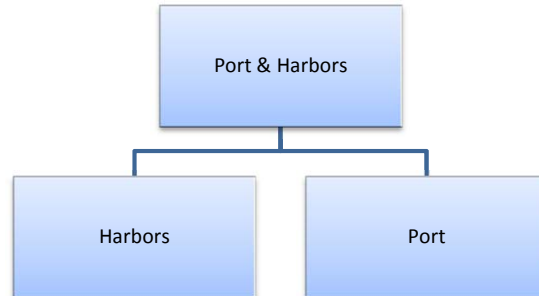


CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

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	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Operations	7,637,909	7,966,824	7,969,804	7,961,955	8,170,292	203,468	2.6%
Capital Improvement Program	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total	16,415,865	15,474,261	15,799,906	9,811,660	17,120,000	1,645,739	10.6%

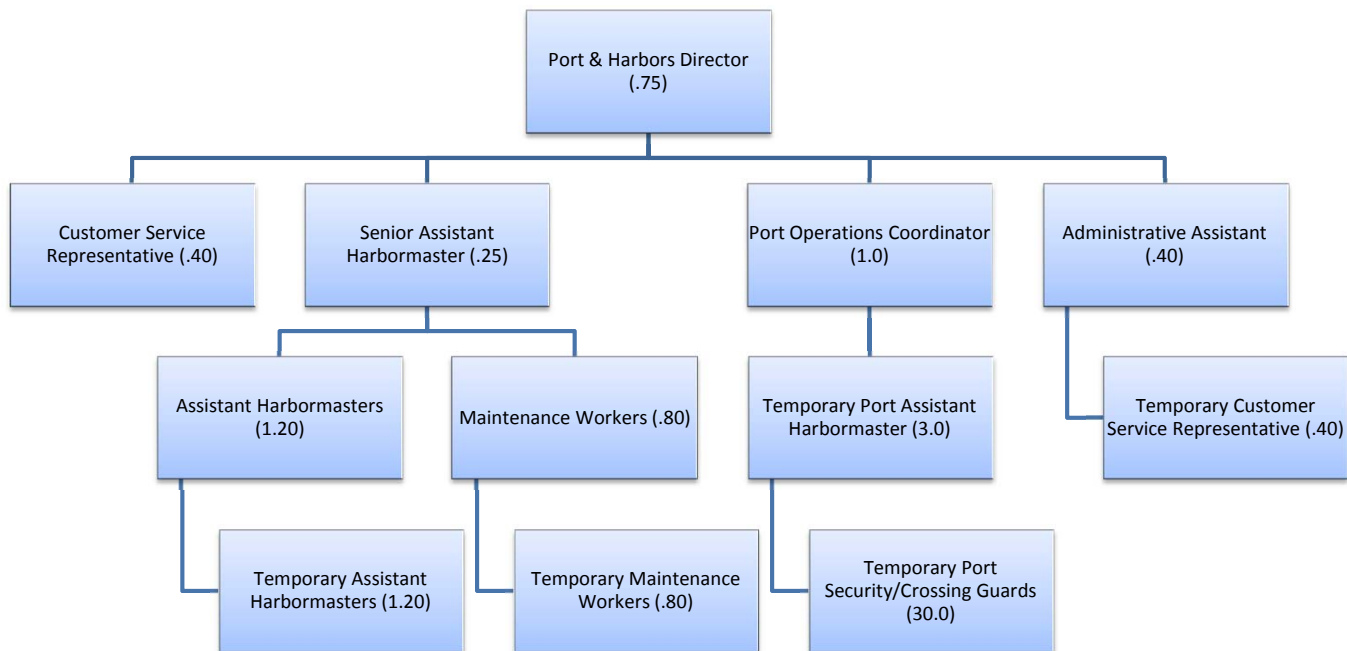
Expenditures by Category	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits	1,008,351	1,075,203	1,086,383	1,084,894	1,140,337	65,134	6.1%
Supplies	77,251	95,595	95,595	95,595	95,595	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,340	13,220	3.6%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs	1,006,419	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Major Capital Outlay	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total	16,415,865	15,474,261	15,799,906	9,811,660	17,120,000	1,645,739	10.6%

Funding Source	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Port Enterprise Fund	11,717,259	9,506,493	9,832,138	8,315,531	8,832,371	(674,122)	-7.1%
Port Repair and Replacement Fund	1,982,098	-	-	-	-	-	NA
CPV Funds	1,050,330	3,967,768	3,967,768	1,496,129	3,287,629	(680,139)	-17.1%
Grants	1,666,178	2,000,000	2,000,000	-	5,000,000	3,000,000	150.0%
Total	16,415,865	15,474,261	15,799,906	9,811,660	17,120,000	1,645,739	10.6%

Full-time Equivalent Personnel	2017	2018 Budget		2019		2018 Adopted/2019	
	Actual	Adopted	Amended	Budget	Salary	Incr(Decr)	%
Operations	4.80	4.80	4.80	4.80	328,277	-	0.0%
Total	4.80	4.80	4.80	4.80	328,277	-	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 2019

- Complete planning, permitting and design for the removal of the rock pinnacle adjacent to Berth II. Begin removal during the winter of 2019/2020.
- Continue planning, permitting and design for corrosion protection project for Berths I & II.
- Continue planning, permitting and design for improvements to Berths I & II to accommodate future classes of cruise ships.
- Revise Port Security Plan incorporating TWIC readers as necessary.
- Insure that overhaul deficiencies with the Berth III barge are addressed by Vigor Alaska LLC.

ACCOMPLISHMENTS FOR 2018

- Completed construction of improvements to Berth III and overhaul of Berth III barge.
- Continued planning and permitting and began design for project to remove rock pinnacle.
- Completed uplands planning study to accommodate future increase in cruise ship passengers.
- Continued design of improvements to Berths I & II to accommodate future classes of cruise ships.

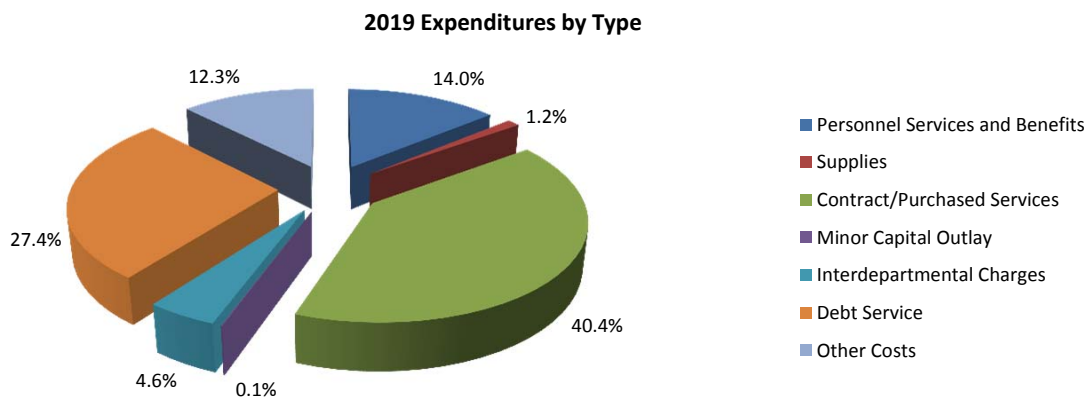
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Operations Division 4000-110

DIVISION SUMMARY							
Expenditures by Category	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Personnel Services and Benefits	1,008,351	1,075,203	1,086,383	1,084,894	1,140,337	65,134	6.1%
Supplies	77,251	95,595	95,595	95,595	95,595	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,340	13,220	3.6%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs	1,006,419	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Total Expenditures	7,637,909	7,966,824	7,969,804	7,961,955	8,170,292	203,468	2.6%

Funding Source	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
Port Fund	7,637,909	7,966,824	7,969,804	7,961,955	8,170,292	203,468	2.6%
Total Funding	7,637,909	7,966,824	7,969,804	7,961,955	8,170,292	203,468	2.6%

Full-time Equivalent Personnel	2017 Actual	2018 Budget		2019		2018 Adopted/2019	
		Adopted	Amended	Budget	Salary	Incr(Decr)	%
Director Port & Harbors	0.75	0.75	0.75	0.75	89,797	-	0.0%
Senior Assistant Harbormaster	0.25	0.25	0.25	0.25	18,691	-	0.0%
Port Operations Coordinator	1.00	1.00	1.00	1.00	64,429	-	0.0%
Assistant Harbormasters	1.20	1.20	1.20	1.20	72,199	-	0.0%
Maintenance Worker	0.80	0.80	0.80	0.80	44,690	-	0.0%
Administrative Assistant	0.40	0.40	0.40	0.40	20,213	-	0.0%
Customer Service Rep I	0.40	0.40	0.40	0.40	18,258	-	0.0%
Total	4.80	4.80	4.80	4.80	328,277	-	0.0%



CITY OF KETCHIKAN**2019 Operating and Capital Budget****Port****Operations Division 4000-110****OPERATING BUDGET CHANGES FOR 2019**

Changes between the adopted operating budget for 2018 and the proposed operating budget for 2019 that are greater than 5% and \$5,000 are discussed below.

- Personnel Services increased by \$65,134, or by 6.1% due to annual employee step increases; a 2% cost of living adjustment for represented and non-represented employees effective January 1, 2019; an increase in the hourly wage to \$15.00 per hour for seasonal Port security and crossing guard staffing; additional seasonal shifts to cover the increased days of cruise ship vessel tendering; and projected increases in employee health insurance premiums.
- Travel-Business (Account No. 600.01) increased by \$20,760, or by 1.384%, in order to fund the Mayor and two Councilmembers, the City Manager and Assistant City Manager and the Port & Harbors Director's attendance at the 2019 Seatrade Cruise Global Conference in Miami, Florida. Given ongoing discussions between the City and industry regarding expansion of Port facilities, City of Ketchikan representation at this event is considered highly important.
- Interdepartmental Charges - Engineering (Account No. 804.01) increased by \$5,000, or by 14.3%, as result of more engineering services being required to address deferred maintenance and capital improvements planned for the Port.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures			2017	2018 Budget			2019	2018 Adopted/2019	
			Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Personnel Services and Benefits									
500	.01	Regular Salaries and Wages	286,602	314,753	296,753	296,060	328,277	13,524	4.3%
501	.01	Overtime Wages	60,939	55,000	84,600	84,424	59,000	4,000	7.3%
502	.01	Temporary Wages	406,956	426,600	436,350	436,350	466,500	39,900	9.4%
505	.00	Payroll Taxes	57,050	60,930	62,340	62,340	65,320	4,390	7.2%
506	.00	Pension	65,393	80,470	72,430	71,840	84,290	3,820	4.7%
507	.00	Health and Life Insurance	95,932	98,150	93,240	93,210	98,920	770	0.8%
507	.30	Workers Compensation	35,066	32,300	33,460	33,460	30,700	(1,600)	-5.0%
508	.00	Other Benefits	413	7,000	7,210	7,210	7,330	330	4.7%
Personnel Services and Benefits			1,008,351	1,075,203	1,086,383	1,084,894	1,140,337	65,134	6.1%
Supplies									
510	.01	Office Supplies	1,732	2,500	2,500	2,500	2,500	-	0.0%
510	.02	Operating Supplies	4,699	5,000	5,000	5,000	5,000	-	0.0%
510	.03	Safety Program Supplies	298	400	400	400	400	-	0.0%
510	.04	Janitorial Supplies	10,678	10,100	10,100	10,100	10,100	-	0.0%
510	.05	Small Tools & Equipment	7,991	8,000	8,000	8,000	8,000	-	0.0%
515	.01	Vehicle Maint Materials	3,688	3,000	3,000	3,000	3,000	-	0.0%
515	.02	Bldg & Grounds Maint Materials	7,731	12,500	12,500	12,500	12,500	-	0.0%
515	.04	Machinery & Equip Maint Materials	129	1,000	1,000	1,000	1,000	-	0.0%
515	.05	Infrastructure Maint Materials	15,096	20,000	20,000	20,000	20,000	-	0.0%
520	.02	Postage	32	95	95	95	95	-	0.0%
525	.03	Heating Fuel	3,087	5,900	5,900	5,900	5,900	-	0.0%
525	.04	Vehicle Motor Fuel & Lubricants	7,528	8,900	8,900	8,900	8,900	-	0.0%
530	.02	Periodicals	62	200	200	200	200	-	0.0%
535	.04	Uniforms/Badges/Clothing	14,500	18,000	18,000	18,000	18,000	-	0.0%
Supplies			77,251	95,595	95,595	95,595	95,595	-	0.0%

CITY OF KETCHIKAN

2019 Operating and Capital Budget

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Operations Division 4000-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Contract/Purchased Services							
600 .01 Travel-Business	1,302	1,500	4,200	4,200	22,260	20,760	1384.0%
600 .02 Travel-Training	1,531	2,050	709	709	2,050	-	0.0%
600 .03 Training and Education	3,876	3,700	5,341	5,341	5,700	2,000	54.1%
605 .01 Ads & Public Announcements	2,279	1,500	1,900	1,900	2,000	500	33.3%
605 .02 Marketing	215	1,500	1,500	1,500	1,500	-	0.0%
615 .02 Assn. Membership Dues & Fees	283	300	300	300	300	-	0.0%
620 .01 Salvage & Disposal of Impounded Prop	-	1,500	1,100	1,100	1,500	-	0.0%
620 .02 Towing of Impounded Property	-	500	500	500	500	-	0.0%
630 .01 Building & Operating Permits	50	100	100	100	100	-	0.0%
630 .02 Vehicle Licenses	47	100	100	100	100	-	0.0%
630 .03 Bank and Merchant Charges	-	800	800	800	800	-	0.0%
635 .02 Janitorial and Cleaning Services	13,373	15,000	15,000	15,000	15,000	-	0.0%
635 .03 Vehicle Maintenance Services	-	3,000	3,000	3,000	3,000	-	0.0%
635 .04 Software Maintenance Services	711	2,000	2,000	2,000	2,000	-	0.0%
635 .06 Bldg. & Grounds Maint Services	27,022	30,000	30,000	30,000	30,000	-	0.0%
635 .07 Machinery & Equip Maint Services	3,954	12,000	12,000	12,000	12,000	-	0.0%
635 .08 Infrastructure Maint Services	11,520	12,000	12,000	12,000	12,000	-	0.0%
635 .12 Technical Services	2,191	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%
635 .14 Other Contractual Services	15,000	17,500	17,500	17,500	17,500	-	0.0%
640 .01 Legal and Accounting Services	-	4,000	4,000	4,000	4,000	-	0.0%
640 .02 Engineering & Architectural Services	-	8,000	8,000	8,000	8,000	-	0.0%
645 .01 Rents & Leases-Land & Buildings	-	2,000	2,000	2,000	2,000	-	0.0%
645 .02 Rents & Leases-Machinery & Equip	(37)	750	750	750	750	-	0.0%
645 .04 Rents & Leases-Infrastructure	2,537,515	2,642,000	2,642,000	2,642,000	2,743,000	101,000	3.8%
650 .01 Telecommunications	17,155	24,146	24,146	24,146	25,000	854	3.5%
650 .02 Electric, Water, Sewer & Solid Waste	196,506	213,970	213,970	213,970	213,970	-	0.0%
Contract/Purchased Services	3,005,493	3,176,406	3,179,406	3,179,406	3,301,520	125,114	3.9%
Minor Capital Outlay							
790 .15 Furniture and Fixtures	250	2,000	2,000	2,000	2,000	-	0.0%
790 .20 Vehicles and Moving Equipment	-	3,500	3,500	3,500	-	(3,500)	-100.0%
790 .25 Machinery and Equipment	1,855	2,000	2,000	2,000	2,000	-	0.0%
790 .26 Computers, Printers & Copiers	639	2,000	2,000	2,000	2,000	-	0.0%
790 .35 Software	-	1,500	1,500	1,500	1,500	-	0.0%
Minor Capital Outlay	2,744	11,000	11,000	11,000	7,500	(3,500)	-31.8%
Interdepartmental Charges							
800 .00 Interdepartmental-Administrative	29,932	33,300	34,800	33,600	34,680	1,380	4.1%
801 .01 Interdepartmental-Human Resources	11,577	12,710	12,710	12,510	13,210	500	3.9%
802 .00 Interdepartmental-Finance	55,623	62,450	62,450	59,240	62,580	130	0.2%
803 .01 Interdepartmental-Info Technology	25,537	29,790	29,790	28,710	33,370	3,580	12.0%
804 .01 Interdepartmental-Engineering	27,881	35,000	31,300	31,000	40,000	5,000	14.3%
825 .01 Interdepartmental-Insurance	155,720	188,370	179,370	179,000	191,000	2,630	1.4%
850 .01 Interdepartmental-Garage	5,318	3,500	3,500	3,500	3,500	3,500	0.0%
Interdepartmental Charges	311,588	365,120	353,920	347,560	378,340	13,220	3.6%

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Operations Division 4000-110

Operating Expenditures	2017	2018 Budget			2019	2018 Adopted/2019	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Debt Service							
931 .01 Debt Service-Principal	895,000	930,000	930,000	930,000	980,000	50,000	5.4%
932 .01 Debt Service-Interest	1,331,063	1,306,500	1,306,500	1,306,500	1,260,000	(46,500)	-3.6%
Debt Service	2,226,063	2,236,500	2,236,500	2,236,500	2,240,000	3,500	0.2%
Other Costs							
910 .511 Transfer to Port R&R Fund	522,000	522,000	522,000	522,000	522,000	-	0.0%
975 .00 Payment in Lieu of Taxes	484,419	485,000	485,000	485,000	485,000	-	0.0%
Other Costs	1,006,419	1,007,000	1,007,000	1,007,000	1,007,000	-	0.0%
Total Expenditures by Type	7,637,909	7,966,824	7,969,804	7,961,955	8,170,292	203,468	2.6%

NARRATIVE

500.01 Regular Salaries and Wages: \$328,277 – This account provides for compensation paid to all regular salaried and hourly employees of the Port Division.

501.01 Overtime Wages: \$59,000 - This account provides for compensation paid to all regular and temporary hourly employees for hours worked in excess of a regular working cycle. Increased by \$4,000 in FY19 to account for 7% wage increase for temporary Port Security - Crossing Guards.

502.01 Temporary Wages: \$466,500 - This account provides for compensation paid to temporary salaried and hourly employees of the Port Division. Increased by \$39,900 in FY19 to account for 7% wage increase for temporary Port Security - Crossing Guards and additional shifts to cover increased days of vessels tendering.

505.00 Payroll Taxes: \$65,320 – This account provides for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$84,290 – This account provides for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$98,920 – This account provides for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$30,700 – This account provides for employer contributions to workers compensation insurance.

508.00 Other Benefits: \$7,330 – This account provides for expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

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: \$3,000 - 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: \$18,000 - This account provides for direct purchases of or reimbursements to employees for work related clothing required by department policies. Included are work shirts, jackets, slacks, float suits, raingear, hats, boots and gloves.

600.01 Travel-Business: \$22,260 - 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: \$5,700 – 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. Increased by \$2,000 in FY19 to cover requirement for flagger training for crossing guards.

605.01 Advertising 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, 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. Increased by \$500 in FY19 to cover ads for additional misc. Port meetings and announcements.

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: \$1,500 – 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: \$30,000 – 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.

635.14 Other Contractual Services: \$17,500 - This account provides funding of a weekly arts series at the Port of Ketchikan. Modeled after Seatac's *Experience the City of Music Program*, it is an effort to showcase Ketchikan's diverse musical talent to the community's cruise ship visitors.

640.01 Legal and Accounting Services: \$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.

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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: \$2,743,000 – 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.

650.01 Telecommunications: \$25,000 - 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. Increased by \$850 in FY19 to account for reverse 911 program charges, as well as reoccurring charges for security camera maintenance and upkeep.

650.02 Electric, Water, Sewer & Solid Waste: \$213,970 - This account provides for electric, water, sewer and solid waste utility services.

790.15 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.

790.25 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.

790.26 Computers, Printers and Copiers: \$2,000 – This account provides for the acquisition of computers, printers and copiers.

790.35 Software: \$1,500 – This account provides for acquisition of software systems and upgrades not covered by maintenance agreements.

800.00 Interdepartmental Charges – Administrative: \$34,680 - This account provides for administrative and management services provided by the departments of the City Council, City Clerk, City Attorney and the administrative office of the City Manager.

801.01 Interdepartmental Charges – Human Resources: \$13,210 - This account provides for human resource services provided by the Human Resources Division.

802.00 Interdepartmental Charges - Finance: \$62,580 - 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: \$33,370 - This account provides for information technology services provided by the Information Technology Department.

804.01 Interdepartmental Charges – Engineering: \$40,000 - This account provides for engineering services provided by the Public Works Department-Engineering Division.

825.01 Interdepartmental Charges – Insurance: \$191,000 - 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: \$980,000 - This account provides for principal on the 2016 Port Revenue Refunding Bonds.

932.01 Debt Service-Interest: \$1,260,000 - This account provides for interest on the 2016 Port Revenue Refunding Bonds.

CITY OF KETCHIKAN

2019 Operating and Capital Budget

Port

Operations Division 4000-110

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 2016 Port Revenue Refunding Bonds and the Berth IV lease agreement between the City and Ketchikan Dock Company.

975.00 Payments in Lieu of Taxes: \$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.

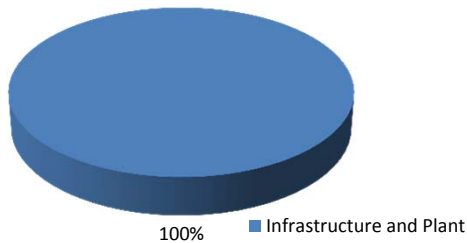
CITY OF KETCHIKAN
2019 Operating and Capital Budget
Port

Capital Budget

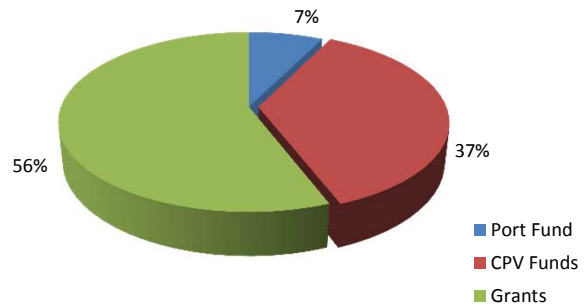
Major Capital Outlay	2017 Actual	2018 Budget			2019 Budget	2018 Adopted/2019	
		Adopted	Amended	Estimate		Incr(Decr)	%
720.00 Vehicles and Moving Equipment	16,968	-	-	-	-	-	0.0%
725.00 Machinery & Equipment	4,425	-	-	-	-	-	0.0%
730.00 Infrastructure and Plant	8,756,563	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%
Total Major Capital Outlay	8,777,956	7,507,437	7,830,102	1,849,705	8,949,708	1,442,271	19.2%

Capital Improvement Projects		Funding Sources			Total
Project #	Project	CPV Funds	Port Fund	Grants	
730.00	Infrastructure and Plant				
	Rock Pinnacle Removal	2,471,659	578,341	5,000,000	8,050,000
	Berths I&II Expansion	815,970	-	-	815,970
	Berth III Floating Fender Modifications	-	25,000	-	25,000
	Security Camera Upgrades	-	5,475	-	5,475
	Berth IV Replace FD Standpipe	-	17,000	-	17,000
	TWIC Readers	-	25,000	-	25,000
	Dock Vendor Tour Booth Replacement	-	11,263	-	11,263
	Total Infrastructure and Plant	3,287,629	662,079	5,000,000	8,949,708
	Total Capital Budget	3,287,629	662,079	5,000,000	8,949,708

Expenditures by Type



Expenditures by Funding Source



City of Ketchikan
2019 ANNUAL BUDGET
Capital Improvement Program
2018 Projected Estimate and Schedule for Reappropriation of Funding

Step 1: Review Projects to verify all projects budgeted, as amended are included on schedule.

Step 2: Review capital project outlay account number for each project and verify or modify to reflect proper classification. See Capital Outlay section in Chart of Accounts (pages ____ & ____)

Step 3: Enter amount of projected December 31, 2018 costs.

Step 4: Evaluate whether project is complete and determine amount of proposed carryover to 2019.

Step 5: Key/enter amount of proposed carryover.

Step 6: Key/enter amount of additional funding needed to fund project in 2019

Project Description	Capital Project Category	Account #	2018 Adopted Budget	2018 Amended Budget	2018 Projected Estimate	2018 Funding Available for Carry Over to 2019 Budget	Proposed 2018 Carryover to 2019 Budget	Projected Additional Funding Needed for 2019	Proposed 2019 Budget for 2018 Projects
Rock Pinnacle Removal									-
CPV Funds	CPV	730.00	3,000,000	3,000,000	528,341	2,471,659	2,471,659		2,471,659
Port Fund	Port	730.00	1,450,000	1,450,000	-	1,450,000	578,341		578,341
Grants	Grants	730.00	2,000,000	2,000,000	-	2,000,000	2,000,000	3,000,000	5,000,000
Berths I&II Expansion	CPV	730.00	967,768	967,788	967,788	-		815,970	815,970
Security Camera Upgrades	Port	730.00	5,669	5,669	194	5,475	5,475		5,475
TWIC Readers	Port	730.00	25,000	25,000	-	25,000	25,000		25,000
Dock Vendor Tour Booth Replacement	Port	730.00	42,000	42,000	30,737	11,263	11,263		11,263
Berth IV Standpipe	Port	730.00	17,000	17,000	-	17,000	17,000		17,000
Design of Berth III Improvements & Barge Over Port		730.00	-	322,645	322,645	-			-
			<u>7,507,437</u>	<u>7,830,102</u>	<u>1,849,705</u>	<u>5,980,397</u>	<u>5,108,738</u>	<u>3,815,970</u>	<u>8,924,708</u>
Grants			2,000,000	2,000,000	-	2,000,000	2,000,000	3,000,000	5,000,000
Port			1,539,669	1,862,314	353,576	1,508,738	637,079	-	637,079
CPV			3,967,768	3,967,788	1,496,129	2,471,659	2,471,659	815,970	3,287,629
			<u>7,507,437</u>	<u>7,830,102</u>	<u>1,849,705</u>	<u>5,980,397</u>	<u>5,108,738</u>	<u>3,815,970</u>	<u>8,924,708</u>

BT approved 2/15/2018 and 4/5/2019

018, 4/19/2018 and 6/28/2018