

ANNUAL BUDGET

FOR THE

CITY OF
KENAI, ALASKA



July 01, 2021 – June 30, 2022

ANNUAL OPERATING BUDGET
OF THE
CITY OF KENAI, ALASKA

For the Fiscal Year Beginning
July 1, 2021

Paul Ostrander
City Manager

Prepared by
FINANCE DEPARTMENT

Terry Eubank, CPA
Finance Director

**CITY OF KENAI
FISCAL YEAR 2022 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 2022
bgabriel@kenai.city



Councilor Bob Molloy
Term Expires 2021
bmolloy@kenai.city



Councilor Victoria Askin
Term Expires 2021
vaskin@kenai.city



Councilor Henry Knackstedt
Term Expires 2023
hknackstedt@kenai.city



Councilor Teea Winger
Term Expires 2023
twinger@kenai.city



Councilor Glenese Pettey
Term Expires 2022
gpettey@kenai.city

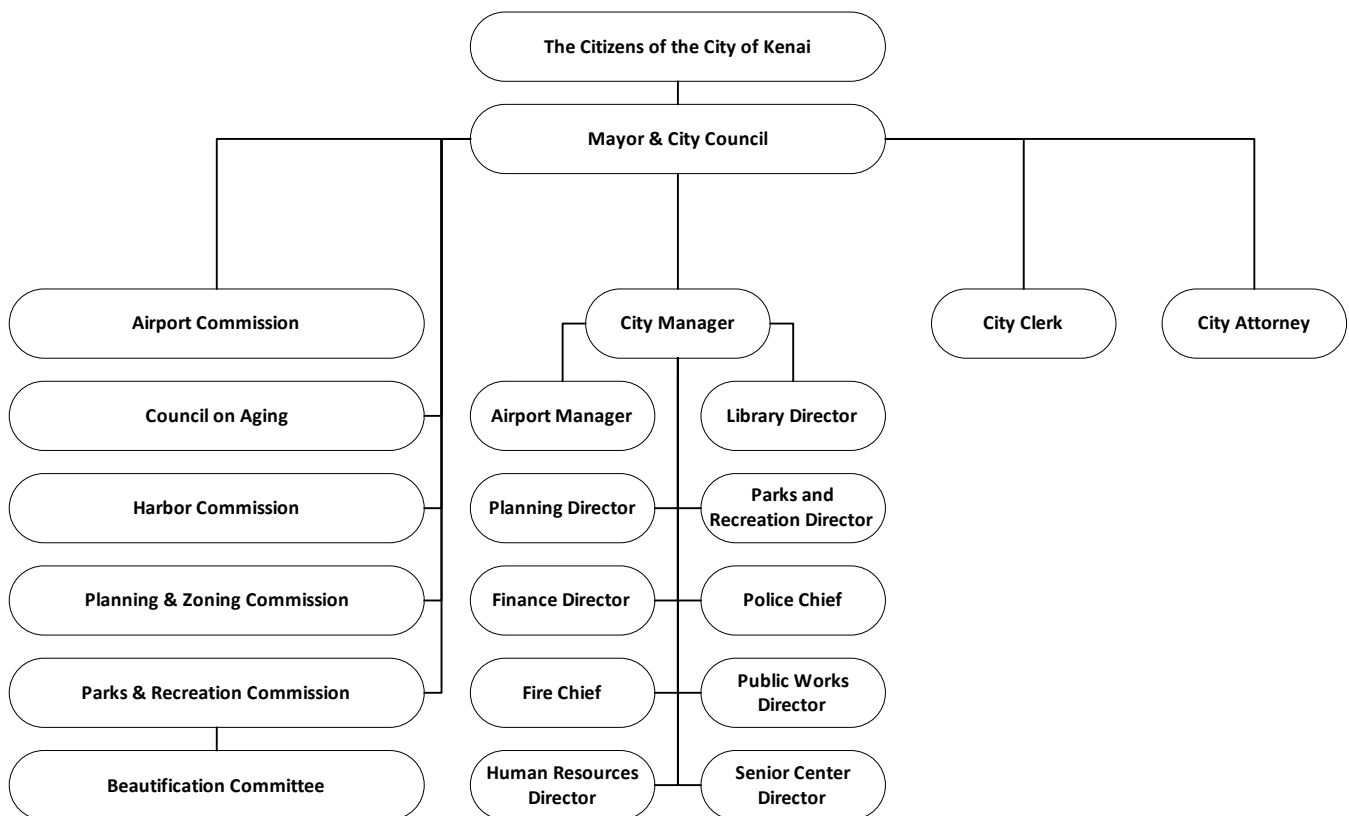


Jim Glendening
Term Expires 2022
jglendening@kenai.city

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	Anthony Prior
Public Works Director	Scott Curtin
Library Director	Katja Wolfe
Park & Recreation Director	Robert Frates
Airport Manager	Eland Conway
Senior Center Director	Kathy 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 2022 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 fiscal year 2022, 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 fiscal year 2022 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 FY2022 City of Kenai Operating and Capital Budget and the property tax levy for FY2022.
- **Strategic Goals and Priorities** – This section identifies the City's strategic goals and priorities which guided the development of the FY2022 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 fiscal year 2019 through budgeted revenues that support the fiscal year 2022 budget. 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 FY2021 Goals, FY2022 Department Goals and future considerations of the department.
- **Major & Capital Projects** – This section provides a summary and description of the City's Five-year 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 \$35,000.
- **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.
 - FY2022 City Salary Schedule.
 - Chart of Accounts.
 - Kenai Community Profile.

BUDGET DEVELOPMENT PROCESS

For the FY2022 Budget, the City directed all departments to submit a budget that was equal to or less than its FY2021 adopted budget net of any one-time special or capital project funding. The administration is projecting the need for and has identified one position for elimination. The selected, non-public-safety position will not be re-filled in FY2022 should it become vacant. The total payroll/benefits savings of not filling this position for a full fiscal year would be approximately \$104,356.

The administration selected this approach acknowledging the fiscal situation facing the state, nation 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. FY2022 projects the use of General Fund, fund balance in the amount of \$2,1456,189 after a projected lapse of \$851,784. The FY2022 deficit includes \$1,722,232 in one-time capital funding and \$300,957 in one-time special project funding. The FY2022 Budget projects the use of \$122,000 in General Fund, fund balance for operations. Projections for FY2024 show no use of fund balance for General Fund operations as required by the City's Fund Balance Policy.

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 2022 budget in November 2021. By the beginning of April, a preliminary budget was completed. Staff presented the proposed budget to City Commissions beginning in March with the final draft being presented to the City Council in April, and a public hearing work session was held the same month. Public hearings on the proposed budget occurred on May 5th and 19th. 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 2022 year.

Budget Calendar

CITY OF KENAI

2022 Budget Calendar

December 2020						
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 2021						
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			

June 2021						
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			

January 2021						
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

April 2021						
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	

February 2021						
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 2021						
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

Airport Commission Meeting

Beautification Committee Meeting

Harbor Commission Meeting

Parks & Recreation Committee Meeting

City Council Meeting

Public Work Session

Senior Center/Council on Aging Meeting

State of the City Public Address

Budget Chronology

November – January 5 – Finance Department staff prepare historical information and budget submission forms for department use when preparing their FY2022 budget requests.

December 19 – Finance Department completes initial 2022 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 5 – Revenue & COLA estimates to City Manager
January 8 – Budget guidance and submission requirements provided to department heads with preparation packets.
January 15 – Overtime, new positions, and reclassification requests to City Manager.
January 22 – Personnel requests forwarded for analysis to Human Resource Director.
January 29 – Personnel requests forwarded for analysis to Finance Director.

February 5 – Department operational budget submission due to Finance.
February 5 – Department Special Project requests due to Finance.
Budget guidance and submission requirements provided to department heads with preparation packets.
February 12 – Personnel budget submitted to City Manager.
February 19 – City Manager approval of personnel budget requests.
Consolidated operational budget submitted to City Manager.
Consolidated Special Projects requests submitted to City Manager.
February 24 - 26 – Departmental budget meetings with City Manager.

March 1-3 – Departmental budget meetings with City Manager continues.
March 24 – Budget goals public meeting.
March 31 – 5-year Capital Plan Complete.

April 9 – Draft budget distributed to Council.
April 12 – 30 – Budget work session. Meeting date to be determined by Council.
April 28 – Budget Ordinance to City Clerk for May 5 Council packet.

May 5 – Introduction of Budget Ordinance.
May 10 – Publish Notice of public hearing to adopt FY2022 Budget.
May 11 – Mill Rate Resolution to City Clerk for May 19 Council Packet.
May 19 – Public Hearing and adoption of FY2022 Budget Ordinance.
Public Hearing and approval of Mill Rate Resolution (Must be provided to KPB by June 15).
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 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, it 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, it 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.

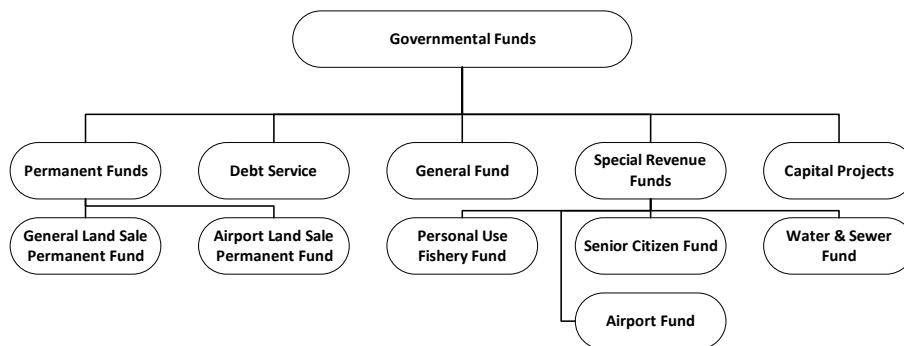
FUND STRUCTURE

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.

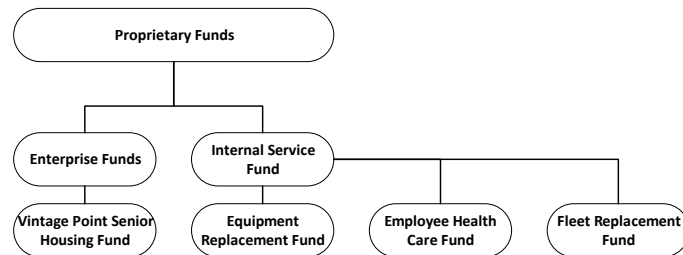
Special revenue funds account for proceeds of specific revenue sources that are restricted in some way or committed for purposes other than debt service or capital projects. Examples of Special Revenue Funds include the Airport Fund, the Water & Sewer Fund, the Personal Use Fishery Fund and the Senior 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 project's 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 three internal service funds: the Equipment Replacement Fund, the Employee Health Care Fund and Fleet Replacement 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. The Fleet Replacement Fund was created in FY2021 to provide a financing mechanism for replacement of General Fund and Senior Citizen Special Revenue Fund vehicles. Departments are billed for the estimated replacement cost of the vehicles utilized to provide its services.

FUND TYPES BUDGETED BY THE CITY

	Budgeted	Major Fund	Minor Fund
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
Fleet 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
Park Improvement ¹	Yes	No	Yes
Cemetery Improvement ¹	Yes	No	Yes
Kenai Public Safety Improvements 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
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
Kenai Visitor Center ¹	Yes	No	Yes
Kenai City Hall ⁴	Yes	No	Yes
Kenai Fire Arts Facility ¹	Yes	No	Yes
Airport Operations Facility Improvement ³	Yes	Yes	No
Airport Snow Removal Equipment ³	Yes	Yes	No
Airport Terminal Improvement ³	Yes	Yes	No
Airport Improvements ³	Yes	Yes	No
Water & Sewer Improvement ²	Yes	Yes	No
Wastewater Treatment Facility Improvement ²	Yes	Yes	No
Trail Construction ¹	Yes	No	Yes
Municipal Roadway Improvement	Yes	No	Yes

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 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 plans 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.
- 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 Family). 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 by three (3) 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 in which it 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 three (3) years, inclusive of the budget year which it 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 (5) 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. 3211-2021 (SUBSTITUTE)

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET, SALARY SCHEDULE AND EMPLOYEE CLASSIFICATION PLAN FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 AND COMMITTING \$4,898,000 OF GENERAL FUND, FUND BALANCE FOR FUTURE CAPITAL IMPROVEMENTS.

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, pursuant to Kenai City Charter section 2-4, the City Council has the power to adopt a budget, raise revenue, and make appropriations; and regulate salaries and wages and all other fiscal affairs of the City; and,

WHEREAS, adoption of this Ordinance constitutes Council meeting its obligation to adopt a budget, raise revenue, and make appropriations; and,

WHEREAS, through adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022", which includes the City Manager presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2022; and,

WHEREAS, adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022", which includes the City Manager presented Employee Classification Plan satisfies the requirement of KMC 23.50.010; and,

WHEREAS, committed fund balance represents resources whose use is constrained by Council self-imposed limitations 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 facilities and in support of the City's Fiscal Year 2022 – 2026 Capital Improvement Plan (The Plan), Council commits \$4,898,000, the General Fund amount required for full funding of The Plan for fiscal years 2023-2026.

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

Section 1. That certain document entitled " Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022" 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, 2021 and ending June 30, 2022.

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, 2021, and ending the 30th day of June, 2022, 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	\$ 19,108,063
Enterprise Fund –	
Congregate Housing Fund	646,731
Internal Service Funds:	
Equipment Replacement Fund	205,378
Fleet Replacement Fund	73,344
Employee Health Care Fund	<u>3,508,398</u>
Total Internal Service Funds	3,787,120
Special Revenue Funds:	
Personal Use Fishery Fund	525,146
Water & Sewer Fund	3,198,015
Airport Fund	3,777,458
Senior Citizen Fund	<u>975,191</u>
Total Special Revenue Funds	8,475,810
Permanent Funds:	
Airport Land Sale Permanent Fund	1,012,722
General Land Sale Permanent Fund	<u>148,315</u>
Total Permanent Revenue Funds	1,161,037
Capital Project Funds:	
Cemetery Improvement	260,000
Kenai Recreation Center Improvement	1,036,000
Kenai Senior Center Improvement	88,000
Personal Use Fishery Improvement	50,000
Municipal Roadway Improvement	78,387
Kenai Public Safety Improvement	225,000
Animal Control Improvement	40,000
Congregate Housing Improvement	140,000
Airport Operations Facility Improvement	185,000
Airport Improvement	500,000
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>130,000</u>
Total Capital Project Funds	<u>3,132,387</u>
Debt Service Fund – Library Expansion Bonds	<u>129,625</u>
Total All Funds	<u>\$36,440,773</u>

Section 3. Council hereby commits \$4,898,000 of Unassigned General Fund, Fund Balance for future renovations and improvements to City facilities.

Section 4. Council hereby adopts the Salary Schedule presented by the City Manager and included in the "Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022":

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$12.75	\$13.07	\$13.39	\$13.71	\$14.03	\$14.34	\$14.66	\$14.98	\$15.30
2	13.39	13.72	14.06	14.39	14.73	15.06	15.40	15.73	16.07
3	14.06	14.41	14.76	15.11	15.47	15.82	16.17	16.52	16.87
4	14.76	15.13	15.50	15.87	16.24	16.61	16.97	17.34	17.71
5	15.50	15.89	16.28	16.66	17.05	17.44	17.83	18.21	18.60
6	16.28	16.69	17.09	17.50	17.91	18.32	18.72	19.13	19.54
7	17.09	17.52	17.94	18.37	18.80	19.23	19.65	20.08	20.51
8	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
9	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
10	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
11	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
12	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
13	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
14	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
15	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
16	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
17	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
18	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
19	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
20	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
21	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
22	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
23	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
24	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
25	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
26	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
27	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
28	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
29	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$21.28	\$21.81	\$22.34	\$22.88	\$23.41	\$23.94	\$24.47	\$25.00	\$25.54
19	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
20	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
21	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
22	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department head service employees

Range Minimum Maximum

New Text Underlined; [DELETED TEXT BRACKETED]

17	\$59,072	\$74,177
18	61,963	77,975
19	65,083	85,914
20	68,307	90,170
21	71,739	94,700
22	75,317	99,414
23	79,084	104,382
24	81,108	109,586
25	87,201	115,117
26	91,591	120,903
27	96,108	126,857
28	100,944	133,256
29	106,120	140,076

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$12.75	\$13.07	\$13.39
T2	13.39	13.72	14.06
T3	14.06	14.41	14.76
T4	14.76	15.13	15.50
T5	15.50	15.89	16.28
T6	16.28	16.69	17.09
T7	17.09	17.52	17.94
T8	18.29	18.75	19.20
T9	19.21	19.69	20.17
T10	20.16	20.66	21.17
T11	21.16	21.69	22.22
T12	22.24	22.80	23.35
T13	23.36	23.94	24.53
T14	24.52	25.13	25.75
T15	25.73	26.37	27.02
T16	27.02	27.70	28.37
T17	28.40	29.11	29.82
T18	29.79	30.53	31.28
T19	31.29	32.07	32.85
T20	32.84	33.66	34.48
T21	34.49	35.35	36.21
T22	36.21	37.12	38.02
T23	38.01	38.96	39.91
T24	39.92	40.92	41.92
T25	41.92	42.97	44.02
T26	44.04	45.14	46.24
T27	46.20	47.36	48.51
T28	48.53	49.74	50.96
T29	51.02	52.30	53.57

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$21.28	\$21.81	\$22.34
T19	22.35	22.91	23.47

T20	23.47	24.06	24.64
T21	24.64	25.26	25.87
T22	25.88	26.53	27.17

Section 5. Council hereby adopts the Employee Classification Plan presented by the City Manager and included in the "Annual Budget for the City of Kenai, Alaska July 1, 2021 – June 30, 2022":

Class Code	Class Title	Range
<i>(A) Supervisory and Professional</i>		
101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (IT) Manager	23
119	Assistant to City Manager/Special Projects	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	22
123	Human Resources Director*	26
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	IT Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	8
219	Data Entry Clerk	1
<i>(C) Public Safety</i>		
302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14

307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/1 ¹
315	Deputy Chief	25
316	Chief Animal Control Officer	16
317	Animal Control Officer	14

(D) Public Works

400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
404	Wastewater Treatment Plant Operator II	18
405	Water and Sewer Operator II	18
406	Water and Sewer Operator I	15
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	Water and Sewer Foreman	21
412	Building Maintenance Technician	17
413	Wastewater Treatment Plant Lead Operator	19
414	Wastewater Treatment Plant Foreman	21
415	Wastewater Treatment Plant Operator I	15
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19
420	Water and Sewer Lead Operator	19

(E) General Services

503	Recreation Center Worker	3
504	Parks, Beautification and Recreation Operator	14
505	Parks, Beautification and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	6
512	Driver	1

* Department Heads

¹for work performed after February 21, 2009, while attending the Alaska Public Safety Academy, a Police Trainee shall be paid at a Range 1, Step F. Because of a fluctuating and unpredictable training schedule, the employee shall be considered to work twelve (12) hours per day from Monday through Saturday and eleven (11) hours on Sunday, or the actual number of hours worked, whichever is greater. The normal work schedule at the Academy shall be five (5) eight (8) hour shifts from Monday to Friday rather than four (4) ten (10) hour shifts as stated in KMC 23.30.050(B)(1).

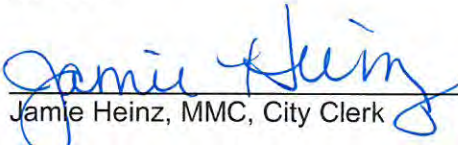
Section 6. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy 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 7. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2021.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.



BRIAN GABRIEL SR., MAYOR

ATTEST:


Jamie Heinz, MMC, City Clerk



Introduced: May 5, 2021
Enacted: May 19, 2021
Effective: July 1, 2021

Approved by Finance: 



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-30

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, 2021 AND ENDING JUNE 30, 2022.

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 2022 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:

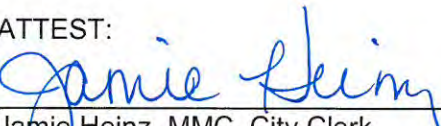
Section 1. That the rate of levy of property tax for the fiscal year commencing July 1, 2021 and ending June 30, 2022 be fixed at 4.35 mills.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 19th day of May, 2021.


BRIAN GABRIEL SR., MAYOR

ATTEST:


Jamie Heinz, MMC, City Clerk





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Kenai
Alaska**

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill

Executive Director

STRATEGIC GOALS AND PRIORITIES

The Kenai City Council established its long-term priorities through the 2030 Comprehensive Plan 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) are 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 Improvement 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, Administration, 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 performance measures that reflect department 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 the department's 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 its 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 valuable data by which to make decisions.



May 19, 2021

Citizens of Kenai
Kenai City Council

RE: FY2022 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 FY2022 budget for your consideration. This budget maintains current service levels in City operations and prioritizes the maintenance of the City's capital infrastructure through 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.

This budget includes eight new positions and two deleted position compared to the FY2021 budget. The first new position is a full time Capital Project Manager position. This position provides needed support in the Public Works Department to effectively complete the numerous capital projects that have been funded in this budget and in previous budgets. Because this position is funded through capital projects, there is no impact to the operational budget. The second new position is a part time IT Specialist. The IT needs of the City have outgrown the capacity of our current IT staff. This position will allow IT to support the needs of the organization at an appropriate level. The third new position is a part time temporary Grant Writer position. This position will help the City pursue grant funding for construction of the Kenai Bluff Stabilization Project as well as pursue funding for other City departments. The final five new positions are Recreation Center Workers needed for the City to assume operations of the Kenai Recreation Center, a task previously performed on a contract basis by the Boys and Girls Club of the Kenai Peninsula. One eliminated position is one of four janitor positions included in the FY2021 budget that has not been filled and was determined to be unnecessary. The second eliminated position is an equipment operator position in the City's Street Department. Elimination of this position is expected to have minimal impact on the departments operations and the service level provided. Working together with department directors, we identified one non-public-safety positions City-wide, which, in the event it becomes vacant, will not be re-filled. The total payroll/benefits savings of not filling position for a full fiscal year would be \$104,356.

With the exception of the City assuming operations of the Kenai Recreation Center, there are no new programs or services proposed, and major project and capital project expenditures focus on maintaining the City's current infrastructure. The FY2022 Budget proposes the use of fund balance, after projected lapse, in the General Fund at \$2,145,189, primarily as a result of the funding of capital projects. With the elimination of grants from the State of Alaska that have historically been used to maintain the City's infrastructure, the City is in a position where we must fund those needs using revenues generated by the City. The FY2021 budget projected that a seasonal sales tax of 0.9% during the second and third calendar quarter of each year, beginning in FY2022 was going to be necessary to generate the approximately \$1.3 million of needed annual funding to maintain our existing infrastructure. Because of the growth of our fund balance during both FY2020 and FY2021, this budget does not anticipate that new taxes will be necessary to

support those infrastructure needs until FY2026. As we approach FY2026, a plan will need to be developed to assure that the City is able to continue to meet its infrastructure needs.

During the preparation of this budget, we were fully cognizant of the need to ensure the long-term value of investments and the financial stability of our City. COVID-19 pandemic related stimulus provides a unique opportunity for our City to make strategic investments in our aging infrastructure, providing long-term benefits while providing financial stability by lessening the tax burden for our residents now and into the future.

Major initiatives for the City in FY2022 are:

Economy:

- Continue to market our City 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.
- 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.
- Continue to support our residents and businesses as necessary as we recover from the COVID-19 pandemic by providing targeted support to those with the greatest need.

Infrastructure:

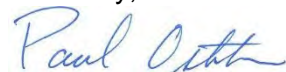
- With the elimination of grants from the State of Alaska to construct and maintain City infrastructure, the City is prioritizing the use of and working to identify new sources of revenue to assist in maintaining the City's assets. Within the City's Five-Year Capital Plan, priority has been placed on the maintenance of existing assets with an emphasis on the assets needed to provide core City services. Total FY2022 transfers to capital projects by fund are as follows:

General Fund	\$1,722,232
Personal Use Fishery Fund	50,000
Congregate Housing Fund	140,000
Airport Fund	685,000
Water & Sewer Fund	<u>530,000</u>
	<u>\$3,127,232</u>

Despite Alaska's challenging economic times, the proposed FY2022 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 grow strong as we begin to recover from the COVID-19 Pandemic and thrive in the 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



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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 2022 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

	General Fund	Special Revenue Funds				Enterprise	Internal Service Funds		
		Personal Use Fishery Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Employee Health Care Fund	Equipment Replacement Fund	Fleet Replacement Fund
REVENUES									
Taxes	\$ 11,894,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	875,149	4,696	52,873	42,413	552,663	3,666	-	-	-
Interest/Investment Earnings	150,000	750	12,480	35,000	-	4,000	6,000	14,000	7,294
Charges for Service	706,000	477,705	2,997,197	694,124	89,500	-	3,266,995	-	-
Rents & Leases	243,431	-	-	1,003,080	13,000	416,313	-	348,185	146,067
Licenses & Permits	141,500	-	-	-	-	-	-	-	-
Fines & Forfeitures	63,700	-	-	-	-	-	-	-	-
Miscellaneous	150,000	-	3,000	13,000	75,300	-	-	-	6,344
Transfers In	1,886,515	-	-	1,012,722	220,518	-	-	-	-
Total Revenues	16,111,090	483,151	3,065,550	2,800,339	950,981	423,979	3,272,995	362,185	159,705
EXPENDITURES/EXPENSES									
Salaries & Benefits	12,762,401	194,345	1,126,877	937,242	537,610	79,214	-	-	-
Supplies	850,573	18,900	331,850	224,050	163,051	13,206	10,000	-	-
Services	3,321,214	100,701	896,388	853,966	106,330	231,165	3,498,398	205,378	73,344
Debt Service	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	140,446	-	-	-
Capital Outlay	101,500	-	24,000	-	-	-	-	-	-
Transfers	2,072,375	211,200	818,900	1,762,200	168,200	182,700	-	-	-
Total Expenditures	19,108,063	525,146	3,198,015	3,777,458	975,191	646,731	3,508,398	205,378	73,344
Contributions to (from) Fund Balance/Net Assets	(2,996,973)	(41,995)	(132,465)	(977,119)	(24,210)	(222,752)	(235,403)	156,807	86,361
Add Credit From Depreciation	-	-	-	-	-	140,446	-	-	-
Projected lapse/encumbrances	851,784	11,337	142,747	120,915	24,210	-	-	-	-
Adjusted Deficit/Surplus	(2,145,189)	(30,658)	10,282	(856,204)	-	(82,306)	(235,403)	156,807	86,361
Beginning Fund Balance/Net Assets	16,152,796	289,217	1,826,792	3,242,913	-	450,875	757,899	3,609,776	816,224
Ending Fund Balance/Unrestricted Net Assets	\$ 14,007,607	\$ 258,559	\$ 1,837,074	\$ 2,386,709	\$ -	\$ 368,569	\$ 522,496	\$ 3,766,583	\$ 902,585

City of Kenai
Fiscal Year 2022 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

Permanent Funds			Capital Project Funds						
Airport Land Sale Permanent Fund	General Land Sale Permanent Fund	Debt Service Fund	Cemetery Improvement	Kenai Recreation Center	Kenai Senior Center Improvement	Kenai Bluff Erosion Improvement	Personal Use Fishery Improvement	Information Technology Improvement	Animal Control Improvement
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1,717,924	209,880	-	-	-	35,000	1,000,000	125,000	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
10,000	-	-	-	-	-	-	-	-	-
-	-	129,625	260,000	1,036,000	82,845	-	50,000	-	40,000
1,727,924	209,880	129,625	260,000	1,036,000	117,845	1,000,000	175,000	-	40,000
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	129,625	-	-	-	-	-	-	-
-	-	-	448,696	1,204,870	123,000	1,000,000	225,000	35,000	40,000
1,012,722	148,315	-	-	-	-	-	-	-	-
1,012,722	148,315	129,625	448,696	1,204,870	123,000	1,000,000	225,000	35,000	40,000
715,202	61,565	-	(188,696)	(168,870)	(5,155)	-	(50,000)	(35,000)	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
715,202	61,565	-	(188,696)	(168,870)	(5,155)	-	(50,000)	(35,000)	-
27,186,383	3,456,293	-	188,696	168,870	5,155	-	50,000	35,000	-
\$ 27,901,585	\$ 3,517,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

	Capital Project Funds							
	Kenai							
	Kenai City Dock Improvement	Kenai Public Safety Improvement	Congregate Housing Improvement	Multipurpose Facility Improvement	Library Improvement	Kenai Visitor Center Improvement	Kenai City Hall Improvement	Kenai Fine Arts Improvement
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-	-	-	-
Interest/Investment Earnings	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-
Rents & Leases	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Transfers In	-	225,000	140,000	-	-	-	-	-
Total Revenues	-	225,000	140,000	-	-	-	-	-
EXPENDITURES/EXPENSES								
Salaries & Benefits	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Capital Outlay	-	225,000	510,255	145,982	100,012	173,967	210,000	120,000
Transfers	-	-	-	-	-	-	-	-
Total Expenditures	-	225,000	510,255	145,982	100,012	173,967	210,000	120,000
Contributions to (from) Fund Balance/Net Assets	-	-	(370,255)	(145,982)	(100,012)	(173,967)	(210,000)	(120,000)
Add Credit From Depreciation	-	-	-	-	-	-	-	-
Projected lapse/encumbrances	-	-	-	-	-	-	-	-
Adjusted Deficit/Surplus	-	-	(370,255)	(145,982)	(100,012)	(173,967)	(210,000)	(120,000)
Beginning Fund Balance/ Net Assets	56,283	-	370,255	145,982	100,012	173,967	210,000	120,000
Ending Fund Balance/ Unrestricted Net Assets	\$ 56,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

Capital Project Funds								
Trail Construction	Municipal Roadway Improvement	Airport Operations Facility Improvement	Airport Snow Removal Equipment	Airport Terminal Improvement	Airport Improvements Improvement	Water & Sewer Improvement	Waste Water Treatment Plant	Total All Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,894,795
-	362,992	-	-	-	4,334,747	-	-	7,389,199
-	-	-	-	-	-	-	-	2,157,328
-	-	-	-	-	-	-	-	8,231,521
-	-	-	-	-	-	-	-	2,170,076
-	-	-	-	-	-	-	-	141,500
-	-	-	-	-	-	-	-	63,700
-	-	-	-	-	-	-	-	257,644
-	78,387	185,000	-	-	500,000	400,000	130,000	6,376,612
-	441,379	185,000	-	-	4,834,747	400,000	130,000	38,682,375
-	-	-	-	-	-	-	-	15,637,689
-	-	-	-	-	-	-	-	1,611,630
-	-	-	-	-	-	-	-	9,286,884
-	-	-	-	-	-	-	-	129,625
-	-	-	-	-	-	-	-	140,446
36,600	1,957,939	265,000	150,925	-	6,041,347	1,000,120	2,450,449	16,589,662
-	-	-	-	-	-	-	-	6,376,612
36,600	1,957,939	265,000	150,925	-	6,041,347	1,000,120	2,450,449	49,772,548
(36,600)	(1,516,560)	(80,000)	(150,925)	-	(1,206,600)	(600,120)	(2,320,449)	(11,090,173)
-	-	-	-	-	-	-	-	140,446
-	-	-	-	-	-	-	-	1,150,993
(36,600)	(1,516,560)	(80,000)	(150,925)	-	(1,206,600)	(600,120)	(2,320,449)	(9,798,734)
36,600	1,516,560	80,000	150,925	38,533	1,930,276	600,120	2,320,449	66,086,851
\$ -	\$ -	\$ -	\$ -	\$ 38,533	\$ 723,676	\$ -	\$ -	\$ 56,288,117

City of Kenai
Fiscal Year 2022 Operating Budget

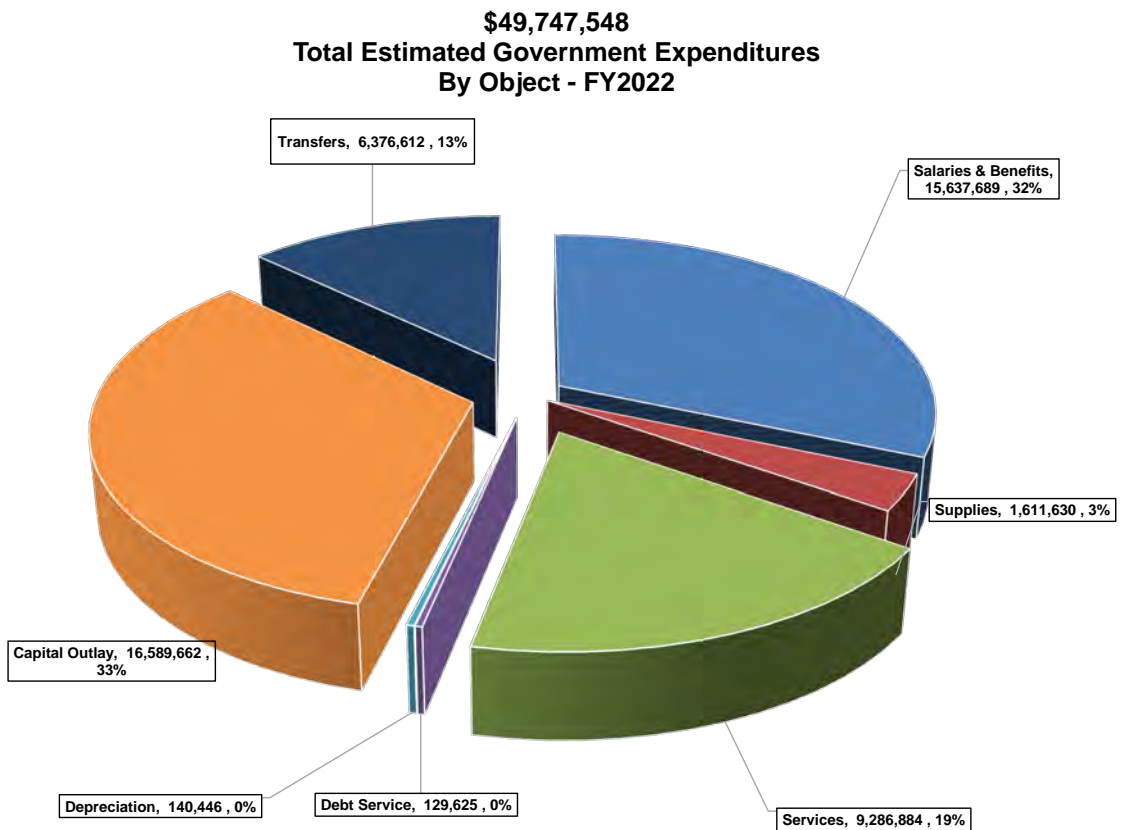
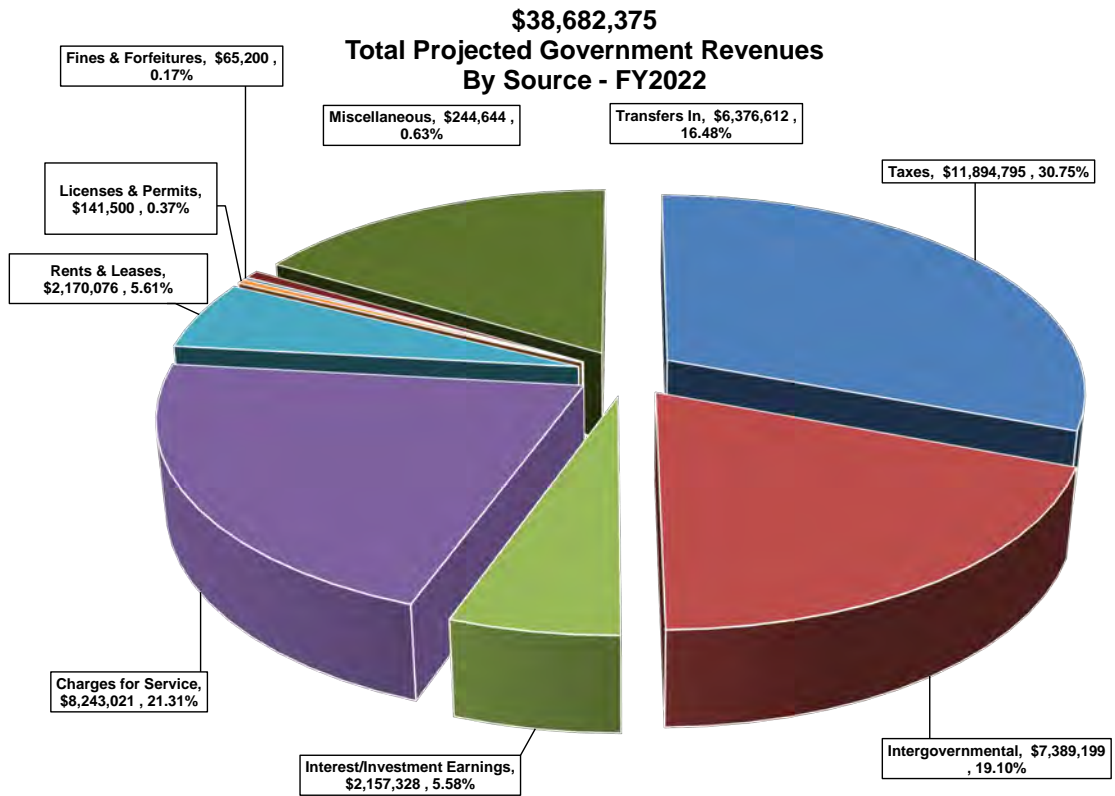
Combined Revenue and Appropriations All Fund Types

FY2022 Adopted Budget								
	General Fund	Special Revenue	Enterprise Funds	Internal Service Funds	Permanent Funds	Debt Service Fund	Capital Project Funds	Total All Funds
REVENUES								
Taxes	\$ 11,894,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,894,795
Intergovernmental	875,149	652,645	3,666	-	-	-	5,857,739	7,389,199
Interest/Investment Earnings	150,000	48,230	4,000	27,294	1,927,804	-	-	2,157,328
Charges for Service	706,000	4,271,526	-	3,266,995	-	-	-	8,244,521
Rents & Leases	243,431	1,016,080	416,313	494,252	-	-	-	2,170,076
Licenses & Permits	141,500	-	-	-	-	-	-	141,500
Fines & Forfeitures	63,700	-	-	-	-	-	-	63,700
Miscellaneous	150,000	78,300	-	6,344	10,000	-	-	244,644
Transfers In	1,886,515	1,233,240	-	-	-	129,625	3,127,232	6,376,612
Total Revenues	16,111,090	7,300,021	423,979	3,794,885	1,937,804	129,625	8,984,971	38,682,375
EXPENDITURES/EXPENSES								
Salaries & Benefits	12,762,401	2,796,074	79,214	-	-	-	-	15,637,689
Supplies	850,573	737,851	13,206	10,000	-	-	-	1,611,630
Services	3,321,214	1,957,385	231,165	3,777,120	-	-	-	9,286,884
Debt Service	-	-	-	-	-	129,625	-	129,625
Depreciation	-	-	140,446	-	-	-	-	140,446
Capital Outlay	101,500	24,000	-	-	-	-	16,464,162	16,589,662
Transfers	2,072,375	2,960,500	182,700	-	1,161,037	-	-	6,376,612
Total Expenditures	19,108,063	8,475,810	646,731	3,787,120	1,161,037	129,625	16,464,162	49,772,548
Contributions to (from) Fund Balance/Net Assets	(2,996,973)	(1,175,789)	(222,752)	7,765	776,767	-	(7,479,191)	(11,090,173)
Add Credit From Depreciation	-	-	140,446	-	-	-	-	140,446
Projected lapse/encumbrances	851,784	299,209	-	-	-	-	-	1,150,993
Adjusted Deficit/Surplus	(2,145,189)	(876,580)	(82,306)	7,765	776,767	-	(7,479,191)	(9,798,734)
Beginning Fund Balance/ Net Assets	16,152,796	5,358,922	450,875	5,183,899	30,642,676	-	8,297,683	66,086,851
Ending Fund Balance/ Unrestricted Net Assets	\$ 14,007,607	\$ 4,482,342	\$ 368,569	\$ 5,191,664	\$ 31,419,443	\$ -	\$ 818,492	\$ 56,288,117

City of Kenai
Fiscal Year 2022 Operating Budget

Combined Revenue and Appropriations All Fund Types

FY2021 Projected Total	FY2020 Total
\$ 11,621,889	\$ 11,646,400
17,318,005	13,119,319
3,110,908	1,669,972
7,737,745	7,550,127
2,012,238	1,890,370
192,500	172,657
86,882	75,734
539,920	1,017,814
6,041,400	5,624,285
<u>48,661,487</u>	<u>42,766,678</u>
15,269,223	14,236,525
1,709,012	1,491,389
17,947,607	8,797,380
128,775	172,704
140,446	140,446
15,562,204	7,476,759
9,699,830	5,375,235
<u>60,457,097</u>	<u>37,690,438</u>
(11,795,610)	5,076,240
140,446	140,446
<u>1,168,015</u>	<u>-</u>
(10,487,149)	5,216,686
<u>53,428,038</u>	<u>52,411,114</u>
<u>\$ 66,086,851</u>	<u>\$ 53,428,038</u>



City of Kenai
Fiscal Year 2022 Operating Budget

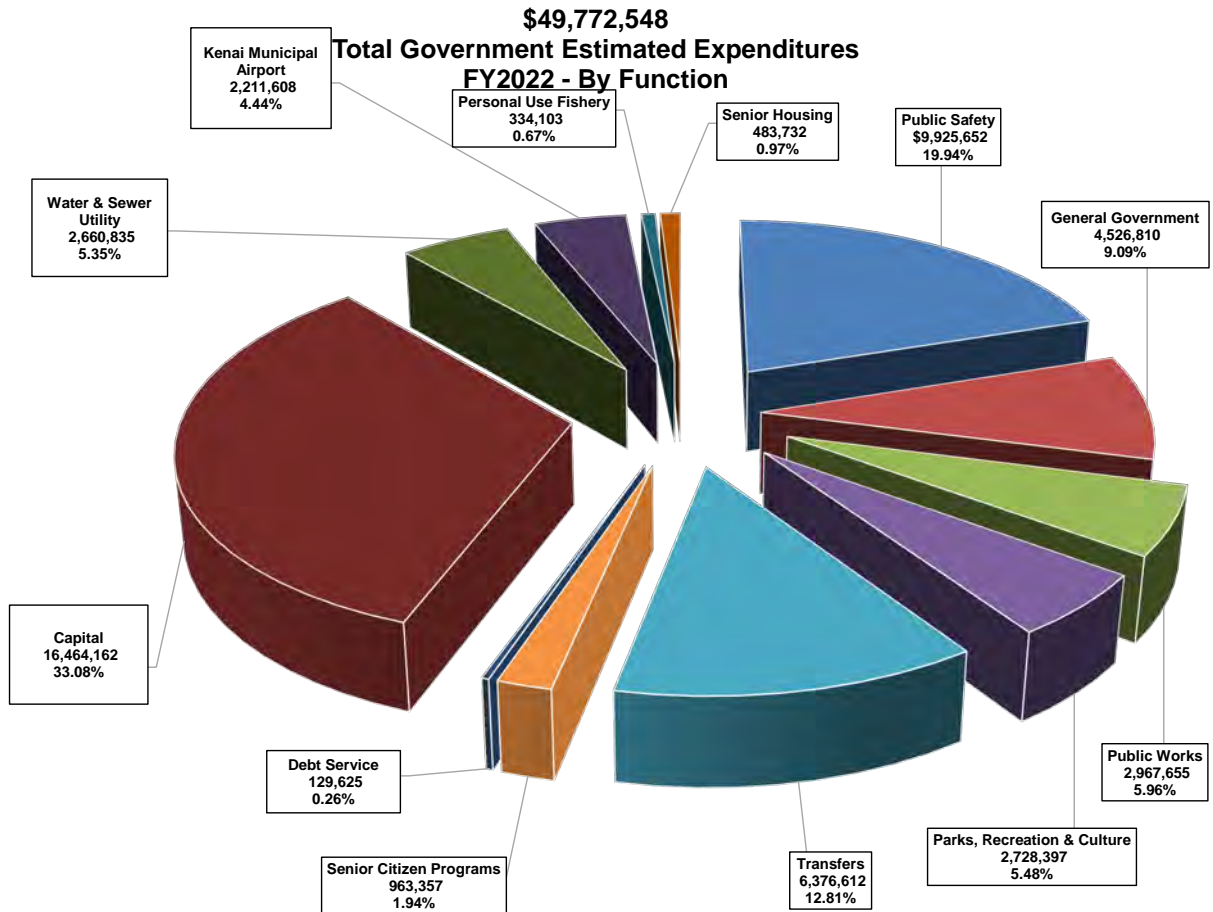
Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget

	Major Funds			Non-Major Funds - Aggregate			Total All Funds	
	FY2022 Adopted Budget	FY2021 Projected	FY2020 Actual	FY2022 Adopted Budget	FY2021 Projected	FY2020 Actual	FY2022 Adopted Budget	FY2021 Projected
REVENUES								
Taxes	\$ 11,894,795	\$ 11,621,889	\$ 11,646,400	\$ -	\$ -	\$ -	\$ 11,894,795	\$ 11,621,889
Intergovernmental	5,308,848	16,672,890	12,156,541	2,080,351	645,115	962,778	7,389,199	17,318,005
Interest/Investment Earnings	1,919,404	2,716,136	1,501,387	237,924	394,772	168,585	2,157,328	3,110,908
Charges for Service	4,395,821	4,176,594	4,362,590	3,847,200	3,561,151	3,187,537	8,243,021	7,737,745
Rents & Leases	1,662,824	1,542,410	1,558,805	507,252	469,828	331,565	2,170,076	2,012,238
Licenses & Permits	141,500	192,500	172,657	-	-	-	141,500	192,500
Fines & Forfeitures	65,200	86,882	75,734	-	-	-	65,200	86,882
Miscellaneous	176,000	258,639	893,347	68,644	281,281	124,467	244,644	539,920
Transfers In	4,114,237	4,885,214	4,660,808	2,262,375	1,156,186	963,477	6,376,612	6,041,400
Total Revenues	29,678,629	42,153,154	37,028,269	9,003,746	6,508,333	5,738,409	38,682,375	48,661,487
EXPENDITURES/EXPENSES								
Salaries & Benefits	14,905,734	14,561,530	13,583,644	731,955	707,693	652,881	15,637,689	15,269,223
Supplies	1,419,679	1,444,193	1,315,555	191,951	264,819	175,834	1,611,630	1,709,012
Services	5,302,733	14,481,904	6,005,030	3,984,151	3,465,703	2,792,350	9,286,884	17,947,607
Debt Service	-	-	-	129,625	128,775	172,704	129,625	128,775
Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Capital Outlay	10,033,341	15,351,321	7,314,460	6,556,321	210,883	162,299	16,589,662	15,562,204
Transfers	5,848,897	8,807,656	4,936,396	527,715	892,174	438,839	6,376,612	9,699,830
Total Expenditures	37,650,830	54,787,050	33,295,531	12,121,718	5,670,047	4,394,907	49,772,548	60,457,097
Contributions to (from) Fund Balance/Net Assets	(7,972,201)	(12,633,896)	3,732,738	(3,117,972)	838,286	1,343,502	(11,090,173)	(11,795,610)
Add Credit From Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Projected lapse/encumbrances	1,078,118	1,061,102	-	38,213	106,913	-	1,116,331	1,168,015
Adjusted Deficit/Surplus	(6,753,637)	(11,432,348)	3,873,184	(3,079,759)	945,199	1,343,502	(9,833,396)	(10,487,149)
Beginning Fund Balance/ Net Assets	49,745,424	45,614,744	45,011,054	11,392,675	7,813,294	7,400,060	61,138,099	53,428,038
Ending Fund Balance/ Unrestricted Net Assets	\$ 42,991,787	\$ 34,182,396	\$ 48,884,238	\$ 8,312,916	\$ 8,758,493	\$ 8,743,562	\$ 51,304,703	\$ 42,940,889

**City of Kenai
Fiscal Year 2022 Operating Budget**

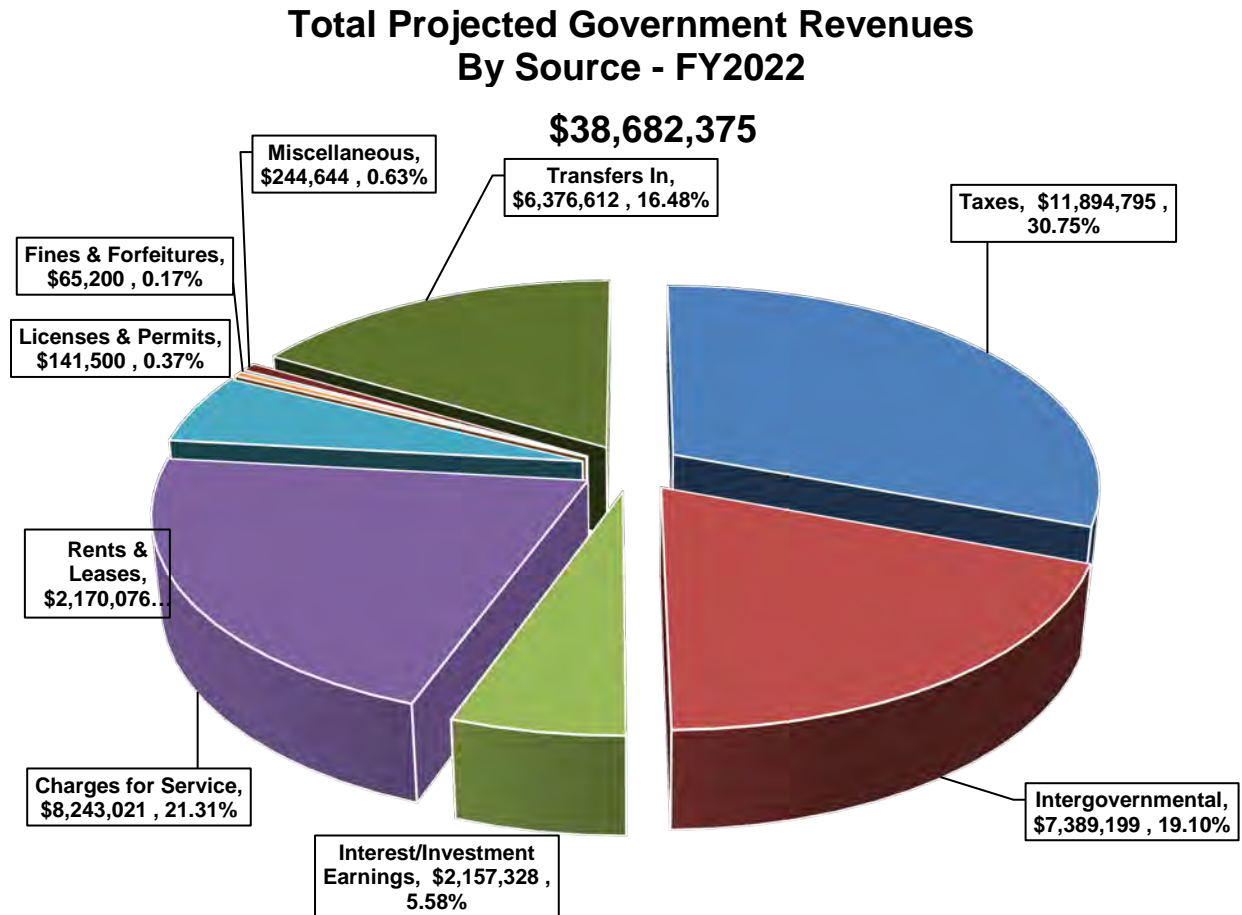
**Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget**

FY2020 Actual
\$ 11,646,400
13,119,319
1,669,972
7,550,127
1,890,370
172,657
75,734
1,017,814
5,624,285
42,766,678
14,236,525
1,491,389
8,797,380
172,704
140,446
7,476,759
5,375,235
37,690,438
5,076,240
140,446
-
5,216,686
52,411,114
\$ 57,627,800



REVENUES

This section summarizes City operating revenues from FY2019 through forecasted amounts that will support the FY2022 Budget. As you will see, the City has many revenue sources, some much larger than others.



TAXES

A. Property Taxes

Authority:

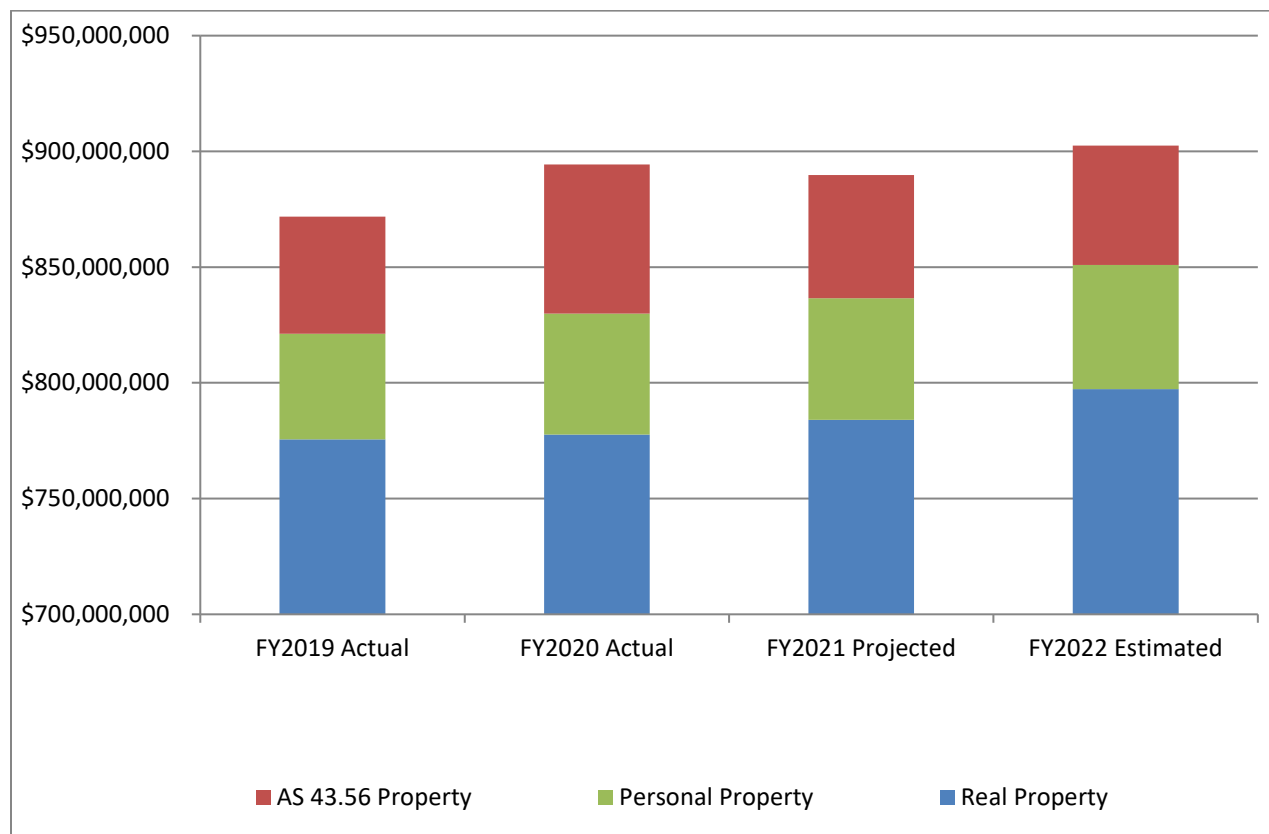
- KMC 7.05 Taxation of Real and Personal Property
- AS 43.56 Oil and Gas Exploration, Production, and Pipeline Transportation Property Taxes

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 does 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 does 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.

	Certified Assessment Rolls			
	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
<i>Taxable Values (expressed in thousands):</i>				
Real Property	\$775,542	\$777,640	\$784,008	\$797,329
Personal Property	45,612	52,257	52,534	53,584
AS 43.56 Property	<u>50,675</u>	<u>64,381</u>	<u>53,201</u>	<u>51,645</u>
Total Taxable Assessed Value	\$871,829	\$894,278	\$889,743	\$902,558
Rate of Taxation	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>
Total Ad Valorem Property Tax	\$3,817,109	\$3,882,117	\$3,830,972	\$3,885,604
Motor Vehicle Property Tax	<u>72,978</u>	<u>73,367</u>	<u>82,000</u>	<u>80,000</u>
Total Revenue	<u>\$3,890,087</u>	<u>\$3,955,484</u>	<u>\$3,912,972</u>	<u>\$3,965,604</u>



Projection Method and Comments:

FY2022 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 FY2022 and oil & gas taxable assessed values are projected to decline at a rate of five percent (5%) annually beyond

FY2022. 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 FY2020, the most recent data available, are:

<u>Category</u>	<u>Amount</u>	<u>%</u>
Retail Trade	\$188,461,542	72.86%
Restaurant/Bar	16,121,034	6.23%
Utilities	11,338,036	4.38%
Services	5,109,416	1.98%
Rental Residential Property	5,035,422	1.95%
Information	4,678,275	1.81%
Professional, Scientific and Technical Services	4,331,203	1.67%
Hotel/Motel/Bed & Breakfast	3,852,101	1.49%
Wholesale Trade	3,679,359	1.42%
Public Administration	3,497,771	1.35%
Telecommunications	2,677,437	1.03%
Rental Non-Residential Property	1,419,576	0.55%
Arts and Entertainment	1,411,956	0.55%
Construction Contracting	1,199,887	0.46%
Administrative, Waste Management,	1,110,850	0.43%
Rental Personal Property	1,060,985	0.41%
Guiding	857,612	0.33%
Manufacturing	820,879	0.32%
Rental of Self-storage & Mini-warehouses	426,061	0.16%
Rental Commercial Property	415,282	0.16%
Finance and Insurance	337,654	0.13%
Transportation and Warehousing	314,981	0.12%
Educational Services	232,524	0.09%
Agriculture, Forestry, Fishing & Hunting	155,119	0.06%
Mining/Quarrying	88,083	0.03%
Health Care and Social Assistance	65,935	0.03%
Management of Companies	<u>2,905</u>	<u>0.00%</u>
Total	<u>\$258,701,884</u>	<u>100.00%</u>

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Taxable Sales	\$244,198,519	\$258,701,884	\$253,520,234	\$260,135,187
Sales Tax Rate	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
Gross Sales Tax Revenue	7,325,956	7,761,057	7,605,607	7,804,056
Credit for Prompt Remittance	(166,862)	(78,510)	(121,690)	(124,865)
Sales Tax on Internet Sales	<u>-</u>	<u>8,369</u>	<u>200,000</u>	<u>250,000</u>
Net Sales Tax Revenue	<u>\$ 7,159,094</u>	<u>\$ 7,690,916</u>	<u>\$ 7,683,917</u>	<u>\$ 7,929,191</u>
% Change from Prior Year	4.45%	7.43%	(0.09%)	3.19%

Projection Method and Comments:

Despite initial estimates, the City's sales tax revenue has increased despite the COVID-19 Pandemic Emergency which began in March 2020. The influx of government stimulus combined with local consumers shop local drove FY2020 sales tax revenue to a 7.43% year over year increase. Sales tax revenue projections for FY2022 are based on FY2019 levels, the last non-pandemic year, plus two years of estimated growth, 4.5%. For FY2023 and beyond sales tax revenue is projected to grow annually by 2.50%.

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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
ARMB Required Contribution Rate	27.58%	28.62%	30.85%	30.11%
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>5.58%</u>	<u>6.62%</u>	<u>8.85%</u>	<u>8.11%</u>
On-behalf Revenue Received	\$498,806	\$570,407	\$767,541	\$714,067

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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue	\$210,345	\$174,116	\$76,068	\$108,469

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, based on a total estimated distribution of \$20.0 million by the State of Alaska, are projected remain at or near FY2022 levels for the foreseeable future.

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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Shared Fisheries Business Tax	\$ 2,228	\$ 963	\$ 593	\$ 2,000
Fishery Resource Landing Tax	<u>126,185</u>	<u>60,284</u>	<u>78,289</u>	<u>73,000</u>
	<u>\$128,413</u>	<u>\$61,247</u>	<u>\$78,882</u>	<u>\$75,000</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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue	\$190,847	\$190,847	\$190,847	\$217,775

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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue	\$126,207	\$126,207	\$169,221	\$169,221

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. Future changes will be driven by the result of the 2020 U.S. Census once the process is completed.

F. Choice Waiver Program

Authority:

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

Description:

Waiver programs offer individuals 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue	\$135,444	\$117,208	\$125,000	\$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:

The long-term estimated return for City Investments, excluding Permanent Funds, is between 1.0% and 2.0%. Historically low interest rates are projected through 2022 with modest increases as the economy permits in 2023 and beyond.

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 FY2022 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	30	20-45
Large-Cap Domestic Equity	22	17-27
International Equity	12	7-17
Mid-Cap Equities	12	7-17
Small-Cap Equities	6	0-11
International Emerging Markets	8	0-13
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.

Performance measurement of the Cash allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index as the benchmark.

Projection Method and Comments:

The City's Permanent Fund investment manager's projections for the City's Permanent Funds is for annual returns to be between (14.4%) and 27.5% with a 6.0% average rate of return over the timeframe. Utilizing this rate of return and the invested principle balance generates the FY2022 revenue estimates.

CHARGES FOR SERVICE**A. Ambulance Fees****Authority:**

- City of Kenai Fee 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Emergent BLS	550.00	550.00	575.00	575.00
Non-emergent BLS	350.00	350.00	450.00	450.00
ALS I	650.00	650.00	700.00	700.00
ALS II	800.00	800.00	875.00	875.00
Rate per mile	11.00	11.00	14.00	14.00
Total Revenue	\$410,409	\$428,807	\$425,000	\$450,000

Projection Method and Comments:

Revenue projections are based on application of new billing rates to 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.

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>FY2019</u>	<u>FY2020</u>	<u>FY2021</u> <u>Estimated</u>	<u>FY2022</u> <u>Projected</u>
Veterinary services	-----	-----	Actual	Cost-----
Veterinary services transport per mile	\$ -	\$ 2.04	\$ 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	\$37,017	\$41,468	\$40,500	\$40,500

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 Fee 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>FY2019</u>	<u>FY2020</u>	<u>FY2021</u> <u>Estimated</u>	<u>FY2022</u> <u>Projected</u>
Hourly rate	\$145.00	\$145.00	\$145.00	\$145.00
Exclusive hours of use	<u>581.00</u>	<u>551.00</u>	<u>920.50</u>	<u>600.00</u>
Total hourly rentals	\$84,245	\$79,895	\$133,473	\$87,000
Summer ice lease	<u>46,382</u>	<u>34,119</u>	<u>22,054</u>	<u>43,000</u>
Total Revenue	<u>\$130,627</u>	<u>\$114,014</u>	<u>\$155,527</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 Fee 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>FY2021</u>	<u>FY2022</u>	<u>Change</u>
<u>Water Rates:</u>			
Residential flat rate per month	\$37.09	\$37.09	\$ -
General Use – Metered per 1,000 gallons	\$3.58	\$3.58	\$ -
<u>Sewer Rates:</u>			
Residential flat rate per month	\$53.48	\$53.48	\$ -
General Use – Metered per 1,000 gallons	\$5.30	\$5.30	\$ -
<u>Combined Water & Sewer Rates:</u>			
Residential flat rate per month	\$90.57	\$90.57	\$ -
General Use – Metered per 1,000 gallons	8.88	\$8.88	\$ -

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue				
Residential	\$2,049,929	\$2,130,432	\$2,158,000	\$2,158,000
General Use	<u>809,053</u>	<u>833,700</u>	<u>849,680</u>	<u>849,680</u>
Total	<u>\$2,858,982</u>	<u>\$2,964,132</u>	<u>\$3,007,680</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 there after based on the Anchorage, Alaska Consumer Price Index for all Urban Consumers (CPI). CPI for 2020 was (1.10)% and no rate change is being proposed for FY2022. A new rate study is being commissioned and future rate increases will be based on the results of that study. FY2022 revenues are projected at FY2021 levels.

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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Parking rate per day	\$7.00	\$7.00	\$7.00	\$7.00
Total Revenue	<u>\$229,757</u>	<u>\$170,366</u>	<u>\$100,000</u>	<u>\$200,000</u>

Projection Method and Comments:

Air carriers were significantly impacted by the COVID-19 Pandemic Emergency which was considered to be more impactful to airlines than the terrorist attack on September 11, 2001. Parking fees at the terminal are projected to return to historic levels as the nation's air carriers recover from the COVID-19 Pandemic Emergency.

F. Aircraft Landing Fees**Authority:**

- KMC Appendices, Airport Regulations Chapter 14.05, Landing Fees
- City of Kenai Fee 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Landing fees (per 1,000 pounds)				
Signatory	\$1.61	\$1.61	\$1.70	\$1.79
Non-signatory	\$2.12	\$2.12	\$2.21	\$2.33
Total Revenue	<u>\$410,697</u>	<u>\$337,097</u>	<u>\$250,000</u>	<u>\$300,874</u>

Projection Method and Comments:

Revenues are projected based on historical certified activity reports provided by commercial operators and future aviation forecasts. Air carriers were significantly impacted by the COVID-19 Pandemic Emergency which was considered to be more impactful to airlines than the terrorist attack on September 11, 2001. Per the negotiated extension to the Airline Operating Agreement, landing fee rates are scheduled to increase 5% each year including FY2022 – FY2025.

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 twelve percent (12%).

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
<u>Employee monthly premium</u>			
Employee Only	\$ 102.00	\$ 123.00	\$ 155.00
Employee w/Children	204.00	222.00	281.00
Employee w/Spouse	185.00	244.00	309.00
Employee & Family	278.00	333.00	423.00
Part time Employee Only	469.00	519.00	622.00
Part time Employee w/Children	1,394.00	1,325.00	1,574.00
Part time Employee w/Spouse	1,212.00	1,523.00	1,808.00
Part time Employee & Family	2,141.00	2,331.00	2,762.00

City Cost per eligible employee

Full time	\$22,715	\$24,700	\$26,676
Part time	11,358	12,350	13,338
Total Estimated City Cost	\$2,148,494	\$2,636,734	\$2,823,679

Revenues

Charge for Services	\$2,436,201	\$2,636,734	2,823,679
Employee Premiums	276,695	349,257	443,316
Interest Earnings	<u>21,806</u>	<u>6,000</u>	<u>6,000</u>
Total Revenue	<u>\$2,734,702</u>	<u>\$2,991,991</u>	<u>\$3,272,995</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 (12%) of the total annual cost of the program and the City pays the remaining ninety percent (88%). 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>FY2019</u>	<u>FY2020</u>	<u>FY2021</u> <u>Estimated</u>	<u>FY2022</u> <u>Projected</u>
General Fund Land Leases	\$271,856	\$180,711	\$180,711	\$204,711
Airport Fund Land Leases	<u>547,610</u>	<u>563,293</u>	<u>504,665</u>	<u>512,255</u>
	<u>\$819,466</u>	<u>\$744,004</u>	<u>\$685,376</u>	<u>\$716,966</u>

Projection Method and Comments:

Land lease amounts are based on a percentage, six percent (6%) to eight percent (8%) of the lands appraised fair market value annually. Most 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Airline Rents	\$210,746	\$210,746	\$170,170	\$278,113
Concessionaire & Other Rents	<u>65,429</u>	<u>41,960</u>	<u>76,381</u>	<u>70,668</u>
	<u>\$276,175</u>	<u>\$252,706</u>	<u>\$246,551</u>	<u>\$248,781</u>

Projection Method and Comments:

Terminal rent is negotiated in the Airport's Airline Operating Agreement. The current agreement is being renegotiated through FY2025 after completion of the 2019-2020 Terminal Rehabilitation Project. The Airport's Airline Operating Agreement contains a 5% increase in rates for each year of the agreement and a two-percentage point reduction in the terminal rent subsidy for years 2 through 5 of the new agreement. Terminal rental rates will be applied to tenant occupied square footages. Concessionaire agreements are negotiated with multiple vendors and are typically for five years. Revenue estimates are based upon 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Rents:				
Fire Department	\$131,806	\$117,843	\$121,437	\$123,076
Non-Departmental	30,820	30,820	30,820	43,800
Street Department	202,069	169,182	169,182	176,189
Parks, Recreation & Beautification	<u>5,254</u>	<u>5,120</u>	<u>5,120</u>	<u>5,120</u>
	<u>\$369,949</u>	<u>\$322,965</u>	<u>\$326,559</u>	<u>\$314,507</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. Fleet Replacement Fund Rents

Authority:

- KMC 7.25.105 Fleet Replacement Fund

Description:

In FY2021 the City began operating an internal service fund to account for the purchase of vehicles for General and Senior Citizen Fund departments. Utilizing departments will be billed annually to accumulate sufficient funds for the replacement of the equipment at the end of its useful life.

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Rents:				
Police Department	\$ -	-	\$ 83,634	\$80,768
Parks, Recreation & Beautification	-	-	20,210	20,210
Fire Department	-	-	10,713	11,793
Street Department	-	-	8,909	8,909
Shop Department	-	-	3,066	3,066
Animal Control	-	-	5,308	5,308
Senior Citizen Fund Departments	-	-	10,517	10,549
Building Department	<u>-</u>	<u>-</u>	<u>5,464</u>	<u>5,464</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$147,821</u>	<u>\$146,067</u>

Projection Method and Comments:

Rents are based on the estimated replacement cost of each vehicle. 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. Vehicle 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.

E. 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>FY2019</u>	<u>FY2020</u>	<u>FY2021</u> <u>Estimated</u>	<u>FY2022</u> <u>Projected</u>
Rents:	\$415,519	\$409,179	\$424,634	\$424,313

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 market rates are adjusted by the change in the Anchorage, Alaska Consumer Price Index for all Urban Consumers. A new study was completed in FY2020 showing the rent of all units was below market rates. Existing tenants will see no more than a \$35.00 per month increase in rent each year until their rents equals the market rate. Vacancy is assumed to be seven and one-half percent (7.5%) as the facility has a lengthy wait 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>FY2019</u>	<u>FY2020</u>	<u>FY2021 Estimated</u>	<u>FY2022 Projected</u>
Total Revenue	\$69,193	\$158,534	\$175,000	\$125,000

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, must obtain a dog license for that dog.

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022 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	\$9,317	\$9,469	\$9,000	\$9,000

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>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022 Projected</u>
Cost Allocation %	13.48%	12.63%	13.84%	13.75%
Total cost recovery	\$1,542,390	\$1,596,000	\$1,681,100	\$1,663,200

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 disproportionally 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 2022 Operating Budget

General Fund Central Administration Cost Allocation

	FY 2021	FY 2022	Difference	Percent
Water	\$ 105,300	\$ 102,500	\$ (2,800)	(2.66%)
Sewer	56,700	53,400	(3,300)	(5.82%)
Sewer Treatment	149,500	133,000	(16,500)	(11.04%)
Airport - Airfield	946,600	945,700	(900)	(0.10%)
Airport - Administration Including Land	59,200	60,600	1,400	2.36%
Airport - Terminal	68,800	70,900	2,100	3.05%
Senior - Access	38,700	48,778	10,078	26.04%
Senior - Cong Meals	47,800	40,789	(7,011)	(14.67%)
Senior - Home Meals	42,100	35,743	(6,357)	(15.10%)
Senior - Transportation	21,900	18,080	(3,820)	(17.44%)
Senior - Choice Waiver	25,000	24,810	(190)	(0.76%)
Dipnet - Public Safety	45,600	51,600	6,000	13.16%
Dipnet - Streets	4,900	3,600	(1,300)	(26.53%)
Dipnet - Parks, Recreation & Beautification	26,700	24,700	(2,000)	(7.49%)
Dipnet - Dock	5,000	6,300	1,300	26.00%
Congregate Housing	<u>37,300</u>	<u>42,700</u>	<u>5,400</u>	<u>14.48%</u>
 Total	 <u>\$ 1,681,100</u>	 <u>\$ 1,663,200</u>	 <u>\$ (17,900)</u>	 <u>(1.06%)</u>

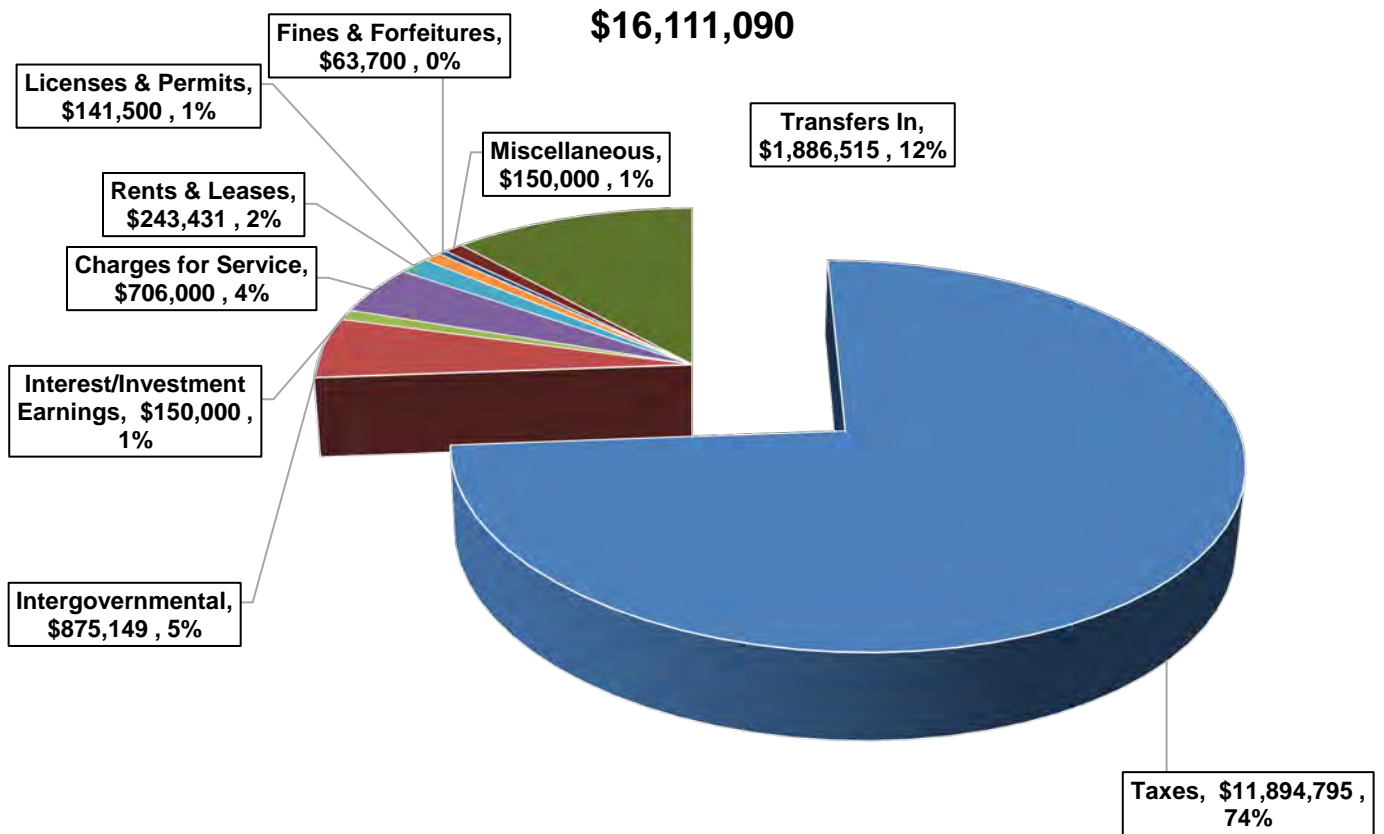
GENERAL FUND

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.

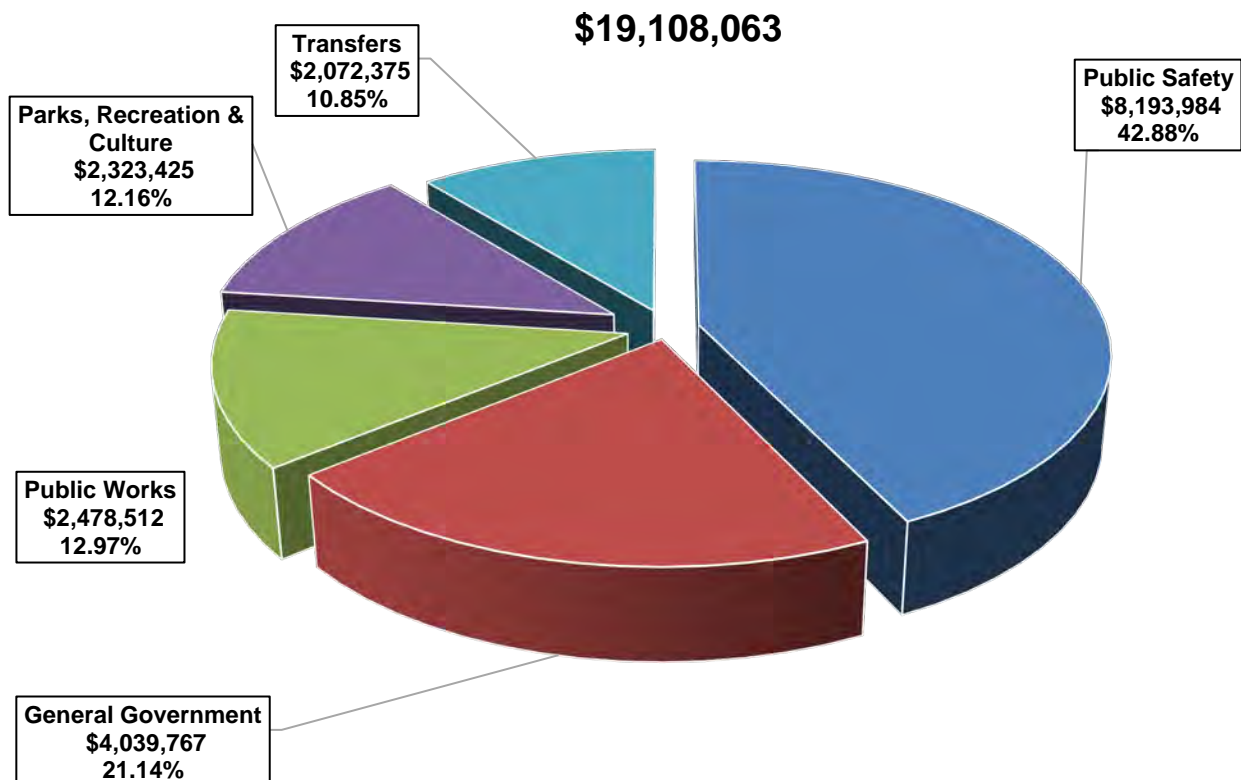
Revenue, for this and other funds, is recorded by source, i.e., taxes, licenses, service charges, etc. Expenditures are recorded first by function, then by activity and object of the expenditure.

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 2022 Operating Budget**

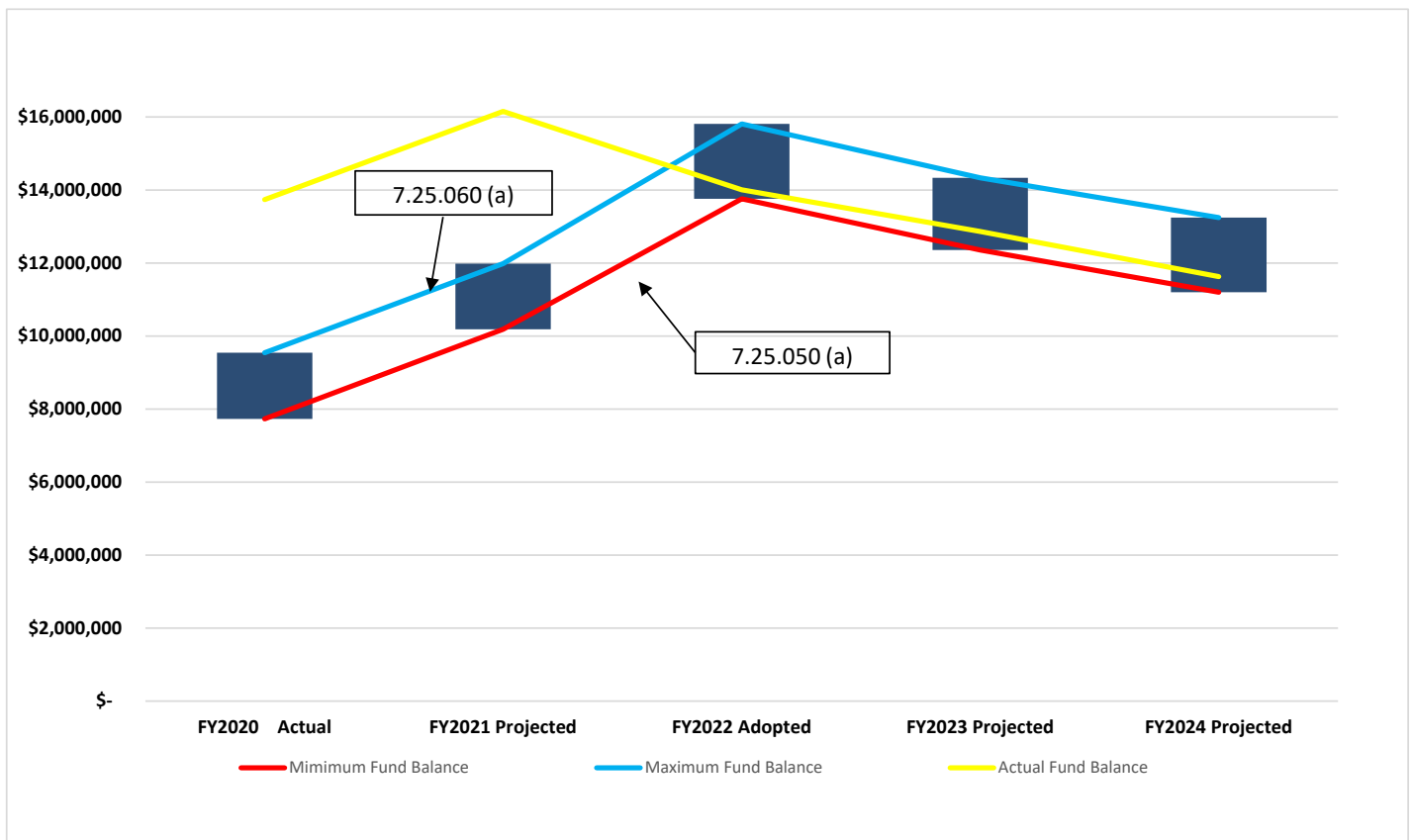
**General Fund
Budget Projection**

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Adopted FY2022	Projection FY2023	Projection FY2024
TAXABLE VALUES (000'S)	\$ 871,829	\$ 871,829	\$ 907,656	\$ 894,277	\$ 905,283	\$ 919,851	\$ 934,887
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,890,087	3,955,484	3,977,338	3,912,972	3,965,604	4,071,325	4,135,423
Sales Tax	7,159,094	7,690,916	7,116,759	7,708,917	7,929,191	8,069,378	8,367,950
Total Property & Sales Taxes	11,049,181	11,646,400	11,094,097	11,621,889	11,894,795	12,140,703	12,503,373
Intergovernmental Revenue:							
PERS Funding	414,458	479,272	634,517	634,517	586,380	603,971	622,090
Community Assistance	210,345	174,116	76,068	76,068	108,469	108,469	108,469
Fish Tax	128,413	61,247	100,000	78,289	75,000	77,250	79,568
Other	140,088	244,470	57,500	117,754	52,500	55,125	57,881
Total State/Federal Revenue	893,304	959,105	868,085	906,628	822,349	844,815	868,008
Other Revenue							
Licenses and Permits	85,212	171,772	86,000	192,000	141,000	145,230	149,587
Ambulance Fees	410,409	428,807	500,000	425,000	450,000	463,500	477,405
Interest	378,064	412,403	150,000	150,000	150,000	140,076	128,639
Other	652,774	798,442	712,711	785,478	766,431	789,424	813,107
Total Other Revenue	1,526,459	1,811,424	1,448,711	1,552,478	1,507,431	1,538,230	1,568,738
Total Revenues	13,468,944	14,416,929	13,410,893	14,080,995	14,224,575	14,523,748	14,940,119
Transfer From Other Funds							
Charges to other funds	1,525,293	1,558,800	1,643,800	1,643,800	1,620,500	1,669,115	1,719,188
Capital Projects / Special Revenue	283,221	50,000	50,000	92,500	75,000	75,000	75,000
Enterprise	43,300	37,200	37,300	37,300	42,700	43,981	45,300
Trust Fund	-	137,239	139,523	145,750	148,315	151,281	154,307
Total Transfers	1,851,814	1,783,239	1,870,623	1,919,350	1,886,515	1,939,377	1,993,795
Total Revenues and Transfers	15,320,758	16,200,168	15,281,516	16,000,345	16,111,090	16,463,125	16,933,914
EXPENDITURES/APPROPRIATIONS							
General Government	2,905,898	3,089,325	3,702,864	4,564,552	4,039,767	3,942,156	4,027,039
Public Safety	7,227,836	5,440,230	7,975,853	5,137,449	8,193,984	8,289,167	8,454,950
Public Works	2,267,632	2,257,649	2,511,588	2,513,309	2,478,512	2,446,482	2,495,412
Parks, Recreation & Cultural	2,117,734	2,078,746	2,172,565	2,248,086	2,323,425	2,290,334	2,336,141
Total Operating Expenditures	14,519,100	12,865,950	16,362,870	14,463,396	17,035,688	16,968,139	17,313,542
Transfers or Non-Operating	622,298	793,870	510,969	2,290,394	2,072,375	1,487,146	1,722,289
Total Expenditures/Appropriations	15,141,398	13,659,820	16,873,839	16,753,790	19,108,063	18,455,285	19,035,831
Total Surplus (Deficit)	179,360	2,540,348	(1,592,323)	(753,445)	(2,996,973)	(1,992,160)	(2,101,917)
Projected Lapse - 5%	-	-	818,144	3,615,849	851,784	848,407	865,677
Adjusted Surplus (Deficit)	179,360	2,540,348	(774,179)	2,862,404	(2,145,189)	(1,143,753)	(1,236,240)
Beginning Fund Balance	10,570,684	10,750,044	9,798,721	13,290,392	16,152,796	14,007,607	12,863,854
Ending Fund Balance	10,750,044	13,290,392	9,024,542	16,152,796	14,007,607	12,863,854	11,627,614
Restricted	(741,748)	(811,030)	(817,748)	(851,030)	(887,030)	(923,030)	(959,030)
Committed	(7,116,039)	(6,047,560)	(6,059,110)	(8,442,252)	(10,162,236)	(9,034,417)	(7,681,351)
Assigned	(2,418,240)	(2,235,128)	(2,147,684)	(2,687,823)	(2,958,341)	(2,906,407)	(2,987,233)
Unassigned Fund Balance	\$ 474,017	\$ 4,196,674	\$ -	\$ 4,171,691	\$ -	\$ -	\$ -

**City of Kenai
Fiscal Year 2022 Operating Budget**

General Fund Fund Balance Policy Compliance

		FY2020 Actual	FY2021 Projected	FY2022 Adopted	FY2023 Projected	FY2024 Projected
Ending Fund Balance 6/30/18		\$ 13,290,392	\$ 16,152,796	\$ 14,007,607	\$ 12,863,854	\$ 11,627,614
Nonspendable		\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -						
Athletics - Daubenspeck Donation		\$ (811,030)	\$ (851,030)	\$ (887,030)	\$ (923,030)	\$ (959,030)
Committed:						
Outstanding Encumbrances		\$ (38,450)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures		(600,060)	(2,996,973)	(862,160)	(743,917)	(707,609)
Capital Improvement Plan Reserve		-	-	(4,898,000)	(3,768,000)	(2,410,000)
Budgetary Stabilization Reserve	3.8644	<u>(5,409,050)</u>	<u>(5,395,279)</u>	<u>(6,153,433)</u>	<u>(5,943,217)</u>	<u>(6,130,172)</u>
Total Committed		\$ (6,047,560)	\$ (8,442,252)	\$ (11,963,593)	\$ (10,505,134)	\$ (9,297,781)
Assigned -						
Accrued Compensated Absences		\$ (871,867)	\$ (889,304)	\$ (907,090)	\$ (925,232)	\$ (943,737)
Operational and Capital Contingencies Reserve	1.2882	<u>(1,363,261)</u>	<u>(1,798,519)</u>	<u>(2,051,251)</u>	<u>(1,981,175)</u>	<u>(2,043,496)</u>
Total Assigned		\$ (2,235,128)	\$ (2,687,823)	\$ (2,958,341)	\$ (2,906,407)	\$ (2,987,233)
Unassigned		<u>\$ 4,196,674</u>	<u>\$ 4,171,691</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai
Fiscal Year 2022 Operating Budget**

Property Tax Breakdown

What will your property tax \$'s pay for in FY2022?

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>

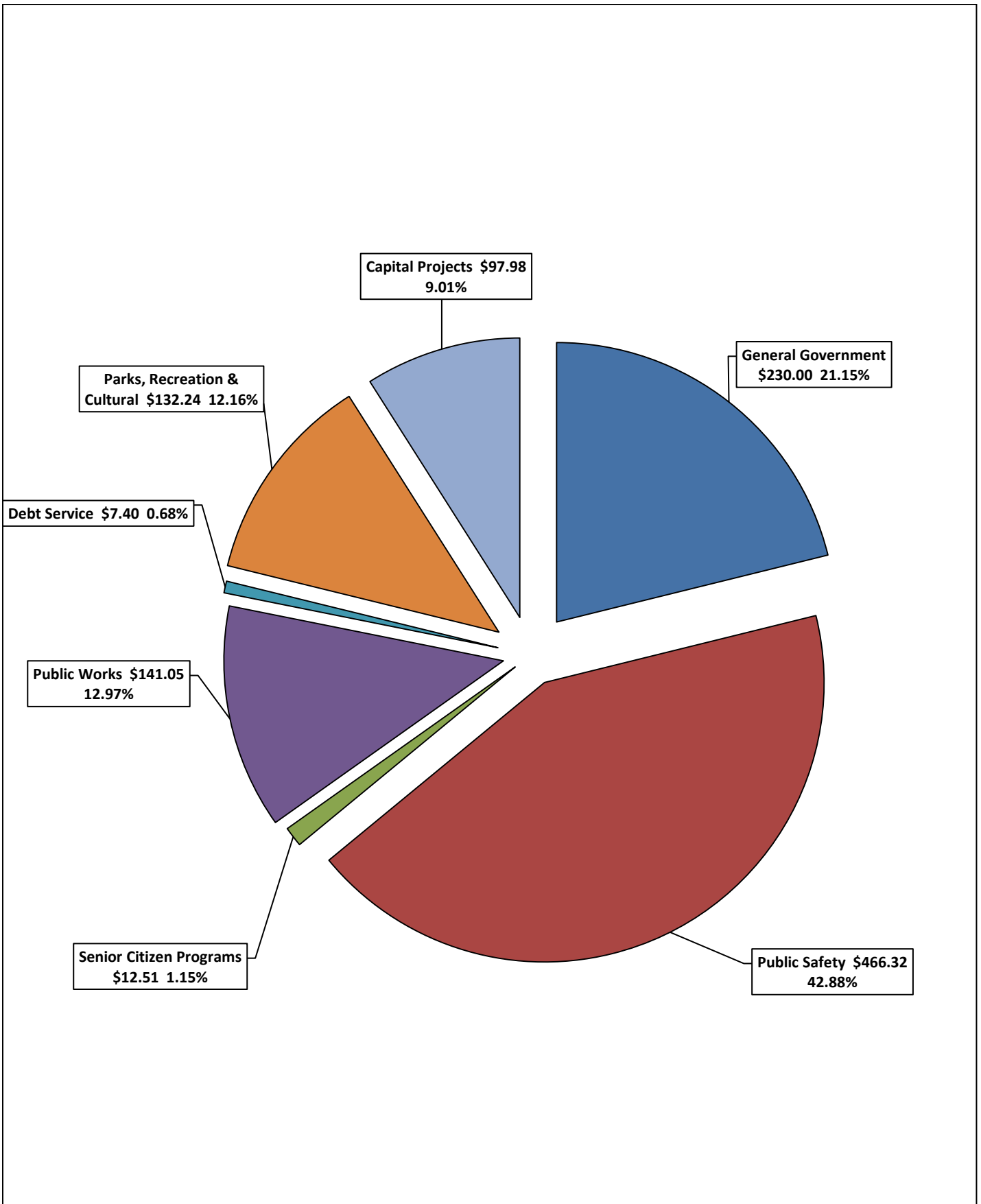
How is your City of Kenai Property Taxes Spent? \$ 1,087.50

Department:

General Government			
City Council	\$ 202,739	1.06%	\$ 11.53
City Administration	3,203,013	16.77%	182.37
Lands Administration	12,140	0.06%	0.65
Planning and Zoning	291,640	1.53%	16.64
City Clerk	<u>330,235</u>	<u>1.73%</u>	<u>18.81</u>
Total General Government	4,039,767	21.15%	\$ 230.00
Public Safety			
Police	3,498,535	18.31%	\$ 199.12
Fire	3,332,557	17.44%	189.66
Communications	902,084	4.72%	51.33
Animal Control	<u>460,808</u>	<u>2.41%</u>	<u>26.21</u>
Total Public Safety	8,193,984	42.88%	\$ 466.32
Public Works			
Public Works Administration	161,966	0.85%	9.24
Streets	961,983	5.03%	54.70
Maintenance Shop	661,366	3.46%	37.63
Buildings	491,284	2.57%	27.95
Street Lighting	<u>201,913</u>	<u>1.06%</u>	<u>11.53</u>
Total Public Works	2,478,512	12.97%	\$ 141.05
Parks, Recreation & Cultural			
Parks, Recreation & Beautification	1,175,406	6.15%	\$ 66.88
Library	936,183	4.90%	53.29
Visitor Center	146,843	0.77%	8.37
City Dock	<u>64,993</u>	<u>0.34%</u>	<u>3.70</u>
Total Parks, Recreation & Cultural	2,323,425	12.16%	\$ 132.24
Senior Citizen Programs	220,518	1.15%	\$ 12.51
Debt Service	129,625	0.68%	\$ 7.40
Capital Projects	<u>1,722,232</u>	<u>9.01%</u>	<u>\$ 97.98</u>
Total City of Kenai	<u>\$ 19,108,063</u>	<u>100.00%</u>	<u>\$ 1,087.50</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Property Tax Breakdown Graph



City of Kenai
Fiscal Year 2022 Operating Budget

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2021 Original Budget	FY2022 Adopted Budget	Difference	FY2021 Original Budget	FY2022 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 235,519	\$ 256,822	\$ 21,303	\$ 70,898	\$ 73,413	\$ 2,515
Legislative	51,791	51,793	2	111,823	150,946	39,123
Legal	313,700	337,541	23,841	38,180	35,624	(2,556)
City Manager	377,903	406,005	28,102	64,178	116,978	52,800
Human Resources	167,933	176,653	8,720	9,291	9,201	(90)
Finance	692,407	714,083	21,676	67,441	124,186	56,745
Land Administration	-	-	-	12,140	12,140	-
Non-Departmental	658,599	597,155	(61,444)	567,865	675,687	107,822
Planning and Zoning	203,736	223,762	20,026	26,910	67,878	40,968
Safety	-	-	-	6,400	2,900	(3,500)
Total General Government	<u>2,701,588</u>	<u>2,763,814</u>	<u>62,226</u>	<u>975,126</u>	<u>1,268,953</u>	<u>293,827</u>
<u>Public Safety</u>						
Police	3,027,286	3,123,381	96,095	357,324	375,154	17,830
Fire	2,868,814	2,872,927	4,113	390,497	409,630	19,133
Communications	835,885	841,681	5,796	50,950	60,403	9,453
Animal Control	301,477	312,130	10,653	143,620	148,678	5,058
Total Public Safety	<u>7,033,462</u>	<u>7,150,119</u>	<u>116,657</u>	<u>942,391</u>	<u>993,865</u>	<u>51,474</u>
<u>Public Works</u>						
Public Works Administration	188,198	153,868	(34,330)	8,258	8,098	(160)
Shop	395,650	402,441	6,791	251,177	258,925	7,748
Streets	652,051	569,359	(82,692)	416,794	392,624	(24,170)
Buildings	289,012	296,386	7,374	118,265	194,898	76,633
Street Lighting	-	-	-	192,183	201,913	9,730
Total Public Works	<u>1,524,911</u>	<u>1,422,054</u>	<u>(102,857)</u>	<u>986,677</u>	<u>1,056,458</u>	<u>69,781</u>
<u>Library</u>	<u>671,928</u>	<u>702,623</u>	<u>30,695</u>	<u>191,088</u>	<u>219,060</u>	<u>27,972</u>
<u>Parks and Recreation</u>						
Boating Facility	31,827	34,542	2,715	30,405	30,451	46
Visitor Center	-	-	-	133,981	146,843	12,862
Parks, Recreation & Beautification	523,848	689,249	165,401	582,988	456,157	(126,831)
Total Parks and Recreation	<u>555,675</u>	<u>723,791</u>	<u>168,116</u>	<u>747,374</u>	<u>633,451</u>	<u>(113,923)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 12,487,564</u>	<u>\$ 12,762,401</u>	<u>\$ 274,837</u>	<u>\$ 3,842,656</u>	<u>\$ 4,171,787</u>	<u>\$ 329,131</u>

City of Kenai
Fiscal Year 2022 Operating Budget

General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2021 Original Budget	FY2022 Adopted Budget	Difference	FY2021 Original Budget	FY2022 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 306,417	\$ 330,235	\$ 23,818	<u>General Government</u>
-	-	-	163,614	202,739	39,125	City Clerk
-	-	-	351,880	373,165	21,285	Legislative
-	-	-	442,081	522,983	80,902	Legal
-	-	-	177,224	185,854	8,630	City Manager
-	-	-	759,848	838,269	78,421	City Manager
-	-	-	12,140	12,140	-	Finance
26,150	7,000	(19,150)	1,252,614	1,279,842	27,228	Land Administration
-	-	-	230,646	291,640	60,994	Non-Departmental
-	-	-	6,400	2,900	(3,500)	Planning and Zoning
26,150	7,000	(19,150)	3,702,864	4,039,767	336,903	Safety
						Total General Government
-	-	-	3,384,610	3,498,535	113,925	<u>Public Safety</u>
-	50,000	50,000	3,259,311	3,332,557	73,246	Police
-	-	-	886,835	902,084	15,249	Fire
-	-	-	445,097	460,808	15,711	Communications
-	50,000	50,000	7,975,853	8,193,984	218,131	Animal Control
						Total Public Safety
-	-	-	196,456	161,966	(34,490)	<u>Public Works</u>
-	-	-	646,827	661,366	14,539	Public Works Administration
-	-	-	1,068,845	961,983	(106,862)	Shop
-	-	-	407,277	491,284	84,007	Streets
-	-	-	192,183	201,913	9,730	Buildings
-	-	-	2,511,588	2,478,512	(33,076)	Street Lighting
						Total Public Works
-	14,500	14,500	863,016	936,183	73,167	<u>Library</u>
-	-	-	62,232	64,993	2,761	<u>Parks and Recreation</u>
-	-	-	133,981	146,843	12,862	Boating Facility
6,500	30,000	23,500	1,113,336	1,175,406	62,070	Visitor Center
6,500	30,000	23,500	1,309,549	1,387,242	77,693	Parks, Recreation & Beautification
						Total Parks and Recreation
510,969	2,072,375	1,561,406	510,969	2,072,375	1,561,406	Non-Departmental Transfers
\$ 543,619	\$ 2,173,875	\$ 1,630,256	\$ 16,873,839	\$ 19,108,063	\$ 2,234,224	Total General Fund

**City of Kenai
Fiscal Year 2022 Operating Budget**

**General Fund
Expenditure Summary**

	FY2020	Original	Amended	Adopted	Increase	%
	<u>Actual</u>	<u>FY2020</u>	<u>Budget</u>	<u>FY2022</u>	<u>(Decrease)</u>	<u>Change</u>
<u>General Government</u>						
01 City Clerk	\$ 270,870	\$ 306,417	\$ 306,417	\$ 330,235	\$ 23,818	7.77%
11 Legislative	149,184	163,614	163,614	202,739	39,125	23.91%
12 Legal	316,915	351,880	351,880	373,165	21,285	6.05%
13 City Manager	357,534	442,081	443,881	522,983	80,902	18.30%
14 Human Resources	167,185	177,224	180,723	185,854	8,630	4.87%
15 Finance	694,039	759,848	807,448	838,269	78,421	10.32%
16 Land Administration	7,006	12,140	14,713	12,140	-	-
18 Non-Departmental	917,287	1,252,614	2,046,080	1,279,842	27,228	2.17%
19 Planning and Zoning	208,515	230,646	230,646	291,640	60,994	26.44%
20 Safety	790	6,400	19,150	2,900	(3,500)	(54.69%)
Total General Government	<u>\$ 3,089,325</u>	<u>\$ 3,702,864</u>	<u>\$ 4,564,552</u>	<u>\$ 4,039,767</u>	<u>336,903</u>	<u>9.10%</u>
<u>Public Safety</u>						
21 Police	2,187,246	3,384,610	3,411,507	3,498,535	113,925	3.37%
22 Fire	2,272,757	3,259,311	3,303,018	3,332,557	73,246	2.25%
23 Communications	576,433	886,835	886,835	902,084	15,249	1.72%
29 Animal Control	403,794	445,097	445,097	460,808	15,711	3.53%
Total Public Safety	<u>5,440,230</u>	<u>7,975,853</u>	<u>8,046,457</u>	<u>8,193,984</u>	<u>218,131</u>	<u>2.73%</u>
<u>Public Works</u>						
31 Public Works Administration	163,211	196,456	198,177	161,966	(34,490)	(17.56%)
32 Shop	608,981	646,827	646,827	661,366	14,539	2.25%
33 Streets	948,981	1,068,845	1,068,845	961,983	(106,862)	(10.00%)
34 Buildings	358,511	407,277	407,277	491,284	84,007	20.63%
35 Street Lighting	177,965	192,183	192,183	201,913	9,730	5.06%
Total Public Works	<u>2,257,649</u>	<u>2,511,588</u>	<u>2,513,309</u>	<u>2,478,512</u>	<u>(33,076)</u>	<u>(1.32%)</u>
<u>Parks, Recreation & Culture</u>						
40 Library	805,319	863,016	874,509	936,183	73,167	8.48%
60 Boating Facility	50,843	62,232	62,232	64,993	2,761	4.44%
03 Visitor Center	165,169	133,981	144,991	146,843	12,862	9.60%
45 Parks, Recreation & Beautification	1,057,415	1,113,336	1,166,354	1,175,406	62,070	5.58%
Total Parks, Recreation & Culture	<u>2,078,746</u>	<u>2,172,565</u>	<u>2,248,086</u>	<u>2,323,425</u>	<u>150,860</u>	<u>6.94%</u>
<u>Total Operating Expenditures</u>	<u>12,865,950</u>	<u>16,362,870</u>	<u>17,372,404</u>	<u>17,035,688</u>	<u>672,818</u>	<u>4.11%</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	253,999	217,192	253,999	220,518	3,326	1.53%
Debt Service	139,853	141,518	140,097	129,625	(11,893)	(8.40%)
Other non-operating	400,018	152,259	1,896,298	1,722,232	1,569,973	1,031.12%
Total Transfers to other funds	<u>793,870</u>	<u>510,969</u>	<u>2,290,394</u>	<u>2,072,375</u>	<u>1,561,406</u>	<u>305.58%</u>
Total General Fund	<u>\$ 13,659,820</u>	<u>\$ 16,873,839</u>	<u>\$ 19,662,798</u>	<u>\$ 19,108,063</u>	<u>\$ 2,234,224</u>	<u>13.24%</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

General Fund Summary by Line Item

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 5,279,807	\$ 6,058,708	\$ 6,936,432	\$ 6,940,829	\$ 7,074,029	\$ 137,597	1.98%
0200	Overtime	326,340	400,388	314,074	319,289	317,121	3,047	0.97%
0250	Holiday Pay	144,475	156,689	178,615	178,615	176,029	(2,586)	(1.45%)
0300	Leave	130,912	132,664	250,760	250,760	257,452	6,692	2.67%
0400	Medicare	81,924	95,245	111,363	111,478	113,454	2,091	1.88%
0450	Social Security	9,835	11,433	16,088	16,577	21,078	4,990	31.02%
0500	PERS	1,715,168	1,761,996	2,211,844	2,211,629	2,177,049	(34,795)	(1.57%)
0600	Unemployment Insurance	11,341	11,021	37,376	37,415	38,013	637	1.70%
0700	Workers Compensation	92,848	149,662	155,466	155,496	160,990	5,524	3.55%
0800	Health & Life Insurance	1,608,900	1,474,625	2,144,498	2,144,498	2,292,194	147,696	6.89%
0900	Supplemental Retirement	90,798	115,740	131,048	131,048	134,992	3,944	3.01%
	<u>Total Salaries & Benefits</u>	\$ 9,492,348	\$ 10,368,171	\$ 12,487,564	\$ 12,497,634	\$ 12,762,401	\$ 274,837	2.20%
<u>Maintenance and Operations</u>								
2021	Office Supplies	14,256	17,149	23,009	22,630	18,959	(4,050)	(17.60%)
2022	Operating & Repair Supplies	506,397	533,283	522,240	516,649	527,075	4,835	0.93%
2023	Repair & Maintenance Supplies	-	-	3,580	3,500	13,600	10,020	279.89%
2024	Small Tools/Minor Equipment	234,603	157,855	107,954	134,460	160,558	52,604	48.73%
2026	Computer Software	109,934	90,135	110,975	121,454	131,095	20,120	18.13%
4531	Professional Services	456,466	474,971	573,404	746,227	711,835	138,431	24.14%
4532	Communications	63,226	67,040	70,708	71,718	69,555	(1,153)	(1.63%)
4533	Travel & Transportation	100,251	107,269	153,839	142,280	167,739	13,900	9.04%
4534	Advertising	20,393	25,007	24,050	25,675	22,800	(1,250)	(5.20%)
4535	Printing & Binding	28,403	26,763	31,050	33,464	30,900	(150)	(0.48%)
4536	Insurance	245,911	178,850	309,925	314,512	343,138	33,213	10.72%
4537	Utilities	723,590	718,570	748,418	748,418	790,847	42,429	5.67%
4538	Repair & Maintenance	208,684	225,690	204,549	211,327	218,547	13,998	6.84%
4539	Rentals	141,150	132,081	213,467	209,137	165,127	(48,340)	(22.65%)
4540	Equip. Fund Pmts.	321,754	336,826	451,811	451,811	483,703	31,892	7.06%
4541	Postage	8,854	14,385	18,108	18,108	16,300	(1,808)	(9.98%)
4666	Books	71,891	73,683	70,640	78,306	70,320	(320)	(0.45%)
4667	Dues & Publications	31,159	28,519	35,947	38,247	36,193	246	0.68%
4999	General Contingency	-	-	90,000	74,377	90,000	-	-
5041	Miscellaneous	28,660	41,783	48,236	49,119	47,750	(486)	(1.01%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	27,968	36,397	30,746	800,496	55,746	25,000	81.31%
	<u>Total Maint. and Operations</u>	\$ 3,343,550	\$ 3,286,256	\$ 3,842,656	\$ 4,811,915	\$ 4,171,787	\$ 329,131	8.57%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	5,859	-	-	-	-	-
8062	Buildings	-	3,380	-	-	-	-	-
8063	Improvements	-	5,093	-	-	14,500	14,500	-
8064	Machinery & Equipment	30,052	92,720	32,650	62,855	87,000	54,350	166.46%
9090	Transfers	793,870	736,293	510,969	2,290,394	2,072,375	1,561,406	305.58%
	<u>Total Capital Outlay and Transfers</u>	\$ 823,922	\$ 843,345	\$ 543,619	\$ 2,353,249	\$ 2,173,875	\$ 1,630,256	299.89%
	Department Total:	\$ 13,659,820	\$ 14,497,772	\$ 16,873,839	\$ 19,662,798	\$ 19,108,063	\$ 2,234,224	13.24%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

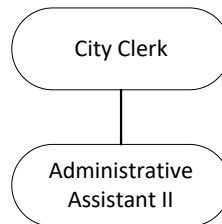
Mission

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	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	1	14	1	14	1	14	1	14	1	14	1	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
City Clerk	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	45	22	0	0	5	5

Performance Measures

FY	2017	2018	2019	2020	2021*
Total Agenda Packets Distributed	75	71	69	61	63
Percentage of City Council Action Agendas Prepared One Business Day Following the Meeting	Data Not Tracked			90%	96%
Percentage of City Council Items Fully Processed within One Business Day	Data Not Tracked			90%	96%
Percentage of City Council Minutes Completed for Publication in Next Meeting Packet	77%	95%	90%	90%	100%

FY	2017	2018	2019	2020	2021*
Total Public Record Requests Processed	24	29	31	20	25
Average Response Time (Business Days)	Data Not Tracked	5	6	5	3
Total Licenses Issued	19	16	20	20	22
Average Number of days from receipt of application to issuance (mailing) by type					
Taxi	2	2	1	1	1
Mobile Food Vendor	2	2	2	1	1
Transient Merchant/Peddler	1	1	1	½	1
Number of Boxes Shredded/Destroyed	0	103	89	50	45
Obsolete Document Destruction/Shredded	0	3,185 lbs.	2,438 lbs.	1,500 Lbs.	1,236 lbs.

**Projected Figures*

FY21 Department Goals Evaluation

1. 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 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.
 - *Achieved.*
2. Review the City's Passenger Vehicle for Hire regulations to ensure they are as equitable as possible in comparison with the state's Transportation Network Company regulations in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.
 - *Not Achieved. This goal was not met and will be included in FY22 goals.*
3. Increase the number of automated processes, utilizing Laserfiche, to six (6) in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
 - *Achieved.*

FY22 Department Goals

1. Review the City's Passenger Vehicle for Hire regulations to ensure they are as equitable as possible in comparison with the state's Transportation Network Company regulations in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.
2. Increase the number of automated processes, utilizing Laserfiche, to eight (8) in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
3. Microfilm ten (10) years' worth of permanent records in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 – Natural Hazards and Disasters.

Future Considerations

As more processes are automated and records maintained in Laserfiche, it will be necessary to add the Records Management module to Laserfiche to effectively maintain those electronic records.

It will continue to be important to ensure that our election processes and our website, including documents provided on the website, are in compliance with ADA regulations.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 127,159	\$ 128,983	\$ 143,333	\$ 143,333	\$ 157,407	\$ 14,074	9.82%
0200	Overtime	-	1,094	199	199	206	7	3.52%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(201)	833	4,751	4,751	4,609	(142)	(2.99%)
0400	Medicare	1,803	1,860	2,151	2,151	2,353	202	9.39%
0450	Social Security	-	106	-	-	-	-	-
0500	PERS	27,628	26,814	31,577	31,577	34,675	3,098	9.81%
0600	Unemployment Insurance	214	177	741	741	812	71	9.58%
0700	Workers Compensation	285	377	367	367	408	41	11.17%
0800	Health & Life Insurance	44,778	33,981	49,400	49,400	53,352	3,952	8.00%
0900	Supplemental Retirement	3,039	2,830	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 204,705	\$ 197,055	\$ 235,519	\$ 235,519	\$ 256,822	\$ 21,303	9.05%
<u>Maintenance and Operations</u>								
2021	Office Supplies	697	766	1,000	800	1,000	-	-
2022	Operating & Repair Supplies	184	149	320	170	320	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,051	1,518	980	1,330	980	-	-
2026	Computer Software	36,232	20,973	22,998	24,498	27,383	4,385	19.07%
4531	Professional Services	7,532	20,663	17,500	16,000	12,750	(4,750)	(27.14%)
4532	Communications	1,427	1,582	1,960	1,960	2,040	80	4.08%
4533	Travel & Transportation	4,751	9,010	13,285	10,035	13,285	-	-
4534	Advertising	9,279	9,053	7,150	7,150	7,600	450	6.29%
4535	Printing & Binding	3,764	3,589	4,100	6,850	6,650	2,550	62.20%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	50	30	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,118	953	1,205	1,705	1,005	(200)	(16.60%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	80	132	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 66,165	\$ 68,418	\$ 70,898	\$ 70,898	\$ 73,413	\$ 2,515	3.55%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 270,870	\$ 265,473	\$ 306,417	\$ 306,417	\$ 330,235	\$ 23,818	7.77%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for (3) three computer replacements and miscellaneous other items.

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

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

4533 Travel & Transportation. Car allowance, AAMC conference for clerk and deputy clerk, Laserfiche annual conference, IIMC annual conference and other miscellaneous travel.

4534 Advertising. Election and meeting public notices.

4535 Printing & Binding. Ballot printing, copier/printer maintenance, minute books and paper.

**City of Kenai
Fiscal Year 2022 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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
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

CY	2017	2018	2019	2020	2021*
Number of Facility Visitors	35,848	32,674	34,000	15,561	30,000
Number of Facility Programs				9	7
Number of Facility Events				4	6
Number of Facility Rentals				24	40

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

*Projected Figures

**Estimated reduction COVID-19 Impact

FY21 Department Goals Evaluation

The following goals were submitted in FY21 in support of the Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Promote and encourage quality of life in Kenai:

- Enhance community development through partnerships on season-expanding events to make Kenai a year-round destination by increasing participation in the Kenai Silver Salmon Derby, Dipnet App, Kite Festival, and new events that highlight Kenai.
 - Achieved. The City worked with the Kenai Chamber of Commerce and Visitor Center to hold a successful 4th Annual Silver Salmon Derby. The opportunity for additional events or programs was impacted by COVID-19.*
- Pursue grant funding for capital project's needs at the Kenai Visitor Center.
 - Achieved. The City pursued grant funding and has identified capital projects at the Visitor Center that have been included in the City's Five-Year Capital Improvement Plan, including the Visitor Center DDC Controls and Visitor Center Roof*

Replacement. The City utilized CARES Grant funds to include the Visitor Center in the Facility occupancy compliance project.

3. Enter into a new facility management agreement and continue to evaluate and strengthen communication and collaboration between the City and facility manager, as well as evaluate the success of the transition that has occurred over the past year.
 - *Achieved. The City entered into a Facility Management Agreement with the Kenai Chamber of Commerce and Visitor Center on July 2020 for a term of two years with the option to extend for two one-year terms by mutual consent of the parties.*

FY22 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 Kenai Visitor and Cultural Center.
2. Collaborate with the Facility Manager to develop programs and partner on marketing Kenai as a destination, center for cultural and outdoor events and activities and promoting economic and business growth and opportunities that enrich Kenai's tourism industry and the community's overall quality of life.
3. Pursue grant funding for capital project needs at the Kenai Visitor and Cultural Center.

Future Considerations

The Kenai Visitor and Cultural Center was constructed in 1992 and includes a Cultural Exhibition Area, conference room, reception, boardroom, offices, kitchen, and storage areas. Two Capital Improvement Projects were funded in FY2021, including major maintenance for the Direct Digital Control system and a roof replacement. The projects are being designed and scheduled for completion.

In order for the Facility Manager to continue to provide and promote use of the facility for community programs and events, technology improvements are necessary to continue to facilitate existing and attract new programs and events. The City will work with the Facility Manager to determine the scope of a project to address the technology needs of the facility, which may include wireless presentation solutions, interactive whiteboard, and improved telephone and video conferencing capabilities.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Visitor Center

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 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	-	819	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,872	511	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	128,931	125,786	95,000	105,000	105,000	10,000	10.53%
4532	Communications	129	999	370	1,380	1,640	1,270	343.24%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	110	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	33,820	37,112	38,611	38,611	39,783	1,172	3.04%
4538	Repair & Maintenance	417	9,935	-	-	420	420	-
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>\$ 165,169</u>	<u>\$ 175,272</u>	<u>\$ 133,981</u>	<u>\$ 144,991</u>	<u>\$ 146,843</u>	<u>\$ 12,862</u>	<u>9.60%</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>
Department Total:		<u>\$ 165,169</u>	<u>\$ 175,272</u>	<u>\$ 133,981</u>	<u>\$ 144,991</u>	<u>\$ 146,843</u>	<u>\$ 12,862</u>	<u>9.60%</u>

City of Kenai
Fiscal Year 2022 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 2022 Operating Budget**

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

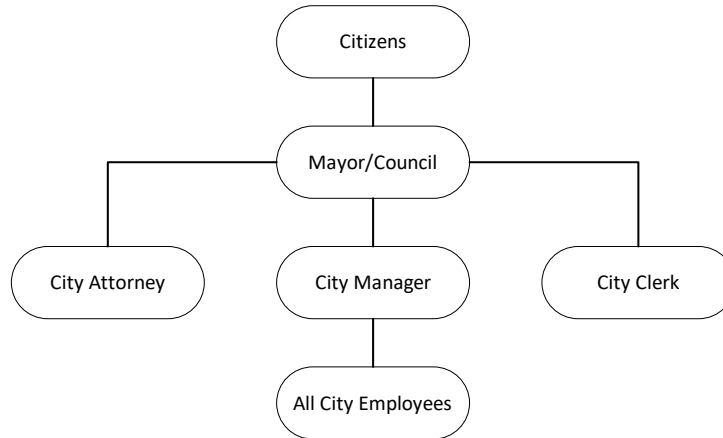
Mission

To adopt policies and provide services that encourage economic growth, ensure public safety, and foster 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 serves as stewards of the financial interests of the City, including the City budget and appropriations.

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
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

FY	2017	2018	2019	2020	2021*
Total Number of Meetings and Work Sessions	40	28	26	30	27
Legislation Acted On	122	132	114	159	145
Voter Turnout	25%	28%	15.5%	10.4%	23.7%

**Projected Figures*

FY21 Department Goals Evaluation

1. Enact business friendly regulations, taxation, and incentives to create a stable, positive climate for private investment in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.

- *Achieved. The COVID-19 Public Health Emergency changed this somewhat; All CARES Act funding received in 2020 was distributed to stabilize, as much as possible, the local economy. This goal will be continued to FY2022.*
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 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
 - *Partially Achieved. Some progress has been made and this goal will be continued to FY2022.*
 3. Support a funding strategy to maintain critical city-owned infrastructure in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
 - *Not Achieved. Due to the COVID-19 Public Health Emergency, this goal was not met and will be continued to FY2022.*
 4. Support the marketing efforts of “Kenai: The Best Place to Alaska” brand in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.
 - *Partially Achieved. The COVID-19 Public Health Emergency significantly slowed this goal and it will be continued to FY2022.*

FY22 Department Goals

1. Support a funding strategy for Kenai River Bluff Stabilization Project and continue to collaborate with the US Army Corps of Engineers and Federal Delegation on the Kenai River Bluff Stabilization Project in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
2. Enact business friendly regulations, taxation, and incentives to create a stable, positive climate for private investment in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.
3. Support a funding strategy to maintain critical City-owned infrastructure in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
4. Support the marketing efforts of “Kenai: The Best Place to Alaska” brand in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.

Future Considerations

Provide sufficient levels of funding for the replacement of significant City assets as they near the end of their useful life.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,000	\$ 48,010	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	696	696	696	696	-	-
0450	Social Security	2,976	2,977	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	123	151	119	119	121	2	1.68%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 51,795	\$ 51,834	\$ 51,791	\$ 51,791	\$ 51,793	\$ 2	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	54	200	200	200	-	-
2022	Operating & Repair Supplies	715	1,791	2,800	2,800	2,800	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	823	3,365	1,320	1,959	11,720	10,400	787.88%
2026	Computer Software	287	389	300	300	300	-	-
4531	Professional Services	47,650	43,061	48,317	48,317	52,000	3,683	7.62%
4532	Communications	569	576	870	870	910	40	4.60%
4533	Travel & Transportation	7,885	7,929	10,000	7,900	10,000	-	-
4534	Advertising	1,619	4,209	2,500	2,500	2,500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	5	200	200	200	-	-
4667	Dues & Publications	7,816	7,542	8,120	8,120	8,120	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,057	5,889	5,950	5,911	5,950	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	27,968	36,397	30,746	32,246	55,746	25,000	81.31%
	<u>Total Maint. and Operations</u>	\$ 97,389	\$ 111,207	\$ 111,823	\$ 111,823	\$ 150,946	\$ 39,123	34.99%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 149,184	\$ 163,041	\$ 163,614	\$ 163,614	\$ 202,739	\$ 39,125	23.91%

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: 11 - Legislative

2024 Small Tools/Minor Equipment. Replacement of 2 computers, Ipads for 2 City Council Members, 1 Mayor.	4533 Travel & Transportation. Travel to Alaska Municipal League Conference for Council members.
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 July 4th 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
	Kenai Community Dog Park 25,000
	Miscellaneous grants to be identified 2,000
	<u>\$ 55,746</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

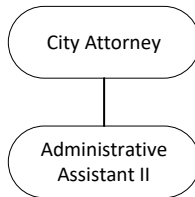
To provide the highest quality legal services to the City Council, Administration, Boards and Commissions in the most ethical, timely, efficient and cost-effective manner for the benefit of the City of Kenai and its residents.

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	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	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	14	1	14	1	14	1	14	1	14	1	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Administrative Assistant II	10	10	10	10	10	10

Performance Measures

FY	2017	2018	2019	2020	2021*
Total Citations	691	449	593	562	744
Litigation Costs	\$ 8,063	\$ 9,821	\$ 10,000	\$ 30	\$ 500
Collected Citations	\$ 45,768	\$ 54,098	\$ 68,644	\$ 49,897	\$ 28,004
Outstanding Citations	\$ 18,301	\$ 20,448	\$ 26,126	\$ 75,955	\$ 116,568
Contracts Processed	Unavailable	192	220	259	207

*Figures for 2021 have been annualized from 7 months of data.

FY21 Department Goals Evaluation

1. Respond to all Public Records Requests within 3 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.
 - *Achieved.*
2. Draft/Review Resolutions and Non-Code Ordinances within 5 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.
 - *Achieved.*
3. Prosecute all minor offenses citations at 90% success rate. 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.
 - *Achieved.*

FY22 Department Goals

1. Respond to all Public Records Requests within 3 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. Draft/Review Resolutions and Non-Code Ordinances within 5 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.
3. Prosecute all minor offenses citations at 90% success rate. 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.

Future Considerations

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

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 204,690	\$ 195,601	\$ 204,057	\$ 204,057	\$ 219,619	\$ 15,562	7.63%
0200	Overtime	-	4	397	397	406	9	2.27%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(163)	116	7,213	7,213	7,797	584	8.10%
0400	Medicare	2,912	2,816	3,070	3,070	3,303	233	7.59%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	44,592	42,841	44,980	44,980	48,405	3,425	7.61%
0600	Unemployment Insurance	348	276	1,059	1,059	1,139	80	7.55%
0700	Workers Compensation	511	608	524	524	520	(4)	(0.76%)
0800	Health & Life Insurance	44,900	37,597	49,400	49,400	53,352	3,952	8.00%
0900	Supplemental Retirement	3,066	2,951	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 300,856	\$ 282,810	\$ 313,700	\$ 313,700	\$ 337,541	\$ 23,841	7.60%
<u>Maintenance and Operations</u>								
2021	Office Supplies	171	244	500	500	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	656	1,351	1,230	1,230	780	(450)	(36.59%)
2026	Computer Software	375	2,456	510	662	714	204	40.00%
4531	Professional Services	30	16,126	15,500	15,348	15,500	-	-
4532	Communications	1,100	1,149	1,190	1,190	1,130	(60)	(5.04%)
4533	Travel & Transportation	6,922	7,557	11,000	11,000	11,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	5,351	5,172	5,750	5,750	3,500	(2,250)	(39.13%)
4667	Dues & Publications	1,240	1,684	2,000	2,000	2,000	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	214	443	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 16,059	\$ 36,182	\$ 38,180	\$ 38,180	\$ 35,624	\$ (2,556)	(6.69%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 316,915	\$ 318,992	\$ 351,880	\$ 351,880	\$ 373,165	\$ 21,285	6.05%

**City of Kenai
Fiscal Year 2022 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 2022 Operating Budget**

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

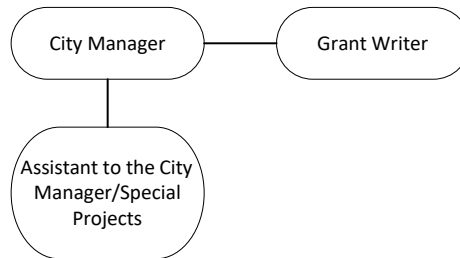
Mission

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	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	20	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Assistant to the City Manager/ Special Projects	0	N/A	1	23	1	23	1	23	1	23	1	23
Grant Writer							0	15	0.5	15	0	15

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
City Manager	N/A	N/A	N/A	N/A	N/A	N/A
Assistant to City Manager/HR Specialist	12	0	0	0	0	0
Assistant to the City Manager/ Special Projects	N/A	0	4	0	0	0
Grant Writer	N/A	N/A	N/A	0	0	0

Performance Measures

FY	2017	2018	2019	2020	2021*
Percent of Department Goals Met	<i>No Historical Data</i>		80%	80%*	80%**
Quantifiable Efficiencies	<i>No Historical Data</i>		25	24	20**
Non-Quantified Efficiencies	<i>No Historical Data</i>		1,086	720	500**

*Projected Figures

**Estimated reduction COVID-19 Impact

FY21 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 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.
 - *Achieved. Administration produced the second Efficiencies Report in May 2020, which reported an estimated annual savings of \$272,094 and 720 hours.*
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:
 - *Achieved. Provided a variety of opportunities for the public to participate in FY21 budget process, including facilitating the City's second Invest in Kenai public meeting to invite participation in the City's budget process.*
 - *Achieved. Worked with departments to develop a Land Management Plan, which includes an inventory of all City-owned lands. This project is nearing completion with Planning reviewing a final draft provided by Administration.*
 - *Achieved. Worked with a variety of departments on recommendations for policy changes to incentivize economic development in Kenai, including expanding development incentives beyond City-owned properties to attract new investment in Kenai.*
 - *Achieved. Worked with an internal team on a New Business Guide and providing resources to the public for easier navigation and business-friendly website updates – this work was delayed due to COVID-19.*
 - *Achieved. Worked with the City's marketing services provider to develop a recruitment strategy to attract specific businesses and industries that are necessary to maintain and grow the local economy through press releases and targeted advertising.*
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.
 - *Achieved.*

FY22 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:
 - Work with a variety of departments to present the final draft Land Management Plan, which includes an inventory of City-owned lands, to City Council and commissions.
 - Work with a variety of departments to develop a comprehensive strategy and asset management system for City-owned lands.
 - Work with a variety of departments to recommend incentive programs to attract new investment in underutilized or undervalued lands in Kenai.
 - Work with a variety of departments and the Kenai Chamber and Visitor Center to develop a New Business Guide and provide resources to the public for easier navigation and business-friendly website updates.
 - Work with City's marketing services provider on marketing Kenai as a visitor destination and open for business through targeted promotions.
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 have changed in recent years and may continue to experience organizational changes related to meeting the City's administrative support, human resource, lands, and special project needs.

The addition of a Grant Writer position in FY22 year would have increased maintenance and operations costs; however, the position was not filled through two recruitment efforts. This position is again included in the budget with the potential to procure additional funding for the City's Capital Project needs.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: City Manager

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 235,927	\$ 223,495	\$ 259,421	\$ 259,421	\$ 278,473	\$ 19,052	7.34%
0200	Overtime	239	266	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,644	8,094	8,094	8,649	555	6.86%
0400	Medicare	3,443	3,360	3,879	3,879	4,163	284	7.32%
0450	Social Security	363	73	1,659	1,659	1,659	-	-
0500	PERS	50,229	48,338	51,187	51,187	55,377	4,190	8.19%
0600	Unemployment Insurance	195	116	599	599	609	10	1.67%
0700	Workers Compensation	597	691	664	664	723	59	8.89%
0800	Health & Life Insurance	45,430	36,056	49,400	49,400	53,352	3,952	8.00%
0900	Supplemental Retirement	3,000	2,627	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 339,423	\$ 321,666	\$ 377,903	\$ 377,903	\$ 406,005	\$ 28,102	7.44%
<u>Maintenance and Operations</u>								
2021	Office Supplies	170	536	500	500	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	656	1,457	1,040	1,040	1,040	-	-
2026	Computer Software	597	650	1,478	1,478	1,548	70	4.74%
4531	Professional Services	-	7,435	45,000	45,000	98,050	53,050	117.89%
4532	Communications	1,412	1,335	1,460	1,460	1,540	80	5.48%
4533	Travel & Transportation	12,199	12,190	12,000	12,000	10,000	(2,000)	(16.67%)
4534	Advertising	275	1,152	1,500	1,500	1,200	(300)	(20.00%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,699	1,962	-	1,800	1,900	1,900	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,103	1,456	1,200	1,200	1,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 18,111	\$ 28,173	\$ 64,178	\$ 65,978	\$ 116,978	\$ 52,800	82.27%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 357,534	\$ 349,839	\$ 442,081	\$ 443,881	\$ 522,983	\$ 80,902	18.30%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for computer replacements.	4531 Professional Services. Marketing and tourism professional services.
2026 Computer Software. Includes annual fees for general office softwares.	4533 Travel & Transportation. Includes instate travel, Annual Conference's travel, car allowance.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

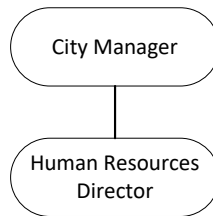
Mission

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
HR Director	0	N/A	1	26	1	26	1	26	1	26	1	26

Performance Measures

FY	2017	2018	2019	2020	2021*
Total Recruitments for Regular FT & PT Positions	24	18	16	25	19
Turnover Rate**	21%	17%	19%	7%**	7.5%
Average Number of Applicants for FT & PT Positions	16	25	25	24	27

**Projected Figures*

***Beginning in FY21, we changed the tracked Turnover Rate to reflect 'regrettable turnover'; the result no longer includes retirements, terminations for cause or temporary hires/dismissals.*

FY21 Department Goals Evaluation

- Continue to review and improve employee policies, procedures and pay practices, in conjunction with related Code items to improve the overall policy framework for the City.
 - Partially Achieved. The work on routine policy, procedures and pay practices was addressed as-needed due to focus on COVID-19-related policies and procedures taking priority during FY21. Work will need to continue in FY22.*

2. Fully develop and deliver supervisor/manager training on key topics such as FMLA for Managers, and Interviewing & Selection to help improve manager strength, confidence, and autonomy on these important topics.
 - *Partially Achieved. Revamping in FY22 to complete as online and Zoom training.*
3. Update performance evaluation strategy and forms to complement an evaluative strategy that best reflects the culture of the City.
 - *Not Achieved. Due to focus on COVID-19 and related changing needs, work in this area will need to continue during FY22.*
4. Promote improved employee responsibility and welfare for safe work practices. Analyze injuries to properly inform training opportunities that directly address opportunity for improvement in the areas where we find trends.
 - *Achieved. Began HR focus on incident review; reviewed reported incidents and OSHA 300A in departments of concern, specifically identified trends in departments where FY20 statistics showed potential for reduction through awareness and training. Incidents with injury were reduced by almost 50% in in FY21, although some reduction is expected in this year due to the influence of COVID-19.*

FY22 Department Goals

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

1. An intentional refocus on routine policy and procedure updates will be important this year. Much of this work planned for FY21 was delayed for the year due to HR's involvement and focus on COVID-19 related employee needs.
2. Revisit training topics and platforms. Return to developing selected topics for front line managers and supervisors (Recruiting, Leave Management) and design flexible delivery format to ensure leaders can access and complete as available.
3. Work with administration to confirm role of performance evaluations in City culture. Rewrite performance evaluation strategy and forms as planned in FY21.
4. Review health benefit program design. Work with Finance, Administration and contracted brokers to identify potential options for improved cost and/or coverage.

Future Considerations

HR will continue to work with the leadership team at the City to identify and build upon the things that make Kenai a great place. HR will work with these partners to identify and address opportunities for improvement within the employee experience; in conjunction, we will continue to build on our goal of making Kenai unquestionably the best city on the Peninsula to work, live and play.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 112,845	\$ 36,296	\$ 112,692	\$ 115,509	\$ 116,953	\$ 4,261	3.78%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,734	1,734	3,149	1,415	81.60%
0400	Medicare	1,564	503	1,659	1,659	1,741	82	4.94%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	24,826	7,987	24,792	25,474	25,730	938	3.78%
0600	Unemployment Insurance	199	50	572	572	601	29	5.07%
0700	Workers Compensation	289	99	284	284	303	19	6.69%
0800	Health & Life Insurance	22,715	8,549	24,700	24,700	26,676	1,976	8.00%
0900	Supplemental Retirement	2,481	600	1,500	1,500	1,500	-	-
	<u>Total Salaries & Benefits</u>	\$ 164,919	\$ 54,084	\$ 167,933	\$ 171,432	\$ 176,653	\$ 8,720	5.19%
<u>Maintenance and Operations</u>								
2021	Office Supplies	64	83	724	724	724	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	219	1,139	260	260	260	-	-
2026	Computer Software	619	197	5,869	5,869	5,754	(115)	(1.96%)
4531	Professional Services	-	200	-	-	300	300	-
4532	Communications	795	257	905	905	930	25	2.76%
4533	Travel & Transportation	360	172	779	779	779	-	-
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	209	42	454	454	454	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	300	300	-	(300)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 2,266	\$ 2,090	\$ 9,291	\$ 9,291	\$ 9,201	\$ (90)	(0.97%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 167,185	\$ 56,174	\$ 177,224	\$ 180,723	\$ 185,854	\$ 8,630	4.87%

City of Kenai
Fiscal Year 2022 Operating Budget

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

2021 Office Supplies. Miscellaneous supplies, Supervisor training binders, easel pad paper, folders, etc.	4533 Travel & Transportation. Includes funds for continuing education of department staff.
4531 Professional Services. Includes independent investigation, (if needed).	4667 Dues & Publications. National PELRA and SHRM annual memberships.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

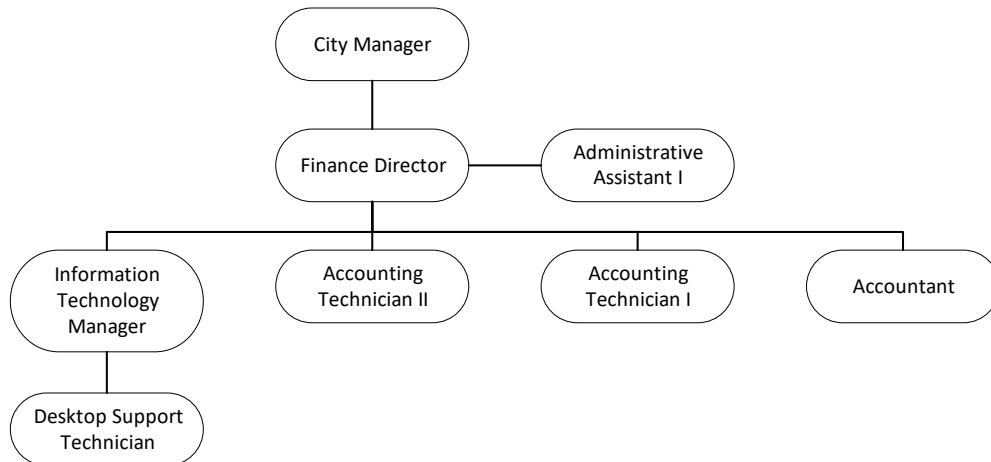
Mission

To provide 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 account receivable transactions including the water and sewer utility bills, and invests the City's money. The department is involved in numerous day-to-day activities of City operations, including special assessments, land sales, land leases, personnel matters, insurance, pensions, and general accounting.

Organizational Chart



Staffing

Position Title	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Finance Director	1	29	1	29	1	29	1	29	1	29	1	29
IT Manager	1	23	1	23	1	23	1	23	1	23	1	23
Desktop Support Technician	-	-	-	-	-	-	1	13	.5	13	.5	13
Accountant	1	21	1	21	1	21	1	21	1	21	1	21
Accounting Tech I	.5	15	.5	15	.5	15	.5	15	.5	15	.5	15
Accounting Tech II	1	16	1	16	1	16	1	16	1	16	1	16
Administrative Assistant I	.25	13	.25	13	.25	13	.32	13	.32	13	.32	13
Summer IT Intern	.04	T6	0.1	T6	0.1	T6	0.1	T6	0	T6	0	T6

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Finance Director	N/A	N/A	N/A	N/A	N/A	N/A
IT Manager	17	17	2	45	45	45
Desktop Support Technician	N/A	N/A	N/A	N/A	0	0
Accountant	0	0	0	10	10	10
Accounting Tech I	0	0	0	0	0	0
Accounting Tech II	0	0	0	0	0	0
Administrative Assistant I	0	0	0	0	0	0
Summer IT Intern	1	4	0	0	N/A	N/A

Performance Measures

FY	2017	2018	2019	2020	2021*
Purchase Orders	2,677	2,519	2,354	2,737	2,240
Vendor Checks	3,446	3,187	2,347	2,295	2,944
Employee Onboarding	54	48	49	49	59
Employee Exits	40	48	47	40	57
Payroll Checks	3,540	3,505	3,470	3,567	3,548
Utility Customers	1,956	1,959	1,970	1,980	2,037
Paper Invoices	23,378	23,162	22,698	21,500	21,450
Electronic Invoices	2,172	2,239	3,374	3,800	4,620
Customers on AutoPay	580	654	776	825	910
Federal Grants	12	14	14	14	16
State Grants	27	13	11	12	7
FTE's per IT Staff	116	117	116	115	72

*Projected Figures

FY21 Department Goals Evaluation

- The Department will identify files that can be scanned and stored in Laserfiche, freeing up space in work areas.
 - Achieved.*
- The IT Department will continue to work towards the consolidation of three City network domains into a single domain.
 - Not achieved.*
- Utility billing technician will focus on customers that are currently using our auto-pay option, but continue to receive paper bills, encouraging the use of paperless billing.
 - Partially Achieved. Due to the public health emergency, use of our online payment system payments increased.*
- Implementation of a help desk and service catalog for managing IT service requests.
 - Achieved.*
- Complete implementation of electronic timesheets in all City Departments during FY21.
 - Achieved.*

FY22 Department Goals

1. The Department will complete scanning of all terminated employee records, to be stored in Laserfiche, freeing up space in work areas.
2. Finance department staff will cross train with the Administrative Assistant on loading documents into Laserfiche and create written instructions for the procedures for each workstation.
3. Finance will gather and label for shred, all eligible 2016 financial documents per the Public Records Management Schedule and Record Retention Policy and review all documents stored on Laserfiche for deletion per the City's Record Retention Policy.
4. The IT Department will consolidate the three City network domains into a single domain.
5. Remediate issues identified in the Cybersecurity Audit including automating patch management, improving backup, improving physical access and environmental controls, and implementing a log management system.

Future Considerations

Services requiring IT support grows annually. The City's IT staffing of one point six (1.60) full-time equivalents will be difficult to maintain long-term. Departments will continue to be required to dedicate staff to performing IT related tasks which support but are not core functions of these departments. 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 1:72.

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 001 - General Fund
Department: Finance**

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 424,381	\$ 401,730	\$ 438,429	\$ 438,429	\$ 448,302	\$ 9,873	2.25%
0200	Overtime	131	995	3,865	3,865	3,733	(132)	(3.42%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(48)	5,915	18,367	18,367	20,083	1,716	9.34%
0400	Medicare	6,021	5,795	6,680	6,680	6,845	165	2.47%
0450	Social Security	170	87	199	199	-	(199)	(100.00%)
0500	PERS	92,907	88,576	96,599	96,599	99,448	2,849	2.95%
0600	Unemployment Insurance	730	585	2,304	2,304	2,360	56	2.43%
0700	Workers Compensation	1,076	1,254	1,139	1,139	1,188	49	4.30%
0800	Health & Life Insurance	107,734	83,567	117,325	117,325	123,633	6,308	5.38%
0900	Supplemental Retirement	7,480	7,138	7,500	7,500	8,491	991	13.21%
	<u>Total Salaries & Benefits</u>	<u>\$ 640,582</u>	<u>\$ 595,642</u>	<u>\$ 692,407</u>	<u>\$ 692,407</u>	<u>\$ 714,083</u>	<u>\$ 21,676</u>	<u>3.13%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	4,251	4,637	5,500	5,500	5,500	-	-
2022	Operating & Repair Supplies	363	182	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	3,601	3,292	3,560	3,560	11,720	8,160	229.21%
2026	Computer Software	30,483	28,765	35,686	35,686	36,496	810	2.27%
4531	Professional Services	4,913	1,591	4,750	54,750	50,500	45,750	963.16%
4532	Communications	2,959	2,919	2,565	2,565	3,590	1,025	39.96%
4533	Travel & Transportation	3,894	6,071	11,575	9,175	12,575	1,000	8.64%
4534	Advertising	305	533	300	300	300	-	-
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	137	27	-	-	-	-	-
4667	Dues & Publications	1,745	1,273	2,005	2,005	2,005	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	806	873	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 53,457</u>	<u>\$ 50,163</u>	<u>\$ 67,441</u>	<u>\$ 115,041</u>	<u>\$ 124,186</u>	<u>\$ 56,745</u>	<u>84.14%</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>
Department Total:		<u>\$ 694,039</u>	<u>\$ 645,805</u>	<u>\$ 759,848</u>	<u>\$ 807,448</u>	<u>\$ 838,269</u>	<u>\$ 78,421</u>	<u>10.32%</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 001 - General Fund
Department: 15 - Finance**

2024 Small Tools/Minor Equipment. Charge for (6) six computers and miscellaneous other items. It Manager tools and new computer, accessories, phone, office furniture for new IT position.

4531 Professional Services. FICA Administration fee and Online sales tax commission fees.

2026 Computer Software. Includes annual fees for general office softwares, Caselle financial management software and various software's to support the City's IT Manager. Also includes new IT position subscriptions for software, Adobe, Microsoft and Server Cals.

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

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, new IT position technician training and one accounting staff travel to annual Caselle user conference.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

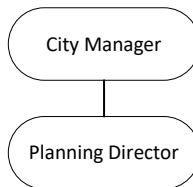
Mission

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Land Technician	0	15	.125	15	.0375	15	0	N/A	0	N/A	0	N/A

Performance Measures

FY	2017	2018	2019	2020	2021*	2022*
Existing Leases	19	19	19	19	23	23
New Lease Applications	0	0	1	0	1	1
New Leases	0	0	2	0	1	1
Lease Terminations	0	0	0	0	0	3
Land Acquisitions	7	0	2	5	4	2
Land Sales/Donations	4	0	2	1	1	1
Special Use Permits	-	-	-	3	4	4

Note: General Fund Land does not include Airport Lands.

**Projected Figures*

FY21 Department Goals Evaluation

1. Provide a Land Management Plan for 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:
 - Refine the information stored in the City land-holdings database.
 - Review and finalize the Land Management Plan.

- Implement the Land Management Plan strategies for a forward-looking approach to community growth and development.
 - *Partially Achieved. The draft Land Management Plan is scheduled for a City Council work session in the spring of 2021. Staff will also present the draft plan and conduct presentations to several Commissions in order to solicit comments and feedback on their respective subject matter areas. Project completion is estimated for late FY21.*
- 2. Continue moving forward on the City of Kenai Bluff Stabilization 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 FY21.
 - Explore funding opportunities to cover the City's cost-match for the project.
 - *Partially Achieved. Efforts on this goal will continue into FY22.*
- 3. Address vacant or distressed buildings, storefronts, and corridors within the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.
 - Develop and recommend incentives and programs to address vacant or distressed buildings within the City.
 - Supporting the existing business community within the "City of Kenai Crescent" of commercial development in maintaining attractive buildings.
 - *Partially Achieved. Staff has met to brainstorm potential avenues for encouraging improvements to vacant properties and distressed buildings. Efforts on this goal will continue into FY22.*
- 4. Encourage increased interest in the City of Kenai as an All-America City and the best place to Alaska 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.
 - Continue communicating the availability of lease credit incentives, new standardized lease forms, and Code changes to Title 22 – General Fund Lands with a focus on outreach to the real estate community.
 - Continue developing materials to help business owners navigate City Code and application forms and take advantage of opportunities.
 - *Partially Achieved. Staff has continued to update lease forms and processes in order to streamline and simplify the lease process. Efforts on this goal will continue into FY22.*

FY22 Department Goals

1. Review and assess the City's databases, hard-copy files, and spatial GIS data used to manage lands with consideration for the most efficient, accurate, and stable data management tools and technology in support of Imagine Kenai 2030 City of Kenai

Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.

2. Continue moving forward on the City of Kenai Bluff Stabilization Project in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 - Natural Hazards and Disasters:
 - Continue to acquire private properties necessary to complete the project during FY22.
3. Continue to address vacant or distressed buildings, storefronts, and corridors within the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.
 - Develop and recommend incentives and programs to address vacant or distressed buildings within the City.
4. Increase interest in the City of Kenai as an All-America City and the best place to Alaska 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.
 - Continue communicating the availability of lease credit incentives, new standardized lease forms, and Code changes to Title 22 – General Fund Lands with a focus on outreach to the real estate community.
 - Continue developing materials to help business owners navigate City Code and application forms and take advantage of opportunities.
 - Establish processes, procedures, and forms for lease applications.

Future Considerations

Long-term goals of the department include implementation of the Land Management Plan to guide future land decisions and to attract and maintain thriving businesses. Consider various types of marketing approaches of City owned lands for lease and purchase opportunities.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Land Administration

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,906	\$ 1,598	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	28	23	-	-	-	-	-
0450	Social Security	118	99	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	3	2	-	-	-	-	-
0700	Workers Compensation	5	5	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 2,060</u>	<u>\$ 1,727</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	38	300	300	300	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	219	-	-	-	-	-
2026	Computer Software	-	66	340	340	340	-	-
4531	Professional Services	3,904	5,696	10,000	12,573	10,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	46	9	500	500	500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	996	937	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	119	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 4,946</u>	<u>\$ 7,084</u>	<u>\$ 12,140</u>	<u>\$ 14,713</u>	<u>\$ 12,140</u>	<u>\$ -</u>	<u>-</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	5,859	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ 5,859</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 7,006</u>	<u>\$ 14,670</u>	<u>\$ 12,140</u>	<u>\$ 14,713</u>	<u>\$ 12,140</u>	<u>\$ -</u>	<u>-</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

4534 Advertising. Advertising of Land Management Plan.	4531 Professional Services. Professional services for surveying and appraisals of City-owned land.
4535 Printing and Binding. Printing and binding of Land Management plan and maps.	5041 Miscellaneous. Recording fees for leases.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

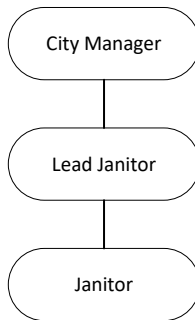
Mission

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.

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Lead Janitor	N/A	N/A	N/A	N/A	N/A	N/A	.35	3	0	3	0	3
Janitor	N/A	N/A	N/A	N/A	N/A	N/A	.35	3	.30	3	.30	3

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ 21,948	\$ 20,448	\$ 9,814	\$ (12,134)	(55.29%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	318	318	142	(176)	(55.35%)
0450	Social Security	-	-	1,361	1,361	608	(753)	(55.33%)
0500	PERS	477,341	341,496	634,517	634,517	586,380	(48,137)	(7.59%)
0600	Unemployment Insurance	-	-	110	110	49	(61)	(55.45%)
0700	Workers Compensation	-	-	345	345	162	(183)	(53.04%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 477,341	\$ 341,496	\$ 658,599	\$ 657,099	\$ 597,155	\$ (61,444)	(9.33%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	113	546	1,200	1,200	1,000	(200)	(16.67%)
2022	Operating & Repair Supplies	2,044	1,783	2,000	2,000	2,000	-	-
2023	Repair & Maintenance Supplies	-	-	1,228	1,228	1,000	(228)	(18.57%)
2024	Small Tools/Minor Equipment	14,492	7,770	5,610	5,610	11,100	5,490	97.86%
2026	Computer Software	15,890	12,316	15,980	18,380	22,780	6,800	42.55%
4531	Professional Services	1,950	2,995	2,000	32,000	37,000	35,000	1,750.00%
4532	Communications	912	899	850	850	900	50	5.88%
4533	Travel & Transportation	(11,076)	(13,388)	(15,000)	(15,000)	-	15,000	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	15,717	12,661	8,600	8,600	7,000	(1,600)	(18.60%)
4536	Insurance	245,911	178,850	309,925	314,512	343,138	33,213	10.72%
4537	Utilities	40,500	38,749	41,109	41,109	45,765	4,656	11.33%
4538	Repair & Maintenance	18,156	18,356	3,600	5,100	1,920	(1,680)	(46.67%)
4539	Rentals	59,403	46,014	59,943	59,943	59,284	(659)	(1.10%)
4540	Equip. Fund Pmts.	32,385	18,974	30,820	30,820	43,800	12,980	42.12%
4541	Postage	3,469	4,623	6,000	6,000	5,000	(1,000)	(16.67%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	90,000	74,377	90,000	-	-
5041	Miscellaneous	80	3,776	4,000	7,852	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	768,250	-	-	-
<u>Total Maint. and Operations</u>		\$ 439,946	\$ 334,924	\$ 567,865	\$ 1,362,831	\$ 675,687	\$ 107,822	18.99%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,907	26,150	26,150	7,000	(19,150)	(73.23%)
9090	Transfers	793,870	736,293	510,969	2,290,394	2,072,375	1,561,406	305.58%
<u>Total Capital Outlay and Transfers</u>		\$ 793,870	\$ 739,200	\$ 537,119	\$ 2,316,544	\$ 2,079,375	\$ 1,542,256	287.13%
Department Total:		\$ 1,711,157	\$ 1,415,620	\$ 1,763,583	\$ 4,336,474	\$ 3,352,217	\$ 1,588,634	90.08%

**City of Kenai
Fiscal Year 2022 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.	4536 Insurance. For the purchase of general liability, property, auto, heavy equipment, physician sponsor, marine, and other City insurances.
2024 Small Tools/Minor Equipment. Network miscellaneous hardware and vacuum for janitorial staff.	4538 Repair & Maintenance Service. City hall carpet cleaning, window cleaning and security.
2026 Computer Software. Includes annual fees for network device licensing.	4539 Rentals. Rental of Airport Fund property (Tract A, FBO Subdivision), \$34,106 and the Automated Flight Service Station lot, \$25,178.
4535 Printing and Binding. Copier service agreement.	5041 Miscellaneous. Employee Appreciation.
	9090 Transfers. To account for fund transfers to other funds of the City
	Senior Citizen Fund for operations 220,518
	Debt Service 129,625
	Dispatch Radio Replacement Phase II 175,000
	Animal Shelter Flooring Refurbishment 40,000
	Fire Department Flooring Replacement 50,000
	Bridge Access Bike Path Supplemental Funding 78,387
	Kenai Cemetery Expansion Phase II 260,000
	Kenai Recreation Center HVAC 280,000
	Kenai Recreation Center Reroof 756,000
	Senior Center HVAC Control Upgrade 48,000
	Senior Center Entry Remodel 34,845
	<u>\$ 2,072,375</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

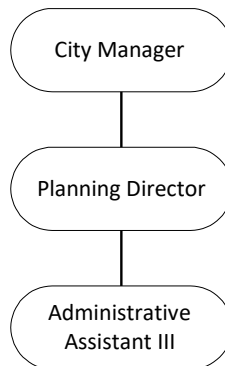
Mission

To assist the residents of Kenai in achieving an orderly and efficient pattern of growth that promotes economic development, enhances the quality of life, aesthetics, and environment in the City, preserves historic resources, and conforms to the City's Comprehensive Plan and the City's Zoning Code.

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Planning Director	.70	21	.70	21	.70	21	.70	21	.7	23	.7	23
Administrative Assistant III	1.0	15	1.0	15	1.0	15	1.0	15	1.0	15	1.0	15
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	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
City Planner/ Planning Director	23	5	2	30	N/A	N/A
Administrative Assistant III	11	3	0	20	20	20
Planning & Zoning Commissioner	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

FY	2018	2019	2020	2021*	2022*
Conditional Use Permits	9	12	5	10	9
Preliminary Plats	10	8	14	12	11
Other Permits	25	32	20	25	26
Total Permits	44	48	40	46	45
Code Violations	40	40	21	40	35
Kenai Municipal Code Changes	3	4	4	4	4

**Projected Figures*

FY21 Department Goals Evaluation

1. Outline GIS needs for the forthcoming years for the City 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.
 - Update list of priority GIS projects.
 - Support and communicate with other departments on spatial data needs.
 - Update mapping materials available online.
 - *Partially Achieved. Staff has worked with a GIS consultant to update the GIS database and improve the functionality of the system. In addition, a project proposal has been drafted to hire a consultant to create an assessment for long-term GIS needs and support.*
2. 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.
 - *Achieved. Staff will have efficiently processed an estimated 46 total permits, 40 Code violations, and 4 changes to the Kenai Municipal Code in 2021.*
3. 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.
 - *Achieved. Staff reviews and references the 2030 Comprehensive Plan in the analysis of land use applications to ensure consistency with the Comprehensive Plan.*

FY22 Department Goals

1. In support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goals 2 Economic Development & 3 Land Use, review City Code for necessary amendments to ensure alignment with policy documents such as:
 - Upon adoption of the Land Management Plan, review City Code for necessary updates to ensure alignment with the plan.

- Amend the Sign Code section of Title 14.
- 2. Review current processes and procedures for reviewing planning applications with the goal of improving inter-departmental coordination and communication and consider new strategies with the goal of providing improved customer service in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 – Use land use strategies to implement a forward-looking approach to community growth and development.
- 3. Review technology use and if new or improved software use could lead to efficiencies in processing and tracking permits in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goals 2 Economic Development & 3 Land Use.

Future Considerations

Consider a systematic approach to updating or revising Title 14 Zoning Code, a technical update or full update may be warranted.

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 001 - General Fund
Department: Planning and Zoning**

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 119,819	\$ 119,651	\$ 123,599	\$ 123,599	\$ 138,950	\$ 15,351	12.42%
0200	Overtime	81	1,511	2,547	2,547	904	(1,643)	(64.51%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(317)	1,302	3,812	3,812	3,455	(357)	(9.37%)
0400	Medicare	1,685	1,706	1,884	1,884	2,079	195	10.35%
0450	Social Security	521	505	521	521	521	-	-
0500	PERS	27,378	26,225	25,905	25,905	28,919	3,014	11.63%
0600	Unemployment Insurance	196	162	608	608	675	67	11.02%
0700	Workers Compensation	251	366	320	320	360	40	12.50%
0800	Health & Life Insurance	37,585	32,481	41,990	41,990	45,349	3,359	8.00%
0900	Supplemental Retirement	2,622	2,624	2,550	2,550	2,550	-	-
<u>Total Salaries & Benefits</u>		\$ 189,821	\$ 186,533	\$ 203,736	\$ 203,736	\$ 223,762	\$ 20,026	9.83%
<u>Maintenance and Operations</u>								
2021	Office Supplies	693	807	800	800	800	-	-
2022	Operating & Repair Supplies	170	378	500	500	500	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,070	1,493	1,300	1,300	780	(520)	(40.00%)
2026	Computer Software	2,351	3,586	2,950	2,950	2,818	(132)	(4.47%)
4531	Professional Services	4,602	5,633	8,000	8,300	50,000	42,000	525.00%
4532	Communications	909	645	1,510	1,510	1,130	(380)	(25.17%)
4533	Travel & Transportation	3,798	6,466	6,200	5,900	6,200	-	-
4534	Advertising	2,989	3,957	3,500	3,500	3,500	-	-
4535	Printing & Binding	-	120	1,000	1,000	1,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	282	56	-	-	-	-	-
4667	Dues & Publications	621	283	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	209	641	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 18,694	\$ 24,065	\$ 26,910	\$ 26,910	\$ 67,878	\$ 40,968	152.24%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 208,515	\$ 210,598	\$ 230,646	\$ 230,646	\$ 291,640	\$ 60,994	26.44%

City of Kenai
Fiscal Year 2022 Operating Budget

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

2024 Small Tools/Minor Equipment. Charge for (3) three computer and miscellaneous small office equipment.

4533 Travel & Transportation. Includes AKAPA conference for department staff and planning commissioners training.

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

4667 Dues & Publications. APA Association due and publications.

City of Kenai
Fiscal Year 2022 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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
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

FY	2017	2018	2019	2020
Workers Compensation Claims	14	18	22	12
OSHA 300 Cases	4	4	1	1
Total Cases of Days Away from Work	1	3	1	1
Total cases of Days of Job Transfer or Restriction	1	1	0	1
Safety Meetings (annual)	6	6	4	4*

*COVID affected normal schedule, meetings took place in Jan, Feb, Mar, Aug.

FY21 Department Goals Evaluation

- To complete the updated Site-Specific Safety Plans for each department. This is being done with the assistance of a safety consultant. The current Site-Specific Safety Plans were done in 2003. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.
 - Not Achieved. A new consultant is being sought to accomplish this work.*
- Work to set up Accident Reports in a Laserfiche database so that the City can readily analyze accident data in a time effective manner. This will allow the City to identify particular trends when assessing injuries so that corrective action can be implemented quickly. This will help reduce the amount of paper. This supports Imagine Kenai 2030 City

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

- *Achieved.*
3. Reduce the number of job-related injuries from the previous year. As we want to eliminate all work-related injuries, it is good for us to be realistic when reviewing the nature of the occupations. Particularly with the high risk associated with the Fire and Police Departments. Looking at the previous year's injuries, thirteen of the injuries were classified as strains. Through education, we hope to reduce this number by educating how to prevent strains, which supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.
 - *Partially Achieved. Numbers remain consistent with year's past, there continues to be room for improvement.*

FY22 Department Goals

1. To complete the updated Site-Specific Safety Plans for each department. This will require the hiring of professional services. The current Site-Specific Safety Plans were done in 2003. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.

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 safe. Lessons learned to be shared with new hires to ensure safety issues do not repeat themselves.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Safety

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 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	-	200	600	600	600	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	572	500	500	500	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	790	2,079	5,000	17,750	1,500	(3,500)	(70.00%)
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	-	99	300	300	300	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 790</u>	<u>\$ 2,950</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 2,900</u>	<u>\$ (3,500)</u>	<u>(54.69%)</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>
Department Total:		<u>\$ 790</u>	<u>\$ 2,950</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 2,900</u>	<u>\$ (3,500)</u>	<u>(54.69%)</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: 20 - Safety

2022 Operating, Repair & Maint. Hazard material sampling kits.	4531 Professional Services. Employee random drug testing.
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**City of Kenai
Fiscal Year 2022 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

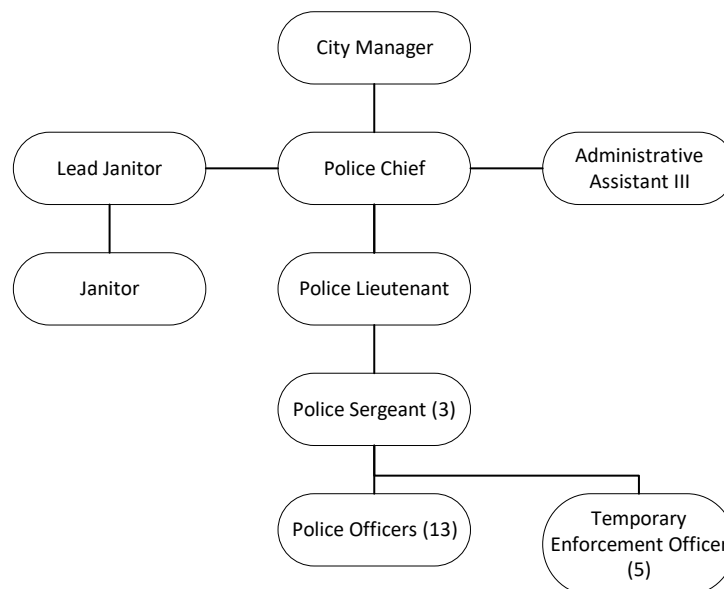
The Kenai Police Department has a well-deserved reputation for excellence in policing. The Department is responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Police Chief	1	28	1	28	1	28	1	28	1	28	1	28
Lieutenant	1	25	1	25	1	25	1	27	1	27	1	27
Sergeant	3	23	3	23	3	23	3	24	3	24	3	24
Officer	13	21	13	21	13	21	13	21	13	21	13	21
Administrative Assistant III	1	15	1	15	1	15	1	15	1	15	1	15
Temporary Enforcement Officer	.6	T1	.6	T1	.6	T1	.85	T1	.85	T1	.85	T1
Janitor	N/A	N/A	N/A	N/A	N/A	N/A	.35	3	.05	3	.05	3
Lead Janitor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	.25	3	.25	3

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
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	345	428	511	300	300	300
Officer	2,035	1,855	2,815	1,540	1,547	1,547
Administrative Assistant III	0	0	0	0	0	0
Temporary Enforcement Officer	59	5	13	0	0	0

Performance Measures

	CY2017	CY2018	FY2019	FY2020	FY2021*
Total Police Service Calls	8,330	9,194	9,004	7,337	6,834
Total Motor Vehicle Collisions	218	308	320	334	240
Property Crime Reports ¹	487	603	532	299	86
DUI Arrests	87	71	59	71	88
Training hours per sworn officer ²	90	85	81	82	54
Traffic Contacts	3,427	2,918	1,814	1,764	1,822
Patrol Hours	5,022	4,627	4324	5,074	5,394

* Projected Figures

FY21 Department Goals Evaluation

- Promote proactive traffic patrol and contacts that help to make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts.
 - Achieved. Both patrol hours and traffic contacts were higher this year, however, this was a challenging goal to analyze further, given the public health emergency that impacted call volumes and traffic enforcement practices for a significant portion of the year.*
- Return to the local schools with a School Resource Officer to focus on deterring crime, providing additional safety in the schools, and making a positive impact on at-risk youth. Evaluate through officer time dedicated to the Kenai schools.

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.

- *Partially Achieved. Our school resource officer has returned to the schools to accomplish this goal and mission of the police department. However, this goal was also greatly impacted by the public health emergency that included significant school closures during this period.*
- 3. Increase Community Involvement (Community Policing), through outreach, such as involvement in Crime Stoppers, Neighborhood Watch, Henu Wellness Court, and various individual community events where police presence can have a positive impact.
 - *Not Achieved. The police department took steps (virtual) to maintain their involvement in outreach programs, given strict limitations in this area due to the impact of the public health emergency.*

FY22 Department Goals

1. Increase proactive traffic patrol hours to 5,500 in order to help make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan 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. Maintain full participation in Police specialty assignments including the School Resource Officer and participation in the regional drug task force. These roles have been impacted by staffing shortages and by Covid. In FY22 the goal is to be completely involved in both activities to both deter crime, and to reduce the impact of drug trafficking in our area. This will be evaluated through officer time dedicated to the Kenai schools and the regional drug task force. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.
3. Increase Community Involvement (Community Policing), through outreach, such as involvement in Crime Stoppers, Neighborhood Watch, Henu Wellness Court, and various individual community events where police presence can have a positive impact. Evaluate through tracking those community engagements, with a specific goal of participating in at least 50 events this coming year. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.

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.

There are both federal and state level legislative and regulatory discussions in regards to police reforms, given issues and trends across the country. The City will have to evaluate how those regulations, statutes, and executive orders may impact the citizens as well as the Police Department and its operations.

The police facility is aging with the primary current concern being the storage space available for growing volumes of evidence. Additionally, the aging facility is difficult to upgrade in areas such as air exchange, ballistic windows and other modern improvements due to the asbestos findings in the building. Steps will need to be taken to expand and modernize the facility in the coming years.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 994,452	\$ 1,398,704	\$ 1,752,623	\$ 1,752,623	\$ 1,790,447	\$ 37,824	2.16%
0200	Overtime	126,927	127,939	113,980	119,195	119,639	5,659	4.96%
0250	Holiday Pay	65,149	70,532	84,118	84,118	83,552	(566)	(0.67%)
0300	Leave	25,369	38,302	61,101	61,101	61,650	549	0.90%
0400	Medicare	17,399	23,423	29,172	29,172	29,801	629	2.16%
0450	Social Security	1,154	1,165	2,064	2,064	2,006	(58)	(2.81%)
0500	PERS	256,943	347,145	421,835	421,835	431,482	9,647	2.29%
0600	Unemployment Insurance	2,979	2,614	10,059	10,059	10,275	216	2.15%
0700	Workers Compensation	25,075	40,306	54,534	54,534	59,185	4,651	8.53%
0800	Health & Life Insurance	287,723	309,863	469,300	469,300	506,844	37,544	8.00%
0900	Supplemental Retirement	12,431	23,690	28,500	28,500	28,500	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 1,815,601</u>	<u>\$ 2,383,683</u>	<u>\$ 3,027,286</u>	<u>\$ 3,032,501</u>	<u>\$ 3,123,381</u>	<u>\$ 96,095</u>	<u>3.17%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,254	1,153	1,500	1,500	1,400	(100)	(6.67%)
2022	Operating & Repair Supplies	61,483	61,514	65,000	65,000	65,000	-	-
2023	Repair & Maintenance Supplies	-	-	1,176	1,176	600	(576)	(48.98%)
2024	Small Tools/Minor Equipment	138,679	50,022	25,295	35,665	38,490	13,195	52.16%
2026	Computer Software	7,976	6,375	8,614	10,214	11,144	2,530	29.37%
4531	Professional Services	23,256	19,053	18,200	18,200	20,100	1,900	10.44%
4532	Communications	12,154	16,474	18,185	18,185	18,460	275	1.51%
4533	Travel & Transportation	38,441	30,496	52,650	49,450	52,650	-	-
4534	Advertising	238	833	900	900	600	(300)	(33.33%)
4535	Printing & Binding	2,092	2,941	3,300	3,300	2,800	(500)	(15.15%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	42,006	41,551	45,519	45,519	50,707	5,188	11.40%
4538	Repair & Maintenance	15,117	17,120	8,500	8,500	8,500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	83,634	83,634	80,768	(2,866)	(3.43%)
4541	Postage	1,041	2,522	2,808	2,808	2,100	(708)	(25.21%)
4666	Books	1,537	1,459	1,790	1,790	1,820	30	1.68%
4667	Dues & Publications	3,640	3,300	4,053	4,053	3,815	(238)	(5.87%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	12,073	13,476	16,200	13,600	16,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 360,987</u>	<u>\$ 268,289</u>	<u>\$ 357,324</u>	<u>\$ 363,494</u>	<u>\$ 375,154</u>	<u>\$ 17,830</u>	<u>4.99%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	10,658	23,785	-	15,512	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ 10,658</u>	<u>\$ 23,785</u>	<u>\$ -</u>	<u>\$ 15,512</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Department Total:		<u>\$ 2,187,246</u>	<u>\$ 2,675,757</u>	<u>\$ 3,384,610</u>	<u>\$ 3,411,507</u>	<u>\$ 3,498,535</u>	<u>\$ 113,925</u>	<u>3.37%</u>

**City of Kenai
Fiscal Year 2022 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.

2024 Small Tools & Minor Equipment. Cost for 19 computer replacements and related computer hardware/peripherals. Body armor, gas masks, protective equipment, digital cameras and accessories, body cameras, radar, training materials, vehicle camera replacement, portable breath testers, taser replacement and office furniture.

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

4533 Transportation. Police academies, lateral and full. and various police training seminars and conferences.

4538 Repair & Maintenance. Department janitorial, annual building inspection services, miscellaneous equipment repairs and tuning. Printer maintenance, radio programming and maintenance, radar tuning fork testing, small equipment repairs and miscellaneous.

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

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund 001 – General Fund
Department: 422 – Fire**

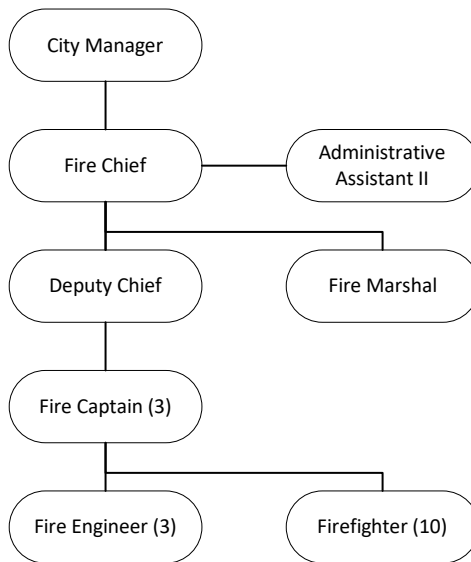
Mission

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 (KFD) 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

	FY18 Actual		FY19 Actual		FY20 Actual		FY21 Budgeted		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Fire Chief	1	27	1	27	1	27	1	27	1	27	1	27
Deputy Chief	-	N/A	-	N/A	-	N/A	1	25	1	25	1	25
Battalion Chief	1	22	1	22	1	22	-	N/A	-	N/A	-	N/A
Fire Marshal	1	22	1	22	1	22	1	22	1	22	1	22
Captain	3	21	3	21	3	21	3	21	3	21	3	21
Engineer	3	20	3	20	3	20	3	20	3	20	3	20
Firefighter	9	18	9	18	10	18	10	18	10	18	10	18
Administrative Assistant II	1	14	1	14	1	14	1	14	1	14	1	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budgeted	Requested FY22	Projected FY23
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	261	235	0	N/A	N/A	N/A
Fire Marshal	215	162	192	200	200	200
Captain	613	568	836	480	480	480
Engineer	828	577	825	480	480	480
Firefighter	1,685	1,926	2,367	1,520	1,520	1,520
Administrative Asst. II	0	0	0	10	10	10
FLSA	<u>2,400</u>	<u>2,560</u>	<u>2,560</u>	<u>2,400</u>	<u>2,560</u>	<u>2,560</u>
Total	<u>6,002</u>	<u>6,028</u>	<u>6,780</u>	<u>5,090</u>	<u>5,250</u>	<u>5,250</u>

Performance Measures

1. Reduce fire loss through fire-code compliance inspections.

The Fire Marshal's office was unable to complete our targeted inspections for 2020 due to COVID-19 and restrictions/mandates resulting. With current restrictions and limited access to businesses, we are targeting 45% completion as our goal.

Occupancy Inspections	CY 2018	CY 2019	CY 2020	CY 2021*
Total Number of Occupancies	394	394	406	406
Inspections Completed	78	220	125	183
% of Inspections Completed	19%	55%	30%	45%

*Projected Figures

2. Reduce fire loss through conducting company level pre-fire 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	CY 2018	CY 2019	CY 2020	CY 2021*
Number of Target Hazards	51	53	53	53
Number of completed Pre-plans	20	31	33	53
% of Pre-plans completed	39%	58%	62%	100%

*Projected Figures

We have refocused our efforts over the last FY and are beginning the process of re-evaluating our identified target hazards and how they align with National Fire Protection Association (NFPA) 1670 requirements. We will categorize hazards into Basic, Intermediate, and Comprehensive categories as we move forward in updating our target hazards. Our department has had very limited access to businesses to complete Pre-Fire plans and our goal will continue to be the annual completion of 100% of Target Hazard Pre-Fire Plans.

FY21 Department Goals Evaluation

1. Continuation of Succession Planning to prepare the department for anticipated retirements of senior staff.

- *Achieved. This goal was established in FY20 to support Goal 4 of the City's Comprehensive Plan of Providing Adequate Public Improvements and Services in Kenai. This continuing goal is accomplished at all levels of the department through educational training at the following: Kenai Peninsula College Paramedic Program (Soldotna), Alaska Fire Chiefs Leadership Summit (Juneau), In-house Driver/Operator program, and In-house mentoring.*
2. Establish a Business Registration Requirement for all businesses within the City.
 - *Not Achieved. The Fire Marshal's Office would like to have a business registration requirement to capture actual businesses within the City of Kenai. There is no current avenue, other than sales tax collection, that tracks the number of occupancies doing business within City limits. In order to have accurate information for the Fire Marshal's office, in regard to required inspections, we must have information of all occupancies DBA within the City. This will allow KFD to prioritize target hazards, local and response risks, and develop strategic plans in support of Goals 1,4, and 7 of the Comprehensive Plan.*
 3. Continuation of a Community Risk Reduction process that allows the department to identify and prioritize local risks.
 - *Achieved. In support of City Goal 1 of the Comprehensive Plan of Improving the Quality of Life for the citizens of the Kenai, KFD was able to adapt to the global risk of COVID-19 and assist the State, City and local agencies in response to the pandemic.*
 - *Achieved. During the COVID-19 pandemic, the State of Alaska Department of Health and Social Services needed partners to begin a vaccination program within the state to reach the maximum number of individuals possible. We became an "enrolled partner", trained our personnel, and began vaccination clinics to assist the State and our community.*
 - *Achieved. Apply for monthly allocations of COVID-19 vaccines and give 100% of allocations to current Phase/Tier based on State guidelines.*
 - *Achieved. KFD applied and was accepted into a pilot program with the National Fire Protection Association (NFPA) to assess community risks. KFD is able to collect data from the records management system and use that in the NFPA program to identify risks and implement programs within the community.*
 4. Improve the department's records management systems.
 - *Achieved. Accuracy of response times has improved with the implementation of the new Station Alerting system and CAD interface.*
 - *Partially Achieved. KFD received a grant from FM Global to purchase computer software and iPads to move forward with Pre-Fire Plans programming. Our neighboring departments, CES and NFD have also moved forward with the programming and all 3 agencies will begin to enter this data to be shared for emergencies.*
 5. Firefighter/Paramedic internship program through local university.
 - *Achieved. Covid-19 pushed this goal to reality much faster than anticipated. This goal was reached with great success and feedback from KPC students and Program Managers. This turned into an efficiency for the Paramedic program as well as a cost savings for students who would have otherwise needed to travel out of state to complete internships.*
 - *Achieved. During these internships, we were able to build relations with students as well as program administrators for future/potential hiring of Firefighter/Paramedics. 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.*

- *Achieved. A new agreement with Kenai Peninsula College was completed to expand on internship and preceptorship of Paramedic Students. Students are now able to work full 48 hour shifts and complete requirements of the program per national standards. The Firefighter I Program was temporarily suspended due to Covid-19, but will likely resume with our current agreement in place.*

FY22 Department Goals

The following goals support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 - 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. Update the City of Kenai Emergency Operations Plan (EOP). The EOP will be completely updated to current operations and information with significant changes in some areas and minor in others. We will solicit a temporary employee with previous experience in updates to EOP's that will assist in completing the project within 6 months.
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.
3. Host mobile COVID-19 vaccination clinics to achieve the highest level of protection to residents of Alaska. The Fire Department has a reserve ambulance that we are planning to use as a mobile clinic on the Central Peninsula. In collaboration with Kenai Peninsula Borough's Office of Emergency Management and the City of Soldotna, we will target the underserved population and seasonal groups that may otherwise have difficulty getting access to vaccines. This project will be completed by March 31, 2021.
4. Identify community risks through NFPA Pilot Program and establish risk reduction programs from those identified. Incorporate Emergency Risk Reduction measures into the updated Emergency Operations Plan. The Fire Marshals Office will use information obtained from the NFPA program that will be completed in 3 months. Incorporation into the EOP will coincide with the completion dates of the EOP.
5. Train and prepare personnel for upper level positions to meet the goals of the Succession Plan. This is an ongoing program in the department. We strive to train all personnel to the level above their current position. We assign mentors to individuals to improve and strengthen their skillset to prepare them for promotions.
6. Establish Business Registration within the City and evaluate what specific businesses require annual inspection and pre-fire plans. While we update the City's EOP, there may be incentives and opportunities that will facilitate this goal. We have experienced difficulty in the past, to identify all active businesses in a timely manner. Our goal is to conduct required inspections as set out in NFPA guidelines. We will work over the next FY to draft and adopt legislation to implement this goal.
7. Continued partnership with Kenai Peninsula College (KPC) Firefighter/Paramedic programs to educate future individuals in the Emergency Services field. Our department values the importance of education and we feel it is our duty to educate future members of the Fire and EMS service. Our partnership with KPC has grown and we feel that we may be able to do more to help these programs succeed. The benefit of having on the job training (OJT) allows us to work with potential future prospects from these programs and recruit individuals to the local job market.

Future Considerations

As we have learned over the last year, we must be able to adapt to changes resulting from unforeseen disasters. Building working relationships with Borough, State and local agencies will be a focus moving forward, as will expanding medical services.

Recruitment and retention of qualified personnel will also be a continued concern for our department. We continue to monitor legislation such as House Bill 55 and other recruitment and retention options to remain competitive as an organization within the State of Alaska.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Fire

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,015,023	\$ 1,378,739	\$ 1,571,325	\$ 1,583,675	\$ 1,545,655	\$ (25,670)	(1.63%)
0200	Overtime	151,945	209,188	138,884	138,884	138,293	(591)	(0.43%)
0250	Holiday Pay	58,783	63,319	68,768	68,768	67,026	(1,742)	(2.53%)
0300	Leave	44,198	40,421	81,342	81,342	79,951	(1,391)	(1.71%)
0400	Medicare	17,108	23,655	26,976	27,155	26,548	(428)	(1.59%)
0450	Social Security	-	-	-	766	-	-	-
0500	PERS	267,273	362,859	391,377	391,377	385,215	(6,162)	(1.57%)
0600	Unemployment Insurance	2,890	2,458	9,300	9,362	9,153	(147)	(1.58%)
0700	Workers Compensation	32,139	65,909	56,842	56,872	57,566	724	1.27%
0800	Health & Life Insurance	310,487	319,970	494,000	494,000	533,520	39,520	8.00%
0900	Supplemental Retirement	12,925	25,947	30,000	30,000	30,000	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 1,912,771</u>	<u>\$ 2,492,465</u>	<u>\$ 2,868,814</u>	<u>\$ 2,882,201</u>	<u>\$ 2,872,927</u>	<u>\$ 4,113</u>	<u>0.14%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	505	647	700	700	700	-	-
2022	Operating & Repair Supplies	58,375	57,402	59,560	59,560	60,235	675	1.13%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	33,386	35,946	16,528	30,514	18,462	1,934	11.70%
2026	Computer Software	3,017	3,551	5,982	10,867	8,775	2,793	46.69%
4531	Professional Services	54,982	48,758	66,620	68,233	69,015	2,395	3.60%
4532	Communications	9,912	7,720	12,681	12,681	14,485	1,804	14.23%
4533	Travel & Transportation	15,671	18,024	21,250	20,157	21,250	-	-
4534	Advertising	969	394	1,400	1,400	1,400	-	-
4535	Printing & Binding	1,650	1,521	3,100	3,100	3,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	49,412	48,693	47,248	47,248	52,589	5,341	11.30%
4538	Repair & Maintenance	2,984	2,791	4,800	4,800	7,455	2,655	55.31%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	115,067	127,304	132,150	132,150	134,869	2,719	2.06%
4541	Postage	-	326	400	400	400	-	-
4666	Books	2,693	2,965	4,150	4,150	4,150	-	-
4667	Dues & Publications	2,863	2,917	3,928	3,928	2,745	(1,183)	(30.12%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,500	8,653	10,000	10,000	10,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 359,986</u>	<u>\$ 367,612</u>	<u>\$ 390,497</u>	<u>\$ 409,888</u>	<u>\$ 409,630</u>	<u>\$ 19,133</u>	<u>4.90%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	32,999	-	10,929	50,000	50,000	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ 32,999</u>	<u>\$ -</u>	<u>\$ 10,929</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>-</u>
Department Total:		<u>\$ 2,272,757</u>	<u>\$ 2,893,076</u>	<u>\$ 3,259,311</u>	<u>\$ 3,303,018</u>	<u>\$ 3,332,557</u>	<u>\$ 73,246</u>	<u>2.25%</u>

**City of Kenai
Fiscal Year 2022 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. New hire costs, oxygen/nitrogen refills, 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. Office furniture replacement.

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.

4538 Repair & Maintenance. Carpet cleaning, ladder testing SCBA air sampling, mat cleaning service, US digital design maintenance and service and miscellaneous repair and maintenance.

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.

Safe boat	\$ 8,169
Engine 3	28,622
1993 Aerial	26,081
Engine 4	12,584
FR8 Ambulance	17,415
Engine 2	13,759
FR6 Ambulance	16,446
Fleet Replacement	11,793
	<u>\$ 134,869</u>

8064 Machinery & Equipment. Cost for Lifepack replacement, \$30,000 and a power gourney replacement, \$20,000.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

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

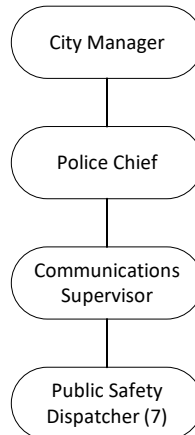
Functions & Responsibilities

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

Organizational Chart



Staffing

Position Title	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Communications Supervisor	1	17	1	17	1	17	1	17	1	17	1	17
Public Safety Dispatcher	7	14	7	14	7	14	7	14	7	14	7	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Communications Supervisor	61	22	77	45	45	45
Public Safety Dispatcher	556	465	614	301	301	301

Performance Measures

	CY 2017	CY 2018	FY 2019	FY 2020	FY 2021*
Police Calls for Service Dispatched	8,330	9,194	9,005	7,339	6,834
Medical Calls for Service Dispatched	1,065	1,095	1,146	1,098	940
Fire Calls for Service Dispatched	377	383	382	365	313
Average Dispatch time for EMS calls (seconds)	-	-	-	55	51
Training Hours Per Dispatcher	-	-	-	33	24

* Projected Figures

FY21 Department Goals Evaluation

1. Reduce the overall average dispatch time below 1 minute to comply with APCO ANS 1.113.1-2018.
 - *Partially Achieved. During the year the dispatch center has made significant progress in achieving this goal. Dispatching times averaged 61 seconds for in progress police calls and 55 seconds for medical calls. Additional improvement is anticipated as our staff becomes more acclimated to the more streamlined processes.*
2. Continue to move towards a more paperless case file system. In doing so, it is anticipated that employee time can be used more efficiently, in addition to cost savings in office supplies and printing costs.
 - *Achieved. Significant progress was made with this goal. Most police reporting is now done through the RMS system exclusively. There has been a continued transition away from paper, and to predominantly providing documents to the District Attorney's office in an electronic format. These changes have resulted in a significant decrease in the number of items being printed and an associated reduction in staff time spent on that paperwork.*
3. The Communications Department will continue to strive to have the most highly trained Communications staff in the entire state. We will do this by fostering a culture of constant feedback and stretching our training dollars to the maximum, and by utilizing other non-traditional sources for training like, the Department Of Homeland Security, FEMA, and other government agencies that help to provide no-cost or low-cost training to first responders. Dispatchers will attend 24 hours of additional training this year, which exceeds the standards set by the International Academies of Emergency Dispatch.
 - *Achieved. This was a very challenging goal this year due to the COVID crisis. All in-person training was cancelled which resulted in a significant decrease in the amount of training that was available to dispatchers. The department turned more heavily to online training. All dispatchers completed a monthly training with Police Legal sciences, which plays an actual 911 call for the dispatcher to review, it covers everything from following proper protocols, customer service, and a legal review.*

Dispatcher's also completed a monthly EMD training online to keep their EMD certifications current, in addition to multiple APCO and NENA courses.

FY22 Department Goals

1. Reduce the overall average dispatch time for in progress police calls to below 1 minute to comply with APCO ANS 1.113.1-2018. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1- Quality of life: Promote and encourage quality of life in Kenai by enhancing public safety through prompt emergency call dispatching.
2. In the coming year we will implement an official EMD-Q program through the international academies of emergency dispatch. This program will focus on customer service, adherence to protocols, and efficiency in delivering great service to our callers in order to start the accreditation process in 2022. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1- Quality of life: Promote and encourage quality of life in Kenai by enhancing public safety through implementation of more advanced quality control systems in emergency medical dispatching.
3. Dispatchers will attend 24 hours of training this year, which exceeds the 12 hour standard set by the International Academies of Emergency Dispatch. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1- Quality of life: Promote and encourage quality of life in Kenai by enhancing public safety through quality and ongoing training of emergency dispatchers.

Future Considerations

- Funding for Phase II of the dispatch radio replacement will need to be funded in the coming years. The equipment is obsolete and finding replacement parts is becoming very difficult if not impossible.
- 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.
- The Kenai Communications tower is at capacity and the City will need to evaluate solutions for future public safety needs in addition to future City IT infrastructure needs.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Communications

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 267,094	\$ 386,462	\$ 455,374	\$ 455,374	\$ 449,283	\$ (6,091)	(1.34%)
0200	Overtime	12,252	19,529	14,162	14,162	13,169	(993)	(7.01%)
0250	Holiday Pay	20,543	22,838	25,729	25,729	25,451	(278)	(1.08%)
0300	Leave	34,160	11,271	10,948	10,948	9,400	(1,548)	(14.14%)
0400	Medicare	4,523	6,144	7,340	7,340	7,211	(129)	(1.76%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	68,051	94,721	108,958	108,958	107,340	(1,618)	(1.48%)
0600	Unemployment Insurance	753	1,204	2,530	2,530	2,486	(44)	(1.74%)
0700	Workers Compensation	62	1,191	1,244	1,244	1,243	(1)	(0.08%)
0800	Health & Life Insurance	121,147	131,947	197,600	197,600	213,408	15,808	8.00%
0900	Supplemental Retirement	6,589	9,264	12,000	12,000	12,690	690	5.75%
	<u>Total Salaries & Benefits</u>	<u>\$ 535,174</u>	<u>\$ 684,571</u>	<u>\$ 835,885</u>	<u>\$ 835,885</u>	<u>\$ 841,681</u>	<u>\$ 5,796</u>	<u>0.69%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,223	1,239	1,750	1,750	1,500	(250)	(14.29%)
2022	Operating & Repair Supplies	-	150	200	200	200	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	4,597	3,884	5,215	5,215	5,215	-	-
2026	Computer Software	1,745	1,423	1,710	1,710	3,460	1,750	102.34%
4531	Professional Services	793	392	1,720	1,720	1,520	(200)	(11.63%)
4532	Communications	2,277	2,552	2,675	2,675	2,825	150	5.61%
4533	Travel & Transportation	7,735	6,734	8,500	8,500	8,500	-	-
4534	Advertising	580	491	600	600	600	-	-
4535	Printing & Binding	615	429	700	700	700	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	20,952	21,722	26,290	26,290	34,393	8,103	30.82%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	67	200	200	100	(100)	(50.00%)
4667	Dues & Publications	478	379	540	540	540	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	264	1,709	850	850	850	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 41,259</u>	<u>\$ 41,171</u>	<u>\$ 50,950</u>	<u>\$ 50,950</u>	<u>\$ 60,403</u>	<u>\$ 9,453</u>	<u>18.55%</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>
Department Total:		<u>\$ 576,433</u>	<u>\$ 725,742</u>	<u>\$ 886,835</u>	<u>\$ 886,835</u>	<u>\$ 902,084</u>	<u>\$ 15,249</u>	<u>1.72%</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: 23 - Communications

2024 Small Tools & Minor Equipment. Replacement computer, monitors, headsets, handsets, hardware and furniture.	4533 Travel & Transportation. Continuing education for department staff including emergency communications training, emergency medical dispatch training, and state/federal crime database user training.
4531 Professional Services. Drug screenings for new hires and medical director fees.	4538 Repair & Maintenance. Maintenance of department radio equipment, records management system, call recording equipment and other miscellaneous items.

**City of Kenai
Fiscal Year 2022 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

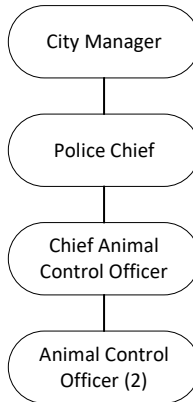
The primary responsibilities of the Kenai Animal Shelter are:

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Chief Animal Control Officer	1	16	1	16	1	16	1	16	1	16	1	16
Officer	2	14	2	14	2	14	2	14	2	14	2	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Chief Animal Control Officer	27	17	18	30	30	30
Officer	72	27	12	100	100	100

Performance Measures

	CY 2017	FY 2018	FY 2019	FY 2020	FY 2021*
Field investigations & Patrols	341	328	312	358	450
Volunteer Hours Logged	399	527	692	356	0
Educational Outreach	9	7	10	9	3
Animal Shelter Intake	827	790	901	891	714

* Projected Figures

FY21 Department Goals Evaluation

1. Collaborate with the Soldotna Animal Control Officer and Soldotna Police Department to provide humane care of City of Soldotna animals through shelter services which include animal husbandry, reasonable medical attention, quarantine, licensing and adoption.
 - *Achieved. 100 animals have entered the Kenai Animal Shelter from Soldotna City limits. 57 of those were brought over by Soldotna Animal Control/Soldotna Police department.*
2. Participate in and instruct public education and volunteer opportunities.
 - *Partially Achieved. The number of educational outreaches decreased due to Covid-19, children learning from home and the stay-at-home mandates. Volunteer hours also decreased this year due to the suspension of the volunteer program due to Covid-19 to ensure the safety of our staff. By suspending the volunteer program, we minimized contact with outside parties to ensure staff stayed healthy to perform essential duties. We used the City of Kenai's Animal Control website and Facebook social media platform to spread information about the shelter and animal safety.*
3. Assist in helping to reduce the numbers of unwanted animals in our community by proactively spaying/neutering animals adopted through the shelter.
 - *Achieved. The animal shelter intake numbers stayed consistent with FY19. The Kenai Animal Shelter was considered an essential organization during the Covid-19 mandates and conducted mostly normal business functions however, primarily by appointments. All animals that left the shelter were fixed. Despite some of the state veterinary mandates at times hindering the availability to get animals fixed, the Kenai Animal Shelter was able to get all the animals fixed prior to leaving the shelter upon adoption.*

FY22 Department Goals

1. Institute daily proactive patrols during business hours and continue to respond to field investigation calls for service to help make Kenai a safer and community friendly environment. Evaluate through field investigations, appointments, and patrol numbers. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by making the community safer.
2. Increase public education events back to a minimum of 10 per year and re-incorporate the use of volunteers into shelter operations. Evaluated through assessing volunteer hours logged and the number of public education opportunities instructed. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote

and encourage quality of life in Kenai 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 supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by reducing the number of unwanted animals.

Future Considerations

Kenai Animal Control Officers will need to find and attend continuing educational opportunities to ensure our Officers perform within industry standards and maintain certification. Kenai Animal Control Officers will have to continue regularly evaluating the Kenai Animals Shelter for facility improvements that may be required to stay in compliance with national standards for animal shelters.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Animal Control

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 152,791	\$ 158,895	\$ 168,317	\$ 168,317	\$ 171,346	\$ 3,029	1.80%
0200	Overtime	1,870	3,365	6,472	6,472	6,600	128	1.98%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,065	2,247	3,318	3,318	4,106	788	23.75%
0400	Medicare	2,197	2,291	2,583	2,583	2,640	57	2.21%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	34,025	35,721	38,453	38,453	39,148	695	1.81%
0600	Unemployment Insurance	263	231	890	890	910	20	2.25%
0700	Workers Compensation	2,364	3,094	2,844	2,844	2,852	8	0.28%
0800	Health & Life Insurance	68,057	55,702	74,100	74,100	80,028	5,928	8.00%
0900	Supplemental Retirement	2,591	3,940	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 271,223	\$ 265,486	\$ 301,477	\$ 301,477	\$ 312,130	\$ 10,653	3.53%
<u>Maintenance and Operations</u>								
2021	Office Supplies	544	514	795	795	795	-	-
2022	Operating & Repair Supplies	9,750	8,460	13,090	12,540	13,050	(40)	(0.31%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	5,166	3,221	1,320	1,870	1,320	-	-
2026	Computer Software	964	963	985	985	1,000	15	1.52%
4531	Professional Services	31,389	27,070	34,500	34,500	34,500	-	-
4532	Communications	2,184	2,280	2,596	2,596	1,951	(645)	(24.85%)
4533	Travel & Transportation	2,134	3,750	5,000	5,000	5,000	-	-
4534	Advertising	-	92	300	300	300	-	-
4535	Printing & Binding	988	794	900	900	900	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	28,122	24,569	26,082	26,082	31,891	5,809	22.27%
4538	Repair & Maintenance	1,568	1,001	1,600	1,600	1,600	-	-
4539	Rentals	47,178	46,817	47,279	47,279	47,198	(81)	(0.17%)
4540	Equip. Fund Pmts.	-	-	5,308	5,308	5,308	-	-
4541	Postage	844	726	900	900	900	-	-
4666	Books	-	102	250	250	250	-	-
4667	Dues & Publications	990	471	1,015	1,015	1,015	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	750	1,291	1,700	1,700	1,700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 132,571	\$ 122,121	\$ 143,620	\$ 143,620	\$ 148,678	\$ 5,058	3.52%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 403,794	\$ 387,607	\$ 445,097	\$ 445,097	\$ 460,808	\$ 15,711	3.53%

City of Kenai
Fiscal Year 2022 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 and recertifications.

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 for staff and volunteers.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

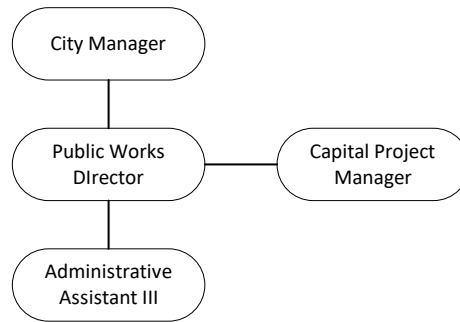
Mission

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	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	1	28	.71	28	.71	28	.71	28	.71	28	.71	28
Administrative Assistant II	1	14	1	14	1	14	1	14	N/A	N/A	N/A	N/A
Administrative Assistant III	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	.71	15	.71	15
Capital Project Manager	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.0	23	1.0	23

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	0	1	6	6	N/A	N/A
Administrative Assistant III	N/A	N/A	N/A	N/A	6	6
Capital Project Manager	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

FY	2017	2018	2019	2020	2021*
Active Capital Projects	No Historical Data			15	16
Completed Capital Projects	2	3	5	9	8
RFPs released	No Historical Data			4	10
ITBs released				8	14
Construction Permit Review				12	14
Right of Way / Excavation Permits Issued	44	52	55	71	60
Percent of Resident Queries responded to within 24 hours	No Historical Data	92	95	96	96

*Projected Figures

FY21 Department Goal Evaluation

1. Begin to successfully implement the new Capital Improvement Plan. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services. *Goal was successfully implemented, last year was the first Capital Improvement Plan to that level of detail presented to Council.*
 - *Achieved. COVID delayed the initial funding of the plan, however the plan is in place and projects are now being released and completed in accordance with the plan.*
2. Begin to successfully implement the new Fleet Replacement Plan. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services. *Goal was successfully implemented.*
 - *Achieved. Public Works auctioned off eleven vehicles from the Fleet with approximately four more planned for the Auction block Spring 2021. New vehicles have been ordered for Police and Fire in accordance with the Plan.*
3. With new Engineering Services Agreements in place begin gathering greater detail and Master Planning for Airport, Streets, W&S/WWTP. Implement this information into next years updated CIP. This will support Goals 4 & 5 of the City of Kenai's Comprehensive Plan.
 - *Partially Achieved. Master Plans in place for the Airport, Waste Water Treatment Plant, Water & Sewer currently in progress as of February 2021. Streets will be the last piece to begin Master Planning currently planned to start in May 2021 after the spring thaw and the roadways and infrastructure are visible.*

FY22 Department Goals

- 1 Successfully hire or complete successful onboarding of an Administrative Assistant III and Capital Projects Manager to increase the effectiveness of the Department. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services.
- 2 Maintain and update the Capital Improvement Plan with new information provided from the Master Plan studies provided by the Engineering Teams. This will ensure funds

continued to be directed to the highest priority projects for each department. This will support Goals 4 & 5 of the City of Kenai's Comprehensive Plan.

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 2022 Operating Budget

Fund: 001 - General Fund
Department: Public Works Administration

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 142,782	\$ 156,208	\$ 116,260	\$ 117,606	\$ 94,951	\$ (21,309)	(18.33%)
0200	Overtime	264	151	353	353	223	(130)	(36.83%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(379)	933	5,004	5,004	2,637	(2,367)	(47.30%)
0400	Medicare	2,034	2,250	1,764	1,764	1,418	(346)	(19.61%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	36,117	36,154	25,655	26,030	20,939	(4,716)	(18.38%)
0600	Unemployment Insurance	227	215	608	608	489	(119)	(19.57%)
0700	Workers Compensation	303	477	302	302	245	(57)	(18.87%)
0800	Health & Life Insurance	31,931	32,518	36,062	36,062	31,211	(4,851)	(13.45%)
0900	Supplemental Retirement	2,609	2,798	2,190	2,190	1,755	(435)	(19.86%)
	Total Salaries & Benefits	\$ 215,888	\$ 231,704	\$ 188,198	\$ 189,919	\$ 153,868	\$ (34,330)	(18.24%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	532	561	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,774	1,999	1,040	1,040	1,040	-	-
2026	Computer Software	1,173	1,157	2,228	2,228	2,228	-	-
4531	Professional Services	(58,214)	(57,958)	-	-	-	-	-
4532	Communications	977	1,161	1,090	1,090	1,130	40	3.67%
4533	Travel & Transportation	255	441	1,000	1,000	900	(100)	(10.00%)
4534	Advertising	388	377	600	600	500	(100)	(16.67%)
4535	Printing & Binding	-	18	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	98	20	300	300	300	-	-
4667	Dues & Publications	340	499	800	800	800	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	18	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ (52,677)	\$ (51,707)	\$ 8,258	\$ 8,258	\$ 8,098	\$ (160)	(1.94%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 163,211	\$ 179,997	\$ 196,456	\$ 198,177	\$ 161,966	\$ (34,490)	(17.56%)

City of Kenai
Fiscal Year 2022 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 2022 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.

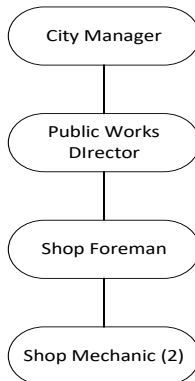
Functions & Responsibilities

The Shop Department is a service provider for all city departments, coordinating the maintenance operations for the city's fleet of equipment.

The Shop Department is comprised of 1 building and 3 employees that work with all departments to maintain a fleet of approximately 482 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 serviced by the Shop: Administration, Animal Control, Airport, Beacon 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 16 years at the end of 2020.

Organizational Chart



Fleet Age by Department

	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2020	31 yrs.	13 yrs.	14 yrs.	30 yrs.	15 yrs.	19 yrs.	16 yrs.
2019	26 yrs.	13 yrs.	13 yrs.	30 yrs.	15 yrs.	20 yrs.	16 yrs.
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.
2010	12 yrs.	11 yrs.	3 yrs.	21 yrs.	5 yrs.	15 yrs.	12 yrs.
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	Average Age
2020	11 yrs.	15 yrs.	18 yrs.	15 yrs.	24 yrs.	15 yrs.	16 yrs.
2019	10 yrs.	15 yrs.	18 yrs.	15 yrs.	25 yrs.	15 yrs.	16 yrs.
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.
2010	5 yrs.	11 yrs.	15 yrs.	12 yrs.	19 yrs.	16 yrs.	12 yrs.

Staffing

	FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Shop Foreman	1	21	1	21	1	21	1	21	1	21	1	21
Mechanic	2	19	2	19	2	19	2	19	2	19	2	19

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Requested FY21	Projected FY22	Projected FY23
Shop Foreman	91	114	99	100	90	90
Mechanic	67	89	13	60	50	50

Performance Measures

CY	2016	2017	2018	2019	2020
Work Orders	1,055	1,176	1,121	1,166	1,057
Repair Expenses	\$ 400,111	\$ 352,700	\$ 345,048	\$ 357,607	\$ 347,978

Work Orders	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2020	1	144	8	16	11	88	183
2019	6	138	5	17	4	75	211
2018	5	133	5	8	5	100	236
2017	7	124	5	13	11	105	227

	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer
2020	154	139	46	207	12	48
2019	128	219	33	215	12	44
2018	145	197	42	167	15	54
2017	163	184	40	230	18	49

Expense by Dept.	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2020	\$188	\$74,454	\$2,638	\$425	\$1,922	\$46,774	\$42,896
2019	\$802	\$81,009	\$1,012	\$3,798	\$786	\$20,413	\$48,756
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
2016	\$1,148	\$76,427	\$589	\$1,157	\$866	\$32,842	\$58,696

	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer
2020	\$51,151	\$12,315	\$8,435	\$95,450	\$2,716	\$11,331
2019	\$65,580	\$25,857	\$5,868	\$89,777	\$5,575	\$8,406
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
2016	\$39,750	\$13,276	\$546	\$157,776	\$8,772	\$8,266

Fleet	1985	2010	2014	2018	2019	2020
Boats	1	1	2	3	3	3
Cranes & Lifts	3	4	6	9	9	9
Generators, Large	2	10	12	14	14	14
Heavy Equipment	32	87	100	73	63	63
Heavy Equipment Implement Pre-2018 part of Heavy Equipment				74	66	66
Mowers, Riding	N/A	N/A	N/A	12	12	12
Small Equipment	58	196	239	209	206	215
Snowmobiles	N/A	N/A	N/A	3	3	3
Trailers	N/A	N/A	N/A	24	24	23
Utility Vehicles	N/A	N/A	10	10	10	10
Vehicles	40	52	68	73	68	57
Total Documented Fleet	135	349	435	504	478	475

FY21 Department Goals Evaluation

1. Enhance employee training to ensure high level of repair on newer equipment to allow for repairs that are more efficient. Evaluate through assessing training needs and hours of ongoing training.
 - *Not Achieved. Goal was not met due to workload and repair needs.*
2. Maintain a 90% or greater training of Shop equipment by JSA's (Job Safety Analysis) through Shop employee documentation.
 - *Achieved. Training for FY21 95%.*
3. Increase training on diagnostics and troubleshooting.
 - *Not Achieved. Goal was not met due to COVID 19 restrictions, workload and repair needs.*

FY22 Department Goals

1. Enhance employee training to ensure high level of repair on newer equipment to allow for repairs that are more efficient. Evaluate through assessing training needs and hours of ongoing training.
2. Maintain a 90% or greater training of Shop equipment by JSA's (Job Safety Analysis) through Shop employee documentation.
3. Provide fleet utilization and cost reports.

Future Considerations

Fleet: Over that last few years the 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 1 additional full-time mechanic will allow the department to provide the same level of service as the fleet size increases, increases in complexity and ages.

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 001 - General Fund
Department: Shop**

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 226,400	\$ 221,647	\$ 232,899	\$ 232,899	\$ 234,145	\$ 1,246	0.53%
0200	Overtime	7,475	8,416	9,383	9,383	8,257	(1,126)	(12.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,817	6,975	9,111	9,111	9,999	888	9.75%
0400	Medicare	3,438	3,346	3,645	3,645	3,660	15	0.41%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	51,557	50,745	53,301	53,301	53,328	27	0.05%
0600	Unemployment Insurance	378	325	1,257	1,257	1,262	5	0.40%
0700	Workers Compensation	6,196	7,781	7,454	7,454	7,262	(192)	(2.58%)
0800	Health & Life Insurance	66,200	55,712	74,100	74,100	80,028	5,928	8.00%
0900	Supplemental Retirement	4,526	4,762	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 376,987	\$ 359,709	\$ 395,650	\$ 395,650	\$ 402,441	\$ 6,791	1.72%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	179	300	300	300	-	-
2022	Operating & Repair Supplies	155,377	158,053	135,470	135,470	134,870	(600)	(0.44%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	7,049	10,660	12,411	12,411	12,411	-	-
2026	Computer Software	685	1,346	720	720	720	-	-
4531	Professional Services	301	464	697	697	-	(697)	(100.00%)
4532	Communications	3,360	4,937	2,855	2,855	2,995	140	4.90%
4533	Travel & Transportation	-	434	7,200	7,200	7,200	-	-
4534	Advertising	-	115	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	39,809	54,021	49,346	49,346	58,237	8,891	18.02%
4538	Repair & Maintenance	16,829	21,171	26,679	26,679	26,679	-	-
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	3,066	3,066	3,066	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	7,415	5,618	8,812	8,812	8,812	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,169	2,008	3,121	3,121	3,135	14	0.45%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 231,994	\$ 259,006	\$ 251,177	\$ 251,177	\$ 258,925	\$ 7,748	3.08%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	16,394	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 16,394	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 608,981	\$ 635,109	\$ 646,827	\$ 646,827	\$ 661,366	\$ 14,539	2.25%

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 001 - General Fund
Department: 32 - Shop**

2022 Operating & Repair Supplies. Repair parts for City vehicles and equipment, fuel, diesel exhaust fluid, summer tire order, oil & lubricants, and other general department supplies.

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 repairs, dealer required repairs, and required inspections. Copier maintenance, hazardous waste cleanup and miscellaneous repairs.

4667 Dues & Publications. Vehicle maintenance subscriptions, parts and services manuals, Caterpillar electronic manual, fleet maintenance annual subscription and other annual updates.

5041 Miscellaneous. Laundry service for uniforms, floor mat cleaning and vehicle licenses renewals.

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund 001 – General Fund
Department: 433 – Streets**

Mission

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.

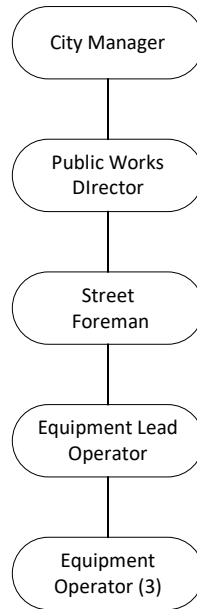
Operations include pothole repairs, grading of gravel roadways, applying calcium chloride for dust control, crack sealing, and repair/replacement of culverts as needed. Clearing and ditching of all right of ways as needed. Maintenance of storm drain facilities, including catches, inlets and outlets. Installing and maintaining roadway signage, including regulatory, cautionary, public information and street names. Monitoring all streetlights 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 eighty 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	2
Bucket Truck	1
Pickups	2
Trackless Equipment	2
Total Equipment	17

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Requested FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	21	1	21	.91	21	.91	21	.91	21	.91	21
Equipment Lead Operator	1	19	1	19	.9	19	.9	19	.9	19	.9	19
Equipment Operator	4	16	4	16	3.64	16	3.64	16	3.6	16	3.6	16
Temporary Equipment Operator I (hours)	300	16	300	16	300	16	0	16	0	16	0	16

Average Overtime per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Requested FY21	Requested FY22	Projected FY23
Foreman	95	75	86	90	90	90
Equipment Lead Operator	66	80	70	80	80	80
Equipment Operator	294	309	283	250	250	250

Performance Measures

FY	2016	2017	2018	2019	2020
Lane Miles of streets	142	143	144	150	157
Reported and Repaired Potholes	6	5	5	7	1
Complaint Records	44	90	75	151	110
Calcium Chloride	2	-	1	2	1
Grading	5	4	3	9	3
Plowing	2	16	4	40	20
Sanding	10	7	10	15	9
Snow Berms	5	29	3	45	37
Street Sweeping	2	3	0	4	0
Other	22	31	54	40	39
Workers' Compensation Claims	3	1	0	0	0

FY21 Department Goals Evaluation

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.
 - *Achieved.*
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.
 - *Achieved. This is the 2nd year now for this program. FY20 Streets crews crack sealed 7,747LF of roadway, FY21 has 15,765LF completed to date. Roadways completed this year include Angler Dr., Cunningham Ct., 1st & 2nd Streets north of Redoubt, Redoubt from Forest Ave to the Spur, and Skyler Dr. Approximately 2,250lbs of crack seal material was placed.*
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.
 - *Achieved. In addition, major patches were made on Aliak and Kaknu as well as Watergate and Pirate in VIP subdivision.*
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.
 - *Achieved. Staff continues to manage their operational budget well while maintaining a high level of service to citizens. Freezing rain presented it's challenges this year requiring roadways like Beaver Loop being sanded as many as four times a day.*
5. Successfully lease two graders for the winter season only to avoid purchasing new, as part of Fleet Replacement Plan in support of Goal 5 of Transportation in the Kenai Comprehensive Plan.
 - *Not Achieved. An Invitation to Bid was released with one bid being received. Bid was over budget and staff is working on alternatives.*
6. *The City has also been successful in joint purchasing of calcium chloride and crack seal material with the Kenai Peninsula Borough to further leverage our purchasing power.*
 - *Achieved.*

FY22 Department Goals

1. To oversee crack-sealing project in the City of Kenai, year three of program. 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.
2. 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 City of Kenai Comprehensive Plan through continually repairing City streets.
3. Continue to implement the City's snow removal policy and inform citizens of the program.

This will support Goal 5 of Transportation in the City of Kenai Comprehensive Plan to ensure the streets and sidewalks are clear of snow, which allows residents to get around easily.

4. Successfully replace aging equipment to continue to provide a high level of service to the community as part of the Fleet Replacement Plan in support of Goal 5 of Transportation in the City of Kenai Comprehensive Plan.
5. Successfully complete roadway Capital Improvement repairs from the Capital Improvement Plan. Including repairs to 1st Street and Willow St. This supports Goal 4 of Public Improvements and Services and Goal 5 of Transportation in the City of Kenai Comprehensive Plan

Future Considerations

1. Repairs to Aliak Drive storm drain and roadway between Candlelight Drive and Highbush Lane.
2. Storm water system assessments and repairs to various storm water grates.
3. Warm storage facility for sand storage.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 360,402	\$ 334,376	\$ 367,563	\$ 367,563	\$ 314,660	\$ (52,903)	(14.39%)
0200	Overtime	21,736	23,267	21,447	21,447	21,632	185	0.86%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(273)	3,512	12,370	12,370	12,358	(12)	(0.10%)
0400	Medicare	5,362	5,091	5,819	5,819	5,056	(763)	(13.11%)
0450	Social Security	-	314	-	-	-	-	-
0500	PERS	87,309	82,803	85,582	85,582	73,984	(11,598)	(13.55%)
0600	Unemployment Insurance	647	532	2,008	2,008	1,743	(265)	(13.20%)
0700	Workers Compensation	12,202	12,691	14,190	14,190	12,799	(1,391)	(9.80%)
0800	Health & Life Insurance	122,913	94,270	134,609	134,609	120,215	(14,394)	(10.69%)
0900	Supplemental Retirement	8,646	7,386	8,463	8,463	6,912	(1,551)	(18.33%)
<u>Total Salaries & Benefits</u>		<u>\$ 618,944</u>	<u>\$ 564,242</u>	<u>\$ 652,051</u>	<u>\$ 652,051</u>	<u>\$ 569,359</u>	<u>\$ (82,692)</u>	<u>(12.68%)</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	133	155	240	240	240	-	-
2022	Operating & Repair Supplies	106,035	121,551	120,500	115,646	120,500	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,638	2,485	3,520	3,520	3,320	(200)	(5.68%)
2026	Computer Software	510	502	540	540	540	-	-
4531	Professional Services	(12,166)	(2,037)	1,500	5,500	-	(1,500)	(100.00%)
4532	Communications	5,127	5,139	4,690	4,690	4,730	40	0.85%
4533	Travel & Transportation	-	1,051	-	-	-	-	-
4534	Advertising	2,484	1,586	2,000	2,854	2,000	-	-
4535	Printing & Binding	34	49	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,825	30,830	29,715	29,715	33,946	4,231	14.24%
4538	Repair & Maintenance	7,812	7,097	10,000	10,000	10,000	-	-
4539	Rentals	11,423	12,156	77,800	77,800	32,000	(45,800)	(58.87%)
4540	Equip. Fund Pmts.	169,182	181,785	166,039	166,039	185,098	19,059	11.48%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	46	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	126	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 330,037</u>	<u>\$ 362,521</u>	<u>\$ 416,794</u>	<u>\$ 416,794</u>	<u>\$ 392,624</u>	<u>\$ (24,170)</u>	<u>(5.80%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,700	-	-	-	-	-
8064	Machinery & Equipment	-	5,109	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ 8,809</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Department Total:		<u>\$ 948,981</u>	<u>\$ 935,572</u>	<u>\$ 1,068,845</u>	<u>\$ 1,068,845</u>	<u>\$ 961,983</u>	<u>\$ (106,862)</u>	<u>(10.00%)</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: 33 - Streets

2022 Operating & Repair Supplies. Department supplies including barricades, safety supplies, brooms and sweepers, calcium chloride, road sand, equipment cutting edges, fuel and other miscellaneous supplies. Culvert and gravel road base fabric stock.

4538 Repair & Maintenance. Professional services for parking lot striping, stop bars and pavement markings.

4539 Rentals. Warm storage rental for 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.

Water Truck	\$ 8,969
Street Sweeper	18,925
Sander Truck	11,670
Sander Truck	11,266
Snow Blower	14,351
Aerial Bucket Truck	5,218
160H Motor Grader with Wing & Plow	19,059
140H Motor Grader with Wing	13,163
Articulating Snow Blower	11,349
Crosswind Sweeper	10,662
L120H Loader	16,256
120G Motor Grader with wing/plow	19,045
L110H Loader	16,256
Fleet Replacement	8,909
	<u>\$ 185,098</u>

**City of Kenai
Fiscal Year 202 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.

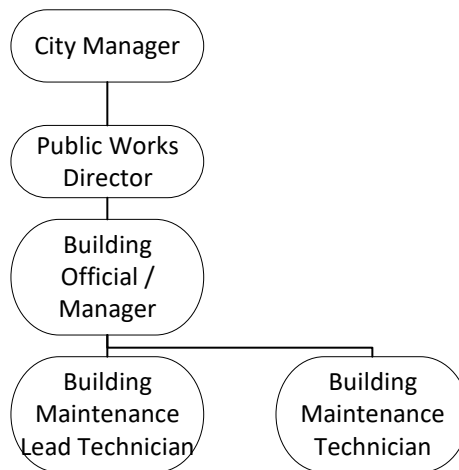
The Building Maintenance team strives to provide a level of maintenance that allows City-owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Building Maintenance Lead Technician	.66	18	.66	19	.66	19	.66	19	.66	19	.66	19
Building Maintenance Technician	.66	17	.66	17	.66	17	.66	17	.66	17	.66	17
Building Official	1	15	1	22	1	22	1	22	1	22	1	22

Average Overtime Per Position (hours)

Position Title	Actual FY18	Actual FY19	Actual FY20	Budgeted FY21	Projected FY22	Projected FY23
Building Maintenance Lead Technician	7	55	3	10	10	10
Building Maintenance Technician	0	28	0	10	10	10
Building Official	3	0	0	0	0	0

Performance Measures

CY	2016	2017	2018	2019	2020
Building Permits Issued	75	63	66	53	38
Building Permit Fees	\$ 48,315	\$ 26,607	\$ 112,054	\$ 90,396	\$ 161,236
Plan Review Fees	N/A	\$ 11,453	\$ 55,476	\$ 44,623	\$ 84,789
Number of Inspections	N/A	N/A	200+	185	145
Work Orders	290	316	336	338	296

FY21 Department Goals Evaluation

Building Official

- Continually update the building permit process to where it is clear to the public what is expected from them and how to expedite the process. Goal 2 of the City of Kenai Comprehensive Plan – Economic Development.
 - Partially Achieved. In progress.*
- Work with the Clerk's Office to develop a software program in Laserfiche that will transition the building inspection process to a digital format with automatic routing to contractors and also automatically file the documents in the correct files for easier access. Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.
 - Partially Achieved. In progress.*
- 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.
 - Partially Achieved. In progress.*

Building Maintenance

- Continue to develop a preventative maintenance plan for all City buildings. This will include creating a way to track all preventative maintenance work orders as opposed to work orders generated from other departments. Proper planned maintenance helps increase the life and reliability of buildings and equipment. Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
 - Partially Achieved. Staff was tied up with other COVID related issues for much of the year. Anticipating investing more time in this during the Summer 2021.*
- Continue to assess the condition of all the City buildings and systems and set up a folder with information on each. This will include roofing information, mechanical systems, plumbing systems, electrical system, and building finishes, which supports Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.

- *Partially Achieved. Photo documentation has been taken at most city facilities, many of these assessments have been updated within the Capital Improvement Plan.*
3. Training for staff to be able to work around asbestos. Also training that will allow the City of Kenai to take samples instead of having to hire this out. In addition to this, get training allowing the City to create a management plan for buildings containing asbestos. Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
 - *Not Achieved. COVID reduced opportunities to participate in training.*

FY22 Department Goals

Building Official

1. Adopt the 2018 Building Code from 2009. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
2. Complete and Implement the new online permit application package. This is in support of Goal 2 Economic Development of the City of Kenai Comprehensive Plan.

Building Maintenance

1. Complete a Facility Maintenance Manual with assessment data gathered to date. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
2. Acknowledge receipt of work orders received and investigate request within 24 hours of receipt. Track date request received, materials ordered, and work completed for each work order received. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.

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 2022 Operating Budget

Fund: 001 - General Fund
Department: Buildings

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 170,132	\$ 147,206	\$ 175,433	\$ 167,233	\$ 177,167	\$ 1,734	0.99%
0200	Overtime	85	1,163	661	661	1,010	349	52.80%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(273)	2,693	5,781	5,781	5,836	55	0.95%
0400	Medicare	2,388	2,130	2,637	2,637	2,668	31	1.18%
0450	Social Security	-	38	-	-	-	-	-
0500	PERS	37,448	32,313	38,741	36,941	39,199	458	1.18%
0600	Unemployment Insurance	284	231	909	909	920	11	1.21%
0700	Workers Compensation	3,597	3,678	4,066	4,066	4,218	152	3.74%
0800	Health & Life Insurance	51,811	39,484	57,304	57,304	61,888	4,584	8.00%
0900	Supplemental Retirement	3,549	3,232	3,480	3,480	3,480	-	-
<u>Total Salaries & Benefits</u>		\$ 269,021	\$ 232,168	\$ 289,012	\$ 279,012	\$ 296,386	\$ 7,374	2.55%
<u>Maintenance and Operations</u>								
2021	Office Supplies	102	361	300	337	300	-	-
2022	Operating & Repair Supplies	22,870	25,360	28,000	27,963	27,000	(1,000)	(3.57%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,320	4,077	4,480	4,480	4,480	-	-
2026	Computer Software	1,030	1,064	1,585	1,585	1,585	-	-
4531	Professional Services	(136)	11,316	17,500	27,500	97,500	80,000	457.14%
4532	Communications	2,221	2,402	2,051	2,051	1,684	(367)	(17.89%)
4533	Travel & Transportation	1,025	1,457	2,000	2,000	2,000	-	-
4534	Advertising	-	143	-	257	-	-	-
4535	Printing & Binding	-	100	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	60,492	37,613	56,000	55,743	54,000	(2,000)	(3.57%)
4539	Rentals	-	21	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	5,464	5,464	5,464	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	231	1,031	500	500	500	-	-
4667	Dues & Publications	335	305	385	385	385	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	12	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 89,490	\$ 85,262	\$ 118,265	\$ 128,265	\$ 194,898	\$ 76,633	64.80%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	3,380	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 3,380	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 358,511	\$ 320,810	\$ 407,277	\$ 407,277	\$ 491,284	\$ 84,007	20.63%

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: 34 - Buildings

2022 Operating & Repair Supplies. Supplies for Citywide building maintenance/repair work orders.	4531 Professional Services. Professional services for temporary building inspection services during staff vacations and trainings. Engineering design services assistance for facility mechanical systems. City facility assessment Phase 1, \$80,000.
2024 Small Tools & Minor Equipment. Computer replacement for 3 computers, iPad for Building Official and miscellaneous tools and equipment.	4538 Repair & Maintenance. Professional services for repair of City facilities and inspection/testing of elevators and fire alarm/sprinkler systems.

**City of Kenai
Fiscal Year 2022 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 streetlights.

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

Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
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

	2017	2018	2019	2020	2021*
KWh Consumed	202,960	225,251	227,588	218,978	216,000*
Number of Street Lights					
City Lights	265	265	265	271	271*
LED Lights	91	91	91	93	95*
Standard Lights	174	174	174	178	176*
HEA Lights	209	209	196**	211	213*
Work Orders Completed	28	32	35	52	40*

*Projected Figures

**Temporary reduction due to construction activity

FY21 Department Goals Evaluation

- 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.
 - Not Achieved. Due to staffing availability, will defer to next year. Several subdivisions were started including the Woodlands, Inlet Woods and Thompson Park. Work will continue into the next Fiscal Year.*

FY22 Department Goals

- 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.
- Evaluate and select Street Light equipment to move towards a standardization. This may allow for several different types of poles dependent upon application, and shall include color temperature preferences for new LED components. This supports Goal 4 of Public

Improvements and Services and Goal 5 of Transportation in the City of Kenai Comprehensive Plan by providing safe and sufficient lighting in appropriate locations.

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 2022 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 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	-	-	-	-	-	-	-
2023	Repair & Maintenance 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	163,389	147,848	164,183	164,183	173,913	9,730	5.93%
4538	Repair & Maintenance	14,576	19,808	28,000	28,000	28,000	-	-
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>\$ 177,965</u>	<u>\$ 167,656</u>	<u>\$ 192,183</u>	<u>\$ 192,183</u>	<u>\$ 201,913</u>	<u>\$ 9,730</u>	<u>5.06%</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>
Department Total:		<u>\$ 177,965</u>	<u>\$ 167,656</u>	<u>\$ 192,183</u>	<u>\$ 192,183</u>	<u>\$ 201,913</u>	<u>\$ 9,730</u>	<u>5.06%</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

4538 Repairs & Maintenance Services. Utility locates and miscellaneous repairs.
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**City of Kenai
Fiscal Year 2022 Operating Budget**

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

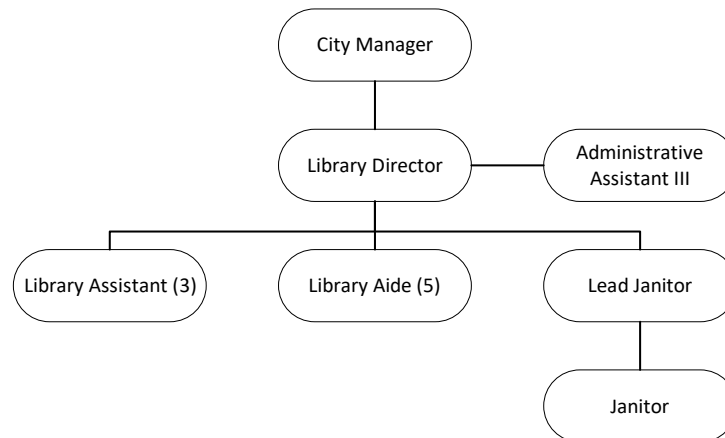
Mission

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 develops and maintains a dynamic and diverse collection that meets the needs of library patrons of all ages and abilities. The library houses more than 80,000 physical items, provides access to more than 3 million additional titles from around the state via the Alaska Library Catalog, offers free checkouts of digital books and audiobooks through the Alaska Digital Library, and provides 24/7 access to a variety of online learning tools. Whether in-person or virtually, trained library staff promote literacy, reading, and lifelong learning by delivering high-quality programs, services, and resources that educate and spark creativity in a comfortable and safe environment. Access to the internet is available via a wireless connection, nine hardwired stations, and a variety of laptops and iPads. The Kenai Community Library complies with all Alaska Statutes related to public libraries.

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Library Director	1	23	1	23	1	23	1	23	1	23	1	23
Administrative Assistant III	1	15	1	15	1	15	1	15	1	15	1	15
Library Assistant II	3	11	3	11	3	11	3	11	3	11	3	11
Library Aide (40 hr/week)	0	8	1	8	1	8	1	8	1	8	1	8
Library Aide (25 hr/week)	2.4	8	.6	8	0.6	8	0.6	8	0.62	8	0.62	8
Library Aide (14 hr/week)	0.7	8	1.05	8	1.05	8	1.05	8	1.05	8	1.05	8

Temporary Library Intern (10 weeks) *	.17	T3	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Lead Janitor	0	N/A	0	N/A	0	N/A	0	N/A	.10	3	.10	3
Janitor	0	N/A	0	N/A	0	N/A	.23	3	.35	3	.35	3

*Temporary intern funded by grant.

Performance Measures

FY	2017	2018	2019	2020	2021*
Collection					
Physical Collection	84,960	86,484	86,521	81,499	81,350
Digital Collection	30,661	34,593	36,279	43,450	46,000
Magazines and Newspapers (Titles)	113	112	106	106	100
Digital Magazines and Newspapers (Titles)**					1,900
Items Borrowed					
Physical Checkouts	96,601	90,002	89,096	70,167	60,000
Digital Checkouts	12,647	13,221	14,485	15,658	16,000
Interlibrary Loans Provided	176	156	12	0	
Interlibrary Loans Received	77	64	35	10	
Loaned to Other Libraries**				3,792	5,500
Borrowed from Other Libraries**				6,000	5,500
Visits and Services					
Visitors Welcomed	98,779	98,412	91,385	54,946	28,000
New Memberships**				428	350
Information Questions Addressed**					4,800
Programs					
Presented				341	220
People Attending (including DIY kits)	6,603	9,138	6,739	4,632	2,700
People Reached Virtually**				4000	5000
Technology					
Computer/Tablet Sessions	14,517	13,151	11,578	7,608	3,400
Wi-Fi Sessions					28,700
Early Literacy Station Sessions	6,603	9,138	6,739	2,863	N/A

*Projected Figures

**New performance measures in FY2022

FY21 Department Goals Evaluation

Due to the COVID-19 pandemic, our building was intermittently closed to the public. However, we continued to offer library services in new and innovative ways.

- General: We provided a safe environment for all visitors – *Achieved*.
 - COVID-19 mitigation practices were put in place to keep staff and patrons safe.
 - We welcomed fewer visitors than expected and the library meeting spaces were closed due to the COVID-19 pandemic.
 - Library users accessed our internet approximately 32,000 times.

2. Circulation – *Partially Achieved.*
 - *Due to intermittent library closures and the temporary shutdown of all circulation in the Alaska Library Catalog consortium, our physical checkouts were lower than expected.*
 - *We did continue to maintain a hold-to-copy ratio of 3:1 or lower for print materials.*
3. Digital resources – *Achieved.*
 - *We provided 24/7 access to our digital resources even during closure.*
 - *Digital checkouts increased by approximately 14% from FY20 to FY21.*
 - *We maintained a hold-to-copy ratio of 5:1 for digital content.*
4. Collection Development – *Achieved.*
 - *New items shelf-ready within seven days of arrival of shipments.*
 - *Purchased at least 90% of the most popular releases based on “noted lists” from Booklist, Library Journal, and other professional review sources.*
 - *Schedule to withdraw grubby and underused items in place in progress.*
5. Programming and outreach – *Achieved.*
 - *Our classes and programs were virtual or via take-home kits*
 - *An average of 16 programs per month*
 - (a) *Average of 12 children’s programs per month*
 - (b) *Average of 4.5 programs per month for adults and teens*
 - *Summer reading program for adults, teens and kids:*
 - (a) *May 18, 2020 – August 6, 2020*
 - (b) *186 readers registered*
 - (c) *136,417 minutes read!*
 - (d) *345 DIY Take Home packets and 570 meals distributed*
 - *1,000 Books before Kindergarten program was implemented.*
6. Staff professional development – *Partially Achieved.*
 - *Regular quarterly all-staff meetings were put on hold due to the ongoing public health emergency.*
 - *Shorter, more regular staff meetings and distribution of minutes instead.*
 - *All staff completed their required competency and safety trainings.*

FY22 Department Goals

The following goals support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal - 1: Promote and encourage quality of life in Kenai and Goal - 4: Provide adequate public improvements and services in Kenai.

1. An estimated 85,000 visitors of all ages and abilities will have comfortable, welcoming, and safe spaces to meet and interact or to sit quietly to read, work, or study.
2. Library staff will assist an estimated 1,000 individuals and groups in using our library meeting spaces for collaboration, networking, work, study or leisure.
3. Library staff will assist patrons of all ages and abilities check out an estimated 89,000 physical items and an estimated 16,000 digital items in FY 2022.

4. Library staff will add at least 4,000 new items in various formats to the collection to meet the information needs of our community.
5. Library staff will ensure that patrons have access to new material within seven (7) days of the arrival of a shipment.
6. Library patrons will have access to at least 90% of the most popular releases in FY 2022 based on the “noted lists” from Booklist, Library Journal, and other professional review sources.
7. Library staff will ensure that at least 20% of the general collection is no older than 5 years by regularly withdrawing and replacing items with new copies.
8. Library users will be able to place and receive holds within a reasonable amount of time. If there are more than three holds on a physical copy of an item or more than 5 holds on a digital copy of an item, library staff will purchase additional copies if possible.
9. The Library will provide access to reliable public access computers and the internet during open hours, as well as 24/7 access to reliable high-speed wireless internet. Library users will access those resources an estimated 30,000 times during FY 2022.
10. Library users will have 24/7 access to the Library’s online public access catalog (OPAC), website, digital resources, as well as the Alaska Digital Library.
11. Library staff will offer instructor-led classes and events in a variety of formats to promote early literacy and encourage life-long learning:
 - a. Average of 15 programs per month for children 12 and under.
 - b. At least 1 program per month for teens ages 13 to 17.
 - c. Average of 3 programs per month for adults 18 and older.
 - d. Promote library services in the community through at least 6 outreach programs.
 - e. Offer a Summer Reading Program to children, teens and adults.
12. Library staff will participate in library competency training in areas such as customer service, safety, technology, programming, technical processing, reference and readers’ advisory in order to meet the needs of our community. Full-time staff will complete at least one relevant training each month in FY2022 and part-time staff will complete at least one relevant training each quarter in FY2022.

Future Considerations

1. Long-term goals of the department:
 - a. Review of library policies
 - b. Continue to streamline processes through the use of technology
 - c. Locate part of collection, or access to it, at another location, such as the airport
 - d. Dewey Decimal to BISAC relabeling project
2. Future capital needs:
 - a. Convert to RFID technology
3. Future staffing changes:
 - a. Dependent on examining the existing job descriptions and re-structuring.
 - b. Dependent on examining hours of work with the most efficient way to deliver service.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Library

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 358,553	\$ 396,277	\$ 403,955	\$ 401,539	\$ 417,522	\$ 13,567	3.36%
0200	Overtime	-	74	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,140	4,534	7,740	7,740	9,046	1,306	16.87%
0400	Medicare	4,856	5,520	5,970	5,906	6,185	215	3.60%
0450	Social Security	1,901	1,996	3,294	3,017	3,463	169	5.13%
0500	PERS	72,134	80,102	77,182	77,710	79,571	2,389	3.10%
0600	Unemployment Insurance	533	588	2,059	2,036	2,134	75	3.64%
0700	Workers Compensation	360	1,136	1,162	1,162	1,270	108	9.29%
0800	Health & Life Insurance	142,704	120,737	160,550	160,550	173,394	12,844	8.00%
0900	Supplemental Retirement	8,193	9,550	10,016	10,016	10,038	22	0.22%
<u>Total Salaries & Benefits</u>		\$ 592,374	\$ 620,514	\$ 671,928	\$ 669,676	\$ 702,623	\$ 30,695	4.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	3,804	4,629	5,500	5,284	2,000	(3,500)	(63.64%)
2022	Operating & Repair Supplies	4,100	4,577	5,200	5,200	6,500	1,300	25.00%
2023	Repair & Maintenance Supplies	-	-	1,176	1,096	12,000	10,824	920.41%
2024	Small Tools/Minor Equipment	12,229	8,648	10,355	10,966	21,100	10,745	103.77%
2026	Computer Software	4,981	3,353	1,420	1,362	2,430	1,010	71.13%
4531	Professional Services	1,030	1,024	1,500	1,730	1,500	-	-
4532	Communications	5,146	4,399	5,405	5,405	3,385	(2,020)	(37.37%)
4533	Travel & Transportation	5,897	7,673	5,400	6,184	5,400	-	-
4534	Advertising	975	1,231	2,000	2,184	1,000	(1,000)	(50.00%)
4535	Printing & Binding	2,325	3,082	5,000	4,664	4,600	(400)	(8.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	62,157	59,518	62,007	62,007	70,553	8,546	13.78%
4538	Repair & Maintenance	37,698	45,883	11,780	17,315	12,580	800	6.79%
4539	Rentals	6,766	7,235	7,345	6,770	7,345	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,500	6,188	8,000	8,000	7,900	(100)	(1.25%)
4666	Books	61,562	62,680	57,200	64,866	59,200	2,000	3.50%
4667	Dues & Publications	475	925	1,300	1,300	1,267	(33)	(2.54%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	300	94	500	500	300	(200)	(40.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 212,945	\$ 221,139	\$ 191,088	\$ 204,833	\$ 219,060	\$ 27,972	14.64%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	14,500	14,500	-
8064	Machinery & Equipment	-	1,012	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 1,012	\$ -	\$ -	\$ 14,500	\$ 14,500	-
Department Total:		\$ 805,319	\$ 842,665	\$ 863,016	\$ 874,509	\$ 936,183	\$ 73,167	8.48%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for computer replacements.	4666 Books. Purchase of books and materials for the Library's collection.
2026 Computer Software. Cost for languages software, publicity software and work scheduling software.	4667 Dues & Publications. Alaska Library Network and Association dues, American Library Association dues and library publications.
4533 Travel & Transportation. Continuing education for department staff.	8063 Improvements. Children's room shelving.
4538 Repair & Maintenance. Maintenance agreements for department specific systems, carpet and floor cleaning and miscellaneous contracted repairs of books and equipment.	

City of Kenai
Fiscal Year 2022 Operating Budget
Fund 001 – General Fund
Department: 45 – Parks, Recreation & Beautification

Mission

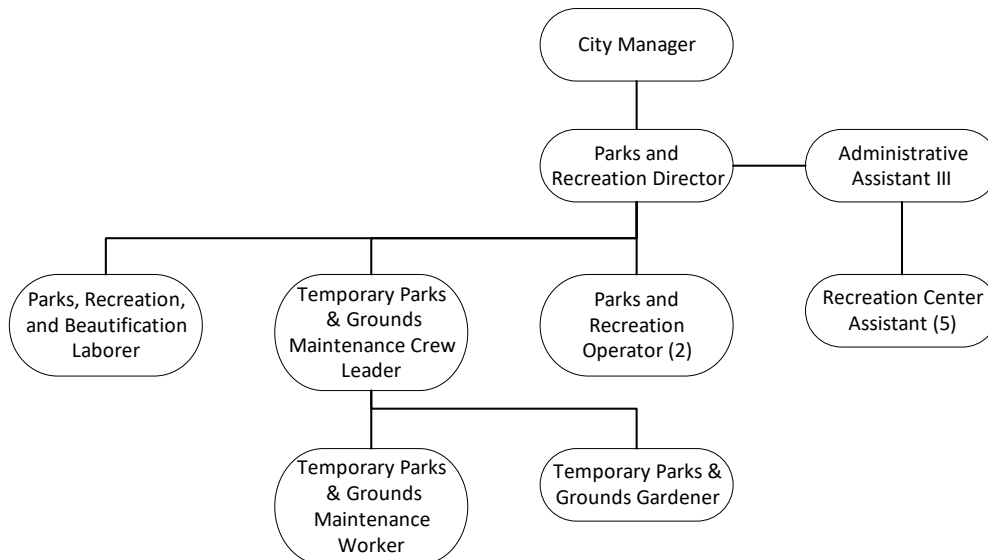
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

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 includes 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 (5.9 miles). Additionally, KPRB provides horticultural and turf maintenance to a variety of City facilities and public right of ways, totaling 46 acres. General maintenance activities 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, inspections and light 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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.96	22	.96	22	.96	22	.96	22	.96	22	.96	22
Administrative Assistant I	.50	13	.50	13	.50	13	.50	13	0	13	0	13
Administrative Assistant III	0	N/A	0	N/A	0	N/A	0	N/A	.95	15	.95	15
Operator	1.92	14	1.98	14	1.98	14	1.92	14	1.92	14	1.92	14
Laborer	.94	6	.97	6	.97	6	.98	6	.98	6	.98	6
Temporary Crew Leader	.38	T3	.33	T3	.48	T3	.40	T3	.40	T3	.40	T3
Temporary Worker	3.21	T1	2.46	T1	1.67	T1	1.77	T1	1.77	T1	1.77	T1
Temporary Gardener	.29	T2	.29	T2	.29	T2	.29	T2	.29	T2	.29	T2
Recreation Center Assistant	0	N/A	0	N/A	0	N/A	0	N/A	3	3	3	3

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant I	12	17	14	15	N/A	N/A
Administrative Assistant III	N/A	N/A	N/A	N/A	15	15
Operator	23	27	25	20	20	20
Laborer	8	5	7	10	10	10
Temporary Crew Leader	8	2	2	0	0	0
Temporary Worker	35	34	89	5	5	5
Temporary Gardener	0	0	1	0	0	0

Performance Measures

FY	2017	2018	2019	2020	2021*
Total Recreation Center Visits	60,446	68,400	54,469	65,392	13,462
Total Teen Center Visits	N/A	4,348	2,172	3,216	3,186
Total Turf Acreage Maintained	99	100	100	100	100
Total Program-based Activities (sponsored & co-sponsored)	2	3	5	6	6
Total Pedestrian Trails (Miles)	4	5.5	5.9	6.3	6.3
Cumulative Average Park Score (May 15 – September 15)	N/A	N/A	N/A	N/A	N/A
Percentage of Completed Park Maintenance Scorecards (May 15 – Sept. 15)	N/A	N/A	N/A	N/A	37.5
Total Shelter Reservations	43	41	43	42	26
Ice Reservations (Hours)	520	586	598	586	936
Volunteer Hours	N/A	N/A	839	630	239
Amount of Trash Removed from Illegal Camps (Tons)	N/A	N/A	2.15	14.0	8.45
Removal of Beetle Kill Trees	N/A	N/A	N/A	N/A	106

Issued Tree Removal Permits	N/A	N/A	N/A	N/A	3
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**Projected Figures*

FY21 Department Goals Evaluation

1. Ensure park users and infrastructure are protected from hazards of falling bark beetle-killed trees and elevated wildfire potential in support of City of Kenai Comprehensive Plan Goal 7 – Prepare and protect the citizens of Kenai from natural hazards and disasters and Goal 8 – Protect and enhance the natural resources and environment of the community. Increase frequency of beetle-killed site inspections from 2 to 4 inspections; mitigate tree hazard to people and park infrastructure through safe removal of trees and evaluate by assessing number of removals; explore opportunities for reforestation and work collaboratively with various agencies for planning and mitigation purposes.
 - *Achieved. Three documented site inspections were accomplished, including the Kenai Golf Course, Kenai Cemetery and Ryan’s Creek drainage. Fifty trees were removed and the department is working with AK State Forestry, Arbor Day Foundation and a KCHS student for possible small reforestation project (Kenai Golf Course).*
2. Implement a park maintenance scorecard measuring “desired conditions of park features” during the summer maintenance season in support of Goal 1 – Promote and encourage quality of life elements in Kenai and Goal 6 – Ensure that Kenai has excellent parks & recreational facilities and opportunities. Target months of May – September; complete reports with 100% success rate and obtain an average score of 80% or better for each park or open space evaluated.
 - *Partially Achieved. Development of a maintenance scorecard was completed but scoring was not implemented due to lack of personnel resources during the summer maintenance season.*
3. Continue to support and provide volunteer opportunities that improve the quality of events and enhance park features in support of Goal 1 – Promote and encourage quality of life elements in Kenai and Goal 6 – Ensure that Kenai has excellent parks and recreational facilities and opportunities. Evaluate by assessing number of volunteer hours recorded.
 - *Partially Achieved. The department will continue creating opportunities for volunteer services and stewardship building. Volunteer hours are comparatively low due to COVID-19 but some good projects were still accomplished through the use of partnerships and volunteers (homeless camp clean - ups, construction of picnic tables, planting flowers, tent set-up/take down, etc.).*

FY22 Department Goals

1. Continue with trail development and installation. This is in support of Goal 1 - Promoting and Encouraging Quality of Life in Kenai and Goal 6 - Ensure Kenai Has Excellent Parks and Recreational Facilities and Opportunities of the City’s Comprehensive Plan. Evaluate through number of miles of trails installed and improvements.
 - Construct .20 miles of backcountry trail in gully of Municipal Park.
2. Implement a park maintenance “scorecard” measuring desired conditions of park and open space locations. This is in support of Goal 1 - Promoting and Encouraging Quality of Life in Kenai and Goal 6 - Ensure Kenai Has Excellent Parks and Recreational Facilities and

Opportunities of the City's Comprehensive Plan. Evaluate based on implementation and meeting identified targets below.

- Complete 100% of scheduled evaluations (8 total) for the period May 15 through September 15.
 - Achieve a cumulative average score of 80% or greater.
3. Enhance aesthetics and reduce fire danger in targeted areas. This is in support of Goal 8 - Protect and Enhance the Natural Resources and Environment of the Community. Evaluate through number of volunteers and trees planted.
 - Remove 106 beetle-kill trees at Kenai City Hall (49), Kenai Library (28), Public Safety Building (9) and Kenai Cemetery (20).
 4. Provide one (1) additional program-based recreational activity. This is in addition to the already existing activities (Easter Egg Hunt, Skate with Santa, Saturday Night Skate, Pumpkin Festival, Kite Festival and Kenai River Marathon).

Future Considerations

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

Turf Mowing Equipment: The department's mowing fleet is aging and consideration should be given to upgrading in the coming years.

Beetle-killed Tree Removal & Reforestation: The department will need to continue tracking and evaluating the impact of beetle-killed trees on City lands and assist in implementing cost-effective measures for eliminating hazards and unsightliness.

City of Kenai
Fiscal Year 2022 Operating Budget

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 296,133	\$ 307,596	\$ 322,486	\$ 322,486	\$ 442,245	\$ 119,759	37.14%
0200	Overtime	3,335	3,088	1,724	1,724	1,772	48	2.78%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,817	6,838	9,447	9,447	13,995	4,548	48.14%
0400	Medicare	4,168	4,389	4,839	4,839	6,639	1,800	37.20%
0450	Social Security	2,603	4,061	4,014	4,014	9,845	5,831	145.27%
0500	PERS	56,464	54,582	57,085	57,085	63,428	6,343	11.11%
0600	Unemployment Insurance	466	1,230	1,667	1,667	2,291	624	37.43%
0700	Workers Compensation	6,727	9,225	8,370	8,370	9,790	1,420	16.97%
0800	Health & Life Insurance	96,457	76,547	107,766	107,766	128,504	20,738	19.24%
0900	Supplemental Retirement	6,774	6,012	6,450	6,450	10,740	4,290	66.51%
<u>Total Salaries & Benefits</u>		\$ 480,944	\$ 473,568	\$ 523,848	\$ 523,848	\$ 689,249	\$ 165,401	31.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	79,983	86,106	82,650	82,650	87,150	4,500	5.44%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,864	13,809	11,190	11,190	15,040	3,850	34.41%
2026	Computer Software	1,019	1,003	1,080	1,080	1,080	-	-
4531	Professional Services	214,850	193,064	175,000	228,009	50,000	(125,000)	(71.43%)
4532	Communications	9,656	9,402	6,800	6,800	4,100	(2,700)	(39.71%)
4533	Travel & Transportation	360	1,202	1,000	1,000	1,000	-	-
4534	Advertising	-	340	300	630	300	-	-
4535	Printing & Binding	1,218	1,459	3,100	3,100	2,900	(200)	(6.45%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	217,423	224,246	234,793	234,793	223,612	(11,181)	(4.76%)
4538	Repair & Maintenance	10,861	18,487	22,800	22,800	28,500	5,700	25.00%
4539	Rentals	12,493	15,945	16,300	12,545	14,500	(1,800)	(11.04%)
4540	Equip. Fund Pmts.	5,120	8,763	25,330	25,330	25,330	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	175	200	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,055	742	2,115	1,785	2,115	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 557,077	\$ 574,768	\$ 582,988	\$ 632,242	\$ 456,157	\$ (126,831)	(21.76%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,393	-	-	-	-	-
8064	Machinery & Equipment	19,394	10,514	6,500	10,264	30,000	23,500	361.54%
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 19,394	\$ 11,907	\$ 6,500	\$ 10,264	\$ 30,000	\$ 23,500	361.54%
Department Total:		\$ 1,057,415	\$ 1,060,243	\$ 1,113,336	\$ 1,166,354	\$ 1,175,406	\$ 62,070	5.58%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

2022 Operating & Repair Supplies. General department supplies including flowers, trees, decorative lights, ice melt, fertilizer, lime, herbicides, soils, fuel, janitorial supplies. Gymnasium wall padding, hockey nets and pads, Zamboni propane, park supplies, and public events supplies.

2024 Small Tools/Minor Equipment. Charge for (4) four computers, winter pole decorations, sink for teen center, bike repair station, snow blower and miscellaneous small tools.

4531 Professional Services. Winter Ice maintenance.

4538 Repair & Maintenance. Costs for 2 concrete dug-out slabs, planting in circle planters and boxes, compressor rebuild, repair and replace transformers, and restroom vault pumping.

4539 Rentals. Rental of machinery, equipment, dumpsters and portable toilets.

5041 Miscellaneous. DMV records for new hires, job fair fees, and disposal fees.

8064 Machinery & Equipment. Riding lawn mower replacement.

**City of Kenai
Fiscal Year 2022 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.

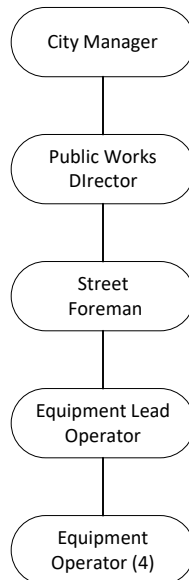
Functions & Responsibilities

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	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Streets Foreman	.06	21	.04	21	.04	21	.04	21	.04	21	.04	21
Lead Operator	.06	19	.04	19	.04	19	.04	19	.04	19	.04	19
Operator	.23	16	.19	16	.19	16	.19	16	.19	16	.19	16

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Requested FY21	Requested FY22	Projected FY23
Streets Foreman	0	2	0	0	8	8
Lead Operator	0	0	0	0	8	8
Operator	2	0	0	0	8	8

Performance Measures

FY	2018	2019	2020	2021*
Boating Facility Open	05/1/18	4/20/19	5/9/20	5/1/20
Boating Facility Closed	11/6/18	10/7/19	10/31/20	11/1/20
Number of Inspections of the Fuel Containment Area	12	12	12	12
Number of Days to Dredge out Ramps	3	3	3	3

*Projected Figures

FY21 Department Goals Evaluation

- 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: Provide adequate public improvements and services in Kenai.
 - Achieved. RFP was released on 2/13/20 seeking this service, Pacific Star Seafoods signed a multi-year lease.*
- 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: Provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.
 - Partially Achieved. Project bid in May 2020 no bids were received; re-bid in July with Endries Company the low bid. Project is underway and will finish in spring 2021.*
- 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: Provide adequate public improvements and services in Kenai.
 - Not Achieved. Weather and tides delayed the initial opening until May 9th - remained open until October 31st, 2021.*
- 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: Provide adequate public improvements and services in Kenai by keeping work logs to evaluate potential efficiencies and needs.
 - Achieved.*
- 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.
 - Achieved. Performed monthly inspection as we did not have a tenant providing fuel this last season.*

6. Implementation of safety practices/procedures to promote accident/injury prevention. This supports Goal 1 of the City of Kenai Comprehensive Plan: Promoting and Encouraging Quality of Life.
 - *Achieved. Routine safety training / meetings continue.*
7. Participate in Spill Response Training in support of Goal 8 of the City of Kenai Comprehensive Plan: Protect and enhance the natural resources and environment to avoid or minimize spills.
 - *Not Achieved. This was not able to take place last spring, may take place this spring in coordination with Pacific Star Seafoods.*

FY22 Department Goals

1. Implement the first round of float replacements per the new Capital Improvement Plan in Spring / Summer 2021 and build second set of replacement floats for a Spring / Summer 2022 installation in support of Goal 4 of the Comprehensive Plan: provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure. Funding for float replacement is being provided by the Personal Use Fishery Fund.
2. Ensure all necessary repairs and cathodic protection work has been completed, in support of Goal 4 of the Comprehensive Plan: Provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.
3. Complete concrete ramp replacement capital project if grant funds are available.
4. 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: Provide adequate public improvements and services in Kenai.
5. 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: Provide adequate public improvements and services in Kenai by keeping work logs to evaluate potential efficiencies and needs.
6. 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.

Future Considerations

1. Dock Lighting upgraded to LEDs.
2. Bringing in additional gravel for parking lot/stripping.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 001 - General Fund
Department: Boating Facility

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 21,318	\$ 17,234	\$ 18,718	\$ 18,718	\$ 19,090	\$ 372	1.99%
0200	Overtime	-	338	-	-	1,277	1,277	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	128	627	627	732	105	16.75%
0400	Medicare	299	247	281	281	306	25	8.90%
0450	Social Security	29	12	-	-	-	-	-
0500	PERS	2,946	2,574	4,118	4,118	4,481	363	8.81%
0600	Unemployment Insurance	36	25	96	96	105	9	9.38%
0700	Workers Compensation	686	623	696	696	775	79	11.35%
0800	Health & Life Insurance	6,328	5,644	6,892	6,892	7,440	548	7.95%
0900	Supplemental Retirement	277	389	399	399	336	(63)	(15.79%)
<u>Total Salaries & Benefits</u>		\$ 31,919	\$ 27,214	\$ 31,827	\$ 31,827	\$ 34,542	\$ 2,715	8.53%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	4,948	4,808	6,350	6,350	6,350	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	461	417	800	800	800	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	79	2,560	5,100	5,100	5,100	-	-
4532	Communications	-	213	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	246	382	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	8,131	10,496	9,805	9,805	9,851	46	0.47%
4538	Repair & Maintenance	1,222	4,706	3,500	3,500	3,500	-	-
4539	Rentals	3,837	3,863	4,200	4,200	4,200	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	120	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	325	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 18,924	\$ 27,890	\$ 30,405	\$ 30,405	\$ 30,451	\$ 46	0.15%
<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:		\$ 50,843	\$ 55,104	\$ 62,232	\$ 62,232	\$ 64,993	\$ 2,761	4.44%

City of Kenai
Fiscal Year 2022 Operating Budget

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

2022 Operating & Repair Supplies. General department supplies including signage, fuel, oils & greases, traffic cones, electrical supplies, restroom and cleaning supplies. Crane startup, testing and winterizing.

4538 Repair & Maintenance Services. General maintenance of dock and restroom maintenance.

4531 Professional Services. Inspection and certification testing for fueling system and crane.

4539 Rentals. Rental of specialty equipment for installation and removal of floating docks, garbage dumpster and boom lift to set pilings/floats.

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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.

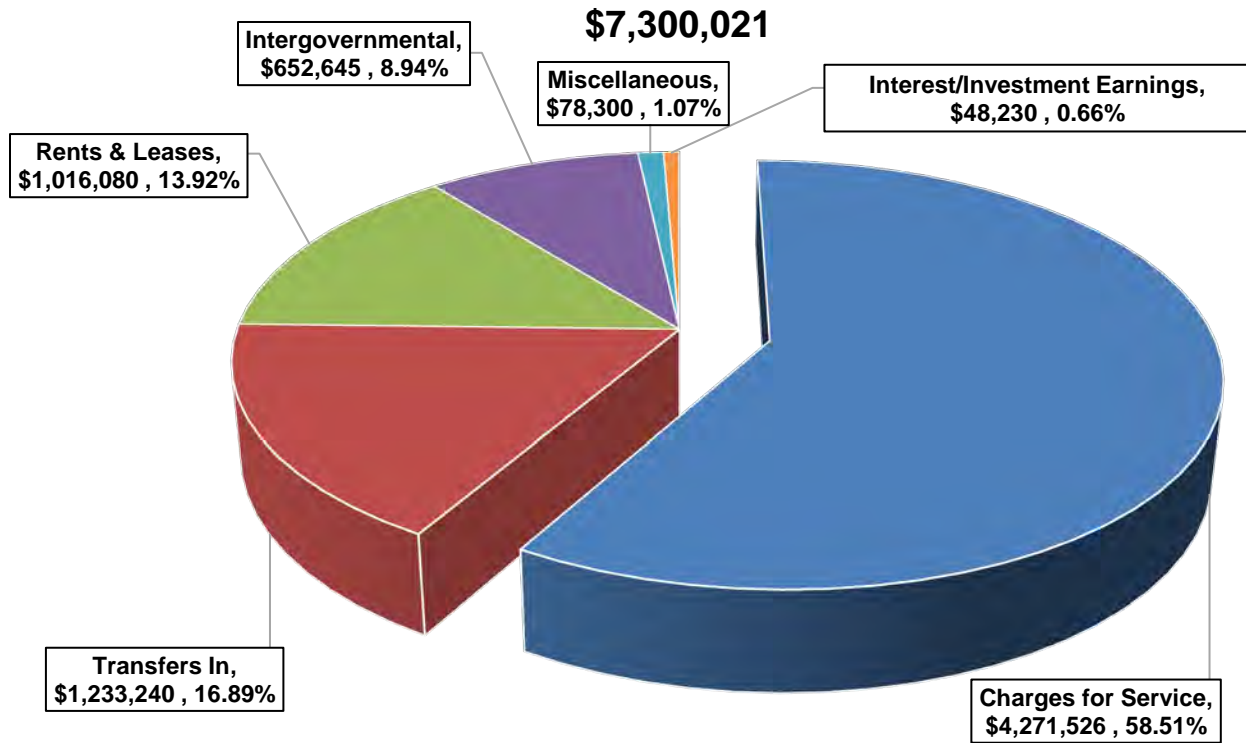
3. AIRPORT FUND

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.

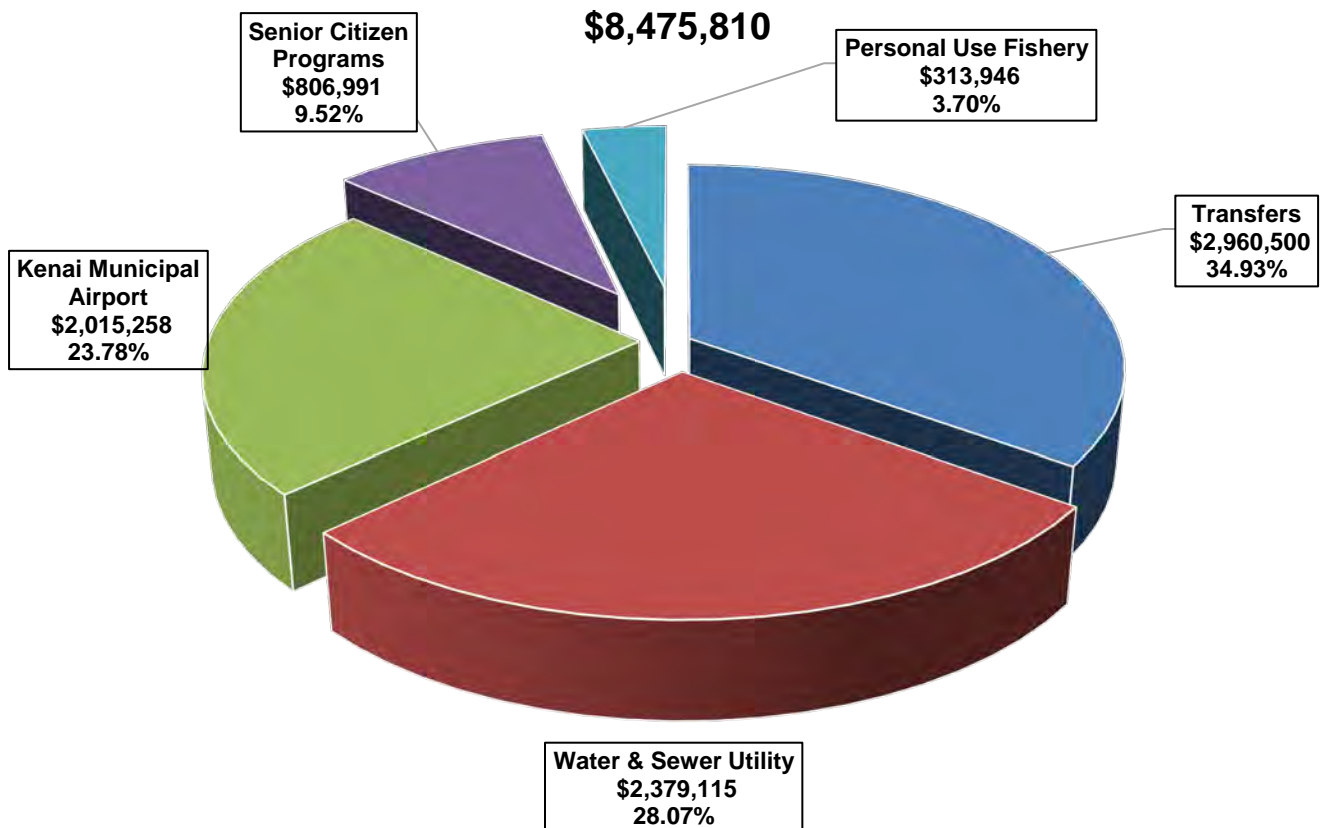
4. SENIOR CITIZEN FUND

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 2022 Operating Budget

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2021 Original Budget	FY2022 Adopted Budget	Difference	FY2021 Original Budget	FY2022 Adopted Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 35,026	\$ 35,000	\$ (26)	\$ 585	\$ 10,826	\$ 10,241
Streets	24,288	28,382	4,094	21,201	21,350	149
Parks, Recreation & Beautification	113,471	93,610	(19,861)	64,991	78,490	13,499
Dock	38,163	37,353	(810)	8,963	8,935	(28)
Total Personal Use Fishery Fund	<u>210,948</u>	<u>194,345</u>	<u>(16,603)</u>	<u>95,740</u>	<u>119,601</u>	<u>23,861</u>
<u>Water and Sewer Fund</u>						
Water	\$ 317,841	\$ 326,759	\$ 8,918	\$ 451,724	\$ 491,118	\$ 39,394
Sewer	317,874	326,759	8,885	110,230	130,920	20,690
Wastewater Treatment Plant	434,013	473,359	39,346	590,521	606,200	15,679
Total Water and Sewer Fund	<u>1,069,728</u>	<u>1,126,877</u>	<u>57,149</u>	<u>1,152,475</u>	<u>1,228,238</u>	<u>75,763</u>
<u>Airport Fund</u>						
Terminal	207,039	211,261	4,222	359,768	335,523	(24,245)
Airfield	371,583	379,632	8,049	556,504	567,885	11,381
Administration	255,112	253,890	(1,222)	42,950	23,470	(19,480)
Other Buildings & Areas	82,512	92,459	9,947	88,502	96,998	8,496
Training Facility	-	-	-	38,475	54,140	15,665
Total Airport Fund	<u>916,246</u>	<u>937,242</u>	<u>20,996</u>	<u>1,086,199</u>	<u>1,078,016</u>	<u>(8,183)</u>
<u>Senior Citizen Fund</u>						
Access	115,622	158,185	42,563	25,753	30,369	4,616
Congregate Meals	128,094	129,238	1,144	86,624	77,057	(9,567)
Home Meals	110,156	111,134	978	78,695	74,976	(3,719)
Transportation	57,035	61,764	4,729	21,482	26,961	5,479
Choice Waiver	76,607	77,289	682	59,434	60,018	584
Total Senior Citizen Funds	<u>487,514</u>	<u>537,610</u>	<u>50,096</u>	<u>271,988</u>	<u>269,381</u>	<u>(2,607)</u>
Total Special Revenue Funds	<u>\$ 2,684,436</u>	<u>\$ 2,796,074</u>	<u>\$ 111,638</u>	<u>\$ 2,606,402</u>	<u>\$ 2,695,236</u>	<u>\$ 88,834</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2021 Original Budget	FY2022 Adopted Budget	Difference	FY2021 Original Budget	FY2022 Adopted Budget	Difference	
\$ 45,600	\$ 51,600	\$ 6,000	\$ 81,211	\$ 97,426	\$ 16,215	<u>Personal Use Fishery Fund</u>
4,900	3,600	(1,300)	50,389	53,332	2,943	Public Safety
77,150	99,700	22,550	255,612	271,800	16,188	Streets
43,724	56,300	12,576	90,850	102,588	11,738	Parks, Recreation & Beautification
171,374	211,200	39,826	478,062	525,146	47,084	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 149,850	\$ 102,500	\$ (47,350)	\$ 919,415	\$ 920,377	\$ 962	Water
160,777	477,400	316,623	588,881	935,079	346,198	Sewer
959,500	263,000	(696,500)	1,984,034	1,342,559	(641,475)	Wastewater Treatment Plant
1,270,127	842,900	(427,227)	3,492,330	3,198,015	(294,315)	Total Water and Sewer Fund
						<u>Airport Fund</u>
99,800	70,900	(28,900)	666,607	617,684	(48,923)	Terminal
946,600	1,630,700	684,100	1,874,687	2,578,217	703,530	Airfield
60,400	60,600	200	358,462	337,960	(20,502)	Administration
-	-	-	171,014	189,457	18,443	Other Buildings & Areas
-	-	-	38,475	54,140	15,665	Training Facility
1,106,800	1,762,200	655,400	3,109,245	3,777,458	668,213	Total Airport Fund
						<u>Senior Citizen Fund</u>
38,700	48,778	10,078	180,075	237,332	57,257	Access
47,800	40,789	(7,011)	262,518	247,084	(15,434)	Congregate Meals
42,100	35,743	(6,357)	230,951	221,853	(9,098)	Home Meals
21,900	18,080	(3,820)	100,417	106,805	6,388	Transportation
25,000	24,810	(190)	161,041	162,117	1,076	Choice Waiver
175,500	168,200	(7,300)	935,002	975,191	40,189	Total Senior Citizen Funds
<u>\$ 2,723,801</u>	<u>\$ 2,984,500</u>	<u>\$ 260,699</u>	<u>\$ 8,014,639</u>	<u>\$ 8,475,810</u>	<u>\$ 461,171</u>	<u>Total Special Revenue Funds</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Budget Projection
Fund: 006 - Personal Use Fishery Fund

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
PERS Grant	\$ 2,743	\$ 3,355	\$ 5,688	\$ 5,688	\$ 4,696
Usage Fees					
Beach Parking	118,309	144,330	146,460	175,980	183,775
Beach Camping	129,938	149,788	164,900	214,248	179,725
Dock Launch & Park	91,358	105,275	106,000	115,463	109,600
Dock Parking Only	9,547	11,736	12,000	13,377	13,400
Participant Drop-off Fee	5,943	4,698	6,715	4,792	4,205
Total Usage Fees	<u>355,095</u>	<u>415,827</u>	<u>436,075</u>	<u>523,860</u>	<u>490,705</u>
Miscellaneous Revenues					
Investment earnings	7,624	8,836	750	750	750
Other	<u>(3,250)</u>	<u>(4,306)</u>	<u>(4,000)</u>	<u>(12,682)</u>	<u>(13,000)</u>
Total Miscellaneous Revenues	<u>4,374</u>	<u>4,530</u>	<u>(3,250)</u>	<u>(11,932)</u>	<u>(12,250)</u>
Transfer In, Capital Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,215</u>	<u>-</u>
Total Revenue	<u>362,212</u>	<u>423,712</u>	<u>438,513</u>	<u>519,831</u>	<u>483,151</u>
Expenditures					
Public Safety	92,515	81,775	81,211	81,334	97,426
Streets	42,695	30,743	50,389	50,449	53,332
Boating Facility	45,077	52,494	52,126	52,241	52,588
Parks, Recreation & Beautification	<u>227,025</u>	<u>206,172</u>	<u>205,612</u>	<u>242,515</u>	<u>196,800</u>
Total Expenditures	<u>407,312</u>	<u>371,184</u>	<u>389,338</u>	<u>426,539</u>	<u>400,146</u>
Transfers					
General Fund	50,000	50,000	50,000	50,000	75,000
Capital Projects	<u>-</u>	<u>-</u>	<u>38,724</u>	<u>38,724</u>	<u>50,000</u>
Total Transfers	<u>50,000</u>	<u>50,000</u>	<u>88,724</u>	<u>88,724</u>	<u>125,000</u>
Total Expenditures & Transfers	<u>457,312</u>	<u>421,184</u>	<u>478,062</u>	<u>515,263</u>	<u>525,146</u>
Contribution To/(From) Fund Balance:	(95,100)	2,528	(39,549)	4,568	(41,995)
Projected Lapse	<u>-</u>	<u>-</u>	<u>15,428</u>	<u>83,327</u>	<u>11,337</u>
Adjusted (Deficit)/Surplus	(95,100)	2,528	(24,121)	87,895	(30,658)
Beginning Fund Balance	<u>293,894</u>	<u>198,794</u>	<u>195,822</u>	<u>201,322</u>	<u>289,217</u>
Ending Fund Balance	<u>\$ 198,794</u>	<u>\$ 201,322</u>	<u>\$ 171,701</u>	<u>\$ 289,217</u>	<u>\$ 258,559</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Personal Use Fishery Find Summary by Line Item

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 90,703	\$ 92,188	\$ 111,206	\$ 111,206	\$ 105,202	\$ (6,004)	(5.40%)
0200	Overtime	31,102	42,493	42,984	42,984	40,993	(1,991)	(4.63%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	390	457	950	950	1,401	451	47.47%
0400	Medicare	1,889	1,977	2,248	2,248	2,140	(108)	(4.80%)
0450	Social Security	4,691	5,579	5,573	5,573	5,473	(100)	(1.79%)
0500	PERS	12,091	9,679	19,828	19,828	17,440	(2,388)	(12.04%)
0600	Unemployment Insurance	209	195	775	775	738	(37)	(4.77%)
0700	Workers Compensation	2,731	3,593	3,586	3,586	3,700	114	3.18%
0800	Health & Life Insurance	19,656	15,688	22,439	22,439	16,373	(6,066)	(27.03%)
0900	Supplemental Retirement	1,058	1,040	1,359	1,359	885	(474)	(34.88%)
<u>Total Salaries & Benefits</u>		\$ 164,520	\$ 172,889	\$ 210,948	\$ 210,948	\$ 194,345	\$ (16,603)	(7.87%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	4,913	6,915	10,100	10,100	13,800	3,700	36.63%
2024	Small Tools/Minor Equipment	751	12,971	-	-	4,500	4,500	-
2026	Computer Software	1,292	695	-	-	600	600	-
4531	Professional Services	7,000	6,921	1,000	2,540	10,300	9,300	930.00%
4532	Communications	859	1,419	740	740	740	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	118	219	-	-	120	120	-
4535	Printing & Binding	4,065	3,837	5,700	5,700	-	(5,700)	(100.00%)
4536	Insurance	4,169	2,286	3,855	4,516	4,631	776	20.13%
4537	Utilities	-	592	-	-	-	-	-
4538	Repair & Maintenance	-	242	5,250	5,250	7,765	2,515	47.90%
4539	Rentals	94,497	111,366	67,095	102,095	75,145	8,050	12.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,000	4,408	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 119,664	\$ 151,871	\$ 95,740	\$ 132,941	\$ 119,601	\$ 23,861	24.92%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	66	450	450	-	(450)	(100.00%)
9090	Transfers	137,000	136,289	170,924	170,924	211,200	40,276	23.56%
<u>Total Capital Outlay and Transfers</u>		\$ 137,000	\$ 136,355	\$ 171,374	\$ 171,374	\$ 211,200	\$ 39,826	23.24%
Department Total:		\$ 421,184	\$ 461,115	\$ 478,062	\$ 515,263	\$ 525,146	\$ 47,084	9.85%

City of Kenai
Fiscal Year 2022 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

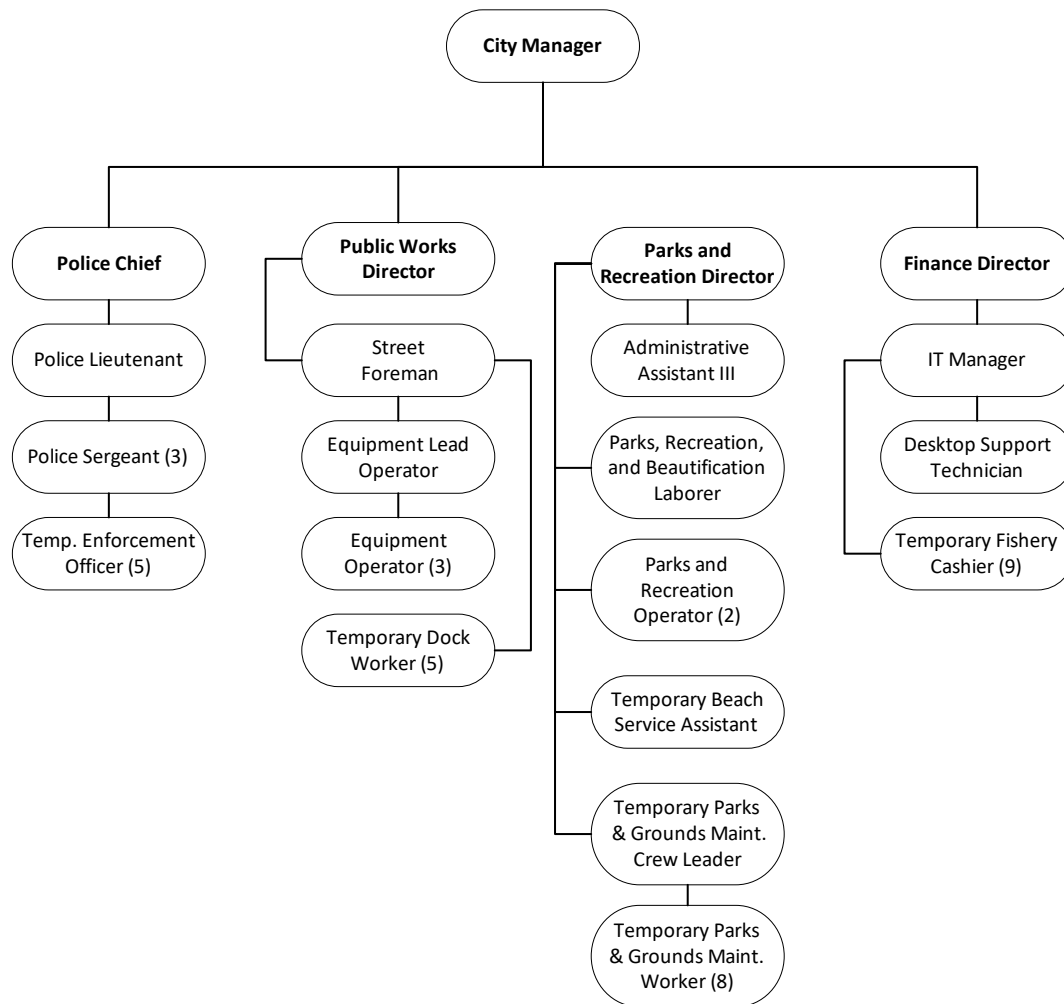
City Boating Facility (Dock): The dock is comprised of four boat launch ramps, a gravel parking area, permanent restrooms with running water, a commercial pier with fuel service, and a permanent fee shack. Temporary outhouses and dumpsters are also provided in the parking area.

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

South Beach: The South Beach is comprised of a road that leads to the beach, one permanent outhouse, and one 2 temporary fee shack. 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 within 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.

Organizational Chart



Staffing

PU Public Safety

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Enforcement Officer	.65	T1	.56	T1	.56	T1	.56	T1	.56	T1	.56	T1

PU Streets

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.04	21	.03	21	.03	21	.03	21	.03	21	.03	21
Equipment Lead Operator	.02	19	.04	19	.04	19	.04	19	.04	19	.04	19
Equipment Operator	.10	16	.12	16	.12	16	.14	16	.14	16	.14	16

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.02	21	.03	21	.03	21	.03	21	.02	21	.02	21

Equipment Lead Operator	.04	19	.03	19	.03	19	.03	19	.02	19	.02	19
Equipment Operator	.15	16	.10	16	.10	16	.08	16	.07	16	.07	16
Temporary Dock Worker	.32	T1	.33	T1	.33	T1	.33	T1	.33	T1	.33	T1

PU Dock

PU Parks, Recreation & Beautification

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Parks & Rec Director	.04	22	.04	22	.04	22	.04	22	.04	22	.04	22
Administrative Assistant I	.50	13	.50	13	.50	13	.50	13	0	13	0	13
Administrative Assistant III	0	0	0	0	0	0	0	0	.05	15	.05	15
Equipment Operator	.08	14	.02	14	.08	14	.08	14	.08	14	.08	14
Parks & Rec Laborer	.06	6	.03	6	.06	6	.02	6	.02	6	.02	6
Temporary Parks & Rec Crew Leader	.06	T3	.06	T3	.06	T3	.06	T3	.06	T3	.06	T3
Temporary Parks & Rec Worker	.73	T1	.52	T1	.52	T1	.52	T1	.13	T1	.13	T1
Information Technology Intern	0	T6	.06	T6	.06	T6	.06	T6	0	T6	0	T6
IT Desktop Support Technician	0	13	0	13	0	13	0	13	.09	13	.09	13
Temporary Fishery Cashier	0	0	0	0	0	0	.57	T1	.57	T1	.57	T1

Performance Measures

FY	2017	2018	2019	2020	2021*
Total Transactions	20,068	14,283	16,434	20,159	20,000
Dipnet Kenai page views	317,273	240,800	203,100	251,800	250,000
Traffic Control Calls	-	-	4	6	-
Vendor Days ¹	-	63	0	14	-
Advertisers ²	5	10	-	-	15

*Projected Figures

FY21 Department Goals Evaluation

1. Provide a safe experience for employees and participants. Implement improvements in response to the COVID-19 pandemic. Limit interaction between customers and the shack attendants by transitioning to a credit card only payment system, moving to an external credit card reader that customers can use directly, and implementing an intercom system. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting Quality of Life by ensuring that Kenai is a community where people are safe.
 - *Achieved. These improvements were made to the fee shacks prior to the start of the July 2020 fishery.*
2. Improve South Beach fee area. Install a new fee shack on South Beach complete with traffic gates. This will provide improved safety to employees, improved working environment with functioning HVAC controls, and provide better service to customers through additional visibility. This supports Goal 4 of providing Public Improvements and

¹ A cumulative total of how many vendors are present at noon of each day.

² The number of businesses that advertise either on the Dipnet Kenai App or on the permit hangers.

Services in the City of Kenai Comprehensive Plan to provide efficient public service during the personal use fishery.

- *Achieved. A new fee shack was constructed and utilized for the July 2020 fishery.*
3. 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 Dip netting.
 - *Achieved. Transactions exceeded forty-four transactions per hour a total of eighteen times for all three locations during the twenty-one-day fishery, resulting in six traffic control calls during the fishery.*
 4. *The successful completion of several Capital Projects including the Construction of three new fee shacks, six new permanent outhouse restrooms including accessible dumpster pad locations, improvements to the City Dock, and widening of the Dock exit road to assist with emergency vehicle access will all enhance the user experience of participating in the fishery.*

FY22 Department Goals

1. With the installation of new permanent outhouses and dumpster pad locations, reduce the operational cost of the July 2021 fishery by 5% compared to the previous five year average. *This supports Goal 4 of providing public improvements and services, Goal 6 of ensuring Kenai has excellent recreational facilities and Goal 8 protecting and enhancing the natural resources and environment from the City of Kenai Comprehensive Plan.*
2. Improve signage at North Beach in regards to restrictions & bluff erosion. *This supports Goal 8 protecting and enhancing the natural resources and environment from the City of Kenai Comprehensive Plan.*
3. Complete Capital Project Improvements to the City Dock including new floats and concrete ramp replacements. *This supports Goal 4 of providing public improvements and services, Goal 6 of ensuring Kenai has excellent recreational facilities and Goal 8 protecting and enhancing the natural resources and environment from the City of Kenai Comprehensive Plan.*

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 2022 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Public Safety

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 17,520	\$ 20,353	\$ 21,217	\$ 21,217	\$ 21,170	\$ (47)	(0.22%)
0200	Overtime	8,541	7,902	10,426	10,426	10,403	(23)	(0.22%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	378	410	459	459	458	(1)	(0.22%)
0450	Social Security	1,616	1,752	1,962	1,962	1,958	(4)	(0.20%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	45	39	158	158	158	-	-
0700	Workers Compensation	563	617	804	804	853	49	6.09%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 28,663	\$ 31,073	\$ 35,026	\$ 35,026	\$ 35,000	\$ (26)	(0.07%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	4,241	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	1,712	-	-	8,800	8,800	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	612	325	585	708	761	176	30.09%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	1,265	1,265	-
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>		\$ 612	\$ 6,278	\$ 585	\$ 708	\$ 10,826	\$ 10,241	1,750.60%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	52,500	66,579	45,600	45,600	51,600	6,000	13.16%
<u>Total Capital Outlay and Transfers</u>		\$ 52,500	\$ 66,579	\$ 45,600	\$ 45,600	\$ 51,600	\$ 6,000	13.16%
Department Total:		\$ 81,775	\$ 103,930	\$ 81,211	\$ 81,334	\$ 97,426	\$ 16,215	19.97%

City of Kenai
Fiscal Year 2022 Operating Budget

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

4536 Insurance. General liability and broker fee.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2022 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Streets

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 9,971	\$ 9,862	\$ 10,415	\$ 10,415	\$ 13,444	\$ 3,029	29.08%
0200	Overtime	421	1,098	4,209	4,209	3,015	(1,194)	(28.37%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	54	344	344	507	163	47.38%
0400	Medicare	144	154	215	215	245	30	13.95%
0450	Social Security	-	4	-	-	-	-	-
0500	PERS	2,134	2,138	4,510	4,510	4,955	445	9.87%
0600	Unemployment Insurance	18	17	74	74	84	10	13.51%
0700	Workers Compensation	333	382	489	489	600	111	22.70%
0800	Health & Life Insurance	3,490	3,055	3,798	3,798	5,283	1,485	39.10%
0900	Supplemental Retirement	171	235	234	234	249	15	6.41%
	Total Salaries & Benefits	\$ 16,682	\$ 16,999	\$ 24,288	\$ 24,288	\$ 28,382	\$ 4,094	16.86%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	2,416	1,626	2,800	2,800	2,800	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	356	173	281	341	430	149	53.02%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	7,689	15,054	18,120	18,120	18,120	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 10,461	\$ 16,853	\$ 21,201	\$ 21,261	\$ 21,350	\$ 149	0.70%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	3,600	4,860	4,900	4,900	3,600	(1,300)	(26.53%)
	Total Capital Outlay and Transfers	\$ 3,600	\$ 4,860	\$ 4,900	\$ 4,900	\$ 3,600	\$ (1,300)	(26.53%)
Department Total:		\$ 30,743	\$ 38,712	\$ 50,389	\$ 50,449	\$ 53,332	\$ 2,943	5.84%

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

2022 Operating & Repair Supplies. Departmental supplies including gravel, calcium chloride, signage and fuel.	4539 Rentals. Rental of General Fund equipment to be used in preparation for and operations of the fishery.
4535 Insurance. General liability and broker fee.	9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2022 Operating Budget

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 43,161	\$ 41,042	\$ 59,115	\$ 59,115	\$ 49,978	\$ (9,137)	(15.46%)
0200	Overtime	14,845	24,100	19,843	19,843	20,074	231	1.16%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	390	333	335	335	575	240	71.64%
0400	Medicare	977	979	1,149	1,149	1,024	(125)	(10.88%)
0450	Social Security	2,000	2,782	2,466	2,466	2,404	(62)	(2.51%)
0500	PERS	7,814	5,001	12,081	12,081	9,417	(2,664)	(22.05%)
0600	Unemployment Insurance	99	98	397	397	354	(43)	(10.83%)
0700	Workers Compensation	1,081	1,587	1,397	1,397	1,367	(30)	(2.15%)
0800	Health & Life Insurance	13,494	9,089	15,734	15,734	7,954	(7,780)	(49.45%)
0900	Supplemental Retirement	759	564	954	954	463	(491)	(51.47%)
	Total Salaries & Benefits	\$ 84,620	\$ 85,575	\$ 113,471	\$ 113,471	\$ 93,610	\$ (19,861)	(17.50%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,455	3,726	5,400	5,400	9,100	3,700	68.52%
2024	Small Tools/Minor Equipment	751	8,730	-	-	4,500	4,500	-
2026	Computer Software	1,292	695	-	-	600	600	-
4531	Professional Services	7,000	5,209	1,000	2,540	1,500	500	50.00%
4532	Communications	859	1,419	740	740	740	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	92	-	-	-	-	-
4535	Printing & Binding	4,065	3,604	5,700	5,700	-	(5,700)	(100.00%)
4536	Insurance	2,430	1,407	2,441	2,804	2,740	299	12.25%
4537	Utilities	-	592	-	-	-	-	-
4538	Repair & Maintenance	-	99	5,250	5,250	6,500	1,250	23.81%
4539	Rentals	76,800	86,853	42,460	77,460	50,810	8,350	19.67%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,000	4,408	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 96,652	\$ 116,834	\$ 64,991	\$ 101,894	\$ 78,490	\$ 13,499	20.77%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	66	450	450	-	(450)	(100.00%)
9090	Transfers Out	74,900	56,390	76,700	76,700	99,700	23,000	29.99%
	Total Capital Outlay and Transfers	\$ 74,900	\$ 56,456	\$ 77,150	\$ 77,150	\$ 99,700	\$ 22,550	29.23%
	Department Total:	\$ 256,172	\$ 258,865	\$ 255,612	\$ 292,515	\$ 271,800	\$ 16,188	6.33%

City of Kenai
Fiscal Year 2022 Operating Budget

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

2022 Operating & Repair Supplies. For the purchase of signage, janitorial supplies, receipt bags, zip ties, traffic cones, thermal paper, door hangers, brochures and printer ribbons.	4539 Rentals. For the rental of portable toilets and dumpsters. Rental of General Fund equipment for preparation and operations of the fishery.
4531 Professional Services. Personal Use Fishery software modifications.	5041 Miscellaneous. Post fishery beach cleanup by Kenai Central High School Nordic Ski Team.
4538 Repairs & Maintenance Services. Restroom vault pumping.	9090 Transfers Out. Central administrative charges from General Fund, \$24,700. Transfers to General Fund \$75,000.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Boating Facility

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 20,051	\$ 20,931	\$ 20,459	\$ 20,459	\$ 20,610	\$ 151	0.74%
0200	Overtime	7,295	9,393	8,506	8,506	7,501	(1,005)	(11.82%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	70	271	271	319	48	17.71%
0400	Medicare	390	434	425	425	413	(12)	(2.82%)
0450	Social Security	1,075	1,041	1,145	1,145	1,111	(34)	(2.97%)
0500	PERS	2,143	2,540	3,237	3,237	3,068	(169)	(5.22%)
0600	Unemployment Insurance	47	41	146	146	142	(4)	(2.74%)
0700	Workers Compensation	754	1,007	896	896	880	(16)	(1.79%)
0800	Health & Life Insurance	2,672	3,544	2,907	2,907	3,136	229	7.88%
0900	Supplemental Retirement	128	241	171	171	173	2	1.17%
	Total Salaries & Benefits	\$ 34,555	\$ 39,242	\$ 38,163	\$ 38,163	\$ 37,353	\$ (810)	(2.12%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,042	1,563	1,900	1,900	1,900	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	118	127	-	-	120	120	-
4535	Printing & Binding	-	233	-	-	-	-	-
4536	Insurance	771	381	548	663	700	152	27.74%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	143	-	-	-	-	-
4539	Rentals	10,008	9,459	6,515	6,515	6,215	(300)	(4.60%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 11,939	\$ 11,906	\$ 8,963	\$ 9,078	\$ 8,935	\$ (28)	(0.31%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	6,000	8,460	43,724	43,724	56,300	12,576	28.76%
	Total Capital Outlay and Transfers	\$ 6,000	\$ 8,460	\$ 43,724	\$ 43,724	\$ 56,300	\$ 12,576	28.76%
Department Total:		\$ 52,494	\$ 59,608	\$ 90,850	\$ 90,965	\$ 102,588	\$ 11,738	12.92%

**City of Kenai
Fiscal Year 2022 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.

4536 Insurance. General liability and broker fee.

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.

9090 Transfers Out. Central administrative charges from General Fund. \$50,000 transfer to PU Fishery Capital Projects Fund for Float Replacement.

City of Kenai
Fiscal Year 2022 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
PERS Grant	\$ 35,066	\$ 40,373	\$ 55,288	\$ 55,288	\$ 52,873
Usage Fees					
Service Hook-up	2,408	1,803	3,185	3,185	3,313
Residential Water	832,835	866,911	872,822	872,822	872,823
Commercial Water	328,718	336,836	349,129	349,129	349,129
Residential Sewer	1,183,824	1,229,742	1,245,430	1,245,430	1,245,431
Commercial Sewer	467,204	483,645	484,901	484,901	484,901
Total Usage Fees	<u>2,814,989</u>	<u>2,918,937</u>	<u>2,955,467</u>	<u>2,955,467</u>	<u>2,955,597</u>
Miscellaneous Revenues					
Penalty and Interest	43,415	31,873	41,600	41,600	41,600
Interest Earnings	108,222	131,375	12,480	12,480	12,480
Other	14,916	12,424	3,000	3,090	3,000
Total Miscellaneous Revenues	<u>166,553</u>	<u>175,672</u>	<u>57,080</u>	<u>57,170</u>	<u>57,080</u>
Transfer In, Capital Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>23,496</u>	<u>-</u>
Total Revenues	<u>3,016,608</u>	<u>3,134,982</u>	<u>3,067,835</u>	<u>3,091,421</u>	<u>3,065,550</u>
Expenditures					
Water Department	787,637	777,624	901,915	959,415	920,377
Sewer Department	394,495	380,979	508,804	508,804	535,079
Wastewater Treatment Plant Department	<u>1,141,780</u>	<u>1,073,771</u>	<u>1,199,034</u>	<u>1,221,943</u>	<u>1,212,559</u>
Total Expenditures	<u>2,323,912</u>	<u>2,232,374</u>	<u>2,609,753</u>	<u>2,690,162</u>	<u>2,668,015</u>
Transfers					
Capital Projects	<u>110,400</u>	<u>1,070,000</u>	<u>882,577</u>	<u>1,670,873</u>	<u>530,000</u>
Total Expenditures & Transfers	<u>2,434,312</u>	<u>3,302,374</u>	<u>3,492,330</u>	<u>4,361,035</u>	<u>3,198,015</u>
Contribution To/(From) Fund Balance:	582,296	(167,392)	(424,495)	(1,269,614)	(132,465)
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>137,895</u>	<u>137,710</u>	<u>142,747</u>
Adjusted (Deficit)/Surplus			(286,600)	(1,131,904)	10,282
Beginning Fund Balance	<u>2,543,792</u>	<u>3,126,088</u>	<u>2,575,991</u>	<u>2,958,696</u>	<u>1,826,792</u>
Ending Fund Balance	<u>\$ 3,126,088</u>	<u>\$ 2,958,696</u>	<u>\$ 2,289,391</u>	<u>\$ 1,826,792</u>	<u>\$ 1,837,074</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Water & Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 530,717	\$ 516,692	\$ 603,009	\$ 603,855	\$ 623,549	\$ 20,540	3.41%
0200	Overtime	41,758	24,684	21,700	21,700	28,411	6,711	30.93%
0250	Holiday Pay	-	6,907	-	-	-	-	-
0300	Leave	12,185	17,778	15,156	15,156	16,480	1,324	8.74%
0400	Medicare	8,279	7,995	9,278	9,278	9,696	418	4.51%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	162,770	147,836	192,725	192,939	196,301	3,576	1.86%
0600	Unemployment Insurance	967	771	3,198	3,198	3,342	144	4.50%
0700	Workers Compensation	10,640	12,436	13,904	13,904	14,312	408	2.93%
0800	Health & Life Insurance	180,559	134,463	198,623	198,623	222,210	23,587	11.88%
0900	Supplemental Retirement	10,973	10,727	12,135	12,135	12,576	441	3.63%
<u>Total Salaries & Benefits</u>		<u>\$ 958,848</u>	<u>\$ 880,289</u>	<u>\$ 1,069,728</u>	<u>\$ 1,070,788</u>	<u>\$ 1,126,877</u>	<u>\$ 57,149</u>	<u>5.34%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,073	2,298	2,150	2,150	2,150	-	-
2022	Operating & Repair Supplies	182,180	206,564	259,000	254,602	243,500	(15,500)	(5.98%)
2024	Small Tools/Minor Equipment	17,137	23,438	34,820	31,420	74,520	39,700	114.01%
2026	Computer Software	22,623	11,736	10,180	19,955	11,680	1,500	14.73%
4531	Professional Services	62,427	63,800	96,800	114,169	120,800	24,000	24.79%
4532	Communications	20,665	23,608	23,841	23,841	26,447	2,606	10.93%
4533	Travel & Transportation	4,788	6,888	14,000	12,940	11,000	(3,000)	(21.43%)
4534	Advertising	645	2,542	1,000	1,092	1,200	200	20.00%
4535	Printing & Binding	1,096	233	500	500	500	-	-
4536	Insurance	53,020	35,639	50,189	50,189	45,840	(4,349)	(8.67%)
4537	Utilities	505,795	571,261	556,392	556,392	551,851	(4,541)	(0.82%)
4538	Repair & Maintenance	22,689	34,597	69,000	65,658	69,000	-	-
4539	Rentals	14,891	14,814	17,383	20,733	19,230	1,847	10.63%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,565	7,584	7,500	7,500	7,800	300	4.00%
4666	Books	-	584	1,320	1,320	1,320	-	-
4667	Dues & Publications	9,206	6,512	8,400	11,863	8,400	-	-
4999	General Contingency	-	-	-	-	25,000	25,000	-
5041	Miscellaneous	-	1,449	-	-	8,000	8,000	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 925,800</u>	<u>\$ 1,013,547</u>	<u>\$ 1,152,475</u>	<u>\$ 1,174,324</u>	<u>\$ 1,228,238</u>	<u>\$ 75,763</u>	<u>6.57%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	51,345	14,998	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,730	26,000	-	-	(26,000)	(100.00%)
8064	Machinery & Equipment	18,881	20,879	50,050	50,050	24,000	(26,050)	(52.05%)
9090	Transfers	1,347,500	614,897	1,194,077	2,065,873	818,900	(375,177)	(31.42%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 1,417,726</u>	<u>\$ 655,504</u>	<u>\$ 1,270,127</u>	<u>\$ 2,115,923</u>	<u>\$ 842,900</u>	<u>\$ (427,227)</u>	<u>(33.64%)</u>
Department Total:		<u>\$ 3,302,374</u>	<u>\$ 2,549,340</u>	<u>\$ 3,492,330</u>	<u>\$ 4,361,035</u>	<u>\$ 3,198,015</u>	<u>\$ (294,315)</u>	<u>(8.43%)</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

To provide high quality, safe potable water, as well as the secure safe handling / disposal of wastewater 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.

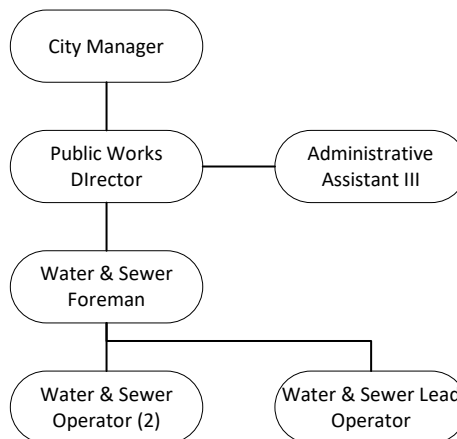
Functions & Responsibilities

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

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Water & Sewer Foreman	1	21	1	21	1	21	1	21	1	21	1	21
Lead Operator	1	19	1	19	1	19	1	19	1	19	1	19
Operator	2	18	2	18	2	18	2	18	2	18	2	18
Accounting Technician I - Utility Billing*	.5	15	.5	15	.5	15	.5	15	.5	15	.5	15
Administrative Assistant I*	.26	13	.26	13	.26	13	.25	13	.31	13	.31	13
Public Works Director	.17	28	.17	28	.17	28	.17	28	.17	28	.17	28

Administrative Assistant III	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	.17	15	.17	15
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*The Organizational Chart depicts Water & Sewer exclusive employees and does not include employees from other departments which are allocated to the Water & Sewer Department and the supervision of those employees is performed outside of the Water & Sewer department.

Average Overtime per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Water & Sewer Foreman	136	93	9	18	18	18
Lead Operator	44	30	235	70	50	50
Operator	50	52	311	100	110	110
Accounting Technician I – Utility Billing*	0	0	0	0	0	0
Administrative Assistant I*	0	0	0	0	0	0
Administrative Assistant III	0	0	0	0	1	1

*Finance Dept

Performance Measures

FY	2017	2018	2019	2020	2021*
Water Customers	1948	1959	1965	1969	1980
Sewer Customers	1921	1927	1935	1936	1942
Metered Connections	217	223	225	227	236
Turn on/off	54	69	70	56	60
811 Locates	370	489	490	543	259***
Shut off tags hung	835	783	775	619**	739

*Projected Figures

**Reduced due to COVID

***7/1/20-2/19/21

FY21 Department Goal Evaluation

1. Incorporate the pending updated Master Planning results into the Capital Improvement Plan for next fiscal year. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
 - *Partially Achieved. This work is in progress Spring 2021.*
2. Update Operation & Maintenance Manuals. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
 - *Not Achieved. As of February 2021, however HDL Engineering has begun a term contract for Engineering Services and this will be an upcoming task at the appropriate time.*
3. Continue with staff training and development to increase certifications within department. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
 - *Achieved. Even with COVID staff was able to increase their certifications through online training.*
4. Continue to increase our knowledge of our infrastructure with updates to GIS to save new information. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.

- *Achieved. Staff has documented information throughout the year with GIS Updates anticipated to be completed by a consultant in May 2021.*

FY22 Department Goals

1. With condition assessments being finalized in the spring of 2021, incorporate those needs into the Capital Improvement Plan and seek out possible funding sources. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
2. Completion of Risk Assessment and Emergency Response Plans, new requirements from the EPA. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
3. Complete a Rate Study. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.

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 2022 Operating Budget

Fund 010 - Water & Sewer Fund
Department: Water Department

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 145,499	\$ 149,490	\$ 176,627	\$ 176,875	\$ 182,410	\$ 5,783	3.27%
0200	Overtime	11,006	10,257	8,201	8,201	4,601	(3,600)	(43.90%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,547	3,854	4,061	4,061	4,183	122	3.00%
0400	Medicare	2,249	2,304	2,739	2,739	2,774	35	1.28%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	43,927	42,850	57,020	57,082	56,307	(713)	(1.25%)
0600	Unemployment Insurance	265	225	944	944	956	12	1.27%
0700	Workers Compensation	2,539	3,247	3,702	3,702	3,725	23	0.62%
0800	Health & Life Insurance	55,282	39,860	60,763	60,763	67,890	7,127	11.73%
0900	Supplemental Retirement	2,503	3,104	3,784	3,784	3,913	129	3.41%
<u>Total Salaries & Benefits</u>		\$ 267,817	\$ 255,191	\$ 317,841	\$ 318,151	\$ 326,759	\$ 8,918	2.81%
<u>Maintenance and Operations</u>								
2021	Office Supplies	263	893	750	750	750	-	-
2022	Operating & Repair Supplies	118,245	118,541	138,000	137,900	138,000	-	-
2024	Small Tools/Minor Equipment	2,190	8,061	12,300	12,300	25,850	13,550	110.16%
2026	Computer Software	4,909	4,226	4,090	4,090	4,090	-	-
4531	Professional Services	7,153	17,307	25,600	25,600	32,350	6,750	26.37%
4532	Communications	12,790	15,329	10,697	10,697	11,536	839	7.84%
4533	Travel & Transportation	2,038	2,498	5,500	5,190	4,000	(1,500)	(27.27%)
4534	Advertising	498	1,283	1,000	1,000	1,200	200	20.00%
4535	Printing & Binding	596	126	500	500	500	-	-
4536	Insurance	21,606	14,767	17,673	17,673	16,027	(1,646)	(9.31%)
4537	Utilities	168,652	176,500	184,071	184,071	205,125	21,054	11.44%
4538	Repair & Maintenance	8,711	21,793	30,000	26,750	30,000	-	-
4539	Rentals	14,891	14,596	15,383	18,733	15,230	(153)	(0.99%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,134	4,004	3,500	3,500	3,800	300	8.57%
4666	Books	-	207	260	260	260	-	-
4667	Dues & Publications	686	1,064	2,400	2,400	2,400	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	381	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 367,362	\$ 401,576	\$ 451,724	\$ 451,414	\$ 491,118	\$ 39,394	8.72%
<u>Capital Outlay & Transfers</u>								
8061	Land	51,345	14,998	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,300	26,000	-	-	(26,000)	(100.00%)
8064	Machinery & Equipment	-	1,653	1,050	1,050	-	(1,050)	(100.00%)
9090	Transfers Out	263,600	172,359	122,800	206,300	102,500	(20,300)	(16.53%)
<u>Total Capital Outlay and Transfers</u>		\$ 314,945	\$ 192,310	\$ 149,850	\$ 207,350	\$ 102,500	\$ (47,350)	(31.60%)
Department Total:		\$ 950,124	\$ 849,077	\$ 919,415	\$ 976,915	\$ 920,377	\$ 962	0.10%

**City of Kenai
Fiscal Year 2022 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. Also includes fuel, valves, fittings, meters, protective clothing.

4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation.

4533 Transportation. Travel for continuing education.

4541 Postage. Public notifications and monthly billings.

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

4539 Rentals Water reservoir #1 land rental and miscellaneous tools and accessories.

9090 Transfers Out. Central administrative charges from General Fund, \$102,500. Capital project SCADA system integration (\$35,000) split with Sewer for \$17,500.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 010 - Water & Sewer Fund
Department: Sewer Department

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 145,499	\$ 149,447	\$ 176,627	\$ 176,875	\$ 182,410	\$ 5,783	3.27%
0200	Overtime	8,590	6,636	8,201	8,201	4,601	(3,600)	(43.90%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,547	3,854	4,061	4,061	4,183	122	3.00%
0400	Medicare	2,213	2,252	2,739	2,739	2,774	35	1.28%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	43,586	42,458	57,020	57,082	56,307	(713)	(1.25%)
0600	Unemployment Insurance	261	223	944	944	956	12	1.27%
0700	Workers Compensation	2,061	3,105	3,702	3,702	3,725	23	0.62%
0800	Health & Life Insurance	55,804	39,507	60,796	60,796	67,890	7,094	11.67%
0900	Supplemental Retirement	2,502	3,104	3,784	3,784	3,913	129	3.41%
	Total Salaries & Benefits	\$ 265,063	\$ 250,586	\$ 317,874	\$ 318,184	\$ 326,759	\$ 8,885	2.80%
<u>Maintenance and Operations</u>								
2021	Office Supplies	203	871	750	750	750	-	-
2022	Operating & Repair Supplies	6,319	14,008	20,000	19,593	17,900	(2,100)	(10.50%)
2024	Small Tools/Minor Equipment	7,251	7,338	9,740	9,740	20,790	11,050	113.45%
2026	Computer Software	2,290	2,176	2,280	2,638	2,280	-	-
4531	Professional Services	2,726	6,199	10,000	10,000	18,750	8,750	87.50%
4532	Communications	2,051	2,773	6,327	6,327	6,387	60	0.95%
4533	Travel & Transportation	2,039	2,481	4,500	4,190	3,000	(1,500)	(33.33%)
4534	Advertising	147	596	-	-	-	-	-
4535	Printing & Binding	500	107	-	-	-	-	-
4536	Insurance	6,126	3,593	6,329	6,329	7,897	1,568	24.77%
4537	Utilities	23,426	21,970	24,844	24,844	27,706	2,862	11.52%
4538	Repair & Maintenance	7,107	4,470	20,000	20,000	20,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,431	3,580	4,000	4,000	4,000	-	-
4666	Books	-	221	260	260	260	-	-
4667	Dues & Publications	600	1,008	1,200	1,249	1,200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	120	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 64,216	\$ 71,511	\$ 110,230	\$ 109,920	\$ 130,920	\$ 20,690	18.77%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,430	-	-	-	-	-
8064	Machinery & Equipment	-	8,948	24,000	24,000	24,000	-	-
9090	Transfers Out	139,200	154,498	136,777	136,777	453,400	316,623	231.49%
	Total Capital Outlay and Transfers	\$ 139,200	\$ 164,876	\$ 160,777	\$ 160,777	\$ 477,400	\$ 316,623	196.93%
Department Total:		\$ 468,479	\$ 486,973	\$ 588,881	\$ 588,881	\$ 935,079	\$ 346,198	58.79%

City of Kenai
Fiscal Year 2022 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.	4541 Postage. Public notifications and monthly billings.
4531 Professional Services. Engineering services for lift station assessments.	8064 Machinery & Equipment. For the purchase of replacement of 2 lift station pumps.
4538 Repair & Maintenance. Professional services for lift station/collection systems repairs including level transducers, cell modems etc.	9090 Transfers Out. Central administrative charges from General Fund, \$53,400. Capital Projects include SCADA system integration (\$35,000) split with Water for \$17,500 and Lift Station Renovation Phase 1 for \$400,000.

City of Kenai
Fiscal Year 2022 Operating Budget
Fund 010 – Water and Sewer Fund
Department: Wastewater Treatment Plant

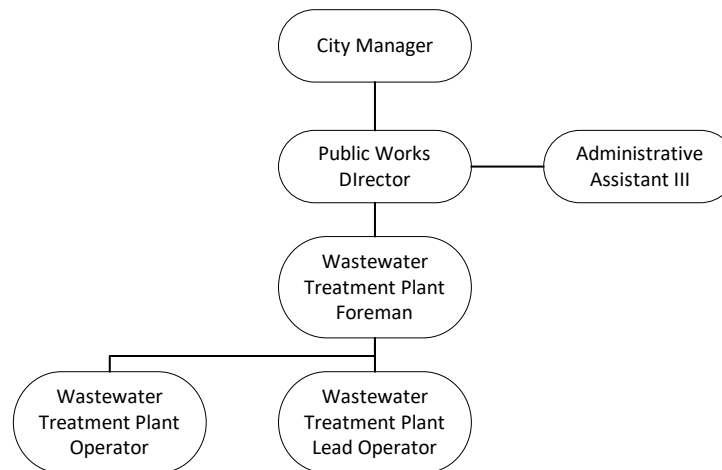
Mission

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	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	.12	28	.12	28	.12	28	.12	28	.11	28	.11	28
Administrative Assistant III	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	.11	15	.11	15
WWTP Foreman	1	21	1	21	1	21	1	21	1	21	1	21
WWTP Lead Operator	1	19	1	19	1	19	1	19	1	19	1	19
WWTP Operator	1	18	1	18	1	18	1	18	1	18	1	18

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A

Administrative Assistant III	N/A	N/A	N/A	N/A	1	1
WWTP Foreman	45	23	87	95	95	95
WWTP Lead Operator	22	75	172	105	105	105
WWTP Operator	2	49	94	105	105	105

Performance Measures

FY	2017	2018	2019	2020	2021*
Permitted plant flow vs. Actual plant flow (million gallons per day)	1.3 / .667 mgd	1.3/.618 mgd	1.3/.490 mgd	1.3/.488 mgd	1.3/.500 mgd
Number of discharge violations / exceptions	4	0	0	0	0
Tons of sludge taken to the dump	461	645	516	592	575
Number of fully licensed operators	2 of 3	2 of 3	2 of 3	2 of 3	2 of 3
Continuing education hours obtained	4.8	0	5	6	6

*Projected Figures

FY21 Department Goal Evaluation

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.
 - *Achieved. This goal was successfully maintained, at no time during the year did we fall outside of ammonia limit requirements.*
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.
 - *Achieved. With the successful replacement of forty-year-old wasting pumps in late 2020 and a reduction in their size from 15hp to 3hp electrical costs continue to drop.*
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.
 - *Partially Achieved. This is an ongoing goal; we anticipate one operator upgrading from a provisional Wastewater Certification to a Level 1 Certification this spring. COVID has presented some delays in accomplishing this.*
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.

- *Partially Achieved. With the development of the Capital Improvement Plan we have successfully laid out the next 5 years of large-scale repair projects. Sludge Press Replacement is the next large project being undertaken, and is starting design in FY21 and is anticipated to be installed in FY22.*

FY22 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. Focus this year will be on Digester Blowers.
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. Expand on the newly created and implemented preventative maintenance program. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life by ensuring new equipment continues to perform.

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 new DEC limits may impact treatment difficulty, staff and the facility continue to fulfill all requirements. The facility, it should be noted, is in the process of renewing our APDES permit, which when renewed will carry us for the next five years. It is anticipated to be issued by April 2021.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 010 Water & Sewer Fund
Department: Wastewater Treatment Plant

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 239,719	\$ 217,755	\$ 249,755	\$ 250,105	\$ 258,729	\$ 8,974	3.59%
0200	Overtime	22,162	7,791	5,298	5,298	19,209	13,911	262.57%
0250	Holiday Pay	-	6,907	-	-	-	-	-
0300	Leave	3,091	10,070	7,034	7,034	8,114	1,080	15.35%
0400	Medicare	3,817	3,439	3,800	3,800	4,148	348	9.16%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	75,257	62,528	78,685	78,775	83,687	5,002	6.36%
0600	Unemployment Insurance	441	323	1,310	1,310	1,430	120	9.16%
0700	Workers Compensation	6,040	6,084	6,500	6,500	6,862	362	5.57%
0800	Health & Life Insurance	69,473	55,096	77,064	77,064	86,430	9,366	12.15%
0900	Supplemental Retirement	5,968	4,519	4,567	4,567	4,750	183	4.01%
<u>Total Salaries & Benefits</u>		\$ 425,968	\$ 374,512	\$ 434,013	\$ 434,453	\$ 473,359	\$ 39,346	9.07%
<u>Maintenance and Operations</u>								
2021	Office Supplies	607	534	650	650	650	-	-
2022	Operating & Repair Supplies	57,616	74,015	101,000	97,109	87,600	(13,400)	(13.27%)
2024	Small Tools/Minor Equipment	7,696	8,039	12,780	9,380	27,880	15,100	118.15%
2026	Computer Software	15,424	5,334	3,810	13,227	5,310	1,500	39.37%
4531	Professional Services	52,548	40,294	61,200	78,569	69,700	8,500	13.89%
4532	Communications	5,824	5,506	6,817	6,817	8,524	1,707	25.04%
4533	Travel & Transportation	711	1,909	4,000	3,560	4,000	-	-
4534	Advertising	-	663	-	92	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	25,288	17,279	26,187	26,187	21,916	(4,271)	(16.31%)
4537	Utilities	313,717	372,791	347,477	347,477	319,020	(28,457)	(8.19%)
4538	Repair & Maintenance	6,871	8,334	19,000	18,908	19,000	-	-
4539	Rentals	-	218	2,000	2,000	4,000	2,000	100.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	156	800	800	800	-	-
4667	Dues & Publications	7,920	4,440	4,800	8,214	4,800	-	-
4999	Contingency	-	-	-	-	25,000	25,000	-
5041	Miscellaneous	-	948	-	-	8,000	8,000	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 494,222	\$ 540,460	\$ 590,521	\$ 612,990	\$ 606,200	\$ 15,679	2.66%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	18,881	10,278	25,000	25,000	-	(25,000)	(100.00%)
9090	Transfers Out	944,700	288,040	934,500	1,722,796	263,000	(671,500)	(71.86%)
<u>Total Capital Outlay and Transfers</u>		\$ 963,581	\$ 298,318	\$ 959,500	\$ 1,747,796	\$ 263,000	\$ (696,500)	(72.59%)
Department Total:		\$ 1,883,771	\$ 1,213,290	\$ 1,984,034	\$ 2,795,239	\$ 1,342,559	\$ (641,475)	(32.33%)

**City of Kenai
Fiscal Year 2022 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, required chemicals for the plant, lab supplies, fuel, oil and grease. Office furniture and computer replacement for three computers.

4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation. sludge disposal, and equipment calibration. Water quality study, vaccinations, and CDL physicals. ADEC permit testing.

4533 Transportation. Training certifications conferences.

4538 Repair & Maintenance. Professional services for repair and maintenance of the system, including electrical items, clarifier fans, and lighting. Replacement of rusted natural gas lines.

5041 Miscellaneous. APDES Annual permit review fee.

8064 Machinery & Equipment. For the purchase of replacement of the main building boiler and circulation pump.

9090 Transfers Out. Central administrative charges from General Fund for \$133,000. Capital projects include Contact basin repairs, \$80,000, SCADA system integration \$35,000 and clarifier drainage repairs \$50,000.

**City of Kenai
Fiscal Year 2022 Operating Budget**

Airport Fund Summary by Line Item

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
State & Federal Grants	\$ 36,883	\$ 833,516	\$ 55,254	\$ 2,216,252	\$ 42,413
Usage Fees					
Fuel Sales	21,650	25,927	28,000	15,000	28,000
Fuel Flowage	9,571	11,113	15,000	7,500	15,000
Float Plane	1,554	626	750	500	750
Tie Down	7,130	8,580	7,500	7,500	7,500
Landing	410,697	337,097	300,874	250,000	300,874
Plane Parking	10,287	4,429	10,000	10,000	10,000
Total Usage Fees	460,889	387,772	362,124	290,500	362,124
Rents and Leases - Land	570,675	523,663	504,665	504,665	512,255
Miscellaneous					
Penalty and Interest	4,926	52,389	5,000	5,000	5,000
Interest on Investments	155,283	136,276	35,000	35,000	35,000
Other	23,285	12,881	10,000	10,105	10,000
Total Miscellaneous	183,494	201,546	50,000	50,105	50,000
Terminal Revenue					
Parking Fees	229,757	170,366	200,000	100,000	200,000
Rents and Leases	355,868	338,522	367,645	391,264	478,325
Penalty and Interest	7,516	8,217	7,500	7,500	7,500
Car Rental Commissions	178,767	211,756	120,000	110,000	120,000
Advertising Commissions	13,940	13,268	12,000	12,000	12,000
Miscellaneous	3,366	4,185	3,000	5,550	3,000
Total Terminal Revenue	789,214	746,314	710,145	626,314	820,825
Transfers In					
Capital Project Fund	-	-	-	105,651	-
Airport Land Trust Fund	1,203,690	928,251	955,050	969,922	1,012,722
Total Transfers In	1,203,690	928,251	955,050	1,075,573	1,012,722
Total Revenues	3,244,845	3,621,062	2,637,238	4,763,409	2,800,339
Expenditures					
Airport Terminal	550,783	565,649	666,607	668,625	617,684
Airport Airfield	1,691,992	1,734,691	1,874,687	1,929,528	1,893,217
Airport Administration	299,964	299,665	358,462	2,481,466	337,960
Airport Other Buildings and Areas	152,640	186,741	171,014	205,597	189,457
Airport Training Facility	41,088	26,551	38,475	38,475	54,140
Total Expenditures	2,736,467	2,813,297	3,109,245	5,323,691	3,092,458
Transfers					
Transfer to Capital Projects	1,838,918	799,875	-	2,109,567	685,000
Transfer to General Fund	233,221	-	-	-	-
Total Transfers	2,072,139	799,875	-	2,109,567	685,000
Total Expenditures & Transfers	4,808,606	3,613,172	3,109,245	7,433,258	3,777,458
Contribution To/(From) Fund Balance:	(1,563,761)	7,890	(472,007)	(2,669,849)	(977,119)
Projected Lapse (6%)	-	-	122,079	2,389,643	120,915
Adjusted (Deficit)/Surplus			(349,928)	(280,206)	(856,204)
Beginning Fund Balance	5,078,990	3,515,229	4,454,303	3,523,119	3,242,913
Ending Fund Balance	\$ 3,515,229	\$ 3,523,119	\$ 4,104,375	\$ 3,242,913	\$ 2,386,709

**City of Kenai
Fiscal Year 2022 Operating Budget**

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 512,912	\$ 478,790	\$ 526,123	\$ 526,123	\$ 532,353	\$ 6,230	1.18%
0200	Overtime	30,968	28,450	24,289	24,289	26,976	2,687	11.06%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,374	11,157	21,342	21,342	21,243	(99)	(0.46%)
0400	Medicare	8,090	7,512	8,291	8,291	8,418	127	1.53%
0450	Social Security	1,993	1,598	670	670	670	-	-
0500	PERS	150,522	130,629	166,467	166,467	165,161	(1,306)	(0.78%)
0600	Unemployment Insurance	988	1,121	2,857	2,857	2,903	46	1.61%
0700	Workers Compensation	8,307	9,831	9,066	9,066	10,316	1,250	13.79%
0800	Health & Life Insurance	135,840	116,153	147,706	147,706	159,523	11,817	8.00%
0900	Supplemental Retirement	9,145	9,401	9,435	9,435	9,679	244	2.59%
	Total Salaries & Benefits	\$ 866,139	\$ 794,642	\$ 916,246	\$ 916,246	\$ 937,242	\$ 20,996	2.29%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,133	915	1,300	1,300	1,300	-	-
2022	Operating & Repair Supplies	181,686	174,262	226,900	285,700	193,200	(33,700)	(14.85%)
2024	Small Tools/Minor Equipment	7,866	10,907	35,200	37,039	27,900	(7,300)	(20.74%)
2026	Computer Software	5,513	2,346	1,650	1,829	1,650	-	-
4531	Professional Services	43,704	19,633	34,085	45,516	18,335	(15,750)	(46.21%)
4532	Communications	15,238	16,091	11,070	11,070	11,265	195	1.76%
4533	Travel & Transportation	10,319	12,701	11,460	11,460	23,980	12,520	109.25%
4534	Advertising	4,544	8,412	8,950	9,947	8,950	-	-
4535	Printing & Binding	2,060	2,800	3,075	3,075	2,875	(200)	(6.50%)
4536	Insurance	106,067	90,820	103,408	103,408	111,577	8,169	7.90%
4537	Utilities	380,410	364,125	401,784	401,784	484,517	82,733	20.59%
4538	Repair & Maintenance	144,205	178,803	216,707	208,603	183,957	(32,750)	(15.11%)
4539	Rentals	2,368	11,060	8,580	8,580	6,950	(1,630)	(19.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	150	150	-	(150)	(100.00%)
4667	Dues & Publications	360	489	480	480	360	(120)	(25.00%)
4999	General Contingency	-	-	20,000	2,143,004	-	(20,000)	(100.00%)
5041	Miscellaneous	764	924	1,400	1,400	1,200	(200)	(14.29%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 906,237	\$ 894,372	\$ 1,086,199	\$ 3,274,345	\$ 1,078,016	\$ (8,183)	(0.75%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	12,400	-	26,300	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	11,221	19,327	7,200	7,200	-	(7,200)	(100.00%)
9090	Transfers	1,829,575	1,691,400	1,074,600	3,184,167	1,762,200	687,600	63.99%
	Total Capital Outlay and Transfers	\$ 1,840,796	\$ 1,724,298	\$ 1,106,800	\$ 3,242,667	\$ 1,762,200	\$ 655,400	59.22%
	Department Total:	\$ 3,613,172	\$ 3,413,312	\$ 3,109,245	\$ 7,433,258	\$ 3,777,458	\$ 668,213	21.49%

City of Kenai
Fiscal Year 2022 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 and visitors through services and facilities.

Functions & Responsibilities

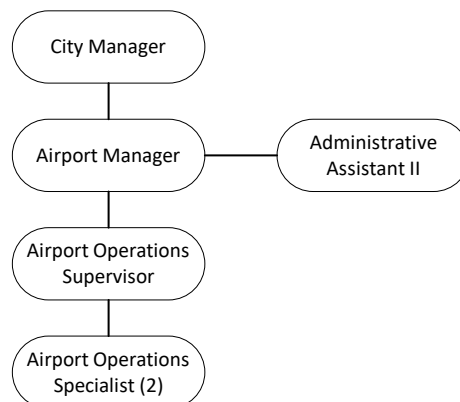
The Kenai Airport Terminal is a two-story building, constructed in 1968, expanded in 1983, renovated in 1989 and 2001. In October 2018 a complete terminal building rehabilitation project started and was completed in September 2020. The project consisted of moving the west wall out seven-feet for additional baggage handling areas, new roof, siding, flooring, windows, boilers, baggage belt systems, mechanical, electrical, fire suppression systems, and a new security card access system. In addition, the tenants have new office and ticket counter areas. A new conference room at the south end of the building is available to rent. The café and the lounge also received new windows, flooring, and lighting.

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 a ticket counter, an office, and baggage belt systems, for three commuter airlines. Currently RAVN Alaska and Grant Aviation lease space in the terminal and provide approximately 20 flights per day to and from Anchorage. Baggage check-in is handled at the ticket counters, and there is separate baggage break-down and baggage claim areas with continuous conveyor belts. There are two rental car agencies with office and counter space available for a third. There is also a café and a bar/lounge on the second floor.

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



**The Organizational Chart depicts Airport exclusive employees and does not include employees from other departments which are allocated to the Airport and the supervision of those employees is performed outside of the Airport.*

Staffing

Position Title	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	14	.33	14	.33	14	.33	14	.33	14	.33	14
Building Maintenance Lead Technician	.17	18	.17	18	.17	18	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	17	.17	17	.17	17	.17	17	.17	17	.17	17
Airport Operations Specialist	1	16	1	16	1	16	1	16	1	16	1	16

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Administrative Assistant II	14	14	4	22	9	9
Building Maintenance Lead Technician	2	10	1	5	5	5
Building Maintenance Technician	0	5	0	5	5	5
Airport Operations Specialist	66	66	33	66	74	74

Performance Measures

FY	2017	2018	2019	2020	2021*	2022*
Enplanements	95,202	91,598	92,242	70,224	32,499*	48,920**
Percent Change from Previous Year	-4.09%	-3.79%	+.70%	-23.67%	-53.72%	+.93%
Percentage of tenant areas leased	86.46%	84.56%	84.56%	87.36%	87.36%	87.6%

*Fiscal Year-to-date July 2020 – February 2021 averaged through June 2021. Number severely impacted by COVID-19 pandemic.

**Average based on July 2020 – February 2021 with slight increase in summer months.

FY21 Department Goals Evaluation

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.

- Design terminal Landscaping Project
 - Partially Achieved. Invitation to Bid in April 2021 to replace the lawn sprinkler system and the landscaping design.*

2. Upgrade vehicle parking lot pavement, striping, lighting, signage, and fencing
 - *Not Achieved. Project is being pushed back to FY2026 in the City's Capital Improvement Program until such time as revenue stream improves from the COVID-19 pandemic.*
3. Service Quality – customer satisfaction
 - *Achieved. Terminal rehabilitation has greatly improved the customer experience in the terminal building; aesthetically, seating, mechanical, and electrical.*
4. Market vacant in-terminal tenant areas to 100% capacity
 - *Achieved. Kenai Municipal Airport "Gate to the Peninsula" was featured in the September 2020 issue of Business View Magazine.*

FY22 Department Goals

1. When the COVID-19 pandemic subsides and the bidding environment improves, bid and enter into five-year agreements for the car rental agencies, restaurant, and the lounge concession agreements.

Future Considerations

Aviation recovery from the COVID-19 pandemic is expected to be very slow. Business and leisure travel are expected to stay on the decrease due to the new norm of working from home and virtual options. There will be ebbs and flows. Customers are expected to be focused on health and safety; masks, hand sanitization along with physical distancing.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 106,890	\$ 103,339	\$ 112,486	\$ 112,486	\$ 112,682	\$ 196	0.17%
0200	Overtime	4,870	3,250	4,433	4,433	5,347	914	20.62%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	476	5,290	5,290	5,298	8	0.15%
0400	Medicare	1,631	1,530	1,772	1,772	1,788	16	0.90%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	33,674	29,775	36,069	36,069	35,539	(530)	(1.47%)
0600	Unemployment Insurance	205	160	610	610	616	6	0.98%
0700	Workers Compensation	2,195	2,573	2,625	2,625	2,937	312	11.89%
0800	Health & Life Insurance	37,936	30,983	41,249	41,249	44,549	3,300	8.00%
0900	Supplemental Retirement	2,585	2,561	2,505	2,505	2,505	-	-
<u>Total Salaries & Benefits</u>		\$ 189,986	\$ 174,647	\$ 207,039	\$ 207,039	\$ 211,261	\$ 4,222	2.04%
<u>Maintenance and Operations</u>								
2021	Office Supplies	434	358	500	500	500	-	-
2022	Operating & Repair Supplies	13,703	15,858	17,800	17,800	15,600	(2,200)	(12.36%)
2024	Small Tools/Minor Equipment	-	569	-	1,839	-	-	-
2026	Computer Software	-	-	-	179	-	-	-
4531	Professional Services	200	2,076	500	500	500	-	-
4532	Communications	805	916	1,656	1,656	1,247	(409)	(24.70%)
4533	Travel & Transportation	739	1,304	1,585	1,585	1,575	(10)	(0.63%)
4534	Advertising	373	832	1,000	1,000	1,000	-	-
4535	Printing & Binding	440	573	750	750	750	-	-
4536	Insurance	11,577	9,044	11,643	11,643	10,028	(1,615)	(13.87%)
4537	Utilities	143,092	144,957	156,369	156,369	159,923	3,554	2.27%
4538	Repair & Maintenance	125,513	136,102	167,765	167,765	144,400	(23,365)	(13.93%)
4539	Rentals	127	3,283	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	39	121	200	200	-	(200)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 297,042	\$ 315,993	\$ 359,768	\$ 361,786	\$ 335,523	\$ (24,245)	(6.74%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	11,221	4,725	6,000	6,000	-	(6,000)	(100.00%)
9090	Transfers Out	67,400	383,044	68,800	68,800	70,900	2,100	3.05%
<u>Total Capital Outlay and Transfers</u>		\$ 78,621	\$ 387,769	\$ 99,800	\$ 99,800	\$ 70,900	\$ (28,900)	(28.96%)
Department Total:		\$ 565,649	\$ 878,409	\$ 666,607	\$ 668,625	\$ 617,684	\$ (48,923)	(7.34%)

City of Kenai
Fiscal Year 2022 Operating Budget

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

2022 Operating & Repair Supplies. Janitorial supplies, generator fuel, and other general operating supplies for operation of the terminal, including flowers, pay station 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. Window washing, elevator repairs, parking machine monitoring and annual warranty, flight monitor systems 'cloud' services and website link, and kitchen hood cleaning.

8064 Machinery & Equipment. Floor cleaning machine for new Terminal flooring.

9090 Transfers Out. Central administration charges from General Fund.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

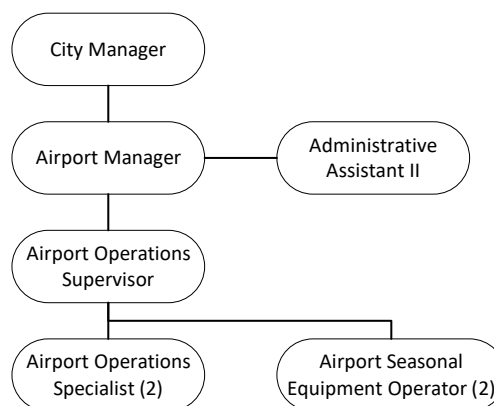
To ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations Part 139.

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. A 5,600sf Sand/SRE Storage building is being constructed just north of the Operations Facility with scheduled completion fall of 2021. 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	FY18 Actual		FY19 Actual		Actual FY20		Actual FY21		Projected FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Operations Supervisor	1	20	1	20	1	20	1	20	1	20	1	20
Airport Operations Specialist (2)	1	16	1	16	1	16	1	16	1	16	1	16
Temporary Equipment Operator	10	T16	10	T16	.19	T16	.19	T16	.19	T16	.19	T16
Seasonal Equipment Operator (2)	.83	T16	.83	T16	.83	T16	.83	T16	.83	T16	.83	T16

Average Overtime per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Projected FY22	Projected FY23
Airport Operations Supervisor	194	276	233	178	196	196
Airport Operations Specialist	180	214	188	132	74	74
Seasonal Equipment Operator	47	130	128	170	160	160
Temporary Equipment Operator	0	0	0	0	0	0

Performance Measures

(From Alaska Airport Pavement Inspection Report October 2018)

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

Performance Measures

(based on calendar year)

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

CY	2017	2018	2019	2020	2021
Hazing Activity	52	87	129	86	93**
Bird Strikes	0	1	0	0	0
NOTAMS – Notice to Airmen	1,971	1,003	1,120	1,135	1,260**
Letters of Correction (LOC)	1	1	1	0*	0*

*NO FAA Certification Inspection due to COVID-19

**FAA Inspection scheduled for 6/8/2021

**Based on 5-year average

FY21 Department Goals Evaluation

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. Design and construct Sand/SRE Storage Building
 - *Partially Achieved. Received a Phase 1 Construction grant in September 2020 for \$1,954,101. The grant dollars were at 100% between the FAA and CARES funds. Construction is scheduled for completion in the Fall of 2021.*
2. Track FAA Compliance: Percentage compliance of FAA Part 139 annual certification inspections; Letters of Correction, Percentage of airport certification (FAR 139) categories with zero findings.
 - *Not Achieved. There were no FAA inspections in 2020 due to the COVID-19 pandemic.*

FY22 Department Goals

1. Replace AIP Snow Removal Equipment (SRE) – 30-year old snow blower.
2. Perform crack sealing of runways/taxiways, apron areas to extend pavement life expectancy. Grant assurances 11 & 19.
3. Perform airfield marking to meet 49 CFR Marking standards Grant assurances 11 & 19.
4. Receive no letters of correction related to airport operations.

Future Considerations

The FAA has made a final determination when airfield marking is AIP eligible: every 3-years unless related to a construction project and/or marking change. Marking will be the responsibility of the Airport budget when necessary to meet the specifications of 49 CFR 139.311 outside of the 3-year window.

Replacement of non-AIP eligible equipment: parking lot sweeper, screening plant.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 226,539	\$ 197,559	\$ 215,115	\$ 215,115	\$ 216,969	\$ 1,854	0.86%
0200	Overtime	25,958	24,017	17,921	17,921	19,712	1,791	9.99%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,374	5,880	7,243	7,243	7,300	57	0.79%
0400	Medicare	3,694	3,233	3,484	3,484	3,538	54	1.55%
0450	Social Security	1,875	1,499	670	670	670	-	-
0500	PERS	64,054	51,267	68,557	68,557	68,012	(545)	(0.79%)
0600	Unemployment Insurance	438	690	1,201	1,201	1,221	20	1.67%
0700	Workers Compensation	4,788	5,839	4,992	4,992	5,858	866	17.35%
0800	Health & Life Insurance	45,431	41,852	49,400	49,400	53,352	3,952	8.00%
0900	Supplemental Retirement	3,047	3,347	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 383,198	\$ 335,183	\$ 371,583	\$ 371,583	\$ 379,632	\$ 8,049	2.17%
<u>Maintenance and Operations</u>								
2021	Office Supplies	455	312	500	500	500	-	-
2022	Operating & Repair Supplies	138,412	135,398	187,500	246,300	150,200	(37,300)	(19.89%)
2024	Small Tools/Minor Equipment	7,429	10,146	34,680	34,680	27,380	(7,300)	(21.05%)
2026	Computer Software	1,265	1,056	1,230	1,230	1,230	-	-
4531	Professional Services	8,460	5,660	17,235	20,383	2,235	(15,000)	(87.03%)
4532	Communications	8,017	8,921	7,110	7,110	7,230	120	1.69%
4533	Travel & Transportation	4,279	5,089	4,400	4,400	2,900	(1,500)	(34.09%)
4534	Advertising	893	481	500	1,497	500	-	-
4535	Printing & Binding	1,033	1,357	1,175	1,175	975	(200)	(17.02%)
4536	Insurance	90,650	79,495	86,521	86,521	94,765	8,244	9.53%
4537	Utilities	174,975	166,004	179,753	179,753	255,295	75,542	42.03%
4538	Repair & Maintenance	10,977	26,565	31,200	23,096	21,100	(10,100)	(32.37%)
4539	Rentals	1,033	5,291	4,080	4,080	3,075	(1,005)	(24.63%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	120	120	-	(120)	(100.00%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	15	48	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 447,893	\$ 445,823	\$ 556,504	\$ 611,345	\$ 567,885	\$ 11,381	2.05%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	-	12,227	-	-	-	-	-
9090	Transfers Out	1,194,740	918,525	946,600	2,301,600	1,630,700	684,100	72.27%
	Total Capital Outlay and Transfers	\$ 1,194,740	\$ 931,923	\$ 946,600	\$ 2,301,600	\$ 1,630,700	\$ 684,100	72.27%
Department Total:		\$ 2,025,831	\$ 1,712,929	\$ 1,874,687	\$ 3,284,528	\$ 2,578,217	\$ 703,530	37.53%

City of Kenai
Fiscal Year 2022 Operating Budget

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

2022 Operating & Repair Supplies. Department supplies including fuel, brooms, runway lights, urea, potassium acetate, nitrogen, wildlife hazing supplies, PPE's, carbide blades for grader, propane, diesel exhaust fluid, sand and miscellaneous operating supplies.

2024 Small Tools & Minor Equipment. Includes 3 computer replacements, KFD structural gear (2 sets), radios, 4 SCBA's replacements.

4531 Professional Services. Annual storm permit, DOT physicals, pre-employment tests, etc.

4538 Repairs and Maintenance. Annual calibrations, fire testing, boiler and mechanical inspections and service agreements. Includes miscellaneous contractor repairs.

4539 Rentals. Air Faire table/chair rentals, tent rental and excavator rental.

9090 Transfers Out. Central administrative charges, \$945,700 from General Fund including general administration, fire suppression services, security and equipment maintenance. Capital Projects, \$500,000 Airfield marking, \$185,000 Operations Building Boiler replacement.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

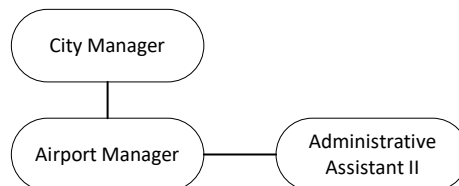
The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

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 General Fund and is paid for through 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. The Airport accepted from the Federal Aviation Administration CARES Act Funds in August 2020 for \$1,622,758 and in March 2021 \$1,303,238 under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021. These funds can be used for operational costs.

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	25	1	25	1	25	1	25	1	25	1	25
Administrative Assistant II	.67	14	.67	14	.67	14	.67	14	.67	14	.67	14

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	13	11	2	14	19	19

Performance Measures

FY	2017	2018	2019	2020	2021 (ytd)
Enplanements	95,202	91,598	92,242	70,224	22,867

Cost per Enplaned Passenger	\$ 8.94	\$ 8.08	\$ 9.10	\$ 10.90	\$ 10.90
Airline Rents & Leases	\$ 191,557	\$ 198,558	\$ 240,000	\$ 210,746*	\$ 70,020**
Airline Landing Fees	\$ 356,132	\$ 389,230	\$ 285,000	\$ 191,030*	\$ 33,418**
FAA Grant Offers (FY21)	\$ 1,509,155	\$ 10,619,995	\$ 5,771,020	\$ 3,869,258	\$1,303,238
KPD On-time Response for security incidents (20 minutes)	100%	100%	100%	100%	100%

*Reflects 5-month loss of revenue due to RAVN ceasing operations April 5, 2020

**Reflects 5-month loss of revenue due to RAVN bankruptcy and COVID-19 pandemic

FY21 Department Goals Evaluation

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. Market for a 121 Operator due to RAVN terminating operations April 5, 2020
 - *Achieved. Float Shuttle purchased RAVN Alaska and started air carrier service back into Kenai the end of November 2020. Resolution No. 2020-78.*
2. Achieve successful negotiation of a five-year airline operating agreement by June 30.
 - *Achieved. City Administration successfully negotiated a Fourth Amendment to the Airline Operating Agreement which extended the agreement for 5-years July 1, 2020 through June 30, 2025. Resolution No. 2020-35.*
3. Achieve a five-year in-terminal lease for car rental agencies.
 - *Not Achieved. Car rental concession expires June 30, 2021. City Administration will bid in the Spring 2021 to be effective July 1, 2021.*
4. Achieve a five-year bar/lounge lease.
 - *Not Achieved. Bar/lounge concession agreement expired June 30, 2020; Resolution No. 2021-06 allows for the concession agreement to be on a month-to-month until such time the City determines the COVID-19 pandemic is behind us.*

FY22 Department Goals

1. Maintain a competitive cost per enplaned passenger.
 - Monitor operation and maintenance cost controls and airline lease provisions.
2. Continue to incorporate measures to mitigate the effects of COVID-19.
3. Market for an aviation or aviation-related business that would lead to a significant expansion on the Kenai Airport.
4. Maintain a cost per enplaned passenger below \$ 9.50.

Future Considerations

Closely and carefully balance and consider the present and long-term effects of the COVID-19 pandemic with (1) all airport users and tenants' (2) co-ordination with the FAA, (2) co-ordination with Federal, State, and local agencies, (3) Federal grant assurances; (4) impacts on aeronautical use and airport infrastructure; (5) safe and efficient functioning of air traffic; etc.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 008 - Airport Fund
Department: Airport Administration

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 131,717	\$ 132,166	\$ 151,918	\$ 151,918	\$ 149,798	\$ (2,120)	(1.40%)
0200	Overtime	118	679	1,350	1,350	907	(443)	(32.81%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	3,813	7,282	7,282	7,281	(1)	(0.01%)
0400	Medicare	2,083	2,080	2,329	2,329	2,291	(38)	(1.63%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	42,367	38,687	47,284	47,284	45,377	(1,907)	(4.03%)
0600	Unemployment Insurance	257	207	803	803	790	(13)	(1.62%)
0700	Workers Compensation	375	444	397	397	397	-	-
0800	Health & Life Insurance	37,934	31,223	41,249	41,249	44,549	3,300	8.00%
0900	Supplemental Retirement	2,535	2,526	2,500	2,500	2,500	-	-
	Total Salaries & Benefits	\$ 217,386	\$ 211,825	\$ 255,112	\$ 255,112	\$ 253,890	\$ (1,222)	(0.48%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	244	245	300	300	300	-	-
2022	Operating & Repair Supplies	402	735	400	400	400	-	-
2024	Small Tools/Minor Equipment	437	192	520	520	520	-	-
2026	Computer Software	4,248	1,290	420	420	420	-	-
4531	Professional Services	95	389	600	600	600	-	-
4532	Communications	4,937	5,042	1,681	1,681	1,781	100	5.95%
4533	Travel & Transportation	5,301	6,308	5,475	5,475	4,505	(970)	(17.72%)
4534	Advertising	2,445	6,313	5,950	5,950	5,950	-	-
4535	Printing & Binding	587	870	1,150	1,150	1,150	-	-
4536	Insurance	3,840	2,143	5,244	5,244	6,784	1,540	29.37%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	150	150	-	(150)	(100.00%)
4667	Dues & Publications	360	489	360	360	360	-	-
4999	Contingency	-	-	20,000	2,143,004	-	(20,000)	(100.00%)
5041	Miscellaneous	683	693	700	700	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 23,579	\$ 24,793	\$ 42,950	\$ 2,165,954	\$ 23,470	\$ (19,480)	(45.36%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,375	1,200	1,200	-	(1,200)	(100.00%)
9090	Transfers Out	58,700	191,696	59,200	83,836	60,600	1,400	2.36%
	Total Capital Outlay and Transfers	\$ 58,700	\$ 194,071	\$ 60,400	\$ 85,036	\$ 60,600	\$ 200	0.33%
Department Total:		\$ 299,665	\$ 430,689	\$ 358,462	\$ 2,506,102	\$ 337,960	\$ (20,502)	(5.72%)

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 08 - Airport Fund
Department: - 63 - Airport Administration

2024 Small Tools/Minor Equipment. Two computer replacements.	4534 Advertising. Newspaper advertising of agendas, work sessions etc., tradeshow advertising, registration for GAG conference, and a portion of the Kenai Visitor Guide advertising.
4531 Professional Services. AIT domain, miscellaneous professional engineering and TSA clearance.	9090 Transfers Out. Central administrative charges from General Fund.
4533 Transportation. Digicast Subscription, NWAAAE conference, Great Alaska Gathering conference, AK DOT DBE Summit and miscellaneous travel.	

City of Kenai
Fiscal Year 2022 Operating Budget

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

Mission

To encourage growth and development of lands by simplifying and streamlining processes to make the Kenai Municipal Airport and surrounding properties the best leasing environment of all the airports on the Kenai Peninsula.

Functions & Responsibilities

(Department revised to include Airport Reserve land activity in addition to the Float Plane Basin)

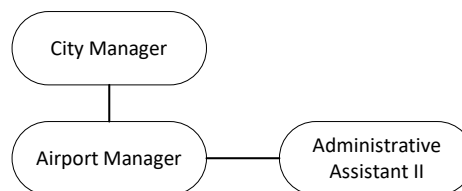
Airport Land is the real estate deeded to the City of Kenai by the Federal Aviation Administration (FAA) in 1963. The acquisition gave the City title to nearly 2,000 acres. Most of the land is located in the business district surrounding the Airport.

The 1963 deed requires the land be managed for Airport activities and support. The City invests the land sale proceeds in an Airport Land Sales Permanent Fund (ALSPF) which is to be used for support and operations of the Kenai Municipal Airport.

The 2008 Supplemental Planning Assessment established a Kenai Municipal Airport Reserve that is within the Airport Boundary line. Land within this reserve would not be sold and would be retained for long-term airport-related development. This reserve protects the existing and future airfield and associated safety zones, terminal area, airfield accessible lease lots, and lease areas adjacent to but without direct access to the airfield. Land outside the reserve could be leased or sold for non-aviation purposes after a release of airport land is obtained from the Federal Aviation Administration

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 and fuel sales. The basin is closed to all operations during winter months.

Organizational Chart



**The Organizational Chart depicts Airport exclusive employees and does not include employees from other departments which are allocated to the Airport and the supervision of those employees is performed outside of the Airport.*

Staffing

Position Title	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner/Planning Director	.30	21	.30	21	.30	21	.30	21	.30	23	.30	23
Building Maintenance Lead Technician	.17	17	.17	17	.17	17	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	16	.17	16	.17	16	.17	17	.17	17	.17	17

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
City Planner/Planning Director	8	2	1	9	N/A	N/A
Building Maintenance Lead Technician	2	10	1	5	5	5
Building Maintenance Technician	0	5	0	5	5	5

Performance Measures – Airport Lands

FY	2017	2018	2019	2020	2021
Airport Land Sale Permanent Fund (ALSPF)	\$24,184,471	\$24,499,242	\$25,058,351	\$25,545,490	\$27,100,224
Transfers into Airport Operations from ALSPF	\$1,175,414	\$1,210,348	\$1,203,690	\$908,811	\$955,050
Airport Fund Land Leases	\$ 674,781	\$ 691,152	\$ 570,675	\$563,293	\$504,665
Total # Airports Parcels	128	128	128	128	129
Leased Parcels – in Reserve	26	26	26	26	27
Leased Parcels – outside Reserve	12	12	12	12	12
Special Use Permits – inside the Reserve	7	7	7	7	8
Special Use Permits – outside Reserve	0	0	0	0	0

Performance Measures – Float Plane Basin

CY	2017	2018	2019	2020	2021*
Slips Available for Lease	20	20	20	20	20
Float Plane Slips Leased (tenants)	7	7	7	6	7
Slip Rental	\$ 560	\$ 600	\$ 800	\$ 740	\$ 680
Water Landings	489	806	694	600	635
Fuel Sold (Gallons)	3,790	4,266	6,348	2,063	3,873
Transient Parking Fees	\$ 100	\$ 200	\$ 120	\$ 100	\$ 128

* Projected 2021 Figures based on previous five-year average

FY21 Department Goals Evaluation

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.
 - *Partially Achieved. Airport Administration did not attend any trade-shows due to COVID-19 however, the float plane basin facility was advertised in the Civil Air Patrol magazine and the September 2020 issue of Business View Magazine featured the Kenai Municipal Airport as the “Gateway to the Peninsula”. Continue to maintain Airport Land available for Lease Brochure.*
2. Construct taxiway Sierra to provide access to float plane basin facility.
 - *Not Achieved. Project has been pushed out due to higher prioritized construction needs.*
3. Maintain/rehabilitate commercial and private slips.
 - *Achieved. Slips were excavated, gates were repaired, and the basin was drained over the winter to freeze the aquatic weeds.*

FY22 Department Goals

1. Marketing of float plane basin slips and camping spots for float plane basin users.
 - Upgrade three camping spots for transient float plane traffic.
 - Install an informational sign with walking map of Kenai with a link to businesses, cabs, parks, trails, etc.
2. Drain Float Plane Basin every winter to kill heavy aquatic weeds.
3. Market Airport and lease lot development for growth and development while supporting existing businesses

Future Considerations

Airfield improvements to attract lessees to float plane basin facility; possible gazebo and public viewing area for public, and developing lease lot areas. There is currently one lease lot available on the airfield.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 008 - Airport Fund
Department: Other Buildings and Areas

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 47,766	\$ 45,726	\$ 46,604	\$ 46,604	\$ 52,904	\$ 6,300	13.52%
0200	Overtime	22	504	585	585	1,010	425	72.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	988	1,527	1,527	1,364	(163)	(10.67%)
0400	Medicare	682	669	706	706	801	95	13.46%
0450	Social Security	118	99	-	-	-	-	-
0500	PERS	10,427	10,900	14,557	14,557	16,233	1,676	11.51%
0600	Unemployment Insurance	88	64	243	243	276	33	13.58%
0700	Workers Compensation	949	975	1,052	1,052	1,124	72	6.84%
0800	Health & Life Insurance	14,539	12,095	15,808	15,808	17,073	1,265	8.00%
0900	Supplemental Retirement	978	967	1,430	1,430	1,674	244	17.06%
	Total Salaries & Benefits	\$ 75,569	\$ 72,987	\$ 82,512	\$ 82,512	\$ 92,459	\$ 9,947	12.06%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	29,169	22,271	21,200	21,200	27,000	5,800	27.36%
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	34,949	11,508	15,750	24,033	15,000	(750)	(4.76%)
4532	Communications	1,479	1,212	623	623	1,007	384	61.64%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	833	786	1,500	1,500	1,500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	39,149	30,253	41,972	41,972	45,609	3,637	8.67%
4538	Repair & Maintenance	4,358	3,712	2,957	2,957	3,007	50	1.69%
4539	Rentals	1,208	2,486	4,500	4,500	3,875	(625)	(13.89%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	27	62	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 111,172	\$ 72,428	\$ 88,502	\$ 96,785	\$ 96,998	\$ 8,496	9.60%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	12,400	-	26,300	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	40,000	61,188	-	729,931	-	-	-
	Total Capital Outlay and Transfers	\$ 40,000	\$ 73,588	\$ -	\$ 756,231	\$ -	\$ -	-
Department Total:		\$ 226,741	\$ 219,003	\$ 171,014	\$ 935,528	\$ 189,457	\$ 18,443	10.78%

**City of Kenai
Fiscal Year 2022 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. Boiler inspection, device registration and miscellaneous repairs.
4531 Professional Services. Appraisal fees, engineering and recording costs for the leasing of Airport land.	4539 Rentals. Cost of portapotties and excavator for slip maintenance.
4534 Advertising. Advertising for float plane basin and land brochures.	

City of Kenai
Fiscal Year 2022 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. A FAA grant was received in September 2019 for rehabilitation of the building, training equipment and two new Aircraft Rescue Firefighting trucks. The building and training equipment rehabilitation was completed in Spring of 2020 and the new trucks (1,500 and 3,000-gallon OSHKOSHs) will arrive in the summer of 2021.

The facility was designed to provide Alaskan ARFF and mutual aid firefighter's fire training with real-life hands-on-training in a safe, environmentally clean location with state-of-the-art training equipment. Firefighters will be able to receive the firefighting training that meets the 139.319 requirements for Index A-E airport personnel in scenarios replicating actual emergencies involving aircraft and structural/industrial settings.

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. The American Red Cross and the Kenai Boys and Girls Club currently lease offices and classrooms on the second floor.

Staffing - Under a Management Agreement

Performance Measures

FY	2017	2018	2019	2020	2021*	2022*
Students	No Data	No Data	472	333	300	300
Class Trainings	No Data	No Data	60	41	40	40
Facility Repairs & Maintenance	\$ 18,359	\$ 12,620	\$ 13,455	\$ 4,445	\$ 1,000	\$ 1,000

ARFF Vehicle Repair & Maintenance						
AP07 E-One 4x4	\$ 938	\$ 466	\$ 1,431	\$ 895	\$ 500	\$ 500
AP08 E-One 6x6	\$ 4,078	\$ 908	\$ 2,764	\$ 878	\$ 500	\$ 500
Generator (AP09)	N/A	N/A	N/A	\$ 75	\$ 50	\$ 50

*Projected Figures

FY21 Department Goal Evaluations

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. Ensure the Alaska Fire Training Facility provides instructors, equipment, and technology necessary to meet current and future aircraft rescue and fighting training requirements.
 - *Achieved. The rehabilitation project completed in 2020 has provided state-of-the-art modern training equipment that creates real-world scenarios. New 1,500 & 3,000-gallon ARFF vehicles will allow students hands-on familiarization with the ARFF truck they have at their home airports.*

FY22 Department Goals

1. Negotiate or issue a Request for Proposals for a long-term management agreement at the Fire Training Facility that establishes:
 - a facility maintenance program.
 - a measurable goal to increase class/training participation at the facility.
 - trained, qualified, and motivated instructors for training programs that meet or exceed the requirements of the customer.
 - a program for accountability and efficiency with the available resources.
2. Ensure the Sponsor (City) has the obligated Sponsor share (6.25%) necessary for any FAA granting opportunities that arise.

Future Considerations

Long-range considerations should be given to the financial stability of the Alaska Regional Training Facility

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 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	-	-	-	-	15,000	15,000	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,194	22,911	23,690	23,690	23,690	-	-
4538	Repair & Maintenance	3,357	12,424	14,785	14,785	15,450	665	4.50%
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>\$ 26,551</u>	<u>\$ 35,335</u>	<u>\$ 38,475</u>	<u>\$ 38,475</u>	<u>\$ 54,140</u>	<u>\$ 15,665</u>	<u>40.71%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	468,735	136,947	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ 468,735</u>	<u>\$ 136,947</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 495,286</u>	<u>\$ 172,282</u>	<u>\$ 38,475</u>	<u>\$ 38,475</u>	<u>\$ 54,140</u>	<u>\$ 15,665</u>	<u>40.71%</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

4533 Travel & Transportation. Cost for two (2) City mechanics to attend the OSHKOSH Global Striker Chassis and Fire Fighting Systems Maintenance and Troubleshooting training class.

4538 Repair & Maintenance. Fire suppression system testing, elevator testing and maintenance, and other general maintenance items.

City of Kenai
Fiscal Year 2022 Operating Budget

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

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
State Grants	\$ 204,464	\$ 246,012	\$ 212,504	\$ 295,863	\$ 238,442
Federal Grants	-	-	-	39,231	-
USDA Grant	24,938	20,471	20,000	20,000	20,000
Choice Waiver	135,444	117,208	125,000	125,000	125,000
KPB Grant	126,207	126,207	169,221	169,221	169,221
United Way	3,631	-	-	-	-
Rents and Leases	8,174	9,811	13,000	7,500	13,000
Donations	8,494	36,768	32,500	30,000	32,000
Donation - Senior Connection	100,000	50,430	50,000	50,000	50,000
Meal Donations	67,998	56,244	72,500	49,800	82,500
Transfer from General Fund - Operations	182,027	253,999	217,192	217,192	220,518
Transfer from General Fund - Capital	-	-	-	-	-
Other	(9)	95	300	300	300
Total Revenue	<u>861,368</u>	<u>917,245</u>	<u>912,217</u>	<u>1,004,107</u>	<u>950,981</u>
Expenditures					
Senior Citizen Access	140,539	171,711	180,075	179,940	237,332
Congregate Meals	231,082	248,997	262,518	306,317	247,084
Home Meals	202,637	236,220	230,951	302,929	221,853
Senior Transportation	80,929	101,066	100,417	100,579	106,805
Choice Waiver	<u>232,910</u>	<u>145,815</u>	<u>161,041</u>	<u>168,397</u>	<u>162,117</u>
Total Expenditures	<u>888,097</u>	<u>903,809</u>	<u>935,002</u>	<u>1,058,162</u>	<u>975,191</u>
Contribution To/(From) Fund Balance:	(26,729)	13,436	(22,785)	(54,055)	(24,210)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>22,785</u>	<u>67,348</u>	<u>24,210</u>
Adjusted (Deficit)/Surplus	(26,729)	13,436	-	13,293	-
Beginning Fund Balance	<u>-</u>	<u>(26,729)</u>	<u>(54,603)</u>	<u>(13,293)</u>	<u>-</u>
Ending Fund Balance	<u>\$ (26,729)</u>	<u>\$ (13,293)</u>	<u>\$ (54,603)</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 284,425	\$ 293,853	\$ 278,590	\$ 286,803	\$ 310,821	\$ 32,231	11.57%
0200	Overtime	1,418	2,563	367	367	376	9	2.45%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,802	5,191	8,902	8,902	11,312	2,410	27.07%
0400	Medicare	4,120	4,250	4,171	4,290	4,679	508	12.18%
0450	Social Security	3,555	3,716	3,015	3,524	3,494	479	15.89%
0500	PERS	66,061	64,502	71,058	71,058	76,729	5,671	7.98%
0600	Unemployment Insurance	505	449	1,439	1,521	1,612	173	12.02%
0700	Workers Compensation	3,949	4,878	3,958	4,266	4,050	92	2.32%
0800	Health & Life Insurance	111,113	82,589	108,681	108,681	117,373	8,692	8.00%
0900	Supplemental Retirement	7,413	7,013	7,333	7,333	7,164	(169)	(2.30%)
	<u>Total Salaries & Benefits</u>	<u>\$ 488,361</u>	<u>\$ 469,004</u>	<u>\$ 487,514</u>	<u>\$ 496,745</u>	<u>\$ 537,610</u>	<u>\$ 50,096</u>	<u>10.28%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	656	745	1,155	1,155	1,155	-	-
2022	Operating & Repair Supplies	161,716	160,804	156,800	236,159	155,756	(1,044)	(0.67%)
2024	Small Tools/Minor Equipment	3,135	3,695	3,395	3,395	2,600	(795)	(23.42%)
2026	Computer Software	3,371	4,683	3,575	4,010	3,540	(35)	(0.98%)
4531	Professional Services	10,479	11,863	12,405	12,405	12,180	(225)	(1.81%)
4532	Communications	3,540	4,999	2,505	2,505	2,782	277	11.06%
4533	Travel & Transportation	855	2,670	1,394	1,394	944	(450)	(32.28%)
4534	Advertising	350	610	1,125	1,125	525	(600)	(53.33%)
4535	Printing & Binding	1,813	2,310	3,617	3,182	3,617	-	-
4536	Insurance	16,428	11,143	17,201	17,771	19,467	2,266	13.17%
4537	Utilities	47,014	48,501	52,161	52,161	50,529	(1,632)	(3.13%)
4538	Repair & Maintenance	391	2,389	2,980	2,980	2,980	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	10,517	10,517	10,549	32	0.30%
4541	Postage	500	860	925	925	925	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	600	767	1,833	1,833	1,732	(101)	(5.51%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2	400	400	100	(300)	(75.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 250,848</u>	<u>\$ 256,041</u>	<u>\$ 271,988</u>	<u>\$ 351,917</u>	<u>\$ 269,381</u>	<u>\$ (2,607)</u>	<u>(0.96%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,154	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	20,294	-	34,000	-	-	-
9090	Transfers	164,600	153,460	175,500	175,500	168,200	(7,300)	(4.16%)
	<u>Total Capital Outlay and Transfers</u>	<u>\$ 164,600</u>	<u>\$ 177,908</u>	<u>\$ 175,500</u>	<u>\$ 209,500</u>	<u>\$ 168,200</u>	<u>\$ (7,300)</u>	<u>(4.16%)</u>
Department Total:		<u>\$ 903,809</u>	<u>\$ 902,953</u>	<u>\$ 935,002</u>	<u>\$ 1,058,162</u>	<u>\$ 975,191</u>	<u>\$ 40,189</u>	<u>4.30%</u>

**City of Kenai
Fiscal Year 2022 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 serves as a gateway to the nation's aging network – connecting older adults to vital community services that can help them stay healthy and independent.

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 Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Cohoe, Kasilof and Clam Gulch. Services and programs are available for seniors 60 + from 8 am – 4 pm, Monday through Friday.

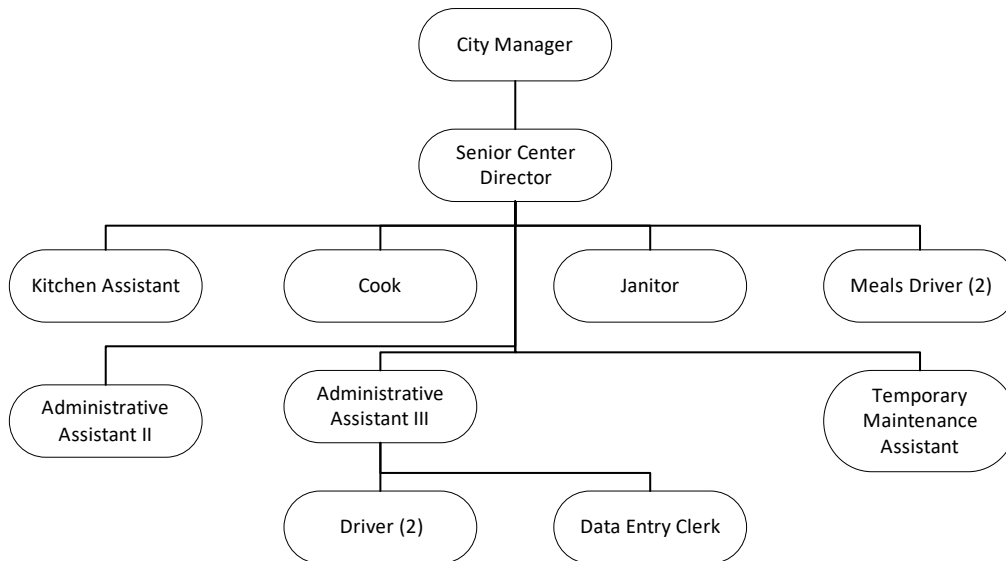
The Senior Center offers a wide variety of programs and services, including:

- ❖ Meal and nutrition programs
- ❖ Information and assistance
- ❖ Health, fitness and wellness programs
- ❖ Transportation services
- ❖ Public benefits counseling
- ❖ Employment assistance
- ❖ Volunteer opportunities
- ❖ Social and recreational activities
- ❖ Education and arts programs
- ❖ Intergenerational programs

How is the Senior Center Funded?

To maintain operations, The Center must leverage resources from a variety of sources. These included federal, state, and local government; special events; public and private grants; businesses; bequests; participant contributions; in-kind donations; and volunteer hours.

Organizational Chart



Staffing

	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.75	23	.75	23	.65	23	.65	23	.65	23	.65	23
Administrative Assistant III	.75	15	.75	15	.75	15	.75	15	.75	15	.75	15
Administrative Assistant II	--	--	--	--	--	--	--	--	1	14	1	14
Data Entry Clerk	.33	1	.33	1	.33	1	.33	1	.33	1	.33	1
Janitor	.35	6	.35	6	.35	6	.35	3	.35	3	.35	3
Temporary Maintenance Assistant	.06	T1	.06	T1	.06	T1	.06	T1	.06	T1	.06	T1
Cook	1	6	1	6	1	6	1	6	1	6	1	6
Kitchen Assistant	1	2	1	2	1	2	1	2	1	2	1	2
Temporary Kitchen Assistant	.05	T6	.05	T6	.05	T6	.05	T6	.05	T6	.05	T6
Meals Driver (2)	.95	6	.95	6	.95	6	.85	6	.85	6	.85	6
Driver (2)	1.05	1	1.05	1	1.05	1	.7	1	.7	1	.7	1

Overtime

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant III	0	12	8	12	12	12
Activities & Volunteer Coord.	0	3	0	0	0	0
Data Entry Clerk	0	0	0	N/A	N/A	N/A
Janitor				N/A	N/A	N/A
Temporary Maintenance Assistant	0	0	0	N/A	N/A	N/A
Cook	12	0	0	0	0	0
Kitchen Assistant	116	188	48	0	0	0

Performance Measures

FY	2017	2018	2019	2020	2021*
Congregate Meals	15,251	16,145	15,339	11,024	950
Home Delivered Meals	23,687	17,473	16,759	21,720	**37,128
Assisted & Unassisted Rides	9,034	8,586	7,845	4,143	135
Volunteer Hours	14,203	10,676	8,950	4,303	650
***Activity Participation Units	27,905	26,937	27,450	21,245	8500

*Unknown due to COVID-19

**Projected Figures based on 7-month average

***Activity Participation Units are single entry sign-ins to MySeniorCenter

FY21 Department Goals

1. Develop different menu items accommodating special needs diets, enabling us to reach a wider audience while still fulfilling grant and federal guidelines. This goal corresponds with the City Comprehension Plan Goal #1 to promote and encourage quality of life elements in Kenai.
 - *Partially Achieved. Continuing with this goal for FY22*
2. Seek out grant funding for an Eco-Friendly water bottle/drinking station encouraging continued hydration among the senior population, while promoting a recycling friendly atmosphere. This goal corresponds to the City Comprehension Plan Goal #4 to provide adequate public improvements and services in Kenai.
 - *Achieved.*
3. In accordance with the City's Fleet Replacement Plan, restructure our current transportation services. This will be achieved by implementing a slight reduction in the Center's current vehicle inventory and networking with other transportation providers in the Community. This will ensure continuity of service while promoting fiscal responsibility and community partnership. This goal is in line with City Comprehensive Plan Goal #5 to provide transportation systems that are efficient and adequate to serve the regional needs of the community.
 - *Partially Achieved. Will be further pursued in FY22.*

FY22 Department Goals Evaluation

1. Develop special needs diets, such Diabetic, Vegetarian, and Low Carb meals thus enabling us to reach a wider audience while still fulfilling grant and federal guidelines. This goal corresponds with the City Comprehension Plan Goal #1 to promote and encourage quality of life elements in Kenai.
2. Increase unassisted and assisted transportation by 25% with a regular transportation schedule throughout Kenai serving not only those seniors who visit the Senior Center, but also seniors who could utilize this system for basic transportation. This goal is in line with City Comprehensive Plan Goal #5 to provide transportation systems that are efficient and adequate to serve the regional needs of the community.
3. Develop at least four education classes throughout this year for seniors in partnership with Kenai Community Library, using new technology purchased through COVID-19 funding.

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. As our healthcare system starts to encourage healthy lifestyles for seniors to fight chronic disease, our meals and activities will continue to play an important role in the lives of our seniors.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 019 - Senior Citizens Fund
Department: Senior Citizen Access

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 62,379	\$ 66,858	\$ 62,796	\$ 62,796	\$ 91,899	\$ 29,103	46.35%
0200	Overtime	1,127	844	49	49	50	1	2.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(11)	160	1,337	1,337	3,872	2,535	189.60%
0400	Medicare	888	947	930	930	1,390	460	49.46%
0450	Social Security	592	810	555	555	731	176	31.71%
0500	PERS	14,753	14,680	16,625	16,625	24,133	7,508	45.16%
0600	Unemployment Insurance	110	95	320	320	479	159	49.69%
0700	Workers Compensation	300	402	260	260	411	151	58.08%
0800	Health & Life Insurance	28,357	22,453	30,875	30,875	33,345	2,470	8.00%
0900	Supplemental Retirement	1,789	1,583	1,875	1,875	1,875	-	-
<u>Total Salaries & Benefits</u>		\$ 110,284	\$ 108,832	\$ 115,622	\$ 115,622	\$ 158,185	\$ 42,563	36.81%
<u>Maintenance and Operations</u>								
2021	Office Supplies	247	242	300	300	300	-	-
2022	Operating & Repair Supplies	894	1,371	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	373	904	360	360	360	-	-
2026	Computer Software	685	721	715	886	708	(7)	(0.98%)
4531	Professional Services	3,524	2,849	2,825	2,825	2,600	(225)	(7.96%)
4532	Communications	633	1,141	501	501	807	306	61.08%
4533	Travel & Transportation	595	955	950	950	700	(250)	(26.32%)
4534	Advertising	190	221	400	400	250	(150)	(37.50%)
4535	Printing & Binding	765	1,152	1,500	1,065	1,500	-	-
4536	Insurance	3,820	2,212	3,780	3,909	5,646	1,866	49.37%
4537	Utilities	11,251	9,925	11,477	11,477	14,653	3,176	27.67%
4538	Repair & Maintenance	-	1,094	850	850	850	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	100	176	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	50	117	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 23,127	\$ 23,080	\$ 25,753	\$ 25,618	\$ 30,369	\$ 4,616	17.92%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	512	-	-	-	-	-
9090	Transfers Out	38,300	27,100	38,700	38,700	48,778	10,078	26.04%
<u>Total Capital Outlay and Transfers</u>		\$ 38,300	\$ 27,786	\$ 38,700	\$ 38,700	\$ 48,778	\$ 10,078	26.04%
Department Total:		\$ 171,711	\$ 159,698	\$ 180,075	\$ 179,940	\$ 237,332	\$ 57,257	31.80%

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens Fund
Department: - 70 - Senior Citizen Access

4531 Professional Services. Exterior flowers installation and maintenance, and volunteer screening.	4538 Repair & Maintenance. Fire alarm testing/Inspection and fire extinguishers testing.
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 2022 Operating Budget

Fund 019 - Senior Citizens Fund
Department: Congregate Meals

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 71,091	\$ 65,139	\$ 71,890	\$ 71,890	\$ 71,639	\$ (251)	(0.35%)
0200	Overtime	95	563	100	100	102	2	2.00%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,367	1,737	2,726	2,726	2,665	(61)	(2.24%)
0400	Medicare	1,042	952	1,083	1,083	1,081	(2)	(0.18%)
0450	Social Security	540	532	549	549	592	43	7.83%
0500	PERS	18,351	15,745	19,471	19,471	18,727	(744)	(3.82%)
0600	Unemployment Insurance	126	102	374	374	373	(1)	(0.27%)
0700	Workers Compensation	1,080	1,168	1,211	1,211	1,146	(65)	(5.37%)
0800	Health & Life Insurance	30,914	20,572	28,652	28,652	30,944	2,292	8.00%
0900	Supplemental Retirement	2,090	1,771	2,038	2,038	1,969	(69)	(3.39%)
<u>Total Salaries & Benefits</u>		\$ 127,696	\$ 108,281	\$ 128,094	\$ 128,094	\$ 129,238	\$ 1,144	0.89%
<u>Maintenance and Operations</u>								
2021	Office Supplies	409	343	475	475	475	-	-
2022	Operating & Repair Supplies	54,712	54,948	60,144	85,788	60,171	27	0.04%
2024	Small Tools/Minor Equipment	1,479	1,305	1,460	1,460	1,060	(400)	(27.40%)
2026	Computer Software	686	978	715	715	708	(7)	(0.98%)
4531	Professional Services	2,255	2,000	1,750	1,750	1,750	-	-
4532	Communications	696	995	501	501	299	(202)	(40.32%)
4533	Travel & Transportation	51	529	-	-	-	-	-
4534	Advertising	160	183	300	300	150	(150)	(50.00%)
4535	Printing & Binding	262	258	600	600	600	-	-
4536	Insurance	4,230	2,662	4,688	4,843	4,720	32	0.68%
4537	Utilities	13,105	12,440	14,123	14,123	5,432	(8,691)	(61.54%)
4538	Repair & Maintenance	231	903	1,180	1,180	1,180	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	200	226	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	425	308	463	463	287	(176)	(38.01%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 78,901	\$ 78,078	\$ 86,624	\$ 112,423	\$ 77,057	\$ (9,567)	(11.04%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,263	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,341	-	18,000	-	-	-
9090	Transfers Out	42,400	30,680	47,800	47,800	40,789	(7,011)	(14.67%)
<u>Total Capital Outlay and Transfers</u>		\$ 42,400	\$ 33,284	\$ 47,800	\$ 65,800	\$ 40,789	\$ (7,011)	(14.67%)
Department Total:		\$ 248,997	\$ 219,643	\$ 262,518	\$ 306,317	\$ 247,084	\$ (15,434)	(5.88%)

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens 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.

4538 Repair & Maintenance. Equipment repair and maintenance, including security, fire extinguisher and hood.

4531 Professional Services. Outdoor gardening supplies.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 019 - Senior Citizens Fund
Department: Home Delivered Meals

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 61,132	\$ 51,881	\$ 61,823	\$ 70,036	\$ 61,604	\$ (219)	(0.35%)
0200	Overtime	82	439	86	86	88	2	2.33%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,036	1,321	2,343	2,343	2,293	(50)	(2.13%)
0400	Medicare	896	757	932	1,051	929	(3)	(0.32%)
0450	Social Security	464	394	474	983	509	35	7.38%
0500	PERS	15,781	12,561	16,745	16,745	16,104	(641)	(3.83%)
0600	Unemployment Insurance	109	79	321	403	319	(2)	(0.62%)
0700	Workers Compensation	929	934	1,040	1,348	984	(56)	(5.38%)
0800	Health & Life Insurance	26,583	16,289	24,639	24,639	26,610	1,971	8.00%
0900	Supplemental Retirement	1,797	1,426	1,753	1,753	1,694	(59)	(3.37%)
<u>Total Salaries & Benefits</u>		\$ 109,809	\$ 86,081	\$ 110,156	\$ 119,387	\$ 111,134	\$ 978	0.89%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	29	55	55	55	-	-
2022	Operating & Repair Supplies	74,273	53,618	54,680	101,180	52,493	(2,187)	(4.00%)
2024	Small Tools/Minor Equipment	472	349	560	560	560	-	-
2026	Computer Software	685	908	715	827	708	(7)	(0.98%)
4531	Professional Services	-	252	200	200	200	-	-
4532	Communications	657	669	501	501	591	90	17.96%
4533	Travel & Transportation	44	767	144	144	144	-	-
4534	Advertising	-	68	125	125	125	-	-
4535	Printing & Binding	262	335	600	600	600	-	-
4536	Insurance	3,655	2,225	4,130	4,265	4,137	7	0.17%
4537	Utilities	9,463	8,932	12,394	12,394	10,737	(1,657)	(13.37%)
4538	Repair & Maintenance	-	214	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	3,506	3,506	3,516	10	0.29%
4541	Postage	200	228	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	100	189	285	285	310	25	8.77%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 89,811	\$ 68,783	\$ 78,695	\$ 125,442	\$ 74,976	\$ (3,719)	(4.73%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	767	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	7,223	-	16,000	-	-	-
9090	Transfers Out	36,600	30,940	42,100	42,100	35,743	(6,357)	(15.10%)
<u>Total Capital Outlay and Transfers</u>		\$ 36,600	\$ 38,930	\$ 42,100	\$ 58,100	\$ 35,743	\$ (6,357)	(15.10%)
Department Total:		\$ 236,220	\$ 193,794	\$ 230,951	\$ 302,929	\$ 221,853	\$ (9,098)	(3.94%)

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens 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.	4531 Professional Services. Background checks.
2024 Small Tools & Minor Equipment. Miscellaneous kitchen equipment, thermal bags replacement and computer replacements.	9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 019 - Senior Citizens Fund
Department: Transportation

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 47,384	\$ 35,512	\$ 39,040	\$ 39,040	\$ 42,785	\$ 3,745	9.59%
0200	Overtime	57	11	73	73	75	2	2.74%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(3)	162	869	869	890	21	2.42%
0400	Medicare	672	507	578	578	634	56	9.69%
0450	Social Security	1,637	1,325	1,100	1,100	1,301	201	18.27%
0500	PERS	5,087	3,691	6,594	6,594	6,586	(8)	(0.12%)
0600	Unemployment Insurance	83	78	199	199	218	19	9.55%
0700	Workers Compensation	995	1,005	722	722	823	101	13.99%
0800	Health & Life Insurance	6,803	3,455	7,410	7,410	8,002	592	7.99%
0900	Supplemental Retirement	489	279	450	450	450	-	-
<u>Total Salaries & Benefits</u>		\$ 63,204	\$ 46,025	\$ 57,035	\$ 57,035	\$ 61,764	\$ 4,729	8.29%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	107	250	250	250	-	-
2022	Operating & Repair Supplies	5,000	5,848	5,000	5,000	5,000	-	-
2024	Small Tools/Minor Equipment	219	669	360	360	360	-	-
2026	Computer Software	629	573	715	806	708	(7)	(0.98%)
4531	Professional Services	930	509	930	930	930	-	-
4532	Communications	694	729	501	501	675	174	34.73%
4533	Travel & Transportation	134	341	300	300	100	(200)	(66.67%)
4534	Advertising	-	60	100	100	-	(100)	(100.00%)
4535	Printing & Binding	262	316	500	500	500	-	-
4536	Insurance	2,177	1,201	2,151	2,222	2,093	(58)	(2.70%)
4537	Utilities	5,932	4,877	6,519	6,519	12,254	5,735	87.97%
4538	Repair & Maintenance	60	22	250	250	250	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	3,506	3,506	3,516	10	0.29%
4541	Postage	-	70	100	100	100	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	25	15	200	200	225	25	12.50%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 16,062	\$ 15,339	\$ 21,482	\$ 21,644	\$ 26,961	\$ 5,479	25.51%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,571	-	-	-	-	-
9090	Transfers Out	21,800	15,580	21,900	21,900	18,080	(3,820)	(17.44%)
<u>Total Capital Outlay and Transfers</u>		\$ 21,800	\$ 26,325	\$ 21,900	\$ 21,900	\$ 18,080	\$ (3,820)	(17.44%)
Department Total:		\$ 101,066	\$ 87,689	\$ 100,417	\$ 100,579	\$ 106,805	\$ 6,388	6.36%

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens Fund
Department: - 74 - Transportation

2022 Operating & Repair Supplies. Fuel for vehicles.	9090 Transfers Out. Central administrative charges from General Fund.
4531 Professional Services. Cleaning and detailing for vehicles.	

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 019 - Senior Citizens Fund
Department: Choice Waiver

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 42,439	\$ 74,463	\$ 43,041	\$ 43,041	\$ 42,894	\$ (147)	(0.34%)
0200	Overtime	57	706	59	59	61	2	3.39%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,413	1,811	1,627	1,627	1,592	(35)	(2.15%)
0400	Medicare	622	1,087	648	648	645	(3)	(0.46%)
0450	Social Security	322	655	337	337	361	24	7.12%
0500	PERS	12,089	17,825	11,623	11,623	11,179	(444)	(3.82%)
0600	Unemployment Insurance	77	95	225	225	223	(2)	(0.89%)
0700	Workers Compensation	645	1,369	725	725	686	(39)	(5.38%)
0800	Health & Life Insurance	18,456	19,820	17,105	17,105	18,472	1,367	7.99%
0900	Supplemental Retirement	1,248	1,954	1,217	1,217	1,176	(41)	(3.37%)
<u>Total Salaries & Benefits</u>		\$ 77,368	\$ 119,785	\$ 76,607	\$ 76,607	\$ 77,289	\$ 682	0.89%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	24	75	75	75	-	-
2022	Operating & Repair Supplies	26,837	45,019	35,776	42,991	36,892	1,116	3.12%
2024	Small Tools/Minor Equipment	592	468	655	655	260	(395)	(60.31%)
2026	Computer Software	686	1,503	715	776	708	(7)	(0.98%)
4531	Professional Services	3,770	6,253	6,700	6,700	6,700	-	-
4532	Communications	860	1,465	501	501	410	(91)	(18.16%)
4533	Travel & Transportation	31	78	-	-	-	-	-
4534	Advertising	-	78	200	200	-	(200)	(100.00%)
4535	Printing & Binding	262	249	417	417	417	-	-
4536	Insurance	2,546	2,843	2,452	2,532	2,871	419	17.09%
4537	Utilities	7,263	12,327	7,648	7,648	7,453	(195)	(2.55%)
4538	Repair & Maintenance	100	156	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	3,505	3,505	3,517	12	0.34%
4541	Postage	-	160	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	138	290	290	315	25	8.62%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 42,947	\$ 70,761	\$ 59,434	\$ 66,790	\$ 60,018	\$ 584	0.98%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,776	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	647	-	-	-	-	-
9090	Transfers Out	25,500	49,160	25,000	25,000	24,810	(190)	(0.76%)
<u>Total Capital Outlay and Transfers</u>		\$ 25,500	\$ 51,583	\$ 25,000	\$ 25,000	\$ 24,810	\$ (190)	(0.76%)
Department Total:		\$ 145,815	\$ 242,129	\$ 161,041	\$ 168,397	\$ 162,117	\$ 1,076	0.67%

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 019 - Senior Citizens Fund
Department: - 75 - Choice Waiver

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies.	4538 Repair & Maintenance. Repairs to kitchen equipment.
4531 Professional Services. Contracted billing and background checks.	9090 Transfers Out. Central administrative charges from General Fund.

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 entitled the city to a 45% subsidy on its interest payments. In May 2020 these bonds were advance refundable to reduce the Debt service costs annually for the remaining ten years of the debt.

2. KENAI BLUFF EROSION CONTROL BONDS

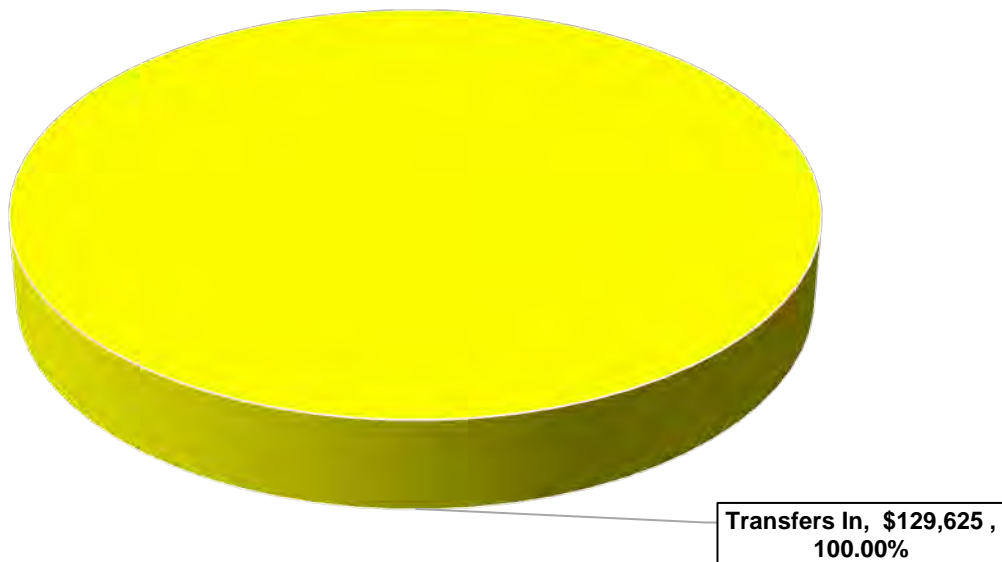
The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for stabilization of the eroding bluff at the mouth of the Kenai River. To date, the bonds remain unissued as full project funding is yet to be secured.

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 FY2022 debt limit for the City is:

Total Assessed Value	\$889,742,583
	<u>X 20%</u>
Maximum Indebtedness	177,948,517
Outstanding Debt, July 1, 2021	<u>935,000</u>
Available Debt Capacity	<u>\$177,013,517</u>

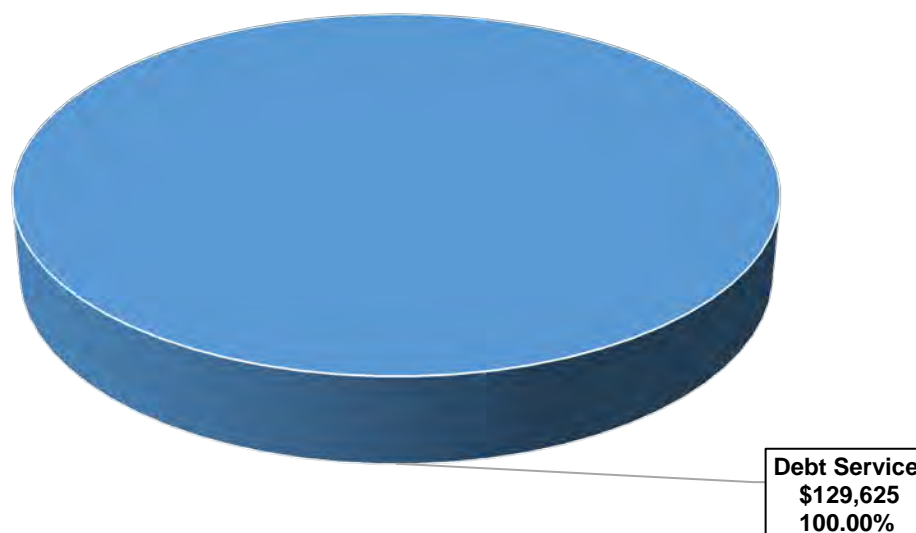
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$129,625



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$129,625



City of Kenai
Fiscal Year 2022 Operating Budget

Fund 048 - Debt Service

	Actual FY2019	Actual FY2020	Original Budget FY2021	Projection FY2021	Adopted FY2022
Revenues					
Bond Interest Subsidy	35,127	32,851	30,493	10,739	-
Transfer from General Fund	<u>143,271</u>	<u>139,853</u>	<u>141,518</u>	<u>133,979</u>	<u>129,625</u>
Total Revenue	<u>178,398</u>	<u>172,704</u>	<u>172,011</u>	<u>144,718</u>	<u>129,625</u>
Expenditures					
Parks, Recreation & Culture	<u>178,398</u>	<u>172,704</u>	<u>172,011</u>	<u>144,718</u>	<u>129,625</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 048 - Debt Service

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 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	-	-	-	15,943	-	-	-
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	172,704	176,459	172,011	128,775	129,625	(42,386)	(24.64%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 172,704</u>	<u>\$ 176,459</u>	<u>\$ 172,011</u>	<u>\$ 144,718</u>	<u>\$ 129,625</u>	<u>\$ (42,386)</u>	<u>(24.64%)</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>\$ 172,704</u>	<u>\$ 176,459</u>	<u>\$ 172,011</u>	<u>\$ 144,718</u>	<u>\$ 129,625</u>	<u>\$ (42,386)</u>	<u>(24.64%)</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

<u>Issue Date</u>	<u>Amount Issued</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2021</u>
Library Expansion Refunding Bonds					
3/11/2010	\$2,000,000	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 935,000

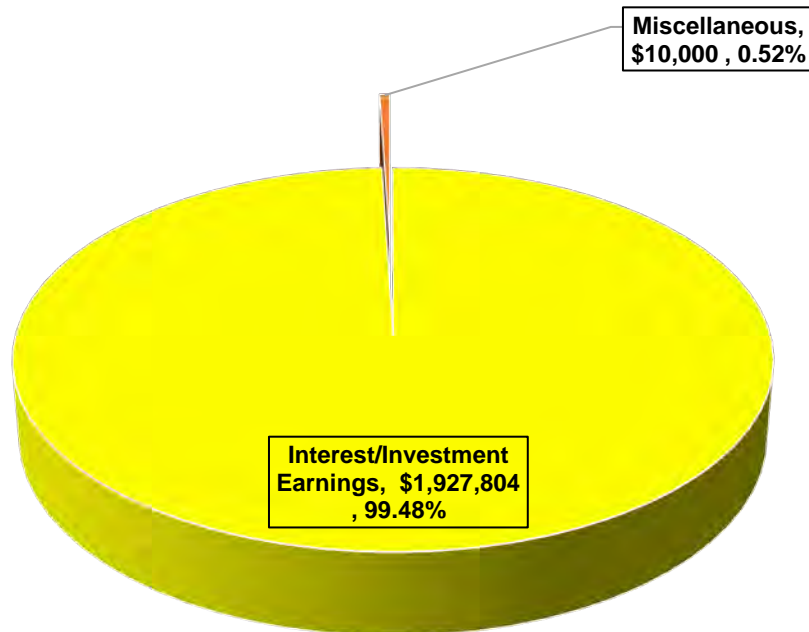
PERMANENT FUNDS

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.

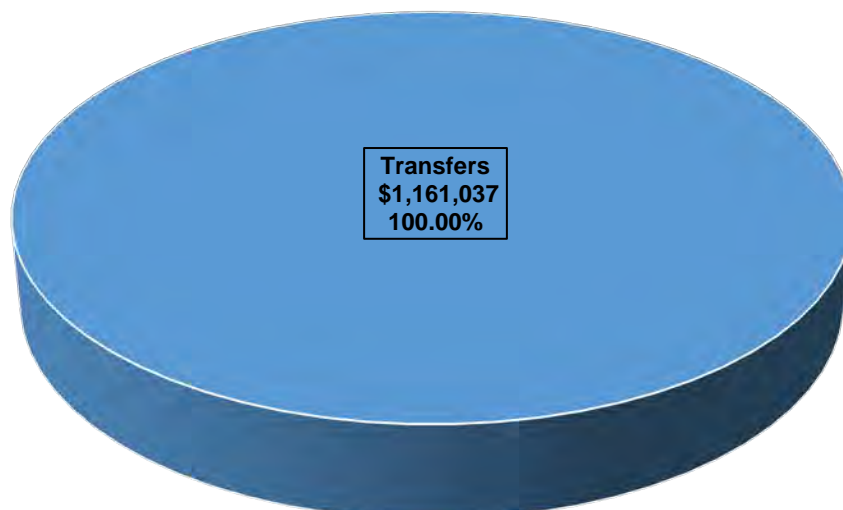
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$1,937,804



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$1,161,037



**City of Kenai
Fiscal Year 2022 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>FY2021 Projection</u>	<u>Adopted FY2022</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 1,279,938	\$ 793,631	\$ 1,486,160	\$ 2,514,656	\$ 1,717,924
Acct. 36645 Interest on Land Sale Contracts	14,276	11,933	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>455,207</u>	<u>616,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	1,749,421	1,421,814	1,496,160	2,524,656	1,727,924
Expenses					
Transfer to Airport Land System Fund	<u>1,203,690</u>	<u>928,251</u>	<u>955,050</u>	<u>969,922</u>	<u>1,012,722</u>
Contributions To/(From) Fund Balance	545,731	493,563	541,110	1,554,734	715,202
Beginning Fund Balance	<u>24,592,355</u>	<u>25,138,086</u>	<u>28,111,299</u>	<u>25,631,649</u>	<u>27,186,383</u>
Ending Fund Balance	<u>\$ 25,138,086</u>	<u>\$ 25,631,649</u>	<u>\$ 28,652,409</u>	<u>\$ 27,186,383</u>	<u>\$ 27,901,585</u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 164,838	\$ 93,670	\$ 194,330	\$ 350,022	\$ 209,880
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	165,613	93,670	194,330	350,022	209,880
Expenses					
Transfer to General Fund	<u>-</u>	<u>137,239</u>	<u>139,523</u>	<u>145,750</u>	<u>148,315</u>
Contributions To/(From) Fund Balance	165,613	(43,569)	54,807	204,272	61,565
Beginning Fund Balance	<u>3,129,977</u>	<u>3,295,590</u>	<u>3,736,845</u>	<u>3,252,021</u>	<u>3,456,293</u>
Ending Fund Balance	<u>\$ 3,295,590</u>	<u>\$ 3,252,021</u>	<u>\$ 3,791,652</u>	<u>\$ 3,456,293</u>	<u>\$ 3,517,858</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.

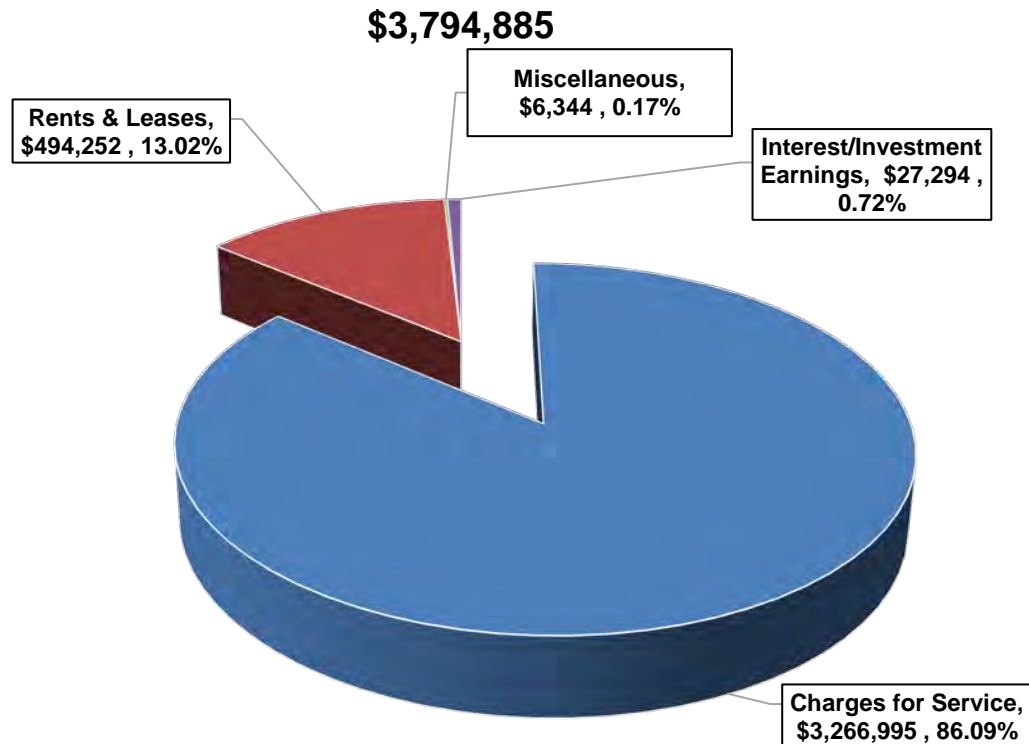
2. EQUIPMENT REPLACEMENT FUND

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 invoiced annually an amount sufficient to accumulate sufficient cash reserves to replace the equipment at the end of its useful life.

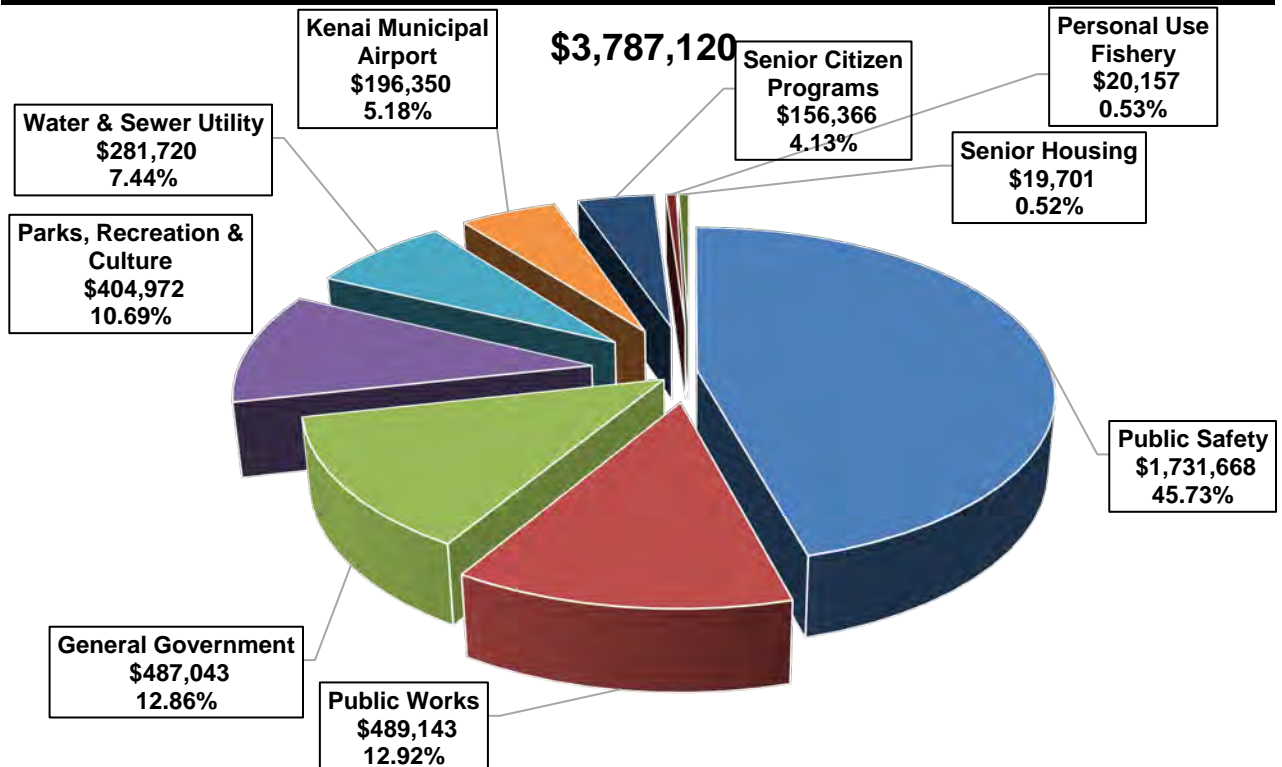
3. FLEET REPLACEMENT FUND

The Fleet Replacement Fund accounts for the purchase of General and Senior Citizen Funds vehicles. Departments are invoiced annually an amount sufficient to accumulate sufficient cash reserves to replace the vehicles at the end of their useful life.

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai
Fiscal Year 2022 Operating Budget**

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

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
Charge for Services	\$ 2,148,495	\$ 2,436,201	\$ 2,636,734	\$ 2,636,734	\$ 2,823,679
Participant premiums	258,664	276,695	349,257	349,257	443,316
Transfer from Other Funds	-	-	-	-	-
Interest Earnings	9,285	21,806	6,000	6,000	6,000
Total Revenues	<u>2,416,444</u>	<u>2,734,702</u>	<u>2,991,991</u>	<u>2,991,991</u>	<u>3,272,995</u>
Expenses	<u>2,257,555</u>	<u>2,411,828</u>	<u>2,964,277</u>	<u>2,964,277</u>	<u>3,508,398</u>
Net Income (loss)	158,889	322,874	27,714	27,714	(235,403)
Beginning Retained Earnings	<u>248,422</u>	<u>407,311</u>	<u>501,345</u>	<u>730,185</u>	<u>757,899</u>
Available Retained Earnings	<u>\$ 407,311</u>	<u>\$ 730,185</u>	<u>\$ 529,059</u>	<u>\$ 757,899</u>	<u>\$ 522,496</u>
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>	<u>% Change</u>
Employer cost per position:					
Full-time	\$ 22,715	\$ 24,700	\$ 26,676	\$ 1,976	8.00%
Part-time	11,358	12,350	13,338	988	8.00%
Employee monthly premiums:					
Employee only	\$ 102.00	\$ 123.00	\$ 155.00	\$ 32.00	26.02%
Employee with child(ren)	204.00	222.00	281.00	59.00	26.58%
Employee with spouse	185.00	244.00	309.00	65.00	26.64%
Employee with family	278.00	333.00	423.00	90.00	27.03%
Part-time employee only	469.00	519.00	622.00	103.00	19.85%
Part-time employee w/Children	1,394.00	1,325.00	1,574.00	249.00	18.79%
Part-time employee w/Spouse	1,212.00	1,523.00	1,808.00	285.00	18.71%
Part-time employee w/Family	2,141.00	2,331.00	2,762.00	431.00	18.49%

City of Kenai
Fiscal Year 2022 Operating Budget

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	37,853	15,419	49,410	49,410	49,410	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	456	10,000	10,000	10,000	-	-
4534	Advertising	198	40	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	2,373,777	1,320,078	2,894,867	2,894,867	3,438,988	544,121	18.80%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 2,411,828	\$ 1,335,993	\$ 2,964,277	\$ 2,964,277	\$ 3,508,398	\$ 544,121	18.36%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 2,411,828	\$ 1,335,993	\$ 2,964,277	\$ 2,964,277	\$ 3,508,398	\$ 544,121	18.36%

City of Kenai
Fiscal Year 2022 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, \$45,000 and HRA/FSA administration charges, \$4,452.	4536 Insurance. Medical, dental and prescription drug coverage, \$3,239,448, HRA employer funding, \$221,130, and employer provided life insurance, \$20,516.

City of Kenai
Fiscal Year 2022 Operating Budget

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

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
Rents & Leases	\$ 369,949	\$ 321,754	\$ 314,507	\$ 314,507	\$ 348,185
Interest Earnings	40,479	44,273	30,000	30,000	14,000
Other income	-	424,050	75,000	75,000	-
Total Revenues	<u>410,428</u>	<u>790,077</u>	<u>419,507</u>	<u>419,507</u>	<u>362,185</u>
Expenses - Depreciation	<u>162,060</u>	<u>185,844</u>	<u>190,633</u>	<u>190,633</u>	<u>205,378</u>
Net Income (loss)	248,368	604,233	228,874	228,874	156,807
Transfers out	-	-	(400,000)	(400,000)	-
Total net income (loss) and transfers out	248,368	604,233	(171,126)	(171,126)	156,807
Beginning Net Position	<u>2,928,301</u>	<u>3,176,669</u>	<u>3,846,745</u>	<u>3,780,902</u>	<u>3,609,776</u>
Ending Net Position	3,176,669	3,780,902	3,675,619	3,609,776	3,766,583
Invested in Capital Assets	<u>(2,578,197)</u>	<u>(2,367,646)</u>	<u>(2,393,010)</u>	<u>(2,177,013)</u>	<u>(1,971,635)</u>
Unrestricted Net Position	<u>\$ 598,472</u>	<u>\$ 1,413,256</u>	<u>\$ 1,282,609</u>	<u>\$ 1,432,763</u>	<u>\$ 1,794,948</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	185,844	167,473	190,633	190,633	205,378	14,745	7.73%
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 185,844	\$ 167,473	\$ 190,633	\$ 190,633	\$ 205,378	\$ 14,745	7.73%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	80,000	400,000	400,000	-	(400,000)	(100.00%)
	Total Capital Outlay and Transfers	\$ -	\$ 80,000	\$ 400,000	\$ 400,000	\$ -	\$ (400,000)	(100.00%)
	Department Total:	\$ 185,844	\$ 247,473	\$ 590,633	\$ 590,633	\$ 205,378	\$ (385,255)	(65.23%)

City of Kenai
Fiscal Year 2022 Operating Budget

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

5045 Depreciation. The allocation of the cost of equipment over its useful life.	
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City of Kenai
Fiscal Year 2022 Operating Budget

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

Estimated Replacement								
Dept.	Year	Description	2021	2022	2023	2024	2025	2026
Fire	2035	25' Safeboat	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169
Streets	2041	Water Truck	8,969	8,969	8,969	8,969	8,969	8,969
Fire	2020	Pumper, Engine 3	26,983	28,622	28,622	28,622	28,622	28,622
Non-Dept	2024	Datacenter Replacement	30,820	30,820	30,820	37,988	37,988	37,988
Streets	2039	Street Sweeper	18,925	18,925	18,925	18,925	18,925	18,925
Streets	2048	Sander Truck	11,670	11,670	11,670	11,670	11,670	11,670
Streets	2048	Sander Truck	11,266	11,266	11,266	11,266	11,266	11,266
Streets	2022	160H Motor Grader with Wing & Plow	12,052	19,059	19,059	19,059	19,059	19,059
Fire	2024	Hurricane Aerial	26,081	26,081	26,081	63,266	63,266	63,266
Streets	2025	MT-6 4x4 Articulating Snow Blower	14,351	14,351	14,351	14,351	22,358	22,358
Fire	2026	Hurricane Tanker, Engine 4	12,584	12,584	12,584	12,584	12,584	30,544
Streets	2026	Aerial Bucket Truck	5,218	5,218	5,218	5,218	5,218	9,424
Fire	2023	Ambulance	17,415	17,415	26,118	26,118	26,118	26,118
Parks & Re	2029	Ice Conditioner	5,120	5,120	5,120	5,120	5,120	5,120
Streets	2029	140H Motor Grader with Wing	13,163	13,163	13,163	13,163	13,163	13,163
Streets	2028	MT-6 4x4 Articulating Snow Blower	11,349	11,349	11,349	11,349	11,349	11,349
Fire	2030	Pumper Engine 2	13,759	13,759	13,759	13,759	13,759	13,759
Fire	2029	Ambulance	16,446	16,446	16,446	16,446	16,446	16,446
Streets	2034	Crosswind, IH4300 Sweeoeer	10,662	10,662	10,662	10,662	10,662	10,662
Streets	2035	L120 Loader	16,256	16,256	16,256	16,256	16,256	16,256
Streets	2038	120G Motor Grader w/ Wing & Plow	19,045	19,045	19,045	19,045	19,045	19,045
Streets	2039	L110H Loader	\$ 16,256	\$ 16,256	\$ 16,256	\$ 16,256	16,256	16,256
Non-Dept	2032	Network Infrasturcture	-	12,980	12,980	12,980	12,980	12,980
Total			\$ 326,559	\$ 348,185	\$ 356,888	\$ 401,241	\$ 409,248	\$ 431,415
Fire			121,437	123,076	131,780	168,965	168,965	186,925
Streets			169,182	176,189	176,189	176,189	184,196	188,402
Non-Dept			30,820	43,800	43,800	50,968	50,968	50,968
Parks & Rec			5,120	5,120	5,120	5,120	5,120	5,120
Total			\$ 326,559	\$ 348,185	\$ 356,888	\$ 401,241	\$ 409,248	\$ 431,415

**City of Kenai
Fiscal Year 2022 Operating Budget**

**Fund: 063 - Fleet Replacement Fund
Department: 59 - Fleet Replacement Fund Summary**

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projected FY2021</u>	<u>Adopted FY2022</u>
Revenues					
Rents & Leases	\$ -	\$ -	\$ 147,821	\$ 147,821	\$ 146,067
Interest Earnings	-	-	8,000	8,000	7,294
Other income	-	-	62,589	62,589	6,344
Transfer In	-	272,625	400,000	400,000	-
Capital Contribution	-	-	-	-	-
Total Revenues	<u>-</u>	<u>272,625</u>	<u>618,410</u>	<u>618,410</u>	<u>159,705</u>
Expenses - Depreciation	<u>-</u>	<u>-</u>	<u>74,811</u>	<u>74,811</u>	<u>73,344</u>
Net Income (loss)	-	272,625	543,599	543,599	86,361
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	-	272,625	543,599	543,599	86,361
Beginning Net Position	<u>-</u>	<u>-</u>	<u>269,693</u>	<u>272,625</u>	<u>816,224</u>
Ending Net Position	-	272,625	813,292	816,224	902,585
Invested in Capital Assets	<u>-</u>	<u>-</u>	<u>(491,652)</u>	<u>(569,395)</u>	<u>(496,050)</u>
Unrestricted Net Position	<u>\$ -</u>	<u>\$ 272,625</u>	<u>\$ 321,640</u>	<u>\$ 246,829</u>	<u>\$ 406,535</u>

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 063- Fleet Replacement Fund
Department: 59 - Fleet Replacement

Account Number	Expense Description	FY2020 Actual	Five year Historical Average	Original Budget FY2021	Amended Budget	Adopted FY2022	Increase (Decrease) FY2021 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	74,811	74,811	73,344	(1,467)	(1.96%)
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ -	\$ -	\$ 74,811	\$ 74,811	\$ 73,344	\$ (1,467)	(1.96%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ -	\$ -	\$ 74,811	\$ 74,811	\$ 73,344	\$ (1,467)	(1.96%)

City of Kenai
Fiscal Year 2022 Operating Budget

Fund: 063 - Fleet Replacement Fund
Department: 59 - Fleet 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 2022 Operating Budget

Fund 063 - Fleet Replacement Fund
Department: 59- Fleet Replacement

Department	Vehicle	Estimated Replacement Year	Description	2021	2022	2023	2024	2025	2026	2027	2028
Police	P-02	2023	AWD police cruiser	\$ 3,942	\$ 3,942	\$ 3,942	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947
Police	P-03	2023	AWD police cruiser	3,942	3,942	3,942	4,180	4,180	4,180	4,180	4,180
Police	P-16	2022	AWD police cruiser	3,942	3,942	4,098	4,098	4,098	4,098	4,098	4,098
Police	P-08	2021	AWD police cruiser	3,942	3,078	3,078	3,078	3,078	3,078	3,078	3,078
Police	P-25	2022	AWD police cruiser	3,942	3,942	4,098	4,098	4,098	4,098	4,098	4,098
Police	P-26	2021	AWD police cruiser	3,942	3,078	3,078	3,078	3,078	3,078	3,078	3,078
Police	P-27	2024	AWD police cruiser	3,942	3,942	3,942	3,942	4,267	4,267	4,267	4,267
Police	P-7	2024	AWD police cruiser	5,604	5,604	5,604	5,604	6,066	6,066	6,066	6,066
Police	P-32	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-33	2024	AWD police cruiser	5,604	5,604	5,604	5,604	6,066	6,066	6,066	6,066
Police	P-35	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-31	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-36	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	6,311	6,311
Police	P-38	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604	5,604
Police	P-39	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604	5,604
Police	P-11	2021	AWD police cruiser	5,604	4,466	4,466	4,466	4,466	4,466	4,466	4,466
Police	P-37	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	6,311	6,311
Parks & Rec	PR-003	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Parks & Rec	BF-01	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Parks & Rec	PR-007	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570	3,570
Parks & Rec	PR-009	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570	3,570
Parks & Rec	PR-002	2029	1 Ton PU	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179
Parks & Rec	PR-006	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891	2,891
Fire	F-11	2021	3/4 Ton pickup	2,517	3,057	3,057	3,057	3,057	3,057	3,057	3,057
Fire	F-10	2021	3/4 Ton pickup	2,517	3,057	3,057	3,057	3,057	3,057	3,057	3,057
Fire	P-11	2024	3/4 Ton pickup	2,671	2,671	2,671	2,671	3,524	3,524	3,524	3,524
Fire	F-12	2030	3/4 Ton pickup	3,008	3,008	3,008	3,008	3,008	3,008	3,008	3,008
Streets	ST-01	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891	2,891
Streets	ST-03	2030	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,009	3,009	3,009
Shop	SH-02	2026	1 Ton PU	3,066	3,066	3,066	3,066	3,066	3,066	3,453	3,453
Animal Control	AC-3	2030	1/2 Ton pickup	3,187	3,187	3,187	3,187	3,187	3,187	3,187	3,187
Animal Control	AC-1	2028	Van	2,121	2,121	2,121	2,121	2,121	2,121	2,121	2,121
Senior Center	SC-05	2021	15 Passenger Van	2,359	2,391	2,391	2,391	2,391	2,391	2,391	2,391
Senior Center	SC-06	2023	15 Passenger Van	2,359	2,359	2,359	2,487	2,487	2,487	2,487	2,487
Senior Center	SC-02	2026	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	2,177	2,177
Senior Center	SC-04	2028	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933	1,933
Senior Center	SC-08	2033	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933	1,933
Buildings	BI-2	2031	15 Passenger Van	2,813	2,813	2,813	2,813	2,813	2,813	2,813	2,813
Buildings	BI-3	2033	15 Passenger Van	2,651	2,651	2,651	2,651	2,651	2,651	2,651	2,651
Streets	ST-02	2026	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,009	3,389	3,389
Total				<u>\$ 147,821</u>	<u>\$ 146,067</u>	<u>\$ 146,379</u>	<u>\$ 148,750</u>	<u>\$ 150,852</u>	<u>\$ 152,601</u>	<u>\$ 155,026</u>	<u>\$ 155,026</u>
Police				\$ 83,634	\$ 80,768	\$ 81,080	\$ 83,323	\$ 84,572	\$ 86,321	\$ 87,735	\$ 87,735
Parks & Rec				20,210	20,210	20,210	20,210	20,210	20,210	20,210	20,210
Fire				10,713	11,793	11,793	11,793	12,646	12,646	12,646	12,646
Streets				8,909	8,909	8,909	8,909	8,909	8,909	9,289	9,289
Shop				3,066	3,066	3,066	3,066	3,066	3,066	3,453	3,453
Animal Control				5,308	5,308	5,308	5,308	5,308	5,308	5,308	5,308
Senior Center				10,517	10,549	10,549	10,677	10,677	10,677	10,921	10,921
Buildings				5,464	5,464	5,464	5,464	5,464	5,464	5,464	5,464
				<u>\$ 147,821</u>	<u>\$ 146,067</u>	<u>\$ 146,379</u>	<u>\$ 148,750</u>	<u>\$ 150,852</u>	<u>\$ 152,601</u>	<u>\$ 155,026</u>	<u>\$ 155,026</u>

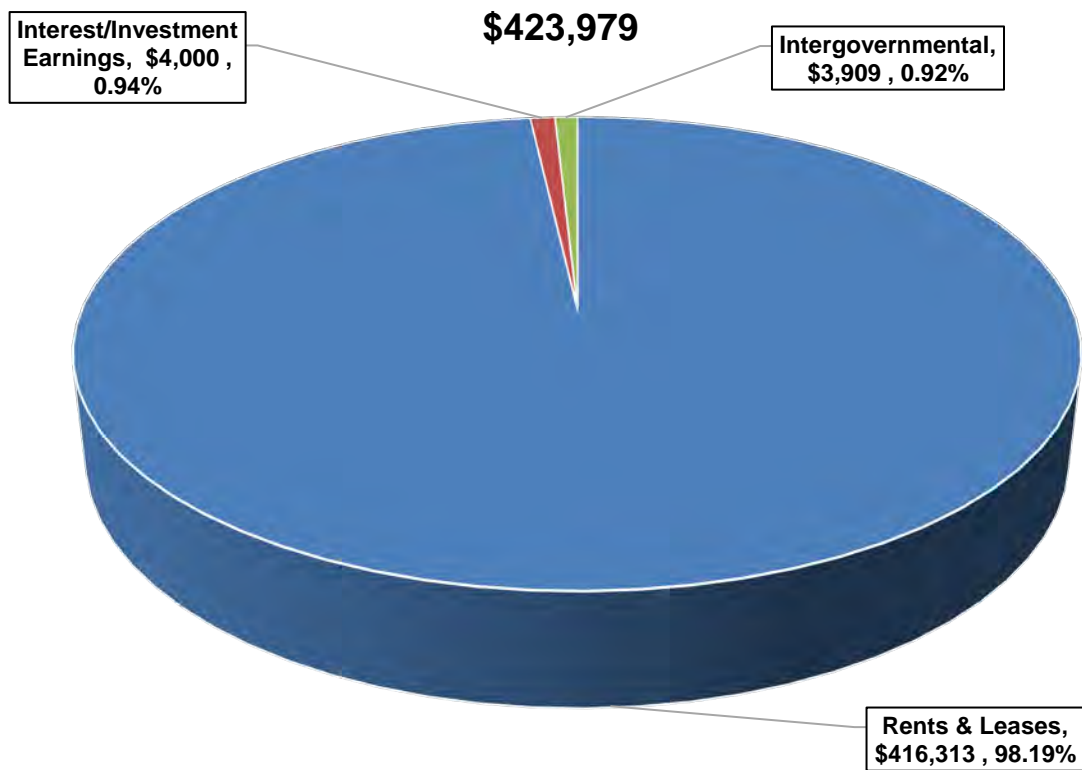
ENTERPRISE FUNDS

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.

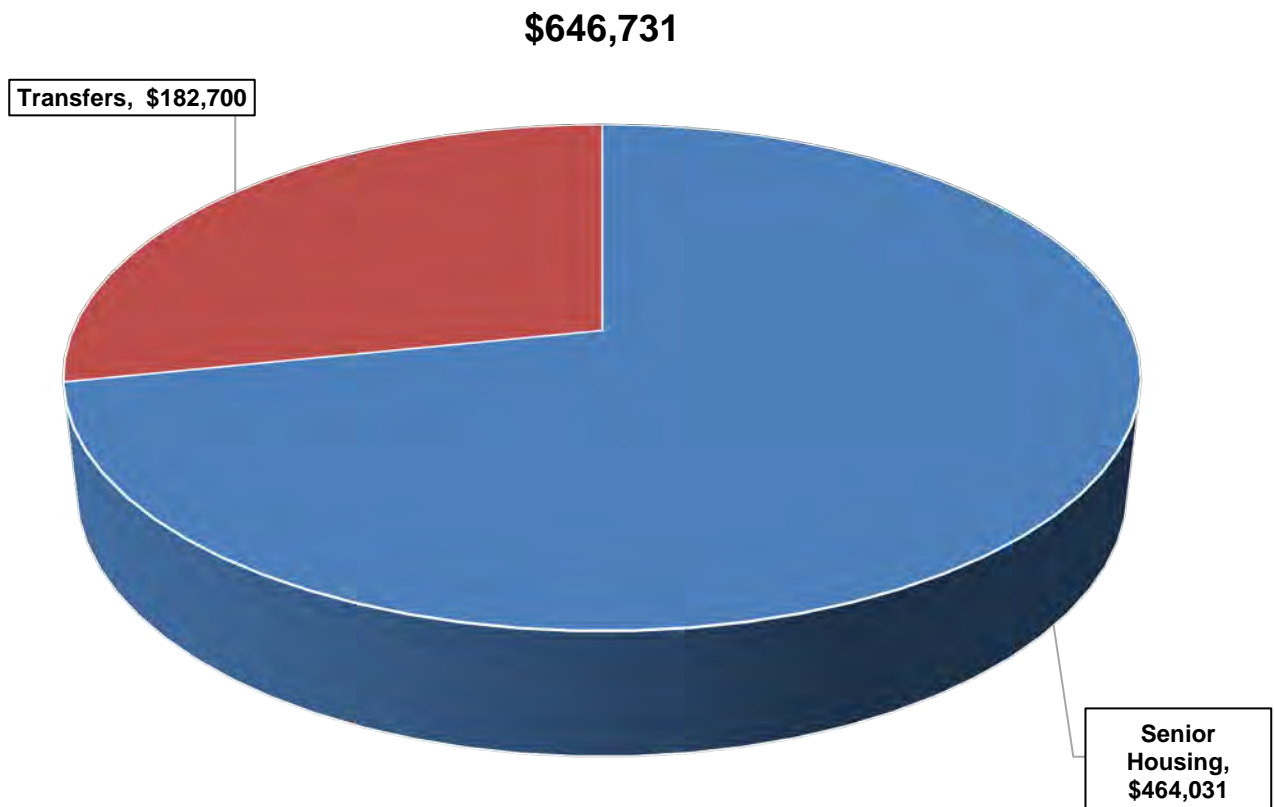
1. CONGREGATE HOUSING FUND

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 2022 Operating Budget

Budget Projection
Fund: 009 - Congregate Housing Fund

	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Original Budget FY2021</u>	<u>Projection FY2021</u>	<u>Adopted FY2022</u>
Revenues					
PERS Grant	\$ 1,995	\$ 3,008	\$ 3,909	\$ 2,865	\$ 3,666
Rents and Leases	407,714	401,768	417,533	416,634	416,313
Interest on Investments	21,630	27,502	4,000	4,000	4,000
Miscellaneous	474	707	-	-	-
Total Revenues	<u>431,813</u>	<u>432,985</u>	<u>425,442</u>	<u>423,499</u>	<u>423,979</u>
Expenses	<u>455,468</u>	<u>491,298</u>	<u>495,181</u>	<u>501,001</u>	<u>646,731</u>
Net Income (loss)	(23,655)	(58,313)	(69,739)	(77,502)	(222,752)
Beginning Retained Earnings	570,007	679,542	609,723	761,675	450,875
Capital Asset Acquisitions	(7,256)	-	(260,000)	(373,744)	-
Allocated to Capital Projects	(121,000)	(113,744)	-	-	-
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>\$ 558,542</u>	<u>\$ 647,931</u>	<u>\$ 420,430</u>	<u>\$ 450,875</u>	<u>\$ 368,569</u>

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

Mission

To provide independent seniors a congregate living facility allowing them to be free of the burdensome task of home ownership while providing them the dignity and respect of living with other elders of the community.

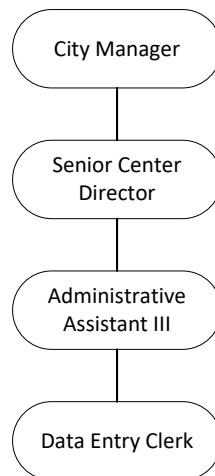
Functions & Responsibilities

The atmosphere of Vintage Pointe Manor provides a personal bonding opportunity for seniors of all walks of life, to live their lives collectively in their own personal apartment, sharing their life experiences and enjoying their remaining years in a safe and caring environment.

Vintage Pointe Manor is adjacent to the Kenai Senior Center and allows residents convenient and safe access to all of the Center's various activities and services. The building has 40 units varying in size between one- and two-bedroom apartments. Rental rates vary from \$911 - \$1,080 per month, depending on the square footage and location of each apartment. Rental fees include gas heat, water, sewer, refuse and basic cable. Each unit has their own washer/dryer, electric stove, refrigerator, dishwasher and small storage area inside the building. The resident pays for their own electric, phone and internet. To qualify for Vintage Pointe Manor, a tenant must be 60 years or older and be able to live independently.

An onsite resident manager is contracted to provide minor maintenance, oversee the facility and maintain regular office hours. Supervision of management, rental contracts, collection of monthly rental fees, purchase orders, maintenance requests and tenant issues are handled through the Senior Center Office.

Organizational Chart



Staffing

Position Title	FY18 Actual		FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Projected FY23	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.25	23	.25	23	.35	23	.35	23	.35	23	.35	23
Administrative Assistant III	.25	15	.25	15	.25	15	.25	15	.25	15	.25	15
Data Entry Clerk	.02	1	.02	1	.02	1	.02	1	.02	1	.02	1

Average Overtime Per Position (hours)

Position Title	FY18 Actual	FY19 Actual	FY20 Actual	Budgeted FY21	Requested FY22	Projected FY23
Senior Center Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant III	0	0	0	0	12	12
Data Entry Clerk	0	0	0	0	0	0

Performance Measures

FY	2017	2018	2019	2020	2021*
Apartment Turnover	4	3	5	9	3
Units at Market Rate Rents	85%	85%	95%	95%	17.5%

*Projected Figures

FY21 Department Goals Evaluation

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

1. To develop an internal move policy, which will effectively allow tenants to move to a desired apartment, at little or no impact to the budget.
 - *Not Achieved. Goal is in process.*
2. To implement a schedule of replacing antiquated lighting and heating systems, thus reducing energy costs.
 - *Partially Achieved. Goal is in process as boiler to be replaced upcoming fiscal year.*
3. Review and revise policies for rental applications, deposits, lease agreements and house rules. Have current policies and house rules readily available in each apartment for new tenants in notebook form.
 - *Achieved.*

FY22 Department Goals

1. Identify alternatives for improved cable and/or satellite communications for residents which would also include building security monitoring.
2. Finalizing design plans for kitchen and bath renovations and complete two apartment remodeling.
3. Develop online marketing for the apartments, including a virtual tour and an online application process.

Future Considerations

As technology continues to develop, we will need to ensure the building has the capability of expanding to meet the needs of our tenants.

**City of Kenai
Fiscal Year 2022 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2020 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2021</u>	<u>Amended Budget</u>	<u>Adopted FY2022</u>	<u>Increase (Decrease) FY2021 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 43,792	\$ 37,870	\$ 44,471	\$ 44,471	\$ 45,574	\$ 1,103	2.48%
0200	Overtime	95	36	122	122	125	3	2.46%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,119	1,105	1,876	1,876	1,920	44	2.35%
0400	Medicare	602	525	674	674	690	16	2.37%
0450	Social Security	26	20	26	26	31	5	19.23%
0500	PERS	12,572	10,270	13,626	13,626	13,610	(16)	(0.12%)
0600	Unemployment Insurance	75	54	232	232	238	6	2.59%
0700	Workers Compensation	111	117	115	115	120	5	4.35%
0800	Health & Life Insurance	13,611	9,637	14,820	14,820	16,006	1,186	8.00%
0900	Supplemental Retirement	965	755	900	900	900	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 75,968</u>	<u>\$ 60,389</u>	<u>\$ 76,862</u>	<u>\$ 76,862</u>	<u>\$ 79,214</u>	<u>\$ 2,352</u>	<u>3.06%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	136	106	250	250	250	-	-
2022	Operating & Repair Supplies	1,590	2,206	2,278	2,278	2,278	-	-
2024	Small Tools/Minor Equipment	9,343	7,219	8,960	8,960	9,760	800	8.93%
2026	Computer Software	199	195	679	679	918	239	35.20%
4531	Professional Services	85,068	66,495	79,260	84,260	79,260	-	-
4532	Communications	1,308	1,800	1,135	1,135	1,035	(100)	(8.81%)
4533	Travel & Transportation	126	57	-	-	-	-	-
4534	Advertising	-	48	250	250	250	-	-
4535	Printing & Binding	231	207	500	500	500	-	-
4536	Insurance	17,032	13,916	16,783	16,783	12,956	(3,827)	(22.80%)
4537	Utilities	86,138	84,650	89,758	89,758	96,886	7,128	7.94%
4538	Repair & Maintenance	36,416	53,005	40,420	41,240	40,128	(292)	(0.72%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	97	154	150	150	150	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	140,446	140,328	140,446	140,446	140,446	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 378,130</u>	<u>\$ 370,386</u>	<u>\$ 380,869</u>	<u>\$ 386,689</u>	<u>\$ 384,817</u>	<u>\$ 3,948</u>	<u>1.04%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	150	150	-	(150)	(100.00%)
9090	Transfers Out	37,200	62,670	297,300	297,300	182,700	(114,600)	(38.55%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 37,200</u>	<u>\$ 62,670</u>	<u>\$ 297,450</u>	<u>\$ 297,450</u>	<u>\$ 182,700</u>	<u>\$ (114,750)</u>	<u>(38.58%)</u>
<u>Department Total:</u>		<u>\$ 491,298</u>	<u>\$ 493,445</u>	<u>\$ 755,181</u>	<u>\$ 761,001</u>	<u>\$ 646,731</u>	<u>\$ (108,450)</u>	<u>(14.36%)</u>

City of Kenai
Fiscal Year 2022 Operating Budget

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

2022 Operating & Repair Supplies. Outdoor plants and chip bark.

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.

9090 Transfers Out. Central administrative charges from General Fund, \$42,700 transfers to Fire Alarm System capital project, \$40,000, and transfer to Kitchen Renovation capital project, \$100,000.

MAJOR AND CAPITAL PROJECT FUNDS

The following section provides a description of the FY2022 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 \$8,984,971 in project requests for FY2022. \$5,857,739 of the requests are contingent upon grants and will be appropriated and authorized at the time grants are received. The remaining \$3,127,232 in projects are funded with transfers from the associated operating fund. 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 2021 Through 2026

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
	<u>Projected</u>	<u>Adopted</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Revenues:						
Grants	\$ 3,470,029	\$ 5,857,739	\$ 18,059,107	\$ 27,312,500	\$ 7,258,750	\$ 4,513,125
Transfer from Other Fund:						
General Fund	1,945,565	1,722,232	1,130,000	1,358,000	880,000	1,530,000
Airport Special Revenue Fund	1,305,667	685,000	93,750	1,123,967	281,250	1,371,875
Airport Terminal Improvement Capital Project Fund	208,485	-	-	-	-	-
Airport Master Plan Improvement Capital Project Fund	2,515	-	-	-	-	-
Personal Use Fishery Special Revenue Fund	38,724	50,000	50,000	-	135,000	-
Water & Sewer Special Revenue Fund	1,754,373	530,000	750,000	1,650,000	-	200,000
Congregate Housing Enterprise Fund	260,000	140,000	100,000	150,000	100,000	100,000
Restitution	298,258	-	-	-	-	-
Proceeds from the Issuance of Debt	-	-	9,672,143	-	-	-
Total Revenues	<u>9,283,616</u>	<u>8,984,971</u>	<u>29,855,000</u>	<u>31,594,467</u>	<u>8,655,000</u>	<u>7,715,000</u>
Expenditures:						
General Government	-	245,000	50,000	550,000	350,000	-
Parks, Recreation & Culture	390,928	2,455,127	370,000	85,000	1,385,000	-
Senior Citizen Programs	5,787	123,000	-	-	40,000	35,000
Public Works	838,408	2,957,939	17,920,000	18,223,000	530,000	1,530,000
Public Safety	808,620	265,000	540,000	-	-	750,000
Senior Housing	3,489	510,255	100,000	150,000	100,000	100,000
Kenai Municipal Airport	1,680,627	6,457,272	1,500,000	17,100,000	4,500,000	4,100,000
Water & Sewer Utility	<u>224,681</u>	<u>3,450,569</u>	<u>3,250,000</u>	<u>1,650,000</u>	<u>1,750,000</u>	<u>1,200,000</u>
Total Expenditures	<u>3,952,540</u>	<u>16,464,162</u>	<u>23,730,000</u>	<u>37,758,000</u>	<u>8,655,000</u>	<u>7,715,000</u>
Transfer to Other Funds						
General Fund	42,392	-	-	-	-	-
Airport Special Revenue Fund	105,650	-	-	-	-	-
Water & Sewer Special Revenue Fund	23,496	-	-	-	-	-
Personal Use Fishery Special Revenue Fund	2,215	-	-	-	-	-
Airport Operations Facility Improvement Capital Project Fund	80,000	-	-	-	-	-
Airport Snow Removal Equipment Impro. Capital Project Fund	<u>131,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfer to other Funds	<u>384,753</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and transfers	<u>4,337,293</u>	<u>16,464,162</u>	<u>23,730,000</u>	<u>37,758,000</u>	<u>8,655,000</u>	<u>7,715,000</u>
Contribution to/(From) Fund Balance	4,946,323	(7,479,191)	6,125,000	(6,163,533)	-	-
Beginning Fund Balance	<u>3,351,360</u>	<u>8,297,683</u>	<u>818,492</u>	<u>6,943,492</u>	<u>779,959</u>	<u>779,959</u>
Ending Fund Balance	<u>\$ 8,297,683</u>	<u>\$ 818,492</u>	<u>\$ 6,943,492</u>	<u>\$ 779,959</u>	<u>\$ 779,959</u>	<u>\$ 779,959</u>
Unassigned Fund Balance:						
Kenai Recreation Center Improvement Capital Project Fund	40,685	-	-	-	-	-
Kenai Senior Center Improvement Capital Project Fund	5,155	-	-	-	-	-
Kenai City Dock Improvement Capital Project Fund	56,283	56,283	56,283	56,283	56,283	56,283
Airport Terminal Improvement Capital Project Fund	38,533	38,533	38,533	-	-	-
Airport Improvements Capital Project Fund	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>
Total Unassigned Fund Balance	<u>\$ 864,332</u>	<u>\$ 818,492</u>	<u>\$ 818,492</u>	<u>\$ 779,959</u>	<u>\$ 779,959</u>	<u>\$ 779,959</u>

**City of Kenai
Capital Budget Expenditure Summary
of Current and Future Year Authorizations
Fiscal Years 2021 Through 2026**

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Prior Year's Authorizations						
General Government						
Information Technology Improvement Capital Project Fund	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Kenai City Hall Improvement Capital Project Fund	-	210,000	-	-	-	-
Parks, Recreation & Culture:						
Cemetery Improvement Capital Project Fund	90	188,696	-	-	-	-
Kenai Recreation Center Capital Project Fund	36,310	168,870	-	-	-	-
Personal Use Fishery Improvement Capital Project Fund	-	50,000	-	-	-	-
Kenai City Dock Improvement Capital Project Fund	329,489	-	-	-	-	-
Kenai Multipurpose Facility Capital Project Fund	-	145,982	-	-	-	-
Library Improvement Capital Project Fund	-	100,012	-	-	-	-
Kenai Visitor Center Capital Project Fund	-	173,967	-	-	-	-
Kenai Fine Arts Facility Improvement Capital Project Fund	-	120,000	-	-	-	-
Trail Construction Capital Project Fund	-	36,600	-	-	-	-
Public Works:						
Kenai Bluff Erosion Capital Project Fund	447,889	1,000,000	-	-	-	-
City Shop Improvement Capital Project Fund	-	-	-	-	-	-
Municipal Roadway Improvements Capital Project Fund	-	1,879,552	-	-	-	-
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	808,620	-	-	-	-	-
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	3,489	370,255	-	-	-	-
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	-	80,000	-	-	-	-
Airport Snow Removal Equipment Capital Project Fund	-	150,925	-	-	-	-
Airport Terminal Improvement Capital Project Fund	695,638	-	-	-	-	-
Airport Improvement Capital Project Fund	207,340	5,541,347	-	-	-	-
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	162,642	600,120	-	-	-	-
Wastewater Treatment Facility Imp. Capital Project Fund	62,039	2,320,449	-	-	-	-
Total Prior Year's Authorizations	2,753,546	13,171,775	-	-	-	-
Current & Future Year Authorizations:						
General Government						
Information Technology Improvement Capital Project Fund	-	-	50,000	-	-	-
Kenai City Hall Improvement Capital Project Fund	-	-	-	550,000	-	-
FAA Flight Service Station Capital Project Fund	-	-	-	-	350,000	-
Parks, Recreation & Culture:						
Playground Improvement Capital Project Fund	-	-	-	85,000	-	-
Park Improvement Capital Project Fund	-	-	35,000	-	-	-
Cemetery Improvements Capital Project Fund	-	260,000	-	-	-	-
Kenai Recreation Center Capital Project Fund	-	1,036,000	-	-	-	-
Kenai Visitor Center Capital Project Fund	8,033	-	-	-	-	-
Personal Use Fishery Improvement Capital Project Fund	-	175,000	50,000	-	135,000	-
Kenai Multipurpose Facility Capital Project Fund	9,018	-	-	-	1,250,000	-
Library Improvement Capital Project Fund	7,988	-	-	-	-	-
Kenai Fine Arts Facility Improvement Capital Project Fund	-	-	-	-	-	-
Trail Construction Capital Project Fund	-	-	285,000	-	-	-
Senior Citizen Programs -						
Kenai Senior Center Improvement Capital Project Fund	5,787	123,000	-	-	40,000	35,000
Public Works:						
Kenai Bluff Erosion Capital Project Fund	-	-	17,500,000	17,500,000	-	-
Municipal Roadway Improvements Capital Project Fund	390,519	78,387	420,000	723,000	530,000	1,530,000
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	-	225,000	540,000	-	-	750,000
Animal Control Improvement Capital Project Fund	-	40,000	-	-	-	-
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	-	140,000	100,000	150,000	100,000	100,000
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	-	185,000	-	50,000	-	-
Airport Snow Removal Equipment Capital Project Fund	264,908	-	-	-	-	-
Airport Terminal Improvement Capital Project Fund	-	-	-	50,000	-	1,750,000
Airport Improvement Capital Project Fund	512,741	500,000	1,500,000	17,000,000	4,500,000	2,350,000
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	-	400,000	650,000	1,650,000	-	150,000
Waste Water Treatment Plant Capital Project Fund	-	130,000	2,600,000	-	1,750,000	1,050,000
Total Current & Future Year Authorizations	1,198,994	3,292,387	23,730,000	37,758,000	8,655,000	7,715,000
Total Expenditures	\$ 3,952,540	\$ 16,464,162	\$ 23,730,000	\$ 37,758,000	\$ 8,655,000	\$ 7,715,000

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 106 - Playground Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
Expenditures - Current & Future Year Authorizations:						
Softball Greenstrip play equipment replacement	<u>-</u>	<u>-</u>	<u>-</u>	<u>85,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-	-
Assigned -	<u>-</u>	<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>

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 116 - Park Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations:						
Outdoor Event Park - Design	<u>-</u>	<u>-</u>	<u>35,000</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>	<u>-</u>
Ending Fund Balance	-	-	-	-	-	-
Assigned -	<u>-</u>	<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>

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 118 - Cemetery Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations - Kenai Cemetery Expansion Phase 1	<u>90</u>	<u>188,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures - Current & Future Year Authorizations - Kenai Cemetery Expansion Phase 2	<u>-</u>	<u>260,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>90</u>	<u>448,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(90)	(188,696)	-	-	-	-
Beginning Fund Balance	<u>188,786</u>	<u>188,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	188,696	-	-	-	-	-
Assigned - Kenai Cemetery Expansion Phase 1	<u>(188,696)</u>	<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>

PHASE II KENAI CEMETERY EXPANSION**05**

Department: Parks & Recreation

Total Project Cost: \$260,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): General fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Increase



YEAR:	2022	2023	2024	2025	2026
COST:	\$260,000				

Details:

This project will provide for improvements including fencing and columbarium pad, front entry sign and an underground sprinkler system. Phase II includes a pavilion, flag poles, columbarium, and sprinkler system. Phase III (beyond FY26) includes additional plots, storage building, and a columbarium, if needed.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 119 - Kenai Recreation Center Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ 26,995	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	<u>60,000</u>	<u>1,036,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	86,995	1,036,000	-	-	-	-
Expenditures:						
Prior Year's Authorizations:						
Locker room Improvements	12,500	-	-	-	-	-
Exterior Refinishing	14,495	-	-	-	-	-
Roof Repair	9,315	40,685	-	-	-	-
Hot Water System Replacement	-	78,185	-	-	-	-
Exterior Grading Repair	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	36,310	168,870	-	-	-	-
Current & Future Year Authorizations				-		
Roof Top HVAC Unit Replacement	-	280,000	-	-	-	-
Roof Replacement	<u>-</u>	<u>756,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	-	1,036,000	-	-	-	-
Total Expenditures	<u>36,310</u>	<u>1,204,870</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	50,685	(168,870)	-	-	-	-
Beginning Fund Balance	<u>118,185</u>	<u>168,870</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	168,870	-	-	-	-	
Assigned:						
Hot Water System Replacement	(78,185)	-	-	-	-	
Exterior Grading Repair	<u>(50,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 40,685</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

RECREATION CENTER ROOF REPLACEMENT**07**

Department: Public Works

Total Project Cost: \$756,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$756,000				

Details:

This project will replace the roof at the Kenai Recreation Center. In 2019, all penetrations were hot mopped, and an additional cap sheet was added to a small problem area that persisted with routine leaks. These recent repairs were to buy some time to put a larger full replacement project together. The existing 21,020 square foot roof is built-up asphalt and is roughly 40 years old, well beyond its useful life.

KENAI RECREATION CENTER RTU HVAC REPLACEMENTS**06**

Department: Public Works

Total Project Cost: \$280,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$280,000				

Details:

This project will replace the oldest equipment first, including air handlers, control valves, and thermostats. The Kenai Recreation Center was constructed in 1980 with an addition added in 1982. Many of the mechanical systems are now 40 years old and require extensive maintenance to maintain operation.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 120 - Kenai Senior Center Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Grants	\$ -	\$ 35,000	\$ -	\$ -	\$ 40,000	\$ 35,000
Transfer from General Fund	-	82,845	-	-	-	-
Total Revenues	-	117,845	-	-	40,000	35,000
Expenditures - Current & Future Year Authorizations -						
Computer Lab new entrance	5,787	-	-	-	-	-
HVAC and DDC Controls	-	48,000	-	-	-	-
Front entry modifications	-	75,000	-	-	-	-
Landscaping Phase I	-	-	-	-	40,000	-
Landscaping Phase II	-	-	-	-	-	35,000
Total Current & Future Year Authorizations	5,787	123,000	-	-	40,000	35,000
Transfer to Other Funds	-	-	-	-	-	-
Total expenditures and transfers	5,787	123,000	-	-	40,000	35,000
Contribution to/(From) Fund Balance	(5,787)	(5,155)	-	-	-	-
Beginning Fund Balance	10,942	5,155	-	-	-	-
Ending Fund Balance	5,155	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ 5,155	\$ -	\$ -	\$ -	\$ -	\$ -

SENIOR CENTER HVAC AND DDC CONTROL**01**

Department: Public Works

Total Project Cost: \$48,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$48,000				

Details:

This project provides improved air quality and air balancing at the Senior Center in the main dining area, kitchen, offices, restrooms, and entrance hall. The kitchen tends to overheat the space when in use. Heating zones may be adjusted to provide more accurate control along with new thermostats and zone sensors.

SENIOR CENTER FRONT ENTRY MODIFICATIONS**02**

Department: Senior Center

Total Project Cost: \$75,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund/ Grant

Potential Grant Identified: No

Operating Budget Impact:

Slight Decrease



YEAR:	2022	2023	2024	2025	2026
COST:	\$75,000				

Details:

Currently, the Center has two sets of double doors with automatic handicapped access on one side. This project installs sliding interior and exterior doors, along with providing a heated space in between. The second part of the project would involve adding a card swipe locking system to five entryway doors at the Senior Center. This will improve access to the building for those with disabilities and assist with reduce heating issues caused by the current entry.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 129 - Kenai Bluff Erosion Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ 447,889	\$ 1,000,000	\$ 13,952,857	\$ 11,375,000	\$ -	\$ -
Proceeds from debt issuance	<u>-</u>	<u>-</u>	<u>9,672,143</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	\$ 447,889	\$ 1,000,000	\$ 23,625,000	\$ 11,375,000	\$ -	\$ -
Expenditures:						
Prior Year's Authorizations - Kenai Bluff Stabilization Project	447,889	1,000,000	-	-	-	-
Current & Future Year Authorizations - Kenai Bluff Stabilization Project	<u>-</u>	<u>-</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>447,889</u>	<u>1,000,000</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	6,125,000	(6,125,000)	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,125,000</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	6,125,000	-	-	-
Assigned - Kenai Bluff Stabilization Project	<u>-</u>	<u>-</u>	<u>(6,125,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 130 - Personal Use Fishery Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Grant Funds	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Transfer from Personal Use Fishery Fund	<u>38,724</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>135,000</u>	<u>-</u>
Total Revenues	38,724	175,000	50,000	-	135,000	-
Expenditures:						
Prior Year's Authorizations -						
Float replacement	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Float replacement	-	50,000	50,000	-	-	-
Boat ramp concrete repairs	<u>-</u>	<u>125,000</u>	<u>-</u>	<u>-</u>	<u>135,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>175,000</u>	<u>50,000</u>	<u>-</u>	<u>135,000</u>	<u>-</u>
Total Expenditures	-	225,000	50,000	-	135,000	-
Transfers - Transfer to PU Fishery Fund	<u>2,215</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>2,215</u>	<u>225,000</u>	<u>50,000</u>	<u>-</u>	<u>135,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	36,509	(50,000)	-	-	-	-
Beginning Fund Balance	<u>13,491</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	50,000	-	-	-	-	-
Assigned -						
Float replacement	<u>(50,000)</u>	<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>

PERSONAL USE FISHERY FLOAT REPLACEMENT**01**

Department: Public Works

Total Project Cost: \$150,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Personal Use Fishery Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$50,000	\$50,000			

Details:

This project, which began in FY2021 purchases ten new floats at the City Dock and Boat Ramp to replace existing floats. There are currently 22 float sections in total for the ramp and another eight for the front of the trestle.

CITY DOCK BOAT RAMP CONCRETE REPAIRS**02**

Department: Public Works

Total Project Cost: \$260,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Personal Use Fishery Fund/
State Grant

Potential Grant Identified: State

Operating Budget Impact: Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$125,000			\$135,000	

Details:

This project will replace the concrete ramps at the City Dock in FY2022 and FY2025. The FY2022 portion of the project will be funded with the State of Alaska North and South Beach Improvement Grant.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 132 - Information Technology Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Transfer from General Fund	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Expenditures:						
Prior Year Authorizations -						
IT Master Plan	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Multi-factor Authentication	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>35,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	35,000	(35,000)	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	35,000	-	-	-	-	-
Assigned -						
IT Master Plan	<u>(35,000)</u>	<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>

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 133 - Animal Control Improvement Capital Project Fund

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Revenues -						
Transfer from General Fund	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations -						
Epoxy Floor Recoating	-	40,000	-	-	-	-
Transfers - Transfer to General Fund	<u>4,089</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>4,089</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(4,089)	-	-	-	-	-
Beginning Fund Balance	<u>4,089</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance-	-	-	-	-	-	-
Assigned -	<u>-</u>	<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>

City of Kenai

Fiscal Year 2022 Capital Budget

ANIMAL SHELTER EPOXY FLOOR COATING

02

Department: Police

Total Project Cost: \$40,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact: No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$40,000				

Details:

This project repairs peeling kennel flooring at the Kenai Animal Shelter. The epoxy is peeling and causing small craters in the flooring underneath. The flooring is now rough to the touch instead of smooth as it used to be.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 134 - Kenai City Dock Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grant Funds	\$ 38,685	\$ -	\$ -	\$ -	\$ -	\$ -
Restitution	<u>241,758</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	280,443	-	-	-	-	-
Expenditures - Prior Year's Authorizations -						
Earthquake Damage Repairs	220,417	-	-	-	-	-
Cathodic Protection Improvements	<u>109,072</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>329,489</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(49,046)	-	-	-	-	-
Beginning Fund Balance	<u>105,329</u>	<u>56,283</u>	<u>56,283</u>	<u>56,283</u>	<u>56,283</u>	<u>56,283</u>
Ending Fund Balance	56,283	56,283	56,283	56,283	56,283	56,283
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 56,283</u>	<u>\$ 56,283</u>	<u>\$ 56,283</u>	<u>\$ 56,283</u>	<u>\$ 56,283</u>	<u>\$ 56,283</u>

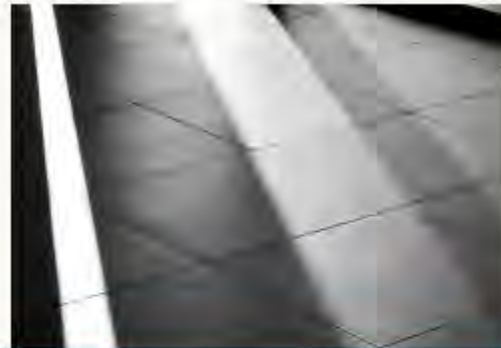
**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 135 - Kenai Public Safety Improvement Capital Project Fund

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Revenues:						
Grant	\$ 796,874	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Transfer from General Fund	11,746	225,000	540,000	-	-	-
Total Revenues	808,620	225,000	540,000	-	-	750,000
Expenditures:						
Prior Year Authorizations						
Department SCBA Replacement	323,874	-	-	-	-	-
Dispatch Base Station Upgrade	402,269	-	-	-	-	-
Fire Department Station Alerting	47,477	-	-	-	-	-
Information Technology Security Audit	35,000	-	-	-	-	-
Total Prior Year Authorizations	808,620	-	-	-	-	-
Expenditures - Current & Future Year Authorizations -						
Fire Department Flooring Replacement	-	50,000	-	-	-	-
Dispatch radio equipment upgrade	-	175,000	-	-	-	-
Fire Department apparatus bay painting	-	-	40,000	-	-	-
Improvements to be identified	-	-	500,000	-	-	-
Public Safety Building improvements	-	-	-	-	-	750,000
Total Current & Future Year Authorizations	-	225,000	540,000	-	-	750,000
Total Expenditures	808,620	225,000	540,000	-	-	750,000
Transfers - Transfer to General Fund	5,713	-	-	-	-	-
Total Expenditures and Transfers	814,333	225,000	540,000	-	-	750,000
Contribution to/(From) Fund Balance	(5,713)	-	-	-	-	-
Beginning Fund Balance	5,713	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FIRE DEPARTMENT FLOORING REPLACEMENT**03**

Department: Fire Department
 Total Project Cost: \$50,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$50,000				

Details:

This project will replace old carpeting and tile that can no longer be cleaned or maintained in the living/administrative area of Fire Station 1 with a flooring suitable for a fire station.

PHASE II DISPATCH RADIO REPLACEMENT**01**

Department: Police
 Total Project Cost: \$175,000
 Project Phased: No
 Project Type: Equipment
 Funding Source(s): General Fund
 Potential Grant Identified: State Capital Project
 Submission | Department of Homeland Security
 Operating Budget Impact: Slight Increase



YEAR:	2022	2023	2024	2025	2026
COST:	\$175,000				

Details:

This project completes a critical replacement of outdated dispatch radio system. Grants have been applied for multiple years for this replacement.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 136 - Flight Service Station Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
Total Revenues	-	-	-	-	350,000	-
Expenditures:						
Prior Year Authorizations	-	-	-	-	-	-
Expenditures - Current & Future Year Authorizations - Flight Service Station RTU replacement	-	-	-	-	350,000	-
Total Expenditures	-	-	-	-	350,000	-
Transfers - Transfer to General Fund	-	-	-	-	-	-
Total Expenditures and Transfers	-	-	-	-	350,000	-
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 209 - Congregate Housing Improvement Capital Project Fund

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Revenues -						
Transfer Congregate Housing Enterprise Fund	\$ 260,000	\$ 140,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000
Expenditures:						
Prior Year's Authorizations:						
Fire Control System Upgrade	-	88,744	-	-	-	-
Boiler Replacement Project	3,489	181,511	-	-	-	-
Apartment kitchen and bathroom remodel	-	100,000	-	-	-	-
Total Prior Year's Authorizations	3,489	370,255	-	-	-	-
Current & Future Year Authorizations						
Fire Control System Upgrade Supplemental	-	40,000	-	-	-	-
Apartment kitchen and bathroom remodel	-	100,000	100,000	100,000	100,000	100,000
Elevator major maintenance	-	-	-	50,000	-	-
Total Current & Future Year Authorizations	-	140,000	100,000	150,000	100,000	100,000
Total Expenditures	3,489	510,255	100,000	150,000	100,000	100,000
Contribution to/(From) Fund Balance	256,511	(370,255)	-	-	-	-
Beginning Fund Balance	113,744	370,255	-	-	-	-
Ending Fund Balance	370,255	-	-	-	-	-
Assigned:						
Fire Control System Upgrade	(88,744)	-	-	-	-	-
Boiler Replacement Project Design	(181,511)	-	-	-	-	-
Apartment kitchen and bathroom remodel	(100,000)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 215 - City Shop Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations -	-	-	-	-	-	-
Transfers - Transfer to General Fund	<u>24,669</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>24,669</u>	<u>-</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>	<u>-</u>
Ending Fund Balance Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 217 - Kenai Multipurpose Facility Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -
Transfer From General Fund	<u>152,259</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>152,259</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>
Expenditures:						
Prior Year Authorizations:						
Exhaust fan installation	-	75,000	-	-	-	-
Rust remediation	<u>-</u>	<u>70,982</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	<u>-</u>	<u>145,982</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations:						
Exhaust fan installation	-	-	-	-	-	-
Rust remediation	9,018	-	-	-	-	-
Permanent locker rooms	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>9,018</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>
Total Expenditures	<u>9,018</u>	<u>145,982</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	143,241	(145,982)	-	-	-	-
Beginning Fund Balance	<u>2,741</u>	<u>145,982</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	145,982	-	-	-	-	-
Assigned:						
Exhaust fan installation	(75,000)	-	-	-	-	-
Rust remediation	<u>(70,982)</u>	<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>

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 218 - Library Improvement Capital Project Fund

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Revenues:						
Transfer From General Fund	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Prior Year's Authorizations -						
Sidewalk & Retaining Wall Repairs	-	50,000	-	-	-	-
HVAC DDC Controls	-	50,012	-	-	-	-
Total Prior Year's Authorizations	-	100,012	-	-	-	-
Current & Future Year Authorizations -						
HVAC DDC Controls	7,988	-	-	-	-	-
Total Expenditures	7,988	100,012	-	-	-	-
Contribution to/(From) Fund Balance	50,012	(100,012)	-	-	-	-
Beginning Fund Balance	50,000	100,012	-	-	-	-
Ending Fund Balance	100,012	-	-	-	-	-
Assigned -						
Sidewalk repairs	(50,000)	-	-	-	-	-
HVAC DDC Controls	(50,012)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 227 - Kenai Visitor Center Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ 182,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures:						
Prior Year Authorizations						
HVAC Control Upgrade	-	53,967	-	-	-	-
Roof Replacement	-	120,000	-	-	-	-
Total Prior Year Authorizations	-	173,967	-	-	-	-
Current & Future Year Authorizations:						
HVAC Control Upgrade	8,033	-	-	-	-	-
Roof Replacement	-	-	-	-	-	-
Total Current & Future Year Authorizations	8,033	-	-	-	-	-
Total Expenditures	8,033	173,967	-	-	-	-
Contribution to/(From) Fund Balance	173,967	(173,967)	-	-	-	-
Beginning Fund Balance	-	173,967	-	-	-	-
Ending Fund Balance	173,967	-	-	-	-	-
Assigned:						
HVAC Control Upgrade	(53,967)	-	-	-	-	-
Roof Replacement	(120,000)	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 228 - Kenai City Hall Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ 210,000	\$ -	\$ -	\$ 550,000	\$ -	\$ -
Expenditures:						
Prior Year Authorizations -						
HVAC air handler replacement	-	210,000	-	-	-	-
Current & Future Year Authorizations -						
Improvements to be identified	-	-	-	500,000	-	-
Elevator major maintenance	-	-	-	50,000	-	-
Total Current & Future Year Authorizations	-	-	-	550,000	-	-
Total Expenditures	-	210,000	-	550,000	-	-
Contribution to/(From) Fund Balance	210,000	(210,000)	-	-	-	-
Beginning Fund Balance	-	210,000	-	-	-	-
Ending Fund Balance	210,000	-	-	-	-	-
Assigned -						
HVAC air handler replacement	(210,000)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 229 - Kenai Fine Arts Center Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Authorizations - Facility Improvements	-	120,000	-	-	-	-
Current & Future Year Authorizations -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	120,000	(120,000)	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	120,000	-	-	-	-	-
Assigned:						<u>-</u>
Facility Improvements	<u>(120,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 328 - Airport Operations Facility Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer from Terminal Imp. Capital Project Fund	\$ 77,485	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Master Plan Capital Project Fund	2,515	-	-	-	-	-
Transfer from Airport Special Revenue Fund	<u>-</u>	<u>185,000</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Total Revenues	80,000	185,000	-	50,000	-	-
Expenditures:						
Prior Year Authorizations -						
HVAC DDC controls	-	80,000	-	-	-	-
Current & Future Year Authorizations						
HVAC DDC controls	-	-	-	-	-	-
Boiler Replacement	-	185,000	-	-	-	-
Elevator Major Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>185,000</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	-	265,000	-	50,000	-	-
Transfers - Transfer to Airport Fund	<u>13,538</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>13,538</u>	<u>265,000</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	66,462	(80,000)	-	-	-	-
Beginning Fund Balance	<u>13,538</u>	<u>80,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	80,000	-	-	-	-	-
Assigned:						
HVAC DDC controls	<u>(80,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<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>

OPERATIONS FACILITY BOILER REPLACEMENT**02**

Department: Airport

Total Project Cost: \$185,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): Airport Fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Decrease



YEAR:	2022	2023	2024	2025	2026
COST:	\$185,000				

Details:

This project would replace a boiler at the Airport Operations Facility. The boilers were installed in 2002, when the Facility was constructed, and one boiler has a crack in it which is temporarily sealed, and three snow melt systems are not working and need to be replaced.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 332 - Airport Snow Removal Equipment Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ 264,097	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Terminal Imp. Capital Project Fund	131,000	-	-	-	-	-
Transfer from Airport Special Revenue Fund	20,736	-	-	-	-	-
Total Revenues	415,833	-	-	-	-	-
Expenditures:						
Prior Year Authorizations -						
Wide Area Mower Replacement	-	150,925	-	-	-	-
Current & Future Year Authorizations						
Wheeled Loader Replacement	264,097	-	-	-	-	-
Tractor/Mower Replacement	811	-	-	-	-	-
Total Current & Future Year Authorizations	264,908	-	-	-	-	-
Total Expenditures	264,908	150,925	-	-	-	-
Transfers - Transfer to Airport Fund	1,403	-	-	-	-	-
Total Expenditures & Transfers	266,311	150,925	-	-	-	-
Contribution to/(From) Fund Balance	149,522	(150,925)	-	-	-	-
Beginning Fund Balance	1,403	150,925	-	-	-	-
Ending Fund Balance	150,925	-	-	-	-	-
Assigned -						
Wide Area Mower Replacement	(150,925)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 335 - Airport Terminal Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ 630,758	\$ -	\$ -	\$ -	\$ -	\$ 525,000
Transfer from Airport Special Revenue Fund	-	-	-	11,467	-	1,225,000
Total Revenues	630,758	-	-	11,467	-	1,750,000
Expenditures:						
Prior Year's Authorizations -						
Terminal rehabilitation project	695,638	-	-	-	-	-
Current & Future Year Authorizations -						
Elevator major maintenance	-	-	-	50,000	-	-
Terminal road and parking lot improvemetns	-	-	-	-	-	1,750,000
Total Current & Future Year Authorizations	-	-	-	50,000	-	1,750,000
Total Expenditures	695,638	-	-	50,000	-	1,750,000
Transfer to Other Funds:						
Transfer to Airport Fund	25,000	-	-	-	-	-
Transfer to Airport Operations Facility CP Fund	77,485	-	-	-	-	-
Transfer to Airport Snow Removal Equip. CP	131,000	-	-	-	-	-
Total Transfers	233,485	-	-	-	-	-
Total expenditures and transfers	929,123	-	-	50,000	-	1,750,000
Contribution to/(From) Fund Balance	(298,365)	-	-	(38,533)	-	-
Beginning Fund Balance	336,898	38,533	38,533	38,533	-	-
Ending Fund Balance	38,533	38,533	38,533	-	-	-
Assigned:						
Unassigned Fund Balance	\$ 38,533	\$ 38,533	\$ 38,533	\$ -	\$ -	\$ -

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 337- Airport Master Plan Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From Airport Special Revenue Fund	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures -						
Current and Future Year's Authorizations -	-	-	-	-	-	-
Transfer to Other Funds -						
Transfer to Airport Operations Facility CP Fund	2,515	-	-	-	-	-
Total expenditures and transfers	2,515	-	-	-	-	-
Contribution to/(From) Fund Balance	(2,515)	-	-	-	-	-
Beginning Fund Balance	2,515	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 342 - Airport Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Grants	\$ 874,212	\$ 4,334,747	\$ 1,406,250	\$ 15,937,500	\$ 4,218,750	\$ 2,203,125
Transfer from Airport Special Revenue Fund	<u>1,284,931</u>	<u>500,000</u>	<u>93,750</u>	<u>1,062,500</u>	<u>281,250</u>	<u>146,875</u>
Total Revenues	2,159,143	4,834,747	1,500,000	17,000,000	4,500,000	2,350,000
Expenditures:						
Prior Year's Authorizations -						
Flight Service Station Impr. Phase 3	4,950	-	-	-	-	-
2019 Crack sealing and pavement repair	-	-	-	-	-	-
2019 AFTC facility rehabilitation	202,390	2,549,375	-	-	-	-
Airfield sand and equip. storage building	-	2,474,951	-	-	-	-
Runway Rehabilitation Project Assessment	-	255,000	-	-	-	-
Airfield Drainage Improvement Project	<u>-</u>	<u>262,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	207,340	5,541,347	-	-	-	-
Current & Future Year Authorizations:						
Airfield sand and equip. storage building	474,762	-	-	-	-	-
Airfield Drainage Improvement Project	37,979	-	-	-	-	-
Airfield marking rehabilitation	-	500,000	-	-	-	-
Runway Rehabilitation Project design	-	-	1,500,000	-	-	-
Runway Rehabilitation Project construction	-	-	-	17,000,000	-	-
Rehabilitate taxiways A, C, K & L	-	-	-	-	3,500,000	-
Airfield firefighting vehicle replacement	-	-	-	-	1,000,000	-
Apron and Willow St. Extension	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,350,000</u>
Total Current & Future Year Authorizations	<u>512,741</u>	<u>500,000</u>	<u>1,500,000</u>	<u>17,000,000</u>	<u>4,500,000</u>	<u>2,350,000</u>
Total Expenditures	720,081	6,041,347	1,500,000	17,000,000	4,500,000	2,350,000
Transfers -						
Transfer to Airport Fund	<u>65,709</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>785,790</u>	<u>6,041,347</u>	<u>1,500,000</u>	<u>17,000,000</u>	<u>4,500,000</u>	<u>2,350,000</u>
Contribution to/(From) Fund Balance	1,373,353	(1,206,600)	-	-	-	-
Beginning Fund Balance	<u>556,923</u>	<u>1,930,276</u>	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>	<u>723,676</u>
Ending Fund Balance	1,930,276	723,676	723,676	723,676	723,676	723,676
Assigned:						
2019 AFTC facility rehabilitation	(417,643)	-	-	-	-	-
Airfield sand and equip. storage building	(271,936)	-	-	-	-	-
Runway Rehabilitation Project Assessment	(255,000)	-	-	-	-	-
Airfield Drainage Improvement Project	<u>(262,021)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 723,676</u>	<u>\$ 723,676</u>	<u>\$ 723,676</u>	<u>\$ 723,676</u>	<u>\$ 723,676</u>	<u>\$ 723,676</u>

AIRFIELD MARKING, CRACKSEALING AND SEALCOAT**01**

Department: Airport

Total Project Cost: \$500,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Airport Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal/No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$500,000				

Details:

This project consists of a project for airfield marking, cracksealing and sealcoat to meet the Code of Federal Regulations (CFR) 139 inspections and a pavement maintenance program, a grant assurance for a federally obligated airport to protect the life of the asphalt.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 621 - Water & Sewer Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues:						
Transfer from Water & Sewer Special Rev. Fund	\$ 181,077	\$ 400,000	\$ 650,000	\$ 1,650,000	\$ -	\$ 150,000
Restitution	<u>56,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	237,577	400,000	650,000	1,650,000	-	150,000
Expenditures:						
Prior Year's Authorizations:						
Lift station upgrades	90	11,430	-	-	-	-
Spur Highway watermain upsize	-	125,842	-	-	-	-
Reservoir #1 Telemetry Upgrades	-	110,400	-	-	-	-
Water & Sewer Utility masterplan and rate study	-	150,000	-	-	-	-
SCADA system integration	12,552	47,448	-	-	-	-
Hydrant mapping & installation Phase I	-	75,000	-	-	-	-
Manhole restoration	-	80,000	-	-	-	-
Relocate Well House #1	<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	162,642	600,120	-	-	-	-
Current & Future Year Authorizations:						
Lift Station renovation - to be identified	-	400,000	400,000	400,000	-	-
Water Treatment Facility Pump House Design	-	-	250,000	-	-	-
Water Treatment Facility Pump House Const.	-	-	-	1,250,000	-	-
Facility Fencing Improvements	-	-	-	-	-	150,000
Total Current & Future Year Authorizations	<u>-</u>	<u>400,000</u>	<u>650,000</u>	<u>1,650,000</u>	<u>-</u>	<u>150,000</u>
Total Expenditures	162,642	1,000,120	650,000	1,650,000	-	150,000
Transfers -						
Transfer to Water & Sewer Fund	<u>21,639</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>184,281</u>	<u>1,000,120</u>	<u>650,000</u>	<u>1,650,000</u>	<u>-</u>	<u>150,000</u>
Contribution to/(From) Fund Balance	53,296	(600,120)	-	-	-	-
Beginning Fund Balance	<u>546,824</u>	<u>600,120</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	600,120	-	-	-	-	-
Assigned:						
Lift station upgrades	(11,430)	-	-	-	-	-
Spur Highway watermain upsize	(125,842)	-	-	-	-	-
Reservoir #1 Telemetry Upgrades	(110,400)	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	(150,000)	-	-	-	-	-
SCADA system integration	(47,448)	-	-	-	-	-
Hydrant mapping & installation Phase I	(75,000)	-	-	-	-	-
Manhole restoration	<u>(80,000)</u>	<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>

LIFT STATION RENOVATIONS - TO BE IDENTIFIED**02**

Department: Public Works - Water & Sewer

Total Project Cost: \$400,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$400,000				

Details:

This project provides for major maintenance on existing lift stations to include access, structural, and security and safety upgrades.

**City of Kenai
Fiscal Year 2022 Capital Budget**

Fund 625 - Wastewater Treatment Facility Improvement Capital Project Fund

	<u>FY2021 Projected</u>	<u>FY2022 Adopted</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>	<u>FY2026 Projected</u>
Revenues -						
Grants	\$ -	\$ -	\$ 2,500,000	\$ -	\$ 1,750,000	\$ 1,000,000
Transfer from Water & Sewer Special Revenue Fund	<u>1,573,296</u>	<u>130,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
Total Revenues	1,573,296	130,000	2,600,000	-	1,750,000	1,050,000
Expenditures:						
Prior Year's Authorizations:						
Water & Sewer Utility masterplan and rate study	30,331	118,861	-	-	-	-
Clarifier/Pump house coatings	-	40,000	-	-	-	-
Belt Press replacement	451	499,549	-	-	-	-
Aeration basin restore/coating	-	90,000	-	-	-	-
SCADA system integration	-	65,000	-	-	-	-
Digester blower replacement and building	-	750,000	-	-	-	-
Waste activated sludge pump project	<u>31,257</u>	<u>757,039</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	62,039	2,320,449	-	-	-	-
Current & Future Year Authorizations:						
Contact basin repairs	-	80,000	-	-	-	-
Clarifier drainage repairs	-	50,000	-	-	-	-
Digester blower replacement and building Phase 2	-	-	2,500,000	-	-	-
Electronic access gate and controls	-	-	100,000	-	-	-
Rotary screen replacement	-	-	-	-	1,750,000	-
Influent pump station construction	-	-	-	-	-	1,000,000
Facility Fencing Improvements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>130,000</u>	<u>2,600,000</u>	<u>-</u>	<u>1,750,000</u>	<u>1,050,000</u>
Total Expenditures	62,039	2,450,449	2,600,000	-	1,750,000	1,050,000
Transfers -						
Transfer to Water & Sewer Fund	<u>1,857</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>63,896</u>	<u>2,450,449</u>	<u>2,600,000</u>	<u>-</u>	<u>1,750,000</u>	<u>1,050,000</u>
Contribution to/(From) Fund Balance	1,509,400	(2,320,449)	-	-	-	-
Beginning Fund Balance	<u>811,049</u>	<u>2,320,449</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	2,320,449	-	-	-	-	-
Assigned:						
Water & Sewer Utility masterplan and rate study	(118,861)	-	-	-	-	-
Clarifier/Pump house coatings	(40,000)	-	-	-	-	-
Belt Press replacement	(499,549)	-	-	-	-	-
Aeration basin restore/coating	(90,000)	-	-	-	-	-
SCADA system integration	(65,000)	-	-	-	-	-
Digester blower replacement and building	(750,000)	-	-	-	-	-
Waste activated sludge pump project	<u>(757,039)</u>	<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>

WWTP CHLORINE CONTACT BASIN REPAIRS**01**

Department: Public Works - Water & Sewer

Total Project Cost: \$80,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2022	2023	2024	2025	2026
COST:	\$80,000				

Details:

This project will replace existing chlorine contact basin gates, valves, and appurtenances at the Waste Water Treatment Plant, which are rusted and beyond repair.

DRAINAGE REPAIRS AT WWTP CLARIFIERS**03**

Department: Public Works - Water & Sewer

Total Project Cost: \$50,000

Project Phased: Yes

Project Type: Building Improvement /
Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact: Slight Decrease



YEAR:	2022	2023	2024	2025	2026
COST:	\$50,000				

Details:

This project will provide safer access for operators.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 755 - Municipal Roadway Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Grants	\$ 390,519	\$ 362,992	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	<u>1,116,560</u>	<u>78,387</u>	<u>420,000</u>	<u>723,000</u>	<u>530,000</u>	<u>1,530,000</u>
Total Revenues	1,507,079	441,379	420,000	723,000	530,000	1,530,000
Expenditures:						
Prior Year's Authorizations:						
Little League bathroom construction	-	125,000	-	-	-	-
North & South Beach Dipnet Improvements	-	237,992	-	-	-	-
Wildwood Drive rehabilitation	-	329,000	-	-	-	-
Sinkhole Repairs	-	71,000	-	-	-	-
Bridge Access pedestrian pathway	-	216,560	-	-	-	-
First Street repairs	-	60,000	-	-	-	-
Inlet Wood storm drain improvements	-	120,000	-	-	-	-
Bryson Street storm drain outfall repairs	-	300,000	-	-	-	-
Willow Street repaving phase 1	<u>-</u>	<u>420,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	-	1,879,552	-	-	-	-
Current & Future Year Authorizations -						
Vaulted bathroom construction	390,519	-	-	-	-	-
Bridge Access ped pathway Supp Funding	-	78,387				
Willow Street repaving phase 2	-	-	420,000			
Lilac St. reconstruction	-	-	-	393,000	-	-
Willow St. extension	-	-	-	-	-	1,000,000
Storm Water improvement to be identified	-	-	-	80,000	80,000	80,000
Road repairs to be identified	<u>-</u>	<u>-</u>	<u>-</u>	<u>250,000</u>	<u>450,000</u>	<u>450,000</u>
Total Current & Future Year Authorizations	<u>390,519</u>	<u>78,387</u>	<u>420,000</u>	<u>723,000</u>	<u>530,000</u>	<u>1,530,000</u>
Total Expenditures	390,519	1,957,939	420,000	723,000	530,000	1,530,000
Transfers - Transfer to General Fund	<u>7,921</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	398,440	1,957,939	420,000	723,000	530,000	1,530,000
Contribution to/(From) Fund Balance	1,108,639	(1,516,560)	-	-	-	-
Beginning Fund Balance	<u>407,921</u>	<u>1,516,560</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	1,516,560	-	-	-	-	-
Assigned:						
Wildwood Drive rehabilitation	(329,000)	-	-	-	-	-
Sinkhole Repairs	(71,000)	-	-	-	-	-
Bridge Access pedestrian pathway	(216,560)	-	-	-	-	-
First Street repairs	(60,000)	-	-	-	-	-
Inlet Wood storm drain improvements	(120,000)	-	-	-	-	-
Bryson Street storm drain outfall repairs	(300,000)	-	-	-	-	-
Willow Street repaving phase 1	<u>(420,000)</u>	<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>

City of Kenai

Fiscal Year 2022 Capital Budget

BRIDGE ACCESS PEDESTRIAN TRAIL

04

Department: Parks & Recreation

Total Project Cost: \$3,266,00

Project Phased: No

Project Type: Infrastructure

Funding Source(s): Grant Dependent
(\$2,975,053)/General Fund (\$290,947)

Grant Identified: Department of Transportation

Operating Budget Impact: Slight Increase



YEAR:	2022	2023	2024	2025	2026
COST:	\$290,947				

Details:

This project constructs a 10-foot-wide 1.3 mile paved and separated pathway along the east side of Bridge Access Road from its intersection with Beaver Loop Road to its intersection with the Kenai Spur Highway. The final finished surface consists of a 2-inch layer of asphalt.

City of Kenai
Fiscal Year 2022 Capital Budget

Fund 751 - Trail Construction Improvement Capital Project Fund

	<u>FY2021</u> <u>Projected</u>	<u>FY2022</u> <u>Adopted</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>
Revenues -						
Grants	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Transfer from General Fund	-	-	85,000	-	-	-
Total Revenues	-	-	285,000	-	-	-
Expenditures:						
Prior Year's Authorizations -						
Municipal Park Trail Construction	-	36,600	-	-	-	-
Expenditures - Current & Future Year Authorizations:						
Municipal Park boardwalk/bridge	-	-	85,000	-	-	-
Nordic trail lighting	-	-	200,000	-	-	-
Total Current & Future Year Authorizations	-	-	285,000	-	-	-
Total Expenditures	-	36,600	285,000	-	-	-
Contribution to/(From) Fund Balance	-	(36,600)	-	-	-	-
Beginning Fund Balance	36,600	36,600	-	-	-	-
Ending Fund Balance	36,600	-	-	-	-	-
Assigned -						
Municipal Park Trail Construction	(36,600)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX

1. City of Kenai Schedule of Rates, Charges, and Fees
2. Employee Classification Plan
3. Authorized Personnel Staffing Table
4. Permanent Position Organizational Chart
5. FY2022 Salary Schedules
 - Permanent Positions
 - Temporary Positions
6. Chart of Accounts
7. Community Profile
8. Glossary of Key Terms

City of Kenai

Schedule of Rates, Charges and Fees



Paul Ostrander

Paul Ostrander, City Manager

Effective Date: JULY 1, 2021

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	\$1.79
14.05.010 (b)(2)	Non-signatory per thousand pounds	\$2.33
	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	\$35.54
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$35.54
	Terminal Building Rent -- Joint Use Space	
	-signatory -- baggage make up area (per square foot per year)	\$21.54
	-signatory -- baggage break down area (per square foot per year)	\$21.54
	-non-signatory terminal rates 30% higher	
	Vehicle Parking Fees at Terminal	
	-short term 0 - 2 hours	FREE
	-24 hours	\$7.00
	-annual permit	\$700.00
	-annual parking permit w/electric	\$1,000.00

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
	Conference Room Fees	
	- 0 - 2 hours	\$50.00
	- 2 - 4 hours	\$100.00
	- 4 - 6 hours	\$200.00
	-More than 8 hours (same day and no later than 10:00 pm)	\$300.00
	-Cleaning fee (if room is not cleaned)	\$100.00
	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	\$1.21
	-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	\$0.55

21.10.090 (a)

Airport Reserve Land Annual Lease Rates

<u>Legal Description of Property</u>	<u>KPB Parcel ID No.</u>	<u>FY22 Annual Rent</u>
Lot 2, Block 2, FBO Subdivision	04336004	\$6,456.24
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	\$15,412.64
Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	\$5,856.80
Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	\$5,900.96
Lot 9A, Block 5, General Aviation Apron No. 6	04324026	\$13,700.56
Lot 1, Block 2, FBO Subdivision	04336003	\$6,720.80
Lot 1, FBO Subdivision No. 7	04336034	\$12,581.76
Lot 3, FBO Subdivision No. 7	04336036	\$17,824.08
Lot 5, FBO Subdivision No. 9	04336043	Subject to Appraisal
Tract A1, Baron Park 2007 Replat	04501031	\$35,960.80
Tract C-1, Gustly Subd. No. 8	04327034	\$3,489.36
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
Lot 5A, Block 1, FBO Subdivision	04336049	Subject to Appraisal
Tract A2, General Aviation No. 7	04324030	\$ 24,000.00

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
	Markers:	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	\$50.00
<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
	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 FEES</u>		
21.10.040 (a) and 21.05.025 (a)	Land Lease Application Fee	\$100.00
21.10.070 (a) and 22.05.045 (a)	Land Lease Amendment Application Fee	\$100.00
21.10.070 (a) and 22.05.045 (a)	Land Lease Extension Application Fee	\$100.00
21.10.070 (a) and 22.05.045 (a)	Land Lease Renewal Application Fee	\$100.00
	Consent to Sublease Application Fee	\$50.00
22.05.045 (a)	Land Lease Assignment Application Fee	\$100.00
22.05.100 (a)	Competitive Land Purchase Application Fee	\$100.00
22.05.100 (a)	Non-Competitive Land Lease or Purchase Fee	\$100.00
	Special Use Permit Application Fee	\$100.00

LIBRARY FEES

APX - Library Regulations and Policies

1. **Default fees for lost, stolen or damaged materials when no retail value is available.**
 - a. -Adult book (hardcover) \$30.00
 - b. -Adult large print \$35.00
 - c. -Adult audiobook \$50.00
 - d. -Youth board book \$10.00
 - e. -Youth book (hardcover) or picture book \$20.00
 - f. -Youth audiobook \$25.00
 - g. -Adult/youth trade paperbacks \$15.00
 - h. -Adult/youth mass market paperbacks \$8.00
 - i. -Magazines \$5.00
 - j. -Video/DVD/music CD \$25.00
 - k. -DVD set \$50.00
 - l. -Interlibrary loan item (fee or actual cost charged by lender) \$30.00
 - m. -Juvenile kits/Adult kits/Playaway launchpads \$120.00
 - n. -Microfilm reel or microfiche \$35.00
 - o. -Projector/screen kit \$1,000.00
 - p. -Chromebook kit \$350.00
 - q. -Laptop \$800.00
 - r. -Fishing rods and reels \$59.00
2. **Proctoring per test** \$20.00
3. **Replacement Costs**
 - a. -item barcode \$1.00
 - b. -replacement library card \$1.00
 - c. -mylar book cover \$1.00
 - d. -music DC or single disc DVD case \$2.00
 - e. -multidisc DVD or audiobook case \$5.00
 - f. -power cord \$20.00
4. **Damages**
 - a. -defaced or torn pages per page \$2.00
5. **Photocopying and Printing**
 - a. -Black & white prints or copies (per single-sided page) \$0.25
 - Color - photocopies only (per single-sided page) \$0.50
6. **Equipment check out**
 - a. - refundable security deposit (credit card only) \$50.00
 - b. - rental fee per checkout period (3 days) \$3.00
7. **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
	Kenai Recreation Center	
	-Weights/Cardio/Sauna - includes weight/cardio room, shower, sauna and gym. (must be 16 or older unless accompanied by guardian)	
	-Adults	\$5.00
	-College Students	\$2.50
	-High School Students and younger	FREE
	-Seniors (55 and older)	\$2.50
	-Adult 10 visit punch card	\$40.00
	-Adult Monthly Pass	\$50.00
	-College Student & Senior Monthly Pass	\$25.00
	-Basketball/Pickleball - includes basketball gym and showers	
	-Adults	\$3.00
	-College Students	\$3.00
	-High School Students and younger	FREE
	-Adult & College Student Monthly Pass (All Ages)	\$25.00
	-Gym Punch Card - 12 Visits (All ages)	\$25.00
	-Racquetball & Wallyball Court Rentals - per hour and includes showers for participants.	
	-Adult Racquetball	\$10.00
	-Racquetball Punch Card (10 hours all ages)	\$80.00
	-Adult Wallyball	\$12.00
	-Wallyball Punch Card (10 hours all ages)	\$100.00
	-Facility Passes - includes weights/cardio/sauna and basketball/pickleball	
	-Adults - monthly	\$70.00
	-Adults - annual	\$700.00
	-College Students & Seniors (55 and older) - monthly	\$45.00
	-College Students & Seniors (55 and older) - annual	\$450.00
	-Facility Rental - per hour	
	-Damage Deposit	\$100.00
	-Gym	\$50.00
	-1/2 Gym	\$25.00
	-City League Basketball	
	-Player fee	\$55.00
	-Team fee	\$650.00
	Parks/Gazebos/Gardens	
	-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	
	-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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>PLANNING & ZONING</u>		
<u>KENAI ZONING CODE</u>		
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
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POLICE DEPARTMENT

ABANDONED PROPERTY (OTHER THAN MOTOR VEHICLES)

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

City of Kenai
Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>PUBLIC WORKS & CAPITAL PROJECTS</u>		
<u>BUILDING PERMIT FEES</u>		
<u>Commercial Structures</u>		
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
	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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<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

CITY DOCK FEES

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
	New construction service turn-on and shut off for system testing	\$150.00
	New construction service turn-on for occupancy	\$0.00
	Service valve & key box installation by City	\$0.00
	Key box location	Actual Cost
		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, 2020:		
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,105.20
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,115.17
	2-B apartment=876 sq. ft. Street Side (2)	\$1,057.39
	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)	\$947.46
	1-A apartment=586 sq. ft. Street Side (5)	\$900.98
	1-B apartment=637 sq. ft. Street Side (4)	\$919.77
	1-B apartment=637 sq. ft. Ocean Side (6)	\$967.24
	1-C apartment=682 sq. ft. Ocean Side (4)	\$984.06
	1-C apartment=682 sq. ft. Street Side (4)	\$936.58
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,105.20
	2-A apartment=826 sq. ft. Street Side (1)	\$1,057.39
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,115.17
	2-B apartment=876 sq. ft. Street Side (2)	\$1,057.39
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,095.81
	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
	Apartment Internal Move Fee	\$500.00

City of Kenai
Fiscal Year 2022 Consolidated Operating Budget

Employee Classification Plan

Class Code	Class Title	Range
<i>(A) Supervisory and Professional</i>		
101	City Manager	NG
102	City Attorney	NG
103	City Clerk	NG
104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (It) Manager	23
119	Assistant To City Manager/Special Projects	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	22
123	Human Resources Director*	26
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	IT Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	8
219	Data Entry Clerk	1
<i>(C) Public Safety</i>		
302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17
314	Police Trainee	21/1 ¹
315	Deputy Chief	25
316	Chief Animal Control Officer	16
317	Animal Control Officer	14

**City of Kenai
Fiscal Year 2022 Consolidated Operating Budget**

Employee Classification Plan

Class Code	Class Title	Range
<i>(D) Public Works</i>		
400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
404	Wastewater Treatment Plant Operator II	18
405	Water and Sewer Operator II	18
406	Water and Sewer Operator I	15
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	Water and Sewer Foreman	21
412	Building Maintenance Technician	17
413	Wastewater Treatment Plant Lead Operator	19
414	Wastewater Treatment Plant Foreman	21
415	Wastewater Treatment Plant Operator I	15
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19
420	Water and Sewer Lead Operator	19
<i>(E) General Services</i>		
504	Parks, Beautification and Recreation Operator	14
505	Parks, Beautification and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	6
512	Driver	1

* Department Heads

¹for work performed after February 21, 2009, while attending the Alaska Public Safety Academy, a Police Trainee shall be paid at a Range 1, Step F. Because of a fluctuating and unpredictable training schedule, the employee shall be considered to work twelve (12) hours per day from Monday through Saturday and eleven (11) hours on Sunday, or the actual number of hours worked, whichever is greater. The normal work schedule at the Academy shall be five (5) eight (8) hour shifts from Monday to Friday rather than four (4) ten (10) hour shifts as stated in KMC 23.30.050(B)(1).

City of Kenai
Fiscal Year 2022 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 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	14.00	14.00	14.00	1.00	1.00	1.00
<u>Legal Department</u>	City Attorney	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	14.00	14.00	14.00	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/Special Projects	23.00	23.00	23.00	1.00	1.00	1.00
	Temporary Grant Writer	-	-	T15.00	-	-	0.50
<u>Human Resources</u>	Human Resource Director	26.00	26.00	26.00	1.00	1.00	1.00
<u>Finance Department</u>	Finance Director	29.00	29.00	29.00	1.00	1.00	1.00
	IT Manager	23.00	23.00	23.00	1.00	1.00	0.88
	Desktop Support Technician	-	-	13.00	-	-	0.84
	IT Intern	T6.00	T6.00	-	0.10	0.10	-
	Accountant	21.00	21.00	21.00	1.00	1.00	1.00
	Accounting Technician I	15.00	15.00	15.00	0.50	0.50	0.50
	Accounting Technician II	16.00	16.00	16.00	1.00	1.00	1.00
	Administrative Assistant I	13.00	13.00	13.00	0.25	0.31	0.31
<u>Land Administration</u>	Temporary Land Technician	T15.00	T15.00	T15.00	0.02	-	-
<u>Non-Departmental</u>	Lead Janitor	-	3.00	3.00	-	0.35	-
	Janitor	-	3.00	3.00	-	0.35	0.30
<u>Planning & Zoning Department</u>	City Planner	21.00	21.00	23.00	0.70	0.70	0.70
	Administrative Assistant III	15.00	15.00	15.00	1.00	1.00	1.00
	Commissioners	Unclassified	Unclassified	Unclassified			
<u>Police Department</u>	Police Chief	28.00	28.00	28.00	1.00	1.00	1.00
	Police Lieutenant	25.00	25.00	27.00	1.00	1.00	1.00
	Police Sergeant	23.00	23.00	24.00	3.00	3.00	3.00
	Police Officer	21.00	21.00	21.00	13.00	13.00	13.00
	Temporary Enforcement Officer	T8.00	T8.00	T8.00	0.60	0.60	0.60
	Administrative Assistant III	15.00	15.00	15.00	1.00	1.00	1.00
	Janitor	-	3.00	3.00	-	0.35	0.05
	Lead Janitor	-	-	3.00	-	-	0.25
<u>Fire Department</u>	Fire Chief	27.00	27.00	27.00	1.00	1.00	1.00
	Deputy Chief	25.00	25.00	25.00	1.00	1.00	1.00
	Fire Marshall	22.00	22.00	22.00	1.00	1.00	1.00
	Fire Captain	21.00	21.00	21.00	3.00	3.00	3.00
	Fire Engineer	20.00	20.00	20.00	3.00	3.00	3.00
	Firefighter/EMT	18.00	18.00	18.00	10.00	10.00	10.00
	Administrative Assistant II	14.00	14.00	14.00	1.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	17.00	17.00	17.00	1.00	1.00	1.00
	Public Safety Dispatcher	14.00	14.00	14.00	7.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	16.00	16.00	16.00	1.00	1.00	1.00
	Animal Control Officer	14.00	14.00	14.00	2.00	2.00	2.00
<u>Public Works Administration</u>	Public Works Director	28.00	28.00	28.00	0.71	0.71	0.71
	Capital Project Manager	-	-	23.00	-	-	1.00
	Administrative Assistant III	-	-	15.00	-	-	0.71
	Administrative Assistant II	14.00	14.00	14.00	1.00	1.00	-
<u>Shop Department</u>	Shop Foreman	21.00	21.00	21.00	1.00	1.00	1.00
	Shop Mechanic	19.00	19.00	19.00	2.00	2.00	2.00
<u>Street Department</u>	Street Foreman	21.00	21.00	21.00	0.91	0.91	0.91
	Equipment Lead Operator	19.00	19.00	19.00	0.90	0.90	0.90
	Equipment Operator	16.00	16.00	16.00	3.64	3.64	3.60
	Temporary Equipment Operator	T16.00	T16.00	T16.00	-	-	-

City of Kenai
Fiscal Year 2022 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>
<u>Building Department</u>	Building Official	22.00	22.00	22.00	1.00	1.00	1.00
	Building Maintenance Lead Technician	19.00	19.00	19.00	0.66	0.66	0.66
	Building Maintenance Technician	17.00	17.00	17.00	0.66	0.66	0.66
<u>Library</u>	Library Director	23.00	23.00	23.00	1.00	1.00	1.00
	Administrative Assistant III	15.00	15.00	15.00	1.00	1.00	1.00
	Library Assistant	11.00	11.00	11.00	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	8.00	8.00	8.00	1.00	1.00	1.00
	Library Aide (52 week 14 hr/week position)	8.00	8.00	8.00	1.05	1.05	1.05
	Library Aide (52 week 25 hr/week position)	8.00	8.00	8.00	0.60	0.62	0.62
	Janitor	-	3.00	3.00	-	0.35	0.35
	Lead Janitor	-	-	3.00	-	-	0.10
<u>Parks, Recreation & Beautification</u>							
<u>Department</u>	Parks & Recreation & Beautification Director	22.00	22.00	22.00	0.96	0.96	0.96
	Parks & Recreation & Beautification Operator	14.00	14.00	14.00	1.98	1.92	1.92
	Parks, Recreation & Beautification Laborer	6.00	6.00	6.00	0.97	0.98	0.98
	Temporary Parks & Grounds Maintenance Crew Leader	T3.00	T3.00	T3.00	0.48	0.40	0.40
	Temporary Parks & Grounds Maintenance Worker	T1.00	T1.00	T1.00	1.67	1.77	1.77
	Temporary Parks & Grounds Gardener	T2.00	T2.00	T2.00	0.29	0.29	0.29
	Administrative Assistant I	13.00	13.00	13.00	0.50	0.50	-
	Administrative Assistant III	-	-	13.00	-	-	0.95
	Recreation Center Assistant	-	-	3.00	-	-	3.00
<u>Dock</u>	Street Foreman	21.00	21.00	21.00	0.04	0.04	0.04
	Equipment Lead Operator	19.00	19.00	19.00	0.04	0.04	0.04
	Equipment Operator	16.00	16.00	16.00	0.19	0.19	0.19
<u>General Fund Totals</u>					<u>91.42</u>	<u>92.85</u>	<u>97.74</u>
<u>Water and Sewer Fund</u>							
<u>Water</u>	Public Works Director	28.00	28.00	28.00	0.09	0.09	0.09
	Administrative Assistant III	-	-	15.00	-	-	0.09
	Water & Sewer Foreman	21.00	21.00	21.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	19.00	19.00	19.00	0.50	0.50	0.50
	Water & Sewer Operator	18.00	18.00	18.00	1.00	1.00	1.00
	Accounting Technician I	15.00	15.00	15.00	0.25	0.25	0.25
	Administrative Assistant I	13.00	13.00	13.00	0.12	0.15	0.15
<u>Sewer</u>	Public Works Director	28.00	28.00	28.00	0.09	0.09	0.09
	Administrative Assistant III	-	-	15.00	-	-	0.09
	Water & Sewer Foreman	21.00	21.00	21.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	19.00	19.00	19.00	0.50	0.50	0.50
	Water & Sewer Operator	18.00	18.00	18.00	1.00	1.00	1.00
	Accounting Technician I	15.00	15.00	15.00	0.25	0.25	0.25
	Administrative Assistant I	13.00	13.00	13.00	0.13	0.16	0.16
<u>Sewer Treatment Plant</u>	Public Works Director	28.00	28.00	28.00	0.12	0.12	0.11
	Administrative Assistant III	-	-	15.00	-	-	0.11
	Sewer Treatment Plant Foreman	21.00	21.00	21.00	1.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	19.00	19.00	19.00	1.00	1.00	1.00
	Sewer Treatment Plant Operator	18.00	18.00	18.00	1.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>					<u>8.04</u>	<u>8.10</u>	<u>8.39</u>
<u>Airport Fund</u>							
<u>Administration</u>	Airport Manager	25.00	25.00	25.00	1.00	1.00	1.00
	Administrative Assistant II	14.00	14.00	14.00	0.67	0.67	0.67
<u>Airfield</u>	Airport Operations Supervisor	20.00	20.00	20.00	1.00	1.00	1.00
	Airport Operations Specialist	16.00	16.00	16.00	1.00	1.00	1.00
	Seasonal Equipment Operator	T16.00	T16.00	T16.00	0.83	0.83	0.83
	Temporary Equipment Operator	T16.00	T16.00	T16.00	0.19	0.19	0.19
<u>Other Buildings & Areas</u>	Temporary Land Technician	T15.00	-	-	0.20	-	-
	City Planner	21.00	21.00	23.00	0.30	0.30	0.30
	Building Maintenance Lead Technician	19.00	19.00	19.00	0.17	0.17	0.17
	Building Maintenance Technician	17.00	17.00	17.00	0.17	0.17	0.17

City of Kenai
Fiscal Year 2022 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>
<u>Airport Terminal</u>	Building Maintenance Lead Technician	19.00	19.00	19.00	0.17	0.17	0.17
	Building Maintenance Technician	17.00	17.00	17.00	0.17	0.17	0.17
	Administrative Assistant II	14.00	14.00	14.00	0.33	0.33	0.33
	Airport Operations Specialist	16.00	16.00	16.00	1.00	1.00	1.00
<u>Airport Fund Totals</u>					<u>7.20</u>	<u>7.00</u>	<u>7.00</u>
<u>Congregate Housing Fund</u>							
<u>Congregate Housing</u>	Senior Center Director	23.00	23.00	23.00	0.35	0.35	0.35
	Administrative Assistant III	15.00	15.00	15.00	0.25	0.25	0.25
	Data Entry Clerk	1.00	1.00	1.00	0.01	0.02	0.02
<u>Congregate Housing Fund Totals</u>					<u>0.61</u>	<u>0.62</u>	<u>0.62</u>
<u>Senior Citizens Fund</u>							
<u>Title III Access</u>	Senior Center Director	23.00	23.00	23.00	0.15	0.15	0.15
	Administrative Assistant III	15.00	15.00	15.00	0.10	0.10	0.10
	Administrative Assistant II	-	-	14.00	-	-	1.00
	Activities & Volunteer Coordinator	6.00	6.00	-	1.00	1.00	-
	Janitor	6.00	3.00	3.00	0.26	0.26	0.26
	Data Entry Clerk	1.00	1.00	1.00	0.06	0.05	0.05
	Temporary Maintenance Assistant	T1.00	T1.00	T1.00	0.06	-	-
<u>Congregate Meals</u>	Senior Center Director	23.00	23.00	28.00	0.14	0.14	0.14
	Administrative Assistant III	15.00	15.00	15.00	0.20	0.21	0.21
	Data Entry Clerk	1.00	1.00	1.00	0.09	0.09	0.09
	Meals Driver, 20 Hours/Week		6.00	6.00	-	0.21	0.21
	Meals Driver, 25 Hours/Week	6.00			0.25	-	-
	Meals Driver, 14 Hours/Week	6.00	6.00	6.00	0.14	0.15	0.15
	Cook	6.00	6.00	6.00	0.41	0.42	0.42
	Janitor	6.00	3.00	3.00	0.04	0.04	0.04
	Kitchen Assistant	2.00	2.00	2.00	0.41	0.42	0.42
	Temporary Kitchen Assistant	T6.00	T6.00	T6.00	0.01	0.02	0.02
<u>Home Meals</u>	Senior Center Director	23.00	23.00	28.00	0.12	0.13	0.13
	Administrative Assistant III	15.00	15.00	15.00	0.18	0.18	0.18
	Data Entry Clerk	1.00	1.00	1.00	0.08	0.08	0.08
	Cook	6.00	6.00	6.00	0.35	0.36	0.36
	Janitor	6.00	3.00	3.00	0.03	0.03	0.03
	Kitchen Assistant	2.00	2.00	2.00	0.35	0.36	0.36
	Temporary Kitchen Assistant	T6.00	T6.00	T6.00	0.01	0.01	0.02
	Meals Driver, 20 Hours/Week		6.00	6.00	-	0.18	0.18
	Meals Driver, 25 Hours/Week		2.40	6.00	0.22	-	-
	Meals Driver, 14 Hours/Week	6.00	6.00	6.00	0.12	0.12	0.12
<u>Transportation</u>	Senior Center Director	23.00	23.00	28.00	0.15	0.15	0.15
	Administrative Assistant III	15.00	15.00	15.00	0.15	0.15	0.15
	Data Entry Clerk	1.00	1.00	1.00	0.05	0.05	0.05
	Driver, 14 Hours/Week	1.00	1.00	1.00	1.05	0.70	0.70
<u>Choice Waiver</u>	Senior Center Director	23.00	23.00	28.00	0.09	0.08	0.08
	Administrative Assistant III	15.00	15.00	15.00	0.12	0.11	0.11
	Data Entry Clerk	1.00	1.00	1.00	0.06	0.06	0.06
	Cook	6.00	6.00	6.00	0.24	0.22	0.22
	Kitchen Assistant	2.00	2.00	2.00	0.24	0.22	0.22
	Temporary Kitchen Assistant	T6.00	T6.00	T6.00	0.02	0.01	0.01
	Meals Driver, 20 Hours/Week		6.00	6.00	-	0.11	0.11
	Meals Driver, 25 Hours/Week	6.00			0.15	-	-
	Meals Driver, 14 Hours/Week	6.00	6.00	6.00	0.09	0.08	0.08
	Janitor	6.00	3.00	3.00	0.02	0.02	0.02
<u>Senior Citizen Fund Total</u>					<u>7.21</u>	<u>6.67</u>	<u>6.68</u>

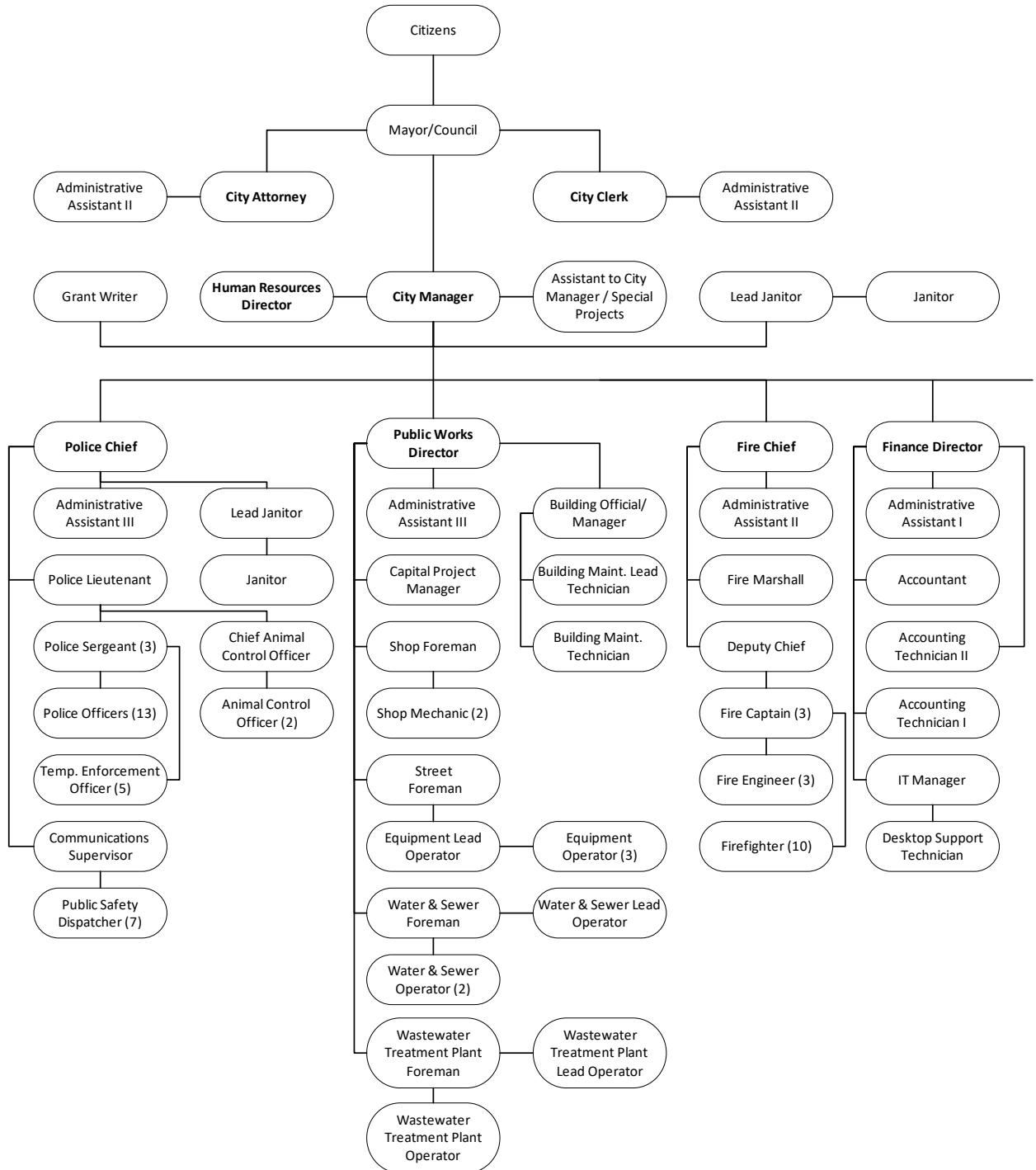
City of Kenai
Fiscal Year 2022 Consolidated Operating Budget

Authorized Personnel Staffing Table

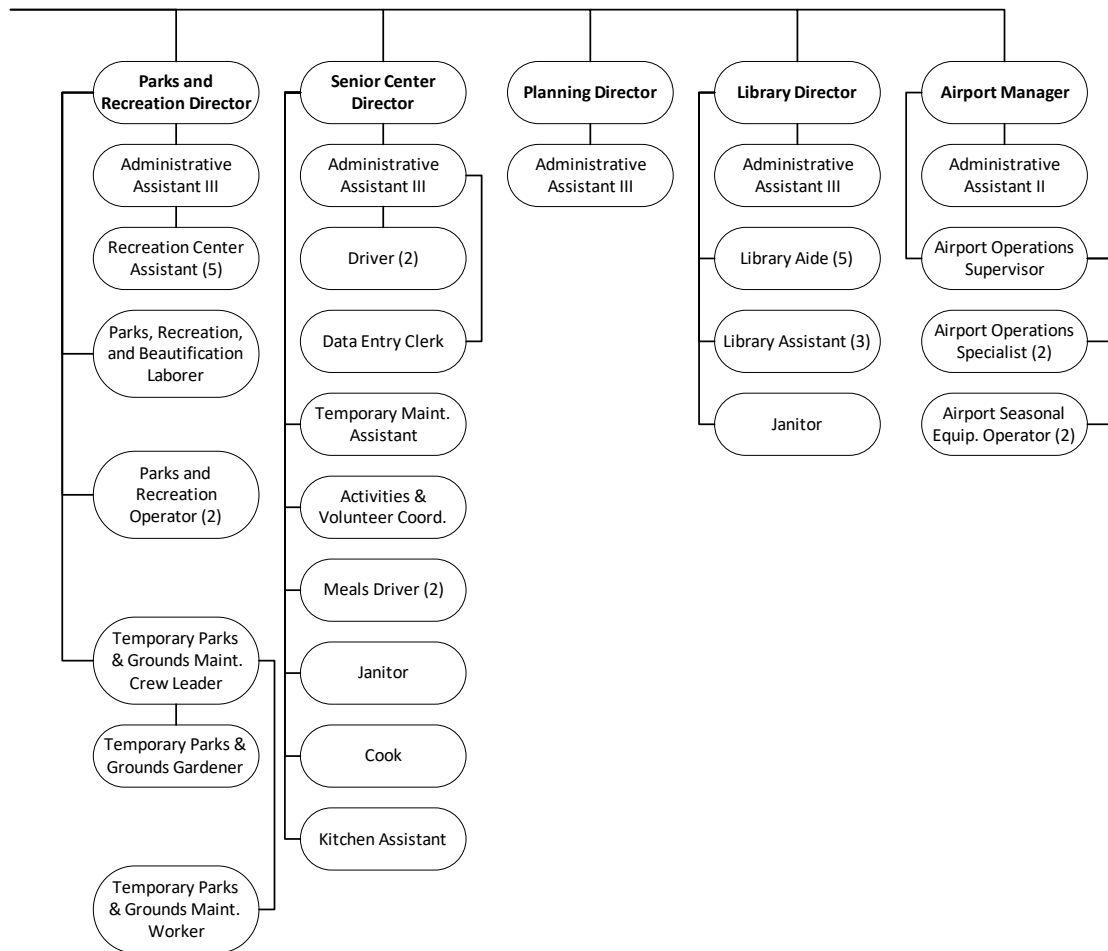
<u>Department</u>	<u>Position Title</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>
<u>Personal Use Fishery Fund</u>							
<u>Public Safety</u>	Temporary Enforcement Officer	T8.00	T8.00	T8.00	0.56	0.56	0.56
<u>Streets</u>	Street Foreman	21.00	21.00	21.00	0.03	0.03	0.03
	Equipment Lead Operator	19.00	14.00	14.00	0.04	0.04	0.04
	Equipment Operator	16.00	16.00	16.00	0.10	0.10	0.14
<u>Parks, Recreation & Beautification</u>							
<u>Department</u>	Parks & Recreation & Beautification Director	22.00	22.00	22.00	0.04	0.04	0.04
	Parks & Recreation & Beautification Operator	14.00	14.00	14.00	0.02	0.08	0.08
	Parks, Recreation & Beautification Laborer	6.00	6.00	6.00	0.03	0.02	0.02
	Parks & Grounds Maintenance Crew Leader	3.00	3.00	3.00	0.06	0.06	0.06
	Parks & Grounds Maintenance Worker	1.00	1.00	1.00	0.63	0.13	0.15
	IT Manager	-	-	23.00	-	-	0.12
	Desktop Support Technician	-	-	13.00	-	-	0.16
	Temporary Fishery Cashier	-	T1.00	T1.00	-	0.57	0.57
	Temporary Beach Service Assistant	-	T1.00	T1.00	-	0.07	0.07
	Administrative Assistant I	13.00	13.00	-	0.50	0.50	-
	Administrative Assistant III	-	-	15.00	-	-	0.05
<u>Dock</u>	Street Foreman	21.00	21.00	21.00	0.02	0.02	0.02
	Equipment Lead Operator	19.00	19.00	19.00	0.02	0.02	0.02
	Equipment Operator	16.00	16.00	16.00	0.07	0.07	0.07
	Temporary Dock Worker	T8.00	T8.00	T8.00	0.33	0.33	0.33
<u>Personal Use Fishery Fund Total</u>					<u>2.45</u>	<u>2.64</u>	<u>2.53</u>
All Funds Totals					<u>116.93</u>	<u>117.88</u>	<u>122.96</u>

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**City of Kenai
FY2022 Permanent Positions
Organizational Chart**



City of Kenai
FY2022 Permanent Positions
Organizational Chart



City of Kenai
Fiscal Year 2022 Operating Budget

Permanent Position - Classified Salary Schedule

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$ 12.75	\$ 13.07	\$ 13.39	\$ 13.71	\$ 14.03	\$ 14.34	\$ 14.66	\$ 14.98	\$ 15.30
2	13.39	13.72	14.06	14.39	14.73	15.06	15.40	15.73	16.07
3	14.06	14.41	14.76	15.11	15.47	15.82	16.17	16.52	16.87
4	14.76	15.13	15.50	15.87	16.24	16.61	16.97	17.34	17.71
5	15.50	15.89	16.28	16.66	17.05	17.44	17.83	18.21	18.60
6	16.28	16.69	17.09	17.50	17.91	18.32	18.72	19.13	19.54
7	17.09	17.52	17.94	18.37	18.80	19.23	19.65	20.08	20.51
8	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
9	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
10	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
11	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
12	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
13	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
14	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
15	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
16	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
17	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
18	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
19	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
20	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
21	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
22	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
23	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
24	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
25	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
26	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
27	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
28	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
29	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$ 21.28	\$ 21.81	\$ 22.34	\$ 22.88	\$ 23.41	\$ 23.94	\$ 24.47	\$ 25.00	\$ 25.54
19	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
20	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
21	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
22	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department head service employees

Range	Minimum	Maximum
23	\$ 79,084	\$ 104,382
24	81,108	109,586
25	87,201	115,117
26	91,591	120,903
27	96,108	126,857
28	100,944	133,256
29	106,120	140,076

**City of Kenai
Fiscal Year 2022 Operating Budget**

Temporary Position Salary Schedule

Temporary employees excluding those engaged in fire protection activities.

Range	A	B	C
	Step		
T1	\$ 12.75	\$ 13.07	\$ 13.39
T2	13.39	13.72	14.06
T3	14.06	14.41	14.76
T4	14.76	15.13	15.50
T5	15.50	15.89	16.28
T6	16.28	16.69	17.09
T7	17.09	17.52	17.94
T8	18.29	18.75	19.20
T9	19.21	19.69	20.17
T10	20.16	20.66	21.17
T11	21.16	21.69	22.22
T12	22.24	22.80	23.35
T13	23.36	23.94	24.53
T14	24.52	25.13	25.75
T15	25.73	26.37	27.02
T16	27.02	27.70	28.37
T17	28.40	29.11	29.82
T18	29.79	30.53	31.28
T19	31.29	32.07	32.85
T20	32.84	33.66	34.48
T21	34.49	35.35	36.21
T22	36.21	37.12	38.02
T23	38.01	38.96	39.91
T24	39.92	40.92	41.92
T25	41.92	42.97	44.02
T26	44.04	45.14	46.24
T27	46.20	47.36	48.51
T28	48.53	49.74	50.96
T29	51.02	52.30	53.57

Temporary employees engaged in fire protection activities.

Range	A	B	C
	Step		
T18	\$ 21.28	\$ 21.81	\$ 22.34
T19	22.35	22.91	23.47
T20	23.47	24.06	24.64
T21	24.64	25.26	25.87
T22	25.88	26.53	27.17

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 - Transfer of funds from one fund to another.

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 7,807. 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	2019
City of Kenai	7,100	7,807
Kenai Peninsula Borough	55,400	58,617

Population by Sex/Age	2010	2019
Male	3,523	3,942
Female	3,577	3,865
Under 18	27.8%	24.6%
18 & over	72.2%	75.4%
Median age	34.7	38.4
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	2019
White	5,745	5,528
African American	34	31
Asian	115	203
American Indian and Alaska Native	607	1,015
Native Hawaiian and Pacific Islander	16	109
Identified by two or more	347	398
Hispanic		523

Household Income	2010	2019
Number of households	2,809	3,143
Average household size	2.51	2.45
Median household income	\$52,701	\$59,628
Persons in poverty	10.3%	13.4%

Education (persons age 25+)	2010	2019
High school graduate or higher	91.6%	86.8%
Bachelor's degree or higher	18.0%	19.4%

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	2020
Kenai Peninsula Borough	10.0%	7.8%

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	2020
Administrative, Waste Management	\$1,062,501	\$1,110,850
Agriculture, Forestry, Fishing & Hunting	315,732	155,119
Arts and Entertainment	695,471	1,411,956
Construction Contracting	1,456,752	1,199,887
Educational Services	175,043	232,524
Finance and Insurance	275,774	337,654
Guiding	455,184	857,612
Health Care and Social Assistance	235,561	65,935
Hotel/Motel/Bed & Breakfast	5,981,613	3,852,101
Information	8,654,950	4,678,275
Manufacturing	881,789	820,879
Mining/Quarrying	81,557	88,083
Professional, Scientific and Technical Services	3,538,031	4,331,203
Public Administration	2,344,821	3,497,771
Rental Commercial Property	149,495	415,282
Rental Non-Residential Property	2,258,534	1,477,100
Rental of Self-storage & Mini-warehouses	22,669	1,419,576
continued,		

Taxable Sales by Category (July 1 – June 30)	2010	2020
Rental Personal Property	710,003	1,060,985
Rental Residential Property	5,022,254	5,035,422
Rental of Self-storage & Miniwarehouses	-	426,061
Restaurant/Bar	12,815,368	16,121,034
Retail Trade	120,617,426	188,461,542
Services	3,769,033	5,109,416
Telecommunications	2,075,901	2,677,437
Transportation and Warehousing	2,265,198	314,981
Utilities	9,009,856	11,338,036
Wholesale Trade	1,610,247	3,679,359
Other	<u>1,631</u>	<u>2,905</u>
Total	<u>\$186,490,842</u>	<u>\$258,701,884</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.

GLOSSARY OF KEY TERMS

Accrual Basis - The basis of accounting under which the financial effects of a transaction and other events and circumstances that have cash consequences for the governmental entity are recorded in the period in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the entity.

Adopted Budget - Refers to the budget amounts as originally approved by the Kenai City Council at the beginning of the year and also to the budget document which consolidates all beginning of the year operating appropriations and new capital project appropriations.

Annual Budget - A budget developed and enacted to apply to a single fiscal year.

Appraise - To estimate the value, particularly the value of property. If the property is valued for taxations, the narrower term "assess" is substituted.

Appropriation Ordinance - The official enactment by the City Council establishing the legal authority for the City administrative staff to obligate and expend resources.

Assessed Valuation - The valuation set upon all real and personal property in the City that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

Audit - A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspections, observation, inquiries and confirmations with third parties.

Automatic Aid: A plan developed between two or more fire departments for immediate joint response on first alarms. Defines area of response and defines what will respond, including initial response vehicle and manning.

Available Fund Balance - The difference between fund assets and fund liabilities of governmental and proprietary fund types that is not reserved for specific purposes.

Basis of Accounting - A term used to refer to when revenues, expenditures, expenses, and transfers - and the related assets and liabilities - are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

Bond - Most often, a written promise to pay a specified sum of money, called the par value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and bond is that the latter is issued for a longer period and requires greater legal formality.

Bond Ordinance - An ordinance authorizing a bond issue.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Sometimes the term "budget" designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

GLOSSARY OF KEY TERMS

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Budget Document - The official written statement prepared by the City's administrative staff to present a comprehensive financial program to the City Council. The first part provides overview information, together with a message from the budget-making authority, and a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of personnel and salary schedules, the chart of accounts, and a glossary.

Capital Improvement Plan - A plan that identifies: (a) all capital improvements which are proposed to be undertaken during a five fiscal year period; (b) the cost estimate for each improvement; (c) method of financing each improvement; and (d) the recommended time schedule for each project.

Capital Projects - Projects which purchase or construct fixed assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Projects Funds - Funds established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than proprietary and trust funds).

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government. It includes: (a) the five

combined financial statements in the combined statement-overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial report pyramid. It also includes support schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and detailed statistical sections.

Contingency - Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

Contractual Services - Items of expenditure from services the City receives primarily from an outside company.

Debt Service Funds - Funds established to account for the accumulation of resources for and the payment of, general long-term debt principal and interest that resulted from the issuance of bonds.

Deficit - The excess of expenditures over revenues during an accounting period, or in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

Department - The City administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

Depreciation - In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of the asset. Each period is charged with a portion of the cost. Through this process, the entire cost of the asset less the salvage value is ultimately charged off as an expense.

GLOSSARY OF KEY TERMS

Employee Benefits – Contributions made by the City to designated funds to meet commitments or obligations for employee fringe benefits. Included is the City's share of costs for pension, medical, and life insurance plans.

Encumbrances – Commitments related to unperformed contracts, in the form of purchase orders or contracts, for goods or services. Used in budgeting, encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures that will result if unperformed contracts in process are completed.

Enterprise Fund - A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case the intent of the governing body is that the expenses including depreciation of providing goods as services to the general public on a continuing basis be financed or recovered primarily through user charges. Included in this category are two hospitals.

Expenditure - Decreases in net financial resources. Expenditures include current operating expenses, requiring the present or future use of net current assets, debt service and capital outlays, and inter-governmental grants, entitlements and shared revenues.

Expenses - Outflows or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

Fiduciary Fund Types - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individuals, private organizations, other government units

and/or other funds.

Financial Resources - Cash and other assets that, in the normal course of operations, will become cash.

Fiscal Year - The twelve-month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operations. The City's fiscal year extends from July 1 to the following June 30.

Fixed Assets - long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land.

Function - A group of related activities aims at accomplishing a major service for which a government is responsible.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and/or other financial resources, all related liabilities, and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

Fund Balance Appropriated - The amount of fund balance budgeted as a revenue source.

Fund Categories - Funds used in governmental accounting are classified into three broad categories: governmental, proprietary and fiduciary.

GLOSSARY OF KEY TERMS

Fund Type - The three broad fund categories of governmental accounting are subdivided into seven fund types. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and fiduciary.

General Fund - A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the City, including the school district, which is not accounted for in specific purpose funds. The primary sources of revenue for this fund are local taxes and federal and state revenues.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial account and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

Governmental Fund Types - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grants - Contributions or gifts of cash or other assets from another government or other organization to be used for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

Interfund Transfers - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers and operating transfers.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlements, or shared revenues or payments in lieu of taxes.

Internal Service Fund - A proprietary fund type used to account for the financing of goods or services provided by one department of a government to other departments.

Investment - Securities held for the production of income in the form of interest in compliance with the policies set out by the City code of ordinances.

Levy - To impose taxes, special assessments or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments or service charges imposed by a government.

Liabilities - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Measurement Focus - The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Mill - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

GLOSSARY OF KEY TERMS

Mill Rate - The tax rate on property, based on mill(s). A rate of 1 mill applied to a taxable value of \$100,000 would yield \$100 in tax.

Modified Accrual Basis of Accounting -

A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is when they are both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and

(2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Mutual Aid: Reciprocal assistance by emergency services under a prearranged plan. Not an automatic response, but a requested response. Request identifies resources requested and manning. Does not need to be a defined area but generally is between adjacent entities or those relatively close in proximity of each other.

Non-Departmental - Refers to a group of governmental activities, which are not associated with and cannot be allocated to any particular department.

Ordinance - A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an

ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Other Financing Sources – Increase in current financial resources that is reported separately from revenues to avoid distorting revenue trends. Governmental fund general long-term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers in, service charges, and fees for governmental services.

Performance Measures - Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity.

Personnel Services - Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees, including employee benefit costs such as the City's contribution for retirement, social security, and health and life insurance.

Program - Group activities, operations or organizational units directed to attaining specific purposes or objectives.

Property Tax - A tax levied on the assessed value of property.

Proprietary Funds - A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the City include the enterprise and internal service funds.

Purchase Order - A document authorizing the delivery of specified

GLOSSARY OF KEY TERMS

merchandise or the rendering of certain services for a stated estimated price. Outstanding purchase orders at the end of the fiscal year are called encumbrances.

Replacement Cost - The amount of cash or other consideration that would be required today to obtain the same asset or its equivalent.

Retained Earnings - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

Revenue - Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers are classified as 'other financing sources' rather than as revenues. Increases in the net total assets of a proprietary fund type other than expense refunds, capital contributions, and residual equity transfers. Operating transfers, as in governmental fund types, are classified separately from revenues.

Sales Tax - State legislation allows local governments to levy a sales tax on retail sales in its jurisdiction. The City currently levies 3% on all taxable retail within the City.

Single Audit - An audit performed in accordance with the single audit act of 1984 and the office of management and budget (OMB) circular a-128, audits of state and local governments. The single audit act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are

legally restricted to expenditure for specified purposes.

Tax Levy - The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.