

ANNUAL BUDGET

FOR THE
CITY OF KENAI, ALASKA



July 01, 2019 – June 30, 2020



ANNUAL OPERATING BUDGET
OF THE
CITY OF KENAI, ALASKA

For the Fiscal Year Beginning
July 1, 2019

Paul Ostrander
City Manager

Prepared by
FINANCE DEPARTMENT

Terry Eubank, CPA
Finance Director

**CITY OF KENAI
FISCAL YEAR 2020 CONSOLIDATED OPERATING BUDGET**

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YOUR LOCAL GOVERNMENT

MEET YOUR ELECTED OFFICIALS



The Mayor and six members of the Kenai City Council are elected at large to three year terms. The positions are non-partisan. Terms are staggered, with positions ending for the Mayor and two Council Members one year and for two Council Members each of the next two years. Kenai City Council elections are part of the Kenai Peninsula Borough's general election held annually in October.

Mayor Brian Gabriel
Term Expires 2019
bgabriel@kenai.city



Councilor Bob Molloy
Term Expires 2021
bmolloy@kenai.city



Councilor Robert Peterkin II
Term Expires 2021
rpeterkin@kenai.city



Councilor Henry Knackstedt
Term Expires 2020
hknackstedt@kenai.city



Councilor Tim Navarre
Term Expires 2020
tnavarre@kenai.city



Councilor Glenese Pettey
Term Expires 2019
gpettey@kenai.city

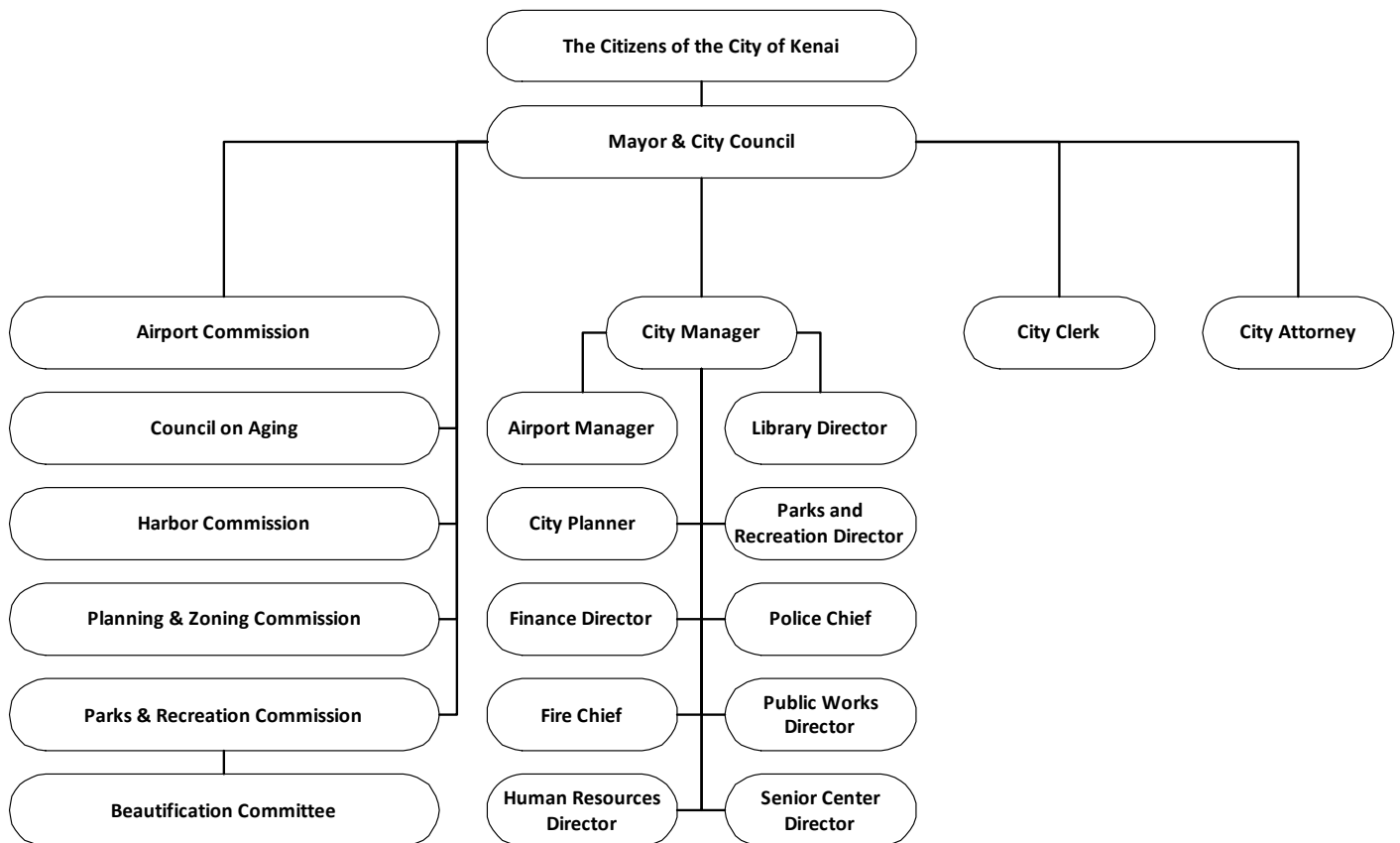


Jim Glendening
Term Expires 2019
jglendening@kenai.city

CITY ADMINISTRATION

The City of Kenai adopted the Council/Manager form of government in 1963 and has been operating under this form since that time. Under the Council/Manager form of government, the City Council is responsible for the establishment of policy which is then implemented and administered by the City Manager through the City's department directors.

City Manager.....Paul Ostrander
 City Attorney.....Scott Bloom
 City Clerk.....Jamie Heinz
 Finance Director.....Terry Eubank
 Human Resource Director.....Stormy Brown
 Police Chief.....David Ross
 Fire Chief.....Jeff Tucker
 Public Works Director.....Scott Curtin
 Library Director.....Mary Jo Joiner
 Park & Recreation DirectorRobert Frates
 Airport ManagerMary Bondurant
 Senior Center DirectorKathy Romain



CONTACT INFORMATION

City of Kenai, 210 Fidalgo Ave., Kenai, Alaska 99611

Phone: (907) 283-7535, Fax (907) 283-3014

www.kenai.city

HOW TO USE THIS DOCUMENT

The City's budget document is designed to serve four basic purposes:

1. To function as a financial plan for the City of Kenai during the 2020 fiscal year.
2. To provide a management tool to assist City staff in achieving the day to day results and outcomes approved for funding by the City Council.
3. To serve as a policy document, clearly articulating the policy direction provided by the City Council for implementation during the coming year.
4. To provide a communication tool for citizens, businesses, and other interested parties.

This document should also provide the lay reader with a clear understanding of the activities funded in 2020, the overall costs of those services, and understanding of the benefits derived from those activities, and an explanation of the process used to arrive at the funding decisions represented by this document.

- **How to Use This Document** – This section includes an introduction to the budget documents as well as information about our City, the Council and our form of Government.
- **Letter of Transmittal** – This portion of the budget includes a letter from the City Manager to the Citizens of Kenai and the Kenai City Council explaining the budget documents. Additionally, it explains any significant changes from the previous year and details any major changes in financial policy.
- **The Budget Development Process** – This section of the budget describes the entire process for putting the 2020 budget together from estimating revenues and allocating expenditures through adoption of the final budget.
- **Fund Structure** – This section provides a comprehensive list of City funds, their types, amounts and status as a major or minor fund.
- **Financial Policies** – This section describe financial policies of the City which guide the formulation of this document.
- **Strategic Goals & Priorities** – This section contains an outline of the approved financial policies and programs and the relationship of appropriations to this policies and programs.
- **Appropriating Ordinance and Resolution Establishing City's Mill Rate** – The legislation enacted to adopt the FY2020 City of Kenai Operating and Capital Budget and the property tax levy for FY2020.
- **Strategic Goals and Priorities** – This section identifies the City's strategic goals and priorities which guided the development of the FY2020 City of Kenai Operating and Capital Budget.
- **Performance Measures** – This section identifies and describes the City's adoption of performance measures in its operational management.
- **Revenues** – The revenues section summarizes the City's revenues from 2017 through budgeted revenues that support the 2020 years. This section illustrates multi-year revenue trends and projects revenues for the coming year. This section is a vital element of the City's financial plan, and also serves as a communications tool for citizens and a reflection of Council policy through its decisions regarding the property tax levy, utility charges, and other issues.

- **Operating Budgets** – This section provides a summary of each departmental budget. Each summary department's mission, function and responsibilities, an organization chart, staffing history including overtime by position, department performance measures, an evaluation of FY2019 Goals, FY2020 Department Goals and future considerations of the department.
- **Major & Capital Projects** – This section provides a summary and description of the City's 2020 capital improvement program. This includes all projects that meet the City's definition of a capital project, and include fixed and permanent improvements to City facilities and infrastructure, new construction of facilities, and acquisition of equipment with a useful life of one year or more and cost of over \$5,000.
- **Appendices**– This section provides a other information about the City and its operations which users may find valuable.
 - City of Kenai Schedule of Rates, Charges & Fees.
 - Authorized Personnel Staffing Table.
 - City Entity-wide Organization Chart.
 - FY2020 City Salary Schedule.
 - Chart of Accounts.
 - Kenai Community Profile.



"Village with a Past, City with a Future"

210 Fidalgo Ave, Kenai, Alaska 99611-7794
Telephone: (907) 283-7535 | Fax: (907) 283-3014
www.kenai.city

April 9, 2019

Citizens of Kenai
Kenai City Council

RE: FY2020 Proposed Budget Transmittal Letter

Pursuant to Kenai Municipal Code 7.25, which provides legal standards for preparing, presenting, adopting, implementing and monitoring the budget, I submit the FY2020 budget. This budget maintains current service levels in City operations and prioritizes major and capital projects while remaining mindful of the community's needs and priorities. The budget proposes no change to the property tax mill levy or City sales tax rate. Various other revenues include increases commensurate with the rise in consumer prices as determined by the Anchorage, Alaska consumer price index for all urban consumers.

Additionally, this budget includes no additions or deletions to authorized staffing. Working with department directors, three non-public-safety positions have been identified City-wide, which, in the event they become vacant, will not be re-filled. The total payroll/benefits savings of not filling these three positions for a full fiscal year would be \$220,066.

There are no new programs or services proposed and capital project expenditures focus on maintaining the City's current infrastructure. During budget preparation, every City department was asked to provide the means by which they would achieve a 5% year over year reduction. Along with what would be cut, department directors provided an analysis of the operational impacts of such cuts. In all cases, the monetary savings associated with these cuts were measured against the impacts on services. Some of these cuts are incorporated in the FY2020 proposed budget, but when the impacts associated with cuts outweighed the savings, they were not included. The City-wide efficiency initiative currently underway is another way in which the City demonstrates hard work and innovative approaches to assure we are providing core services in the most efficient manner possible while maintaining the City's assets to improve the quality of life and economic viability of the City.

Major initiatives for the City in FY2020 are:

Economy:

- Creating an environment to attract and compete for specific businesses and industries that are necessary to maintain and grow the local economy. Expansion in the local economy will ensure continued growth in sales and property tax to support local government in the coming years.



- Work with various departments to develop and implement a Land Management Plan, which includes an inventory of all City-owned lands. One of the City's greatest assets is its land inventory. Utilizing our lands to spur economic growth and improve the quality of life for our residents is key to the long-term viability of the City.
- Explore the development of incentive programs to attract new investment in Kenai. Creating a program to spur investment in Kenai and, in particular, into revitalizing some of Kenai's older structures is important to the City's future success.

Infrastructure:

- With the elimination of grants from the State of Alaska to construct and maintain City infrastructure, the City is prioritizing the use of and working to identify new sources of revenue to assist in maintaining the City's assets. Priority has been placed on the maintenance of existing assets with an emphasis on the assets needed to provide core City services. City-wide capital projects for FY2020 total \$1,487,800.

Fund reserves for all funds remains at stable and sustainable levels. Fund reserves for each major fund and non-major funds in total did not increase or decrease by more than 10% with the exception of a 16.74%, \$491,833 decrease in the Water and Sewer Special Revenue Fund. Total one-time capital expenditures in the Water and Sewer Special Revenue Fund totaled \$1,060,000 for FY2020. Absent these significant one-time expenditures, the Water and Sewer Special Revenue Fund's reserves are sufficient and sustainable.

Despite Alaska's challenging economic times, the FY2020 budget maintains the core services our residents depend upon and assures good stewardship and use of public funds. The City of Kenai is financially sound and well positioned to thrive over the next year and for many years to come.

I look forward to discussing this budget with the City Council and the community. I encourage your comments and suggestions on the services we provide.

Sincerely,



Paul Ostrander
City Manager

BUDGET DEVELOPMENT PROCESS

For the FY2020 Budget, the City directed all departments to submit a budget that was 5% less than its FY2019 adopted budget net of any one-time special or capital project funding. Department directors were required to provide operational impact statements as a result of these reductions. The goal was to identify efficiencies and alternative processes resulting in reduction in the City's overall budget. In many cases the resulting impact to City services was considered too great and the proposed cuts were not made. The process was successful in identifying significant and sustainable reductions in operating budget and in addition, three select, non-public-safety positions have been identified City-wide, which, in the event they become vacant, will not be re-filled in FY2020. The total payroll/benefits savings of not filling these three positions for a full fiscal year would be \$220,066.

The administration selected this approach acknowledging the fiscal situation facing the state and Kenai citizens. The Kenai City Council and the City's Administration are committed to providing a budget which can support operations, excluding capital and one-time special projects utilizing the City's current revenue sources. The Council and the Administration do however acknowledge, additional revenues will be needed to provide special and capital project funding on a go forward basis.

This budget does include funding for one-time expenses and capital items which are being funded with a planned utilization of reserves. This use of reserves was planned and is in compliance with the City's Fund Balance Policy which is detailed in the Financial Policies section of this document.

Basis of Budgeting

For all Governmental Funds the City prepares a modified accrual basis budget, which is the same basis utilized in preparation of the City's Comprehensive Annual Financial Report. A modified accrual basis budget recognizes revenues when they are measurable and available. Revenues are considered available when they are collectible in the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments and compensated absences, are recorded on when payment is due.

For the Proprietary Funds of the City an accrual basis budget is prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flows. Grants and similar programs are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Budget Adoption

The City of Kenai adopts a legally binding annual budget in accordance with Kenai Municipal Code (KMC) 7.25, which provides legal standards for preparing, presenting, adopting, implementing and monitoring the budget. The City's Fiscal Year runs from July 1st to June 30th. The City's budget serves as a roadmap for the fiscal year's expenditures and reflects the goals and policies of the City.

Per KMC 7.25.010(g) the adoption of a budget shall be completed by the tenth day of June annually. Finance Department staff began the preparation of the 2020 budget in November 2018. By the beginning of April, a preliminary budget was completed. Staff presented the proposed budget to the Council in April, and a public hearing work session was held the same month. Public

hearings on the proposed budget occurred on May 1st and 15th. The budget process ends when the final budget is adopted on or before June 10th by the Kenai City Council.

The following calendar and chronology lists the steps involved in adopting and implementing the City of Kenai's budget for the 2020 year.

Budget Calendar

CITY OF KENAI

2020 Budget Calendar

December 2018						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2019						
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24	25	26	27	28	29	30
31						

June 2019						
S	M	T	W	Th	F	Sa
						1
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23	24	25	26	27	28	29
30						

January 2019						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2019						
S	M	T	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

February 2019						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May 2019						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

City Council Meeting

Budget Town hall Meeting

Public Work Session

Budget Chronology

November – January 21 – Finance Department staff prepare historical information and budget submission forms for department use when preparing their 2020 budget requests.

December 19 – Finance Department completes initial 2020 revenue forecasts for all funds, establishes year-end reserve and fixed costs. Provides information to City Manager for preparation of departmental operating budget allocation limits.

January 21 – February 15 – Staff budget development.

January 22 – 2020 budget goals public meeting held.

February 1 – Personnel requests including overtime requests due to City Manager.

February 15 – Departmental budget requests due to Finance.

February 15 – Departmental Capital and Special Project requests due to Finance.

February 22 – Personnel budget submitted to City Manager for approval.

February 27 – City Manager approves personnel budget.

March 4 – Consolidated Operating Budget submitted to City Manager for review.

March 4 – Capital and Special Project budgets submitted to City Manager for review.

March 12 - City Administration hosts “Invest in Kenai” a community budget town hall meeting.

March 7 – 15 – City Manager hosts budget submission meetings with Department Directors and Finance Director.

March 29 – Consolidated draft operations and capital budgets approved by City Manager.

April 3 – Draft 2020 budget submitted to Council for consideration and review.

April 18 – Public Work Sessions on 2020 budget draft held by City Council.

May 1 – Introduction of budget adoption ordinance.

May 8 – Publishing of Public Hearing Notice on 2020 budget adoption per KMC 7.25.010(f).

May 15 – Public Hearing and adoption of FY2020 Budget.

May 15 – Public Hearing and approval of Resolution establishing the FY2020 rate of levy on taxable real and personal property.

June 25 – Publication and distribution of the budget document.

Budgetary control (the level at which expenditures may not exceed budget) is maintained at the object class level by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders which would result in an overrun of object class balances are not released until additional appropriations are made available

Amending the Budget

Amendments to appropriations may be made by the city administration by transfers within a fund in amounts less than \$5,000. Any revisions that alter the total expenditures of a fund or total \$5,000 or more must be approved by the City Council. When the Council determines that it is in the best interest of the City to authorize a budget amendment equal to or in excess of \$5,000 for a particular fund, they may do so by adopting a resolution with a simple majority vote. When the Council determines that it is in the best interest of the City to increase or decrease appropriation for a particular fund, they may do so by enacting an ordinance with a simple majority vote.

Encumbrances

In all Governmental Funds of the City, when goods and services are not received by the end of the year, encumbrance accounting is employed. Encumbrances (e.g., purchase orders, contracts) outstanding at year-end are reported as appropriate constraints of fund balances if they meet the definitions and criteria as outlined above. These commitments will be reappropriated and honored during the subsequent year.

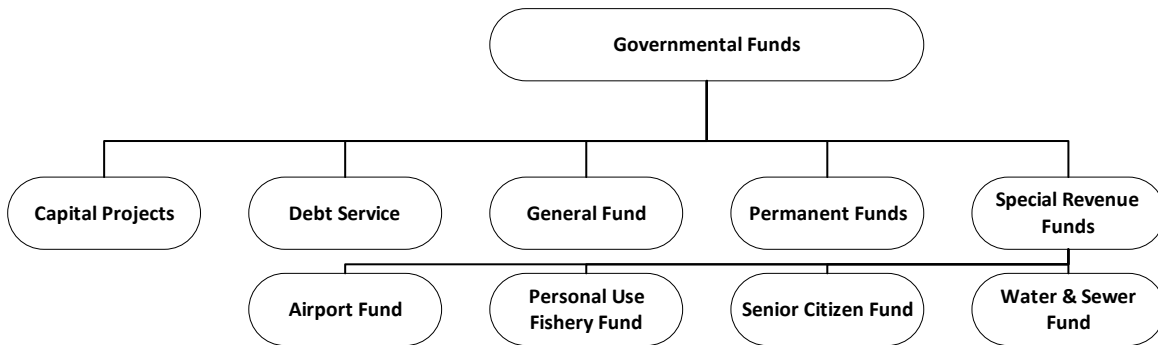
FUND STRUCTURE

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures.

The City's resources are allocated to and accounted for in individual funds depending on what they are to be spent for and how they are controlled. The City budgets each fund individually and each fund must be appropriated.

Accounting for the flow of dollars in and out of accounts varies depending upon whether the fund is of the governmental, proprietary or fiduciary type.

Governmental Funds, Governmental Funds are designed to measure those financial resources on hand at the end of a period that are available to be expended or appropriated in future periods. Examples of governmental funds are the General Fund, Special Revenue Funds, Debt Service Funds, Permanent Funds and Capital Project Funds.



The General Fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the day to day operations of the City. It derives the majority of its revenues from taxes, state shared revenues and fines.

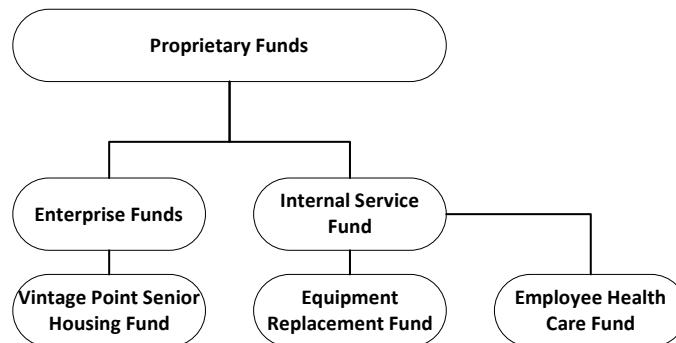
Special revenue funds account for proceeds of specific revenue sources that are restricted in some way or committed for purposes other than debt service or capital projects. Examples of Special Revenue Funds include the Airport Fund, the Water & Sewer Fund, the Personal Use Fishery Fund and the Senior Citizen Fund.

Debt service funds are used to account for the accumulation of resources for payment of general obligation debt. Payment for general obligation debt is backed by the full faith and credit of the City. The primary source of revenue for this fund is a transfer from the City's General Fund.

The City operates two permanent funds which invest the proceeds from the sale of land acquired by the City's General Fund and land deeded to the City by the Federal Aviation Administration requiring their use be for the betterment and operations of the Kenai Municipal Airport.

Capital project funds are used to account for the construction of major capital facilities other than those financed by proprietary funds. Capital project funds are not included in the City's annual budget but are budgeted separately with construction funds depending on the projects budget.

Proprietary Funds, Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise fund and of the City's internal service funds are charges to customers for sales and services. Operating expenses for the enterprise fund and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.



The City has two internal service funds: the Equipment Replacement Fund and the Employee Health Care Fund. The Equipment Replacement Fund was created in FY1998 to provide a financing mechanism for the replacement of equipment used by the General Fund with a minimum value of \$50,000. General Fund departments are charged an estimated amount to provide for the equipment's replacement at the end of its useful life. The Employee Health Care Fund accounts for all costs associated with employee health care and charges each fund and department based upon the number of eligible employees.

FUND TYPES BUDGETED BY THE CITY

	<u>Budgeted</u>	<u>Major Fund</u>	<u>Minor Fund</u>
Governmental Funds			
General Fund	Yes	Yes	No
Special Revenue Funds:			
Personal Use Fishery Fund	Yes	No	Yes
Water and Sewer Fund	Yes	Yes	No
Airport Fund	Yes	Yes	No
Senior Citizen Fund	Yes	No	Yes
Debt Service Fund	Yes	No	Yes
Permanent Funds			
General Land Sale Permanent Fund	Yes	No	Yes
Airport Land Sale Permanent Fund	Yes	Yes	No
Internal Service Funds:			
Equipment Replacement Fund	Yes	No	Yes
Employee Health Care Fund	Yes	No	Yes

	<u>Budgeted</u>	<u>Major Fund</u>	<u>Minor Fund</u>
Enterprise Fund			
Vintage Pointe Senior Housing Fund	Yes	Yes	No
Capital Project Funds:			
Playground Improvement ¹	Yes	No	Yes
Baseball & Softball Park Improvement ¹	Yes	No	Yes
Park Improvement ¹	Yes	No	Yes
Cemetery Improvement ¹	Yes	No	Yes
Kenai Recreation Center Improvement ¹	Yes	No	Yes
Kenai Senior Center Improvement ⁴	Yes	No	Yes
Kenai Bluff Erosion Improvement ⁴	Yes	No	Yes
Personal Use Fishery Improvement ¹	Yes	No	Yes
Information Technology Improvement ⁴	Yes	No	Yes
Animal Control Improvement ⁴	Yes	No	Yes
Kenai City Dock Improvement ⁴	Yes	No	Yes
Kenai Public Safety Improvement ⁴	Yes	No	Yes
Congregate Housing Improvement	Yes	No	Yes
City Shop Improvement	Yes	No	Yes
Kenai Multipurpose Facility Improvement ¹	Yes	No	Yes
Library Improvement ⁴	Yes	No	Yes
Airport Operations Facility Improvement ³	Yes	Yes	Yes
Airport Snow Removal Equipment ³	Yes	Yes	Yes
Airport Terminal Improvement ³	Yes	Yes	Yes
Airport Master Plan Improvement ³	Yes	Yes	Yes
Airport Improvements ³	Yes	Yes	Yes
Water & Sewer Improvements ²	Yes	Yes	Yes
Wastewater Treatment Facility Improvement ²	Yes	Yes	Yes
Trail Construction Improvement ¹	Yes	No	Yes
Municipal Roadway Improvement			

When preparing the City's Comprehensive Annual Financial Report Capital Project Funds are consolidated by functional category. Consolidation of Capital Project Funds is as follows:

¹ Parks & Recreation Capital Project Fund

² Water & Sewer Capital Project Fund

³ Airport Improvement Capital Project Fund

⁴ Miscellaneous Capital Project Fund

FINANCIAL POLICIES

The financial policies establish the framework for overall fiscal planning and management and sets forth guidelines for both current and long-term planning. These policies are reviewed annually to assure the highest standards of fiscal management. The City Manager and Department Directors have the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

OVERALL GOALS

The overall financial goals underlying these policies are:

1. *Fiscal Sustainability*: To ensure the City is in a solid financial condition at all times. This can be defined as:
 - a. Fiscal Solvency – the ability to meet current and future fiscal obligations.
 - b. Budgetary Solvency – the ability to provide a balanced the budget.
 - c. Service Level Solvency – the ability to provide needed and desired services.
2. *Flexibility*: To ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.
3. *Adherence to the Highest Accounting and Management Practices*: As set by the Government Finance Officers' Association (GFOA) standards for financial reporting and budgeting, the Governmental Accounting Standards Board, and other professional standards.

Based on the overall goals listed above the following Financial Policies are provided:

Operating Budget Policies

The budget is a plan for allocating resources. The objective is to enable service delivery with allocated resources. Services must be delivered to the citizens at a level that will meet real needs as efficiently and effectively as possible.

- The City's goal is to pay for all recurring expenditures with recurring revenues and to use nonrecurring revenues for non-recurring expenditures.
- It is important that a positive undesignated fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year.
- When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year should be reduced sufficiently to create a positive undesignated fund balance and a positive cash balance.
- The budget should be structured so that users can readily establish the relationship between expenditures and the achievement of service objectives.
- Individual department budget submissions must be prepared with the basic assumption that current tax rates will be maintained.
- The budget will provide for adequate maintenance of capital plant and equipment and for its orderly replacement.
- A balanced budget is defined as revenues, including the use of fund balance as a revenue source, equaling expenditures.

Debt Policies

- The City will not fund current operations from the proceeds of borrowed funds.
- When the City finances capital projects by issuing bonds, it will repay the debt within a period not to exceed the expected useful life of the asset.
- The City will maintain good communication about its financial condition with bond and credit institutions.

- The City will follow a policy of full disclosure in every annual financial statement and bond official statement.
- The City will avoid borrowing on tax anticipation and maintain an adequate fund balance.
- Pursuant to Section 6-1 of the Kenai Municipal Charter, outstanding general-obligation indebtedness of the City shall not at any time exceed twenty percent (20%) of the assessed value of real and personal property in the City.

Revenue Policies

- The City will try to maintain a diversified and stable revenue structure to shelter it from short-run fluctuations in any one-revenue source.
- The City will estimate its annual revenues by an objective, analytical process.
- The City will regularly review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
- The City should routinely identify governmental aid funding possibilities.

Investment Policies

- The City will maintain an investment policy based on the Government Finance Officers Association (GFOA) model investment policy.
- The City will conduct an analysis of cash flow needs on an ongoing basis. Disbursements, collections, and deposits of all funds will be scheduled to ensure maximum cash availability and investment potential.
- The City will invest public funds in a manner that will best meet the objective specified in Chapter 7.22 of Kenai's Municipal Code. The relative order of importance are as follows; safety of principal, maintaining sufficient liquidity to meet the City's cash flow requirements, and achieving a reasonable market rate of return.

Accounting, Auditing and Reporting Policies

- The City will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP).
- The accounting system will maintain records on a basis consistent with accepted standards for government accounting according to the Government Accounting Standards Board (GASB).
- An independent firm of certified public accountants will perform an annual financial and compliance audit and will publicly issue an opinion, which will be incorporated into the Comprehensive Annual Financial Report (CAFR).
- The City will annually strive for the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

Capital Budget Policies

- The City will make all capital improvements in accordance with an adopted capital improvements program.
- The City will develop a multi-year plan for capital improvements that considers its development policies and links the development process with the capital plan.
- The City will enact an annual capital budget based on the multi-year capital improvements program.
- The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- The City will maintain all its assets at a level adequate to protect its capital investments and to minimize future maintenance and replacement costs.

Fund Specific Policies

GENERAL FUND

The General Fund is the general operating fund of the City of Kenai, funded primarily through taxes, intergovernmental revenues, and user fees. This fund accounts for the current financial resources of the City which are not required by law or administration action, to be accounted for in another fund.

Fund Balance Policy

Background

The City of Kenai maintains its financial operations in a manner consistent with sound financial management principles, which require that sufficient funds be retained to provide a stable financial base at all times. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the City's general operations, and enhances creditworthiness. Maintenance of sufficient levels of fund balance enables the City to stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt. While adequate levels of fund balance are important, the City strives to maintain an appropriate amount that is neither too high nor low.

Purpose

This policy establishes a target level of fund balance for the General Fund in order to sustain financial stability and to provide prudent management of the City's financial reserves. This policy establishes a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target. This policy shall also provide a mechanism for monitoring and reporting the City's General Fund Balance. This policy only applies to the General Fund.

Definitions and Classifications

Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Fund balance consists of five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts can be spent. The five classifications of fund balance applicable to the General Fund are defined as follows.

Restricted Fund Balance Components:

- **Nonspendable fund balance** amounts that are not in a spendable form (e.g., inventory) or legally or contractually required to be maintained. There is no minimum funding requirement for this account.
- **Restricted fund balance** amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally, through enabling legislation, or through other legally binding restrictions (e.g., proceeds from the sale of or mineral royalties paid for property deeded to the City by the Daubenspeck's). There is no minimum funding requirement for this account.

Unrestricted Fund Balance Components:

- **Committed fund balance** amounts that can only be used for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the City of Kenai stabilization account).

- **Assigned fund balance** amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the City Council or by a designee to whom Council designates the authority. No formal ordinance or resolution is required to form intent. There is no minimum funding requirement for this account.
- **Unassigned fund balance** consists of the remaining funds not segregated above. These funds may be used for new programs or positions desired outside of the current and established budget or for one-time capital investments. There is no minimum funding requirement for this account.

Designating Funds:

The responsibility for designating funds to specific classifications shall be as follows:

- **Committed fund balance** – The City Council is the City's highest decision making authority, and formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance approved by the Council. Commitments authorized in Kenai Municipal Code include:
 - Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as committed.
 - Budget Appropriation – Amounts appropriated in the annual budget, or in supplemental appropriations, for expenditures in ensuing fiscal year shall be classified as committed.
 - Budgetary Stabilization Reserve– An amount created by this policy equal to a risk adjusted three months of operating expenditures and transfers.
- **Assigned fund balance** – The City Council has retained authority to assign fund balance to a specific purpose. Assignments will be made periodically via Council action, an ordinance is not required for assignment of fund balance. Annually, at budget adoption, Council will review and confirm existing assignments. Examples include:
 - Operational and Capital Contingencies Reserve – An amount created by this policy in excess of a risk adjusted three months of expenditures and transfers but less than a risk adjusted four months of expenditures and transfers.
 - Compensated Absences – Actual accumulated employees' vacation balances at the end of each fiscal year.

Fund Balance Policy:

It is the policy of the City of Kenai to commit to a budgetary stabilization reserve an amount of fund balance equal to a risk adjusted three (3) months of General Fund expenditures and transfers measured on a General Accepted Accounting Principles (GAAP) basis. The sum total of the budgetary stabilization reserve, other Council commitments and assignments, and fund balance reservations required by GAAP, will equal the minimum recommended fund balance for the City's General Fund. This amount is prudent based upon an evaluation of the City's operating characteristics, diversity of tax base, reliability of non-property tax sources, working capital needs, impact on bond rating, state and local economic outlooks, emergency and disaster risk, and other contingencies. In the event that the fund balance drops below this minimum level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance back to the target level over a period of no more than three (3) fiscal years, inclusive of the budget year which is to be adopted.

The City Council has imposed on itself a rule requiring an affirmative vote by at least five members of the Council in order to appropriate fund balances below the established minimum level. This appropriately balances the need to make such monies available if truly necessary in the judgement of the elected City leaders, and the need to protect against the temptation to use this balance to meet recurring operating needs when recurring operating revenues are not sufficient.

Fund balance equal to a risk adjusted one (1) month of expenditures and transfers but less shall be assigned for an operational and capital contingencies reserve. The sum total of the budgetary stabilization reserve, the operational and capital contingencies reserve, other Council commitments and assignments, and fund balance reservations required by GAAP, will equal the maximum recommended fund balance for the City's General Fund.

Fund balance in excess of this policy's maximum amount shall be unassigned and available for capital improvements identified in the five-year capital improvement plan or other one-time expenditures or debt service reserves. Unassigned fund balance may be utilized for recurring expenditures provided financial projections show the expenditures will be supported by revenues, other than a use of fund balance, within 3 years, inclusive of the budget year which is to be adopted, and at no time shall fund balance drop below this policy's minimum fund balance amount.

Policy Administration

The City Manager will report to the City Council an estimated, unaudited balance of General Fund, Fund Balance during the annual budget submission process. Fund balance will be reported by appropriate category and demonstrate compliance with this policy. The City Manager is required to propose a budget with the following requirements:

1. A budget with a projected ending level of fund balance at or above this policy's minimum level over a period of no more than three (3) fiscal years inclusive of the budget year being adopted. A budget showing any use of this policy's minimum amount of fund balance shall require five affirmative votes of Council to adopt.
2. A budget including a prioritization for commitment or use of unassigned fund balance including a five year capital priority list.
3. A budget with financial projections showing recurring expenditures, for which fund balance is the revenue source, will be supported by revenues, other than the use of fund balance, within three (3) fiscal years, inclusive of the budget year being adopted, and at no time shall fund balance drop below this policy's minimum amount.

Annually during the Comprehensive Annual Financial Report (CAFR) presentation, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3063-2019

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 AND COMMITTING \$500,000 OF GENERAL FUND, FUND BALANCE FOR CAPITAL IMPROVEMENTS, AMENDING THE SALARY SCHEDULE IN KENAI MUNICIPAL CODE CHAPTER 23.55- PAY PLAN, AMENDING EMPLOYEE CLASSIFICATIONS IN KENAI MUNICIPAL CODE CHAPTER 23.50, AND AMENDING COMMUNICATION DEPARTMENT UNIFORM ALLOWANCE IN KENAI MUNICIPAL CODE CHAPTER 23.55.

WHEREAS, it is a requirement of the Code of the City of Kenai, Alaska, that the City Council, not later than the tenth day of June, adopt a budget for the following fiscal year and make appropriation of the monies needed; and,

WHEREAS, committed fund balance represents resources whose use is constrained by limitations that Council imposes upon itself at its highest level of decision making, an Ordinance, and that remain binding unless removed in the same manner; and,

WHEREAS, in recognition of deferred and ongoing maintenance needs of City roads and facilities, Council commits \$500,000 for future renovation and improvements to City facilities; and,

WHEREAS, the fiscal year 2020 Budget includes a 2.0% increase to the City's Salary Schedule; and,

WHEREAS, the pay increase will go into effect beginning July 1, 2019; and,

WHEREAS, the FY2020 Budget includes a change in position requiring amendment to the City's employee classifications; and,

WHEREAS, a proposed change in uniform requirements in the Communication Department requires amendment to the uniform allowance section of the Kenai Municipal Code.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That certain document entitled "City of Kenai Fiscal Year 2020 Annual Budget" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

Section 2. The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2019, and ending the 30th day of June, 2020, to be expended consistent with and subject to the restrictions, procedures,

and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$16,556,301
Enterprise Fund –	
Congregate Housing Fund	496,568
Internal Service Funds:	
Equipment Replacement Fund	190,000
Employee Health Care Fund	<u>2,598,511</u>
Total Internal Service Funds	2,788,511
Special Revenue Funds:	
Personal Use Fishery Fund	499,035
Water & Sewer Fund	3,687,457
Airport Fund	3,003,306
Senior Citizen Fund	<u>946,606</u>
Total Special Revenue Funds	8,136,404
Capital Project Funds:	
Library Improvements Fund	50,000
Municipal Roadway Improvements Fund	200,000
Trail Construction Fund	37,800
Kenai Recreation Center Improvements Fund	100,000
Airport Operations Center Fund	40,000
Water & Sewer Improvements	250,000
Waste Water Treatment Plant Improvements Fund	<u>810,000</u>
Total Capital Project Funds	1,487,800
Permanent Funds:	
Airport Land Sale Permanent Fund	908,811
General Land Sale Permanent Fund	<u>124,252</u>
Total Permanent Revenue Funds	1,033,063
Debt Service Fund – Library Expansion Bonds	<u>172,704</u>
Total All Funds	<u>\$30,671,351</u>

Section 3. Council hereby commits \$500,000 of Unassigned General Fund, Fund Balance for future renovations and improvements to City facilities and streets.

Section 4. Amendment of Salary Schedule in Chapter 23.55 of the Kenai Municipal Code: That the Salary Schedule in Kenai Municipal Code Chapter 23.55-Pay Plan, is hereby amended as follows:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$10.50	\$10.76	\$11.03	\$11.29	\$11.55	\$11.81	\$12.08	\$12.34	\$12.60

1.1	11.02	11.30	11.57	11.85	12.12	12.40	12.67	12.95	13.22
2	11.72	12.01	12.31	12.60	12.89	13.19	13.48	13.77	14.06
2.1	12.34	12.65	12.96	13.27	13.57	13.88	14.19	14.50	14.81
2.2	13.05	13.38	13.70	14.03	14.36	14.68	15.01	15.33	15.66
2.3	13.71	14.05	14.40	14.74	15.08	15.42	15.77	16.11	16.45
2.4	16.00	16.40	16.80	17.20	17.60	18.00	18.40	18.80	19.20
2.5	18.14	18.59	19.05	19.50	19.95	20.41	20.86	21.31	21.77
3	18.25	18.71	19.16	19.62	20.08	20.53	20.99	21.44	21.90
4	19.17	19.65	20.13	20.61	21.09	21.57	22.05	22.52	23.00
5	20.12	20.62	21.13	21.63	22.13	22.64	23.14	23.64	24.14
6	21.11	21.64	22.17	22.69	23.22	23.75	24.28	24.80	25.33
7	22.19	22.74	23.30	23.85	24.41	24.96	25.52	26.07	26.63
8	23.31	23.89	24.48	25.06	25.64	26.22	26.81	27.39	27.97
9	24.47	25.08	25.69	26.31	26.92	27.53	28.14	28.75	29.36
10	25.67	26.31	26.95	27.60	28.24	28.88	29.52	30.16	30.80
11	26.96	27.63	28.31	28.98	29.66	30.33	31.00	31.68	32.35
12	28.34	29.05	29.76	30.47	31.17	31.88	32.59	33.30	34.01
13	29.72	30.46	31.21	31.95	32.69	33.44	34.18	34.92	35.66
14	31.22	32.00	32.78	33.56	34.34	35.12	35.90	36.68	37.46
15	32.77	33.59	34.41	35.23	36.05	36.87	37.69	38.50	39.32
16	34.41	35.27	36.13	36.99	37.85	38.71	39.57	40.43	41.29
17	36.13	37.03	37.94	38.84	39.74	40.65	41.55	42.45	43.36
18	37.93	38.88	39.83	40.77	41.72	42.67	43.62	44.57	45.52
19	39.83	40.83	41.82	42.82	43.81	44.81	45.80	46.80	47.80
20	41.83	42.88	43.92	44.97	46.01	47.06	48.10	49.15	50.20
21	43.94	45.04	46.14	47.24	48.33	49.43	50.53	51.63	52.73
22	46.10	47.25	48.41	49.56	50.71	51.86	53.02	54.17	55.32
23	48.42	49.63	50.84	52.05	53.26	54.47	55.68	56.89	58.10
24	50.91	52.18	53.46	54.73	56.00	57.27	58.55	59.82	61.09

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	21.23	21.76	22.29	22.82	23.35	23.88	24.41	24.95	25.48
14	22.30	22.86	23.42	23.97	24.53	25.09	25.65	26.20	26.76
15	23.42	24.01	24.59	25.18	25.76	26.35	26.93	27.52	28.10
16	24.59	25.20	25.82	26.43	27.05	27.66	28.28	28.89	29.51
17	25.82	26.47	27.11	27.76	28.40	29.05	29.69	30.34	30.98

Department Head Service employees

Range	Minimum	Maximum
18	\$78,910	\$104,153
19	80,930	109,345
20	87,010	114,864
21	91,390	120,638
22	95,897	126,579
23	100,722	132,963
24	105,887	139,769

Section 5. Amendment of Employee Classification in Chapter 23.50 of the Kenai Municipal Code: Employee Classifications in Kenai Municipal Code Chapter 23.50 –Classification Plan, is hereby amended as follows:

CLASS CODE	CLASS TITLE	RANGE
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(a) SUPERVISORY AND PROFESSIONAL

101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	24
105	Public Works Director*	23
106	Police Chief*	23
107	Fire Chief*	22
112	Airport Manager*	20
117	City Planner	16
118	Information Technology (IT) Manager	18
119	Assistant to City Manager/Special Projects	18
120	Library Director*	18
121	Senior Center Director*	18
122	Parks and Recreation Director*	17
123	Human Resources Director*	21

(b) ADMINISTRATIVE SUPPORT

203	Administrative Assistant I	8
204	Accounting Technician I	10
205	Accounting Technician II	11
206	Accountant	16
210	Administrative Assistant II	9
211	Administrative Assistant III	10
214	Library Assistant	6
218	Library Aide	2.5
219	Data Entry Clerk	1.1

(c) PUBLIC SAFETY

302	Fire Fighter	13
303	Police Lieutenant	20
304	Police Sergeant	18
305	Police Officer	16
306	Public Safety Dispatcher	9
307	Fire Engineer	15
311	Fire Captain	16
312	Fire Marshal	17
313	Communications Supervisor	12
314	Police Trainee	16/21
315	[BATTALION CHIEF/SAFETY OFFICER] <u>Deputy Chief</u>	[17]20
316	Chief Animal Control Officer	11
317	Animal Control Officer	9

(d) PUBLIC WORKS

401	Building Official/Manager	17
402	Shop Foreman	16
403	Street Foreman	16
404	Sewer Treatment Plant Operator	13
405	Water and Sewer Operator	13
407	Equipment Operator	11
408	Shop Mechanic	14
409	Equipment Lead Operator	14
410	Water and Sewer Foreman	16
412	Building Maintenance Technician	12
413	Sewer Treatment Plant Lead Operator	14
414	Sewer Treatment Plant Foreman	16
417	Airport Operations Specialist	11
418	Airport Operations Supervisor	15
419	Building Maintenance Lead Technician	14
420	Water and Sewer Lead Operator	14

(e) GENERAL SERVICES

504	Parks, Beautification and Recreation Operator	9
505	Parks, Beautification and Recreation Laborer	2.4
506	Cook	2.4
507	Activities/Volunteer Coordinator	2.4
508	Meals/Driver	2.4
509	Kitchen Assistant	2.2
510	Outreach Worker	1.1
511	Janitor	2.3
512	Driver	1

*** Department Heads**

Section 6. Amendment of Communication Department Uniform Allowance in Chapter 23.55 of the Kenai Municipal Code: Communication Department Uniform Allowance in Kenai Municipal Code Chapter 23.55 – Pay Plan, is hereby amended as follows:

- (a) The following annual allowances are established to defer the cost of uniform cleaning, maintenance, and replacement for second and succeeding years of service:

Police	\$800
Fire	\$500
Animal Control	\$500
[DISPATCH	\$300]

Payment shall be made in advance in July and January installments.

- (b) On hiring, the respective department head shall issue from stock or purchase from appropriate funds a basic uniform and equipment issue.

- (c) Public Works Departments, Water and Sewer, and Animal Control personnel shall be authorized to purchase from appropriated funds, safety shoes, hard hats, and other OSHA required items. Laundry service will also be provided for those clothing items furnished.

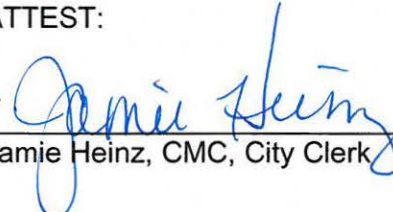
Section 7. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 8. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2019.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15th day of May, 2019.


BRIAN GABRIEL SR., MAYOR

ATTEST:

- 
Jamie Heinz, CMC, City Clerk



Approved by Finance: 

Introduced: May 1, 2019
Enacted: May 15, 2019
Effective: July 1, 2019



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2019-29

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020.

WHEREAS, Kenai Municipal Code requires that the rate of levy of property tax be set annually not later than the tenth day of June; and,

WHEREAS, the Council has adopted the "City of Kenai 2020 Annual Budget," which estimates property tax revenue based upon a tax rate of 4.35 mills.

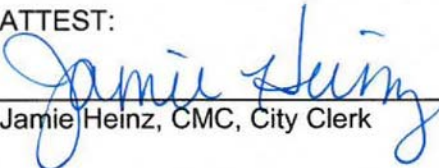
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the rate of levy of property tax for the fiscal year commencing July 1, 2019 and ending June 30, 2020 be fixed at 4.35 mills.

Section 2. That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15th day of May, 2019.


BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



STRATEGIC GOALS AND PRIORITIES

The Kenai City Council established its LONG-TERM PRIORITIES through the 2030 Comprehensive Plan which was last adopted in July 2016 and can be found on the City's website at <https://www.kenai.city/planning/page/comprehensive-plan>.

The primary goals of the plan are:

Goal 1 - Quality of Life: Promote and encourage quality of life elements in Kenai.

Vision: Kenai is a healthy community that provides for the emotional, physical, economic and spiritual wellbeing of all of its citizens; promotes the health and well-being for all age groups; provides opportunities for lifelong learning; and, encourages arts and cultural activities.

Objectives:

- Ensure that Kenai is a community where people and property are safe.
- Protect and rejuvenate the livability of existing neighborhoods.
- Promote beautification programs in Kenai.
- Promote the siting and design of land uses that are in harmony and scale with surrounding uses.
- Update existing site design guidelines for commercial development – landscaping, setbacks, parking.
- Update the subdivision code to include site design standards.
- Provide a variety of formal and informal educational programs.
- Collaborate with local Alaska Native organizations to identify culturally sensitive issues and areas of importance in Kenai.
- Encourage healthy lifestyles by providing opportunities and/or facilities for outdoor activities.
- Continue to support existing senior services and the development of additional services and housing.
- Identify requirements for nominating the Townsite Historic District (TSH) to the National Register Historic District.
- Update Historic District design standards in the city's land use regulations.
- Develop strategies in cooperation with state and federal agencies to ensure there is adequate affordable housing in Kenai.
- Continue to foster a compact, intensive mix of private and public uses in the downtown core area.
- Acknowledge the emergence of other commercial centers.
- Provide a wide variety of opportunities for the public to participate in public policy decision-making

Goal 2 - Economic Development: Provide economic development elements to support the fiscal health of the community.

Vision: Kenai has a secure economic vitality by being a community that has a wide variety of job opportunities and workforce support and development; by providing a quality of life and financial climate that encourages businesses to start up, expand or relocate to Kenai; and, by providing a built environment based on standards that sustain long-term economic viability and growth and that promotes affordable residential and commercial development.

Objectives:

- Promote projects that create workforce development opportunities.
- Implement business friendly regulations, taxation and incentives to create a stable, positive climate for private investment.
- Use regional economic and workforce statistics to match the most suitable type of industry for particular areas and then market these areas.
- Promote adaptive reuse of vacant commercial buildings in the city center and along the Kenai Spur Highway.
- Prior to zoning property to commercial, consider if use has access to collector or arterial road, access to city services, and that potential conflicts with adjacent non-commercial uses have been minimized through site design, landscaping, or other appropriate measures.
- Prior to zoning to industrial, consider if use has access to collector or arterial road, access to city services, that potential conflicts with adjacent nonindustrial uses have been minimized through site design, and that potential hazards from the proposed industrial use have been minimized.
- Reserve areas zoned for industry for industrial uses.
- Capitalize on the tourism industry by marketing Kenai as a destination for recreational activities, conventions, festivals, arts, cultural and other events.

Goal 3 - Land Use: Use land use strategies to implement a forward-looking approach to community growth and development.

Vision: Kenai implements a forward looking approach to community growth and development by establishment of several different zoning districts that reflect the needs of each district; and, by providing commercial, industrial, and residential areas suited to current and probable future growth.

Objectives:

- Establish siting and design standards so that development is in harmony and scale with surrounding uses.
- Promote the infill of existing, improved subdivision lots.
- Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.
- Review revitalization strategies for the area adjacent to the Bridge Access Road beginning at Millennium Square to the boat landing.
- Support development at emerging community “centers” that lie outside the major employment centers but provide a mix of retail, service, and residential uses.
- Review Zoning Code to consider use of buffers and buffer zones to separate incompatible land uses. Review landscaping ordinance to ensure buffers are required to protect neighborhoods.
- Identify city-owned and public-owned lands appropriate for rezoning to protect natural areas and open space.
- Prohibit development in natural hazard areas.
- Locate parks near schools, residential areas not served now.
- Encourage creative subdivision design for residential areas.
- Where feasible, consolidate access to and between land uses via frontage roads or by shared driveways onto main streets/highways.

- Ensure that the installation of basic public infrastructure (roads, sewer, water, and drainage) is coordinated with the timing of development and that improvements are in place at the time impacts occur.
- Coordinate transportation improvements with the city's land use plan, capital improvements program, Alaska Department of Transportation & Public Facilities transportation plans, the Kenaitze Indian Tribe, and Salamatof Tribal Council.
- Ensure a pattern of connecting streets and blocks that allows people to get around easily by foot, bicycle or car when approving new developments, both commercial and multifamily.
- Review the siting of oil and gas development.
- Support implementation of the City's Kenai Airport Master Plan Capital Improvements Program.
- Coordinate senior services and facilities with improvements to the city center or downtown core.
- Provide a wide variety of opportunities for the public to participate in local land use decisions.

Goal 4 - Public Improvements and Services: Provide adequate public improvements and services in Kenai.

Vision: Kenai encourages public involvement in decision making; has well planned public and institutional facilities that meet the health, education, governmental and social service needs of all citizens; has an integrated efficient and cost-effective network of utilities and public improvements and is a community where the public feels safe.

Objectives:

- Ensure that the installation of basic public infrastructure (roads, sewer, water, and drainage) is coordinated with development and that improvements needed to serve the development are in place at the time impacts occur.
- When siting and designing a new public facility the city shall determine if the facility is necessary, if the demand for services can be met, and if there funding sources in place to pay for it.
- Maintain existing water and sewer utilities.
- Consider additional city activities and services.
- Continue mutual cooperation activities with the Kenai Peninsula Borough Division of Emergency Management for efficient delivery of public safety services (police, fire, EMS) to residents of the City of Kenai.

Goal 5 – Transportation: Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

Vision: Kenai Municipal Airport is a gateway to the Kenai Peninsula and West Cook Inlet; the roads are designed, constructed, and maintained for year-round use; and the harbor functions as a vital facility for water connection to other areas in the State.

Objectives:

- Support future development near or adjacent to the airport when such development is in alignment with the Kenai Municipal Airport's primary mission, "To be the commercial air transportation gateway to the Kenai Peninsula Borough and Cook Inlet."
- Inventory existing roads, trails, and utilities and identify and prioritize upgrades.

- Establish a maintenance and upgrade program for the City's transportation system.
- Pursue local road projects through annual budget requests from the STIP.
- Transportation improvements needed to serve new developments shall be in place at the time new development impacts occur.
- Ensure a pattern of connecting streets and blocks that allows people to get around easily by foot, bicycle or car when approving new developments, both commercial and multifamily.
- Actively pursue design and construction of a Kenai River Bridge Access Road and coastal and bluff trail system
- Coordinate transportation improvements with the city's land use plan, capital improvements program, ADOT&PF transportation plans, the Kenaitze Indian Tribe, and Salamatof Tribal Council.

Goal 6 – Parks and Recreation: Ensure that Kenai has excellent parks and recreational facilities and opportunities.

Vision: Kenai enhances the quality of life for all citizens through parks and recreational facilities, programs, and community services.

Objectives:

- Pursue long-term development of a trail and greenbelt system that connects the proposed coastal trail and upland bluff trail with links to and through the urban area.
- Maintain existing recreational opportunities and plan for new parks and recreation improvements.
- Promote the public/private collaboration for acquisition, development and maintenance of neighborhood parks, youth sports facilities, and recreational areas.
- Support projects that provide additional quality outdoor and indoor recreation.
- Establish criteria for siting parks and recreation facilities to make them accessible, safe, with adequate parking.
- Promote the joint use of municipal land and facilities.
- Encourage development of a mutually supportive cluster of diverse residential facilities for seniors near shops, services, activities, and amenities that cater to seniors as well as the community at large.
- Locate future community parks near schools and residential areas not yet served by parks.
- Preserve and protect water features such as isolated wetlands, stream corridors, drainage areas, and riparian areas for open space and to enhance water quality.
- Include trails and bicycle paths in funding requests to ADOT&PF for future transportations plans.
- Require that greenbelts be provided when new right-of-way corridors are established.

Goal 7 - Natural Hazards and Disasters: Prepare and protect the citizens of Kenai from natural hazards and disasters.

Vision: Kenai has coordinated and proactive public policies, emergency plans and procedures, and educational programs that minimize the risk to the community from natural hazards and disasters.

Objectives:

- Implement the 2016 Hazard Mitigation Plan strategies.
- Prohibit development in known hazard areas except where no feasible or prudent alternative can be identified.

Goal 8 – Environmental Resources: Protect and enhance the natural resources and environment of the community.

Vision: Kenai practices mindful stewardship of the natural resources and the environment to ensure they are protected and enhanced for their viability and values in perpetuity.

Objectives:

- Maintain and improve protection of the Kenai River its beaches, tidelands and wetland areas.
- Development plans should include provisions to avoid or minimize impacts on environmental resources such as the dunes, bluffs, wetlands.
- Review, and modify as necessary, the City's long-term plan for management of the annual Personal Use Fishery.
- Divert public trails away from sensitive salmon spawning streams.
- Revise the conservation zone standards and rezone public lands surplus to Kenai's future development needs for conservation.
- Pursue long-term development of an urban trail and greenbelt system that connects the proposed coastal trail and upland bluff trail with links to and through the urban area.
- Preserve and protect water features such as isolated wetlands, stream corridors, drainage areas, and riparian areas for open space and to enhance water quality.

PERFORMANCE MEASURES

The City of Kenai has embraced performance measures for almost every function. Performance measurement provides the City with direct feedback about how we are doing. The data can be used to determine if a particular program is meeting its goal and whether it is improving or declining from the previous year.

The City Council, Department Heads and Supervisors are supportive of the increased use of performance measures and the ability to focus on results that lead to better performance of City services.

Performance measures are collected and displayed by department in the Operating Departments section.

Key Result Measures

Each department reports their own performance measures that reflect their values.

Measures can change over time depending on leadership styles and community needs. Some departments may report outcome measures while others report performance measures depending upon their maturity with measuring performance.

Goals

Goals are set by using standards when available or results that are desirable. Department goals are intended to be SMART (Specific, Measurable, Attainable, Relevant, and Time-bound).

Data and Analysis

The City began collecting performance data in 2018 and reports this data to see if the results are going in the right direction. It is critical that each department analyze their own data to be able to use it for day to day management of City operations.

Performance measurement does not always lead to immediate cost savings. However, it can suggest where cost saving may be found. Sometimes it is an indicator of a bigger community or national issue. Finally, it can provide a dialogue about which services to provide and what is the best way to provide city services in the future.

Decision Making

These historical performance measures give the City a lot of data by which to make decisions.

OVERVIEW

This section of the budget document includes the administration's letter of transmittal, and the revenue and expenditure summary for all funds.

The letter of transmittal provides a summary and overview of the budget and discussion of important topics to be considered during the budget process.

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City of Kenai
Fiscal Year 2020 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

		Special Revenue Funds				Enterprise	Internal Service Funds	
	General Fund	Personal Use Fishery Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Employee Health Care Fund	Equipment Replacement Fund
REVENUES								
Taxes	\$ 11,327,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	884,854	4,637	42,205	42,663	477,038	2,865	-	-
Interest/Investment Earnings	180,000	750	12,480	35,000	-	4,000	1,000	14,000
Charges for Service	668,500	432,175	2,999,942	802,250	89,500	-	2,718,512	-
Rents & Leases	225,096	-	-	1,161,137	13,000	406,145	-	321,754
Licenses & Permits	106,000	-	-	-	-	-	-	-
Fines & Forfeitures	72,500	-	-	-	-	-	-	-
Miscellaneous	139,750	-	-	11,500	90,300	-	-	25,000
Transfers In	1,770,252	-	-	908,811	253,308	-	-	-
Total Revenues	15,374,819	437,562	3,054,627	2,961,361	923,146	413,010	2,719,512	360,754
EXPENDITURES/EXPENSES								
Salaries & Benefits	12,042,605	216,231	1,060,978	882,607	489,744	73,499	-	-
Supplies	767,064	10,950	326,670	196,250	179,780	11,698	10,000	-
Services	2,959,427	134,854	917,047	844,480	98,382	233,725	2,588,511	-
Debt Service	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	140,446	-	190,000
Capital Outlay	6,000	-	45,262	10,269	14,100	-	-	-
Transfers	781,205	137,000	1,337,500	1,069,700	164,600	37,200	-	-
Total Expenditures	16,556,301	499,035	3,687,457	3,003,306	946,606	496,568	2,598,511	190,000
Contributions to (from) Fund Balance/Net Assets	(1,181,482)	(61,473)	(632,830)	(41,945)	(23,460)	(83,558)	121,001	170,754
Add Credit From Depreciation	-	-	-	-	-	140,446	-	190,000
Projected lapse/encumbrances	788,755	18,722	140,997	116,016	23,460	-	-	-
Adjusted Deficit/Surplus	(392,727)	(42,751)	(491,833)	74,071	-	56,888	121,001	360,754
Beginning Fund Balance/Net Assets	10,240,277	169,622	2,936,894	3,592,404	-	482,690	249,663	1,542,172
Ending Fund Balance/Unrestricted Net Assets	\$ 9,847,550	\$ 126,871	\$ 2,445,061	\$ 3,666,475	\$ -	\$ 539,578	\$ 370,664	\$ 1,902,926

City of Kenai
Fiscal Year 2020 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

Permanent Funds		Capital Project Funds								Total All Funds
Airport Land Sale Permanent Fund	General Land Sale Permanent Fund	Debt Service Fund	Kenai Recreation Center	Library Improvement	Trail Construction	Municipal Roadway Improvement	Airport Operations Facility Improvement	Water & Sewer Improvement	Waste Water Treatment Plant	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,327,867
-	-	32,607	-	-	-	-	-	-	-	1,486,869
1,343,556	175,829	-	-	-	-	-	-	-	-	1,766,615
-	-	-	-	-	-	-	-	-	-	7,710,879
-	-	-	-	-	-	-	-	-	-	2,127,132
-	-	-	-	-	-	-	-	-	-	106,000
-	-	-	-	-	-	-	-	-	-	72,500
-	-	-	-	-	-	-	-	-	-	266,550
-	-	140,097	100,000	50,000	37,800	200,000	40,000	250,000	810,000	4,560,268
1,343,556	175,829	172,704	100,000	50,000	37,800	200,000	40,000	250,000	810,000	29,424,680
-	-	-	-	-	-	-	-	-	-	14,765,664
-	-	-	-	-	-	-	-	-	-	1,502,412
-	-	-	-	-	-	-	-	-	-	7,776,426
-	-	172,704	-	-	-	-	-	-	-	172,704
-	-	-	-	-	-	-	-	-	-	330,446
-	-	-	100,000	50,000	37,800	200,000	40,000	250,000	810,000	1,563,431
908,811	124,252	-	-	-	-	-	-	-	-	4,560,268
908,811	124,252	172,704	100,000	50,000	37,800	200,000	40,000	250,000	810,000	30,671,351
434,745	51,577	-	-	-	-	-	-	-	-	(1,246,671)
-	-	-	-	-	-	-	-	-	-	330,446
-	-	-	-	-	-	-	-	-	-	1,087,950
434,745	51,577	-	-	-	-	-	-	-	-	171,725
24,892,866	3,156,822	-	-	-	-	-	-	-	-	47,263,410
\$ 25,327,611	\$ 3,208,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,435,135

City of Kenai
Fiscal Year 2020 Operating Budget

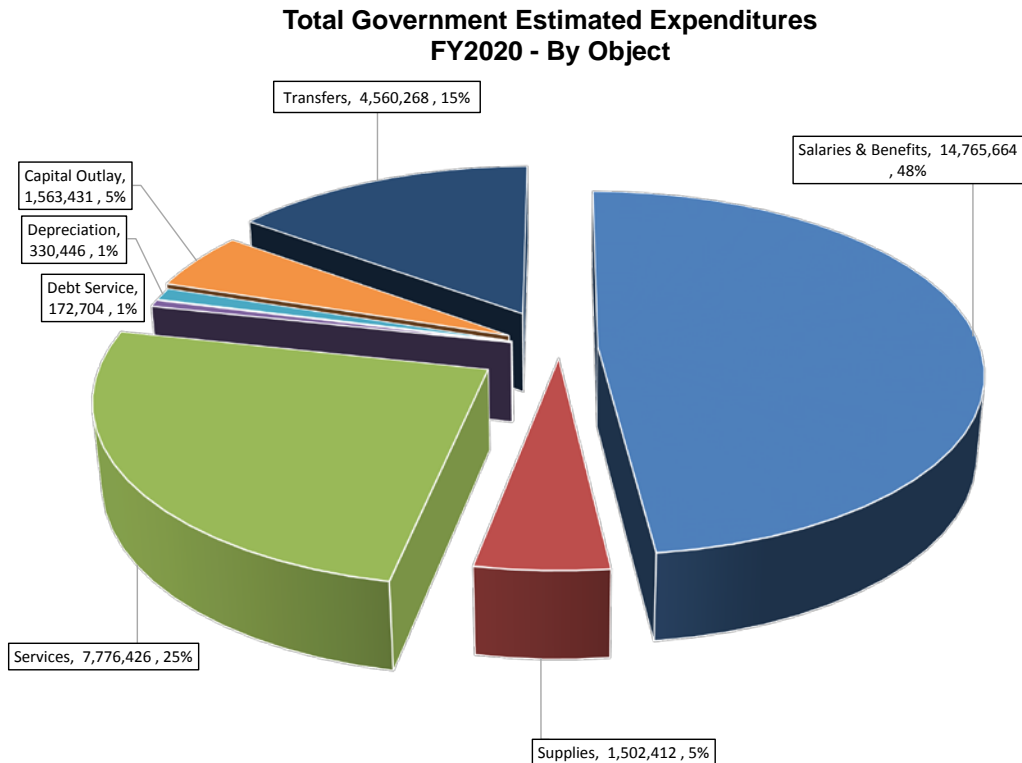
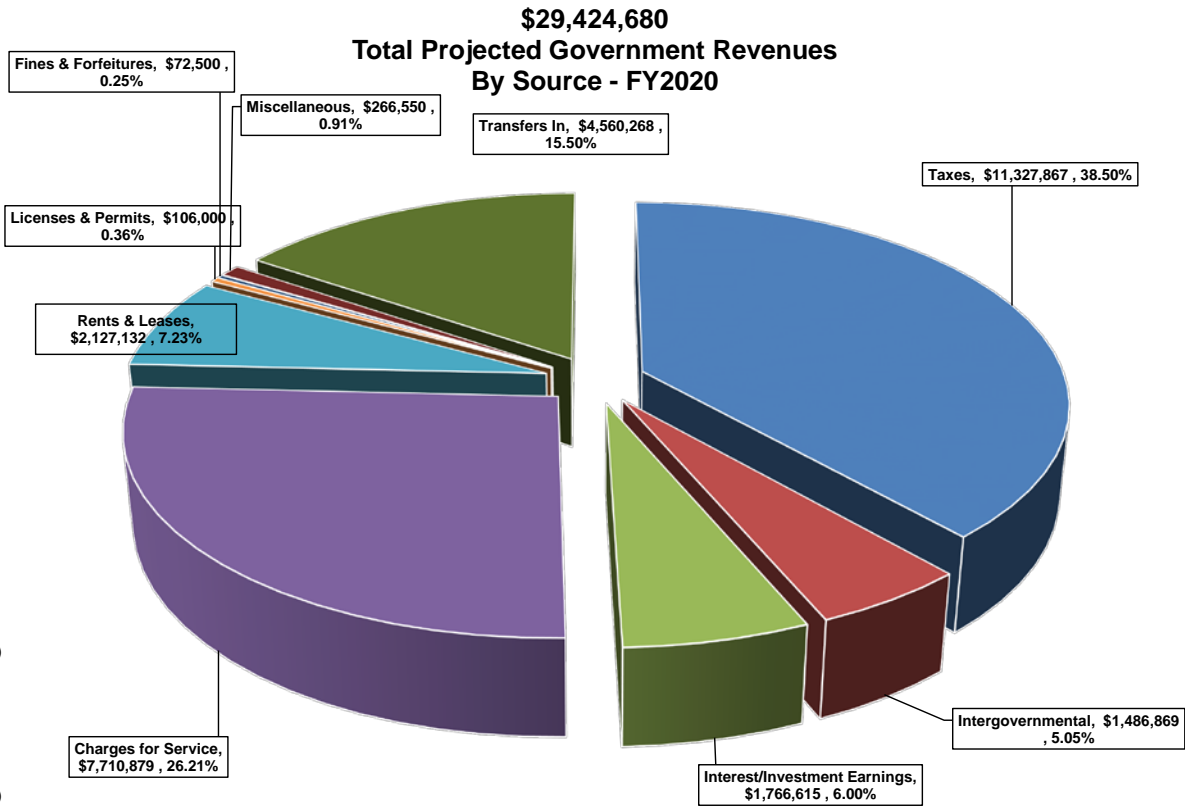
Combined Revenue and Appropriations All Fund Types

FY2020 Adopted Budget								
	<u>General Fund</u>	<u>Special Revenue</u>	<u>Enterprise Funds</u>	<u>Internal Service Funds</u>	<u>Permanent Funds</u>	<u>Debt Service Fund</u>	<u>Capital Project Funds</u>	<u>Total All Funds</u>
REVENUES								
Taxes	\$ 11,327,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,327,867
Intergovernmental	884,854	566,543	2,865	-	-	32,607	-	1,486,869
Interest/Investment Earnings	180,000	48,230	4,000	15,000	1,519,385	-	-	1,766,615
Charges for Service	668,500	4,323,867	-	2,718,512	-	-	-	7,710,879
Rents & Leases	225,096	1,174,137	406,145	321,754	-	-	-	2,127,132
Licenses & Permits	106,000	-	-	-	-	-	-	106,000
Fines & Forfeitures	72,500	-	-	-	-	-	-	72,500
Miscellaneous	139,750	101,800	-	25,000	-	-	-	266,550
Transfers In	1,770,252	1,162,119	-	-	-	140,097	1,487,800	4,560,268
Total Revenues	<u>15,374,819</u>	<u>7,376,696</u>	<u>413,010</u>	<u>3,080,266</u>	<u>1,519,385</u>	<u>172,704</u>	<u>1,487,800</u>	<u>29,424,680</u>
EXPENDITURES/EXPENSES								
Salaries & Benefits	12,042,605	2,649,560	73,499	-	-	-	-	14,765,664
Supplies	767,064	713,650	11,698	10,000	-	-	-	1,502,412
Services	2,959,427	1,994,763	233,725	2,588,511	-	-	-	7,776,426
Debt Service	-	-	-	-	-	172,704	-	172,704
Depreciation	-	-	140,446	190,000	-	-	-	330,446
Capital Outlay	6,000	69,631	-	-	-	-	1,487,800	1,563,431
Transfers	781,205	2,708,800	37,200	-	1,033,063	-	-	4,560,268
Total Expenditures	<u>16,556,301</u>	<u>8,136,404</u>	<u>496,568</u>	<u>2,788,511</u>	<u>1,033,063</u>	<u>172,704</u>	<u>1,487,800</u>	<u>30,671,351</u>
Contributions to (from) Fund Balance/Net Assets	(1,181,482)	(759,708)	(83,558)	291,755	486,322	-	-	(1,246,671)
Add Credit From Depreciation	-	-	140,446	190,000	-	-	-	330,446
Projected lapse/encumbrances	788,755	299,195	-	-	-	-	-	1,087,950
Adjusted Deficit/Surplus	(392,727)	(460,513)	56,888	481,755	486,322	-	-	171,725
Beginning Fund Balance/Net Assets	10,240,277	6,698,920	482,690	1,791,835	28,049,688	-	-	47,263,410
Ending Fund Balance/Unrestricted Net Assets	<u>\$ 9,847,550</u>	<u>\$ 6,238,407</u>	<u>\$ 539,578</u>	<u>\$ 2,273,590</u>	<u>\$ 28,536,010</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,435,135</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Combined Revenue and Appropriations All Fund Types

FY2019 Projected Total	FY2018 Total
\$ 11,088,981	\$ 10,722,698
1,467,208	1,357,728
1,932,130	1,791,113
7,066,215	6,882,170
2,148,867	2,087,722
63,500	94,536
72,000	59,537
243,050	249,625
5,814,657	3,199,172
<u>29,896,608</u>	<u>26,444,301</u>
14,097,418	12,909,101
1,602,162	1,453,475
7,749,110	6,450,778
178,398	176,998
300,571	300,571
2,649,162	1,269,724
5,695,433	4,691,562
<u>32,272,254</u>	<u>27,252,209</u>
(2,375,646)	(807,908)
300,571	300,571
1,161,068	-
(914,007)	(507,337)
<u>48,177,417</u>	<u>48,684,754</u>
<u>\$ 47,263,410</u>	<u>\$ 48,177,417</u>



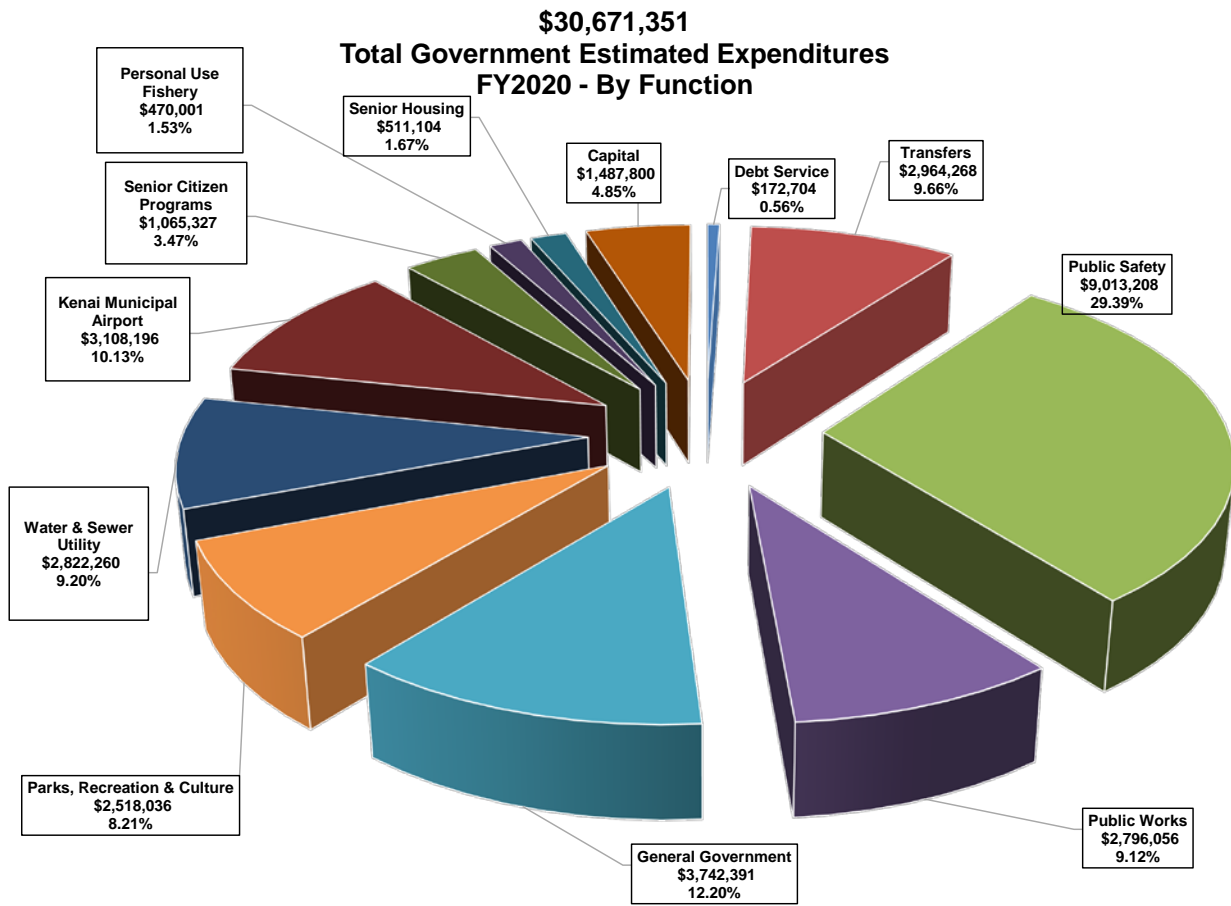
City of Kenai
Fiscal Year 2020 Operating Budget

Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget

	Major Funds			Non-Major Funds - Aggregate			Total All Funds		
	FY2020 Adopted Budget	FY2019 Projected	FY2018 Actual	FY2020 Adopted Budget	FY2019 Projected	FY2018 Actual	FY2020 Adopted Budget	FY2019 Projected	FY2018 Actual
REVENUES									
Taxes	\$ 11,327,867	\$ 11,088,981	\$ 10,722,698	\$ -	\$ -	\$ -	\$ 11,327,867	\$ 11,088,981	\$ 10,722,698
Intergovernmental	972,587	948,210	782,432	514,282	518,998	575,296	1,486,869	1,467,208	1,357,728
Interest/Investment Earnings	1,575,036	1,720,536	1,594,151	191,579	211,594	196,962	1,766,615	1,932,130	1,791,113
Charges for Service	4,470,692	4,232,425	4,135,358	3,240,187	2,833,790	2,746,812	7,710,879	7,066,215	6,882,170
Rents & Leases	1,792,378	1,755,991	1,755,294	334,754	392,876	332,428	2,127,132	2,148,867	2,087,722
Licenses & Permits	106,000	63,500	94,536	-	-	-	106,000	63,500	94,536
Fines & Forfeitures	72,500	72,000	59,537	-	-	-	72,500	72,000	59,537
Miscellaneous	151,250	152,750	149,271	115,300	90,300	100,354	266,550	243,050	249,625
Transfers In	3,779,063	4,917,433	2,315,259	781,205	897,224	883,913	4,560,268	5,814,657	3,199,172
Total Revenues	24,247,373	24,951,826	21,608,536	5,177,307	4,944,782	4,835,765	29,424,680	29,896,608	26,444,301
EXPENDITURES/EXPENSES									
Salaries & Benefits	14,059,689	13,389,968	12,251,294	705,975	707,450	657,807	14,765,664	14,097,418	12,909,101
Supplies	1,301,682	1,379,467	1,275,300	200,730	222,695	178,175	1,502,412	1,602,162	1,453,475
Services	4,954,679	5,111,797	4,234,301	2,821,747	2,637,313	2,216,477	7,776,426	7,749,110	6,450,778
Debt Service	-	-	-	172,704	178,398	176,998	172,704	178,398	176,998
Depreciation	140,446	140,446	140,446	190,000	160,125	160,125	330,446	300,571	300,571
Capital Outlay	1,161,531	2,340,992	673,947	401,900	308,170	595,777	1,563,431	2,649,162	1,269,724
Transfers	4,134,416	5,213,141	4,259,301	425,852	482,292	432,261	4,560,268	5,695,433	4,691,562
Total Expenditures	25,752,443	27,575,811	22,834,589	4,918,908	4,696,443	4,417,620	30,671,351	32,272,254	27,252,209
Contributions to (from) Fund Balance/Net Assets	(1,505,070)	(2,623,985)	(1,226,053)	258,399	248,339	418,145	(1,246,671)	(2,375,646)	(807,908)
Add Credit From Depreciation	140,446	140,446	140,446	190,000	160,125	160,125	330,446	300,571	300,571
Projected lapse/encumbrances	1,045,768	1,034,442	-	42,182	126,626	-	1,087,950	1,161,068	-
Adjusted Deficit/Surplus	(318,856)	(1,449,097)	(1,085,607)	490,581	535,090	578,270	171,725	(914,007)	(507,337)
Beginning Fund Balance/ Net Assets	42,145,131	43,594,228	44,679,835	5,118,279	4,583,189	4,004,919	47,263,410	48,177,417	48,684,754
Ending Fund Balance/ Unrestricted Net Assets	<u>\$ 41,826,275</u>	<u>\$ 42,145,131</u>	<u>\$ 43,594,228</u>	<u>\$ 5,608,860</u>	<u>\$ 5,118,279</u>	<u>\$ 4,583,189</u>	<u>\$ 47,435,135</u>	<u>\$ 47,263,410</u>	<u>\$ 48,177,417</u>

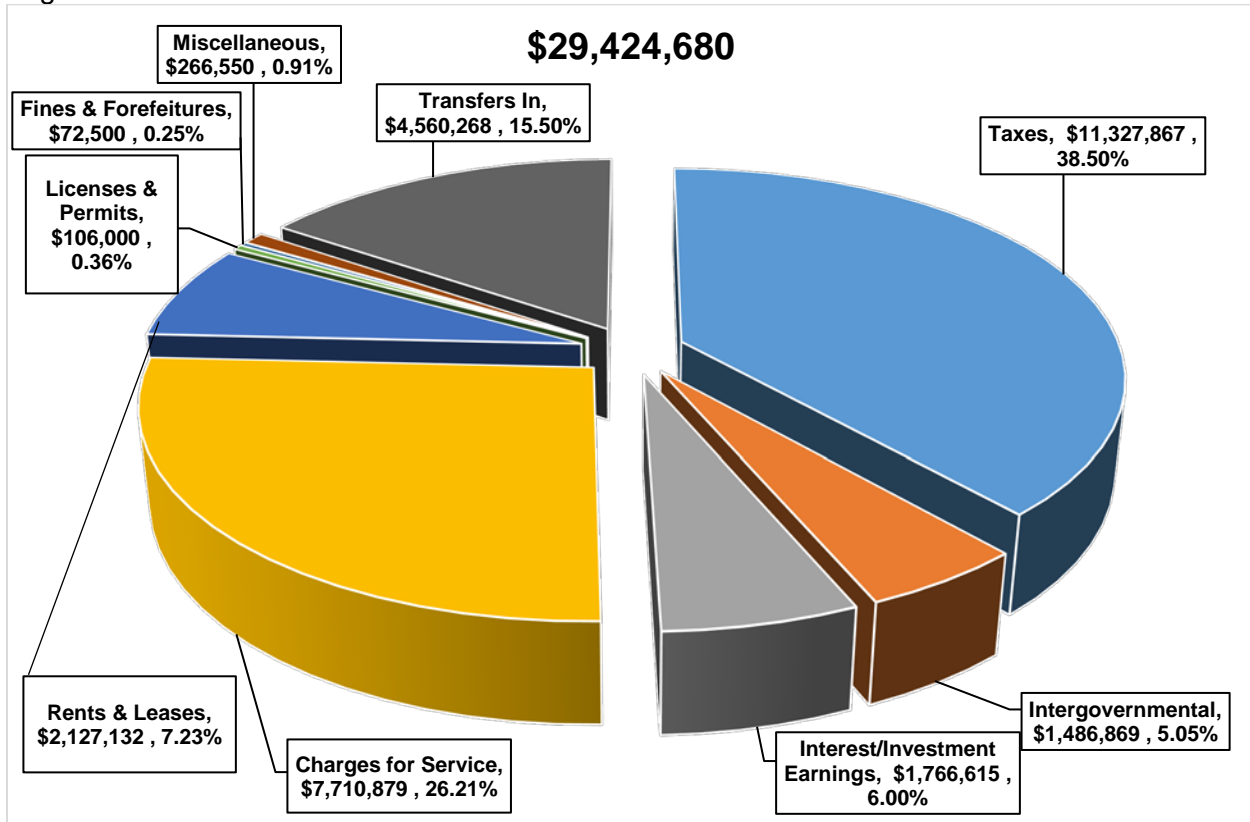
City of Kenai
Fiscal Year 2020 Operating Budget

Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget



REVENUES

This section summarizes City operating revenues from FY2017 through forecasted amounts that will support the FY2020 Budget. As you will see, the City has many revenue sources, some much larger than others.



TAXES

A. Property Taxes

Authority:

- KMC 7.05 Taxation of Real and Personal Property.
- AS 43.56 Oil and Gas Exploration, Production, and Pipeline Transportation Property Taxes

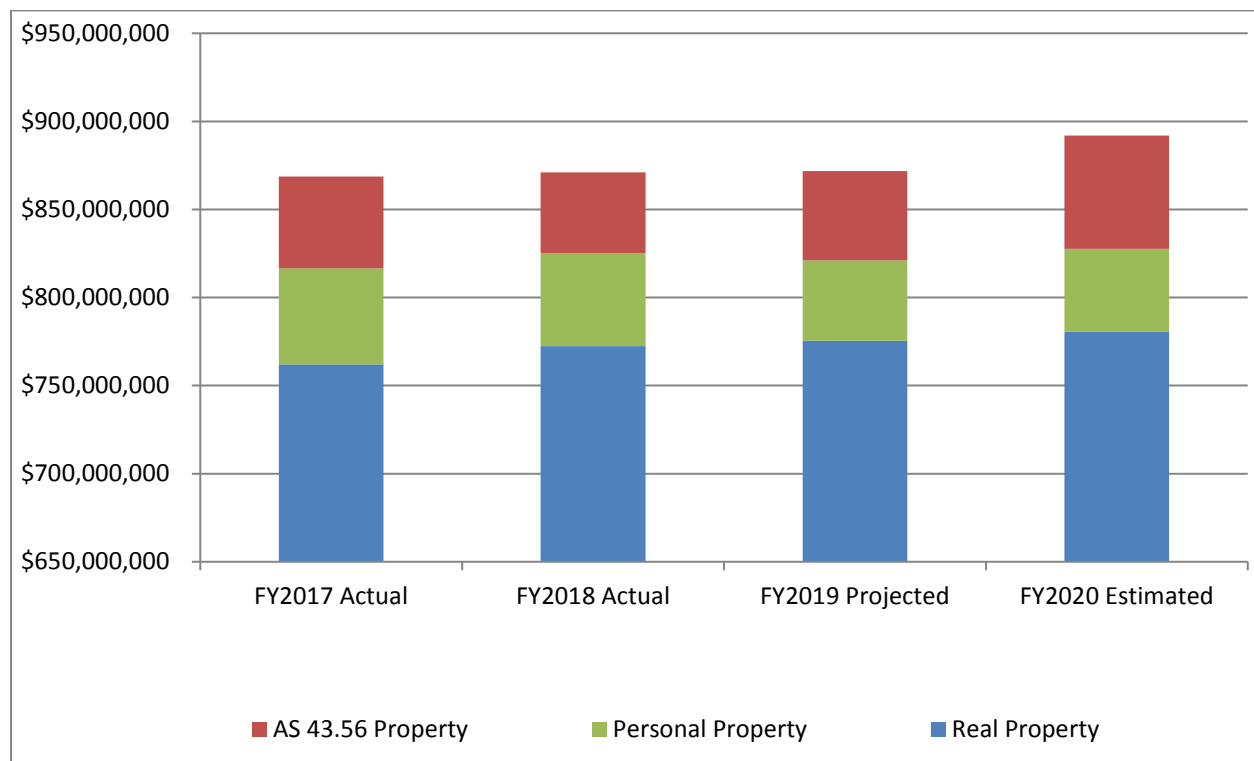
Description:

All real and personal property not expressly exempt by law shall be subject to annual taxation at its full and true value based upon the actual value of the property assessed. This shall not apply to property subject to a flat tax and/or exempted from the ad valorem tax. The rate of levy of tax, a mill rate, shall be fixed annually by resolution of the City Council, but the aggregate thereof shall not exceed three percent (3%) of the assessed value of the property assessed. One mill of taxation generates \$100 of tax per \$100,000 of assessed value. Assessment and collection of these taxes is provided by the Kenai Peninsula Borough as required by AS 29.35.170(b).

In addition to real and personal property taxes, the City may levy a tax on the full and true

value of real and personal property defined under AS 43.56. The rate of levy may be at a rate no higher than the rate applicable to other property taxed by the City. The State of Alaska provides assessment for all property taxed under AS 43.56.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
<i>Taxable Values (expressed in thousands):</i>				
Real Property	\$762,129	\$772,441	\$775,542	\$780,523
Personal Property	54,338	52,767	45,612	47,119
AS 43.56 Property	<u>52,256</u>	<u>45,868</u>	<u>50,675</u>	<u>64,381</u>
Total Taxable Assessed Value	\$868,723	\$871,076	\$871,829	\$892,023
Rate of Taxation	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>
Total Revenue	<u>\$3,919,797</u>	<u>\$3,868,445</u>	<u>\$3,881,792</u>	<u>\$3,940,692</u>



Projection Method and Comments:

FY2020 estimates are based on preliminary tax rolls as provided by the Kenai Peninsula Borough's assessing department. Real and personal taxable assessed values are projected to increase at a rate of two percent (2%) annually beyond FY2020 and oil & gas taxable assessed values are projected to decline at a rate of five percent (5%) annually beyond FY2020. There is no projected change in the rate of taxation.

B. Sales Tax

Authority:

- KMC 7.10 Sales Tax.
- KPBC 5.18 Sales Tax.

Description:

The City levies a consumers' sales tax of three percent (3%) on all retail sales, rents, and services made or rendered within the City limits measured by the gross sales price of the seller. With the exception of a seasonal tax exemption on non-prepared food, the City adopts the code of the Kenai Peninsula Borough for the taxation and collection of sales tax. In addition to the City's sales tax levy, the Kenai Peninsula Borough levies an additional three percent (3%) sales tax. Collection of sales taxes is provided by the Kenai Peninsula Borough as required by AS 29.35.170(b).

Taxable sales by category for FY2018, the most recent data available, are:

<u>Category</u>	<u>Amount</u>	<u>%</u>
Retail Trade	\$162,966,429	69.95%
Restaurant/Bar	13,975,606	6.00%
Utilities	11,173,690	4.80%
Hotel/Motel/Bed & Breakfast	6,861,226	2.95%
Information	5,576,739	2.39%
Services	5,521,887	2.37%
Rental Residential Property	4,900,387	2.10%
Public Administration	3,729,108	1.60%
Professional, Scientific and Technical Services	3,704,233	1.59%
Wholesale Trade	3,450,492	1.48%
Telecommunications	2,811,550	1.21%
Rental Non-Residential Property	1,318,855	0.57%
Administrative, Waste Management,	1,129,733	0.48%
Construction Contracting	1,086,077	0.47%
Arts and Entertainment	962,317	0.41%
Rental Personal Property	946,900	0.41%
Guiding Water	533,095	0.23%
Manufacturing	482,944	0.21%
Transportation and Warehousing	418,346	0.18%
Finance and Insurance	348,111	0.15%
Rental Commercial Property	324,262	0.14%
Rental of Self-storage & Mini-warehouses	299,664	0.13%
Educational Services	201,902	0.09%
Agriculture, Forestry, Fishing & Hunting	128,746	0.06%
Mining/Quarrying	58,046	0.02%
Health Care and Social Assistance	31,017	0.01%
Telecommunications - Cable	7,120	0.00%
Management of Companies	5,071	0.00%
Guiding Land	1,806	0.00%
	<u>\$232,442,258</u>	<u>100.00%</u>

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Taxable Sales	\$229,295,025	\$232,955,359	\$240,239,632	\$246,245,624
Sales Tax Rate	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
Total Sales Tax Revenue	<u>\$ 6,878,851</u>	<u>\$ 6,988,661</u>	<u>\$ 7,207,189</u>	<u>\$ 7,387,175</u>
% Change from Prior Year	(2.92)%	1.60%	3.13%	2.50%

Projection Method and Comments:

The sales tax projections for FY2020 is based on current year collection patterns. The economy is expected to continue its rebound with sales growing at a rate of two and one-half percent (2.5%). The rebound of the Alaska economy is being slowed by continued fiscal uncertainty at the State level.

INTERGOVERNMENTAL

A. Public Employees Retirement System (PERS) On-behalf Contributions

Authority:

- AS 39.35.255

Description:

Alaska Statute 39.35.255 requires the State of Alaska to contribute to the PERS Plan an amount such that, when combined with the employer contribution, is sufficient to pay the Plan's past service liability contribution rate as adopted by the Alaska Retirement Management Board (ARMB). As such, the Plan is considered to be in a special funding situation as defined by GASB.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
ARMB Required Contribution Rate	26.14%	25.01%	27.58%	28.62%
City Required Contribution Rate	<u>22.00%</u>	<u>22.00%</u>	<u>22.00%</u>	<u>22.00%</u>
State of Alaska On-behalf Rate	<u>4.14%</u>	<u>3.01%</u>	<u>5.58%</u>	<u>6.62%</u>
On-behalf Revenue Received	\$349,046	\$262,041	\$467,773	\$570,407

Projection Method and Comments:

PERS on-behalf funding is estimated by applying the ARMB adopted rate to the estimated covered payroll for the applicable period. Future increase are expected because of actuarial changes being adopted that increase the overall pension and other post-employment benefit liability of the system.

B. State of Alaska Community Assistance

Authority:

- AS 29.60.850

Description:

The State of Alaska provides to municipalities, reserves, and communities funds to be used for any public purpose.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue	\$278,232	\$250,852	\$210,345	\$171,001

Projection Method and Comments:

The volatility of Community Assistance payments has been caused by the deteriorating financial condition of the State of Alaska. Payment to the City are projected to decline in FY2020 and remain constant in the near term.

C. State of Alaska Fisheries Business & Resource Landing Taxes

Authority:

- AS 43.75.130
- AS 43.77.060

Description:

The State of Alaska provides to municipalities fifty percent (50%) of taxes collected where fishery products are processed and fifty percent (50%) of taxes collected on floating fisheries where fishery products are landed. Taxes are based on the size and value of the catch.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Shared Fisheries Business Tax	\$ 3,572	\$ 2,722	\$ 3,815	\$ 3,000
Fishery Resource Landing Tax	<u>161,515</u>	<u>115,821</u>	<u>126,185</u>	<u>127,000</u>
	<u>\$165,087</u>	<u>\$118,543</u>	<u>\$130,000</u>	<u>\$130,000</u>

Projection Method and Comments:

The shared tax amounts are subject to appropriation by the State of Alaska but are based on the overall value of catch determined by size and price. Cook Inlet fish returns have been lower in recent years while prices have remained relatively constant.

D. Federal Nutrition, Transportation & Support Grant

Authority:

- Older Americans Act

Description:

The Kenai Senior Center receives a federal grant passed through the State of Alaska to provide meals (in groups and in private homes), nutrition and health education information to seniors, and transportation services that enable seniors to maintain mobility and independence.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue	\$197,694	\$190,847	\$190,847	\$190,847

Projection Method and Comments:

The State of Alaska Department of Health and Human Services provides estimates of the City grant amounts.

E. Kenai Peninsula Borough Senior Citizen Funding**Authority:**

- Kenai Peninsula Borough Budget

Description:

The Kenai Senior Center receives funding from the Kenai Peninsula Borough to provide senior services to seniors within the City's geographic service area. The City's geographic service area for seniors extends outside the City limit of the City.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue	\$126,207	\$126,207	\$126,207	\$126,207

Projection Method and Comments:

The Kenai Peninsula Borough provides an amount for senior citizen programs in the annual operating budget. The total amount of funding is divided amongst all senior centers in the Borough based upon the senior population each is serving. Population is based on the most current U.S. Census, the 2010 Census is currently being used. No change is anticipated in the total Borough funding nor in the distribution percentage until completion of the 2020 U.S. Census.

F. Choice Waiver Program**Authority:**

- State of Alaska Department of Health and Social Services – Senior and Disabilities Services.

Description:

Waiver programs offer people who meet an institutional level of care the opportunity receive care in the home or community instead of in an institution. In order to access one of these waiver programs, a person must meet 1) Medicaid eligibility requirements for income and resource limits, as found through an interview and application process with the State of Alaska Division of Public Assistance (DPA), and 2) level of care requirements, as assessed and determined by the Senior and Disability Services Intake and Assessment Unit.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue	\$220,419	\$195,012	\$135,000	\$125,000

Projection Method and Comments:

Revenue projections are based upon estimated meal counts the center expects to serve to eligible clients. The center has seen significant decrease in the number of eligible clients and revenues are trending down.

Interest/Investment Earnings

A. Investment of all funds except Permanent Funds

Authority:

- KMC 7.22 Investment of Monies

Description:

The City's non-Permanent Fund investments shall be managed so that the portfolio, as a whole, meets the following objectives:

1. Safety of principal;
2. Maintaining sufficient liquidity to meet the City's cash flow requirements; and
3. Achieving a reasonable market-average rate of return.

Authorized investments of the portfolio include:

1. Obligations of the U.S. government, its agencies and instrumentalities.
2. Insured or collateralized certificates of deposit, savings accounts, and other deposits with banks and savings and loan associations.
3. Repurchase agreements that are documented by a written agreement, and are fully collateralized by delivery of obligations of the U.S. government to an independent third party custodian.
4. Money market mutual funds whose dollar-weighted average portfolio maturities are not greater than one hundred twenty (120) days, and whose portfolios consist primarily of obligations of the U.S. government, its agencies and instrumentalities, and of repurchase agreements collateralized with such U.S. government, agency, or instrumentality obligations.
5. A State investment pool, should one become available.

Projection Method and Comments:

As of March 31, 2019 the City's portfolio was earning an average rate of return of 2.24%. Assuming a similar rate of return in FY2020 and applying that to projected invested balances produced the expected investment earning.

B. Investment of Permanent Funds

Authority:

- KMC 7.30 Land Sale Permanent Funds
- Resolution 2019-27

Description:

The City's Permanent Fund investments shall be managed as institutional endowments seeking higher rates of return than other City investments because of perpetual investment horizon for the funds.

The FY2020 authorized investment allocation for the investment of the City's Permanent Funds is:

<u>ASSET CLASS</u>	<u>TARGET % WEIGHTING</u>	<u>RANGE %</u>
Cash	5	0-10
Fixed Income	40	35-65
Large-Cap Domestic Equity	20	15-25
International Equity	10	5-15
Mid-Cap Equities	10	5-15
Small-Cap Equities	5	0-10
International Emerging Markets	5	0-10
Real-estate equities	2	0-5
Infrastructure equities	3	0-6

The investment performance shall be measured as follows:

Performance measurement of the Fixed Income allocation will be measured against the Target weighting, using the Bloomberg Barclays U.S. Aggregate Bond Index for the benchmark.

Performance measurement of the Large-Cap Domestic Equity allocation will be measured against the Target weighting, using the Standard & Poor's 500 Index for the benchmark.

Performance measurement of the International Equity allocation will be measured against the Target weighting, using the Morgan Stanley Capital International Europe, Australasia and Far East (MSCI EAFE) index for the benchmark.

Performance measurement of the Mid-Cap Equity allocation will be measured against the Target weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the Small-Cap Equity allocation will be measured against the Target weighting, using the Standard & Poor's 600 Small-Cap Index as the benchmark.

Performance measurement of the International Emerging Markets allocation will be measured against the Target weighting, using the Morgan Stanley Capital International Emerging Markets index as the benchmark.

Performance measurement of the Real-Estate Equities allocation will be measured against the target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the Infrastructure Equities allocation will be measured against the target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Projection Method and Comments:

The City's Permanent Fund investment manager projects the portfolio to return a six percent (6%) geometric rate of return over the next ten-year investment period. Utilizing this rate of return and the invested principle balance generates the FY2020 revenue estimates.

CHARGES FOR SERVICE

A. Ambulance Fees

Authority:

- City of Kenai Fees Schedule
- Resolution 2019-34

Description:

The City bills patients for treatment by fire personnel and transport by City ambulance. Services include treatment without transport, emergent and non-emergent basic life support (BLS), advanced life support (ALS) category I & II, and mileage transported. Historical rates and revenue generated are as follows:

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u> <u>Estimated</u>	<u>FY2020</u> <u>Projected</u>
Treatment without transport	\$ -	\$ -	\$ -	\$ 250.00
Emergent BLS	550.00	550.00	550.00	575.00
Non-emergent BLS	350.00	350.00	350.00	450.00
ALS I	650.00	650.00	650.00	700.00
ALS II	800.00	800.00	800.00	875.00
Rate per mile	11.00	11.00	11.00	14.00
Total Revenue	\$419,940	\$443,544	\$450,000	\$500,000

Projection Method and Comments:

Revenue projections are based on application of new billing rates to FY2018 and FY2019 actual call volumes by type. Gross revenues are reduced by required billing adjustments for allowable Medicare/Medicaid rates and the application of the City's Charity Care Policy. Gross revenues in FY2020 is projected to be \$686,000 with \$186,000 in billing adjustments and charity care awarded for projected net revenue of \$500,000.

B. Animal Control Fees

Authority:

- KMC Title 3, Animal Control

Description:

The Chief Animal Control Officer recommends and the City Council adopts fees associated with the adoption of animals from the City's Animal Control Shelter. All cats and dogs adopted from City are spayed or neutered prior to adoption in an effort to reduce the number of unwanted animals in the City.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u> <u>Estimated</u>	<u>FY2020</u> <u>Projected</u>
Veterinary services	-----Actual Cost-----			
Veterinary services transport per mile	\$ -	\$ -	\$ 2.04	\$ 2.04
Insertion of microchip	10.20	10.20	10.20	10.20
Animal adoption fee	20.40	20.40	20.40	20.40
Total Revenue	\$29,202	\$39,776	\$37,000	\$37,000

Projection Method and Comments:

Revenue projections are based on historical animal counts and adoptions. Veterinary service costs are increasing slowly and total animals adopted is remaining constant after years of decline.

C. Multipurpose Fees**Authority:**

- City of Kenai Fees Schedule
- Resolution 2016-19

Description:

The City operates a multipurpose facility and charges a per hour fee for exclusive use of the ice rink in the facility from October 15th to March 15th of each year. During the summer the City provides exclusive use to an operator for development programs.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u> <u>Estimated</u>	<u>FY2020</u> <u>Projected</u>
Hourly rate	\$145.00	\$145.00	\$145.00	\$145.00
Exclusive hours of use	<u>520.75</u>	<u>586.50</u>	<u>598.75</u>	<u>600.00</u>
Total hourly rentals	\$75,509	\$85,043	\$86,819	\$87,000
Summer ice lease	<u>38,735</u>	<u>45,409</u>	<u>43,181</u>	<u>43,000</u>
Total Revenue	<u>\$114,244</u>	<u>\$130,452</u>	<u>\$130,000</u>	<u>\$130,000</u>

Projection Method and Comments:

Revenue projections are based on historical ice usage.

D. Water & Sewer Fees**Authority:**

- KMC Title 17, Public Utilities and Enterprises
- KMC Appendices, Public Utility Regulations and Rates
- City of Kenai Fees Schedule
- Resolution 2019-34

Description:

The City provides potable water, waste water handling, and waste water treatment in compliance with all state and federal regulations. The City strives to economically operate the utility to provide reliable service to the residents of Kenai.

Basic water and sewer rates for flat rate and metered accounts are as follows:

	<u>FY2019</u>	<u>FY2020</u>	<u>Change</u>
<u>Water Rates:</u>			
Residential flat rate per month	\$35.66	\$37.09	\$1.43
General Use – Metered per 1,000 gallons	\$3.44	\$3.58	\$0.14

<u>Sewer Rates:</u>			
Residential flat rate per month	\$51.42	\$53.48	\$2.06
General Use – Metered per 1,000 gallons	\$5.10	\$5.30	\$0.20

<u>Combined Water & Sewer Rates:</u>			
Residential flat rate per month	\$87.08	\$9.57	\$3.49
General Use – Metered per 1,000 gallons	8.54	\$8.88	\$0.34

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue				
Residential	\$1,996,778	\$2,046,017	\$2,075,000	\$2,158,000
General Use	<u>774,605</u>	<u>794,588</u>	<u>817,000</u>	<u>849,680</u>
Total	<u>\$2,771,383</u>	<u>\$2,840,605</u>	<u>\$2,892,000</u>	<u>\$3,007,680</u>

Projection Method and Comments:

The City commissioned a utility rate study in 2011 which predicted a 0.35% annual growth in both water and sewer usage. Coupling slow growth with projected increases in operating expenditures of approximately 3.00%, the study called for systematic rate increases in fiscal years 2013 through 2019 and annual adjustments thereafter based on the Anchorage, Alaska Consumer Price Index for all Urban Consumers. Accordingly, the FY2020 budget includes a 4.00% rate increase, commensurate with the Anchorage, Alaska Consumer Price Index for all Urban Consumers second half of 2018 over second half of 2017. The FY2020 Budget also includes funding for a utility master plan and updated rate study the results of which will be implemented in future years.

E. Vehicle Parking Fees

Authority:

- KMC Appendices, Airport Regulations Chapter 14.05, Landing Fees
- City of Kenai Fee Schedule
- Resolution 2018-28

Description:

The City charges daily for parking in the Kenai Municipal Airports short and long-term parking lots.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Parking rate per day	\$7.00	\$7.00	\$7.00	\$7.00
Total Revenue	<u>\$233,284</u>	<u>\$223,360</u>	<u>\$250,000</u>	<u>\$250,000</u>

Projection Method and Comments:

The terminal at the Kenai Municipal Airport is undergoing a major renovation and is scheduled for completion in January of 2020. Passenger enplanements, the number of passengers

arriving and departing from the terminal, decreased in the recent year and is likely caused by the overall decline in Alaska's economy. FY2020 projects recovery in enplanement numbers with completion of the terminal rehabilitation project and modest growth in revenues.

F. Aircraft Landing Fees

Authority:

- KMC Appendices, Airport Regulations Chapter 14.05, Landing Fees
- City of Kenai Fess Schedule
- Resolution 2018-28

Description:

The City charges landing fees at the Kenai Municipal Airports based upon the certified gross takeoff weight of commercial aircraft. Signatory operators on the airport pay thirty percent (30%) less per pound than non-signatory operators.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Landing fees (per 1,000 pounds)				
Signatory	\$1.61	\$1.61	\$1.70	\$1.70
Non-signatory	\$2.12	\$2.12	\$2.21	\$2.21
Total Revenue	<u>\$529,132</u>	<u>\$401,556</u>	<u>\$432,500</u>	<u>\$505,500</u>

Projection Method and Comments:

Revenues are projected based on historical certified activity reports provided by commercial operators and future aviation forecasts. Upon completion of the terminal rehabilitation project it is the intent of the City to renegotiate all terminal and airfield fees with its operators. New rates are anticipated in FY2021.

G. Employee Health Care Fees

Authority:

- Employee Health Care Fund

Description:

The City began utilizing an internal service fund to account for the costs of providing employee health and life insurance in FY2018. Each fund and department of the City is billed for each eligible position. Part time positions are billed at one-half (1/2) the rate of a full time position. Employees contribute monthly for coverage. Employee monthly premiums are based on the type of coverage and an overall employee cost share of ten percent (10%).

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>
<u>Employee monthly premium</u>			
Employee Only	\$ 92.00	\$ 98.00	\$ 102.00
Employee w/Children	166.00	178.00	204.00
Employee w/Spouse	182.00	196.00	185.00
Employee & Family	249.00	268.00	278.00
Part time Employee Only	420.00	455.00	469.00
Part time Employee w/Children	1,077.00	1,173.00	1,394.00
Part time Employee w/Spouse	1,239.00	1,349.00	1,212.00
Part time Employee & Family	1,902.00	2,070.00	2,141.00

City Cost per eligible employee

Full time	\$17,783	\$20,031	\$22,501
Part time	8,892	10,016	11,251
Total Estimated City Cost	\$1,907,207	\$2,148,494	\$2,436,200

Revenues

Charge for Services	\$1,916,987	\$2,148,495	2,436,200
Employee Premiums	<u>236,949</u>	<u>243,552</u>	<u>282,312</u>
Total Revenue	<u>\$2,153,936</u>	<u>\$2,392,047</u>	<u>\$2,718,512</u>

Projection Method and Comments:

The annual fee is based upon an assumed ten percent (10%) annual escalation in premiums from the City's health insurance provider. Because of the City's small size it participates in a fully insured health plan. The annual fee per employee is not based on actual renewal premiums and as such generates reserves in years where renewal premiums are less than ten percent (10%) and utilizes those reserves in year where renewal premiums are more than ten percent (10%). Employee premiums are equal to ten percent (10%) of the total annual cost of the program and the City pays the remaining ninety percent (90%). Unlike charges to City funds and departments, employee premium amounts are adjusted annually based on actual renewal premium and program costs.

Rents & Leases

A. Land Leases

Authority:

- KMC Title 21, City Airport and Airport Lands.
- KMC Title 22, General Fund Lands.

Description:

The City leases land it holds title to provide operational revenue to the City's General and Airport Funds. Lands deeded to the City by the Federal Aviation Administration have a deed restriction limiting the use of any revenue derived from its sale or lease for the betterment of the Kenai Municipal Airport.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u> <u>Estimated</u>	<u>FY2020</u> <u>Projected</u>
General Fund Land Leases	\$141,709	\$109,979	\$197,356	\$180,711
Airport Fund Land Leases	<u>674,781</u>	<u>691,152</u>	<u>547,610</u>	<u>563,293</u>
	<u>\$816,490</u>	<u>\$801,131</u>	<u>\$744,966</u>	<u>\$744,004</u>

Projection Method and Comments:

Land lease amounts are based on a percentage, six percent (6%) to eight percent (8%) of the lands appraised value annually. Land under lease is appraised in years ending in five (5) and zero (0) with adjustments in non-appraisal years based on the Consumer Price Index for all Urban Consumers, Anchorage Alaska. Revenue estimates are based on land currently under lease with no allowance for new leases.

B. Terminal Rents**Authority:**

- Kenai Municipal Airport Airline Operating Agreement
- City of Kenai Fee Schedule
- Concessionaire agreements.

Description:

The City leases space in the Kenai Municipal Airport to airlines, car rental agencies, and food/bar concessionaires who operate in the Airport terminal building.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Airline Rents	\$179,875	\$181,496	\$210,746	\$210,746
Concessionaire & Other Rents	<u>252,136</u>	<u>268,038</u>	<u>256,279</u>	<u>265,381</u>
	<u>\$432,011</u>	<u>\$449,534</u>	<u>\$467,025</u>	<u>\$476,127</u>

Projection Method and Comments:

Terminal rent is negotiated in the Airport's Airline Operating Agreement. The current agreement is being extended through FY2020 to allow for completion of the Terminal Rehabilitation Project. Once complete, a new agreement will be negotiated. Concessionaire agreements are negotiated with multiple vendors and are typically for three years with the opportunity for two, one-year extensions by mutual consent. Revenue estimates are based upon current agreements and current space occupancy.

C. Equipment Replacement Fund Rents**Authority:**

- KMC 7.25.100 Equipment Replacement Fund

Description:

The City operates an internal service fund to account for the purchase of equipment for General Fund departments costing in excess of \$50,000. Utilizing departments are billed annually to accumulate sufficient funds for the replacement of the equipment at the end of its useful life.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Rents:				
Fire Department	\$134,902	\$131,806	\$138,277	\$115,067
Non-Departmental	5,411	3,478	34,276	32,385
Street Department	176,115	183,566	202,069	169,182
Parks, Recreation & Beautification	<u>22,777</u>	<u>5,254</u>	<u>5,524</u>	<u>5,120</u>
	<u>\$339,205</u>	<u>\$324,104</u>	<u>\$379,876</u>	<u>\$321,754</u>

Projection Method and Comments:

Rents are based on the estimated replacement cost of each piece of equipment. Assuming a three percent (3%) rate of return on fund equity net of that invested in capital assets, payments are calculated to accumulate the estimated replacement cost of the asset at the end of its useful life. Equipment costs are projected to increase at a rate of three percent (3%) annually. Because the assumed rate of return and assumed rate of cost escalation are both three percent (3%), there is no charge to a department in years beyond the equipment's original scheduled replacement.

D. Congregate Housing Rents

Authority:

- City of Kenai Fee Schedule.

Description:

The City Vintage Pointe Manor, operates a forty (40) unit independent living, senior housing complex. The facility charges monthly rents commensurate with the rents of unsubsidized, private facilities in the community.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Rents:	\$382,253	\$386,613	\$390,515	\$406,145

Projection Method and Comments:

In years ending in five (5) and zero (0), the City commissions a rental rate study to determine the unsubsidized market rate for comparable unassisted senior housing. For years in which no study is performed, the prior year's rates are adjusted by the change in the Anchorage, Alaska Consumer Price Index for all Urban Consumers. Vacancy is assumed to be zero as the facility has a lengthy weight list for prospective tenants.

Licenses & Permits

A. Building Permits

Authority:

- KMC 4.05 Building Code

Description:

The City assesses a fee for the issuance of a permit for the construction or alteration of structures within the City. The City has adopted the "*International Building Code*," 2009 Edition. The City further utilizes Building Valuation Data Table shown in the latest edition of the *Building Safety Journal*, published by the International Code Council, for determining the value of construction and improvements.

	<u>Commercial</u>	<u>Residential</u>
Valuation \$1.00 - \$500.00	\$23.50	\$17.63
Valuation \$501.00 - \$2,000.00 - Base	\$23.50	\$17.63
Valuation \$501.00 - \$2,000.00 - Each additional \$100.00, or fraction thereof, over \$500.00 including \$2,000.00	\$3.05	\$2.29
Valuation \$2,001.00 - \$25,000.00 - Base	\$69.25	\$51.94
Valuation \$2,001.00 - \$25,000.00 - Each additional \$1,000.00, or fraction thereof, over \$2,000.00 including \$25,000.00	\$14.00	\$10.50
Valuation \$25,001.00 - \$50,000.00 - Base	\$391.25	\$293.44
Valuation \$25,001.00 - \$50,000.00 - Each additional \$1,000.00, or fraction thereof, over \$25,000.00 including \$50,000.00	\$10.10	\$7.58
Valuation \$50,001.00 - \$100,000.00 - Base	\$643.75	\$482.81
Valuation \$50,001.00 - \$100,000.00 - Each additional \$1,000.00, or fraction thereof, over \$50,000.00 including \$100,000.00	\$7.00	\$5.25
Valuation \$100,001.00 - \$500,000.00 - Base	\$993.75	\$745.31
Valuation \$100,001.00 - \$500,000.00 - Each additional \$1,000.00, or fraction thereof, over \$100,000.00 including \$500,000.00	\$5.60	\$4.20
Valuation \$500,001.00 - \$1,000,000.00 - Base	\$3,233.75	\$2,425.31
Valuation \$500,001.00 - \$1,000,000.00 - Each additional \$1,000.00, or fraction thereof, over \$500,000.00 including \$1,000,000.00	\$4.75	\$3.56
Valuation \$1,000,001.00 and up - Base	\$5,608.75	\$4,206.56
Valuation \$1,000,001.00 - and up - Each additional \$1,000.00, or fraction thereof, over \$1,000,000.00	\$3.65	\$2.74
Inspection outside of normal business hours - per hour (two hour minimum charge)	\$47.00	\$47.00
Inspection for which no fee is specifically indicated - per hour (two hour minimum charge)	\$47.00	\$47.00
Additional plan review required by changes, additions or revisions to plans - per hour (one hour minimum charge)	\$47.00	\$47.00

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019 Estimated</u>	<u>FY2020 Projected</u>
Total Revenue	\$34,385	\$79,617	\$50,000	\$50,000

Projection Method and Comments:

Revenue projections are based on historical construction values adjusted for any known large projects.

B. Animal Licenses

Authority:

- KMC Title 3, Animal Control

Description:

A person who owns a dog over the age of three (3) months, other than in the operation of a kennel facility, shall obtain a dog license for that dog.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Projected</u>
Dog License – Sterilized Dog	\$10.20	\$10.20	\$10.20	\$10.20
Dog License – Non-sterilized Dog	\$30.60	\$30.60	\$30.60	\$30.60
Total revenue	\$6,694	\$7,520	\$5,000	\$6,500

Projection Method and Comments:

Revenue projections are based on no change in fee amount and relatively stable animal population.

Transfers In

A. Administrative Service Transfers

Authority:

- Administrative Service Charge Policy.

Description:

The City utilizes the modified direct expenditure method to allocate the administrative costs of operating the City to all funds of the City.

The historical allocation percentage applied to modified direct expenditures and the total General Fund recovery via transfers is as follows:

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Projected</u>
Cost Allocation %	12.84%	13.74%	13.48%	12.63%
Total cost recovery	\$1,528,200	\$1,531,400	\$1,574,200	\$1,596,000

Projection Method and Comments:

The modified direct expenditure method allocates the identified indirect cost pool to funds based upon their budgeted expenditures modified to eliminate significant specific items that would disproportionately impact the allocations such as depreciation, State of Alaska Public Employee Retirement System grant expenditures, and large capital purchases.

B. Other Transfers

Authority:

- N/A

Description:

Transfers are financial inflows from other funds. An example of a routine transfer is money transferred from the General Fund to the Debt Service Fund for the annual debt service on the City's outstanding Library Expansion Bonds.

Projection Method and Comments:

N/A

City of Kenai
Fiscal Year 2010 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 - PR&B	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>

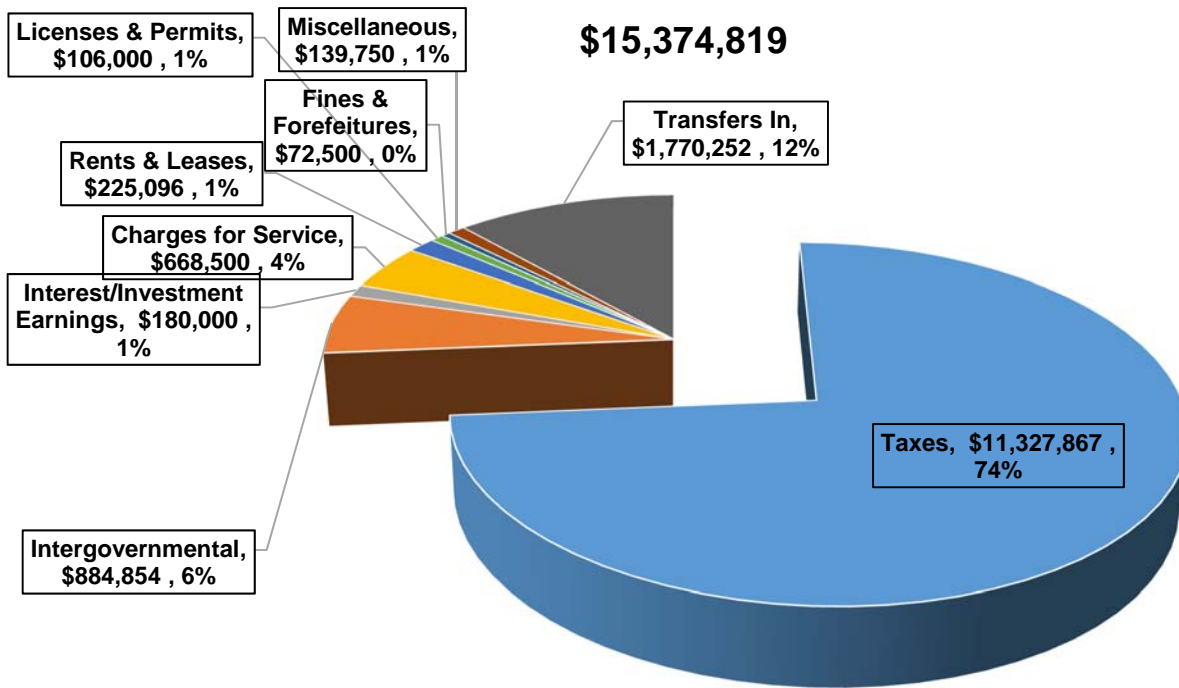
GENERAL FUND

The General Fund is established to account for the revenues and expenditures necessary to carry out basic governmental activities of the City such as police and fire protection, recreation, planning, legal services, administrative services, etc. Appropriations are made from the fund annually. The fund will continue to exist indefinitely.

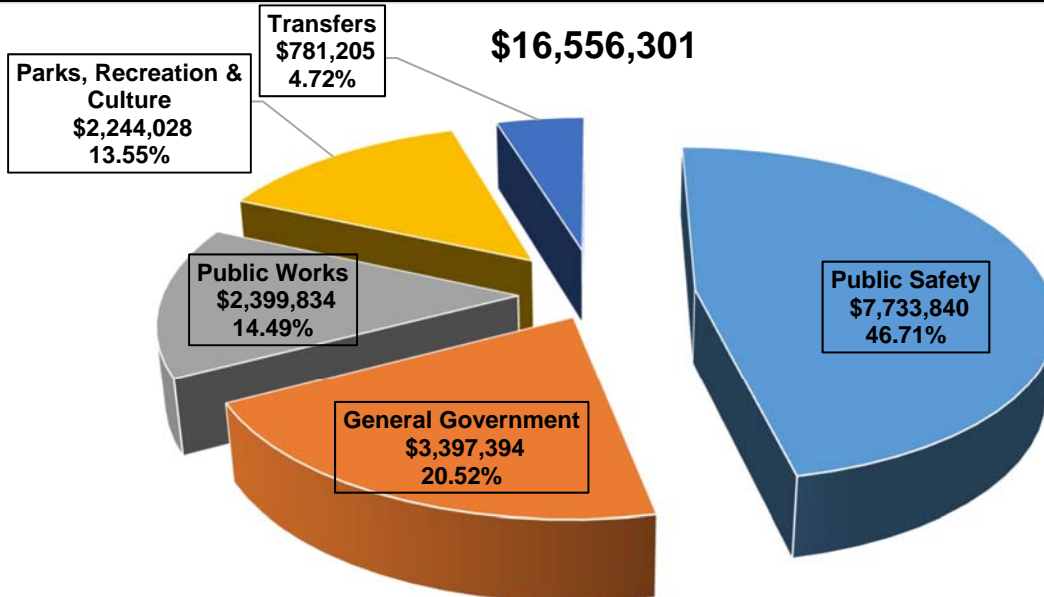
Revenue, for this and other funds, is recorded by source, i.e., taxes, licenses, service charges, etc. Expenditures are recorded first by function, then by activity and object of the expenditure.

General Fund expenditures are made primarily for current day-to-day operating expenses and operating equipment. Capital expenditures for large-scale public improvements, such as buildings, water and sewer projects or streets, are accounted for elsewhere in the Capital Projects Funds or Enterprise Funds.

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



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

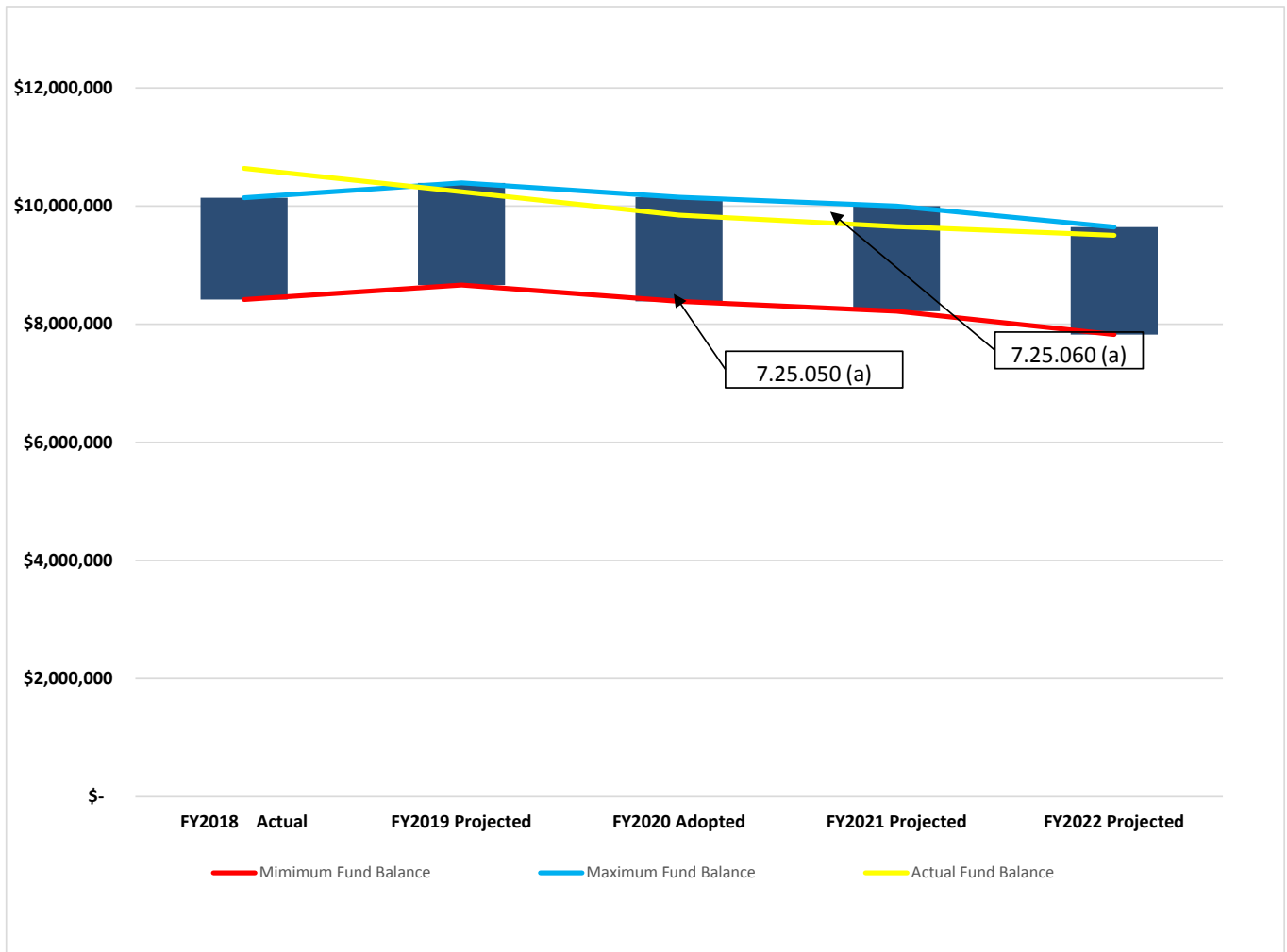
**General Fund
Budget Projection**

	Actual FY2017	Actual FY2018	Original Budget FY2019	Projection FY2019	Adopted FY2020	Projection FY2021	Projection FY2022
TAXABLE VALUES (000'S)	\$ 868,724	\$ 871,076	\$ 872,108	\$ 871,829	\$ 892,023	\$ 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	<u>10,635,298</u>	<u>10,722,698</u>	<u>10,980,713</u>	<u>11,088,981</u>	<u>11,327,867</u>	<u>11,580,153</u>	<u>11,828,365</u>
Intergovernmental Revenue:							
PERS Funding	288,137	218,726	386,406	386,406	470,553	484,670	499,210
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	113,300	118,965	124,913
Total State/Federal Revenue	<u>815,446</u>	<u>689,241</u>	<u>832,664</u>	<u>823,491</u>	<u>884,854</u>	<u>908,536</u>	<u>933,041</u>
Other Revenue							
Licenses and Permits	48,557	93,863	63,500	63,000	105,500	108,665	111,925
Ambulance Fees	419,940	443,544	425,000	450,000	500,000	515,000	530,450
Interest	35,762	45,801	100,000	150,000	180,000	180,000	180,000
Other	613,358	585,268	736,541	683,256	606,346	624,536	643,272
Total Other Revenue	<u>1,117,617</u>	<u>1,168,476</u>	<u>1,325,041</u>	<u>1,346,256</u>	<u>1,391,846</u>	<u>1,428,201</u>	<u>1,465,647</u>
Total Revenues	<u>12,568,361</u>	<u>12,580,415</u>	<u>13,138,418</u>	<u>13,258,728</u>	<u>13,604,567</u>	<u>13,916,890</u>	<u>14,227,053</u>
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	-	124,252	126,737	129,272
Total Transfers	<u>1,802,305</u>	<u>2,103,951</u>	<u>2,020,420</u>	<u>1,857,421</u>	<u>1,770,252</u>	<u>1,820,617</u>	<u>1,872,468</u>
Total Revenues and Transfers	<u>14,370,666</u>	<u>14,684,366</u>	<u>15,158,838</u>	<u>15,116,149</u>	<u>15,374,819</u>	<u>15,737,507</u>	<u>16,099,521</u>
EXPENDITURES/APPROPRIATIONS							
General Government	2,682,321	2,347,926	3,237,629	3,250,379	3,397,394	3,470,048	3,539,449
Public Safety	6,679,790	7,075,417	7,559,066	7,559,066	7,733,840	7,888,517	8,046,287
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	2,134,422	2,254,234	2,298,653	2,244,028	2,288,909	2,334,687
Total Operating Expenditures	<u>13,495,430</u>	<u>13,827,975</u>	<u>15,543,598</u>	<u>15,604,344</u>	<u>15,775,096</u>	<u>16,095,305</u>	<u>16,417,211</u>
Transfers or Non-Operating	<u>745,130</u>	<u>833,913</u>	<u>622,429</u>	<u>622,429</u>	<u>781,205</u>	<u>640,684</u>	<u>652,405</u>
Total Expenditures/Appropriations	<u>14,240,560</u>	<u>14,661,888</u>	<u>16,166,027</u>	<u>16,226,773</u>	<u>16,556,301</u>	<u>16,735,989</u>	<u>17,069,616</u>
Total Surplus (Deficit)	130,106	22,478	(1,007,189)	(1,110,624)	(1,181,482)	(998,482)	(970,095)
Projected Lapse - 5%	-	-	777,180	780,217	788,755	804,765	820,861
Adjusted Surplus (Deficit)	130,106	22,478	(230,009)	(330,407)	(392,727)	(193,717)	(149,234)
Beginning Fund Balance	<u>10,418,100</u>	<u>10,548,206</u>	<u>10,463,198</u>	<u>10,570,684</u>	<u>10,240,277</u>	<u>9,847,550</u>	<u>9,653,833</u>
Ending Fund Balance	10,548,206	10,570,684	10,233,189	10,240,277	9,847,550	9,653,833	9,504,599
Restricted	(588,937)	(682,068)	(700,599)	(718,068)	(754,068)	(790,068)	(826,068)
Committed	(409,746)	(6,976,762)	(7,117,565)	(7,169,452)	(6,841,807)	(6,620,870)	(6,175,969)
Assigned	<u>(1,409,610)</u>	<u>(2,416,658)</u>	<u>(2,415,025)</u>	<u>(2,352,757)</u>	<u>(2,251,675)</u>	<u>(2,242,895)</u>	<u>(2,502,562)</u>
Unassigned Fund Balance	<u>\$ 8,139,913</u>	<u>\$ 495,196</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

General Fund Fund Balance Policy Compliance

	FY2018 Actual	FY2019 Projected	FY2020 Adopted	FY2021 Projected	FY2022 Projected
Ending Fund Balance 6/30/18	\$ 10,570,684	\$ 10,240,277	\$ 9,847,550	\$ 9,653,833	\$ 9,504,599
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)	(1,181,482)	(998,482)	(970,095)	(668,528)
Capital Improvement Plan Reserve	(750,000)	(750,000)	(500,000)	(250,000)	-
Budgetary Stabilization Reserve	3.8366 (5,201,823)	(5,187,970)	(5,293,325)	(5,350,775)	(5,457,441)
Total Committed	\$ (6,976,762)	\$ (7,169,452)	\$ (6,841,807)	\$ (6,620,870)	\$ (6,175,969)
Assigned -					
Accrued Compensated Absences	\$ (760,360)	\$ (775,567)	\$ (791,078)	\$ (806,900)	\$ (823,038)
Operational and Capital Contingencies Reserve	1.2789 (1,656,298)	(1,577,190)	(1,460,597)	(1,435,995)	(1,679,524)
Total Assigned	\$ (2,416,658)	\$ (2,352,757)	\$ (2,251,675)	\$ (2,242,895)	\$ (2,502,562)
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		<u>\$ 2,027.50</u>

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

Department:

General Government

City Council	\$ 162,868	0.97%	\$ 10.54
City Administration	2,676,386	16.17%	175.85
Lands Administration	21,354	0.13%	1.41
Planning and Zoning	235,222	1.42%	15.44
City Clerk	<u>301,564</u>	<u>1.82%</u>	<u>19.79</u>
Total General Government	3,397,394	20.51%	\$ 223.03

Public Safety

Police	3,190,155	19.27%	\$ 209.56
Fire	3,234,703	19.54%	212.50
Communications	867,178	5.24%	56.99
Animal Control	<u>441,804</u>	<u>2.67%</u>	<u>29.04</u>
Total Public Safety	7,733,840	46.72%	\$ 508.09

Public Works

Public Works Administration	194,711	1.18%	12.83
Streets	1,013,174	6.12%	66.56
Maintenance Shop	644,715	3.89%	42.30
Buildings	356,632	2.15%	23.38
Street Lighting	<u>190,602</u>	<u>1.15%</u>	<u>12.51</u>
Total Public Works	2,399,834	14.49%	\$ 157.58

Parks, Recreation & Cultural

Parks, Recreation & Beautification	1,101,480	6.65%	\$ 72.32
Library	903,284	5.46%	59.38
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	13.56%	\$ 147.47

Senior Citizen Programs

239,208 1.44% \$ 15.66

Debt Service

140,097 0.85% \$ 9.24

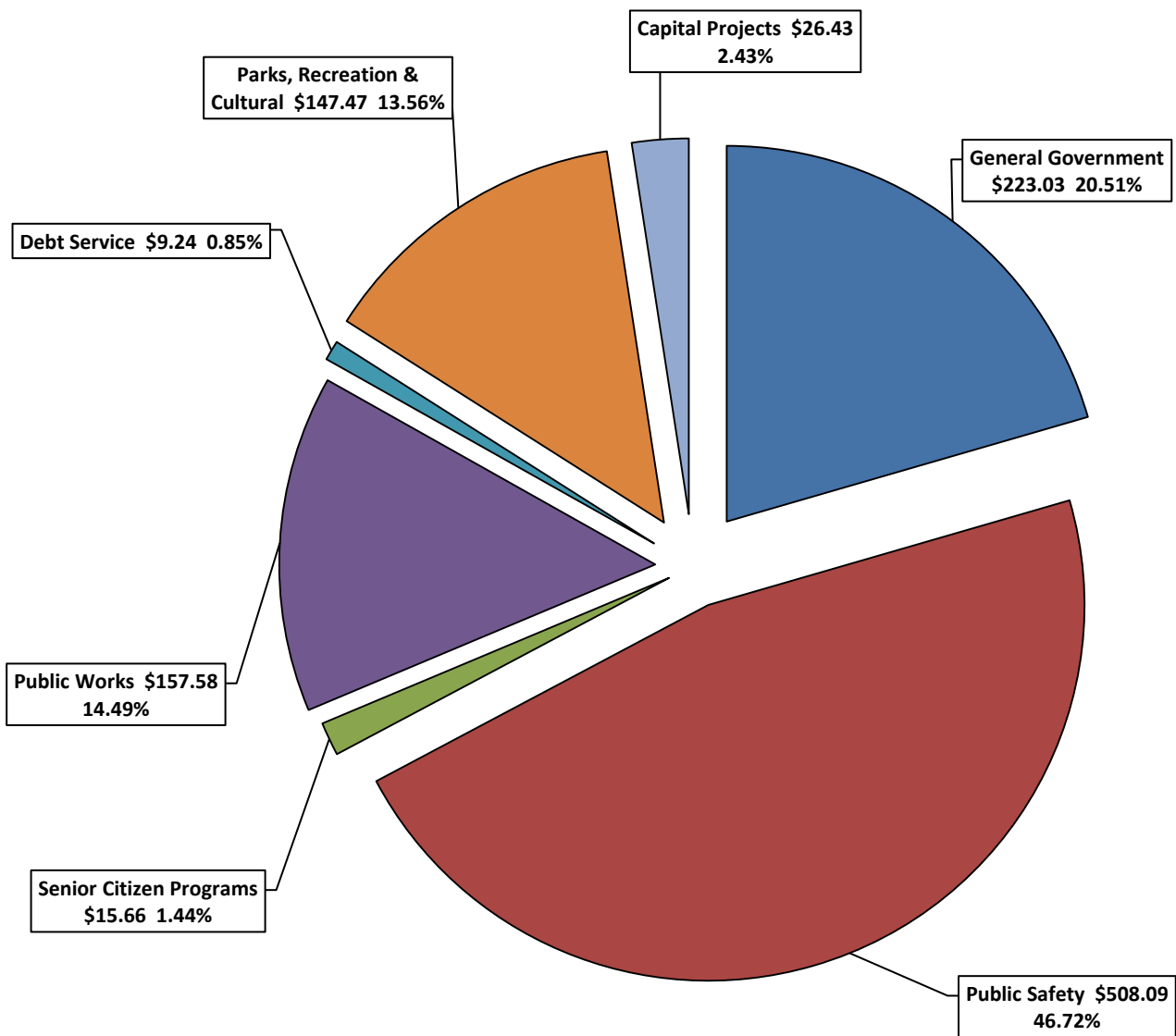
Capital Projects

401,900 2.43% \$ 26.43

Total City of Kenai \$ 16,556,301 100.00% \$ 1,087.50

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 Adopted Budget	Difference	FY2019 Original Budget	FY2020 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 209,445	\$ 232,189	\$ 22,744	\$ 101,560	\$ 69,375	\$ (32,185)
Legislative	51,814	51,821	7	122,336	111,047	(11,289)
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	165,702	5,493	9,600	7,343	(2,257)
Finance	641,234	675,268	34,034	68,297	60,985	(7,312)
Land Administration	7,097	1,114	(5,983)	17,240	20,240	3,000
Non-Departmental	386,406	470,553	84,147	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>2,450,404</u>	<u>185,761</u>	<u>956,186</u>	<u>946,990</u>	<u>(9,196)</u>
<u>Public Safety</u>						
Police	2,753,309	2,904,208	150,899	260,892	285,947	25,055
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	139,185	4,781
Total Public Safety	<u>6,611,273</u>	<u>6,884,596</u>	<u>273,323</u>	<u>854,793</u>	<u>849,244</u>	<u>(5,549)</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>\$ 12,042,605</u>	<u>\$ 533,986</u>	<u>\$ 3,835,222</u>	<u>\$ 3,726,491</u>	<u>\$ (108,731)</u>

City of Kenai
Fiscal Year 2020 Operating Budget

General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2019 Original Budget	FY2020 Adopted Budget	Difference	FY2019 Original Budget	FY2020 Adopted Budget	Difference	
						<u>General Government</u>
\$ -	\$ -	\$ -	\$ 311,005	\$ 301,564	\$ (9,441)	City Clerk
-	-	-	174,150	162,868	(11,282)	Legislative
-	-	-	359,998	348,786	(11,212)	Legal
-	-	-	352,446	364,214	11,768	City Manager
-	-	-	169,809	173,045	3,236	City Manager
-	-	-	709,531	736,253	26,722	Finance
-	-	-	24,337	21,354	(2,983)	Land Administration
(194,684)	-	194,684	691,593	1,047,688	356,095	Non-Departmental
-	-	-	226,876	235,222	8,346	Planning and Zoning
-	-	-	6,400	6,400	-	Safety
(194,684)	-	194,684	3,026,145	3,397,394	371,249	Total General Government
						<u>Public Safety</u>
93,000	-	(93,000)	3,107,201	3,190,155	82,954	Police
-	-	-	3,171,122	3,234,703	63,581	Fire
-	-	-	858,551	867,178	8,627	Communications
-	-	-	422,192	441,804	19,612	Animal Control
93,000	-	(93,000)	7,559,066	7,733,840	174,774	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
						<u>Library</u>
-	-	-	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	781,205	(52,708)	833,913	781,205	(52,708)	Non-Departmental Transfers
\$ 822,186	\$ 787,205	\$ (34,981)	\$ 16,166,027	\$ 16,556,301	\$ 390,274	Total General Fund

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

**General Fund
Expenditure Summary**

	FY2018	Original	Amended	Adopted	Increase	%
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>FY2020</u>	<u>(Decrease)</u>	<u>Change</u>
		<u>FY2019</u>			<u>FY19 Original</u>	
<u>General Government</u>						
01 City Clerk	\$ 247,305	\$ 311,005	\$ 311,005	\$ 301,564	\$ (9,441)	(3.04%)
11 Legislative	158,693	174,150	174,150	162,868	(11,282)	(6.48%)
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	173,045	3,236	1.91%
15 Finance	635,325	709,531	709,531	736,253	26,722	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	1,047,688	144,611	16.01%
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>\$ 2,347,926</u>	<u>\$ 3,237,629</u>	<u>\$ 3,250,379</u>	<u>\$ 3,397,394</u>	<u>159,765</u>	<u>4.93%</u>
<u>Public Safety</u>						
21 Police	2,852,647	3,107,201	3,107,201	3,190,155	82,954	2.67%
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	441,804	19,612	4.65%
Total Public Safety	<u>7,075,417</u>	<u>7,559,066</u>	<u>7,559,066</u>	<u>7,733,840</u>	<u>174,774</u>	<u>2.31%</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>Parks, Recreation & Culture</u>						
40 Library	893,001	892,033	899,033	903,284	11,251	1.26%
60 Boating Facility	52,665	74,783	71,206	66,066	(8,717)	(11.66%)
03 Visitor Center	179,048	180,251	180,251	173,198	(7,053)	(3.91%)
45 Parks, Recreation & Beautification	1,009,708	1,107,167	1,148,163	1,101,480	(5,687)	(0.51%)
Total Parks, Recreation & Culture	<u>2,134,422</u>	<u>2,254,234</u>	<u>2,298,653</u>	<u>2,244,028</u>	<u>(10,206)</u>	<u>(0.45%)</u>
<u>Total Operating Expenditures</u>	<u>13,827,975</u>	<u>15,543,598</u>	<u>15,604,344</u>	<u>15,775,096</u>	<u>242,749</u>	<u>1.56%</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	176,739	216,944	216,944	253,308	36,364	16.76%
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>781,205</u>	<u>158,776</u>	<u>25.51%</u>
Total General Fund	<u>\$ 14,661,888</u>	<u>\$ 16,166,027</u>	<u>\$ 16,226,773</u>	<u>\$ 16,556,301</u>	<u>\$ 401,525</u>	<u>2.48%</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	Adopted 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	\$ 6,805,307	\$ 166,974	2.52%
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	278,312	6,720	2.47%
0400	Medicare	98,603	96,765	107,488	107,488	109,837	2,349	2.19%
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	2,034,305	124,518	6.52%
0600	Unemployment Insurance	30,685	12,766	36,057	36,057	36,845	788	2.19%
0700	Workers Compensation	175,506	164,253	159,703	159,703	171,254	11,551	7.23%
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	\$ 12,042,605	\$ 533,986	4.64%
<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	524,346	(38,144)	(6.78%)
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	564,443	(26,707)	(4.52%)
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	167,375	1,030	0.62%
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	30,746	-	-
<u>Total Maint. and Operations</u>		\$ 3,223,699	\$ 3,306,861	\$ 3,835,222	\$ 3,907,131	\$ 3,726,491	\$ (108,731)	(2.84%)
<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	781,205	158,776	25.51%
<u>Total Capital Outlay and Transfers</u>		\$ 840,838	\$ 831,854	\$ 822,186	\$ 818,622	\$ 787,205	\$ (34,981)	(4.25%)
Manager Total:		\$ 14,661,888	\$ 15,040,455	\$ 16,166,027	\$ 16,226,773	\$ 16,556,301	\$ 390,274	2.41%

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

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

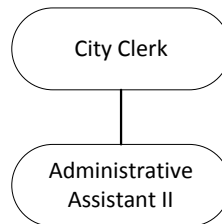
Mission

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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 Licenses 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	103	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	Adopted FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 117,767	\$ 121,749	\$ 130,718	\$ 130,718	\$ 142,711	\$ 11,993	9.17%
0200	Overtime	2,410	991	838	838	1,238	400	47.73%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	873	2,865	2,865	4,780	1,915	66.84%
0400	Medicare	1,749	1,751	1,950	1,950	2,157	207	10.62%
0450	Social Security	431	106	-	-	-	-	-
0500	PERS	24,599	24,895	28,942	28,942	31,668	2,726	9.42%
0600	Unemployment Insurance	567	113	672	672	744	72	10.71%
0700	Workers Compensation	425	382	398	398	461	63	15.83%
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	-	-
<u>Total Salaries & Benefits</u>		\$ 177,316	\$ 178,152	\$ 209,445	\$ 209,445	\$ 232,189	\$ 22,744	10.86%
<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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 247,305	\$ 239,880	\$ 311,005	\$ 311,005	\$ 301,564	\$ (9,441)	(3.04%)

**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.

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.

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

4534 Advertising. Election and meeting public notices.

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

**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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested Y20		Projected FY21	
Position Title	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	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 179,048</u>	<u>\$ 178,440</u>	<u>\$ 180,251</u>	<u>\$ 180,251</u>	<u>\$ 173,198</u>	<u>\$ (7,053)</u>	<u>(3.91%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 179,048</u>	<u>\$ 178,440</u>	<u>\$ 180,251</u>	<u>\$ 180,251</u>	<u>\$ 173,198</u>	<u>\$ (7,053)</u>	<u>(3.91%)</u>

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**

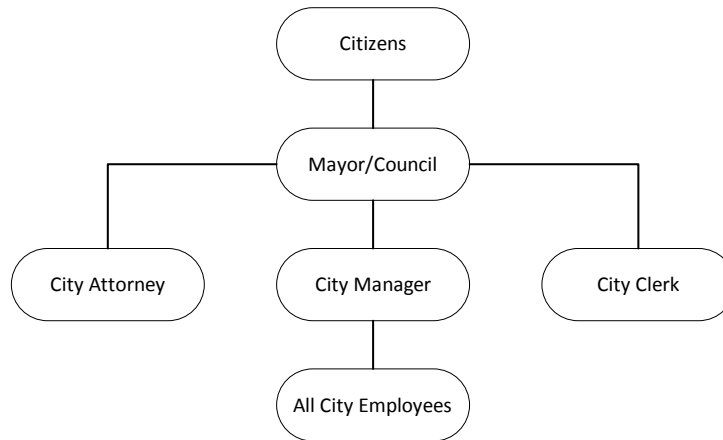
Mission

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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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	Adopted 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	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 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	10,000	(2,000)	(16.67%)
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	30,746	-	-
	<u>Total Maint. and Operations</u>	\$ 106,847	\$ 109,884	\$ 122,336	\$ 122,336	\$ 111,047	\$ (11,289)	(9.23%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 158,693	\$ 161,780	\$ 174,150	\$ 174,150	\$ 162,868	\$ (11,282)	(6.48%)

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.	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.
4531 Professional Services. Annual City Audit.	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
	Kenai Watershed Forum 5,000
	Miscellaneous grants to be identified 2,000
	<u>\$ 30,746</u>

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

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

Mission

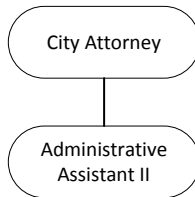
To provide the highest quality legal services to the City Council, administration, boards and commissions in the most ethical, timely, efficient and cost-effective manner for the benefit of the City of Kenai and its residents.

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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**

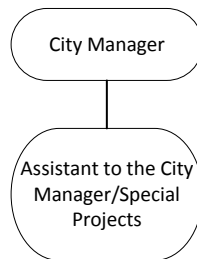
Mission

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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 solutions 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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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**

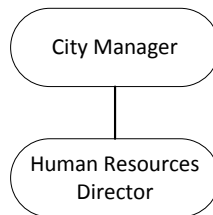
Mission

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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 hiring 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	Adopted FY2020	Increase (Decrease) FY2019 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ 110,220	\$ 102,621	\$ 112,439	\$ 2,219	2.01%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,696	1,696	1,730	34	2.00%
0400	Medicare	-	-	1,623	1,623	1,655	32	1.97%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	24,248	24,248	24,737	489	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	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ 160,209	\$ 152,610	\$ 165,702	\$ 5,493	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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ -	\$ -	\$ 169,809	\$ 169,809	\$ 173,045	\$ 3,236	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**

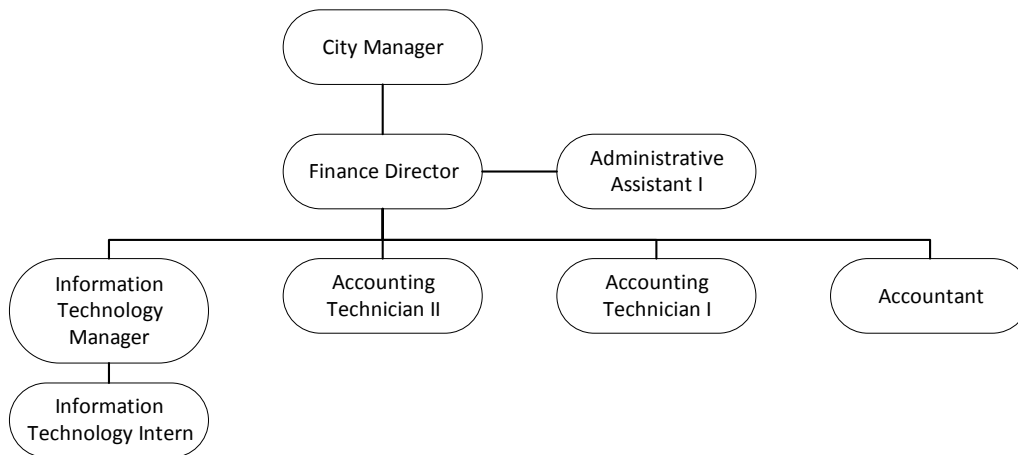
Mission

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

	FY17 Actual		FY18 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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	FY18 Actual	Budgeted FY19	Requested FY20	Projected FY21
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

1. Increase utility billing electronic invoices by 10% year over year.
 - FY19 electronic invoices increased 9%.
2. 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.
3. 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

1. 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.
2. In support of the City's Comprehensive Plan Goals two (2) and four (4), the department will increase utility billing electronic invoices by 10%.
3. 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	Adopted 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	92,977	3,615	4.05%
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	-	-
<u>Total Salaries & Benefits</u>		\$ 586,805	\$ 559,034	\$ 641,234	\$ 641,234	\$ 675,268	\$ 34,034	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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 635,325	\$ 607,029	\$ 709,531	\$ 709,531	\$ 736,253	\$ 26,722	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**

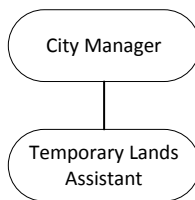
Mission

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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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 landowners, 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	Adopted 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>		\$ -	\$ -	\$ 7,097	\$ 7,097	\$ 1,114	\$ (5,983)	(84.30%)
<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>		\$ 990	\$ 6,565	\$ 17,240	\$ 17,240	\$ 20,240	\$ 3,000	17.40%
<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>		\$ 343	\$ 8,870	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 1,333	\$ 15,435	\$ 24,337	\$ 24,337	\$ 21,354	\$ (2,983)	(12.26%)

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

**Fund 001 – General Fund
Department: 418 – Non-Departmental**

Mission

To provide day-to-day expenses of City operations which benefit all departments of the General Fund but are not included in another specific department.

Functions & Responsibilities

The non-departmental budget provides for administrative expenditures that are not accounted for in another specific department. It includes the day-to-day expenses of City operations, including insurance, utilities, operating supplies, repairs and maintenance, printing and binding and, postage for City Hall. The non-Departmental budget also includes rent to the Airport Land System for General Fund use of the City Shop property, Contingency and transfers to other funds for debt service, senior citizen programs, and capital projects funded by the City's General Fund.

Staffing

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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

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	Adopted 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	470,553	84,147	21.78%
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	\$ 470,553	\$ 84,147	21.78%
<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	781,205	158,776	25.51%
<u>Total Capital Outlay and Transfers</u>		\$ 833,913	\$ 647,827	\$ 639,229	\$ 635,029	\$ 781,205	\$ 141,976	22.21%
Manager Total:		\$ 1,312,512	\$ 1,874,927	\$ 1,525,506	\$ 1,525,506	\$ 1,828,893	\$ 303,387	19.89%

**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	239,208
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
	<u>\$ 781,205</u>

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

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

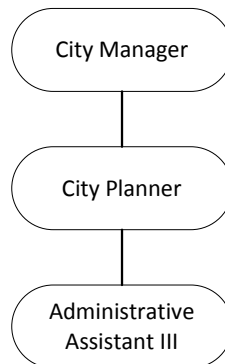
Mission

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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 Figures 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. Communicate 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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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 a 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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		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*
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 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	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 3,760</u>	<u>\$ 5,842</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 6,400</u>	<u>\$ -</u>	<u>-</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Manager Total:	<u>\$ 3,760</u>	<u>\$ 5,842</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 6,400</u>	<u>\$ -</u>	<u>-</u>

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

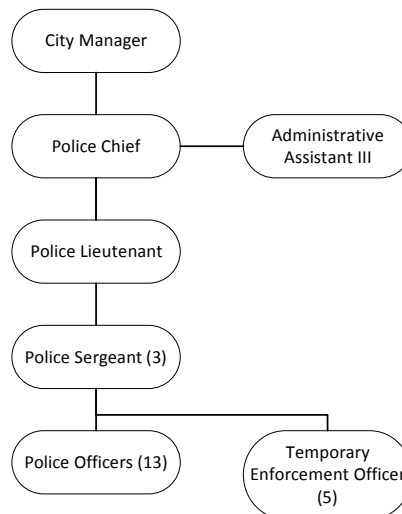
The Kenai Police Department has a well-deserved reputation for excellence in policing. The Department is responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those 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 programs 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	13	16	13	16	13	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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 2,608,376</u>	<u>\$ 2,484,263</u>	<u>\$ 2,753,309</u>	<u>\$ 2,753,309</u>	<u>\$ 2,904,208</u>	<u>\$ 150,899</u>	<u>5.48%</u>
<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	52,650	26,000	97.56%
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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 244,271</u>	<u>\$ 247,071</u>	<u>\$ 260,892</u>	<u>\$ 260,892</u>	<u>\$ 285,947</u>	<u>\$ 25,055</u>	<u>9.60%</u>
<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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ 30,888</u>	<u>\$ 93,000</u>	<u>\$ 93,000</u>	<u>\$ -</u>	<u>\$ (93,000)</u>	<u>(100.00%)</u>
Manager Total:		<u>\$ 2,852,647</u>	<u>\$ 2,762,222</u>	<u>\$ 3,107,201</u>	<u>\$ 3,107,201</u>	<u>\$ 3,190,155</u>	<u>\$ 82,954</u>	<u>2.67%</u>

**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**

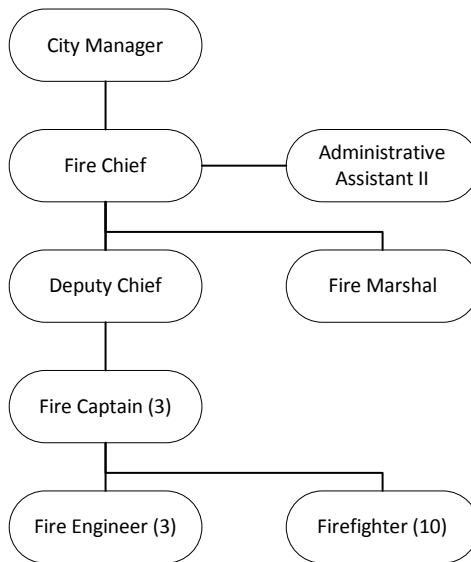
Mission

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		FY18 Actual		FY19 Budgeted		Requested 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
Deputy Chief	-	N/A	-	N/A	-	N/A	-	N/A	1	20	1	20
Battalion Chief	1	17	1	17	1	17	1	17	-	N/A	-	N/A
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	FY18 Actual	FY19 Budgeted	Requested FY20	Projected FY21
Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Deputy Chief	N/A	N/A	N/A	N/A	N/A	N/A

Battalion Chief	254	326	200	200	-	-
Fire Marshal	192	231	175	160	160	160
Captain	898	995	354	510	510	510
Engineer	1,221	989	424	450	450	450
Firefighter	3,479	3,352	1,516	1,550	1,600	1,600
Administrative Asst. II	0	0	10	10	10	10
FLSA	2,240	2,240	2,400	2,560	2,560	2,560
Total	<u>8,284</u>	<u>8,133</u>	<u>5,079</u>	<u>5,440</u>	<u>5,290</u>	<u>5,290</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 pre-plans 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 Comprehensive 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 Comprehensive 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 Comprehensive 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 Comprehensive 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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 2,699,980</u>	<u>\$ 2,581,899</u>	<u>\$ 2,762,882</u>	<u>\$ 2,762,882</u>	<u>\$ 2,861,567</u>	<u>\$ 98,685</u>	<u>3.57%</u>
<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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 352,672</u>	<u>\$ 366,454</u>	<u>\$ 408,240</u>	<u>\$ 408,240</u>	<u>\$ 373,136</u>	<u>\$ (35,104)</u>	<u>(8.60%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	54,677	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ 54,677</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 3,052,652</u>	<u>\$ 3,003,030</u>	<u>\$ 3,171,122</u>	<u>\$ 3,171,122</u>	<u>\$ 3,234,703</u>	<u>\$ 63,581</u>	<u>2.01%</u>

**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 Fire 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>

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

**Fund 001 – General Fund
Department: 23 – Communications**

Mission

Protect the lives and property of the citizens of Kenai and its visitors through prompt, courteous and efficient call processing and dispatching.

Functions & Responsibilities

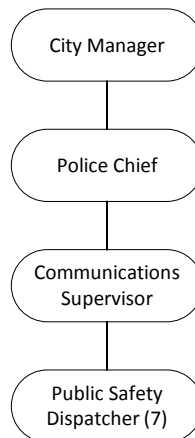
The Department staffs and maintains a 911 communications system and responds accordingly to calls for assistance.

Core functions of the department:

- Answer and dispatch 911 calls
- Answer administrative phones and walk-in customers
- Citation processing
- Records management
- Paperwork processing
- Statistical gathering and reporting
- Facilities management
- Grant management
- IT assistance
- Alarm monitoring/dispatching (city buildings)
- Answer/dispatch FAA direct hotline for airport disasters

Facilities managed: Communications Center at 107 S. Willow St.

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Communications Supervisor	1	12	1	12	1	12	1	12	1	12	1	12
Public Safety Dispatcher	7	9	7	9	7	9	7	9	7	9	7	9

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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 744,532</u>	<u>\$ 705,425</u>	<u>\$ 807,294</u>	<u>\$ 807,294</u>	<u>\$ 816,202</u>	<u>\$ 8,908</u>	<u>1.10%</u>
<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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 43,730</u>	<u>\$ 41,974</u>	<u>\$ 51,257</u>	<u>\$ 51,257</u>	<u>\$ 50,976</u>	<u>\$ (281)</u>	<u>(0.55%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 788,262</u>	<u>\$ 747,399</u>	<u>\$ 858,551</u>	<u>\$ 858,551</u>	<u>\$ 867,178</u>	<u>\$ 8,627</u>	<u>1.00%</u>

**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

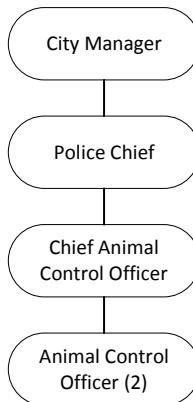
The primary responsibilities of the Kenai Animal Shelter are:

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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		\$ 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	13,090	1,500	12.94%
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	36,500	3,500	10.61%
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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 122,220	\$ 110,231	\$ 134,404	\$ 134,404	\$ 139,185	\$ 4,781	3.56%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 381,856	\$ 358,772	\$ 422,192	\$ 422,192	\$ 441,804	\$ 19,612	4.65%

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**

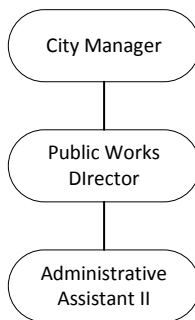
Mission

The Public Works Department'S 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		FY18 Actual		Budgeted FY19		Requested 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	Budgeted 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

FY20 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	Adopted 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	-	-
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ (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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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.

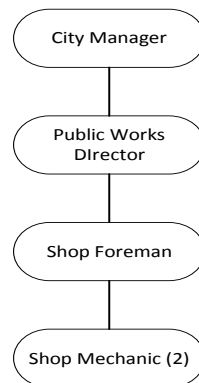
Functions & Responsibilities

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 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.

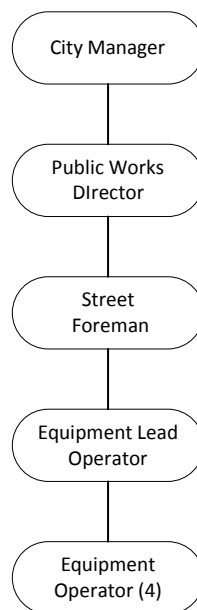
The Streets division plays a large role in setting up and maintaining the Dipnet Fishery. All pertinent roads are given an extra coating of Calcium Chloride, pay shacks are installed on S. Spruce and Royal St. and jersey barriers installed for traffic control. Gravel is hauled and roadways built onto 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

	FY16 Actual		FY17 Actual		FY18 Actual		Requested FY19		Requested FY20		Projected FY21	
Position Title	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 Department's 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	Adopted 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%
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 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.

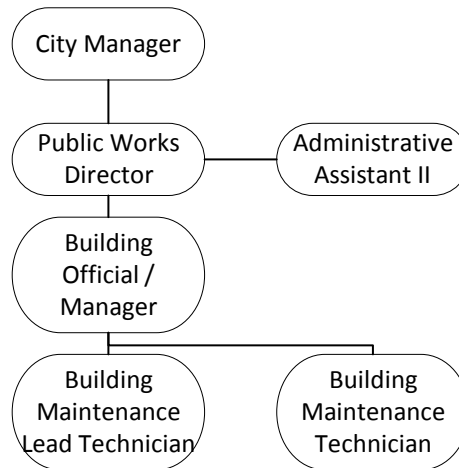
The Building Maintenance team strives to provide a level of maintenance that allows City-owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

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	Actual FY16	Actual FY17	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

1. 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.
2. 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.
3. 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 website has been created and developed. The information will be included on the City's new website.

Building Maintenance

1. 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.
2. 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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 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		Budgeted FY19		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	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 173,925</u>	<u>\$ 152,910</u>	<u>\$ 172,819</u>	<u>\$ 176,396</u>	<u>\$ 190,602</u>	<u>\$ 17,783</u>	<u>10.29%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 173,925</u>	<u>\$ 152,910</u>	<u>\$ 172,819</u>	<u>\$ 176,396</u>	<u>\$ 190,602</u>	<u>\$ 17,783</u>	<u>10.29%</u>

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**

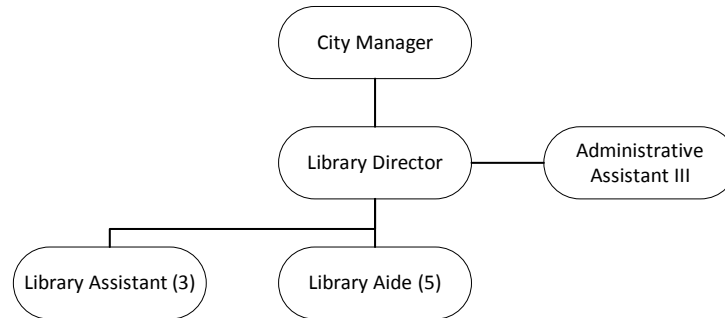
Mission

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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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	0.6	2.5	0.6	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 to 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	Adopted 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%
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 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.	4538 Repair & Maintenance. Maintenance agreements for department specific systems, facility janitorial, and miscellaneous contracted repairs of books and equipment.
2026 Computer Software. Upgrade existing camera software.	4666 Books. Purchase of books and materials for the Library's collection.
4533 Travel & Transportation. Continuing education for department staff.	

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

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

Mission

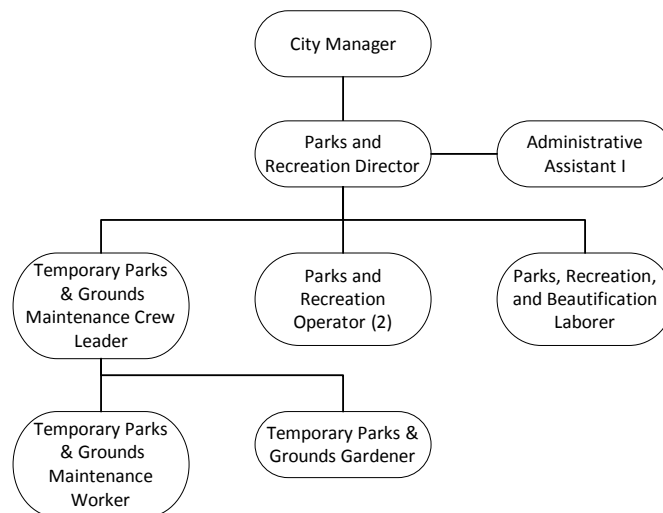
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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	.97	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	FY18 Actual	Budgeted FY19	Requested 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 of 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	Adopted 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%
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 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.

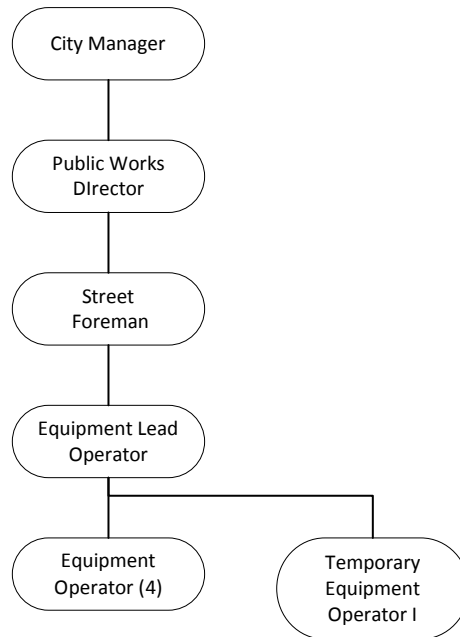
Functions & Responsibilities

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		FY18 Actual		Budgeted FY19		Requested 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	Adopted 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%
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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.
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4531 Professional Services. Inspection and certification testing for fueling system, cranes, and cathodic protection system.

SPECIAL REVENUE FUNDS

A Special Revenue Fund is established to finance particular activities and is created out of receipts of specific taxes or other designated revenues. Such funds are authorized by statutory or charter provisions to pay for certain activities with some form of continuing revenues.

1. PERSONAL USE FISHERY FUND

This fund accounts for revenues and expenditures related to the Personal Use Fishery that occurs during the month of July. The fund's sources of revenue is parking and camping fees on the City's north and south beaches, and parking and boat launch fees at the City's dock.

2. WATER AND SEWER FUND

This fund accounts for operations of the water and sewer system and the sewer treatment plant. User charges are designed to recover cost of operation and maintenance of the system, exclusive of depreciation and major capital improvements.

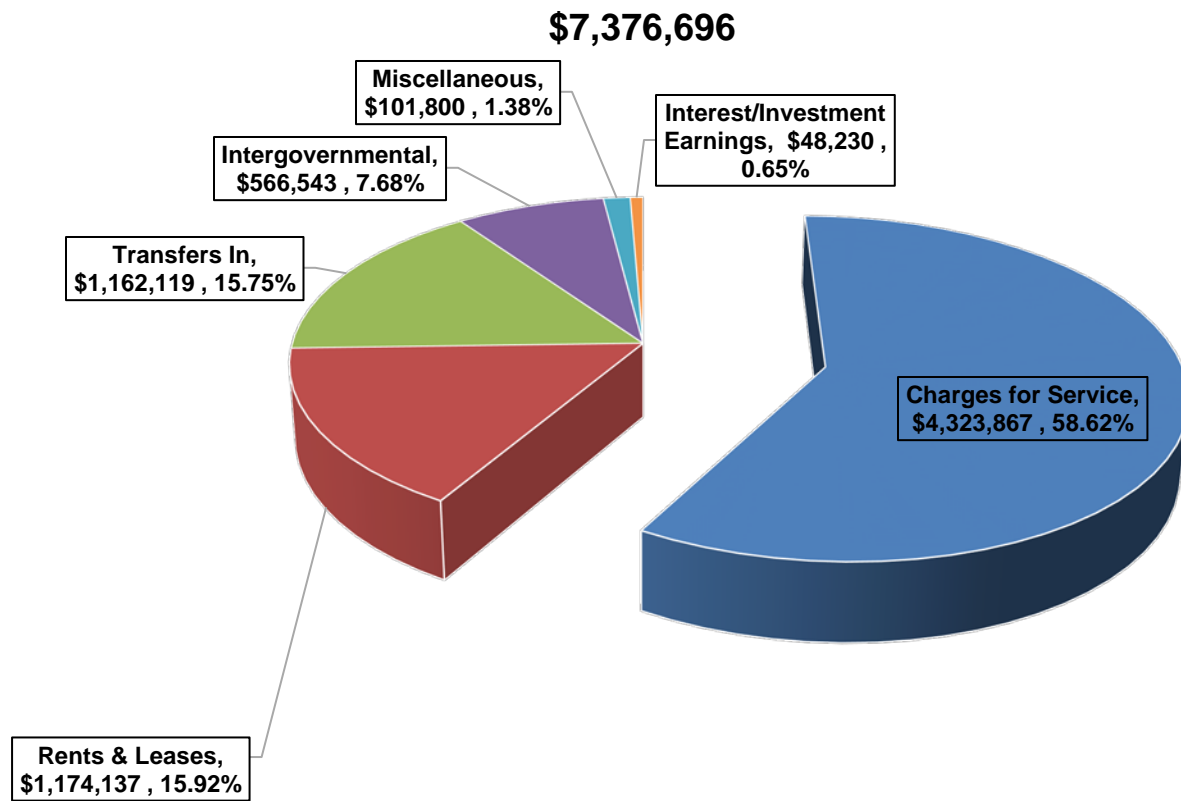
3. AIRPORT FUND

This fund accounts for operations of the airport and rental and lease of surrounding airport owned lands. Significant revenue sources include, rents from leases of airport-owned lands and terminal spaces, as well as car rental commissions, vehicle parking, landing fees and investment earnings from the Airport Land Sale Permanent Fund.

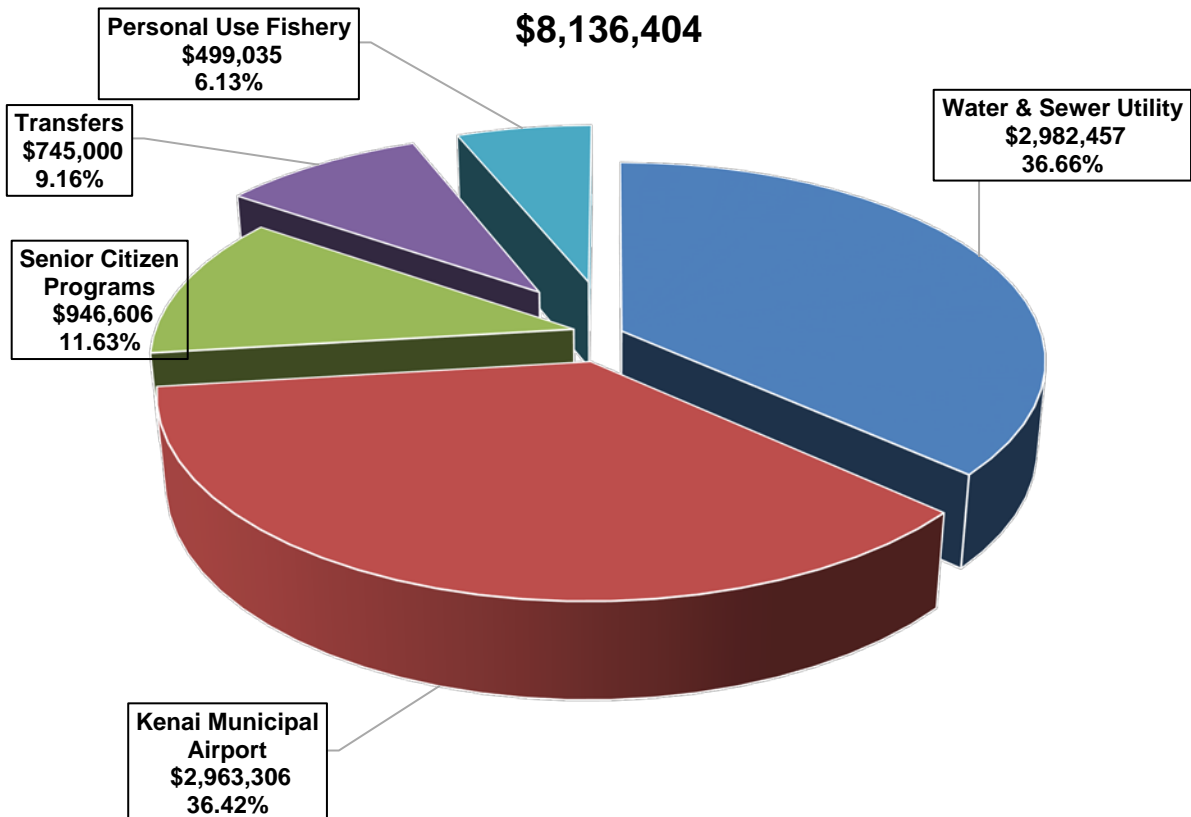
4. SENIOR CITIZEN FUND

This fund accounts for revenues and expenditures related to the Senior Citizens Program. The fund's sources of revenue include a grant from the Kenai Peninsula Borough, a State of Alaska nutrition, transportation and support services grant, and customer charges. This fund includes the Senior Citizens Access, Congregate Meals, Home Meals, Senior Transportation Departments and Choice Waiver.

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



City of Kenai
Fiscal Year 2020 Operating Budget

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2019 Original Budget	FY2020 Adopted Budget	Difference	FY2019 Original Budget	FY2020 Adopted Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 34,257	\$ 34,990	\$ 733	\$ 6,836	\$ 561	\$ (6,275)
Streets	28,669	25,409	(3,260)	26,097	26,226	129
Parks, Recreation & Beautification	112,430	106,794	(5,636)	130,594	109,894	(20,700)
Dock	52,496	49,038	(3,458)	11,141	9,123	(2,018)
Total Personal Use Fishery Fund	<u>227,852</u>	<u>216,231</u>	<u>(11,621)</u>	<u>174,668</u>	<u>145,804</u>	<u>(28,864)</u>
<u>Water and Sewer Fund</u>						
Water	\$ 286,076	\$ 312,272	\$ 26,196	\$ 458,095	\$ 471,215	\$ 13,120
Sewer	295,713	323,667	27,954	116,659	111,697	(4,962)
Wastewater Treatment Plant	406,483	425,039	18,556	647,274	660,805	13,531
Total Water and Sewer Fund	<u>988,272</u>	<u>1,060,978</u>	<u>72,706</u>	<u>1,222,028</u>	<u>1,243,717</u>	<u>21,689</u>
<u>Airport Fund</u>						
Terminal	189,150	198,783	9,633	369,359	340,301	(29,058)
Airfield	339,984	358,812	18,828	526,895	488,383	(38,512)
Administration	235,054	245,081	10,027	61,724	44,726	(16,998)
Other Buildings & Areas	80,622	79,931	(691)	84,321	128,846	44,525
Training Facility	-	-	-	38,474	38,474	-
Total Airport Fund	<u>844,810</u>	<u>882,607</u>	<u>37,797</u>	<u>1,080,773</u>	<u>1,040,730</u>	<u>(40,043)</u>
<u>Senior Citizen Fund</u>						
Access	105,871	111,542	5,671	29,193	27,314	(1,879)
Congregate Meals	117,823	127,750	9,927	95,167	91,116	(4,051)
Home Meals	100,957	109,807	8,850	64,302	77,257	12,955
Transportation	46,705	64,271	17,566	18,429	18,456	27
Choice Waiver	108,242	76,374	(31,868)	79,455	64,019	(15,436)
Total Senior Citizen Funds	<u>479,598</u>	<u>489,744</u>	<u>10,146</u>	<u>286,546</u>	<u>278,162</u>	<u>(8,384)</u>
Total Special Revenue Funds	<u>\$ 2,540,532</u>	<u>\$ 2,649,560</u>	<u>\$ 109,028</u>	<u>\$ 2,764,015</u>	<u>\$ 2,708,413</u>	<u>\$ (55,602)</u>

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

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2019 Original Budget	FY2020 Adopted Budget	Difference	FY2019 Original Budget	FY2020 Adopted Budget	Difference	
\$ 55,593	\$ 52,500	\$ (3,093)	\$ 96,686	\$ 88,051	\$ (8,635)	<u>Personal Use Fishery Fund</u>
6,300	3,600	(2,700)	61,066	55,235	(5,831)	Public Safety
82,200	74,900	(7,300)	325,224	291,588	(33,636)	Streets
8,500	6,000	(2,500)	72,137	64,161	(7,976)	Parks, Recreation & Beautification
152,593	137,000	(15,593)	555,113	499,035	(56,078)	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 205,800	\$ 253,600	\$ 47,800	\$ 949,971	\$ 1,037,087	\$ 87,116	Water
87,012	159,462	72,450	499,384	594,826	95,442	Sewer
154,300	969,700	815,400	1,208,057	2,055,544	847,487	Wastewater Treatment Plant
447,112	1,382,762	935,650	2,657,412	3,687,457	1,030,045	Total Water and Sewer Fund
						<u>Airport Fund</u>
71,600	77,669	6,069	630,109	616,753	(13,356)	Terminal
864,900	903,600	38,700	1,731,779	1,750,795	19,016	Airfield
299,421	58,700	(240,721)	596,199	348,507	(247,692)	Administration
-	40,000	40,000	164,943	248,777	83,834	Other Buildings & Areas
-	-	-	38,474	38,474	-	Training Facility
1,235,921	1,079,969	(155,952)	3,161,504	3,003,306	(158,198)	Total Airport Fund
						<u>Senior Citizen Fund</u>
22,300	52,400	30,100	157,364	191,256	33,892	Access
72,380	42,400	(29,980)	285,370	261,266	(24,104)	Congregate Meals
44,616	36,600	(8,016)	209,875	223,664	13,789	Home Meals
16,100	21,800	5,700	81,234	104,527	23,293	Transportation
56,974	25,500	(31,474)	244,671	165,893	(78,778)	Choice Waiver
212,370	178,700	(33,670)	978,514	946,606	(31,908)	Total Senior Citizen Funds
<u>\$ 2,047,996</u>	<u>\$ 2,778,431</u>	<u>\$ 730,435</u>	<u>\$ 7,352,543</u>	<u>\$ 8,136,404</u>	<u>\$ 783,861</u>	<u>Total Special Revenue Funds</u>

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>Adopted 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

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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

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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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

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

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 30,266</u>	<u>\$ 31,742</u>	<u>\$ 34,257</u>	<u>\$ 34,257</u>	<u>\$ 34,990</u>	<u>\$ 733</u>	<u>2.14%</u>
<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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 10,976</u>	<u>\$ 7,851</u>	<u>\$ 6,836</u>	<u>\$ 6,836</u>	<u>\$ 561</u>	<u>\$ (6,275)</u>	<u>(91.79%)</u>
<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%)
	<u>Total Capital Outlay and Transfers</u>	<u>\$ 73,300</u>	<u>\$ 74,680</u>	<u>\$ 55,593</u>	<u>\$ 55,593</u>	<u>\$ 52,500</u>	<u>\$ (3,093)</u>	<u>(5.56%)</u>
	Department Total:	<u>\$ 114,542</u>	<u>\$ 114,273</u>	<u>\$ 96,686</u>	<u>\$ 96,686</u>	<u>\$ 88,051</u>	<u>\$ (8,635)</u>	<u>(8.93%)</u>

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	Adopted 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%)
	<u>Total Salaries & Benefits</u>	\$ 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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 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%)
	<u>Total Capital Outlay and Transfers</u>	\$ 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.
4539 Rentals. Rental of General Fund equipment to be used in preparation for and operations of the fishery.	

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	Adopted 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	Adopted 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>Adopted FY2020</u>
Revenues					
PERS Grant	\$ 23,142	\$ 17,347	\$ 33,668	\$ 33,668	\$ 42,205
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>57,080</u>
Total Revenues	<u>2,794,440</u>	<u>2,887,098</u>	<u>2,959,371</u>	<u>2,930,343</u>	<u>3,054,627</u>
Expenditures					
Water Department	719,328	841,231	949,971	967,771	1,037,087
Sewer Department	723,136	456,195	499,384	499,384	594,826
Wastewater Treatment Plant Department	<u>987,096</u>	<u>1,116,312</u>	<u>1,208,057</u>	<u>1,208,057</u>	<u>2,055,544</u>
Total Expenditures	<u>2,429,560</u>	<u>2,413,738</u>	<u>2,657,412</u>	<u>2,675,212</u>	<u>3,687,457</u>
Contribution To/(From) Fund Balance:	364,880	473,360	301,959	255,131	(632,830)
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>136,903</u>	<u>137,971</u>	<u>140,997</u>
Adjusted (Deficit)/Surplus			438,862	393,102	(491,833)
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>\$ 2,445,061</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	Adopted 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	9,501	481	5.33%
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	\$ 1,060,978	\$ 72,706	7.36%
<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	92,300	8,235	9.80%
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	\$ 1,243,717	\$ 21,689	1.77%
<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	1,337,500	961,800	256.00%
	Total Capital Outlay and Transfers	\$ 465,674	\$ 508,816	\$ 447,112	\$ 447,112	\$ 1,382,762	\$ 935,650	209.27%
	Department Total:	\$ 2,413,738	\$ 2,417,183	\$ 2,657,412	\$ 2,675,212	\$ 3,687,457	\$ 1,030,045	38.76%

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

**Fund 010 – Water & Sewer Fund
Department: 65 Water & 66 Sewer**

Mission

The Mission of the Water & Sewer Department is to provide high quality safe potable water as well as the secure safe handling / disposal of waste water in compliance with all state and federal regulations in the most cost effective manner possible while providing a consistently reliable service to the citizens of Kenai.

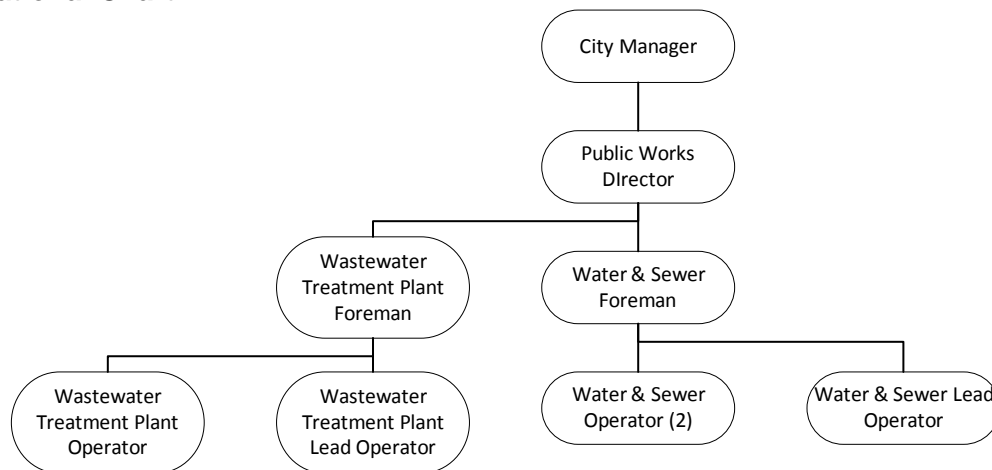
Functions & Responsibilities

The City's water distribution system consists of four wells, one water treatment facility, two pump houses, a 60,000-gallon tank, a 1,000,000-gallon tank, a 3,000,000-gallon tank and approximately 60 miles of water pipe. The system serves approximately 2,000 service connections. The system meets all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

The Water Treatment Facility presently treats from a winter low of approximately 580,000 gallons a day of water to a summer peak of just over 1 million gallons a day.

The sewer collection system of the City of Kenai collects sewage from approximately 2,000 customers. The City maintains approximately 46 miles of sewer pipe and 19 lift stations.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Water & Sewer 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	2	13	2	13	2	13	2	13	2	13	2	13
Accounting Technician I - Utility Billing	.5	10	.5	10	.5	10	.5	10	.5	10	.5	10
Administrative Assistant I	.26	8	.26	8	.26	8	.26	8	.26	8	.26	8

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

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

FY20 Department Goals

- Complete PLC and SCADA programing 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.
- 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	Adopted 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	2,778	196	7.59%
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	\$ 312,272	\$ 26,196	9.16%
<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	25,600	600	2.40%
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	\$ 471,215	\$ 13,120	2.86%
<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	253,600	51,400	25.42%
	Total Capital Outlay and Transfers	\$ 192,643	\$ 226,541	\$ 205,800	\$ 205,800	\$ 253,600	\$ 47,800	23.23%
Department Total:		\$ 841,231	\$ 909,358	\$ 949,971	\$ 967,771	\$ 1,037,087	\$ 87,116	9.17%

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.

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

9090 Transfers Out. Central administrative charges from General Fund, \$91,100, Utility Master Plan and Rate Study update project, \$75,000, SCADA integration project, \$12,500 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	Adopted 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	10,000	-	-
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	\$ 111,697	\$ (4,962)	(4.25%)
<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	139,200	89,000	177.29%
	Total Capital Outlay and Transfers	\$ 137,547	\$ 157,058	\$ 87,012	\$ 87,012	\$ 159,462	\$ 72,450	83.26%
	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.

9090 Transfers Out. Central administrative charges from General Fund, \$51,700, Utility Master Plan and Rate Study update project, \$75,000, and SCADA integration project, \$12,500.

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

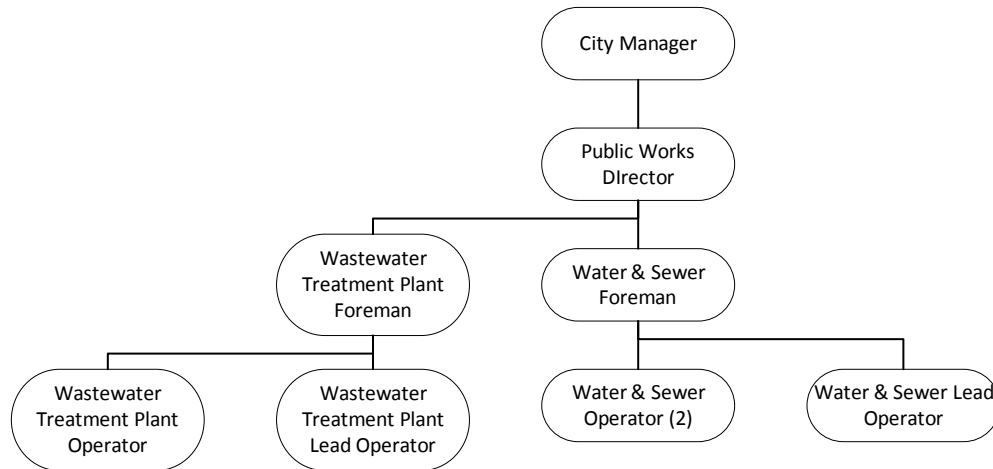
Mission

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		FY18 Actual		Budgeted 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
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	FY18 Actual	Budgeted FY19	Requested 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 online after being inoperable for 15+ years. Waste activated sludge pumps were replaced with new, after being down to a single pump with no backup.
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 Wastewater 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	Adopted 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%
<u>Total Salaries & Benefits</u>		\$ 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	56,700	7,635	15.56%
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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 633,037	\$ 516,934	\$ 647,274	\$ 647,274	\$ 660,805	\$ 13,531	2.09%
<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	944,700	821,400	666.18%
<u>Total Capital Outlay and Transfers</u>		\$ 135,484	\$ 125,217	\$ 154,300	\$ 154,300	\$ 969,700	\$ 815,400	528.45%
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,

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, Utility Master Plan and Rate Study update project, \$150,000, SCADA integration project, \$30,000, 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>Adopted FY2020</u>
Revenues					
State & Federal Grants	\$ 29,726	\$ 21,891	\$ 36,385	\$ 36,385	\$ 42,663
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	579,708	440,906	491,500	483,250	556,250
Rents and Leases					
Land	674,781	691,152	547,610	547,610	563,293
Total Rents and Leases	674,781	691,152	547,610	547,610	563,293
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	36,585	37,845	40,000	40,000	50,000
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	708,350	730,507	818,160	818,160	840,344
Transfers In					
Airport Land Trust Fund	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Transfers In	1,175,414	1,210,348	1,230,025	1,230,025	908,811
Total Revenues	3,204,564	3,132,649	3,163,680	3,155,430	2,961,361
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	2,810,760	3,129,965	3,161,504	4,758,270	3,003,306
Contribution To/(From) Fund Balance:	393,804	2,684	2,176	(1,602,840)	(41,945)
Projected Lapse (6%)	-	-	116,255	116,254	116,016
Adjusted (Deficit)/Surplus			118,431	(1,486,586)	74,071
Beginning Fund Balance	4,682,502	5,076,306	5,380,197	5,078,990	3,592,404
Ending Fund Balance	\$ 5,076,306	\$ 5,078,990	\$ 5,498,628	\$ 3,592,404	\$ 3,666,475

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	Adopted 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

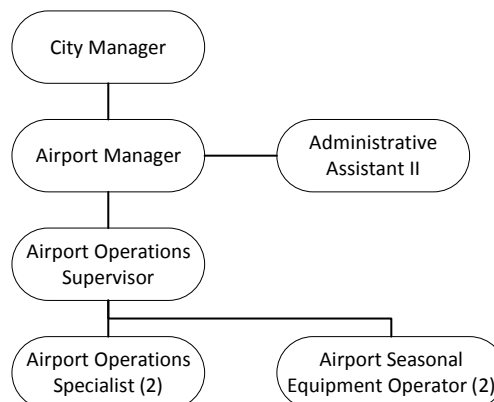
The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, and renovated in 1989 and 2001. The terminal has three enplanement gates and one deplanement gate to accommodate approximately 100,000 enplanements per year.

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		FY18 Actual		Budgeted FY19		Requested Y20		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	FY18 Actual	Budgeted FY19	Requested Y20	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%	+.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 traveling 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	Adopted 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

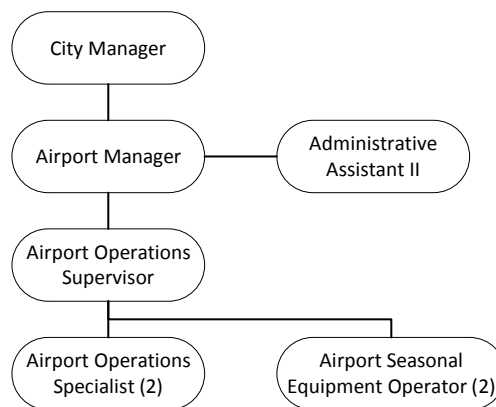
The primary mission is to ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations part 139.

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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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%
<u>Total Capital Outlay and Transfers</u>		\$ 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.	4538 Repairs and Maintenance. Annual calibrations, fire testing, boiler and mechanical inspections and service agreements.
2024 Small Tools & Minor Equipment. Computer replacement, KFD personal protective gear (1 set), and radios.	4539 Rentals. Table/Chair rentals, tent rental and Excavator rental.
4531 Professional Services. Commercial drivers' license physicals, annual audiometric testing, and miscellaneous engineering services.	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

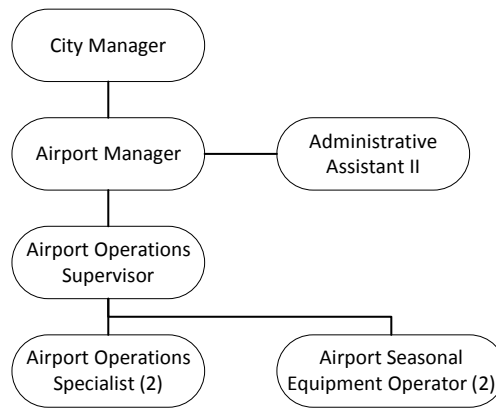
The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

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		FY18 Actual		Budgeted FY19		Requested 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	FY18 Actual	Budgeted FY19	Requested 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 grant 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	Adopted 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	-	-
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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%)
<u>Total Capital Outlay and Transfers</u>		\$ 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.

City of Kenai
Fiscal Year 2020 Operating Budget
Fund 008 – Airport Fund
Department: 64 – Other Buildings & Areas

Mission

Provide Airport facilities and services to maximize the float plane facility and land lease activities.

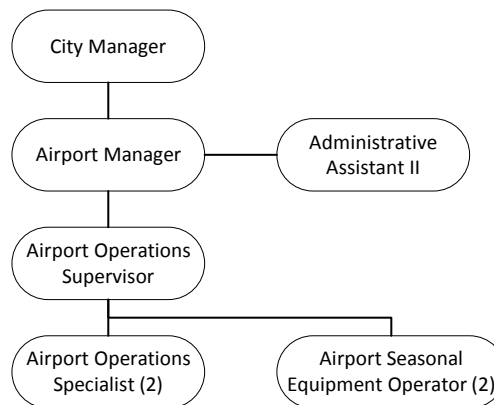
Functions & Responsibilities

Airport Land is the real estate deeded to the City of Kenai by the Federal Aviation Administration (FAA) in 1963. The acquisition gave the City title to nearly 2,000 acres. Most of the land is located in the business district surrounding the Airport.

The Float Plane Basin encompasses a 4,500 foot water runway for landing and take-off operations and a separate water lane for taxiing with parking slips. A major expansion of the landing channel was started in 2006 and completed in fall of 2007. Separate tie-down areas are available for private and commercial users and a 24 hr. self-fueling station is maintained by the airport at the basin. Transient parking and camping spots are available. Current KMC code prohibits the collection of landing fees for float planes; therefore, the only income from this area is from monthly and daily aircraft parking fees. The basin is closed to all operations during winter months.

Effective July 1, 2018, an arrangement was memorialized between the General Fund and Airport Fund to operate and maintain the Kenai Animal Shelter.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	0	16	.25	16	.30	16	.30	16	.30	16	.30	16
Administrative Assistant III	.33	15	.10	15	0	15	0	15	0	15	0	15
Building Maintenance Lead Technician	.17	12	.17	12	.17	12	.17	12	.17	12	.17	12
Building Maintenance Technician	.17	11	.17	11	.17	11	.17	11	.17	11	.17	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	FY18 Actual	Budgeted FY19	Requested 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	No Historical Data				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	Adopted 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%
<u>Total Salaries & Benefits</u>		\$ 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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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	-
<u>Total Capital Outlay and Transfers</u>		\$ 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	<i>No Data</i>	950	850	<i>No Data</i>	<i>No Data</i>	912
Class Trainings	<i>No Data</i>	100	95	<i>No Data</i>	<i>No Data</i>	142
Facility Repairs & Maintenance	\$ 12,432	\$ 12, 170	\$ 8,950	\$ 18,359	\$12, 620	\$ 3,335
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

- 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.
- 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	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</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	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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 36,125</u>	<u>\$ 34,435</u>	<u>\$ 38,474</u>	<u>\$ 38,474</u>	<u>\$ 38,474</u>	<u>\$ -</u>	<u>-</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 36,125</u>	<u>\$ 34,435</u>	<u>\$ 38,474</u>	<u>\$ 38,474</u>	<u>\$ 38,474</u>	<u>\$ -</u>	<u>-</u>

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>Adopted 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	239,208
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>923,146</u>
Expenditures					
Senior Citizen Access	153,905	157,065	157,364	157,364	191,256
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>946,606</u>
Contribution To/(From) Fund Balance:	(275)	-	(24,354)	(49,459)	(23,460)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>24,354</u>	<u>49,459</u>	<u>23,460</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**

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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	64,775	1,610	2.55%
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	\$ 489,744	\$ 10,146	2.12%
<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	\$ 946,606	\$ (31,908)	(3.26%)

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

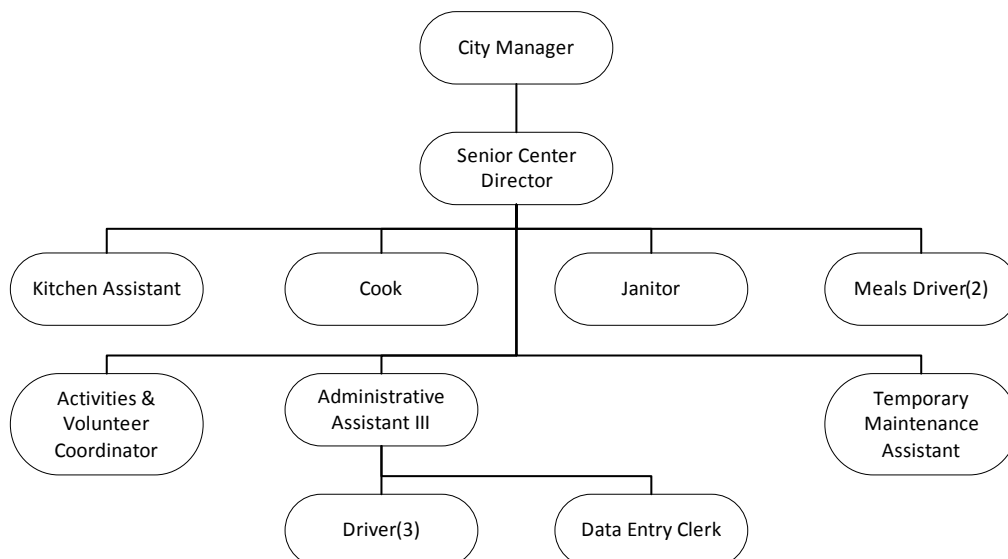
The Senior Center is serving our older citizens who were instrumental in building the City of Kenai. As the City's population ages, the Senior Center continues to provide services through the City that promote quality of life and maximize independence, while allowing seniors to stay within the community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

	FY16 Actual		FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21	
Position Title	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	2.4	.35	2.4	.35	2.4	.35	2.4	.35	2.3	.35	2.3
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.

1. Analysis 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

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

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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	15,054	1,625	12.10%
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%
<u>Total Salaries & Benefits</u>		\$ 106,194	\$ 123,341	\$ 105,871	\$ 105,871	\$ 111,542	\$ 5,671	5.36%
<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	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 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%
<u>Total Capital Outlay and Transfers</u>		\$ 25,900	\$ 28,026	\$ 22,300	\$ 22,300	\$ 52,400	\$ 30,100	134.98%
Department Total:		\$ 157,065	\$ 174,752	\$ 157,364	\$ 157,364	\$ 191,256	\$ 33,892	21.54%

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	Adopted 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.
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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	Adopted 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.
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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	Adopted 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	Adopted 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.	

DEBT SERVICE FUNDS

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 City has the following active debt authorizations.

1. LIBRARY EXPANSION BONDS

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 twenty 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.

2. KENAI BLUFF EROSION CONTROL BONDS

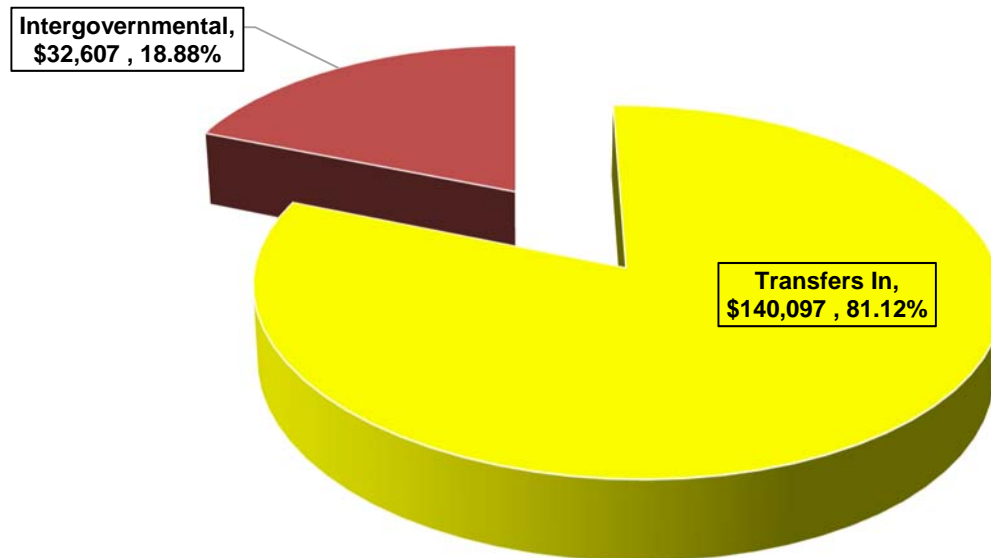
The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for stabilization of the eroding bluff at the mouth of the Kenai River. To date, the bonds remain unissued as full project funding is yet to be secured.

Pursuant to Section 6-1 of the Kenai Municipal Charter, outstanding general-obligation indebtedness of the "City shall not at any time exceed twenty percent (20%) of the assessed value of real and personal property in the City. The FY2020 debt limit for the City is:

Total Assessed Value	\$892,022,467
	<u>X 20%</u>
Maximum Indebtedness	178,404,493
Outstanding Debt, July 1, 2019	<u>1,260,000</u>
Available Debt Capacity	<u>\$177,144,493</u>

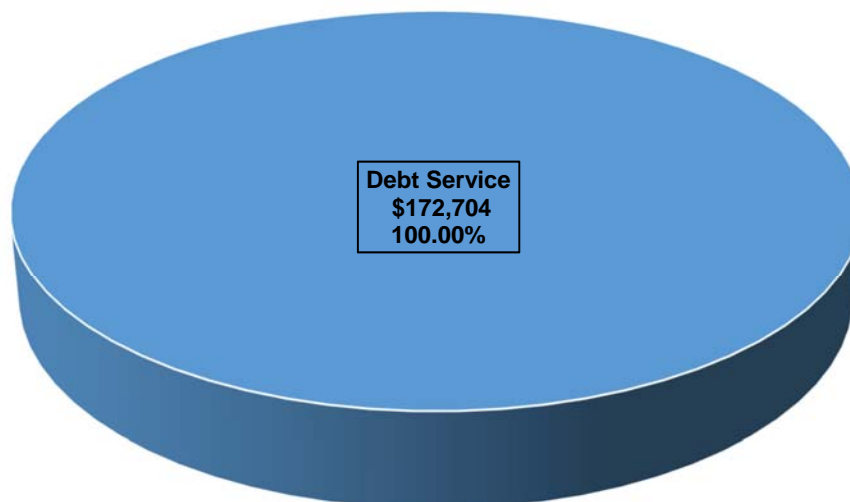
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$172,704



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$172,704



City of Kenai
Fiscal Year 2020 Operating Budget

Fund 048 - Debt Service

	Actual FY2017	Actual FY2018	Original Budget FY2019	Projection FY2019	Adopted FY2020
Revenues					
Bond Interest Subsidy	34,959	34,996	34,996	34,996	32,607
Transfer from General Fund	140,439	142,002	143,402	143,402	140,097
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	-	-	-	-	-
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	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</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>	<u>\$ 176,998</u>	<u>\$ 177,198</u>	<u>\$ 178,398</u>	<u>\$ 178,398</u>	<u>\$ 172,704</u>	<u>\$ (5,694)</u>	<u>(3.19%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Department Total:		<u>\$ 176,998</u>	<u>\$ 177,198</u>	<u>\$ 178,398</u>	<u>\$ 178,398</u>	<u>\$ 172,704</u>	<u>\$ (5,694)</u>	<u>(3.19%)</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment					
<u>Issue Date</u>	<u>Amount Issued</u>	<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	

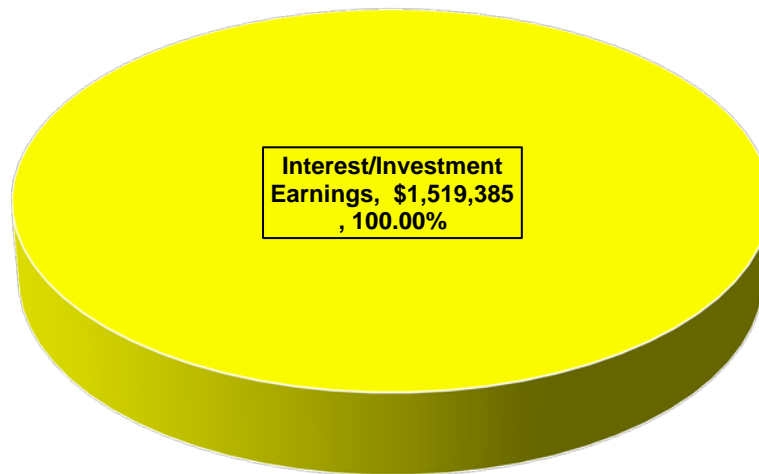
PERMANENT FUNDS

Airport Land Sales Permanent Fund (ALSPF) was established to account for the proceeds of airport land sales, including principal and interest on long-term notes.

General Government Land Sales Permanent Fund (GGLSPF) was established to account for the proceeds of general government land sales, including principal and interest on long-term notes. By City Charter, the principal cannot be spent.

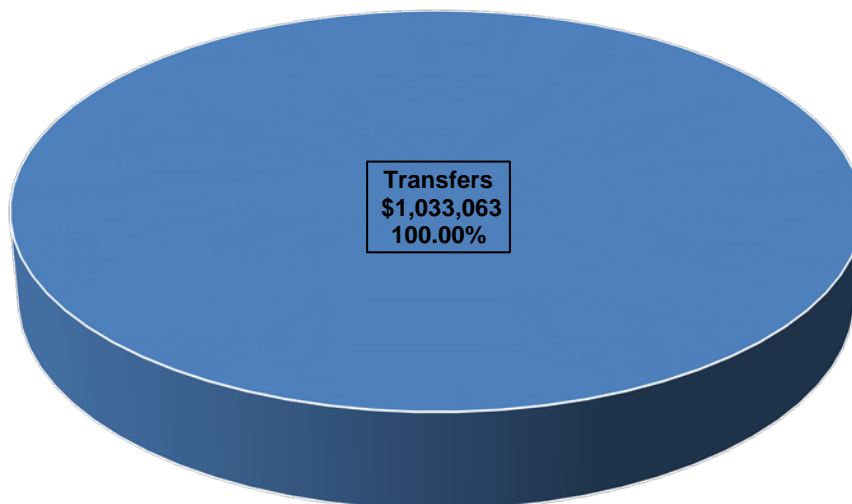
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$1,519,385



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$1,033,063



**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>Adopted 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	\$ 1,333,556
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	1,343,556
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>908,811</u>
Contributions To/(From) Fund Balance	1,242,356	312,340	300,511	300,511	434,745
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>\$ 25,327,611</u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 256,966	\$ 187,598	\$ 189,844	\$ 189,844	\$ 175,829
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	175,829
Expenses					
Transfer to General Fund	<u>149,802</u>	<u>161,561</u>	<u>162,999</u>	<u>162,999</u>	<u>124,252</u>
Contributions To/(From) Fund Balance	107,164	80,038	26,845	26,845	51,577
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>\$ 3,208,399</u>

INTERNAL SERVICE FUNDS

Internal Service Funds are established to account for the financing of self-supporting activities of governmental units, which render services to the general government itself. Internal Service Funds are maintained on the accrual basis of accounting. Expenses are controlled through budgetary accounting procedures similar to the governmental fund.

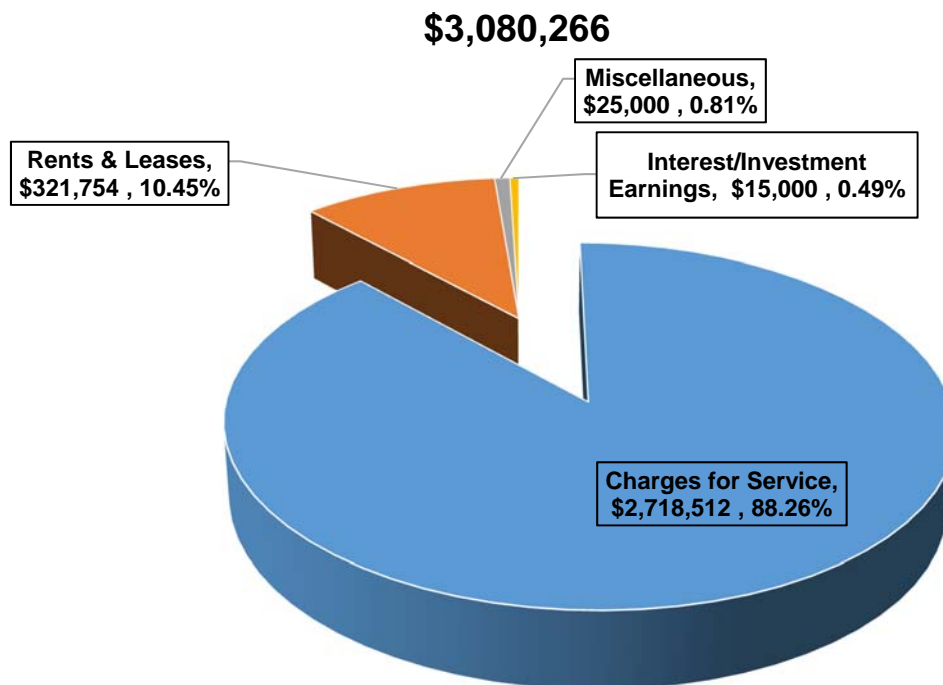
1. EMPLOYEE HEALTH CARE FUND

This Fund accounts for employee health care costs. Department within funds are billed for each eligible employee.

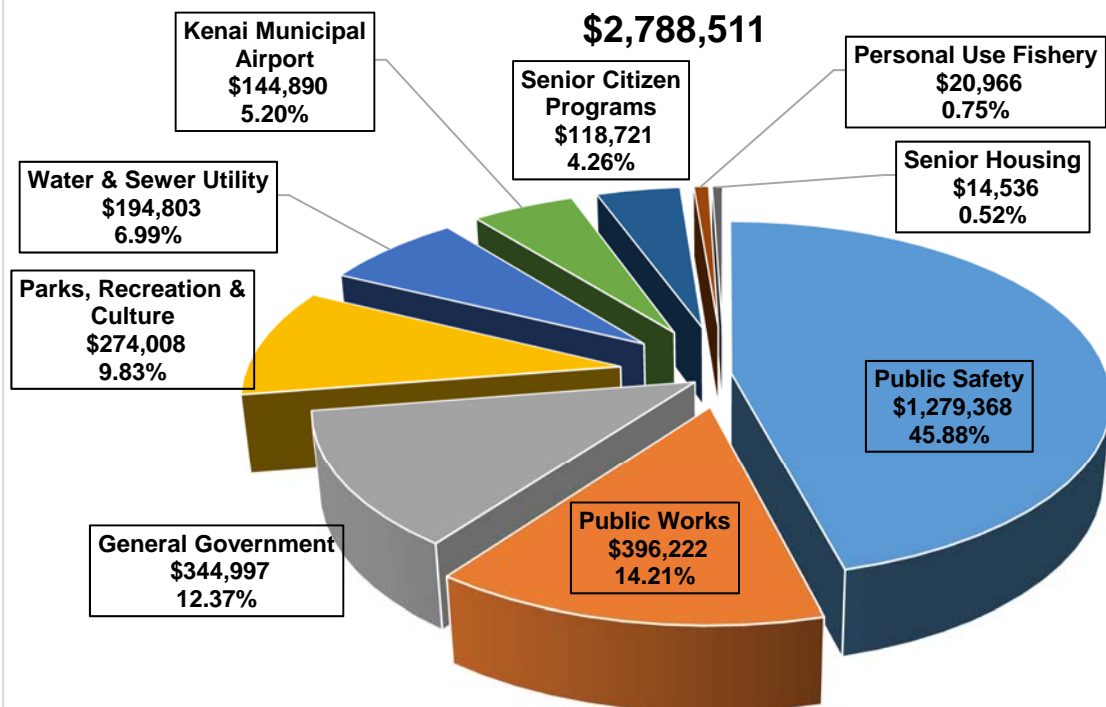
2. EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund accounts for the purchase of equipment to be used by a department of the General Fund with a purchase price of at least \$50,000. Departments are invoices annually an amount sufficient to accumulate sufficient cash reserves to replace the equipment at the end of its useful life.

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 011 - Employee Health Care Fund
Department: 18 - Health Care Fund Summary

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Adopted FY2020</u>
Revenues					
Charge for Services	\$ -	\$ 1,903,581	\$ 2,148,495	\$ 2,148,495	\$ 2,436,200
Participant premiums	-	236,949	243,552	243,552	282,312
Transfer from Other Funds	117,637	-	-	-	-
Interest Earnings	-	836	1,000	1,000	1,000
Total Revenues	<u>117,637</u>	<u>2,141,366</u>	<u>2,393,047</u>	<u>2,393,047</u>	<u>2,719,512</u>
 Expenses	 <u>-</u>	 <u>2,010,581</u>	 <u>2,391,806</u>	 <u>2,391,806</u>	 <u>2,598,511</u>
Net Income (loss)	117,637	130,785	1,241	1,241	121,001
Beginning Retained Earnings	<u>-</u>	<u>117,637</u>	<u>100,000</u>	<u>248,422</u>	<u>249,663</u>
Available Retained Earnings	<u>\$ 117,637</u>	<u>\$ 248,422</u>	<u>\$ 101,241</u>	<u>\$ 249,663</u>	<u>\$ 370,664</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 011- Employee Health Care Fund
Department: 18 - Employee Health Care

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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	-	-	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	26,972	5,394	29,200	29,200	29,410	210	0.72%
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	1,544	309	10,000	10,000	10,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	1,982,065	396,413	2,342,606	2,342,606	2,549,101	206,495	8.81%
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>		\$ 2,010,581	\$ 402,116	\$ 2,391,806	\$ 2,391,806	\$ 2,598,511	\$ 206,705	8.64%
<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:		\$ 2,010,581	\$ 402,116	\$ 2,391,806	\$ 2,391,806	\$ 2,598,511	\$ 206,705	8.64%

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 011 - Employee Health Care Fund
Department: 18 - Employee Health Care

2022 Operating & Repair Supplies. Wellness committee supplies.	4533 Travel & Transportation. Wellness committee training and travel.
4531 Professional Services. Broker services, \$25,000 and HRA/FSA administration charges, \$4,410.	4536 Insurance. Medical, dental and prescription drug coverage, \$2,333,122, HRA employer funding, \$195,195, and employer provided life insurance, \$20,784.

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 061 - Equipment Replacement Fund
Department: 59 - Equipment Replacement Fund Summary

	<u>Actual FY2017</u>	<u>Actual FY2018</u>	<u>Original Budget FY2019</u>	<u>Projection FY2019</u>	<u>Adopted FY2020</u>
Revenues					
Rents & Leases	\$ 339,205	\$ 324,104	\$ 379,876	\$ 379,876	\$ 321,754
Interest Earnings	4,770	7,006	20,000	20,000	14,000
Other income	-	-	-	400,000	25,000
Total Revenues	<u>343,975</u>	<u>331,110</u>	<u>399,876</u>	<u>799,876</u>	<u>360,754</u>
Expenses - Depreciation	<u>-</u>	<u>-</u>	<u>160,125</u>	<u>160,125</u>	<u>190,000</u>
Net Income (loss)	343,975	331,110	239,751	639,751	170,754
Transfers out	<u>-</u>	<u>(160,125)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	343,975	170,985	239,751	639,751	170,754
Beginning Net Position	<u>2,981,827</u>	<u>3,325,802</u>	<u>3,496,787</u>	<u>3,496,787</u>	<u>4,136,538</u>
Ending Net Position	3,325,802	3,496,787	3,736,538	4,136,538	4,307,292
Invested in Capital Assets	<u>(1,456,036)</u>	<u>(1,754,920)</u>	<u>(2,739,818)</u>	<u>(2,594,366)</u>	<u>(2,404,366)</u>
Unrestricted Net Position	<u>\$ 1,869,766</u>	<u>\$ 1,741,867</u>	<u>\$ 996,720</u>	<u>\$ 1,542,172</u>	<u>\$ 1,902,926</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 061- Equipment Replacement Fund
Department: 59 - Equipment Replacement

Account Number	Expense Description	FY2018 Actual	Five year Historical Average	Original Budget FY2019	Amended Budget	Adopted 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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</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	160,125	157,201	160,125	160,125	190,000	29,875	18.66%
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 160,125</u>	<u>\$ 157,201</u>	<u>\$ 160,125</u>	<u>\$ 160,125</u>	<u>\$ 190,000</u>	<u>\$ 29,875</u>	<u>18.66%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	400,000	80,000	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ 400,000</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Department Total:		<u>\$ 560,125</u>	<u>\$ 237,201</u>	<u>\$ 160,125</u>	<u>\$ 160,125</u>	<u>\$ 190,000</u>	<u>\$ 29,875</u>	<u>18.66%</u>

City of Kenai
Fiscal Year 2020 Operating Budget

Fund: 061 - Equipment Replacement Fund
Department: 59 - Equipment Replacement

<p>5045 Depreciation. The allocation of the cost of equipment over its useful life.</p>
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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
Safeboat	Fire	2015	20	2035	25' Safeboat	\$ 125,000	\$ 8,383
ST17	Streets	2016	25	2041	Water Truck	160,000	9,134
E2	Fire	2016	30	2020	Pumper, Engine 3	540,000	27,299
Server	Non-Departmental	2019	5	2024	Datacenter Replacement	155,000	34,276
ST30	Streets	2019	20	2039	Street Sweeper	289,571	14,112
ST46	Streets	1993	25	2022	140G Motor Grader with Wing & Plow	188,464	23,898
FR7	Fire	2004	15	2020	Ambulance	130,690	10,970
ST23	Streets	2018	30	2048	Sander Truck	233,542	11,380
S1	Fire	2004	20	2025	Squad/Fire Apparatus	148,759	9,976
ST45	Streets	2018	30	2048	Sander Truck	225,466	11,125
ST51	Streets	1996	25	2022	160H Motor Grader with Wing & Plow	215,000	12,274
FT1	Fire	1993	30	2024	Hurricane Aerial	521,627	26,370
ST55	Streets	2009	15	2025	MT-6 4x4 Articulating Snow Blower	177,000	14,857
E3	Fire	1995	30	2026	Hurricane Tanker, Engine 4	251,837	12,731
ST25	Streets	2005	20	2026	Aerial Bucket Truck	79,836	5,354
F8R	Fire	2011	15	2027	Ambulance	167,170	14,200
PR11	Parks, Recreation & Beautification	2008	20	2029	Ice Conditioner	78,335	5,254
ST42	Streets	2003	25	2029	140H Motor Grader with Wing	234,825	13,405
ST56	Streets	2013	15	2028	MT-6 4x4 Articulating Snow Blower	139,971	11,749
E1	Fire	1999	30	2030	Pumper Engine 2	275,356	13,920
F6R	Fire	2016	15	2031	Ambulance	171,894	14,428
ST29	Streets	2009	25	2034	Crosswind, IH4300 Sweeoeer	190,200	10,858
ST43	Streets	2010	25	2035	L120 Loader	290,000	16,555
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
ST15	Streets	2014	25	2039	L110H Loader	290,000	16,555
Total						\$ 5,819,283	\$ 379,876

Fire	\$ 138,277
Streets	202,069
Non-Dept	-
Parks & Rec	-
	<u>\$ 340,346</u>

City of Kenai
Fiscal Year 2020
Equipment Replacement Fund
Schedule of Replacements and Payments

2020	2021	2022	2023	2024	2025
\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169
8,969	8,969	8,969	8,969	8,969	8,969
26,983	26,983	26,983	26,983	26,983	\$ 26,983
32,385	32,385	32,385	32,385	37,988	\$ 37,988
18,925	18,925	18,925	18,925	18,925	\$ 18,925
-	-	24,171	24,171	24,171	24,171
-	16,508	16,508	16,508	16,508	\$ 16,508
11,670	11,670	11,670	11,670	11,670	\$ 11,670
-	-	-	-	-	\$ -
11,266	11,266	11,266	11,266	11,266	\$ 11,266
12,052	12,052	25,234	25,234	25,234	\$ 25,234
26,081	26,081	26,081	26,081	63,266	\$ 63,266
14,351	14,351	14,351	14,351	14,351	\$ 22,358
12,584	12,584	12,584	12,584	12,584	\$ 12,584
5,218	5,218	5,218	5,218	5,218	\$ 5,218
13,554	13,554	13,554	13,554	13,554	\$ 13,554
5,120	5,120	5,120	5,120	5,120	\$ 5,120
13,163	13,163	13,163	13,163	13,163	\$ 13,163
11,349	11,349	11,349	11,349	11,349	\$ 11,349
13,759	13,759	13,759	13,759	13,759	\$ 13,759
13,937	13,937	13,937	13,937	13,937	\$ 13,937
10,662	10,662	10,662	10,662	10,662	\$ 10,662
16,256	16,256	16,256	16,256	16,256	\$ 16,256
-	-	-	-	-	\$ -
-	-	-	-	-	\$ -
19,045	19,045	19,045	19,045	19,045	\$ 19,045
16,256	16,256	16,256	16,256	16,256	\$ 16,256
\$ 321,754	\$ 338,262	\$ 375,616	\$ 375,616	\$ 418,403	\$ 426,411
\$ 115,067	\$ 131,576	\$ 131,576	\$ 131,576	\$ 168,760	\$ 168,760
169,182	169,182	206,535	206,535	206,535	214,543
-	-	-	-	-	-
-	-	-	-	-	-
\$ 284,249	\$ 300,758	\$ 338,111	\$ 338,111	\$ 375,296	\$ 383,303

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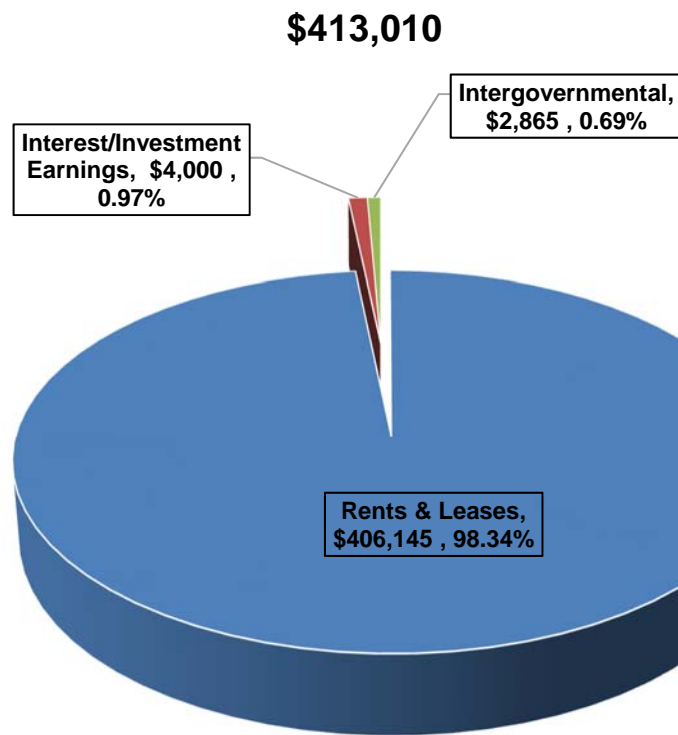
ENTERPRISE FUNDS

Enterprise Funds are established to account for the financing of self-supporting activities of governmental units, which render services to general public on a user charge basis. Enterprise Funds are maintained on the accrual basis of accounting. Expenses are controlled through budgetary accounting procedures similar to the governmental fund.

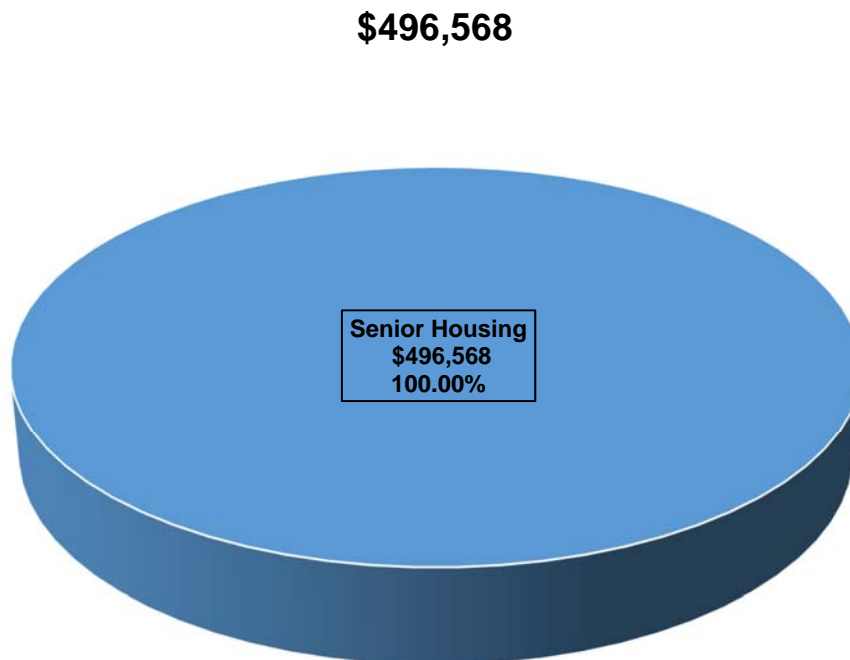
1. CONGREGATE HOUSING FUND

This Fund consists of a 40-unit senior citizen housing complex located on a bluff overlooking the Kenai River. The significant revenue source is rents.

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



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>Adopted 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>

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	Adopted 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.

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.

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

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

MAJOR AND CAPITAL PROJECT FUNDS

MAJOR AND CAPITAL PROJECTS

The following section provides a description of the FY2020 City of Kenai Major and Capital Project Budgets.

The Major and Capital Program (MCP) represents the City's plan for major projects, infrastructure, and equipment funding. The MCP is reviewed each year to reflect changing priorities and to provide a framework for identifying project requirements, as well as monitor the impact of projects on operating budgets and for project scheduling and coordination.

Definition of a Capital Project

A capital project is in excess of \$35,000 and has a useful life exceeding one year. Major maintenance projects on existing assets are included in the MCP provided they meet the preceding conditions.

Definition of a Major Project

A major project is in excess of \$35,000 and does not result in construction, purchase or betterment of an existing asset. An example of a major project would be a comprehensive or master plan.

Sources of Funding

A MCP has no means of generating revenue. Projects on the MCP receive funding from the operating funds, transfers from other funds and from grants.

Prioritization

The City Manager evaluates, modifies and reviews tentative project requests submitted by Department Heads before submitting to the City Council for their review and approval as part of the budget process. Items considered in the prioritization of projects include but are not limited to regulatory compliance, public safety, employee safety, and community goals. Requests are also considered based upon available funding and long-term plans.

In total, this budget includes \$1,487,800 in project requests for FY2020. Remaining pages of this section provide a detailed description of adopted projects.

City of Kenai
Capital Budget Revenue, Expenditure and Fund Balance Summary
Fiscal Years 2020 Through 2024

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>
Revenues:					
Grants	\$ 7,698,786	\$ 39,305,537	\$ 4,535,250	\$ 1,250,000	\$ 60,000
Transfer from Other Fund:					
General Fund	387,800	458,215	501,500	184,083	-
Airport Special Revenue Fund	40,000	769,509	1,232,846	160,000	-
Personal Use Fishery Special Revenue Fund	-	3,824	47,785	175,000	50,000
Water & Sewer Special Revenue Fund	1,060,000	769,377	1,075,000	1,030,000	760,000
Congregate Housing Enterprise Fund	-	102,412	100,000	100,000	100,000
Donations	-	-	38,000	-	35,000
Restitution	153,317	-	-	-	-
Proceeds from the Issuance of Debt	-	9,850,632	-	-	-
	<u>-</u>	<u>9,850,632</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Total Revenues	 9,339,903	 51,259,506	 7,530,381	 2,899,083	 1,005,000
Expenditures:					
General Government	-	110,000	-	60,000	-
Parks, Recreation & Culture	755,744	792,661	185,000	1,337,741	-
Senior Citizen Programs	-	-	38,000	40,000	35,000
Public Works	2,016,649	35,350,000	393,000	-	-
Public Safety	-	821,500	-	-	60,000
Senior Housing	121,000	100,000	100,000	100,000	100,000
Kenai Municipal Airport	6,994,834	13,500,000	5,693,000	185,000	-
Water & Sewer Utility	1,203,559	785,000	1,075,000	1,030,000	760,000
	<u>11,091,786</u>	<u>51,459,161</u>	<u>7,484,000</u>	<u>2,752,741</u>	<u>955,000</u>
 Total Expenditures	 <u>11,091,786</u>	 <u>51,459,161</u>	 <u>7,484,000</u>	 <u>2,752,741</u>	 <u>955,000</u>
 Contribution to/(From) Fund Balance	 (1,751,883)	 (199,655)	 46,381	 146,342	 50,000
 Beginning Fund Balance	 <u>1,990,420</u>	 <u>238,537</u>	 <u>38,882</u>	 <u>35,263</u>	 <u>6,605</u>
 Ending Fund Balance	 <u>\$ 238,537</u>	 <u>\$ 38,882</u>	 <u>\$ 85,263</u>	 <u>\$ 181,605</u>	 <u>\$ 56,605</u>
Unassigned Fund Balance:					
Kenai Senior Center Improvement Capital Project Fund	917	917	917	-	-
Personal Use Fishery Improvement Capital Project Fund	2,215	2,215	-	-	-
Animal Control Improvement Capital Project Fund	4,090	4,090	4,090	4,090	4,090
Kenai Multipurpose Facility Improvement Capital Project Fund	2,741	2,741	2,741	-	-
Airport Snow Removal Equipment Capital Project Fund	1,404	1,404	-	-	-
Airport Terminal Improvement Capital Project Fund	25,000	25,000	25,000	-	-
Airport Master Plan Improvement Capital Project Fund	2,515	2,515	2,515	2,515	2,515
Airport Improvements Capital Project Fund	34,311	-	-	-	-
Water & Sewer Improvements Capital Project Fund	27,423	-	-	-	-
Municipal Roadway Improvement Capital Project Fund	137,921	-	-	-	-
	<u>238,537</u>	<u>38,882</u>	<u>35,263</u>	<u>6,605</u>	<u>6,605</u>
 Total Unassigned Fund Balance	 <u>\$ 238,537</u>	 <u>\$ 38,882</u>	 <u>\$ 35,263</u>	 <u>\$ 6,605</u>	 <u>\$ 6,605</u>

**City of Kenai
Capital Budget Expenditure Summary
of Current Future Year Authorizations
Fiscal Years 2020 Through 2024**

	<u>FY2020 Adopted</u>	<u>FY2021 Projected</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>
Prior Year's Authorizations					
Parks, Recreation & Culture:					
Cemetery Improvement Capital Project Fund	\$ 237,504	\$ -	\$ -	\$ -	\$ -
Kenai Recreation Center Capital Project Fund	65,390	-	-	-	-
Kenai City Dock Improvement Capital Project Fund	265,050	-	-	-	-
Public Works:					
Kenai Bluff Erosion Capital Project Fund	1,000,000	2,399,368	-	-	-
City Shop Improvement Capital Project Fund	24,669	-	-	-	-
Municipal Roadway Improvements Capital Project Fund	791,980	-	-	-	-
Senior Housing -					
Congregate Housing Improvement Capital Project Fund	121,000	-	-	-	-
Kenai Municipal Airport					
Airport Terminal Improvement Capital Project Fund	6,885,853	-	-	-	-
Airport Improvement Capital Project Fund	68,981	-	-	-	-
Water & Sewer Utility					
Water & Sewer Improvement Capital Project Fund	<u>143,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	9,603,986	2,399,368	-	-	-
Current & Future Year Authorizations:					
General Government					
Information Technology Improvement Capital Project Fund	-	110,000	-	60,000	-
Parks, Recreation & Culture:					
Playground Improvement Capital Project Fund	-	-	-	85,000	-
Baseball & Softball Park Improvement Capital Project Fund	-	-	-	-	-
Park Improvement Capital Project Fund	-	75,000	-	-	-
Kenai Recreation Center Capital Project Fund	100,000	-	-	-	-
Kenai Multipurpose Facility Capital Project Fund	-	-	-	1,252,741	-
Library Improvement Capital Project Fund	50,000	-	-	-	-
Trail Construction Capital Project Fund	37,800	717,661	185,000	-	-
Senior Citizen Programs -					
Kenai Senior Center Improvement Capital Project Fund	-	-	38,000	40,000	35,000
Public Works:					
Kenai Bluff Erosion Capital Project Fund	-	32,600,632	-	-	-
Municipal Roadway Improvements Capital Project Fund	200,000	350,000	393,000	-	-
Public Safety:					
Kenai Public Safety Improvement Capital Project Fund	-	821,500	-	-	60,000
Senior Housing -					
Congregate Housing Improvement Capital Project Fund	-	100,000	100,000	100,000	100,000
Kenai Municipal Airport					
Airport Operations Facility Capital Project Fund	40,000	-	-	-	-
Airport Snow Removal Equipment Capital Project Fund	-	-	1,000,000	-	-
Airport Terminal Improvement Capital Project Fund	-	-	-	185,000	-
Airport Improvement Capital Project Fund	-	13,500,000	4,693,000	-	-
Water & Sewer Utility					
Water & Sewer Improvement Capital Project Fund	250,000	750,000	765,000	790,000	140,000
Waste Water Treatment Plant Capital Project Fund	<u>810,000</u>	<u>35,000</u>	<u>310,000</u>	<u>240,000</u>	<u>620,000</u>
Total Current & Future Year Authorizations	<u>1,487,800</u>	<u>49,059,793</u>	<u>7,484,000</u>	<u>2,752,741</u>	<u>955,000</u>
Total Expenditures	<u>\$ 11,091,786</u>	<u>\$ 51,459,161</u>	<u>\$ 7,484,000</u>	<u>\$ 2,752,741</u>	<u>\$ 955,000</u>

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

Fund 106 - Playground Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ 85,000	\$ -
Expenditures - Current & Future Year Authorizations:					
Softball Greenstrip play equipment replacement	-	-	-	85,000	-
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-
Assigned -	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 116 - Park Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues - Transfer from General Fund	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations:					
Outdoor Event Park - Design	-	35,000	-	-	-
Large area mower replacement	-	40,000	-	-	-
Total Current & Future Year Authorizations	-	75,000	-	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-
Assigned -	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 118 - Cemetery Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations - Kenai Cemetery Expansion Phase 1	<u>237,504</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(237,504)	-	-	-	-
Beginning Fund Balance	<u>237,504</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned - Kenai Cemetery Expansion Phase 1	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 119 - Kenai Recreation Center Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Transfer from General Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:					
Prior Year's Authorizations:					
Locker room Improvements	12,500	-	-	-	-
Exterior Refinishing	23,300	-	-	-	-
Hot Water System Replacement	<u>29,590</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	65,390	-	-	-	-
Current & Future Year Authorizations					
Roof Repair	50,000	-	-	-	-
Exterior Grading Repair	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>165,390</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(65,390)	-	-	-	-
Beginning Fund Balance	<u>65,390</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-				
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai

Fiscal Year 2020 Capital Budget

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

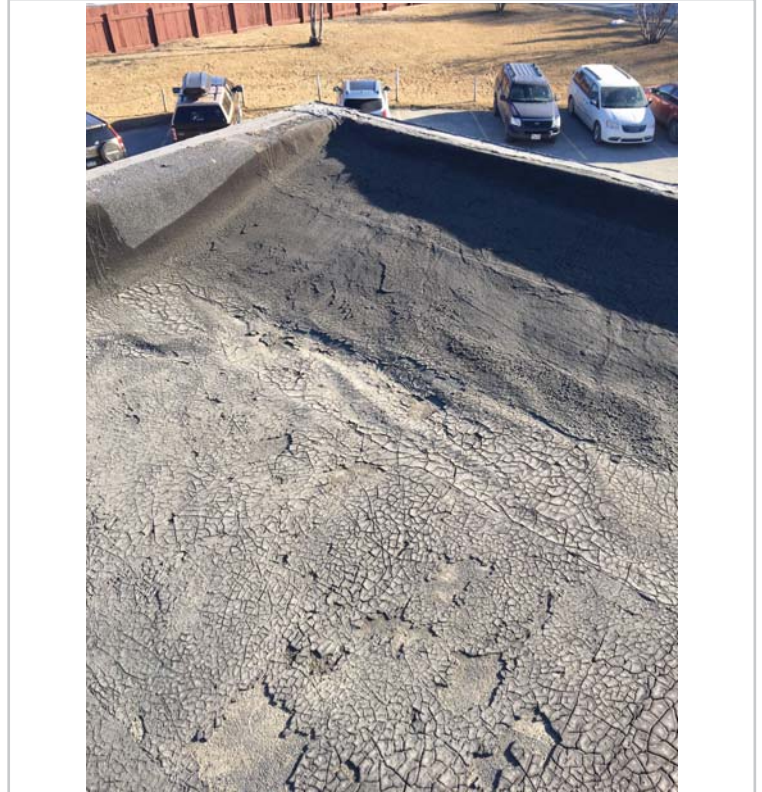
- ☒ New
☐ Continuation of proposed project
☐ Supplemental funding to existing project

Proposed Project Schedule:

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: <u>Kenai Rec. Center Grading</u>	Project Manager: <u>Scott Curtin</u>
Fund: <u>Kenai Recreation Center CP</u>	Fund Number: <u>119</u>
Department: <u>Recreation</u>	Department Priority: <u>3</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:

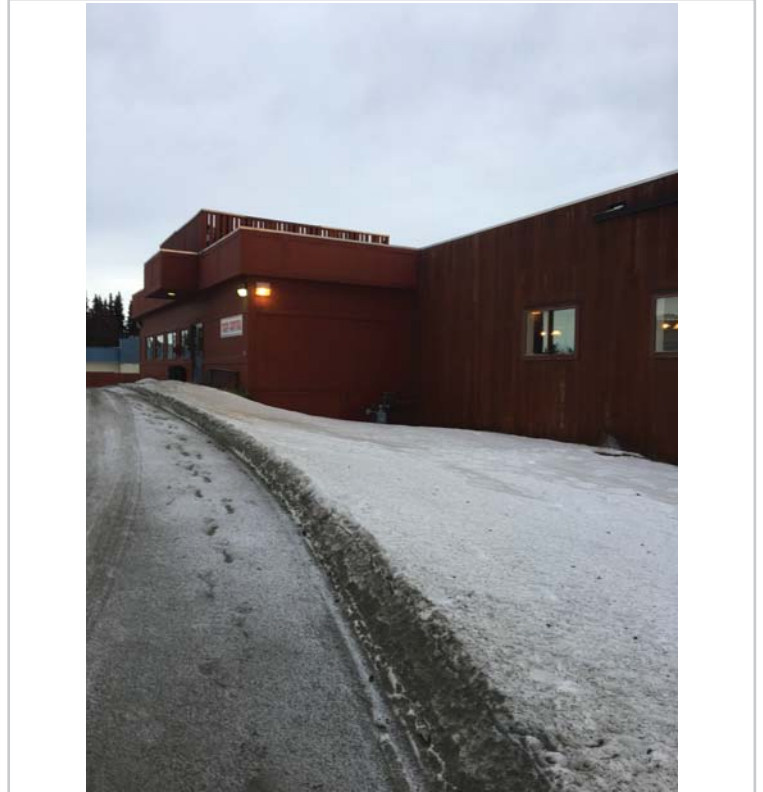
- ☒ New
☐ Continuation of proposed project
☐ Supplemental funding to existing project

Proposed Project Schedule:

Design / 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

Fund 120 - Kenai Senior Center Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Transfer from General Fund	\$ -	\$ -	\$ -	\$ 39,083	\$ -
Donations	-	-	38,000	-	35,000
Total Revenues	<u>-</u>	<u>-</u>	<u>38,000</u>	<u>39,083</u>	<u>35,000</u>
Expenditures - Current & Future Year Authorizations -					
Greenhouse construction	-	-	38,000	-	-
Regrading back lawn	-	-	-	40,000	-
Back lawn fire pit and benches	-	-	-	-	35,000
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>38,000</u>	<u>40,000</u>	<u>35,000</u>
Contribution to/(From) Fund Balance	-	-	-	(917)	-
Beginning Fund Balance	<u>917</u>	<u>917</u>	<u>917</u>	<u>917</u>	<u>-</u>
Ending Fund Balance	917	917	917	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 917</u>	<u>\$ 917</u>	<u>\$ 917</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 129 - Kenai Bluff Erosion Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Grants	\$ 1,000,000	\$ 25,149,368	\$ -	\$ -	\$ -
Proceeds from debt issuance	<u>-</u>	<u>9,850,632</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$ 1,000,000</u>	<u>\$ 35,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures:					
Prior Year's Authorizations - Kenai Bluff Stabilization Project	1,000,000	2,399,368	-	-	-
Current & Future Year Authorizations - Kenai Bluff Stabilization Project	<u>-</u>	<u>32,600,632</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,000,000</u>	<u>35,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Fund 130 - Personal Use Fishery Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues -					
Transfer from Personal Use Fishery Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,785</u>	<u>\$ 175,000</u>	<u>\$ 50,000</u>
Expenditures - Current & Future Year Authorizations -					
Float replacement	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Boat ramp concrete repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>125,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>175,000</u>	<u>50,000</u>
Contribution to/(From) Fund Balance	-	-	(2,215)	-	-
Beginning Fund Balance	<u>2,215</u>	<u>2,215</u>	<u>2,215</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	2,215	2,215	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 2,215</u>	<u>\$ 2,215</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 132 - Information Technology Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues -					
Transfer from General Fund	\$ -	\$ 79,394	\$ -	\$ 60,000	\$ -
Transfer from Airport Fund	-	12,570	-	-	-
Transfer from Personal Use Fishery Fund	-	3,824	-	-	-
Transfer from Congregate Housing Fund	-	2,412	-	-	-
Transfer from Water & Sewer Fund	-	11,800	-	-	-
Total Revenues	<u>-</u>	<u>110,000</u>	<u>-</u>	<u>60,000</u>	<u>-</u>
Expenditures - Current & Future Year Authorizations -					
Network switching equipment replacement	-	75,000	-	-	-
City-wide public engagement software	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>60,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>110,000</u>	<u>-</u>	<u>60,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Fund 133 - Animal Control Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues -					
Transfer from Airport Special Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations -	-	-	-	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	4,090	4,090	4,090	4,090	4,090
Ending Fund Balance	4,090	4,090	4,090	4,090	4,090
Unassigned Fund Balance	\$ 4,090	\$ 4,090	\$ 4,090	\$ 4,090	\$ 4,090

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 134 - Kenai City Dock Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Restitution	153,317	-	-	-	-
Total Revenues	<u>\$ 153,317</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures - Prior Year's Authorizations -					
Earthquake Damage Repairs	111,733	-	-	-	-
Cathodic Protection Improvements	<u>153,317</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>265,050</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(111,733)	-	-	-	-
Beginning Fund Balance	<u>111,733</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Fund 135 - Kenai Public Safety Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Grant	\$ -	\$ 796,500	\$ -	\$ -	\$ 60,000
Transfer from General Fund	-	25,000	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ 821,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>
Expenditures - Current & Future Year Authorizations -					
Dispatch radio equipment upgrade	-	571,500	-	-	-
Self-contained Breathing Apparatus Replacement	-	250,000	-	-	-
Ambulance Lifepak replacement	-	-	-	-	60,000
Total Current & Future Year Authorizations	<u>-</u>	<u>821,500</u>	<u>-</u>	<u>-</u>	<u>60,000</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Fund 209 - Congregate Housing Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues -					
Transfer Congregate Housing Enterprise Fund	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures:					
Prior Year's Authorizations:					
Fire Control System Upgrade	96,000	-	-	-	-
Boiler Replacement Project Design	25,000	-	-	-	-
Total Prior Year's Authorizations	121,000	-	-	-	-
Current & Future Year Authorizations					
Apartment kitchen and bathroom remodel	-	100,000	100,000	100,000	100,000
Total Current & Future Year Authorizations	-	100,000	100,000	100,000	100,000
Total Expenditures	121,000	100,000	100,000	100,000	100,000
Contribution to/(From) Fund Balance	(121,000)	-	-	-	-
Beginning Fund Balance	121,000	-	-	-	-
Ending Fund Balance	-	-	-	-	-
Assigned:	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 215 - City Shop Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations -					
Shop Pad Expansion	<u>24,669</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(24,669)	-	-	-	-
Beginning Fund Balance	<u>24,669</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 217 - Kenai Multipurpose Facility Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Grants	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -
Expenditures - Current & Future Year Authorizations -					
Permanent locker rooms	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,252,741</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	(2,741)	-
Beginning Fund Balance	<u>2,741</u>	<u>2,741</u>	<u>2,741</u>	<u>2,741</u>	<u>-</u>
Ending Fund Balance	2,741	2,741	2,741	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u><u>\$ 2,741</u></u>	<u><u>\$ 2,741</u></u>	<u><u>\$ 2,741</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 218 - Library Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Transfer From General Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations					
Sidewalk Repairs	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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

Fund 328 - Airport Operations Facility Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Transfer from Airport Special Revenue Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations					
Dry Sprinkler System Repair	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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

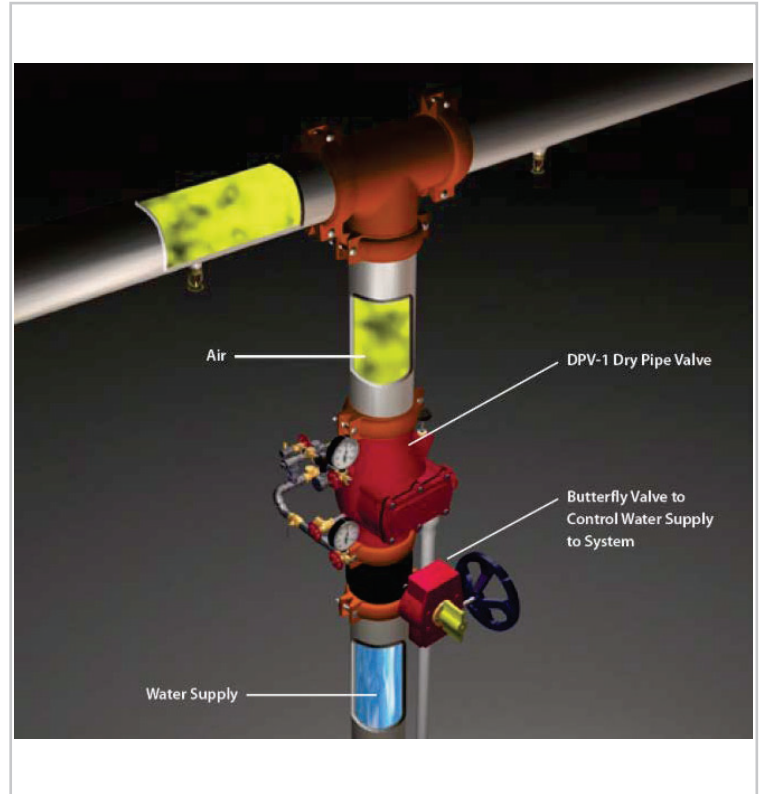
Proposed Funding Source(s):

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

Fund 332 - Airport Snow Removal Equipment Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Grants	\$ -	\$ -	\$ 937,500	\$ -	\$ -
Transfer from Airport Special Revenue Fund	-	-	61,096	-	-
Total Revenues	-	-	998,596	-	-
Expenditures - Current & Future Year Authorizations:					
Wheeled Loader and Plow Truck	-	-	1,000,000	-	-
Total Current & Future Year Authorizations	-	-	1,000,000	-	-
Contribution to/(From) Fund Balance	-	-	(1,404)	-	-
Beginning Fund Balance	1,404	1,404	1,404	-	-
Ending Fund Balance	1,404	1,404	-	-	-
Assigned -	-	-	-	-	-
Unassigned Fund Balance	\$ 1,404	\$ 1,404	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 335 - Airport Terminal Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Grants	\$ 5,906,806	\$ -	\$ -	\$ -	\$ -
Transfer from Airport Special Revenue Fund	-	-	-	160,000	-
Total Revenues	<u>5,906,806</u>	<u>-</u>	<u>-</u>	<u>160,000</u>	<u>-</u>
Expenditures:					
Prior Year's Authorizations - Terminal Rehabilitation	6,885,853	-	-	-	-
Current & Future Year Authorizations - Boiler replacement	<u>-</u>	<u>-</u>	<u>-</u>	<u>185,000</u>	<u>-</u>
Total Expenditures	<u>6,885,853</u>	<u>-</u>	<u>-</u>	<u>185,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	(979,047)	-	-	(25,000)	-
Beginning Fund Balance	<u>1,004,047</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Ending Fund Balance	25,000	25,000	25,000	-	-
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

Fund 337- Airport Master Plan Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues:					
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From Airport Special Revenue Fund	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures - Prior Year's Authorizations -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>2,515</u>	<u>2,515</u>	<u>2,515</u>	<u>2,515</u>	<u>2,515</u>
Ending Fund Balance	2,515	2,515	2,515	2,515	2,515
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 2,515</u>	<u>\$ 2,515</u>	<u>\$ 2,515</u>	<u>\$ 2,515</u>	<u>\$ 2,515</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 342 - Airport Improvements Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues -					
Grants	\$ -	\$ 12,708,750	\$ 3,521,250	\$ -	\$ -
Transfer from Airport Special Revenue Fund	-	756,939	1,171,750	-	-
Total Revenues	<u>-</u>	<u>13,465,689</u>	<u>4,693,000</u>	<u>-</u>	<u>-</u>
Expenditures:					
Prior Year's Authorizations:					
Airfield Fencing Rehabilitation	6,981	-	-	-	-
Airfield Crack Sealing & Pavement Markings	6,000	-	-	-	-
Fire Training Center Rehabilitation	<u>56,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	68,981	-	-	-	-
Current & Future Year Authorizations:					
Fire Training Center Rehabilitation	-	3,000,000	-	-	-
Fire Training Center ARFF Replacement	-	2,000,000	-	-	-
Airfield sand and equipment storage building	-	1,000,000	-	-	-
Float Plane Basin Development Phase I	-	4,000,000	-	-	-
Rehabilitate taxiways A, C, K & L	-	3,500,000	-	-	-
Apron and Willow St. Extension	-	-	2,443,000	-	-
Airfield painting and cracksealing	-	-	1,250,000	-	-
Runway Protection Zone land acquisition	<u>-</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	-	13,500,000	4,693,000	-	-
Total Expenditures	<u>68,981</u>	<u>13,500,000</u>	<u>4,693,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(68,981)	(34,311)	-	-	-
Beginning Fund Balance	<u>103,292</u>	<u>34,311</u>			
Ending Fund Balance	34,311	-	-	-	-
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 34,311</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 621 - Water & Sewer Improvements Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues -					
Transfer from Water & Sewer Special Revenue Fund	\$ 250,000	\$ 722,577	\$ 765,000	\$ 790,000	\$ 140,000
Total Revenues	<u>250,000</u>	<u>722,577</u>	<u>765,000</u>	<u>790,000</u>	<u>140,000</u>
Expenditures:					
Prior Year's Authorizations:					
Lift Station Upgrades	11,520	-	-	-	-
Inlet Woods Lift Station Upgrades	21,639	-	-	-	-
Reservoir #1 Telemetry Upgrades	<u>110,400</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	143,559	-	-	-	-
Current & Future Year Authorizations:					
Water & Sewer Utility masterplan and rate study	150,000	-	-	-	-
SCADA system integration	25,000	-	35,000	-	-
Hydrant mapping & installation Phase I	75,000	-	-	-	-
Manhole restoration	-	-	80,000	-	-
Digester blower and building	-	750,000	-	-	-
Water Treatment Facility pump house	-	-	650,000	650,000	-
Lift Station renovation	<u>-</u>	<u>-</u>	<u>-</u>	<u>140,000</u>	<u>140,000</u>
Total Current & Future Year Authorizations	<u>250,000</u>	<u>750,000</u>	<u>765,000</u>	<u>790,000</u>	<u>140,000</u>
Total Expenditures	<u>393,559</u>	<u>750,000</u>	<u>765,000</u>	<u>790,000</u>	<u>140,000</u>
Contribution to/(From) Fund Balance	(143,559)	(27,423)	-	-	-
Beginning Fund Balance	<u>170,982</u>	<u>27,423</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	27,423	-	-	-	-
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 27,423</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2020 Capital Budget

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

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

Project Name:	SCADA Integration	Project Manager:	Scott Curtin
Fund:	Water & Sewer SR Fund	Fund Number:	621
Department:	Water/Sewer/WWTP	Department Priority:	3

Estimated Cost: \$55,000

Proposed Funding Source(s):

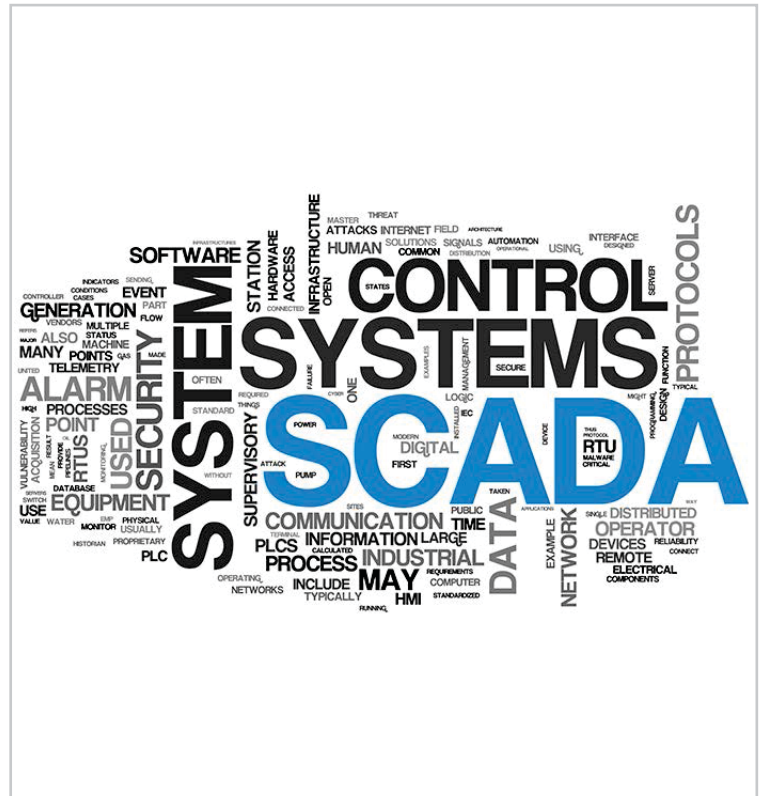
Source 1:	<u>0104654531</u>	Amount:	<u>\$12,500</u>
Source 2:	<u>0104664531</u>	Amount:	<u>\$12,500</u>
Source 3:	<u>0104674531</u>	Amount:	<u>\$30,000</u>
Source 4:	<u> </u>	Amount:	<u> </u>
Source 5:	<u> </u>	Amount:	<u> </u>

Project Status:

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

Proposed Project Schedule:

Phase I to be completed in FY2020.



Project Description:

The City has an existing Wonderware SCADA system operational. The Water/Sewer side is extensively more setup than the WWTP. The only items tying into SCADA at the WWTP are level indicators for the hypochlorite and bisulfite tanks. There are numerous other items that could be tied in, including the new blowers and DO probes.

Requesting we spread costs out over the next few years to coincide with new equipment replacing old.
Water/Sewer: Continue with an annual \$25K/year service contract for SCADA Integration split between Water and Sewer for the next three years.

Anticipated Impact on Operating Budget:

Implementation of this system will gain insight and oversight into our operational processes which will provide opportunities for efficiency and lower operating costs.

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**

Fund 625 - Wastewater Treatment Facility Improvement Capital Project Fund

	<u>FY2020 Adopted</u>	<u>FY2021 Proposed</u>	<u>FY2022 Proposed</u>	<u>FY2023 Proposed</u>	<u>FY2024 Proposed</u>
Revenues -					
Transfer from Water & Sewer Special Revenue Fund	\$ 810,000	\$ 35,000	\$ 310,000	\$ 240,000	\$ 620,000
Total Revenues	<u>810,000</u>	<u>35,000</u>	<u>310,000</u>	<u>240,000</u>	<u>620,000</u>
Current & Future Year Authorizations:					
Water & Sewer Utility masterplan and rate study	150,000	-	-	-	-
Clarifier/Pump house coatings	40,000	-	-	-	-
Belt Press replacement	500,000	-	-	-	-
Aeration basin restore/coating	90,000	-	-	-	-
SCADA system integration	30,000	35,000	35,000	-	-
Electronic access gate and controls	-	-	40,000	-	-
Boiler and mechanical replacement	-	-	175,000	-	-
Contact basin repairs	-	-	60,000	-	-
Operations building roof replacement	-	-	-	240,000	-
Secondary digester construction	-	-	-	-	620,000
Total Current & Future Year Authorizations	<u>810,000</u>	<u>35,000</u>	<u>310,000</u>	<u>240,000</u>	<u>620,000</u>
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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: <u>0104674531</u>	Amount:	<u>\$150,000</u>
Source 2: <u>0104664531</u>	Amount:	<u>\$75,000</u>
Source 3: <u>0104654531</u>	Amount:	<u>\$75,000</u>
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

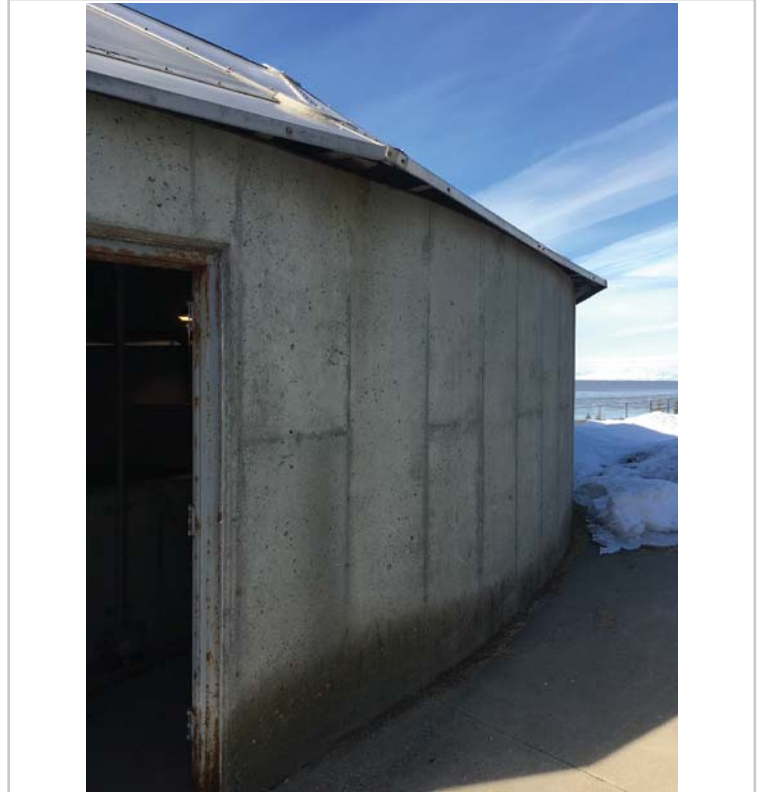
Project Description:

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: <u>Aeration Basin Restore/Coating</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>4</u>

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:

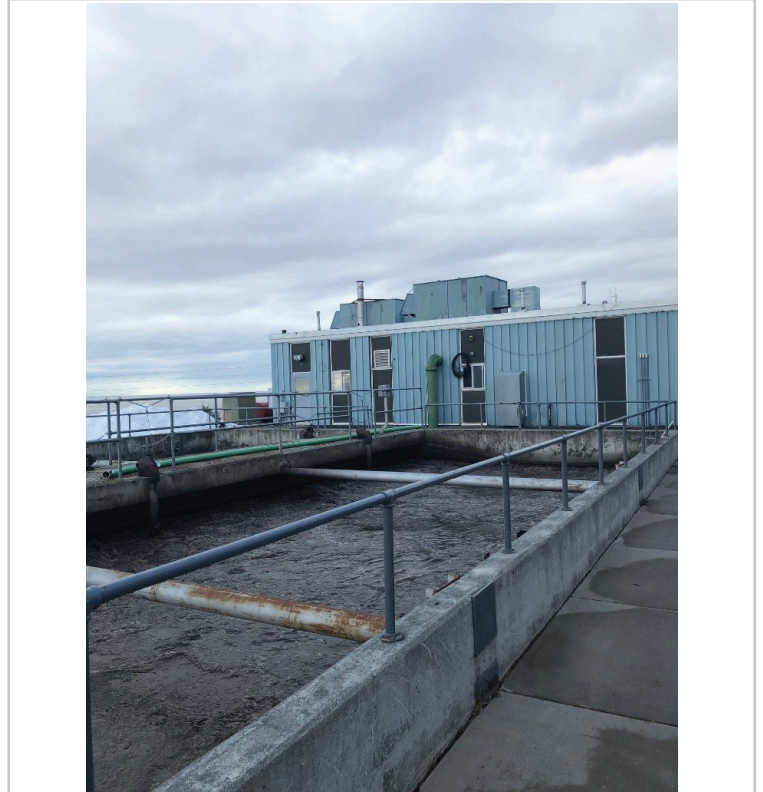
- ☒ New
☐ Continuation of proposed project
☐ Supplemental funding to existing project

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

Project Name:	<u>SCADA Integration</u>	Project Manager:	<u>Scott Curtin</u>
Fund:	<u>Water & Sewer SR Fund</u>	Fund Number:	<u>621</u>
Department:	<u>Water/Sewer/WWTP</u>	Department Priority:	<u>3</u>

Estimated Cost: \$55,000

Proposed Funding Source(s):

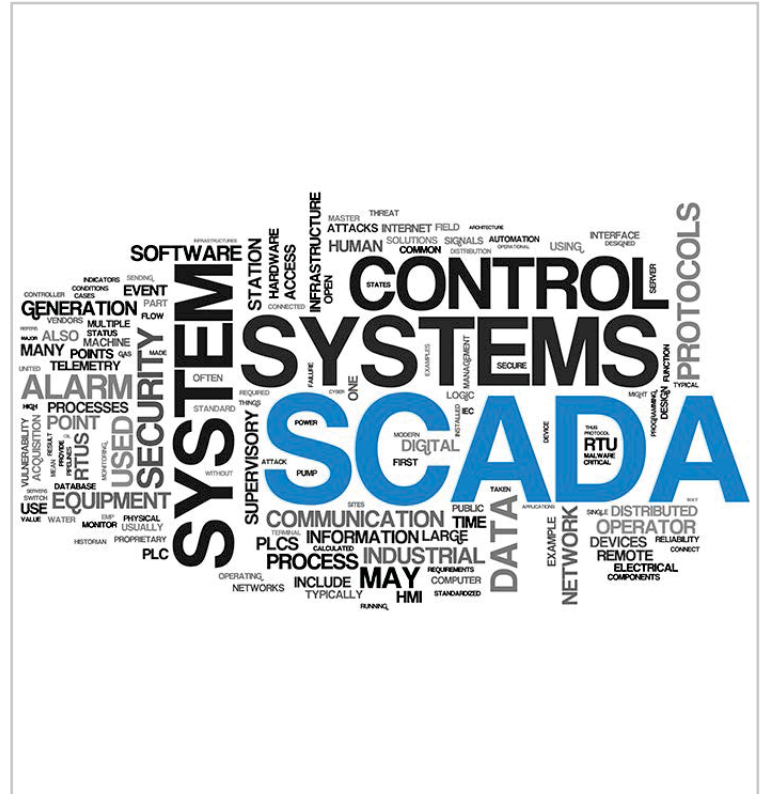
Source 1:	<u>0104654531</u>	Amount:	<u>\$12,500</u>
Source 2:	<u>0104664531</u>	Amount:	<u>\$12,500</u>
Source 3:	<u>0104674531</u>	Amount:	<u>\$30,000</u>
Source 4:	<u> </u>	Amount:	<u> </u>
Source 5:	<u> </u>	Amount:	<u> </u>

Project Status:

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

Proposed Project Schedule:

Phase I to be completed in FY2020.



Project Description:

The City has an existing Wonderware SCADA system operational. The Water/Sewer side is extensively more setup than the WWTP. The only items tying into SCADA at the WWTP are level indicators for the hypochlorite and bisulfite tanks. There are numerous other items that could be tied in, including the new blowers and DO probes.

Requesting we spread costs out over the next few years to coincide with new equipment replacing old.
Water/Sewer: Continue with an annual \$25K/year service contract for SCADA Integration split between Water and Sewer for the next three years.

Anticipated Impact on Operating Budget:

Implementation of this system will gain insight and oversight into our operational processes which will provide opportunities for efficiency and lower operating costs.

City of Kenai
Fiscal Year 2020 Capital Budget

Fund 751 - Trail Construction Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues:					
Grants	\$ -	\$ 650,919	\$ 76,500	\$ -	\$ -
Transfer from General Fund	<u>37,800</u>	<u>66,742</u>	<u>108,500</u>	<u>-</u>	<u>-</u>
Total Revenues	37,800	717,661	185,000	-	-
Expenditures - Current & Future Year Authorizations:					
Municipal Park Trail Construction	37,800	-	-	-	-
Bride Access pedestrian pathway	-	717,661	-	-	-
No Name Creek boardwalk/bridge	-	-	85,000	-	-
Nordic trail lighting	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	37,800	717,661	185,000	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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):

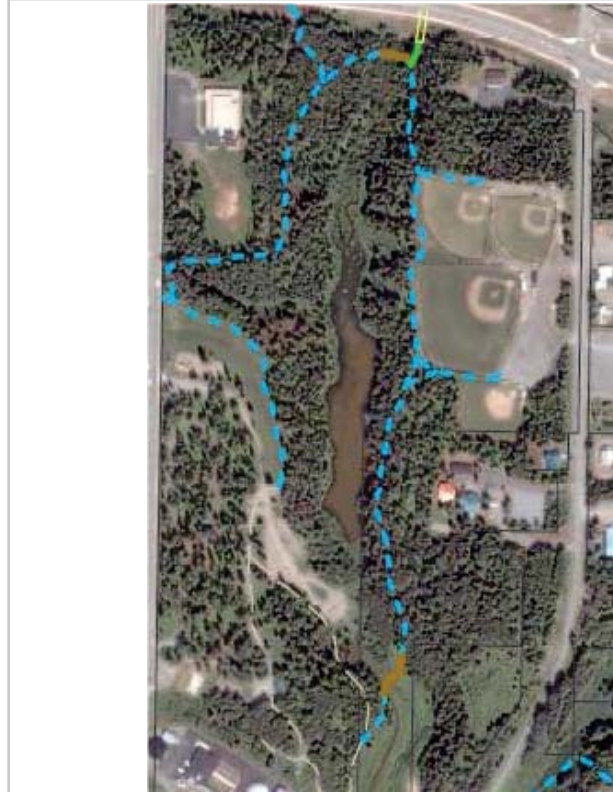
Source 1: Gen. Fund Amount: \$37,800
Source 2: _____ Amount: _____
Source 3: _____ Amount: _____
Source 4: _____ Amount: _____
Source 5: _____ Amount: _____

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

Fund 755 - Municipal Roadway Improvement Capital Project Fund

	<u>FY2020</u> <u>Adopted</u>	<u>FY2021</u> <u>Proposed</u>	<u>FY2022</u> <u>Proposed</u>	<u>FY2023</u> <u>Proposed</u>	<u>FY2024</u> <u>Proposed</u>
Revenues -					
Grants	\$ 791,980	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	200,000	212,079	393,000	-	-
Total Revenues	<u>991,980</u>	<u>212,079</u>	<u>393,000</u>	<u>-</u>	<u>-</u>
Expenditures:					
Prior Year's Authorizations:					
South Beach Personal Use Fishery Access	791,980	-	-	-	-
Current & Future Year Authorizations -					
Sinkhole Repairs	71,000	-	-	-	-
Other Projects to be Identified	129,000	-	-	-	-
Wildwood Dr. reconstruction	-	290,000	-	-	-
First St. repairs	-	60,000	-	-	-
Lilac St. reconstruction	-	-	393,000	-	-
Total Current & Future Year Authorizations	<u>200,000</u>	<u>350,000</u>	<u>393,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>991,980</u>	<u>350,000</u>	<u>393,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	(137,921)	-	-	-
Beginning Fund Balance	<u>137,921</u>	<u>137,921</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	137,921	-	-	-	-
Assigned:					
Ryan's Creek Outflow Culvert Repair	-	-	-	-	-
Unassigned Fund Balance	<u>\$ 137,921</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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:

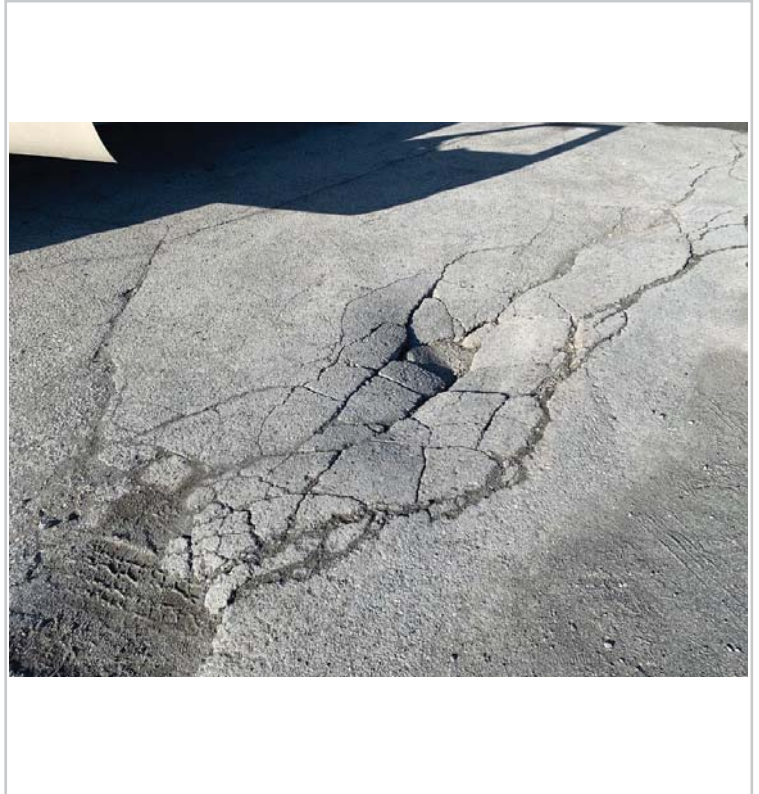
- ☒ New
☐ Continuation of proposed project
☐ Supplemental funding to existing project

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:	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.

APPENDIX

1. City of Kenai Schedule of Rates, Charges, and Fees
2. Authorized Personnel Staffing Table
3. Organizational Chart
4. FY20 Salary Schedule
5. Chart of Accounts
6. Community Profile

City of Kenai
Schedule of Rates, Charges and Fees


Paul Ostrander, City Manager

Effective Date: July 1, 2019

The City Manager shall establish and the City Council shall approve via resolution, the fees, rates, and charges for the billing and collections for support of City Services. The City reserves the right to change the rate schedule at any time. There is a 6% sales tax added to the total invoice (3% City and 3% Borough) for all fees, rates, and charges not exempted by the sales tax code of the Kenai Peninsula Borough and the City.

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES</u>		
21.05.085	Fuel Flowage Fee per gallon	\$0.02
APX - Airport Regulations	Aircraft Parking Fees	
6.05.070 (c)	-transient, under 4,000 lbs. 0 - 4 hrs.	FREE
6.05.070 (c)	-transient, under 4,000 lbs. over 4 hrs.	\$5.00
6.05.070 (c)	-transient, 4,001 - 12,500 lbs. per day	\$50.00
6.05.070 (c)	-transient, 12,501 - 100,000 lbs. per day	\$100.00
6.05.070 (c)	-transient, 100,001 lbs. per day	\$250.00
	Landing Fees	
14.05.010 (a)(2)	Signatory per thousand pounds	\$1.70
14.05.010 (b)(2)	Non-signatory per thousand pounds	\$2.21
	exempt -- float planes, test landings due to mechanical or weather, government aircraft	
	Tie-down Fees, General Aviation	
	Paved Areas	
	-wheels, per month	\$40.00
	-wheels, w/electric per month	\$60.00
	Gravel Area	
	-wheels/skis, per month	\$40.00
	Float Plane Basin, Private	
	-daily	\$5.00
	-monthly	\$40.00
	-season -- May to October	\$250.00
	Float Plane Basin, Commercial	
	-daily	\$10.00
	-monthly	\$50.00
	-season -- May to October	\$300.00
	-monthly w/electric	\$75.00
	Terminal Building Rent -- Exclusive Space	
	-signatory - per square foot per year	\$33.85
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$33.85
	Terminal Building Rent -- Joint Use Space	
	-signatory -- baggage make up area (per square foot per year)	\$20.51
	-signatory -- baggage break down area (per square foot per year)	\$20.51
	-non-signatory terminal rates 30% higher	
	Vehicle Parking Fees at Terminal	
	-short term 0 - 2 hours	FREE
		\$7.00

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES - Continued</u>		
	Vehicle Parking Fees	
	Greater Than 1/4 Mile From Terminal Building (at GA Lot)	
	-calendar day	\$3.00
	-annual permit	\$420.00
	Business Activity & Airport Access Permit	
	-mechanic access (per each)	\$50.00
	-fueling access (annual)	\$100.00
	-dispensing fee (per gallon)	\$0.02
	-water extraction access (annual)	\$100.00
	-non-tenant use of basin parking apron	\$75.00
	-float plane parking apron (annual)	\$25.00
	-Deposit/replacement proximity card fee (each)	\$100.00
	-Catering/mobile food service	\$50.00
	Commercial Turn Fees	
	-turn fee (narrow body - (1 aisle)	\$200.00
	-turn fee (regional 50 - 99 seats)	\$150.00
	-turn fee (commuter - fewer than 50 seats)	\$100.00
	Helicopter Landing Fees	
	-Per Landing	\$25.00
	Other Fees	
	-Taxi cab (per vehicle per pickup)	\$1.00
	-Terminal building key replacement (per key)	\$10.00
	-Non-signatory airline airport apron rental rate per square foot	\$1.04
	-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	\$0.52

21.10.090 (a)

Airport Reserve Land Annual Lease Rates

<u>Legal Description of Property</u>	<u>KPB Parcel ID No.</u>	<u>FY19 Annual Rent</u>
Lot 2, Block 2, FBO Subdivision	04336004	\$6,437.92
NW 1/4 NW 1/4 Sec, 33 lying W of Marathon Rd. excluding Baron Park 2007 Replat	04501056	Subject to Appraisal
Lot 8, Block 2, Cook Inlet Industrial Air Park	04322008	\$15,368.88
Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	\$5,840.16
Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	\$5,884.16
Tract A, General Aviation Apron No.3	04324025	Subject to Appraisal
Lot 9A, Block 5, General Aviation Apron No. 6	04324026	\$13,661.88
Lot 1, Block 2, FBO Subdivision	04336003	\$6,701.68
Lot 6, Block 1, FBO Subdivision	04336016	\$6,557.44
Lot 5, Block 1, FBO Subdivision	04336017	\$6,557.44
Lot 1, FBO Subdivision No. 7	04336034	\$15,546.00
Lot 3, FBO Subdivision No. 7	04336036	\$17,773.52
Lot 5, FBO Subdivision No. 9	04336043	Subject to Appraisal
Tract A1, Baron Park 2007 Replat	04501031	\$35,858.80
Tract C-1, Gustly Subd. No. 8	04327034	\$3,479.44
Portion of W1/2 of Sec. 28 & SE1/4, Sec. 29, T6N, R11W	04101021	Subject to Appraisal
Portion of SW1/4, Sec. 29, T6N, R11W Excluding Airport Float Basin Replat	04101022	Subject to Appraisal
Portion of Tract A, Kenai Airport Float Plane Basin Replat	04318043	Subject to Appraisal
Portion Sec. 32, T6N, R11W Excluding Subs. & Leased Areas & Float Plane Basin	04318044	Subject to Appraisal
Tract A, FBO Subdivision	04336001	Subject to Appraisal

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>ANIMAL CONTROL</u>		
3.05.100 (a)	Kennel Facility - Non-refundable application fee	\$26.00
	Kennel Facility - Approved application fee	\$76.00
3.05.100 (a)(5)	Insertion of Microchip	\$10.20
3.05.100 (b)	Dog License - Sterilized Dog	\$10.20
	Dog License - Non-sterilized Dog	\$30.60
	Lost License Replacement	\$2.04
3.05.100 (c) (1)	First Impoundment within 12 months- Dog	\$51.00
	First Impoundment within 12 months- Cat	\$15.30
3.05.100 (c) (2)	Second Impoundment within 12 months- Dog	\$71.40
	Second Impoundment within 12 months- Cat	\$30.60
3.05.100 (c) (3)	Subsequent Impoundment within 12 months- Dog	\$102.00
	Subsequent Impoundment within 12 months- Cat	\$40.80
3.05.100 (c) (4)	Facility Use Fee - 15lbs or less - Per Day	\$20.40
	Facility Use Fee - more than 15lbs - Per Day	\$35.70
3.05.100 (c) (5)	Dangerous Animal Impoundment	\$102.00
3.25.060 (c)	Veterinary Services - Includes spaying, neutering, vaccinations, and other veterinary services.	actual cost
	Veterinary services transfer fee - per mile (Actual mileage excluding the first four miles of travel)	\$2.04
N/A	Animal Waiver Fee - Dog	\$20.40
	Animal Waiver Fee - Puppy <3 months	\$15.30
	Animal Waiver Fee - Kitten < 3 months	\$10.20
	Animal Waiver Fee - Cat	\$15.30
	Animal Waiver Fee - Bird/Rodent	\$10.20
	Animal Waiver Fee - Litter (3 or more) - Kittens	\$25.50
	Animal Waiver Fee - Litter (3 or more) - Puppies	\$35.70
N/A	Adoption Fee	\$20.40
N/A	Rabies Vaccination Clinic (per animal vaccinated)	\$5.10

Note: All Animal Control Fees are subject to a 2% discount for payment by means other than credit card.

CITY CLERK

CEMETERY FEES (All Cemetery Fees are Exempt from Sales Tax)

APX - 1 Title 24 - Cemetery Regulations

Section 1: b.	Standard Plot	\$1,000.00
Section 1: b.	Veteran Plot	\$750.00
Section 1: b.	Infant Plot	\$150.00
Section 1: b.	Cremains	\$300.00
Section 1: c.	Columbarium Niche	\$1,000.00
	(up to two standard urns)	
	Columbarium Niche - opening and/ closing fee for reasons other than inurnment	\$100.00
Section 2:c.	Marker/Headstone Deposit	\$400.00
	(applies to Cemetery Plots and Columbarium Niches)	
	Cemetery Gazebo Marker Fees	Actual Cost

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>CITY CLERK - continued</u>		
<u>MEMORIAL PARK FEES (All Memorial Park Fees are Exempt from Sales Tax)</u>		
	Tree (includes transportation/planting, soil, edging, weed block, and a one-year guarantee on planting.)	\$265.00
	Shrub (includes transportation/planting, soil, edging, weed block, and a one-year guarantee on planting.)	\$165.00
	Marker	Actual Cost
	Memorial Park Rock (Actual cost for ground preparation, transportation, placement, etc. and plaque borne by requestor.)	Actual Cost
	Logo or emblem	Additional Fee
<u>MOBILE FOOD VENDOR LICENSE</u>		
5.25.050	Annual Mobile Food Vendor License (License may be purchased on a 30-day basis.)	\$120.00
<u>OIL & GAS WELL</u>		
5.35.050	Oil & Gas Well Application Fee	\$500.00
	Oil & Gas Well Processing Fee	\$100.00
<u>PUBLIC RECORDS REQUESTS KMC 10.40.050</u>		
APX - Public Record		
Inspection		
Regulations 1.01	First 10 copies are free, more than 10 copies per copy	\$0.25
1.01	Audio CD or cassette, first	\$25.00
1.01	Audio CD or cassette, additional	\$5.00
1.02	Certified Copy Fee	\$10.00
1.03	Production fee will be calculated for work over 5 hours	Actual
<u>RECOUNT OF VOTES - APPLICATION</u>		
6.05.220	Recount of Votes Application Fee (Amendments must be pre-cleared with Department of Justice through the City Clerk.)	\$100.00
<u>TRANSIENT MERCHANT AND PEDDLER LICENSE</u>		
5.30.040	Annual Transient Merchant and Peddler License	\$25.00
<u>VEHICLE FOR HIRE</u>		
20.05.050 (a)	Annual Vehicle for Hire Permit - Permit and First Vehicle	\$250.00
20.05.050 (a)	Annual Vehicle for Hire Permit - Additional Vehicle (Additional Vehicle may be added at any time during the year.)	\$100.00
<u>FIRE DEPARTMENT</u>		
<u>AMBULANCE FEES</u>		
	BLS Non-emergency	\$450.00
	BLS Emergency	\$575.00
	ALS I (advanced life support)	\$700.00
	ALS II	\$875.00
	Treatment with no transport	\$250.00
	Mileage per mile	\$14.00

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>LAND MANAGEMENT</u>		
<u>LAND LEASE FEES</u>		
21.10.040 (a)	Airport Reserve Land Lease Application Fee	\$100.00
21.10.050 (a)(1) & 21.10.080	Airport Reserve Land Lease Amendment Application Fee	\$100.00
21.10.070 (a)	Lease Extension or Renewal Application Fee	\$100.00
21.10.070 (a)	Request for Lease Amendment Fee	\$100.00
	Request for Consent to Sublease Fee	\$50.00
	Request for Lease Assignment Fee	\$100.00
22.05.030 (a)(1)	General Fund Land Lease Application Fee	\$100.00

LIBRARY FEES

APX - Library Regulations and Policies

1. **Late Fees**
 - a. -books per day \$0.10
 - b. -videos, DVDs, non-book material per day \$1.00
 - c. -cassette players, screens, projectors per day \$3.00
2. **Service Charges (The cost for replacement of books and other materials that are lost or damaged beyond repair shall be the actual cost of replacement or the following schedule will be used when actual replacement cost is unavailable.)**
 - a. -hardcover books \$25.00
 - b. -juvenile reference \$35.00
 - c. -music cd's \$25.00
 - d. -periodicals \$5.00
 - e. -CD-ROMS \$40.00
 - f. -Alaska government documents \$45.00
 - g. -audio books \$20.00
 - h. -videos and DVDs \$25.00
 - i. -ILL books (fee or actual cost charged by lender) \$25.00
 - j. -adult reference \$45.00
 - k. -juvenile kits \$20.00
 - l. -microfilm reels or microfiche \$35.00
 - m. -paperback books \$15.00
 - n. -fishing rods and reels \$59.00
 - o. -MP3 players and FM transmitters \$100.00
3. **Rebinding Fees**
4. **Proctoring Tests** \$20.00
5. **Replacement Costs**
 - a. -barcode \$1.00
 - b. -lost library card \$1.00
 - c. -lost hang up bags, audio/visual or cassette containers \$3.00
6. **Damages**
 - a. -defaced or torn pages per page \$2.00
7. **Photocopying and Printing**
 - a. Photocopying (per page) \$0.25
 - b. Printing from public computers (per page) \$0.25
8. **Equipment check out (per day)** \$3.00
 - a. - security deposit (credit card only) \$50.00
9. **Postage Fee**
 - a. - shipping cost per item ordered and not picked up \$2.00

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>PARKS AND RECREATION FEES</u>		
	Multipurpose Facility	
	-hourly rate (reservation)	\$145.00
	Ice Rink Pass	
	-Family pass	\$45.00
	-Adult pass	\$30.00
	-Youth pass	\$20.00
	Public Skate	\$1.00
	Picnic Shelter/Gazebo Reservation	
	-Picnic Shelter (Refundable deposit \$50.00)	\$15.00
	-Gazebo (Refundable deposit \$200.00)	\$20.00
	Community Garden Plot (each)	\$20.00
	Adopt-A-Bench (Includes bench, shipping, installation and maintenance.)	\$450.00
	Personal Use Fishery Day Use Parking	
	-5 am to Midnight (vehicle or up to two atv's)	\$20.00
	Personal Use Fishery Overnight Parking	
	-Before noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00
	-After noon of 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
	Personal Use Fishery Vehicle Drop Off (vehicle or up to two atv's per day)	\$10.00

PLANNING & ZONING

KENAI ZONING CODE

14.20.150(b)(6)	Conditional Use Permit Fee	\$250.00
14.20.151	Surface Extraction Conditional Use Permit Application Fee	\$425.00
14.20.180(b)(1)(C)	Variance Permit Non-refundable Deposit/Advertising Fee	\$250.00
14.20.185(c)	Encroachment Application Fee	\$250.00
14.20.240	Mobile Home Building Permit	\$100.00
14.20.270(b)(4)	Zoning Amendment Request Non-refundable Deposit/Advertising Fee	\$250.00
14.20.290(b)(6)	Board of Adjustment Appeal filing and records preparation Fee	\$100.00

PLANNING & ZONING FEES

Sign Permits		
	-home occupation	\$5.00
	-electrical signs	\$25.00
	-all others	\$15.00
Maps		
	-11 x 17	FREE
	-17 x 22 or 22 x 34	\$15.00
	-34 x 44 or 28 x 40	\$25.00
Copies		
	-per page	\$0.25

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>POLICE DEPARTMENT</u>		
<u>ABANDONED PROPERTY (OTHER THAN MOTOR VEHICLES)</u>		
15.05.030 (b) & 15.05.070	Impoundment and Storage - Contractor	Actual Cost
15.05.030 (b) & 15.05.070	Impoundment - City Employee	\$5.00
15.05.030 (b) & 15.05.070	Storage by City - per day	\$1.00
15.05.070	Towing Charge - Car	\$10.00
15.05.070	Towing Charge - Truck	\$13.00
15.05.070	Storage Fee - Vehicle (per day)	\$1.00
15.05.070	Abandoned Property Certificate	\$3.00
15.05.070	Clerk's Endorsement on Certificates	\$5.00

POLICE FEES

Report Copies (per page)	\$0.50
CD/DVD with Digital Media (per)	\$25.00
Duplication of other media	Actual Cost
Reproduction Cost (for time spent in excess of 5 hours)	Actual Cost

PUBLIC WORKS & CAPITAL PROJECTS

BUILDING PERMIT FEES

Commercial Structures

4.05.030	Valuation \$1.00 - \$500.00	\$23.50
	Valuation \$501.00 - \$2,000.00 - Base	\$23.50
	Valuation \$501.00 - \$2,000.00 - Each additional \$100.00, or fraction thereof, over \$500.00 including \$2,000.00	\$3.05
	Valuation \$2,001.00 - \$25,000.00 - Base	\$69.25
	Valuation \$2,001.00 - \$25,000.00 - Each additional \$1,000.00, or fraction thereof, over \$2,000.00 including \$25,000.00	\$14.00
	Valuation \$25,001.00 - \$50,000.00 - Base	\$391.25
	Valuation \$25,001.00 - \$50,000.00 - Each additional \$1,000.00, or fraction thereof, over \$25,000.00 including \$50,000.00	\$10.10
	Valuation \$50,001.00 - \$100,000.00 - Base	\$643.75
	Valuation \$50,001.00 - \$100,000.00 - Each additional \$1,000.00, or fraction thereof, over \$50,000.00 including \$100,000.00	\$7.00
	Valuation \$100,001.00 - \$500,000.00 - Base	\$993.75
	Valuation \$100,001.00 - \$500,000.00 - Each additional \$1,000.00, or fraction thereof, over \$100,000.00 including \$500,000.00	\$5.60
	Valuation \$500,001.00 - \$1,000,000.00 - Base	\$3,233.75
	Valuation \$500,001.00 - \$1,000,000.00 - Each additional \$1,000.00, or fraction thereof, over \$500,000.00 including \$1,000,000.00	\$4.75
	Valuation \$1,000,001.00 and up - Base	\$5,608.75
	Valuation \$1,000,001.00 - and up - Each additional \$1,000.00, or fraction thereof, over \$1,000,000.00	\$3.65

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>BUILDING PERMIT FEES - continued</u>		
	Inspection outside of normal business hours - per hour (two hour minimum charge)	\$47.00
	Inspection for which no fee is specifically indicated - per hour (two hour minimum charge)	\$47.00
	Additional plan review required by changes, additions or revisions to plans - per hour (one hour minimum charge)	\$47.00
	Outside consultants for plan checking and inspections, or both	Actual Cost
<u>Residential Structures</u>		
4.05.030	Valuation \$1.00 - \$500.00	\$17.63
	Valuation \$501.00 - \$2,000.00 - Base	\$17.63
	Valuation \$501.00 - \$2,000.00 - Each additional \$100.00, or fraction thereof, over \$500.00 including \$2,000.00	\$2.29
	Valuation \$2,001.00 - \$25,000.00 - Base	\$51.94
	Valuation \$2,001.00 - \$25,000.00 - Each additional \$1,000.00, or fraction thereof, over \$2,000.00 including \$25,000.00	\$10.50
	Valuation \$25,001.00 - \$50,000.00 - Base	\$293.44
	Valuation \$25,001.00 - \$50,000.00 - Each additional \$1,000.00, or fraction thereof, over \$25,000.00 including \$50,000.00	\$7.58
	Valuation \$50,001.00 - \$100,000.00 - Base	\$482.81
	Valuation \$50,001.00 - \$100,000.00 - Each additional \$1,000.00, or fraction thereof, over \$50,000.00 including \$100,000.00	\$5.25
	Valuation \$100,001.00 - \$500,000.00 - Base	\$745.31
	Valuation \$100,001.00 - \$500,000.00 - Each additional \$1,000.00, or fraction thereof, over \$100,000.00 including \$500,000.00	\$4.20
	Valuation \$500,001.00 - \$1,000,000.00 - Base	\$2,425.31
	Valuation \$500,001.00 - \$1,000,000.00 - Each additional \$1,000.00, or fraction thereof, over \$500,000.00 including \$1,000,000.00	\$3.56
	Valuation \$1,000,001.00 and up - Base	\$4,206.56
	Valuation \$1,000,001.00 - and up - Each additional \$1,000.00, or fraction thereof, over \$1,000,000.00	\$2.74
	Inspection outside of normal business hours - per hour (two hour minimum charge)	\$47.00
	Inspection for which no fee is specifically indicated - per hour (two hour minimum charge)	\$47.00
	Additional plan review required by changes, additions or revisions to plans - per hour (one hour minimum charge)	\$47.00
	Outside consultants for plan checking and inspections, or both	Actual Cost
<u>CITY DOCK FEES</u>		
	Boat Launch Ramp - Includes Parking with Trailer	
	Excluding days of the personal use dip net fishery	
	Non-Commercial Users	NO FEES
	Commercial Users	
	- First 10 minutes on ramps or floats	\$25.00
	- Each minute over 10 on ramps or floats	\$ 1/minute
	- Seasonal Boat Launch Pass per Commercial Vessel	\$150.00
	Personal Use Fishery Days - All Users	
	- First 10 minutes on ramps or floats	\$35.00
	- Each minute over 10 on ramps or floats	\$ 1/minute

City of Kenai
Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>CITY DOCK FEES - continued</u>		
	Parking Only	
	-Excluding days of the personal use dip net fishery	
	Non-Commercial Users	NO FEES
	Commercial Users	
	-Per day (Vehicle with trailer must pay launch fee)	\$15.00
	- Personal Use Fishery Days - All Users	
	-Per day (Vehicle with trailer must pay launch fee)	\$20.00
	Vehicle Drop Offs	
	-Personal Use Fishery Days - All Users (vehicle per day)	\$10.00
	Forklift and/or crane with operator, mobilization & travel	
	time to be charged (2 hour minimum) - per hour	\$100.00
<u>EXCAVATIONS IN CITY STREETS BY CONTRACTORS OR UTILITY COMPANIES</u>		
18.20.050	Excavation License Fee - per year	\$25.00
<u>PROJECT PERMITS</u>		
18.25.030	Inspection Fee	\$10.00
<u>PUBLIC WORKS & CAPITAL PROJECT FEES</u>		
	Bid Documents and Project Plans	Actual Cost
<u>STREETS AND DRAINAGE</u>		
18.10.020	Street Building Permit	\$10.00
<u>TIDELANDS</u>		
11.15.150	Tideland filing fee	\$10.00
11.20.050	Tideland lease filing fee	\$100.00
<u>TIDELANDS, LEASING OF</u>		
11.20.790	Tideland lease for shore fisheries - per year	\$300.00

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>WATER FEES</u>		
APX - Public Utility Regulations and Rates		
	Water & Sewer service deposit - refundable after two years of timely payments	\$100.00
1. Schedule A - General Domestic Service Rates (non-metered)		
	-one or two family residence, per family unit	\$37.09
	-single or double unit apartment, per family unit	\$37.09
	-apartment, 3 or more units on a single parcel, per family unit	
	-single bill assumed by owner	\$27.93
	-separate bill	\$37.09
	-trailers, one or two on single lot, each	\$37.09
	-trailer, 3 or more on single lot	
	-single billing	\$27.93
	-separate billing	\$37.09
	-boarding houses, per available room	\$9.87
	-demand	
	-1.00 inch service	\$37.61
	-1.25 inch service	\$57.29
	-1.50 inch service	\$94.88
	-2.00 inch service	\$143.21
	-3.00 inch service	\$214.84
	-larger than 3.00 inch service	\$322.23
	-use charge	
	-bakery	\$109.19
	-bath house, tub or shower, each	\$25.10
	- bottling works, per bottling machine	\$862.86
	-bowling alleys, amusement parks, doctor	\$103.81
	-car lot, with car wash facilities	\$51.93
	-car wash, automatic, per facility	\$465.42
	-car wash, self-service, per stall	\$69.80
	-churches, lodges, clubs, banquet rooms, per seat	\$0.40
	-cleaners and commercial laundries, per facility	\$298.96
	-dairies, installation of water meter required	
	-day care center/preschool, per child, maximum capacity	\$1.49
	-doctor and dentist offices, per room or chair	\$22.37
	-garage, service stations	\$44.76
	-recreational vehicle dump facility (May - September)	\$51.93
	-hangar, airplane repair	\$44.76
	-with washing facilities	\$51.91
	-hospital, per bed	\$29.56
	-hotel, motel, resort, per room	\$23.26
	-laundry, self service, per machine	\$42.11
	-markets, meat	\$57.29
	-office building single bill assumed by owner, per business	\$50.10
	-office building, tenants are billed, per business	\$57.29

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>WATER FEES - Continued</u>		
2. Schedule B - Commercial service (non-metered)		
	-restaurants, cafes, taverns, bars, per seat	\$3.22
	-public office building, per restroom	\$12.90
	-recreation facility, per restroom, sauna, shower	\$25.10
	-rv/camper park, per space	\$25.10
	-schools, per seating capacity	\$1.49
	-shopping center	\$25.99
	-shops, beauty, per station or chair	\$25.99
	-shops, misc. (includes barber), per shop	\$25.99
	-sleeping room, per room	\$9.87
	-studio, photo or photo lab	\$122.64
	-supermarket	\$294.50
	-theater, indoor, per seat	\$0.17
	-theater, outdoor, per seat	\$0.17
	-taverns, lounges, bars (without kitchens), per seat	\$3.07
	-xray or lab office	\$73.41
3. Schedule C - Industrial Service (non-metered)		
	-concrete mixing plant	\$472.58
	-concrete products	\$236.32
	-confectioner	\$157.51
	-greenhouse, commercial	\$157.51
	-ice cream plant	\$236.32
	-cold storage plant or locker	\$111.00
	-hydrant use (per day)	\$96.10
4. Schedule D - Fire Protection		
5. Schedule E - Metered Service		
	-general usage, per thousand gallons	\$3.58
	-hydrant use, per thousand gallons	\$5.39
	-minimum monthly charge, general usage	\$53.73
6. Schedule F - Water Connection Permit Fee		
	Hydrant Permit deposit	\$222.77
	Unauthorized shut-off or turn-on of water service	\$200.00
	Service shut-off or turn-on - during normal business hours	\$250.00
	Service shut-off or turn-on - outside normal business hours & holidays	\$50.00
	Service shut-off or turn-on - outside normal business hours & holidays	\$150.00
	New construction service turn-on and shut off for system testing	\$0.00
	New construction service turn-on for occupancy	\$0.00
	Service valve & key box installation by City	Actual Cost
	Key box location	Actual Cost

Note: All Water Fees are subject to a 2% discount for payment by means other than credit card.

SEWER FEES

APX - Public Utility Regulations and Rates

1. Schedule A - General Domestic Service Rates (non-metered)		
	-one or two family residence, per family unit	\$53.48
	-single or double unit apartment, per family unit	\$53.48
	-apartment, 3 or more units on a single parcel, per family unit	
	-single bill assumed by owner	\$40.21
	-separate bill	\$53.48
	-trailers, one or two on single lot, each	\$53.48
	-trailer, 3 or more on single lot	
	-single billing	\$40.21
	-separate billing	\$53.48
	-boarding houses, per available room	\$14.44
2. Schedule B - Commercial service (non-metered)		
	-demand	
	-1.00 inch service	\$53.98
	-1.25 inch service	\$80.05
	-1.50 inch service	\$135.91
	-2.00 inch service	\$202.92

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>SEWER FEES - Continued</u>		
	-3.00 inch service	\$307.20
	-larger than 3.00 inch service	\$461.72
	-use charge	
	-bakery	\$156.37
	-bath house, tub or shower, each	\$35.36
	-bottling works, per bottling machine	\$1,239.91
	-bowling alleys, amusement parks, doctor	\$149.88
	-car lot, with car wash facilities	\$74.47
	-car wash, automatic, per facility	\$666.50
	-car wash, self-service, per stall	\$99.59
	-churches, lodges, clubs, banquet rooms, per seat	\$0.56
	-cleaners and commercial laundries, per facility	\$428.20
	-dairies, installation of water meter required	
	-day care center/preschool, per child, maximum capacity	\$2.15
	-doctor and dentist offices, per room or chair	\$32.13
	-garage, service stations	\$65.17
	-recreational vehicle dump facility May - September)	\$74.47
	-hangar, airplane repair	\$64.69
	-with washing facilities	\$74.47
	-hospital, per bed	\$42.83
	-hotel, motel, resort, per room	\$33.04
	-laundry, self service, per machine	\$60.06
	-markets, meat	\$81.92
	-office building single bill assumed by owner, per business	\$70.76
	-office building, tenants are billed, per business	\$81.92
	-restaurants, cafes, taverns, bars, per seat	\$4.75
	-public office building, per restroom	\$18.62
	-recreation facility, per restroom, sauna, shower	\$35.84
	-rv/camper park, per space	\$35.84
	-schools, per seating capacity	\$2.15
	-shopping center	\$37.23
	-shops, beauty, per station or chair	\$37.23
	-shops, misc. (includes barber), per shop	\$37.23
	-sleeping room, per room	\$14.44
	-studio, photo or photo lab	\$176.87
	-supermarket	\$422.61
	-theater, indoor, per seat	\$0.26
	-theater, outdoor, per seat	\$0.26
	-taverns, lounges, bars (without kitchens), per seat	\$4.46
	-xray or lab office	\$105.19
3. Schedule C - Industrial Service (non-metered)		
	-concrete mixing plant	\$679.55
	-concrete products	\$338.85
	-confectioner	\$225.26
	-greenhouse, commercial	\$225.26
	-ice cream plant	\$338.85
	-cold storage plant or locker	\$158.25
4. Schedule D - Fire Protection		
		None
5. Schedule E - Metered Service		
	-general usage, per thousand gallons	\$5.30
	-hydrant use, per thousand gallons	
	-minimum monthly charge, general usage	\$79.54
6. Schedule F - Permit fee		
		\$214.07

Note: All Sewer Fees are subject to a 2% discount for payment by means other than credit card.

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>SENIOR CENTER</u>		
<u>SENIOR CENTER MEALS</u>		
	12 years and younger	\$7.00
	Adult non-senior (13 years and older but less than 60 years)	\$14.35
	60 years and older - Suggested Donation	\$7.00
<u>SENIOR CENTER RENTAL</u>		
	Main Dining Room and Kitchen Rental	
	One Day Rental	\$800.00
	Friday (1/2 day) and Saturday	\$1,200.00
	Saturday and Sunday	\$1,500.00
	Friday (1/2 day), Saturday and Sunday	\$2,100.00
	Dishes (per place setting)	\$1.50
	Tulle & Flower Ceiling Sway (setup and teardown included)	\$250.00
	Security Deposit	\$1,000.00
<u>VINTAGE POINTE RENTS</u>		
FOR UNITS WITH RENTAL AGREEMENTS GRANDFATHERED PER THE CITY'S POLICY BEFORE JUNE 30, 2018:		
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,035.20
	Monthly Automatic ACH Payment Fee	\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.		
FOR UNITS WITH MARKET RATE RENTAL AGREEMENTS:		
	1-A apartment=586 sq. ft. Ocean Side (8)	\$908.61
	1-A apartment=586 sq. ft. Street Side (5)	\$856.09
	1-B apartment=637 sq. ft. Street Side (4)	\$924.35
	1-B apartment=637 sq. ft. Ocean Side (6)	\$871.83
	1-C apartment=682 sq. ft. Ocean Side (4)	\$924.35
	1-C apartment=682 sq. ft. Street Side (4)	\$871.83
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,045.17
	2-A apartment=826 sq. ft. Street Side (1)	\$987.39
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,045.17
	2-B apartment=876 sq. ft. Street Side (2)	\$987.39
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,029.40
	2-C apartment=826 sq. ft. Ocean Side (1)	\$1,045.17
	Monthly Automatic ACH Payment Fee	\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.		
FEES		
	Facility entrance access device - replacement (each)	\$10.00
	Facility entrance access device - resident requested additional	\$10.00

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

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2018 Grade</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2018 Full Time Equivalent Positions</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>
<u>General Fund</u>							
<u>Legislative</u>	Mayor	Unclassified	Unclassified	Unclassified			
	Council Members	Unclassified	Unclassified	Unclassified			
<u>City Clerk</u>	City Clerk	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Legal Department</u>	City Attorney	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>City Manager</u>	City Manager	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	15.00	1.00	-	-
	Assistant to the City Manager/Special Projects	18.00	18.00	18.00	-	1.00	1.00
<u>Human Resources</u>	Human Resource Director	-	21.00	21.00	-	1.00	1.00
<u>Finance Department</u>	Finance Director	24.00	24.00	24.00	1.00	1.00	1.00
	IT Manager	18.00	18.00	18.00	1.00	1.00	1.00
	IT Intern	-	2.40	2.40	-	0.10	0.10
	Accountant	16.00	16.00	16.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.50	0.50	0.50
	Accounting Technician II	11.00	11.00	11.00	1.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	8.00	0.25	0.25	0.25
<u>Land Administration</u>	Temporary Land Technician	-	10.00	10.00	-	0.12	0.02
<u>Planning & Zoning Department</u>	City Planner	16.00	16.00	16.00	0.70	0.70	0.70
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Commissioners	Unclassified	Unclassified	Unclassified			
<u>Police Department</u>	Police Chief	23.00	23.00	23.00	1.00	1.00	1.00
	Police Lieutenant	20.00	20.00	20.00	1.00	1.00	1.00
	Police Sergeant	18.00	18.00	18.00	3.00	3.00	3.00
	Police Officer	16.00	16.00	16.00	13.00	13.00	13.00
	Temporary Enforcement Officer	3.00	3.00	3.00	0.60	0.60	0.60
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
<u>Fire Department</u>	Fire Chief	22.00	22.00	22.00	1.00	1.00	1.00
	Deputy Chief	-	-	20.00	-	-	1.00
	Fire Marshall	17.00	17.00	17.00	1.00	1.00	1.00
	Battalion/Training Chief	17.00	17.00		1.00	1.00	-
	Fire Captain	16.00	16.00	16.00	3.00	3.00	3.00
	Fire Engineer	15.00	15.00	15.00	3.00	3.00	3.00
	Firefighter/EMT	13.00	13.00	13.00	10.00	10.00	10.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	12.00	12.00	12.00	1.00	1.00	1.00
	Public Safety Dispatcher	9.00	9.00	9.00	7.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	11.00	11.00	11.00	1.00	1.00	1.00
	Animal Control Officer	9.00	9.00	9.00	2.00	2.00	2.00
<u>Public Works Administration</u>	Public Works Director	23.00	23.00	23.00	1.00	0.71	0.71
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Shop Department</u>	Shop Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Shop Mechanic	14.00	14.00	14.00	2.00	2.00	2.00
<u>Street Department</u>	Street Foreman	16.00	16.00	16.00	0.88	0.90	0.91
	Equipment Lead Operator	14.00	14.00	14.00	0.88	0.89	0.90
	Equipment Operator	11.00	11.00	11.00	3.42	3.59	3.64
	Temporary Equipment Operator	11.00	11.00	11.00	0.14	0.14	-

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2018 Grade</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2018 Full Time Equivalent Positions</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>
<u>Building Department</u>	Building Official	17.00	17.00	17.00	1.00	1.00	1.00
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.66	0.66	0.66
	Building Maintenance Technician	12.00	12.00	12.00	0.66	0.66	0.66
<u>Library</u>	Library Director	18.00	18.00	18.00	1.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Library Assistant	6.00	6.00	6.00	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	-	2.50	2.50	-	1.00	1.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	2.50	0.70	1.05	1.05
	Library Aide (52 week 25 hr/week position)	2.50	2.50	2.50	2.40	0.60	0.60
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.96	0.96	0.96
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	1.92	1.98	1.98
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.94	0.97	0.97
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.38	0.33	0.48
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	2.10	3.21	2.46	1.67
	Temporary Parks & Grounds Gardener	2.20	2.20	2.20	0.29	0.29	0.29
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	16.00	0.06	0.04	0.04
	Equipment Lead Operator	14.00	14.00	14.00	0.06	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.33	0.19	0.19
<u>General Fund Totals</u>					<u>92.44</u>	<u>92.23</u>	<u>91.42</u>
<u>Water and Sewer Fund</u>							
<u>Water</u>	Public Works Director	23.00	23.00	23.00	-	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer</u>	Public Works Director	23.00	23.00	23.00	-	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer Treatment Plant</u>	Public Works Director	23.00	23.00	23.00	-	0.12	0.12
	Sewer Treatment Plant Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	14.00	1.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	13.00	1.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>					<u>7.76</u>	<u>8.05</u>	<u>8.05</u>
<u>Airport Fund</u>							
<u>Administration</u>	Airport Manager	20.00	20.00	20.00	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	0.67	0.67	0.67
<u>Airfield</u>	Airport Operations Supervisor	15.00	15.00	15.00	1.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
	Equipment Operator	-	-	-	-	-	-
	Seasonal Equipment Operator	11.00	11.00	11.00	1.00	0.83	0.83
	Temporary Equipment Operator	11.00	11.00	11.00	0.14	0.19	0.19
<u>Other Buildings & Areas</u>	Temporary Land Technician	-	10.00	10.00	-	0.12	0.20
	City Planner	16.00	16.00	16.00	0.30	0.30	0.30
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
<u>Airport Terminal</u>	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
	Administrative Assistant II	9.00	9.00	9.00	0.33	0.33	0.33
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
<u>Airport Fund Totals</u>					<u>7.12</u>	<u>7.12</u>	<u>7.20</u>

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

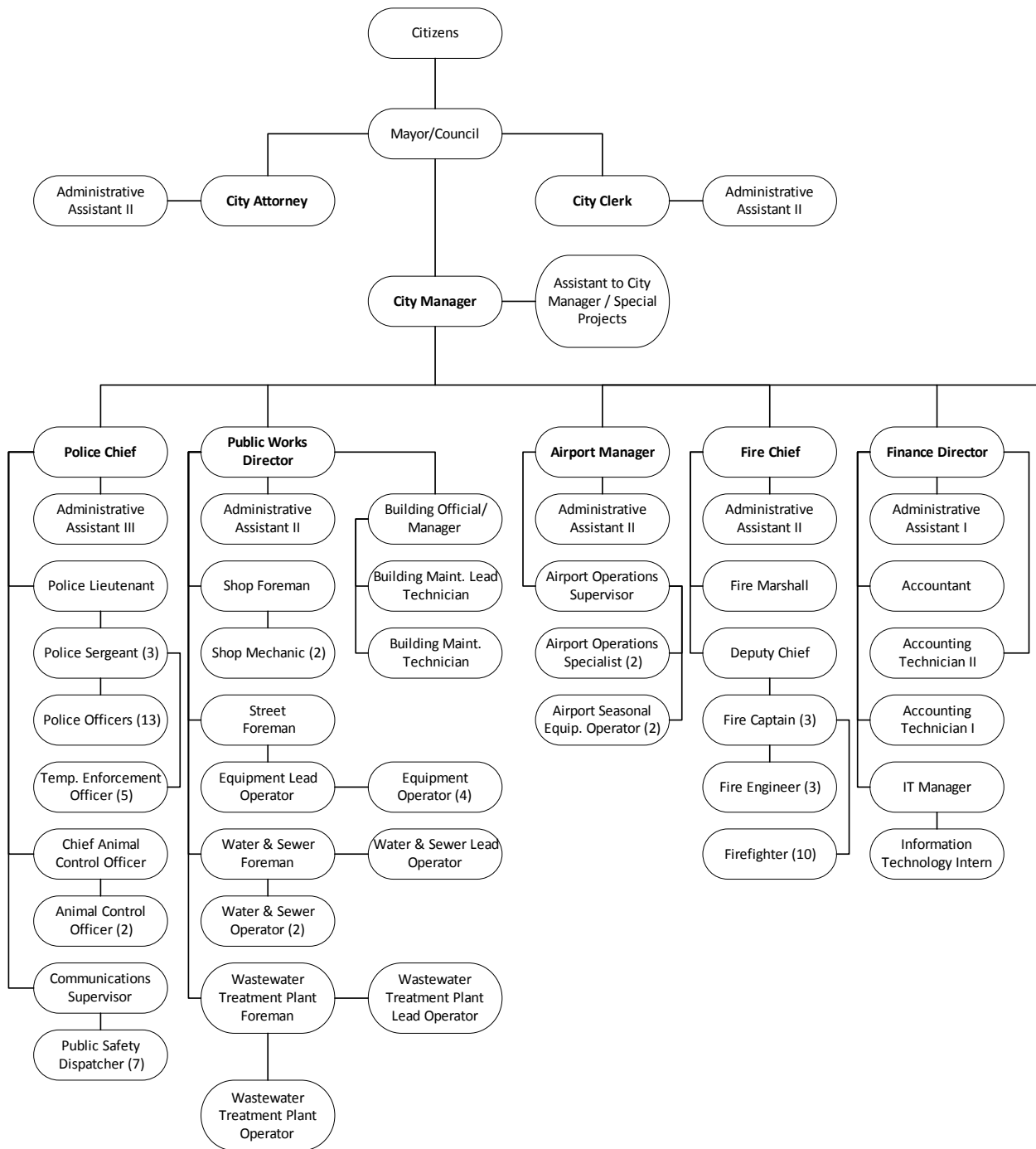
Authorized Personnel Staffing Table

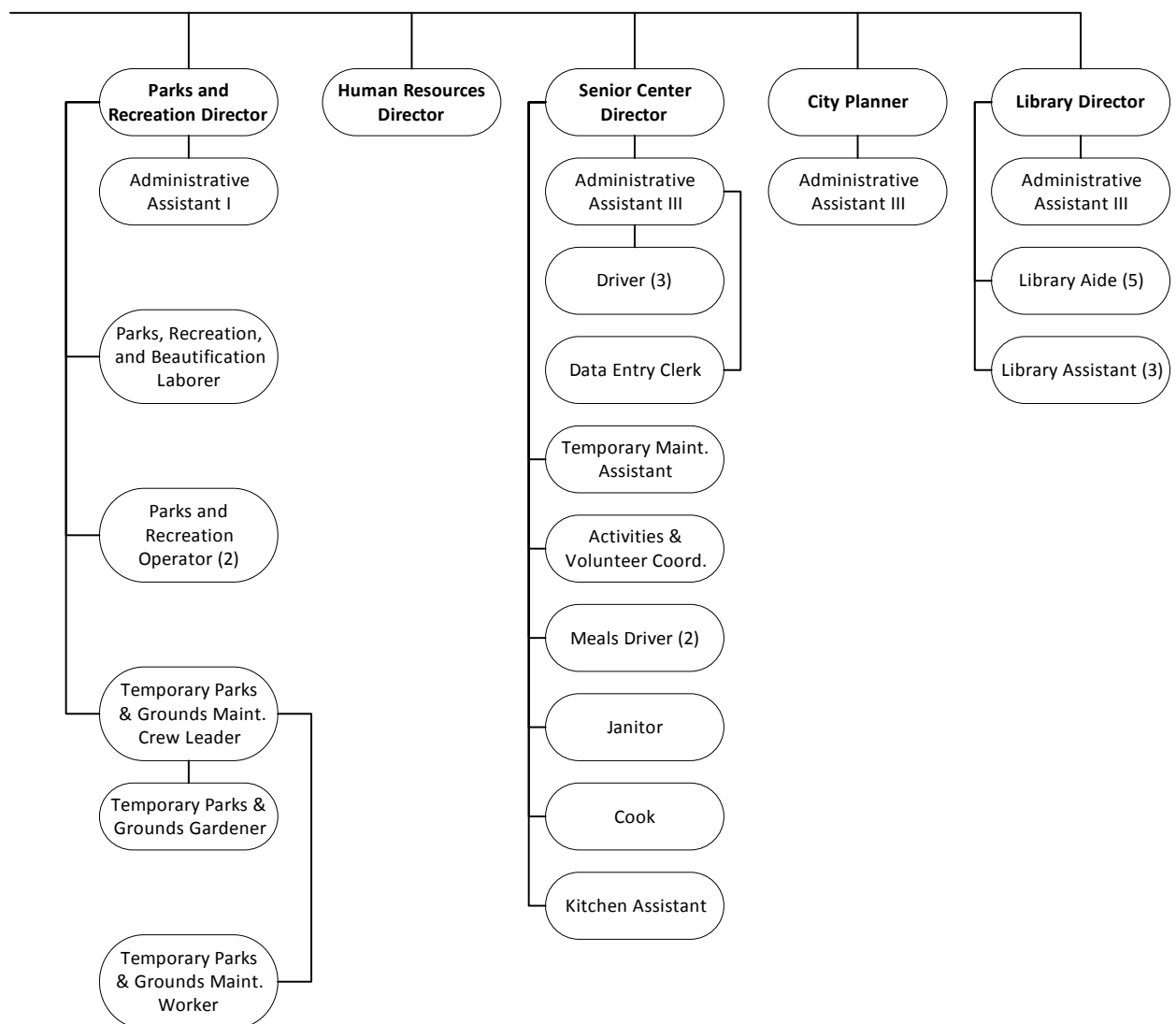
<u>Department</u>	<u>Position Title</u>	<u>FY2018 Grade</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2018 Full Time Equivalent Positions</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>
<u>Congregate Housing Fund</u>							
<u>Congregate Housing</u>	Senior Center Director	18.00	18.00	18.00	0.25	0.25	0.35
	Administrative Assistant III	10.00	10.00	10.00	0.25	0.25	0.25
	Data Entry Clerk	1.10	1.10	1.10	0.02	0.02	0.01
<u>Congregate Housing Fund Totals</u>					<u>0.52</u>	<u>0.52</u>	<u>0.61</u>
<u>Senior Citizens Fund</u>							
<u>Title III Access</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	-	0.10
	Activities & Volunteer Coordinator	2.40	2.40	2.40	1.00	1.00	1.00
	Outreach Worker	1.00	-	-	0.21	-	-
	Janitor	2.40	2.40	2.30	0.35	0.35	0.26
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.05	0.06
	Temporary Maintenance Assistant	1.00	1.00	1.00	0.06	0.06	0.06
<u>Congregate Meals</u>	Senior Center Director	18.00	18.00	18.00	0.16	0.16	0.14
	Administrative Assistant III	10.00	10.00	10.00	0.27	0.27	0.20
	Outreach Worker	1.00	-	-	0.05	-	-
	Data Entry Clerk	1.10	1.10	1.10	0.08	0.08	0.09
	Meals Driver, 25 Hours/Week	2.40	2.40	2.40	0.21	0.22	0.25
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.13	0.14
	Cook	2.40	2.40	2.40	0.36	0.36	0.41
	Janitor	2.40	2.40	2.30	-	-	0.04
	Kitchen Assistant	2.20	2.20	2.20	0.36	0.36	0.41
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.01
<u>Home Meals</u>	Senior Center Director	18.00	18.00	18.00	0.12	0.12	0.12
	Administrative Assistant III	10.00	10.00	10.00	0.20	0.20	0.18
	Outreach Worker	1.00	-	-	0.04	-	-
	Data Entry Clerk	1.10	1.10	1.10	0.06	0.06	0.08
	Cook	2.40	2.40	2.40	0.26	0.26	0.35
	Janitor	2.40	2.40	2.30	-	-	0.03
	Kitchen Assistant	2.20	2.20	2.20	0.26	0.26	0.35
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.01
	Meals Driver, 25 Hours/Week	2.40	2.40	2.40	0.16	0.16	0.22
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.09	0.09	0.12
<u>Transportation</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	-	0.15
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.05	0.05
	Driver, 14 Hours/Week	1.00	1.00	1.00	0.70	1.05	1.05
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	18.00	0.17	0.17	0.09
	Administrative Assistant III	10.00	10.00	10.00	0.28	0.28	0.12
	Outreach Worker	1.00	-	-	0.05	-	-
	Data Entry Clerk	1.10	1.10	1.10	0.09	0.09	0.06
	Cook	2.40	2.40	2.40	0.38	0.38	0.24
	Kitchen Assistant	2.20	2.20	2.20	0.38	0.38	0.24
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.02	0.02	0.02
	Meals Driver, 25 Hours/Week	2.40	2.40	2.40	0.23	0.23	0.15
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.13	0.09
	Janitor	2.40	2.40	2.30	-	-	0.02
<u>Senior Citizen Fund Total</u>					<u>7.28</u>	<u>7.29</u>	<u>7.21</u>
<u>Personal Use Fishery Fund</u>							
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	3.00	0.65	0.56	0.56
<u>Streets</u>	Street Foreman	16.00	16.00	16.00	0.04	0.03	0.03
	Equipment Lead Operator	14.00	14.00	14.00	0.02	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.10	0.13	0.10

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2018 Grade</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2018 Full Time Equivalent Positions</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>
<u>Parks, Recreation & Beautification</u>							
<u>Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.04	0.04	0.04
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	0.08	0.02	0.02
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.06	0.03	0.03
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.06	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	2.10	0.73	0.52	0.63
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	16.00	0.02	0.03	0.02
	Equipment Lead Operator	14.00	14.00	14.00	0.04	0.03	0.02
	Equipment Operator	11.00	11.00	11.00	0.15	0.10	0.07
	Dock Worker	3.00	3.00	3.00	0.32	0.33	0.33
<u>Personal Use Fishery Fund Total</u>					<u>2.81</u>	<u>2.42</u>	<u>2.45</u>
<u>All Funds Totals</u>					<u>117.93</u>	<u>117.64</u>	<u>116.94</u>





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

Salary Schedule

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$ 10.50	\$ 10.76	\$ 11.03	\$ 11.29	\$ 11.55	\$ 11.81	\$ 12.08	\$ 12.34	\$ 12.60
1.1	11.02	11.30	11.57	11.85	12.12	12.40	12.67	12.95	13.22
2	11.72	12.01	12.31	12.60	12.89	13.19	13.48	13.77	14.06
2.1	12.34	12.65	12.96	13.27	13.57	13.88	14.19	14.50	14.81
2.2	13.05	13.38	13.70	14.03	14.36	14.68	15.01	15.33	15.66
2.3	13.71	14.05	14.40	14.74	15.08	15.42	15.77	16.11	16.45
2.4	16.00	16.40	16.80	17.20	17.60	18.00	18.40	18.80	19.20
2.5	18.14	18.59	19.05	19.50	19.95	20.41	20.86	21.31	21.77
3	18.25	18.71	19.16	19.62	20.08	20.53	20.99	21.44	21.90
4	19.17	19.65	20.13	20.61	21.09	21.57	22.05	22.52	23.00
5	20.12	20.62	21.13	21.63	22.13	22.64	23.14	23.64	24.14
6	21.11	21.64	22.17	22.69	23.22	23.75	24.28	24.80	25.33
7	22.19	22.74	23.30	23.85	24.41	24.96	25.52	26.07	26.63
8	23.31	23.89	24.48	25.06	25.64	26.22	26.81	27.39	27.97
9	24.47	25.08	25.69	26.31	26.92	27.53	28.14	28.75	29.36
10	25.67	26.31	26.95	27.60	28.24	28.88	29.52	30.16	30.80
11	26.96	27.63	28.31	28.98	29.66	30.33	31.00	31.68	32.35
12	28.34	29.05	29.76	30.47	31.17	31.88	32.59	33.30	34.01
13	29.72	30.46	31.21	31.95	32.69	33.44	34.18	34.92	35.66
14	31.22	32.00	32.78	33.56	34.34	35.12	35.90	36.68	37.46
15	32.77	33.59	34.41	35.23	36.05	36.87	37.69	38.50	39.32
16	34.41	35.27	36.13	36.99	37.85	38.71	39.57	40.43	41.29
17	36.13	37.03	37.94	38.84	39.74	40.65	41.55	42.45	43.36
18	37.93	38.88	39.83	40.77	41.72	42.67	43.62	44.57	45.52
19	39.83	40.83	41.82	42.82	43.81	44.81	45.80	46.80	47.80
20	41.83	42.88	43.92	44.97	46.01	47.06	48.10	49.15	50.20
21	43.94	45.04	46.14	47.24	48.33	49.43	50.53	51.63	52.73
22	46.10	47.25	48.41	49.56	50.71	51.86	53.02	54.17	55.32
23	48.42	49.63	50.84	52.05	53.26	54.47	55.68	56.89	58.10
24	50.91	52.18	53.46	54.73	56.00	57.27	58.55	59.82	61.09

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	21.23	21.76	22.29	22.82	23.35	23.88	24.41	24.95	25.48
14	22.30	22.86	23.42	23.97	24.53	25.09	25.65	26.20	26.76
15	23.42	24.01	24.59	25.18	25.76	26.35	26.93	27.52	28.10
16	24.59	25.20	25.82	26.43	27.05	27.66	28.28	28.89	29.51
17	25.82	26.47	27.11	27.76	28.40	29.05	29.69	30.34	30.98

Department head service employees

Range	Minimum	Maximum
18	\$ 78,910	\$ 104,153
19	80,930	109,345
20	87,010	114,864
21	91,390	120,638
22	95,897	126,579
23	100,722	132,963
24	105,887	139,769

CHART OF ACCOUNTS

2021 - Office Supplies - Office stationery, forms, items of office equipment costing less than \$50, maps, drafting supplies, etc.

2022 - Operating, Repair & Maintenance Supplies - Includes building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food and kitchen supplies; motor vehicle fuel and lubricants; custodial and institutional supplies; clothing, film, and ammunition.

2024 - Small Tools & Minor Equipment - Tools and items of equipment that cost less than \$5,000 per item and which have a useful life greater than one year.

2025 - Snack Bar Supplies - Snack foods, beverages, paper products, (i.e., paper plates, napkins, plastic-ware), condiments and other supplies as needed to maintain the snack bar.

2026 - Computer Software - Computer software that is licensed either permanently or on a subscription basis, including cloud based services.

4531 - Professional Services - Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; and other professional services.

4532 - Communications - Monthly telephone, internet, cellular data, and wide area network charges.

4533 - Transportation - Travel expenses, per diem, lodging expenses, and seminar expenses.

4534 - Advertising - Newspaper; other media advertising; promotions.

4535 - Printing & Binding - Copy machine rental and maintenance; professional printing charges; copy machine paper.

4536 - Insurance - All insurance policy expenses (other than personnel related).

4537 - Public Utility Services - Natural gas, electricity, cable, water, sewer, and solid waste disposal.

4538 - Repair & Maintenance Service - Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

4539 - Rentals - Land, building, machinery, postage machine and equipment rentals.

4540 - Equipment Fund Payments - Payments to Equipment Replacement Internal Service Fund.

4541 - Postage - Stamps and postage meter.

4666 - Books - Books, reference materials (including CD's), and other library materials.

4667 - Dues & Publications - Subscriptions to magazines and newspapers; dues for professional organizations; certification fees.

5041 - Miscellaneous - Court costs and investigations; judgments and damages; recording fees; information and credit services; taxes; uniform allowances; college tuition costs and reimbursements; other expenses not otherwise classified.

8061 - Land - Costs of acquiring raw land.

8062 - Buildings - Costs of construction or acquiring buildings, to include engineering, design, inspection, and other related costs. Costs of improving buildings, if improvements lengthen the useful life of the building or provide a new function.

8063 - Improvements Other Than Buildings - Costs of improving land, if improvements provide a new function or lengthen the useful life of an existing improvement.

8064 - Machinery & Equipment - Equipment items costing more than \$5,000 and having a useful life in excess of one year.

9090 - Transfers Out

COMMUNITY PROFILE

Government

The City of Kenai (City) was formed by a Home Rule Charter on May 20, 1963 under the provisions of Alaska Statute, Title 29, as amended. The City operates under a council-manager form of government. Policymaking and legislative authority are vested in the seven-member City Council, of which the Mayor is a member. The Council is authorized to adopt ordinances, the budget, and select the City Manager, City Attorney and City Clerk. The City Manager is responsible for carrying out the City's policies and ordinances, overseeing the day-to-day operations, and supervising department heads. The Council is elected at large on a nonpartisan basis. Council members and the Mayor are elected to three-year terms.

The City provides the following services: public safety (police, fire, animal control, and 911 communications), public improvements, airport, dock facility, water and sewer, library, senior citizen, recreation, parks, planning and general administrative services.

Geography

The City is located in southcentral Alaska on the beautiful Kenai Peninsula at 60°33'31"N 151°13'47"W. Situated at the mouth of the world-famous Kenai River. The City is located some 160 road miles south of Anchorage. The City has a land area of 35.4 square miles of which 28.6 square miles is land and the remaining 6.8 square miles is water. The City's estimated population is 7,634. The City is located within the Kenai Peninsula Borough (KPB); a unit of government analogous to a county with a land area of 24,752 square miles and an estimated population of 58,617.



Climate

As with much of Southcentral Alaska, Kenai has a moderate subarctic climate due to the cool summers. Winters are snowy, long but not particularly cold, especially considering the latitude, with January featuring a daily average temperature of 15.8°F. Snowfall averages 63.6 inches per year, falling primarily from October thru March, with some accumulation in April, and rarely in May or September. Summers are cool due to the coastal influence, with an average temperature of 61.7°F in the months of June, July and August. The City's record high was 93.0°F on June 14, 1969 and the record low was -48°F on February 4, 1947.

History

Kenai was first inhabited by the Dena'ina people 3,000 years ago. In 1786 Pytor Zaikov built Fort Nikolaevskaia for the Lebedev-Lastochkin Company on the site of modern Kenai, being the first European settlement on the Alaskan mainland. In 1965, offshore oil discoveries in Cook Inlet caused a period of rapid growth. They were a part of a series of oil deposits located during the

middle of the 20th century. In 1957, oil was discovered at Swanson River, 20 miles (32 km) northeast of Kenai. This was the first major oil discovery in Alaska. The same exceptional fishing, wildlife, and abundant natural resources that brought the Dena'ina people to Kenai some 3,000 years ago still attracts visitors and residents today. This small village and oil boomtown has developed into a diverse community that celebrates its rich history in one of the most spectacular natural settings in America. Kenai was named a "Top 200 Town for Sportsmen" by *Outdoor Life* magazine and was twice, in 1992 and again in 2011, named an All-American City by the National Civic League.

Demographics

Population	2010	2017
City of Kenai	7,100	7,634
Kenai Peninsula Borough	55,400	58,617

Population by Sex/Age	2010	2017
Male	3,523	3,817
Female	3,577	3,817
Under 18	27.8%	25.6%
18 & over	72.2%	74.4%
Median age	34.7	37.2
20-24	6.5%	6.4%
25-34	12.7%	12.1%
35-59	35.1%	35.30%
60-84	13.9%	17.8%
85 & Over	0.8%	0.8%

Population by Race	2010	2017
White	5,745	5,616
African American	34	28
Asian	115	151
American Indian and Alaska Native	607	966
Native Hawaiian and Pacific Islander	16	124
Other	78	132
Identified by two or more	347	617

Household Income	2010	2017
Number of households	2,809	3,206
Average household size	2.51	2.36
Median household income	\$52,701	\$58,125
Persons in poverty	10.3%	11.5%

Education (persons age 25+)	2010	2017
High school graduate or higher	91.6%	87.2%
Bachelor's degree or higher	18.0%	21.0%

Source: U.S. Bureau of the Census, American Fact/Finder, [census.gov](https://www.census.gov)

Economy

The City of Kenai's economy follows the economy of the surrounding KPB and the State of Alaska (State). Among KPB cities, Kenai has ranked highest in gross sales since 2011. Kenai was the 37th top US port for commercial fisheries volume (31.9 million pounds landed) with a value of more than \$31.7 million. Kenai's economy, like the State, is heavily dependent on the price of oil. Many Kenai residents work in the oil and gas industry in Cook Inlet and other parts of Alaska.

Unemployment	2010	2017
Kenai Peninsula Borough	10.0%	8.3%

Employment	2010	2017
Civilian Employed Population 16 years and over		
Agriculture, forestry, fishing and hunting, and mining	10.1%	9.5%
Construction	4.8%	5.8%
Manufacturing	5.4%	4.0%
Wholesale trade	2.0%	0.0%
Retail trade	14.9%	15.7%
Transportation and warehousing, and utilities	5.9%	6.5%
Information	2.1%	0.5%
Financial activities	3.6%	5.5%
Professional & business services	6.1%	5.7%
Education & health services	19.3%	22.7%
Leisure & hospitality	12.3%	11.0%
Other services	5.5%	5.5%
Government	8.1%	7.5%

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Taxable Sales by Category (July 1 – June 30)	2010	2017
Administrative, Waste Management	\$1,062,501	\$1,204,521
Agriculture, Forestry, Fishing & Hunting	315,732	144,880
Arts and Entertainment	695,471	499,561
Construction Contracting	1,456,752	1,070,129
Educational Services	175,043	217,698
Finance and Insurance	275,774	607,007
Guiding Land	16,842	368,627
Guiding Water	438,342	45,939
Health Care and Social Assistance	235,561	8,581,661
Hotel/Motel/Bed & Breakfast	5,981,613	6,885,607
Information	8,654,950	1,960
Manufacturing	881,789	861,048
Mining/Quarrying	81,557	61,843
Professional, Scientific and Technical Services	3,538,031	3,813,494
Public Administration	2,344,821	3,650,748
Rental Commercial Property	149,495	249,161
Rental Non-Residential Property	2,258,534	1,477,100
Rental of Self-storage & Mini-warehouses	22,669	287,751

continued,

Taxable Sales by Category (July 1 – June 30)	2010	2017
Rental Personal Property	710,003	330,680
Rental Residential Property	5,022,254	5,132,053
Restaurant/Bar	12,815,368	12,662,788
Retail Trade	120,617,426	160,065,346
Services	3,769,033	5,484,354
Telecommunications	2,075,901	2,696,753
Telecommunications – Cable	8,448	7,986
Transportation and Warehousing	2,265,198	480,852
Utilities	9,009,856	10,821,399
Wholesale Trade	1,610,247	3,498,913
Other	1,631	2,000
Total	<u>\$186,490,842</u>	<u>\$231,211,859</u>

Source: Kenai Peninsula Borough Sales Tax Department

Transportation

The City is the major airfare hub for the Kenai Peninsula. The Kenai Municipal Airport receives approximately 90,000 passengers and 2.3 million pounds of freight arriving annually.