

# ANNUAL BUDGET

July 01, 2022 – June 30, 2023



CITY  
OF  
KENAI,  
ALASKA



KENAI

The Best Place To ALASKA



**CITY OF KENAI  
FISCAL YEAR 2023 CONSOLIDATED OPERATING BUDGET**

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**ANNUAL OPERATING BUDGET  
OF THE  
CITY OF KENAI, ALASKA**



**For the Fiscal Year Beginning  
July 1, 2022**

**Paul Ostrander  
City Manager**

**Prepared by  
FINANCE DEPARTMENT**

**Terry Eubank, CPA  
Finance Director**





## YOUR LOCAL GOVERNMENT

### MEET YOUR ELECTED OFFICIALS



Mayor Brian Gabriel  
Term Expires 2022  
[bgabriel@kenai.city](mailto:bgabriel@kenai.city)

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.



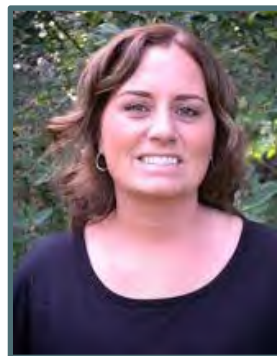
Councilor James Baisden  
Term Expires 2024  
[jbaisden@kenai.city](mailto:jbaisden@kenai.city)



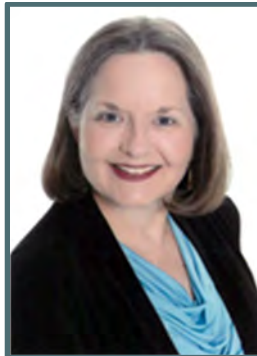
Councilor Deborah Sounart  
Term Expires 2024  
[dsounart@kenai.city](mailto:dsounart@kenai.city)



Councilor Henry Knackstedt  
Term Expires 2023  
[hknackstedt@kenai.city](mailto:hknackstedt@kenai.city)



Councilor Teea Winger  
Term Expires 2023  
[twinger@kenai.city](mailto:twinger@kenai.city)



Councilor Glenese Pettey  
Term Expires 2022  
[gpettey@kenai.city](mailto:gpettey@kenai.city)

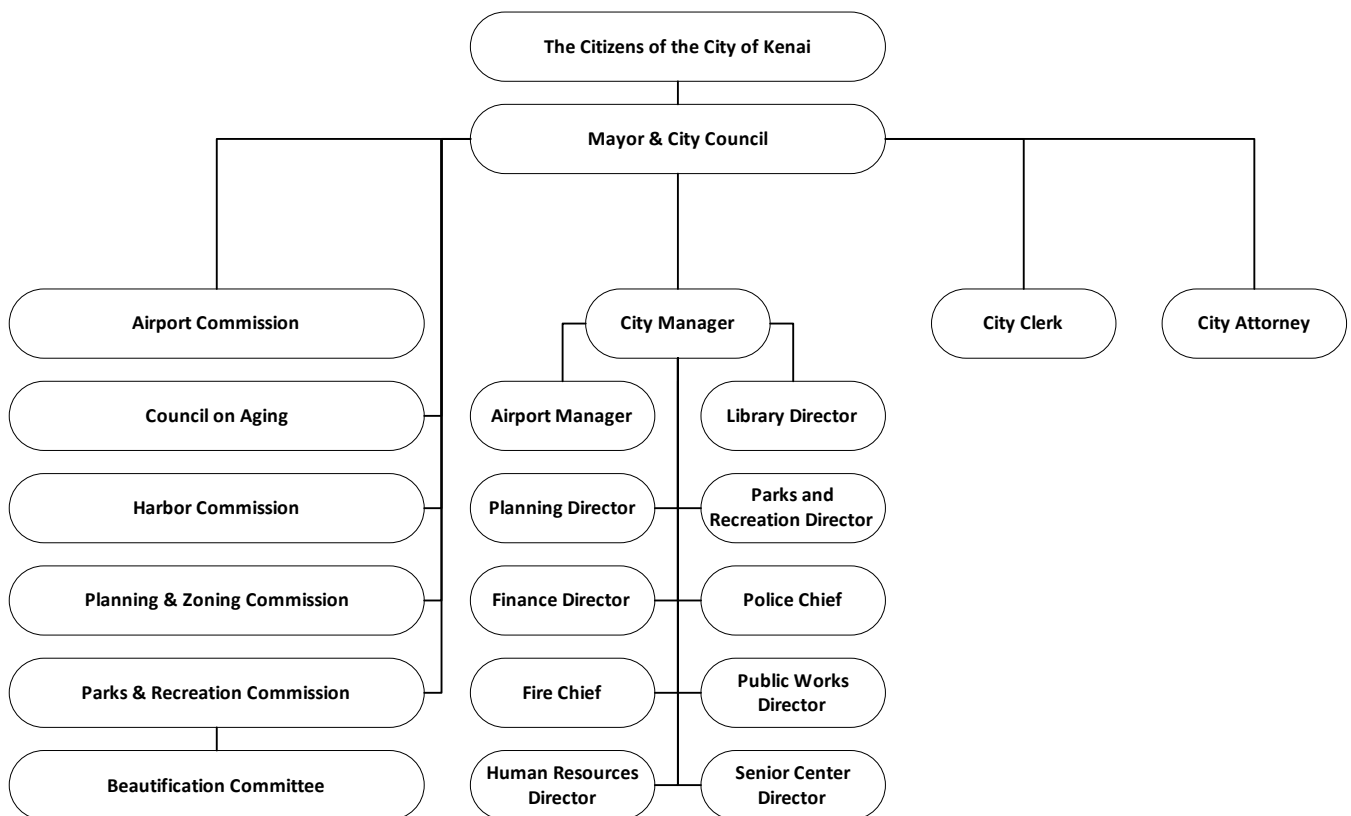


Vice Mayor Jim Glendening  
Term Expires 2022  
[jglendening@kenai.city](mailto:jglendening@kenai.city)

## 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 .....	Michelle Saner
Finance Director .....	Terry Eubank
Human Resource Director .....	Christine Cunningham
Police Chief .....	David Ross
Fire Chief .....	Anthony Prior
Public Works Director .....	Scott Curtin
Library Director .....	Katja Wolfe
Park & Recreation Director .....	Brad Walker
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](http://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 2023 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 2023, 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 2023 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 FY2023 City of Kenai Operating and Capital Budget and the property tax levy for FY2023.
- **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 2020 through budgeted revenues that support the fiscal year 2023 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 FY2022 Goals, FY2023 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.
  - FY2023 City Salary Schedule.
  - Chart of Accounts.
  - Kenai Community Profile.



June 1, 2022

Citizens of Kenai  
Kenai City Council

RE: FY2023 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 FY2023 budget. This budget maintains current service levels within City operations and prioritizes the maintenance of the City's capital infrastructure through major and capital projects. All while remaining mindful of the community's needs and priorities. The FY2023 budget does not change the property tax mill levy or City sales tax rate.

There are no new programs or services, and major project and capital project expenditures focus on maintaining the City's current infrastructure. The FY2023 Budget shows a surplus of \$102,158 after projected lapse of \$880,847 in the General Fund.

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. Over the last several years, a combination of Federal stimulus and tax revenue growth has put the City in a unique position to make overdue strategic investments in our aging infrastructure. This has provided long-term benefits while also providing financial stability by lessening the tax burden for our residents now and into the future. We are in a position to fully fund our five-year Capital Improvement Plan without an increase in property tax or sales tax, contingent on receiving sufficient grant funds to support both the Bluff Stabilization Project and our water and sewer infrastructure. Fiscal constraint will be needed during the next five years, with capital projects focused on maintenance of our existing infrastructure. Investment in any new infrastructure should be strategic, fully vetted, and provide a clear return on investment, while supporting a thriving business, residential, recreational and cultural community.

Major initiatives for the City in FY2023 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. Create 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.
- Streamline and clarify City processes to assist new and existing businesses with projects in Kenai.

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, the priority has been placed on the maintenance of existing assets with an emphasis on the assets needed to provide core City services. Total FY2023 transfers to capital projects by fund are as follows:

General Fund	\$1,398,000
Personal Use Fishery Fund	50,000
Congregate Housing Fund	100,000
Airport Fund	428,125
Water & Sewer Fund	<u>500,000</u>
	<u>\$2,476,125</u>

The FY2023 budget maintains the core services that 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 and succeed in the years to come.

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

Sincerely,



Paul Ostrander  
City Manager



## BUDGET DEVELOPMENT PROCESS

For the FY2023 Budget, the City Council held a work session on January 10<sup>th</sup> at which it discussed and formulated goals for the formation of the FY2023 Budget. Those goals were formally adopted by Resolution 2022-05 on January 19, 2022. Utilizing the goals adopted by the City Council, the City Manager directed all departments to submit a budget that would meet its needs with an emphasis on identifying efficiencies and maintaining the fiscally conservative culture of the City. With inflationary pressures not seen in the Country for forty years, status quo or budget reductions were not expected or required, unless generated through efficiencies.

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. FY2023 projects no use of General Fund, fund balance with a projected surplus of \$102,158. The FY2023 budget includes \$1,398,000 in one-time capital funding and \$289,930 in one-time special project funding.

### **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 1<sup>st</sup> to June 30<sup>th</sup>. The City's budget serves as a roadmap for the fiscal year's expenditures and reflects the goals and policies of the City.

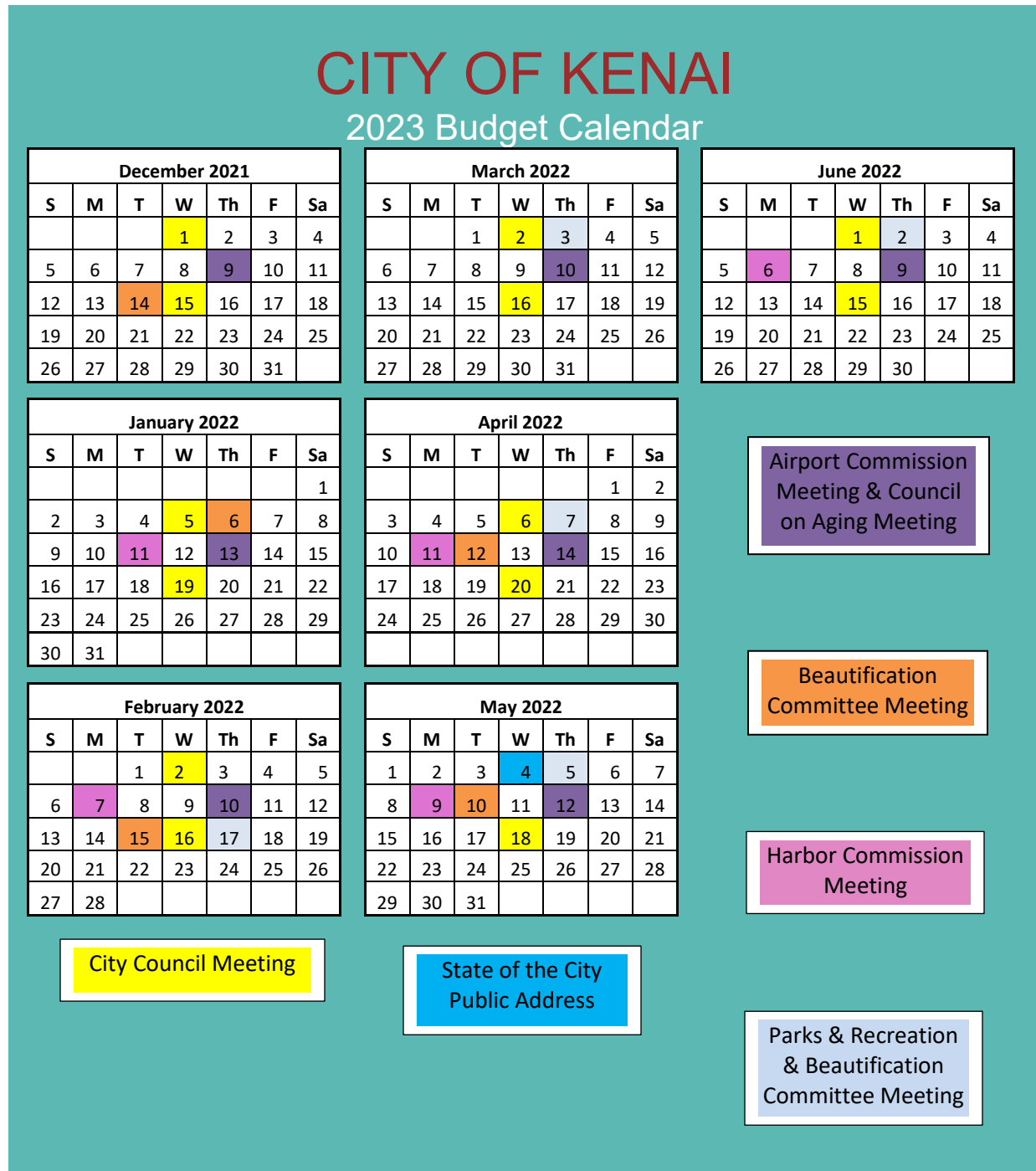
Per KMC 7.25.010(g) the adoption of a budget shall be completed by the tenth day of June annually. Finance Department staff began the preparation of the 2023 budget in November 2021. By the beginning of April, a preliminary budget was completed. Staff presented the proposed budget to City Commissions 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. A public hearing to adopt the proposed budget occurred on June 1<sup>st</sup>. The budget process ends when the final budget is adopted on or before June 10<sup>th</sup> 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 2023 year.

## Budget Calendar





## Budget Chronology

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<b>November –</b>	
<b>January 10 –</b>	Finance Department staff prepare historical information and budget submission forms for department use when preparing their FY2023 budget requests.
<b>December 20 –</b>	Draft budget goals to City Manager.

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<b>January 10 –</b>	FY2023 Budget Goals work session.
<b>January 19 –</b>	FY2023 Budget Goal adopting Resolution 2022-05.
<b>January 20 –</b>	Budget guidance and submission requirements provided to department heads with preparation packets.
<b>January 26 –</b>	Revenue and COLA estimates to City Manager.
<b>January 27 –</b>	Overtime, new positions, and reclassification requests to City Manager.

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<b>February 2 –</b>	Approved personnel requests forwarded for analysis to Human Resource Director.
<b>February 4 –</b>	Department budget narratives due to Finance.
<b>February 11 –</b>	Department Special Project requests due to Finance.
<b>February 16 –</b>	Personnel requests forwarded for analysis to Finance Director.
<b>February 21 –</b>	
<b>25 –</b>	Fiscal Year 2023 – 2027 Capital Plan Work session.
<b>February 23 –</b>	Personnel budget submitted to City Manager.
<b>February 25 –</b>	City Manager approval of personnel budget requests.
<b>February 25 –</b>	Consolidated operational budget submitted to City Manager.
<b>February 25 –</b>	Consolidated Special Project requests submitted to City Manager.

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<b>March 8 –</b>	Resolution adopting the Fiscal Year 2023 – 2027 Capital Plan to City Clerk for inclusion in 3/16 Council Packet.
<b>March 14 - 18 –</b>	Departmental budget meetings with City Manager.
<b>March 16 –</b>	Public hearing on Resolution to adopt the Fiscal Year 2023 – 2027 Capital Plan.

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<b>April 18 –</b>	Draft budget distributed to Council.
<b>April 19 –</b>	
<b>May 7 –</b>	Budget work session. Meeting date to be determined by Council.

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<b>May 4 –</b>	State of the City address.
<b>May 12 –</b>	Budget Ordinance to City Clerk for May 18 Council packet.
<b>May 18 –</b>	Introduction of Budget Ordinance.
<b>May 25 –</b>	Publish Notice of public hearing to adopt FY2023 Budget.
<b>May 26 –</b>	Mill Rate Resolution to City Clerk for June 1 Council Packet.

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<b>June 1 –</b>	Public Hearing and adoption of FY2023 Budget Ordinance.
<b>June 1 –</b>	Public Hearing and approval of Mill Rate Resolution (Must be provided to KPB by June 15).
<b>June 27 –</b>	Publication and distribution of the Budget document.

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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

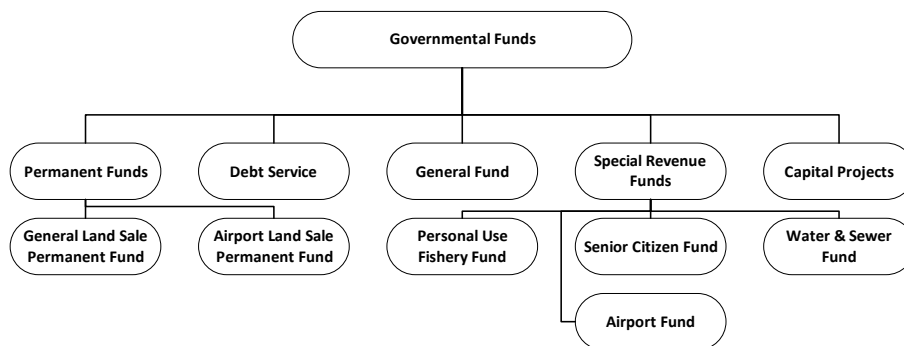
The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures.

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.

Major funds are funds whose revenues, expenditures/expenses, assets or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. The General fund in all cases is considered a major fund.

**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.

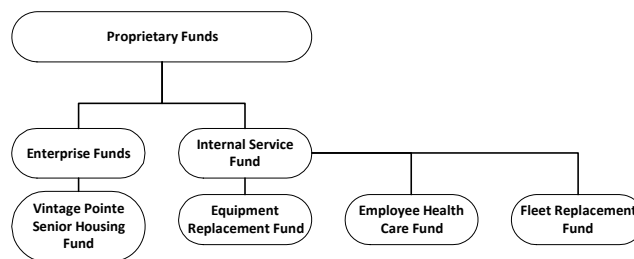
Special revenue funds account for proceeds of specific revenue sources that are restricted in some way or committed for purposes other than debt service or capital projects. The City's Special Revenue Funds include the Airport Fund, the Water & Sewer Fund, the Personal Use Fishery Fund and the Senior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

	<u>Budgeted</u>	<u>Major Fund</u>	<u>Minor Fund</u>
<b>Governmental Funds</b>			
General Fund	Yes	Yes	No
<b>Special Revenue Funds:</b>			
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
<b>Debt Service Fund</b>			
Library Expansion Refunding Bonds	Yes	No	Yes
<b>Permanent Funds</b>			
General Land Sale Permanent Fund	Yes	No	Yes
Airport Land Sale Permanent Fund	Yes	Yes	No

	<u>Budgeted</u>	<u>Major Fund</u>	<u>Minor Fund</u>
<b>Internal Service Funds:</b>			
Equipment Replacement Fund	Yes	No	Yes
Fleet Replacement Fund	Yes	No	Yes
Employee Health Care Fund	Yes	No	Yes
<b>Enterprise Fund</b>			
Vintage Pointe Senior Housing Fund	Yes	Yes	No
<b>Capital Project Funds:</b>			
Playground Improvement <sup>1</sup>	Yes	No	Yes
Park Improvement <sup>1</sup>	Yes	No	Yes
Cemetery Improvement <sup>1</sup>	Yes	No	Yes
Kenai Recreation Center Improvement <sup>1</sup>	Yes	No	Yes
Kenai Senior Center Improvement <sup>4</sup>	Yes	No	Yes
Kenai Bluff Erosion Improvement <sup>4</sup>	Yes	No	Yes
Personal Use Fishery Improvement <sup>1</sup>	Yes	No	Yes
Animal Control Improvement <sup>4</sup>	Yes	No	Yes
Kenai City Dock Improvement <sup>4</sup>	Yes	No	Yes
Kenai Public Safety Improvements <sup>1</sup>	Yes	No	Yes
Flight Service Station Improvements <sup>4</sup>	Yes	No	Yes
Congregate Housing Improvement	Yes	Yes	No
Kenai Multipurpose Facility Improvement <sup>1</sup>	Yes	No	Yes
Library Improvement <sup>4</sup>	Yes	No	Yes
Kenai Visitor Center <sup>1</sup>	Yes	No	Yes
Kenai City Hall <sup>4</sup>	Yes	No	Yes
Kenai Fire Arts Facility <sup>1</sup>	Yes	No	Yes
Airport Operations Facility Improvement <sup>3</sup>	Yes	No	Yes
Airport Snow Removal Equipment <sup>3</sup>	Yes	No	Yes
Airport Terminal Improvement <sup>3</sup>	Yes	No	Yes
Airport Improvements <sup>3</sup>	Yes	No	Yes
Water & Sewer Improvement <sup>2</sup>	Yes	No	Yes
Wastewater Treatment Facility Improvement <sup>2</sup>	Yes	No	Yes
Trail Construction <sup>1</sup>	Yes	No	Yes
Municipal Roadway Improvement	Yes	No	Yes
Municipal Facility 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:

<sup>1</sup> Parks & Recreation Capital Project Fund

<sup>2</sup> Water & Sewer Capital Project Fund

<sup>3</sup> Airport Improvement Capital Project Fund

<sup>4</sup> 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 Principles (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.

## STRATEGIC GOALS AND PRIORTIES

### Council Adopted FY2023 Budget Goals

The Kenai City Council established its FY2023 Budget Goals through adoption of Resolution 2022-05. A Council work session was held on January 10, 2022 for discussion and formation of FY2023 Budget Goals. At its meeting on January 19, 2022 Council considered and adopted Resolution 2022-05. Council's establishment of goals provides direction to the City Manager in his preparation of the budget. Adoption via resolution is a new process for the creation of the FY2023 Budget but one that has proven valuable and will be continued for the preparation of future budgets. Specific goals adopted and the status of each is as follows:

#### Broad Statement of Purpose

It is a goal of the City to formulate and adopt a budget which is fiscally responsible and meets the needs and priorities of the community it serves. A fiscally responsible budget ensures revenues, taxes, and fees, are sufficient but not excessive to fund current operations and contribute to the long-term maintenance of City infrastructure used to provide services. Meeting the needs and priorities of the community means prioritizing essential services while being mindful that non-essential services such as parks, recreation, arts, library and senior services have significant importance to a vibrant, well-balanced community in which individuals have a desire to live and businesses seek to locate.

*Status: Achieved*

#### Specific Goals

1. Submit a budget for consideration which maintains the City's current mill and sales tax rates which is also compliant with the General Fund, Fund Balance Policy codified in KMC 7.25.

*Status: Achieved*

2. Propose salary schedule adjustments commensurate with inflation as measured by the Alaska Consumer Price Index for All Urban Consumers, second half over second half to the extent possible while meeting the City's Fund Balance Policy/Goals with no increase in the rates of taxation or reduction in services.

*Status: Achieved. The budget includes a 4.35% base salary adjustment and a one-year 2.00% salary bonus, to be paid quarterly, the combination of which totals a 6.35% pay adjustment for FY2023 which is commensurate with the 2021 Alaska Consumer Price Index for All Urban Consumers, second half over second half.*

3. Improve the sustainability of and maintain the quality of employee medical, dental and life insurance while continuing toward an employee cost share of 15%; a process that began in FY2021 and continued in FY2022 by increasing the employee cost share 1% per year. A 1% increase in the employee cost share for FY2023 would bring the employee's share to 13%.

*Status: Achieved*

4. Seek opportunities for efficiency by striving to reduce the cost of goods and services without negatively impacting operations.

*Status: Achieved. As evidence by the City Manager's FY2022 Efficiencies Initiative and report.*

5. Compile a list of capital projects, projects costing \$35,000 or more, for Council adoption. The investment in maintaining infrastructure over time should at a minimum equal the depreciation, an accounting process by which the cost of an asset is spread over its useful life, recorded annually on City capital assets and infrastructure. The City's FY2021 depreciation by fund and function were:

General Fund:	
General Government	\$92,271
Public Safety	\$193,424
Public Works	\$876,529
Parks, Recreation & Culture	\$317,968
Social Welfare Services	<u>\$69,739</u>
	\$1,549,931
Airport Fund:	\$2,123,505
Water & Sewer Fund	<u>\$1,079,565</u>
Total All Funds	<u>\$4,753,001</u>

*Status: Achieved. The adopted Capital Improvement Plan – Fiscal Years 2023-2027 includes \$103,310,000 of proposed expenditures. Funding for the plan includes \$9,013,000 in General Fund Transfers, \$3,909,813 in Airport Special Revenue Fund Transfers, \$2,400,000 in Water & Sewer Special Revenue Fund Transfers, \$50,000 in Personal Use Fisher Fund Transfers, \$450,000 in Congregate Housing Fund Transfers, and \$91,560,751 in grant funding.*

6. Adjust rates, charges and fees in all funds commensurate with inflation as measured by the Alaska Consumer Price Index for All Urban Consumers, second half over second half. The monthly rents at Vintage Pointe should not increase more than \$35.00 per month over FY2022 rates for existing tenants as of June 30, 2022.

*Status: Achieved. All city rates, charges and fees were examined for reasonableness and adjustments have been adopted where supported.*

7. For the Airport, Water & Sewer, Personal Use Fishery, and Congregate Housing Funds, the proposed budget should project ending fund balance/retained earnings of at least 50% of the FY2022 budgeted expenditures net of any projected lapse and any use of fund balance should be for one-time or capital purchases and not for reoccurring expenditures/expenses. The ending fund balance for each fund should not be less than:

Airport Fund	\$1,485,772
Water & Sewer Fund	\$1,262,634

Personal Use Fishery Fund	\$231,905
Congregate Housing Fund	\$253,366

*Status: Partially Achieved*

<u><b>Fund</b></u>	<u><b>Goal</b></u>	<u><b>Adopted</b></u>	<u><b>Difference</b></u>
Airport Fund	\$1,485,772	\$4,861,814	\$3,376,042
Water & Sewer Fund	1,262,634	2,033,763	771,129
Personal Use Fishery Fund	231,905	216,256	(15,649)
Congregate Housing Fund	253,366	319,009	65,643

8. Senior Citizen Fund fees and rates should be adjusted to a level sufficient to limit the increase in required transfer from the General Fund to no more than a 10% increase, \$22,052, over FY2022 amounts.

*Status: Not Achieved. The projected operation transfer from the General Fund to fund Senior Center Operations is \$331,591, an increase of \$111,073, 50.36%% over the budgeted FY2022 amount.*

### **Long-Term 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 transportation 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.



**CITY OF KENAI  
ORDINANCE NO. 3289-2022**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET, SALARY SCHEDULE AND EMPLOYEE CLASSIFICATION PLAN FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 AND COMMITTING \$3,986,107 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, 2022 – June 30, 2023", which includes the City Manager's presented table of Authorized Personnel Staffing and Salary Schedules, Council meets its obligation to adopt the Salary Schedule of the City for fiscal year 2023; and,

WHEREAS, adoption of the document entitled "Annual Budget for the City of Kenai, Alaska July 1, 2022 – June 30, 2023", which includes the City Manager's 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 is self-imposed limitations at its highest level of decision making, an Ordinance, and remains 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 2023 – 2027 Capital Improvement Plan (The Plan), Council commits \$3,986,107, towards funding of The Plan for fiscal years 2024-2025.

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, 2022 – June 30, 2023" 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, 2022 and ending June 30, 2023.

**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, 2022, and ending the 30th day of June, 2023, 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	\$ 19,426,785
Enterprise Fund –	
Congregate Housing Fund	650,904
Internal Service Funds:	
Equipment Replacement Fund	206,680
Fleet Replacement Fund	50,552
Employee Health Care Fund	<u>3,401,821</u>
Total Internal Service Funds	3,659,053
Special Revenue Funds:	
Personal Use Fishery Fund	562,111
Water & Sewer Fund	3,172,797
Airport Fund	3,750,596
Senior Citizen Fund	<u>1,010,032</u>
Total Special Revenue Funds	8,495,536
Permanent Funds:	
Airport Land Sale Permanent Fund	1,076,665
General Land Sale Permanent Fund	<u>160,109</u>
Total Permanent Revenue Funds	1,236,774
Capital Project Funds:	
Park Improvement	120,000
Kenai Recreation Center Improvement	280,000
Personal Use Fishery Improvement	50,000
Municipal Roadway Improvement	813,000
Municipal Facility Improvement	80,000
Kenai Public Safety Improvement	105,000
Congregate Housing Improvement	100,000
Airport Snow Removal Equipment	62,500
Airport Terminal Improvement	250,000
Airport Improvement	115,625
Water & Sewer Improvement	400,000
Waste Water Treatment Plant	<u>100,000</u>
Total Capital Project Funds	<u>2,476,125</u>
Debt Service Fund – Library Expansion Bonds	<u>130,250</u>
Total All Funds	<u>\$36,075,427</u>

**Section 3.** Council hereby commits \$4,032,601 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, 2022 – June 30, 2023":

**Classified employees excluding those engaged in fire protection activities.**

Range	A	B	C	D	E	F	AA	BB	CC
	<b>Step</b>								
1	\$13.30	\$13.63	\$13.97	\$14.30	\$14.63	\$14.96	\$15.30	\$15.63	\$15.96
2	13.97	14.32	14.67	15.02	15.37	15.72	16.07	16.41	16.76
3	14.67	15.04	15.40	15.77	16.14	16.50	16.87	17.24	17.60
4	15.40	15.79	16.17	16.56	16.94	17.33	17.71	18.10	18.48
5	16.17	16.57	16.98	17.38	17.79	18.19	18.60	19.00	19.40
6	16.99	17.41	17.84	18.26	18.69	19.11	19.54	19.96	20.39
7	17.83	18.28	18.72	19.17	19.61	20.06	20.50	20.95	21.40
8	19.09	19.57	20.04	20.52	21.00	21.48	21.95	22.43	22.91
9	20.05	20.55	21.05	21.55	22.06	22.56	23.06	23.56	24.06
10	21.04	21.57	22.09	22.62	23.14	23.67	24.20	24.72	25.25
11	22.08	22.63	23.18	23.74	24.29	24.84	25.39	25.94	26.50
12	23.21	23.79	24.37	24.95	25.53	26.11	26.69	27.27	27.85
13	24.38	24.99	25.60	26.21	26.82	27.43	28.04	28.65	29.26
14	25.59	26.23	26.87	27.51	28.15	28.79	29.43	30.07	30.71
15	26.85	27.52	28.19	28.86	29.54	30.21	30.88	31.55	32.22
16	28.20	28.91	29.61	30.32	31.02	31.73	32.43	33.14	33.84
17	29.64	30.38	31.12	31.86	32.60	33.35	34.09	34.83	35.57
18	31.09	31.87	32.64	33.42	34.20	34.98	35.75	36.53	37.31
19	32.65	33.47	34.28	35.10	35.92	36.73	37.55	38.36	39.18
20	34.27	35.13	35.98	36.84	37.70	38.55	39.41	40.27	41.12
21	35.99	36.89	37.79	38.69	39.59	40.49	41.39	42.29	43.19
22	37.79	38.73	39.68	40.62	41.57	42.51	43.46	44.40	45.35
23	39.66	40.65	41.64	42.63	43.63	44.62	45.61	46.60	47.59
24	41.66	42.70	43.74	44.78	45.83	46.87	47.91	48.95	49.99
25	43.74	44.83	45.93	47.02	48.11	49.21	50.30	51.39	52.49
26	45.96	47.11	48.26	49.41	50.56	51.71	52.85	54.00	55.15
27	48.21	49.42	50.62	51.83	53.03	54.24	55.44	56.65	57.85
28	50.64	51.91	53.17	54.44	55.70	56.97	58.24	59.50	60.77
29	53.24	54.57	55.90	57.23	58.56	59.90	61.23	62.56	63.89

**Classified employees engaged in fire protection activities**

Range	A	B	C	D	E	F	AA	BB	CC
	<b>Step</b>								
18	\$22.21	\$22.77	\$23.32	\$23.88	\$24.43	\$24.99	\$25.54	\$26.10	\$26.65
19	23.32	23.90	24.49	25.07	25.65	26.24	26.82	27.40	27.98
20	24.49	25.10	25.71	26.33	26.94	27.55	28.16	28.78	29.39
21	25.71	26.35	27.00	27.64	28.28	28.92	29.57	30.21	30.85
22	27.01	27.69	28.36	29.04	29.71	30.39	31.06	31.74	32.41

**Department head service employees**

Range	Minimum	Maximum
17	\$59,072	\$74,177
23	\$82,524	\$108,923
24	84,636	114,353
25	90,994	120,125
26	95,575	126,162
27	100,289	132,375
28	105,335	139,053



29      110,736      146,169

**Temporary employees excluding those engaged in fire protection activities.**

Range	A	B	C
	<b>Step</b>		
T1	\$13.30	\$13.63	\$13.97
T2	13.97	14.32	14.67
T3	14.67	15.04	15.40
T4	15.40	15.79	16.17
T5	16.17	16.57	16.98
T6	16.99	17.41	17.84
T7	17.83	18.28	18.72
T8	19.09	19.57	20.04
T9	20.05	20.55	21.05
T10	21.04	21.57	22.09
T11	22.08	22.63	23.18
T12	23.21	23.79	24.37
T13	24.38	24.99	25.60
T14	25.59	26.23	26.87
T15	26.85	27.52	28.19
T16	28.20	28.91	29.61
T17	29.64	30.38	31.12
T18	31.09	31.87	32.64
T19	32.65	33.47	34.28
T20	34.27	35.13	35.98
T21	35.99	36.89	37.79
T22	37.79	38.73	39.68
T23	39.66	40.65	41.64
T24	41.66	42.70	43.74
T25	43.74	44.83	45.93
T26	45.96	47.11	48.26
T27	48.21	49.42	50.62
T28	50.64	51.91	53.17
T29	53.24	54.57	55.90

**Temporary employees engaged in fire protection activities.**

Range	A	B	C
	<b>Step</b>		
T18	\$22.21	\$22.77	\$23.32
T19	23.32	23.90	24.49
T20	24.49	25.10	25.71
T21	25.71	26.35	27.00
T22	27.01	27.69	28.36

**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, 2022 – June 30, 2023":

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 Coordinator	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	23
123	Human Resources Director*	23

*(B) Administrative Support*

203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	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

*(C) Public Safety*

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	21/11
315	Deputy Fire Chief	25
316	Chief Animal Control Officer	17
317	Animal Control Officer	14

*(D) Public Works/ Airport Operations*

400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
405	Utility Operator I/II	15/18 <sup>2</sup>



407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
410	Utility Foreman I/II	21/22 <sup>3</sup>
412	Building Maintenance Technician	17
413	Utility Lead Operator	19
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19
<i>(E) General Services</i>		
502	Assistant Parks & Recreation Director	19
503	Recreation Center Worker	3
504	Parks and Recreation Maintenance Technician	14
505	Parks and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	3
512	Data Entry Clerk	1
512	Driver	1

\* Department Head Service

\*\* City Manager, City Clerk, and City Attorney are Council-appointed administrative offices

<sup>1</sup> for 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).


<sup>2</sup> for work performed as a Utility Operator II, the employee must meet all requirements of Utility Operator I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 18.

<sup>3</sup> for work performed as a Utility Foreman II, the employee must meet the minimum qualifications of Utility Foreman I and possess additional certifications issued by the State of Alaska Department of Environmental Conservation and shall be paid at a Range 22.

**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, 2022.


ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1<sup>st</sup> DAY OF JUNE, 2022.

  
\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

  
\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Introduced: May 18, 2022  
Enacted: June 1, 2022  
Effective: July 1, 2022

Approved by Finance:   
\_\_\_\_\_





Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2022-38**

A RESOLUTION FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023.

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 2023 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:

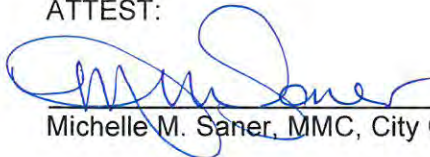
**Section 1.** That the rate of levy of property tax for the fiscal year commencing July 1, 2022 and ending June 30, 2023 be fixed at 4.35 mills.

**Section 2.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1<sup>st</sup> DAY OF JUNE, 2022.

  
\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

  
\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

## 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.

## OVERVIEW

This section of the budget document includes the revenue and expenditure summary for all funds.



# KENAI



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City of Kenai  
Fiscal Year 2023 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
<b>REVENUES</b>									
Taxes	\$ 13,515,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	1,394,065	1,270	18,950	22,987	499,563	1,337	-	-	-
Interest/Investment Earnings	200,000	750	5,000	35,000	-	2,000	6,000	31,884	7,294
Charges for Service	800,000	485,301	3,209,978	976,655	68,500	-	3,503,240	-	-
Rents & Leases	261,211	-	-	1,097,547	10,000	431,096	-	355,865	151,327
Licenses & Permits	192,500	-	-	-	-	-	-	-	-
Fines & Forfeitures	67,000	-	-	-	-	-	-	-	-
Miscellaneous	137,000	-	3,000	13,000	125,300	-	-	8,359	6,344
Transfers In	2,080,709	-	-	1,076,665	281,591	-	-	-	-
<b>Total Revenues</b>	<u>18,648,096</u>	<u>487,321</u>	<u>3,236,928</u>	<u>3,221,854</u>	<u>984,954</u>	<u>434,433</u>	<u>3,509,240</u>	<u>396,108</u>	<u>164,965</u>
<b>EXPENDITURES/EXPENSES</b>									
Salaries & Benefits	13,306,085	181,009	1,145,410	932,956	554,413	81,501	-	-	-
Supplies	920,489	15,800	341,172	288,385	173,065	12,443	10,000	-	-
Services	3,182,525	137,002	882,515	857,730	108,454	232,714	3,391,821	206,680	50,552
Debt Service	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	140,446	-	-	-
Capital Outlay	207,845	-	-	26,000	-	36,800	-	-	-
Transfers	1,809,841	228,300	803,700	1,645,525	174,100	147,000	-	-	-
<b>Total Expenditures</b>	<u>19,426,785</u>	<u>562,111</u>	<u>3,172,797</u>	<u>3,750,596</u>	<u>1,010,032</u>	<u>650,904</u>	<u>3,401,821</u>	<u>206,680</u>	<u>50,552</u>
Contributions to (from) Fund Balance/Net Assets	(778,689)	(74,790)	64,131	(528,742)	(25,078)	(216,471)	107,419	189,428	114,413
Add Credit From Depreciation	-	-	-	-	-	140,446	-	-	-
Projected lapse/encumbrances	880,847	12,529	142,146	126,304	25,078	-	-	-	-
Adjusted Deficit/Surplus	102,158	(62,261)	206,277	(402,438)	-	(76,025)	107,419	189,428	114,413
Beginning Fund Balance/Net Assets	14,043,661	278,517	987,486	4,426,813	(41,447)	395,034	849,034	3,726,197	918,548
Ending Fund Balance/Unrestricted Net Assets	<u>\$ 14,145,819</u>	<u>\$ 216,256</u>	<u>\$ 1,193,763</u>	<u>\$ 4,024,375</u>	<u>\$ (41,447)</u>	<u>\$ 319,009</u>	<u>\$ 956,453</u>	<u>\$ 3,915,625</u>	<u>\$ 1,032,961</u>

City of Kenai  
Fiscal Year 2023 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	Park Improvement	Cemetery Improvement	Kenai Recreation Center	Kenai Senior Center Improvement	Kenai Bluff Erosion Improvement	Personal Use Fishery Improvement
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	35,000	17,500,000	-
1,894,625	233,680	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
10,000	-	-	-	-	-	-	-	-
-	-	130,250	120,000	-	280,000	-	-	50,000
<u>1,904,625</u>	<u>233,680</u>	<u>130,250</u>	<u>120,000</u>	<u>-</u>	<u>280,000</u>	<u>35,000</u>	<u>17,500,000</u>	<u>50,000</u>
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	130,250	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	183,000	421,100	1,408,626	123,000	17,500,000	121,920
<u>1,076,665</u>	<u>160,109</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,076,665</u>	<u>160,109</u>	<u>130,250</u>	<u>183,000</u>	<u>421,100</u>	<u>1,408,626</u>	<u>123,000</u>	<u>17,500,000</u>	<u>121,920</u>
827,960	73,571	-	(63,000)	(421,100)	(1,128,626)	(88,000)	-	(71,920)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
827,960	73,571	-	(63,000)	(421,100)	(1,128,626)	(88,000)	-	(71,920)
<u>31,699,957</u>	<u>3,900,795</u>	<u>-</u>	<u>63,000</u>	<u>421,100</u>	<u>1,128,626</u>	<u>88,000</u>	<u>-</u>	<u>71,920</u>
<u>\$ 32,527,917</u>	<u>\$ 3,974,366</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

	<u>Kenai Public Safety Improvement</u>	<u>Congregate Housing Improvement</u>	<u>Library Improvement</u>	<u>Kenai Visitor Center Improvement</u>	<u>Kenai City Hall Improvement</u>	<u>Trail Construction</u>	<u>Municipal Roadway Improvement</u>	<u>Municipal Facility Improvement</u>
<b>REVENUES</b>								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	175,000	-	-	-	-	286,597	380,435	-
Interest/Investment Earnings	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-
Rents & Leases	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Transfers In	105,000	100,000	-	-	-	-	813,000	80,000
<b>Total Revenues</b>	<u>280,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>286,597</u>	<u>1,193,435</u>	<u>80,000</u>
<b>EXPENDITURES/EXPENSES</b>								
Salaries & Benefits	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Capital Outlay	505,000	610,255	100,012	172,675	210,000	323,197	2,534,977	80,000
Transfers	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<u>505,000</u>	<u>610,255</u>	<u>100,012</u>	<u>172,675</u>	<u>210,000</u>	<u>323,197</u>	<u>2,534,977</u>	<u>80,000</u>
Contributions to (from) Fund Balance/Net Assets	(225,000)	(510,255)	(100,012)	(172,675)	(210,000)	(36,600)	(1,341,542)	-
Add Credit From Depreciation	-	-	-	-	-	-	-	-
Projected lapse/encumbrances	-	-	-	-	-	-	-	-
Adjusted Deficit/Surplus	(225,000)	(510,255)	(100,012)	(172,675)	(210,000)	(36,600)	(1,341,542)	-
Beginning Fund Balance/ Net Assets	<u>225,000</u>	<u>510,255</u>	<u>100,012</u>	<u>172,675</u>	<u>210,000</u>	<u>36,600</u>	<u>1,341,542</u>	<u>-</u>
Ending Fund Balance/ Unrestricted Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



City of Kenai  
Fiscal Year 2023 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

Capital Project Funds						
Airport Operations Facility Improvement	Airport Snow Removal Equipment	Airport Terminal Improvement	Airport Improvements Improvement	Water & Sewer Improvement	Waste Water Treatment Plant	Total All Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,515,611
-	1,699,734	-	4,368,673	400,000	2,800,000	29,583,611
-	-	-	-	-	-	2,416,233
-	-	-	-	-	-	9,043,674
-	-	-	-	-	-	2,307,046
-	-	-	-	-	-	192,500
-	-	-	-	-	-	67,000
-	-	-	-	-	-	303,003
-	62,500	250,000	115,625	400,000	100,000	6,045,340
-	1,762,234	250,000	4,484,298	800,000	2,900,000	63,474,018
-	-	-	-	-	-	16,201,374
-	-	-	-	-	-	1,761,354
-	-	-	-	-	-	9,049,993
-	-	-	-	-	-	130,250
-	-	-	-	-	-	140,446
265,000	1,762,520	250,000	5,754,321	1,856,219	5,154,195	39,606,662
-	-	-	-	-	-	6,045,240
265,000	1,762,520	250,000	5,754,321	1,856,219	5,154,195	72,935,319
(265,000)	(286)	-	(1,270,023)	(1,056,219)	(2,254,195)	(9,461,301)
-	-	-	-	-	-	140,446
-	-	-	-	-	-	1,186,904
(265,000)	(286)	-	(1,270,023)	(1,056,219)	(2,254,195)	(8,133,951)
265,000	286	-	1,270,023	1,056,219	2,254,195	70,399,048
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,265,097

City of Kenai  
Fiscal Year 2023 Operating Budget

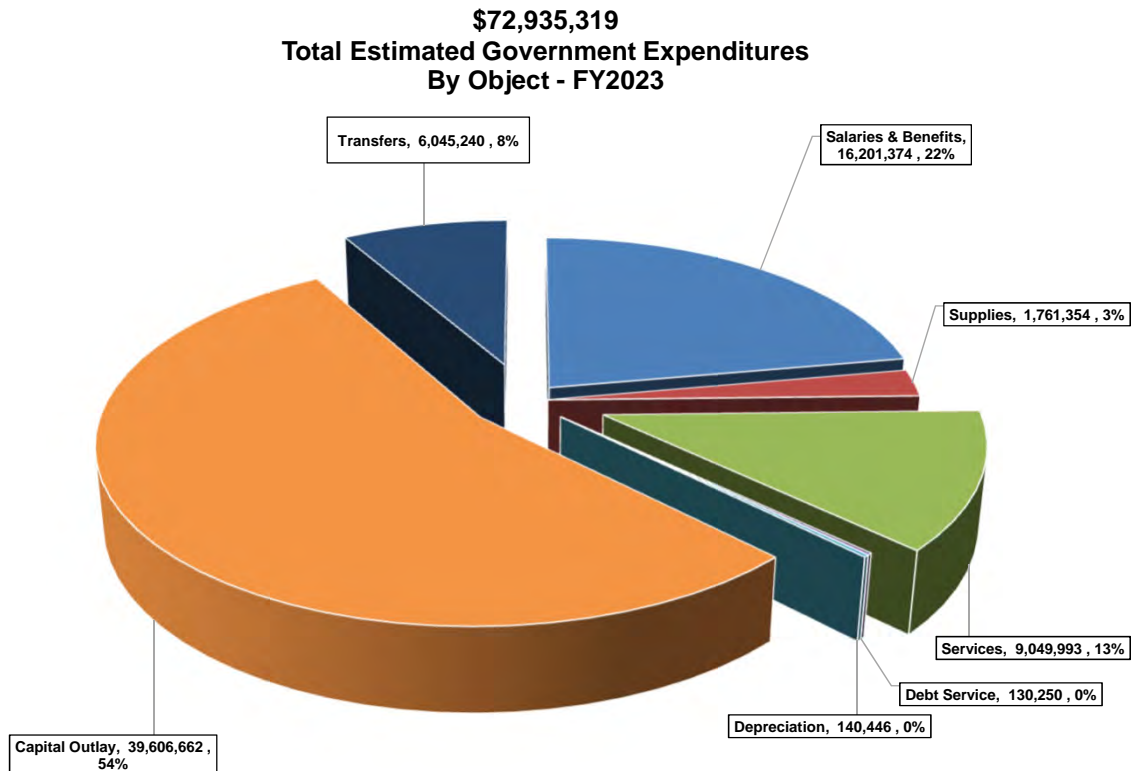
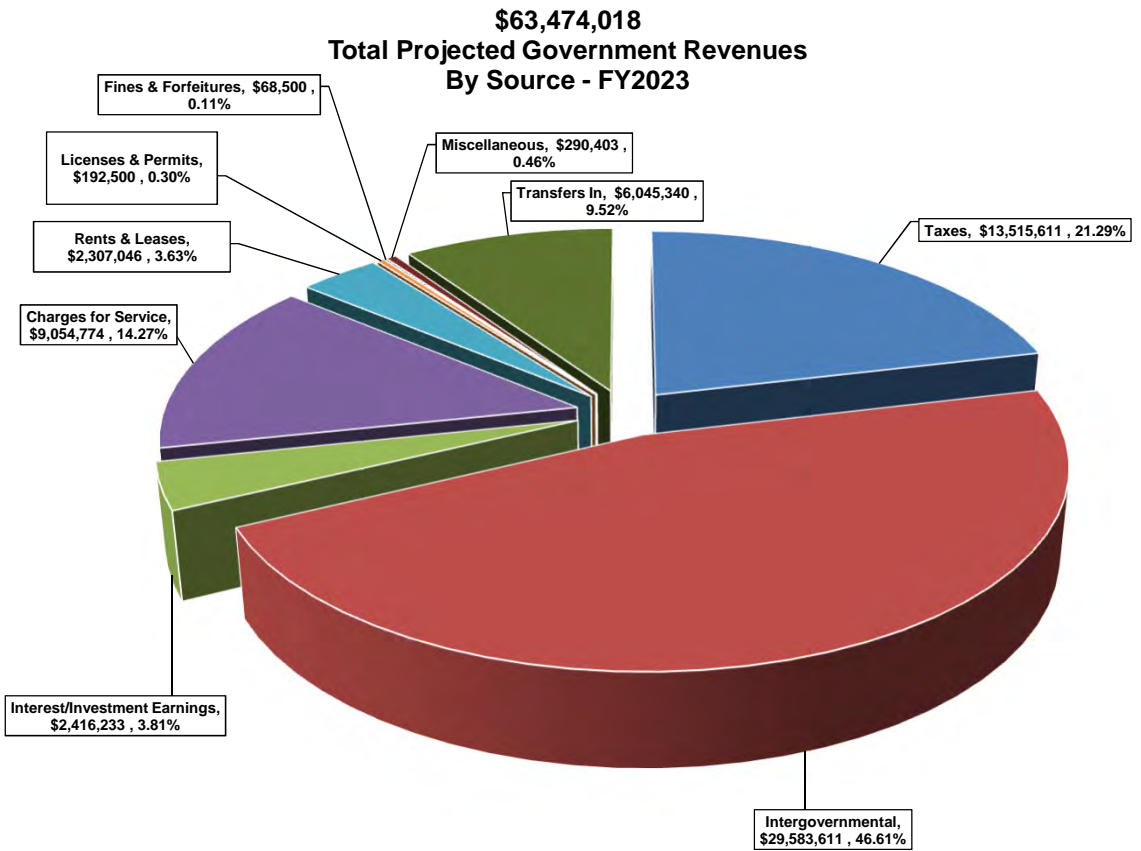
Combined Revenue and Appropriations All Fund Types

FY2023 Adopted Budget								
	General Fund	Special Revenue	Enterprise Funds	Internal Service Funds	Permanent Funds	Debt Service Fund	Capital Project Funds	Total All Funds
<b>REVENUES</b>								
Taxes	\$ 13,515,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,515,611
Intergovernmental	1,394,065	542,770	1,337	-	-	-	27,645,439	29,583,611
Interest/Investment Earnings	200,000	40,750	2,000	45,178	2,128,305	-	-	2,416,233
Charges for Service	800,000	4,753,034	-	3,503,240	-	-	-	9,056,274
Rents & Leases	261,211	1,107,547	431,096	507,192	-	-	-	2,307,046
Licenses & Permits	192,500	-	-	-	-	-	-	192,500
Fines & Forfeitures	67,000	-	-	-	-	-	-	67,000
Miscellaneous	137,000	128,700	-	14,703	10,000	-	-	290,403
Transfers In	2,080,709	1,358,256	-	-	-	130,250	2,476,125	6,045,340
<b>Total Revenues</b>	<b>18,648,096</b>	<b>7,931,057</b>	<b>434,433</b>	<b>4,070,313</b>	<b>2,138,305</b>	<b>130,250</b>	<b>30,121,564</b>	<b>63,474,018</b>
<b>EXPENDITURES/EXPENSES</b>								
Salaries & Benefits	13,306,085	2,813,788	81,501	-	-	-	-	16,201,374
Supplies	920,489	818,422	12,443	10,000	-	-	-	1,761,354
Services	3,182,525	1,985,701	232,714	3,649,053	-	-	-	9,049,993
Debt Service	-	-	-	-	-	130,250	-	130,250
Depreciation	-	-	140,446	-	-	-	-	140,446
Capital Outlay	207,845	26,000	36,800	-	-	-	39,336,017	39,606,662
Transfers	1,809,841	2,851,625	147,000	-	1,236,774	-	-	6,045,240
<b>Total Expenditures</b>	<b>19,426,785</b>	<b>8,495,536</b>	<b>650,904</b>	<b>3,659,053</b>	<b>1,236,774</b>	<b>130,250</b>	<b>39,336,017</b>	<b>72,935,319</b>
Contributions to (from) Fund Balance/Net Assets	(778,689)	(564,479)	(216,471)	411,260	901,531	-	(9,214,453)	(9,461,301)
Add Credit From Depreciation	-	-	140,446	-	-	-	-	140,446
Projected lapse/encumbrances	880,847	306,057	-	-	-	-	-	1,186,904
Adjusted Deficit/Surplus	102,158	(258,422)	(76,025)	411,260	901,531	-	(9,214,453)	(8,133,951)
Beginning Fund Balance/ Net Assets	14,043,661	5,651,369	395,034	5,493,779	35,600,752	-	9,214,453	70,399,048
Ending Fund Balance/ Unrestricted Net Assets	<u>\$ 14,145,819</u>	<u>\$ 5,392,947</u>	<u>\$ 319,009</u>	<u>\$ 5,905,039</u>	<u>\$ 36,502,283</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,265,097</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

Combined Revenue and Appropriations All Fund Types

FY2022 Projected Total	FY2021 Total
\$ 12,990,652	\$ 12,467,966
18,831,413	9,193,822
2,165,776	6,515,751
8,176,699	7,569,932
2,215,271	2,108,982
192,380	214,198
94,903	90,634
1,060,559	1,655,397
6,421,878	3,720,996
<u>52,149,531</u>	<u>43,537,678</u>
15,645,862	14,719,428
1,929,134	1,501,078
12,557,835	11,248,683
129,625	1,323,184
140,446	140,446
15,655,512	262,716
8,396,642	9,704,545
<u>54,455,056</u>	<u>38,900,080</u>
(2,305,525)	4,637,598
140,446	140,446
4,109,741	-
1,944,662	4,778,044
<u>61,758,873</u>	<u>55,860,016</u>
<u>\$ 70,399,048</u>	<u>\$ 61,758,873</u>



City of Kenai  
Fiscal Year 2023 Operating Budget

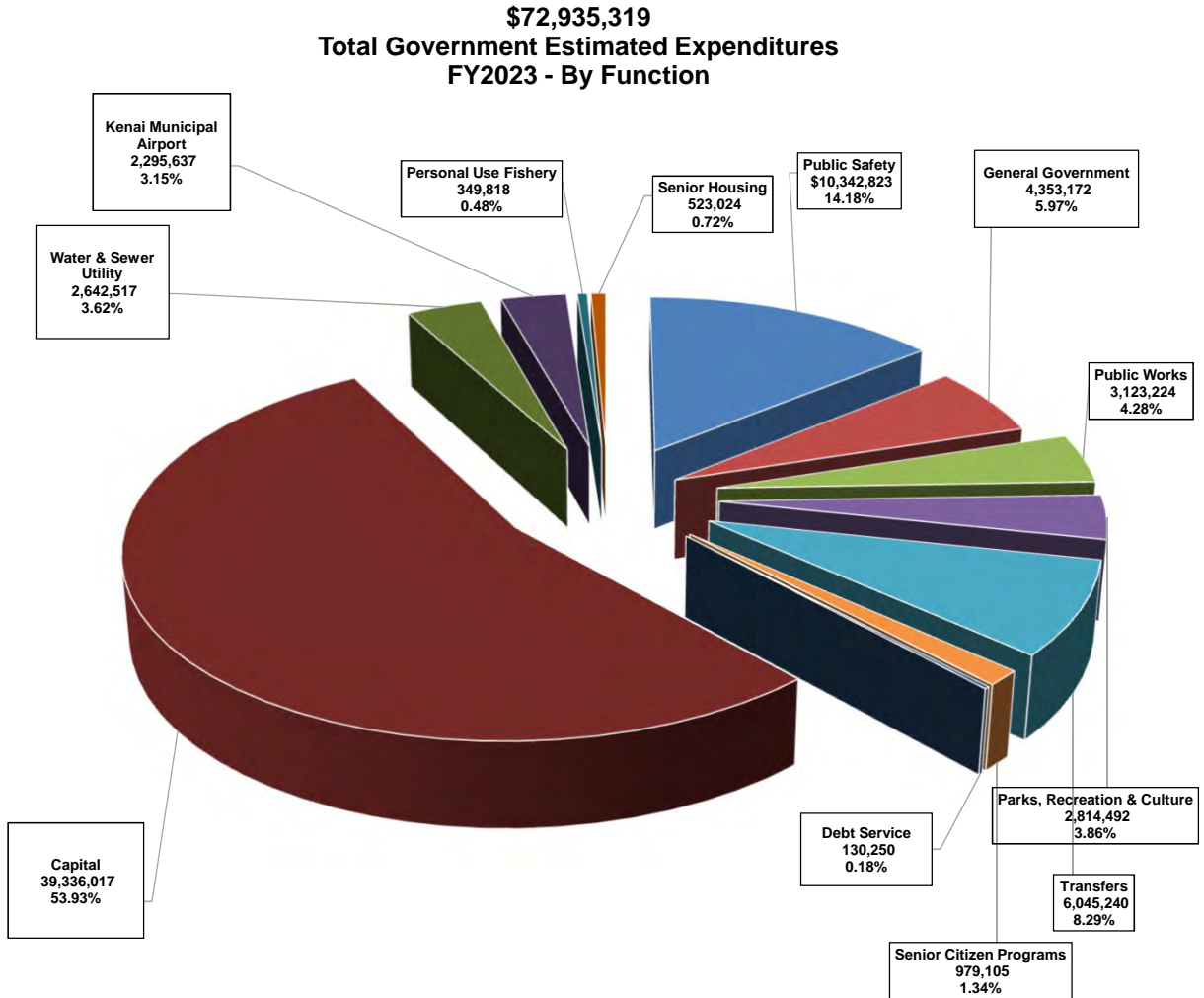
Summary of Major Funds and Non-Major Funds in the Aggregate  
Prior Year, Current Year, and Adopted Budget

	Major Funds			Non-Major Funds - Aggregate			Total All Funds	
	FY2023 Adopted Budget	FY2022 Projected	FY2021 Actual	FY2023 Adopted Budget	FY2022 Projected	FY2021 Actual	FY2023 Adopted Budget	FY2022 Projected
<b>REVENUES</b>								
Taxes	\$ 13,515,611	\$ 12,990,652	\$ 12,467,966	\$ -	\$ -	\$ -	\$ 13,515,611	\$ 12,990,652
Intergovernmental	10,705,746	18,159,459	8,580,197	18,877,865	671,954	613,625	29,583,611	18,831,413
Interest/Investment Earnings	2,136,625	1,902,418	5,779,051	279,608	263,358	736,700	2,416,233	2,165,776
Charges for Service	4,985,133	4,667,330	4,045,101	4,069,641	3,509,369	3,524,831	9,054,774	8,176,699
Rents & Leases	1,789,854	1,746,216	1,625,514	517,192	469,055	483,468	2,307,046	2,215,271
Licenses & Permits	192,500	192,380	214,198	-	-	-	192,500	192,380
Fines & Forfeitures	68,500	94,903	90,634	-	-	-	68,500	94,903
Miscellaneous	163,000	822,987	339,138	127,403	237,572	1,316,259	290,403	1,060,559
Transfers In	4,085,499	5,668,935	3,018,312	1,959,841	752,943	702,684	6,045,340	6,421,878
<b>Total Revenues</b>	<b>37,642,468</b>	<b>46,245,280</b>	<b>36,160,111</b>	<b>25,831,550</b>	<b>5,904,251</b>	<b>7,377,567</b>	<b>63,474,018</b>	<b>52,149,531</b>
<b>EXPENDITURES/EXPENSES</b>								
Salaries & Benefits	15,465,952	14,907,264	14,102,694	735,422	738,598	616,734	16,201,374	15,645,862
Supplies	1,562,489	1,603,522	1,307,263	198,865	325,612	193,815	1,761,354	1,929,134
Services	5,155,484	8,547,224	8,184,834	3,894,509	4,010,611	3,063,849	9,049,993	12,557,835
Debt Service	-	-	-	130,250	129,625	1,323,184	130,250	129,625
Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Capital Outlay	15,312,900	15,438,010	237,217	24,293,762	217,502	25,499	39,606,662	15,655,512
Transfers	5,482,731	7,888,279	8,812,371	562,509	508,363	892,174	6,045,240	8,396,642
<b>Total Expenditures</b>	<b>43,120,002</b>	<b>48,524,745</b>	<b>32,784,825</b>	<b>29,815,317</b>	<b>5,930,311</b>	<b>6,115,255</b>	<b>72,935,319</b>	<b>54,455,056</b>
Contributions to (from) Fund Balance/Net Assets	(5,477,534)	(2,279,465)	3,375,286	(3,983,767)	(26,060)	1,262,312	(9,461,301)	(2,305,525)
Add Credit From Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Projected lapse/encumbrances	1,149,297	3,952,658	-	37,607	157,083	-	1,186,904	4,109,741
Adjusted Deficit/Surplus	(4,187,791)	1,813,639	3,515,732	(3,946,160)	131,023	1,262,312	(8,133,951)	1,944,662
Beginning Fund Balance/ Net Assets	56,398,674	51,467,571	47,275,026	14,000,374	10,291,302	8,584,990	70,399,048	61,758,873
Ending Fund Balance/ Unrestricted Net Assets	\$ 52,210,883	\$ 53,281,210	\$ 50,790,758	\$ 10,054,214	\$ 10,422,325	\$ 9,847,302	\$ 62,265,097	\$ 63,703,535

City of Kenai  
Fiscal Year 2023 Operating Budget

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

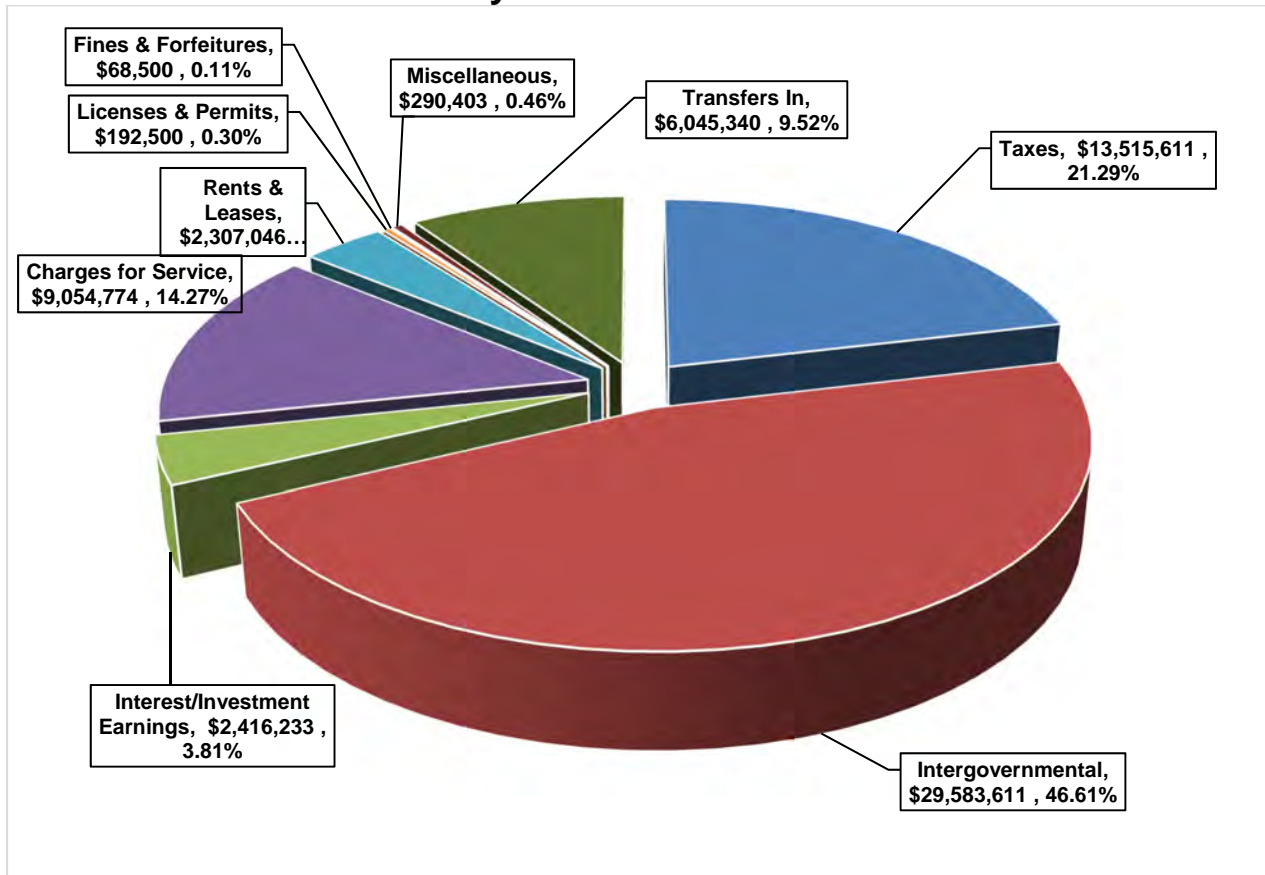
<b>FY2021</b>
<b>Actual</b>
\$ 12,467,966
9,193,822
6,515,751
7,569,932
2,108,982
214,198
90,634
1,655,397
3,720,996
<b>43,537,678</b>
14,719,428
1,501,078
11,248,683
1,323,184
140,446
262,716
9,704,545
<b>38,900,080</b>
4,637,598
140,446
<b>-</b>
4,778,044
<b>55,860,016</b>
<b>\$ 60,638,060</b>



## REVENUES

This section summarizes City operating revenues from FY2020 through forecasted amounts that will support the FY2023 Budget. As you will see, the City has many revenue sources, some much larger than others.

### Total Projected Government Revenues By Source - FY2023



### 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

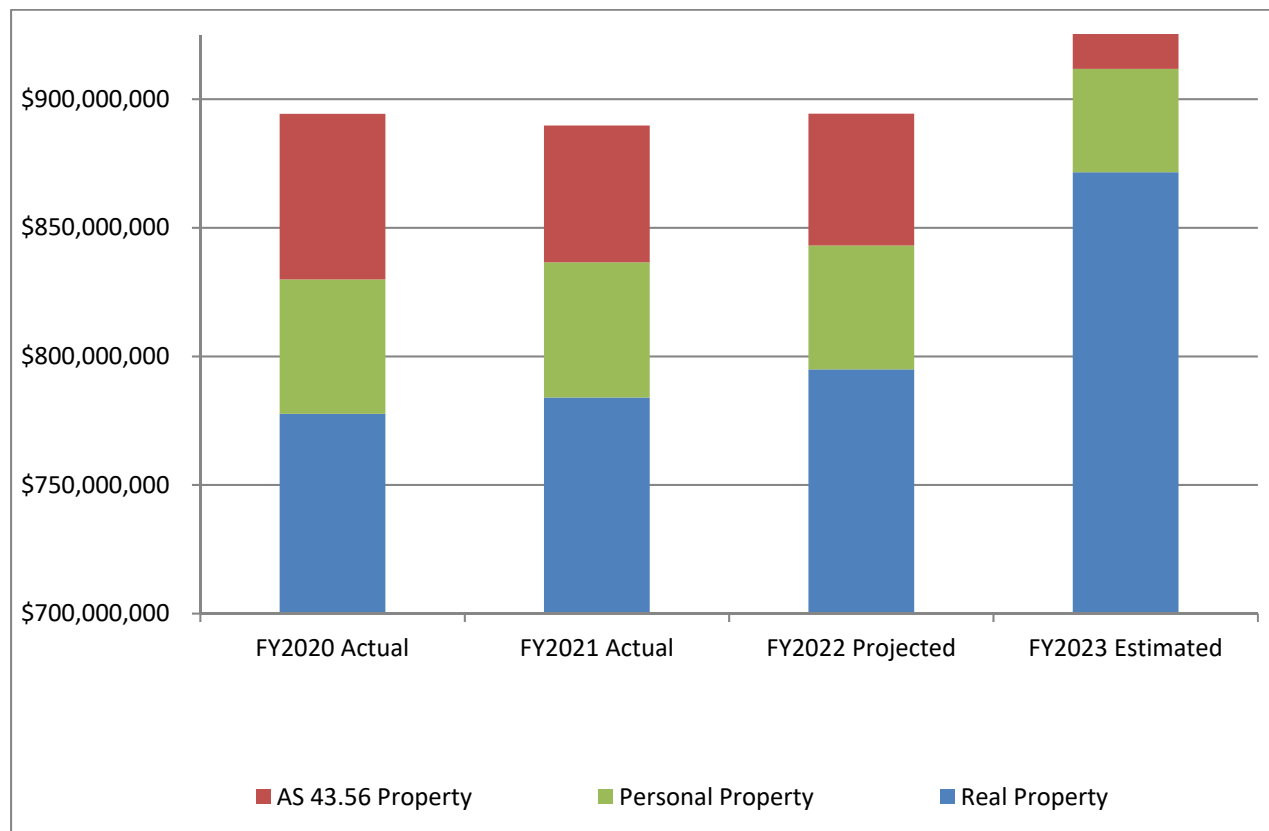
##### Description:

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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
<i>Taxable Values (expressed in thousands):</i>				
Real Property	\$777,640	\$784,008	\$794,901	\$871,589
Personal Property	52,257	53,201	51,261	49,953
AS 43.56 Property	<u>64,381</u>	<u>52,534</u>	<u>48,184</u>	<u>40,176</u>
Total Taxable Assessed Value	\$894,278	\$889,743	\$894,346	\$961,718
Rate of Taxation	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>
Total Ad Valorem Property Tax	\$3,882,117	\$3,838,766	\$3,850,595	\$4,246,891
Motor Vehicle Property Tax	<u>73,367</u>	<u>68,215</u>	<u>70,000</u>	<u>70,000</u>
Total Revenue	<u>\$3,955,484</u>	<u>\$3,906,981</u>	<u>\$3,920,595</u>	<u>\$4,316,891</u>



**Projection Method and Comments:**

FY2023 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 FY2023 and oil & gas taxable assessed values are projected to decline at a rate of five percent (5%) annually beyond FY2023. 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 FY2021, the most recent data available, are:

<b><u>Category</u></b>	<b><u>Amount</u></b>	<b><u>%</u></b>
Retail Trade	\$202,743,870	73.03%
Restaurant/Bar	18,310,614	6.60%
Utilities	11,754,821	4.23%
Services	5,396,979	1.94%
Rental Residential Property	4,987,310	1.80%
Professional, Scientific and Technical Services	4,974,683	1.79%
Hotel/Motel/Bed & Breakfast	4,367,966	1.57%
Wholesale Trade	3,659,410	1.32%
Public Administration	3,499,502	1.26%
Information	3,261,856	1.17%
Telecommunications	2,966,833	1.07%
Transportation and Warehousing	2,212,142	0.80%
Rental Non-Residential Property	1,478,797	0.53%
Construction Contracting	1,188,708	0.43%
Administrative, Waste Management, Guiding	1,161,304	0.42%
Rental Personal Property	998,933	0.36%
Arts and Entertainment	986,174	0.36%
Management of Companies	829,287	0.30%
Rental of Self-storage & Mini-warehouses	609,300	0.22%
Rental Commercial Property	602,341	0.22%
Finance and Insurance	513,249	0.18%
Educational Services	459,447	0.17%
Agriculture, Forestry, Fishing & Hunting	348,464	0.13%
Manufacturing	151,553	0.05%
Health Care and Social Assistance	96,772	0.03%
	60,462	0.02%



Mining/Quarrying	<u>5.468</u>	<u>0.00%</u>
Total	<u>\$277,626,245</u>	<u>100.00%</u>

	Actual FY2020	Actual FY2021	FY2022 Estimated	FY2023 Projected
Taxable Sales	\$258,701,884	\$277,626,245	\$295,056,123	\$302,432,526
Sales Tax Rate	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
Gross Sales Tax Revenue	<u>7,761,057</u>	<u>8,328,787</u>	<u>8,851,684</u>	<u>9,072,976</u>
Credit for Prompt Remittance	(78,510)	(35,804)	(141,627)	(145,168)
Sales Tax on Internet Sales	<u>8,369</u>	<u>268,002</u>	<u>360,000</u>	<u>380,000</u>
Net Sales Tax Revenue	<u>\$ 7,690,916</u>	<u>\$8,560,985</u>	<u>\$ 9,070,057</u>	<u>\$ 9,307,808</u>
% Change from Prior Year	7.43%	11.31%	5.94%	2.62%

**Projection Method and Comments:**

Sales tax revenue projections for FY2023 are based on FY2022 plus estimated growth of 2.50%. For FY2024 and beyond sales tax revenue is projected to grow annually by 2.00%.

**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.

	FY2020	FY2021	FY2022 Estimated	FY2023 Projected
ARMB Required Contribution Rate	28.62%	30.85%	30.11%	24.79%
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>6.62%</u>	<u>8.85%</u>	<u>8.11%</u>	<u>2.79%</u>
On-behalf Revenue Received	\$570,407	\$734,961	\$714,067	\$261,101

**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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue	\$174,116	\$77,374	\$76,068	\$80,000

### 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 FY2023 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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Shared Fisheries Business Tax	\$ 963	\$ 593	\$ 2,000	\$ 1,000
Fishery Resource Landing Tax	<u>60,284</u>	<u>78,289</u>	<u>63,000</u>	<u>49,000</u>
	<u>\$61,247</u>	<u>\$78,882</u>	<u>\$65,000</u>	<u>\$50,000</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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue	\$210,221	\$241,706	\$217,775	\$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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue	\$126,207	\$169,221	\$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 2010 U.S. Census. Future changes will be driven by the result of the 2020 U.S. Census once the information is available.

**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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue	\$117,208	\$109,725	\$82,000	\$85,000

**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%. The Federal Reserve increased the federal funds borrowing rate in March of 2022. In order to combat inflation it is expected that additional rate hikes will be made with short-term rates reaching 3.0%-3.5% over the coming years.

**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 FY2023 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	3	0-10
Fixed Income:		
Investment Grade Domestic Bonds	26	16-36
High Yield Domestic Bonds	4	0-8
Domestic Equity:		
Large-Cap Domestic Equity	22	12-32
Mid-Cap Equities	10	0-18
Small-Cap Equities	5	0-10
International Emerging Markets	5	0-10
International Equity	8	4-16
Real-estate equities	2	0-4
Infrastructure equities	5	0-10
Alternative Beta	10	0-15

The investment performance shall be measured as follows:

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.

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

Performance measurement of the High Yield Domestic Bond allocation will be measured against the Target weighting, using the Bloomberg Barclays U.S. Corporate High Yield Very Liquid 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 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 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 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 Alternative Beta allocation will be measured against the target weighting, using the Wilshire Liquid Alternatives 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 (13.56%) and 26.80% with a 6.2% average rate of return over the timeframe. Utilizing this rate of return and the invested principle balance generates the FY2023 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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Emergent BLS	550.00	575.00	575.00	675.00
Non-emergent BLS	350.00	450.00	450.00	550.00
ALS I	650.00	700.00	700.00	800.00
ALS II	800.00	875.00	875.00	975.00
Rate per mile	11.00	14.00	14.00	14.00
Total Revenue	\$428,807	\$348,562	\$467,900	\$500,000

**Projection Method and Comments:**

Revenue projections are based on FY2022 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>FY2020</u>	<u>FY2021</u>	<u>FY2022</u> <u>Estimated</u>	<u>FY2023</u> <u>Projected</u>
	-----Actual Cost-----			
Veterinary services				
Veterinary services transport				
per mile	\$ 2.04	\$ 2.04	\$ 2.04	\$ 2.04
Insertion of microchip	10.20	10.20	10.20	15.30
Animal adoption fee	20.40	20.40	20.40	20.40
 Total Revenue	 \$41,468	 \$34,626	 \$38,500	 \$38,000

**Projection Method and Comments:**

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

**C. Multipurpose Fees****Authority:**

- City of Kenai 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 15<sup>th</sup> to March 15<sup>th</sup> of each year. During the summer the City provides exclusive use to an operator for development programs.

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u> <u>Estimated</u>	<u>FY2023</u> <u>Projected</u>
Hourly rate	\$145.00	\$145.00	\$145.00	\$165.00
Exclusive hours of use	<u>551.00</u>	<u>949.00</u>	<u>675.50</u>	<u>725.00</u>
Total hourly rentals	\$79,895	\$137,605	\$97,948	\$119,625
 Summer ice lease	 <u>34,119</u>	 <u>25,605</u>	 <u>45,552</u>	 <u>43,375</u>
Total Revenue	<u>\$114,014</u>	<u>\$163,210</u>	<u>\$143,500</u>	<u>\$163,000</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>FY2022</u>	<u>FY2023</u>	<u>Change</u>
<u>Water Rates:</u>			
Residential flat rate per month	\$37.09	\$38.90	\$1.81
General Use – Metered per 1,000 gallons	\$3.58	\$3.75	\$0.17
<u>Sewer Rates:</u>			
Residential flat rate per month	\$53.48	\$55.62	\$2.14
General Use – Metered per 1,000 gallons	\$5.30	\$5.51	\$0.21
<u>Combined Water &amp; Sewer Rates:</u>			
Residential flat rate per month	\$90.57	\$94.52	\$3.95
General Use – Metered per 1,000 gallons	\$ 8.88	\$ 9.26	\$0.38

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue				
Residential	\$2,130,432	\$2,104,861	\$2,205,663	\$2,313,299
General Use	<u>833,700</u>	<u>820,122</u>	<u>867,938</u>	<u>910,293</u>
Total	<u>\$2,964,132</u>	<u>\$2,924,983</u>	<u>\$3,073,601</u>	<u>\$3,223,592</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 2021 was 4.88% and is the rate change that is being proposed for FY2023. A new rate study is being commissioned and future rate increases will be based on the results of that study.

**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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Parking rate per day	\$7.00	\$7.00	\$7.00	\$8.00
Total Revenue	<u>\$170,366</u>	<u>\$110,443</u>	<u>\$260,000</u>	<u>\$297,143</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 beginning to return to historic levels as the nation's air carriers recover from the COVID-19 Pandemic Emergency. A \$1.00 per day increase in parking fees will be implemented in FY2023 accounting for the increase in revenue.

**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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Landing fees (per 1,000 pounds)				
Signatory	\$1.61	\$1.70	\$1.79	\$1.88
Non-signatory	\$2.12	\$2.21	\$2.33	\$2.44
Total Revenue	<u>\$337,097</u>	<u>\$262,661</u>	<u>\$397,500</u>	<u>\$447,787</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 thirteen percent (13%).

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
<b><u>Employee monthly premium</u></b>			
Employee Only	\$ 123.00	\$ 155.00	\$ 173.00
Employee w/Children	222.00	281.00	314.00
Employee w/Spouse	244.00	309.00	345.00
Employee & Family	333.00	423.00	473.00
Part time Employee Only	519.00	622.00	651.00
Part time Employee w/Children	1,325.00	1,574.00	1,636.00
Part time Employee w/Spouse	1,523.00	1,808.00	1,879.00
Part time Employee & Family	2,331.00	2,762.00	2,864.00
<b><u>City Cost per eligible employee</u></b>			
Full time	\$24,700	\$26,676	\$28,810
Part time	12,350	13,338	14,405
Total Estimated City Cost	\$2,636,734	\$2,823,679	\$3,046,664
<b><u>Revenues</u></b>			
Charge for Services	\$2,636,734	2,823,679	\$3,046,664
Employee Premiums	349,257	443,316	456,576
Interest Earnings	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Revenue	<u>\$2,991,991</u>	<u>\$3,272,995</u>	<u>\$3,509,240</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 (13%) of the total annual cost of the program and the City pays the remaining ninety percent (87%). 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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
General Fund Land Leases	\$180,711	\$180,711	\$204,711	\$204,711
Airport Fund Land Leases	<u>563,293</u>	<u>504,665</u>	<u>512,255</u>	<u>\$508,309</u>
	<u>\$744,004</u>	<u>\$685,376</u>	<u>\$716,966</u>	<u>\$713,020</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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Airline Rents	\$210,746	\$273,571	\$269,735	\$321,799
Concessionaire & Other Rents	<u>41,960</u>	<u>13,358</u>	<u>79,046</u>	<u>99,754</u>
	<u>\$252,706</u>	<u>\$286,929</u>	<u>\$348,781</u>	<u>\$421,553</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 and 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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Rents:				
Fire Department	\$117,843	\$121,437	\$123,389	\$131,881
Non-Departmental	30,820	30,820	43,800	43,800
Street Department	169,182	169,182	175,065	175,065
Parks, Recreation & Beautification	<u>5,120</u>	<u>5,120</u>	<u>5,120</u>	<u>5,120</u>
	<u>\$322,965</u>	<u>\$326,559</u>	<u>\$347,374</u>	<u>\$355,866</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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Rents:				
Police Department	\$ -	\$ 83,634	\$ 81,270	\$ 81,582
Parks, Recreation & Beautification	-	20,210	20,210	20,210
Fire Department	-	10,713	11,769	11,769
Street Department	-	8,909	8,909	8,909
Shop Department	-	3,066	7,440	7,440
Animal Control	-	5,308	5,308	5,308
Senior Citizen Fund Departments	-	10,517	10,549	10,645
Building Department	-	<u>5,464</u>	<u>5,464</u>	<u>5,464</u>
	<u>\$ -</u>	<u>\$147,821</u>	<u>\$150,919</u>	<u>\$151,327</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>FY2020</u>	<u>FY2021</u>	<u>FY2022</u> <u>Estimated</u>	<u>FY2023</u> <u>Projected</u>
Rents:	\$409,179	\$440,130	\$450,591	\$439,596

### **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>FY2020</u>	<u>FY2021</u>	<u>FY2022 Estimated</u>	<u>FY2023 Projected</u>
Total Revenue	\$158,534	\$196,641	\$175,000	\$175,000

**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>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023 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	\$9,465	\$6,989	\$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>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023 Projected</u>
Cost Allocation %	12.63%	13.84%	13.75%	15.15%
Total cost recovery	\$1,596,000	\$1,681,100	\$1,663,200	\$1,845,500

**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 2021 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2022</b>	<b>FY 2023</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 102,500	\$ 107,400	\$ 4,900	4.78%
Sewer	53,400	59,200	5,800	10.86%
Sewer Treatment	133,000	137,100	4,100	3.08%
Airport - Airfield	945,700	1,061,800	116,100	12.28%
Airport - Administration Including Land	60,600	72,200	11,600	19.14%
Airport - Terminal	70,900	83,400	12,500	17.63%
Senior - Access	48,778	46,363	(2,415)	(4.95%)
Senior - Cong Meals	40,789	16,957	(23,832)	(58.43%)
Senior - Home Meals	35,743	77,370	41,627	116.46%
Senior - Transportation	18,080	19,691	1,611	8.91%
Senior - Choice Waiver	24,810	13,719	(11,091)	(44.70%)
Dipnet - Public Safety	51,600	67,900	16,300	31.59%
Dipnet - Streets	3,600	4,600	1,000	27.78%
Dipnet - PR&B	24,700	24,100	(600)	(2.43%)
Dipnet - Dock	6,300	6,700	400	6.35%
Congregate Housing	42,700	47,000	4,300	10.07%
<b>Total</b>	<b>\$ 1,663,200</b>	<b>\$ 1,845,500</b>	<b>\$ 182,300</b>	<b>10.96%</b>



## 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.

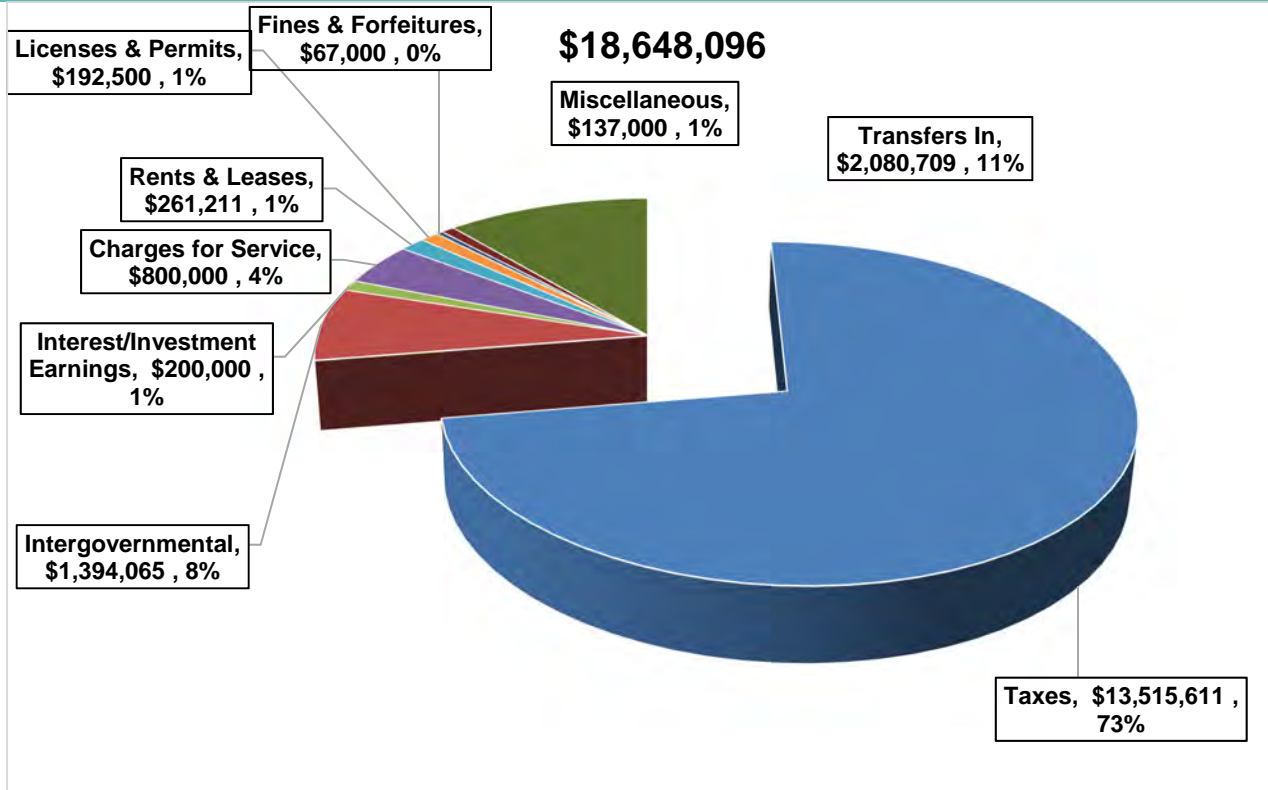
General Fund expenditures are made primarily for current day-to-day operating expenses and operating equipment. Capital expenditures for large-scale public improvements, such as buildings, water and sewer projects or streets, are accounted for elsewhere in the Capital Projects Funds or Enterprise Funds.

A large, stylized logo for the City of Kenai. It features a light blue shape on the left, a large red 'C' in the center, and a green shape on the right. Below the logo, the word 'KENAI' is written in large, light green, sans-serif capital letters.

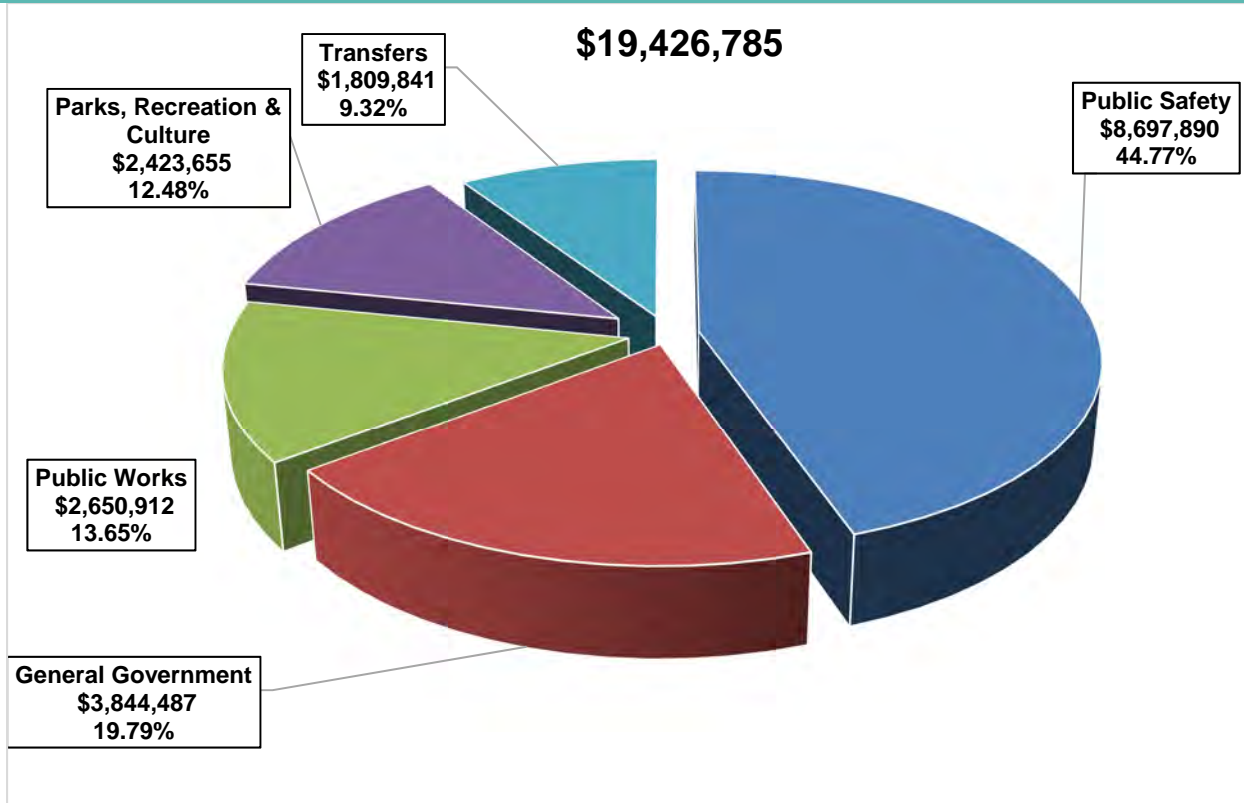
# KENAI



## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai  
Fiscal Year 2023 Operating Budget**

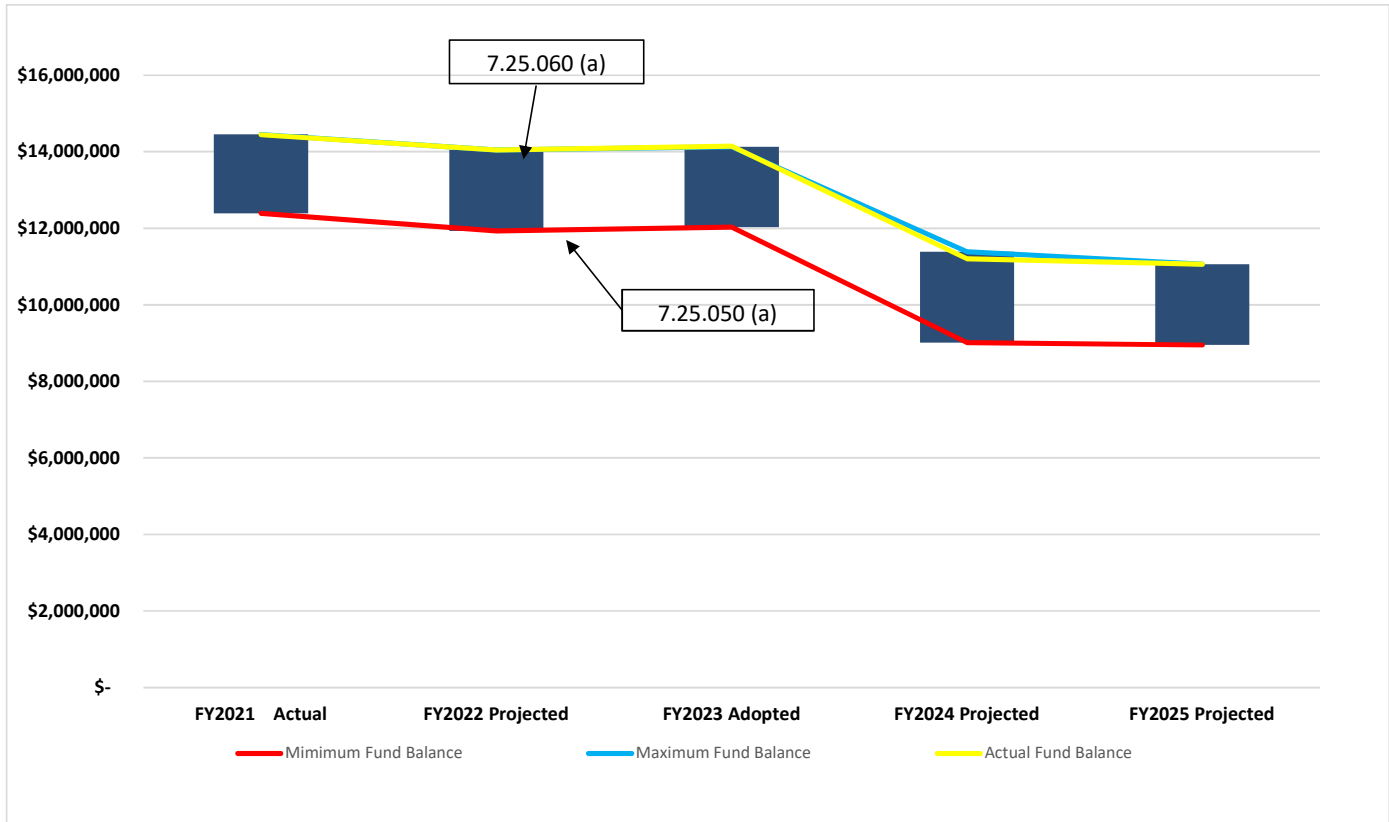
**General Fund  
Budget Projection**

	<b>Actual FY2020</b>	<b>Actual FY2021</b>	<b>Original Budget FY2022</b>	<b>Projection FY2022</b>	<b>Adopted FY2023</b>	<b>Projection FY2024</b>	<b>Projection FY2025</b>
TAXABLE VALUES (000'S)	\$ 871,829	\$ 889,743	\$ 905,283	\$ 894,277	\$ 961,718	\$ 977,455	\$ 993,683
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
<b>REVENUES</b>							
Property & Sales Taxes							
Property Tax	3,955,484	3,906,981	3,965,604	3,920,595	4,207,803	4,316,891	4,386,071
Sales Tax	7,690,916	8,560,985	7,929,191	9,070,057	9,307,808	9,493,964	9,683,843
Total Property & Sales Taxes	11,646,400	12,467,966	11,894,795	12,990,652	13,515,611	13,810,855	14,069,914
Intergovernmental Revenue:							
PERS Funding	479,272	611,708	586,380	586,380	216,490	222,985	229,675
Community Assistance	174,116	77,374	108,469	76,068	80,000	80,000	80,000
Fish Tax	61,247	78,883	75,000	65,000	50,000	51,500	53,045
Other	244,470	115,546	52,500	1,106,726	994,775	55,125	57,881
Total State/Federal Revenue	959,105	883,511	822,349	1,834,174	1,341,265	409,610	420,601
Other Revenue							
Licenses and Permits	171,772	213,168	141,000	191,380	191,500	197,245	203,162
Ambulance Fees	428,807	348,562	450,000	467,900	500,000	515,000	530,450
Interest	412,403	20,528	150,000	150,000	200,000	212,187	224,031
Other	798,442	790,143	766,431	832,386	819,011	843,581	868,888
Total Other Revenue	1,811,424	1,372,401	1,507,431	1,641,666	1,710,511	1,768,013	1,826,531
<b>Total Revenues</b>	<b>14,416,929</b>	<b>14,723,878</b>	<b>14,224,575</b>	<b>16,466,492</b>	<b>16,567,387</b>	<b>15,988,478</b>	<b>16,317,046</b>
Transfer From Other Funds							
Charges to other funds	1,558,800	1,643,800	1,620,500	1,620,500	1,798,600	1,852,558	1,908,135
Capital Projects / Special Revenue	50,000	92,393	75,000	75,000	75,000	75,000	75,000
Enterprise	37,200	37,300	42,700	42,700	47,000	48,410	49,862
Trust Fund	137,239	145,750	148,315	157,043	160,109	163,311	166,577
Total Transfers	1,783,239	1,919,243	1,886,515	1,895,243	2,080,709	2,139,279	2,199,574
<b>Total Revenues and Transfers</b>	<b>16,200,168</b>	<b>16,643,121</b>	<b>16,111,090</b>	<b>18,361,735</b>	<b>18,648,096</b>	<b>18,127,757</b>	<b>18,516,620</b>
<b>EXPENDITURES/APPROPRIATIONS</b>							
General Government	3,089,325	4,169,206	4,039,767	4,150,947	3,844,487	3,869,727	3,949,352
Public Safety	5,440,230	4,654,653	8,193,984	8,352,703	8,697,890	8,826,794	9,003,330
Public Works	2,257,649	2,315,653	2,478,512	2,478,512	2,650,912	2,563,782	2,615,058
Parks, Recreation & Cultural	2,078,746	2,095,823	2,323,425	2,383,802	2,423,655	2,415,416	2,463,724
<b>Total Operating Expenditures</b>	<b>12,865,950</b>	<b>13,235,335</b>	<b>17,035,688</b>	<b>17,365,964</b>	<b>17,616,944</b>	<b>17,675,719</b>	<b>18,031,464</b>
Transfers or Non-Operating	793,870	2,256,676	2,072,375	2,261,910	1,809,841	4,280,078	1,528,480
Total Expenditures/Appropriations	13,659,820	15,492,011	19,108,063	19,627,874	19,426,785	21,955,797	19,559,944
Total Surplus (Deficit)	2,540,348	1,151,110	(2,996,973)	(1,266,139)	(778,689)	(3,828,040)	(1,043,324)
Projected Lapse - 5%	-	-	851,784	868,298	880,847	883,786	901,573
Adjusted Surplus (Deficit)	2,540,348	1,151,110	(2,145,189)	(397,841)	102,158	(2,944,254)	(141,751)
Beginning Fund Balance	10,750,044	13,290,392	16,152,796	14,441,502	14,043,661	14,145,819	11,201,565
Ending Fund Balance	13,290,392	14,441,502	14,007,607	14,043,661	14,145,819	11,201,565	11,059,814
Restricted	(811,030)	(640,115)	(887,030)	(680,115)	(716,115)	(752,115)	(788,115)
Committed	(6,047,560)	(10,836,929)	(10,162,236)	(10,315,372)	(10,384,587)	(7,294,817)	(7,173,838)
Assigned	(2,235,128)	(2,964,458)	(2,958,341)	(3,048,174)	(3,045,117)	(3,154,633)	(3,097,861)
Unassigned Fund Balance	\$ 4,196,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**General Fund Fund Balance Policy Compliance**

		<b>FY2021 Actual</b>	<b>FY2022 Projected</b>	<b>FY2023 Adopted</b>	<b>FY2024 Projected</b>	<b>FY2025 Projected</b>
Ending Fund Balance 6/30/21		\$ 14,441,502	\$ 14,043,661	\$ 14,145,819	\$ 11,201,565	\$ 11,059,814
Nonspendable		\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -						
Athletics - Daubenspeck Donation		\$ (640,115)	\$ (680,115)	\$ (716,115)	\$ (752,115)	\$ (788,115)
Committed:						
Outstanding Encumbrances		\$ -	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures		(2,996,973)	-	-	(141,751)	(164,003)
Capital Improvement Plan Reserve		(2,444,677)	(3,915,428)	(4,032,601)	-	(631,867)
Budgetary Stabilization Reserve	3.8822	<u>(5,395,279)</u>	<u>(6,349,944)</u>	<u>(6,284,889)</u>	<u>(7,103,066)</u>	<u>(6,327,968)</u>
Total Committed		\$ (10,836,929)	\$ (10,315,372)	\$ (10,367,490)	\$ (7,294,817)	\$ (7,173,838)
Assigned -						
Accrued Compensated Absences		\$ (913,207)	\$ (931,471)	\$ (950,100)	\$ (969,102)	\$ (988,484)
Operational and Capital Contingencies Reserve	1.2941	<u>(2,051,251)</u>	<u>(2,116,703)</u>	<u>(2,095,017)</u>	<u>(2,185,531)</u>	<u>(2,109,377)</u>
Total Assigned		\$ (2,964,458)	\$ (3,048,174)	\$ (3,045,117)	\$ (3,154,633)	\$ (3,097,861)
Unassigned		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,097</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

**Property Tax Breakdown**

# What will your property tax \$'s pay for in FY2023?

<b>Home Assessed Value</b>		<b>\$ 250,000.00</b>
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	\$ 170,779	0.87%	\$ 9.47
City Administration	3,005,073	15.47%	168.21
Lands Administration	12,140	0.06%	0.65
Planning and Zoning	253,681	1.31%	14.25
City Clerk	<u>402,814</u>	<u>2.07%</u>	<u>22.51</u>
Total General Government	3,844,487	19.78%	\$ 215.09

Public Safety

Police	3,662,744	18.85%	\$ 204.99
Fire	3,578,739	18.42%	200.32
Communications	966,991	4.98%	54.16
Animal Control	<u>489,416</u>	<u>2.52%</u>	<u>27.41</u>
Total Public Safety	8,697,890	44.77%	\$ 486.88

Public Works

Public Works Administration	178,510	0.92%	10.01
Streets	1,040,929	5.36%	58.29
Maintenance Shop	729,562	3.76%	40.89
Buildings	501,241	2.58%	28.06
Street Lighting	<u>200,670</u>	<u>1.03%</u>	<u>11.20</u>
Total Public Works	2,650,912	13.65%	\$ 148.45

Parks, Recreation & Cultural

Parks, Recreation & Beautification	1,252,822	6.45%	\$ 70.14
Library	957,378	4.93%	53.61
Visitor Center	147,717	0.76%	8.27
City Dock	<u>65,738</u>	<u>0.34%</u>	<u>3.70</u>
Total Parks, Recreation & Cultural	2,423,655	12.48%	\$ 135.72

Senior Citizen Programs

281,591 1.45% \$ 15.77

Debt Service

130,250 0.67% \$ 7.29

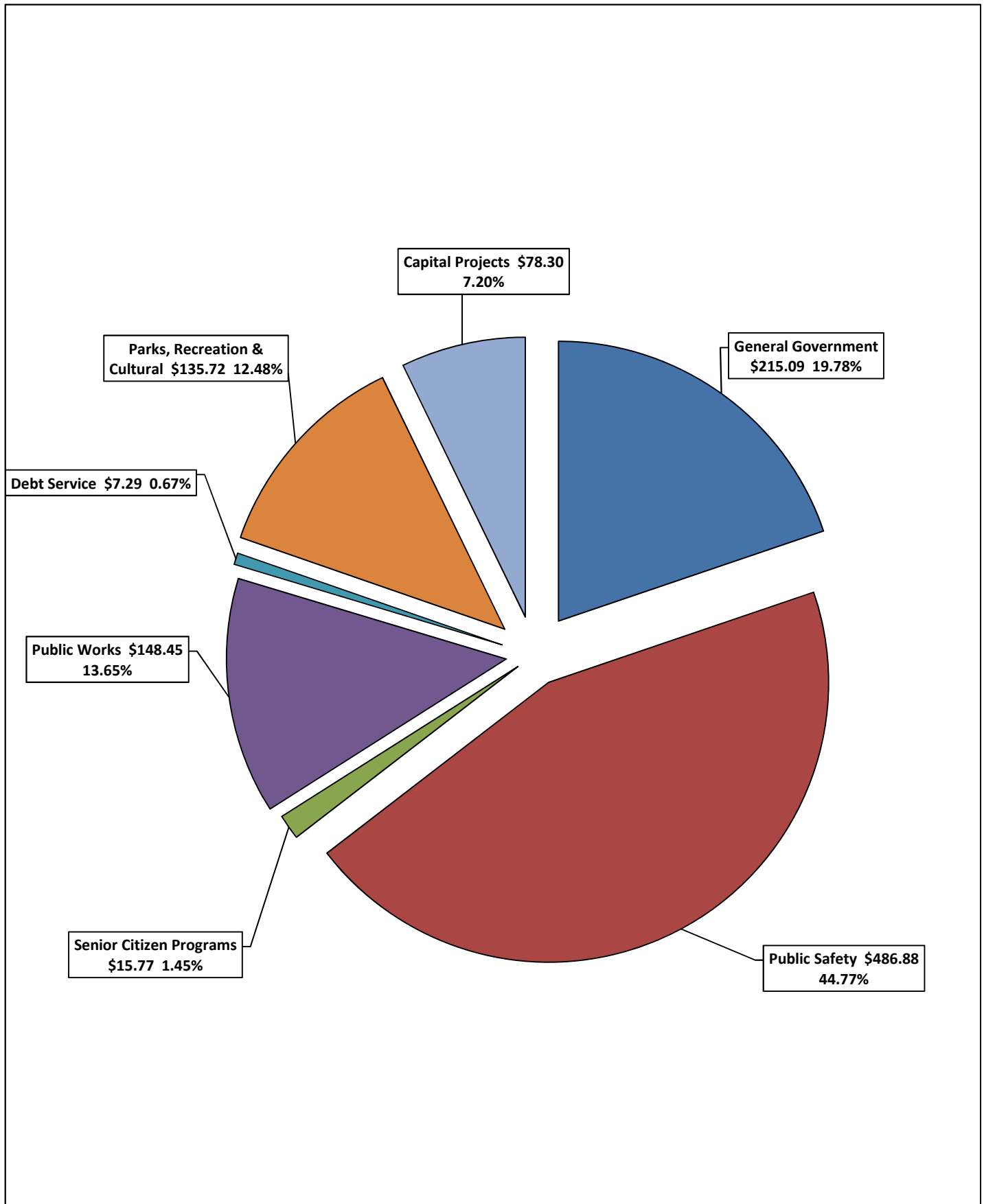
Capital Projects

1,398,000 7.20% \$ 78.30

**Total City of Kenai \$ 19,426,785 100.00% \$ 1,087.50**

City of Kenai  
Fiscal Year 2023 Operating Budget

Property Tax Breakdown Graph



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2022 Original Budget	FY2023 Adopted Budget	Difference	FY2022 Original Budget	FY2023 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 256,822	\$ 292,516	\$ 35,694	\$ 73,413	\$ 98,723	\$ 25,310
Legislative	51,793	51,773	(20)	150,946	119,006	(31,940)
Legal	337,541	354,887	17,346	35,624	35,629	5
City Manager	406,005	481,464	75,459	116,978	92,953	(24,025)
Human Resources	176,653	156,789	(19,864)	9,201	11,044	1,843
Finance	714,083	806,682	92,599	124,186	121,475	(2,711)
Land Administration	-	-	-	12,140	12,140	-
Non-Departmental	597,155	227,918	(369,237)	675,687	693,032	17,345
Planning and Zoning	223,762	227,333	3,571	67,878	26,348	(41,530)
Safety	-	-	-	2,900	3,200	300
Total General Government	<u>2,763,814</u>	<u>2,599,362</u>	<u>(164,452)</u>	<u>1,268,953</u>	<u>1,213,550</u>	<u>(55,403)</u>
<u>Public Safety</u>						
Police	3,123,381	3,273,359	149,978	375,154	389,385	14,231
Fire	2,872,927	3,121,203	248,276	409,630	426,866	17,236
Communications	841,681	903,347	61,666	60,403	63,644	3,241
Animal Control	312,130	340,637	28,507	148,678	148,779	101
Total Public Safety	<u>7,150,119</u>	<u>7,638,546</u>	<u>488,427</u>	<u>993,865</u>	<u>1,028,674</u>	<u>34,809</u>
<u>Public Works</u>						
Public Works Administration	153,868	165,593	11,725	8,098	12,917	4,819
Shop	402,441	432,770	30,329	258,925	296,792	37,867
Streets	569,359	623,733	54,374	392,624	401,196	8,572
Buildings	296,386	299,328	2,942	194,898	118,913	(75,985)
Street Lighting	-	-	-	201,913	200,670	(1,243)
Total Public Works	<u>1,422,054</u>	<u>1,521,424</u>	<u>99,370</u>	<u>1,056,458</u>	<u>1,030,488</u>	<u>(25,970)</u>
<u>Library</u>	<u>702,623</u>	<u>756,821</u>	<u>54,198</u>	<u>219,060</u>	<u>200,557</u>	<u>(18,503)</u>
<u>Parks and Recreation</u>						
Boating Facility	34,542	37,115	2,573	30,451	28,623	(1,828)
Visitor Center	-	-	-	146,843	147,717	874
Parks, Recreation & Beautification	689,249	752,817	63,568	456,157	453,405	(2,752)
Total Parks and Recreation	<u>723,791</u>	<u>789,932</u>	<u>66,141</u>	<u>633,451</u>	<u>629,745</u>	<u>(3,706)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 12,762,401</u>	<u>\$ 13,306,085</u>	<u>\$ 543,684</u>	<u>\$ 4,171,787</u>	<u>\$ 4,103,014</u>	<u>\$ (68,773)</u>



**City of Kenai  
Fiscal Year 2023 Operating Budget**

**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2022 Original Budget	FY2023 Adopted Budget	Difference	FY2022 Original Budget	FY2023 Adopted Budget	Difference	
\$ -	\$ 11,575	\$ 11,575	\$ 330,235	\$ 402,814	\$ 72,579	<u>General Government</u>
-	-	-	202,739	170,779	(31,960)	City Clerk
-	-	-	373,165	390,516	17,351	Legislative
-	-	-	522,983	574,417	51,434	Legal
-	-	-	185,854	167,833	(18,021)	City Manager
-	-	-	838,269	928,157	89,888	City Manager
-	-	-	12,140	12,140	-	Finance
7,000	20,000	13,000	1,279,842	940,950	(338,892)	Land Administration
-	-	-	291,640	253,681	(37,959)	Non-Departmental
-	-	-	2,900	3,200	300	Planning and Zoning
7,000	31,575	24,575	4,039,767	3,844,487	(195,280)	Safety
						Total General Government
-	-	-	3,498,535	3,662,744	164,209	<u>Public Safety</u>
50,000	30,670	(19,330)	3,332,557	3,578,739	246,182	Police
-	-	-	902,084	966,991	64,907	Fire
-	-	-	460,808	489,416	28,608	Communications
50,000	30,670	(19,330)	8,193,984	8,697,890	503,906	Animal Control
						Total Public Safety
-	-	-	161,966	178,510	16,544	<u>Public Works</u>
-	-	-	661,366	729,562	68,196	Public Works Administration
-	16,000	16,000	961,983	1,040,929	78,946	Shop
-	83,000	83,000	491,284	501,241	9,957	Streets
-	-	-	201,913	200,670	(1,243)	Buildings
-	99,000	99,000	2,478,512	2,650,912	172,400	Street Lighting
						Total Public Works
14,500	-	(14,500)	936,183	957,378	21,195	<u>Library</u>
-	-	-	64,993	65,738	745	<u>Parks and Recreation</u>
-	-	-	146,843	147,717	874	Boating Facility
30,000	46,600	16,600	1,175,406	1,252,822	77,416	Visitor Center
30,000	46,600	16,600	1,387,242	1,466,277	79,035	Parks, Recreation & Beautification
						Total Parks and Recreation
2,072,375	1,809,841	(262,534)	2,072,375	1,809,841	(262,534)	Non-Departmental Transfers
\$ 2,173,875	\$ 2,017,686	\$ (156,189)	\$ 19,108,063	\$ 19,426,785	\$ 318,722	Total General Fund

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2021</b>	<b>Original</b>	<b>Amended</b>	<b>Adopted</b>	<b>Increase</b>	<b>%</b>
	<b><u>Actual</u></b>	<b><u>FY2022</u></b>	<b><u>Budget</u></b>	<b><u>FY2023</u></b>	<b><u>(Decrease)</u></b>	<b><u>Change</u></b>
<b><u>General Government</u></b>						
01 City Clerk	\$ 283,480	\$ 330,235	\$ 344,285	\$ 402,814	\$ 72,579	21.98%
11 Legislative	143,115	202,739	202,739	170,779	(31,960)	(15.76%)
12 Legal	323,175	373,165	373,165	390,516	17,351	4.65%
13 City Manager	398,746	522,983	522,983	574,417	51,434	9.83%
14 Human Resources	176,876	185,854	185,854	167,833	(18,021)	(9.70%)
15 Finance	742,966	838,269	844,399	928,157	89,888	10.72%
16 Land Administration	3,111	12,140	107,176	12,140	-	-
18 Non-Departmental	1,894,692	1,279,842	1,275,806	940,950	(338,892)	(26.48%)
19 Planning and Zoning	202,155	291,640	291,640	253,681	(37,959)	(13.02%)
20 Safety	890	2,900	2,900	3,200	300	10.34%
Total General Government	<u>\$ 4,169,206</u>	<u>\$ 4,039,767</u>	<u>\$ 4,150,947</u>	<u>\$ 3,844,487</u>	<u>(195,280)</u>	<u>(4.83%)</u>
<b><u>Public Safety</u></b>						
21 Police	1,892,089	3,498,535	3,550,390	3,662,744	164,209	4.69%
22 Fire	1,884,884	3,332,557	3,438,830	3,578,739	246,182	7.39%
23 Communications	457,533	902,084	902,084	966,991	64,907	7.20%
29 Animal Control	420,147	460,808	461,399	489,416	28,608	6.21%
Total Public Safety	<u>4,654,653</u>	<u>8,193,984</u>	<u>8,352,703</u>	<u>8,697,890</u>	<u>503,906</u>	<u>6.15%</u>
<b><u>Public Works</u></b>						
31 Public Works Administration	186,660	161,966	161,966	178,510	16,544	10.21%
32 Shop	595,132	661,366	661,366	729,562	68,196	10.31%
33 Streets	994,012	961,983	961,983	1,040,929	78,946	8.21%
34 Buildings	360,192	491,284	491,284	501,241	9,957	2.03%
35 Street Lighting	179,657	201,913	201,913	200,670	(1,243)	(0.62%)
Total Public Works	<u>2,315,653</u>	<u>2,478,512</u>	<u>2,478,512</u>	<u>2,650,912</u>	<u>172,400</u>	<u>6.96%</u>
<b><u>Parks, Recreation &amp; Culture</u></b>						
40 Library	822,086	936,183	983,560	957,378	21,195	2.26%
60 Boating Facility	32,156	64,993	64,993	65,738	745	1.15%
03 Visitor Center	139,222	146,843	146,843	147,717	874	0.60%
45 Parks, Recreation & Beautification	1,102,359	1,175,406	1,188,406	1,252,822	77,416	6.59%
Total Parks, Recreation & Culture	<u>2,095,823</u>	<u>2,323,425</u>	<u>2,383,802</u>	<u>2,423,655</u>	<u>100,230</u>	<u>4.31%</u>
<b><u>Total Operating Expenditures</u></b>	<u>13,235,335</u>	<u>17,035,688</u>	<u>17,365,964</u>	<u>17,616,944</u>	<u>581,256</u>	<u>3.41%</u>
<b><u>Transfers to other funds</u></b>						
Senior Citizen Fund	185,563	220,518	253,999	281,591	61,073	27.70%
Debt Service	114,906	129,625	140,097	130,250	625	0.48%
Other non-operating	1,956,207	1,722,232	1,867,814	1,398,000	(324,232)	(18.83%)
Total Transfers to other funds	<u>2,256,676</u>	<u>2,072,375</u>	<u>2,261,910</u>	<u>1,809,841</u>	<u>(262,534)</u>	<u>(12.67%)</u>
<b>Total General Fund</b>	<b><u>\$ 15,492,011</u></b>	<b><u>\$ 19,108,063</u></b>	<b><u>\$ 19,627,874</u></b>	<b><u>\$ 19,426,785</u></b>	<b><u>\$ 318,722</u></b>	<b><u>1.67%</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

General Fund Summary by Line Item

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 5,066,256	\$ 5,844,659	\$ 7,074,029	\$ 7,062,879	\$ 7,533,382	\$ 459,353	6.49%
0200	Overtime	174,354	342,290	317,121	330,200	441,231	124,110	39.14%
0250	Holiday Pay	56,433	137,272	176,029	176,029	186,620	10,591	6.02%
0300	Leave	116,930	124,378	257,452	261,102	270,344	12,892	5.01%
0400	Medicare	75,323	90,648	113,454	113,554	122,261	8,807	7.76%
0450	Social Security	10,160	10,770	21,078	21,078	25,157	4,079	19.35%
0500	PERS	1,741,675	1,744,847	2,177,049	2,177,899	1,923,622	(253,427)	(11.64%)
0600	Unemployment Insurance	8,524	11,325	38,013	38,013	41,012	2,999	7.89%
0700	Workers Compensation	94,658	135,989	160,990	160,990	150,980	(10,010)	(6.22%)
0800	Health & Life Insurance	1,604,207	1,533,401	2,292,194	2,292,194	2,475,867	183,673	8.01%
0900	Supplemental Retirement	118,733	115,800	134,992	134,992	135,609	617	0.46%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 9,067,253</u></b>	<b><u>\$ 10,091,379</u></b>	<b><u>\$ 12,762,401</u></b>	<b><u>\$ 12,768,930</u></b>	<b><u>\$ 13,306,085</u></b>	<b><u>\$ 543,684</u></b>	<b><u>4.26%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	11,518	15,688	18,959	17,948	17,785	(1,174)	(6.19%)
2022	Operating & Repair Supplies	468,289	513,228	527,075	571,751	615,062	87,987	16.69%
2023	Repair & Maintenance Supplies	3,263	653	13,600	13,606	1,600	(12,000)	(88.24%)
2024	Small Tools/Minor Equipment	115,821	142,046	160,558	208,495	142,783	(17,775)	(11.07%)
2026	Computer Software	110,921	97,139	131,095	136,399	143,998	12,903	9.84%
4531	Professional Services	529,580	475,068	711,835	852,650	548,806	(163,029)	(22.90%)
4532	Communications	57,580	65,909	69,555	73,870	74,785	5,230	7.52%
4533	Travel & Transportation	63,597	95,370	167,739	147,743	162,855	(4,884)	(2.91%)
4534	Advertising	16,561	21,983	22,800	24,884	24,850	2,050	8.99%
4535	Printing & Binding	19,234	25,292	30,900	31,623	55,125	24,225	78.40%
4536	Insurance	295,729	211,403	343,138	343,138	378,129	34,991	10.20%
4537	Utilities	742,013	722,268	790,847	790,847	760,052	(30,795)	(3.89%)
4538	Repair & Maintenance	139,711	205,374	218,547	207,144	225,849	7,302	3.34%
4539	Rentals	142,380	137,490	165,127	165,127	160,565	(4,562)	(2.76%)
4540	Equip. Fund Pmts.	463,863	363,776	483,703	483,703	496,548	12,845	2.66%
4541	Postage	10,459	13,259	16,300	16,930	16,400	100	0.61%
4666	Books	68,515	73,132	70,320	81,610	70,200	(120)	(0.17%)
4667	Dues & Publications	29,066	28,875	36,193	35,103	37,341	1,148	3.17%
4999	General Contingency	-	-	90,000	59,658	90,000	-	-
5041	Miscellaneous	34,829	37,727	47,750	44,815	49,150	1,400	2.93%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	797,219	186,094	55,746	55,746	31,131	(24,615)	(44.16%)
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 4,120,148</u></b>	<b><u>\$ 3,431,774</u></b>	<b><u>\$ 4,171,787</u></b>	<b><u>\$ 4,362,790</u></b>	<b><u>\$ 4,103,014</u></b>	<b><u>\$ (68,773)</u></b>	<b><u>(1.65%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,558	-	-	-	-	-
8062	Buildings	-	2,535	-	-	83,000	83,000	-
8063	Improvements	-	-	14,500	14,500	-	(14,500)	(100.00%)
8064	Machinery & Equipment	47,934	61,515	87,000	219,744	124,845	37,845	43.50%
9090	Transfers	2,256,676	1,050,377	2,072,375	2,261,910	1,809,841	(262,534)	(12.67%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 2,304,610</u></b>	<b><u>\$ 1,115,985</u></b>	<b><u>\$ 2,173,875</u></b>	<b><u>\$ 2,496,154</u></b>	<b><u>\$ 2,017,686</u></b>	<b><u>\$ (156,189)</u></b>	<b><u>(7.18%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 15,492,011</u></b>	<b><u>\$ 14,639,138</u></b>	<b><u>\$ 19,108,063</u></b>	<b><u>\$ 19,627,874</u></b>	<b><u>\$ 19,426,785</u></b>	<b><u>\$ 318,722</u></b>	<b><u>1.67%</u></b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

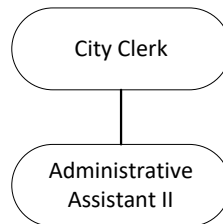
## Mission

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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
City Clerk	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	22	0	0	5	5	5

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Total Agenda Packets Distributed	71	69	61	61	96
Percentage of City Council Action Agendas Prepared One Business Day Following the Meeting	Data Not Tracked		90%	96%	98%
Percentage of City Council Items Fully Processed within One Business Day	Data Not Tracked		90%	96%	98%

<b>Fiscal Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022*</b>
Percentage of City Council Minutes Completed for publication in Next Meeting Packet	95%	90%	90%	100%	98%
Total Public Record Requests Processed	29	31	20	25	29
Average Response Time (Business Days)	5	6	5	3	5
Total Licenses Issued	16	20	20	23	20
Average Number of days from receipt of application to issuance (mailing) by type					
Taxi	2	1	1	½	1
Mobile Food Vendor	2	2	1	1	1
Transient Merchant/Peddler	1	1	½	0	1
Number of Boxes Shredded/Destroyed	103	89	50	45	60
Obsolete Document Destruction/Shredded	3,185 lbs.	2,438 lbs.	1,500 lbs.	1,236 lbs.	1,740 lbs.

\*Projected Figures based on year-to-date information.

## **FY22 Department Goals Evaluation**

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.
  - *Not Achieved. This goal was not met and will be included in the FY23 goals.*
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.
  - *Achieved. There are now 13 automated Laserfiche processes.*
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.
  - *Not Achieved. State of Alaska microfilming services were unavailable.*

## **FY23 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. Continue increasing the number of automated processes, utilizing Laserfiche in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
3. Investigate methods for migrating digital records to microfilm, then convert (10) years' worth of permanent records to microfilm, 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 more records are maintained in Laserfiche, it will be necessary ensure digital records are managed in accordance with the City of Kenai Records Retention Schedule.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 140,398	\$ 133,215	\$ 157,407	\$ 161,257	\$ 182,082	\$ 24,675	15.68%
0200	Overtime	345	1,050	206	206	219	13	6.31%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	713	976	4,609	8,259	5,433	824	17.88%
0400	Medicare	2,045	1,939	2,353	2,453	2,723	370	15.72%
0450	Social Security	-	106	-	-	-	-	-
0500	PERS	30,963	27,735	34,675	35,525	40,107	5,432	15.67%
0600	Unemployment Insurance	171	211	812	812	938	126	15.52%
0700	Workers Compensation	313	364	408	408	394	(14)	(3.43%)
0800	Health & Life Insurance	48,954	37,244	53,352	53,352	57,620	4,268	8.00%
0900	Supplemental Retirement	2,273	2,833	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 226,175</b>	<b>\$ 205,673</b>	<b>\$ 256,822</b>	<b>\$ 265,272</b>	<b>\$ 292,516</b>	<b>\$ 35,694</b>	<b>13.90%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	431	675	1,000	1,000	800	(200)	(20.00%)
2022	Operating & Repair Supplies	170	146	320	320	520	200	62.50%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,211	1,734	980	980	1,040	60	6.12%
2026	Computer Software	24,350	23,448	27,383	28,666	34,333	6,950	25.38%
4531	Professional Services	8,199	18,811	12,750	15,467	13,100	350	2.75%
4532	Communications	1,473	1,510	2,040	2,040	1,865	(175)	(8.58%)
4533	Travel & Transportation	7,375	8,106	13,285	14,885	12,160	(1,125)	(8.47%)
4534	Advertising	6,825	8,507	7,600	7,600	8,600	1,000	13.16%
4535	Printing & Binding	6,370	4,253	6,650	6,650	24,900	18,250	274.44%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	50	40	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	800	955	1,005	1,005	1,005	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	51	101	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 57,305</b>	<b>\$ 68,286</b>	<b>\$ 73,413</b>	<b>\$ 79,013</b>	<b>\$ 98,723</b>	<b>\$ 25,310</b>	<b>34.48%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	11,575	11,575	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,575</b>	<b>\$ 11,575</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 283,480</b>	<b>\$ 273,959</b>	<b>\$ 330,235</b>	<b>\$ 344,285</b>	<b>\$ 402,814</b>	<b>\$ 72,579</b>	<b>21.98%</b>

**City of Kenai  
Fiscal Year 2023 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, meeting agenda and public notices.

**4535 Printing & Binding.** Ballot printing, copier/printer maintenance, minute books and paper. By-mail election envelopes, in-person absentee/questioned envelopes and forms.

**8064 Machinery & Equipment.** Copier replacement.



**City of Kenai  
Fiscal Year 2023 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**

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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**

Calendar Year	2018	2019	2020	2021	2022*
Number of Facility Visitors	32,674	34,000	15,561	24,024	30,000
Number of Facility Programs		3	2	7	7
Number of Facility Events		9	7	13	13
Number of Facility Rentals		54	21	32	32

NOTE: Information provided by Kenai Chamber of Commerce and Visitor Center Year-End Report 2021

\*Projected Figures based on year-to-date information.

## **FY22 Department Goals Evaluation**

The following goals were submitted in FY22 in support of 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.
  - *Achieved. The Facility Manager has provided educational and cultural tours to local Alaska Native organizations and hosted luncheon presentations.*
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.
  - *Achieved. The City and Facility Manager partnered on a number of programs and events that showcase Kenai as a destination, center for cultural and outdoor events and activities and promote economic and business growth and opportunities that*

*enrich Kenai's tourism industry and the community's overall quality of life, including but not limited to the 4<sup>th</sup> of July Festivities, 5<sup>th</sup> Annual Silver Salmon Derby, and Christmas Comes to Kenai, as well as work in coordination with the City's Marketing Consultant on the I Love Kenai website.*

3. Pursue grant funding for capital project needs at the Kenai Visitor and Cultural Center.
  - *Partially Achieved. The Facility Manager is working toward establishing a 501(3)(c) organization that would be eligible to apply for grant funding opportunities.*

## **FY23 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. 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 2023 Operating Budget

Fund: 001 - General Fund  
Department: Visitor Center

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	688	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	327	576	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	105,000	121,786	105,000	105,000	110,125	5,125	4.88%
4532	Communications	855	718	1,640	1,640	1,720	80	4.88%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	110	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	32,620	36,267	39,783	39,783	35,452	(4,331)	(10.89%)
4538	Repair & Maintenance	420	7,164	420	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	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 139,222</u></b>	<b><u>\$ 167,309</u></b>	<b><u>\$ 146,843</u></b>	<b><u>\$ 146,843</u></b>	<b><u>\$ 147,717</u></b>	<b><u>\$ 874</u></b>	<b><u>0.60%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 139,222</u></b>	<b><u>\$ 167,309</u></b>	<b><u>\$ 146,843</u></b>	<b><u>\$ 146,843</u></b>	<b><u>\$ 147,717</u></b>	<b><u>\$ 874</u></b>	<b><u>0.60%</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>4531 Professional Services.</b> Facility management agreement with operator of Kenai Visitor Center and a contract to market the City.	<b>4538 Repair &amp; Maintenance Services.</b> Facility security.
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**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

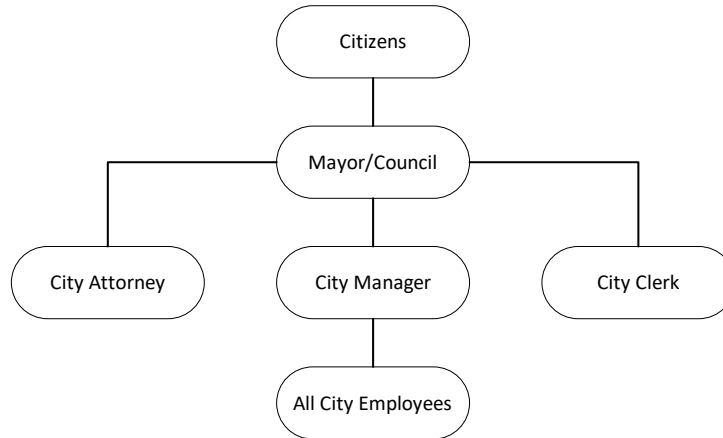
## Mission

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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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

Fiscal Year	2018	2019	2020	2021	2022*
Total Number of Meetings and Work Sessions	28	26	30	28	29
Legislation Acted On	132	114	159	166	150
Voter Turnout	28%	15.5%	10.4%	12.15%	15%

*\*Projected Figures based on year-to-date information.*

## FY22 Department Goals Evaluation

- 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.
  - Partially Achieved. Federal share received, 35% local share in progress.*

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.
  - *Achieved.*
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.
  - *Achieved.*
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.
  - *Achieved.*

### **FY23 Department Goals**

1. Support a funding strategy for the remaining 35% local share portion of the 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. Maintain 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 continued community outreach and collaboration for the Waterfront Redevelopment Plan in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.
4. Seek opportunities for efficiency by striving to reduce the cost of goods and services without negatively impacting services to the community in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.

### **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 2023 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2021 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2022</u>	<u>Amended Budget</u>	<u>Adopted FY2023</u>	<u>Increase (Decrease) FY2022 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 48,000	\$ 47,960	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	695	696	696	696	-	-
0450	Social Security	2,976	2,974	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	118	144	121	121	101	(20)	(16.53%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 51,790</u></b>	<b><u>\$ 51,773</u></b>	<b><u>\$ 51,793</u></b>	<b><u>\$ 51,793</u></b>	<b><u>\$ 51,773</u></b>	<b><u>\$ (20)</u></b>	<b><u>(0.04%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	120	63	200	200	200	-	-
2022	Operating & Repair Supplies	2,699	1,792	2,800	2,800	4,300	1,500	53.57%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,948	3,274	11,720	11,720	1,910	(9,810)	(83.70%)
2026	Computer Software	286	339	300	300	715	415	138.33%
4531	Professional Services	48,300	44,600	52,000	52,000	50,350	(1,650)	(3.17%)
4532	Communications	1,043	674	910	910	930	20	2.20%
4533	Travel & Transportation	595	6,824	10,000	10,000	12,400	2,400	24.00%
4534	Advertising	1,347	3,393	2,500	2,500	2,500	-	-
4535	Printing & Binding	175	35	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	26	11	200	200	-	(200)	(100.00%)
4667	Dues & Publications	7,851	7,606	8,120	8,920	8,120	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	716	3,360	5,950	5,150	5,950	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	26,219	31,894	55,746	55,746	31,131	(24,615)	(44.16%)
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 91,325</u></b>	<b><u>\$ 103,865</u></b>	<b><u>\$ 150,946</u></b>	<b><u>\$ 150,946</u></b>	<b><u>\$ 119,006</u></b>	<b><u>\$ (31,940)</u></b>	<b><u>(21.16%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 143,115</u></b>	<b><u>\$ 155,638</u></b>	<b><u>\$ 202,739</u></b>	<b><u>\$ 202,739</u></b>	<b><u>\$ 170,779</u></b>	<b><u>\$ (31,960)</u></b>	<b><u>(15.76%)</u></b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2024 Small Tools/Minor Equipment.</b> Replacement of 2 computers, Ipads for 2 City Council Members, 1 Mayor.	<b>4533 Travel &amp; Transportation.</b> Travel to Alaska Municipal League Annual Conference for Council members.
<b>4531 Professional Services.</b> Annual City Audit.	<b>4534 Advertising.</b> Miscellaneous promotional items/souvenirs for the City.
	<b>5047 Grants to Agencies.</b> Operational or special project grants provided to local organizations.
	Peninsula Oilers water & sewer \$ 3,131
	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
	Bridges Network (Project Homeless Connect) 500
	Kenai Watershed Forum 5,000
	Miscellaneous grants to be identified 1,500
	<b>\$ 31,131</b>



**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

## Mission

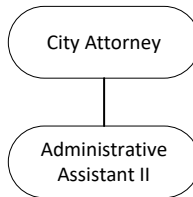
To provide the highest quality legal services to the City Council, Administration, Boards and Commissions in the most ethical, timely, efficient and cost-effective manner for the benefit of the City of Kenai and its residents.

## 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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Administrative Assistant II	10	10	10	10	10	10

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Total Citations	449	593	562	744	834
Litigation Costs	\$9,821	\$10,000	\$30	\$500	\$-
Collected Citations	\$54,098	\$68,644	\$49,897	\$28,004	\$34,808
Outstanding Citations	\$20,448	\$26,126	\$75,955	\$116,568	\$155,970
Contracts Processed	192	220	259	207	204

\*Projected Figures based on year-to-date information.

## **FY22 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.*

## **FY23 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 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 208,430	\$ 197,988	\$ 219,619	\$ 219,619	\$ 229,900	\$ 10,281	4.68%
0200	Overtime	237	51	406	406	440	34	8.37%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	116	7,797	7,797	8,138	341	4.37%
0400	Medicare	2,979	2,842	3,303	3,303	3,458	155	4.69%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	45,988	43,393	48,405	48,405	50,675	2,270	4.69%
0600	Unemployment Insurance	262	328	1,139	1,139	1,193	54	4.74%
0700	Workers Compensation	465	577	520	520	463	(57)	(10.96%)
0800	Health & Life Insurance	49,400	40,619	53,352	53,352	57,620	4,268	8.00%
0900	Supplemental Retirement	2,949	2,931	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 310,710</b>	<b>\$ 288,845</b>	<b>\$ 337,541</b>	<b>\$ 337,541</b>	<b>\$ 354,887</b>	<b>\$ 17,346</b>	<b>5.14%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	228	242	500	500	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	666	1,056	780	788	840	60	7.69%
2026	Computer Software	662	2,497	714	714	739	25	3.50%
4531	Professional Services	866	5,762	15,500	15,382	15,400	(100)	(0.65%)
4532	Communications	1,125	1,146	1,130	1,130	1,150	20	1.77%
4533	Travel & Transportation	4,129	6,918	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	3,349	4,887	3,500	3,500	3,500	-	-
4667	Dues & Publications	1,350	1,532	2,000	2,110	2,000	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	90	315	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 12,465</b>	<b>\$ 24,355</b>	<b>\$ 35,624</b>	<b>\$ 35,624</b>	<b>\$ 35,629</b>	<b>\$ 5</b>	<b>0.01%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 323,175</b>	<b>\$ 313,200</b>	<b>\$ 373,165</b>	<b>\$ 373,165</b>	<b>\$ 390,516</b>	<b>\$ 17,351</b>	<b>4.65%</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2026 Computer Software.</b> Includes annual fees for general office softwares.	<b>4533 Travel &amp; Transportation.</b> Includes funds for continuing education of department staff, City Attorney automobile allowance, and travel related to litigation.
<b>4531 Professional Services.</b> Funds for outside legal council and process serving services should they be necessary.	<b>4666 Books.</b> Westlaw subscription and other legal subscription services.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

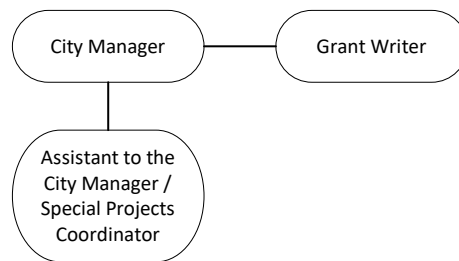
## Mission

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

## Functions & Responsibilities

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

## Organizational Chart



## Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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 the City Manager/ Special Projects Coordinator	1	23	1	23	1	23	1	23	1	23	1	23
Temporary Grant Writer	N/A	N/A	N/A	N/A	-	T15	0.5	T15	1	T15	1	T15

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
City Manager	N/A	N/A	N/A	N/A	N/A	N/A
Assistant to City Manager/HR Specialist	-	-	-	-	-	-
Assistant to the City Manager/ Special Projects Coordinator	-	4	4	-	10	10
Temporary Grant Writer	N/A	N/A	-	-	-	-

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Percent of Department Goals Met	<i>No Historical Data</i>	80%	80%	80%**	83%
Quantifiable Efficiencies	<i>No Historical Data</i>	25	24	20**	16
Non-Quantified Efficiencies	<i>No Historical Data</i>	1,086	720	500**	605

\*Projected Figures based on year-to-date information.

\*\*Estimated reduction COVID-19 Impact

## FY22 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 third Efficiencies Report in March 2021, which reported an estimated annual savings of \$81,732 and 934 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:
  - a) 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.
    - *Achieved. The draft Land Management Plan has been reviewed by several City Commissions and Committees, which have provided a resolution recommending approval of the Land Management Plan, including additional amendments to the plan for consideration by Council at a Work Session scheduled in March, 2022.*
  - b) Work with a variety of departments to develop a comprehensive strategy and asset management system for City-owned lands.
    - *Achieved. The City Manager's office has worked with Planning and the City's GIS Consultant on a strategy and asset management system for City-owned lands that is available online on the City's website and will be finalized at such time at the draft Land Management Plan is finalized.*
  - c) Work with a variety of departments to recommend incentive programs to attract new investment in underutilized or undervalued lands in Kenai.
    - *Partially Achieved. The City Manager's office has worked with Finance, Legal, and Planning to develop draft proposed Property Tax Exemption for Economic Development, Depreciated Property, and Storefront Improvement programs for Economic Development or Redevelopment in Kenai as well as engaged a consultant for the Kenai Waterfront Redevelopment Assessment and*

*Feasibility Study, a special project which includes providing economic strategy recommendations.*

- d) 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.
  - *Partially Achieved. The City Manager's office 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.*
- e) Work with City's marketing services provider on marketing Kenai as a visitor destination and open for business through targeted promotions.
  - *Achieved. Worked with the City's marketing services provider to develop a recruitment strategy to attract businesses and industries 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.*

### **FY23 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:
  - a) Work to secure match funding for Bluff Stabilization Project.
  - b) Work with a variety of departments to finalize the draft Land Management Plan, which includes an inventory of City-owned lands.
  - c) Work with a variety of departments to finalize incentive programs for approval by Council to attract new investment in underutilized or undervalued lands in Kenai.
  - d) Work with City's marketing services provider to increase digital and print metrics for marketing Kenai as the best place to relocate on the Kenai Peninsula as well as a must-see visitor destination.
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.

For FY23, the Temporary Grant Writer position is proposed to be changed to a 40-hour-per-week position to provide the necessary support to pursue grants for the Bluff Stabilization Project as well as the funding opportunities that will be available through the Federal Infrastructure Bill. It is anticipated that it will be warranted to maintain this temporary position at 40 hours per week for at least FY23 and FY24.



**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 233,774	\$ 226,695	\$ 278,473	\$ 278,473	\$ 314,759	\$ 36,286	13.03%
0200	Overtime	-	266	-	-	614	614	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(69)	2,807	8,649	8,649	8,585	(64)	(0.74%)
0400	Medicare	3,390	3,350	4,163	4,163	4,697	534	12.83%
0450	Social Security	-	73	1,659	1,659	3,583	1,924	115.97%
0500	PERS	51,430	49,042	55,377	55,377	56,861	1,484	2.68%
0600	Unemployment Insurance	118	140	609	609	756	147	24.14%
0700	Workers Compensation	559	665	723	723	679	(44)	(6.09%)
0800	Health & Life Insurance	49,176	40,149	53,352	53,352	86,430	33,078	62.00%
0900	Supplemental Retirement	3,000	2,721	3,000	3,000	4,500	1,500	50.00%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 341,378</b>	<b>\$ 325,908</b>	<b>\$ 406,005</b>	<b>\$ 406,005</b>	<b>\$ 481,464</b>	<b>\$ 75,459</b>	<b>18.59%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	80	313	500	170	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	888	1,228	1,040	2,531	1,370	330	31.73%
2026	Computer Software	1,145	749	1,548	1,548	1,483	(65)	(4.20%)
4531	Professional Services	45,000	10,466	98,050	98,050	70,300	(27,750)	(28.30%)
4532	Communications	1,333	1,344	1,540	1,790	2,300	760	49.35%
4533	Travel & Transportation	6,360	9,752	10,000	8,721	12,000	2,000	20.00%
4534	Advertising	523	1,206	1,200	1,903	2,000	800	66.67%
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,689	1,982	1,900	1,900	1,800	(100)	(5.26%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	350	960	1,200	365	1,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 57,368</b>	<b>\$ 28,000</b>	<b>\$ 116,978</b>	<b>\$ 116,978</b>	<b>\$ 92,953</b>	<b>\$ (24,025)</b>	<b>(20.54%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 398,746</b>	<b>\$ 353,908</b>	<b>\$ 522,983</b>	<b>\$ 522,983</b>	<b>\$ 574,417</b>	<b>\$ 51,434</b>	<b>9.83%</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2024 Small Tools/Minor Equipment.</b> Charge for 4 computer replacements and office chair replacement.	<b>4531 Professional Services.</b> Marketing and tourism professional services.
<b>2026 Computer Software.</b> Includes annual fees for general office softwares.	<b>4533 Travel &amp; Transportation.</b> Includes instate travel, Annual Conference's travel, car allowance.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

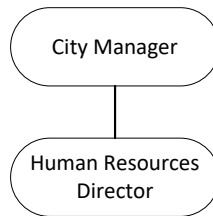
## Mission

The Human Resources Department is committed to developing, implementing, and continually improving human resource services, practices, and programs that support the City's goals and its employees in a fair and equitable manner.

## Functions & Responsibilities

The Human Resources Department is responsible for directing, coordinating, and administering the City's human resources processes, functions, and activities, including recruitment and retention of qualified employees, benefits administration, employee relations, training, performance management, leadership consultation, and employment law compliance as well as providing consistent and comprehensive professional Human Resources support to employees and supervisors.

## Organizational Chart



## Staffing

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
HR Director	1	26	1	26	1	26	1	26	1	23	1	23

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Total Recruitments Regular Full-time & Part-time Positions	18	16	25	25	30
Annual Turnover Rate Regular Full-time & Part-time Positions	17%	19%	7%**	10%	17%
Average Number of Applicants Regular Full-time & Part-time Positions	25	25	24	14	11

\*Projected Figures based on year-to-date information.

\*\*Figure based on regrettable termination rate vs. annual turnover rate.

## FY22 Department Goals Evaluation

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.

- *Achieved. Work on routine policy and procedure updates is continuous.*
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.
    - *Partially Achieved. A new online training system was launched in FY22 and training on use of the program was provided to Department Heads and supervisors. This goal will be achieved when all employees have access to the training.*
  3. Work with administration to confirm role of performance evaluations in City culture. Rewrite performance evaluation strategy and forms as planned in FY21.
    - *Not Achieved. The work on the performance evaluation strategy planned for FY22 was delayed due to HR's involvement and focus on COVID-19-related employee needs.*
  4. Review health benefit program design. Work with Finance, Administration and contracted brokers to identify potential options for improved cost and/or coverage.
    - *Partially Achieved. The work on this goal is continuing.*

### **FY23 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. Implementation of Online Employee Training System to cultivate growth, promote excellence, and improve retention by providing a centralized training solution with a library of courses, development programs, and tracking. Work with IT Manager to ensure all employees have a City of Kenai email address and access to the online training system.
2. Improve Human Resource workflows using automation software to improve efficiency, review and approval processes, and ensure completion. Develop forms and procedures and work with City Departments to create workflows using the City's document management system.
3. Implementation of new workflow and filing system to address filing backlog that occurred during the COVID-19 pandemic and update City-wide employee position descriptions in accordance with the City's Classification Plan as amended by Substitute Ordinance 3211-2021 to bring the Department into compliance with the City's records management and retention schedule.
4. Improve Employee Performance Evaluation Program to evaluate employees, improve constructive feedback and work performance. Work with administration to identify performance evaluation strategy and goals and update forms and procedures.

### **Future Considerations**

The travel and transportation budget is likely to increase in future years based on continuing education required to maintain professional HR certifications. The City's annual turnover rate and the number of recruitments have increased in recent years while the number of applicants for open positions has declined. This trend is consistent with recruitment and retention challenges experienced across the Kenai Peninsula and the State. The FY23 Department Goals to improve workflows and systems will provide a foundation for future improvements to the City's recruitment, onboarding, training, and employee engagement strategies.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2021 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2022</u>	<u>Amended Budget</u>	<u>Adopted FY2023</u>	<u>Increase (Decrease) FY2022 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 115,953	\$ 59,487	\$ 116,953	\$ 116,953	\$ 97,842	\$ (19,111)	(16.34%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	3,149	3,149	4,892	1,743	55.35%
0400	Medicare	1,604	824	1,741	1,741	1,490	(251)	(14.42%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	25,510	13,089	25,730	25,730	21,525	(4,205)	(16.34%)
0600	Unemployment Insurance	145	79	601	601	514	(87)	(14.48%)
0700	Workers Compensation	284	156	303	303	216	(87)	(28.71%)
0800	Health & Life Insurance	24,700	13,489	26,676	26,676	28,810	2,134	8.00%
0900	Supplemental Retirement	1,500	900	1,500	1,500	1,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 169,696</b>	<b>\$ 88,024</b>	<b>\$ 176,653</b>	<b>\$ 176,653</b>	<b>\$ 156,789</b>	<b>\$ (19,864)</b>	<b>(11.24%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	83	724	724	500	(224)	(30.94%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	222	1,183	260	260	280	20	7.69%
2026	Computer Software	5,269	1,251	5,754	5,754	6,944	1,190	20.68%
4531	Professional Services	-	200	300	300	300	-	-
4532	Communications	806	418	930	930	935	5	0.54%
4533	Travel & Transportation	459	264	779	779	860	81	10.40%
4534	Advertising	-	-	-	-	500	500	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	424	127	454	454	725	271	59.69%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 7,180</b>	<b>\$ 3,526</b>	<b>\$ 9,201</b>	<b>\$ 9,201</b>	<b>\$ 11,044</b>	<b>\$ 1,843</b>	<b>20.03%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 176,876</b>	<b>\$ 91,550</b>	<b>\$ 185,854</b>	<b>\$ 185,854</b>	<b>\$ 167,833</b>	<b>\$ (18,021)</b>	<b>(9.70%)</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2021 Office Supplies.</b> Miscellaneous supplies.	<b>4533 Travel &amp; Transportation.</b> Includes funds for continuing education of department staff.
<b>4531 Professional Services.</b> Includes independent investigation, (if needed).	<b>4667 Dues &amp; Publications.</b> SHRM annual membership and PRH recertification exam fee.

**City of Kenai  
Fiscal Year 2023 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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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	.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	.32	13	.32	13	.32	13	.32	13
IT Intern	.1	T6	0.1	T6	0.1	T6	-	T6	-	T6	-	T6

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Finance Director	N/A	N/A	N/A	N/A	N/A	N/A
IT Manager	17	2	45	45	45	45
Desktop Support Technician	N/A	N/A	N/A	-	-	-
Accountant	-	-	10	10	10	10
Accounting Tech I	-	-	-	-	-	-
Accounting Tech II	-	-	-	-	-	-
Administrative Assistant I	-	-	-	-	-	-
IT Intern	4	-	-	N/A	N/A	N/A

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Purchase Orders	2,519	2,354	2,737	2,382	2,120
Vendor Checks	3,187	2,347	2,295	2,531	2,640
Employee Onboarding	48	49	49	45	59
Employee Exits	48	47	40	35	51
Payroll Checks	3,505	3,470	3,567	3,601	3,534
Utility Customers	1,959	1,970	1,980	2,037	2,049
Paper Invoices	23,162	22,698	22,075	21,557	21,286
Electronic Invoices	2,239	3,374	3,800	4,620	4,816
Customers on AutoPay	654	776	825	870	897
Federal Grants	14	14	14	16	24
State Grants	13	11	12	7	5
FTE's per IT Staff	117	116	115	72	69

\*Projected Figures based on year-to-date information.

## FY22 Department Goals Evaluation

- The Department will complete scanning of all terminated employee records, to be stored in Laserfiche, freeing up space in work areas.
  - Partially achieved.*
- 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.
  - Partially achieved. The process will continue with written instructions being part of the position desk manual goal for FY23.*
- 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.
  - Achieved.*
- The IT department will consolidate the three City network domains into a single domain.
  - Achieved.*
- 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.
  - Partially achieved. Continual work is performed to protect the City's data and network from cyber-attack.*



**FY23 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 accounting staff create or update each positions desk manual to facilitate continuity of operations.
3. The IT department will implement two factor authentication for the City's network in its ongoing efforts to protect the City's network and data from cyber-attack.

**Future Considerations**

Services requiring IT support and complex security threats grow annually. The City's IT staffing of one point six (1.60) full-time equivalents will be difficult to maintain long-term and the need for external professional services continues to grow. Requests for additional staff or an increase in professional service budget, to augment the departments technical understanding and capabilities, is anticipated in the years to come. \$10,000 is included in the Non-Departmental budget in FY23 for such professional services.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2021 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2022</b>	<b>Amended Budget</b>	<b>Adopted FY2023</b>	<b>Increase (Decrease) FY2022 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 427,831	\$ 408,679	\$ 448,302	\$ 448,302	\$ 510,944	\$ 62,642	13.97%
0200	Overtime	1,563	1,117	3,733	3,733	3,395	(338)	(9.05%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(427)	3,187	20,083	20,083	22,769	2,686	13.37%
0400	Medicare	6,076	5,848	6,845	6,845	7,788	943	13.78%
0450	Social Security	77	102	-	-	-	-	-
0500	PERS	94,616	89,927	99,448	99,448	113,156	13,708	13.78%
0600	Unemployment Insurance	532	692	2,360	2,360	2,687	327	13.86%
0700	Workers Compensation	944	1,195	1,188	1,188	1,125	(63)	(5.30%)
0800	Health & Life Insurance	115,939	94,065	123,633	123,633	136,157	12,524	10.13%
0900	Supplemental Retirement	7,217	7,312	8,491	8,491	8,661	170	2.00%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 654,368</b>	<b>\$ 612,124</b>	<b>\$ 714,083</b>	<b>\$ 714,083</b>	<b>\$ 806,682</b>	<b>\$ 92,599</b>	<b>12.97%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,928	4,419	5,500	5,500	5,000	(500)	(9.09%)
2022	Operating & Repair Supplies	-	182	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	3,228	2,999	11,720	13,720	2,960	(8,760)	(74.74%)
2026	Computer Software	31,405	28,868	36,496	36,496	35,185	(1,311)	(3.59%)
4531	Professional Services	45,183	10,543	50,500	56,630	50,500	-	-
4532	Communications	2,991	3,023	3,590	3,590	3,450	(140)	(3.90%)
4533	Travel & Transportation	1,274	5,059	12,575	9,575	12,575	-	-
4534	Advertising	46	119	300	1,300	800	500	166.67%
4535	Printing & Binding	-	-	-	-	7,500	7,500	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	27	-	-	-	-	-
4667	Dues & Publications	1,260	1,258	2,005	2,005	2,005	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	283	647	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 88,598</b>	<b>\$ 57,144</b>	<b>\$ 124,186</b>	<b>\$ 130,316</b>	<b>\$ 121,475</b>	<b>\$ (2,711)</b>	<b>(2.18%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 742,966</b>	<b>\$ 669,268</b>	<b>\$ 838,269</b>	<b>\$ 844,399</b>	<b>\$ 928,157</b>	<b>\$ 89,888</b>	<b>10.72%</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

**2024 Small Tools/Minor Equipment.** Charge for (7) seven computers and miscellaneous other items. IT Manager tools.

**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.

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

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

**4535 Printing & Binding.** Production and mailing of Popular Annual Financial Report.

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

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

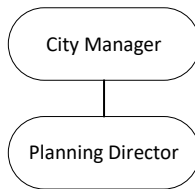
## Mission

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

## Functions & Responsibilities

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

## Organizational Chart



## Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Land Technician	.125	15	.0375	15	-	N/A	-	N/A	-	N/A	-	N/A

## Performance Measures

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

Note: General Fund Land does not include Airport Lands.

\*Projected Figures based on year-to-date information.

## Airport Fund Leases

Fiscal Year	2022*
Existing Leases	65
New Lease Applications	4
New Leases	5
Lease Terminations	1

Land Acquisitions	0
Development Incentives Applications	2
Land Sales	2
Special Use Permit Applications	2

*\*Projected Figures based on year-to-date information*

## **FY22 Department Goals Evaluation**

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.
  - *Partially Achieved. Staff is drafting an RFP for a GIS needs assessment. Recommendations from this assessment will directly impact the direction the City should take for database and GIS management and programs.*
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 by acquiring private properties necessary to complete the project during FY22.
  - *Partially Achieved. Staff has processed applications for acquiring two additional parcels of land for the Kenai Bluff Stabilization Project. The transfer of these parcels to the City took place in March of 2022.*
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.
  - *Partially Achieved. Based on public safety Staff has issued a code violation letter for a distressed building in a central location in the City and are currently working with the property owners to remedy the code violation.*
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. Communication of 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. Continually developing materials to help business owners navigate City Code and application forms and take advantage of opportunities and establishing processes, procedures, and forms for lease applications.
  - *Achieved. Staff has developed a process and procedures manual to ensure efficient and consistent processing of lease applications and planning applications. Staff continues to communicate the availability of lease credit incentives.*

### **FY23 Department Goals**

1. Implement recommendations of the GIS Needs Assessment in support of 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:
  - Complete acquisition of private properties necessary to complete the project during FY23.
3. Create Implementation Plan of the Land Management Plan to guide future City owned lands decisions and to attract and maintain thriving businesses in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.

### **Future Considerations**

ESRI will no longer support ArcGIS in two years, therefore, it will be necessary to upgrade to the latest platform, GIS Pro, to continue the functionality of GIS mapping in the City.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund: 001 - General Fund  
Department: Land Administration

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ 1,598	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	23	-	-	-	-	-
0450	Social Security	-	99	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	2	-	-	-	-	-
0700	Workers Compensation	-	5	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,727</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
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	2,646	5,649	10,000	105,000	10,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	9	500	536	500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	465	847	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	77	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 3,111</u></b>	<b><u>\$ 6,905</u></b>	<b><u>\$ 12,140</u></b>	<b><u>\$ 107,176</u></b>	<b><u>\$ 12,140</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,558	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,558</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 3,111</u></b>	<b><u>\$ 10,190</u></b>	<b><u>\$ 12,140</u></b>	<b><u>\$ 107,176</u></b>	<b><u>\$ 12,140</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

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



**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

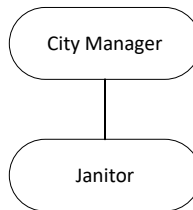
## **Mission**

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**

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Janitor	N/A	N/A	N/A	N/A	.70	3	.30	3	.30	3	.30	3

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 6,369	\$ 1,274	\$ 9,814	\$ 9,814	\$ 10,437	\$ 623	6.35%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	93	19	142	142	151	9	6.34%
0450	Social Security	395	79	608	608	647	39	6.41%
0500	PERS	601,671	385,937	586,380	586,380	216,490	(369,890)	(63.08%)
0600	Unemployment Insurance	8	2	49	49	52	3	6.12%
0700	Workers Compensation	102	20	162	162	141	(21)	(12.96%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 608,638</b>	<b>\$ 387,331</b>	<b>\$ 597,155</b>	<b>\$ 597,155</b>	<b>\$ 227,918</b>	<b>\$ (369,237)</b>	<b>(61.83%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	284	368	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	2,055	1,920	2,000	2,000	5,800	3,800	190.00%
2023	Repair & Maintenance Supplies	1,389	278	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	1,320	7,299	11,100	11,100	9,000	(2,100)	(18.92%)
2026	Computer Software	17,264	14,369	22,780	22,780	25,379	2,599	11.41%
4531	Professional Services	31,149	8,768	37,000	62,000	13,000	(24,000)	(64.86%)
4532	Communications	1,016	885	900	900	910	10	1.11%
4533	Travel & Transportation	(4,349)	(10,039)	-	(306)	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	4,495	11,093	7,000	7,612	7,000	-	-
4536	Insurance	295,729	211,403	343,138	343,138	378,129	34,991	10.20%
4537	Utilities	41,117	39,766	45,765	45,765	43,906	(1,859)	(4.06%)
4538	Repair & Maintenance	2,877	15,163	1,920	1,920	1,920	-	-
4539	Rentals	60,680	50,923	59,284	59,284	62,188	2,904	4.90%
4540	Equip. Fund Pmts.	30,820	20,583	43,800	43,800	43,800	-	-
4541	Postage	3,361	4,054	5,000	5,000	5,000	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	90,000	59,658	90,000	-	-
5041	Miscellaneous	7,811	4,178	4,000	5,000	5,000	1,000	25.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	771,000	154,200	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 1,268,018</b>	<b>\$ 535,211</b>	<b>\$ 675,687</b>	<b>\$ 671,651</b>	<b>\$ 693,032</b>	<b>\$ 17,345</b>	<b>2.57%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	18,036	6,514	7,000	7,000	20,000	13,000	185.71%
9090	Transfers	2,256,676	1,050,377	2,072,375	2,261,910	1,809,841	(262,534)	(12.67%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 2,274,712</b>	<b>\$ 1,056,891</b>	<b>\$ 2,079,375</b>	<b>\$ 2,268,910</b>	<b>\$ 1,829,841</b>	<b>\$ (249,534)</b>	<b>(12.00%)</b>
	<b>Department Total:</b>	<b>\$ 4,151,368</b>	<b>\$ 1,979,433</b>	<b>\$ 3,352,217</b>	<b>\$ 3,537,716</b>	<b>\$ 2,750,791</b>	<b>\$ (601,426)</b>	<b>(17.94%)</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>0500 PERS.</b> To account for the General Fund's share of State of Alaska Public Employee's Retirements System on-behalf funding.	<b>4538 Repair &amp; Maintenance Service.</b> City hall carpet cleaning, window cleaning and security.																				
<b>2024 Small Tools/Minor Equipment.</b> Network miscellaneous hardware.	<b>4539 Rentals.</b> Rental of Airport Fund property (Tract A, FBO Subdivision), \$35,777 and the Automated Flight Service Station lot,																				
<b>2026 Computer Software.</b> Includes annual fees for network device licensing.	<b>5041 Miscellaneous.</b> Employee Appreciation.																				
<b>4535 Printing and Binding.</b> Cityhall Copier service agreement.	<b>8064 Machinery &amp; Equipment.</b> Backup tape library replacement.																				
<b>4536 Insurance.</b> For the purchase of general liability, property, auto, heavy equipment, physician sponsor, marine, and other City insurances.																					
	<b>9090 Transfers.</b> To account for fund transfers to other funds of the City <table> <tr> <td>Senior Citizen Fund for operations</td> <td>281,591</td> </tr> <tr> <td>Debt Service</td> <td>130,250</td> </tr> <tr> <td>Repair Inground Water Tank</td> <td>60,000</td> </tr> <tr> <td>Willow Street Phase II</td> <td>420,000</td> </tr> <tr> <td>Rec Center HVAC Supplemental</td> <td>280,000</td> </tr> <tr> <td>Fire Apparatus Bay Painting</td> <td>45,000</td> </tr> <tr> <td>Facility Assessment Phase II</td> <td>80,000</td> </tr> <tr> <td>Lilac Street Repairs</td> <td>393,000</td> </tr> <tr> <td>Softball Fields Shelters/Dugouts Replacement</td> <td>120,000</td> </tr> <tr> <td></td> <td><u>\$ 1,809,841</u></td> </tr> </table>	Senior Citizen Fund for operations	281,591	Debt Service	130,250	Repair Inground Water Tank	60,000	Willow Street Phase II	420,000	Rec Center HVAC Supplemental	280,000	Fire Apparatus Bay Painting	45,000	Facility Assessment Phase II	80,000	Lilac Street Repairs	393,000	Softball Fields Shelters/Dugouts Replacement	120,000		<u>\$ 1,809,841</u>
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	<u>\$ 1,809,841</u>																				

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

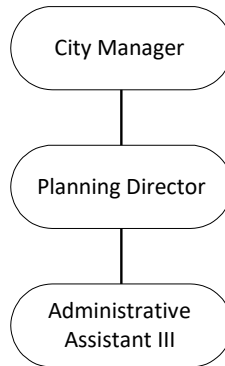
## Mission

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

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Planning Director	.7	21	.7	21	.7	21	.70	23	.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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Planning Director	5	2	30	N/A	N/A	N/A
Administrative Assistant III	3	0	20	20	20	20
Planning & Zoning Commissioner	N/A	N/A	N/A	N/A	N/A	N/A

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Conditional Use Permits	9	12	5	10	9
Preliminary Plats	10	8	14	14	12
Other Permits	25	32	20	22	25
Total Permits	44	48	40	46	46
Code Violations	40	40	21	25	30
Kenai Municipal Code Changes	3	4	4	3	3

\*Projected Figures based on year-to-date information.

## FY22 Department Goals Evaluation

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:
  - a. Upon adoption of the Land Management Plan, review City Code for necessary updates to ensure alignment with the plan.
  - b. Amend the Sign Code section of Title 14.
    - *Partially Achieved. Staff has reviewed model sign codes, drafted an amendment to the Sign Code section of Title 14, and will be scheduling a spring 2022 work session with the Planning and Zoning Commission.*
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.
  - *Achieved. Staff has established a procedure for providing applications, such as plats and conditional use permits, to the relevant Departments for review (typically Public Works and Fire Marshal). Staff from other City Departments have been invited to pre-application meetings when necessary to ensure greater project coordination and improve customer service.*
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.
  - *Achieved. Staff has reviewed the feasibility of Laserfiche as a way to improve efficiencies with reviewing and tracking permits for Planning, and improve communication with other Departments.*

## FY23 Department Goals

1. Waterfront Feasibility Study Implementation in support of support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.

2. In support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goals 2 Economic Development & 3 Land Use, Amend the Sign Code section of Title 14.
3. In support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goals 2 Economic Development & 3 Land Use, Amend the Conditional Use Permit Land Use Table section of Title 14.

### **Future Considerations**

Consider updating the City of Kenai Hazard Mitigation Plan for 2024.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 115,654	\$ 115,975	\$ 138,950	\$ 138,950	\$ 140,266	\$ 1,316	0.95%
0200	Overtime	66	873	904	904	840	(64)	(7.08%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,752	2,053	3,455	3,455	2,021	(1,434)	(41.51%)
0400	Medicare	1,663	1,659	2,079	2,079	2,076	(3)	(0.14%)
0450	Social Security	515	514	521	521	554	33	6.33%
0500	PERS	24,138	25,286	28,919	28,919	29,078	159	0.55%
0600	Unemployment Insurance	145	191	675	675	671	(4)	(0.59%)
0700	Workers Compensation	279	336	360	360	300	(60)	(16.67%)
0800	Health & Life Insurance	41,990	34,110	45,349	45,349	48,977	3,628	8.00%
0900	Supplemental Retirement	1,418	2,288	2,550	2,550	2,550	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 189,620</b>	<b>\$ 183,285</b>	<b>\$ 223,762</b>	<b>\$ 223,762</b>	<b>\$ 227,333</b>	<b>\$ 3,571</b>	<b>1.60%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	406	701	800	800	800	-	-
2022	Operating & Repair Supplies	200	258	500	500	500	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	761	1,218	780	1,080	840	60	7.69%
2026	Computer Software	2,702	3,557	2,818	2,818	2,848	30	1.06%
4531	Professional Services	2,535	5,019	50,000	50,000	8,000	(42,000)	(84.00%)
4532	Communications	752	712	1,130	1,130	1,150	20	1.77%
4533	Travel & Transportation	1,687	4,759	6,200	6,200	6,560	360	5.81%
4534	Advertising	2,839	3,586	3,500	3,500	3,500	-	-
4535	Printing & Binding	35	28	1,000	1,000	1,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	56	-	-	-	-	-
4667	Dues & Publications	618	407	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	489	500	200	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 12,535</b>	<b>\$ 20,790</b>	<b>\$ 67,878</b>	<b>\$ 67,878</b>	<b>\$ 26,348</b>	<b>\$ (41,530)</b>	<b>(61.18%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 202,155</b>	<b>\$ 204,075</b>	<b>\$ 291,640</b>	<b>\$ 291,640</b>	<b>\$ 253,681</b>	<b>\$ (37,959)</b>	<b>(13.02%)</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2024 Small Tools/Minor Equipment.</b> Charge for (3) three computer and miscellaneous small office equipment.	<b>4533 Travel &amp; Transportation.</b> Includes AKAPA Conference travel for department staff and planning commissioners training.
<b>4531 Professional Services.</b> GIS technical support and junk vehicle removal.	<b>4667 Dues &amp; Publications.</b> APA Association due and publications.



**City of Kenai  
Fiscal Year 2023 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**

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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**

Fiscal Year	2018	2019	2020	2021	2022**
Workers Compensation Claims	18	22	12	11	4 (to date)
OSHA 300 Cases	4	1	1	1	1 (to date)
Total Cases of Days Away from Work	3	1	1	1	Est.: 1
Total cases of Days of Job Transfer or Restriction	1	0	1	0	Est.: 1
Safety Meetings (annual)	6	4	4*	0*	0*

\*COVID affected normal schedule; Lack of Building Official affected scheduled meetings

\*\*Year-to-date figures.

## **FY22 Department Goals Evaluation**

- 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.
  - Not Achieved. Due to staff shortages, the Building Official is typically responsible for management of safety plans and the City has been struggling with filling that position this year.*

## **FY23 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.
2. Successfully recruit a new Building Official to maintain the Safety Program.

## **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 2023 Operating Budget

Fund: 001 - General Fund  
Department: Safety

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
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	890	1,721	1,500	1,500	1,800	300	20.00%
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	-	39	300	300	300	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 890</u></b>	<b><u>\$ 2,532</u></b>	<b><u>\$ 2,900</u></b>	<b><u>\$ 2,900</u></b>	<b><u>\$ 3,200</u></b>	<b><u>\$ 300</u></b>	<b><u>10.34%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 890</u></b>	<b><u>\$ 2,532</u></b>	<b><u>\$ 2,900</u></b>	<b><u>\$ 2,900</u></b>	<b><u>\$ 3,200</u></b>	<b><u>\$ 300</u></b>	<b><u>10.34%</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund: 001 - General Fund  
Department: 20 - Safety

<b>2022 Operating, Repair &amp; Maint.</b> Hazard material sampling kits.	<b>4531 Professional Services.</b> Employee random drug testing.
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**City of Kenai  
Fiscal Year 2023 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**

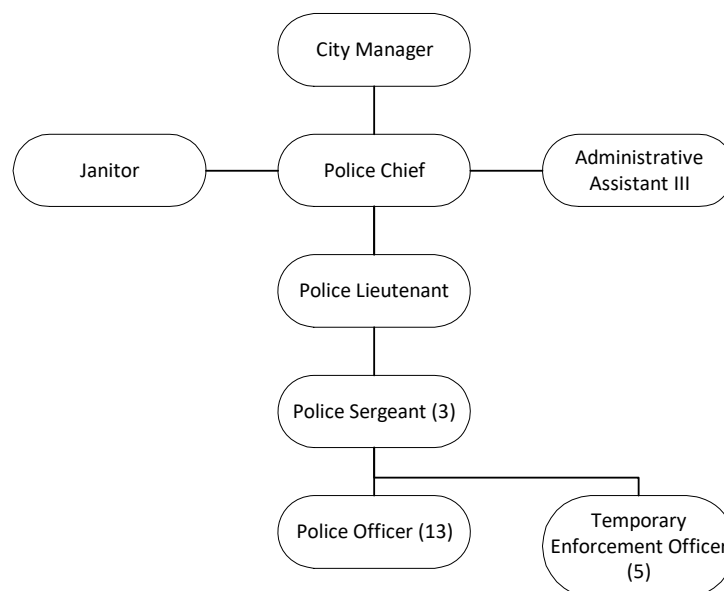
The Kenai Police Department has a well-deserved reputation for excellence in policing. The Department is responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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	27	1	27	1	27	1	27
Sergeant	3	23	3	23	3	24	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	.85	T1	.85	T1	.85	T1	.85	T1
Janitor	N/A	N/A	N/A	N/A	.35	3	.30	3	.30	3	.30	3

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
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	428	511	300	300	300	300
Officer	1,855	2,815	1,540	1,547	1,547	1,547
Administrative Assistant III	0	0	0	0	0	0
Temporary Enforcement Officer	5	13	0	0	0	0

## Performance Measures

Fiscal Year	CY2018	2019	2020	2021	2022*
Total Police Service Calls	9,194	9,004	7,337	6,821	7,200
Total Motor Vehicle Collisions	308	320	334	246	275
Property Crime Reports <sup>1</sup>	603	532	299	128	170
DUI Arrests	71	59	71	64	80
Training hours per sworn officer <sup>2</sup>	85	81	56	54	50
Traffic Contacts	2,918	1,814	1,764	2,761	3,000
Patrol Hours	4,627	4,324	5,074	5,444	5,500

\* Projected Figures based on year-to-date information.

CY- Calendar Year

## FY22 Department Goals Evaluation

1. Increase proactive traffic patrol hours to 5,500 in order to help make Kenai's roadways safer.
  - *Achieved. The Department anticipates achieving the goal of 5,500 by the end of FY22, despite staffing challenges related to turn-over the first half of the year.*
2. Maintain full participation in police specialty assignments including: 1) A School Resource Officer with a focus on deterring crime, providing additional safety in the schools, and making a positive impact on at-risk youth; and 2) An investigator in the regional drug task force.

<sup>1</sup> Property Crimes including reported: Burglary, Theft, and Vehicle Theft

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

- *Achieved. The Department has maintained officers assigned to both roles throughout the year despite some staffing turn-over in the last half of 2021, and this is anticipated to continue throughout FY22. The School Resource Officer continues to make a substantial positive impact on community youth and the Drug Task Force investigator continues to help make substantial impacts in combatting drug distribution in the area.*
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.
    - *Achieved. In 2021 the Department participated in 125 community engagements. Many of those were related to specific events with the School Resource Officer and many others were related to other public event participation such as events like Shop With a Cop or Drug Take Back Day.*

### **FY23 Department Goals**

1. Increase proactive traffic patrol hours to 5,750 in order to help make Kenai's roadways safer. This is an important measure as the Department continues to strive to find efficiencies in its work flow in order to create the most available time for officers to be on patrol to deter and respond to crime, and to keep the roadways safe. Evaluate through assessment of patrol hours. 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. The Department will complete the accreditation process and become accredited by the Oregon Accreditation Alliance. This is an 18-24 month intensive project that has already begun. This will help ensure the Department's policies and procedures are all in line with best practices in the industry, and when completed will provide some potential insurance premium savings. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Provide adequate public improvements and services in Kenai.
3. Host at least two regional or statewide law enforcement training events in Kenai. Getting adequate and quality training for officers has been a challenge over the last couple of years due to COVID related limitations and cancellations. It is imperative to continue training our officers on the critical functions of their jobs. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 - Provide adequate public improvements and services 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 continue to be federal and state level legislative and regulatory discussions in regards to police reforms. 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 with 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 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 924,534	\$ 1,288,791	\$ 1,790,447	\$ 1,775,447	\$ 1,871,860	\$ 81,413	4.55%
0200	Overtime	32,472	109,334	119,639	132,718	124,621	4,982	4.16%
0250	Holiday Pay	27,703	62,464	83,552	83,552	89,411	5,859	7.01%
0300	Leave	45,124	38,190	61,650	61,650	62,149	499	0.81%
0400	Medicare	14,233	21,345	29,801	29,801	31,146	1,345	4.51%
0450	Social Security	1,089	1,181	2,006	2,006	2,139	133	6.63%
0500	PERS	214,615	317,408	431,482	431,482	451,310	19,828	4.60%
0600	Unemployment Insurance	2,226	2,876	10,275	10,275	10,740	465	4.53%
0700	Workers Compensation	27,721	38,457	59,185	59,185	54,093	(5,092)	(8.60%)
0800	Health & Life Insurance	248,436	300,561	506,844	506,844	547,390	40,546	8.00%
0900	Supplemental Retirement	25,388	23,583	28,500	28,500	28,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,563,541</b>	<b>\$ 2,204,190</b>	<b>\$ 3,123,381</b>	<b>\$ 3,121,460</b>	<b>\$ 3,273,359</b>	<b>\$ 149,978</b>	<b>4.80%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	551	1,112	1,400	1,400	1,400	-	-
2022	Operating & Repair Supplies	60,172	62,767	65,000	84,900	84,850	19,850	30.54%
2023	Repair & Maintenance Supplies	871	174	600	606	600	-	-
2024	Small Tools/Minor Equipment	37,119	50,498	38,490	63,938	39,870	1,380	3.59%
2026	Computer Software	9,919	7,493	11,144	15,401	12,148	1,004	9.01%
4531	Professional Services	10,507	18,336	20,100	20,100	22,500	2,400	11.94%
4532	Communications	12,563	15,491	18,460	18,460	18,425	(35)	(0.19%)
4533	Travel & Transportation	24,752	29,201	52,650	51,750	44,000	(8,650)	(16.43%)
4534	Advertising	-	509	600	-	600	-	-
4535	Printing & Binding	1,811	2,715	2,800	2,800	2,800	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	44,496	42,315	50,707	50,707	48,805	(1,902)	(3.75%)
4538	Repair & Maintenance	6,352	15,112	8,500	5,494	7,500	(1,000)	(11.76%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	83,634	16,727	80,768	80,768	81,582	814	1.01%
4541	Postage	1,352	2,309	2,100	2,700	2,200	100	4.76%
4666	Books	1,745	1,543	1,820	1,820	2,040	220	12.09%
4667	Dues & Publications	3,964	3,285	3,815	3,815	3,815	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	13,228	13,207	16,200	14,200	16,250	50	0.31%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 313,036</b>	<b>\$ 282,794</b>	<b>\$ 375,154</b>	<b>\$ 418,859</b>	<b>\$ 389,385</b>	<b>\$ 14,231</b>	<b>3.79%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	15,512	26,888	-	10,071	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 15,512</b>	<b>\$ 26,888</b>	<b>\$ -</b>	<b>\$ 10,071</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 1,892,089</b>	<b>\$ 2,513,872</b>	<b>\$ 3,498,535</b>	<b>\$ 3,550,390</b>	<b>\$ 3,662,744</b>	<b>\$ 164,209</b>	<b>4.69%</b>



**City of Kenai  
Fiscal Year 2023 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 desktop computer replacements and related computer hardware/peripherals. Replacement of 4 rugged laptop computers for patrol officers. 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 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 2023 Operating Budget**

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

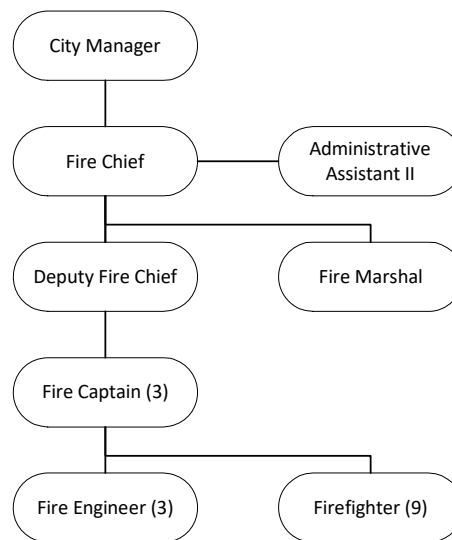
## Mission

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

	FY19 Actual		FY20 Actual		FY21 Actual		FY22 Budgeted		Adopted FY23		Projected FY24	
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 Fire Chief	-	N/A	-	N/A	1	25	1	25	1	25	1	25
Battalion Chief	1	22	1	22	-	N/A	-	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	10	18	10	18	10	18	9	18	9	18
Administrative Assistant II	1	14	1	14	1	14	1	14	1	14	1	14

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budgeted	Adopted FY23	Projected FY24
Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Deputy Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Battalion Chief	235	0	N/A	N/A	N/A	N/A
Fire Marshal	162	192	200	200	200	200
Captain	568	836	480	480	850	850
Engineer	577	825	480	480	870	870
Firefighter	1,926	2,367	1,520	1,520	2,890	2,890
Administrative Asst. II	0	0	10	10	10	10
FLSA	<u>2,560</u>	<u>2,560</u>	<u>2,400</u>	<u>2,560</u>	<u>2,400</u>	<u>2,400</u>
<b>Total</b>	<b><u>6,028</u></b>	<b><u>6,780</u></b>	<b><u>5,090</u></b>	<b><u>5,250</u></b>	<b><u>7,220</u></b>	<b><u>7,220</u></b>

## Performance Measures

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

The Fire Marshal's office completed 268 inspections in 161 separate commercial occupancies, which is 40% of identified commercial occupancies.

Occupancy Inspections	CY2018	CY2019	CY2020	CY2021	CY2022*
Total Number of Occupancies	394	394	406	412	412
Occupancy Inspections Completed	78	220	125	161	185
% of Inspections Completed	19%	55%	30%	40%	45%

\*Projected Figures based on year-to-date information.

CY-Calendar Year

### 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.

Old Pre-Plan tracking that will be excluded in the next budget narrative.

Pre-Plans	CY2018	CY2019	CY2020
Number of Target Hazards	51	53	53
Number of Completed Pre-Plans	20	31	33
% of Pre-Plans Completed	39%	58%	62%

New levels of Target Hazards based on NFPA 1670 requirements

Pre-Plans	CY2021	CY2022*
Level 1 Target Hazards	263	211
Level 2 Target Hazards	N/A	48
Level 3 Target Hazards	N/A	4
Total Target Hazards	263	263
% of Pre-Plans Completed	100%	100%

\*Projected Figures based on year-to-date information.

Upon completion of the National Fire Protection Association pilot program, we established 3 levels of target hazards for Pre-Plans. Level 1-Basic, Level 2-Intermediate, and Level 3-Comprehensive. Our new tracking covers a more holistic evaluation of buildings within the City that require different levels of Pre-Plans for each building. This has increased the number of Pre-Plans dramatically. All structures identified in reference to NFPA 1670 were inspected to at least a Level-1 inspection in 2021. During those inspections, 48 structures were identified as needing Level-2 and 4 structures needing Level-3 inspections.

## FY22 Department Goals Evaluation

1. Update of the City of Kenai Emergency Operations Plan (EOP).
  - *Achieved. We are on track to be 100% complete with this project by the end of FY22. We have reviewed all sections of the plan, completed a draft of all sections and have made final changes to all of the 14 sections and all of the appendix and introduction sections.*
2. Training of staff members based on changes to the EOP.
  - *Not Achieved. Once EOP is complete, position specific training will be scheduled for individuals who need training to fulfill their roles/responsibilities.*
3. Host mobile COVID-19 vaccination clinics to achieve the highest level of protection to residents of Alaska.
  - *Achieved. In 2021 we were able to vaccinate 1078 individuals as our program morphed into a mobile vaccination program which vaccinated Alaskans, visitors to Alaska and industry employees from all over the world. We initially provided multiple public clinics, then provided on-site clinics to our local fisheries to vaccinate their seasonal worker as well as cargo ships hauling oil and gas from Marathon's loading dock. The mobile program was anticipated to serve businesses that would benefit from a mobile unit that could go to their location and vaccinate employees. This program has expanded to serve individuals who have mobility issues as we travel to a location that works the best for them. Original end date of this program was scheduled for March 2021 and has extended through March of 2023. This was possible through a Memorandum of Agreement (MOA) the City entered into with the State of Alaska, that reimburses the City for all costs associated with this program. We have also added testing to this MOA in support of a healthy workforce for the City.*
4. Identify Community Risk through NFPA Pilot Program.
  - *Achieved. In support of Goal 1 of the City's Comprehensive Plan of Improving the Quality of Life for the citizens of Kenai, we have established 3 levels of Pre-Plans based on completions of this program that has substantially increased the number of Pre-Plans we will do annually. Current risk reduction and training for identified areas are scheduled and have been incorporated into our updated EOP.*
5. 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: National Fire Academy (Emmitsburg, MD), Kenai Peninsula College Paramedic Program (Soldotna), Alaska Fire Chiefs Leadership Summit (Juneau), In-house Driver/Operator program, and In-house mentoring.*
6. Establish a Business Registration for all businesses within the City.
  - *Not Achieved. We are still in the process of researching what common practice is throughout the State in regards to license or registry. Our goal is to create a mechanism that will facilitate the identification of businesses and occupancies in the City that we are required to do inspections on. We can then prioritize target hazards, local response risks, and develop strategic plans in support of Goals 1,4, and 7 of the Comprehensive Plan.*
7. Continued partnership with Kenai Peninsula College (KPC) Firefighter/Paramedic programs to educate future individuals in the Emergency Services field.

- *Achieved. We continue to value our internship programs as we are able to build relations with students as well as program administrators for future/potential hiring of Firefighters/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.*

## **FY23 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. Improve our ISO rating: We are scheduled over the next 3-6 months to complete our next ISO audit and we have made many changes that will potentially improve our ISO rating. Upgrades to the City's water system, Station Alerting, restructuring of pre-plan inspections, improved training documentation through Vector Solutions and improved/updated Auto Aid and Mutual Aid agreements could potentially improve our existing ratings.
2. Identify commercial structures that have not had a fire inspection in over 5 years. Using our current RMS and area familiarity, our goal will be to make contact with those buildings this year. Adding these inspections over a 2 year period is in line with other occupancies. Most of these buildings have already been identified as multi-family (4-plex or larger) buildings.
3. Implement a multi-family (4-plex or larger) self-inspection program. A self-inspection form has already been created based off a similar form that Anchorage Fire Dept. uses. Identify all applicable buildings. Provide this form to 50% of those buildings this year, and 50% next year. This gives apartment owners tools to make sure they are meeting fire code in private dwellings that the Fire Marshal is unable to inspect.
4. Meet requirement of Ground Ambulance Data Collection (GADC) and incorporate information from these requirements into the Supplemental Emergency Medical Transport (SEMT) program to increase revenues from Medicaid Ambulance Services. Over the next year, we will be required to document and submit data from our ambulance services. By using many aspects of data from GADC, we will also be able to use that data in the SEMT program to increase revenue to the City from ambulance services provided.
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. These 2 programs continue to be some of the best opportunities we have to find qualified people for potential hire. 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**

Recruitment and retention continue to be a concern for our department as we move forward. Our Tower-1 aerial ladder truck will be 30 years old next year and replacement of this apparatus, along with aging ambulances, is concerning with delayed build time of all apparatus because of parts and supply chain complications. Our Public Safety building is over 50 years old and as our department has grown we have tried to remodel to keep up with increased apparatus and increased staffing. We should begin the evaluation process of a facility that is modernized to meet current staffing, equipment and operational needs. Scheduling position specific training for ICS positions and getting all employees included in our ICS structure trained to their respective positions will be a challenge in the upcoming years.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 853,276	\$ 1,266,356	\$ 1,545,655	\$ 1,545,655	\$ 1,623,219	\$ 77,564	5.02%
0200	Overtime	97,904	174,813	138,293	138,293	243,665	105,372	76.19%
0250	Holiday Pay	20,852	55,068	67,026	67,026	69,985	2,959	4.41%
0300	Leave	9,860	31,766	79,951	79,951	87,316	7,365	9.21%
0400	Medicare	13,498	21,258	26,548	26,548	29,351	2,803	10.56%
0450	Social Security	90	18	-	-	-	-	-
0500	PERS	213,692	328,726	385,215	385,215	426,112	40,897	10.62%
0600	Unemployment Insurance	2,147	2,887	9,153	9,153	10,122	969	10.59%
0700	Workers Compensation	28,273	55,460	57,566	57,566	55,543	(2,023)	(3.51%)
0800	Health & Life Insurance	272,161	317,083	533,520	533,520	547,390	13,870	2.60%
0900	Supplemental Retirement	27,975	25,871	30,000	30,000	28,500	(1,500)	(5.00%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,539,728</b>	<b>\$ 2,279,306</b>	<b>\$ 2,872,927</b>	<b>\$ 2,872,927</b>	<b>\$ 3,121,203</b>	<b>\$ 248,276</b>	<b>8.64%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	473	474	700	700	700	-	-
2022	Operating & Repair Supplies	52,841	55,550	60,235	60,235	68,235	8,000	13.28%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	29,417	26,887	18,462	28,026	18,642	180	0.97%
2026	Computer Software	9,244	4,759	8,775	9,529	4,827	(3,948)	(44.99%)
4531	Professional Services	29,487	45,635	69,015	69,015	65,391	(3,624)	(5.25%)
4532	Communications	5,330	7,836	14,485	18,550	17,315	2,830	19.54%
4533	Travel & Transportation	6,558	14,646	21,250	17,185	21,300	50	0.24%
4534	Advertising	-	280	1,400	1,400	1,400	-	-
4535	Printing & Binding	1,147	1,499	3,100	3,100	2,525	(575)	(18.55%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	50,945	49,386	52,589	52,589	48,576	(4,013)	(7.63%)
4538	Repair & Maintenance	3,129	2,897	7,455	6,701	16,815	9,360	125.55%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	132,150	129,146	134,869	134,869	143,650	8,781	6.51%
4541	Postage	235	273	400	400	400	-	-
4666	Books	2,395	3,009	4,150	4,150	4,010	(140)	(3.37%)
4667	Dues & Publications	2,626	2,923	2,745	2,745	2,730	(15)	(0.55%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,250	8,603	10,000	10,000	10,350	350	3.50%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 334,227</b>	<b>\$ 353,803</b>	<b>\$ 409,630</b>	<b>\$ 419,194</b>	<b>\$ 426,866</b>	<b>\$ 17,236</b>	<b>4.21%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	10,929	3,889	50,000	146,709	30,670	(19,330)	(38.66%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 10,929</b>	<b>\$ 3,889</b>	<b>\$ 50,000</b>	<b>\$ 146,709</b>	<b>\$ 30,670</b>	<b>\$ (19,330)</b>	<b>(38.66%)</b>
<b>Department Total:</b>		<b>\$ 1,884,884</b>	<b>\$ 2,636,998</b>	<b>\$ 3,332,557</b>	<b>\$ 3,438,830</b>	<b>\$ 3,578,739</b>	<b>\$ 246,182</b>	<b>7.39%</b>

**City of Kenai  
Fiscal Year 2023 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	28,724
Hurricane Aerial	26,081
Engine 4	12,584
Ambulance F8	26,118
Engine 2	13,759
Ambulance F6	16,446
F-10	3,045
F-11	3,045
F-12	3,008
P-11	2,671
	<u>\$ 143,650</u>

**8064 Machinery & Equipment.** Lifepack replacement.



**City of Kenai  
Fiscal Year 2023 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.

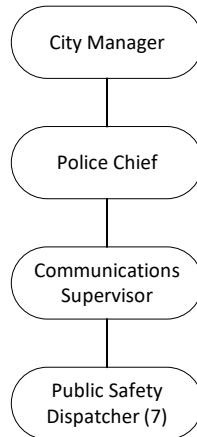
### **Functions & Responsibilities**

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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Communications Supervisor	22	77	45	45	45	45
Public Safety Dispatcher	465	614	301	301	301	301

### Performance Measures

	CY2018	FY2019	FY2020	FY2021	FY2022*
Police Calls for Service Dispatched	9,194	9,005	7,339	6,834	7,200
Medical Calls for Service Dispatched	1,095	1,146	1,098	1,007	1,100
Fire Calls for Service Dispatched	383	382	365	320	350
Average Dispatch time for EMS calls (seconds)	-	-	107	95	90
Training Hours Per Dispatcher	-	-	33	53	40

\* Projected Figures based on year-to-date information.

CY-Calendar Year

FY-Fiscal Year

### FY22 Department Goals Evaluation

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.
  - *Achieved. Police in progress calls were dispatched in 50 seconds on average.*
2. In the coming year we will implement an official EMD-Q program (Quality Control) through the International Academy of Emergency Dispatch.
  - *Achieved. The communications department implemented the EMD-Q program. A new dispatch supervisor was promoted during this period and that supervisor has completed the trainings required to continue running the EMD-Q program, and has been auditing calls for quality control.*
3. Dispatchers will attend at least 24 hours of training this year.
  - *Achieved. Dispatchers attended on average 53 hours of training this year which exceeds the standards set by the International Academy of Emergency Dispatch.*

### FY23 Department Goals

1. Certify a second dispatcher as an EMD-Q to have a quality control team to successfully monitor and score random police, medical and fire calls each month to ensure compliance with the National Academy of Emergency Dispatch protocols. This will help achieve the long-term goal of Achieving Excellence (ACE) accreditation which requires high compliance scores over a period of time, and therefore supports the Comprehensive Plan Goal 4- to provide adequate public improvements and services in Kenai.
2. Re-implement the 911 for Kids education program within the local schools and partner agencies, and participate in at least four events. This includes education within the classroom, health fairs, safety days etc. to educate the youth about 911 and valuable tools regarding safety. This supports Comprehensive Plan Goal 1-Quality of life: Promote and encourage quality of life in Kenai by enhancing public safety.

3. Complete phase 2 of the Dispatch Base Station Radio replacement project that has been funded through a grant from Department of Homeland Security and the City of Kenai's capital improvement plan. This supports Comprehensive Plan Goal 1-Quality of life: Promote and encourage quality of life in Kenai by enhancing public safety.

### **Future Considerations**

- Scheduling adjustments have been made to provide more hours of two dispatcher coverage and staffing levels will have to continue to be evaluated to provide the best service possible.
- The Kenai Communications tower is at capacity and the City is planning to evaluate solutions for future public safety needs in addition to future City IT infrastructure needs.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Fund: 001 - General Fund  
Department: Communications**

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 225,176	\$ 348,358	\$ 449,283	\$ 449,283	\$ 480,552	\$ 31,269	6.96%
0200	Overtime	8,447	16,862	13,169	13,169	14,985	1,816	13.79%
0250	Holiday Pay	7,878	19,740	25,451	25,451	27,224	1,773	6.97%
0300	Leave	5,526	12,062	9,400	9,400	10,743	1,343	14.29%
0400	Medicare	3,441	5,536	7,211	7,211	7,736	525	7.28%
0450	Social Security	15	3	-	-	-	-	-
0500	PERS	54,112	85,258	107,340	107,340	115,009	7,669	7.14%
0600	Unemployment Insurance	550	746	2,486	2,486	2,667	181	7.28%
0700	Workers Compensation	472	1,002	1,243	1,243	1,111	(132)	(10.62%)
0800	Health & Life Insurance	104,717	128,115	213,408	213,408	230,480	17,072	8.00%
0900	Supplemental Retirement	7,349	8,694	12,690	12,690	12,840	150	1.18%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 417,683</b>	<b>\$ 626,376</b>	<b>\$ 841,681</b>	<b>\$ 841,681</b>	<b>\$ 903,347</b>	<b>\$ 61,666</b>	<b>7.33%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	447	1,138	1,500	1,500	1,500	-	-
2022	Operating & Repair Supplies	42	133	200	200	200	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	4,955	3,796	5,215	7,715	6,040	825	15.82%
2026	Computer Software	1,592	1,467	3,460	2,310	3,835	375	10.84%
4531	Professional Services	1,323	616	1,520	1,520	1,520	-	-
4532	Communications	876	2,181	2,825	2,825	2,825	-	-
4533	Travel & Transportation	7,403	6,918	8,500	8,650	8,500	-	-
4534	Advertising	598	476	600	879	600	-	-
4535	Printing & Binding	139	456	700	400	700	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	21,715	22,269	34,393	32,914	36,434	2,041	5.93%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	67	100	100	100	-	-
4667	Dues & Publications	532	421	540	540	540	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	228	1,246	850	850	850	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 39,850</b>	<b>\$ 41,184</b>	<b>\$ 60,403</b>	<b>\$ 60,403</b>	<b>\$ 63,644</b>	<b>\$ 3,241</b>	<b>5.37%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 457,533</b>	<b>\$ 667,560</b>	<b>\$ 902,084</b>	<b>\$ 902,084</b>	<b>\$ 966,991</b>	<b>\$ 64,907</b>	<b>7.20%</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

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

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

## Mission

The Kenai Animal Shelter strives to make the community safer for individuals and animals within the City of Kenai. This will be accomplished through public education, spaying/neutering, and ensuring our staff continues to operate in a humane and safe manner in accordance with City, State and national standards regarding animal welfare.

## Functions & Responsibilities

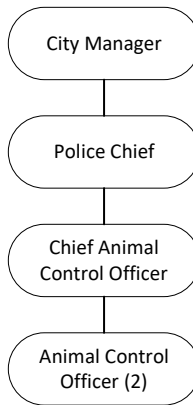
The primary responsibilities of the Kenai Animal Shelter are:

1. Provide temporary care and shelter to a variety of domestic animals.
2. Provide fair enforcement of Title 3 of the Kenai Municipal Code which 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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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	17	1	17
Animal Control Officer	2	14	2	14	2	14	2	14	2	14	2	14

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Chief Animal Control Officer	17	18	16.5	30	30	30
Animal Control Officer	27	12	18.5	60	60	60

## Performance Measures

	CY2018	FY2019	FY2020	FY2021	FY2022*
Field investigations & Patrols	328	312	358	576	600
Volunteer Hours Logged	527	692	356	0	80
Educational Outreach	7	10	9	2	8
Animal Shelter Intake	790	901	891	693	650

\* Projected Figures based on year-to-date information.

CY-Calendar Year

FY-Fiscal Year

## FY22 Department Goals Evaluation

- Promote proactive patrol and contacts to help make Kenai a safer and community friendly environment.
  - Achieved. The number of field investigations, appointments and patrol numbers increased during this fiscal year. Animal Control Officers are continuing to proactively patrol and respond to calls for service.*
- Continue to 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.*
- 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.
  - Achieved. Although the animal shelter intake numbers decreased from FY20 to FY21 the Kenai Animal Shelter continued to ensure all animals adopted from the shelter were fixed. National animal shelter software data shows animal shelter across the country are full and the animal adopts are taking approximately twice as long to occur. Although the overall intakes were down, like the national data, the Kenai Animal Shelter remained full throughout FY21 as animal stayed at the shelter approximately twice as long as previous years.*

## FY23 Department Goals

- Send at least 2/3 of the Animal Control Staff to in-person training. In-person training opportunities have been difficult to participate in during COVID, however, ongoing training is critical to staff development, safety and operating within industry standards. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan through engaging, collaborating and training to ensure humane animal care a priority.
- Increase public education events back to a minimum of 8 per year. Re-incorporate the use of volunteers into shelter operations with a minimum of 100 hours per year. 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 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 167,309	\$ 161,186	\$ 171,346	\$ 171,346	\$ 189,430	\$ 18,084	10.55%
0200	Overtime	2,034	3,033	6,600	6,600	5,009	(1,591)	(24.11%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(192)	2,209	4,106	4,106	5,934	1,828	44.52%
0400	Medicare	2,259	2,287	2,640	2,640	2,906	266	10.08%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	37,256	36,152	39,148	39,148	42,777	3,629	9.27%
0600	Unemployment Insurance	205	271	910	910	1,002	92	10.11%
0700	Workers Compensation	2,580	2,901	2,852	2,852	2,649	(203)	(7.12%)
0800	Health & Life Insurance	73,475	60,371	80,028	80,028	86,430	6,402	8.00%
0900	Supplemental Retirement	5,225	4,110	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 290,151</b>	<b>\$ 272,520</b>	<b>\$ 312,130</b>	<b>\$ 312,130</b>	<b>\$ 340,637</b>	<b>\$ 28,507</b>	<b>9.13%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	685	586	795	795	795	-	-
2022	Operating & Repair Supplies	10,537	9,211	13,050	11,500	12,790	(260)	(1.99%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,232	2,355	1,320	4,420	1,620	300	22.73%
2026	Computer Software	952	950	1,000	1,160	1,190	190	19.00%
4531	Professional Services	26,537	27,600	34,500	34,500	34,500	-	-
4532	Communications	2,047	2,412	1,951	1,951	2,256	305	15.63%
4533	Travel & Transportation	1,850	3,106	5,000	545	5,000	-	-
4534	Advertising	-	93	300	119	50	(250)	(83.33%)
4535	Printing & Binding	553	814	900	1,081	1,150	250	27.78%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	28,588	25,825	31,891	31,891	30,998	(893)	(2.80%)
4538	Repair & Maintenance	639	894	1,600	4,936	1,600	-	-
4539	Rentals	47,279	47,006	47,198	47,198	47,557	359	0.76%
4540	Equip. Fund Pmts.	5,308	1,062	5,308	5,308	5,308	-	-
4541	Postage	789	794	900	930	1,000	100	11.11%
4666	Books	-	3	250	220	250	-	-
4667	Dues & Publications	940	634	1,015	1,015	1,015	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,060	1,295	1,700	1,700	1,700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 129,996</b>	<b>\$ 124,640</b>	<b>\$ 148,678</b>	<b>\$ 149,269</b>	<b>\$ 148,779</b>	<b>\$ 101</b>	<b>0.07%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 420,147</b>	<b>\$ 397,160</b>	<b>\$ 460,808</b>	<b>\$ 461,399</b>	<b>\$ 489,416</b>	<b>\$ 28,608</b>	<b>6.21%</b>

**City of Kenai**  
**Fiscal Year 2023 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 2023 Operating Budget**

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

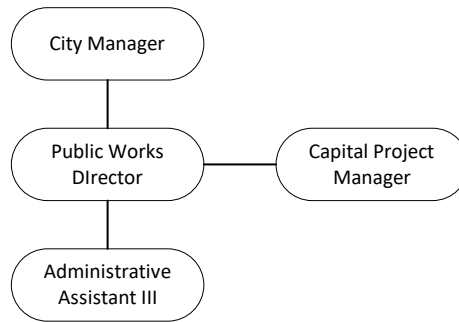
## Mission

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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	.71	28	.71	28	.71	28	.71	28	.71	28	.71	28
Administrative Assistant II	1	14	1	14	1	14	-	14	-	14	-	14
Administrative Assistant III	N/A	N/A	N/A	N/A	N/A	N/A	.71	15	.71	15	.71	15
Capital Project Manager	N/A	N/A	N/A	N/A	N/A	N/A	1.0	23	1.0	23	1.0	23

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	1	6	6	-	-	-
Administrative Assistant III	N/A	N/A	N/A	6	6	6
Capital Project Manager	N/A	N/A	N/A	N/A	N/A	N/A

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022
Active Capital Projects	No Historical Data		15	16	26*
Completed Capital Projects	3	5	9	8	12
RFPs released	No Historical Data		4	7	8
ITBs released			8	10	12
Construction Permit Review			12	26	27*
Right of Way / Excavation Permits Issued	52	55	71	51	36*
Percent of Resident Queries responded to within 24 hours	92	95	96	96	92

\*Actual Figures year-to-date 1/31/22.

## FY22 Department Goal Evaluation

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.
  - *Achieved, both positions started with new employees May 2021.*
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.
  - *Partially achieved. Functional Assessments were completed for the Water, Sewer and Waste Water divisions and the CIP was updated accordingly. Research continues on other facilities.*

## FY23 Department Goals

1. With the addition of the Capital Project Manager position a focus on completion of older proposed Capital Improvements shall be a renewed focus. Projects to be targeted include roadway improvements, recreation center improvements, cemetery improvements and HVAC improvements at various facilities. 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 2023 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2021 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2022</b>	<b>Amended Budget</b>	<b>Adopted FY2023</b>	<b>Increase (Decrease) FY2022 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 160,153	\$ 154,271	\$ 94,951	\$ 94,951	\$ 102,245	\$ 7,294	7.68%
0200	Overtime	97	119	223	223	243	20	8.97%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,140	1,361	2,637	2,637	2,821	184	6.98%
0400	Medicare	2,284	2,215	1,418	1,418	1,527	109	7.69%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	40,014	36,667	20,939	20,939	22,547	1,608	7.68%
0600	Unemployment Insurance	201	255	489	489	527	38	7.77%
0700	Workers Compensation	390	448	245	245	221	(24)	(9.80%)
0800	Health & Life Insurance	36,062	32,851	31,211	31,211	33,707	2,496	8.00%
0900	Supplemental Retirement	2,154	2,620	1,755	1,755	1,755	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 243,495</b>	<b>\$ 230,807</b>	<b>\$ 153,868</b>	<b>\$ 153,868</b>	<b>\$ 165,593</b>	<b>\$ 11,725</b>	<b>7.62%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	869	622	1,200	827	1,550	350	29.17%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,229	1,490	1,040	2,607	4,400	3,360	323.08%
2026	Computer Software	1,675	1,214	2,228	2,228	2,382	154	6.91%
4531	Professional Services	(62,975)	(58,587)	-	-	-	-	-
4532	Communications	1,173	1,122	1,130	1,130	2,085	955	84.51%
4533	Travel & Transportation	315	392	900	359	900	-	-
4534	Advertising	281	371	500	147	500	-	-
4535	Printing & Binding	-	9	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	20	300	-	300	-	-
4667	Dues & Publications	598	525	800	800	800	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	18	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ (56,835)</b>	<b>\$ (52,804)</b>	<b>\$ 8,098</b>	<b>\$ 8,098</b>	<b>\$ 12,917</b>	<b>\$ 4,819</b>	<b>59.51%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 186,660</b>	<b>\$ 178,003</b>	<b>\$ 161,966</b>	<b>\$ 161,966</b>	<b>\$ 178,510</b>	<b>\$ 16,544</b>	<b>10.21%</b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>2024 Small Tools/Minor Equipment.</b> Charge for (5) five computers, furniture replacements and miscellaneous other items.	<b>4533 Travel &amp; Transportation.</b> Continuing education for department staff.
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**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

## Mission

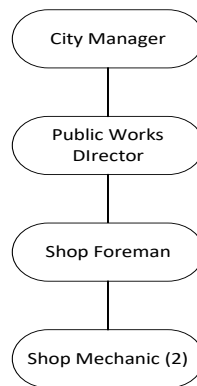
The Kenai Shop serves the citizens of Kenai by providing a cost-effective maintenance, repairs and replacement program of the city owned and operated vehicles and equipment.

## 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 one building fully outfitted with office space, mechanical lifts, crane hoists, welding stations and parts storage. Three employees provide all primary labor for the department to maintain a fleet of approximately 297 units of vehicles and equipment.

Departments serviced by the Shop include: 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.

## Organizational Chart



## Staffing

	FY19 Actual		FY20 Actual		Budgeted FY21		Requested FY22		Adopted FY23		Projected FY24	
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	FY19 Actual	FY20 Actual	FY21 Actual	Requested FY22	Adopted FY23	Projected FY24
Shop Foreman	114	99	100	90	90	90
Mechanic	89	13	60	50	50	50

## Performance Measures

CY	2017	2018	2019	2020	2021
Work Orders	1,176	1,121	1,166	1,057	1097
Repair Expenses	\$ 352,700	\$ 345,048	\$ 357,607	\$ 347,978	\$324,509

### Fleet by Department

	Vehicles	Heavy Equipment	Utility Vehicles	Other
Airport	4	16	3	20
Police	26	0	5	0
Fire	5	9	2	32
Public Works	13	14	1	66
Parks & Rec	6	1	16	51
Senior	5	0	1	1
Total	59	40	28	170

### Recent replacements within the Fleet include

- 2022: (1) Caterpillar 160M Grader (Streets), (1) Larue Snow Blower/Broom (Airport).
- 2021: (3) Ford F150 (Police Dept.), (2) Oshkosh ARFF trucks (Beacon/Airport), (1) John Deere 6130M tractor and mower (Airport).
- 2020: (1) Pierce fire truck (Fire Dept.), (2) Ford F250 trucks (Fire Dept.), (1) Case 621G Loader (Airport).

### Planned Fleet Purchases for FY23

- (2) Airport Broom, (4) Police Vehicles, (2) Senior Vans.

### FY22 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 COVID Restrictions.*
2. Maintain a 90% or greater training of Shop equipment by JSA's (Job Safety Analysis) through Shop employee documentation.
  - *Achieved. Training for FY21 100%.*
3. Increase training on diagnostics and troubleshooting.
  - *Not Achieved. Goal was not met due to COVID 19 restrictions, workload and repair needs.*

### FY23 Department Goals

1. Provide sufficient training on all new fleet vehicles and 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.
4. Continue to expand repairs to other department non-fleet items to save down time and costs.

### Future Considerations

**Fleet:** Over the 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.



**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 234,839	\$ 222,700	\$ 234,145	\$ 234,145	\$ 253,013	\$ 18,868	8.06%
0200	Overtime	7,192	8,305	8,257	8,257	8,820	563	6.82%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,836	6,536	9,999	9,999	10,718	719	7.19%
0400	Medicare	3,467	3,335	3,660	3,660	3,953	293	8.01%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	53,288	50,920	53,328	53,328	57,603	4,275	8.02%
0600	Unemployment Insurance	303	386	1,262	1,262	1,363	101	8.00%
0700	Workers Compensation	6,771	7,330	7,262	7,262	6,370	(892)	(12.28%)
0800	Health & Life Insurance	74,100	59,982	80,028	80,028	86,430	6,402	8.00%
0900	Supplemental Retirement	4,500	4,598	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 394,296</b>	<b>\$ 364,092</b>	<b>\$ 402,441</b>	<b>\$ 402,441</b>	<b>\$ 432,770</b>	<b>\$ 30,329</b>	<b>7.54%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	27	51	300	300	200	(100)	(33.33%)
2022	Operating & Repair Supplies	139,490	152,056	134,870	152,070	171,700	36,830	27.31%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	7,133	9,568	12,411	12,411	12,531	120	0.97%
2026	Computer Software	680	758	720	720	835	115	15.97%
4531	Professional Services	570	538	-	-	4,220	4,220	-
4532	Communications	3,004	4,135	2,995	2,995	3,065	70	2.34%
4533	Travel & Transportation	-	419	7,200	-	7,200	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	35,581	42,194	58,237	58,237	57,154	(1,083)	(1.86%)
4538	Repair & Maintenance	4,936	18,446	26,679	18,679	20,000	(6,679)	(25.03%)
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	3,066	613	3,066	3,066	7,440	4,374	142.66%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	4,625	5,638	8,812	6,812	8,812	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,724	1,941	3,135	3,135	3,135	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 200,836</b>	<b>\$ 236,357</b>	<b>\$ 258,925</b>	<b>\$ 258,925</b>	<b>\$ 296,792</b>	<b>\$ 37,867</b>	<b>14.62%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	11,115	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 11,115</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 595,132</b>	<b>\$ 611,564</b>	<b>\$ 661,366</b>	<b>\$ 661,366</b>	<b>\$ 729,562</b>	<b>\$ 68,196</b>	<b>10.31%</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

**2022 Operating & Repair Supplies.** \$148,300 repair parts for City vehicles and equipment, fuel, diesel exhaust fluid, summer tire order, oil & lubricants, and other general department supplies. \$23,400 fire apparatus tire replacement.

**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 2023 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 responsibility for the City. The Streets division strives to maintain approximately 157 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.

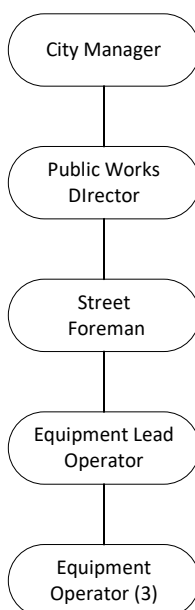
The Streets division plays a large role in setting up and maintaining the Dipnet Fishery. All pertinent roads are given an extra coating of Calcium Chloride, pay shacks are installed on S. Spruce and Royal St. and eighty jersey barriers installed for traffic control. Gravel is hauled and roadways built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

<b>Equipment</b>	<b>Quantity</b>
Road Graders	4*
Loaders	3
Sand Trucks	3
Sweepers	2
Bucket Truck	1
Pickups	2
Trackless Equipment	2
<b>Total Equipment</b>	<b>17*</b>

\*Road Graders will be reduced to three upon receipt of the new Cat 160 Grader due in May 2022

## Organizational Chart



## Staffing

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	21	.91	21	.91	21	.91	21	.92	21	.92	21
Equipment Lead Operator	1	19	.9	19	.9	19	.9	19	.91	19	.91	19
Equipment Operator	4	16	3.64	16	3.64	16	2.66	16	2.66	16	2.6	16
Temporary Equipment Operator I (hours)	300	16	300	16	-	16	-	16	-	16	-	16

## Average Overtime per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Foreman	75	86	90	90	130	130
Equipment Lead Operator	80	70	80	80	115	115
Equipment Operator	309	283	250	250	360	360

## Performance Measures

FY	2017	2018	2019	2020	2021
Lane Miles of streets	143	144	150	157	157
Reported and Repaired Potholes	5	5	7	1	3
Complaint Records	90	75	151	110	125
Calcium Chloride	-	1	2	1	2
Grading	4	3	9	3	2
Plowing	16	4	40	20	31
Sanding	7	10	15	9	7
Snow Berms	29	3	45	37	46
Street Sweeping	3	0	4	0	0
Other	31	54	40	39	37
Workers' Compensation Claims	1	0	0	0	1

## **FY22 Department Goals Evaluation**

1. To oversee crack-sealing project in the City of Kenai, year three of program. The Department sets of goal of placing four pallets totaling 280 bricks of crack seal material annually. 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.
  - *This work is scheduled for May/June 2022 and is anticipated to be successful.*
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.
  - *Achieved. While few overall are being reported, the ones on Aliak were serious due to a storm drain failure and were responded to quickly.*
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.
  - *Achieved. Staff performed exceptionally given the amount of snow fall received, wind and ice conditions, drifting, and vehicles / obstacles within the right of way.*
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.
  - *Achieved. A new CAT 160 Grader shall replace two twenty+ year old units.*
5. Successfully complete roadway Capital Improvement repairs from the Capital Improvement Plan. Including repairs to 1<sup>st</sup> 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.
  - *Not Achieved. A Design Services RFP for Road Repairs will go out in February 2022, however road work will not take place until later in the summer during the FY23 budget.*

## **FY23 Department Goals**

1. To oversee crack-sealing project in the City of Kenai, year four of program. The Department sets of goal of placing four pallets totaling 280 bricks of crack seal material annually. 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. Update the City's snow removal policy and inform citizens of the program. It has been several years since our website and documents have been modified. This policy will clarify our process and provide guidance to citizens on how to assist the department to ensure efficiency. 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.

## **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.
4. With the addition of several miles of bike paths the department is looking into a more capable wheel loader with snow blower attachment as a potential future replacement to one of the existing trackless units.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 361,709	\$ 342,750	\$ 314,660	\$ 314,660	\$ 338,074	\$ 23,414	7.44%
0200	Overtime	22,312	22,842	21,632	21,632	33,907	12,275	56.74%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	11,643	4,302	12,358	12,358	13,288	930	7.53%
0400	Medicare	5,494	5,196	5,056	5,056	5,587	531	10.50%
0450	Social Security	-	197	-	-	-	-	-
0500	PERS	86,826	83,384	73,984	73,984	81,836	7,852	10.61%
0600	Unemployment Insurance	481	629	1,743	1,743	1,927	184	10.56%
0700	Workers Compensation	13,633	13,063	12,799	12,799	12,802	3	0.02%
0800	Health & Life Insurance	134,609	104,749	120,215	120,215	129,441	9,226	7.67%
0900	Supplemental Retirement	7,764	7,738	6,912	6,912	6,871	(41)	(0.59%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 644,471</b>	<b>\$ 584,850</b>	<b>\$ 569,359</b>	<b>\$ 569,359</b>	<b>\$ 623,733</b>	<b>\$ 54,374</b>	<b>9.55%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	131	155	240	240	240	-	-
2022	Operating & Repair Supplies	99,309	115,640	120,500	120,500	138,767	18,267	15.16%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,822	2,619	3,320	3,320	3,360	40	1.20%
2026	Computer Software	501	503	540	540	1,275	735	136.11%
4531	Professional Services	3,250	(1,601)	-	-	1,500	1,500	-
4532	Communications	4,519	5,013	4,730	4,730	4,750	20	0.42%
4533	Travel & Transportation	-	1,031	-	-	-	-	-
4534	Advertising	2,854	1,701	2,000	2,000	2,000	-	-
4535	Printing & Binding	115	52	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	46,387	38,661	33,946	33,946	30,080	(3,866)	(11.39%)
4538	Repair & Maintenance	500	5,425	10,000	10,000	10,000	-	-
4539	Rentals	11,062	12,892	32,000	32,000	25,000	(7,000)	(21.88%)
4540	Equip. Fund Pmts.	178,091	181,805	185,098	185,098	183,974	(1,124)	(0.61%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	20	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	61	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 349,541</b>	<b>\$ 363,977</b>	<b>\$ 392,624</b>	<b>\$ 392,624</b>	<b>\$ 401,196</b>	<b>\$ 8,572</b>	<b>2.18%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	5,109	-	-	16,000	16,000	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ 5,109</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 994,012</b>	<b>\$ 953,936</b>	<b>\$ 961,983</b>	<b>\$ 961,983</b>	<b>\$ 1,040,929</b>	<b>\$ 78,946</b>	<b>8.21%</b>

**City of Kenai**  
**Fiscal Year 2023 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 - ST30	18,925
140G Motor Grader - ST46	11,670
Sander Truck - ST23	11,266
Sander Truck - ST45	17,935
160H Motor Grader - ST51	14,351
Trackless - ST55	5,218
Bucket Truck	13,163
Trackless - ST56	11,349
Street Sweeper - ST29	10,662
L120 Loader	16,256
120G Motor Grader - ST31	19,045
L110H Loader	16,256
ST-01	2,891
ST-03	3,009
ST-02	3,009
	<hr/>
	\$ 183,974

**8064 Machinery & Equipment.** Belly blade for plow/sander truck.

**City of Kenai  
Fiscal Year 2023 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.

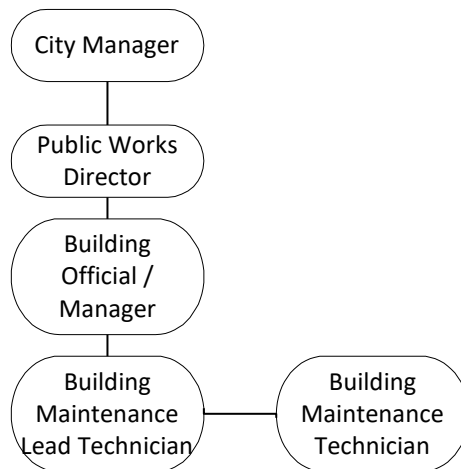
The Building Maintenance team strives to provide a level of maintenance that allows City-owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

**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, Water Treatment Plant, Waste Water Treatment Plant, and Parking Lot & Buildings Exterior Lighting, Airport Terminal and Buildings, Airport Operations Building, Firehouse No. 2, Fire Training Facility, and FAA buildings.

**Organizational Chart**





## Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Building Maintenance Lead Technician	.66	19	.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/Manger	1	22	1	22	1	22	1	22	1	22	1	22

## Average Overtime Per Position (hours)

Position Title	Actual FY19	Actual FY20	Actual FY21	Budgeted FY22	Adopted FY23	Projected FY24
Building Maintenance Lead Technician	55	3	10	10	10	10
Building Maintenance Technician	28	0	10	10	10	10
Building Official/Manger	0	0	0	0	0	0

## Performance Measures

CY	2017	2018	2019	2020	2021
Building Permits Issued	63	66	53	38	58
Building Permit Fees	\$ 26,607	\$ 112,054	\$ 90,396	\$ 161,236	\$ 109,597
Plan Review Fees	\$ 11,453	\$ 55,476	\$ 44,623	\$ 84,789	\$ 36,533
Number of Inspections	N/A	200+	185	145	164
Work Orders	316	336	338	296	309

## FY22 Department Goals Evaluation

### Building Official

1. Adopt the 2018 Building Code. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
  - *This goal was not achieved due to the departure of the Building Official*
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.
  - *This goal was partially achieved. We now have an online application form, additional required forms are in development and will be added to the site as they become finalized.*

### 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.
  - *This work is in process spring 2022, with anticipated completion of October 2022.*
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.

- *Tracking of work orders has been successful through the implementation of laserfiche. Additional improvements to the process are ongoing to include management of time and materials within each work order.*

## **FY23 Department Goals**

### **Building Official**

1. Successfully hire and retain the open Building Official position in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
2. Adopt the 2018 Building Code. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
3. Finalize changes to the permitting process to include updates to all permit related paperwork in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.

### **Building Maintenance**

4. Complete a Facility Maintenance Manual with assessment data by October 2022. This is in support of Goal 4 Public Improvements & Services of the City of Kenai Comprehensive Plan.
5. Improve work order system to allow for tracking of time and materials within each work order. 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.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Fund: 001 - General Fund  
Department: Buildings**

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 150,848	\$ 158,753	\$ 177,167	\$ 177,167	\$ 177,806	\$ 639	0.36%
0200	Overtime	545	1,103	1,010	1,010	1,057	47	4.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	12,827	4,073	5,836	5,836	3,836	(2,000)	(34.27%)
0400	Medicare	2,321	2,309	2,668	2,668	2,649	(19)	(0.71%)
0450	Social Security	-	27	-	-	-	-	-
0500	PERS	33,307	35,088	39,199	39,199	39,350	151	0.39%
0600	Unemployment Insurance	185	268	920	920	914	(6)	(0.65%)
0700	Workers Compensation	3,826	3,825	4,218	4,218	3,396	(822)	(19.49%)
0800	Health & Life Insurance	56,859	46,163	61,888	61,888	66,840	4,952	8.00%
0900	Supplemental Retirement	2,690	3,346	3,480	3,480	3,480	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 263,408</b>	<b>\$ 254,955</b>	<b>\$ 296,386</b>	<b>\$ 296,386</b>	<b>\$ 299,328</b>	<b>\$ 2,942</b>	<b>0.99%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	337	286	300	300	300	-	-
2022	Operating & Repair Supplies	24,932	24,940	27,000	27,000	27,000	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,879	3,467	4,480	5,980	5,540	1,060	23.66%
2026	Computer Software	1,006	1,074	1,585	1,585	1,020	(565)	(35.65%)
4531	Professional Services	6,201	1,703	97,500	96,500	15,000	(82,500)	(84.62%)
4532	Communications	1,567	2,344	1,684	1,684	1,704	20	1.19%
4533	Travel & Transportation	1,247	815	2,000	2,000	2,000	-	-
4534	Advertising	257	51	-	1,000	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	53,549	41,566	54,000	52,500	60,000	6,000	11.11%
4539	Rentals	-	21	-	-	-	-	-
4540	Equip. Fund Pmts.	5,464	1,093	5,464	5,464	5,464	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	1,031	500	500	500	-	-
4667	Dues & Publications	345	317	385	385	385	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 96,784</b>	<b>\$ 78,708</b>	<b>\$ 194,898</b>	<b>\$ 194,898</b>	<b>\$ 118,913</b>	<b>\$ (75,985)</b>	<b>(38.99%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	2,535	-	-	83,000	83,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 2,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 360,192</b>	<b>\$ 336,198</b>	<b>\$ 491,284</b>	<b>\$ 491,284</b>	<b>\$ 501,241</b>	<b>\$ 9,957</b>	<b>2.03%</b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

**2022 Operating & Repair Supplies.** Supplies for Citywide building maintenance/repair work orders.

**2024 Small Tools & Minor Equipment.** Computer replacement for 3 computers, iPad for Building Official and miscellaneous tools and equipment.

**4531 Professional Services.** Engineering design services assistance for facility mechanical systems.

**4538 Repair & Maintenance.** \$60,000 professional services for repair of City facilities and inspection/testing of elevators and fire alarm/sprinkler systems.

**8062 Buildings.** \$19,000 Fire Department bathroom tile replacement, \$10,000 Communications flooring replacement, \$11,000 Animal Control flooring replacement, \$15,000 City Shop to Beacon fiber optic cable installation, \$28,000 Recreation Center gym floor repair and refinishing, and \$15,000 for Senior Center deck replacement.

**City of Kenai  
Fiscal Year 2023 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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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

	2018	2019	2020	2021	2022*
KWh Consumed	225,251	227,588	218,978	214,186	215,000
Number of Street Lights					
City Lights	265	265	271	271	271
LED Lights	91	91	93	95	103
Standard Lights	174	174	178	176	168
HEA Lights	209	196**	211	213	213
Work Orders Completed	32	35	52	40	49***

\*Projected Figures

\*\*Temporary reduction due to construction activity

\*\*\*As of 1/31/22

## FY22 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.
  - Partially Achieved. Staff has marked out maps manually of all City Lights, this information has not been transferred electronically to GIS Maps yet. Work will continue through summer 2022.*

## FY23 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 by extending the useful lifespan of the fixtures.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund: 001 - General Fund  
Department: Street Lighting

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
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	158,861	152,968	173,913	173,913	172,670	(1,243)	(0.71%)
4538	Repair & Maintenance	20,796	19,244	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	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 179,657</u></b>	<b><u>\$ 172,212</u></b>	<b><u>\$ 201,913</u></b>	<b><u>\$ 201,913</u></b>	<b><u>\$ 200,670</u></b>	<b><u>\$ (1,243)</u></b>	<b><u>(0.62%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 179,657</u></b>	<b><u>\$ 172,212</u></b>	<b><u>\$ 201,913</u></b>	<b><u>\$ 201,913</u></b>	<b><u>\$ 200,670</u></b>	<b><u>\$ (1,243)</u></b>	<b><u>(0.62%)</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>4538 Repairs &amp; Maintenance Services.</b> Utility locates and miscellaneous repairs.
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**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

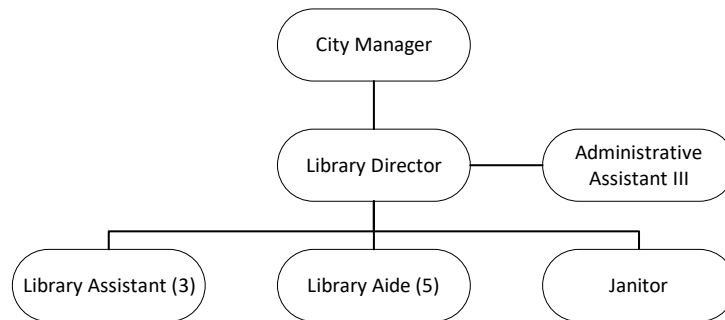
## Mission

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 for library patrons of all ages and abilities. The Library houses more than 77,000 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. 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. The Library provides access to computer stations with hardwired internet; wireless internet indoors and outdoors; and printing, faxing, and scanning services. The Kenai Community Library complies with all Alaska Statutes related to public libraries.

## Organizational Chart



## Staffing

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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)	1	8	1	8	1	8	1	8	1	8	1	8
Library Aide (25 hr/week)	0.6	8	0.6	8	0.6	8	0.62	8	0.62	8	0.62	8
Library Aide (14 hr/week)	1.05	8	1.05	8	1.05	8	1.05	8	1.05	8	1.05	8
Temporary Library Intern (10 weeks) *	-	N/A	-	N/A	-	N/A	-	N/A	-	N/A	-	N/A
Janitor	-	N/A	-	N/A	.23	3	.45	3	.45	3	.45	3

\*Temporary intern funded by grant.

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
<b>Collection</b>					
Physical Collection	86,484	86,521	81,499	78,000	77,000
Digital Collection	34,593	36,279	43,450	43,500	43,600
<b>Items Borrowed</b>					
Physical Checkouts	90,002	89,096	70,167	56,100	70,000
Digital Checkouts			15,658	19,250	18,000
Loaned to Other Libraries			3,792	5,817	4,800
Borrowed from Other Libraries			6,000	6,216	8,500
<b>Visits and Services</b>					
Visitors Welcomed	98,412	91,385	54,946	28,000	44,000
New Memberships			428	350	700
Information Questions Addressed				5,610	6,000
<b>Programs</b>					
Presented			341	212	240
People Attending (including DIY kits)	9,138	6,739	4,632	2,290	3,800
People Reached Virtually			4,000	17,000	7,400
<b>Technology</b>					
Public Computer Sessions	13,151	11,578	7,608	3,243	5,000
Wi-Fi Sessions				38,900	50,000

\*Projected Figures based on year-to-date information.

## FY22 Department Goals Evaluation

1. General Services
  - *Partially Achieved.*
    - a. *We expect to welcome fewer visitors (approximately 44,000) than anticipated due to the ongoing COVID-19 pandemic (Goal: 89,000).*
    - b. *We are on track to assist an estimated 1,000 individuals and groups in using our library meeting spaces for collaboration, networking, work, study or leisure (Goal: 1,000).*
2. Circulation
  - *Partially Achieved.*
    - a. *We maintain hold-to-copy ratios of 3:1 or lower for print materials and 5:1 or lower for digital materials (Goals: 3:1 ratio and 5:1 ratio, respectively).*
    - b. *We expect to loan out an estimated 74,000 physical items and an estimated 18,000 digital items (Goals: 89,000 and 16,000, respectively).*
3. Collection Development
  - *Achieved.*
    - a. *The Library is on track to add at least 4,000 items in various formats to the collection (Goal: 4,000 items).*
    - b. *New items will be shelf-ready within 7 days after they arrive, on average (Goal: average of 7 days).*

- c. *We have purchased at least 92% of the most popular releases based on “noted lists” from Booklist, Library Journal, and other professional review sources (Goal: 90%).*
  - d. *Approximately 32% of the general collection is no older than 5 years due to regular collection maintenance (Goal: 20%).*
- 4. Programming and Outreach
  - *Achieved.*
    - a. *We offer instructor-led classes and events in a variety of formats to promote early literacy and encourage life-long learning.*
      - i. *Average of 15 programs per month for children 12 and under (Goal: 15 programs per month).*
      - ii. *Average of 1.5 programs per month for teens ages 13 to 17 (Goal: 1 program per month).*
      - iii. *Average of 3 programs per month for adults 18 and older (Goal: 3 programs per month).*
    - b. *We expect to promote library services in the community through at least 6 outreach programs.*
      - i. *Outreach to schools and via local events (e.g., Pumpkin Festival)*
    - c. *We offered a Summer Reading Program to children, teens and adults.*
      - i. *592 readers registered.*
      - ii. *Over 4,000 reading hours logged.*
      - iii. *561 DIY Take Home packets and 1223 meals distributed.*
- 5. Digital and Technology Resources
  - *Achieved.*
    - a. *Library users have 24/7 access to the Library’s digital resources.*
    - b. *Staff continuously update the Library’s website to add services and resources.*
    - c. *The Library provides access to public computers with reliable hardwired internet during open hours and 24/7 access to reliable high-speed wireless internet.*
      - i. *Average of 438 public access computer sessions per month.*
      - ii. *Average of 5,500 WIFI sessions per month.*
      - iii. *We are on track to surpass our goal of 30,000 internet sessions.*
    - d. *We now offer wireless printing services.*
    - e. *We are now lending Chromebook kits for at-home use.*
- 6. Staff development
  - *Achieved.*
    - a. *All staff completed required competency and safety trainings.*

## **FY23 Department Goals**

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

1. We will serve as a welcoming community gathering place by basing service decisions on community needs. We will strive toward making the library easier to use – inside, outside, and virtually.

- a. An estimated 50,000 visitors of all ages and abilities will have comfortable, welcoming, and safe spaces - engaging or quiet - to interact, read, work, or study.
  - b. An estimated 500 new members will sign up for library accounts.
  - c. We will assist an estimated 1,100 individuals and groups in using our library meeting spaces for collaboration, networking, work, study or leisure.
  - d. We will improve wayfinding tools for easier discovery of, and access to, resources.
  - e. We will participate in monthly library competency trainings to improve our skills and better serve our community.
2. We will promote literacy in all its forms and provide resources based on community needs.
- a. We will assist patrons of all ages and abilities in checking out an estimated 75,000 physical items and an estimated 18,000 digital items in FY 2023.
  - b. We will add at least 4,000 items in various formats to the collection, including print, audiovisual, digital, and Library of Things items.
  - c. We will ensure that patrons have access to the majority of new material within seven (7) days of the arrival of a shipment.
  - d. We will ensure that at least 35% of the general collection is no older than 5 years by regularly withdrawing and replacing items with new copies.
  - e. Library users will have 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 2023.
  - f. Library users will have 24/7 access to the Library's online public access catalog (OPAC), website, digital resources, and the Alaska Digital Library.
  - g. We will put up and maintain at least 1 display each month.
3. We will offer instructor-led classes and events in a variety of formats to promote early literacy and encourage life-long learning. We will provide
- a. An 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. An average of 3 programs per month for adults 18 and older.
  - d. At least 1 DIY kit each month.
  - e. At least 6 outreach programs.
  - f. A Summer Reading Program to children, teens and adults.

## **Future Considerations**

- 1. Long-term goals of the department:
  - a. Increase visitor numbers and circulation
  - b. Review library policies
  - c. Continue to streamline processes through the use of technology
  - d. Convert to RFID technology – *Achieved*.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund: 001 - General Fund  
Department: Library

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 385,636	\$ 392,864	\$ 417,522	\$ 417,522	\$ 448,528	\$ 31,006	7.43%
0200	Overtime	-	74	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(240)	4,486	9,046	9,046	11,436	2,390	26.42%
0400	Medicare	5,168	5,428	6,185	6,185	6,670	485	7.84%
0450	Social Security	2,998	2,212	3,463	3,463	3,655	192	5.54%
0500	PERS	74,203	78,585	79,571	79,571	85,706	6,135	7.71%
0600	Unemployment Insurance	473	657	2,134	2,134	2,298	164	7.69%
0700	Workers Compensation	1,020	1,087	1,270	1,270	1,133	(137)	(10.79%)
0800	Health & Life Insurance	159,769	130,419	173,394	173,394	187,265	13,871	8.00%
0900	Supplemental Retirement	10,695	9,810	10,038	10,038	10,130	92	0.92%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 639,722</b>	<b>\$ 625,622</b>	<b>\$ 702,623</b>	<b>\$ 702,623</b>	<b>\$ 756,821</b>	<b>\$ 54,198</b>	<b>7.71%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	3,521	4,362	2,000	1,692	1,500	(500)	(25.00%)
2022	Operating & Repair Supplies	3,153	4,340	6,500	15,626	6,300	(200)	(3.08%)
2023	Repair & Maintenance Supplies	1,003	201	12,000	12,000	-	(12,000)	(100.00%)
2024	Small Tools/Minor Equipment	8,772	7,946	21,100	25,223	18,800	(2,300)	(10.90%)
2026	Computer Software	1,267	2,771	2,430	2,430	2,440	10	0.41%
4531	Professional Services	1,546	1,333	1,500	1,586	1,600	100	6.67%
4532	Communications	5,364	4,872	3,385	3,385	3,730	345	10.19%
4533	Travel & Transportation	3,582	6,477	5,400	5,400	5,400	-	-
4534	Advertising	372	877	1,000	1,200	500	(500)	(50.00%)
4535	Printing & Binding	2,582	2,937	4,600	4,830	3,400	(1,200)	(26.09%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	62,152	60,363	70,553	70,553	67,063	(3,490)	(4.95%)
4538	Repair & Maintenance	15,443	38,848	12,580	12,580	14,660	2,080	16.53%
4539	Rentals	6,766	7,125	7,345	7,345	6,520	(825)	(11.23%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,722	5,829	7,900	7,900	7,800	(100)	(1.27%)
4666	Books	61,000	62,439	59,200	70,820	59,200	-	-
4667	Dues & Publications	1,119	916	1,267	1,267	1,344	77	6.08%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	94	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 182,364</b>	<b>\$ 211,730</b>	<b>\$ 219,060</b>	<b>\$ 244,137</b>	<b>\$ 200,557</b>	<b>\$ (18,503)</b>	<b>(8.45%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	14,500	14,500	-	(14,500)	(100.00%)
8064	Machinery & Equipment	-	1,012	-	22,300	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 1,012</b>	<b>\$ 14,500</b>	<b>\$ 36,800</b>	<b>\$ -</b>	<b>\$ (14,500)</b>	<b>(100.00%)</b>
<b>Department Total:</b>		<b>\$ 822,086</b>	<b>\$ 838,364</b>	<b>\$ 936,183</b>	<b>\$ 983,560</b>	<b>\$ 957,378</b>	<b>\$ 21,195</b>	<b>2.26%</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating, Repair &amp; Maintenance Supplies.</b> Custodial and kitchen supplies. Processing and programming supplies.	<b>4538 Repair &amp; Maintenance.</b> Maintenance agreements for department specific systems, carpet and floor cleaning, window washing and miscellaneous contracted repairs of books and equipment.
<b>2026 Computer Software.</b> Cost for languages software, publicity software and work scheduling software.	<b>4666 Books.</b> Purchase of books and materials for the Library's collection.
<b>4533 Travel &amp; Transportation.</b> Continuing education for department staff.	<b>4667 Dues &amp; Publications.</b> Alaska Library Network and Association dues, American Library Association dues and library publications.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**  
  
**Fund 001 – General Fund**  
**Department: 45 – Parks, Recreation & Beautification**

**Mission**

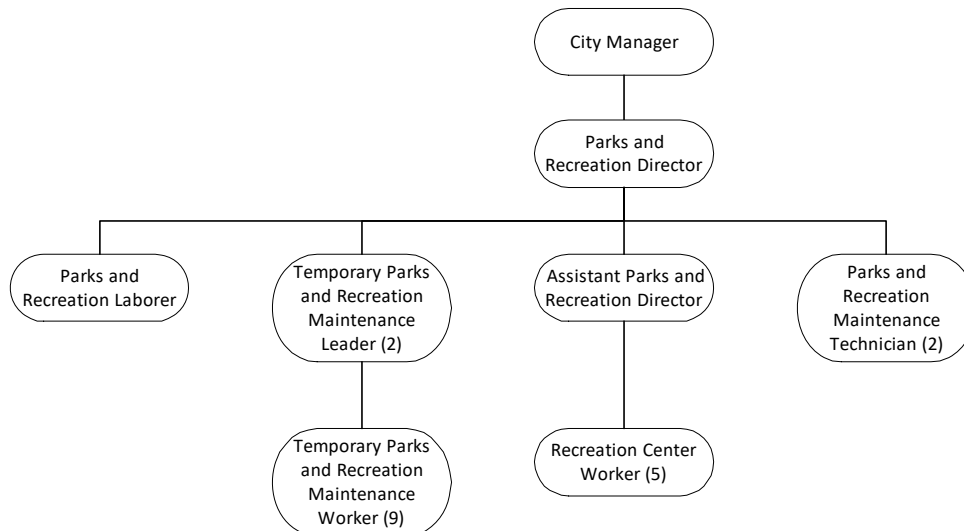
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

**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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Parks & Rec Director	.96	22	.96	22	.96	22	.96	22	.96	22	.96	22
Administrative Assistant I	.50	13	.50	13	.50	13	-	13	-	13	-	13
Administrative Assistant III	-	15	-	15	-	15	.95	15	-	15	-	15
Assistant Director	0	N/A	0	N/A	0	N/A	0	N/A	.88	19	.88	19
Maintenance Technician	1.98	14	1.98	14	1.92	14	1.92	14	1.92	14	1.92	14
Laborer	.97	6	.97	6	.98	6	.98	6	.98	6	.98	6
Temporary Maintenance Leader	.33	T3	.48	T3	.40	T3	.40	T3	.40	T6	.40	T6
Temporary Maintenance Worker	2.46	T1	1.67	T1	1.77	T1	1.77	T1	2.06	T5	2.06	T5
Temporary Gardener	.29	T2	.29	T2	.29	T2	.29	T2	-	N/A	-	N/A
Recreation Center Worker	0	N/A	0	N/A	0	N/A	3	3	3	3	3	3

## Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant I	17	14	15	N/A	N/A	N/A
Assistant Director	N/A	N/A	N/A	15	15	15
Maintenance Technician	27	25	20	20	20	20
Laborer	5	7	10	10	10	10
Temporary Maintenance Leader	2	2	0	0	0	0
Temporary Maintenance Worker	34	89	5	5	5	5
Temporary Gardener	0	1	0	-	N/A	N/A

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Total Recreation Center Visits	68,400	54,469	65,392	13,462	17,342
Total Program-based Activities (sponsored & co-sponsored)	3	5	6	6	7
Total Pedestrian Trails (Miles)	5.5	5.9	6.3	6.3	6.3
Total Shelter Reservations	41	43	42	26	19
Ice Reservations (Hours)	586	598	586	936	710.25
Volunteer Hours	N/A	839	630	239	30
Removal of Beetle Kill Trees	N/A	N/A	N/A	106	85



Issued Tree Removal Permits	N/A	N/A	N/A	3	2
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*\*Projected Figures based on year-to-date information.*

## FY22 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.).*

## FY23 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.

Complete a total trail assessment of current hiking trails. Evaluate trails for problem areas and develop re-route options and/or structure repairs for located issues using sustainable trail building methods. Develop trail connector plans for existing trails. Complete and expand upon construction of .20 miles of backcountry trail in gully at Municipal Park as well. Evaluate through number of miles of trails installed and improvements made to existing trail system.

2. 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.
3. 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).
4. Increase volunteer collaboration and provide volunteer opportunities in support of Goal 1 – Promote and encourage quality of life elements in Kenai.

Work with Friends of the Kenai Public Library to install free little libraries throughout the City. Work with school groups and community to develop and implement a community/park trash clean-up day.

### **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 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 297,923	\$ 300,712	\$ 442,245	\$ 442,245	\$ 493,878	\$ 51,633	11.68%
0200	Overtime	1,021	2,368	1,772	1,772	2,044	272	15.35%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	16,213	10,081	13,995	13,995	9,479	(4,516)	(32.27%)
0400	Medicare	4,492	4,327	6,639	6,639	7,326	687	10.35%
0450	Social Security	2,005	3,173	9,845	9,845	11,603	1,758	17.86%
0500	PERS	59,038	56,091	63,428	63,428	68,658	5,230	8.25%
0600	Unemployment Insurance	361	678	2,291	2,291	2,528	237	10.34%
0700	Workers Compensation	6,597	8,406	9,790	9,790	9,482	(308)	(3.15%)
0800	Health & Life Insurance	106,968	87,596	128,504	128,504	136,845	8,341	6.49%
0900	Supplemental Retirement	6,395	6,099	10,740	10,740	10,974	234	2.18%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 501,013</b>	<b>\$ 479,531</b>	<b>\$ 689,249</b>	<b>\$ 689,249</b>	<b>\$ 752,817</b>	<b>\$ 63,568</b>	<b>9.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	71,327	79,899	87,150	87,150	87,150	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	9,209	11,694	15,040	11,376	12,440	(2,600)	(17.29%)
2026	Computer Software	1,002	1,006	1,080	1,080	6,080	5,000	462.96%
4531	Professional Services	222,767	204,748	50,000	63,000	55,000	5,000	10.00%
4532	Communications	9,743	9,955	4,100	4,100	4,220	120	2.93%
4533	Travel & Transportation	360	722	1,000	1,000	1,000	-	-
4534	Advertising	619	371	300	300	300	-	-
4535	Printing & Binding	1,812	1,401	2,900	2,900	2,900	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	232,262	224,308	223,612	223,612	216,925	(6,687)	(2.99%)
4538	Repair & Maintenance	8,582	14,507	28,500	28,500	24,000	(4,500)	(15.79%)
4539	Rentals	13,663	15,963	14,500	14,500	14,500	-	-
4540	Equip. Fund Pmts.	25,330	12,747	25,330	25,330	25,330	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	175	209	530	530	1,445	915	172.64%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,038	820	2,115	2,115	2,115	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 597,889</b>	<b>\$ 578,350</b>	<b>\$ 456,157</b>	<b>\$ 465,493</b>	<b>\$ 453,405</b>	<b>\$ (2,752)</b>	<b>(0.60%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	3,457	6,988	30,000	33,664	46,600	16,600	55.33%
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 3,457</b>	<b>\$ 6,988</b>	<b>\$ 30,000</b>	<b>\$ 33,664</b>	<b>\$ 46,600</b>	<b>\$ 16,600</b>	<b>55.33%</b>
<b>Department Total:</b>		<b>\$ 1,102,359</b>	<b>\$ 1,064,869</b>	<b>\$ 1,175,406</b>	<b>\$ 1,188,406</b>	<b>\$ 1,252,822</b>	<b>\$ 77,416</b>	<b>6.59%</b>

**City of Kenai  
Fiscal Year 2023 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 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.** \$31,000 riding lawn mower replacement, \$8,500 walk-behind mower replacement, and \$7,100 mower transport trailer purchase.

**City of Kenai  
Fiscal Year 2023 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.

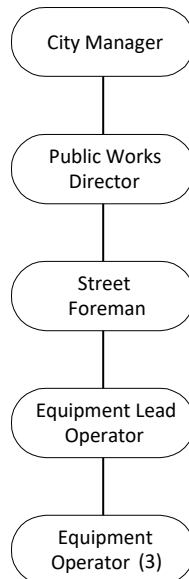
## Functions & Responsibilities

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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Streets Foreman	.04	21	.04	21	.04	21	.04	21	.04	21	.04	21
Lead Operator	.04	19	.04	19	.04	19	.04	19	.04	19	.04	19
Operator	.19	16	.19	16	.19	16	.19	16	.19	16	.19	16

### Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Requested FY22	Adopted FY23	Projected FY24
Streets Foreman	2	-	-	8	8	8
Lead Operator	-	-	-	8	8	8
Operator	-	-	-	8	8	8

### Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Boating Facility Open	05/1/18	4/20/19	5/9/20	4/30/21	5/1/22
Boating Facility Closed	11/6/18	10/7/19	10/31/20	11/3/21	11/1/22
Number of Inspections of the Fuel Containment Area	12	12	12	12	12
Number of Days to Dredge out Ramps	3	3	3	4	3

\*Projected Figures based on year-to-date information.

### FY22 Department Goals Evaluation

- 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.
  - Not Achieved. Due to staff shortages this will be deferred to FY23.*
- 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.
  - Achieved.*
- Complete concrete ramp replacement capital project if grant funds are available.
  - Not Achieved. Due to lack of available funding the project will remain on the Capital Improvement Plan.*
- 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.
  - Achieved. Dredging of the ramps was completed last week of April with the Dock opened on April 30<sup>th</sup>. Facility was closed on November 3<sup>rd</sup> for the season.*
- 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.
  - Partially Achieved. Monthly reports were provided to the Public Works Director, with specific data provided within the Dip Net Report.*

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.
  - *Achieved. The Fuel Dispensing Facilities have been shut down for several years now. Staff continues to inspect them routinely when on the property.*
7. *Additionally the exit road was widened by staff to improve access for Emergency Services during the Dipnet Fishery.*

### **FY23 Department Goals**

1. Replacement of aging floats with new per the Capital Improvement Plan in Spring 2023 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. 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.
3. Create monthly 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.
4. Continue to market facility to maintain anchor tenant. Continue to market Special Use Permits for private access to cranes and trestle.

### **Future Considerations**

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

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund: 001 - General Fund  
Department: Boating Facility

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 8,444	\$ 15,047	\$ 19,090	\$ 19,090	\$ 20,547	\$ 1,457	7.63%
0200	Overtime	119	80	1,277	1,277	1,372	95	7.44%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	224	173	732	732	786	54	7.38%
0400	Medicare	120	213	306	306	331	25	8.17%
0450	Social Security	-	12	-	-	-	-	-
0500	PERS	1,008	2,159	4,481	4,481	4,822	341	7.61%
0600	Unemployment Insurance	11	27	105	105	113	8	7.62%
0700	Workers Compensation	311	548	775	775	761	(14)	(1.81%)
0800	Health & Life Insurance	6,892	5,835	7,440	7,440	8,035	595	8.00%
0900	Supplemental Retirement	241	346	336	336	348	12	3.57%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 17,370</b>	<b>\$ 24,440</b>	<b>\$ 34,542</b>	<b>\$ 34,542</b>	<b>\$ 37,115</b>	<b>\$ 2,573</b>	<b>7.45%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,362	3,506	6,350	6,350	6,350	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	483	368	800	800	800	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	599	1,422	5,100	5,100	4,700	(400)	(7.84%)
4532	Communications	-	118	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	324	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	8,539	9,368	9,851	9,851	8,423	(1,428)	(14.50%)
4538	Repair & Maintenance	773	3,839	3,500	3,500	3,500	-	-
4539	Rentals	2,880	3,520	4,200	4,200	4,200	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	120	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	315	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 14,786</b>	<b>\$ 22,900</b>	<b>\$ 30,451</b>	<b>\$ 30,451</b>	<b>\$ 28,623</b>	<b>\$ (1,828)</b>	<b>(6.00%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 32,156</b>	<b>\$ 47,340</b>	<b>\$ 64,993</b>	<b>\$ 64,993</b>	<b>\$ 65,738</b>	<b>\$ 745</b>	<b>1.15%</b>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating &amp; Repair Supplies.</b> General department supplies including signage, fuel, oils & greases, traffic cones, electrical supplies, restroom and cleaning supplies. Crane startup, testing and winterizing.	<b>4538 Repair &amp; Maintenance Services.</b> General maintenance of dock and restroom maintenance.
<b>4531 Professional Services.</b> Inspection and certification testing for fueling system and crane.	<b>4539 Rentals.</b> 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**

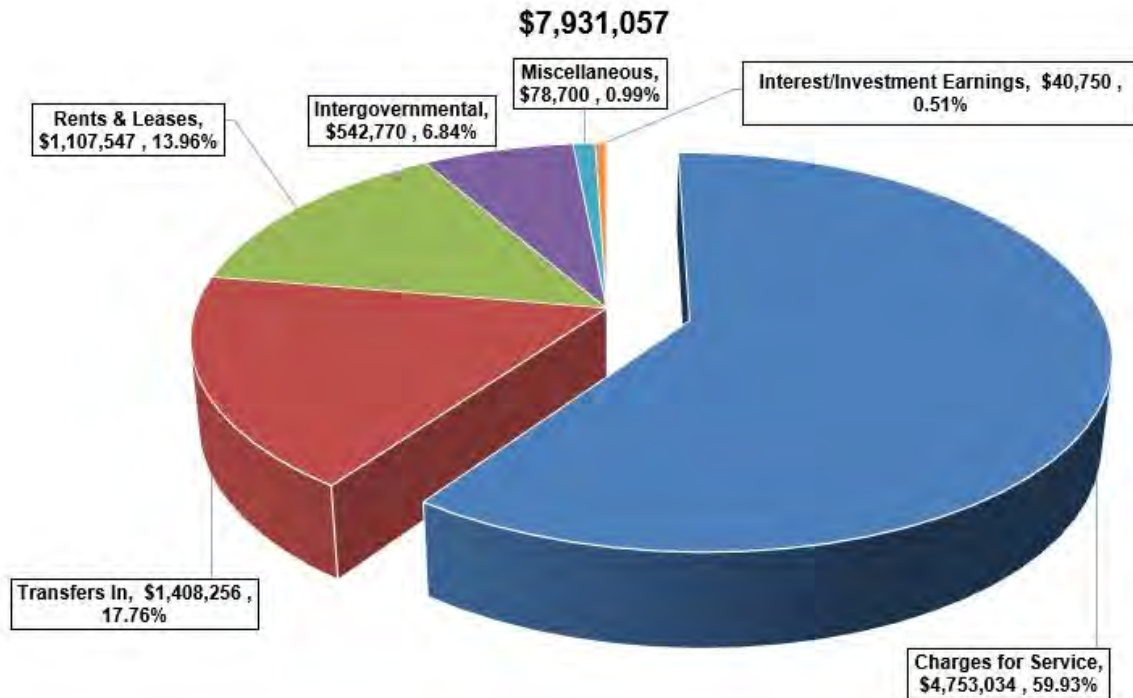
This fund accounts for operations of the airport and rental and lease of surrounding airport owned lands. Significant revenue sources include, rents from leases of airport-owned lands and terminal spaces, as well as car rental commissions, vehicle parking, landing fees and investment earnings from the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

### **4. SENIOR CITIZEN FUND**

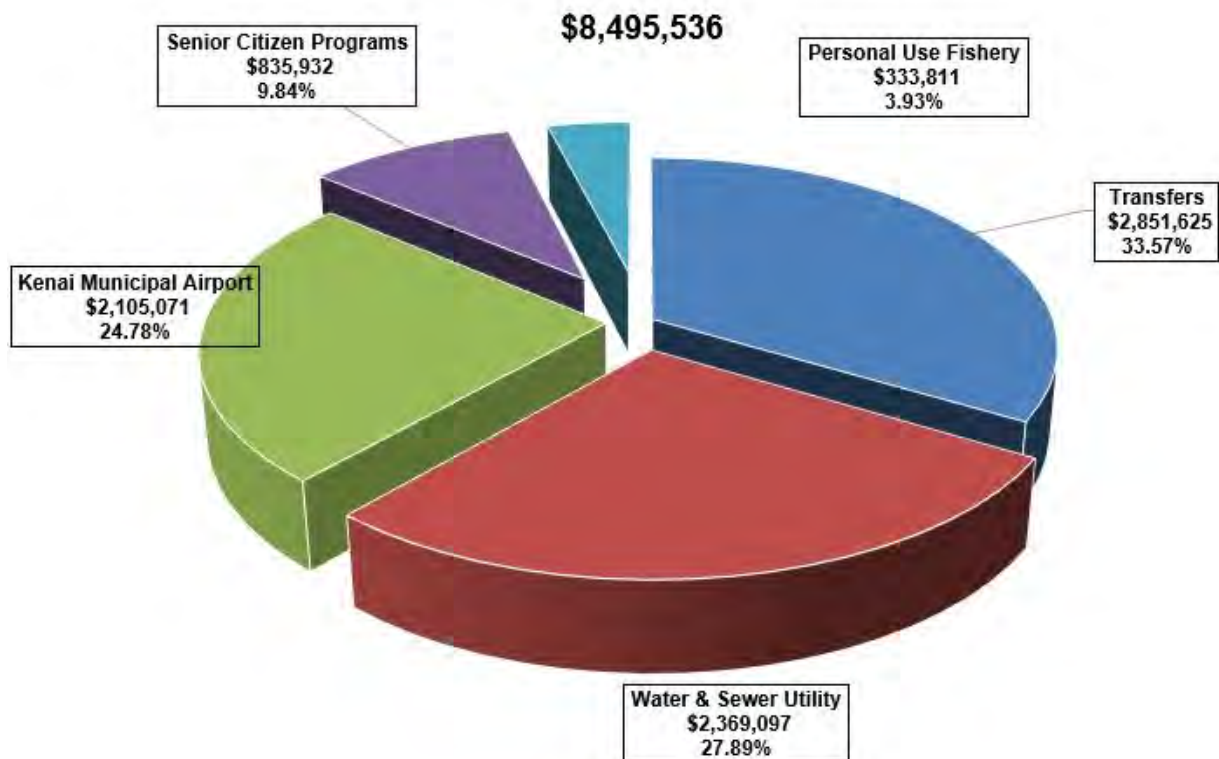
This fund accounts for revenues and expenditures related to the Senior Citizens Program. The fund's sources of revenue include a grant from the Kenai Peninsula Borough, a State of Alaska nutrition, transportation and support services grant, and customer charges. This fund includes the Senior Citizens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



## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2022 Original Budget	FY2023 Adopted Budget	Difference	FY2022 Original Budget	FY2023 Adopted Budget	Difference
<b><u>Personal Use Fishery Fund</u></b>						
Public Safety	\$ 35,000	\$ 37,185	\$ 2,185	\$ 10,826	\$ 10,735	\$ (91)
Streets	28,382	28,524	142	21,350	21,349	(1)
Parks, Recreation & Beautification	93,610	92,722	(888)	78,490	111,544	33,054
Dock	37,353	22,578	(14,775)	8,935	9,174	239
Total Personal Use Fishery Fund	194,345	181,009	(13,336)	119,601	152,802	33,201
<b><u>Water and Sewer Fund</u></b>						
Water	\$ 326,759	\$ 301,930	\$ (24,829)	\$ 491,118	\$ 505,165	\$ 14,047
Sewer	326,759	301,930	(24,829)	130,920	124,892	(6,028)
Wastewater Treatment Plant	473,359	541,550	68,191	606,200	593,630	(12,570)
Total Water and Sewer Fund	1,126,877	1,145,410	18,533	1,228,238	1,223,687	(4,551)
<b><u>Airport Fund</u></b>						
Terminal	211,261	203,228	(8,033)	335,523	356,690	21,167
Airfield	379,632	382,085	2,453	567,885	626,535	58,650
Administration	253,890	252,736	(1,154)	23,470	20,220	(3,250)
Other Buildings & Areas	92,459	94,907	2,448	96,998	68,389	(28,609)
Training Facility	-	-	-	54,140	74,281	20,141
Total Airport Fund	937,242	932,956	(4,286)	1,078,016	1,146,115	68,099
<b><u>Senior Citizen Fund</u></b>						
Access	158,185	150,921	(7,264)	30,369	28,558	(1,811)
Congregate Meals	129,238	53,357	(75,881)	77,057	41,598	(35,459)
Home Meals	111,134	243,324	132,190	74,976	157,102	82,126
Transportation	61,764	63,653	1,889	26,961	18,961	(8,000)
Choice Waiver	77,289	43,158	(34,131)	60,018	35,300	(24,718)
Total Senior Citizen Funds	537,610	554,413	16,803	269,381	281,519	12,138
<b>Total Special Revenue Funds</b>	<b>\$ 2,796,074</b>	<b>\$ 2,813,788</b>	<b>\$ 17,714</b>	<b>\$ 2,695,236</b>	<b>\$ 2,804,123</b>	<b>\$ 108,887</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2022 Original Budget	FY2023 Adopted Budget	Difference	FY2022 Original Budget	FY2023 Adopted Budget	Difference	
\$ 51,600	\$ 67,900	\$ 16,300	\$ 97,426	\$ 115,820	\$ 18,394	<u>Personal Use Fishery Fund</u>
3,600	4,600	1,000	53,332	54,473	1,141	Public Safety
99,700	99,100	(600)	271,800	303,366	31,566	Streets
56,300	56,700	400	102,588	88,452	(14,136)	Parks, Recreation & Beautification
211,200	228,300	17,100	525,146	562,111	36,965	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 102,500	\$ 507,400	\$ 404,900	\$ 920,377	\$ 1,314,495	\$ 394,118	Water
477,400	59,200	(418,200)	935,079	486,022	(449,057)	Sewer
263,000	237,100	(25,900)	1,342,559	1,372,280	29,721	Wastewater Treatment Plant
842,900	803,700	(39,200)	3,198,015	3,172,797	(25,218)	Total Water and Sewer Fund
						<u>Airport Fund</u>
70,900	333,400	262,500	617,684	893,318	275,634	Terminal
1,630,700	1,245,925	(384,775)	2,578,217	2,254,545	(323,672)	Airfield
60,600	72,200	11,600	337,960	345,156	7,196	Administration
-	20,000	20,000	189,457	183,296	(6,161)	Other Buildings & Areas
-	-	-	54,140	74,281	20,141	Training Facility
1,762,200	1,671,525	(90,675)	3,777,458	3,750,596	(26,862)	Total Airport Fund
						<u>Senior Citizen Fund</u>
48,778	46,363	(2,415)	237,332	225,842	(11,490)	Access
40,789	16,957	(23,832)	247,084	111,912	(135,172)	Congregate Meals
35,743	77,370	41,627	221,853	477,796	255,943	Home Meals
18,080	19,691	1,611	106,805	102,305	(4,500)	Transportation
24,810	13,719	(11,091)	162,117	92,177	(69,940)	Choice Waiver
168,200	174,100	5,900	975,191	1,010,032	34,841	Total Senior Citizen Funds
<u>\$ 2,984,500</u>	<u>\$ 2,877,625</u>	<u>\$ (106,875)</u>	<u>\$ 8,475,810</u>	<u>\$ 8,495,536</u>	<u>\$ 19,726</u>	<u>Total Special Revenue Funds</u>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
PERS Grant	\$ 3,355	\$ 3,969	\$ 4,696	\$ 4,696	\$ 1,270
Usage Fees					
Beach Parking	144,330	175,980	183,775	161,580	177,482
Beach Camping	149,788	214,248	179,725	186,387	192,623
Dock Launch & Park	105,275	115,304	109,600	95,265	110,565
Dock Parking Only	11,736	13,377	13,400	10,641	12,495
Participant Drop-off Fee	4,698	4,791	4,205	4,019	4,736
Total Usage Fees	<u>415,827</u>	<u>523,700</u>	<u>490,705</u>	<u>457,892</u>	<u>497,901</u>
Miscellaneous Revenues					
Investment earnings	8,836	469	750	750	750
Other	<u>(4,306)</u>	<u>(12,807)</u>	<u>(13,000)</u>	<u>(11,112)</u>	<u>(12,600)</u>
Total Miscellaneous Revenues	<u>4,530</u>	<u>(12,338)</u>	<u>(12,250)</u>	<u>(10,362)</u>	<u>(11,850)</u>
Transfer In, Capital Projects	<u>-</u>	<u>2,215</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>423,712</u>	<u>517,546</u>	<u>483,151</u>	<u>452,226</u>	<u>487,321</u>
<b>Expenditures</b>					
Public Safety	81,775	79,278	97,426	106,173	115,820
Streets	30,743	36,127	53,332	53,332	54,473
Boating Facility	52,494	50,089	52,588	52,330	38,452
Parks, Recreation & Beautification	<u>206,172</u>	<u>187,793</u>	<u>196,800</u>	<u>225,138</u>	<u>228,366</u>
Total Expenditures	<u>371,184</u>	<u>353,287</u>	<u>400,146</u>	<u>436,973</u>	<u>437,111</u>
<b>Transfers</b>					
General Fund	50,000	50,000	75,000	75,000	75,000
Capital Projects	<u>-</u>	<u>38,724</u>	<u>50,000</u>	<u>21,920</u>	<u>50,000</u>
Total Transfers	<u>50,000</u>	<u>88,724</u>	<u>125,000</u>	<u>96,920</u>	<u>125,000</u>
Total Expenditures & Transfers	<u>421,184</u>	<u>442,011</u>	<u>525,146</u>	<u>533,893</u>	<u>562,111</u>
Contribution To/(From) Fund Balance:	2,528	75,535	(41,995)	(81,667)	(74,790)
Projected Lapse	<u>-</u>	<u>-</u>	<u>11,337</u>	<u>83,327</u>	<u>12,529</u>
Adjusted (Deficit)/Surplus	2,528	75,535	(30,658)	1,660	(62,261)
Beginning Fund Balance	<u>198,794</u>	<u>201,322</u>	<u>289,217</u>	<u>276,857</u>	<u>278,517</u>
Ending Fund Balance	<u>\$ 201,322</u>	<u>\$ 276,857</u>	<u>\$ 258,559</u>	<u>\$ 278,517</u>	<u>\$ 216,256</u>



City of Kenai  
Fiscal Year 2022 Operating Budget

Personal Use Fishery Find Summary by Line Item

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 94,771	\$ 95,127	\$ 105,202	\$ 105,202	\$ 99,414	\$ (5,788)	(5.50%)
0200	Overtime	30,899	39,729	40,993	40,993	42,217	1,224	2.99%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	196	495	1,401	1,401	856	(545)	(38.90%)
0400	Medicare	1,748	1,967	2,140	2,140	2,065	(75)	(3.50%)
0450	Social Security	4,899	5,410	5,473	5,473	5,960	487	8.90%
0500	PERS	12,338	10,824	17,440	17,440	11,283	(6,157)	(35.30%)
0600	Unemployment Insurance	156	226	738	738	712	(26)	(3.52%)
0700	Workers Compensation	2,655	3,395	3,700	3,700	3,310	(390)	(10.54%)
0800	Health & Life Insurance	22,439	18,807	16,373	16,373	14,470	(1,903)	(11.62%)
0900	Supplemental Retirement	1,004	1,122	885	885	722	(163)	(18.42%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 171,105</b>	<b>\$ 177,102</b>	<b>\$ 194,345</b>	<b>\$ 194,345</b>	<b>\$ 181,009</b>	<b>\$ (13,336)</b>	<b>(6.86%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	3,832	5,588	13,800	12,220	13,700	(100)	(0.72%)
2024	Small Tools/Minor Equipment	-	10,400	4,500	16,247	1,500	(3,000)	(66.67%)
2026	Computer Software	582	812	600	2,180	600	-	-
4531	Professional Services	20	5,190	10,300	10,300	10,300	-	-
4532	Communications	791	1,222	740	740	740	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	197	120	120	120	-	-
4535	Printing & Binding	2,411	2,740	-	-	5,700	5,700	-
4536	Insurance	4,479	2,830	4,631	4,631	4,891	260	5.61%
4537	Utilities	-	392	-	-	-	-	-
4538	Repair & Maintenance	425	184	7,765	4,765	8,616	851	10.96%
4539	Rentals	85,234	103,878	75,145	103,225	104,635	29,490	39.24%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,000	3,308	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 99,774</b>	<b>\$ 136,741</b>	<b>\$ 119,601</b>	<b>\$ 156,428</b>	<b>\$ 152,802</b>	<b>\$ 33,201</b>	<b>27.76%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	208	108	-	-	-	-	-
9090	Transfers	170,924	138,274	211,200	183,120	228,300	17,100	8.10%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 171,132</b>	<b>\$ 138,382</b>	<b>\$ 211,200</b>	<b>\$ 183,120</b>	<b>\$ 228,300</b>	<b>\$ 17,100</b>	<b>8.10%</b>
	<b>Department Total:</b>	<b>\$ 442,011</b>	<b>\$ 452,225</b>	<b>\$ 525,146</b>	<b>\$ 533,893</b>	<b>\$ 562,111</b>	<b>\$ 36,965</b>	<b>7.04%</b>

**City of Kenai**  
**Fiscal Year 2023 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**

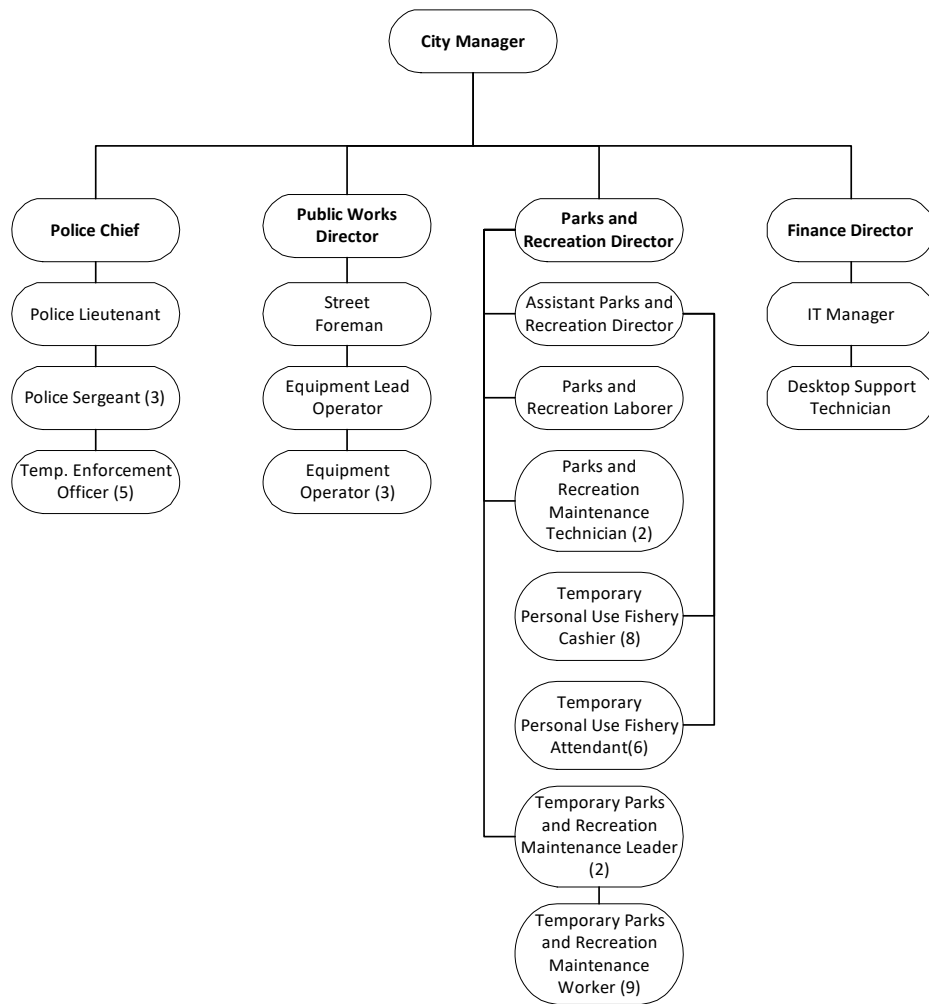
City Boating Facility (Dock): The dock is comprised of four boat launch ramps, a gravel parking area, permanent restrooms with running water, a commercial pier with fuel service, and a permanent fee shack. Temporary outhouses and dumpsters are also provided in the parking area.

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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Enforcement Officer	.56	T8	.56	T8	.56	T8	.56	T8	.56	T8	.56	T8

### PU Streets

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.03	21	.03	21	.03	21	.03	21	.02	21	.02	21
Equipment Lead Operator	.04	19	.04	19	.04	19	.04	19	.03	19	.03	19
Equipment Operator	.12	16	.12	16	.14	16	.10	16	.13	16	.13	16

## PU Dock

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.03	21	.03	21	.03	21	.02	21	.02	21	.02	21
Equipment Lead Operator	.03	19	.03	19	.03	19	.02	19	.02	19	.02	19
Equipment Operator	.10	16	.10	16	.08	16	.05	16	.02	16	.02	16
Temporary Dock Worker	.33	T8	.33	T8	.33	T8	.33	T4	.33	T4	.33	T4

## PU Parks, Recreation & Beautification

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Requested FY23		Projected FY24	
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	23	.04	23
Assistant Director	-	N/A	-	N/A	-	N/A	-	N/A	.12	19	.12	19
Administrative Assistant I	.50	13	.50	13	.50	13	-	13	-	13	-	13
Administrative Assistant III	-	15	-	15	-	15	.05	15	-	15	-	15
Maintenance Technician	.02	14	.08	14	.08	14	.08	14	.08	14	.08	14
Laborer	.03	6	.06	6	.02	6	.02	6	.02	6	.02	6
Temporary Parks & Rec Maintenance Leader	.06	T3	.06	T3	.06	T3	.06	T3	.06	T6	.06	T6
Temporary Parks & Rec Worker	.52	T1	.52	T1	.52	T1	.13	T1	.13	T5	.13	T5
Information Technology Intern	.06	T6	.06	T6	.06	T6	0	T6	0	T6	0	T6
IT Desktop Support Technician	-	13	-	13	-	13	.09	13	.09	13	.09	13
Temporary Fishery Cashier	-	N/A	-	N/A	.57	T1	.57	T1	.57	T3	.57	T3

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Total Transactions	14,283	16,434	20,159	18,020	20,000
Dipnet Kenai page views	240,800	203,100	251,800	182,400	200,000
Traffic Control Calls	-	4	6	1	-
Vendor Days <sup>1</sup>	63	0	14	2	10
Advertisers <sup>2</sup>	10	-	-	-	-

\*Projected Figures based on year-to-date information.

## FY22 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.*

<sup>1</sup> A cumulative total of how many vendors are present at noon of each day.

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

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 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.*

## **FY23 Department Goals**

1. With the installation of new permanent outhouses and dumpster pad locations, reduce the operational cost of the July 2022 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 2023 Operating Budget

Fund 006 - Personal Use Fishery Fund  
Department: Public Safety

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 20,669	\$ 19,564	\$ 21,170	\$ 21,170	\$ 22,563	\$ 1,393	6.58%
0200	Overtime	9,225	8,289	10,403	10,403	11,087	684	6.58%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	433	404	458	458	488	30	6.55%
0450	Social Security	1,821	1,720	1,958	1,958	2,086	128	6.54%
0500	PERS	115	23	-	-	-	-	-
0600	Unemployment Insurance	37	46	158	158	168	10	6.33%
0700	Workers Compensation	686	638	853	853	793	(60)	(7.03%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 32,986</u></b>	<b><u>\$ 30,684</u></b>	<b><u>\$ 35,000</u></b>	<b><u>\$ 35,000</u></b>	<b><u>\$ 37,185</u></b>	<b><u>\$ 2,185</u></b>	<b><u>6.24%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	3,741	-	8,747	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	1,712	8,800	8,800	8,800	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	692	402	761	761	819	58	7.62%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,265	1,265	1,116	(149)	(11.78%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 692</u></b>	<b><u>\$ 5,855</u></b>	<b><u>\$ 10,826</u></b>	<b><u>\$ 19,573</u></b>	<b><u>\$ 10,735</u></b>	<b><u>\$ (91)</u></b>	<b><u>(0.84%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	45,600	60,459	51,600	51,600	67,900	16,300	31.59%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 45,600</u></b>	<b><u>\$ 60,459</u></b>	<b><u>\$ 51,600</u></b>	<b><u>\$ 51,600</u></b>	<b><u>\$ 67,900</u></b>	<b><u>\$ 16,300</u></b>	<b><u>31.59%</u></b>
	<b>Department Total:</b>	<b><u>\$ 79,278</u></b>	<b><u>\$ 96,998</u></b>	<b><u>\$ 97,426</u></b>	<b><u>\$ 106,173</u></b>	<b><u>\$ 115,820</u></b>	<b><u>\$ 18,394</u></b>	<b><u>18.88%</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>4536 Insurance.</b> General liability and broker fee.	<b>9090 Transfers Out.</b> Central administrative charges from General Fund.
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City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 006 - Personal Use Fishery Fund  
Department: Streets

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 10,897	\$ 10,853	\$ 13,444	\$ 13,444	\$ 13,894	\$ 450	3.35%
0200	Overtime	1,071	1,230	3,015	3,015	3,235	220	7.30%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	112	76	507	507	523	16	3.16%
0400	Medicare	164	169	245	245	255	10	4.08%
0450	Social Security	-	4	-	-	-	-	-
0500	PERS	2,893	2,422	4,955	4,955	4,248	(707)	(14.27%)
0600	Unemployment Insurance	15	20	84	84	88	4	4.76%
0700	Workers Compensation	424	423	600	600	567	(33)	(5.50%)
0800	Health & Life Insurance	3,798	3,500	5,283	5,283	5,468	185	3.50%
0900	Supplemental Retirement	121	229	249	249	246	(3)	(1.20%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 19,495</b>	<b>\$ 18,926</b>	<b>\$ 28,382</b>	<b>\$ 28,382</b>	<b>\$ 28,524</b>	<b>\$ 142</b>	<b>0.50%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,101	1,353	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	333	212	430	430	429	(1)	(0.23%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	10,298	13,804	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	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 11,732</b>	<b>\$ 15,369</b>	<b>\$ 21,350</b>	<b>\$ 21,350</b>	<b>\$ 21,349</b>	<b>\$ (1)</b>	<b>-</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	4,900	4,820	3,600	3,600	4,600	1,000	27.78%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 4,900</b>	<b>\$ 4,820</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 4,600</b>	<b>\$ 1,000</b>	<b>27.78%</b>
<b>Department Total:</b>		<b>\$ 36,127</b>	<b>\$ 39,115</b>	<b>\$ 53,332</b>	<b>\$ 53,332</b>	<b>\$ 54,473</b>	<b>\$ 1,141</b>	<b>2.14%</b>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

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

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 42,660	\$ 44,661	\$ 49,978	\$ 49,978	\$ 49,073	\$ (905)	(1.81%)
0200	Overtime	13,964	21,528	20,074	20,074	23,068	2,994	14.91%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	333	575	575	216	(359)	(62.43%)
0400	Medicare	759	982	1,024	1,024	1,049	25	2.44%
0450	Social Security	1,967	2,621	2,404	2,404	2,896	492	20.47%
0500	PERS	7,269	6,144	9,417	9,417	6,304	(3,113)	(33.06%)
0600	Unemployment Insurance	70	112	354	354	362	8	2.26%
0700	Workers Compensation	838	1,423	1,367	1,367	1,433	66	4.83%
0800	Health & Life Insurance	15,734	12,010	7,954	7,954	7,896	(58)	(0.73%)
0900	Supplemental Retirement	754	698	463	463	425	(38)	(8.21%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 84,015</b>	<b>\$ 90,512</b>	<b>\$ 93,610</b>	<b>\$ 93,610</b>	<b>\$ 92,722</b>	<b>\$ (888)</b>	<b>(0.95%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,474	3,093	9,100	7,520	9,100	-	-
2024	Small Tools/Minor Equipment	-	6,659	4,500	7,500	1,500	(3,000)	(66.67%)
2026	Computer Software	582	812	600	2,180	600	-	-
4531	Professional Services	20	3,478	1,500	1,500	1,500	-	-
4532	Communications	791	1,222	740	740	740	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	70	-	-	-	-	-
4535	Printing & Binding	2,411	2,740	-	-	5,700	5,700	-
4536	Insurance	2,806	1,760	2,740	2,740	2,904	164	5.99%
4537	Utilities	-	392	-	-	-	-	-
4538	Repair & Maintenance	425	184	6,500	3,500	7,500	1,000	15.38%
4539	Rentals	66,361	80,777	50,810	79,148	80,000	29,190	57.45%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,000	3,308	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 76,870</b>	<b>\$ 104,495</b>	<b>\$ 78,490</b>	<b>\$ 106,828</b>	<b>\$ 111,544</b>	<b>\$ 33,054</b>	<b>42.11%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	208	108	-	-	-	-	-
9090	Transfers Out	76,700	57,910	99,700	99,700	99,100	(600)	(0.60%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 76,908</b>	<b>\$ 58,018</b>	<b>\$ 99,700</b>	<b>\$ 99,700</b>	<b>\$ 99,100</b>	<b>\$ (600)</b>	<b>(0.60%)</b>
<b>Department Total:</b>		<b>\$ 237,793</b>	<b>\$ 253,025</b>	<b>\$ 271,800</b>	<b>\$ 300,138</b>	<b>\$ 303,366</b>	<b>\$ 31,566</b>	<b>11.61%</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating &amp; Repair Supplies.</b> For the purchase of signage, janitorial supplies, receipt bags, zip ties, traffic cones, thermal paper, door hangers, brochures and printer ribbons.	<b>4539 Rentals.</b> For the rental of portable toilets and dumpsters. Rental of General Fund equipment for preparation and operations of the fishery.
<b>4531 Professional Services.</b> Personal Use Fishery software modifications.	<b>5041 Miscellaneous.</b> Post fishery beach cleanup by Kenai Central High School Nordic Ski Team.
<b>4538 Repairs &amp; Maintenance Services.</b> Restroom vault pumping.	<b>9090 Transfers Out.</b> Central administrative charges from General Fund, \$24,100. Transfers to General Fund \$75,000.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 006 - Personal Use Fishery Fund  
Department: Boating Facility

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 20,545	\$ 20,049	\$ 20,610	\$ 20,610	\$ 13,884	\$ (6,726)	(32.63%)
0200	Overtime	6,639	8,682	7,501	7,501	4,827	(2,674)	(35.65%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	84	86	319	319	117	(202)	(63.32%)
0400	Medicare	392	412	413	413	273	(140)	(33.90%)
0450	Social Security	1,111	1,065	1,111	1,111	978	(133)	(11.97%)
0500	PERS	2,061	2,235	3,068	3,068	731	(2,337)	(76.17%)
0600	Unemployment Insurance	34	48	142	142	94	(48)	(33.80%)
0700	Workers Compensation	707	911	880	880	517	(363)	(41.25%)
0800	Health & Life Insurance	2,907	3,297	3,136	3,136	1,106	(2,030)	(64.73%)
0900	Supplemental Retirement	129	195	173	173	51	(122)	(70.52%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 34,609</b>	<b>\$ 36,980</b>	<b>\$ 37,353</b>	<b>\$ 37,353</b>	<b>\$ 22,578</b>	<b>\$ (14,775)</b>	<b>(39.56%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,257	1,142	1,900	1,900	1,800	(100)	(5.26%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	127	120	120	120	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	648	456	700	700	739	39	5.57%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	8,575	9,297	6,215	5,957	6,515	300	4.83%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 10,480</b>	<b>\$ 11,022</b>	<b>\$ 8,935</b>	<b>\$ 8,677</b>	<b>\$ 9,174</b>	<b>\$ 239</b>	<b>2.67%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	43,724	15,085	56,300	28,220	56,700	400	0.71%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 43,724</b>	<b>\$ 15,085</b>	<b>\$ 56,300</b>	<b>\$ 28,220</b>	<b>\$ 56,700</b>	<b>\$ 400</b>	<b>0.71%</b>
<b>Department Total:</b>		<b>\$ 88,813</b>	<b>\$ 63,087</b>	<b>\$ 102,588</b>	<b>\$ 74,250</b>	<b>\$ 88,452</b>	<b>\$ (14,136)</b>	<b>(13.78%)</b>

**City of Kenai  
Fiscal Year 2023 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 \$6,700. \$50,000 transfer to PU Fishery Capital Projects Fund for Float Replacement.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
PERS Grant	\$ 40,373	\$ 52,403	\$ 52,873	\$ 52,873	\$ 18,950
Usage Fees					
Service Hook-up	1,803	4,141	3,313	3,703	3,926
Residential Water	866,911	858,205	872,823	898,777	942,637
Commercial Water	336,836	332,906	349,129	356,114	373,492
Residential Sewer	1,229,742	1,214,219	1,245,431	1,274,041	1,336,215
Commercial Sewer	483,645	474,577	484,901	498,900	523,246
Total Usage Fees	<u>2,918,937</u>	<u>2,884,048</u>	<u>2,955,597</u>	<u>3,031,535</u>	<u>3,179,516</u>
Miscellaneous Revenues					
Penalty and Interest	31,873	(19)	41,600	29,045	30,462
Interest Earnings	131,375	5,702	12,480	12,480	5,000
Other	12,424	5,665	3,000	18,463	3,000
Total Miscellaneous Revenues	<u>175,672</u>	<u>11,348</u>	<u>57,080</u>	<u>59,988</u>	<u>38,462</u>
Transfer In, Capital Projects	<u>-</u>	<u>23,496</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,134,982</u>	<u>2,971,295</u>	<u>3,065,550</u>	<u>3,144,396</u>	<u>3,236,928</u>
<b>Expenditures</b>					
Water Department	777,624	773,024	920,377	1,073,360	914,495
Sewer Department	380,979	406,204	535,079	538,061	486,022
Wastewater Treatment Plant Department	<u>1,073,771</u>	<u>1,028,490</u>	<u>1,212,559</u>	<u>2,113,934</u>	<u>1,272,280</u>
Total Expenditures	<u>2,232,374</u>	<u>2,207,718</u>	<u>2,668,015</u>	<u>3,725,355</u>	<u>2,672,797</u>
<b>Transfers</b>					
Capital Projects	<u>1,070,000</u>	<u>1,770,615</u>	<u>530,000</u>	<u>530,000</u>	<u>500,000</u>
Total Expenditures & Transfers	<u>3,302,374</u>	<u>3,978,333</u>	<u>3,198,015</u>	<u>4,255,355</u>	<u>3,172,797</u>
Contribution To/(From) Fund Balance:	(167,392)	(1,007,038)	(132,465)	(1,110,959)	64,131
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>142,747</u>	<u>146,787</u>	<u>142,146</u>
Adjusted (Deficit)/Surplus			10,282	(964,172)	206,277
Beginning Fund Balance	<u>3,126,088</u>	<u>2,958,696</u>	<u>1,826,792</u>	<u>1,951,658</u>	<u>987,486</u>
Ending Fund Balance	<u>\$ 2,958,696</u>	<u>\$ 1,951,658</u>	<u>\$ 1,837,074</u>	<u>\$ 987,486</u>	<u>\$ 1,193,763</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

Water & Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 574,132	\$ 529,966	\$ 623,549	\$ 623,549	\$ 645,691	\$ 22,142	3.55%
0200	Overtime	22,213	25,807	28,411	28,411	33,569	5,158	18.15%
0250	Holiday Pay	-	4,877	-	-	-	-	-
0300	Leave	4,886	14,072	16,480	16,480	17,669	1,189	7.21%
0400	Medicare	8,248	8,054	9,696	9,696	10,107	411	4.24%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	179,413	154,230	196,301	196,301	168,383	(27,918)	(14.22%)
0600	Unemployment Insurance	733	917	3,342	3,342	3,483	141	4.22%
0700	Workers Compensation	12,437	12,633	14,312	14,312	13,182	(1,130)	(7.90%)
0800	Health & Life Insurance	197,532	153,593	222,210	222,210	239,989	17,779	8.00%
0900	Supplemental Retirement	12,435	10,853	12,576	12,576	13,337	761	6.05%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,012,029</b>	<b>\$ 915,002</b>	<b>\$ 1,126,877</b>	<b>\$ 1,126,877</b>	<b>\$ 1,145,410</b>	<b>\$ 18,533</b>	<b>1.64%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	430	1,773	2,150	4,150	2,300	150	6.98%
2022	Operating & Repair Supplies	189,124	194,896	243,500	253,392	265,497	21,997	9.03%
2024	Small Tools/Minor Equipment	9,570	21,802	74,520	74,520	62,060	(12,460)	(16.72%)
2026	Computer Software	17,050	13,608	11,680	11,680	11,315	(365)	(3.13%)
4531	Professional Services	89,155	67,397	120,800	178,248	131,400	10,600	8.77%
4532	Communications	19,910	22,565	26,447	26,447	27,322	875	3.31%
4533	Travel & Transportation	908	5,547	11,000	7,600	15,500	4,500	40.91%
4534	Advertising	617	2,091	1,200	1,200	1,500	300	25.00%
4535	Printing & Binding	100	253	500	500	800	300	60.00%
4536	Insurance	41,794	39,921	45,840	45,840	60,195	14,355	31.32%
4537	Utilities	450,951	555,090	551,851	551,851	517,695	(34,156)	(6.19%)
4538	Repair & Maintenance	16,204	30,029	69,000	69,000	76,000	7,000	10.14%
4539	Rentals	18,733	15,732	19,230	19,230	24,903	5,673	29.50%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	6,624	7,050	7,800	9,200	8,000	200	2.56%
4666	Books	-	476	1,320	1,320	2,600	1,280	96.97%
4667	Dues & Publications	11,312	8,507	8,400	8,400	8,400	-	-
4999	General Contingency	-	-	25,000	25,000	-	(25,000)	(100.00%)
5041	Miscellaneous	-	767	8,000	8,000	8,200	200	2.50%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 872,482</b>	<b>\$ 987,504</b>	<b>\$ 1,228,238</b>	<b>\$ 1,295,578</b>	<b>\$ 1,223,687</b>	<b>\$ (4,551)</b>	<b>(0.37%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	14,998	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,430	-	-	-	-	-
8064	Machinery & Equipment	11,707	19,624	24,000	24,000	-	(24,000)	(100.00%)
9090	Transfers	2,082,115	978,859	818,900	1,808,900	803,700	(15,200)	(1.86%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 2,093,822</b>	<b>\$ 1,014,911</b>	<b>\$ 842,900</b>	<b>\$ 1,832,900</b>	<b>\$ 803,700</b>	<b>\$ (39,200)</b>	<b>(4.65%)</b>
	<b>Department Total:</b>	<b>\$ 3,978,333</b>	<b>\$ 2,917,417</b>	<b>\$ 3,198,015</b>	<b>\$ 4,255,355</b>	<b>\$ 3,172,797</b>	<b>\$ (25,218)</b>	<b>(0.79%)</b>

**City of Kenai  
Fiscal Year 2023 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.

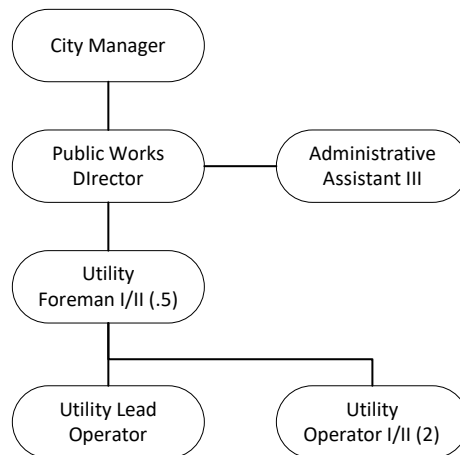
## Functions & Responsibilities

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

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Utility Foreman I/II	-	N/A	-	N/A	-	N/A	-	N/A	.5	21/22	.5	21/22
Water & Sewer Foreman	1	21	1	21	1	21	1	21	-	N/A	-	N/A
Utility Lead Operator	1	19	1	19	1	19	1	19	1	19	1	19
Utility Operator I/II	2	18	2	18	2	18	2	18	2	15/18	2	15/18
Accounting Technician I - Utility Billing*	.5	15	.5	15	.5	15	.5	15	.5	15	.5	15
Administrative Assistant I*	.26	13	.26	13	.25	13	.31	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	.17	15	.17	15	.17	15

\*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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Utility Foreman I/II	-	-	-	-	36	36
Water & Sewer Foreman	93	9	18	18	N/A	N/A
Utility Lead Operator	30	235	70	50	50	50
Utility Operator I/II	52	311	100	110	74	74
Accounting Technician I – Utility Billing*	-	-	-	-	-	-
Administrative Assistant I*	-	-	-	-	-	-
Administrative Assistant III	-	-	-	1	-	-

\*Finance Dept

### Performance Measures

FY	2018	2019	2020	2021	2022*
Water Customers	1959	1965	1969	1980	2010
Sewer Customers	1927	1935	1936	1942	1952
Metered Connections	223	225	227	236	242
Turn on/off's	69	70	56	60	65
811 Locates	489	490	543	487	510
Shut off tags hung	783	775	619**	739	750

\*Projected Figures

\*\*Reduced due to COVID

### FY22 Department Goal Evaluation

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.
  - *Successful. Assessments were completed and have been included in the latest Capital Improvement Plan.*
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.
  - *Successful. The Risk Assessment was completed June 2021, with the Emergency Response Plan completed in October 2021 in full compliance of the requirements.*
3. Complete a Rate Study. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
  - *Not achieved as of February 2021, however anticipated to start in April/May 2021 with completion in the first quarter of the new fiscal year.*

## **FY23 Department Goals**

1. Develop a maintenance plan for city water and sewer lines which involves cleaning sewer lines and operation of valves in the cities distribution lines so we can develop a plan to address problem areas. This supports goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
2. Optimize Chemical dosage rates at the water treatment plant by testing filter influents and effluents to see if the right amount and type of chemical is being used. This will protect municipal distribution lines and homeowners' fixtures. This supports Goal 1 and 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
3. Upgrade the cities aging collection system by replacing two to three aging lift stations equipment and addressing which lift stations need priority. 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.

Near future improvements include modifications to distribution pumps as well as lift station renovations as detailed with the Capital Improvement Plan.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2021 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2022</b>	<b>Amended Budget</b>	<b>Adopted FY2023</b>	<b>Increase (Decrease) FY2022 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 163,674	\$ 151,112	\$ 182,410	\$ 182,410	\$ 172,920	\$ (9,490)	(5.20%)
0200	Overtime	6,219	9,710	4,601	4,601	4,402	(199)	(4.33%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(184)	2,326	4,183	4,183	4,600	417	9.97%
0400	Medicare	2,282	2,269	2,774	2,774	2,639	(135)	(4.87%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	51,442	44,162	56,307	56,307	43,955	(12,352)	(21.94%)
0600	Unemployment Insurance	206	266	956	956	909	(47)	(4.92%)
0700	Workers Compensation	3,177	3,218	3,725	3,725	2,844	(881)	(23.65%)
0800	Health & Life Insurance	59,959	46,092	67,890	67,890	66,120	(1,770)	(2.61%)
0900	Supplemental Retirement	3,930	3,183	3,913	3,913	3,541	(372)	(9.51%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 290,705</b>	<b>\$ 262,338</b>	<b>\$ 326,759</b>	<b>\$ 326,759</b>	<b>\$ 301,930</b>	<b>\$ (24,829)</b>	<b>(7.60%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	160	686	750	1,750	850	100	13.33%
2022	Operating & Repair Supplies	117,004	111,976	138,000	138,000	151,731	13,731	9.95%
2024	Small Tools/Minor Equipment	3,626	7,079	25,850	25,850	29,900	4,050	15.67%
2026	Computer Software	3,519	4,209	4,090	4,090	4,350	260	6.36%
4531	Professional Services	11,515	14,718	32,350	35,333	25,100	(7,250)	(22.41%)
4532	Communications	11,854	14,475	11,536	11,536	12,066	530	4.59%
4533	Travel & Transportation	121	1,964	4,000	1,600	6,250	2,250	56.25%
4534	Advertising	465	946	1,200	1,200	1,200	-	-
4535	Printing & Binding	100	146	500	500	500	-	-
4536	Insurance	14,837	15,478	16,027	16,027	16,917	890	5.55%
4537	Utilities	184,368	175,452	205,125	205,125	198,198	(6,927)	(3.38%)
4538	Repair & Maintenance	5,220	17,195	30,000	30,000	30,000	-	-
4539	Rentals	18,733	15,514	15,230	15,230	20,903	5,673	37.25%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,312	3,649	3,800	5,200	4,000	200	5.26%
4666	Books	-	153	260	260	800	540	207.69%
4667	Dues & Publications	1,699	1,270	2,400	2,400	2,400	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	224	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 376,533</b>	<b>\$ 385,134</b>	<b>\$ 491,118</b>	<b>\$ 494,101</b>	<b>\$ 505,165</b>	<b>\$ 14,047</b>	<b>2.86%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	14,998	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	486	817	-	-	-	-	-
9090	Transfers Out	222,542	198,027	102,500	252,500	507,400	404,900	395.02%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 223,028</b>	<b>\$ 213,842</b>	<b>\$ 102,500</b>	<b>\$ 252,500</b>	<b>\$ 507,400</b>	<b>\$ 404,900</b>	<b>395.02%</b>
<b>Department Total:</b>		<b>\$ 890,266</b>	<b>\$ 861,314</b>	<b>\$ 920,377</b>	<b>\$ 1,073,360</b>	<b>\$ 1,314,495</b>	<b>\$ 394,118</b>	<b>42.82%</b>

**City of Kenai  
Fiscal Year 2023 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, \$107,400. WTP Pump House Construction \$400,000.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2021 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2022</u>	<u>Amended Budget</u>	<u>Adopted FY2023</u>	<u>Increase (Decrease) FY2022 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 163,674	\$ 151,069	\$ 182,410	\$ 182,410	\$ 172,920	\$ (9,490)	(5.20%)
0200	Overtime	3,849	6,388	4,601	4,601	4,402	(199)	(4.33%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(184)	2,326	4,183	4,183	4,600	417	9.97%
0400	Medicare	2,250	2,221	2,774	2,774	2,639	(135)	(4.87%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	51,047	43,777	56,307	56,307	43,955	(12,352)	(21.94%)
0600	Unemployment Insurance	203	263	956	956	909	(47)	(4.92%)
0700	Workers Compensation	3,148	3,081	3,725	3,725	2,844	(881)	(23.65%)
0800	Health & Life Insurance	60,509	46,013	67,890	67,890	66,120	(1,770)	(2.61%)
0900	Supplemental Retirement	3,929	3,183	3,913	3,913	3,541	(372)	(9.51%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 288,425</b>	<b>\$ 258,321</b>	<b>\$ 326,759</b>	<b>\$ 326,759</b>	<b>\$ 301,930</b>	<b>\$ (24,829)</b>	<b>(7.60%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	160	672	750	1,750	850	100	13.33%
2022	Operating & Repair Supplies	6,294	11,715	17,900	17,900	17,450	(450)	(2.51%)
2024	Small Tools/Minor Equipment	1,942	6,371	20,790	20,790	13,120	(7,670)	(36.89%)
2026	Computer Software	3,193	2,384	2,280	2,280	2,455	175	7.68%
4531	Professional Services	4,278	5,866	18,750	21,732	14,100	(4,650)	(24.80%)
4532	Communications	2,272	2,453	6,387	6,387	6,917	530	8.30%
4533	Travel & Transportation	121	1,964	3,000	2,000	5,250	2,250	75.00%
4534	Advertising	-	451	-	-	-	-	-
4535	Printing & Binding	-	107	-	-	-	-	-
4536	Insurance	7,400	4,545	7,897	7,897	8,008	111	1.41%
4537	Utilities	25,711	23,199	27,706	27,706	30,742	3,036	10.96%
4538	Repair & Maintenance	4,997	5,054	20,000	20,000	20,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,312	3,401	4,000	4,000	4,000	-	-
4666	Books	-	167	260	260	800	540	207.69%
4667	Dues & Publications	1,399	1,193	1,200	1,200	1,200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	3	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 61,079</b>	<b>\$ 69,545</b>	<b>\$ 130,920</b>	<b>\$ 133,902</b>	<b>\$ 124,892</b>	<b>\$ (6,028)</b>	<b>(4.60%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,430	-	-	-	-	-
8064	Machinery & Equipment	-	6,285	24,000	24,000	-	(24,000)	(100.00%)
9090	Transfers Out	136,777	171,653	453,400	453,400	59,200	(394,200)	(86.94%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 136,777</b>	<b>\$ 179,368</b>	<b>\$ 477,400</b>	<b>\$ 477,400</b>	<b>\$ 59,200</b>	<b>\$ (418,200)</b>	<b>(87.60%)</b>
	<b>Department Total:</b>	<b>\$ 486,281</b>	<b>\$ 507,234</b>	<b>\$ 935,079</b>	<b>\$ 938,061</b>	<b>\$ 486,022</b>	<b>\$ (449,057)</b>	<b>(48.02%)</b>

**City of Kenai**  
**Fiscal Year 2023 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.

**9090 Transfers Out.** Central administrative charges from General Fund, \$59,200.

**4538 Repair & Maintenance.** Professional services for lift station/collection systems repairs including level transducers, cell modems etc.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**  
**Fund 010 – Water and Sewer Fund**  
**Department: Wastewater Treatment Plant**

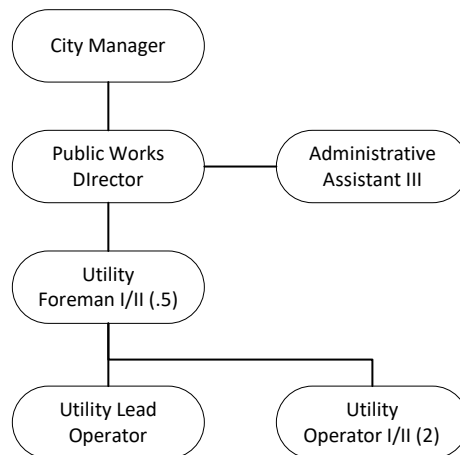
## Mission

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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	.12	28	.12	28	.12	28	.11	28	.11	28	.11	28
Administrative Assistant III	N/A	N/A	N/A	N/A	N/A	N/A	.11	15	.11	15	.11	15
Utility Foreman I/II	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	.5	21/22	.5	21/22
WWTP Foreman	1	21	1	21	1	21	1	21	-	N/A	-	N/A
Utility Lead Operator	1	19	1	19	1	19	1	19	1	19	1	19
Utility Operator I/II	1	18	1	18	1	18	1	18	2	15/18	2	15/18

### Average Overtime Per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant III	N/A	N/A	N/A	1	0	0
Utility Foreman I/II	N/A	N/A	N/A	N/A	95	95
WWTP Foreman	23	87	95	95	N/A	N/A
Utility Lead Operator	75	172	105	105	105	105
Utility Operator I/II	49	94	105	105	210	210

### Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Permitted plant flow vs. Actual plant flow (million gallons per day)	1.3/.618 mgd	1.3/.490 mgd	1.3/.488 mgd	1.3/.488 mgd	1.3/.500 mgd
Number of discharge violations / exceptions	0	0	0	0	0
Tons of sludge taken to the dump	678	453	645	669	835
Number of fully licensed operators	2 of 3	2 of 3	2 of 3	2 of 3	3 of 3
Continuing education hours obtained	0	5	6	6	0

\*Projected Figures based on year-to-date information.

### FY22 Department Goal Evaluation

- Continue to meet all APDES required ammonia limits. This supports Goal 8 of the City of Kenai Comprehensive Plan to Protect and Enhance the natural resources and environment to monitor continually the out flow from the Wastewater Treatment Plant.
  - Achieved. All permit required limits placed on the plant have been achieved. The Department was successful in renewing our APDES Discharge permit for another five years.*
- 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.
  - Partially Achieved. Staff has been successful in the continued fine tuning of our plant processes. Operational efficiencies were improved in the need for lime for the digester, reductions in chemical usages including approximately 40 gallons per month reduction in sodium hypochlorite and sodium bisulfite from last year with virtually the same flows. Digester Blowers are awaiting funding.*



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.
  - *Achieved. The three current positions all have a Level 2 Waste Water Certification.*
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.
  - *Achieved. Functional Assessments were completed by the Engineering team, projects were updated within the Capital Improvement Plan. Additionally, staff continued to make in house repairs to the existing belt press and digester blowers, in anticipation of their needed replacements.*
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.
  - *Achieved. Staff continues to perform maintenance services on equipment including fluid change, gasket, bearing, filter replacements. As a result the aging equipment we have has continued to be operational allowing the department time to get projects and funding organized and in place. Staff is commended for their efforts in this area.*

### **FY23 Department Goals**

1. Successfully complete the installation of the new screw press. This supports Goal 8 of the City of Kenai Comprehensive Plan to Protect and Enhance the natural resources and environment.
2. Successfully complete bid ready construction documents for the new digester blower and associated structure. This supports Goal 8 of the City of Kenai Comprehensive Plan to Protect and Enhance the natural resources and environment.
3. Complete the formal update to the Facilities Operation & Maintenance Manual. This supports Goal 4 in the City of Kenai Comprehensive Plan of Public Improvements and Services.
4. 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.

### **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.

Digester Blowers Replacements and Facility Improvements to the Operations Building are near future immediate needs as identified within the Capital Improvement Plan.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 010 - Water Sewer Fund  
Department: Wastewater Treatment Plant

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 246,784	\$ 227,785	\$ 258,729	\$ 258,729	\$ 299,851	\$ 41,122	15.89%
0200	Overtime	12,145	9,709	19,209	19,209	24,765	5,556	28.92%
0250	Holiday Pay	-	4,877	-	-	-	-	-
0300	Leave	5,254	9,420	8,114	8,114	8,469	355	4.38%
0400	Medicare	3,716	3,564	4,148	4,148	4,829	681	16.42%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	76,924	66,291	83,687	83,687	80,473	(3,214)	(3.84%)
0600	Unemployment Insurance	324	388	1,430	1,430	1,665	235	16.43%
0700	Workers Compensation	6,112	6,334	6,862	6,862	7,494	632	9.21%
0800	Health & Life Insurance	77,064	61,488	86,430	86,430	107,749	21,319	24.67%
0900	Supplemental Retirement	4,576	4,487	4,750	4,750	6,255	1,505	31.68%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 432,899</b>	<b>\$ 394,343</b>	<b>\$ 473,359</b>	<b>\$ 473,359</b>	<b>\$ 541,550</b>	<b>\$ 68,191</b>	<b>14.41%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	110	415	650	650	600	(50)	(7.69%)
2022	Operating & Repair Supplies	65,826	71,205	87,600	97,492	96,316	8,716	9.95%
2024	Small Tools/Minor Equipment	4,002	8,352	27,880	27,880	19,040	(8,840)	(31.71%)
2026	Computer Software	10,338	7,015	5,310	5,310	4,510	(800)	(15.07%)
4531	Professional Services	73,362	46,813	69,700	121,183	92,200	22,500	32.28%
4532	Communications	5,784	5,637	8,524	8,524	8,339	(185)	(2.17%)
4533	Travel & Transportation	666	1,619	4,000	4,000	4,000	-	-
4534	Advertising	152	694	-	-	300	300	-
4535	Printing & Binding	-	-	-	-	300	300	-
4536	Insurance	19,557	19,898	21,916	21,916	35,270	13,354	60.93%
4537	Utilities	240,872	356,439	319,020	319,020	288,755	(30,265)	(9.49%)
4538	Repair & Maintenance	5,987	7,780	19,000	19,000	26,000	7,000	36.84%
4539	Rentals	-	218	4,000	4,000	4,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	156	800	800	1,000	200	25.00%
4667	Dues & Publications	8,214	6,044	4,800	4,800	4,800	-	-
4999	Contingency	-	-	25,000	25,000	-	(25,000)	(100.00%)
5041	Miscellaneous	-	540	8,000	8,000	8,200	200	2.50%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 434,870</b>	<b>\$ 532,825</b>	<b>\$ 606,200</b>	<b>\$ 667,575</b>	<b>\$ 593,630</b>	<b>\$ (12,570)</b>	<b>(2.07%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	11,221	12,522	-	-	-	-	-
9090	Transfers Out	1,722,796	609,179	263,000	1,103,000	237,100	(25,900)	(9.85%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 1,734,017</b>	<b>\$ 621,701</b>	<b>\$ 263,000</b>	<b>\$ 1,103,000</b>	<b>\$ 237,100</b>	<b>\$ (25,900)</b>	<b>(9.85%)</b>
<b>Department Total:</b>		<b>\$ 2,601,786</b>	<b>\$ 1,548,869</b>	<b>\$ 1,342,559</b>	<b>\$ 2,243,934</b>	<b>\$ 1,372,280</b>	<b>\$ 29,721</b>	<b>2.21%</b>

**City of Kenai  
Fiscal Year 2023 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.

**4538 Repair & Maintenance.** Professional services for repair and maintenance of the system, including electrical items, clarifier fans, and lighting. Replacement of several rusted entry doors.

**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.

**5041 Miscellaneous.** APDES Annual permit review fee.

**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.

**9090 Transfers Out.** Central administrative charges from General Fund for \$137,100. Electronic Access Gate and Controls \$100,000.

**4533 Transportation.** Training certifications conferences.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
State & Federal Grants	\$ 833,516	\$ 1,278,200	\$ 42,413	\$ 2,776,889	\$ 22,987
Usage Fees					
Fuel Sales	25,927	12,231	28,000	12,500	15,625
Fuel Flowage	11,113	9,589	15,000	12,500	31,250
Float Plane	626	861	750	750	750
Tie Down	8,580	10,298	7,500	10,000	12,500
Landing	337,097	262,661	300,874	397,500	447,787
Plane Parking	4,429	6,515	10,000	15,000	15,000
Total Usage Fees	<u>387,772</u>	<u>302,155</u>	<u>362,124</u>	<u>448,250</u>	<u>522,912</u>
Rents and Leases - Land	<u>523,663</u>	<u>558,718</u>	<u>512,255</u>	<u>575,000</u>	<u>508,309</u>
Miscellaneous					
Penalty and Interest	52,389	2,436	5,000	5,000	5,000
Interest on Investments	136,276	2,935	35,000	5,000	35,000
Other	12,881	11,960	10,000	12,605	10,000
Total Miscellaneous	<u>201,546</u>	<u>17,331</u>	<u>50,000</u>	<u>22,605</u>	<u>50,000</u>
Terminal Revenue					
Parking Fees	170,366	110,442	200,000	260,000	297,143
Rents and Leases	338,522	389,345	478,325	461,281	576,738
Penalty and Interest	8,217	718	7,500	2,000	7,500
Car Rental Commissions	211,756	133,306	120,000	128,600	128,600
Advertising Commissions	13,268	20,897	12,000	28,000	28,000
Miscellaneous	4,185	13,442	3,000	39,090	3,000
Total Terminal Revenue	<u>746,314</u>	<u>668,150</u>	<u>820,825</u>	<u>918,971</u>	<u>1,040,981</u>
Transfers In					
Capital Project Fund	-	105,651	-	881,161	-
Airport Land Trust Fund	928,251	969,922	1,012,722	1,025,736	1,076,665
Total Transfers In	<u>928,251</u>	<u>1,075,573</u>	<u>1,012,722</u>	<u>1,906,897</u>	<u>1,076,665</u>
Total Revenues	<u>3,621,062</u>	<u>3,900,127</u>	<u>2,800,339</u>	<u>6,648,612</u>	<u>3,221,854</u>
<b>Expenditures</b>					
Airport Terminal	565,649	606,123	617,684	661,870	643,318
Airport Airfield	1,734,691	1,860,679	1,893,217	2,770,686	2,076,420
Airport Administration	299,665	340,709	337,960	3,067,855	345,156
Airport Other Buildings and Areas	186,741	181,398	189,457	190,054	183,296
Airport Training Facility	26,551	29,487	54,140	56,999	74,281
Total Expenditures	<u>2,813,297</u>	<u>3,018,396</u>	<u>3,092,458</u>	<u>6,747,464</u>	<u>3,322,471</u>
Transfers					
Transfer to Capital Projects	799,875	2,131,758	685,000	685,000	428,125
Transfer to General Fund	-	-	-	-	-
Total Transfers	<u>799,875</u>	<u>2,131,758</u>	<u>685,000</u>	<u>685,000</u>	<u>428,125</u>
Total Expenditures & Transfers	3,613,172	5,150,154	3,777,458	7,432,464	3,750,596
Contribution To/(From) Fund Balance:	7,890	(1,250,027)	(977,119)	(783,852)	(528,742)
Projected Lapse (6%)	-	-	120,915	2,937,573	126,304
Adjusted (Deficit)/Surplus			(856,204)	2,153,721	(402,438)
Beginning Fund Balance	<u>3,515,229</u>	<u>3,523,119</u>	<u>3,242,913</u>	<u>2,273,092</u>	<u>4,426,813</u>
Ending Fund Balance	<u>\$ 3,523,119</u>	<u>\$ 2,273,092</u>	<u>\$ 2,386,709</u>	<u>\$ 4,426,813</u>	<u>\$ 4,024,375</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund  
Department:- Airport Summary - Line Item

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 512,949	\$ 492,512	\$ 532,353	\$ 527,354	\$ 541,649	\$ 9,296	1.75%
0200	Overtime	26,607	30,069	26,976	26,976	37,003	10,027	37.17%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	35,271	16,147	21,243	21,243	12,795	(8,448)	(39.77%)
0400	Medicare	8,195	7,789	8,418	8,418	8,576	158	1.88%
0450	Social Security	1,576	1,659	670	670	1,461	791	118.06%
0500	PERS	158,215	139,417	165,161	165,161	137,608	(27,553)	(16.68%)
0600	Unemployment Insurance	680	1,244	2,903	2,903	2,956	53	1.83%
0700	Workers Compensation	10,020	9,807	10,316	10,316	8,855	(1,461)	(14.16%)
0800	Health & Life Insurance	147,706	124,246	159,523	159,523	172,285	12,762	8.00%
0900	Supplemental Retirement	8,210	9,181	9,679	9,679	9,768	89	0.92%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 909,429</b>	<b>\$ 832,071</b>	<b>\$ 937,242</b>	<b>\$ 932,243</b>	<b>\$ 932,956</b>	<b>\$ (4,286)</b>	<b>(0.46%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,094	933	1,300	1,300	1,300	-	-
2022	Operating & Repair Supplies	218,781	187,968	193,200	252,119	263,700	70,500	36.49%
2024	Small Tools/Minor Equipment	36,071	14,777	27,900	32,905	15,780	(12,120)	(43.44%)
2026	Computer Software	1,688	2,409	1,650	1,650	7,605	5,955	360.91%
4531	Professional Services	33,568	24,168	18,335	25,089	23,035	4,700	25.63%
4532	Communications	14,438	15,366	11,265	11,265	14,788	3,523	31.27%
4533	Travel & Transportation	3,866	10,947	23,980	23,837	32,755	8,775	36.59%
4534	Advertising	8,237	7,512	8,950	8,842	7,800	(1,150)	(12.85%)
4535	Printing & Binding	2,624	2,335	2,875	2,902	2,800	(75)	(2.61%)
4536	Insurance	101,268	94,064	111,577	116,295	130,403	18,826	16.87%
4537	Utilities	407,041	382,518	484,517	469,517	433,767	(50,750)	(10.47%)
4538	Repair & Maintenance	173,780	175,937	183,957	207,062	207,782	23,825	12.95%
4539	Rentals	2,975	9,428	6,950	6,950	2,450	(4,500)	(64.75%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	-	-	-	-	-
4667	Dues & Publications	360	458	360	360	900	540	150.00%
4999	General Contingency	-	-	-	2,628,313	-	-	-
5041	Miscellaneous	491	787	1,200	1,200	1,250	50	4.17%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	101,582	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 1,006,282</b>	<b>\$ 929,691</b>	<b>\$ 1,078,016</b>	<b>\$ 3,891,188</b>	<b>\$ 1,146,115</b>	<b>\$ 68,099</b>	<b>6.32%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	24,491	17,298	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	3,594	20,046	-	-	26,000	26,000	-
9090	Transfers	3,206,358	2,102,250	1,762,200	2,609,033	1,645,525	(116,675)	(6.62%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 3,234,443</b>	<b>\$ 2,140,765</b>	<b>\$ 1,762,200</b>	<b>\$ 2,609,033</b>	<b>\$ 1,671,525</b>	<b>\$ (90,675)</b>	<b>(5.15%)</b>
<b>Department Total:</b>		<b>\$ 5,150,154</b>	<b>\$ 3,902,527</b>	<b>\$ 3,777,458</b>	<b>\$ 7,432,464</b>	<b>\$ 3,750,596</b>	<b>\$ (26,862)</b>	<b>(0.71%)</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Fund 008 – Airport Fund  
Department: 461 – Airport Terminal**

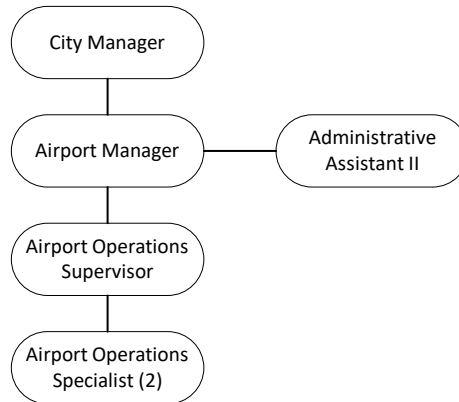
### **Mission**

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

### **Functions & Responsibilities**

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

### **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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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	19	.17	19	.17	19	.17	19
Building Maintenance Technician	.17	17	.17	17	.17	17	.17	17	.17	17	.17	17
Airport Operations Specialist (2)t	1	16	1	16	1	16	1	16	1	16	1	16

### **Average Overtime Per Position (hours)**

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Administrative Assistant II	14	4	22	9	-	-
Building Maintenance Lead Technician	10	1	5	5	6	6
Building Maintenance Technician	5	-	5	5	2	2
Airport Operations Specialist (2)	66	33	66	74	-	-

## Performance Measures

Calendar Year	2018	2019	2020	2021	2022*
Enplanements	92,127	95,004	32,431	67,844	74,628
Percent Change from Previous Year	▼ 2%	▲ 3%	▼ 66%	▲ 109%	▲ 10%
Percentage of tenant areas leased	84%	84%	87%	87%	100%

\*Projected Figures based on year-to-date information.

## FY22 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.

1. Design terminal Landscaping Project
  - *Not Achieved. Included in FY23 Capital Improvement Plan.*
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
  - *Not Achieved.*

## FY23 Department Goals

1. Issue RFP for:
  - Car Rental Agreement
  - Restaurant
  - Bar & Lounge
  - Gift Shop
2. Complete Terminal Landscaping
3. Complete Terminal Parking Signage/Wayfinding Replacement
4. In-terminal tenant area capacity leased to 100%

## Future Considerations

The terminal parking lot is reaching the end of its useful life. Reconstruction will be costly and is not eligible for AIP Grant Funding.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund  
Department:- Airport Terminal

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 111,099	\$ 106,234	\$ 112,682	\$ 112,682	\$ 107,335	\$ (5,347)	(4.75%)
0200	Overtime	2,317	3,247	5,347	5,347	9,089	3,742	69.98%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	898	582	5,298	5,298	2,672	(2,626)	(49.57%)
0400	Medicare	1,620	1,574	1,788	1,788	1,727	(61)	(3.41%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,389	32,131	35,539	35,539	28,862	(6,677)	(18.79%)
0600	Unemployment Insurance	144	189	616	616	595	(21)	(3.41%)
0700	Workers Compensation	2,673	2,567	2,937	2,937	2,330	(607)	(20.67%)
0800	Health & Life Insurance	41,249	33,880	44,549	44,549	48,113	3,564	8.00%
0900	Supplemental Retirement	2,390	2,582	2,505	2,505	2,505	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 201,779</b>	<b>\$ 182,986</b>	<b>\$ 211,261</b>	<b>\$ 211,261</b>	<b>\$ 203,228</b>	<b>\$ (8,033)</b>	<b>(3.80%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	471	387	500	500	500	-	-
2022	Operating & Repair Supplies	17,730	15,835	15,600	20,500	19,400	3,800	24.36%
2024	Small Tools/Minor Equipment	1,794	864	-	-	600	600	-
2026	Computer Software	167	33	-	-	2,000	2,000	-
4531	Professional Services	200	2,116	500	599	500	-	-
4532	Communications	792	812	1,247	1,247	3,851	2,604	208.82%
4533	Travel & Transportation	405	923	1,575	1,575	1,650	75	4.76%
4534	Advertising	647	667	1,000	1,000	1,000	-	-
4535	Printing & Binding	491	584	750	750	800	50	6.67%
4536	Insurance	9,172	9,452	10,028	11,110	13,265	3,237	32.28%
4537	Utilities	158,101	149,020	159,923	159,923	169,649	9,726	6.08%
4538	Repair & Maintenance	142,360	135,413	144,400	167,505	143,475	(925)	(0.64%)
4539	Rentals	-	2,422	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	175	61	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 332,505</b>	<b>\$ 318,589</b>	<b>\$ 335,523</b>	<b>\$ 364,709</b>	<b>\$ 356,690</b>	<b>\$ 21,167</b>	<b>6.31%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	3,039	5,333	-	-	-	-	-
9090	Transfers Out	68,800	383,064	70,900	85,900	333,400	262,500	370.24%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 71,839</b>	<b>\$ 388,397</b>	<b>\$ 70,900</b>	<b>\$ 85,900</b>	<b>\$ 333,400</b>	<b>\$ 262,500</b>	<b>370.24%</b>
<b>Department Total:</b>		<b>\$ 606,123</b>	<b>\$ 889,972</b>	<b>\$ 617,684</b>	<b>\$ 661,870</b>	<b>\$ 893,318</b>	<b>\$ 275,634</b>	<b>44.62%</b>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

**2022 Operating & Repair Supplies.** Janitorial supplies, generator fuel, and other general operating supplies for operation of the terminal, including 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.

**2024 Small Tools & Minor Equipment.** Replacement iPad.

**9090 Transfers Out.** Central administration charges from General Fund \$83,400. Terminal Landscaping \$100,000, Terminal Surveillance Camera/Ops Access Control \$150,000.

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

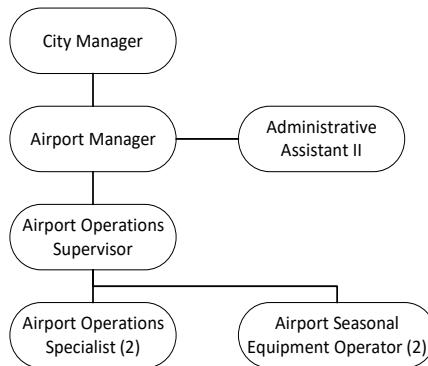
### Mission

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 Airport Operations Section is responsible for the daily operation and maintenance of the airport.

### Organizational Chart



### Staffing

Position Title	FY19 Actual		FY20 Actual		Actual FY21		Actual FY22		Adopted FY23		Projected FY24	
	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
Seasonal Equipment Operator (2)	.83	T16	.83	T16	.83	T16	.83	T16	.83	T16	.83	T16
Temporary Equipment Operator	10	T16	.19	T16	.19	T16	.19	T16	.19	T16	.19	T16

### Average Overtime per Position (hours)

Position Title	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Airport Operations Supervisor	276	233	178	196	203	203
Airport Operations Specialist (2)	214	188	132	74	262	262
Seasonal Equipment Operator (2)	130	128	170	160	135	135
Temporary Equipment Operator	-	-	-	-	-	-

## Performance Measures

Calendar Year	2018	2019	2020	2021	2022
Hazing Activity	87	129	86	93	165
Bird Strikes	1	0	0	0	0
NOTAMS – Notice to Airmen	1,003	1,120	1,135	1,260	1,520
Letters of Correction (LOC)	1	1	0*	0*	2

\*NO FAA Certification Inspection due to COVID-19

## FY22 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. Replace AIP Snow Removal Equipment (SRE) – 30-year old snow blower.
  - *Not Achieved. The replacement snow blower is scheduled to arrive in April 2022.*
2. Perform crack sealing of runways/taxiways, apron areas to extend pavement life expectancy. Grant assurances 11 & 19.
  - *Not Achieved. Apron crack sealing, seal coat, and marking is slated for summer of 2022.*
3. Perform airfield marking to meet 49 CFR Marking standards Grant assurances 11 & 19.
  - *Not Achieved. Airfield marking is not eligible for AIP Grant Funding within three years of pavement rehabilitation.*
4. Receive no letters of correction related to airport operations.
  - *Not Achieved. ENA received two letters of correction.*

## FY23 Department Goals

1. Achieve 100% of Part 139 training requirements.
2. Achieve 100% OSHA compliance
3. Install additional fence line to mitigate drifting snow in southwest corner of the airfield.
4. Install additional fence line to provide additional snow storage space in South Airpark.
5. Install gate operator adjacent to FBO Parking.
6. Receive no letters of correction related to FAR Part 139 Compliance.

## 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.

The leasing of vacant airport property has reduced significant amounts of snow storage space requiring the airport to consider alternatives to traditional snow removal operations.

The cost to produce or purchase sand meeting FAA specifications is no longer fiscally sustainable.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund  
Department:- Airport Airfield

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 220,180	\$ 207,812	\$ 216,969	\$ 211,970	\$ 222,446	\$ 5,477	2.52%
0200	Overtime	24,002	25,771	19,712	19,712	26,354	6,642	33.70%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,758	7,300	7,300	5,140	(2,160)	(29.59%)
0400	Medicare	3,460	3,393	3,538	3,538	3,682	144	4.07%
0450	Social Security	1,576	1,560	670	670	1,461	791	118.06%
0500	PERS	63,190	56,667	68,012	68,012	55,837	(12,175)	(17.90%)
0600	Unemployment Insurance	306	737	1,221	1,221	1,269	48	3.93%
0700	Workers Compensation	6,009	5,814	5,858	5,858	5,276	(582)	(9.94%)
0800	Health & Life Insurance	49,400	43,686	53,352	53,352	57,620	4,268	8.00%
0900	Supplemental Retirement	2,927	3,243	3,000	3,000	3,000	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 371,050</b>	<b>\$ 354,441</b>	<b>\$ 379,632</b>	<b>\$ 374,633</b>	<b>\$ 382,085</b>	<b>\$ 2,453</b>	<b>0.65%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	359	295	500	500	500	-	-
2022	Operating & Repair Supplies	179,733	147,527	150,200	209,000	221,700	71,500	47.60%
2024	Small Tools/Minor Equipment	33,833	13,633	27,380	29,521	14,620	(12,760)	(46.60%)
2026	Computer Software	1,127	1,114	1,230	1,230	3,125	1,895	154.07%
4531	Professional Services	15,896	8,063	2,235	3,293	16,935	14,700	657.72%
4532	Communications	7,955	8,461	7,230	7,230	7,698	468	6.47%
4533	Travel & Transportation	1,725	4,510	2,900	2,900	13,900	11,000	379.31%
4534	Advertising	1,497	680	500	500	500	-	-
4535	Printing & Binding	1,080	910	975	975	1,000	25	2.56%
4536	Insurance	85,980	81,532	94,765	98,401	110,729	15,964	16.85%
4537	Utilities	187,460	174,297	255,295	240,295	208,403	(46,892)	(18.37%)
4538	Repair & Maintenance	24,710	26,090	21,100	21,100	25,850	4,750	22.51%
4539	Rentals	1,525	4,770	3,075	3,075	1,075	(2,000)	(65.04%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	149	78	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 543,029</b>	<b>\$ 471,960</b>	<b>\$ 567,885</b>	<b>\$ 618,520</b>	<b>\$ 626,535</b>	<b>\$ 58,650</b>	<b>10.33%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,171	-	-	-	-	-
8064	Machinery & Equipment	-	12,227	-	-	6,000	6,000	-
9090	Transfers Out	2,301,600	1,211,805	1,630,700	2,462,533	1,239,925	(390,775)	(23.96%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 2,301,600</b>	<b>\$ 1,225,203</b>	<b>\$ 1,630,700</b>	<b>\$ 2,462,533</b>	<b>\$ 1,245,925</b>	<b>\$ (384,775)</b>	<b>(23.60%)</b>
<b>Department Total:</b>		<b>\$ 3,215,679</b>	<b>\$ 2,051,604</b>	<b>\$ 2,578,217</b>	<b>\$ 3,455,686</b>	<b>\$ 2,254,545</b>	<b>\$ (323,672)</b>	<b>(12.55%)</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating &amp; Repair Supplies.</b> 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.	<b>4539 Rentals.</b> Annual Air Faire table/chair and tent rental.
<b>2024 Small Tools &amp; Minor Equipment.</b> Includes 4 computer replacements, KFD structural gear (2 sets), radios, replace two mattresses and diagnostic equipment for new snow broom/blower.	<b>8064 Machinery &amp; Equipment.</b> Airport Operations Building Gate Operator replacement.
<b>4531 Professional Services.</b> Annual stormwater permit, pre-employment tests and other professional services.	<b>9090 Transfers Out.</b> Central administrative charges, \$1,061,800 from General Fund including general administration, Runway Rehabilitation Project Design \$96,875, ENA Broom Replacement \$62,500 and Apron Crack Seal and Seal Coating \$18,750.
<b>4538 Repairs and Maintenance.</b> Annual calibrations, fire testing, boiler and mechanical inspections and service agreements. Includes miscellaneous contractor repairs.	

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Fund 008 – Airport Fund  
Department: 463 – Airport Administration**

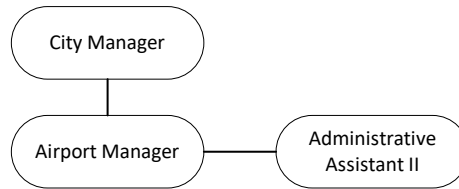
## Mission

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

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

## Organizational Chart



## Staffing

Position Title	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	11	2	14	19	19	19

## Performance Measures

CY	2018	2019	2020	2021	2022 (projected)
Enplanements	92,127	95,004	32,431	67,844	74,628

FY	2018	2019	2020	2021	2022 (ytd)
Cost per Enplaned Passenger	\$8.08	\$ 9.10	\$ 10.90	\$ 12.53	-
Airline Rents & Leases	\$ 198,558	\$ 240,000	\$ 210,746*	\$ 249,665	\$ 201,462
Airline Landing Fees	\$ 389,230	\$ 285,000	\$ 191,030*	\$ 257,574	\$211,221
FAA Grant Offers (FY21)	\$ 10,619,995	\$ 5,771,020	\$ 3,869,258	\$2,220,201	\$2,175,398

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

## **FY22 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 2022 to be effective July 1, 2022.*
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.*

## **FY23 Department Goals**

1. Maintain a competitive cost per enplaned passenger.
2. Implement a passenger experience survey. Survey an average of three passengers per week.
3. Continue to incorporate measures and messaging to mitigate the effects of COVID-19.
4. Formalize the airport leasing process and provide potential lessees necessary support to streamline the process.

## **Future Considerations**

Consider the diversity of the airport's revenue sources, and pursue additional revenue opportunities.



City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund  
Department:- Airport Administration

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 140,038	\$ 133,334	\$ 149,798	\$ 149,798	\$ 155,625	\$ 5,827	3.89%
0200	Overtime	148	563	907	907	503	(404)	(44.54%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	31,867	8,318	7,281	7,281	3,835	(3,446)	(47.33%)
0400	Medicare	2,464	2,149	2,291	2,291	2,320	29	1.27%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	42,864	39,652	45,377	45,377	38,705	(6,672)	(14.70%)
0600	Unemployment Insurance	176	243	790	790	800	10	1.27%
0700	Workers Compensation	336	424	397	397	335	(62)	(15.62%)
0800	Health & Life Insurance	41,249	33,726	44,549	44,549	48,113	3,564	8.00%
0900	Supplemental Retirement	2,399	2,500	2,500	2,500	2,500	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 261,541</b>	<b>\$ 220,909</b>	<b>\$ 253,890</b>	<b>\$ 253,890</b>	<b>\$ 252,736</b>	<b>\$ (1,154)</b>	<b>(0.45%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	264	251	300	300	300	-	-
2022	Operating & Repair Supplies	445	613	400	619	600	200	50.00%
2024	Small Tools/Minor Equipment	444	280	520	525	560	40	7.69%
2026	Computer Software	394	1,262	420	420	480	60	14.29%
4531	Professional Services	95	344	600	600	600	-	-
4532	Communications	3,684	4,682	1,781	1,781	1,616	(165)	(9.26%)
4533	Travel & Transportation	1,677	5,502	4,505	4,254	2,205	(2,300)	(51.05%)
4534	Advertising	4,714	5,525	5,950	5,950	4,800	(1,150)	(19.33%)
4535	Printing & Binding	1,053	841	1,150	1,177	1,000	(150)	(13.04%)
4536	Insurance	6,116	3,080	6,784	6,784	6,409	(375)	(5.53%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	84	-	-	-	-	-
4667	Dues & Publications	360	458	360	360	900	540	150.00%
4999	Contingency	-	-	-	2,628,313	-	-	-
5041	Miscellaneous	167	598	700	700	750	50	7.14%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	101,582	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 19,413</b>	<b>\$ 23,520</b>	<b>\$ 23,470</b>	<b>\$ 2,753,365</b>	<b>\$ 20,220</b>	<b>\$ (3,250)</b>	<b>(13.85%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	555	2,486	-	-	-	-	-
9090	Transfers Out	106,027	203,861	60,600	60,600	72,200	11,600	19.14%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 106,582</b>	<b>\$ 206,347</b>	<b>\$ 60,600</b>	<b>\$ 60,600</b>	<b>\$ 72,200</b>	<b>\$ 11,600</b>	<b>19.14%</b>
<b>Department Total:</b>		<b>\$ 387,536</b>	<b>\$ 450,776</b>	<b>\$ 337,960</b>	<b>\$ 3,067,855</b>	<b>\$ 345,156</b>	<b>\$ 7,196</b>	<b>2.13%</b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

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

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Fund 008 – Airport Fund  
Department: 464 – Other Buildings & Areas**

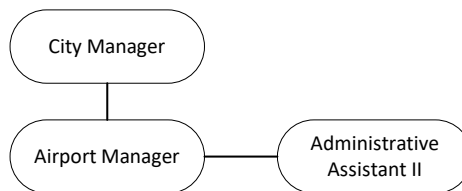
### **Mission**

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**

Airport Administration is responsible for general management, regulatory compliance, and development of the airport and airport lands.

### **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	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner/Planning Director	.30	21	.30	21	.30	21	.30	23	.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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
City Planner/Planning Director	2	1	9	N/A	N/A	N/A
Building Maintenance Lead Technician	10	1	5	10	0	0
Building Maintenance Technician	5	0	5	10	0	0

## Performance Measures – Airport Lands

FY	2018	2019	2020	2021	2022*
Airport Land Sale Permanent Fund (ALSPF)	\$24,592,355	\$25,138,086	\$25,631,649	\$30,434,755	\$30,980,525
Transfers into Airport Operations from ALSPF	\$1,210,348	\$1,203,690	\$928,251	\$969,922	\$1,025,736
Airport Fund Land Leases	\$ 691,152	\$ 570,675	\$563,293	\$504,665	\$512,254
Total # Airports Parcels	128	128	128	129	130
Leased Parcels – in Reserve	26	26	26	27	28
Leased Parcels – outside Reserve	12	12	12	12	10
Special Use Permits – inside the Reserve	7	7	7	8	7
Special Use Permits – outside Reserve	0	0	0	0	2

## Performance Measures – Float Plane Basin

CY	2018	2019	2020	2021	2022*
Slips Available for Lease	20	20	20	20	20
Float Plane Slips Leased (tenants)	7	7	6	7	6
Slip Rental	\$ 600	\$ 800	\$ 740	\$ 340	\$ 600
Water Landings	806	694	600	602	675
Fuel Sold (Gallons)	4,336	6,524	2,063	2,647	3,892
Transient Parking Fees	\$ 200	\$ 120	\$ 100	\$ 130	\$ 140

\* Projected 2022 Figures based on previous five-year average

## FY22 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:

- Marketing of float plane basin slips and camping spots for float plane basin users.
  - Achieved. Upgraded 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.
  - Achieved.*
- Drain Float Plane Basin every winter to kill heavy aquatic weeds.
  - Achieved.*
- Market Airport and lease lot development for growth and development while supporting existing businesses.
  - Achieved. Two leases were executed in Fall 2021. Two leasable lots remain.*

**FY23 Department Goals**

1. Drain Float Plane Basin every winter to kill heavy aquatic weeds.
2. Market float plane basin slips and camping spots for float plane users
3. Market Airport and lease lot development for growth and development while supporting existing businesses.

**Future Considerations**

The development of the North Airpark and Willow Street Extension will create additional leasable property. Completion of the City of Kenai Land Management Plan will provide guidance for the marketing and disposal of airport property.

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 41,632	\$ 45,132	\$ 52,904	\$ 52,904	\$ 56,243	\$ 3,339	6.31%
0200	Overtime	140	488	1,010	1,010	1,057	47	4.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,506	1,489	1,364	1,364	1,148	(216)	(15.84%)
0400	Medicare	651	673	801	801	847	46	5.74%
0450	Social Security	-	99	-	-	-	-	-
0500	PERS	12,772	10,967	16,233	16,233	14,204	(2,029)	(12.50%)
0600	Unemployment Insurance	54	75	276	276	292	16	5.80%
0700	Workers Compensation	1,002	1,002	1,124	1,124	914	(210)	(18.68%)
0800	Health & Life Insurance	15,808	12,954	17,073	17,073	18,439	1,366	8.00%
0900	Supplemental Retirement	494	856	1,674	1,674	1,763	89	5.32%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 75,059</b>	<b>\$ 73,735</b>	<b>\$ 92,459</b>	<b>\$ 92,459</b>	<b>\$ 94,907</b>	<b>\$ 2,448</b>	<b>2.65%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	20,873	23,993	27,000	22,000	22,000	(5,000)	(18.52%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	2,000	2,000	-
4531	Professional Services	17,377	13,645	15,000	20,597	5,000	(10,000)	(66.67%)
4532	Communications	2,007	1,411	1,007	1,007	1,623	616	61.17%
4533	Travel & Transportation	59	12	-	108	-	-	-
4534	Advertising	1,379	640	1,500	1,392	1,500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	38,139	36,040	45,609	45,609	31,884	(13,725)	(30.09%)
4538	Repair & Maintenance	564	2,886	3,007	3,007	3,007	-	-
4539	Rentals	1,450	2,236	3,875	3,875	1,375	(2,500)	(64.52%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	50	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 81,848</b>	<b>\$ 80,913</b>	<b>\$ 96,998</b>	<b>\$ 97,595</b>	<b>\$ 68,389</b>	<b>\$ (28,609)</b>	<b>(29.49%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	24,491	17,298	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	20,000	20,000	-
9090	Transfers Out	729,931	166,573	-	-	-	-	-
<b>Total Capital Outlay and Transfers</b>		<b>\$ 754,422</b>	<b>\$ 183,871</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 911,329</b>	<b>\$ 338,519</b>	<b>\$ 189,457</b>	<b>\$ 190,054</b>	<b>\$ 183,296</b>	<b>\$ (6,161)</b>	<b>(3.25%)</b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>2022 Operating &amp; Repair Supplies.</b> Fuel for resale at the Airport's Float Plane Basin and other miscellaneous operating supplies.	<b>4538 Repair &amp; Maintenance.</b> Boiler inspection, device registration and miscellaneous repairs.
<b>4531 Professional Services.</b> Appraisal fees, engineering and recording costs for the leasing of Airport land.	<b>4539 Rentals.</b> Cost of portapotties and excavator for slip maintenance.
<b>4534 Advertising.</b> Advertising for float plane basin and land brochures.	<b>8064 Machinery &amp; Equipment.</b> Fixed Base Operations parking lot gate operator.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 – Airport Fund  
Department: 465 – Alaska Fire Training Facility

**Mission**

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

**Functions & Responsibilities**

Airport Administration is responsible for general management, regulatory compliance, and development of the airport.

**Staffing** – Year to year management agreement.

**Performance Measures**

Fiscal Year	2018	2019	2020	2021	2022*
Students	463	472	333	241	300
Class Trainings	86	69	42	35	40
Facility Repairs & Maintenance	\$ 12,620	\$ 13,455	\$ 4,455	\$ 3,127	\$ 3,500

ARFF Vehicle Repair & Maintenance					
AP07 E-One 4x4	\$ 466	\$ 1,431	\$ 895	\$ 0	\$ 500
AP08 E-One 6x6	\$ 908	\$ 2,764	\$ 878	\$ 0	\$ 500
Generator (AP09)	N/A	N/A	\$ 75	\$ 50	\$ 50

*\*Projected Figures based on year-to-date information.*

*Summer 2021 AP07 & AP08 sold in auction and New ARFF trucks acquired.*

**FY22 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.*

**FY23 Department Goals**

1. Issue RFP for a long-term management agreement of the Alaska Fire Training Center 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 Fire Training Center.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 008 - Airport Fund  
Department:- Airport Training Facility

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	2,859	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	15,000	15,000	15,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,341	23,161	23,690	23,690	23,831	141	0.60%
4538	Repair & Maintenance	6,146	11,548	15,450	15,450	35,450	20,000	129.45%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 29,487</b>	<b>\$ 34,709</b>	<b>\$ 54,140</b>	<b>\$ 56,999</b>	<b>\$ 74,281</b>	<b>\$ 20,141</b>	<b>37.20%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	136,947	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 136,947</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 29,487</b>	<b>\$ 171,656</b>	<b>\$ 54,140</b>	<b>\$ 56,999</b>	<b>\$ 74,281</b>	<b>\$ 20,141</b>	<b>37.20%</b>

City of Kenai  
Fiscal Year 2023 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 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
State Grants	\$ 246,012	\$ 259,786	\$ 238,442	\$ 284,164	\$ 225,342
Federal Grants	-	39,231	-	100,000	-
USDA Grant	20,471	20,954	20,000	20,000	20,000
Choice Waiver	117,208	109,725	125,000	82,000	85,000
KPB Grant	126,207	169,221	169,221	169,221	169,221
Other Grants	-	32,500	-	25,000	-
Rents and Leases	9,811	9,088	13,000	6,727	10,000
Donations	36,768	13,950	32,000	13,408	28,500
Donation - Senior Connection	50,430	50,000	50,000	50,000	100,000
Meal Donations	56,244	40,689	82,500	62,172	65,000
Transfer from General Fund - Operations	253,999	185,563	220,518	220,518	281,591
Other	95	8	300	-	300
Total Revenue	<u>917,245</u>	<u>930,715</u>	<u>950,981</u>	<u>1,033,210</u>	<u>984,954</u>
<b>Expenditures</b>					
Senior Citizen Access	171,711	148,571	237,332	238,832	225,842
Congregate Meals	248,997	257,297	247,084	355,823	111,912
Home Meals	236,220	280,494	221,853	284,836	477,796
Senior Transportation	101,066	80,225	106,805	106,805	102,305
Choice Waiver	145,815	150,835	162,117	162,117	92,177
Total Expenditures	<u>903,809</u>	<u>917,422</u>	<u>975,191</u>	<u>1,148,413</u>	<u>1,010,032</u>
Contribution To/(From) Fund Balance:	13,436	13,293	(24,210)	(115,203)	(25,078)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>22,785</u>	<u>73,756</u>	<u>25,078</u>
Adjusted (Deficit)/Surplus	13,436	13,293	(1,425)	(41,447)	-
Beginning Fund Balance	<u>(26,729)</u>	<u>(13,293)</u>	<u>(54,603)</u>	<u>-</u>	<u>(41,447)</u>
Ending Fund Balance	<u>\$ (13,293)</u>	<u>\$ -</u>	<u>\$ (56,028)</u>	<u>\$ (41,447)</u>	<u>\$ (41,447)</u>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 248,398	\$ 282,835	\$ 310,821	\$ 316,802	\$ 327,478	\$ 16,657	5.36%
0200	Overtime	-	2,033	376	376	381	5	1.33%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,541	6,222	11,312	11,312	11,513	201	1.78%
0400	Medicare	3,591	4,095	4,679	4,764	4,922	243	5.19%
0450	Social Security	2,583	3,475	3,494	3,857	3,514	20	0.57%
0500	PERS	63,612	63,602	76,729	76,729	67,228	(9,501)	(12.38%)
0600	Unemployment Insurance	302	484	1,612	1,641	1,696	84	5.21%
0700	Workers Compensation	3,284	4,578	4,050	4,235	3,621	(429)	(10.59%)
0800	Health & Life Insurance	108,069	91,928	117,373	117,373	126,766	9,393	8.00%
0900	Supplemental Retirement	6,249	6,839	7,164	7,164	7,294	130	1.81%
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 445,629</u></b>	<b><u>\$ 466,091</u></b>	<b><u>\$ 537,610</u></b>	<b><u>\$ 544,253</u></b>	<b><u>\$ 554,413</u></b>	<b><u>\$ 16,803</u></b>	<b><u>3.13%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	368	520	1,155	1,155	1,175	20	1.73%
2022	Operating & Repair Supplies	182,877	163,896	155,756	277,670	164,609	8,853	5.68%
2024	Small Tools/Minor Equipment	2,176	3,139	2,600	2,600	2,716	116	4.46%
2026	Computer Software	3,980	3,257	3,540	3,540	4,565	1,025	28.95%
4531	Professional Services	7,578	11,280	12,180	12,060	8,753	(3,427)	(28.14%)
4532	Communications	3,131	4,111	2,782	2,782	2,460	(322)	(11.57%)
4533	Travel & Transportation	234	1,829	944	944	300	(644)	(68.22%)
4534	Advertising	253	491	525	525	400	(125)	(23.81%)
4535	Printing & Binding	1,963	2,088	3,617	5,117	3,500	(117)	(3.23%)
4536	Insurance	14,969	12,389	19,467	19,467	19,241	(226)	(1.16%)
4537	Utilities	42,387	47,653	50,529	50,529	57,909	7,380	14.61%
4538	Repair & Maintenance	60	1,572	2,980	2,980	2,980	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	10,517	2,103	10,549	10,549	10,646	97	0.92%
4541	Postage	39	658	925	925	925	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	470	669	1,732	1,732	1,340	(392)	(22.63%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 271,002</u></b>	<b><u>\$ 255,657</u></b>	<b><u>\$ 269,381</u></b>	<b><u>\$ 392,675</u></b>	<b><u>\$ 281,519</u></b>	<b><u>\$ 12,138</u></b>	<b><u>4.51%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	25,291	14,782	-	43,285	-	-	-
9090	Transfers	175,500	161,260	168,200	168,200	174,100	5,900	3.51%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 200,791</u></b>	<b><u>\$ 176,042</u></b>	<b><u>\$ 168,200</u></b>	<b><u>\$ 211,485</u></b>	<b><u>\$ 174,100</u></b>	<b><u>\$ 5,900</u></b>	<b><u>3.51%</u></b>
<b>Department Total:</b>		<b><u>\$ 917,422</u></b>	<b><u>\$ 897,790</u></b>	<b><u>\$ 975,191</u></b>	<b><u>\$ 1,148,413</u></b>	<b><u>\$ 1,010,032</u></b>	<b><u>\$ 34,841</u></b>	<b><u>3.57%</u></b>

**City of Kenai  
Fiscal Year 2023 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 – 5 pm, Monday through Friday.

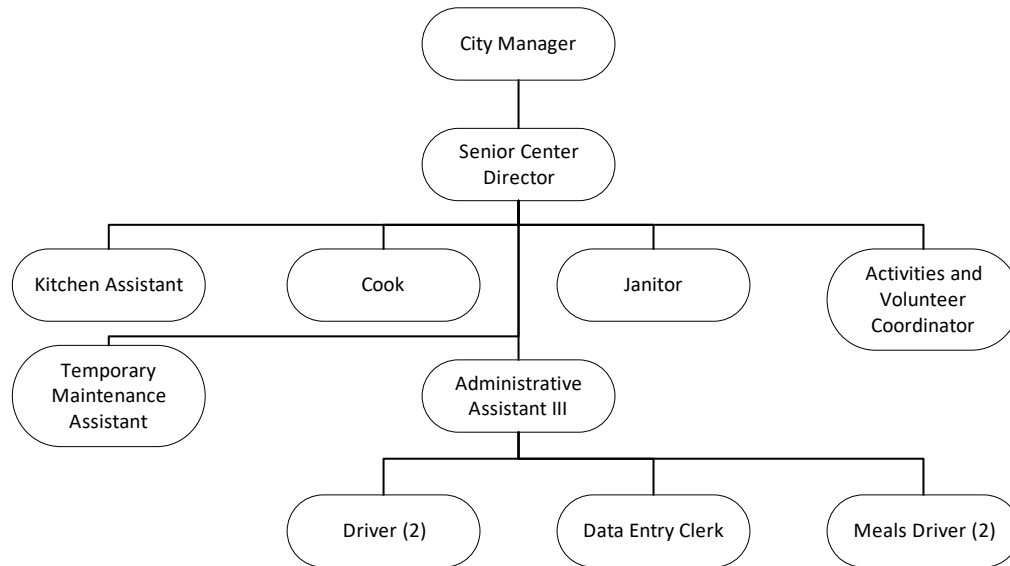
The Senior Center offers a wide variety of programs and services, including:

- ❖ Meal and nutrition programs
- ❖ Information and assistance
- ❖ Health, fitness, and wellness programs
- ❖ Transportation services
- ❖ Benefits counseling
- ❖ Employment assistance
- ❖ Volunteer opportunities
- ❖ Social and recreational activities
- ❖ Education and art 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

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
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	-	T1	-	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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant III	12	8	12	12	12	12
Activities & Volunteer Coord.	3	0	0	0	0	0
Data Entry Clerk	0	0	N/A	N/A	N/A	N/A
Janitor				N/A	N/A	N/A
Temporary Maintenance Assistant	0	0	N/A	N/A	N/A	N/A
Cook	0	0	0	0	0	0
Kitchen Assistant	188	48	48	0	0	0

## Performance Measures

Fiscal Year	2018	2019	2020	2021	2022*
Congregate Meals	16,145	15,339	11,024	677	5,938
Home Delivered Meals	17,473	16,759	21,720	34,623	28,728
Assisted & Unassisted Rides	8,586	7,845	4,143	135	403
Volunteer Hours	10,676	8,950	4,303	380	2,864
***Activity Participation Units	26,937	27,450	21,245	1,972	16,864**

\*Projected Figures based on year-to-date information. Transportation figures from Oct-Dec 2021

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

## FY22 Department Goals Evaluation

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 Comprehensive Plan Goal #1 to promote and encourage quality of life elements in Kenai.
  - *Achieved. Received grant funding to develop gluten-free and diabetic substitutes. Offering those as available.*
2. By 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.
  - *Achieved. Although still waiting on vehicle delivery.*
3. Develop special needs diets, such as Diabetic, Vegetarian, and Low Carb meals thus enabling us to reach a wider audience while still fulfilling grant and federal guidelines.
  - *Partially Achieved through Goal #1.*
4. 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.
  - *Not Achieved. Our transportation program started up again in October 2021 due to COVID. We will be continuing to work on this goal in FY23.*
5. 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.
  - *Not Achieved. Due to COVID, though the departments have discussed upcoming collaborations for this next year so will continue through FY23.*

## FY23 Department Goals

These goals correspond with the City Comprehensive Plan Goal #1 to promote and encourage quality of life elements in Kenai.



1. 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.
2. 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.
3. Senior Center staff will work to increase activity by 20% with more classes targeting the mind and the body. This will be registered through MySeniorCenter as activity participation units.
4. Senior Center staff will welcome at least 50 new participants to the Senior Center encouraging those individuals
5. Senior Center staff will develop a new member orientation program welcoming them to the Center and identifying information that would be most useful to them.
6. Senior Center staff will develop a volunteer training program to improve the effectiveness and meaningful engagement and satisfaction of volunteers/members.
7. Senior Center staff will attend/participate in a minimum of two training/classes per year on current aging trends or safety-related issues.
8. Senior Center staff along with volunteers will utilize the new greenhouse to supply bedding plants for the Center and help subsidize the kitchen with fresh vegetables.

### **Future Considerations**

As we review current operations and procedures for the Senior Center many of these do not include the use of technology or new implementations. While free training and education can be found, software like *MySeniorCenter*, used to manage large amounts of data is expensive and requires a long-term commitment. In an ever-changing world of technology, budgeting for the proper tools to support these changes will be increasingly more important.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 019 - Senior Citizen Fund  
Department: Senior Citizen Access

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 42,581	\$ 58,982	\$ 91,899	\$ 91,899	\$ 89,758	\$ (2,141)	(2.33%)
0200	Overtime	-	844	50	50	51	1	2.00%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,647	890	3,872	3,872	3,728	(144)	(3.72%)
0400	Medicare	651	849	1,390	1,390	1,356	(34)	(2.45%)
0450	Social Security	464	820	731	731	618	(113)	(15.46%)
0500	PERS	10,374	12,575	24,133	24,133	19,794	(4,339)	(17.98%)
0600	Unemployment Insurance	51	105	479	479	467	(12)	(2.51%)
0700	Workers Compensation	183	379	411	411	292	(119)	(28.95%)
0800	Health & Life Insurance	30,875	23,807	33,345	33,345	33,132	(213)	(0.64%)
0900	Supplemental Retirement	1,028	1,386	1,875	1,875	1,725	(150)	(8.00%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 89,854</b>	<b>\$ 100,637</b>	<b>\$ 158,185</b>	<b>\$ 158,185</b>	<b>\$ 150,921</b>	<b>\$ (7,264)</b>	<b>(4.59%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	257	173	300	300	300	-	-
2022	Operating & Repair Supplies	934	1,278	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	179	374	360	360	436	76	21.11%
2026	Computer Software	886	768	708	708	913	205	28.95%
4531	Professional Services	2,759	3,273	2,600	2,600	1,653	(947)	(36.42%)
4532	Communications	553	830	807	807	492	(315)	(39.03%)
4533	Travel & Transportation	54	542	700	700	-	(700)	(100.00%)
4534	Advertising	131	167	250	250	250	-	-
4535	Printing & Binding	695	918	1,500	3,000	1,500	-	-
4536	Insurance	3,293	2,783	5,646	5,646	5,124	(522)	(9.25%)
4537	Utilities	10,193	11,199	14,653	14,653	13,225	(1,428)	(9.75%)
4538	Repair & Maintenance	60	682	850	850	30	(820)	(96.47%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	2,835	2,835	-
4541	Postage	23	141	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	78	595	595	400	(195)	(32.77%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 20,017</b>	<b>\$ 23,206</b>	<b>\$ 30,369</b>	<b>\$ 31,869</b>	<b>\$ 28,558</b>	<b>\$ (1,811)</b>	<b>(5.96%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	512	-	-	-	-	-
9090	Transfers Out	38,700	30,000	48,778	48,778	46,363	(2,415)	(4.95%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 38,700</b>	<b>\$ 30,512</b>	<b>\$ 48,778</b>	<b>\$ 48,778</b>	<b>\$ 46,363</b>	<b>\$ (2,415)</b>	<b>(4.95%)</b>
	<b>Department Total:</b>	<b>\$ 148,571</b>	<b>\$ 154,355</b>	<b>\$ 237,332</b>	<b>\$ 238,832</b>	<b>\$ 225,842</b>	<b>\$ (11,490)</b>	<b>(4.84%)</b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>4531 Professional Services.</b> Exterior flowers installation and maintenance, and volunteer screening.	<b>4538 Repair &amp; Maintenance.</b> Fire alarm testing/Inspection and fire extinguishers testing.
<b>4533 Travel &amp; Transportation.</b> Staff continuing education, staff development and first aid/CPR training.	<b>9090 Transfers Out.</b> Central administrative charges from General Fund.

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 019 - Senior Citizen Fund  
Department: Congregate Meals

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 68,622	\$ 70,191	\$ 71,639	\$ 71,639	\$ 30,273	\$ (41,366)	(57.74%)
0200	Overtime	-	426	102	102	40	(62)	(60.78%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,333	1,956	2,665	2,665	1,090	(1,575)	(59.10%)
0400	Medicare	982	1,021	1,081	1,081	456	(625)	(57.82%)
0450	Social Security	466	501	592	592	241	(351)	(59.29%)
0500	PERS	18,880	17,531	18,727	18,727	6,550	(12,177)	(65.02%)
0600	Unemployment Insurance	83	119	373	373	156	(217)	(58.18%)
0700	Workers Compensation	1,022	1,221	1,146	1,146	401	(745)	(65.01%)
0800	Health & Life Insurance	28,403	24,351	30,944	30,944	13,345	(17,599)	(56.87%)
0900	Supplemental Retirement	1,945	1,940	1,969	1,969	805	(1,164)	(59.12%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 122,736</b>	<b>\$ 119,257</b>	<b>\$ 129,238</b>	<b>\$ 129,238</b>	<b>\$ 53,357</b>	<b>\$ (75,881)</b>	<b>(58.71%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	43	251	475	475	550	75	15.79%
2022	Operating & Repair Supplies	57,537	55,289	60,171	125,625	25,201	(34,970)	(58.12%)
2024	Small Tools/Minor Equipment	887	1,235	1,060	1,060	1,080	20	1.89%
2026	Computer Software	685	639	708	708	913	205	28.95%
4531	Professional Services	730	1,582	1,750	1,750	1,750	-	-
4532	Communications	690	847	299	299	492	193	64.55%
4533	Travel & Transportation	51	320	-	-	200	200	-
4534	Advertising	122	157	150	150	150	-	-
4535	Printing & Binding	317	276	600	600	600	-	-
4536	Insurance	4,079	3,128	4,720	4,720	1,875	(2,845)	(60.28%)
4537	Utilities	11,909	12,695	5,432	5,432	5,290	(142)	(2.61%)
4538	Repair & Maintenance	-	691	1,180	1,180	2,000	820	69.49%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	1,037	1,037	-
4541	Postage	-	176	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	220	293	287	287	235	(52)	(18.12%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 77,270</b>	<b>\$ 77,579</b>	<b>\$ 77,057</b>	<b>\$ 142,511</b>	<b>\$ 41,598</b>	<b>\$ (35,459)</b>	<b>(46.02%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	9,491	3,240	-	43,285	-	-	-
9090	Transfers Out	47,800	35,140	40,789	40,789	16,957	(23,832)	(58.43%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 57,291</b>	<b>\$ 38,380</b>	<b>\$ 40,789</b>	<b>\$ 84,074</b>	<b>\$ 16,957</b>	<b>\$ (23,832)</b>	<b>(58.43%)</b>
	<b>Department Total:</b>	<b>\$ 257,297</b>	<b>\$ 235,216</b>	<b>\$ 247,084</b>	<b>\$ 355,823</b>	<b>\$ 111,912</b>	<b>\$ (135,172)</b>	<b>(54.71%)</b>

**City of Kenai**  
**Fiscal Year 2023 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 2023 Operating Budget

Fund 019 - Senior Citizen Fund  
Department: Home Delivered Meals

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 68,390	\$ 58,550	\$ 61,604	\$ 67,465	\$ 138,054	\$ 76,450	124.10%
0200	Overtime	-	333	88	88	182	94	106.82%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,006	1,547	2,293	2,293	4,969	2,676	116.70%
0400	Medicare	981	850	929	1,014	2,077	1,148	123.57%
0450	Social Security	983	518	509	872	1,101	592	116.31%
0500	PERS	16,231	14,148	16,104	16,104	29,868	13,764	85.47%
0600	Unemployment Insurance	83	96	319	348	717	398	124.76%
0700	Workers Compensation	1,219	1,031	984	1,169	1,839	855	86.89%
0800	Health & Life Insurance	24,425	19,953	26,610	26,610	60,853	34,243	128.68%
0900	Supplemental Retirement	1,672	1,573	1,694	1,694	3,664	1,970	116.29%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 115,990</b>	<b>\$ 98,599</b>	<b>\$ 111,134</b>	<b>\$ 117,657</b>	<b>\$ 243,324</b>	<b>\$ 132,190</b>	<b>118.95%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	55	31	55	55	100	45	81.82%
2022	Operating & Repair Supplies	88,604	61,287	52,493	108,953	112,091	59,598	113.54%
2024	Small Tools/Minor Equipment	222	383	560	560	580	20	3.57%
2026	Computer Software	827	635	708	708	913	205	28.95%
4531	Professional Services	200	292	200	200	200	-	-
4532	Communications	688	733	591	591	492	(99)	(16.75%)
4533	Travel & Transportation	44	576	144	144	-	(144)	(100.00%)
4534	Advertising	-	47	125	125	-	(125)	(100.00%)
4535	Printing & Binding	317	332	600	600	600	-	-
4536	Insurance	3,593	2,594	4,137	4,137	8,551	4,414	106.70%
4537	Utilities	8,373	8,840	10,737	10,737	27,909	17,172	159.93%
4538	Repair & Maintenance	-	70	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	3,506	701	3,516	3,516	4,731	1,215	34.56%
4541	Postage	-	178	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	175	181	310	310	235	(75)	(24.19%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 106,604</b>	<b>\$ 76,880</b>	<b>\$ 74,976</b>	<b>\$ 131,436</b>	<b>\$ 157,102</b>	<b>\$ 82,126</b>	<b>109.54%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	15,800	10,383	-	-	-	-	-
9090	Transfers Out	42,100	34,420	35,743	35,743	77,370	41,627	116.46%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 57,900</b>	<b>\$ 44,803</b>	<b>\$ 35,743</b>	<b>\$ 35,743</b>	<b>\$ 77,370</b>	<b>\$ 41,627</b>	<b>116.46%</b>
	<b>Department Total:</b>	<b>\$ 280,494</b>	<b>\$ 220,282</b>	<b>\$ 221,853</b>	<b>\$ 284,836</b>	<b>\$ 477,796</b>	<b>\$ 255,943</b>	<b>115.37%</b>

City of Kenai  
Fiscal Year 2023 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 2023 Operating Budget

Fund 019 - Senior Citizen Fund  
Department: Transportation

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 27,837	\$ 35,683	\$ 42,785	\$ 42,905	\$ 44,905	\$ 2,120	4.96%
0200	Overtime	-	11	75	75	76	1	1.33%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	162	194	890	890	844	(46)	(5.17%)
0400	Medicare	391	509	634	634	665	31	4.89%
0450	Social Security	392	1,207	1,301	1,301	1,359	58	4.46%
0500	PERS	6,002	4,274	6,586	6,586	5,719	(867)	(13.16%)
0600	Unemployment Insurance	35	59	218	218	229	11	5.05%
0700	Workers Compensation	250	888	823	823	762	(61)	(7.41%)
0800	Health & Life Insurance	7,410	4,422	8,002	8,002	8,644	642	8.02%
0900	Supplemental Retirement	443	321	450	450	450	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 42,922</b>	<b>\$ 47,568</b>	<b>\$ 61,764</b>	<b>\$ 61,884</b>	<b>\$ 63,653</b>	<b>\$ 1,889</b>	<b>3.06%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	53	250	250	150	(100)	(40.00%)
2022	Operating & Repair Supplies	2,783	5,501	5,000	5,000	5,000	-	-
2024	Small Tools/Minor Equipment	222	713	360	360	360	-	-
2026	Computer Software	806	614	708	708	913	205	28.95%
4531	Professional Services	27	514	930	810	950	20	2.15%
4532	Communications	489	638	675	675	492	(183)	(27.11%)
4533	Travel & Transportation	54	307	100	100	100	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	317	311	500	500	250	(250)	(50.00%)
4536	Insurance	1,871	1,488	2,093	2,093	2,176	83	3.97%
4537	Utilities	5,320	5,401	12,254	12,254	6,781	(5,473)	(44.66%)
4538	Repair & Maintenance	-	12	250	250	250	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	3,506	701	3,516	3,516	1,204	(2,312)	(65.76%)
4541	Postage	8	42	100	100	100	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	15	225	225	235	10	4.44%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 15,403</b>	<b>\$ 16,372</b>	<b>\$ 26,961</b>	<b>\$ 26,841</b>	<b>\$ 18,961</b>	<b>\$ (8,000)</b>	<b>(29.67%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	21,900	18,080	18,080	18,080	19,691	1,611	8.91%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 21,900</b>	<b>\$ 18,080</b>	<b>\$ 18,080</b>	<b>\$ 18,080</b>	<b>\$ 19,691</b>	<b>\$ 1,611</b>	<b>8.91%</b>
<b>Department Total:</b>		<b>\$ 80,225</b>	<b>\$ 82,020</b>	<b>\$ 106,805</b>	<b>\$ 106,805</b>	<b>\$ 102,305</b>	<b>\$ (4,500)</b>	<b>(4.21%)</b>



City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>2022 Operating &amp; Repair Supplies.</b> Fuel for vehicles.	<b>9090 Transfers Out.</b> Central administrative charges from General Fund.
<b>4531 Professional Services.</b> Cleaning and detailing for vehicles and driving certifications.	

City of Kenai  
Fiscal Year 2023 Operating Budget

Fund 019 - Senior Citizen Fund  
Department: Choice Waiver

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 40,968	\$ 59,429	\$ 42,894	\$ 42,894	\$ 24,488	\$ (18,406)	(42.91%)
0200	Overtime	-	419	61	61	32	(29)	(47.54%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,393	1,635	1,592	1,592	882	(710)	(44.60%)
0400	Medicare	586	866	645	645	368	(277)	(42.95%)
0450	Social Security	278	429	361	361	195	(166)	(45.98%)
0500	PERS	12,125	15,074	11,179	11,179	5,297	(5,882)	(52.62%)
0600	Unemployment Insurance	50	105	223	223	127	(96)	(43.05%)
0700	Workers Compensation	610	1,059	686	686	327	(359)	(52.33%)
0800	Health & Life Insurance	16,956	19,395	18,472	18,472	10,792	(7,680)	(41.58%)
0900	Supplemental Retirement	1,161	1,619	1,176	1,176	650	(526)	(44.73%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 74,127</b>	<b>\$ 100,030</b>	<b>\$ 77,289</b>	<b>\$ 77,289</b>	<b>\$ 43,158</b>	<b>\$ (34,131)</b>	<b>(44.16%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	13	12	75	75	75	-	-
2022	Operating & Repair Supplies	33,019	40,541	36,892	36,892	21,117	(15,775)	(42.76%)
2024	Small Tools/Minor Equipment	666	434	260	260	260	-	-
2026	Computer Software	776	601	708	708	913	205	28.95%
4531	Professional Services	3,862	5,619	6,700	6,700	4,200	(2,500)	(37.31%)
4532	Communications	711	1,063	410	410	492	82	20.00%
4533	Travel & Transportation	31	84	-	-	-	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	317	251	417	417	550	133	31.89%
4536	Insurance	2,133	2,396	2,871	2,871	1,515	(1,356)	(47.23%)
4537	Utilities	6,592	9,518	7,453	7,453	4,704	(2,749)	(36.88%)
4538	Repair & Maintenance	-	117	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	3,505	701	3,517	3,517	839	(2,678)	(76.14%)
4541	Postage	8	121	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	75	102	315	315	235	(80)	(25.40%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 51,708</b>	<b>\$ 61,620</b>	<b>\$ 60,018</b>	<b>\$ 60,018</b>	<b>\$ 35,300</b>	<b>\$ (24,718)</b>	<b>(41.18%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	647	-	-	-	-	-
9090	Transfers Out	25,000	43,620	24,810	24,810	13,719	(11,091)	(44.70%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 25,000</b>	<b>\$ 44,267</b>	<b>\$ 24,810</b>	<b>\$ 24,810</b>	<b>\$ 13,719</b>	<b>\$ (11,091)</b>	<b>(44.70%)</b>
<b>Department Total:</b>		<b>\$ 150,835</b>	<b>\$ 205,917</b>	<b>\$ 162,117</b>	<b>\$ 162,117</b>	<b>\$ 92,177</b>	<b>\$ (69,940)</b>	<b>(43.14%)</b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

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

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## 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. In July 2020 these bonds were advance refundable to reduce the Debt service costs annually for the remaining ten years of the debt. The advance refunding resulted in a cash flow savings of \$132,171 and an economic gain of \$119,680.

### 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.

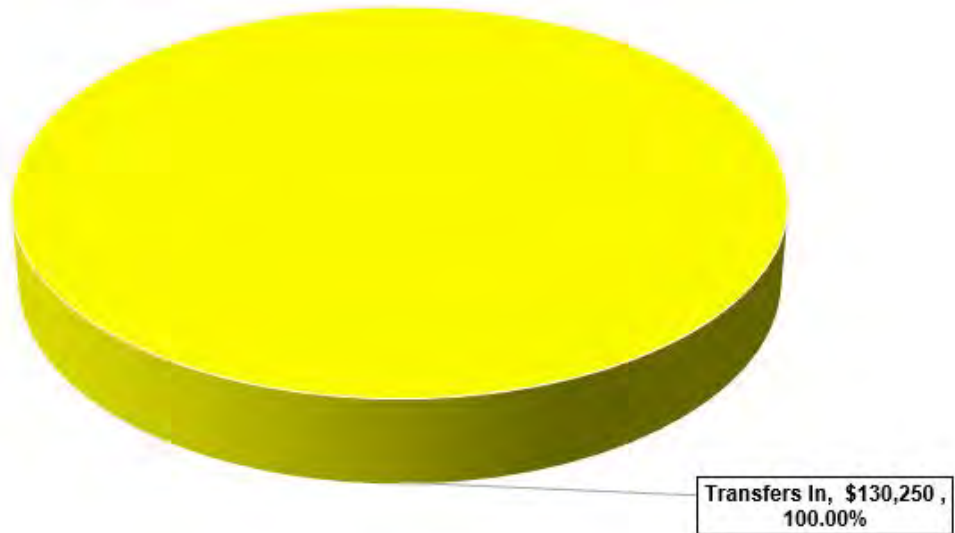
Pursuant to Section 6-1 of the Kenai Municipal Charter, outstanding general-obligation indebtedness of the "City shall not at any time exceed twenty percent (20%) of the assessed value of real and personal property in the City. The FY2023 debt limit for the City is:

Total Assessed Value	\$952,937,859
	<u>X 20%</u>
Maximum Indebtedness	190,587,572
Outstanding Debt, July 1, 2022	<u>850,000</u>
Available Debt Capacity	<u>\$189,737,572</u>



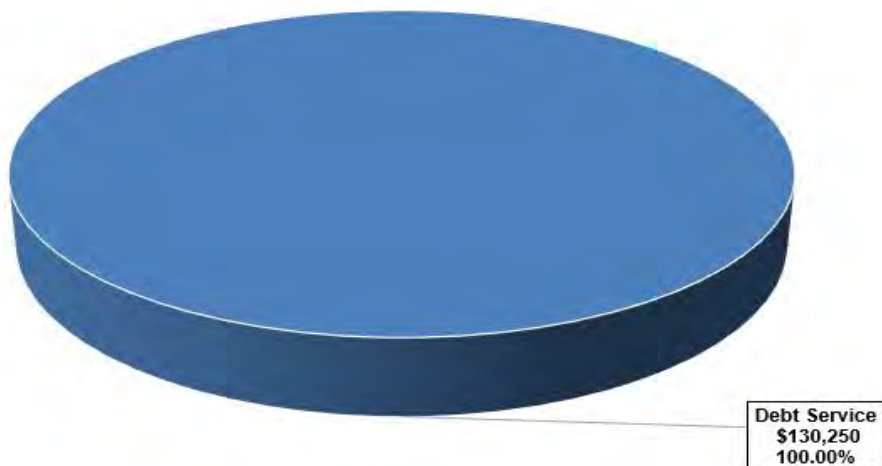
## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE

**\$130,250**



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

**\$130,250**



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

**Fund 048 - Debt Service**

	<b>Actual FY2020</b>	<b>Actual FY2021</b>	<b>Original Budget FY2022</b>	<b>Projection FY2022</b>	<b>Adopted FY2023</b>
<b>Revenues</b>					
Bond Interest Subsidy	32,851	10,739	-	-	-
Proceeds form debt issuance	-	1,020,000	-	-	-
Payments to refunded bond escrow agent	-	(1,000,927)	-	-	-
Transfer from General Fund	139,853	114,906	129,625	129,625	130,250
<b>Total Revenue</b>	<b>172,704</b>	<b>144,718</b>	<b>129,625</b>	<b>129,625</b>	<b>130,250</b>
<b>Expenditures</b>					
Parks, Recreation & Culture	172,704	144,718	129,625	129,625	130,250
<b>Contributions To/From Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

**Fund 048 - Debt Service**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2021 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2022</b>	<b>Amended Budget</b>	<b>Adopted FY2023</b>	<b>Increase (Decrease) FY2022 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	15,943	3,189	-	-	-	-	-
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	1,323,184	405,336	129,625	129,625	130,250	625	0.48%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 1,339,127</u></b>	<b><u>\$ 408,525</u></b>	<b><u>\$ 129,625</u></b>	<b><u>\$ 129,625</u></b>	<b><u>\$ 130,250</u></b>	<b><u>\$ 625</u></b>	<b><u>0.48%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 1,339,127</u></b>	<b><u>\$ 408,525</u></b>	<b><u>\$ 129,625</u></b>	<b><u>\$ 129,625</u></b>	<b><u>\$ 130,250</u></b>	<b><u>\$ 625</u></b>	<b><u>0.48%</u></b>

City of Kenai  
Fiscal Year 2023 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 6/30/2022</u>
<b>Library Expansion Refunding Bonds</b>					
3/11/2010	\$2,000,000	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 850,000

## 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.

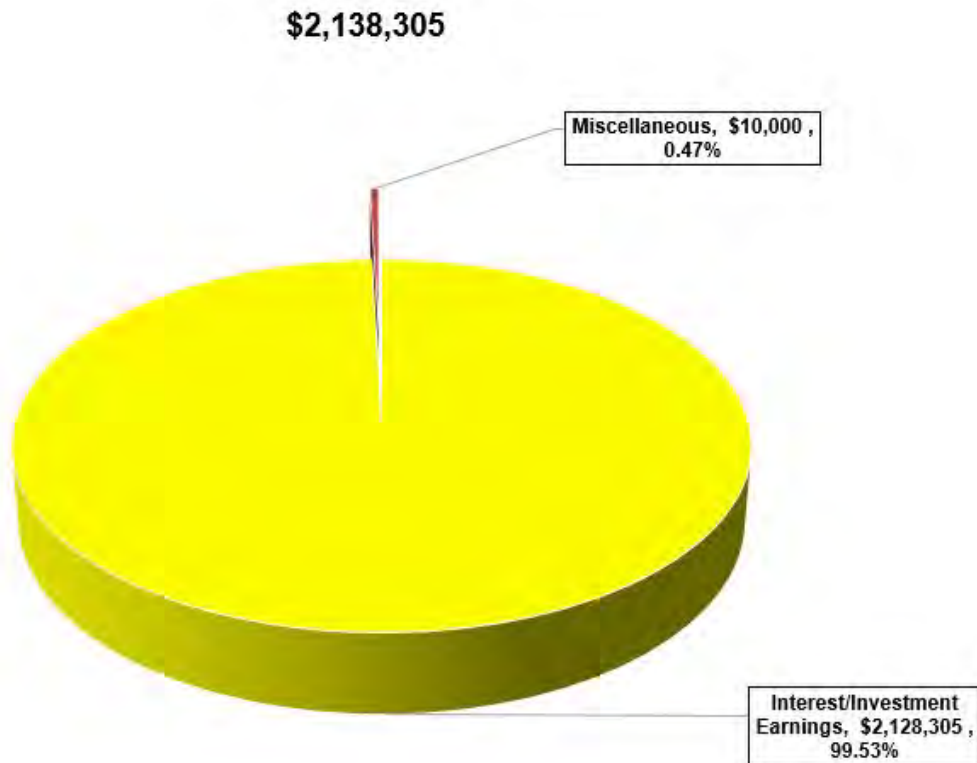
**General Government Land Sales Permanent Fund (GGLSPF)** was established to account for the proceeds of general government land sales, including principal and interest on long-term notes. By City Charter, the principal cannot be spent.

A large, faint logo in the background of the page. It features a stylized, abstract shape composed of several overlapping curved segments in shades of light blue, light green, and light red/pink. Below this graphic, the word "KENAI" is written in large, bold, light green capital letters.

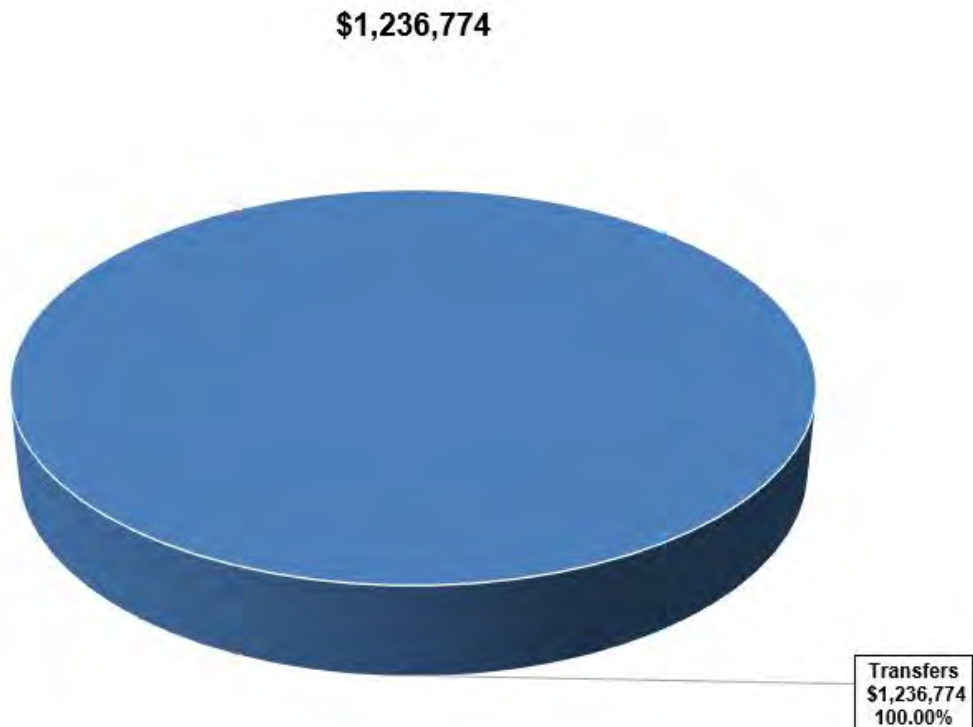
KENAI



## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>FY2022 Projection</u>	<u>Adopted FY2023</u>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 793,631	\$ 5,748,499	\$ 1,717,924	\$ 1,730,938	\$ 1,894,625
Acct. 36645 Interest on Land Sale Contracts	11,933	12,235	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>616,250</u>	<u>12,294</u>	<u>-</u>	<u>550,000</u>	<u>-</u>
Total Revenue	1,421,814	5,773,028	1,727,924	2,290,938	1,904,625
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>928,251</u>	<u>969,922</u>	<u>1,012,722</u>	<u>1,025,736</u>	<u>1,076,665</u>
Contributions To/(From) Fund Balance	493,563	4,803,106	715,202	1,265,202	827,960
Beginning Fund Balance	<u>25,138,086</u>	<u>25,631,649</u>	<u>28,111,299</u>	<u>30,434,755</u>	<u>31,699,957</u>
Ending Fund Balance	<u>\$ 25,631,649</u>	<u>\$ 30,434,755</u>	<u>\$ 28,826,501</u>	<u>\$ 31,699,957</u>	<u>\$ 32,527,917</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 93,670	\$ 732,959	\$ 209,880	\$ 218,608	\$ 233,680
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	93,670	732,959	209,880	218,608	233,680
<b>Expenses</b>					
Transfer to General Fund	<u>137,239</u>	<u>145,750</u>	<u>148,315</u>	<u>157,043</u>	<u>160,109</u>
Contributions To/(From) Fund Balance	(43,569)	587,209	61,565	61,565	73,571
Beginning Fund Balance	<u>3,295,590</u>	<u>3,252,021</u>	<u>3,736,845</u>	<u>3,839,230</u>	<u>3,900,795</u>
Ending Fund Balance	<u>\$ 3,252,021</u>	<u>\$ 3,839,230</u>	<u>\$ 3,798,410</u>	<u>\$ 3,900,795</u>	<u>\$ 3,974,366</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

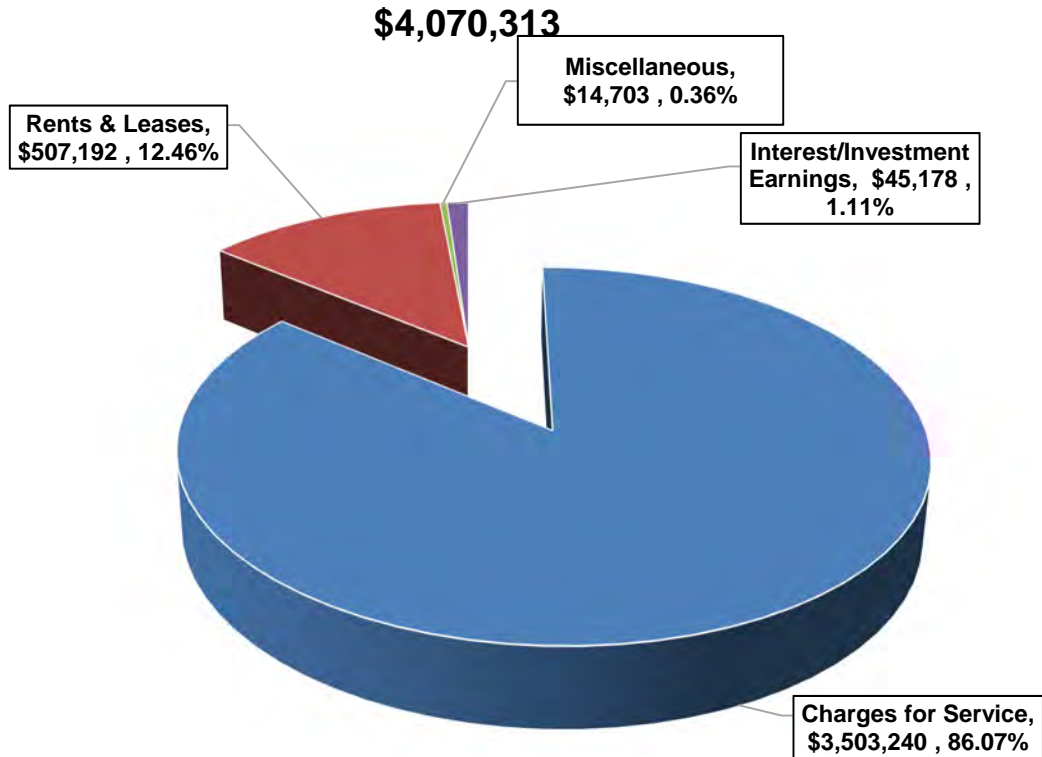
The Fleet Replacement Fund accounts for the purchase of General and Senior Citizen Funds vehicles. Departments are invoiced annually an amount sufficient to accumulate sufficient cash reserves to replace the vehicles at the end of their useful life.

KENAI

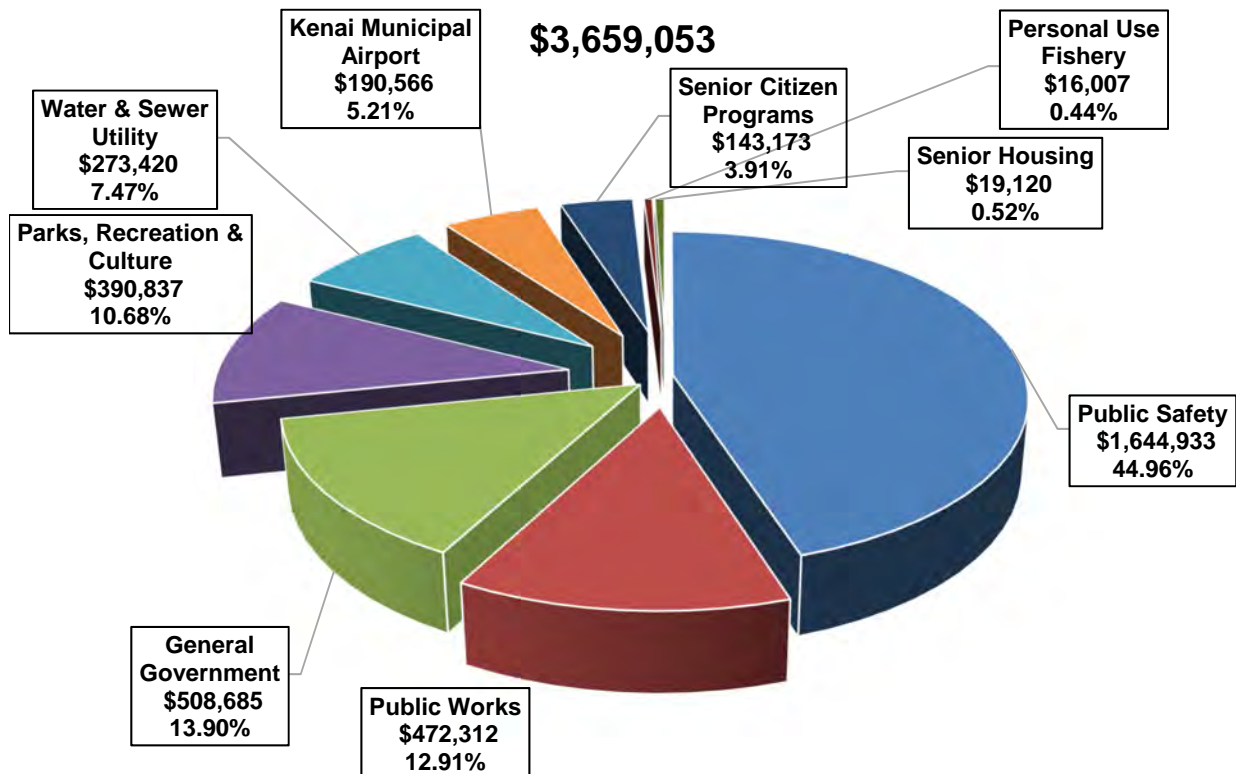




## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
Charge for Services	\$ 2,436,201	\$ 2,636,734	\$ 2,823,679	\$ 2,823,679	\$ 3,046,664
Participant premiums	276,695	323,583	443,316	443,316	456,576
Transfer from Other Funds	-	-	-	-	-
Interest Earnings	21,806	1,262	6,000	6,000	6,000
<b>Total Revenues</b>	<u>2,734,702</u>	<u>2,961,579</u>	<u>3,272,995</u>	<u>3,272,995</u>	<u>3,509,240</u>
<b>Expenses</b>	<u>2,411,828</u>	<u>2,607,327</u>	<u>3,508,398</u>	<u>3,508,398</u>	<u>3,401,821</u>
Net Income (loss)	322,874	354,252	(235,403)	(235,403)	107,419
Beginning Retained Earnings	<u>407,311</u>	<u>730,185</u>	<u>757,899</u>	<u>1,084,437</u>	<u>849,034</u>
Available Retained Earnings	<u>\$ 730,185</u>	<u>\$ 1,084,437</u>	<u>\$ 522,496</u>	<u>\$ 849,034</u>	<u>\$ 956,453</u>
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Difference</u>	<u>% Change</u>
<b>Employer cost per position:</b>					
Full-time	\$ 24,700	\$ 26,676	\$ 28,810	\$ 2,134	8.00%
Part-time	12,350	13,338	14,405	1,067	8.00%
<b>Employee monthly premiums:</b>					
Employee only	\$ 123.00	\$ 155.00	\$ 173.00	\$ 18.00	11.61%
Employee with child(ren)	222.00	281.00	314.00	33.00	11.74%
Employee with spouse	244.00	309.00	345.00	36.00	11.65%
Employee with family	333.00	423.00	473.00	50.00	11.82%
Part-time employee only	519.00	622.00	651.00	29.00	4.66%
Part-time employee w/Children	1,325.00	1,574.00	1,636.00	62.00	3.94%
Part-time employee w/Spouse	1,523.00	1,808.00	1,879.00	71.00	3.93%
Part-time employee w/Family	2,331.00	2,762.00	2,864.00	102.00	3.69%

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	55,352	26,489	49,410	49,410	49,116	(294)	(0.60%)
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	456	10,000	10,000	10,000	-	-
4534	Advertising	-	40	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	2,551,975	1,830,473	3,438,988	3,438,988	3,332,705	(106,283)	(3.09%)
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	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 2,607,327</u></b>	<b><u>\$ 1,857,458</u></b>	<b><u>\$ 3,508,398</u></b>	<b><u>\$ 3,508,398</u></b>	<b><u>\$ 3,401,821</u></b>	<b><u>\$ (106,577)</u></b>	<b><u>(3.04%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 2,607,327</u></b>	<b><u>\$ 1,857,458</u></b>	<b><u>\$ 3,508,398</u></b>	<b><u>\$ 3,508,398</u></b>	<b><u>\$ 3,401,821</u></b>	<b><u>\$ (106,577)</u></b>	<b><u>(3.04%)</u></b>

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating &amp; Repair Supplies.</b> Wellness committee supplies.	<b>4533 Travel &amp; Transportation.</b> Wellness committee training and travel.
<b>4531 Professional Services.</b> Broker services, \$45,000 and HRA/FSA administration charges, \$4,116.	<b>4536 Insurance.</b> Medical, dental and prescription drug coverage, \$3,075,669, HRA employer funding, \$205,920, employee opt out payments, \$30,600, and employer provided life insurance, \$20,516.

**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
Rents & Leases	\$ 321,754	\$ 326,559	\$ 348,185	\$ 314,507	\$ 355,865
Interest Earnings	44,273	1,924	14,000	30,000	31,884
Other income	424,050	4,055	-	75,000	8,359
Total Revenues	<u>790,077</u>	<u>332,538</u>	<u>362,185</u>	<u>419,507</u>	<u>396,108</u>
<b>Expenses - Depreciation</b>	<u>185,844</u>	<u>201,372</u>	<u>205,378</u>	<u>205,378</u>	<u>206,680</u>
Net Income (loss)	604,233	131,166	156,807	214,129	189,428
Transfers out	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	604,233	(268,834)	156,807	214,129	189,428
Beginning Net Position	<u>3,176,669</u>	<u>3,780,902</u>	<u>3,609,776</u>	<u>3,512,068</u>	<u>3,726,197</u>
Ending Net Position	3,780,902	3,512,068	3,766,583	3,726,197	3,915,625
Invested in Capital Assets	<u>(2,367,646)</u>	<u>(2,168,299)</u>	<u>(1,971,635)</u>	<u>(1,962,921)</u>	<u>(1,756,241)</u>
Unrestricted Net Position	<u>\$ 1,413,256</u>	<u>\$ 1,343,769</u>	<u>\$ 1,794,948</u>	<u>\$ 1,763,276</u>	<u>\$ 2,159,384</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Proposed FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
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	201,372	175,577	205,378	205,378	206,680	1,302	0.63%
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 201,372</u></b>	<b><u>\$ 175,577</u></b>	<b><u>\$ 205,378</u></b>	<b><u>\$ 205,378</u></b>	<b><u>\$ 206,680</u></b>	<b><u>\$ 1,302</u></b>	<b><u>0.63%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	400,000	160,000	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 400,000</u></b>	<b><u>\$ 160,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 601,372</u></b>	<b><u>\$ 335,577</u></b>	<b><u>\$ 205,378</u></b>	<b><u>\$ 205,378</u></b>	<b><u>\$ 206,680</u></b>	<b><u>\$ 1,302</u></b>	<b><u>0.63%</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<p><b>5045 Depreciation.</b> The allocation of the cost of equipment over its useful life.</p>
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City of Kenai  
Fiscal Year 2023 Operating Budget

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

Dept.	Estimated Replacement Year	Description	2022	2023	2024	2025	2026
Fire	2035	25' Safeboat	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169	\$ 8,169
Streets	2041	Water Truck	8,969	8,969	8,969	8,969	8,969
Fire	2020	Pumper, Engine 3	28,934	28,723	28,723	28,723	28,723
Non-Dept	2024	Datacenter Replacement	30,820	30,820	37,988	37,988	37,988
Streets	2039	Street Sweeper	18,925	18,925	18,925	18,925	18,925
Streets	2048	Sander Truck	11,670	11,670	11,670	11,670	11,670
Streets	2048	Sander Truck	11,266	11,266	11,266	11,266	11,266
Streets	2022	160H Motor Grader with Wing & Plow	17,935	17,935	17,935	17,935	17,935
Fire	2024	Hurricane Aerial	26,081	26,081	63,266	63,266	63,266
Streets	2025	MT-6 4x4 Articulating Snow Blower	14,351	14,351	14,351	22,358	22,358
Fire	2026	Hurricane Tanker, Engine 4	12,584	12,584	12,584	12,584	30,544
Streets	2026	Aerial Bucket Truck	5,218	5,218	5,218	5,218	9,424
Fire	2023	Ambulance	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
Streets	2029	140H Motor Grader with Wing	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
Fire	2030	Pumper Engine 2	13,759	13,759	13,759	13,759	13,759
Fire	2029	Ambulance	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
Streets	2035	L120 Loader	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
Streets	2039	L110H Loader	\$ 16,256	\$ 16,256	\$ 16,256	16,256	16,256
Non-Dept	2032	Network Infrastruncture	12,980	12,980	12,980	12,980	12,980
<b>Total</b>			<b>\$ 347,373</b>	<b>\$ 355,865</b>	<b>\$ 400,218</b>	<b>\$ 408,226</b>	<b>\$ 430,392</b>
Fire			123,389	131,881	169,066	169,066	187,026
Streets			175,065	175,065	175,065	183,072	187,278
Non-Dept			43,800	43,800	50,968	50,968	50,968
Parks & Rec			5,120	5,120	5,120	5,120	5,120
<b>Total</b>			<b>\$ 347,373</b>	<b>\$ 355,865</b>	<b>\$ 400,218</b>	<b>\$ 408,226</b>	<b>\$ 430,392</b>



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
Rents & Leases	\$ -	\$ 147,821	\$ 146,067	\$ 147,821	\$ 151,327
Interest Earnings	-	86	7,294	8,000	7,294
Other income	-	15,196	6,344	62,589	6,344
Transfer In	<u>272,625</u>	<u>400,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>272,625</u>	<u>563,103</u>	<u>159,705</u>	<u>218,410</u>	<u>164,965</u>
<b>Expenses - Depreciation</b>	<u>-</u>	<u>62,246</u>	<u>73,344</u>	<u>73,344</u>	<u>50,552</u>
Net Income (loss)	272,625	500,857	86,361	145,066	114,413
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	272,625	500,857	86,361	145,066	114,413
Beginning Net Position	<u>-</u>	<u>272,625</u>	<u>816,224</u>	<u>773,482</u>	<u>918,548</u>
Ending Net Position	272,625	773,482	902,585	918,548	1,032,961
Invested in Capital Assets	<u>-</u>	<u>(330,421)</u>	<u>(496,050)</u>	<u>(569,395)</u>	<u>(496,050)</u>
Unrestricted Net Position	<u>\$ 272,625</u>	<u>\$ 443,061</u>	<u>\$ 406,535</u>	<u>\$ 349,153</u>	<u>\$ 536,911</u>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
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	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
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	62,246	12,449	73,344	73,344	50,552	(22,792)	(31.08%)
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 62,246</u></b>	<b><u>\$ 12,449</u></b>	<b><u>\$ 73,344</u></b>	<b><u>\$ 73,344</u></b>	<b><u>\$ 50,552</u></b>	<b><u>\$ (22,792)</u></b>	<b><u>(31.08%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 62,246</u></b>	<b><u>\$ 12,449</u></b>	<b><u>\$ 73,344</u></b>	<b><u>\$ 73,344</u></b>	<b><u>\$ 50,552</u></b>	<b><u>\$ (22,792)</u></b>	<b><u>(31.08%)</u></b>

City of Kenai  
Fiscal Year 2023 Operating Budget

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

<b>5045 Depreciation.</b> The allocation of the cost of equipment over its useful life.
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City of Kenai  
Fiscal Year 2023 Operating Budget

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

Item	Department	Vehicle	Estimated Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028
1	Police	P-02	2023	AWD police cruiser	\$ 3,942	\$ 3,942	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947
2	Police	P-03	2023	AWD police cruiser	3,942	3,942	4,180	4,180	4,180	4,180	4,180
3	Police	P-16	2022	AWD police cruiser	3,942	4,098	4,098	4,098	4,098	4,098	4,098
4	Police	P-08	2021	AWD police cruiser	3,223	3,223	3,223	3,223	3,223	3,223	3,223
5	Police	P-25	2022	AWD police cruiser	3,942	4,098	4,098	4,098	4,098	4,098	4,098
6	Police	P-26	2021	AWD police cruiser	3,223	3,223	3,223	3,223	3,223	3,223	3,223
7	Police	P-27	2024	AWD police cruiser	3,942	3,942	3,942	4,267	4,267	4,267	4,267
8	Police	P-7	2024	AWD police cruiser	5,604	5,604	5,604	6,066	6,066	6,066	6,066
9	Police	P-32	2025	AWD police cruiser	5,604	5,604	5,604	5,604	6,187	6,187	6,187
10	Police	P-33	2024	AWD police cruiser	5,604	5,604	5,604	6,066	6,066	6,066	6,066
11	Police	P-35	2025	AWD police cruiser	5,604	5,604	5,604	5,604	6,187	6,187	6,187
12	Police	P-31	2025	AWD police cruiser	5,604	5,604	5,604	5,604	6,187	6,187	6,187
13	Police	P-36	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,311	6,311
14	Police	P-38	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604
15	Police	P-39	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604
16	Police	P-11	2021	AWD police cruiser	4,678	4,678	4,678	4,678	4,678	4,678	4,678
17	Police	P-37	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,311	6,311
18	Parks & Rec	PR-003	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500
19	Parks & Rec	BF-01	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500
20	Parks & Rec	PR-007	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570
21	Parks & Rec	PR-009	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570
22	Parks & Rec	PR-002	2029	1 Ton PU	3,179	3,179	3,179	3,179	3,179	3,179	3,179
23	Parks & Rec	PR-006	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891
24	Fire	F-11	2021	3/4 Ton pickup	3,045	3,045	3,045	3,045	3,045	3,045	3,045
25	Fire	F-10	2021	3/4 Ton pickup	3,045	3,045	3,045	3,045	3,045	3,045	3,045
26	Fire	P-11	2024	3/4 Ton pickup	2,671	2,671	2,671	3,524	3,524	3,524	3,524
27	Fire	F-12	2030	3/4 Ton pickup	3,008	3,008	3,008	3,008	3,008	3,008	3,008
28	Streets	ST-01	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891
29	Streets	ST-03	2030	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,009	3,009
30	Shop	SH-01	2026	1/2 Ton PU	3,066	3,066	3,066	3,066	3,066	3,453	3,453
31	Animal Control	AC-3	2030	1/2 Ton pickup	3,187	3,187	3,187	3,187	3,187	3,187	3,187
32	Animal Control	AC-1	2028	Van	2,121	2,121	2,121	2,121	2,121	2,121	2,121
33	Senior Center	SC-05	2021	15 Passenger Van	2,391	2,487	2,487	2,487	2,487	2,487	2,487
34	Senior Center	SC-06	2023	15 Passenger Van	2,359	2,359	2,487	2,487	2,487	2,487	2,487
35	Senior Center	SC-02	2026	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	2,177	2,177
36	Senior Center	SC-04	2028	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933
37	Senior Center	SC-08	2033	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933
38	Buildings	BI-2	2031	15 Passenger Van	2,813	2,813	2,813	2,813	2,813	2,813	2,813
39	Buildings	BI-3	2033	15 Passenger Van	2,651	2,651	2,651	2,651	2,651	2,651	2,651
40	Streets	ST-02	2026	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,389	3,389
41	Shop	SH-02	2026	1 Ton PU	4,374	4,374	4,374	4,374	4,374	4,642	4,642
Total					<u>\$ 150,919</u>	<u>\$ 151,327</u>	<u>\$ 153,698</u>	<u>\$ 155,800</u>	<u>\$ 157,549</u>	<u>\$ 160,242</u>	<u>\$ 160,242</u>
Police					\$ 81,270	\$ 81,582	\$ 83,825	\$ 85,074	\$ 86,823	\$ 88,237	\$ 88,237
Parks & Rec					20,210	20,210	20,210	20,210	20,210	20,210	20,210
Fire					11,769	11,769	11,769	12,622	12,622	12,622	12,622
Streets					8,909	8,909	8,909	8,909	8,909	9,289	9,289
Shop					7,440	7,440	7,440	7,440	7,440	8,095	8,095
Animal Control					5,308	5,308	5,308	5,308	5,308	5,308	5,308
Senior Center					10,549	10,645	10,773	10,773	10,773	11,017	11,017
Buildings					5,464	5,464	5,464	5,464	5,464	5,464	5,464
					<u>\$ 150,919</u>	<u>\$ 151,327</u>	<u>\$ 153,698</u>	<u>\$ 155,800</u>	<u>\$ 157,549</u>	<u>\$ 160,242</u>	<u>\$ 160,242</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

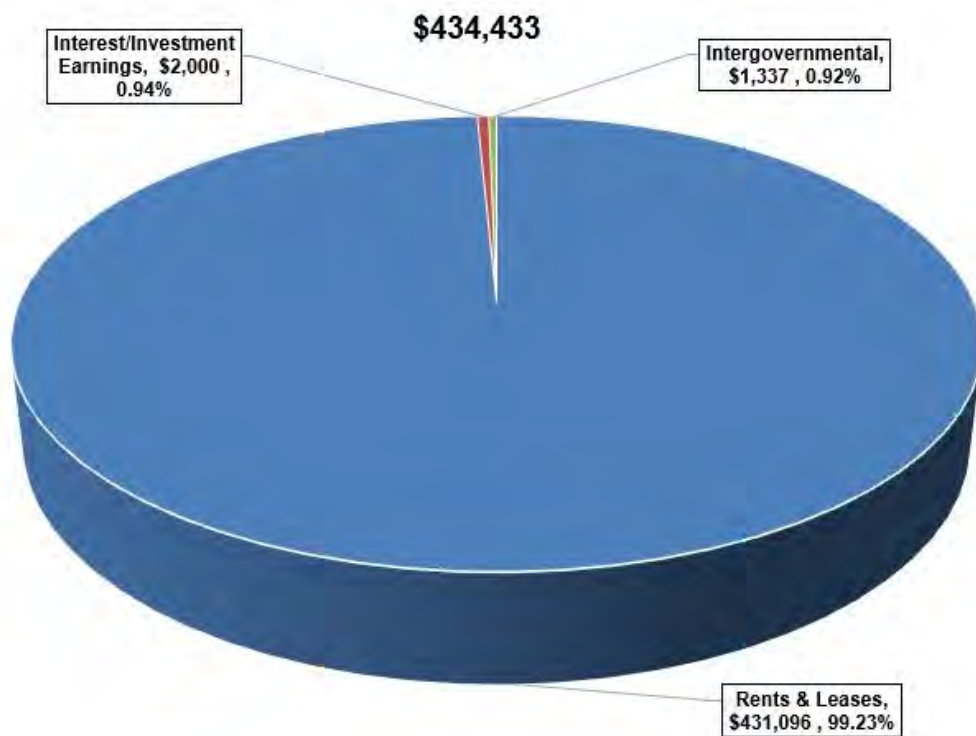
This Fund consists of a 40-unit senior citizen housing complex located on a bluff overlooking the Kenai River. The significant revenue source is rents.



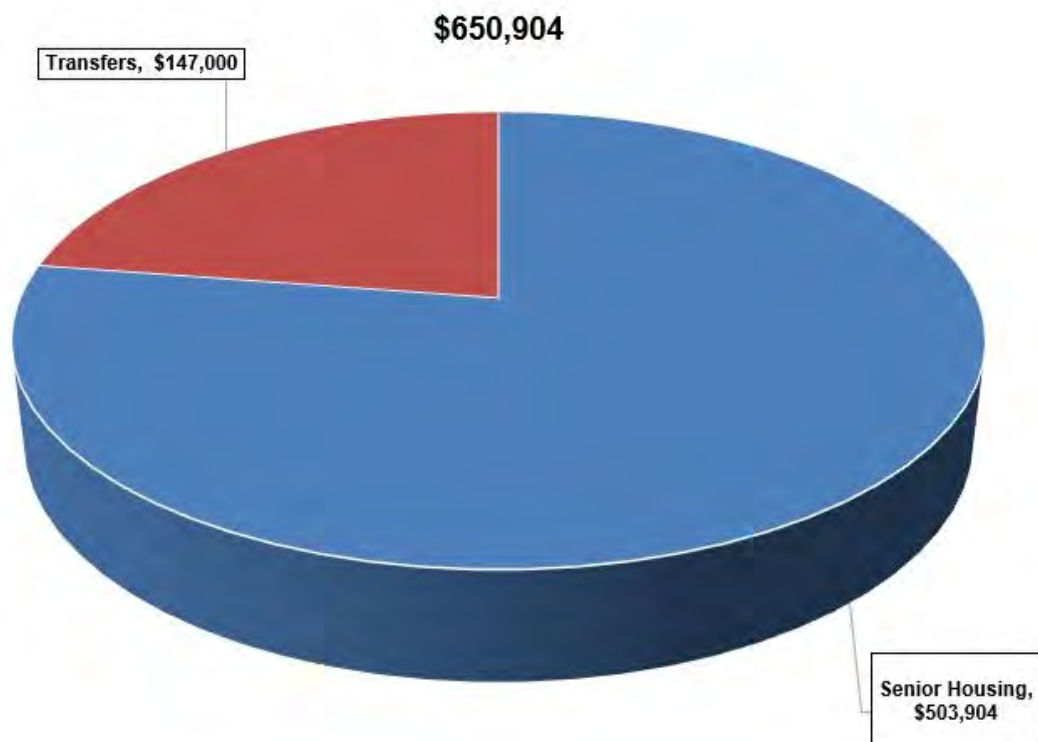
# KENAI



## WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUE



## WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai**  
**Fiscal Year 2023 Operating Budget**

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

	<u>Actual FY2020</u>	<u>Actual FY2021</u>	<u>Original Budget FY2022</u>	<u>Projection FY2022</u>	<u>Adopted FY2023</u>
<b>Revenues</b>					
PERS Grant	\$ 3,008	\$ 3,895	\$ 3,666	\$ 3,666	\$ 1,337
Rents and Leases	401,768	431,987	416,313	442,109	431,096
Interest on Investments	27,502	1,060	4,000	4,000	2,000
Miscellaneous	707	(20)	-	-	-
Total Revenues	<u>432,985</u>	<u>436,922</u>	<u>423,979</u>	<u>449,775</u>	<u>434,433</u>
<b>Expenses</b>	<u>491,298</u>	<u>491,858</u>	<u>506,731</u>	<u>528,559</u>	<u>650,904</u>
Net Income (loss)	(58,313)	(54,936)	(82,752)	(78,784)	(216,471)
Beginning Retained Earnings	679,542	761,675	450,875	843,627	395,034
Capital Asset Acquisitions	-	(3,558)	(140,000)	(510,255)	-
Allocated to Capital Projects	(113,744)	(370,255)	-	-	-
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>\$ 647,931</u>	<u>\$ 473,372</u>	<u>\$ 368,569</u>	<u>\$ 395,034</u>	<u>\$ 319,009</u>



**City of Kenai  
Fiscal Year 2023 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 homeownership while providing them the dignity and respect of living with other elders of the community.

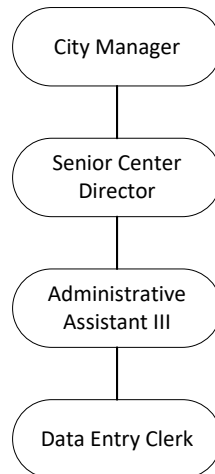
## **Functions & Responsibilities**

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 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 \$935.98 to \$1,179.37 per month, depending on the square footage and location of each apartment. Rental fees include gas heat, water, sewer, refuse, internet, and basic television. Each unit has its own washer/dryer, electric stove, refrigerator, dishwasher, and small storage area inside the building. The resident pays for their electricity and phone. To qualify for Vintage Pointe Manor, a tenant must be 60 years or older and be able to live independently.

An on-site 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**

	FY19 Actual		FY20 Actual		FY21 Actual		Budgeted FY22		Adopted FY23		Projected FY24	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Senior Center Director	.25	23	.35	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	FY19 Actual	FY20 Actual	FY21 Actual	Budgeted FY22	Adopted FY23	Projected FY24
Senior Center Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant III	-	-	-	4	4	4
Data Entry Clerk	-	-	-	-	-	-

### Performance Measures

Fiscal Year	2018	2019	2020	2021	2022
Apartment Turnover	3	5	9	3	4
Units at Market Rate Rents	85%	95%	95%	17.5%	85%
Apartment Renovations	N/A	N/A	N/A	N/A	0

### FY22 Department Goals Evaluation

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

- To develop an internal move policy, which will effectively allow tenants to move to the desired apartment, at little or no impact to the budget.
  - Achieved. As of July 1, 2021, a fee of \$500 was set to offset the expense of getting an apartment up to new rental standards.*
- To implement a schedule of replacing antiquated lighting and heating systems, thus reducing energy costs.
  - Partially Achieved. Goal continues to be in process.*
- Identify alternatives for improved cable and/or satellite communications for residents which would also include building security monitoring.
  - Partially Achieved. Upgraded internet is available to tenants and a new antenna with a booster to provide free channels. Streaming classes were made available to tenants. Building security monitoring is still in process.*
- Finalize design plans for kitchen and bath renovations and completion of two apartments.
  - Not Achieved. Goal has been delayed due to COVID. Will be continued in FY23.*
- Develop online marketing for the apartments, including a virtual tour and an online application process.
  - Not Achieved. Goal is in process.*

### FY23 Department Goals

- Finalize design plans for kitchen and bath renovations and completion of two apartments.
- To implement a schedule of replacing antiquated lighting and heating systems, thus reducing energy costs.

3. Develop online marketing for the apartments, including a virtual tour and an online application process.
4. Modernize commons areas as funding is available. Carpeting, furniture, and wallpaper are all considerations in this process.
5. Provide support and education with a minimum of 10 classes for tenants to learn how to best utilize what is provided for them at Vintage Pointe Manor.
6. Generate assistance and interest among the residents with summer flowers and landscaping to help lower costs and provide opportunities to those who enjoy gardening.

### **Future Considerations**

We as a society are living longer. While many seniors find independent living attractive, they are also uncertain about how long they may be able to remain independent. An option would be to offer higher tiers of care within the same environment, creating an even greater option to age in place.

City of Kenai  
Fiscal Year 2023 Operating Budget

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

Account Number	Expense Description	FY2021 Actual	Five year Historical Average	Original Budget FY2022	Amended Budget	Adopted FY2023	Increase (Decrease) FY2022 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 44,881	\$ 39,581	\$ 45,574	\$ 45,574	\$ 48,310	\$ 2,736	6.00%
0200	Overtime	296	95	125	125	127	2	1.60%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,770	1,196	1,920	1,920	1,881	(39)	(2.03%)
0400	Medicare	628	551	690	690	730	40	5.80%
0450	Social Security	25	25	31	31	33	2	6.45%
0500	PERS	13,716	11,000	13,610	13,610	11,876	(1,734)	(12.74%)
0600	Unemployment Insurance	56	65	238	238	252	14	5.88%
0700	Workers Compensation	112	116	120	120	105	(15)	(12.50%)
0800	Health & Life Insurance	14,820	11,062	16,006	16,006	17,287	1,281	8.00%
0900	Supplemental Retirement	889	797	900	900	900	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 77,193</b>	<b>\$ 64,488</b>	<b>\$ 79,214</b>	<b>\$ 79,214</b>	<b>\$ 81,501</b>	<b>\$ 2,287</b>	<b>2.89%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	70	250	250	250	-	-
2022	Operating & Repair Supplies	2,686	2,091	2,278	2,278	1,300	(978)	(42.93%)
2024	Small Tools/Minor Equipment	7,179	8,024	9,760	20,875	9,980	220	2.25%
2026	Computer Software	286	214	918	918	913	(5)	(0.54%)
4531	Professional Services	85,623	76,341	79,260	93,860	92,004	12,744	16.08%
4532	Communications	1,302	1,645	1,035	1,035	3,372	2,337	225.80%
4533	Travel & Transportation	126	83	-	-	-	-	-
4534	Advertising	-	-	250	250	-	(250)	(100.00%)
4535	Printing & Binding	380	189	500	500	500	-	-
4536	Insurance	11,806	14,366	12,956	16,801	16,673	3,717	28.69%
4537	Utilities	87,105	85,081	96,886	82,815	83,597	(13,289)	(13.72%)
4538	Repair & Maintenance	40,403	51,015	40,128	46,467	36,468	(3,660)	(9.12%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	23	98	150	150	100	(50)	(33.33%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	140,446	140,446	140,446	140,446	140,446	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 377,365</b>	<b>\$ 379,663</b>	<b>\$ 384,817</b>	<b>\$ 406,645</b>	<b>\$ 385,603</b>	<b>\$ 786</b>	<b>0.20%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	36,800	36,800	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	297,300	114,470	182,700	182,700	147,000	(35,700)	(19.54%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 297,300</b>	<b>\$ 114,470</b>	<b>\$ 182,700</b>	<b>\$ 182,700</b>	<b>\$ 183,800</b>	<b>\$ 1,100</b>	<b>0.60%</b>
<b>Department Total:</b>		<b>\$ 751,858</b>	<b>\$ 558,621</b>	<b>\$ 646,731</b>	<b>\$ 668,559</b>	<b>\$ 650,904</b>	<b>\$ 4,173</b>	<b>0.65%</b>

**City of Kenai  
Fiscal Year 2023 Operating Budget**

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

<b>2022 Operating &amp; Repair Supplies.</b> Outdoor plants and chip bark.	<b>4538 Repair &amp; Maintenance.</b> \$31,968 contracted services for general repair of the facility. \$4,500 for parking lot crack sealing.
<b>2024 Small Tools/Minor Equipment.</b> For the purchase of 2 washer/dryer stack combos, 3 stoves, 2 refrigerators, 3 garbage disposals, first aid kit & refills and computer replacement.	<b>8062 Buildings.</b> \$14,300 exterior door replacement, \$7,500 sidewalk replacement, and \$15,000 drape replacement in 20 apartments.
<b>4531 Professional Services.</b> Facility management services, snow removal and sanding of parking area, and landscaping. AED warranty & maintenance.	<b>9090 Transfers Out.</b> Central administrative charges from General Fund, \$47,000 and transfer to Kitchen Renovation capital project, \$100,000.

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## MAJOR AND CAPITAL PROJECT FUNDS

The following section provides a description of the FY2023 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.

The complete City of Kenai Capital Improvement Plan for Fiscal Years 2023-2027 can be viewed at:

[https://www.kenai.city/sites/default/files/fileattachments/public\\_works/page/5666/cip\\_fy23\\_final\\_3.18.22.pdf](https://www.kenai.city/sites/default/files/fileattachments/public_works/page/5666/cip_fy23_final_3.18.22.pdf)

### **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 \$26,048,000 in project requests for FY2023. \$23,571,875 of the requests are contingent upon grants and will be appropriated and authorized at the time grants are received. The remaining \$2,476,125 is funded with transfers from the associated operating funds. 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 2022 Through 2027**

	<b>FY2022 Projected</b>	<b>FY2023 Adopted</b>	<b>FY2024 Projected</b>	<b>FY2025 Projected</b>	<b>FY2026 Projected</b>	<b>FY2027 Projected</b>
Revenues:						
Grants	\$ 2,265,220	\$ 27,645,439	\$ 41,314,375	\$ 16,575,312	\$ 4,088,125	\$ 1,937,500
Restitution	179,665	-	-	-	-	-
Donations	-	-	-	-	-	-
Transfer from Other Fund:						
General Fund	1,911,767	1,398,000	3,895,000	1,100,000	1,150,000	1,470,000
Airport Special Revenue Fund	685,000	428,125	1,430,625	866,688	1,021,875	162,500
Water & Sewer Special Revenue Fund	680,000	500,000	1,000,000	200,000	700,000	-
Personal Use Fishery Special Revenue Fund	21,920	50,000	-	-	-	-
Congregate Housing Enterprise Fund	140,000	100,000	150,000	100,000	100,000	-
Total Revenues	5,883,572	30,121,564	47,790,000	18,842,000	7,060,000	3,570,000
Expenditures:						
General Government	-	210,000	50,000	350,000	-	-
Parks, Recreation & Culture	402,720	2,730,530	195,000	1,485,000	-	-
Senior Citizen Programs	-	123,000	125,000	40,000	35,000	-
Public Works	777,891	20,114,977	18,400,000	650,000	1,150,000	1,470,000
Public Safety	125,255	505,000	200,000	-	750,000	-
Senior Housing	-	610,255	150,000	100,000	100,000	-
Kenai Municipal Airport	2,109,158	8,031,841	22,890,000	13,867,000	4,100,000	1,100,000
Water & Sewer Utility	278,005	7,010,414	5,780,000	2,350,000	925,000	1,000,000
Total Expenditures	3,693,029	39,336,017	47,790,000	18,842,000	7,060,000	3,570,000
Transfer to Other Funds						
General Fund	78,266	-	-	-	-	-
Airport Special Revenue Fund	1,688,896	-	-	-	-	-
Water & Sewer Special Revenue Fund	147,304	-	-	-	-	-
Total Transfer to other Funds	1,914,466	-	-	-	-	-
Total Expenditures and transfers	5,607,495	39,336,017	47,790,000	18,842,000	7,060,000	3,570,000
Contribution to/(From) Fund Balance	276,077	(9,214,453)	-	-	-	-
Beginning Fund Balance	8,938,376	9,214,453	-	-	-	-
Ending Fund Balance	\$ 9,214,453	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Fund Balance						
Park Improvement Capital Project Fund	63,000	-	-	-	-	-
Cemetery Improvement Capital Project Fund	421,100	-	-	-	-	-
Kenai Recreation Center Improvement Capital Project Fund	1,128,626	-	-	-	-	-
Kenai Senior Center Improvement Capital Project Fund	88,000	-	-	-	-	-
Personal Use Fishery Improvement Capital Project Fund	71,920	-	-	-	-	-
Kenai Public Safety Improvement Capital Project Fund	225,000	-	-	-	-	-
Congregate Housing Improvement Capital Project Fund	510,255	-	-	-	-	-
Library Improvement Capital Project Fund	100,012	-	-	-	-	-
Kenai Visitor Center Improvement Capital Project Fund	172,675	-	-	-	-	-
Kenai City Hall Improvement Capital Project Fund	210,000	-	-	-	-	-
Airport Operations Facility Improvement Capital Project Fund	265,000	-	-	-	-	-
Airport Snow Removal Equipment Capital Project Fund	286	-	-	-	-	-
Airport Improvement Capital Project Fund	1,270,023	-	-	-	-	-
Water & Sewer Improvement Capital Project Fund	1,056,219	-	-	-	-	-
Wastewater Treatment Improvement Capital Project Fund	2,254,195	-	-	-	-	-
Trail Construction Improvement Capital Project Fund	36,600	-	-	-	-	-
Municipal Roadway Improvement Capital Project Fund	1,341,542	-	-	-	-	-
Total Assigned Fund Balance	9,214,453	-	-	-	-	-
Unassigned Fund Balance:	-	-	-	-	-	-
Total Assigned & Unassigned Fund Balance	\$ 9,214,453	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai  
Capital Budget Expenditure Summary  
of Current and Future Year Authorizations  
Fiscal Years 2022 Through 2027**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Prior Year's Authorizations						
General Government						
Kenai City Hall Improvement Capital Project Fund	-	210,000	-	-	-	-
Parks, Recreation & Culture:						
Park Improvement Capital Project Fund	-	63,000	-	-	-	-
Cemetery Improvement Capital Project Fund	27,596	421,100	-	-	-	-
Kenai Recreation Center Capital Project Fund	8,059	1,128,626	-	-	-	-
Personal Use Fishery Improvement Capital Project Fund	-	71,920	-	-	-	-
Kenai City Dock Improvement Capital Project Fund	75,694	-	-	-	-	-
Kenai Multipurpose Facility Capital Project Fund	145,982	-	-	-	-	-
Library Improvement Capital Project Fund	-	100,012	-	-	-	-
Kenai Visitor Center Capital Project Fund	-	172,675	-	-	-	-
Kenai Fine Arts Facility Improvement Capital Project Fund	144,097	-	-	-	-	-
Trail Construction Capital Project Fund	-	123,197	-	-	-	-
Public Works:						
Kenai Bluff Erosion Capital Project Fund	423,358	-	-	-	-	-
Municipal Roadway Improvements Capital Project Fund	354,533	1,721,977	-	-	-	-
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	85,255	400,000	-	-	-	-
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	-	510,255	-	-	-	-
Senior Citizen Programs -						
Kenai Senior Center Improvement Capital Project Fund	-	123,000	-	-	-	-
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	-	265,000	-	-	-	-
Airport Snow Removal Equipment Capital Project Fund	153,810	762,520	-	-	-	-
Airport Terminal Improvement Capital Project Fund	4,929	-	-	-	-	-
Airport Improvement Capital Project Fund	1,950,419	3,904,321	-	-	-	-
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	215,055	1,056,219	-	-	-	-
Wastewater Treatment Facility Imp. Capital Project Fund	62,950	2,254,195	-	-	-	-
Total Prior Year's Authorizations	3,651,737	13,288,017	-	-	-	-
Current & Future Year Authorizations:						
General Government						
Kenai City Hall Improvement Capital Project Fund	-	-	50,000	-	-	-
FAA Flight Service Station Capital Project Fund	-	-	-	350,000	-	-
Parks, Recreation & Culture:						
Playground Improvement Capital Project Fund	-	-	85,000	100,000	-	-
Park Improvement Capital Project Fund	-	120,000	35,000	-	-	-
Cemetery Improvements Capital Project Fund	-	-	-	-	-	-
Kenai Recreation Center Capital Project Fund	-	280,000	-	-	-	-
Kenai Visitor Center Capital Project Fund	1,292	-	-	-	-	-
Personal Use Fishery Improvement Capital Project Fund	-	50,000	-	135,000	-	-
Kenai Multipurpose Facility Capital Project Fund	-	-	-	1,250,000	-	-
Trail Construction Capital Project Fund	-	200,000	75,000	-	-	-
Senior Citizen Programs -						
Kenai Senior Center Improvement Capital Project Fund	-	-	125,000	40,000	35,000	-
Public Works:						
Kenai Bluff Erosion Capital Project Fund	-	17,500,000	17,500,000	-	-	-
Municipal Roadway Improvements Capital Project Fund	-	813,000	400,000	650,000	650,000	970,000
Municipal Facility Improvements Capital Project Fund	-	80,000	500,000	-	500,000	500,000
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	-	105,000	200,000	-	750,000	-
Animal Control Improvement Capital Project Fund	40,000	-	-	-	-	-
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	-	100,000	150,000	100,000	100,000	-
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	-	-	50,000	-	-	-
Airport Snow Removal Equipment Capital Project Fund	-	1,000,000	-	-	-	1,000,000
Airport Terminal Improvement Capital Project Fund	-	250,000	50,000	-	1,750,000	-
Airport Improvement Capital Project Fund	-	1,850,000	22,790,000	13,867,000	2,350,000	100,000
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	-	800,000	3,200,000	600,000	100,000	-
Waste Water Treatment Plant Capital Project Fund	-	2,900,000	2,580,000	1,750,000	825,000	1,000,000
Total Current & Future Year Authorizations	41,292	26,048,000	47,790,000	18,842,000	7,060,000	3,570,000
Total Expenditures	\$ 3,693,029	\$ 39,336,017	\$ 47,790,000	\$ 18,842,000	\$ 7,060,000	\$ 3,570,000

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 106 - Playground Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ -	\$ -	\$ 85,000	\$ 100,000	\$ -	\$ -
Expenditures -						
Current & Future Year Authorizations:						
Softball Greenstrip play equipment replacement	-	-	85,000	-	-	-
Old Town play equipment replacement	-	-	-	100,000	-	-
Total Expenditures	-	-	85,000	100,000	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai**  
**Fiscal Year 2023 Capital Budget**

**Fund 116 - Park Improvement Capital Project Fund**

	<b><u>FY2022</u></b> <b><u>Projected</u></b>	<b><u>FY2023</u></b> <b><u>Adopted</u></b>	<b><u>FY2024</u></b> <b><u>Projected</u></b>	<b><u>FY2025</u></b> <b><u>Projected</u></b>	<b><u>FY2026</u></b> <b><u>Projected</u></b>	<b><u>FY2027</u></b> <b><u>Projected</u></b>
Revenues:						
Transfer from General Fund	\$ 63,000	\$ 120,000	\$ 35,000	\$ -	\$ -	\$ -
Expenditures:						
Prior Year's Authorizations -						
Kenai Community Dog Park	<u>-</u>	<u>63,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations:						
Softball field shelter/dugout replacement	-	120,000	-	-	-	-
Outdoor Event Park - Design	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>120,000</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>183,000</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	63,000	(63,000)	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>63,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	63,000	-	-	-	-	-
Assigned -						
Kenai Community Dog Park	<u>(63,000)</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>

**SOFTBALL FIELD SHELTERS/DUGOUTS REPLACEMENT**

Department: Parks and Recreation  
 Total Project Cost: \$120,000  
 Project Phased: No  
 Project Type: Facility Improvement  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$120,000				

Details: This project will replace existing facilities that are falling into disrepair with new ones. There are four fields in total located between Coral St. and Main St. Loop, and they are widely used by the community throughout the summer months.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 118 - Cemetery Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures:						
Prior Year's Authorizations -						
Kenai Cemetery Expansion Phase 1	<u>27,596</u>	<u>421,100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	232,404	(421,100)	-	-	-	-
Beginning Fund Balance	<u>188,696</u>	<u>421,100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	421,100	-	-	-	-	-
Assigned -						
Kenai Cemetery Expansion Phase 1	<u>(421,100)</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 2023 Capital Budget**

**Fund 119 - Kenai Recreation Center Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ 1,036,000	\$ 280,000	\$ -	\$ -	\$ -	\$ -
Expenditures:						
Prior Year's Authorizations:						
Recreation Center Improvements	8,059	1,128,626	-	-	-	-
Current & Future Year Authorizations				-		
Recreation Center Improvements	<u>-</u>	<u>280,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	8,059	1,408,626	-	-	-	-
Transfer to - General Fund	<u>77,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers	<u>85,559</u>	<u>1,408,626</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	950,441	(1,128,626)	-	-	-	-
Beginning Fund Balance	<u>178,185</u>	<u>1,128,626</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	1,128,626	-	-	-	-	
Assigned:						
Recreation Center Improvements	<u>(1,128,626)</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>

**KENAI RECREATION CENTER RTU HVAC REPLACEMENTS**

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:	2023	2024	2025	2026	2027
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 2023 Capital Budget**

**Fund 120 - Kenai Senior Center Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ 35,000	\$ 125,000	\$ 40,000	\$ 35,000	\$ -
Transfer from General Fund	<u>82,845</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	82,845	35,000	125,000	40,000	35,000	-
Expenditures:						
Prior Year Authorizations -						
HVAC and DDC Controls	-	48,000	-	-	-	-
Front entry modifications	<u>-</u>	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	-	123,000	-	-	-	-
Current & Future Year Authorizations -						
Emergency Generator Installation	-	-	125,000	-	-	-
Landscaping Phase I	-	-	-	40,000	-	-
Landscaping Phase II	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>-</u>
Total Current & Future Year Authorizations	-	-	125,000	40,000	35,000	-
Total Expenditures	<u>-</u>	<u>123,000</u>	<u>125,000</u>	<u>40,000</u>	<u>35,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	82,845	(88,000)	-	-	-	-
Beginning Fund Balance	<u>5,155</u>	<u>88,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	88,000	-	-	-	-	-
Assigned:						
HVAC and DDC Controls	(48,000)	-	-	-	-	-
Front entry modifications	<u>(40,000)</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 2023 Capital Budget**

**Fund 129 - Kenai Bluff Erosion Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ 423,358	\$ 17,500,000	\$ 14,950,000	\$ -	\$ -	\$ -
Transfer from General Fund	-	-	2,550,000	-	-	-
Total Revenues	<u>423,358</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:						
Prior Year's Authorizations - Kenai Bluff Stabilization Project	423,358	-	-	-	-	-
Current & Future Year Authorizations - Kenai Bluff Stabilization Project	<u>-</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>423,358</u>	<u>17,500,000</u>	<u>17,500,000</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 - Kenai Bluff Stabilization Project	<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 2023 Capital Budget

**BLUFF STABILIZATION**

Department: Administration | Public Works

Total Project Cost: \$35,000,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Grant Dependent | Bonding

Potential Grant Identified: State Capital Project

Submission and Federal Grants To Be

Identified

Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$17,500,000	\$17,500,000			

Details: The City of Kenai in coordination with the Army Corp of Engineers Bluff Erosion Control Project is intended to stabilize an area on the northern bank of the Kenai River from near the river's mouth below Historic Old Town extending upriver approximately one mile toward the first cannery just below Bluff Overlook Park at the end of Spur View Drive.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 130 - Personal Use Fishery Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -
Transfer from Personal Use Fishery Fund	<u>21,920</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	21,920	50,000	-	135,000	-	-
Expenditures:						
Prior Year's Authorizations -						
Float replacement	<u>-</u>	<u>71,920</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Float replacement	-	50,000	-	-	-	-
Boat ramp concrete repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>135,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>135,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>121,920</u>	<u>-</u>	<u>135,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	21,920	(71,920)	-	-	-	-
Beginning Fund Balance	<u>50,000</u>	<u>71,920</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	71,920	-	-	-	-	-
Assigned -						
Float replacement	<u>(71,920)</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**

Department: Public Works

Total Project Cost: \$50,000

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:	2023	2024	2025	2026	2027
COST:	\$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 of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 133 - Animal Control Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations -						
Epoxy Floor Recoating	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<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 2023 Capital Budget**

**Fund 134 - Kenai City Dock Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures -						
Prior Year's Authorizations -						
Earthquake Damage Repairs	<u>75,694</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(75,694)	-	-	-	-	-
Beginning Fund Balance	<u>75,694</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 2023 Capital Budget**

**Fund 135 - Kenai Public Safety Improvement Capital Project Fund**

	<b><u>FY2022</u></b> <b><u>Projected</u></b>	<b><u>FY2023</u></b> <b><u>Adopted</u></b>	<b><u>FY2024</u></b> <b><u>Projected</u></b>	<b><u>FY2025</u></b> <b><u>Projected</u></b>	<b><u>FY2026</u></b> <b><u>Projected</u></b>	<b><u>FY2027</u></b> <b><u>Projected</u></b>
Revenues:						
Grants	\$ 84,000	\$ 175,000	\$ -	\$ -	\$ 750,000	\$ -
Transfer from General Fund	<u>225,000</u>	<u>105,000</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>309,000</u>	<u>280,000</u>	<u>200,000</u>	<u>-</u>	<u>750,000</u>	<u>-</u>
Expenditures:						
Prior Year Authorizations						
Dispatch Base Station Upgrade	1,255	-	-	-	-	-
Fire Department Flooring Replacement	-	50,000	-	-	-	-
Dispatch radio equipment upgrade	-	350,000	-	-	-	-
Fire Department Mobile Radio Replacement	42,000	-	-	-	-	-
Police Department Mobile Radio Replacement	<u>42,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	<u>85,255</u>	<u>400,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Fire Department apparatus bay painting	-	45,000	-	-	-	-
Apparatus testing tank repair	-	60,000	-	-	-	-
Fire Department Mobile Radio Replacement	-	-	50,000	-	-	-
Police Department Mobile Radio Replacement	-	-	50,000	-	-	-
Police in-car camera replacement	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>750,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>105,000</u>	<u>200,000</u>	<u>-</u>	<u>750,000</u>	<u>-</u>
Total Expenditures	<u>85,255</u>	<u>505,000</u>	<u>200,000</u>	<u>-</u>	<u>750,000</u>	<u>-</u>
Transfers - Transfer to General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers	<u>85,255</u>	<u>505,000</u>	<u>200,000</u>	<u>-</u>	<u>750,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	223,745	(225,000)	-	-	-	-
Beginning Fund Balance	<u>1,255</u>	<u>225,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	225,000	-	-	-	-	-
Assigned -						
Fire Department Flooring Replacement	(50,000)	-	-	-	-	-
Dispatch radio equipment upgrade	<u>(175,000)</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>



## FIRE DEPARTMENT APPARATUS BAY PAINTING

Department: Fire Department  
 Total Project Cost: \$45,000  
 Project Phased: No  
 Project Type: Building Improvement  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact:  
 Minimal or No Impact

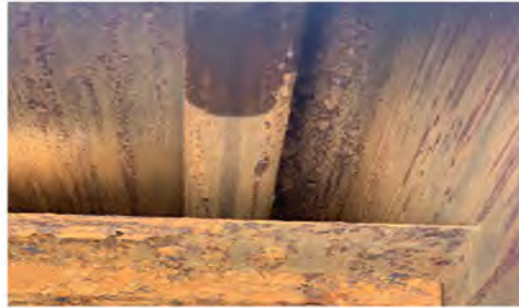


YEAR:	2023	2024	2025	2026	2027
COST:	\$45,000				

Details: This project strips the remaining finish from the floor in the Fire Department apparatus bays and repaints it with a durable paint designed for the fire department apparatus. The Apparatus bays of the Fire Department have not been refinished since the building was built in the early 1970s.

## REPAIR OF INGROUND WATER TANK

Department: Fire  
 Total Project Cost: \$60,000  
 Project Phased: No  
 Project Type: Building Improvement  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:	\$60,000				

Details: The Fire Department conducts its NFPA required Fire Engine Pump testing using the in-ground water tank located in the back parking lot of the Fire Department. Upon examination of the tank, it was discovered parts of the tank had rusted through exposing gravel and soil material that could be drafted into an engine's fire pump, causing major damage. This project will provide repairs to the existing tank.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 136 - Flight Service Station Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -
Expenditures -						
Current & Future Year Authorizations -						
Flight Service Station RTU replacement	<u>-</u>	<u>-</u>	<u>-</u>	<u>350,000</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>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 209 - Congregate Housing Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer From Congregate Housing Fund	\$ 140,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -
Expenditures:						
Prior Year's Authorizations:						
Fire Control System Upgrade	-	128,744	-	-	-	-
Boiler Replacement Project	-	181,511	-	-	-	-
Apartment kitchen and bathroom remodel	-	200,000	-	-	-	-
Total Prior Year's Authorizations	-	510,255	-	-	-	-
Current & Future Year Authorizations						
Apartment kitchen and bathroom remodel	-	100,000	100,000	100,000	100,000	-
Elevator major maintenance	-	-	50,000	-	-	-
Total Current & Future Year Authorizations	-	100,000	150,000	100,000	100,000	-
Total Expenditures	-	610,255	150,000	100,000	100,000	-
Contribution to/(From) Fund Balance	140,000	(510,255)	-	-	-	-
Beginning Fund Balance	370,255	510,255	-	-	-	-
Ending Fund Balance	510,255	-	-	-	-	-
Assigned:						
Fire Control System Upgrade	(128,744)	-	-	-	-	-
Boiler Replacement Project Design	(181,511)	-	-	-	-	-
Apartment kitchen and bathroom remodel	(200,000)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**APARTMENT KITCHEN AND BATHROOM REMODEL**

Department: Senior Center

Total Project Cost: \$500,000

Project Phased: Yes

Project Type: Building Improvement

Funding Source(s): Congregate Housing Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000	\$100,000	\$100,000	\$100,000	

Details: This project remodels the kitchen and bathrooms in three to six apartments each year at Vintage Pointe. The project would replace original (1993) tile flooring, cabinetry, countertops, and fixtures in kitchens and bathrooms to bring apartments into compliance with the Americans with Disabilities Act. This project is not eligible for low-income housing grants.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 217 - Kenai Multipurpose Facility Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Grants	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -
Expenditures:						
Prior Year Authorizations:						
Exhaust fan installation	75,000	-	-	-	-	-
Rust remediation	<u>70,982</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	145,982	-	-	-	-	-
Current & Future Year Authorizations:						
Permanent locker rooms	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>145,982</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	(145,982)	-	-	-	-	-
Beginning Fund Balance	<u>145,982</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 2023 Capital Budget**

**Fund 218 - Library Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Prior Year's Authorizations -						
Sidewalk & Retaining Wall Repairs	-	50,000	-	-	-	-
HVAC DDC Controls	-	50,012	-	-	-	-
Total Prior Year's Authorizations	-	100,012	-	-	-	-
Contribution to/(From) Fund Balance	-	(100,012)	-	-	-	-
Beginning Fund Balance	100,012	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 2023 Capital Budget**

**Fund 227 - Kenai Visitor Center Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures:						
Prior Year Authorizations						
HVAC Control Upgrade	-	53,967	-	-	-	-
Roof Replacement	-	118,708	-	-	-	-
Total Prior Year Authorizations	-	172,675	-	-	-	-
Current & Future Year Authorizations:						
HVAC Control Upgrade	1,292	-	-	-	-	-
Total Expenditures	1,292	172,675	-	-	-	-
Contribution to/(From) Fund Balance	(1,292)	(172,675)	-	-	-	-
Beginning Fund Balance	173,967	172,675	-	-	-	-
Ending Fund Balance	172,675	-	-	-	-	-
Assigned:						
HVAC Control Upgrade	(53,967)	-	-	-	-	-
Roof Replacement	(118,708)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 228 - Kenai City Hall Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Expenditures:						
Prior Year Authorizations -						
HVAC air handler replacement	-	210,000	-	-	-	-
Current & Future Year Authorizations -						
Elevator major maintenance	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>210,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	(210,000)	-	-	-	-
Beginning Fund Balance	<u>210,000</u>	<u>210,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	210,000	-	-	-	-	-
Assigned -						
HVAC air handler replacement	<u>(210,000)</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 2023 Capital Budget**

**Fund 229 - Kenai Fine Arts Center Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ 24,863	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures -						
Prior Year Authorizations -						
Facility Improvements	144,097	-	-	-	-	-
Transfer to General Fund	<u>766</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	144,863	-	-	-	-	-
Contribution to/(From) Fund Balance	(120,000)	-	-	-	-	-
Beginning Fund Balance	<u>120,000</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 2023 Capital Budget**

**Fund 328 - Airport Operations Facility Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ -	\$ 46,875	\$ -	\$ -	\$ -
Transfer from Airport Fund	<u>185,000</u>	<u>-</u>	<u>3,125</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	185,000	-	50,000	-	-	-
Expenditures:						
Prior Year Authorizations:						
HVAC DDC controls	-	80,000	-	-	-	-
Boiler Replacement	<u>-</u>	<u>185,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	-	265,000	-	-	-	-
Current & Future Year Authorizations:						
Elevator Major Maintenance	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	-	265,000	50,000	-	-	-
Transfers - Transfer to Airport Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>-</u>	<u>265,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	185,000	(265,000)	-	-	-	-
Beginning Fund Balance	<u>80,000</u>	<u>265,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	265,000	-	-	-	-	-
Assigned:						
HVAC DDC controls	(80,000)	-	-	-	-	-
Boiler Replacement	<u>(185,000)</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 2023 Capital Budget**

**Fund 332 - Airport Snow Removal Equipment Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ 1,058	\$ 1,699,734	\$ -	\$ -	\$ -	\$ 937,500
Transfer from Airport Fund	-	62,500	-	-	-	62,500
Total Revenues	<u>1,058</u>	<u>1,762,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Expenditures:						
Prior Year Authorizations -						
Wide Area Mower Replacement	152,842	-	-	-	-	-
Multi-purpose Broom/Blower Replacement	<u>968</u>	<u>762,520</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	153,810	762,520	-	-	-	-
Current & Future Year Authorizations						
Broom Replacement	<u>-</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Total Expenditures	153,810	1,762,520	-	-	-	1,000,000
Transfers - Transfer to Airport Fund	<u>803,196</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>957,006</u>	<u>1,762,520</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Contribution to/(From) Fund Balance	(955,948)	(286)	-	-	-	-
Beginning Fund Balance	<u>956,234</u>	<u>286</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	286	-	-	-	-	-
Assigned -						
Multi-purpose Broom/Blower Replacement	<u>(286)</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>

**ENA BROOM REPLACEMENT**

Department: Airport

Total Project Cost: \$1,000,000

Project Phased: No

Project Type: Equipment

Funding Source(s): Grant Dependent

Potential Grant Identified: Federal Aviation Admin

Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$1,000,000				\$1,000,000

Details: This purchase will replace existing equipment as it reaches the end of useful life. The 2023 purchase will replace an existing 2000 model year piece of equipment. The 2027 purchase will replace an existing 2012 model year piece of equipment. Modernization of the Airport's Fleet allows for continued efficient airfield operations.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 335 - Airport Terminal Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ -	\$ 46,875	\$ -	\$ 875,000	\$ -
Transfer from Airport Fund	-	250,000	3,125	-	875,000	-
Total Revenues	-	250,000	50,000	-	1,750,000	-
Expenditures:						
Prior Year's Authorizations -						
Terminal rehabilitation project	4,929	-	-	-	-	-
Current & Future Year Authorizations -						
Terminal landscaping	-	100,000	-	-	-	-
Terminal surveillance cameras/Ops access control	-	150,000	-	-	-	-
Elevator major maintenance	-	-	50,000	-	-	-
Terminal road and parking lot improvements	-	-	-	-	1,750,000	-
Total Current & Future Year Authorizations	-	250,000	50,000	-	1,750,000	-
Total Expenditures	4,929	250,000	50,000	-	1,750,000	-
Transfer to Airport Fund	4,539	-	-	-	-	-
Total expenditures and transfers	9,468	250,000	50,000	-	1,750,000	-
Contribution to/(From) Fund Balance	(9,468)	-	-	-	-	-
Beginning Fund Balance	9,468	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned:						
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Fiscal Year 2023 Capital Budget

**TERMINAL LANDSCAPING**

Department: Airport  
 Total Project Cost: \$100,000  
 Project Phased: No  
 Project Type: Building Improvement  
 Funding Source(s): Airport Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000				

Details: This project will finalize exterior improvements to the Terminal Rehabilitation Project. Work will include plantings and sprinklers that were not grant eligible.

**TERMINAL SURVEILLANCE CAMERA/OPS ACCESS CONTROL**

Department: Airport  
 Total Project Cost: \$150,000  
 Project Phased: Yes  
 Project Type: Technology  
 Funding Source(s): Airport Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$150,000				

Details: This project will provide for security improvements at the terminal that were not grant eligible during the Terminal Rehab project. Work includes upgrades and replacements related to various access controls and security cameras.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 342 - Airport Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ 1,756,804	\$ 4,368,673	\$ 21,365,625	\$ 13,000,312	\$ 2,203,125	\$ -
Transfer from Airport Fund	<u>500,000</u>	<u>115,625</u>	<u>1,424,375</u>	<u>866,688</u>	<u>146,875</u>	<u>100,000</u>
Total Revenues	2,256,804	4,484,298	22,790,000	13,867,000	2,350,000	100,000
Expenditures:						
Prior Year's Authorizations -						
2019 AFTC facility rehabilitation	1,667,624	541,148	-	-	-	-
Airfield sand and equip. storage building	45,480	2,116,711	-	-	-	-
Runway Rehabilitation Project Assessment	183,589	64,213	-	-	-	-
Airfield Drainage Improvement Project	53,726	682,249	-	-	-	-
Airfield marking rehabilitation	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	1,950,419	3,904,321	-	-	-	-
Current & Future Year Authorizations:						
Runway Rehabilitation Project design	-	1,550,000	-	-	-	-
Apron crack seal and seal coating	-	300,000	-	-	-	-
Runway Rehabilitation Project construction	-	-	22,790,000	-	-	-
Rehabilitate taxiways A, C, K & L	-	-	-	12,867,000	-	-
Airfield firefighting vehicle replacement	-	-	-	1,000,000	-	-
Apron and Willow St. Extension	-	-	-	-	2,350,000	-
Beacon training apparatus repair	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>1,850,000</u>	<u>22,790,000</u>	<u>13,867,000</u>	<u>2,350,000</u>	<u>100,000</u>
Total Expenditures	1,950,419	5,754,321	22,790,000	13,867,000	2,350,000	100,000
Transfers -						
Transfer to Airport Fund	<u>881,161</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>2,831,580</u>	<u>5,754,321</u>	<u>22,790,000</u>	<u>13,867,000</u>	<u>2,350,000</u>	<u>100,000</u>
Contribution to/(From) Fund Balance	(574,776)	(1,270,023)	-	-	-	-
Beginning Fund Balance	<u>1,844,799</u>	<u>1,270,023</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	1,270,023	-	-	-	-	-
Assigned:						
2019 AFTC facility rehabilitation	(292,129)	-	-	-	-	-
Airfield sand and equip. storage building	(114,451)	-	-	-	-	-
Runway Rehabilitation Project Assessment	(64,213)	-	-	-	-	-
Airfield Drainage Improvement Project	(299,230)	-	-	-	-	-
Airfield marking rehabilitation	<u>(500,000)</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>

**RUNWAY REHABILITATION PROJECT DESIGN**

Department: Airport  
 Total Project Cost: \$1,550,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Grant Dependent  
 Potential Grant Identified: Federal Aviation Admin  
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$1,550,000				

Details: This project consists of design services to provide bid-ready construction documents to rehabilitate Runway 2L/20R and taxiways A, C, K, and L to current standards. The project will reduce crack sealing maintenance costs and bring the oldest pavement on the Airport up to the recommended Pavement Condition Index.

**APRON CRACK SEAL AND SEAL COATING**

Department: Airport  
 Total Project Cost: \$300,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): Grant Dependent  
 Potential Grant Identified: Federal Aviation Admin  
 Operating Budget Impact: None



YEAR:	2023	2024	2025	2026	2027
COST:	\$300,000				

Details: This project will provide for major maintenance on apron areas, to extend the life of the existing asphalt. Work areas proposed are outside of the Runway and Taxiway Rehab areas included in this plan for replacement.



**City of Kenai**  
**Fiscal Year 2023 Capital Budget**

**Fund 621 - Water & Sewer Improvement Capital Project Fund**

	<b><u>FY2022</u></b> <b><u>Projected</u></b>	<b><u>FY2023</u></b> <b><u>Adopted</u></b>	<b><u>FY2024</u></b> <b><u>Projected</u></b>	<b><u>FY2025</u></b> <b><u>Projected</u></b>	<b><u>FY2026</u></b> <b><u>Projected</u></b>	<b><u>FY2027</u></b> <b><u>Projected</u></b>
Revenues:						
Grants	\$ -	\$ 400,000	\$ 2,450,000	\$ 400,000	\$ -	\$ -
Restitution	179,665	-	-	-	-	-
Transfer from Water & Sewer Fund	<u>550,000</u>	<u>400,000</u>	<u>750,000</u>	<u>200,000</u>	<u>100,000</u>	<u>-</u>
Total Revenues	729,665	800,000	3,200,000	600,000	100,000	-
Expenditures:						
Prior Year's Authorizations:						
Lift station upgrades	14,176	385,824	-	-	-	-
Spur Highway watermain upsize	113,794	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	8,114	126,176	-	-	-	-
SCADA system integration	10,224	20,465	-	-	-	-
Hydrant mapping & installation Phase I	-	75,000	-	-	-	-
Manhole restoration	-	40,000	-	-	-	-
Relocate Well House #1	50,993	236,508	-	-	-	-
Mission Ave. water main repairs	<u>17,754</u>	<u>172,246</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	215,055	1,056,219	-	-	-	-
Current & Future Year Authorizations:						
Lift station renovation - to be identified	-	400,000	-	400,000	-	-
Water Treatment Facility Pump House Design	-	400,000	-	-	-	-
Water Treatment Facility Pump House Const.	-	-	1,100,000	-	-	-
Broad St. lift station renovation	-	-	600,000	-	-	-
Reservoir #1 pump house improvements	-	-	1,500,000	-	-	-
Lift station backup power improvements	-	-	-	200,000	-	-
Facility Fencing Improvements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>800,000</u>	<u>3,200,000</u>	<u>600,000</u>	<u>100,000</u>	<u>-</u>
Total Expenditures	215,055	1,856,219	3,200,000	600,000	100,000	-
Transfers -						
Transfer to Water & Sewer Fund	<u>143,878</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>358,933</u>	<u>1,856,219</u>	<u>3,200,000</u>	<u>600,000</u>	<u>100,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	370,732	(1,056,219)	-	-	-	-
Beginning Fund Balance	<u>685,487</u>	<u>1,056,219</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	1,056,219	-	-	-	-	-
Assigned:						
Lift station upgrades	(385,824)	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	(126,176)	-	-	-	-	-
SCADA system integration	(20,465)	-	-	-	-	-
Hydrant mapping & installation Phase I	(75,000)	-	-	-	-	-
Manhole restoration	(40,000)	-	-	-	-	-
Relocate Well House #1	(236,508)	-	-	-	-	-
Mission Ave. water main repairs	<u>(172,246)</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 – Phase II**

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:  
 Moderate Savings



YEAR:	2023	2024	2025	2026	2027
COST:	\$400,000				

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

**WTP PUMP HOUSE – Design/Construction**

Department: Public Works – Water & Sewer  
 Total Project Cost: \$ 1,500,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): W&S Fund/Grant  
 Potential Grant Identified: None  
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:	\$400,000	\$1,100,000			

Details: This Project is the next step in the development of the City's Water System. In 2011 the Water Treatment Facility located at the intersection of Shotgun Drive and the Kenai Spur Highway was developed. In 2015/2016 Well Field Improvements were completed. This project will update the distribution pumps that transport water from the water plant to all end users. Completion of this work will improve system reliability while increasing our ability to meet system demand. FY23 Design/FY24 Construction.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 625 - Wastewater Treatment Facility Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ 2,800,000	\$ 2,330,000	\$ 1,750,000	\$ 225,000	\$ 1,000,000
Transfer from Water & Sewer Fund	<u>130,000</u>	<u>100,000</u>	<u>250,000</u>	<u>-</u>	<u>600,000</u>	<u>-</u>
Total Revenues	130,000	2,900,000	2,580,000	1,750,000	825,000	1,000,000
Expenditures:						
Prior Year's Authorizations:						
Water & Sewer Utility masterplan and rate study	525	96,654	-	-	-	-
Clarifier/Pump house coatings	-	40,000	-	-	-	-
Belt Press replacement	53,250	1,119,494	-	-	-	-
Aeration basin restore/coating	-	90,000	-	-	-	-
SCADA system integration	9,175	28,047	-	-	-	-
Digester blower replacement and building	-	750,000	-	-	-	-
Contact basin repairs	-	80,000	-	-	-	-
Clarifier drainage repairs	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year Authorizations	62,950	2,254,195	-	-	-	-
Current & Future Year Authorizations:						
Digester blower replacement and building Phase 2	-	2,800,000	-	-	-	-
Electronic access gate and controls	-	100,000	-	-	-	-
Operations facility renovation	-	-	2,580,000	-	-	-
Rotary screen replacement	-	-	-	1,750,000	-	-
Facility fencing improvements	-	-	-	-	100,000	-
Plant SCADA integration	-	-	-	-	500,000	-
Effluent flow monitoring and automated dosing	-	-	-	-	225,000	-
Effluent pump station construction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>2,900,000</u>	<u>2,580,000</u>	<u>1,750,000</u>	<u>825,000</u>	<u>1,000,000</u>
Total Expenditures	62,950	5,154,195	2,580,000	1,750,000	825,000	1,000,000
Transfer to Water & Sewer Fund	<u>3,426</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers	<u>66,376</u>	<u>5,154,195</u>	<u>2,580,000</u>	<u>1,750,000</u>	<u>825,000</u>	<u>1,000,000</u>
Contribution to/(From) Fund Balance	63,624	(2,254,195)	-	-	-	-
Beginning Fund Balance	<u>2,190,571</u>	<u>2,254,195</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	2,254,195	-	-	-	-	-
Assigned:						
Water & Sewer Utility masterplan and rate study	(96,654)	-	-	-	-	-
Clarifier/Pump house coatings	(40,000)	-	-	-	-	-
Belt Press replacement	(1,119,494)	-	-	-	-	-
Aeration basin restore/coating	(90,000)	-	-	-	-	-
SCADA system integration	(28,047)	-	-	-	-	-
Digester blower replacement and building	(750,000)	-	-	-	-	-
Contact basin repairs	(80,000)	-	-	-	-	-
Clarifier drainage repairs	<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>

## WWTP - DIGESTER BLOWERS CONSTRUCTION

Department: Public Works - Water & Sewer  
 Total Project Cost: \$2,800,000  
 Project Phased: No  
 Project Type: New Building & Equipment  
 Funding Source(s): Grant Dependent  
 Potential Grant Identified: None  
 Operating Budget Impact: Significant Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$2,800,000				

Details: This project will replace two 40-year-old blowers with new and installation of the new blowers in a new approximately 24 x 24 square foot prefab metal building located adjacent to the existing digester tank. This project is anticipated to provide significant operational and energy savings for the department.

## WWTP ELECTRONIC ACCESS GATE & CONTROLS

Department: Public Works - Water & Sewer  
 Total Project Cost: \$100,000  
 Project Phased: No  
 Project Type: Technology  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: None  
 Operating Budget Impact:  
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000				

Details: This project will provide restricted electronic access control to the Wastewater Treatment Plant entrance for safety and security.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 751 - Trail Construction Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ 286,597	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	-	-	75,000	-	-	-
Total Revenues	-	286,597	75,000	-	-	-
Expenditures:						
Prior Year's Authorizations -						
Municipal Park trail construction	-	36,600	-	-	-	-
Municipal Park boardwalk/bridge	-	86,597	-	-	-	-
Total Priore Year Authorizations	-	123,197	-	-	-	-
Current & Future Year Authorizations:						
Nordic trail lighting	-	200,000	-	-	-	-
Municipal Park trail construction	-	-	75,000	-	-	-
Total Current & Future Year Authorizations	-	200,000	75,000	-	-	-
Total Expenditures	-	323,197	75,000	-	-	-
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**KENAI NORDIC TRAIL LIGHTING - DESIGN & CONSTRUCTION**

Department: Parks &amp; Recreation

Total Project Cost: \$200,000

Project Phased: No

Project Type: Infrastructure

Funding Source(s): Grant Dependent

Potential Grant Identified: Land Water  
Conservation Fund

Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$200,000				

Details: This project includes the design and construction of a lighted Nordic trail system at the Kenai Municipal Golf Course. The design will dictate future phases and feasibility, but it is anticipated that the first phase of trail lighting would focus on the driving range and central bowl area near the clubhouse.

**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 755 - Municipal Roadway Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues:						
Grants	\$ -	\$ 380,435	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	180,059	813,000	400,000	650,000	650,000	970,000
Total Revenues	180,059	1,193,435	400,000	650,000	650,000	970,000
Expenditures:						
Prior Year's Authorizations:						
Little League bathroom construction	-	125,000	-	-	-	-
North & South Beach Dipnet Improvements	-	255,435	-	-	-	-
Wildwood Drive rehabilitation	1,452	327,274	-	-	-	-
Sinkhole repairs	-	71,000	-	-	-	-
Bridge Access pedestrian pathway	46,861	248,086	-	-	-	-
First Street repairs	-	60,000	-	-	-	-
Inlet Wood storm drain improvements	-	120,000	-	-	-	-
Bryson Street storm drain outfall repairs	306,220	95,182	-	-	-	-
Willow Street repaving phase 1	-	420,000	-	-	-	-
Total Prior Year's Authorizations	354,533	1,721,977	-	-	-	-
Current & Future Year Authorizations -						
Willow Street repaving phase 2	-	420,000	-	-	-	-
Lilac St. reconstruction	-	393,000	-	-	-	-
Aliak storm water and paving repair	-	-	400,000	-	-	-
Storm Water improvement to be identified	-	-	-	200,000	120,000	120,000
Road repairs to be identified	-	-	-	450,000	450,000	450,000
Street lighting improvements design	-	-	-	-	80,000	-
Street lighting improvements	-	-	-	-	-	400,000
Total Current & Future Year Authorizations	-	813,000	400,000	650,000	650,000	970,000
Total Expenditures	354,533	2,534,977	400,000	650,000	650,000	970,000
Transfers - Transfer to General Fund	-	-	-	-	-	-
Total Expenditures & Transfers	354,533	2,534,977	400,000	650,000	650,000	970,000
Contribution to/(From) Fund Balance	(174,474)	(1,341,542)	-	-	-	-
Beginning Fund Balance	1,516,016	1,341,542	-	-	-	-
Ending Fund Balance	1,341,542	-	-	-	-	-
Assigned:						
Wildwood Drive rehabilitation	(327,274)	-	-	-	-	-
Sinkhole repairs	(71,000)	-	-	-	-	-
Bridge Access pedestrian pathway	(248,086)	-	-	-	-	-
First Street repairs	(60,000)	-	-	-	-	-
Inlet Wood storm drain improvements	(120,000)	-	-	-	-	-
Bryson Street storm drain outfall repairs	(95,182)	-	-	-	-	-
Willow Street repaving phase 1	(420,000)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai

Fiscal Year 2023 Capital Budget

**Phase II WILLOW STREET REHABILITATION**

Department: Public Works  
Total Project Cost: \$420,000  
Project Phased: No  
Project Type: Infrastructure  
Funding Source(s): General Fund  
Potential Grant Identified: None  
Operating Budget Impact:  
Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$420,000				

Details: This project includes milling and repaving of asphalt roadway approximately 40 feet in width and 1,950 feet in length between the Kenai Spur Highway and Airport Way.

**LILAC STREET REPAIRS**

Department: Public Works  
Total Project Cost: \$393,000  
Project Phased: No  
Project Type: Infrastructure  
Funding Source(s): General fund  
Potential Grant Identified: None  
Operating Budget Impact:  
Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$393,000				

Details: This project replaces the failed concrete curb in affected areas, re-stabilizes settled subbase areas, and provides a new asphalt surface course along approximately 1600 linear feet of 30-foot wide roadway. Lilac Lane is located off the Spur Highway and Cook Inlet View Drive on the north side of Kenai. The roadway and concrete curb and gutter are suffering from severe settlement in multiple areas.



**City of Kenai  
Fiscal Year 2023 Capital Budget**

**Fund 800 - Municipal Facility Improvement Capital Project Fund**

	<b><u>FY2022 Projected</u></b>	<b><u>FY2023 Adopted</u></b>	<b><u>FY2024 Projected</u></b>	<b><u>FY2025 Projected</u></b>	<b><u>FY2026 Projected</u></b>	<b><u>FY2027 Projected</u></b>
Revenues -						
Transfer from General Fund	\$ -	\$ 80,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000
Expenditures -						
Current & Future Year Authorizations -						
Facility Assessment Phase II	-	80,000	-	-	-	-
Facility improvements to be identified	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>500,000</u>	<u>500,000</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>80,000</u>	<u>500,000</u>	<u>-</u>	<u>500,000</u>	<u>500,000</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 2023 Capital Budget

**FACILITY ASSESSMENTS PHASE 2**

Department: Public Works  
Total Project Cost: \$80,000  
Project Phased:  
Project Type:  
Funding Source(s):  
Potential Grant Identified:  
Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:	\$80,000				

Details: These funds will assist the Building Maintenance and Public Works Department in identifying priority-related issues within our facilities. Funding will be used to conduct sampling for hazardous materials and hiring of professional services to assist with the development of Scopes of Work for problem areas.

## 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. FY2023 Salary Schedules
  - Permanent Positions
  - Temporary Positions
6. Chart of Accounts
7. Community Profile
8. Glossary of Key Terms

A large, stylized fish logo is positioned in the background, partially behind the list. The fish is composed of several curved, overlapping shapes in shades of light blue, light green, and light pink. It has a simple, friendly appearance with a small pink dot for an eye and a curved line for a smile.

# KENAI



# City of Kenai

## Schedule of Rates, Charges and Fees



Paul Ostrander, City Manager

**Effective Date: JULY 1, 2022**

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>
<b>AIRPORT FEES</b>		
21.05.085	<b>Fuel Flowage Fee per gallon</b>	
	-Signatory	\$0.035
	-Non-signatory	\$0.07
<b>APX - Airport Regulations</b>	<b>Aircraft Parking Fees</b>	
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
	<b>Landing Fees</b>	
14.05.010 (a)(2)	Signatory per thousand pounds	\$1.88
14.05.010 (b)(2)	Non-signatory per thousand pounds	\$2.44
	exempt -- float planes, test landings due to mechanical or weather, government aircraft	
	<b>Tie-down Fees, General Aviation</b>	
	<b>Paved Areas</b>	
	-wheels, per month	\$45.00
	-wheels, w/electric per month	\$70.00
	<b>Gravel Area</b>	
	-wheels/skis, per month	\$45.00
	<b>Float Plane Basin, Private</b>	
	-daily	\$5.00
	-monthly	\$40.00
	-season -- May to October	\$250.00
	<b>Float Plane Basin, Commercial</b>	
	-daily	\$10.00
	-monthly	\$50.00
	-season -- May to October	\$300.00
	-monthly w/electric	\$75.00
	<b>Terminal Building Rent -- Exclusive Space</b>	
	-signatory - per square foot per year	\$37.32
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$37.32
	<b>Terminal Building Rent -- Joint Use Space</b>	
	-signatory -- baggage make up area (per square foot per year)	\$22.62
	-signatory -- baggage break down area (per square foot per year)	\$22.62
	-non-signatory terminal rates 30% higher	
	<b>Vehicle Parking Fees at Terminal</b>	
	-short term 0 - 2 hours	FREE
	-24 hours	\$8.00
	-annual permit	\$800.00
	-annual parking permit w/electric	\$1,140.00

**City of Kenai**  
**Schedule of Rates, Charges and Fees**

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>AIRPORT FEES - Continued</u></b>		
	<b>Vehicle Parking Fees</b>	
	<b>Greater Than 1/4 Mile From Terminal Building (at GA Lot)</b>	
	-calendar day	\$3.00
	-annual permit	\$420.00
	<b>Late Payment Vehicle Parking Fee</b>	
	-late payment fee for unpaid parking after 30 days	\$50.00
	<b>Business Activity &amp; Airport Access Permit</b>	
	-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
	<b>Commercial Turn Fees</b>	
	-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
	<b>Helicopter Landing Fees</b>	
	-Per Landing	\$25.00
	<b>Conference Room Fees</b>	
	- 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
	<b>Other Fees</b>	
	-Taxi cab annual fee per vehicle	\$100.00
	-Terminal building key replacement (per key)	\$10.00
	-Non-signatory airline airport apron rental rate per square foot	\$1.27
	-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	\$0.58

21.10.090 (a)

**Airport Reserve Land Annual Lease Rates**

<u>Legal Description of Property</u>	<u>KPB Parcel ID No.</u>	<u>FY23 Annual Rent</u>
Lot 2, Block 2, FBO Subdivision	04336004	\$6,772.56
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	\$16,167.84
Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	\$6,143.76
Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	\$6,190.08
Lot 9A, Block 5, General Aviation Apron No. 6	04324026	\$14,371.92
Lot 1, Block 2, FBO Subdivision	04336003	\$7,050.08
Lot 1, FBO Subdivision No. 7	04336034	\$13,198.24
Lot 3, FBO Subdivision No. 7	04336036	\$18,697.44
Lot 5, FBO Subdivision No. 9	04336043	Subject to Appraisal
Tract A1, Baron Park 2007 Replat	04501031	\$37,722.88
Tract C-1, Gustly Subd. No. 8	04327034	\$3,660.32
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>
<b><u>ANIMAL CONTROL</u></b>		
3.05.100 (a)	Kennel Facility - Non-refundable application fee	\$26.00
	Kennel Facility - Approved application fee	\$76.00
	Livestock - Non-refundable application fee	\$26.00
3.05.100 (a)(5)	Insertion of Microchip	\$15.30
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	City of Kenai Resident	
	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	\$20.40
	Animal Waiver Fee - Bird/Rodent	\$10.20
	Animal Waiver Fee - Litter (3 or more) - Kittens	\$35.70
	Animal Waiver Fee - Litter (3 or more) - Puppies	\$35.70
<b>Note: Pursuant to the contract for the City to provide animal shelter services to the City of Soldotna, Soldotna City residents shall pay City of Kenai resident fees for animal waivers.</b>		
N/A	Non-City Resident	
	Animal Waiver Fee - Dog	\$40.80
	Animal Waiver Fee - Puppy <3 months	\$30.60
	Animal Waiver Fee - Kitten < 3 months	\$20.40
	Animal Waiver Fee - Cat	\$40.80
	Animal Waiver Fee - Bird/Rodent	\$20.40
	Animal Waiver Fee - Litter (3 or more) - Kittens	\$71.40
	Animal Waiver Fee - Litter (3 or more) - Puppies	\$71.40
N/A	Adoption Fee	\$20.40
N/A	Rabies Vaccination Clinic (per animal vaccinated)	\$10.20

**Note: All Animal Control 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>
<b><u>CITY CLERK</u></b>		
<b><u>CEMETERY FEES (All Cemetery Fees are Exempt from Sales Tax)</u></b>		
<b>APX - 1 Title 24 - Cemetery Regulations</b>		
24.15.020	Standard Plot	\$1,000.00
	Veteran Plot	\$750.00
	Infant Plot	\$150.00
	Cremains	\$300.00
	Columbarium Niche	\$1,000.00
	Veterans Columbarium Niche (up to two standard urns)	\$750.00
	Columbarium Niche - opening and/ closing fee for reasons other than inurnment	\$100.00
	Marker/Headstone Deposit (applies to Cemetery Plots and Columbarium Niches)	\$400.00
	Cemetery Gazebo Marker Fees	Actual Cost
<b><u>MEMORIAL PARK FEES (All Memorial Park Fees are Exempt from Sales Tax)</u></b>		
	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
<b><u>MOBILE FOOD VENDOR LICENSE</u></b>		
5.25.050	Annual Mobile Food Vendor License	\$50.00
<b><u>OIL &amp; GAS WELL</u></b>		
5.35.050	Oil & Gas Well Application Fee	\$500.00
	Oil & Gas Well Processing Fee	\$100.00
<b><u>PUBLIC RECORDS REQUESTS KMC 10.40.050</u></b>		
<b>APX - Public Record Inspection</b>		
<b>Regulations 1.01</b>	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
<b><u>RECOUNT OF VOTES - APPLICATION</u></b>		
6.45.010	Recount of Votes Application Fee	\$100.00
<b><u>TRANSIENT MERCHANT AND PEDDLER LICENSE</u></b>		
5.30.040	Annual Transient Merchant and Peddler License	\$25.00
<b><u>VEHICLE FOR HIRE</u></b>		
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



**City of Kenai**  
**Schedule of Rates, Charges and Fees**

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>FIRE DEPARTMENT</u></b>		
<b><u>AMBULANCE FEES</u></b>		
	BLS Non-emergency	\$550.00
	BLS Emergency	\$675.00
	ALS I (advanced life support)	\$800.00
	ALS II	\$975.00
	Mileage per mile	\$14.00
<b><u>LAND MANAGEMENT FEES</u></b>		
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
<b><u>LIBRARY FEES</u></b>		
<b>APX - Library Regulations and Policies</b>		
1.	<b>Default fees for lost, stolen or damaged materials when no retail value is available.</b>	
a.	-Adult book (hardcover)	\$33.00
b.	-Adult large print	\$40.00
c.	-Adult audiobook	\$50.00
d.	-Youth board book	\$10.00
e.	-Youth book (hardcover) or picture book	\$25.00
f.	-Youth audiobook	\$25.00
g.	-Adult/youth trade paperbacks	\$15.00
h.	-Adult/youth mass market paperbacks	\$10.00
i.	-Magazines	\$5.00
j.	-Video/DVD/music CD	\$30.00
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	\$150.00
n.	-Microfilm reel or microfiche	\$35.00
o.	-Projector/screen kit	\$1,000.00
p.	-Chromebook kit	\$370.00
q.	-Laptop	\$800.00
r.	-Fishing rods and reels	\$59.00
2.	<b>Proctoring per test</b>	\$25.00
3.	<b>Replacement Costs</b>	
a.	-item barcode	\$1.00
b.	-RFID Tag	\$1.00
c.	-replacement library card	\$1.00
d.	-mylar book cover	\$1.00
e.	-music DC or single disc DVD case	\$2.00
f.	-multidisc DVD or audiobook case	\$5.00
g.	-power cord	\$20.00
4.	<b>Damages</b>	
a.	-defaced or torn pages per page	\$2.00

**City of Kenai**  
**Schedule of Rates, Charges and Fees**

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>LIBRARY FEES - Continued</u></b>		
5.	<b>Photocopying and Printing</b>	
a.	-Black & white prints or copies (per single-sided page)	\$0.25
	-Color - photocopies only (per single-sided page)	\$0.50
6.	<b>Equipment check out</b>	
a.	- refundable security deposit (credit card only)	\$50.00
b.	- rental fee per checkout period (3 days)	\$3.00
7.	<b>Postage Fee</b>	
a.	- shipping cost per item ordered and not picked up	\$2.00

## **PARKS AND RECREATION FEES**

<b>Multipurpose Facility</b>	
-hourly rate (reservation)	\$165.00
<b>Kenai Recreation Center</b>	
<b>-Weights/Cardio/Sauna - includes weight/cardio room, shower, sauna and gym. (must be 16 or older unless accompanied by guardian)</b>	
-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
<b>-Basketball/Pickleball - includes basketball gym and showers</b>	
-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
<b>-Racquetball &amp; Wallyball Court Rentals - per hour and includes showers for participants.</b>	
-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
<b>-Facility Rental - per hour</b>	
-Gym	\$50.00
-1/2 Gym	\$25.00
-Non-profit Youth Athletic Programs	FREE
<b>Parks/Gazebos/Gardens</b>	
-Picnic Shelter	
8:00am - 3:00pm	\$20.00
4:00am - 11:00pm	\$20.00
-Gazebo	
8:00am - 3:00pm	\$25.00
4:00am - 11:00pm	\$25.00
-Community Garden Plot (each)	\$20.00

# City of Kenai

## Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>PARKS AND RECREATION FEES - continued</u></b>		
	-Adopt-A-Bench (Includes bench, installation and maintenance. Freight charges additional at actual cost.)	\$595.00
	<b>Personal Use Fishery</b>	
	-Personal Use Fishery Day Use Parking 5 am to Midnight (vehicle or up to two atv's)	\$21.00
	-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)	\$57.75
	-After noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$47.25
	-Personal Use Fishery Camping (one tent)	\$26.25
	-Personal Use Fishery Vehicle Drop Off (vehicle or up to two atv's per day)	\$10.50

## **PLANNING & ZONING**

### **KENAI ZONING CODE**

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

### **PLANNING & ZONING FEES**

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

## **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>
<b><u>PUBLIC WORKS &amp; CAPITAL PROJECTS</u></b>		
<b><u>BUILDING PERMIT FEES</u></b>		
<b><u>Commercial Structures</u></b>		
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
<b><u>Residential Structures</u></b>		
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

# City of Kenai

## Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>Residential Structures - continued:</u></b>		
	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
<b><u>CITY DOCK FEES</u></b>		
	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	\$36.75
	- Each minute over 10 on ramps or floats	\$ 1/minute
	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)	\$21.00
	Vehicle Drop Offs	
	-Personal Use Fishery Days - All Users (vehicle per day)	\$10.50
	Forklift and/or crane with operator, mobilization & travel time to be charged (2 hour minimum) - per hour	\$100.00
<b><u>EXCAVATIONS IN CITY STREETS BY CONTRACTORS OR UTILITY COMPANIES</u></b>		
18.20.050	Excavation License Fee - per year	\$25.00
<b><u>PROJECT PERMITS</u></b>		
18.25.030	Inspection Fee	\$10.00
<b><u>PUBLIC WORKS &amp; CAPITAL PROJECT FEES</u></b>		
	Bid Documents and Project Plans	Actual Cost
<b><u>STREETS AND DRAINAGE</u></b>		
18.10.020	Street Building Permit	\$10.00
<b><u>TIDELANDS</u></b>		
11.15.150	Tideland filing fee	\$10.00
11.20.050	Tideland lease filing fee	\$100.00
<b><u>TIDELANDS, LEASING OF</u></b>		
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>
<b><u>WATER FEES</u></b>		
<b>APX - Public Utility Regulations and Rates</b>		
	<b>Water &amp; Sewer service deposit</b> - refundable after two years of timely payments	\$100.00
<b>1. Schedule A - General Domestic Service Rates (non-metered)</b>		
	-one or two family residence, per family unit	\$38.90
	-single or double unit apartment, per family unit	\$38.90
	-apartment, 3 or more units on a single parcel, per family unit	
	-single bill assumed by owner	\$29.29
	-separate bill	\$38.90
	-trailers, one or two on single lot, each	\$38.90
	-trailer, 3 or more on single lot	
	-single billing	\$29.29
	-separate billing	\$38.90
	-boarding houses, per available room	\$10.35
<b>2. Schedule B - Commercial service (non-metered)</b>		
	-demand	
	-1.00 inch service	\$39.45
	-1.25 inch service	\$60.09
	-1.50 inch service	\$99.51
	-2.00 inch service	\$150.20
	-3.00 inch service	\$225.32
	-larger than 3.00 inch service	\$337.95
	-use charge	
	-bakery	\$114.52
	-bath house, tub or shower, each	\$26.32
	- bottling works, per bottling machine	\$904.97
	-bowling alleys, amusement parks, doctor	\$108.88
	-car lot, with car wash facilities	\$54.46
	-car wash, automatic, per facility	\$488.13
	-car wash, self-service, per stall	\$73.21
	-churches, lodges, clubs, banquet rooms, per seat	\$0.42
	-cleaners and commercial laundries, per facility	\$313.55
	-dairies, installation of water meter required	
	-day care center/preschool, per child, maximum capacity	\$1.56
	-doctor and dentist offices, per room or chair	\$23.46
	-garage, service stations	\$46.94
	-recreational vehicle dump facility (May - September)	\$54.46
	-hangar, airplane repair	\$46.94
	-with washing facilities	\$54.44
	-hospital, per bed	\$31.00
	-hotel, motel, resort, per room	\$24.40
	-laundry, self service, per machine	\$44.16
	-markets, meat	\$60.09
	-office building single bill assumed by owner, per business	\$52.54
	-office building, tenants are billed, per business	\$60.09
	-restaurants, cafes, taverns, bars, per seat	\$3.38
	-public office building, per restroom	\$13.53
	-recreation facility, per restroom, sauna, shower	\$26.32
	-rv/camper park, per space	\$26.32
	-schools, per seating capacity	\$1.56
	-shopping center	\$27.26
	-shops, beauty, per station or chair	\$27.26
	-shops, misc. (includes barber), per shop	\$27.26
	-sleeping room, per room	\$10.35
	-studio, photo or photo lab	\$128.62
	-supermarket	\$308.87
	-theater, indoor, per seat	\$0.18
	-theater, outdoor, per seat	\$0.18
	-taverns, lounges, bars (without kitchens), per seat	\$3.22
	-xray or lab office	\$76.99

# City of Kenai

## Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>WATER FEES - continued</u></b>		
<b>3. Schedule C - Industrial Service (non-metered)</b>		
	-concrete mixing plant	\$495.64
	-concrete products	\$247.85
	-confectioner	\$165.20
	-greenhouse, commercial	\$165.20
	-ice cream plant	\$247.85
	-cold storage plant or locker	\$116.42
	-hydrant use (per day)	\$100.79
<b>4. Schedule D - Fire Protection</b>		
<b>5. Schedule E - Metered Service</b>		
	-general usage, per thousand gallons	\$3.75
	-hydrant use, per thousand gallons	\$5.65
	-minimum monthly charge, general usage	\$56.35
<b>6. Schedule F - Water Connection Permit Fee</b>		\$233.64
	Hydrant Permit deposit	\$200.00
	Unauthorized shut-off or turn-on of water service	\$250.00
	Service shut-off or turn-on - during normal business hours	\$50.00
	Service shut-off or turn-on - outside normal business hours & holidays	\$150.00
	New construction service turn-on and shut off for system testing	\$0.00
	New construction service turn-on for occupancy	\$0.00
	Service valve & key box installation by City	Actual Cost
	Key box location	Actual Cost

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

## **SEWER FEES**

### **APX - Public Utility Regulations and Rates**

#### **1. Schedule A - General Domestic Service Rates (non-metered)**

-one or two family residence, per family unit	\$55.62
-single or double unit apartment, per family unit	\$55.62
-apartment, 3 or more units on a single parcel, per family unit	
-single bill assumed by owner	\$41.82
-separate bill	\$55.62
-trailers, one or two on single lot, each	\$55.62
-trailer, 3 or more on single lot	
-single billing	\$41.82
-separate billing	\$55.62
-boarding houses, per available room	\$15.02

#### **2. Schedule B - Commercial service (non-metered)**

-demand	
-1.00 inch service	\$56.14
-1.25 inch service	\$83.25
-1.50 inch service	\$141.35
-2.00 inch service	\$211.04
-3.00 inch service	\$319.49
-larger than 3.00 inch service	\$480.19
-use charge	
-bakery	\$162.62
-bath house, tub or shower, each	\$36.77
- bottling works, per bottling machine	\$1,289.51
-bowling alleys, amusement parks, doctor	\$155.88
-car lot, with car wash facilities	\$77.45
-car wash, automatic, per facility	\$693.16
-car wash, self-service, per stall	\$103.57
-churches, lodges, clubs, banquet rooms, per seat	\$0.58
-cleaners and commercial laundries, per facility	\$445.33
-dairies, installation of water meter required	
-day care center/preschool, per child, maximum capacity	\$2.24
-doctor and dentist offices, per room or chair	\$33.42

**City of Kenai**  
**Schedule of Rates, Charges and Fees**

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>SEWER FEES - Continued</u></b>		
	-garage, service stations	\$67.78
	-recreational vehicle dump facility May - September)	\$77.45
	-hangar, airplane repair	\$67.28
	-with washing facilities	\$77.45
	-hospital, per bed	\$44.54
	-hotel, motel, resort, per room	\$34.36
	-laundry, self service, per machine	\$62.46
	-markets, meat	\$85.20
	-office building single bill assumed by owner, per business	\$73.59
	-office building, tenants are billed, per business	\$85.20
	-restaurants, cafes, taverns, bars, per seat	\$4.94
	-public office building, per restroom	\$19.36
	-recreation facility, per restroom, sauna, shower	\$37.27
	-rv/camper park, per space	\$37.27
	-schools, per seating capacity	\$2.24
	-shopping center	\$38.72
	-shops, beauty, per station or chair	\$38.72
	-shops, misc. (includes barber), per shop	\$38.72
	-sleeping room, per room	\$15.02
	-studio, photo or photo lab	\$183.94
	-supermarket	\$439.51
	-theater, indoor, per seat	\$0.27
	-theater, outdoor, per seat	\$0.27
	-taverns, lounges, bars (without kitchens), per seat	\$4.64
	-xray or lab office	\$109.40
<b>3. Schedule C - Industrial Service (non-metered)</b>		
	-concrete mixing plant	\$706.73
	-concrete products	\$352.40
	-confectioner	\$234.27
	-greenhouse, commercial	\$234.27
	-ice cream plant	\$352.40
	-cold storage plant or locker	\$164.58
<b>4. Schedule D - Fire Protection</b>		
		None
<b>5. Schedule E - Metered Service</b>		
	-general usage, per thousand gallons	\$5.51
	-hydrant use, per thousand gallons	
	-minimum monthly charge, general usage	\$82.72
<b>6. Schedule F - Permit fee</b>		
		\$222.63

**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>
<b><u>SENIOR CENTER</u></b>		
<b><u>SENIOR CENTER MEALS</u></b>		
	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
<b><u>SENIOR CENTER TRANSPORTATION</u></b>		
	Transportation within Kenai City Limits - Suggested Donation	\$5.00
	Transportation outside Kenai City Limits - Suggested Donation	\$10.00
<b><u>SENIOR CENTER RENTAL</u></b>		
	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
	Security Deposit	\$1,000.00
<b><u>VINTAGE POINTE RENTS</u></b>		
FOR UNITS WITH RENTAL AGREEMENTS GRANDFATHERED PER THE CITY'S POLICY BEFORE JUNE 30, 2021:		
	1-A apartment=586 sq. ft. Ocean Side (8)	\$982.46
	1-A apartment=586 sq. ft. Street Side (5)	\$935.98
	1-B apartment=637 sq. ft. Street Side (4)	\$954.77
	1-B apartment=637 sq. ft. Ocean Side (6)	\$1,002.24
	1-C apartment=682 sq. ft. Ocean Side (4)	\$1,019.06
	1-C apartment=682 sq. ft. Street Side (4)	\$971.58
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,140.20
	2-A apartment=826 sq. ft. Street Side (1)	\$1,089.27
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,150.17
	2-B apartment=876 sq. ft. Street Side (2)	\$1,092.39
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,130.81
	Monthly Automatic ACH Payment Fee	\$0.00
<b>Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.</b>		
FOR UNITS WITH MARKET RATE RENTAL AGREEMENTS:		
	1-A apartment=586 sq. ft. Ocean Side (8)	\$993.70
	1-A apartment=586 sq. ft. Street Side (5)	\$944.95
	1-B apartment=637 sq. ft. Street Side (4)	\$964.65
	1-B apartment=637 sq. ft. Ocean Side (6)	\$1,014.44
	1-C apartment=682 sq. ft. Ocean Side (4)	\$1,032.08
	1-C apartment=682 sq. ft. Street Side (4)	\$982.29
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,162.77
	2-A apartment=826 sq. ft. Street Side (1)	\$1,105.72
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,179.37
	2-B apartment=876 sq. ft. Street Side (2)	\$1,122.32
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,149.29
	Monthly Automatic ACH Payment Fee	\$0.00
<b>Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.</b>		
<b>FEES</b>		
	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**  
**FY2023 Consolidated Operating Budget**  
**Employee Classification Plan**

**Classified Employees**

<b>Class Code</b>	<b>Class Title</b>	<b>Range</b>
<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 Coordinator	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	23
123	Human Resources Director*	23
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
206	Accountant	21
207	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 Marshall	22
313	Communications Supervisor	17

**City of Kenai  
FY2023 Consolidated Operating Budget  
Employee Classification Plan**

314	Police Trainee	21/1 <sup>1</sup>
315	Deputy Fire Chief	25
316	Chief Animal Control Officer	17
317	Animal Control Officer	14

*(D) Public Works/ Airport Operations*

400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
404	Utility Foreman I/II	21/22 <sup>2</sup>
405	Utility Operator I/II	15/18 <sup>3</sup>
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
412	Building Maintenance Technician	17
413	Utility Lead Operator	19
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19

*(E) General Services*

502	Assistant Parks & Recreation Director	19
503	Recreation Center Worker	3
504	Parks and Recreation Maintenance Technician	14
505	Parks and Recreation Laborer	6
506	Cook	6
508	Meals Driver	6
509	Kitchen Assistant	2
511	Janitor	3
512	Driver	1

\* Department Head Service

<sup>1</sup> for 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).

<sup>2</sup> For work performed as a Utility Foreman I, the employee must possess a minimum of a level 2 certification in two (2) of the following: Water Treatment (WT), Water Distribution (WD), Wastewater Treatment (WWT) or Waste Water Collection (WWC) and obtain the required level of certification for City facilities within one (1) year of acquiring the required hours of operation and shall be paid at a Range 21.

**City of Kenai**  
**FY2023 Consolidated Operating Budget**  
**Employee Classification Plan**

For work performed as a Utility Foreman II, the employee must possess a minimum of a level 1 in all of the following: Water Treatment (WT), Water Distribution (WD), Wastewater Treatment (WWT) or Waste Water Collection (WWC); a level 2 certification in two (2) of the following: Water Treatment (WT), Water Distribution (WD), Wastewater Treatment (WWT) and Waste Water Collection (WWC); and a level 3 in one (1) of the following: Water Treatment (WT), Water Distribution (WD), Wastewater Treatment (WWT) and Waste Water Collection (WWC) and obtain the required level of certification for City facilities within one (1) year of acquiring the required hours of operation and shall be paid at a Range 22.

<sup>3</sup> for work performed as a Utility Operator I, the employee must possess a minimum of a provisional license/certifications in at least one (1) of the following three (3) categories: Water Treatment (WT), Water Distribution (WD), or Waste Water Collection (WWC) and shall be paid at a Range 15. For work performed as a Utility Operator II, the employee must meet all requirements of Operator I and achieve a Level 1 certification in any two categories, or a Level 2 Certification in any one category and shall be paid at a Range 18.

City of Kenai  
Fiscal Year 2023 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2023 Grade</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>	<u>FY2023 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	14	14	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	14	14	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 Coordinator	23	23	23	1.00	1.00	1.00
	Temporary Grant Writer	-	T15	T15	-	0.50	1.00
<u>Human Resources</u>	Human Resources Director	26	26	23	1.00	1.00	1.00
<u>Finance Department</u>	Finance Director	29	29	29	1.00	1.00	1.00
	IT Manager	23	23	23	1.00	0.88	0.98
	Desktop Support Technician	-	13	13	-	0.50	0.58
	IT Intern	T6	-	-	0.10	-	-
	Accountant	21	21	21	1.00	1.00	1.00
	Accounting Technician I	15	15	15	0.50	0.50	0.50
	Accounting Technician II	16	16	16	1.00	1.00	1.00
	Administrative Assistant I	13	13	13	0.31	0.31	0.31
<u>Non-Departmental</u>	Janitor	3	3	3	0.70	0.30	0.30
<u>Planning &amp; Zoning Department</u>	Planning Director	21	23	23	0.70	0.70	0.70
	Administrative Assistant III	15	15	15	1.00	1.00	1.00
	Commissioners	Unclassified	Unclassified	Unclassified			
<u>Police Department</u>	Police Chief	28	28	28	1.00	1.00	1.00
	Police Lieutenant	25	27	27	1.00	1.00	1.00
	Police Sergeant	23	24	24	3.00	3.00	3.00
	Police Officer	21	21	21	13.00	13.00	13.00
	Temporary Enforcement Officer	T8	T8	T8	0.60	0.60	0.60
	Administrative Assistant III	15	15	15	1.00	1.00	1.00
	Janitor	3	3	3	0.35	0.30	0.30
<u>Fire Department</u>	Fire Chief	27	27	27	1.00	1.00	1.00
	Deputy Fire Chief	25	25	25	1.00	1.00	1.00
	Fire Marshal	22	22	22	1.00	1.00	1.00
	Fire Captain	21	21	21	3.00	3.00	3.00
	Fire Engineer	20	20	20	3.00	3.00	3.00
	Firefighter	18	18	18	10.00	10.00	9.00
	Administrative Assistant II	14	14	14	1.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	17	17	17	1.00	1.00	1.00
	Public Safety Dispatcher	14	14	14	7.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	16	16	17	1.00	1.00	1.00
	Animal Control Officer	14	14	14	2.00	2.00	2.00
<u>Public Works Administration</u>	Public Works Director	28	28	28	0.71	0.71	0.71
	Capital Project Manager	-	23	23	-	1.00	1.00
	Administrative Assistant III	-	15	15	-	0.71	0.71
	Administrative Assistant II	14	-	-	1.00	-	-
<u>Shop Department</u>	Shop Foreman	21	21	21	1.00	1.00	1.00
	Shop Mechanic	19	19	19	2.00	2.00	2.00
<u>Street Department</u>	Street Foreman	21	21	21	0.91	0.91	0.92
	Equipment Lead Operator	19	19	19	0.90	0.90	0.91
	Equipment Operator	16	16	16	3.64	2.66	2.66

City of Kenai  
Fiscal Year 2023 Consolidated Operating Budget

Authorized Personnel Staffing Table

Department	Position Title	FY2021 Grade	FY2022 Grade	FY2023 Grade	FY2021 Full Time Equivalent Positions	FY2022 Full Time Equivalent Positions	FY2023 Full Time Equivalent Positions
<b><u>Building Department</u></b>	Building Official/ Manager	22	22	22	1.00	1.00	1.00
	Building Maintenance Lead Technician	19	19	19	0.66	0.66	0.66
	Building Maintenance Technician	17	17	17	0.66	0.66	0.66
<b><u>Library</u></b>	Library Director	23	23	23	1.00	1.00	1.00
	Administrative Assistant III	15	15	15	1.00	1.00	1.00
	Library Assistant	11	11	11	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	8	8	8	1.00	1.00	1.00
	Library Aide (52 week 14 hr/week position)	8	8	8	1.05	1.05	1.05
	Library Aide (52 week 25 hr/week position)	8	8	8	0.62	0.62	0.62
	Janitor	3	3	3	0.35	0.45	0.45
<b><u>Parks, Recreation &amp; Beautification Department</u></b>	Parks and Recreation Director	22	22	23	0.96	0.96	0.96
	Assistant Parks and Recreation Director	-	-	19	-	-	0.88
	Parks and Recreation Maintenance Technician	14	14	14	1.92	1.92	1.92
	Parks and Recreation Laborer	6	6	6	0.98	0.98	0.98
	Temporary Parks and Recreation Maintenance Leader	T3	T3	T6	0.40	0.40	0.40
	Temporary Parks and Recreation Maintenance Worker	T1	T1	T5	1.77	1.77	2.06
	Temporary Parks & Grounds Gardener	T2	T2	-	0.29	0.29	-
	Administrative Assistant I	13	-	-	0.50	-	-
	Administrative Assistant III	-	15	-	-	0.95	-
	Recreation Center Worker	-	3	3	-	3.00	3.00
<b><u>Dock</u></b>	Street Foreman	21	21	21	0.04	0.04	0.04
	Equipment Lead Operator	19	19	19	0.04	0.04	0.04
	Equipment Operator	16	16	16	0.19	0.19	0.19
<b><u>General Fund Totals</u></b>					<b><u>92.85</u></b>	<b><u>96.46</u></b>	<b><u>96.09</u></b>
<b><u>Water and Sewer Fund</u></b>							
<b><u>Water</u></b>	Public Works Director	28	28	28	0.09	0.09	0.09
	Administrative Assistant III	-	15	15	-	0.09	0.09
	Utility Foreman I/II	21	21	21/22	0.50	0.50	0.25
	Utility Lead Operator	19	19	19	0.50	0.50	0.50
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.50
	Accounting Technician I	15	15	15	0.25	0.25	0.25
	Administrative Assistant I	13	13	13	0.15	0.15	0.15
<b><u>Sewer</u></b>	Public Works Director	28	28	28	0.09	0.09	0.09
	Administrative Assistant III	-	15	15	-	0.09	0.09
	Utility Foreman I/II	21	21	21/22	0.50	0.50	0.25
	Utility Lead Operator	19	19	19	0.50	0.50	0.50
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.50
	Accounting Technician I	15	15	15	0.25	0.25	0.25
	Administrative Assistant I	13	13	13	0.16	0.16	0.16
<b><u>Sewer Treatment Plant</u></b>	Public Works Director	28	28	28	0.12	0.11	0.11
	Administrative Assistant III	-	15	15	-	0.11	0.11
	Utility Foreman I/II	21	21	21/22	1.00	1.00	0.50
	Utility Lead Operator	19	19	19	1.00	1.00	1.00
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.00
<b><u>Water and Sewer Fund Totals</u></b>					<b><u>8.10</u></b>	<b><u>8.39</u></b>	<b><u>8.39</u></b>
<b><u>Airport Fund</u></b>							
<b><u>Administration</u></b>	Airport Manager	25	25	25	1.00	1.00	1.00
	Administrative Assistant II	14	14	14	0.67	0.67	0.67
<b><u>Airfield</u></b>	Airport Operations Supervisor	20	20	20	1.00	1.00	1.00
	Airport Operations Specialist	16	16	16	1.00	1.00	1.00
	Seasonal Equipment Operator	16	16	16	0.83	0.83	0.83
	Temporary Equipment Operator	T16	T16	T16	0.19	0.19	0.39
<b><u>Other Buildings &amp; Areas</u></b>	Planning Director	21	23	23	0.30	0.30	0.30
	Building Maintenance Lead Technician	19	19	19	0.17	0.17	0.17
	Building Maintenance Technician	17	17	17	0.17	0.17	0.17

City of Kenai  
Fiscal Year 2023 Consolidated Operating Budget

Authorized Personnel Staffing Table

Department	Position Title	FY2021 Grade	FY2022 Grade	FY2023 Grade	FY2021 Full Time Equivalent Positions	FY2022 Full Time Equivalent Positions	FY2023 Full Time Equivalent Positions
<u><b>Airport Terminal</b></u>	Building Maintenance Lead Technician	19	19	19	0.17	0.17	0.17
	Building Maintenance Technician	17	17	17	0.17	0.17	0.17
	Administrative Assistant II	14	14	14	0.33	0.33	0.33
	Airport Operations Specialist	16	16	16	1.00	1.00	1.00
<u><b>Airport Fund Totals</b></u>					<u>7.00</u>	<u>7.00</u>	<u>7.20</u>
<u><b>Congregate Housing Fund</b></u>							
<u><b>Congregate Housing</b></u>	Senior Center Director	23	23	23	0.35	0.35	0.35
	Administrative Assistant III	15	15	15	0.25	0.25	0.25
	Data Entry Clerk	1	1	1	0.02	0.02	0.02
<u><b>Congregate Housing Fund Totals</b></u>					<u>0.62</u>	<u>0.62</u>	<u>0.62</u>
<u><b>Senior Citizens Fund</b></u>							
<u><b>Title III Access</b></u>	Senior Center Director	23	23	23	0.15	0.15	0.15
	Administrative Assistant III	15	15	15	0.10	0.10	0.10
	Administrative Assistant II	-	14	14	-	1.00	0.90
	Activities & Volunteer Coordinator	6	-	-	1.00	-	-
	Janitor	3	3	3	0.26	0.26	0.26
	Data Entry Clerk	1	1	1	0.05	0.05	0.05
	Temporary Maintenance Assistant	T1	T1	T1	0.06	0.06	-
<u><b>Congregate Meals</b></u>	Senior Center Director	23	23	23	0.14	0.14	0.06
	Administrative Assistant III	15	15	15	0.21	0.21	0.08
	Administrative Assistant II	-	-	14	-	-	0.02
	Data Entry Clerk	1	1	1	0.09	0.09	0.04
	Meals Driver, 20 Hours/Week	6	6	6	0.21	0.21	0.08
	Meals Driver, 25 Hours/Week				-	-	-
	Meals Driver, 14 Hours/Week	6	6	6	0.15	0.15	0.05
	Cook	6	6	6	0.42	0.42	0.16
	Janitor	3	3	3	0.04	0.04	0.01
	Kitchen Assistant	2	2	2	0.42	0.42	0.16
	Temporary Kitchen Assistant	T6	T6	T6	0.02	0.02	0.01
<u><b>Home Meals</b></u>	Senior Center Director	23	23	23	0.13	0.13	0.25
	Administrative Assistant III	15	15	15	0.18	0.18	0.36
	Administrative Assistant II	-	-	14	-	-	0.07
	Data Entry Clerk	1	1	1	0.08	0.08	0.16
	Cook	6	6	6	0.36	0.36	0.72
	Janitor	3	3	3	0.03	0.03	0.06
	Kitchen Assistant	2	2	2	0.36	0.36	0.72
	Temporary Kitchen Assistant	T6	T6	T6	0.01	0.02	0.03
	Meals Driver, 20 Hours/Week	6	6	6	0.18	0.18	0.36
	Meals Driver, 25 Hours/Week				-	-	-
	Meals Driver, 14 Hours/Week	6	6	6	0.12	0.12	0.25
<u><b>Transportation</b></u>	Senior Center Director	23	23	23	0.15	0.15	0.15
	Administrative Assistant III	15	15	15	0.15	0.15	0.15
	Data Entry Clerk	1	1	1	0.05	0.05	0.05
	Driver, 14 Hours/Week	1	1	1	0.70	0.70	0.70
<u><b>Choice Waiver</b></u>	Senior Center Director	23	23	23	0.08	0.08	0.04
	Administrative Assistant III	15	15	15	0.11	0.11	0.06
	Administrative Assistant II	-	-	14	-	-	0.01
	Data Entry Clerk	1	1	1	0.06	0.06	0.03
	Cook	6	6	6	0.22	0.22	0.12
	Kitchen Assistant	2	2	2	0.22	0.22	0.12
	Temporary Kitchen Assistant	T6	T6	T6	0.01	0.01	0.01
	Meals Driver, 20 Hours/Week	6	6	6	0.11	0.11	0.06
	Meals Driver, 25 Hours/Week				-	-	-
	Meals Driver, 14 Hours/Week	6	6	6	0.08	0.08	0.05
	Janitor	3	3	3	0.02	0.02	0.02
<u><b>Senior Citizen Fund Total</b></u>					<u>6.73</u>	<u>6.74</u>	<u>6.68</u>

City of Kenai  
Fiscal Year 2023 Consolidated Operating Budget

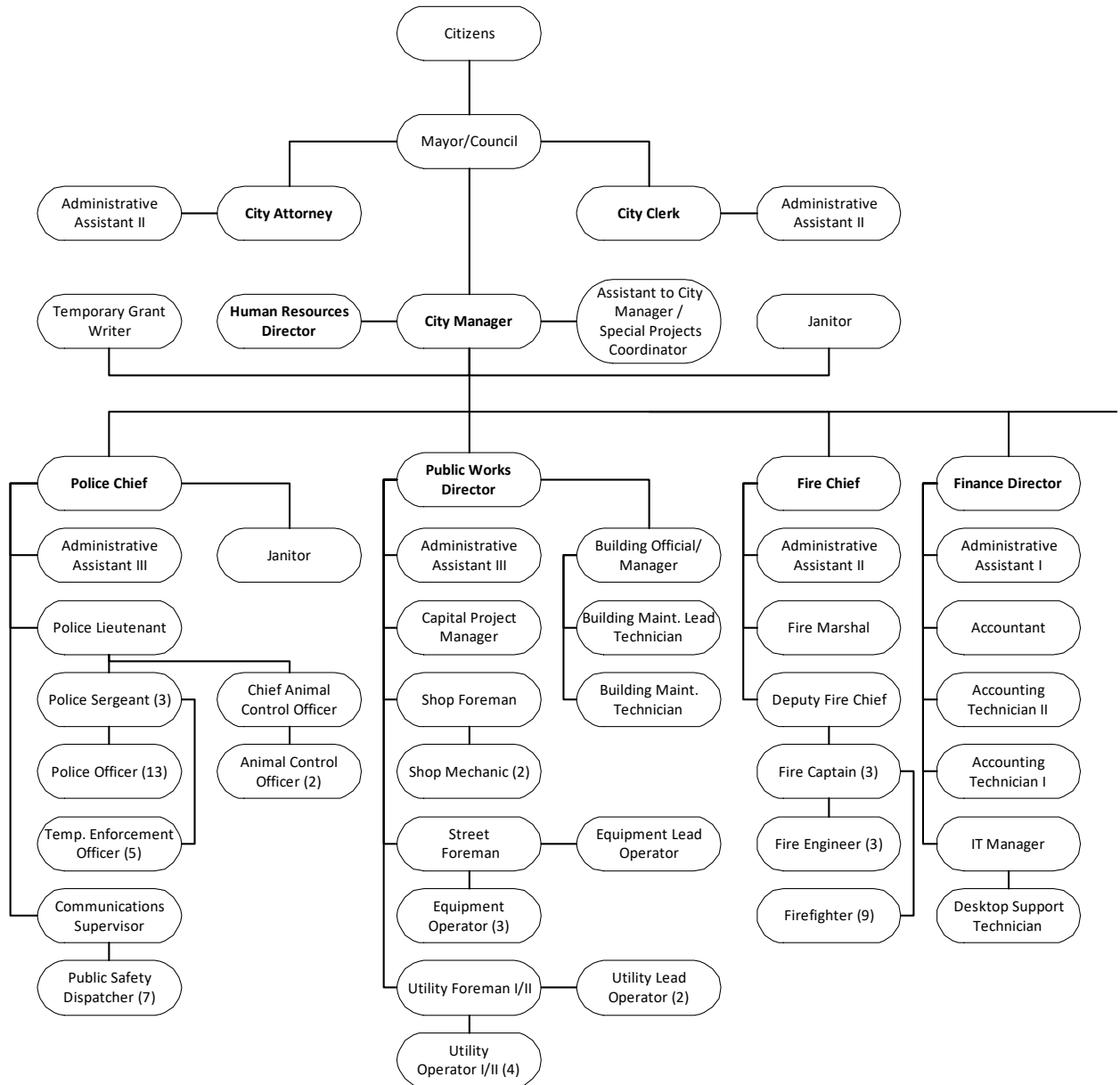
Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2023 Grade</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>	<u>FY2023 Full Time Equivalent Positions</u>
	<u>Personal Use Fishery Fund</u>						
<u>Public Safety</u>	Temporary Enforcement Officer	T8	T8	T8	0.56	0.56	0.56
<u>Streets</u>	Street Foreman	21	21	21	0.03	0.03	0.02
	Equipment Lead Operator	14	14	14	0.04	0.04	0.03
	Equipment Operator	16	16	16	0.10	0.10	0.13
<u>Parks, Recreation &amp; Beautification Department</u>	Parks and Recreation Director	22	22	23	0.04	0.04	0.04
	Assistant Parks and Recreation Director	-	-	19	-	-	0.12
	Parks and Recreation Maintenance Technician	14	14	14	0.08	0.08	0.08
	Parks and Recreation Laborer	6	6	6	0.02	0.02	0.02
	Temporary Parks and Recreation Maintenance Leader	T3	T3	T6	0.06	0.06	0.06
	Temporary Parks and Recreation Maintenance Worker	T1	T1	T5	0.13	0.15	0.15
	IT Manager	-	23	23	-	0.12	0.02
	Desktop Support Technician	-	13	13	-	0.10	0.02
	Temporary Personal Use Fishery Cashier	T1	T1	T3	0.57	0.57	0.57
	Temporary Beach Service Assistant	T1	T1	-	0.07	0.07	-
	Temporary Personal Use Fishery Attendant	-	-	T4	-	-	0.07
	Administrative Assistant I	13	-	-	0.50	-	-
	Administrative Assistant III	-	15	15	-	0.05	-
<u>Dock</u>	Street Foreman	21	21	21	0.02	0.02	0.02
	Equipment Lead Operator	19	19	19	0.02	0.02	0.02
	Equipment Operator	16	16	16	0.07	0.05	0.02
	Temporary Personal Use Fishery Attendant	T8	T8	T4	0.33	0.33	0.33
<u>Personal Use Fishery Fund Total</u>					<u>2.64</u>	<u>2.41</u>	<u>2.28</u>
<b>All Funds Totals</b>					<u><b>117.94</b></u>	<u><b>121.62</b></u>	<u><b>121.26</b></u>

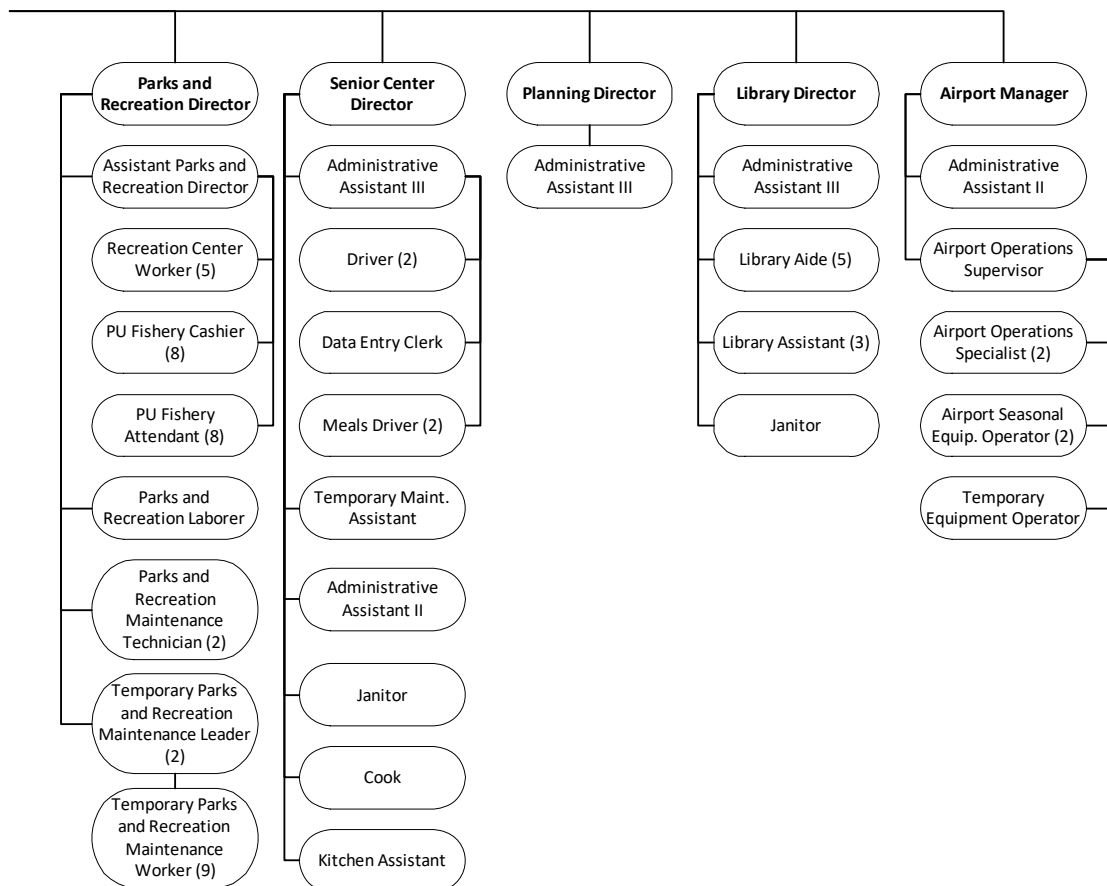


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**City of Kenai  
FY2022 Permanent Positions  
Organizational Chart**



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



**City of Kenai**  
**Fiscal Year 2023 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
	<b>Step</b>								
1	\$ 13.30	\$ 13.63	\$ 13.97	\$ 14.30	\$ 14.63	\$ 14.96	\$ 15.30	\$ 15.63	\$ 15.96
2	13.97	14.32	14.67	15.02	15.37	15.72	16.07	16.41	16.76
3	14.67	15.04	15.40	15.77	16.14	16.50	16.87	17.24	17.60
4	15.40	15.79	16.17	16.56	16.94	17.33	17.71	18.10	18.48
5	16.17	16.57	16.98	17.38	17.79	18.19	18.60	19.00	19.40
6	16.99	17.41	17.84	18.26	18.69	19.11	19.54	19.96	20.39
7	17.83	18.28	18.72	19.17	19.61	20.06	20.50	20.95	21.40
8	19.09	19.57	20.04	20.52	21.00	21.48	21.95	22.43	22.91
9	20.05	20.55	21.05	21.55	22.06	22.56	23.06	23.56	24.06
10	21.04	21.57	22.09	22.62	23.14	23.67	24.20	24.72	25.25
11	22.08	22.63	23.18	23.74	24.29	24.84	25.39	25.94	26.50
12	23.21	23.79	24.37	24.95	25.53	26.11	26.69	27.27	27.85
13	24.38	24.99	25.60	26.21	26.82	27.43	28.04	28.65	29.26
14	25.59	26.23	26.87	27.51	28.15	28.79	29.43	30.07	30.71
15	26.85	27.52	28.19	28.86	29.54	30.21	30.88	31.55	32.22
16	28.20	28.91	29.61	30.32	31.02	31.73	32.43	33.14	33.84
17	29.64	30.38	31.12	31.86	32.60	33.35	34.09	34.83	35.57
18	31.09	31.87	32.64	33.42	34.20	34.98	35.75	36.53	37.31
19	32.65	33.47	34.28	35.10	35.92	36.73	37.55	38.36	39.18
20	34.27	35.13	35.98	36.84	37.70	38.55	39.41	40.27	41.12
21	35.99	36.89	37.79	38.69	39.59	40.49	41.39	42.29	43.19
22	37.79	38.73	39.68	40.62	41.57	42.51	43.46	44.40	45.35
23	39.66	40.65	41.64	42.63	43.63	44.62	45.61	46.60	47.59
24	41.66	42.70	43.74	44.78	45.83	46.87	47.91	48.95	49.99
25	43.74	44.83	45.93	47.02	48.11	49.21	50.30	51.39	52.49
26	45.96	47.11	48.26	49.41	50.56	51.71	52.85	54.00	55.15
27	48.21	49.42	50.62	51.83	53.03	54.24	55.44	56.65	57.85
28	50.64	51.91	53.17	54.44	55.70	56.97	58.24	59.50	60.77
29	53.24	54.57	55.90	57.23	58.56	59.90	61.23	62.56	63.89

**Classified employees engaged in fire protection activities**

Range	A	B	C	D	E	F	AA	BB	CC
	<b>Step</b>								
18	\$ 22.21	\$ 22.77	\$ 23.32	\$ 23.88	\$ 24.43	\$ 24.99	\$ 25.54	\$ 26.10	\$ 26.65
19	23.32	23.90	24.49	25.07	25.65	26.24	26.82	27.40	27.98
20	24.49	25.10	25.71	26.33	26.94	27.55	28.16	28.78	29.39
21	25.71	26.35	27.00	27.64	28.28	28.92	29.57	30.21	30.85
22	27.01	27.69	28.36	29.04	29.71	30.39	31.06	31.74	32.41

**Department head service employees**

Range	Minimum	Maximum
23	\$ 82,524	\$ 108,923
24	84,636	114,353
25	90,994	120,125
26	95,575	126,162
27	100,289	132,375
28	105,335	139,053
29	110,736	146,169

**City of Kenai  
Fiscal Year 2023 Operating Budget**

**Temporary Position Salary Schedule**

**Temporary employees excluding those engaged in fire protection activities.**

Range	A	B	C
	<b>Step</b>		
T1	\$ 13.30	\$ 13.63	\$ 13.97
T2	13.97	14.32	14.67
T3	14.67	15.04	15.40
T4	15.40	15.79	16.17
T5	16.17	16.57	16.98
T6	16.99	17.41	17.84
T7	17.83	18.28	18.72
T8	19.09	19.57	20.04
T9	20.05	20.55	21.05
T10	21.04	21.57	22.09
T11	22.08	22.63	23.18
T12	23.21	23.79	24.37
T13	24.38	24.99	25.60
T14	25.59	26.23	26.87
T15	26.85	27.52	28.19
T16	28.20	28.91	29.61
T17	29.64	30.38	31.12
T18	31.09	31.87	32.64
T19	32.65	33.47	34.28
T20	34.27	35.13	35.98
T21	35.99	36.89	37.79
T22	37.79	38.73	39.68
T23	39.66	40.65	41.64
T24	41.66	42.70	43.74
T25	43.74	44.83	45.93
T26	45.96	47.11	48.26
T27	48.21	49.42	50.62
T28	50.64	51.91	53.17
T29	53.24	54.57	55.90

**Temporary employees engaged in fire protection activities.**

Range	A	B	C
	<b>Step</b>		
T18	\$ 22.21	\$ 22.77	\$ 23.32
T19	23.32	23.90	24.49
T20	24.49	25.10	25.71
T21	25.71	26.35	27.00
T22	27.01	27.69	28.36

## 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	2012	2021
City of Kenai	7,100	7,858
Kenai Peninsula Borough	55,400	58,799

Population by Sex/Age	2012	2021
Male	3,523	3,985
Female	3,577	3,873
Under 18	27.8%	24.6%
18 & over	72.2%	75.4%
Median age	34.7	37.6
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	2012	2021
White	5,745	5,758
African American	34	65
Asian	115	210
American Indian and Alaska Native	607	932
Native Hawaiian and Pacific Islander	16	102
Identified by two or more	347	515
Other		276

Household Income	2012	2021
Number of households	2,809	3,143
Average household size	2.51	2.45



Median household income	\$ 52,701	\$ 61,348
Persons in poverty	10.3%	13.37%

Education (persons age 25+)	2012	2021
High school graduate or higher	91.6%	86.82%
Bachelor's degree or higher	18.0%	19.4%

Source: U.S. Bureau of the Census, American Fact/finder, 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 37<sup>th</sup> 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	2012	2021
Kenai Peninsula Borough	8.8%	6.5%

Employment	2012	2021
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)	2012	2021
Administrative, Waste Management	\$ 1,185,547	\$ 1,161,304
Agriculture, Forestry, Fishing & Hunting	293,105	151,553
Arts and Entertainment	677,806	829,287
Construction Contracting	1,593,488	1,188,708
Educational Services	230,116	348,464
Finance and Insurance	392,788	459,447
Guiding	394,035	998,933
Health Care and Social Assistance	180,023	60,462

Taxable Sales by Category (July 1 – June 30)	2012	2021
Hotel/Motel/Bed & Breakfast	8,322,718	4,367,966
Information	8,690,768	3,261,856
Management of Companies	8,218	609,300
Manufacturing	1,112,623	96,772
Mining/Quarrying	56,994	5,468
Professional, Scientific and Technical Services	2,667,408	4,974,683
Public Administration	2,539,852	3,499,502
Remediation Services	2,974	-
Rental Commercial Property	387,138	513,249
Rental Non-Residential Property	2,640,326	1,478,797
Rental of Self-storage & Mini-warehouses	21,845	602,341
Rental Personal Property	479,827	986,174
Rental Residential Property	5,094,374	4,987,310
Restaurant/Bar	13,739,616	18,310,614
Retail Trade	149,406,404	202,743,870
Services	4,210,918	5,396,979
Telecommunications	1,711,922	2,966,833
Transportation and Warehousing	2,131,063	2,212,142
Utilities	9,709,308	11,754,821
Wholesale Trade	2,511,682	3,659,410
Total	\$ <u>220,392,886</u>	\$ <u>277,626,245</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.

**Budgetary Control** - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of

## GLOSSARY OF KEY TERMS

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.

**Employee Benefits** - Contributions made by the City to designated funds to meet commitments or obligations for employee

## GLOSSARY OF KEY TERMS

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 aimed 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.

**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.

## GLOSSARY OF KEY TERMS

**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.

**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



## GLOSSARY OF KEY TERMS

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 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.

## GLOSSARY OF KEY TERMS

**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.