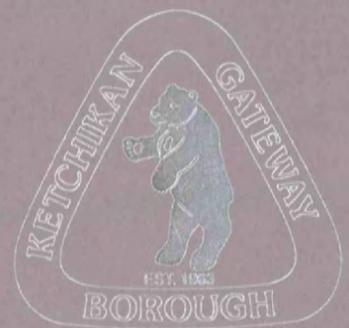


KETCHIKAN GATEWAY BOROUGH  
ALASKA

KETCHIKAN, ALASKA



JULY, 1996

1996-1997 BUDGET

# KETCHIKAN GATEWAY BOROUGH

## 1996/97 BUDGET

### AND CAPITAL PROGRAM

#### Mayor and Assembly

James E. Carlton, Mayor  
John C. Conley, Vice-mayor  
Donald W. Mitchel  
Darrell J. Thomas  
George H. Tipton  
Phyllis L. Yetka  
James B. Elkins  
Tom Coyne

#### Appointed Staff

Scott A. Brandt-Erichsen, Attorney  
Georgianna C. Zimmerle, Clerk  
Michael D. Rody, Manager

#### Directors

Robert Bright, Planning & Community Development  
Don Chenhall, Maintenance & Operations  
Alvin E. Hall, Administrative Services  
Eugene Martin, Animal Protection  
Greg Kolean, Parks & Recreation  
Dennis L. Finegan, Assessment  
Vacant, Transportation Services

**Effective July 1, 1996**

**Adopted on June 17, 1996**

**Special Acknowledgement  
for  
Staff Assistance in Preparing Budget**

**Chris Aubertine, Assistant to the Borough Manager  
Vicki Campbell, General Accounting Supervisor  
Kathy Wilger, Accounting Technician  
Janet Cote, Administrative Secretary**

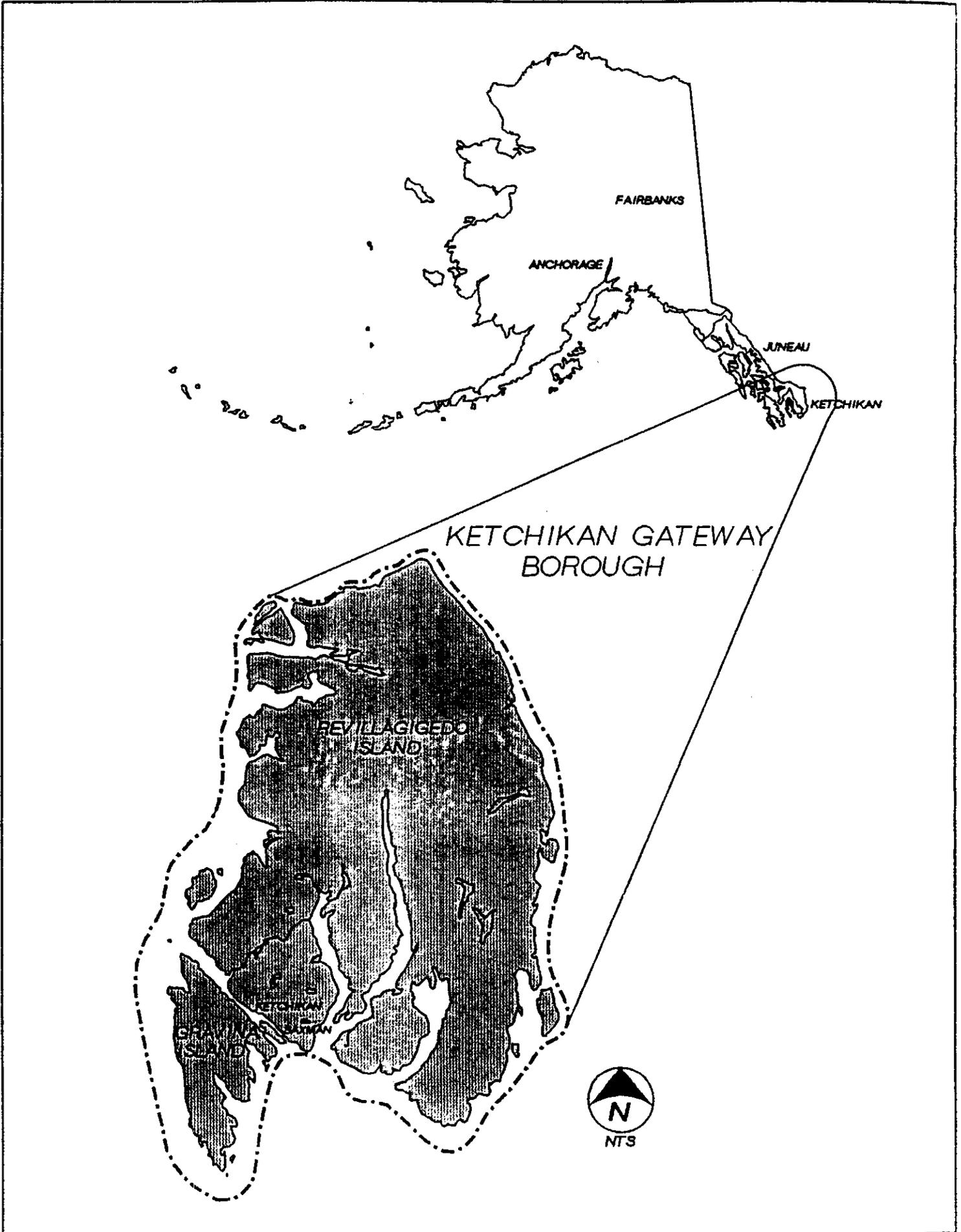
**KETCHIKAN GATEWAY BOROUGH**  
**ANNUAL BUDGET**  
**Fiscal Year 1996/97**

**TABLE OF CONTENTS**

		<b>Page Nos.</b>
<b>I.</b>	<b>Manager's Message/Introduction</b>	
	Budget Message . . . . .	1
	Revenue and Appropriation Summary for all Funds . . . . .	11
	Budget Comparison FY 1995/96 and 1996/97 . . . . .	12
	Organizational Chart . . . . .	13
	Distinguished Budget Presentation Award . . . . .	14
<b>II.</b>	<b>General Fund</b>	
	Ordinance No. 993, Amended . . . . .	15
	General Fund . . . . .	18
	Mayor and Borough Assembly . . . . .	22
	Manager's Office . . . . .	27
	Clerk's Office . . . . .	34
	Law Department . . . . .	41
	Administrative Services . . . . .	48
	Assessment . . . . .	55
	Animal Protection . . . . .	62
	Parks and Recreation . . . . .	68
	Maintenance and Operations . . . . .	76
	Planning and Community Development . . . . .	83
	Economic Development . . . . .	89
	Non-Departmental . . . . .	95
	Interfund Transfer . . . . .	98
	Automation . . . . .	99
	Education . . . . .	101
<b>III.</b>	<b>Enterprise Funds</b>	
	Transportation Services Enterprise Fund . . . . .	105
	Administration . . . . .	113
	Field . . . . .	116
	Terminal . . . . .	119
	Murphy's Pullout . . . . .	122
	Ferry . . . . .	125
	Transit . . . . .	128

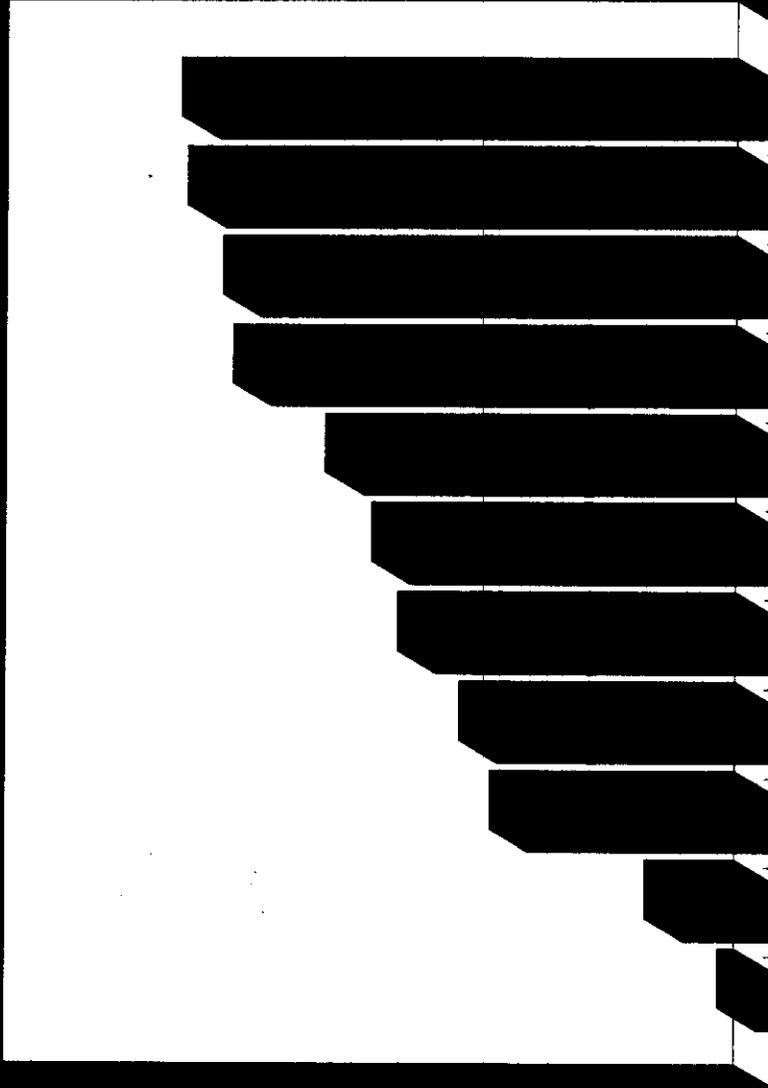
**TABLE OF CONTENTS** - Continued

	<b><u>Page Nos.</u></b>
IV. Capital Improvement Budget .....	133
V. Special Revenue Funds	
Land Trust Fund .....	145
Non-Area Wide Fund .....	148
Permanent Fund .....	150
School Bond/Capital Improvement Fund .....	151
Service Areas .....	155
South End Fire District .....	156
Shoreline .....	159
Mountain Point .....	162
Waterfall Creek .....	165
Mud Bight .....	168
Forest Park .....	171
Gold Nugget .....	174
Shoup Street .....	177
South Tongass .....	180
VI. Miscellaneous	
Fiscal Year 1995/96 Budget Process .....	181
Community Profile/Demographics .....	184
Glossary of Terms and Abbreviations .....	188
Computation of Legal Debt Margin .....	193
Debt Services Requirements .....	194
Combined Schedule of Bonds Payable .....	195
Schedule of Assessed Valuations .....	196
Resolution No. 1223 .....	199



# Ketchikan Gateway Borough Population

■ Population



# **INTRODUCTION**

# **KETCHIKAN GATEWAY BOROUGH**

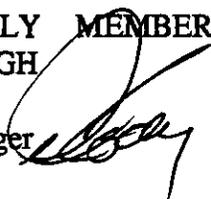
Office of the Borough Manager • 344 Front Street • Ketchikan, Alaska 99901

Michael Dean Rody  
Borough Manager  
(907) 228-6625  
Fax: (907) 247-6625

## **BUDGET MESSAGE**

**DATE:** June 30, 1996

**TO:** HONORABLE MAYOR, ASSEMBLY MEMBERS, and the CITIZENS of  
KETCHIKAN GATEWAY BOROUGH

**FROM:** Michael Dean Rody, Borough Manager 

### **INTRODUCTION**

In compliance with Section 40.10.010 (a) of the Ketchikan Gateway Borough's Code of Ordinances and in accordance with the laws of the State of Alaska transmitted herewith is the proposed budget for the Borough for fiscal year 1996-1997. This budget contains the operational budgets for both general government and enterprise activities. Also included is a five-year capital budget which includes capital projects requested by the Ketchikan Gateway Borough School District. The School District's operational budget is included by reference with their full budget presented in a separate document.

The most significant challenge that the Borough will be beginning to address this year is the economic impact created if the contract for the pulp mill is not extended. The forest products industry played a major role in the development of Southeast Alaska's economy and has remained a driving socioeconomic force for more than forty years. In the early 1950s, a long-term timber contract stimulated construction of a pulp mill near Ketchikan that employs over 350 people and created hundreds of jobs in the region's logging and sawmill operations. Many factors--including environmental concerns, market conditions and the approaching end of the 50-year timber contract between the Ketchikan Pulp Company (KPC) and the United States Forest Service (USFS)--now threaten the continued operation of the Ketchikan pulp mill.

A recent study relative to the impact of the timber industry on the region was commissioned by the Borough. The key findings of that report are as follows:

- Ketchikan will lose more than 1,200 jobs and \$48 million in earnings if the mills close.

A forecast of employment and payroll that combined the effects of mill closure and projected growth showed a net loss of 865 jobs and \$41 million in earnings relative to 1995 figures.

- Population will decline if the mill closes, but not to the same extent as employment. People moving to Ketchikan are unlikely to have as many dependents or as much income as the KPC employees who leave town. While population may recover to 1995 levels within three years of mill closure, school enrollment is expected to have a much longer recovery period.
- Predicting the housing market is highly speculative. If pulp and saw mills close in Ketchikan, the housing market reaction will depend on many factors that are difficult to predict. Property values increased in Sitka after mill closure, but the situations in the two communities are not identical. Ketchikan's vacancy rate is higher, and pent-up demand lower than in Sitka at the time of mill closure. If the Ketchikan mills close, property values are unlikely to increase as they did in Sitka, but as long as mill closure does not instigate panic, the housing market should be able to absorb properties of displaced KPC households without significant long-term price decline.
- Mill closure will have a significant impact on borough finances; we project loss of municipal assistance, revenue sharing, school funding, forest receipts, sales tax, and property tax totaling about \$2 million. In addition, municipally-owned Ketchikan Public Utilities could lose over \$1 million in revenue.

In an effort to address some of the impacts which may result from reduced timber availability or mill closure, the federal government passed Public Law 104-134 (1996 Southeast Alaska Economic Disaster Fund). The total five-year program will provide \$25,000,000 for the purpose of improving the local economy or by lessening the impact of reduced timber production.

This budget does not include any funding plan for the use of monies being made available from this recently established fund. This fund provides for \$13,300,000 in federal fiscal year 1996 and \$3,300,000 in each of the three following fiscal years: 1997, 1998, and 1999. An additional \$450,000 will be allocated to the Borough for each of the above years. The use of these funds is open-ended with little or no limitations. The only limitation seems to be that the funds are to be used for "community development projects." While it is yet to be confirmed, the likelihood is that the funds will be funneled through the Borough as the "timber receipt" entity. These funds are to be distributed by the Secretary of Agriculture whose authority will be delegated to the Forest Service.

With prudent and well-reasoned investment strategies, this Disaster Fund can play an important part in enhancing, expanding, and diversifying the Borough's economic and employment bases. It is important that the Borough make the best use of these one-time monies by insuring that each proposed project or proposal is carefully appraised and measured against competing projects and priorities.

As for the regular budgets, it is expected that the 1996-1997 fiscal year is going to be at least equal to the last fiscal year in progress and service. The Department of Planning and Community Development has new leadership and is focusing on the completion of two major projects - the comprehensive plan and revision of the Borough Code. This year we expect to make significant progress with our capital improvement program, in particular with the development of the Indoor Recreation Center. Departmental standard operating procedures should be wholly in place. This year we will negotiate two additional labor agreements. Quality

of service will be reemphasized, and it is anticipated that the Lewis Reef permitting process will be satisfactorily brought to closure increasing available industrial land.

This is the year in which we propose to address several deferred maintenance projects as well as fine-tune many of our Borough facilities. As described in the various departmental mission statements, 1996-1997 should also be a very good year as was 1995-1996.

Property assessment value increased by approximately seven and one-half percent (7.5%) this past year, allowing the Assembly to reduce the mill rate from 7.5 mills to 7.1 mills. This resulted in reducing *ad valorem* taxes from \$6,640,000 for fiscal year 1995/1996 to \$6,454,814 for this upcoming fiscal year.

The 1996/97 general government annual budget is a working document intended to initiate the public discussion phase of the Borough's annual budgeting process. As the Assembly reviews and evaluates program revenues and expenditures, and the public provides their input during the budget work sessions, other ideas and options materialized and warranted consideration. The final product that emerges from this process will be the Assembly's operating plan for the Borough for 1996/97.

The staff is pleased to present the Ketchikan Gateway Borough, Alaska 1996/97 general government annual budget. This budget reflects the ongoing mission of the Ketchikan Gateway Borough to maintaining cost effective programs and services consistent with the goal of preserving and enhancing the current quality of services enjoyed by all the citizens of the Borough.

## REVENUES

Projected General Government revenues for fiscal year 1996/97 will approximate \$12,226,597. This is an increase of \$713,781 or 6.20% over estimated revenues for fiscal year 1996/97. The table below identifies the major revenue sources of the Borough and the net change by category.

	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Net Change</u>
Taxes and Fees	9,828,419	10,211,500	383,081
Revenue from Other Governments	1,055,119	1,199,598	144,479
Charges for Services	387,000	415,000	28,000
Interfund Revenues	<u>242,278</u>	<u>400,499</u>	<u>158,221</u>
Total	<u>11,512,816</u>	<u>12,226,597</u>	<u>713,781</u>

Approximately \$10,211,500 or 83.5% of the Borough's 1996/97 revenues will come from taxes. The Borough currently assesses four types of taxes: (1) real and personal property taxes, (2) consumer sales tax, (3) transient occupancy tax, and (4) automobile and boat taxes. The table below summarizes the major tax revenues of the Borough.

	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Net Change</u>
Property Taxes	6,483,169	6,696,000	212,831
Sales Taxes	3,060,000	3,217,000	157,000
Transient Tax	15,000	20,000	(5,250)
Automobile and Boat Tax	160,000	173,500	13,500
Other Tax and Fees	<u>110,250</u>	<u>105,000</u>	<u>(5,250)</u>
Total	<u>9,828,419</u>	<u>10,211,500</u>	<u>383,081</u>

Property tax revenues are projected to increase by \$212,831 resulting from an increase in property values of \$69,898,500 and a decrease in the mill levy of 0.4 mills. Senior citizen tax exemption is expected to have an adverse effect on revenue as the State is not expected to fund this program in 1996/97. All property values in the Borough are determined by the Assessment Department. The latest data from the Director of Assessment estimates the value of real and personal property located within the Borough on January 1, 1997 at \$985,799,300, up from last year's value of \$915,900,800.

Sales tax revenues are generated from a 2% sales tax imposed on retail sales within the Borough. Sales tax revenues are accounted for in two separate funds. General Fund - 1.5% and Recreational Capital Projects Fund - 0.5%. Sales tax collection is projected to increase during the 1996/97 fiscal year.

Automobile taxes are assessed against all registered vehicles in the Borough on the basis of age, type and valuation. These taxes are collected by the Department of Motor Vehicles and allocated to the various areas based on population. Boat taxes are assessed against the boat owner at two levels. The first level is \$25 for boats up to five tons, and the second is \$75 on boats in excess of five tons.

Shared revenues and other revenues from the State of Alaska continue their downward trend, requiring municipalities to raise local revenues and/or curtail the level of services they provide to their citizens. The Borough is projected to lose \$49,833 in revenue sharing and municipal assistance during 1996/97. The following table summarizes the major categories of State revenue and net changes.

	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Net Change</u>
Revenue Sharing	206,931	177,715	(29,216)
Municipal Assistance	241,000	220,383	(20,617)
Raw Fish Tax	300,000	350,000	50,000

Timber Stumpage	175,000	325,000	150,000
Child Care Programs/Other	57,500	41,500	(16,000)
Payment in Lieu of Taxes	<u>74,664</u>	<u>85,000</u>	<u>10,336</u>
Total	<u>1,055,095</u>	<u>1,199,598</u>	<u>(144,503)</u>

Charges for services include user fees for services provided by the Borough. Such fees include zoning and platting, digital map sales, animal protection, passports, recreation programs, and other fees. Charges for services continue to remain constant. The following table summarizes the major categories of charges for services.

	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Net Change</u>
Interest Income	150,000	75,000	(75,000)
Other Sales and Services	25,000	20,000	(5,000)
Zoning and Platting Fees	15,000	18,500	3,500
Digital Map Sales	1,000	2,500	(1,500)
Animal Protection Fees	27,500	27,500	-0-
Passports	3,500	3,500	-0-
Recreation Program Fees	<u>165,000</u>	<u>268,000</u>	<u>(103,000)</u>
Total	<u>387,000</u>	<u>415,000</u>	<u>28,000</u>

### Interfund Transfers

Fund transfers represent operating subsidies of transfers of resources from one fund to another fund to share the cost of programs or activities accounted for in other funds. In 1996 fund transfers totaled \$450,000. The amount budgeted for 1997 is \$50,000.

### EXPENDITURES

#### General Fund

General fund expenditures have increased over the preceding year. Even after an increase of general fund capitalization of projects from the General Fund of approximately two hundred and fifty percent and the increase in personnel costs resulting from the negotiation of two labor agreements, General Fund expenditures remain fairly consistent with previous year's expenditures. Most fund categories only realized small incremental increases.

Since the proposed expenditure plan has remained fairly constant, while the assessed value of property increased by approximately ten percent, it will be possible to reduce the ad valorem tax this fiscal year. The ad valorem tax could be reduced from 7.5 mills to 7.1 mills, and revenues would still meet the proposed general fund expenditure plan while retaining a targeted fund balance of at least \$1,101,144 and designated reserve of \$150,000. The unrealized revenue by this millage reduction would be approximately \$394,320 ( $\$985,799,300 \times 0.0004$ ).

At the same time, there is not sufficient revenue in the non-areawide fund to cover anticipated expenses. The funds from this account fund the library and their present request is for \$371,123. With projected total revenue of \$319,785, the funding shortfall would be \$65,665. However, if the millage is raised from 0.70 mills to 0.84 mills, an additional \$3,841 in funds will be generated. This would be enough to cover the shortfall and leave a small fund balance of approximately \$4,000 in the account.

The proposed 1996/97 general government annual budget is requesting appropriations for expenditures totaling \$12,612,909. By comparison, the 1996 budget totaled \$11,750,519. This represents an increase of \$862,390 or 7.34%. The table below summarizes how the Borough has spent its financial resources over the past three years and a projection of how those resources will be spent in 1996 and 1997.

	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
General Government	1,784,097	1,573,958	1,614,502	1,619,780	1,722,974
Public Services	2,081,005	2,635,678	2,632,712	2,894,012	3,234,587
Education	6,347,993	6,347,993	6,347,993	6,338,311	6,943,372
Capital Projects	72,238	105,243	84,860	300,000	449,256
Other	353,761	259,519	221,889	213,494	212,720
Transfers	<u>723,304</u>	<u>804,507</u>	<u>450,000</u>	<u>450,000</u>	<u>50,000</u>
<b>Total</b>	<b><u>11,362,398</u></b>	<b><u>11,726,898</u></b>	<b><u>11,351,956</u></b>	<b><u>11,815,597</u></b>	<b><u>12,612,909</u></b>

This budget includes, for the first time, a projected five-year capital budget. This budget calls for \$20,083,479 in expenditures over five years, with nearly half of that amount being expended this fiscal year.

The major expenditure this year is for the Indoor Recreation Center (IRC). This project is being funded by debt financing with repayment based on the one-half percent sales tax. Projected funding for the IRC amounts to \$7,500,000. Another recreational project is the Valley Park Pool renovation (\$380,000).

Transportation Services has a total of \$3,552,571 in projects, with improvement of the seaplane facility at \$2,700,000 being the major project. This single project is proposed as a State project and, hence, subject to State approval. There are several projects which are dependent upon

State funding in this year's program, and most of those are in the Governor's budget. However, the State CIP budget is yet to be finalized and, therefore, funding status remains inconclusive at this time.

The School District has submitted capital projects to the Borough for funding consideration. The total request for this year is \$221,000. The funding request is for projects ranging from roof repair to facility repair. These are mostly deferred maintenance projects that have needed attention for some time.

The variety of projects contained in the CIP is significant. It ranges from an effort to develop a comprehensive Borough communications program to addressing deferred maintenance issues to construction of major recreational facilities. It is a program that should result in tangible beneficial results for the Borough.

### Enterprise Fund

An enterprise fund is a fund that has been established to account for operation on activities which are financed and operated in a manner similar to private business. That is where the intent is to cover the cost of the operation or activity primarily through the collection of user charges. In the case of airport and ferry operations, they match this definition and are correctly categorized as enterprise funds.

This is not as true for the transit fund. This fund has been heavily subsidized from the general fund in the range of \$150,000 annually. However, sufficient reserves have been established so that a general fund subsidy will not be required this year. In order to make this cost center truly profitable, the fees would have to be increased by three hundred percent or more. This, of course, would drive the ridership down which, in turn, would still necessitate a general fund subsidy because of the lost revenue. Regardless, all three of these cost centers are treated as enterprise funds within this budget.

The ferry operation has been broken out for this year as a distinct enterprise fund. In past years it had been included as part of the overall airport enterprise fund and, as a result, the funds tended to meld together. The result was that one of the funds would end up subsidizing the other, and we did not have a clear accounting of cash flow. By breaking out the transportation account into airport, ferry, and transit we will have a much clearer view of funding or cash requirements.

In recent years the ferry operation subsidized the airport operation. However, this practice has reversed itself, and the ferry operation does not generate sufficient financial support for itself. The projected revenue for the ferry is approximately \$951,000 which is a shortfall of approximately \$50,000. This cost will need to be covered as well as the indirect administrative costs that will be charged next year. In addition, we need to begin building up a reserve account for the purchase of a new ferry. While it is anticipated that the Borough may reasonably expect State financial assistance in acquiring a new ferry, it is projected that we will need to dedicate at least \$1,230,000 of the \$4,100,000 needed.

Last year it was proposed that a twenty-percent increase be applied to the ferry rates. This would generate additional revenue of between \$100,000 and \$170,000. This amount will be

required just to meet current expenditures and to establish the beginning of an equipment replacement account.

The difference between revenue and expenditures for the airport is projected to be a positive \$150,000. However, that does not include the indirect administrative cost recovery effort that is being initiated this year. Suffice it to say that funding for the airport is projected to be adequate. There will be some additional fine-tuning of the fees and charges, plus there may be additional revenue generated by the new communications board and possibly some enhanced parking fees, but there are no projected significant increases needed to cover current costs. During the last couple of years the Borough has been able to get the airport operation out of a deficit position. Last year's budget plan has been reduced by approximately \$100,00 plus for this year.

The transit operation remains unprofitable, but there will be no additional general fund subsidy required this year. There is sufficient fund balance remaining that, when coupled with next year's projected revenue, will negate the need for general fund subsidy. It is hoped that additional revenue will be produced by extending transit service to the Carlanna area along with a proposed aggressive promotion effort. As noted last year, the transit operation will never be a profitable cost center, but we can make efforts to reduce any subsidy that may be required.

### EDUCATION FUND

The Education Fund is part of the General Fund, but the budget process is under the auspices of the Ketchikan Gateway Borough School District Board and not the Borough Assembly. The School Board develops their budget independently from all sources, which includes local funds. The Assembly has the authority to set the local funding level only, with no veto authority or other discretion over specific budget items.

The School District's local budget has increased by 9.55% for the 1996/97 fiscal year. The Assembly was requested to fund \$6,943,372 this year. They funded the School District at 100% of the amount requested.

### BUDGET BASIS

The budgets of the general, special revenue and enterprise funds are prepared on a modified accrual basis. Briefly, the obligations of the Borough are budgeted as expenses, but revenues are recognized only when they are actually received.

In the Comprehensive Annual Financial Report (CAFR) delinquent revenues collected from property taxes for the months of July and August are considered revenues for the previous fiscal year. The CAFR shows the status of the Borough's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the Borough prepares its budget.

The full purchase price of equipment and capital improvements are depreciated in the CAFR for enterprise funds. Accrued but unused annual and sick leave are treated slightly different in the budget than in the CAFR. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

The Borough budgets for its general, special, capital projects, debt funds and enterprise funds. Grants from other government agencies are not budgeted for, since funds are not normally appropriated by the agency until after the completion of the local budget process. Budget amendments require an ordinance and approval of the Assembly. This is a two-step process.

### BUDGET PHILOSOPHY

In order to give the Assembly and the public a more complete understanding of our public financing, a detailed five-year capital budget was prepared and is being submitted as a separate section of this budget. This CIP budget is all inclusive and includes those projects that are to be funded under the State's capital projects budget as well as from local services.

This is the fourth year of a different way of formatting the budget with a different review process. There will certainly be adjustments made in the process. A few things that will not change is a desire to present a budget that clearly identifies the detailed cost attributable to any activity and a budget that sustains or improves upon an identified level of service or which is not fiscally prudent.

Fiscal prudence implies that any proposed fiscal action is conservative enough to be able to address most reasonable contingencies. In this regard, the proposed budget has retained into it two aspects. The first is an effort to rebuild the Borough's ending fund balance or reserve fund balance. One generally accepted "rule of thumb" calls for an ending fund balance of at least four percent (4%) and, preferably, eight and one-third percent (8.3%) of the total operational budget. In the case of the overall budget, that would result in an ending fund balance of between \$500,000 and \$1,000,000. The second is to establish and sustain an equipment replacement fund. This fund has now been built up to \$150,000. The monies from this fund will be used to replace needed equipment.

### DEBT MANAGEMENT

The Borough has three general obligation bond issues outstanding totaling \$12,470,000. These issues are: 1972 Airport Bonds - \$170,000, 1989 Series "A" School Bonds - \$4,800,000 and 1995 IRC Bonds - \$7,500,000. The 1972 Airport Bonds are self-supporting from the revenues of the Airport Enterprise Fund and will mature during the 1996/97 budget year. The 1989 series "A" School Bonds will mature in the year 2000. The State of Alaska reimburses the Borough to the extent of approximately 80% of principal and interest on the School Bond issues. The 1995 IRC Bonds are due to mature in the year 2009 and are to be funded from the Recreation Sales Tax Fund.

Alaska statutes do not place a limit on the amount of debt that can be incurred by a community. It seems practical that the debt limit could be placed somewhere between \$35,000,000 and \$50,000,000 based on the assessed valuation of the Borough. The Borough is not planning on issuing additional bonds at this time.

### CASH MANAGEMENT

The Borough has the responsibility to collect all taxes within the Borough, including those taxes due the Cities of Ketchikan and Saxman. An aggressive policy of collection has been instituted and sustained.

The Borough deposits all funds no later than the day after being received. Departments that receive cash put the funds either in the night deposit at the bank or deliver the cash to the Administrative Services Department on the day of collection.

Investment of Borough funds emphasize the preservation of principal with a yield expectation exceeding the revenue generated by ninety (90) day treasury notes.

### CONCLUSION

It is hoped that the Assembly and the citizens of the Ketchikan Gateway Borough find this budget understandable and accountable. We feel that with judicious implementation this budget can meet the expectations of the public and objectives of the Assembly.

I want to thank the Budget Committee for the dedication and insightfulness in reviewing the following budget, and I want to thank the staff for their professional and responsible response to the "budget call". Their efforts are much appreciated and necessary. I also want to thank the Director of Administrative Services, Al Hall, and his wonderful staff for their magnificent effort in preparing this budget plan. Lastly, I thank the Mayor and Assembly for the thoughtful guidance they have given to staff in preparing this document.

**KETCHIKAN GATEWAY BOROUGH**  
**REVENUE AND APPROPRIATIONS SUMMARY FOR ALL FUNDS**

**Fiscal Year 1996/97**

	<b>ESTIMATED FUNDS AVAILABLE 7/1/96</b>	<b>FY 96/97 ESTIMATED REVENUE</b>	<b>FY 96/97 BUDGETED APPROP</b>	<b>ESTIMATED RESERVE 6/30/97</b>
General Fund	1,637,456	12,226,597	12,612,909	1,251,144
Land Trust Fund	8,381,930	3,280,997	898,850	10,764,077
Nonareawide Fund	(14,122)	389,086	371,123	3,841
Permanent Fund	266,847	0	266,847	0
School Bond/Capital Improvement	2,310	2,599,265	2,317,527	284,048
Recreation Capital Sales Tax Fund	89,784	1,080,333	1,080,051	90,066
Airport Enterprise Fund	2,613,075	1,355,633	1,243,682	2,725,026
Ferry Enterprise Fund	290,369	923,000	967,015	246,354
Transit Fund	86,330	248,000	246,158	88,172
South End Fire Protection	185,451	108,836	255,582	38,705
Shoreline Service Area	75,436	61,051	48,895	87,592
Mountain Point Service Area	126,834	116,680	87,607	155,907
Waterfall Creek Service Area	93,989	15,640	3,957	105,672
Mud Bight Service Area	58,361	13,484	300	71,545
South Tongass Service Area	8,548	470	0	9,018
Forest Park Service Area	162,059	88,727	93,015	157,771
Gold Nugget Service Area	27,427	10,449	6,572	31,304
Shoup Street Service Area	5,972	31,950	30,843	7,079
<b>TOTALS</b>	<b>14,098,056</b>	<b>22,550,198</b>	<b>20,530,933</b>	<b>16,117,321</b>

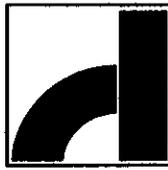
## Ketchikan Gateway Borough

### FY 1996/97 BUDGET

**TABLE ONE: Budget Comparison FY 1995/96 and 1996/97**

Department	FY 95/96	FY 96/97	Amount Change	Inc./(Dec) Percent
<b>GENERAL FUND</b>				
Mayor and Assembly	\$ 119,537	\$ 111,507	\$ (8,030)	-6.72%
Borough Attorney	173,502	175,831	2,329	1.34%
Borough Clerk	176,262	178,250	1,988	1.13%
Borough Manager	326,583	321,079	(5,504)	-1.69%
Administrative Services	492,657	541,041	48,384	9.82%
Assessment	365,534	395,266	29,732	8.13%
Animal Protection	242,645	237,021	(5,624)	-2.32%
Parks and Recreation	726,964	982,134	255,170	35.10%
Maintenance and Operations	518,841	554,021	35,180	6.78%
Planning	482,460	554,228	71,768	14.88%
Non-Departmental	169,544	165,300	(4,244)	-2.50%
Automation	45,950	47,420	1,470	3.20%
Child Care Assistance	56,056	50,154	(5,902)	-10.53%
Capital Projects	271,493	228,256	(43,237)	-15.93%
Interfund Transfers	450,000	50,000	(400,000)	-88.89%
<b>Summary</b>	<u>4,618,028</u>	<u>4,591,508</u>	<u>(26,520)</u>	<u>-0.57%</u>
<b>School District</b>				
Education - School District	6,663,311	7,268,372	605,061	9.08%
Capital Projects - School District	0	221,000	221,000	100.00%
<b>Summary</b>	<u>6,663,311</u>	<u>7,489,372</u>	<u>826,061</u>	<u>12.40%</u>
<b>Borough Grants</b>				
Community Education	234,480	263,881	29,401	12.54%
Economic Development	234,700	268,148	33,448	14.25%
<b>Summary</b>	<u>469,180</u>	<u>532,029</u>	<u>62,849</u>	<u>13.40%</u>
<b>Total General Fund</b>	<u>11,750,519</u>	<u>12,612,909</u>	<u>862,390</u>	<u>7.34%</u>
<b>ENTERPRISE FUNDS</b>				
Airport	1,583,075	1,243,682	(339,393)	-21.44%
Ferry	1,026,301	967,015	(59,286)	-5.78%
Transit	229,156	246,158	17,002	7.42%
<b>Summary</b>	<u>2,838,532</u>	<u>2,456,855</u>	<u>(381,677)</u>	<u>-13.45%</u>
<b>OTHER FUNDS</b>				
Land Trust Fund	447,162	898,850	451,688	101.01%
Non Areawide Fund	313,147	371,123	57,976	18.51%
Permanent Fund	9,598	266,847	257,249	2680.24%
Debt Service	1,804,700	2,317,527	512,827	28.42%
Recreation Capital Sales Tax Fund	0	1,080,051	1,080,051	0.00%
South End Fire District	95,612	255,582	159,970	167.31%
Shoreline Service Area Fund	47,821	48,895	1,074	2.25%
Mountain Point Service Area Fund	76,223	87,607	11,384	14.94%
Waterfall Creek Service Area Fund	3,992	3,957	(35)	-0.88%
Mudbight Service Area Fund	300	300	0	0.00%
South Tongass Service Area Fund	0	0	0	0.00%
Forest Park Service Area Fund	90,353	93,015	2,662	2.95%
Gold Nugget Service Area Fund	5,459	6,572	1,113	20.39%
Shoup Stree Service Area Fund	44,654	30,843	(13,811)	-30.93%
<b>TOTAL OTHER FUNDS</b>	<u>2,939,021</u>	<u>5,461,169</u>	<u>2,522,148</u>	<u>85.82%</u>
<b>Grand Total all Funds</b>	<u>17,528,072</u>	<u>20,530,933</u>	<u>3,002,861</u>	<u>17.13%</u>





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
Ketchikan Gateway Borough,  
Alaska**

**For the Fiscal Year Beginning  
July 1, 1995**

*Timothy H. Rindan*      *Jeffrey L. Esser*  
President                      Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Ketchikan Gateway Borough, Alaska for its annual budget for the fiscal year beginning July 1, 1995.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# **GENERAL FUND**

KETCHIKAN GATEWAY BOROUGH

ORDINANCE NO. 993, Amended

AN ORDINANCE OF THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH, ALASKA, ADOPTING THE BUDGET FOR FISCAL YEAR 1996/97 AND APPROPRIATING FROM THE GENERAL FUND, LAND TRUST FUND, NONAREAWIDE FUND, SCHOOL BOND/CAPITAL IMPROVEMENT FUND, RECREATIONAL CAPITAL SALES TAX FUND, AIRPORT FUND, FERRY FUND, TRANSIT ENTERPRISE FUND, SOUTH END FIRE PROTECTION SERVICE AREA FUND, SHORELINE SERVICE AREA FUND, MOUNTAIN POINT SERVICE AREA FUND, WATERFALL CREEK SERVICE AREA FUND, MUD BIGHT SERVICE AREA FUND, FOREST PARK SERVICE AREA FUND, GOLD NUGGET SERVICE AREA FUND, AND SHOUP STREET SERVICE AREA FUND; APPROPRIATING FOR CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEAR 1996/97; AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS

A. In accordance with Ketchikan Gateway Borough Code 40.10.010(b), the Borough Assembly held a public hearing on the proposed Fiscal Year 1996/97 Budget and Capital Program.

B. After hearing public testimony, the Assembly now desires to adopt the 1996/97 budget.

NOW, THEREFORE, BE IT ENACTED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH, ALASKA, as follows:

Section 1: The budget for the fiscal year beginning July 1, 1996, entitled KETCHIKAN GATEWAY BOROUGH 1996/97 BUDGET, is hereby adopted.

Section 2: The sum of \$12,612,909 is hereby appropriated from the General Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 3: The sum of \$898,850 is hereby appropriated from the Land Trust Fund of the Ketchikan Gateway Borough for fiscal year beginning July 1, 1996.

Section 4: The sum of \$371,123 is hereby appropriated from the Nonareawide Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 5: The sum of \$266,847 is hereby appropriated from the Permanent Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 6: The sum of \$2,317,527 is hereby appropriated from the School Bond/Capital Improvement Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 7: The sum of \$1,243,682 is hereby appropriated from the Airport Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 8: The sum of \$1,080,051 is hereby appropriated from the Recreation Capital Sales Tax Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 9: The sum of \$967,015 is hereby appropriated from the Ferry Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 10: The sum of \$246,158 is hereby appropriated from the Transit Enterprise Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 11: The sum of \$255,582 is hereby appropriated from the South End Fire Protection Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 12: The sum of \$48,895 is hereby appropriated from the Shoreline Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 13: The sum of \$87,607 is hereby appropriated from Mountain Point Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 14: The sum of \$3,957 is hereby appropriated from the Waterfall Creek Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 15: The sum of \$300 is hereby appropriated from the Mud Bight Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 16: The sum of \$93,015 is hereby appropriated from the Forest Park Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 17: The sum of \$6,572 is hereby appropriated from the Gold Nugget Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 18: The sum of \$30,843 is hereby appropriated from the Shoup Street Service Area Fund of the Ketchikan Gateway Borough for the fiscal year beginning July 1, 1996.

Section 19: This ordinance shall become effective upon adoption.

ADOPTED this 17th day of June, 1996.

Jim Costello  
BOROUGH MAYOR

ATTEST:

L. Zmuciele  
BOROUGH CLERK

Approved as to form:

Scott A. [Signature]  
BOROUGH ATTORNEY

PUBLIC HEARING: 06-17-96 EFFECTIVE DATE: 06-17-96			
ROLL CALL	YES	NO	ABSENT
CONLEY			✓
COYNE	✓		
ELKINS	✓		
MITCHEL	✓		
THOMAS			✓
TIPTON	✓		
YETKA	✓		
MAYOR (The Vote Only)			N/A
4 AFFIRMATIVE VOTES REQUIRED FOR PASSAGE			

**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 BUDGET**

**GENERAL FUND – SUMMARY OF REVENUE AND APPROPRIATIONS**

**FY 92/93    FY 93/94    FY 94/95    FY 95/96    FY 96/97**

**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 BUDGET**

**GENERAL FUND – SUMMARY OF REVENUE AND APPROPRIATIONS**

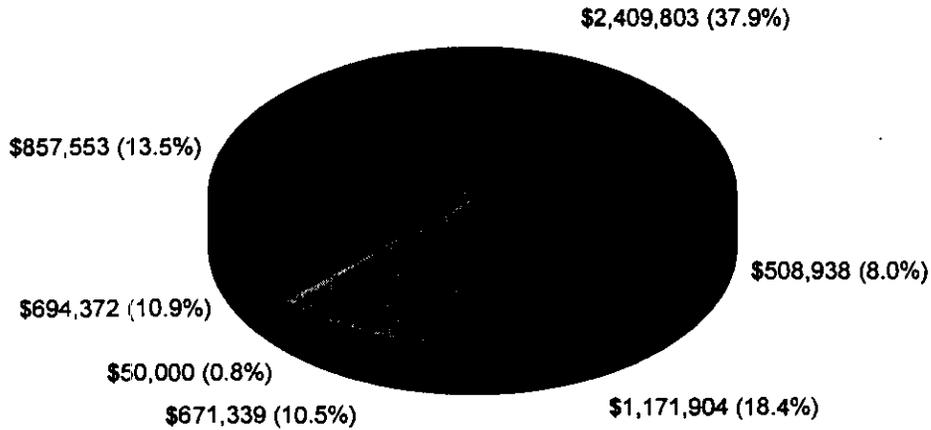
	<u>FY 92/93</u> <u>ACTUAL</u>	<u>FY 93/94</u> <u>ACTUAL</u>	<u>FY 94/95</u> <u>ACTUAL</u>	<u>FY 95/96</u> <u>BUDGET</u>	<u>FY 96/97</u> <u>BUDGET</u>
<b>FUNDS AVAILABLE – July 1</b>	\$118,199	\$404,982	\$295,137	\$1,258,795	\$1,021,092
<b>REVENUES:</b>					
Services / Taxes	9,448,384	9,837,398	10,049,508	9,993,419	10,196,500
Grants / State & Federal	1,128,581	1,180,730	1,557,400	1,055,119	1,214,598
Transfers	453,904	410,881	442,998	242,278	400,499
Other / Expense Recoveries	618,332	188,047	155,978	222,000	415,000
<b>TOTAL REVENUES</b>	<b>\$11,649,181</b>	<b>\$11,817,056</b>	<b>\$12,205,884</b>	<b>\$11,512,816</b>	<b>\$12,226,597</b>
<b>EXPENDITURES:</b>					
Salaries and wages	1,705,682	1,998,180	2,060,788	2,183,006	2,409,803
Employee benefits	583,555	710,125	713,309	744,712	857,553
Professional / Contractual Services	890,981	605,714	551,771	594,300	871,339
Education / School District	6,630,701	8,692,082	6,347,993	8,663,311	6,943,372
Transfers	723,304	767,469	450,000	450,000	50,000
Support goods and services	816,377	780,937	1,002,646	603,704	1,171,904
Equipment / Capital improvements	211,798	172,394	115,739	331,486	506,938
<b>TOTAL EXPENDITURES</b>	<b>\$11,362,398</b>	<b>\$11,726,901</b>	<b>\$11,242,226</b>	<b>\$11,750,519</b>	<b>\$12,612,909</b>
<b>FUNDS AVAILABLE – June 30</b>	<b>\$404,982</b>	<b>\$295,137</b>	<b>\$1,258,795</b>	<b>\$1,021,092</b>	<b>\$634,780</b>

**NOTE:**

The projections for Fiscal Year 95/96 and Fiscal Year 96/97 are misleading in terms of identifying funds available since they are based on budget numbers rather than actual numbers. The fund balance for Fiscal Year 96/97 is more correctly going to be \$1,050,655, or approximately eight percent. An additional \$450,000 will show up in the fund balance which represents the initial funding being provided for under the Southeast Alaska Economic Disaster Fund.

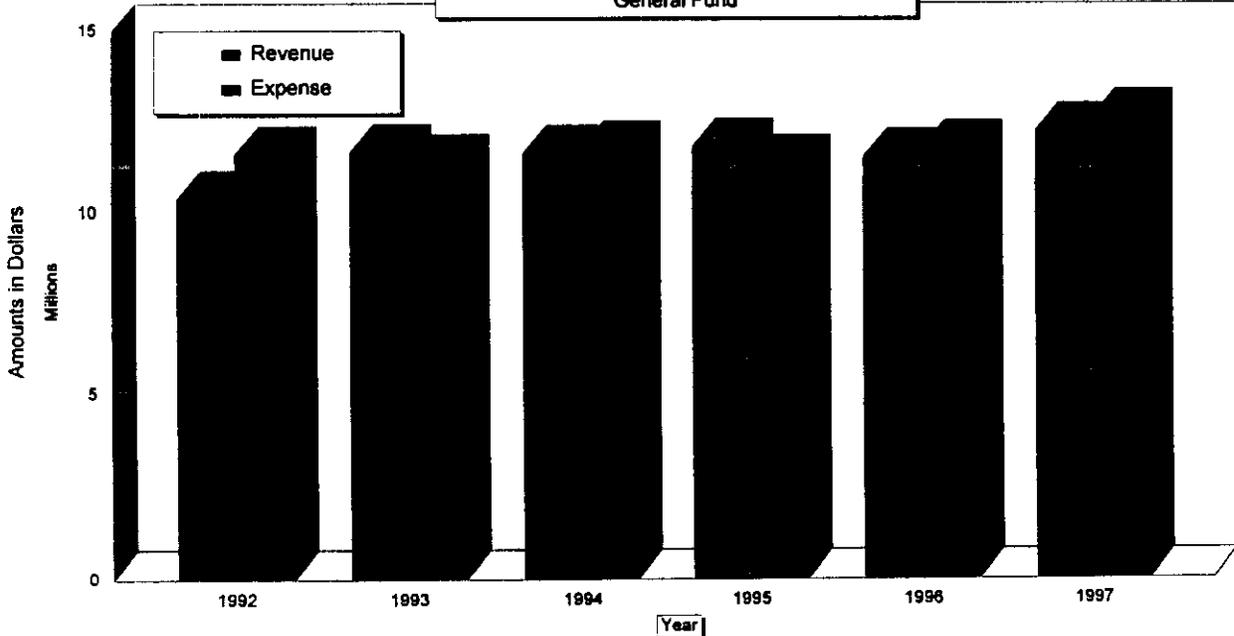
### Ketchikan Gateway Borough General Fund

- |                             |                         |
|-----------------------------|-------------------------|
| ■ Salaries                  | ■ Professional Services |
| ■ Benefits                  | ■ Support Services      |
| ■ Education/School District | ■ Equipment             |
| ■ Transfers                 |                         |



Appropriations FY 1996-97

### Ketchikan Gateway Borough General Fund



**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 - ESTIMATED REVENUE, APPROPRIATIONS AND FUNDS AVAILABLE (DETAIL)**

**GENERAL FUND**

DESCRIPTION	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 1996 BUDGET
<b>FUNDS AVAILABLE JULY 1</b>	404,981	295,135	1,258,762	1,021,059	1,637,456	
<b>TAXES AND FEES:</b>						
4010 Real Property Taxes	6,355,320	6,593,967	6,454,814	6,450,000	6,667,200	3.29%
4020 Business-Personal Taxes	408,227	417,122	414,442	425,494	424,800	2.50%
4030 Boat Taxes	34,895	35,702	35,000	35,000	35,000	0.00%
4040 Sales Taxes-In City	2,355,193	2,517,998	2,510,000	2,542,983	2,592,000	3.27%
4050 Sales Taxes-Out City	496,403	587,915	550,000	600,000	625,000	13.64%
4055 Transient Occupancy Tax	10,658	15,062	15,000	26,481	20,000	33.33%
4060 Automobile Taxes	133,681	137,730	125,000	138,500	138,500	10.80%
4070 Borough Discount	(11,791)	(11,226)	0	0	0	0.00%
4080 Penalty & Interest	68,123	106,262	75,000	75,000	75,000	0.00%
4090 Foreclosure Fees	15,045	21,388	15,000	15,000	15,000	0.00%
4095 Sale of Foreclosed Property	87,480	0	0	0	0	0.00%
4110 NSF Fees	752	581	250	0	0	-100.00%
4150 SR Citizen Contribution	(320,705)	(352,993)	(386,087)	(397,873)	(396,000)	2.57%
4190 Alaska Housing Authority	20,844	18,530	20,000	18,500	15,000	-25.00%
<b>Total</b>	<b>9,654,125</b>	<b>10,068,038</b>	<b>9,828,419</b>	<b>9,929,085</b>	<b>10,211,500</b>	<b>3.90%</b>
<b>REVENUE FROM OTHER GOVTS:</b>						
4205 Municipal Assistance	306,152	261,977	241,000	239,547	220,383	-8.55%
4210 Amusement Tax Refund	24	0	24	0	0	-100.00%
4215 Raw Fish Tax Refund	319,242	310,000	300,000	372,913	350,000	16.67%
4220 State Revenue Sharing	247,649	222,359	206,931	193,168	177,715	-14.12%
4225 Timber Stumpage	165,878	389,463	175,000	337,366	325,000	85.71%
4240 State Child Care Grant	67,121	67,194	57,500	57,500	41,500	-27.83%
4245 Payment in Lieu of Taxes	74,664	287,877	74,664	288,695	85,000	13.84%
<b>Total</b>	<b>1,180,730</b>	<b>1,538,870</b>	<b>1,055,119</b>	<b>1,489,189</b>	<b>1,199,598</b>	<b>13.69%</b>
<b>CHARGES FOR SERVICES:</b>						
4305 Interest Income	102,211	181,739	150,000	150,000	75,000	-50.00%
4320 Other Sales & Services	9,266	9,291	10,000	1,000	5,000	-50.00%
4325 Zoning & Platting Fees	18,540	18,525	15,000	17,171	18,500	23.33%
4330 Digital Map Sales	3,461	1,543	1,000	2,816	2,500	150.00%
4335 Animal Protection Fees	27,379	33,756	27,500	27,500	27,500	0.00%
4340 Passports	2,855	4,260	3,500	3,069	3,500	0.00%
4350 Parks & Rec Revenue	5,460	0	0	0	0	
4380 Recreation Program Fees	177,813	186,351	165,000	205,000	268,000	62.42%
4390 Other Revenues	24,335	7,533	15,000	42,594	15,000	0.00%
<b>Total</b>	<b>371,320</b>	<b>442,998</b>	<b>387,000</b>	<b>449,150</b>	<b>415,000</b>	<b>7.24%</b>

**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 - ESTIMATED REVENUE, APPROPRIATIONS AND FUNDS AVAILABLE (DETAIL)**

**GENERAL FUND**

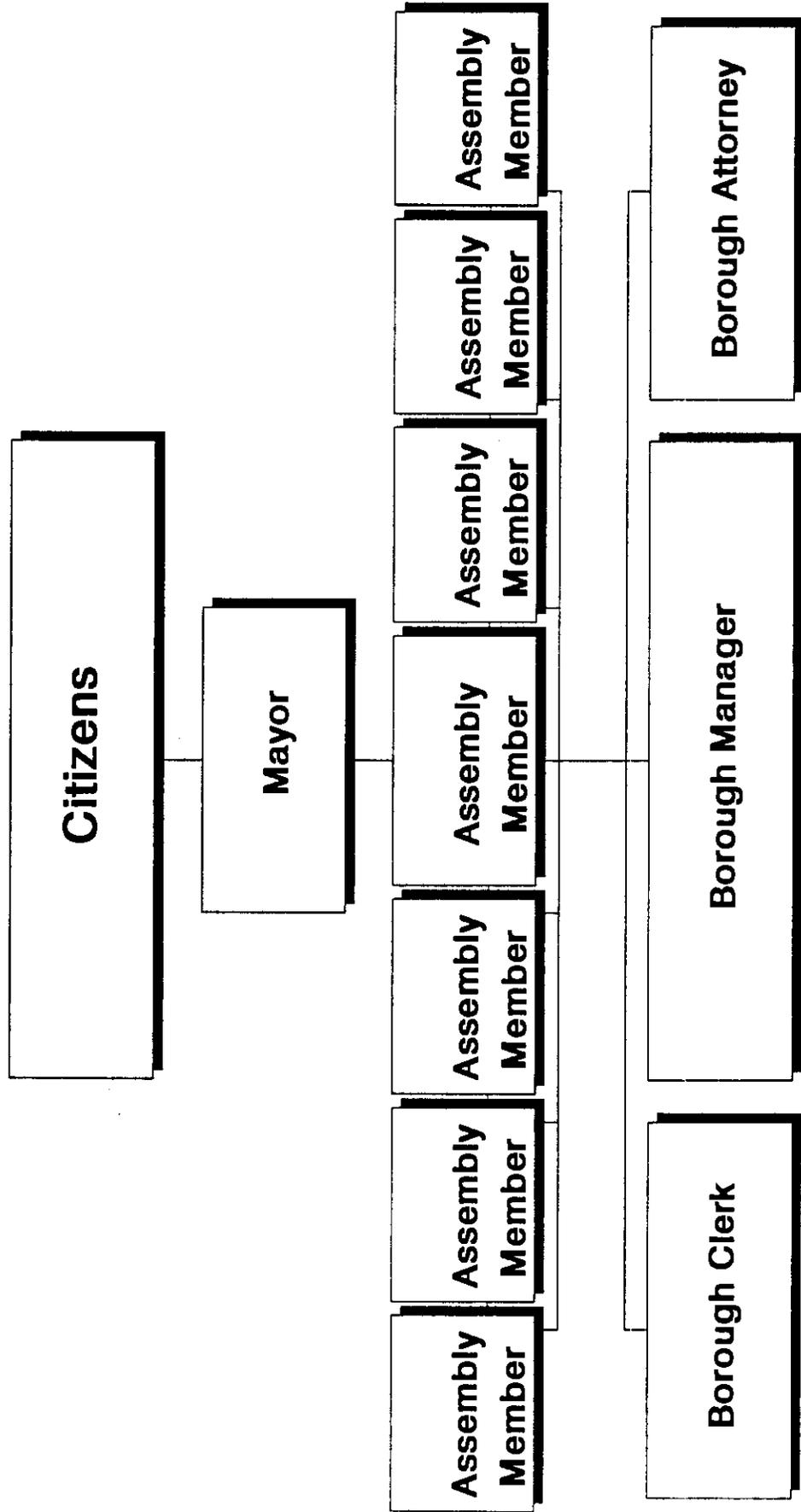
DESCRIPTION	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 1996 BUDGET
<b>INTERFUND REVENUES:</b>						
4410 Land Trust Fund	380,000	125,000	125,000	125,000	288,350	130.68%
4430 Service Area Funds	20,881	20,978	17,000	22,149	22,149	30.29%
4460 Permanent Fund	10,000	10,000	9,568	9,568	0	-100.00%
4470 Interdepartmental Revenue	0	0	90,710	90,710	90,000	-0.78%
<b>Total</b>	<b>410,881</b>	<b>155,978</b>	<b>242,278</b>	<b>247,427</b>	<b>400,499</b>	<b>65.31%</b>
<b>TOTAL REVENUE</b>	<b>11,617,056</b>	<b>12,205,884</b>	<b>11,512,816</b>	<b>12,114,851</b>	<b>12,226,597</b>	<b>6.20%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>12,022,037</b>	<b>12,501,019</b>	<b>12,771,578</b>	<b>13,135,910</b>	<b>13,864,053</b>	<b>8.55%</b>

**SUMMARY OF APPROPRIATIONS - GENERAL FUND**

Administrative Services Department	449,088	470,730	492,657	514,153	541,041	9.82%
Animal Protection Department	218,337	236,503	242,645	219,364	237,021	-2.32%
Assembly and Mayor	79,973	99,185	119,537	93,226	111,507	-6.72%
Assessment Department	344,641	361,034	365,534	356,895	395,266	8.13%
Automation	74,461	39,522	45,950	31,980	47,420	3.20%
Capital Projects	105,243	60,519	271,493	271,493	449,256	65.48%
Child Care Grant Program	84,056	69,704	56,056	50,122	50,154	-10.53%
Clerk's Office	165,692	166,565	176,262	169,205	178,250	1.13%
Law Department	199,868	145,743	173,502	163,134	175,831	1.34%
Maintenance and Operations	448,788	436,942	518,841	422,471	554,021	6.78%
Manager's Office	334,695	305,166	326,583	306,333	321,079	-1.69%
Non-Departmental	185,059	162,845	169,544	164,014	165,300	-2.50%
Parks and Recreation Department	681,600	655,379	726,964	707,390	982,134	35.10%
Planning Department	449,316	484,542	482,460	446,183	554,228	14.88%
Community Education	277,488	217,695	234,480	234,480	263,881	12.54%
Economic Development O.E.D.P.	171,346	208,522	234,700	234,700	268,148	14.25%
Education - School District	6,652,744	6,671,661	6,663,311	6,663,311	7,268,372	9.08%
Interfund Transfers	804,507	450,000	450,000	450,000	50,000	-88.89%
<b>TOTAL APPROPRIATIONS</b>	<b>11,726,902</b>	<b>11,242,257</b>	<b>11,750,519</b>	<b>11,498,454</b>	<b>12,612,909</b>	<b>7.34%</b>
<b>FUND BALANCE</b>						
Designated Reserves						
Capital/Equip. Replacement	0	150,000	150,000	150,000	150,000	0.00%
Undesignated	295,135	1,108,762	871,059	1,487,456	1,101,144	26.41%
<b>FUNDS AVAILABLE JUNE 30</b>	<b>295,135</b>	<b>1,258,762</b>	<b>1,021,059</b>	<b>1,637,456</b>	<b>1,251,144</b>	

# KETCHIKAN GATEWAY BOROUGH

Fiscal Year 1996/97



### ADMINISTRATIVE COMMENT

The Mayor and Assembly budget remains basically the same as last year's budget in terms of funds budgeted. However, there were changes in emphasis. Funding for community promotion activities was reduced significantly and dues and publications was increased. The latter increase is to accommodate membership in Southeast Marketing Council and Alaska Municipal League.

Although \$30,000 was earmarked during the 1995/96 to fund a planning effort on Gravina Island, the Lewis Reef area in particular, these funds were diverted for projects with higher priorities. The Gravina Island and Lewis Reef study and development is presently being funded with matching grants from the State and the Environmental Protection Agency (EPA).

### MISSION STATEMENT

The legislative power of the Borough is vested in the Borough Assembly. The Assembly engages in a broad range of decision making that effects all functions of Borough government. The Assembly establishes policy for the Borough.

### GOALS/OBJECTIVES

- GOAL:** Maintain services.
- GOAL:** Balance the mill levy with the increase in assessments to maintain a level property tax obligation for property owners.
- GOAL:** Seek, consider, and implement revenue enhancement efforts.
- GOAL:** Address the sewage problem in the rural parts of the Borough.
- GOAL:** Facilitate the implementation of concrete objectives of the 2004 Economic Plan.
- GOAL:** Improve working relationships and communications with other governmental entities.
- GOAL:** Encourage and support garbage reduction in Borough facilities at a cost savings.
- GOAL:** Work towards shorter, more efficient meetings.

### DEPARTMENTAL PROGRESS

- Mill levy was reduced to 7.5 mills for FY 95/96.
- Completed recruitment and hire of new Borough Attorney.
- Completed offering of G.O. Bonds to fund the Indoor Recreation Center and awarded construction contract.

**DEPARTMENTAL PROGRESS - Continued**

- Continued to pursue permitting of Lewis Reef as an industrial park.
- Continued to support the fishing and timber industries through resolution and monetary grant support.
- Completed the process through awarding a contract for the logging of Whipple Creek.
- Essentially completed construction of Ketchikan High School.
- Solid waste problems in the Borough were partially addressed through the adoption of mandatory solid waste collection in the rural area of the Borough.
- The Assembly held joint sessions with the City Council and the Ketchikan Gateway Borough School Board. There are several joint committees functioning; including the Assembly/School Board Liaison, Tax Coordinating Committee, Solid Waste Rate Commission and the City/Borough Funding Source Committee.

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET - APPROPRIATIONS SUMMARY**

**GENERAL FUND - MAYOR AND ASSEMBLY**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	46,575	43,950	44,550	47,400	47,400
Employee benefits	6,602	7,971	8,263	9,203	9,395
Professional/Contractual Services	76,069	0	7,076	0	0
Support goods and services	24,087	28,051	39,296	62,934	54,712
Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>153,333</b>	<b>79,972</b>	<b>99,185</b>	<b>119,537</b>	<b>111,507</b>

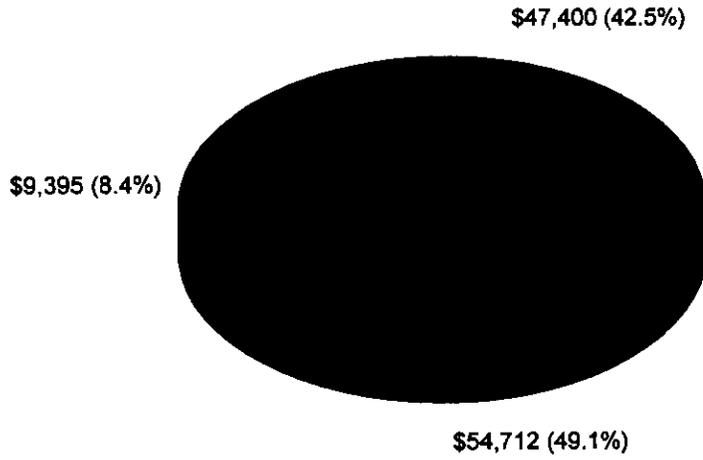
<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Mayor	1.00	1.00	1.00	1.00	1.00
Assemblymember	7.00	7.00	7.00	7.00	7.00
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

**EQUIPMENT**

NONE

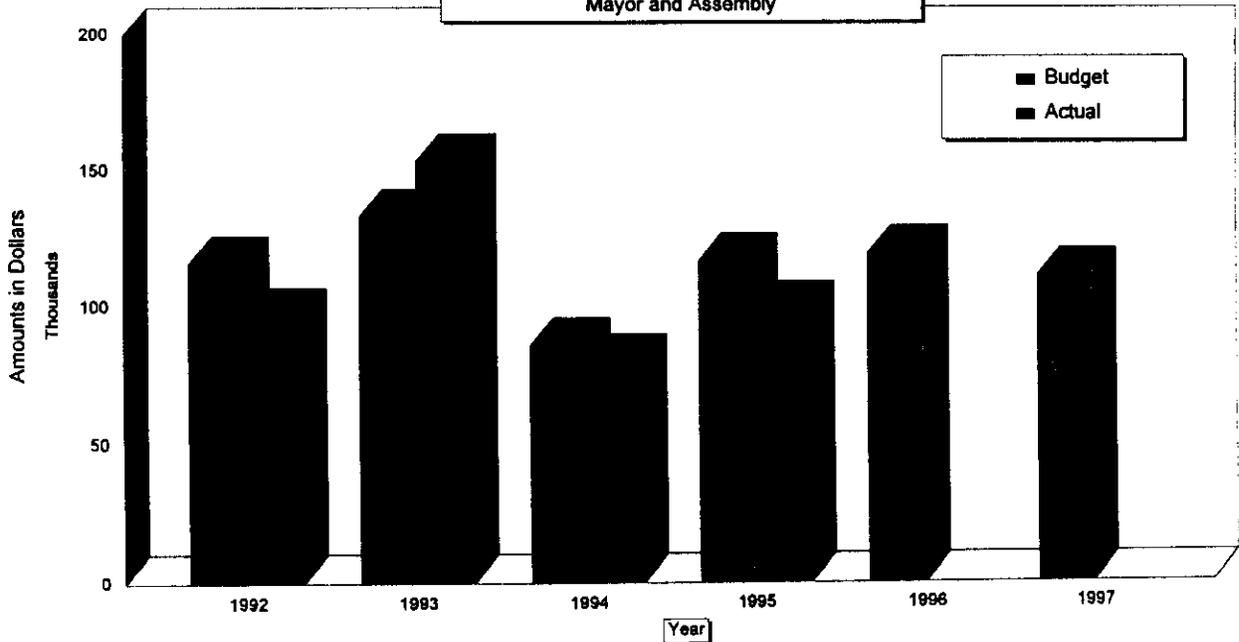
**Ketchikan Gateway Borough**  
Mayor and Assembly

- Salaries
- Benefits
- Support Services



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Mayor and Assembly



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

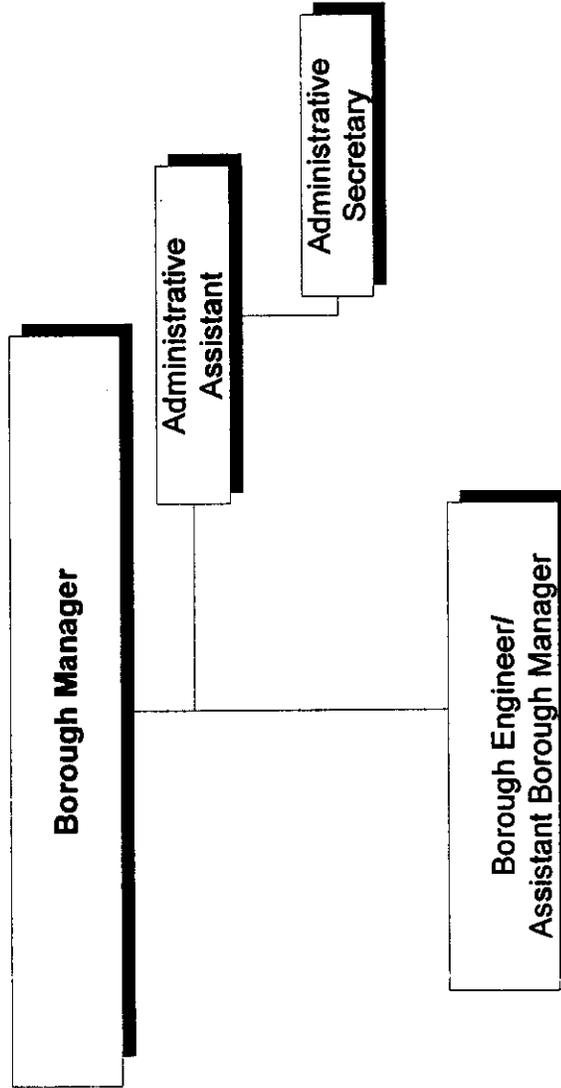
**GENERAL FUND - MAYOR & ASSEMBLY**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/97 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5140 BOROUGH ASSEMBLY FEES	43,950	44,550	47,400	47,400	47,400	0.00%	42.51%
5200 TAXES/BENEFITS	7,971	8,263	9,203	6,500	9,395	2.08%	8.43%
5300 TRAVEL & TRAINING	4,286	5,732	9,784	8,500	10,190	4.15%	9.14%
5500 REIMBURSABLE EXPENSES	1,421	1,494	1,800	1,500	1,800	0.00%	1.61%
6010 SUPPLIES	300	110	300	350	500	66.67%	0.45%
6020 DUES & PUBLICATIONS	3,900	4,348	4,450	12,280	21,750	388.76%	19.51%
6040 COMMUNITY PROMOTION	6,815	19,787	38,200	5,100	10,600	-72.25%	9.51%
6050 LOBBYING EXPENSE	6,783	2,996	3,500	3,500	3,800	8.57%	3.41%
6060 RENTALS	4,492	4,704	4,800	4,704	5,940	23.75%	5.33%
6080 PROFESSIONAL SERVICES	0	6,575	0	0	0	0.00%	0.00%
6081 ATTORNEY CANDIDATE	0	501	0	3,260	0	0.00%	0.00%
6331 LONG DISTANCE	54	125	100	132	132	32.00%	0.12%
6530 EQUIPMENT PURCHASE	0	0	0	0	0	0.00%	0.00%
<b>Total Expenditure</b>	<b>79,972</b>	<b>99,185</b>	<b>119,537</b>	<b>93,226</b>	<b>111,507</b>	<b>-6.72%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## MANAGER'S OFFICE

Fiscal Year 1996/97



### ADMINISTRATIVE COMMENT

The Manager's budget is approximately two percent less than last year's budget and remains significantly lower than the five preceding years. The most significant change is in the area of employee compensation and professional services. Temporary and overtime pay have been increased to accommodate the administrative assistant in supporting the service area boards and to restore temporary pay for relieving the work loads of the secretarial staff during vacation times.

### MISSION STATEMENT

Under the broad direction of the Mayor and Borough Assembly, the Manager's Office's responsibility is to promote the health, safety and welfare of the Borough through the efficient and effective management of the Borough's resources.

### GOALS/OBJECTIVES

**GOAL:** CONTINUE THE INVESTMENT IN OUR EMPLOYEES PROGRAM.

Objective: Provide expanded relevant training opportunities through the use of videos and other in-house techniques.

Objective: Establish an incentive program recognizing performance beyond the norm.

Objective: Complete personnel policies and procedures.

**GOAL:** COORDINATE THE IMPLEMENTATION OF THE BOROUGH'S CAPITAL IMPROVEMENT PROGRAM.

Objective: Provide for management of all construction projects and major projects including the Whipple Creek Timber Sale, Leask Lakes Management Plan, the Indoor Recreation Center and others.

Objective: Insure completion of Indoor Recreation Center within time and budget.

**GOAL:** IMPROVE THE LEVEL OF CUSTOMER SATISFACTION AND THE QUALITY OF BOROUGH PROVIDED SERVICES.

Objective: Provide training which will lead to quality service.

Objective: Continue to improve communications at all levels with citizens and staff.

**GOAL:** INSURE THE PRUDENT AND RESPONSIBLE MANAGEMENT OF THE BOROUGH'S FISCAL AND NATURAL RESOURCES.

Objective: Continue efforts to meet GFOA requirements in budgeting and accounting.

## GOALS/OBJECTIVES - Continued

- Objective: Continue to promote the budget as a major policy document.
- Objective: Provide for the project management of the harvesting of Whipple Creek timber.
- Objective: Continue to utilize the Property Management Committee to insure the broadest base of expertise possible for the responsible management of the Borough's resources.
- Objective: Complete the preparation of a management plan for the Leask Lakes area.
- Objective: Identify and analyze alternate solid waste disposal methods.
- Objective: Develop enforcement for civil violations of Borough Code for the improper disposal of vehicles.
- GOAL:** SEEK MEANS TO ENHANCE THE REVENUE INCOME STREAMS FOR BOTH THE GENERAL AND ENTERPRISE FUNDS.
- Objective: Complete and implement a rate design for ferry fees.
- Objective: Develop vacant land at the ferry terminal as an additional parking lot.
- Objective: Complete and implement a rate design for airport uses.
- Objective: Implement the annexation of additional land to the Borough.
- GOAL:** EXPLORE AND IMPLEMENT EFFECTIVE MEANS TO ENHANCE THE LOCAL ECONOMY.
- Objective: Obtain the necessary permits to allow for the industrial development of Lewis Reef.
- Objective: Consider alternate industrial site development.
- Objective: Implement mandatory solid waste management program.
- Objective: Expand the boundaries of the Borough by annexation.

## DEPARTMENTAL PROGRESS

- Significant progress was made on the Capital Improvement Program, particularly the last two quarters of the year. Most CIP items have been completed or are underway.
- A significant portion of the CIP projects were completed by force account.
- The Department of Planning and Community Development has a new director and significant steps have been taken to standardize procedures and accomplish program tasks.
- The High School remodeling and new construction was completed with the exception of a few items.

## DEPARTMENTAL PROGRESS - Continued

- The Borough met both GFOA requirements for budget and accounting for the second year.
- The Whipple Creek Timber Sale was awarded and was initiated during the last quarter of last year.
- A draft Request for Proposals for the development of a management plan for the Leask Lakes area was completed.
- While anticipated to be necessary, new rates were not assessed.
- The Borough received concurrence from the State for the development of Lewis Reef. We are now seeking the Federal Corps of Engineers Permit.
- A mandatory solid waste collection ordinance was planned, and a contract with Tongass Sanitation was negotiated.
- The Property Management Committee has begun a detailed evaluation of potential sale and acquisition opportunities of real property.
- A three-year labor agreement was successfully negotiated with the International Brotherhood of Electrical Workers and nearing completion with Masters, Mates, and Pilots.

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**

**GENERAL FUND – MANAGER'S OFFICE**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	190,941	186,794	179,516	196,905	195,405
Employee benefits	74,213	64,562	60,572	60,118	59,853
Professional/Contractual Services	26,847	2,964	1,019	2,500	1,500
Support goods and services	69,972	79,131	62,453	67,060	64,521
Equipment	5,843	1,244	1,606	0	0
<b>TOTAL EXPENDITURES</b>	<b>367,816</b>	<b>334,695</b>	<b>305,166</b>	<b>326,583</b>	<b>321,079</b>

<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Child Care Grants Administrator*	1.00	0.00	0.00	0.00	0.00
Borough Engineer/Assistant Borough	1.00	0.75	0.75	0.70	0.70
Borough Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>FULL TIME EMPLOYEES</b>	<b><u>5.00</u></b>	<b><u>3.75</u></b>	<b><u>3.75</u></b>	<b><u>3.70</u></b>	<b><u>3.70</u></b>

\* Position transferred to Department of Administrative Services

\*\* Result of reorganization with the Assistant Borough Manager assuming responsibility for the newly created department of Maintenance and Operations.

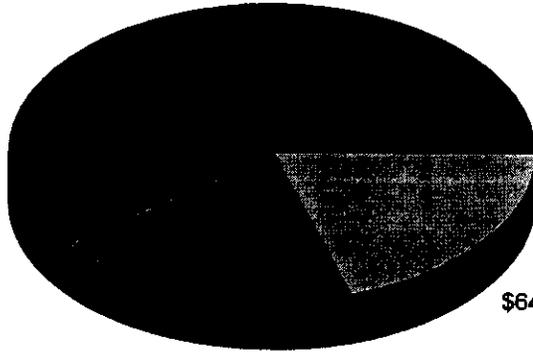
**EQUIPMENT**

NONE

**Ketchikan Gateway Borough**  
 Manager's Office

- Salaries
- Benefits
- Professional Services
- Support Services

\$195,405 (60.9%)



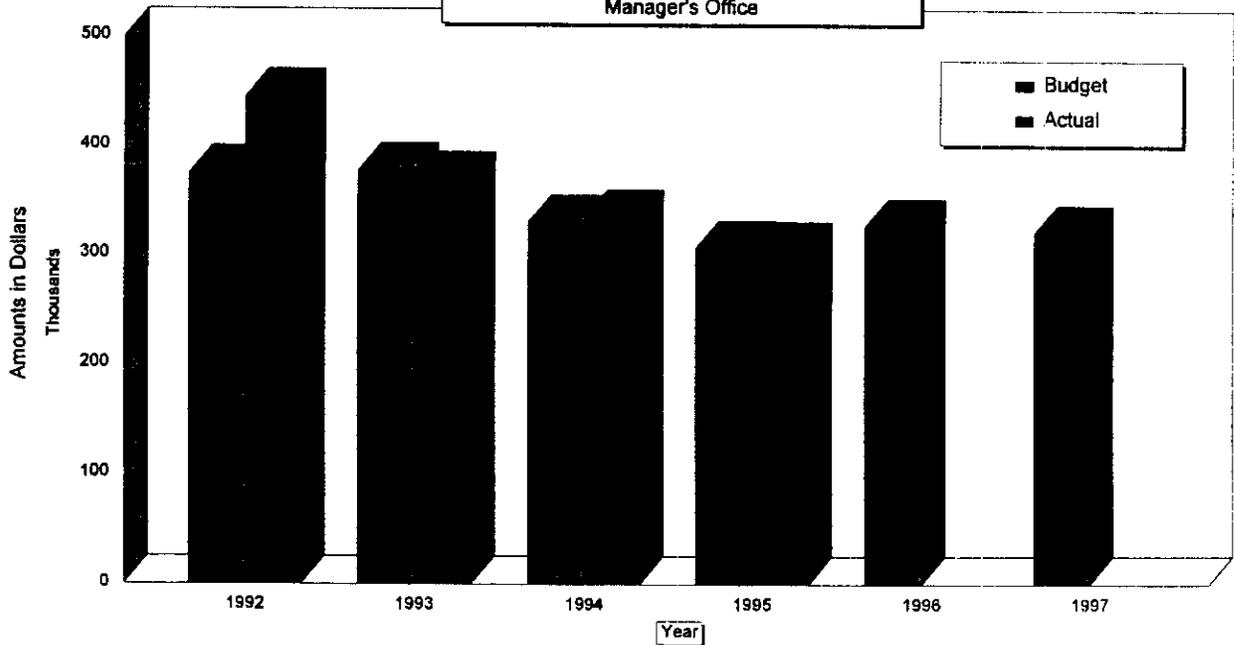
\$64,521 (20.1%)

\$59,653 (18.6%)

\$1,500 (0.5%)

**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
 Manager's Office



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET – APPROPRIATIONS**

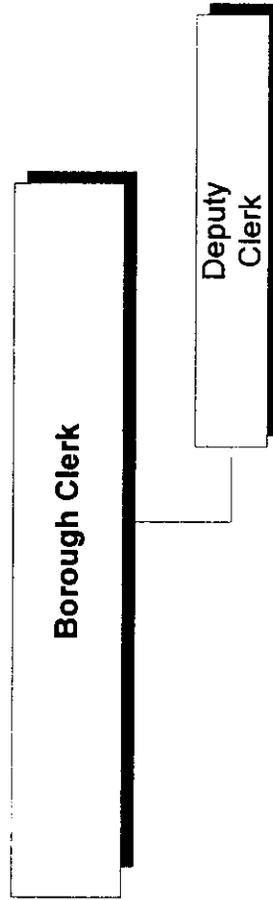
**GENERAL FUND – MANAGER'S OFFICE**

<b>Description</b>		<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/96 ESTIMATED</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
5100	EMPLOYEE PAY	185,603	178,057	198,085	192,351	193,306	-1.42%	60.21%
5110	OVERTIME PAY	1,191	784	820	820	1,649	101.10%	0.51%
5120	TEMPORARY PAY	0	875	0	675	450	450.00%	0.14%
5200	TAXES/BENEFITS	64,562	80,572	80,118	52,340	59,653	-0.77%	18.58%
5300	TRAVEL & TRAINING	19,831	6,296	7,335	3,900	6,889	-6.35%	2.14%
5500	REIMBURSABLE EXPENSES	3,703	3,195	3,700	2,700	3,160	-14.59%	0.98%
6010	SUPPLIES	3,124	2,446	2,076	1,506	1,628	-21.58%	0.51%
6011	OPERATING SUPPLIES	0	0	1,749	1,000	1,306	-25.19%	0.41%
6020	DUES & PUBLICATIONS	1,782	1,294	1,244	1,600	1,225	-1.53%	0.38%
6030	PUBLISHING EXPENSE	1,023	1,712	2,650	2,300	2,125	-19.81%	0.66%
6050	LOBBYING EXPENSE	42,000	42,366	43,000	43,000	43,000	0.00%	13.39%
6060	RENTALS	768	300	300	100	300	0.00%	0.09%
6070	POSTAGE EXPENSE	939	819	1,200	600	1,200	0.00%	0.37%
6060	PROFESSIONAL SERVICES	372	659	2,500	380	1,500	-40.00%	0.47%
6061	PROFESSIONAL SERVICES	0	360	0	0	0	0.00%	0.00%
6082	EMPLOYEE RECRUITMENT	2,592	0	0	0	0	0.00%	0.00%
6330	TELEPHONE	3,888	1,464	1,572	1,572	1,572	0.00%	0.49%
6331	LONG DISTANCE	1,266	1,899	1,500	1,059	1,500	0.00%	0.47%
6450	EQUIPMENT MAINTENANCE	1,207	662	734	450	634	-13.62%	0.20%
6530	EQUIPMENT PURCHASE	1,244	1,606	0	0	0	0.00%	0.00%
<b>Total Expenditure</b>		<b>334,695</b>	<b>305,166</b>	<b>326,583</b>	<b>308,333</b>	<b>321,079</b>	<b>-1.89%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## CLERK'S OFFICE

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

Scheduled salary adjustments increased personnel costs by approximately four percent, while other line items remained unchanged or slightly less than FY 1995/96. This office has experienced over a twenty percent increase in salary and wages over the last four years while retaining or reducing other costs.

**MISSION STATEMENT**

The Borough Clerk's Office is a public service center and the information depository of the Ketchikan Gateway Borough. This office safeguards and provides proper and efficient access for the public, including elected officials and administrative staff, to local government records and information, as well as the Borough's legislative, administrative and election processes.

**GOALS/OBJECTIVES**

These goals are regular and routine and must be accomplished before any other goals can be pursued:

**GOAL:** CONTINUE TO PROVIDE ADMINISTRATIVE ASSISTANCE AND MEET RESPONSIBILITIES REQUIRED BY BOROUGH CODE AND STATE STATUTE IN AN EFFECTIVE, COMPETENT AND COURTEOUS MANNER.

**Objective:** Attend all meetings of the Assembly and complete the minutes of the meeting within seven (7) working days.

**Objective:** Publish the legal notices as required for meetings, public hearings, appointments, and elections under the direct jurisdiction of this office in a complete, accurate and timely manner. Provide assistance and/or information to others as necessary to assure the Ketchikan Gateway Borough complies with legal requirements for publication of notices.

**Objective:** Prepare all Assembly agendas and meeting packets for regular, special and administrative board meetings. Assure delivery not later than three (3) days prior to the meeting to the Assembly and Borough staff.

**Objective:** Prepare agendas, packets (if necessary), and public notices and attend Assembly committee meetings, when requested, and all Legislative Liaison regular and committee meetings.

**Objective:** Prepare for, coordinate, and attend the Ketchikan Legislative Liaison lobbying trips to Juneau in October and February. Prepare the Community Legislative Priority List and accompanying booklets by the end of December.

## GOALS/OBJECTIVES - Continued

- Objective:** Provide for the creation, maintenance, filing, indexing and codification, as necessary, for all Borough documents, resolutions, ordinances, and Clerk's/Mayor's/Assembly's general correspondence on a regular basis.
- Objective:** Begin election preparation in July. Complete election activities in October. Respond to special election requirements on demand as necessary.
- Objective:** Complete necessary public response and processing of 350 U.S. Passport Applications.
- Objective:** Prepare, submit and justify the mission statement/objectives and annual budget for the Clerk's Office and the budget for the Mayor and Assembly according to deadlines established by the Manager.
- Objective:** Provide at least one training opportunity to each employee in the area of public or business administration, elections, records management, or pre-approved related field.
- Objective:** Complete at least one comprehensive evaluation of department staff, agree on goals, and provide feedback at least monthly on delegated responsibilities.
- Objective:** Function as an effective part of the Borough management team by responding to administrative requests and deadlines established by the Borough Manager such as staff meetings, budget committee, automation committee, telephone committee, preparation of standard operating procedures, keeping logs, and bid openings.
- Objective:** Respond with a courteous and helpful attitude within ten (10) seconds to the public at the counter or on the telephone.
- Objective:** Sort and distribute the Borough's incoming mail within thirty (30) minutes of its delivery. Deliver outgoing mail to the U.S. Post Office at 4:30 p.m. each business day.

The following goals are above routine goals for daily operation and responsibilities:

**GOAL:** CONTINUE TO UPGRADE TECHNICAL EXPERTISE WITHIN THE CLERK'S OFFICE AND THE BOROUGH.

**Objective:** Continue to provide and undertake in-house training, as time and energy allows, on WordPerfect 6.0, the Borough's computer network, WordPerfect Office 4.0, DataPerfect, and CodeMaster. Retain a good working knowledge in all programs.

**GOAL:** BRING THE BOROUGH INTO COMPLIANCE WITH THE VOTING RIGHTS ACT OF 1965.

**Objective:** Continue to work on submitting all identified past legislation which should be submitted under the Voting Rights Act of 1965, as amended, and, as time allows, work towards submittal of the necessary preclearance requests.

## **GOALS/OBJECTIVES - Continued**

**GOAL:** INITIATE AMENDMENTS AND UPDATES TO THE BOROUGH CODE TO IMPROVE ADMINISTRATIVE PROCEDURES.

**Objective:** Initiate, create, amend, and guide through to completion Code amendments dealing with the following topics: Establishment of Service Areas (simplify process and develop petition form), Administrative Approvals of Liquor Licenses, Comprehensive Administrative Appeals Code (would include Adjustment, Equalization, Sales Tax, and any other applicable administrative appeal process).

**Objective:** Complete a comprehensive update and rewrite of the Borough Election Code.

**Objective:** Continue to work towards implementation of a Borough Records Management Program including policies and procedures for inventory, storage, retention schedules, microfilming, archiving, and destruction of public records.

## **DEPARTMENTAL PROGRESS**

- All regular and routine goals were completed with 98% accuracy and success. This office must respond to a work load generated in large part by outside influences. Throughout the past year, we have been able to maintain work flow and respond on demand to increased agenda items, appeals, and public requests.
- Completed conversion of filing cabinets from lateral files to open shelf which decreased the number of filing cabinets filled from five to three.
- Although the archive records facility was relocated during the last fiscal year, there has been very little time available this year to spend organizing and upkeeping the facility. All of the Borough's boxed and stored records are now located in this place. These records are now being disposed of on a regular and routine basis.
- Submittals under the Voting Rights Act for past legislation have been completed and mailed for South End Fire Protection creation and amending the Board and formation of Mud Bight Service Area.
- Ordinances were adopted on Public Records, redefining the Office of the Borough Clerk, and Administrative Approvals of the Games of Chance and Skill Permits.
- An ordinance amending the Elections Code has been drafted and is undergoing staff review.

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**  
**GENERAL FUND – CLERK'S OFFICE**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	86,594	96,260	96,097	101,677	105,213
Employee benefits	24,925	30,215	33,036	31,571	32,738
Professional/Contractual Services	5,496	13,977	5,925	11,000	7,600
Support goods and services	44,537	23,295	29,167	29,014	30,799
Equipment	3,293	1,945	2,340	3,000	1,900
<b>TOTAL EXPENDITURES</b>	<b>164,845</b>	<b>165,692</b>	<b>166,565</b>	<b>176,262</b>	<b>178,250</b>

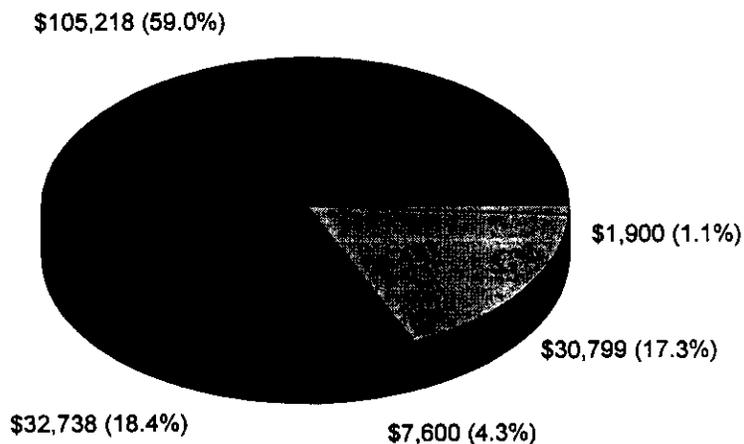
<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Borough Clerk	1.00	1.00	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00	1.00	1.00
<b>FULL TIME EMPLOYEES</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**EQUIPMENT**

Shelving for Records Storage—Records Storage Facility; Handcart—Records storage facility; Short Step Ladder/Stool—Records storage facility; Freestanding Peninsula Table

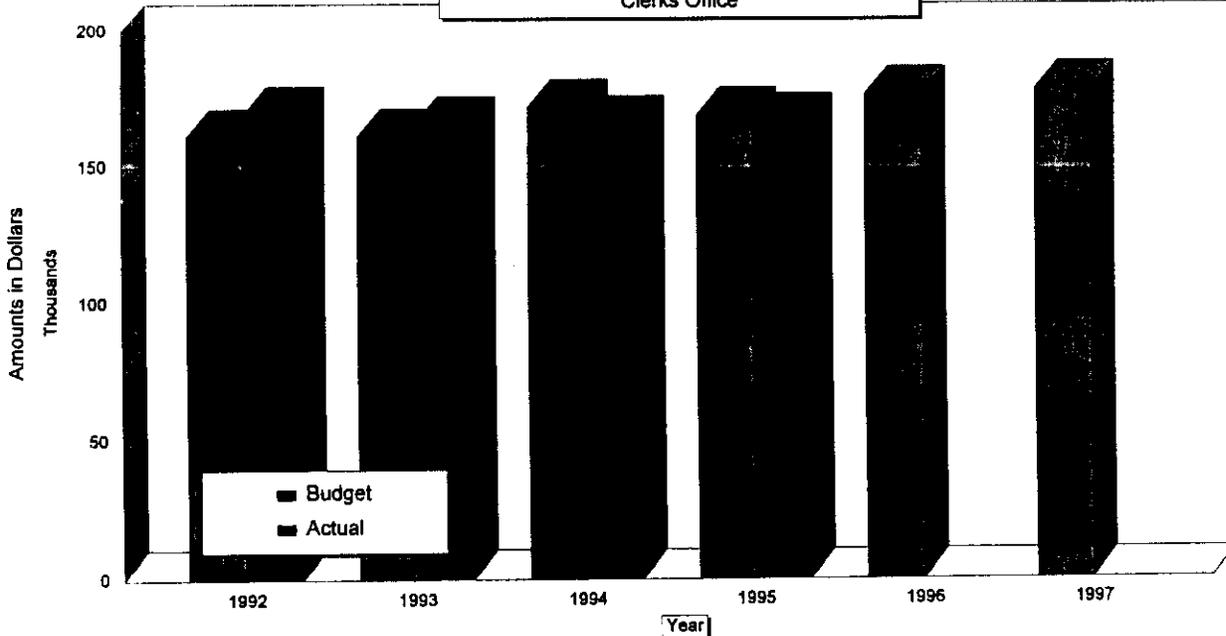
**Ketchikan Gateway Borough**  
Clerks Office

- Salaries
- Benefits
- Professional Services
- ▣ Support Services
- ▣ Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Clerks Office



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - CLERK'S OFFICE**

Description		FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100	EMPLOYEE PAY	83,461	85,488	91,427	92,900	95,053	3.97%	56.23%
5110	OVERTIME PAY	916	900	1,000	850	910	-9.00%	0.54%
5120	TEMPORARY PAY	8,168	5,542	4,950	4,500	4,950	0.00%	2.93%
5200	TAXES/BENEFITS	30,215	33,036	31,571	31,571	32,738	3.70%	19.37%
5300	TRAVEL & TRAINING	2,868	3,276	2,390	620	2,660	11.30%	1.57%
5500	REIMBURSABLE EXPENSES	875	655	225	225	245	8.89%	0.14%
6010	SUPPLIES	3,642	2,697	3,000	3,500	3,700	23.33%	2.19%
6020	DUES & PUBLICATIONS	850	920	860	800	855	-0.58%	0.51%
6030	PUBLISHING EXPENSE	6,863	8,180	7,300	5,000	7,000	-4.11%	4.14%
6060	RENTALS	4,113	6,426	7,224	7,224	7,524	4.15%	4.45%
6070	POSTAGE EXPENSE	1,302	1,607	1,600	2,050	2,200	37.50%	1.30%
6090	CONTRACTUAL SERVICES	4,128	2,663	4,200	4,250	4,200	0.00%	2.48%
6120	ELECTIONS	(2,500)	0	0	0	0	0.00%	0.00%
6330	TELEPHONE	1,272	1,274	915	1,015	1,015	10.93%	0.60%
6331	LONG DISTANCE	198	333	300	200	300	0.00%	0.18%
6450	EQUIPMENT MAINTENANCE	2,033	2,949	3,800	3,500	3,800	0.00%	2.25%
6530	EQUIPMENT PURCHASE	1,945	2,340	3,000	3,000	1,900	-36.67%	1.12%
<b>Total Clerk's Office</b>		<b>150,349</b>	<b>158,286</b>	<b>163,762</b>	<b>161,205</b>	<b>169,050</b>	<b>3.23%</b>	<b>100.00%</b>

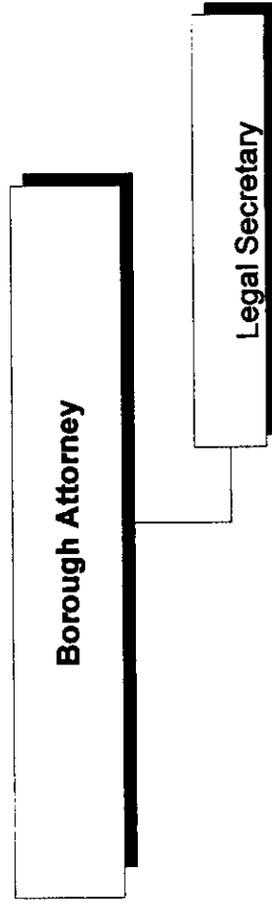
**CLERK'S OFFICE - ELECTIONS**

5120	TEMPORARY PAY	3,715	4,167	4,300	4,000	4,300	0.00%	46.74%
6010	SUPPLIES	942	86	300	400	400	33.33%	4.35%
6030	PUBLISHING EXPENSE	597	419	800	800	800	0.00%	8.70%
6060	RENTALS	240	345	300	300	300	0.00%	3.26%
6080	PROFESSIONAL SERVICES	9,849	3,262	6,800	2,500	3,400	-50.00%	36.96%
<b>Total Elections</b>		<b>15,343</b>	<b>8,279</b>	<b>12,500</b>	<b>8,000</b>	<b>9,200</b>	<b>-26.40%</b>	<b>100.00%</b>
<b>Total Clerks &amp; Elections</b>		<b>165,692</b>	<b>166,565</b>	<b>176,262</b>	<b>169,205</b>	<b>178,250</b>	<b>1.13%</b>	<b>200.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## LAW DEPARTMENT

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

The Law Department has taken on additional work providing service to the School District, the School Board and the City of Saxman. When the contract with the School District was approved, the Assembly was informed that the office supplies and library expenses would likely increase. Those increases are reflected in this budget. In spite of these increases, on an overall basis, the provision of legal services to the School District has resulted in savings to the District and, therefore, savings to the Borough. The Law Department has continued its cost savings effort by keeping the rate of budget increase below the rate of inflation. Cooperation efforts, such as shared fax, etc., continue to result in other budgetary savings.

**MISSION STATEMENT**

To minimize the Borough's liabilities by providing comprehensive, up-to-date and cost-effective legal services to the Assembly, its appointees, and the Borough staff.

**GOALS/OBJECTIVES**

**GOAL:** EFFECTIVE COMMUNICATION WITH THE ASSEMBLY, THE MANAGER'S OFFICE, THE CLERK'S OFFICE, AND THE DEPARTMENT HEADS.

Objective: Continue periodic status reports (including preparing written monthly status reports) and other communications with the Assembly regarding ongoing projects and claims.

Objective: Continue proactively advising Assembly and/or Manager regarding problems with proposed actions and alternatives, if available.

Objective: Continue providing timely responses to requests for opinions, resolutions, ordinances, contracts, and other requested document drafting.

**GOAL:** MANAGEMENT, TO THE EXTENT POSSIBLE, OF OUTSIDE BOROUGH COUNSEL AS TO CASE STATUS AND PRESERVATION OF BOROUGH ASSETS AND INSURANCE PREMIUMS.

Objective: Continue maintaining Borough case files.

**GOAL:** MANAGEMENT, TO THE EXTENT POSSIBLE, OF OUTSIDE BOROUGH COUNSEL AS TO CASE STATUS AND PRESERVATION OF BOROUGH ASSETS AND INSURANCE PREMIUMS.

Objective: Continue maintaining Borough case files.

Objective: Review all claims and provide analysis as to Borough's liability and potential exposure.

## **GOALS/OBJECTIVES - Continued**

- Objective: Continue acting as legal liaison with affected department.
- Objective: Continue maintaining telephone and written contact with attorneys throughout course of case.
- GOAL:** IMPROVE INTERNAL OFFICE INFORMATION MANAGEMENT.
- Objective: Update filing system to conserve office and storage space.
- GOAL:** IMPROVE COLLECTION AND BANKRUPTCY CASE HANDLING.
- Objective: Secure assistance of contract counsel for processing collection and bankruptcy cases in out-of-town courts.
- Objective: Compile case data information and collection statistics to facilitate case monitoring and evaluation of success.
- GOAL:** IMPLEMENTATION OF BOROUGH AND DEPARTMENTAL POLICY MANUALS AND ASSIST IN STAFF TRAINING.
- Objective: Assist in developing and finalizing departmental policy manuals and job descriptions.
- Objective: Conduct planning staff training sessions on procedures and legal requirements.
- Objective: Assist in drafting and developing Planning Department's procedures and training manual.
- Objective: Assist in finalizing administrative purchasing manual.
- GOAL:** PROACTIVE RISK MANAGEMENT PROGRAM.
- Objective: Review safety concerns with departments and make recommendations to Risk Management Committee.
- Objective: Advise Risk Management and Safety Committees.
- Objective: Review existing safety manuals, recommend revisions, and assist in developing manuals.
- GOAL:** ASSIST AND ADVISE REGARDING ANNEXATION ISSUES.
- Objective: Provide legal advice regarding annexation proposals.
- Objective: Provide legal service in furtherance of Assembly goals regarding annexation.
- GOAL:** TOTAL REVISION AND UPDATING OF SUBDIVISION CODE AND ZONING CODE.
- Objective: Provide legal advice to the Planning Department regarding proposed revisions.

## GOALS/OBJECTIVES - Continued

Objective: Assist in drafting revisions.

**GOAL:** PROVIDE LEGAL SUPPORT FOR CONSTRUCTION/MAJOR PROJECTS.

Objective: Provide legal advice and work as needed in conjunction with large Borough projects such as management of the Whipple Creek timber sale, Lewis Reef development and Leask Lakes land trade with the State.

**GOAL:** OBTAIN UP-TO-DATE AND EFFICIENT TRAINING AND CONTINUED PROFESSIONAL DEVELOPMENT, AND KEEP AN UP-TO-DATE AND CONCISE LIBRARY.

Objective: Continue obtaining less expensive updates, as available.

Objective: Review library for elimination of duplicative materials and materials for which usage does not justify the cost.

Objective: Expand the use of technological legal research materials such as C.D. Rom publications and computerized research.

Objective: Attend at least one (1) seminar related to current Borough issues.

Objective: Attend Alaska Municipal Attorneys Association meeting in Anchorage in November.

Objective: Attend Alaska Bar Association annual meeting.

Objective: Attend one (1) seminar related to municipal legal issues.

**GOAL:** PROVIDE LEGAL SERVICES TO SECONDARY CLIENTS, THE KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT AND THE CITY OF SAXMAN AS NEEDED.

Objective: Respond to 90% of requests for advice within five (5) working days or such shorter time as the client requires.

Objective: Assist secondary clients with management of outside counsel costs as needed to minimize expenditure required to obtain necessary services.

## DEPARTMENTAL PROGRESS

- Effective communication with the Assembly, the Manager's Office, the Clerk's Office, and the department heads has continued.
- An up-to-date working library with an emphasis on cost-effective borough-related topics and issues has been established and is being maintained. Disused materials are being eliminated and new materials added as needed based upon issues raised.

## DEPARTMENTAL PROGRESS - Continued

- Attended AMAA annual conference in Valdez, maintained memberships in various legal organizations and attended Southeast Conference meeting in Whitehorse in September 1995.
- 99% average response to all drafting, review and opinion requests within ten (10) working days.
- Filing and opinion tracking system revised for more effective use.
- Substantial work on subdivision and zoning code accomplished.
- Personnel handbook and IBEW negotiations were completed.
- Department policies reviewed as presented by department heads.

### Ketchikan Gateway Borough

#### FY1996/97 BUDGET - APPROPRIATIONS SUMMARY

##### GENERAL FUND - LAW DEPARTMENT

EXPENDITURES	FY 92/93 ACTUAL	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/97 BUDGET
Salaries and wages	114,115	116,279	112,436	119,546	118,152
Employee benefits	33,970	33,777	32,836	34,172	36,155
Professional/Contractual Services	3,285	28,525	(15,742)	1,000	3,000
Support goods and services	25,638	20,844	16,213	17,684	18,524
Equipment	3,381	443	0	1,100	0
<b>TOTAL EXPENDITURES</b>	<b>180,389</b>	<b>199,868</b>	<b>145,743</b>	<b>173,502</b>	<b>175,831</b>

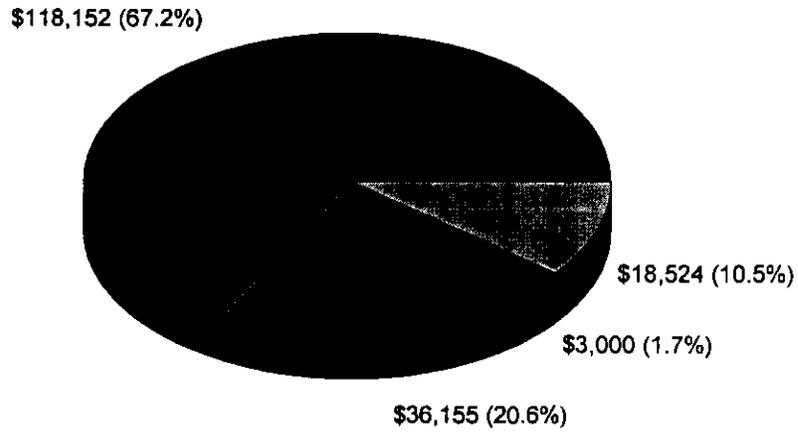
AUTHORIZED PERSONNEL	FY 92/93	FY 93/94	FY 94/95	FY 95/96	FY 96/97
Borough Attorney	1.00	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00	1.00
<b>FULL TIME EMPLOYEES</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

#### EQUIPMENT

NONE

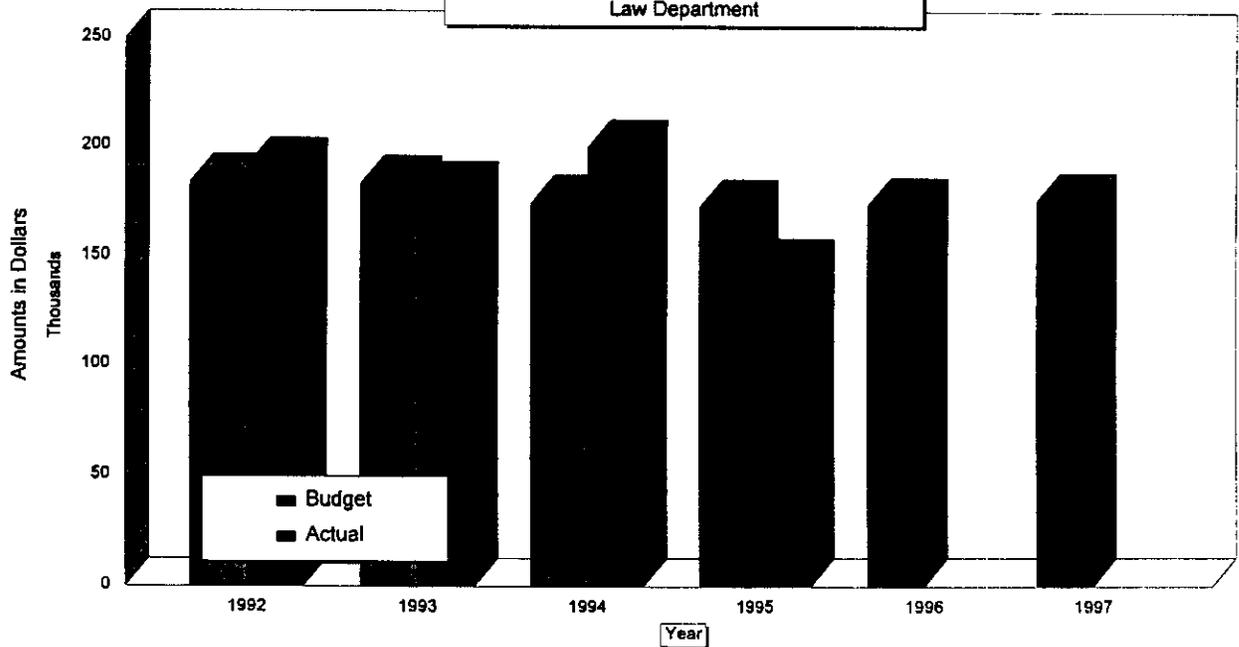
**Ketchikan Gateway Borough**  
Law Department

- Salaries
- Benefits
- Professional Services 3500
- Support Services



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Law Department



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

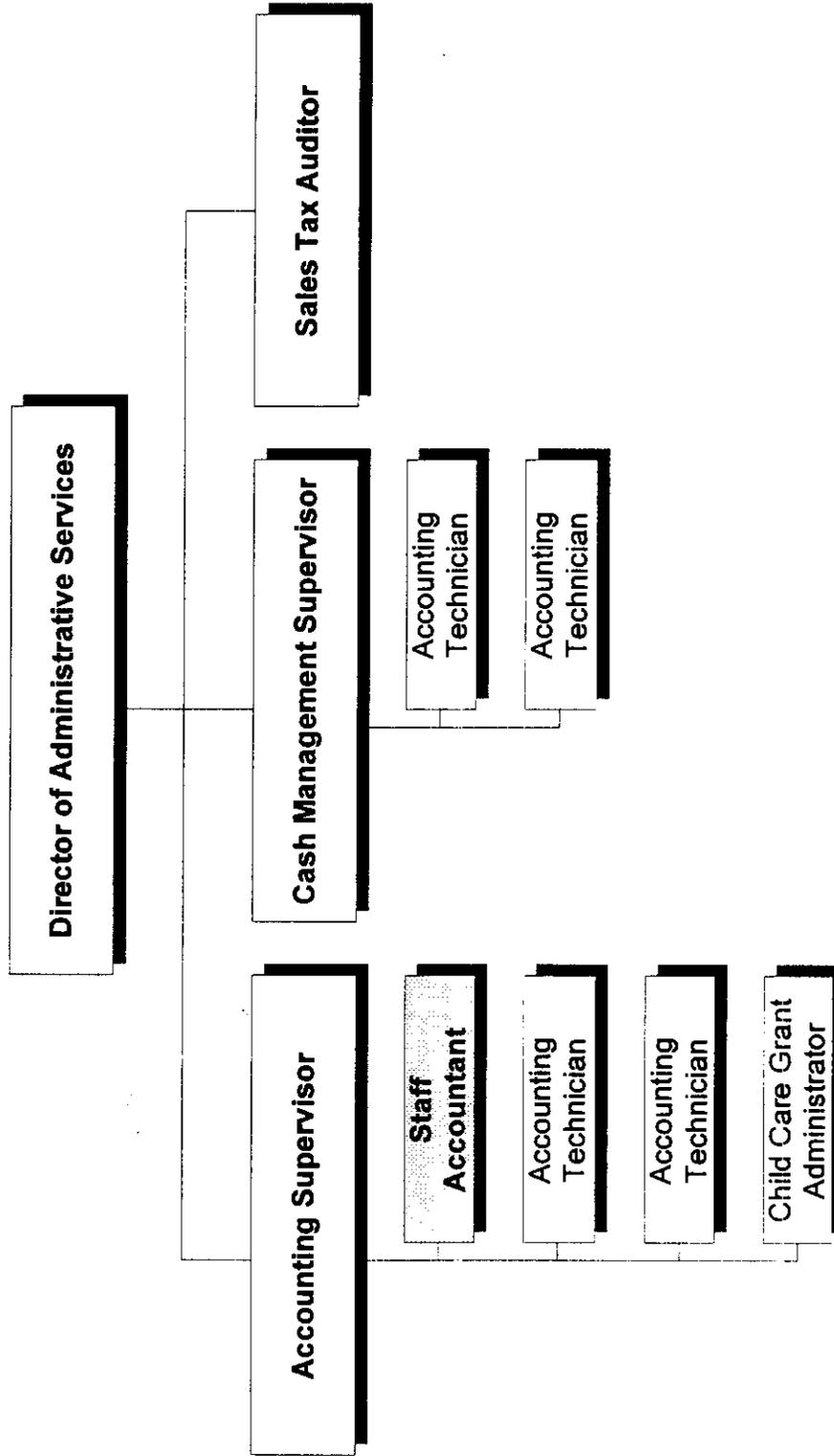
**GENERAL FUND - LAW DEPARTMENT**

Description		FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100	EMPLOYEE PAY	113,714	112,076	119,546	102,751	116,352	-2.67%	66.17%
5120	TEMPORARY PAY	2,565	360	0	0	1,800	1800.00%	1.02%
5200	TAXES/BENEFITS	33,777	32,836	34,172	30,612	36,155	5.80%	20.56%
5300	TRAVEL & TRAINING	3,701	2,617	2,547	2,865	4,143	62.66%	2.36%
5500	REIMBURSABLE EXPENSES	0	0	0	5,556	0	0.00%	0.00%
6010	OFFICE SUPPLIES	907	667	605	1,500	476	-21.32%	0.27%
6011	OPERATING SUPPLIES	0	414	385	618	462	20.00%	0.26%
6020	DUES & PUBLICATIONS	10,734	10,584	9,547	9,305	10,820	13.33%	6.15%
6030	PUBLISHING	55	0	0	18	0	0.00%	0.00%
6060	RENTALS	688	300	300	275	300	0.00%	0.17%
6070	POSTAGE EXPENSE	243	73	200	95	150	-25.00%	0.09%
6080	PROFESSIONAL SERVICES	4,037	1,163	3,500	720	3,000	-14.29%	1.71%
6081	PROFESSIONAL SERVICES	27,570	(16,497)	0	5,405	0	0.00 %	0.00%
6330	TELEPHONE	955	755	1,000	700	1,473	47.30%	0.84%
6331	LONG DISTANCE	282	145	200	850	500	150.00%	0.28%
6450	EQUIPMENT MAINTENANCE	197	250	400	200	200	-50.00%	0.11%
6530	EQUIPMENT PURCHASE	443	0	1,100	1,664	0	-100.00%	0.00%
<b>Total Expenditures</b>		<b>199,868</b>	<b>145,743</b>	<b>173,502</b>	<b>163,134</b>	<b>175,831</b>	<b>1.34%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF ADMINISTRATIVE SERVICES

Proposed Organization Chart - Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

Administrative Services has an increased budget of approximately ten percent which is the result of additional personnel and benefit costs. Travel and training, dues and publications, contractual costs and equipment costs were reduced slightly.

**MISSION STATEMENT**

The Department of Administrative Services' function is to collect, disburse, safeguard, invest and maintain financial records of Borough assets.

**GOALS/OBJECTIVES**

**GOAL:** CONTINUE TO MAINTAIN HIGH STANDARDS OF CONDUCT AND CREDITABILITY.

**Objective:** Complete the financial year-end audit and submit to the Assembly by November 15, 1996.

**Objective:** Prepare comprehensive financial statements for submittal to GFOA for the Certificate of Excellence in Financial Reporting Award.

**Objective:** Assist Manager in preparation of operating budget and submission to GFOA for Distinguished Budget Award.

**Objective:** Submit report of revenues and expenditures to the Mayor and Assembly by the second regularly scheduled monthly Assembly meeting.

**Objective:** Provide monthly detail cost reports to all departments.

**Objective:** Provide Assembly with quarterly reports on sales taxes for businesses with balances more than 90 days old.

**Objective:** Improve techniques and efforts in sales tax auditing.

**GOAL:** CONTINUE TO CROSS TRAIN PERSONNEL TO BE EFFECTIVE AND KNOWLEDGEABLE IN PERFORMANCE OF ASSIGNED DUTIES.

**Objective:** Complete cross training of Accounting Technicians in all functional work areas. This will be accomplished through the continuation of position reassignments.

**Objective:** Continue training program for all department employees. All department employees will be encouraged to participate in continuing education through the University. Specialized and professional training will be considered on an individual basis.

**Objective:** Attend at least one (1) seminar related to current Borough issues.

## GOALS/OBJECTIVES - Continued

**GOAL:** PROVIDE THE BOROUGH WITH INVESTMENTS THAT ARE FISCALLY SOUND, AND PROVIDE LEVELS OF INTEREST ON SHORT-TERM RATES EQUAL TO OR BETTER THAN 90-DAY TREASURY BILLS.

**Objective:** Earn the highest interest rates equal to or greater than the average T-bill rate on Borough investments in addition to maintaining safety of principal and sufficient liquidity to meet the Borough cash requirements.

**Objective:** Ensure that all Borough investments are fully insured or collateralized.

**Objective:** Maintain an aggressive program in collection of sales, boat, personal and real property taxes.

**Objective:** Continue to look for additional revenue streams and sources.

**GOAL:** PROACTIVE RISK MANAGEMENT PROGRAM.

**Objective:** Oversee and manage OSHA violation responses for timeliness and compliance.

**Objective:** Review safety concerns with departments and make recommendations to Risk Management Committee.

**Objective:** Chair Risk Management Committee and Safety Committee.

**Objective:** Review existing safety manuals, recommend revisions, and assist in developing manuals.

**Objective:** Continue training in risk management principles.

**Objective:** Attend PRIMA Conference held in April or May.

## DEPARTMENTAL PROGRESS

- The financial audit was completed and submitted to the Assembly on January 15, 1996.
- Interest rates equal to or greater than the average T-bill rate were earned on Borough investments, and all Borough investments were fully collateralized. Values on U.S. Treasuries improved in 1995 from the decline recognized in 1994.
- Comprehensive financial statements submitted to GFOA and received the Certificate of Excellence in Financial Reporting Award for 1994.
- Assisted the Manager in preparation of the 1995/96 Operating Budget which was submitted to GFOA for review and consideration of the Distinguished Budget Award. The operating budget submitted for 1994/1995 received the Distinguished Budget Award.
- Bonds were issued for the indoor recreation facility. The bond insurance rate charged was the smallest in Alaska during the past 17 years.

## **DEPARTMENTAL PROGRESS - Continued**

- A monthly report of revenues and expenditures continued to be presented to the Mayor, Assembly and management in a timely manner.
- Fixed assets have been entered into the computer, values added where applicable and audited by each department for accuracy.
- An audit of the Ketchikan High School reconstruction has been completed.
- The implementation of the Receiptor program and installation of sales taxes to Fundware have not been accomplished. The loss of key personnel in the Department prevented this from becoming a reality during the past year. These projects are being given priority and should be accomplished during the first part of this fiscal year.
- Sales tax field audits were not completed to our satisfaction. Understaffing was, in part, a contributing factor.

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**

**GENERAL FUND – ADMINISTRATIVE SERVICES DEPARTMENT**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	343,183	266,533	271,124	287,607	325,544
Employee benefits	106,061	94,239	97,350	98,597	116,283
Professional/Contractual Services	2,476	31,067	27,632	25,500	25,500
Support goods and services	101,269	57,249	74,225	72,753	71,144
Equipment	9,676	0	399	8,200	2,570
<b>TOTAL EXPENDITURES</b>	<b>562,665</b>	<b>449,088</b>	<b>470,730</b>	<b>492,657</b>	<b>541,041</b>

<b>AUTHORIZED PERSONNEL</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Director of Administrative Services	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Cash Management Supervisor	1.00	1.00	1.00	1.00
Staff Accountant	0.00	0.00	0.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00
Sales Tax Auditor	1.00	1.00	1.00	1.00
Child Care Grants Administrator	1.00	1.00	1.00	1.00
<b>FULL TIME EMPLOYEES</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>

Accounting Department and Revenue Department were combined to create the Department of Administrative Services for FY93/94.

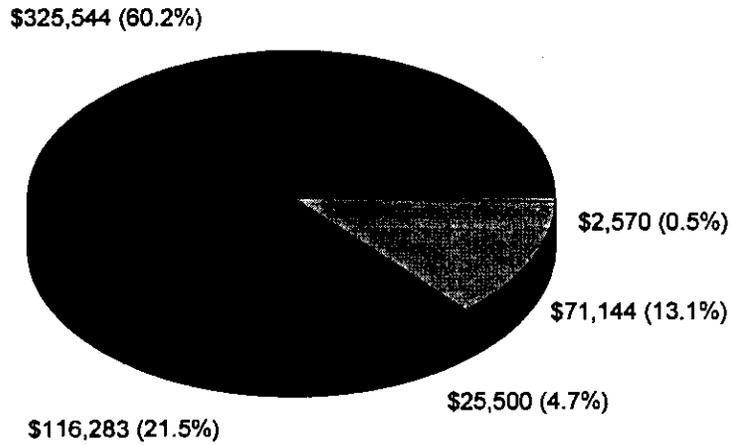
Child Care Grants Administrator transferred from Manager's Office for FY93/94

**EQUIPMENT**

Open Shelf File Cabinets (Al's office, Vicki's office, A/P, P/R); Two desks or workstation (New Staff)

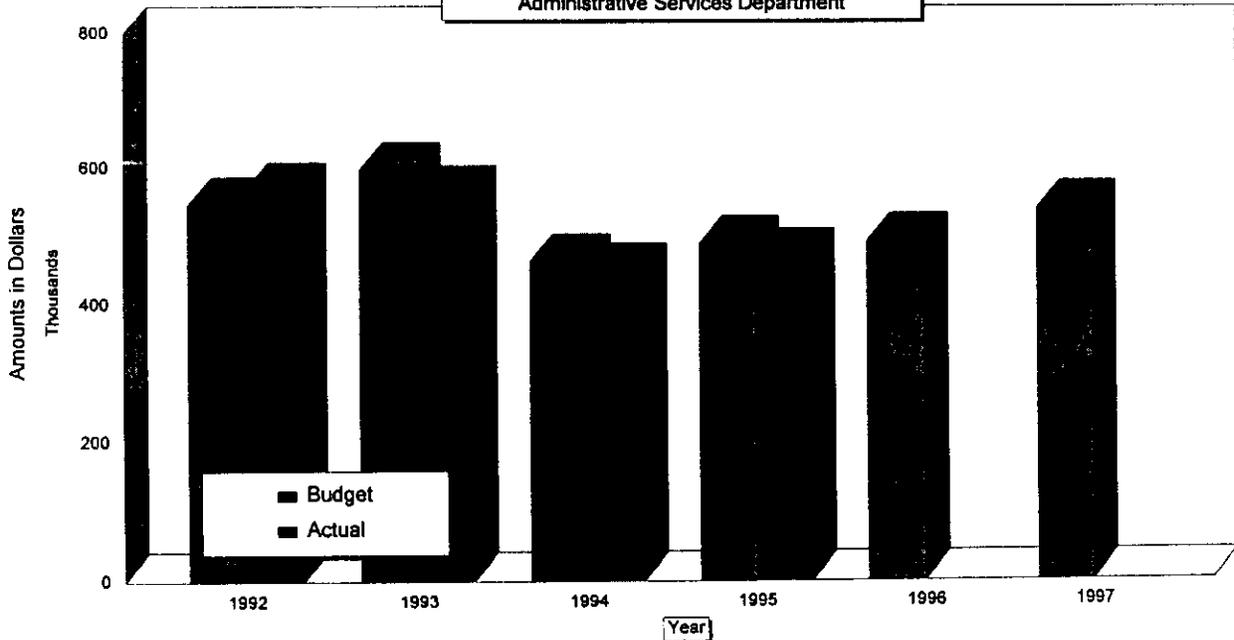
**Ketchikan Gateway Borough**  
Administrative Services Department

- Salaries
- Benefits
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Administrative Services Department



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

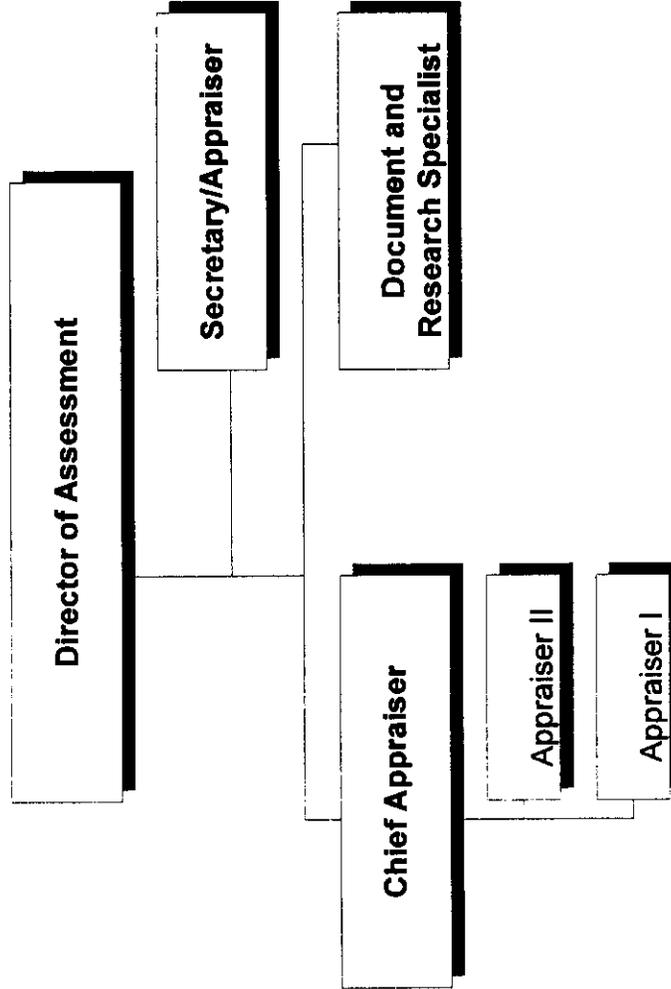
**GENERAL FUND - ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Description</b>		<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
5100	EMPLOYEE PAY	253,791	264,287	282,132	291,930	313,044	10.96%	57.86%
5110	OVERTIME PAY	7,463	1,769	3,000	5,000	5,000	66.67%	0.92%
5120	TEMPORARY PAY	5,279	5,068	2,475	13,500	7,500	203.03%	1.39%
5200	TAXES/BENEFITS	94,239	97,350	98,597	97,000	116,283	17.94%	21.49%
5300	TRAVEL & TRAINING	5,432	2,792	7,058	6,500	5,196	-26.38%	0.96%
5500	REIMBURSABLE EXPENSES	16	66	246	150	0	-100.00%	0.00%
6010	SUPPLIES	6,233	19,772	16,300	16,300	17,463	7.13%	3.23%
6015	BOOKS & SOFTWARE	585	388	0	0	0	0.00%	0.00%
6020	DUES & PUBLICATIONS	1,239	1,791	1,025	1,212	1,050	2.44%	0.19%
6030	PUBLISHING EXPENSE	21,869	26,514	27,285	27,285	19,585	-28.22%	3.62%
6031	RECORDING FEES	0	0	0	0	7000	0.00%	1.29%
6060	RENTALS	595	225	600	300	300	-50.00%	0.06%
6070	POSTAGE EXPENSE	9,266	12,523	11,400	11,000	11,650	2.19%	2.15%
6080	PROFESSIONAL SERVICES	23,677	23,280	23,000	23,000	25,500	10.87%	4.71%
6090	CONTRACTUAL SERVICES	7,390	4,352	2,500	3,675	0	-100.00%	0.00%
6330	TELEPHONE	3,809	3,142	2,750	3,235	3,000	9.09%	0.55%
6331	LONG DISTANCE	1,072	841	900	1,000	900	0.00%	0.17%
6450	EQUIPMENT MAINTENANCE	7,133	6,171	5,189	5,200	5,000	-3.64%	0.92%
6530	EQUIPMENT PURCHASE	0	399	8,200	7,866	2,570	-68.66%	0.48%
<b>Total Expenditures</b>		<b>449,088</b>	<b>470,730</b>	<b>492,657</b>	<b>514,153</b>	<b>541,041</b>	<b>9.82%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF ASSESSMENT

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

The Assessment Department increased their budget by eight percent. Items contributing to the increase are taxes and benefits, travel and training, supplies, vehicle maintenance and fuel costs, telephone and equipment purchases. The Department is making a concerted effort to enhance the professionalism of it's personnel. Improving records maintenance has been a major departmental effort as well as improved document imaging.

**MISSION STATEMENT**

To provide equitable and timely assessment of all taxable real and personal property within statutory guidelines.

**GOALS/OBJECTIVES**

**GOAL:** MAINTAIN SOUND MASS APPRAISAL PROCEDURES TO KEEP PROPERTY VALUES CURRENT AT FULL AND TRUE MARKET VALUE.

Objective: Review and update department policy manual.

Objective: Prepare annual report for State Assessor by July 31.

Objective: Prepare press reports to keep public informed of assessment program and process.

Objective: Maintain timely notices and schedules for review and appeal period: January through May.

Objective: Administer exemptions effective January 1 which include programs for senior citizens-disabled veterans, non-profits and fire protection systems.

Objective: Maintain staff qualifications through continued certification, recertification and professional designation programs.

**GOAL:** PERFORM PHYSICAL ASSESSMENT OF ALL PROPERTIES ON A FOUR YEAR CYCLE.

Objective: Complete sales study and review to establish base reappraisal value factors by June 1.

Objective: Complete annual reappraisal CYCLE 3: roaded area from approximately Ward Cove north, by November 15. Appraise all new construction by December 15.

Objective: Complete ratio study to confirm that all value level determinations meet acceptable standards and trend properties to current market levels by January 15.

## **GOALS/OBJECTIVES - Continued**

**Objective:** Mail assessment notices by February 1; complete review period by March 15; complete Board of Equalization hearings by May 1; and certify roll by May 15.

**Objective:** Continue to complete changes and modifications required for newly platted property.

**Objective:** Continue to separate multi-parcel accounts into individual platted parcel accounts as identified during reappraisal.

**Objective:** Review personal property through field work.

**GOAL:** CONTINUE TO MAINTAIN THE CAMA (COMPUTER ASSISTED MASS APPRAISAL) SYSTEM AND DEVELOP THE DATA BASE.

**Objective:** Continue to populate the MicroSolve database with appraisal information as properties are reappraised.

**Objective:** Continue use of MicroSolve sketch program as properties are reappraised.

**Objective:** Continue database proofing process which includes confirming that information from each file folder has been coded and entered correctly in the database.

**Objective:** Develop CAMA system programs to meet information needs. Provide assessment information for office, Borough, City, and State departments such as Transportation and Natural Resources and the public including realtors, appraisers, banks, title companies, attorneys, and insurance companies.

**Objective:** Convert from the Marshall-Swift Estimator program to the Marshall-Swift MicroSolve program.

**GOAL:** CONTINUE EVALUATION OF TECHNOLOGICAL ADVANCES AND IMPLEMENTATION OF STANDARDS WITHIN THE PROFESSION.

**Objective:** Review new CAMA systems. Plan for implementation of updated CAMA software such as document imaging and electronic clipboards.

**GOAL:** CONTINUE TO PARTICIPATE WITH THE PLANNING DEPARTMENT IN MAPPING PROJECTS.

**Objective:** Update Assessment base maps with current information.

**Objective:** Obtain current Assessment maps using overlays for Assessment office use.

**Objective:** Produce Assessment maps with overlays for public purchase.

**GOAL:** CONTINUE PROFESSIONAL TRAINING AND PARTICIPATION IN SUCH ORGANIZATIONS AS INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS AND ALASKA ASSOCIATION OF ASSESSING OFFICERS, AND ENCOURAGE PROFESSIONAL CERTIFICATION IN BOTH ORGANIZATIONS.

## GOALS/OBJECTIVES - Continued

- Objective: Attend International Association of Assessing Officers 1996 annual conference on assessment administration to keep abreast of current issues to be dealt with in assessment.
- Objective: Attend MicroSolve meeting (held in conjunction with annual IAAO conference) to receive update on technological advances and practical applications.
- Objective: Director attend annual Alaska Association of Assessing Officers Board meeting to meet responsibility as Board member to serve the organization.
- Objective: Encourage staff involvement in professional organizations, conferences and training.

## DEPARTMENTAL PROGRESS

- Over one hundred policies are in place with additional modifications and supplements drafted. Press releases were issued and one informational article was written. Seven hundred information sheets disseminated and IAAO booklets distributed.
- Seven thousand assessment notices were mailed and sixty appeals prepared. Over eight hundred exemptions were reviewed. The annual report was timely.
- Over three hundred sales were reviewed, over five hundred commercial and industrial zoned properties reappraised, five hundred new construction reviews completed, and trending value adjustments applied as necessary. Eleven hundred personal property declarations were itemized.
- Approximately three hundred appeal/review requests were addressed.
- MicroSolve updated G-1 version was implemented. The MicroSolve sketch program was fully utilized. The department continued database proofing.
- Updating and correcting of assessors map series and new map production is in process.
- Three new taxing districts were identified, separated and coded.
- Report programs were created.
- Department continued to monitor developments in computer assisted mass appraisal systems and review office technology needs.
- Borough funded professional membership includes one Alaska Association of Assessing Officers membership, one International Association membership, one AAAO certification, and one professional designation. One staff member continues to serve on the AAAO board. Other department memberships and certifications were paid privately.
- Training included one IAAO conference and two MicroSolve meetings. Borough paid costs for one of two AAAO board meetings the Director attended in the Anchorage area.

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**  
**GENERAL FUND – ASSESSMENT DEPARTMENT**

<b>EXPENDITURES</b>	<b>FY 92/93</b> <b>ACTUAL</b>	<b>FY 93/94</b> <b>ACTUAL</b>	<b>FY 94/95</b> <b>ACTUAL</b>	<b>FY 95/96</b> <b>BUDGET</b>	<b>FY 96/97</b> <b>BUDGET</b>
Salaries and wages	211,989	219,080	232,782	232,693	246,055
Employee benefits	80,840	89,614	93,772	88,694	97,121
Professional/Contractual Services	1,320	5,852	1,458	5,150	5,150
Support goods and services	49,526	29,670	32,922	38,672	42,213
Equipment	0	425	100	125	4,727
<b>TOTAL EXPENDITURES</b>	<b>343,675</b>	<b>344,641</b>	<b>361,034</b>	<b>365,534</b>	<b>395,266</b>

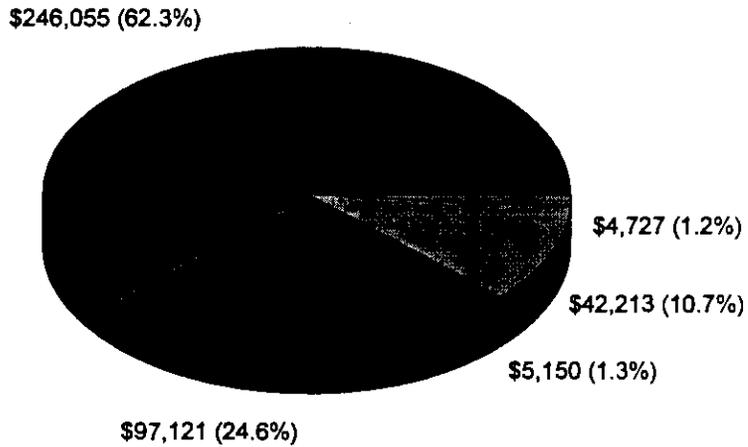
<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Director of Assessment	1.00	1.00	1.00	1.00	1.00
Chief Appraiser	1.00	1.00	1.00	1.00	1.00
Appraiser II	1.00	1.00	2.00	2.00	1.00
Document Specialist	1.00	1.00	1.00	1.00	1.00
Appraiser I	1.00	1.00	0.00	0.00	1.00
Secretary/Appraiser	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>FULL TIME EMPLOYEES</b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>

**EQUIPMENT**

Camera; Open shelf filing cabinets with lock and flip front drawers (legal size); Telephone System

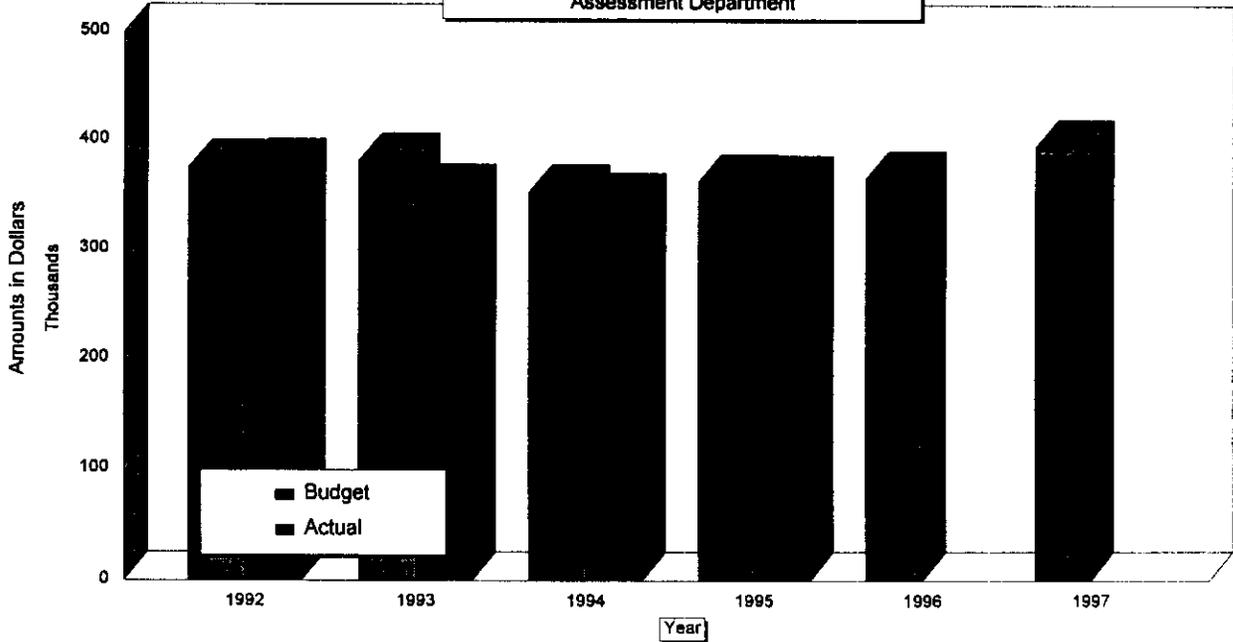
**Ketchikan Gateway Borough**  
Assessment Department

- Salaries
- Benefits
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Assessment Department



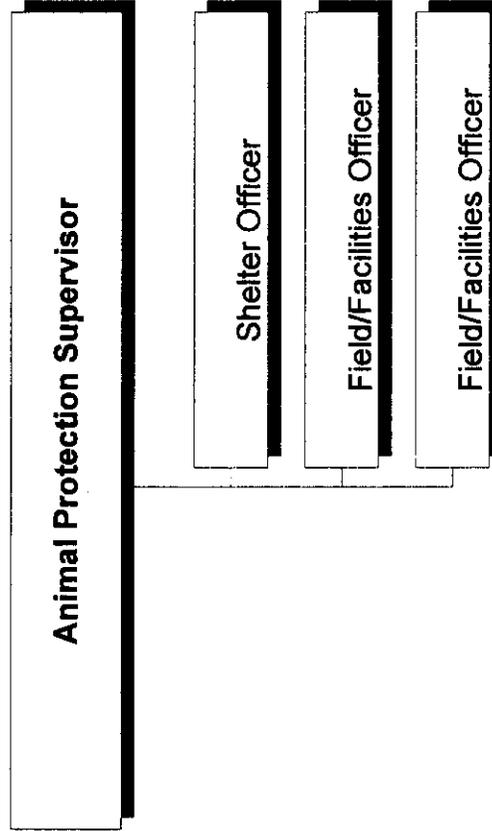
**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - ASSESSMENT DEPARTMENT**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATED	FY96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	215,788	228,959	228,698	225,416	234,260	2.43%	59.27%
5110 OVERTIME PAY	580	1,655	1,000	275	1,000	0.00%	0.25%
5120 TEMPORARY PAY	2,712	2,168	2,995	300	10,795	260.43%	2.73%
5200 TAXES/BENEFITS	89,614	93,772	88,694	89,750	97,121	9.50%	24.57%
5300 TRAVEL & TRAINING	6,777	2,836	4,603	3,105	7,720	67.72%	1.95%
5500 REIMBURSABLE EXPENSES	5,345	4,263	2,060	4,808	2,050	-0.49%	0.52%
6010 SUPPLIES	1,317	2,772	2,495	2,100	5,166	107.05%	1.31%
6015 BOOKS AND SOFTWARE	2,453	1,941	2,760	2,760	2,410	-12.68%	0.61%
6020 DUES & PUBLICATIONS	2,048	1,414	1,353	1,353	1,358	0.37%	0.34%
6030 PUBLISHING EXPENSE	3,603	4,646	9,750	6,680	350	-96.41%	0.09%
6031 RECORDING FEES	0	0	0	0	5500	5500.00%	1.39%
6060 RENTALS	0	235	1,050	968	1,050	0.00%	0.27%
6070 POSTAGE EXPENSE	3,253	3,694	3,673	3,673	3,697	0.65%	0.94%
6080 PROFESSIONAL SERVICES	5,027	653	5,150	5,150	5,150	0.00%	1.30%
6090 CONTRACTUAL SERVICES	825	805	0	0	0	0.00%	0.00%
6310 ELECTRICITY	1,632	2,055	2,200	2,229	2,200	0.00%	0.56%
6330 TELEPHONE	2,088	2,463	2,184	2,163	2,688	23.08%	0.68%
6331 LONG DISTANCE	1,027	755	1,164	485	1,164	0.00%	0.29%
6450 EQUIPMENT MAINTENANCE	127	5,848	5,580	5,580	5,340	-4.30%	1.35%
6460 VEHICLE MAINTENANCE	0	0	0	0	770	770.00%	0.19%
6461 MOTOR FUEL & OIL	0	0	0	0	750	750.00%	0.19%
6530 EQUIPMENT PURCHASE	425	100	125	100	4,727	3681.60%	1.20%
<b>Total Expenditures</b>	<b>344,641</b>	<b>361,034</b>	<b>365,534</b>	<b>356,895</b>	<b>395,266</b>	<b>8.13%</b>	<b>100.00%</b>

**KETCHIKAN GATEWAY BOROUGH**  
**DEPARTMENT OF ANIMAL PROTECTION**

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

Animal Protection's budget decreased by a little more than two percent this year. This was due in a large measure to the replacement of the Animal Protection Supervisor. Although the department increased its callout fees, travel and training, and contractual services, additional decreases are noted in uniform allowances, operating supplies, professional services, vehicle maintenance, motor fuel and oil, and equipment purchases.

The basic operations and procedures will remain in force, and the identified goals and objectives will remain unabated.

**MISSION STATEMENT**

The mission of this department is two-fold and should result in a better quality of life for citizens and pet owners, as well as the animals themselves. First, we plan to enhance public relations by working closely with the public in offering programs which will enlighten and educate pet owners of the Borough in the proper care and control of their pets. Secondly, we hope to encourage public trust through fair and responsible enforcement of the animal ordinances and laws and to provide adequate and timely assistance to those people and animals in need.

**GOALS/OBJECTIVES**

**GOAL:** ENFORCE BOROUGH CODE AND ORDINANCES RELATIVE TO ANIMAL PROTECTION BY REDUCING THE IMPACT OF UNRESTRAINED ANIMALS IN LEASH LAW DESIGNATED AREAS.

**Objective:** To install leash law area signs in all business districts, schools, parks, playgrounds and harbors.

**Objective:** Make the parks and playgrounds cleaner and safer for children to play in, and reduce the number of dog bites that these areas usually have during the summer months.

**GOAL:** REDUCE THE IMPACT OF UNRESTRAINED ANIMALS IN RESIDENTIAL AREAS.

**Objective:** Stagger and overlap preventative patrols so that there are officers patrolling the neighborhoods from 6:00 a.m. to 10:00 p.m. five days a week.

**GOAL:** EDUCATE OFFICERS FOR MORE EFFICIENT ENFORCEMENT BY SHARPENING SKILLS IN REPORT WRITING, INVESTIGATION AND ANIMAL CONTROL.

**Objective:** Send one officer to an animal cruelty investigation school, and send another officer to an animal control academy.

**Objective:** Enroll two officers in an animal health care course through correspondence.

## **GOALS/OBJECTIVES - Continued**

**GOAL:** IMPROVE OUR PUBLIC EDUCATION PROGRAMS.

Objective: Expand our Pets-On-Wheels program to include elementary and preschools.

Objective: Use the media to inform the public of special Animal Protection events and alert them regarding pet health care concerns.

**GOAL:** PROVIDE FOR THE PROPER CARE AND MAINTENANCE OF IMPOUNDED ANIMALS IN THE SHELTER AND ENSURE AN ADEQUATE FEEDING PROGRAM.

Objective: Establish procedures that provide for health inspections for impounded animals at least twice daily.

Objective: Rewrite the contract with Ketchikan Veterinary Clinic so that it will provide for conciliation in areas of health care and diet.

## **DEPARTMENTAL PROGRESS**

- The Department Of Animal Protection has begun issuing Notices Of Violation for infractions of Title 20 of the Borough Code. This has had a huge impact in the community, and in the past year we have seen a decrease in the amount of animals at large in residential areas.
- The department has staggered its patrol shifts. We have morning patrols that begin at 6:00 a.m. and evening patrols that end at 8:00 p.m. in some problem areas. The evening patrols will end at 10:00 p.m. during the summer months. The patrols have decreased the amount of barking and dog-at-large complaints throughout the Borough.
- At the request of the public the Pets-On-Wheels program was implemented by this department. This program allows officers to go out into the community to visit hospitals, schools and day care facilities to educate the public on issues such as animal care and animal safety.
- Fines and fees collected have decreased by 10% in the past year.
- The euthanasia of animals has decreased 44% over the past year, and the claiming of animals has decreased 15% over the past year.
- The adoption rate for impounded and surrendered animals is at an all time high of 76%.

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**

**GENERAL FUND – ANIMAL PROTECTION DEPARTMENT**

<b>EXPENDITURES</b>	<b>FY 92/93 <u>ACTUAL</u></b>	<b>FY 93/94 <u>ACTUAL</u></b>	<b>FY 94/95 <u>ACTUAL</u></b>	<b>FY 95/96 <u>BUDGET</u></b>	<b>FY 96/97 <u>BUDGET</u></b>
Salaries and wages	153,297	123,535	143,836	148,493	145,421
Employee benefits	60,580	61,930	62,263	59,683	59,643
Professional/Contractual Services	5,246	8,708	8,938	9,550	8,500
Support goods and services	28,619	22,144	19,617	22,001	23,457
Equipment	10,822	2,020	1,849	2,918	0
<b>TOTAL EXPENDITURES</b>	<b>258,564</b>	<b>218,337</b>	<b>236,503</b>	<b>242,645</b>	<b>237,021</b>

<b>AUTHORIZED PERSONNEL</b>	<b><u>FY 92/93</u></b>	<b><u>FY 93/94</u></b>	<b><u>FY 94/95</u></b>	<b><u>FY 95/96</u></b>	<b><u>FY 96/97</u></b>
Director of Animal Protection	1.00	1.00	1.00	1.00	1.00
Animal Protection Officers	4.00	0.00	0.00	0.00	0.00
Shelter Officer	0.00	1.00	1.00	1.00	1.00
Field/Facility Officers	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b>FULL TIME EMPLOYEES</b>	<b><u>5.00</u></b>	<b><u>4.00</u></b>	<b><u>4.00</u></b>	<b><u>4.00</u></b>	<b><u>4.00</u></b>

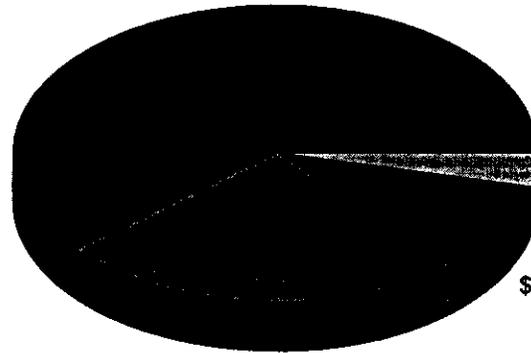
**EQUIPMENT**

NONE

**Ketchikan Gateway Borough**  
Animal Protection

- Salaries
- Benefits
- Support Services
- Professional Services

\$145,421 (61.4%)



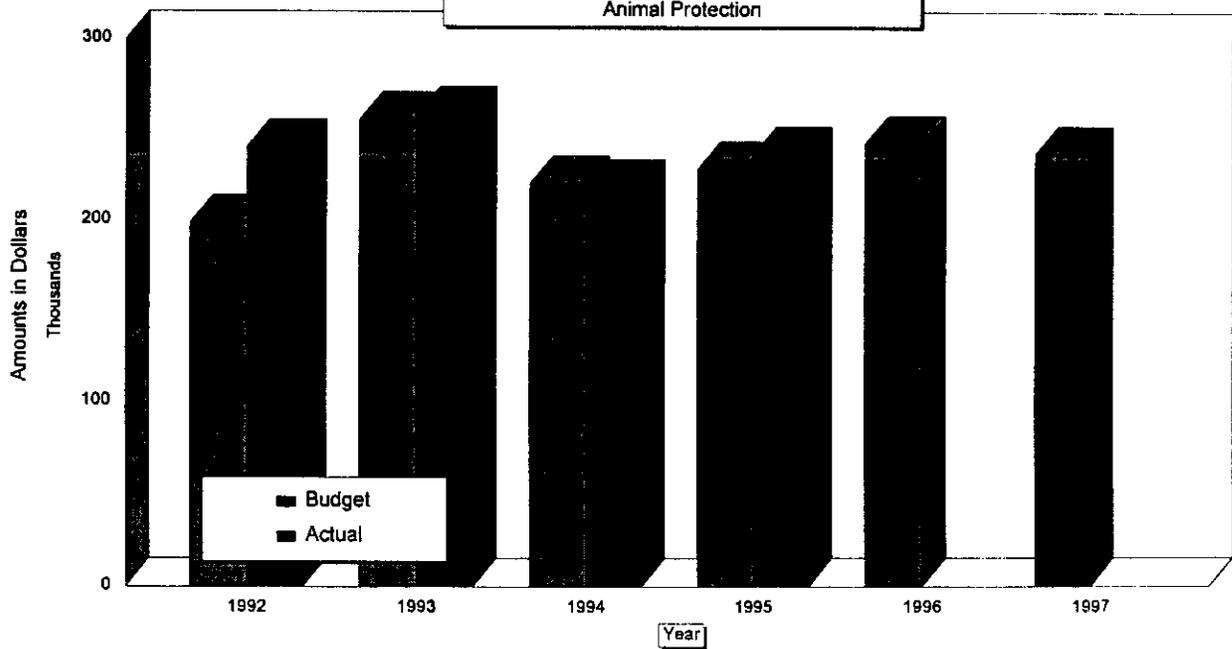
\$8,500 (3.6%)

\$23,457 (9.9%)

\$59,643 (25.2%)

**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Animal Protection



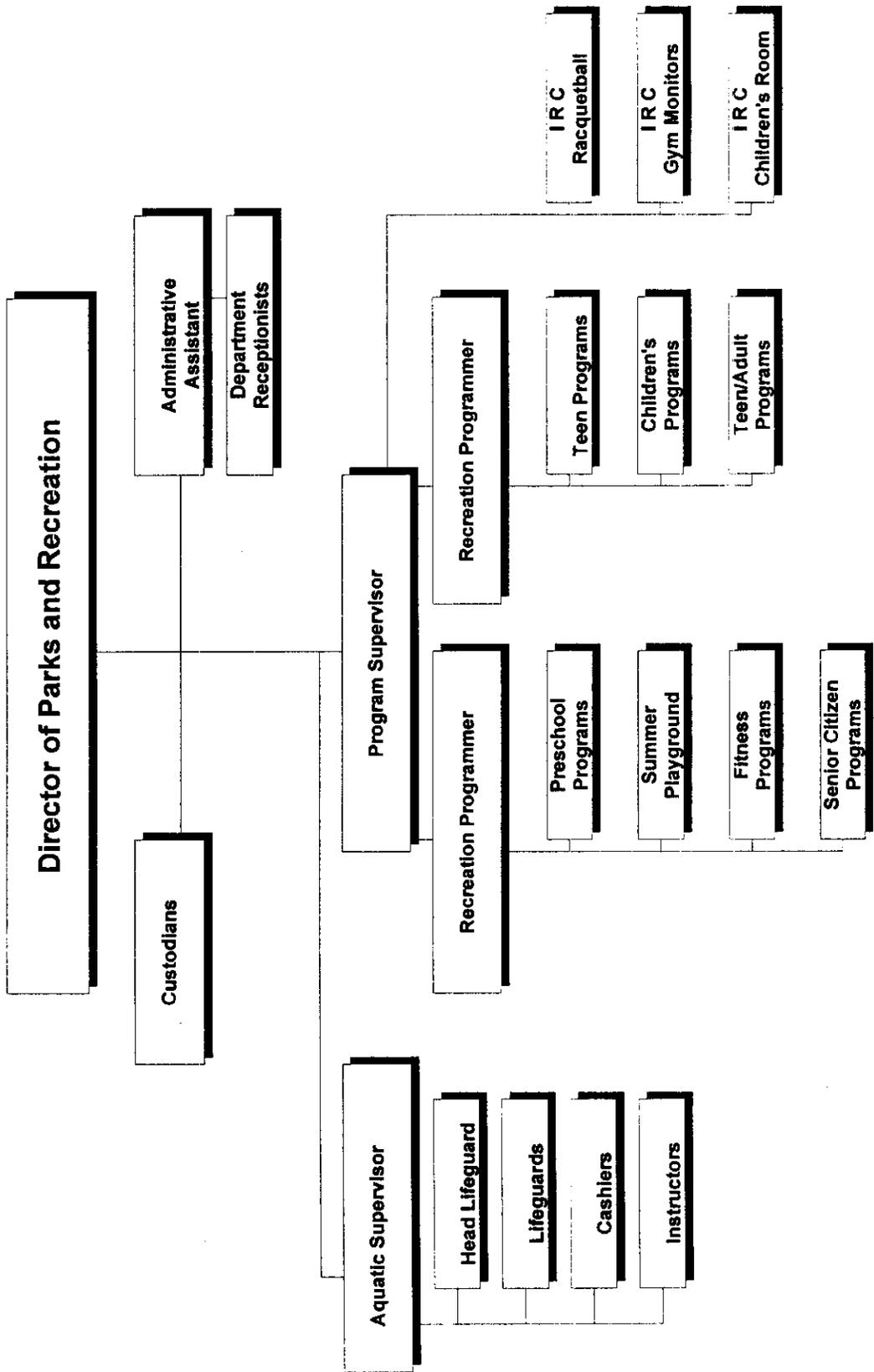
**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - APPROPRIATIONS**  
**GENERAL FUND - ANIMAL PROTECTION**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	97,433	116,638	120,910	102,889	115,180	-4.74%	48.59%
5110 OVERTIME PAY	9,634	14,746	15,000	12,072	15,000	0.00%	6.33%
5120 TEMPORARY PAY	4,550	0	0	0	0	0.00%	0.00%
5160 CALL OUT FEES	11,918	12,452	12,583	12,010	15,241	21.12%	6.43%
5200 TAXES/BENEFITS	61,930	62,263	59,683	58,000	59,643	-0.07%	25.16%
5300 TRAVEL & TRAINING	1,539	850	2,510	2,009	5,238	108.69%	2.21%
5400 UNIFORM ALLOWANCE	1,010	853	512	738	0	-100.00%	0.00%
6010 SUPPLIES	5,395	1,531	1,000	1,000	1,000	0.00%	0.42%
6011 OPERATING SUPPLIES	2,533	7,771	7,533	6,804	6,529	-13.33%	2.75%
6020 DUES & PUBLICATIONS	125	209	150	150	150	0.00%	0.06%
6030 PUBLISHING EXPENSE	196	0	0	0	0	0.00%	0.00%
6070 POSTAGE EXPENSE	382	511	560	560	560	0.00%	0.24%
6080 PROFESSIONAL SERVICES	8,708	8,938	9,550	10,726	8,500	-10.99%	3.59%
6090 CONTRACTUAL SERVICES	0	0	0	0	1,100	100.00%	0.46%
6100 INSURANCE	2,300	0	0	0	0	0.00%	0.00%
6310 ELECTRICITY	1,932	2,005	1,800	2,773	1,800	0.00%	0.76%
6320 WATER	245	288	288	288	288	0.00%	0.12%
6330 TELEPHONE	1,259	1,425	1,440	1,419	1,440	0.00%	0.61%
6331 LONG DISTANCE TELEPHONE	73	79	100	70	100	0.00%	0.04%
6340 SEWER	255	290	290	304	304	4.83%	0.13%
6350 LANDFILL	723	875	1,200	1,147	1,200	0.00%	0.51%
6450 EQUIPMENT MAINTENANCE	1,875	1,348	1,348	1,348	1,348	0.01%	0.57%
6460 VEHICLE MAINTENANCE	668	17	770	770	500	-35.06%	0.21%
6461 MOTOR FUEL & OIL	1,634	1,565	2,500	1,814	1,900	-24.00%	0.80%
6530 EQUIPMENT PURCHASE	2,020	1,849	2,918	2,473	0	-100.00%	0.00%
<b>Total Expenditures</b>	<b>218,337</b>	<b>236,503</b>	<b>242,645</b>	<b>219,364</b>	<b>237,021</b>	<b>-2.32%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF PARKS AND RECREATION

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

The Parks and Recreation budget has increased significantly, a little over thirty-five percent. This is due, in large measure, to the addition of the new Indoor Recreation Center. Additional personnel and employee benefits will be required. Operational costs of the facility will also impact the Parks and Recreation budget.

The additional costs required for operation of the Indoor Recreation Center will be funded from interest earnings of the Land Trust Fund. The interest earnings are expected to be generated from investments resulting from the sale of timber.

**MISSION STATEMENT**

The Parks and Recreation Departments mission is to enrich the quality of life in the Ketchikan Gateway Borough for all citizens; to build an attractive and inviting community; to work with residents to foster community pride; and to provide opportunities that enable people of all ages and abilities to attain the full use of their mental, emotional and physical capacities through positive use of leisure time.

**GOALS/OBJECTIVES**

**GOAL:** PROGRAM WARM WATER POOLS TO INCREASE PARTICIPATION.

Objective: Determine low usage times and reprogram popular activities to those time slots.

Objective: Expand aquatic special events; i.e., Winter Triathlon.

**GOAL:** CONTINUALLY IMPROVE AQUATIC STAFF'S CUSTOMER SERVICE/SAFETY AWARENESS.

Objective: Schedule mandatory monthly in-service meetings.

Objective: Schedule quarterly supervisor/employee meetings to review and establish personal growth strategies.

Objective: Add employee recognition award to monthly staff meetings.

**GOAL:** COORDINATE SCHEDULES OF FACILITIES (VALLEY PARK, MIKE SMITHERS, AND THE IRC) TO INCREASE ATTENDANCE PER HOUR OPEN.

Objective: Stagger activities to decrease duplication between pools (try different times for popular activities).

Objective: Offer complimentary programming at Valley Park Pool and IRC.

## GOALS/OBJECTIVES - Continued

**GOAL:** DEVELOP RENTAL FEE STRUCTURE TO BROADEN POOL USE.

Objective: Establish fees for partial use of facility; i.e., Mike Smithers Pool lobby, lap pool, warm water pool, sauna and fitness.

Objective: Establish partial fee for after water use (birthday parties, etc.) at Valley Park Pool.

**GOAL:** SUCCESSFUL OPENING AND FIRST YEAR OF INDOOR RECREATION CENTER.

Objective: Write job descriptions for, interview, and hire staff.

Objective: Program IRC activities to meet needs identified in the McDowell Survey.

Objective: Complete media campaign, including details on the IRC and departmental services, for a smooth transition.

**GOAL:** DEVELOP FAMILY PROGRAMMING (TO AUGMENT EXISTING PRESCHOOL, CHILDREN, TEEN, ADULT, ETC.).

Objective: Expand age ranges at appropriate activities.

Objective: Program new family (all ages) activities.

Objective: Expand existing drop-in programs to add family times.

**GOAL:** COORDINATE AMONG STAFF TO OFFER AND PROMOTE NON-CONFLICTING COMMUNITY-WIDE ACTIVITIES.

Objective: All staff involved in programming activities at pool, IRC and programs to meet quarterly as part of brochure schedule.

Objective: Promote similar departmental activities to users by coordinating mailing lists between sites/supervisors.

Objective: Install departmental bulletin boards at all sites.

Objective: Incorporate some of the children's art programs into the Summer Camp Program to share staff and resources.

**GOAL:** EXPAND THE LOCATIONS OF SENIOR PROGRAMS OFFERED.

Objective: Offer up to 50% of senior activities at non-senior center sites.

Objective: Survey seniors for preferred locations.

Objective: Meet quarterly with other providers of senior programs to coordinate efforts; i.e., Pioneer Home, Rendezvous Center, Hospital Long-Term Care Unit, Senior Services and AARP.

## GOALS/OBJECTIVES - Continued

**GOAL:** ENHANCE CUSTOMER SATISFACTION WITH EXISTING ACTIVITIES.

Objective: Set-up check sheet for first class including key, roster, waiver, etc.

Objective: Hold monthly meetings with programmers and instructors.

Objective: Target non-participant via neutral media (not the P & R brochure).

Objective: Provide pre-class handouts with directions and supply lists.

Objective: Have instructors post signs at facility to provide directions.

Objective: Enhance communication between Summer Camp staff and parents via weekly newsletters.

**GOAL:** PROGRAM RECREATIONAL ACTIVITIES TO ENCOURAGE INCREASED USE OF BOROUGH PARKS, PLAYGROUNDS AND TOT LOTS.

Objective: Program four new activities to be held in a park, playground or tot lot.

Objective: Encourage outside organizations to use facilities for their formal activities.

**GOAL:** INSTALL ADDITIONAL EQUIPMENT AT PARKS TO ENHANCE RECREATIONAL USE.

Objective: Place two new horseshoe pits in community parks.

Objective: Work with Rotary 2000 to add playground equipment at Rotary Beach Community Park.

Objective: Work with the Newtown Neighborhood Association to develop a management plan for LUND Street Park.

**GOAL:** DIVERSIFY PROGRAMS.

Objective: Identify new activities and instructors.

Objective: Evaluate current core programs for cost versus enrollment and, where appropriate, cancel to allow increased funds for more popular activities.

Objective: Add preschool craft class at North Point Higgins School.

## DEPARTMENTAL PROGRESS

- Increased staff training on customer service.
- Set-up training schedule for staff for improved performance; i.e., lifeguard/safety issues.
- Improved cleaning at both pools with daily check list.

## DEPARTMENTAL PROGRESS - Continued

- Provided extra supervision where needed with rotation schedule of supervision and spot checks by administrative staff.
- Increased public awareness of the swimming pools with weekly publicity by pool staff highlighting pool activities.
- Published more detail on pool services in departmental brochure; i.e., one page to three pages quarterly.
- Changed back to chlorine at Mike Smithers Community Pool due largely to public preference as well as safety issues.
- Increased public awareness on rules and fees by posting signs at both pools.
- Changed name from Kayhi Pool to Mike Smithers Community Pool to indicate community ownership/usage and added sign.
- Reevaluated, updated, and added warm water pool fees to departmental fees. Resolution No. 1238, adopting the new fee schedule, was approved by the Borough Assembly on October 2nd, 1995.
- Installed Word Perfect 6.0 on all staff computers and provided in-house instruction on pre-press, color separation and Ventura.
- Expanded programs to three out-of-city locations; identified 16 new locations for activities; and hired 31 new instructors.
- Evaluated and eliminated 12 activities because of cost/low enrollment reasons to allow increased funds for more popular activities.
- Increased enrollment (revenue up by 25%) through target marketing, publicity, and programming; developed mailing lists for preschoolers, power-lifting, childrens craft, and runners; assisted with development of running club newsletter; increased publicity at radios; weekly advertising at Ketchikan Daily News; daily advertising spot; and permanent display spot at Market Place for banners.
- Improved staff training through the use of new departmental VCR, videos, and computer programs.
- Prepared for opening of the IRC by drafting fee structure, scheduling guidelines and policies, hours of operation, and furniture, fixture and equipment list.
- Applied to LWCF (Land and Water Conservation Fund) for grant to build outdoor play area.

## Ketchikan Gateway Borough

### FY1996/97 BUDGET – APPROPRIATIONS SUMMARY

#### GENERAL FUND – PARKS & RECREATION DEPARTMENT

EXPENDITURES	FY 92/93 <u>ACTUAL</u>	FY 93/94 <u>ACTUAL</u>	FY 94/95 <u>ACTUAL</u>	FY 95/96 <u>BUDGET</u>	FY 96/97 <u>BUDGET</u>
Salaries and wages	442,829	396,805	392,569	409,535	551,818
Employee benefits	152,566	106,731	116,171	129,907	180,226
Professional/Contractual Services	16,235	21,217	10,677	11,240	12,170
Support goods and services	137,285	151,423	133,605	168,257	231,982
Equipment	0	5,424	2,357	8,025	5,940
<b>TOTAL EXPENDITURES</b>	<u>746,915</u>	<u>661,600</u>	<u>655,379</u>	<u>726,964</u>	<u>982,134</u>

AUTHORIZED PERSONNEL	FY 92/93	FY 93/94	FY 94/95	FY 95/96	FY 96/97
Director of Parks & Recreation	0.50	1.00	1.00	1.00	1.00
Administrative Secretary	0.75	1.00	1.00	1.00	1.00
Receptionist	0.00	0.00	0.00	0.50	1.50
Recreation Programmer	2.00	2.00	2.00	2.00	2.00
Pool & Program Manager	0.00	1.00	1.00	1.00	1.00
Head Lifeguard *	0.00	1.00	1.00	1.00	1.00
IRC Manager	0.00	0.00	0.00	0.00	1.00
Custodian	0.00	0.00	0.00	0.00	2.00
Pool Manager	1.00	0.00	0.00	0.00	0.00
Assistant Pool Manager	0.00	1.00	0.00	0.00	0.00
Pool Assistant	1.00	0.00	0.00	0.00	0.00
Pool Technician	0.88	0.00	0.00	0.00	0.00
Recreation Superintendent	1.00	0.00	0.00	0.00	0.00
Latchkey Administrator **	<u>2.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FULL TIME EMPLOYEES</b>	<u>9.50</u>	<u>7.00</u>	<u>6.00</u>	<u>6.50</u>	<u>10.50</u>

\* Position reimbursed 50% by KKWSC

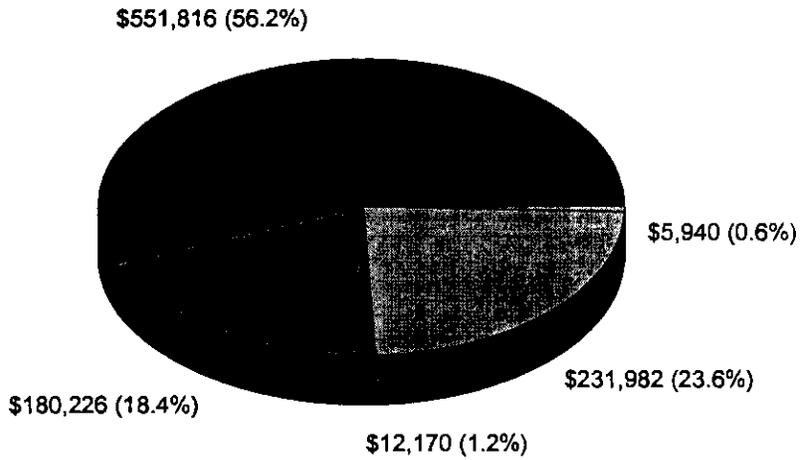
\*\* Program contracted out in FY94

#### EQUIPMENT

Rescue Tubes—Safety Item; Pace Clocks (replacement for broken ones); Diving Board Maxi—Flex;  
 Venetian Blinds for exterior window, 51"X65"; Key cores to replace construction cores at Mike Smithers  
 Pool; PROGRAMS: Two replacement banners and replacement letters; Ski Rental Replacement,  
 10 pairs shoes, 3 pairs skis, 3 pairs poles

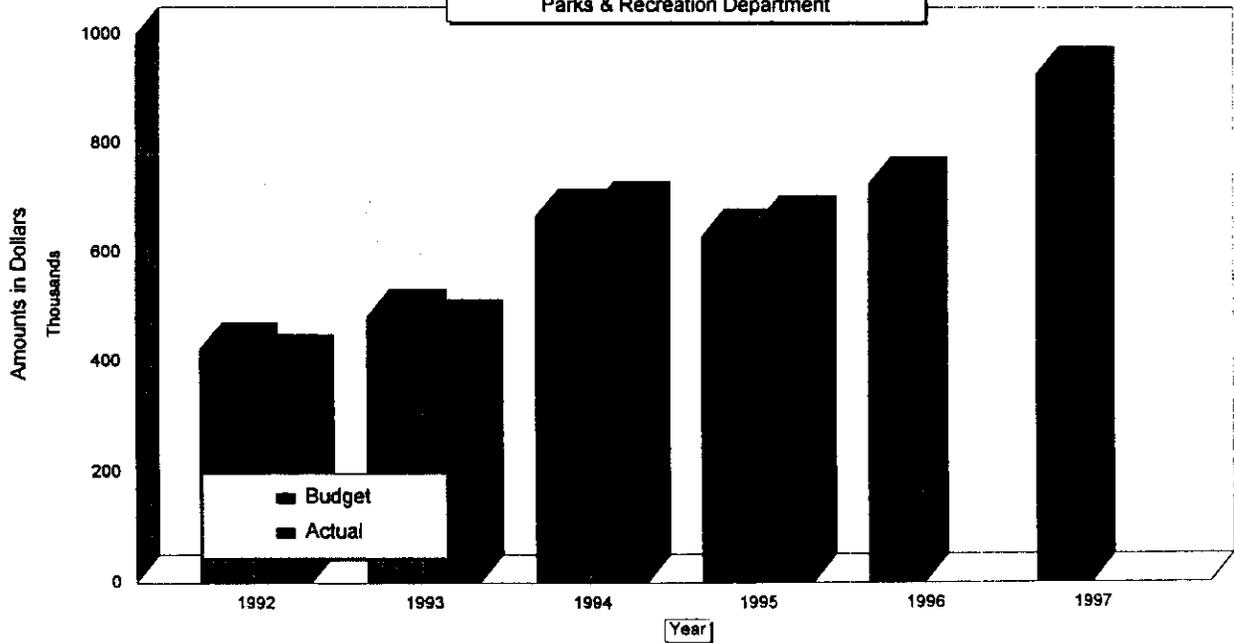
**Ketchikan Gateway Borough**  
Parks & Recreation Department

- Salaries
- Benefits
- Professional Services
- Support Services
- ▨ Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Parks & Recreation Department



**Ketchikan Gateway Borough**

**FY 1996/97 - APPROPRIATIONS**

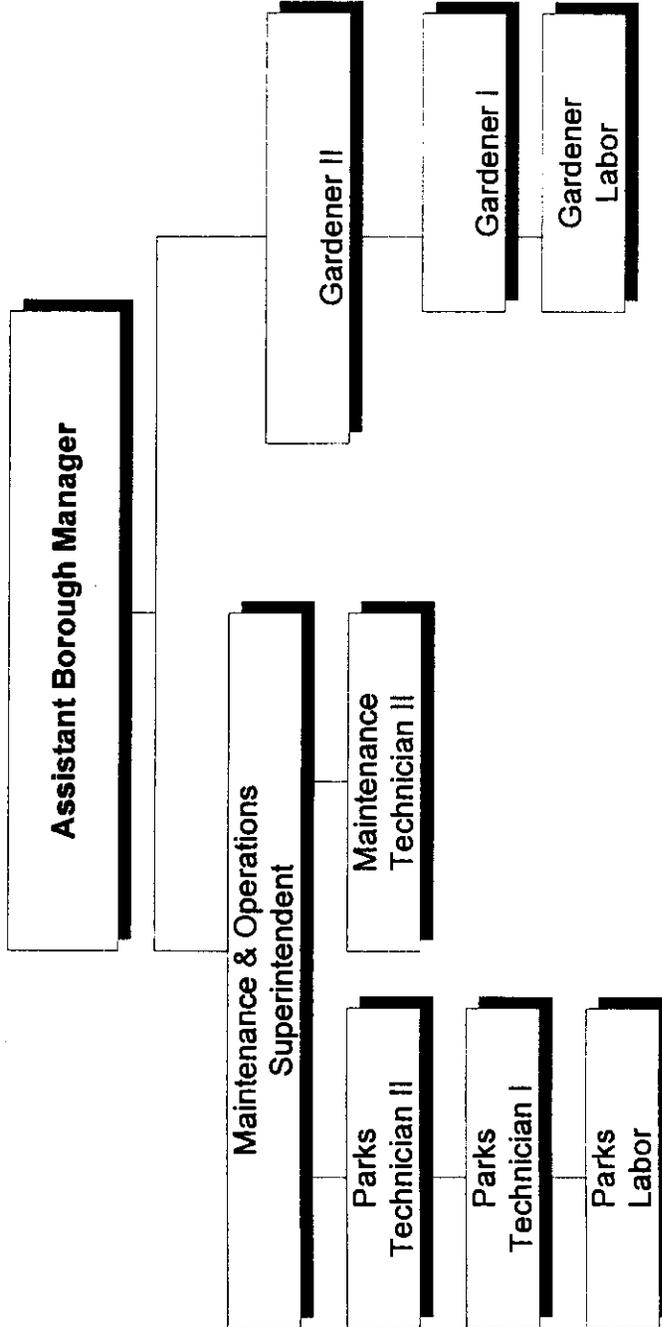
**GENERAL FUND - PARKS AND RECREATION DEPARTMENT**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATED</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
5100 EMPLOYEE PAY	219,079	193,011	212,445	210,698	294,432	38.59%	29.98%
5110 OVERTIME PAY	3,874	4,171	2,330	3,800	3,150	35.19%	0.32%
5120 TEMPORARY PAY	173,852	195,387	194,760	194,760	253,424	30.12%	25.80%
5160 CALL OUT	0	0	0	90	810	0.00%	0.08%
5200 TAXES/BENEFITS	84,183	116,171	101,723	101,723	139,653	37.29%	14.22%
5210 TEMPORARY BENEFITS	22,548	0	28,184	28,184	40,573	43.96%	4.13%
5300 TRAVEL & TRAINING	2,773	0	938	1,640	567	-39.55%	0.06%
5500 REIMBURSABLE EXPENSES	5,580	5,247	5,838	5,880	5,868	0.51%	0.60%
6010 OFFICE SUPPLIES	4,252	2,824	3,100	3,100	4,660	50.32%	0.47%
6011 OPERATING SUPPLIES	26,418	26,620	32,650	32,650	47,799	46.40%	4.87%
6020 DUES & PUBLICATIONS	570	516	614	564	594	-3.26%	0.06%
6030 PUBLISHING	3,753	3,403	4,800	4,750	5,600	16.67%	0.57%
6060 RENTALS	17,462	112	1,200	800	0	-100.00%	0.00%
6070 POSTAGE	4,643	4,693	5,275	5,275	5,704	8.13%	0.58%
6090 CONTRACTUAL SERVICES	21,217	10,677	11,240	11,000	12,170	8.27%	1.24%
6310 ELECTRICITY	30,057	34,468	43,100	23,216	56,930	32.09%	5.80%
6320 WATER	3,738	4,932	3,876	4,533	9,048	133.44%	0.92%
6330 TELEPHONE	5,448	3,625	3,468	3,723	4,685	35.09%	0.48%
6331 LONG DISTANCE TELEPHON	520	632	600	597	864	44.00%	0.09%
6340 SEWER	5,314	5,193	5,748	5,174	10,208	77.59%	1.04%
6350 LANDFILL	820	933	650	650	2,025	211.54%	0.21%
6431 HEATING FUEL	39,920	40,293	50,600	50,000	68,730	35.83%	7.00%
6450 EQUIPMENT MAINTENANCE	155	114	3,000	3,265	4,500	50.00%	0.46%
6530 EQUIPMENT PURCHASE	5,424	2,357	8,025	8,518	5,940	-25.98%	0.60%
6590 DONATIONS/SCHOLARSHIPS	0	0	2,800	2,800	4,200	50.00%	0.43%
<b>Total Expenditures</b>	<b>681,600</b>	<b>655,379</b>	<b>726,964</b>	<b>707,390</b>	<b>982,134</b>	<b>35.10%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF MAINTENANCE AND OPERATIONS

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

The Maintenance and Operations Department is realizing a 6.57 percent increase for the next fiscal year. The increases are substantially in employee pay, employee benefits, field maintenance, and equipment purchases. The transition between the Parks and Recreation Department and the Maintenance and Operations Department responsibilities has stabilized. The Department's responsibilities continue to increase each year and the personnel have been able to accommodate these responsibilities with little additional funding. As the utilities in the service areas become more sophisticated, the demand for more and better training will become even more critical.

**MISSION STATEMENT**

The mission of this department is to provide maintenance and improvements to Borough facilities including buildings, parks, recreation facilities and service area utilities. In coordination with the Manager's Office, the Maintenance and Operations Department also provides administration of construction or service related contracts.

**GOALS/OBJECTIVES**

**GOAL:** MAINTAIN ALL BOROUGH BUILDINGS AND FACILITIES IN A SAFE AND USER FRIENDLY ATMOSPHERE FOR BOROUGH EMPLOYEES AND THE PUBLIC.

Objective: Maintain eight buildings/facilities utilized by the Borough government.

Objective: Implement and monitor a work order system for maintenance of the eight Borough facilities.

Objective: Ensure Borough buildings and facilities meet ADA requirements.

Objective: Modify Reid Building restrooms to meet ADA requirements.

Objective: Construct playground and monitor construction of the Indoor Recreation Center.

Objective: Landscape Indoor Recreation Center site.

Objective: Complete minor capital improvement projects for the Parks and Recreation Department.

**GOAL:** MAINTAIN ALL BALL FIELDS, PARKS, PLAYGROUNDS AND LANDSCAPE AREAS OWNED BY THE BOROUGH IN A SAFE, USER FRIENDLY AND AESTHETICALLY PLEASING ATMOSPHERE FOR THE PUBLIC AND USER GROUPS.

Objective: Continue to maintain the eight ball fields and seventeen parks, playgrounds and landscape areas currently owned by the Borough.

Objective: Maintain the landscaped area in front of the Ketchikan Public Utilities building.

## **GOALS/OBJECTIVES - Continued**

- Objective: Ensure the ball fields and playgrounds meet acceptable standards.
- Objective: Identify and repair safety hazards within the parks, playgrounds and landscape areas maintained by the Borough.
- Objective: Maintain approximately 110 hanging baskets as part of the Adopt-A-Basket program.
- Objective: In conjunction with the Parks and Recreation Department, teach gardening classes.
- Objective: Construct Little League concession stand and restrooms.
- Objective: Construct dugouts at Walker Field.
- Objective: Determine input regarding the expansion of the Rotary Beach parking area.
- Objective: Assist in enforcing junk car removal.
- GOAL:** MAINTAIN THE MOUNTAIN POINT SEWER AND WATER SYSTEMS AND THE SHOUP STREET WATER SYSTEM.
- Objective: Maintain the Mountain Point sewer and water systems according to DEC regulations.
- Objective: Continue to work toward getting two operators certified as Level II Water Treatment Operators and one operator certified as a Level I Wastewater Treatment Operator.
- Objective: Ensure the Mountain Point water and wastewater systems operate on a continuous basis throughout the year.
- Objective: Maintain all Mountain Point lift stations, water booster station, water treatment facility, water holding tank and dam on a regular basis to ensure proper operation.
- Objective: Maintain the Shoup Street water system according to DEC regulations.

## **DEPARTMENTAL PROGRESS**

- Maintained all Borough buildings and facilities in a safe and user friendly atmosphere for Borough employees and the public.
- Maintained all Borough ball fields, parks, playgrounds and landscaped areas in a safe, user friendly and aesthetically pleasing atmosphere for the public and user groups. Major facilities include: City Park, Walker Field, Weiss Field, Dudley Field and Rotary Beach.
- Continued Adopt-A-Basket beautification program and other landscaping efforts.
- Maintained the Shoup Street Service Area water system.
- Maintained the Mountain Point Service Area sewer and water systems.

## **DEPARTMENTAL PROGRESS - Continued**

- Constructed new planter boxes for City Dock.
- Upgraded Walker Field lighting.
- Completed Dudley Field parking expansion.
- Constructed new dugouts at Dudley Field.
- Re-roofed the Parks and Recreation Department office roof.
- Monitored the Indoor Recreation Center contract and design.
- Completed Phase II of the Mike Smithers Pool.
- Completed Phases V and VI of the Mountain Point Service Area sewer and water project.
- Completed the Shoup Street water feasibility study.

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**

**GENERAL FUND – MAINTENANCE & OPERATIONS DEPARTMENT**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	262,865	219,407	237,172	281,215	293,760
Employee benefits	83,336	99,034	93,475	111,399	129,756
Professional/Contractual Services	1,955	3,321	10,541	16,140	11,790
Support goods and services	72,914	105,247	90,026	103,037	105,815
Equipment	43,655	21,779	5,728	5,050	12,900
<b>TOTAL EXPENDITURES</b>	<b>464,725</b>	<b>448,788</b>	<b>436,942</b>	<b>518,841</b>	<b>554,021</b>

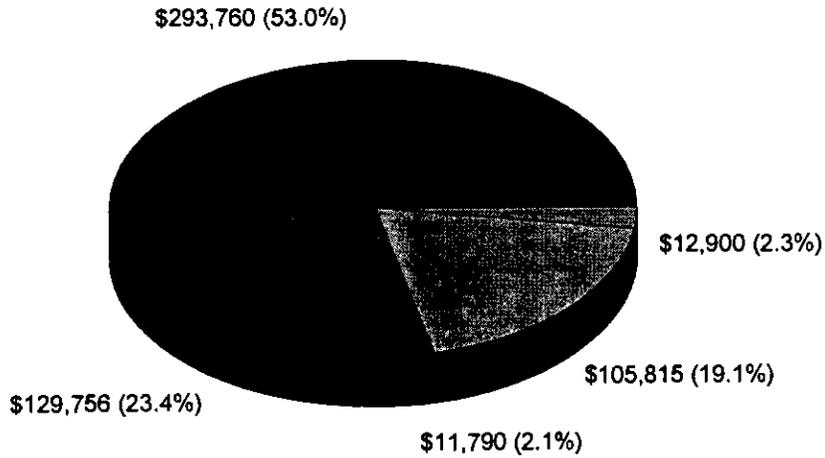
<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Parks & Recreation Director	0.50	0.00	0.00	0.00	0.00
Assistant Borough Manager	0.00	0.25	0.30	0.30	0.30
Parks Superintendent	1.00	0.00	0.00	0.00	0.00
Parks M & O Supervisor	1.00	1.00	1.00	1.00	1.00
Parks Technician II	0.00	1.00	1.00	1.00	1.00
Parks Technician I	0.00	1.00	2.00	2.00	2.00
Maintenance Technician II	0.00	1.00	1.00	1.00	1.00
Parks Maintenance Specialist	1.00	0.00	0.00	0.00	0.00
Assistant Park Maintenance	1.00	0.00	0.00	0.00	0.00
Gardener II	0.83	0.83	0.83	0.83	0.83
Gardener I	0.83	0.83	0.83	0.83	0.83
Administrative Secretary	0.25	0.00	0.00	0.00	0.00
<b>FULL TIME EMPLOYEES</b>	<b>6.41</b>	<b>5.91</b>	<b>6.96</b>	<b>6.96</b>	<b>6.96</b>

**EQUIPMENT**

Drill Press; Container Van (Storage); Diaphragm Pump; Lumber Rack/Pallet Rack; Pie Threader;  
Mobile Radio

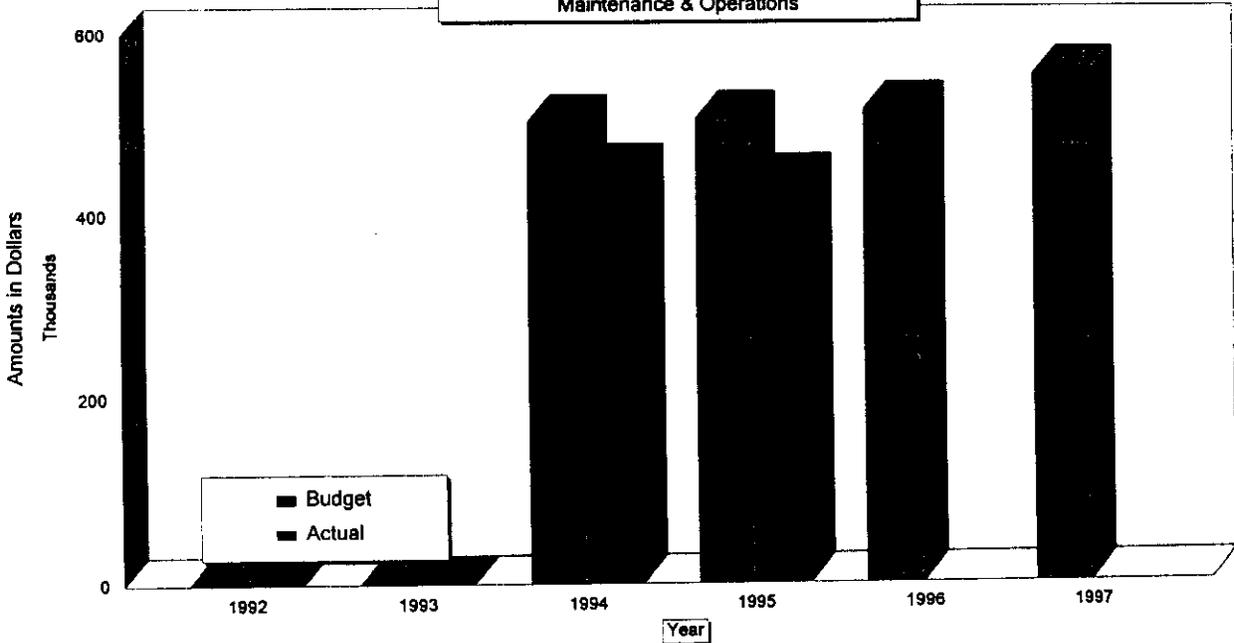
**Ketchikan Gateway Borough**  
Maintenance & Operations

- Salaries
- Benefits
- Professional Services
- Support Services
- ▣ Equipment



**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Maintenance & Operations



## Ketchikan Gateway Borough

### FY 1996/97 BUDGET - APPROPRIATIONS

#### GENERAL FUND - MAINTENANCE & OPERATIONS

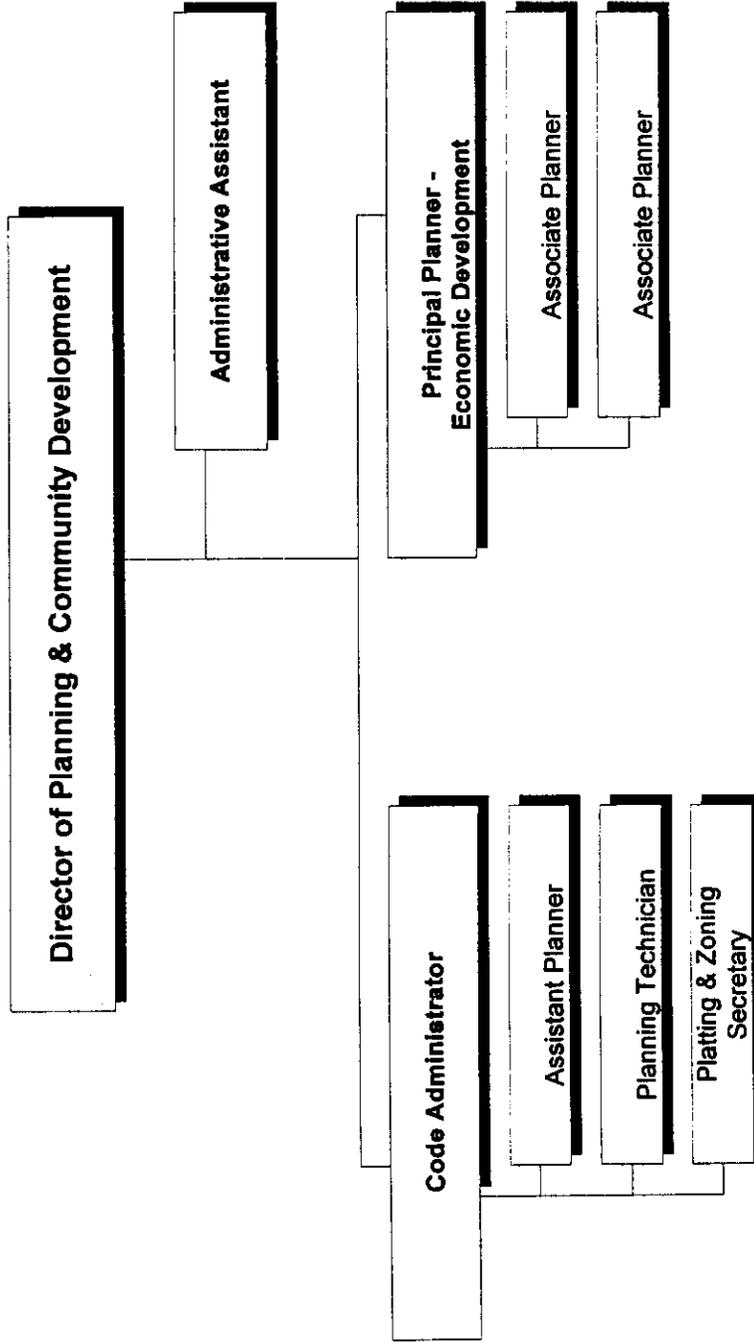
Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	166,096	178,572	216,865	167,940	225,760	4.10%	40.75%
5110 OVERTIME PAY	5,138	1,897	4,350	1,457	3,000	-31.03%	0.54%
5120 TEMPORARY PAY	48,155	56,703	60,000	43,734	65,000	8.33%	11.73%
5160 STAND BY PAY	18	0	0	0	0	0.00%	0.00%
5200 TAXES/BENEFITS	99,034	93,475	102,693	88,617	119,349	16.22%	21.54%
5210 TEMPORARY TAXES/BENEFITS	0	0	8,706	0	10,407	19.54%	1.88%
5300 TRAVEL & TRAINING	3,421	3,147	4,071	2,076	4,216	3.56%	0.76%
5400 UNIFORM ALLOWANCE	0	0	725	725	575	-20.69%	0.10%
5500 REIMBURSABLE EXPENSES	788	897	0	0	900	0.00%	0.16%
6010 SUPPLIES	0	330	600	340	400	-33.33%	0.07%
6011 OPERATING SUPPLIES	20,055	9,674	9,600	10,664	10,450	8.85%	1.89%
6020 DUES & PUBLICATIONS	327	241	304	260	402	32.24%	0.07%
6030 PUBLISHING EXPENSE	103	0	0	0	0	0.00%	0.00%
6060 RENTALS	0	56	0	0	0	0.00%	0.00%
6065 EQUIPMENT RENTALS	7,810	49	5,575	5,575	5,725	2.69%	1.03%
6070 POSTAGE EXPENSE	16	26	25	25	25	0.00%	0.00%
6090 CONTRACTUAL SERVICES	3,321	10,541	18,140	10,513	11,790	-35.01%	2.13%
6310 ELECTRICITY	13,064	13,078	5,650	5,650	2,500	-55.75%	0.45%
6320 WATER	3,119	2,947	3,135	3,135	3,135	0.00%	0.57%
6330 TELEPHONE	1,077	723	730	730	686	-6.03%	0.12%
6331 LONG DISTANCE	125	309	250	250	250	0.00%	0.05%
6340 SEWER	1,046	864	1,062	1,062	1,409	32.67%	0.25%
6350 LANDFILL	7,050	260	4,000	4,000	4,500	12.50%	0.81%
6420 FIELD MAINTENANCE	20,303	26,367	26,260	38,077	31,270	19.08%	5.64%
6421 PARK MAINTENANCE	0	6,979	13,150	13,150	12,500	-4.94%	2.26%
6430 BUILDING MAINTENANCE	17,008	16,651	18,200	9,741	15,100	-17.03%	2.73%
6431 HEATING FUEL	899	405	1,300	1,300	1,672	28.62%	0.30%
6450 EQUIPMENT MAINTENANCE	552	2,707	2,800	2,800	3,000	7.14%	0.54%
6460 VEHICLE MAINTENANCE	4,403	636	0	0	2,500	0.00%	0.45%
6461 MOTOR FUEL & OIL	3,295	3,625	5,500	5,500	4,500	-18.18%	0.81%
6462 VEHICLE OPERATION	786	55	100	100	100	0.00%	0.02%
6530 EQUIPMENT PURCHASE	21,779	5,728	5,050	5,050	12,900	155.45%	2.33%
<b>Total Expenditures</b>	<b>448,788</b>	<b>436,942</b>	<b>518,841</b>	<b>422,471</b>	<b>554,021</b>	<b>6.78%</b>	<b>100.00%</b>

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

Proposed Organizational Chart

Fiscal Year 1996/97



DEPARTMENT: **Planning and  
Community Development**

Division: General Government

### ADMINISTRATIVE COMMENTS

This department is realizing a 14.88 percent increase for the next fiscal year. The increases occurred in employee pay, temporary pay, benefits and contractual services. The Department of Planning and Community Development added one employee for economic development, a position that in the past has been in the Economic Development Center of the University of Alaska, Southeast. The net cost is small when considering the net impact to the community.

With the comprehensive and coastal zone management plans substantially complete, the Planning Department will be able to focus more of its attention toward resource development. The Whipple Creek Timber sale has been consummated with over \$10,000,000 being made available to the Borough over a four year period.

### MISSION STATEMENT

To assist the Ketchikan Gateway Borough community in the resolution of growth and development related issues.

### GOALS/OBJECTIVES

**GOAL:** IMPLEMENT COMPREHENSIVE PLAN

Objective: Develop an action plan targeting specific activities to implement the plan, set priorities, and begin implementation of plan.

Objective: Revise the Coastal Zone Management Plan.

**GOAL:** REWRITE DEVELOPMENT CODE TO CONFORM TO THE ADOPTED COMPREHEN-SIVE PLAN.

Objective: Incorporate comprehensive plan adopted policies into development code. Present rewritten code to Planning Commission and Borough Assembly for review and adoption.

**GOAL:** COMPUTER MAPPING

Objective: Begin entering backlog of subdivisions into CAD system.

**GOAL:** CUSTOMER SERVICE PROGRAM

Objective: Develop year two of customer service program and implement.

**GOAL:** PLANNING STAFF TRAINING

## GOALS/OBJECTIVES - Continued

Objective: Improve the professionalism of the planning staff through aggressive training.

**GOAL:** LEASK LAKES MANAGEMENT PLAN.

Objective: Contract with a consultant to develop a Leask Lakes Management Plan for the long term management of the property.

**GOAL:** SOLID WASTE MANAGEMENT PLAN.

Objective: Contract with a consultant to identify and analyze potential sites for a solid waste disposal facility in the Borough.

**GOAL:** DEVELOP SEWER ALTERNATIVES IN THE BOROUGH.

Objective: Develop feasible sewerage alternatives for development in the Borough including on-site systems and potential sewer service areas.

**GOAL:** PROVIDE SUPPORT TO THE ECONOMIC DEVELOPMENT PROGRAM.

Objective: Maintain the economic development data file and conduct analysis and planning for specific development activities including a site plan for Lewis Reef.

## DEPARTMENTAL PROGRESS

- A customer Service Program was developed and implemented.
- The Comprehensive Plan is scheduled to be completed by May, 1996. The Coastal Zone Management Plan is recommended as part of the action plan for 1996-97.
- A Code of Ordinances is currently being revised.
- The Whipple Creek Tract Management was completed.
- Administration of Zone and Subdivision Ordinance is continuing.
- Acquired GIS computer and Microstation software to complete the Official Streets and Highways Master Plan Update and GIS update. Installed maps and began generating maps from system as well as training of Borough staff in the use of the system.
- A sewer ordinance draft was completed.
- At this time there is inadequate funding to support the Local Emergency Planning Committee (LEPC).
- Microfiching of records has not been accomplished due to lack of funding.

## Ketchikan Gateway Borough

### FY1996/97 BUDGET – APPROPRIATIONS SUMMARY

#### GENERAL FUND – PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

EXPENDITURES	<u>FY 92/93</u> <u>ACTUAL</u>	<u>FY 93/94</u> <u>ACTUAL</u>	<u>FY 94/95</u> <u>ACTUAL</u>	<u>FY 95/96</u> <u>BUDGET</u>	<u>FY 96/97</u> <u>BUDGET</u>
Salaries and wages	259,889	280,747	309,842	305,579	348155
Employee benefits	100,133	100,439	100,627	112,405	127421
Professional/Contractual Services	61,720	24,907	38,089	24,000	43000
Support goods and services	65,262	41,623	35,984	36,436	35112
Equipment	18,297	1,600	0	4,040	540
<b>TOTAL EXPENDITURES</b>	<u>505,301</u>	<u>449,316</u>	<u>484,542</u>	<u>482,460</u>	<u>554,228</u>

AUTHORIZED PERSONNEL	<u>FY 92/93</u>	<u>FY 93/94</u>	<u>FY 94/95</u>	<u>FY 95/96</u>	<u>FY 96/97</u>
Planning Director	1.00	1.00	1.00	1.00	1.00
Principal Planner (Senior Planner)	1.00	1.00	1.00	1.00	1.00
Principal Planner (Economic Dev)	0.00	0.00	0.00	0.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Planning Technician	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Planning Secretary	0.50	0.50	0.50	0.00	0.00
Platting/Zoning Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>FULL TIME EMPLOYEES</b>	<u>7.50</u>	<u>8.50</u>	<u>8.50</u>	<u>8.00</u>	<u>9.00</u>

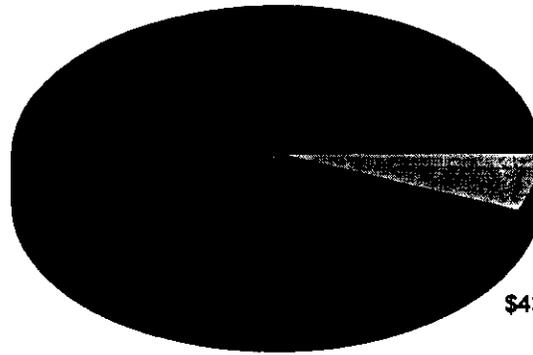
#### EQUIPMENT

Replace broken microphone and stands for recording

**Ketchikan Gateway Borough**  
Planning Department

- Salaries
- Benefits
- Professional Services
- Support Services
- ▣ Equipment

\$348,155 (62.8%)



\$540 (0.1%)

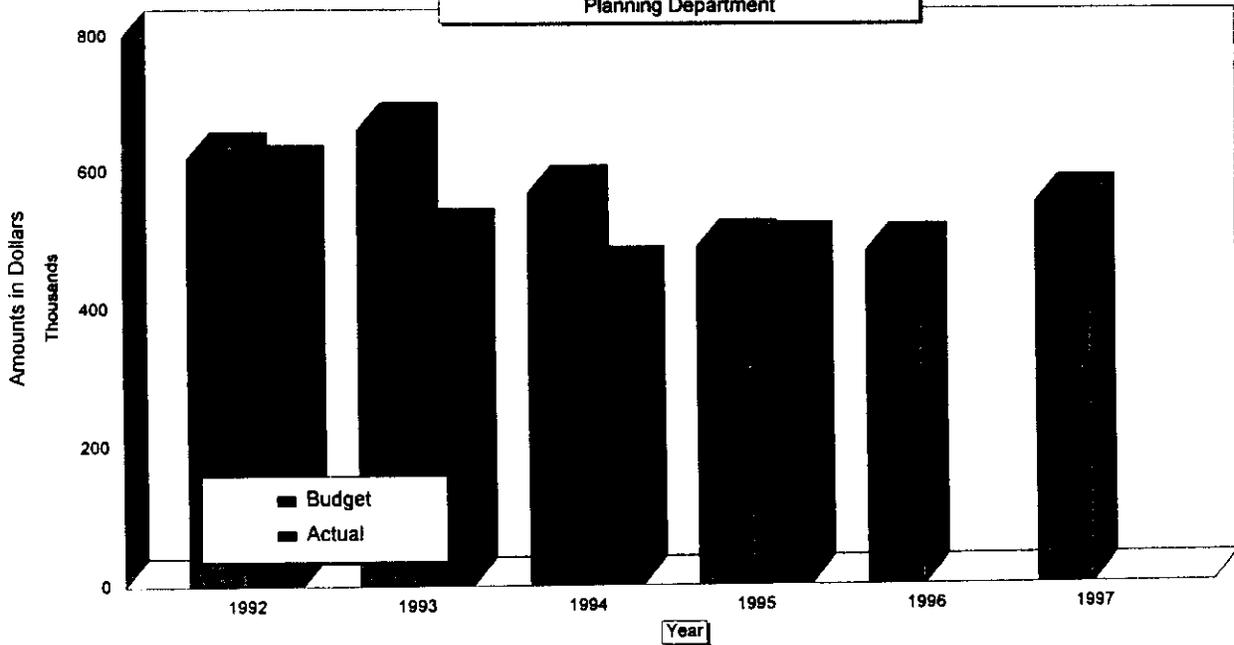
\$35,112 (6.3%)

\$43,000 (7.8%)

\$127,421 (23.0%)

Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Planning Department



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - PLANNING DEPARTMENT**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	258,038	288,924	287,035	240,000	321,855	12.13%	58.07%
5110 OVERTIME PAY	10,920	6,338	5,944	5,900	5,900	-0.74%	1.06%
5120 TEMPORARY PAY	5,839	9,180	3,600	12,250	11,400	216.67%	2.06%
5150 PLANNING COMMISSION FEES	5,950	5,400	9,000	9,000	9,000	0.00%	1.62%
5200 TAXES/BENEFITS	100,439	100,627	112,405	112,000	127,421	13.36%	22.99%
5300 TRAVEL & TRAINING	6,103	5,770	3,450	3,450	4,858	40.81%	0.88%
5301 PLANNING COMM. TRAVEL	496	0	500	500	500	0.00%	0.09%
5500 REIMBURSABLE EXPENSES	3,723	3,439	3,600	118	0	-100.00%	0.00%
6010 SUPPLIES	11,744	8,376	8,545	9,000	8,398	-1.72%	1.52%
6020 DUES & PUBLICATIONS	1,133	(813)	846	846	846	0.00%	0.15%
6030 PUBLISHING EXPENSE	4,739	5,495	5,000	6,000	7,200	44.00%	1.30%
6031 RECORDING FEES	0	0	0	0	300	0.00%	0.05%
6060 RENTALS	625	931	1,200	1,200	600	-50.00%	0.11%
6070 POSTAGE EXPENSE	3,674	2,999	4,000	4,000	2,500	-37.50%	0.45%
6080 PROFESSIONAL SERVICES	15,649	0	0	750	0	0.00%	0.00%
6090 CONTRACTUAL SERVICES	9,258	38,089	24,000	24,629	43,000	79.17%	7.76%
6330 TELEPHONE	3,480	2,732	2,795	3,000	2,795	0.00%	0.50%
6331 TELEPHONE LONG DISTANCE	1,786	1,430	1,500	1,500	1,500	0.00%	0.27%
6450 EQUIPMENT MAINTENANCE	4,120	5,625	5,000	5,000	5,200	4.00%	0.94%
6460 VEHICLE MAINTENANCE	0	0	0	3000	80	0.00%	0.01%
6461 MOTOR FUEL & OIL	0	0	0	0	335	0.00%	0.06%
6530 EQUIPMENT PURCHASE	1,600	0	4,040	4,040	540	-86.63%	0.10%
<b>Total Expenditures</b>	<b>449,316</b>	<b>484,542</b>	<b>482,460</b>	<b>446,183</b>	<b>554,228</b>	<b>14.88%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET - APPROPRIATIONS SUMMARY**

**GENERAL FUND - CHILD CARE ASSISTANCE GRANT PROGRAM - O.E.D.P.**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	36,235	48,793	40,869	32,356	32,882
Employee benefits	12,895	21,612	14,948	8,963	9,162
Professional/Contractual Services	160	480	440	480	480
Support goods and services	10,628	13,171	11,863	13,957	7,630
Equipment	10,665	0	1,584	300	0
<b>TOTAL EXPENDITURES</b>	<b>70,583</b>	<b>84,056</b>	<b>69,704</b>	<b>56,056</b>	<b>50,154</b>

<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Grant Administrator	1.00	1.00	1.00	1.00	1.00
<b>FULL TIME EMPLOYEES</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

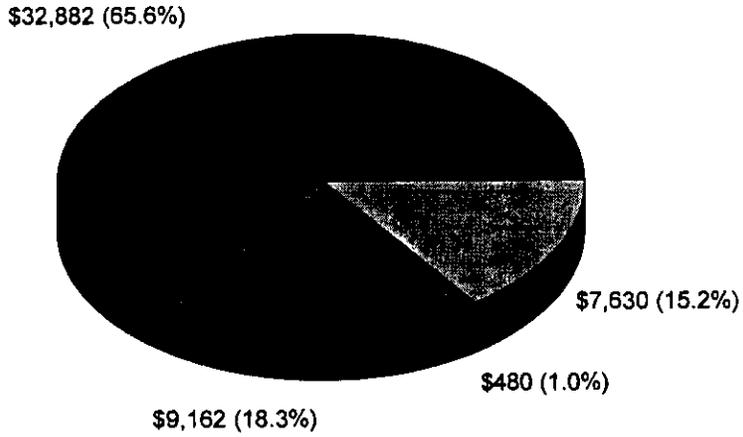
Position included within Department of Administrative Services; transferred from  
Manager's Office for FY 93

**EQUIPMENT**

NONE

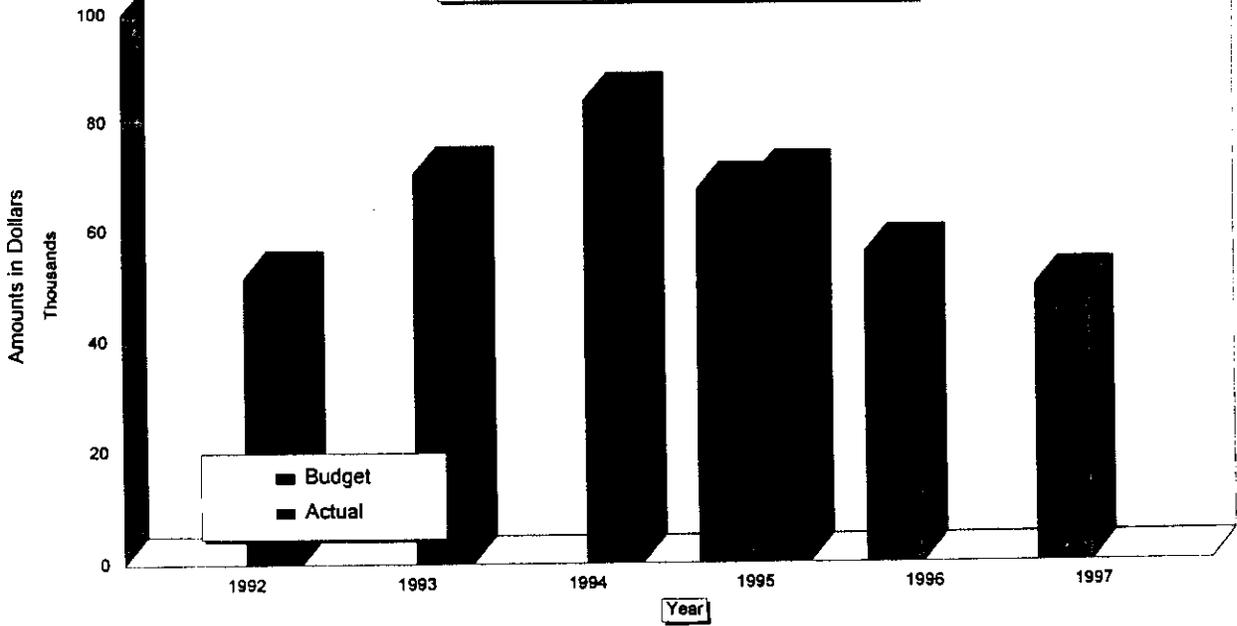
**Ketchikan Gateway Borough**  
Child Care Assistance

- Salaries
- Benefits
- Professional Services
- Support Services



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Child Care Assistance



**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - CHILD CARE ASSISTANCE GRANT PROGRAM - O.E.D.P.**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	41,705	39,827	31,326	31,326	32,408	3.45%	64.62%
5110 OVERTIME PAY	941	671	400	400	474	18.50%	0.95%
5120 TEMPORARY PAY	6,147	371	630	0	0	-100.00%	0.00%
5200 TAXES/BENEFITS	21,612	14,948	8,963	8,963	9,162	2.22%	18.27%
5300 TRAVEL & TRAINING	2,514	1,548	2,222	0	892	-59.86%	1.78%
5500 REIMBURSABLE EXPENSES	0	0	335	60	160	-52.24%	0.32%
6010 SUPPLIES	1,354	934	837	100	842	0.60%	1.68%
6015 COMPUTER SOFTWARE	160	0	0	0	0	0.00%	0.00%
6020 DUES & PUBLICATIONS	0	0	0	0	0	0.00%	0.00%
6030 PUBLISHING	0	488	500	0	100	-80.00%	0.20%
6060 RENTALS	5,716	6,455	6,755	6,755	3,378	-49.99%	6.74%
6070 POSTAGE EXPENSE	418	445	550	400	400	-27.27%	0.80%
6090 CONTRACTUAL SERVICES	160	440	480	480	480	0.00%	0.96%
6105 DISALLOWED COSTS	0	35	0	0	0	0.00%	0.00%
6310 ELECTRICITY	152	0	0	0	0	0.00%	0.00%
6320 WATER	56	0	0	0	0	0.00%	0.00%
6330 TELEPHONE	2,505	1,355	1,308	1,308	1,308	0.00%	2.61%
6331 LONG DISTANCE	278	339	400	300	400	0.00%	0.80%
6340 SEWER	58	0	0	0	0	0.00%	0.00%
6450 EQUIPMENT MTNCE	260	264	1,050	30	150	-85.71%	0.30%
6530 EQUIPMENT PURCHASE	0	1,584	300	0	0	-100.00%	0.00%
<b>Total Expenditures</b>	<b>84,056</b>	<b>69,704</b>	<b>56,056</b>	<b>50,122</b>	<b>50,154</b>	<b>-10.53%</b>	<b>100.00%</b>

**ADMINISTRATIVE COMMENT**

The University of Alaska, Southeast has elected to eliminate two programs that in the past have received funding from the Borough. The Economic Development Center and the Overall Economic Development Plan were discontinued through the University for a net savings of \$82,400.

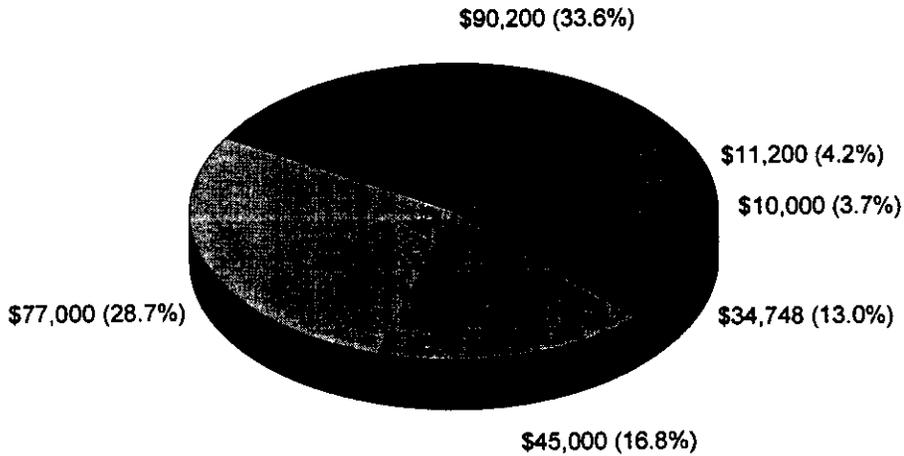
Three new programs were funded for the present fiscal year. The new programs receiving funding are the Alaska Department of Fish and Game, Alaska Legal Services Corporation, and the Ketchikan Indian Corporation Fish Hatchery. The new dollars that have been added to economic development amount to \$121,748.

The Borough has received funding through the federal government for Economic Disaster Funds in the amount of \$13,300,000. A program has been formulated for application, guidelines, and implementation for receiving the funds.

The operation of the Child Care Program is funded by the State Department of Community and Regional Affairs. This year a reduction is anticipated in State funding. The Borough will not be funding the Child Care Program for more than is received from the State for administration.

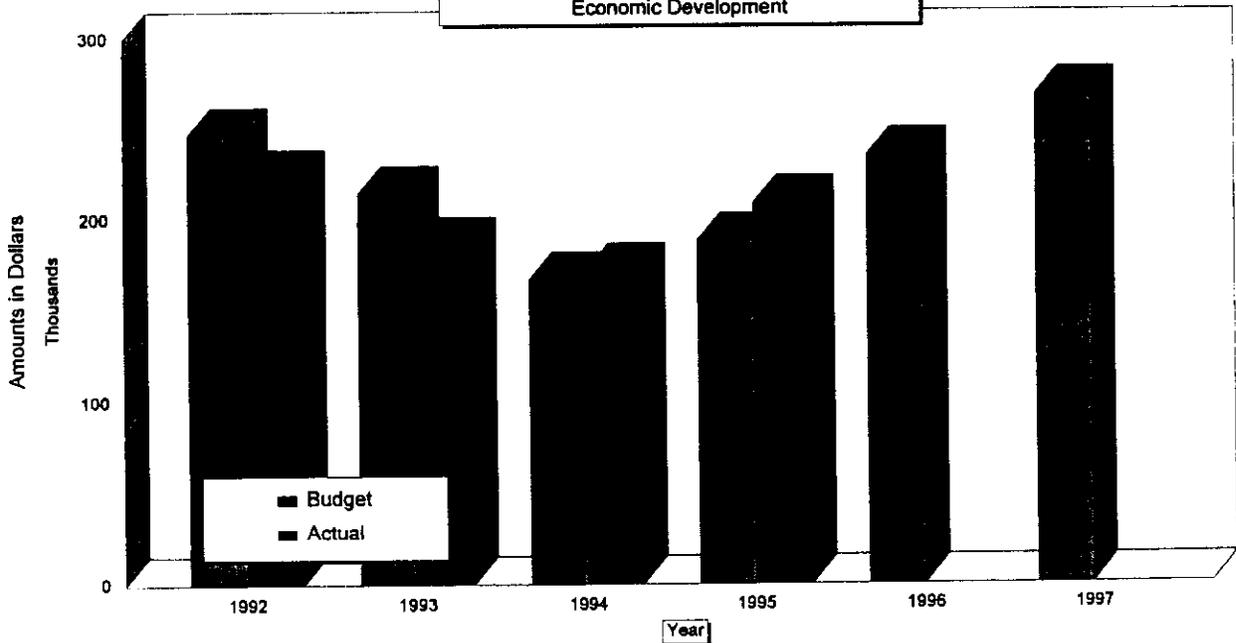
**Ketchikan Gateway Borough**  
Economic Development

- Alaska Legal Services
- Ketchikan Arts & Humanities
- Ketchikan Visitors Bureau
- State of Alaska-Fish & Game
- ▣ Catholic Community Service
- KIC - Fish Hatchery



**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Economic Development



**Ketchikan Gateway Borough**

**FY1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - ECONOMIC DEVELOPMENT**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN</b>							
6090 CONTRACTUAL SERVICES	40,031	41,557	62,400	62,400	0		0.00%
<b>KETCHIKAN AREA ARTS &amp; HUMANITIES</b>							
6090 CONTRACTUAL SERVICES	16,200	16,200	17,100	17,100	11,200		0.00%
<b>KETCHIKAN VISITORS BUREAU</b>							
6090 CONTRACTUAL SERVICES	69,200	85,000	90,200	90,200	90,200		0.00%
<b>OVERALL ECONOMIC DEVELOPMENT PLAN</b>							
6090 CONTRACTUAL SERVICES	45,915	22,865	20,000	20,000	0		0.00%
<b>ALASKA LEGAL SERVICES CORPORATION</b>							
6090 CONTRACTUAL SERVICES	0	0	0	0	10,000		0.00%
<b>ALASKA DEPARTMENT - FISH &amp; WILDLIFE</b>							
6090 CONTRACTUAL SERVICES	0	0	0	0	77,000		0.00%
<b>SSRAA FISHERIES ENHANCEMENT</b>							
6090 CONTRACTUAL SERVICES	0	42,900	0	0	0		0.00%
<b>CATHOLIC COMMUNITY SERVICES</b>							
6090 CONTRACTUAL SERVICES	0	0	45,000	45,000	45,000		0.00%
<b>KIC - FISH HATCHERY</b>							
6090 CONTRACTUAL SERVICES	0	0	0	0	34,748		0.00%
<b>Total Appropriations</b>	<b>171,346</b>	<b>208,522</b>	<b>234,700</b>	<b>234,700</b>	<b>268,148</b>		<b>0.00%</b>

**DEPARTMENT: Non-Departmental**

**DIVISION: General Government**

**ADMINISTRATIVE COMMENT**

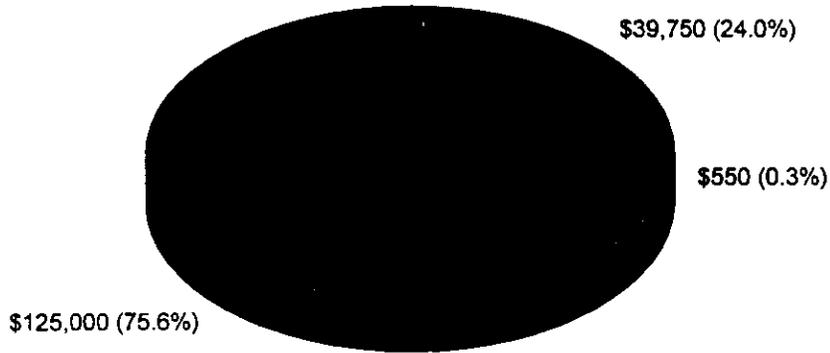
The two primary activities that are funded under this appropriation are for excess liability and maintenance and operation of the Reid Building, headquarters for the Borough general government. Additional budgetary information is presented to indicate the collective costs of certain insurance and benefit expenses which are allocated throughout the budget under personnel costs.

**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - APPROPRIATIONS**  
**GENERAL FUND - NON DEPARTMENTAL**

Description		FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>BENEFITS</b>								
6205	INSURANCE - EXCESS LIABILITY	116,793	101,160	125,000	125,000	125,000	0.00%	100.00%
6210	INSURANCE - HEALTH	401,595	402,652	440,413	440,413	469,165	6.53%	375.33%
6211	INSURANCE - HEALTH ALLOC.	(401,595)	(402,652)	(440,413)	(440,413)	(469,165)	6.53%	-375.33%
6220	INSURANCE - W.C.	92,009	93,149	111,261	111,261	139,736	25.59%	111.79%
6221	INSURANCE - W. C. ALLOC.	(73,616)	(79,497)	(111,261)	(111,261)	(139,736)	25.59%	-111.79%
6230	INSURANCE - ESD	45,687	22,091	31,787	31,787	35,488	11.64%	28.39%
6231	INSURANCE - ESD ALLOC.	(45,687)	(22,091)	(31,787)	(31,787)	(35,488)	11.64%	-28.39%
6240	RETIREMENT	330,899	326,337	350,610	350,610	378,174	7.86%	302.54%
6241	RETIREMENT ALLOCATION	(330,899)	(326,337)	(350,610)	(350,610)	(378,174)	7.86%	-302.54%
6250	SOCIAL SECURITY (FICA)	224,896	236,361	241,197	241,197	269,441	11.71%	215.55%
6251	SOCIAL SECURITY ALLOC.	(224,896)	(236,363)	(241,197)	(241,197)	(269,441)	11.71%	-215.55%
<b>Total Expenditures</b>		<b>135,186</b>	<b>114,810</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>0.00%</b>	<b>100.00%</b>
<b>REID BUILDING</b>								
5300	TRAVEL & TRAINING	0	1,502	4,000	1,812	1,000	-75.00%	2.48%
6010	SUPPLIES	20,322	9,016	9,297	8,000	9,447	1.61%	23.44%
6060	RENTALS	0	0	0	0	915	915.00%	2.27%
6070	POSTAGE EXPENSE	0	1,479	0	0	0	0.00%	0.00%
6090	CONTRACTUAL SERVICES	13,145	13,456	14,060	14,431	14,060	0.00%	34.89%
6310	ELECTRICITY	7,859	7,760	9,000	7,604	8,000	-11.11%	19.85%
6320	WATER	245	192	288	288	288	0.00%	0.71%
6330	TELEPHONE	332	270	276	276	276	0.00%	0.68%
6331	LONG DISTANCE	0	6	0	0	0	0.00%	0.00%
6340	SEWER	801	896	768	768	768	0.00%	1.91%
6350	LANDFILL	1,202	1,008	1,320	2,036	2,196	66.36%	5.45%
6430	BUILDING MAINTENANCE	219	752	0	0	0	0.00%	0.00%
6431	HEATING FUEL	1,856	1,618	2,000	1,200	1,500	-25.00%	3.72%
6450	EQUIPMENT MAINTENANCE	0	0	0	0	1,300	1300.00%	3.23%
6530	EQUIPMENT PURCHASE	3,892	10,080	3,535	2,600	550	-84.44%	1.36%
<b>Total Expenditures</b>		<b>49,873</b>	<b>48,035</b>	<b>44,544</b>	<b>39,015</b>	<b>40,300</b>	<b>-9.53%</b>	<b>100.00%</b>

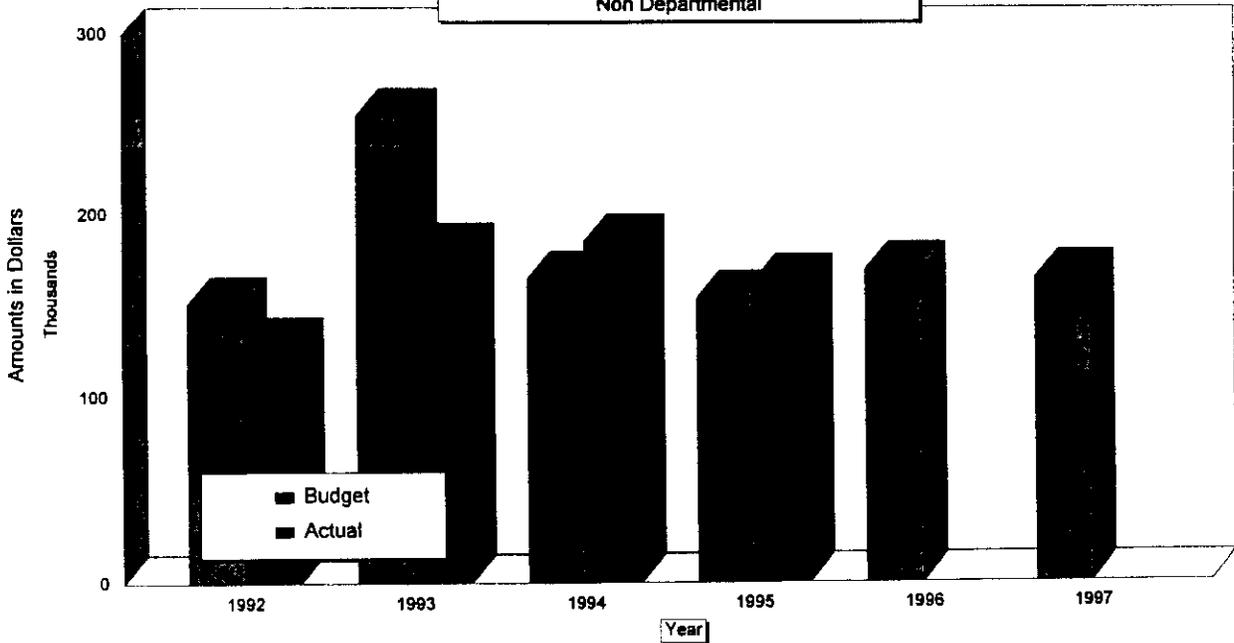
**Ketchikan Gateway Borough**  
Non Departmental

- Support Services
- Insurance
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Non Departmental



**ADMINISTRATIVE COMMENT**

This budget activity includes transfers from the General Fund to specified fund activities. These funds are used to augment or subsidize under-funded activities or for the repayment of debt. This year funds of \$50,000 were used to subsidize the Transit Enterprise Fund.

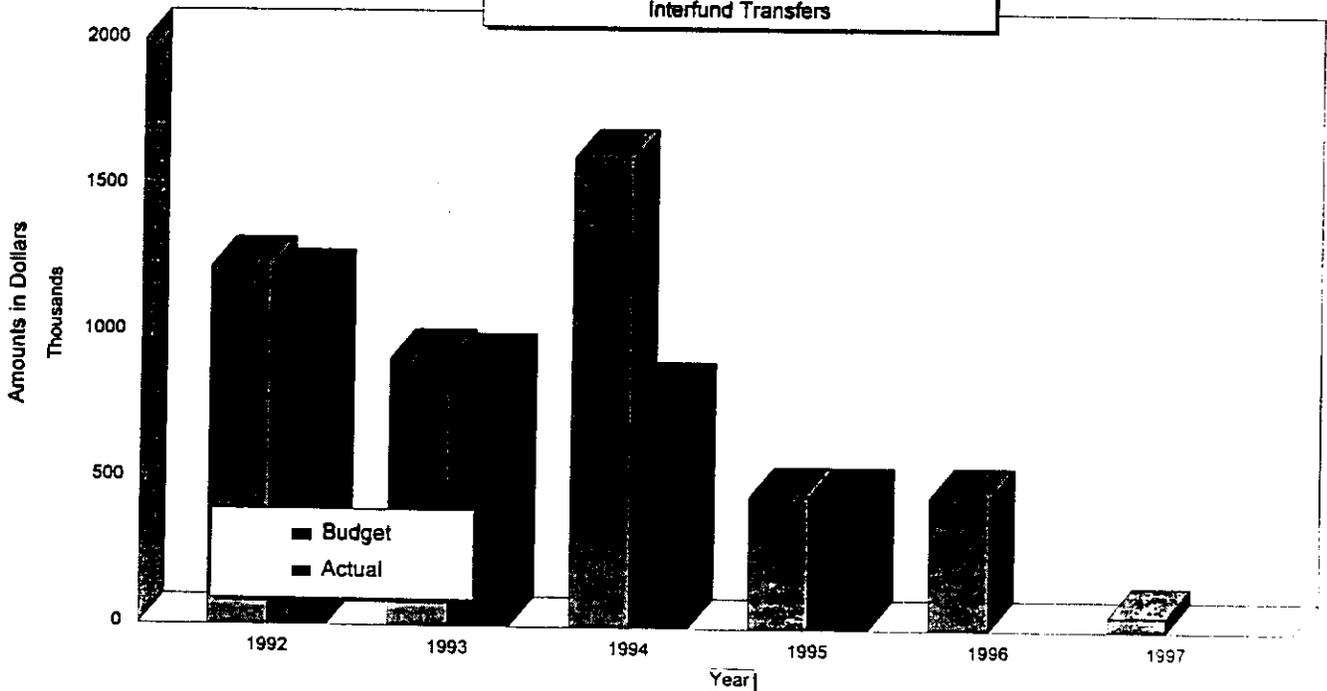
**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**GENERAL FUND - INTERFUND TRANSFERS**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED
6600 INTERFUND TRANSFERS	37,038	0	0	0	0
6601 INTERFUND TRANSFERS-AIRPORT	0	0	0	0	0
6602 INTERFUND TRANSFERS-TRANSIT	150,000	150,000	0	0	50,000
6605 BOND DEBT	617,469	300,000	450,000	450,000	0
<b>Total Appropriations</b>	<b>804,507</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>50,000</b>

**Ketchikan Gateway Borough**  
Interfund Transfers



**ADMINISTRATIVE COMMENT**

Over the past three years the Borough has attempted to upgrade and improve automation. Significant gains have been made and with the active participation of a management appointed Automation Committee, we have been able to reduce this budget item. In particular, our software requirements have been met. We only need to maintain what we have at this time and keep present enhancements on current software.

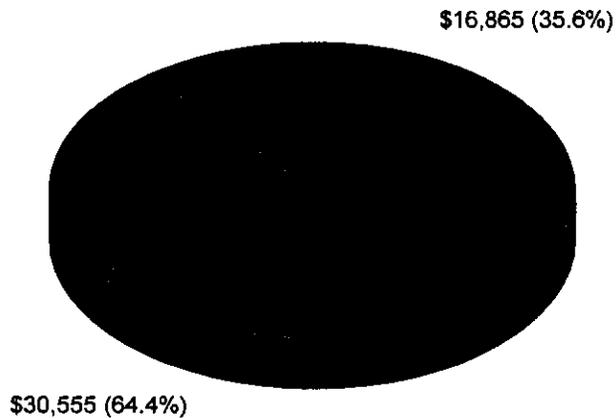
This years emphasis is on replacing computers that meet age and obsolescence requirements and upgrade where necessary. Training our personnel in the operation of our software and hardware is important to the Borough. We solicit and make training available from the local university. With canned programs for most of the Borough's activities, it is extremely essential for our staff to be computer literate.

**Ketchikan Gateway Borough****FY 1996/97 BUDGET - APPROPRIATIONS****GENERAL FUND - AUTOMATION**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5300 TRAVEL & TRAINING	2,000	0	8,800	0	2,500	-71.59%	5.27%
6015 BOOKS & SOFTWARE	32,508	(925)	2,200	100	8,905	304.77%	18.78%
6080 TECHNICAL SERVICES	0	0	0	0	5,460	0.00%	11.51%
6450 EQUIP MTNCE - HARDWARE	11,573	7,059	7,500	4,980	0	-100.00%	0.00%
6451 EQUIP MTNCE - SOFTWARE	0	2,007	3,750	3,200	0	-100.00%	0.00%
6530 EQUIPMENT PURCHASE	28,380	31,381	23,700	23,700	30,555	28.92%	64.43%
<b>Total Appropriations</b>	<b>74,461</b>	<b>39,522</b>	<b>45,950</b>	<b>31,980</b>	<b>47,420</b>	<b>3.20%</b>	<b>100.00%</b>

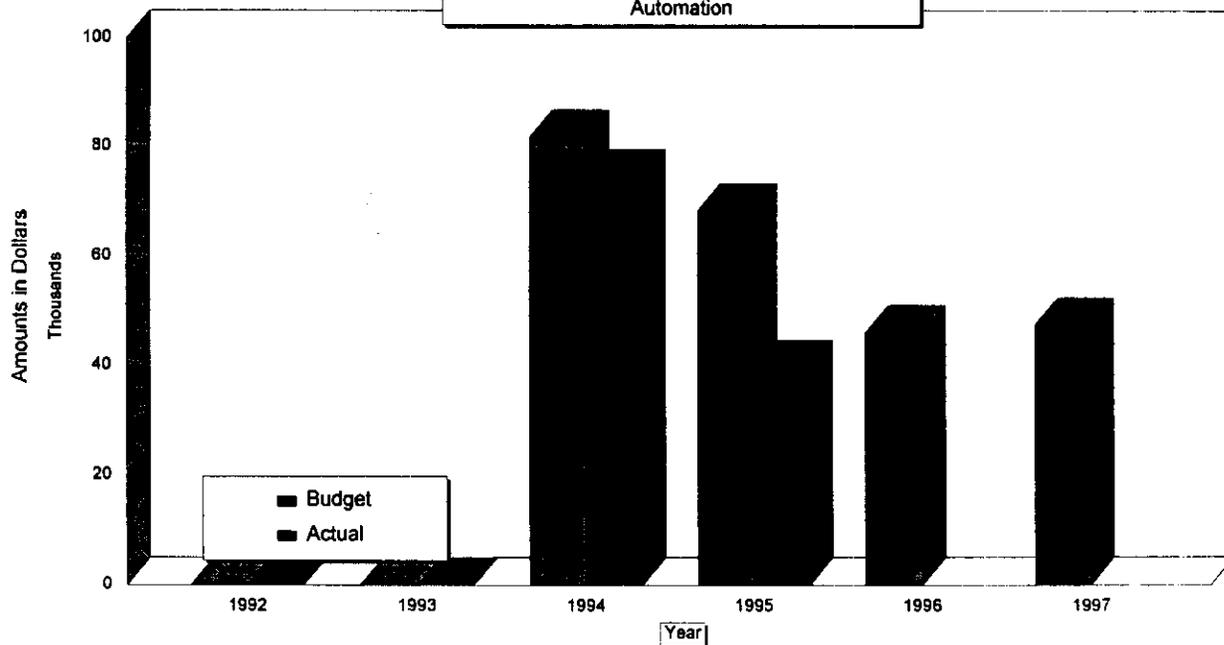
**Ketchikan Gateway Borough**  
Automation

- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Automation



**ADMINISTRATIVE COMMENT**

The educational component of the Borough's budget encompasses two distinct categories. The first is the operational budget of the Ketchikan Gateway Borough School District and the funding of general educational activities.

The School District budget goes through a distinct budget process from that of general government. The budgetary responsibility of the Assembly for the School District differs significantly from that for general government. The Borough's sole control over the School District budget is to set the amount of local contribution for the operation of the School District. The District's primary funding source is the State, and that is established on \$61,000 per foundation unit. A general foundation unit is defined as thirteen to sixteen students depending on several different factors. This year's budget is projected on a basic need of \$13,878,110.

The Borough's local effort is required by law to be at least equal to four mills or \$4,130,931. Additionally, the Borough may provide up to an additional twenty-three percent of basic need or a maximum of \$3,191,965. That is the sole discretion that the Assembly has. It can not veto any items of the budget nor change it in any fashion. The Borough Assembly can only set the local contribution, and that was set at \$6,943,372 plus \$325,000 for liability insurance. This amounts to nine percent in local contribution.

Funding for non school district educational activities was increased by twelve and one-half percent. This was due, in large measure, to an increase in funding for the University of Alaska Southeast, Ketchikan Arts and Humanities, and Alaskans for Drug Free Youth.

**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET – APPROPRIATIONS**  
**GENERAL FUND – EDUCATION**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET
-------------	--------------------	--------------------	--------------------	-----------------------	----------------------	-----------------------

**SCHOOL DISTRICT**

6100 INSURANCE	304,751	323,688	325,000	325,000	325,000	0.00%
6600 SCHOOL DIST TRANSFERS	6,347,993	6,347,993	6,338,311	6,336,311	6,943,372	9.55%
<b>Total School District Appropriation</b>	<b>6,652,744</b>	<b>6,671,681</b>	<b>6,663,311</b>	<b>6,663,311</b>	<b>7,268,372</b>	<b>9.06%</b>

**UNIVERSITY OF ALASKA SOUTHEAST**

6090 CONTRACTUAL SERVICES	84,388	105,495	117,880	117,880	136,431	15.74%
---------------------------	--------	---------	---------	---------	---------	--------

**KETCHIKAN HEAD START**

6090 CONTRACTUAL SERVICES	10,000	10,000	10,000	10,000	10,000	0.00%
---------------------------	--------	--------	--------	--------	--------	-------

**KANAYAMA EXCHANGE**

6090 CONTRACTUAL SERVICES	17,500	18,500	20,500	20,500	20,500	0.00%
---------------------------	--------	--------	--------	--------	--------	-------

**KETCHIKAN YOUTH SERVICES**

6090 CONTRACTUAL SERVICES	95,000	0	0	0	0	0.00%
---------------------------	--------	---	---	---	---	-------

**KETCHIKAN ARTS & HUMANITIES**

6090 CONTRACTUAL SERVICES	16,200	16,200	17,100	17,100	23,000	34.50%
---------------------------	--------	--------	--------	--------	--------	--------

**ALASKANS FOR DRUG FREE YOUTH**

6090 CONTRACTUAL SERVICES	54,400	64,500	69,000	69,000	73,950	7.17%
---------------------------	--------	--------	--------	--------	--------	-------

**LIBRARY SECURITY SYSTEM**

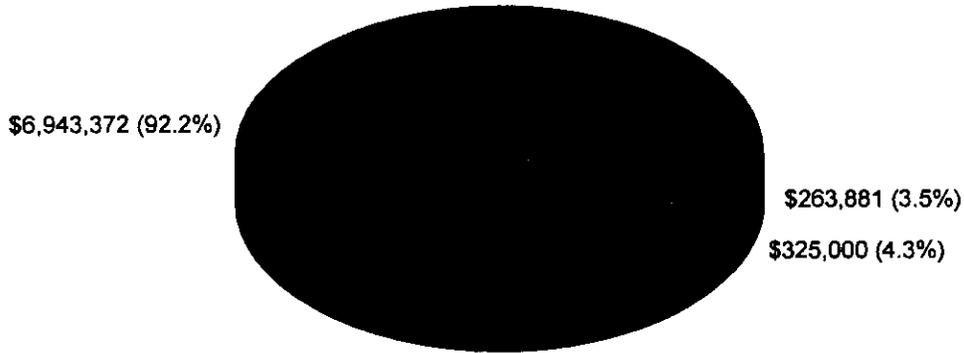
6090 CONTRACTUAL SERVICES	0	3,000	0	0	0	0.00%
---------------------------	---	-------	---	---	---	-------

**Total Appropriations**

	<b>277,488</b>	<b>217,695</b>	<b>234,480</b>	<b>234,480</b>	<b>263,881</b>	<b>12.54%</b>
--	----------------	----------------	----------------	----------------	----------------	---------------

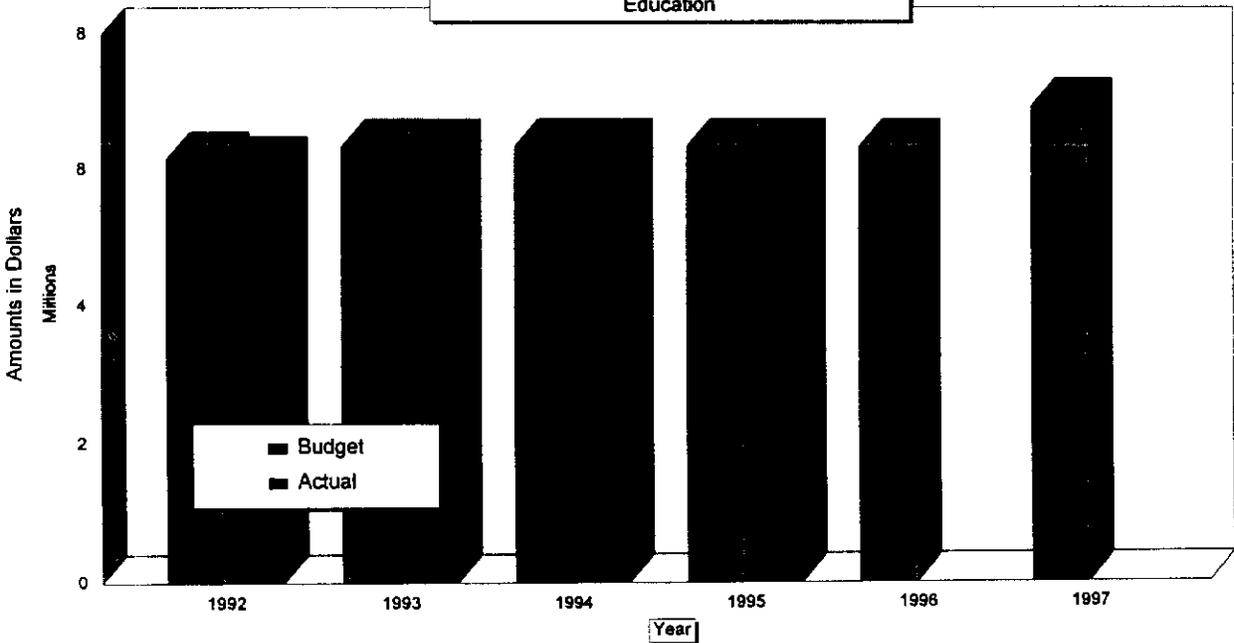
**Ketchikan Gateway Borough**  
Education

- School District
- School District Insurance
- Grants



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Education



THIS PAGE INTENTIONALLY LEFT BLANK

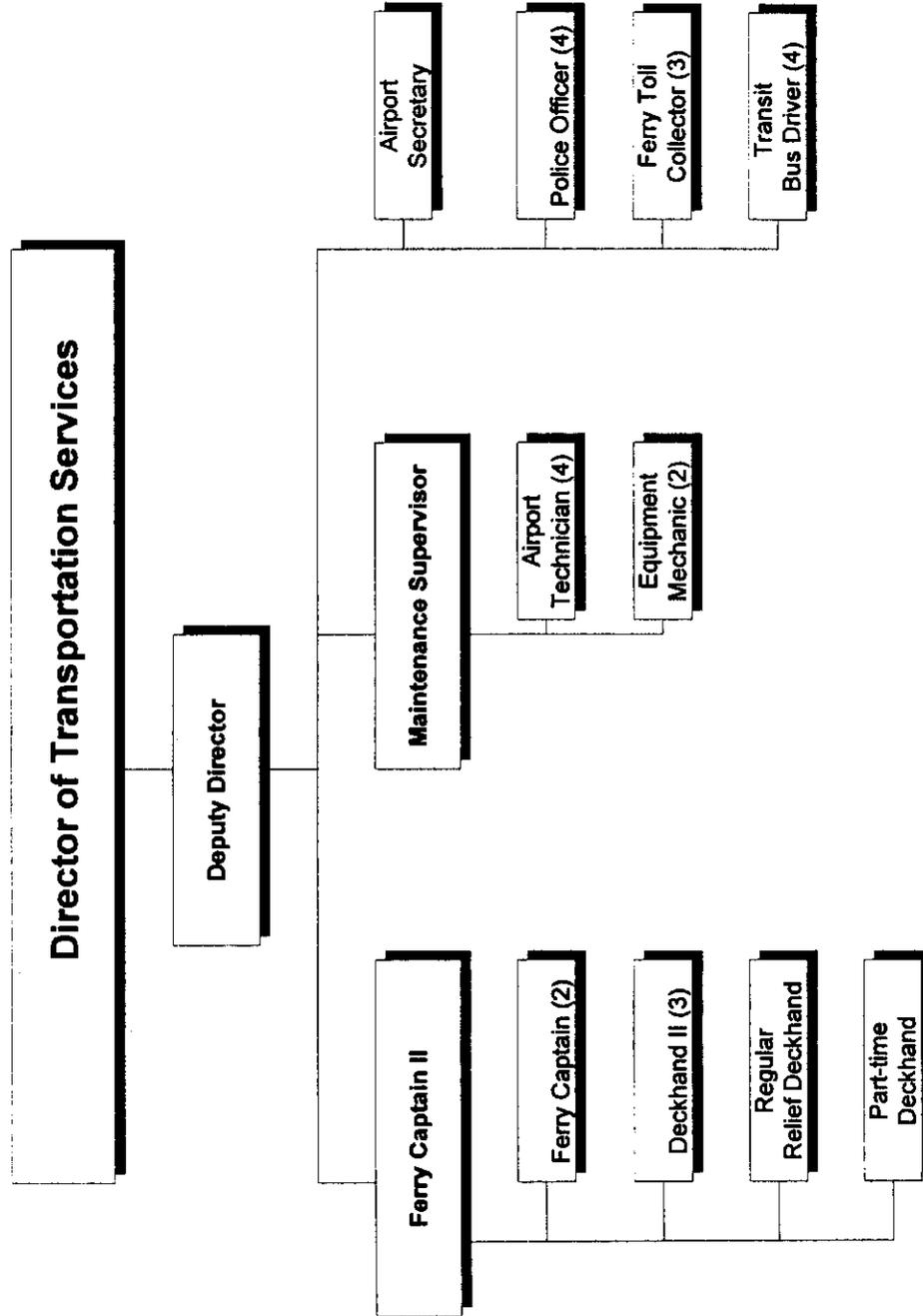


# **ENTERPRISE FUNDS**

# KETCHIKAN GATEWAY BOROUGH

## DEPARTMENT OF TRANSPORTATION SERVICES

Fiscal Year 1996/97



**ADMINISTRATIVE COMMENT**

Transportation Services basically encompasses three distinct transportation activities; airport operation, ferry service, and bus transit service. The budget breaks the airport fund down further into for divisions; field operation, terminal operations, seaplane facilities (Murphy's Pullout), and administration. The three accounts are enterprise funds with the Airport and Ferry accounts being true enterprise funds. The third, Transit, is heavily subsidized by general funds. This subsidy is likely to continue unabated.

**MISSION STATEMENT**

To provide and promote safe, dependable and efficient transportation modes for use by the general public. These modes include the Airport field and terminal buildings, the Airport ferry system, the transit bus system, and Murphy's Seaplane Pullout.

**ADMINISTRATION**

The administrative division of the Transportation Services Department experienced a significant increase in their budget. The increase totals approximately \$26,000 or a growth of thirteen percent. This increase can be attributed to employee pay, benefits and equipment purchases.

**TERMINAL**

The terminal account has been reduced significantly through the elimination of a one-time cost of \$287,000 for capital improvements and \$12,000 for personnel costs resulting from replacing the position of the supervisor for airport security.

**FIELD**

The field operation budget has a minor reduction in expenditures over last year (less than one percent). This is a result of reductions and increases in several line items. Insurance had the largest impact on the budget with a reduction of \$40,000 while equipment, equipment maintenance, contractual services, operating supplies and benefits increased by \$52,615.

Most costs have been contained even with the normal increases in personnel costs. Vehicle maintenance costs are higher by \$15,500, and contractual services increased by \$3,780. Insurance costs were reduced by \$12,000. We have not disposed of the older buses, but rather have used them in emergency situations when the new buses were being serviced.

**MURPHY'S PULLOUT**

Murphy's Pullout has a significant decrease of ninety-six plus percent. The reduction was the result of a one-time capital improvement of \$50,000.

## FERRY

The reduction in airport ferry operation costs is a result of budgeted costs being less in the amount of \$70,645 and employee pay and benefits increasing by \$17,411.

## TRANSIT

The transit activity is the only Enterprise Fund that is heavily subsidized with General Funds. The subsidy has varied between \$50,000 and \$150,000 a year. In addition, with the new buses and route expansions, it is anticipated that income generated may require \$50,000 in fund transfers for the 1996/97 fiscal year. The transit system is never likely to be self-supporting, but we are considering options that may be available to help reduce the general fund subsidy.

## GOALS/OBJECTIVES

**GOAL:** PROVIDE FOR A SAFE AND RELIABLE LOCAL TRANSIT SYSTEM.

Objective: Continue working with the City of Ketchikan in expansion of bus stop sizes.

Objective: Reevaluate paratransit service to determine appropriate operator.

Objective: Continue feasibility study of expanding service within the city limits as well as south and north of the city limits.

**GOAL:** PROVIDE FOR SAFE AIR TRANSPORTATION FACILITIES OPERATED IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS.

Objective: Continue to review and provide the necessary and mandated training.

Objective: Continue with annual updating of the airport's certification manual, security manual and the Airport Emergency Plan.

Objective: Upgrade terminal security lock system with the "smart key system."

Objective: Continue work on and review of operating procedures.

Objective: Initiate the process of airport police becoming a participating agency with the Alaska Police Standards Council.

Objective: Implement aggressive capital improvement schedule.

**GOAL:** PROVIDE FOR IMPROVEMENTS TO THE TRANSPORTATION SYSTEM THAT ENHANCE CONVENIENCE AND BASIC SERVICES FOR THE GENERAL PUBLIC.

Objective: Continue attitude development among Transportation Services employees as we are a service oriented group.

Objective: Continue aggressive marketing of transit system.

## GOALS/OBJECTIVES - Continued

**GOAL:** PROVIDE A SAFE AND RELIABLE FERRY ACCESS SYSTEM TO THE AIRPORT.

Objective: Continue review and update of ongoing ferry maintenance programs.

Objective: Continue working with the State to upgrade ferry ramp and towers on the Gravina Island side.

Objective: Continue search for other funding sources that would assist in maintaining the ferry maintenance program.

Objective: Establish a reserve fund for the acquisition of a new ferry.

Objective: Review and revise the fee structure.

**GOAL:** CONTINUE DEVELOPMENT OF TRANSPORTATION REVENUE ENHANCEMENT ACTIVITIES AND GRANT FUNDS FOR CAPITAL PROJECTS.

Objective: Develop strategy for improvements of ferry parking lot on Ketchikan side to make it a revenue center.

Objective: Continue assessment of revenue centers and how they may be updated.

Objective: Continue assessment for new revenue sources and centers.

Objective: Initiate discussion for expiring leaseholds prior to the expiration date.

**GOAL:** CONTINUE IMPROVEMENT TO FACILITIES FOR THE SAFE OPERATION OF MURPHY'S SEAPLANE FACILITY.

Objective: Determine fiscal feasibility to continue development of Phase II.

Objective: Develop design for Phase II.

Objective: Facilitate State and FAA participation in funding for Phase II.

## DEPARTMENTAL PROGRESS

- The Certification Manual, Security Manual and Emergency Plan have been reviewed and updated as needed.
- The Ferry Toll Booth Procedures Manual has been approved; the Airport Police Procedures Manual is ready for review; OSHA procedures are in review; and others have been started.
- Standard specifications have been developed for dry-docking of the ferries.
- Maintenance programs are continually under review.
- Public service training tapes have been viewed by staff. Complaints from the public have markedly decreased.

## DEPARTMENTAL PROGRESS - Continued

- A survey is being developed and reviewed to study the need for expanding bus service north and south of town.
- Bus service was expanded into the Carianna Lake area.
- All of the paratransit plan goals have been met with the purchase of the new buses.
- Environmental assessment for the Murphy's Pullout Facility is currently being drafted.
- A new covered walkway has been built.
- A new snow blower has been purchased and has arrived.
- New carpeting has been installed on the second floor of the terminal and additional chairs have been purchased.
- All non-carpeted stair treads are being replaced.
- New revenue generating leases have been established; i.e., log raft storage and a barge anchor buoy.

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**  
**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**

	FY 92/93 ACTUAL	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 BUDGET
<b>FUNDS AVAILABLE - July 1</b>	1,993,470	2,138,133	2,189,790	2,323,163	2,323,163	2,613,075
<b>REVENUES:</b>						
Services	1,198,597	1,281,493	1,328,652	1,321,075	1,463,723	1,303,983
Grants / State & Federal	31,860	12,251	16,712	20,000	17,500	17,000
Transfers	143,304	0	0	0	0	0
Other / Expense Recoveries	43,361	38,322	28,705	30,250	36,167	34,650
<b>TOTAL REVENUES</b>	<u>1,417,122</u>	<u>1,332,066</u>	<u>1,374,069</u>	<u>1,371,325</u>	<u>1,517,389</u>	<u>1,355,633</u>
<b>EXPENDITURES:</b>						
Salaries and wages	486,991	518,305	454,360	552,291	560,961	548,889
Employee benefits	167,759	178,589	165,231	208,877	201,280	222,680
Professional/Contractual Services	69,795	63,844	53,020	64,228	56,670	72,163
Support goods and services	388,760	362,053	378,599	408,428	381,163	369,087
Equipment / Capital Improvements	198	0	0	349,251	27,403	30,863
<b>TOTAL EXPENDITURES</b>	<u>1,113,503</u>	<u>1,122,791</u>	<u>1,051,210</u>	<u>1,583,075</u>	<u>1,227,477</u>	<u>1,243,682</u>
<b>OTHER:</b>						
Contributed Capital	99,386	92,514	62,965	0	0	0
Depreciation	(258,342)	(250,132)	(252,451)	0	0	0
<b>FUNDS AVAILABLE - June 30</b>	2,138,133	2,189,790	2,323,163	2,111,413	2,613,075	2,725,026

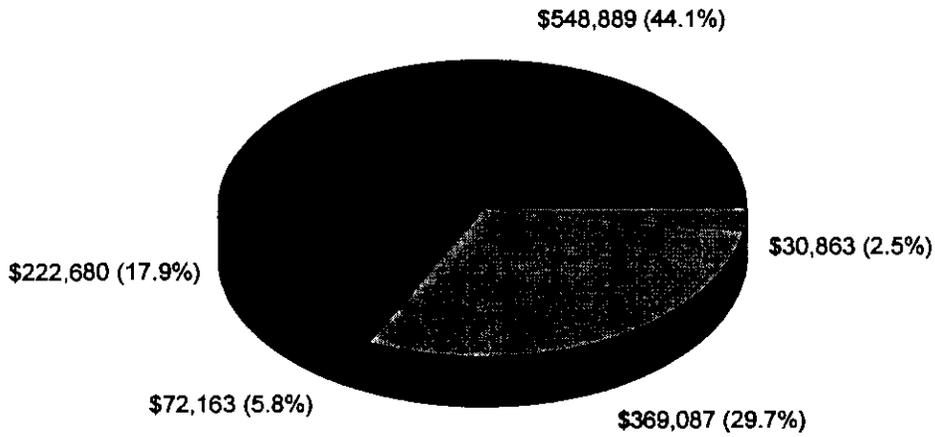
**NOTES**

This page summarizes the Airport Enterprise Fund, which includes the Transportation Services Departments of Field, Terminal, Administration, and Murphy's Pullout.

The Ferry Enterprise Fund was established during FY95.

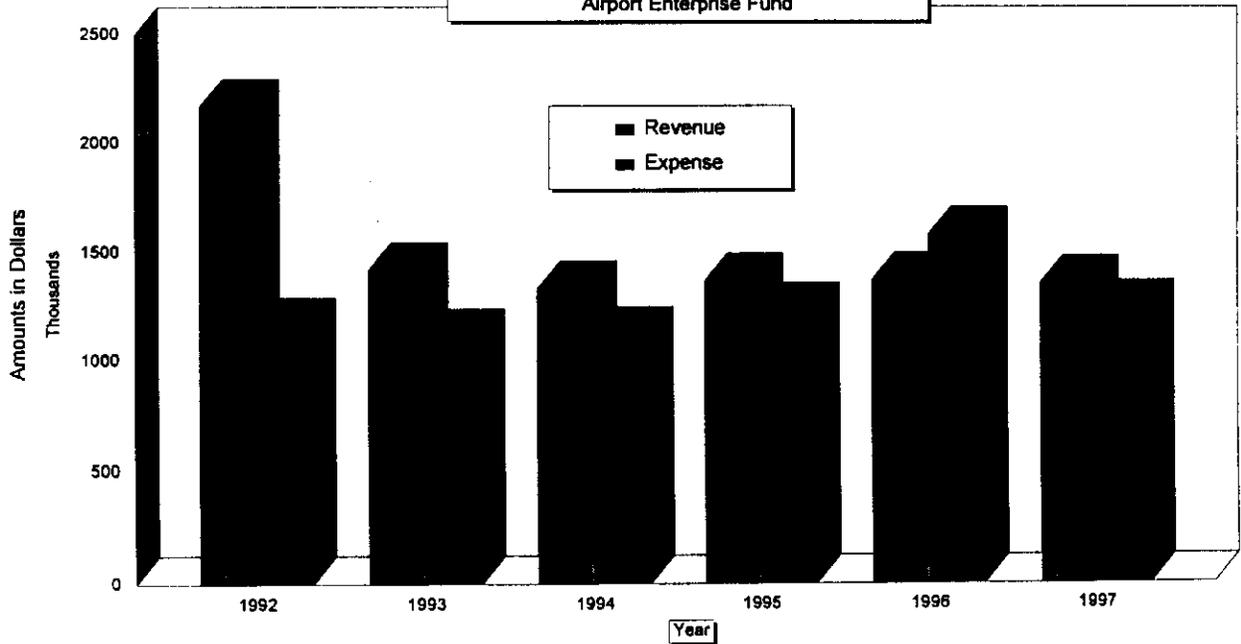
**Ketchikan Gateway Borough**  
Airport Enterprise Fund

- Salaries
- Benefits
- Professional Services
- Support Services
- ▣ Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Airport Enterprise Fund



**KETCHIKAN GATEWAY BOROUGH**  
**FY 1996/97 BUDGET - SUMMARY OF REVENUES**

**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**

DESCRIPTION	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% OF TOTAL DEPT BUDGET
<b>REVENUE FROM OTHER GOVTS:</b>						
4220 State Revenue Sharing	0	0	0	0	0	0.00%
4260 State Fuel Tax Refund	12,251	16,712	20,000	17,500	17,000	100.00%
4450 Interfund Transfers	0	0	0	0	0	0.00%
<b>Total</b>	12,251	16,712	20,000	17,500	17,000	100.00%
<b>NON-OPERATING REVENUE:</b>						
4305 Interest Income	9,785	0	0	0	0	0
<b>Total</b>	9,785	0	0	0	0	0
<b>FIELD REVENUE:</b>						
4510 Fuel Flowage	43,870	36,575	30,000	71,169	30,000	4.02%
4520 Rental Income	28,119	24,915	30,000	32,723	34,400	4.61%
4530 Landing Fees	633,657	656,789	650,000	636,983	650,000	87.16%
4540 Tie Down Charges	3,846	3,074	3,400	4,200	3,400	0.46%
4550 Dock Fees	730	901	500	248	300	0.04%
4555 Seaplane Dock Fees	18,602	21,899	22,500	22,701	22,500	3.02%
4570 Permit Fees	250	50	175	3,123	175	0.02%
4580 Aircraft Parking Fees	4,135	3,484	5,000	5,042	5,000	0.67%
4590 Misc. Field Revenue	120	135	0	0	0	0.00%
<b>Total</b>	733,329	747,822	741,575	776,187	745,775	100.00%
<b>TERMINAL REVENUE:</b>						
4610 Vehicle Parking	20,990	30,874	20,000	27,620	27,000	4.61%
4620 Building Rentals	420,909	432,479	445,500	446,018	445,500	76.07%
4630 Security Service Charges	82,844	86,689	82,500	187,826	82,500	14.09%
4640 Courtesy Phone Ads	0	0	2,000	333	2,808	0.48%
4650 Pay Phone Commission	0	10	6,000	567	800	0.14%
4660 Building Permits	25	25	0	0	0	0.00%
4670 Facility Use Fees	21,928	28,256	24,000	28,034	27,000	4.61%
4680 Jetway Use Fees	22,212	23,856	22,500	26,010	0	0.00%
4690 Miscellaneous Terminal Revenue	143	146	75	321	75	0.01%
<b>Total</b>	569,051	602,335	602,575	716,727	585,683	100.00%
<b>SEAPLANE REVENUE:</b>						
4810 Fees-Murphy's	7,650	7,200	7,175	6,975	7,175	100.00%
<b>Total</b>	7,650	7,200	7,175	6,975	7,175	100.00%
<b>TOTAL REVENUE</b>	1,332,066	1,374,069	1,371,325	1,517,389	1,355,633	

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**  
**TRANSPORTATION SERVICES – AIRPORT ENTERPRISE FUND**  
**ADMINISTRATION**

<b>EXPENDITURES</b>	<u>FY 92/93</u> <u>ACTUAL</u>	<u>FY 93/94</u> <u>ACTUAL</u>	<u>FY 94/95</u> <u>ACTUAL</u>	<u>FY 95/96</u> <u>BUDGET</u>	<u>FY 95/96</u> <u>ESTIMATE</u>	<u>FY 96/97</u> <u>BUDGET</u>
Salaries and wages	86,939	131,095	100,545	115,673	122,475	134,550
Employee benefits	71,586	8,361	38,276	39,381	40,272	44,004
Professional/Contractual Services	0	2,903	1,334	0	0	0
Support goods and services	(15,791)	12,558	10,040	40,577	13,133	41,468
Equipment	0	0	0	201	254	1,503
<b>TOTAL EXPENDITURES</b>	<u>142,734</u>	<u>154,917</u>	<u>150,195</u>	<u>195,832</u>	<u>176,133</u>	<u>221,525</u>

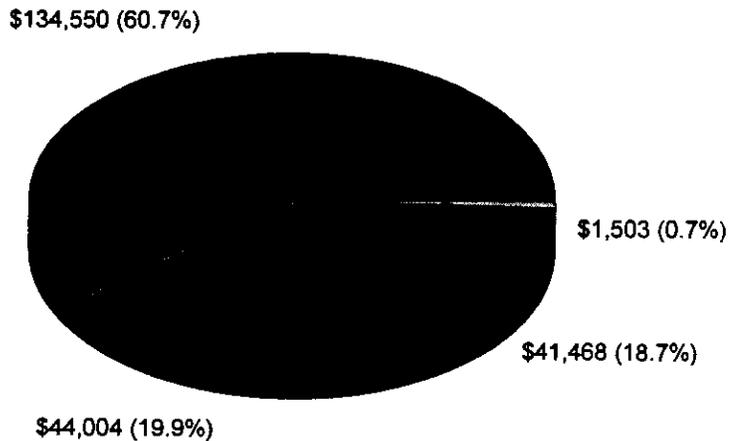
<b>AUTHORIZED PERSONNEL</b>	<u>FY 92/93</u>	<u>FY 93/94</u>	<u>FY 94/95</u>	<u>FY 95/96</u>	<u>FY 95/96</u>	<u>FY 96/97</u>
Director of Transportation Services	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Airport Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>FULL TIME EMPLOYEES</b>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**EQUIPMENT**

Calculator; Locking file cabinet; New phone (Secretary's desk); Fax Machine; Shredder

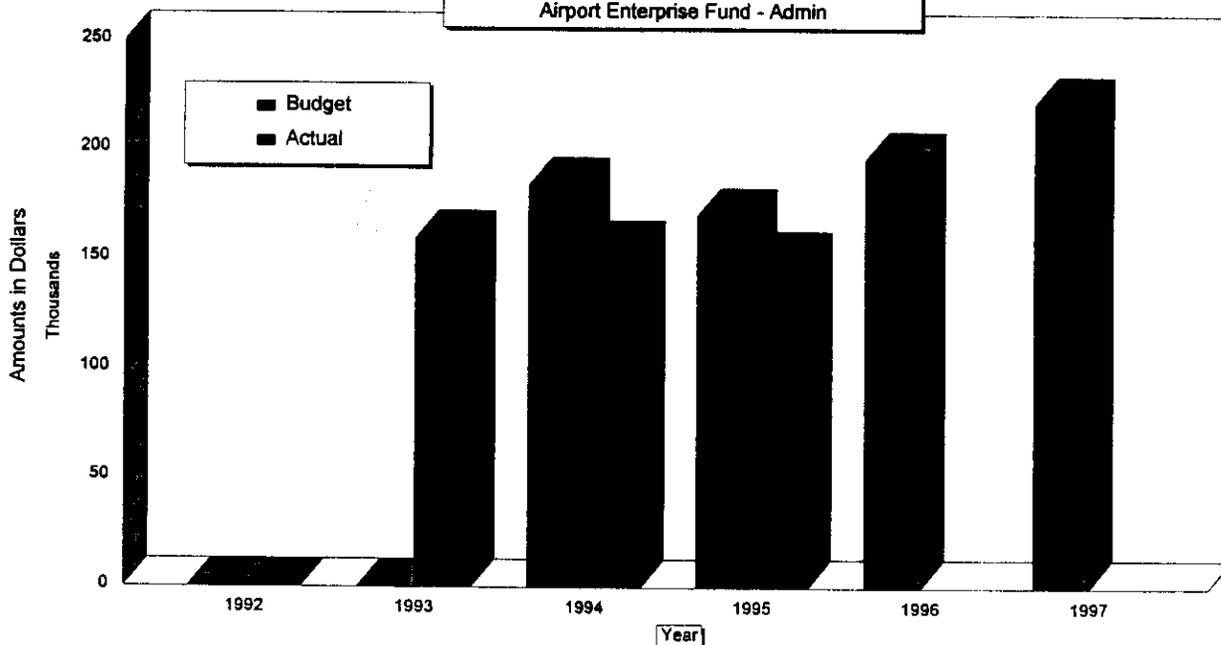
**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Admin

- Salaries
- Benefits
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Admin



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**

**ADMINISTRATION**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	128,965	94,337	108,123	116,211	128,490	18.84%	58.00%
5110 OVERTIME PAY	2,130	2,929	3,500	3,203	3,000	-14.29%	1.35%
5120 TEMPORARY PAY	0	3279	4,050	3,061	3,060	-24.44%	1.38%
5200 TAXES/BENEFITS	8,361	38,276	39,381	40,272	44,004	11.74%	19.86%
5300 TRAVEL & TRAINING	2,211	551	1,432	288	1,159	-19.06%	0.52%
5500 REIMBURSABLE EXPENSES	1,257	670	0	0	0	0.00%	0.00%
6010 SUPPLIES	1,149	2,190	2,029	2,936	2,416	19.07%	1.09%
6015 BOOKS AND SOFTWARE	0	0	100	141	300	200.00%	0.14%
6020 DUES AND PUBLICATIONS	500	0	575	630	575	0.00%	0.26%
6040 COMMUNITY PROMOTION	0	0	250	0	0	-100.00%	0.00%
6070 POSTAGE	443	520	800	624	800	-25.00%	0.27%
6090 CONTRACTUAL SERVICES	2,903	1,334	0	0	0	0.00%	0.00%
6100 INSURANCE	1,762	0	0	0	0	0.00%	0.00%
6130 ADMINISTRATIVE SERVICE	0	0	29,150	0	29,150	0.00%	13.16%
6310 ELECTRICITY	602	600	600	525	600	0.00%	0.27%
6330 TELEPHONE	3,235	3,697	3,526	5,289	4,380	24.23%	1.98%
6331 LONG DISTANCE	943	713	500	741	615	23.00%	0.28%
6430 BUILDING MAINTENANCE	72	179	0	0	0	0.00%	0.00%
6431 HEATING OIL	0	720	0	0	0	0.00%	0.00%
6450 EQUIPMENT MAINTENANCE	384	200	1,615	1,959	1,673	3.59%	0.76%
6530 EQUIPMENT PURCHASE	0	0	201	254	1,503	647.76%	0.68%
<b>Total Expenses - Administration</b>	<b>154,917</b>	<b>150,195</b>	<b>195,832</b>	<b>176,133</b>	<b>221,525</b>	<b>13.12%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**  
**TRANSPORTATION SERVICES – AIRPORT ENTERPRISE FUND**  
**FIELD**

<b>EXPENDITURES</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
Salaries and wages	228,820	227,370	200,417	273,897	254,694	262,669
Employee benefits	51,733	95,653	72,488	104,458	94,206	113,053
Professional/Contractual Services	636	9,174	344	1,360	258	9,920
Support goods and services	230,911	211,519	224,519	229,733	255,365	208,479
Equipment	0	0	0	12,050	12,960	24,900
<b>TOTAL EXPENDITURES</b>	<b>512,100</b>	<b>543,716</b>	<b>497,768</b>	<b>621,498</b>	<b>617,483</b>	<b>617,021</b>

<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
Director of Transportation Services *	0.25	0.00	0.00	0.00	0.00	0.00
Maintenance Supervisor **	0.50	1.00	1.00	1.00	1.00	1.00
Administrative Assistant *	0.25	0.00	0.00	0.00	0.00	0.00
Airport Secretary *	0.25	0.00	0.00	0.00	0.00	0.00
Airport Police Officer	1.00	0.00	0.00	0.00	0.00	0.00
Equipment Mechanic	1.00	2.00	2.00	2.00	2.00	2.00
Airport Technician	<u>3.40</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>FULL TIME EMPLOYEES</b>	<b><u>6.65</u></b>	<b><u>7.00</u></b>	<b><u>7.00</u></b>	<b><u>7.00</u></b>	<b><u>7.00</u></b>	<b><u>7.00</u></b>

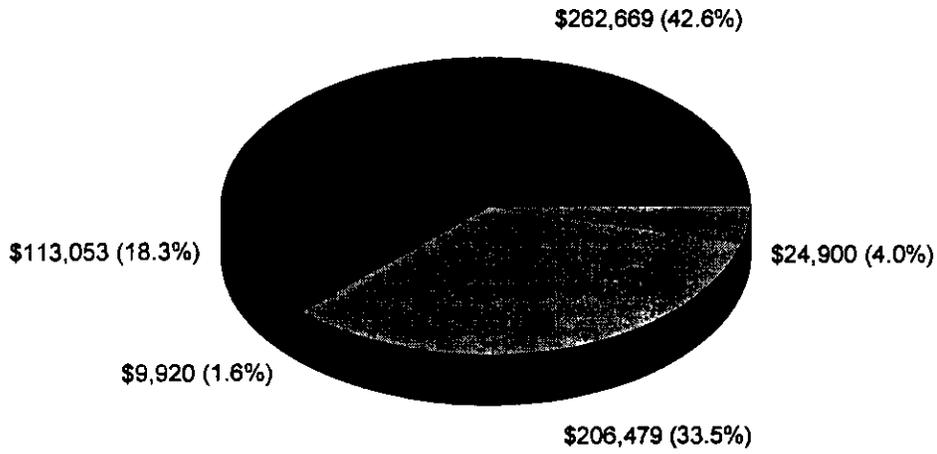
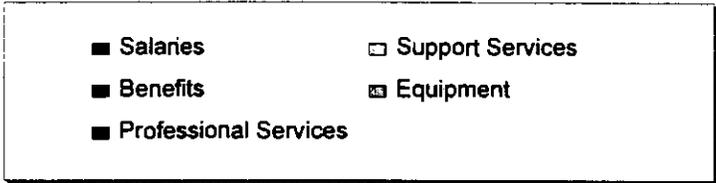
\* These positions are currently funded in the Airport Administration budget.

\*\* This position was previously named Director of Operations.

**EQUIPMENT**

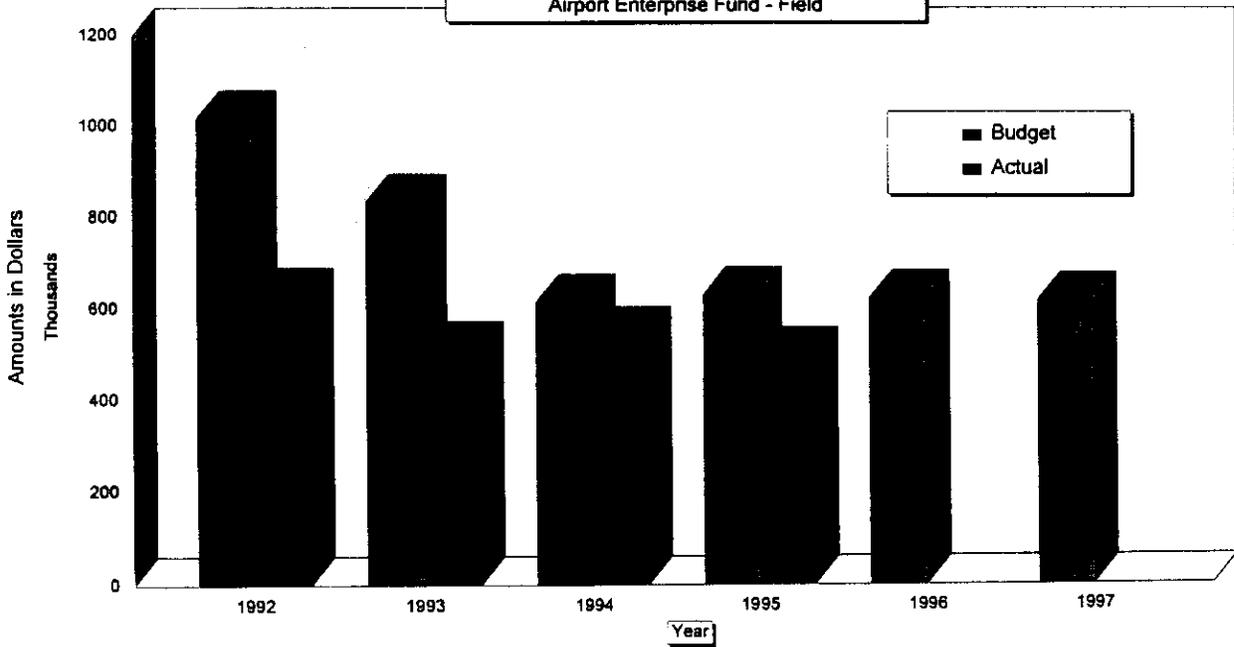
Electric gate and rail, folding tables, "bone mike" for ARFF radios, PASS alarms, ring bouys, digital vibration meter, wind direction indicator, steel spill containment pallets, 4" Storz blind caps for hydrants, hose clamp for fire hose, bag lift extrication & rescue support system, alternate air source, traction splints, photo tachometer, 30 ton hydraulic press, multipurpose drum truck, computers, laser printer, uninterruptable power supply, software update for Invoice Manager/SAM, keyboards, Windows, 4X CD ROM drive, tape drive backup.

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Field



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Field



**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - APPROPRIATIONS**  
**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**  
**FIELD**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	201,254	180,532	238,577	222,398	235,669	-1.22%	38.19%
5110 OVERTIME PAY	26,116	19,775	27,000	25,003	27,000	0.00%	4.38%
5120 TEMPORARY PAY	0	0	8,320	7,293	0	-100.00%	0.00%
5160 CALL OUT	0	110	0	0	0	0.00%	0.00%
5200 TAXES/BENEFITS	95,653	72,488	104,458	94,206	113,053	8.23%	18.32%
5300 TRAVEL & TRAINING	5,405	4,429	3,498	4,473	3,220	-7.95%	0.52%
6010 SUPPLIES	1,137	218	250	255	250	0.00%	0.04%
6011 OPERATING SUPPLIES	8,504	30,379	41,360	59,085	45,320	9.57%	7.34%
6020 DUES AND PUBLICATIONS	2,297	1,889	978	1,184	978	0.00%	0.16%
6030 PUBLISHING	0	0	150	360	185	23.33%	0.03%
6070 POSTAGE	56	2	0	0	0	0.00%	0.00%
6090 CONTRACTUAL SERVICES	9,174	344	1,360	258	9,920	629.41%	1.61%
6100 INSURANCE	99,032	88,533	85,000	60,638	45,000	-47.06%	7.29%
6140 DEBT EXPENSE	17,906	14,551	10,800	7,992	7,216	-33.19%	1.17%
6310 ELECTRICITY	14,759	16,374	16,944	14,408	16,944	0.00%	2.75%
6320 WATER	3,737	5,300	5,348	4,638	5,304	-0.82%	0.86%
6330 TELEPHONE	384	288	360	252	360	0.00%	0.06%
6331 LONG DISTANCE TELEPHONE	365	461	300	446	360	20.00%	0.06%
6410 DOCK MAINTENANCE	1,860	2,163	4,719	8,622	3,500	-25.83%	0.57%
6420 FIELD MAINTENANCE	17,925	7,019	13,020	38,754	10,310	-20.81%	1.67%
6430 BUILDING MAINTENANCE	750	10,509	2,650	617	4,500	69.81%	0.73%
6450 EQUIPMENT MAINTENANCE	21,723	20,436	20,900	30,647	39,550	89.23%	6.41%
6461 MOTOR FUEL & OIL	15,679	21,968	23,456	22,997	23,482	0.11%	3.81%
6530 EQUIPMENT PURCHASE	0	0	12,050	12,960	24,900	106.64%	4.04%
6540 CAPITAL IMPROVEMENTS	0	0	0	0	0	100.00%	0.00%
<b>Total Expenses - Field</b>	<b>543,716</b>	<b>497,768</b>	<b>621,498</b>	<b>617,483</b>	<b>617,021</b>	<b>-0.72%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET – APPROPRIATIONS SUMMARY**  
**TRANSPORTATION SERVICES – AIRPORT ENTERPRISE FUND**  
**TERMINAL**

<b>EXPENDITURES</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>ESTIMATE</u></b>	<b><u>BUDGET</u></b>
Salaries and wages	165,793	159,741	153,398	162,721	183,792	151,670
Employee benefits	45,007	74,526	54,467	65,038	66,602	65,623
Professional/Contractual Services	69,159	51,767	51,342	62,868	56,412	56,743
Support goods and services	170,983	136,956	142,194	134,198	110,777	119,275
Equipment / Capital Improvements	0	0	0	287,000	14,769	4,460
<b>TOTAL EXPENDITURES</b>	<b><u>450,942</u></b>	<b><u>422,992</u></b>	<b><u>401,401</u></b>	<b><u>711,825</u></b>	<b><u>432,551</u></b>	<b><u>397,771</u></b>

<b>AUTHORIZED PERSONNEL</b>	<b><u>FY 92/93</u></b>	<b><u>FY 93/94</u></b>	<b><u>FY 94/95</u></b>	<b><u>FY 95/96</u></b>	<b><u>FY 95/96</u></b>	<b><u>FY 96/97</u></b>
Director of Transportation Services *	0.50	0.00	0.00	0.00	0.00	0.00
Director of Operations **	0.10	0.00	0.00	0.00	0.00	0.00
Administrative Assistant *	0.40	0.00	0.00	0.00	0.00	0.00
Airport Secretary *	0.40	0.00	0.00	0.00	0.00	0.00
Airport Police Officer	3.00	4.00	4.00	3.00	3.00	4.00
Maintenance Technician	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FULL TIME EMPLOYEES</b>	<b><u>5.40</u></b>	<b><u>4.00</u></b>	<b><u>4.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>4.00</u></b>

\* These positions are currently funded in the Airport Administration budget.

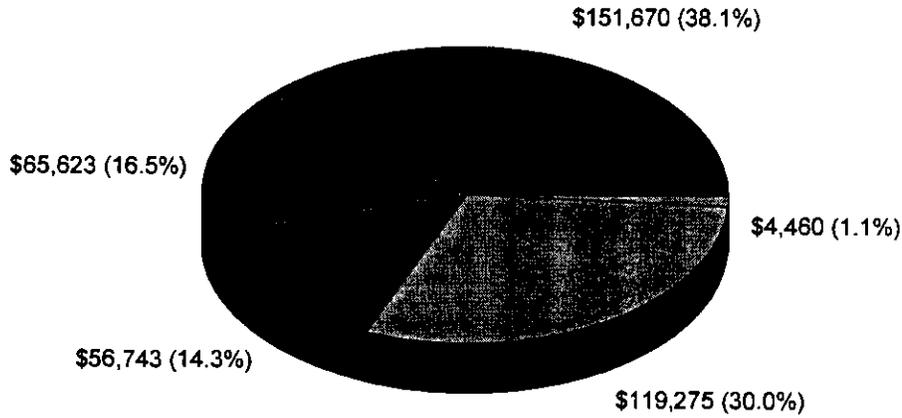
\*\* This position was renamed Maintenance Supervisor and is funded within the Field budget.

**EQUIPMENT**

Fire tube boiler cleaner; Drain cleaning machine

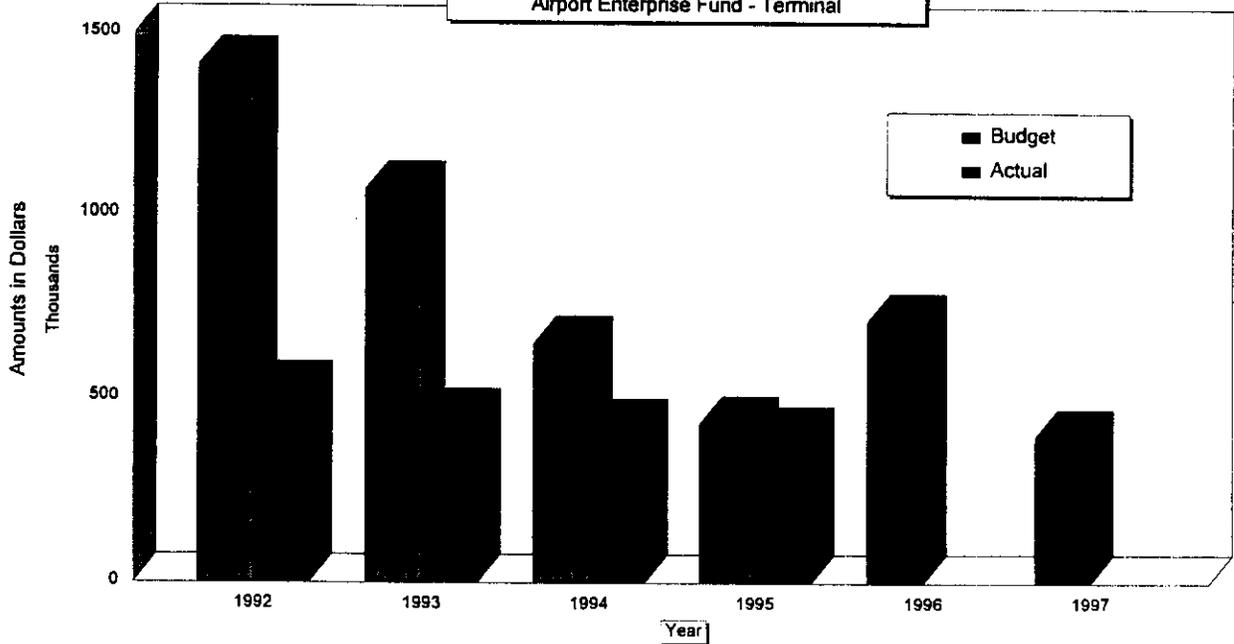
**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Terminal

- Salaries
- Benefits
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Terminal



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**

**TERMINAL**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATED</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
5100 EMPLOYEE PAY	146,342	145,092	152,721	168,346	140,670	-7.89%	35.36%
5110 OVERTIME PAY	13,399	8,306	10,000	15,446	11,000	10.00%	2.77%
5120 TEMPORARY PAY	0	0	0	0	0	0.00%	0.00%
5200 TAXES/BENEFITS	74,528	54,467	65,038	66,802	65,623	0.90%	16.50%
5300 TRAVEL & TRAINING	2,308	3,068	2,814	1,338	3,728	32.48%	0.94%
5500 REIMBURSABLE EXPENSES	0	0	0	0	0	0.00%	0.00%
6010 OFFICE SUPPLIES	1,873	172	217	290	362	66.82%	0.09%
6011 OPERATING SUPPLIES	0	3,791	5,485	5,696	6,307	14.99%	1.59%
6020 DUES & PUBLICATIONS	288	477	50	147	212	324.00%	0.05%
6090 CONTRACTUAL SERVICES	51,767	51,342	62,868	56,412	56,743	-9.74%	14.27%
6100 INSURANCE	5,000	5,497	5,500	7,712	5,500	0.00%	1.38%
6140 DEBT EXPENSE	35,812	28,998	21,600	15,983	14,432	-33.19%	3.63%
6310 ELECTRICITY	55,485	58,298	53,000	51,887	53,000	0.00%	13.32%
6320 WATER	11,212	10,600	10,600	9,275	10,600	0.00%	2.66%
6330 TELEPHONE	73	0	756	0	756	0.00%	0.19%
6331 LONG DISTANCE	129	86	120	65	120	0.00%	0.03%
6430 BUILDING MAINTENANCE	6,546	3,819	7,206	4,896	3,583	-50.28%	0.90%
6431 HEATING FUEL	15,710	23,240	19,000	8,526	16,000	-15.79%	4.02%
6450 EQUIPMENT MAINTENANCE	2,520	4,148	4,150	4,965	4,675	12.65%	1.18%
6530 EQUIPMENT PURCHASE	0	0	3,700	581	4,460	20.54%	1.12%
6540 CAPITAL IMPROVEMENTS	0	0	287,000	14,189	0	-100.00%	0.00%
<b>Total Expenses - Terminal</b>	<b>422,992</b>	<b>401,401</b>	<b>711,825</b>	<b>432,551</b>	<b>397,771</b>	<b>-44.12%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET - APPROPRIATIONS SUMMARY**  
**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**  
**MURPHY'S PULLOUT**

<b>EXPENDITURES</b>	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 BUDGET</b>
Salaries and wages	5,439	99	0	0	0	0
Employee benefits	(567)	47	0	0	0	0
Professional/Contractual Services	0	0	0	0	0	0
Support goods and services	2,657	1,020	1,846	3,920	1,310	1,865
Equipment	198	0	0	50,000	0	0
<b>TOTAL EXPENDITURES</b>	<u>7,727</u>	<u>1,166</u>	<u>1,846</u>	<u>53,920</u>	<u>1,310</u>	<u>1,865</u>

<b>AUTHORIZED PERSONNEL</b>	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
	0.00	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FULL TIME EMPLOYEES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

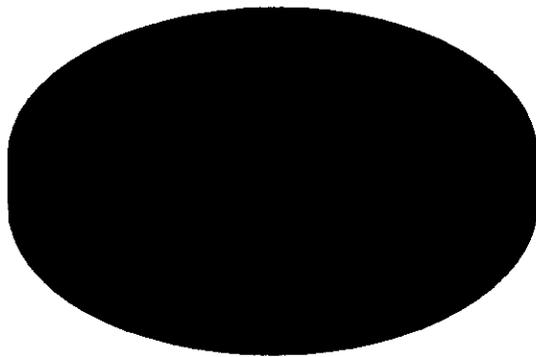
**EQUIPMENT**

None

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Murphy's

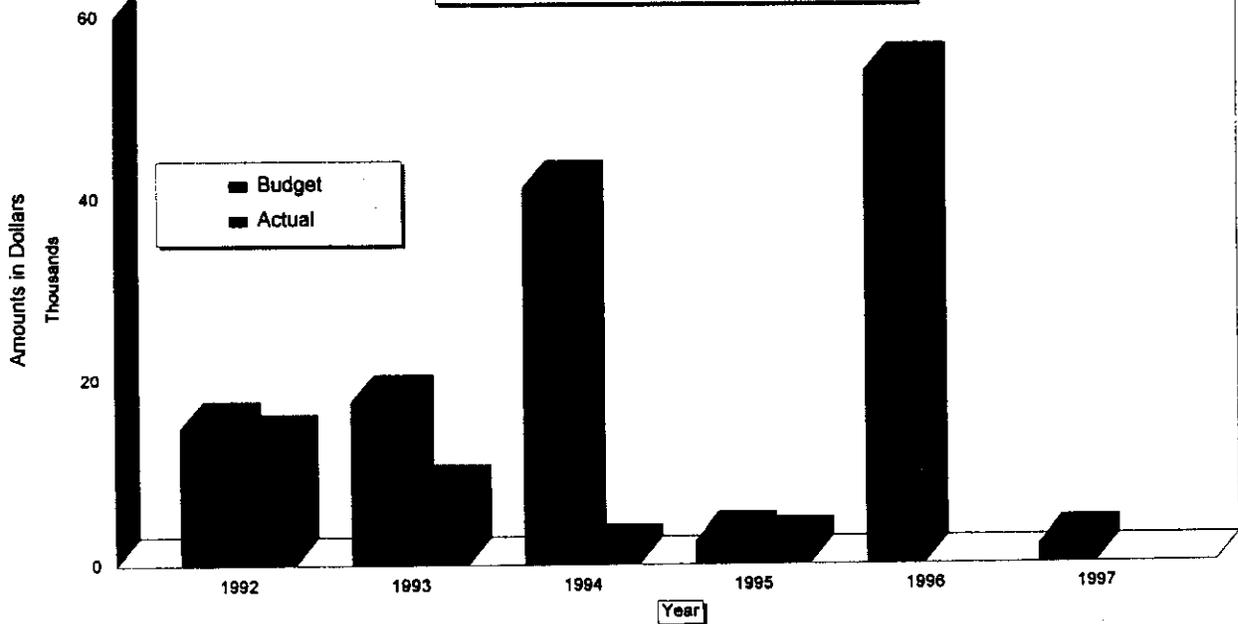
■ Support Services

\$1,865 (100.0%)



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
 Airport Enterprise Fund - Murphys



**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - APPROPRIATIONS**  
**TRANSPORTATION SERVICES - AIRPORT ENTERPRISE FUND**

**MURPHY'S PULLOUT**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	93	0	0		0	0.00%	0.00%
5110 OVERTIME PAY	6	0	0		0	0.00%	0.00%
5200 TAXES/BENEFITS	47	0	0		0	0.00%	0.00%
6010 SUPPLIES	16	101	400	0	165	-58.75%	8.85%
6100 INSURANCE	690	0	0		0	0.00%	0.00%
6310 ELECTRICITY	314	840	700	474	780	11.43%	41.82%
6330 TELEPHONE	0	342	420	300	300	-28.57%	16.09%
6410 DOCK MAINTENANCE	0	0	0		0	0.00%	0.00%
6450 EQUIPMENT MAINTENANCE	0	563	2,400	536	620	-74.17%	33.24%
6530 EQUIPMENT PURCHASE	0	0	0		0	0.00%	0.00%
6540 CAPITAL IMPROVEMENTS	0	0	50,000		0	-100.00%	0.00%
<b>Total Expenses - Murphy's</b>	<b>1,166</b>	<b>1,846</b>	<b>53,920</b>	<b>1,310</b>	<b>1,865</b>	<b>-96.54%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET – REVENUE AND APPROPRIATIONS SUMMARY**

**TRANSPORTATION SERVICES – FERRY ENTERPRISE FUND**

	<u>FY 92/93</u>	<u>FY 93/94</u>	<u>FY 94/95</u>	<u>FY 95/96</u>	<u>FY 95/96</u>	<u>FY 96/97</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
<b>FUNDS AVAILABLE – July 1</b>	86,044	202,531	218,543	309,419	309,419	290,369
<b>REVENUES:</b>						
Services	840,005	866,790	913,194	850,000	942,686	900,000
Grants / State & Federal	125,000	125,000	75,000	100,000	27,846	17,000
Transfers	0	0	0	0	0	0
Other / Expense Recoveries	5,025	0	50	6,000	0	6,000
<b>TOTAL REVENUES</b>	<b>970,030</b>	<b>991,790</b>	<b>988,244</b>	<b>956,000</b>	<b>970,532</b>	<b>923,000</b>
<b>EXPENDITURES:</b>						
Salaries and wages	411,889	384,287	409,645	411,682	408,718	428,358
Employee benefits	106,735	127,599	132,220	152,530	135,067	155,265
Professional/Contractual Services	5,555	1,608	8,777	11,800	8,750	15,054
Support goods and services	277,159	408,987	325,195	442,489	436,108	363,672
Equipment	214	0	0	7,800	939	6,666
<b>TOTAL EXPENDITURES</b>	<b>801,552</b>	<b>922,481</b>	<b>875,837</b>	<b>1,028,301</b>	<b>969,582</b>	<b>967,015</b>
<b>OTHER:</b>						
Contributed Capital	16,760	15,601	37,820	0	0	0
Depreciation – Ferry	(66,751)	(68,898)	(59,351)	0	0	0
<b>RETAINED EARNINGS:</b>						
Designated New Ferry	0	0	0	0	0	50,000
Undesignated	202,531	218,543	309,419	239,116	290,369	196,354
<b>FUNDS AVAILABLE – June 30</b>	<b>202,531</b>	<b>218,543</b>	<b>309,419</b>	<b>239,118</b>	<b>290,369</b>	<b>246,354</b>

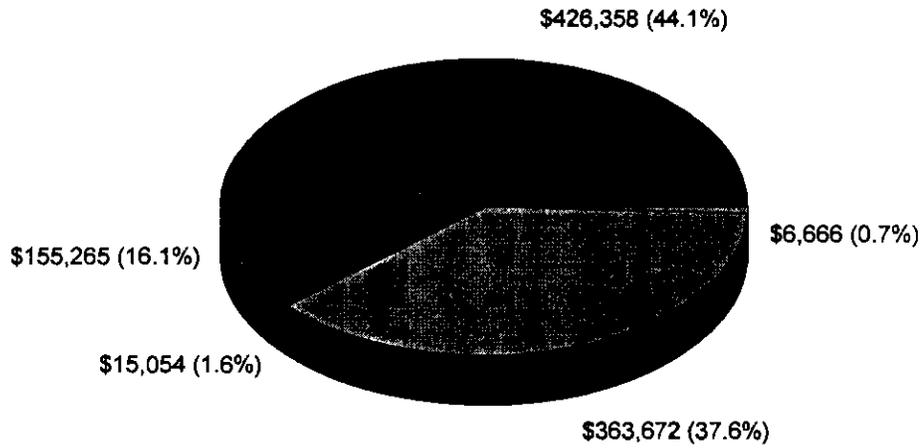
<b>AUTHORIZED PERSONNEL</b>	<u>FY 92/93</u>	<u>FY 93/94</u>	<u>FY 94/95</u>	<u>FY 95/96</u>	<u>FY 95/96</u>	<u>FY 96/97</u>
Ferry Boat Captain	3.00	3.00	3.00	3.00	3.00	3.00
Deckhand II	3.00	3.00	3.00	3.00	3.00	3.00
Deckhand I (Regular Relief)	1.00	1.00	1.00	1.00	1.00	1.00
Ferry Toll Collector	3.00	3.00	3.00	3.00	3.00	3.00
<b>FULL TIME EMPLOYEES</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

**EQUIPMENT**

Garbage cans, hoist/winch system for engine rooms, life jacket storage lockers, traffic gates and new cash register.

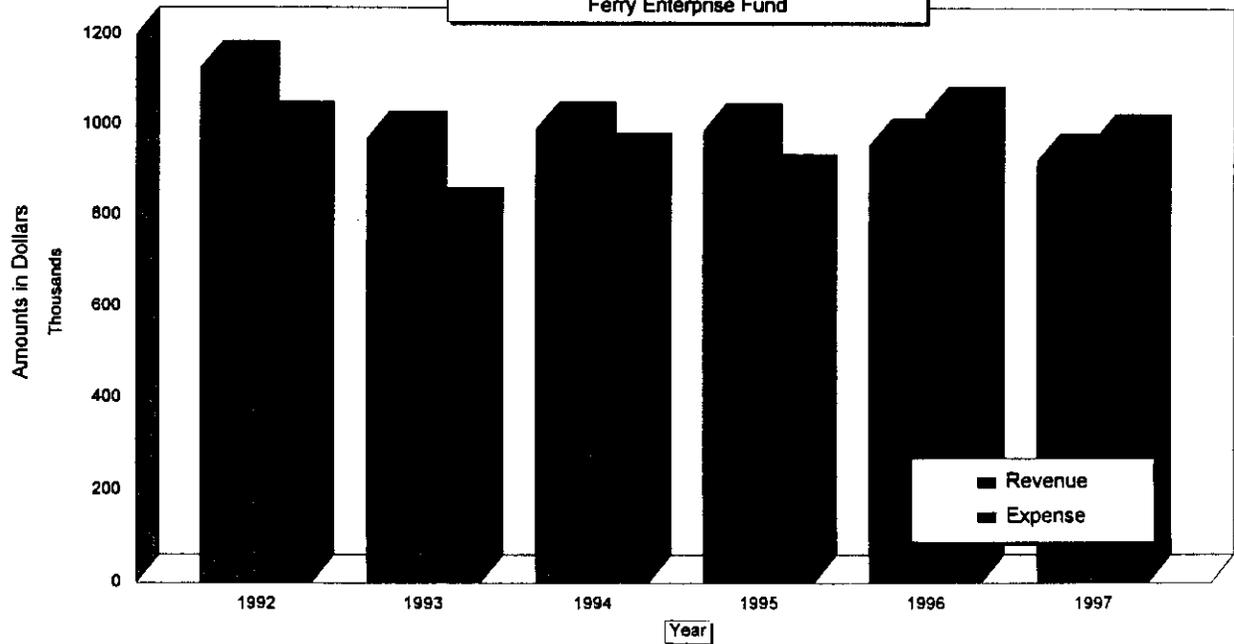
**Ketchikan Gateway Borough**  
Ferry Enterprise Fund

- Salaries
- Benefits
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Ferry Enterprise Fund



**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 BUDGET - REVENUE AND APPROPRIATIONS**

**TRANSPORTATION SERVICES - FERRY ENTERPRISE FUND (DETAIL)**

DESCRIPTION	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>REVENUES:</b>							
4240 REVENUE FROM STATE	125,000	75,000	75,000	0	0	-100.00%	0.00%
4265 UMTA GRANT FOR FERRY	0	0	25,000	27,846	17,000	-32.00%	1.84%
4305 INTEREST INCOME	0	0	0	0	0	0.00%	0.00%
4450 INTERFUND TRANSFER	0	0	0	0	0	0.00%	0.00%
4710 FERRY FARE REVENUE	866,790	913,194	850,000	942,686	900,000	5.88%	97.51%
4790 MISCELLANEOUS REVENUE	0	50	6,000	0	6,000	0.00%	0.65%
<b>TOTAL FERRY REVENUE</b>	<b>991,790</b>	<b>988,244</b>	<b>956,000</b>	<b>970,532</b>	<b>923,000</b>	<b>-3.45%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
5100 EMPLOYEE PAY	312,966	316,633	327,633	318,170	332,892	1.61%	34.42%
5110 OVERTIME PAY	46,050	59,222	62,144	67,181	67,180	8.10%	6.95%
5120 TEMPORARY WAGES	25,271	33,790	21,905	23,368	26,286	20.00%	2.72%
5200 TAXES/BENEFITS	127,599	132,220	152,530	135,067	155,265	1.79%	16.06%
5300 TRAVEL & TRAINING	202	37	640	0	455	-28.91%	0.05%
5400 UNIFORMS	0	0	1,000	1,148	1,412	41.20%	0.15%
5500 REIMBURSIBLE EXPENSES	0	3,875	0	0	0	0.00%	0.00%
6011 SUPPLIES	9,893	9,744	8,900	8,688	9,650	8.43%	1.00%
6020 DUES & PUBLICATIONS	148	0	0	0	200	200.00%	0.02%
6030 PUBLISHING	0	146	216	293	200	-7.41%	0.02%
6070 POSTAGE	0	0	150	0	0	-100.00%	0.00%
6090 CONTRACTUAL SERVICES	1,608	8,777	11,800	8,750	15,054	27.58%	1.56%
6100 INSURANCE	50,000	67,349	70,000	100,985	68,000	-2.86%	7.03%
6130 ADMINISTRATIVE SERVICES	0	0	25,850	0	25,850	0.00%	2.67%
6140 DEBT EXPENSE	2,238	1,810	1,350	999	902	-33.19%	0.09%
6310 ELECTRICITY	4,212	4,200	4,200	3,675	4,200	0.00%	0.43%
6410 DOCK MAINTENANCE	24,453	18,230	16,048	8,978	12,350	-23.04%	1.28%
6450 EQUIPMENT MAINTENANCE	233	511	740	1,739	940	27.03%	0.10%
6461 MOTOR FUEL & OIL	35,226	36,242	38,000	31,620	34,763	-8.52%	3.59%
6470 FERRY MAINTENANCE	282,382	163,051	275,395	277,985	204,750	-25.65%	21.17%
6530 EQUIPMENT PURCHASE	0	0	800	939	6,666	733.25%	0.69%
6540 CAPITAL IMPROVEMENT	0	0	7,000	0	0	-100.00%	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>922,481</b>	<b>875,837</b>	<b>1,026,301</b>	<b>989,582</b>	<b>967,015</b>	<b>-5.78%</b>	<b>100.00%</b>

# Ketchikan Gateway Borough

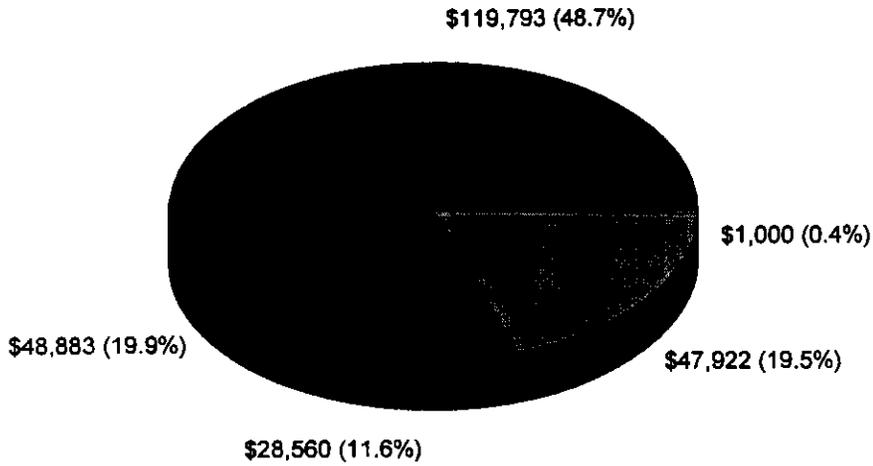
## FY1996/97 BUDGET – REVENUE AND APPROPRIATIONS SUMMARY

### TRANSPORTATION SERVICES – TRANSIT ENTERPRISE FUND

	<u>FY 92/93</u> <u>ACTUAL</u>	<u>FY 93/94</u> <u>ACTUAL</u>	<u>FY 94/95</u> <u>ACTUAL</u>	<u>FY 95/96</u> <u>BUDGET</u>	<u>FY 95/96</u> <u>ESTIMATE</u>	<u>FY 96/97</u> <u>BUDGET</u>
<b>FUNDS AVAILABLE – July 1</b>	12,286	(18,202)	54,475	136,011	136,011	88,330
<b>REVENUES:</b>						
Services	119,191	120,373	138,051	130,000	150,000	145,000
Grants / State & Federal	2,106	48,712	46,712	50,000	53,795	53,000
Transfers	95,000	150,000	150,000	0	0	50,000
Other / Expense Recoveries	0	8,324	5,348	9,361	0	0
<b>TOTAL REVENUES</b>	<u>216,297</u>	<u>325,409</u>	<u>340,109</u>	<u>189,361</u>	<u>203,795</u>	<u>248,000</u>
<b>EXPENDITURES:</b>						
Salaries and wages	81,600	101,635	110,783	106,021	131,946	119,793
Employee benefits	40,280	46,966	50,284	44,322	50,749	46,883
Professional/Contractual Services	37,890	44,693	43,743	24,780	12,000	28,580
Support goods and services	63,251	47,667	38,368	54,033	58,782	48,922
Equipment	12,113	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>235,134</u>	<u>240,961</u>	<u>243,178</u>	<u>229,158</u>	<u>253,476</u>	<u>246,158</u>
<b>OTHER:</b>						
Contributed Capital	5,390	2,711	3,563	0	0	0
Depreciation – Buses	(17,041)	(14,482)	(18,958)	0	0	0
<b>FUNDS AVAILABLE – June 30</b>	(18,202)	54,475	136,011	96,216	86,330	88,172
<b>AUTHORIZED PERSONNEL</b>	<u>FY 92/93</u>	<u>FY 93/94</u>	<u>FY 94/95</u>	<u>FY 95/96</u>	<u>FY 95/96</u>	<u>FY 96/97</u>
Bus Drivers	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>FULL TIME EMPLOYEES</b>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>EQUIPMENT</b>						
Pressure Washer						

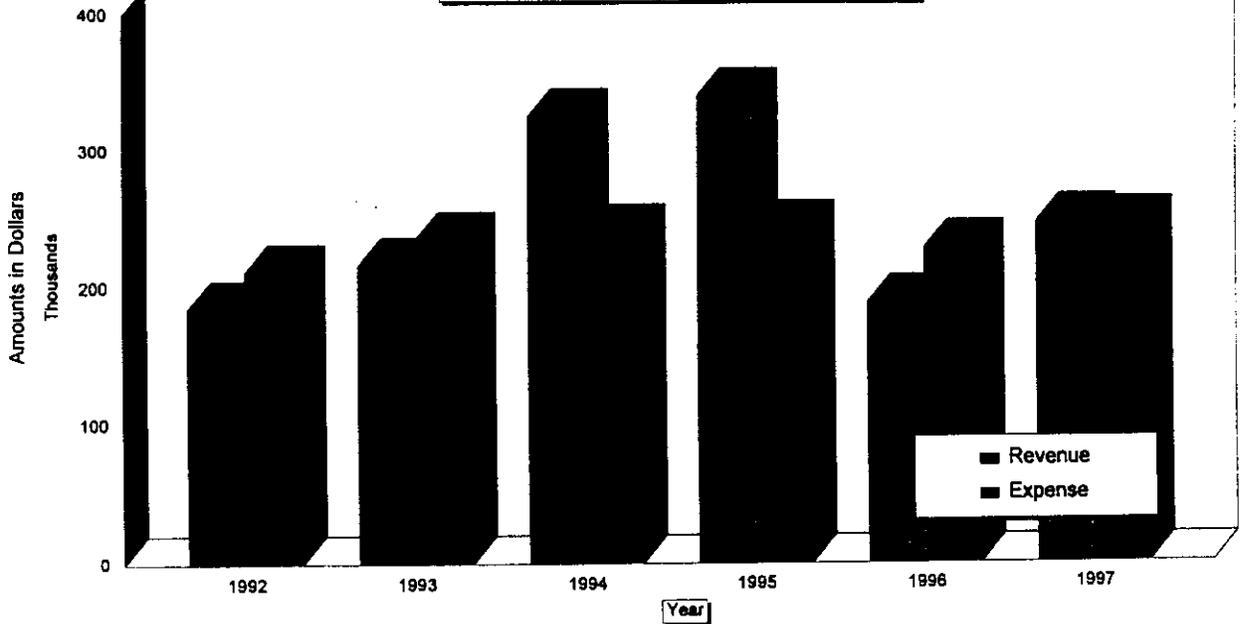
**Ketchikan Gateway Borough**  
Transit Enterprise Fund

- Salaries
- Benefits
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Transit Enterprise Fund



KETCHIKAN GATEWAY BOROUGH

FY 1996/97 BUDGET - REVENUE

TRANSPORTATION SERVICES - TRANSIT ENTERPRISE FUND (DETAIL)

DESCRIPTION	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
4240 REVENUE FROM STATE	46,712	46,712	50,000	53,795	53,000	6.00%	21.37%
4305 INTEREST INCOME	5,533	0	9,361	0	0	-100.00%	0.00%
4320 EXPENSE RECOVERY	0		0	0	0	0.00%	0.00%
4390 OTHER INCOME	2,791	5,346	0	0	0	0.00%	0.00%
4392 ADVERTISING INCOME	0		0	0	0	0.00%	0.00%
4450 INTERFUND TRANSFERS	150,000	150,000	0	0	50,000	0.00%	20.16%
4910 BUS SYSTEM REVENUES	120,373	138,051	130,000	150,000	145,000	11.54%	58.47%
TOTAL REVENUE	325,408	340,110	189,361	203,795	248,000	30.97%	100.00%

**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - APPROPRIATIONS**

**TRANSPORTATION SERVICES - TRANSIT ENTERPRISE FUND (DETAIL)**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
5100 EMPLOYEE PAY	87,604	91,736	87,616	99,506	91,524	4.46%	37.18%
5110 OVERTIME PAY	5,371	8,010	4,596	4,602	4,596	0.00%	1.87%
5120 TEMPORARY PAY	6,472	10,945	13,809	27,838	23,673	71.43%	9.62%
5180 CALL OUT FEES	2,188	92	0	0	0	0.00%	0.00%
5200 TAXES/BENEFITS	46,966	50,284	44,322	50,749	48,883	10.29%	19.86%
5300 TRAVEL & TRAINING	600	1,588	1,129	3	0	-100.00%	0.00%
5400 UNIFORMS	0	0	150	0	648	332.00%	0.26%
6011 OPERATING SUPPLIES	492	1,722	568	1,122	794	39.79%	0.32%
6020 DUES & PUBLICATIONS	179	0	0	20	0	0.00%	0.00%
6030 PUBLISHING EXPENSE	0	112	160	116	154	-3.75%	0.06%
6040 COMMUNITY PROMOTION	0	150	13,000	525	1,950	-85.00%	0.79%
6090 CONTRACTUAL SERVICES	44,693	43,743	24,780	12,000	28,560	15.25%	11.60%
6100 INSURANCE	0	8,500	25,000	25,000	13,000	-48.00%	5.28%
6130 ADMINISTRATIVE SERVICES	0	0	0	0	0	0.00%	0.00%
6150 OTHER EXPENSES	0	1,000	0	0	0	0.00%	
6330 TELEPHONE	258	23	26	26	26	1.72%	0.01%
6450 EQUIPMENT MAINTENANCE	36,397	17,060	300	9,615	0	-100.00%	0.00%
6460 VEHICLE MAINTENANCE	1,727	62	4,200	10,947	19,700	369.05%	8.00%
6461 MOTOR FUEL & OIL	8,014	8,151	9,500	11,409	11,650	22.63%	4.73%
6530 EQUIPMENT PURCHASE	0	0	0	0	1,000	1000.00%	0.41%
6540 CAPITAL IMPROVEMENT	0	0	0	0	0	0.00%	0.00%
6740 DEPRECIATION	14,482	18,958	0	0	0	0.00%	0.00%
<b>Total</b>	<b>255,443</b>	<b>262,136</b>	<b>229,156</b>	<b>253,476</b>	<b>246,158</b>	<b>7.42%</b>	<b>100.00%</b>

THIS PAGE INTENTIONALLY LEFT BLANK



# **CAPITAL IMPROVEMENTS**

**ADMINISTRATIVE COMMENT**

This year the proposed capital budget of the Ketchikan Gateway Borough School District has been included in the Borough's capital budget. The facilities utilized by the school district are the property of the Borough. The responsibility for new facilities and major maintenance rests with the Borough. It is anticipated that \$221,000 will be expended for major maintenance or capital expenditures within the school district.

State funding has been a major source of capital funds in past years and remains a significant source this year, but with the recent reduction in State revenue, the funds have been reduced and are likely to be reduced even further in subsequent years.

For this fiscal year State funding will amount to \$3,799,000 or eighty-seven percent of the Borough's capital budget. The projects to be funded using State funds include seaplane facilities, terminal weatherization, fuel tank engineering and a key system for the airport.

Major sources of funding for capital projects will be State funding, the general fund, the recreational sales tax fund, and the enterprise fund. Current projects presently being constructed budgeted from previous funding are the Indoor Recreation Center and the Valley Park Swimming Pool Reconstruction which total approximately \$7,900,000.

The Borough's capital budget has decreased from \$11,149,033, by approximately sixty-one percent, to \$4,357,227.

Enterprise funds are being used to fund the matching portion of several small projects. The State has committed to \$3,600,000 for construction of seaplane facilities and \$144,000 for weatherization of the airport terminal. Other small capital projects are presently being constructed.

**CAPITAL IMPROVEMENTS PROGRAM  
SUMMARY  
FY 1987 - 2001**

Project Title	Ref. No.	Funding Source						1997	1998	1999	2000	2001
		General Fund	Enterprise Fund	State CIP	Federal Funds	1/2 cent Sales Tax	Land Trust					
<b>Animal Control</b>												
Shelter Addition	97-01	8,000						8,000				
Replacement Vehicle	00-01	32,000								32,000		
<b>Sub-totals</b>		<b>40,000</b>						<b>8,000</b>		<b>32,000</b>		
<b>Assessment</b>												
Document Imaging	97-02	24,000						24,000				
Computer Clipboards	98-01	10,000						10,000				
<b>Sub-totals</b>		<b>34,000</b>						<b>34,000</b>				
<b>Manager's Office</b>												
Borough Administrative Building	00-02	3,600,000								3,600,000		
<b>Sub-totals</b>		<b>3,600,000</b>								<b>3,600,000</b>		
<b>Maintenance &amp; Operations</b>												
M & O Warehouse	98-02	500,000							500,000			
Utility Truck		42,000						42,000				
Forklift	97-03	15,000						15,000				
Kubota Excavator		65,000						65,000				
Dumptruck	97-05	40,000					40,000					
Van		18,000						18,000				
Dugout Replacement	96-05	18,000					18,000					
Gardeners Vehicle	97-04	19,000						19,000				
<b>Sub-totals</b>		<b>717,000</b>					<b>58,000</b>	<b>159,000</b>				
<b>Parks and Recreation</b>												
Dudley Tennis Courts cover & lighting	99-01	100,000							100,000			
Resurfacing ball field complexes		64,000					16,000	12,000	12,000	12,000	12,000	
Weiss Field lights	97-13	150,000						150,000				
IRC exterior playground	97-16						14,000					
Lund Street Park	97-12	42,548					42,548					
Lighting for City & Alder Parks		82,000					12,000	70,000				
Schoenbar Play Area	97-09	33,252						33,252				
Houghtaling Field Restrooms	97-06	45,000										
Rotary Beach Restrooms	97-08	26,208						26,208				
Picnic Tables and Bench	97-07	10,500						10,500				
Weiss Field - Pressure Tank & Pump		4,000					4,000					
<b>Sub-totals</b>		<b>557,508</b>					<b>170,256</b>	<b>265,252</b>	<b>112,000</b>	<b>12,000</b>	<b>12,000</b>	

**CAPITAL IMPROVEMENTS PROGRAM  
SUMMARY  
FY 1997 - 2001**

Project Title	Ref. No.	Funding Source						1997	1998	1999	2000	2001
		General Fund	Enterprise Fund	State CIP	Federal Funds	1/2 cent Sales Tax	Land Trust					
<b>Planning</b>												
Replacement of Carpet	97-17	6,500						6,500				
Air Handling Evaluation	97-18	50,000						50,000				
<b>Sub-totals</b>		<b>56,500</b>						<b>56,500</b>				
<b>Transportation</b>												
Airport Perimeter Fence			30,000						30,000			
Ferry Ramp Upgrade			15,000	1,180,000				1,180,000				
Smart Key System			1,000	24,000				25,000				
Parking Lot upgrade	96-27		8,000	20,000				28,000				
Ceiling & Lighting	96-28		61,971	144,000				205,971				
Weatherization - Phase II	96-30			3,600,000				3,600,000				
Seaplane Facilities	96-31			80,000				85,000				
Ferry Lot Water System	97-32			6,000				10,000				
Fuel Tanks	97-24			10,000				26,000				
Entry Shelter	97-31			28,000								
Response Vehicle	97-22			16,875								
Master Plan Update	97-26			233,125				250,000				
Paving Parking Lot	97-28			130,000				130,000				
New Pickup	97-29			25,000				25,000				
New Flat Bed Vehicle	97-30			35,000				35,000				
Inclinerator	97-30			20,000				150,000				
Equipment Building	97-35			600,000				600,000				
New Bus	98-07	25,000							225,000			
New Terminal Doors	98-08		20,000	3,000					23,000			
Floating Dock Upgrade	98-09		5,000	40,000					45,000			
New Toll Booth	98-10		12,000						12,000			
Ceiling & Lighting - Phase II	98-11		3,000	37,000					40,000			
New Ferry	00-04		750,000	3,350,000							4,100,000	
Construction Murphys	99-05		5,000						800,000			
Ferry Ramp Pendant			167,000						167,000			
<b>Sub-totals</b>		<b>25,000</b>	<b>1,219,846</b>	<b>9,626,125</b>	<b>995,000</b>			<b>3,907,971</b>	<b>2,546,000</b>	<b>1,312,000</b>	<b>4,100,000</b>	

**CAPITAL IMPROVEMENTS PROGRAM  
SUMMARY  
FY 1997 - 2001**

Project Title	Ref. No.	Funding Source						1997	1998	1999	2000	2001
		General Fund	Enterprise Fund	State CIP	Federal Funds	1/2 cent Sales Tax	Land Trust					
<b>School District</b>												
Remove/replace Revilla's roof	96-15	132,000					16,500					
Schoenbar roof repair and upgrade	96-16	100,000					100,000				115,500	
Valley Park roof repair/upgrade	96-17	74,500					74,500					
Valley Park sidewalk/drainage upgrade	96-18	16,500					16,500					
Houghtaling playground perimeter fence	96-19	15,000					15,000					
Houghtaling repair/replace driveway	96-20	42,000					42,000					
Valley Park repair/upgrade driveway	97-20	30,000					30,000					
Houghtaling ballfield drainage/erosion	97-21	34,500					34,500					
Houghtaling service road upgrade	98-03	20,000					20,000					
Schoenbar resurface asphalt driveway	98-04	30,000					30,000					
Maintenance Building area paving	99-02	50,000						50,000				
Valley Park replace carpet/flooring/tile	99-03	170,000						170,000				
Maintenance Building perimeter fence	00-03	35,000									35,000	
Replace Valley Park unit ventilators/cont.		253,000							253,000			
Valley Park bldg. code upgrade		250,000							250,000			
Valley Park double-glazed windows		67,000							67,000			
Replace light fixtures at Valley Park		240,000							240,000			
Upgrade to meet ADA at Valley Park		127,000							127,000			
Repair/drain rock wall at Valley Park		37,000							37,000			
Replace exterior doors at Valley Park		40,000							40,000			
Upgrade toilet partitions at Valley Park		22,000							22,000			
New electrical distribution at Valley Park		40,000							40,000			
Replace fire alarm system at Houghtaling		91,000							91,000			
Replace corridor lighting at Houghtaling		40,000							40,000			
New electrical distribution at Houghtaling		40,000							40,000			
Replace plumbing fixtures at Houghtaling		195,000							195,000			
Replace ceilings/fixtures at Houghtaling		309,000							309,000			
Replace sub floor/flooring at Houghtaling		254,000							254,000			
Replace curtain wall/windows at Houghtaling		335,000							335,000			
Provide for ADA at Houghtaling		438,000							438,000			
Fire-rated doors at Houghtaling		9,000							9,000			
Fire dampers at Houghtaling		16,000							16,000			
Fire-rated corridor doors at Houghtaling		83,000							83,000			
Ventilation for lower level rooms at Houghtaling		32,000							32,000			
Boilers/heating system at Houghtaling		100,000							100,000			
Restrooms on lower level at Houghtaling		314,000							314,000			
Replace intercom/clock system at Houghtaling		48,000							48,000			
Fire-rated corridor walls at Houghtaling		100,000							100,000			

**CAPITAL IMPROVEMENTS PROGRAM  
SUMMARY  
FY 1997 - 2001**

Project Title	Ref. No.	Funding Source						1997	1998	1999	2000	2001
		General Fund	Enterprise Fund	State CIP	Federal Funds	1/2 cent Sales Tax	Land Trust					
Replace plumbing fixtures at Schoenbar		76,000							76,000			
Upgrade restrooms at Schoenbar		36,000							36,000			
Replace flooring/east wing at Schoenbar		57,000							57,000			
Replace siding on gym/library at Schoenbar		61,000							61,000			
Replace ceiling/fixtures in east wing Schoenbar		46,000							46,000			
Upgrade Schoenbar to meet ADA		261,000							261,000			
New electrical distributions at Schoenbar		240,000							240,000			
Replace exterior windows at Schoenbar		336,000							336,000			
Building code upgrade at Schoenbar		277,000							277,000			
New boilers/heating controls at Schoenbar		135,000							135,000			
Upgrade White Cliff to meet building code		531,000							531,000			
New electrical distribution at White Cliff		97,000							97,000			
Replace plumbing at White Cliff		72,000							72,000			
Repair exterior plaster/wood wall at White Cliff		158,000							158,000			
Replace boiler/control system at White Cliff		84,000							84,000			
Meet all ADA requirements at White Cliff		404,000							404,000			
Replace exterior doors at White Cliff		30,000							30,000			
Fire alarm/intercom system at White Cliff		106,000									106,000	
Replace all lighting at White Cliff		163,000									163,000	
<b>Sub - totals</b>		<b>7,399,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294,500</b>	<b>1,026,500</b>	<b>5,424,000</b>	<b>654,500</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENT PROGRAM - FY 1995/96

### Dump Truck

Cost/Funding Source:                   \$40,000                   \$40,000 General Fund

Project Description: 5-10 yard bed with hitch

Timetable:                   Second quarter of fiscal year

Operational Impact: Hauling rock, moving fill, hauling supplies, assisting with beautification of parks by moving planting soil and chipping brush.

### Dugout Replacement

Cost/Funding Source:                   \$18,000                   \$18,000 General Fund

Project Description: Construct ten new dugouts, 30' x 10' pad with metal roof

Timetable:                   First and second quarter of fiscal year

Operational Impact: Present dugouts are constructed of cinderblock which is rapidly deteriorating. Replacement necessary to correct problems and improve safety.

### Resurfacing Ball Field Complexes

Cost/Funding Source:                   \$16,000                   \$16,000 General Fund

Project Description: Field resurfacing should be completed every three years to replace loss from erosion.

Timetable:                   Third quarter of fiscal year

Operational Impact: Resurfacing is necessary to maintain desirable safe playing surface condition.

### IRC Exterior Playground

Cost/Funding Source:                   \$14,000                   \$14,000 Recreational Capital Sales Tax

Project Description: The exterior playground at the IRC will include "Big Toy" playground equipment for children and a horseshoe pit. These will be situated as drawn in the Assembly approved conceptual drawing of the IRC site plan.

Timetable:                   Third quarter of fiscal year

Operational Impact: This outdoor playground will both enhance the indoor facility and provide needed outdoor recreation.

**Lund Street Park**

Cost/Funding Source:                    \$42,548                    \$42,548 General Fund

Project Description: This park is an area that requires substantial fill and fencing. It is an area that will provide the residents with much needed facilities for younger children. In addition to the cost of materials, the community is volunteering its efforts.

Timetable:                    Third and fourth quarters of fiscal year

Operational Impact: This park will provide children in the area a place to play without having to utilize the dedicated streets. It is a high safety project.

**Lighting for City and Alder Parks**

Cost/Funding Source:                    \$12,000                    \$12,000 General Fund

Project Description: Lighting for City and Alder Parks will enable passing vehicles to see into the park and potentially dangerous areas. Construction of the lighting will focus primarily on the dark, potentially dangerous wooded area on the lower portion of the park.

Timetable:                    Third and fourth quarters of the fiscal year

Operational Impact: Safety is the primary concern and justification.

**Houghtaling Field Restrooms**

Cost/Funding Source:                    \$45,000                    \$45,000 General Fund

Project Description: Construction of restrooms at north end of Houghtaling field.

Timetable:                    Fourth quarter of fiscal year

Operational Impact: Will provide restroom facilities to individuals involved in activities there.

**Rotary Beach Restrooms**

Cost/Funding Source:                    \$26,208                    \$26,208 General Fund

Project Description: Construction of restrooms at the north end of Rotary Beach. 20' x 10', w/750 gallon holding tank and two ADA toilets.

Timetable:                    Fourth quarter of fiscal year

Operational Impact: During the summer season the beach is packed. One set of restrooms is not sufficient. A second set of restroom facilities will better serve public needs.





**Schoenbar Roof Repair and Upgrade**

Cost/Funding Source:                    \$100,000                    \$100,000 General Fund

Project Description: Roof repair and upgrade

Timetable:                    Second quarter of fiscal year

Operational Impact: Deterioration of roof system is causing water damage to school.

**Valley Park Roof Repair and Upgrade**

Cost/Funding Source:                    \$74,500                    \$74,500 General Fund

Project Description: Roof repair and upgrade

Timetable:                    Second quarter of fiscal year

Operational Impact: Deterioration of roof system is causing water damage to school.

**Houghtaling Playground Perimeter Fence**

Cost/Funding Source:                    \$15,000                    \$15,000 General Fund

Project Description: Install perimeter fence on west end of playground

Timetable:                    Second quarter of fiscal year

Operational Impact: Fence needed to prevent children from running into the street. Presently there is open access to the road.

**Houghtaling Repair/Replace Driveway**

Cost/Funding Source:                    \$15,000                    \$15,000 General Fund

Project Description: Repair and replace asphalt and subgrade in driveway

Timetable:                    Second quarter of fiscal year

Operational Impact: Settling and erosion of subgrade necessitates repairs and replacement.

## STATUS OF FISCAL YEAR 95/96 CAPITAL IMPROVEMENT PROJECTS

During last fiscal year many of the projects that were identified under the capital improvement program were satisfactorily completed. However, projects remain that are still active. Work will continue this fiscal year for those projects included in last fiscal year's capital improvement program that are incomplete.

<u>Project</u>	<u>Status</u>
Radio Replacement	Canceled
Bleacher Replacement - Walker and Dudley Field	Completed
Dudley Field Parking Area	Completed
Parks and Recreation Office Roof	Completed
Dugout Replacement	Ongoing
Borough Vehicle	Completed
Indoor Recreation Center	Scheduled for completion 12/96
Kayhi Pool - Phase II	Completed
Rotary Beach Parking	Construction contract awarded
Kayhi Pool - Furniture and Fixtures	Completed
New Entryway	Cancelled
Xerox 2510	Completed
ADA Restroom	Programmed for FY 96/97
Street Lighting	Programmed for FY 96/97
Elevator Upgrade	Construction contract awarded
Ferry Ramp Pendent	Programmed for FY 96/97
Weatherization - Phase II	Project reprogrammed for 1996/ 1997
Snow Blower - Transportation Services	Completed
Portable Compressor - Transportation Services	Completed
Stair Treads	Completed
Shoup Street Water Analysis	Completed
Land Trust - Lewis Reef	Ongoing
Mountain Point Sewer and Water	Ongoing, multi-year project

THIS PAGE INTENTIONALLY LEFT BLANK



# **OTHER FUND SUMMARIES**

**ADMINISTRATIVE COMMENT**

The Land Trust Fund was established to support the management and use of Borough owned land and is intended to provide the means to fund the operation of the Borough lands program. The fund can also be used for the acquisition of land and construction of needed public facilities as well as to assist in offsetting or reducing the tax burden.

The source of funding for this fund is the sale of Borough owned real property including; timber, rock extraction, and land sales. In addition, the monies from the fund are invested, and the proceeds from those investments remain with the fund.

In addition to \$150,000 being withdrawn to support debt service, an additional \$288,350 is transferred to the General Fund to support appropriations. There will be \$53,000 expended in the Land Trust Fund for support services of the timber sale. An additional \$407,500 has been appropriated to support professional services contracts for Gravina Island and Leask Lakes.

There will be \$10,250,000 increase in the Land Trust Fund as a result of the Whipple Creek Timber Sale over the next three years.

**Ketchikan Gateway Borough**

**FY96/97 BUDGET - SUMMARY OF REVENUES AND APPROPRIATIONS**

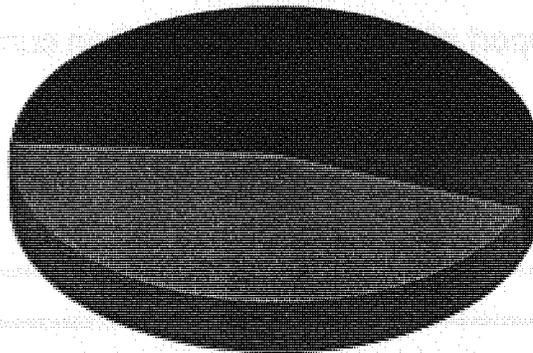
**LAND TRUST FUND**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATED</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>FUNDS AVAILABLE JULY 1</b>	4,935,224	5,031,239	5,119,929	5,119,929	8,381,930	63.71%	
<b>REVENUE</b>							
4095 FORECLOSED PROPERTY SALES	0	0	0	0	0	0.00%	0.00%
4305 INTEREST INCOME	266,787	161,267	335,975	281,600	464,150	38.15%	14.15%
4315 PRINCIPAL-DEFERRED PAYMENT	102,713	85,888	50,000	50,000	50,000	0.00%	1.52%
4390 OTHER REVENUE	165,780	72	500,000	2,681,250	2,500,000	400.00%	76.20%
4420 FUND TRANSFERS					266,847	0.00%	8.13%
<b>Total Revenue</b>	<b>535,280</b>	<b>247,227</b>	<b>885,975</b>	<b>3,012,850</b>	<b>3,280,997</b>	<b>270.33%</b>	<b>100.00%</b>
<b>APPROPRIATIONS</b>							
5300 TRAVEL & TRAINING	0	1,135	0	0	0	0.00%	0.00%
6010 OFFICE SUPPLIES	0	58	0	0	0	0.00%	0.00%
6030 PUBLISHING EXPENSE	553	1,286	0	0	0	0.00%	0.00%
6080 PROFESSIONAL SERVICES	(31,990)	26,881	0	57,500	407,500	0.00%	45.34%
6090 CONTRACTUAL SERVICES	89,752	4,177	0	0	53,000	0.00%	5.90%
6130 ADMINISTRATIVE SERVICES	0	0	0	0	0	0.00%	0.00%
6140 ADMIN SERVICE FEES	950	0	0	0	0	0.00%	0.00%
6540 CAPITAL IMPROVEMENTS	0	0	64,662	64,662	0	-100.00%	0.00%
6600 INTERFUND TRANSFERS	380,000	125,000	125,000	325,000	438,350	250.68%	48.77%
<b>Total Appropriations</b>	<b>439,265</b>	<b>158,537</b>	<b>189,662</b>	<b>447,162</b>	<b>898,850</b>	<b>373.92%</b>	<b>100.00%</b>
<b>FUNDS AVAILABLE JUNE 30</b>	<b>5,031,239</b>	<b>5,119,929</b>	<b>5,816,242</b>	<b>8,381,930</b>	<b>10,764,077</b>	<b>85.07%</b>	

**Ketchikan Gateway Borough**  
Land Trust Fund

- Interfund Transfers
- Professional Services
- Support Services

\$438,350 (48.8%)

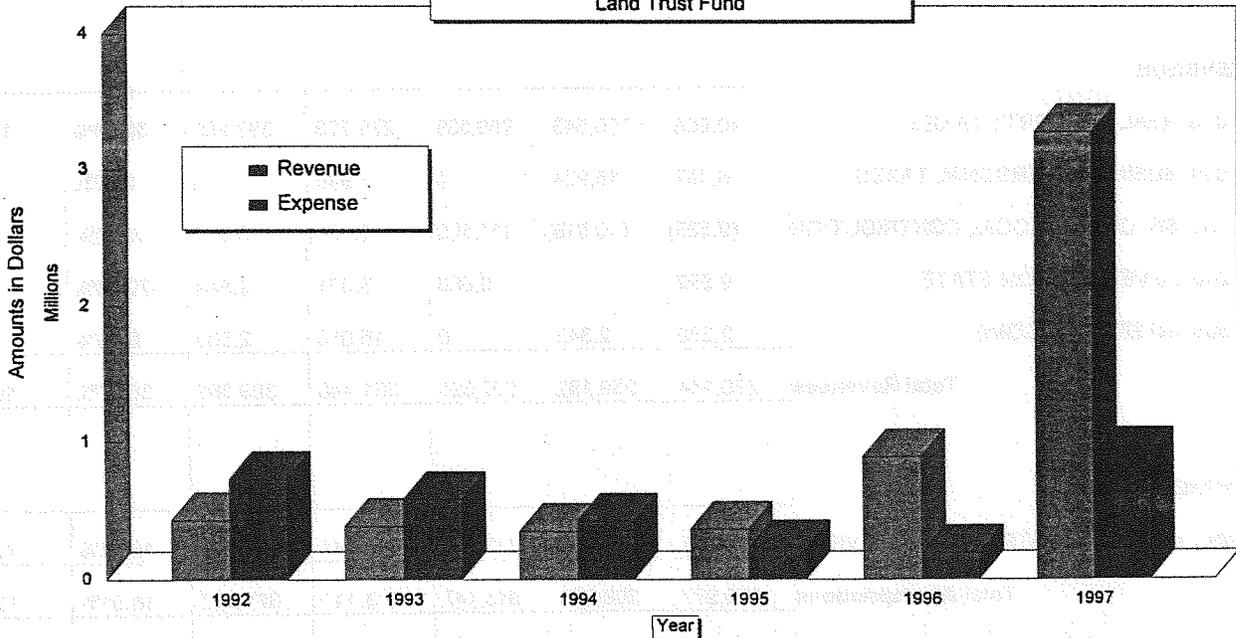


\$53,000 (5.9%)

\$407,500 (45.3%)

**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Land Trust Fund



**ADMINISTRATIVE COMMENT**

State law (Section 29.35.110) requires that Borough revenues received from taxes collected on an area wide basis cannot be used for a non-area wide activity. The public library is funded and wholly operated by the City of Ketchikan and the Borough's participation support is simply a financial contribution. In order to be able to make this contribution, a separate mill rate is established on a non-area wide basis which excludes the residents of the City of Ketchikan.

The funding available for support of the library with the then current mill rate (0.70 mills) was inadequate.

In order to meet the financial commitment to the library, the mill rate was raised to 1.14 mills which erased the potential deficit of \$128,388 and will leave an approximate surplus of \$4,000.

**Ketchikan Gateway Borough**

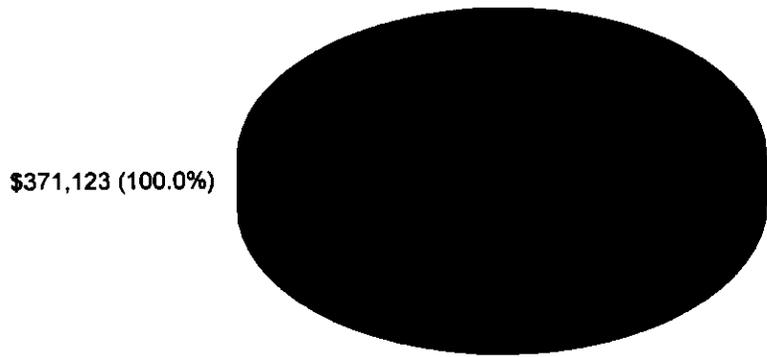
**FY 1996/97 BUDGET - SUMMARY OF REVENUES AND APPROPRIATIONS**

**NON AREA WIDE FUND**

Description	FY 93/94 ACTUAL	FY94/96 ACTUAL	FY 96/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
FUNDS AVAILABLE JULY 1	64,198	47,365	(2,415)	(2,415)	(14,122)		
<b>REVENUE:</b>							
4010 REAL PROPERTY TAXES	240,908	250,543	289,536	279,723	393,989	36.08%	101.26%
4020 BUSINESS-PERSONAL TAXES	16,797	16,924	0	15,940	0	0.00%	0.00%
4150 SR. CITIZEN LOCAL CONTRIBUTION	(9,539)	(10,618)	(11,500)	(12,964)	(10,247)	-10.90%	-2.63%
4240 REVENUE FROM STATE	9,592		9,600	3,091	2,844	-70.38%	0.73%
4305 INTEREST INCOME	2,386	2,343	0	15,650	2,500	0.00%	0.64%
<b>Total Revenues</b>	<b>260,144</b>	<b>259,192</b>	<b>287,636</b>	<b>301,440</b>	<b>389,086</b>	<b>35.27%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
6090 LIBRARY-CONTRACTUAL SERVICE	276,977	308,973	313,147	313,147	371,123	18.51%	100.00%
<b>Total Appropriations</b>	<b>276,977</b>	<b>308,973</b>	<b>313,147</b>	<b>313,147</b>	<b>371,123</b>	<b>18.51%</b>	<b>100.00%</b>
FUNDS AVAILABLE JUNE 30	47,365	(2,416)	(27,926)	(14,122)	3,841		

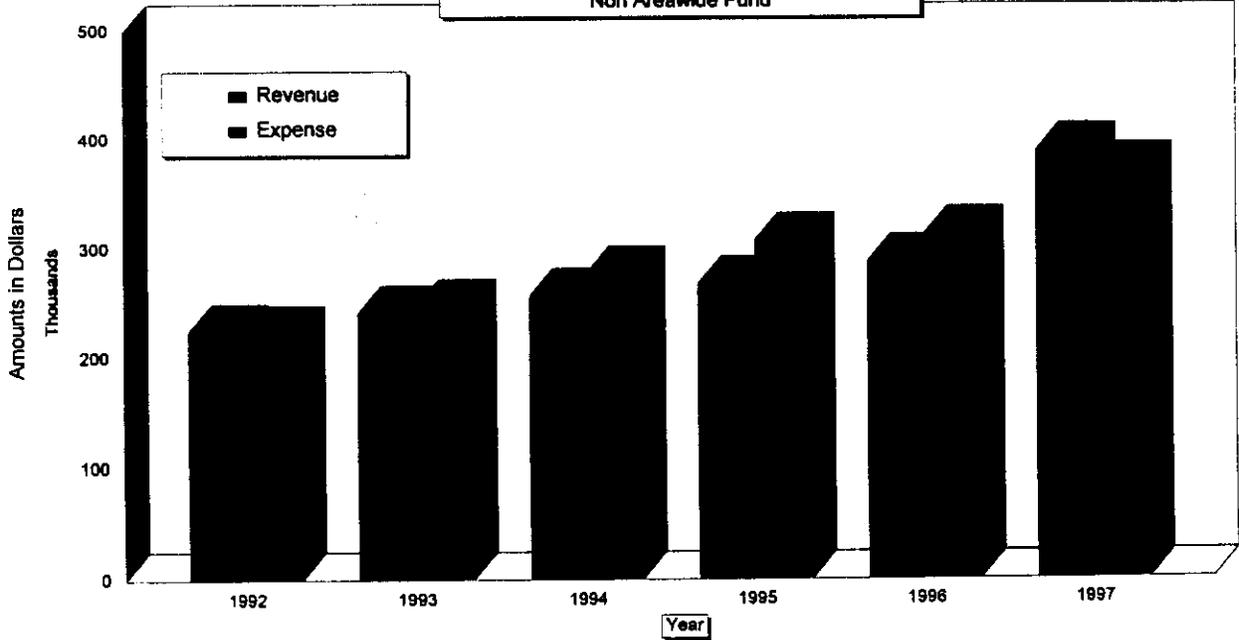
**Ketchikan Gateway Borough**  
Non Areawide Fund

■ Library Services



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Non Areawide Fund

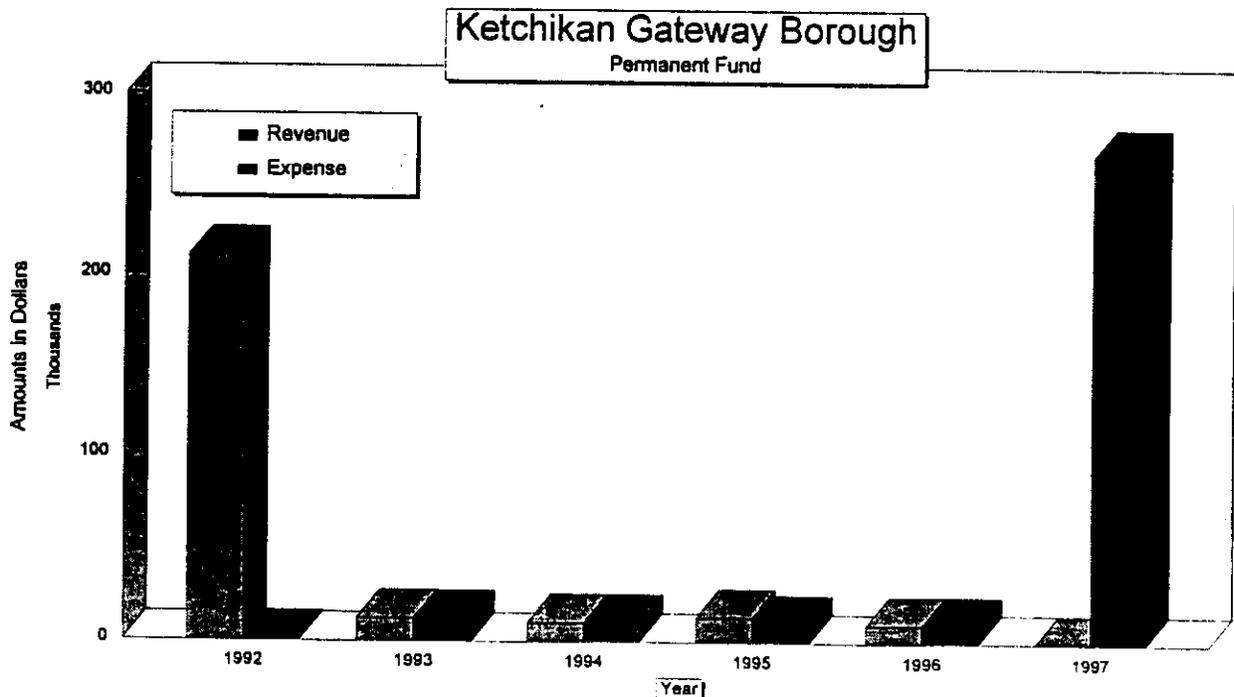


**ADMINISTRATIVE COMMENT**

The legislative intent of the Permanent Fund is to insure the stability of income for the continuing operation of the general government of the Borough. The Permanent Fund was eliminated by ordinance and the funds were transferred to the Land Trust Fund. It was decided that the Land Trust Fund essentially serves as the Borough's Permanent Fund.

**KETCHIKAN GATEWAY BOROUGH  
FY 1998/97 - SUMMARY OF REVENUE AND APPROPRIATIONS  
PERMANENT FUND**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>FUNDS AVAILABLE JULY 1</b>	259,046	263,398	266,847	266,847	266,847		
<b>REVENUE</b>							
4225 TIMBER SALES	0	0	0	0	0	0	0
4305 INTEREST INCOME	14,352	13,096	9,598	13,350	0	-100.00%	0.00%
4390 MISC REVENUES	0	353	0	0	0	0.00%	0.00%
Total Revenue	14,352	13,449	9,598	13,350	0	-100.00%	0.00%
<b>APPROPRIATIONS</b>							
6600 INTERFUND TRANSFERS	10,000	10,000	9,598	13,350	266,847	2680.24%	100.00%
Total Appropriations	10,000	10,000	9,598	13,350	266,847	2680.24%	100.00%
<b>FUNDS AVAILABLE JUNE 30</b>	263,398	266,847	266,847	266,847	0		



**DEPARTMENT: School Bond Fund  
Capital Improvement Fund**

**DIVISION: General Government**

### **ADMINISTRATIVE COMMENT**

General long-term liabilities of the Borough are of the nature of general obligations (GO) and revenue bonds. Proceeds from the bonds are used to build schools and for general government infrastructure. GO bonds are secured by the general credit and revenue raising power of the Borough rather than specific assets or specific fund resources. The Indoor Recreation Center (IRC), although a GO bond, is being funded from the Recreation Capital Project Fund where funding is derived from the collection of a one-half cent sales tax. Revenue bonds are generally secured by revenues from various sources and specific assets with revenue generating capabilities.

The school improvement fund accounts (Fund 23) is created to track those transactions necessary to retire Borough debt. The primary source of funding is presently reimbursement of funds from the State of Alaska with the second major source being transfers from the General Fund.

The IRC bond account (Fund 25) is created to track those transactions necessary to retire Borough debt. The primary source of funding is presently the one-half cent sales tax with the second source being transfers from the General Fund in the event that sufficient funds are not collected from sales tax.

**Ketchikan Gateway Borough**

**FY 1996/97 - SUMMARY OF REVENUE AND APPROPRIATIONS**

**SCHOOL BOND/CAPITAL IMPROVEMENT FUND - FUND 20**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATED</b>	<b>FY 96/97 PROPOSED</b>
FUNDS AVAILABLE JULY 1	76,343	(296,642)	(325,347)	(325,347)	2,310
<b>REVENUE</b>					
4250 REIMBURSEMENT	4,178,063	1,694,634	1,705,004	1,608,644	1,569,838
4255 TOBACCO TAX	71,310	69,272	71,500	68,013	71,500
4305 INTEREST INCOME	0	0	0	0	0
4370 RENTAL INCOME	9,000	10,800	10,800	10,800	10,800
4450 INTERFUND TRANSFERS	712,469	300,000	450,000	647,841	947,127
Total Revenue	4,970,842	2,074,706	2,237,304	2,335,298	2,599,265
<b>EXPENDITURES</b>					
6030 PUBLISHING EXPENSE	0	0	0		0
6090 CONTRACTUAL SERVICES	986	733	0	8,000	0
6140 DEBT EXPENSE	4,859,639	2,101,588	1,799,200	1,997,041	2,314,527
6150 OTHER EXPENSES	491	616	500	100	500
6310 ELECTRICITY	0	0	0	0	0
6430 BUILDING MAINTENANCE	7	474	5,000	2,500	2,500
6431 HEATING FUEL	0	0	0	0	0
6540 CAPITAL IMPROVEMENTS	0	0	0	0	0
6551 BALL FIELD DEVELOPMENT	482,704	0	0	0	0
Total Expenditure	5,343,827	2,103,411	1,804,700	2,007,641	2,317,527
FUNDS AVAILABLE JUNE 30	(296,642)	(325,347)	107,257	2,310	284,048

## Ketchikan Gateway Borough

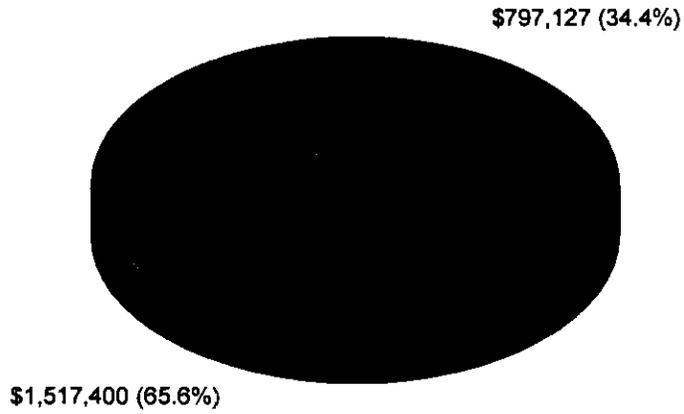
### FY 1996/97 - SUMMARY OF REVENUES AND APPROPRIATIONS

#### BOND PAYMENTS

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATED	FY 96/97 PROPOSED
<b>1974 SCHOOL REFUNDING BOND - FUND 21</b>					
4450 INTERFUND TRANSFERS	429,644	431,788	205,000	205,000	0
<b>Total Revenue</b>	<b>429,644</b>	<b>431,788</b>	<b>205,000</b>	<b>205,000</b>	<b>0</b>
6840 BOND PRINCIPAL PYMTS	385,000	410,000	200,000	200,000	0
6845 BOND INTEREST	44,644	21,788	5,000	5,000	0
<b>Total Expenditure</b>	<b>429,644</b>	<b>431,788</b>	<b>205,000</b>	<b>205,000</b>	<b>0</b>
<b>1983 SCHOOL REFUNDING BOND - FUND 22</b>					
4450 INTERFUND TRANSFERS	2,685,196	0	0	0	0
<b>Total Revenues</b>	<b>2,685,196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6840 BOND PRINCIPAL PAYMENTS	2,460,000	0	0	0	0
6846 BOND INTEREST PAYMENTS	225,196	0	0	0	0
<b>Total Expenditures</b>	<b>2,685,196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1989 SCHOOL REFUNDING BOND - FUND 23</b>					
4450 INTERFUND TRANSFER	1,744,800	1,669,800	1,594,200	1,594,200	1,517,400
<b>Total Revenue</b>	<b>1,744,800</b>	<b>1,669,800</b>	<b>1,594,200</b>	<b>1,594,200</b>	<b>1,517,400</b>
6090 CONTRACTUAL SERVICES	0	0	0	0	0
6840 BOND PRINCIPAL PAYMENT	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
6845 BOND INTEREST	544,800	469,800	394,200	394,200	317,400
6846 BOND INTEREST	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,744,800</b>	<b>1,669,800</b>	<b>1,594,200</b>	<b>1,594,200</b>	<b>1,517,400</b>
<b>1995 INDOOR RECREATION CENTER BONDS - FUND 25</b>					
4450 INTERFUND TRANSFERS	0	0	0	197,841	797,127
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,841</b>	<b>797,127</b>
6840 BOND PRINCIPAL PAYMENT	0	0	0	0	430,000
6845 BOND INTEREST	0	0	0	197,841	367,127
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,841</b>	<b>797,127</b>

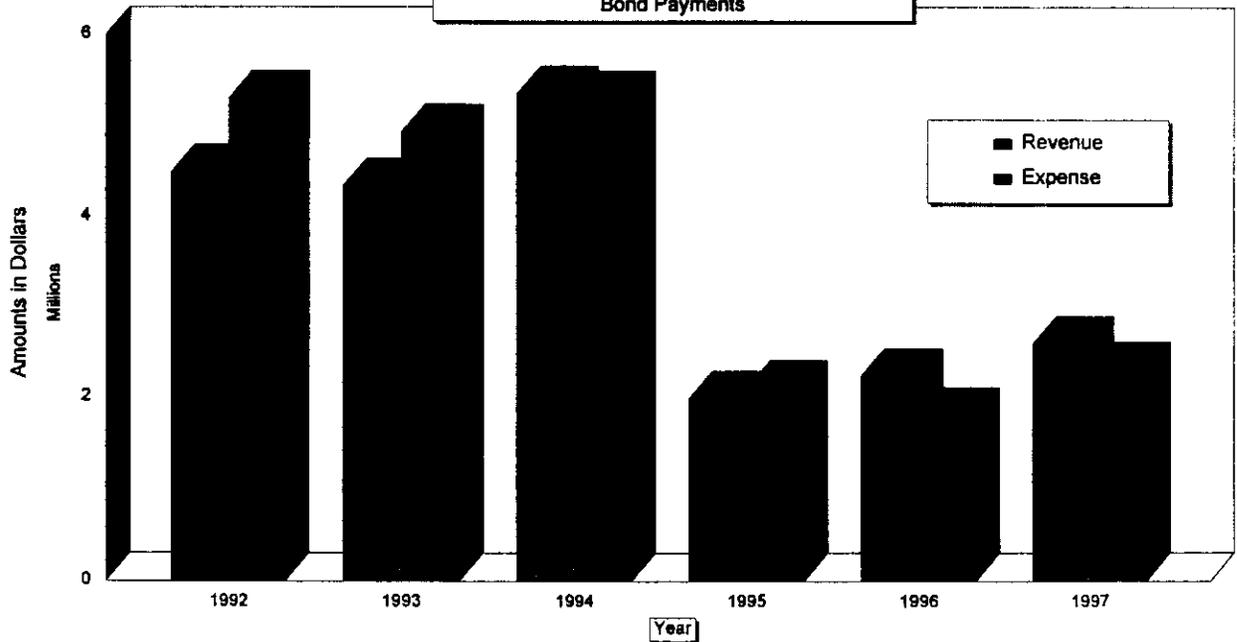
**Ketchikan Gateway Borough**  
Bond Payments

- 1995 IRC Bonds
- 1989 Bonds



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Bond Payments



**ADMINISTRATIVE COMMENT**

The Borough government does not provide a full range of services on a total non-area-wide basis. However, several residential pockets within the rural portion of the Borough have need for certain additional governmental services. In order to meet these needs specialized discrete service areas have been created. The services that are provided for these geographic areas range from water and sewer to road maintenance and fire protection. There are currently nine service areas.

Each of the service areas have a policy board which recommends policies for final approval and acceptance by the Borough Assembly.

In addition, each service area proposes their own fee structures and annual budgets which are submitted for adoption by the Assembly.

<u>SERVICE AREA</u>	<u>SERVICE ACTIVITY (Power)</u>	<u>REVENUE SOURCE</u>
Forest Park	Road and sewer	Tax - 3.5 mills
Gold Nugget	Road and sewer	Monthly charge: Road 22.00 Sewer 6.50
Mountain Point	Water and sewer	Monthly charge: Water 15.00 Sewer 25.00 Hydrant 10.00
Mud Bight	Road, sewer and water	Annual charge: 120.00
Shoreline	Fire and water**	Tax - 1 mill
Shoup Street	Water and sewer	Annual charge: 150.00 Monthly charge: Water 40.00
South End	Fire	Tax - 1 mill
South Tongass	Water and sewer	Inactive
Waterfall Creek	Roads and sewers	Annual charge: 60.00

\*\* Water inactive

## Ketchikan Gateway Borough

### FY1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY

#### SOUTH END FIRE DISTRICT

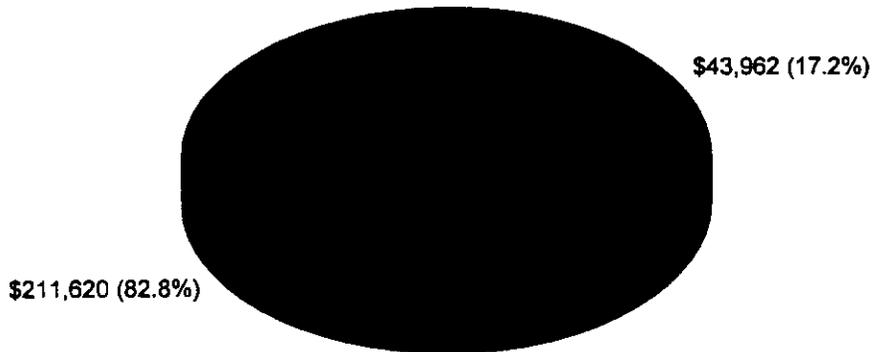
	FY 92/93 ACTUAL	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/97 BUDGET
<b>FUNDS AVAILABLE - July 1</b>	89,023	100,798	160,202	179,723	185,451
<b>REVENUES:</b>					
Services / Taxes	77,966	71,750	76,898	90,467	95,387
Grants / State & Federal	727	746	0	373	1,104
Transfers	0	0	0	0	0
Other / Expense Recoveries	7,948	10,291	9,385	10,500	12,345
<b>TOTAL REVENUES</b>	<u>86,641</u>	<u>82,787</u>	<u>86,283</u>	<u>101,340</u>	<u>108,836</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	0	0	0
Employee benefits	0	0	0	0	0
Professional/Contractual Services	405	79	0	0	0
Support goods and services	23,764	21,944	32,761	35,612	43,962
Equipment/Capital Improvements	50,697	1,360	34,006	60,000	211,620
<b>TOTAL EXPENDITURES</b>	<u>74,866</u>	<u>23,383</u>	<u>66,767</u>	<u>95,612</u>	<u>255,582</u>
<b>FUNDS AVAILABLE - June 30</b>	100,798	160,202	179,718	185,451	38,705

#### **EQUIPMENT**

Purchase new 3500 gallon tanker.

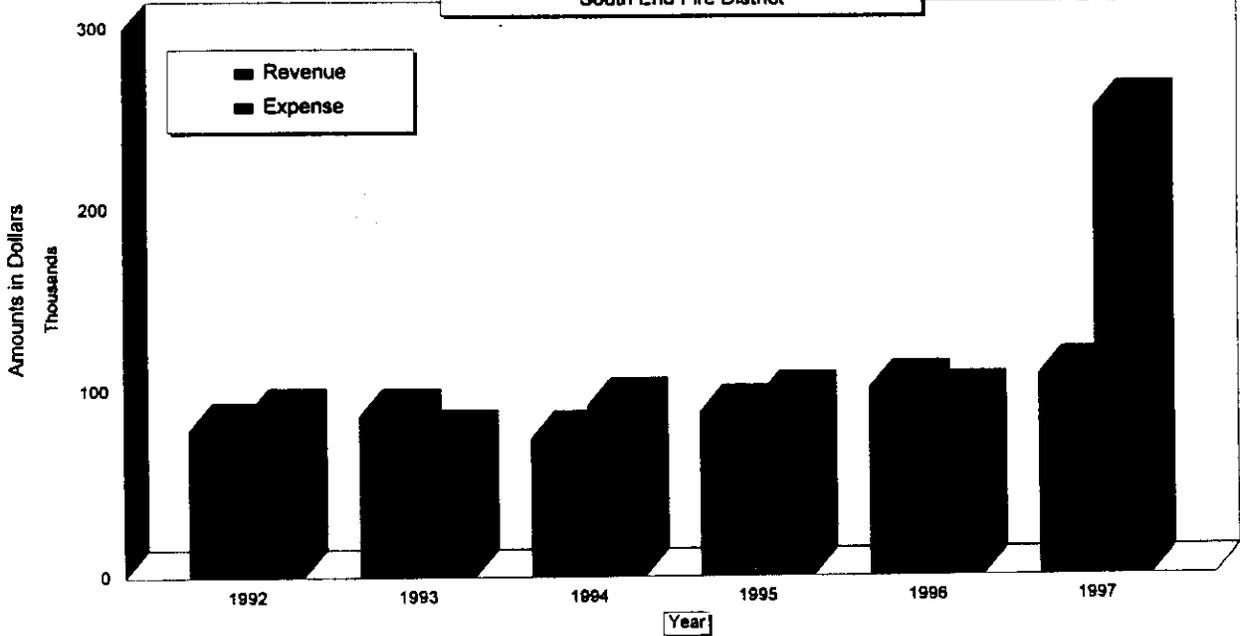
**Ketchikan Gateway Borough**  
South End Fire District

- Support Services
- Equipment/Cap. Imp.



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
South End Fire District



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUE AND APPROPRIATIONS**

**80 - SOUTH END FIRE DISTRICT**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>REVENUES:</b>							
4010 PROPERTY TAXES	75,431	80,467	95,105	88,000	99,893	5.03%	91.78%
4020 BUSINESS/PERSONAL TAXE	0	607	0	617	625	625.00%	0.57%
4060 AUTOMOBILE TAXES	1,765	1,819	1,800	1,800	1,800	0.00%	1.65%
4150 SR CITIZEN LOCAL CONTRIB.	(5,446)	(5,995)	(6,438)	(6,498)	(6,931)	7.66%	-6.37%
4220 STATE REVENUE SHARING	746	0	373	1,200	1,104	195.98%	1.01%
4305 INTEREST INCOME	8,308	7,385	7,500	9,845	12,345	64.60%	11.34%
4370 RENTAL INCOME	1,983	0	3,000	0	0	-100.00%	0.00%
4390 MISCELLANEOUS INCOME	0	2,000	0	0	0	0.00%	0.00%
<b>TOTAL REVENUES</b>	<b>82,787</b>	<b>86,283</b>	<b>101,340</b>	<b>94,964</b>	<b>108,836</b>	<b>7.40%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
5300 TRAVEL & TRAINING	1,677	1,980	5,000	1,000	9,000	80.00%	3.52%
5500 REIMBURSABLE EXPENSES	3,745	3,640	10,000	10,000	10,000	0.00%	3.91%
6010 SUPPLIES	221	310	500	300	500	0.00%	0.20%
6020 DUES & PUBLICATIONS	188	2,180	0	500	0	0.00%	0.00%
6030 PUBLISHING EXPENSE	28	446	200	0	200	0.00%	0.08%
6060 RENTALS	408	446	0	0	0	0.00%	0.00%
6090 CONTRACTUAL SERVICES	79	0	0	0	0	0.00%	0.00%
6100 INSURANCE	4,000	4,000	4,000	4,000	4,000	0.00%	1.57%
6130 ADMINISTRATIVE SERVICES	5,220	5,242	5,412	5,412	5,262	-2.77%	2.06%
6310 ELECTRICITY	2,322	5,306	3,500	2,500	2,500	-28.57%	0.98%
6330 TELEPHONE	360	703	500	826	500	0.00%	0.20%
6430 BUILDING MAINTENANCE	147	741	1,000	0	1,000	0.00%	0.39%
6431 HEATING FUEL	911	204	1,000	600	1,000	0.00%	0.39%
6450 EQUIPMENT MAINTENANCE	1,286	457	0	0	0	0.00%	0.00%
6460 VEHICLE MAINTENANCE	1,020	1,090	4,000	2,000	4,000	0.00%	1.57%
6461 MOTOR FUEL & OIL	411	438	500	800	1,000	100.00%	0.39%
6462 VEHICLE OPERATION	0	10	0	0	0	0.00%	0.00%
6530 EQUIPMENT PURCHASE	1,360	5,568	10,000	16,000	5,000	-50.00%	1.96%
6540 CAPITAL IMPROVEMENTS	0	34,006	50,000	0	211,620	323.24%	82.80%
<b>Total Expenditures</b>	<b>23,383</b>	<b>66,767</b>	<b>95,612</b>	<b>43,938</b>	<b>255,582</b>	<b>167.31%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**

**FY1995/96 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**

**SHORELINE FIRE DEPARTMENT**

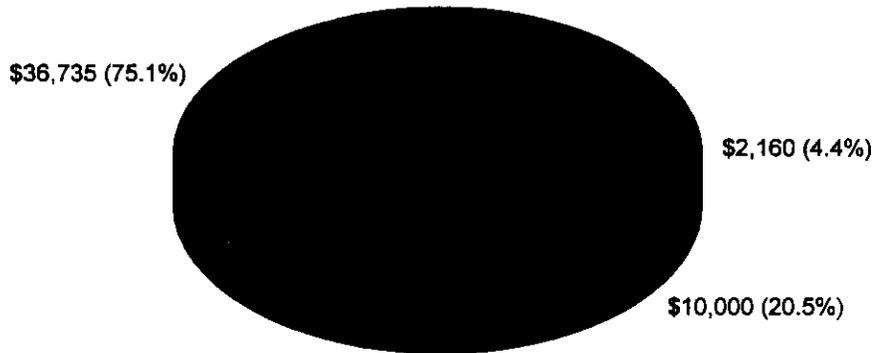
	<b>FY 92/93</b>	<b>FY 93/94</b>	<b>FY 94/95</b>	<b>FY 95/96</b>	<b>FY 96/97</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	41,569	44,344	60,399	67,097	75,436
<b>REVENUES:</b>					
Services / Taxes	43,883	45,178	42,853	52,890	56,198
Grants / State & Federal	424	69	0	45	453
Transfers	0	0	0	0	0
Other / Expense Recoveries	2,557	3,300	3,090	3,225	4,400
<b>TOTAL REVENUES</b>	<u>46,864</u>	<u>48,547</u>	<u>45,943</u>	<u>56,160</u>	<u>61,051</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	0	0	0
Employee benefits	0	0	0	0	0
Professional/Contractual Services	2,805	1,620	1,283	2,160	2,160
Support goods and services	27,540	22,020	26,237	34,161	36,735
Equipment	13,744	8,855	11,724	11,500	10,000
<b>TOTAL EXPENDITURES</b>	<u>44,089</u>	<u>32,495</u>	<u>39,244</u>	<u>47,821</u>	<u>48,895</u>
<b>FUNDS AVAILABLE - June 30</b>	44,344	60,396	67,098	75,436	87,592

**EQUIPMENT**

Reconditioning and Improvements to present rolling equipment.

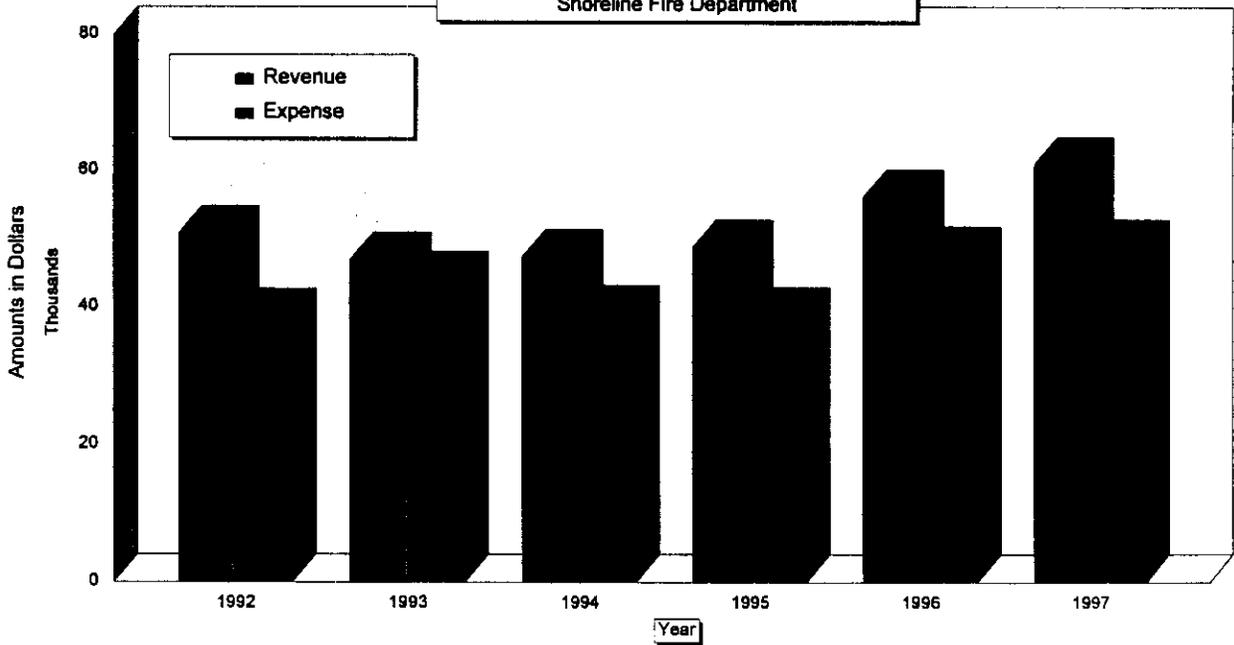
**Ketchikan Gateway Borough**  
Shoreline Fire Department

- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Shoreline Fire Department



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUE AND APPROPRIATIONS**

**81 - SHORELINE FIRE DEPARTMENT**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>REVENUES:</b>							
4010 PROPERTY TAXES	37,863	36,801	54,689	49,000	52,042	-4.84%	85.24%
4020 BUSINESS/PERSONAL TAXE	8,500	7,648	0	5,625	6,333	5625.00%	10.37%
4060 AUTOMOBILE TAXES	947	592	550	380	550	0.00%	0.90%
4150 SR CITIZEN LOCAL CONTRIB.	(2,132)	(2,188)	(2,349)	(2,495)	(2,727)	16.09%	-4.47%
4220 STATE REVENUE SHARING	69	0	0	492	453	453.00%	0.74%
4240 REVENUE FROM STATE	0	0	45	0	0	-100.00%	0.00%
4305 INTEREST INCOME	3,270	2,930	3,225	3,690	4,400	36.43%	7.21%
4390 MISCELLANEOUS INCOME	30	160	0	0	0	0.00%	0.00%
<b>TOTAL REVENUES</b>	<b>48,547</b>	<b>45,943</b>	<b>56,160</b>	<b>56,692</b>	<b>61,051</b>	<b>8.71%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
5300 TRAVEL & TRAINING	288	552	3,586	3,586	7,040	96.32%	14.40%
5500 REIMBURSABLE EXPENSES	5,942	6,065	9,600	8,800	9,600	0.00%	19.63%
6010 SUPPLIES	870	4,633	1,000	875	1,000	0.00%	2.05%
6011 OPERATING SUPPLIES	0	0	2,500	1,500	1,500	-40.00%	3.07%
6020 DUES & PUBLICATIONS	105	105	105	125	175	66.67%	0.36%
6030 PUBLISHING EXPENSE	43	29	100	50	50	-50.00%	0.10%
6070 POSTAGE	0	19	100	50	100	0.00%	0.20%
6090 CONTRACTUAL SERVICES	1,620	1,283	2,160	2,160	2,160	0.00%	4.42%
6100 INSURANCE	5,500	5,659	5,500	5,500	5,500	0.00%	11.25%
6130 ADMINISTRATIVE SERVICES	4,500	4,500	4,500	4,500	4,500	0.00%	9.20%
6310 ELECTRICITY	1,032	1,064	1,200	1,200	1,200	0.00%	2.45%
6330 TELEPHONE	304	365	500	400	400	-20.00%	0.82%
6331 LONG DISTANCE	33	0	50	50	50	0.00%	0.10%
6430 BUILDING MAINTENANCE	466	179	1,500	500	1,000	-33.33%	2.05%
6431 HEATING FUEL	1,098	878	1,000	500	1,000	0.00%	2.05%
6450 EQUIPMENT MAINTENANCE	25	640	600	1,000	1,100	83.33%	2.25%
6460 VEHICLE MAINTENANCE	1,490	1,202	2,000	750	2,000	0.00%	4.09%
6461 MOTOR FUEL	309	347	300	150	500	66.67%	1.02%
6462 VEHICLE OPERATIONS	15	0	20	55	20	0.00%	0.04%
6530 EQUIPMENT	7,974	4,404	8,500	8,500	10,000	17.65%	20.45%
6540 CAPITAL IMPROVEMENT	881	7,320	3,000	3,000	0	-100.00%	0.00%
<b>Total</b>	<b>32,495</b>	<b>39,244</b>	<b>47,821</b>	<b>43,251</b>	<b>48,895</b>	<b>2.25%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY 1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**  
**MOUNTAIN POINT SERVICE AREA**

	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	101,835	92,654	80,667	108,057	126,834
<b>REVENUES:</b>					
Services / Taxes	30,960	50,214	84,600	90,000	108,500
Grants / State & Federal	0	0	0	0	0
Transfers	0	0	0	0	0
Other / Expense Recoveries	4,474	4,430	4,967	5,000	8,180
<b>TOTAL REVENUES</b>	<u>35,434</u>	<u>54,644</u>	<u>89,567</u>	<u>95,000</u>	<u>116,680</u>
<b>EXPENDITURES:</b>					
Salaries and wages	10,753	24,423	21,088	0	0
Employee benefits	4,600	10,942	9,553	0	0
Professional/Contractual Services	6,810	1,616	68	41,055	45,155
Support goods and services	22,452	28,360	30,146	30,168	38,222
Equipment/Capital Improvements	0	1,290	1,327	5,000	4,230
<b>TOTAL EXPENDITURES</b>	<u>44,615</u>	<u>66,631</u>	<u>62,182</u>	<u>76,223</u>	<u>87,607</u>
<b>FUNDS AVAILABLE - June 30</b>	92,654	80,667	108,052	126,834	155,907

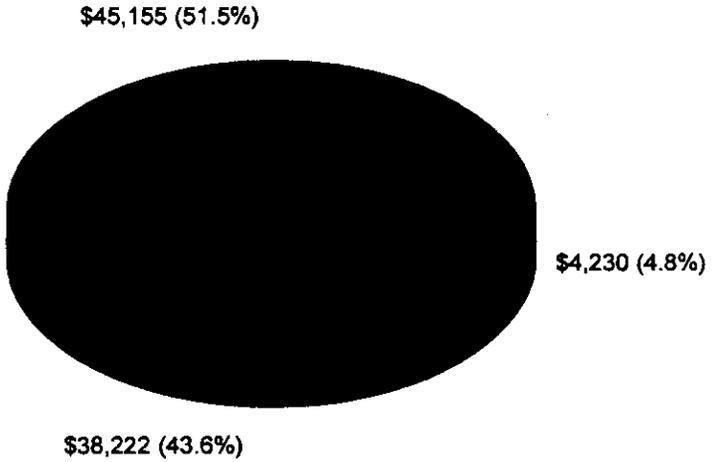
**EQUIPMENT**

Answering Machine, Winch (Bumper), Hot Water Tank and On-line Tubidmeter.

### Ketchikan Gateway Borough

Mountain Point Service Area

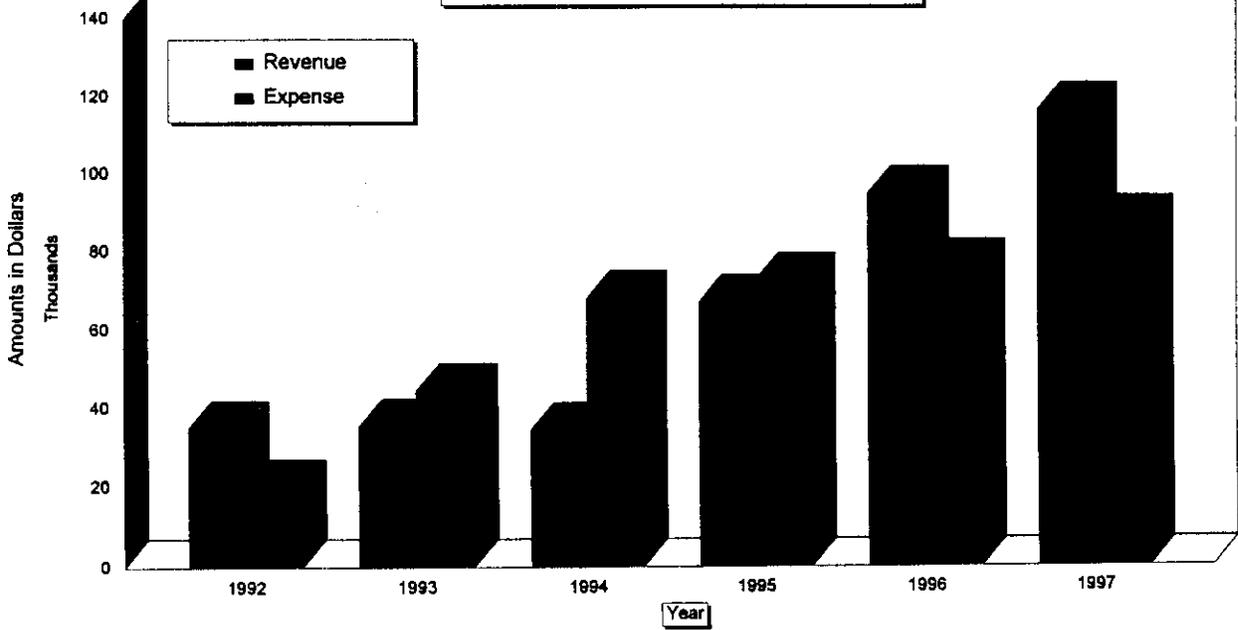
- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

### Ketchikan Gateway Borough

Mountain Point Service Area



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUES AND APPROPRIATIONS**

**82 - MOUNTAIN POINT SERVICE AREA**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>REVENUES:</b>							
4305 INTEREST	4,430	4,967	5,000	5,940	8,180	63.60%	7.01%
4360 SERVICE AREA REVENUE	50,214	84,600	90,000	108,500	108,500	20.56%	92.99%
<b>Total</b>	<b>54,644</b>	<b>89,567</b>	<b>95,000</b>	<b>114,440</b>	<b>116,680</b>	<b>22.82%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
5110 OVERTIME	1,285	875	0	0	0	0.00%	0.00%
5120 TEMPORARY PAY	23,138	20,213	0	0	0	0.00%	0.00%
5200 EMPLOYEE BENEFITS	10,942	9,553	0	0	0	0.00%	0.00%
5300 TRAVEL & TRAINING	1,126	0	0	0	0	0.00%	0.00%
6010 SUPPLIES	0	1,554	0	0	0	0.00%	0.00%
6011 OPERATING SUPPLIES	3,057	2,552	8,980	5,980	12,984	44.59%	14.82%
6030 PUBLISHING EXPENSE	177	138	250	50	250	0.00%	0.29%
6060 RENTALS	11	60	500	300	2,115	323.00%	2.41%
6070 POSTAGE	0	22	100	100	100	0.00%	0.11%
6090 CONTRACTUAL SERVICES	1,616	68	41,055	33,000	45,155	9.99%	51.54%
6100 INSURANCE	2,000	2,000	2,000	2,000	2,000	0.00%	2.28%
6130 ADMINISTRATIVE SERVICES	2,394	4,107	4,527	4,527	4,959	9.54%	5.66%
6310 ELECTRICITY	10,364	13,621	13,452	12,000	15,452	14.87%	17.64%
6330 TELEPHONE	374	313	309	312	312	0.97%	0.36%
6331 LONG DISTANCE	0	19	50	20	50	0.00%	0.06%
6440 SYSTEM MAINTENANCE	8,857	5,760	0	13,500	0	0.00%	0.00%
6530 EQUIPMENT PURCHASE	1,290	1,327	5,000	2,000	4,230	-15.40%	4.83%
<b>Total</b>	<b>66,631</b>	<b>62,182</b>	<b>76,223</b>	<b>73,789</b>	<b>87,607</b>	<b>14.94%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**

**WATERFALL CREEK SERVICE AREA**

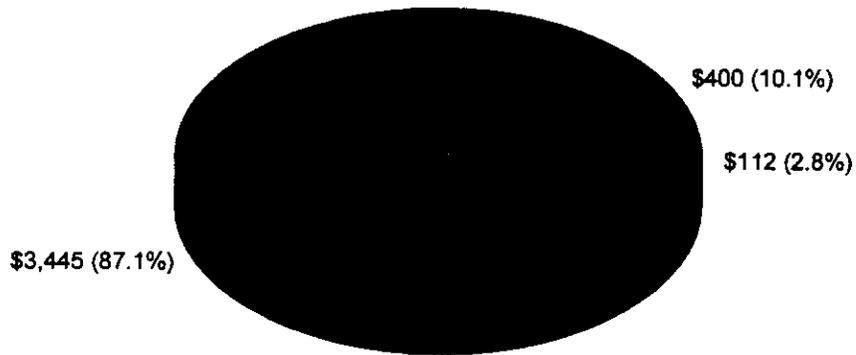
	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	48,055	59,013	71,490	83,088	93,989
<b>REVENUES:</b>					
Services	9,588	9,148	9,602	9,600	9,800
Grants / State & Federal	920	1,084	720	542	725
Transfers	0	0	0	0	0
Other / Expense Recoveries	2,769	3,710	3,355	4,751	5,115
<b>TOTAL REVENUES</b>	<u>13,277</u>	<u>13,942</u>	<u>13,677</u>	<u>14,893</u>	<u>15,640</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	264	0	0
Employee benefits	0	0	55	0	112
Professional/Contractual Services	0	0	0	505	400
Support goods and services	2,319	1,465	1,760	3,487	3,445
Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>2,319</u>	<u>1,465</u>	<u>2,079</u>	<u>3,992</u>	<u>3,957</u>
<b>FUNDS AVAILABLE - June 30</b>	59,013	71,490	83,088	93,989	105,672

**EQUIPMENT**

None

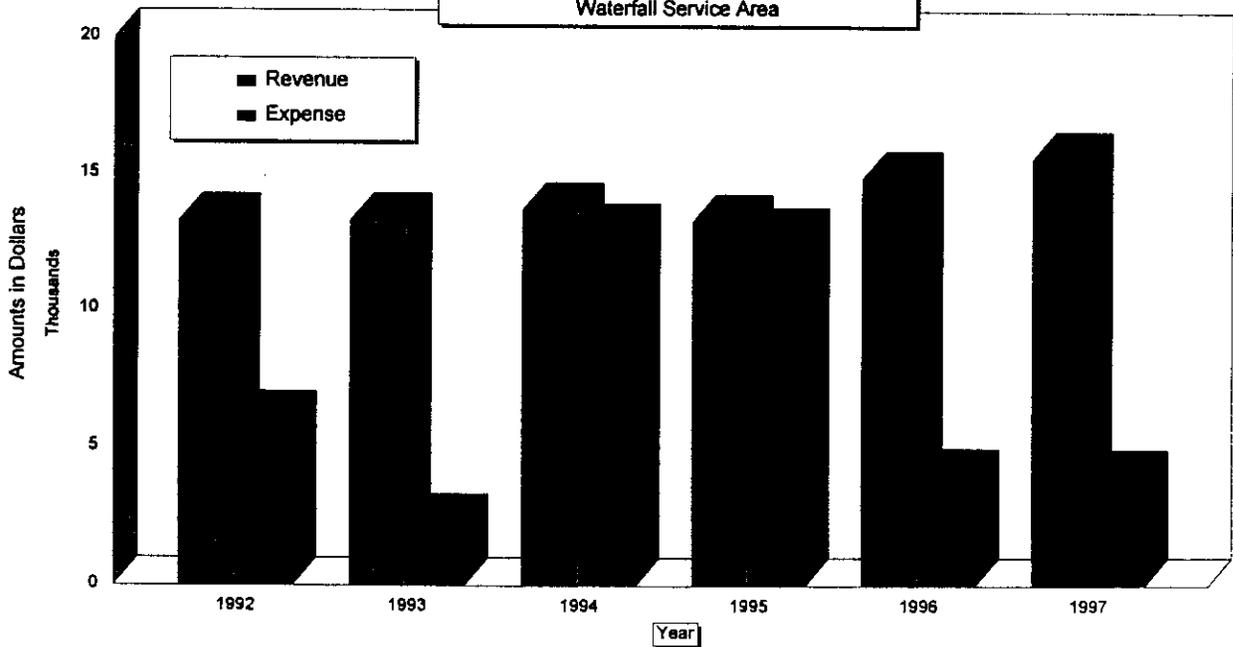
**Ketchikan Gateway Borough**  
Waterfall Service Area

- Benefits
- Professional Services
- Support Services



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Waterfall Service Area



**KETCHIKAN GATEWAY BOROUGH**  
**FY 1996/97 BUDGET - REVENUES AND APPROPRIATIONS**

**83 - WATERFALL CREEK SERVICE AREA**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 95/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>REVENUES:</b>							
4220 STATE REVENUE SHARING	1,084	720	542	789	725	33.76%	4.64%
4305 INTEREST INCOME	3,710	3,355	4,751	4,565	5,115	7.66%	32.70%
4360 SERVICE AREA FEES	9,148	9,602	9,600	9,800	9,800	2.08%	62.66%
<b>Total Revenues</b>	<b>13,942</b>	<b>13,677</b>	<b>14,893</b>	<b>15,154</b>	<b>15,640</b>	<b>5.02%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
5120 TEMPORARY PAY	0	264	0	0	0	0.00%	0.00%
5200 EMPLOYEE BENEFITS	0	55	0	0	112	112.00%	2.83%
6030 PUBLISHING EXPENSE	43	29	50	0	50	0.00%	1.26%
6090 CONTRACTUAL SERVICES	0	0	505	300	400	-20.79%	10.11%
6130 ADMINISTRATIVE SERVICES	865	723	237	237	195	-17.72%	4.93%
6441 ROAD MAINTENANCE	557	1,008	3,000	2,600	3,000	0.00%	75.82%
6442 SEWER MAINTENANCE	0	0	200	0	200	0.00%	5.05%
<b>Total Expenditures</b>	<b>1,465</b>	<b>2,079</b>	<b>3,992</b>	<b>3,137</b>	<b>3,957</b>	<b>-0.88%</b>	<b>97.17%</b>

**Ketchikan Gateway Borough**

**FY1995/96 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**

**MUD BIGHT SERVICE AREA**

	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	21,531	27,422	36,893	47,056	58,361
<b>REVENUES:</b>					
Services / Taxes	5,400	9,066	9,333	9,120	9,740
Grants / State & Federal	0	0	0	50	114
Transfers	0	0	0	0	0
Other / Expense Recoveries	1,276	1,914	2,261	2,435	3,630
<b>TOTAL REVENUES</b>	<u>6,676</u>	<u>10,980</u>	<u>11,594</u>	<u>11,605</u>	<u>13,484</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	0	0	0
Employee benefits	0	0	0	0	0
Professional/Contractual Services	0	0	0	0	0
Support goods and services	785	1,509	1,431	300	300
Equipment / Capital Improvements	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>785</u>	<u>1,509</u>	<u>1,431</u>	<u>300</u>	<u>300</u>
<b>FUNDS AVAILABLE - June 30</b>	27,422	36,893	47,056	58,361	71,545

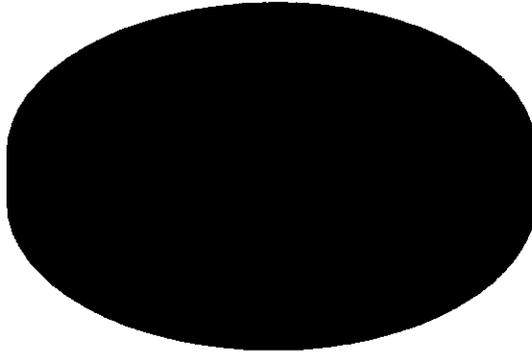
**EQUIPMENT**

None

**Ketchikan Gateway Borough**  
Mud Bight Service Area

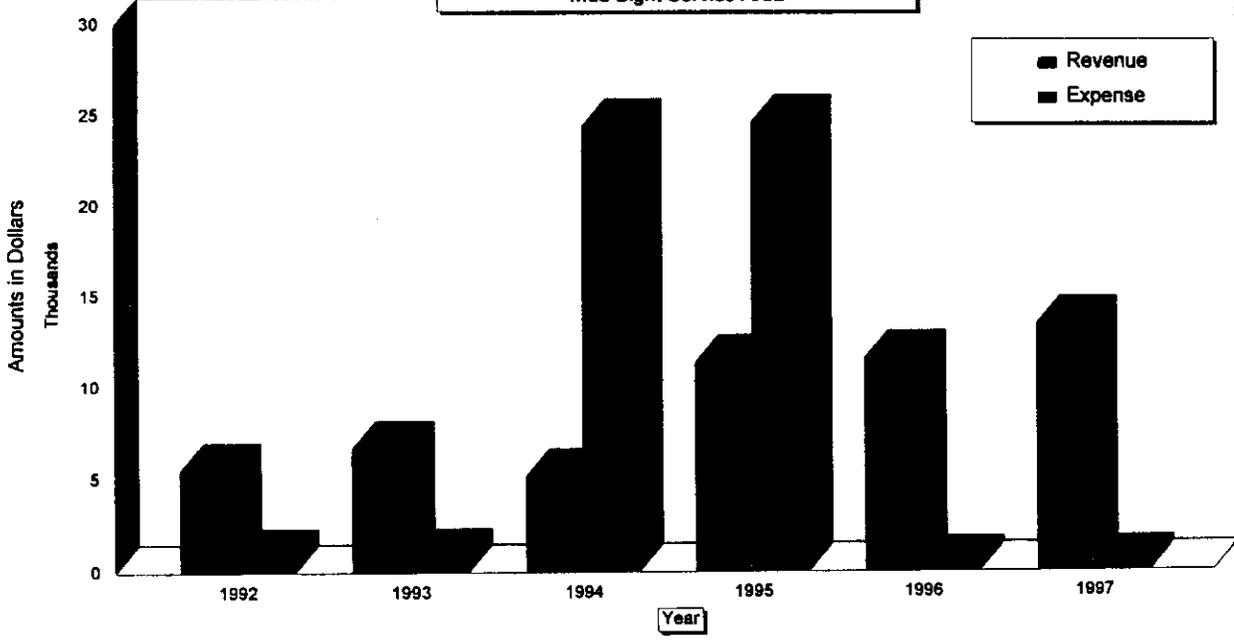
■ Support Services

\$300 (100.0%)



**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Mud Bight Service Area



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUES AND APPROPRIATIONS**

**84 - MUDBIGHT SERVICE AREA**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 98 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>REVENUES:</b>							
4010 PROPERTY TAXES	543	201	0	0	0	0.00%	0.00%
4020 BUSINESS/PERSONAL TAXES	98	0	0	0	0	0.00%	0.00%
4240 REVENUE FROM STATE	0	0	50	124	114	128.00%	0.85%
4305 INTEREST INCOME	1,914	2,261	2,435	3,080	3,630	49.08%	26.92%
4360 SERVICE AREA REVENUE	8,425	9,132	9,120	9,740	9,740	6.80%	72.23%
<b>Total Revenues</b>	<b>10,980</b>	<b>11,594</b>	<b>11,605</b>	<b>12,944</b>	<b>13,484</b>	<b>16.19%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
6030 PUBLISHING EXPENSE	129	39	100	26	100	0.00%	33.33%
6130 ADMINISTRATIVE SERVICES	1,380	1,392	200	200	200	0.00%	66.67%
6540 CAPITAL IMPROVEMENTS	0	0	0	0	0	0.00%	0.00%
<b>Total Expenditures</b>	<b>1,509</b>	<b>1,431</b>	<b>300</b>	<b>226</b>	<b>300</b>	<b>0.00%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**  
**FOREST PARK SERVICE AREA**

	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	334,404	283,030	282,628	290,243	162,059
<b>REVENUES:</b>					
Services / Taxes	61,064	68,296	76,860	90,625	72,127
Grants / State & Federal	2,084	4,482	844	2,241	2,850
Transfers	0	0	0	0	0
Other / Expense Recoveries	14,251	14,794	13,347	19,303	13,750
<b>TOTAL REVENUES</b>	<u>77,399</u>	<u>87,572</u>	<u>91,051</u>	<u>112,169</u>	<u>88,727</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	0	0	0
Employee benefits	0	0	0	0	0
Professional/Contractual Services	0	0	0	0	0
Support goods and services	55,978	87,975	83,437	78,464	72,365
Equipment/Capital Improvements	72,795	0	0	161,889	20,650
<b>TOTAL EXPENDITURES</b>	<u>128,773</u>	<u>87,975</u>	<u>83,437</u>	<u>240,353</u>	<u>93,015</u>
<b>FUNDS AVAILABLE - June 30</b>	283,030	282,627	290,242	162,059	157,771

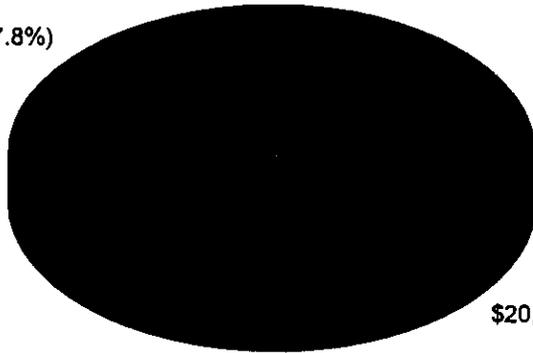
**EQUIPMENT**

Develop and begin implementation of long range plan for roads in service area.

**Ketchikan Gateway Borough**  
Forest Park Service Area

- Professional Services
- Support Services

\$72,365 (77.8%)

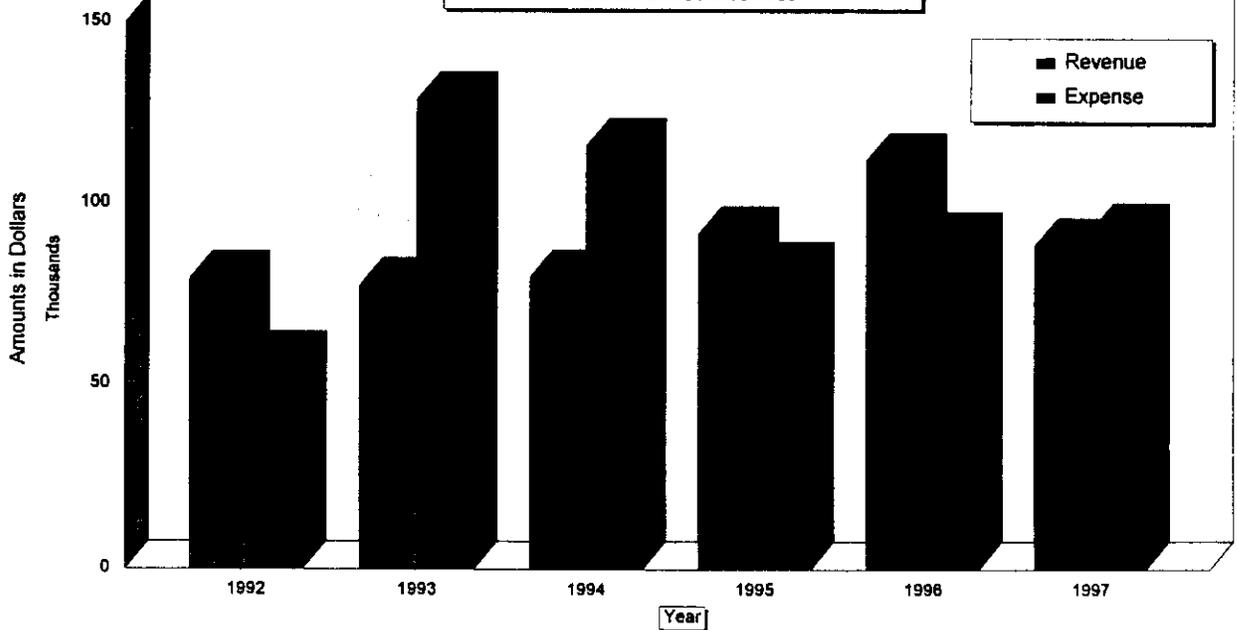


\$20,650 (22.2%)

Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Forest Park Service Area

- Revenue
- Expense



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUES AND APPROPRIATIONS**

**86 - FOREST PARK SERVICE AREA**

Description	FY 93/94 ACTUAL	FY 94/95 ACTUAL	FY 95/96 BUDGET	FY 96/96 ESTIMATE	FY 96/97 PROPOSED	% CHANGE 96 BUDGET	% OF TOTAL DEPT BUDGET
<b>REVENUES:</b>							
4010 PROPERTY TAXES	68,244	76,638	90,575	90,000	73,194	-19.19%	82.49%
4020 BUSINESS/PERSONAL TAXES	331	300	0	444	0	0.00%	0.00%
4060 AUTOMOBILE TAXES	1,516	1,946	1,700	1,000	1,700	0.00%	1.92%
4150 SR. CITIZEN LOCAL CONTR.	(1,795)	(2,024)	(1,650)	(3,370)	(2,767)	67.70%	-3.12%
4220 STATE REVENUE SHARING	4,482	844	2,241	2,805	2,850	27.18%	3.21%
4305 INTEREST INCOME	14,794	13,347	19,303	13,750	13,750	-28.77%	15.50%
4360 SERVICE AREA REVENUE	0	0	0		0	0.00%	0.00%
4390 MISCELLANEOUS REVENUE	0	0	0		0	0.00%	0.00%
<b>Total Revenues</b>	<b>87,572</b>	<b>91,051</b>	<b>112,169</b>	<b>104,629</b>	<b>88,727</b>	<b>-20.90%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
6010 SUPPLIES	29	79	0	0	0	0.00%	0.00%
6030 PUBLISHING EXPENSE	174	426	350	175	250	-28.57%	0.27%
6100 INSURANCE	3,000	3,000	3,000	3,000	3,000	0.00%	3.23%
6130 ADMINISTRATIVE SERVICE FEE	6,285	4,632	5,114	5,114	5,265	2.95%	5.66%
6311 ELECTRICITY-SEWER PLANT	3,269	3,615	3,000	2,191	3,700	23.33%	3.98%
6312 ELECTRICITY-STREET LIGHTS	5,147	6,150	7,000	6,528	6,150	-12.14%	6.61%
6441 SYSTEM MAINT - ROAD	54,934	46,816	40,000	34,712	35,000	-12.50%	37.63%
6442 SYSTEM MAINT - SEWER	15,137	18,719	20,000	21,381	19,000	-5.00%	20.43%
6540 CAPITAL IMPROVEMENTS	0	0	161,889	101,480	20,650	-87.24%	22.20%
<b>Total</b>	<b>87,975</b>	<b>83,437</b>	<b>240,353</b>	<b>174,581</b>	<b>93,015</b>	<b>-61.30%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**  
**FY1995/96 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**  
**GOLD NUGGET SERVICE AREA**

	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	8,623	12,674	14,199	20,946	27,427
<b>REVENUES:</b>					
Services	8,556	20,324	20,048	11,500	8,465
Grants / State & Federal	476	599	372	0	558
Transfers	0	0	0	0	0
Other / Expense Recoveries	589	777	424	440	1,426
<b>TOTAL REVENUES</b>	<u>9,621</u>	<u>21,700</u>	<u>20,844</u>	<u>11,940</u>	<u>10,449</u>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	0	0	0
Employee benefits	0	0	0	0	0
Professional/Contractual Services	0	0	0	0	0
Support goods and services	5,570	20,175	14,097	5,459	6,572
Equipment	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>5,570</u>	<u>20,175</u>	<u>14,097</u>	<u>5,459</u>	<u>6,572</u>
<b>FUNDS AVAILABLE - June 30</b>	12,674	14,199	20,946	27,427	31,304

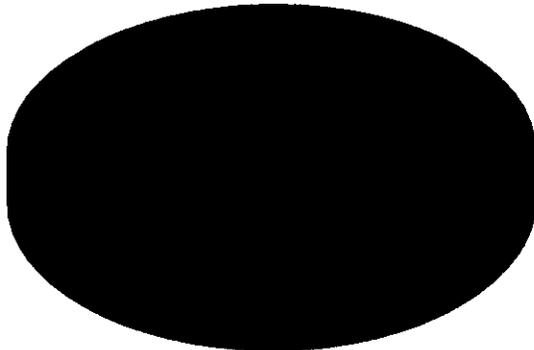
**EQUIPMENT**

None

**Ketchikan Gateway Borough**  
Gold Nugget Service Area

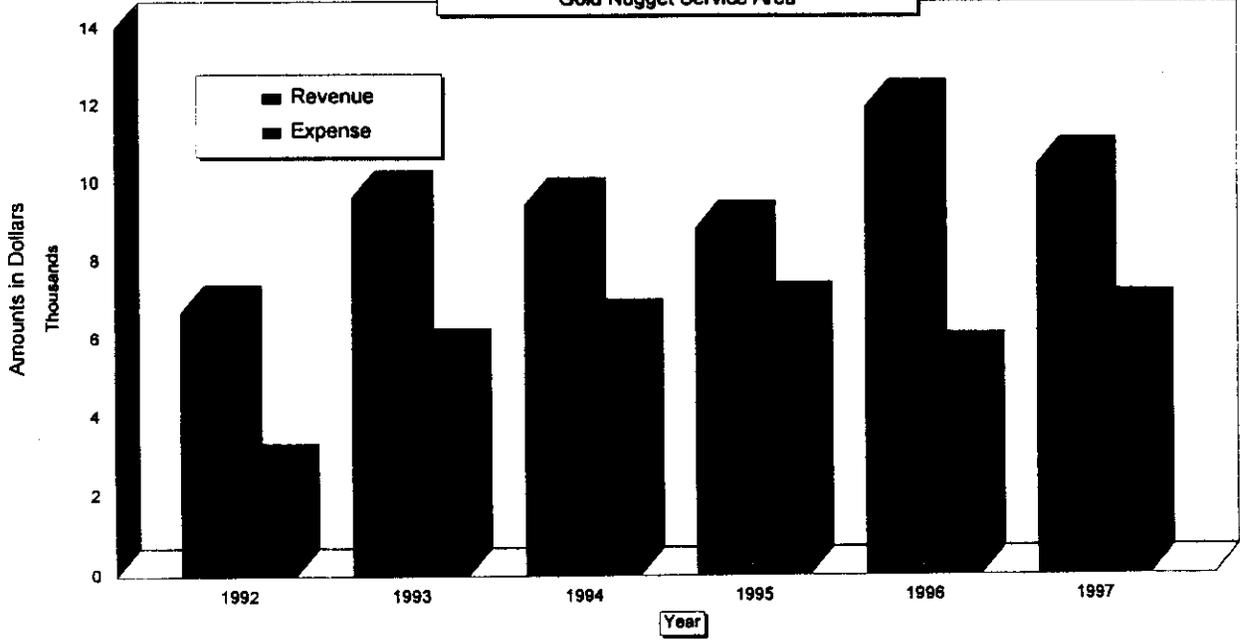
■ Support Services

\$6,572 (100.0%)



**Appropriations FY 1996-97**

**Ketchikan Gateway Borough**  
Gold Nugget Service Area



**Ketchikan Gateway Borough**

**FY 96/97 BUDGET - REVENUES AND APPROPRIATIONS**

**87 - GOLD NUGGET SERVICE AREA**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>REVENUES:</b>							
4220 STATE REVENUE SHARING	599	372	0	606	558	558.00%	5.34%
4305 INTEREST INCOME	777	424	440	1,151	1,426	224.09%	13.65%
4360 SEWER FEES	3,431	451	9,500	4,365	4,365	-54.05%	41.77%
4361 ROAD FEES	4,893	10,598	2,000	4,100	4,100	105.00%	39.24%
4362 PAVINGS FEES	12,000	8,999	0	0	0	0.00%	0.00%
<b>Total Revenues</b>	<b>21,700</b>	<b>20,844</b>	<b>11,940</b>	<b>10,222</b>	<b>10,449</b>	<b>-12.49%</b>	<b>100.00%</b>
<b>APPROPRIATIONS:</b>							
6030 PUBLISHING	0	39	200	0	50	-75.00%	0.76%
6090 CONTRACTUAL SERVICES	12,000	0	0	0	0	0.00%	0.00%
6130 ADMINISTRATIVE SERVICE	520	382	309	309	372	20.39%	5.66%
6441 ROAD MAINTENANCE	7,455	13,576	4,800	5,000	6,000	25.00%	91.30%
6442 SEWER MAINTENANCE	200	100	150	0	150	0.00%	2.28%
<b>Total Expenditures</b>	<b>20,175</b>	<b>14,097</b>	<b>5,459</b>	<b>5,309</b>	<b>6,572</b>	<b>20.39%</b>	<b>100.00%</b>

**Ketchikan Gateway Borough**

**FY1996/97 BUDGET - REVENUE AND APPROPRIATIONS SUMMARY**

**SHOUP STREET SERVICE AREA**

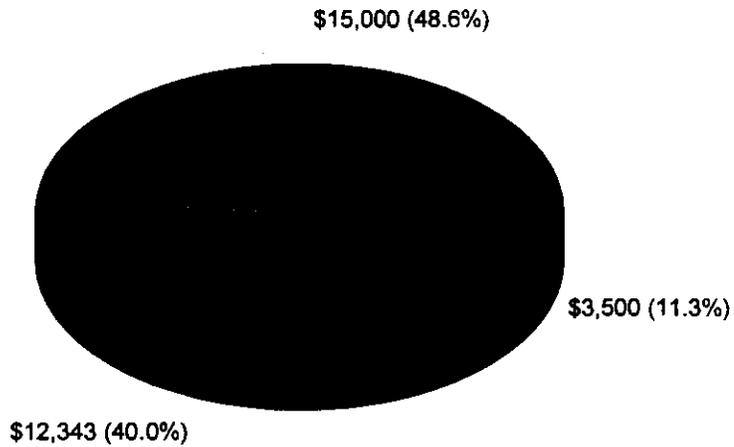
	<b>FY 92/93 ACTUAL</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/97 BUDGET</b>
<b>FUNDS AVAILABLE - July 1</b>	0	0	4,445	5,793	5,972
<b>REVENUES:</b>					
Services	0	0	24,549	40,000	31,950
Grants / State & Federal	0	0	0	0	0
Transfers	0	0	0	0	0
Other / Expense Recoveries	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>24,549</b>	<b>40,000</b>	<b>31,950</b>
<b>EXPENDITURES:</b>					
Salaries and wages	0	0	10,027	0	0
Employee benefits	0	0	4,459	0	0
Professional/Contractual Services	0	0	1,049	13,054	15,000
Support goods and services	0	0	6,317	13,100	12,343
Equipment / CIP	0	0	1,349	18,500	3,500
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>23,201</b>	<b>44,654</b>	<b>30,843</b>
<b>FUNDS AVAILABLE - June 30</b>	<b>0</b>	<b>4,445</b>	<b>5,793</b>	<b>1,139</b>	<b>7,079</b>

**EQUIPMENT**

    Replacement Pumps

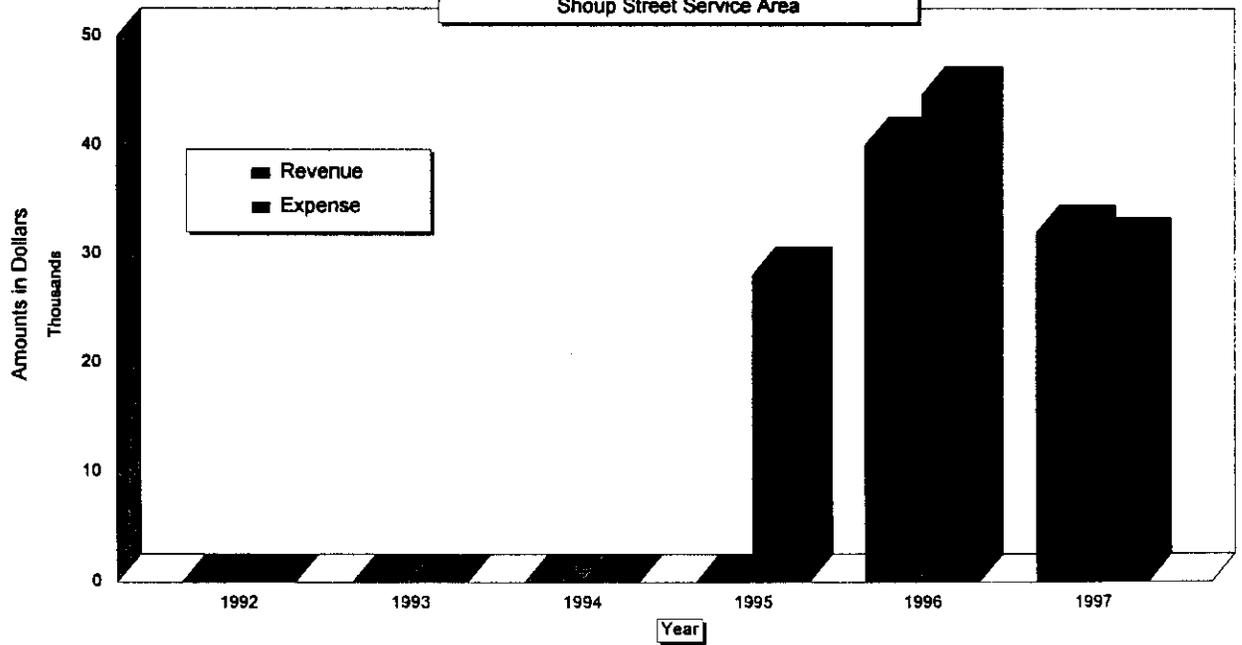
**Ketchikan Gateway Borough**  
Shoup Street Service Area

- Professional Services
- Support Services
- Equipment



Appropriations FY 1996-97

**Ketchikan Gateway Borough**  
Shoup Street Service Area



**Ketchikan Gateway Borough**

**FY 1996/97 BUDGET - REVENUES AND APPROPRIATIONS**

**88 - SHOUP STREET SERVICE AREA**

<b>Description</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 96/96 BUDGET</b>	<b>FY 95/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>REVENUES:</b>							
4360 SERVICE AREA FEES	0	24,549	40,000	33,793	31,950	-20.13%	100.00%
<b>Total Revenues</b>	0	24,549	40,000	33,793	31,950	-20.13%	100.00%
<b>APPROPRIATIONS:</b>							
5110 OVERTIME	0	111	0	0	0	0.00%	0.00%
5120 TEMPORARY PAY	0	9,916	0	0	0	0.00%	0.00%
5200 TAXES & BENEFITS	0	4,459	0	0	0	0.00%	0.00%
6010 SUPPLIES	0	382	6,152	6,000	6,195	0.70%	20.09%
6011 OPERATING SUPPLIES	0	3,869	0	0	0	0.00%	0.00%
6030 PUBLISHING EXPENSE	0	64	98	0	98	0.00%	0.32%
6060 RENTALS	0	550	200	500	1,500	650.00%	4.86%
6090 CONTRACTUAL SERVICES	0	1,049	13,054	18,500	15,000	14.91%	48.63%
6091 WATER TESTS	0	0	0	420	1,000	0.00%	3.24%
6100 INSURANCE	0	242	0	0	0	0.00%	0.00%
6130 ADMINISTRATIVE SERVICES	0	0	1,850	1,850	1,850	0.00%	6.00%
6310 ELECTRICITY	0	1,210	1,800	1,200	1,200	-33.33%	3.89%
6450 EQUIPMENT MAINTENANCE	0	0	3,000	200	500	-83.33%	1.62%
6530 EQUIPMENT PURCHASE	0	1,349	3,500	500	3,500	0.00%	11.35%
6540 CAPITAL IMPROVEMENT	0	0	15,000	0	0	-100.00%	0.00%
<b>Total Expenditures</b>	0	23,201	44,654	29,170	30,843	-30.93%	100.00%

**KETCHIKAN GATEWAY BOROUGH**

**FY 1996/97 BUDGET - REVENUES**

**85 - SOUTH TONGASS SERVICE AREA**

<b>DESCRIPTION</b>	<b>FY 93/94 ACTUAL</b>	<b>FY 94/95 ACTUAL</b>	<b>FY 95/96 BUDGET</b>	<b>FY 96/96 ESTIMATE</b>	<b>FY 96/97 PROPOSED</b>	<b>% CHANGE 96 BUDGET</b>	<b>% OF TOTAL DEPT BUDGET</b>
<b>FUNDS AVAILABLE JULY 1</b>	7,310	7,710	8,103	8,103	8,548		
<b>REVENUES:</b>							
4305 Interest Income	400	393	400	445	470	17.50%	100.00%
<b>Total Revenue</b>	400	393	400	445	470	17.50%	100.00%
<b>FUNDS AVAILABLE JUNE 30</b>	7,710	8,103	8,503	8,548	9,018		

**MISCELLANEOUS**

## FISCAL YEAR 1996-97 BUDGET PROCESS

### **Budget Approach:**

The Borough Manager is charged with the responsibility of preparing a budget for consideration and adoption by the Assembly. Each department or fund manager was provided with modified budget forms and instructed as to how the process was to occur. The budgets were prepared by the individual departments, presented to the Budget Review Committee, and were extensively reviewed by that committee.

The Budget Review Committee membership consists of the Borough's three appointed officials (Attorney, Clerk and Manager) and the Director of Administrative Services. This committee was augmented by the participation of the Planning Director when the capital improvement budget was considered.

While the overall budget amount was defined, individual budgets were not and each was viewed from the perspective of determining what was needed to accomplish a set of specific objectives. Revisions to the original submittals were incorporated into the budget that the Manager submitted to the Assembly for consideration.

The various budgets were reviewed with the Assembly during a series of agendaized and advertised public hearings before the final budget was adopted. These "workshops" were most productive and the Assembly as well as the public was fully aware of the detail that makes up a budget.

### **Budget Policies:**

The following outlines the primary budget policies that were used in preparing the Borough budget:

- The mill levy was to be lowered or remain at the current rate of 7.1 mills;
- The general fund budget was to be balanced;
- A prudent ending fund balance was to be provided for;
- A capital and equipment reserve account was to be maintained;
- The general fund subsidy of enterprise funds was to be minimized;
- Revenue projections are to be based on trend analysis;

**Budget Policies (continued):**

- User fees are to be reviewed annually and adjusted when appropriate;
- Proposed expenditures were to be predicated on need in terms of meeting stated objectives. Cost-of-living trends were used at 1.8 percent;
- Employee compensation was based on cost-of-living trends or labor contract agreements; and
- A multi-year capital budget was to be prepared.

**Budget Schedule:**

<u>Date</u>	<u>Entity</u>	<u>Purpose</u>
February 6	School Board	Board Workshop
February 12	School Board/Assembly	Joint Board/Assembly Meeting
February 19	School Board	PTA Council Session
February 21	School Board	Public Work Study Session
February 23	Borough Budget Committee	Set budget parameters, schedule for budget timelines and criteria or assumptions.
March 4	Borough	Budget packets to Department Heads
March 8	Departments	Personnel wage/salary detail completed and returned to Administrative Services Director.
March 13	School Board	Regular Board Meeting, Superintendents report on grants.
March 15	Administrative Services	Fringe benefits returned to department heads for incorporation in departments budget.
March 15	Departments	Department Goals and Objectives/Mission Statements (including FY96/97 progress update completed and returned to Administrative Services
March 19	School Board	PTA Council Session

**Budget Schedule - Continued:**

March 20	Departments	Capital Budgets completed and returned .
March 27	Departments	Department Head submission of departments budget to Budget Committee.
April 3	School Board	Board Workshop
April 10	Assembly	Work Session with Assembly and Departments - Mission and Objectives for FY 96/97.
April 15	Budget Review Committee	Budget review of departments with Committee.
April 16	Budget Review Committee	Budget review of departments with Committee.
April 17	Budget Review Committee	Budget review of departments with Committee.
April 18	Budget Review Committee	Budget review of departments with Committee.
April 24	School Board	Public Comment
April 26	School Board	Amendments to Budget and public hearing.
April 26	School Board	Budget adopted and submitted to Borough Assembly
May 6	Assembly	Borough Budget submitted to Assembly.
May 8	Assembly	Budget Workshop - Revenues
May 22	School Board	Revised Budget adopted and submitted to Assembly.
May 30	Assembly	Budget Workshop
June 5	Assembly	Regular Assembly Meeting, Introduction of Budget Ordinance.
June 10	Assembly	Set Mill Levy
June 17	Assembly	Regular Assembly Meeting, Adopt Budget Ordinance

**KETCHIKAN GATEWAY BOROUGH  
COMMUNITY PROFILE**

Date of Incorporation - 1963  
Code of Ordinances Adopted - 1963  
Form of Government - Assembly - Manager

**DEMOGRAPHICS**

<b>Area - Square Miles</b>		<b>Population</b>	
		1995	15,082
1,220 sq. miles		1994	14,684
		1993	14,664
<b>Land Use within the City of Ketchikan (%)</b>		1992	14,415
		1991	14,118
Residential	49.6%	1990	13,828
Undeveloped/Park	2.7%	1989	12,630
Institutional	6.9%	1988	12,982
Industrial	9.3%	1987	12,982
Commercial/Service	11.7%	1986	14,014
Total Acres	2,621.28	1985	14,314
		1980	11,316
<b>Land Ownership (%)</b>		1970	10,041
		1960	9,307
Private	1%	1950	7,616
Native	3%		
Local Government	1%		
State	2%		
Federal	93%		
Total Approximate Acres	780,800		
<b>Racial Composition 1990 (%)</b>		<b>Age Composition 1990 (%)</b>	
White	82.2%	Under 5 years	8.4%
Hispanic	2.1%	5-14 years	15.9%
Asian or Pacific Isl.	4.1%	15-19 years	6.4%
Black	0.4%	20-24 years	6.9%
American Indian, Eskimo or Aleut.	13.4%	25-44 years	36.7%
		45-64 years	19.1%
		65 + years	6.6%
<b>Gender Composition 1990 (%)</b>		<b>Educational Attainment 1990 (%)</b>	
Male	52%	Less than High School Diploma	15%
Female	48%	High School Diploma	31%
		1-3 years of college	34%
		4 years or more of college	20%
<b>Elections (1995)</b>		<b>Household Income 1990 (%)</b>	
Registered Voters	9,318	Less than \$15,000	10.2%
Votes Cast Last Borough Election	2,786	\$15,000 - \$24,000	10.6%
% Voting Last Borough Election	29.8%	\$25,000 - \$34,000	15.4%
		\$35,000 - \$49,000	20.1%
		\$50,000 +	43.7%
		Median Household Income	\$45,172
		Average Household (persons)	2.8
		Persons in Poverty	7%

**DEMOGRAPHICS (continued)**

**ECONOMICS**

<b>Occupational Composition 1990 (%)</b>		<b>Unemployment Rate (%)</b>	
Tech. Sales, Administrative Support	25.3%	1995	7.6%
Managerial and Professional Service	27.9%	1994	8.3%
Service Occupations	11.9%	1993	8.7%
Operators, Fabricators, Laborers	17.1%	1992	9.3%
Precision Products, Crafts and Repairs	13%	1991	9.3%
Farming, Forestry and Fishing	4.9%	1990	7.5%
		1989	7.5%
		1988	8.3%
<b>Industrial Composition 1990 (%)</b>		1987	10.1%
Wholesale/Retail Trade	18.7%	1986	10.7%
Manufacturing	16.8%	1985	10.6%
Professional, Personal, Bus. Service	25.3%		
Finance, Insurance and Real Estate	3.8%		
Transportation, Communications	13.5%		
Construction	8.1%		
Public Administration	7.4%		
Agriculture, Mining, etc.	6.4%		
		<b>1996 Property Tax Assessed Valuation</b>	
		Borough	\$985,070,900
		<b>Zoning Permits</b>	
<b>Taxes (1996)</b>		1995	209
		1994	184
City Retail Sales Tax Rate	5.5%	1993	197
Borough Retail Sales Tax Rate	2.0%	1992	185
City Property Tax	14.50 mills	1991	219
Borough Property Tax	7.50 mills	1990	228
Shoreline Service Area	9.95 mills	1989	173
Waterfall Creek Service Area	8.95 mills	1988	180
Mud Bight Service Area	8.95 mills	1987	225
Forest Park Service Area	14.95 mills	1986	206
Shoup Street Service Area	9.95 mills	1985	216
Gold Nugget Service Area	9.95 mills	1984	252
South Tongass Service Area	9.95 mills	1983	246
Mountain Point Service Area	9.95 mills	1982	140
City of Saxman Property Tax	8.30 mills	1981	156

**DEMOGRAPHICS (continued)**

**1995 SERVICE STATISTICS**

**FIRE PROTECTION**

**City of Ketchikan**

Stations	2
Employees (Full-time)	17
Fire Calls	563
Emergency Calls	1,207
Fire Inspections (various kinds)	184
Fire Investigations	28

**Pond Reef Fire Department**

Stations	N/A
Volunteers	N/A
Fire Calls	N/A
Emergency Calls	N/A
Fire Inspections (various kinds)	N/A
Fire Investigations	N/A

**Shoreline Fire Department**

Stations	1
Volunteers	14
Fire Calls	1
Emergency Calls	24
Fire Investigations	1

**South End Fire Department**

Stations	2
Volunteers	26
Fire Calls	19
Emergency Calls	21
Fire Investigations	2

**PUBLIC WORKS - City of Ketchikan**

Residential Solid Waste Customers Served	2,492
Solid Waste Collected (tons)	17,000
Street Miles (City - center line)	69.8
Street Miles (Borough)	63
Street Lights (City & Borough)	1,090
Signalized Intersections	3

**SEWER**

**City of Ketchikan**

Connections	2,961
Miles of Sanitary Sewers	25
Average Daily Treatment	2 million
Average Daily Treatment Capacity	8.5MG

**Forest Park Service Area**

Connections	1.3
Miles of Sanitary Sewers	2.5
Average Daily Treatment	80K
Average Daily Treatment Capacity	250K

**Mountain Point Service Area**

Connections	203
Miles of Sanitary Sewers	5.13
Average Daily Treatment	.25 MG
Average Daily Treatment Capacity	.53 MG

**WATER**

**City of Ketchikan**

Connections	2,950
-------------	-------

**Mountain Point Service Area**

Connections	203
-------------	-----

**Shoup Street Service Area**

Connections	61
-------------	----

**LIBRARY**

Library Materials	54,758
Annual Circulation	174,743
Registered Borrowers	11,615

**DEMOGRAPHICS (continued)****1995 SERVICE STATISTICS****POLICE PROTECTION****City of Ketchikan**

Employees (Full-time)	33
Sworn	23
Non-Sworn	10
Traffic Accidents	372
Traffic Citations	1,393
Total Calls for Police Service	14,317
Average Response Time for All Calls (minutes)	3

**Alaska State Police**

Employees (Full-time)	17
Sworn	10
Non-Sworn	7
Traffic Accidents	121
Traffic Citations	1,469
Total Calls for Police Service	4,188

**AVIATION**

Based Fixed Wing Aircraft	41
---------------------------	----

**MUNICIPAL PARKS**

Developed Parks	15
Developed Acres	6,564
Swimming Pools	3
Lighted Ball Fields	4

**EDUCATIONAL SYSTEM**

Elementary	8
Junior High	2
High School	2
Community College	1

**VISITORS (1995)**

Cruise Ship Passengers	355,784
Alaska Marine Highway System Visitors	30,487
Airline Visitors	21,951

*Data retrieved from the following sources:*

*1990 Census of Population and Housing*

*Alaska State Police*

*City of Ketchikan, Fire Department, Police Department, Public Works Department*

*Ketchikan Gateway Borough Department of Planning and Community Development*

*Ketchikan Economic Development Center*

*Ketchikan Visitors Bureau*

*Ketchikan School District*

*Ketchikan Employment Service*

## GLOSSARY of TERMS and ABBREVIATIONS

<b>ADA</b>	American Disabilities Act
<b>ALLOCATION</b>	Distribution of costs between reporting divisions or fund accounts.
<b>AMAA</b>	Alaska Municipal Attorney's Association
<b>APPROPRIATIONS</b>	A grant or allocation of money by the Assembly to carry out a governmental function, activity or program.
<b>ASSESSED VALUE</b>	The value to which the property tax rate is applied in order to determine tax liability against the property.
<b>AUDIT COMMITTEE</b>	An <i>ad hoc</i> committee which is comprised of the Borough Attorney, the Director of Administrative Services and the Borough Manager and which purpose is to interview and recommend a government auditing firm for selection by the Assembly and to coordinate and monitor the progress of the annual audit.
<b>AUTOMATION COMMITTEE</b>	An <i>ad hoc</i> committee or group responsible for the reviewing and recommending of the direction for future computer expansion, budget and policy to the Borough Manager.
<b>BENEFITS</b>	Amounts paid by the Borough on behalf of the employees which includes payments for such items as group insurance, retirement contributions, workman's compensation and payment for accrued leave.
<b>BOND ISSUE</b>	A security representing a long-term promise to pay a certain amount of money at specified times with a fixed rate of interest income payable to the bond holders.
<b>BOND REFERENDUM</b>	An election by qualified voters for a bond issue for a long-term capital project.
<b>BOROUGH ASSEMBLY</b>	The elected legislative body which establishes the policy and enacts the ordinances under which the Borough government operates.
<b>BUDGET</b>	A financial plan indicating all sources of revenues and expenditures for the allocation of Borough funds which can be used to monitor, manage and evaluate governmentally supported activities.

<b>BUDGET COMMITTEE</b>	An <i>ad hoc</i> committee comprised of the Borough Attorney, the Borough Clerk, the Director of Administrative Services and the Borough Manager which purpose is to review the preparation of the preliminary budget prior to its submittal to the Borough Assembly.
<b>CAMA</b>	Computer Assisted Mass Appraisal.
<b>CAPITAL ASSET</b>	Assets of significant value, in excess of \$1,000, having a useful life of several years, generally five or more years.
<b>CAPITAL BUDGET</b>	A financial plan for the acquisition of capital assets over a defined period of time (also known as a Capital Improvement Program).
<b>CAPITAL IMPROVEMENT PROJECT</b>	A capital asset that is planned for acquisition or construction.
<b>CAPITAL OUTLAY</b>	Expenditures for the acquisition of capital assets.
<b>CAPITALIZE</b>	To set up an expenditure as a long term asset.
<b>CODE OF ORDINANCES</b>	A set of laws, adopted by the Borough Assembly, under which the Borough government and Borough residents operate.
<b>COMPREHENSIVE PLAN</b>	A detailed short and long term plan intended to guide the physical growth and development of the Borough. It includes analysis and recommendations intended to encourage and promote the best use of land, infrastructure, economic resources, transportation facilities and to promote the prudent employment of natural and human resources.
<b>CONTINGENCY</b>	A financial set-aside to be expended in the event of an unforeseen obligation or uncertain financial condition.
<b>CONTRACT</b>	A legally binding document or agreement that provides two parties with mutually agreed upon and understood specified consideration and services to perform or goods to provide.
<b>COST-EFFECTIVENESS</b>	A cost benefit evaluation technique to determine the effectiveness of an activity or investment.
<b>CURRENT LEVEL</b>	A basic level of service equal to the current (FY 1995/1996) level of service.
<b>DEBT</b>	Accumulated amount owed by the Borough into the future.

<b>DEBT SERVICE</b>	The annual payments, principal and interest, made by the Borough against its outstanding debt.
<b>DEC</b>	State Department of Environmental Conservation
<b>DEPRECIATION</b>	An allocation of the net costs of a fixed asset over its estimated life or a measure of the exhaustion of asset value.
<b>DIRECT COSTS</b>	Those expenditures which are fixed in nature and are directly associated to the operation and maintenance of an activity.
<b>ENTERPRISE FUND</b>	A fund established to account for operations or activities which are financed and operated in a manner similar to private business where the intent is to cover the costs, expenses plus depreciation, of the operation or activity primarily through the collection of user charges.
<b>EXPENDITURE</b>	The amount of money or other asset paid, or to be paid, for a service rendered, good received, or an asset purchased.
<b>FISCAL MANAGEMENT</b>	Involves related functions in managing the Borough Assets.
<b>FISCAL YEAR</b>	Accounting period beginning July 1 of one calendar year and ending on June 30 of the following calendar year.
<b>FTE</b>	Full-time equivalent employee (2,080 hours per year).
<b>FUND</b>	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
<b>FUND BALANCE</b>	Remaining funds after taking into account all anticipated actual revenues and expenditures per fiscal year.
<b>GENERAL FUND</b>	Used to account for all financial resources, except those required to be accounted for in another fund, e.g. enterprise fund. The general fund includes most operating activities of the Borough, including the School District.
<b>GFOA</b>	Government Finance Officers' Association
<b>GOAL</b>	Generalized accomplishment or objective which may or may not be quantifiable and without a specific time frame.
<b>GRANT</b>	A contribution or gift of cash or other assets from one government to another to be used or expended for a specified purpose, activity or facility only.

<b>INDEPENDENT CONTRACTOR</b>	A person or firm providing services or goods to the Borough pursuant to a written contract who is not an employee of the Borough.
<b>INDIRECT COSTS</b>	Support costs associated with doing business as a Borough government.
<b>INTERFUND TRANSFERS</b>	Financial transactions between funds requiring approval of Borough Assembly.
<b>INVENTORY</b>	An itemized list or catalog of goods, property, etc.
<b>LANS</b>	Local Area Computer Networks
<b>LEPC</b>	Local Emergency Planning Commission
<b>LONGEVITY</b>	Length of service
<b>MISSION STATEMENT</b>	A statement of broad direction, purpose or intent based on the needs of the Borough. This statement is general and timeless, and it is not concerned with specific achievement in a given time.
<b>NON-DEPARTMENTAL</b>	A cost accumulation center where costs that can not be directly identified and allocated to specific activities, functions or programs can be accounted for.
<b>OBJECTIVE</b>	A desired output oriented accomplishment which can be measured and achieved within a given time.
<b>PERMANENT FUND</b>	Special revenue fund established from the sale of Borough assets. Earnings from this fund are utilized to supplant the general fund.
<b>PERSONAL SERVICES</b>	The cost of personnel employed by the Borough government.
<b>RECORDS MANAGEMENT</b>	A system of filing, retention, and timely destruction of obsolete data and information.
<b>RESERVES</b>	That portion of the fund balance that is not available for appropriation or expenditure or is legally segregated for a specific future use.
<b>REVENUES</b>	Income from taxes, license fees, user fees, grants and other items or amounts of income.
<b>SERVICE AREA</b>	A subdivision or unit of the Borough government which is organized for a specific area to provide specific services, e.g. water, sewer, fire protection and roads. These areas have their own Boards of Directors and recommend budget and

	taxing levels which must be approved by the Borough Assembly.
<b>SUPPLIES AND SERVICES</b>	Expenditure classifications for items or services which will be consumed or used during the course of the fiscal year.
<b>TRANSFERS</b>	Money moved from one fund to another with Borough Assembly approval.
<b>UNALLOCATED</b>	Not designated for a specific purpose.
<b>WORK PROGRAM</b>	A description of who does what, where and when.
<b>ZONING</b>	Regulation of land use by dividing real property into areas by specific restrictions on types of construction or uses.

# KETCHIKAN GATEWAY BOROUGH

## Computation of Legal Debt Margin

June 30, 1996

### No Debt Limit is Mandated by Law

Direct and Overlapping Debt  
June 30, 1996

#### Total Direct Debt:

Outstanding G.O. Bonds - Ketchikan Gateway Borough	\$12,470,000
Less Self-supporting Debt: 1972 Airport Improvement Bonds	<u>165,000</u>
Total Direct Debt	12,635,000

#### City of Ketchikan Direct Debt:

Outstanding G.O. Bonds - City of Ketchikan	\$10,654,000
Less Self-supporting Debt:	
Bonds paid from Ketchikan Port Fund Revenues	(6,100,000)
Bonds paid from Sales Tax Hospital Fund Revenues	(651,536)
Bonds paid from Wastewater Fund Revenues	(208,464)
Bonds paid from Refunding Bonds	<u>(1,865,470)</u>
	<u>(8,825,470)</u>

Total City of Ketchikan Direct Debt 1,828,530

Total Direct and Overlapping Debt \$14,463,530

Source: Ketchikan Gateway Borough and City of Ketchikan Financial Records

# KETCHIKAN GATEWAY BOROUGH

## DEBT SERVICE REQUIREMENTS TO MATURITY

June 30, 1996

Fiscal Year	G.O. BONDS - EDUCATION			G.O. BONDS - IRC			G.O. BONDS - AIRPORT			REVENUE BONDS - AIRPORT		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
1997	1,200,000	317,400	1,517,400	430,000	367,127	797,127	170,000	9,350	179,350	35,000	13,200	48,200
1998	1,200,000	239,400	1,439,400	455,000	341,328	796,328	0	0	0	40,000	10,400	50,400
1999	1,200,000	160,200	1,360,200	485,000	314,028	799,028	0	0	0	40,000	7,200	47,200
2000	1,200,000	80,400	1,280,400	505,000	290,262	795,262	0	0	0	50,000	4,000	54,000
2001	0	0	0	530,000	268,548	798,548	0	0	0	0	0	0
2002	0	0	0	550,000	245,228	795,228	0	0	0	0	0	0
2003	0	0	0	575,000	220,478	795,478	0	0	0	0	0	0
2004	0	0	0	605,000	194,028	799,028	0	0	0	0	0	0
2005	0	0	0	630,000	165,591	795,591	0	0	0	0	0	0
2006	0	0	0	660,000	135,037	795,037	0	0	0	0	0	0
2007	0	0	0	695,000	103,357	798,357	0	0	0	0	0	0
2008	0	0	0	730,000	69,650	799,650	0	0	0	0	0	0
2009	0	0	0	650,000	33,150	683,150	0	0	0	0	0	0
	\$4,800,000	\$797,400	\$5,597,400	\$7,500,000	\$2,747,812	\$10,247,812	\$170,000	\$9,350	\$179,350	\$165,000	\$34,800	\$199,800

# KETCHIKAN GATEWAY BOROUGH

## COMBINED SCHEDULE OF BONDS PAYABLE

June 30, 1996

	Interest Rate	Payment Dates	Issue Date	Final Maturity Date	Authorized	Issued	Retired	Outstanding
<b>GENERAL OBLIGATION BONDS</b>								
1972 Airport Bonds	5.50 - 6.50	5/1 & 11/1	5/1/72	5/1/97	2,200,000	2,200,000	2,030,000	170,000
1974 School Refunding Bonds	5.00 - 8.00	3/1 & 9/1	3/1/74	9/1/95	4,835,000	4,835,000	4,835,000	0
1989 Series "A" School Bonds	6.20 - 6.70	4/1 & 10/1	11/14/89	10/1/2000	9,600,000	9,600,000	4,800,000	4,800,000
1995 IRC Bonds	4.30 - 6.00	5/15 & 11/15	12/7/95	5/15/2009	7,500,000	7,500,000	0	7,500,000
					<u>\$24,135,000</u>	<u>\$24,135,000</u>	<u>\$11,665,000</u>	<u>\$12,470,000</u>
<b>REVENUE BONDS</b>								
1980 Airport Improvement Bonds	8.00	5/1 & 11/1	5/1/80	5/1/2000	<u>\$ 410,000</u>	<u>\$ 410,000</u>	<u>\$ 245,000</u>	<u>\$ 165,000</u>

# KETCHIKAN GATEWAY BOROUGH

## SCHEDULE OF ASSESSED VALUATIONS

YEAR	VALUATION (\$)	MILLAGE RATE	DOLLAR AMOUNT(\$)
------	-------------------	-----------------	----------------------

### GENERAL FUND

1966/67	72,393,833	6.00	434,363
1967/68	75,470,210	8.00	603,762
1968/69	91,965,830	6.40	588,581
1969/70	96,453,720	5.20	501,559
1970/71	98,655,375	4.00	394,622
1971/72	104,088,090	6.00	624,529
1972/73	117,702,826	10.50	1,235,880
1973/74	152,722,421	8.00	1,221,779
1974/75	168,791,775	8.00	1,350,334
1975/76	198,599,756	8.30	1,648,378
1976/77	214,394,095	9.60	2,058,183
1977/78	247,655,450	7.00	1,733,588
1978/79	293,378,830	5.00	1,466,894
1979/80	306,354,080	4.50	1,378,593
1980/81	366,613,765	2.50	916,534
1981/82	445,168,300	1.00	445,168
1982/83	532,766,200	1.00	532,766
1983/84	573,656,746	1.00	573,657
1984/85	638,157,830	3.10	1,978,289
1985/86	660,988,333	2.55	1,685,520
1986/87	652,773,750	3.00	1,958,321
1987/88	644,691,600	5.70	3,674,742
1988/89	672,170,100	6.00	4,033,021
1989/90	710,801,700	6.00	4,264,810
1990/91	735,506,000	6.00	4,413,036
1991/92	773,585,250	6.60	5,105,663
1992/93	792,034,850	8.30	6,573,889
1993/94	823,133,650	8.30	6,832,009
1994/95	849,837,900	8.30	7,053,655
1995/96	915,900,800	7.50	6,869,256

### NONAREAWIDE FUND

1986/87	275,085,400	0.58	159,550
1987/88	275,871,550	0.60	165,523
1988/89	300,063,000	0.85	255,054
1989/90	324,854,750	0.85	276,127
1990/91	343,233,200	0.85	291,748
1991/92	357,639,250	0.60	214,584
1992/93	375,102,600	0.60	225,062
1993/94	395,944,750	0.65	257,364
1994/95	408,504,400	0.65	265,528
1995/96	441,430,600	0.70	309,001

**KETCHIKAN GATEWAY BOROUGH**  
**SCHEDULE OF ASSESSED VALUATIONS**

YEAR	VALUATION (\$)	MILLAGE RATE	DOLLAR AMOUNT(\$)
------	-------------------	-----------------	----------------------

**SOUTH END FIRE PROTECTION SERVICE AREA**

1983/84	40,189,100	1.00	40,189
1984/85	57,114,700	1.00	57,115
1985/86	58,217,150	1.00	58,217
1986/87	58,974,050	1.00	58,974
1987/88	58,170,000	1.00	58,170
1988/89	57,536,400	1.00	57,536
1989/90	58,635,375	1.00	58,635
1990/91	56,080,300	1.00	56,080
1991/92	63,972,800	1.00	63,973
1992/93	68,144,100	1.00	68,144
1993/94	74,065,000	1.00	74,065
1994/95	80,537,200	1.00	80,537
1995/96	90,443,600	1.00	90,444

**SHORELINE SERVICE AREA**

1971/72	2,356,340	0.73	1,722
1972/73	0	0.00	0
1973/74	0	0.00	0
1974/75	4,043,643	1.00	4,044
1975/76	4,279,270	1.22	5,221
1976/77	5,833,450	1.22	7,117
1977/78	6,629,000	1.22	8,087
1978/79	10,991,900	1.22	13,410
1979/80	11,423,650	1.28	14,622
1980/81	13,200,000	1.12	14,784
1981/82	19,960,100	0.75	14,970
1982/83	22,928,350	1.50	34,393
1983/84	23,109,450	0.75	17,332
1984/85	38,525,980	1.00	38,526
1985/86	38,066,950	2.00	76,134
1986/87	36,075,500	0.50	18,038
1987/88	35,453,000	0.50	17,727
1988/89	36,576,500	0.50	18,288
1989/90	40,439,750	0.50	20,220
1990/91	45,496,600	0.50	22,748
1991/92	46,824,250	1.00	46,824
1992/93	44,586,000	1.00	44,586
1993/94	45,020,950	1.00	45,021
1994/95	47,067,200	1.00	47,067
1995/96	52,844,000	1.00	52,844

**KETCHIKAN GATEWAY BOROUGH**  
**SCHEDULE OF ASSESSED VALUATIONS**

YEAR	VALUATION (\$)	MILLAGE RATE	DOLLAR AMOUNT(\$)
------	-------------------	-----------------	----------------------

**FOREST PARK SERVICE AREA**

1991/92	11,393,300	5.00	56,967
1992/93	12,231,700	5.00	61,159
1993/94	13,493,050	5.00	67,465
1994/95	15,218,400	5.00	76,092
1995/96	18,091,300	5.00	90,457

KETCHIKAN GATEWAY BOROUGH

RESOLUTION NO. 1270

A RESOLUTION OF THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH, ALASKA, LEVYING FOR THE TAX YEAR OF 1996 A GENERAL AREAWIDE TAX FOR AREAWIDE BOROUGH PURPOSES; LEVYING A GENERAL NONAREAWIDE TAX FOR NONAREAWIDE PURPOSES; LEVYING A TAX IN THE SOUTH END FIRE PROTECTION SERVICE AREA; LEVYING A TAX IN THE SHORELINE SERVICE AREA; LEVYING A TAX IN THE FOREST PARK SERVICE AREA; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 1996; PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES ; AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS

A. The Ketchikan Gateway Borough Assembly exercises its power to assess, levy and collect a general property tax as provided in Title 45, Revenue and Taxation, of the Borough Code of Ordinances.

B. In accordance with AS 29.45.240, the Assembly now wishes to set the rate of levy and the date when taxes become due and payable, the date when taxes become delinquent, and prescribe penalties and interest for delinquent taxes.

**NOW, THEREFORE, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH, ALASKA, as follows:**

Section 1: There is hereby levied upon all taxable real and personal property in the Ketchikan Gateway Borough, Alaska, except such property as is exempt by law from taxation, a general tax of 7.10 mills for Borough areawide functions and purposes, including maintenance and operation of public schools, for the tax year 1996 based upon the estimated equalized assessment roll in the amount of \$6,696,000, provided the amount of taxes levied and collected on boats and automobiles shall not exceed the limit established by law.

Section 2: There is hereby levied upon all taxable real and personal property in the area of the Ketchikan Gateway Borough outside the City of Ketchikan and the City of Saxman, except such property as is exempt by law from taxation, a general tax of .84 mill for Borough nonareawide functions and purposes, in addition to the tax levied in Section 1 above, for the tax year 1996 based on the estimated equalized assessment roll for real property in the amount of \$383,742, provided the amount of taxes levied and collected on boats and automobiles shall not exceed the limit established by law.

Section 3: There is hereby levied upon all taxable real and personal property in the South End Fire Protection Service Area, except such property as is exempt by law from taxation, a general tax of 1.00 mill for service area purposes, in addition to the tax levied in Sections 1 and 2 above, for the tax year 1996 based on the estimated equalized assessment roll for real property in the amount of \$93,591 provided the amount of

taxes levied and collected on boats and automobiles shall not exceed the limit established by law.

Section 4: There is hereby levied upon all taxable real and personal property in the Shoreline Service Area, except such property as is exempt by law from taxation, a general tax of 1.00 mills for service area purposes, in addition to the tax levied in Sections 1 and 2 above, for the tax year 1996 based on the estimated equalized assessment roll for real property in the amount of \$58,375, provided the amount of taxes levied and collected on boats and automobiles shall not exceed the limit established by law.

Section 5: There is hereby levied upon all taxable real and personal property in the Forest Park Service Area, except such property as is exempt by law from taxation, a general tax of 3.50 mills for service area purposes, in addition to the tax levied in Sections 1 and 2 above, for the tax year 1996 based on the estimated equalized assessment roll for real property in the amount of \$70,426 provided the amount of taxes levied and collected on boats and automobiles shall not exceed the limit established by law.

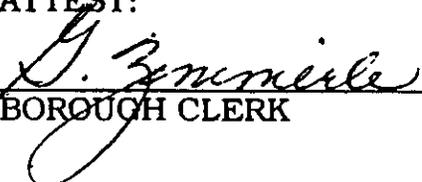
Section 6: Taxes levied pursuant to the provisions of this resolution shall be due and payable on September 30, 1996, and shall become delinquent unless paid before October 1, 1996.

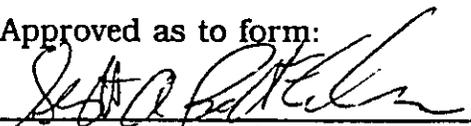
Section 7: Taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with the law.

Section 8: This resolution shall become effective upon adoption.

ADOPTED this 10th day of June, 1996.

  
BOROUGH MAYOR

ATTEST:  
  
BOROUGH CLERK

Approved as to form:  
  
BOROUGH ATTORNEY

EFFECTIVE DATE: 06/10/96			
ROLL CALL	YES	NO	ABSENT
CONLEY	✓		
COYNE	✓		
ELKINS	✓		
MITCHEL	✓		
THOMAS	✓		
TIPTON	✓		
YETKA	✓		
MAYOR (The Vote Only)			N/A
4 AFFIRMATIVE VOTES REQUIRED FOR PASSAGE			