums attendance totaled more than 52,000 as of September 2015, including educational programming, guided tours, independent visits and local residents.
- Ketchikan Museums staff provided technical assistance to community non-profits, including Historic Ketchikan and the Tongass Historical Society. The Museum also participated in community events, including the Blueberry Arts Festival and the annual Celebration of the Sea and Winter Art Walk.
- The Museum Director participated in the second annual Museums Alaska Advocacy Fly-In, during which museum professionals around the state spoke to legislators on establishing a matching capital grant program for the expansion or new construction of Alaska’s museums.
- The Program Coordinator participated in a mannequin making workshop led by the Alaska State Museum, funded by a grant awarded to the Alaska State Museum. This opportunity provided hands-on training in the proper handling, housing, and transporting of museum collections.

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2016 Operating and Capital Budget
Museum

Programs Division 1420-241

- Staff continued to develop and promote the Totem Heritage Center library as a resource for instructors, students, tour guides and researchers investigating topics related to Northwest Coast Native culture, art and artists.
- Programs Division staff increased public awareness of Museum Department activities and programs through display posters, publications, weekly & monthly radio shows and web presence, including FaceBook pages for both museums. Four newsletters were published, highlighting exhibits and Museum collection and program activities. Programs Division staff provided updated schedules of Northwest Coast Native Art classes, Museum newsletters and program announcements for the City website.

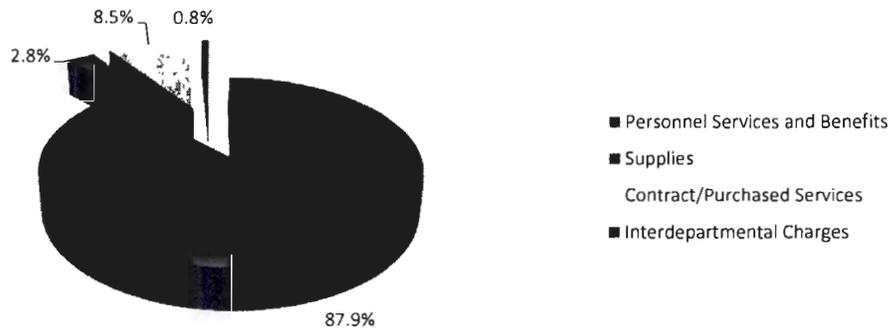
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|-------------------|--------------------|
| | Actual | Adopted | Amended | | Estimate | Budget |
| Personnel Services and Benefits | 334,158 | 390,599 | 390,600 | 383,500 | 441,033 | 50,434 12.9% |
| Supplies | 14,034 | 15,663 | 15,663 | 15,160 | 14,280 | (1,383) -8.8% |
| Contract/Purchased Services | 41,364 | 44,610 | 44,231 | 43,461 | 42,495 | (2,115) -4.7% |
| Minor Capital Outlay | 2,054 | 1,700 | 2,078 | 1,378 | - | (1,700) -100.0% |
| Interdepartmental Charges | 2,935 | 5,500 | 5,500 | 4,500 | 4,100 | (1,400) -25.5% |
| Total Expenditures | 394,545 | 458,072 | 458,072 | 447,999 | 501,908 | 43,836 9.6% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | |
|----------------------------|----------------|----------------|----------------|----------------|-------------------|--------------------|
| | Actual | Adopted | Amended | | Estimate | Budget |
| General Fund | | | | | | |
| General Fund Support | 128,098 | 270,172 | 270,172 | 227,999 | 288,908 | 18,736 6.9% |
| Charges for Services | 215,289 | 187,900 | 187,900 | 220,000 | 213,000 | 25,100 13.4% |
| Port Enterprise Fund - CPV | 51,158 | - | - | - | - | - NA |
| Total Funding | 394,545 | 458,072 | 458,072 | 447,999 | 501,908 | 43,836 9.6% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|--|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) % | |
| Director | 0.55 | 0.55 | 0.55 | 0.55 | 38,559 | - 0.0% | |
| Administrative Secretary | 0.38 | 0.38 | 0.38 | 0.38 | 15,295 | - 0.0% | |
| Sr. Curator-Programs | 1.00 | 1.00 | 1.00 | 1.00 | 56,120 | - 0.0% | |
| Curator of Exhibits | - | - | - | 0.50 | 22,770 | 0.50 New | |
| Program Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 48,316 | - 0.0% | |
| Museum Attendant | 0.70 | 0.70 | 0.70 | 0.70 | 21,588 | - 0.0% | |
| Program Assistant | 0.75 | 0.75 | 0.75 | 0.75 | 26,825 | - 0.0% | |
| Total | 4.38 | 4.38 | 4.38 | 4.88 | 229,473 | 0.50 11.4% | |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

Personnel Services and Benefits increased by \$50,434, or by 12.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016; and the addition of the Museum Curator position effective July 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 179,195 | 200,649 | 203,078 | 203,100 | 229,473 | 28,824 | 14.4% |
| 501 01 Overtime Wages | - | 750 | 750 | 300 | 750 | - | 0.0% |
| 502 01 Temporary Wages | 47,321 | 50,000 | 50,000 | 50,000 | 50,000 | - | 0.0% |
| 505 00 Payroll Taxes | 17,124 | 19,200 | 19,500 | 19,500 | 21,420 | 2,220 | 11.6% |
| 506 00 Pension | 35,581 | 39,600 | 39,300 | 39,300 | 44,620 | 5,020 | 12.7% |
| 507 00 Health and Life Insurance | 48,691 | 75,800 | 73,172 | 66,500 | 87,000 | 11,200 | 14.8% |
| 507 30 Workers Compensation | 1,025 | 1,300 | 1,500 | 1,500 | 1,410 | 110 | 8.5% |
| 508 00 Other Benefits | 5,221 | 3,300 | 3,300 | 3,300 | 6,360 | 3,060 | 92.7% |
| Personnel Services and Benefits | 334,158 | 390,599 | 390,600 | 383,500 | 441,033 | 50,434 | 12.9% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 2,731 | 3,350 | 3,350 | 3,350 | 3,300 | (50) | -1.5% |
| 510 02 Operating Supplies | 6,753 | 7,050 | 7,050 | 7,050 | 7,050 | - | 0.0% |
| 510 03 Safety Program Supplies | 38 | - | - | - | - | - | 0.0% |
| 510 05 Small Tools and Equipment | 299 | 300 | 300 | 300 | 250 | (50) | -16.7% |
| 510 07 Food/Catering | 799 | 800 | 800 | 800 | 800 | - | 0.0% |
| 510 08 Inventory for Resale | 100 | 163 | 163 | - | - | (163) | -100.0% |
| 515 01 Vehicle Maintenance Materials | 14 | 100 | 100 | 10 | - | (100) | -100.0% |
| 520 02 Postage | 169 | 350 | 350 | 350 | 250 | (100) | -28.6% |
| 520 03 Bulk Mailing | 2,000 | 2,200 | 2,200 | 2,200 | 2,200 | - | 0.0% |
| 520 04 Freight-Material and Supplies | 589 | 600 | 600 | 450 | 200 | (400) | -66.7% |
| 525 04 Vehicle Motor Fuel & Lubricants | 270 | 400 | 400 | 300 | - | (400) | -100.0% |
| 530 01 Library Books | 118 | 150 | 150 | 150 | 150 | - | 0.0% |
| 530 02 Periodicals | 95 | 100 | 100 | 100 | 80 | (20) | -20.0% |
| 535 02 Business and Meal Expenses | 59 | 100 | 100 | 100 | - | (100) | -100.0% |
| Supplies | 14,034 | 15,663 | 15,663 | 15,160 | 14,280 | (1,383) | -8.8% |

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2016 Operating and Capital Budget
Museum

Programs Division 1420-241

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 1,817 | 1,900 | 1,900 | 1,900 | 1,900 | - | 0.0% |
| 600 03 Training and Education | 3,059 | 300 | 300 | 300 | 300 | - | 0.0% |
| 605 01 Ads and Public Announcements | 1,083 | 250 | 250 | 250 | 700 | 450 | 180.0% |
| 605 02 Marketing | 3,348 | 5,750 | 5,160 | 4,700 | 3,580 | (2,170) | -37.7% |
| 605 03 Printing and Binding | 6,899 | 8,500 | 8,500 | 8,500 | 8,000 | (500) | -5.9% |
| 615 02 Assn Membership Dues & Fees | 158 | 175 | 174 | 174 | 300 | 125 | 71.4% |
| 630 01 Building and Operating Permits | 306 | 400 | 400 | 300 | - | (400) | -100.0% |
| 630 02 Vehicle Licenses | - | 10 | 10 | - | - | (10) | 0.0% |
| 630 03 Bank and Merchant Charges | 326 | 410 | 1,000 | 1,000 | 1,000 | 590 | 143.9% |
| 635 07 Machinery and Equip Maint Services | 500 | 500 | 500 | 300 | 250 | (250) | -50.0% |
| 635 12 Technical Services | 14,747 | 16,915 | 16,537 | 16,537 | 16,915 | - | 0.0% |
| 650 01 Telecommunications | 9,121 | 9,500 | 9,500 | 9,500 | 9,550 | 50 | 0.5% |
| Contract/Purchased Services | 41,364 | 44,610 | 44,231 | 43,461 | 42,495 | (2,115) | -4.7% |
| Minor Capital | | | | | | | |
| 725 01 Computers, Printers & Copiers | 2,054 | 1,000 | 1,378 | 1,378 | - | - | -100.0% |
| 735 00 Software | - | 700 | 700 | - | - | (700) | 0.0% |
| Minor Capital Outlay | 2,054 | 1,700 | 2,078 | 1,378 | - | (1,700) | -100.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 1,364 | 5,000 | 5,000 | 4,000 | 4,100 | (900) | -18.0% |
| 850 01 Interdepartmental Charges-Garage | 1,571 | 500 | 500 | 500 | - | (500) | -100.0% |
| Interdepartmental Charges | 2,935 | 5,500 | 5,500 | 4,500 | 4,100 | (1,400) | -25.5% |
| Total Expenditures by Type | 394,545 | 458,072 | 458,072 | 447,999 | 501,908 | 43,836 | 9.6% |

NARRATIVE

500-01 Regular Salaries and Wages: \$229,473 – This account provides for the annual wages of the employees of the Programs Division.

501-01 Overtime Wages: \$750 - This account provides for the cost of overtime incurred by Programs Division staff during the course of the year.

502-01 Temporary Wages: \$50,000 - This account provides for the compensation of five to six seasonal tour guides who are employed 35-40 hours per week at the Totem Heritage Center during the tour season.

505-00 Payroll Taxes: \$21,420 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes for Programs Division staff.

506-00 Pension: \$44,620 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$87,000 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$1,410 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$6,360 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$3,300 - This account provides for general office supplies used by the Programs Division and the department's administrative office, including, paper, pens, pencils, ink cartridges, toner and small desk accessories.

510-02 Operating Supplies: \$7,050 - This account provides for supplies for the Native Arts Studies program, exhibit-related programs and general supplies for the Museum Department. It also provides for the purchase of paint, lumber, Plexiglas, mountings, frames and other materials for exhibit production at both facilities.

510-05 Small Tools and Equipment: \$250 - This account provides for the purchase of small hand tools for the Native Arts Studies Program and for use in exhibit production.

510-07 Food/Catering: \$800 - This account provides for food or catering services for special and public programs such as exhibit openings, lectures, meetings and gatherings, etc.

520-02 Postage: \$250 - This account provides for general postage for all Museum Department operations.

520-03 Bulk Mailing: \$2,200 - This account provides for bulk mailing of exhibit and program announcements and newsletters for the Museum Department.

520-04 Freight – Materials and Supplies: \$200 - This account provides for shipping or transporting supplies and program materials to and from vendors, as well as shipping for traveling exhibits.

530-01 Library Books: \$150 - This account provides for the purchase of resource books for the Totem Heritage Center Library.

530-02 Periodicals: \$80 - This account provides for ½ an annual subscription to the Ketchikan Daily News and subscriptions to Native arts and culture magazines.

600-02 Travel-Training: \$1,900 - This account provides for transportation, lodging, meals, per diem and incidental expenses associated with the Museum Director or Programs Division staff travel to the annual Museums Alaska Conference or other program-related training opportunities.

600-03 Training and Education: \$300 – This account provides for registration fees, training fees, training materials and other incidental expenses associated with the annual Museums Alaska Conference or other program-related training opportunities. Training in interpretive techniques and customer service skills for seasonal tour guides is also funded from this account.

605-01 Advertising and Public Announcements: \$700 - This account provides for commercial advertising, including recruitment ads associated with position vacancies.

605-02 Marketing: \$3,580 - This account provides for advertising in local Walking Tour map and domain name registrations.

605-03 Printing and Binding: \$8,000 – This account provides for printing of the Ketchikan Museums' quarterly newsletter, exhibit announcements, the Native Arts Studies class brochure, educational materials, and large printing orders such as the Totem Heritage Center interpretive brochure.

615-02 Assoc. Membership Dues & Fees: \$300 - This account provides for one-half of the cost of the department's memberships in Museums Alaska, Alaska Historical Society and other professional and trade associations.

630-03 Bank and Merchant Charges: \$1,000 – This account provides for bank card fees and credit card discount charges associated with class registration fees, retail sales and program admissions.

635-07 Machinery and Equipment Maintenance Services: \$250 - This account provides for services for routine and non-routine maintenance on the Programs Division's copiers, printers, personal computers, etc.

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2016 Operating and Capital Budget
Museum

Programs Division 1420-241

635-12 Technical Services: \$16,915 - This account provides for Native Arts Studies instructor fees and expenses, and interpreters for history and exhibit-related programs.

650-01 Telecommunications: \$9,550 - This account provides for telephone lines for voice, fax, and alarms at the Totem Heritage Center, as well as data transmission links between the Heritage Center and the Centennial Building and City Hall.

825-01 Interdepartmental Charges – Insurance: \$4,100 - This account provides for risk management services and claims.

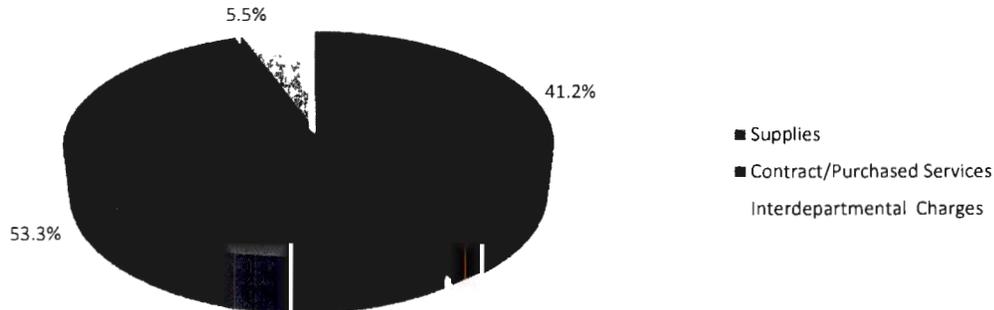
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Centennial Building O&M 1420-242

COST CENTER OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 Actual | 2015 Budget | | | 2016 Budget | 2015 Adopted/2016 | | |
|---|----------------|---------------|---------------|---------------|----------------|-------------------|---------------|--|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % | |
| Supplies | | | | | | | | |
| 510 02 Operating Supplies | 3,157 | 5,000 | 5,000 | 4,000 | 5,000 | - | 0.0% | |
| 515 02 Building & Grounds Maint Materials | 1,461 | 2,000 | 2,000 | 2,000 | 2,500 | 500 | 25.0% | |
| 525 03 Heating Fuel | 29,255 | 29,000 | 29,000 | 29,000 | 29,000 | - | 0.0% | |
| Supplies | 33,873 | 36,000 | 36,000 | 35,000 | 36,500 | 500 | 1.4% | |
| Contract/Purchased Services | | | | | | | | |
| 635 02 Janitorial and Cleaning Services | 12,532 | 16,650 | 16,650 | 16,650 | 17,250 | 600 | 3.6% | |
| 635 06 Building & Grounds Maint Services | 11,531 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% | |
| 650 02 Electric, Water, Sewer and Solid Waste | 19,231 | 25,000 | 25,000 | 21,000 | 25,000 | - | 0.0% | |
| Contract/Purchased Services | 43,294 | 46,650 | 46,650 | 42,650 | 47,250 | 600 | 1.3% | |
| Interdepartmental Charges | | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 3,719 | 6,000 | 6,000 | 4,600 | 4,900 | (1,100) | -18.3% | |
| Interdepartmental Charges | 3,719 | 6,000 | 6,000 | 4,600 | 4,900 | (1,100) | -18.3% | |
| Total Expenditures by Type | 80,886 | 88,650 | 88,650 | 82,250 | 88,650 | - | 0.0% | |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

NARRATIVE

510-02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature. Included are paper towels, toilet tissue, soap, trash can liners, light bulbs and tubes, etc.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Centennial Building O&M 1420-242

515-02 Building and Grounds Maintenance Materials: \$2,500 – This account provides for materials for the repair and maintenance of the Centennial Building and the upkeep of the grounds.

525-03 Heating Fuel: \$29,000 - This account provides for heating fuel to heat the Centennial Building.

635-02 Janitorial and Cleaning Services: \$17,250 - This account provides for services to clean the Centennial Building.

635-06 Buildings and Grounds Maintenance Services: \$5,000 - This account provides for contractual services such as fire and intrusion alarm maintenance & repair, annual inspections, boiler maintenance, broken window replacement, etc.

650-02 Electric, Water, Sewer & Solid Waste: \$25,000 - This account provides for electric, water, sewer and solid waste utility services.

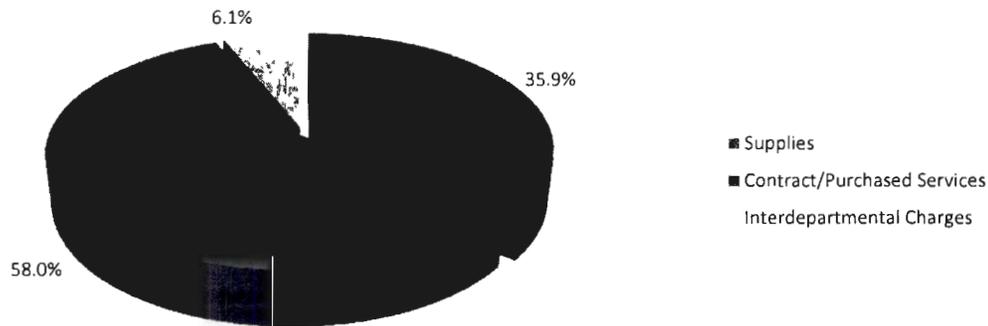
825-01 Interdepartmental Charges – Insurance: \$4,900 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Heritage Center Building O&M 1420-243

| COST CENTER OPERATING BUDGET DETAIL | | | | | | | | |
|---|---------------|--------------------|----------------|-----------------|---------------|--------------------------|---------------|--|
| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % | |
| Supplies | | | | | | | | |
| 510 02 Operating Supplies | 1,491 | 1,500 | 1,500 | 1,500 | 1,600 | 100 | 6.7% | |
| 515 02 Building & Grounds Maint Materials | 2,376 | 2,300 | 2,300 | 2,300 | 2,300 | - | 0.0% | |
| 525 03 Heating Fuel | 15,894 | 17,500 | 17,500 | 17,500 | 17,850 | 350 | 2.0% | |
| Supplies | 19,761 | 21,300 | 21,300 | 21,300 | 21,750 | 450 | 2.1% | |
| Contract/Purchased Services | | | | | | | | |
| 635 02 Janitorial and Cleaning Services | 6,268 | 8,625 | 8,625 | 7,600 | 8,625 | - | 0.0% | |
| 635 06 Building & Grounds Maint Services | 4,770 | 16,425 | 16,425 | 16,000 | 16,175 | (250) | -1.5% | |
| 650 02 Electric, Water, Sewer & Solid Waste | 7,929 | 9,700 | 9,700 | 9,000 | 10,400 | 700 | 7.2% | |
| Contract/Purchased Services | 18,967 | 34,750 | 34,750 | 32,600 | 35,200 | 450 | 1.3% | |
| Interdepartmental Charges | | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 2,427 | 4,600 | 4,600 | 3,600 | 3,700 | (900) | -19.6% | |
| Interdepartmental Charges | 2,427 | 4,600 | 4,600 | 3,600 | 3,700 | (900) | -19.6% | |
| Total Expenditures by Type | 41,155 | 60,650 | 60,650 | 57,500 | 60,650 | - | 0.0% | |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

NARRATIVE

510-02 Operating Supplies: \$1,600 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are paper towels, toilet tissue, soap, trash can liners, light bulbs and tubes, etc.

515-02 Building and Grounds Maintenance Materials: \$2,300 - This account provides for materials for the repair and maintenance of the Totem Heritage Center and upkeep of the grounds.

525-03 Heating Fuel: \$17,850 - This account provides for heating fuel to heat the Totem Heritage Center.

635-02 Janitorial and Cleaning Services: \$8,625 - This account provides for services to clean the Totem Heritage Center.

635-06 Buildings and Grounds Maintenance Services: \$16,175 - This account provides for contractual services such as fire and intrusion alarm maintenance & repair, carpet replacement, landscaping, and broken window repair, etc. \$10,000 is included to provide for preventive maintenance measures on the building envelope that were recommended by BCRA Consultants in 2009 to extend the life of the structure.

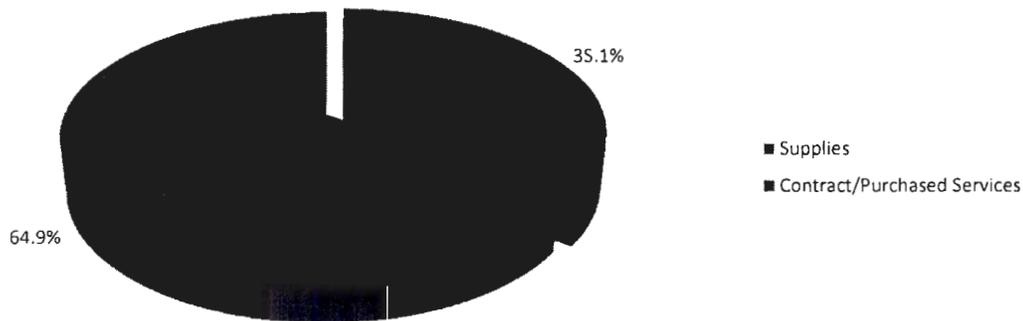
650-02 Electric, Water, Sewer & Solid Waste: \$10,400 - This account provides for electric, water, sewer and solid waste utility services at the Totem Heritage Center.

825-01 Interdepartmental Charges – Insurance: \$3,700 - This account provides for risk management services and claims.

COST CENTER OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 Actual | 2015 Budget | | | 2016 Budget | 2015 Adopted/2016 | |
|-------------------------------------|----------------|--------------|--------------|------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | - | 500 | 500 | 250 | 500 | - | 0.0% |
| Supplies | - | 500 | 500 | 250 | 500 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 605 01 Ads and Public Announcements | - | 500 | 500 | 300 | 500 | - | 0.0% |
| 635 14 Other Contractual Services | - | 425 | 425 | 425 | 425 | - | 0.0% |
| Contract/Purchased Services | - | 925 | 925 | 725 | 925 | - | 0.0% |
| Total Expenditures by Type | - | 1,425 | 1,425 | 975 | 1,425 | - | 0.0% |

2016 Expenditures by Type



NARRATIVE

510-02 Operating Supplies: \$500 - This account provides for supplies for public meetings and the production of informational materials.

605-01 Ads and Public Announcements: \$500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are requests for proposals, meeting announcements, membership, etc.

635-14 Other Contractual Services: \$425 - This account provides for contractual services such as production of historical markers or historical surveys.

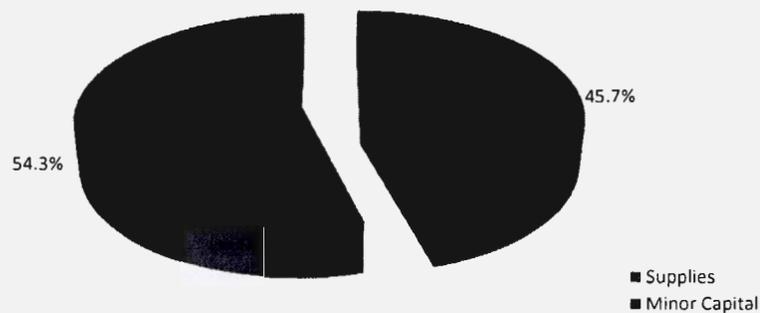
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Grants Program 1420-192

DIVISION OPERATING BUDGET DETAIL

| Expenditures by Category | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|-------------|---------------|---------------|------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 09 Artifacts | - | 15,000 | 15,000 | - | 15,000 | - | 0.0% |
| Supplies | - | 15,000 | 15,000 | - | 15,000 | - | 0.0% |
| Contractual Services | | | | | | | |
| 635 06 Bldg & Grounds Maint Services | - | - | 230 | 230 | - | - | 0.0% |
| 635 14 Other Contractual Services | - | - | - | - | 10,000 | 10,000 | New |
| Contractual Services | - | - | 230 | 230 | 10,000 | 10,000 | New |
| Minor Capital | | | | | | | |
| 715 00 Furniture & Fixtures | (30) | 10,000 | 10,000 | - | 17,832 | 7,832 | 78.3% |
| Minor Capital | (30) | 10,000 | 10,000 | - | 17,832 | 7,832 | 78.3% |
| Total Expenditures | (30) | 25,000 | 25,230 | 230 | 42,832 | 17,832 | 71.3% |

2016 Expenditures by Type



| Grant Program | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|-------------|---------------|---------------|------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Rasmuson Art Acquisition | - | 15,000 | 15,000 | - | 25,000 | 10,000 | 66.7% |
| Museum Alaska | (30) | 10,000 | 10,000 | - | 7,832 | (2,168) | -21.7% |
| Grant in Aid | - | - | 230 | 230 | 10,000 | 10,000 | New |
| Total Expenditures by Grant Program | (30) | 25,000 | 25,230 | 230 | 42,832 | 17,832 | 71.3% |

NARRATIVE

510-09 Artifacts: \$15,000 - This account provides for the acquisition of grant-funded artifacts, artwork and other items for the permanent collections.

635-14 Other Contractual Services: \$10,000 - This account provides for grant-funded professional services associated with the planning of a permanent exhibit at the Tongass Historical Museum.

715-00 Furniture and Fixtures: \$17,832 - This account provides for the acquisition of grant-funded collections storage furniture, supplies, and other items associated with the improved storage of collections.

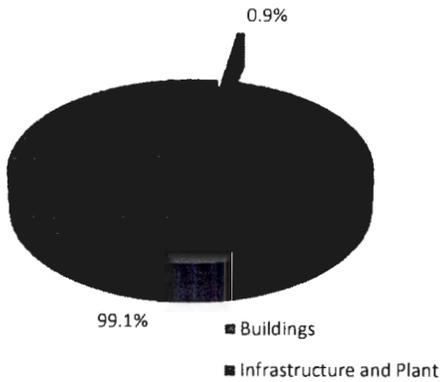
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Museum

Capital Budget

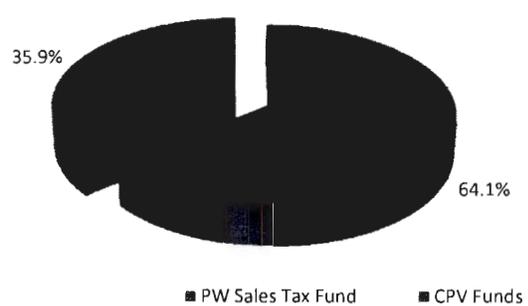
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|----------------|----------------|----------------|----------------|------------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705-00 Buildings | 311,668 | 186,822 | 186,822 | 117,282 | 1,090,559 | 903,737 | 483.7% |
| 730-00 Infrastructure and Plant | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| Total Major Capital Outlay | 321,668 | 196,822 | 196,822 | 127,282 | 1,100,559 | 903,737 | 459.2% |

| 2016 Capital Improvement Projects | | Funding Sources | | |
|--|---|-----------------|----------------|------------------|
| Project # | Project | PW Sales | CPV Funds | Total |
| | | Tax Fund | | |
| 705-00 Buildings | | | | |
| | Centennial Building - Exhibit Gallery Expansion | 425,000 | - | 425,000 |
| | Centennial Building - Restroom Expansion | | 388,000 | 388,000 |
| | Centennial Building - Electrical System Replacement | 94,559 | - | 94,559 |
| | Totem Heritage Center - Exterior Wood Preservation | 10,000 | - | 10,000 |
| | Centennial Building & THC - Site Improvements | - | 7,000 | 7,000 |
| | Centennial Building - Floor Finish Replacement | 166,000 | - | 166,000 |
| | Total Buildings | 695,559 | 395,000 | 1,090,559 |
| 730-00 Infrastructure and Plant | | | | |
| | Clean & Repair Totem Poles | 10,000 | - | 10,000 |
| | Total Buildings | 10,000 | - | 10,000 |
| | Total 2016 Capital Budget | 705,559 | 395,000 | 1,100,559 |

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2016 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 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 407,440 | 463,337 | 463,337 | 452,563 | 449,811 | (13,526) | -2.9% |
| Capital Improvement Program | 159,296 | 178,500 | 190,290 | 166,790 | 236,925 | 58,425 | 32.7% |
| Total | 566,736 | 641,837 | 653,627 | 619,353 | 686,736 | 44,899 | 7.0% |

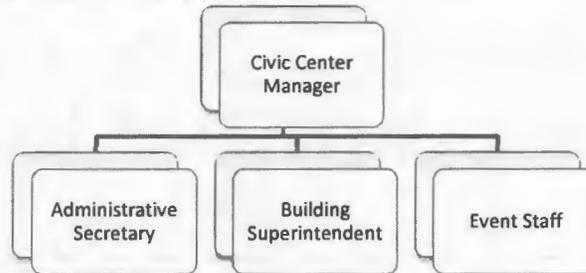
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 282,098 | 309,279 | 302,254 | 296,590 | 285,733 | (23,546) | -7.6% |
| Supplies | 45,307 | 61,795 | 66,970 | 66,860 | 66,455 | 4,660 | 7.5% |
| Contract/Purchased Services | 63,169 | 72,863 | 74,713 | 71,513 | 77,723 | 4,860 | 6.7% |
| Minor Capital Outlay | 13,292 | 11,300 | 11,300 | 11,300 | 13,300 | 2,000 | 17.7% |
| Interdepartmental Charges | 3,574 | 8,100 | 8,100 | 6,300 | 6,600 | (1,500) | -18.5% |
| Major Capital Outlay | 159,296 | 178,500 | 190,290 | 166,790 | 236,925 | 58,425 | 32.7% |
| Total | 566,736 | 641,837 | 653,627 | 619,353 | 686,736 | 44,899 | 7.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Charges for Services | 116,771 | 164,800 | 164,800 | 95,200 | 98,200 | (66,600) | -40.4% |
| Public Works Sales Tax | 159,296 | 178,500 | 190,290 | 166,790 | 236,925 | 58,425 | 32.7% |
| Transient Sales Tax | 290,669 | 298,537 | 298,537 | 357,363 | 351,611 | 53,074 | 17.8% |
| Total | 566,736 | 641,837 | 653,627 | 619,353 | 686,736 | 44,899 | 7.0% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 3.00 | 3.00 | 3.00 | 3.00 | 137,003 | - | 0.0% |
| Total | 3.00 | 3.00 | 3.00 | 3.00 | 137,003 | - | 0.0% |

MISSION STATEMENT

It is the mission of the Ted Ferry Civic Center staff to operate the Civic Center in a courteous and professional manner; to ensure that the building is well maintained, available and operationally ready to meet the needs of those desiring to use it; to assist the public in coordination and production of events from booking through final billing; and to provide flexible and technologically current services to those with special needs.



GOALS FOR 2016

- Continue to provide well-trained staff for all types of events. Ensure facility is maintained and operationally ready to meet the needs of the community, out-of-town conventions and visitors.
- Continue marketing via the Internet through the City’s website, Facebook, Twitter, and Linked In; and via the Ketchikan Visitor Bureau’s new website for members. Keep current on trends in social media for the Civic Center to provide information to the community regarding current events at the facility, availability of the facility and event planning tips & guidelines. Continue working with the KVB on marketing strategies and increasing the economic impact of the Civic Center.
- Send the Civic Center Manager to the IFMA World Workplace Conference (International Facility Management Association). This will provide the manager with training specifically related to the management of facilities, knowledge of new products available to enhance current equipment offerings and ongoing development of new contacts.
- Send the Civic Center Manager to the Northwest Facilities Expo. This trip will highlight what products and information are available for facility managers in the Northwest region and provide further marketing opportunities.
- Increase facility use by local individuals, businesses and organizations through exceptional customer service, facility promotions and local advertising.

ACCOMPLISHMENTS FOR 2015

- The economic impact of the Ted Ferry Civic Center is estimated at \$414,656 for 2015. This is based on 1,672 hotel nights at \$248/night. This includes a rough estimate for events that will occur August-December of 2015. There are 81 days (36 different events) pre-booked for 2016 as of August 14, 2014.
- During 2015, the Ted Ferry Civic Center hosted 4 conventions, 4 tradeshow, 11 artistic productions (several days in length with some also being fundraisers), and an additional 9 local fundraisers and/or auctions.
- During 2015, the Ted Ferry Civic Center was booked for 127 days for various meetings, banquets, ceremonies, auctions, fundraisers, and artistic events.
- The Governor's Ball was held at the Ted Ferry Civic Center on March 7th 2015.
- The TFCC conference room was updated with new chairs and a refinished table top in May of 2015.
- The TFCC parking lot was successfully restriped in late July of 2015.
- Progress to replace the sprinkler system for the TFCC is underway and scheduled to be completed in November of 2015.
- Additional lighting was installed in the TFCC lobby and work began on August 5th to address inconsistencies with the relay lighting system in the TFCC ballroom.
- Work to refinish the TFCC stage floor is scheduled to be completed in September of 2015.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

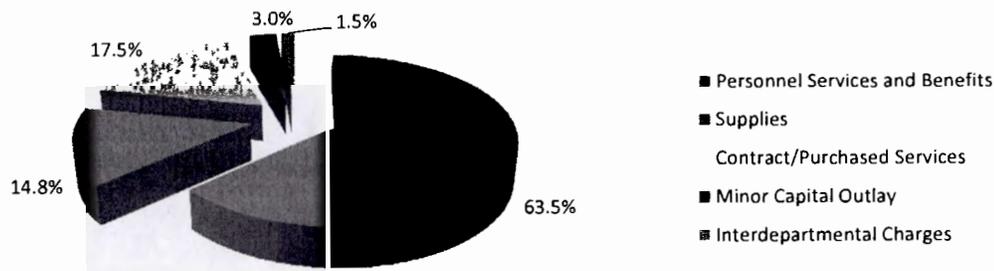
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | Estimate | 2016 Budget | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | | | Incr(Decr) | % |
| Personnel Services and Benefits | 282,098 | 309,279 | 302,254 | 296,590 | 285,733 | (23,546) | -7.6% |
| Supplies | 45,307 | 61,795 | 66,970 | 66,860 | 66,455 | 4,660 | 7.5% |
| Contract/Purchased Services | 63,169 | 72,863 | 74,713 | 71,513 | 77,723 | 4,860 | 6.7% |
| Minor Capital Outlay | 13,292 | 11,300 | 11,300 | 11,300 | 13,300 | 2,000 | 17.7% |
| Interdepartmental Charges | 3,574 | 8,100 | 8,100 | 6,300 | 6,600 | (1,500) | -18.5% |
| Total Expenditures | 407,440 | 463,337 | 463,337 | 452,563 | 449,811 | (13,526) | -2.9% |

| Funding Source | 2014 | 2015 | | Estimate | 2016 Budget | 2015 Adopted/2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | | | Incr(Decr) | % |
| General Fund | | | | | | | |
| Charges for Services | 116,771 | 164,800 | 164,800 | 95,200 | 98,200 | (66,600) | -40.4% |
| Transient Sales Tax | 290,669 | 298,537 | 298,537 | 357,363 | 351,611 | 53,074 | 17.8% |
| Total Funding | 407,440 | 463,337 | 463,337 | 452,563 | 449,811 | (13,526) | -2.9% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Civic Center Manager | 1.00 | 1.00 | 1.00 | 1.00 | 52,875 | - | 0.0% |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 39,678 | - | 0.0% |
| Building Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 44,450 | - | 0.0% |
| Total | 3.00 | 3.00 | 3.00 | 3.00 | 137,003 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits decreased by \$23,546, or by 7.6%, to reflect the decreased cost of health insurance due to changes in coverage selected by employees; which is offset by annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for non-represented employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted / 2016 | |
|---|----------------|----------------|----------------|----------------|----------------|---------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 130,737 | 135,279 | 138,400 | 138,400 | 137,003 | 1,724 | 1.3% |
| 501 01 Overtime Wages | 1,664 | 2,100 | 2,100 | 1,800 | 2,100 | - | 0.0% |
| 502 01 Temporary Wages | 29,869 | 36,000 | 36,000 | 36,000 | 36,000 | - | 0.0% |
| 505 00 Payroll Taxes | 11,580 | 13,300 | 13,300 | 13,100 | 13,410 | 110 | 0.8% |
| 506 00 Pension | 31,648 | 30,200 | 30,300 | 30,300 | 30,690 | 490 | 1.6% |
| 507 00 Health and Life Insurance | 67,145 | 79,400 | 67,864 | 63,200 | 53,600 | (25,800) | -32.5% |
| 507 30 Workers Compensation | 7,463 | 10,700 | 10,900 | 10,400 | 10,660 | (40) | -0.4% |
| 508 00 Other Benefits | 1,992 | 2,300 | 3,390 | 3,390 | 2,270 | (30) | -1.3% |
| Personnel Services and Benefits | 282,098 | 309,279 | 302,254 | 296,590 | 285,733 | (23,546) | -7.6% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 770 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 510 02 Operating Supplies | 527 | 2,100 | 2,100 | 2,100 | 2,100 | - | 0.0% |
| 510 03 Safety Program Supplies | 116 | 180 | 180 | 180 | 250 | 70 | 38.9% |
| 510 04 Janitorial Supplies | 3,847 | 2,750 | 4,000 | 4,000 | 4,000 | 1,250 | 45.5% |
| 510 05 Small Tools and Equipment | 1,564 | 3,500 | 3,500 | 3,500 | 3,500 | - | 0.0% |
| 510 08 Inventory for Resale | 6,517 | 3,000 | 6,000 | 5,900 | 4,000 | 1,000 | 33.3% |
| 515 02 Building & Grounds Maint Materials | 1,999 | 3,000 | 4,500 | 4,500 | 4,500 | 1,500 | 50.0% |
| 515 03 Furniture & Fixtures Maint Materials | 1,417 | 2,700 | 2,700 | 2,700 | 2,700 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 1,158 | 1,200 | 1,200 | 1,200 | 1,200 | - | 0.0% |
| 515 05 Infrastructure Maintenance Materials | - | 3,500 | 2,750 | 2,750 | 3,500 | - | 0.0% |
| 520 02 Postage | 98 | 150 | 150 | 150 | 155 | 5 | 3.3% |
| 525 03 Heating Fuel | 26,434 | 38,000 | 38,000 | 38,000 | 38,760 | 760 | 2.0% |
| 525 07 Machinery & Equipment Fuel | 12 | 50 | 75 | 75 | 75 | 25 | 50.0% |
| 530 02 Periodicals | 149 | 165 | 165 | 155 | 165 | - | 0.0% |
| 535 02 Business and Meal Expenses | 391 | 250 | 250 | 250 | 250 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 308 | 250 | 400 | 400 | 300 | 50 | 20.0% |
| Supplies | 45,307 | 61,795 | 66,970 | 66,860 | 66,455 | 4,660 | 7.5% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 1,262 | 1,500 | 1,200 | - | 1,500 | - | 0.0% |
| 600 02 Travel-Training | - | 1,500 | 1,500 | - | 1,500 | - | 0.0% |
| 600 03 Training and Education | 88 | 200 | 500 | 500 | 500 | 300 | 150.0% |
| 605 01 Ads and Public Announcements | 941 | 500 | 500 | 500 | 500 | - | 0.0% |
| 605 02 Marketing | - | 800 | 550 | 550 | 800 | - | 0.0% |
| 605 03 Printing and Binding | 1,770 | 800 | 650 | 650 | 650 | (150) | -18.8% |
| 615 02 Assn. Membership Dues & Fees | - | 463 | 463 | 463 | 463 | - | 0.0% |
| 630 03 Bank and Merchant Charges | 671 | 650 | 650 | 650 | 650 | - | 0.0% |
| 635 02 Janitorial and Cleaning Services | 3,883 | 4,500 | 4,500 | 4,500 | 6,000 | 1,500 | 33.3% |
| 635 04 Software Maintenance Services | 1,396 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 635 05 Furniture & Fixtures Maint Services | 119 | 500 | 500 | 500 | 500 | - | 0.0% |
| 635 06 Building & Grounds Maint Services | 2,674 | 6,000 | 6,250 | 6,250 | 6,000 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 1,627 | 2,500 | 2,500 | 2,000 | 2,250 | (250) | -10.0% |
| 635 08 Infrastructure Maintenance Services | 1,730 | - | - | - | - | - | NA |
| 635 12 Technical Services | 3,687 | 4,000 | 6,000 | 6,000 | 4,000 | - | 0.0% |
| 645 02 Rents and Leases-Machinery & Equip | 439 | 500 | 500 | 500 | 500 | - | 0.0% |
| 650 01 Telecommunications | 10,822 | 11,950 | 11,950 | 11,950 | 11,910 | (40) | -0.3% |
| 650 02 Electric, Water, Sewer & Solid Waste | 32,060 | 35,000 | 35,000 | 35,000 | 38,500 | 3,500 | 10.0% |
| Contract/Purchased Services | 63,169 | 72,863 | 74,713 | 71,513 | 77,723 | 4,860 | 6.7% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 579 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 725 00 Machinery and Equipment | 12,713 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 725 01 Computers, Printers and Copiers | - | - | - | - | 2,000 | - | - |
| 735 00 Software | - | 800 | 800 | 800 | 800 | - | 0.0% |
| Minor Capital Outlay | 13,292 | 11,300 | 11,300 | 11,300 | 13,300 | 2,000 | 17.7% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 3,574 | 8,100 | 8,100 | 6,300 | 6,600 | (1,500) | -18.5% |
| Interdepartmental Charges | 3,574 | 8,100 | 8,100 | 6,300 | 6,600 | (1,500) | -18.5% |
| Total Expenditures by Type | 407,440 | 463,337 | 463,337 | 452,563 | 449,811 | (13,526) | -2.9% |

NARRATIVE

500-01 Regular Salaries and Wages: \$137,003 – This account provides for compensation paid to all regular salaried and hourly employees of the Ted Ferry Civic Center.

501-01 Overtime Wages: \$2,100 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$36,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Ted Ferry Civic Center.

505-00 Payroll Taxes: \$13,410 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

- 506-00 Pension: \$30,690** – This account provides for employer contributions to retirement plans for which the City participates.
- 507-00 Health and Life Insurance: \$53,600** – This account provides for employer contributions to employee health and life insurance plans.
- 507-30 Workers Compensation: \$10,660** – This account provides for employer contributions toward workers compensation.
- 508-00 Other Benefits: \$2,270** – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.
- 510-01 Office Supplies: \$1,000** - This account provides for expenditures for office supply items including paper, pens, file folders, scotch tape, toner, ink cartridges, and minor office equipment such as staplers and adding machines.
- 510-02 Operating Supplies: \$2,100** - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, medical supplies, posters, convention center materials, batteries for radios and cordless microphones, public trash cans and public benches.
- 510-03 Safety Program Supplies: \$250** - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information and specialized protective safety clothing.
- 510-04 Janitorial Supplies: \$4,000** – This account provides for cleaning and sanitation supplies.
- 510-05 Small Tools and Equipment: \$3,500** - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, computer accessories, space heaters, kitchen and dining equipment, radios, calculators, file cabinets, and similar types of minor tools and equipment.
- 510-08 Inventory for Resale: \$4,000** - This account provides for inventory purchases that are to be resold or rented to end users. Included are video and media equipment, and beverages and snacks.
- 515-02 Building and Grounds Maintenance Materials: \$4,500** – This account provides for the materials required for the repair and maintenance of the Ted Ferry Civic Center and upkeep of the grounds around the TFCC.
- 515-03 Furniture and Fixtures Maintenance Materials: \$2,700** - This account provides for the materials required for the repair and maintenance of furniture and building fixtures in the TFCC.
- 515-04 Machinery and Equipment Maintenance Materials: \$1,200** – This account provides for the materials required for the repair and maintenance of machinery and equipment owned or leased and operated by the City. Included are office equipment, operating equipment, computer networks and computers.
- 515-05 Infrastructure Maintenance Materials: \$3,500** - This account provides 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: \$155** - This account provides for postal related services such as postage, express delivery and mailing materials.
- 525-03 Heating Fuel: \$38,760** - This account provides for heating fuel at the TFCC.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Civic Center

Civic Center Operations 1430-110

525-07 Machinery and Equipment Fuel and Lubricants: \$75 – This account provides for gasoline, diesel fuel, propane and lubricants used in the operation of TFCC machinery and equipment.

530-02 Periodicals: \$165 - This account provides for newspapers, magazines and trade journals.

535-02 Business and Meal Expenses: \$250 - This account provides for reimbursements to employees for business and job related meals, mileage reimbursements and other business-related expenses.

535-04 Allowances-Uniforms/Badges/Clothing: \$300 - This account provides for uniforms, badges and clothing purchased for the use by department personnel.

600-01 Travel-Business: \$1,500 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business and trade meetings.

600-02 Travel-Training: \$1,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. Trade meetings for which training and education make up a substantial portion of the meeting should be charged to this account instead of Account 600-01.

600-03 Training and Education: \$500 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are recruiting, requests for proposals, and contracts.

605-02 Marketing: \$800 – This account provides for expenditures for announcements in publications, newspapers, trade journals, internet, or broadcasts over radio and television for marketing and promoting competitive services offered by the TFCC.

605-03 Printing and Binding: \$650 – This account provides for job printing and binding services. Included are the designing and printing of forms, posters, and large printing orders such as the TFCC Rental Guidelines.

615-02 Assn. Membership Dues and Fees: \$463 – This account provides for memberships in the International Association of Venue Managers and Meeting Professionals International.

630-03 Bank and Merchant Charges: \$650 – This account provides for monthly merchant fees for use of credit and debit cards for payments of TFCC services.

635-02 Janitorial and Cleaning Services: \$6,000 - This account provides for carpet cleaning and laundry services.

635-04 Software Maintenance Services: \$1,500 - This account provides for maintenance agreements to support the two licensed software systems, Caterease & Meeting Matrix, the Civic Center uses for invoicing and room set-up diagrams.

635-05 Furniture and Fixtures Maintenance Services: \$500 - This account provides 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: \$6,000 - This account provides for the services required for repair and maintenance of buildings and the upkeep of grounds. This account includes contract labor and materials required to provide the service.

635-07 Machinery and Equipment Maintenance Services: \$2,250 - This account provides for the services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for equipment that does not require software support and are paid on either a fixed fee or a fee based on usage.

635-12 Technical Services: \$4,000 – This account provides for services that are not regarded as professional but require technical or special knowledge. Included are data processing, background checks, employee drug testing, water and wastewater testing, data base management, video camera operators, website maintenance, framing, pest control, security, alarm monitoring and testing.

645-02 Rents and Leases - Machinery & Equipment: \$500 - This account provides for the rent and lease of machinery and equipment.

650-01 Telecommunications: \$11,910 - This account provides 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: \$38,500 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$2,500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$8,000 - This account provides 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.

725-01 Computers, Printers, and Copiers: \$2,000 - This account provides for desktops, laptops, and tablet computers.

735-00 Software: \$800 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

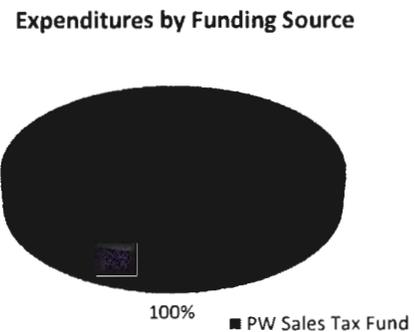
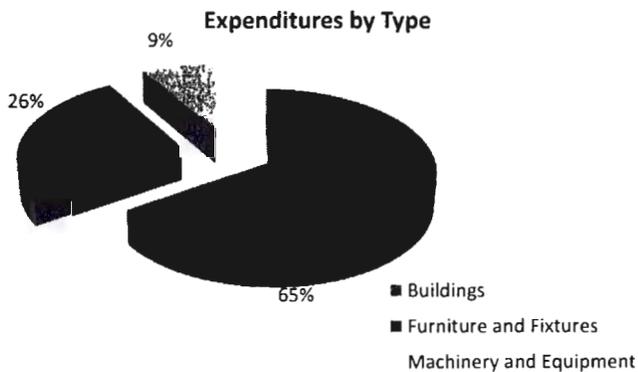
825-01 Interdepartmental Charges – Insurance: \$6,600 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Civic Center

Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705-00 Buildings | 52,196 | - | 6,500 | 6,500 | 155,000 | 155,000 | New |
| 715-00 Furniture and Fixtures | 88,900 | 58,500 | 51,311 | 48,500 | 61,925 | 3,425 | 5.9% |
| 725-00 Machinery and Equipment | | 120,000 | 132,479 | 111,790 | 20,000 | (100,000) | -83.3% |
| 730-00 Infrastructure | 18,200 | - | - | - | - | - | 0.0% |
| Total Major Capital Outlay | 159,296 | 178,500 | 190,290 | 166,790 | 236,925 | 58,425 | 32.7% |

| 2016 Capital Improvement Projects | Project # | Project | Funding Sources | | | Total |
|---------------------------------------|-----------|--|-----------------|----------------|---|----------------|
| | | | PW Sales | Tax Fund | | |
| 705-00 Buildings | | | | | | |
| | | Repaint Exterior of Building | | 95,000 | | 95,000 |
| | | Replace Doors | | 60,000 | | 60,000 |
| | | Total Buildings | | 155,000 | - | 155,000 |
| 715-00 Furniture and Fixtures | | | | | | |
| | | Ballroom and Stage Improvements | | 21,925 | - | 21,925 |
| | | Interior Lighting Improvements | | 40,000 | - | 40,000 |
| | | Total Furniture and Fixtures | | 61,925 | - | 61,925 |
| 725-00 Machinery and Equipment | | | | | | |
| | | Replace Underground Oil Tank | | 20,000 | - | 20,000 |
| | | Total Machinery & Equipment | | 20,000 | - | 20,000 |
| | | Total 2016 Capital Budget | | 236,925 | - | 236,925 |



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Tourism and Economic Development

Summary

Tourism and Economic Development is comprised of one operating division and one capital improvement program. A significant portion of the funding for many of the programs administered by Tourism and Economic Development are funded from the State Commercial Vessel Passenger Excise Tax.

| DEPARTMENT EXECUTIVE SUMMARY | | | | | | | |
|---------------------------------------|----------------|------------------|------------------|------------------|----------------|--------------------------|---------------|
| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Capital Improvement Program | 531,344 | 3,552,600 | 3,820,821 | 3,795,821 | 40,000 | (3,512,600) | -98.9% |
| Total | 702,344 | 3,715,050 | 3,983,271 | 3,958,271 | 202,450 | (3,512,600) | -94.6% |
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Major Capital Outlay | 531,344 | 3,552,600 | 3,820,821 | 3,795,821 | 40,000 | (3,512,600) | -98.9% |
| Total | 702,344 | 3,715,050 | 3,983,271 | 3,958,271 | 202,450 | (3,512,600) | -94.6% |
| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Economic/Parking Dev Fund | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| State Grant | - | 1,300,000 | 1,300,000 | 1,300,000 | - | (1,300,000) | -100.0% |
| Major Capital Improvement Fund | | | 19,982 | 19,982 | | | NA |
| CPV Fund | 531,344 | 2,252,600 | 2,500,839 | 2,475,839 | 40,000 | (2,212,600) | -98.2% |
| Total | 702,344 | 3,715,050 | 3,983,271 | 3,958,271 | 202,450 | (3,512,600) | -94.6% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Tourism and Economic Development

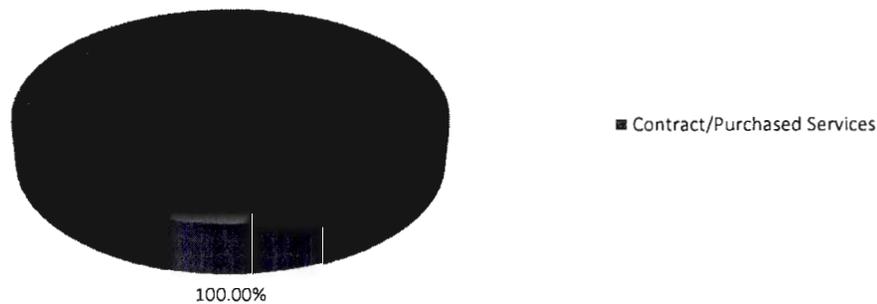
Operations Division 1440-110

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Total Expenditures | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Economic/Parking Dev Fund | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Total Funding | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no other significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 635 13 Marketing Services | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Contract/Purchased Services | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |
| Total Expenditures by Type | 171,000 | 162,450 | 162,450 | 162,450 | 162,450 | - | 0.0% |

NARRATIVE

635-13 Marketing Services: \$162,450 - This account provides for services provided by the Ketchikan Visitors Bureau to market and promote the community of Ketchikan. Forty-nine percent, or \$162,450, of the Ketchikan Visitors Bureau annual contract is paid by the Economic and Parking Development Fund and fifty-one percent is paid by the Port Enterprise Fund.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Tourism & Economic Development

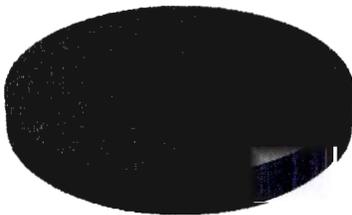
Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|----------------|------------------|------------------|------------------|---------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Amount | % |
| 730-00 Infrastructure & Plant | 531,344 | 3,527,600 | 3,795,821 | 3,795,821 | | (3,527,600) | -100.0% |
| 740-00 Other Assets | - | 25,000 | 25,000 | | 40,000 | 15,000 | 60.0% |
| Total Major Capital Outlay | 531,344 | 3,552,600 | 3,820,821 | 3,795,821 | 40,000 | (3,512,600) | -98.9% |

| 2016 Capital Improvement Projects | | Funding Sources | | | |
|-----------------------------------|---------|-----------------------------------|--------|-------|--|
| Project # | Project | Commercial Passenger Vessel Funds | Grants | Total | |

| | | | | | |
|----------------------------|---------------------------------------|--|---------------|---|---------------|
| 740-00 Other Assets | | | | | |
| | Timber and Wood Products Interpretive | | 15,000 | | 15,000 |
| | Stamp Mill Interpretive Exhibit | | 25,000 | | 25,000 |
| | Total Other Assets | | 40,000 | - | 40,000 |
| | Total 2016 Capital Budget | | 40,000 | - | 40,000 |

Expenditures by Type



100%

■ Other Assets

Expenditures by Funding Source



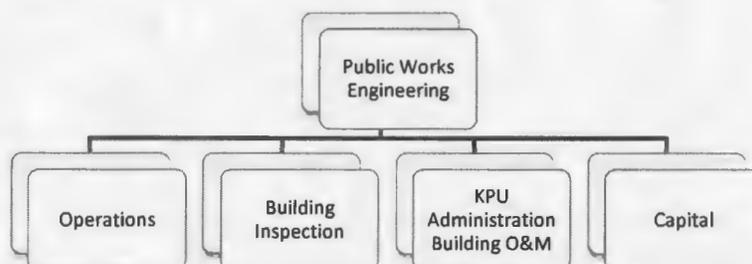
100%

■ Commercial Passenger Vessel Funds

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Engineering

Summary

The Engineering Department is led and managed by registered professional civil engineers overseeing design, mapping and surveying technicians, two building inspectors and support staff for a total of twelve (12.0) full time employees. Additionally, the department manages all forms of site development, construction permits, building inspections, derelict building demolition, infrastructure inspections and emergency responses to all facets of the City's Public Works Department infrastructure.



The Public Works-Engineering Department is comprised of two operating divisions and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Engineering | 1,160,578 | 1,424,871 | 1,437,871 | 1,290,752 | 1,462,188 | 37,317 | 2.6% |
| Building Inspection | 209,063 | 247,389 | 284,589 | 273,734 | 252,619 | 5,230 | 2.1% |
| KPU Administration Building O&M | 80,537 | 91,915 | 91,915 | 89,015 | 89,215 | (2,700) | -2.9% |
| Capital Improvement Program | 60,696 | 150,000 | 150,000 | 60,000 | 167,000 | 17,000 | 11.3% |
| Total | 1,510,874 | 1,914,175 | 1,964,375 | 1,713,501 | 1,971,022 | 56,847 | 3.0% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|---|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,255,831 | 1,495,804 | 1,474,724 | 1,353,375 | 1,534,117 | 38,313 | 2.6% |
| Supplies | 32,718 | 54,672 | 67,304 | 58,222 | 59,930 | 5,258 | 9.6% |
| Contract/Purchased Services | 150,354 | 164,299 | 223,266 | 216,063 | 173,975 | 9,676 | 5.9% |
| Minor Capital Outlay | 4,013 | 24,100 | 23,781 | 5,941 | 15,200 | (8,900) | -36.9% |
| Interdepartmental Charges/Reimb Credits | 7,262 | 25,300 | 25,300 | 19,900 | 20,800 | (4,500) | -17.8% |
| Major Capital Outlay | 60,696 | 150,000 | 150,000 | 60,000 | 167,000 | 17,000 | 11.3% |
| Total | 1,510,874 | 1,914,175 | 1,964,375 | 1,713,501 | 1,971,022 | 56,847 | 3.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Support | 702,781 | 880,495 | 930,695 | 844,296 | 896,757 | 16,262 | 1.8% |
| Licenses and Permits | 63,400 | 73,500 | 73,500 | 73,500 | 73,500 | - | 0.0% |
| Charges for Services | 7,645 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| Public Works Sales Tax Fund | 64,168 | 150,000 | 150,000 | 60,000 | 167,000 | 17,000 | 11.3% |
| Economic & Parking Development | (3,472) | - | - | - | - | - | NA |
| Solid Waste Fund | 206,588 | 250,000 | 250,000 | 226,000 | 254,000 | 4,000 | 1.6% |
| Wastewater Fund | 256,453 | 275,000 | 275,000 | 249,000 | 286,000 | 11,000 | 4.0% |
| Harbor Fund | 41,648 | 78,000 | 78,000 | 71,000 | 82,000 | 4,000 | 5.1% |
| Port Fund | 43,727 | 50,000 | 50,000 | 45,000 | 51,000 | 1,000 | 2.0% |
| KPU Enterprise Fund | 127,936 | 147,180 | 147,180 | 134,705 | 150,765 | 3,585 | 2.4% |
| Total | 1,510,874 | 1,914,175 | 1,964,375 | 1,713,501 | 1,971,022 | 56,847 | 3.0% |

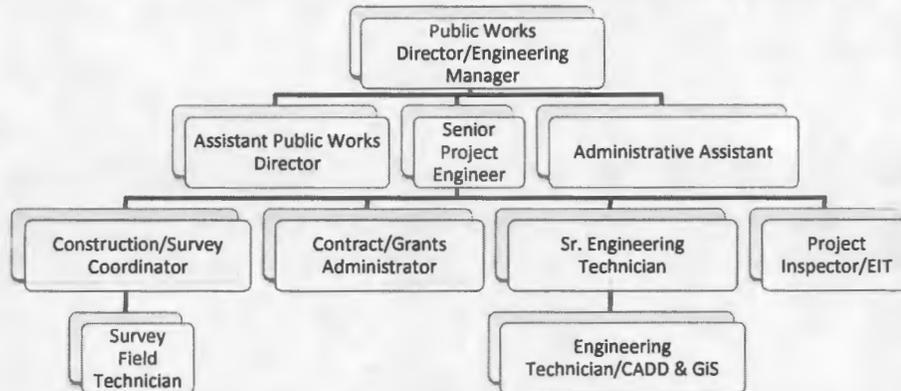
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Engineering

Summary

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted / 2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|----------------|---------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Engineering | 10.00 | 10.00 | 10.00 | 10.00 | 742,878 | - | 0.0% |
| Building Inspection | 2.00 | 2.00 | 2.00 | 2.00 | 121,814 | - | 0.0% |
| Total | 12.00 | 12.00 | 12.00 | 12.00 | 864,692 | - | 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 2016

- The Public Works Engineering Division will provide complete engineering services, including design, drafting, maps, plans and specifications; bidding services and clerical support; project inspections; safety management; and construction management for capital improvement projects for the departments of General Government.
- Continue to improve the level of service in 2016 as in 2015 and improve data management of all municipal facilities and properties.
- Design and solicit bids for numerous capital improvement projects as authorized by the City Council.
- Upgrade the building inspection function of the division and improve its associated record keeping systems.
- Continue to provide cross training to ensure consistent service levels during annual leave and other absences.

ACCOMPLISHMENTS FOR 2015

- Continued responsibility for general engineering management and contract administration for the divisions of General Government and Ketchikan Public Utilities.
- Continued upgrade of the division's current mapping system and provided maps for public and private sector use.
- Reviewed and issued excavation and sewer permits for work in the public right-of-way.
- Administered the Bayview Cemetery Operations and Maintenance Contract.
- Successfully completed the 2015 Spring Cleanup.
- Drafted and submitted numerous Federal and State grant proposals.
- Provided support to the Law Department in claims investigations and development of legal descriptions for easements and deeds.
- Prepared ADEC and administrative grant applications.
- Managed ongoing bridge maintenance activities.
- Continued administration of the ongoing PeaceHealth Ketchikan Medical Center (PHKMC) Addition and Alterations Project.
- Continued ongoing administration of the DOWL HKM project management contract for the PHKMC Expansion Project.
- Continued ongoing administration of the PHKMC subdivision survey to create distinct parcels for the PHKMC Expansion Project.
- Completed design and administration of the Revetment Way Sewer Replacement Project.
- Administered 2015 Safer Street and Sidewalks Projects, with notable improvements on Baranof Avenue.
- Completed administration and project management for the City Hall Siding, Roof Replacement and First Floor Renovation Project.

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Operations 1510-110

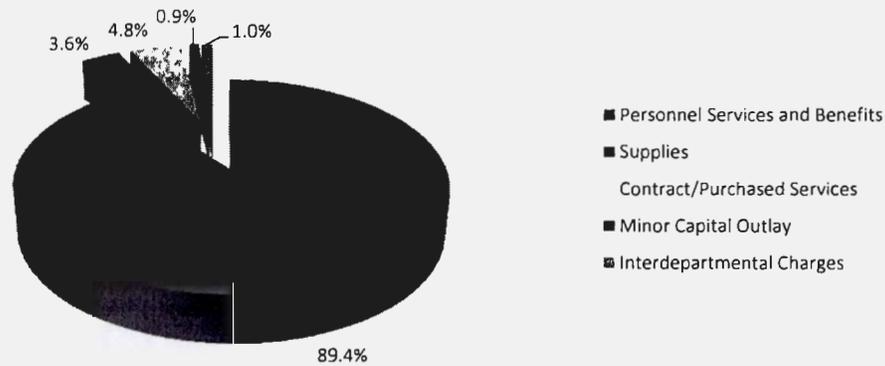
- Continued administration and assisted with recommendations for the Centennial Building Analysis and Design Project.
- Facilitated repairs of municipally owned buildings and facilities, including the sprinkler system of the Civic Center.
- Disposed of City surplus equipment and vehicles.
- Administered vehicle and equipment procurement contracts.
- Identified and designed solutions to neighborhood storm drainage problems.
- Administered the Hopkins Alley Trestle Repair Project.
- Administered 2015 Asphalt Overlay Projects.
- Provided surveying services for General Government and KPU.
- Provided numerous parking, restriping and re-signing upgrades including the installation of a new radar speed sign.
- Designed, bid and administered the demolition of the derelict building at 2415/2417 Fifth Avenue.

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|---------------|
| Expenditures by Category | 2014 | 2015 | | 2016 | 2016 | 2015 Adopted /2016 | |
| | Actual | Adopted | Amended | | | Estimate | Budget |
| Personnel Services and Benefits | 1,065,282 | 1,278,695 | 1,257,944 | 1,143,775 | 1,311,103 | 32,408 | 2.5% |
| Supplies | 25,160 | 46,027 | 46,027 | 37,550 | 52,575 | 6,548 | 14.2% |
| Contract/Purchased Services | 59,655 | 60,049 | 93,860 | 90,527 | 70,110 | 10,061 | 16.8% |
| Minor Capital Outlay | 3,943 | 22,000 | 21,940 | 4,500 | 13,500 | (8,500) | -38.6% |
| Interdepartmental Charges | 6,538 | 18,100 | 18,100 | 14,400 | 14,900 | (3,200) | -17.7% |
| Total Expenditures | 1,160,578 | 1,424,871 | 1,437,871 | 1,290,752 | 1,462,188 | 37,317 | 2.6% |

| Funding Source | 2014 | 2015 | | 2016 | 2016 | 2015 Adopted /2016 | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|---------------|
| | Actual | Adopted | Amended | | | Estimate | Budget |
| General Fund | | | | | | | |
| Tax Supported | 500,742 | 641,871 | 654,871 | 581,752 | 655,188 | 13,317 | 2.1% |
| Charges for Services | 7,645 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| Solid Waste Fund | 206,588 | 250,000 | 250,000 | 226,000 | 254,000 | 4,000 | 1.6% |
| Wastewater Fund | 256,453 | 275,000 | 275,000 | 249,000 | 286,000 | 11,000 | 4.0% |
| Harbor Fund | 41,648 | 78,000 | 78,000 | 71,000 | 82,000 | 4,000 | 5.1% |
| Port Fund | 43,727 | 50,000 | 50,000 | 45,000 | 51,000 | 1,000 | 2.0% |
| KPU Enterprise Fund | 103,775 | 120,000 | 120,000 | 108,000 | 124,000 | 4,000 | 3.3% |
| Total Funding | 1,160,578 | 1,424,871 | 1,437,871 | 1,290,752 | 1,462,188 | 37,317 | 2.6% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted /2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|----------------|---------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director/Engineering Manager | 1.00 | 1.00 | 1.00 | 1.00 | 116,649 | - | 0.0% |
| Assistant Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 113,268 | - | 0.0% |
| Sr. Project Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 98,596 | - | 0.0% |
| Survey Field Technician | 1.00 | 1.00 | 1.00 | 1.00 | 52,868 | - | 0.0% |
| Construction/Survey Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 69,718 | - | 0.0% |
| Contract/Grants Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 67,317 | - | 0.0% |
| Sr. Engineering Technician | 2.00 | 2.00 | 2.00 | 2.00 | 121,941 | - | 0.0% |
| Engineering Tech/CADD & GIS | 1.00 | 1.00 | 1.00 | 1.00 | 48,295 | - | 0.0% |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 54,226 | - | 0.0% |
| Total | 10.00 | 10.00 | 10.00 | 10.00 | 742,878 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$32,408, or by 2.5%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Moving Expenses (Account No. 535-01) is a new account budgeted at \$15,000 in anticipation of moving expenses associated with filling the vacant Public Works Director position.
- Travel - Business (Account No. 600-01) is a new account budgeted at \$5,000 in anticipation of interview expenses associated with filling the vacant Public Works Director position.
- Ads and Public Announcements (Account No. 605-01) increased by \$6,075, or by 123.4%, in anticipation of advertising expenses associated with filling the vacant Public Works Director position.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 651,344 | 723,020 | 702,269 | 672,800 | 742,878 | 19,858 | 2.7% |
| 501 01 Overtime Wages | 34,887 | 50,000 | 50,000 | 44,400 | 50,000 | - | 0.0% |
| 502 01 Temporary Wages | 17,403 | 55,600 | 55,600 | 31,500 | 55,600 | - | 0.0% |
| 505 00 Payroll Taxes | 51,981 | 63,400 | 63,400 | 54,900 | 64,870 | 1,470 | 2.3% |
| 506 00 Pension | 132,073 | 139,500 | 139,500 | 125,200 | 143,250 | 3,750 | 2.7% |
| 507 00 Health and Life Insurance | 160,833 | 218,100 | 218,100 | 186,800 | 217,400 | (700) | -0.3% |
| 507 30 Workers Compensation | 11,218 | 15,700 | 15,700 | 14,800 | 14,220 | (1,480) | -9.4% |
| 508 00 Other Benefits | 4,285 | 11,300 | 11,300 | 11,300 | 20,810 | 9,510 | 84.2% |
| 509 03 Allowances-PW Clothing | 1,183 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | 75 | 75 | 75 | 75 | 75 | - | 0.0% |
| Personnel Services and Benefits | 1,065,282 | 1,278,695 | 1,257,944 | 1,143,775 | 1,311,103 | 32,408 | 2.5% |

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Operations 1510-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 8,914 | 18,050 | 18,050 | 14,000 | 14,000 | (4,050) | -22.4% |
| 510 02 Operating Supplies | 2,475 | 5,593 | 5,593 | 5,000 | 5,000 | (593) | -10.6% |
| 510 03 Safety Program Supplies | 2,988 | 2,150 | 2,150 | 2,000 | 2,000 | (150) | -7.0% |
| 510 05 Small Tools and Equipment | 2,599 | 3,710 | 3,710 | 3,500 | 3,500 | (210) | -5.7% |
| 515 01 Vehicle Maintenance Materials | 92 | 1,224 | 1,224 | 800 | 800 | (424) | -34.6% |
| 515 04 Machinery & Equip Maint Materials | 1,723 | 2,000 | 2,000 | 1,800 | 1,800 | (200) | -10.0% |
| 520 02 Postage | 643 | 950 | 950 | 850 | 850 | (100) | -10.5% |
| 520 04 Freight - Materials & Supplies | 236 | - | - | - | - | - | NA |
| 525 04 Vehicle Motor Fuel & Lubricants | 5,325 | 7,125 | 7,125 | 7,125 | 7,125 | - | 0.0% |
| 530 03 Professional and Technical Publications | 96 | 475 | 475 | 475 | 500 | 25 | 5.3% |
| 535 01 Moving Expenses | - | - | - | - | 15,000 | 15,000 | New |
| 535 02 Business and Meal Expenses | 69 | 4,750 | 4,750 | 2,000 | 2,000 | (2,750) | -57.9% |
| Supplies | 25,160 | 46,027 | 46,027 | 37,550 | 52,575 | 6,548 | 14.2% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 2,126 | - | - | - | 5,000 | 5,000 | New |
| 600 02 Travel-Training | 1,730 | 6,000 | 6,000 | 6,000 | 6,000 | - | 0.0% |
| 600 03 Training and Education | 1,100 | 6,000 | 6,000 | 6,000 | 6,000 | - | 0.0% |
| 605 01 Ads and Public Announcements | 17,622 | 4,925 | 12,000 | 12,000 | 11,000 | 6,075 | 123.4% |
| 605 02 Publishing Marketing | 1,035 | - | - | - | - | - | NA |
| 615 01 Professional & Technical Licenses | 100 | 1,520 | 1,520 | 1,000 | 1,500 | (20) | -1.3% |
| 615 02 Assn. Membership Dues & Fees | 226 | 1,520 | 1,520 | 500 | 1,000 | (520) | -34.2% |
| 630 01 Buildings & Operating Permits | - | - | 350 | 350 | 350 | 350 | New |
| 630 02 Vehicle Licenses | 60 | - | 60 | 60 | 60 | 60 | New |
| 630 05 Software Licenses | - | 4,500 | 4,250 | 4,250 | 4,250 | (250) | -5.6% |
| 630 06 Service Charges & Fees | 72 | - | - | - | - | - | NA |
| 635 01 Gov't Contractual Services | 57 | - | 167 | 167 | - | - | NA |
| 635 04 Software Maintenance Services | 16,060 | 16,000 | 16,000 | 16,000 | 16,000 | - | 0.0% |
| 635 06 Buildings & Grounds Maint Services | 1,085 | - | - | - | - | - | NA |
| 635 07 Machinery & Equipment Maintenance Ser | 757 | 4,250 | 2,908 | 1,200 | 1,200 | (3,050) | -71.8% |
| 640 02 Engineering & Architectural Services | 4,085 | - | 2,751 | 2,750 | 2,500 | 2,500 | New |
| 640 04 Management and Consulting Services | 2,969 | 4,250 | 29,250 | 29,250 | 4,250 | - | 0.0% |
| 650 01 Telecommunications | 10,571 | 11,084 | 11,084 | 11,000 | 11,000 | (84) | -0.8% |
| Contract/Purchased Services | 59,655 | 60,049 | 93,860 | 90,527 | 70,110 | 10,061 | 16.8% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 400 | 3,000 | 2,940 | 1,500 | 1,500 | (1,500) | -50.0% |
| 725 00 Machinery & Equipment | 2,634 | - | - | - | - | - | NA |
| 725 01 Computers, Printers & Copiers | 909 | 12,000 | 12,000 | 2,000 | 8,000 | (4,000) | -33.3% |
| 735 00 Software | - | 7,000 | 7,000 | 1,000 | 4,000 | (3,000) | -42.9% |
| Minor Capital Outlay | 3,943 | 22,000 | 21,940 | 4,500 | 13,500 | (8,500) | -38.6% |
| Interdepartmental Charges/ Reimbursable Credits | | | | | | | |
| 825 01 Interdepartmental-Insurance | 6,538 | 18,100 | 18,100 | 14,400 | 14,900 | (3,200) | -17.7% |
| Interdepartmental Charges | 6,538 | 18,100 | 18,100 | 14,400 | 14,900 | (3,200) | -17.7% |
| Total Expenditures by Type | 1,160,578 | 1,424,871 | 1,437,871 | 1,290,752 | 1,462,188 | 37,317 | 2.6% |

NARRATIVE

500-01 Regular Salaries and Wages: \$742,878 – This account provides for compensation paid to all regular salaried and hourly employees of the Engineering Division.

501-01 Overtime Wages: \$50,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$55,600 - This account provides for compensation paid to temporary salaried and hourly employees of the Engineering Division.

505-00 Payroll Taxes: \$64,870 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$143,250 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$217,400 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$14,220 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$20,810 – 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: \$2,000 – This account provides 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 for employee medical exams paid directly to employees. These benefits are taxable to the employee.

510-01 Office Supplies: \$14,000 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510-02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as employee awards and recognition pins, brochures, posters, general materials for public programs, engineering materials, paint, and solvents.

510-03 Safety Program Supplies: \$2,000 - This account provides 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 and Equipment: \$3,500 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, snow removal equipment, computer accessories, space heaters, fans, radios, calculators, file cabinets, and similar types of minor tools and equipment.

515-01 Vehicle Maintenance Materials: \$800 - This account provides for the repair and maintenance of vehicles owned or leased and operated by the Public Works Engineering Division.

515-04 Machinery and Equipment Maintenance: \$1,800 – This account provides 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: \$850 - This account provides for postal related services such as postage, express delivery and mailing materials.

525-04 Vehicle Motor Fuel and Lubricants: \$7,125 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

530-03 Professional and Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for management, engineering, building codes, professional standards and technical journals.

535-01 Moving Expenses: \$15,000 - This account provides for reimbursements to employees for expenditures incurred to relocate to Ketchikan.

535-02 Business and Meal Expenses: \$2,000 - This account provides for reimbursements to employees for business and job related meals, mileage for use of personal vehicles, and other business related expenses.

600-01 Travel-Business: \$5,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business. Travel expenses incurred by candidates during recruitment search should be charged to this account.

600-02 Travel-Training: \$6,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$6,000 - This account provides 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 and Public Announcements: \$11,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, community issues, recruiting, etc.

615-01 Professional and Technical Licenses: \$1,500 - This account provides for licensing professional, technical, and other employees requiring a license in order to perform their duties. Included are fees paid to license engineers, and fees paid for technical certifications required by survey staff, and operators of special equipment.

615-02 Assn. Membership Dues and Fees: \$1,000 - This account provides 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 and Operating Permits: \$350 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630-02 Vehicle Licenses: \$60 - This account provides for licensing City vehicles for operations on public highways.

630-05 Software Licenses: \$4,250 - This account provides for acquiring licenses for the right to use proprietary software.

635-04 Software Maintenance Services: \$16,000 - This account provides for maintenance agreements to support licensed software systems, including AutoCAD (DLT Solutions), ESRI, eQuorum, Bluebeam Software and other design programs.

635-07 Machinery and Equipment Maintenance Services: \$1,200 - This account provides 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 and Architectural Services: \$2,500 - This account provides for engineering and architectural services, such as asbestos clearance monitoring.

640-04 Management and Consulting Services: \$4,250 - This account provides 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: \$11,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

715-00 Furniture and Fixtures: \$1,500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

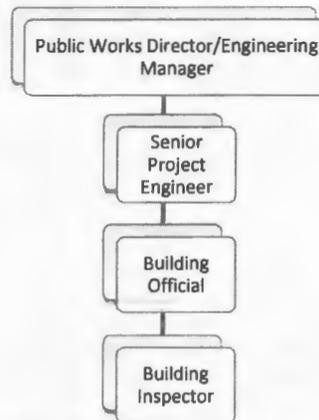
725-01 Computers, Printers and Copiers: \$8,000 - Expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

735-00 Software: \$4,000 - This account provides 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: \$14,900 - This account provides 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 2016

- Administer the newly adopted codes and provide the general public, design professionals and builders with supplemental information to aid them during the transition process.
- Continue to update the building department web-page to inform the public in 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.

ACCOMPLISHMENTS FOR 2015

- The building department successfully maintained the City's deferred status by adopting the more current versions of the building and fire codes.
- Continued to be an approved municipality by Alaska Housing Finance Corporation, resulting in cost savings for inspection fees to the new home builder.
- Continued to assist the City in maintaining a high ISO rating.
- Continued to maintain the deferred city status from the State Fire Marshal's office, thus continuing the City's one stop plan review process and capturing the additional permit fees.
- Updated and provided new information to the general public on the City web site for better public awareness and ease of navigating the permit process.

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Building Inspection 1510-250

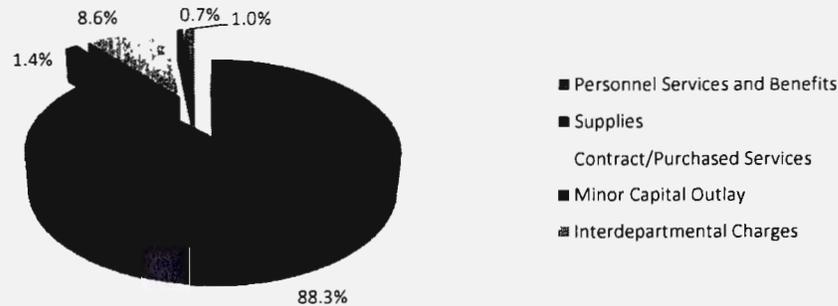
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 190,549 | 217,109 | 216,780 | 209,600 | 223,014 | 5,905 | 2.7% |
| Supplies | 2,135 | 4,370 | 17,002 | 16,797 | 3,480 | (890) | -20.4% |
| Contract/Purchased Services | 15,585 | 20,710 | 45,866 | 43,496 | 21,825 | 1,115 | 5.4% |
| Minor Capital Outlay | 70 | 2,100 | 1,841 | 1,441 | 1,700 | (400) | -19.0% |
| Interdepartmental Charges | 724 | 3,100 | 3,100 | 2,400 | 2,600 | (500) | -16.1% |
| Total Expenditures | 209,063 | 247,389 | 284,589 | 273,734 | 252,619 | 5,230 | 2.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted /2016 | |
|----------------------|----------------|----------------|----------------|----------------|----------------|--------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| General Fund Support | 145,663 | 173,889 | 211,089 | 200,234 | 179,119 | 5,230 | 3.0% |
| Licenses and Permits | 63,400 | 73,500 | 73,500 | 73,500 | 73,500 | - | 0.0% |
| Total Funding | 209,063 | 247,389 | 284,589 | 273,734 | 252,619 | 5,230 | 2.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted /2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|--------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 | 64,373 | - | 0.0% |
| Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 57,441 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 121,814 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Building Inspection 1510-250

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$5,905, or by 2.7%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|--|----------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 88,245 | 114,109 | 114,247 | 115,900 | 121,814 | 7,705 | 6.8% |
| 501 01 Overtime Wages | 13,732 | 20,000 | 16,300 | 11,300 | 15,000 | (5,000) | -25.0% |
| 502 01 Temporary Wages | 3,674 | 5,000 | 5,933 | 5,000 | 5,000 | - | 0.0% |
| 505 00 Payroll Taxes | 10,863 | 10,600 | 10,600 | 9,800 | 10,800 | 200 | 1.9% |
| 506 00 Pension | 14,209 | 20,300 | 20,300 | 18,200 | 19,500 | (800) | -3.9% |
| 507 00 Health and Life Insurance | 29,311 | 36,500 | 37,700 | 37,700 | 38,500 | 2,000 | 5.5% |
| 507 30 Workers Compensation | 6,040 | 8,300 | 8,700 | 8,700 | 8,500 | 200 | 1.4% |
| 508 00 Other Benefits | 24,031 | 1,800 | 1,800 | 1,800 | 3,400 | 1,600 | 88.9% |
| 509 03 Allowances-PW Clothing | 444 | 500 | 1,200 | 1,200 | 500 | - | 0.0% |
| Personnel Services and Benefits | 190,549 | 217,109 | 216,780 | 209,600 | 223,014 | 5,905 | 2.7% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 448 | 500 | 500 | 500 | 500 | - | 0.0% |
| 510 02 Operating Supplies | 41 | - | - | - | - | - | NA |
| 510 03 Safety Program Supplies | 543 | 400 | 800 | 800 | 400 | - | 0.0% |
| 510 05 Small Tools & Equipment | 86 | 380 | 380 | 380 | 380 | - | 0.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 795 | 1,405 | 1,205 | 1,000 | 1,000 | (405) | -28.8% |
| 530 01 Library Books | 55 | - | - | - | - | - | NA |
| 530 03 Professional & Technical Publications | 114 | 1,685 | 1,915 | 1,915 | 1,200 | (485) | -28.8% |
| 535 01 Moving Expenses | | | 12,000 | 12,000 | | - | NA |
| 535 02 Business and Meal Expense | 53 | | | | | - | NA |
| 535 04 Uniforms/Badges/Clothing | | | 202 | 202 | | - | NA |
| Supplies | 2,135 | 4,370 | 17,002 | 16,797 | 3,480 | (890) | -20.4% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | 327 | | | | | - | NA |
| 600 02 Travel-Training | 8,666 | 7,600 | 7,600 | 6,000 | 6,000 | (1,600) | -21.1% |
| 600 03 Training and Education | 4,119 | 3,800 | 3,570 | 2,800 | 2,800 | (1,000) | -26.3% |
| 605 02 Advertising & Publishing Marketing | | | 300 | 300 | | - | NA |
| 615 01 Professional & Technical Licenses | - | 570 | 270 | 270 | 400 | (170) | -29.8% |
| 615 02 Assn. Membership Dues & Fees | 610 | 665 | 665 | 665 | 665 | - | 0.0% |
| 630 02 Vehicle License Fees | | | 10 | 10 | 40 | | New |
| 630 03 Bank & Merchant Fees | 226 | | 230 | 230 | 230 | 230 | NA |
| 635 04 Software & Equip Maint Services | 171 | 190 | 190 | 190 | 190 | - | 0.0% |
| 640 04 Management and Consulting Services | - | 6,585 | 31,531 | 31,531 | 10,000 | 3,415 | 51.9% |
| 650 01 Telecommunications | 1,466 | 1,300 | 1,500 | 1,500 | 1,500 | 200 | 15.4% |
| Contract/Purchased Services | 15,585 | 20,710 | 45,866 | 43,496 | 21,825 | 1,115 | 5.4% |

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Building Inspection 1510-250

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|--|----------------|----------------|----------------|----------------|----------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 500 | 241 | 241 | 500 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 70 | 1,200 | 1,200 | 1,000 | 1,000 | (200) | -16.7% |
| 735 00 Software | - | 400 | 400 | 200 | 200 | (200) | -50.0% |
| Minor Capital Outlay | 70 | 2,100 | 1,841 | 1,441 | 1,700 | (400) | -19.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 724 | 3,100 | 3,100 | 2,400 | 2,600 | (500) | -16.1% |
| Interdepartmental Charges | 724 | 3,100 | 3,100 | 2,400 | 2,600 | (500) | -16.1% |
| Total Expenditures by Type | 209,063 | 247,389 | 284,589 | 273,734 | 252,619 | 5,230 | 2.1% |

NARRATIVE

500-01 Regular Salaries and Wages: \$121,814 – This account provides for compensation paid to all regular salaried and hourly employees of the Building Inspection Division.

501-01 Overtime Wages: \$15,000 - This account provides 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 for compensation paid to temporary salaried and hourly employees of the Building Inspection Division.

505-00 Payroll Taxes: \$10,800 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$19,500 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$38,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$8,500 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$3,400 – 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: \$500 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

510-01 Office Supplies: \$500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers and tape dispensers.

510-03 Safety Program Supplies: \$400 - This account provides 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 and Equipment: \$380 - This account provides 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.

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

Building Inspection 1510-250

525-04 Vehicle Motor Fuel and Lubricants: \$1,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

530-03 Professional and Technical Publications: \$1,200 - This account provides for professional and technical publications. Included are professional handbooks, print and electronic subscription services for building codes, professional standards and technical journals.

600-02 Travel-Training: \$6,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$2,800 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615-01 Professional and Technical Licenses: \$400 - This account provides for recertification fees for employees requiring a license in order to perform their duties.

615-02 Assn. Membership Dues and Fees: \$665 - This account provides 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 for licensing City vehicles for operations on public highways.

630-03 Bank and Merchant Fees: \$230 - This account provides for merchant fees for use of credit and debit cards for building permit fees.

635-04 Software and Equipment Maintenance Services: \$190 - 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 and Consulting Services: \$10,000 - This account provides 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: \$1,500 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

715-00 Furniture and Fixtures: \$500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-01 Computers, Printers and Copiers: \$1,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

735-00 Software: \$200 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

825-01 Interdepartmental Charges - Insurance: \$2,600 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

KPU Administration Building O&M 1510-251

MISSION STATEMENT

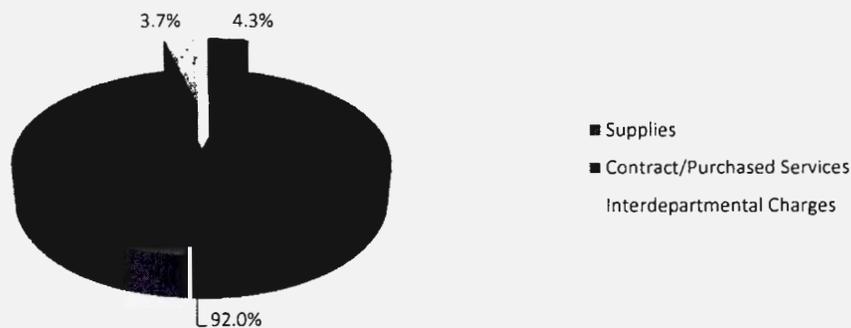
The KPU Administration Building O&M cost center accounts for the cost of operating and maintaining the KPU Administration Building. This facility houses the offices of the City Public Works Department and the KPU Water Division administrative offices. The cost of operating and maintaining the Administration Building is shared by the City Public Works Department and the KPU Water Division and is based on the square footage occupied by the 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 | 2014 | 2015 | | 2016 | 2015 Adopted /2016 | | |
|-----------------------------|---------------|---------------|------------------|---------------|--------------------|----------------|--------------|
| | Actual | Adopted | Amended Estimate | | Budget | Incr(Decr) | % |
| Supplies | 5,423 | 4,275 | 4,275 | 3,875 | 3,875 | (400) | -9.4% |
| Contract/Purchased Services | 75,114 | 83,540 | 83,540 | 82,040 | 82,040 | (1,500) | -1.8% |
| Interdepartmental Charges | - | 4,100 | 4,100 | 3,100 | 3,300 | (800) | New |
| Total Expenditures | 80,537 | 91,915 | 91,915 | 89,015 | 89,215 | (2,700) | -2.9% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted /2016 | | |
|----------------------|---------------|---------------|------------------|---------------|--------------------|----------------|--------------|
| | Actual | Adopted | Amended Estimate | | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| General Fund Support | 56,376 | 64,735 | 64,735 | 62,310 | 62,450 | (2,285) | -3.5% |
| KPU Enterprise Fund | 24,161 | 27,180 | 27,180 | 26,705 | 26,765 | (415) | -1.5% |
| Total Funding | 80,537 | 91,915 | 91,915 | 89,015 | 89,215 | (2,700) | -2.9% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

CITY OF KETCHIKAN
2016 ANNUAL BUDGET
Public Works-Engineering

KPU Administration Building O&M 1510-25'1

| DIVISION OPERATING BUDGET DETAIL | | | | | | | |
|---|---------------|--------------------|----------------|----------------|---------------|---------------------------|---------------|
| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
| | | Actual | Adopted | Amended | | Estimate | Budget |
| Supplies | | | | | | | |
| 515 02 Building & Grounds Maint Materials | 5,423 | 4,275 | 4,275 | 3,875 | 3,875 | (400) | -9.4% |
| Supplies | 5,423 | 4,275 | 4,275 | 3,875 | 3,875 | (400) | -9.4% |
| Contract/Purchased Services | | | | | | | |
| 635 02 Janitorial & Cleaning Services | 1,055 | 950 | 950 | 850 | 850 | (100) | -10.5% |
| 635 06 Building & Grounds Maint Services | 13,974 | 19,550 | 19,550 | 19,550 | 19,550 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 3,940 | - | - | - | - | - | NA |
| 650 01 Telecommunications | 16,063 | 16,640 | 16,640 | 16,640 | 16,640 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 40,082 | 46,400 | 46,400 | 45,000 | 45,000 | (1,400) | -3.0% |
| Contract/Purchased Services | 75,114 | 83,540 | 83,540 | 82,040 | 82,040 | (1,500) | -1.8% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | - | 4,100 | 4,100 | 3,100 | 3,300 | (800) | -19.5% |
| Interdepartmental Charges | - | 4,100 | 4,100 | 3,100 | 3,300 | (800) | -19.5% |
| Total Expenditures by Type | 80,537 | 91,915 | 91,915 | 89,015 | 89,215 | (2,700) | -2.9% |

NARRATIVE

515-02 Building and Grounds Maintenance Materials: \$3,875 – This account provides 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: \$850 – Expenditures for contractual services for carpet cleaning and other miscellaneous cleaning services at the KPU Administration Building.

635-06 Buildings and Grounds Maintenance Services: \$19,550 - This account provides for contractual services required for the repair and maintenance of the KPU Administration Building and the upkeep of its grounds.

650-01 Telecommunications: \$16,640 - This account provides 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 for electric, water, sewer and solid waste utility services.

825-01 Interdepartmental Charges – Insurance: \$3,300 - This account provides for risk management services and claims.

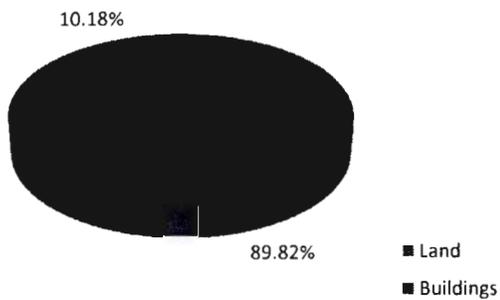
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Engineering

Capital Budget

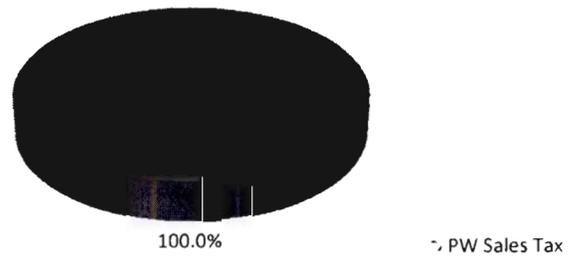
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted /2016 | |
|-----------------------------------|---------------|----------------|----------------|---------------|----------------|--------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 700-00 Land | 60,696 | 150,000 | 150,000 | 60,000 | 150,000 | - | 0.0% |
| 705-00 Buildings | | - | - | - | 17,000 | 17,000 | New |
| Total Major Capital Outlay | 60,696 | 150,000 | 150,000 | 60,000 | 167,000 | 17,000 | 11.3% |

| 2016 Capital Improvement Projects | Funding Sources | | |
|--|-----------------|----------------|----------|
| | | PW Sales | Tax |
| 700-00 Land | | | |
| Demolition of Dangerous Buildings | | 150,000 | - |
| Total Land | | 150,000 | - |
| 705-00 Buildings | | | |
| KPU Admin Building HVAC Valve Replacment | | 17,000 | - |
| Total Infrastructure | | 17,000 | - |
| Total 2016 Capital Budget | | 167,000 | - |

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Cemetery

Summary

The Bayview Cemetery is owned and operated by the City of Ketchikan.

The Public Works-Cemetery Department is comprised of one operating division and oversees a Capital Improvement

| DEPARTMENT EXECUTIVE SUMMARY | | | | | | | |
|---------------------------------------|---------------|----------------|----------------|-----------------|----------------|--------------------------|--------------|
| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 76,969 | 81,585 | 81,585 | 81,385 | 81,485 | (100) | -0.1% |
| Capital Improvement Program | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 15,000 | 62.5% |
| Total | 82,669 | 105,585 | 105,585 | 105,385 | 120,485 | 14,900 | 14.1% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|---------------|----------------|----------------|-----------------|----------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 4,416 | 6,080 | 5,980 | 5,980 | 6,080 | - | 0.0% |
| Contract/Purchased Services | 72,026 | 74,005 | 74,105 | 74,105 | 74,105 | 100 | 0.1% |
| Minor Capital Outlay | 22 | 500 | 500 | 500 | 500 | - | 0.0% |
| Interdepartmental Charges | 505 | 1,000 | 1,000 | 800 | 800 | (200) | -20.0% |
| Major Capital Outlay | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 15,000 | 62.5% |
| Total | 82,669 | 105,585 | 105,585 | 105,385 | 120,485 | 14,900 | 14.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|---------------|----------------|----------------|-----------------|----------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Supported | 71,969 | 76,585 | 76,585 | 76,385 | 76,485 | (100) | -0.1% |
| Cemetery O&M Fund | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| Cemetery Development Fund | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 15,000 | 62.5% |
| Total | 82,669 | 105,585 | 105,585 | 105,385 | 120,485 | 14,900 | 14.1% |

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 2016

- Continue to expand the installation of new sub-drain systems throughout the remainder of Section 2.
- Continue to provide an attractive, well maintained burial facility and to provide expansion space to meet projected burial needs.
- Continue surface leveling project and drainage work in portions of Sections 6 & 6A.

ACCOMPLISHMENTS FOR 2015

- Continued with repairs of retaining walls adjacent to Section 2.
- Successfully improved upon the several new sub-drain systems installed in 2014 to provide adequate sub-surface drainage in areas of Section 2, where severe surface discharge has been encountered.
- Increased the planting of ornamental shrubs and trees.
- Filled and leveled numerous sunken grave sites and reestablished turf.
- Raised and releveled approximately 60 headstones to match the surrounding grade.

DIVISION SUMMARY

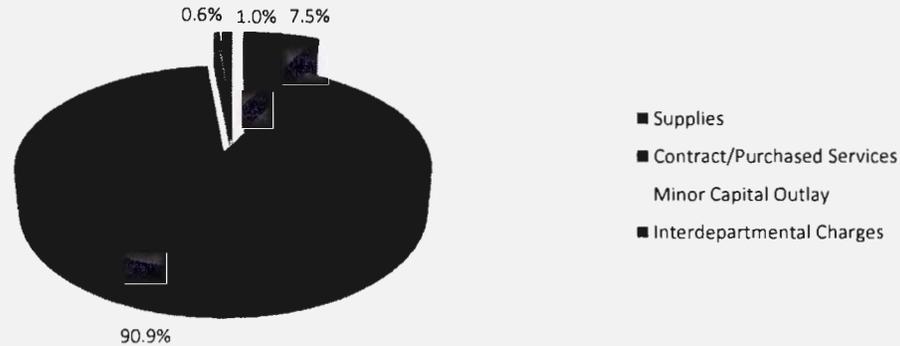
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 4,416 | 6,080 | 5,980 | 5,980 | 6,080 | - | 0.0% |
| Contract/Purchased Services | 72,026 | 74,005 | 74,105 | 74,105 | 74,105 | 100 | 0.1% |
| Minor Capital Outlay | 22 | 500 | 500 | 500 | 500 | - | 0.0% |
| Interdepartmental Charges | 505 | 1,000 | 1,000 | 800 | 800 | (200) | -20.0% |
| Total Expenditures | 76,969 | 81,585 | 81,585 | 81,385 | 81,485 | (100) | -0.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 71,969 | 76,585 | 76,585 | 76,385 | 76,485 | (100) | -0.1% |
| Cemetery O&M Fund | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| Total Funding | 76,969 | 81,585 | 81,585 | 81,385 | 81,485 | (100) | -0.1% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Cemetery

Operations Division 1520-110

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|---------------|---------------|---------------|---------------|---------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | 37 | 190 | 190 | 190 | 190 | - | 0.0% |
| 515 02 Building & Grounds Maint Materials | 2,714 | 3,800 | 3,700 | 3,700 | 3,800 | - | 0.0% |
| 525 03 Heating Fuel | 1,614 | 2,090 | 2,090 | 2,090 | 2,090 | - | 0.0% |
| 525 04 Vehicle Fuel & Lubricants | 51 | | | | | - | NA |
| Supplies | 4,416 | 6,080 | 5,980 | 5,980 | 6,080 | - | 0.0% |
| Contract/Purchased Services | | | | | | | |
| 630 03 Bank & Merchant Fees | 124 | | 100 | 100 | 100 | 100 | New |
| 635 06 Building & Grounds Maint Services | 69,520 | 71,230 | 71,230 | 71,230 | 71,230 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | - | 400 | 400 | 400 | 400 | - | 0.0% |
| 650 01 Telecommunications | 1,293 | 1,235 | 1,235 | 1,235 | 1,235 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 1,089 | 1,140 | 1,140 | 1,140 | 1,140 | - | 0.0% |
| Contract/Purchased Services | 72,026 | 74,005 | 74,105 | 74,105 | 74,105 | 100 | 0.1% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | 22 | 500 | 500 | 500 | 500 | - | 0.0% |
| Minor Capital Outlay | 22 | 500 | 500 | 500 | 500 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 505 | 1,000 | 1,000 | 800 | 800 | (200) | -20.0% |
| Interdepartmental Charges | 505 | 1,000 | 1,000 | 800 | 800 | (200) | -20.0% |
| Total Expenditures by Type | 76,969 | 81,585 | 81,585 | 81,385 | 81,485 | (100) | -0.1% |

NARRATIVE

510-02 Operating Supplies: \$190 - This account provides for supplies that are normally not of a maintenance nature and are required to support Cemetery Division operations.

515-02 Building and Grounds Maintenance Materials: \$3,800 – This account provides for materials required for the repair and maintenance of buildings and upkeep of the cemetery grounds.

525-03 Heating Fuel: \$2,090 - This account provides for heating fuel to heat the caretaker's building owned and operated by the City.

630-03 Bank & Merchant Fees: \$100 - This account provides 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.

635-06 Buildings and Grounds Maintenance Services: \$71,230 - This account provides 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 and Equipment Maintenance Services: \$400 - This account provides 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: \$1,235 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650-02 Electric, Water, Sewer & Solid Waste: \$1,140 - This account provides for electric, water, sewer and solid waste utility services.

725-00 Machinery and Equipment: \$500 - This account provides 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: \$800 - This account provides for risk management services and claims.

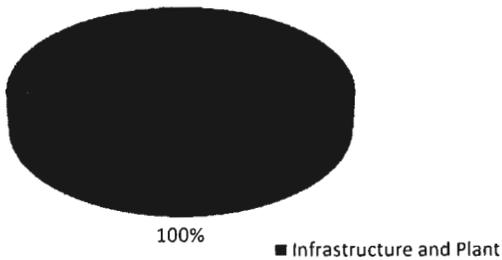
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Cemetery

Capital Budget

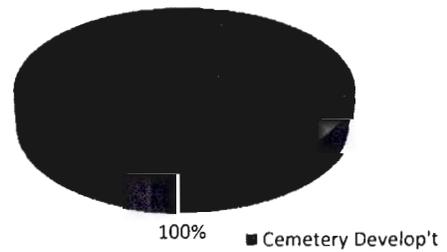
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 730-00 Infrastructure and Plant | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 15,000 | 62.5% |
| Total Major Capital Outlay | 5,700 | 24,000 | 24,000 | 24,000 | 39,000 | 15,000 | 62.5% |

| 2016 Capital Improvement Projects | | Funding Sources | | |
|--|---------------------------------------|-----------------|---------------|---------------|
| Project # | Project | Cemetery | | Total |
| | | Develop't | | |
| 730-00 Infrastructure and Plant | | | | |
| | Grading and Drainage Improvements | | 12,000 | 12,000 |
| | Paving Improvements | | 27,000 | 27,000 |
| | Total Infrastructure and Plant | | 39,000 | 39,000 |
| | Total 2016 Capital Budget | | 39,000 | 39,000 |

Expenditures by Type



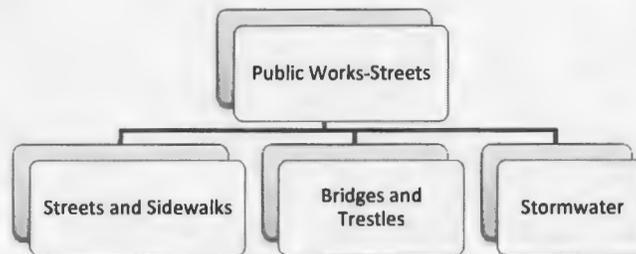
Expenditures by Funding Source



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Streets

Summary

The Public Works Streets Division provides preventative maintenance on City streets, sidewalks, boardwalks and the municipal storm drainage system.



The Public Works-Streets Division is comprised of one operating division, provides for a Seasonal Litter Program and oversees a Capital Improvement Program.

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |
| Seasonal Litter Program | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |
| Capital Improvement Program | 757,077 | 10,808,123 | 10,990,893 | 1,255,108 | 11,308,200 | 500,077 | 4.6% |
| Total | 2,362,262 | 12,620,377 | 12,840,647 | 2,975,743 | 13,118,874 | 498,497 | 3.9% |

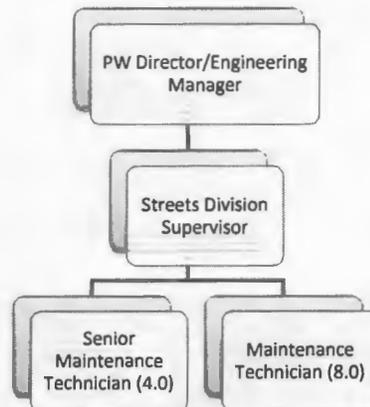
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,226,145 | 1,401,286 | 1,401,286 | 1,293,650 | 1,407,919 | 6,633 | 0.5% |
| Supplies | 255,849 | 278,540 | 278,310 | 266,855 | 279,505 | 965 | 0.3% |
| Contract/Purchased Services | 45,574 | 50,578 | 88,308 | 84,980 | 46,800 | (3,778) | -7.5% |
| Minor Capital Outlay | 23,262 | 13,000 | 13,000 | 12,500 | 11,500 | (1,500) | -11.5% |
| Interdepartmental Charges | 54,355 | 68,850 | 68,850 | 62,650 | 64,950 | (3,900) | -5.7% |
| Major Capital Outlay | 757,077 | 10,808,123 | 10,990,893 | 1,255,108 | 11,308,200 | 500,077 | 4.6% |
| Total | 2,362,262 | 12,620,377 | 12,840,647 | 2,975,743 | 13,118,874 | 498,497 | 3.9% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |
| Public Works Sales Tax Fund | 757,077 | 1,832,923 | 2,015,693 | 1,255,108 | 1,983,000 | 150,077 | 8.2% |
| CPV Funds | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |
| Grants | - | 8,975,200 | 8,975,200 | - | 9,325,200 | 350,000 | 3.9% |
| Total | 2,362,262 | 12,620,377 | 12,840,647 | 2,975,743 | 13,118,874 | 498,497 | 3.9% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 13.00 | 13.00 | 13.00 | 13.00 | 693,469 | - | 0.0% |
| Total | 13.00 | 13.00 | 13.00 | 13.00 | 693,469 | - | 0.0% |

MISSION STATEMENT

The mission of the Streets Division is to provide sufficient preventative maintenance in a cost effective manner to City streets, sidewalks, boardwalks and the municipal storm drainage system, in order to prevent injury to citizens and damage to public and private property from accidents and flooding.



GOALS FOR 2016

- Improve and maintain stairways and sidewalks.
- Maintain City streets during winter months by providing adequate de-icing and snow removal.
- Maintain a program of cleaning storm drainage systems.
- Maintain and install street signs.
- Provide flushing and sweeping of City streets and sidewalks.
- Ongoing brushing of City right-of-ways.
- Provide routine collection of municipal street refuse containers.
- Maintain City streets with patching as needed.
- Support other City departments with deliveries and moving services.
- Provide ongoing street painting of crosswalks and curbs.
- Continue with concrete joint reconstruction on Ketchikan Lakes Road.
- Maintain bridges and trestles , undertaking priority improvements as funding is made available.
- Assist with community service projects.
- Provide support to other City departments as needed.

ACCOMPLISHMENTS FOR 2015

- Completed rebuild of Pioneer Alley staircase.
- Replaced all decking, bullrail, and handrail on Peterson Street platform.
- Completed rebuild of staircase on wooden section of Inman Street.
- Replaced footings, posts, and cross bracing at the end of Inman Street.
- Rebuilt eighty feet of handrail on Lund Street.
- Patched concrete joints and panels on Dunton Street.
- Removed and replaced failing curb section on Dunton Street.
- Continued with concrete joint repairs on Ketchikan Lakes Road.
- Installed high strength grout along abutment wall on Ketchikan Creek Park lower bridge.
- Patched concrete alleyway behind City Hall.
- Installed catch basin and storm drain line on Dale Street.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

- Installed storm drain line under Warren Street stairs.
- Installed drain line on Married Mans Trail.
- Rebuilt large catch basin at corner of Schoenbar Road and Forest Ave.
- Repaired multiple street catch basins.
- Repaired large storm drain structure damaged by heavy rain at Misty Marie Lane.
- Picked up 157,000 lbs of trash curbside during annual Spring Clean-Up week.
- Fixed sinkholes at Sea Level Drive and corner of 3rd Ave & Tongass.
- Built 35 new bollard bases for the Port.
- Furnished trucks and manpower for moving materials and providing assistance to various City departments.
- Installed tsunami signs.
- Completed upgrade on regulatory signs to federally mandated standards.
- Boarded up various abandoned houses.

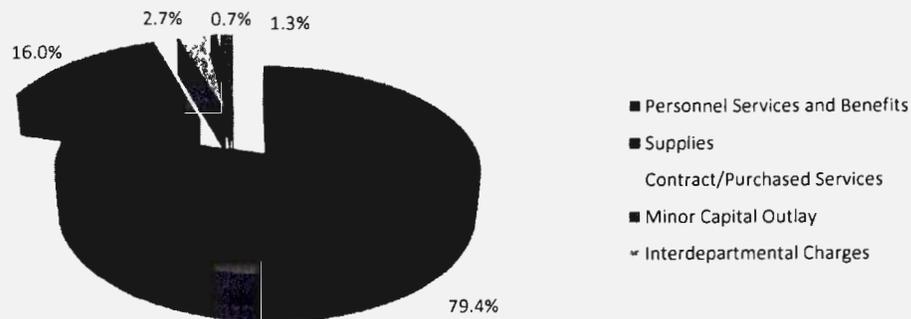
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,207,811 | 1,358,836 | 1,358,836 | 1,261,650 | 1,367,119 | 8,283 | 0.6% |
| Supplies | 255,849 | 275,690 | 275,460 | 264,005 | 275,005 | (685) | -0.2% |
| Contract/Purchased Services | 45,574 | 50,578 | 88,308 | 84,980 | 46,800 | (3,778) | -7.5% |
| Minor Capital Outlay | 23,262 | 13,000 | 13,000 | 12,500 | 11,500 | (1,500) | -11.5% |
| Interdepartmental Charges | 12,205 | 25,900 | 25,900 | 19,900 | 22,200 | (3,700) | -14.3% |
| Total Expenditures | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |
| Total Funding | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|--------------|--------------|--------------|--------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 72,974 | - | 0.0% |
| Senior Maintenance Technician | 4.00 | 4.00 | 4.00 | 4.00 | 230,122 | - | 0.0% |
| Maintenance Technician | 8.00 | 8.00 | 8.00 | 8.00 | 390,373 | - | 0.0% |
| Total | 13.00 | 13.00 | 13.00 | 13.00 | 693,469 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$8,283, or by .6%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016. The increase was offset by a projected \$33,500 decrease to the overtime account in anticipation of a forecasted mild winter.
- Overtime Wages (Account No. 501-01) decreased by \$33,500, or by 25.8%, in anticipation of a forecasted mild winter.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 661,551 | 668,556 | 669,556 | 658,600 | 693,469 | 24,913 | 3.7% |
| 501 01 Overtime Wages | 61,248 | 130,000 | 129,000 | 71,800 | 96,500 | (33,500) | -25.8% |
| 502 01 Temporary Wages | 41,184 | 67,500 | 67,500 | 60,400 | 67,500 | - | 0.0% |
| 505 00 Payroll Taxes | 56,070 | 66,300 | 66,300 | 58,800 | 65,610 | (690) | -1.0% |
| 506 00 Pension | 120,045 | 134,200 | 129,800 | 119,600 | 132,420 | (1,780) | -1.3% |
| 507 00 Health and Life Insurance | 219,915 | 228,300 | 231,300 | 231,300 | 240,600 | 12,300 | 5.4% |
| 507 30 Workers Compensation | 37,493 | 48,300 | 48,300 | 44,200 | 47,880 | (420) | -0.9% |
| 508 00 Other Benefits | 7,524 | 12,700 | 13,700 | 13,700 | 19,740 | 7,040 | 55.4% |
| 509 03 Allowances-PW Clothing | 2,781 | 2,700 | 3,100 | 3,100 | 3,250 | 550 | 20.4% |
| 509 08 Allowances-Medical Expenses | - | 280 | 280 | 150 | 150 | (130) | -46.4% |
| Personnel Services and Benefits | 1,207,811 | 1,358,836 | 1,358,836 | 1,261,650 | 1,367,119 | 8,283 | 0.6% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 883 | 1,425 | 1,425 | 1,425 | 1,425 | - | 0.0% |
| 510 02 Operating Supplies | 18,184 | 16,000 | 16,000 | 16,000 | 16,000 | - | 0.0% |
| 510 03 Safety Program Supplies | 4,815 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| 510 04 Janitorial Supplies | 57 | 1,225 | 995 | 850 | 850 | (375) | -30.6% |
| 510 05 Small Tools & Equipment | 3,416 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| 510 07 Food & Catering | 1,928 | - | - | - | - | - | NA |
| 515 01 Vehicle Maint Materials | 6,296 | - | 2,000 | 1,000 | 1,000 | 1,000 | New |
| 515 04 Machinery & Equip Maint Materials | 219 | - | - | - | 1,000 | 1,000 | New |
| 515 05 Infrastructure Maintenance Materials | 169,934 | 181,680 | 179,680 | 179,680 | 181,680 | - | 0.0% |
| 520 02 Postage | 865 | 110 | 110 | 50 | 50 | (60) | -54.5% |
| 520 04 Freight-Material and Supplies | - | 4,250 | 4,250 | 1,000 | 2,000 | (2,250) | -52.9% |
| 525 04 Vehicle Motor Fuel & Lubricants | 48,402 | 57,000 | 57,000 | 50,000 | 56,000 | (1,000) | -1.8% |
| 525 07 Machinery & Equip Fuel & Lubricants | 850 | - | - | - | 1,000 | 1,000 | New |
| Supplies | 255,849 | 275,690 | 275,460 | 264,005 | 275,005 | (685) | -0.2% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Streets

Operations Division 1530-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | - | 4,103 | 4,103 | 4,100 | 4,100 | (3) | -0.1% |
| 600 03 Training and Education | 1,340 | 1,900 | 1,900 | 1,900 | 1,900 | - | 0.0% |
| 605 01 Ads and Public Announcements | 1,960 | 2,925 | 2,825 | 1,500 | 2,925 | - | 0.0% |
| 615 01 Professional Licenses and Certificates | | | 330 | 330 | 230 | 230 | New |
| 630 02 Vehicle Licenses | 195 | 120 | 120 | 120 | 120 | - | 0.0% |
| 630 05 Software Licenses | - | 500 | 500 | - | 100 | (400) | -80.0% |
| 635 01 Government Contractual Services | | | 37,500 | 37,500 | - | - | NA |
| 635 07 Machinery & Equipment Maint Services | 405 | 1,000 | 1,000 | 800 | 1,000 | - | 0.0% |
| 635 08 Infrastructure Maintenance Services | 18,790 | 18,305 | 18,305 | 18,305 | 15,000 | (3,305) | -18.1% |
| 640 02 Engineering and Architectural Services | 5,001 | | | | | - | NA |
| 645 02 Rents and Leases-Machinery & Equip | 801 | 1,425 | 1,425 | 1,425 | 1,425 | - | 0.0% |
| 650 01 Telecommunications | 7,051 | 8,300 | 8,300 | 8,000 | 8,000 | (300) | -3.6% |
| 650 02 Electric, Water, Sewer & Solid Waste | 10,031 | 12,000 | 12,000 | 11,000 | 12,000 | - | 0.0% |
| Contract/Purchased Services | 45,574 | 50,578 | 88,308 | 84,980 | 46,800 | (3,778) | -7.5% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 500 | 500 | 500 | 500 | - | 0.0% |
| 725 00 Machinery and Equipment | 23,250 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 12 | 2,000 | 2,000 | 2,000 | 1,000 | (1,000) | 100.0% |
| 735 00 Software | - | 500 | 500 | - | - | (500) | 0.0% |
| Minor Capital Outlay | 23,262 | 13,000 | 13,000 | 12,500 | 11,500 | (1,500) | -11.5% |
| Interdepartmental Charges/ Reimbursable Credits | | | | | | | |
| 825 01 Interdepartmental-Insurance | 12,205 | 25,900 | 25,900 | 19,900 | 22,200 | (3,700) | -14.3% |
| Interdepartmental Charges | 12,205 | 25,900 | 25,900 | 19,900 | 22,200 | (3,700) | -14.3% |
| Total Expenditures by Type | 1,544,701 | 1,724,004 | 1,761,504 | 1,643,035 | 1,722,624 | (1,380) | -0.1% |

NARRATIVE

500-01 Regular Salaries and Wages: \$693,469 – This account provides for compensation paid to all regular salaried and hourly employees of the Streets Division.

501-01 Overtime Wages: \$96,500 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$67,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Streets Division.

505-00 Payroll Taxes: \$65,610 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$132,420 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$240,600 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$47,880 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$19,740 – 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: \$3,250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances- Medical Expenses: \$150 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510-01 Office Supplies: \$1,425 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, comb binding machines and tape dispensers.

510-02 Operating Supplies: \$16,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, public trash cans, public benches and cigarette disposal urns.

510-03 Safety Program Supplies: \$7,000 - This account provides for safety information brochures, safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control supplies.

510-04 Janitorial Supplies: \$850 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

510-05 Small Tools and Equipment: \$7,000 - This account provides 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 for the materials required for maintaining vehicles such as tires.

515-04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for materials required for maintaining machinery and equipment such as office equipment and operating equipment.

515-05 Infrastructure Maintenance Materials: \$181,680 - This account provides 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, paint, asphalt patching materials and pavement striping.

520-02 Postage: \$50 - This account provides for postal related services such as postage, express delivery and mailing materials.

520-04 Freight – Materials and Supplies: \$2,000 - This account provides for shipping or transporting supplies and material to and from vendors.

525-04 Vehicle Motor Fuel and Lubricants: \$56,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

525-07 Machinery & Equipment Fuel and Lubricants: \$1,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of City machinery and equipment.

600-02 Travel-Training: \$4,100 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Public Works-Streets

Operations Division 1530-110

600-03 Training and Education: \$1,900 – This account provides expenditures for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

605-01 Advertising and Public Announcements: \$2,925 - This account provides 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 and Certificates: \$230 - This account provides for expenditures for licensing professional, technical, and other employees requiring a license in order to perform their duties. Included are fees paid to license engineers, accountants, attorneys, commercial drivers; and fees paid for technical certifications required by medical technicians, notaries, surveyors, divers and operators of special equipment.

630-02 Vehicle Licenses: \$120 – This account provides for licensing department vehicles for operations on public highways.

630-05 Software Licenses: \$100 – This account provides for acquiring licenses for the right to use proprietary software.

635-07 Machinery and Equipment Maintenance Services: \$1,000 - This account provides 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 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 and pressure washing the downtown area in the spring.

645-02 Rents and Leases - Machinery & Equipment: \$1,425 - This account provides for the rent and lease of machinery and equipment.

650-01 Telecommunications: \$8,000 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650-02 Electric, Water, Sewer & Solid Waste: \$12,000 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$10,000 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

725-01 Computers, Printers and Copiers: \$1,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

825-01 Interdepartmental Charges – Insurance: \$22,200 - This account provides for risk management services and claims.

PROGRAM STATEMENT

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

GOALS FOR 2016

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

ACCOMPLISHMENTS FOR 2015

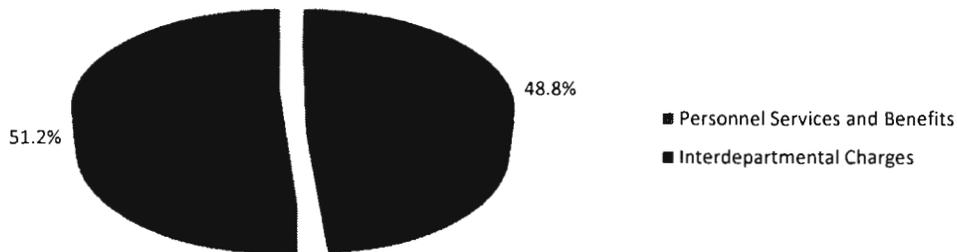
- Successfully continued the implementation of the Seasonal Litter Program.

PROGRAM SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---------------------------------|---------------|---------------|------------------|---------------|-------------------|--------------|--------------|
| | Actual | Adopted | Amended Estimate | | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 18,334 | 42,450 | 42,450 | 32,000 | 40,800 | (1,650) | -3.9% |
| Supplies | - | 2,850 | 2,850 | 2,850 | 4,500 | 1,650 | New |
| Interdepartmental Charges | 42,150 | 42,950 | 42,950 | 42,750 | 42,750 | (200) | -0.5% |
| Total Expenditures | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|----------------------|---------------|---------------|------------------|---------------|-------------------|--------------|--------------|
| | Actual | Adopted | Amended Estimate | | Budget | Incr(Decr) | % |
| CPV Fund | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |
| Total Funding | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |

2016 Expenditures by Type



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2016 Operating and Capital Budget
Public Works-Streets

Seasonal Litter Program 1530-260

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

PROGRAM OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 501 01 Overtime | 229 | | | - | | - | NA |
| 502 01 Temporary Wages | 16,031 | 37,050 | 37,050 | 27,700 | 35,800 | (1,250) | -3.4% |
| 505 00 Payroll Taxes | 1,244 | 2,800 | 2,800 | 2,100 | 2,700 | (100) | -3.6% |
| 507 30 Workers Compensation | 780 | 2,200 | 2,200 | 1,800 | 2,100 | (100) | -4.5% |
| 508 00 Other Benefits | 50 | 400 | 400 | 400 | 200 | (200) | -50.0% |
| Personnel Services and Benefits | 18,334 | 42,450 | 42,450 | 32,000 | 40,800 | (1,650) | -3.9% |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | - | 2,850 | 2,850 | 2,850 | 4,500 | 1,650 | 57.9% |
| Supplies | - | 2,850 | 2,850 | 2,850 | 4,500 | 1,650 | 57.9% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges - Insurance | - | 800 | 800 | 600 | 600 | (200) | -25.0% |
| 851 01 Interdepartmental Charges-Equip Charge: | 42,150 | 42,150 | 42,150 | 42,150 | 42,150 | - | 0.0% |
| Interdepartmental Charges | 42,150 | 42,950 | 42,950 | 42,750 | 42,750 | (200) | -0.5% |
| Total Expenditures by Type | 60,484 | 88,250 | 88,250 | 77,600 | 88,050 | (200) | -0.2% |

NARRATIVE

502-01 Temporary Wages: \$35,800- This account provides for compensation paid to salaried and hourly employees for temporary personnel services.

505-00 Payroll Taxes: \$2,700 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

507-30 Workers Compensation: \$2,100 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$200 – This account provides 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: \$4,500 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as public trash cans, trash can liners and cigarette disposal urns.

825-01 Interdepartmental Charges – Insurance: \$600 - This account provides for risk management services and claims.

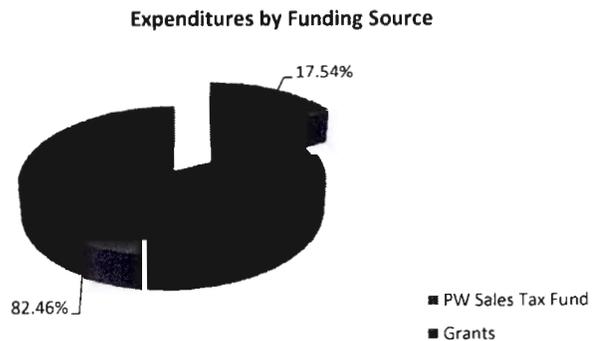
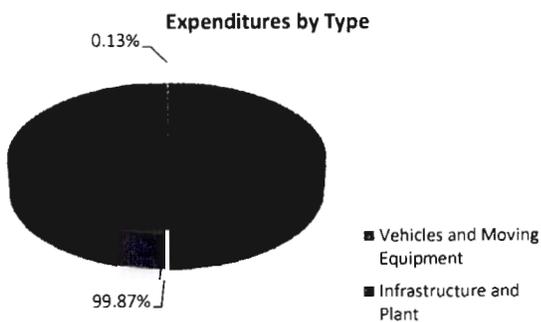
851-01 Interdepartmental Charges-Equipment Charges: \$42,150 – This account provides for charges for the use of equipment belonging to the Solid Waste Fund by the seasonal litter crew.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Streets

Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 Budget | 2015 Adopted/2016 | |
|--------------------------------------|----------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| 720-00 Vehicles and Moving Equipment | 64,000 | 69,000 | 72,011 | 72,011 | 15,000 | (54,000) | -78.3% |
| 730-00 Infrastructure and Plant | 693,077 | 10,739,123 | 10,918,882 | 1,183,097 | 11,293,200 | 554,077 | 5.2% |
| Total Major Capital Outlay | 757,077 | 10,808,123 | 10,990,893 | 1,255,108 | 11,308,200 | 500,077 | 4.6% |

| 2016 Capital Improvement Projects | | Funding Sources | | | |
|---|---|-----------------|------------------|-----------|-------------------|
| Project # | Project | PW Sales Tax | | | Total |
| | | Fund | CPV Funds | Grants | |
| 720-00 Vehicles and Moving Equipment | | | | | |
| | Tilt Deck Trailer | | 15,000 | | 15,000 |
| | Total Vehicles and Moving Equipment | | 15,000 | - | 15,000 |
| 730-00 Infrastructure and Plant | | | | | |
| | Safer Streets & Sidewalks Program | | 75,000 | | 75,000 |
| | Staircase Reconstruction | | 50,000 | | 50,000 |
| | Rock & Tree Maintenance | | 15,000 | | 15,000 |
| | Pavement Overlay - Surface Repair | | 600,000 | | 600,000 |
| | Bawden/Spruce Mill Way Pavement Repair | | 170,000 | | 170,000 |
| | Downtown Crosswalk Improvements | | | 350,000 | 350,000 |
| | Bucey Ave, Baker St, Larson St Improvements | | 20,000 | | 20,000 |
| | Deer Mtn Ct, Bostwick Pavement & Storm Drainage | | 20,000 | | 20,000 |
| | Chatham Drainage Improvements | | 300,000 | | 300,000 |
| | Schoenbar Road Storm Component | | 250,000 | | 250,000 |
| | Bucey Ave, Baker St, Larson St Storm Component | | 20,000 | | 20,000 |
| | Deer Mtn Ct, Bostwick Storm Component | | 20,000 | | 20,000 |
| | Bridge Maintenance and Repair | | 50,000 | | 50,000 |
| | Water Street Trestle #2 Replacement | | | 8,975,200 | 8,975,200 |
| | Harris Street Bridge Repaint/Repairs | | 378,000 | | 378,000 |
| | Total Infrastructure and Plant | | 1,968,000 | - | 11,293,200 |
| | Total 2016 Capital Budget | | 1,983,000 | - | 11,308,200 |



CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 456,996 | 528,297 | 528,297 | 520,875 | 533,478 | 5,181 | 1.0% |
| Capital Improvement Program | - | 48,000 | 48,000 | 8,700 | - | (48,000) | -100.0% |
| Total | 456,996 | 576,297 | 576,297 | 529,575 | 533,478 | (42,819) | -7.4% |

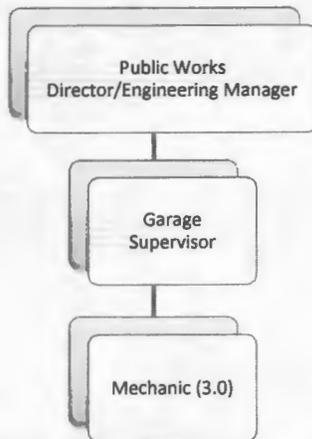
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 365,613 | 402,512 | 409,927 | 409,900 | 421,603 | 19,091 | 4.7% |
| Supplies | 126,930 | 161,690 | 151,595 | 146,400 | 146,650 | (15,040) | -9.3% |
| Contract/Purchased Services | 37,925 | 43,795 | 46,475 | 46,475 | 46,625 | 2,830 | 6.5% |
| Minor Capital Outlay | 226 | 5,500 | 5,500 | 5,500 | 5,500 | - | 0.0% |
| Interdepartmental Charges | (73,698) | (85,200) | (85,200) | (87,400) | (86,900) | (1,700) | 2.0% |
| Major Capital Outlay | - | 48,000 | 48,000 | 8,700 | - | (48,000) | -100.0% |
| Total | 456,996 | 576,297 | 576,297 | 529,575 | 533,478 | (42,819) | -7.4% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| General Fund Support | 416,333 | 465,647 | 465,647 | 468,525 | 470,828 | 5,181 | 1.1% |
| Public Works Sales Tax Fund | - | 48,000 | 48,000 | 8,700 | - | (48,000) | -100.0% |
| Solid Waste Services Fund | 5,863 | 20,300 | 20,300 | 10,000 | 20,300 | - | 0.0% |
| Wastewater Fund | 18,685 | 30,000 | 30,000 | 30,000 | 30,000 | - | 0.0% |
| Harbor Fund | 9,826 | 8,850 | 8,850 | 8,850 | 8,850 | - | 0.0% |
| Port Enterprise Fund | 6,289 | 3,500 | 3,500 | 3,500 | 3,500 | - | 0.0% |
| Total | 456,996 | 576,297 | 576,297 | 529,575 | 533,478 | (42,819) | -7.4% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 4.00 | 4.00 | 4.00 | 4.00 | 246,343 | - | 0.0% |
| Total | 4.00 | 4.00 | 4.00 | 4.00 | 246,343 | - | 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 2016

- Utilize work management system to effectively manage division resources.
- Continue to develop waste oil recovery and expand waste oil burning to reduce heating costs.
- Continue specialized training on vehicles and equipment, and achieve related certification.
- Provide a level of service that will enhance the operation of other departments and extend the useful life of equipment and vehicles.
- Assist other divisions with future equipment needs and development of bid specifications for procurement of equipment.
- Evaluate the equipment fleet for units that are beyond their expected service life.
- Continue corrosion control program to enhance the life of equipment and reduce future maintenance costs.

ACCOMPLISHMENTS FOR 2015

- Ordered and delivered 1 new Rescue/Pumper vehicle, 3 new trucks for the Streets Division, and 3 new police vehicles.
- Completed improvement project on Fire Boat to restore it to its original firefighting capacity.
- Staff maintained and repaired more than 152 pieces of equipment.
- Performed readiness testing and inspection of Ketchikan Fire Department's standby generator.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

- Continued to implement corrosion control measures to extend the life of the equipment.
- Completed another full year with no lost time accidents.
- Performed readiness testing on Ketchikan Police Department's standby generator.

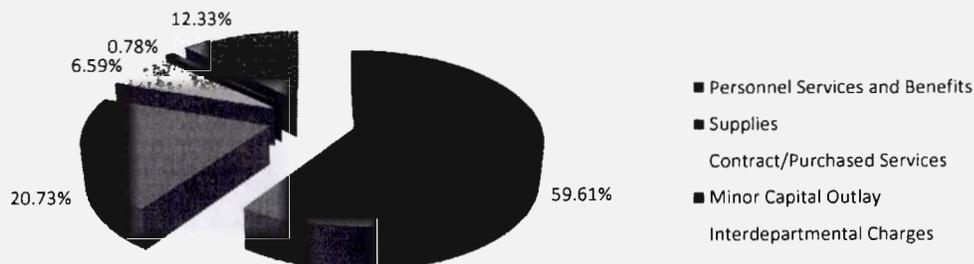
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 365,613 | 402,512 | 409,927 | 409,900 | 421,603 | 19,091 | 4.7% |
| Supplies | 126,930 | 161,690 | 151,595 | 146,400 | 146,650 | (15,040) | -9.3% |
| Contract/Purchased Services | 37,925 | 43,795 | 46,475 | 46,475 | 46,625 | 2,830 | 6.5% |
| Minor Capital Outlay | 226 | 5,500 | 5,500 | 5,500 | 5,500 | - | 0.0% |
| Interdepartmental Charges | (73,698) | (85,200) | (85,200) | (87,400) | (86,900) | (1,700) | 2.0% |
| Total Expenditures | 456,996 | 528,297 | 528,297 | 520,875 | 533,478 | 5,181 | 1.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| General Fund Support | 416,333 | 465,647 | 465,647 | 468,525 | 481,128 | 15,481 | 3.3% |
| Solid Waste Services Fund | 5,863 | 20,300 | 20,300 | 10,000 | 10,000 | (10,300) | -50.7% |
| Wastewater Fund | 18,685 | 30,000 | 30,000 | 30,000 | 30,000 | - | 0.0% |
| Small Boat Harbor Fund | 9,826 | 8,850 | 8,850 | 8,850 | 8,850 | - | 0.0% |
| Port Enterprise Fund | 6,289 | 3,500 | 3,500 | 3,500 | 3,500 | - | 0.0% |
| Total Funding | 456,996 | 528,297 | 528,297 | 520,875 | 533,478 | 5,181 | 1.0% |

| Full-time Equivalent Personnel | 2013 | 2014 | | 2015 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 75,186 | - | 0.0% |
| Mechanic | 3.00 | 3.00 | 3.00 | 3.00 | 171,157 | - | 0.0% |
| Total | 4.00 | 4.00 | 4.00 | 4.00 | 246,343 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$19,091, or by 4.7%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Heating Fuel (Account No. 525-03) decreased by \$6,000, or by -23.1%, to reflect a decrease in fuel usage and savings realized by utilizing waste oil burner.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 212,487 | 234,512 | 244,227 | 244,200 | 246,343 | 11,831 | 5.0% |
| 501 01 Overtime Wages | 1,791 | 4,000 | 1,500 | 1,500 | 4,000 | - | 0.0% |
| 505 00 Payroll Taxes | 15,451 | 18,300 | 17,900 | 17,900 | 19,210 | 910 | 5.0% |
| 506 00 Pension | 42,388 | 41,900 | 41,300 | 41,300 | 42,620 | 720 | 1.7% |
| 507 00 Health and Life Insurance | 78,225 | 83,900 | 85,400 | 85,400 | 86,900 | 3,000 | 3.6% |
| 507 30 Workers Compensation | 10,108 | 15,100 | 14,800 | 14,800 | 14,490 | (610) | -4.0% |
| 508 00 Other Benefits | 4,231 | 3,500 | 3,500 | 3,500 | 6,740 | 3,240 | 92.6% |
| 509 03 Allowances-PW Clothing | 932 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 509 07 Allowances-Medical Expenses | - | 300 | 300 | 300 | 300 | - | 0.0% |
| Personnel Services and Benefits | 365,613 | 402,512 | 409,927 | 409,900 | 421,603 | 19,091 | 4.7% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 226 | 250 | 250 | 250 | 250 | - | 0.0% |
| 510 02 Operating Supplies | 3,771 | 6,000 | 5,935 | 5,000 | 5,000 | (1,000) | -16.7% |
| 510 03 Safety Program Supplies | 1,073 | 250 | 250 | - | 250 | - | 0.0% |
| 510 04 Janitorial Supplies | 143 | 250 | 250 | 250 | 250 | - | 0.0% |
| 510 05 Small Tools & Equipment | 5,567 | 6,000 | 6,000 | 5,000 | 5,000 | (1,000) | -16.7% |
| 515 01 Vehicle Maintenance Materials | 83,904 | 107,990 | 105,000 | 105,000 | 105,000 | (2,990) | -2.8% |
| 515 02 Building & Grounds Maint Materials | 1,177 | 1,500 | 1,500 | 1,000 | 1,000 | (500) | -33.3% |
| 515 03 Furniture & Fixtures Maint Materials | 23 | 250 | 250 | 250 | 250 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 2,088 | 2,000 | 2,000 | 1,500 | 1,500 | (500) | -25.0% |
| 520 02 Postage | - | 200 | 200 | 150 | 150 | (50) | -25.0% |
| 520 04 Freight-Material and Supplies | 1,659 | 2,500 | 2,500 | 1,500 | 1,500 | (1,000) | -40.0% |
| 525 03 Heating Fuel | 19,997 | 26,000 | 20,000 | 20,000 | 20,000 | (6,000) | -23.1% |
| 525 04 Vehicle Motor Fuel & Lubricants | 6,956 | 8,000 | 6,960 | 6,000 | 6,000 | (2,000) | -25.0% |
| 535 04 Uniforms/Badges/Clothing | 346 | 500 | 500 | 500 | 500 | - | 0.0% |
| Supplies | 126,930 | 161,690 | 151,595 | 146,400 | 146,650 | (15,040) | -9.3% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Garage & Warehouse

Operations Division 1540-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 2,727 | 4,590 | 4,590 | 4,590 | 4,590 | - | 0.0% |
| 600 03 Training and Education | 1,758 | 3,060 | 3,060 | 3,060 | 3,060 | - | 0.0% |
| 615 02 Assn. Membership Dues and Fees | 120 | 200 | 220 | 220 | 220 | 20 | 10.0% |
| 620 03 Towing | 90 | 250 | 250 | 250 | 250 | - | 0.0% |
| 630 02 Vehicle Licenses | | | 60 | 60 | 60 | 60 | New |
| 630 05 Software Licenses | 350 | 500 | 1,500 | 1,500 | 1,500 | 1,000 | 200.0% |
| 635 03 Vehicle Maintenance Services | 2,582 | 450 | 450 | 450 | 600 | 150 | 33.3% |
| 635 06 Building & Grounds Maint Services | 373 | - | - | - | - | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 500 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 635 12 Technical Services | 913 | 1,295 | 1,295 | 1,295 | 1,295 | - | 0.0% |
| 650 01 Telecommunications | 313 | 550 | 550 | 550 | 550 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 28,199 | 31,400 | 33,000 | 33,000 | 33,000 | 1,600 | 5.1% |
| Contract/Purchased Services | 37,925 | 43,795 | 46,475 | 46,475 | 46,625 | 2,830 | 6.5% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | 226 | 3,500 | 3,500 | 3,500 | 3,500 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | - | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| Minor Capital Outlay | 226 | 5,500 | 5,500 | 5,500 | 5,500 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 1,898 | 9,800 | 9,800 | 7,600 | 8,100 | (1,700) | -17.3% |
| 890 00 Reimbursable Credits | (75,596) | (95,000) | (95,000) | (95,000) | (95,000) | - | 0.0% |
| Interdepartmental Charges | (73,698) | (85,200) | (85,200) | (87,400) | (86,900) | (1,700) | 2.0% |
| Total Expenditures by Type | 456,996 | 528,297 | 528,297 | 520,875 | 533,478 | 5,181 | 1.0% |

NARRATIVE

500-01 Regular Salaries and Wages: \$246,343 – This account provides for compensation paid to all regular salaried and hourly employees of the Garage & Warehouse Division.

501-01 Overtime Wages: \$4,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

505-00 Payroll Taxes: \$19,210 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$42,620 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$86,900 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$14,490 – This account provides for employer contributions to employee health and life insurance plans, workers compensation and unemployment insurance.

508-00 Other Benefits: \$6,740 – 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.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

509-03 Allowances – Public Works Clothing: \$1,000 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-07 Allowances- Medical Expenses: \$300 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510-01 Office Supplies: \$250 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, and tape dispensers.

510-02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as paint, solvents and shop materials.

510-03 Safety Program Supplies: \$250 - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, and specialized protective safety clothing.

510-04 Janitorial Supplies: \$250 – This account provides for cleaning and sanitation supplies used by in-house and contracted janitors.

510-05 Small Tools and Equipment: \$5,000 - This account provides for minor tools, operating and office equipment with a value of less than \$1,000. Included are hand tools, blow torches, hydraulic jacks, sump pumps, computer accessories, space heaters, radios, calculators, file cabinets and similar types of minor tools and equipment.

515-01 Vehicle Maintenance Materials: \$105,000 - This account provides 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 and Grounds Maintenance Materials: \$1,000 – This account provides for materials required for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the division.

515-03 Furniture and Fixtures Maintenance Materials: \$250 - This account provides for materials required for the repair and maintenance of furniture and building fixtures owned or leased and operated by the division.

515-04 Machinery and Equipment Maintenance Materials: \$1,500 – This account provides for materials and parts required for the repair and maintenance of City owned machinery and equipment used by the division.

520-02 Postage: \$150 - This account provides for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

520-04 Freight – Materials and Supplies: \$1,500 - This account provides for shipping or transporting supplies and materials to and from vendors.

525-03 Heating Fuel: \$20,000 - This account provides for heating fuel to heat the garage and the warehouse.

525-04 Vehicle Motor Fuel and Lubricants: \$6,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of the division.

535-04 Allowances-Uniforms/Badges/Clothing: \$500 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, boots and gloves.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Public Works-Garage & Warehouse

Operations Division 1540-110

600-02 Travel-Training: \$4,590 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$3,060 - This account provides for registration fees, training fees, training materials, tuition reimbursements, and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or a third-party.

615-02 Assn. Membership Dues and Fees: \$220 - This account provides for memberships in professional and trade associations.

620-03 Towing: \$250 - This account provides for towing of City vehicles.

630-02 Vehicle Licenses: \$60 - This account provides for acquiring licenses for vehicles for operations on public highways.

630-05 Software Licenses: \$1,500 - This account provides for acquiring licenses for the right to use proprietary software.

635-03 Vehicle Maintenance Services: \$600 - This account provides for contractual services required for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock. This account includes contract labor and materials required to provide the service.

635-07 Machinery and Equipment Maintenance Services: \$1,500 - This account provides for contractual services required for the repair and maintenance of machinery and other operating equipment used by the division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635-12 Technical Services: \$1,295 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are specialized automotive services.

650-01 Telecommunications: \$550 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650-02 Electric, Water, Sewer & Solid Waste: \$33,000 - This account provides for electric, water, sewer and solid waste utility services.

725-00 Machinery and Equipment: \$3,500 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

725-01 Computers, Printers and Copiers: \$2,000 - Expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

825-01 Interdepartmental Charges - Insurance: \$8,100 - This account provides for risk management services and claims.

890-00 Reimbursable Credits: (\$95,000) - A contra-expense account for crediting the Garage department for operating costs that will be paid by another General Fund department.

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Public Works-Garage & Warehouse

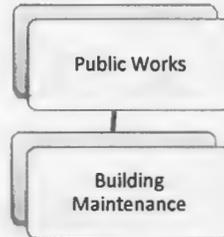
Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | 2016 | 2015 Adopted/2016 | | |
|-----------------------------------|--------|---------------|---------------|--------------|-------------------|-----------------|----------------|
| | Actual | Adopted | Amended | | Estimate | Budget | Incr(Decr) |
| 705-00 Buildings | - | | 10,000 | 8,700 | - | - | NA |
| 730-00 Infrastructure and Plant | - | 48,000 | 38,000 | - | - | (48,000) | -100.0% |
| Total Major Capital Outlay | - | 48,000 | 48,000 | 8,700 | - | (48,000) | -100.0% |

CITY OF KETCHIKAN
2016 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 two cost centers and a Capital Improvement Program.

| DEPARTMENT EXECUTIVE SUMMARY | | | | | | | |
|---------------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|---------------|
| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 252,446 | 302,287 | 302,287 | 279,494 | 311,453 | 9,166 | 3.0% |
| City Hall O&M | 76,685 | 99,022 | 99,022 | 78,850 | 96,300 | (2,722) | -2.7% |
| Shoreline Bldg O&M | 6,556 | 8,873 | 8,873 | 5,807 | 8,317 | (556) | -6.3% |
| Orphaned Buildings | 32,444 | 18,215 | 18,215 | 13,473 | 16,450 | (1,765) | -9.7% |
| Capital Improvement Program | 400,703 | 80,000 | 95,090 | 92,090 | - | (80,000) | -100.0% |
| Total | 768,834 | 508,397 | 523,487 | 469,714 | 432,520 | (75,877) | -14.9% |

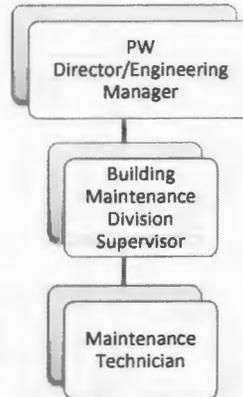
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 203,312 | 236,105 | 236,180 | 221,775 | 252,410 | 16,305 | 6.9% |
| Supplies | 52,654 | 53,151 | 53,276 | 41,021 | 44,490 | (8,661) | -16.3% |
| Contract/Purchased Services | 106,886 | 122,098 | 121,898 | 103,385 | 122,677 | 579 | 0.5% |
| Minor Capital Outlay | 1,764 | 4,500 | 4,500 | 2,500 | 3,300 | (1,200) | -26.7% |
| Interdepartmental Charges | 3,515 | 12,543 | 12,543 | 8,943 | 9,643 | (2,900) | -23.1% |
| Major Capital Outlay | 400,703 | 80,000 | 95,090 | 92,090 | - | (80,000) | -100.0% |
| Total | 768,834 | 508,397 | 523,487 | 469,714 | 432,520 | (75,877) | -14.9% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Supported | 361,757 | 422,023 | 422,023 | 371,250 | 426,146 | 4,123 | 1.0% |
| Public Works Sales Tax Fund | 354,061 | 80,000 | 95,090 | 92,090 | - | (80,000) | -100.0% |
| Economic Parking Development Fund | 46,642 | - | - | - | - | - | NA |
| Shoreline Fund | 6,374 | 6,374 | 6,374 | 6,374 | 6,374 | - | 0.0% |
| Total | 768,834 | 508,397 | 523,487 | 469,714 | 432,520 | (75,877) | -14.9% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 2.00 | 2.00 | 2.00 | 2.00 | 114,610 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 114,610 | - | 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 2016

- Continue to troubleshoot and provide maintenance for all building systems and facilities within the responsibilities of the division.
- Continue upgrades to the Centennial Building.
- Continue implementing moisture control recommendations at the Totem Heritage Center.
- Continue quality training for the Building Maintenance Technician.

ACCOMPLISHMENTS FOR 2015

- Completed hundreds of work orders for various repairs and improvements to the City facilities.
- Performed building inspections of and pressure washed all City owned buildings as needed.
- Provided snow removal on sidewalks at the Library, Old Fire Station No. 1, walking bridge at the Totem Heritage Center and at the Building Maintenance Division Warehouse.
- Completed other unforeseen repair/remodel requests.
- Recertified all backflow preventers, sprinkler systems, boilers, and compressors as needed.
- Continued training on and operating the new pellet boiler system at the Ketchikan Public Library; disassembled, glued and refastened legs on all wooden chairs; fixed fireplace, built custom shelving and carts; and addressed various maintenance issues associated with restrooms, blinds and lighting.
- Continued electrical upgrades at the Centennial Building. Addressed various painting, framing and plumbing issues.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

Operations Division 1550-110

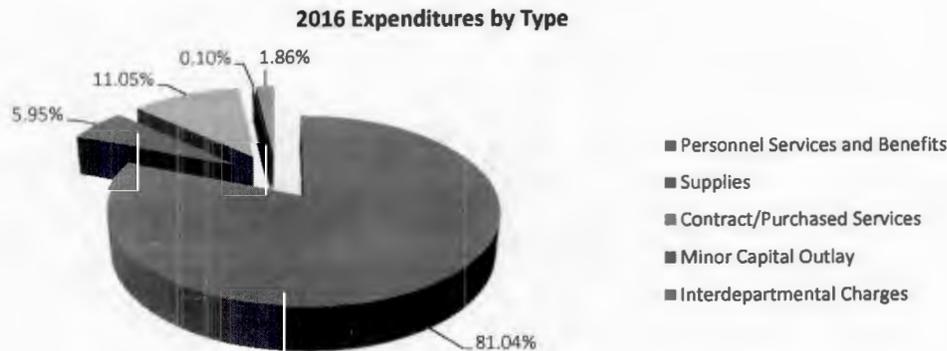
- Completed numerous City Hall projects including: repainting of offices and halls; assisted with carpet replacement project by moving furniture, repainting mezzanine walls and concrete floor and building custom cabinets and shelving; replaced window, installed outside air sensor and washed all outside windows; sanded and stained older wooden chairs; and addressed air conditioning on 4th floor.
- Removed rotten frame work, reframed and redecked the south side of entrance walkway at the Totem Heritage Center. Scraped and sanded loose paint from exterior hand rails, siding, and poles, and then restained. Cleaned roof and gutters. Assisted with restoration of outside totem poles. Rewired sander and replaced outlets in wood carving shop. Replaced and maintained lighting. Repaired miscellaneous graffiti damage.
- Replaced inside and outside exhaust motors at the Police Station. Replaced garage motor, lighting, and troubleshot electrical problems in the parking garage. Changed pressure relief valves on both boilers. Worked on doors and latches.
- Replaced outside dock seals at the Solid Waste Handling and Recycling Facility. Replaced exterior roll-up door on north side of warehouse. Fixed leak on the roof. Continued maintenance on roll-up doors and motors throughout facility.
- Fixed leak in roof and cleaned gutters and downspouts at the Wastewater Treatment Plant.

DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---------------------------------|----------------|----------------|----------------|----------------|-------------------|--------------|--------------|
| | Actual | Adopted | Amended | | Estimate | Budget | Incr(Decr) % |
| Personnel Services and Benefits | 203,312 | 236,105 | 236,180 | 221,775 | 252,410 | 16,305 | 6.9% |
| Supplies | 18,082 | 20,804 | 20,729 | 19,716 | 18,540 | (2,264) | -10.9% |
| Contract/Purchased Services | 28,128 | 37,478 | 37,478 | 32,003 | 34,403 | (3,075) | -8.2% |
| Minor Capital Outlay | 1,764 | 1,500 | 1,500 | 500 | 300 | (1,200) | -80.0% |
| Interdepartmental Charges | 1,160 | 6,400 | 6,400 | 5,500 | 5,800 | (600) | -9.4% |
| Total Expenditures | 252,446 | 302,287 | 302,287 | 279,494 | 311,453 | 9,166 | 3.0% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|----------------------|----------------|----------------|----------------|----------------|-------------------|--------------|--------------|
| | Actual | Adopted | Amended | | Estimate | Budget | Incr(Decr) % |
| General Fund | | | | | | | |
| Tax Supported | 252,446 | 302,287 | 302,287 | 279,494 | 311,453 | 9,166 | 3.0% |
| Total Funding | 252,446 | 302,287 | 302,287 | 279,494 | 311,453 | 9,166 | 3.0% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Bldg Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 61,283 | - | 0.0% |
| Maintenance Technician | 1.00 | 1.00 | 1.00 | 1.00 | 53,327 | - | 0.0% |
| Total | 2.00 | 2.00 | 2.00 | 2.00 | 114,610 | - | 0.0% |



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$16,305, or by 6.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2016.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 101,295 | 103,105 | 106,557 | 105,300 | 114,610 | 11,505 | 11.2% |
| 501 01 Overtime Wages | 2,979 | 3,600 | 2,905 | 1,800 | 3,600 | - | 0.0% |
| 502 01 Temporary Wages | 27,704 | 50,000 | 47,443 | 37,100 | 50,000 | - | 0.0% |
| 505 00 Payroll Taxes | 9,779 | 12,000 | 12,000 | 10,900 | 12,900 | 900 | 7.5% |
| 506 00 Pension | 16,397 | 16,900 | 16,900 | 16,300 | 17,500 | 600 | 3.6% |
| 507 00 Health and Life Insurance | 35,254 | 37,300 | 37,500 | 37,500 | 38,500 | 1,200 | 3.2% |
| 507 30 Workers Compensation | 6,056 | 9,800 | 8,500 | 8,500 | 10,300 | 500 | 5.1% |
| 508 00 Other Benefits | 3,354 | 2,600 | 3,500 | 3,500 | 4,200 | 1,600 | 61.5% |
| 509 03 Allowances-PW Clothing | 494 | 500 | 575 | 575 | 500 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | - | 300 | 300 | 300 | 300 | - | 0.0% |
| Personnel Services and Benefits | 203,312 | 236,105 | 236,180 | 221,775 | 252,410 | 16,305 | 6.9% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

Operations Division 1550-110

| Operating Expenditures | 2014 | 2015 Budget | | 2016 | 2015 Adopted/2016 | | |
|---|----------------|----------------|----------------|----------------|-------------------|----------------|---------------|
| | Actual | Adopted | Amended | | Estimate | Budget | Incr(Decr) |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 168 | 238 | 238 | 238 | 150 | (88) | -37.0% |
| 510 02 Operating Supplies | 609 | 380 | 380 | 380 | 345 | (35) | -9.2% |
| 510 03 Safety Program Supplies | 558 | 333 | 333 | 333 | 300 | (33) | -9.9% |
| 510 04 Janitorial Supplies | 52 | 95 | 95 | 95 | 50 | (45) | -47.4% |
| 510 05 Small Tools & Equipment | 2,467 | 3,325 | 3,325 | 3,325 | 3,000 | (325) | -9.8% |
| 515 02 Bldg & Grounds Maint Materials | 11,458 | 13,300 | 13,300 | 13,300 | 11,700 | (1,600) | -12.0% |
| 520 02 Postage | - | 45 | 45 | 45 | 45 | - | 0.0% |
| 520 04 Freight-Material and Supplies | - | 238 | 238 | 100 | 100 | (138) | -58.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 2,770 | 2,850 | 2,775 | 1,900 | 2,850 | - | 0.0% |
| Supplies | 18,082 | 20,804 | 20,729 | 19,716 | 18,540 | (2,264) | -10.9% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 1,691 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 600 03 Training and Education | 2,389 | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 630 02 Vehicle Licenses | 10 | 428 | 428 | 428 | 428 | - | 0.0% |
| 635 06 Bldg & Grounds Maint Services | 566 | 4,750 | 4,750 | 1,600 | 3,000 | (1,750) | -36.8% |
| 635 12 Technical Services | 16,949 | 18,250 | 18,250 | 18,250 | 18,250 | - | 0.0% |
| 645 02 Rents and Leases-Machinery & Equip | 724 | 2,375 | 2,375 | 1,000 | 2,000 | (375) | -15.8% |
| 650 01 Telecommunications | 5,799 | 6,175 | 6,175 | 5,225 | 5,225 | (950) | -15.4% |
| Contract/Purchased Services | 28,128 | 37,478 | 37,478 | 32,003 | 34,403 | (3,075) | -8.2% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | - | 1,500 | 1,500 | 500 | 300 | (1,200) | -80.0% |
| 725 01 Computers, Printers & Copiers | 1,764 | - | - | - | - | - | NA |
| Minor Capital Outlay | 1,764 | 1,500 | 1,500 | 500 | 300 | (1,200) | -80.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | 1,160 | 3,900 | 3,900 | 3,000 | 3,300 | (600) | -15.4% |
| 850 01 Interdepartmental-Garage | - | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| Interdepartmental Charges | 1,160 | 6,400 | 6,400 | 5,500 | 5,800 | (600) | -9.4% |
| Total Expenditures by Type | 252,446 | 302,287 | 302,287 | 279,494 | 311,453 | 9,166 | 3.0% |

NARRATIVE

500-01 Regular Salaries and Wages: \$114,610 – This account provides for compensation paid to all regular salaried and hourly employees of the Building Maintenance Division.

501-01 Overtime Wages: \$3,600 - This account provides 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 for compensation paid to temporary salaried and hourly employees of the Building Maintenance Division.

505-00 Payroll Taxes: \$12,900 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$17,500 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$38,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$10,300 – This account provides for employer contributions to workers compensation insurance.

508-00 Other Benefits: \$4,200 – 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: \$500 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances- Medical Expenses: \$300 - This account provides for employee medical exams paid directly to employees. These benefits are taxable to the employees.

510-01 Office Supplies: \$150 – This account provides 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: \$345 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as adhesives, misc. fasteners, nails and screws, and bottled water service.

510-03 Safety Program Supplies: \$300 - This account provides for safety training audio and video programs, safety equipment, specialized hazardous materials handling and disposal information and specialized protective safety clothing and traffic control.

510-04 Janitorial Supplies - \$50 - This account provides for cleaning and sanitation supplies used for in-house janitor duties.

510-05 Small Tools and Equipment: \$3,000- This account provides 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 and Grounds Maintenance Materials: \$11,700 – This account provides 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 postal related services such as postage, express delivery and mailing materials.

520-04 Freight – Materials and Supplies: \$100 - This account provides for shipping or transporting supplies and materials to and from vendors.

525-04 Vehicle Motor Fuel and Lubricants: \$2,850 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of vehicles.

600-02 Travel-Training: \$2,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$3,000 - This account provides for the registration fees, training materials and fees for on-premises training programs provided by a third-party.

630-02 Vehicle Licenses: \$428 – This account provides for licensing City vehicles for operations on public highways.

635-06 Buildings and Grounds Maintenance Services: \$3,000 – This account provides expenditure 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.

635-12 Technical Services: \$18,250 - This account provides 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 and Leases – Machinery and Equipment: \$2,000 - This account provides for the rent and lease of vehicles. Both operating and capital leases are accounted for in this account.

650-01 Telecommunications: \$5,225 – 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.

725-00 Machinery and Equipment: \$300 - This account provides 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: \$3,300 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges - Garage: \$2,500 - This account provides for fleet maintenance services provided by the Public Works Department – Garage Division.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER STATEMENT

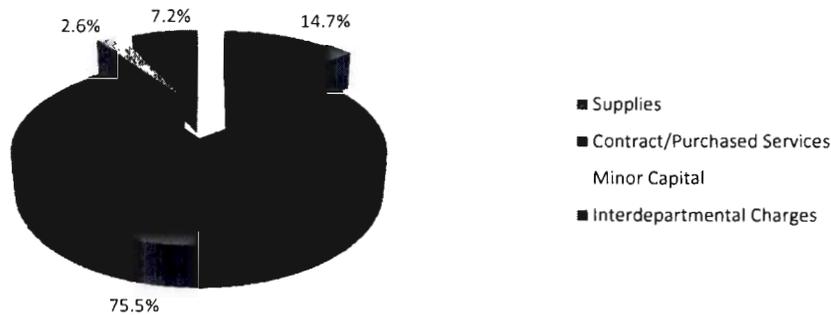
The City Hall Building O&M cost center was established to monitor the cost of operating and maintaining the City Hall Building. This facility houses the offices of the Mayor and Council, City Attorney, City Clerk, City Manager, Finance and Information Technology Departments. Operating and maintaining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

COST CENTER SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 15,283 | 20,425 | 20,425 | 11,800 | 14,200 | (6,225) | -30.5% |
| Contract/Purchased Services | 55,928 | 67,497 | 67,497 | 58,950 | 72,700 | 5,203 | 7.7% |
| Minor Capital | - | 2,500 | 2,500 | 1,500 | 2,500 | - | 0.0% |
| Interdepartmental Charges | 5,474 | 8,600 | 8,600 | 6,600 | 6,900 | (1,700) | -19.8% |
| Total Expenditures | 76,685 | 99,022 | 99,022 | 78,850 | 96,300 | (2,722) | -2.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|---------------|---------------|---------------|---------------|---------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Supported | 76,685 | 99,022 | 99,022 | 78,850 | 96,300 | (2,722) | -2.7% |
| Total Funding | 76,685 | 99,022 | 99,022 | 78,850 | 96,300 | (2,722) | -2.7% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Engineering Architectural Services (Account No. 640-02) is a new account to engage professional services, in order to review issues associated with the mechanical systems of City Hall, including the heating and cooling systems for the third and fourth floors.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

City Hall O&M 1550-255

COST CENTER OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|---------------|---------------|---------------|---------------|---------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 04 Janitorial Supplies | 252 | 1,900 | 1,900 | 100 | 200 | (1,700) | -89.5% |
| 510 05 Small Tools & Equipment | - | 1,425 | 1,425 | 500 | 1,000 | (425) | -29.8% |
| 515 02 Bldg & Grounds Maint Materials | 2,282 | 1,900 | 2,300 | 2,300 | 2,000 | 100 | 5.3% |
| 525 03 Heating Fuel | 12,749 | 15,200 | 14,800 | 8,900 | 11,000 | (4,200) | -27.6% |
| Supplies | 15,283 | 20,425 | 20,425 | 11,800 | 14,200 | (6,225) | -30.5% |
| Contract/Purchased Services | | | | | | | |
| 635 02 Janitorial and Cleaning Services | 13,500 | 20,900 | 20,900 | 20,400 | 20,000 | (900) | -4.3% |
| 635 06 Bldg & Grounds Maint Services | 9,749 | 4,750 | 4,750 | 4,750 | 5,000 | 250 | 5.3% |
| 635 12 Technical Services | 7,225 | 13,632 | 13,632 | 10,000 | 12,000 | (1,632) | -12.0% |
| 640 02 Engineering and Architectural Svcs | - | - | - | - | 7,700 | 7,700 | New |
| 650 01 Telecommunications | 1,634 | 2,090 | 2,090 | 1,800 | 2,000 | (90) | -4.3% |
| 650 02 Electric, Water, Sewer & Solid Waste | 23,820 | 26,125 | 26,125 | 22,000 | 26,000 | (125) | -0.5% |
| Contract/Purchased Services | 55,928 | 67,497 | 67,497 | 58,950 | 72,700 | 5,203 | 7.7% |
| Minor Capital | | | | | | | |
| 725 00 Machinery & Equipment | - | 2,500 | 2,500 | 1,500 | 2,500 | - | 0.0% |
| Minor Capital | - | 2,500 | 2,500 | 1,500 | 2,500 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 5,474 | 8,600 | 8,600 | 6,600 | 6,900 | (1,700) | -19.8% |
| Interdepartmental Charges | 5,474 | 8,600 | 8,600 | 6,600 | 6,900 | (1,700) | -19.8% |
| Total Expenditures by Type | 76,685 | 99,022 | 99,022 | 78,850 | 96,300 | (2,722) | -2.7% |

NARRATIVE

510-04 Janitorial Supplies: \$200 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

510-05 Small Tools and Equipment: \$1,000 - This account provides 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 and Grounds Maintenance Materials: \$2,000 – This account provides materials for the repair and maintenance of City Hall and the upkeep of its grounds.

525-03 Heating Fuel: \$11,000 - This account provides for heating fuel to heat City Hall.

635-02 Janitorial and Cleaning Services: \$20,000 - This account provides for services to clean City Hall. Included are janitorial and carpet cleaning.

635-06 Buildings and Grounds Maintenance Services: \$5,000 - This account provides for the services to repair and maintain City Hall and the upkeep of its grounds.

635-12 Technical Services: \$12,000 - This account provides 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 and Architectural Services: \$7,700 - This account provides for services for engineering and architectural services.

650-01 Telecommunications: \$2,000 – 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: \$26,000 - This account provides for electric, water, sewer and solid waste utility services for City Hall.

725-00 Machinery and Equipment: \$2,500 - This account provides 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: \$6,900 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

COST CENTER STATEMENT

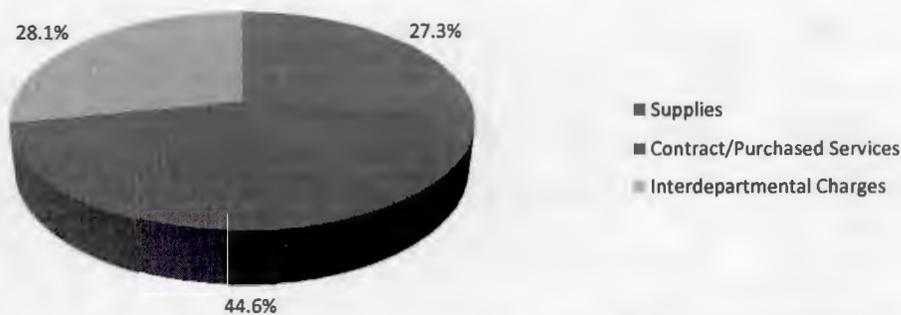
The Shoreline Maintenance Building O&M cost center was established to monitor the cost of operating and maintaining the Shoreline Maintenance Building. This facility houses the offices of the Building Maintenance Division and storage areas for the Fire Department. Operating and maintaining the Shoreline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

COST CENTER SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | 3,902 | 5,605 | 5,605 | 2,990 | 5,200 | (405) | -7.2% |
| Contract/Purchased Services | 8,447 | 8,525 | 8,525 | 8,174 | 8,474 | (51) | -0.6% |
| Interdepartmental Charges | (5,793) | (5,257) | (5,257) | (5,357) | (5,357) | (100) | 1.9% |
| Total Expenditures | 6,556 | 8,873 | 8,873 | 5,807 | 8,317 | (556) | -6.3% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|--------------|--------------|--------------|--------------|--------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | | | | | | | |
| Tax Supported | 6,556 | 2,499 | 2,499 | (567) | 1,943 | (556) | -22.2% |
| Shoreline Fund | - | 6,374 | 6,374 | 6,374 | 6,374 | - | 0.0% |
| Total Funding | 6,556 | 8,873 | 8,873 | 5,807 | 8,317 | (556) | -6.3% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Public Works-Building Maintenance

Shoreline Maintenance Bldg O&M 1550-256

| COST CENTER OPERATING BUDGET DETAIL | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|--|
| Operating Expenditures | 2014 | | 2015 Budget | | 2016 Budget | 2015 Adopted/2016 | | |
| | Actual | Adopted | Amerded | Estimate | | Incr(Decr) | % | |
| Supplies | | | | | | | | |
| 515 02 Bldg & Grounds Maint Materials | 1,771 | 2,280 | 2,280 | 700 | 2,200 | (80) | -3.5% | |
| 525 03 Heating Fuel | 2,131 | 3,325 | 3,325 | 2,290 | 3,000 | (325) | -9.8% | |
| Supplies | 3,902 | 5,605 | 5,605 | 2,990 | 5,200 | (405) | -7.2% | |
| 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 | 2,073 | 2,151 | 2,151 | 1,800 | 2,100 | (51) | -2.4% | |
| Contract/Purchased Services | 8,447 | 8,525 | 8,525 | 8,174 | 8,474 | (51) | -0.6% | |
| Interdepartmental Charges/Reimbursable Credits | | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 264 | 800 | 800 | 700 | 700 | (100) | -12.5% | |
| 890 00 Reimbursable Credits | (6,057) | (6,057) | (6,057) | (6,057) | (6,057) | - | 0.0% | |
| Interdepartmental Charges/Reimbursabl | (5,793) | (5,257) | (5,257) | (5,357) | (5,357) | (100) | 1.9% | |
| Total Expenditures by Type | 6,556 | 8,873 | 8,873 | 5,807 | 8,317 | (556) | -6.3% | |

NARRATIVE

515-02 Building and Grounds Maintenance Materials: \$2,200 – This account provides materials for the repair and maintenance of the Shoreline Maintenance Building and the upkeep of its grounds.

525-03 Heating Fuel: \$3,000 - This account provides for heating fuel to heat the Shoreline Maintenance Building.

645-01 Rents and Leases - Land and Buildings: \$6,374 - This account provides for the rent and lease of the Shoreline Maintenance Building.

650-02 Electric, Water, Sewer & Solid Waste: \$2,100 - This account provides for electric, water, sewer and solid waste utility services.

825-01 Interdepartmental Charges – Insurance: \$700 - This account provides for risk management services and claims.

890-00 Reimbursable Credits: (\$6,057) - This is a contra-expense account that provides for reimbursement for the Fire Department's share of the cost of operating and maintaining the Shoreline Maintenance Building. The cost will be shared equally but the Fire Department's share shall not exceed \$6,057.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

COST CENTER STATEMENT

The mission of the Building Maintenance Orphan Buildings O&M cost center is to provide a resource and tracking mechanism to preserve and maintain former/vacant City owned buildings as efficiently as possible. The heating and ventilating, plumbing and electrical systems of the facilities formerly known as Fire Station #1 and Akeela infrastructure (limited to roofs and mechanical) are included in this section along with required maintenance and inspections to keep the facilities functional until final disposition is determined by the City Council.

COST CENTER SUMMARY

| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|-----------------------------|---------------|---------------|------------------|---------------|-------------------|----------------|--------------|
| | Actual | Adopted | Amended Estimate | Budget | Incr(Decr) | % | |
| Supplies | 15,387 | 6,317 | 6,517 | 6,515 | 6,550 | 233 | 3.7% |
| Contract/Purchased Services | 14,383 | 8,598 | 8,398 | 4,258 | 7,100 | (1,498) | -17.4% |
| Minor Capital | - | 500 | 500 | 500 | 500 | - | 0.0% |
| Interdepartmental Charges | 2,674 | 2,800 | 2,800 | 2,200 | 2,300 | (500) | -17.9% |
| Total Expenditures | 32,444 | 18,215 | 18,215 | 13,473 | 16,450 | (1,765) | -9.7% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|----------------------|---------------|---------------|------------------|---------------|-------------------|----------------|--------------|
| | Actual | Adopted | Amended Estimate | Budget | Incr(Decr) | % | |
| General Fund | | | | | | | |
| Tax Supported | 32,444 | 18,215 | 18,215 | 13,473 | 16,450 | (1,765) | -9.7% |
| Total Funding | 32,444 | 18,215 | 18,215 | 13,473 | 16,450 | (1,765) | -9.7% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- There are no significant changes between the adopted operating budget for 2015 and the proposed operating budget for 2016.

CITY OF KETCHIKAN
 2016 Operating and Capital Budget
 Public Works-Building Maintenance

Orphaned Buildings O&M 1550-257

| COST CENTER OPERATING BUDGET DETAIL | | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|-------------------|---------------|
| Operating Expenditures | 2013 | 2014 Budget | | | 2015 | 2014 Adopted/2015 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 04 Janitorial Supplies | - | 142 | 142 | 140 | 50 | (92) | -64.8% |
| 515 02 Bldg & Grounds Maint Materials | 349 | 475 | 475 | 475 | 500 | 25 | 5.3% |
| 525 03 Heating Fuel | 15,038 | 5,700 | 5,900 | 5,900 | 6,000 | 300 | 5.3% |
| Supplies | 15,387 | 6,317 | 6,517 | 6,515 | 6,550 | 233 | 3.7% |
| Contract/Purchased Services | | | | | | | |
| 635 02 Janitorial and Cleaning Services | - | 48 | 48 | 48 | 50 | 2 | 4.2% |
| 635 06 Bldg & Grounds Maint Services | 6,403 | 950 | 950 | 950 | 950 | - | 0.0% |
| 635 12 Technical Services | - | 950 | 960 | 960 | 1,100 | 150 | 15.8% |
| 650 02 Electric, Water, Sewer & Solid Waste | 7,980 | 6,650 | 6,440 | 2,300 | 5,000 | (1,650) | -24.8% |
| Contract/Purchased Services | 14,383 | 8,598 | 8,398 | 4,258 | 7,100 | (1,498) | -17.4% |
| Minor Capital | | | | | | | |
| 725 00 Machinery & Equipment | - | 500 | 500 | 500 | 500 | - | 0.0% |
| Minor Capital | - | 500 | 500 | 500 | 500 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental Charges-Insurance | 2,674 | 2,800 | 2,800 | 2,200 | 2,300 | (500) | -17.9% |
| Interdepartmental Charges | 2,674 | 2,800 | 2,800 | 2,200 | 2,300 | (500) | -17.9% |
| Total Expenditures by Type | 32,444 | 18,215 | 18,215 | 13,473 | 16,450 | (1,765) | -9.7% |

NARRATIVE

510-04 Janitorial Supplies: \$50- This account provides for limited cleaning and sanitation supplies used by in-house and contracted janitors for the old Fire Station #1.

515-02 Building and Grounds Maintenance Materials: \$500 – This account provides for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

525-03 Heating Fuel: \$6,000 - This account provides for heating fuel to heat old Fire Station #1.

635-02 Janitorial and Cleaning Services: \$50- This account provides for services to clean old Fire Station #1.

635-06 Building and Grounds Maintenance Services: \$950 - This account provides for services incurred for the repair and maintenance of old Fire Station #1 and the upkeep of grounds.

635-12 Technical Services: \$1,100 - This account provides for services that are not regarded as professional but require technical or special knowledge. Included are video camera operators, building security, pest control, and special inspections.

650-02 Electric, Water, Sewer & Solid Waste: \$5,000 - This account provides for electric, water, sewer and solid waste services for old Fire Station #1.

725-00 Machinery and Equipment: \$500 - This account provides 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: \$2,300 - This account provides for risk management services and claims.

CITY OF KETCHIKAN
2015 Operating and Capital Budget
Public Works-Building Maintenance

Capital Budget

| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|----------------|---------------|---------------|---------------|----------|-------------------|----------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705-00 Buildings | 354,061 | - | 15,090 | 15,090 | - | - | NA |
| 720-00 Vehicles and Moving Equipment | - | 80,000 | 80,000 | 77,000 | - | (80,000) | -100.0% |
| 730-00 Infrastructure and Plant | 46,642 | - | - | - | - | - | NA |
| Total Major Capital Outlay | 400,703 | 80,000 | 95,090 | 92,090 | - | (80,000) | -100.0% |

CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Disposal | 1,808,761 | 1,890,463 | 1,927,450 | 1,882,850 | 2,109,513 | 219,050 | 11.6% |
| Recycling | 90,594 | 161,652 | 126,540 | 117,630 | 160,068 | (1,584) | -1.0% |
| Collections | 791,771 | 871,478 | 871,813 | 841,145 | 879,121 | 7,643 | 0.9% |
| Capital Improvement Program | 15,370 | 1,252,000 | 1,282,000 | 820,000 | 550,500 | (701,500) | -56.0% |
| Total | 2,706,496 | 4,175,593 | 4,207,803 | 3,661,625 | 3,699,202 | (476,391) | -11.4% |

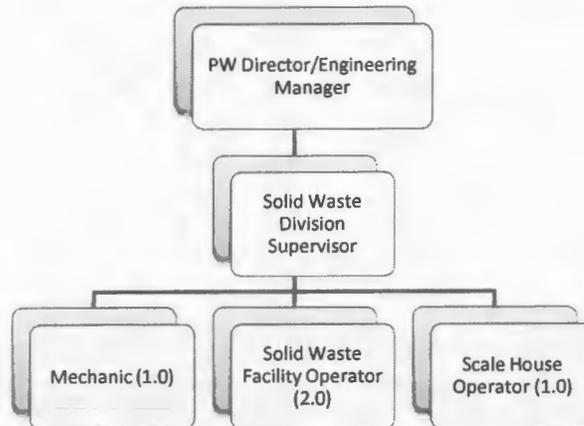
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 1,074,310 | 1,147,067 | 1,147,067 | 1,140,975 | 1,192,628 | 45,561 | 4.0% |
| Supplies | 267,762 | 291,725 | 285,625 | 248,470 | 256,314 | (35,411) | -12.1% |
| Contract/Purchased Services | 923,715 | 961,211 | 967,311 | 960,440 | 1,176,620 | 215,409 | 22.4% |
| Minor Capital Outlay | 10,602 | 32,000 | 32,000 | 28,900 | 27,950 | (4,050) | -12.7% |
| Interdepartmental Charges | 414,737 | 491,590 | 493,800 | 462,840 | 495,190 | 3,600 | 0.7% |
| Major Capital Outlay | 15,370 | 1,252,000 | 1,282,000 | 820,000 | 550,500 | (701,500) | -56.0% |
| Total | 2,706,496 | 4,175,593 | 4,207,803 | 3,661,625 | 3,699,202 | (476,391) | -11.4% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Solid Waste Services Fund | 2,706,496 | 4,175,593 | 4,207,803 | 3,661,625 | 3,699,202 | (476,391) | -11.4% |
| Total | 2,706,496 | 4,175,593 | 4,207,803 | 3,661,625 | 3,699,202 | (476,391) | -11.4% |

| Full-Time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|---------------------------------------|---------------|----------------|----------------|---------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Disposal | 4.50 | 4.50 | 4.50 | 4.50 | 245,686 | - | 0.0% |
| Recycling | 1.00 | 1.00 | 1.00 | 1.00 | 61,638 | - | 0.0% |
| Collections | 5.50 | 5.50 | 5.50 | 5.50 | 282,619 | - | 0.0% |
| Total | 11.00 | 11.00 | 11.00 | 11.00 | 589,943 | - | 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 2016

- Provide solid waste disposal services in compliance with ADEC permit requirements and in a manner that reflects positively on the City of Ketchikan.
- Finalize design of Solid Waste Handling and Recycling Facility expansion.
- Continue to address facility and grounds clean up with a focus on site drainage improvements and housekeeping efforts to ensure storm water run-off continues to meet acceptable levels.
- Continue to ship putrescible solid waste. Work at reducing weights and volumes where possible by improving the recycling of materials.
- Provide safe and sanitary disposal of waste to ensure a better and cleaner environment.

ACCOMPLISHMENTS FOR 2015

- The City's household hazardous waste program collected and disposed of approximately 46,975 pounds of various hazardous materials.
- The 2015 community wide spring clean-up program was a community success. The division's staff handled the 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 878,680 pounds (438.34 tons). A total of 2,154 vehicles for that one-week period was recorded at the division's scale station.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

- The division provided support for the 4th of July, Blueberry Arts Festival and the ALPAR program. Various Earth Day cleanup projects were conducted. The division continued its focus on community cleanup programs involving various non-profit and/or volunteer groups and has participated in areawide anti-litter education. The division continues to work with the Forest Service in disposal of noxious weeds such as Tansy Ragwort.
- Assisted with various projects including Park Ave trees in the creek/ Ketchikan Lakes Dam during the flood of 2015.
- Worked with the Engineering Division to provide mapping and location for the design of the current disposal cell.
- The division 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.
- The division has continued to work on a closure plan while keeping costs at a minimum.
- Completed Transfer Facility Floor Replacement Project and installed new Baler and conveyor system. Majority of preparatory work was done by staff at a significant cost savings.

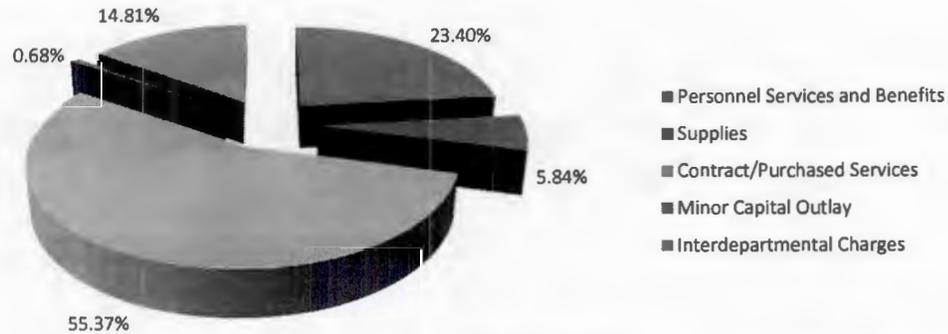
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 499,056 | 474,882 | 510,749 | 510,270 | 493,676 | 18,794 | 4.0% |
| Supplies | 129,278 | 136,360 | 136,360 | 120,920 | 123,267 | (13,093) | -9.6% |
| Contract/Purchased Services | 914,618 | 955,361 | 955,391 | 949,720 | 1,165,800 | 210,439 | 22.0% |
| Minor Capital Outlay | 8,074 | 15,000 | 15,000 | 14,400 | 14,450 | (550) | -3.7% |
| Interdepartmental Charges | 257,735 | 308,860 | 309,950 | 287,540 | 312,320 | 3,460 | 1.1% |
| Total Expenditures | 1,808,761 | 1,890,463 | 1,927,450 | 1,882,850 | 2,109,513 | 219,050 | 11.6% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Solid Waste Services Fund | 1,808,761 | 1,890,463 | 1,927,450 | 1,882,850 | 2,109,513 | 219,050 | 11.6% |
| Total Funding | 1,808,761 | 1,890,463 | 1,927,450 | 1,882,850 | 2,109,513 | 219,050 | 11.6% |

| Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|-------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Solid Waste Supervisor | 0.50 | 0.50 | 0.50 | 0.50 | 37,951 | - | 0.0% |
| Mechanic | 1.00 | 1.00 | 1.00 | 1.00 | 55,269 | - | 0.0% |
| Solid Waste Facility Operator | 2.00 | 2.00 | 2.00 | 2.00 | 111,980 | - | 0.0% |
| Scale House Operator | 1.00 | 1.00 | 1.00 | 1.00 | 40,486 | - | 0.0% |
| Total | 4.50 | 4.50 | 4.50 | 4.50 | 245,686 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$18,794, or by 4.0%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Heating Fuel (Account No. 525-03): has decreased by \$7,000, or by 20.6%, because of more efficient scheduling of the incinerator and lower fuel prices.
- Disposal Services (Account No. 635-09) has increased by \$216,000, or by 25.6%, because shipping & disposal costs have increased per the new disposal agreement.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | | 2015 Budget | | 2016 Budget | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 282,857 | 233,282 | 274,210 | 274,200 | 245,686 | 12,404 | 5.3% |
| 501 01 Overtime Wages | 11,824 | 31,000 | 20,569 | 20,100 | 31,000 | - | 0.0% |
| 502 01 Temporary Wages | 19,263 | 32,000 | 21,300 | 21,300 | 32,000 | - | 0.0% |
| 505 00 Payroll Taxes | 22,905 | 22,700 | 23,150 | 23,150 | 23,660 | 960 | 4.2% |
| 506 00 Pension | 46,608 | 45,200 | 46,500 | 46,500 | 45,860 | 660 | 1.5% |
| 507 00 Insurance Benefits-Health/Life | 95,888 | 87,500 | 98,900 | 98,900 | 91,500 | 4,000 | 4.6% |
| 507 30 Insurance Benefits-Workers Comp | 16,091 | 17,700 | 20,500 | 20,500 | 17,950 | 250 | 1.4% |
| 508 00 Other Benefits | 2,495 | 4,000 | 4,000 | 4,000 | 4,520 | 520 | 13.0% |
| 509 03 Allowances-PW Clothing | 1,125 | 1,250 | 1,370 | 1,370 | 1,250 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | - | 250 | 250 | 250 | 250 | - | 0.0% |
| Personnel Services and Benefits | 499,056 | 474,882 | 510,749 | 510,270 | 493,676 | 18,794 | 4.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Solid Waste

Disposal Division 1560-270

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 3,022 | 3,200 | 3,140 | 2,800 | 2,800 | (400) | -12.5% |
| 510 02 Operating Supplies | 31,714 | 34,140 | 34,200 | 34,200 | 34,200 | 60 | 0.2% |
| 510 03 Safety Program Supplies | 748 | 1,000 | 1,000 | 900 | 900 | (100) | -10.0% |
| 510 04 Janitorial Supplies | 191 | 720 | 720 | 720 | 720 | - | 0.0% |
| 510 05 Small Tools & Equipment | 3,205 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 515 01 Vehicle Maintenance Materials | 41,542 | 43,700 | 43,700 | 37,000 | 38,847 | (4,853) | -11.1% |
| 515 02 Building & Grounds Maint Materials | 7,640 | 9,000 | 9,000 | 8,800 | 8,800 | (200) | -2.2% |
| 525 03 Heating Fuel | 32,200 | 34,000 | 34,000 | 26,500 | 27,000 | (7,000) | -20.6% |
| 525 04 Vehicle Motor Fuel & Lubricants | 9,016 | 8,600 | 8,600 | 8,000 | 8,000 | (600) | -7.0% |
| Supplies | 129,278 | 136,360 | 136,360 | 120,920 | 123,267 | (13,093) | -9.6% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 3,765 | 2,200 | 2,200 | 2,000 | 2,000 | (200) | -9.1% |
| 600 03 Training and Education | 1,701 | 1,300 | 1,300 | 1,200 | 1,200 | (100) | -7.7% |
| 605 01 Ads and Public Announcements | 7,186 | 7,000 | 7,000 | 6,400 | 6,450 | (550) | -7.9% |
| 615 01 Professional and Technical Licenses | 700 | 1,000 | 1,000 | 700 | 700 | (300) | -30.0% |
| 615 02 Assn Membership Dues & Fees | 440 | 500 | 500 | 400 | 400 | (100) | -20.0% |
| 620 01 Salvage & Disposal-Abandoned Prop | 11,250 | - | - | - | - | - | NA |
| 620 02 Salvage & Disposal-Impounded Prop | - | 18,000 | 15,650 | 14,500 | 15,500 | (2,500) | -13.9% |
| 630 01 Building and Operating Permits | 744 | 1,300 | 1,300 | 800 | 800 | (500) | -38.5% |
| 630 02 Vehicle Licenses | 50 | - | 30 | 30 | 50 | 50 | NA |
| 630 03 Bank and Merchant Charges | 2,217 | 1,200 | 3,550 | 3,550 | 3,500 | 2,300 | 191.7% |
| 635 06 Bldg & Grounds Maint Services | 741 | 4,000 | 3,200 | 1,000 | 1,000 | (3,000) | -75.0% |
| 635 07 Machinery & Equip Maint Services | 3,576 | 4,750 | 4,750 | 4,750 | 4,750 | - | 0.0% |
| 635 09 Disposal Services | 811,932 | 845,000 | 845,000 | 845,000 | 1,061,000 | 216,000 | 25.6% |
| 635 12 Technical Services | 7,235 | 8,000 | 8,800 | 8,700 | 7,400 | (600) | -7.5% |
| 635 14 Other Contractual Services | 6,575 | 5,850 | 5,850 | 5,850 | 5,850 | - | 0.0% |
| 645 02 Rents and Leases-Machinery & Equip | 200 | 761 | 761 | 340 | 700 | (61) | -8.0% |
| 650 01 Telecommunications | 10,733 | 9,500 | 9,500 | 9,500 | 9,500 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 45,573 | 45,000 | 45,000 | 45,000 | 45,000 | - | 0.0% |
| Contract/Purchased Services | 914,618 | 955,361 | 955,391 | 949,720 | 1,165,800 | 210,439 | 22.0% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 1,000 | 1,000 | 900 | 950 | (50) | -5.0% |
| 725 00 Machinery and Equipment | 2,144 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | - | 2,500 | 2,500 | 2,000 | 2,000 | (500) | -20.0% |
| 735 00 Software | 5,930 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| Minor Capital Outlay | 8,074 | 15,000 | 15,000 | 14,400 | 14,450 | (550) | -3.7% |
| Interdepartmental Charges | | | | | | | |
| 800 00 Interdepartmental-Administrative | 17,182 | 18,530 | 18,530 | 18,100 | 18,440 | (90) | -0.5% |
| 801 01 Interdepartmental-Human Resources | 6,392 | 7,160 | 7,160 | 7,160 | 7,010 | (150) | -2.1% |
| 802 00 Interdepartmental-Finance | 30,674 | 32,080 | 32,080 | 30,400 | 33,530 | 1,450 | 4.5% |
| 803 01 Interdepartmental-Info Technology | 18,386 | 19,290 | 20,380 | 20,100 | 18,760 | (530) | -2.7% |
| 804 01 Interdepartmental-Engineering | 145,599 | 187,220 | 187,220 | 170,000 | 192,000 | 4,780 | 2.6% |
| 805 01 Interdepartmental-KPU Billing Services | 16,780 | 16,780 | 16,780 | 16,780 | 16,780 | - | 0.0% |
| 825 01 Interdepartmental-Insurance | 5,461 | 12,500 | 12,500 | 9,700 | 10,500 | (2,000) | -16.0% |
| 850 01 Interdepartmental-Garage | 17,261 | 15,300 | 15,300 | 15,300 | 15,300 | - | 0.0% |
| Interdepartmental Charges | 257,735 | 308,860 | 309,950 | 287,540 | 312,320 | 3,460 | 1.1% |
| Total Expenditures by Type | 1,808,761 | 1,890,463 | 1,927,450 | 1,882,850 | 2,109,513 | 219,050 | 11.6% |

NARRATIVE

500-01 Regular Salaries and Wages: \$245,686 – This account provides 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 for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$32,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Solid Waste Disposal Division.

505-00 Payroll Taxes: \$23,660 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$45,860 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$91,500 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$17,950 – This account provides for employer contributions to employee workers compensation insurance.

508-00 Other Benefits: \$4,520 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

509-03 Allowances – Public Works Clothing: \$1,250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances - Medical Expenses: \$250 - This account provides for employee medical exams.

510-01 Office Supplies: \$2,800 - This account provides 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: \$34,200 - This account provides 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 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: \$720 – This account provides 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 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: \$38,847 - This account provides for the repair and maintenance of landfill vehicles and equipment. Included are licensed and unlicensed rolling stock.

515-02 Building & Grounds Maintenance Materials: \$8,800 - This account provides for the cost and supplies of materials

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Public Works-Solid Waste

Disposal Division 1560-270

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: \$27,000 - This account provides for the cost of diesel fuel for SWRHF equipment & incinerator operation.

525-04 Vehicle Motor Fuel and Lubricants: \$8,000 - This account provides for gasoline, diesel fuel, lubricants associated with the SWRHF vehicles and equipment.

600-02 Travel-Training: \$2,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$1,200 - This account provides for registration fees, training fees, training materials, travel, tuition reimbursements, and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$6,450 - This account provides 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 for the cost of staff professional licenses and certificates required for operating equipment.

615-02 Assn. Membership Dues and Fees: \$400 - This account provides 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: \$15,500 - This account provides 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 for state regulatory fees & charges.

630-02 Vehicle Licenses - \$50 - This account provides for licensing City vehicles for operations on public highways.

630-03 Bank and Merchant Charges: \$3,500 - This account provides for merchant fees for use of credit and debit cards.

635-06 Buildings and Grounds Maintenance Services: \$1,000 - This account provides contractual services required for the repair and maintenance of buildings and the upkeep of grounds located at the SWRHF. This account includes contract labor and materials required to provide the service.

635-07 Machinery and Equipment Maintenance Services: \$4,750 - This account provides 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: \$1,061,000 - This account provides for the disposal of putrescible waste, hazardous materials through the division's Household Hazardous Waste Program, freon disposal from refrigeration units, shipping and disposal of Harbor's generated used oil and other environmentally sensitive material.

635-12 Technical Services: \$7,400 - This account provides 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: \$5,850 - This account provides 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 for the rent and lease of machinery and equipment.

650-01 Telecommunications: \$9,500 - This account provides for telecommunication services. Included are charges for wired and wireless telecommunications services, cell phones, Internet, and long distance.

650-02 Electric, Water, Sewer & Solid Waste: \$45,000 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$950 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$10,000 - This account provides for the acquisition of interchangeable tools for landfill equipment.

725-01 Computers, Printers and Copiers: \$2,000 - This account provides for the acquisition a new computer for the Solid Waste Division staff.

735-00 Software: \$1,500 - This account provides 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: \$18,440 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney and the administrative office of the City Manager.

801-01 Interdepartmental Charges – Human Resources: \$7,010 - This account provides for human resource services provided by the Human Resources Division

802-00 Interdepartmental Charges - Finance: \$33,530 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803-01 Interdepartmental Charges – Information Technology: \$18,760 - This account provides for information technology services provided by the Information Technology Department.

804-01 Interdepartmental Charges – Engineering: \$192,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

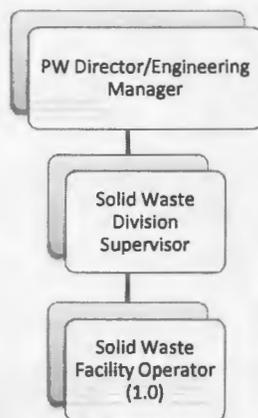
805-01 Interdepartmental Charges – KPU Billing Services: \$16,780 – This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825-01 Interdepartmental Charges – Insurance: \$10,500 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$15,300 - This account provides 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 2016

- Complete design for a possible expansion of the Solid Waste Handling and Recycling Facility.
- Expand current paper collection route to include high volume producers.
- Continue efforts at schools within the City to capture additional recycling volumes.
- Continue efforts to capture additional metal volumes from materials received at the landfill.

ACCOMPLISHMENTS FOR 2015

- The division provided collection of paper products from a residential drop site by means of a drop box. The division has used its six cubic yard packer to collect office paper using rolling carts at municipal offices and schools throughout the City.
- The division continues 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.
- The division collects and grinds clean wood products to be recycled at its composting operation. Some contractors and other industrial users continue to separate wood for more efficient processing.
- The division continues focusing on removal of scrap metal for additional recycling volumes.

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Public Works-Solid Waste

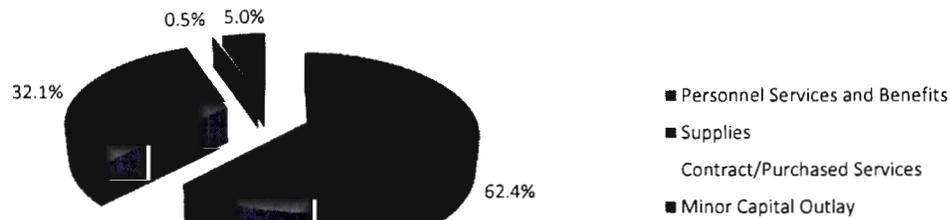
Recycling Division 1560-271

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|---------------|----------------|----------------|-----------------|----------------|--------------------------|--------------|
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 42,721 | 93,642 | 58,530 | 58,530 | 99,168 | 5,526 | 5.9% |
| Supplies | 47,873 | 56,010 | 56,010 | 49,500 | 51,100 | (4,910) | -8.8% |
| Contract/Purchased Services | - | 800 | 800 | 700 | 800 | - | 0.0% |
| Minor Capital Outlay | - | 10,000 | 10,000 | 8,000 | 8,000 | (2,000) | -20.0% |
| Interdepartmental Charges | - | 1,200 | 1,200 | 900 | 1,000 | (200) | -16.7% |
| Total Expenditures | 90,594 | 161,652 | 126,540 | 117,630 | 160,068 | (1,584) | -1.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|---------------|----------------|----------------|-----------------|----------------|--------------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Solid Waste Services Fund | 90,594 | 161,652 | 126,540 | 117,630 | 160,068 | (1,584) | -1.0% |
| Total Funding | 90,594 | 161,652 | 126,540 | 117,630 | 160,068 | (1,584) | -1.0% |

| Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|-------------------------------|---------------|----------------|----------------|---------------|---------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Solid Waste Facility Operator | 1.00 | 1.00 | 1.00 | 1.00 | 61,638 | - | 0.0% |
| Total | 1.00 | 1.00 | 1.00 | 1.00 | 61,638 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$5,526, or by 5.9%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees that will become effective January 1, 2016.

CITY OF KETCHIKAN
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Public Works-Solid Waste

Recycling Division 1560-271

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|---------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 25,688 | 57,712 | 35,600 | 35,600 | 61,638 | 3,926 | 6.8% |
| 505 00 Payroll Taxes | 1,874 | 4,400 | 2,600 | 2,600 | 4,700 | 300 | 6.8% |
| 506 00 Pension | 4,167 | 8,500 | 5,400 | 5,400 | 8,500 | - | 0.0% |
| 507 00 Insurance Benefits-Health/Life | 9,017 | 18,300 | 12,100 | 12,100 | 19,200 | 900 | 4.9% |
| 507 30 Insurance Benefits-Workers Comp | 1,645 | 3,500 | 1,600 | 1,600 | 3,800 | 300 | 8.6% |
| 508 00 Other Benefits | 80 | 900 | 900 | 900 | 1,000 | 100 | 11.1% |
| 509 03 Allowances-PW Clothing | 250 | 250 | 250 | 250 | 250 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | - | 80 | 80 | 80 | 80 | - | 0.0% |
| Personnel Services and Benefits | 42,721 | 93,642 | 58,530 | 58,530 | 99,168 | 5,526 | 5.9% |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | 239 | - | - | - | - | - | NA |
| 510 05 Small Tools & Equipment | - | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 515 01 Vehicle Maintenance Materials | 9,406 | 10,000 | 10,000 | 8,000 | 8,100 | (1,900) | -19.0% |
| 515 04 Machinery & Equip Maint Materials | - | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 520 04 Freight-Material and Supplies | 38,228 | 43,010 | 43,010 | 38,500 | 40,000 | (3,010) | -7.0% |
| Supplies | 47,873 | 56,010 | 56,010 | 49,500 | 51,100 | (4,910) | -8.8% |
| Contract/Purchased Services | | | | | | | |
| 600 03 Training and Education | - | 800 | 800 | 700 | 800 | - | 0.0% |
| Contract/Purchased Services | - | 800 | 800 | 700 | 800 | - | 0.0% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | - | 10,000 | 10,000 | 8,000 | 8,000 | (2,000) | -20.0% |
| Minor Capital Outlay | - | 10,000 | 10,000 | 8,000 | 8,000 | (2,000) | -20.0% |
| Interdepartmental Charges | | | | | | | |
| 825 01 Interdepartmental-Insurance | - | 1,200 | 1,200 | 900 | 1,000 | (200) | -16.7% |
| Interdepartmental Charges | - | 1,200 | 1,200 | 900 | 1,000 | (200) | -16.7% |
| Total Expenditures by Type | 90,594 | 161,652 | 126,540 | 117,630 | 160,068 | (1,584) | -1.0% |

NARRATIVE

500-01 Regular Salaries and Wages: \$61,638 – This account provides for compensation paid to all regular salaried and hourly employees of the Solid Waste Recycling Facility.

505-00 Payroll Taxes: \$4,700 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$8,500 – This account provides for employer contributions to retirement plans.

507-00 Insurance Benefits: \$19,200 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$3,800 – This account provides for employer contributions to workers compensation insurance.

508-00 Other Benefits: \$1,000 – 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: \$250 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances- Medical Expenses: \$80 - This account provides 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 for minor tools & equipment used by the division during the course of a year.

515-01 Vehicle Maintenance Materials: \$8,100 - This account provides for the cost of operating and maintaining vehicles and equipment operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

515-04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the cost of maintaining recycling containers.

520-04 Freight – Materials and Supplies: \$40,000 - This account provides for shipping recycled products to market.

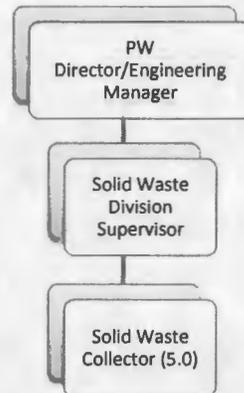
600-03 Training and Education: \$800 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

725-00 Machinery and Equipment: \$8,000 - This account provides for the acquisition of new recycled drop boxes that will be used on the division's 1-ton truck chassis.

825-01 Interdepartmental Charges – Insurance: \$1,000 - This account provides 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 2016

- Continue solid waste audit of residential and commercial accounts. Ensure all are paying for collection service.
- Generate daily collection sheet to include residential households.
- Improve route efficiencies on existing routes with a strong focus on cost savings.
- Increase collection of recyclable materials by identifying customers that may have waste that can be diverted as recyclable materials in a cost effective solution.
- Continue working with Finance Department to improve the tracking of seasonal business operators signing up for service.

ACCOMPLISHMENTS FOR 2015

- Customer collection relations continued to be the division's number one priority. The collection staff is well informed about operations and services and is able to answer questions with regard to recycling and the handling of special waste.
- Seasonal adjustment of the commercial route to 6:00 a.m. has resulted in a much cleaner downtown earlier and less complaints about collection vehicles blocking businesses and tourists.
- Collection crews have kept up with demand by working seven days a week during tourist season.
- The division provided containers and collection services for special events as requested. Staff also worked extra hours due to holidays and special events.
- The division 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
2016 Operating and Capital Budget
Public Works-Solid Waste

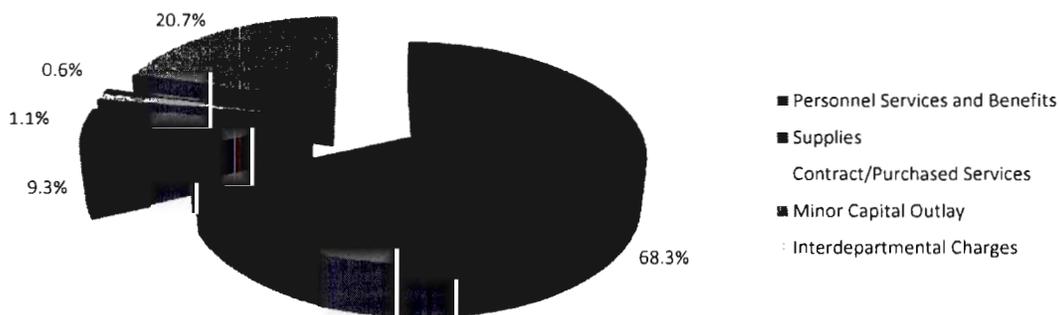
Collection Division 1560-272

| DIVISION SUMMARY | | | | | | | |
|---------------------------------|----------------|----------------|----------------|-----------------|--------------------------|-------------------|-------------|
| Expenditures by Category | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 532,533 | 578,543 | 577,788 | 572,175 | 599,784 | 21,241 | 3.7% |
| Supplies | 90,611 | 99,355 | 93,255 | 78,050 | 81,947 | (17,408) | -17.5% |
| Contract/Purchased Services | 9,097 | 5,050 | 11,120 | 10,020 | 10,020 | 4,970 | 98.4% |
| Minor Capital Outlay | 2,528 | 7,000 | 7,000 | 6,500 | 5,500 | (1,500) | -21.4% |
| Interdepartmental Charges | 157,002 | 181,530 | 182,650 | 174,400 | 181,870 | 340 | 0.2% |
| Total Expenditures | 791,771 | 871,478 | 871,813 | 841,145 | 879,121 | 7,643 | 0.9% |

| Funding Source | 2014 | 2015 | | 2016 | 2015 Adopted/2016 | | |
|---------------------------|----------------|----------------|----------------|-----------------|--------------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Solid Waste Services Fund | 791,771 | 871,478 | 871,813 | 841,145 | 879,121 | 7,643 | 0.9% |
| Total Funding | 791,771 | 871,478 | 871,813 | 841,145 | 879,121 | 7,643 | 0.9% |

| Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|-----------------------|---------------|----------------|----------------|---------------|----------------|--------------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Supervisor | 0.50 | 0.50 | 0.50 | 0.50 | 37,952 | - | 0.0% |
| Solid Waste Collector | 5.00 | 5.00 | 5.00 | 5.00 | 244,667 | - | 0.0% |
| Total | 5.50 | 5.50 | 5.50 | 5.50 | 282,619 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$21,241, or by 3.7%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

- Vehicle Motor Fuel and Lubricants (Account No. 524-04) decreased by \$8,500, or by 24.3%, due to lower fuel prices than budgeted and change of Litter Crew vehicle fuel allocation to the Streets division.
- Bank and Merchant Charges (Account No. 630-03) increased by \$6,100, or by 203.3%, due to increased use of credit and debit card payments for services.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 253,127 | 270,055 | 269,300 | 269,300 | 282,619 | 12,564 | 4.7% |
| 501 01 Overtime Wages | 18,836 | 24,000 | 24,000 | 23,400 | 24,000 | - | 0.0% |
| 502 01 Temporary Wages | 54,753 | 56,400 | 52,300 | 50,600 | 56,400 | - | 0.0% |
| 505 00 Payroll Taxes | 24,030 | 26,800 | 26,800 | 25,300 | 27,760 | 960 | 3.6% |
| 506 00 Pension | 47,444 | 51,400 | 51,400 | 49,600 | 53,260 | 1,860 | 3.6% |
| 507 00 Insurance Benefits-Health/Life | 98,047 | 105,900 | 108,100 | 108,100 | 110,700 | 4,800 | 4.5% |
| 507 30 Insurance Benefits-Workers Comp | 29,665 | 36,400 | 38,300 | 38,300 | 37,250 | 850 | 2.3% |
| 508 00 Other Benefits | 5,389 | 5,800 | 5,800 | 5,800 | 6,020 | 220 | 3.8% |
| 509 03 Allowances-PW Clothing | 1,242 | 1,375 | 1,375 | 1,375 | 1,375 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | - | 413 | 413 | 400 | 400 | (13) | -3.1% |
| Personnel Services and Benefits | 532,533 | 578,543 | 577,788 | 572,175 | 599,784 | 21,241 | 3.7% |
| Supplies | | | | | | | |
| 510 02 Operating Supplies | 1,329 | 3,000 | 3,000 | 1,850 | 2,000 | (1,000) | -33.3% |
| 510 03 Safety Program Supplies | 80 | 1,000 | 1,000 | 900 | 900 | (100) | -10.0% |
| 510 05 Small Tools & Equipment | 24 | 1,000 | 1,000 | 900 | 900 | (100) | -10.0% |
| 510 08 Inventory for Resale | 18,053 | 18,905 | 18,905 | 17,600 | 17,600 | (1,305) | -6.9% |
| 515 01 Vehicle Maintenance Materials | 36,419 | 38,000 | 38,000 | 31,500 | 33,047 | (4,953) | -13.0% |
| 515 04 Machinery & Equip Maint Materials | 746 | 2,450 | 2,450 | 800 | 1,000 | (1,450) | -59.2% |
| 525 04 Vehicle Motor Fuel & Lubricants | 33,960 | 35,000 | 28,900 | 24,500 | 26,500 | (8,500) | -24.3% |
| Supplies | 90,611 | 99,355 | 93,255 | 78,050 | 81,947 | (17,408) | -17.5% |
| Contract/Purchased Services | | | | | | | |
| 600 03 Training and Education | - | 1,000 | 1,000 | 200 | 200 | (800) | -80.0% |
| 605 01 Ads and Public Announcements | - | 300 | 300 | 300 | 300 | - | 0.0% |
| 615 01 Professional and Technical Licenses | - | 600 | 600 | 300 | 300 | (300) | -50.0% |
| 630 02 Vehicle Licenses | 60 | 150 | 120 | 120 | 120 | (30) | -20.0% |
| 630 03 Bank and Merchant Charges | 9,037 | 3,000 | 9,100 | 9,100 | 9,100 | 6,100 | 203.3% |
| Contract/Purchased Services | 9,097 | 5,050 | 11,120 | 10,020 | 10,020 | 4,970 | 98.4% |
| Minor Capital | | | | | | | |
| 725 00 Machinery and Equipment | 2,528 | 7,000 | 7,000 | 6,500 | 5,500 | (1,500) | -21.4% |
| Minor Capital Outlay | 2,528 | 7,000 | 7,000 | 6,500 | 5,500 | (1,500) | -21.4% |
| Interdepartmental Charges | | | | | | | |
| 800 00 Interdepartmental-Administrative | 17,684 | 19,070 | 19,070 | 18,630 | 18,960 | (110) | -0.6% |
| 801 01 Interdepartmental-Human Resources | 6,579 | 7,360 | 7,360 | 7,170 | 7,220 | (140) | -1.9% |
| 802 00 Interdepartmental-Finance | 31,572 | 33,020 | 33,020 | 31,240 | 34,510 | 1,490 | 4.5% |
| 803 01 Interdepartmental-Info Technology | 18,924 | 19,870 | 20,990 | 20,690 | 19,310 | (560) | -2.8% |
| 804 01 Interdepartmental-Engineering | 48,638 | 61,740 | 61,740 | 58,600 | 62,000 | 260 | 0.4% |
| 805 01 Interdepartmental-KPU Billing Services | 25,170 | 25,170 | 25,170 | 25,170 | 25,170 | - | 0.0% |
| 825 01 Interdepartmental-Insurance | 5,791 | 10,300 | 10,300 | 7,900 | 9,700 | (600) | -5.8% |
| 850 01 Interdepartmental-Garage | 2,644 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| Interdepartmental Charges | 157,002 | 181,530 | 182,650 | 174,400 | 181,870 | 340 | 0.2% |
| Total Expenditures by Type | 791,771 | 871,478 | 871,813 | 841,145 | 879,121 | 7,643 | 0.9% |

NARRATIVE

500-01 Regular Salaries and Wages: \$282,619 – This account provides for compensation paid to all regular salaried and hourly employees of the Solid Waste Collections Division.

501-01 Overtime Wages: \$24,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$56,400 - This account provides for compensation paid to temporary salaried and hourly employees of the Solid Waste Collections Division.

505-00 Payroll Taxes: \$27,760 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$53,260 – This account provides for employer contributions to retirement systems.

507-00 Insurance Benefits – Health and Life Insurance: \$110,700 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$37,250 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$6,020 – 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: \$1,375 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances- Medical Expenses: \$400 - This account provides for employee medical exams.

510-02 Operating Supplies: \$2,000 - This account provides 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 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 for the purchase and or replacement of small tools and equipment used by the division during the course of the year.

510-08 Inventory for Resale: \$17,600 - This account provides for the purchase of equipment such as solid waste dumpsters and drop boxes that are utilized by both the Recycling and Collection Divisions. These in turn are sold to commercial customers of the Solid Waste Collection Division or placed in areas for the collection of recyclable materials from the general public.

515-01 Vehicle Maintenance Materials: \$33,047 - This account provides for the cost of operating and maintaining vehicles operated by the division. This account will also be used to maintain drop boxes and the additional hardware required.

515-04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides for the cost of supplies and materials such as shovels, fastening hardware, brooms, wheel cart parts, vehicle wash and brushes that are used by the division through the course of the year.

525-04 Vehicle Motor Fuel and Lubricants: \$26,500 - This account provides for the purchase of gasoline, diesel fuel and lubricants associated with the division's use of vehicles.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Solid Waste

Collection Division 1560-272

600-03 Training and Education: \$200 – This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Ads and Public Announcements: \$300 - This account provides 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 for cost of commercial driver's licenses and other certificates required for operating equipment.

630-02 Vehicle Licenses: \$120 – This account provides for the cost of various licenses and fees associated with the permitting of the division's vehicles.

630-03 Bank and Merchant Charges: \$9,100 - This account provides for merchant fees for use of credit and debit cards.

725-00 Machinery and Equipment: \$5,500 - This account provides for the purchase of replacement equipment such as cart tipplers and other miscellaneous items for the collection vehicles.

800-00 Interdepartmental Charges – Administrative: \$18,960 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney, and the administrative office of the City Manager.

801-01 Interdepartmental Charges – Human Resources: \$7,220 - This account provides for human resource services provided by the Human Resources Division

802-00 Interdepartmental Charges - Finance: \$34,510 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803-01 Interdepartmental Charges – Information Technology: \$19,310 - This account provides for information technology services provided by the Information Technology Department.

804-01 Interdepartmental Charges – Engineering: \$62,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

805-01 Interdepartmental Charges – KPU Billing Services: \$25,170 – This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825-01 Interdepartmental Charges – Insurance: \$9,700 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$5,000 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

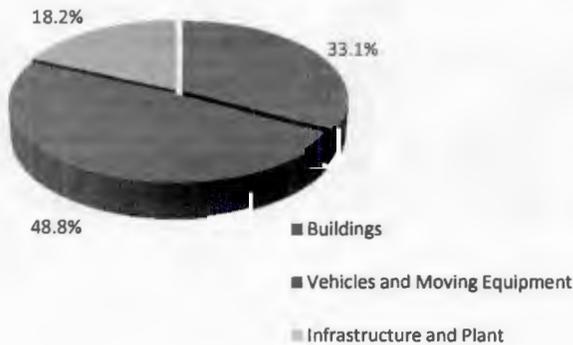
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Solid Waste

Capital Budget

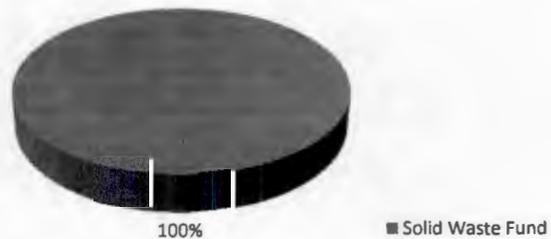
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------------|---------------|------------------|------------------|----------------|----------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 705-00 Buildings | 3,922 | 212,000 | 212,000 | 30,000 | 182,000 | (30,000) | -14.2% |
| 710-00 Improvements to Land | - | 75,000 | 75,000 | 65,000 | - | (75,000) | -100.0% |
| 720-00 Vehicles and Moving Equipment | - | 40,000 | 40,000 | - | 268,500 | 228,500 | 571.3% |
| 725-00 Machinery and Equipment | 7,515 | 825,000 | 855,000 | 725,000 | - | (825,000) | -100.0% |
| 730-00 Infrastructure and Plant | 3,933 | 100,000 | 100,000 | - | 100,000 | - | 0.0% |
| Total Major Capital Outlay | 15,370 | 1,252,000 | 1,282,000 | 820,000 | 550,500 | (701,500) | -56.0% |

| 2016 Capital Improvement Projects | | Funding Sources | | |
|-----------------------------------|--|------------------|----------|----------------|
| Project # | Project | Solid Waste Fund | Grants | Total |
| 705-00 | Buildings | | | |
| | SWRHF Building Extension & Design | 182,000 | - | 182,000 |
| | Total Buildings | 182,000 | - | 182,000 |
| 720-00 | Vehicles and Moving Equipment | | | |
| | Packer Truck Replacement | 198,500 | - | 198,500 |
| | Dump Truck Bed Replacement | 40,000 | - | 40,000 |
| | Plaza Trash Compactor | 30,000 | - | 30,000 |
| | Total Vehicles and Moving Equipment | 268,500 | - | 268,500 |
| 730-00 | Infrastructure and Plant | | | |
| | Cover Material | 100,000 | - | 100,000 |
| | Total Infrastructure and Plant | 100,000 | - | 100,000 |
| | Total 2016 Capital Budget | 550,500 | - | 550,500 |

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Summary

The Wastewater Division manages, operates and maintains the municipal sanitary wastewater system. The system consists of a secondary treatment plant, a collection system and seven pump stations located throughout its service area. The service area is limited to providing services to businesses and residents living within the boundaries of the City and the Ketchikan International Airport. Wastewater is a division of the Public Works Department.



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

DEPARTMENT EXECUTIVE SUMMARY

| Divisions/Cost Center/Programs | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 63,368 | 2.8% |
| Capital Improvement Program | 505,554 | 860,000 | 882,500 | 217,300 | 1,320,200 | 460,200 | 53.5% |
| Total | 2,577,339 | 3,132,167 | 3,178,257 | 2,443,324 | 3,655,735 | 523,568 | 16.7% |

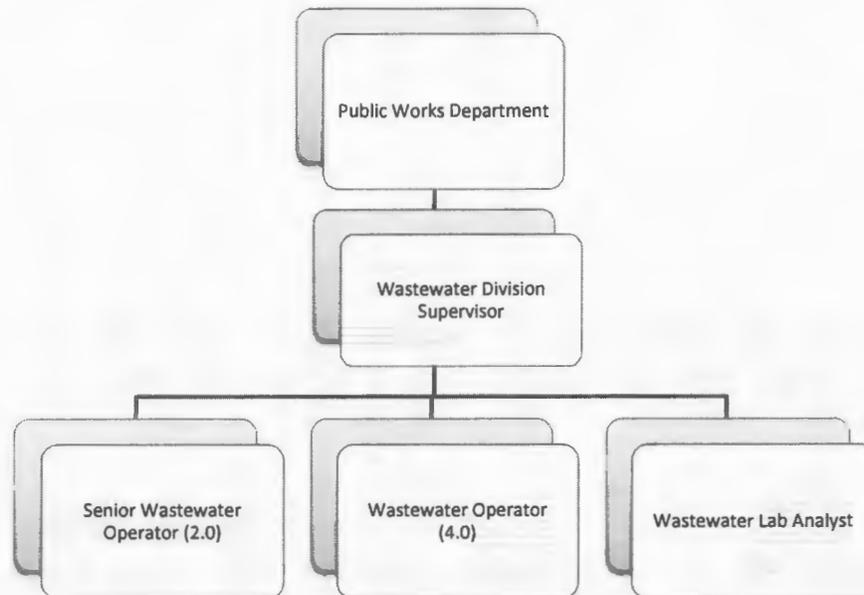
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 820,889 | 850,421 | 840,421 | 804,510 | 858,260 | 7,839 | 0.9% |
| Supplies | 304,031 | 358,007 | 368,007 | 364,575 | 364,575 | 6,568 | 1.8% |
| Contract/Purchased Services | 249,827 | 302,575 | 324,485 | 318,285 | 294,375 | (8,200) | -2.7% |
| Minor Capital Outlay | 39,286 | 53,500 | 53,500 | 53,500 | 53,500 | - | 0.0% |
| Interdepartmental Charges | 467,980 | 520,890 | 522,570 | 498,380 | 529,400 | 8,510 | 1.6% |
| Debt Service | 109,772 | 106,774 | 106,774 | 106,774 | 155,425 | 48,651 | 45.6% |
| Payment in Lieu of Taxes | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | - | 0.0% |
| Major Capital Outlay | 505,554 | 860,000 | 882,500 | 217,300 | 1,320,200 | 460,200 | 53.5% |
| Total | 2,577,339 | 3,132,167 | 3,178,257 | 2,443,324 | 3,655,735 | 523,568 | 16.7% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Wastewater Fund | 2,475,039 | 3,132,167 | 3,178,257 | 2,443,324 | 3,655,735 | 523,568 | 16.7% |
| Grants | 71,610 | - | - | - | - | - | NA |
| Bonds | 30,690 | - | - | - | - | - | NA |
| Total | 2,577,339 | 3,132,167 | 3,178,257 | 2,443,324 | 3,655,735 | 523,568 | 16.7% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 8.00 | 8.00 | 8.00 | 8.00 | 458,300 | - | 0.0% |
| Total | 8.00 | 8.00 | 8.00 | 8.00 | 458,300 | - | 0.0% |

MISSION STATEMENT

It is the mission of the Wastewater Division to protect the environment through effective management, operation and maintenance of the sanitary wastewater system. Management's primary concern is for the health and safety of the citizens and employees. The division strives to provide the citizens of the City of Ketchikan with quality service using experienced, well-trained personnel and by continuing to upgrade the existing treatment plant, equipment and collection system components.



GOALS FOR 2016

- Maintain the sewer system as efficiently as possible within the constraints of the Wastewater Division's budget.
- Continue to meet EPA parameters without exceeding limits for BOD, fecal coliform, chlorine residual, pH, dissolved oxygen, copper and zinc.
- Continue the small pump station upgrade program as time and personnel allow.
- Reduce chemical costs by working with suppliers and wastewater crew.

ACCOMPLISHMENTS FOR 2015

- Replaced and upgraded numerous manhole lids and rings around town to reduce the sound of clanking lids.
- Stayed below EPA limit parameters without exceeding limits for biological oxygen demand (BOD), chlorine residual, dissolved oxygen, copper and zinc.
- Consistently achieved over thirty percent removal of BOD and suspended solids.
- Successfully passed E.P.A. laboratory inspection with zero violations.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

- Provided cost effective service, which meets the federally mandated provision of the City's 301H waiver of secondary treatment.
- Installed new PVC scum skim tube assembly at Treatment Plant B.
- Worked with PW Engineering and contractor to oversee and inspect the replacement of the Revetment Way sewer.
- Reduced chlorine use in manholes effectively lowering cost while maintaining current program of coliform reduction.
- Successfully administered the Side Sewer Grant Upgrade Program with additional budget required to cover the cost due to the large number of participants that completed private system repairs at a benefit to both the City and the public.
- Passed OSHA compliance inspection with minimal findings and minor changes to safety program.

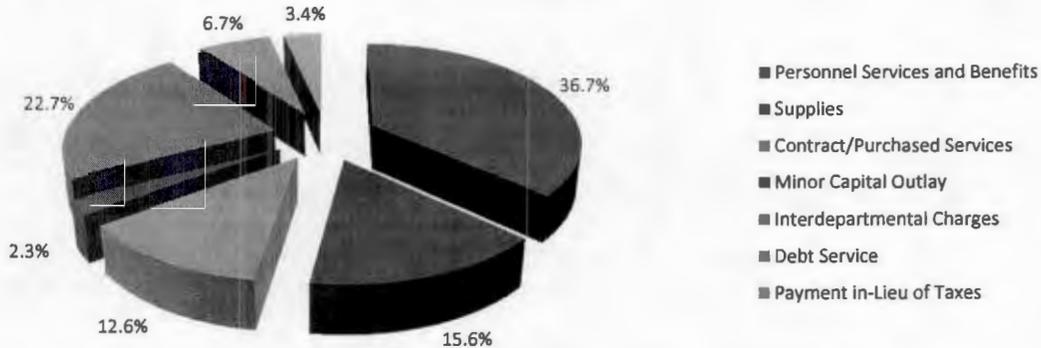
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 820,889 | 850,421 | 840,421 | 804,510 | 858,260 | 7,839 | 0.9% |
| Supplies | 304,031 | 358,007 | 368,007 | 364,575 | 364,575 | 6,568 | 1.8% |
| Contract/Purchased Services | 249,827 | 302,575 | 324,485 | 318,285 | 294,375 | (8,200) | -2.7% |
| Minor Capital Outlay | 39,286 | 53,500 | 53,500 | 53,500 | 53,500 | - | 0.0% |
| Interdepartmental Charges | 467,980 | 520,890 | 522,570 | 498,380 | 529,400 | 8,510 | 1.6% |
| Debt Service | 109,772 | 106,774 | 106,774 | 106,774 | 155,425 | 48,651 | 45.6% |
| Payment in-Lieu of Taxes | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | - | 0.0% |
| Total Expenditures | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 63,368 | 2.8% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Wastewater Fund | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 63,368 | 2.8% |
| Total Funding | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 63,368 | 2.8% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Wastewater Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 82,174 | - | 0.0% |
| Senior Wastewater Operator | 2.00 | 2.00 | 2.00 | 2.00 | 113,127 | - | 0.0% |
| Wastewater Operator | 4.00 | 4.00 | 4.00 | 4.00 | 193,617 | - | 0.0% |
| Wastewater Lab Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 69,382 | - | 0.0% |
| Total | 8.00 | 8.00 | 8.00 | 8.00 | 458,300 | - | 0.0% |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$7,839 or by .9%, due to employee turnover; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016; which is offset by a \$12,000 decrease to temporary labor.
- Chemicals (Account No. 510-06) increased by \$20,000, or by 16.0%, due to an increase in the cost of chemicals used in wastewater treatment
- Vehicle Maintenance Materials (Account No. 515-01) increased by \$10,000, or by 100%, as a result of transferring \$10,000 from Interdepartmental - Garage (Account No. 850-01) to allow for the purchase of a limited amount of vehicle maintenance materials directly by the Waste Water Division.
- Infrastructure Maintenance Materials (Account No. 515-05) decreased by \$6,125, or by 5.5%, to partially offset the increase in Chemicals (Account No. 510-06).
- Heating Fuel (Account No. 525-03) decreased by \$8,000, or by 18.2%, to reflect lower fuel usage due to a forecasted milder winter.
- Management and Consulting Services (Account No. 640-04) decreased by \$7,000, or by 31.9%, due to an expected decrease in the need for these services.
- Interdepartmental-Insurance (Account No. 825-01) - decreased by \$5,700, or by 16.3%, due to a rebate from the insurance pool.
- Debt Service - Principal (Account No. 931-01) increased by \$37,349, or by 45.8%, as a result of debt service payments beginning on bonds issued to finance the Jackson and Monroe Sewer Main Replacement Project.
- Debt Service - Interest (Account No. 932-01) increased by \$11,302, or by 44.9%, as a result of debt service payments beginning on bonds issued to finance the Jackson and Monroe Sewer Main Replacement Project.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 450,207 | 445,021 | 439,021 | 438,600 | 458,300 | 13,279 | 3.0% |
| 501 01 Overtime Wages | 39,121 | 50,000 | 46,000 | 38,400 | 50,000 | - | 0.0% |
| 502 01 Temporary Wages | 34,166 | 42,000 | 42,000 | 27,200 | 30,000 | (12,000) | -28.6% |
| 505 00 Payroll Taxes | 15,805 | 41,100 | 41,100 | 37,200 | 41,220 | 120 | 0.3% |
| 506 00 Pension | 103,304 | 83,700 | 83,700 | 77,300 | 84,650 | 950 | 1.1% |
| 507 00 Health and Life Insurance | 150,138 | 156,900 | 156,740 | 155,800 | 163,800 | 6,900 | 4.4% |
| 507 30 Workers Compensation | 18,010 | 20,000 | 20,000 | 18,400 | 19,760 | (240) | -1.2% |
| 508 00 Other Benefits | 8,456 | 9,100 | 9,260 | 9,260 | 8,230 | (870) | -9.6% |
| 509 03 Allowances-Public Works Clothing | 1,607 | 1,700 | 1,750 | 1,750 | 1,700 | - | 0.0% |
| 509 08 Allowances-Medical Expenses | 75 | 900 | 850 | 600 | 600 | (300) | -33.3% |
| Personnel Services and Benefits | 820,889 | 850,421 | 840,421 | 804,510 | 858,260 | 7,839 | 0.9% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 2,207 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 510 02 Operating Supplies | 9,830 | 6,982 | 6,982 | 6,900 | 6,900 | (82) | -1.2% |
| 510 03 Safety Program Supplies | 8,268 | 7,000 | 7,000 | 7,000 | 7,000 | - | 0.0% |
| 510 04 Janitorial Supplies | 6,064 | 7,250 | 7,250 | 7,250 | 7,250 | - | 0.0% |
| 510 05 Small Tools & Equipment | 5,174 | 7,950 | 5,950 | 5,000 | 5,000 | (2,950) | -37.1% |
| 510 06 Chemicals | 130,388 | 125,000 | 145,000 | 145,000 | 145,000 | 20,000 | 16.0% |
| 515 01 Vehicle Maintenance Materials | - | - | 10,000 | 10,000 | 10,000 | 10,000 | New |
| 515 04 Machinery & Equip Maint Materials | 25,637 | 22,575 | 18,575 | 18,300 | 18,300 | (4,275) | -18.9% |
| 515 05 Infrastructure Maint Materials | 65,888 | 111,750 | 105,750 | 105,625 | 105,625 | (6,125) | -5.5% |
| 520 02 Postage | 2,379 | 5,000 | 5,000 | 4,000 | 4,000 | (1,000) | -20.0% |
| 525 03 Heating Fuel | 35,561 | 44,000 | 36,000 | 36,000 | 36,000 | (8,000) | -18.2% |
| 525 04 Vehicle Motor Fuel & Lubricants | 9,794 | 12,000 | 12,000 | 12,000 | 12,000 | - | 0.0% |
| 530 03 Professional & Technical Publications | 557 | 500 | 500 | 500 | 500 | - | 0.0% |
| 535 02 Business and Meal Expenses | 379 | 500 | 500 | 500 | 500 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 1,905 | 5,000 | 5,000 | 4,000 | 4,000 | (1,000) | -20.0% |
| Supplies | 304,031 | 358,007 | 368,007 | 364,575 | 364,575 | 6,568 | 1.8% |
| Contract/Purchased Services | | | | | | | |
| 600 02 Travel-Training | 2,204 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| 600 03 Training and Education | 265 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| 605 01 Ads & Public Announcements | 5,455 | 2,500 | 2,500 | 2,500 | 2,500 | - | 0.0% |
| 615 01 Professional & Technical Licenses | 235 | 500 | 500 | 500 | 500 | - | 0.0% |
| 615 02 Assn. Membership Dues & Fees | - | 500 | 500 | 500 | 500 | - | 0.0% |
| 630 01 Building & Operating Permits | 50 | 2,800 | 2,800 | 2,800 | 2,800 | - | 0.0% |
| 630 02 Vehicle Licenses | 54 | 500 | 500 | 500 | 500 | - | 0.0% |
| 630 03 Bank and Merchant Charges | 9,995 | 6,200 | 10,000 | 10,000 | 10,000 | 3,800 | 61.3% |
| 635 03 Vehicle Maintenance Services | 186 | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 635 04 Software Maintenance Services | 1,696 | 4,500 | 4,500 | 4,500 | 4,500 | - | 0.0% |
| 635 06 Bldg. & Grounds Maint Services | 1,860 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 14,261 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 635 08 Infrastructure Maint Services | 22,254 | 28,150 | 28,150 | 28,150 | 26,150 | (2,000) | -7.1% |
| 635 12 Technical Services | 3,850 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| 640 02 Engineering & Architectural Services | - | 4,000 | 25,910 | 24,910 | 3,000 | (1,000) | -25.0% |
| 640 04 Management & Consulting Services | 1,680 | 21,925 | 18,125 | 14,925 | 14,925 | (7,000) | -31.9% |
| 645 02 Rents & Leases-Machinery & Equip | 87 | 1,000 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 650 01 Telecommunications | 12,028 | 15,000 | 15,000 | 13,000 | 13,000 | (2,000) | -13.3% |
| 650 02 Electric, Water, Sewer & Solid Waste | 173,667 | 176,000 | 176,000 | 176,000 | 176,000 | - | 0.0% |
| Contract/Purchased Services | 249,827 | 302,575 | 324,485 | 318,285 | 294,375 | (8,200) | -2.7% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 279 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 725 00 Machinery and Equipment | 38,957 | 50,000 | 50,000 | 50,000 | 50,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 50 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| Minor Capital Outlay | 39,286 | 53,500 | 53,500 | 53,500 | 53,500 | - | 0.0% |
| Interdepartmental Charges | | | | | | | |
| 800 00 Interdepartmental-Administrative | 26,527 | 28,600 | 28,600 | 28,600 | 28,510 | (90) | -0.3% |
| 801 01 Interdepartmental-Human Resources | 9,868 | 11,050 | 11,050 | 11,050 | 10,820 | (230) | -2.1% |
| 802 00 Interdepartmental-Finance | 47,358 | 49,520 | 49,520 | 47,000 | 51,760 | 2,240 | 4.5% |
| 803 01 Interdepartmental-Info Technology | 28,385 | 29,800 | 31,480 | 31,480 | 28,960 | (840) | -2.8% |
| 804 01 Interdepartmental-Engineering | 258,857 | 273,870 | 273,870 | 260,000 | 287,000 | 13,130 | 4.8% |
| 805 01 Interdepartmental-KPU Billing Services | 48,050 | 48,050 | 48,050 | 48,050 | 48,050 | - | 0.0% |
| 825 01 Interdepartmental-Insurance | 16,606 | 35,000 | 35,000 | 27,200 | 29,300 | (5,700) | -16.3% |
| 850 01 Interdepartmental-Garage | 17,329 | 30,000 | 30,000 | 30,000 | 30,000 | - | 0.0% |
| 851 01 Interdepartmental-Equipment | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| Interdepartmental Charges | 467,980 | 520,890 | 522,570 | 498,380 | 529,400 | 8,510 | 1.6% |
| Debt Service | | | | | | | |
| 931 01 Debt Service-Principal | 80,370 | 81,581 | 81,581 | 81,581 | 118,930 | 37,349 | 45.8% |
| 932 01 Debt Service-Interest | 29,402 | 25,193 | 25,193 | 25,193 | 36,495 | 11,302 | 44.9% |
| Debt Service | 109,772 | 106,774 | 106,774 | 106,774 | 155,425 | 48,651 | 45.6% |
| Other Costs | | | | | | | |
| 975 00 Payment in Lieu of Taxes | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | - | 0.0% |
| Other Costs | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | - | 0.0% |
| Total Expenditures by Type | 2,071,785 | 2,272,167 | 2,295,757 | 2,226,024 | 2,335,535 | 63,368 | 2.8% |

NARRATIVE

500-01 Regular Salaries and Wages: \$458,300 – This account provides for compensation paid to all regular salaried and hourly employees of the Wastewater Division.

501-01 Overtime Wages: \$50,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$30,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Wastewater Services Division.

505-00 Payroll Taxes: \$41,220 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$84,650 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$163,800 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$19,760 – This account provides for employer contributions to workers compensation insurance.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

508-00 Other Benefits: \$8,230 – 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: \$1,700 – This account provides for employer provided protective clothing allowances paid directly to represented employees of the Public Works Department pursuant to collective bargaining agreements or the Personnel Rules.

509-08 Allowances-Medical Expenses: \$600 – This account provides for employer provided medical exams paid directly to employees.

510-01 Office Supplies: \$2,500 - This account provides 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: \$6,900 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as laboratory supplies, general materials for public programs and bottled water.

510-03 Safety Program Supplies: \$7,000 - This account provides for safety training audio and video programs, safety equipment, City required hearing tests, specialized hazardous materials handling and disposal information, specialized protective safety clothing, traffic control equipment, confined space related equipment for air sampling, calibration, and man lifting.

510-04 Janitorial Supplies: \$7,250 – This account provides for cleaning and sanitation supplies used by the in-house janitor.

510-05 Small Tools and Equipment: \$5,000 - This account provides 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: \$145,000 - This account provides for chemicals used for wastewater treatment and testing.

515-01 Vehicle Maintenance Materials: \$10,000 - This account provides 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 and Equipment Maintenance Materials: \$18,300 – This account provides 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 plan equipment.

515-05 Infrastructure Maintenance Materials: \$105,625 - This account provides 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: \$4,000 - This account provides for postal related services such as postage, express delivery and mailing materials.

525-03 Heating Fuel: \$36,000 - This account provides for heating fuel to heat the wastewater treatment plants.

525-04 Vehicle Motor Fuel and Lubricants: \$12,000 - This account provides for gasoline, diesel fuel, propane and lubricants for vehicles and the 14 foot sampling skiff.

530-03 Professional and Technical Publications: \$500 - This account provides for professional and technical publications. Included are professional handbooks and technical journals and wastewater operator manuals.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Public Works-Wastewater

Operations Division 3000-110

535-02 Business and Meal Expenses: \$500 - This account provides for reimbursements to employees for business and job related meals, and other business related expenses.

535-04 Allowances-Uniforms/Badges/Clothing: \$4,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work clothes, raingear, hats, steel toed boots and gloves.

600-02 Travel-Training: \$10,000 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$5,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Advertising and Public Announcements: \$2,500 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are legal notices, public service announcements, public awareness brochure, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

615-01 Professional and Technical Licenses: \$500 - This account provides 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 and Fees: \$500 - This account provides for memberships in professional and trade associations such as American Water Works Association, Water Environment Federation and Alaska Rural Water Association.

630-01 Building and Operating Permits: \$2,800 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630-02 Vehicle Licenses: \$500 - This account provides for licensing City vehicles for operations on public highways.

630-03 Bank and Merchant Charges: \$10,000 - This account provides for monthly bank account service charges, merchant fees for use of credit and debit cards, wire transfer fees and other fees for banking services.

635-03 Vehicle Maintenance Services: \$3,000 - This account provides for expenditures for the repair and maintenance of City vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635-04 Software Maintenance Services: \$4,500 - This account provides for maintenance agreements to support licensed software systems.

635-06 Buildings and Grounds Maintenance Services: \$8,000 - This account provides 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 and Equipment Maintenance Services: \$8,000 - This account provides 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: \$26,150 - This account provides contractual services for the repair and maintenance of infrastructure owned or leased by the City. This account includes contract labor and materials required to provide the service. Included are sewer mains, sewer pump stations, generators and SCADA systems.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Public Works-Wastewater

Operations Division 3000-110

635-12 Technical Services: \$5,000 - This account provides 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 and Architectural Services: \$3,000 - This account provides for engineering and architectural services outside the scope of available services with internal staff.

640-04 Management and Consulting Services: \$14,925 - This account provides for management and consulting services. Included are project management, rate studies, management studies and other management and consulting engagement requiring persons or firms with specialized skills and knowledge.

645-02 Rents and Leases - Machinery & Equipment: \$1,000 - This account provides for the rent and lease of machinery and equipment.

650-01 Telecommunications: \$13,000 - This account provides 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: \$176,000 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$1,500 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$50,000 - This account provides 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.

725-01 Computers, Printers and Copiers: \$2,000 - This account provides for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines.

800-00 Interdepartmental Charges - Administrative: \$28,510 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney, and the administrative office of the City Manager.

801-01 Interdepartmental Charges - Human Resources: \$10,820 - This account provides for human resource services provided by the Human Resources Division.

802-00 Interdepartmental Charges - Finance: \$51,760 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803-01 Interdepartmental Charges - Information Technology: \$28,960 - This account provides for information technology services provided by the Information Technology Department.

804-01 Interdepartmental Charges - Engineering: \$287,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

805-01 Interdepartmental Charges - KPU Billing Services: \$48,050 - This account provides for billing and collection services provided by the KPU Sales, Marketing and Customer Service Division.

825-01 Interdepartmental Charges - Insurance: \$29,300 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges - Garage: \$30,000 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

851-01 Equipment Charges: \$15,000 - This account provides for the expenditure for use of equipment owned by another department of the City.

931-01 Debt Service-Principal: \$118,930 - This account provides for principal on Alaska Clean Water Loans for the Wastewater Division.

932-01 Debt Service-Interest: \$36,495 - This account provides for interest on Alaska Clean Water Loans for the Wastewater Division.

975-00 Payments in Lieu of Taxes: \$80,000 - This account provides for payments in lieu of taxes assessed against the enterprise funds of the City.

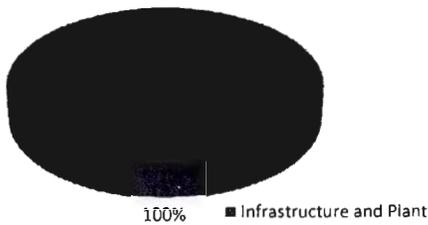
CITY OF KETCHIKAN
2015 Operating and Capital Budget
Public Works-Wastewater

Capital Budget

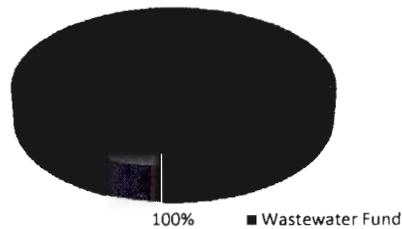
| Major Capital Projects | 2013 | 2014 Budget | | | 2015 | 2015 Adopted/2016 | |
|-----------------------------------|----------------|----------------|----------------|----------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 730-00 Infrastructure and Plant | 505,554 | 860,000 | 882,500 | 217,300 | 1,320,200 | 460,200 | 53.5% |
| Total Major Capital Outlay | 505,554 | 860,000 | 882,500 | 217,300 | 1,320,200 | 460,200 | 53.5% |

| 2016 Capital Improvement Projects | | Funding Sources | | |
|-----------------------------------|---|-----------------|------------------|------------------|
| Project # | Project | Wastewater | | Total |
| | | Fund | | |
| 730-00 | Infrastructure and Plant | | | |
| | Sewer Main & Manhole Repair/Replacement | | 100,000 | 100,000 |
| | Upgrade Sewer Laterals | | 30,000 | 30,000 |
| | Small Pump Station Upgrades | | 80,000 | 80,000 |
| | Force Main Replacement | | 1,075,200 | 1,075,200 |
| | West Fairy Chasm Sewer Replacement | | 35,000 | 35,000 |
| | Total Infrastructure and Plant | | 1,320,200 | 1,320,200 |
| | Total 2016 Capital Budget | | 1,320,200 | 1,320,200 |

Expenditures by Type



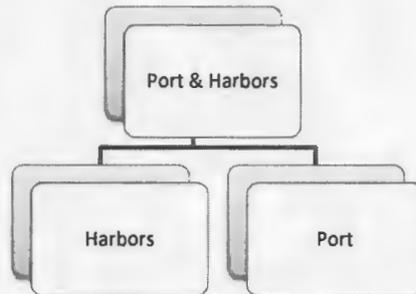
Expenditures by Funding Source



CITY OF KETCHIKAN
2016 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 192,206 | 14.3% |
| Capital Improvement Program | 6,004,261 | 5,799,673 | 4,385,772 | 4,191,095 | 227,665 | (5,572,008) | -96.1% |
| Total | 7,176,365 | 7,139,277 | 5,726,576 | 5,522,157 | 1,759,475 | (5,379,802) | -75.4% |

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 575,479 | 559,002 | 555,502 | 555,350 | 566,454 | 7,452 | 1.3% |
| Supplies | 77,445 | 72,390 | 71,390 | 71,390 | 70,390 | (2,000) | -2.8% |
| Contract/Purchased Services | 265,866 | 265,427 | 267,427 | 267,427 | 267,696 | 2,269 | 0.9% |
| Minor Capital Outlay | 11,027 | 19,000 | 18,000 | 18,000 | 19,000 | - | 0.0% |
| Interdepartmental Charges | 188,264 | 220,010 | 224,710 | 215,120 | 234,570 | 14,560 | 6.6% |
| Debt Service | 54,023 | 203,775 | 203,775 | 203,775 | 373,700 | 169,925 | 83.4% |
| Major Capital Outlay | 6,004,261 | 5,799,673 | 4,385,772 | 4,191,095 | 227,665 | (5,572,008) | -96.1% |
| Total | 7,176,365 | 7,139,277 | 5,726,576 | 5,522,157 | 1,759,475 | (5,379,802) | -75.4% |

| Expenditures by Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Harbor Fund | 1,364,188 | 1,613,307 | 1,614,507 | 1,410,088 | 1,531,810 | (81,497) | -5.1% |
| Grants | 3,898,495 | 2,825,970 | 1,300,000 | 1,300,000 | - | (2,825,970) | -100.0% |
| Harbor Construction | 663,682 | - | 183,117 | 183,117 | 227,665 | 227,665 | NA |
| CPV Funds | - | 1,400,000 | 1,151,761 | 1,151,761 | - | (1,400,000) | -100.0% |
| Bonds | - | 1,300,000 | 1,477,191 | 1,477,191 | - | (1,300,000) | -100.0% |
| Interfund Loan | 1,250,000 | - | - | - | - | - | NA |
| Total | 7,176,365 | 7,139,277 | 5,726,576 | 5,522,157 | 1,759,475 | (5,379,802) | -75.4% |

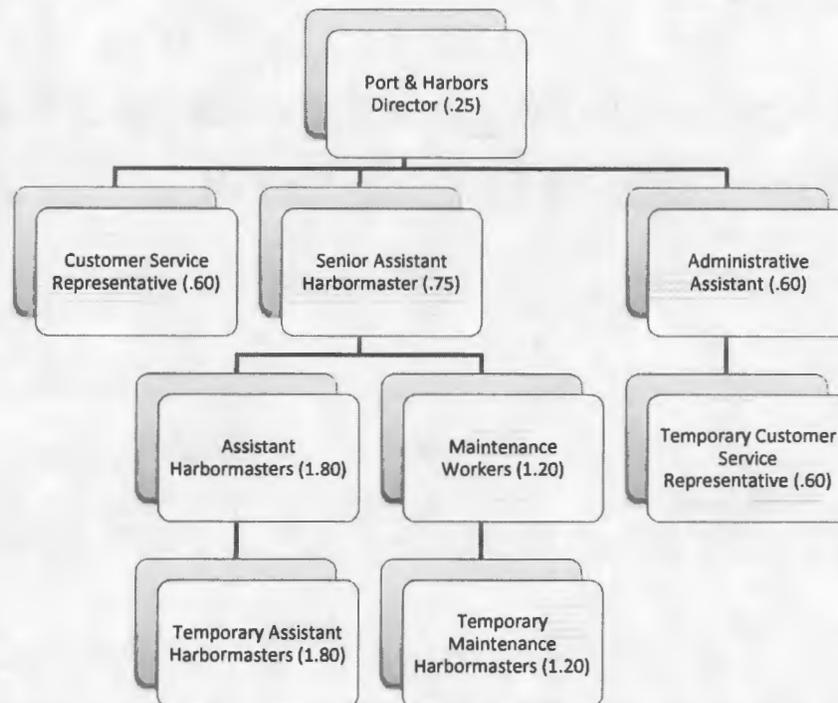
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Harbors

Summary

| Full-time Equivalent Personnel | 2014 Actual | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|----------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 5.20 | 5.20 | 5.20 | 5.20 | 289,434 | - | 0.0% |
| Total | 5.20 | 5.20 | 5.20 | 5.20 | 289,434 | - | 0.0% |

MISSION STATEMENT

The mission of the Harbor 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 Harbor Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2016

- Complete reconstruction of Hole In The Wall Harbor.
- Complete construction of Thomas Basin Harbor improvements.
- Complete replacement of decking and bull rails on Bar Harbor South Float 1.
- Complete replacement of waste oil collection tanks (2 left).
- Begin design of Bar Harbor South Ramp 3 replacement and apply for grants.
- Conduct maintenance dredging in Bar Harbor North.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Harbors

Operations Division 1710-110

ACCOMPLISHMENTS FOR 2015

- Completed reconstruction of Bar Harbor South Floats 1N & 9.
- Completed design, advertised for bids, awarded contract and began reconstruction of Hole In The Wall Harbor.
- Completed design, advertised for bids, awarded contract and began construction of Thomas Basin Harbor improvements.
- Replaced 3 of 5 waste oil collection tanks.
- Completed replacement of water service for Bar Harbor North.

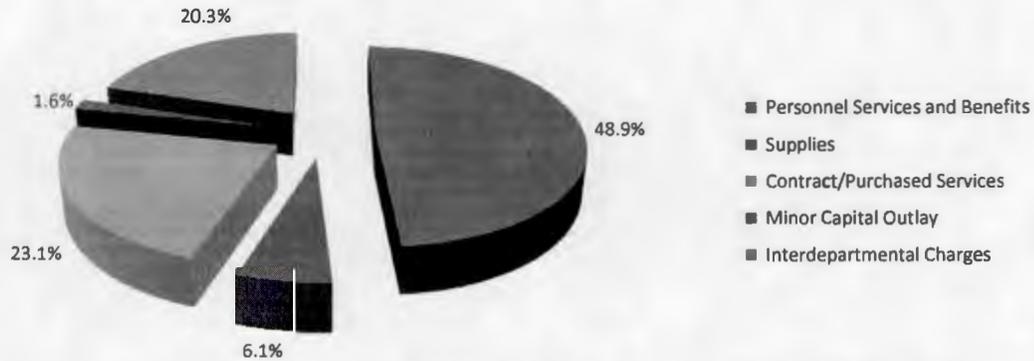
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 575,479 | 559,002 | 555,502 | 555,350 | 566,454 | | |
| Supplies | 77,445 | 72,390 | 71,390 | 71,390 | 70,390 | (2,000) | -2.8% |
| Contract/Purchased Services | 265,866 | 265,427 | 267,427 | 267,427 | 267,696 | 2,269 | 0.9% |
| Minor Capital Outlay | 11,027 | 19,000 | 18,000 | 18,000 | 19,000 | - | 0.0% |
| Interdepartmental Charges | 188,264 | 220,010 | 224,710 | 215,120 | 234,570 | 14,560 | 6.6% |
| Debt Service | 54,023 | 203,775 | 203,775 | 203,775 | 373,700 | 169,925 | New |
| Total Expenditures | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 192,206 | 14.3% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Harbor Fund | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 192,206 | 14.3% |
| Total Funding | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 192,206 | 14.3% |

| Full-time Equivalent Personnel | 2014 | 2015 | | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|------------|-------------------|--|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % | |
| Director of Port & Harbors | 0.25 | 0.25 | 0.25 | 0.25 | 28,330 | - | 0.0% | |
| Senior Assistant Harbormaster | 0.75 | 0.75 | 0.75 | 0.75 | 50,739 | - | 0.0% | |
| Assistant Harbormasters | 1.80 | 1.80 | 1.80 | 1.80 | 98,225 | - | 0.0% | |
| Maintenance Worker | 1.20 | 1.20 | 1.20 | 1.20 | 63,075 | - | 0.0% | |
| Administrative Assistant | 0.60 | 0.60 | 0.60 | 0.60 | 27,072 | - | 0.0% | |
| Customer Service Rep I | 0.60 | 0.60 | 0.60 | 0.60 | 21,993 | - | 0.0% | |
| Total | 5.20 | 5.20 | 5.20 | 5.20 | 289,434 | - | 0.0% | |

2016 Expenditures by Type



OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below:

- Personnel Services and Benefits increased by \$7,452, or by 1.3%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Interdepartmental - Insurance (Account 825-01) increased by \$9,500, or by 19.7%, because excess marine liability insurance premiums allocated to the Harbor Department for the 2015 Budget were incorrect. The estimate for 2015 and the amount requested for 2016 reflects the proper allocation of the premiums for excess marine liability insurance.
- Debt Service Principal and Interest (Accounts No. 931-00 and 931-01) have increased by \$81,800 and \$88,125 respectively, because of general obligations bonds that have been previously issued to finance capital improvements at the municipally owned harbors.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|----------------|----------------|----------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 279,993 | 277,502 | 267,217 | 267,100 | 289,434 | 11,932 | 4.3% |
| 501 01 Overtime Wages | 14,913 | 8,000 | 12,535 | 12,500 | 8,000 | - | 0.0% |
| 502 01 Temporary Wages | 88,029 | 69,000 | 76,950 | 76,950 | 69,000 | - | 0.0% |
| 505 00 Payroll Taxes | 28,418 | 27,200 | 28,400 | 28,400 | 28,000 | 800 | 2.9% |
| 506 00 Pension | 68,164 | 61,500 | 58,300 | 58,300 | 58,130 | (3,370) | -5.5% |
| 507 00 Health and Life Insurance | 77,410 | 88,400 | 85,200 | 85,200 | 87,900 | (500) | -0.6% |
| 507 30 Workers Compensation | 16,573 | 22,800 | 20,900 | 20,900 | 23,450 | 650 | 2.9% |
| 508 00 Other Benefits | 1,979 | 4,600 | 6,000 | 6,000 | 2,540 | (2,060) | -44.8% |
| Personnel Services and Benefits | 575,479 | 559,002 | 555,502 | 555,350 | 566,454 | 7,452 | 1.3% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Harbors

Operations Division 1710-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|----------------|----------------|----------------|----------------|----------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 2,393 | 3,450 | 3,450 | 3,450 | 3,450 | - | 0.0% |
| 510 02 Operating Supplies | 3,042 | 3,300 | 3,300 | 3,300 | 3,300 | - | 0.0% |
| 510 03 Safety Program Supplies | 218 | 300 | 300 | 300 | 300 | - | 0.0% |
| 510 04 Janitorial Supplies | 1,181 | 1,850 | 1,850 | 1,850 | 1,850 | - | 0.0% |
| 510 05 Small Tools & Equipment | 4,817 | 2,150 | 3,150 | 3,150 | 2,150 | - | 0.0% |
| 515 01 Vehicle Maint Materials | 3,982 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 6,936 | | | | | - | NA |
| 515 05 Infrastructure Maint Materials | 35,684 | 40,500 | 38,100 | 38,100 | 38,500 | (2,000) | -4.9% |
| 520 02 Postage | 3,333 | 2,940 | 2,940 | 2,940 | 2,940 | - | 0.0% |
| 525 03 Heating Fuel | 3,873 | 5,700 | 5,700 | 5,700 | 5,700 | - | 0.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 9,365 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 530 02 Periodicals | - | 100 | 100 | 100 | 100 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 2,621 | 2,100 | 2,500 | 2,500 | 2,100 | - | 0.0% |
| Supplies | 77,445 | 72,390 | 71,390 | 71,390 | 70,390 | (2,000) | -2.8% |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | - | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 600 02 Travel-Training | 1,432 | 1,300 | 1,300 | 1,300 | 1,300 | - | 0.0% |
| 600 03 Training and Education | 856 | 1,100 | 1,100 | 1,100 | 1,100 | - | 0.0% |
| 605 01 Ads and Public Announcements | 804 | 1,550 | 1,550 | 1,550 | 1,550 | - | 0.0% |
| 605 02 Marketing | 536 | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 615 02 Assn Membership Dues & Fees | 240 | 200 | 200 | 200 | 200 | - | 0.0% |
| 620 01 Salvage & Disposal of Impounded Prop | - | 10,000 | 6,000 | 6,000 | 7,000 | (3,000) | -30.0% |
| 620 02 Towing of Impounded Property | 150 | 500 | 500 | 500 | 500 | - | 0.0% |
| 630 01 Building & Operating Permits | 429 | 900 | 900 | 900 | 900 | - | 0.0% |
| 630 02 Vehicle Licenses | 64 | 50 | 50 | 50 | 50 | - | 0.0% |
| 630 03 Bank and Merchant Charges | 14,478 | 9,630 | 18,000 | 18,000 | 18,000 | 8,370 | 86.9% |
| 635 02 Janitorial and Cleaning Services | 3,098 | 3,600 | 3,600 | 3,600 | 3,600 | - | 0.0% |
| 635 03 Vehicle Maintenance Services | 2,726 | 3,951 | 2,581 | 2,581 | 2,850 | (1,101) | -27.9% |
| 635 04 Software Maintenance Services | 861 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 635 06 Bldg & Grounds Maint Services | 9,224 | 7,700 | 6,700 | 6,700 | 6,700 | (1,000) | -13.0% |
| 635 07 Machinery & Equip Maint Services | 3,036 | 4,100 | 4,100 | 4,100 | 4,100 | - | 0.0% |
| 635 08 Infrastructure Maint Services | 13,199 | 9,100 | 9,100 | 9,100 | 8,100 | (1,000) | -11.0% |
| 645 02 Rents & Leases-Machinery & Equip | 220 | 900 | 900 | 900 | 900 | - | 0.0% |
| 650 01 Telecommunications | 27,573 | 26,146 | 26,146 | 26,146 | 26,146 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 186,940 | 179,700 | 179,700 | 179,700 | 179,700 | - | 0.0% |
| Contract/Purchased Services | 265,866 | 265,427 | 267,427 | 267,427 | 267,696 | 2,269 | 0.9% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | 147 | 3,000 | 2,000 | 2,000 | 2,000 | (1,000) | -33.3% |
| 720 00 Vehicles & Moving Equipment | 1,498 | | | | | - | NA |
| 725 00 Machinery and Equipment | 9,382 | 12,200 | 12,200 | 12,200 | 9,200 | (3,000) | -24.6% |
| 725 01 Computers, Printers & Copiers | - | 2,000 | 2,000 | 2,000 | 6,000 | 4,000 | 200.0% |
| 735 00 Software | - | 1,800 | 1,800 | 1,800 | 1,800 | - | 0.0% |
| Minor Capital Outlay | 11,027 | 19,000 | 18,000 | 18,000 | 19,000 | - | 0.0% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Harbors

Operations Division 1710-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Interdepartmental Charges | | | | | | | |
| 800 00 Interdepartmental-Administrative | 18,991 | 20,480 | 20,480 | 20,000 | 20,380 | (100) | -0.5% |
| 801 01 Interdepartmental-Human Resources | 7,064 | 7,920 | 7,920 | 7,700 | 7,750 | (170) | -2.1% |
| 802 00 Interdepartmental-Finance | 33,903 | 35,450 | 35,450 | 33,550 | 37,060 | 1,610 | 4.5% |
| 803 01 Interdepartmental-Info Technology | 20,321 | 21,330 | 22,530 | 22,220 | 20,730 | (600) | -2.8% |
| 804 01 Interdepartmental-Engineering | 60,165 | 77,680 | 77,680 | 71,000 | 82,000 | 4,320 | 5.6% |
| 825 01 Interdepartmental-Insurance | 41,942 | 48,300 | 51,800 | 51,800 | 57,800 | 9,500 | 19.7% |
| 850 01 Interdepartmental-Garage | 5,878 | 8,850 | 8,850 | 8,850 | 8,850 | - | 0.0% |
| Interdepartmental Charges | 188,264 | 220,010 | 224,710 | 215,120 | 234,570 | 14,560 | 6.6% |
| Debt Service | | | | | | | |
| 931 01 Debt Service-Principal | - | 85,000 | 85,000 | 85,000 | 166,800 | 81,800 | 96.2% |
| 932 01 Debt Service-Interest | 54,023 | 118,775 | 118,775 | 118,775 | 206,900 | 88,125 | 74.2% |
| Debt Service | 54,023 | 203,775 | 203,775 | 203,775 | 373,700 | 169,925 | 83.4% |
| Total Expenditures by Type | 1,172,104 | 1,339,604 | 1,340,804 | 1,331,062 | 1,531,810 | 192,206 | 14.3% |

NARRATIVE

500-01 Regular Salaries and Wages: \$289,434 – This account provides for compensation paid to all regular salaried and hourly employees of the Harbors Division.

501-01 Overtime Wages: \$8,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$69,000 - This account provides for compensation paid to temporary salaried and hourly employees of the Harbors Division.

505-00 Payroll Taxes: \$28,000 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$58,130 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$87,900 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$23,450 – This account provides for employer contributions to workers compensation.

508-00 Other Benefits: \$2,540 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$3,450 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, calculators, staplers, comb binding machines and tape dispensers.

510-02 Operating Supplies: \$3,300 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510-03 Safety Program Supplies: \$300 - This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510-04 Janitorial Supplies: \$1,850 - This account provides for cleaning and sanitation supplies used by contracted janitors.

510-05 Small Tools and Equipment: \$2,150 - This account provides 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: \$2,000 - This account provides for the materials required for maintaining vehicles such as tires.

515-05 Infrastructure Maintenance Materials: \$38,500 - This account provides for the materials required for the repair and maintenance of infrastructure owned or leased and operated by the Harbor Department. 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 for postal related services such as postage, express delivery, mailing materials, etc.

525-03 Heating Fuel: \$5,700 - This account provides for heating fuel to heat facilities owned or leased by the City and operated by the Harbors Department.

525-04 Vehicle Motor Fuel and Lubricants: \$8,000 - This account provides for gasoline, diesel fuel, propane and lubricants used in the operations of the Harbor Department.

530-02 Periodicals: \$100 - This account provides for the newspapers, magazines and trade journals.

535-04 Allowances-Uniforms/Badges/Clothing: \$2,100 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, float suits, raingear, hats, boots and gloves.

600-01 Travel-Business: \$1,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600-02 Travel-Training: \$1,300 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$1,000 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Advertising and Public Announcements: \$1,550 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605-02 Marketing: \$1,500 - This account provides for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television.

615-02 Dues and Membership Fees: \$200 - This account provides for memberships in professional and trade associations.

620-01 Salvage and Disposal of Impounded Property: \$7,000 - This account provides for salvaging and/or disposing of junked marine vessels.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Harbors

Operations Division 1710-110

620-02 Towing of Impounded Property: \$500 – This account provides for towing and/or storing of impounded vehicles and marine vessels.

630-01 Building and Operating Permits: \$900 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630-02 Vehicle Licenses: \$50 – This account provides for licensing City vehicles for operations on public highways.

630-03 Bank and Merchant Charges: \$18,000 – This account provides 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: \$3,600 - This account provides for services to clean Harbor Department facilities and equipment owned or leased by the City. Included are janitorial, carpet cleaning and laundry services.

635-03 Vehicle Maintenance Services: \$2,850 – This account provides for services required for the repair and maintenance of Harbor Department vehicles by outside maintenance facilities. Included are licensed and unlicensed rolling stock and boats. This account includes contract labor and materials required to provide the service.

635-04 Software Maintenance Services: \$2,000 - This account provides for maintenance agreements to support licensed software systems.

635-06 Buildings and Grounds Maintenance Services: \$6,700 - This account provides 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 the service.

635-07 Machinery and Equipment Maintenance Services: \$4,100 - This account provides for services required for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the Harbor Division. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements.

635-08 Infrastructure Maintenance Services: \$8,100 - This account provides for the services required for repair and maintenance of infrastructure owned or leased by the Harbors Division. This account includes contract labor and materials required to provide the service. Included are maintenance to ramps, floats, docks, walkways, pavement and utilities.

645-02 Rents and Leases - Machinery & Equipment: \$900 - This account provides for the rent and lease of machinery and equipment.

650-01 Telecommunications: \$26,146 - This account provides 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: \$179,700 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$2,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$9,200 - This account provides for the acquisition of machinery and equipment usually composed of a complex combination of parts. Included are office and operating equipment required to provide services or maintain capital assets.

725-01 Computers, Printers & Copiers: \$6,000 - This account provides for the acquisition of computers, printers and copiers. This is an increase of \$4,000 over 2015 in order to fund the Harbor's 50% share of a new copier/scanner/fax machine for the Port & Harbors office. The current machine is over 8 years old and is at the end of its service life.

735-00 Software: \$1,800 - This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

800-00 Interdepartmental Charges – Administrative: \$20,380 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney, and the administrative office of the City Manager.

801-01 Interdepartmental Charges – Human Resources: \$7,750 - This account provides for human resource services provided by the Human Resources Division.

802-00 Interdepartmental Charges - Finance: \$37,060 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803-01 Interdepartmental Charges – Information Technology: \$20,730 - This account provides for information technology services provided by the Information Technology Department.

804-01 Interdepartmental Charges – Engineering: \$82,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

825-01 Interdepartmental Charges – Insurance: \$57,800 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$8,850 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

931-01 Debt Service-Principal: \$166,800 - This account provides for principal on general obligation bonds issued to finance harbor capital improvements.

932-01 Debt Service-Interest: \$206,900 - This account provides for interest on general obligation bonds issued to finance harbor capital improvements.

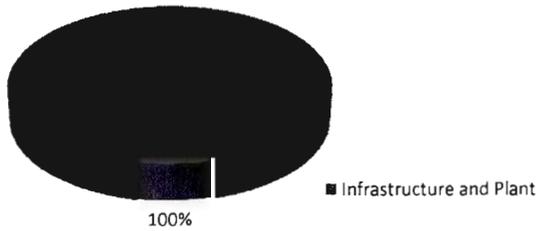
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Harbors

Capital Budget

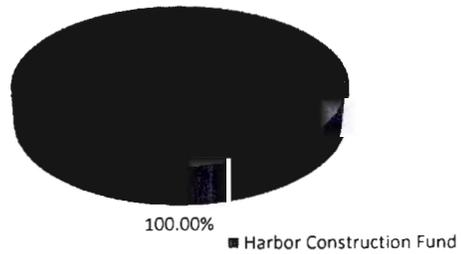
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|------------------|------------------|------------------|------------------|----------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 730-00 Infrastructure and Plant | 6,004,261 | 5,799,673 | 4,385,772 | 4,191,095 | 227,665 | (5,572,008) | -96.1% |
| Total Major Capital Outlay | 6,004,261 | 5,799,673 | 4,385,772 | 4,191,095 | 227,665 | (5,572,008) | -96.1% |

| 2016 Capital Improvement Projects | | Funding Sources | | | |
|--|--|-----------------|-------------------|------------------|----------------|
| Project # | Project | Harbor Fund | Harbor | Bonds & Advances | Total |
| | | | Construction Fund | | |
| 730-00 Infrastructure and Plant | | | | | |
| | Bar Harbor North Dredging | | 115,055 | | 115,055 |
| | Bar Harbor South Floats 1 & 7 Rehabilitation | | 2,099 | | 2,099 |
| | Waste Oil Collection Tank Replacements | | 13,511 | | 13,511 |
| | Security Camera Upgrades | | 15,000 | | 15,000 |
| | Bar Harbor North Replace Ramp 3 & Floats 10 & 11 Elec Upgrades | | 82,000 | | 82,000 |
| | | | | | - |
| | | | | | - |
| | Total Infrastructure and Plant | - | 227,665 | - | 227,665 |
| | Total 2016 Capital Budget | - | 227,665 | - | 227,665 |

Expenditures by Type



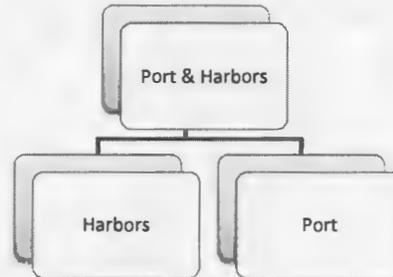
Expenditures by Funding Source



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Port

Summary

The Port & Harbors Department operates and maintains the Port of Ketchikan, 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 | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--------------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Operations | 7,823,205 | 8,046,698 | 8,048,528 | 7,964,730 | 8,155,211 | 108,513 | 1.3% |
| Capital Improvement Program | 83,372 | 2,906,531 | 2,906,531 | 1,143,286 | 2,022,532 | (883,999) | -30.4% |
| Total | 7,906,577 | 10,953,229 | 10,955,059 | 9,108,016 | 10,177,743 | (775,486) | -7.1% |

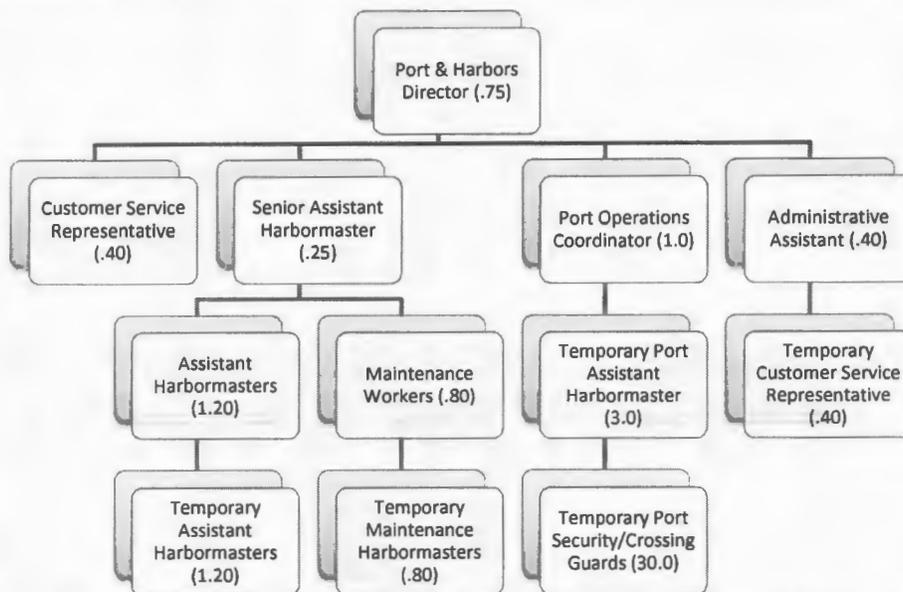
| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 994,421 | 1,082,128 | 1,062,328 | 1,014,730 | 1,098,229 | 16,101 | 1.5% |
| Supplies | 63,028 | 87,095 | 87,095 | 85,095 | 86,095 | (1,000) | -1.1% |
| Contract/Purchased Services | 2,857,956 | 2,928,467 | 2,928,467 | 2,903,467 | 2,990,467 | 62,000 | 2.1% |
| Minor Capital Outlay | 8,145 | 8,500 | 8,500 | 8,500 | 12,500 | 4,000 | 47.1% |
| Interdepartmental Charges | 321,385 | 357,420 | 379,050 | 369,850 | 381,870 | 24,450 | 6.8% |
| Debt Service | 2,572,807 | 2,576,088 | 2,576,088 | 2,576,088 | 2,579,050 | 2,962 | 0.1% |
| Other Costs | 1,005,463 | 1,007,000 | 1,007,000 | 1,007,000 | 1,007,000 | - | 0.0% |
| Major Capital Outlay | 83,372 | 2,906,531 | 2,906,531 | 1,143,286 | 2,022,532 | (883,999) | -30.4% |
| Total | 7,906,577 | 10,953,229 | 10,955,059 | 9,108,016 | 10,177,743 | (775,486) | -7.1% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Port Enterprise Fund | 7,398,366 | 8,383,618 | 8,360,788 | 8,146,132 | 8,435,356 | 51,738 | 0.6% |
| Port Repair and Replacement Fund | | | 24,660 | 24,660 | 110,000 | 110,000 | New |
| Grants | 508,211 | 2,569,611 | 2,569,611 | 937,224 | 1,632,387 | (937,224) | -36.5% |
| Total | 7,906,577 | 10,953,229 | 10,955,059 | 9,108,016 | 10,177,743 | (775,486) | -7.1% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Operations | 4.80 | 4.80 | 4.80 | 4.80 | 313,409 | - | 0.0% |
| Total | 4.80 | 4.80 | 4.80 | 4.80 | 313,409 | - | 0.0% |

MISSION STATEMENT

The mission of the Port Division is to maintain and operate the Port of Ketchikan in a manner that provides for the safe and convenient use of the Port facilities by the cruise industry, commercial fishing fleet, charter boat fleet and the general public. The Port is operated in accordance with Title 13 of the Ketchikan Municipal Code. The Port Division will, with the aid of the City Council, City Manager's Office, the Port & Harbors Advisory Board, and the Cruise Ship industry, identify and pursue construction of new facilities and maintain existing facilities. The Port Division will promote the City of Ketchikan and assist the community in maintaining economic growth and prosperity.



GOALS FOR 2016

- Complete construction of Phase IV of the Berths I & II Rehabilitation Project.
- Complete capstan electrical upgrades on Berth IV.
- Complete installation of additional stained glass mosaics on the Waterfront Promenade.
- Complete review and inspection of Port infrastructure and develop master plan for Port improvements to accommodate future classes of cruise ships.
- Begin design on initial project(s) resulting from review and inspection of Port infrastructure.

ACCOMPLISHMENTS FOR 2015

- Completed design, advertised for bids, awarded contract and began construction of Phase IV of the Berths I & II Rehabilitation Project.
- Completed design, advertised for bids, awarded contract and completed construction of Berths III Site Improvements.
- Completed replacement of arch fenders on Berth III.
- Completed capstan electrical upgrades on Berth III.
- Replaced benches and trash receptacles on the Port and Waterfront Promenade and added improved signage at the entrances to each berth.

CITY OF KETCHIKAN
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Port

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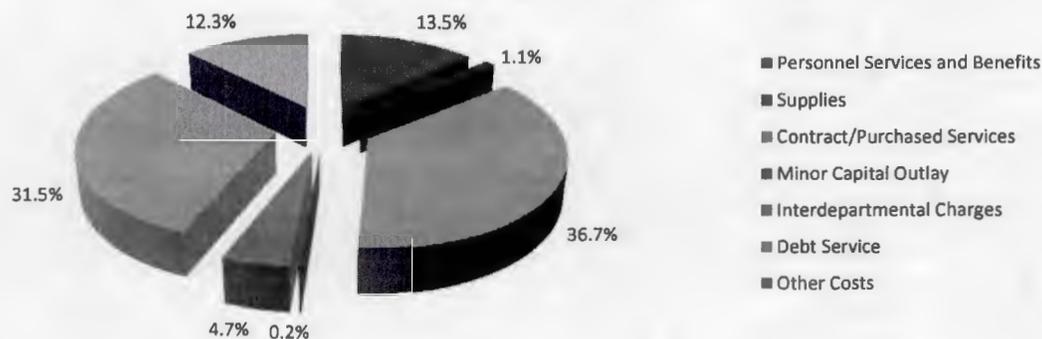
DIVISION SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | 994,421 | 1,082,128 | 1,062,328 | 1,014,730 | 1,098,229 | 16,101 | 1.5% |
| Supplies | 63,028 | 87,095 | 87,095 | 85,095 | 86,095 | (1,000) | -1.1% |
| Contract/Purchased Services | 2,857,956 | 2,928,467 | 2,928,467 | 2,903,467 | 2,990,467 | 62,000 | 2.1% |
| Minor Capital Outlay | 8,145 | 8,500 | 8,500 | 8,500 | 12,500 | 4,000 | 0.0% |
| Interdepartmental Charges | 321,385 | 357,420 | 379,050 | 369,850 | 381,870 | 24,450 | 6.8% |
| Debt Service | 2,572,807 | 2,576,088 | 2,576,088 | 2,576,088 | 2,579,050 | 2,962 | 0.1% |
| Other Costs | 1,005,463 | 1,007,000 | 1,007,000 | 1,007,000 | 1,007,000 | - | 0.0% |
| Total Expenditures | 7,823,205 | 8,046,698 | 8,048,528 | 7,964,730 | 8,155,211 | 108,513 | 1.3% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Port Fund | 7,823,205 | 8,046,698 | 8,048,528 | 7,964,730 | 8,155,211 | 108,513 | 1.3% |
| Total Funding | 7,823,205 | 8,046,698 | 8,048,528 | 7,964,730 | 8,155,211 | 108,513 | 1.3% |

| Full-time Equivalent Personnel | 2014 | 2015 | | 2016 | | 2015 Adopted/2016 | |
|--------------------------------|-------------|-------------|-------------|-------------|----------------|-------------------|-------------|
| | Actual | Adopted | Amended | Budget | Salary | Incr(Decr) | % |
| Director Port & Harbors | 0.75 | 0.75 | 0.75 | 0.75 | 84,950 | - | 0.0% |
| Senior Assistant Harbormaster | 0.25 | 0.25 | 0.25 | 0.25 | 16,905 | - | 0.0% |
| Port Operations Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 71,808 | - | 0.0% |
| Assistant Harbormasters | 1.20 | 1.20 | 1.20 | 1.20 | 65,012 | - | 0.0% |
| Maintenance Worker | 0.80 | 0.80 | 0.80 | 0.80 | 42,031 | - | 0.0% |
| Administrative Assistant | 0.40 | 0.40 | 0.40 | 0.40 | 18,041 | - | 0.0% |
| Customer Service Rep I | 0.40 | 0.40 | 0.40 | 0.40 | 14,662 | - | 0.0% |
| Total | 4.80 | 4.80 | 4.80 | 4.80 | 313,409 | - | 0.0% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
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OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$16,101, or by 1.5%, due to annual employee step increases; a retroactive 1.6% cost of living adjustment and decreased employee health insurance co-pays that became effective January 1, 2015; and a 2.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2016.
- Interdepartmental Charges - Insurance (Account No. 825-01) increased by \$22,100, or by 12.6%, because excess marine liability insurance premiums allocated to the Port Department for the 2015 Budget were incorrect. The estimate for 2015 and the amount requested for 2016 reflects the proper allocation of the premiums for excess marine liability insurance.
- Debt Service - Principal (Account No. 931-01) has increased by \$45,000 and Debt Service - Interest (Account No. 932-01) has decreased by \$42,038 as principal payments increase and interest payments decrease for the 2006 Port Revenue Bonds.

DIVISION OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|--|----------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Personnel Services and Benefits | | | | | | | |
| 500 01 Regular Salaries and Wages | 276,215 | 300,528 | 300,528 | 276,100 | 313,409 | 12,881 | 4.3% |
| 501 01 Overtime Wages | 49,746 | 45,000 | 64,300 | 64,300 | 45,000 | - | 0.0% |
| 502 01 Temporary Wages | 417,347 | 436,600 | 404,800 | 391,700 | 436,600 | - | 0.0% |
| 505 00 Payroll Taxes | 55,693 | 59,900 | 62,700 | 62,700 | 60,850 | 950 | 1.6% |
| 506 00 Pension | 69,983 | 75,200 | 72,200 | 66,200 | 78,090 | 2,890 | 3.8% |
| 507 00 Health and Life Insurance | 85,442 | 100,800 | 93,700 | 93,700 | 100,400 | (400) | -0.4% |
| 507 30 Workers Compensation | 36,088 | 55,000 | 52,300 | 48,300 | 55,310 | 310 | 0.6% |
| 508 00 Other Benefits | 3,907 | 9,100 | 11,800 | 11,730 | 8,570 | (530) | -5.8% |
| Personnel Services and Benefits | 994,421 | 1,082,128 | 1,062,328 | 1,014,730 | 1,098,229 | 16,101 | 1.5% |
| Supplies | | | | | | | |
| 510 01 Office Supplies | 2,110 | 3,500 | 2,500 | 2,500 | 2,500 | (1,000) | -28.6% |
| 510 02 Operating Supplies | 3,395 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| 510 03 Safety Program Supplies | 390 | 400 | 400 | 400 | 400 | - | 0.0% |
| 510 04 Janitorial Supplies | 6,893 | 8,100 | 10,100 | 10,100 | 10,100 | 2,000 | 24.7% |
| 510 05 Small Tools & Equipment | 6,950 | 8,000 | 8,000 | 8,000 | 8,000 | - | 0.0% |
| 515 01 Vehicle Maint Materials | 3,097 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 515 02 Bldg & Grounds Maint Materials | - | 12,500 | 12,500 | 12,500 | 12,500 | - | 0.0% |
| 515 04 Machinery & Equip Maint Materials | 1,070 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0.0% |
| 515 05 Infrastructure Maint Materials | 19,457 | 20,000 | 19,000 | 19,000 | 20,000 | - | 0.0% |
| 520 02 Postage | 95 | 95 | 95 | 95 | 95 | - | 0.0% |
| 525 03 Heating Fuel | 3,706 | 5,900 | 5,900 | 5,900 | 5,900 | - | 0.0% |
| 525 04 Vehicle Motor Fuel & Lubricants | 7,476 | 8,900 | 8,900 | 8,900 | 8,900 | - | 0.0% |
| 530 02 Periodicals | - | 200 | 200 | 200 | 200 | - | 0.0% |
| 535 04 Uniforms/Badges/Clothing | 8,389 | 11,500 | 11,500 | 9,500 | 9,500 | (2,000) | -17.4% |
| Supplies | 63,028 | 87,095 | 87,095 | 85,095 | 86,095 | (1,000) | -1.1% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Port

Operations Division 4000-110

| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 600 01 Travel-Business | - | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| 600 02 Travel-Training | 1,432 | 2,050 | 2,050 | 2,050 | 2,050 | - | 0.0% |
| 600 03 Training and Education | 830 | 3,700 | 3,700 | 3,700 | 3,700 | - | 0.0% |
| 605 01 Ads & Public Announcements | 772 | 500 | 1,100 | 1,100 | 1,000 | 500 | 100.0% |
| 605 02 Marketing | 783 | 2,000 | 1,400 | 1,400 | 1,500 | (500) | -25.0% |
| 615 02 Assn. Membership Dues & Fees | 240 | 300 | 300 | 300 | 300 | - | 0.0% |
| 620 01 Salvage & Disposal of Impounded Prop | - | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 620 02 Towing of Impounded Property | - | 500 | 500 | 500 | 500 | - | 0.0% |
| 630 01 Building & Operating Permits | 175 | 100 | 100 | 100 | 100 | - | 0.0% |
| 630 02 Vehicle Licenses | 26 | 100 | 100 | 100 | 100 | - | 0.0% |
| 630 03 Bank and Merchant Charges | - | 800 | 800 | 800 | 800 | - | 0.0% |
| 635 02 Janitorial and Cleaning Services | 15,323 | 15,000 | 15,000 | 15,000 | 15,000 | - | 0.0% |
| 635 03 Vehicle Maintenance Services | 184 | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 635 04 Software Maintenance Services | 861 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 635 06 Bldg. & Grounds Maint Services | 5,356 | 21,000 | 21,000 | 21,000 | 21,000 | - | 0.0% |
| 635 07 Machinery & Equip Maint Services | 2,698 | 12,000 | 12,000 | 12,000 | 12,000 | - | 0.0% |
| 635 08 Infrastructure Maint Services | 592 | 12,000 | 12,000 | 12,000 | 12,000 | - | 0.0% |
| 635 12 Technical Services | 579 | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| 635 13 Marketing Services | 171,000 | 171,490 | 171,490 | 171,490 | 171,490 | - | 0.0% |
| 640 01 Legal and Accounting Services | - | 5,000 | 5,000 | 5,000 | 4,000 | (1,000) | -20.0% |
| 640 02 Engineering & Architectural Services | - | 10,000 | 10,000 | 10,000 | 8,000 | (2,000) | -20.0% |
| 645 01 Rents & Leases-Land & Buildings | 139 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 645 02 Rents & Leases-Machinery & Equip | 350 | 750 | 750 | 750 | 750 | - | 0.0% |
| 645 04 Rents & Leases-Infrastructure | 2,371,104 | 2,425,000 | 2,425,000 | 2,400,000 | 2,490,000 | 65,000 | 2.7% |
| 650 01 Telecommunications | 22,489 | 24,146 | 24,146 | 24,146 | 24,146 | - | 0.0% |
| 650 02 Electric, Water, Sewer & Solid Waste | 263,023 | 206,531 | 206,531 | 206,531 | 206,531 | - | 0.0% |
| Contract/Purchased Services | 2,857,956 | 2,928,467 | 2,928,467 | 2,903,467 | 2,990,467 | 62,000 | 2.1% |
| Minor Capital | | | | | | | |
| 715 00 Furniture and Fixtures | - | 3,000 | 3,000 | 3,000 | 3,000 | - | 0.0% |
| 720 00 Vehicles and Moving Equipment | 1,498 | | | | | - | NA |
| 725 00 Machinery and Equipment | 4,912 | 2,000 | 2,000 | 2,000 | 2,000 | - | 0.0% |
| 725 01 Computers, Printers & Copiers | 1,735 | 2,000 | 2,000 | 2,000 | 6,000 | 4,000 | 200.0% |
| 735 00 Software | - | 1,500 | 1,500 | 1,500 | 1,500 | - | 0.0% |
| Minor Capital Outlay | 8,145 | 8,500 | 8,500 | 8,500 | 12,500 | 4,000 | 47.1% |
| Interdepartmental Charges | | | | | | | |
| 800 00 Interdepartmental-Administrative | 28,840 | 31,090 | 31,090 | 30,380 | 30,950 | (140) | -0.5% |
| 801 01 Interdepartmental-Human Resources | 10,728 | 12,010 | 12,010 | 11,690 | 11,770 | (240) | -2.0% |
| 802 00 Interdepartmental-Finance | 51,483 | 53,840 | 53,840 | 50,940 | 56,270 | 2,430 | 4.5% |
| 803 01 Interdepartmental-Info Technology | 30,858 | 32,390 | 34,220 | 33,740 | 31,480 | (910) | -2.8% |
| 804 01 Interdepartmental-Engineering | 39,043 | 49,790 | 49,790 | 45,000 | 51,000 | 1,210 | 2.4% |
| 825 01 Interdepartmental-Insurance | 155,007 | 174,800 | 194,600 | 194,600 | 196,900 | 22,100 | 12.6% |
| 850 01 Interdepartmental-Garage | 5,426 | 3,500 | 3,500 | 3,500 | 3,500 | - | 0.0% |
| Interdepartmental Charges | 321,385 | 357,420 | 379,050 | 369,850 | 381,870 | 24,450 | 6.8% |

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| Operating Expenditures | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Debt Service | | | | | | | |
| 931 01 Debt Service-Principal | 845,000 | 885,000 | 885,000 | 885,000 | 930,000 | 45,000 | 5.1% |
| 932 01 Debt Service-Interest | 1,727,807 | 1,691,088 | 1,691,088 | 1,691,088 | 1,649,050 | (42,038) | -2.5% |
| Debt Service | 2,572,807 | 2,576,088 | 2,576,088 | 2,576,088 | 2,579,050 | 2,962 | 0.1% |
| Other Costs | | | | | | | |
| 910 511 Transfer to Port R&R Fund | 521,051 | 522,000 | 522,000 | 522,000 | 522,000 | - | 0.0% |
| 975 00 Payment in Lieu of Taxes | 484,412 | 485,000 | 485,000 | 485,000 | 485,000 | - | 0.0% |
| Other Costs | 1,005,463 | 1,007,000 | 1,007,000 | 1,007,000 | 1,007,000 | - | 0.0% |
| Total Expenditures by Type | 7,823,205 | 8,046,698 | 8,048,528 | 7,964,730 | 8,155,211 | 108,513 | 1.3% |

NARRATIVE

500-01 Regular Salaries and Wages: \$313,409 – This account provides for compensation paid to all regular salaried and hourly employees of the Port Division.

501-01 Overtime Wages: \$45,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle.

502-01 Temporary Wages: \$436,600 - This account provides for compensation paid to temporary salaried and hourly employees of the Port Division.

505-00 Payroll Taxes: \$60,850 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506-00 Pension: \$78,090 – This account provides for employer contributions to retirement plans.

507-00 Health and Life Insurance: \$100,400 – This account provides for employer contributions to employee health and life insurance plans.

507-30 Workers Compensation: \$55,310 – This account provides for employer contributions to workers compensation insurance.

508-00 Other Benefits: \$8,570 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510-01 Office Supplies: \$2,500 - This account provides for paper, pens, pencils, adding machine ribbons and tape, note pads, file folders, scotch tape, toner, ink cartridges, photocopy charges, small desk accessories and minor office equipment such as adding machines, staplers, and tape dispensers.

510-02 Operating Supplies: \$5,000 - This account provides for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as medical supplies, coffee, creamer, disposable cups, paper plates, plastic utensils, public trash cans, public benches, keys and locksets.

510-03 Safety Program Supplies: \$400 – This account provides for the City safety program. Included are safety information brochures, safety training audio and video programs, safety equipment, OSHA required medical exams, specialized hazardous materials handling and disposal information, specialized protective safety clothing and traffic control.

510-04 Janitorial Supplies: \$10,100 – This account provides for cleaning and sanitation supplies used at the Harbormaster Building and public restrooms, including Berths III and IV, by in-house and contracted janitors.

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510-05 Small Tools and Equipment: \$8,000 - This account provides 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: \$2,000 - This account provides for the materials required for maintaining vehicles such as tires.

515-02 Buildings and Grounds Maintenance Materials: \$12,500 - This account provides 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 for materials required for maintaining machinery and equipment such as the Port crane.

515-05 Infrastructure Maintenance Materials: \$20,000 - This account provides 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 for postal related services such as postage, express delivery, mailing materials and the rent of post office boxes and postage machines.

525-03 Heating Fuel: \$5,900 - This account provides for heating fuel to heat the Harbormaster Building, shop and other facilities operated by the Port.

525-04 Vehicle Motor Fuel and Lubricants: \$8,900 - This account provides for gasoline, diesel fuel, propane and lubricants for Port vehicles and vessels.

530-02 Periodicals: \$200 - This account provides for the newspapers, magazines and trade journals.

535-04 Allowances-Uniforms/Badges/Clothing: \$9,500 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, float suits, raingear, hats, boots and gloves.

600-01 Travel-Business: \$1,500 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for business.

600-02 Travel-Training: \$2,050 - This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training.

600-03 Training and Education: \$3,700 - This account provides for registration fees, training fees, training materials, tuition reimbursements and other incidental expenses associated with training and educating employees; and on-premises training programs provided by staff or third-parties.

605-01 Advertising and Public Announcements: \$1,000 - This account provides for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues, recruiting, requests for proposals, contracts and sales of property and equipment.

605-02 Marketing: \$1,500 - This account provides for announcements in publications, newspapers, trade journals, Internet, or broadcasts over radio and television.

615-02 Assn. Membership Dues and Fees: \$300 - This account provides for memberships in professional and trade associations.

620-01 Salvage and Disposal of Impounded Property: \$2,000 – This account provides for salvaging and/or disposing of junked marine vessels.

620-02 Towing of Impounded Property: \$500 – This account provides for towing and/or storing of impounded vehicles and marine vessels.

630-01 Building and Operating Permits: \$100 - This account provides for permits required for construction, right-of-ways, easements, environmental, occupancy and operations.

630-02 Vehicle Licenses: \$100 – This account provides for licensing Port vehicles for operations on public highways.

630-03 Bank and Merchant Charges: \$800 – This account provides 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 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 for expenditure 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 for maintenance agreements to support licensed software systems.

635-06 Buildings and Grounds Maintenance Services: \$21,000 – This account provides for the services required for the repair and maintenance of buildings and the upkeep of the security planters on the Port. This account includes contract labor and materials required to provide the service.

635-07 Machinery and Equipment Maintenance Services: \$12,000 – This account provides 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 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 for services that are not regarded as professional but require technical or special knowledge. Included are, data base management, video monitoring, website maintenance, and pest control.

635-13 Marketing Services: \$171,490 – This account provides 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.

640-01 Legal and Accounting Services: \$4,000 – This account provides for legal and accounting services. Included are contract attorney services, public defender services, audit services, accounting and financial services, arbitration services, specialized legal services for complex issues that cannot be addressed by the City's legal department and other legal services.

640-02 Engineering and Architectural Services: \$8,000 - This account provides for engineering and architectural services.

CITY OF KETCHIKAN

2016 Operating and Capital Budget

Port

Operations Division 4000-110

645-01 Rents and Leases – Land and Buildings: \$2,000 – This account provides for the rent and lease of land and buildings. Included are offices, space rental for events, storage yards and covered storage facilities. Both operating and capital leases are accounted for in this account.

645-02 Rents and Leases - Machinery & Equipment: \$750 - This account provides for the rent and lease of machinery and equipment.

645-04 Rents and Leases - Infrastructure: \$2,490,000 – This account provides 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. The estimate for 2016 is 940,000 passengers.

650-01 Telecommunications: \$24,146 - This account provides 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: \$206,531 - This account provides for electric, water, sewer and solid waste utility services.

715-00 Furniture and Fixtures: \$3,000 - This account provides for acquisition of furniture and fixtures. Included are desks, chairs, tables, workstations, file cabinets, storage cabinets and building fixtures.

725-00 Machinery and Equipment: \$2,000 - This account provides 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.

725-01 Computers, Printers and Copiers: \$6,000 – This account provides for the acquisition of computers, printers and copiers. This is an increase of \$4,000 over 2015 in order to fund the Port's 50% share of a new copier/scanner/fax machine for the Port & Harbors office. The current machine is over 8 years old and is at the end of its service life.

735-00 Software: \$1,500 – This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

800-00 Interdepartmental Charges – Administrative: \$30,950 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk and City Attorney, and the administrative office of the City Manager.

801-01 Interdepartmental Charges – Human Resources: \$11,770 - This account provides for human resource services provided by the Human Resources Division.

802-00 Interdepartmental Charges - Finance: \$56,270 - This account provides for financial, accounting, payroll, accounts payable, billing, customer service and budgeting services provided by the Finance Department.

803-01 Interdepartmental Charges – Information Technology: \$31,480 - This account provides for information technology services provided by the Information Technology Department.

804-01 Interdepartmental Charges – Engineering: \$51,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

825-01 Interdepartmental Charges – Insurance: \$196,900 - This account provides for risk management services and claims.

850-01 Interdepartmental Charges – Garage: \$3,500 - This account provides for fleet maintenance services provided by the Public Works Department-Garage Division.

931-01 Debt Service-Principal: \$930,000 - This account provides for principal on the 2006 Port Revenue Bonds.

932-01 Debt Service-Interest: \$1,649,050 - This account provides for interest on the 2006 Port Revenue Bonds.

910-511 Transfer to Port R & R Fund: \$522,000 – This accounts for the funding of the Port Repair and Replacement Fund pursuant to the terms of the City’s bond covenants for the 2006 Port Revenue Bonds and the Berth IV lease agreement between the City and Ketchikan Dock Company.

975-00 Payments in Lieu of Taxes: \$485,000 – This account provides for payments in lieu of taxes in the amount of \$319,000 assessed against the Port by the City of Ketchikan and \$166,000 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.

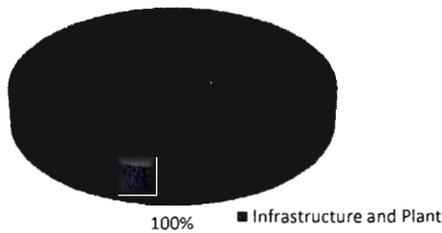
CITY OF KETCHIKAN
2016 Operating and Capital Budget
Port

Capital Budget

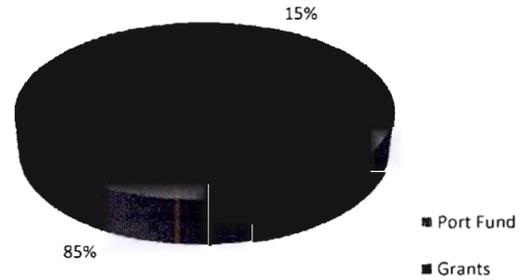
| Major Capital Projects | 2014 | 2015 Budget | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------------|---------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| 730-00 Infrastructure and Plant | 78,175 | 2,906,531 | 2,906,531 | 1,143,286 | 2,022,532 | (883,999) | -30.4% |
| 740-00 Other Capital Assets | 5,197 | - | - | - | - | - | NA |
| Total Major Capital Outlay | 83,372 | 2,906,531 | 2,906,531 | 1,143,286 | 2,022,532 | (883,999) | -30.4% |

| 2016 Capital Improvement Projects | | Funding Sources | | | |
|--|---|-----------------|------------------|----------------------------------|------------------|
| Project # | Project | Port Fund | Grants | Port Repair and Replacement Fund | Total |
| | | | | | |
| 730-00 Infrastructure and Plant | | | | | |
| | Berths I & II Replacement - Phase IV | | 1,632,387 | - | 1,632,387 |
| | Berths III & IV Capstans Electrical Upgrade | 15,145 | | - | 15,145 |
| | Planning & Design of Port Improvements | 250,000 | | - | 250,000 |
| | Berth IV Replace Anodes | | | 110,000 | 110,000 |
| | Security Camera Upgrades | 15,000 | | - | 15,000 |
| | Total Infrastructure and Plant | 280,145 | 1,632,387 | 110,000 | 2,022,532 |
| | Total 2016 Capital Budget | 280,145 | 1,632,387 | 110,000 | 2,022,532 |

Expenditures by Type



Expenditures by Funding Source



CITY OF KETCHIKAN
2016 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 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 are accounted for in Account 825-01, Interdepartmental Charges – Insurance.

The interdepartmental charge for workers compensation insurance is based on rates developed by the National Council on Compensation Insurance, 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 \$8.19 per \$100 of compensation to insure its firefighters and \$.53 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 507-30, Workers Compensation.

RISK MANAGEMENT SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Contract/Purchased Services | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | (81,000) | -5.0% |
| Total | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | (81,000) | -5.0% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Interdepartmental Charges | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | (81,000) | -5.0% |
| Total | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | (81,000) | -5.0% |

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Property insurance premiums decreased by \$58,000, or by 14.7%, because of a premium rebate from the insurance pool.
- Liability insurance premiums decreased by \$19,100, or by 18.6%, because of a premium rebate from the insurance pool.
- Wharfage and Marine insurance premiums decreased by \$5,000, or by 5.1%, because of aggressive marketing by the City's insurance brokers.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Risk Management

| OPERATING BUDGET DETAIL | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| Expenditures by Category | 2014 | | 2015 | | 2016 Budget | 2015 Adopted/2016 | |
| | Actual | Adopted | Amended | Estimate | | Incr(Decr) | % |
| Contract/Purchased Services | | | | | | | |
| 625 01 Property Insurance Premiums | 320,337 | 395,000 | 395,000 | 395,000 | 337,000 | (58,000) | -14.7% |
| 625 02 Comm. Auto Insurance Premiums | 42,245 | 62,000 | 62,000 | 62,000 | 60,000 | (2,000) | -3.2% |
| 625 03 Liability Insurance Premiums | 79,819 | 102,000 | 102,000 | 102,000 | 83,000 | (19,000) | -18.6% |
| 625 04 Workers Compensation Premiums | 641,348 | 672,000 | 672,000 | 672,000 | 675,000 | 3,000 | 0.4% |
| 625 05 Wharfage and Marine Premiums | 95,263 | 98,000 | 98,000 | 98,000 | 93,000 | (5,000) | -5.1% |
| 625 50 Self-Insured Claims-Property | 25,000 | 40,000 | 40,000 | 40,000 | 40,000 | - | 0.0% |
| 625 51 Self-Insured Claims-Auto | - | 20,000 | 20,000 | 20,000 | 20,000 | - | 0.0% |
| 625 52 Self-Insured Claims-Liability | 12,228 | 140,000 | 140,000 | 140,000 | 140,000 | - | 0.0% |
| 640 04 Management & Consulting Services | 70,000 | 75,000 | 75,000 | 70,000 | 75,000 | - | 0.0% |
| Contract/Purchased Services | 1,286,240 | 1,604,000 | 1,604,000 | 1,599,000 | 1,523,000 | (81,000) | -5.0% |

NARRATIVE

625-01 Property Insurance Premiums: \$337,000 – This account provides for premiums paid for property, casualty and fire insurance for the City’s buildings and equipment.

625-02 Commercial Auto Insurance Premiums: \$60,000 – This account provides for premiums paid for auto insurance for the City’s fleet.

625-03 Liability Insurance Premiums: \$83,000 - This account provides for premiums paid for commercial general, public officials and law enforcement and other liability insurance.

625-04 Workers Compensation Insurance Premiums: \$675,000 - This account provides for premiums paid for workers compensation insurance for all City employees.

625-05 Wharfage and Marine Premiums: \$93,000 – This account provides for premiums paid for wharfingers and marine insurance.

625-50 Self-Insured Claims – Property: \$40,000 - This account provides for property claims not covered by insurance. Included are deductibles and self-insured claims.

625-51 Self-Insured Claims – Auto: \$20,000 - This account provides for auto claims not covered by insurance. Included are deductibles and self-insured claims.

625-52 Self-Insured Claims – Liability: \$140,000 - This account provides for liability claims not covered by insurance. Included are deductibles and self-insured claims.

640-04 Management and Consulting Services: \$75,000 – This account provides for risk management services provided by an insurance broker.

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Debt Service

Debt service for all tax-supported general obligation bond indebtedness is paid by the GO 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 GO Bond Debt Service Fund.

There are four revenue sources that fund the City's GO 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 from bond proceeds remaining in the bond construction funds.

DEBT SERVICE SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Debt Service | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |
| Total Expenditures | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Property Taxes | 549,332 | 539,343 | 536,022 | 539,247 | 663,064 | 123,721 | 22.9% |
| Bond Proceeds | 310,971 | 310,971 | 321,500 | 321,500 | 194,300 | (116,671) | -37.5% |
| Hospital Sales Tax | 1,628,665 | 2,598,700 | 2,530,803 | 2,530,803 | 2,562,750 | (35,950) | -1.4% |
| Economic Recovery Zone Rebate | 135,704 | 142,912 | 132,479 | 132,479 | 129,387 | (13,525) | -9.5% |
| Total Funding | 2,624,672 | 3,591,926 | 3,520,804 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |

OPERATING BUDGET CHANGES FOR 2016

Changes between the adopted operating budget for 2015 and the proposed operating budget for 2016 that are greater than 5% and \$5,000 are discussed below.

- Debt service for the 1997 Hospital General Obligation Bonds decreased by \$35,950, or by 1.4%, due to a successful refinancing that occurred in 2015.

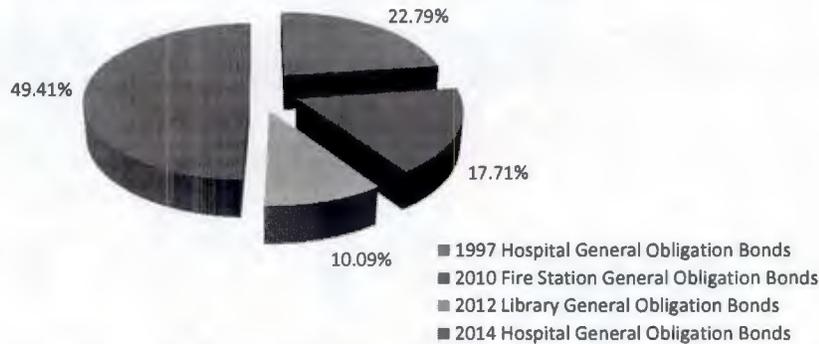
OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Debt Service | | | | | | | |
| 931 01 Debt Service-Principal | 1,180,000 | 1,230,000 | 1,240,000 | 1,240,000 | 1,265,000 | 35,000 | 2.8% |
| 932 01 Debt Service-Interest | 1,444,672 | 2,361,926 | 2,284,029 | 2,284,029 | 2,284,501 | (77,425) | -3.3% |
| Debt Service | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |
| Total Expenditures | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Debt Service

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|--------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Debt Instrument | | | | | | | |
| 1997 Hospital General Obligation Bonds | 839,500 | 845,000 | 777,103 | 777,103 | 809,050 | (35,950) | -4.3% |
| 2010 Fire Station General Obligation Bonds | 634,963 | 632,582 | 632,582 | 632,582 | 628,507 | (4,075) | -0.6% |
| 2012 Library General Obligation Bonds | 361,044 | 360,644 | 360,644 | 360,644 | 358,244 | (2,400) | -0.7% |
| 2014 Hospital General Obligation Bonds | 789,165 | 1,753,700 | 1,753,700 | 1,753,700 | 1,753,700 | - | 0.0% |
| Total Debt | 2,624,672 | 3,591,926 | 3,524,029 | 3,524,029 | 3,549,501 | (42,425) | -1.2% |

2016 Expenditures by Bond Issue



NARRATIVE

931-01 Debt Service-Principal: \$1,265,000 – This account provides for principal payments required for tax-supported general obligation bonds.

932-01 Debt Service-Interest: \$2,284,501 – This account provides for interest payments required for tax-supported general obligation bonds.

CITY OF KETCHIKAN
2016 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 Sales 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 a patient wing and an addition for the Ketchikan Medical Center.
- General Fund to the General Obligation Bond Debt Service Fund for debt issued to finance fire station and library facilities.

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

- CPV Fund to the Major Capital Improvements and Harbor Construction Funds to finance capital improvements 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.

TRANSFERS AND ADVANCES SUMMARY

| Expenditures by Category | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------|------------------|-------------------|-------------------|-------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Transfers Out | 6,032,342 | 11,898,710 | 11,929,930 | 11,879,230 | 6,994,197 | (4,904,513) | -41.2% |
| Advances to Other Funds | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) | -48.6% |
| Total Expenditures | 6,120,795 | 12,506,210 | 12,537,430 | 12,415,777 | 7,306,697 | (5,199,513) | -41.6% |

2016 Expenditures by Type



CITY OF KETCHIKAN
2016 Operating and Capital Budget
Transfers and Advances

| Funding Source | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---------------------------------------|------------------|-------------------|-------------------|-------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| General Fund | 422,719 | 725,316 | 743,260 | 743,164 | 849,037 | 123,721 | 17.1% |
| Hospital Sales Taxes | 2,099,812 | 3,067,450 | 2,999,553 | 2,999,553 | 3,031,500 | (35,950) | -1.2% |
| Public Works Sales Taxes | 2,076,706 | 2,073,125 | 2,073,125 | 2,073,125 | 2,073,125 | - | 0.0% |
| 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 | 312,049 | 305,624 | 357,010 | 357,010 | 351,611 | 45,987 | 15.0% |
| CPV Fund | - | 3,804,850 | 3,804,850 | 3,754,246 | 483,250 | (3,321,600) | New |
| Harbor Construction Fund | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) | -48.6% |
| Community Facilities Development Fund | 488,730 | 310,971 | 321,500 | 321,500 | 194,300 | (116,671) | -37.5% |
| Port Enterprise Fund | 620,952 | 1,600,000 | 1,619,258 | 1,619,258 | - | (1,600,000) | -100.0% |
| Total Funding | 6,120,795 | 12,506,210 | 12,537,430 | 12,415,777 | 7,306,697 | (5,199,513) | -41.6% |

OPERATING BUDGET CHANGES FOR 2016

- Transfers in total decreased \$4,904,513 or by 41.6%, from 2015. Most of the decrease is due to a reduction in the transfers of CPV funding to the capital project funds. CPV funding, which is derived from the State of Alaska's commercial passenger vessel excise tax, is uncertain for 2016. In addition, the \$1.6 million transfer of unspent CPV funds from the Port Enterprise Fund to the CPV Special Revenue Fund in 2015 was a one-time only transaction that was necessary to facilitate the City's new policy of accounting for CPV funds separately from the Port Enterprise Fund.
- Advances to other funds decreased \$295,000, or by 48.6%, from 2015. An additional payment was made in 2015 to bring the payment schedule for the advance to the Harbor Construction Fund from the Economic Development and Parking Fund for the drive-down float current. The payment plan requires four equal annual installments of \$312,500.

OPERATING BUDGET DETAIL

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|---|------------------|-------------------|-------------------|-------------------|------------------|--------------------|---------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Transfers Out | | | | | | | |
| 910 101 Transfers to General Fund | 2,855,065 | 2,825,248 | 2,876,634 | 2,865,984 | 2,871,235 | 45,987 | 1.6% |
| 910 117 Transfers to Community Grant Fund | 179,000 | 307,848 | 325,792 | 325,792 | 307,848 | - | 0.0% |
| 910 260 Transfers to CPV Fund | - | 1,600,000 | 1,619,258 | 1,619,258 | - | (1,600,000) | -100.0% |
| 910 310 Transfers to Major Capital Improvements Fund | 509,310 | 2,316,600 | 2,564,839 | 2,524,885 | 395,000 | (1,921,600) | -82.9% |
| 910 320 Transfers to Harbor Construction Fund | - | 1,400,000 | 1,151,761 | 1,151,761 | - | (1,400,000) | -100.0% |
| 910 410 Transfers to Debt Service Fund | 2,488,967 | 3,449,014 | 3,391,646 | 3,391,550 | 3,420,114 | (28,900) | -0.8% |
| Total Transfers Out | 6,032,342 | 11,898,710 | 11,929,930 | 11,879,230 | 6,994,197 | (4,904,513) | -41.2% |
| Advances to Other Funds | | | | | | | |
| 913 118 Advances to Economic and Parking Development Fund | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) | -48.6% |
| Total Advances to Other Funds | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) | -48.6% |
| Total Expenditures | 6,120,795 | 12,506,210 | 12,537,430 | 12,415,777 | 7,306,697 | (5,199,513) | -41.6% |

CITY OF KETCHIKAN
2016 Operating and Capital Budget
Transfers and Advances

| Operating Expenditures | 2014 | 2015 | | | 2016 | 2015 Adopted/2016 | |
|--|---------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|
| | Actual | Adopted | Amended | Estimate | Budget | Incr(Decr) | % |
| Transfers Out and Advances - Detail | | | | | | | |
| 910-101 Transfers to General Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| Hospital Sales Tax Fund | General Fund Support | 420,000 | 420,000 | 420,000 | 420,000 | 420,000 | - 0.0% |
| Public Works Sales Tax Fund | Public Works Department | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | - 0.0% |
| Shoreline Fund | Public Works-Bldg Maintenance | 6,374 | 6,374 | 6,374 | 6,374 | 6,374 | - 0.0% |
| Transient Tax Fund | Civic Center | 312,049 | 305,624 | 357,010 | 357,010 | 351,611 | 45,987 15.0% |
| Bayview Cemetery O&M Fund | Cemetery Operations | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | - 0.0% |
| Port Enterprise Fund - CPV | Streets Seasonal Litter Crew | 60,484 | - | - | - | - | - NA |
| Port Enterprise Fund - CPV | Museum Tour Guides | 51,158 | - | - | - | - | - NA |
| CPV Fund | Streets Seasonal Litter Crew | - | 88,250 | 88,250 | 77,600 | 88,250 | - 0.0% |
| Transfers to General Fund | | 2,855,065 | 2,825,248 | 2,876,634 | 2,865,984 | 2,871,235 | 45,987 1.6% |
| 910-117 Transfers to Community Grant Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| General Fund | Community Grant Program | 51,147 | 185,973 | 203,917 | 203,917 | 185,973 | - 0.0% |
| Hospital Sales Tax | Community Grant Program | 51,147 | 48,750 | 48,750 | 48,750 | 48,750 | - 0.0% |
| Public Works Sales Tax | Community Grant Program | 76,706 | 73,125 | 73,125 | 73,125 | 73,125 | - 0.0% |
| Transfers to Community Grant Fund | | 179,000 | 307,848 | 325,792 | 325,792 | 307,848 | - 0.0% |
| 910-260 Transfers to CPV Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| Port Enterprise Fund | Transfer CPV Funds | - | 1,600,000 | 1,619,258 | 1,619,258 | - | (1,600,000) -100.0% |
| Transfers to CPV Fund | | - | 1,600,000 | 1,619,258 | 1,619,258 | - | (1,600,000) -100.0% |
| 910-310 Transfers to Major Capital Improvement Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| Port Enterprise Fund | Thomas Basin Seawall | 509,310 | - | - | - | - | - NA |
| CPV Fund | Museum Capital Improvements | - | 64,000 | 64,000 | 49,046 | 395,000 | 331,000 517.2% |
| CPV Fund | Stamp Mill Interpretive Exhibit | - | 25,000 | 25,000 | - | - | (25,000) -100.0% |
| CPV Fund | Thomas Basin Seawall | - | 2,227,600 | 2,475,839 | 2,475,839 | - | (2,227,600) -100.0% |
| Transfers to Major Capital Improvements Fund | | 509,310 | 2,316,600 | 2,564,839 | 2,524,885 | 395,000 | (1,921,600) -82.9% |
| 910-320 Transfers to Harbor Construction Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| CPV Fund | Thomas Basin Ramp | - | 1,400,000 | 1,151,761 | 1,151,761 | - | (1,400,000) -100.0% |
| Transfers to Major Capital Improvements Fund | | - | 1,400,000 | 1,151,761 | 1,151,761 | - | (1,400,000) -100.0% |
| 910-410 Transfers to Debt Service Fund from: | | | | | | | |
| Fund | Purpose | | | | | | |
| Community Facilities Development | 2010 Fire Station GO Bonds | 488,730 | 310,971 | 321,500 | 321,500 | - | (310,971) -100.0% |
| General Fund | 2010 Fire Station GO Bonds | 10,528 | 178,699 | 178,699 | 178,603 | 499,120 | 320,421 179.3% |
| General Fund | 2012 Library GO Bonds | 361,044 | 360,644 | 360,644 | 360,644 | 163,944 | (196,700) -54.5% |
| Community Facilities Development | 2012 Library GO Bonds | - | - | - | - | 194,300 | 194,300 New |
| Hospital Sales Tax | 2014 Hospital GO Bonds | 789,165 | 1,753,700 | 1,753,700 | 1,753,700 | 1,753,700 | - 0.0% |
| Hospital Sales Tax | 1997 Hospital GO Bonds | 839,500 | 845,000 | 777,103 | 777,103 | 809,050 | (35,950) -4.3% |
| Transfers to Debt Service Fund | | 2,488,967 | 3,449,014 | 3,391,646 | 3,391,550 | 3,420,114 | (28,900) -0.8% |
| 913-118 Advances from Economic and Prkng Dvlpmnt Fund to: | | | | | | | |
| Fund | Purpose | | | | | | |
| Harbor Construction Fund | Payment of Advance | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) -48.6% |
| Advances to Economic and Parking Development Fund | | 88,453 | 607,500 | 607,500 | 536,547 | 312,500 | (295,000) -48.6% |
| Total Expenditures | | 6,120,795 | 12,506,210 | 12,537,430 | 12,415,777 | 7,306,697 | (5,199,513) -41.6% |

NARRATIVE

910-101 Transfers Out to the General Fund: \$2,871,235 – This account provides for transfers to the General Fund from various funds of the City to fund operating expenditures incurred by the General Fund.

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910-117 Transfers Out to the Community Grant Fund: \$307,848 – This account provides for transfers to the Community Grant Fund from the General, Hospital Sales Tax and Public Works Sales Tax Fund to finance the Community Grant Program.

910-310 Transfers Out to the Major Capital Improvements Fund: \$395,000 – This account provides for transfers to the Major Capital Improvement Fund from the CPV Fund to finance capital improvements eligible for funding from the State's Commercial Passenger Vessel Excise Tax.

910-410 Transfers Out to the Debt Service Fund: \$3,420,114 – This account provides for transfers to the Debt Service Fund from various funds of the City to fund debt service on the City's tax-supported general obligation debt.

913-118 Advances from Economic and Parking Development Fund: \$312,500 – This account provides an annual payment for the repayment of the \$1,250,000 advance from the Economic and Parking Development Fund to the Harbor Construction Fund that was made in 2013.