

Special Ketchikan City Council meeting was called to order by Vice Mayor Sivertsen at 7:00 p.m., July 12, 2012, with the following members present: Sam Bergeron, Dick Coose, Kj Harris, DeAnn Karlson, Matthew Olsen, Robert Sivertsen and Marty West. Mayor Williams was absent.

The Pledge of Allegiance was given by all persons in the Chambers.

Staff present were Manager Amylon, Assistant Manager Martin, Finance Director Newell, Civic Center Manager Jones, Fire Chief Share, Human Resources Manager Miller, Information Technology Manager Thomas, Library Director Gens, Museum Director Naab, Port and Harbors Director Corporon, Police Chief Bengaard, Public Works Director Allen, Electric Division Manager McConnell, Telecommunications Division Manager Cushing, Water Division Manager Kleinegger and City Clerk Suiter.

**COMMUNICATIONS** – None

**PERSONS TO BE HEARD** – None

**NEW BUSINESS**

**2013 General Government and KPU Annual Budget  
Proposed Format Changes**

Moved by Olsen, seconded by West the City Council approve the format changes recommended by the finance director for the 2013 General Government and Ketchikan Public Utilities Annual Budgets as determined appropriate by the City Council.

Finance Director Newell explained the City is about to move to a new accounting system, and part of the process is the opportunity to expand the expense accounts. He said this is good because it allows staff to provide more information to the Council and to the public about how the City spends its money. He continued as part of the process, because staff knew changes would have to be made to the budget, the format was also considered. He reported staff spent a lot of time researching what other municipalities are doing, and they found some ways they felt the City's document could be improved to make it more useful to the public and others that need to make decisions regarding how the City spends its money. He went on to say with the City's decision to move to the iPad, it was felt it would be helpful that the budget document would be easy to use and navigate on this device.

Mr. Newell pointed out a goal was to develop a document that applies a "drill down" concept, meaning the ability to go into the document and be able to see a summary up front with detailed information following. He stated they also wanted to make it possible so that the Council could easily see what the changes were between the proposed budget and last year's budget.

Finance Director Newell continued by explaining a mock budget, describing each element of the new budget format. He walked the Council through the document, discussing the summary page, the operations section, the division narrative, and the capital improvement budget.

Councilmember Bergeron suggested some sort of change to the headings to make the document more readable, and Finance Director Newell said staff would work on that.

Councilmember Coose discussed reimbursable credits, and suggested a format change. Finance Director Newell said staff would work on it. Mr. Coose continued by noting it was difficult to determine which department is being examined when looking at the Division Executive Summary page. Mr. Newell said the plan right now is to take 2012, and restate it using the new format. He continued an attempt would be made to restate 2011 using the new format, but staff may run out of time. He went on to say for 2010 staff can give totals, stating within two years the document will provide the history.

Councilmember Coose discussed carry-over projects on the CIP page, and Mr. Newell said they would be shown in the CIP, and on this page if the funds are reappropriated.

Councilmember Olsen commented he liked the last column that showed the percentage change because he appreciates snapshots, and the document will allow the Council to utilize links and mouse-overs to provide a breakdown of costs. He said he really likes the graphics and he feels it will help the Council as well as the public.

Councilmember Coose asked about having the document provided in electronic format without scanning, and Clerk Suiter said staff would be working on that.

Motion passed by unanimous consent.

## **MAYOR AND COUNCIL COMMENTS**

Councilmember Coose felt staff had done a good job.

Councilmember Bergeron felt the budget was a step in the right direction and he is really enjoying the iPad and not getting a bulky paper packet. He said the Council made the right move going paperless.

Councilmember West agreed with what Councilmember Olsen said earlier in regards to the budget, and she thanked staff.

Councilmember Harris said he had less of a headache than with the other – still confused, but better.

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Councilmember Sivertsen thanked the department for all the work they've done on this, commenting he liked the new format. He felt it would make budget deliberations much easier.

**ADJOURNMENT**

As there was no further business, the Council adjourned at 7:40 p.m.

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Lew Williams III, Mayor

ATTEST:

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Katherine M. Suiter  
City Clerk