



"Village with a Past, City with a Future"

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www.kenai.city

**FISCAL YEAR 2020 MANAGER PROPOSED BUDGET
WORK SESSION AGENDA
APRIL 18, 2019**

- A. Call to Order
- B. Budget Introduction – Paul Ostrander, City Manager
- C. General and Revenue Overview Presentation – Terry Eubank, Finance Director
- D. Department Presentations
 - 1. City Manager
 - Visitor Center
 - Land Administration
 - 2. Human Resources
 - 3. Planning and Zoning
 - 4. Finance
 - Non-Departmental
 - 5. Legal
 - 6. Police
 - Communications
 - Animal Control
 - 7. Fire
 - 8. Public Works
 - Safety
 - Shop
 - Streets
 - Buildings
 - Street Lighting
 - Boating Facility

9. Library
 10. Parks, Recreation & Beautification
 11. City Clerk
Legislative
 12. Personal Use Fishery Fund
 - a. General, Revenue, and Department Overview
 13. Water & Sewer Fund
 - a. General and Revenue Overview
 - b. Water & Sewer Departments
 - c. Sewer Treatment Plant
 14. Airport Fund
 - a. General and Revenue Overview
 - b. Airport Departments
 15. Senior Citizen Fund
 - a. General and Revenue Overview
 - b. Senior Citizen Fund Departments
 16. Congregate Housing
 - a. General and Revenue Overview
 - b. Senior Citizen Fund Departments
 17. Employee Health Care Fund
 - a. General, Revenue, and Department Overview
 18. Permanent Funds
 - a. General, Revenue, and Department Overview
 19. Debt Service
 - a. General, Revenue, and Department Overview
 20. Equipment Replacement Fund
 - a. General, Revenue, and Department Overview
- E. Public Comment
- F. Additional Council Comments
- G. Adjournment

**FY2020 Budget Presentation
To Council - April 18, 2019**

Time	Description	Presented by	Duration (Minutes)
2:00 PM	Budget Introduction	City Manager	10
General Fund			
2:10 PM	General and Revenue Overview	Finance Director	15
2:25 PM	City Manager	City Manager	20
	Visitor Center	City Manager	
	Land Administration	City Manager	
2:45 PM	Human Resources	HR Director	10
2:55 PM	Planning and Zoning	City Planner	10
3:05 PM	Finance	Finance Director	15
	Non-Departmental	Finance Director	
3:20 PM	Legal	City Attorney	10
3:40 PM	Police	Police Chief	20
	Communications	Police Chief	
	Animal Control	Police Chief	
4:00 PM	Fire	Fire Chief	10
4:10 PM	Public Works Administration	City Manager/PW Director	30
	Safety	City Manager/PW Director	
	Shop	City Manager/PW Director	
	Streets	City Manager/PW Director	
	Buildings	City Manager/PW Director	
	Street Lighting	City Manager/PW Director	
	Boating Facility	City Manager/PW Director	
4:40 PM	Library	Library Director	10
4:50 PM	Parks, Recreation & Beautification	Park & Rec. Director	10
5:00 PM	City Clerk	City Clerk	15
	Legislative	City Clerk	
PU Fishery Fund			
5:15 PM	General, Revenue and Department Overview	Finance Director	15
Water & Sewer Fund			
5:30 PM	Water & Sewer Fund General and Revenue Overview	Finance Director	10
5:40 PM	Water & Sewer Departments	City Manager/PW Director	10

**FY2020 Budget Presentation
To Council - April 18, 2019**

Time	Description	Presented by	Duration (Minutes)
5:50 PM	Sewer Treatment Plant	City Manager/PW Director	10
Airport Fund			
6:00 PM	Airport Fund General and Revenue Overview	Finance Director	10
6:10 PM	Airport Departments	Airport Manager	15
6:25 PM	Dinner		30
Senior Citizen Fund			
6:55 PM	Senior Citizen Fund General and Revenue Overview	Finance Director	10
7:05 PM	Senior Citizen Fund Departments	Senior Center Director	15
Congregate Housing Fund			
7:20 PM	Congregate Housing Fund General and Revenue Overview	Finance Director	10
7:30 PM	Senior Citizen Fund Departments	Senior Center Director	15
Employee Health Care Fund			
7:45 PM	General, Revenue and Department Overview	Finance Director	10
Permanent Funds			
7:55 PM	General, Revenue and Department Overview	Finance Director	10
Debt Service			
8:05 PM	General, Revenue and Department Overview	Finance Director	5
Equipment Replacement			
8:10 PM	General, Revenue and Department Overview	Finance Director	5
8:15 PM	Public Comments		15
8:30 PM	Additional Council Questions and Comments		30
9:00 PM	Adjournment		

A circular inset on the left side of the page shows several stacks of gold coins. The coins are arranged in a way that creates a sense of depth, with some stacks in the foreground and others receding into the background. The lighting is warm, highlighting the metallic texture of the coins.

FY2020 MANAGER PROPOSED BUDGET

General Overview

Operational Factors

- Cost of Living Adjustment COLA to City Salary Schedule of 2.00%.
- Employee Health/Life Insurance.
- Public Employees Retirement System On-behalf Funding.

General Overview

Cost of Living Adjustment COLA

- Anchorage CPI second half over second half 2018 4.04%.
- FY2020 proposed increase 2.0%

Budgetary Impact wages & benefits:

General Fund	\$191,381
Personal Use Fishery	3,833
Water & Sewer	16,442
Airport	14,476
Senior Citizen	7,313
Congregate Housing	<u>1,158</u>
Total All Funds	<u>\$234,603</u>

General Overview

Employee Health/Life Insurance

Goals & Objectives

1. Provide quality coverage to assist in attracting and maintaining a quality workforce.
2. Maximize savings while maintaining quality through active solicitation and plan design.
3. Stabilize the budgetary impact of employee health and life insurance costs.

General Overview

Employee Health/Life Insurance

Based on a combined 10% increase in premium.

Employee monthly premium

	<u>FY2020</u>	<u>FY2019</u>	<u>Change</u>
Employee Only	\$ 106.00	\$ 98.00	\$ 8.00
Employee w/Children	194.00	178.00	16.00
Employee w/Spouse	213.00	196.00	17.00
Employee & Family	292.00	268.00	24.00
Part time Employee Only	501.00	455.00	46.00
Part time Employee w/Children	1,291.00	1,173.00	118.00
Part time Employee w/Spouse	1,485.00	1,349.00	136.00
Part time Employee & Family	2,278.00	2,070.00	208.00

Cost per eligible employee

Full time	\$22,501	\$20,031	\$2,470
Part time	11,251	10,016	1,235

Total Estimated City Cost	\$2,436,200	\$2,148,494	\$287,706
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General Overview

PERS On-behalf Funding

The Public Employees On-behalf Funding level increased in FY20 from 5.58% to 6.62% of covered payroll.

General Fund	\$83,736
PU Fishery Fund	468
Water & Sewer Fund	8,537
Airport Fund	6,278
Senior Citizen Fund	2,205
Congregate Housing Fund	<u>999</u>
Total All Funds	<u>\$102,223</u>

General Overview

Personnel Changes

Battalion Chief to Deputy Chief in Fire Department. Range 17 to Range 20 and exemption from overtime provisions of the Fair Labor Standards Act.

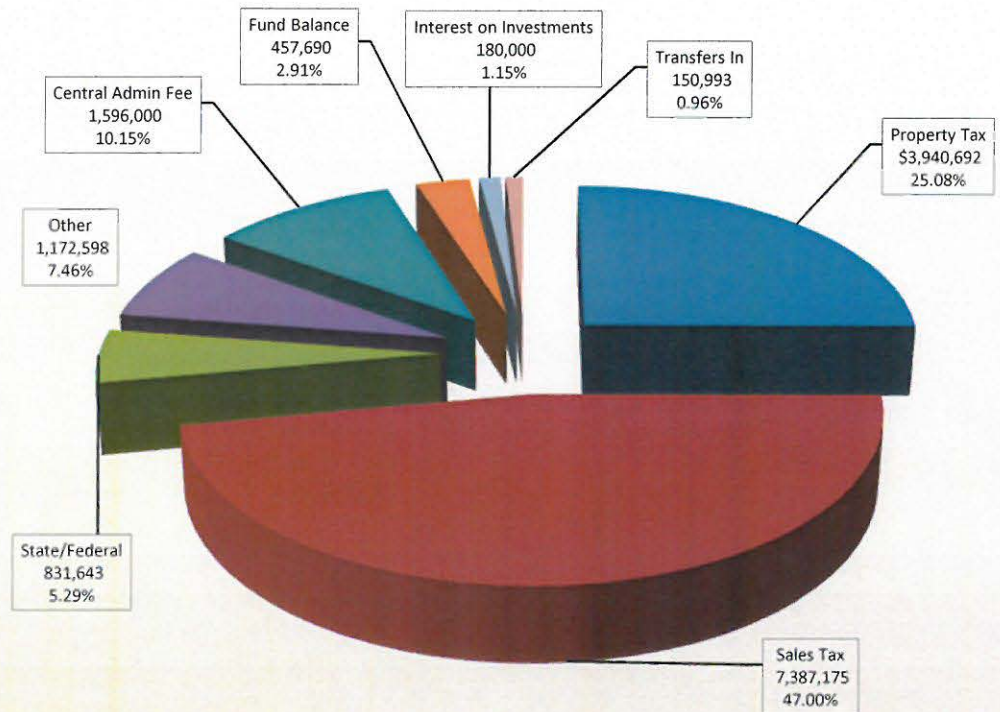
Summary of Personnel Changes

	<u>General Fund</u>	<u>PU Fishery Fund</u>	<u>Water & Sewer Fund</u>	<u>Airport Fund</u>	<u>Senior Citizen Fund</u>	<u>Congregate Housing Fund</u>	<u>Total</u>
PERS On-behalf Funding	\$ 83,736	\$ 468	\$8,537	\$ 6,278	\$2,205	\$ 999	\$102,223
COLA @ 2.0%	191,381	3,833	16,442	14,476	7,313	1,158	234,603
Employee Health Care Increase	234,464	846	21,580	16,054	11,149	3,613	287,706
Deputy Fire Chief	9,360	-	-	-	-	-	9,360
Total	\$518,941	\$5,147	\$46,559	\$36,808	\$20,667	\$5,770	\$633,892

General Fund

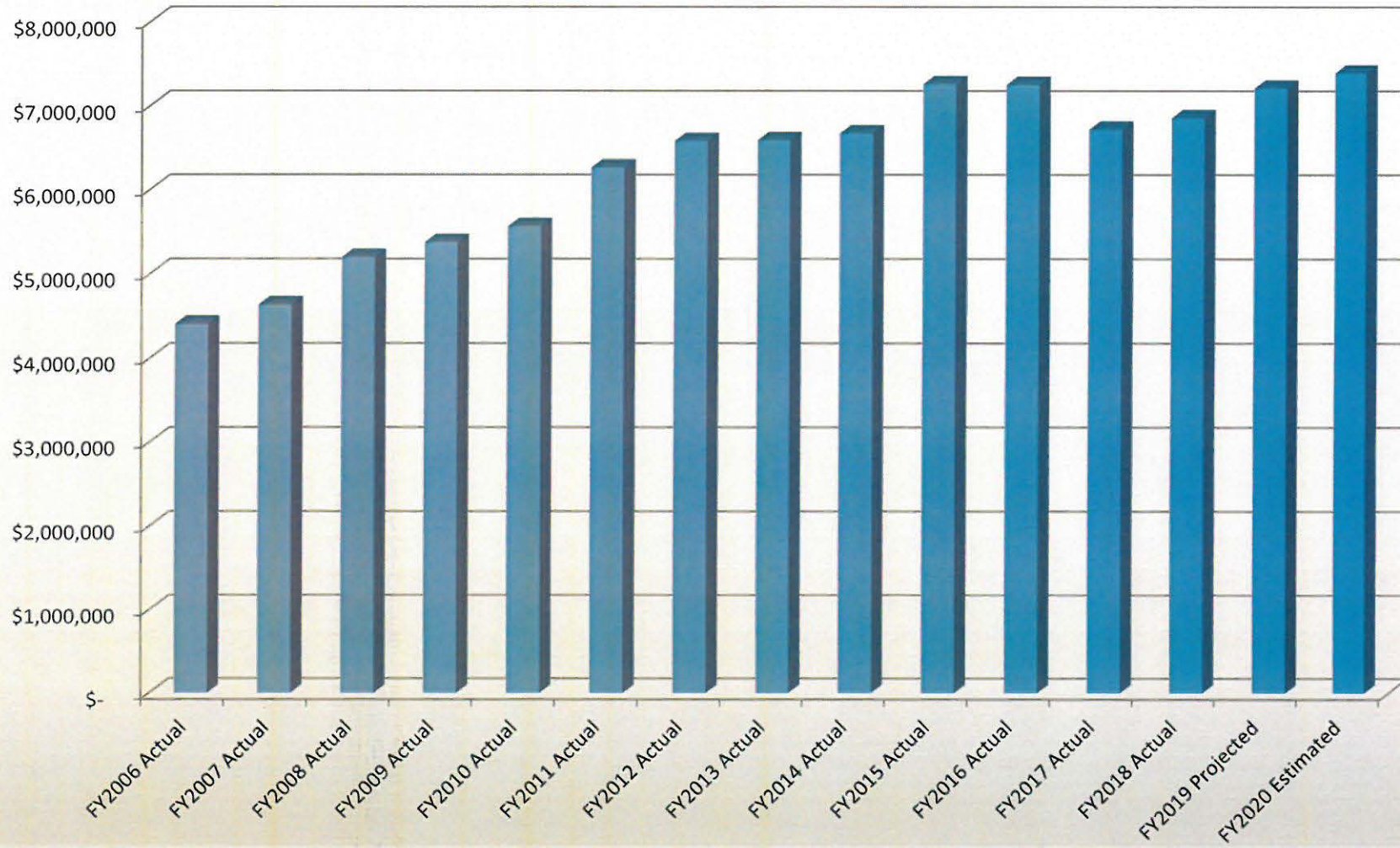
FY2020 Projected Revenue Sources

Property Tax	\$ 3,940,692	25.08%
Sales Tax	7,387,175	47.00%
State/Federal	831,643	5.29%
Other	1,172,598	7.46%
Central Admin Fee	1,596,000	10.15%
Fund Balance	457,690	2.91%
Interest on Investments	180,000	1.15%
Transfers In	150,993	0.96%
Total	\$ 15,716,791	100.00%



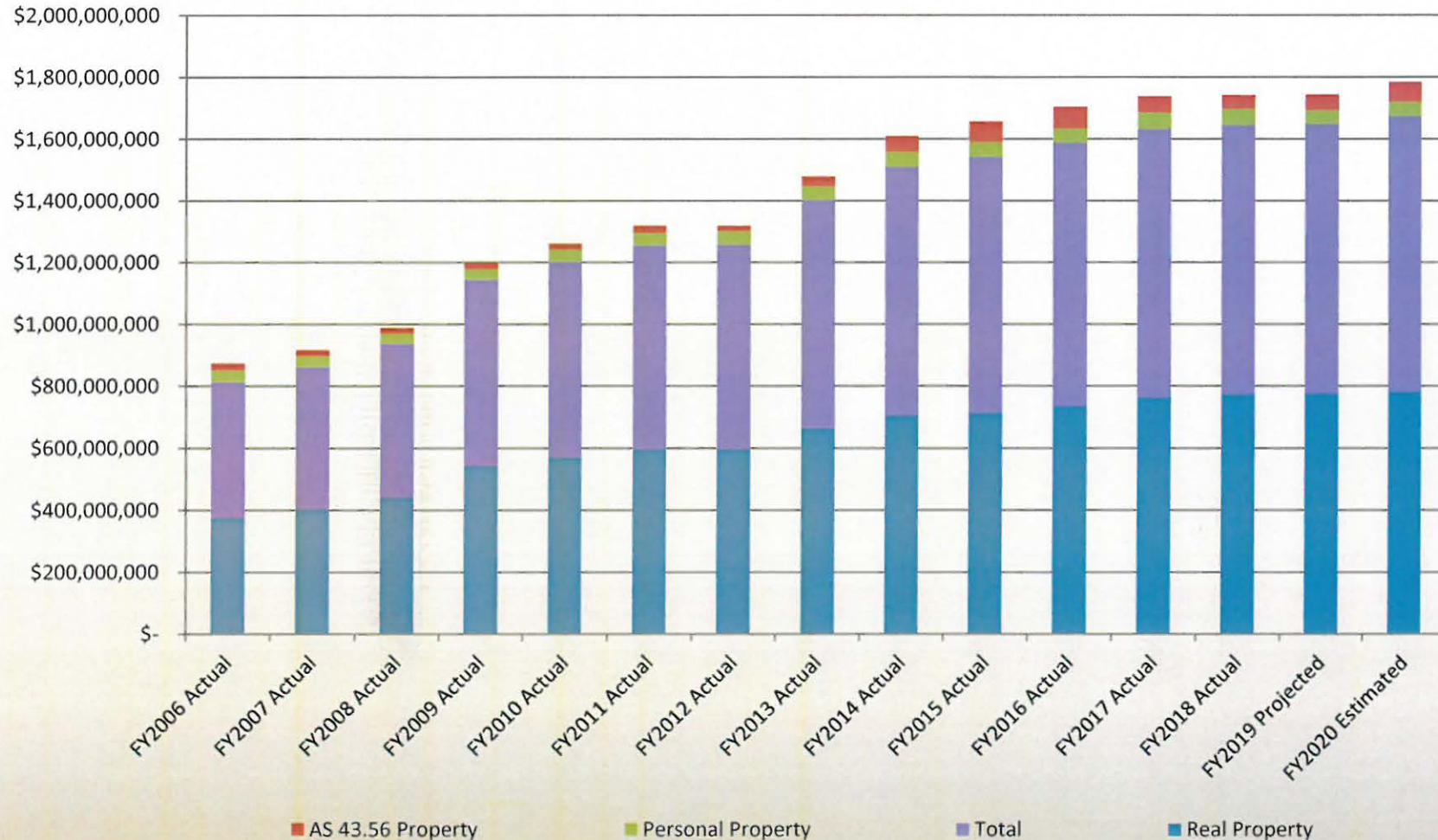
General Fund

Sales Tax



General Overview

Property Tax



General Fund

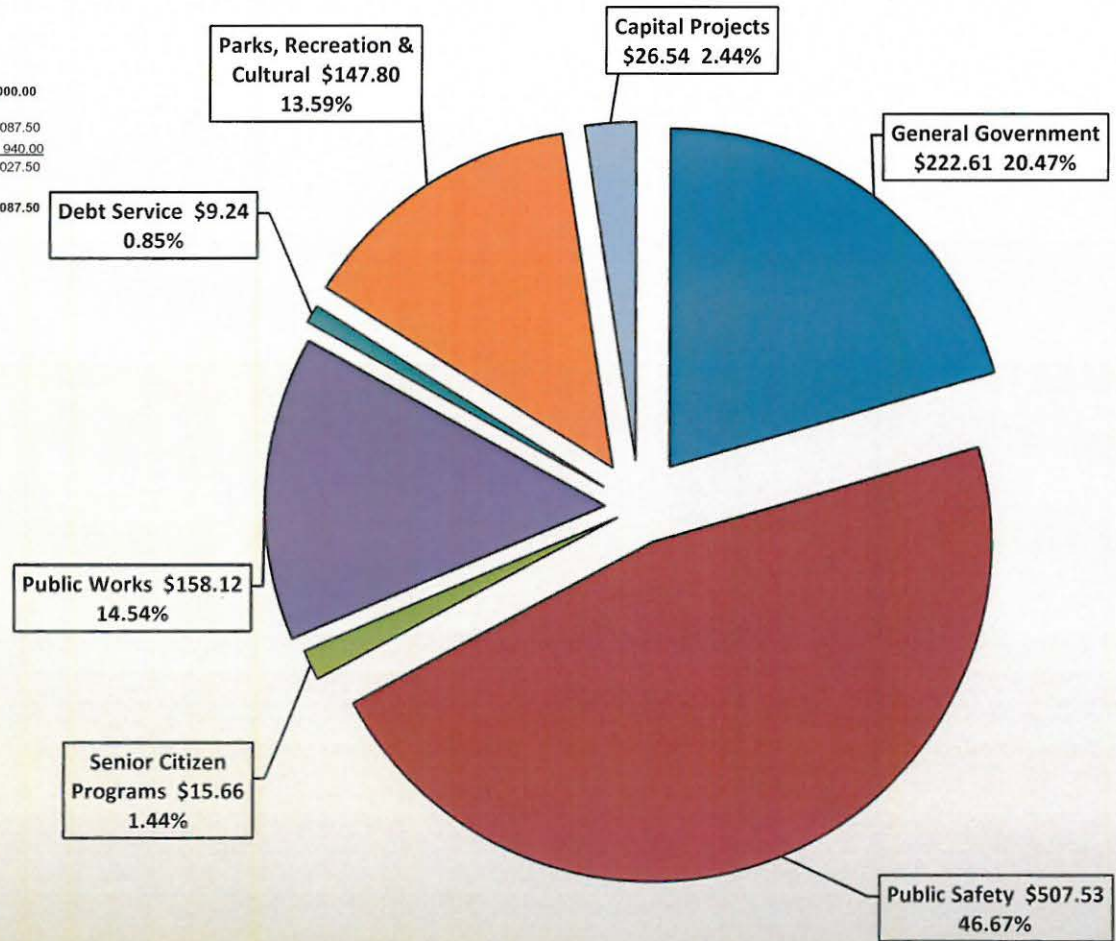
What do your taxes pay for?

What will your property tax \$'s pay for in FY2020?

Home Assessed Value		\$	250,000.00
City of Kenai Property Tax	(4.35 Mills)	\$	1,087.50
KPB Property Taxes (After \$50,000 primary residence exemption)	(4.70 Mills)	\$	940.00
Total Tax Liability		\$	2,027.50

How is your City of Kenai Property Taxes Spent?

Department:			
General Government			
City Council	\$ 151,068	0.91%	\$ 9.90
City Administration	\$ 2,676,003	16.22%	176.39
Lands Administration	\$ 21,354	0.13%	1.41
Planning and Zoning	\$ 235,222	1.43%	15.55
City Clerk	\$ 293,620	1.78%	19.36
Total General Government	\$ 3,377,267	20.47%	222.61
Public Safety			
Police	\$ 3,164,155	19.17%	208.47
Fire	\$ 3,234,703	19.60%	213.15
Communications	\$ 867,178	5.25%	57.09
Animal Control	\$ 436,804	2.65%	28.82
Total Public Safety	\$ 7,702,840	46.67%	507.53
Public Works			
Public Works Administration	\$ 194,711	1.18%	12.83
Streets	\$ 1,013,174	6.14%	66.77
Maintenance Shop	\$ 844,715	3.91%	42.52
Buildings	\$ 356,632	2.16%	23.49
Street Lighting	\$ 190,602	1.15%	12.51
Total Public Works	\$ 2,399,834	14.54%	158.12
Parks, Recreation & Cultural			
Parks, Recreation & Beautification	\$ 1,101,480	6.67%	72.54
Library	\$ 903,284	5.47%	59.49
Visitor Center	\$ 173,198	1.05%	11.42
City Dock	\$ 66,066	0.40%	4.35
Total Parks, Recreation & Cultural	\$ 2,244,028	13.59%	147.80
Senior Citizen Programs	\$ 237,023	1.44%	15.66
Debt Service	\$ 140,097	0.85%	9.24
Capital Projects	\$ 401,900	2.44%	26.54
Total City of Kenai	\$ 16,502,989	100.00%	1,087.50



General Fund

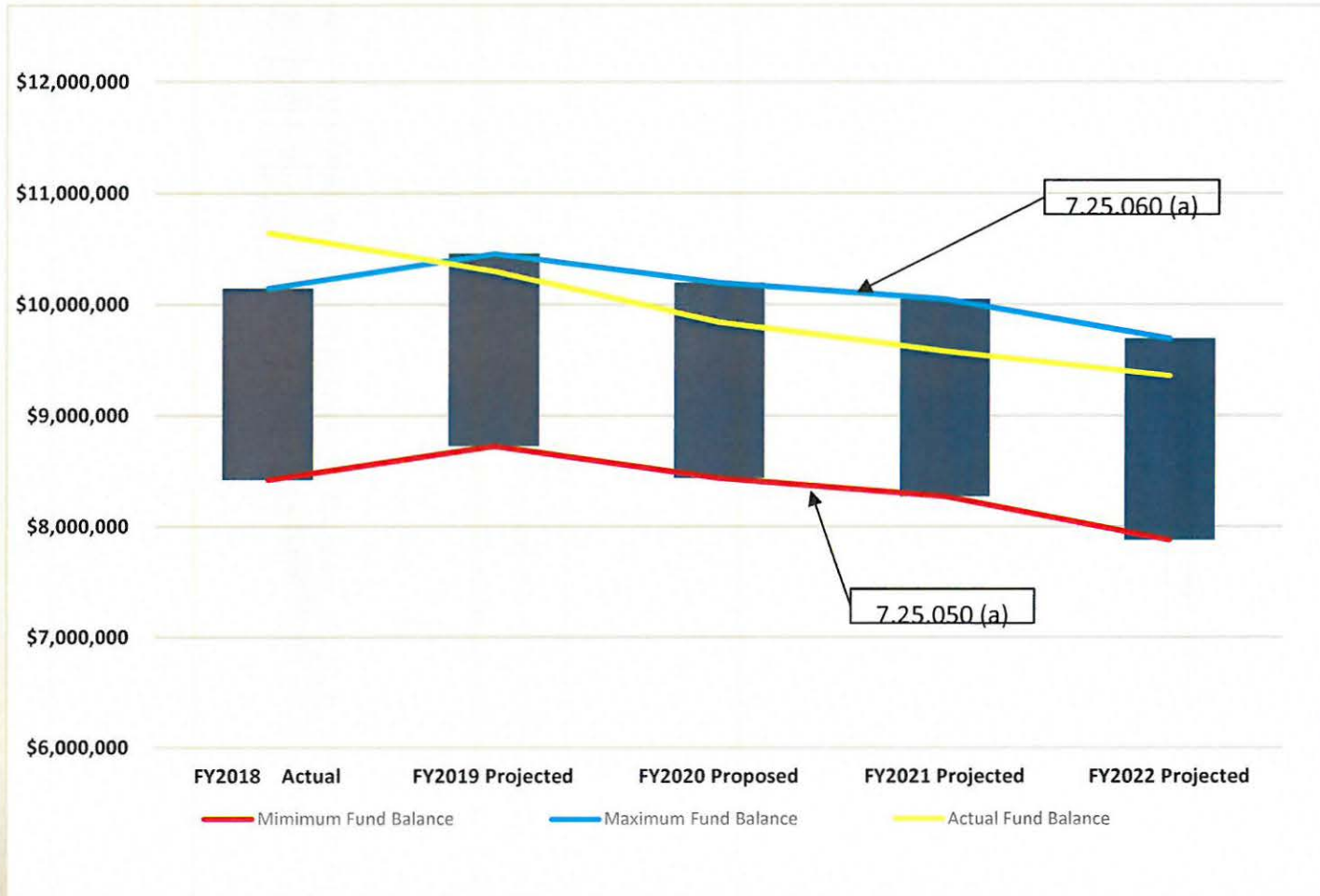
Special or Capital Expenditures

Proposed special or capital expenditures included in the FY20 General Fund Budget include:

1. Wireless backhaul phase 2	\$ 2,000
2. Network equipment replacement	14,100
3. Kenai Community Library	
a. Concrete repairs	50,000
b. Camera software upgrade	3,500
4. Street maintenance	
a. Sink hole repairs	71,000
b. Other repairs to be identified	129,000
5. Senior Center audio system Phase 2	14,000
6. Municipal Park trail construction	37,800
7. Kenai Recreation Center	
a. Treadmill replacement	6,000
b. Roof repairs	50,000
c. Grading repairs	<u>50,000</u>
	<u>\$427,500</u>

General Overview

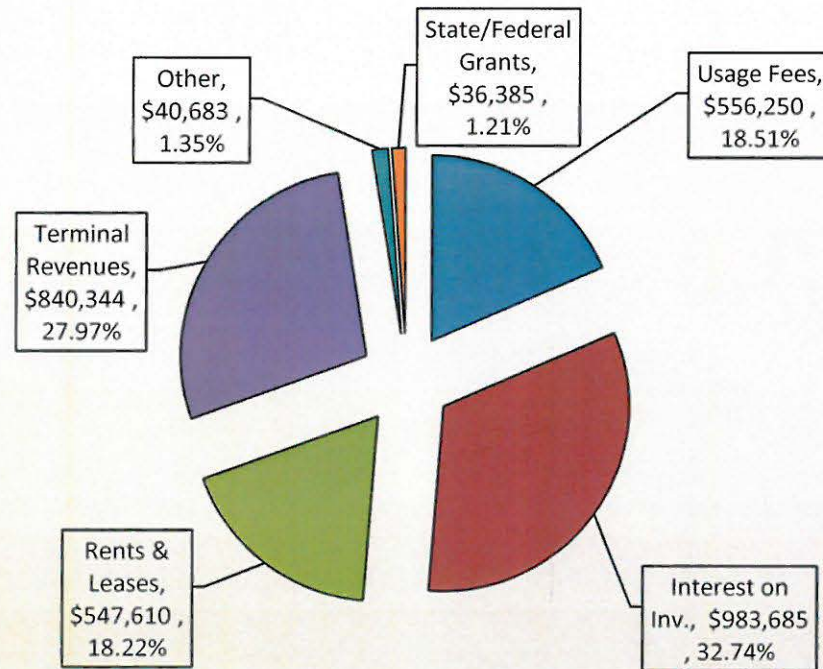
Fund Balance Policy Compliance



Airport Fund

FY2020 Projected Revenue Sources

Usage Fees	\$ 556,250	18.51%
Interest on Investments	983,685	32.74%
State/Federal	36,385	1.21%
Other	40,683	1.35%
Terminal Revenues	840,344	27.97%
Rents & Leases	<u>547,610</u>	<u>18.22%</u>
Total	<u>\$3,004,957</u>	<u>100.00%</u>



Airport Fund

Special or Capital Expenditures

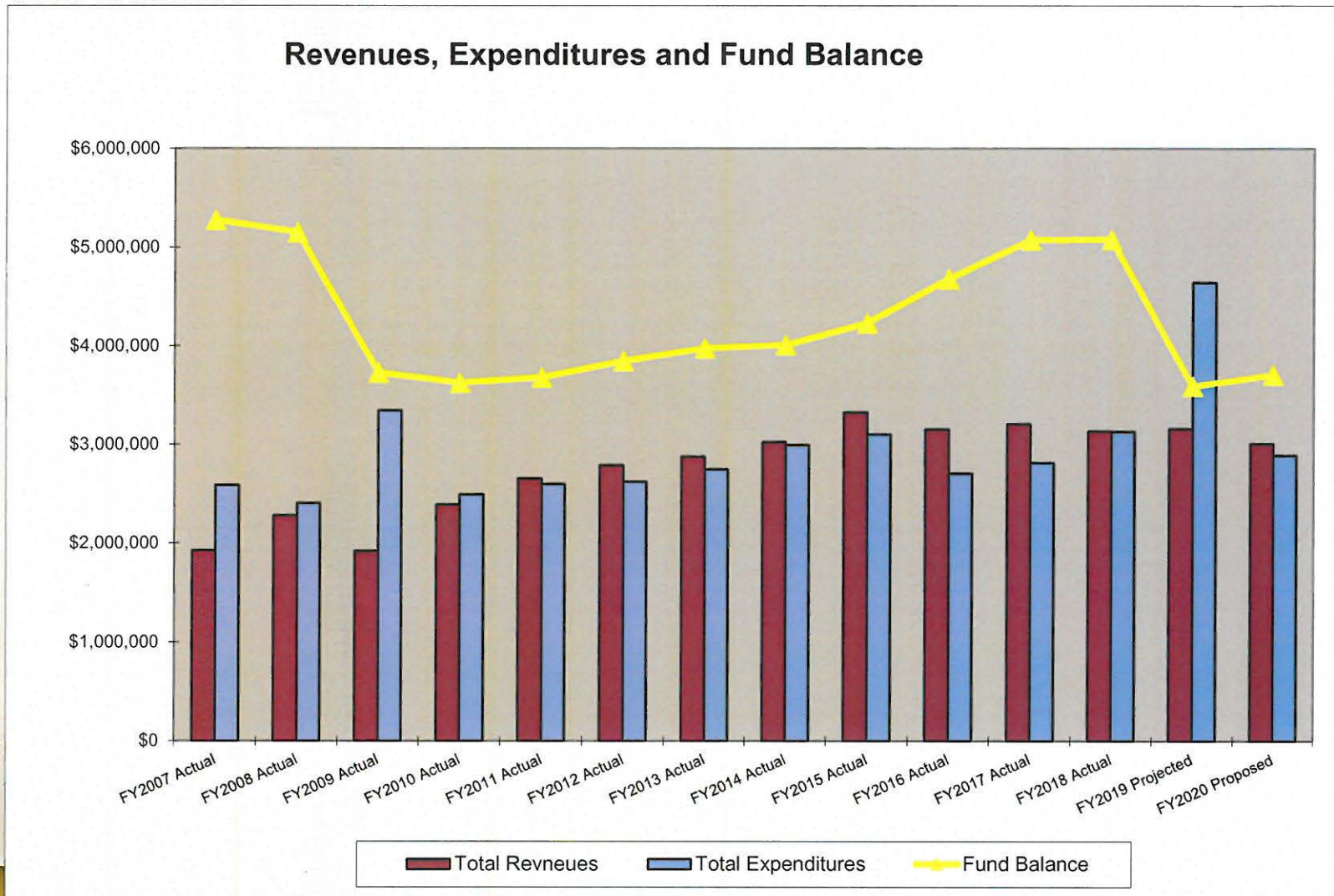
Proposed special or capital expenditures included in the FY20 Airport Fund Budget include:

1. Network equipment replacement	\$ 800
2. Luke parking machine replacement	10,269
3. Airport Operations Facility dry sprinkler system	<u>40,000</u>
	<u>\$51,069</u>

The administration continues to work towards refurbishment and upgrades at the Beacon Training Facility and completion on the Terminal Remodel Project. It is anticipate both of these projects will require additional local match to complete.

Airport Fund

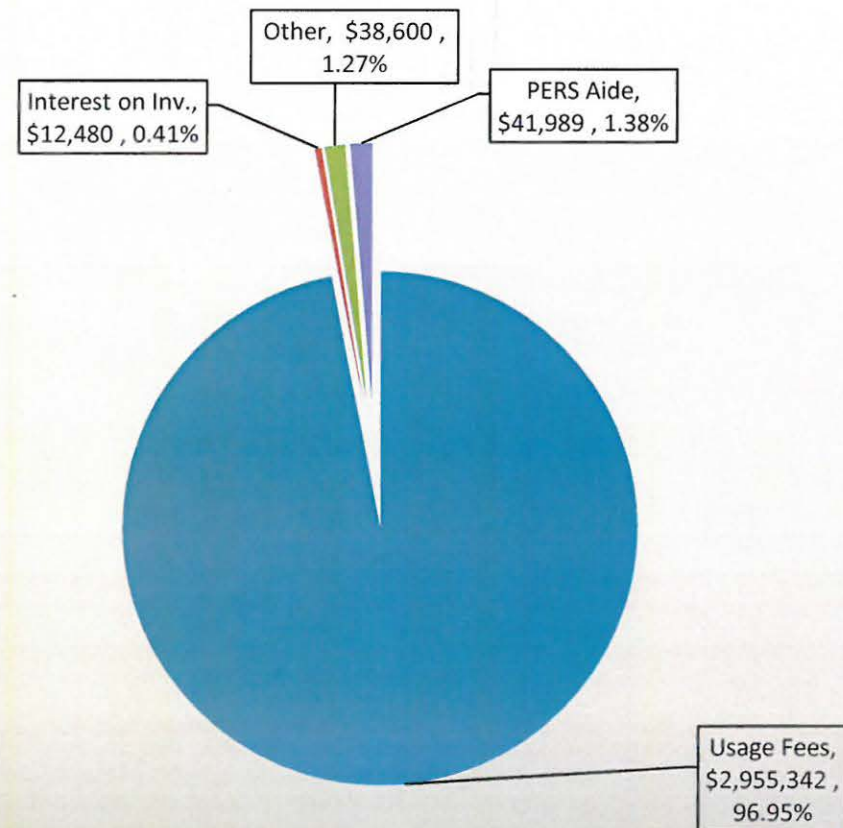
Fund Balance



Water & Sewer Fund

FY2020 Projected Revenue Sources

Usage Fees	\$2,955,342	96.95%
Interest on Investments	12,480	0.41%
State/Federal	38,600	1.27%
Other	<u>41,989</u>	<u>1.38%</u>
Total	<u>\$3,004,957</u>	<u>100.00%</u>



Water & Sewer Fund

Water & Sewer Rates

	<u>FY2020</u>	<u>FY2019</u>	<u>Change</u>
Water Rates:			
Residential per month	\$37.09	\$35.66	\$1.43
General Use – Metered per 1,000 gallons	\$3.58	\$3.44	\$0.14
Sewer Rates:			
Residential per month	\$53.48	\$51.42	\$2.06
General Use – Metered per 1,000 gallons	\$5.30	\$5.10	\$0.20
Combined Water & Sewer Rates:			
Residential per month	\$90.57	\$87.08	\$3.49
General Use – Metered per 1,000 gallons	8.88	\$8.54	\$0.34

Water & Sewer Fund

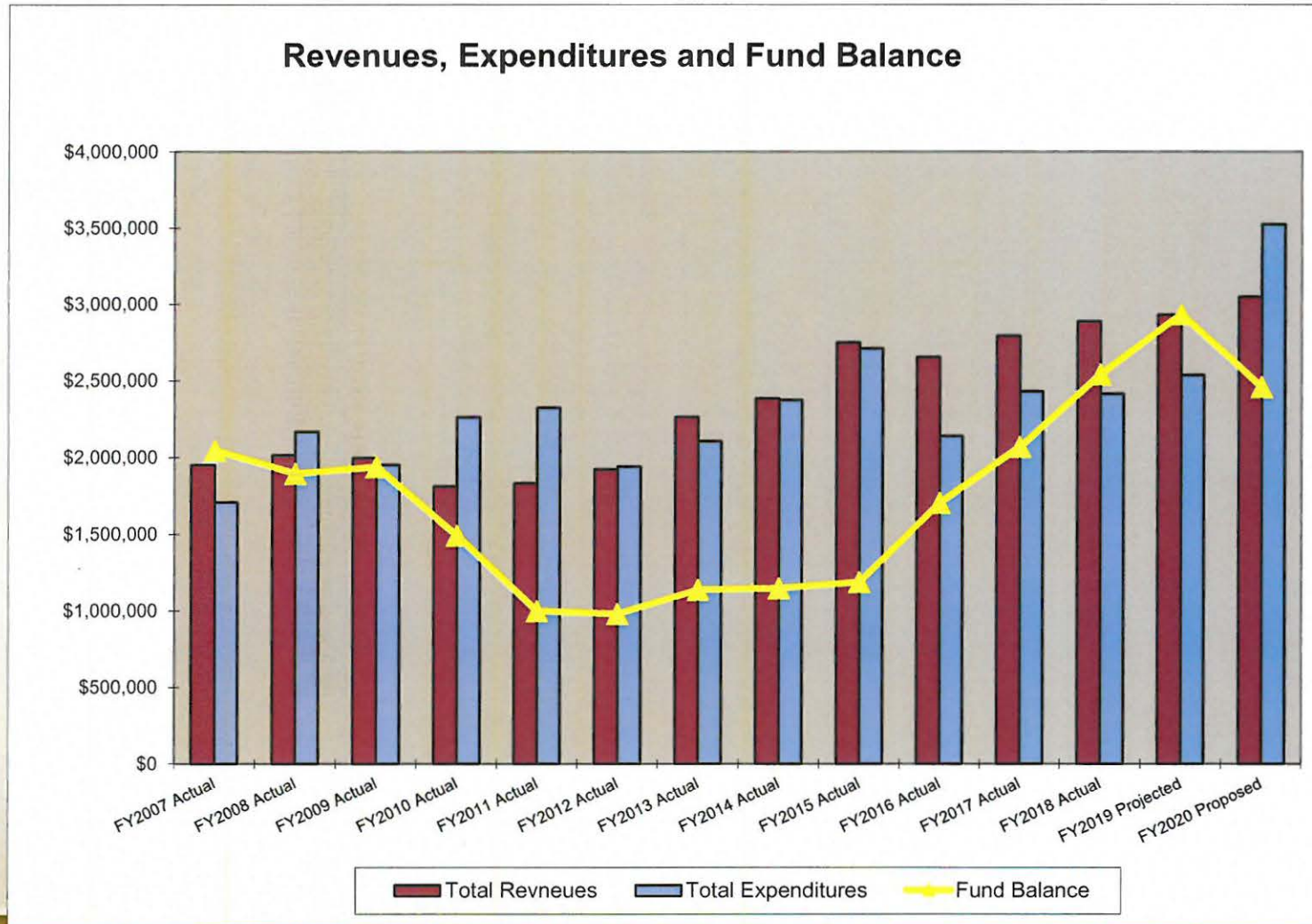
Special or Capital Expenditures

Proposed special or capital expenditures included in the FY20 Water & Sewer Fund Budget include:

1. Water & Sewer Utility Master Plan and Rate Study	\$ 300,000
2. SCADA system integration	55,000
3. WWTP clarifier/pump house coatings	40,000
4. WWTP belt press replacement	500,000
5. Lift station pump replacement	20,262
6. WIMS software replacement	18,000
7. WWTP aeration basin restore/coating phase 1	<u>90,000</u>
	<u>\$1,023,262</u>

Water & Sewer Fund

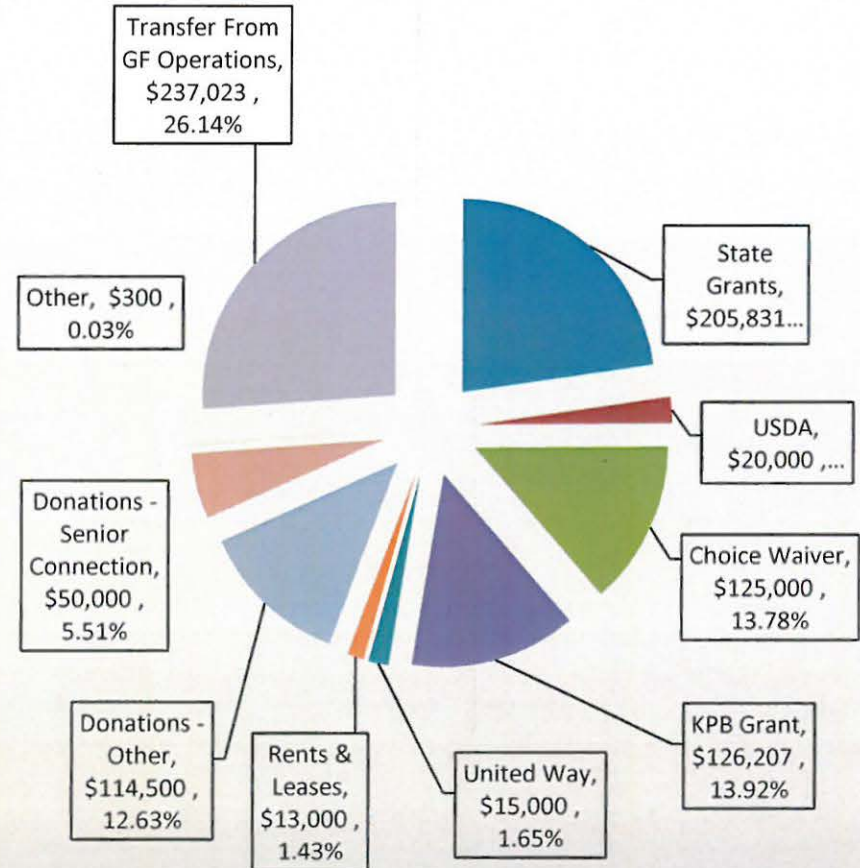
Fund Balance



Senior Citizen Fund

FY2020 Projected Revenue Sources

State Grants	\$205,831	22.35%
USDA Grants	20,000	2.17%
Choice Waiver	125,000	13.57%
KPB Grant	126,207	13.70%
United Way Grant	15,000	1.63%
Rents & Leases	13,000	1.41%
Senior Connection Donations	50,000	5.43%
Donations – Other	114,500	12.43%
Other	300	0.03%
Transfers from General Fund:		
Operations	237,023	25.74%
Capital Projects	14,100	1.53%
Total	\$920,961	100.00%



Senior Citizen Fund

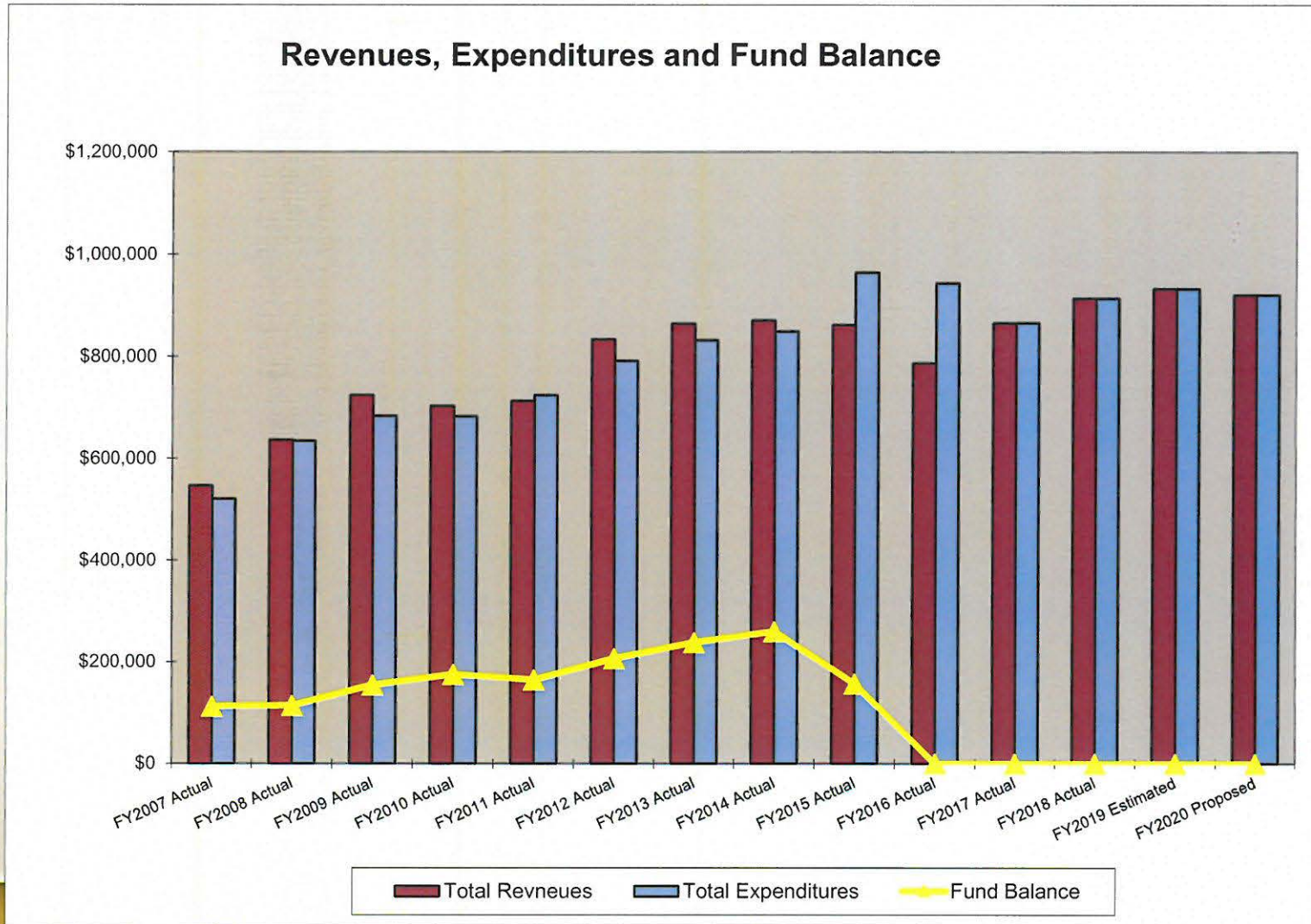
Special or Capital Expenditures

Proposed special or capital expenditures included in the FY20 Senior Citizen Fund Budget include:

1. Sound system upgrade Phase 2 \$ 14,100

Senior Citizen Fund

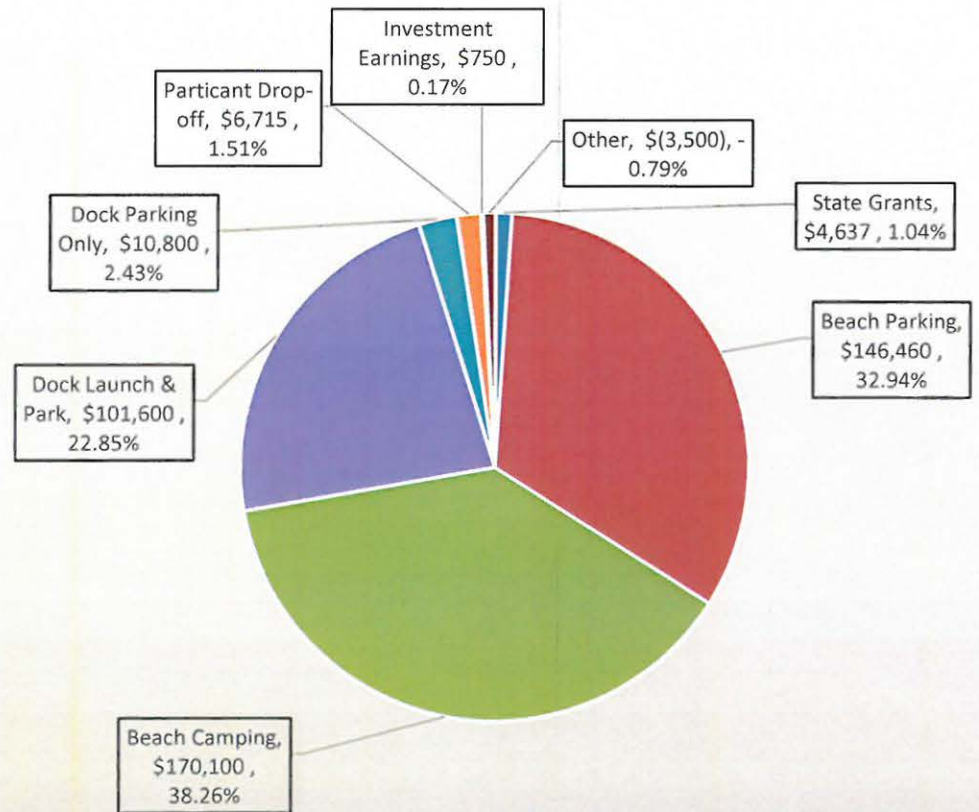
Fund Balance



Personal Use Fishery Fund

FY2020 Projected Revenue Sources

Beach Parking	\$175,000	32.32%
Beach Camping	225,000	41.56%
Dock Launch & Park	115,000	21.24%
Dock Parking Only	15,000	2.77%
Participant Drop-off	8,000	1.48%
State Grant	4,169	0.77%
Interest & Other	<u>(750)</u>	<u>(0.28)%</u>
Total	<u>\$541,419</u>	<u>100.00%</u>



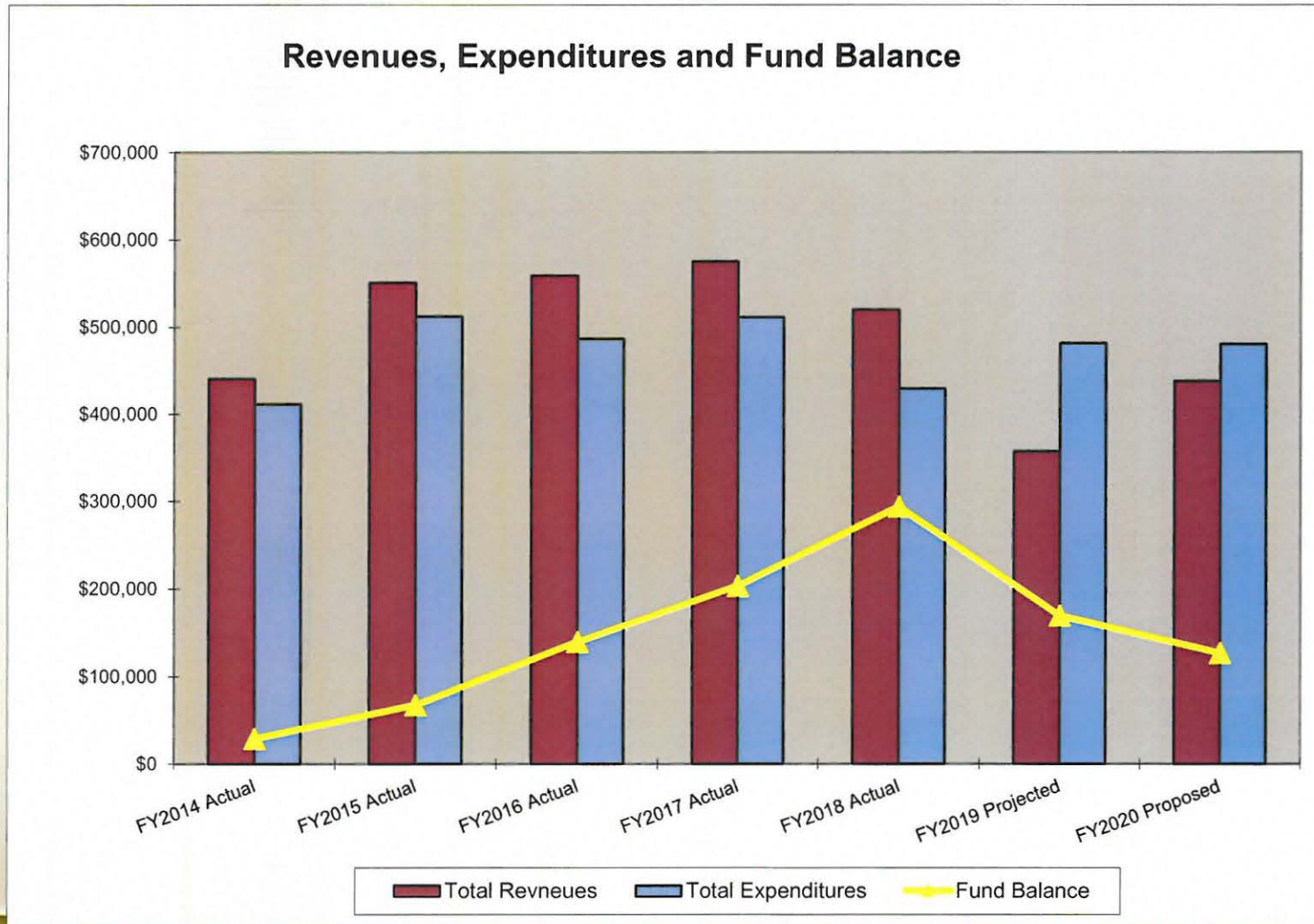
Personal Use Fishery Fund

PU Fisher User Fees

Personal Use Fisher Day Use Parking – 5:00AM to Midnight (vehicle or up to two atv's)	\$20.00
Personal Use Fisher Overnight Parking	
Before noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00
After noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00
Dock Parking	\$20.00
Dock Launch and Parking	\$35.00
Participant Drop-off Fee	\$10.00

Personal Use Fishery Fund

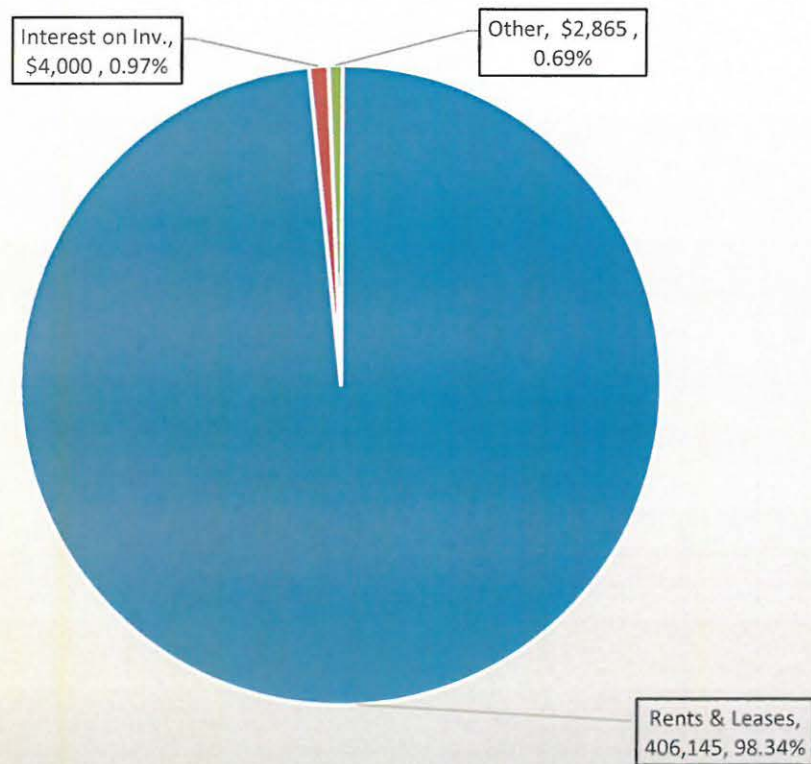
Fund Balance



Congregate Housing Fund

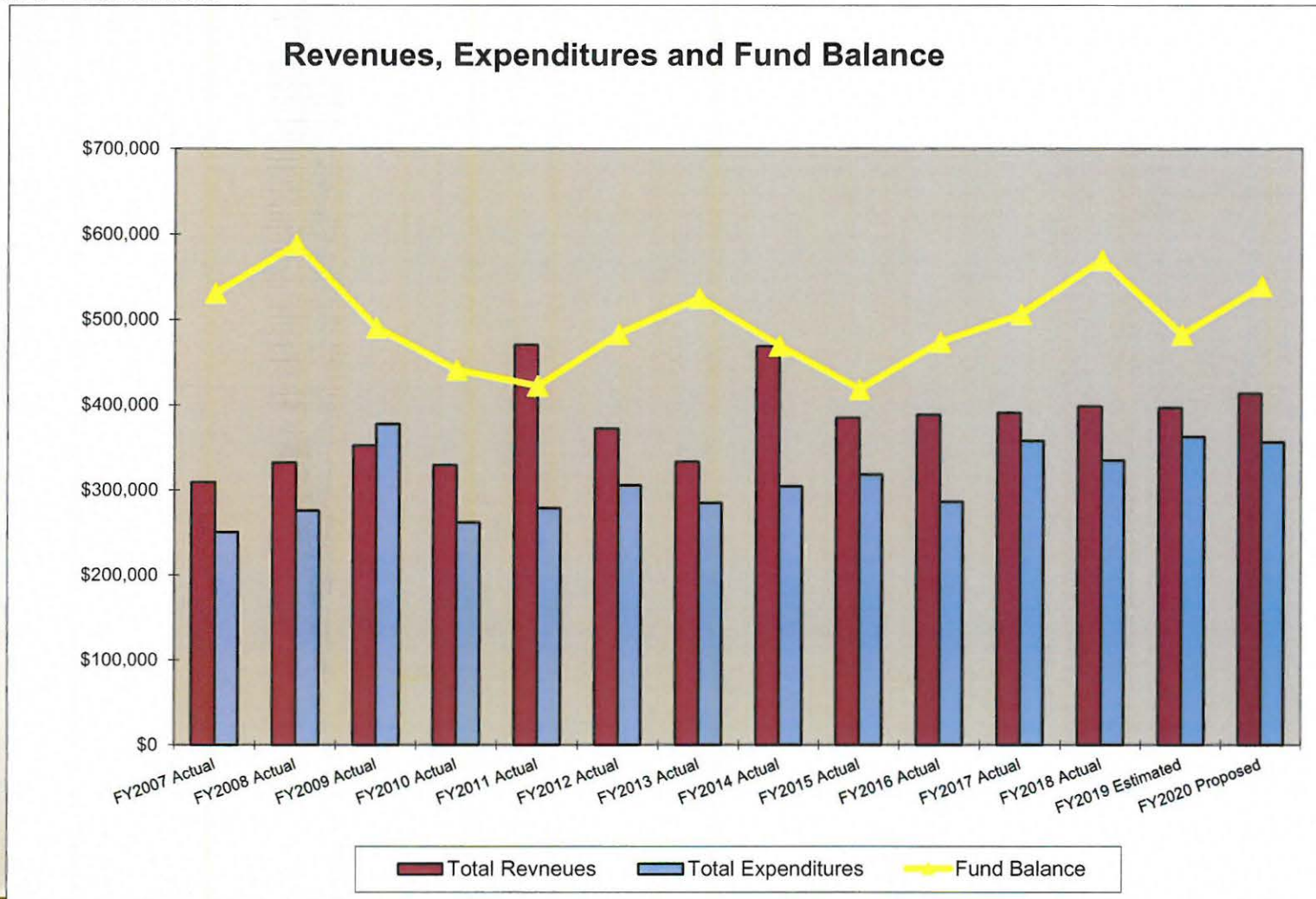
FY2020 Projected Revenue Sources

Tenant Rents	\$406,145	98.34%
Interest on Investments	4,000	0.97%
Other	<u>2,865</u>	<u>0.69%</u>
Total	<u>\$413,010</u>	<u>100.00%</u>



Congregate Housing Fund

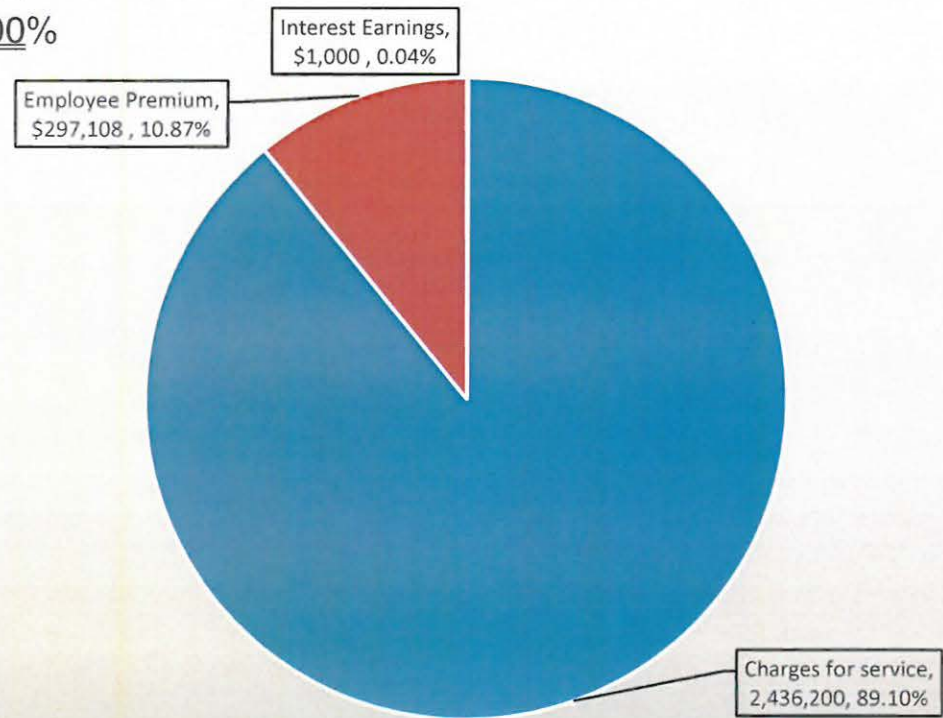
Fund Balance



Employee Health Care Fund

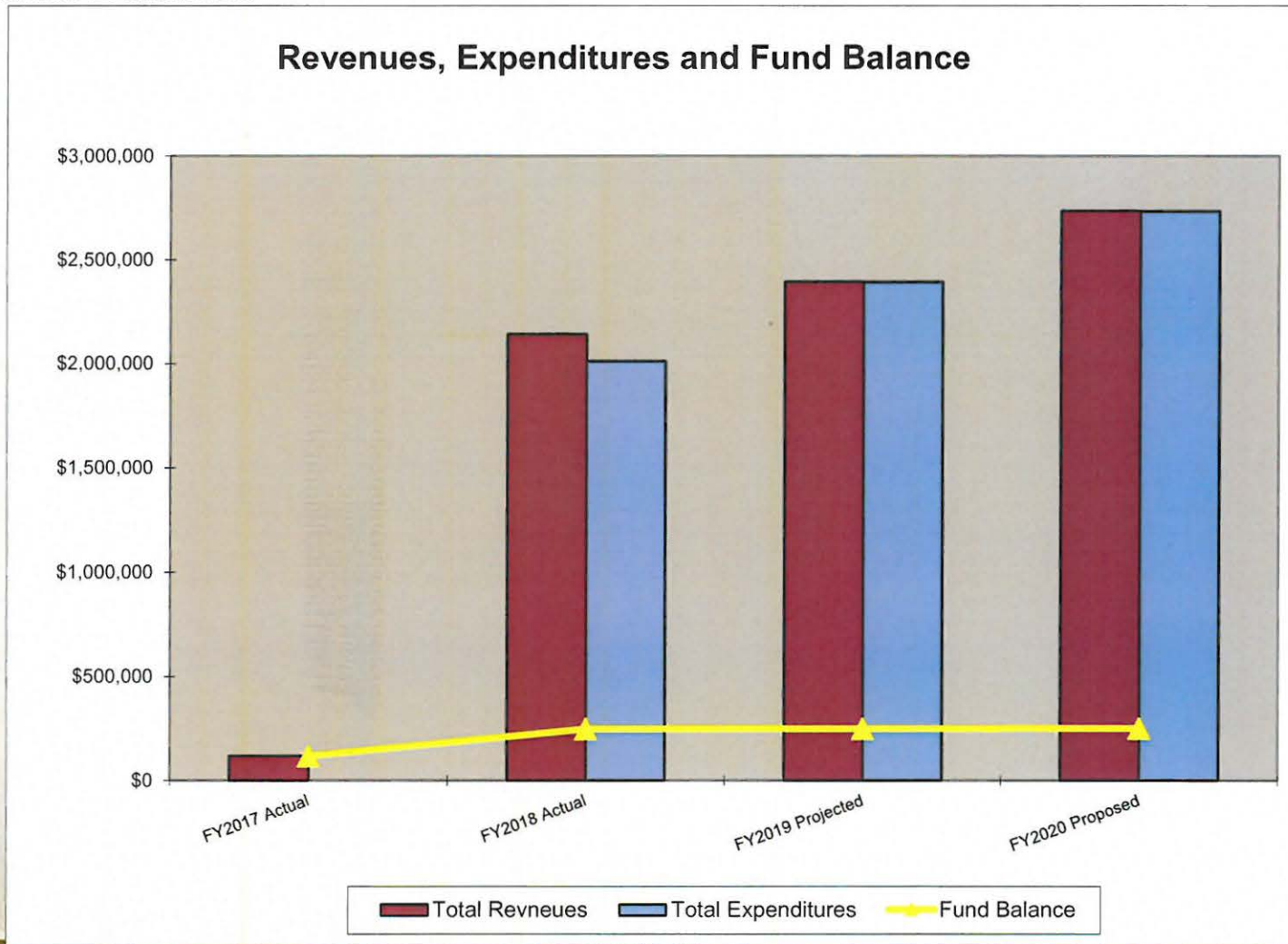
FY2020 Projected Revenue Sources

Charge for Services	\$2,436,200	89.10%
Employee Premiums	297,108	10.87%
Other	<u>1,000</u>	<u>0.04%</u>
Total	<u>\$2,734,308</u>	<u>100.00%</u>



Employee Health Care Fund

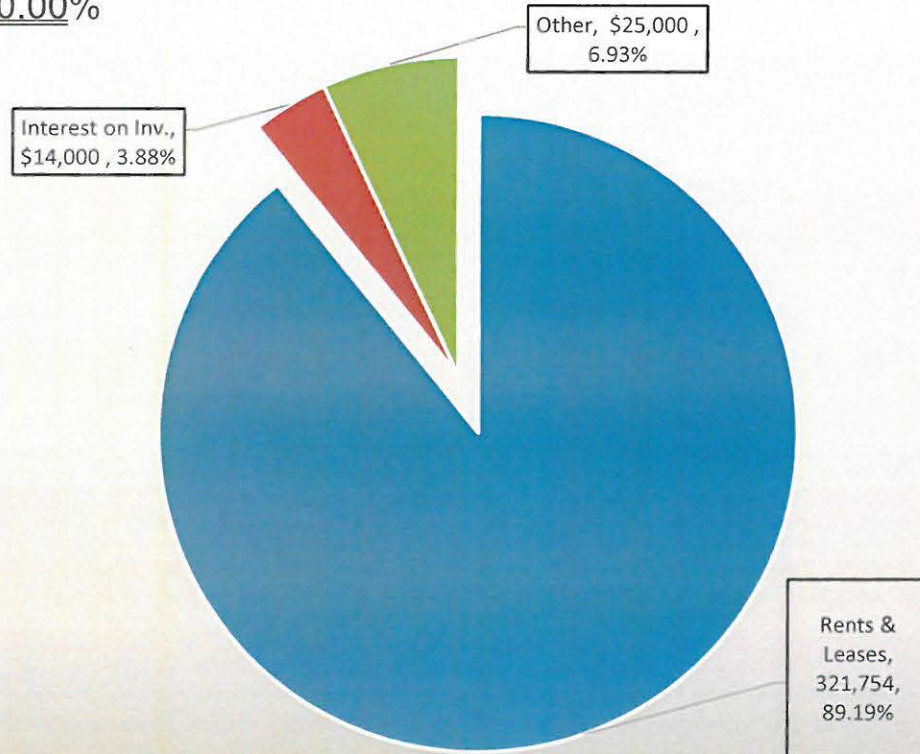
Fund Balance



Equipment Replacement Fund

FY2020 Projected Revenue Sources

Rents & Leases	\$321,754	89.19%
Investment Earnings	14,000	3.88%
Other	<u>25,000</u>	<u>6.93%</u>
Total	<u>\$360,754</u>	<u>100.00%</u>



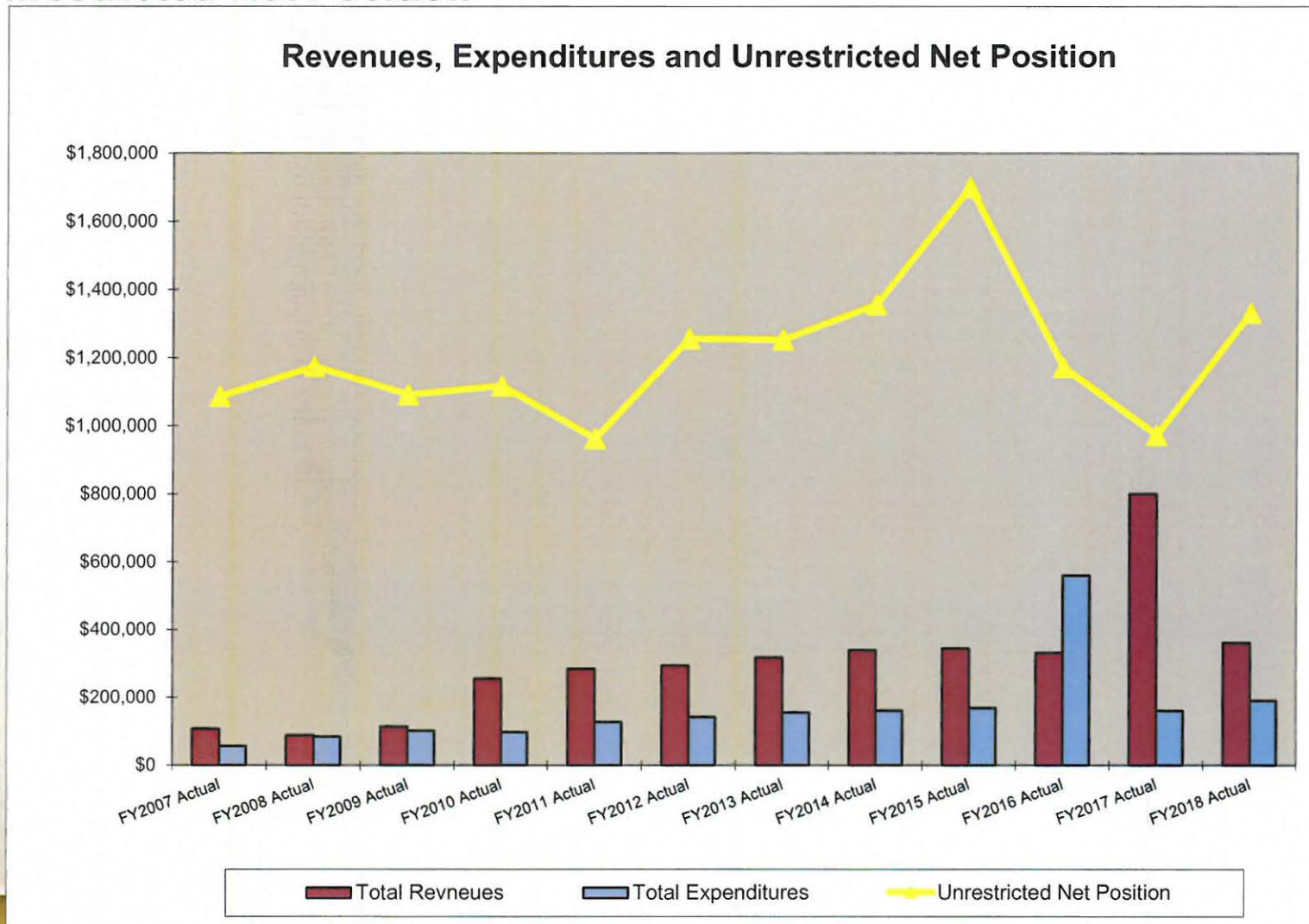
Equipment Replacement Fund

Schedule of Replacement

Item	Vehicle	Dept.	Year Acquired	Current Useful Life	Estimated Replacement Year	Description	Current Equip. Original Cost	2019	2020	2021	2022	2023	2024	2025
1	Safeboat	Fire	2015	20	2035	25' Safeboat	\$ 125,000	\$ 8,383	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169
2	ST17	Streets	2016	25	2041	Water Truck	160,000	9,134	8,969	8,969	8,969	8,969	8,969	8,969
3	E2	Fire	2016	30	2020	Pumper, Engine 3	540,000	27,299	26,983	26,983	26,983	26,983	26,983	26,983
4	Server	Non-Dept	2019	5	2024	Datacenter Replacement	155,000	34,276	32,385	32,385	32,385	32,385	37,988	37,988
5	ST30	Streets	2019	20	2039	Street Sweeper	289,571	14,112	18,925	18,925	18,925	18,925	18,925	18,925
6	ST46	Streets	1993	25	2022	140G Motor Grader with Wing & Plow	188,464	23,898	-	-	24,171	24,171	24,171	24,171
7	FR7	Fire	2004	15	2020	Ambulance	130,690	10,970	-	16,508	16,508	16,508	16,508	16,508
8	ST23	Streets	2018	30	2048	Sander Truck	233,542	11,380	11,670	11,670	11,670	11,670	11,670	11,670
9	S1	Fire	2004	20	2025	Squad/Fire Apparatus	148,759	9,976	-	-	-	-	-	\$ -
10	ST45	Streets	2018	30	2048	Sander Truck	225,466	11,125	11,266	11,266	11,266	11,266	11,266	11,266
11	ST51	Streets	1996	25	2022	160H Motor Grader with Wing & Plow	215,000	12,274	12,052	12,052	25,234	25,234	25,234	25,234
12	FT1	Fire	1993	30	2024	Hurricane Aerial	521,627	26,370	26,081	26,081	26,081	26,081	63,266	63,266
13	ST55	Streets	2009	15	2025	MT-6 4x4 Articulating Snow Blower	177,000	14,857	14,351	14,351	14,351	14,351	14,351	22,358
14	E3	Fire	1995	30	2026	Hurricane Tanker, Engine 4	251,837	12,731	12,584	12,584	12,584	12,584	12,584	12,584
15	ST25	Streets	2005	20	2026	Aerial Bucket Truck	79,836	5,354	5,218	5,218	5,218	5,218	5,218	5,218
16	F8R	Fire	2011	15	2027	Ambulance	167,170	14,200	13,554	13,554	13,554	13,554	13,554	13,554
17	PR11	Parks & Rec	2008	20	2029	Ice Conditioner	78,335	5,254	5,120	5,120	5,120	5,120	5,120	5,120
18	ST42	Streets	2003	25	2029	140H Motor Grader with Wing	234,825	13,405	13,163	13,163	13,163	13,163	13,163	13,163
19	ST56	Streets	2013	15	2028	MT-6 4x4 Articulating Snow Blower	139,971	11,749	11,349	11,349	11,349	11,349	11,349	11,349
20	E1	Fire	1999	30	2030	Pumper Engine 2	275,356	13,920	13,759	13,759	13,759	13,759	13,759	13,759
21	F6R	Fire	2016	15	2031	Ambulance	171,894	14,428	13,937	13,937	13,937	13,937	13,937	13,937
22	ST29	Streets	2009	25	2034	Crosswind, IH4300 Sweeoeer	190,200	10,858	10,662	10,662	10,662	10,662	10,662	10,662
23	ST43	Streets	2010	25	2035	L120 Loader	290,000	16,555	16,256	16,256	16,256	16,256	16,256	16,256
24	ST18	Streets	2012	25	2037	10-12V CY End Dump	100,000	5,709	-	-	-	-	-	\$ -
25	ST19	Streets	2012	25	2037	10-12V CY End Dump	100,000	5,709	-	-	-	-	-	\$ -
26	ST31	Streets	2013	25	2038	120G Motor Grader w/ Wing & Plow	339,740	19,395	19,045	19,045	19,045	19,045	19,045	19,045
27	ST15	Streets	2014	25	2039	L110H Loader	290,000	16,555	16,256	16,256	16,256	16,256	16,256	16,256
Total							\$ 5,819,283	\$ 379,876	\$ 321,754	\$ 338,262	\$ 375,616	\$ 375,616	\$ 418,403	\$ 426,411
Fire							\$ 138,277	\$ 115,067	\$ 131,576	\$ 131,576	\$ 131,576	\$ 131,576	\$ 168,760	\$ 168,760
Streets							202,069	169,182	169,182	206,535	206,535	206,535	206,535	214,543
Non-Dept							34,276	32,385	32,385	32,385	32,385	32,385	37,988	37,988
Parks & Rec							5,254	5,120	5,120	5,120	5,120	5,120	5,120	5,120
							\$ 379,876	\$ 321,754	\$ 338,262	\$ 375,616	\$ 375,616	\$ 418,403	\$ 426,411	

Equipment Replacement Fund

Unrestricted Net Position



General Land Sale Permanent Fund

	FY2012 <u>Actual</u>	FY2013 <u>Actual</u>	FY2014 <u>Actual</u>	FY2015 <u>Actual</u>	FY2016 <u>Actual</u>	FY2017 <u>Actual</u>	FY2018 <u>Actual</u>	FY2019 <u>Actual</u>	FY2020 <u>Projected</u>	FY2021 <u>Projected</u>
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
December 31st Market Value	\$ 2,428,277	\$ 2,713,353	\$ 2,923,441	\$ 2,941,854	\$ 2,787,369	\$ 2,996,033	\$ 3,231,213	\$ 2,930,478	\$ 3,106,307	\$ 3,166,942
Inflation Adjusted Principle		N/A	N/A	N/A	N/A	N/A	N/A	\$ 2,849,512	\$ 2,906,502	\$ 2,964,632
Earnings Reserve Balance		N/A	N/A	N/A	N/A	N/A	N/A	\$ 80,966	\$ 132,543	\$ 190,752
4% of Portfolio Value		N/A	N/A	N/A	N/A	N/A	N/A	\$ 117,219	\$ 124,252	\$ 126,678
Calendar Year Earnings		\$ 284,755	\$ 210,088	\$ 18,413	\$ (154,485)	\$ 201,272	\$ 384,982	\$ (139,174)	\$ 175,829	\$ 184,887
Allowable/Actual Transfer		\$ 135,668	\$ 146,172	\$ 147,093	\$ -	\$ 149,802	\$ 161,561	\$ -	\$ 124,252	\$ 126,678

Airport Land Sale Permanent Fund

	Market Value								
	FY2014 Actual 2013	FY2015 Actual 2014	FY2016 Actual 2015	FY2017 Actual 2016	FY2018 Actual 2017	FY2019 Actual 2018	FY2020 Estimated 2019	FY2021 Projected 2020	FY2022 Projected 2021
December 31,									
Portfolio Balance	\$24,095,421	\$24,348,075	\$23,149,202	\$23,690,184	\$ 25,751,927	\$ 23,429,629	\$ 23,559,495	\$24,009,725	\$24,480,036
Inflation Adjusted Principle	N/A	N/A	N/A	N/A	N/A	\$ 25,016,944	\$ 25,517,283	\$26,027,629	\$26,548,182
Transfer to Airport For Operations	\$ 1,094,473	\$ 1,135,313	\$ 1,142,714	\$ 1,175,414	\$ 1,210,348	\$ 1,203,690	\$ 908,811	\$ 915,351	\$ 921,354
FY20 Budget	\$23,916,087	5 Year Average X 3.8%	\$ 908,811						





"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
 Telephone: 907-283-7535 / FAX: 907-283-3014



April 10, 2019

Mayor, Council Members, City of Kenai Citizens:

This document provides a summary of the fiscal year 2020 Operating Budget for the City of Kenai. The budget contains the operating budgets for the General Fund; two enterprise funds (the Congregate Housing Fund and the Employee Health Care Internal Service Fund); four special revenue funds (Personal Use Fishery Fund, Water and Sewer Fund, Airport Fund, and Senior Citizens Fund); the Debt Service Fund, two permanent funds (General Land Sales and Airport Land Sales), and the City's major and capital projects.

Budget Comparison FY 2019 to FY 2020 And Contribution To (From) Fund Balance

	Original FY2019 <u>Budget</u>	FY2020 Proposed <u>Budget</u>	Change From FY2019 <u>Budget</u>	% <u>Change</u>	Projected Budget <u>Lapse</u>	Contribution To (From) <u>Fund Bal.</u>
General Fund	\$16,166,027	\$16,502,989	\$ 336,962	2.08%	\$ 785,943	\$(457,690)
Congregate Housing	624,144	496,568	(127,576)	(20.44)%	-	(83,558)
Health Care	2,391,806	2,733,336	341,530	14.28%	-	972
Permanent Funds	1,393,024	1,079,630	(313,394)	(22.50)%	-	445,252
Water and Sewer	2,657,412	3,687,581	1,030,169	38.77%	162,305	(476,865)
Airport Fund	3,161,504	3,003,306	(158,198)	(5.00)%	116,016	117,667
Senior Citizens Fund	978,514	944,354	(34,160)	(3.49)%	23,393	-
Personal Use Fishery Fund	555,113	499,035	(56,078)	(10.10)%	18,722	(42,751)
Debt Service Fund	<u>178,398</u>	<u>172,704</u>	<u>(5,694)</u>	<u>(3.19)%</u>	<u>-</u>	<u>-</u>
Total	<u>\$28,105,942</u>	<u>\$29,119,503</u>	<u>\$ 1,013,561</u>	<u>3.61%</u>	<u>\$1,106,379</u>	<u>\$(496,973)</u>

GENERAL OVERVIEW

The total proposed budget for the City is \$29,119,503, which is an increase of \$1,013,561 or 3.61% from last year. Nearly two-thirds of the increase is related to one-time expenditures, such as increased capital spending, or expenditures that do not represent cash outflows. Examples of expenditures that do not represent cash outflows are:

1. All Funds - PERS On-behalf funding \$102,223
 2. All Funds – Increase in employee healthcare charges to other funds 287,706
 3. Airport Fund – Elimination on one-time transfer to General Fund. (233,221)
 4. General Fund – Decrease in Equipment Replacement Fund payments (58,122)
- \$ 98,586

Increased (decreases) in expenditures related to one-time items are:

1. General Fund – Increase in transfer to Capital Projects	\$ 93,630
2. Water & Sewer Fund – Increase in transfer to Capital Projects	705,000
3. Airport Fund – Increase in transfer to Capital Projects	40,000
4. Airport Fund – Leased land reappraisal	\$54,900
5. Senior Citizen Fund – Decrease in Capital Outlay	(31,670)
6. Congregate Housing Fund –Decrease in Capital Outlay	<u>(125,300)</u>
	<u>\$736,560</u>

Eliminating these non-cash outflow and one-time expenditures, the FY2020 proposed budget is \$178,415 or 0.63% more than the FY2019 adopted budget.

The budget includes a 2.0% increase to the salary schedule. Traditionally the administration has recommended salary schedule adjustments equal to the change in Anchorage’s Consumer Price Index as there is no such index available for the City or Kenai Peninsula Borough. The 2018 change in Anchorage’s Consumer Price Index was 4.0%. In recognition of the economic condition and uncertainty of the State of Alaska, the administration is recommending to limit the salary schedule increase to 2.0% for FY2020. The budgetary impact of the cost of living increase is \$234,603.

Employee health care premiums continue to be a significant budgetary issue for the City, both in the amount of total expenditure and in volatility. The FY20 premium renewal rate is estimated to be an increase of 10% or \$287,706 for all funds. The budget maintains the employee share of health insurance costs at 10% of total plan costs.

The State of Alaska Public Employees Retirement System on-behalf payment is more in FY20 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), increased from 27.58% in FY19 to 28.62% in FY20. The City pays the first 22% of the ARMB rate and the State contributes the remainder as an on-behalf payment to the system in the City’s name. The City shows both the expenditure/expense and the revenue for these payments. The net effect to the City’s budget is zero, but overall revenues and expenditures/expenses increased \$102,223 from the prior year.

The following staffing changes are also included:

Deputy Fire Chief: The Battalion Chief position has been reclassified, from pay range 17 to pay range 20, retitled, and the position is now exempt from overtime under the Fair Labor Standards Act.

Summary of Personnel Changes by Fund

	General Fund	Personal Use Fishery Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Total
PERS On-behalf Funding	\$83,736	\$468	\$8,537	\$6,278	\$2,205	\$999	\$102,223
COLA @ 2.0%	191,381	3,833	16,442	14,476	7,313	1,158	234,603
Employee Health Care Increase	234,464	846	21,580	16,054	11,149	3,613	287,706
Deputy Fire Chief	-	-	9,360	-	-	-	9,360
Total	<u>\$509,581</u>	<u>\$5,147</u>	<u>\$55,919</u>	<u>\$36,808</u>	<u>\$20,667</u>	<u>\$5,770</u>	<u>\$633,892</u>

GENERAL FUND

The proposed General Fund budget of \$16,502,989 is up \$336,962 or 2.08% from last year. This includes an increase of \$525,659 in Personnel Services, a decrease of \$151,531 in Maintenance and Operations and a decrease of \$37,166 in Capital Outlay and Transfers. Revenues and transfers for FY20 are projected to be \$15,259,101, up \$100,263 compared to the FY19 adopted budget.

Sales tax projection for FY20 is \$7.39 million, which is \$262,260 more than FY19 budgeted revenues. FY19 sales tax is projected to exceed original estimates by \$82,274. Sales tax revenue is projected to grow 2.50% year over years for FY2020 through FY2022.

Property tax values are up 2.32% on average. The assessed, real property value of \$780.5 million is up \$5.0 million or 0.64% from the FY19 values. Oil and Gas (AS 43.56) property values of 64.4 million are up \$13.7 million or 27.05%. Personal property values of \$47.1 million are up \$1.5 million or 3.3% for FY20.

Funding for special or capital projects totaling \$432,500, down from FY19's \$497,699, has been included in the General Fund's FY20 Budget. Projects include:

1. Year one of network infrastructure replacement, \$14,100.
2. Redundant equipment for the City's wireless backhaul project, \$2,000.
3. Land Administration – reappraisal of leased land, \$5,100.
4. Library entrance sidewalk and retaining wall repairs, 50,000.
5. City streets sink hole repairs, \$71,000.
6. Street improvements to be identified, \$129,000.
7. Senior Center audio system upgrade Phase II, \$14,000.
8. Municipal Park trail construction, \$37,800.
9. Library camera system software upgrade, \$3,500.
10. Replace one (1) treadmill at Kenai Recreation Center, \$6,000.
11. Kenai Recreation Center roof repairs, \$50,000.
12. Kenai Recreation Center grading repairs, \$50,000.

Projections of General Fund revenues and expenditures for the two years following this budget year are included. Property values are forecasted to increase 1.49% and 1.53% respectively in FY21 and FY22. Sales tax revenue is forecasted to increase 2.50% in FY21 and FY22. Other revenues are projected to grow 3.0% annually, except State of Alaska Community Assistance, which is projected to remain at FY20 levels. Expenditures are forecasted to increase 2.0% for all years. These future projections are purely estimates. The actual changes in the budget will depend on a number of factors that are not predictable with a high degree of certainty. The budget also projects \$250,000 of non-recurring purchases (equipment and capital projects) in FY21.

ENTERPRISE FUNDS

Congregate Housing Fund

The Congregate Housing Fund's budget decreased \$127,576, or 20.44% to \$496,568 compared to the FY19 Budget. The FY19 adopted budget included \$121,000 to fund two capital improvement projects, \$96,000 to complete the upgrade to the facility's fire control system and \$25,000 for design of the facility's boiler and hot water systems. Absent these significant changes, the FY20 proposed budget is virtually unchanged when compared to the FY19 adopted budget.

The Congregate Housing Fund's revenue sources are rent and interest. Using the results of a rent study commissioned by the City to determine the market value of rents for comparable units, the City is in the fourth year of a plan to adjust rents to market value. The FY20 rate increase will be equal to \$35.00 for units priced below the market rate as determined by the City's 2015 rental rate study. Units that are currently at market rate will see an increase in rent for FY20 based upon the 4.0% increase in Anchorage's Consumer Price Index for 2018. Continuation of the City's rental adjustment policy will result in an estimated \$15,630 increase in rents for FY20. Even with this increase, rents will be insufficient to fund the facility's depreciation. Depreciation represents the accumulation of funds for the replacement and upgrade of major building components to assure the facility is available and in its current condition for future generations of Kenai seniors.

Employee Health Care Internal Service Fund

The Employee Health Care Fund is used to account for employee health insurance costs. As an internal service fund, the costs of employee health insurance are paid by this fund and fund revenue is from employee premiums and charges to each City department for each eligible employee. Employee premiums are set at 10% of estimated costs with City Departments funding 90% for each eligible employee. Health insurance premiums are projected to increase by 10.0% in FY20. A projected 10.0% premium increase and change in employee census, the type of coverage elected by each eligible employee, also impacts billing amounts and combined are responsible for the 14.26% increase in billed costs.

SPECIAL REVENUE FUNDS

The City maintains four special revenue funds:

Personal Use Fishery Fund

The Personal Use Fishery Fund accounts for the operational costs of the City to support the State of Alaska's Personal Use Fishery that brings tens-of-thousands of Alaskans to the beaches and City Dock of Kenai each July 10 – 31. Departments providing direct operations support include: Public Safety (Police, Fire, and Communications), Streets, the City Dock, and Parks, Recreation and Beautification. Indirect support is provided by many City departments and will be recovered through an administrative service fee. The adopted administrative service fee is the same fee charged to all other special revenue and enterprise funds of the City.

Revenue for the fund are expected to be greater in FY20 but below historic amounts. Budgeted revenues have been adjusted to the average of FY18 and FY19 actuals. User fees for the 2020 Personal Use Fishery are as follows:

	<u>FY19</u>	<u>FY20</u>
Personal Use Fishery Day Use Parking – 5:00 am to Midnight (vehicle or up to two atv's)	\$20.00	\$20.00
Personal Use Fishery Overnight Parking		
Before noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00	\$55.00
After noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00	\$25.00
Dock Parking	\$20.00	\$20.00
Dock Launch and Parking	\$35.00	\$35.00
Vehicle Drop-Offs	\$ 10.00	\$10.00

Personal Use Fishery Fund appropriation of \$499,035 are down \$56,078, 10.10% from FY19. The FY20 proposed budget again includes a \$50,000 transfer to the City's General Fund for operations. Participant numbers will need to increase to more normal levels in the future to maintain the annual \$50,000 transfer or fees will have to be increased.

Water & Sewer Special Revenue Fund

The Water and Sewer Fund appropriation of \$3,687,581 is \$1,030,169 more, or a 38.77% increase over FY19 and the Fund is expected to produce an adjusted deficit of \$476,865, including a projected budget lapse of \$162,305. The FY20 budget proposes rate increase commensurate with the increase in the Anchorage Consumer Price Index for 2018, 4.0%. Monthly water rates will increase \$1.43 to \$37.09 for an unmetered residential customer. Monthly sewer rates will increase \$2.06 to \$53.48 for an unmetered residential customer.

Personnel expenditures are proposed to increase \$76,044, 8.34%. Significant changes in personnel include:

PERS On-behalf Funding: The State of Alaska Public Employees Retirement System on-behalf payment is more in FY20 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), increased from 27.58% in FY19 to 28.62% in FY20. The City pays the first 22% of the ARMB rate and the State contributes the remainder as an on-behalf payment to the system in the City's name. The City shows both the expenditure/expense and the revenue for these payments. The net effect to the Fund's budget is zero, but overall revenues and expenditures/expenses increased \$8,537 from the prior year.

Employee Health Care: Employee health care premiums continue to be a significant budgetary issue for the City, both in the amount of total expenditure and in volatility. The FY20 premium renewal rate is estimated to be an increase of 10% or \$21,580 for the Water & Sewer Special Revenue Fund. The budget maintains the employee share of health insurance costs at 10.0% of total plan costs.

Maintenance and Operations expenditures are projected to increase \$376,689, 30.82% over FY19 budgeted amounts. Most significant changes are elimination of contingency in all departments and funding on major projects including Phase I of SCADA integration, \$55,000 and commissioning of a new master plan and rate study for the utility, \$300,000.

Expenditures for Capital Outlay & Transfers are projected to increase \$580,650, 129.87% in FY20.

Machinery & Equipment purchases of \$45,262 include:

1. Lift station pump replacements, \$20,262.
2. Miscellaneous WWTP equipment, \$25,000.

Transfers in the amount of \$982,500 include \$277,500 in Central Administrative Charges to the General Fund and \$630,000 for the following capital projects:

1. WWTP Clarifier/Pump House Recoating, \$40,000.
2. WWTP Belt press replacement, \$500,000.
3. WWTP Aeration basin restoration and recoating, \$90,000.

Airport Special Revenue Fund

The adopted Airport Fund budget is \$3,003,306, a decrease of \$158,198, or 5.00% from FY19. The fund is projected to have an adjusted surplus of \$117,667 including an estimated \$116,016 budget laps e.

Maintenance & Operations expenditures decreased \$40,043. Transfers decreased \$154,221 in FY20 as FY19's budget included a one-time \$233,221 transfer. Included in FY20 is a transfer to fund the replacement of the Airport Operations Center dry sprinkler system, \$40,000.

One of the primary revenue sources of the Airport Fund are earnings from the Airport Land Sale Permanent Fund (ALSPF). Due to excellent performance of the ALSPF under the new management method employed in late 2009, the revenue received from the ALSPF is projected to be \$958,685. This is a \$271,340 reduction as a result of reducing the annual percent of market draw available from 5.0% to 4.2%. Due to a reduction in expected market returns, the decrease in allowable draw was needed to maintain the funds corpus and buying power.

Senior Citizen Fund

Senior Citizen Fund appropriation of \$944,354 are down \$34,160, or 3.49% from FY19. Personnel costs, driven by employee health care, increased \$7,894; Maintenance and Operations decreased \$8,384 due to fewer food purchase because of less meals being served and a reduction in staff travel; and Capital Outlay & Transfers decreased \$33,670 as the City's Central Administrative Charge decreased \$2,100 and capital outlay decreased \$31,570.

Funding for the City's Senior Center is largely dependent upon grants from the State of Alaska, grants from the Kenai Peninsula Borough, and Choice Waiver meal reimbursement rates. The loss of Choice Waiver clients has reduced the projected revenue from the Choice Waiver program from \$200,000 in the FY19 budget to \$125,000 in the FY2 proposed budget.

The grant from the Kenai Peninsula Borough is dependent upon total funding for senior centers within the borough and the population served, as determined by the most recent U.S. Census. The projected FY19 grant from the Borough is \$126,207.

With the significant loss of Choice Waiver reimbursement, a transfer from the General Fund will once again be needed to support the City's senior program. The FY20 transfer from the General Fund is projected at \$251,123, a \$34,596 increase. The transfer to support operations actually increased \$66,166 for FY20 but the transfer needed to fund capital outlay decreased \$31,570 leading to the overall increase. The Kenai Senior Connection has agreed to provide \$50,000 for operations in FY20 resulting in a reduction in the projected General Fund transfer by that amount.

DEBT SERVICE FUND

The City's Debt Service Fund is used to accumulate monies for payment of general obligation bonds issued for construction, improvements, and equipping public facilities throughout the City.

The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for the expansion of the Kenai Library. These bonds were issued on March 11, 2010 in the amount of \$2,000,000 with a term of 20 years. The bonds were issued under authority of the American Recovery and Reinvestment Act Recovery Zone Economic Development Bond Program. The Program entitles the City to a 45% subsidy on its interest payments.

The FY19 budget includes \$172,704 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$140,097 and a 41.9% federal interest subsidy (reduced by Federal Sequestration from 45%) through the American Recovery and Reinvestment Act's Recovery Zone Economic Development Bond Program of \$32,607. Future debt payments will range from \$178,598 to \$143,560 with the City receiving federal interest subsidies, subject to reductions by Federal Sequestration, ranging from \$37,529 to \$3,852.

FUND BALANCE POLICY & BUDGET SUBMISSION REQUIREMENT COMPLIANCE

The City adopted General Fund, Fund Balance Policy establishes a minimum fund balance equal to the sum of the Budget Stabilization Reserve, Council created commitments or assignments, and other Generally Accepted Accounting Principle required classification of fund balance. The Budget Stabilization Reserve is equal to a risk adjusted (3) three months of budgeted General Fund expenditures and operating transfers. The policy also created a maximum fund balance equal to the sum of the Budget Stabilization Reserve, Operational and Capital Contingency Reserve, Council created commitments or assignments, and other Generally Accepted Accounting Principle required classification of fund balance. The Operational and Capital Contingency Reserve is equal to a risk adjusted month of budgeted General Fund expenditures and operating transfers. Compliance with the Fund Balance Policy is demonstrated on page 23 of this document.

Budget submission requirements require the City Manager to submit a budget showing sufficient revenues within (3) three years, inclusive of the proposed budget year, to support recurring expenditures without the use of fund balance. The proposed FY20 Budget is in compliance with this policy. The FY22 projections show a \$221,175 use of fund balance but includes \$250,000 of non-recurring expenditures. Absent of these non-recurring expenditures, projections are for fund balance to grow by \$28,825.

MAJOR PROJECT & CAPITAL PLAN

Included for your review is the proposed FY20 Major and Capital Project Plan (the Plan). The Plan shows the proposed FY20 projects. The administration is actively working on the development of a five-year capital plan.

ACKNOWLEDGMENT

The process of developing a budget is labor intensive and often difficult due to requests exceeding the ability to finance them. This budget was compiled with the full involvement and cooperation of City staff.

CONCLUSION

The economic outlook for the City is positive. The City is in excellent financial condition, which enables us to weather short-term economic challenges.

We all realize that services provided by the City have a direct impact on the quality of life of our residents. The challenge is to balance the provision of these services with the cost of providing them, so that residents feel their tax dollars are well invested. We believe that with the resources provided by this budget we will reach our goal of providing the services outlined herein in an efficient and excellent manner.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Paul Ostrander".

Paul Ostrander
City Manager

A handwritten signature in blue ink that reads "Terry A. Eubank".

Terry A. Eubank, CPA
Finance Director

**City of Kenai
Fiscal Year 2020 Operating Budget**

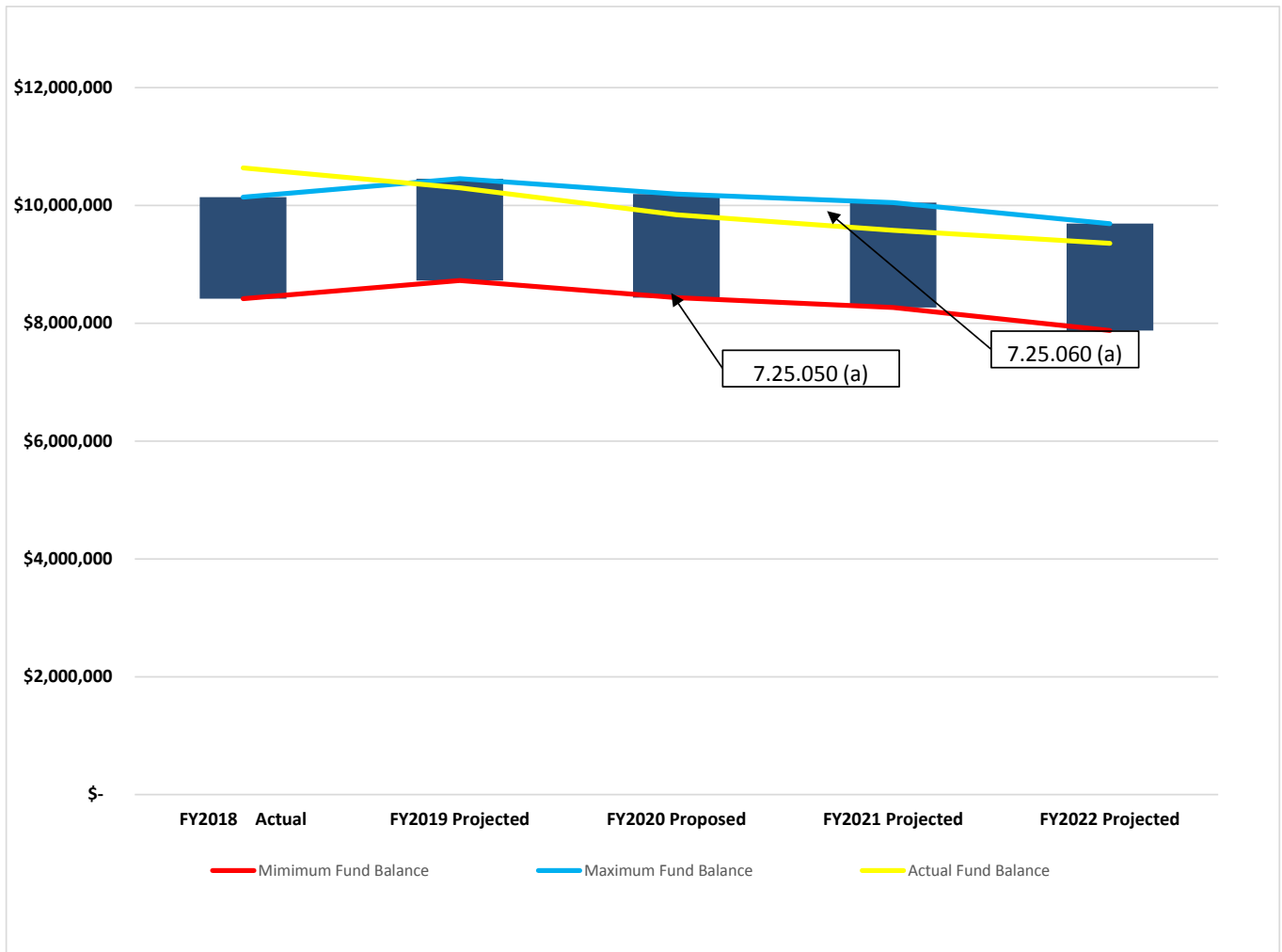
**General Fund
Budget Projection**

	Actual FY2017	Actual FY2018	Original Budget FY2019	Projection FY2019	Proposed FY2020	Projection FY2021	Projection FY2022
TAXABLE VALUES (000'S)	\$ 868,724	\$ 871,076	\$ 872,108	\$ 871,829	\$ 891,693	\$ 905,020	\$ 918,839
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,919,797	3,868,445	3,855,798	3,881,792	3,940,692	4,008,100	4,067,011
Sales Tax	6,715,501	6,854,253	7,124,915	7,207,189	7,387,175	7,572,053	7,761,354
Total Property & Sales Taxes	10,635,298	10,722,698	10,980,713	11,088,981	11,327,867	11,580,153	11,828,365
State/Federal Revenue:							
PERS Funding	288,137	218,726	386,406	386,406	470,142	484,246	498,773
Community Assistance	278,232	250,852	223,258	210,345	171,001	171,001	171,001
Fish Tax	165,087	118,543	165,000	130,000	130,000	133,900	137,917
Other	83,990	101,120	58,000	96,740	60,500	63,525	66,701
Total State/Federal Revenue	815,446	689,241	832,664	823,491	831,643	852,672	874,392
Other Revenue							
Licenses and Permits	48,557	93,863	63,500	63,000	63,500	65,405	67,367
Ambulance Fees	419,940	443,544	425,000	450,000	450,000	463,500	477,405
Interest	35,762	45,801	100,000	150,000	180,000	180,000	180,000
Other	613,358	585,268	736,541	663,256	639,146	658,320	678,070
Total Other Revenue	1,117,617	1,168,476	1,325,041	1,326,256	1,332,646	1,367,225	1,402,842
Total Revenues	12,568,361	12,580,415	13,138,418	13,238,728	13,492,156	13,800,050	14,105,599
Transfer From Other Funds							
Charges to other funds	1,494,200	1,542,390	1,574,200	1,574,200	1,596,000	1,643,880	1,693,196
Capital Projects / Special Revenue	124,303	-	283,221	283,221	50,000	50,000	50,000
Enterprise	34,000	400,000	-	-	-	-	-
Trust Fund	149,802	161,561	162,999	78,000	120,945	123,364	125,831
Total Transfers	1,802,305	2,103,951	2,020,420	1,935,421	1,766,945	1,817,244	1,869,027
Total Revenues and Transfers	14,370,666	14,684,366	15,158,838	15,174,149	15,259,101	15,617,294	15,974,626
EXPENDITURES/APPROPRIATIONS							
General Government	2,682,321	2,526,974	3,417,880	3,430,630	3,550,465	3,626,175	3,698,699
Public Safety	6,679,790	7,075,417	7,559,066	7,559,066	7,702,840	7,856,897	8,014,035
Public Works	2,148,432	2,270,210	2,492,669	2,496,246	2,399,834	2,447,831	2,496,788
Parks, Recreation & Cultural	1,984,887	1,955,374	2,073,983	2,118,402	2,070,830	2,112,247	2,154,492
Total Operating Expenditures	13,495,430	13,827,975	15,543,598	15,604,344	15,723,969	16,043,150	16,364,014
Transfers or Non-Operating	745,130	833,913	622,429	622,429	779,020	638,434	650,087
Total Expenditures/Appropriations	14,240,560	14,661,888	16,166,027	16,226,773	16,502,989	16,681,584	17,014,101
Total Surplus (Deficit)	130,106	22,478	(1,007,189)	(1,052,624)	(1,243,888)	(1,064,290)	(1,039,475)
Projected Lapse - 5%	-	-	777,180	780,217	786,198	802,158	818,201
Adjusted Surplus (Deficit)	130,106	22,478	(230,009)	(272,407)	(457,690)	(262,132)	(221,274)
Beginning Fund Balance	10,418,100	10,548,206	10,463,198	10,570,684	10,298,277	9,840,587	9,578,455
Ending Fund Balance	10,548,206	10,570,684	10,233,189	10,298,277	9,840,587	9,578,455	9,357,181
Restricted	(588,937)	(682,068)	(700,599)	(718,068)	(754,068)	(790,068)	(826,068)
Committed	(409,746)	(6,976,762)	(7,117,565)	(7,231,858)	(6,890,571)	(6,672,855)	(6,227,831)
Assigned	(1,409,610)	(2,416,658)	(2,415,025)	(2,348,351)	(2,195,948)	(2,115,532)	(2,303,282)
Unassigned Fund Balance	\$ 8,139,913	\$ 495,196	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai
Fiscal Year 2020 Operating Budget**

General Fund Fund Balance Policy Compliance

	FY2018 Actual	FY2019 Projected	FY2020 Proposed	FY2021 Projected	FY2022 Projected
Ending Fund Balance 6/30/18	\$ 10,570,684	\$ 10,298,277	\$ 9,840,587	\$ 9,578,455	\$ 9,357,181
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -					
Athletics - Daubenspeck Donation	\$ (682,068)	\$ (718,068)	\$ (754,068)	\$ (790,068)	\$ (826,068)
Committed:					
Outstanding Encumbrances	\$ (17,750)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures	(1,007,189)	(1,243,888)	(1,064,290)	(1,039,475)	(738,139)
Capital Improvement Plan Reserve	(750,000)	(750,000)	(500,000)	(250,000)	-
Budgetary Stabilization Reserve	3.8366 (5,201,823)	(5,187,970)	(5,276,281)	(5,333,380)	(5,439,692)
Total Committed	\$ (6,976,762)	\$ (7,231,858)	\$ (6,890,571)	\$ (6,672,855)	\$ (6,227,831)
Assigned -					
Accrued Compensated Absences	\$ (760,360)	\$ (775,567)	\$ (791,078)	\$ (806,900)	\$ (823,038)
Operational and Capital Contingencies Reserve	1.2789 (1,656,298)	(1,572,784)	(1,404,870)	(1,308,632)	(1,480,244)
Total Assigned	\$ (2,416,658)	\$ (2,348,351)	\$ (2,195,948)	\$ (2,115,532)	\$ (2,303,282)
Unassigned	\$ 495,196	\$ -	\$ -	\$ -	\$ -



**City of Kenai
Fiscal Year 2020 Operating Budget**

Property Tax Breakdown

What will your property tax \$'s pay for in FY2020?

Home Assessed Value		\$ 250,000.00
City of Kenai Property Tax	(4.35 Mills)	\$ 1,087.50
KPB Property Taxes (After \$50,000 primary residence exemption)	(4.70 Mills)	940.00
Total Tax Liability		\$ 2,027.50

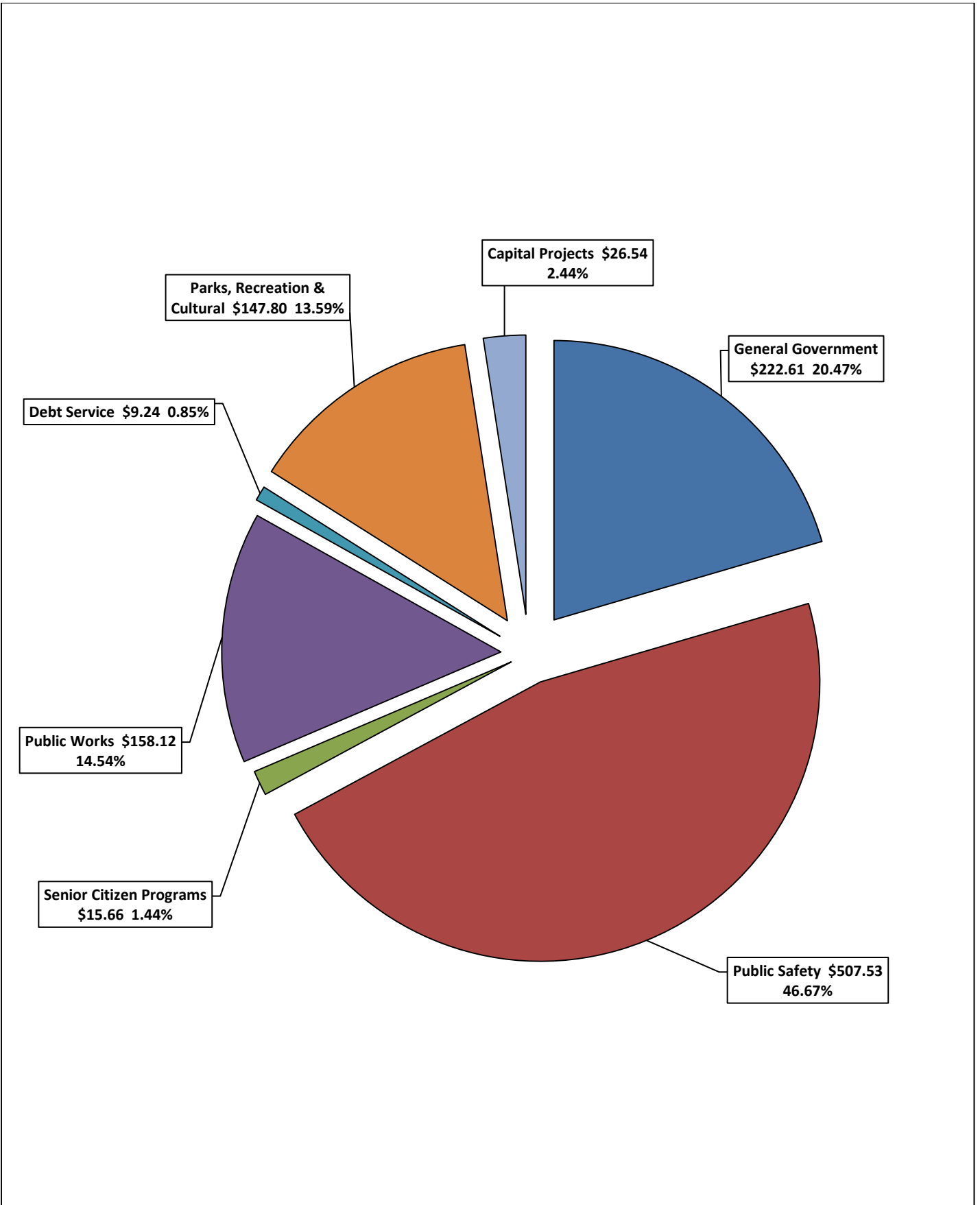
How is your City of Kenai Property Taxes Spent? \$ 1,087.50

Department:

General Government			
City Council	\$ 151,068	0.91%	\$ 9.90
City Administration	\$ 2,676,003	16.22%	176.39
Lands Administration	\$ 21,354	0.13%	1.41
Planning and Zoning	\$ 235,222	1.43%	15.55
City Clerk	<u>\$ 293,620</u>	<u>1.78%</u>	<u>19.36</u>
Total General Government	\$ 3,377,267	20.47%	\$ 222.61
Public Safety			
Police	\$ 3,164,155	19.17%	\$ 208.47
Fire	\$ 3,234,703	19.60%	213.15
Communications	\$ 867,178	5.25%	57.09
Animal Control	<u>\$ 436,804</u>	<u>2.65%</u>	<u>28.82</u>
Total Public Safety	\$ 7,702,840	46.67%	\$ 507.53
Public Works			
Public Works Administration	\$ 194,711	1.18%	12.83
Streets	\$ 1,013,174	6.14%	66.77
Maintenance Shop	\$ 644,715	3.91%	42.52
Buildings	\$ 356,632	2.16%	23.49
Street Lighting	<u>\$ 190,602</u>	<u>1.15%</u>	<u>12.51</u>
Total Public Works	\$ 2,399,834	14.54%	\$ 158.12
Parks, Recreation & Cultural			
Parks, Recreation & Beautification	\$ 1,101,480	6.67%	\$ 72.54
Library	\$ 903,284	5.47%	59.49
Visitor Center	\$ 173,198	1.05%	11.42
City Dock	<u>\$ 66,066</u>	<u>0.40%</u>	<u>4.35</u>
Total Parks, Recreation & Cultural	\$ 2,244,028	13.59%	\$ 147.80
Senior Citizen Programs	\$ 237,023	1.44%	\$ 15.66
Debt Service	\$ 140,097	0.85%	\$ 9.24
Capital Projects	<u>\$ 401,900</u>	<u>2.44%</u>	<u>\$ 26.54</u>
Total City of Kenai	<u>\$ 16,502,989</u>	<u>100.00%</u>	<u>\$ 1,087.50</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Property Tax Breakdown Graph



**City of Kenai
Fiscal Year 2020 Operating Budget**

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2019 Original Budget	FY2020 Manager Proposed Budget	Difference	FY2019 Original Budget	FY2020 Manager Proposed Budget	Difference
<u>General Government</u>						
City Clerk	\$ 209,445	\$ 224,245	\$ 14,800	\$ 101,560	\$ 69,375	\$ (32,185)
Legislative	51,814	51,821	7	122,336	99,247	(23,089)
Legal	293,918	310,606	16,688	66,080	38,180	(27,900)
City Manager	327,886	344,929	17,043	24,560	19,285	(5,275)
Human Resources	160,209	165,710	5,501	9,600	7,343	(2,257)
Finance	641,234	675,288	34,054	68,297	60,985	(7,312)
Land Administration	7,097	1,114	(5,983)	17,240	20,240	3,000
Non-Departmental	386,406	470,142	83,736	499,871	577,135	77,264
Planning and Zoning	186,634	198,222	11,588	40,242	37,000	(3,242)
Safety	-	-	-	6,400	6,400	-
Total General Government	<u>2,264,643</u>	<u>2,442,077</u>	<u>177,434</u>	<u>956,186</u>	<u>935,190</u>	<u>(20,996)</u>
<u>Public Safety</u>						
Police	2,753,309	2,904,208	150,899	260,892	259,947	(945)
Fire	2,762,882	2,861,567	98,685	408,240	373,136	(35,104)
Communications	807,294	816,202	8,908	51,257	50,976	(281)
Animal Control	287,788	302,619	14,831	134,404	134,185	(219)
Total Public Safety	<u>6,611,273</u>	<u>6,884,596</u>	<u>273,323</u>	<u>854,793</u>	<u>818,244</u>	<u>(36,549)</u>
<u>Public Works</u>						
Public Works Administration	176,032	185,061	9,029	9,779	9,650	(129)
Shop	370,322	387,703	17,381	279,330	257,012	(22,318)
Streets	629,754	639,186	9,432	422,776	373,988	(48,788)
Buildings	261,631	279,745	18,114	87,019	76,887	(10,132)
Street Lighting	-	-	-	172,819	190,602	17,783
Total Public Works	<u>1,437,739</u>	<u>1,491,695</u>	<u>53,956</u>	<u>971,723</u>	<u>908,139</u>	<u>(63,584)</u>
<u>Library</u>	<u>652,360</u>	<u>669,931</u>	<u>17,571</u>	<u>239,673</u>	<u>233,353</u>	<u>(6,320)</u>
<u>Parks and Recreation</u>						
Boating Facility	34,902	30,869	(4,033)	39,881	35,197	(4,684)
Visitor Center	-	-	-	180,251	173,198	(7,053)
Parks, Recreation & Beautification	507,702	515,110	7,408	592,715	580,370	(12,345)
Total Parks and Recreation	<u>542,604</u>	<u>545,979</u>	<u>3,375</u>	<u>812,847</u>	<u>788,765</u>	<u>(24,082)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 11,508,619</u>	<u>\$ 12,034,278</u>	<u>\$ 525,659</u>	<u>\$ 3,835,222</u>	<u>\$ 3,683,691</u>	<u>\$ (151,531)</u>

City of Kenai
Fiscal Year 2020 Operating Budget

General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget FY2020			
FY2019 Original Budget	FY2020 Manager Proposed Budget	Difference	FY2019 Original Budget	Manager Proposed Budget	Difference	
\$ -	\$ -	\$ -	\$ 311,005	\$ 293,620	\$ (17,385)	<u>General Government</u>
-	-	-	174,150	151,068	(23,082)	City Clerk
-	-	-	359,998	348,786	(11,212)	Legislative
-	-	-	352,446	364,214	11,768	Legal
-	-	-	169,809	173,053	3,244	City Manager
-	-	-	709,531	736,273	26,742	City Manager
-	-	-	24,337	21,354	(2,983)	Finance
(194,684)	-	194,684	691,593	1,047,277	355,684	Land Administration
-	-	-	226,876	235,222	8,346	Non-Departmental
-	-	-	6,400	6,400	-	Planning and Zoning
(194,684)	-	194,684	3,026,145	3,377,267	351,122	Safety
						Total General Government
						<u>Public Safety</u>
93,000	-	(93,000)	3,107,201	3,164,155	56,954	Police
-	-	-	3,171,122	3,234,703	63,581	Fire
-	-	-	858,551	867,178	8,627	Communications
-	-	-	422,192	436,804	14,612	Animal Control
93,000	-	(93,000)	7,559,066	7,702,840	143,774	Total Public Safety
						<u>Public Works</u>
-	-	-	185,811	194,711	8,900	Public Works Administration
20,000	-	(20,000)	669,652	644,715	(24,937)	Shop
24,907	-	(24,907)	1,077,437	1,013,174	(64,263)	Streets
38,300	-	(38,300)	386,950	356,632	(30,318)	Buildings
-	-	-	172,819	190,602	17,783	Street Lighting
83,207	-	(83,207)	2,492,669	2,399,834	(92,835)	Total Public Works
			892,033	903,284	11,251	Library
						<u>Parks and Recreation</u>
-	-	-	74,783	66,066	(8,717)	Boating Facility
-	-	-	180,251	173,198	(7,053)	Visitor Center
6,750	6,000	(750)	1,107,167	1,101,480	(5,687)	Parks, Recreation & Beautification
6,750	6,000	(750)	1,362,201	1,340,744	(21,457)	Total Parks and Recreation
833,913	779,020	(54,893)	833,913	779,020	(54,893)	Non-Departmental Transfers
\$ 822,186	\$ 785,020	\$ (37,166)	\$ 16,166,027	\$ 16,502,989	\$ 336,962	Total General Fund

**City of Kenai
Fiscal Year 2020 Operating Budget**

**General Fund
Expenditure Summary**

	FY2018 <u>Actual</u>	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY19 Original	% Change
<u>General Government</u>						
01 City Clerk	\$ 247,305	\$ 311,005	\$ 311,005	\$ 293,620	\$ (17,385)	(5.59%)
03 Visitor Center	179,048	180,251	180,251	173,198	(7,053)	(3.91%)
11 Legislative	158,693	174,150	174,150	151,068	(23,082)	(13.25%)
12 Legal	297,294	359,998	359,998	348,786	(11,212)	(3.11%)
13 City Manager	327,461	352,446	352,446	364,214	11,768	3.34%
14 Human Resources	-	169,809	169,809	173,053	3,244	1.91%
15 Finance	635,325	709,531	709,531	736,273	26,742	3.77%
16 Land Administration	1,333	24,337	24,337	21,354	(2,983)	(12.26%)
18 Non-Departmental	478,599	903,077	903,077	1,047,277	144,200	15.97%
19 Planning and Zoning	198,156	226,876	226,876	235,222	8,346	3.68%
20 Safety	3,760	6,400	19,150	6,400	-	-
Total General Government	<u>\$ 2,526,974</u>	<u>\$ 3,417,880</u>	<u>\$ 3,430,630</u>	<u>\$ 3,550,465</u>	<u>132,585</u>	<u>3.88%</u>
<u>Public Safety</u>						
21 Police	2,852,647	3,107,201	3,107,201	3,164,155	56,954	1.83%
22 Fire	3,052,652	3,171,122	3,171,122	3,234,703	63,581	2.01%
23 Communications	788,262	858,551	858,551	867,178	8,627	1.00%
29 Animal Control	381,856	422,192	422,192	436,804	14,612	3.46%
Total Public Safety	<u>7,075,417</u>	<u>7,559,066</u>	<u>7,559,066</u>	<u>7,702,840</u>	<u>143,774</u>	<u>1.90%</u>
<u>Public Works</u>						
31 Public Works Administration	196,415	185,811	185,811	194,711	8,900	4.79%
32 Shop	617,384	669,652	669,652	644,715	(24,937)	(3.72%)
33 Streets	961,944	1,077,437	1,077,437	1,013,174	(64,263)	(5.96%)
34 Buildings	320,542	386,950	386,950	356,632	(30,318)	(7.84%)
35 Street Lighting	173,925	172,819	176,396	190,602	17,783	10.29%
Total Public Works	<u>2,270,210</u>	<u>2,492,669</u>	<u>2,496,246</u>	<u>2,399,834</u>	<u>(92,835)</u>	<u>(3.72%)</u>
<u>Library</u>						
40 Library	893,001	892,033	899,033	903,284	11,251	1.26%
<u>Parks and Recreation</u>						
60 Boating Facility	52,665	74,783	71,206	66,066	(8,717)	(11.66%)
45 Parks, Recreation & Beautification	1,009,708	1,107,167	1,148,163	1,101,480	(5,687)	(0.51%)
Total Parks and Recreation	<u>1,062,373</u>	<u>1,181,950</u>	<u>1,219,369</u>	<u>1,167,546</u>	<u>(14,404)</u>	<u>(1.22%)</u>
Total Operating Expenditures	<u>13,827,975</u>	<u>15,543,598</u>	<u>15,604,344</u>	<u>15,723,969</u>	<u>180,371</u>	<u>1.16%</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	176,739	216,944	216,944	251,123	34,179	15.75%
Debt Service	142,002	143,402	143,402	140,097	(3,305)	(2.30%)
Other non-operating	515,172	262,083	262,083	387,800	125,717	47.97%
Total Transfers to other funds	<u>833,913</u>	<u>622,429</u>	<u>622,429</u>	<u>779,020</u>	<u>156,591</u>	<u>25.16%</u>
Total General Fund	<u>\$ 14,661,888</u>	<u>\$ 16,166,027</u>	<u>\$ 16,226,773</u>	<u>\$ 16,502,989</u>	<u>\$ 336,962</u>	<u>2.08%</u>

City of Kenai
Fiscal Year 2020 Operating Budget

General Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 6,318,113	\$ 6,115,416	\$ 6,638,333	\$ 6,630,734	\$ 6,799,117	\$ 160,784	2.42%
0200	Overtime	374,058	435,434	332,772	332,772	313,032	(19,740)	(5.93%)
0250	Holiday Pay	166,918	156,231	169,942	169,942	177,842	7,900	4.65%
0300	Leave	123,183	153,636	271,592	271,592	278,073	6,481	2.39%
0400	Medicare	98,603	96,765	107,488	107,488	109,744	2,256	2.10%
0450	Social Security	11,402	12,277	13,416	13,416	11,680	(1,736)	(12.94%)
0500	PERS	1,627,861	2,378,580	1,909,787	1,909,787	2,032,552	122,765	6.43%
0600	Unemployment Insurance	30,685	12,766	36,057	36,057	36,813	756	2.10%
0700	Workers Compensation	175,506	164,253	159,703	159,703	171,234	11,531	7.22%
0800	Health & Life Insurance	1,547,090	1,260,449	1,738,671	1,738,671	1,973,135	234,464	13.49%
0900	Supplemental Retirement	123,932	115,933	130,858	130,858	131,056	198	0.15%
<u>Total Salaries & Benefits</u>		\$ 10,597,351	\$ 10,901,740	\$ 11,508,619	\$ 11,501,020	\$ 12,034,278	\$ 525,659	4.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	17,638	19,513	26,145	26,095	23,329	(2,816)	(10.77%)
2022	Operating & Repair Supplies	566,961	556,058	562,490	567,413	522,846	(39,644)	(7.05%)
2024	Small Tools/Minor Equipment	111,913	154,274	139,946	148,493	121,001	(18,945)	(13.54%)
2026	Computer Software	92,216	74,212	105,587	105,587	98,388	(7,199)	(6.82%)
4531	Professional Services	444,013	528,821	591,150	648,982	560,943	(30,207)	(5.11%)
4532	Communications	66,433	65,819	79,293	79,293	76,209	(3,084)	(3.89%)
4533	Travel & Transportation	112,262	108,292	166,345	164,231	136,575	(29,770)	(17.90%)
4534	Advertising	25,211	29,456	29,100	28,403	26,850	(2,250)	(7.73%)
4535	Printing & Binding	27,874	24,908	34,400	33,274	34,850	450	1.31%
4536	Insurance	172,733	145,079	208,664	208,664	265,349	56,685	27.17%
4537	Utilities	703,820	697,649	774,293	774,293	780,119	5,826	0.75%
4538	Repair & Maintenance	230,984	256,139	276,780	279,308	264,062	(12,718)	(4.59%)
4539	Rentals	131,422	128,879	146,472	146,472	163,057	16,585	11.32%
4540	Equip. Fund Pmts.	324,104	317,718	379,876	379,876	321,754	(58,122)	(15.30%)
4541	Postage	18,191	14,729	20,808	20,808	18,808	(2,000)	(9.61%)
4666	Books	73,193	73,741	73,070	80,070	70,820	(2,250)	(3.08%)
4667	Dues & Publications	28,522	25,982	36,086	36,136	36,599	513	1.42%
4999	General Contingency	-	-	100,000	95,500	90,000	(10,000)	(10.00%)
5041	Miscellaneous	42,607	50,035	53,971	53,487	48,386	(5,585)	(10.35%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	33,602	35,557	30,746	30,746	23,746	(7,000)	(22.77%)
<u>Total Maint. and Operations</u>		\$ 3,223,699	\$ 3,306,861	\$ 3,835,222	\$ 3,907,131	\$ 3,683,691	\$ (151,531)	(3.95%)
<u>Capital Outlay & Transfers</u>								
8061	Land	343	8,870	-	-	-	-	-
8062	Buildings	-	48,682	38,300	38,300	-	(38,300)	(100.00%)
8063	Improvements	-	9,525	-	-	-	-	-
8064	Machinery & Equipment	6,582	118,820	161,457	157,893	6,000	(155,457)	(96.28%)
9090	Transfers	833,913	645,957	622,429	622,429	779,020	156,591	25.16%
<u>Total Capital Outlay and Transfers</u>		\$ 840,838	\$ 831,854	\$ 822,186	\$ 818,622	\$ 785,020	\$ (37,166)	(4.52%)
Manager Total:		\$ 14,661,888	\$ 15,040,455	\$ 16,166,027	\$ 16,226,773	\$ 16,502,989	\$ 336,962	2.08%

**City of Kenai
Fiscal Year 2020 Operating Budget**

General Fund Central Administration Cost Allocation

	FY 2019	FY 2020	Difference	Percent
Water	\$ 91,800	\$ 91,100	\$ (700)	(0.76%)
Sewer	50,200	51,700	1,500	2.99%
Sewer Treatment	123,300	134,700	11,400	9.25%
Airport - Airfield	864,900	903,600	38,700	4.47%
Airport - Administration Including Land	54,200	58,700	4,500	8.30%
Airport - Terminal	71,600	67,400	(4,200)	(5.87%)
Senior - Access	22,300	38,300	16,000	71.75%
Senior - Cong Meals	33,300	42,400	9,100	27.33%
Senior - Home Meals	41,600	36,600	(5,000)	(12.02%)
Senior - Transportation	16,100	21,800	5,700	35.40%
Senior - Choice Waiver	53,400	25,500	(27,900)	(52.25%)
Dipnet - Public Safety	61,200	52,500	(8,700)	(14.22%)
Dipnet - Streets	6,300	3,600	(2,700)	(42.86%)
Dipnet - Parks, Recreation & Beautification	32,200	24,900	(7,300)	(22.67%)
Dipnet - Dock	8,500	6,000	(2,500)	(29.41%)
Congregate Housing	<u>43,300</u>	<u>37,200</u>	<u>(6,100)</u>	<u>(14.09%)</u>
 Total	 <u>\$ 1,574,200</u>	 <u>\$ 1,596,000</u>	 <u>\$ 21,800</u>	 <u>1.38%</u>

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 01 – City Clerk**

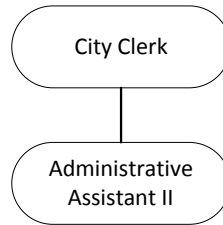
Mission

To facilitate local democratic processes for the citizens of the City of Kenai by serving as a liaison between citizens, their elected officials, other City departments, and other agencies, in an ethical, charismatic, and proficient manner.

Functions & Responsibilities

The City Clerk serves as the clerical officer to the City Council and is the custodian of City records and the seal of the City. The Office of the City Clerk manages the Kenai Municipal Code and prepares minutes, legislation, and meeting agendas and packets for the City Council and most City commissions and committees. The Office of the City Clerk also administers City elections, certain permitting and licensing programs, and the Kenai Municipal Cemetery.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Clerk	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Administrative Assistant II	.5	9	.6	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Clerk	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	23	56	0	20	20	20

Performance Measures

	FY15	FY16	FY17	FY18	FY19*
Total Agenda Packets Distributed	84	75	75	71	70
Total Public Record Requests Processed	6	37	24	29	26
Total Permits Issued	9	19	19	16	19
Total Cemetery Plots Sold	12	22	24	16	13
New Commission/Council Member Onboarding	11	10	11	7	8
Number of Boxes Shredded/Destroyed	0	0	0	33	89
Obsolete Document Destruction/Shredded	0	0	0	3,185 lbs.	2,438 lbs.

*Projected figures

FY19 Department Goals Evaluation

1. A training for all Commissions, Committees, and the Council on Aging on parliamentary procedure, Open Meetings Act, meeting management, and quasi-judicial matters for the Planning and Zoning Commission was developed and conducted to facilitate local democratic process.
2. One form and two new templates, specific to the City's needs, were created in house, eliminating the need to budget funds to have our vendor create the processes for us, enhancing the use of Laserfiche.
3. A training for departmental record coordinators on record management best practices was developed and conducted for more effective management of City records.
4. A majority of the records in the record room were indexed to more efficiently manage inactive City records.
5. The City's website was redesigned and implemented to more effectively serve as a gateway to local government for City Council, citizens, City departments, and outside agencies.
6. The Cemetery Management module of Caselle was purchased and implemented for management and accounting of cemetery plots.

FY20 Department Goals

1. More effectively and efficiently manage the responsibilities of the Office of the City Clerk by creating an office manual, outlining the step-by-step process for each task. The Office of the City Clerk serves as a liaison between citizens, their elected officials, other City departments, and other agencies, and this goal supports the Quality of Life (Q-16) and Land Use (LU-18) goals in the Comprehensive Plan which both call for a wide variety of opportunities for the public to participate in land use and public policy decisions. Having clearly identified processes, should there be turnover in the Clerk's Office, there would not be a reduction in the services provided by the office.
2. Be better prepared for an emergency or disaster by creating a "Clerk-in-a Box" filled with Clerk's Office vital documents, records, and supplies. This goal supports the Natural Hazards and Disasters goal (Action Item – Cooperative Efforts) in the Comprehensive Plan by putting the Clerk's Office in a position to quickly respond to the need for an emergency meeting for disaster declaration, operate during an emergency or disaster, and quickly get back up and running after an emergency or disaster.
3. More effectively preserve vital and permanent City records by catching up on microfilming which hasn't been done for ten years. This goal supports the Natural Hazards and Disasters goal (Action Item – Cooperative Efforts) in the Comprehensive Plan by preserving vital and permanent records in a second location in the state to be quickly retrieved in the event of an emergency or disaster.
4. Collaborate with the residents of the City to decide on a new election method and develop new election processes, suitable for the needs of the City of Kenai, concurrently with the Kenai Peninsula Borough and possibly the State of Alaska. This goal supports the Quality of Life goal (Q-16) in the Comprehensive Plan which calls for a wide variety of opportunities for the public to participate in public policy decisions.
5. Continue increasing the use of and taking advantage of efficiencies Laserfiche has to offer by creating five forms and work flows City-wide. This goal supports the Public Improvements and Services goal (PF-5) in the Comprehensive Plan by creating more efficient delivery of services.

Future Considerations

Election systems at the state and borough levels will be changing by FY2021. We will need to be prepared for an increase in operations costs and potentially a capital need for election equipment and ballot scanners in the event municipalities will no longer be able to borrow these items from the state. Redistricting will also take place in the year 2020 which could affect how many precincts will exist in the City.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: City Clerk

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 117,767	\$ 121,749	\$ 130,718	\$ 130,718	\$ 136,515	\$ 5,797	4.43%
0200	Overtime	2,410	991	838	838	1,238	400	47.73%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	873	2,865	2,865	4,541	1,676	58.50%
0400	Medicare	1,749	1,751	1,950	1,950	2,063	113	5.79%
0450	Social Security	431	106	-	-	-	-	-
0500	PERS	24,599	24,895	28,942	28,942	30,305	1,363	4.71%
0600	Unemployment Insurance	567	113	672	672	712	40	5.95%
0700	Workers Compensation	425	382	398	398	441	43	10.80%
0800	Health & Life Insurance	26,922	25,060	40,062	40,062	45,430	5,368	13.40%
0900	Supplemental Retirement	2,446	2,232	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 177,316	\$ 178,152	\$ 209,445	\$ 209,445	\$ 224,245	\$ 14,800	7.07%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,387	949	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	198	129	320	320	320	-	-
2024	Small Tools/Minor Equipment	2,899	3,496	980	2,980	980	-	-
2026	Computer Software	16,120	13,127	26,045	26,045	19,295	(6,750)	(25.92%)
4531	Professional Services	24,414	20,431	43,000	41,400	17,500	(25,500)	(59.30%)
4532	Communications	1,294	1,623	2,360	2,360	2,360	-	-
4533	Travel & Transportation	10,201	8,199	13,060	13,060	13,060	-	-
4534	Advertising	7,666	9,456	9,150	8,750	9,150	-	-
4535	Printing & Binding	4,708	3,220	4,100	4,100	4,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	45	200	200	200	-	-
4539	Rentals	50	10	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	20	-	-	-	-	-
4667	Dues & Publications	915	836	945	945	1,010	65	6.88%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	137	187	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 69,989	\$ 61,728	\$ 101,560	\$ 101,560	\$ 69,375	\$ (32,185)	(31.69%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 247,305	\$ 239,880	\$ 311,005	\$ 311,005	\$ 293,620	\$ (17,385)	(5.59%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 01 - City Clerk**

2024 Small Tools/Minor Equipment. Charge for (3) three computers and miscellaneous other items. Reduced with elimination of vendor for video streaming.

2026 Computer Software. Includes annual fees for records management, email archiving, agenda management and general office software.

4531 Professional Services. Code publishing services, electronic document support, microfilming, election canvas board, and other.

4533 Travel & Transportation. Training for Deputy Clerk towards attainment of the Certified Municipal Clerk designation and City Clerk for attainment of the Master Municipal Clerk designation.

4534 Advertising. Election and meeting public notices.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 001 – General Fund
Department: 403 – Visitor Center

Mission

To manage the Kenai Visitor and Cultural Center to celebrate, promote and reflect the community of Kenai.

Functions & Responsibilities

The Kenai Visitors and Cultural Center houses artifacts and historical data valuable to the residents of Kenai. Under a Facilities Management Agreement, a contractor performs services to promote Kenai as a visitor destination as well as act on the tremendous opportunities of the visitor industry, exploring new attractions and events, coordinating efforts in promoting the recreational and economic potential for our community with an emphasis on long-term growth and expansion.

Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2015	2016	2017	2018	2019*
Number of Visitors	41,971	40,239	35,848	32,674	34,000
Number of Visitor Guides Distributed*	52,000	50,000	45,000	45,000	45,000
Number of Website Hits*	71,971	69,780	51,100	63,174	64,000
Number of Participants in Silver Salmon Derby*	N/A	N/A	143	72	150
Number of Views of Eagle Cam	N/A	N/A	72,996	215,763	250,000

NOTE: Information provided by Kenai Chamber of Commerce and Visitor Center

*projected figures

FY19 Department Goals Evaluation

1. Increase the visitor industry and local events in Kenai through exploring new attractions and opportunities to promote Kenai.
 - The City worked with Dr. Hansen and the Kenai Community Foundation as well as the Kenai Chamber of Commerce and Kenai Historical Society on a Bush Doctor’s Historic Cabin as a new attraction adjacent to the Visitor Center in Kenai.
2. Enhance community development by partnering with season-expanding promotions to make Kenai a year-round destination.
 - The City is working across departments on Kenai’s first Kite Festival to take place in June.
3. Promote Kenai as a vibrant, healthy, and attractive community through coordination with City departments on special projects, activities and initiatives such increasing participation in the Silver Salmon Derby, increasing views of the Eagle Cam, and generating revenue through the Dipnet App.

- City employees worked with the Kenai Chamber of Commerce and contributed new ideas and content to the 2019 Visitor Guide redesign.
 - City employees added community events into the calendar for the Dipnet App.
 - The City upgraded the Eagle Cam camera.
 - The Kenai National Wildlife Refuge joined the Eagle Cam partnership to provide educational information as interactive opportunities provided by Refuge personnel.
 - City provided footage from Eagle cam for the Animal Planet docu-series Into Alaska.
4. Increase the number of visitors to the City of Kenai and the Visitor Center website.
 - The number of visitors to the website increased from previous years.
 5. Partner on opportunities to pursue grant funding for program and capital projects needs.
 - Future grant funding with an organization organized as a 501 (c) (3) for chairs, tables, and the front counter at the Visitor Center will be possible under a new Agreement for Facility Management Services at the Kenai Visitors and Cultural Facility.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Promote and encourage quality of life in Kenai:

1. Collaborate with the facility manager and local Alaska Native organizations to identify cultural areas of importance to include at the Visitor Center.
2. Enhance community development through partnerships on season-expanding events to make Kenai a year-round destination by increasing participation in the Silver Salmon Derby, Eagle Cam, Dipnet App, and Kite Festival.
3. Partner with facility manager to pursue grant funding for program and capital project's needs at the Kenai Visitor Center.
4. Work with marketing service provider on an annual marketing plan that promotes Kenai as a year-round visitor destination, center for cultural and outdoor events and activities, and hub for economic and business opportunities that enrich Kenai's tourism industry and the community's overall quality of life

Future Considerations

The Eagle Cam had an increase in views, subscribers and watch time, the number of subscribers increased from 2,334 in 2017 to 2,571 in 2018. The amount of watch time increased from 2,057,416 minutes in 2017 to 5,214,733 minutes in 2018. An increase in views is expected in 2019.

The Kenai Silver Salmon Derby had a decrease in participation due to a number of factors, including poor weather and water conditions during the Derby. The 2019 Derby will be held on September 13 – 15 & 20 -22. The City will work with partners to ensure the event continues to be a success in its third year.

The current Facilities Management Agreement was extended to June 30, 2019 to allow parties to complete ongoing projects and prepare a Request for Proposal for a new contract. The new agreement will provide for 1) Kenai Visitor Center Management Services; and/or 2) Kenai Tourism and Marketing Services for Kenai as a visitor and business destination with the primary objective of promoting the recreational and economic potential of the community as well as reflecting the history and culture of Kenai.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Visitor Center

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,706	748	1,000	1,000	-	(1,000)	(100.00%)
2024	Small Tools/Minor Equipment	-	136	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	125,050	125,000	125,000	130,000	5,000	4.00%
4532	Communications	350	1,763	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	40,121	36,137	40,831	40,831	43,198	2,367	5.80%
4538	Repair & Maintenance	11,871	14,066	13,420	13,420	-	(13,420)	(100.00%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	480	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 179,048	\$ 178,440	\$ 180,251	\$ 180,251	\$ 173,198	\$ (7,053)	(3.91%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 179,048	\$ 178,440	\$ 180,251	\$ 180,251	\$ 173,198	\$ (7,053)	(3.91%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 03 - Visitor Center

4531 Professional Services. Facility management agreement with operator of Kenai Visitor Center and a contract to market the City.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 11 – Legislative**

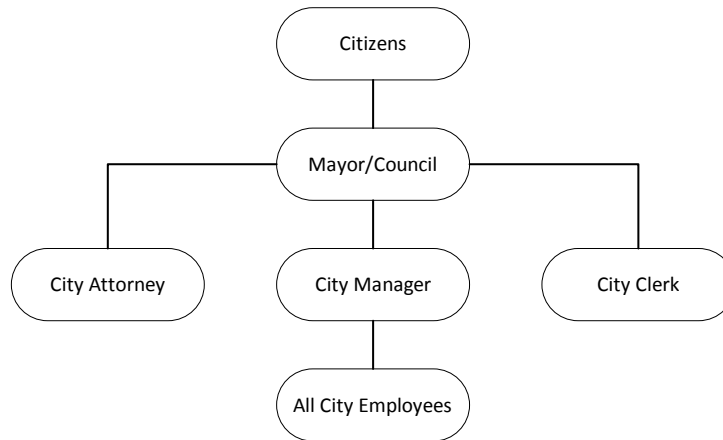
Mission

To adopt policies and provide services that encourages economic growth, ensures public safety, and fosters community involvement.

Functions & Responsibilities

The City Council provides policy direction, on behalf of the citizens, to the City government function, establishes community goals and objectives, and serve as stewards of the financial interests of the City, including the City budget and appropriations.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Mayor	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Council Member	6	NG	6	NG	6	NG	6	NG	6	NG	6	NG

Performance Measures

	FY15	FY16	FY17	FY18	FY19*
Total Number of Meetings and Work Sessions	30	37	40	28	26
Legislation Acted On	136	125	122	132	110
Voter Turnout	28%	19%	25%	28%	15.5%

**Projected figures*

FY19 Department Goals Evaluation

1. Maintained a mill rate of 4.35 for general government operations.
2. Amended Kenai Municipal Code by repealing and enacting a new process for forming special assessment districts to complete or improve capital projects in the City.
3. Provided for the expenditure of up to \$1,000,000 for the pre-construction engineering and design phase of the Kenai River Bluff Erosion Project.

FY20 Department Goals

1. Enact business friendly regulations, taxation, and incentives to create a stable, positive climate for private investment. This supports the Economic Development goal (ED-2) in the Comprehensive Plan which calls for implementation of business friendly regulations, taxation, and incentives to create a stable, positive climate for private investment.
2. Support a funding strategy for Kenai River Bluff Erosion Project and continue to collaborate with the US Army Corps of Engineers and Federal Delegation on the Kenai River Bluff Erosion Project. This supports the Public Improvements and Services goal (Action Item – Secure necessary funding) by enacting the necessary legislation as a part of the funding strategy.
3. Consider regulations relative to zoning and subdivision codes and determine if they are consistent with the goals of the Comprehensive Plan. This supports Land Use goals (LU-3, LU-18 and Action Item – Determine consistency) in the Comprehensive Plan by considering legislation brought forth regarding zoning and subdivision regulations and providing opportunities for the public to participate in local land use decisions.

Future Considerations

Provide sufficient levels of funding for fair and balanced capital and operational maintenance programs to ensure the continued use and enjoyment of City facilities and services.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Legislative

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,000	\$ 48,060	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	697	696	696	696	-	-
0450	Social Security	2,976	2,980	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	174	159	142	142	149	7	4.93%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ 51,846	\$ 51,896	\$ 51,814	\$ 51,814	\$ 51,821	\$ 7	0.01%
<u>Maintenance and Operations</u>								
2021	Office Supplies	20	173	200	200	200	-	-
2022	Operating & Repair Supplies	1,837	2,729	2,800	2,800	2,800	-	-
2024	Small Tools/Minor Equipment	943	1,548	10,800	10,800	1,200	(9,600)	(88.89%)
2026	Computer Software	270	465	300	300	300	-	-
4531	Professional Services	41,000	39,788	46,250	46,250	47,661	1,411	3.05%
4532	Communications	551	570	870	870	870	-	-
4533	Travel & Transportation	7,444	8,313	12,000	12,000	5,200	(6,800)	(56.67%)
4534	Advertising	7,905	5,916	3,600	3,600	2,500	(1,100)	(30.56%)
4535	Printing & Binding	-	57	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	32	200	200	200	-	-
4667	Dues & Publications	7,440	7,480	8,120	8,120	8,120	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	5,835	7,256	5,950	5,950	5,950	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	33,602	35,557	30,746	30,746	23,746	(7,000)	(22.77%)
	Total Maint. and Operations	\$ 106,847	\$ 109,884	\$ 122,336	\$ 122,336	\$ 99,247	\$ (23,089)	(18.87%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 158,693	\$ 161,780	\$ 174,150	\$ 174,150	\$ 151,068	\$ (23,082)	(13.25%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 11 - Legislative**

2024 Small Tools/Minor Equipment. Ipad purchase for newly elected councilors.

4531 Professional Services. Annual City Audit.

4533 Travel & Transportation. Travel for councilors elected in 2019 to attend newly elected official's training and Alaska Municipal League Conference, Travel for the Mayor to attend Alaska Conference of Mayors and Alaska Municipal League Conference, and registration for seven to attend the Summer Alaska Municipal League Meeting in Soldotna.

4534 Advertising. Miscellaneous promotional items for the City.

5047 Grants to Agencies. Operational or special project grants provided to local organizations.

Peninsula Oilers water & Sewer	\$ 2,746
Kenai Chamber of Commerce 4th of July Celebration	2,500
Kenai Chamber of Commerce holiday fireworks	3,500
Industry Appreciation Day	500
Economic Outlook Forum	500
Kenai Boys & Girls Club	10,000
Kenai Historic Society cabin docent	4,000
	<u>\$ 23,746</u>

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 12 – Legal**

Mission

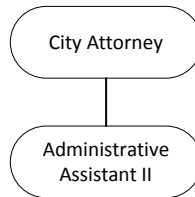
To provide the highest quality legal services to the City Council, administration, boards and commissions in the most ethical, timely, efficient and cost-effective manner for the benefit of the City of Kenai and its residents.

Functions & Responsibilities

Core functions of the department:

1. Provide legal advice and representation to Council, administration, board and commissions
2. Defend City against civil lawsuits, through direct representation and management of outside counsel
3. Draft and review City legislation and correspondence
4. Draft and review contracts and agreements on behalf of the City
5. Provide legal review and direction on Human Resources decisions
6. Prosecute code enforcement matters and minor offenses
7. Debt collection and representation in bankruptcy proceedings
8. Risk management

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Attorney	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Administrative Assistant II	0	0	10	10	10	10

Performance Measures

	2014	2015	2016	2017	2018	2019*
Total Citations	598	727	467	691	449	792
Litigation Costs	\$ 6,523	\$ 80,452	\$ 52,688	\$ 8,063	\$ 9,821	\$ 10,000
Collected Citations	\$ 45,034	\$ 50,658	\$ 34,279	\$ 45,768	\$ 28,276	\$ 55,084
Outstanding Citations	\$ 12,323	\$ 14,430	\$ 13,081	\$ 18,301	\$ 20,448**	\$ 21,217
Contracts Processed					192	200

*Projected figures **2018 Outstanding Citations have not been submitted for PFD garnishment.

FY19 Department Goals Evaluation

1. Convert citation processing to Caselle Court system. Special project request of \$ 10,250 for acquisition of software. Future maintenance of software will be \$ 163 per month and will be paid from Finance department's budget.
 - This project is nearing completion.
2. Improve processes for processing work product with other departments. As a department within the municipality who serves the public on a budget set annually from regulated funds, improved processes cannot be measured by profitability. The metrics used to measure this goal are in how their implementation affect the following areas:

Administration - Creating a culture of improvement conducive to efficiency, increased output, employee satisfaction and engagement, and operating within or under budget. Streamlining workload and communications will positively affect all departments within the City.

- The Legal Department has streamlined data sharing with the Finance Department and Police Department eliminating paper copy transfer and redundancy. Court processing has improved and gone electronic in many areas.

Public – Provide quality service by effectively responding to City resident's needs as a team. The public has a reasonable expectation of cost effective services being provided from the Administration and Council.

- The legal department continues to provide cost-effective services and works effectively with administration and Council as a team.

Council – Ensuring the public needs are met in the most cost-effective manner will positively influence the democratic outcome of our elected officials.

- Incumbent legislatures that have chosen to run have maintained their positions and the City's workforce has been stable with minimal turnover.

Successful implementation of improved work processes will be measured in the stability of the City's workforce and public confidence reflected by their re-electing our Council members.

3. Review all legislation.
 - This goal has been met.

FY20 Department Goals

1. Review all routine contracts within three business days. This goal will provide better service to the public and improve quality of life for residents and visitors by efficiently conducting business that benefits City residents and businesses.
2. Develop and refine procedures for processing the addition of the State of Alaska traffic violations. The City Attorney's office will be processing and prosecuting additional minor offenses. This should increase City revenues and take a burden off the police department allowing them to spend more time on the streets improving quality of life for residents and visitors.

3. Complete rewrite of City sign code. This goal will improve quality of life for residents and business through implementation and management of an improved sign code that is clear for users, legally enforceable and better managed.

Future Considerations

Continue to meet mission statement and support the City in its efforts to provide public safety.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Legal

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 186,082	\$ 188,668	\$ 196,354	\$ 196,354	\$ 204,612	\$ 8,258	4.21%
0200	Overtime	-	-	370	370	387	17	4.59%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	745	149	6,367	6,367	7,251	884	13.88%
0400	Medicare	2,692	2,714	2,944	2,944	3,078	134	4.55%
0450	Social Security	-	30	-	-	-	-	-
0500	PERS	40,414	41,294	43,179	43,179	45,100	1,921	4.45%
0600	Unemployment Insurance	879	398	1,016	1,016	1,061	45	4.43%
0700	Workers Compensation	648	608	626	626	687	61	9.74%
0800	Health & Life Insurance	35,870	32,723	40,062	40,062	45,430	5,368	13.40%
0900	Supplemental Retirement	2,066	2,999	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 269,396	\$ 269,583	\$ 293,918	\$ 293,918	\$ 310,606	\$ 16,688	5.68%
<u>Maintenance and Operations</u>								
2021	Office Supplies	119	321	750	750	500	(250)	(33.33%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,202	1,599	1,780	1,780	1,030	(750)	(42.13%)
2026	Computer Software	350	422	10,760	10,760	510	(10,250)	(95.26%)
4531	Professional Services	9,821	31,509	27,000	27,000	15,500	(11,500)	(42.59%)
4532	Communications	1,128	1,177	1,290	1,290	1,190	(100)	(7.75%)
4533	Travel & Transportation	8,097	5,854	15,000	15,000	11,000	(4,000)	(26.67%)
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	5,214	4,877	6,000	6,000	5,750	(250)	(4.17%)
4667	Dues & Publications	1,661	1,949	2,000	2,000	2,000	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	306	477	1,500	1,500	700	(800)	(53.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 27,898	\$ 48,185	\$ 66,080	\$ 66,080	\$ 38,180	\$ (27,900)	(42.22%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 297,294	\$ 317,768	\$ 359,998	\$ 359,998	\$ 348,786	\$ (11,212)	(3.11%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 12 - Legal**

2026 Computer Software. Includes annual fees for general office softwares.

4533 Travel & Transportation. Includes funds for continuing education of department staff, City Attorney automobile allowance, and travel related to litigation.

4531 Professional Services. Funds for outside legal council and process serving services should they be necessary.

4666 Books. Westlaw subscription and other legal subscription services.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 413 – City Manager**

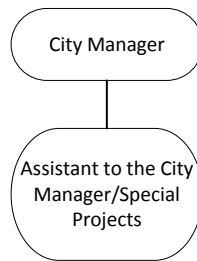
Mission

To manage and continually improve City services, operations, and personnel to promote growth, development, and a thriving business and residential community through reasonable and responsible management practices.

Functions & Responsibilities

Under the City’s Charter, the City Manager is appointed by the City Council and performs as the City Administrator. The City Manager is charged with the execution of the laws and ordinances of the City. The City Manager manages and engages all administrative departments, agencies, officers, and employees of the City, is responsible for budget administration, finances and administrative activities of the City, and provides recommendations on matters of policy and other matters to the City Council.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Manager	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Assistant to City Manager/ HR Specialist	1	15	1	15	1	15	0	N/A	0	N/A	0	N/A
Assistant to the City Manager/ Special Projects	0	N/A	0	N/A	0	N/A	1	18	1	18	1	18

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Manager	N/A	N/A	N/A	N/A	N/A	N/A
Assistant to City Manager/HR Specialist	0	6	4	0	0	0
Assistant to the City Manager/ Special Projects	N/A	N/A	N/A	30	0	0

Performance Measures

	2015	2016	2017	2018	2019*
Percent of Department Goals Met	No Historical Data				80%
Quantifiable Efficiencies	No Historical Data				25

**projected figures*

FY19 Department Goals Evaluation

1. Improve organizational efficiency and effectiveness by improving processes and procedures through an ongoing efficiencies project in which departments identify areas that can be operated more efficiently and recommend solutions.
 - City Manager's office initiated City's first Efficiencies Initiative, which tasked all City departments with instituting strategies to reduce costs or streamline processes.
2. Enhance community development by providing leadership to make the City of Kenai a vibrant, healthy, and attractive community in coordination with City departments on special projects, activities and initiatives and through facilitation of projects in partnership with the Kenai Visitor Center and other agencies.
 - City Manager's office has worked with the Kenai Chamber and Visitor Center on a redesigned 2019 Visitor Guide and coordinated with various departments on City events such as Policy with a Pint and Invest in Kenai and projects such as City land code recommendations, Airport lands marketing, and development of City's first Land Management Plan.
3. Respond to all resident inquiries within one business day.
 - This goal has been met.

FY20 Department Goals

1. Improve organizational efficiency and effectiveness by improving processes and procedures through an ongoing efficiencies project in which departments identify areas that can be operated more efficiently and recommend solution in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services: Provide adequate public improvements and services in Kenai.
2. Support community development by providing leadership to make the City of Kenai a vibrant, healthy, and attractive community in coordination with City departments on special projects, activities and initiatives and through facilitation of projects in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life, Goal 2 – Economic Development, and Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development as follows:
 - Provide a variety of opportunities for the public to participate in FY21 budget process
 - Develop a recruitment strategy to attract and compete for specific businesses and industries that are necessary to maintain and grow the local economy.
 - Work with various departments to develop and implement a Land Management Plan, which includes an inventory of all City-owned lands.
 - Explore development of incentive programs to attract new investment in Kenai.
3. Respond to all resident inquiries within one business day in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.

Future Considerations

City personnel and land management duties in the City Manager's office has changed in recent years and may continue to experience organizational changes related to meeting the City's Human Resources, administrative support, lands, and special project needs.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: City Manager

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 216,902	\$ 216,739	\$ 221,857	\$ 221,857	\$ 232,595	\$ 10,738	4.84%
0200	Overtime	803	329	1,674	1,674	-	(1,674)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	144	9,463	7,645	7,645	8,044	399	5.22%
0400	Medicare	3,182	3,300	3,352	3,352	3,489	137	4.09%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	47,487	47,205	49,177	49,177	51,170	1,993	4.05%
0600	Unemployment Insurance	328	66	436	436	453	17	3.90%
0700	Workers Compensation	778	716	683	683	748	65	9.52%
0800	Health & Life Insurance	35,875	29,114	40,062	40,062	45,430	5,368	13.40%
0900	Supplemental Retirement	3,000	2,458	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 308,499	\$ 309,390	\$ 327,886	\$ 327,886	\$ 344,929	\$ 17,043	5.20%
<u>Maintenance and Operations</u>								
2021	Office Supplies	168	525	1,000	950	500	(500)	(50.00%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,000	1,160	780	2,330	780	-	-
2026	Computer Software	651	605	960	960	630	(330)	(34.38%)
4531	Professional Services	1,606	34,372	-	-	-	-	-
4532	Communications	1,387	1,341	2,120	2,120	1,475	(645)	(30.42%)
4533	Travel & Transportation	10,387	14,280	15,000	13,450	12,000	(3,000)	(20.00%)
4534	Advertising	956	1,507	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,616	1,691	1,700	1,750	1,700	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,191	2,321	2,000	2,000	1,200	(800)	(40.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 18,962	\$ 57,802	\$ 24,560	\$ 24,560	\$ 19,285	\$ (5,275)	(21.48%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 327,461	\$ 367,192	\$ 352,446	\$ 352,446	\$ 364,214	\$ 11,768	3.34%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 13 - City Manager

2024 Small Tools/Minor Equipment. Charge for (3) three computers.

4533 Travel & Transportation. Includes funds for continuing education of department staff, City Manager automobile allowance, travel for legislative hearings and anticipated travel to Washington DC for Bluff Erosion Project funding solicitation.

2026 Computer Software. Includes annual fees for general office softwares.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 414 – Human Resources**

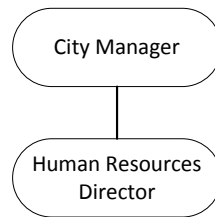
Mission

To balance the rights and interests of employees with the best interest of the public and the City by providing fair and equitable benefits and conditions of employment.

Functions & Responsibilities

Administrative responsibilities include recruitment, benefits administration, employee relations, training, performance management, discipline, and employment law compliance. Operational responsibilities include providing professional Human Resources support and assistance to employees and supervisors.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Human Resources Director	0	N/A	0	N/A	0	N/A	1	21	1	21	1	21

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Human Resources Director	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2016	2017	2018	2019*
Total Recruitment for Regular FT & PT positions	23	24	18	16
Turnover Rate	20%	21%	17%	19%
Average Number of Applicants for FT & PT positions	17	16	25	25

**Projected figures*

FY19 Department Goals Evaluation

1. Emphasize the role of effective recruitment and hire through implementation of updated recruitment software to assure job postings reach the greatest audience, provide a better experience for applicants, and allow for a more automated and standardized recruitment process.
 - City implemented NeoGov recruitment software beginning January 1, 2018.
2. Recruit and retain a Human Resources Director and establish the Human Resources department structure, internal relationships, relationships with other departments and arranging of resources within the department.
 - City hired Human Resources Director on November 13, 2018.
3. As a newly established department, an evaluation of the City's Human Resources functions to include information gathering, evaluation, analysis, and action planning is necessary to identify strengths and areas requiring improvement.
 - New Human Resources office constructed at City Hall.
 - Human Resources worked with Administration on establishing the City's first Human Resources department and transitioning the City's Human Resources functions.

FY20 Department Goals

The following goals support Goal 1 of the City of Kenai Comprehensive Plan: Quality of Life

1. Emphasize the critical role of effective recruitment, selection and hire through the implementation of HR-led hiring manager training, utilization of technology, and improved selection processes.
2. Analyze regrettable turnover throughout the year to identify specific retention strategies for the City.
3. Review and improve people-process work flows required within City code, policy and practices (forms, approval routing) to more efficiently support Human Resources needs of the City.
4. Develop strong partnerships with City managers and employees; provide strategic counsel on matters involving employees.
5. Develop and implement supervisor training plans to strengthen, standardize and communicate the City's approach to employee relations, improve understanding of policies, and ensure compliance.

Future Considerations

Economic pressures at the state and borough level will continue to put pressure on the City. City leaders will need to work together creatively to build and maintain City programs and services expected by the public, while retaining and engaging our existing workforce.

It will continue to be important that the City of Kenai remains an employer of choice, and has the ability to recruit and retain talented employees through competitive and responsible compensation and benefits programs when critical positions become vacant.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Human Resources

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ 110,220	\$ 102,621	\$ 112,445	\$ 2,225	2.02%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,696	1,696	1,730	34	2.00%
0400	Medicare	-	-	1,623	1,623	1,656	33	2.03%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	24,248	24,248	24,738	490	2.02%
0600	Unemployment Insurance	-	-	560	560	571	11	1.96%
0700	Workers Compensation	-	-	331	331	355	24	7.25%
0800	Health & Life Insurance	-	-	20,031	20,031	22,715	2,684	13.40%
0900	Supplemental Retirement	-	-	1,500	1,500	1,500	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ 160,209	\$ 152,610	\$ 165,710	\$ 5,501	3.43%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	500	500	894	394	78.80%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	4,500	7,100	600	(3,900)	(86.67%)
2026	Computer Software	-	-	340	340	210	(130)	(38.24%)
4531	Professional Services	-	-	-	4,999	2,000	2,000	-
4532	Communications	-	-	1,200	1,200	905	(295)	(24.58%)
4533	Travel & Transportation	-	-	2,360	2,360	2,000	(360)	(15.25%)
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	200	200	434	234	117.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	500	500	300	(200)	(40.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ -	\$ -	\$ 9,600	\$ 17,199	\$ 7,343	\$ (2,257)	(23.51%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ -	\$ -	\$ 169,809	\$ 169,809	\$ 173,053	\$ 3,244	1.91%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 14 - Human Resources

2024 Small Tools/Minor Equipment. Purchase of a computer and other general office equipment. This is a new position and will require complete outfitting.	4533 Travel & Transportation. Includes funds for continuing education of department staff.
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**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 415 – Finance**

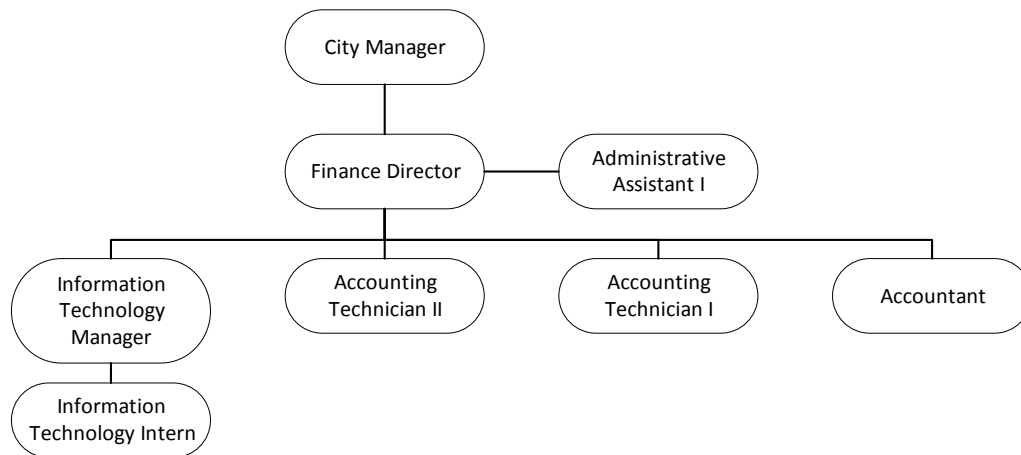
Mission

The Finance Department is committed to providing timely, accurate, clear and complete information and support to other city departments, citizens, and the City Council for the purpose of making informed financial decisions.

Functions & Responsibilities

The Finance Department is responsible for the financial and budgetary operations of the City and the operations of the City’s information technology network. The Finance Department processes purchase orders, issues vendor checks, processes the citywide payroll, compiles the budget, processes all accounts receivable transactions including the water and sewer utility bills, and invests the City’s money. The department is involved in numerous day-to-day activities of City operations, including special assessments, land sales, land leases, personnel matters, insurance, pensions, and general accounting.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Finance Director	1	24	1	24	1	24	1	24	1	24	1	24
IT Manager	1	18	1	18	1	18	1	18	1	18	1	18
IT Specialist	-	-	-	-	-	-	-	-	1	11	1	11
Accountant	1	16	1	16	1	16	1	16	1	16	1	16
Accounting Tech I	.5	10	.5	10	.5	10	.5	10	.5	10	.5	10
Accounting Tech II	1	11	1	11	1	11	1	11	1	11	1	11
Administrative Assistant I	.25	8	.25	8	.25	8	.25	8	.25	8	.25	8
Summer IT Intern	-	-	0.04	2.4	0.1	2.4	0.1	2.4	0.1	2.4	0.1	2.4

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Finance Director	N/A	N/A	N/A	N/A	N/A	N/A
IT Manager	19.0	17.0	65	65	65	65
IT Specialist	-	0.25	-	-	-	-
Accountant	-	-	10	10	10	10
Accounting Tech I	-	-	-	-	-	-
Accounting Tech II	-	-	-	-	-	-
Administrative Assistant I	-	-	-	-	-	-

Performance Measures

	FY15	FY16	FY17	FY18	FY19*
Purchase Orders	2,863	3,060	2,677	2,519	2780
Vendor Checks	3,221	3,817	3,446	3,187	3418
Employee Onboarding	37	47	54	48	46
Employee Exits	39	43	40	48	42
Payroll Checks	3,560	3,494	3,540	3,505	3600
Utility Customers	1,938	1,950	1,956	1,959	1965
Paper Invoices	24,561	24,001	23,378	23,162	23,000
Electronic Invoices	n/a	1,368	2,172	2,239	2440
Customers on auto-pay	315	488	580	654	750
Federal Grants	19	13	12	14	14
State Grants	32	30	27	13	11
FTE's per IT Staff	115	116	116	117	116

*projected numbers

FY19 Department Goals Evaluation

- Increase utility billing electronic invoices by 10% year over year.
 - FY19 electronic invoices increased 9%.
- The information to build the Caselle Court module has been submitted and is being finalized. Once complete, online payments for citations will be accepted through xpressbillpay.com.
 - It is anticipated this will be accomplished by the end of FY19.
- Complete the purchase and installation of network datacenter server equipment that has reached the end of its useful life.
 - This project is complete with all new equipment installed and operational.

FY20 Department Goals

- In support of the City's Comprehensive Plan Goals two (2) and four (4), the department will prepare the FY20 with the goal of applying for the Government Finance Officers of the United States and Canada Distinguished Budget Presentation Award.
- In support of the City's Comprehensive Plan Goals two (2) and four (4), the department will increase utility billing electronic invoices by 10%.
- In support of the City's Comprehensive Plan Goal four (4), the department will produce a city-wide fleet replacement plan including funding options for consideration by the City Council.

4. In support of the City's Comprehensive Plan Goal four (4), the department will accomplish the consolidation of three City network domains into a single domain.

Future Considerations

Services requiring IT support grow annually. The City's IT staffing of one full-time equivalent is not sustainable. Departments are required to dedicate staff to performing IT related tasks which are traditionally performed by IT professionals. The average IT staffing ratio for other local entities, including Homer, Soldotna, Seward, and the Kenai Peninsula Borough, averages 1:64, while the City's is nearly double that, at 1:116.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Finance

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 396,871	\$ 385,038	\$ 404,502	\$ 404,502	\$ 420,857	\$ 16,355	4.04%
0200	Overtime	1,118	1,298	4,825	4,825	4,965	140	2.90%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	8,225	29,842	29,842	30,561	719	2.41%
0400	Medicare	5,617	5,615	6,369	6,369	6,617	248	3.89%
0450	Social Security	78	64	195	195	198	3	1.54%
0500	PERS	87,331	85,240	89,362	89,362	92,997	3,635	4.07%
0600	Unemployment Insurance	1,880	376	2,196	2,196	2,282	86	3.92%
0700	Workers Compensation	1,431	1,279	1,295	1,295	1,414	119	9.19%
0800	Health & Life Insurance	85,193	64,889	95,148	95,148	107,897	12,749	13.40%
0900	Supplemental Retirement	7,286	7,010	7,500	7,500	7,500	-	-
	Total Salaries & Benefits	\$ 586,805	\$ 559,034	\$ 641,234	\$ 641,234	\$ 675,288	\$ 34,054	5.31%
<u>Maintenance and Operations</u>								
2021	Office Supplies	4,974	4,497	6,600	6,600	5,500	(1,100)	(16.67%)
2022	Operating & Repair Supplies	206	41	400	400	400	-	-
2024	Small Tools/Minor Equipment	4,114	4,000	4,600	4,600	4,340	(260)	(5.65%)
2026	Computer Software	27,455	24,031	33,772	33,772	32,410	(1,362)	(4.03%)
4531	Professional Services	1,980	3,140	2,000	2,000	750	(1,250)	(62.50%)
4532	Communications	2,962	2,707	3,480	3,480	2,565	(915)	(26.29%)
4533	Travel & Transportation	4,387	6,835	12,965	12,965	11,215	(1,750)	(13.50%)
4534	Advertising	154	543	500	500	300	(200)	(40.00%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	24	-	-	-	-	-
4667	Dues & Publications	1,355	1,140	1,980	1,980	2,005	25	1.26%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	933	1,037	1,000	1,000	500	(500)	(50.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 48,520	\$ 47,995	\$ 68,297	\$ 68,297	\$ 60,985	\$ (7,312)	(10.71%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 635,325	\$ 607,029	\$ 709,531	\$ 709,531	\$ 736,273	\$ 26,742	3.77%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 15 - Finance

2024 Small Tools/Minor Equipment. Charge for (8) eight computers and miscellaneous other items.

2026 Computer Software. Includes annual fees for general office software's, Caselle financial management software and various software's to support the City's IT Manager.

4533 Travel & Transportation. Includes funds for continuing education of department staff including travel for the City's Finance Director to annual conferences, IT Manager to specialized training and one accounting staff travel to annual Caselle user conference.

4667 Dues & Publications. Includes funds for professional organization dues for the Finance Director and certification fees for the Annual Budget and CAFR.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 416 – Land Administration**

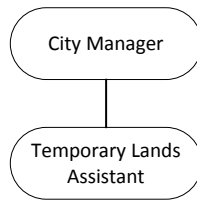
Mission

To manage City-owned lands and provide land policies and practices to encourage responsible growth and development to support a thriving business, residential, recreational and cultural community.

Functions & Responsibilities

City-owned lands and tidelands are managed pursuant to Kenai Municipal Code Title 22 – General Fund Lands and Chapters 11.15 – Tidelands and 11.20 – Leasing of Tidelands through the City Manager’s office in coordination with the Planning & Zoning Department.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Land Technician	.25	10	0	10	0	10	.125	10	0.0375	10	0	10

Performance Measures

	2013	2014	2015	2016	2017	2018	2019*
Existing Leases	19	19	19	19	19	19	19
New Lease Applications	0	0	0	0	0	0	1
New Leases	0	0	0	10	0	0	2
Lease Terminations	0	0	0	0	0	0	0
Land Acquisitions	0	0	0	1	7	0	2
Land Sales/Donations	0	1	1	0	4	0	2

*Note: General Fund Land does not include Airport Lands. *Projected figures*

FY19 Department Goals Evaluation

1. Increase economic and community interest in utilizing City lands by taking a City-wide Approach to land management to include business-friendly policies and practices, policy predictability, uniform application of policies and promoting community and business development in coordination with other City departments. In order to meet this goal, a one-

time special staffing request to recruit and temporarily employ a Temporary Land Technician will provide a comprehensive evaluation and characterization of each City-owned parcel as part of the City's Land Management Plan.

- A Temporary Land Technician was hired and has been going through every property owned by the City to update information to guide the formation of a Land Management Plan.
2. Encourage increased interest in the City of Kenai as an All-America City with a thriving business and residential community through affirmative marketing to create increased lease and sale activity, community interest, and business growth as measured by new lease applications and interest in City lands.
 - City staff has reached out to the business community during events such as Startup Week and through a town hall to discuss the budget. A draft brochure has been created for Airport-owned lands available to lease, and a similar model will be used to market City-owned lands.
 3. Update to land forms and development of streamlined processes to create increased lease and sale activity, community interest, and business growth.
 - A working group of City staff has been formed to recommend revisions to Title 22 – General Fund Lands. Should City Council approve the recommended revision to Title 22, forms will be updated to reflect the streamlined process and clarity in regulations.
 4. Reduction in the number of under-utilized City-owned parcels to be measured as part of the Land Management Plan.
 - This will be completed once there is a Land Management Plan to guide decision-making. The Temporary Land Technician is updating baseline data to create this plan.
 5. Complete acquisition of lands identified as needed to complete the City's Bluff Erosion Project.
 - City staff moved forward with work to talk to landowner, moved forward on surveys and replats, determined if parcels were unnecessary, or brought purchases before City Council on 15 parcels identified in the Bluff Erosion Project. City staff continue to work with the U.S. Army Corps of Engineers to move the project forward.

FY20 Department Goals

1. Provide a comprehensive evaluation and characterization of each City-owned parcel in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3--Land Use:
 - Develop land use strategies to implement a forward-looking approach to community growth and development.
 - Provide baseline data for the City to make informed management decisions about City-owned lands through an Access database and update to paper files.
 - Provide hours for a Temporary Land Technician to provide specific follow-up to research on City-owned lands related to the creation of the Land Management Plan.
 - Create City of Kenai Land Management Plan during FY2020.
2. Update land forms and policies and develop streamlined processes to create increased lease and sale activity, community interest, and business growth in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3--Land Use.
 - Make it easier for the business community to utilize City-owned land.

- Recommend revisions to Kenai Municipal Code Title 22 – General Fund Lands and associated forms during FY2020.
3. Continue moving forward on the City of Kenai Bluff Erosion Project in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 - Natural Hazards and Disasters:
 - Prepare and protect the citizens of Kenai from natural hazards and disasters.
 - Continue communication with the U.S. Army Corps of Engineers to keep the project moving forward.
 - Acquire private properties necessary to complete the project during FY20.
 4. Encourage increased interest in the City of Kenai as an All-America City with a thriving business and residential community through affirmative marketing to create increased lease and sale activity, community interest, and business growth as measured by new lease applications and interest in City lands in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2: Provide economic development to support the fiscal health of Kenai.
 - Work with the business community to develop incentives to continue investment in the City of Kenai.
 - Develop and recommend incentives to address vacant or distressed buildings within the City.
 - Develop and recommend incentives towards the end of FY20 to attract new businesses, support existing businesses.

Future Considerations

Long-term goals of the department include finalization and implementation of the Land Management Plan to guide future land decisions.

City personnel assigned to land administration duties has changed in recent years and may continue to experience one-time staffing or one-time professional service needs in technology, mapping, and/or administrative support.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Land Administration

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ 6,544	\$ 6,544	\$ 1,027	\$ (5,517)	(84.31%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	95	95	15	(80)	(84.21%)
0450	Social Security	-	-	406	406	64	(342)	(84.24%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	33	33	5	(28)	(84.85%)
0700	Workers Compensation	-	-	19	19	3	(16)	(84.21%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,097</u>	<u>\$ 7,097</u>	<u>\$ 1,114</u>	<u>\$ (5,983)</u>	<u>(84.30%)</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	200	200	100	(100)	(50.00%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	4	200	1,097	200	-	-
2026	Computer Software	-	223	340	340	340	-	-
4531	Professional Services	5	5,269	15,000	15,000	18,100	3,100	20.67%
4532	Communications	-	84	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	33	500	203	500	-	-
4535	Printing & Binding	-	-	500	284	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	958	779	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	27	173	500	116	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 990</u>	<u>\$ 6,565</u>	<u>\$ 17,240</u>	<u>\$ 17,240</u>	<u>\$ 20,240</u>	<u>\$ 3,000</u>	<u>17.40%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	343	8,870	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ 343</u>	<u>\$ 8,870</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 1,333</u>	<u>\$ 15,435</u>	<u>\$ 24,337</u>	<u>\$ 24,337</u>	<u>\$ 21,354</u>	<u>\$ (2,983)</u>	<u>(12.26%)</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 16 - Land Administration

4531 Professional Services. Professional services for surveying, platting, appraisal of City-owned lands, litigation reports, site assessment reports and miscellaneous engineering.

5041 Miscellaneous. Recording fees for Lands Management Plan

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	156,101	943,108	386,406	386,406	470,142	83,736	21.67%
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 156,101	\$ 943,108	\$ 386,406	\$ 386,406	\$ 470,142	\$ 83,736	21.67%
<u>Maintenance and Operations</u>								
2021	Office Supplies	605	1,191	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	1,968	2,078	2,000	2,000	2,000	-	-
2024	Small Tools/Minor Equipment	7,566	5,245	7,000	7,000	21,100	14,100	201.43%
2026	Computer Software	24,588	8,473	8,250	8,250	15,430	7,180	87.03%
4531	Professional Services	1,464	1,000	3,000	11,700	2,000	(1,000)	(33.33%)
4532	Communications	825	3,056	1,535	1,535	1,035	(500)	(32.57%)
4533	Travel & Transportation	(10,211)	(16,845)	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	10,527	10,418	11,500	11,500	11,500	-	-
4536	Insurance	172,733	145,079	208,664	208,664	265,349	56,685	27.17%
4537	Utilities	38,120	37,756	43,012	43,012	42,227	(785)	(1.83%)
4538	Repair & Maintenance	18,729	18,588	21,600	21,600	21,600	-	-
4539	Rentals	41,201	42,047	44,834	44,834	61,309	16,475	36.75%
4540	Equip. Fund Pmts.	3,478	15,444	34,276	34,276	32,385	(1,891)	(5.52%)
4541	Postage	6,562	5,246	8,000	8,000	6,000	(2,000)	(25.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	100,000	95,500	90,000	(10,000)	(10.00%)
5041	Miscellaneous	4,343	5,216	5,000	5,000	4,000	(1,000)	(20.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 322,498	\$ 283,992	\$ 499,871	\$ 504,071	\$ 577,135	\$ 77,264	15.46%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,870	16,800	12,600	-	(16,800)	(100.00%)
9090	Transfers	833,913	645,957	622,429	622,429	779,020	156,591	25.16%
<u>Total Capital Outlay and Transfers</u>		\$ 833,913	\$ 647,827	\$ 639,229	\$ 635,029	\$ 779,020	\$ 139,791	21.87%
Manager Total:		\$ 1,312,512	\$ 1,874,927	\$ 1,525,506	\$ 1,525,506	\$ 1,826,297	\$ 300,791	19.72%

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 18 - Non-Departmental**

0500 PERS. To account for the General Fund's share of State of Alaska Public Employee's Retirements System on-behalf funding.

2024 Small Tools/Minor Equipment. Redundant equipment for licensed wireless project, \$2,000, year one of network equipment replacement, \$14,100, and miscellaneous network and computer hardware, \$5,000.

2026 Computer Software. Includes annual fees for network device licensing.

4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.

4536 Insurance. For the purchase of general liability, property, auto, heavy equipment, physician sponsor, marine, and other City insurances.

4538 Repair & Maintenance Service. City Hall janitorial service, window cleaning, security monitoring, and carpet rental and cleaning.

4539 Rentals. Rental of Airport Fund property (Tract A, FBO Subdivision), \$33,996; Automated Flight Service Station lot, \$24,013; and postage meter and scale for City Hall, \$3,300.

9090 Transfers. To account for fund transfers to other funds of the City for operations or capital projects.

Library Expansion Bond debt service	\$ 140,097
Senior Citizen Fund for operations	237,023
Senior Citizen Fund sound system upgrade phase II	14,100
Street Improvement Capital Projects for sink hole repairs	71,000
Street Improvement Capital Projects for projects to be identified	129,000
Library Improvement Capital Project Fund for sidewalk and retaining wall repairs	50,000
Trail Construction Capital Project Fund for Municipal Park trail construction	37,800
Repair grading issues at Kenai Recreation Center	50,000
Kenai Recreation Center roof repair	50,000
	\$ 779,020

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 19 – Planning and Zoning**

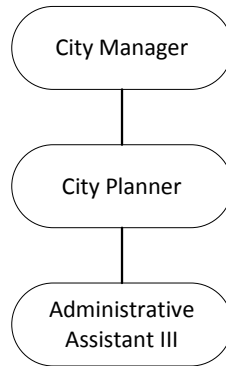
Mission

The Planning and Zoning Department provides access to accurate and timely land use information concerning land use development, interpretation and enforcement of the Kenai Municipal Code for zoning, historic preservation, and Geographic Information Systems (GIS). The Department maintains the City’s Comprehensive Plan and other plans for the City.

Functions and Responsibilities

The Planning and Zoning Department determines the current and future planning needs of the City. The Department is responsible for all functions, operations, activities, and personnel relevant to planning and zoning, GIS data, code enforcement, land use applications, and land sale and lease administration. The Department provides administrative support and acts as staff liaison to the Planning and Zoning Commission. The Planning and Zoning Department also prepares and maintains the City’s official zoning and land-use maps.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	1.0	16	.75	16	.70	16	.70	16	.70	16	.70	16
Administrative Assistant III	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10
Planning & Zoning Commissioner	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Planner	83	36	17.5	21	30	30
Administrative Assistant III	27	8.5	25	30	21	21
Planning & Zoning Commissioner	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

Measure	2014	2015	2016	2017	2018	2019***
Conditional Use Permits	7	14	11	19	9	12
Preliminary Plats	-	-	-	-	10	8
Other Permits	35	46	32	27	25	32
Total Permits**	-	-	-	-	44	48
Code Violations	-	-	-	-	40	40
Kenai Municipal Code Changes	-	-	-	-	3	4

Note: tracking measures amended in 2018, and data may not be available for all years.

Total permits are not included for years prior to 2018 because totals reflect permit numbers that are already given by the Public Works Department and the Building Inspector.

***projected for 2019 based on current volume through March 2019*

FY19 Department Goals Evaluation

1. Provide quality customer service to applicants and ensure appropriate standards are met during the application review process. Review and process all permits efficiently and effectively based on Kenai Municipal Code criteria. Process permits and applications within timelines outlined in Title 14.
 - In FY19, permits and applications were processed within the timeline outlined in Title 14.
2. Review 2030 Comprehensive Plan annually. Ensure public and policy decision-makers share a common vision for Kenai's future. Review 2030 Comprehensive Plan within timelines outlined in Title 14.
 - An Implementation Strategy to add to the Comprehensive Plan will be developed by the P&Z Commission.
3. Establish procedures to make site visits to gravel pits annually. Determine annual activity and reclamation efforts of gravel pits. Review gravel pit site visit process during the second half of FY19.
 - City staff is processing annual reports and will amend procedures for collecting these next year with the addition of a site visit done during the summer.
4. Review and recommend revisions to Kenai Municipal Code related to signs to improve clarity of ordinances and code addressing signs in the City. Start the sign code review process in the second half of FY19, with an initial focus on Kenai Municipal Code Section 14.20.220-Signs.
 - A work session has been held at the P&Z Commission with additional work sessions scheduled for the remainder of FY19.

FY20 Department Goals

1. Provide quality customer service to applicants and ensure appropriate standards are met during the application review process; review and process all permits efficiently and effectively based on Kenai Municipal Code criteria; and, process permits and applications within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai

Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai.

2. Review 2030 Comprehensive Plan annually to ensure the vision for Kenai's future is implemented and current within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.
3. Develop recommendations to Kenai Municipal Sign Code 14.20.220 to reflect modern sign uses and the current legal environment and improve clarity of ordinances addressing signs in the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai and Goal 2 – Provide economic development to support the fiscal health of Kenai.
4. Community clearly with other departments and citizen groups by updating the materials on the Planning and Zoning Department website and updating forms in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai and Goal 2 – Provide economic development to support the fiscal health of Kenai.

Future Considerations

1. Review conditional use permit process, including annual reporting process. Amend Kenai Municipal Code if necessary to improve clarity and efficiency.
2. Respond to new or changing City resource demands caused by the potential Alaska Liquefied Natural Gas (LNG) Project.
3. Review technology use and if new or improved software use could lead to efficiencies in processing and tracking permits.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Planning and Zoning

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 108,964	\$ 119,393	\$ 117,018	\$ 117,018	\$ 121,901	\$ 4,883	4.17%
0200	Overtime	1,773	2,498	2,349	2,349	2,500	151	6.43%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,828	2,289	3,025	3,025	3,762	737	24.36%
0400	Medicare	1,631	1,458	1,775	1,775	1,858	83	4.68%
0450	Social Security	521	622	521	521	521	-	-
0500	PERS	23,446	24,248	24,413	24,413	25,520	1,107	4.53%
0600	Unemployment Insurance	523	762	570	570	599	29	5.09%
0700	Workers Compensation	392	390	360	360	395	35	9.72%
0800	Health & Life Insurance	30,507	24,336	34,053	34,053	38,616	4,563	13.40%
0900	Supplemental Retirement	1,850	1,772	2,550	2,550	2,550	-	-
	Total Salaries & Benefits	\$ 176,435	\$ 177,768	\$ 186,634	\$ 186,634	\$ 198,222	\$ 11,588	6.21%
<u>Maintenance and Operations</u>								
2021	Office Supplies	671	884	1,100	1,100	800	(300)	(27.27%)
2022	Operating & Repair Supplies	152	443	1,000	1,000	800	(200)	(20.00%)
2024	Small Tools/Minor Equipment	557	1,219	1,365	2,865	780	(585)	(42.86%)
2026	Computer Software	2,894	3,127	2,950	2,950	3,010	60	2.03%
4531	Professional Services	5,036	8,149	13,697	13,697	15,000	1,303	9.51%
4532	Communications	416	509	2,230	2,230	1,510	(720)	(32.29%)
4533	Travel & Transportation	6,774	7,765	9,000	9,000	6,200	(2,800)	(31.11%)
4534	Advertising	4,895	4,276	5,500	5,500	5,500	-	-
4535	Printing & Binding	45	195	1,500	413	1,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	500	87	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	300	300	300	-	-
4667	Dues & Publications	191	117	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	90	2,097	450	450	450	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 21,721	\$ 28,781	\$ 40,242	\$ 40,242	\$ 37,000	\$ (3,242)	(8.06%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 198,156	\$ 206,549	\$ 226,876	\$ 226,876	\$ 235,222	\$ 8,346	3.68%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 19 - Planning & Zoning

2024 Small Tools/Minor Equipment. Charge for (2) two computers and planning laptop.

4533 Travel & Transportation. Includes funds for continuing education of department staff and planning commissioners training.

4531 Professional Services. GIS technical support and junk vehicle removal.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 001 – General Fund
Department: Safety

Mission

The Safety department ensures that both the public and City employees are protected from potential hazards.

Functions & Responsibilities

Maintaining safe and healthy working conditions and fostering a culture focusing on awareness, open communication, safety education and supervision, and safe working methods.

The Public Works Director is responsible for planning and directing the implementation and administration of the City Safety Program, which trains and keeps employees informed about the safety and health of work, as well as current safety issues, rules and regulations. Safety is the responsibility of all employees.

Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2014	2015	2016	2017	2018	2019*
Workers Compensation Claims	20	12	15	14	18	5
OSHA 300 Cases	4	2	6	4	4	1
Total Number of Days Away from Work	8	0	159	1	42	1
Total Number of Days of Job Transfer or Restriction	19	0	44	8	50	5
Safety Meetings (annual)	6	6	6	6	6	6

*Projected figures

FY19 Department Goals Evaluation

1. Maintain a safe and healthy workplace for all employees in compliance with all applicable laws and regulations.
 - During 2018, OSHA was invited in to evaluate nine of the City’s buildings for safety compliance. These visits were done to maintain being part of the SHARPS Program, which recognizes organizations for implementation of outstanding safety programs. All the buildings being evaluated scored good ratings.
2. Assure compliance with all City safety, health, and security programs and practices. Regularly review and evaluate safety, health, and security programs, procedures and practices to assure that they are effective and up-to-date.

- The City is currently updating its Site Specific Site Safety Programs for each facility. This process has each facility evaluating current safety practices and improving where possible.
3. Assure timely and thorough reporting and investigation of all incidents, including the identification of casual factors and the establishment of effective corrective actions.
 - Bi-monthly, the City Safety Committee meets to discuss all accident reports that may be generated. The committee evaluates the incidents and recommends actions to take in order to prevent future occurrences.

FY20 Department Goals

1. The goal is to have zero work related injuries and illnesses. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life to through training and proper tools and gear.
2. Maintain a safe and healthy workplace for all employees in compliance with all applicable laws and regulations by providing current Employment Law posters for each facility in support of Goal 1 in the City of Kenai Comprehensive Plan - Quality of Life.
3. Promote a positive attitude towards safety. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by encouraging employees to attend safety meetings and training.
4. Establish safety and health objectives for all levels of management and employees. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by assembling and providing safety meetings and training to all employees.
5. Commit appropriate and sufficient resources to protect and support the City's safety efforts. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life through safety meetings, trainings, and to reduce the City of Kenai's insurance premium cost.
6. Provide management leadership and require all employees to take responsibility and ownership of safety. Ensure that each employee understands that they have the obligation to stop a job/task to prevent an unsafe incident from occurring in support of Goal 1 in the City of Kenai Comprehensive Plan of encouraging Quality of Life through reading the City of Kenai Employee Handbook, attending safety meetings and additional training.
7. Assure compliance with all City safety, health, and security programs and practices. Regularly review and evaluate safety, health, and security programs, procedures and practices to assure that they are effective and up-to-date. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by periodically reviewing the City of Kenai Health and Safety Plan and Site Specific Safety Plan along with City of Kenai Employee Handbook.
8. Assure timely and thorough reporting and investigation of all incidents, including the identification of casual factors and the establishment of effective corrective actions. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by following the City of Kenai Employee Handbook policy.

Future Considerations

The accumulation of data will be a key factor in the City's goal to improve workplace safety. Gathering information before, during, and after each incident will help to make the right decisions on prevention in the future. In addition, when armed with accurate data about a specific type of accident, realistic safety goals can be accomplished and will help to keep everyone safer.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Safety

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	399	600	600	600	-	-
2024	Small Tools/Minor Equipment	2,860	572	500	500	500	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	900	4,132	5,000	17,750	5,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	568	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	171	300	300	300	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 3,760	\$ 5,842	\$ 6,400	\$ 19,150	\$ 6,400	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 3,760	\$ 5,842	\$ 6,400	\$ 19,150	\$ 6,400	\$ -	-

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 20 - Safety

4531 Professional Services. Employee drug testing and city-wide safety training.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 21 – Police**

Mission

The department's mission, together with the community of Kenai, is to make the City a place where all people live safely and without fear.

Functions & Responsibilities

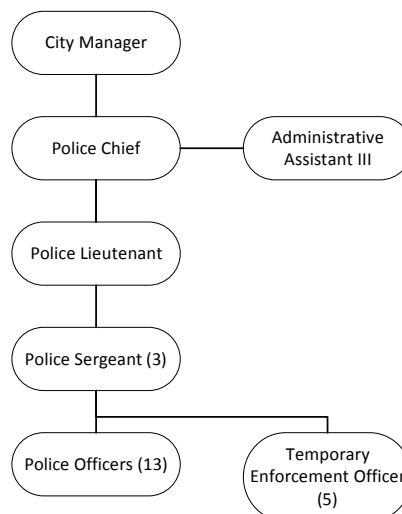
The Kenai Police Department has a well-deserved reputation for excellence in policing. The Department is responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those that we serve.

The Kenai Police Department provides police protection to residents within Kenai City limits and works cooperatively with other agencies to provide police services beyond the city limits. The department is responsible for supervision of the City's 911 communication center and staff. Kenai police officers enforce traffic law, perform routine preventative patrols and respond to crimes in progress. After initial contact by patrol officers, investigators may be requested to respond to crimes against persons and property and provide assistance to victims and witnesses.

Outreach program and presentations are conducted year-round in order to strengthen community relations and educate the public on crime prevention. A school resource officer participates in school-based activities designed to prevent criminal activity among juveniles and inform youth on the role of law enforcement in the community.

The Department also plays a significant role in the safety and operations of the Kenai River Dipnet Fishery. This is accomplished with the assistance of Temporary Enforcement Officers.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Police Chief	1	23	1	23	1	23	1	23	1	23	1	23
Lieutenant	1	20	1	20	1	20	1	20	1	20	1	20
Sergeant	3	18	3	18	3	18	3	18	3	18	3	18
Officer	13	16	13	16	13	16	14	16	14	16	14	16
Administrative Assistant III	1	8	1	10	1	10	1	10	1	10	1	10
Temporary Enforcement Officer	.6	3	.6	3	.6	3	.6	3	.6	3	.6	3

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Chief	N/A	N/A	N/A	N/A	N/A	N/A
Lieutenant	N/A	N/A	N/A	N/A	N/A	N/A
Sergeant	435	345	297	297	312	327
Officer	2506	2035	1435	1435	1507	1582
Administrative Assistant III	0	0	0	0	0	0
Temporary Enforcement Officer	216.75	58.75	0	0	40	40

Performance Measures

	2014	2015	2016	2017	2018	2019*
Total Police Service Calls	8197	7840	7926	8330	9194	9400
Total Motor Vehicle Collisions	265	279	290	218	308	275
Property Crime Reports ¹	415	377	452	487	603	600
Welfare Checks and Citizen Assists	906	1029	1037	1083	1124	1150
Training hours per sworn officer ²	65	88	91	90	85	85
Traffic Contacts	1927	1765	2054	3427	2918	2900
Patrol Hours	5751	5460	5387	5022	4627	4500

* Projected figures

FY19 Department Goals Evaluation

- Promoting proactive traffic patrol in order to make Kenai's roadways safer.
 - Due to staff turnover and a call volume increase over 10% this year, the goal was not achieved, in fact, traffic enforcement was down as identified in the chart above, and traffic collisions rose.
- Continue to attain clearance rates on property crime offenses above national rates despite rising rates of property crime.

¹ Property Crimes including reported: Burglary, Theft, and Vehicle Theft

² Officer Training hours include all training except basic academy, lateral academy, and FBI Academy.

- Despite rising property crime, clearance rates significantly above national averages were achieved.
3. Enhance officer job-related training to ensure continued high levels of police service provided to the public.
 - Significant training has been focused on the investigations unit this year to bring it back up to speed after staff turnover. Additionally, standardized online in-service training was implemented.

FY20 Department Goals

1. Promote proactive traffic patrol and contacts that help to make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts. This will support Goal 1 of promoting Quality of Life and Goal 5 of Transportation in the City of Kenai Comprehensive Plan through enforcement to make safer roadways.
2. Continue to attain clearance rates on property crime offenses above national rates, during a period of rising rates of property crime. Evaluated through assessing the FBI's Uniform Crime Report Data. This will support Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by emphasizing solving and clearing property crime.
3. Evaluate and implement measures to increase efficiency in responding to retail theft and trespassing, allowing officers to focus on other crimes, deterrence, and traffic patrol. This will support Goal 1 of promoting Quality of Life and Goal 4 of Public Improvements and Services in the City of Kenai Comprehensive Plan through proactively addressing the department's response to retail theft and trespassing to allot more time for other ongoing crime related issues.

Future Considerations

The most significant future concerns are those plaguing the law enforcement profession across the State and the Nation, and that is recruitment, retention, and associated costs, training requirements, and loss of experience/expertise.

In addition to those considerations, rising call volumes and rising crime rates are being seen across the State and in Kenai, especially in the area of property crime. The City will need to continue to evaluate legislation, community outreach, and enforcement strategies to combat those increases.

The State of Alaska took steps to increase surcharges that support police training that may result in better funding for some training, but agencies have been precluded from using that funding for basic and lateral officer academies that are significant costs.

The police facility is aging with the primary current concern being the storage space available for growing volumes of evidence. Steps will need to be taken to increase space in the police facility within the next 5-10 years.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Police

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,552,416	\$ 1,502,277	\$ 1,621,232	\$ 1,621,232	\$ 1,688,772	\$ 67,540	4.17%
0200	Overtime	116,900	117,336	101,813	101,813	106,101	4,288	4.21%
0250	Holiday Pay	76,596	70,696	79,414	79,414	82,721	3,307	4.16%
0300	Leave	27,604	40,705	61,303	61,303	63,120	1,817	2.96%
0400	Medicare	25,309	24,839	27,027	27,027	28,143	1,116	4.13%
0450	Social Security	1,230	1,208	1,368	1,368	1,312	(56)	(4.09%)
0500	PERS	379,402	368,514	391,684	391,684	408,412	16,728	4.27%
0600	Unemployment Insurance	7,885	2,111	9,316	9,316	9,704	388	4.16%
0700	Workers Compensation	50,017	41,063	51,063	51,063	55,838	4,775	9.35%
0800	Health & Life Insurance	340,950	288,994	380,589	380,589	431,585	50,996	13.40%
0900	Supplemental Retirement	30,067	26,520	28,500	28,500	28,500	-	-
	Total Salaries & Benefits	\$ 2,608,376	\$ 2,484,263	\$ 2,753,309	\$ 2,753,309	\$ 2,904,208	\$ 150,899	5.48%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,211	1,238	2,000	2,000	1,750	(250)	(12.50%)
2022	Operating & Repair Supplies	67,603	61,331	65,000	65,000	65,000	-	-
2024	Small Tools/Minor Equipment	25,905	29,448	23,950	23,950	23,950	-	-
2026	Computer Software	7,327	6,567	7,750	7,750	8,213	463	5.97%
4531	Professional Services	16,127	15,349	16,200	16,200	18,200	2,000	12.35%
4532	Communications	17,555	16,504	18,935	18,935	18,185	(750)	(3.96%)
4533	Travel & Transportation	28,735	29,075	26,650	26,650	26,650	-	-
4534	Advertising	300	892	1,000	1,000	900	(100)	(10.00%)
4535	Printing & Binding	3,637	2,924	3,600	3,600	3,600	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	40,949	41,585	48,276	48,276	47,501	(775)	(1.61%)
4538	Repair & Maintenance	14,144	19,424	21,986	21,986	20,486	(1,500)	(6.82%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,493	3,105	3,508	3,508	3,508	-	-
4666	Books	1,403	1,408	1,670	1,670	1,670	-	-
4667	Dues & Publications	2,480	3,543	3,867	3,867	4,134	267	6.90%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	13,402	14,678	16,500	16,500	16,200	(300)	(1.82%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 244,271	\$ 247,071	\$ 260,892	\$ 260,892	\$ 259,947	\$ (945)	(0.36%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	30,888	93,000	93,000	-	(93,000)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 30,888	\$ 93,000	\$ 93,000	\$ -	\$ (93,000)	(100.00%)
	Manager Total:	\$ 2,852,647	\$ 2,762,222	\$ 3,107,201	\$ 3,107,201	\$ 3,164,155	\$ 56,954	1.83%

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 21 - Police**

2022 Operating & Repair Supplies. For the purchase of department operating supplies including ammunition, cleaning supplies, vehicle fuel, and other departmental supplies.

4531 Professional Services. Vehicle towing services for investigative impounds, laboratory and emergency room charges, and medical/psychological exams for department applicants.

4532 Communications. (19) Nineteen department telephones, long distance charges, cell phone stipends for (18) eighteen sworn officers and two dedicated phone circuits for the departments administrative line and Crime Stoppers.

4538 Repair & Maintenance. Department janitorial, annual building inspection services, miscellaneous equipment repairs and tuning.

5041 Miscellaneous. Uniform allowance for (18) eighteen sworn officers, bio-hazard material handling, and miscellaneous items.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 442 – Fire**

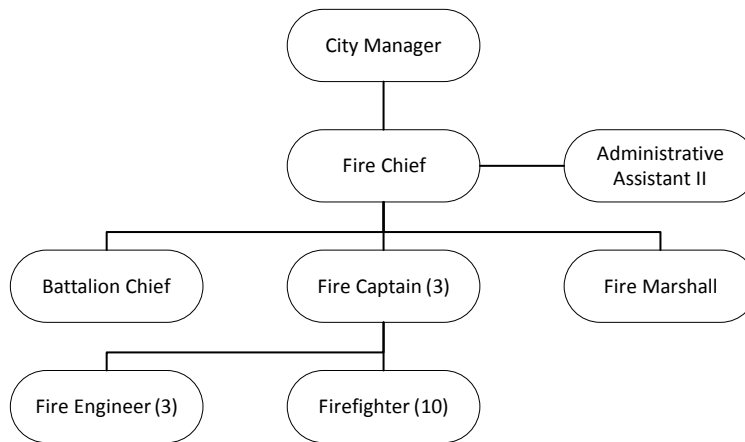
Mission

The Kenai Fire Department is dedicated to safeguarding the lives, property, and environment of our community through exceptional services in education, preparedness, prevention and response to emergency incidents.

Functions & Responsibilities

The City of Kenai Fire Department provides fire, emergency medical services, airport rescue firefighting (ARFF), technical rescue, water rescue, code enforcement, fire investigation, fire prevention/public education, and other related services. The Department maintains a staff of Fire/EMS professionals who provide service to the citizens of Kenai from two stations staffed 24/7/365.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Fire Chief	1	22	1	22	1	22	1	22	1	22	1	22
Battalion Chief	1	17	1	17	1	17	1	17	1	17	1	17
Fire Marshal	1	17	1	17	1	17	1	17	1	17	1	17
Captain	3	16	3	16	3	16	3	16	3	16	3	16
Engineer	3	15	3	15	3	15	3	15	3	15	3	15
Firefighter	9	13/14	9	13/14	10	13/14	10	13/14	10	13/14	10	13/14
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Battalion Chief	254	326	200	200	256	256
Fire Marshal	192	231	175	160	190	190
Captain	898	995	354	510	655	655
Engineer	1,221	989	424	450	894	894
Firefighter	3,479	3,352	1,516	1,550	2352	2352
Administrative Assistant II	0	0	10	10	10	10
FLSA	<u>2,240</u>	<u>2,240</u>	<u>2,400</u>	<u>2,400</u>	<u>2560</u>	<u>2560</u>
Total	<u>8,284</u>	<u>8,133</u>	<u>5,079</u>	<u>5,280</u>	<u>6917</u>	<u>6917</u>

Performance Measures

1. Reduce fire loss through fire-code compliance inspections

Each year the Fire Marshal will be required to complete one-third of the total number of City occupancy inspections. This goal for FY19 is projected to be completed as set.

Occupancy Inspections	FY15	FY16	FY17	FY18	FY19*
Total Number of Occupancies				394	394
Inspections Completed	58	51	75	78	78
% of Inspections Completed				19.79	

**Projected figures*

2. Reduce fire loss through conducting company level pre-plans of all target hazards

Progress shall be measured through continued evaluation of known occupancies within the City and completion of 100% of target hazard inspections each calendar year.

Pre-plans	FY19
Number of Target Hazards	51
Number of completed Pre-plans	35
% of Pre-plans completed	68%

The Department's Pre-Fire plans have transferred from paper to digital plans over the last year, and KFD is currently changing to another program that will give our department access to Nikiski Fire Department Pre-plans as well as Central Emergency Services Pre-plans for increased interoperability of Auto-Aid / Mutual Aid responses.

Approximately 35 of the target hazard preplans have been completed, and 80-90% are projected to be completed by the end of FY19. This will be dependent upon the transition and upgrade to the Computer Aided Dispatch (CAD) software and programming that will be shared between KFD, NFD, and CES.

3. The collection of the next three performance criteria have been put on hold until March of 2019. An update to the CAD software is scheduled to be completed in March 2019. The current software is unable track this data accurately; however, the upgraded system will have that capability:

- Improve the outcome for sick, injured, trapped and endangered victims. Performance criteria will measure the 60 seconds turnout time for EMS Delta and Echo (as defined by the Emergency Priority Dispatch criteria) responses 90% of the time.
- Reduce fire damage, eliminate fire deaths and injuries. Performance criteria will measure the 80 seconds turnout time for fire and special operations response 90% of the time.
- Reduce fire damage, eliminate fire deaths and injuries. Performance criteria will measure the 240 seconds (4 minutes) or less travel time for the arrival of the first arriving engine company (4 firefighters) at a fire suppression incident 90% of the time in the City core.

FY19 Department Goals Evaluation

1. Develop a department Succession Plan to prepare the department for anticipated retirements of senior staff.

- This goal was established to support Goal 4 of the City's Comp Plan of providing adequate public improvements and services in Kenai. This has been accomplished at all levels of

the department through educational training at the following: Alaska Fire Conference (Kenai), National Fire Academy (Maryland), Company Officer Leadership Symposium (Dallas, Texas), Kenai Peninsula College Paramedic Program (Soldotna), Alaska Fire Chiefs Leadership Summit (Juneau), ICC Symposium (Anchorage), Fire Inspector I & II (Washington), Juvenile Fire Setter (Anchorage), In-house Driver/Operator program, and In-house mentoring.

2. Develop and implement a Community Risk Reduction process that will allow the department to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.
 - In support of City Goal 1 of the Comp Plan of Improving the quality of life for the citizens of the Kenai, KFD is analyzing data from the records management system to work with other agencies and develop programs to reach targeted areas and age groups.
 - Collaborating with Red Cross to install Smoke and CO detectors in targeted neighborhoods is one project KFD is currently working on.
 - Another is, developing and providing training to prevent slips, trips, and falls, to the group responsible for 48% of our overall EMS call volume of > 60 years of age.
3. Improve the department's records management system as it relates to building inspections and code enforcement to better track and measure the program's effectiveness.
 - It is imperative that KFD is able to track data and have access to digital information in all operations. The Department is currently moving fire inspection reports, pre-fire plans, and NFIRS to the records management system to align with the City Manager's goal of efficiency and streamlining efforts. This will enhance the department's ability to share data with other departments on emergencies, as well as share information from inspections, pre-fire plans, and National Fire Incident Reporting System (NFIRS) reports.
4. Explore firefighter internship program through local university.
 - The intention of this goal is to attract more students to Kenai Peninsula College (KPC) and support Goal 2 of the City's Comp Plan of supporting the fiscal health of the community. Limited internal and external discussions have taken place on this goal. KFD is currently working on costs, logistics of housing, and integration with KPC EMS and Fire Programs.

FY20 Department Goals

Adding to the aforementioned goals, the following goals support Goal 7 in the City's Comp Plan to: Prepare and protect the citizens of Kenai from natural hazards and disasters and Goal 4 to: Provide adequate public improvements and services in Kenai.

1. Work with other City departments and the community to update the City of Kenai Emergency Operations Plan.
2. Once the Emergency Operations Plan is updated and approved, develop and implement a training program for those individuals and positions that require specific training.

Future Considerations

Future recruitment and retention is still a concern, as the shortage of nationally trained Paramedic/Firefighters and EMT/Firefighters has led to many agencies outside of Alaska offering lateral transfers with superior benefits/retirement plans. As the department undergoes turnover of senior staff through retirement, we may experience a more difficult time in recruiting and retaining staff to fill those entry level and senior roles.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Fire

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,521,444	\$ 1,425,993	\$ 1,547,628	\$ 1,547,628	\$ 1,585,247	\$ 37,619	2.43%
0200	Overtime	191,451	249,121	150,472	150,472	138,736	(11,736)	(7.80%)
0250	Holiday Pay	66,526	62,042	64,516	64,516	69,523	5,007	7.76%
0300	Leave	28,412	49,262	84,527	84,527	86,860	2,333	2.76%
0400	Medicare	25,383	25,249	26,782	26,782	27,269	487	1.82%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	391,178	382,084	387,777	387,777	394,572	6,795	1.75%
0600	Unemployment Insurance	8,091	1,618	9,232	9,232	9,404	172	1.86%
0700	Workers Compensation	79,063	78,482	61,328	61,328	65,656	4,328	7.06%
0800	Health & Life Insurance	358,777	280,757	400,620	400,620	454,300	53,680	13.40%
0900	Supplemental Retirement	29,655	27,291	30,000	30,000	30,000	-	-
	Total Salaries & Benefits	\$ 2,699,980	\$ 2,581,899	\$ 2,762,882	\$ 2,762,882	\$ 2,861,567	\$ 98,685	3.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	500	956	700	700	700	-	-
2022	Operating & Repair Supplies	56,632	57,899	59,560	59,560	59,560	-	-
2024	Small Tools/Minor Equipment	19,143	39,944	23,440	23,440	15,340	(8,100)	(34.56%)
2026	Computer Software	3,091	3,417	3,390	3,390	3,390	-	-
4531	Professional Services	46,629	48,019	68,865	68,865	67,715	(1,150)	(1.67%)
4532	Communications	7,700	6,226	9,885	9,885	13,043	3,158	31.95%
4533	Travel & Transportation	18,633	19,143	26,250	26,250	21,250	(5,000)	(19.05%)
4534	Advertising	119	757	1,400	1,400	1,400	-	-
4535	Printing & Binding	2,040	1,878	3,100	3,100	3,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	48,193	48,676	50,699	50,699	49,793	(906)	(1.79%)
4538	Repair & Maintenance	4,087	3,043	4,800	4,800	4,800	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	131,806	121,379	138,277	138,277	115,067	(23,210)	(16.79%)
4541	Postage	400	306	400	400	400	-	-
4666	Books	1,950	3,459	4,150	4,150	4,150	-	-
4667	Dues & Publications	2,749	2,853	3,824	3,824	3,928	104	2.72%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	9,000	8,499	9,500	9,500	9,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 352,672	\$ 366,454	\$ 408,240	\$ 408,240	\$ 373,136	\$ (35,104)	(8.60%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	54,677	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 54,677	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 3,052,652	\$ 3,003,030	\$ 3,171,122	\$ 3,171,122	\$ 3,234,703	\$ 63,581	2.01%

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 22 - Fire**

2022 Operating & Repair Supplies. This line item includes the department general supply budget as well as EMS Supplies including pharmaceuticals and oxygen, gasoline and diesel fuels, and fire prevention supplies.

2024 Small Tools/Minor Maintenance. This line item includes funds for miscellaneous Fire and EMS equipment, firefighter turnout gear and the new computer replacement program.

4531 Professional Services. This line item includes the department's ambulance billing service, medical advisor fee, firefighter physicals, and other service and software contracts.

4533 Travel & Transportation. This line item includes travel and registration for department members to attend training such as the National Fire Academy, the Alaska Fire Chiefs Associations Leadership Summit, the Alaska Building Officials Forum, and the Alaska State Arson Symposium.

4540 Equipment Replacement Fund Payments. Annual payment to the City's Equipment Replacement Fund for equipment purchased by the fund and utilized by the Street's Department.

Safeboat	\$ 8,169
Engine 3	26,983
1993 Aerial	26,081
Engine 4	12,584
2011 Ambulance	13,554
Engine 2	13,759
2016 Ambulance	13,937
	<u>\$ 115,067</u>

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Communications Supervisor	61	24	45	45	45	45
Public Safety Dispatcher	556	292	299	299	299	299

Performance Measures

	2014	2015	2016	2017	2018	2019*
Police Calls for Service Dispatched	8197	7840	7926	8330	9194	9400
Medical Calls for Service Dispatched	903	987	1147	1065	1095	1100
Fire Calls for Service Dispatched	320	391	421	377	383	380

* Projected figures

FY19 Department Goals Evaluation

- Measure "Time to Answer" times and compare against NFPA 1221 standards.
 - Statistical data gathering for this goal was problematic with the current Computer Aided Dispatching (CAD) software. In conjunction with the Borough Dispatch Center (SPSCC) the dispatch center is working on a complete upgrade to the CAD system that will improve the ability to look at this statistical data.
- Measure "Alarm Handling" times and compare against NFPA 1221 standards.
 - Again, the CAD system created statistic gathering problems in this area that should be resolved when the Enterprise version of CAD is fully functional this coming year.
- Focus on positive customer interactions.
 - The Communications Department started a quality assurance program in 2018 that will continue to be a top priority in 2019. This program includes 911 call auditing and focuses on regular feedback and on employee training and improvement.

FY20 Department Goals

- Reduce the time from when an initial 911 call is received until the time a response is initiated. This will be accomplished through increased collaboration with SPSCC and by increasing efficiency with the CAD upgrade. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan and result in faster response times for emergency services.
- As part of the quality assurance process, call handling procedures will be aligned with APCO ANS 1.113.1-2018. This APCO standard is for all high priority in progress calls to be dispatched in 1 minute or less. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan and result in faster response times for emergency services.
- The Communications Department will continue to advance to a comprehensive quality control program that will include dispatcher training and development, in order to provide the best service possible to the public. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan by providing the best possible employee development and training for Dispatchers.

Future Considerations

- Replacement of public safety base radio system due to the aging equipment that is rapidly becoming obsolete (current grant application pending).
- Mandatory transition to NIBRS crime reporting for the FBI beginning 2021, which will require upgrades to the Records Management System or transition away from the current system.
- Working to meet State of Alaska Emergency Medical Dispatcher Certification / Medical Director Requirements.
- Re-establishing recording of administrative calls utilizing a new Digital Logging Recorder for phones/radios.
- Evaluate staffing levels and scheduling to best meet industry standards for staffing the dispatch center. One of the challenges will be to meet standards (NFPA 1221) of two Dispatchers being on duty at all times.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Communications

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 422,222	\$ 416,275	\$ 457,748	\$ 457,748	\$ 450,596	\$ (7,152)	(1.56%)
0200	Overtime	20,189	21,005	14,223	14,223	14,090	(133)	(0.94%)
0250	Holiday Pay	23,796	23,493	26,012	26,012	25,598	(414)	(1.59%)
0300	Leave	12,355	4,979	15,977	15,977	12,973	(3,004)	(18.80%)
0400	Medicare	6,713	6,522	7,453	7,453	7,298	(155)	(2.08%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	102,716	100,148	109,558	109,558	107,861	(1,697)	(1.55%)
0600	Unemployment Insurance	2,090	985	2,569	2,569	2,515	(54)	(2.10%)
0700	Workers Compensation	1,633	1,480	1,506	1,506	1,551	45	2.99%
0800	Health & Life Insurance	143,524	120,710	160,248	160,248	181,720	21,472	13.40%
0900	Supplemental Retirement	9,294	9,828	12,000	12,000	12,000	-	-
	Total Salaries & Benefits	\$ 744,532	\$ 705,425	\$ 807,294	\$ 807,294	\$ 816,202	\$ 8,908	1.10%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,483	1,532	2,000	2,000	1,750	(250)	(12.50%)
2022	Operating & Repair Supplies	262	126	200	300	200	-	-
2024	Small Tools/Minor Equipment	3,478	3,420	4,860	4,860	4,760	(100)	(2.06%)
2026	Computer Software	1,253	5,089	1,620	1,620	1,620	-	-
4531	Professional Services	437	726	720	720	720	-	-
4532	Communications	2,337	2,290	2,693	2,693	2,525	(168)	(6.24%)
4533	Travel & Transportation	7,696	5,713	8,500	8,500	8,500	-	-
4534	Advertising	300	558	600	600	600	-	-
4535	Printing & Binding	432	189	700	700	700	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	23,452	19,564	25,719	25,719	28,011	2,292	8.91%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	189	164	200	200	200	-	-
4667	Dues & Publications	414	285	495	495	540	45	9.09%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,997	2,318	2,950	2,850	850	(2,100)	(71.19%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 43,730	\$ 41,974	\$ 51,257	\$ 51,257	\$ 50,976	\$ (281)	(0.55%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 788,262	\$ 747,399	\$ 858,551	\$ 858,551	\$ 867,178	\$ 8,627	1.00%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 23 - Communications

4533 Travel & Transportation. Continuing education for department staff including emergency communications training, emergency medical dispatch training, and state/federal crime database user training.

4538 Repair & Maintenance. Maintenance of department radio equipment, records management system, call recording equipment and other miscellaneous items.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 29 – Animal Control**

Mission

The Kenai Animal Shelter strives to provide humane care and shelter to all animals housed at the Kenai Animal Shelter, and to fairly enforce the City’s code of animal ordinances throughout the City of Kenai.

Functions & Responsibilities

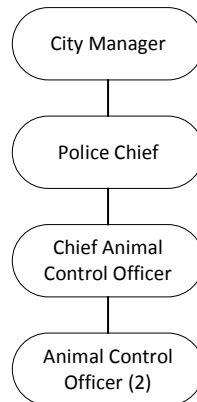
The primary responsibilities of the Kenai Animal Shelter are:

1. Provide temporary care and shelter to a variety of domestic animals.
2. Provide fair enforcement of Title 3 of the Kenai Municipal Code that covers many areas of animal welfare and restraint.

Services provided by the Kenai Animal Shelter include: rabies control, public safety, animal welfare, and public relations/education.

The Kenai Animal Shelter performs regular patrols of neighborhoods, investigates complaints, issues citations to violators, responds to exigent situations, and assists other agencies with animal related issues.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Chief Animal Control Officer	1	11	1	11	1	11	1	11	1	11	1	11
Officer	2	9	2	9	2	9	2	9	2	9	2	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Chief Animal Control Officer	8	27	30	30	30	30
Officer	89	72	100	100	100	100

Performance Measures

	2015	2016	2017	2018	2019*
Field investigations & patrols	437	448	341	328	300
Volunteer Hours Logged	483	399	399	678.80	775
Educational Outreach	5	7	9	7	10
Animal Shelter Intake	905	834	827	829	830

* Projected figures

FY19 Department Goals Evaluation

1. Promote proactive patrol and contacts to help make Kenai a safer and community friendly environment.
 - New software was used to track field investigations and patrols. The change in software and the way investigations were tracked may have contributed to a decrease in the number of field investigations and patrols. The number of citations increased.
2. Continue to participate in and instruct public education and volunteer opportunities.
 - The number of educational outreaches decreased this year due to several last minute cancellations from the organizations. Volunteer hours increased this year as our number of volunteers increased to eighteen.
3. Assist in helping to reduce the numbers of unwanted animals in our community by proactively spaying/neutering animals adopted through the shelter.
 - The shelter continues to spay/neuter canines and felines that leave the shelter. The animal shelter intake increased insignificantly from 2017.

FY20 Department Goals

1. Promote proactive patrol and contacts to help make Kenai a safer and community friendly environment. Evaluate through assessment of field investigation, patrols and citations. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan by proactive animal control operations.
2. Continue to participate in and instruct public education and volunteer opportunities. Evaluated through assessing volunteer hours logged and the number of public education opportunities instructed. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan through public involvement and education in the care of our animals.
3. Assist in helping to reduce the numbers of unwanted animals in our community by proactively spaying/neutering animals adopted through the shelter. Spaying/neutering animals will help lower overall animal populations by decreasing the number of accidental litters. In addition, working with approved rescues that have similar values/missions to help place animals in homes. Evaluate through assessing overall shelter intake numbers through time. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan by reducing the number of unwanted animals.

Future Considerations

The animal control field has changed drastically in the past five years with a push towards more humane treatment and conditions for animals. The Kenai Animal Shelter will need to continue to evaluate legislation, community outreach and enforcement strategies to support these changes. Steps will need to be taken in the future to maintain and improve the animal control facility to continue to meet national standards.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Animal Control

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 154,691	\$ 152,819	\$ 167,253	\$ 167,253	\$ 172,209	\$ 4,956	2.96%
0200	Overtime	4,631	4,895	6,493	6,493	6,670	177	2.73%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,583	5,916	4,559	4,559	4,717	158	3.47%
0400	Medicare	2,229	2,235	2,586	2,586	2,662	76	2.94%
0450	Social Security	-	341	-	-	-	-	-
0500	PERS	35,051	33,499	38,225	38,225	39,353	1,128	2.95%
0600	Unemployment Insurance	753	152	892	892	917	25	2.80%
0700	Workers Compensation	3,201	3,339	3,187	3,187	3,446	259	8.13%
0800	Health & Life Insurance	53,827	41,441	60,093	60,093	68,145	8,052	13.40%
0900	Supplemental Retirement	3,670	3,904	4,500	4,500	4,500	-	-
	Total Salaries & Benefits	\$ 259,636	\$ 248,541	\$ 287,788	\$ 287,788	\$ 302,619	\$ 14,831	5.15%
<u>Maintenance and Operations</u>								
2021	Office Supplies	386	557	795	795	795	-	-
2022	Operating & Repair Supplies	10,051	9,482	11,590	11,413	11,590	-	-
2024	Small Tools/Minor Equipment	596	3,800	1,320	1,320	1,320	-	-
2026	Computer Software	930	801	985	985	985	-	-
4531	Professional Services	27,698	15,192	33,000	33,000	33,000	-	-
4532	Communications	2,534	2,062	2,596	2,596	2,616	20	0.77%
4533	Travel & Transportation	4,979	4,389	4,000	4,000	4,000	-	-
4534	Advertising	300	656	300	300	300	-	-
4535	Printing & Binding	693	412	900	1,077	900	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,274	23,374	26,595	26,595	26,036	(559)	(2.10%)
4538	Repair & Maintenance	825	679	1,600	1,600	1,600	-	-
4539	Rentals	46,858	46,544	46,858	46,858	47,178	320	0.68%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	816	398	900	900	900	-	-
4666	Books	15	245	250	250	250	-	-
4667	Dues & Publications	125	146	1,015	1,015	1,015	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,140	1,494	1,700	1,700	1,700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 122,220	\$ 110,231	\$ 134,404	\$ 134,404	\$ 134,185	\$ (219)	(0.16%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 381,856	\$ 358,772	\$ 422,192	\$ 422,192	\$ 436,804	\$ 14,612	3.46%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 29 - Animal Control

4531 Professional Services. Veterinary services including spaying and neutering of animals that are reimbursed by those adopting animals and general veterinary services for care of animals being housed at the shelter.

4533 Travel & Transportation. Continuing education for shelter staff on humane treatment of animals.

4539 Rentals. Annual lease of the Animal Control shelter and land from the City's Airport Fund.

4667 Dues and Publications. Professional organization dues for shelter staff and online subscription to continuing education previously budgeted in Travel & Transportation.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: Public Works Administration**

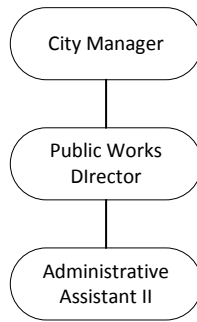
Mission

The Public Works Department mission is to provide high quality, cost effective services that ensure the design, construction, operation and maintenance of all public infrastructure, facilities and services are responsive to the needs of the community, businesses, other City Departments as well as the general public.

Functions & Responsibilities

The Public Works Department is responsible for a full range of duties including supervision and coordination of Building Maintenance, Building Permits, Shop, Streets, Water and Sewer, and Wastewater Treatment Plant. In addition to Purchasing and Contract Management for maintenance and capital improvement projects, providing infrastructure support, managing budgets, personnel matters, overseeing the City Dock & Harbor, Safety Department, and maintaining streetlights.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	1	12	1	23	1	23	.71	23	.71	23	.71	23
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	FY18 Actual	Requested FY19	Requested FY20	Projected FY21
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	11	4.5	12	12	12	12

Performance Measures

	2014	2015	2016	2017	2018	2019*
Number of Capital Projects completed	7	4	4	2	3	5
Right of Way/Excavation Permits Issued	29	39	41	44	52	55
Percent of resident queries responded to within 24 hours	No Historical Data				92	95

**Projected figures*

FY19 Department Goal Evaluation

1. Update 2009 Roadway Improvement Survey and create Street Capital Improvement priority list.
 - Survey completion spring 2019
2. Complete and publish the 5-year Capital plan to include more project specific information and more accurate cost estimates.
 - Complete spring 2019

FY2020 Department Goals

1. Additional performance measures track number of completed and active capital projects. Track number of Request for Proposals processed and Invitations to Bid released. Track number of short form contracts processed. Track number of construction permits requiring Public Works Engineering review and approval. Track number of project estimates completed by department. In the City of Kenai's Comprehensive Plan, this supports Goal 4 of Public Improvements and Services to participate in the development of the City's Capital Improvement Program to design and construct infrastructure for the needs of City of Kenai's residents and Goal 5 of Transportation to support future development and improvements on our infrastructures.
2. Continue to add detail to the 5-year Capital Plan, new to this year is the inclusion of a roof replacement plan, and an HVAC mechanical systems replacement plan with existing condition assessments. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services to include additional improvements to Capital Improvement Program.
3. Continue to assess condition of the City's infrastructure, focus this year will be on sewer, water, and storm systems. This shall include televising main lines, flushing of all systems, clearing of areas for conveyance of storm water. This supports Goal 4 Public Improvement and Services in the City of Kenai Comprehensive Plan, which promotes maintaining existing water and sewer utilities.

Future Considerations

The loss of Capital funding from the State of Alaska will necessitate the increased use of City funds to maintain and improve our infrastructure. Mechanisms for providing this funding will need to be identified and implemented to assure that critical infrastructure does not fall into disrepair.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Public Works Administration

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 156,597	\$ 144,794	\$ 112,703	\$ 112,703	\$ 116,016	\$ 3,313	2.94%
0200	Overtime	-	206	518	518	352	(166)	(32.05%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,844	969	3,838	3,838	4,994	1,156	30.12%
0400	Medicare	2,300	2,091	1,698	1,698	1,760	62	3.65%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	33,829	31,663	24,909	24,909	25,601	692	2.78%
0600	Unemployment Insurance	740	148	585	585	607	22	3.76%
0700	Workers Compensation	548	478	346	346	377	31	8.96%
0800	Health & Life Insurance	35,885	29,342	29,245	29,245	33,164	3,919	13.40%
0900	Supplemental Retirement	2,522	2,649	2,190	2,190	2,190	-	-
	Total Salaries & Benefits	\$ 237,265	\$ 212,340	\$ 176,032	\$ 176,032	\$ 185,061	\$ 9,029	5.13%
<u>Maintenance and Operations</u>								
2021	Office Supplies	261	545	1,000	1,000	1,200	200	20.00%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	435	1,815	2,000	2,000	1,040	(960)	(48.00%)
2026	Computer Software	1,308	1,091	1,620	1,620	2,620	1,000	61.73%
4531	Professional Services	(45,608)	(28,783)	-	564	-	-	-
4532	Communications	1,053	1,075	1,290	1,290	1,090	(200)	(15.50%)
4533	Travel & Transportation	312	423	2,360	1,796	1,800	(560)	(23.73%)
4534	Advertising	818	492	750	750	700	(50)	(6.67%)
4535	Printing & Binding	45	148	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	800	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	300	300	-
4667	Dues & Publications	486	453	759	759	900	141	18.58%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	40	56	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ (40,850)	\$ (21,885)	\$ 9,779	\$ 9,779	\$ 9,650	\$ (129)	(1.32%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 196,415	\$ 190,455	\$ 185,811	\$ 185,811	\$ 194,711	\$ 8,900	4.79%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 31 - Public Works Administration

2024 Small Tools/Minor Equipment. Charge for (4) four computers and miscellaneous other items.	4533 Travel & Transportation. Continuing education for department staff.
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**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 432 – Shop**

Mission

The Kenai Shop serves the citizens of Kenai by providing a cost-effective maintenance, repairs and replacement program of the City-owned and operated vehicles and equipment.

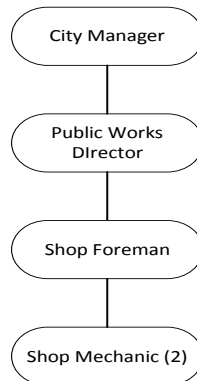
Functions & Responsibilities

The Shop division of the Public Works Department is a service provider for all City departments, coordinating the maintenance operations for the City’s fleet of vehicles and equipment.

The Shop division of the Public Works Department is comprised of one building and three employees, who work with all departments to maintain a fleet of approximately 517 pieces of equipment and vehicles. Not included in the list of equipment is a number of small items and special projects serviced or built by the Shop without unit numbers.

Departments served by the Shop include Administration, Animal Control, Airport, Fire Training Facility, Boating Facility, Building Maintenance, Fire, Police, Parks & Recreation, Senior Center, Shop, Streets, Wastewater Treatment Plant and Water & Sewer. Average age of the fleet is 17 years at the end of 2018.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Shop Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Mechanic	2	14	2	14	2	14	2	14	3	14	3	14

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Shop Foreman	135	71	80	120	120	120
Mechanic	24	88	60	80	90	100

Performance Measures

	2014	2015	2016	2017	2018	2019*
Work Orders	726	747	1055	1176	1121	1200
Repair Expenses	-	\$317,933	\$400,111	\$352,700	\$345,048	\$355,000

*Projected figures

Work Orders by Department

	Admin.	Airport	Animal Control	Boating	Buildings	Fire	Parks & Rec.
2018	5	133	5	8	5	100	236
2017	7	124	5	13	11	105	227

	Police	Senior Center	Shop	Streets	WWTP	Water & Sewer
2018	145	197	42	167	15	54
2017	163	184	40	230	18	49

	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2018	\$1,075	\$71,142	\$519	\$1,236	\$728	\$38,380	\$55,430
2017	\$865	\$64,385	\$1,343	\$1,160	\$2,182	\$31,220	\$42,681

	Police	Senior Center	Shop	Streets	WWTP	Water & Sewer
2018	\$58,073	\$19,411	\$2,804	\$74,852	\$8,313	\$13,085
2017	\$44,840	\$34,985	\$902	\$104,181	\$7,835	\$16,481

Fleet Age by Department

	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2018	25 yrs.	13 yrs.	12 yrs.	29 yrs.	14 yrs.	18 yrs.	16 yrs.
2017	24 yrs.	13 yrs.	11 yrs.	29 yrs.	13 yrs.	17 yrs.	15 yrs.
2016	23 yrs.	14 yrs.	10 yrs.	28 yrs.	12 yrs.	16 yrs.	14 yrs.
2010	12 yrs.	11 yrs.	3 yrs.	21 yrs.	5 yrs.	15 yrs.	12 yrs.

	Police	Senior Center	Shop	Streets	WWTP	Water & Sewer	Average Age
2018	10 yrs.	14 yrs.	17 yrs.	17 yrs.	24 yrs.	14 yrs.	17 yrs.
2017	9 yrs.	14 yrs.	18 yrs.	17 yrs.	27 yrs.	14 yrs.	17 yrs.
2016	8 yrs.	15 yrs.	17 yrs.	16 yrs.	26 yrs.	15 yrs.	16 yrs.
2010	5 yrs.	11 yrs.	15 yrs.	12 yrs.	19 yrs.	16 yrs.	12 yrs.

Fleet	1985	2010	2014	2017	2018
Boats	1	1	2	3	3
Cranes & Lifts	3	4	6	8	9
Generators, Large	2	10	12	13	14
Heavy Equipment	32	87	100	100	73
Heavy Equipment Implement Pre-2018 part of Heavy Equipment					74
Mowers, Riding	N/A	N/A	N/A	10	12
Small Equipment	58	196	239	208	209
Snowmobiles	N/A	N/A	N/A	3	3
Trailers	N/A	N/A	N/A	19	24
Utility Vehicles	N/A	N/A	10	10	10
Vehicles	40	52	68	69	73
Total Documented Fleet	135	349	435	443	504

FY19 Department Goals Evaluation

1. Develop a Volcanic Ash Fallout Fleet Usage Priority List. The list will provide unit numbers by department and will be given a priority number determined by age, overall condition, and use of unit. Example: Older equipment will be utilized first due to the value compared to newer equipment, when conditions allow.
 - Completed Feb. 2019.
2. Enhance employee training to ensure high level of repair on newer equipment to allow for more efficient repairs. Evaluate through assessing training needs and hours of ongoing training.
 - Goal not met due to work load and repair needs.
3. Maintain a 90% or greater training of Shop equipment by Job Safety Analysis (JSA) through Shop employee documentation.
 - Training for FY19 98%.

FY20 Department Goals

1. Enhance employee training to ensure high level of repair on newer equipment to allow for more efficient repairs. Evaluate through assessing the needs and hours of ongoing training. This supports Goal 5 City of Kenai Comprehensive Plan to provide efficient and adequate service repairs to equipment for upgrades and maintenance.
2. Maintain a 90% or greater training of Shop equipment by Job Safety Analysis (JSA) through Shop employee documentation in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.
3. Increase training on diagnostics and troubleshooting in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.

Future Considerations

Fleet: Over that last few years the City Shop as seen an increase of corrosion and rust related issues that will impact the life of the fleet by a decrease in years of useful service.

Staffing: Adding one additional full time mechanic to provide the same level of service as the fleet size increases and grows older, or remove aging equipment from the fleet to allow existing staff to maintain current levels of service.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Shop

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 217,376	\$ 215,480	\$ 221,338	\$ 221,338	\$ 229,552	\$ 8,214	3.71%
0200	Overtime	8,822	9,897	12,237	12,237	10,794	(1,443)	(11.79%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,588	6,675	8,680	8,680	8,995	315	3.63%
0400	Medicare	3,255	3,029	3,512	3,512	3,615	103	2.93%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	49,764	49,716	51,387	51,387	52,876	1,489	2.90%
0600	Unemployment Insurance	1,068	214	1,211	1,211	1,247	36	2.97%
0700	Workers Compensation	7,937	8,442	7,364	7,364	7,979	615	8.35%
0800	Health & Life Insurance	53,827	48,636	60,093	60,093	68,145	8,052	13.40%
0900	Supplemental Retirement	4,588	4,353	4,500	4,500	4,500	-	-
	Total Salaries & Benefits	\$ 351,225	\$ 346,442	\$ 370,322	\$ 370,322	\$ 387,703	\$ 17,381	4.69%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	340	400	400	300	(100)	(25.00%)
2022	Operating & Repair Supplies	173,969	158,496	165,670	165,670	145,676	(19,994)	(12.07%)
2024	Small Tools/Minor Equipment	12,820	13,416	12,411	12,411	12,411	-	-
2026	Computer Software	651	1,233	720	720	720	-	-
4531	Professional Services	-	308	2,439	2,439	697	(1,742)	(71.42%)
4532	Communications	3,866	5,527	3,877	3,877	3,692	(185)	(4.77%)
4533	Travel & Transportation	200	675	7,200	7,200	4,200	(3,000)	(41.67%)
4534	Advertising	-	302	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,634	72,762	48,649	48,649	51,322	2,673	5.49%
4538	Repair & Maintenance	27,896	24,165	26,575	26,575	26,575	-	-
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	724	-	-	-	-	-
4667	Dues & Publications	7,159	3,629	7,768	7,768	7,798	30	0.39%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,964	2,125	3,121	3,121	3,121	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 266,159	\$ 283,702	\$ 279,330	\$ 279,330	\$ 257,012	\$ (22,318)	(7.99%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	13,936	20,000	20,000	-	(20,000)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 13,936	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)	(100.00%)
	Manager Total:	\$ 617,384	\$ 644,080	\$ 669,652	\$ 669,652	\$ 644,715	\$ (24,937)	(3.72%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 32 - Shop

2022 Operating & Repair Supplies. Repair parts for City vehicles and equipment, fuel, tires, oil & lubricants, and other general department supplies.

4531 Professional Services. Employee physicals required for commercial drivers licenses and recommended vaccinations.

4533 Travel & Transportation. Staff training on new and more complex equipment including graders, loaders, fire apparatus and other equipment.

4538 Repair & Maintenance. Professional services for auto body repair, dealer required repairs, and required inspections.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 001 – General Fund
Department: 433 – Streets

Mission

The mission of the Streets division of Public Works is to provide for the safe and secure travel throughout the City’s road system for all citizens throughout the year.

Functions & Responsibilities

Street Maintenance is a primary concern for the City. The Streets division strives to maintain approximately 144 lane miles of streets at an acceptable level of service and safety. An important function of street maintenance is to provide snow and ice removal as well as sanding to ensure a safe and accessible transportation system during winter months. The Streets division provides the same level of service to all Municipal parking lots including Flight Services, KPD, KFD, Library, City Hall, Challenger Center/Multipurpose Facility, Visitors Center, Rec Center, Senior Center, Vintage Point Overlook, Eric Hansen Park, Russian Orthodox Church, and South Forest parking lot. The Streets division also plows snow from State-owned sidewalks and bike paths from North Forest Dr. through town to Tinker Ln. All of the above roads, parking lots and sidewalks are also swept periodically during summer months.

Operations include pothole repairs, grading of gravel roadways, applying calcium chloride for dust control and repair/replacement of culverts as needed. Clearing and ditching of all ROW as needed. Maintenance of storm drain facilities, including catches, inlets and outlets. Installing and maintaining roadway signage, including regulatory, cautionary, public info and street names. Monitoring all street lights for damage and functionality.

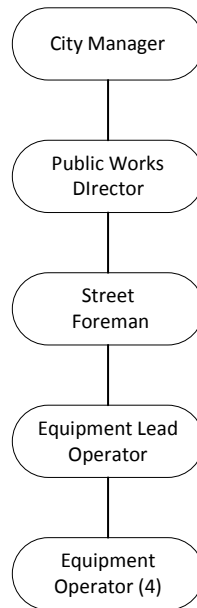
The Streets division plays a large role in setting up and maintaining the Dip Net Fishery. All pertinent roads are given an extra coating of Calcium Chloride, pay shacks are installed on S. Spruce and Royal St. and jersey barriers installed for traffic control. Gravel is hauled and roadways built onto the beaches at both access points. Twenty jersey barriers are installed and maintained at South Beach to prevent access to the fishery from the South without going through the pay shack. The Streets division also oversees the implementation and maintenance of the City Dock facilities.

Operating from a 13,200 sq. ft. facility located at 550 Daubenspeck Road, the Streets division oversees the maintenance and operates a full line of equipment listed below:

Equipment	Quantity
Road Graders	4
Loaders	3
Sand Trucks	3
Sweepers	3* (2)
Vac Truck	1* (0)
Bucket Truck	1
Pickups	2
Trackless Equipment	2
Total Equipment	21

*Anticipating the Auctioning off of 1 Sweeper and 1 Vac Truck

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		FY18 Actual		Requested FY19		Requested FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Equipment Lead Operator	1	14	1	14	1	14	1	14	1	14	1	14
Equipment Operator	4	11	4	11	4	11	4	11	4	11	4	11
Temporary Equipment Operator I (hours)	347	11	0	11	300	11	300	11	0	11	0	11

Average Overtime per Position (hours)

Position Title	FY16 Actual	FY17 Actual	FY18 Actual	Requested FY19	Requested FY20	Projected FY21
Foreman	213	179	88	180	150	150
Equipment Lead Operator	85	83	150	110	110	110
Equipment Operator	194	246	352	280	220	220

Performance Measures

	2016	2017	2018	2019*
Lane Miles of streets	142	143	144	150
Reported and Repaired Potholes	6	5	5	7
Complaint Records	44	90	75	151
Calcium Chloride	2	-	1	2
Grading	5	4	3	9
Plowing	2	16	4	40
Sanding	10	7	10	15
Snow Berms	5	29	3	45
Street Sweeping	2	3	0	4
Other	22	31	54	40
Workers' Compensation Claims	3	1	0	0

*Projected figures

FY19 Department Goals Evaluation

1. Sweep 100% of paved streets by April 30.
 - Streets Department acquired a new Elgin Eagle Street Sweeper April 2019 to accomplish all streets receiving an initial sweep by April 30.
2. Crack seal Willow Street from Spur Hwy to Airport Way By August 31.
 - Willow Street was not crack sealed due to estimated costs, street is being added to capital plan to receive an overlay.
3. Repair 100% of potholes within 24 hours of being reported.
 - Successful in responding to pothole requests in a timely manner, however, Wildwood Dr. continues to be a challenge.
4. Snowplow streets and sidewalks within 18 hours of 4-inch of snowfall.
 - The Departments snow removal policy was adjusted as follows:
Day 1 all streets receive an initial single pass with plow / grader
Day 2 all streets receive a second pass with plow / grader while gating the driveways
Day 3 snow blowers arrive to clean up curb to curb and complete sidewalks
5. Implementation of safety practices/procedures to promote accident/injury prevention.
 - Successful in implementation of safety practices with no major events taking place.
6. Streets Department also acquired two new plow / sander trucks this year, which performed very well this winter.

FY20 Department Goals

1. Continue to sweep 100% of paved streets and City Parking areas within a four-week period weather permitting. This will support Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to ensure that basic public infrastructures are met and Goal 5 of Transportation to promote transportation system that are accomplished in a timely manner.
2. To oversee crack-sealing project in the City of Kenai. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to ensure that basic public infrastructure of City streets are maintained and Goal 5 of Transportation to promote transportation system that are efficient and adequate to serve the needs of residents of City of Kenai.
3. Repair 100% of potholes within 24 hours of being reported. This supports Goal 4 of Public Improvements and Services and Goal 5 of Transportation in the Kenai Comprehensive Plan through continually to repairing City streets.
4. Continue to implement the City's snow removal policy and inform citizens of the program. This will support Goal 5 of Transportation in the Kenai Comprehensive Plan to ensure the streets and sidewalks are clear of snow, which allows residents to get around easily.
5. Facilitate safe practices/procedures to promote accident/injury prevention. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting and encouraging Quality of Life through implementing existing procedures.

Future Considerations

1. The Streets division is preparing for added road maintenance responsibilities when the adoption of Beaver Loop Road becomes finalized, anticipating construction late 2019.
2. Repairs to Aliak Drive storm drain and roadway between Candlelight Drive and Highbush Lane.
3. Repairs to various sinkholes in VIP subdivision along Watergate.
4. Update to the City's Roadway Condition Assessment, last completed in 2009.
5. Storm water system assessments and repairs to various storm water grates
6. Warm storage facility for sand storage.
7. Site lighting for City Shop / Street Yard on Daubenspeck.
8. Continue to execute the planned Equipment Replacement Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Streets

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 341,327	\$ 315,999	\$ 361,720	\$ 361,720	\$ 361,236	\$ (484)	(0.13%)
0200	Overtime	23,012	23,024	30,674	30,674	25,266	(5,408)	(17.63%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,573	4,181	13,224	13,224	12,181	(1,043)	(7.89%)
0400	Medicare	5,167	4,839	5,881	5,881	5,781	(100)	(1.70%)
0450	Social Security	600	414	492	492	-	(492)	(100.00%)
0500	PERS	80,440	80,540	84,582	84,582	85,031	449	0.53%
0600	Unemployment Insurance	1,721	2,231	2,029	2,029	1,994	(35)	(1.72%)
0700	Workers Compensation	13,502	12,320	14,894	14,894	15,434	540	3.63%
0800	Health & Life Insurance	92,918	78,639	107,868	107,868	123,801	15,933	14.77%
0900	Supplemental Retirement	6,824	6,821	8,390	8,390	8,462	72	0.86%
	Total Salaries & Benefits	\$ 568,084	\$ 529,008	\$ 629,754	\$ 629,754	\$ 639,186	\$ 9,432	1.50%
<u>Maintenance and Operations</u>								
2021	Office Supplies	197	253	250	250	240	(10)	(4.00%)
2022	Operating & Repair Supplies	131,507	132,938	125,000	125,000	115,200	(9,800)	(7.84%)
2024	Small Tools/Minor Equipment	2,754	3,061	5,000	5,000	4,500	(500)	(10.00%)
2026	Computer Software	491	485	540	540	540	-	-
4531	Professional Services	(1,761)	277	4,400	4,400	1,500	(2,900)	(65.91%)
4532	Communications	5,277	4,430	5,827	5,827	5,527	(300)	(5.15%)
4533	Travel & Transportation	3,856	1,298	1,500	1,500	1,500	-	-
4534	Advertising	-	1,447	1,500	1,500	1,000	(500)	(33.33%)
4535	Printing & Binding	-	40	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	35,874	19,074	30,790	30,790	29,549	(1,241)	(4.03%)
4538	Repair & Maintenance	14,987	15,418	21,250	20,614	21,000	(250)	(1.18%)
4539	Rentals	17,012	12,679	24,000	24,000	24,000	-	-
4540	Equip. Fund Pmts.	183,566	172,042	202,069	202,069	169,182	(32,887)	(16.28%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	100	98	400	400	-	(400)	(100.00%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	533	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 393,860	\$ 364,073	\$ 422,776	\$ 422,140	\$ 373,988	\$ (48,788)	(11.54%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,700	-	-	-	-	-
8064	Machinery & Equipment	-	9,572	24,907	25,543	-	(24,907)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 13,272	\$ 24,907	\$ 25,543	\$ -	\$ (24,907)	(100.00%)
	Manager Total:	\$ 961,944	\$ 906,353	\$ 1,077,437	\$ 1,077,437	\$ 1,013,174	\$ (64,263)	(5.96%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 001 - General Fund
Department: 33 - Streets**

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, calcium chloride, road sand, equipment cutting edges, fuel and other miscellaneous supplies.

4531 Repair & Maintenance. Professional services for parking lot striping, crosswalk painting, crack sealing of asphalt, and repair of extruding manholes.

4539 Rentals. Winter rental of Airport warehouse space for heated storage of road sand and temporary rental of equipment for maintenance projects.

4540 Equipment Replacement Fund Payments. Annual payment to the City's Equipment Replacement Fund for equipment purchased by the fund and utilized by the Street's Department.

2005 Kenworth water truck	\$ 8,969
Street sweeper	18,925
Sander truck	11,670
Sander truck	11,266
1996 Cat 160 H motor grader	12,052
2009 Trackless	14,351
2005 Ford aerial bucket truck	5,218
2003 Cat 140 H motor grader	13,163
2013 Trackless	11,349
2009 Street sweeper	10,662
2010 Volvo L120 loader	16,256
2013 Cat 120 G moto grader	19,045
2014 Volvo L110 loader	16,256
	<u>\$ 169,182</u>

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 34 –Buildings**

Mission

The Building Official strives to safeguard the public, promote health, safety and welfare to the City of Kenai through the enforcement of the adopted building codes while providing an excellent level of customer service and relations.

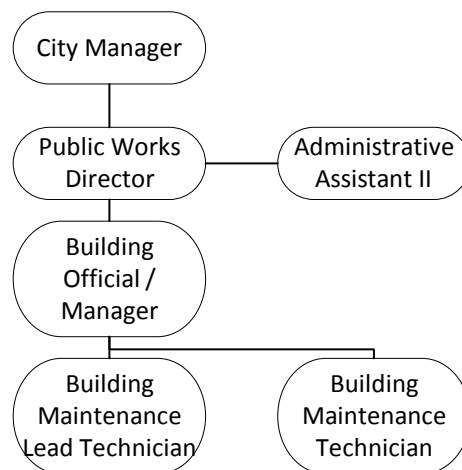
The Building Maintenance team strives to provide a level of maintenance that allows City-owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

Functions & Responsibilities

The Building Official ensures that new construction in private and public buildings is in compliance with established codes, laws and regulations. The work involves plan review, inspection, record keeping and issuance of permits, certificates of occupancy, code violations or stop work orders. The Building Official is responsible for knowledge of construction, skilled trades, building code regulations, planning and zoning requirements, and code enforcement procedures.

The Building Maintenance team performs preventative maintenance, emergency response and general repair of City-owned facilities and equipment. The maintenance team is responsible for the following facilities: City Hall, Library, Park Buildings & Facilities, Recreation Center, Public Safety Building, Visitor Center, Vintage Point, Fine Arts Building, City Shop, Waste Water Treatment Plant, and Parking Lot & Buildings Exterior Lighting, Airport Terminal and Buildings, Airport Operations Building, Firehouse No. 2, Fire Training Facility, and FAA buildings.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Building Maintenance Lead Technician	1	13	1	13	1	14	1	14	1	14	1	14
Building Maintenance Technician	1	12	1	12	1	12	1	12	1	12	1	12
Building Official	1	15	1	15	1	17	1	17	1	17	1	17

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Actual FY18	Budgeted FY19	Projected FY20	Projected FY21
Building Maintenance Lead Technician	19	40	7	11	11	11
Building Maintenance Technician	6	0	0	5	5	5
Building Official	0	3	3	3	3	3

Performance Measures

	2015	2016	2017	2018	2019*
Building Permits Issued	86	75	63	66	70
Building Permit Fees	\$ 63,319	\$ 48,315	\$ 38,156	\$ 112,054	\$125,000
Plan Review Fees	N/A	N/A	N/A	\$ 55,476	\$57,000
Number of Inspections	N/A	N/A	N/A	200+	250
Work Orders	252	290	316	336	301**

*Projected figures **Does not include work orders generated by phone calls.

FY19 Department Goals Evaluation

Building Official

- Convert current paper filing system to a digital system for plans review, inspections, and permitting, which would allow for a more efficient process and enable better tracking of the projects and data.
 - Evaluation of software has taken place this year with several systems available. However, to ensure wise use of City resources, staff is currently working with the Clerk's Office to determine if Laserfiche software can be adapted for this process.
- Adoption of the 2018 International Building Codes.
 - The Fire Marshal and Building Official have been working together along with State of Alaska Fire Marshal's office to go through all modifications to City Code that are specific to Alaska. The Code adoption is on track to present to City Council this year.
- Develop more online informational material to help educate the public on the permitting process in order to achieve a better experience with the building process.
 - A list of information to share with the public through the City web site has been created and developed. The information will be included on the City's new web site.

Building Maintenance

- Implement a maintenance software program to start tracking Work Orders, which will increase labor productivity, improve response times, and better organize maintenance activities.
 - Evaluation of software has taken place this year. Staff is currently working with Clerk's Office to determine if Laserfiche software can be adapted for this process.
- Increase the number of routine/preventative work orders. Proper planned maintenance helps to increase the life and reliability of buildings and equipment. Upgrade the quality of City-owned buildings through proper and timely repairs.
 - A list of preventative maintenance items that can be scheduled on a routine basis has been created. This list will continually be evolving.

3. Implement a Maintenance Facility and Equipment database, which will ensure building equipment and components that are essential to the efficient and cost-effective operation of facilities are properly maintained to maximize performance. By developing a matrix to include buildings, equipment types, maintenance schedules, and annual costs, the data can be utilized to evaluate equipment efficiency and maintenance/repair versus replacement.
 - Data has been gathered on different systems within City buildings. Once software has been selected, the information that has been gathered will be entered into a database.
4. Continuing education and training for staff.
 - Buildings was unable to attend any outside training courses due to budget constraints. Staff took online safety courses and will continue to look for other courses to improve performance.

FY20 Department Goals

Building Official

1. Evaluate the permitting process and create a checklist for the public so it is clear what is required to apply for a building permit with the input of the City Planner, Fire Marshal, and Public Works Director in support of Goal 2 of the City of Kenai Comprehensive Plan – Economic Development.
2. Continue the process to convert paper filing system to a digital system for plan review, inspections, and permitting, which would allow for a more efficient process, enable better tracking of projects and data, reduce paper and provide better record keeping in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.
3. Continually develop more online informational material to help educate the public on the permitting process in order to achieve a better experience and reduce paper in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.

Building Maintenance

1. Increase the number of routine/preventative work orders. Proper planned maintenance helps increase the life and reliability of buildings and equipment. Upgrade the quality of City-owned buildings through proper and timely repairs and maintenance in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
2. Implement a Maintenance Facility and Equipment database, which will ensure building equipment and components essential to the efficient and cost-effective operation of facilities are properly maintained to maximize performance. By developing a matrix to include buildings, equipment types, maintenance schedules, and annual costs, the data can be utilized to evaluate equipment efficiency and maintenance/repair versus replacement in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
4. Continuing education and training for staff in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.

Future Considerations

Building Maintenance will continue to work toward improving customer service as well as creating new ways to make the permitting and building process more user-friendly to the residents of Kenai. One such way would be the implementation of software which will allow residents to submit documents online. Once a program is in place for work orders and a facility/equipment database, data can be recorded and used to manage the department's activities.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Buildings

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 156,358	\$ 139,731	\$ 162,315	\$ 162,315	\$ 171,373	\$ 9,058	5.58%
0200	Overtime	499	1,038	1,081	1,081	646	(435)	(40.24%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,812	6,501	4,885	4,885	5,648	763	15.62%
0400	Medicare	2,320	2,093	2,441	2,441	2,576	135	5.53%
0450	Social Security	-	38	-	-	-	-	-
0500	PERS	35,131	30,687	35,947	35,947	37,844	1,897	5.28%
0600	Unemployment Insurance	741	148	841	841	889	48	5.71%
0700	Workers Compensation	3,999	3,347	4,170	4,170	4,590	420	10.07%
0800	Health & Life Insurance	41,627	32,917	46,471	46,471	52,699	6,228	13.40%
0900	Supplemental Retirement	3,723	3,091	3,480	3,480	3,480	-	-
Total Salaries & Benefits		\$ 252,210	\$ 219,591	\$ 261,631	\$ 261,631	\$ 279,745	\$ 18,114	6.92%
<u>Maintenance and Operations</u>								
2021	Office Supplies	87	402	450	450	300	(150)	(33.33%)
2022	Operating & Repair Supplies	29,557	27,994	30,000	30,000	28,000	(2,000)	(6.67%)
2024	Small Tools/Minor Equipment	3,935	5,265	4,500	4,500	4,480	(20)	(0.44%)
2026	Computer Software	1,015	948	965	965	1,085	120	12.44%
4531	Professional Services	1,100	12,657	2,500	2,500	2,500	-	-
4532	Communications	2,660	2,373	2,671	2,671	2,637	(34)	(1.27%)
4533	Travel & Transportation	817	2,319	2,000	2,000	2,000	-	-
4534	Advertising	-	294	500	500	-	(500)	(100.00%)
4535	Printing & Binding	-	192	250	250	-	(250)	(100.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	27,298	33,915	40,000	40,000	35,000	(5,000)	(12.50%)
4539	Rentals	-	21	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,578	663	2,800	2,800	500	(2,300)	(82.14%)
4667	Dues & Publications	285	333	383	383	385	2	0.52%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	12	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 68,332	\$ 87,388	\$ 87,019	\$ 87,019	\$ 76,887	\$ (10,132)	(11.64%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	48,682	38,300	38,300	-	(38,300)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
Total Capital Outlay and Transfers		\$ -	\$ 48,682	\$ 38,300	\$ 38,300	\$ -	\$ (38,300)	(100.00%)
Manager Total:		\$ 320,542	\$ 355,661	\$ 386,950	\$ 386,950	\$ 356,632	\$ (30,318)	(7.84%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 34 - Buildings

2022 Operating & Repair Supplies. Repair materials for City buildings.

4538 Repair & Maintenance. Professional services for repair of City facilities and inspection/testing of elevators and fire alarm/sprinkler systems.

4531 Professional Services. Professional services for building inspection services during staff vacations and trainings.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 001 – General Fund
Department: Street Lighting

Mission

To provide safe and consistent street lighting for streets in the City of Kenai that meets the needs of the community.

Functions & Responsibilities

Street Lighting provides for the repair, maintenance and installation of City street lights.

Field and shop maintenance of City-owned street lights and related equipment include trouble shooting failures, replacing parts, repairing components, and/or replacing light systems.

Staffing

	FY16 Actual		FY17 Actual		FY18 Actual		FY19 Actual		Requested FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2014	2015	2016	2017	2018	2019*
KWh Consumed	214,692	226,343	209,989	205,604	226,793	227,000
Number of Street Lights						
City Lights	265	265	265	265	265	265
LED Lights	91	91	91	91	91	91
Standard Lights	174	174	174	174	174	174
HEA Lights	208	208	208	208	208	208
Work Orders Completed	13	31	21	28	32	35

*Projected figures

FY19 Department Goals Evaluation

1. Manage the operation of the City's street lighting system by performing periodic maintenance and responding to requests for service. Answer service requests within 24 hours and report lamp replacements and minor repairs within 72 hours.
 - The fiscal year started with 43 street lights inoperable, all of which were repaired and operational before the end of October. Several areas of the City saw street lights damaged from vehicle accidents including in Old Town and on Redoubt Ave. All areas were repaired and brought back into operation successfully.
2. Improve energy efficiency and help control the cost of power for streetlights by selecting lighting fixtures and lamps that are designed to reduce energy consumption, i.e. increased number of led lights.
 - Spring 2019 conducting inspection and repairs of inoperable photo cells to ensure lights are turning off during daytime hours.

FY20 Department Goals

1. Complete a Mapping survey of all street lighting to show areas of insufficient / excess lighting throughout the City of Kenai. This supports Goal 4 of providing Public

Improvements and Services in the City of Kenai Comprehensive Plan to provide adequate and effective lighting needs for the City of Kenai residents.

Future Considerations

A program to replace old, worn wiring and inefficient fixtures in streetlights in several parts of the City would help stabilize costs and provide a reliable and efficient system. Long-term, additional new street lighting projects along several streets in the city where streetlights are not currently in place will continue to be part of the program. LED street light technology will be used as part of these projects since the energy consumption of streetlights represents a significant expense for the City. LED lamps can reduce energy consumption by as much as 60% while increasing levels of illumination and decreasing future maintenance costs.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	756	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	147,245	134,001	156,819	156,819	162,602	5,783	3.69%
4538	Repair & Maintenance	26,680	18,153	16,000	19,577	28,000	12,000	75.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 173,925	\$ 152,910	\$ 172,819	\$ 176,396	\$ 190,602	\$ 17,783	10.29%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 173,925	\$ 152,910	\$ 172,819	\$ 176,396	\$ 190,602	\$ 17,783	10.29%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 35 - Street Lighting

4531 Professional Services. Contracted repair and installation of
City street lights.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 40 – Library**

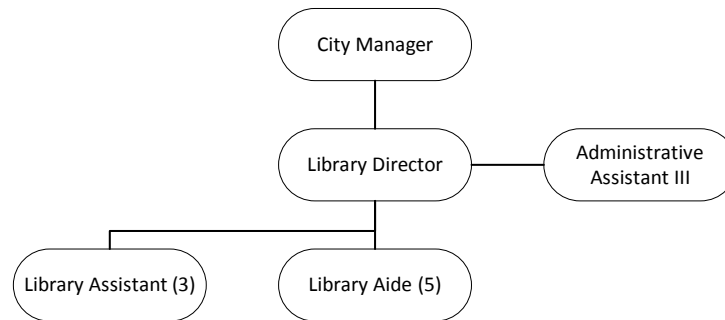
Mission

The mission of the Kenai Community Library is to provide a comfortable and friendly environment in which the public may: Pursue opportunities for lifelong learning; have a reasonable expectation that they will leave the building with what they came for; relax and read current materials; receive knowledgeable assistance and answers to questions; find professionally selected materials in all formats for personal enjoyment; enjoy programs or performances; and, have access to technological resources.

Functions & Responsibilities

The Kenai Community Library maintains and develops a collection of popular materials for use by the citizens of Kenai. The library provides access to the internet via a wireless connection and has eight hardwired stations for customer use. In addition, the library provides in house use of laptops and iPads. The library conducts a variety of programs to enrich citizens' lives and to promote early childhood literacy. The library provides a pleasant place for people to gather with ample reader seating including access to private study rooms and a conference room. The library provides opportunities for lifelong learning. The Kenai Community Library complies with all Alaska Statutes related to public libraries.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Library Director	1	18	1	18	1	18	1	18	1	18	1	18
Administrative Assistant III	1	10	1	10	1	10	1	10	1	10	1	10
Library Assistant	3	6	3	6	3	6	3	6	3	6	3	6
Library Aide (40 hr/week)	0	2.5	0	2.5	0	2.5	1	2.5	1	2.5	1	2.5
Library Aide (25 hr/week)	2.4	2.5	2.4	2.5	2.4	2.5	0.6	2.5	0**	2.5	0**	2.5
Library Aide (14 hr/week)	0.7	2.5	0.7	2.5	0.7	2.5	1.05	2.5	1.05	2.5	1.05	2.5
Temporary Library Intern (10 weeks) *	0	0	0	0	.17	2.3	0	0	0	0	0	0

*Temporary intern funded by grant. **Predicated on Sunday closure.

Performance Measures

Fiscal Year	2015	2016	2017	2018	2019*
Total Circulation	112,633	105,399	109,248	103,223	99,484
Physical Circulation	95,717	93,809	96,601	90,002	84,885
E-Circulation	16,916	11,590	12,647	13,221	14,599
AWE station use	11,312	10,580	11,864	13,124	11,916
Door Count	100,687	93,445	98,779	98,412	91,596
Program Attendance	4,773	4,875	6,603	9,138	9,179
Interlibrary Loans Provided	404	246	176	156	121
Interlibrary Loans Received	477	67	77	64	27
Internet Use/library equipment	16,222	16,359	14,517	13,151	13,402
Total Holdings	104,432	110,199	115,734	121,189	122,906
Print Volumes Held	75,054	76,909	79,328	80,430	80,349
Ebook holdings	13,177	17,451	19,597	21,597	22,799
Physical Audio Holdings	1,688	1,501	1,583	1,682	1,678
Downloadable Audio titles	10,424	10,114	11,064	12,996	13,480
Physical video holdings	3,962	4,097	4,049	4,372	4,494
Subscriptions	127	127	113	112	106

**Projected figures*

As physical circulation is declining, e-circulation is increasing. The circulation of e-books and e-audio in January 2019 was 42% higher than in the same month of 2018. Program attendance has increased 92% over four years.

Interlibrary Loan has decreased 14%. Since the Kenai library joined the state consortium, the bulk of items once ordered as ILL items are now available as holds in the system. With the addition of the Fairbanks public and academic libraries, ILL numbers are expected to continue to decline.

Internet use using library equipment declined by 8%. Many customers now come in and use their own devices on the wireless network. A reliable method to calculate that use is not available.

FY19 Department Goals Evaluation

1. Resolve the issue of Missing and Lost items in the catalog.
 - Backlog has been reduced by 50% and will be further reduced by the end of FY19.
2. Survey Library users following programs to determine the success of an event. Solicit more customer input on future programming.
 - Two employees trained in the use of Project Outcome to survey participants.
3. Provide time for staff to receive continuing education.
 - All employees completed the web-based Homelessness in Libraries class.
 - All employees have either taken or will take a second class by the end of FY19.
4. Reduce hold times for popular items to provide materials available in a timely manner.
 - The library holds 100% of the 10 best books of the year and 100% of the Best Crime Fiction (New York Times). The library owns 93% of the 100 Notable Books of 2018 and 100% of the Notable Children's Books 2018 (New York Times).
 - The library similarly has met this target with the other major "best lists."

- No titles have had more than three Kenai cardholders waiting for them at any one time year-to-date. Multiple copies were purchased in advance of demand.
5. Increase digital content.
 - A larger percentage of the budget was allocated to digital content, and the goal of increase that to 10% will be met by the end of FY19.

FY20 Department Goals

The following goals support the City of Kenai Comprehensive Plan Goal 1: Promote and encourage quality of life in Kenai:

1. Utilize Collection HQ add-in to our automation system for smart collection development.
 - Analyze the use of titles in Kenai and the consortium to determine which materials are more utilized in Kenai vs. which materials might better be housed elsewhere.
 - Weed the collection of unused and underused items.
2. Conduct a full inventory of the collection.
 - Train at least three staff members to conduct inventory within a month.
 - Assign at least two hours of staff time each week to work on inventory.
3. Continue to provide time and encourage staff to receive continuing education.
 - Assign targeted online learning (2) for each staff member in FY20.
 - Schedule time in FY20 in quarterly staff meeting for sharing of lessons learned.
4. Reduce hold times for popular items, to provide materials available in a timely manner.
 - Evaluate the collection comparing titles owned to “best lists” from Booklist, Library Journal, and the New York Times with a goal of acquiring 90% of those titles.
 - Purchase additional copies of material with more than three holds.
 - Create a chart tracking this data.
5. Smart disposal of surplus library materials.
 - Select a vendor for resale of library materials online.
 - Sell a minimum of 26 items in FY20.

Future Considerations

1. Long-term goals of the department:
 - To streamline processes through the use of technology.
 - To more efficiently use the space to maintain a vibrant collection.
 - Locate part of collection, or access to it, at another location, such as the airport.
2. Looming budgetary concerns:
 - Loss of supplemental funding from the State of Alaska and federal grants through the Alaska State Library.
3. Future capital needs:
 - Camera System Migration.
 - Convert to RFID technology including self-sorting capability.
 - Replace carts in the children’s room with shelving that is earthquake friendly.
4. Future staffing changes:
 - Dependent on examining the existing job descriptions and re-structuring.
 - Dependent on examining hours of work with the most efficient way to deliver service.
 - RFID technology may result in a reduction of staffing levels.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Library

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 419,501	\$ 403,521	\$ 405,606	\$ 405,606	\$ 407,150	\$ 1,544	0.38%
0200	Overtime	-	123	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,240	4,036	14,471	14,471	12,672	(1,799)	(12.43%)
0400	Medicare	6,008	5,655	6,091	6,091	6,088	(3)	(0.05%)
0450	Social Security	1,938	1,701	2,576	2,576	2,611	35	1.36%
0500	PERS	85,368	82,524	80,141	80,141	80,352	211	0.26%
0600	Unemployment Insurance	1,982	422	2,101	2,101	2,100	(1)	(0.05%)
0700	Workers Compensation	1,507	1,329	1,243	1,243	1,304	61	4.91%
0800	Health & Life Insurance	125,641	102,342	130,202	130,202	147,648	17,446	13.40%
0900	Supplemental Retirement	11,132	9,423	9,929	9,929	10,006	77	0.78%
	Total Salaries & Benefits	\$ 666,317	\$ 611,076	\$ 652,360	\$ 652,360	\$ 669,931	\$ 17,571	2.69%
<u>Maintenance and Operations</u>								
2021	Office Supplies	5,569	5,150	6,000	6,000	5,600	(400)	(6.67%)
2022	Operating & Repair Supplies	4,087	5,005	6,000	6,000	5,200	(800)	(13.33%)
2024	Small Tools/Minor Equipment	7,679	13,820	8,820	8,820	10,000	1,180	13.38%
2026	Computer Software	2,839	3,256	3,200	3,200	6,000	2,800	87.50%
4531	Professional Services	460	1,691	1,600	1,600	1,400	(200)	(12.50%)
4532	Communications	5,171	4,177	6,405	6,405	5,405	(1,000)	(15.61%)
4533	Travel & Transportation	9,276	9,121	7,500	7,500	5,000	(2,500)	(33.33%)
4534	Advertising	657	1,497	2,000	2,000	2,000	-	-
4535	Printing & Binding	4,507	3,932	4,500	4,500	5,000	500	11.11%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	59,009	58,208	65,018	65,018	63,688	(1,330)	(2.05%)
4538	Repair & Maintenance	48,939	56,135	54,130	54,130	49,790	(4,340)	(8.02%)
4539	Rentals	7,332	7,135	7,500	7,500	7,270	(230)	(3.07%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	6,920	5,674	8,000	8,000	8,000	-	-
4666	Books	62,844	61,954	57,200	64,200	57,200	-	-
4667	Dues & Publications	1,226	1,219	1,300	1,300	1,300	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	169	34	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 226,684	\$ 238,008	\$ 239,673	\$ 246,673	\$ 233,353	\$ (6,320)	(2.64%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,012	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 1,012	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 893,001	\$ 850,096	\$ 892,033	\$ 899,033	\$ 903,284	\$ 11,251	1.26%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 40 - Library

2024 Small Tools/Minor Equipment. Charge for (32) thirty -two computers and miscellaneous other items.

2026 Computer Software. Upgrade existing camera software.

4533 Travel & Transportation. Continuing education for department staff.

4538 Repair & Maintenance. Maintenance agreements for department specific systems, facility janitorial, and miscellaneous contracted repairs of books and equipment.

4666 Books. Purchase of books and materials for the Library's collection.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: 45 – Parks, Recreation & Beautification**

Mission

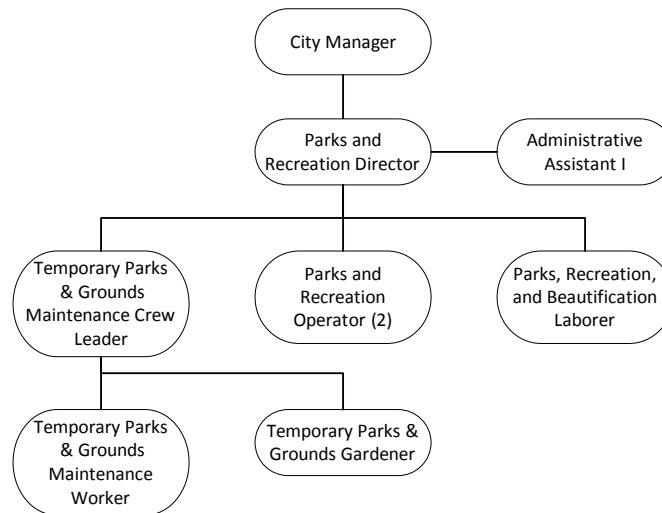
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

Functions & Responsibilities

The Kenai Parks, Recreation & Beautification Department (KPRB) is responsible for the management and maintenance of the City’s parks, beautification, recreation, trails, natural areas, and open spaces. The City’s park and open space system encompasses 231 acres that include 80 acres park property, 38 acres sports fields, 64 acres open space/natural areas, and two cemeteries. Amenities include nine parks, eight baseball/softball fields, four soccer fields and six pedestrian trails (4.0 miles). Additionally, KPRB provides horticultural and turf maintenance to a variety of City facilities and public right-of-ways, totaling 46 acres. General maintenance, natural resource protection and construction tasks include horticulture operations, turf maintenance, cemetery maintenance, irrigation, forestry services, trail maintenance, trash/debris pick-up and removal, graffiti removal, facility maintenance, snow removal, trail grooming, safety inspections and equipment maintenance.

KPRB enhances the quality of life by providing safe and healthy recreation opportunities for children and adults. The recreation system includes the recreation center, ice rink and Nordic trail system (3.2 miles). Additional recreation services are provided through a partnering agreement with the Boys and Girls Club of the Kenai Peninsula for the management of the Kenai Recreation Center and through a variety of other activities coordinated by the department through collaborative community outreach efforts.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.96	17	.96	17	.96	17	.96	17	.96	17	.96	17
Administrative Assistant I	.21	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	1.92	9	1.92	9	1.92	9	1.98	9	1.98	9	1.98	9

Laborer	.94	2.4	.94	2.4	.94	2.4	.97	2.4				
Temporary Crew Leader	.38	2.3	.38	2.3	.38	2.3	.33	2.3	.33	2.3	.33	2.3
Temporary Worker	3.21	2.1	3.21	2.1	3.21	2.1	2.46	2.1	2.46	2.1	2.46	2.1
Temporary Gardener	.29	2.2	.29	2.2	.29	2.2	.29	2.2	.29	2.2	.29	2.2

Average Overtime Per Position (hrs)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant I	4	6	0	10	10	10
Operator	46	71	50	20	20	20
Laborer	4.0	7	5	5		
Temporary Crew Leader	1	10	0	0	0	0
Temporary Worker	72	20.0	0	0	0	0
Temporary Gardener	0	0	0	0	0	0

Performance Measures

	FY2016	FY2017	FY2018	FY2019*
Total Recreation Center Visits	59,963	60,446	68,400	54,469
Total Teen Center Visits	n/a	n/a	4,348	2,172
Total Turf Acreage Maintained	99	99.75	100.25	100.25
Total Program-based Activities (sponsored & co-sponsored)	2	2	3	5
Total Pedestrian Trails (miles)	4	4	5.5	5.9
Total Shelter Reservations	26	43	41	27
Ice Reservations (hours)	531.25	520.75	586.50	598.75

*Projected figures

FY19 Department Goals Evaluation

- Continue to make Kenai an increasingly attractive place to live and play. Success measure: Number of shelter reservations and acreage mowed.
 - Use of the shelters within various park locations remain consistent. Through the practice of routine maintenance, the department effectively keeps the shelters in a state of good repair that offer a welcoming, affordable, and positive experience. Total acreage mowed is an indicator of the quality and physical appearance of public space throughout town, particularly park and public right-of-way areas.
- Provide important trail connectivity and alternate transportation corridors. Evaluate by measuring total miles of trails maintained.
 - Added 1.5 miles trails by designating Lawton Dr. Extension as a multi-use trail; added signage and upgraded gates. This corridor provides access from town to Beaver Loop Road, adjoining with the Unity Trail.
- Continue enhancing recreation facilities and offering diverse services that promote health, wellness and social connectivity in the community. Evaluate recreation facility utilization based on number of visits (recreation center) and hours ice reserved (ice rink).

- Visitation rates overall are currently projected to be down. Further investigation will need to be conducted if numbers remain substantially low. Total number of hours reserved at the Kenai Multi-purpose Facility is up as a result picking up additional hours during the Peninsula Winter Games Tournament.

FY20 Department Goals

1. Increase the City's trail system in support of City of Kenai Comprehensive Plan Goal 1 – Promote and encourage quality of life in Kenai and Goal 6 – Ensure that Kenai has excellent parks and recreational facilities and opportunities.
 - Construct .40 miles within in Municipal Park in FY20.
 - Evaluate through assessing number miles trails constructed.
2. Increase the City's urban forest (tree canopy) in support of City of Kenai Comprehensive Plan Goal 8 – Protect and enhance the natural resources and environment of the community.
 - Plant seven trees in FY20.
 - Evaluate through assessing number of trees planted.
3. Construct an off-leash dog park in support of City of Kenai Comprehensive Plan Goal 1 – Promote and encourage quality of life in Kenai and Goal 6 – Ensure that Kenai has excellent parks and recreational facilities and opportunities.
 - Evaluate through periodically assessing progress and eventual completion.
 - Work collaboratively and provide support to the Kenai dog park volunteer group.
 - Facilitate and provide advice on best practices.

Future Considerations

Playground Replacement: Kenai has aging playgrounds within the park system that need to be evaluated for removal or replacement.

Recreation Programming: With consideration given to limited department resources, the department will continually evaluate and work collaboratively with stakeholders to improve and provide program-based activities.

Kenai Multi-purpose Facility: The EPA is phasing out R22 refrigerant and steps need to be taken to acquire inventory annually. An eventual refrigeration conversion or replacement will need to be considered possibly in 5 to 10 years.

Kenai Recreation Center: This facility is approaching 40 years of age and the City will need to continue improving and keeping the facility in excellent condition. Consideration should be given to renovating the gymnasium floor (FY21), painting interior of the building, resurfacing the teen center floors, repairing roof leaks, and replacing the gymnasium score clock and bleacher system.

Turf Mowing Equipment: The parks and recreation mowing fleet is aging and steps will need to be taken toward annual replacements, beginning FY20. The primary concern is the increased repair and maintenance costs per unit and downtime.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Parks, Recreation & Beautification

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 285,017	\$ 299,322	\$ 327,396	\$ 327,396	\$ 320,643	\$ (6,753)	(2.06%)
0200	Overtime	2,361	3,189	1,240	1,240	1,287	47	3.79%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	12,206	9,332	8,010	8,010	9,409	1,399	17.47%
0400	Medicare	4,117	4,396	4,882	4,882	4,805	(77)	(1.58%)
0450	Social Security	3,595	4,757	4,882	4,882	3,998	(884)	(18.11%)
0500	PERS	52,913	50,463	54,978	54,978	56,637	1,659	3.02%
0600	Unemployment Insurance	1,358	3,006	1,682	1,682	1,657	(25)	(1.49%)
0700	Workers Compensation	9,618	9,626	9,938	9,938	10,117	179	1.80%
0800	Health & Life Insurance	77,669	55,298	88,258	88,258	100,082	11,824	13.40%
0900	Supplemental Retirement	5,341	4,993	6,436	6,436	6,475	39	0.61%
	Total Salaries & Benefits	\$ 454,195	\$ 444,382	\$ 507,702	\$ 507,702	\$ 515,110	\$ 7,408	1.46%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	81,401	87,895	83,850	88,850	79,150	(4,700)	(5.61%)
2024	Small Tools/Minor Equipment	13,496	20,028	20,140	20,140	10,890	(9,250)	(45.93%)
2026	Computer Software	983	852	1,080	1,080	1,080	-	-
4531	Professional Services	187,705	186,715	175,000	210,996	175,000	-	-
4532	Communications	9,283	7,946	10,029	10,029	9,579	(450)	(4.49%)
4533	Travel & Transportation	679	1,167	1,000	1,000	1,000	-	-
4534	Advertising	534	436	500	500	500	-	-
4535	Printing & Binding	1,240	1,300	3,000	3,000	3,200	200	6.67%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	220,798	211,627	247,832	247,832	251,706	3,874	1.56%
4538	Repair & Maintenance	10,789	27,121	24,500	24,500	22,000	(2,500)	(10.20%)
4539	Rentals	15,566	15,884	18,500	18,500	18,500	-	-
4540	Equip. Fund Pmts.	5,254	8,853	5,254	5,254	5,120	(134)	(2.55%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	170	60	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,033	1,012	1,500	1,500	2,115	615	41.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 548,931	\$ 570,896	\$ 592,715	\$ 633,711	\$ 580,370	\$ (12,345)	(2.08%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	5,825	-	-	-	-	-
8064	Machinery & Equipment	6,582	6,865	6,750	6,750	6,000	(750)	(11.11%)
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ 6,582	\$ 12,690	\$ 6,750	\$ 6,750	\$ 6,000	\$ (750)	(11.11%)
	Manager Total:	\$ 1,009,708	\$ 1,027,968	\$ 1,107,167	\$ 1,148,163	\$ 1,101,480	\$ (5,687)	(0.51%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 45 - Parks, Recreation & Beautification

2022 Operating & Repair Supplies. General department supplies including flowers, fertilizer, lime, herbicides, soils, fuel, janitorial supplies, and etc.

2024 Small Tools/Minor Equipment. Charge for (4) four computers, winter and summer pole decorations, and miscellaneous other items.

4531 Professional Services. Facility management agreement for Kenai Recreation Center and ice maintenance services at the Kenai Multipurpose Facility.

8064 Machinery & Equipment. Treadmill replacement.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 001 – General Fund
Department: Boating Facility**

Mission

The City Boating Facility (Dock) is dedicated to providing a safe facility for commercial and public access to the Upper Cook Inlet and Kenai River.

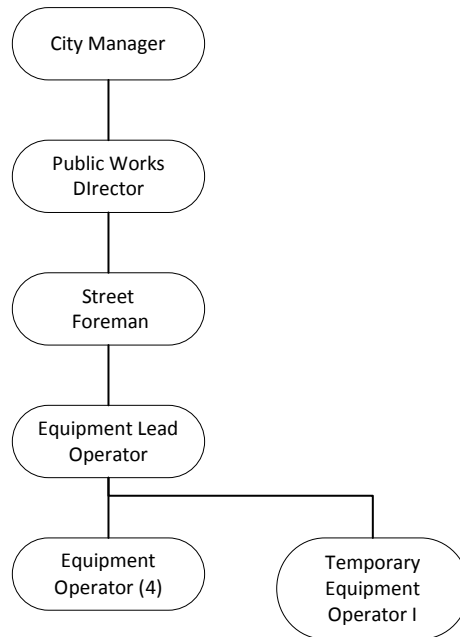
Functions & Responsibilities

The installation and removal of the City Dock facilities, including excavation of silt buildup on ramps, the installation of 31 floats and seasonal pilings are overseen and managed by the Streets division of the Public Works Department. Oversight of the maintenance of cranes and fuel dispenser is important, as well as the monitoring of the fuel containment area.

The operation, maintenance and repair of the facility include the dock, three cranes, fueling facilities, restrooms, and a boat launch ramp and floats. Additionally, Staff monitors the boat ramp, parking lot, fee shack, access roads, restrooms and trash dumpsters.

The Public Works Director is responsible for the administration of the Kenai Boating Facility lease with private enterprises for fuel sales, parking lot utilization, and crane operations.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Streets Foreman	.07	16	.04	16	.06	16	.04	16	.04	16	.04	16
Lead Operator	.04	14	.04	14	.06	14	.04	14	.04	14	.04	14
Operator	.18	11	.16	11	.23	11	.19	11	.19	11	.19	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	FY18 Actual	Requested FY19	Requested FY20	Projected FY21
Streets Foreman	14	55	4	44	0	0
Lead Operator	4	0	4	10	0	0
Operator	10	21	12	20	0	0

Performance Measures

	2015	2016	2017	2018	2019*
Boating Facility Open	-	-	-	05/1/18	4/20/19
Boating Facility Closed	-	-	-	11/6/18	10/1/19
Number of inspections of the fuel containment area	-	-	-	12	12
Number of Days to dredge out Ramps	-	-	-	3	3

**Projected figures*

FY19 Department Goals Evaluation

1. Open Facility by May 1 and close by October 1 annually.
 - The facility was able to remain open until November 6 at the request of several members of the community.
2. Create daily, weekly and annual report logs of work hours, equipment used and materials excavated.
 - Completed successfully.
3. Perform weekly inspection and documentation of the fuel containment area.
 - Fuel dispensing was not open this season, equipment was winterized
4. Implementation of safety practices/procedures to promote accident/injury prevention.
 - Completed successfully.
5. Participate in Spill Response Training.
 - Training was not completed / scheduled.

FY20 Department Goals

1. Provide for a tenant to operate the Facility under a lease and operating agreement for the season in support of Goal 4 of the City of Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai.
2. Complete repairs to dock from the November 30, 2018 earthquake, as well as complete the Cathodic Protection Capital Project in support of Goal 4 of the Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.
3. Open Facility by May 1 and remain open as long as weather allows in the fall in support of Goal 4 in the City of Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai.
4. Create daily, weekly and annual report logs of work hours, equipment used and materials excavated in support of Goal 4 in the City of Kenai Comprehensive Plan to provide

adequate public improvements and services in Kenai by keeping work logs to evaluate potential efficiencies and needs.

5. Perform weekly inspection and documentation of the fuel containment area in support of Goal 8 of the City of Comprehensive Plan to protect and enhance the natural resources and environment to avoid or minimize spills.
6. Implementation of safety practices/procedures to promote accident/injury prevention. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting and encouraging Quality of Life.
7. Participate in Spill Response Training in support of Goal 8 of the City of Comprehensive Plan to protect and enhance the natural resources and environment to avoid or minimize spills.

Future Considerations

1. Dock Lighting upgraded to LEDs.
2. Installation of a fall protection / railing system near the cranes.
3. Bringing in additional gravel for parking lot / striping.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: Boating Facility

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 16,578	\$ 19,558	\$ 18,181	\$ 18,181	\$ 18,371	\$ 190	1.05%
0200	Overtime	89	484	3,965	3,965	-	(3,965)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	249	81	678	678	615	(63)	(9.29%)
0400	Medicare	235	282	331	331	275	(56)	(16.92%)
0450	Social Security	33	16	-	-	-	-	-
0500	PERS	2,691	2,752	4,872	4,872	4,041	(831)	(17.06%)
0600	Unemployment Insurance	79	16	116	116	96	(20)	(17.24%)
0700	Workers Compensation	633	813	810	810	750	(60)	(7.41%)
0800	Health & Life Insurance	8,078	5,251	5,566	5,566	6,328	762	13.69%
0900	Supplemental Retirement	468	589	383	383	393	10	2.61%
	Total Salaries & Benefits	\$ 29,133	\$ 29,842	\$ 34,902	\$ 34,902	\$ 30,869	\$ (4,033)	(11.56%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	5,825	7,569	7,500	7,500	6,350	(1,150)	(15.33%)
2024	Small Tools/Minor Equipment	531	1,278	1,000	1,000	800	(200)	(20.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	3,830	6,479	2,902	6,700	221	3.41%
4532	Communications	84	379	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	607	334	300	300	500	200	66.67%
4535	Printing & Binding	-	3	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	11,645	13,670	15,772	15,772	12,497	(3,275)	(20.76%)
4538	Repair & Maintenance	1,287	5,823	3,500	3,500	3,500	-	-
4539	Rentals	3,403	3,759	4,180	4,180	4,200	20	0.48%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	150	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	30	1,000	1,000	500	(500)	(50.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 23,532	\$ 36,825	\$ 39,881	\$ 36,304	\$ 35,197	\$ (4,684)	(11.74%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 52,665	\$ 66,667	\$ 74,783	\$ 71,206	\$ 66,066	\$ (8,717)	(11.66%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 001 - General Fund
Department: 60 - Boating Facility

2022 Operating & Repair Supplies. General department supplies including signage, fuel, oils & greases, and cleaning supplies.

4538 Rentals. Rental of specialty equipment for installation and removal of floating docks and garbage dumpster.

4531 Professional Services. Inspection and certification testing for fueling system, cranes, and cathodic protection system.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Budget Projection
Fund: 009 - Congregate Housing Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
PERS Grant	\$ 1,780	\$ 1,153	\$ 1,866	\$ 1,866	\$ 2,865
Rents and Leases	386,613	394,618	390,515	390,515	406,145
Interest on Investments	1,822	2,558	4,000	4,000	4,000
Miscellaneous	95	(300)	-	-	-
Total Revenues	<u>390,310</u>	<u>398,029</u>	<u>396,381</u>	<u>396,381</u>	<u>413,010</u>
Expenses	<u>498,181</u>	<u>475,300</u>	<u>503,144</u>	<u>503,144</u>	<u>496,568</u>
Net Income (loss)	(107,871)	(77,271)	(106,763)	(106,763)	(83,558)
Beginning Retained Earnings	474,257	506,832	539,893	570,007	482,690
Capital Asset Acquisitions	-	-	(121,000)	(121,000)	-
Allocated to Capital Projects	-	-	-	-	-
Credit for Depreciation	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>	<u>140,446</u>
Available Retained Earnings	<u>\$ 506,832</u>	<u>\$ 570,007</u>	<u>\$ 452,576</u>	<u>\$ 482,690</u>	<u>\$ 539,578</u>

Performance Measures

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2019*
Occupancy Rate	100%	100%	100%	100%	100%	100%
Units at Market Rate Rents	<i>No Data</i>	20%	38%	53%	85%	95%

**Projected figures*

FY19 Department Goals Evaluation

1. Revise the Lease Agreement and House Rules regarding tenant responsibilities.
 - Goal in process.
2. Create a Rental Application specific only to Vintage Pointe Manor. Streamline the waiting list and update the process in which those on the list are notified and their information kept current.
 - Goal in process.
3. Develop a survey system with current tenants, seeking out their level of satisfaction, suggestions or ideas they may have in cost saving measures of maintaining the apartment building.
 - Goal achieved. Returned surveys were overwhelming positive.
4. Repairs and preventative maintenance are done on a timely basis and accounted for monthly.
 - Goal achieved. Repairs and maintenance continue to be performed in a timely manner.

FY20 Department Goals

The following goals support the City of Kenai Comprehensive Plan Goal 1: Promote and encourage quality of life in Kenai:

1. Replace aging furniture throughout the building as funds are available.
2. Encourage tenants to remain vigilant with regards to energy efficiency within their units and commons areas.
3. Prepare a schedule for updating cabinets and countertops.

Future Considerations

Vintage Pointe Manor is now 27 years old. The building has been very well cared for and maintained, but kitchen and bathroom cabinetry, original wallpaper and aging furniture in the commons areas will need to be scheduled for updates and replacement. There is a continued demand for two bedroom apartments. Seniors who move into Vintage Pointe often wait one to three years for a larger or two bedroom unit to open up. Market rate rents were established and set by the Consumer Price Index (CPI) in July 2013 for new rental contracts. Rental contracts signed before June 30, 2013 were increased each year toward market rates. Each apartment at market rate is raised or lowered each year based on the CPI.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Congregate Housing Fund
Department: 62 - Congregate Housing

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 35,902	\$ 36,520	\$ 33,857	\$ 33,857	\$ 43,692	\$ 9,835	29.05%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	848	479	1,205	1,205	1,839	634	52.61%
0400	Medicare	515	509	509	509	660	151	29.67%
0450	Social Security	25	10	25	25	26	1	4.00%
0500	PERS	8,963	13,286	9,224	9,224	12,385	3,161	34.27%
0600	Unemployment Insurance	170	34	176	176	227	51	28.98%
0700	Workers Compensation	125	119	104	104	141	37	35.58%
0800	Health & Life Insurance	8,970	7,666	10,016	10,016	13,629	3,613	36.07%
0900	Supplemental Retirement	518	666	750	750	900	150	20.00%
	Total Salaries & Benefits	\$ 56,036	\$ 59,289	\$ 55,866	\$ 55,866	\$ 73,499	\$ 17,633	31.56%
<u>Maintenance and Operations</u>								
2021	Office Supplies	182	123	250	250	250	-	-
2022	Operating & Repair Supplies	2,648	3,700	4,878	4,878	2,278	(2,600)	(53.30%)
2024	Small Tools/Minor Equipment	13,343	7,124	15,150	15,150	8,960	(6,190)	(40.86%)
2026	Computer Software	190	162	210	210	210	-	-
4531	Professional Services	69,463	48,170	74,760	74,760	79,260	4,500	6.02%
4532	Communications	2,265	2,296	2,282	2,282	2,402	120	5.26%
4533	Travel & Transportation	71	14	-	-	-	-	-
4534	Advertising	-	97	500	500	250	(250)	(50.00%)
4535	Printing & Binding	-	111	334	334	400	66	19.76%
4536	Insurance	15,009	10,963	15,538	15,538	17,241	1,703	10.96%
4537	Utilities	84,220	82,799	99,880	99,880	93,602	(6,278)	(6.29%)
4538	Repair & Maintenance	52,427	67,932	49,600	49,600	40,420	(9,180)	(18.51%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	191	150	150	150	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	140,446	137,865	140,446	140,446	140,446	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 380,264	\$ 361,547	\$ 403,978	\$ 403,978	\$ 385,869	\$ (18,109)	(4.48%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	39,000	37,270	164,300	164,300	37,200	(127,100)	(77.36%)
	Total Capital Outlay and Transfers	\$ 39,000	\$ 37,270	\$ 164,300	\$ 164,300	\$ 37,200	\$ (127,100)	(77.36%)
	Department Total:	\$ 475,300	\$ 458,106	\$ 624,144	\$ 624,144	\$ 496,568	\$ (127,576)	(20.44%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 009 - Congregate Housing Fund
Department: 62 - Congregate Housing**

2022 Operating & Repair Supplies. Outdoor plants, Chip bark and fertilizer.

4531 Professional Services. Facility management services, snow removal and sanding of parking area, and landscaping. AED warranty & maintenance. Vintage Pointe 5 year market study.

2024 Small Tools/Minor Equipment. For the purchase of 2 washer/dryer stack combs, 3 stoves, 2 refrigerators, 3 garbage disposals, first aid kit & refills and computer replacement.

9090 Transfers Out. Central administrative charges from General Fund, \$37,200.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Budget Projection
Fund: 006 - Personal Use Fishery Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
PERS Grant	\$ 2,688	\$ 1,546	\$ 4,169	\$ 4,169	\$ 4,637
Usage Fees					
Beach Parking	182,853	174,613	175,000	118,307	146,460
Beach Camping	238,752	210,269	225,000	129,938	170,100
Dock Launch & Park	128,109	111,528	115,000	91,608	101,600
Dock Parking Only	14,807	12,010	15,000	9,547	10,800
Participant Drop-off Fee	<u>10,717</u>	<u>7,481</u>	<u>8,000</u>	<u>5,943</u>	<u>6,715</u>
Total Usage Fees	575,238	515,901	538,000	355,343	435,675
Miscellaneous Revenues					
Investment earnings	671	1,522	750	750	750
Other	<u>(3,680)</u>	<u>674</u>	<u>(1,500)</u>	<u>(3,100)</u>	<u>(3,500)</u>
Total Miscellaneous Revenues	<u>(3,009)</u>	<u>2,196</u>	<u>(750)</u>	<u>(2,350)</u>	<u>(2,750)</u>
Total Revenue	<u>574,917</u>	<u>519,643</u>	<u>541,419</u>	<u>357,162</u>	<u>437,562</u>
Expenditures					
Public Safety	116,875	114,542	96,686	96,686	88,051
Streets	53,068	32,938	61,066	61,066	55,235
Boating Facility	72,668	56,380	72,137	72,137	64,161
Parks, Recreation & Beautification	<u>268,686</u>	<u>225,445</u>	<u>275,224</u>	<u>278,712</u>	<u>241,588</u>
Total Expenditures	511,297	429,305	505,113	508,601	449,035
Transfers - General Fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Expenditures & Transfers	<u>511,297</u>	<u>429,305</u>	<u>555,113</u>	<u>558,601</u>	<u>499,035</u>
Contribution To/(From) Fund Balance:	63,620	90,338	(13,694)	(201,439)	(61,473)
Projected Lapse	<u>-</u>	<u>-</u>	<u>21,151</u>	<u>77,167</u>	<u>18,722</u>
Adjusted (Deficit)/Surplus	63,620	90,338	7,457	(124,272)	(42,751)
Beginning Fund Balance	<u>139,936</u>	<u>203,556</u>	<u>209,896</u>	<u>293,894</u>	<u>169,622</u>
Ending Fund Balance	<u>\$ 203,556</u>	<u>\$ 293,894</u>	<u>\$ 217,353</u>	<u>\$ 169,622</u>	<u>\$ 126,871</u>

City of Kenai
Fiscal Year 2020 Operating Budget
Fund 006 – Personal Use Fishery Fund

Mission

Provide a safe, positive, and inviting environment for residents, visitors, and businesses during the Kenai River Personal Use Fishery.

Functions and Responsibilities

The personal use (PU) fishery fund is comprised of four separate budgets, PU Public Safety, PU Streets, PU Dock, and PU Recreation:

PU Public Safety provides additional Police protection with five Temporary Enforcement Officers. The Police Department provides traffic control, issues parking citations, manages cash transfers, and provides all other law enforcement needs. Communications provides dispatch services for Police and Fire departments. The Fire Department provides Fire and EMS services, as well as patrolling the river no wake zone in the City's fire boat.

PU Streets is responsible for maintaining the road and parking lots associated with the fishery. They also provide the installation of street signs, placement of traffic control barriers, and transportation of the temporary fee shacks.

PU Dock is responsible for managing the City Boating Facility for the duration of the PU fishery. This includes maintenance of the facilities, traffic control in the parking area, placement of no wake zone buoys, and active management of the boat launch ramps.

PU Recreation is responsible for the operation of the North and South Beaches, the Little League parking area, and Softball field overflow parking. Duties include servicing of permanent restrooms and outhouses, staffing of fee shacks, beach cleaning, staffing of parking lot rovers, and any other tasks that are not performed by another department.

Facilities

City Boating Facility (Dock): The dock is comprised of four boat launch ramps, a gravel parking area, permanent restrooms with running water, a commercial pier with fuel service, and a permanent fee shack. Temporary outhouses and dumpsters are also provided in the parking area.

North Beach: The North Beach is comprised of a large gravel parking lot, 4 permanent outhouses, and approximately 1 mile of beach access to the fishery. Additional parking is available at the little league park which also includes 2 temporary fee shacks in the roadway. Temporary outhouses and dumpsters are also provided throughout the North Beach.

South Beach: The South Beach is comprised of a road that leads to the beach and includes 2 temporary fee shacks. Access to the fishery is via the beach, with a large sand parking and camping area $\frac{3}{4}$ of a mile from the road. Temporary outhouses and dumpsters are provided in the parking area.

Overflow Parking: Overflow parking is provided at the Kenai Softball Fields. A large gravel parking lot is provided with permanent running water restrooms. This site is also adjacent to the Green Strip which includes picnic shelters, playground equipment, and additional running water restrooms.

Staffing

PU Public Safety

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Enforcement Officer	.65	3	.65	3	.65	3	.56	3	.56	3	.56	3

PU Streets

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.04	16	.04	16	.04	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.02	14	.02	14	.02	14	.04	14	.04	14	.04	14
Equipment Operator	.10	11	.10	11	.10	11	.12	11	.12	11	.12	11

PU Dock

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.02	16	.02	16	.02	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.04	14	.04	14	.04	14	.03	14	.03	14	.03	14
Equipment Operator	.15	11	.15	11	.15	11	.10	11	.10	11	.10	11
Dock Worker	.35	3	.35	3	.32	3	.33	3	.33	3	.33	3

PU Parks, Recreation & Beautification

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.04	17	.04	17	.04	17	.04	17	.04	17	.04	17
Administrative Assistant I	.50	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	.08	9	.08	9	.08	9	.02	9	.08	.08	0.08	9
Laborer	.06	2.4	.06	2.4	.06	2.4	.03	2.4	.06	2.4	.06	2.4
Temporary Crew Leader	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3
Temporary Worker	.80	2.1	.80	2.1	.73	2.1	.52	2.1	.52	2.1	.52	2.1
Information Technology Intern	0	2.4	0	2.4	0	2.4	.06	2.4	.06	2.4	.06	2.4

Performance Measures

	2014	2015	2016	2017	2018	2019*
Total Transactions	22,542	24,878	22,338	20,068	22,450	24,000
Dipnet Kenai page views	-	-	-	317,273	400,000	450,000
Traffic Control Calls ¹	-	-	-	-	-	-
Vendor Days ²	-	-	-	-	63	70
Advertisers ³	-	-	-	5	10	15

*Projected figures

¹ Track each time that Police are required for traffic control due to traffic backing up onto Spur Highway, Bridge Access Rd, or Cannery Rd.

² A cumulative total of how many vendors are present at noon of each day.

³ The number of businesses that advertise either on the Dipnet Kenai App or on the permit hangers.

FY19 Department Goals Evaluation

1. Provide adequate staffing in fee shacks to minimize wait times and prevent congestion. Evaluate by tracking the number of times that transactions per hour exceed 44, and the number of times police are required for traffic control due to extended wait times.
 - Police were not required to assist with traffic control at all this season
2. Install permanent utilities on South Spruce St. for the fee shacks, and permanently widen the road to accommodate 2 fee shacks. Complete this work prior to the 2018 season.
 - This project is scheduled for Spring 2019 completion
3. Provide a consistent vendor presence with a variety of services offered. Evaluate by tracking vendors each day during the fishery.
 - A designated area for vendors with easier access was identified and a simple proposal process to provide consistency and exclusivity was developed to accomplish this goal. Two attempts were made to solicit proposals and no proposals were received. No vendors operated during 2018. It was determined the fishery was not a lucrative enough opportunity to attract vendors to operate consistently.
4. Increase use of the Dipnet Kenai app with additional advertising and continued software improvements. Evaluate by tracking the number of page views.
 - Overall usage was down due to lack of participation in the Fishery.
5. Improve conditions for vendors. Evaluate by conducting surveys before and after the season. Create a plan for future improvements prior to the 2018 season.
 - A survey conducted before the season indicated that a specific vendor area, exclusivity, easier access, on-site electric, and a dumping/refilling site would improve the venue for vendors. With the knowledge gained from goal #3, that the fishery is not lucrative enough an opportunity to attract vendors to operate consistently, future improvements have been put on hold.

FY20 Department Goals

1. Provide adequate staffing in fee shacks to minimize wait times and prevent congestion. Evaluate by tracking the number of times that transactions per hour exceed 44, and the number of times police are required for traffic control due to extended wait times. This supports Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to provide efficient public service during Dipnetting.
2. Provide a consistent vendor presence with a variety of services offered. Evaluate by tracking vendors each day during the fishery. This supports Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to collaborate with vendors to provide the services needed during the Personal Use Fishery Season.
3. Increase use of the Dipnet Kenai app with additional advertising and continued software improvements. Evaluate by tracking the number of page views. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting Quality of Life by reducing paper clutter and better record keeping.
4. Improve conditions for vendors. Evaluate by conducting surveys before and after the season. Create a plan for future improvements prior to the next season. This supports Goal 1 of promoting Quality of Life and Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to develop sustainable improvements and services during Personal Use Fishery Season.

Future Considerations

It has been mentioned multiple times by participants in the fishery that the City of Kenai should have an accessible campground facility for public use.

City of Kenai
Fiscal Year 2020 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 99,894	\$ 87,106	\$ 107,367	\$ 107,367	\$ 104,588	\$ (2,779)	(2.59%)
0200	Overtime	41,266	43,985	64,207	64,207	56,693	(7,514)	(11.70%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	434	349	1,072	1,072	846	(226)	(21.08%)
0400	Medicare	2,011	1,902	2,503	2,503	2,351	(152)	(6.07%)
0450	Social Security	5,681	5,575	6,640	6,640	5,658	(982)	(14.79%)
0500	PERS	8,399	10,389	20,611	20,611	20,042	(569)	(2.76%)
0600	Unemployment Insurance	666	133	861	861	810	(51)	(5.92%)
0700	Workers Compensation	4,261	4,049	4,409	4,409	4,302	(107)	(2.43%)
0800	Health & Life Insurance	18,854	11,094	18,810	18,810	19,656	846	4.50%
0900	Supplemental Retirement	1,398	877	1,372	1,372	1,285	(87)	(6.34%)
	Total Salaries & Benefits	\$ 182,864	\$ 165,459	\$ 227,852	\$ 227,852	\$ 216,231	\$ (11,621)	(5.10%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	950	950	-
2022	Operating & Repair Supplies	3,845	13,194	16,650	16,650	9,500	(7,150)	(42.94%)
2024	Small Tools/Minor Equipment	8,476	17,547	9,000	9,000	500	(8,500)	(94.44%)
2026	Computer Software	623	437	-	-	-	-	-
4531	Professional Services	8,560	5,828	3,500	5,168	3,500	-	-
4532	Communications	1,415	1,443	1,625	1,625	1,625	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	459	239	250	250	-	(250)	(100.00%)
4535	Printing & Binding	889	4,964	7,700	9,520	5,000	(2,700)	(35.06%)
4536	Insurance	1,794	1,569	4,291	4,291	3,883	(408)	(9.51%)
4537	Utilities	949	962	1,287	1,287	371	(916)	(71.17%)
4538	Repair & Maintenance	495	354	-	-	-	-	-
4539	Rentals	102,416	120,274	125,365	125,365	118,475	(6,890)	(5.50%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,020	6,208	5,000	5,000	2,000	(3,000)	(60.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 133,941	\$ 173,019	\$ 174,668	\$ 178,156	\$ 145,804	\$ (28,864)	(16.53%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	66	-	-	-	-	-
9090	Transfers	112,500	124,390	152,593	152,593	137,000	(15,593)	(10.22%)
	Total Capital Outlay and Transfers	\$ 112,500	\$ 131,644	\$ 152,593	\$ 152,593	\$ 137,000	\$ (15,593)	(10.22%)
	Department Total:	\$ 429,305	\$ 470,122	\$ 555,113	\$ 558,601	\$ 499,035	\$ (56,078)	(10.10%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: Public Safety

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 19,100	\$ 22,479	\$ 20,747	\$ 20,747	\$ 21,167	\$ 420	2.02%
0200	Overtime	8,287	6,418	10,195	10,195	10,401	206	2.02%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	397	419	449	449	458	9	2.00%
0450	Social Security	1,698	1,792	1,918	1,918	1,957	39	2.03%
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	129	26	155	155	158	3	1.94%
0700	Workers Compensation	655	608	793	793	849	56	7.06%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ 30,266	\$ 31,742	\$ 34,257	\$ 34,257	\$ 34,990	\$ 733	2.14%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,200	5,942	6,500	6,500	-	(6,500)	(100.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	8,560	1,712	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	216	197	336	336	561	225	66.96%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 10,976	\$ 7,851	\$ 6,836	\$ 6,836	\$ 561	\$ (6,275)	(91.79%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	73,300	74,680	55,593	55,593	52,500	(3,093)	(5.56%)
	Total Capital Outlay and Transfers	\$ 73,300	\$ 74,680	\$ 55,593	\$ 55,593	\$ 52,500	\$ (3,093)	(5.56%)
	Department Total:	\$ 114,542	\$ 114,273	\$ 96,686	\$ 96,686	\$ 88,051	\$ (8,635)	(8.93%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: - 21 - Public Safety

4536 Insurance. General Liabilitaty and broker fee.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: Streets

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 12,018	\$ 9,139	\$ 12,545	\$ 12,545	\$ 10,242	\$ (2,303)	(18.36%)
0200	Overtime	167	1,101	5,573	5,573	5,670	97	1.74%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	59	42	462	462	340	(122)	(26.41%)
0400	Medicare	170	144	269	269	236	(33)	(12.27%)
0450	Social Security	18	4	-	-	-	-	-
0500	PERS	2,088	2,792	4,996	4,996	4,554	(442)	(8.85%)
0600	Unemployment Insurance	57	11	93	93	80	(13)	(13.98%)
0700	Workers Compensation	461	388	630	630	568	(62)	(9.84%)
0800	Health & Life Insurance	2,912	2,378	3,826	3,826	3,490	(336)	(8.78%)
0900	Supplemental Retirement	301	266	275	275	229	(46)	(16.73%)
	Total Salaries & Benefits	\$ 18,251	\$ 16,265	\$ 28,669	\$ 28,669	\$ 25,409	\$ (3,260)	(11.37%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	512	4,268	5,200	5,200	5,200	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	100	144	197	197	326	129	65.48%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	112	-	-	-	-	-
4539	Rentals	10,175	17,803	20,700	20,700	20,700	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 10,787	\$ 22,327	\$ 26,097	\$ 26,097	\$ 26,226	\$ 129	0.49%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	3,900	5,740	6,300	6,300	3,600	(2,700)	(42.86%)
	Total Capital Outlay and Transfers	\$ 3,900	\$ 5,740	\$ 6,300	\$ 6,300	\$ 3,600	\$ (2,700)	(42.86%)
	Department Total:	\$ 32,938	\$ 44,332	\$ 61,066	\$ 61,066	\$ 55,235	\$ (5,831)	(9.55%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: - 33 - Streets

2022 Operating & Repair Supplies. Departmental supplies including gravel, calcium chloride, signage and fuel.	9090 Transfers Out. Central administrative charges from General Fund.
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4539 Rentals. Rental of General Fund equipment to be used in preparation for and operations of the fishery.
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City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: Parks, Recreation & Beautification

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 47,328	\$ 32,056	\$ 51,712	\$ 51,712	\$ 52,886	\$ 1,174	2.27%
0200	Overtime	24,540	25,005	31,622	31,622	23,554	(8,068)	(25.51%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	289	255	227	227	239	12	5.29%
0400	Medicare	1,020	841	1,211	1,211	1,111	(100)	(8.26%)
0450	Social Security	2,845	2,810	2,966	2,966	2,558	(408)	(13.76%)
0500	PERS	4,039	2,845	9,791	9,791	10,068	277	2.83%
0600	Unemployment Insurance	340	68	417	417	384	(33)	(7.91%)
0700	Workers Compensation	2,021	1,816	1,700	1,700	1,613	(87)	(5.12%)
0800	Health & Life Insurance	12,185	4,424	11,898	11,898	13,494	1,596	13.41%
0900	Supplemental Retirement	864	259	886	886	887	1	0.11%
	Total Salaries & Benefits	\$ 95,471	\$ 70,379	\$ 112,430	\$ 112,430	\$ 106,794	\$ (5,636)	(5.01%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	950	950	-
2022	Operating & Repair Supplies	2,809	5,670	9,550	9,550	2,400	(7,150)	(74.87%)
2024	Small Tools/Minor Equipment	6,276	10,215	2,500	2,500	500	(2,000)	(80.00%)
2026	Computer Software	623	437	-	-	-	-	-
4531	Professional Services	-	4,044	3,500	5,168	3,500	-	-
4532	Communications	1,415	1,443	1,625	1,625	1,625	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	167	78	-	-	-	-	-
4535	Printing & Binding	889	4,361	7,200	9,020	5,000	(2,200)	(30.56%)
4536	Insurance	1,235	977	3,332	3,332	2,288	(1,044)	(31.33%)
4537	Utilities	949	962	1,287	1,287	371	(916)	(71.17%)
4538	Repair & Maintenance	495	99	-	-	-	-	-
4539	Rentals	83,996	90,258	97,600	97,600	91,260	(6,340)	(6.50%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,020	6,208	4,000	4,000	2,000	(2,000)	(50.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 102,874	\$ 124,752	\$ 130,594	\$ 134,082	\$ 109,894	\$ (20,700)	(15.85%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	66	-	-	-	-	-
9090	Transfers Out	27,100	34,650	82,200	82,200	74,900	(7,300)	(8.88%)
	Total Capital Outlay and Transfers	\$ 27,100	\$ 40,053	\$ 82,200	\$ 82,200	\$ 74,900	\$ (7,300)	(8.88%)
	Department Total:	\$ 225,445	\$ 235,184	\$ 325,224	\$ 328,712	\$ 291,588	\$ (33,636)	(10.34%)

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 006 - Personal Use Fishery Fund
Department: - 45 - Parks, Recreation & Beautification**

2022 Operating & Repair Supplies. For the purchase of signage, janitorial supplies, fuel and other supplies for operations of the fishery.

2024 Small Tools/Minor Equipment. Portable candlestick cones for fee shack operations.

4535 Printing & Binding. Door hangers and printing Dip Net brochures.

4539 Rentals. For the rental of portable toilets to supplement the onsite restrooms during peak season and rental of General Fund Equipment for preparation and operations of the fishery.

5041 Miscellaneous. Post fishery beach cleanup by Kenai Central High School Nordic Ski Team.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: Boating Facility

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 21,448	\$ 23,432	\$ 22,363	\$ 22,363	\$ 20,293	\$ (2,070)	(9.26%)
0200	Overtime	8,272	11,461	16,817	16,817	17,068	251	1.49%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	86	52	383	383	267	(116)	(30.29%)
0400	Medicare	424	498	574	574	546	(28)	(4.88%)
0450	Social Security	1,120	969	1,756	1,756	1,143	(613)	(34.91%)
0500	PERS	2,272	4,752	5,824	5,824	5,420	(404)	(6.94%)
0600	Unemployment Insurance	140	28	196	196	188	(8)	(4.08%)
0700	Workers Compensation	1,124	1,237	1,286	1,286	1,272	(14)	(1.09%)
0800	Health & Life Insurance	3,757	4,292	3,086	3,086	2,672	(414)	(13.42%)
0900	Supplemental Retirement	233	352	211	211	169	(42)	(19.91%)
	Total Salaries & Benefits	\$ 38,876	\$ 47,073	\$ 52,496	\$ 52,496	\$ 49,038	\$ (3,458)	(6.59%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	524	3,256	1,900	1,900	1,900	-	-
2024	Small Tools/Minor Equipment	-	1,390	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	72	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	292	161	250	250	-	(250)	(100.00%)
4535	Printing & Binding	-	603	500	500	-	(500)	(100.00%)
4536	Insurance	243	251	426	426	708	282	66.20%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	143	-	-	-	-	-
4539	Rentals	8,245	12,213	7,065	7,065	6,515	(550)	(7.78%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	1,000	1,000	-	(1,000)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 9,304	\$ 18,089	\$ 11,141	\$ 11,141	\$ 9,123	\$ (2,018)	(18.11%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	8,200	9,320	8,500	8,500	6,000	(2,500)	(29.41%)
	Total Capital Outlay and Transfers	\$ 8,200	\$ 11,171	\$ 8,500	\$ 8,500	\$ 6,000	\$ (2,500)	(29.41%)
	Department Total:	\$ 56,380	\$ 76,333	\$ 72,137	\$ 72,137	\$ 64,161	\$ (7,976)	(11.06%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: - 60 - Boating Facility

2022 Operating & Repair Supplies. For the purchase of signage, calcium chloride, fuel and other supplies for operations of the fishery.

9090 Transfers Out. Central administrative charges from General Fund.

4539 Rentals. For the rental of portable toilets to supplement the onsite restrooms during peak season, and rental of General Fund Equipment for preparation and operations of the fishery.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Budget Projection
Fund: 010 - Water and Sewer Fund**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
PERS Grant	\$ 23,142	\$ 17,347	\$ 33,668	\$ 33,668	\$ 41,989
Usage Fees					
Service Hook-up	2,205	2,608	3,927	2,945	3,063
Residential Water	791,580	830,102	832,279	839,251	872,821
Commercial Water	315,494	327,519	350,141	335,700	349,128
Residential Sewer	1,170,897	1,182,083	1,182,299	1,197,528	1,245,429
Commercial Sewer	445,805	453,930	494,807	466,251	484,901
Total Usage Fees	<u>2,725,981</u>	<u>2,796,242</u>	<u>2,863,453</u>	<u>2,841,675</u>	<u>2,955,342</u>
Miscellaneous Revenues					
Penalty and Interest	35,839	36,959	43,250	40,000	41,600
Interest Earnings	5,117	11,775	16,000	12,000	12,480
Other	4,361	24,775	3,000	3,000	(3,000)
Total Miscellaneous Revenues	<u>45,317</u>	<u>73,509</u>	<u>62,250</u>	<u>55,000</u>	<u>51,080</u>
Total Revenues	<u>2,794,440</u>	<u>2,887,098</u>	<u>2,959,371</u>	<u>2,930,343</u>	<u>3,048,411</u>
Expenditures					
Water Department	719,328	841,231	949,971	967,771	1,037,211
Sewer Department	723,136	456,195	499,384	499,384	594,826
Wastewater Treatment Plant Department	987,096	1,116,312	1,208,057	1,208,057	2,055,544
Total Expenditures	<u>2,429,560</u>	<u>2,413,738</u>	<u>2,657,412</u>	<u>2,675,212</u>	<u>3,687,581</u>
Contribution To/(From) Fund Balance:	364,880	473,360	301,959	255,131	(639,170)
Projected Lapse (6%)	-	-	136,903	137,971	162,305
Adjusted (Deficit)/Surplus			438,862	393,102	(476,865)
Beginning Fund Balance	<u>1,705,552</u>	<u>2,070,432</u>	<u>2,633,097</u>	<u>2,543,792</u>	<u>2,936,894</u>
Ending Fund Balance	<u>\$ 2,070,432</u>	<u>\$ 2,543,792</u>	<u>\$ 3,071,959</u>	<u>\$ 2,936,894</u>	<u>\$ 2,460,029</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Water Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 488,359	\$ 500,884	\$ 585,179	\$ 585,179	\$ 618,922	\$ 33,743	5.77%
0200	Overtime	17,933	24,165	18,202	18,202	18,614	412	2.26%
0250	Holiday Pay	12,180	11,755	-	-	-	-	-
0300	Leave	10,251	23,214	18,746	18,746	17,591	(1,155)	(6.16%)
0400	Medicare	7,605	7,973	9,020	9,020	9,625	605	6.71%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	133,208	198,624	166,413	166,413	182,463	16,050	9.64%
0600	Unemployment Insurance	2,445	489	3,109	3,109	3,276	167	5.37%
0700	Workers Compensation	14,586	12,735	14,419	14,419	15,841	1,422	9.86%
0800	Health & Life Insurance	139,038	104,052	161,055	161,055	182,635	21,580	13.40%
0900	Supplemental Retirement	10,293	10,273	12,129	12,129	12,135	6	0.05%
Total Salaries & Benefits		\$ 835,898	\$ 894,164	\$ 988,272	\$ 988,272	\$ 1,061,102	\$ 72,830	7.37%
<u>Maintenance and Operations</u>								
2021	Office Supplies	3,230	2,345	3,000	3,000	2,150	(850)	(28.33%)
2022	Operating & Repair Supplies	235,069	232,760	239,804	238,836	251,700	11,896	4.96%
2024	Small Tools/Minor Equipment	35,514	22,680	41,300	41,300	40,300	(1,000)	(2.42%)
2026	Computer Software	10,016	8,546	10,360	10,360	32,520	22,160	213.90%
4531	Professional Services	70,412	65,995	84,065	84,065	447,300	363,235	432.09%
4532	Communications	25,664	25,254	23,898	23,898	24,498	600	2.51%
4533	Travel & Transportation	7,376	6,233	6,500	6,500	8,500	2,000	30.77%
4534	Advertising	2,696	2,453	2,250	3,218	2,250	-	-
4535	Printing & Binding	-	-	1,000	1,000	1,100	100	10.00%
4536	Insurance	36,692	24,463	41,289	41,289	52,477	11,188	27.10%
4537	Utilities	627,069	552,384	632,286	632,286	625,141	(7,145)	(1.13%)
4538	Repair & Maintenance	28,260	43,416	68,000	85,800	72,000	4,000	5.88%
4539	Rentals	14,444	13,989	17,506	17,506	17,041	(465)	(2.66%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,002	7,879	8,000	8,000	8,500	500	6.25%
4666	Books	580	450	1,520	1,520	1,320	(200)	(13.16%)
4667	Dues & Publications	8,142	2,659	11,250	11,250	11,920	670	5.96%
4999	General Contingency	-	-	30,000	30,000	-	(30,000)	(100.00%)
5041	Miscellaneous	-	2,697	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 1,112,166	\$ 1,014,203	\$ 1,222,028	\$ 1,239,828	\$ 1,598,717	\$ 376,689	30.82%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	4,729	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,730	-	-	-	-	-
8064	Machinery & Equipment	34,181	27,474	71,412	71,412	45,262	(26,150)	(36.62%)
9090	Transfers	431,493	471,883	375,700	375,700	982,500	606,800	161.51%
Total Capital Outlay and Transfers		\$ 465,674	\$ 508,816	\$ 447,112	\$ 447,112	\$ 1,027,762	\$ 580,650	129.87%
Department Total:		\$ 2,413,738	\$ 2,417,183	\$ 2,657,412	\$ 2,675,212	\$ 3,687,581	\$ 1,030,169	38.77%

Average Overtime per Position (hours)

Position Title	FY16 Actual	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21
Water & Sewer Foreman	75	220	136	70	90	90
Lead Operator	59	133	44	68	70	70
Operator	124	86	50	124	100	100
Accounting Technician I – Utility Billing	0	0	0	0	0	0
Administrative Assistant I	0	0	0	0	0	0

Performance Measures

	FY13	FY14	FY15	FY16	FY17	FY18	FY19*
Water Customers	1896	1910	1924	1947	1948	1959	1965
Sewer Customers	1871	1882	1906	1917	1921	1927	1935
Metered Connections	198	205	205	216	217	223	225
Turn on/off's	-	-	32	37	54	69	70
811 Locates	-	-	228	415	370	489	490
Shut off tags hung	-	-	-	772	835	783	775

*Projected figures

FY19 Department Goal Evaluation

1. Complete the installation of the new combined Wonderware program.
 - Deferred
2. Complete the conversion of all lift stations to cell modems or the equivalent.
 - In Progress
3. Complete the upgrade of the Inlet Woods lift station.
 - New pumps Spring 2019
4. Assess efficiencies and perform deferred maintenance on older lift stations.
 - Ongoing
5. Perform a complete flushing of the distribution system this spring.
 - Completed
6. Do a thorough inspection and cleaning of all manholes, sewer lines and lift stations.
 - In Progress
7. Build a cold storage structure at the Well 3 yard.
 - Project Canceled
8. Finish clearing out from the old city yard and auction off unneeded items.
 - Complete Spring 2019
9. Install more bollards where needed to protect the infrastructure.
 - Ongoing

FY20 Department Goals

1. Complete PLC and SCADA programming upgrades at the Reservoir #1 pump house. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to continue to monitor water usage of the residents of City of Kenai.
2. Complete the conversion of all lift stations to cell modems or the equivalent. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and

Services to continue to provide the needs of the City of Kenai residents for their sewer utilities.

3. Start to obtain precise GPS coordinates on infrastructure to update the GIS. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to guarantee modern development of the locations of City's infrastructures.
4. Perform a complete flushing of the distribution system this spring. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to maintain water utility infrastructures.
5. Do a thorough inspection and cleaning of all manholes, sewer lines and lift stations. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to maintain sewer utility infrastructures.
6. Complete standardization of Flygt Pumps and Hach Analyzing Equipment. This supports Goal 4 of the City of Kenai Comprehensive Plan through continually making improvements to City Infrastructure.

Future Considerations

Aging and obsolete equipment requires more frequent and more expensive repairs and replacement. Increased State and Federal water and sewer quality standards and testing requirements fuel the need to upgrade and purchase new equipment and technology to adequately maintain the City's infrastructure.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 010 - Water Sewer Fund
Department: Water Department

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 144,646	\$ 147,023	\$ 165,564	\$ 165,564	\$ 178,637	\$ 13,073	7.90%
0200	Overtime	7,560	13,558	7,922	7,922	7,580	(342)	(4.32%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,414	4,862	4,624	4,624	5,320	696	15.05%
0400	Medicare	2,186	2,354	2,582	2,582	2,902	320	12.39%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,032	58,890	47,847	47,847	53,295	5,448	11.39%
0600	Unemployment Insurance	730	146	890	890	958	68	7.64%
0700	Workers Compensation	3,635	3,470	3,586	3,586	4,038	452	12.60%
0800	Health & Life Insurance	42,614	29,275	49,279	49,279	55,882	6,603	13.40%
0900	Supplemental Retirement	2,884	2,914	3,782	3,782	3,784	2	0.05%
	Total Salaries & Benefits	\$ 244,701	\$ 262,492	\$ 286,076	\$ 286,076	\$ 312,396	\$ 26,320	9.20%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,212	959	1,100	1,100	750	(350)	(31.82%)
2022	Operating & Repair Supplies	126,046	128,929	130,000	130,000	140,000	10,000	7.69%
2024	Small Tools/Minor Equipment	13,005	8,485	15,000	15,000	15,000	-	-
2026	Computer Software	4,234	3,939	4,040	4,040	4,415	375	9.28%
4531	Professional Services	19,870	20,490	25,000	25,000	113,100	88,100	352.40%
4532	Communications	17,862	17,349	11,715	11,715	12,000	285	2.43%
4533	Travel & Transportation	2,858	2,292	2,250	2,250	2,250	-	-
4534	Advertising	1,065	1,416	1,500	1,500	1,500	-	-
4535	Printing & Binding	-	-	500	500	600	100	20.00%
4536	Insurance	14,376	11,139	15,281	15,281	21,539	6,258	40.95%
4537	Utilities	175,439	182,440	196,153	196,153	196,560	407	0.21%
4538	Repair & Maintenance	8,336	23,107	25,000	42,800	30,000	5,000	20.00%
4539	Rentals	14,444	13,989	15,106	15,106	15,041	(65)	(0.43%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,529	4,156	4,000	4,000	4,500	500	12.50%
4666	Books	253	192	260	260	260	-	-
4667	Dues & Publications	1,358	803	1,190	1,190	1,200	10	0.84%
4999	Contingency	-	-	10,000	10,000	-	(10,000)	(100.00%)
5041	Miscellaneous	-	640	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 403,887	\$ 420,325	\$ 458,095	\$ 475,895	\$ 558,715	\$ 100,620	21.96%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	4,729	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,300	-	-	-	-	-
8064	Machinery & Equipment	-	6,487	3,600	3,600	-	(3,600)	(100.00%)
9090	Transfers Out	192,643	212,025	202,200	202,200	166,100	(36,100)	(17.85%)
	Total Capital Outlay and Transfers	\$ 192,643	\$ 226,541	\$ 205,800	\$ 205,800	\$ 166,100	\$ (39,700)	(19.29%)
	Department Total:	\$ 841,231	\$ 909,358	\$ 949,971	\$ 967,771	\$ 1,037,211	\$ 87,240	9.18%

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 010 -Water Sewer Fund
Department: - 65 - Water Department**

2022 Operating & Repair Supplies. The most significant operating supply for the department are the chemicals utilized in the water treatment process.

4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation, \$25,000, Utility Master Plan and Rate Study update, \$75,000, and SCADA integration, \$12,500.

4538 Repair & Maintenance. Professional services for repair and maintenance of the system.

9090 Transfers Out. Central administrative charges from General Fund, \$91,100 and hydrant mapping and installation project funding, \$75,000.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 010 - Water Sewer Fund
Department: Sewer Department

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 144,646	\$ 146,823	\$ 173,973	\$ 173,973	\$ 187,197	\$ 13,224	7.60%
0200	Overtime	6,424	7,571	6,808	6,808	7,580	772	11.34%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,414	4,862	4,624	4,624	5,320	696	15.05%
0400	Medicare	2,171	2,269	2,688	2,688	2,902	214	7.96%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	38,925	57,996	49,860	49,860	55,744	5,884	11.80%
0600	Unemployment Insurance	725	145	926	926	1,000	74	7.99%
0700	Workers Compensation	3,621	3,381	3,773	3,773	4,258	485	12.85%
0800	Health & Life Insurance	42,597	28,408	49,279	49,279	55,882	6,603	13.40%
0900	Supplemental Retirement	2,883	2,914	3,782	3,782	3,784	2	0.05%
	Total Salaries & Benefits	\$ 243,406	\$ 254,369	\$ 295,713	\$ 295,713	\$ 323,667	\$ 27,954	9.45%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,202	951	1,100	1,100	750	(350)	(31.82%)
2022	Operating & Repair Supplies	16,034	18,296	20,000	20,000	20,000	-	-
2024	Small Tools/Minor Equipment	6,605	6,617	10,000	10,000	10,000	-	-
2026	Computer Software	2,116	2,025	2,190	2,190	4,295	2,105	96.12%
4531	Professional Services	7,642	6,967	10,000	10,000	97,500	87,500	875.00%
4532	Communications	2,139	2,468	6,208	6,208	6,123	(85)	(1.37%)
4533	Travel & Transportation	2,857	2,253	2,250	2,250	2,250	-	-
4534	Advertising	633	646	750	750	750	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	3,021	2,905	4,225	4,225	5,775	1,550	36.69%
4537	Utilities	21,647	20,096	23,986	23,986	25,794	1,808	7.54%
4538	Repair & Maintenance	6,188	8,935	20,000	20,000	20,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,473	3,723	4,000	4,000	4,000	-	-
4666	Books	327	210	260	260	260	-	-
4667	Dues & Publications	1,358	672	1,190	1,190	1,200	10	0.84%
4999	Contingency	-	-	10,000	10,000	-	(10,000)	(100.00%)
5041	Miscellaneous	-	180	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 75,242	\$ 76,944	\$ 116,659	\$ 116,659	\$ 199,197	\$ 82,538	70.75%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,430	-	-	-	-	-
8064	Machinery & Equipment	18,497	16,990	36,812	36,812	20,262	(16,550)	(44.96%)
9090	Transfers Out	119,050	138,638	50,200	50,200	51,700	1,500	2.99%
	Total Capital Outlay and Transfers	\$ 137,547	\$ 157,058	\$ 87,012	\$ 87,012	\$ 71,962	\$ (15,050)	(17.30%)
	Department Total:	\$ 456,195	\$ 488,371	\$ 499,384	\$ 499,384	\$ 594,826	\$ 95,442	19.11%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 010 -Water Sewer Fund
Department: - 66 - Sewer Department

2022 Operating & Repair Supplies. Supplies for the maintenance of lift stations (motor starters, radios, breakers, transducers, pumps, etc.), manholes, PPE for employees and other consumables.

8064 Machinery & Equipment. For the purchase of replacement lift station pumps.

4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation, \$10,000, Utility Master Plan and Rate Study update, \$75,000, and SCADA integration, \$12,500.

9090 Transfers Out. Central administrative charges from General Fund.

4538 Repair & Maintenance. Professional services for repair and maintenance of the system.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 010 – Water and Sewer Fund
Department: Wastewater Treatment Plant**

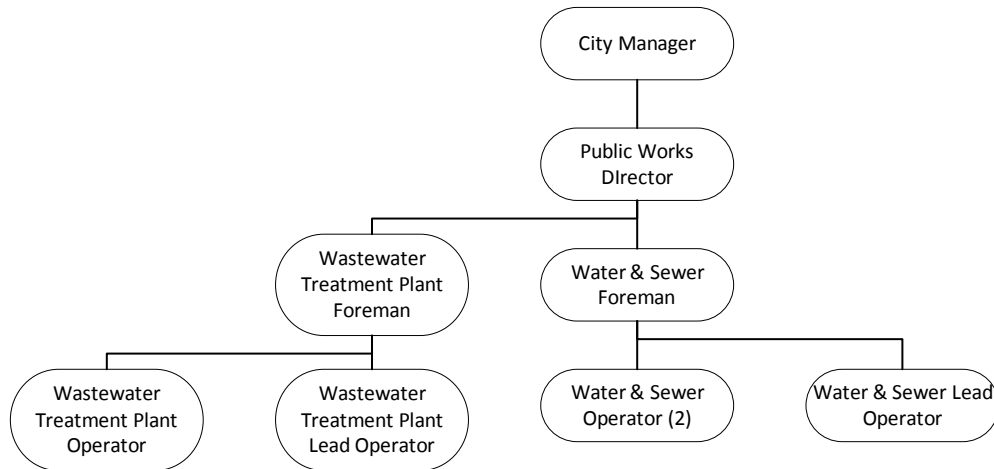
Mission

The Wastewater Treatment Plant is dedicated to protecting public health and the environment for our communities by providing high-quality wastewater-treatment services in an effective, efficient, safe and responsible manner.

Functions & Responsibilities

1. To monitor and control the activated sludge treatment and disinfection processes using visual observations, lab data, and statistical analysis to provide the best quality effluent as efficiently as possible.
2. Ensure that all aspects of the plants Alaska Pollutant Discharge Elimination System (APDES) permit are followed including allowable discharges, required testing, reporting, and record keeping. Operations must also comply with Alaska Department of Environmental Conservation (DEC) training and certification requirements.
3. Maintain and repair all of the equipment in the facility.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Lead operator	1	14	1	14	1	14	1	14	1	14	1	14
Operator	1	13	1	13	1	13	1	13	1	13	1	13

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Foreman	0	7	30	30	20	20
Lead operator	0	1	3	15	20	20
Operator	46	0	3	15	20	20

Performance Measures

	2015	2016	2017	2018	2019*
Permitted plant flow vs. Actual plant flow (million gallons per day)	1.3 / .487 mgd	1.3 / .464 mgd	1.3 / .660 mgd	1.3/.618 mgd	1.3/.475 mgd
Number of discharge violations / exceptions	<i>No Data</i>	2	4	0	0
Tons of sludge taken to the dump	697	613	461	643	450
Number of fully licensed operators	2 of 3	2 of 3	2 of 3	2 of 3	2 of 3
Continuing education hours obtained	0	2.9	4.8	0	5

**Projected figures*

FY19 Department Goal Evaluation

1. Changes in staff brought a renewed interest and attention to old issues. An old pretreatment grinder (muffin monster) was demolished from piping system, it had not been used in 15+ years. A backup rotary screen at the head works was refurbished and brought back on line after being inoperable for 15+ years. Waste activated sludge pumps were replaced with new, after being down to a single pump with no back up.
2. Aeration Blowers and DO Probes project is underway and will result in energy savings and security once operational.
3. Introduction of more equipment into our existing SCADA system gaining additional operation control and oversight of equipment and maintenance.

FY20 Department Goals

1. Continue to meet all APDES required ammonia limits. This supports Goal 8 of the City of Comprehensive Plan to protect and enhance the natural resources and environment to monitor continually the out flow from the Waste Water Treatment Plant.
2. Continue to look for and make changes in our operational procedures to improve efficiency and overall treatment quality. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting Quality of Life to continually improve the existing operational procedures.
3. Work toward all operators having the required DEC certifications of this facility. This supports Goal 1 of the City of Kenai Comprehensive Plan of encouraging Quality of Life to ensure the operators keep up to date on all their certifications.
4. Identify and continue to repair and bring back online out-of-service equipment. This supports Goal 4 in the City of Kenai Comprehensive Plan of Public Improvements and Services to proactively repair and improve out-of-service equipment.
5. Create and implement a preventative maintenance program. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life through implementation of a new preventative maintenance program.

Future Considerations

The existing Wastewater Treatment Plant has met historical needs by providing adequate treatment capacity and appropriate treatment capability. The department is currently working to treat additional wastewater flows and meet stricter effluent ammonia limits. These needs will be met by striving to continue to stay ahead of changing regulations and improving operator training, although the new DEC limits for Enterococci will impact disinfection difficulty. The Department will complete an Industrial user survey this year.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 010 - Water Sewer Fund
Department: Wastewater Treatment Plant

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 199,067	\$ 207,038	\$ 245,642	\$ 245,642	\$ 253,088	\$ 7,446	3.03%
0200	Overtime	3,949	3,036	3,472	3,472	3,454	(18)	(0.52%)
0250	Holiday Pay	12,180	11,755	-	-	-	-	-
0300	Leave	7,423	13,490	9,498	9,498	6,951	(2,547)	(26.82%)
0400	Medicare	3,248	3,350	3,750	3,750	3,821	71	1.89%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	55,251	81,738	68,706	68,706	73,424	4,718	6.87%
0600	Unemployment Insurance	990	198	1,293	1,293	1,318	25	1.93%
0700	Workers Compensation	7,330	5,884	7,060	7,060	7,545	485	6.87%
0800	Health & Life Insurance	53,827	46,369	62,497	62,497	70,871	8,374	13.40%
0900	Supplemental Retirement	4,526	4,445	4,565	4,565	4,567	2	0.04%
Total Salaries & Benefits		\$ 347,791	\$ 377,303	\$ 406,483	\$ 406,483	\$ 425,039	\$ 18,556	4.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	816	435	800	800	650	(150)	(18.75%)
2022	Operating & Repair Supplies	92,989	85,535	89,804	88,836	91,700	1,896	2.11%
2024	Small Tools/Minor Equipment	15,904	7,578	16,300	16,300	15,300	(1,000)	(6.13%)
2026	Computer Software	3,666	2,582	4,130	4,130	23,810	19,680	476.51%
4531	Professional Services	42,900	38,538	49,065	49,065	236,700	187,635	382.42%
4532	Communications	5,663	5,437	5,975	5,975	6,375	400	6.69%
4533	Travel & Transportation	1,661	1,688	2,000	2,000	4,000	2,000	100.00%
4534	Advertising	998	391	-	968	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	19,295	10,419	21,783	21,783	25,163	3,380	15.52%
4537	Utilities	429,983	349,848	412,147	412,147	402,787	(9,360)	(2.27%)
4538	Repair & Maintenance	13,736	11,374	23,000	23,000	22,000	(1,000)	(4.35%)
4539	Rentals	-	-	2,400	2,400	2,000	(400)	(16.67%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	48	1,000	1,000	800	(200)	(20.00%)
4667	Dues & Publications	5,426	1,184	8,870	8,870	9,520	650	7.33%
4999	Contingency	-	-	10,000	10,000	-	(10,000)	(100.00%)
5041	Miscellaneous	-	1,877	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 633,037	\$ 516,934	\$ 647,274	\$ 647,274	\$ 840,805	\$ 193,531	29.90%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	15,684	3,997	31,000	31,000	25,000	(6,000)	(19.35%)
9090	Transfers Out	119,800	121,220	123,300	123,300	764,700	641,400	520.19%
Total Capital Outlay and Transfers		\$ 135,484	\$ 125,217	\$ 154,300	\$ 154,300	\$ 789,700	\$ 635,400	411.80%
Department Total:		\$ 1,116,312	\$ 1,019,454	\$ 1,208,057	\$ 1,208,057	\$ 2,055,544	\$ 847,487	70.15%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 010 -Water Sewer Fund
Department: - 67 - Wastewater Treatment Plant

2022 Operating & Repair Supplies. The most significant operating supply for the department are the chemicals utilized in the treatment process. Other supplies include testing supplies and fuel for vehicles.

2024 Small Tools/Minor Equipment. Equipment tools and parts, digester block for DR-3900, bizhub copier, computer/monitor for lab, spare pumps and parts.

2026 Computer Software. WIMS software upgrade.

4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation. Spudge disposal, vaccinations, equipment calibration and moving/setup of connex, \$56,700, Utility Master Plan and Rate Study update, \$150,000, and SCADA integration, \$30,000.

4538 Repair & Maintenance. Professional services for repair and maintenance of the system.

8064 Machinery & Equipment. For the purchase of replacement wasting pump, influent autosampler and facility heaters.

9090 Transfers Out. Central administrative charges from General Fund, 134,700, belt press system replacement capital project, \$500,000, aeration basin restoration project phase I, \$90,000, and clarifier/pump house exterior coatings project, \$40,000.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund: 008 - Airport Fund
Department: Airport Fund Summary**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
State & Federal Grants	\$ 29,726	\$ 21,891	\$ 36,385	\$ 36,385	\$ 36,385
Usage Fees					
Fuel Sales	7,621	10,685	10,000	17,500	17,500
Fuel Flowage	29,207	12,093	35,000	15,000	15,000
Float Plane	620	722	1,500	750	750
Tie Down	7,403	6,832	7,500	7,500	7,500
Landing	529,132	401,556	432,500	432,500	505,500
Plane Parking	5,725	9,018	5,000	10,000	10,000
Total Usage Fees	<u>579,708</u>	<u>440,906</u>	<u>491,500</u>	<u>483,250</u>	<u>556,250</u>
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	<u>674,781</u>	<u>691,152</u>	<u>547,610</u>	<u>547,610</u>	<u>563,293</u>
Miscellaneous					
Penalty and Interest	8,321	7,513	5,000	5,000	5,000
Interest on Investments	15,598	20,563	25,000	25,000	35,000
Other	12,666	9,769	10,000	10,000	10,000
Total Miscellaneous	<u>36,585</u>	<u>37,845</u>	<u>40,000</u>	<u>40,000</u>	<u>50,000</u>
Terminal Revenue					
Parking Fees	233,284	223,360	250,000	250,000	250,000
Rents and Leases	308,275	317,431	378,160	378,160	395,344
Penalty and Interest	1,728	3,989	4,500	4,500	4,500
Car Rental Commissions	156,497	171,096	175,000	175,000	180,000
Advertising Commissions	7,421	10,648	9,000	9,000	9,000
Miscellaneous	1,145	3,983	1,500	1,500	1,500
Total Terminal Revenue	<u>708,350</u>	<u>730,507</u>	<u>818,160</u>	<u>818,160</u>	<u>840,344</u>
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	958,685
Total Transfers In	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>958,685</u>
Total Revenues	<u>3,204,564</u>	<u>3,132,649</u>	<u>3,163,680</u>	<u>3,155,430</u>	<u>3,004,957</u>
Expenditures					
Airport Terminal	578,256	578,328	630,109	2,200,875	616,753
Airport Airfield	1,640,517	1,631,810	1,731,779	1,757,779	1,750,795
Airport Administration	411,745	621,759	596,199	591,699	348,507
Airport Other Buildings and Areas	139,947	261,943	164,943	169,443	248,777
Airport Training Facility	40,295	36,125	38,474	38,474	38,474
Total Expenditures	<u>2,810,760</u>	<u>3,129,965</u>	<u>3,161,504</u>	<u>4,758,270</u>	<u>3,003,306</u>
Contribution To/(From) Fund Balance:	393,804	2,684	2,176	(1,602,840)	1,651
Projected Lapse (6%)	-	-	116,255	116,254	116,016
Adjusted (Deficit)/Surplus			118,431	(1,486,586)	117,667
Beginning Fund Balance	<u>4,682,502</u>	<u>5,076,306</u>	<u>5,380,197</u>	<u>5,078,990</u>	<u>3,592,404</u>
Ending Fund Balance	<u>\$ 5,076,306</u>	<u>\$ 5,078,990</u>	<u>\$ 5,498,628</u>	<u>\$ 3,592,404</u>	<u>\$ 3,710,071</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 473,014	\$ 450,232	\$ 509,671	\$ 509,671	\$ 518,939	\$ 9,268	1.82%
0200	Overtime	21,724	25,707	22,659	22,659	24,029	1,370	6.05%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	11,087	13,649	20,132	20,132	21,147	1,015	5.04%
0400	Medicare	7,183	7,007	8,010	8,010	8,181	171	2.13%
0450	Social Security	1,466	998	911	911	733	(178)	(19.54%)
0500	PERS	118,862	165,138	142,766	142,766	152,017	9,251	6.48%
0600	Unemployment Insurance	2,351	875	2,764	2,764	2,822	58	2.10%
0700	Workers Compensation	10,269	10,042	8,740	8,740	9,487	747	8.55%
0800	Health & Life Insurance	107,337	102,427	119,786	119,786	135,840	16,054	13.40%
0900	Supplemental Retirement	8,716	9,656	9,371	9,371	9,412	41	0.44%
	Total Salaries & Benefits	\$ 762,009	\$ 785,731	\$ 844,810	\$ 844,810	\$ 882,607	\$ 37,797	4.47%
<u>Maintenance and Operations</u>								
2021	Office Supplies	695	994	1,700	1,700	1,300	(400)	(23.53%)
2022	Operating & Repair Supplies	177,930	162,612	202,600	207,100	187,000	(15,600)	(7.70%)
2024	Small Tools/Minor Equipment	6,059	17,194	7,715	7,715	6,300	(1,415)	(18.34%)
2026	Computer Software	1,696	1,338	1,380	1,380	1,650	270	19.57%
4531	Professional Services	25,916	28,887	21,850	21,850	68,235	46,385	212.29%
4532	Communications	14,065	18,305	14,415	14,415	12,829	(1,586)	(11.00%)
4533	Travel & Transportation	14,261	11,905	15,370	15,370	11,835	(3,535)	(23.00%)
4534	Advertising	10,507	10,152	10,250	10,250	6,500	(3,750)	(36.59%)
4535	Printing & Binding	2,215	2,738	3,075	3,075	3,075	-	-
4536	Insurance	87,942	84,329	97,452	97,452	104,606	7,154	7.34%
4537	Utilities	378,631	337,352	427,016	427,016	414,828	(12,188)	(2.85%)
4538	Repair & Maintenance	203,396	218,038	219,870	219,870	194,232	(25,638)	(11.66%)
4539	Rentals	9,014	12,644	23,700	23,700	6,260	(17,440)	(73.59%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	210	95	300	300	150	(150)	(50.00%)
4667	Dues & Publications	526	571	530	530	530	-	-
4999	General Contingency	-	-	30,000	25,500	20,000	(10,000)	(33.33%)
5041	Miscellaneous	855	1,376	3,550	3,550	1,400	(2,150)	(60.56%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 933,918	\$ 908,530	\$ 1,080,773	\$ 1,080,773	\$ 1,040,730	\$ (40,043)	(3.71%)
<u>Capital Outlay & Transfers</u>								
8061	Land	58,498	12,400	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	5,856	1,821	-	-	-	-	-
8064	Machinery & Equipment	25,137	14,708	12,000	12,000	10,269	(1,731)	(14.43%)
9090	Transfers	1,344,547	1,219,765	1,223,921	2,820,687	1,069,700	(154,221)	(12.60%)
	Total Capital Outlay and Transfers	\$ 1,434,038	\$ 1,253,124	\$ 1,235,921	\$ 2,832,687	\$ 1,079,969	\$ (155,952)	(12.62%)
	Department Total:	\$ 3,129,965	\$ 2,947,385	\$ 3,161,504	\$ 4,758,270	\$ 3,003,306	\$ (158,198)	(5.00%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 008 – Airport Fund
Department: 61 – Airport Terminal

Mission

Provide high-quality, safe air travel services for the citizens of the Kenai Peninsula through services and facilities.

Functions & Responsibilities

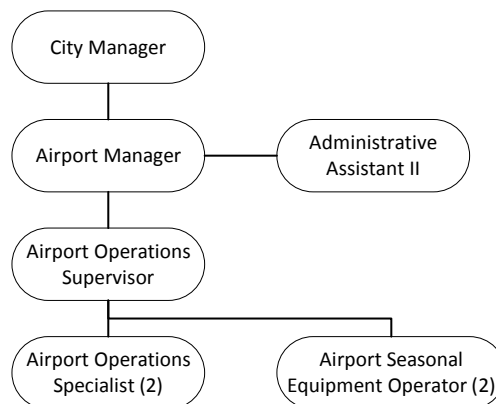
The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, and renovated in 1989 and 2001. The terminal has three enplanement gates and one deplanement gate to accommodate approximately 100,000 enplanements per year.

The ground floor of the terminal has ticket counter, office, and baggage handling space for four commuter airlines. Currently RAVN Alaska and Grant Aviation lease space in the terminal and provide approximately 30 flights per day to and from Anchorage. Baggage check-in is handled at the ticket counters, and there is a separate baggage claim area with a continuous conveyor belt. Additional lease spaces are occupied by two rental car agencies, a restaurant, and a real estate office. The second floor is leased as a bar/lounge.

A complete terminal building rehabilitation project started in October 2018 with a completion date of February 2020.

The terminal automobile parking area provides 529 parking spaces and is divided into three distinct areas by a looping one-way terminal loop road, which provides passenger loading and unloading areas in front of the terminal. The northern section is designated for long-term, permit and employee parking. The southern section provides spaces for rental cars, additional employee parking, and restaurant/lounge patrons.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9
Building Maintenance Lead Technician	.17	12	.17	13	.17	13	.17	13	.17	13	.17	13
Building Maintenance Technician	.17	11	.17	12	.17	12	.17	12	.17	12	.17	12
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Administrative Assistant II	8	5	14	14	14	14
Building Maintenance Lead Technician	3	7	8	8	8	8
Building Maintenance Technician	1	0	3	3	3	3
Airport Operations Specialist	49	46	66	66	66	66

Performance Measures

	2014	2015	2016	2017	2018	2019*
Enplanements	103,602	102,126	98,032	94,020	92,127	93,000
Percent Change from Previous Year	+1.58	-1.42%	-4.01%	-4.09%	-1.89%	+0.95%
Customer Complaints					58	40

*Projected figures

FY19 Department Goals Evaluation

1. Encourage and promote safe and economical travel through the Kenai Airport.
 - Goal has been met for the first eight months of the fiscal year.
2. Improve Customer Service.
 - Goal has been met for the first eight months of the fiscal year.
3. Improve Infrastructure condition.
 - The improvement of the infrastructure of the terminal building has created an increase in customer and tenant complaints but that has been anticipated due to the construction.

FY20 Department Goals

1. Encourage and promote safe and economical travel through the Kenai Airport in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life to ensure that Kenai is a community where people are safe, Goal 4 – Public Improvements

and Services to provide adequate public improvement services in Kenai, and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

- Recruit and retain air service that meet the needs of the travelling public.
 - Develop and maintain facilities and infrastructure to accommodate operations, safety, and security requirements.
 - Recruit and retain services or products needed by users of the airport.
2. Improve Customer Service in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.
 - Service Quality – Provide clean and aesthetically pleasing terminal with concessions that provide a level of comfort and meet demands of the travelling public
 - Customer Value – Provide air carriers that provide air travel to their destinations
 - Customer Satisfaction – Manage and be responsive to customers to provide facilities they desire and maintain these facilities in a functional, efficient and safe condition.
 - Partner with community members to develop programs that reflect the quality of life on the Kenai Peninsula to enhance economic growth that allows the community to have ownership in the airport.
 3. Improve Infrastructure condition in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services to provide adequate public improvement services in Kenai and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.
 - Terminal rehabilitation will increase revenues as well as improve the passenger experience and upgrading operational deficiencies will have reduced costs.
 - Balance between new opportunities and maintenance of existing infrastructure.
 - Improve economic and environmental benefits.

Future Considerations

A \$10,619,995 FAA grant was received in September 2018 for the terminal rehabilitation project which will significantly improve user satisfaction and improve operational deficiencies upon completion.

At the completion of the terminal rehabilitation project negotiate a new five-year airline operating agreement.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 105,793	\$ 93,797	\$ 107,997	\$ 107,997	\$ 110,681	\$ 2,684	2.49%
0200	Overtime	1,298	1,328	4,372	4,372	4,385	13	0.30%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,012	671	4,981	4,981	5,225	244	4.90%
0400	Medicare	1,532	1,357	1,701	1,701	1,745	44	2.59%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	27,432	35,159	30,992	30,992	32,931	1,939	6.26%
0600	Unemployment Insurance	507	101	587	587	602	15	2.56%
0700	Workers Compensation	2,724	2,543	2,563	2,563	2,773	210	8.19%
0800	Health & Life Insurance	29,957	24,777	33,452	33,452	37,936	4,484	13.40%
0900	Supplemental Retirement	2,534	2,364	2,505	2,505	2,505	-	-
	Total Salaries & Benefits	\$ 173,789	\$ 162,097	\$ 189,150	\$ 189,150	\$ 198,783	\$ 9,633	5.09%
<u>Maintenance and Operations</u>								
2021	Office Supplies	477	274	500	500	500	-	-
2022	Operating & Repair Supplies	21,958	19,362	26,100	26,100	18,300	(7,800)	(29.89%)
2024	Small Tools/Minor Equipment	663	2,806	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	10,000	3,053	1,500	1,500	500	(1,000)	(66.67%)
4532	Communications	372	967	2,016	2,016	1,236	(780)	(38.69%)
4533	Travel & Transportation	1,363	1,371	1,005	1,005	1,585	580	57.71%
4534	Advertising	629	1,199	1,000	1,000	500	(500)	(50.00%)
4535	Printing & Binding	660	454	750	750	750	-	-
4536	Insurance	9,072	7,698	10,001	10,001	11,554	1,553	15.53%
4537	Utilities	148,611	140,899	161,157	161,157	159,216	(1,941)	(1.20%)
4538	Repair & Maintenance	137,791	161,554	160,510	160,510	145,780	(14,730)	(9.18%)
4539	Rentals	4,305	4,752	4,320	4,320	180	(4,140)	(95.83%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	38	416	500	500	200	(300)	(60.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 335,939	\$ 344,805	\$ 369,359	\$ 369,359	\$ 340,301	\$ (29,058)	(7.87%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,481	-	-	10,269	10,269	-
9090	Transfers Out	68,600	70,640	71,600	1,642,366	67,400	(4,200)	(5.87%)
	Total Capital Outlay and Transfers	\$ 68,600	\$ 77,551	\$ 71,600	\$ 1,642,366	\$ 77,669	\$ 6,069	8.48%
	Department Total:	\$ 578,328	\$ 584,453	\$ 630,109	\$ 2,200,875	\$ 616,753	\$ (13,356)	(2.12%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 61 - Airport Terminal

2022 Operating & Repair Supplies. Janitorial supplies, generator fuel, and other general operating supplies for operation of the terminal, including ice melt, paystation supplies, and parking permits/violations.

4538 Repair & Maintenance. Professional services for repair and maintenance of the terminal including janitorial and security services. Annual mechanical, AED and fire systems inspections.

8064 Machinery & Equipment. Replace self-pay parking machine.

9090 Transfers Out. Central administrative charges from General Fund.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 008 – Airport Fund
Department: 62 – Airport Airfield**

Mission

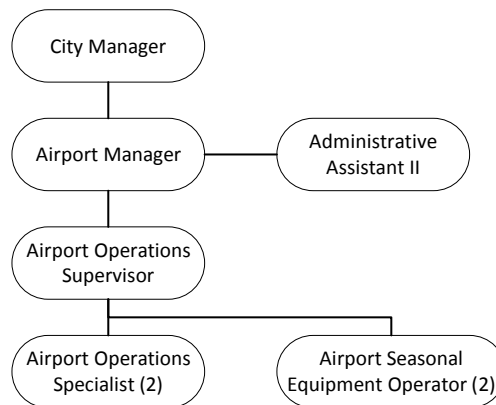
The primary mission is to ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations part 139.

Functions & Responsibilities

The Kenai Municipal Airport is the primary commercial service airport on the Kenai Peninsula and is owned and operated by the City of Kenai. It has a grooved 7,855 ft. x 150-ft. CAT III runway, a 4,600-ft. x 150-ft. water runway, and a 2,000-ft. x 60-ft. gravel runway. Itinerant aircraft parking is provided at the southern end of the apron. The apron north of the terminal is designated for helicopter, medivacs, and a fueling operation. The gravel runway is located in the northeast corner of the Airport and has access to the primary taxiways and apron by a taxiway along the east side. A gravel tie down area and vehicle parking area parallels the gravel runway along the east side. The gravel tie down area has 17 tie downs and parking areas are accessible by road through a secure gate at the north end of Willow Street.

The Airport Manager is responsible for overall management of the airport. The Airport Operation’s Supervisor position is responsible for the day-to-day maintenance and operations of the airfield including daily inspections, planning and allocation of resources, overseeing contractors, addressing complaints, interfacing with airport tenants and users. The Operations Supervisor participates in snow removal and maintenance activities as well as supervises two full-time Airport Operations Specialists, two winter seasonal equipment operators who work November 1 through March 31, and temporary call-in personnel.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Operations Supervisor	1	15	1	15	1	15	1	15	1	15	1	15
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11
Temporary Equipment Operator	10	11	10	11	10	11	10	11	10	11	10	11
Seasonal Equipment Operator	.83	11	.83	11	.83	11	.83	11	.83	11	.83	11

Average Overtime per Position (hours)

Position Title	FY17 Actual	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21	Projected FY22
Airport Operations Supervisor	167	285	150	150	150	150
Airport Operations Specialist	50	45	100	100	100	100
Temporary Equipment Operator	0	0	0	0	0	0
Seasonal Equipment Operator	0	0	100	150	150	150

Performance Measures

Pavement Section	Pavement Condition Index (PCI)
Runway 2L-20R	54.74
Taxiway	
Alpha	76.11
Bravo	89.00
Charlies	76.00
Delta	68.42
Echo	78.13
Foxtrot	86.75
Gulf	97.30
Hotel	95.00
Juliet	86.00
Kilo	71.00
Lima	46.00
Mike	70.00
Aircraft Tie Down Area	97.00
Apron	87.00

Pavement Condition Index (PCI)

Target PCI Range for Runways: 70 to 100

Target PCI Range for Taxiways and Aprons: 60 to 100

PCI Values	General Pavement Recommendations
85 - 100	Do Nothing or Preventative Maintenance
70 - 84	Preventative Maintenance
60 - 69	Corrective Maintenance
55 - 59	Rehabilitate
40 - 54	Rehabilitate
25 - 39	Reconstruct
10 - 24	Reconstruct
0 - 9	Reconstruct

	2014	2015	2016	2017	2018	2019*
Hazing Activity	54	117	111	52	87	76
Bird Strikes	1	2	0	0	0	0
NOTAMS	571	720	1072	1971	1003	950

**Projected figures*

FY19 Department Goals Evaluation

1. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
 - On track for the first eight months of the fiscal year.
 - Hazing activity is low with no bird strikes.
2. Expeditiously and systematically remove snow and ice from airport movement areas.
 - On track for the first eight months of the fiscal year.
 - No runway closures due to snow and ice conditions.
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
 - On track for the first eight months of the fiscal year.
 - NOTAMs are low, which is a credit to the crew for exceptional snow and ice control over the winter season.
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.
 - On track for the first eight months of the fiscal year.
 - The Airport has prepared the design for an overall crack sealing, marking, and minor pavement repair capital improvement project that will preserve the pavement.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
2. Expeditiously and systematically remove snow and ice from airport movement areas.
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.

Future Considerations

Applications submitted in October 2018 for consideration of Supplemental money appropriated by Congress: 1) FY19 Phase One Float Plane Basin, 2) FY20 Sand Storage/SRE building and FY20 Taxiway Rehab of Alpha, Charlie, Kilo, and Lima along with lighting, shoulder and safety area widening. Environmental clearance for projects to be submitted by December 2019.

Replacement of non-AIP eligible equipment: mower and sweeper.

Environmental concerns have arose about the Aqueous Film Forming Foam (AFFF) testing at certificated part 139 airports. Alternate ways and measures will have to be found to meet this ARFF truck testing requirement at the Kenai Airport.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 189,375	\$ 180,197	\$ 205,177	\$ 205,177	\$ 212,388	\$ 7,211	3.51%
0200	Overtime	18,646	23,056	16,344	16,344	17,725	1,381	8.45%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,137	5,202	6,969	6,969	7,164	195	2.80%
0400	Medicare	2,996	2,966	3,312	3,312	3,440	128	3.86%
0450	Social Security	1,466	998	505	505	669	164	32.48%
0500	PERS	46,331	64,391	58,849	58,849	62,773	3,924	6.67%
0600	Unemployment Insurance	983	601	1,143	1,143	1,187	44	3.85%
0700	Workers Compensation	6,008	6,159	4,622	4,622	5,035	413	8.94%
0800	Health & Life Insurance	35,928	40,162	40,063	40,063	45,431	5,368	13.40%
0900	Supplemental Retirement	3,011	3,827	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 308,881	\$ 327,559	\$ 339,984	\$ 339,984	\$ 358,812	\$ 18,828	5.54%
<u>Maintenance and Operations</u>								
2021	Office Supplies	201	324	500	500	500	-	-
2022	Operating & Repair Supplies	139,681	127,144	159,300	159,300	153,000	(6,300)	(3.95%)
2024	Small Tools/Minor Equipment	5,396	13,696	6,680	6,680	4,980	(1,700)	(25.45%)
2026	Computer Software	1,156	728	780	780	1,230	450	57.69%
4531	Professional Services	4,563	7,825	12,250	12,250	7,235	(5,015)	(40.94%)
4532	Communications	7,896	10,050	7,201	7,201	6,361	(840)	(11.67%)
4533	Travel & Transportation	6,293	5,332	5,900	5,900	3,400	(2,500)	(42.37%)
4534	Advertising	622	444	500	500	500	-	-
4535	Printing & Binding	606	1,206	1,175	1,175	1,175	-	-
4536	Insurance	77,095	74,892	84,982	84,982	89,471	4,489	5.28%
4537	Utilities	165,592	157,518	189,629	189,629	184,741	(4,888)	(2.58%)
4538	Repair & Maintenance	52,209	38,186	39,618	39,618	31,710	(7,908)	(19.96%)
4539	Rentals	3,336	5,358	16,880	16,880	3,580	(13,300)	(78.79%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	25	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	45	1,500	1,500	500	(1,000)	(66.67%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 464,646	\$ 442,773	\$ 526,895	\$ 526,895	\$ 488,383	\$ (38,512)	(7.31%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	5,856	1,821	-	-	-	-	-
8064	Machinery & Equipment	25,137	12,227	-	-	-	-	-
9090	Transfers Out	827,290	827,938	864,900	890,900	903,600	38,700	4.47%
	Total Capital Outlay and Transfers	\$ 858,283	\$ 841,986	\$ 864,900	\$ 890,900	\$ 903,600	\$ 38,700	4.47%
	Department Total:	\$ 1,631,810	\$ 1,612,318	\$ 1,731,779	\$ 1,757,779	\$ 1,750,795	\$ 19,016	1.10%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 62 - Airport Airfield

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, urea, E36, equipment cutting edges, fuel and fire suppression supplies.

2024 Small Tools & Minor Equipment. Computer replacement, KFD personal protective gear (1 set), and radios.

4531 Professional Services. Commercial drivers' license physicals, annual audiometric testing, and miscellaneous engineering services.

4538 Repairs and Maintenance. Annual calibrations, fire testing, boiler and mechanical inspections and service agreements.

4539 Rentals. Table/Chair rentals, tent rental and excavator rental.

9090 Transfers Out. Central administrative charges from General Fund including general administration, fire suppression services, security and equipment maintenance.

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Fund 008 – Airport Fund
Department: 63 – Airport Administration**

Mission

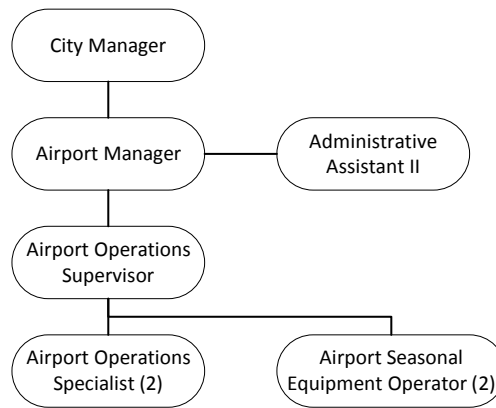
The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

Functions & Responsibilities

The Airport Manager works under the direction of the City Manager and is responsible for Federal Aviation Administration compliance, grant eligibility, airport development, general management and operation of the Kenai Municipal Airport. Legal, finance, planning, public works, police and fire support is provided by the Airport Fund and is paid for using the City’s Central Administration charge.

Airport capital improvement projects (ACIP) are primarily funded through airport entitlement monies and discretionary funds received from the Federal Aviation Administration. Funding for these projects is not a part of the annual budget process and is accounted for separately in capital projects funds.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	20	1	20	1	20	1	20	1	20	1	20
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	16	10	29	29	29	29

Performance Measures

	2014	2015	2016	2017	2018	2019*
Airline Rents & Leases	\$ 172,088	\$ 189,461	\$ 192,368	\$ 191,557	\$ 198,558	\$ 208,486
Airline Landing Fees	\$ 262,940	\$ 198,327	\$ 233,386	\$ 356,132	\$ 389,230	\$ 408,692
Revenue per Enplaned Passenger	\$ 4.35	\$ 4.12	\$ 4.55	\$ 5.84	\$6.38	\$6.64
FAA Grant Expenditures	\$ 509,714	\$ 0	\$ 2,774,885	\$1,509,155	\$10,619,995	Not available

*Projected figures

FY19 Department Goals Evaluation

1. Maintain the financial viability of the airport.
 - On track for the first eight months of the fiscal year.
2. Provide facilities that are safe, secure, and meet FAA requirements.
 - On track for the first eight months of the fiscal year.
3. Maximize the Airport's potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - The Airport is operating within the established FY19 budget, and a grant was secured for the terminal rehabilitation project, which will maximize the Airport's potential for tenant and customer experience.

FY20 Department Goals

The following goals support City of Kenai Comprehensive Plan Goal 2 – Economic Development to support the fiscal health of Kenai, Goal 4 – Public improvements and services: Provide adequate public improvements and services in Kenai, and Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Maintain the financial viability of the airport.
 - Set fair and reasonable rates, rentals, landing fees, and other service charges imposed on aeronautical users for the aeronautical use of the Airport annually that allows the Airport to be as self-sustaining as possible.
 - Implement a responsible budget.
 - Ensure each Airport fund is financially secure.
2. Provide facilities that are safe, secure, and meet FAA requirements
 - Work to obtain and secure FAA grand funding for Airport Capital Improvement Program
 - Fund pre-grant expenses for engineer services on grant-eligible projects
 - Establish a five-year Airport Capital Improvement Plan
3. Maximize the Airport's potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - Make the airport an aesthetically pleasing gateway to the Kenai Peninsula.

- Market Airport, services, and facilities through magazine ads, website, trade shows, and the air fair, etc.
- Continue long-term planning, development, and construction in accordance with the Airport Master Plan.

Future Considerations

Negotiation of a new five-year airline operating agreement will be negotiated upon completion of the terminal rehabilitation project.

Four capital improvement project applications for supplemental monies were submitted in October 2018:

- FY19 - Rehabilitate Alaska Regional Fire Training Facility
- FY19 – Phase One – Float Plane Basin Development
- FY20 – Construct Storage/SRE Building
- FY20 Taxiway Rehabilitation – Alpha, Charlie, Kilo, Lima

Spring of 2019 notification of approved projects.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Administration

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 137,745	\$ 133,159	\$ 146,430	\$ 146,430	\$ 149,337	\$ 2,907	1.99%
0200	Overtime	1,128	848	1,321	1,321	1,348	27	2.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,788	7,125	7,125	7,266	141	1.98%
0400	Medicare	2,011	2,055	2,246	2,246	2,291	45	2.00%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	35,729	49,829	40,749	40,749	43,126	2,377	5.83%
0600	Unemployment Insurance	668	134	774	774	790	16	2.07%
0700	Workers Compensation	509	452	457	457	489	32	7.00%
0800	Health & Life Insurance	29,963	27,072	33,452	33,452	37,934	4,482	13.40%
0900	Supplemental Retirement	2,512	2,535	2,500	2,500	2,500	-	-
	Total Salaries & Benefits	\$ 210,265	\$ 222,872	\$ 235,054	\$ 235,054	\$ 245,081	\$ 10,027	4.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	17	396	500	500	300	(200)	(40.00%)
2022	Operating & Repair Supplies	820	956	1,200	1,200	700	(500)	(41.67%)
2024	Small Tools/Minor Equipment	-	692	1,035	1,035	520	(515)	(49.76%)
2026	Computer Software	540	610	600	600	420	(180)	(30.00%)
4531	Professional Services	110	697	1,100	1,100	600	(500)	(45.45%)
4532	Communications	4,699	6,206	4,575	4,575	4,225	(350)	(7.65%)
4533	Travel & Transportation	6,605	5,202	8,465	8,465	6,850	(1,615)	(19.08%)
4534	Advertising	8,756	7,988	8,250	8,250	5,000	(3,250)	(39.39%)
4535	Printing & Binding	949	908	1,150	1,150	1,150	-	-
4536	Insurance	1,775	1,601	2,469	2,469	3,581	1,112	45.04%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	210	70	300	300	150	(150)	(50.00%)
4667	Dues & Publications	526	571	530	530	530	-	-
4999	Contingency	-	-	30,000	25,500	20,000	(10,000)	(33.33%)
5041	Miscellaneous	765	760	1,550	1,550	700	(850)	(54.84%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 25,772	\$ 26,657	\$ 61,724	\$ 57,224	\$ 44,726	\$ (16,998)	(27.54%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	12,000	12,000	-	(12,000)	(100.00%)
9090	Transfers Out	385,722	144,172	287,421	287,421	58,700	(228,721)	(79.58%)
	Total Capital Outlay and Transfers	\$ 385,722	\$ 144,172	\$ 299,421	\$ 299,421	\$ 58,700	\$ (240,721)	(80.40%)
	Department Total:	\$ 621,759	\$ 393,701	\$ 596,199	\$ 591,699	\$ 348,507	\$ (247,692)	(41.55%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 63 - Airport Administration

2024 Small Tools/Minor Equipment. Two computer replacements and miscellaneous other items.	9090 Transfers Out. Central administrative charges from General Fund, \$58,700.
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4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Planner	8	9	8	8	8	8
Administrative Assistant III	0	0	0	0	0	0
Building Maintenance Lead Technician	3	7	3	3	3	3
Building Maintenance Technician	1	0	1	1	1	1

Performance Measures

	2014	2015	2016	2017	2018	2019*
Float Plane Slips Leased	11	8	6	7	7	7
Water Landings	558	581	586	489	806	810
Fuel Sold (Gallons)	3,260	1,200	2,900	3,790	4,266	4,400
Tenants	11	8	6	7	7	7
Slip Rental	\$1,050	\$ 830	\$ 690	\$ 560	\$ 600	\$600
Transient Parking Fees	\$62	\$ 205	\$ 118	\$ 100	\$ 200	\$200
Lots Available for Lease	<i>No Historical Data</i>				20	20

* Projected figures

FY19 Department Goals Evaluation

1. Market for both private and commercial activities.
 - The City's new land brochure has created a lot of interest in lease lot development.
2. Construct taxiway Sierra to provide access to float plane basin facility.
 - The City is still waiting to hear if any of the project applications for the supplemental monies have been approved; which one is to construct taxiway Sierra with lease lots.
3. Maintain/rehabilitate commercial and private slips.
 - The City is still waiting to hear if any of the project applications for the supplemental monies have been approved; which one is to construct taxiway Sierra with lease lots.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Quality of life; Goal 2: Provide economic development to support the fiscal health of Kenai; Goal 3 – Develop land use strategies to implement a forward-looking approach to community growth and development; Goal 4 – Provide adequate public improvements and Services in Kenai; and, Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community:

1. Market for both private and commercial activities.
2. Construct taxiway Sierra to provide access to float plane basin facility.
3. Maintain/rehabilitate commercial and private slips.

Future Considerations

Continuing demand use of the float plane facilities at the Kenai Municipal Airport is generating the need for the improvements on the airfield. The creation of lease lots next to the float plane basin would support expansion of air taxi/charter development that operates from both float and wheeled aircraft. An application was submitted to the FAA in October 2018 to consider the Float Plane Basin – Phase One project for supplemental monies. Development costs are estimated at \$3.1 million. This project would construct lease lots for wheel and float plane operations.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Other Buildings and Areas

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 40,101	\$ 43,079	\$ 50,067	\$ 50,067	\$ 46,533	\$ (3,534)	(7.06%)
0200	Overtime	652	475	622	622	571	(51)	(8.20%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,938	988	1,057	1,057	1,492	435	41.15%
0400	Medicare	644	629	751	751	705	(46)	(6.13%)
0450	Social Security	-	-	406	406	64	(342)	(84.24%)
0500	PERS	9,370	15,759	12,176	12,176	13,187	1,011	8.30%
0600	Unemployment Insurance	193	39	260	260	243	(17)	(6.54%)
0700	Workers Compensation	1,028	888	1,098	1,098	1,190	92	8.38%
0800	Health & Life Insurance	11,489	10,416	12,819	12,819	14,539	1,720	13.42%
0900	Supplemental Retirement	659	930	1,366	1,366	1,407	41	3.00%
	Total Salaries & Benefits	\$ 69,074	\$ 73,203	\$ 80,622	\$ 80,622	\$ 79,931	\$ (691)	(0.86%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	200	200	-	(200)	(100.00%)
2022	Operating & Repair Supplies	15,471	15,150	16,000	20,500	15,000	(1,000)	(6.25%)
2024	Small Tools/Minor Equipment	-	-	-	-	800	800	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	11,243	17,312	7,000	7,000	59,900	52,900	755.71%
4532	Communications	1,098	1,082	623	623	1,007	384	61.64%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	500	521	500	500	500	-	-
4535	Printing & Binding	-	170	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	40,820	17,689	52,541	52,541	47,182	(5,359)	(10.20%)
4538	Repair & Maintenance	879	5,109	4,957	4,957	1,957	(3,000)	(60.52%)
4539	Rentals	1,373	2,534	2,500	2,500	2,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	52	155	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 71,436	\$ 59,860	\$ 84,321	\$ 88,821	\$ 128,846	\$ 44,525	52.80%
<u>Capital Outlay & Transfers</u>								
8061	Land	58,498	12,400	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	62,935	177,015	-	-	40,000	40,000	-
	Total Capital Outlay and Transfers	\$ 121,433	\$ 189,415	\$ -	\$ -	\$ 40,000	\$ 40,000	-
	Department Total:	\$ 261,943	\$ 322,478	\$ 164,943	\$ 169,443	\$ 248,777	\$ 83,834	50.83%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 64 - Other Buildings & Areas

2022 Operating & Repair Supplies. Fuel for resale at the Airport's Float Plane Basin and other miscellaneous operating supplies.	4538 Repair & Maintenance. Miscellaneous repairs, fire suppression system testing and landscaping services.
2024 Small Tools/Minor Equipment. Year one of network equipment replacement.	4539 Rentals. Cost of portapotties.
4531 Professional Services. Appraisal fees for the leasing of Airport land.	9090 Transfers Out. Airport Operations Facility dry sprinkler system replacement.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 008 – Airport Fund
Department: 65 – Alaska Fire Training Facility

Mission

To be the premier aircraft and firefighting training facility for the State of Alaska.

Functions & Responsibilities

The 23,460 square foot Alaska Fire Training Facility was built in 1997. The facility was designed to facilitate hands-on training for fire response personnel in scenarios replicating actual emergencies involving aircraft and structural/industrial settings. This facility brings to Alaska the ability to train in safe, realistic and environmentally acceptable facility utilizing state of the art training equipment.

The first floor is currently occupied by Beacon Occupational Health and Safety Services. The current agreement with Beacon expired December 31, 2012 but renews annually unless notice of termination is given 180-days prior to year-end by either party. The second floor consisting of 3,800 square feet is available for lease.

Staffing - Under a Management Agreement

Performance Measures

	2014	2015	2016	2017	2018	2019*
Student Trainings	No Data	950	850	No Data	No Data	912
Class Trainings	No Data	100	95	No Data	No Data	142
Facility Repairs & Maintenance	\$ 12,432	\$ 12,170	\$ 8,950	\$ 18,359	\$ 12,620	\$ 1,900
ARFF Vehicle Repair & Maintenance						
AP07	\$ 0	\$ 1,087	\$ 1,257	\$ 938	\$ 466	\$ 1,431
AP08	\$ 443	\$ 955	\$ 1,677	\$ 4,078	\$ 908	\$ 1330

**Projected figures*

FY19 Department Goals Evaluation

1. Complete the design and rehabilitation of the facility training props and associated mechanical.
 - A Request for Proposal is currently being advertised for the design of the trainings props. The FAA has programmed AIP monies for this project which will be bid in June 2019. Airports costs for facility repairs are down; however, maintenance costs on the two ARFF vehicles are up.
2. Negotiate long term facility management agreement at the Fire Training Facility.
 - The management company is still working on the numbers for the student/class trainings for the first eight months of FY19.

FY20 Department Goals

The following goals support the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1: Promote and encourage quality of life in Kenai, Goal 2: Provide economic development to support the fiscal health of Kenai, Goal 3: Land Use, and Goal 4: Public Improvements and Services:

1. Complete the design and rehabilitation of the facility training props and associated mechanical.
2. Negotiate long term facility management agreement at the Fire Training Facility.

Future Considerations

Replacement of the two 1998 Aircraft Rescue and Fire Training trucks.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,608	21,246	23,689	23,689	23,689	-	-
4538	Repair & Maintenance	12,517	13,189	14,785	14,785	14,785	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 36,125	\$ 34,435	\$ 38,474	\$ 38,474	\$ 38,474	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ 36,125	\$ 34,435	\$ 38,474	\$ 38,474	\$ 38,474	\$ -	-

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 008 - Airport Fund
Department: - 65 - Airport Training Facility

4537 Utilities. Electric and natural gas charges for that portion of the facility not included in the facility management agreement.

Repair & Maintenance. Fire suppression system testing, elevator testing and maintenance, and other general maintenance items.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizens Fund
Department: Title III Summary

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
State Grants	\$ 208,654	\$ 198,577	\$ 203,626	\$ 203,626	\$ 205,831
USDA Grant	22,415	18,958	15,000	15,000	20,000
Choice Waiver	220,419	195,012	200,000	135,000	125,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	5,977	9,598	15,000	15,000	15,000
Rents and Leases	8,260	8,324	13,000	13,000	13,000
Donations	6,975	47,668	32,000	32,000	32,000
Donation - Senior Connection	7,677	50,000	50,000	50,000	50,000
Meal Donations	75,321	82,837	82,500	82,500	82,500
Transfer from General Fund - Operations	183,291	176,739	170,857	214,252	237,023
Transfer from General Fund - Capital	-	-	45,670	45,670	14,100
Other	306	(42)	300	300	300
Total Revenue	<u>865,502</u>	<u>913,878</u>	<u>954,160</u>	<u>932,555</u>	<u>920,961</u>
Expenditures					
Senior Citizen Access	153,905	157,065	157,364	157,364	189,004
Congregate Meals	218,035	220,661	285,370	287,995	261,266
Home Meals	176,509	205,562	209,875	210,750	223,664
Senior Transportation	67,803	80,087	81,234	81,234	104,527
Choice Waiver	<u>249,525</u>	<u>250,503</u>	<u>244,671</u>	<u>244,671</u>	<u>165,893</u>
Total Expenditures	<u>865,777</u>	<u>913,878</u>	<u>978,514</u>	<u>982,014</u>	<u>944,354</u>
Contribution To/(From) Fund Balance:	(275)	-	(24,354)	(49,459)	(23,393)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>24,354</u>	<u>49,459</u>	<u>23,393</u>
Adjusted (Deficit)/Surplus	(275)	-	-	-	-
Beginning Fund Balance	<u>275</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 019 – Senior Citizens Fund
Department: Senior Services

Mission

To serve as a community focal point for senior services where adults 60+ come together for fellowship and program participation, to engage in opportunities for dignity and personal growth, to improve their quality of life, to support the needs of older individuals, to enhance their independence, and to broaden their involvement within the community.

Functions & Responsibilities

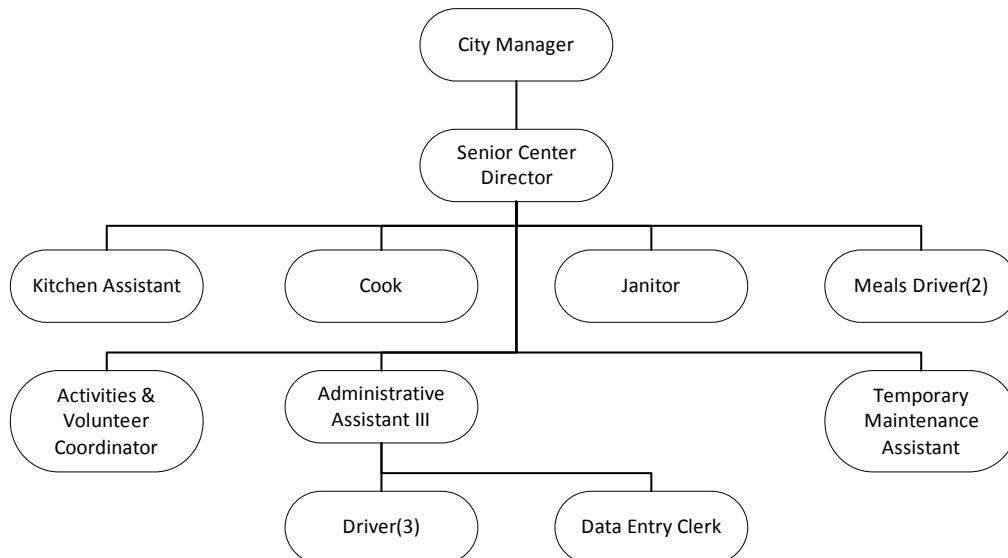
The Senior Center is serving our older citizens who were instrumental in building the City of Kenai. As the City’s population ages, the Senior Center continues to provide services through the City that promote quality of life and maximize independence, while allowing seniors to stay within the community of their choice.

The Kenai Senior Center provides services to the elderly with the greatest and social economic need and senior persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Cohoe, Kasilof and Clam Gulch. Services and programs are available from 8 am – 4 pm, Monday through Friday.

The following services that promote the independence, personal choice and purpose for the older adult are provided:

- | | | |
|-----------------------|----------------------|--------------------|
| Congregate Meals | Transportation | Form Completion |
| Home Delivered Meals | Nutrition Education | Referral |
| Telephone Reassurance | Personal Advocacy | Letter Writing |
| Health Screening | Arts & Crafts | Outreach |
| Volunteer Opportunity | Information | Physical Fitness |
| Benefits Counseling | Shopping Assistance | Recreation |
| Wellness Classes | Passenger Assistance | Housing Assistance |
| Computer Lab | Computer Classes | |

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.75	18	.75	18	.75	18	.75	18	.75	18	.75	18
Administrative Assistant III	.75	10	.75	10	.75	10	.75	10	.75	10	.75	10
Activities & Volunteer Coord.	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Data Entry Clerk	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1
Janitor	.35	1	.35	1	.35	1	.35	1	.35	1	.35	1
Temporary Maintenance Assistant	.06	1	.06	1	.06	1	.06	1	.06	1	.06	1
Cook	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Kitchen Assistant	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2
Temporary Kitchen Assistant	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4
Meals Driver (2)	.95	2.4	.95	2.4	.95	2.4	.95	2.4	.95	2.4	.95	2.4
Driver (3)	1.05	1	1.05	1	1.05	1	1.40	1	1.40	1	1.40	1

Performance Measures

	FY2016	FY2017	FY2018	FY2019**
Congregate Meals	14,280	15,251	16,145	15,410
Home Delivered Meals	23,880	23,687	17,473	16,638
Assisted & Unassisted Rides	8,642	9,034	8,586	7,845
Volunteer Hours	21,813	*14,203	10,676	8,950
Activity Participation Units	12,746	*27,905	26,937	27,450

*Tracked with new MYSENIORCENTER program requiring individuals to input their own information.

**Projected figures

FY19 Department Goals Evaluation

1. Increased community awareness of the programs and services offered through Kenai Senior Center. This will be achieved by consistent advertising in the following areas; social media, City of Kenai website, direct mail campaign and local media. Proof of increased community awareness will be tracked through our MySeniorCenter database.
 - Goal achieved. Advertising was consistently done through Facebook, City of Kenai website, email and direct mail.
2. Consolidate transportation to be more effective without decreasing services available to seniors in our community. This will be achieved by scheduling specific days for medical transportation while transporting multiple clients per trip instead of single client trips.
 - Goal achieved. Transportation was consolidated to be more effective. Medical transportation was scheduled to specific days and multiple clients per trip was mandated whenever possible.
3. Track average monthly food costs vs meals prepared to ensure stability and efficiency in budgeting. This will be achieved by refining our monthly menus, observing and comparing food costs, and being aware of costs for different types of meals.
 - Goal in transition. We have been refining our monthly menus and tracking comparative food costs, while working on portion control.

FY20 Department Goals

1. Analyzation of transportation and meal service outside of City of Kenai limits, while still providing amenities to those in our service area. This goal corresponds with the City of Kenai Comprehensive Plan Goal 5 to provide transportation systems that are efficient and adequate to serve the regional needs of the community.
2. Begin preliminary work of planning for memorial greenhouse and gardens. This goal directly relates to the City of Kenai Comprehensive Plan Goal 1 to promote and encourage quality of life elements in Kenai.
3. Continue to seek out new ways to reduce food costs by working with local vendors whenever possible. This goal matches City of Kenai Comprehensive Plan Goal 2 to support the economic and fiscal health of the community.

Future Considerations

As revenues continue to decrease, it is imperative the Senior Center look for cost effective methods and additional revenue sources to promote healthy senior living.

City of Kenai
Fiscal Year 2020 Operating Budget

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 291,796	\$ 297,371	\$ 285,918	\$ 285,918	\$ 282,901	\$ (3,017)	(1.06%)
0200	Overtime	2,496	2,390	679	679	708	29	4.27%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,906	5,989	8,874	8,874	8,719	(155)	(1.75%)
0400	Medicare	4,276	4,312	4,284	4,284	4,239	(45)	(1.05%)
0450	Social Security	3,579	3,663	3,571	3,571	3,550	(21)	(0.59%)
0500	PERS	59,778	88,279	63,165	63,165	62,523	(642)	(1.02%)
0600	Unemployment Insurance	1,389	318	1,478	1,478	1,463	(15)	(1.01%)
0700	Workers Compensation	5,325	5,126	4,168	4,168	4,824	656	15.74%
0800	Health & Life Insurance	89,829	65,803	100,156	100,156	111,305	11,149	11.13%
0900	Supplemental Retirement	6,569	6,851	7,305	7,305	7,260	(45)	(0.62%)
	Total Salaries & Benefits	\$ 474,943	\$ 480,102	\$ 479,598	\$ 479,598	\$ 487,492	\$ 7,894	1.65%
<u>Maintenance and Operations</u>								
2021	Office Supplies	541	661	1,405	1,405	1,155	(250)	(17.79%)
2022	Operating & Repair Supplies	159,637	166,007	174,271	177,771	171,800	(2,471)	(1.42%)
2024	Small Tools/Minor Equipment	1,743	5,496	3,520	3,520	3,395	(125)	(3.55%)
2026	Computer Software	3,310	3,734	4,349	4,349	3,430	(919)	(21.13%)
4531	Professional Services	10,446	11,831	14,920	14,920	13,905	(1,015)	(6.80%)
4532	Communications	3,577	5,737	3,352	3,352	3,775	423	12.62%
4533	Travel & Transportation	3,852	3,252	6,288	6,288	1,394	(4,894)	(77.83%)
4534	Advertising	966	876	1,125	1,125	1,125	-	-
4535	Printing & Binding	2,825	2,093	3,220	3,220	3,250	30	0.93%
4536	Insurance	10,310	8,325	13,332	13,332	15,888	2,556	19.17%
4537	Utilities	48,388	45,797	54,107	54,107	52,907	(1,200)	(2.22%)
4538	Repair & Maintenance	2,840	4,077	3,474	3,474	2,980	(494)	(14.22%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	940	878	950	950	925	(25)	(2.63%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	755	906	1,833	1,833	1,833	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	13	400	400	400	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 250,130	\$ 259,683	\$ 286,546	\$ 290,046	\$ 278,162	\$ (8,384)	(2.93%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	7,890	34,500	34,500	-	(34,500)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	30,605	18,228	11,170	11,170	14,100	2,930	26.23%
9090	Transfers	158,200	141,400	166,700	166,700	164,600	(2,100)	(1.26%)
	Total Capital Outlay and Transfers	\$ 188,805	\$ 167,518	\$ 212,370	\$ 212,370	\$ 178,700	\$ (33,670)	(15.85%)
	Department Total:	\$ 913,878	\$ 907,303	\$ 978,514	\$ 982,014	\$ 944,354	\$ (34,160)	(3.49%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Senior Citizen Access

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 66,945	\$ 74,059	\$ 63,103	\$ 63,103	\$ 62,684	\$ (419)	(0.66%)
0200	Overtime	673	219	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	813	163	2,010	2,010	1,307	(703)	(34.98%)
0400	Medicare	941	1,039	945	945	927	(18)	(1.90%)
0450	Social Security	1,121	669	894	894	625	(269)	(30.09%)
0500	PERS	12,493	24,362	13,429	13,429	12,802	(627)	(4.67%)
0600	Unemployment Insurance	319	64	326	326	320	(6)	(1.84%)
0700	Workers Compensation	525	375	403	403	356	(47)	(11.66%)
0800	Health & Life Insurance	20,678	20,581	23,036	23,036	28,394	5,358	23.26%
0900	Supplemental Retirement	1,686	1,810	1,725	1,725	1,875	150	8.70%
	Total Salaries & Benefits	\$ 106,194	\$ 123,341	\$ 105,871	\$ 105,871	\$ 109,290	\$ 3,419	3.23%
<u>Maintenance and Operations</u>								
2021	Office Supplies	275	242	550	550	300	(250)	(45.45%)
2022	Operating & Repair Supplies	1,466	1,288	1,800	1,800	1,200	(600)	(33.33%)
2024	Small Tools/Minor Equipment	345	2,195	360	360	360	-	-
2026	Computer Software	670	575	869	869	686	(183)	(21.06%)
4531	Professional Services	2,900	2,110	4,050	4,050	3,575	(475)	(11.73%)
4532	Communications	623	1,826	653	653	755	102	15.62%
4533	Travel & Transportation	983	1,427	2,400	2,400	950	(1,450)	(60.42%)
4534	Advertising	394	380	400	400	400	-	-
4535	Printing & Binding	1,600	1,337	1,634	1,634	1,400	(234)	(14.32%)
4536	Insurance	2,371	1,458	2,800	2,800	3,694	894	31.93%
4537	Utilities	11,535	7,987	11,438	11,438	12,249	811	7.09%
4538	Repair & Maintenance	1,474	2,207	1,344	1,344	850	(494)	(36.76%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	200	156	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	135	188	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 24,971	\$ 23,385	\$ 29,193	\$ 29,193	\$ 27,314	\$ (1,879)	(6.44%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	512	-	-	14,100	14,100	-
9090	Transfers Out	25,900	27,340	22,300	22,300	38,300	16,000	71.75%
	Total Capital Outlay and Transfers	\$ 25,900	\$ 28,026	\$ 22,300	\$ 22,300	\$ 52,400	\$ 30,100	134.98%
	Department Total:	\$ 157,065	\$ 174,752	\$ 157,364	\$ 157,364	\$ 189,004	\$ 31,640	20.11%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Senior Citizen Fund
Department: - 70 - Senior Citizen Access

4531 Professional Services. Spring and fall grounds maintenance, exterior flower installation and maintenance, and volunteer screening.

8064 Machinery & Equipment. Phase II improvements to sound system.

4533 Travel & Transportation. Staff continuing education, staff development and first aid/CPR training.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Congregate Meals

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 69,655	\$ 55,128	\$ 67,102	\$ 67,102	\$ 70,667	\$ 3,565	5.31%
0200	Overtime	656	698	263	263	310	47	17.87%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,970	1,737	2,253	2,253	2,670	417	18.51%
0400	Medicare	1,035	814	1,009	1,009	1,068	59	5.85%
0450	Social Security	471	630	421	421	544	123	29.22%
0500	PERS	15,854	15,668	16,709	16,709	17,803	1,094	6.55%
0600	Unemployment Insurance	332	66	348	348	368	20	5.75%
0700	Workers Compensation	1,376	1,053	1,098	1,098	1,339	241	21.95%
0800	Health & Life Insurance	23,873	13,408	26,691	26,691	30,973	4,282	16.04%
0900	Supplemental Retirement	1,674	1,337	1,929	1,929	2,008	79	4.10%
	Total Salaries & Benefits	\$ 117,896	\$ 90,539	\$ 117,823	\$ 117,823	\$ 127,750	\$ 9,927	8.43%
<u>Maintenance and Operations</u>								
2021	Office Supplies	138	267	475	475	475	-	-
2022	Operating & Repair Supplies	55,335	54,694	68,880	71,505	64,929	(3,951)	(5.74%)
2024	Small Tools/Minor Equipment	1,055	1,322	1,585	1,585	1,460	(125)	(7.89%)
2026	Computer Software	630	919	870	870	686	(184)	(21.15%)
4531	Professional Services	590	1,107	2,600	2,600	2,500	(100)	(3.85%)
4532	Communications	656	868	667	667	755	88	13.19%
4533	Travel & Transportation	346	631	1,300	1,300	-	(1,300)	(100.00%)
4534	Advertising	252	201	300	300	300	-	-
4535	Printing & Binding	225	182	434	434	500	66	15.21%
4536	Insurance	2,474	2,082	3,200	3,200	4,091	891	27.84%
4537	Utilities	12,535	11,786	12,988	12,988	13,552	564	4.34%
4538	Repair & Maintenance	1,366	1,227	1,180	1,180	1,180	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	218	235	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	245	322	463	463	463	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	4	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 76,065	\$ 75,847	\$ 95,167	\$ 97,792	\$ 91,116	\$ (4,051)	(4.26%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,999	34,500	34,500	-	(34,500)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	512	4,580	4,580	-	(4,580)	(100.00%)
9090	Transfers Out	26,700	26,580	33,300	33,300	42,400	9,100	27.33%
	Total Capital Outlay and Transfers	\$ 26,700	\$ 32,091	\$ 72,380	\$ 72,380	\$ 42,400	\$ (29,980)	(41.42%)
	Department Total:	\$ 220,661	\$ 198,477	\$ 285,370	\$ 287,995	\$ 261,266	\$ (24,104)	(8.45%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Senior Citizen Fund
Department: - 71 - Congregate Meals

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Home Delivered Meals

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 51,064	\$ 42,265	\$ 57,487	\$ 57,487	\$ 60,769	\$ 3,282	5.71%
0200	Overtime	474	512	195	195	229	34	17.44%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,169	1,313	1,939	1,939	2,296	357	18.41%
0400	Medicare	759	624	864	864	918	54	6.25%
0450	Social Security	346	362	353	353	468	115	32.58%
0500	PERS	11,613	12,800	14,339	14,339	15,298	959	6.69%
0600	Unemployment Insurance	243	49	299	299	318	19	6.35%
0700	Workers Compensation	988	887	931	931	1,151	220	23.63%
0800	Health & Life Insurance	17,413	9,462	22,896	22,896	26,633	3,737	16.32%
0900	Supplemental Retirement	1,218	1,084	1,654	1,654	1,727	73	4.41%
	Total Salaries & Benefits	\$ 86,287	\$ 69,358	\$ 100,957	\$ 100,957	\$ 109,807	\$ 8,850	8.77%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	26	55	55	55	-	-
2022	Operating & Repair Supplies	48,396	51,791	45,360	46,235	57,950	12,590	27.76%
2024	Small Tools/Minor Equipment	294	230	560	560	560	-	-
2026	Computer Software	630	661	870	870	686	(184)	(21.15%)
4531	Professional Services	50	252	200	200	200	-	-
4532	Communications	601	530	712	712	755	43	6.04%
4533	Travel & Transportation	1,405	705	1,444	1,444	144	(1,300)	(90.03%)
4534	Advertising	121	93	125	125	125	-	-
4535	Printing & Binding	360	235	434	434	500	66	15.21%
4536	Insurance	1,856	1,422	2,666	2,666	3,535	869	32.60%
4537	Utilities	8,560	7,567	10,766	10,766	11,662	896	8.32%
4538	Repair & Maintenance	-	427	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	222	203	225	225	200	(25)	(11.11%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	175	193	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 62,670	\$ 64,335	\$ 64,302	\$ 65,177	\$ 77,257	\$ 12,955	20.15%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	767	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	30,605	6,633	3,016	3,016	-	(3,016)	(100.00%)
9090	Transfers Out	26,000	25,540	41,600	41,600	36,600	(5,000)	(12.02%)
	Total Capital Outlay and Transfers	\$ 56,605	\$ 32,940	\$ 44,616	\$ 44,616	\$ 36,600	\$ (8,016)	(17.97%)
	Department Total:	\$ 205,562	\$ 166,633	\$ 209,875	\$ 210,750	\$ 223,664	\$ 13,789	6.57%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Senior Citizen Fund
Department: - 72 - Home Delivered Meals

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Transportation

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 30,482	\$ 27,776	\$ 36,586	\$ 36,586	\$ 46,473	\$ 9,887	27.02%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	813	163	598	598	853	255	42.64%
0400	Medicare	446	397	539	539	686	147	27.27%
0450	Social Security	1,124	987	1,527	1,527	1,581	54	3.54%
0500	PERS	3,138	4,262	3,301	3,301	5,999	2,698	81.73%
0600	Unemployment Insurance	144	69	185	185	237	52	28.11%
0700	Workers Compensation	982	824	739	739	1,178	439	59.40%
0800	Health & Life Insurance	2,732	2,382	3,005	3,005	6,814	3,809	126.76%
0900	Supplemental Retirement	225	228	225	225	450	225	100.00%
	Total Salaries & Benefits	\$ 40,086	\$ 37,088	\$ 46,705	\$ 46,705	\$ 64,271	\$ 17,566	37.61%
<u>Maintenance and Operations</u>								
2021	Office Supplies	128	100	250	250	250	-	-
2022	Operating & Repair Supplies	9,132	6,806	4,471	4,471	5,000	529	11.83%
2024	Small Tools/Minor Equipment	-	589	360	360	360	-	-
2026	Computer Software	710	372	870	870	686	(184)	(21.15%)
4531	Professional Services	1,320	323	930	930	930	-	-
4532	Communications	592	1,162	667	667	755	88	13.19%
4533	Travel & Transportation	794	429	1,144	1,144	300	(844)	(73.78%)
4534	Advertising	-	70	100	100	100	-	-
4535	Printing & Binding	330	191	334	334	400	66	19.76%
4536	Insurance	1,031	679	1,733	1,733	2,105	372	21.47%
4537	Utilities	4,839	3,519	6,920	6,920	6,920	-	-
4538	Repair & Maintenance	-	10	250	250	250	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	100	108	100	100	100	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	25	5	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 19,001	\$ 14,363	\$ 18,429	\$ 18,429	\$ 18,456	\$ 27	0.15%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,571	-	-	-	-	-
9090	Transfers Out	21,000	13,780	16,100	16,100	21,800	5,700	35.40%
	Total Capital Outlay and Transfers	\$ 21,000	\$ 24,525	\$ 16,100	\$ 16,100	\$ 21,800	\$ 5,700	35.40%
	Department Total:	\$ 80,087	\$ 75,976	\$ 81,234	\$ 81,234	\$ 104,527	\$ 23,293	28.67%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Senior Citizen Fund
Department: - 74 - Transportation

2022 Operating & Repair Supplies. Fuel for vehicles.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Choice Waiver

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 73,650	\$ 98,143	\$ 61,640	\$ 61,640	\$ 42,308	\$ (19,332)	(31.36%)
0200	Overtime	693	961	221	221	169	(52)	(23.53%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,141	2,613	2,074	2,074	1,593	(481)	(23.19%)
0400	Medicare	1,095	1,438	927	927	640	(287)	(30.96%)
0450	Social Security	517	1,015	376	376	332	(44)	(11.70%)
0500	PERS	16,680	31,187	15,387	15,387	10,621	(4,766)	(30.97%)
0600	Unemployment Insurance	351	70	320	320	220	(100)	(31.25%)
0700	Workers Compensation	1,454	1,987	997	997	800	(197)	(19.76%)
0800	Health & Life Insurance	25,133	19,970	24,528	24,528	18,491	(6,037)	(24.61%)
0900	Supplemental Retirement	1,766	2,392	1,772	1,772	1,200	(572)	(32.28%)
	Total Salaries & Benefits	\$ 124,480	\$ 159,776	\$ 108,242	\$ 108,242	\$ 76,374	\$ (31,868)	(29.44%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	26	75	75	75	-	-
2022	Operating & Repair Supplies	45,308	51,428	53,760	53,760	42,721	(11,039)	(20.53%)
2024	Small Tools/Minor Equipment	49	1,160	655	655	655	-	-
2026	Computer Software	670	1,207	870	870	686	(184)	(21.15%)
4531	Professional Services	5,586	8,039	7,140	7,140	6,700	(440)	(6.16%)
4532	Communications	1,105	1,351	653	653	755	102	15.62%
4533	Travel & Transportation	324	60	-	-	-	-	-
4534	Advertising	199	132	200	200	200	-	-
4535	Printing & Binding	310	148	384	384	450	66	17.19%
4536	Insurance	2,578	2,684	2,933	2,933	2,463	(470)	(16.02%)
4537	Utilities	10,919	14,938	11,995	11,995	8,524	(3,471)	(28.94%)
4538	Repair & Maintenance	-	206	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	200	176	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	175	198	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 67,423	\$ 81,753	\$ 79,455	\$ 79,455	\$ 64,019	\$ (15,436)	(19.43%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,776	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	3,574	3,574	-	(3,574)	(100.00%)
9090	Transfers Out	58,600	48,160	53,400	53,400	25,500	(27,900)	(52.25%)
	Total Capital Outlay and Transfers	\$ 58,600	\$ 49,936	\$ 56,974	\$ 56,974	\$ 25,500	\$ (31,474)	(55.24%)
	Department Total:	\$ 250,503	\$ 291,465	\$ 244,671	\$ 244,671	\$ 165,893	\$ (78,778)	(32.20%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 009 - Senior Citizen Fund
Department: - 75 - Choice Waiver

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served.

9090 Transfers Out. Central administrative charges from General Fund.

4531 Professional Services. Contracted billing and background checks.

**City of Kenai
Fiscal Year 2020 Operating Budget**

Fund 048 - Debt Service

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Manager Proposed FY2020</u>
Revenues					
Bond Interest Subsidy	34,959	34,996	34,996	34,996	32,607
Transfer from General Fund	<u>140,439</u>	<u>142,002</u>	<u>143,402</u>	<u>143,402</u>	<u>140,097</u>
Total Revenue	<u>175,398</u>	<u>176,998</u>	<u>178,398</u>	<u>178,398</u>	<u>172,704</u>
Expenditures					
Parks, Recreation & Culture	<u>175,398</u>	<u>176,998</u>	<u>178,398</u>	<u>178,398</u>	<u>172,704</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 048 - Debt Service

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	176,998	177,198	178,398	178,398	172,704	(5,694)	(3.19%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 176,998	\$ 177,198	\$ 178,398	\$ 178,398	\$ 172,704	\$ (5,694)	(3.19%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ 176,998	\$ 177,198	\$ 178,398	\$ 178,398	\$ 172,704	\$ (5,694)	(3.19%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

<u>Issue Date</u>	<u>Amount Issued</u>	American Recovery and Reinvestment <u>Act Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2019</u>
Library Expansion Bonds						
3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,260,000

**City of Kenai
Fiscal Year 2020 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>FY2019 Projection</u>	<u>Manager Proposed FY2020</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 2,055,039	\$ 1,513,454	\$ 1,520,536	\$ 1,520,536	\$ 1,343,733
Acct. 36645 Interest on Land Sale Contracts	-	-	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>362,731</u>	<u>9,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	2,417,770	1,522,688	1,530,536	1,530,536	1,353,733
Expenses					
Transfer to Airport Land System Fund	<u>1,175,414</u>	<u>1,210,348</u>	<u>1,230,025</u>	<u>1,230,025</u>	<u>958,685</u>
Contributions To/(From) Fund Balance	1,242,356	312,340	300,511	300,511	395,048
Beginning Fund Balance	<u>23,037,659</u>	<u>24,280,015</u>	<u>24,600,203</u>	<u>24,592,355</u>	<u>24,892,866</u>
Ending Fund Balance	<u>\$ 24,280,015</u>	<u>\$ 24,592,355</u>	<u>\$ 24,900,714</u>	<u>\$ 24,892,866</u>	<u>\$ 25,287,914</u>

FUND 081-52 General Land Sales Permanent Fund

Revenues					
Acct. 36610 Investments Earnings	\$ 256,966	\$ 187,598	\$ 189,844	\$ 189,844	\$ 171,149
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>54,001</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	256,966	241,599	189,844	189,844	171,149
Expenses					
Transfer to General Fund	<u>149,802</u>	<u>161,561</u>	<u>162,999</u>	<u>162,999</u>	<u>120,945</u>
Contributions To/(From) Fund Balance	107,164	80,038	26,845	26,845	50,204
Beginning Fund Balance	<u>2,942,775</u>	<u>3,049,939</u>	<u>2,965,790</u>	<u>3,129,977</u>	<u>3,156,822</u>
Ending Fund Balance	<u>\$ 3,049,939</u>	<u>\$ 3,129,977</u>	<u>\$ 2,992,635</u>	<u>\$ 3,156,822</u>	<u>\$ 3,207,026</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 082 - Airport Fund Land Sale Permanent Fund
Department: 52

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	1,210,348	1,151,652	1,230,025	1,230,025	958,685	(271,340)	(22.06%)
	<u>Total Capital Outlay and Transfers</u>	\$ 1,210,348	\$ 1,151,652	\$ 1,230,025	\$ 1,230,025	\$ 958,685	\$ (271,340)	(22.06%)
	Department Total:	\$ 1,210,348	\$ 1,151,652	\$ 1,230,025	\$ 1,230,025	\$ 958,685	\$ (271,340)	(22.06%)

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 081 - General Fund Land Sale Permanent Fund
Department: 52

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Manager Proposed FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	161,561	120,926	162,999	162,999	120,945	(42,054)	(25.80%)
	<u>Total Capital Outlay and Transfers</u>	\$ 161,561	\$ 120,926	\$ 162,999	\$ 162,999	\$ 120,945	\$ (42,054)	(25.80%)
	Department Total:	\$ 161,561	\$ 120,926	\$ 162,999	\$ 162,999	\$ 120,945	\$ (42,054)	(25.80%)

**City of Kenai
Fiscal Year 2020 Capital Budget**

Summary of Projects and Funding Sources

	<u>General Fund</u>	<u>Airport Special Revenue Fund</u>	<u>Water & Sewer Special Revenue Fund</u>	<u>Senior Citizen Special Revenue Fund</u>	<u>Library Improvements Capital Project Fund</u>
Funds Provided:					
General Fund Revenues/Reserves	\$ 14,100	\$ -	\$ -	\$ -	\$ -
Airport Fund Revenues/Reserves	-	800	-	-	-
Water & Sewer Fund Revenues/Reserves	-	-	355,000	-	-
Transfer from Other Funds:					
General Fund	-	-	-	14,000	50,000
Airport Special Revenue Fund	-	-	-	-	-
Water & Sewer Special Revenue Fund	-	-	-	-	-
Total Funds Provided	<u>14,100</u>	<u>800</u>	<u>355,000</u>	<u>14,000</u>	<u>50,000</u>
Funds Applied:					
Network equipment replacement Phase I	14,100	800	-	-	-
Concrete sidewalk and retaining wall repair	-	-	-	-	50,000
Kenai Recreation Center roof repair	-	-	-	-	-
Kenai Recreation Center grading repair	-	-	-	-	-
Airport Operations dry sprinkler system replacement	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	-	-	300,000	-	-
WWTP Clarifier/Pump house coatings	-	-	-	-	-
WWTP Belt Press replacement	-	-	-	-	-
WWTP Aeration basin restore/coating	-	-	-	-	-
SCADA system integration	-	-	55,000	-	-
Hydrant mapping & installation Phase I	-	-	-	-	-
City street sink hole repairs	-	-	-	-	-
Other street repair and improvement projects to be identified	-	-	-	-	-
Municipal Park trail construction	-	-	-	-	-
Senior Center sound system upgrade Phase II	-	-	-	14,000	-
Total Funds Applied	<u>14,100</u>	<u>800</u>	<u>355,000</u>	<u>14,000</u>	<u>50,000</u>
Net Results From Operations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Network Equip. Replacement	Project Manager:	Dan Castimore
Fund:	Various	Fund Number:	001, 008
Department:	Finance	Department Priority:	2

Estimated Cost: \$14,900

Proposed Funding Source(s):

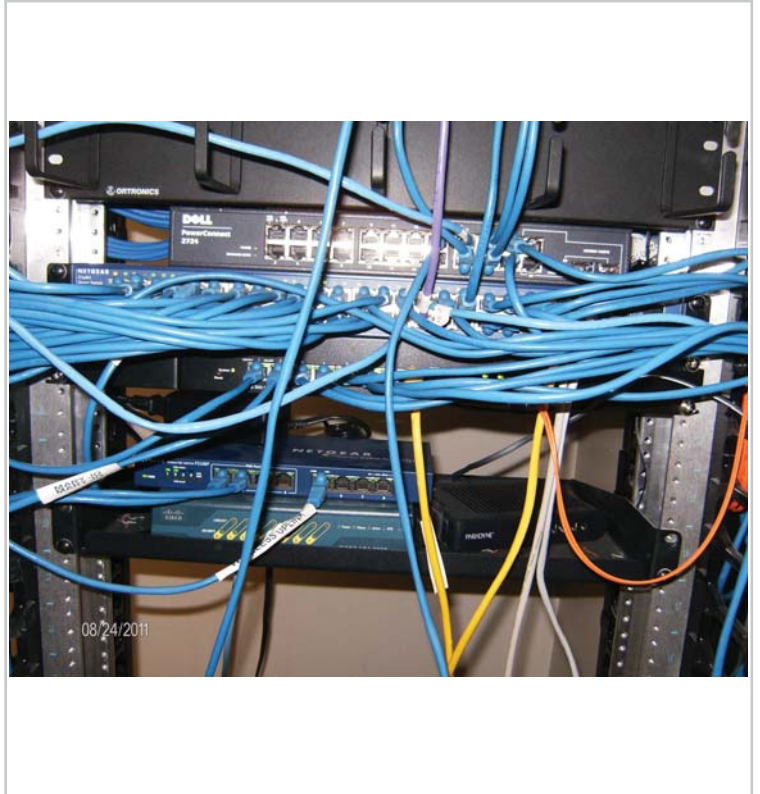
- Source 1: 0014182024 Amount: \$14,100
- Source 2: 0084642024 Amount: \$800
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Purchase and install prior to July 2020.



Project Description:

Replace network equipment that is no longer supported by the vendor. This includes network switches that are 10 years old, and wireless equipment that is no longer compatible with the wireless controller.

Anticipated Impact on Operating Budget:

None.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Concrete Sidewalk & Retaining</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Library Impr. Capital Proj Fund</u>	Fund Number:	<u>218</u>
Department:	<u>Buildings</u>	Department Priority:	<u>1</u>

Estimated Cost: \$50,000

Proposed Funding Source(s):

- Source 1: GF Amount: \$50,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Design - 1st quarter FY20
Construction - dependent on block availability



Project Description:

The existing CMU wall at the Library was not replaced with the Library Renovation Project 10 years ago. It is failing and does not look good with the renovated portions of the Library. Additionally, there are several cracked sidewalks that should be replaced for safety reasons.

Demolition and replacement of affected areas, installation of new concrete sidewalks and new landscape retaining wall blocking.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Kenai Rec. Center Roof Repair	Project Manager:	Scott Curtin
Fund:	Kenai Recreation Center CP	Fund Number:	119
Department:	Recreation	Department Priority:	2

Estimated Cost: \$50,000

Proposed Funding Source(s):

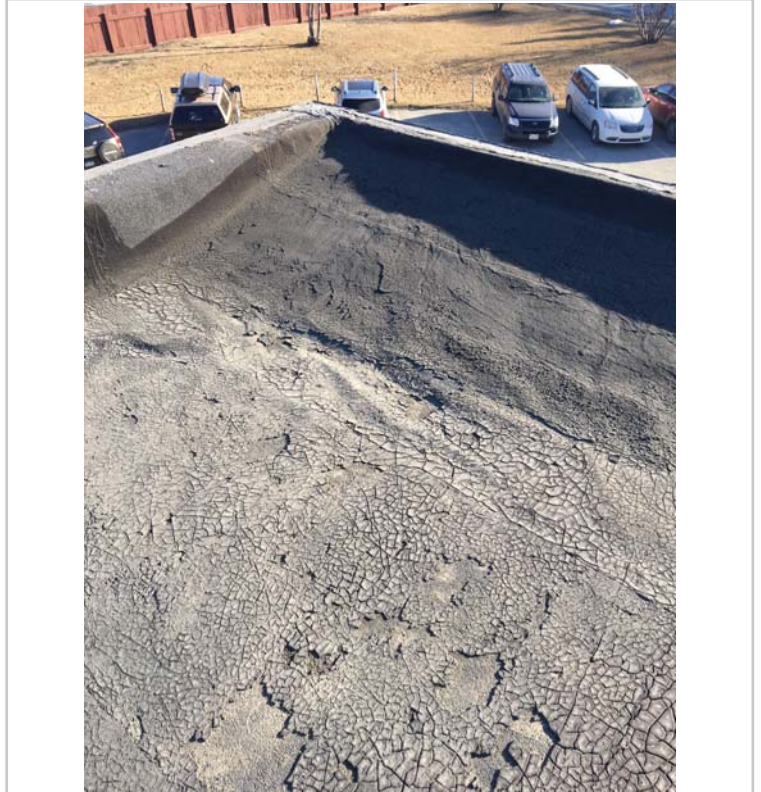
- Source 1: GF Amount: \$50,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Repair 1st Quarter FY20



Project Description:

The Recreation Center roof has portions that are beyond their intended useful life. Areas within the Rec Center are experiencing some minor roof leaking. This project will provide for a Hot Mop and top cap layer to seal up leaking areas.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Kenai Rec. Center Grading	Project Manager:	Scott Curtin
Fund:	Kenai Recreation Center CP	Fund Number:	119
Department:	Recreation	Department Priority:	3

Estimated Cost: \$50,000

Proposed Funding Source(s):

- Source 1: GF Amount: \$50,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Design / Construction - 1st quarter FY20



Project Description:

The grading at the Recreation Center does not currently provide enough positive drainage away from the structure. Snow & Rain have begun to deteriorate the exterior siding, as well as interior drywall and tile within the affected area. This project will regrade the property to drain away from the building down to a new storm detention basin.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Replace Dry Sprinkler	Project Manager:	Scott Curtin
Fund:	Airport Ops Capital Proj Fund	Fund Number:	328
Department:	Airport - Kenai Ops Facility	Department Priority:	1

Estimated Cost: \$40,000

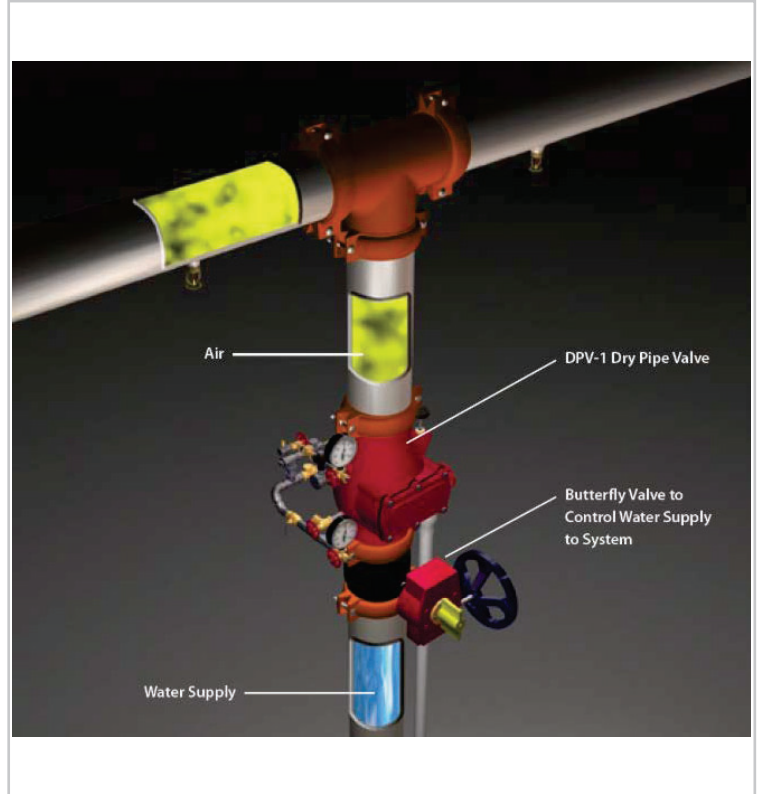
Proposed Funding Source(s):

- Source 1: Airport SR Amount: \$40,000
- Source 2: Amount:
- Source 3: Amount:
- Source 4: Amount:
- Source 5: Amount:

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:



Project Description:

Seventeen year old Dry Sprinkler piping is corroding and again starting to develop leaks. When leaks occur, the dry system could activate and fill with water. During freezing conditions, pipes could freeze and cause extensive damage. Three bays are involved: Apparatus bay, wash bay and sand storage bay.

Replace dry sprinkler piping, and reroute under ceiling with galvanized pipe.

Anticipated Impact on Operating Budget:

Failure of dry sprinkler system will cause system discharge and damage to the facility and its contents.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Update Master Plan/Rate Study</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Water & Sewer SR Fund</u>	Fund Number:	<u>010</u>
Department:	<u>Water, Sewer & WWTP</u>	Department Priority:	<u>2</u>

Estimated Cost: \$300,000

Proposed Funding Source(s):

- Source 1: 0104674531 Amount: \$150,000
- Source 2: 0104664531 Amount: \$75,000
- Source 3: 0104654531 Amount: \$75,000
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

RFP - 1st quarter FY20

Project Description:

The current Master Plan was completed in 2003/2004. There have been numerous changes to permitting requirements, personnel changes, equipment failures, etc. in that time. The rate increases that resulted from that plan were implemented and we have not had a rate increase for two years. Costs split between water and sewer are \$75,000 each.

Anticipated Impact on Operating Budget:

The direction this report will provide will prevent funds from being expended on lower priority items. Master Plans should be updated every 10 years. This will provide a direction for future improvements and expenditures.

Final

City of Kenai Wastewater Facility Master Plan

Prepared for
City of Kenai

Public Works Department
210 Fidalgo Avenue
Kenai, Alaska 99811

March 2004

CH2MHILL
301 West Northern Lights Boulevard, Suite 801
Anchorage, Alaska 99503-2882
(907) 278-2551

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Clarifier/Pump Housing Coatings</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>WWTP CP Fund</u>	Fund Number:	<u>625</u>
Department:	<u>WWTP</u>	Department Priority:	<u>5</u>

Estimated Cost: \$40,000

Proposed Funding Source(s):

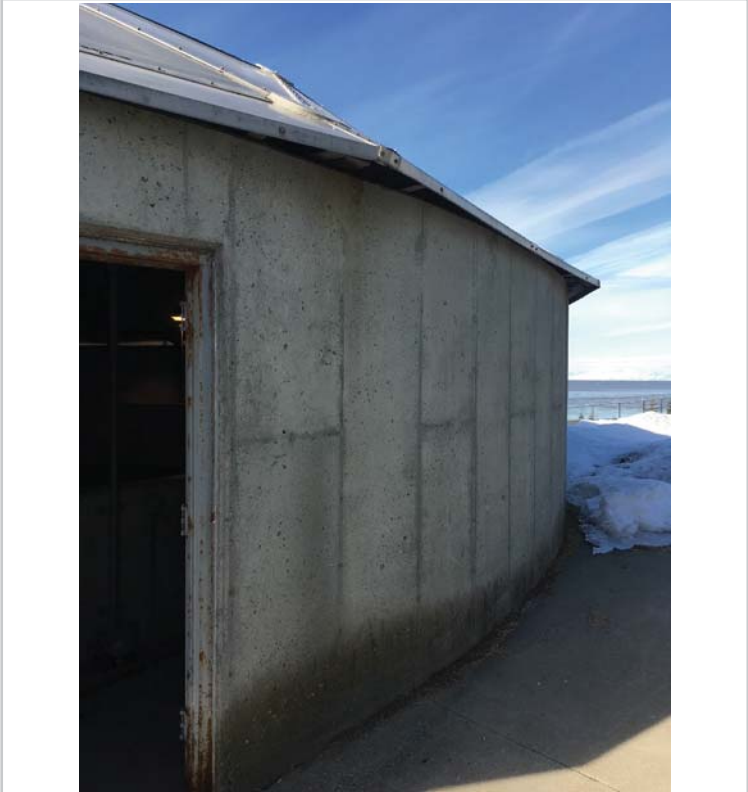
- Source 1: WWTP Amount: \$40,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Seasonal work.
Begin 1st quarter FY20
Complete 4th quarter FY20



Project Description:

Exteriors of Clarifier Tanks are raw concrete that have weathered for 40 years. Areas of concrete have exposed aggregate, doors and frames are extremely rusted due to the salt air. This project will provide an exterior coating to both clarifier's and pump house and replacement of exterior doors. Most of the work will be completed by staff.

Replacement of three metal doors, frames and hardware. Patching of rough concrete areas. Application of topcoat. This will be rolled on product and will look similar to a rough stucco. Staff will work on as work/staff availability permits.

Anticipated Impact on Operating Budget:

This is appropriate long term maintenance. It will provide a noticeable face lift to the facility where the public will notice the property is being cared for.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Belt Filter Press	Project Manager:	Roscoe Barrett
Fund:	WWTP CP Fund	Fund Number:	625
Department:	WWTP	Department Priority:	1

Estimated Cost: \$500,000

Proposed Funding Source(s):

- Source 1: WWTP Amount: \$500,000
- Source 2: Amount:
- Source 3: Amount:
- Source 4: Amount:
- Source 5: Amount:

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

- Design - 1st quarter FY20
- Invitation to bid - 3rd quarter FY20
- Construction - 4th quarter FY20

Project Description:

The belt press was installed during the last upgrade in 1981, for the past 15 years it has remained serviceable only by the extraordinary effort of the crew. This press is no longer in production and it has become difficult to find replacement parts. Some parts have been fabricated to remain operational.

Add a screw press to the existing system utilizing the same sludge piping, polymer injection and drainage system currently in place. Estimates of design and improvements would cost approximately \$500,000.00.

Anticipated Impact on Operating Budget:

The belt press is the last stage of wastewater treatment and a very critical component in operational control. If for any reason this process through either a major breakdown or the possibility of a long delay in obtaining parts our process could be compromised to the point of failing our permit.



City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Aeration Basin Restore/Coating	Project Manager:	Scott Curtin
Fund:	WWTP CP Fund	Fund Number:	625
Department:	WWTP	Department Priority:	4

Estimated Cost: \$90,000

Proposed Funding Source(s):

- Source 1: WWTP Amount: \$90,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

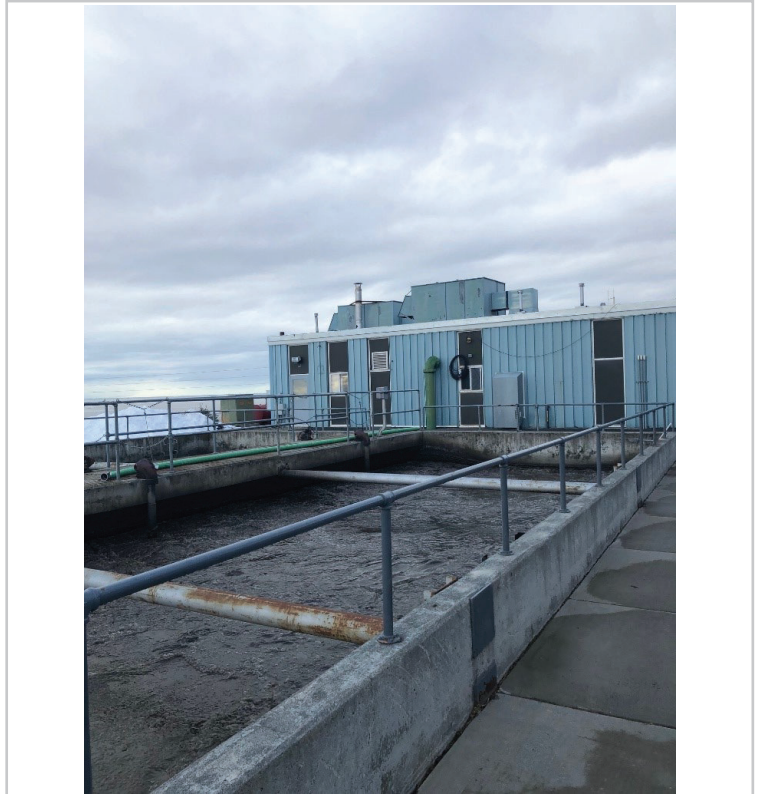
- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

- Design - 1st quarter FY20
- Construction - 4th quarter FY20

Project Description:

The WWTP has four, 130,000 gallon aeration basins. Each basin is approximately 76' x 20' x 12'. The basins are 40+ years old, and they have some concrete cracking, as well as some concrete scouring at the surface from years of the basins churning. Basins need sand blasting, epoxy fill of cracks, patching of scoured areas and epoxy coating. Phase I will complete one of the four basins.



Anticipated Impact on Operating Budget:

Completion of this work will allow the basins to continue to operate for another 30 years.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Hydrant Mapping & Installation	Project Manager:	Scott Curtin
Fund:	Water & Sewer CP Fund	Fund Number:	621
Department:	Water	Department Priority:	6

Estimated Cost: \$150,000

Proposed Funding Source(s):

- Source 1: W&S SR Amount: \$150,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Mapping - 1st quarter FY20
Installation - 4th quarter FY20



Project Description:

Correctly identify all hydrants within city limits and map to GIS. Provide for installation of hydrants at dead ends of main runs to allow for sufficient flushing.

This project will provide for the verification of all hydrants, their locations and ownership, placement onto GIS by Gary, our GIS integrator, and some installation of new hydrants in areas identified. This will allow for a greater control and understanding of our water system. Provide a more thorough flushing of the distribution system.

Anticipated Impact on Operating Budget:

Areas of the City which may continue to be underserved by hydrants at risk of fire. Risk of allowing some areas of distribution system seeing low flows having lower quality water due to inability to thoroughly flush mains.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	City Street Sink Hole Repairs	Project Manager:	Scott Curtin
Fund:	Municipal Roadway Imp. CP	Fund Number:	755
Department:	N/A	Department Priority:	1

Estimated Cost: \$71,000

Proposed Funding Source(s):

- Source 1: Gen. Fund Amount: \$71,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

FY20 Construction season.



Project Description:

Public Works has identified several City streets which have been negatively impacted by sinkholes and other settling. Cause of the problems varies from failing storm drains to non-suitable materials being present in road base. This project will excavate and repair broken storm drains, excavate and remove non-suitable materials, and repave impacted areas. City streets identified for work include Aliak, Highbush, Water Gate & Pirate, Water Gate & Schooner, Water Gate & Setnet, Fourth & Haller, Eagle Rock & Tern, and Silver Salmon.

Anticipated Impact on Operating Budget:

Repair will mitigate future damage and expense associated with failures.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Streets Improvements/Repairs</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Municipal Roadway Imp. CP</u>	Fund Number:	<u>755</u>
Department:	<u>Streets</u>	Department Priority:	<u>2</u>

Estimated Cost: \$129,000

Proposed Funding Source(s):

- Source 1: General Amount: \$129,000
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

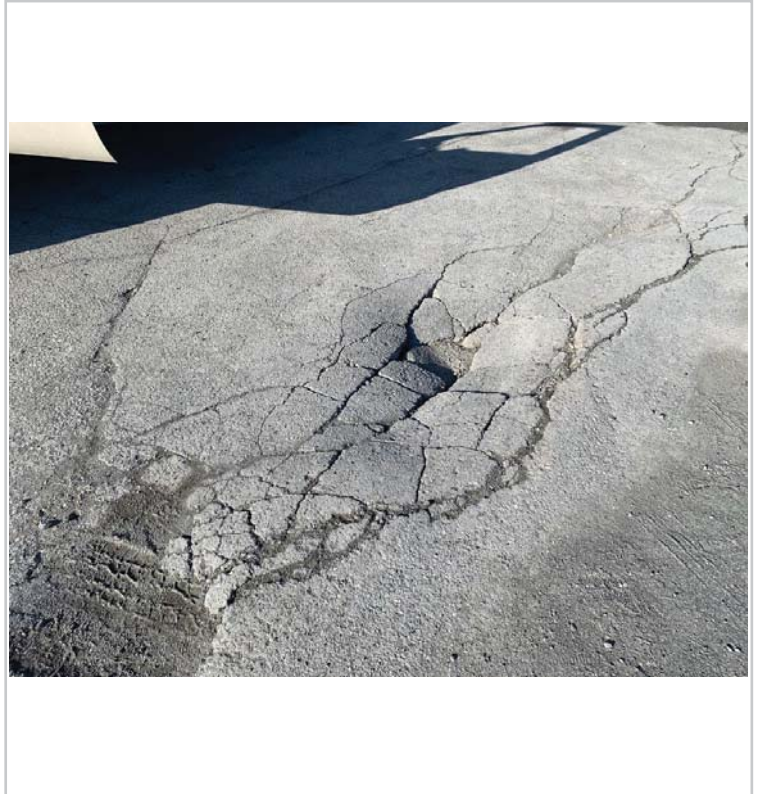
- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

FY2020 Construction season after project identification.

Project Description:

Funds to be available for road and curb repairs after project prioritization.



Anticipated Impact on Operating Budget:

N/A

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	<u>Municipal Park Trail Const.</u>	Project Manager:	<u>Bob Frates</u>
Fund:	<u>Trail Construction CP Fund</u>	Fund Number:	<u>751</u>
Department:	<u>N/A</u>	Department Priority:	<u>1</u>

Estimated Cost: \$37,800

Proposed Funding Source(s):

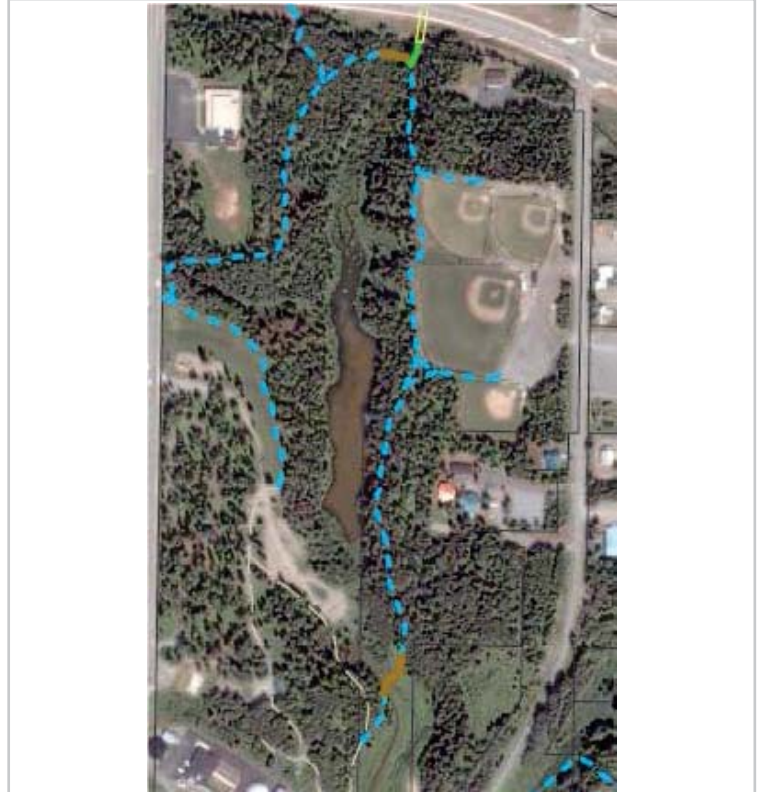
- Source 1: Gen. Fund Amount: \$37,800
- Source 2: _____ Amount: _____
- Source 3: _____ Amount: _____
- Source 4: _____ Amount: _____
- Source 5: _____ Amount: _____

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Construction in summer 2019.



Project Description:

Project establishes trails in close proximity of existing use areas (ballpark, poetry trail, and playground area). Project will include construction of 0.40 miles of new trail, surveying for future trail construction, and bridge design work for future trail construction.

Anticipated Impact on Operating Budget:

Future operational costs for the trail work would be minimal and are estimated to be less than \$1,000.

City of Kenai

Fiscal Year 2020 Capital Budget

Project Name:	Senior Center Sound Phase II	Project Manager:	Dan Castimore
Fund:	Senior Citizen Fund	Fund Number:	019
Department:	Access	Department Priority:	1

Estimated Cost: \$14,000

Proposed Funding Source(s):

- Source 1: GF Amount: \$14,000
- Source 2: Amount:
- Source 3: Amount:
- Source 4: Amount:
- Source 5: Amount:

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

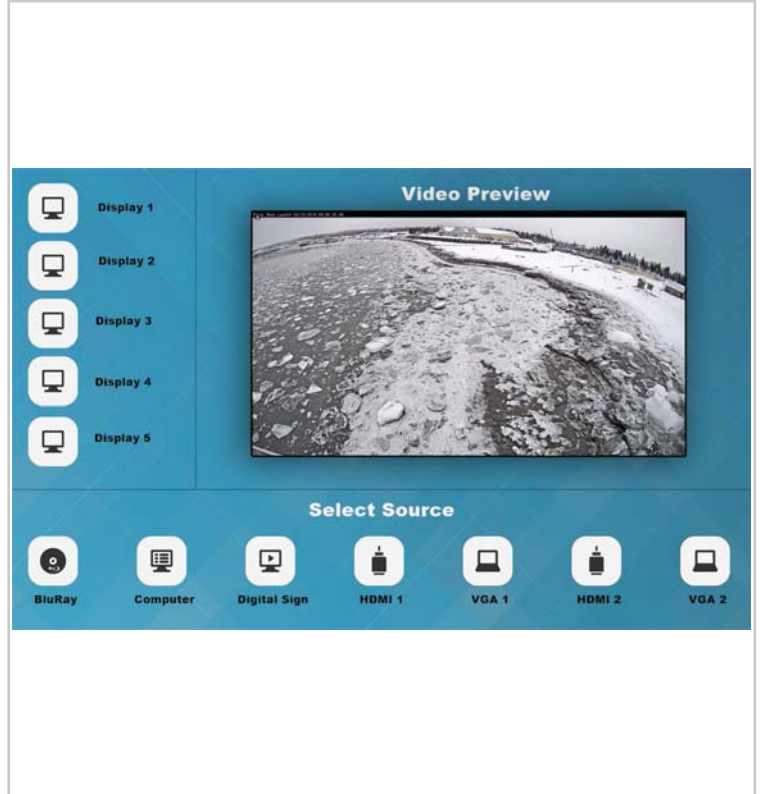
Install equipment prior to July 2020

Project Description:

This project would provide additional microphones and microphone stands, provide a VOIP card to allow for teleconferences using the sound system, and complete the control system. Currently there are no controls for the sound system in the game room, which limits the usefulness of this system. In the initial project, cabling for wired microphones was installed, but no equipment was purchased.

Anticipated Impact on Operating Budget:

This will allow us to better accommodate our seniors who have hearing or visual impairments, thus improving their quality of life. With this new addition, we will increase our add on options for Center rentals making us more competitive with modern technology in a tight market.



City of Kenai
Fiscal Year 2020
Equipment Replacement Fund
Schedule of Replacements and Payments

Vehicle	Dept.	Year Acquired	Current Useful Life	Estimated Replacement Year	Description	Current Equip. Original Cost	2019	2020	2021	2022	2023	2024	2025
Safeboat	Fire	2015	20	2035	25' Safeboat	\$ 125,000	\$ 8,383	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169
ST17	Streets	2016	25	2041	Water Truck	160,000	9,134	8,969	8,969	8,969	8,969	8,969	\$ 8,969
E2	Fire	2016	30	2020	Pumper, Engine 3	540,000	27,299	26,983	26,983	26,983	26,983	26,983	\$ 26,983
Server	Non-Dept	2019	5	2024	Datacenter Replacement	155,000	34,276	32,385	32,385	32,385	32,385	37,988	\$ 37,988
ST30	Streets	2019	20	2039	Street Sweeper	289,571	14,112	18,925	18,925	18,925	18,925	18,925	\$ 18,925
ST46	Streets	1993	25	2022	140G Motor Grader with Wing & Plow	188,464	23,898	-	-	24,171	24,171	24,171	24,171
FR7	Fire	2004	15	2020	Ambulance	130,690	10,970	-	16,508	16,508	16,508	16,508	\$ 16,508
ST23	Streets	2018	30	2048	Sander Truck	233,542	11,380	11,670	11,670	11,670	11,670	11,670	\$ 11,670
S1	Fire	2004	20	2025	Squad/Fire Apparatus	148,759	9,976	-	-	-	-	-	\$ -
ST45	Streets	2018	30	2048	Sander Truck	225,466	11,125	11,266	11,266	11,266	11,266	11,266	\$ 11,266
ST51	Streets	1996	25	2022	160H Motor Grader with Wing & Plow	215,000	12,274	12,052	12,052	25,234	25,234	25,234	\$ 25,234
FT1	Fire	1993	30	2024	Hurricane Aerial	521,627	26,370	26,081	26,081	26,081	26,081	63,266	\$ 63,266
ST55	Streets	2009	15	2025	MT-6 4x4 Articulating Snow Blower	177,000	14,857	14,351	14,351	14,351	14,351	14,351	\$ 22,358
E3	Fire	1995	30	2026	Hurricane Tanker, Engine 4	251,837	12,731	12,584	12,584	12,584	12,584	12,584	\$ 12,584
ST25	Streets	2005	20	2026	Aerial Bucket Truck	79,836	5,354	5,218	5,218	5,218	5,218	5,218	\$ 5,218
F8R	Fire	2011	15	2027	Ambulance	167,170	14,200	13,554	13,554	13,554	13,554	13,554	\$ 13,554
PR11	Parks & Re	2008	20	2029	Ice Conditioner	78,335	5,254	5,120	5,120	5,120	5,120	5,120	\$ 5,120
ST42	Streets	2003	25	2029	140H Motor Grader with Wing	234,825	13,405	13,163	13,163	13,163	13,163	13,163	\$ 13,163
ST56	Streets	2013	15	2028	MT-6 4x4 Articulating Snow Blower	139,971	11,749	11,349	11,349	11,349	11,349	11,349	\$ 11,349
E1	Fire	1999	30	2030	Pumper Engine 2	275,356	13,920	13,759	13,759	13,759	13,759	13,759	\$ 13,759
F6R	Fire	2016	15	2031	Ambulance	171,894	14,428	13,937	13,937	13,937	13,937	13,937	\$ 13,937
ST29	Streets	2009	25	2034	Crosswind, IH4300 Sweeoeer	190,200	10,858	10,662	10,662	10,662	10,662	10,662	\$ 10,662
ST43	Streets	2010	25	2035	L120 Loader	290,000	16,555	16,256	16,256	16,256	16,256	16,256	\$ 16,256
ST18	Streets	2012	25	2037	10-12V CY End Dump	100,000	5,709	-	-	-	-	-	\$ -
ST19	Streets	2012	25	2037	10-12V CY End Dump	100,000	5,709	-	-	-	-	-	\$ -
ST31	Streets	2013	25	2038	120G Motor Grader w/ Wing & Plow	339,740	19,395	19,045	19,045	19,045	19,045	19,045	\$ 19,045
ST15	Streets	2014	25	2039	L110H Loader	290,000	16,555	16,256	16,256	16,256	16,256	16,256	\$ 16,256
Total						\$ 5,819,283	\$ 379,876	\$ 321,754	\$ 338,262	\$ 375,616	\$ 375,616	\$ 418,403	\$ 426,411
						Fire	\$ 138,277	\$ 115,067	\$ 131,576	\$ 131,576	\$ 131,576	\$ 168,760	\$ 168,760
						Streets	202,069	169,182	169,182	206,535	206,535	206,535	214,543
						Non-Dept	34,276	32,385	32,385	32,385	32,385	37,988	37,988
						Parks & Rec	5,254	5,120	5,120	5,120	5,120	5,120	5,120
						\$ 379,876	\$ 321,754	\$ 338,262	\$ 375,616	\$ 375,616	\$ 418,403	\$ 426,411	