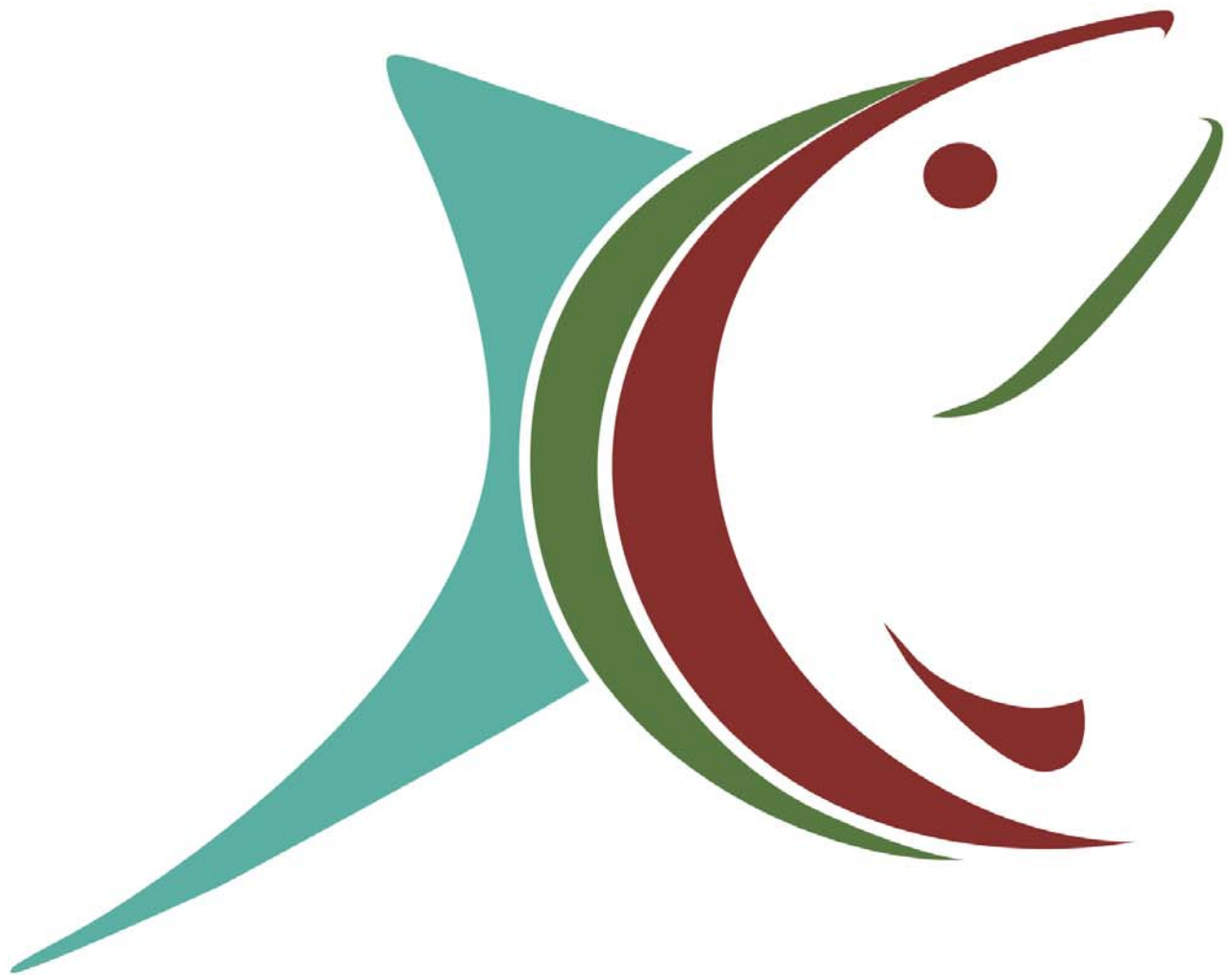


ANNUAL BUDGET

FOR THE
CITY OF KENAI, ALASKA



July 01, 2020 - June 30, 2021

ANNUAL OPERATING BUDGET
OF THE
CITY OF KENAI, ALASKA

For the Fiscal Year Beginning
July 1, 2020

Paul Ostrander
City Manager

Prepared by
FINANCE DEPARTMENT

Terry Eubank, CPA
Finance Director

**CITY OF KENAI
FISCAL YEAR 2021 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2021 CONSOLIDATED OPERATING BUDGET**

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YOUR LOCAL GOVERNMENT

MEET YOUR ELECTED OFFICIALS



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

Mayor Brian Gabriel
Term Expires 2022
bgabriel@kenai.city



Councilor Bob Molloy
Term Expires 2021
bmolloy@kenai.city



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



Councilor Henry Knackstedt
Term Expires 2020
hknackstedt@kenai.city



Councilor Tim Navarre
Term Expires 2020
tnavarre@kenai.city



Councilor Glenese Pettey
Term Expires 2022
gpettey@kenai.city

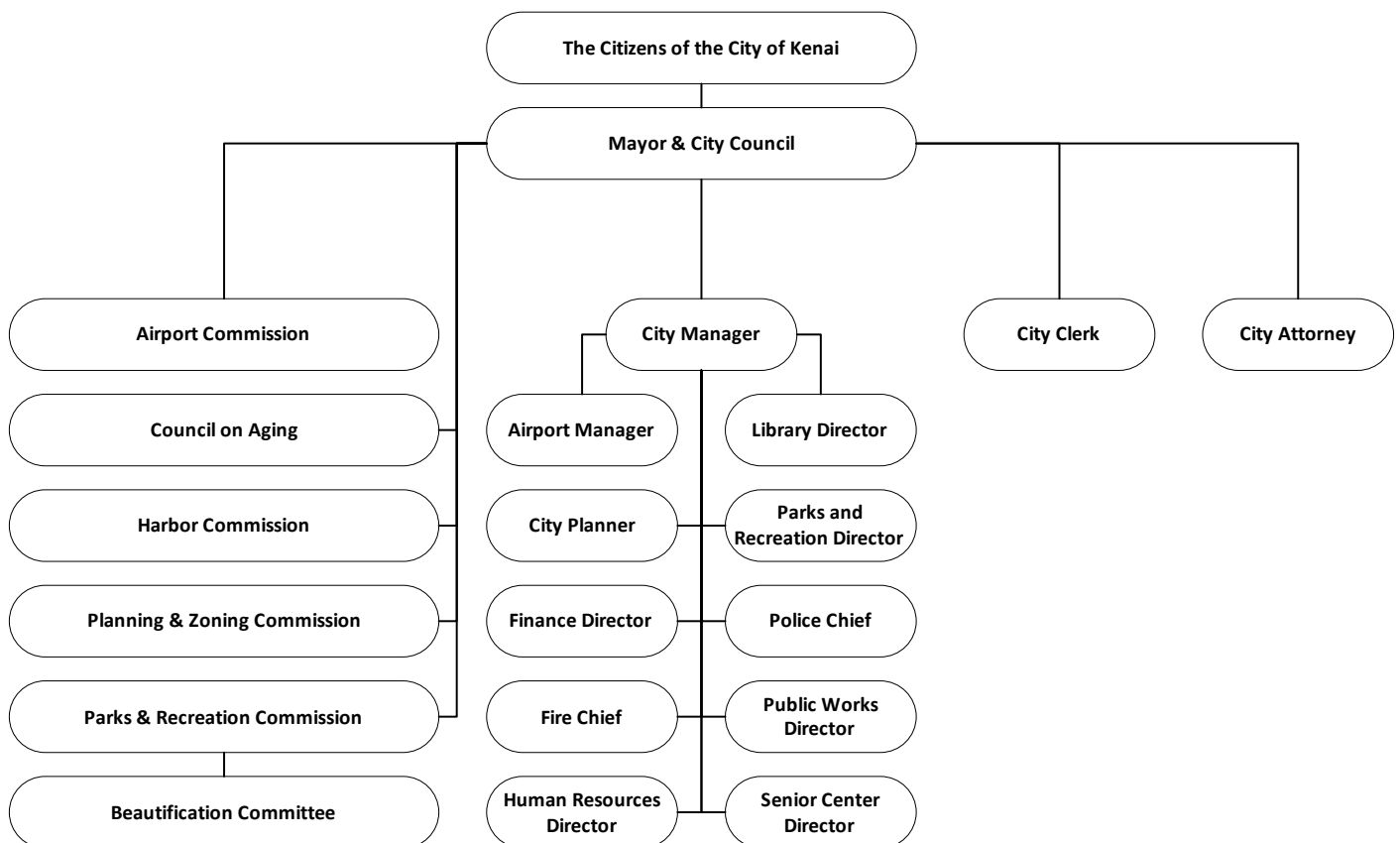


Jim Glendening
Term Expires 2022
jglendening@kenai.city

CITY ADMINISTRATION

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

City Manager	Paul Ostrander
City Attorney	Scott Bloom
City Clerk	Jamie Heinz
Finance Director	Terry Eubank
Human Resource Director	Stormy Brown
Police Chief	David Ross
Fire Chief	Anthony Prior
Public Works Director	Scott Curtin
Library Director	Katja Wolfe
Park & Recreation Director	Robert Frates
Airport Manager	Mary Bondurant
Senior Center Director	Kathy Romain



CONTACT INFORMATION

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

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

www.kenai.city

HOW TO USE THIS DOCUMENT

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

1. To function as a financial plan for the City of Kenai during the 2021 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 2021, 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 2021 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 FY2021 City of Kenai Operating and Capital Budget and the property tax levy for FY2021.
- **Strategic Goals and Priorities** – This section identifies the City's strategic goals and priorities which guided the development of the FY2021 City of Kenai Operating and Capital Budget.
- **Performance Measures** – This section identifies and describes the City's adoption of performance measures in its operational management.
- **Revenues** – The revenues section summarizes the City's revenues from fiscal year 2018 through budgeted revenues that support the fiscal year 2021 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 FY2020 Goals, FY2021 Department Goals and future considerations of the department.
- **Major & Capital Projects** – This section provides a summary and description of the City's 2021 capital improvement program. This includes all projects that meet the City's definition of a capital project, and include fixed and permanent improvements to City facilities and infrastructure, new construction of facilities, and acquisition of equipment with a useful life of one year or more and cost of over \$5,000.
- **Appendices**– This section provides a other information about the City and its operations which users may find valuable.
 - City of Kenai Schedule of Rates, Charges & Fees.
 - Authorized Personnel Staffing Table.
 - City Entity-wide Organization Chart.
 - FY2021 City Salary Schedule.
 - Chart of Accounts.
 - Kenai Community Profile.



April 13, 2020

Citizens of Kenai
Kenai City Council

RE: FY2021 Proposed Budget Transmittal Letter

Pursuant to Kenai Municipal Code 7.25, which provides legal standards for preparing, presenting, adopting, implementing, and monitoring the budget, I submit the FY2021 proposed budget for your consideration. This budget maintains current service levels in City operations and prioritizes major and capital projects while remaining mindful of the community's needs and priorities and considering the financial uncertainty created by the COVID-19 Pandemic Emergency. The budget proposes no change to the property tax mill levy or City sales tax rate. Various other revenues include increases commensurate with the rise in consumer prices as determined by the Anchorage, Alaska consumer price index for all urban consumers.

Additionally, this budget includes no additions or deletions to authorized staffing. Working together with department directors, we identified three non-public-safety positions City-wide, which, in the event they become vacant, will not be re-filled. The total payroll/benefits savings of not filling these three positions for a full fiscal year would be \$235,033.

There are no new programs or services proposed, and major project and capital project expenditures focus on maintaining the City's current infrastructure. During FY2020, the City completed its first five-year capital improvement plan. Implementation of this plan has been largely delayed until the depth and breadth of the financial impact of the COVID-19 Pandemic Emergency become clearer. The FY2021 Budget proposes the use of fund balance in nearly every fund led by the General Fund at \$757,882. Unforeseen events such as the COVID-19 Pandemic Emergency are precisely why sufficient fund balances must be maintained. Having and utilizing fund balance will allow the City to maintain service levels during times of uncertainty and adjust its operations as the true and long-term impacts of such an event become known.

Major initiatives for the City in FY2021 are:

Economy:

- Identify ways by which the City can assist local businesses to navigate and recover from the effects of the COVID-19 Pandemic Emergency.
- Create an environment to attract and compete for specific businesses and industries that are necessary to maintain and grow the local economy. Expansion in the local economy will ensure continued growth in sales and property tax to support local government in the coming years.
- Work with various departments to develop and implement a Land Management Plan, which includes an inventory of all City-owned lands. One of the City's greatest assets is its land inventory. Utilizing our lands to spur economic growth and improve the quality of life for our residents is key to the long-term viability of the City.



- Explore the development of incentive programs to attract new investment in Kenai. Creating a program to spur investment in Kenai and, in particular, into revitalizing some of Kenai's older structures is important to the City's future success.

Infrastructure:

- With the elimination of grants from the State of Alaska to construct and maintain City infrastructure, the City is prioritizing the use of and working to identify new sources of revenue to assist in maintaining the City's assets. Within the City's Five-Year Capital Plan, priority has been placed on the maintenance of existing assets with an emphasis on the assets needed to provide core City services. Most City-wide major and capital projects for FY2021 are being deferred until FY2022 as a result of the COVID-19 Pandemic Emergency. Total FY2021 transfers to capital project by fund are as follows:

General Fund	\$ 152,259
Personal Use Fishery Fund	38,724
Congregate Housing Fund	260,000
Airport Fund	80,000
Water & Sewer Fund	<u>882,577</u>
	<u>\$1,413,560</u>

Contingent upon the receipt of \$3,147,210 in capital grants from both identified and unidentified sources, the FY2021 transfers of \$1,413,560 combined with existing capital funds, residual funds from completed projects, and existing balances in capital project accounts will provide for capital expenditures of \$7,263,476 in FY2021.

Despite Alaska's challenging economic times, the proposed FY2021 budget maintains the core services our residents depend upon and assures good stewardship and use of public funds. The City of Kenai is financially sound and well-positioned to grow strong as we begin to recover after the COVID-19 Pandemic Emergency and thrive in the years to come.

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

Sincerely,



Paul Ostrander
City Manager

BUDGET DEVELOPMENT PROCESS

For the FY2021 Budget, the City directed all departments to submit a budget that was equal to or less than its FY2020 adopted budget net of any one-time special or capital project funding. Because of revenue impacts caused by the COVID-19 Pandemic Emergency the majority of the FY2021 capital plan will be deferred until FY2022. In addition to delaying the majority of capital projects as well as eliminating many one-time special projects, the administration is projecting the need for and has identified three positions for elimination if the local economy does not recover as quickly or as strongly from the COVID-19 Pandemic Emergency. The three select, non-public-safety positions will not be re-filled in FY2021 should they become vacant. The total payroll/benefits savings of not filling these three positions for a full fiscal year would be \$235,033.

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. FY2021 projects the use of fund balance predominately caused by the COVID-19 Pandemic Emergency but these projections are based on limited data at the time of budget adoption. The use of fund balance will allow the City to make better and more informed decisions as the true impact of this pandemic become clearer.

Basis of Budgeting

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

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

Budget Adoption

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

Per KMC 7.25.010(g) the adoption of a budget shall be completed by the tenth day of June annually. Finance Department staff began the preparation of the 2021 budget in November 2019. By the beginning of April, a preliminary budget was completed. Staff presented the proposed budget to the Council in April, and a public hearing work session was held the same month. Public hearings on the proposed budget occurred on May 1st and 15th. The budget process ends when the final budget is adopted on or before June 10th by the Kenai City Council.

The following calendar and chronology lists the steps involved in adopting and implementing the

City of Kenai's budget for the 2021 year.

Budget Calendar

CITY OF KENAI

2021 Budget Calendar

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

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

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

S	M	T	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

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

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

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

City Council Meeting

Budget Town Hall Meeting

Public Work Session

Budget Chronology

November – January 17 – Finance Department staff prepare historical information and budget submission forms for department use when preparing their 2021 budget requests.

December 19 –	Finance Department completes initial 2021 revenue forecasts for all funds, establishes year-end reserve and fixed costs. Provides information to City Manager for preparation of departmental operating budget allocation limits.
January 17 –	Revenue & COLA estimates to City Manager
January 17 –	
February 15 –	Staff budget development.
February 1 –	Overtime, new positions and reclassification request to City Manager.
February 6 –	Personnel requests forwarded to HR Director for analysis. Budget guidance and submission requirements provided to department heads with preparation packets.
February 15 –	Personnel requests forwarded for analysis to Finance Director.
February 21 –	Department operational budget submission due to Finance. Department Special Project requests due to Finance. Personnel budget submitted to City Manager.
February 28 –	City Manager approval of personnel budget requests.
March 6 –	Consolidated operational budget submitted to City Manager. Consolidated Special Project request submitted to City Manager.
March 9-11 & March 23-25 - March 10 –	Departmental budget meetings with City Manager. Budget goals public meeting.
April 15 –	Draft 2021 budget distributed to Council.
April 16 – May 6 –	Budget work sessions. Meeting dates to be determined by Council.
April 27 –	Budget Ordinance to City Clerk for May 6 Council packet.
May 6 –	Introduction of Budget Ordinance.
May 12 –	Publish Notice of public hearing to adopt FY21 Budget. Mill Rate Resolution to City Clerk for May 20 Council Packet.
May 20 –	Public Hearing and adoption of FY2021 Budget Ordinance. Public Hearing and approval of Mill Rate Resolution (Must be provided to KPB by June 15).
June 26 –	Publication and distribution of the Budget document.

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

Amending the Budget

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

Encumbrances

In all Governmental Funds of the City, when goods and services are not received by the end of the

year, encumbrance accounting is employed. Encumbrances (e.g., purchase orders, contracts) outstanding at year-end are reported as appropriate constraints of fund balances if they meet the definitions and criteria as outlined above. These commitments will be reappropriated and honored during the subsequent year.

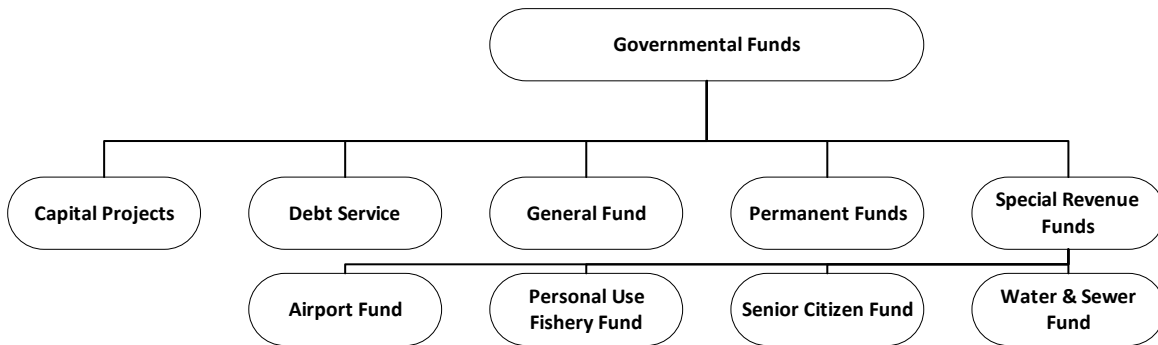
FUND STRUCTURE

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

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

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

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



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

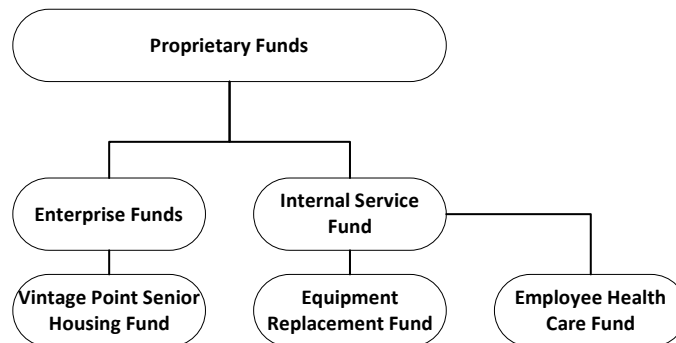
Special revenue funds account for proceeds of specific revenue sources that are restricted in some way or committed for purposes other than debt service or capital projects. Examples of Special Revenue Funds include the Airport Fund, the Water & Sewer Fund, the Personal Use Fishery Fund and the Senior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

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

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

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

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



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

FUND TYPES BUDGETED BY THE CITY

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

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

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

¹ Parks & Recreation Capital Project Fund

² Water & Sewer Capital Project Fund

³ Airport Improvement Capital Project Fund

⁴ Miscellaneous Capital Project Fund

FINANCIAL POLICIES

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

OVERALL GOALS

The overall financial goals underlying these policies are:

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

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

Operating Budget Policies

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

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

Debt Policies

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

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

Revenue Policies

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

Investment Policies

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

Accounting, Auditing and Reporting Policies

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

Capital Budget Policies

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

Fund Specific Policies

GENERAL FUND

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

Fund Balance Policy

Background

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

Purpose

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

Definitions and Classifications

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

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

Restricted Fund Balance Components:

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

Unrestricted Fund Balance Components:

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

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

Designating Funds:

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

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

Fund Balance Policy:

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

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

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

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

Policy Administration

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

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

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



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3121-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021, AMENDING THE SALARY SCHEDULE IN KENAI MUNICIPAL CODE CHAPTER 23.55- PAY PLAN AND AMENDING EMPLOYEE CLASSIFICATIONS IN KENAI MUNICIPAL CODE CHAPTER 23.50.

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, the fiscal year 2021 Budget includes a 0.22% increase to the City's Salary Schedule; and,

WHEREAS, the pay increase will go into effect beginning July 1, 2020.

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

Section 1. That certain document entitled "City of Kenai Fiscal Year 2021 Annual Budget" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

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, 2020, and ending the 30th day of June, 2021, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$ 16,873,839
Enterprise Fund –	
Congregate Housing Fund	755,181
Internal Service Funds:	
Equipment Replacement Fund	590,633
Fleet Replacement Fund	74,811
Employee Health Care Fund	<u>2,964,277</u>
Total Internal Service Funds	3,799,206
Special Revenue Funds:	
Personal Use Fishery Fund	478,062

Water & Sewer Fund	3,492,330
Airport Fund	3,109,245
Senior Citizen Fund	<u>935,002</u>
Total Special Revenue Funds	8,014,639

Permanent Funds:

Airport Land Sale Permanent Fund	955,050
General Land Sale Permanent Fund	<u>139,523</u>
Total Permanent Revenue Funds	1,094,573

Debt Service Fund – Library Expansion Bonds	<u>172,011</u>
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Total All Funds \$30,539,964

Section 3. Amendment of Salary Schedule in Chapter 23.55 of the Kenai Municipal Code: That the Salary Schedule in Kenai Municipal Code Chapter 23.55-Pay Plan, is hereby replaced in its entirety to read as follows:

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$10.52	\$10.78	\$11.05	\$11.31	\$11.57	\$11.84	\$12.10	\$12.36	\$12.62
1.1	11.04	11.32	11.59	11.87	12.14	12.42	12.70	12.97	13.25
2	11.75	12.04	12.34	12.63	12.93	13.22	13.51	13.81	14.10
2.1	12.37	12.68	12.99	13.30	13.61	13.92	14.23	14.53	14.84
2.2	13.08	13.41	13.73	14.06	14.39	14.72	15.04	15.37	15.70
2.3	13.74	14.08	14.43	14.77	15.11	15.46	15.80	16.14	16.49
2.4	16.04	16.44	16.84	17.24	17.64	18.05	18.45	18.85	19.25
2.5	18.18	18.63	19.09	19.54	20.00	20.45	20.91	21.36	21.82
3	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
4	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
5	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
6	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
7	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
8	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
9	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
10	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
11	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
12	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
13	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
14	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
15	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
16	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
17	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
18	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
19	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
20	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
21	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
22	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
23	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
24	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	21.28	21.81	22.34	22.88	23.41	23.94	24.47	25.00	25.54
14	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
15	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
16	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
17	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department Head Service employees

Range	Minimum	Maximum
18	\$79,084	\$104,382
19	81,108	109,586
20	87,201	115,117
21	91,591	120,903
22	96,108	126,857
23	100,944	133,256
24	106,120	140,076

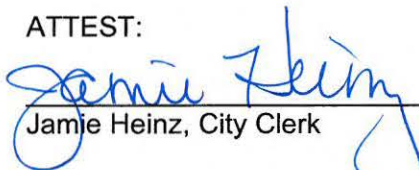
Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy 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 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2020.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of May, 2020.


BRIAN GABRIEL SR., MAYOR

ATTEST:


Jamie Heinz, City Clerk

Approved by Finance: 



Introduced: May 6, 2020
Enacted: May 20, 2020
Effective: July 1, 2020



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2020-25

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021.

WHEREAS, Kenai Municipal Code 7.25.010- Adoption Procedure, 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 2021 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:

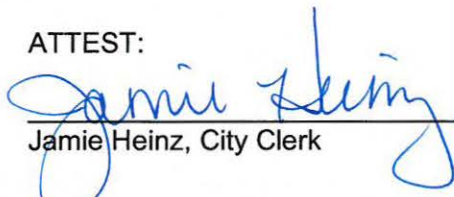
Section 1. That the rate of levy of property tax for the fiscal year commencing July 1, 2020 and ending June 30, 2021 be fixed at 4.35 mills.


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

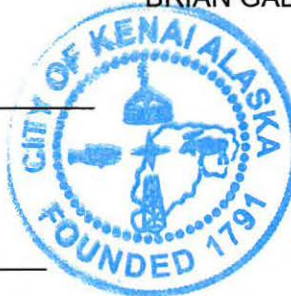
PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of May, 2020.


BRIAN GABRIEL SR., MAYOR

ATTEST:


Jamie Heinz, City Clerk

Approved by Finance: 





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Kenai
Alaska**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

STRATEGIC GOALS AND PRIORITIES

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

The primary goals of the plan are:

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

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

Objectives:

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

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

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

Objectives:

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

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

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

Objectives:

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

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

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

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

Objectives:

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

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

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

Objectives:

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

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

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

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

Objectives:

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

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

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

Objectives:

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

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

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

Objectives:

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

PERFORMANCE MEASURES

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

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

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

Key Result Measures

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

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

Goals

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

Data and Analysis

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

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

Decision Making

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

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OVERVIEW

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

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

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City of Kenai
Fiscal Year 2021 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
REVENUES								
Taxes	\$ 11,094,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	920,885	5,688	55,288	55,254	526,725	3,909	-	-
Interest/Investment Earnings	150,000	750	12,480	35,000	-	4,000	6,000	30,000
Charges for Service	725,000	432,075	2,997,067	694,124	76,500	-	2,985,991	-
Rents & Leases	220,711	-	-	884,810	13,000	417,533	-	314,507
Licenses & Permits	86,500	-	-	-	-	-	-	-
Fines & Forfeitures	63,700	-	-	-	-	-	-	-
Miscellaneous	150,000	-	3,000	13,000	78,800	-	-	75,000
Transfers In	<u>1,870,623</u>	<u>-</u>	<u>-</u>	<u>955,050</u>	<u>217,192</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>15,281,516</u>	<u>438,513</u>	<u>3,067,835</u>	<u>2,637,238</u>	<u>912,217</u>	<u>425,442</u>	<u>2,991,991</u>	<u>419,507</u>
EXPENDITURES/EXPENSES								
Salaries & Benefits	12,487,564	210,948	1,069,728	916,246	487,514	76,862	-	-
Supplies	767,248	10,100	306,150	265,050	164,925	12,167	10,000	-
Services	3,075,408	85,640	846,325	821,149	107,063	228,256	2,954,277	190,633
Debt Service	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	140,446	-	-
Capital Outlay	32,650	450	76,050	32,200	-	150	-	-
Transfers	<u>510,969</u>	<u>170,924</u>	<u>1,194,077</u>	<u>1,074,600</u>	<u>175,500</u>	<u>297,300</u>	<u>-</u>	<u>400,000</u>
Total Expenditures	<u>16,873,839</u>	<u>478,062</u>	<u>3,492,330</u>	<u>3,109,245</u>	<u>935,002</u>	<u>755,181</u>	<u>2,964,277</u>	<u>590,633</u>
Contributions to (from) Fund Balance/Net Assets	(1,592,323)	(39,549)	(424,495)	(472,007)	(22,785)	(329,739)	27,714	(171,126)
Add Credit From Depreciation	-	-	-	-	-	140,446	-	-
Projected lapse/encumbrances	<u>818,144</u>	<u>15,428</u>	<u>137,895</u>	<u>122,079</u>	<u>22,785</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjusted Deficit/Surplus	(774,179)	(24,121)	(286,600)	(349,928)	-	(189,293)	27,714	(171,126)
Beginning Fund Balance/Net Assets	<u>9,798,721</u>	<u>195,822</u>	<u>2,575,991</u>	<u>4,454,303</u>	<u>(54,603)</u>	<u>609,723</u>	<u>501,345</u>	<u>3,846,745</u>
Ending Fund Balance/Unrestricted Net Assets	<u>\$ 9,024,542</u>	<u>\$ 171,701</u>	<u>\$ 2,289,391</u>	<u>\$ 4,104,375</u>	<u>\$ (54,603)</u>	<u>\$ 420,430</u>	<u>\$ 529,059</u>	<u>\$ 3,675,619</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

Funds	Permanent Funds		Debt Service Fund	Capital Project Funds					
	Airport Land Sale Permanent Fund	General Land Sale Permanent Fund		Cemetery Improvement	Kenai Recreation Center	Kenai Bluff Erosion Improvement	Personal Use Fishery Improvement	Animal Control Improvement	Kenai City Dock Improvement
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8,000	1,486,160	194,330	30,493	-	37,890	1,000,000	-	-	-
-	-	-	-	-	-	-	-	-	-
147,821	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
62,589	10,000	-	-	-	-	-	-	-	-
400,000	-	-	141,518	-	-	-	38,724	-	153,317
618,410	1,496,160	194,330	172,011	-	37,890	1,000,000	38,724	-	153,317
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
74,811	-	-	-	-	-	-	-	-	-
-	-	-	172,011	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	188,786	156,075	1,000,000	50,000	-	265,050
-	955,050	139,523	-	-	-	-	-	-	-
74,811	955,050	139,523	172,011	188,786	156,075	1,000,000	50,000	-	265,050
543,599	541,110	54,807	-	(188,786)	(118,185)	-	(11,276)	-	(111,733)
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
543,599	541,110	54,807	-	(188,786)	(118,185)	-	(11,276)	-	(111,733)
269,693	28,111,299	3,736,845	-	188,786	118,185	-	11,276	4,089	111,733
\$ 813,292	\$ 28,652,409	\$ 3,791,652	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,089	\$ -

City of Kenai
Fiscal Year 2021 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

	Capital Project Funds							
	Congregate Housing Improvement	City Shop Improvement	Kenai Multipurpose Facility Improvement	Library Improvement	Trail Construction	Municipal Roadway Improvement	Airport Operations Facility Improvement	Airport Snow Removal Equipment
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-	329,646	-	250,000
Interest/Investment Earnings	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-
Rents & Leases	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Transfers In	260,000	-	152,259	-	-	-	80,000	131,000
Total Revenues	260,000	-	152,259	-	-	329,646	80,000	381,000
EXPENDITURES/EXPENSES								
Salaries & Benefits	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Capital Outlay	373,469	24,669	155,000	50,000	36,600	729,646	80,000	381,000
Transfers	-	-	-	-	-	-	-	-
Total Expenditures	373,469	24,669	155,000	50,000	36,600	729,646	80,000	381,000
Contributions to (from) Fund Balance/Net Assets	(113,469)	(24,669)	(2,741)	(50,000)	(36,600)	(400,000)	-	-
Add Credit From Depreciation	-	-	-	-	-	-	-	-
Projected lapse/encumbrances	-	-	-	-	-	-	-	-
Adjusted Deficit/Surplus	(113,469)	(24,669)	(2,741)	(50,000)	(36,600)	(400,000)	-	-
Beginning Fund Balance/ Net Assets	113,469	24,669	2,741	50,000	36,600	407,921	-	-
Ending Fund Balance/ Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,921	\$ -	\$ -

City of Kenai
Fiscal Year 2021 Operating Budget

Combined Revenues, Appropriations Fund Balance/Net Assets All Funds

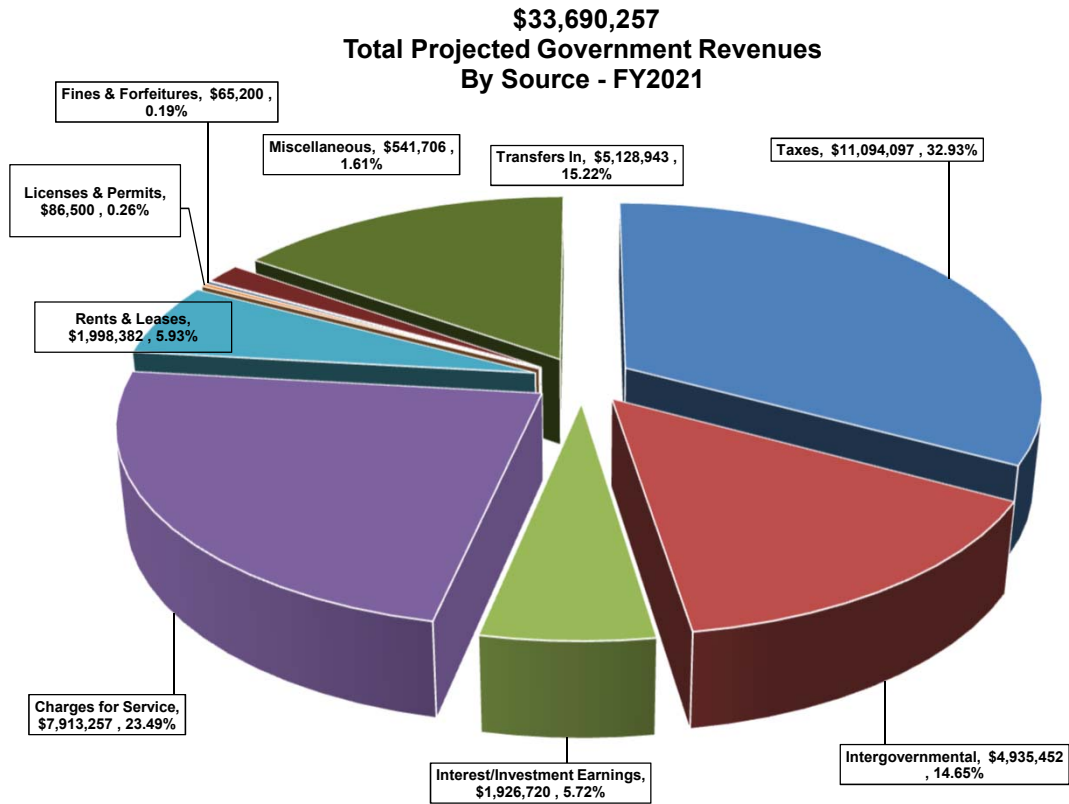
<u>Airport Terminal Improvement</u>	<u>Airport Master Plan Improvement</u>	<u>Airport Improvements Improvement</u>	<u>Water & Sewer Improvement</u>	<u>Waste Water Treatment Plant</u>	<u>Total All Funds</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,094,097
-	-	1,719,674	-	-	4,935,452
-	-	-	-	-	1,926,720
-	-	-	-	-	7,910,757
-	-	-	-	-	1,998,382
-	-	-	-	-	86,500
-	-	-	-	-	63,700
-	-	-	-	-	545,706
-	-	-	97,577	785,000	5,128,943
-	-	1,719,674	97,577	785,000	33,690,257
-	-	-	-	-	15,248,862
-	-	-	-	-	1,535,640
-	-	-	-	-	8,383,562
-	-	-	-	-	172,011
-	-	-	-	-	140,446
25,000	-	1,841,300	632,881	1,595,000	7,725,976
208,485	2,515	-	-	-	5,128,943
233,485	2,515	1,841,300	632,881	1,595,000	38,335,440
(233,485)	(2,515)	(121,626)	(535,304)	(810,000)	(4,645,183)
-	-	-	-	-	140,446
-	-	-	-	-	1,116,331
(233,485)	(2,515)	(121,626)	(535,304)	(810,000)	(3,388,406)
294,865	2,515	560,566	535,304	810,000	57,318,603
\$ 61,380	\$ -	\$ 438,940	\$ -	\$ -	\$ 53,930,197

City of Kenai
Fiscal Year 2021 Operating Budget
Combined Revenue and Appropriations All Fund Types

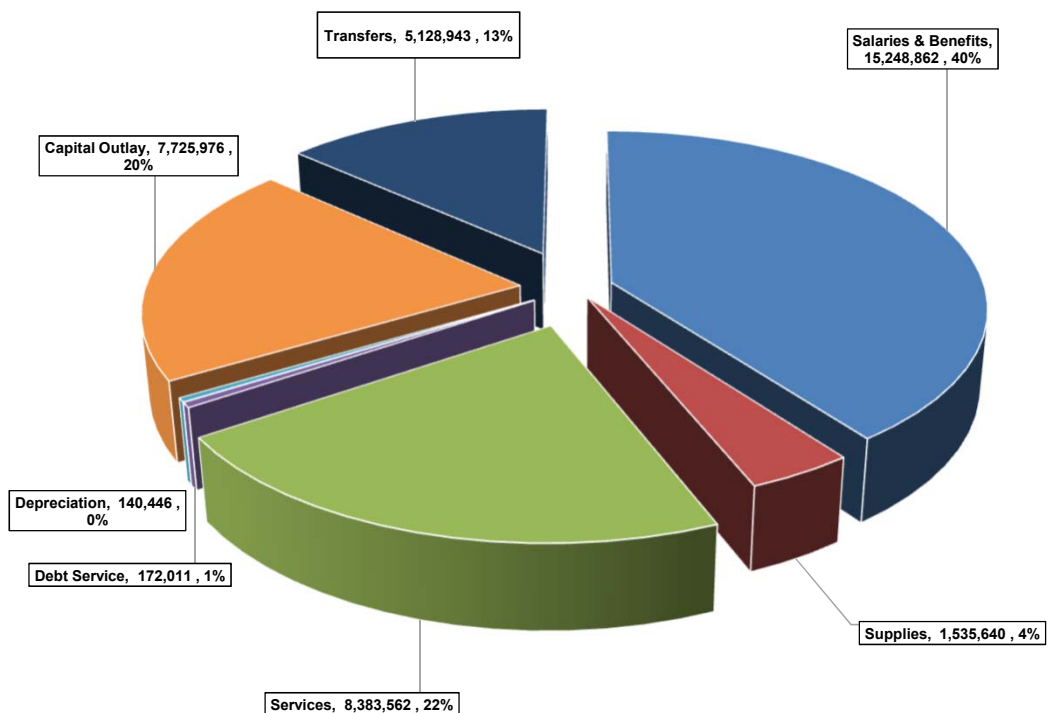
	FY2021 Adopted Budget							
	General Fund	Special Revenue	Enterprise Funds	Internal Service Funds	Permanent Funds	Debt Service Fund	Capital Project Funds	Total All Funds
REVENUES								
Taxes	\$ 11,094,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,094,097
Intergovernmental	920,885	642,955	3,909	-	-	30,493	3,337,210	4,935,452
Interest/Investment Earnings	150,000	48,230	4,000	44,000	1,680,490	-	-	1,926,720
Charges for Service	725,000	4,203,766	-	2,985,991	-	-	-	7,914,757
Rents & Leases	220,711	897,810	417,533	462,328	-	-	-	1,998,382
Licenses & Permits	86,500	-	-	-	-	-	-	86,500
Fines & Forfeitures	63,700	-	-	-	-	-	-	63,700
Miscellaneous	150,000	90,800	-	137,589	10,000	-	153,317	541,706
Transfers In	1,870,623	1,172,242	-	400,000	-	141,518	1,544,560	5,128,943
Total Revenues	15,281,516	7,055,803	425,442	4,029,908	1,690,490	172,011	5,035,087	33,690,257
EXPENDITURES/EXPENSES								
Salaries & Benefits	12,487,564	2,684,436	76,862	-	-	-	-	15,248,862
Supplies	767,248	746,225	12,167	10,000	-	-	-	1,535,640
Services	3,075,408	1,860,177	228,256	3,219,721	-	-	-	8,383,562
Debt Service	-	-	-	-	-	172,011	-	172,011
Depreciation	-	-	140,446	-	-	-	-	140,446
Capital Outlay	32,650	108,700	150	-	-	-	7,584,476	7,725,976
Transfers	510,969	2,615,101	297,300	400,000	1,094,573	-	211,000	5,128,943
Total Expenditures	16,873,839	8,014,639	755,181	3,629,721	1,094,573	172,011	7,795,476	38,335,440
Contributions to (from) Fund Balance/Net Assets	(1,592,323)	(958,836)	(329,739)	400,187	595,917	-	(2,760,389)	(4,645,183)
Add Credit From Depreciation	-	-	140,446	-	-	-	-	140,446
Projected lapse/encumbrances	818,144	298,187	-	-	-	-	-	1,116,331
Adjusted Deficit/Surplus	(774,179)	(660,649)	(189,293)	400,187	595,917	-	(2,760,389)	(3,388,406)
Beginning Fund Balance/ Net Assets	9,798,721	7,171,513	609,723	4,617,783	31,848,144	-	3,272,719	57,318,603
Ending Fund Balance/ Unrestricted Net Assets	<u>\$ 9,024,542</u>	<u>\$ 6,510,864</u>	<u>\$ 420,430</u>	<u>\$ 5,017,970</u>	<u>\$ 32,444,061</u>	<u>\$ -</u>	<u>\$ 512,330</u>	<u>\$ 53,930,197</u>

City of Kenai
Fiscal Year 2021 Operating Budget
Combined Revenue and Appropriations All Fund Types

FY2020 Projected Total	FY2019 Total
\$ 10,938,497	\$ 11,049,181
17,044,209	7,746,035
4,701,188	2,165,363
7,575,810	7,165,548
1,883,169	1,940,398
111,500	86,432
65,200	92,950
461,586	728,263
5,644,874	5,627,120
<u>48,426,033</u>	<u>36,601,290</u>
14,817,239	13,522,762
1,630,441	1,379,184
8,039,573	6,907,031
172,704	178,398
140,446	140,446
15,483,734	7,587,521
5,109,798	5,748,120
<u>45,393,935</u>	<u>35,463,462</u>
3,032,098	1,137,828
140,446	140,446
1,168,015	-
4,340,559	1,278,274
<u>52,978,044</u>	<u>51,699,770</u>
<u>\$ 57,318,603</u>	<u>\$ 52,978,044</u>



\$38,335,440
Total Estimated Government Expenditures
By Object - FY2021



City of Kenai
Fiscal Year 2021 Operating Budget

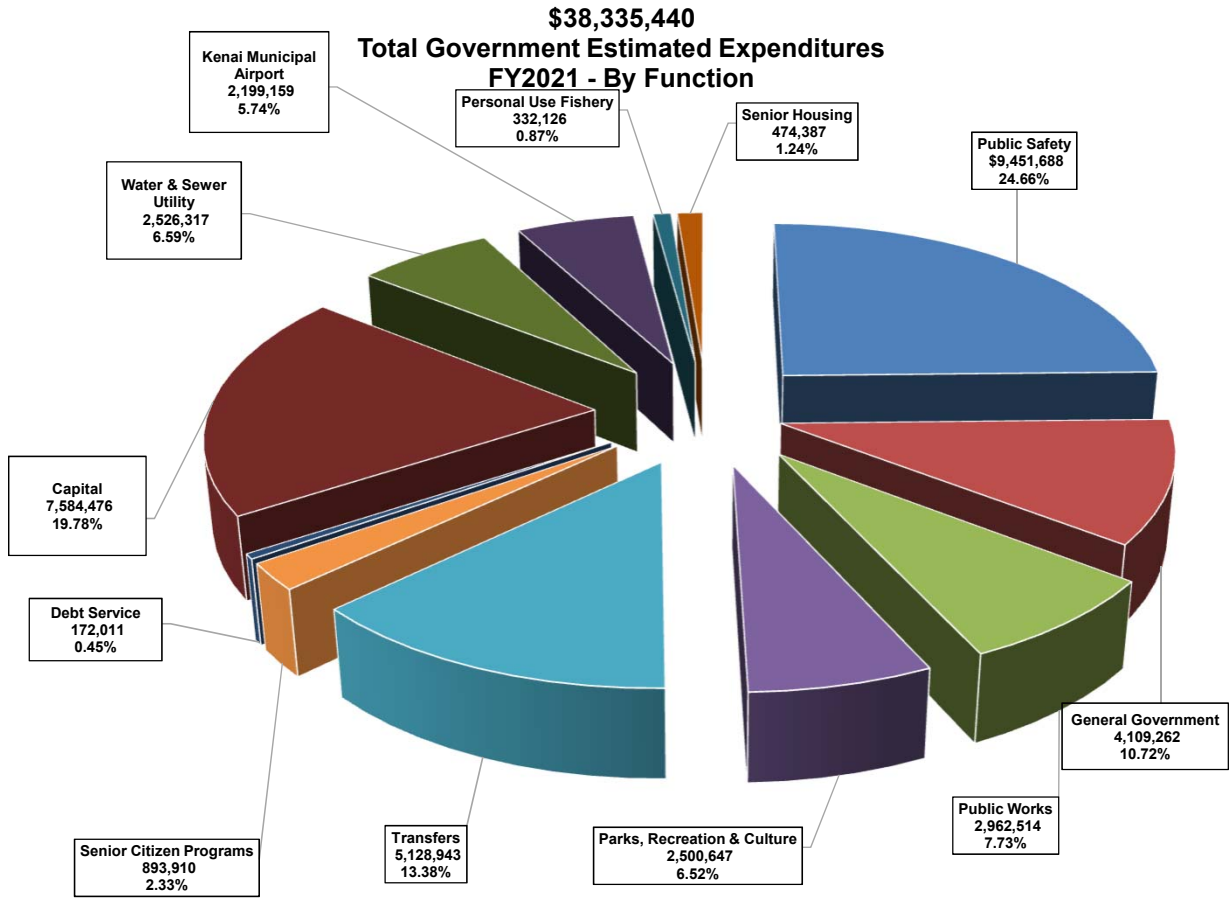
Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget

	Major Funds			Non-Major Funds - Aggregate			Total All Funds	
	FY2021 Adopted Budget	FY2020 Projected	FY2019 Actual	FY2021 Adopted Budget	FY2020 Projected	FY2019 Actual	FY2021 Adopted Budget	FY2020 Projected
REVENUES								
Taxes	\$ 11,094,097	\$ 10,938,497	\$ 11,049,181	\$ -	\$ -	\$ -	\$ 11,094,097	\$ 10,938,497
Intergovernmental	3,005,010	16,118,522	7,180,438	1,930,442	925,687	565,597	4,935,452	17,044,209
Interest/Investment Earnings	1,687,640	4,092,944	1,943,137	239,080	608,244	222,226	1,926,720	4,701,188
Charges for Service	4,414,691	4,394,698	4,331,081	3,498,566	3,181,112	2,834,467	7,913,257	7,575,810
Rents & Leases	1,523,054	1,548,843	1,562,275	475,328	334,326	378,123	1,998,382	1,883,169
Licenses & Permits	86,500	111,500	86,432	-	-	-	86,500	111,500
Fines & Forfeitures	65,200	65,200	92,950	-	-	-	65,200	65,200
Miscellaneous	176,000	247,243	622,837	365,706	214,343	105,426	541,706	461,586
Transfers In	3,919,250	4,578,285	5,004,822	1,209,693	1,066,589	622,298	5,128,943	5,644,874
Total Revenues	25,971,442	42,095,732	31,873,153	7,718,815	6,330,301	4,728,137	33,690,257	48,426,033
EXPENDITURES/EXPENSES								
Salaries & Benefits	14,550,400	14,111,264	12,885,951	698,462	705,975	636,811	15,248,862	14,817,239
Supplies	1,350,615	1,426,211	1,204,274	185,025	204,230	174,910	1,535,640	1,630,441
Services	4,971,138	5,023,093	4,283,356	3,412,424	3,016,480	2,623,675	8,383,562	8,039,573
Debt Service	-	-	-	172,011	172,704	178,398	172,011	172,704
Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Capital Outlay	4,696,231	15,293,201	7,414,887	3,029,745	190,533	172,634	7,725,976	15,483,734
Transfers	4,242,996	4,670,959	5,428,827	885,947	438,839	319,293	5,128,943	5,109,798
Total Expenditures	29,951,826	40,665,174	31,357,741	8,383,614	4,728,761	4,105,721	38,335,440	45,393,935
Contributions to (from) Fund Balance/Net Assets	(3,980,384)	1,430,558	515,412	(664,799)	1,601,540	622,416	(4,645,183)	3,032,098
Add Credit From Depreciation	140,446	140,446	140,446	-	-	-	140,446	140,446
Projected lapse/encumbrances	1,078,118	1,061,102	-	38,213	106,913	-	1,116,331	1,168,015
Adjusted Deficit/Surplus	(2,761,820)	2,632,106	655,858	(626,586)	1,708,453	622,416	(3,388,406)	4,340,559
Beginning Fund Balance/ Net Assets	47,753,287	45,121,181	44,465,323	9,565,316	7,856,863	7,234,447	57,318,603	52,978,044
Ending Fund Balance/ Unrestricted Net Assets	\$ 44,991,467	\$ 47,753,287	\$ 45,121,181	\$ 8,938,730	\$ 9,565,316	\$ 7,856,863	\$ 53,930,197	\$ 57,318,603

City of Kenai
Fiscal Year 2021 Operating Budget

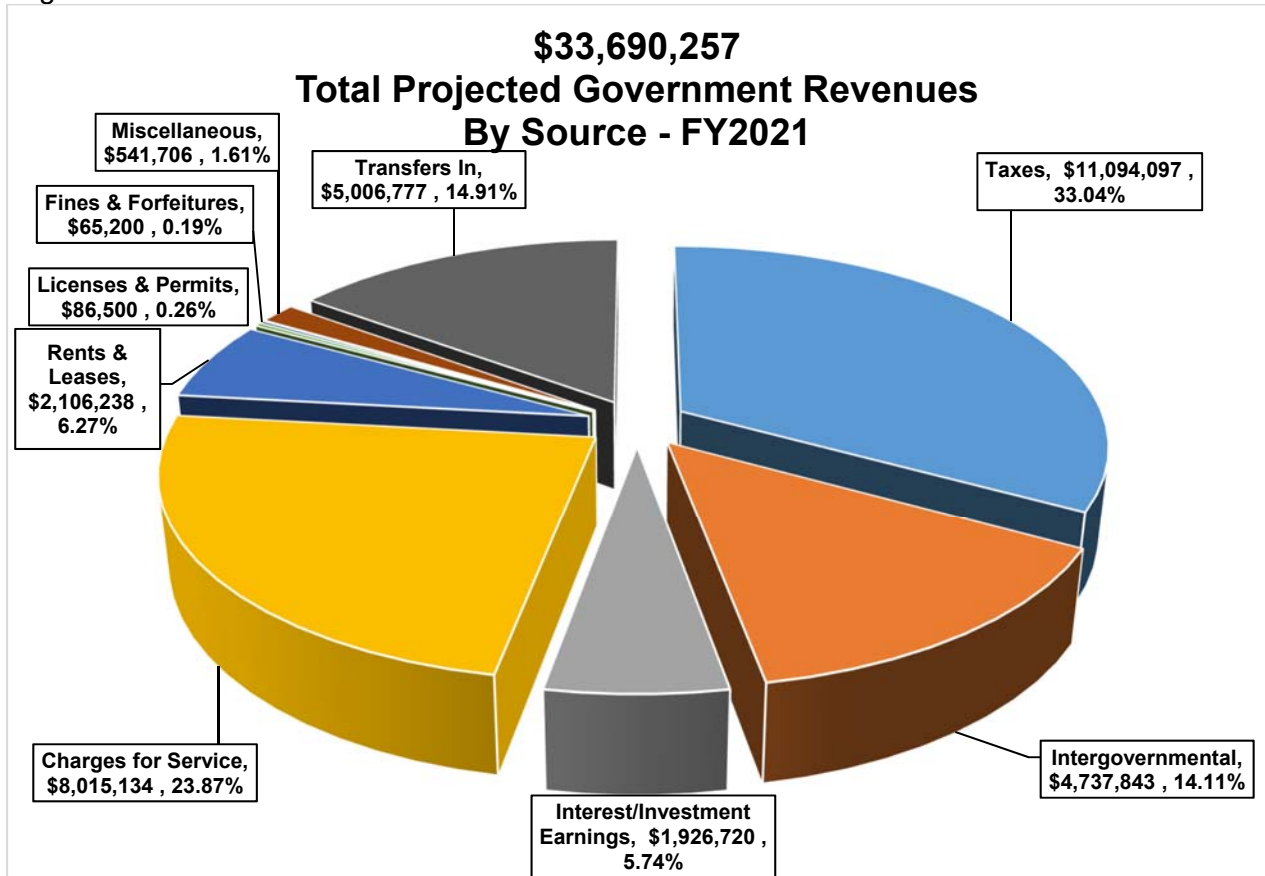
Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year, and Adopted Budget

FY2019
Actual
\$ 11,049,181
7,746,035
2,165,363
7,165,548
1,940,398
86,432
92,950
728,263
5,627,120
36,601,290
13,522,762
1,379,184
6,907,031
178,398
140,446
7,587,521
5,748,120
35,463,462
1,137,828
140,446
-
1,278,274
51,699,770
\$ 52,978,044



REVENUES

This section summarizes City operating revenues from FY2018 through forecasted amounts that will support the FY2021 Budget. As you will see, the City has many revenue sources, some much larger than others.



TAXES

A. Property Taxes

Authority:

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

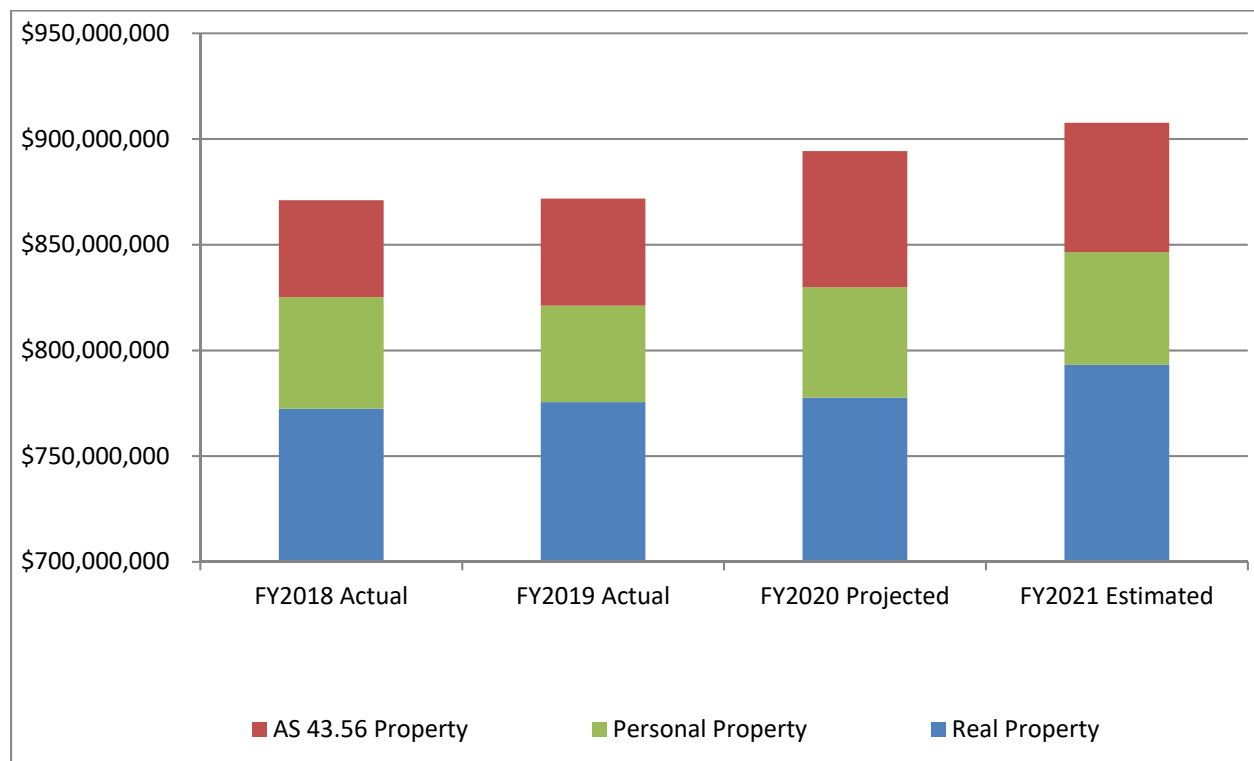
Description:

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

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

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
<i>Taxable Values (expressed in thousands):</i>				
Real Property	\$772,441	\$775,542	\$777,640	\$793,193
Personal Property	52,767	45,612	52,257	53,302
AS 43.56 Property	<u>45,868</u>	<u>50,675</u>	<u>64,381</u>	<u>61,162</u>
Total Taxable Assessed Value	\$871,076	\$871,829	\$894,278	\$907,657
Rate of Taxation	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>	<u>4.35</u>
Total Revenue	<u>\$3,868,445</u>	<u>\$3,890,086</u>	<u>\$3,950,304</u>	<u>\$3,977,338</u>



Projection Method and Comments:

FY2021 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 FY2021 and oil & gas taxable assessed values are projected to decline at a rate of five percent (5%) annually beyond FY2021. 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 FY2019, the most recent data available, are:

<u>Category</u>	<u>Amount</u>	<u>%</u>
Retail Trade	\$174,352,354	71.38%
Restaurant/Bar	17,374,080	7.11%
Utilities	10,756,426	4.40%
Hotel/Motel/Bed & Breakfast	4,324,357	1.77%
Information	5,003,845	2.05%
Services	5,548,357	2.27%
Rental Residential Property	4,787,750	1.96%
Public Administration	3,530,843	1.45%
Professional, Scientific and Technical Services	3,838,687	1.57%
Wholesale Trade	3,627,790	1.49%
Telecommunications	2,826,755	1.16%
Rental Non-Residential Property	1,323,468	0.54%
Administrative, Waste Management,	1,120,363	0.46%
Construction Contracting	1,041,488	0.43%
Arts and Entertainment	907,398	0.37%
Rental Personal Property	1,015,105	0.42%
Guiding Water	405,292	0.17%
Manufacturing	542,804	0.22%
Transportation and Warehousing	296,642	0.12%
Finance and Insurance	323,803	0.13%
Rental Commercial Property	364,840	0.15%
Rental of Self-storage & Mini-warehouses	416,467	0.17%
Educational Services	289,068	0.12%
Agriculture, Forestry, Fishing & Hunting	134,718	0.06%
Mining/Quarrying	30,556	0.01%
Health Care and Social Assistance	39,891	0.02%
Telecommunications - Cable	9,469	0.00%
Management of Companies	5,705	0.00%
Guiding Land	-	0.00%
	<u>\$244,238,321</u>	<u>100.00%</u>

	FY2018	FY2019	FY2020 Estimated	FY2021 Projected
Taxable Sales	\$232,955,359	\$244,238,321	\$236,733,859	\$234,307,577
Sales Tax Rate	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
Gross Sales Tax Revenue	6,988,661	7,327,150	7,101,822	7,029,227
Credit for Prompt Remittance	(134,408)	(168,056)	(113,629)	(112,468)
Sales Tax on Internet Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>
Net Sales Tax Revenue	<u>\$ 6,854,253</u>	<u>\$ 7,159,094</u>	<u>\$ 6,988,193</u>	<u>\$ 7,116,759</u>
% Change from Prior Year	2.07%	4.45%	(2.39%)	(1.02%)

Projection Method and Comments:

Initial sales tax projections for FY2021 were based on current year collection patterns. The economy was expected to continue modest growth with sales growing at a rate of two and one-half percent (2.5%). The COVID-19 Pandemic Emergency which began in March 2020 required new and lower projections. FY2020 estimated sales tax revenue was reduced by \$398,982 and FY2021 decreased \$703,319, about 9%. The impact of the COVID-19 Pandemic Emergency are expected to linger through the end of calendar year 2020 with calendar year 2021 sales recovering to 2019 levels. FY2021 sales tax revenue includes \$200,000 from the collection of sales taxes on internet sales. Total tax on internet sales are estimated at \$250,000 with approximately \$50,000 being paid to the Alaska Remote Sellers Sales Tax Commission for collection.

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.

	FY2018	FY2019	FY2020 Estimated	FY2021 Projected
ARMB Required Contribution Rate	25.01%	27.58%	28.62%	30.85%
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>3.01%</u>	<u>5.58%</u>	<u>6.62%</u>	<u>8.85%</u>
On-behalf Revenue Received	\$349,046	\$498,806	\$570,407	\$767,541

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>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue	\$250,852	\$210,345	\$174,116	\$76,068

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 FY2021 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>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Shared Fisheries Business Tax	\$ 2,722	\$ 2,228	\$ 793	\$ 2,000
Fishery Resource Landing Tax	<u>115,821</u>	<u>126,185</u>	<u>60,284</u>	<u>98,000</u>
	<u>\$118,543</u>	<u>\$128,413</u>	<u>\$61,077</u>	<u>\$100,000</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>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue	\$190,847	\$190,847	\$190,847	\$190,847

Projection Method and Comments:

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

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

- Kenai Peninsula Borough Budget

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue	\$126,207	\$126,207	\$126,207	\$169,221

Projection Method and Comments:

The Kenai Peninsula Borough provides an amount for senior citizen programs in the annual operating budget. The total amount of funding is divided amongst all senior centers in the Borough based upon the senior population each is serving. Population is based on the most current U.S. Census, the 2010 Census is currently being used. FY2021 amounts are projected to increase after discovering an error in the allocation formula for seniors resulting in an additional 598 seniors being allocated to the Kenai Senior Center. Future changes will be driven by the result of the 2020 U.S. Census.

F. Choice Waiver Program**Authority:**

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

Description:

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

determined by the Senior and Disability Services Intake and Assessment Unit.

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue	\$195,012	\$135,444	\$125,000	\$150,000

Projection Method and Comments:

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

Interest/Investment Earnings

A. Investment of all funds except Permanent Funds

Authority:

- KMC 7.22 Investment of Monies

Description:

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

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

Authorized investments of the portfolio include:

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

Projection Method and Comments:

As of March 31, 2019 the City's portfolio was earning an average rate of return of 1.98%. Federal Reserve actions in response to the COVID-19 Pandemic Emergency will reduce future earnings as higher yielding investments mature or are called and replaced with lower yielding assets.

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 FY2021 authorized investment allocation for the investment of the City's Permanent Funds is:

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

The investment performance shall be measured as follows:

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

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

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

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

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

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

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

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

Projection Method and Comments:

The City's Permanent Fund investment manager projects the portfolio to return a six percent (6%) geometric rate of return over the next ten-year investment period. Utilizing this rate of return and the invested principle balance generates the FY2021 revenue estimates.

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

- City of Kenai Fees Schedule
- Resolution 2019-34

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u> <u>Estimated</u>	<u>FY2021</u> <u>Projected</u>
Treatment without transport	\$ -	\$ -	\$ 250.00	\$ 250.00
Emergent BLS	550.00	550.00	575.00	575.00
Non-emergent BLS	350.00	350.00	450.00	450.00
ALS I	650.00	650.00	700.00	700.00
ALS II	800.00	800.00	875.00	875.00
Rate per mile	11.00	11.00	14.00	14.00
Total Revenue	\$443,544	\$410,409	\$450,000	\$500,000

Projection Method and Comments:

Revenue projections are based on application of new billing rates to FY2018 and FY2019 actual call volumes by type. Gross revenues are reduced by required billing adjustments for allowable Medicare/Medicaid rates and the application of the City's Charity Care Policy. Gross revenues in FY2021 is projected to be \$686,000 with \$186,000 in billing adjustments and charity care awarded for projected net revenue of \$500,000.

B. Animal Control Fees**Authority:**

- KMC Title 3, Animal Control

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u> <u>Estimated</u>	<u>FY2021</u> <u>Projected</u>
Veterinary services			Actual	Cost
Veterinary services transport per mile	\$ -	\$ 2.04	\$ 2.04	\$ 2.04
Insertion of microchip	10.20	10.20	10.20	10.20
Animal adoption fee	20.40	20.40	20.40	20.40
Total Revenue	\$39,776	\$35,561	\$39,000	\$39,000

Projection Method and Comments:

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

C. Multipurpose Fees

Authority:

- City of Kenai Fees Schedule
- Resolution 2016-19

Description:

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

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u> <u>Estimated</u>	<u>FY2020</u> <u>Projected</u>
Hourly rate	\$145.00	\$145.00	\$145.00	\$145.00
Exclusive hours of use	<u>586.50</u>	<u>581.00</u>	<u>547.75</u>	<u>600.00</u>
Total hourly rentals	\$85,043	\$84,245	\$79,424	\$87,000
Summer ice lease	<u>45,409</u>	<u>46,382</u>	<u>34,082</u>	<u>43,000</u>
Total Revenue	<u>\$130,452</u>	<u>\$130,627</u>	<u>\$113,506</u>	<u>\$130,000</u>

Projection Method and Comments:

Revenue projections are based on historical ice usage.

D. Water & Sewer Fees

Authority:

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

Description:

The City provides potable water, waste water handling, and waste water treatment in

compliance with all state and federal regulations. The City strives to economically operate the utility to provide reliable service to the residents of Kenai.

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

	<u>FY2020</u>	<u>FY2021</u>	<u>Change</u>
<u>Water Rates:</u>			
Residential flat rate per month	\$37.09	\$37.09	\$ -
General Use – Metered per 1,000 gallons	\$3.58	\$3.58	\$ -
<u>Sewer Rates:</u>			
Residential flat rate per month	\$53.48	\$53.48	\$ -
General Use – Metered per 1,000 gallons	\$5.30	\$5.30	\$ -
<u>Combined Water & Sewer Rates:</u>			
Residential flat rate per month	\$90.57	\$90.57	\$ -
General Use – Metered per 1,000 gallons	8.88	\$8.88	\$ -

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue				
Residential	\$2,046,017	\$2,049,929	\$2,158,000	\$2,118,252
General Use	<u>794,588</u>	<u>809,053</u>	<u>849,680</u>	<u>834,030</u>
Total	<u>\$2,840,605</u>	<u>\$2,858,982</u>	<u>\$3,007,680</u>	<u>\$2,952,282</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 2019 was 1.39%, however as a result of the COVID-19 Pandemic Emergency no rate increase is being proposed for FY2021. A new rate study is being commissioned and future rate increases will be based on the results of that study. FY2021 revenues are projected at FY2020 levels.

E. Vehicle Parking Fees

Authority:

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

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Parking rate per day	\$7.00	\$7.00	\$7.00	\$7.00
Total Revenue	<u>\$223,360</u>	<u>\$229,757</u>	<u>\$159,199</u>	<u>\$200,000</u>

Projection Method and Comments:

The terminal renovation project at the Kenai Municipal was completed in FY2020. Air carriers were significantly impacted by the COVID-19 Pandemic Emergency which was considered to be more impactful to airlines than the terrorist attack on September 11, 2001. Parking fees at the terminal are projected to return to historic levels as the nation's air carriers recover from the COVID-19 Pandemic Emergency.

F. Aircraft Landing Fees**Authority:**

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

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u> <u>Estimated</u>	<u>FY2021</u> <u>Projected</u>
Landing fees (per 1,000 pounds)				
Signatory	\$1.61	\$1.61	\$1.70	\$1.70
Non-signatory	\$2.12	\$2.12	\$2.21	\$2.21
Total Revenue	<u>\$401,556</u>	<u>\$410,697</u>	<u>\$357,500</u>	<u>\$300,874</u>

Projection Method and Comments:

Revenues are projected based on historical certified activity reports provided by commercial operators and future aviation forecasts. Air carriers were significantly impacted by the COVID-19 Pandemic Emergency which was considered to be more impactful to airlines than the terrorist attack on September 11, 2001. With completion of the terminal rehabilitation project is renegotiating all terminal and airfield fees with its operators. No rates increase is anticipated in FY2021 as the air carriers and other tenants of the terminal recover from the COVID-19 Pandemic Emergency.

G. Employee Health Care Fees**Authority:**

- Employee Health Care Fund

Description:

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

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>
<u>Employee monthly premium</u>			
Employee Only	\$ 98.00	\$ 102.00	\$ 123.00
Employee w/Children	178.00	204.00	222.00
Employee w/Spouse	196.00	185.00	244.00
Employee & Family	268.00	278.00	333.00
Part time Employee Only	455.00	469.00	519.00
Part time Employee w/Children	1,173.00	1,394.00	1,325.00
Part time Employee w/Spouse	1,349.00	1,212.00	1,523.00
Part time Employee & Family	2,070.00	2,141.00	2,331.00

City Cost per eligible employee

Full time	\$20,031	\$22,715	\$24,700
Part time	10,016	11,358	12,350
Total Estimated City Cost	\$2,148,494	\$2,148,494	\$2,615,020

Revenues

Charge for Services	\$2,148,495	\$2,436,200	2,636,734
Employee Premiums	<u>243,552</u>	<u>282,312</u>	<u>349,257</u>
Total Revenue	<u>\$2,392,047</u>	<u>\$2,718,512</u>	<u>\$2,985,991</u>

Projection Method and Comments:

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

Rents & Leases

A. Land Leases

Authority:

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

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u> <u>Estimated</u>	<u>FY2021</u> <u>Projected</u>
General Fund Land Leases	\$109,979	\$174,161	\$180,711	\$180,711
Airport Fund Land Leases	<u>691,152</u>	<u>570,675</u>	<u>563,293</u>	<u>504,665</u>
	<u>\$801,131</u>	<u>\$744,836</u>	<u>\$744,004</u>	<u>\$685,376</u>

Projection Method and Comments:

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

B. Terminal Rents**Authority:**

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

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Airline Rents	\$181,496	\$210,746	\$210,746	\$170,170
Concessionaire & Other Rents	<u>268,038</u>	<u>244,196</u>	<u>276,381</u>	<u>196,381</u>
	<u>\$449,534</u>	<u>\$454,942</u>	<u>\$487,127</u>	<u>\$366,551</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 has proposed on change in fees for FY2021 with a 5% increase for each subsequent 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 new tenant square footages after completion of the rehabilitation project. Concessionaire agreements are negotiated with multiple vendors and are typically for five years. Revenue estimates are based upon current space occupancy.

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

- KMC 7.25.100 Equipment Replacement Fund

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Rents:				
Fire Department	\$131,806	\$131,806	\$116,205	\$121,437
Non-Departmental	3,478	30,820	30,820	30,820
Street Department	183,566	202,069	169,182	157,130
Parks, Recreation & Beautification	<u>5,254</u>	<u>5,254</u>	<u>5,120</u>	<u>5,120</u>
	<u>\$324,104</u>	<u>\$369,949</u>	<u>\$379,327</u>	<u>\$314,507</u>

Projection Method and Comments:

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

D. Fleet Replacement Fund Rents

Authority:

- KMC 7.25.105 Fleet Replacement Fund

Description:

In FY2021 the City will begin 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>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Rents:				
Police Department	\$ -	\$ -	\$ -	\$ 83,634
Parks, Recreation & Beautification	-	-	-	20,210
Fire Department	-	-	-	10,713
Street Department	-	-	-	8,909
Shop Department	-	-	-	3,066
Animal Control	-	-	-	5,308
Senior Citizen Fund Departments	-	-	-	10,517
Building Department	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,464</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$147,821</u>

Projection Method and Comments:

Rents are based on the estimated replacement cost of each vehicle. Assuming a three percent (2%) 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 two percent (2%) 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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u> <u>Estimated</u>	<u>FY2021</u> <u>Projected</u>
Rents:	\$394,618	\$407,714	\$401,145	\$417,533

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 weight list for prospective tenants.

Licenses & Permits

A. Building Permits

Authority:

- KMC 4.05 Building Code

Description:

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

	<u>Commercial</u>	<u>Residential</u>
Valuation \$1.00 - \$500.00	\$23.50	\$17.63
Valuation \$501.00 - \$2,000.00 - Base	\$23.50	\$17.63
Valuation \$501.00 - \$2,000.00 - Each additional \$100.00, or fraction thereof, over \$500.00 including \$2,000.00	\$3.05	\$2.29
Valuation \$2,001.00 - \$25,000.00 - Base	\$69.25	\$51.94
Valuation \$2,001.00 - \$25,000.00 - Each additional \$1,000.00, or fraction thereof, over \$2,000.00 including \$25,000.00	\$14.00	\$10.50
Valuation \$25,001.00 - \$50,000.00 - Base	\$391.25	\$293.44

Valuation \$25,001.00 - \$50,000.00 - Each additional \$1,000.00, or fraction thereof, over \$25,000.00 including \$50,000.00	\$10.10	\$7.58
Valuation \$50,001.00 - \$100,000.00 - Base	\$643.75	\$482.81
Valuation \$50,001.00 - \$100,000.00 - Each additional \$1,000.00, or fraction thereof, over \$50,000.00 including \$100,000.00	\$7.00	\$5.25
Valuation \$100,001.00 - \$500,000.00 - Base	\$993.75	\$745.31
Valuation \$100,001.00 - \$500,000.00 - Each additional \$1,000.00, or fraction thereof, over \$100,000.00 including \$500,000.00	\$5.60	\$4.20
Valuation \$500,001.00 - \$1,000,000.00 - Base	\$3,233.75	\$2,425.31
Valuation \$500,001.00 - \$1,000,000.00 - Each additional \$1,000.00, or fraction thereof, over \$500,000.00 including \$1,000,000.00	\$4.75	\$3.56
Valuation \$1,000,001.00 and up - Base	\$5,608.75	\$4,206.56
Valuation \$1,000,001.00 - and up - Each additional \$1,000.00, or fraction thereof, over \$1,000,000.00	\$3.65	\$2.74
Inspection outside of normal business hours - per hour (two hour minimum charge)	\$47.00	\$47.00
Inspection for which no fee is specifically indicated - per hour (two hour minimum charge)	\$47.00	\$47.00
Additional plan review required by changes, additions or revisions to plans - per hour (one hour minimum charge)	\$47.00	\$47.00

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020 Estimated</u>	<u>FY2021 Projected</u>
Total Revenue	\$79,617	\$69,193	\$94,000	\$70,000

Projection Method and Comments:

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

B. Animal Licenses

Authority:

- KMC Title 3, Animal Control

Description:

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

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 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	\$7,520	\$9,317	\$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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 Projected</u>
Cost Allocation %	13.74%	13.48%	12.63%	13.84%
Total cost recovery	\$1,531,400	\$1,542,390	\$1,596,000	\$1,681,100

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

	FY 2020	FY 2021	Difference	Percent
Water	\$ 91,100	\$ 105,300	\$ 14,200	15.59%
Sewer	51,700	56,700	5,000	9.67%
Sewer Treatment	134,700	149,500	14,800	10.99%
Airport - Airfield	903,600	946,600	43,000	4.76%
Airport - Administration Including Land	58,700	59,200	500	0.85%
Airport - Terminal	67,400	68,800	1,400	2.08%
Senior - Access	38,300	38,700	400	1.04%
Senior - Cong Meals	42,400	47,800	5,400	12.74%
Senior - Home Meals	36,600	42,100	5,500	15.03%
Senior - Transportation	21,800	21,900	100	0.46%
Senior - Choice Waiver	25,500	25,000	(500)	(1.96%)
Dipnet - Public Safety	52,500	45,600	(6,900)	(13.14%)
Dipnet - Streets	3,600	4,900	1,300	36.11%
Dipnet - PR&B	24,900	26,700	1,800	7.23%
Dipnet - Dock	6,000	5,000	(1,000)	(16.67%)
Congregate Housing	37,200	37,300	100	0.27%
Total	\$ 1,596,000	\$ 1,681,100	\$ 85,100	5.33%

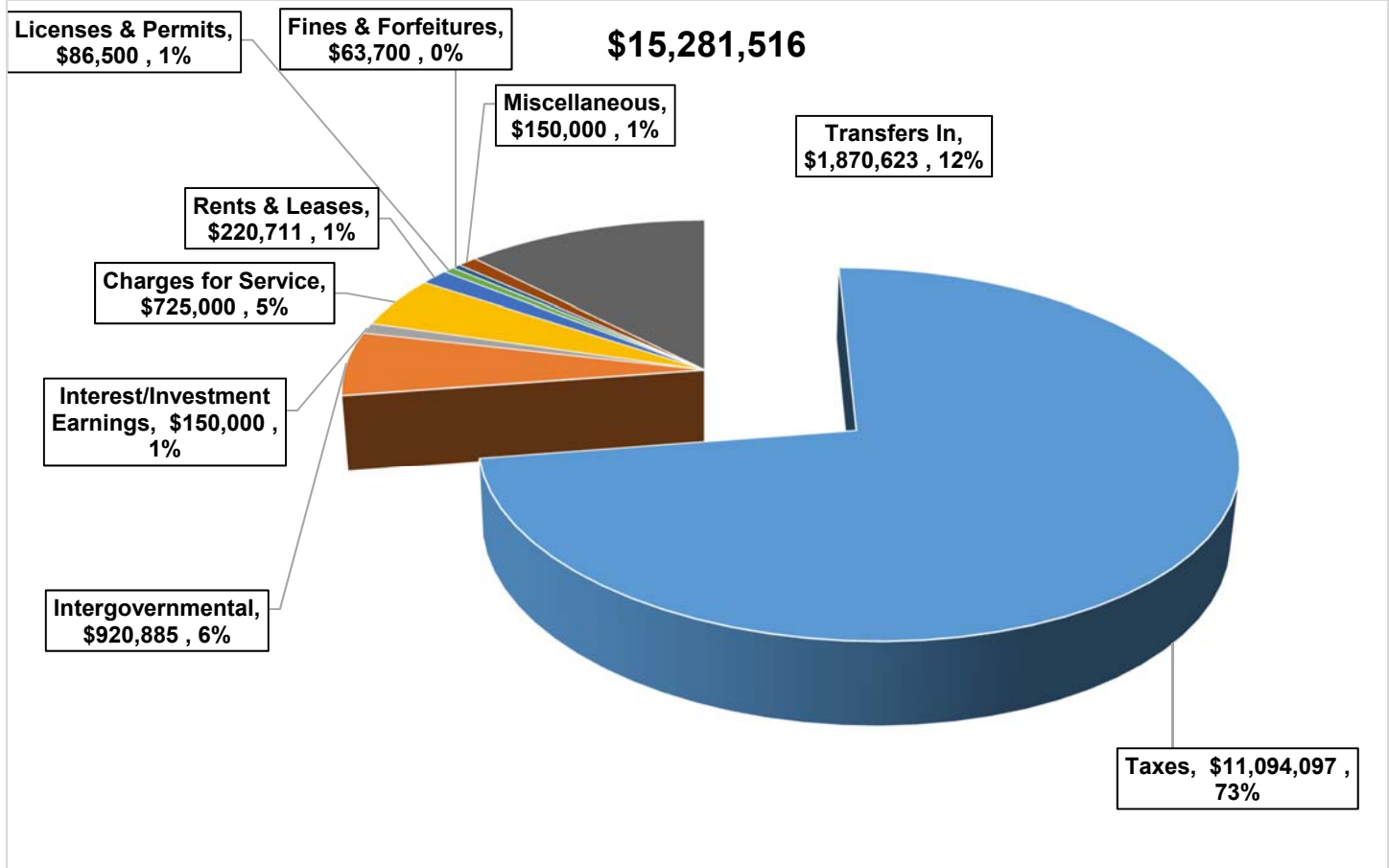
GENERAL FUND

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

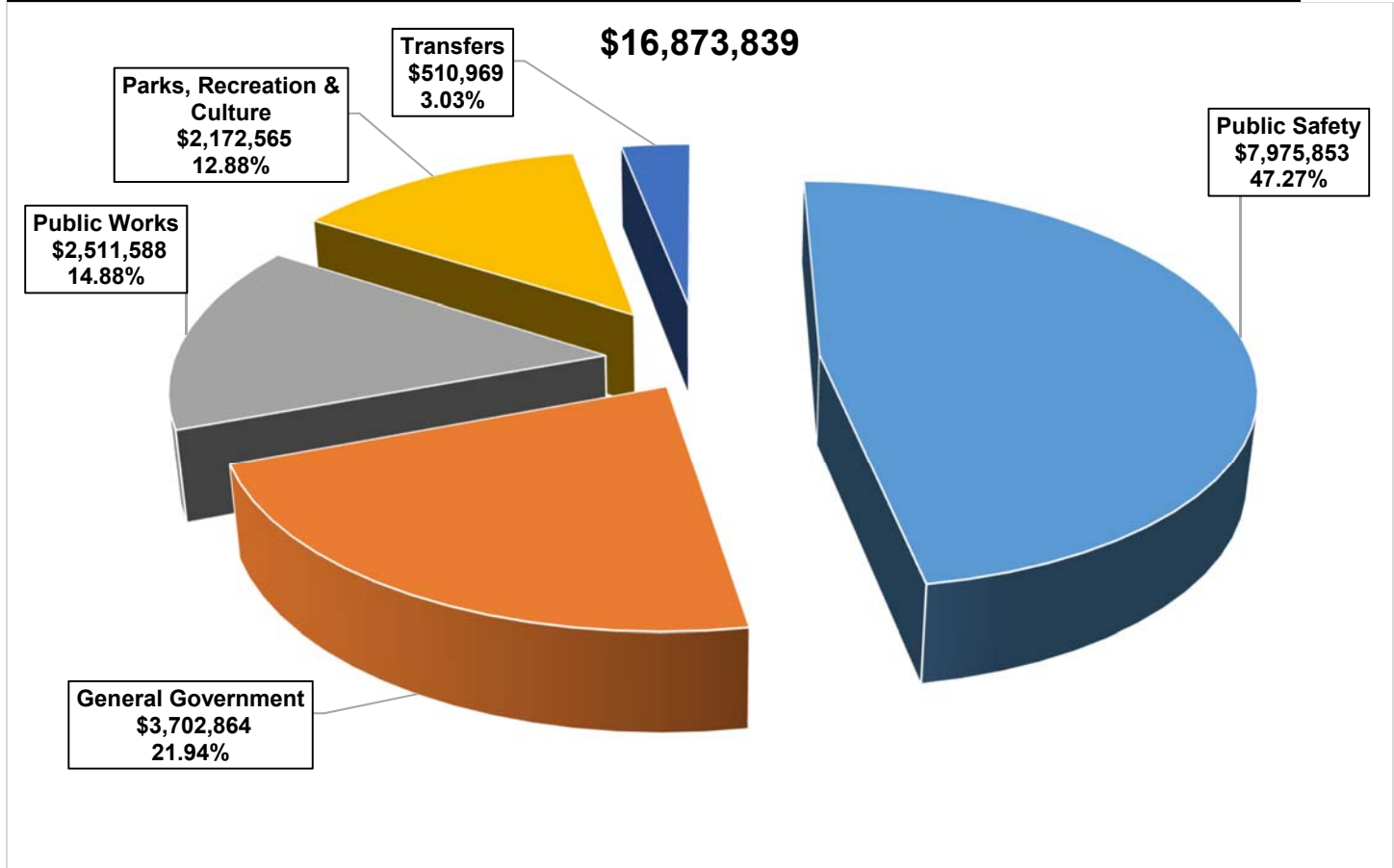
Revenue, for this and other funds, is recorded by source, i.e., taxes, licenses, service charges, etc. Expenditures are recorded first by function, then by activity and object of the expenditure.

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

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai
Fiscal Year 2021 Operating Budget**

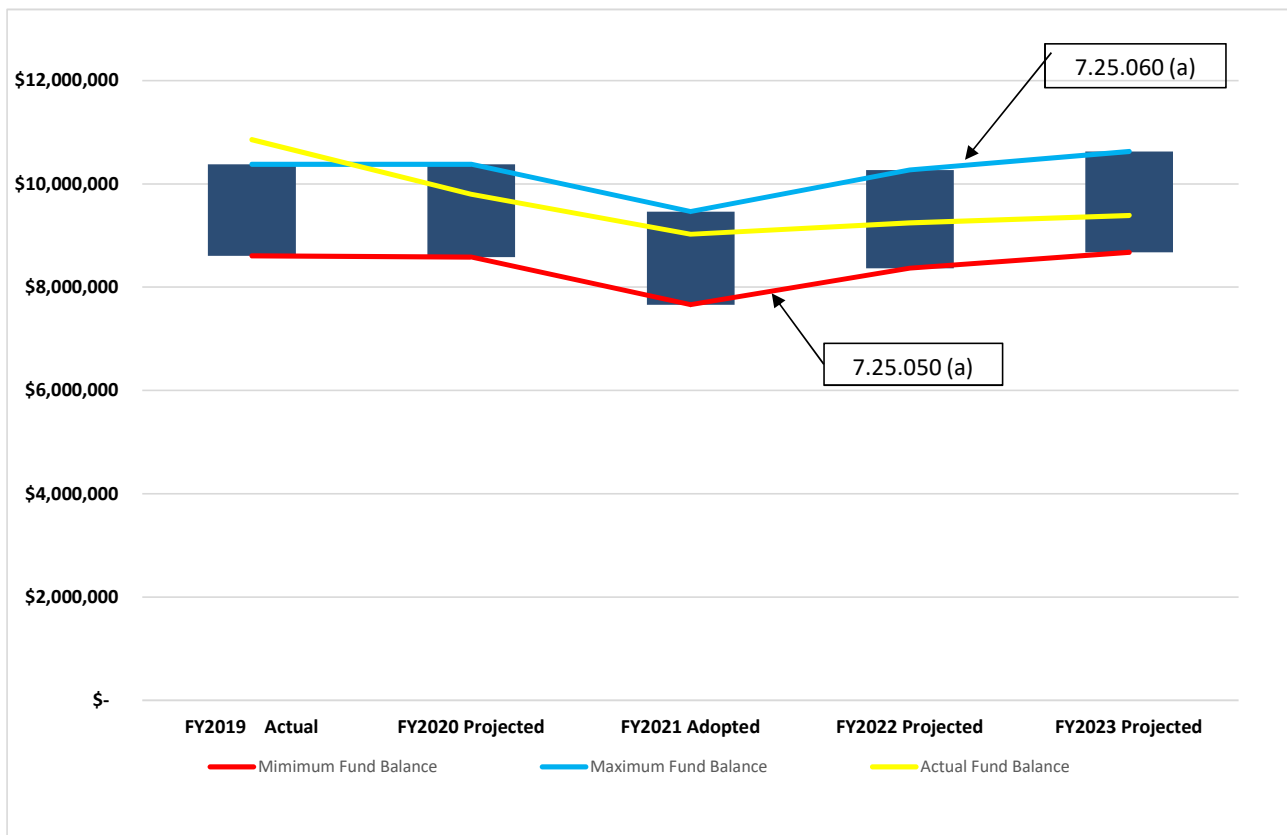
**General Fund
Budget Projection**

	Actual FY2018	Actual FY2019	Original Budget FY2020	Projection FY2020	Adopted FY2021	Projection FY2022	Projection FY2023
TAXABLE VALUES (000'S)	\$ 871,076	\$ 871,829	\$ 892,023	\$ 894,277	\$ 907,656	\$ 921,528	\$ 935,891
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,868,445	3,890,087	3,940,692	3,950,304	3,977,338	4,078,474	4,139,703
Sales Tax	6,854,253	7,159,094	7,387,175	6,988,193	7,116,759	8,856,364	9,077,773
Total Property & Sales Taxes	10,722,698	11,049,181	11,327,867	10,938,497	11,094,097	12,934,838	13,217,476
Intergovernmental Revenue:							
PERS Funding	218,726	414,458	470,553	470,553	634,517	653,553	673,160
Community Assistance	250,852	210,345	171,001	174,116	76,068	76,068	76,068
Fish Tax	118,543	128,413	130,000	61,077	100,000	103,000	106,090
Other	101,120	140,088	60,500	210,428	110,300	115,815	121,606
Total State/Federal Revenue	689,241	893,304	832,054	916,174	920,885	948,436	976,924
Other Revenue							
Licenses and Permits	93,863	85,212	105,500	111,000	86,000	88,580	91,237
Ambulance Fees	443,544	410,409	500,000	450,000	500,000	515,000	530,450
Interest	45,801	378,064	180,000	150,000	150,000	90,245	92,460
Other	585,268	652,774	659,146	713,045	659,911	679,708	700,099
Total Other Revenue	1,168,476	1,526,459	1,444,646	1,424,045	1,395,911	1,373,533	1,414,246
Total Revenues	12,580,415	13,468,944	13,604,567	13,278,716	13,410,893	15,256,807	15,608,646
Transfer From Other Funds							
Charges to other funds	1,542,390	1,568,593	1,596,000	1,596,000	1,681,100	1,731,533	1,783,479
Capital Projects / Special Revenue	-	283,221	50,000	50,000	50,000	50,000	50,000
Enterprise	400,000	-	-	-	-	-	-
Trust Fund	161,561	-	124,252	137,239	139,523	142,313	145,159
Total Transfers	2,103,951	1,851,814	1,770,252	1,783,239	1,870,623	1,923,846	1,978,638
Total Revenues and Transfers	14,684,366	15,320,758	15,374,819	15,061,955	15,281,516	17,180,653	17,587,284
EXPENDITURES/APPROPRIATIONS							
General Government	2,347,926	2,905,898	3,397,394	3,424,760	3,702,864	3,779,330	3,850,979
Public Safety	7,075,417	7,227,836	7,733,840	7,889,718	7,975,853	8,120,733	8,268,511
Public Works	2,270,210	2,267,632	2,399,834	2,416,629	2,511,588	2,455,007	2,500,534
Parks, Recreation & Cultural	2,134,422	2,117,734	2,244,028	2,289,066	2,172,565	2,076,262	2,114,527
Total Operating Expenditures	13,827,975	14,519,100	15,775,096	16,020,173	16,362,870	16,431,332	16,734,551
Transfers or Non-Operating	833,913	622,298	781,205	794,114	510,969	1,349,381	1,546,285
Total Expenditures/Appropriations	14,661,888	15,141,398	16,556,301	16,814,287	16,873,839	17,780,713	18,280,836
Total Surplus (Deficit)	22,478	179,360	(1,181,482)	(1,752,332)	(1,592,323)	(600,060)	(693,552)
Projected Lapse - 5%	-	-	788,755	801,009	818,144	821,567	836,728
Adjusted Surplus (Deficit)	22,478	179,360	(392,727)	(951,323)	(774,179)	221,507	143,176
Beginning Fund Balance	10,548,206	10,570,684	10,240,277	10,750,044	9,798,721	9,024,542	9,246,049
Ending Fund Balance	10,570,684	10,750,044	9,847,550	9,798,721	9,024,542	9,246,049	9,389,225
Restricted	(682,068)	(741,748)	(754,068)	(781,748)	(817,748)	(853,748)	(889,748)
Committed	(6,976,762)	(7,116,039)	(6,841,807)	(7,032,283)	(6,059,110)	(6,715,659)	(6,968,203)
Assigned	(2,416,658)	(2,418,240)	(2,251,675)	(1,984,690)	(2,147,684)	(1,676,642)	(1,531,274)
Unassigned Fund Balance	\$ 495,196	\$ 474,017	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Kenai
Fiscal Year 2021 Operating Budget**

General Fund Fund Balance Policy Compliance

		FY2019 Actual	FY2020 Projected	FY2021 Adopted	FY2022 Projected	FY2023 Projected
Ending Fund Balance 6/30/18		\$ 10,750,044	\$ 9,798,721	\$ 9,024,542	\$ 9,246,049	\$ 9,389,225
Nonspendable		\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -						
Athletics - Daubenspeck Donation		\$ (741,748)	\$ (781,748)	\$ (817,748)	\$ (853,748)	\$ (889,748)
Committed:						
Outstanding Encumbrances		\$ (141,232)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures		(1,181,482)	(1,437,323)	(600,060)	(693,552)	(667,940)
Capital Improvement Plan Reserve		(500,000)	(155,000)	-	(272,351)	(390,189)
Budgetary Stabilization Reserve	3.8467	<u>(5,293,325)</u>	<u>(5,389,960)</u>	<u>(5,409,050)</u>	<u>(5,699,756)</u>	<u>(5,860,074)</u>
Total Committed		\$ (7,116,039)	\$ (7,032,283)	\$ (6,059,110)	\$ (6,715,659)	\$ (6,968,203)
Assigned -						
Accrued Compensated Absences		\$ (753,963)	\$ (769,042)	\$ (784,423)	\$ (800,111)	\$ (816,113)
Operational and Capital Contingencies Reserve	1.2823	<u>(1,664,277)</u>	<u>(1,215,648)</u>	<u>(1,363,261)</u>	<u>(876,531)</u>	<u>(715,161)</u>
Total Assigned		\$ (2,418,240)	\$ (1,984,690)	\$ (2,147,684)	\$ (1,676,642)	\$ (1,531,274)
Unassigned		<u>\$ 474,017</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai
Fiscal Year 2021 Operating Budget**

Property Tax Breakdown

What will your property tax \$'s pay for in FY2021?

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

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

Department:

General Government

City Council	\$ 163,614	0.97%	\$ 10.53
City Administration	2,990,047	17.72%	192.71
Lands Administration	12,140	0.07%	0.76
Planning and Zoning	230,646	1.37%	14.90
City Clerk	<u>306,417</u>	<u>1.82%</u>	<u>19.79</u>
Total General Government	3,702,864	21.95%	<u>\$ 238.69</u>

Public Safety

Police	3,384,610	20.06%	\$ 218.15
Fire	3,259,311	19.32%	210.11
Communications	886,835	5.26%	57.20
Animal Control	<u>445,097</u>	<u>2.64%</u>	<u>28.71</u>
Total Public Safety	7,975,853	47.28%	<u>\$ 514.17</u>

Public Works

Public Works Administration	196,456	1.16%	12.62
Streets	1,068,845	6.33%	68.84
Maintenance Shop	646,827	3.83%	41.65
Buildings	407,277	2.41%	26.21
Street Lighting	<u>192,183</u>	<u>1.14%</u>	<u>12.40</u>
Total Public Works	2,511,588	14.87%	<u>\$ 161.72</u>

Parks, Recreation & Cultural

Parks, Recreation & Beautification	1,113,336	6.60%	\$ 71.78
Library	863,016	5.11%	55.57
Visitor Center	133,981	0.79%	8.59
City Dock	<u>62,232</u>	<u>0.37%</u>	<u>4.02</u>
Total Parks, Recreation & Cultural	2,172,565	12.87%	<u>\$ 139.96</u>

Senior Citizen Programs

217,192 1.29% \$ 14.03

Debt Service

141,518 0.84% \$ 9.14

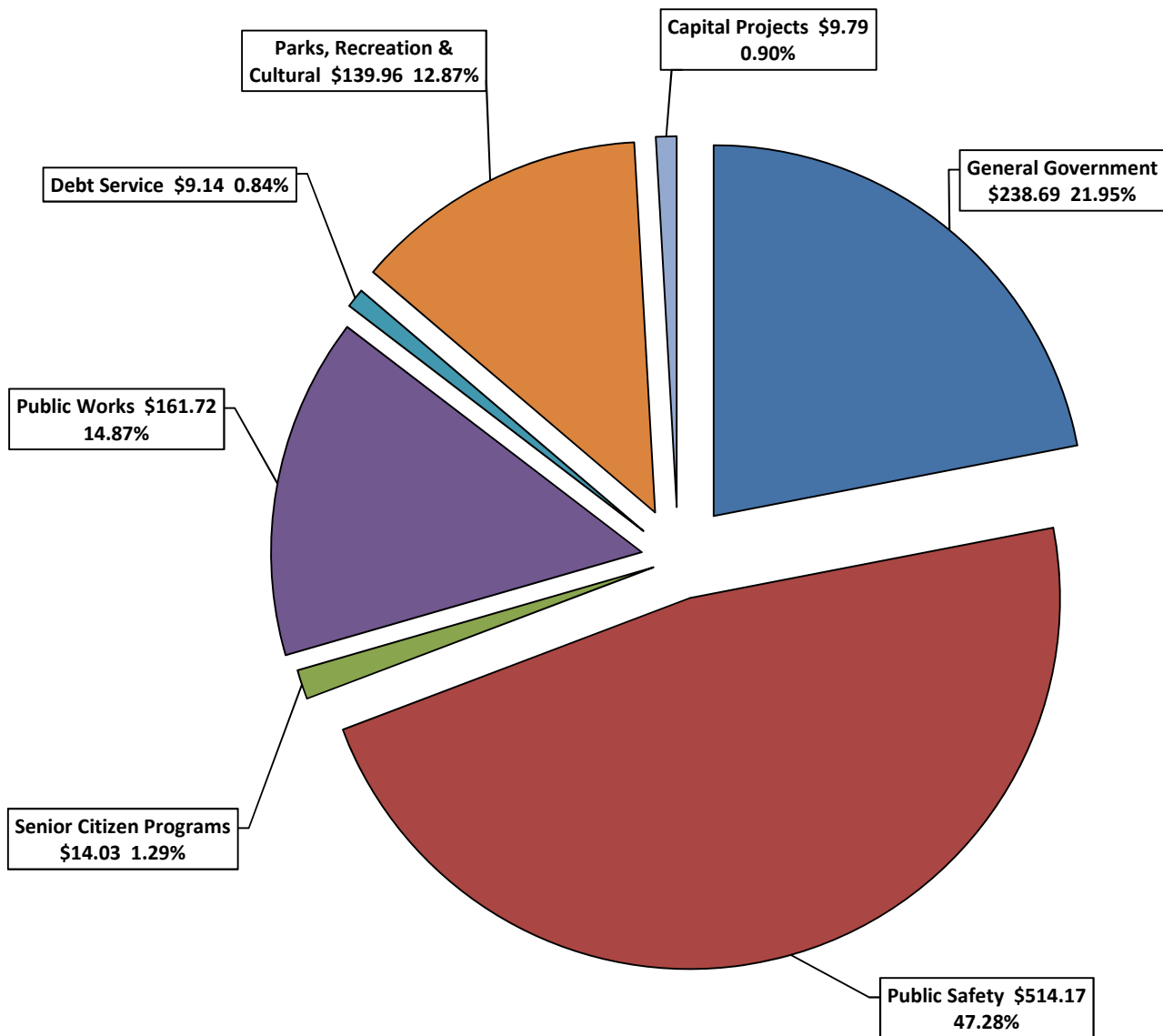
Capital Projects

152,259 0.90% \$ 9.79

Total City of Kenai \$ 16,873,839 100.00% \$ 1,087.50

City of Kenai
Fiscal Year 2021 Operating Budget

Property Tax Breakdown Graph



City of Kenai
Fiscal Year 2021 Operating Budget

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2020 Original Budget	FY2021 Adopted Budget	Difference	FY2020 Original Budget	FY2021 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 232,189	\$ 235,519	\$ 3,330	\$ 69,375	\$ 70,898	\$ 1,523
Legislative	51,821	51,791	(30)	111,047	111,823	776
Legal	310,606	313,700	3,094	38,180	38,180	-
City Manager	344,929	377,903	32,974	19,285	64,178	44,893
Human Resources	165,702	167,933	2,231	7,343	9,291	1,948
Finance	675,268	692,407	17,139	60,985	67,441	6,456
Land Administration	1,114	-	(1,114)	20,240	12,140	(8,100)
Non-Departmental	470,553	658,599	188,046	577,135	567,865	(9,270)
Planning and Zoning	198,222	203,736	5,514	37,000	26,910	(10,090)
Safety	-	-	-	6,400	6,400	-
Total General Government	2,450,404	2,701,588	251,184	946,990	975,126	28,136
<u>Public Safety</u>						
Police	2,904,208	3,027,286	123,078	285,947	357,324	71,377
Fire	2,861,567	2,868,814	7,247	373,136	390,497	17,361
Communications	816,202	835,885	19,683	50,976	50,950	(26)
Animal Control	302,619	301,477	(1,142)	139,185	143,620	4,435
Total Public Safety	6,884,596	7,033,462	148,866	849,244	942,391	93,147
<u>Public Works</u>						
Public Works Administration	185,061	188,198	3,137	9,650	8,258	(1,392)
Shop	387,703	395,650	7,947	257,012	251,177	(5,835)
Streets	639,186	652,051	12,865	373,988	416,794	42,806
Buildings	279,745	289,012	9,267	76,887	118,265	41,378
Street Lighting	-	-	-	190,602	192,183	1,581
Total Public Works	1,491,695	1,524,911	33,216	908,139	986,677	78,538
<u>Library</u>	669,931	671,928	1,997	233,353	191,088	(42,265)
<u>Parks and Recreation</u>						
Boating Facility	30,869	31,827	958	35,197	30,405	(4,792)
Visitor Center	-	-	-	173,198	133,981	(39,217)
Parks, Recreation & Beautification	515,110	523,848	8,738	580,370	582,988	2,618
Total Parks and Recreation	545,979	555,675	9,696	788,765	747,374	(41,391)
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	\$ 12,042,605	\$ 12,487,564	\$ 444,959	\$ 3,726,491	\$ 3,842,656	\$ 116,165

City of Kenai
Fiscal Year 2021 Operating Budget

General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2020 Original Budget	FY2021 Adopted Budget	Difference	FY2020 Original Budget	FY2021 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 301,564	\$ 306,417	\$ 4,853	<u>General Government</u>
-	-	-	162,868	163,614	746	City Clerk
-	-	-	348,786	351,880	3,094	Legislative
-	-	-	364,214	442,081	77,867	Legal
-	-	-	173,045	177,224	4,179	City Manager
-	-	-	736,253	759,848	23,595	City Manager
-	-	-	21,354	12,140	(9,214)	Finance
158,907	26,150	(132,757)	1,206,595	1,252,614	46,019	Land Administration
-	-	-	235,222	230,646	(4,576)	Non-Departmental
-	-	-	6,400	6,400	-	Planning and Zoning
158,907	26,150	(132,757)	3,556,301	3,702,864	146,563	Safety
						Total General Government
-	-	-	3,190,155	3,384,610	194,455	<u>Public Safety</u>
-	-	-	3,234,703	3,259,311	24,608	Police
-	-	-	867,178	886,835	19,657	Fire
-	-	-	441,804	445,097	3,293	Communications
-	-	-	7,733,840	7,975,853	242,013	Animal Control
						Total Public Safety
-	-	-	194,711	196,456	1,745	<u>Public Works</u>
-	-	-	644,715	646,827	2,112	Public Works Administration
-	-	-	1,013,174	1,068,845	55,671	Shop
-	-	-	356,632	407,277	50,645	Streets
-	-	-	190,602	192,183	1,581	Buildings
-	-	-	2,399,834	2,511,588	111,754	Street Lighting
						Total Public Works
-	-	-	903,284	863,016	(40,268)	<u>Library</u>
-	-	-	66,066	62,232	(3,834)	<u>Parks and Recreation</u>
-	-	-	173,198	133,981	(39,217)	Boating Facility
6,000	6,500	500	1,101,480	1,113,336	11,856	Visitor Center
6,000	6,500	500	1,340,744	1,309,549	(31,195)	Parks, Recreation & Beautification
						Total Parks and Recreation
622,298	510,969	(111,329)	622,298	510,969	(111,329)	Non-Departmental Transfers
\$ 787,205	\$ 543,619	\$ (243,586)	\$ 16,556,301	\$ 16,873,839	\$ 317,538	Total General Fund

**City of Kenai
Fiscal Year 2021 Operating Budget**

**General Fund
Expenditure Summary**

	FY2019	Original	Amended	Adopted	Increase	%
	<u>Actual</u>	<u>FY2020</u>	<u>Budget</u>	<u>FY2021</u>	<u>(Decrease)</u>	<u>Change</u>
<u>General Government</u>						
01 City Clerk	\$ 298,831	\$ 301,564	\$ 301,564	\$ 306,417	\$ 4,853	1.61%
11 Legislative	162,769	162,868	162,868	163,614	746	0.46%
12 Legal	326,469	348,786	348,786	351,880	3,094	0.89%
13 City Manager	334,928	364,214	369,114	442,081	77,867	21.38%
14 Human Resources	113,691	173,045	173,045	177,224	4,179	2.41%
15 Finance	670,699	736,253	744,025	759,848	23,595	3.20%
16 Land Administration	12,878	21,354	21,354	12,140	(9,214)	(43.15%)
18 Non-Departmental	772,823	1,047,688	1,049,632	1,252,614	204,926	19.56%
19 Planning and Zoning	208,010	235,222	235,222	230,646	(4,576)	(1.95%)
20 Safety	4,800	6,400	19,150	6,400	-	-
Total General Government	<u>\$ 2,905,898</u>	<u>\$ 3,397,394</u>	<u>\$ 3,424,760</u>	<u>\$ 3,702,864</u>	<u>305,470</u>	<u>8.99%</u>
<u>Public Safety</u>						
21 Police	2,996,873	3,190,155	3,317,900	3,384,610	194,455	6.10%
22 Fire	3,038,836	3,234,703	3,262,836	3,259,311	24,608	0.76%
23 Communications	789,112	867,178	867,178	886,835	19,657	2.27%
29 Animal Control	403,015	441,804	441,804	445,097	3,293	0.75%
Total Public Safety	<u>7,227,836</u>	<u>7,733,840</u>	<u>7,889,718</u>	<u>7,975,853</u>	<u>242,013</u>	<u>3.13%</u>
<u>Public Works</u>						
31 Public Works Administration	128,129	194,711	194,711	196,456	1,745	0.90%
32 Shop	609,296	644,715	644,715	646,827	2,112	0.33%
33 Streets	1,017,766	1,013,174	1,013,174	1,068,845	55,671	5.49%
34 Buildings	337,504	356,632	373,427	407,277	50,645	14.20%
35 Street Lighting	174,937	190,602	190,602	192,183	1,581	0.83%
Total Public Works	<u>2,267,632</u>	<u>2,399,834</u>	<u>2,416,629</u>	<u>2,511,588</u>	<u>111,754</u>	<u>4.66%</u>
<u>Parks, Recreation & Culture</u>						
40 Library	831,690	903,284	910,284	863,016	(40,268)	(4.46%)
60 Boating Facility	35,018	66,066	66,066	62,232	(3,834)	(5.80%)
03 Visitor Center	175,310	173,198	175,818	133,981	(39,217)	(22.64%)
45 Parks, Recreation & Beautification	1,075,716	1,101,480	1,136,898	1,113,336	11,856	1.08%
Total Parks, Recreation & Culture	<u>2,117,734</u>	<u>2,244,028</u>	<u>2,289,066</u>	<u>2,172,565</u>	<u>(71,463)</u>	<u>(3.18%)</u>
<u>Total Operating Expenditures</u>	<u>14,519,100</u>	<u>15,775,096</u>	<u>16,020,173</u>	<u>16,362,870</u>	<u>547,506</u>	<u>3.47%</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	182,027	253,308	253,999	217,192	(36,116)	(14.26%)
Debt Service	143,271	140,097	140,097	141,518	1,421	1.01%
Other non-operating	297,000	387,800	400,018	152,259	(235,541)	(60.74%)
Total Transfers to other funds	<u>622,298</u>	<u>781,205</u>	<u>794,114</u>	<u>510,969</u>	<u>(270,236)</u>	<u>(34.59%)</u>
Total General Fund	<u>\$ 15,141,398</u>	<u>\$ 16,556,301</u>	<u>\$ 16,814,287</u>	<u>\$ 16,873,839</u>	<u>\$ 277,270</u>	<u>1.67%</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

General Fund Summary by Line Item

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 6,365,671	\$ 6,215,208	\$ 6,805,307	\$ 6,754,113	\$ 6,936,432	\$ 131,125	1.93%
0200	Overtime	369,728	420,039	313,032	407,556	314,074	1,042	0.33%
0250	Holiday Pay	161,816	158,343	177,842	177,842	178,615	773	0.43%
0300	Leave	136,128	139,373	278,312	278,312	250,760	(27,552)	(9.90%)
0400	Medicare	98,932	97,937	109,837	110,434	111,363	1,526	1.39%
0450	Social Security	11,449	11,903	11,680	11,680	16,088	4,408	37.74%
0500	PERS	1,891,143	2,298,379	2,034,305	2,041,154	2,211,844	177,539	8.73%
0600	Unemployment Insurance	5,100	10,659	36,845	36,986	37,376	531	1.44%
0700	Workers Compensation	148,864	163,216	171,254	171,912	155,466	(15,788)	(9.22%)
0800	Health & Life Insurance	1,738,674	1,376,653	1,973,135	1,973,135	2,144,498	171,363	8.68%
0900	Supplemental Retirement	124,173	118,687	131,056	131,056	131,048	(8)	(0.01%)
<u>Total Salaries & Benefits</u>		\$ 11,051,678	\$ 11,010,397	\$ 12,042,605	\$ 12,094,180	\$ 12,487,564	\$ 444,959	3.69%
<u>Maintenance and Operations</u>								
2021	Office Supplies	18,693	18,459	23,329	23,329	23,009	(320)	(1.37%)
2022	Operating & Repair Supplies	521,744	546,757	524,346	522,392	522,240	(2,106)	(0.40%)
2023	Repair & Maintenance Supplies	-	-	-	-	3,580	3,580	-
2024	Small Tools/Minor Equipment	130,470	143,854	121,001	237,830	107,954	(13,047)	(10.78%)
2026	Computer Software	99,447	82,994	98,388	101,285	110,975	12,587	12.79%
4531	Professional Services	493,680	499,307	564,443	617,618	573,404	8,961	1.59%
4532	Communications	67,559	67,415	76,209	76,209	70,708	(5,501)	(7.22%)
4533	Travel & Transportation	105,003	108,702	167,375	164,875	153,839	(13,536)	(8.09%)
4534	Advertising	19,978	26,946	26,850	26,834	24,050	(2,800)	(10.43%)
4535	Printing & Binding	24,636	25,568	34,850	34,004	31,050	(3,800)	(10.90%)
4536	Insurance	193,468	155,311	265,349	279,156	309,925	44,576	16.80%
4537	Utilities	706,633	716,472	780,119	780,119	748,418	(31,701)	(4.06%)
4538	Repair & Maintenance	200,333	236,615	264,062	281,802	204,549	(59,513)	(22.54%)
4539	Rentals	137,005	130,632	163,057	163,057	213,467	50,410	30.92%
4540	Equip. Fund Pmts.	369,949	334,590	321,754	321,754	451,811	130,057	40.42%
4541	Postage	14,277	15,300	18,808	18,808	18,108	(700)	(3.72%)
4666	Books	75,491	74,029	70,820	77,820	70,640	(180)	(0.25%)
4667	Dues & Publications	28,702	27,026	36,599	36,684	35,947	(652)	(1.78%)
4999	General Contingency	-	-	90,000	77,480	90,000	-	-
5041	Miscellaneous	42,584	47,225	48,386	48,191	48,236	(150)	(0.31%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	28,452	36,353	30,746	30,746	30,746	-	-
<u>Total Maint. and Operations</u>		\$ 3,278,104	\$ 3,293,555	\$ 3,726,491	\$ 3,919,993	\$ 3,842,656	\$ 116,165	3.12%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	8,870	-	-	-	-	-
8062	Buildings	12,675	22,350	-	-	-	-	-
8063	Improvements	-	8,873	-	-	-	-	-
8064	Machinery & Equipment	176,643	127,243	6,000	6,000	32,650	26,650	444.17%
9090	Transfers	622,298	711,598	781,205	794,114	510,969	(270,236)	(34.59%)
<u>Total Capital Outlay and Transfers</u>		\$ 811,616	\$ 878,934	\$ 787,205	\$ 800,114	\$ 543,619	\$ (243,586)	(30.94%)
Manager Total:		\$ 15,141,398	\$ 15,182,886	\$ 16,556,301	\$ 16,814,287	\$ 16,873,839	\$ 317,538	1.92%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

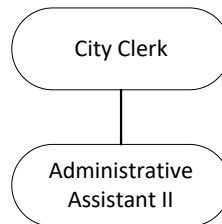
Mission

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

Functions & Responsibilities

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

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	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	.6	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
City Clerk	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	23	56	0	20	20	20

Performance Measures

	FY16	FY17	FY18	FY19	FY20*
Total Agenda Packets Distributed	75	75	71	69	72
Percentage of City Council Action Agendas Prepared One Business Day Following the Meeting.	Data Not Tracked				90%
Percentage of City Council Items Fully Processed within One Business Day.	Data Not Tracked				90%
Percentage of City Council Minutes Completed for Publication in Next Meeting Packet.	78%	77%	95%	90%	90%

FY	2016	2017	2018	2019	2020*
Total Public Record Requests Processed	37	24	29	31	20
Average Response Time (Business Days)	Data Not Tracked		5	6	5
Total Licenses Issued	19	19	16	20	20
Average Number of days from receipt of application to issuance (mailing) by type.					
Taxi	5	2	2	1	1
Mobile Food Vendor	1	2	2	2	1
Transient Merchant/Peddler	3	1	1	1	½
Number of Boxes Shredded/Destroyed	0	0	103	89	50
Obsolete Document Destruction/Shredded	0	0	3,185 lbs.	2,438 lbs.	1,500 Lbs.

*Projected figures

FY20 Department Goals Evaluation

1. More effectively and efficiently manage the responsibilities of the Office of the City Clerk by creating an office manual, outlining the step-by-step process for each task. The Office of the City Clerk serves as a liaison between citizens, their elected officials, other City departments, and other agencies, and this goal supports the Quality of Life (Q-16) and Land Use (LU-18) goals in the Comprehensive Plan which both call for a wide variety of opportunities for the public to participate in land use and public policy decisions. Having clearly identified processes, should there be turnover in the Clerk's Office, there would not be a reduction in the services provided by the office.
 - *This goal has been met.*
2. Be better prepared for an emergency or disaster by creating a "Clerk-in-a Box" filled with Clerk's Office vital documents, records, and supplies. This goal supports the Natural Hazards and Disasters goal (Action Item – Cooperative Efforts) in the Comprehensive Plan by putting the Clerk's Office in a position to quickly respond to the need for an emergency meeting for disaster declaration, operate during an emergency or disaster, and quickly get back up and running after an emergency or disaster.
 - *This goal has been met.*
3. More effectively preserve vital and permanent City records by catching up on microfilming which hasn't been done for ten years. This goal supports the Natural Hazards and Disasters goal (Action Item – Cooperative Efforts) in the Comprehensive Plan by preserving vital and permanent records in a second location in the state to be quickly retrieved in the event of an emergency or disaster.
 - *This goal has been met and will be a part of ongoing operations.*
4. Collaborate with the residents of the City to decide on a new election method and develop new election processes, suitable for the needs of the City of Kenai, concurrently with the Kenai Peninsula Borough and possibly the State of Alaska. This goal supports the Quality of Life goal (Q-16) in the Comprehensive Plan which calls for a wide variety of opportunities for the public to participate in public policy decisions.
 - *Due to the collaboration with the Kenai Peninsula Borough, this goal will be continued in FY2021.*
5. Continue increasing the use of and taking advantage of efficiencies Laserfiche has to offer by creating five forms and work flows City-wide. This goal supports the Public

Improvements and Services goal (PF-5) in the Comprehensive Plan by creating more efficient delivery of services.

- *This goal has been met; two processes were automated which required the creation of five forms and/or workflows.*

FY21 Department Goals

1. Collaborate with the residents of the City to decide on a new election method and develop new election processes, suitable for the needs of the City of Kenai, concurrently with the Kenai Peninsula Borough and possibly the State of Alaska in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.
2. Review the City's Passenger Vehicle for Hire regulations to ensure they are as equitable as possible in comparison with the state's Transportation Network Company regulations in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 – Economic Development.
3. Increase the number of automated processes, utilizing Laserfiche, to six (6) in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services.

Future Considerations

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

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

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: City Clerk

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 130,010	\$ 125,864	\$ 142,711	\$ 142,711	\$ 143,333	\$ 622	0.44%
0200	Overtime	1,131	1,138	1,238	1,238	199	(1,039)	(83.93%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	873	4,780	4,780	4,751	(29)	(0.61%)
0400	Medicare	1,879	1,814	2,157	2,157	2,151	(6)	(0.28%)
0450	Social Security	-	106	-	-	-	-	-
0500	PERS	28,807	25,879	31,668	31,668	31,577	(91)	(0.29%)
0600	Unemployment Insurance	102	134	744	744	741	(3)	(0.40%)
0700	Workers Compensation	391	391	461	461	367	(94)	(20.39%)
0800	Health & Life Insurance	40,063	28,315	45,430	45,430	49,400	3,970	8.74%
0900	Supplemental Retirement	3,554	2,522	3,000	3,000	3,000	-	-
	Total Salaries & Benefits	\$ 205,937	\$ 187,036	\$ 232,189	\$ 232,189	\$ 235,519	\$ 3,330	1.43%
<u>Maintenance and Operations</u>								
2021	Office Supplies	437	920	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	151	127	320	235	320	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,821	2,261	980	1,175	980	-	-
2026	Computer Software	28,356	17,412	19,295	19,295	22,998	3,703	19.19%
4531	Professional Services	32,867	22,124	17,500	17,500	17,500	-	-
4532	Communications	1,449	1,599	2,360	2,360	1,960	(400)	(16.95%)
4533	Travel & Transportation	13,975	9,829	13,060	14,560	13,285	225	1.72%
4534	Advertising	8,250	9,029	9,150	7,650	7,150	(2,000)	(21.86%)
4535	Printing & Binding	3,560	3,411	4,100	4,100	4,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	200	200	-	(200)	(100.00%)
4539	Rentals	50	20	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	15	-	-	-	-	-
4667	Dues & Publications	918	851	1,010	1,095	1,205	195	19.31%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	60	160	300	105	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 92,894	\$ 67,758	\$ 69,375	\$ 69,375	\$ 70,898	\$ 1,523	2.20%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 298,831	\$ 254,794	\$ 301,564	\$ 301,564	\$ 306,417	\$ 4,853	1.61%

**City of Kenai
Fiscal Year 2021 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.

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

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

4534 Advertising. Election and meeting public notices.

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

City of Kenai
Fiscal Year 2021 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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
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

	2016	2017	2018	2019	2020*
Number of Visitors	40,239	35,848	32,674	34,000	30,000**
Number of Visitor Guides Distributed*	50,000	45,000	45,000	45,000	Not Provided
Number of Website Hits*	69,780	51,100	63,174	64,000	Not Provided
Number of Participants in Silver Salmon Derby*	N/A	143	72	150	150
Number of Views of Eagle Cam	N/A	72,996	215,763	7,529	150,000

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

*projected figures

**Estimated reduction COVID-19 Impact

FY20 Department Goals Evaluation

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

1. Collaborate with the facility manager and local Alaska Native organizations to identify cultural areas of importance to include at the Visitor Center.
 - Administration toured the facility and found the appearance of displays and exhibits were sufficient to meet the City's facility needs. New opportunities to incorporate cultural areas of importance were not necessary at this time.
2. Enhance community development through partnerships on season-expanding events to make Kenai a year-round destination by increasing participation in the Silver Salmon Derby, Eagle Cam, Dipnet App, and Kite Festival.

- *The City of Kenai worked in collaboration with the facility manager and marketing service provider to promote the Third Annual Kenai Silver Salmon Derby with a new poster design, website, and social media efforts.*
 - *Due to the eagles not returning to the nest, the Eagle Cam was not activated this year.*
 - *The Dipnet App continues to be a success with over 3,984 downloads.*
 - *The City's first Kite Festival was a success with an estimated 300 in attendance.*
3. Partner with facility manager to pursue grant funding for program and capital project's needs at the Kenai Visitor Center.
 - *As part of the Capital Improvement Plan, the Buildings Division of the Public Works Department Assessed Capital needs at the Visitor Center. The Facility Manager did not provide any additional capital requests.*
 4. Work with marketing service provider on an annual marketing plan that promotes Kenai as a year-round visitor destination, center for cultural and outdoor events and activities, and hub for economic and business opportunities that enrich Kenai's tourism industry and the community's overall quality of life
 - *City Administration worked with a marketing service provider on destination and identity and marketing, which included a new promotional logo, tagline, marketing plan, and logo.*

FY21 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. Enhance community development through partnerships on season-expanding events to make Kenai a year-round destination by increasing participation in the Kenai Silver Salmon Derby, Dipnet App, Kite Festival, and new events that highlight Kenai.
2. Pursue grant funding for capital project's needs at the Kenai Visitor Center.
3. Enter into a new facility management agreement and continue to evaluate and strengthen communication and collaboration between the City and facility manager, as well as evaluate the success of the transition that has occurred over the past year.

Future Considerations

The Kenai Silver Salmon Derby had an increase in participation due to a number of factors, including additional marketing efforts and interest in the event from community sponsors. The 2020 Derby will be held on September 15 - 20. The City will work with partners to ensure the event continues to be a success in its fourth year.

The current Facilities Management Agreement expires on June 30, 2020, after a transition to a new agreement that separated facility management and Kenai tourism and marketing services. City Administration will continue to evaluate the success of the transition that has occurred over the past year. Marketing services previously accounted for in the Visitor Center budget are accounted for in the City Manager budget for the first time this year, as these services are no longer associated with the facility and Administration is responsible for managing the agreement with the marketing services provider.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Visitor Center

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2019 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2020</u>	<u>Amended Budget</u>	<u>Adopted FY2021</u>	<u>Increase (Decrease) FY2020 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	940	936	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	136	-	2,200	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	125,050	130,000	130,000	95,000	(35,000)	(26.92%)
4532	Communications	-	1,405	-	-	370	370	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	549	110	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,265	37,121	43,198	43,198	38,611	(4,587)	(10.62%)
4538	Repair & Maintenance	11,556	13,285	-	420	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 175,310</u>	<u>\$ 178,043</u>	<u>\$ 173,198</u>	<u>\$ 175,818</u>	<u>\$ 133,981</u>	<u>\$ (39,217)</u>	<u>(22.64%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Manager Total:	<u>\$ 175,310</u>	<u>\$ 178,043</u>	<u>\$ 173,198</u>	<u>\$ 175,818</u>	<u>\$ 133,981</u>	<u>\$ (39,217)</u>	<u>(22.64%)</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

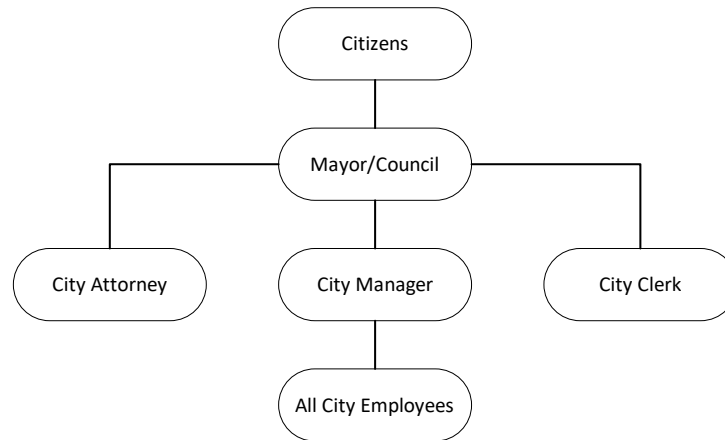
Mission

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Mayor	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Council Member	6	NG	6	NG	6	NG	6	NG	6	NG	6	NG

Performance Measures

FY	2016	2017	2018	2019	2020*
Total Number of Meetings and Work Sessions	37	40	28	26	25
Legislation Acted On	125	122	132	114	120
Voter Turnout	19%	25%	28%	15.5%	10.4%

**Projected figures*

FY20 Department Goals Evaluation

1. Enact business friendly regulations, taxation, and incentives to create a stable, positive climate for private investment. This supports the Economic Development goal (ED-2) in the Comprehensive Plan which calls for implementation of business-friendly regulations, taxation, and incentives to create a stable, positive climate for private investment.
 - *Enacted regulations for leasing and selling general fund lands.*

2. Support a funding strategy for Kenai River Bluff Erosion Project and continue to collaborate with the US Army Corps of Engineers and Federal Delegation on the Kenai River Bluff Erosion Project. This supports the Public Improvements and Services goal (Action Item – Secure necessary funding) by enacting the necessary legislation as a part of the funding strategy.
 - *Due to the delay in approval at the federal level this goal will be continued to FY2021.*
3. Consider regulations relative to zoning and subdivision codes and determine if they are consistent with the goals of the Comprehensive Plan. This supports Land Use goals (LU-3, LU-18 and Action Item – Determine consistency) in the Comprehensive Plan by considering legislation brought forth regarding zoning and subdivision regulations and providing opportunities for the public to participate in local land use decisions.
 - *Expressed opposition to a Kenai Peninsula Borough Ordinance that would allow for gated subdivisions.*

FY21 Department Goals

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

Future Considerations

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,000	\$ 48,060	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	697	696	696	696	-	-
0450	Social Security	2,976	2,980	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	146	157	149	149	119	(30)	(20.13%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 51,818	\$ 51,894	\$ 51,821	\$ 51,821	\$ 51,791	\$ (30)	(0.06%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	169	200	200	200	-	-
2022	Operating & Repair Supplies	1,341	2,051	2,800	2,800	2,800	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	9,294	3,200	1,200	1,200	1,320	120	10.00%
2026	Computer Software	307	478	300	300	300	-	-
4531	Professional Services	46,250	41,366	47,661	47,661	48,317	656	1.38%
4532	Communications	469	558	870	870	870	-	-
4533	Travel & Transportation	11,266	8,217	10,000	10,000	10,000	-	-
4534	Advertising	2,596	4,889	2,500	2,500	2,500	-	-
4535	Printing & Binding	-	36	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	5	200	200	200	-	-
4667	Dues & Publications	7,403	7,471	8,120	8,120	8,120	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	3,573	6,778	5,950	5,950	5,950	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	28,452	36,353	30,746	30,746	30,746	-	-
	<u>Total Maint. and Operations</u>	\$ 110,951	\$ 111,571	\$ 111,047	\$ 111,047	\$ 111,823	\$ 776	0.70%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 162,769	\$ 163,465	\$ 162,868	\$ 162,868	\$ 163,614	\$ 746	0.46%

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: 11 - Legislative

2024 Small Tools/Minor Equipment. iPad purchase for 2 Council members and replacement of 2 computers.

4531 Professional Services. Annual City Audit.

4533 Travel & Transportation. Travel to Alaska Municipal League Conference for Council members.

4534 Advertising. Miscellaneous promotional items for the City.

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

Peninsula Oilers water & sewer	\$ 2,746
Kenai Chamber of Commerce July 4th Celebration	2,500
Kenai Chamber of Commerce holiday fireworks	3,500
Industry Appreciation Day	500
Economic Outlook Forum	500
Kenai Boys & Girls Club	10,000
Kenai Historic Society cabin docent	4,000
Kenai Watershed Forum	5,000
Miscellaneous grants to be identified	2,000
	<u>\$ 30,746</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

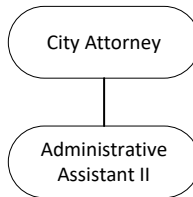
To provide the highest quality legal services to the City Council, Administration, Boards and Commissions in the most ethical, timely, efficient and cost-effective manner for the benefit of the City of Kenai and its residents.

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	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Attorney	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

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

Performance Measures

	2016	2017	2018	2019	2020*
Total Citations	467	691	449	593	706
Litigation Costs	\$ 52,688	\$ 8,063	\$ 9,821	\$ 10,000	0
Collected Citations	\$ 34,279	\$ 45,768	\$ 54,098	\$ 68,644	66,439
Outstanding Citations	\$ 13,081	\$ 18,301	\$ 20,448	\$ 26,126	73,308
Contracts Processed	Unavailable	Unavailable	192	220	300

*Figures for 2020 have been annualized from 8 months of data.

FY20 Department Goals Evaluation

1. Review all routine contracts within three business days. This goal will provide better service to the public and improve quality of life for residents and visitors by efficiently conducting business that benefits City residents and businesses.
 - *For FY20 this goal has been met and consistently exceeded.*
2. Develop and refine procedures for processing the addition of the State of Alaska traffic violations. The City Attorney's office will be processing and prosecuting additional minor offenses. This should increase City revenues and take a burden off the Police Department allowing them to spend more time on the streets improving quality of life for residents and visitors.
 - *This goal was met by the Legal Department Admin Assistant. While it posed an increase in workload, this was successfully absorbed by the Legal Department.*
3. Complete rewrite of City sign code. This goal will improve quality of life for residents and business through implementation and management of an improved sign code that is clear for users, legally enforceable and better managed.
 - *This goal was not met due to direction from the City Manager to allocate planning resources elsewhere.*

FY21 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 2021 Operating Budget

Fund: 001 - General Fund
Department: Legal

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 196,354	\$ 192,178	\$ 204,612	\$ 204,612	\$ 204,057	\$ (555)	(0.27%)
0200	Overtime	19	4	387	387	397	10	2.58%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	149	7,251	7,251	7,213	(38)	(0.52%)
0400	Medicare	2,816	2,769	3,078	3,078	3,070	(8)	(0.26%)
0450	Social Security	-	1	-	-	-	-	-
0500	PERS	43,206	42,173	45,100	45,100	44,980	(120)	(0.27%)
0600	Unemployment Insurance	153	206	1,061	1,061	1,059	(2)	(0.19%)
0700	Workers Compensation	613	624	687	687	524	(163)	(23.73%)
0800	Health & Life Insurance	40,063	34,582	45,430	45,430	49,400	3,970	8.74%
0900	Supplemental Retirement	3,554	2,952	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 286,778	\$ 275,638	\$ 310,606	\$ 310,606	\$ 313,700	\$ 3,094	1.00%
<u>Maintenance and Operations</u>								
2021	Office Supplies	347	334	500	500	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	781	1,415	1,030	1,030	1,230	200	19.42%
2026	Computer Software	10,639	2,502	510	510	510	-	-
4531	Professional Services	10,030	32,211	15,500	15,500	15,500	-	-
4532	Communications	1,106	1,159	1,190	1,190	1,190	-	-
4533	Travel & Transportation	9,056	6,910	11,000	11,000	11,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	5,391	5,054	5,750	5,750	5,750	-	-
4667	Dues & Publications	1,726	1,865	2,000	2,000	2,000	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	615	473	700	700	500	(200)	(28.57%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 39,691	\$ 51,923	\$ 38,180	\$ 38,180	\$ 38,180	\$ -	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 326,469	\$ 327,561	\$ 348,786	\$ 348,786	\$ 351,880	\$ 3,094	0.89%

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: 12 - Legal

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

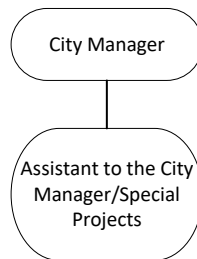
Mission

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Manager	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Assistant to City Manager/ HR Specialist	1	15	1	15	0	N/A	0	N/A	0	N/A	0	N/A
Assistant to the City Manager/ Special Projects	0	N/A	0	N/A	1	18	1	18	1	18	1	18
Grant Writer									1	10	1	10

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
City Manager	N/A	N/A	N/A	N/A	N/A	N/A
Assistant to City Manager/HR Specialist	6	4	0	0	0	0
Assistant to the City Manager/ Special Projects	N/A	N/A	30	0	0	0
Grant Writer					0	0

Performance Measures

	2016	2017	2018	2019	2020*
Percent of Department Goals Met	No Historical Data			80%	84%
Quantifiable Efficiencies	No Historical Data			25	25

*Projected figures

FY20 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.
 - *Administration produced the first Efficiencies Report in April 2019, which reported an estimated annual savings of \$63,611 and 1,086 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:
 - *Provided a variety of opportunities for the public to participate in FY21 budget process, including facilitating the City's first Invest in Kenai public meeting to invite participation in the City's budget process and participation in Small Business Start-up week through facilitating the City's second Policy with a Pint event.*
 - *Worked with an internal team on recommendations for policy changes to incentivize economic development in Kenai, including expanding City-owned land development incentives to City-wide properties to attract new investment in Kenai.*
 - *Worked with a marketing services provider to develop a recruitment strategy to attract specific businesses and industries that are necessary to maintain and grow the local economy through press releases and targeting advertising.*
 - *Worked with various departments to develop and implement a Land Management Plan, which includes an inventory of all City-owned lands. This project is nearing completion with Administration reviewing work performed by the Temporary Lands Technician and Planning Department staff.*
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.
 - *This goal has been met.*

FY21 Department Goals

1. Improve organizational efficiency and effectiveness by improving processes and procedures through an ongoing efficiencies project in which departments identify areas that can be operated more efficiently and recommend solutions in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services: Provide adequate public improvements and services in Kenai.
2. Support community development by providing leadership to make the City of Kenai a vibrant, healthy, and attractive community in coordination with City departments on special projects, activities and initiatives and through facilitation of projects in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life, Goal 2 – Economic Development, and Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development as follows:
 - *Provide a variety of opportunities for the public to participate in FY22 budget process.*
 - *Develop a recruitment strategy to attract and compete for specific businesses and industries that are necessary to maintain and grow the local economy.*

- Work with various departments to finalize a Land Management Plan, which includes an inventory of all City-owned lands.
 - Explore development of incentive programs to attract new investment in Kenai.
 - Work with various departments on a New Business Guide and providing resources to the public for easier navigation and business-friendly website updates.
3. Respond to all resident inquiries within one business day in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.

Future Considerations

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

The addition of a Grant Writer position this year adds additional maintenance and operations costs but has the potential to procure additional funding for the City's Capital Project needs.

Marketing services previously accounted for in the Visitor Center budget are accounted for in the City Manager budget for the first time this year, as these services are no longer associated with the facility and Administration is responsible for managing the agreement with the marketing services provider.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 220,081	\$ 218,809	\$ 232,595	\$ 237,495	\$ 259,421	\$ 26,826	11.53%
0200	Overtime	-	218	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	7,486	8,044	8,044	8,094	50	0.62%
0400	Medicare	3,210	3,301	3,489	3,489	3,879	390	11.18%
0450	Social Security	-	-	-	-	1,659	1,659	-
0500	PERS	48,418	47,642	51,170	51,170	51,187	17	0.03%
0600	Unemployment Insurance	57	77	453	453	599	146	32.23%
0700	Workers Compensation	660	707	748	748	664	(84)	(11.23%)
0800	Health & Life Insurance	40,063	31,989	45,430	45,430	49,400	3,970	8.74%
0900	Supplemental Retirement	3,000	2,541	3,000	3,000	3,000	-	-
<u>Total Salaries & Benefits</u>		\$ 315,489	\$ 312,770	\$ 344,929	\$ 349,829	\$ 377,903	\$ 32,974	9.56%
<u>Maintenance and Operations</u>								
2021	Office Supplies	391	519	500	500	500	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,395	1,639	780	780	1,040	260	33.33%
2026	Computer Software	705	674	630	630	1,478	848	134.60%
4531	Professional Services	-	15,781	-	-	45,000	45,000	-
4532	Communications	1,315	1,314	1,475	1,475	1,460	(15)	(1.02%)
4533	Travel & Transportation	11,602	12,900	12,000	12,000	12,000	-	-
4534	Advertising	386	1,205	1,000	1,000	1,500	500	50.00%
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,948	1,707	1,700	1,700	-	(1,700)	(100.00%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	697	1,859	1,200	1,200	1,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 19,439	\$ 37,598	\$ 19,285	\$ 19,285	\$ 64,178	\$ 44,893	232.79%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 334,928	\$ 350,368	\$ 364,214	\$ 369,114	\$ 442,081	\$ 77,867	21.38%

City of Kenai
Fiscal Year 2021 Operating Budget

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

2024 Small Tools/Minor Equipment. Charge for (4) four computers.	4531 Professional Services. Marketing and tourism professional services.
2026 Computer Software. Includes annual fees for general office softwares.	4533 Travel & Transportation. Includes funds for continuing education of department staff, City Manager automobile allowance, travel for bluff erosion meetings. Assistant to City Manager travel for grant writing training.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

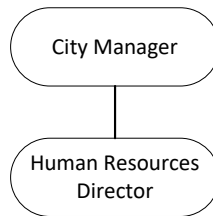
Mission

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

Functions & Responsibilities

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

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
HR Director	0	N/A	0	N/A	1	21	1	21	1	21	1	21

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY19	Requested FY20	Projected FY21*
HR Director	N/A	N/A	N/A	N/A	N/A	7.1

As the current topic being measured here doesn't offer much value, beginning in FY21, this space will be used to track **Average Tenure of (non-temp) City Employees.*

Performance Measures

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

**Projected figures*

***Beginning in FY21, we are changing the tracked turnover to reflect 'regrettable turnover'; it will no longer include retirements or temporary hires/dismissal.*

FY20 Department Goals Evaluation

1. Emphasize the critical role of effective recruitment, selection and hire through the implementation of HR-led hiring manager training, utilization of technology, and improved selection processes.
 - *Progress was made in encouraging manager self-sufficiency with the NeoGov tool and one-on-one training helped improve manager strengths in recruiting and hiring practices. Still need to work on HR-led class to support Interviewing & Selection.*
2. Analyze regrettable turnover throughout the year to identify specific retention strategies for the City.
 - *Regrettable turnover is at a very healthy rate at well below 10%. By tracking tenure and regrettable turnover together, we will be able to better analyze bench strength in roles where it is important to prepare for retirements, etc.*
3. Review and improve people-process workflows required within City code, policy and practices (forms, approval routing) to more efficiently support Human Resources needs of the City.
 - *Began to develop pay practices in FY20, but much more work to do before forms and policy are improved adequately. This will take some work on Code as well, requiring partnership with several departments in FY21.*
4. Develop strong partnerships with City managers and employees; provide strategic counsel on matters involving employees.
 - *Successful in building many strong relationships with leaders and employees this year which improves overall trust, understanding of the City's culture and employee relations.*
5. Develop and implement supervisor training plans to strengthen, standardize and communicate the City's approach to employee relations, improve understanding of policies, and ensure compliance.
 - *Began building FMLA and Recruitment & Selection training in FY20 but have not rolled out leader (HR)-led courses this year. This will be an important goal in FY21.*

FY21 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. Continue to review and improve employee policies, procedures and pay practices, in conjunction with related Code items to improve the overall policy framework for the City.
2. Fully develop and deliver supervisor/manager training on key topics such as FMLA for Managers, and Interviewing & Selection to help improve manager strength, confidence, and autonomy on these important topics.
3. Update performance evaluation strategy and forms to complement an evaluative strategy that best reflects the culture of the City.
4. Promote improved employee responsibility and welfare for safe work practices. Analyze injuries to properly inform training opportunities that directly address opportunity for improvement in the areas where we find trends.

Future Considerations

HR will continue to work with the leadership team at the City to identify and build upon those things that make Kenai a great place. HR will also work with those same partners to identify and address opportunities for improvement as we continue to build on our goal of making Kenai unquestionably the best city on the Peninsula to work, live and play.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Human Resources

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2019 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2020</u>	<u>Amended Budget</u>	<u>Adopted FY2021</u>	<u>Increase (Decrease) FY2020 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 68,636	\$ 13,727	\$ 112,439	\$ 112,439	\$ 112,692	\$ 253	0.23%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,730	1,730	1,734	4	0.23%
0400	Medicare	953	191	1,655	1,655	1,659	4	0.24%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	15,109	3,022	24,737	24,737	24,792	55	0.22%
0600	Unemployment Insurance	53	11	571	571	572	1	0.18%
0700	Workers Compensation	206	41	355	355	284	(71)	(20.00%)
0800	Health & Life Insurance	20,031	4,006	22,715	22,715	24,700	1,985	8.74%
0900	Supplemental Retirement	519	104	1,500	1,500	1,500	-	-
	<u>Total Salaries & Benefits</u>	\$ 105,507	\$ 21,102	\$ 165,702	\$ 165,702	\$ 167,933	\$ 2,231	1.35%
<u>Maintenance and Operations</u>								
2021	Office Supplies	352	70	894	894	724	(170)	(19.02%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	5,476	1,095	600	600	260	(340)	(56.67%)
2026	Computer Software	367	73	210	210	5,869	5,659	2,694.76%
4531	Professional Services	1,000	200	2,000	2,000	-	(2,000)	(100.00%)
4532	Communications	488	98	905	905	905	-	-
4533	Travel & Transportation	501	100	2,000	2,000	779	(1,221)	(61.05%)
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	-	-	434	434	454	20	4.61%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 8,184	\$ 1,636	\$ 7,343	\$ 7,343	\$ 9,291	\$ 1,948	26.53%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 113,691	\$ 22,738	\$ 173,045	\$ 173,045	\$ 177,224	\$ 4,179	2.41%

City of Kenai
Fiscal Year 2021 Operating Budget

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

4533 Travel & Transportation. Includes funds for continuing education of department staff.	4667 Dues & Publications. National PELRA and SHRM annual memberships.
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**City of Kenai
Fiscal Year 2021 Operating Budget**

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

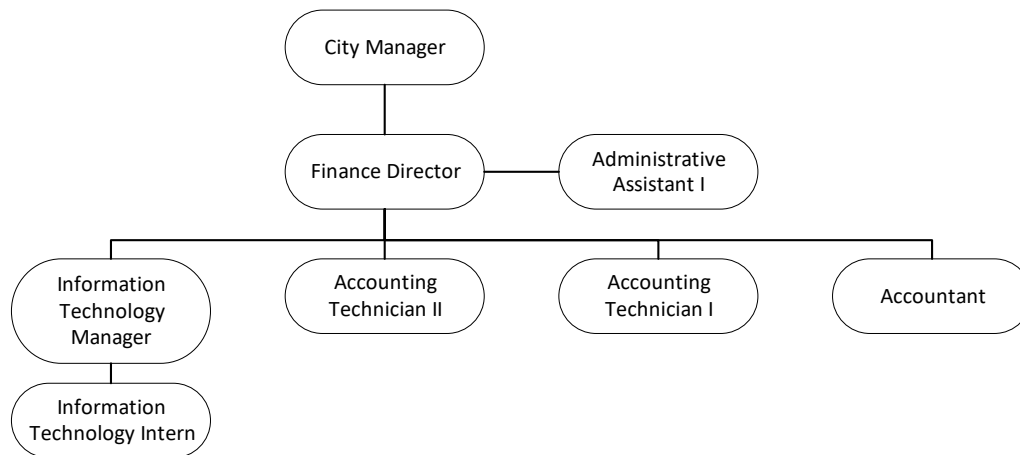
Mission

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

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

Average Overtime Per Position (hours)

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

Performance Measures

FY	2016	2017	2018	2019	2020*
Purchase Orders	3,060	2,677	2,519	2,354	2,737
Vendor Checks	3,817	3,446	3,187	2,347	2,295
Employee Onboarding	47	54	48	49	49
Employee Exits	43	40	48	47	40
Payroll Checks	3,494	3,540	3,505	3,470	3,567
Utility Customers	1,950	1,956	1,959	1,970	1,980
Paper Invoices	24,001	23,378	23,162	22,698	21,500
Electronic Invoices	1,368	2,172	2,239	3,374	3,800
Customers on auto-pay	488	580	654	776	825
Federal Grants	13	12	14	14	14
State Grants	30	27	13	11	12
FTE's per IT Staff	116	116	117	116	115

*Projected figures

FY20 Department Goals Evaluation

- The Finance Department will prepare the FY20 Budget with the goal of applying for the Government Finance Officers of the United States and Canada Distinguished Budget Presentation Award.
 - This Goal was achieved in FY20! This process will continue to strive for this Award for each coming year.*
- The Finance Department will increase utility billing electronic invoices by 10%.
 - This Goal was achieved in FY20 and will continue to encourage utility customers to use our electronic payment system and to opt into paperless billing!*
- The Finance Department will produce a city-wide fleet replacement plan including funding options for consideration by the City Council.
 - This Goal was achieved and will be presented to the City Council for adoption as part of the FY21 Budget adoption process.*
- The Finance Department will accomplish the consolidation of three City network domains into a single domain.
 - Due to increasing workloads related to cybersecurity, this goal was not met.*

FY21 Department Goals

- The Department will identify files that can be scanned and stored in Laserfiche, freeing up space in work areas.

2. The IT Department will continue to work towards the consolidation of three City network domains into a single domain.
3. Utility billing technician will focus on customers that are currently using our auto-pay option, but continue to receive paper bills, encouraging the use of paperless billing.
4. Implementation of a help desk and service catalog for managing IT service requests.
5. Complete implementation of electronic timesheets in all City Departments during FY21.

Future Considerations

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 405,351	\$ 393,339	\$ 420,857	\$ 420,857	\$ 438,429	\$ 17,572	4.18%
0200	Overtime	1,385	1,081	4,965	4,965	3,865	(1,100)	(22.16%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	16,408	9,336	30,561	30,561	18,367	(12,194)	(39.90%)
0400	Medicare	5,975	5,736	6,617	6,617	6,680	63	0.95%
0450	Social Security	185	84	198	198	199	1	0.51%
0500	PERS	88,792	86,941	92,977	92,977	96,599	3,622	3.90%
0600	Unemployment Insurance	317	439	2,282	2,282	2,304	22	0.96%
0700	Workers Compensation	1,210	1,289	1,414	1,414	1,139	(275)	(19.45%)
0800	Health & Life Insurance	95,148	72,452	107,897	107,897	117,325	9,428	8.74%
0900	Supplemental Retirement	7,312	7,023	7,500	7,500	7,500	-	-
	<u>Total Salaries & Benefits</u>	\$ 622,083	\$ 577,720	\$ 675,268	\$ 675,268	\$ 692,407	\$ 17,139	2.54%
<u>Maintenance and Operations</u>								
2021	Office Supplies	4,861	4,635	5,500	5,500	5,500	-	-
2022	Operating & Repair Supplies	340	109	400	400	-	(400)	(100.00%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,842	3,528	4,340	4,340	3,560	(780)	(17.97%)
2026	Computer Software	27,847	26,100	32,410	35,182	35,686	3,276	10.11%
4531	Professional Services	214	1,795	750	5,750	4,750	4,000	533.33%
4532	Communications	2,940	2,795	2,565	2,565	2,565	-	-
4533	Travel & Transportation	7,716	7,027	11,215	11,215	11,575	360	3.21%
4534	Advertising	46	543	300	300	300	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,070	1,130	2,005	2,005	2,005	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	740	1,033	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 48,616	\$ 48,695	\$ 60,985	\$ 68,757	\$ 67,441	\$ 6,456	10.59%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 670,699	\$ 626,415	\$ 736,253	\$ 744,025	\$ 759,848	\$ 23,595	3.20%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for (6) six computers and miscellaneous other items.

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

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

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

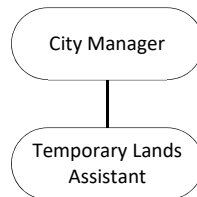
Mission

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Land Technician	0	10	0	10	.125	10	.0375	10	0	-	0	-

Performance Measures

	2016	2017	2018	2019	2020	2021*
Existing Leases	19	19	19	19	19	20
New Lease Applications	0	0	0	1	0	1
New Leases	10	0	0	2	0	1
Lease Terminations	0	0	0	0	0	0
Land Acquisitions	1	7	0	2	5	4
Land Sales/Donations	0	4	0	2	0	1
Special Use Permits	-	-	-	-	3	3

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

FY20 Department Goals Evaluation

1. Provide a comprehensive evaluation and characterization of each City-owned parcel in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 - Land Use:
 - Develop land use strategies to implement a forward-looking approach to community growth and development.

- Provide baseline data for the City to make informed management decisions about City-owned lands through an Access database and update to paper files.
 - Provide hours for a Temporary Land Technician to provide specific follow-up to research on City-owned lands related to the creation of the Land Management Plan.
 - Create City of Kenai Land Management Plan during FY2020.
 - *A database of City-owned lands was created and populated by a Temporary Lands Technician and refined by City staff to create the baseline data for the creation of the Land Management Plan. An internal pre-draft of the Land Management Plan has been created as of February 2020.*
2. Update land forms and policies and develop streamlined processes to create increased lease and sale activity, community interest, and business growth in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 - Land Use.
- Make it easier for the business community to utilize City-owned land.
 - Recommend revisions to Kenai Municipal Code Title 22 – General Fund Lands and associated forms during FY2020.
 - *Title 22 – General Fund Lands was updated, and Code revisions have been approved and finalized by City Council. Standardized land forms were adopted by the City and are available to the public as fillable pdf forms on the City's websites. Local media coverage in 2020 has highlighted changes to the City's land forms and policies and spurred increased interest in leases and sales of City-owned lands.*
3. Continue moving forward on the City of Kenai Bluff Erosion Project in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 - Natural Hazards and Disasters:
- Prepare and protect the citizens of Kenai from natural hazards and disasters.
 - Continue communication with the U.S. Army Corps of Engineers to keep the project moving forward.
 - Acquire private properties necessary to complete the project during FY20.
 - *The City acquired 4 additional properties in FY20 as of February 2020 to support the Bluff Erosion Project. The City kept up communications with the U.S. Army Corps of Engineers on the project. The 2019 update to the Hazard Mitigation Plan adopted by City Council in FY20 identified erosion as the highest priority natural hazard within the City of Kenai.*
4. Encourage increased interest in the City of Kenai as an All-America City with a thriving business and residential community through affirmative marketing to create increased lease and sale activity, community interest, and business growth as measured by new lease applications and interest in City lands in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.
- Work with the business community to develop incentives to continue investment in the City of Kenai.
 - Develop and recommend incentives to address vacant or distressed buildings within the City.
 - Develop and recommend incentives towards the end of FY20 to attract new businesses, support existing businesses.
 - *With the adoption of Code changes to Title 22 – General Fund, the City expanded options for lease credits with eligible development. City staff is developing a guide for new business owners to help navigate City requirements and communicate opportunities. City staff has discussed incentive options for vacant and distressed buildings and continues to research options to present to City Council.*

FY21 Department Goals

1. Provide a Land Management Plan for a comprehensive evaluation and characterization of each City-owned parcel in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 - Land Use:
 - Refine the information stored in the City land-holdings database.
 - Review and finalize the Land Management Plan.
 - Implement the Land Management Plan strategies for a forward-looking approach to community growth and development.
2. Continue moving forward on the City of Kenai Bluff Erosion Project in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 7 - Natural Hazards and Disasters:
 - Prepare and protect the citizens of Kenai from natural hazards and disasters.
 - Continue communication with the U.S. Army Corps of Engineers to keep the project moving forward.
 - Acquire private properties necessary to complete the project during FY21.
 - Explore funding opportunities to cover the City's cost-match for the project.
3. Address vacant or distressed buildings, storefronts, and corridors within the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.
 - Develop and recommend incentives and programs to address vacant or distressed buildings within the City.
 - Supporting the existing business community within the "City of Kenai Crescent" of commercial development in maintaining attractive buildings.
4. Encourage increased interest in the City of Kenai as an All-America City with a thriving business and residential community through affirmative marketing to create increased lease and sale activity, community interest, and business growth as measured by new lease applications and interest in City lands in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 2 - Provide economic development to support the fiscal health of Kenai.
 - Continue communicating the availability of lease credit incentives, new standardized lease forms, and Code changes to Title 22 – General Fund Lands with a focus on outreach to the real estate community.
 - Continue developing materials to help business owners navigate City Code and application forms and take advantage of opportunities.

Future Considerations

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

The City's databases, hard-copy files, and spatial GIS data used to manage lands should be reviewed in accordance with actions by the Kenai Peninsula Borough and with consideration for the most efficient, accurate, and stable data management tools and technology.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Land Administration

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2019 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2020</u>	<u>Amended Budget</u>	<u>Adopted FY2021</u>	<u>Increase (Decrease) FY2020 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 6,085	\$ 1,217	\$ 1,027	\$ 1,027	\$ -	\$ (1,027)	(100.00%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	88	18	15	15	-	(15)	(100.00%)
0450	Social Security	377	75	64	64	-	(64)	(100.00%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	5	1	5	5	-	(5)	(100.00%)
0700	Workers Compensation	18	4	3	3	-	(3)	(100.00%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 6,573	\$ 1,315	\$ 1,114	\$ 1,114	\$ -	\$ (1,114)	(100.00%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	192	38	100	100	300	200	200.00%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,097	219	200	200	-	(200)	(100.00%)
2026	Computer Software	-	157	340	340	340	-	-
4531	Professional Services	3,680	6,005	18,100	18,100	10,000	(8,100)	(44.75%)
4532	Communications	-	31	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	33	500	500	500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	1,084	856	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	252	125	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 6,305	\$ 7,464	\$ 20,240	\$ 20,240	\$ 12,140	\$ (8,100)	(40.02%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	8,870	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 8,870	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 12,878	\$ 17,649	\$ 21,354	\$ 21,354	\$ 12,140	\$ (9,214)	(43.15%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

4531 Professional Services. Professional services for surveying, platting, appraisal of City-owned lands, and the Storefront Improvement Program.	5041 Miscellaneous. Recording fees for Lands Management Plan
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**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

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

Functions & Responsibilities

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

Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 21,948	\$ 21,948	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	318	318	-
0450	Social Security	-	-	-	-	1,361	1,361	-
0500	PERS	406,435	841,541	470,553	470,553	634,517	163,964	34.84%
0600	Unemployment Insurance	-	-	-	-	110	110	-
0700	Workers Compensation	-	-	-	-	345	345	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 406,435	\$ 841,541	\$ 470,553	\$ 470,553	\$ 658,599	\$ 188,046	39.96%
<u>Maintenance and Operations</u>								
2021	Office Supplies	566	761	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	749	1,826	2,000	2,000	2,000	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	1,228	1,228	-
2024	Small Tools/Minor Equipment	3,843	5,556	21,100	21,100	5,610	(15,490)	(73.41%)
2026	Computer Software	8,155	9,940	15,430	15,430	15,980	550	3.56%
4531	Professional Services	9,275	2,855	2,000	2,657	2,000	-	-
4532	Communications	877	2,111	1,035	1,035	850	(185)	(17.87%)
4533	Travel & Transportation	(15,797)	(14,855)	-	-	(15,000)	(15,000)	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	11,366	11,080	11,500	11,500	8,600	(2,900)	(25.22%)
4536	Insurance	193,468	155,311	265,349	279,156	309,925	44,576	16.80%
4537	Utilities	39,029	38,011	42,227	42,227	41,109	(1,118)	(2.65%)
4538	Repair & Maintenance	18,067	18,456	21,600	21,600	3,600	(18,000)	(83.33%)
4539	Rentals	42,955	43,221	61,309	61,309	59,943	(1,366)	(2.23%)
4540	Equip. Fund Pmts.	30,820	17,053	32,385	32,385	30,820	(1,565)	(4.83%)
4541	Postage	3,544	4,952	6,000	6,000	6,000	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	90,000	77,480	90,000	-	-
5041	Miscellaneous	4,936	5,032	4,000	4,000	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 351,853	\$ 301,310	\$ 577,135	\$ 579,079	\$ 567,865	\$ (9,270)	(1.61%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	14,535	2,907	-	-	26,150	26,150	-
9090	Transfers	622,298	711,598	781,205	794,114	510,969	(270,236)	(34.59%)
	<u>Total Capital Outlay and Transfers</u>	\$ 636,833	\$ 714,505	\$ 781,205	\$ 794,114	\$ 537,119	\$ (244,086)	(31.24%)
	Manager Total:	\$ 1,395,121	\$ 1,857,356	\$ 1,828,893	\$ 1,843,746	\$ 1,763,583	\$ (65,310)	(3.57%)

City of Kenai
Fiscal Year 2021 Operating Budget

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

0500 PERS. To account for the General Fund's share of State of Alaska Public Employee's Retirements System on-behalf funding.	4536 Insurance. For the purchase of general liability, property, auto, heavy equipment, physician sponsor, marine, and other City insurances.										
2024 Small Tools/Minor Equipment. Network and computer hardware and miscellaneous computer items.	4538 Repair & Maintenance Service. City Hall janitorial service, window cleaning, security monitoring, and carpet rental and cleaning.										
2026 Computer Software. Includes annual fees for network device licensing.	4539 Rentals. Rental of Airport Fund property (Tract A, FBO Subdivision), \$34,485 and the Automated Flight Service Station lot, \$25,458.										
	9090 Transfers. To account for fund transfers to other funds of the City for operations or capital projects.										
	<table> <tr> <td>Library Expansion Bond debt service</td><td style="text-align: right;">\$ 141,518</td></tr> <tr> <td>Senior Citizen Fund for operations</td><td style="text-align: right;">217,192</td></tr> <tr> <td>Kenai Multipurpose Facility Capital Projects for exhaust fan installation</td><td style="text-align: right;">72,259</td></tr> <tr> <td>Kenai Multipurpose Facility Capital Projects for corrosion remediation.</td><td style="text-align: right;"><u>80,000</u></td></tr> <tr> <td></td><td style="text-align: right;"><u>\$ 510,969</u></td></tr> </table>	Library Expansion Bond debt service	\$ 141,518	Senior Citizen Fund for operations	217,192	Kenai Multipurpose Facility Capital Projects for exhaust fan installation	72,259	Kenai Multipurpose Facility Capital Projects for corrosion remediation.	<u>80,000</u>		<u>\$ 510,969</u>
Library Expansion Bond debt service	\$ 141,518										
Senior Citizen Fund for operations	217,192										
Kenai Multipurpose Facility Capital Projects for exhaust fan installation	72,259										
Kenai Multipurpose Facility Capital Projects for corrosion remediation.	<u>80,000</u>										
	<u>\$ 510,969</u>										

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

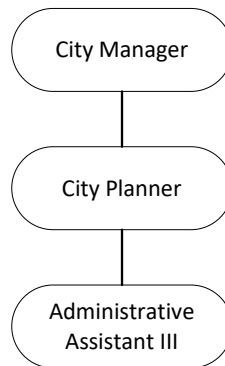
Mission

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	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	.75	16	.70	16	.70	16	.70	16	.70	16	.70	16
Administrative Assistant III	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10
Planning & Zoning Commissioner	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
City Planner	36	17.5	21	30	30	30
Administrative Assistant III	8.5	25	30	21	21	21
Planning & Zoning Commissioner	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2015	2016	2017	2018	2019	2020**
Conditional Use Permits	14	11	19	9	12	12
Preliminary Plats	-	-	-	10	8	6
Other Permits	46	32	27	25	32	32
Total Permits*	-	-	-	44	48	48
Code Violations	-	-	-	40	40	40
Kenai Municipal Code Changes	-	-	-	3	4	4

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

**Total permits are not included for years prior to 2018 because totals reflect permit numbers that are already given by the Public Works Department and the Building Inspector. Note that the Planning Department still reviews all building permits for conformance with the zoning code.*

***Projected Figures for 2020 based on current volume through March 2020*

FY20 Department Goals Evaluation

1. Provide quality customer service to applicants and ensure appropriate standards are met during the application review process; review and process all permits efficiently and effectively based on Kenai Municipal Code criteria; and, process permits and applications within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai.
 - *Planning and Zoning Department staff communicated clearly with applicants and processed applications in a timely fashion. Staff met with applicants to explain the process.*
2. Review 2030 Comprehensive Plan annually to ensure the vision for Kenai's future is implemented and current within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.
 - *Internal discussion for updating the plan as of February 2020. The update of the 2030 Comprehensive Plan will align with direction of the Land Management Plan. Materials anticipated to City Council before fiscal year FY20 is completed.*
3. Develop recommendations to Kenai Municipal Sign Code 14.20.220 to reflect modern sign uses and the current legal environment and improve clarity of ordinances addressing signs in the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai and Goal 2 – Provide economic development to support the fiscal health of Kenai.
 - *Work sessions held with Planning and Zoning Commission as of February 2020. Code update for review by City Council anticipated before fiscal year FY20 is completed.*
4. Communicate clearly with other departments and citizen groups by updating the materials on the Planning and Zoning Department website and updating forms in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai and Goal 2 – Provide economic development to support the fiscal health of Kenai.
 - *New sub-pages were added to the Planning and Zoning Department webpage and existing sub-pages were updated. A web-based form was created for zoning code violation reports that allows residents to include a photo of the violation. Planning and*

Zoning forms and documents available online and used internally were updated for clarity and to accept typed text into pdf documents.

FY21 Department Goals

1. Outline GIS needs for the forthcoming years for the City in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.
 - Update list of priority GIS projects.
 - Support and communicate with other departments on spatial data needs.
 - Update mapping materials available online.
2. Provide quality customer service to applicants and ensure appropriate standards are met during the application review process; review and process all permits efficiently and effectively based on Kenai Municipal Code criteria; and, process permits and applications within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life: Promote and encourage quality of life in Kenai.
3. Review 2030 Comprehensive Plan annually to ensure the vision for Kenai's future is implemented and current within timelines outlined in Title 14 in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.

Future Considerations

1. Review zoning within the City and periodically adjust zones as permitted by Code.
2. Ensure all planning documents have consistency and alignment with each other to clearly state the vision of the City.
3. Review technology use and if new or improved software use could lead to efficiencies in processing and tracking permits.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Planning and Zoning

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 116,191	\$ 120,549	\$ 121,901	\$ 121,901	\$ 123,599	\$ 1,698	1.39%
0200	Overtime	380	2,090	2,500	2,500	2,547	47	1.88%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,722	3,762	3,762	3,812	50	1.33%
0400	Medicare	1,633	1,461	1,858	1,858	1,884	26	1.40%
0450	Social Security	521	401	521	521	521	-	-
0500	PERS	26,440	25,883	25,520	25,520	25,905	385	1.51%
0600	Unemployment Insurance	91	278	599	599	608	9	1.50%
0700	Workers Compensation	349	393	395	395	320	(75)	(18.99%)
0800	Health & Life Insurance	34,053	28,070	38,616	38,616	41,990	3,374	8.74%
0900	Supplemental Retirement	2,891	2,245	2,550	2,550	2,550	-	-
	Total Salaries & Benefits	\$ 182,549	\$ 183,092	\$ 198,222	\$ 198,222	\$ 203,736	\$ 5,514	2.78%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,076	852	800	800	800	-	-
2022	Operating & Repair Supplies	336	429	800	800	500	(300)	(37.50%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,700	1,669	780	2,070	1,300	520	66.67%
2026	Computer Software	2,625	3,398	3,010	3,010	2,950	(60)	(1.99%)
4531	Professional Services	6,170	6,983	15,000	14,350	8,000	(7,000)	(46.67%)
4532	Communications	975	540	1,510	1,510	1,510	-	-
4533	Travel & Transportation	7,325	7,171	6,200	6,200	6,200	-	-
4534	Advertising	3,153	4,096	5,500	5,500	3,500	(2,000)	(36.36%)
4535	Printing & Binding	-	178	1,500	860	1,000	(500)	(33.33%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	500	500	-	(500)	(100.00%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	300	300	-	(300)	(100.00%)
4667	Dues & Publications	604	159	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	497	1,498	450	450	500	50	11.11%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 25,461	\$ 26,973	\$ 37,000	\$ 37,000	\$ 26,910	\$ (10,090)	(27.27%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ 208,010	\$ 210,065	\$ 235,222	\$ 235,222	\$ 230,646	\$ (4,576)	(1.95%)

City of Kenai
Fiscal Year 2021 Operating Budget

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

2024 Small Tools/Minor Equipment. Charge for (1) one computer and miscellaneous small office equipment.	4533 Travel & Transportation. Includes AKAPA conference for department staff and planning commissioners training.
4531 Professional Services. GIS technical support and junk vehicle removal.	

City of Kenai
Fiscal Year 2021 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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
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

	2015	2016	2017	2018	2019	2020*
Workers Compensation Claims	12	15	14	18	22	18
OSHA 300 Cases	2	6	4	4	1	2
Total Cases of Days Away from Work	0	1	1	3	1	1
Total cases of Days of Job Transfer or Restriction	0	2	1	1	0	1
Safety Meetings (annual)	6	6	6	6	4	6

*Projected figures

FY20 Department Goals Evaluation

1. The goal is to have zero work related injuries and illnesses. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai through training and proper tools and gear.
 - Refer to FY21 Goal 3.
2. Maintain a safe and healthy workplace for all employees in compliance with all applicable laws and regulations by providing current Employment Law posters for each facility supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai
 - Successful, posters have been provided to each facility.

3. Promote a positive attitude towards safety. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by encouraging employees to attend safety meetings and training.
4. Establish safety and health objectives for all levels of management and employees. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by assembling and providing safety meetings and training to all employees.
5. Commit appropriate and sufficient resources to protect and support the City's safety efforts. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai through safety meetings, trainings, and to reduce the City of Kenai's insurance premium cost.
6. Provide management leadership and require all employees to take responsibility and ownership of safety. Ensure that each employee understands that they have the obligation to stop a job/task to prevent an unsafe incident from occurring in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai through reading the City of Kenai Employee Handbook, attending safety meetings and additional training
7. Assure compliance with all City safety, health, and security programs and practices. Regularly review and evaluate safety, health, and security programs, procedures and practices to assure that they are effective and up to date. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by periodically reviewing the City of Kenai Health and Safety Plan and Site-Specific Safety Plan along with City of Kenai Employee Handbook.
 - *Partially Successful in that the City is updating their Site-Specific Safety Plans which evaluates all City Safety Plans.*
8. Assure timely and thorough reporting and investigation of all incidents, including the identification of casual factors and the establishment of effective corrective actions. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai by following the City of Kenai Employee Handbook policy.
 - *Successful. On September 17, a memo was released that lined out the process that needed to be followed when reporting an injury or accident.*

FY21 Department Goals

1. To complete the updated Site-Specific Safety Plans for each department. This is being done with the assistance of a safety consultant, Ann Lindsey. 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. Work to set up Accident Reports in a Laserfiche database so that the City can readily analyze accident data in a time effective manner. This will allow the City to identify particular trends when assessing injuries so that corrective action can be implemented quickly. This will help reduce the amount of paper. This supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.
3. Reduce the number of job-related injuries from the previous year. As we want to eliminate **all** work-related injuries, it is good for us to be realistic when reviewing the nature of the occupations. Particularly with the high risk associated with the Fire and Police Departments. Looking at the previous year's injuries, thirteen of the injuries were classified

as strains. Through education, we hope to reduce this number by educating how to prevent strains., which supports Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.

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.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Safety

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	399	600	600	600	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	572	500	500	500	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	4,800	4,753	5,000	17,750	5,000	-	-
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	-	132	300	300	300	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 4,800</u>	<u>\$ 5,856</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 6,400</u>	<u>\$ -</u>	<u>-</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Manager Total:	<u>\$ 4,800</u>	<u>\$ 5,856</u>	<u>\$ 6,400</u>	<u>\$ 19,150</u>	<u>\$ 6,400</u>	<u>\$ -</u>	<u>-</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: 20 - Safety

2022 Operating, Repair & Maint. Hazard material sampling kits.	4531 Professional Services. Employee drug testing and asbestos training.
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**City of Kenai
Fiscal Year 2021 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

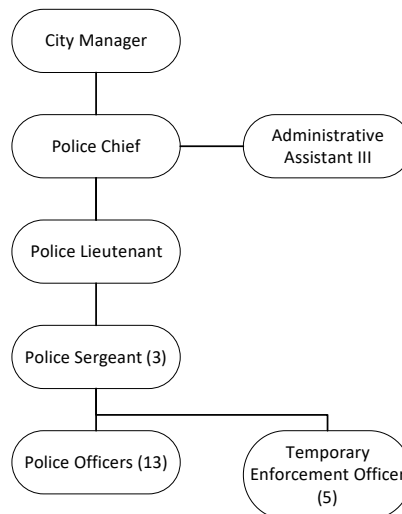
The Kenai Police Department has a well-deserved reputation for excellence in policing. The Department is responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY23	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Police Chief	1	23	1	23	1	23	1	23	1	23	1	23
Lieutenant	1	20	1	20	1	20	1	20	1	22	1	22
Sergeant	3	18	3	18	3	18	3	18	3	19	3	19
Officer	13	16	13	16	13	16	13	16	13	16/17	13	16/17
Administrative Assistant III	1	8	1	10	1	10	1	10	1	10	1	10
Temporary Enforcement Officer	.6	3	.6	3	.6	3	.6	3	.85	3	.85	3

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Chief	N/A	N/A	N/A	N/A	N/A	N/A
Lieutenant	N/A	N/A	N/A	N/A	N/A	N/A
Sergeant	435	345	428	297	300	300
Officer	2506	2035	1854	1435	1580	1580
Administrative Assistant III	0	0	0	0	0	0
Temporary Enforcement Officer	217	59	5	0	0	0

Performance Measures

	CY2015	CY2016	CY2017	CY2018	FY2019	FY2020*
Total Police Service Calls	7840	7926	8330	9194	9004	8100
Total Motor Vehicle Collisions	279	290	218	308	320	312
Property Crime Reports ¹	377	452	487	603	532	390
DUI Arrests	62	68	87	71	59	66
Training hours per sworn officer ²	88	91	90	85	80.5	82
Traffic Contacts	1765	2054	3427	2918	1814	2100
Patrol Hours	5460	5387	5022	4627	4324	3600

* Projected figures

FY20 Department Goals Evaluation

- Promote proactive traffic patrol and contacts that help to make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts.
 - This was a challenging goal for 2019 with a high rate of employee turnover and periods of employee vacancy limiting officer availability for traffic enforcement.*
- Continue to attain clearance rates on property crime offenses above national rates, during a period of rising rates of property crime.

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

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

- *Based on 2018 Uniform Crime Reports the Police Department continues to far exceed national clearance rates on property crime. Additionally, a significant decrease in property crime was reported in 2019 in the City of Kenai.*
- 3. Evaluate and implement measures to increase efficiency in responding to retail theft and trespassing, allowing officers to focus on other crimes, deterrence, and traffic patrol.
 - *During this year there was a significant decrease in the number of reported retail thefts and trespassing issues. Based on that decrease in call volume, and staffing shortages in the police department, little time was devoted to evaluating additional efficiencies in this area.*

FY21 Department Goals

1. Promote proactive traffic patrol and contacts that help to make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts. This will support Goal 1 of promoting Quality of Life and Goal 5 of Transportation in the City of Kenai Comprehensive Plan through enforcement to make safer roadways.
2. Return to the local schools with a School Resource Officer to focus on deterring crime, providing additional safety in the schools, and making a positive impact on at-risk youth. Evaluate through officer time dedicated to the Kenai schools. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.
3. Increase Community Involvement (Community Policing), through outreach, such as involvement in Crime Stoppers, Neighborhood Watch, Henu Wellness Court, and various individual community events where police presence can have a positive impact. Evaluate through tracking those community engagements. This will support Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 - Quality of Life: Promote and encourage quality of life in Kenai.

Future Considerations

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

The State has gone through several years of criminal justice reforms that have made drastic changes to the system. As the criminal justice system stabilizes over the next few years, with less drastic restructuring, we will have to look at what, if any additional changes would benefit the residents of the City of Kenai.

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,518,106	\$ 1,506,890	\$ 1,688,772	\$ 1,632,678	\$ 1,752,623	\$ 63,851	3.78%
0200	Overtime	132,781	122,245	106,101	179,888	113,980	7,879	7.43%
0250	Holiday Pay	72,406	71,348	82,721	82,721	84,118	1,397	1.69%
0300	Leave	60,486	37,791	63,120	63,120	61,101	(2,019)	(3.20%)
0400	Medicare	25,441	24,919	28,143	28,332	29,172	1,029	3.66%
0450	Social Security	1,106	1,200	1,312	1,312	2,064	752	57.32%
0500	PERS	374,847	369,739	408,412	409,072	421,835	13,423	3.29%
0600	Unemployment Insurance	1,288	2,369	9,704	9,704	10,059	355	3.66%
0700	Workers Compensation	46,904	42,888	55,838	55,838	54,534	(1,304)	(2.34%)
0800	Health & Life Insurance	380,589	307,042	431,585	431,585	469,300	37,715	8.74%
0900	Supplemental Retirement	25,107	26,131	28,500	28,500	28,500	-	-
	Total Salaries & Benefits	\$ 2,639,061	\$ 2,512,562	\$ 2,904,208	\$ 2,922,750	\$ 3,027,286	\$ 123,078	4.24%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,237	1,195	1,750	1,750	1,500	(250)	(14.29%)
2022	Operating & Repair Supplies	66,649	60,889	65,000	66,325	65,000	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	1,176	1,176	-
2024	Small Tools/Minor Equipment	24,248	27,835	23,950	135,828	25,295	1,345	5.62%
2026	Computer Software	7,730	6,448	8,213	8,213	8,614	401	4.88%
4531	Professional Services	23,991	16,883	18,200	18,200	18,200	-	-
4532	Communications	16,683	17,512	18,185	18,185	18,185	-	-
4533	Travel & Transportation	25,468	28,828	52,650	48,650	52,650	-	-
4534	Advertising	808	1,054	900	900	900	-	-
4535	Printing & Binding	3,203	3,003	3,600	3,600	3,300	(300)	(8.33%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	41,220	41,976	47,501	47,501	45,519	(1,982)	(4.17%)
4538	Repair & Maintenance	15,471	18,347	20,486	20,486	8,500	(11,986)	(58.51%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	83,634	83,634	-
4541	Postage	2,635	3,133	3,508	3,508	2,808	(700)	(19.95%)
4666	Books	1,557	1,453	1,670	1,670	1,790	120	7.19%
4667	Dues & Publications	3,898	3,679	4,134	4,134	4,053	(81)	(1.96%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	14,745	14,280	16,200	16,200	16,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 249,543	\$ 246,515	\$ 285,947	\$ 395,150	\$ 357,324	\$ 71,377	24.96%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	108,269	37,391	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ 108,269	\$ 37,391	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 2,996,873	\$ 2,796,468	\$ 3,190,155	\$ 3,317,900	\$ 3,384,610	\$ 194,455	6.10%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

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

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

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

4533 Transportation. Police academy and various police training seminars and conferences.

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

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

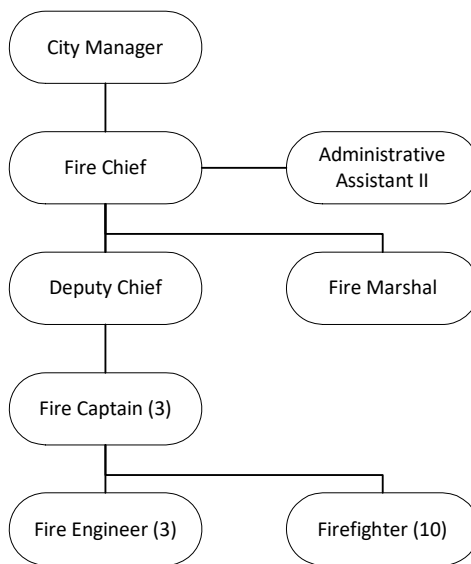
Mission

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

Functions & Responsibilities

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

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		FY20 Budgeted		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Fire Chief	1	22	1	22	1	22	1	22	1	22	1	22
Deputy Chief	-	N/A	-	N/A	-	N/A	-	N/A	1	20	1	20
Battalion Chief	1	17	1	17	1	17	1	17	-	N/A	-	N/A
Fire Marshal	1	17	1	17	1	17	1	17	1	17	1	17
Captain	3	16	3	16	3	16	3	16	3	16	3	16
Engineer	3	15	3	15	3	15	3	15	3	15	3	15
Firefighter	9	13/14	9	13/14	10	13/14	10	13/14	10	13/14	10	13/14
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budgeted	Requested FY21	Projected FY22
Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Deputy Chief	N/A	N/A	N/A	N/A	N/A	N/A
Battalion Chief	326	200	200	N/A	N/A	N/A
Fire Marshal	231	175	160	160	200	200
Captain	995	354	510	510	480	480
Engineer	989	424	450	450	480	480
Firefighter	3,352	1,516	1,550	1,600	1520	1520
Administrative Asst. II	0	10	10	10	10	10
FLSA	<u>2,240</u>	<u>2,400</u>	<u>2,560</u>	<u>2560</u>	<u>2400</u>	<u>2560</u>
Total	<u>8,133</u>	<u>5,079</u>	<u>5,440</u>	<u>5,290</u>	<u>5090</u>	<u>5250</u>

Performance Measures

1. Reduce fire loss through fire-code compliance inspections

The Fire Marshal's office was able to complete over 50% of total City occupancy inspections in 2019. This will continue to be the goal for following years.

Occupancy Inspections	2016	2017	2018	2019	2020*
Total Number of Occupancies			394	394	394
Inspections Completed	51	75	78	220	220
% of Inspections Completed			19.8%	55.8%	55.8%

*Projected figures

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

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

Pre-plans	FY20
Number of Target Hazards	52
Number of completed Pre-plans	26
% of Pre-plans completed	50%

The Department's pre-fire plans have transitioned to digital plans over the last year, which allows interoperability with neighboring Auto/Mutual Aid Departments and improves response capabilities. As part of our new Computer Aided Dispatch (CAD) system, we will be tasked with moving all pre-fire plans over to our mobile data computer software (Crewforce).

Approximately 26 of the target hazard pre-plans have been completed, and 100% are projected to be completed by the end of FY20. This will be dependent upon the transition and upgrade to the Computer Aided Dispatch (CAD) software and Crewforce programming that will be shared between KFD, NFD, and CES.

3. The department is in the process of changing over to an integrated Station Alerting System (US Digital Design) that is scheduled to be completed by March 2020. The current software is unable track this data accurately; however, the upgraded system will have that capability:

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

FY20 Department Goals Evaluation

1. Continuation of Succession Planning to prepare the department for anticipated retirements of senior staff.
 - *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 has been accomplished at all levels of the department through educational training at the following: Alaska Fire Conference (Kenai), National Fire Academy (Maryland), Company Officer Leadership Symposium (Dallas, Texas), Kenai Peninsula College Paramedic Program (Soldotna), Alaska Fire Chiefs Leadership Summit (Juneau), ICC Symposium (Anchorage), Fire Inspector I & II (Washington), Juvenile Fire Setter (Anchorage), In-house Driver/Operator program, and In-house mentoring.*
2. Establish a Business Registration Requirement for all businesses within the City.
 - *The Fire Marshal's Office would like to have a business registration requirement to capture actual businesses within the City of Kenai. There is no current avenue, other than sales tax collection, that tracks the number of occupancies doing business within City limits. In order to have accurate information for the Fire Marshal's office, in regard to required inspections, we must have information of all occupancies DBA within the City. This will allow KFD to prioritize target hazards, local and response risks, and develop strategic plans in support of Goals 1,4, and 7 of the Comprehensive Plan.*
3. Continuation of a Community Risk Reduction process that allows the department to identify and prioritize local risks.
 - *In support of City Goal 1 of the Comprehensive Plan of Improving the Quality of Life for the citizens of the Kenai, KFD is analyzing data from the records management system to work with other agencies and develop programs to reach targeted areas and age groups.*
 - *Collaborating with Red Cross to install Smoke and CO detectors in targeted neighborhoods is one project KFD is currently working on.*
 - *Training was provided to our local Senior Center along with handouts to prevent slips, trips, and falls, which targets the group responsible for 48% of our overall EMS call volume of > 60 years of age. Continued collaboration with similar facilities within the City will be the goal for FY21.*
4. Improve the department's records management system as it relates to building inspections and code enforcement to better track and measure the program's effectiveness.
 - *It is imperative that KFD is able to track data and have access to digital information in all operations. The Department is currently moving fire inspection reports, pre-fire plans, and NFIRS to the records management system to align with the City Manager's goal of efficiency and streamlining efforts. This will enhance the department's ability to share data with other departments on emergencies, as well as share information from inspections, pre-fire plans, and National Fire Incident Reporting System (NFIRS) reports.*
5. Firefighter internship program through local university.

- *The intention of this goal is to attract more students to Kenai Peninsula College (KPC) and support Goal 2 of the City's Comprehensive Plan of Supporting the Fiscal Health of the Community. Limited internal and external discussions have taken place on this goal. KFD is currently working on costs, logistics of housing, and integration with KPC EMS and Fire Programs.*
- *A new agreement with Kenai Peninsula College was completed to include Firefighter I Program Students to the agreement already established with the Paramedic Program.*

FY21 Department Goals

Adding to the aforementioned 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. Work with other City departments and the community to update the City of Kenai Emergency Operations Plan. A Homeland Security Grant has been submitted to fund this project.
2. Once the Emergency Operations Plan is updated and approved, develop and implement a training program for those individuals and positions that require specific training.

Future Considerations

We continue to see an increase in the opportunity for Fire personnel to laterally transfer to states with a better retirement plan. In-state departments are now offering signing bonuses and paid time (TDY), while in Paramedic schools, to address the recruitment and retention of qualified individuals. House Bill 79 was introduced at the beginning of the Legislative session 2020 to address the retention of employees in the current defined contribution plan, versus a defined benefit plan. As the department undergoes turnover of senior staff through retirement, we may experience a more difficult time in recruiting and retaining staff to fill those entry level and senior roles.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,502,613	\$ 1,453,862	\$ 1,585,247	\$ 1,585,247	\$ 1,571,325	\$ (13,922)	(0.88%)
0200	Overtime	173,525	230,486	138,736	159,473	138,884	148	0.11%
0250	Holiday Pay	66,615	63,597	69,523	69,523	68,768	(755)	(1.09%)
0300	Leave	35,496	46,703	86,860	86,860	81,342	(5,518)	(6.35%)
0400	Medicare	24,797	25,297	27,269	27,677	26,976	(293)	(1.07%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	383,254	384,595	394,572	400,761	391,377	(3,195)	(0.81%)
0600	Unemployment Insurance	1,307	1,880	9,404	9,545	9,300	(104)	(1.11%)
0700	Workers Compensation	58,223	75,292	65,656	66,314	56,842	(8,814)	(13.42%)
0800	Health & Life Insurance	400,620	307,299	454,300	454,300	494,000	39,700	8.74%
0900	Supplemental Retirement	30,135	28,180	30,000	30,000	30,000	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 2,676,585</u>	<u>\$ 2,617,191</u>	<u>\$ 2,861,567</u>	<u>\$ 2,889,700</u>	<u>\$ 2,868,814</u>	<u>\$ 7,247</u>	<u>0.25%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	519	720	700	700	700	-	-
2022	Operating & Repair Supplies	59,127	57,211	59,560	59,560	59,560	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	29,703	39,408	15,340	15,340	16,528	1,188	7.74%
2026	Computer Software	3,260	3,725	3,390	3,390	5,982	2,592	76.46%
4531	Professional Services	48,541	47,265	67,715	67,715	66,620	(1,095)	(1.62%)
4532	Communications	7,421	6,605	13,043	13,043	12,681	(362)	(2.78%)
4533	Travel & Transportation	14,604	18,782	21,250	21,250	21,250	-	-
4534	Advertising	144	391	1,400	1,400	1,400	-	-
4535	Printing & Binding	1,569	1,597	3,100	3,100	3,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	47,693	49,065	49,793	49,793	47,248	(2,545)	(5.11%)
4538	Repair & Maintenance	2,471	3,024	4,800	4,800	4,800	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	131,806	127,377	115,067	115,067	132,150	17,083	14.85%
4541	Postage	300	366	400	400	400	-	-
4666	Books	2,782	3,773	4,150	4,150	4,150	-	-
4667	Dues & Publications	3,561	2,805	3,928	3,928	3,928	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,750	8,483	9,500	9,500	10,000	500	5.26%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 362,251</u>	<u>\$ 370,597</u>	<u>\$ 373,136</u>	<u>\$ 373,136</u>	<u>\$ 390,497</u>	<u>\$ 17,361</u>	<u>4.65%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	53,742	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ 53,742</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 3,038,836</u>	<u>\$ 3,041,530</u>	<u>\$ 3,234,703</u>	<u>\$ 3,262,836</u>	<u>\$ 3,259,311</u>	<u>\$ 24,608</u>	<u>0.76%</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: 22 - Fire

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

2024 Small Tools/Minor Maintenance. This line item includes funds for miscellaneous Fire and EMS equipment, 2 sets of firefighter turnout gear and the new computer replacement program.

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

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

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

Safeboat	\$ 8,169
Engine 3	26,983
1993 Aerial	26,081
Engine 4	12,584
FR8 Ambulance	17,415
Engine 2	13,759
FR6 Ambulance	16,446
Fleet Replacement	10,713
	<u>\$ 132,150</u>

**City of Kenai
Fiscal Year 2021 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.

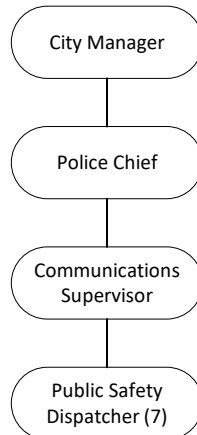
Functions & Responsibilities

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	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Communications Supervisor	1	12	1	12	1	12	1	12	1	14	1	14
Public Safety Dispatcher	7	9	7	9	7	9	7	9	7	9	7	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Communications Supervisor	61	22	19	45	45	45
Public Safety Dispatcher	556	465	457	299	299	299

Performance Measures

	CY 2015	CY 2016	CY 2017	CY 2018	FY 2019	FY 2020*
Police Calls for Service Dispatched	7840	7926	8330	9194	9005	8100
Medical Calls for Service Dispatched	987	1147	1065	1095	1146	1084
Fire Calls for Service Dispatched	391	421	377	383	382	379

* Projected figures

FY20 Department Goals Evaluation

1. Reduce the time from when an initial 911 call is received until the time a response is initiated.
 - *By collaborating with SPSCC the dispatch center was able to obtain improvements with the use of existing technology. As a result, 100% of all 911 calls were answered in less than 40 seconds this year. Additionally, 95% of all calls were answered in less than 15 seconds. This exceeds the national best practice established in NFPA 1221 of having 99% of calls answered in 40 seconds.*
2. As part of the quality assurance process, call handling procedures will be aligned with APCO ANS 1.113.1-2018. This APCO standard is for all high priority in progress calls to be dispatched in 1 minute or less.
 - *With a change in process the dispatch center has made significant progress on this goal, cutting the time to dispatch on in-progress calls from over 2 minutes to 1 minute 15 seconds. It is anticipated that this year that time will fall below 1 minute as dispatchers become more efficient with the new processes.*
3. The Communications Department will continue to advance to a comprehensive quality control program that will include dispatcher training and development, in order to provide the best service possible to the public.
 - *This goal has been accomplished this year. Dispatchers have been able to attend training, and in some cases multiple trainings, that deal with nearly every facet of the job from common tasks to handling major incidents. In addition to improvements in training, a new quality control program where dispatchers are given constant feedback has helped us to improve our service to the public.*

FY21 Department Goals

1. Reduce the overall average dispatch time below 1 minute to comply with APCO ANS 1.113.1-2018.
2. Continue to move towards a more paperless case file system. In doing so, it is anticipated that employee time can be used more efficiently, in addition to cost savings in office supplies and printing costs.

3. The Communications Department will continue to strive to have the most highly trained Communications staff in the entire state. We will do this by fostering a culture of constant feedback and stretching our training dollars to the maximum, and by utilizing other non-traditional sources for training like, the Department Of Homeland Security, FEMA, and other government agencies that help to provide no-cost or low-cost training to first responders. Dispatchers will attend 24 hours of additional training this year, which exceeds the standards set by the International Academies of Emergency Dispatch.

Future Considerations

- Replacement of public safety base radio system due to the aging equipment that is rapidly becoming obsolete. The radio upgrade is expected to be complete sometime in FY2021, it is anticipated that in FY2022 there will be an ongoing yearly maintenance fee of approximately \$20,000.
- Re-establishing recording of administrative calls utilizing a new Digital Logging Recorder for phones/radios.
- Evaluate staffing levels and scheduling to best meet industry standards for staffing the dispatch center. One of the challenges will be to meet standards (NFPA 1221) of two Dispatchers being on duty at all times.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Communications

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 414,980	\$ 416,914	\$ 450,596	\$ 450,596	\$ 455,374	\$ 4,778	1.06%
0200	Overtime	19,396	21,016	14,090	14,090	14,162	72	0.51%
0250	Holiday Pay	22,795	23,398	25,598	25,598	25,729	131	0.51%
0300	Leave	8,269	4,439	12,973	12,973	10,948	(2,025)	(15.61%)
0400	Medicare	6,546	6,534	7,298	7,298	7,340	42	0.58%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	100,425	101,291	107,861	107,861	108,958	1,097	1.02%
0600	Unemployment Insurance	339	1,053	2,515	2,515	2,530	15	0.60%
0700	Workers Compensation	1,336	1,465	1,551	1,551	1,244	(307)	(19.79%)
0800	Health & Life Insurance	160,248	129,302	181,720	181,720	197,600	15,880	8.74%
0900	Supplemental Retirement	10,703	10,062	12,000	12,000	12,000	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 745,037</u>	<u>\$ 715,474</u>	<u>\$ 816,202</u>	<u>\$ 816,202</u>	<u>\$ 835,885</u>	<u>\$ 19,683</u>	<u>2.41%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,096	1,425	1,750	1,750	1,750	-	-
2022	Operating & Repair Supplies	279	150	200	200	200	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	3,573	3,168	4,760	4,760	5,215	455	9.56%
2026	Computer Software	1,384	3,007	1,620	1,745	1,710	90	5.56%
4531	Professional Services	201	266	720	720	1,720	1,000	138.89%
4532	Communications	2,279	2,509	2,525	2,525	2,675	150	5.94%
4533	Travel & Transportation	8,544	6,575	8,500	8,500	8,500	-	-
4534	Advertising	300	618	600	600	600	-	-
4535	Printing & Binding	583	306	700	700	700	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	23,818	21,416	28,011	27,886	26,290	(1,721)	(6.14%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	70	67	200	200	200	-	-
4667	Dues & Publications	240	333	540	540	540	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,708	2,069	850	850	850	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 44,075</u>	<u>\$ 41,909</u>	<u>\$ 50,976</u>	<u>\$ 50,976</u>	<u>\$ 50,950</u>	<u>\$ (26)</u>	<u>(0.05%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 789,112</u>	<u>\$ 757,383</u>	<u>\$ 867,178</u>	<u>\$ 867,178</u>	<u>\$ 886,835</u>	<u>\$ 19,657</u>	<u>2.27%</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2024 Small Tools & Minor Equipment. Replacement computer, monitors, headsets, handsets, hardware and furniture.

4531 Professional Services. Drug screenings for new hires and medical director.

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

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

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

Functions & Responsibilities

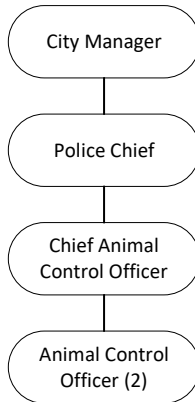
The primary responsibilities of the Kenai Animal Shelter are:

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

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

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

Organizational Chart



Staffing

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

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Chief Animal Control Officer	8	27	17	30	30	30
Officer	89	72	27	100	100	100

Performance Measures

	CY 2016	CY 2017	FY 2018	FY 2019	FY 2020*
Field investigations & patrols	448	341	328	312	300
Volunteer Hours Logged	399	399	527	692	600
Educational Outreach	7	9	7	10	10
Animal Shelter Intake	834	827	790	901	1000

* Projected figures

FY20 Department Goals Evaluation

- Promote proactive patrol and contacts to help make Kenai a safer and community friendly environment.
 - The number of field investigations and patrols has slightly decreased this year as a result of several staff changes which has left the shelter short staffed for large periods of time.*
- Continue to participate in and instruct public education and volunteer opportunities. Evaluated through assessing volunteer hours logged and the number of public education opportunities instructed.
 - The number of educational outreaches stayed the same this year. Volunteer hours decreased this year due to several of our teen volunteers going off to college or getting jobs.*
- Assist in helping to reduce the numbers of unwanted animals in our community by proactively spaying/neutering animals adopted through the shelter. The shelter continues to spay/neuter canines and felines that leave the shelter.
 - The animal shelter intake increased from 2019 due to a collaboration with the City of Soldotna in which the Kenai Animal Shelter provides shelter services for the City of Soldotna, under a contract that was initially approved for one year.*

FY21 Department Goals

- Collaborate with the Soldotna Animal Control Officer and Soldotna Police Department to provide humane care of City of Soldotna animals through shelter services which include animal husbandry, reasonable medical attention, quarantine, licensing and adoption. Evaluate through assessing animal shelter intake numbers. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan through engaging and collaborating to make humane animal care a priority.
- Continue to participate in and instruct public education and volunteer opportunities. Evaluated through assessing volunteer hours logged and the number of public education opportunities instructed. This will support Goal 1 of promoting Quality of Life in the City of Kenai Comprehensive Plan through public involvement and education in the care of our animals.
- 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 the Kenai Animal Shelter performs within industry standards and maintains certification. Steps will need to be taken in the future to maintain and improve the animal control facility to continue to meet national standards.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 166,709	\$ 157,979	\$ 172,209	\$ 172,209	\$ 168,317	\$ (3,892)	(2.26%)
0200	Overtime	2,611	4,411	6,670	6,670	6,472	(198)	(2.97%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,587	2,631	4,717	4,717	3,318	(1,399)	(29.66%)
0400	Medicare	2,363	2,325	2,662	2,662	2,583	(79)	(2.97%)
0450	Social Security	-	176	-	-	-	-	-
0500	PERS	37,318	35,124	39,353	39,353	38,453	(900)	(2.29%)
0600	Unemployment Insurance	132	179	917	917	890	(27)	(2.94%)
0700	Workers Compensation	3,086	3,292	3,446	3,446	2,844	(602)	(17.47%)
0800	Health & Life Insurance	60,093	47,948	68,145	68,145	74,100	5,955	8.74%
0900	Supplemental Retirement	4,460	4,044	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 279,359	\$ 258,109	\$ 302,619	\$ 302,619	\$ 301,477	\$ (1,142)	(0.38%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	501	474	795	795	795	-	-
2022	Operating & Repair Supplies	8,612	9,427	13,090	12,880	13,090	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,069	3,012	1,320	1,736	1,320	-	-
2026	Computer Software	977	949	985	985	985	-	-
4531	Professional Services	29,940	21,053	36,500	36,500	34,500	(2,000)	(5.48%)
4532	Communications	2,541	2,199	2,616	2,616	2,596	(20)	(0.76%)
4533	Travel & Transportation	2,498	4,008	4,000	4,000	5,000	1,000	25.00%
4534	Advertising	20	493	300	300	300	-	-
4535	Printing & Binding	922	596	900	694	900	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	25,042	23,896	26,036	26,036	26,082	46	0.18%
4538	Repair & Maintenance	639	747	1,600	1,600	1,600	-	-
4539	Rentals	46,858	46,648	47,178	47,178	47,279	101	0.21%
4540	Equip. Fund Pmts.	-	-	-	-	5,308	5,308	-
4541	Postage	797	558	900	900	900	-	-
4666	Books	-	102	250	250	250	-	-
4667	Dues & Publications	990	319	1,015	1,015	1,015	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,250	1,427	1,700	1,700	1,700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 123,656	\$ 115,908	\$ 139,185	\$ 139,185	\$ 143,620	\$ 4,435	3.19%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 403,015	\$ 374,017	\$ 441,804	\$ 441,804	\$ 445,097	\$ 3,293	0.75%

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

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

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

4667 Dues and Publications. Professional organization dues for shelter staff and online subscription to continuing education.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

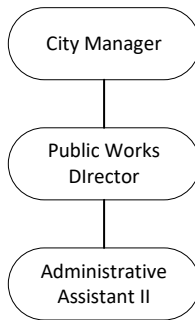
Mission

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	1	23	1	23	.71	23	.71	23	.71	23	.71	23
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	4.5	12	12	12	12	12

Performance Measures

FY	2015	2016	2017	2018	2019	2020*
Active Capital Projects	No Historical Data					15
Completed Capital Projects	4	4	2	3	5	9
RFPs released	No Historical Data					4
ITBs released						8
Construction Permit Review						12
Right of Way / Excavation Permits Issued	39	41	44	52	55	78
Percent of resident queries responded to within 24 hours	No Historical Data			92	95	96

*Projected figures

FY20 Department Goal Evaluation

1. Additional performance measures track number of completed and active capital projects. Track number of Request for Proposals processed and Invitations to Bid released. Track number of short form contracts processed. Track number of construction permits requiring Public Works Engineering review and approval. Track number of project estimates completed by department. In the City of Kenai's Comprehensive Plan, this supports Goal 4 of Public Improvements and Services to participate in the development of the City's Capital Improvement Program to design and construct infrastructure for the needs of City of Kenai's residents and Goal 5 of Transportation to support future development and improvements on our infrastructures.
 - *Successful, see new data within table above.*
2. Continue to add detail to the 5-year Capital Plan, new to this year is the inclusion of a roof replacement plan, and an HVAC mechanical systems replacement plan with existing condition assessments. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services to include additional improvements to Capital Improvement Program.
 - *Successful, City-wide Capital Improvement Plan draft was presented to Council at the February 19, 2020 5:00pm Work Session. Will continue to update annually going forward.*
3. Continue to assess condition of the City's infrastructure, focus this year will be on sewer, water, and storm systems. This shall include televising main lines, flushing of all systems, clearing of areas for conveyance of storm water. This supports Goal 4 Public Improvement and Services in the City of Kenai Comprehensive Plan, which promotes maintaining existing water and sewer utilities.
 - *Partially Successful, flushing of systems was able to take place. Televising of main lines has not happened due to manpower shortage within the S&W Department.*

FY21 Department Goals

1. Begin to successfully implement the new Capital Improvement Plan. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services.
2. Begin to successfully implement the new Fleet Replacement Plan. This will support Goal 4 of the City of Kenai's Comprehensive Plan for Public Improvements and Services.

3. With new Engineering Services Agreements in place begin gathering greater detail and Master Planning for Airport, Streets, W&S/WWTP. Implement this information into next years updated CIP. This will support Goals 4 & 5 of the City of Kenai's Comprehensive Plan.

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 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 139,481	\$ 151,216	\$ 116,016	\$ 116,016	\$ 116,260	\$ 244	0.21%
0200	Overtime	43	156	352	352	353	1	0.28%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	201	1,009	4,994	4,994	5,004	10	0.20%
0400	Medicare	1,987	2,178	1,760	1,760	1,764	4	0.23%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	35,374	34,036	25,601	25,601	25,655	54	0.21%
0600	Unemployment Insurance	109	170	607	607	608	1	0.16%
0700	Workers Compensation	415	492	377	377	302	(75)	(19.89%)
0800	Health & Life Insurance	29,245	30,576	33,164	33,164	36,062	2,898	8.74%
0900	Supplemental Retirement	2,794	2,739	2,190	2,190	2,190	-	-
<u>Total Salaries & Benefits</u>		\$ 209,649	\$ 222,572	\$ 185,061	\$ 185,061	\$ 188,198	\$ 3,137	1.70%
<u>Maintenance and Operations</u>								
2021	Office Supplies	934	531	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,032	1,923	1,040	1,040	1,040	-	-
2026	Computer Software	633	1,104	2,620	2,620	2,228	(392)	(14.96%)
4531	Professional Services	(87,489)	(46,315)	-	-	-	-	-
4532	Communications	927	1,128	1,090	1,090	1,090	-	-
4533	Travel & Transportation	717	512	1,800	1,800	1,000	(800)	(44.44%)
4534	Advertising	-	393	700	700	600	(100)	(14.29%)
4535	Printing & Binding	-	106	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	300	300	300	-	-
4667	Dues & Publications	726	515	900	900	800	(100)	(11.11%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	30	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ (81,520)	\$ (40,073)	\$ 9,650	\$ 9,650	\$ 8,258	\$ (1,392)	(14.42%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 128,129	\$ 182,499	\$ 194,711	\$ 194,711	\$ 196,456	\$ 1,745	0.90%

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

Fund 001 – General Fund
Department: 432 – Shop

Mission

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

Functions & Responsibilities

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

The Shop Department is comprised of 1 building and 3 employees that work with all departments to maintain a fleet of approximately 478 pieces of equipment and vehicles. Not included in the list of equipment is a number of small items, and special projects serviced or built by the shop without unit numbers.

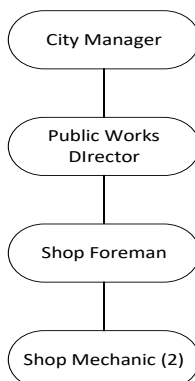
Departments serviced by the Shop: Administration, Animal Control, Airport, Beacon Training Facility, Boating Facility, Building Maintenance, Fire, Police, Parks & Recreation, Senior Center, Shop, Streets, Wastewater Treatment Plant and Water & Sewer. Average age of the fleet is 16 years at the end of 2019.

Fleet Age by Department

	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2019	26 yrs.	13 yrs.	13 yrs.	30 yrs.	15 yrs.	20 yrs.	16 yrs.
2018	25 yrs.	13 yrs.	12 yrs.	29 yrs.	14 yrs.	18 yrs.	16 yrs.
2017	24 yrs.	13 yrs.	11 yrs.	29 yrs.	13 yrs.	17 yrs.	15 yrs.
2016	23 yrs.	14 yrs.	10 yrs.	28 yrs.	12 yrs.	16 yrs.	14 yrs.
2010	12 yrs.	11 yrs.	3 yrs.	21 yrs.	5 yrs.	15 yrs.	12 yrs.

	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	Average Age
2019	10 yrs.	15 yrs.	18 yrs.	15 yrs.	25 yrs.	15 yrs.	16 yrs.
2018	10 yrs.	14 yrs.	17 yrs.	17 yrs.	24 yrs.	14 yrs.	17 yrs.
2017	9 yrs.	14 yrs.	18 yrs.	17 yrs.	27 yrs.	14 yrs.	17 yrs.
2016	8 yrs.	15 yrs.	17 yrs.	16 yrs.	26 yrs.	15 yrs.	16 yrs.
2010	5 yrs.	11 yrs.	15 yrs.	12 yrs.	19 yrs.	16 yrs.	12 yrs.

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		Budgeted FY19		Requested FY20		Projected FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Shop Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Mechanic	2	14	2	14	2	14	2	14	3	14	3	14

Average Overtime Per Position (hours)

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

Performance Measures

	2015	2016	2017	2018	2019
Work Orders	747	1055	1176	1121	1166
Repair Expenses	\$317,933	\$400,111	\$352,700	\$345,048	\$357,607

Work Orders	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2019	6	138	5	17	4	75	211
2018	5	133	5	8	5	100	236
2017	7	124	5	13	11	105	227
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	
2019	128	219	33	215	12	44	
2018	145	197	42	167	15	54	
2017	163	184	40	230	18	49	

Expense by Dept.	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2019	\$802	\$81,009	\$1,012	\$3,798	\$786	\$20,413	\$48,756
2018	\$1,075	\$71,142	\$519	\$1,236	\$728	\$38,380	\$55,430
2017	\$865	\$64,385	\$1,343	\$1,160	\$2,182	\$31,220	\$42,681
2016	\$1,148	\$76,427	\$589	\$1,157	\$866	\$32,842	\$58,696
2015	\$674	\$45,608	\$790	\$302	\$1,367	\$55,918	\$51,477
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	
2019	\$65,580	\$25,857	\$5,868	\$89,777	\$5,575	\$8,406	
2018	\$58,073	\$19,411	\$2,804	\$74,852	\$8,313	\$13,085	
2017	\$44,840	\$34,985	\$902	\$104,181	\$7,835	\$16,481	
2016	\$39,750	\$13,276	\$546	\$157,776	\$8,772	\$8,266	
2015	\$43,019	\$20,956	\$3,004	\$85,463	\$2,707	\$6,648	

Fleet	1985	2010	2014	2017	2018	2019
Boats	1	1	2	3	3	3
Cranes & Lifts	3	4	6	8	9	9
Generators, Large	2	10	12	13	14	14
Heavy Equipment	32	87	100	100	73	63
Heavy Equipment Implement Pre-2018 part of Heavy Equipment					74	66
Mowers, Riding	N/A	N/A	N/A	10	12	12
Small Equipment	58	196	239	208	209	206
Snowmobiles	N/A	N/A	N/A	3	3	3
Trailers	N/A	N/A	N/A	19	24	24
Utility Vehicles	N/A	N/A	10	10	10	10
Vehicles	40	52	68	69	73	68
Total Documented Fleet	135	349	435	443	504	478

FY20 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.
 - *Goal not met due to workload and repair needs.*
2. Maintain a 90% or greater training of Shop equipment by JSA's (Job Safety Analysis) through Shop employee documentation.
 - *Training for FY20 95%.*
3. Increase training on diagnostics and troubleshooting.
 - *Goal not met due to workload and repair needs.*

FY21 Department Goals

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

Future Considerations

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

Staffing: The Shop has operated on a staff of three individuals historically. In the table above the total documented fleet went from 135 units in 1985 to a peak of 504 units in 2018 without adding additional mechanics. The overall age of the fleet continues to increase along with the requested number of work orders and repair expenses as indicated in the tables above. Failure to effectively reduce the overall fleet size and/or age may result in the need to add an additional mechanic at some point in the future. We are hopeful the new Fleet Replacement Plan will resolve this concern.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 221,995	\$ 214,534	\$ 229,552	\$ 229,552	\$ 232,899	\$ 3,347	1.46%
0200	Overtime	9,369	10,670	10,794	10,794	9,383	(1,411)	(13.07%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,831	4,812	8,995	8,995	9,111	116	1.29%
0400	Medicare	3,313	3,249	3,615	3,615	3,645	30	0.83%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	51,156	49,655	52,876	52,876	53,301	425	0.80%
0600	Unemployment Insurance	180	250	1,247	1,247	1,257	10	0.80%
0700	Workers Compensation	7,141	8,116	7,979	7,979	7,454	(525)	(6.58%)
0800	Health & Life Insurance	60,093	51,435	68,145	68,145	74,100	5,955	8.74%
0900	Supplemental Retirement	4,537	4,315	4,500	4,500	4,500	-	-
	Total Salaries & Benefits	\$ 361,615	\$ 347,036	\$ 387,703	\$ 387,703	\$ 395,650	\$ 7,947	2.05%
<u>Maintenance and Operations</u>								
2021	Office Supplies	85	280	300	300	300	-	-
2022	Operating & Repair Supplies	142,532	158,783	145,676	145,676	135,470	(10,206)	(7.01%)
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	11,293	12,725	12,411	12,411	12,411	-	-
2026	Computer Software	1,206	1,378	720	720	720	-	-
4531	Professional Services	1,367	491	697	697	697	-	-
4532	Communications	3,651	5,468	3,692	3,692	2,855	(837)	(22.67%)
4533	Travel & Transportation	-	484	4,200	4,200	7,200	3,000	71.43%
4534	Advertising	-	115	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,822	66,600	51,322	51,322	49,346	(1,976)	(3.85%)
4538	Repair & Maintenance	20,255	21,976	26,575	26,575	26,679	104	0.39%
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	3,066	3,066	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	4,030	4,435	7,798	7,798	8,812	1,014	13.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,653	2,220	3,121	3,121	3,121	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 224,894	\$ 274,955	\$ 257,012	\$ 257,012	\$ 251,177	\$ (5,835)	(2.27%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	22,787	18,493	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ 22,787	\$ 18,493	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 609,296	\$ 640,484	\$ 644,715	\$ 644,715	\$ 646,827	\$ 2,112	0.33%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

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

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

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

4538 Repair & Maintenance. Professional services for auto body 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 2021 Operating Budget**

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

Mission

To provide for the safe and secure travel throughout the City's road system for all citizens throughout the year.

Functions & Responsibilities

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

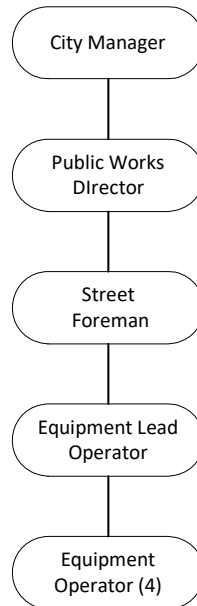
Operations include pothole repairs, grading of gravel roadways, applying calcium chloride for dust control and repair/replacement of culverts as needed. Clearing and ditching of all right of ways as needed. Maintenance of storm drain facilities, including catches, inlets and outlets. Installing and maintaining 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 jersey barriers installed for traffic control. Gravel is hauled and roadways built onto the beaches at both access points. Twenty jersey barriers are installed and maintained at South Beach to prevent access to the fishery from the South without going through the pay shack. The Streets division also oversees the implementation and maintenance of the City Dock facilities.

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

Equipment	Quantity
Road Graders	4
Loaders	3
Sand Trucks	3
Sweepers	2
Bucket Truck	1
Pickups	2
Trackless Equipment	2
Total Equipment	17

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Requested FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Equipment Lead Operator	1	14	1	14	1	14	1	14	1	14	1	14
Equipment Operator	4	11	4	11	4	11	4	11	4	11	4	11
Temporary Equipment Operator I (hours)	0	11	300	11	300	11	0	11	0	11	0	11

Average Overtime per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Requested FY20	Requested FY21	Projected FY22
Foreman	179	88	180	150	150	150
Equipment Lead Operator	83	150	110	110	110	110
Equipment Operator	246	352	280	220	220	220

Performance Measures

	2016	2017	2018	2019	2020*
Lane Miles of streets	142	143	144	150	157*
Reported and Repaired Potholes	6	5	5	7	5
Complaint Records	44	90	75	151	25**
Calcium Chloride	2	-	1	2	1
Grading	5	4	3	9	6
Plowing	2	16	4	40	3
Sanding	10	7	10	15	2
Snow Berms	5	29	3	45	14
Street Sweeping	2	3	0	4	2
Other	22	31	54	40	6
Workers' Compensation Claims	3	1	0	0	0

*Projected figures,

**Complaints from 1/1/20 through 3/1/20

FY20 Department Goals Evaluation

1. Continue to sweep 100% of paved streets and City parking areas within a four-week period weather permitting. This will support Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to ensure that basic public infrastructures are met and Goal 5 of Transportation to promote transportation system that are accomplished in a timely manner.
 - *The newly purchased Street Sweeper last year has been performing well and we continue to achieve this goal.*
2. To oversee crack-sealing project in the City of Kenai. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to ensure that basic public infrastructure of City streets are maintained and Goal 5 of Transportation to promote transportation system that are efficient and adequate to serve the needs of residents of City of Kenai.
 - *The Streets Department was successful in completing Crack Sealing on Magic, Daubenspeck, Baron Park, Marathon, & Lawton; all receiving maintenance work.*
3. Repair 100% of potholes within 24 hours of being reported. This supports Goal 4 of Public Improvements and Services and Goal 5 of Transportation in the Kenai Comprehensive Plan through continually to repairing City streets.
 - *Overall successful, 24 hours is weather dependent, and Wildwood Drive continues to be a challenge.*
4. Continue to implement the City's snow removal policy and inform citizens of the program. This will support Goal 5 of Transportation in the Kenai Comprehensive Plan to ensure the streets and sidewalks are clear of snow, which allow residents to get around easily.
 - *Given the amount of snow received this year, the Department was very successful. Citizens understand we open the roadways initially with a single pass City wide and then return on day two to widen and remove berms. System is working well.*
5. Facilitate safe practices/procedures to promote accident/injury prevention. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting and encouraging Quality of Life through implementing existing procedures.
 - *Successfully participated in monthly safety meetings, successfully removed some of the oldest equipment from the fleet.*

FY21 Department Goals

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

5. Successfully lease two graders for the winter season only to avoid purchasing new, as part of Fleet Replacement Plan in support of Goal 5 of Transportation in the Kenai Comprehensive Plan.

Future Considerations

1. The Streets division is preparing for added road maintenance responsibilities when the adoption of Beaver Loop Road becomes finalized, anticipating construction late 2019 through 2020.
2. Repairs to Aliak Drive storm drain and roadway between Candlelight Drive and Highbush Lane.
3. Storm water system assessments and repairs to various storm water grates.
4. Warm storage facility for sand storage.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 353,150	\$ 327,571	\$ 361,236	\$ 361,236	\$ 367,563	\$ 6,327	1.75%
0200	Overtime	23,758	21,608	25,266	25,266	21,447	(3,819)	(15.12%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,587	4,195	12,181	12,181	12,370	189	1.55%
0400	Medicare	5,345	4,988	5,781	5,781	5,819	38	0.66%
0450	Social Security	386	389	-	-	-	-	-
0500	PERS	83,403	81,707	85,031	85,031	85,582	551	0.65%
0600	Unemployment Insurance	294	399	1,994	1,994	2,008	14	0.70%
0700	Workers Compensation	14,201	12,682	15,434	15,434	14,190	(1,244)	(8.06%)
0800	Health & Life Insurance	107,868	84,914	123,801	123,801	134,609	10,808	8.73%
0900	Supplemental Retirement	7,908	7,221	8,462	8,462	8,463	1	0.01%
	Total Salaries & Benefits	\$ 598,900	\$ 545,674	\$ 639,186	\$ 639,186	\$ 652,051	\$ 12,865	2.01%
<u>Maintenance and Operations</u>								
2021	Office Supplies	76	216	240	240	240	-	-
2022	Operating & Repair Supplies	124,076	128,817	115,200	113,716	120,500	5,300	4.60%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,453	3,088	4,500	4,500	3,520	(980)	(21.78%)
2026	Computer Software	521	541	540	540	540	-	-
4531	Professional Services	1,748	429	1,500	1,500	1,500	-	-
4532	Communications	5,324	4,973	5,527	5,527	4,690	(837)	(15.14%)
4533	Travel & Transportation	-	1,298	1,500	1,500	-	(1,500)	(100.00%)
4534	Advertising	1,457	1,369	1,000	2,484	2,000	1,000	100.00%
4535	Printing & Binding	83	42	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	35,915	24,837	29,549	29,549	29,715	166	0.56%
4538	Repair & Maintenance	1,911	9,128	21,000	21,000	10,000	(11,000)	(52.38%)
4539	Rentals	18,690	13,176	24,000	24,000	77,800	53,800	224.17%
4540	Equip. Fund Pmts.	202,069	181,339	169,182	169,182	166,039	(3,143)	(1.86%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	72	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	323	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 393,323	\$ 369,648	\$ 373,988	\$ 373,988	\$ 416,794	\$ 42,806	11.45%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,700	-	-	-	-	-
8064	Machinery & Equipment	25,543	7,062	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ 25,543	\$ 10,762	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 1,017,766	\$ 926,084	\$ 1,013,174	\$ 1,013,174	\$ 1,068,845	\$ 55,671	5.49%

**City of Kenai
Fiscal Year 2021 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.

4538 Repair & Maintenance. Professional services for parking lot striping, crosswalk painting, crack sealing of asphalt, and repair of extruding manholes.

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

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

Water Truck	\$ 8,969
Street Sweeper	18,925
Sander Truck	11,670
Sander Truck	11,266
Snow Blower	14,351
Aerial Bucket Truck	5,218
140H Motor Grader with Wing	13,163
Articulating Snow Blower	11,349
Crosswind Sweeper	10,662
L120H Loader	16,256
120G Motor Grader with wing/plow	19,045
L110H Loader	16,256
Fleet Replacement	8,909
	<u>\$ 166,039</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

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

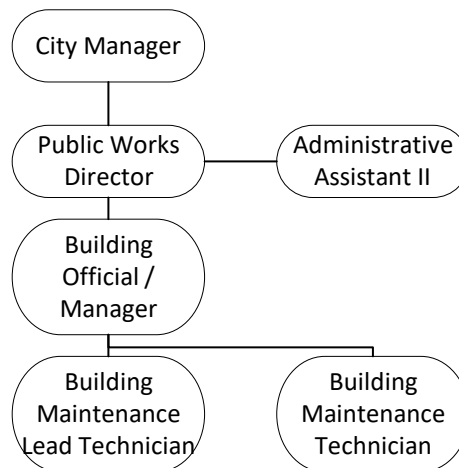
The Building Maintenance team strives to provide a level of maintenance that allows City-owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

Functions & Responsibilities

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

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

Organizational Chart



Staffing

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

Building Official	1	15	1	15	1	17	1	17	1	17	1	17
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Average Overtime Per Position (hours)

Position Title	Actual FY17	Actual FY18	Actual FY19	Budgeted FY20	Projected FY21	Projected FY22
Building Maintenance Lead Technician	40	7	11	11	11	11
Building Maintenance Technician	0	0	5	5	5	5
Building Official	3	3	3	3	3	3

Performance Measures

	2016	2017	2018	2019	2020*
Building Permits Issued	75	63	66	53	60
Building Permit Fees	\$ 48,315	\$ 26,607	\$ 112,054	\$90,396	\$100,000
Plan Review Fees	N/A	\$ 11,453	\$ 55,476	\$44,623	\$50,000
Number of Inspections	N/A	N/A	200+	185	150
Work Orders**	290	316	336	338	400

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

FY20 Department Goals Evaluation

Building Official

- Evaluate the permitting process and create a checklist for the public so it is clear what is required to apply for a building permit with the input of the City Planner, Fire Marshal, and Public Works Director in support of Goal 2 of the City of Kenai Comprehensive Plan – Economic Development.
 - Successful. The Checklist along with a new building permit packet is currently being designed. It will be implemented this fiscal year.*
- Continue the process to convert paper filing system to a digital system for plan review, inspections, and permitting, which would allow for a more efficient process, enable better tracking of projects and data, reduce paper and provide better record keeping in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.
 - Partially Successful. Currently we are working with the Clerk's Office for the implementation of a new digital plan review and permit application system that will be in place this fiscal year. This will be an automated system through Laserfiche that will eliminate the paper filing system.*
- Continually develop more online informational material to help educate the public on the permitting process in order to achieve a better experience and reduce paper in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life.
 - Building guidelines have been created to help homeowners and contractors become aware of code requirements for residential construction. Topics include footing and foundation, framing, plumbing, mechanical, and electrical.*

Building Maintenance

- Increase the number of routine/preventative work orders. Proper planned maintenance helps increase the life and reliability of buildings and equipment. Upgrade the quality of City-owned buildings through proper and timely repairs and maintenance in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.

- *Partially Successful. Preventative maintenance has become a priority and we have focused on being more proactive so we can be less reactive. Preventative maintenance schedules are being created for each building. This will be an ongoing process. Currently we are working on a better way to track this information.*
- 2. Implement a Maintenance Facility and Equipment database, which will ensure building equipment and components essential to the efficient and cost-effective operation of facilities are properly maintained to maximize performance. By developing a matrix to include buildings, equipment types, maintenance schedules, and annual costs, the data can be utilized to evaluate equipment efficiency and maintenance/repair versus replacement in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
 - *Partially Successful. Currently, we have been unable to implement a facility management database due to the expense. However, we have developed an automated work order request system eliminating paper forms. This has been useful in tracking various building information and trends.*
- 3. Continuing education and training for staff in support of Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
 - *Unsuccessful. Currently there has not been any additional training. However, in the recent discovery of asbestos in various buildings, building maintenance is working to schedule a class that will train the staff how to safely operate around the asbestos.*

FY21 Department Goals

Building Official

1. Continually update the building permit process to where it is clear to the public what is expected from them and how to expedite the process. Goal 2 of the City of Kenai Comprehensive Plan – Economic Development
2. Work with the Clerk's Office to develop a software program in Laserfiche that will transition the building inspection process to a digital format with automatic routing to contractors and also automatically file the documents in the correct files for easier access. Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life
3. Continually develop more online informational material to help educate the public on the permitting process in order to achieve a better experience and reduce paper in support of Goal 1 of the City of Kenai Comprehensive Plan – Quality of Life

Building Maintenance

1. Continue to develop a preventative maintenance plan for all City buildings. This will include creating a way to track all preventative maintenance work orders as opposed to work orders generated from other departments. Proper planned maintenance helps increase the life and reliability of buildings and equipment. Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
2. Continue to assess the condition of all the City buildings and systems and set up a folder with information on each. This will include roofing information, mechanical systems, plumbing systems, electrical system, and building finishes, which supports Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.
3. Training for staff to be able to work around asbestos. Also training that will allow the City of Kenai to take samples instead of having to hire this out. In addition to this, get training allowing the City to create a management plan for buildings containing asbestos. Goal 4 of the City of Kenai Comprehensive Plan – Public Improvements and Services.

Future Considerations

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

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Buildings

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 164,152	\$ 142,777	\$ 171,373	\$ 171,373	\$ 175,433	\$ 4,060	2.37%
0200	Overtime	2,816	1,372	646	646	661	15	2.32%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,501	5,648	5,648	5,781	133	2.35%
0400	Medicare	2,341	2,132	2,576	2,576	2,637	61	2.37%
0450	Social Security	-	38	-	-	-	-	-
0500	PERS	36,678	31,384	37,844	37,844	38,741	897	2.37%
0600	Unemployment Insurance	130	174	889	889	909	20	2.25%
0700	Workers Compensation	4,148	3,576	4,590	4,590	4,066	(524)	(11.42%)
0800	Health & Life Insurance	46,471	35,073	52,699	52,699	57,304	4,605	8.74%
0900	Supplemental Retirement	3,529	3,112	3,480	3,480	3,480	-	-
<u>Total Salaries & Benefits</u>		\$ 260,265	\$ 226,139	\$ 279,745	\$ 279,745	\$ 289,012	\$ 9,267	3.31%
<u>Maintenance and Operations</u>								
2021	Office Supplies	476	402	300	300	300	-	-
2022	Operating & Repair Supplies	24,498	26,708	28,000	26,500	28,000	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	4,616	5,237	4,480	4,480	4,480	-	-
2026	Computer Software	1,042	1,042	1,085	1,085	1,585	500	46.08%
4531	Professional Services	737	11,576	2,500	2,500	17,500	15,000	600.00%
4532	Communications	2,507	2,382	2,637	2,637	2,051	(586)	(22.22%)
4533	Travel & Transportation	195	1,446	2,000	2,000	2,000	-	-
4534	Advertising	-	243	-	-	-	-	-
4535	Printing & Binding	-	146	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	28,546	32,387	35,000	53,295	56,000	21,000	60.00%
4539	Rentals	-	21	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	5,464	5,464	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,612	985	500	500	500	-	-
4667	Dues & Publications	335	293	385	385	385	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	12	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 64,564	\$ 82,880	\$ 76,887	\$ 93,682	\$ 118,265	\$ 41,378	53.82%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	12,675	22,350	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 12,675	\$ 22,350	\$ -	\$ -	\$ -	\$ -	-
<u>Manager Total:</u>		\$ 337,504	\$ 331,369	\$ 356,632	\$ 373,427	\$ 407,277	\$ 50,645	14.20%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

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

**City of Kenai
Fiscal Year 2021 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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
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

	2015	2016	2017	2018	2019	2020*
KWh Consumed	226,343	209,989	205,604	226,793	227,000	218,700
Number of Street Lights						
City Lights	265	265	265	265	265	271
LED Lights	91	91	91	91	91	110
Standard Lights	174	174	174	174	174	161
HEA Lights	208	208	208	208	208	208
Work Orders Completed	31	21	28	32	35	24

**Projected figures*

FY20 Department Goals Evaluation

1. Complete a Mapping survey of all street lighting to show areas of insufficient / excess lighting throughout the City of Kenai. This supports Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to provide adequate and effective lighting needs for the City of Kenai residents.
 - *This was not completed due to staffing availability, will defer to next year.*

FY21 Department Goals

1. Complete a Mapping survey of all street lighting to show areas of insufficient / excess lighting throughout the City of Kenai. This supports Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to provide adequate and effective lighting needs for the City of Kenai residents.

Future Considerations

A program to replace old, worn wiring and inefficient fixtures in streetlights in several parts of the City would help stabilize costs and provide a reliable and efficient system. Long-term, additional new street lighting projects along several streets in the city where streetlights are not currently in

place will continue to be part of the program. LED street light technology will be used as part of these projects since the energy consumption of streetlights represents a significant expense for the City. LED lamps can reduce energy consumption by as much as 60% while increasing levels of illumination and decreasing future maintenance costs.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	756	-	-	-	-	-
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	155,345	140,738	162,602	162,602	164,183	1,581	0.97%
4538	Repair & Maintenance	19,592	19,587	28,000	28,000	28,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 174,937</u>	<u>\$ 161,081</u>	<u>\$ 190,602</u>	<u>\$ 190,602</u>	<u>\$ 192,183</u>	<u>\$ 1,581</u>	<u>0.83%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Manager Total:	<u>\$ 174,937</u>	<u>\$ 161,081</u>	<u>\$ 190,602</u>	<u>\$ 190,602</u>	<u>\$ 192,183</u>	<u>\$ 1,581</u>	<u>0.83%</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

4538 Repairs & Maintenance Services. Utility locates and miscellaneous repairs.
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**City of Kenai
Fiscal Year 2021 Operating Budget**

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

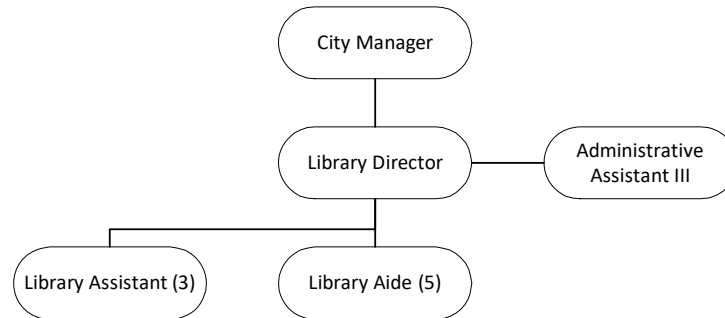
Mission

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

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Library Director	1	18	1	18	1	18	1	18	1	18	1	18
Administrative Assistant III	1	10	1	10	1	10	1	10	1	10	1	10
Library Assistant	3	6	3	6	3	6	3	6	3	6	3	6
Library Aide (40 hr/week)	0	2.5	0	2.5	1	2.5	1	2.5	1	2.5	1	2.5
Library Aide (25 hr/week)	2.4	2.5	2.4	2.5	0.6	2.5	0.6	2.5	0.6	2.5	0.6	2.5
Library Aide (14 hr/week)	0.7	2.5	0.7	2.5	1.05	2.5	1.05	2.5	1.05	2.5	1.05	2.5
Temporary Library Intern (10 weeks) *	0	0	.17	2.3	0	0	0	0	0	0	0	0

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

Performance Measures

FY	2016	2017	2018	2019	2020*
Items Borrowed	105,399	109,248	103,223	103,581	106,600
Physical Checkouts	93,809	96,601	90,002	89,096	92,460
Digital Checkouts	11,590	12,647	13,221	14,485	14,140
Interlibrary Loans Provided	246	176	156	12	6
Interlibrary Loans Received	67	77	64	35	16
Early Literacy Station (AWE) Sessions	4,875	6,603	9,138	6,739	6,800
Annual Library Visitors	93,445	98,779	98,412	91,385	81,000
Number of Library Programs**					408
Library Program Attendance	4,875	6,603	9,138	6,739	6,800
Computer/Tablet Use	16,359	14,517	13,151	11,578	10,800
Size of the Collection	110,199	115,734	121,189	122,906	124,300
Books	76,909	79,328	80,430	80,349	80,100
Downloadable Books	17,451	19,597	21,597	22,799	24,000
Audiobooks and Music CDs	1,501	1,583	1,682	1,678	1,700
Downloadable Audiobooks	10,114	11,064	12,996	13,480	14,000
DVDs	4,097	4,049	4,372	4,494	4,500
Magazines and Newspapers (Titles)	127	113	112	106	106

*Projected figures

**New performance measures in 2020

FY20 Department Goals Evaluation

- Utilize Collection HQ add-in to our automation system for smart collection development.
 - Several staff members have been trained in the use of Collection HQ.*
 - Weeding of unused or "grubby" items in the children's, adult fiction and adult nonfiction sections has begun and will continue as part of regular collection maintenance.*
- Conduct a full inventory of the collection.
 - Due to staffing shortages, a full inventory was not feasible.*
- Encourage and provide time for staff to receive continuing education.
 - All employees have either participated or will participate in two (2) online trainings in FY20.*
 - Quarterly staff meetings were held or are scheduled to be held during the third month of each quarter.*
- Reduce hold times for popular items, to provide materials available in a timely manner.
 - A streamlined ordering workflow and budget allocations based on turnover rates allowed the Kenai Community Library to purchase popular items in a timely manner.*
 - Reports were set up to track hold to copy ratios for popular items. The hold to copy ratio for print copies is 3:1 and for digital copies is 5:1.*
- Smart disposal of surplus library materials.
 - A vendor for resale of library materials online was not found.*
 - Time constraints and staff shortages made the goal of selling a minimum of 26 items in FY20 not feasible.*

FY21 Department Goals

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

1. General
 - a. Provide a welcoming, safe and friendly environment for visitors of all ages.
 - b. Welcome an estimated 85,000 visitors in FY2021 (~81,000 in FY2020).
 - c. Assist an estimated 1600 individuals or groups in using our library meeting spaces (~1600 in FY2020).
 - d. Provide public computer and internet access to at least 11,300 library users (~10,800 in FY2020).
2. Circulation
 - a. Increase physical collection checkouts to at least 95,000 (~92,460 checkouts in FY2020).
 - b. Purchase at least 90% of the most popular releases based on “noted lists” from Booklist, Library Journal, and other professional review sources.
 - c. Maintain a hold-to-copy ratio of 3:1 or lower for print copies by assessing and ordering extra copies each month.
3. Digital resources
 - a. Provide 24/7 access to the library’s catalog and digital resources.
 - b. Increase Alaska Digital Library (ADL) digital checkouts to at least 14,900 annually (~14,140 checkouts in FY2020) and maintain a hold-to-copy ratio of 5:1 or lower for digital copies by assessing and ordering extra copies.
 - c. Offer at least 3 classes in FY2021 to introduce patrons to digital resources.
4. Collection Development
 - a. Make new items available to library users within seven days of arrival of shipment.
 - b. Using best library principles, develop a schedule to withdraw grubby, underused or unused items from the collection.
 - c. Ensure that at least 20% of the general collection is no older than 5 years.
 - d. Ensure that at least 75% of the general reference collection is no older than 5 years.
 - e. Use collection management tools quarterly to withdraw and replace the most popular items (50 checkouts or more) with new copies.
5. Programming and Outreach
 - a. Offer a variety of instructor-led classes and library events in FY2021:
 - i. Provide an average of 11 programs per month for children birth to kindergarten.
 - ii. Provide an average of 16 programs per month for elementary and middle school children.
 - iii. Provide at least 1 program per month for teens ages 13 and older.
 - iv. Provide an average of 5 programs per month for adults 18 and older.
 - v. Promote library services in the community through at least 12 outreach programs.
 - vi. Offer a Summer Reading Program to children, teens and adults.
 - b. Implement 1,000 Books before Kindergarten Program by August 2020.
6. Support staff professional development goals
 - a. Continue regular quarterly all-staff meetings
 - b. Assign at least three safety and security trainings to each staff member in FY2021
 - c. Provide library competency training in customer service, technology, programming technical processing, reference and readers’ advisory:
 - i. Full-time staff will complete at least one relevant training each month in FY2021
 - ii. Part-time staff will complete at least one relevant training each quarter in FY2021

- iii. Supervisory staff will complete at least three trainings in FY2021 on topics such as personnel management, resource management and legal matters

Future Considerations

1. Long-term goals of the department:
 - Streamline processes through the use of technology
 - Use the space to maintain a vibrant collection more efficiently
 - Locate part of collection, or access to it, at another location, such as the airport
 - Complete Dewey Decimal to BISAC relabeling project
2. Future capital needs:
 - Convert to RFID technology
 - Replace carts in the children's room with shelving that is earthquake friendly
3. Future staffing changes:
 - Dependent on examining the existing job descriptions and re-structuring.
 - Dependent on examining hours of work with the most efficient way to deliver service

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 381,890	\$ 403,437	\$ 407,150	\$ 407,150	\$ 403,955	\$ (3,195)	(0.78%)
0200	Overtime	-	74	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,025	4,447	12,672	12,672	7,740	(4,932)	(38.92%)
0400	Medicare	5,216	5,619	6,088	6,088	5,970	(118)	(1.94%)
0450	Social Security	2,457	1,955	2,611	2,611	3,294	683	26.16%
0500	PERS	75,142	81,805	80,352	80,352	77,182	(3,170)	(3.95%)
0600	Unemployment Insurance	298	481	2,100	2,100	2,059	(41)	(1.95%)
0700	Workers Compensation	1,132	1,313	1,304	1,304	1,162	(142)	(10.89%)
0800	Health & Life Insurance	130,202	111,461	147,648	147,648	160,550	12,902	8.74%
0900	Supplemental Retirement	7,932	9,360	10,006	10,006	10,016	10	0.10%
	Total Salaries & Benefits	\$ 610,294	\$ 619,952	\$ 669,931	\$ 669,931	\$ 671,928	\$ 1,997	0.30%
<u>Maintenance and Operations</u>								
2021	Office Supplies	5,547	4,918	5,600	5,600	5,500	(100)	(1.79%)
2022	Operating & Repair Supplies	5,376	4,853	5,200	5,200	5,200	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	1,176	1,176	-
2024	Small Tools/Minor Equipment	8,814	8,164	10,000	10,850	10,355	355	3.55%
2026	Computer Software	2,651	3,077	6,000	6,000	1,420	(4,580)	(76.33%)
4531	Professional Services	1,205	1,818	1,400	1,400	1,500	100	7.14%
4532	Communications	5,338	4,021	5,405	5,405	5,405	-	-
4533	Travel & Transportation	6,656	8,243	5,000	5,000	5,400	400	8.00%
4534	Advertising	1,682	1,550	2,000	2,000	2,000	-	-
4535	Printing & Binding	2,902	3,785	5,000	5,000	5,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	59,499	60,026	63,688	63,688	62,007	(1,681)	(2.64%)
4538	Repair & Maintenance	42,615	51,749	49,790	48,940	11,780	(38,010)	(76.34%)
4539	Rentals	7,451	7,339	7,270	7,270	7,345	75	1.03%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,001	6,291	8,000	8,000	8,000	-	-
4666	Books	64,079	62,443	57,200	64,200	57,200	-	-
4667	Dues & Publications	580	1,077	1,300	1,300	1,300	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	34	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 221,396	\$ 229,388	\$ 233,353	\$ 240,353	\$ 191,088	\$ (42,265)	(18.11%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,012	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ 1,012	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 831,690	\$ 850,352	\$ 903,284	\$ 910,284	\$ 863,016	\$ (40,268)	(4.46%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for computer replacements and 2 iPad replacements.	4538 Repair & Maintenance. Maintenance agreements for department specific systems, facility janitorial, and miscellaneous contracted repairs of books and equipment.
2026 Computer Software. Cost for languages software, publicity software and work scheduling software.	4666 Books. Purchase of books and materials for the Library's collection.
4533 Travel & Transportation. Continuing education for department staff.	4667 Dues & Publications. Alaska Library Network and Association dues, American Library Association dues and library publications.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

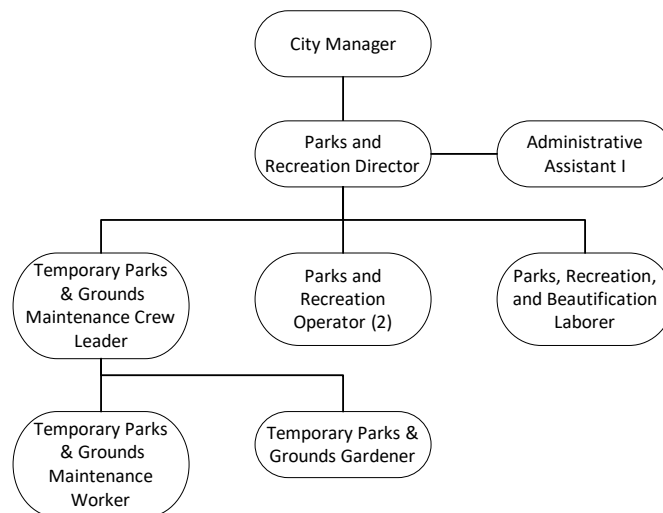
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

Functions & Responsibilities

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

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

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.96	17	.96	17	.96	17	.96	17	.96	17	.96	17
Administrative Assistant I	.50	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	1.92	9	1.92	9	1.98	9	1.98	9	1.98	9	1.98	9

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

Average Overtime Per Position (hrs)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant I	6	0	10	10	10	10
Operator	71	50	20	20	20	20
Laborer	7	5	5			
Temporary Crew Leader	10	0	0	0	0	0
Temporary Worker	20.0	0	0	0	0	0
Temporary Gardener	0	0	0	0	0	0

Performance Measures

FY	2017	2018	2019	2020*
Total Recreation Center Visits	60,446	68,400	54,469	65,392
Total Teen Center Visits	n/a	4,348	2,172	3,216
Total Turf Acreage Maintained	99.75	100.25	100.25	100.34
Total Program-based Activities (sponsored & co-sponsored)	2	3	5	6
Total Pedestrian Trails (Miles)	4	5.5	5.9	6.3
Total Shelter Reservations	43	41	27	42
Ice Reservations (Hours)	520.75	586.50	598.75	586.25
Volunteer Hours	N/A	N/A	1,295	1,500
Number of Staff Hours to Clean Illegal Camps	N/A	N/A	13	10
Number of Volunteer Hours to Clean Illegal Camps	N/A	N/A	51	50
Amount of Trash Removed from Illegal Camps (Tons)	N/A	N/A	2.15	2.0
Number of Beetle Kill Trees Removed by Staff	N/A	N/A	40	60

*Projected figures

FY20 Department Goals Evaluation

1. Increase the City's trail system in support of City of Kenai Comprehensive Plan Goal 1 – Promote and encourage Quality of Life in Kenai and Goal 6 – Ensure that Kenai has excellent parks and recreational facilities and opportunities. Construct a minimum of .20 miles backcountry trails within Municipal Park. Evaluate through assessing number miles trails constructed.
 - The department installed .20 miles of new trails in Municipal Park and is planning on another .20 miles of backcountry trails in FY20.
2. Increase the City's urban forest (tree canopy) in support of City of Kenai Comprehensive Plan Goal 8 – Protect and enhance the natural resources and environment of the community. Plant seven trees in FY20. Evaluate through assessing number of trees planted.

- *The department planted a total of 26 trees. Plantings included: Two Crabapple trees at the Kenai Community Library, one Larch tree at Leif Hansen Memorial Park and 23 Black Spruce trees transplanted at the Lawton Drive Extension gate.*
3. Construct an off-leash dog park in support of City of Kenai Comprehensive Plan Goal 1 – Promote and encourage quality of life in Kenai and Goal 6 – Ensure that Kenai has excellent parks and recreational facilities and opportunities. Evaluate through periodically assessing progress and eventual completion. Work collaboratively and provide support to the Kenai dog park volunteer group. Facilitate and provide advice on best practices.
 - *Property was cleared and leveled through volunteer labor followed by two volunteer work parties focusing on additional site clearing and raising the tree canopy along front edge of dog park area. The volunteer group was awarded a technical grant from the National Park Service (NPS) to assist with design work. NPS staff is currently working on designs.*

FY21 Department Goals

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.
 - Work collaboratively with various agencies for planning and mitigation purposes.
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 through September.
 - Complete monthly reports with 100% success rate.
 - Obtain a score of 80% or better for each park or open space evaluated.
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.

Future Considerations

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

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

Kenai Recreation Center: This facility is approaching 40 years of age and the City will need to continue improving and keeping the facility in excellent condition.

Turf Mowing Equipment: The department's mowing fleet is aging and steps will need to be taken toward annual replacements, beginning FY21. The primary concern is the increased annual repair and maintenance costs per unit and downtime.

Beetle-killed Tree Removal & Reforestation: The department will continue to track and evaluate the impact of beetle-killed trees in certain areas, namely the Kenai Golf Course and other park property within the City of Kenai. Consideration should be given to pursuing grants and partnerships for removal and reforestation projects.

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 299,246	\$ 307,544	\$ 320,643	\$ 320,643	\$ 322,486	\$ 1,843	0.57%
0200	Overtime	2,400	2,967	1,287	1,287	1,724	437	33.95%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	7,151	9,409	9,409	9,447	38	0.40%
0400	Medicare	4,153	4,438	4,805	4,805	4,839	34	0.71%
0450	Social Security	3,441	4,491	3,998	3,998	4,014	16	0.40%
0500	PERS	54,454	53,127	56,637	56,637	57,085	448	0.79%
0600	Unemployment Insurance	235	2,540	1,657	1,657	1,667	10	0.60%
0700	Workers Compensation	8,195	9,819	10,117	10,117	8,370	(1,747)	(17.27%)
0800	Health & Life Insurance	88,258	66,083	100,082	100,082	107,766	7,684	7.68%
0900	Supplemental Retirement	5,931	5,582	6,475	6,475	6,450	(25)	(0.39%)
<u>Total Salaries & Benefits</u>		\$ 466,313	\$ 463,742	\$ 515,110	\$ 515,110	\$ 523,848	\$ 8,738	1.70%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	85,363	87,200	79,150	79,150	82,650	3,500	4.42%
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	11,056	16,729	10,890	10,890	11,190	300	2.75%
2026	Computer Software	1,042	989	1,080	1,080	1,080	-	-
4531	Professional Services	234,058	183,875	175,000	210,418	175,000	-	-
4532	Communications	11,269	8,703	9,579	9,579	6,800	(2,779)	(29.01%)
4533	Travel & Transportation	677	1,227	1,000	1,000	1,000	-	-
4534	Advertising	368	482	500	500	300	(200)	(40.00%)
4535	Printing & Binding	448	1,282	3,200	3,200	3,100	(100)	(3.13%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	220,298	221,598	251,706	251,706	234,793	(16,913)	(6.72%)
4538	Repair & Maintenance	14,866	21,250	22,000	22,000	22,800	800	3.64%
4539	Rentals	18,139	16,562	18,500	18,500	16,300	(2,200)	(11.89%)
4540	Equip. Fund Pmts.	5,254	8,821	5,120	5,120	25,330	20,210	394.73%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	523	165	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	533	1,054	2,115	2,115	2,115	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 603,894	\$ 569,937	\$ 580,370	\$ 615,788	\$ 582,988	\$ 2,618	0.45%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	5,173	-	-	-	-	-
8064	Machinery & Equipment	5,509	6,636	6,000	6,000	6,500	500	8.33%
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 5,509	\$ 11,809	\$ 6,000	\$ 6,000	\$ 6,500	\$ 500	8.33%
Manager Total:		\$ 1,075,716	\$ 1,045,488	\$ 1,101,480	\$ 1,136,898	\$ 1,113,336	\$ 11,856	1.08%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

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

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

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

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.

8064 Machinery & Equipment. Recreation Center Treadmill

**City of Kenai
Fiscal Year 2021 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.

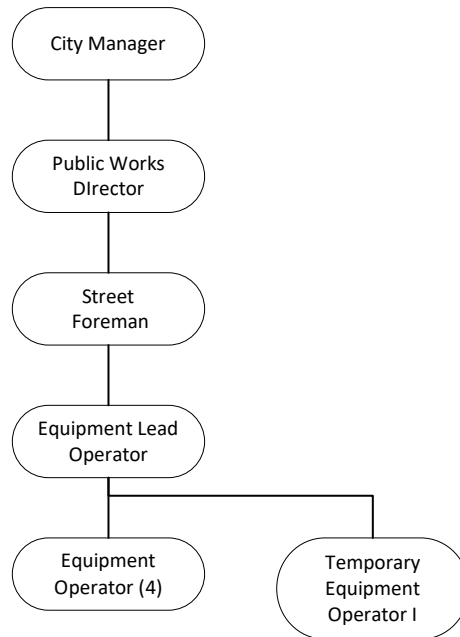
Functions & Responsibilities

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	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Streets Foreman	.04	16	.06	16	.04	16	.04	16	.04	16	.04	16
Lead Operator	.04	14	.06	14	.04	14	.04	14	.04	14	.04	14
Operator	.16	11	.23	11	.19	11	.19	11	.19	11	.19	11

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Requested FY20	Requested FY21	Projected FY22
Streets Foreman	55	4	44	0	0	0
Lead Operator	0	4	10	0	0	0
Operator	21	12	20	0	0	0

Performance Measures

	2016	2017	2018	2019	2020*
Boating Facility Open	-	-	05/1/18	4/20/19	5/1/20
Boating Facility Closed	-	-	11/6/18	10/7/19	11/1/20
Number of inspections of the fuel containment area	-	-	12	12	12
Number of Days to dredge out Ramps	-	-	3	3	3

**Projected figures*

FY20 Department Goals Evaluation

1. Provide for a tenant to operate the Facility under a lease and operating agreement for the season in support of Goal 4 of the City of Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai.
 - *RFP was released on 2/13/20 seeking this service.*
2. Complete repairs to dock from the November 30, 2018 earthquake, as well as complete the Cathodic Protection Capital Project in support of Goal 4 of the Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.
 - *Project will bid in April 2020.*
3. Open Facility by May 1 and remain open as long as weather allows in the Fall in support of Goal 4 in the City of Kenai Comprehensive Plan: Provide adequate public improvements and services in Kenai.
 - *Successful last season, anticipating same this spring.*
4. Create daily, weekly and annual report logs of work hours, equipment used, and materials excavated in support of Goal 4 in the City of Kenai Comprehensive Plan to provide adequate public improvements and services in Kenai by keeping work logs to evaluate potential efficiencies and needs.
 - *Successfully completed by Streets Department.*
5. Perform weekly inspection and documentation of the fuel containment area in support of Goal 8 of the City of Comprehensive Plan to protect and enhance the natural resources and environment to avoid or minimize spills.
 - *Performed monthly inspection as we did not have a tenant providing fuel this last season.*
6. Implementation of safety practices/procedures to promote accident/injury prevention. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting and encouraging Quality of Life.
 - *Routine safety training / meetings continue.*

7. Participate in Spill Response Training in support of Goal 8 of the City of Comprehensive Plan to protect and enhance the natural resources and environment to avoid or minimize spills.
 - *This was not able to take place last spring, may take place this spring.*

FY21 Department Goals

1. Implement the first round of float replacements per the new Capital Improvement Plan in support of Goal 4 of the Comprehensive Plan to provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.
2. Ensure all necessary repairs and cathodic protection work has been completed, in support of Goal 4 of the Comprehensive Plan to provide adequate public improvements and services in Kenai by maintaining and rebuilding public infrastructure.

Future Considerations

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

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 001 - General Fund
Department: Boating Facility

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 12,641	\$ 18,741	\$ 18,371	\$ 18,371	\$ 18,718	\$ 347	1.89%
0200	Overtime	114	503	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	238	128	615	615	627	12	1.95%
0400	Medicare	180	271	275	275	281	6	2.18%
0450	Social Security	-	7	-	-	-	-	-
0500	PERS	1,885	2,835	4,041	4,041	4,118	77	1.91%
0600	Unemployment Insurance	10	18	96	96	96	-	-
0700	Workers Compensation	490	675	750	750	696	(54)	(7.20%)
0800	Health & Life Insurance	5,566	6,106	6,328	6,328	6,892	564	8.91%
0900	Supplemental Retirement	307	554	393	393	399	6	1.53%
	<u>Total Salaries & Benefits</u>	\$ 21,431	\$ 29,838	\$ 30,869	\$ 30,869	\$ 31,827	\$ 958	3.10%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,375	6,086	6,350	6,350	6,350	-	-
2023	Repair & Maintenance Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	364	1,275	800	800	800	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	95	2,843	6,700	6,700	5,100	(1,600)	(23.88%)
4532	Communications	-	305	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	219	333	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	6,421	11,748	12,497	12,497	9,805	(2,692)	(21.54%)
4538	Repair & Maintenance	526	5,263	3,500	3,500	3,500	-	-
4539	Rentals	2,862	3,645	4,200	4,200	4,200	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	150	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,575	335	500	500	-	(500)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 13,587	\$ 31,983	\$ 35,197	\$ 35,197	\$ 30,405	\$ (4,792)	(13.61%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 35,018	\$ 61,821	\$ 66,066	\$ 66,066	\$ 62,232	\$ (3,834)	(5.80%)

City of Kenai
Fiscal Year 2021 Operating Budget

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

2022 Operating & Repair Supplies. General department supplies including signage, fuel, oils & greases, traffic cones, electrical supplies, restroom and cleaning supplies. Crane startup, testing and winterizing.	4538 Repair & Maintenance Services. General maintenance of dock and restroom maintenance.
4531 Professional Services. Inspection and certification testing for fueling system and crane.	4539 Rentals. Rental of specialty equipment for installation and removal of floating docks and garbage dumpster.

SPECIAL REVENUE FUNDS

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

1. PERSONAL USE FISHERY FUND

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

2. WATER AND SEWER FUND

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

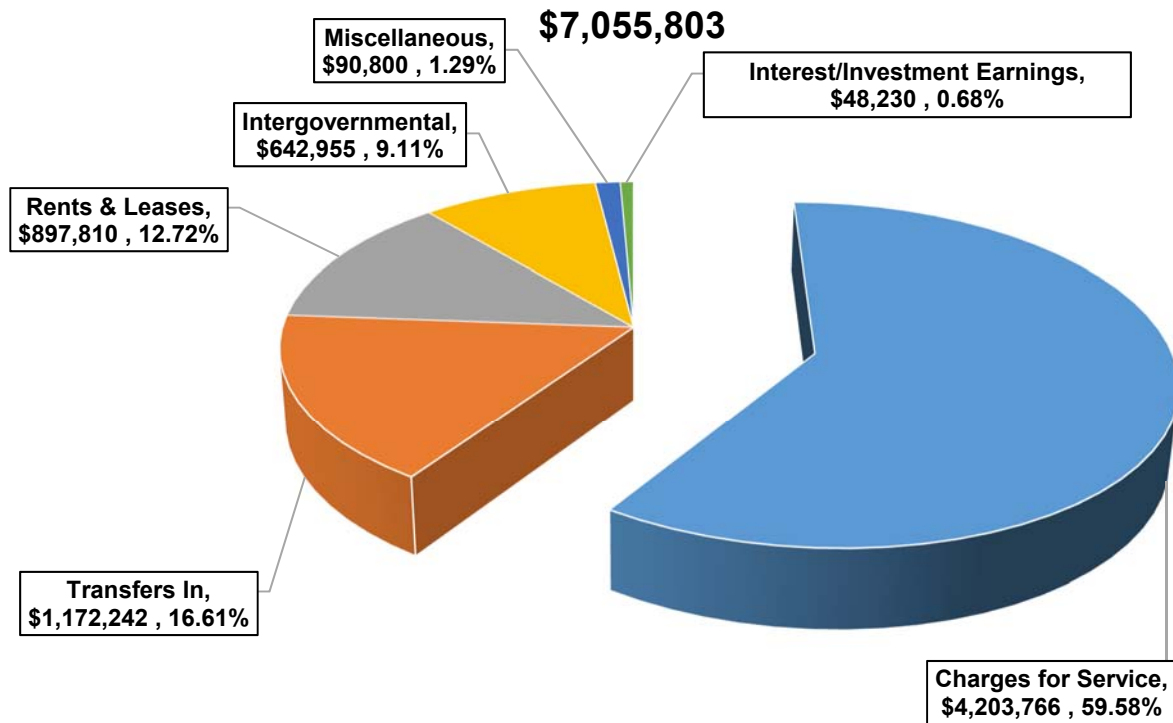
3. AIRPORT FUND

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

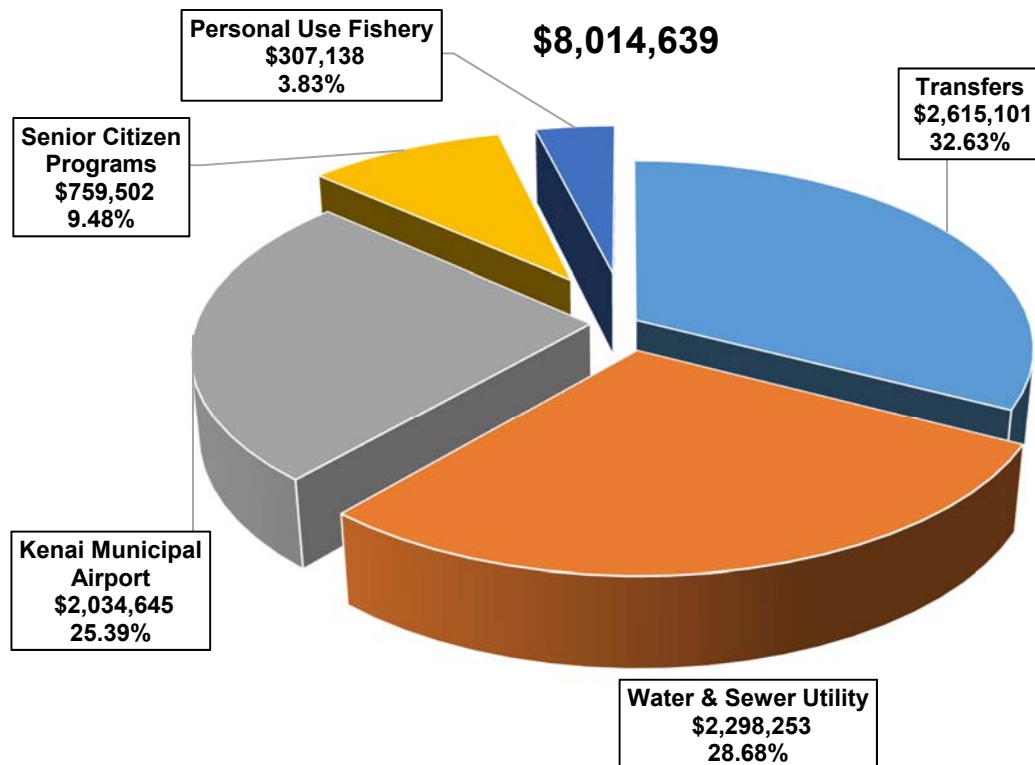
4. SENIOR CITIZEN FUND

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

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai
Fiscal Year 2021 Operating Budget**

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2020 Original Budget	FY2021 Adopted Budget	Difference	FY2020 Original Budget	FY2021 Adopted Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 34,990	\$ 35,026	\$ 36	\$ 561	\$ 585	\$ 24
Streets	25,409	24,288	(1,121)	26,226	21,201	(5,025)
Parks, Recreation & Beautification	106,794	113,471	6,677	109,894	64,991	(44,903)
Dock	49,038	38,163	(10,875)	9,123	8,963	(160)
Total Personal Use Fishery Fund	216,231	210,948	(5,283)	145,804	95,740	(50,064)
<u>Water and Sewer Fund</u>						
Water	\$ 312,272	\$ 317,841	\$ 5,569	\$ 471,215	\$ 451,724	\$ (19,491)
Sewer	323,667	317,874	(5,793)	111,697	110,230	(1,467)
Wastewater Treatment Plant	425,039	434,013	8,974	660,805	590,521	(70,284)
Total Water and Sewer Fund	1,060,978	1,069,728	8,750	1,243,717	1,152,475	(91,242)
<u>Airport Fund</u>						
Terminal	198,783	207,039	8,256	340,301	359,768	19,467
Airfield	358,812	371,583	12,771	488,383	556,504	68,121
Administration	245,081	255,112	10,031	44,726	42,950	(1,776)
Other Buildings & Areas	79,931	82,512	2,581	128,846	88,502	(40,344)
Training Facility	-	-	-	38,474	38,475	1
Total Airport Fund	882,607	916,246	33,639	1,040,730	1,086,199	45,469
<u>Senior Citizen Fund</u>						
Access	111,542	115,622	4,080	27,314	25,753	(1,561)
Congregate Meals	127,750	128,094	344	91,116	86,624	(4,492)
Home Meals	109,807	110,156	349	77,257	78,695	1,438
Transportation	64,271	57,035	(7,236)	18,456	21,482	3,026
Choice Waiver	76,374	76,607	233	64,019	59,434	(4,585)
Total Senior Citizen Funds	489,744	487,514	(2,230)	278,162	271,988	(6,174)
Total Special Revenue Funds	\$ 2,649,560	\$ 2,684,436	\$ 34,876	\$ 2,708,413	\$ 2,606,402	\$ (102,011)

**City of Kenai
Fiscal Year 2021 Operating Budget**

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2020 Original Budget	FY2021 Adopted Budget	Difference	FY2020 Original Budget	FY2021 Adopted Budget	Difference	
\$ 52,500	\$ 45,600	\$ (6,900)	\$ 88,051	\$ 81,211	\$ (6,840)	<u>Personal Use Fishery Fund</u>
3,600	4,900	1,300	55,235	50,389	(4,846)	Public Safety
74,900	77,150	2,250	291,588	255,612	(35,976)	Streets
6,000	43,724	37,724	64,161	90,850	26,689	Parks, Recreation & Beautification
137,000	171,374	34,374	499,035	478,062	(20,973)	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 253,600	\$ 149,850	\$ (103,750)	\$ 1,037,087	\$ 919,415	\$ (117,672)	Water
159,462	160,777	1,315	594,826	588,881	(5,945)	Sewer
969,700	959,500	(10,200)	2,055,544	1,984,034	(71,510)	Wastewater Treatment Plant
1,382,762	1,270,127	(112,635)	3,687,457	3,492,330	(195,127)	Total Water and Sewer Fund
						<u>Airport Fund</u>
77,669	99,800	22,131	616,753	666,607	49,854	Terminal
903,600	946,600	43,000	1,750,795	1,874,687	123,892	Airfield
58,700	60,400	1,700	348,507	358,462	9,955	Administration
40,000	-	(40,000)	248,777	171,014	(77,763)	Other Buildings & Areas
-	-	-	38,474	38,475	1	Training Facility
1,079,969	1,106,800	26,831	3,003,306	3,109,245	105,939	Total Airport Fund
						<u>Senior Citizen Fund</u>
52,400	38,700	(13,700)	191,256	180,075	(11,181)	Access
42,400	47,800	5,400	261,266	262,518	1,252	Congregate Meals
36,600	42,100	5,500	223,664	230,951	7,287	Home Meals
21,800	21,900	100	104,527	100,417	(4,110)	Transportation
25,500	25,000	(500)	165,893	161,041	(4,852)	Choice Waiver
178,700	175,500	(3,200)	946,606	935,002	(11,604)	Total Senior Citizen Funds
<u>\$ 2,778,431</u>	<u>\$ 2,723,801</u>	<u>\$ (54,630)</u>	<u>\$ 8,136,404</u>	<u>\$ 8,014,639</u>	<u>\$ (121,765)</u>	<u>Total Special Revenue Funds</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Budget Projection
Fund: 006 - Personal Use Fishery Fund

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
PERS Grant	\$ 1,546	\$ 2,743	\$ 4,637	\$ 4,169	\$ 5,688
Usage Fees					
Beach Parking	174,613	118,309	146,460	144,330	146,460
Beach Camping	210,269	129,938	170,100	149,788	164,900
Dock Launch & Park	111,528	91,358	101,600	105,515	106,000
Dock Parking Only	12,010	9,547	10,800	11,736	12,000
Participant Drop-off Fee	<u>7,481</u>	<u>5,943</u>	<u>6,715</u>	<u>4,698</u>	<u>6,715</u>
Total Usage Fees	515,901	355,095	435,675	416,067	436,075
Miscellaneous Revenues					
Investment earnings	1,522	7,624	750	750	750
Other	<u>674</u>	<u>(3,250)</u>	<u>(3,500)</u>	<u>(4,208)</u>	<u>(4,000)</u>
Total Miscellaneous Revenues	<u>2,196</u>	<u>4,374</u>	<u>(2,750)</u>	<u>(3,458)</u>	<u>(3,250)</u>
Total Revenue	<u>519,643</u>	<u>362,212</u>	<u>437,562</u>	<u>416,778</u>	<u>438,513</u>
Expenditures					
Public Safety	114,542	92,515	88,051	88,146	81,211
Streets	32,938	42,695	55,235	55,290	50,389
Boating Facility	56,380	45,077	64,161	64,279	90,850
Parks, Recreation & Beautification	<u>225,445</u>	<u>277,025</u>	<u>241,588</u>	<u>245,362</u>	<u>205,612</u>
Total Expenditures	429,305	457,312	449,035	453,077	428,062
Transfers - General Fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Expenditures & Transfers	<u>429,305</u>	<u>457,312</u>	<u>499,035</u>	<u>503,077</u>	<u>478,062</u>
Contribution To/(From) Fund Balance:	90,338	(95,100)	(61,473)	(86,299)	(39,549)
Projected Lapse	<u>-</u>	<u>-</u>	<u>18,722</u>	<u>83,327</u>	<u>15,428</u>
Adjusted (Deficit)/Surplus	90,338	(95,100)	(42,751)	(2,972)	(24,121)
Beginning Fund Balance	<u>203,556</u>	<u>293,894</u>	<u>169,622</u>	<u>198,794</u>	<u>195,822</u>
Ending Fund Balance	<u>\$ 293,894</u>	<u>\$ 198,794</u>	<u>\$ 126,871</u>	<u>\$ 195,822</u>	<u>\$ 171,701</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 90,465	\$ 90,030	\$ 104,588	\$ 104,588	\$ 111,206	\$ 6,618	6.33%
0200	Overtime	37,909	45,589	56,693	56,693	42,984	(13,709)	(24.18%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	148	379	846	846	950	104	12.29%
0400	Medicare	1,818	1,962	2,351	2,351	2,248	(103)	(4.38%)
0450	Social Security	5,185	5,740	5,658	5,658	5,573	(85)	(1.50%)
0500	PERS	11,053	11,749	20,042	20,042	19,828	(214)	(1.07%)
0600	Unemployment Insurance	100	154	810	810	775	(35)	(4.32%)
0700	Workers Compensation	3,361	3,851	4,302	4,302	3,586	(716)	(16.64%)
0800	Health & Life Insurance	18,810	13,319	19,656	19,656	22,439	2,783	14.16%
0900	Supplemental Retirement	1,268	993	1,285	1,285	1,359	74	5.76%
	Total Salaries & Benefits	\$ 170,117	\$ 173,766	\$ 216,231	\$ 216,231	\$ 210,948	\$ (5,283)	(2.44%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	950	950	-	(950)	(100.00%)
2022	Operating & Repair Supplies	6,260	9,691	9,500	9,500	10,100	600	6.32%
2024	Small Tools/Minor Equipment	8,204	15,497	500	500	-	(500)	(100.00%)
2026	Computer Software	-	437	-	-	-	-	-
4531	Professional Services	936	5,944	3,500	7,000	1,000	(2,500)	(71.43%)
4532	Communications	861	1,401	1,625	1,625	740	(885)	(54.46%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	181	241	-	-	-	-	-
4535	Printing & Binding	2,604	4,722	5,000	5,000	5,700	700	14.00%
4536	Insurance	2,390	1,808	3,883	4,425	3,855	(28)	(0.72%)
4537	Utilities	-	794	371	371	-	(371)	(100.00%)
4538	Repair & Maintenance	-	354	-	-	5,250	5,250	-
4539	Rentals	109,166	119,671	118,475	118,475	67,095	(51,380)	(43.37%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,000	5,508	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 134,602	\$ 166,068	\$ 145,804	\$ 149,846	\$ 95,740	\$ (50,064)	(34.34%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	66	-	-	450	450	-
9090	Transfers	152,593	134,049	137,000	137,000	170,924	33,924	24.76%
	Total Capital Outlay and Transfers	\$ 152,593	\$ 139,452	\$ 137,000	\$ 137,000	\$ 171,374	\$ 34,374	25.09%
	Department Total:	\$ 457,312	\$ 479,286	\$ 499,035	\$ 503,077	\$ 478,062	\$ (20,973)	(4.20%)

City of Kenai
Fiscal Year 2021 Operating Budget
Fund 006 – Personal Use Fishery Fund

Mission

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

Functions and Responsibilities

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

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

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

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

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

Facilities

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

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

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

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

Staffing

PU Public Safety

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Enforcement Officer	.65	3	.65	3	.56	3	.56	3	.56	3	.56	3

PU Streets

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.04	16	.04	16	.03	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.02	14	.02	14	.04	14	.04	14	.04	14	.04	14
Equipment Operator	.10	11	.10	11	.12	11	.12	11	.12	11	.12	11

PU Dock

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.02	16	.02	16	.03	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.04	14	.04	14	.03	14	.03	14	.03	14	.03	14
Equipment Operator	.15	11	.15	11	.10	11	.10	11	.10	11	.10	11
Dock Worker	.35	3	.32	3	.33	3	.33	3	.33	3	.33	3

PU Parks, Recreation & Beautification

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.04	17	.04	17	.04	17	.04	17	.04	17	.04	17
Administrative Assistant I	.50	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	.08	9	.08	9	.02	9	.08	.08	0.08	9	0.08	9
Laborer	.06	2.4	.06	2.4	.03	2.4	.06	2.4	.06	2.4	.06	2.4
Temporary Crew Leader	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3
Temporary Worker	.80	2.1	.73	2.1	.52	2.1	.52	2.1	.52	2.1	.52	2.1
Information Technology Intern	0	2.4	0	2.4	.06	2.4	.06	2.4	.06	2.4	.06	2.4

Performance Measures

	2015	2016	2017	2018	2019	2020*
Total Transactions	24,878	22,338	20,068	14,283	16,434	18,000
Dipnet Kenai page views	-	-	317,273	240,800	203,100	240,000
Traffic Control Calls	-	-	-	-	4	-
Vendor Days ¹	-	-	-	63	0	0
Advertisers ²	-	-	5	10	0	15

*Projected figures

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

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

FY20 Department Goals Evaluation

1. Provide adequate staffing in fee shacks to minimize wait times and prevent congestion. Evaluate by tracking the number of times that transactions per hour exceed 44, and the number of times police are required for traffic control due to extended wait times. 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.

Transactions per hour only exceeded 44 on seven occasions, which is less than 0.5% of the time. This demonstrates that the fee shacks are not being under staffed.

2. Provide a consistent vendor presence with a variety of services offered. Evaluate by tracking vendors each day during the fishery. This supports Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to collaborate with vendors to provide the services needed during the Personal Use Fishery Season.

There were no vendors during the 2019 fishery.

3. Increase use of the Dipnet Kenai app with additional advertising and continued software improvements. Evaluate by tracking the number of page views. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting Quality of Life by reducing paper clutter and better record keeping.

For the second year in a row the number of page views declined.

4. Improve conditions for vendors. Evaluate by conducting surveys before and after the season. Create a plan for future improvements prior to the next season. This supports Goal 1 of promoting Quality of Life and Goal 4 of providing Public Improvements and Services in the City of Kenai Comprehensive Plan to develop sustainable improvements and services during Personal Use Fishery Season.

Surveys were not completed during the 2019 fishery.

FY21 Department Goals

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.
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.
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.

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 2021 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Public Safety

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 18,285	\$ 21,391	\$ 21,167	\$ 21,167	\$ 21,217	\$ 50	0.24%
0200	Overtime	9,030	7,444	10,401	10,401	10,426	25	0.24%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	396	418	458	458	459	1	0.22%
0450	Social Security	1,693	1,788	1,957	1,957	1,962	5	0.26%
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	21	30	158	158	158	-	-
0700	Workers Compensation	686	620	849	849	804	(45)	(5.30%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 30,111</u>	<u>\$ 31,691</u>	<u>\$ 34,990</u>	<u>\$ 34,990</u>	<u>\$ 35,026</u>	<u>\$ 36</u>	<u>0.10%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	6,491	6,327	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	1,712	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	320	261	561	656	585	24	4.28%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 6,811</u>	<u>\$ 8,300</u>	<u>\$ 561</u>	<u>\$ 656</u>	<u>\$ 585</u>	<u>\$ 24</u>	<u>4.28%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	55,593	72,079	52,500	52,500	45,600	(6,900)	(13.14%)
	<u>Total Capital Outlay and Transfers</u>	<u>\$ 55,593</u>	<u>\$ 72,079</u>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	<u>\$ 45,600</u>	<u>\$ (6,900)</u>	<u>(13.14%)</u>
	Department Total:	<u>\$ 92,515</u>	<u>\$ 112,070</u>	<u>\$ 88,051</u>	<u>\$ 88,146</u>	<u>\$ 81,211</u>	<u>\$ (6,840)</u>	<u>(7.77%)</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

4536 Insurance. General liability and broker fee.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2021 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Streets

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 10,194	\$ 10,044	\$ 10,242	\$ 10,242	\$ 10,415	\$ 173	1.69%
0200	Overtime	384	1,178	5,670	5,670	4,209	(1,461)	(25.77%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	59	54	340	340	344	4	1.18%
0400	Medicare	147	158	236	236	215	(21)	(8.90%)
0450	Social Security	-	4	-	-	-	-	-
0500	PERS	2,277	3,093	4,554	4,554	4,510	(44)	(0.97%)
0600	Unemployment Insurance	8	13	80	80	74	(6)	(7.50%)
0700	Workers Compensation	398	421	568	568	489	(79)	(13.91%)
0800	Health & Life Insurance	3,826	2,845	3,490	3,490	3,798	308	8.83%
0900	Supplemental Retirement	226	272	229	229	234	5	2.18%
<u>Total Salaries & Benefits</u>		\$ 17,519	\$ 18,082	\$ 25,409	\$ 25,409	\$ 24,288	\$ (1,121)	(4.41%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,264	2,493	5,200	5,200	2,800	(2,400)	(46.15%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	187	127	326	381	281	(45)	(13.80%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	112	-	-	-	-	-
4539	Rentals	17,425	17,097	20,700	20,700	18,120	(2,580)	(12.46%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 18,876	\$ 19,829	\$ 26,226	\$ 26,281	\$ 21,201	\$ (5,025)	(19.16%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	6,300	5,580	3,600	3,600	4,900	1,300	36.11%
<u>Total Capital Outlay and Transfers</u>		\$ 6,300	\$ 5,580	\$ 3,600	\$ 3,600	\$ 4,900	\$ 1,300	36.11%
Department Total:		\$ 42,695	\$ 43,491	\$ 55,235	\$ 55,290	\$ 50,389	\$ (4,846)	(8.77%)

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 44,429	\$ 36,369	\$ 52,886	\$ 52,886	\$ 59,115	\$ 6,229	11.78%
0200	Overtime	23,097	26,635	23,554	23,554	19,843	(3,711)	(15.76%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	255	239	239	335	96	40.17%
0400	Medicare	946	920	1,111	1,111	1,149	38	3.42%
0450	Social Security	2,509	2,898	2,558	2,558	2,466	(92)	(3.60%)
0500	PERS	7,223	4,142	10,068	10,068	12,081	2,013	19.99%
0600	Unemployment Insurance	53	79	384	384	397	13	3.39%
0700	Workers Compensation	1,463	1,698	1,613	1,613	1,397	(216)	(13.39%)
0800	Health & Life Insurance	11,898	6,610	13,494	13,494	15,734	2,240	16.60%
0900	Supplemental Retirement	828	417	887	887	954	67	7.55%
<u>Total Salaries & Benefits</u>		\$ 92,446	\$ 80,023	\$ 106,794	\$ 106,794	\$ 113,471	\$ 6,677	6.25%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	950	950	-	(950)	(100.00%)
2022	Operating & Repair Supplies	4,275	4,791	2,400	2,400	5,400	3,000	125.00%
2024	Small Tools/Minor Equipment	1,713	9,170	500	500	-	(500)	(100.00%)
2026	Computer Software	-	437	-	-	-	-	-
4531	Professional Services	936	4,232	3,500	7,000	1,000	(2,500)	(71.43%)
4532	Communications	861	1,401	1,625	1,625	740	(885)	(54.46%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	70	92	-	-	-	-	-
4535	Printing & Binding	2,604	4,179	5,000	5,000	5,700	700	14.00%
4536	Insurance	1,479	1,149	2,288	2,562	2,441	153	6.69%
4537	Utilities	-	794	371	371	-	(371)	(100.00%)
4538	Repair & Maintenance	-	99	-	-	5,250	5,250	-
4539	Rentals	86,441	92,304	91,260	91,260	42,460	(48,800)	(53.47%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,000	5,508	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 102,379	\$ 124,156	\$ 109,894	\$ 113,668	\$ 64,991	\$ (44,903)	(40.86%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	66	-	-	450	450	-
9090	Transfers Out	82,200	46,950	74,900	74,900	76,700	1,800	2.40%
<u>Total Capital Outlay and Transfers</u>		\$ 82,200	\$ 52,353	\$ 74,900	\$ 74,900	\$ 77,150	\$ 2,250	3.00%
Department Total:		\$ 277,025	\$ 256,532	\$ 291,588	\$ 295,362	\$ 255,612	\$ (35,976)	(12.34%)

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

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

2022 Operating & Repair Supplies. For the purchase of signage, janitorial supplies, fuel and other supplies for operations of the fishery. Also includes new beach fire pits.	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.
4531 Professional Services. Personal Use Fishery software modifications.	5041 Miscellaneous. Post fishery beach cleanup by Kenai Central High School Nordic Ski Team.
4535 Printing & Binding. Door hangers, thermal paper and printing Dip Net brochures.	9090 Transfers Out. Central administrative charges from General Fund.
4538 Repairs & Maintenance Services. Restroom vault pumping.	

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 006 - Personal Use Fishery Fund
Department: Boating Facility

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 17,557	\$ 22,226	\$ 20,293	\$ 20,293	\$ 20,459	\$ 166	0.82%
0200	Overtime	5,398	10,332	17,068	17,068	8,506	(8,562)	(50.16%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	89	70	267	267	271	4	1.50%
0400	Medicare	329	466	546	546	425	(121)	(22.16%)
0450	Social Security	983	1,050	1,143	1,143	1,145	2	0.17%
0500	PERS	1,553	4,514	5,420	5,420	3,237	(2,183)	(40.28%)
0600	Unemployment Insurance	18	32	188	188	146	(42)	(22.34%)
0700	Workers Compensation	814	1,112	1,272	1,272	896	(376)	(29.56%)
0800	Health & Life Insurance	3,086	3,864	2,672	2,672	2,907	235	8.79%
0900	Supplemental Retirement	214	304	169	169	171	2	1.18%
Total Salaries & Benefits		\$ 30,041	\$ 43,970	\$ 49,038	\$ 49,038	\$ 38,163	\$ (10,875)	(22.18%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	721	2,407	1,900	1,900	1,900	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	111	149	-	-	-	-	-
4535	Printing & Binding	-	543	-	-	-	-	-
4536	Insurance	404	271	708	826	548	(160)	(22.60%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	143	-	-	-	-	-
4539	Rentals	5,300	10,270	6,515	6,515	6,515	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 6,536	\$ 13,783	\$ 9,123	\$ 9,241	\$ 8,963	\$ (160)	(1.75%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	8,500	9,440	6,000	6,000	43,724	37,724	628.73%
Total Capital Outlay and Transfers		\$ 8,500	\$ 9,440	\$ 6,000	\$ 6,000	\$ 43,724	\$ 37,724	628.73%
Department Total:		\$ 45,077	\$ 67,193	\$ 64,161	\$ 64,279	\$ 90,850	\$ 26,689	41.60%

**City of Kenai
Fiscal Year 2021 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.

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.

4536 Insurance. General liability and broker fee.

9090 Transfers Out. Central administrative charges from General Fund \$5,000, Dock Floats \$38,724.

City of Kenai
Fiscal Year 2021 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
PERS Grant	\$ 17,347	\$ 35,066	\$ 42,205	\$ 42,205	\$ 55,288
Usage Fees					
Service Hook-up	2,608	2,408	3,063	3,063	3,185
Residential Water	830,102	832,835	872,821	872,821	872,822
Commercial Water	327,519	328,718	349,128	349,128	349,129
Residential Sewer	1,182,083	1,183,824	1,245,429	1,245,429	1,245,430
Commercial Sewer	453,930	467,204	484,901	484,901	484,901
Total Usage Fees	<u>2,796,242</u>	<u>2,814,989</u>	<u>2,955,342</u>	<u>2,955,342</u>	<u>2,955,467</u>
Miscellaneous Revenues					
Penalty and Interest	36,959	43,415	41,600	41,600	41,600
Interest Earnings	11,775	108,222	12,480	12,480	12,480
Other	24,775	14,916	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>73,509</u>	<u>166,553</u>	<u>57,080</u>	<u>57,080</u>	<u>57,080</u>
Total Revenues	<u>2,887,098</u>	<u>3,016,608</u>	<u>3,054,627</u>	<u>3,054,627</u>	<u>3,067,835</u>
Expenditures					
Water Department	841,231	898,037	1,037,087	1,098,432	919,415
Sewer Department	456,195	394,495	594,826	594,826	588,881
Wastewater Treatment Plant Department	<u>1,116,312</u>	<u>1,141,780</u>	<u>2,055,544</u>	<u>2,055,544</u>	<u>1,984,034</u>
Total Expenditures	<u>2,413,738</u>	<u>2,434,312</u>	<u>3,687,457</u>	<u>3,748,802</u>	<u>3,492,330</u>
Contribution To/(From) Fund Balance:	473,360	582,296	(632,830)	(694,175)	(424,495)
Projected Lapse (6%)	-	-	140,997	144,078	137,895
Adjusted (Deficit)/Surplus			(491,833)	(550,097)	(286,600)
Beginning Fund Balance	<u>2,070,432</u>	<u>2,543,792</u>	<u>2,936,894</u>	<u>3,126,088</u>	<u>2,575,991</u>
Ending Fund Balance	<u>\$ 2,543,792</u>	<u>\$ 3,126,088</u>	<u>\$ 2,445,061</u>	<u>\$ 2,575,991</u>	<u>\$ 2,289,391</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

Water & Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 547,618	\$ 512,952	\$ 618,922	\$ 618,922	\$ 603,009	\$ (15,913)	(2.57%)
0200	Overtime	20,307	21,790	18,614	18,614	21,700	3,086	16.58%
0250	Holiday Pay	-	9,343	-	-	-	-	-
0300	Leave	19,516	19,146	17,591	17,591	15,156	(2,435)	(13.84%)
0400	Medicare	8,217	7,981	9,501	9,501	9,278	(223)	(2.35%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	155,401	190,691	182,463	182,463	192,725	10,262	5.62%
0600	Unemployment Insurance	444	578	3,276	3,276	3,198	(78)	(2.38%)
0700	Workers Compensation	12,942	12,731	15,841	15,841	13,904	(1,937)	(12.23%)
0800	Health & Life Insurance	161,055	117,288	182,635	182,635	198,623	15,988	8.75%
0900	Supplemental Retirement	11,321	10,534	12,135	12,135	12,135	-	-
	Total Salaries & Benefits	\$ 936,821	\$ 903,034	\$ 1,060,978	\$ 1,060,978	\$ 1,069,728	\$ 8,750	0.82%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,632	2,310	2,150	2,150	2,150	-	-
2022	Operating & Repair Supplies	204,215	221,058	251,700	251,570	259,000	7,300	2.90%
2024	Small Tools/Minor Equipment	17,912	22,771	40,300	40,300	34,820	(5,480)	(13.60%)
2026	Computer Software	8,706	8,759	32,520	32,650	10,180	(22,340)	(68.70%)
4531	Professional Services	58,419	69,629	92,300	92,300	96,800	4,500	4.88%
4532	Communications	21,445	24,592	24,498	24,498	23,841	(657)	(2.68%)
4533	Travel & Transportation	7,493	7,017	8,500	8,500	14,000	5,500	64.71%
4534	Advertising	2,362	2,649	2,250	2,250	1,000	(1,250)	(55.56%)
4535	Printing & Binding	70	14	1,100	1,100	500	(600)	(54.55%)
4536	Insurance	39,822	28,555	52,477	52,477	50,189	(2,288)	(4.36%)
4537	Utilities	657,538	581,319	625,141	625,141	556,392	(68,749)	(11.00%)
4538	Repair & Maintenance	46,566	45,370	72,000	72,000	69,000	(3,000)	(4.17%)
4539	Rentals	15,482	14,664	17,041	17,041	17,383	342	2.01%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	6,753	7,774	8,500	8,500	7,500	(1,000)	(11.76%)
4666	Books	1,045	660	1,320	1,320	1,320	-	-
4667	Dues & Publications	11,906	4,910	11,920	11,920	8,400	(3,520)	(29.53%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2,115	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 1,101,366	\$ 1,044,166	\$ 1,243,717	\$ 1,243,717	\$ 1,152,475	\$ (91,242)	(7.34%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	4,729	-	51,345	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,730	-	-	26,000	26,000	-
8064	Machinery & Equipment	20,425	24,875	45,262	45,262	50,050	4,788	10.58%
9090	Transfers	375,700	448,423	1,337,500	1,347,500	1,194,077	(143,423)	(10.72%)
	Total Capital Outlay and Transfers	\$ 396,125	\$ 482,757	\$ 1,382,762	\$ 1,444,107	\$ 1,270,127	\$ (112,635)	(8.15%)
	Department Total:	\$ 2,434,312	\$ 2,429,957	\$ 3,687,457	\$ 3,748,802	\$ 3,492,330	\$ (195,127)	(5.29%)

**City of Kenai
Fiscal Year 2021 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.

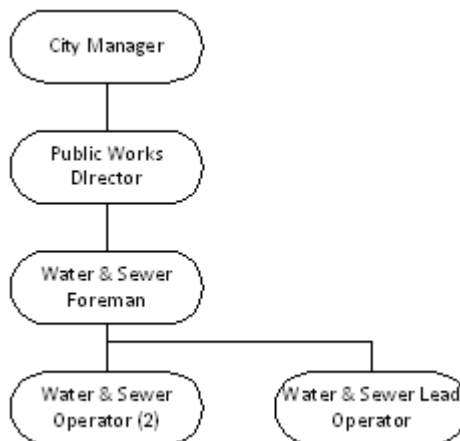
Functions & Responsibilities

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Water & Sewer Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Lead Operator	1	14	1	14	1	14	1	14	1	14	1	14
Operator	2	13	2	13	2	13	2	13	2	13	2	13
Accounting Technician I - Utility Billing	.5	10	.5	10	.5	10	.5	10	.5	10	.5	10
Administrative Assistant I	.26	8	.26	8	.26	8	.26	8	.26	8	.26	8

Average Overtime per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Water & Sewer Foreman	220	136	70	90	90	100
Lead Operator	133	44	68	70	70	80
Operator	86	50	124	100	100	110
Accounting Technician I – Utility Billing	0	0	0	0	0	0
Administrative Assistant I	0	0	0	0	0	0

Performance Measures

FY	2014	2015	2016	2017	2018	2019	2020*
Water Customers	1910	1924	1947	1948	1959	1965	1970
Sewer Customers	1882	1906	1917	1921	1927	1935	1936
Metered Connections	205	205	216	217	223	225	227
Turn on/off's	-	32	37	54	69	70	56
811 Locates	-	228	415	370	489	490	348
Shut off tags hung	-	-	772	835	783	775	750

*Projected figures

FY20 Department Goal Evaluation

- Complete PLC and SCADA programing upgrades at the Reservoir #1 pump house. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to continue to monitor water usage of the residents of City of Kenai.
 - Primex is scheduled to work on this Spring 2020.*
- Complete the conversion of all lift stations to cell modems or the equivalent. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to continue to provide the needs of the City of Kenai residents for their sewer utilities.
 - Primex is scheduled to work on this Spring 2020.*
- Start to obtain precise GPS coordinates on infrastructure to update the GIS. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to guarantee modern development of the locations of City's infrastructures.
 - This work has not taken place, will defer until sufficient manpower is available to coordinate.*
- Perform a complete flushing of the distribution system this spring. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to maintain water utility infrastructures.
 - Successfully completed.*
- Complete a thorough inspection and cleaning of all manholes, sewer lines and lift stations. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services to maintain sewer utility infrastructures.
 - Partially successful. Lift stations were cleaned, sewer lines and manholes were not due to availability of manpower.*
- Complete standardization of Flygt Pumps and Hach Analyzing Equipment. This supports Goal 4 of the City of Kenai Comprehensive Plan through continually making improvements to City Infrastructure.

- *These standardizations were successfully implemented.*

FY21 Department Goals

1. Incorporate the pending updated Master Planning results into the Capital Improvement Plan for next fiscal year. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
2. Update Operation & Maintenance Manuals. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services.
3. Continue with staff training and development to increase certifications within department. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services
4. Continue to increase our knowledge of our infrastructure with updates to GIS to save new information. This supports Goal 4 of the City of Kenai Comprehensive Plan of providing Public Improvements and Services

Future Considerations

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

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 010 - Water Sewer Fund
Department: Water Department

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 160,824	\$ 151,524	\$ 178,637	\$ 178,637	\$ 176,627	\$ (2,010)	(1.13%)
0200	Overtime	6,586	10,751	7,580	7,580	8,201	621	8.19%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,043	3,557	5,320	5,320	4,061	(1,259)	(23.67%)
0400	Medicare	2,380	2,345	2,778	2,778	2,739	(39)	(1.40%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	46,018	56,627	53,295	53,295	57,020	3,725	6.99%
0600	Unemployment Insurance	131	172	958	958	944	(14)	(1.46%)
0700	Workers Compensation	3,359	3,434	4,038	4,038	3,702	(336)	(8.32%)
0800	Health & Life Insurance	49,279	34,129	55,882	55,882	60,763	4,881	8.73%
0900	Supplemental Retirement	3,859	3,199	3,784	3,784	3,784	-	-
<u>Total Salaries & Benefits</u>		\$ 276,479	\$ 265,738	\$ 312,272	\$ 312,272	\$ 317,841	\$ 5,569	1.78%
<u>Maintenance and Operations</u>								
2021	Office Supplies	702	930	750	750	750	-	-
2022	Operating & Repair Supplies	117,477	124,296	140,000	140,000	138,000	(2,000)	(1.43%)
2024	Small Tools/Minor Equipment	7,133	8,816	15,000	15,000	12,300	(2,700)	(18.00%)
2026	Computer Software	4,385	3,999	4,415	4,415	4,090	(325)	(7.36%)
4531	Professional Services	20,826	20,499	25,600	25,600	25,600	-	-
4532	Communications	13,532	16,360	12,000	12,000	10,697	(1,303)	(10.86%)
4533	Travel & Transportation	2,188	2,565	2,250	2,250	5,500	3,250	144.44%
4534	Advertising	792	1,419	1,500	1,500	1,000	(500)	(33.33%)
4535	Printing & Binding	35	7	600	600	500	(100)	(16.67%)
4536	Insurance	14,535	12,248	21,539	21,539	17,673	(3,866)	(17.95%)
4537	Utilities	180,569	184,287	196,560	196,560	184,071	(12,489)	(6.35%)
4538	Repair & Maintenance	33,766	28,060	30,000	30,000	30,000	-	-
4539	Rentals	14,394	14,446	15,041	15,041	15,383	342	2.27%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,490	4,126	4,500	4,500	3,500	(1,000)	(22.22%)
4666	Books	254	243	260	260	260	-	-
4667	Dues & Publications	1,681	1,052	1,200	1,200	2,400	1,200	100.00%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	569	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 415,759	\$ 423,922	\$ 471,215	\$ 471,215	\$ 451,724	\$ (19,491)	(4.14%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	4,729	-	51,345	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,300	-	-	26,000	26,000	-
8064	Machinery & Equipment	3,599	3,898	-	-	1,050	1,050	-
9090	Transfers Out	202,200	189,005	253,600	263,600	122,800	(130,800)	(51.58%)
<u>Total Capital Outlay and Transfers</u>		\$ 205,799	\$ 200,932	\$ 253,600	\$ 314,945	\$ 149,850	\$ (103,750)	(40.91%)
Department Total:		\$ 898,037	\$ 890,592	\$ 1,037,087	\$ 1,098,432	\$ 919,415	\$ (117,672)	(11.35%)

**City of Kenai
Fiscal Year 2021 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.	4538 Repair & Maintenance. Professional services for repair and maintenance of the system.
4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation.	4539 Rentals Water reservoir #1 land rental.
4533 Transportation. Travel for continuing education including WEFTEC 2020.	9090 Transfers Out. Central administrative charges from General Fund.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 160,630	\$ 151,286	\$ 187,197	\$ 187,197	\$ 176,627	\$ (10,570)	(5.65%)
0200	Overtime	3,933	6,528	7,580	7,580	8,201	621	8.19%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,043	3,557	5,320	5,320	4,061	(1,259)	(23.67%)
0400	Medicare	2,340	2,284	2,902	2,902	2,739	(163)	(5.62%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	45,747	56,126	55,744	55,744	57,020	1,276	2.29%
0600	Unemployment Insurance	128	171	1,000	1,000	944	(56)	(5.60%)
0700	Workers Compensation	3,317	3,372	4,258	4,258	3,702	(556)	(13.06%)
0800	Health & Life Insurance	49,279	33,521	55,882	55,882	60,796	4,914	8.79%
0900	Supplemental Retirement	3,859	3,199	3,784	3,784	3,784	-	-
	Total Salaries & Benefits	\$ 273,276	\$ 260,044	\$ 323,667	\$ 323,667	\$ 317,874	\$ (5,793)	(1.79%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	694	921	750	750	750	-	-
2022	Operating & Repair Supplies	14,747	16,610	20,000	20,000	20,000	-	-
2024	Small Tools/Minor Equipment	4,977	6,767	10,000	10,000	9,740	(260)	(2.60%)
2026	Computer Software	2,226	2,115	4,295	4,295	2,280	(2,015)	(46.92%)
4531	Professional Services	7,158	7,005	10,000	10,000	10,000	-	-
4532	Communications	2,206	2,645	6,123	6,123	6,327	204	3.33%
4533	Travel & Transportation	2,188	2,424	2,250	2,250	4,500	2,250	100.00%
4534	Advertising	211	567	750	750	-	(750)	(100.00%)
4535	Printing & Binding	35	7	500	500	-	(500)	(100.00%)
4536	Insurance	3,517	2,992	5,775	5,775	6,329	554	9.59%
4537	Utilities	23,627	21,068	25,794	25,794	24,844	(950)	(3.68%)
4538	Repair & Maintenance	4,236	7,736	20,000	20,000	20,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,263	3,648	4,000	4,000	4,000	-	-
4666	Books	253	261	260	260	260	-	-
4667	Dues & Publications	1,681	987	1,200	1,200	1,200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	143	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 71,019	\$ 75,896	\$ 111,697	\$ 111,697	\$ 110,230	\$ (1,467)	(1.31%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,430	-	-	-	-	-
8064	Machinery & Equipment	-	13,615	20,262	20,262	24,000	3,738	18.45%
9090	Transfers Out	50,200	137,898	139,200	139,200	136,777	(2,423)	(1.74%)
	Total Capital Outlay and Transfers	\$ 50,200	\$ 152,943	\$ 159,462	\$ 159,462	\$ 160,777	\$ 1,315	0.82%
	Department Total:	\$ 394,495	\$ 488,883	\$ 594,826	\$ 594,826	\$ 588,881	\$ (5,945)	(1.00%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2022 Operating & Repair Supplies. Supplies for the maintenance of lift stations (motor starters, radios, breakers, transducers, pumps, etc.), manholes, PPE for employees and other consumables.	8064 Machinery & Equipment. For the purchase of replacement of 2 lift station pumps.
4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation.	9090 Transfers Out. Central administrative charges from General Fund.
4538 Repair & Maintenance. Professional services for repair and maintenance of the system.	

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

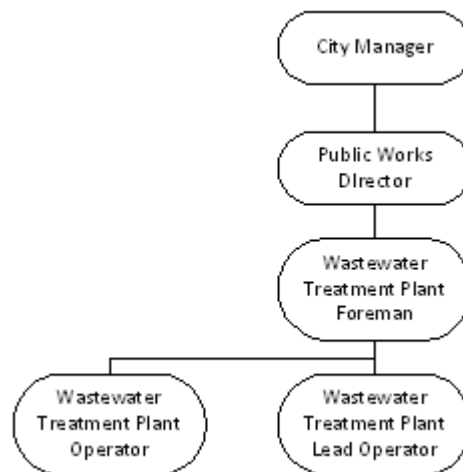
Mission

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

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Lead operator	1	14	1	14	1	14	1	14	1	14	1	14
Operator	1	13	1	13	1	13	1	13	1	13	1	13

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Foreman	7	30	30	20	20	20
Lead operator	1	3	15	20	20	20
Operator	0	3	15	20	20	20

Performance Measures

	2016	2017	2018	2019	2020*
Permitted plant flow vs. Actual plant flow (million gallons per day)	1.3 / .464 mgd	1.3 / .660 mgd	1.3/.618 mgd	1.3/.490 mgd	1.3/.525
Number of discharge violations / exceptions	2	4	0	0	0
Tons of sludge taken to the dump	613	461	643	517	525
Number of fully licensed operators	2 of 3	2 of 3	2 of 3	2 of 3	2 of 3
Continuing education hours obtained	2.9	4.8	0	5	6

*Projected figures

FY20 Department Goal Evaluation

1. Continue to meet all APDES required ammonia limits. This supports Goal 8 of the City of Comprehensive Plan to Protect and Enhance the natural resources and environment to monitor continually the out flow from the Wastewater Treatment Plant.
 - *This goal was successfully maintained, at no time during the year did we fall outside of ammonia limit requirements.*
2. Continue to look for and make changes in our operational procedures to improve efficiency and overall treatment quality. This supports Goal 1 of the City of Kenai Comprehensive Plan of promoting Quality of Life to continually improve the existing operational procedures.
 - *With the successful installation of the aeration blowers the electrical costs have dropped dramatically at the facility. We have accounted for a \$70,000 reduction in electricity in the FY21 budget.*
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.
 - *This is an ongoing goal; we anticipate one operator upgrading from a provisional Wastewater Certification to a Level 1 Certification this spring.*
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.
 - *With the development of the Capital Improvement Plan we have successfully laid out the next 5 years of large-scale repair projects.*
5. Create and implement a preventative maintenance program. This supports Goal 1 in the City of Kenai Comprehensive Plan of promoting Quality of Life through implementation of a new preventative maintenance program.
 - *This is an ongoing goal and we have been successful this year with the installation of the new aeration blowers. Routine preventive maintenance procedures have been implemented for items like filter checks / replacements to allow for the continued operation of the new equipment. We also successfully implemented a new WIMS program, which has been tremendously helpful in tracking our process.*

FY21 Department Goals

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

Future Considerations

The existing Wastewater Treatment Plant has met historical needs by providing adequate treatment capacity and appropriate treatment capability. The department is currently working to treat additional wastewater flows and meet stricter effluent ammonia limits. These needs will be met by striving to continue to stay ahead of changing regulations and improving operator training. Although new DEC limits may impact treatment difficulty, staff and the facility continue to fulfill all requirements. The facility, it should be noted, is in the process of renewing our APDES permit, which when renewed will carry us for the next five years.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 010 - Water Sewer Fund
Department: Wastewater Treatment Plant

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 226,164	\$ 210,142	\$ 253,088	\$ 253,088	\$ 249,755	\$ (3,333)	(1.32%)
0200	Overtime	9,788	4,511	3,454	3,454	5,298	1,844	53.39%
0250	Holiday Pay	-	9,343	-	-	-	-	-
0300	Leave	11,430	12,032	6,951	6,951	7,034	83	1.19%
0400	Medicare	3,497	3,352	3,821	3,821	3,800	(21)	(0.55%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	63,636	77,938	73,424	73,424	78,685	5,261	7.17%
0600	Unemployment Insurance	185	235	1,318	1,318	1,310	(8)	(0.61%)
0700	Workers Compensation	6,266	5,925	7,545	7,545	6,500	(1,045)	(13.85%)
0800	Health & Life Insurance	62,497	49,638	70,871	70,871	77,064	6,193	8.74%
0900	Supplemental Retirement	3,603	4,136	4,567	4,567	4,567	-	-
<u>Total Salaries & Benefits</u>		\$ 387,066	\$ 377,252	\$ 425,039	\$ 425,039	\$ 434,013	\$ 8,974	2.11%
<u>Maintenance and Operations</u>								
2021	Office Supplies	236	459	650	650	650	-	-
2022	Operating & Repair Supplies	71,991	80,152	91,700	91,570	101,000	9,300	10.14%
2024	Small Tools/Minor Equipment	5,802	7,188	15,300	15,300	12,780	(2,520)	(16.47%)
2026	Computer Software	2,095	2,645	23,810	23,940	3,810	(20,000)	(84.00%)
4531	Professional Services	30,435	42,125	56,700	56,700	61,200	4,500	7.94%
4532	Communications	5,707	5,587	6,375	6,375	6,817	442	6.93%
4533	Travel & Transportation	3,117	2,028	4,000	4,000	4,000	-	-
4534	Advertising	1,359	663	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	21,770	13,315	25,163	25,163	26,187	1,024	4.07%
4537	Utilities	453,342	375,964	402,787	402,787	347,477	(55,310)	(13.73%)
4538	Repair & Maintenance	8,564	9,574	22,000	22,000	19,000	(3,000)	(13.64%)
4539	Rentals	1,088	218	2,000	2,000	2,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	538	156	800	800	800	-	-
4667	Dues & Publications	8,544	2,871	9,520	9,520	4,800	(4,720)	(49.58%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	1,403	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 614,588	\$ 544,348	\$ 660,805	\$ 660,805	\$ 590,521	\$ (70,284)	(10.64%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	16,826	7,362	25,000	25,000	25,000	-	-
9090	Transfers Out	123,300	121,520	944,700	944,700	934,500	(10,200)	(1.08%)
<u>Total Capital Outlay and Transfers</u>		\$ 140,126	\$ 128,882	\$ 969,700	\$ 969,700	\$ 959,500	\$ (10,200)	(1.05%)
Department Total:		\$ 1,141,780	\$ 1,050,482	\$ 2,055,544	\$ 2,055,544	\$ 1,984,034	\$ (71,510)	(3.48%)

**City of Kenai
Fiscal Year 2021 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. New stainless steel SCADA cabinets.

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.

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

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.

9090 Transfers Out. Central administrative charges from General Fund.

4533 Transportation. Training certifications conferences.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Fund Summary

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
State & Federal Grants	\$ 21,891	\$ 36,883	\$ 42,663	\$ 1,665,421	\$ 55,254
Usage Fees					
Fuel Sales	10,685	21,650	17,500	28,000	28,000
Fuel Flowage	12,093	9,571	15,000	10,000	15,000
Float Plane	722	1,554	750	750	750
Tie Down	6,832	7,130	7,500	7,500	7,500
Landing	401,556	410,697	505,500	307,500	300,874
Plane Parking	9,018	10,287	10,000	10,000	10,000
Total Usage Fees	440,906	460,889	556,250	363,750	362,124
Rents and Leases					
Land	691,152	570,675	563,293	563,293	504,665
Total Rents and Leases	691,152	570,675	563,293	563,293	504,665
Miscellaneous					
Penalty and Interest	7,513	4,926	5,000	5,000	5,000
Interest on Investments	20,563	155,283	35,000	35,000	35,000
Other	9,769	23,285	10,000	10,000	10,000
Total Miscellaneous	37,845	183,494	50,000	50,000	50,000
Terminal Revenue					
Parking Fees	223,360	229,757	250,000	175,000	200,000
Rents and Leases	317,431	355,868	395,344	355,344	367,645
Penalty and Interest	3,989	7,516	4,500	7,500	7,500
Car Rental Commissions	171,096	178,767	180,000	200,000	120,000
Advertising Commissions	10,648	13,940	9,000	9,000	12,000
Miscellaneous	3,983	3,366	1,500	3,000	3,000
Total Terminal Revenue	730,507	789,214	840,344	749,844	710,145
Transfers In					
Airport Land Trust Fund	1,210,348	1,203,690	908,811	928,251	955,050
Total Transfers In	1,210,348	1,203,690	908,811	928,251	955,050
Total Revenues	3,132,649	3,244,845	2,961,361	4,320,559	2,637,238
Expenditures					
Airport Terminal	578,328	2,121,504	616,753	617,312	666,607
Airport Airfield	1,631,810	1,744,189	1,750,795	1,776,919	1,874,687
Airport Administration	621,759	533,185	348,507	340,024	358,462
Airport Other Buildings and Areas	261,943	152,640	248,777	256,036	171,014
Airport Training Facility	36,125	257,088	38,474	507,209	38,475
Total Expenditures	3,129,965	4,808,606	3,003,306	3,497,500	3,109,245
Contribution To/(From) Fund Balance:	2,684	(1,563,761)	(41,945)	823,059	(472,007)
Projected Lapse (6%)	-	-	116,016	116,015	122,079
Adjusted (Deficit)/Surplus			74,071	939,074	(349,928)
Beginning Fund Balance	5,076,306	5,078,990	3,592,404	3,515,229	4,454,303
Ending Fund Balance	\$ 5,078,990	\$ 3,515,229	\$ 3,666,475	\$ 4,454,303	\$ 4,104,375

City of Kenai
Fiscal Year 2021 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 477,621	\$ 467,192	\$ 518,939	\$ 518,939	\$ 526,123	\$ 7,184	1.38%
0200	Overtime	36,628	25,250	24,029	24,029	24,289	260	1.08%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	16,629	15,582	21,147	21,147	21,342	195	0.92%
0400	Medicare	7,854	7,326	8,181	8,181	8,291	110	1.34%
0450	Social Security	1,965	1,233	733	733	670	(63)	(8.59%)
0500	PERS	139,372	163,631	152,017	152,017	166,467	14,450	9.51%
0600	Unemployment Insurance	420	931	2,822	2,822	2,857	35	1.24%
0700	Workers Compensation	9,345	10,218	9,487	9,487	9,066	(421)	(4.44%)
0800	Health & Life Insurance	119,786	108,462	135,840	135,840	147,706	11,866	8.74%
0900	Supplemental Retirement	9,193	9,578	9,412	9,412	9,435	23	0.24%
	Total Salaries & Benefits	\$ 818,813	\$ 809,403	\$ 882,607	\$ 882,607	\$ 916,246	\$ 33,639	3.81%
<u>Maintenance and Operations</u>								
2021	Office Supplies	724	792	1,300	1,300	1,300	-	-
2022	Operating & Repair Supplies	194,174	170,427	187,000	194,259	226,900	39,900	21.34%
2024	Small Tools/Minor Equipment	7,145	13,462	6,300	6,273	35,200	28,900	458.73%
2026	Computer Software	1,788	1,600	1,650	1,685	1,650	-	-
4531	Professional Services	5,550	27,363	68,235	68,235	34,085	(34,150)	(50.05%)
4532	Communications	15,168	16,889	12,829	12,829	11,070	(1,759)	(13.71%)
4533	Travel & Transportation	13,405	12,724	11,835	12,465	11,460	(375)	(3.17%)
4534	Advertising	7,992	9,498	6,500	6,500	8,950	2,450	37.69%
4535	Printing & Binding	2,271	2,696	3,075	3,075	3,075	-	-
4536	Insurance	93,195	85,363	104,606	104,606	103,408	(1,198)	(1.15%)
4537	Utilities	374,244	351,651	414,828	414,828	401,784	(13,044)	(3.14%)
4538	Repair & Maintenance	175,466	193,460	194,232	194,232	216,707	22,475	11.57%
4539	Rentals	22,370	14,617	6,260	6,260	8,580	2,320	37.06%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	172	94	150	150	150	-	-
4667	Dues & Publications	518	546	530	530	480	(50)	(9.43%)
4999	General Contingency	-	-	20,000	11,517	20,000	-	-
5041	Miscellaneous	895	1,200	1,400	1,427	1,400	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 915,077	\$ 902,382	\$ 1,040,730	\$ 1,040,171	\$ 1,086,199	\$ 45,469	4.37%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	12,400	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	-	1,821	-	-	25,000	25,000	-
8064	Machinery & Equipment	11,877	17,083	10,269	10,828	7,200	(3,069)	(29.89%)
9090	Transfers	3,062,839	1,563,313	1,069,700	1,563,894	1,074,600	4,900	0.46%
	Total Capital Outlay and Transfers	\$ 3,074,716	\$ 1,599,047	\$ 1,079,969	\$ 1,574,722	\$ 1,106,800	\$ 26,831	2.48%
	Department Total:	\$ 4,808,606	\$ 3,310,832	\$ 3,003,306	\$ 3,497,500	\$ 3,109,245	\$ 105,939	3.53%

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 – Airport Fund
Department: 61 – Airport Terminal

Mission

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

Functions & Responsibilities

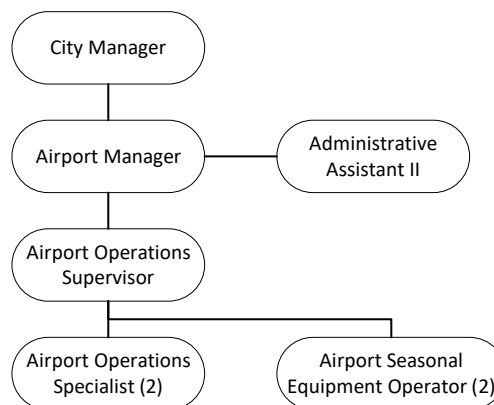
The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, renovated in 1989 and 2001. In October 2018 a complete terminal building rehabilitation project started with a completion date of March 2020.

The terminal has three enplanement gates and one deplanement gate to accommodate approximately 100,000 enplanements per year.

The ground floor of the terminal has ticket counter, office, and baggage handling space for three commuter airlines. Currently RAVN Alaska (RAVN Alaska terminated operations on April 4, 2020) and Grant Aviation lease space in the terminal and provide approximately 30 flights per day to and from Anchorage. Baggage check-in is handled at the ticket counters, and there is separate baggage break-down and baggage claim area with continuous conveyor belts. Additional lease spaces are occupied by two rental car agencies and a café. The second floor is leased as a bar/lounge.

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

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9
Building Maintenance Lead Technician	.17	13	.17	13	.17	13	.17	13	.17	13	.17	13
Building Maintenance Technician	.17	12	.17	12	.17	12	.17	12	.17	12	.17	12
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Administrative Assistant II	5	14	14	14	14	14
Building Maintenance Lead Technician	7	8	8	8	8	8
Building Maintenance Technician	0	3	3	3	3	3
Airport Operations Specialist	46	66	66	66	66	66

Performance Measures

	2015	2016	2017	2018	2019	2020*
Enplanements	102,126	98,032	94,020	92,127	95,004	30,000**
Percent Change from Previous Year	-1.42%	-4.01%	-4.09%	-2.01%	+3.12%	-68.4%
Customer Complaints				58	367	300
Percentage of tenant areas leased	86.46%	86.46%	86.46%	84.56%	84.56%	87.36%

*Projected figures based calendar year

**based on Grant's annual enplanements plus three months for RAVN

FY20 Department Goals Evaluation

1. Encourage and promote safe and economical travel through the Kenai Airport in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life to ensure that Kenai is a community where people are safe, Goal 4 – Public Improvements and Services to provide adequate public improvement services in Kenai, and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.
 - Recruit and retain air service that meet the needs of the traveling public. – On-going
 - Develop and maintain facilities and infrastructure to accommodate operations, safety, and security requirements. - On-going efforts with terminal upgrade.

- Recruit and retain services or products needed by users of the airport.- On-going with concession opportunities.
2. Improve Customer Service in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 1 – Quality of Life.
 - Service Quality – Provide clean and aesthetically pleasing terminal with concessions that provide a level of comfort and meet demands of the travelling public. On-going
 - Customer Value – Provide air carriers that provide air travel to their destinations. On-going with major upgrades to terminal building
 - Customer Satisfaction – Manage and be responsive to customers to provide facilities they desire and maintain these facilities in a functional, efficient and safe condition. - On-going.
 - Partner with community members to develop programs that reflect the quality of life on the Kenai Peninsula to enhance economic growth that allows the community to have ownership in the airport.
 - Entered into a new 15-year partnership with U.S. Fish and Wildlife and Alaska State Parks to produce a Gateway to Public Lands Display in airport terminal building.
 3. Improve Infrastructure condition in support of Imagine Kenai 2030 City of Kenai Comprehensive Plan Goal 4 – Public Improvements and Services to provide adequate public improvement services in Kenai and Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.
 - Terminal rehabilitation will increase revenues as well as improve the passenger experience and upgrading operational deficiencies will have reduced costs – On-going
 - Balance between new opportunities and maintenance of existing infrastructure – On-going
 - Improve economic and environmental benefits. – On-going

FY21 Department Goals

1. Design terminal Landscaping Project
2. Upgrade to vehicle parking lot pavement, striping, lighting, signage, and fencing.
3. Service Quality – customer satisfaction
4. Market empty in-terminal tenant areas.

Future Considerations

Bid and enter into 5-year concession agreements with car rentals, café, and lounge.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 103,580	\$ 101,251	\$ 110,681	\$ 110,681	\$ 112,486	\$ 1,805	1.63%
0200	Overtime	6,282	2,434	4,385	4,385	4,433	48	1.09%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	671	5,225	5,225	5,290	65	1.24%
0400	Medicare	1,580	1,483	1,745	1,745	1,772	27	1.55%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	31,766	36,460	32,931	32,931	36,069	3,138	9.53%
0600	Unemployment Insurance	88	119	602	602	610	8	1.33%
0700	Workers Compensation	2,454	2,677	2,773	2,773	2,625	(148)	(5.34%)
0800	Health & Life Insurance	33,452	27,868	37,936	37,936	41,249	3,313	8.73%
0900	Supplemental Retirement	2,545	2,515	2,505	2,505	2,505	-	-
	Total Salaries & Benefits	\$ 181,747	\$ 175,478	\$ 198,783	\$ 198,783	\$ 207,039	\$ 8,256	4.15%
<u>Maintenance and Operations</u>								
2021	Office Supplies	334	292	500	500	500	-	-
2022	Operating & Repair Supplies	11,153	17,239	18,300	18,300	17,800	(500)	(2.73%)
2024	Small Tools/Minor Equipment	-	1,044	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	128	2,958	500	500	500	-	-
4532	Communications	789	882	1,236	1,236	1,656	420	33.98%
4533	Travel & Transportation	1,504	1,434	1,585	1,585	1,585	-	-
4534	Advertising	362	1,076	500	500	1,000	500	100.00%
4535	Printing & Binding	750	538	750	750	750	-	-
4536	Insurance	10,004	8,088	11,554	11,554	11,643	89	0.77%
4537	Utilities	143,563	143,629	159,216	159,216	156,369	(2,847)	(1.79%)
4538	Repair & Maintenance	125,412	141,574	145,780	145,780	167,765	21,985	15.08%
4539	Rentals	3,387	4,121	180	180	-	(180)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	335	200	200	200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 297,436	\$ 323,210	\$ 340,301	\$ 340,301	\$ 359,768	\$ 19,467	5.72%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,430	-	-	-	-	-
8063	Improvements	-	-	-	-	25,000	25,000	-
8064	Machinery & Equipment	-	2,481	10,269	10,828	6,000	(4,269)	(41.57%)
9090	Transfers Out	1,642,321	384,344	67,400	67,400	68,800	1,400	2.08%
	Total Capital Outlay and Transfers	\$ 1,642,321	\$ 391,255	\$ 77,669	\$ 78,228	\$ 99,800	\$ 22,131	28.49%
	Department Total:	\$ 2,121,504	\$ 889,943	\$ 616,753	\$ 617,312	\$ 666,607	\$ 49,854	8.08%

City of Kenai
Fiscal Year 2021 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, ice melt, 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. Holiday window painting and washing; new Flight Information Display monitoring and link to City website; pay station warranty; and miscellaneous repairs,

8063 Improvements Other Than Buildings. Airport Landscaping including shrubs, trees and grass that was removed or destroyed during the Terminal Rehabilitation project.

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

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

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

Mission

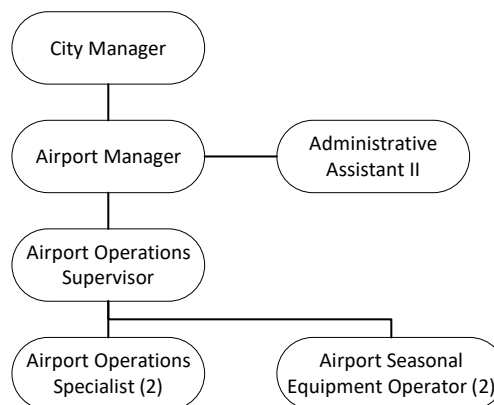
To ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations part 139.

Functions & Responsibilities

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

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

Organizational Chart



Staffing

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

Average Overtime per Position (hours)

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

Performance Measures

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

Pavement Condition Index (PCI)

Target PCI Range for Runways: 70 to 100

Target PCI Range for Taxiways and Aprons: 60 to 100

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

	2015	2016	2017	2018	2019	2020*
Hazing Activity	117	111	52	87	129	125
Bird Strikes	2	0	0	0	1	0
NOTAMS	720	1072	1971	1003	1,120	1000
Letters of Correction (LOC)	1	1	1	1	1	1

**Projected figures based on calendar year*

FY20 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. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
 - *1 bird strike in 2019 (no damage).*
 - *On track with low hazing activity.*
2. Expeditiously and systematically remove snow and ice from airport movement areas.
 - *Snow fall started in late December 2019 and exceeds snowfall numbers over past three years.*
 - *December 30, 2019 – 2.5 hour runway closure due to freezing rain/ice.*
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
 - *Utilizing NOTAM Manager for quick, accurate runway assessments.*
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.
 - *Secured a FAA grant in July 2019 for the Airfield Marking, Crack sealing, Sealcoating & Minor Pavement Repair Project; successfully completed September 2019.*
 - *Runway PCI has dropped to 54; Runway Rehabilitation Project has been programmed with the FAA and included in the ACIP for 2025. Taxiway PCI average is 78.4 and the Apron PCI is 87.*

FY21 Department Goals

1. Design and construction of Sand/SRE Storage Building.
2. Track FAA Compliance: Percentage compliance on FAA Part 139 annual certification inspections; Letters of Correction, Percentage of airport certification (FAR 139) categories with zero finds.

Future Considerations

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

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 203,517	\$ 189,087	\$ 212,388	\$ 212,388	\$ 215,115	\$ 2,727	1.28%
0200	Overtime	28,595	21,401	17,725	17,725	17,921	196	1.11%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,724	7,347	7,164	7,164	7,243	79	1.10%
0400	Medicare	3,440	3,097	3,440	3,440	3,484	44	1.28%
0450	Social Security	1,588	1,158	669	669	670	1	0.15%
0500	PERS	57,605	64,048	62,773	62,773	68,557	5,784	9.21%
0600	Unemployment Insurance	181	610	1,187	1,187	1,201	14	1.18%
0700	Workers Compensation	5,374	6,143	5,035	5,035	4,992	(43)	(0.85%)
0800	Health & Life Insurance	40,063	41,050	45,431	45,431	49,400	3,969	8.74%
0900	Supplemental Retirement	3,017	3,582	3,000	3,000	3,000	-	-
<u>Total Salaries & Benefits</u>		\$ 354,104	\$ 337,523	\$ 358,812	\$ 358,812	\$ 371,583	\$ 12,771	3.56%
<u>Maintenance and Operations</u>								
2021	Office Supplies	227	272	500	500	500	-	-
2022	Operating & Repair Supplies	152,441	133,154	153,000	153,000	187,500	34,500	22.55%
2024	Small Tools/Minor Equipment	6,624	12,057	4,980	4,980	34,680	29,700	596.39%
2026	Computer Software	1,195	967	1,230	1,265	1,230	-	-
4531	Professional Services	5,242	8,123	7,235	7,235	17,235	10,000	138.22%
4532	Communications	8,372	9,707	6,361	6,361	7,110	749	11.77%
4533	Travel & Transportation	2,794	5,140	3,400	4,030	4,400	1,000	29.41%
4534	Advertising	145	386	500	500	500	-	-
4535	Printing & Binding	739	1,228	1,175	1,175	1,175	-	-
4536	Insurance	81,046	75,471	89,471	89,471	86,521	(2,950)	(3.30%)
4537	Utilities	169,367	161,603	184,741	184,741	179,753	(4,988)	(2.70%)
4538	Repair & Maintenance	29,090	32,741	31,710	31,710	31,200	(510)	(1.61%)
4539	Rentals	15,706	7,765	3,580	3,580	4,080	500	13.97%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	120	120	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	45	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 472,988	\$ 448,659	\$ 488,383	\$ 489,048	\$ 556,504	\$ 68,121	13.95%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,821	-	-	-	-	-
8064	Machinery & Equipment	-	12,227	-	-	-	-	-
9090	Transfers Out	917,097	848,697	903,600	929,059	946,600	43,000	4.76%
<u>Total Capital Outlay and Transfers</u>		\$ 917,097	\$ 862,745	\$ 903,600	\$ 929,059	\$ 946,600	\$ 43,000	4.76%
Department Total:		\$ 1,744,189	\$ 1,648,927	\$ 1,750,795	\$ 1,776,919	\$ 1,874,687	\$ 123,892	7.08%

City of Kenai
Fiscal Year 2021 Operating Budget

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

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, urea, E36, equipment cutting edges, fuel and fire suppression supplies. Hazing supplies, PPE's for staff, diesel exhaust fluid, FAA spec'd sand and miscellaneous operating supplies.

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

2024 Small Tools & Minor Equipment. Includes 3 computer replacements, 3 radios and a welder.

4539 Rentals. KPAF table/chair rentals, tent rental and excavator and brush hog rentals.

4531 Professional Services. Commercial drivers' license physicals and preemployment tests, annual stormwater permit, SWPT update and miscellaneous engineering.

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

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

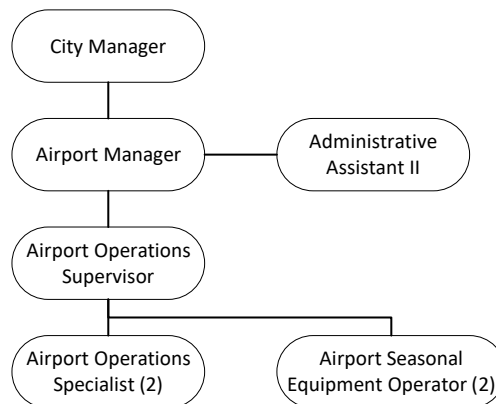
The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

Functions & Responsibilities

The Airport Manager works under the direction of the City Manager and is responsible for Federal Aviation Administration compliance, grant eligibility, airport development, general management and operation of the Kenai Municipal Airport. Legal, Finance, Planning, Public Works, Police and Fire support is provided by the Airport Fund and is paid for using the City's Central Administration charge.

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

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	20	1	20	1	20	1	20	1	20	1	20
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	10	29	29	29	29	29

Performance Measures

(based on calendar year)

	2015	2016	2017	2018	2019	2020*
Airline Rents & Leases	\$189,461	\$ 192,368	\$ 191,557	\$ 198,558	\$ 236,553	\$240,000
Airline Landing Fees	\$198,327	\$ 233,386	\$ 356,132	\$ 389,230	\$ 386,711	\$285,000
Revenue per Enplaned Passenger	\$4.12	\$ 4.55	\$ 5.84	\$ 6.38	\$ 5.13	\$6.67
FAA Grant Expenditures	\$0	\$ 2,774,885	\$ 1,509,155	\$10,619,995	\$ 6,638,729	\$1,622,728**
Response time met by KPD for security incidents (20 minutes)	100%	100%	100%	100%	100%	100%

*Projected figures

**CARES Act grant

FY20 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. Maintain the financial viability of the airport.
 - On track for the first eight months of this fiscal year. City Administration will be negotiating for a five –year Airline Operating Agreement effective July 1, 2020 to establish fair and reasonable rates.
2. Provide facilities that are safe, secure, and meet FAA requirements.
 - Established a five-year ACIP in accordance and will be forward funding for EA/design services on grant-eligible projects a year in advance of construction.
3. Maximize the Airport's potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - Terminal Rehabilitation Project scheduled for completion in March 2020
 - Marketing is on-going. Market Airport, services, and facilities through magazine ads, website, trade shows, air fair, lease incentives, etc.

FY21 Department Goals

1. Market for a 121 Operator due to RAVN terminating operations April 5, 2020
2. Achieve successful negotiation of a five-year airline operating agreement by June 30, 2020.
3. Achieve a five-year in-terminal lease for car rental agencies.

4. Achieve a five-year bar/lounge lease.

Future Considerations

Continue efforts to secure maximum funding opportunities for airport projects.

Look to identify an aviation or aviation-related business that would lead to a significant expansion on the Kenai Airport.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund
Department: Airport Administration

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 121,271	\$ 132,292	\$ 149,337	\$ 149,337	\$ 151,918	\$ 2,581	1.73%
0200	Overtime	979	857	1,348	1,348	1,350	2	0.15%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,905	6,576	7,266	7,266	7,282	16	0.22%
0400	Medicare	2,119	2,093	2,291	2,291	2,329	38	1.66%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	40,361	48,547	43,126	43,126	47,284	4,158	9.64%
0600	Unemployment Insurance	112	156	790	790	803	13	1.65%
0700	Workers Compensation	429	455	489	489	397	(92)	(18.81%)
0800	Health & Life Insurance	33,452	28,625	37,934	37,934	41,249	3,315	8.74%
0900	Supplemental Retirement	2,525	2,530	2,500	2,500	2,500	-	-
<u>Total Salaries & Benefits</u>		\$ 207,153	\$ 222,131	\$ 245,081	\$ 245,081	\$ 255,112	\$ 10,031	4.09%
<u>Maintenance and Operations</u>								
2021	Office Supplies	163	228	300	300	300	-	-
2022	Operating & Repair Supplies	338	801	700	700	400	(300)	(42.86%)
2024	Small Tools/Minor Equipment	521	361	520	520	520	-	-
2026	Computer Software	593	633	420	420	420	-	-
4531	Professional Services	180	531	600	600	600	-	-
4532	Communications	4,546	5,182	4,225	4,225	1,681	(2,544)	(60.21%)
4533	Travel & Transportation	9,107	6,150	6,850	6,850	5,475	(1,375)	(20.07%)
4534	Advertising	6,996	7,417	5,000	5,000	5,950	950	19.00%
4535	Printing & Binding	782	885	1,150	1,150	1,150	-	-
4536	Insurance	2,145	1,666	3,581	3,581	5,244	1,663	46.44%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	172	94	150	150	150	-	-
4667	Dues & Publications	518	546	530	530	360	(170)	(32.08%)
4999	Contingency	-	-	20,000	11,517	20,000	-	-
5041	Miscellaneous	673	707	700	700	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 26,734	\$ 25,201	\$ 44,726	\$ 36,243	\$ 42,950	\$ (1,776)	(3.97%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	11,877	2,375	-	-	1,200	1,200	-
9090	Transfers Out	287,421	190,816	58,700	58,700	59,200	500	0.85%
<u>Total Capital Outlay and Transfers</u>		\$ 299,298	\$ 193,191	\$ 58,700	\$ 58,700	\$ 60,400	\$ 1,700	2.90%
Department Total:		\$ 533,185	\$ 440,523	\$ 348,507	\$ 340,024	\$ 358,462	\$ 9,955	2.86%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2024 Small Tools/Minor Equipment. Two computer replacements.	4534 Advertising. Newspaper advertising of agendas, work sessions etc., tradeshow advertising, registration for GAG conference, and the Kenai Visitor Guide advertising.
4531 Professional Services. AIT Domai, miscellaneous professional engineering and TSA clearance.	4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.
4533 Transportation. Digicast Subscription, NWAAAE conference, Great Alaska Gathering conference, AK DOT DBE Summit and miscellaneous travel.	9090 Transfers Out. Central administrative charges from General Fund.

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

Mission

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

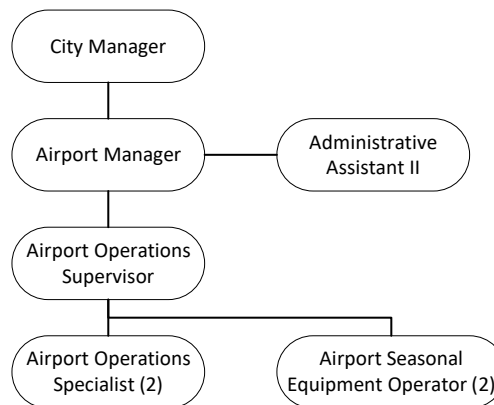
Functions & Responsibilities

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

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

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

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	.25	16	.30	16	.30	16	.30	16	.30	16	.30	16
Administrative Assistant III	.10	15	0	15	0	15	0	15	0	15	0	15
Building Maintenance Lead Technician	.17	12	.17	12	.17	12	.17	12	.17	12	.17	12
Building Maintenance Technician	.17	11	.17	11	.17	11	.17	11	.17	11	.17	11

Average Overtime Per Position (hours)

Position Title	FY17 Actual	FY18 Actual	FY19 Actual	Budgeted FY20	Requested FY21	Projected FY22
City Planner	9	8	8	8	8	8
Administrative Assistant III	0	0	0	0	0	0
Building Maintenance Lead Technician	7	3	3	3	3	3
Building Maintenance Technician	0	1	1	1	1	1

Performance Measures

	2015	2016	2017	2018	2019	2020*
Float Plane Slips Leased (tenants)	8	6	7	7	7	7
Slip Rental	\$ 830	\$ 690	\$ 560	\$600	\$ 800	\$800
Water Landings	581	586	489	806	694	700
Fuel Sold (Gallons)	1,200	2,900	3,790	4,266	6,348	6,500
Transient Parking Fees	\$ 205	\$ 118	\$ 100	\$ 200	\$ 120	\$150
Lots Available for Lease	No Historical Data			20	20	20

* Projected figures based on calendar year

FY20 Department Goals Evaluation

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

1. Market for both private and commercial activities.
 - On-going marketing efforts through advertising and trade shows.
2. Construct taxiway Sierra to provide access to float plane basin facility.
 - Project has been pushed out due to other higher prioritized construction needs.
3. Maintain/rehabilitate commercial and private slips.
 - On-going water runway, slip, fence, and gate maintenance.

FY21 Department Goals

1. Maintain float plane basin in a safe and secure condition.
2. Provide lease space for tenants and aircraft.

Future Considerations

Airfield improvements to attract lessees to float plane basin facility.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund
Department: Other Buildings and Areas

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 49,253	\$ 44,562	\$ 46,533	\$ 46,533	\$ 46,604	\$ 71	0.15%
0200	Overtime	772	558	571	571	585	14	2.45%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	988	1,492	1,492	1,527	35	2.35%
0400	Medicare	715	653	705	705	706	1	0.14%
0450	Social Security	377	75	64	64	-	(64)	(100.00%)
0500	PERS	9,640	14,576	13,187	13,187	14,557	1,370	10.39%
0600	Unemployment Insurance	39	46	243	243	243	-	-
0700	Workers Compensation	1,088	943	1,190	1,190	1,052	(138)	(11.60%)
0800	Health & Life Insurance	12,819	10,919	14,539	14,539	15,808	1,269	8.73%
0900	Supplemental Retirement	1,106	951	1,407	1,407	1,430	23	1.63%
	Total Salaries & Benefits	\$ 75,809	\$ 74,271	\$ 79,931	\$ 79,931	\$ 82,512	\$ 2,581	3.23%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	30,242	19,233	15,000	22,259	21,200	6,200	41.33%
2024	Small Tools/Minor Equipment	-	-	800	773	-	(800)	(100.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	15,751	59,900	59,900	15,750	(44,150)	(73.71%)
4532	Communications	1,461	1,118	1,007	1,007	623	(384)	(38.13%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	489	619	500	500	1,500	1,000	200.00%
4535	Printing & Binding	-	45	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	37,819	23,743	47,182	47,182	41,972	(5,210)	(11.04%)
4538	Repair & Maintenance	3,371	4,993	1,957	1,957	2,957	1,000	51.10%
4539	Rentals	3,277	2,731	2,500	2,500	4,500	2,000	80.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	172	113	-	27	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 76,831	\$ 68,484	\$ 128,846	\$ 136,105	\$ 88,502	\$ (40,344)	(31.31%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	12,400	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	96,256	40,000	40,000	-	(40,000)	(100.00%)
	Total Capital Outlay and Transfers	\$ -	\$ 108,656	\$ 40,000	\$ 40,000	\$ -	\$ (40,000)	(100.00%)
Department Total:		\$ 152,640	\$ 251,411	\$ 248,777	\$ 256,036	\$ 171,014	\$ (77,763)	(31.26%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2022 Operating & Repair Supplies. Fuel for resale at the Airport's Float Plane Basin, shrubs and other miscellaneous operating supplies.	4538 Repair & Maintenance. Fire systems testing and miscellaneous repairs.
4531 Professional Services. Appraisal fees, engineering and recording costs for the leasing of Airport land.	4539 Rentals. Cost of portapotties and excavator for slip maintenance.
4534 Advertising. Advertising for float plane basin and land brochures.	

City of Kenai
Fiscal Year 2021 Operating Budget

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

Mission

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

Functions & Responsibilities

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

The first floor is currently occupied by Beacon Occupational Health and Safety Services. The current agreement with Beacon expired December 31, 2012 but renews annually unless notice of termination is given 180-days prior to year-end by either party. The second floor consisting of 3,800 square feet is available for lease. The Red Cross currently leases 510 sf on the second floor.

Staffing - Under a Management Agreement

On September 20, 2019, a Federal Aviation Administration grant was received for \$ \$5,771,020 (93.75% of \$6,155,755) for rehabilitation of the building, training equipment, and procurement of two Aircraft Rescue Firefighting trucks. The project is scheduled for completion in April 2020.

Performance Measures

	2015	2016	2017	2018	2019	2020*
*Student Trainings	950	850	No Data	No Data	472	500
*Class Trainings	100	95	No Data	No Data	60	85
Facility Repairs & Maintenance	\$12,170	\$8,950	\$ 18,359	\$12,620	\$13,455	\$ 800
ARFF Vehicle Repair & Maintenance						
AP07 E-One 4x4	\$ 1,087	\$ 1,257	\$ 938	\$ 466	\$ 1,431	\$1,500
AP08 E-One 6x6	\$ 955	\$ 1,677	\$ 4,078	\$ 908	\$ 2,764	\$2,000

**Projected figures based on calendar year*

FY20 Department Goals Evaluation

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

1. Complete the design and rehabilitation of the facility training props and associated mechanical.
 - A project for the rehabilitation of the training building and training equipment started in October 2019. Project is scheduled for completion April 2020. The project also includes procurement of two Aircraft Rescue and Firefighting trucks.

2. Negotiate long term facility management agreement at the Fire Training Facility.
 - *City Administration is meeting to negotiate a long-term management agreement for the facility.*

FY21 Department Goals

The following goals support the Imagine 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; and Goal 3: Land Use, and Goal 4: Public Improvements and Services.

1. Ensure that the Alaska Fire Training Facility provides the personnel, equipment, technology, and props necessary to meet current and future aircraft rescue and fighting requirements.
2. Establish a “capital reserve budget” for equipment replacement/modernization.

Future Considerations

Negotiate a facility management agreement.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	23,495	22,676	23,689	23,689	23,690	1	-
4538	Repair & Maintenance	17,593	14,152	14,785	14,785	14,785	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 41,088</u>	<u>\$ 36,828</u>	<u>\$ 38,474</u>	<u>\$ 38,474</u>	<u>\$ 38,475</u>	<u>\$ 1</u>	<u>-</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	216,000	43,200	-	468,735	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ 216,000</u>	<u>\$ 43,200</u>	<u>\$ -</u>	<u>\$ 468,735</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 257,088</u>	<u>\$ 80,028</u>	<u>\$ 38,474</u>	<u>\$ 507,209</u>	<u>\$ 38,475</u>	<u>\$ 1</u>	<u>-</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

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

City of Kenai
Fiscal Year 2021 Operating Budget

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

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
State Grants	\$ 198,577	\$ 204,464	\$ 205,831	\$ 205,831	\$ 212,504
USDA Grant	18,958	24,938	20,000	20,000	20,000
Choice Waiver	195,012	135,444	125,000	125,000	125,000
KPB Grant	126,207	126,207	126,207	126,207	169,221
United Way	9,598	3,631	15,000	-	-
Rents and Leases	8,324	8,174	13,000	13,000	13,000
Donations	47,668	8,494	32,000	32,500	32,500
Donation - Senior Connection	50,000	100,000	50,000	50,000	50,000
Meal Donations	82,837	67,998	82,500	72,500	72,500
Transfer from General Fund - Operations	176,739	182,027	239,208	239,899	217,192
Transfer from General Fund - Capital	-	-	14,100	14,100	-
Other	(42)	(9)	300	300	300
Total Revenue	<u>913,878</u>	<u>861,368</u>	<u>923,146</u>	<u>899,337</u>	<u>912,217</u>
Expenditures					
Senior Citizen Access	157,065	140,539	191,256	191,415	180,075
Congregate Meals	220,661	231,082	261,266	264,057	262,518
Home Meals	205,562	202,637	223,664	224,663	230,951
Senior Transportation	80,087	80,929	104,527	104,596	100,417
Choice Waiver	<u>250,503</u>	<u>232,910</u>	<u>165,893</u>	<u>166,066</u>	<u>161,041</u>
Total Expenditures	<u>913,878</u>	<u>888,097</u>	<u>946,606</u>	<u>950,797</u>	<u>935,002</u>
Contribution To/(From) Fund Balance:	-	(26,729)	(23,460)	(51,460)	(22,785)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>23,460</u>	<u>23,586</u>	<u>22,785</u>
Adjusted (Deficit)/Surplus	-	(26,729)	-	(27,874)	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>(26,729)</u>	<u>(54,603)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ (26,729)</u>	<u>\$ -</u>	<u>\$ (54,603)</u>	<u>\$ (54,603)</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 279,691	\$ 296,062	\$ 282,901	\$ 282,901	\$ 278,590	\$ (4,311)	(1.52%)
0200	Overtime	2,618	2,606	708	708	367	(341)	(48.16%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,328	4,786	8,719	8,719	8,902	183	2.10%
0400	Medicare	4,004	4,274	4,239	4,239	4,171	(68)	(1.60%)
0450	Social Security	3,724	3,734	3,550	3,550	3,015	(535)	(15.07%)
0500	PERS	62,550	83,719	64,775	64,775	71,058	6,283	9.70%
0600	Unemployment Insurance	221	363	1,463	1,463	1,439	(24)	(1.64%)
0700	Workers Compensation	4,631	5,056	4,824	4,824	3,958	(866)	(17.95%)
0800	Health & Life Insurance	100,157	71,829	111,305	111,305	108,681	(2,624)	(2.36%)
0900	Supplemental Retirement	6,770	7,039	7,260	7,260	7,333	73	1.01%
	Total Salaries & Benefits	\$ 466,694	\$ 479,468	\$ 489,744	\$ 489,744	\$ 487,514	\$ (2,230)	(0.46%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	794	690	1,155	1,155	1,155	-	-
2022	Operating & Repair Supplies	152,218	163,881	171,800	175,300	156,800	(15,000)	(8.73%)
2024	Small Tools/Minor Equipment	3,292	4,373	3,395	3,395	3,395	-	-
2026	Computer Software	4,142	4,299	3,430	3,430	3,575	145	4.23%
4531	Professional Services	10,516	11,935	13,905	13,905	12,405	(1,500)	(10.79%)
4532	Communications	3,349	5,209	3,775	3,775	2,505	(1,270)	(33.64%)
4533	Travel & Transportation	2,102	2,854	1,394	1,394	1,394	-	-
4534	Advertising	-	876	1,125	1,125	1,125	-	-
4535	Printing & Binding	2,986	2,314	3,250	3,250	3,617	367	11.29%
4536	Insurance	11,220	9,186	15,888	16,579	17,201	1,313	8.26%
4537	Utilities	50,361	48,001	52,907	52,907	52,161	(746)	(1.41%)
4538	Repair & Maintenance	1,702	3,934	2,980	2,980	2,980	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	10,517	10,517	-
4541	Postage	949	965	925	925	925	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	727	816	1,833	1,833	1,833	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	10	2	400	400	400	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 244,368	\$ 259,335	\$ 278,162	\$ 282,353	\$ 271,988	\$ (6,174)	(2.22%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	7,890	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	10,335	20,294	14,100	14,100	-	(14,100)	(100.00%)
9090	Transfers	166,700	148,060	164,600	164,600	175,500	10,900	6.62%
	Total Capital Outlay and Transfers	\$ 177,035	\$ 176,244	\$ 178,700	\$ 178,700	\$ 175,500	\$ (3,200)	(1.79%)
	Department Total:	\$ 888,097	\$ 915,047	\$ 946,606	\$ 950,797	\$ 935,002	\$ (11,604)	(1.23%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

**Fund 019 – Senior Citizens Fund
Department: Senior Services**

Mission

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

Functions & Responsibilities

The Senior Center serves as a gateway to the nation's aging network – connecting older adults to vital community services that can help them stay healthy and independent.

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

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

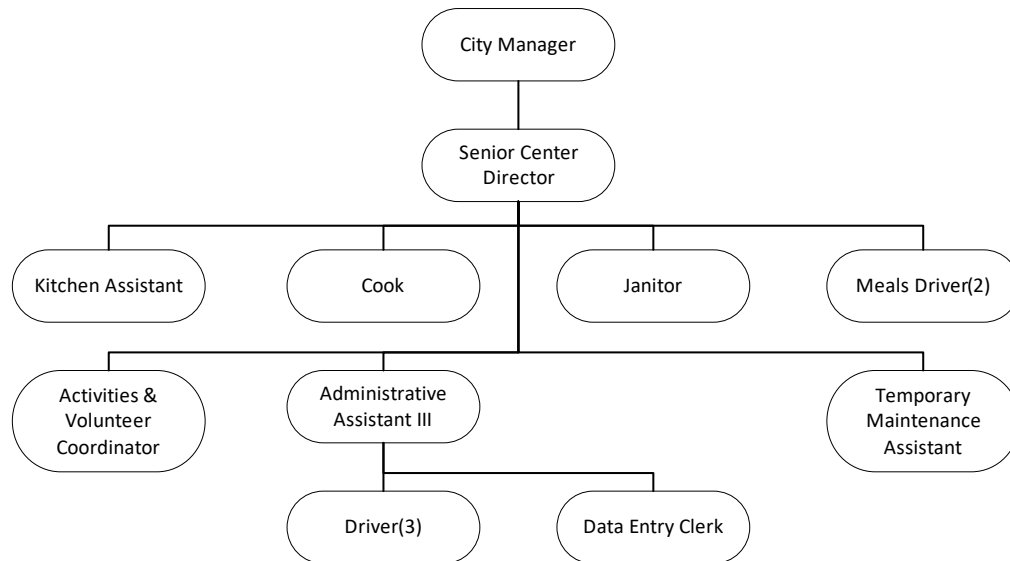
The Senior Center offers a wide variety of programs and services, including:

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

How is the Senior Center Funded?

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

Organizational Chart



Staffing

	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.75	18	.75	18	.75	18	.75	18	.75	18	.75	18
Administrative Assistant III	.75	10	.75	10	.75	10	.75	10	.75	10	.75	10
Activities & Volunteer Coord.	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Data Entry Clerk	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1
Janitor	.35	2.4	.35	2.4	.35	2.4	.35	2.3	.35	2.3	.35	2.3
Temporary Maintenance Assistant	.06	1	.06	1	.06	1	.06	1	.06	1	.06	1
Cook	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Kitchen Assistant	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2
Temporary Kitchen Assistant	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4
Meals Driver (2)	.95	2.4	.95	2.4	.95	2.4	.95	2.4	.85	2.4	.85	2.4
Driver (2)	1.05	1	1.05	1	1.05	1	1.05	1	.70	1	.70	1

Performance Measures

	FY2016	FY2017	FY2018	FY2019	FY2020**
Congregate Meals	14,280	15,251	16,145	15,339	16,530
Home Delivered Meals	23,880	23,687	17,473	16,759	17,425
Assisted & Unassisted Rides	8,642	9,034	8,586	7,845	7,201
Volunteer Hours	21,813	*14,203	10,676	8,950	6,405
Activity Participation Units	12,746	*27,905	26,937	27,450	23,045

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

**Projected figures

FY20 Department Goals Evaluation

1. Analysis of transportation and meal service outside of City of Kenai limits, while still providing amenities to those in our service area. This goal corresponds with the City of Kenai Comprehensive Plan Goal 5 to Provide Transportation Systems that are efficient and adequate to serve the regional needs of the community.
 - *Goal achieved. Meal services outside of the City of Kenai were delivered one day per week instead of five, by providing one week's worth of meals.*
2. Begin preliminary work of planning for memorial greenhouse and gardens. This goal directly relates to the City of Kenai Comprehensive Plan Goal 1 to Promote and Encourage Quality of Life Elements in Kenai.
 - *Goal in transition. Planning has begun for the greenhouse for Summer 2020. The landscaping, gardens and walkways for the Senior Center are in the Capital Improvement Plan slated for FY23 and FY24.*
3. Continue to seek out new ways to reduce food costs by working with local vendors whenever possible. This goal matches City of Kenai Comprehensive Plan Goal 2 to Support the Economic and Fiscal Health of the Community.
 - *Goal achieved. Food bills were able to be reduced by conscientious menu planning and using a broader spectrum of purchasing.*

FY21 Department Goals

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

Future Considerations

As revenues continue to decrease, it is imperative the Senior Center look for cost effective methods and additional revenue sources to promote healthy senior living. As our healthcare system starts to encourage healthy lifestyles for seniors to fight chronic disease, our meals and activities will continue to play an important role in the lives of our seniors.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 019 - Senior Citizen Fund
Department: Senior Citizen Access

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 55,078	\$ 70,066	\$ 62,684	\$ 62,684	\$ 62,796	\$ 112	0.18%
0200	Overtime	2,088	636	-	-	49	49	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	163	1,307	1,307	1,337	30	2.30%
0400	Medicare	802	989	927	927	930	3	0.32%
0450	Social Security	802	756	625	625	555	(70)	(11.20%)
0500	PERS	12,024	21,712	15,054	15,054	16,625	1,571	10.44%
0600	Unemployment Insurance	45	73	320	320	320	-	-
0700	Workers Compensation	367	394	356	356	260	(96)	(26.97%)
0800	Health & Life Insurance	23,036	20,865	28,394	28,394	30,875	2,481	8.74%
0900	Supplemental Retirement	781	1,815	1,875	1,875	1,875	-	-
<u>Total Salaries & Benefits</u>		\$ 95,023	\$ 117,469	\$ 111,542	\$ 111,542	\$ 115,622	\$ 4,080	3.66%
<u>Maintenance and Operations</u>								
2021	Office Supplies	76	249	300	300	300	-	-
2022	Operating & Repair Supplies	1,419	1,530	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	352	1,662	360	360	360	-	-
2026	Computer Software	873	682	686	686	715	29	4.23%
4531	Professional Services	3,814	2,267	3,575	3,575	2,825	(750)	(20.98%)
4532	Communications	590	1,462	755	755	501	(254)	(33.64%)
4533	Travel & Transportation	102	974	950	950	950	-	-
4534	Advertising	-	380	400	400	400	-	-
4535	Printing & Binding	1,530	1,356	1,400	1,400	1,500	100	7.14%
4536	Insurance	2,356	1,514	3,694	3,853	3,780	86	2.33%
4537	Utilities	11,125	8,399	12,249	12,249	11,477	(772)	(6.30%)
4538	Repair & Maintenance	673	2,212	850	850	850	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	199	195	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	107	133	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 23,216	\$ 23,015	\$ 27,314	\$ 27,473	\$ 25,753	\$ (1,561)	(5.72%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	512	14,100	14,100	-	(14,100)	(100.00%)
9090	Transfers Out	22,300	25,780	38,300	38,300	38,700	400	1.04%
<u>Total Capital Outlay and Transfers</u>		\$ 22,300	\$ 26,466	\$ 52,400	\$ 52,400	\$ 38,700	\$ (13,700)	(26.15%)
Department Total:		\$ 140,539	\$ 166,950	\$ 191,256	\$ 191,415	\$ 180,075	\$ (11,181)	(5.85%)

City of Kenai
Fiscal Year 2021 Operating Budget

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

4531 Professional Services. Spring and fall grounds maintenance, exterior flower installation and maintenance, and volunteer screening.	4538 Repair & Maintenance. Fire alarm testing/Inspection and fire extinguishers testing.
4533 Travel & Transportation. Staff continuing education, staff development and first aid/CPR training.	9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 019 - Senior Citizen Fund
Department: Congregate Meals

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 66,351	\$ 59,728	\$ 70,667	\$ 70,667	\$ 71,890	\$ 1,223	1.73%
0200	Overtime	191	626	310	310	100	(210)	(67.74%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	838	1,452	2,670	2,670	2,726	56	2.10%
0400	Medicare	946	872	1,068	1,068	1,083	15	1.40%
0450	Social Security	421	575	544	544	549	5	0.92%
0500	PERS	16,961	16,556	17,803	17,803	19,471	1,668	9.37%
0600	Unemployment Insurance	52	77	368	368	374	6	1.63%
0700	Workers Compensation	1,097	1,113	1,339	1,339	1,211	(128)	(9.56%)
0800	Health & Life Insurance	26,691	16,220	30,973	30,973	28,652	(2,321)	(7.49%)
0900	Supplemental Retirement	2,077	1,557	2,008	2,008	2,038	30	1.49%
<u>Total Salaries & Benefits</u>		\$ 115,625	\$ 98,776	\$ 127,750	\$ 127,750	\$ 128,094	\$ 344	0.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	482	274	475	475	475	-	-
2022	Operating & Repair Supplies	53,756	54,084	64,929	67,554	60,144	(4,785)	(7.37%)
2024	Small Tools/Minor Equipment	1,585	1,336	1,460	1,460	1,460	-	-
2026	Computer Software	830	937	686	686	715	29	4.23%
4531	Professional Services	2,210	1,549	2,500	2,500	1,750	(750)	(30.00%)
4532	Communications	631	939	755	755	501	(254)	(33.64%)
4533	Travel & Transportation	896	610	-	-	-	-	-
4534	Advertising	-	201	300	300	300	-	-
4535	Printing & Binding	364	215	500	500	600	100	20.00%
4536	Insurance	2,693	2,082	4,091	4,257	4,688	597	14.59%
4537	Utilities	13,063	11,823	13,552	13,552	14,123	571	4.21%
4538	Repair & Maintenance	1,029	1,131	1,180	1,180	1,180	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	225	234	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	245	284	463	463	463	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 78,009	\$ 75,699	\$ 91,116	\$ 93,907	\$ 86,624	\$ (4,492)	(4.93%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,999	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	4,148	1,341	-	-	-	-	-
9090	Transfers Out	33,300	27,480	42,400	42,400	47,800	5,400	12.74%
<u>Total Capital Outlay and Transfers</u>		\$ 37,448	\$ 33,820	\$ 42,400	\$ 42,400	\$ 47,800	\$ 5,400	12.74%
Department Total:		\$ 231,082	\$ 208,295	\$ 261,266	\$ 264,057	\$ 262,518	\$ 1,252	0.48%

City of Kenai
Fiscal Year 2021 Operating Budget

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

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

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

4531 Professional Services. Spring flowers and plants, deliver and hung, and yard services.

9090 Transfers Out. Central administrative charges from General Fund.

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 56,984	\$ 46,450	\$ 60,769	\$ 60,769	\$ 61,823	\$ 1,054	1.73%
0200	Overtime	249	484	229	229	86	(143)	(62.45%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	605	1,065	2,296	2,296	2,343	47	2.05%
0400	Medicare	811	677	918	918	932	14	1.53%
0450	Social Security	353	367	468	468	474	6	1.28%
0500	PERS	14,222	13,353	15,298	15,298	16,745	1,447	9.46%
0600	Unemployment Insurance	45	58	318	318	321	3	0.94%
0700	Workers Compensation	932	900	1,151	1,151	1,040	(111)	(9.64%)
0800	Health & Life Insurance	22,896	12,137	26,633	26,633	24,639	(1,994)	(7.49%)
0900	Supplemental Retirement	1,779	1,231	1,727	1,727	1,753	26	1.51%
<u>Total Salaries & Benefits</u>		\$ 98,876	\$ 76,722	\$ 109,807	\$ 109,807	\$ 110,156	\$ 349	0.32%
<u>Maintenance and Operations</u>								
2021	Office Supplies	51	36	55	55	55	-	-
2022	Operating & Repair Supplies	43,738	50,742	57,950	58,825	54,680	(3,270)	(5.64%)
2024	Small Tools/Minor Equipment	560	300	560	560	560	-	-
2026	Computer Software	828	819	686	686	715	29	4.23%
4531	Professional Services	-	252	200	200	200	-	-
4532	Communications	596	602	755	755	501	(254)	(33.64%)
4533	Travel & Transportation	990	759	144	144	144	-	-
4534	Advertising	-	93	125	125	125	-	-
4535	Printing & Binding	364	282	500	500	600	100	20.00%
4536	Insurance	2,244	1,760	3,535	3,659	4,130	595	16.83%
4537	Utilities	9,340	8,694	11,662	11,662	12,394	732	6.28%
4538	Repair & Maintenance	-	415	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	3,506	3,506	-
4541	Postage	225	230	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	275	198	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 59,211	\$ 65,182	\$ 77,257	\$ 78,256	\$ 78,695	\$ 1,438	1.86%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	767	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	2,950	7,223	-	-	-	-	-
9090	Transfers Out	41,600	29,320	36,600	36,600	42,100	5,500	15.03%
<u>Total Capital Outlay and Transfers</u>		\$ 44,550	\$ 37,310	\$ 36,600	\$ 36,600	\$ 42,100	\$ 5,500	15.03%
Department Total:		\$ 202,637	\$ 179,214	\$ 223,664	\$ 224,663	\$ 230,951	\$ 7,287	3.26%

City of Kenai
Fiscal Year 2021 Operating Budget

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

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served.	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 2021 Operating Budget

Fund 019 - Senior Citizen Fund
Department: Transportation

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 40,452	\$ 31,226	\$ 46,473	\$ 46,473	\$ 39,040	\$ (7,433)	(15.99%)
0200	Overtime	-	-	-	-	73	73	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	163	853	853	869	16	1.88%
0400	Medicare	577	446	686	686	578	(108)	(15.74%)
0450	Social Security	1,766	1,183	1,581	1,581	1,100	(481)	(30.42%)
0500	PERS	3,381	4,172	5,999	5,999	6,594	595	9.92%
0600	Unemployment Insurance	31	75	237	237	199	(38)	(16.03%)
0700	Workers Compensation	1,234	960	1,178	1,178	722	(456)	(38.71%)
0800	Health & Life Insurance	3,005	2,523	6,814	6,814	7,410	596	8.75%
0900	Supplemental Retirement	225	227	450	450	450	-	-
<u>Total Salaries & Benefits</u>		\$ 50,671	\$ 40,975	\$ 64,271	\$ 64,271	\$ 57,035	\$ (7,236)	(11.26%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	136	107	250	250	250	-	-
2022	Operating & Repair Supplies	4,471	6,336	5,000	5,000	5,000	-	-
2024	Small Tools/Minor Equipment	281	625	360	360	360	-	-
2026	Computer Software	737	495	686	686	715	29	4.23%
4531	Professional Services	-	323	930	930	930	-	-
4532	Communications	599	762	755	755	501	(254)	(33.64%)
4533	Travel & Transportation	54	439	300	300	300	-	-
4534	Advertising	-	70	100	100	100	-	-
4535	Printing & Binding	364	264	400	400	500	100	25.00%
4536	Insurance	1,459	832	2,105	2,174	2,151	46	2.19%
4537	Utilities	5,922	4,190	6,920	6,920	6,519	(401)	(5.79%)
4538	Repair & Maintenance	-	10	250	250	250	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	3,506	3,506	-
4541	Postage	100	109	100	100	100	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	25	10	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	10	2	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 14,158	\$ 14,574	\$ 18,456	\$ 18,525	\$ 21,482	\$ 3,026	16.40%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,571	-	-	-	-	-
9090	Transfers Out	16,100	14,040	21,800	21,800	21,900	100	0.46%
<u>Total Capital Outlay and Transfers</u>		\$ 16,100	\$ 24,785	\$ 21,800	\$ 21,800	\$ 21,900	\$ 100	0.46%
Department Total:		\$ 80,929	\$ 80,334	\$ 104,527	\$ 104,596	\$ 100,417	\$ (4,110)	(3.93%)

City of Kenai
Fiscal Year 2020 Operating Budget

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

2022 Operating & Repair Supplies. Fuel for vehicles.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2021 Operating Budget

Fund 019 - Senior Citizen Fund
Department: Choice Waiver

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 60,826	\$ 88,592	\$ 42,308	\$ 42,308	\$ 43,041	\$ 733	1.73%
0200	Overtime	90	860	169	169	59	(110)	(65.09%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	885	1,943	1,593	1,593	1,627	34	2.13%
0400	Medicare	868	1,290	640	640	648	8	1.25%
0450	Social Security	382	853	332	332	337	5	1.51%
0500	PERS	15,962	27,926	10,621	10,621	11,623	1,002	9.43%
0600	Unemployment Insurance	48	80	220	220	225	5	2.27%
0700	Workers Compensation	1,001	1,689	800	800	725	(75)	(9.38%)
0800	Health & Life Insurance	24,529	20,084	18,491	18,491	17,105	(1,386)	(7.50%)
0900	Supplemental Retirement	1,908	2,209	1,200	1,200	1,217	17	1.42%
<u>Total Salaries & Benefits</u>		\$ 106,499	\$ 145,526	\$ 76,374	\$ 76,374	\$ 76,607	\$ 233	0.31%
<u>Maintenance and Operations</u>								
2021	Office Supplies	49	24	75	75	75	-	-
2022	Operating & Repair Supplies	48,834	51,189	42,721	42,721	35,776	(6,945)	(16.26%)
2024	Small Tools/Minor Equipment	514	450	655	655	655	-	-
2026	Computer Software	874	1,366	686	686	715	29	4.23%
4531	Professional Services	4,492	7,544	6,700	6,700	6,700	-	-
4532	Communications	933	1,444	755	755	501	(254)	(33.64%)
4533	Travel & Transportation	60	72	-	-	-	-	-
4534	Advertising	-	132	200	200	200	-	-
4535	Printing & Binding	364	197	450	450	417	(33)	(7.33%)
4536	Insurance	2,468	2,998	2,463	2,636	2,452	(11)	(0.45%)
4537	Utilities	10,911	14,895	8,524	8,524	7,648	(876)	(10.28%)
4538	Repair & Maintenance	-	166	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	3,505	3,505	-
4541	Postage	200	197	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	75	191	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 69,774	\$ 80,865	\$ 64,019	\$ 64,192	\$ 59,434	\$ (4,585)	(7.16%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,776	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	3,237	647	-	-	-	-	-
9090	Transfers Out	53,400	51,440	25,500	25,500	25,000	(500)	(1.96%)
<u>Total Capital Outlay and Transfers</u>		\$ 56,637	\$ 53,863	\$ 25,500	\$ 25,500	\$ 25,000	\$ (500)	(1.96%)
Department Total:		\$ 232,910	\$ 280,254	\$ 165,893	\$ 166,066	\$ 161,041	\$ (4,852)	(2.92%)

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served.	9090 Transfers Out. Central administrative charges from General Fund.
4531 Professional Services. Contracted billing and background checks.	

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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. The bonds were issued under authority of the American Recovery and Reinvestment Act Recovery Zone Economic Development Bond program. The program entitles the city to a 45% subsidy on its interest payments.

2. KENAI BLUFF EROSION CONTROL BONDS

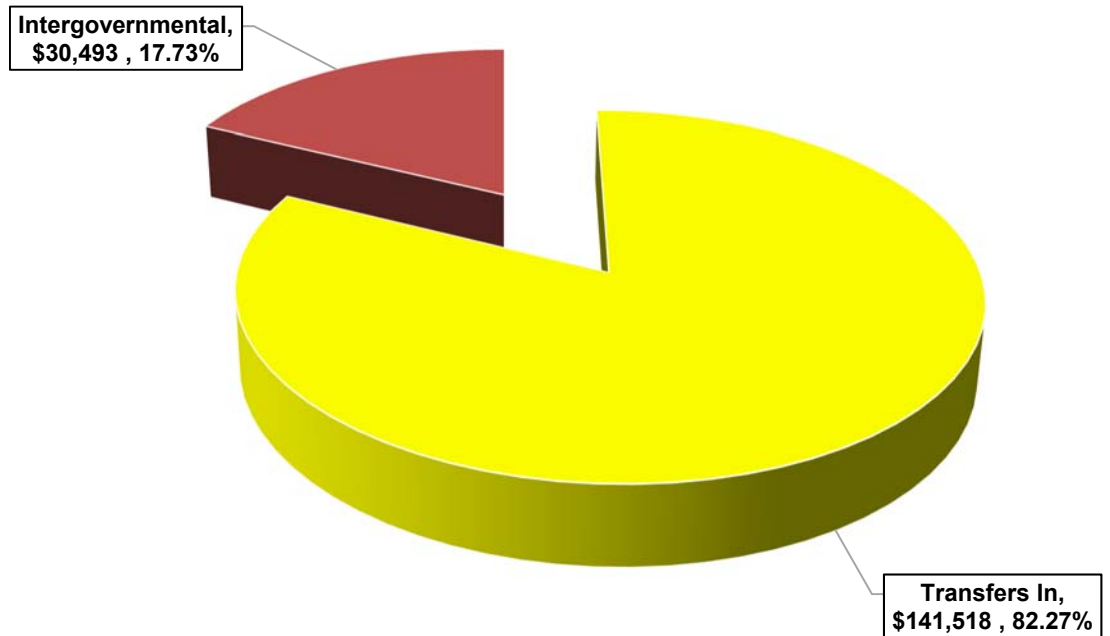
The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for stabilization of the eroding bluff at the mouth of the Kenai River. To date, the bonds remain unissued as full project funding is yet to be secured.

Pursuant to Section 6-1 of the Kenai Municipal Charter, outstanding general-obligation indebtedness of the "City shall not at any time exceed twenty percent (20%) of the assessed value of real and personal property in the City. The FY2021 debt limit for the City is:

Total Assessed Value	\$907,656,252
	<u>X 20%</u>
Maximum Indebtedness	181,531,250
Outstanding Debt, July 1, 2020	<u>1,165,000</u>
Available Debt Capacity	<u>\$180,366,250</u>

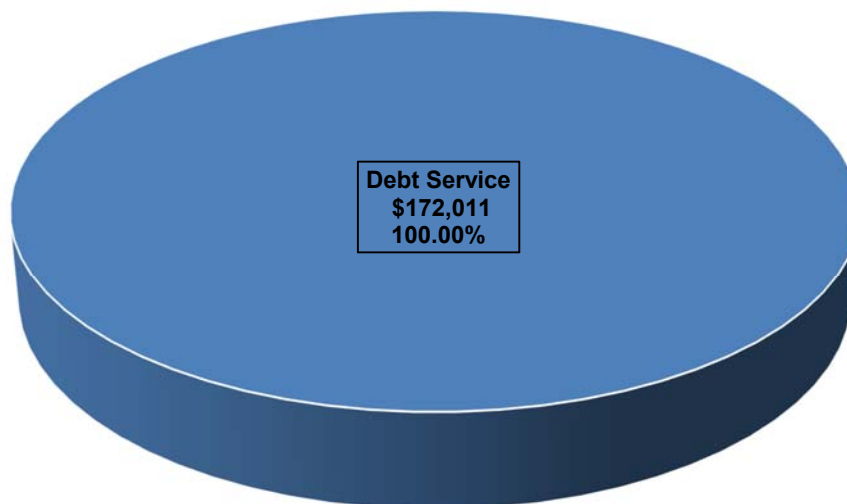
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$172,011



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$172,011



City of Kenai
Fiscal Year 2021 Operating Budget

Fund 048 - Debt Service

	Actual FY2018	Actual FY2019	Original Budget FY2020	Projection FY2020	Adopted FY2021
Revenues					
Bond Interest Subsidy	34,996	35,127	32,607	32,607	30,493
Transfer from General Fund	<u>142,002</u>	<u>143,271</u>	<u>140,097</u>	<u>140,097</u>	<u>141,518</u>
Total Revenue	<u>176,998</u>	<u>178,398</u>	<u>172,704</u>	<u>172,704</u>	<u>172,011</u>
Expenditures					
Parks, Recreation & Culture	<u>176,998</u>	<u>178,398</u>	<u>172,704</u>	<u>172,704</u>	<u>172,011</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2021 Operating Budget

Fund 048 - Debt Service

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	178,398	177,158	172,704	172,704	172,011	(693)	(0.40%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 178,398</u>	<u>\$ 177,158</u>	<u>\$ 172,704</u>	<u>\$ 172,704</u>	<u>\$ 172,011</u>	<u>\$ (693)</u>	<u>(0.40%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 178,398</u>	<u>\$ 177,158</u>	<u>\$ 172,704</u>	<u>\$ 172,704</u>	<u>\$ 172,011</u>	<u>\$ (693)</u>	<u>(0.40%)</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment Act Annual Interest Subsidy		Interest Rate	Maturity Dates	Annual Installments	Outstanding 6/30/2020
<u>Issue Date</u>	<u>Amount Issued</u>						
Library Expansion Bonds							
3/11/2010	\$2,000,000	\$3,852 - \$37,529		2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,165,000

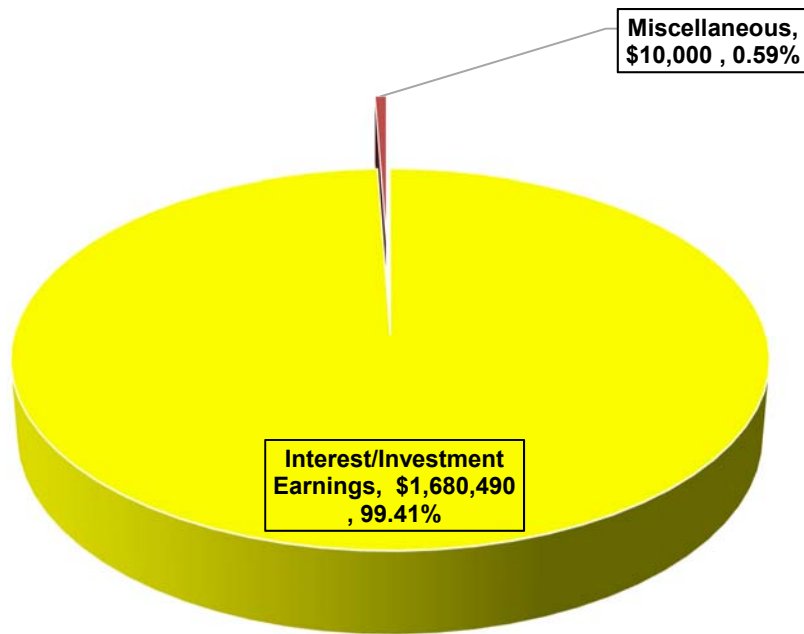
PERMANENT FUNDS

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

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

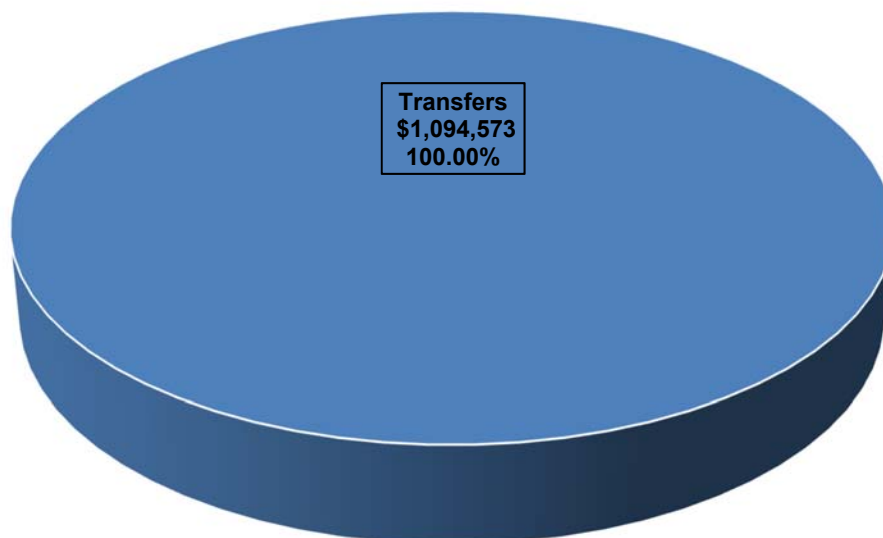
WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES

\$1,690,490



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES

\$1,094,573



**City of Kenai
Fiscal Year 2021 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>FY2020 Projection</u>	<u>Adopted FY2021</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 1,513,454	\$ 1,279,938	\$ 1,333,556	\$ 3,891,464	\$ 1,486,160
Acct. 36645 Interest on Land Sale Contracts	-	14,276	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>9,234</u>	<u>455,207</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	1,522,688	1,749,421	1,343,556	3,901,464	1,496,160
Expenses					
Transfer to Airport Land System Fund	<u>1,210,348</u>	<u>1,203,690</u>	<u>908,811</u>	<u>928,251</u>	<u>955,050</u>
Contributions To/(From) Fund Balance	312,340	545,731	434,745	2,973,213	541,110
Beginning Fund Balance	<u>24,280,015</u>	<u>24,592,355</u>	<u>24,892,866</u>	<u>25,138,086</u>	<u>28,111,299</u>
Ending Fund Balance	<u>\$ 24,592,355</u>	<u>\$ 25,138,086</u>	<u>\$ 25,327,611</u>	<u>\$ 28,111,299</u>	<u>\$ 28,652,409</u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 187,598	\$ 164,838	\$ 175,829	\$ 578,494	\$ 194,330
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>54,001</u>	<u>775</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	241,599	165,613	175,829	578,494	194,330
Expenses					
Transfer to General Fund	<u>161,561</u>	<u>-</u>	<u>124,252</u>	<u>137,239</u>	<u>139,523</u>
Contributions To/(From) Fund Balance	80,038	165,613	51,577	441,255	54,807
Beginning Fund Balance	<u>3,049,939</u>	<u>3,129,977</u>	<u>3,156,822</u>	<u>3,295,590</u>	<u>3,736,845</u>
Ending Fund Balance	<u>\$ 3,129,977</u>	<u>\$ 3,295,590</u>	<u>\$ 3,208,399</u>	<u>\$ 3,736,845</u>	<u>\$ 3,791,652</u>

INTERNAL SERVICE FUNDS

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

1. EMPLOYEE HEALTH CARE FUND

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

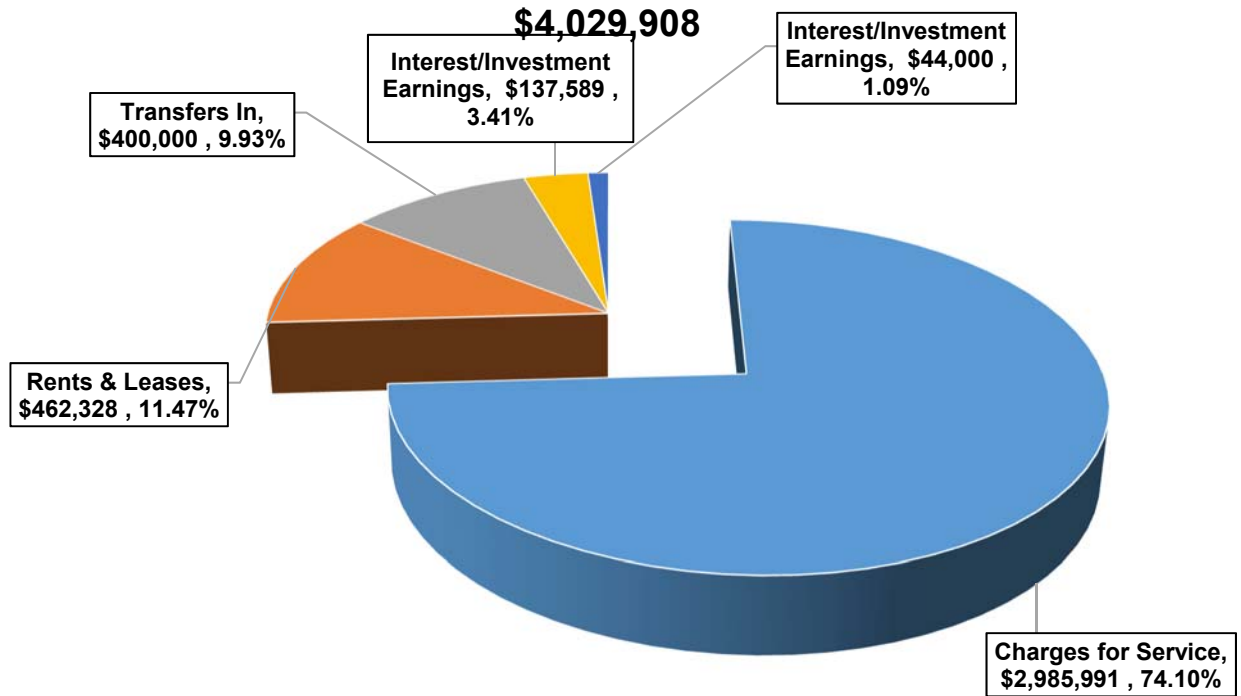
2. EQUIPMENT REPLACEMENT FUND

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

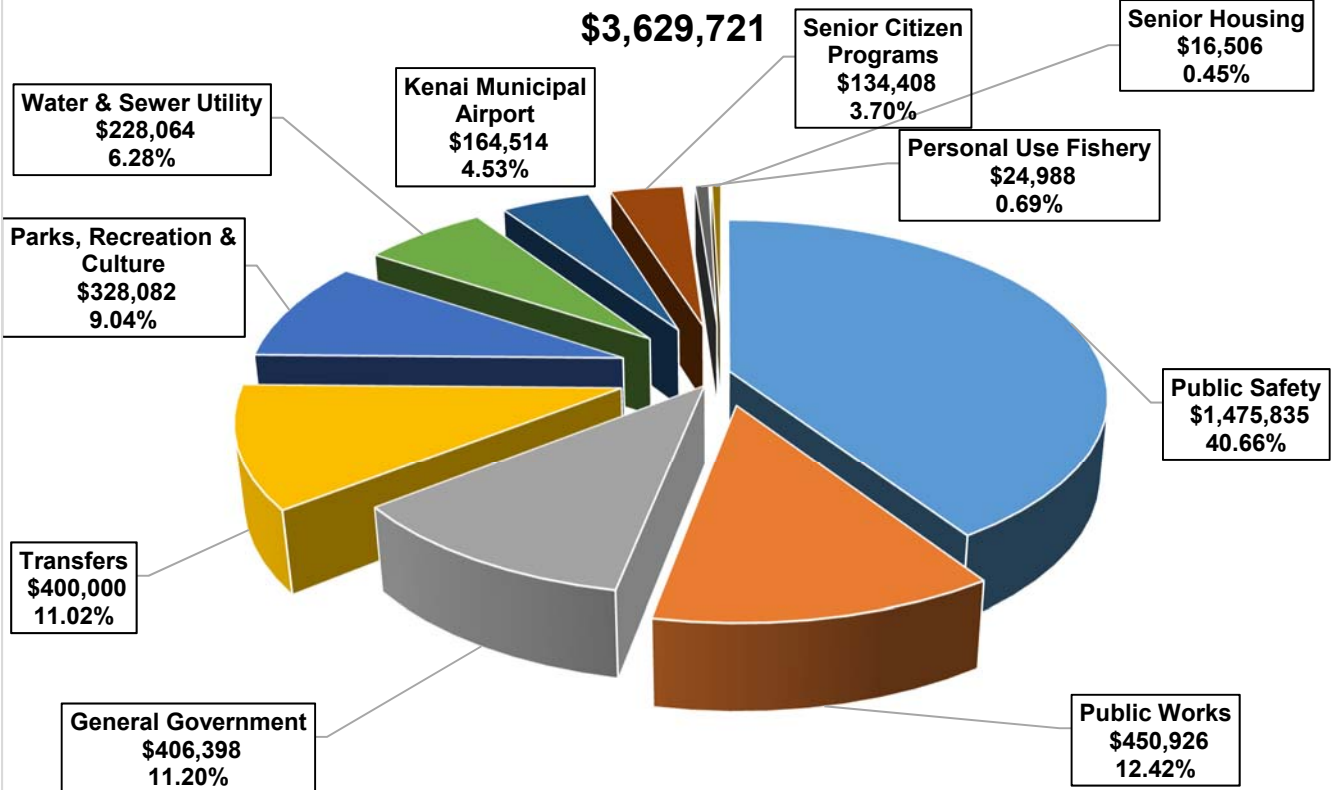
3. FLEET REPLACEMENT FUND

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

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



**City of Kenai
Fiscal Year 2021 Operating Budget**

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

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
Charge for Services	\$ 1,903,581	\$ 2,148,495	\$ 2,436,200	\$ 2,436,200	\$ 2,636,734
Participant premiums	236,949	258,664	282,312	252,345	349,257
Transfer from Other Funds	-	-	-	-	-
Interest Earnings	836	9,285	1,000	4,000	6,000
Total Revenues	<u>2,141,366</u>	<u>2,416,444</u>	<u>2,719,512</u>	<u>2,692,545</u>	<u>2,991,991</u>
Expenses	<u>2,010,581</u>	<u>2,257,555</u>	<u>2,598,511</u>	<u>2,598,511</u>	<u>2,964,277</u>
Net Income (loss)	130,785	158,889	121,001	94,034	27,714
Beginning Retained Earnings	<u>117,637</u>	<u>248,422</u>	<u>100,000</u>	<u>407,311</u>	<u>501,345</u>
Available Retained Earnings	<u>\$ 248,422</u>	<u>\$ 407,311</u>	<u>\$ 221,001</u>	<u>\$ 501,345</u>	<u>\$ 529,059</u>
	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Difference</u>	<u>% Change</u>
Employer cost per position:					
Full-time	\$ 20,031	\$ 22,715	\$ 24,700	\$ 1,985	8.74%
Part-time	10,016	11,358	12,350	992	8.73%
Employee monthly premiums:					
Employee only	\$ 98.00	\$ 102.00	\$ 123.00	\$ 21.00	20.59%
Employee with child(ren)	178.00	204.00	222.00	18.00	8.82%
Employee with spouse	196.00	185.00	244.00	59.00	31.89%
Employee with family	268.00	278.00	333.00	55.00	19.78%
Part-time employee only	455.00	469.00	519.00	50.00	10.66%
Part-time employee w/Children	1,173.00	1,394.00	1,325.00	(69.00)	-4.95%
Part-time employee w/Spouse	1,349.00	1,212.00	1,523.00	311.00	25.66%
Part-time employee w/Family	2,070.00	2,141.00	2,331.00	190.00	8.87%

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	12,269	7,848	29,410	29,410	49,410	20,000	68.00%
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	737	456	10,000	10,000	10,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	2,244,549	845,323	2,549,101	2,549,101	2,894,867	345,766	13.56%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 2,257,555</u>	<u>\$ 853,627</u>	<u>\$ 2,598,511</u>	<u>\$ 2,598,511</u>	<u>\$ 2,964,277</u>	<u>\$ 365,766</u>	<u>14.08%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 2,257,555</u>	<u>\$ 853,627</u>	<u>\$ 2,598,511</u>	<u>\$ 2,598,511</u>	<u>\$ 2,964,277</u>	<u>\$ 365,766</u>	<u>14.08%</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2022 Operating & Repair Supplies. Wellness committee supplies.	4533 Travel & Transportation. Wellness committee training and travel.
4531 Professional Services. Broker services, \$45,000 and HRA/FSA administration charges, \$4,410.	4536 Insurance. Medical, dental and prescription drug coverage, \$2,656,731, HRA employer funding, \$217,620, and employer provided life insurance, \$20,516.

City of Kenai
Fiscal Year 2021 Operating Budget

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

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
Rents & Leases	\$ 324,104	\$ 369,949	\$ 321,754	\$ 321,326	\$ 314,507
Interest Earnings	7,006	40,479	14,000	25,000	30,000
Other income	-	-	25,000	513,750	75,000
Total Revenues	<u>331,110</u>	<u>410,428</u>	<u>360,754</u>	<u>860,076</u>	<u>419,507</u>
Expenses - Depreciation	<u>160,125</u>	<u>162,060</u>	<u>190,000</u>	<u>190,000</u>	<u>190,633</u>
Net Income (loss)	170,985	248,368	170,754	670,076	228,874
Transfers out	<u>(400,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(400,000)</u>
Total net income (loss) and transfers out	(229,015)	248,368	170,754	670,076	(171,126)
Beginning Net Position	<u>3,157,316</u>	<u>2,928,301</u>	<u>4,136,538</u>	<u>3,176,669</u>	<u>3,846,745</u>
Ending Net Position	2,928,301	3,176,669	4,307,292	3,846,745	3,675,619
Invested in Capital Assets	<u>(1,754,920)</u>	<u>(2,578,197)</u>	<u>(2,404,366)</u>	<u>(2,583,643)</u>	<u>(2,393,010)</u>
Unrestricted Net Position	<u>\$ 1,173,381</u>	<u>\$ 598,472</u>	<u>\$ 1,902,926</u>	<u>\$ 1,263,102</u>	<u>\$ 1,282,609</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	162,060	161,244	190,000	190,000	190,633	633	0.33%
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 162,060	\$ 161,244	\$ 190,000	\$ 190,000	\$ 190,633	\$ 633	0.33%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	80,000	-	-	400,000	400,000	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 80,000	\$ -	\$ -	\$ 400,000	\$ 400,000	-
Department Total:		\$ 162,060	\$ 241,244	\$ 190,000	\$ 190,000	\$ 590,633	\$ 400,633	210.86%

City of Kenai
Fiscal Year 2021 Operating Budget

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

<p>5045 Depreciation. The allocation of the cost of equipment over its useful life.</p>
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City of Kenai
Fiscal Year 2021 Operating Budget

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

Vehicle	Dept.	Year Acquired	Current Useful Life	Estimated Replacement Year	Description	Current Equip. Original Cost	2020	2021
Safeboat	Fire	2015	20	2035	25' Safeboat	125,000	\$ 8,169	\$ 8,169
ST17	Streets	2016	25	2041	Water Truck	160,000	8,969	8,969
E2	Fire	2016	30	2020	Pumper, Engine 3	540,000	26,983	26,983
Server	Non-Dept	2019	5	2024	Datacenter Replacement	155,000	30,820	30,820
ST30	Streets	2019	20	2039	Street Sweeper	289,571	18,925	18,925
ST23	Streets	2018	30	2048	Sander Truck	233,542	11,670	11,670
ST45	Streets	2018	30	2048	Sander Truck	225,466	11,266	11,266
ST51	Streets	1996	25	2022	160H Motor Grader with Wing & Plow	215,000	12,052	-
FT1	Fire	1993	30	2024	Hurricane Aerial	521,627	26,081	26,081
ST55	Streets	2009	15	2025	MT-6 4x4 Articulating Snow Blower	177,000	14,351	14,351
E3	Fire	1995	30	2026	Hurricane Tanker, Engine 4	251,837	12,584	12,584
ST25	Streets	2005	20	2026	Aerial Bucket Truck	79,836	5,218	5,218
F8R	Fire	2011	15	2027	Ambulance	167,170	14,200	17,415
PR11	Parks & Re	2008	20	2029	Ice Conditioner	78,335	5,120	5,120
ST42	Streets	2003	25	2029	140H Motor Grader with Wing	234,825	13,163	13,163
ST56	Streets	2013	15	2028	MT-6 4x4 Articulating Snow Blower	139,971	11,349	11,349
E1	Fire	1999	30	2030	Pumper Engine 2	275,356	13,759	13,759
F6R	Fire	2016	15	2031	Ambulance	171,894	14,428	16,446
ST29	Streets	2009	25	2034	Crosswind, IH4300 Sweeoeer	190,200	10,662	10,662
ST43	Streets	2010	25	2035	L120 Loader	290,000	16,256	16,256
ST31	Streets	2013	25	2038	120G Motor Grader w/ Wing & Plow	339,740	19,045	19,045
ST15	Streets	2014	25	2039	L110H Loader	\$ 290,000	\$ 16,256	\$ 16,256
0	Non-Dept	2022	10	2032	Network Infrastruncture	120,000	-	-
Total						\$ 5,271,370	\$ 321,326	\$ 314,507

Fire	116,205	121,437
Streets	169,182	157,130
Non-Dept	30,820	30,820
Parks & Rec	5,120	5,120
Total	\$ 321,326	\$ 314,507

City of Kenai
Fiscal Year 2021 Operating Budget

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

	2022	2023	2024	2025
\$	8,169	\$ 8,169	\$ 8,169	\$ 8,169
	8,969	8,969	8,969	8,969
	26,983	26,983	26,983	26,983
	30,820	30,820	37,988	37,988
	18,925	18,925	18,925	18,925
	11,670	11,670	11,670	11,670
	11,266	11,266	11,266	11,266
	-	-	-	-
	26,081	26,081	63,266	63,266
	14,351	14,351	14,351	22,358
	12,584	12,584	12,584	12,584
	5,218	5,218	5,218	5,218
	17,415	26,118	26,118	26,118
	5,120	5,120	5,120	5,120
	13,163	13,163	13,163	13,163
	11,349	11,349	11,349	11,349
	13,759	13,759	13,759	13,759
	16,446	16,446	16,446	16,446
	10,662	10,662	10,662	10,662
	16,256	16,256	16,256	16,256
	19,045	19,045	19,045	19,045
\$	16,256	\$ 16,256	\$ 16,256	16,256
	13,544	13,544	13,544	13,544
\$	328,051	\$ 336,754	\$ 381,107	\$ 389,115
	121,437	130,141	167,326	167,326
	157,130	157,130	157,130	165,137
	44,364	44,364	51,532	51,532
	5,120	5,120	5,120	5,120
\$	328,051	\$ 336,754	\$ 381,107	\$ 389,115

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
Rents & Leases	\$ -	\$ -	\$ -	\$ -	\$ 147,821
Interest Earnings	-	-	-	-	8,000
Other income	-	-	-	-	62,589
Transfer In	-	-	-	-	400,000
Capital Contribution	-	-	-	269,693	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>269,693</u>	<u>618,410</u>
Expenses - Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>74,811</u>
Net Income (loss)	-	-	-	269,693	543,599
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net income (loss) and transfers out	-	-	-	269,693	543,599
Beginning Net Position	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>269,693</u>
Ending Net Position	-	-	-	269,693	813,292
Invested in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(491,652)</u>
Unrestricted Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 269,693</u>	<u>\$ 321,640</u>

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	74,811	74,811	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ 74,811	\$ 74,811	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ -	\$ -	\$ -	\$ -	\$ 74,811	\$ 74,811	-

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

5045 Depreciation. The allocation of the cost of equipment over its useful life.	9090 Transfers Out. Transfers to Fleet Replacement Fund to capitalize the fund.
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City of Kenai
Fiscal Year 2021 Operating Budget

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

Department	Vehicle	Estimated Replacement Year	Description	2021	2022	2023	2024	2025	2026	2027	2028
Police	P-02	2023	AWD police cruiser	\$ 3,942	\$ 3,942	\$ 3,942	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947	\$ 5,947
Police	P-03	2023	AWD police cruiser	3,942	3,942	3,942	4,180	4,180	4,180	4,180	4,180
Police	P-16	2022	AWD police cruiser	3,942	3,942	4,098	4,098	4,098	4,098	4,098	4,098
Police	P-08	2021	AWD police cruiser	3,942	4,017	4,017	4,017	4,017	4,017	4,017	4,017
Police	P-25	2022	AWD police cruiser	3,942	3,942	4,098	4,098	4,098	4,098	4,098	4,098
Police	P-26	2021	AWD police cruiser	3,942	4,017	4,017	4,017	4,017	4,017	4,017	4,017
Police	P-27	2024	AWD police cruiser	3,942	3,942	3,942	3,942	4,267	4,267	4,267	4,267
Police	P-7	2024	AWD police cruiser	5,604	5,604	5,604	5,604	6,066	6,066	6,066	6,066
Police	P-32	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-33	2024	AWD police cruiser	5,604	5,604	5,604	5,604	6,066	6,066	6,066	6,066
Police	P-35	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-31	2025	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	6,187	6,187	6,187
Police	P-36	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	6,311	6,311
Police	P-38	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604	5,604
Police	P-39	2028	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	5,604	5,604
Police	P-11	2021	AWD police cruiser	5,604	5,716	5,716	5,716	5,716	5,716	5,716	5,716
Police	P-37	2026	AWD police cruiser	5,604	5,604	5,604	5,604	5,604	5,604	6,311	6,311
Parks & Rec	PR-003	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Parks & Rec	BF-01	2028	1/2 Ton pickup	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Parks & Rec	PR-007	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570	3,570
Parks & Rec	PR-009	2029	1/2 Ton pickup	3,570	3,570	3,570	3,570	3,570	3,570	3,570	3,570
Parks & Rec	PR-002	2029	1 Ton PU	3,179	3,179	3,179	3,179	3,179	3,179	3,179	3,179
Parks & Rec	PR-006	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891	2,891
Fire	F-11	2021	3/4 Ton pickup	2,517	3,387	3,387	3,387	3,387	3,387	3,387	3,387
Fire	F-10	2021	3/4 Ton pickup	2,517	3,387	3,387	3,387	3,387	3,387	3,387	3,387
Fire	P-11	2024	3/4 Ton pickup	2,671	2,671	2,671	2,671	3,524	3,524	3,524	3,524
Fire	F-12	2030	3/4 Ton pickup	3,008	3,008	3,008	3,008	3,008	3,008	3,008	3,008
Streets	ST-01	2028	3/4 Ton pickup	2,891	2,891	2,891	2,891	2,891	2,891	2,891	2,891
Streets	ST-03	2030	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,009	3,009	3,009
Shop	SH-02	2026	1 Ton PU	3,066	3,066	3,066	3,066	3,066	3,066	3,453	3,453
Animal Control	AC-3	2030	1/2 Ton pickup	3,187	3,187	3,187	3,187	3,187	3,187	3,187	3,187
Animal Control	AC-1	2028	Van	2,121	2,121	2,121	2,121	2,121	2,121	2,121	2,121
Senior Center	SC-05	2021	15 Passenger Van	2,359	2,391	2,391	2,391	2,391	2,391	2,391	2,391
Senior Center	SC-06	2023	15 Passenger Van	2,359	2,359	2,359	2,487	2,487	2,487	2,487	2,487
Senior Center	SC-02	2026	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	2,177	2,177
Senior Center	SC-04	2028	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933	1,933
Senior Center	SC-08	2033	AWD Vehicle	1,933	1,933	1,933	1,933	1,933	1,933	1,933	1,933
Buildings	BI-2	2031	15 Passenger Van	2,813	2,813	2,813	2,813	2,813	2,813	2,813	2,813
Buildings	BI-3	2033	15 Passenger Van	2,651	2,651	2,651	2,651	2,651	2,651	2,651	2,651
Streets	ST-02	2026	1 Ton PU	3,009	3,009	3,009	3,009	3,009	3,009	3,389	3,389
Total				<u>\$ 147,821</u>	<u>\$ 149,855</u>	<u>\$ 150,167</u>	<u>\$ 152,538</u>	<u>\$ 154,640</u>	<u>\$ 156,389</u>	<u>\$ 158,814</u>	<u>\$ 158,814</u>
Police				\$ 83,634	\$ 83,896	\$ 84,208	\$ 86,451	\$ 87,700	\$ 89,449	\$ 90,863	\$ 90,863
Parks & Rec				20,210	20,210	20,210	20,210	20,210	20,210	20,210	20,210
Fire				10,713	12,453	12,453	12,453	13,306	13,306	13,306	13,306
Streets				8,909	8,909	8,909	8,909	8,909	8,909	9,289	9,289
Shop				3,066	3,066	3,066	3,066	3,066	3,066	3,453	3,453
Animal Control				5,308	5,308	5,308	5,308	5,308	5,308	5,308	5,308
Senior Center				10,517	10,549	10,549	10,677	10,677	10,677	10,921	10,921
Buildings				5,464	5,464	5,464	5,464	5,464	5,464	5,464	5,464
				<u>\$ 147,821</u>	<u>\$ 149,855</u>	<u>\$ 150,167</u>	<u>\$ 152,538</u>	<u>\$ 154,640</u>	<u>\$ 156,389</u>	<u>\$ 158,814</u>	<u>\$ 158,814</u>

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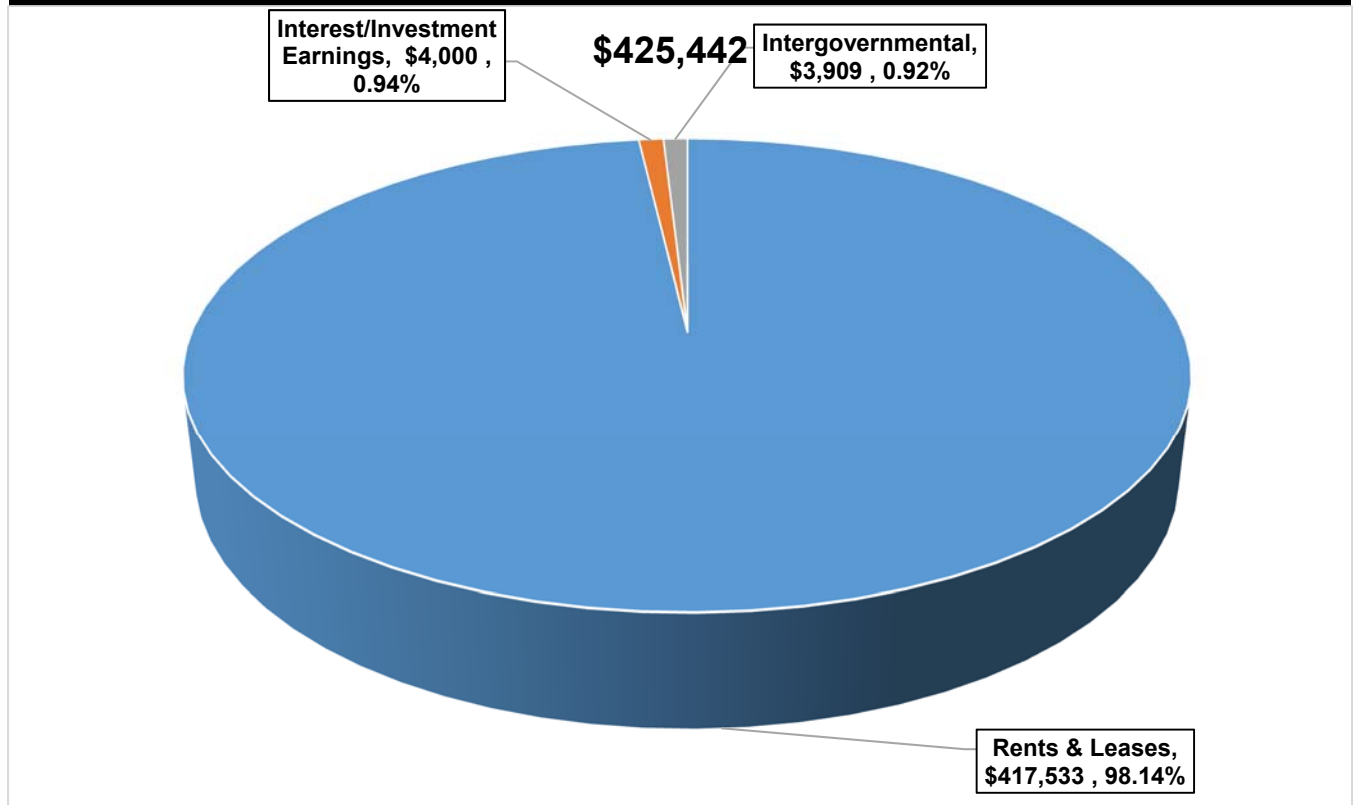
ENTERPRISE FUNDS

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

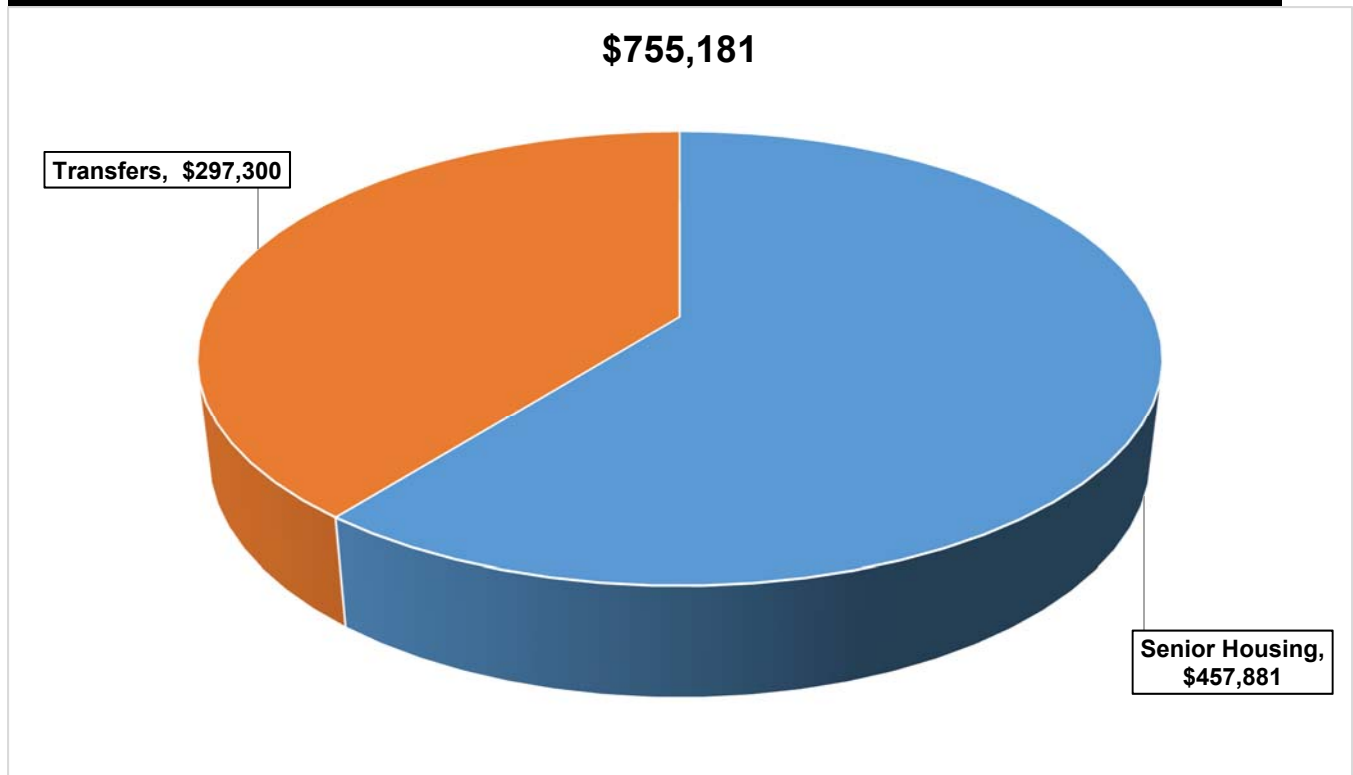
1. CONGREGATE HOUSING FUND

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

WHERE THE MONEY COMES FROM – TOTAL OPERATING REVENUES



WHERE THE MONEY GOES – TOTAL OPERATING EXPENDITURES



City of Kenai
Fiscal Year 2021 Operating Budget

Budget Projection
Fund: 009 - Congregate Housing Fund

	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Original Budget FY2020</u>	<u>Projection FY2020</u>	<u>Adopted FY2021</u>
Revenues					
PERS Grant	\$ 1,153	\$ 1,995	\$ 2,865	\$ 2,865	\$ 3,909
Rents and Leases	394,618	407,714	406,145	401,145	417,533
Interest on Investments	2,558	21,630	4,000	4,000	4,000
Miscellaneous	(300)	474	-	(707)	-
Total Revenues	<u>398,029</u>	<u>431,813</u>	<u>413,010</u>	<u>407,303</u>	<u>425,442</u>
Expenses	<u>475,300</u>	<u>455,468</u>	<u>496,568</u>	<u>496,568</u>	<u>495,181</u>
Net Income (loss)	(77,271)	(23,655)	(83,558)	(89,265)	(69,739)
Beginning Retained Earnings	506,832	570,007	482,690	679,542	609,723
Capital Asset Acquisitions	-	(7,256)	-	(121,000)	-
Allocated to Capital Projects	-	(121,000)	-	-	(260,000)
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>\$ 570,007</u>	<u>\$ 558,542</u>	<u>\$ 539,578</u>	<u>\$ 609,723</u>	<u>\$ 420,430</u>

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

Mission

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

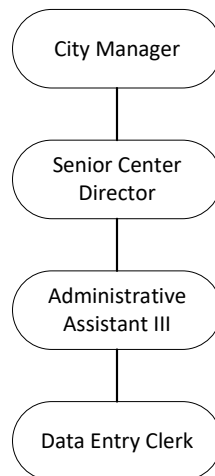
Functions & Responsibilities

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

Vintage Pointe Manor is adjacent to the Kenai Senior Center and allows residents convenient and safe access to all of the Center's various activities and services. The building has 40 units varying in size between one and two bedroom apartments. Rental rates vary from \$856 - \$1,045 per month, depending on the square footage and location of each apartment. Rental fees include gas heat, water, sewer, refuse and basic cable. Each unit has their own washer/dryer, electric stove, refrigerator, dishwasher and small storage area inside the building. The resident pays for their own electric, phone and internet. To qualify for Vintage Pointe Manor, a tenant must be 60 years or older and be able to live independently.

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

Organizational Chart



Staffing

Position Title	FY17 Actual		FY18 Actual		FY19 Actual		Budgeted FY20		Requested FY21		Projected FY22	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.25	18	.25	18	.25	18	.35	18	.35	18	.35	18
Administrative Assistant III	.25	10	.25	10	.25	10	.25	10	.25	10	.25	10
Data Entry Clerk	.02	1.1	.02	1.1	.02	1.1	.02	1.1	.02	1.1	.02	1.1

Performance Measures

FY	2016	2017	2018	2019	2020	2021
Occupancy Rate	100%	100%	100%	100%	100%	**100%
Units at Market Rate Rents	53%	85%	%	%	95%	17.5%

** Apartments may be vacant for short periods of time between tenants due to maintenance, etc.

FY20 Department Goals Evaluation

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

1. Replace aging furniture throughout the building as funds are available.
 - *Goal in transition due to excessive repair and maintenance during FY20.*
2. Encourage tenants to remain vigilant with regards to energy efficiency within their units and commons areas.
 - *Goal was idealistic and difficult to manage.*
3. Prepare a schedule for updating cabinets and countertops.
 - *Goal is in transition and a working project.*

FY21 Department Goals

1. To develop an internal move policy, which will effectively allow tenants to move to a desired apartment, at little or no impact to the budget.
2. To implement a schedule of replacing antiquated lighting and heating systems, thus reducing energy costs.
3. Review and revise policies for rental applications, deposits, lease agreements and house rules. Have current policies and house rules readily available in each apartment for new tenants in notebook form.

Future Considerations

Vintage Pointe Manor is now 28 years old. The building has been very well cared for and maintained, but the décor in the common areas needs updating. To keep the facility viable and remain attractive to future tenants, as well as affectively serve our current residents, we will need look for new ways to implement technology for better communication and security.

City of Kenai
Fiscal Year 2021 Operating Budget

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

Account Number	Expense Description	FY2019 Actual	Five year Historical Average	Original Budget FY2020	Amended Budget	Adopted FY2021	Increase (Decrease) FY2020 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 32,680	\$ 36,274	\$ 43,692	\$ 43,692	\$ 44,471	\$ 779	1.78%
0200	Overtime	84	17	-	-	122	122	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	386	360	1,839	1,839	1,876	37	2.01%
0400	Medicare	448	504	660	660	674	14	2.12%
0450	Social Security	27	15	26	26	26	-	-
0500	PERS	9,111	12,628	12,385	12,385	13,626	1,241	10.02%
0600	Unemployment Insurance	26	39	227	227	232	5	2.20%
0700	Workers Compensation	98	117	141	141	115	(26)	(18.44%)
0800	Health & Life Insurance	10,016	8,292	13,629	13,629	14,820	1,191	8.74%
0900	Supplemental Retirement	860	700	900	900	900	-	-
	Total Salaries & Benefits	\$ 53,736	\$ 58,946	\$ 73,499	\$ 73,499	\$ 76,862	\$ 3,363	4.58%
<u>Maintenance and Operations</u>								
2021	Office Supplies	34	110	250	250	250	-	-
2022	Operating & Repair Supplies	3,092	3,345	2,278	2,278	2,278	-	-
2024	Small Tools/Minor Equipment	4,933	6,799	8,960	8,960	8,960	-	-
2026	Computer Software	204	203	210	210	679	469	223.33%
4531	Professional Services	77,769	56,817	79,260	79,260	79,260	-	-
4532	Communications	2,047	2,151	2,402	2,402	1,135	(1,267)	(52.75%)
4533	Travel & Transportation	90	32	-	-	-	-	-
4534	Advertising	-	48	250	250	250	-	-
4535	Printing & Binding	334	178	400	400	500	100	25.00%
4536	Insurance	15,534	12,271	17,241	17,241	16,783	(458)	(2.66%)
4537	Utilities	83,358	84,199	93,602	93,602	89,758	(3,844)	(4.11%)
4538	Repair & Maintenance	30,451	58,732	40,420	40,420	40,420	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	140	166	150	150	150	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	140,446	139,466	140,446	140,446	140,446	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 358,432	\$ 364,517	\$ 385,869	\$ 385,869	\$ 380,869	\$ (5,000)	(1.30%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	150	150	-
9090	Transfers Out	164,300	62,610	37,200	37,200	297,300	260,100	699.19%
	Total Capital Outlay and Transfers	\$ 164,300	\$ 62,610	\$ 37,200	\$ 37,200	\$ 297,450	\$ 260,250	699.60%
	Department Total:	\$ 576,468	\$ 486,073	\$ 496,568	\$ 496,568	\$ 755,181	\$ 258,613	52.08%

**City of Kenai
Fiscal Year 2021 Operating Budget**

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

2022 Operating & Repair Supplies. Outdoor plants and chip bark.	4531 Professional Services. Facility management services, snow removal and sanding of parking area, and landscaping. AED warranty & maintenance.
2024 Small Tools/Minor Equipment. For the purchase of 2 washer/dryer stack combs, 3 stoves, 2 refrigerators, 3 garbage disposals, first aid kit & refills and computer replacement.	9090 Transfers Out. Central administrative charges from General Fund, \$37,300, apartment kitchen and bathroom remodel, \$100,000 and boiler replacement, \$160,000.

MAJOR AND CAPITAL PROJECT FUNDS

MAJOR AND CAPITAL PROJECTS

The following section provides a description of the FY2021 City of Kenai Major and Capital Project Budgets.

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

Definition of a Capital Project

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

Definition of a Major Project

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

Sources of Funding

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

Prioritization

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

In total, this budget includes \$3,660,319 in project requests for FY2021. Remaining pages of this section provide a detailed description of adopted projects.

City of Kenai
Capital Budget Revenue, Expenditure and Fund Balance Summary
Fiscal Years 2021 Through 2025

	FY2020 Projected	FY2021 Adopted	FY2022 Projected	FY2023 Projected	FY2024 Projected	FY2025 Projected
Revenues:						
Grants	\$ 13,450,930	\$ 3,337,210	\$ 17,687,925	\$ 14,103,375	\$ 1,250,000	\$ 17,343,750
Transfer from Other Fund:						
General Fund	387,800	152,259	979,910	1,165,730	1,654,000	1,115,000
Public Safety Improvement Capital Project Fund	15,000	-	-	-	-	-
Airport Special Revenue Fund	806,795	-	48,286	868,690	100,000	1,156,250
Airport Terminal Improvement Capital Project Fund	-	208,485	-	-	-	-
Airport Master Plan Improvement Capital Project Fund	-	2,515	-	-	-	-
Personal Use Fishery Special Revenue Fund	-	38,724	175,602	50,860	-	-
Water & Sewer Special Revenue Fund	1,060,000	882,577	999,032	1,185,760	940,000	620,000
Congregate Housing Enterprise Fund	-	260,000	150,539	100,770	100,000	100,000
Restitution	-	153,317	-	-	-	-
Donations	26,001	-	-	-	-	-
Other income	43,972	-	-	-	-	-
Proceeds from the Issuance of Debt	-	-	9,202,151	-	-	-
Total Revenues	15,790,498	5,035,087	29,243,445	17,475,185	4,044,000	20,335,000
Expenditures:						
General Government	-	-	305,000	50,000	50,000	-
Parks, Recreation & Culture	50,651	901,511	1,324,661	945,000	2,091,000	-
Senior Citizen Programs	46,418	-	-	48,000	40,000	35,000
Public Works	11,873	1,754,315	18,416,210	17,920,000	723,000	330,000
Public Safety	50,000	-	250,000	100,000	-	750,000
Senior Housing	275	373,469	150,000	100,000	100,000	100,000
Kenai Municipal Airport	14,087,427	2,327,300	1,750,000	3,693,000	100,000	18,500,000
Water & Sewer Utility	1,092,339	2,227,881	995,000	1,180,000	940,000	620,000
Total Expenditures	15,338,983	7,584,476	23,190,871	24,036,000	4,044,000	20,335,000
Transfer to Other Funds						
Kenai Senior Center Improvement Capital Project Fund	15,000	-	-	-	-	-
Airport Terminal Improvement Capital Project Fund	-	208,485	-	-	-	-
Airport Master Plan Improvement Capital Project Fund	-	2,515	-	-	-	-
Total Transfer to other Funds	15,000	211,000	-	-	-	-
Total Expenditures and transfers	15,353,983	7,795,476	23,190,871	24,036,000	4,044,000	20,335,000
Contribution to/(From) Fund Balance	436,515	(2,760,389)	6,052,574	(6,560,815)	-	-
Beginning Fund Balance	2,836,204	3,272,719	512,330	6,564,904	4,089	4,089
Ending Fund Balance	\$ 3,272,719	\$ 512,330	\$ 6,564,904	\$ 4,089	\$ 4,089	\$ 4,089
Unassigned Fund Balance:						
Kenai Personal Use Fishery Imp. Capital Project Fund	11,276	-	-	-	-	-
Animal Control Improvement Capital Project Fund	4,089	4,089	4,089	4,089	4,089	4,089
Kenai Multipurpose Facility Capital Imp. Capital Project Fund	2,741	-	-	-	-	-
Airport Terminal Improvement Capital Project Fund	269,865	61,380	-	-	-	-
Airport Master Plan Improvement Capital Project Fund	2,515	-	-	-	-	-
Airport Improvements Capital Project Fund	560,566	438,940	435,815	-	-	-
Water & Sewer Improvement Capital Project Fund	17,423	-	-	-	-	-
Municipal Roadway Improvement Capital Project Fund	7,921	7,921	-	-	-	-
Total Unassigned Fund Balance	\$ 876,396	\$ 512,330	\$ 439,904	\$ 4,089	\$ 4,089	\$ 4,089

City of Kenai
Capital Budget Expenditure Summary
of Current Future Year Authorizations
Fiscal Years 2021 Through 2025

	FY2020 Projected	FY2021 Adopted	FY2022 Projected	FY2023 Projected	FY2024 Projected	FY2025 Projected
Prior Year's Authorizations						
Parks, Recreation & Culture:						
Cemetery Improvement Capital Project Fund	\$ 40,136	\$ 188,786	\$ -	\$ -	\$ -	\$ -
Kenai Recreation Center Capital Project Fund	9,315	156,075	-	-	-	-
Kenai City Dock Improvement Capital Project Fund	-	265,050	-	-	-	-
Library Improvement Capital Project Fund	-	50,000	-	-	-	-
Trail Construction Capital Project Fund	1,200	36,600	-	-	-	-
Senior Citizen Programs -						
Kenai Senior Center Improvement Capital Project Fund	61,418	-	-	-	-	-
Public Works:						
Kenai Bluff Erosion Capital Project Fund	1,519	1,000,000	-	-	-	-
City Shop Improvement Capital Project Fund	-	24,669	-	-	-	-
Municipal Roadway Improvements Capital Project Fund	10,354	729,646	-	-	-	-
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	50,000	-	-	-	-	-
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	275	113,469	-	-	-	-
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	40,000	-	-	-	-	-
Airport Terminal Improvement Capital Project Fund	6,854,752	25,000	-	-	-	-
Airport Improvement Capital Project Fund	7,192,675	6,981	-	-	-	-
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	11,520	517,881	-	-	-	-
Wastewater Treatment Facility Imp. Capital Project Fund	<u>1,080,819</u>	<u>810,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Prior Year's Authorizations	15,353,983	3,924,157	-	-	-	-
Current & Future Year Authorizations:						
General Government						
Information Technology Improvement Capital Project Fund	-	-	95,000	50,000	-	-
Kenai City Hall Improvement Capital Project Fund	-	-	210,000	-	50,000	-
Parks, Recreation & Culture:						
Playground Improvement Capital Project Fund	-	-	-	-	85,000	-
Park Improvement Capital Project Fund	-	-	-	35,000	-	-
Cemetery Improvements Capital Project Fund	-	-	-	260,000	-	-
Kenai Recreation Center Capital Project Fund	-	-	60,000	280,000	756,000	-
Kenai Visitor Center Capital Project Fund	-	-	182,000	-	-	-
Personal Use Fishery Improvement Capital Project Fund	-	50,000	175,000	50,000	-	-
Kenai Multipurpose Facility Capital Project Fund	-	155,000	-	-	1,250,000	-
Library Improvement Capital Project Fund	-	-	190,000	35,000	-	-
Trail Construction Capital Project Fund	-	-	717,661	285,000	-	-
Senior Citizen Programs -						
Kenai Senior Center Improvement Capital Project Fund	-	-	-	48,000	40,000	35,000
Public Works:						
Kenai Bluff Erosion Capital Project Fund	-	-	17,500,000	17,500,000	-	-
Municipal Roadway Improvements Capital Project Fund	-	-	916,210	420,000	723,000	330,000
Public Safety:						
Kenai Public Safety Improvement Capital Project Fund	-	-	250,000	100,000	-	750,000
Senior Housing -						
Congregate Housing Improvement Capital Project Fund	-	260,000	150,000	100,000	100,000	100,000
Kenai Municipal Airport						
Airport Operations Facility Capital Project Fund	-	80,000	-	-	-	-
Airport Snow Removal Equipment Capital Project Fund	-	381,000	-	-	-	-
Airport Terminal Improvement Capital Project Fund	-	-	1,700,000	-	50,000	-
Airport Improvement Capital Project Fund	-	1,834,319	50,000	3,693,000	50,000	18,500,000
Water & Sewer Utility						
Water & Sewer Improvement Capital Project Fund	-	115,000	685,000	905,000	285,000	365,000
Waste Water Treatment Plant Capital Project Fund	<u>-</u>	<u>785,000</u>	<u>310,000</u>	<u>275,000</u>	<u>655,000</u>	<u>255,000</u>
Total Current & Future Year Authorizations	<u>-</u>	<u>3,660,319</u>	<u>23,190,871</u>	<u>24,036,000</u>	<u>4,044,000</u>	<u>20,335,000</u>
Total Expenditures	<u>\$ 15,353,983</u>	<u>\$ 7,584,476</u>	<u>\$ 23,190,871</u>	<u>\$ 24,036,000</u>	<u>\$ 4,044,000</u>	<u>\$ 20,335,000</u>

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 106 - Playground Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
Expenditures - Current & Future Year Authorizations:						
Softball Greenstrip play equipment replacement	-	-	-	-	85,000	-
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 116 - Park Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -
Expenditures - Current & Future Year Authorizations:						
Outdoor Event Park - Design	-	-	-	35,000	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 118 - Cemetery Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues - Transfer from General Fund	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -
Expenditures - Prior Year's Authorizations - Kenai Cemetery Expansion Phase 1	40,136	188,786	-	-	-	-
Expenditures - Current & Future Year Authorizations - Kenai Cemetery Expansion Phase 2	-	-	-	260,000	-	-
Total Expenditures	40,136	188,786	-	260,000	-	-
Contribution to/(From) Fund Balance	(40,136)	(188,786)	-	-	-	-
Beginning Fund Balance	228,922	188,786	-	-	-	-
Ending Fund Balance	188,786	-	-	-	-	-
Assigned - Kenai Cemetery Expansion Phase 1	(188,786)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 119 - Kenai Recreation Center Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ 37,890	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	100,000	-	60,000	280,000	756,000	-
Total Revenues	<u>100,000</u>	<u>37,890</u>	<u>60,000</u>	<u>280,000</u>	<u>756,000</u>	<u>-</u>
Expenditures:						
Prior Year's Authorizations:						
Locker room Improvements	-	12,500	-	-	-	-
Exterior Refinishing	-	23,300	-	-	-	-
Hot Water System Replacement	-	29,590	-	-	-	-
Roof Repair	9,315	40,685	-	-	-	-
Exterior Grading Repair	-	50,000	-	-	-	-
Total Prior Year's Authorizations	<u>9,315</u>	<u>156,075</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations						
Hot Water System Replacement	-	-	60,000	-	-	-
Roof Top HVAC Unit Replacement	-	-	-	280,000	-	-
Roof Replacement	-	-	-	-	756,000	-
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>280,000</u>	<u>756,000</u>	<u>-</u>
Total Expenditures	<u>9,315</u>	<u>156,075</u>	<u>60,000</u>	<u>280,000</u>	<u>756,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	90,685	(118,185)	-	-	-	-
Beginning Fund Balance	<u>27,500</u>	<u>118,185</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	118,185	-	-	-	-	-
Assigned:						
Hot Water System Replacement	(27,500)	-	-	-	-	-
Roof Repair	(40,685)	-	-	-	-	-
Exterior Grading Repair	<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>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 120 - Kenai Senior Center Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ 48,000	\$ 40,000	\$ 35,000
Donations	<u>26,001</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>26,001</u>	<u>-</u>	<u>-</u>	<u>48,000</u>	<u>40,000</u>	<u>35,000</u>
Expenditures - Current & Future Year Authorizations -						
Dining Room and Admin Office Flooring	34,453	-	-	-	-	-
Computer Lab new entrance	11,965	-	-	-	-	-
HVAC and DDC Controls	-	-	-	48,000	-	-
Landscaping Phase I	-	-	-	-	40,000	-
Landscaping Phase II	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,000</u>
Total Current & Future Year Authorizations	<u>46,418</u>	<u>-</u>	<u>-</u>	<u>48,000</u>	<u>40,000</u>	<u>35,000</u>
Transfer to Other Funds	<u>15,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and transfers	61,418	-	-	48,000	40,000	35,000
Contribution to/(From) Fund Balance	(35,417)	-	-	-	-	-
Beginning Fund Balance	<u>35,417</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 2021 Capital Budget

Fund 127 - Kenai Visitor Center Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ -	\$ -	\$ 182,000	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations -						
HVAC and DDC Controls	-	-	62,000	-	-	-
Roof replacement	-	-	120,000	-	-	-
Total Current & Future Year Authorizations	-	-	182,000	-	-	-
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 129 - Kenai Bluff Erosion Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Grants	\$ 1,519	\$ 1,000,000	\$ 14,422,849	\$ 11,375,000	\$ -	\$ -
Proceeds from debt issuance	-	-	9,202,151	-	-	-
Total Revenues	<u>\$ 1,519</u>	<u>\$ 1,000,000</u>	<u>\$ 23,625,000</u>	<u>\$ 11,375,000</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures:						
Prior Year's Authorizations - Kenai Bluff Stabilization Project	1,519	1,000,000	-	-	-	-
Current & Future Year Authorizations - Kenai Bluff Stabilization Project	<u>-</u>	<u>-</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,519</u>	<u>1,000,000</u>	<u>17,500,000</u>	<u>17,500,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	6,125,000	(6,125,000)	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,125,000</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	6,125,000	-	-	-
Assigned - Kenai Bluff Stabilization Project	<u>-</u>	<u>-</u>	<u>(6,125,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 130 - Personal Use Fishery Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues -						
Transfer from Personal Use Fishery Fund	\$ -	\$ 38,724	\$ 175,000	\$ 50,000	\$ -	\$ -
Expenditures - Current & Future Year Authorizations -						
Float replacement	-	50,000	50,000	50,000	-	-
Boat ramp concrete repairs	-	-	125,000	-	-	-
Total Current & Future Year Authorizations	-	50,000	175,000	50,000	-	-
Contribution to/(From) Fund Balance	-	(11,276)	-	-	-	-
Beginning Fund Balance	11,276	11,276	-	-	-	-
Ending Fund Balance	11,276	-	-	-	-	-
Assigned -	-	-	-	-	-	-
Unassigned Fund Balance	\$ 11,276	\$ -	\$ -	\$ -	\$ -	\$ -

PERSONAL USE FISHERY FUND FUND PROJECTS

PERSONAL USE FISHERY FLOAT REPLACEMENT

01

Department: Public Works

Total Project Cost: \$150,000

Project Phased: Yes

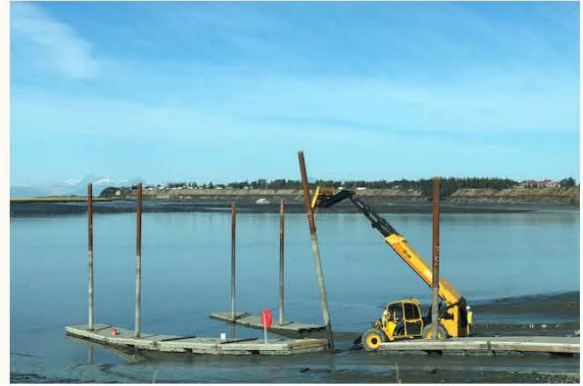
Project Type: Infrastructure

Funding Source(s): Personal Use Fishery Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2021	2022	2023	2024	2025
COST:	\$50,000	\$50,000	\$50,000		

Details:

This project 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 2021 Capital Budget

Fund 132 - Information Technology Improvement Capital Project Fund

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
	<u>Projected</u>	<u>Adopted</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Revenues -						
Grants	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Transfer from General Fund	-	-	26,411	37,730	-	-
Transfer from Airport Fund	-	-	3,416	4,880	-	-
Transfer from Personal Use Fishery Fund	-	-	602	860	-	-
Transfer from Congregate Housing Fund	-	-	539	770	-	-
Transfer from Water & Sewer Fund	-	-	4,032	5,760	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>95,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Expenditures - Current & Future Year Authorizations -						
Network Access Control	-	-	60,000	-	-	-
IT Master Planning	-	-	35,000	-	-	-
Multi-factor Authentication	-	-	-	50,000	-	-
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>95,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	-	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 133 - Animal Control Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues -						
Transfer from Airport Special Revenue Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures - Prior Year's Authorizations -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>
Ending Fund Balance	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>	<u>4,089</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 4,089</u>	<u>\$ 4,089</u>	<u>\$ 4,089</u>	<u>\$ 4,089</u>	<u>\$ 4,089</u>	<u>\$ 4,089</u>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 134 - Kenai City Dock Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restitution	-	153,317	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ 153,317</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures - Prior Year's Authorizations -						
Earthquake Damage Repairs	-	153,317	-	-	-	-
Cathodic Protection Improvements	-	111,733	-	-	-	-
Total Expenditures	<u>-</u>	<u>265,050</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	(111,733)	-	-	-	-
Beginning Fund Balance	<u>111,733</u>	<u>111,733</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	111,733	-	-	-	-	-
Cathodic Protection Improvements	<u>(111,733)</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 2021 Capital Budget**

Fund 135 - Kenai Public Safety Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues:						
Grant	\$ -	\$ -	\$ 250,000	\$ 100,000	\$ -	\$ -
Transfer from Senior Citizen Imp. Capital Fund	15,000	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-	750,000
Total Revenues	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 750,000</u>
Expenditures - Current & Future Year Authorizations -						
Fire Department kitchen remodel	50,000	-	-	-	-	-
Dispatch radio equipment upgrade	-	-	250,000	-	-	-
Mobile radio replacement - Police	-	-	-	100,000	-	-
Public Safety Building Asbestos Abatement	-	-	-	-	-	750,000
Total Current & Future Year Authorizations	<u>50,000</u>	<u>-</u>	<u>250,000</u>	<u>100,000</u>	<u>-</u>	<u>750,000</u>
Contribution to/(From) Fund Balance	(35,000)	-	-	-	-	-
Beginning Fund Balance	<u>35,000</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 2021 Capital Budget**

Fund 209 - Congregate Housing Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues -						
Transfer Congregate Housing Enterprise Fund	\$ -	\$ 260,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures:						
Prior Year's Authorizations:						
Fire Control System Upgrade	275	88,469	-	-	-	-
Boiler Replacement Project Design	-	25,000	-	-	-	-
Total Prior Year's Authorizations	275	113,469	-	-	-	-
Current & Future Year Authorizations						
Apartment kitchen and bathroom remodel	-	100,000	100,000	100,000	100,000	100,000
Boiler replacement	-	160,000	-	-	-	-
Elevator major maintenance	-	-	50,000	-	-	-
Total Current & Future Year Authorizations	-	260,000	150,000	100,000	100,000	100,000
Total Expenditures	275	373,469	150,000	100,000	100,000	100,000
Contribution to/(From) Fund Balance	(275)	(113,469)	-	-	-	-
Beginning Fund Balance	113,744	113,469	-	-	-	-
Ending Fund Balance	113,469	-	-	-	-	-
Assigned:						
Fire Control System Upgrade	(88,469)	-	-	-	-	-
Boiler Replacement Project Design	(25,000)	-	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONGREGATE HOUSING FUND PROJECTS

VINTAGE POINTE BOILER REPLACEMENT

01

Department: Public Works

Total Project Cost: \$160,000

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:	2021	2022	2023	2024	2025
COST:	\$160,00				

Details:

This project replaces aging equipment with new to provide for more consistent and reliable service. Existing units have continued to require extensive maintenance to maintain operation.

APARTMENT KITCHEN AND BATHROOM REMODEL

02

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:	2021	2022	2023	2024	2025
COST:	\$100,000	\$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 2021 Capital Budget**

Fund 215 - City Shop Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures - Prior Year's Authorizations - Shop Pad Expansion	<u>-</u>	<u>24,669</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	(24,669)	-	-	-	-
Beginning Fund Balance	<u>24,669</u>	<u>24,669</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	24,669	-	-	-	-	-
Assigned -						
Shop Pad Expansion	<u>(24,669)</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 2021 Capital Budget**

Fund 217 - Kenai Multipurpose Facility Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -
Transfer From General Fund	-	152,259	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ 152,259</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,250,000</u>	<u>\$ -</u>
Expenditures - Current & Future Year Authorizations -						
Exhaust fan installation	-	75,000	-	-	-	-
Rust remediation	-	80,000	-	-	-	-
Permanent locker rooms	-	-	-	-	1,250,000	-
Total Expenditures	<u>-</u>	<u>155,000</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	(2,741)	-	-	-	-
Beginning Fund Balance	<u>2,741</u>	<u>2,741</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>\$ 2,741</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

GENERAL FUND PROJECTS

MULTI-PURPOSE FACILITY RUST REMEDIATION

19

Department: Public Works

Total Project Cost: \$80,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact



YEAR:	2021	2022	2023	2024	2025
COST:	\$80,000				

Details:

This project will remove rust and algae at the Multi-Purpose Facility by power washing and then sealing parts of the Facility with a rust inhibitor spray coating to ensure the Facility will be usable for years to come. Excessive moisture issues at the Facility have created an environment for rust and algae to grow on elements of the interior roof structure.

MULTI-PURPOSE FACILITY EXHAUST FAN

08

Department: Public Works

Total Project Cost: \$75,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Increase



YEAR:	2021	2022	2023	2024	2025
COST:	\$75,000				

Details:

This project will install a large exhaust fan ventilation system with humidistatic controls to prevent continued moisture issues within the Multi-Purpose Facility. Summer ice is the largest contributing factor to excessive humidity; however, this system will be beneficial year-round.

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 218 - Library Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ 132,000	\$ 35,000		
Transfer From General Fund	50,000	-	58,000	-	-	-
Total Revenues	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 190,000</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures						
Prior Year's Authorizations -						
Sidewalk repairs	-	50,000	-	-	-	-
Current & Future Year Authorizations						
HVAC DDC Controls	-	-	58,000	-	-	-
RFID Tagging Phase I	-	-	132,000	-	-	-
RFID Tagging Phase II	-	-	-	35,000	-	-
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>190,000</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>50,000</u>	<u>190,000</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	50,000	(50,000)	-	-	-	-
Beginning Fund Balance	-	50,000	-	-	-	-
Ending Fund Balance	50,000	-	-	-	-	-
Assigned -						
Sidewalk repairs	(50,000)	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 228 - Kenai City Hall Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer from General Fund	\$ -	\$ -	\$ 210,000	\$ -	\$ 50,000	\$ -
Expenditures - Current & Future Year Authorizations -						
HVAC air handler replacement	-	-	210,000	-	-	-
Elevator major maintenance	-	-	-	-	50,000	-
Total Current & Future Year Authorizations	-	-	210,000	-	50,000	-
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 2021 Capital Budget

Fund 328 - Airport Operations Facility Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Transfer from Terminal Imp. Capital Project Fund	\$ -	\$ 77,485	\$ -	\$ -	\$ -	\$ -
Transfer from Master Plan Capital Project Fund	-	2,515	-	-	-	-
Transfer from Airport Special Revenue Fund	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>40,000</u>	\$ <u>80,000</u>	\$ -	\$ -	\$ -	\$ -
Expenditures - Current & Future Year Authorizations						
Dry sprinkler system repair	40,000	-	-	-	-	-
HVAC DDC controls	<u>-</u>	<u>80,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	<u>40,000</u>	<u>80,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<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>

AIRPORT OPERATIONS DDC CONTROLS CONVERSION

04

Department: Airport

Total Project Cost: \$80,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): Airport Fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$80,000				

Details:

This project will consolidate the existing Airport Operations Facility controls systems into one system controlled by Meridian. This work will allow for easier future maintenance of the facility's heating, ventilation, and air conditioning (HVAC) system, making diagnosis of equipment issues much more manageable.

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 332 - Airport Snow Removal Equipment Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Transfer from Terminal Imp. Capital Project Fund	-	131,000	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ 381,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures - Current & Future Year Authorizations						
Wheeled Loader Replacement	-	250,000	-	-	-	-
Tractor/Mower Replacement	-	131,000	-	-	-	-
Total Current & Future Year Authorizations	<u>-</u>	<u>381,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	-	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<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>

AIRPORT FUND PROJECTS

WHEELED LOADER REPLACEMENT

03

Department: Airport
Total Project Cost: \$250,000
Project Phased: No
Project Type: Equipment
Funding Source(s): Grant Dependent
Potential Grant Identified: Federal Aviation Administration
Operating Budget Impact: Minimal or No Impact



YEAR:	2021	2022	2023	2024	2025
COST:	\$250,000				

Details:
This project would replace old and aging equipment with new efficient snow removal equipment, consisting of a loader with attachments.

AIRPORT FUND PROJECTS

TRACTOR/MOWER REPLACEMENT

05

Department: Airport

Total Project Cost: \$131,000

Project Phased: No

Project Type: Equipment

Funding Source(s): Airport Fund

Potential Grant Identified: None

Operating Budget Impact: Slight Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$131,000				

Details:

This project would replace a 17-year-old tractor/mower with a failing transmission with a new efficient tractor/mower, consisting of a tractor with mower attachment.

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 335 - Airport Terminal Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues:						
Grants	\$ 6,043,214	\$ -	\$ 1,593,750	\$ -	\$ -	\$ -
Transfer from Airport Special Revenue Fund	-	-	44,870	-	50,000	-
Total Revenues	<u>\$ 6,043,214</u>	<u>\$ -</u>	<u>\$ 1,638,620</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>
Expenditures:						
Prior Year's Authorizations -						
Terminal rehabilitation project	6,854,752	-	-	-	-	-
Parking lot expansion	-	25,000	-	-	-	-
Total Prior Year's Authorizations	<u>6,854,752</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Elevator major maintenance	-	-	-	-	50,000	-
Terminal road and parking lot improvements	-	-	1,700,000	-	-	-
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>1,700,000</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
Total Expenditures	6,854,752	25,000	1,700,000	-	50,000	-
Transfer to Other Funds	<u>-</u>	<u>208,485</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and transfers	6,854,752	233,485	1,700,000	-	50,000	-
Contribution to/(From) Fund Balance	(811,538)	(233,485)	(61,380)	-	-	-
Beginning Fund Balance	<u>1,106,403</u>	<u>294,865</u>	<u>61,380</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	294,865	61,380	-	-	-	-
Assigned:						
Parking lot expansion	<u>(25,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 269,865</u>	<u>\$ 61,380</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 337- Airport Master Plan Improvement Capital Project Fund

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
	<u>Projected</u>	<u>Adopted</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From Airport Special Revenue Fund	-	-	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures -						
Current and Future Year's Authorizations -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfer to Other Funds	<u>-</u>	<u>2,515</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and transfers	-	2,515	-	-	-	-
Contribution to/(From) Fund Balance	-	(2,515)	-	-	-	-
Beginning Fund Balance	<u>2,515</u>	<u>2,515</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	2,515	-	-	-	-	-
Assigned -	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 2,515</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 342 - Airport Improvements Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues -						
Grants	\$ 6,644,454	\$ 1,719,674	\$ 46,875	\$ 2,393,375	\$ -	\$ 17,343,750
Transfer from Airport Special Revenue Fund	766,795	-	-	863,810	50,000	1,156,250
Other income	43,972	-	-	-	-	-
Total Revenues	<u>\$ 7,455,221</u>	<u>\$ 1,719,674</u>	<u>\$ 46,875</u>	<u>\$ 3,257,185</u>	<u>\$ 50,000</u>	<u>\$ 18,500,000</u>
Expenditures:						
Prior Year's Authorizations -						
Flight Service Station Impr. Phase 3	89,902	-	-	-	-	-
2019 Crack sealing and pavement repair	948,766	-	-	-	-	-
2019 AFTC facility rehabilitation	6,154,007	-	-	-	-	-
Airfield Fencing Rehabilitation	-	6,981	-	-	-	-
Total Prior Year's Authorizations	<u>7,192,675</u>	<u>6,981</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations:						
Runway Protection Zone land acquisition	-	100,000	-	-	-	-
Airfield sand and equip. storage building	-	1,734,319	-	-	-	-
Airfield painting and cracksealing	-	-	50,000	1,250,000	-	-
Apron and Willow St. Extension	-	-	-	2,443,000	-	-
ARFT elevator major maintenance	-	-	-	-	50,000	-
Runway reconstruction	-	-	-	-	-	15,000,000
Rehabilitate taxiways A, C, K & L	-	-	-	-	-	3,500,000
Total Current & Future Year Authorizations	<u>-</u>	<u>1,834,319</u>	<u>50,000</u>	<u>3,693,000</u>	<u>50,000</u>	<u>18,500,000</u>
Total Expenditures	<u>7,192,675</u>	<u>1,841,300</u>	<u>50,000</u>	<u>3,693,000</u>	<u>50,000</u>	<u>18,500,000</u>
Contribution to/(From) Fund Balance	262,546	(121,626)	(3,125)	(435,815)	-	-
Beginning Fund Balance	<u>298,020</u>	<u>560,566</u>	<u>438,940</u>	<u>435,815</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	560,566	438,940	435,815	-	-	-
Assigned:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 560,566</u>	<u>\$ 438,940</u>	<u>\$ 435,815</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AIRPORT FUND PROJECTS

AIRFIELD SAND AND EQUIPMENT STORAGE BUILDING

01

Department: Airport

Total Project Cost: \$2,000,000

Project Phased: No

Project Type: Building

Funding Source(s): Grant Dependent

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: Significant Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$2,000,000				

Details:

This project will construct an approximately 6,400 square-foot sand and snow removal equipment storage building to allow the Airport to screen and stockpile sand for winter usage and store sand and snow removal equipment. A sand and snow removal equipment storage building will lengthen the useful life of the equipment.

RUNWAY PROTECTION ZONE LAND ACQUISITION

02

Department: Airport

Total Project Cost: \$100,000

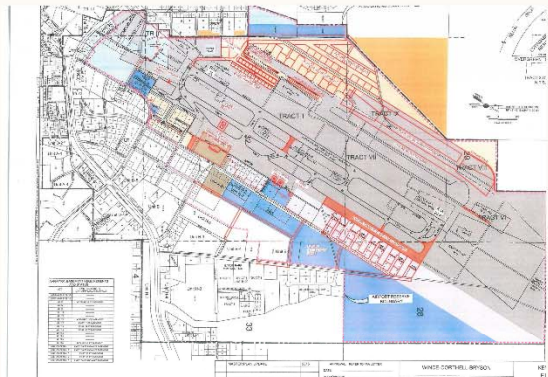
Project Phased: No

Project Type: Land Improvement

Funding Source(s): Grant Dependent

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: Minimal or No Impact



YEAR:	2021	2022	2023	2024	2025
COST:	\$100,000				

Details:

This project purchases two lots that have been identified on the south end of the apron and within the Runway Protection Zone (RPZ). Land for RPZ and obstruction control is FAA eligible, and these lots are designated as "Land for obstruction removal" on the Airport Layout Plan.

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 621 - Water & Sewer Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues -						
Transfer from Water & Sewer Special Rev. Fund	\$ 250,000	\$ 97,577	\$ 685,000	\$ 905,000	\$ 285,000	\$ 365,000
Total Revenues	<u>250,000</u>	<u>97,577</u>	<u>685,000</u>	<u>905,000</u>	<u>285,000</u>	<u>365,000</u>
Expenditures:						
Prior Year's Authorizations:						
Lift station upgrades	11,520	-	-	-	-	-
Spur Highway watermain upsize	-	125,842	-	-	-	-
Inlet Woods Lift Station Upgrades	-	21,639	-	-	-	-
Reservoir #1 Telemetry Upgrades	-	110,400	-	-	-	-
Water & Sewer Utility masterplan and rate study	-	150,000	-	-	-	-
SCADA system integration	-	25,000	-	-	-	-
Hydrant mapping & installation Phase I	-	75,000	-	-	-	-
Relocate Well House #1	-	10,000	-	-	-	-
Total Prior Year's Authorizations	<u>11,520</u>	<u>517,881</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations:						
SCADA system integration	-	35,000	35,000	35,000	35,000	35,000
Manhole restoration	-	80,000	-	80,000	-	80,000
Water Treatment Facility pump house phase 1	-	-	650,000	-	-	-
Water Treatment Facility pump house phase 2	-	-	-	650,000	-	-
Lift Station renovation phase 1	-	-	-	140,000	-	-
Lift Station renovation phase 2	-	-	-	-	250,000	-
Lift Station renovation phase 3	-	-	-	-	-	250,000
Total Current & Future Year Authorizations	<u>-</u>	<u>115,000</u>	<u>685,000</u>	<u>905,000</u>	<u>285,000</u>	<u>365,000</u>
Total Expenditures	<u>11,520</u>	<u>632,881</u>	<u>685,000</u>	<u>905,000</u>	<u>285,000</u>	<u>365,000</u>
Contribution to/(From) Fund Balance	238,480	(535,304)	-	-	-	-
Beginning Fund Balance	<u>296,824</u>	<u>535,304</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	535,304	-	-	-	-	-
Assigned:						
Spur Highway watermain upsize	(125,842)	-	-	-	-	-
Inlet Woods Lift Station Upgrades	(21,639)	-	-	-	-	-
Reservoir #1 Telemetry Upgrades	(110,400)	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	(150,000)	-	-	-	-	-
SCADA system integration	(25,000)	-	-	-	-	-
Hydrant mapping & installation Phase I	(75,000)	-	-	-	-	-
Relocate Well House #1	(10,000)	-	-	-	-	-
Unassigned Fund Balance	<u>\$ 17,423</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SCADA INTEGRATION - WASTE WATER

03

Department: Public Works - Water & Sewer

Total Project Cost: \$175,000

Project Phased: Yes

Project Type: Technology & Equipment

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Significant Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Details:

This project allows for continued integrations of systems operations into a Supervisory Control and Data Acquisition (SCADA) system. The City has an existing Wonderware SCADA system. The Water and Sewer side is extensively more setup than the Wastewater Treatment Plant side. Implementation of this system will provide ongoing insight and oversight into the City's operational processes, which will provide opportunities for efficiency and lower operating costs.

SEWER MAINTENANCE HOLE RESTORATIONS

04

Department: Public Works - Water & Sewer

Total Project Cost: \$240,000

Project Phased: No

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$80,000		\$80,000		\$80,000

Details:

This project resets and seals sanitary sewer maintenance hole structures along Lawton Drive. Structures are in a swamp area and are allowing infiltration into the sanitary collection system. Additional areas will be inspected and addressed to minimize infiltration City-wide.

City of Kenai
Fiscal Year 2021 Capital Budget

Fund 625 - Wastewater Treatment Facility Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues -						
Grants	\$ 751,389	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Water & Sewer Special Revenue Fund	810,000	785,000	310,000	275,000	655,000	255,000
Total Revenues	<u>1,561,389</u>	<u>785,000</u>	<u>310,000</u>	<u>275,000</u>	<u>655,000</u>	<u>255,000</u>
Expenditures:						
Prior Year's Authorizations:						
Sewer Treatment Plant upgrades	1,080,819	-	-	-	-	-
Water & Sewer Utility masterplan and rate study	-	150,000	-	-	-	-
Clarifier/Pump house coatings	-	40,000	-	-	-	-
Belt Press replacement	-	500,000	-	-	-	-
Aeration basin restore/coating	-	90,000	-	-	-	-
SCADA system integration	-	30,000	-	-	-	-
Total Prior Year Authorizations	<u>1,080,819</u>	<u>810,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations:						
Digester blower replacement and building	-	750,000	-	-	-	-
SCADA system integration	-	35,000	35,000	35,000	35,000	35,000
Electronic access gate and controls	-	-	40,000	-	-	-
Boiler and mechanical replacement	-	-	175,000	-	-	-
Contact basin repairs	-	-	60,000	-	-	-
Operations building roof replacement	-	-	-	240,000	-	-
Secondary digester construction	-	-	-	-	620,000	-
Operations exterior renovation	-	-	-	-	-	220,000
Total Current & Future Year Authorizations	<u>-</u>	<u>785,000</u>	<u>310,000</u>	<u>275,000</u>	<u>655,000</u>	<u>255,000</u>
Total Expenditures	<u>1,080,819</u>	<u>1,595,000</u>	<u>310,000</u>	<u>275,000</u>	<u>655,000</u>	<u>255,000</u>
Contribution to/(From) Fund Balance	480,570	(810,000)	-	-	-	-
Beginning Fund Balance	<u>329,430</u>	<u>810,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	810,000	-	-	-	-	-
Assigned:						
Water & Sewer Utility masterplan and rate study	(150,000)	-	-	-	-	-
Clarifier/Pump house coatings	(40,000)	-	-	-	-	-
Belt Press replacement	(500,000)	-	-	-	-	-
Aeration basin restore/coating	(90,000)	-	-	-	-	-
SCADA system integration	<u>(30,000)</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>

WATER & SEWER FUND PROJECTS

DIGESTER BLOWER AND BUILDING

01

Department: Public Works - Water & Sewer

Total Project Cost: \$750,000

Project Phased: No

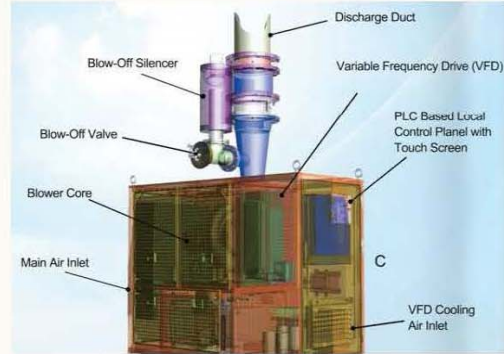
Project Type: New Building & Equipment

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Slight Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$750,000				

Details:

This project will replace two 40-year-old blowers and install blowers in an approximately 24 x 24 square foot prefab metal building located adjacent to the existing digester tank.

SCADA INTEGRATION - WATER & SEWER

02

Department: Public Works - Water & Sewer

Total Project Cost: \$175,000

Project Phased: Yes

Project Type: Technology & Equipment

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact:

Significant Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Details:

This project allows for continued integrations of systems operations into a Supervisory Control and Data Acquisition (SCADA) system. The City has an existing Wonderware SCADA system. The Water and Sewer side is extensively more setup than the Wastewater Treatment Plant side. Implementation of this system will provide ongoing insight and oversight into the City's operational processes which will provide opportunities for efficiency and lower operating costs.

**City of Kenai
Fiscal Year 2021 Capital Budget**

Fund 751 - Trail Construction Improvement Capital Project Fund

	<u>FY2020 Projected</u>	<u>FY2021 Adopted</u>	<u>FY2022 Projected</u>	<u>FY2023 Projected</u>	<u>FY2024 Projected</u>	<u>FY2025 Projected</u>
Revenues:						
Grants	\$ -	\$ -	\$ 591,241	\$ 200,000	\$ -	\$ -
Transfer from General Fund	<u>37,800</u>	<u>-</u>	<u>126,420</u>	<u>85,000</u>	<u>-</u>	<u>-</u>
Total Revenues	37,800	-	717,661	285,000	-	-
Expenditures:						
Prior Year's Authorizations -						
Municipal Park Trail Construction	1,200	36,600	-	-	-	-
Expenditures - Current & Future Year Authorizations:						
Bride Access pedestrian pathway	-	-	717,661	-	-	-
Municipal Park boardwalk/bridge	-	-	-	85,000	-	-
Nordic trail lighting	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>-</u>
Total Current & Future Year Authorizations	-	-	717,661	285,000	-	-
Total Expenditures	<u>1,200</u>	<u>36,600</u>	<u>717,661</u>	<u>285,000</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	36,600	(36,600)	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>36,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	36,600	-	-	-	-	-
Assigned -						
Municipal Park Trail Construction	<u>(36,600)</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 2021 Capital Budget

Fund 755 - Municipal Roadway Improvement Capital Project Fund

	<u>FY2020</u> <u>Projected</u>	<u>FY2021</u> <u>Adopted</u>	<u>FY2022</u> <u>Projected</u>	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Projected</u>	<u>FY2025</u> <u>Projected</u>
Revenues -						
Grants	\$ 10,354	\$ 329,646	\$ 591,210	\$ -	\$ -	\$ -
Transfer from General Fund	200,000	-	317,079	420,000	723,000	330,000
Total Revenues	<u>210,354</u>	<u>329,646</u>	<u>908,289</u>	<u>420,000</u>	<u>723,000</u>	<u>330,000</u>
Expenditures:						
Prior Year's Authorizations:						
Vaulted bathroom construction	-	180,000	-	-	-	-
Little League bathroom construction	-	125,000	-	-	-	-
South Beach fee shack replacement	10,354	24,646	-	-	-	-
Road repairs to be identified	-	329,000	-	-	-	-
Sinkhole Repairs	-	71,000	-	-	-	-
Total Prior Year's Authorizations	<u>10,354</u>	<u>729,646</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current & Future Year Authorizations -						
Tent/Vehicle campground construction	-	-	446,210	-	-	-
Wildwood Dr. reconstruction	-	-	290,000	-	-	-
First St. repairs	-	-	60,000	-	-	-
Inlet Woods storm water improvements	-	-	120,000	-	-	-
Willow St. repaving	-	-	-	420,000	-	-
Lilac St. reconstruction	-	-	-	-	393,000	-
Storm Water improvement to be identified	-	-	-	-	80,000	80,000
Road repairs to be identified	-	-	-	-	250,000	250,000
Total Current & Future Year Authorizations	<u>-</u>	<u>-</u>	<u>916,210</u>	<u>420,000</u>	<u>723,000</u>	<u>330,000</u>
Total Expenditures	<u>10,354</u>	<u>729,646</u>	<u>916,210</u>	<u>420,000</u>	<u>723,000</u>	<u>330,000</u>
Contribution to/(From) Fund Balance	200,000	(400,000)	(7,921)	-	-	-
Beginning Fund Balance	<u>207,921</u>	<u>407,921</u>	<u>7,921</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	407,921	7,921	-	-	-	-
Assigned:						
Road repairs to be identified	(329,000)	-	-	-	-	-
Sinkhole Repairs	<u>(71,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 7,921</u>	<u>\$ 7,921</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

APPENDIX

1. City of Kenai Schedule of Rates, Charges, and Fees
2. Authorized Personnel Staffing Table
3. Organizational Chart
4. FY21 Salary Schedule
5. Chart of Accounts
6. Community Profile
7. Glossary of Key Terms

City of Kenai
Schedule of Rates, Charges and Fees


Paul Ostrander, City Manager

Effective Date: July 1, 2020

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

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES</u>		
21.05.085	Fuel Flowage Fee per gallon	\$0.02
APX - Airport Regulations	Aircraft Parking Fees	
6.05.070 (c)	-transient, under 4,000 lbs. 0 - 4 hrs.	FREE
6.05.070 (c)	-transient, under 4,000 lbs. over 4 hrs.	\$5.00
6.05.070 (c)	-transient, 4,001 - 12,500 lbs. per day	\$50.00
6.05.070 (c)	-transient, 12,501 - 100,000 lbs. per day	\$100.00
6.05.070 (c)	-transient, 100,001 lbs. per day	\$250.00
	Landing Fees	
14.05.010 (a)(2)	Signatory per thousand pounds	\$1.70
14.05.010 (b)(2)	Non-signatory per thousand pounds	\$2.21
	exempt -- float planes, test landings due to mechanical or weather, government aircraft	
	Tie-down Fees, General Aviation	
	Paved Areas	
	-wheels, per month	\$40.00
	-wheels, w/electric per month	\$60.00
	Gravel Area	
	-wheels/skis, per month	\$40.00
	Float Plane Basin, Private	
	-daily	\$5.00
	-monthly	\$40.00
	-season -- May to October	\$250.00
	Float Plane Basin, Commercial	
	-daily	\$10.00
	-monthly	\$50.00
	-season -- May to October	\$300.00
	-monthly w/electric	\$75.00
	Terminal Building Rent -- Exclusive Space	
	-signatory - per square foot per year	\$33.85
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$33.85
	Terminal Building Rent -- Joint Use Space	
	-signatory -- baggage make up area (per square foot per year)	\$20.51
	-signatory -- baggage break down area (per square foot per year)	\$20.51
	-non-signatory terminal rates 30% higher	
	Vehicle Parking Fees at Terminal	
	-short term 0 - 2 hours	FREE
	-24 hours	\$7.00
	-annual permit	\$700.00
	-annual parking permit w/electric	\$1,000.00

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES - Continued</u>		
	Vehicle Parking Fees	
	Greater Than 1/4 Mile From Terminal Building (at GA Lot)	
	-calendar day	\$3.00
	-annual permit	\$420.00
	Business Activity & Airport Access Permit	
	-mechanic access (per each)	\$50.00
	-fueling access (annual)	\$100.00
	-dispensing fee (per gallon)	\$0.02
	-water extraction access (annual)	\$100.00
	-non-tenant use of basin parking apron	\$75.00
	-float plane parking apron (annual)	\$25.00
	-Deposit/replacement proximity card fee (each)	\$100.00
	-Catering/mobile food service	\$50.00
	Commercial Turn Fees	
	-turn fee (narrow body - (1 aisle)	\$200.00
	-turn fee (regional 50 - 99 seats)	\$150.00
	-turn fee (commuter - fewer than 50 seats)	\$100.00
	Helicopter Landing Fees	
	-Per Landing	\$25.00
	Other Fees	
	-Taxi cab (per vehicle per pickup)	\$1.00
	-Terminal building key replacement (per key)	\$10.00
	-Non-signatory airline airport apron rental rate per square foot	\$1.21
	-Signatory, airline, terminal apron parking and GSE storage space rent per square foot	\$0.52

21.10.090 (a)

Airport Reserve Land Annual Lease Rates

<u>Legal Description of Property</u>	<u>KPB Parcel ID No.</u>	<u>FY21 Annual Rent</u>
Lot 2, Block 2, FBO Subdivision	04336004	\$6,528.08
NW 1/4 NW 1/4 Sec, 33 lying W of Marathon Rd. excluding Baron Park 2007 Replat	04501056	Subject to Appraisal
Lot 8, Block 2, Cook Inlet Industrial Air Park	04322008	\$15,584.08
Lot 3, Block 5, Cook Inlet Industrial Air Park	04322020	\$5,921.92
Lot 4, Block 5, Cook Inlet Industrial Air Park	04322021	\$5,966.56
Lot 9A, Block 5, General Aviation Apron No. 6	04324026	\$13,852.96
Lot 1, Block 2, FBO Subdivision	04336003	\$6,795.52
Lot 1, FBO Subdivision No. 7	04336034	\$12,721.68
Lot 3, FBO Subdivision No. 7	04336036	\$18,022.32
Lot 5, FBO Subdivision No. 9	04336043	Subject to Appraisal
Tract A1, Baron Park 2007 Replat	04501031	\$36,360.80
Tract C-1, Gustly Subd. No. 8	04327034	\$3,528.16
Portion of W1/2 of Sec. 28 & SE1/4, Sec. 29, T6N, R11W	04101021	Subject to Appraisal
Portion of SW1/4, Sec. 29, T6N, R11W Excluding Airport Float Basin Replat	04101022	Subject to Appraisal
Portion of Tract A, Kenai Airport Float Plane Basin Replat	04318043	Subject to Appraisal
Portion Sec. 32, T6N, R11W Excluding Subs. & Leased Areas & Float Plane Basin	04318044	Subject to Appraisal
Tract A, FBO Subdivision	04336001	Subject to Appraisal

City of Kenai

Schedule of Rates, Charges and Fees

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

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

CITY CLERK

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

APX - 1 Title 24 - Cemetery Regulations

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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>CITY CLERK - continued</u>		
<u>MEMORIAL PARK FEES (All Memorial Park Fees are Exempt from Sales Tax)</u>		
	Tree (includes transportation/planting, soil, edging, weed block, and a one-year guarantee on planting.)	\$265.00
	Shrub (includes transportation/planting, soil, edging, weed block, and a one-year guarantee on planting.)	\$165.00
	Marker	Actual Cost
	Memorial Park Rock (Actual cost for ground preparation, transportation, placement, etc. and plaque borne by requestor.)	Actual Cost
	Logo or emblem	Additional Fee
<u>MOBILE FOOD VENDOR LICENSE</u>		
5.25.050	Annual Mobile Food Vendor License	\$50.00
<u>OIL & GAS WELL</u>		
5.35.050	Oil & Gas Well Application Fee	\$500.00
	Oil & Gas Well Processing Fee	\$100.00
<u>PUBLIC RECORDS REQUESTS KMC 10.40.050</u>		
APX - Public Record		
Inspection Regulations		
1.01	First 10 copies are free, more than 10 copies per copy	\$0.25
1.01	Audio CD or cassette, first	\$25.00
1.01	Audio CD or cassette, additional	\$5.00
1.02	Certified Copy Fee	\$10.00
1.03	Production fee will be calculated for work over 5 hours	Actual
<u>RECOUNT OF VOTES - APPLICATION</u>		
6.05.220	Recount of Votes Application Fee (Amendments must be pre-cleared with Department of Justice through the City Clerk.)	\$100.00
<u>TRANSIENT MERCHANT AND PEDDLER LICENSE</u>		
5.30.040	Annual Transient Merchant and Peddler License	\$25.00
<u>VEHICLE FOR HIRE</u>		
20.05.050 (a)	Annual Vehicle for Hire Permit - Permit and First Vehicle	\$250.00
20.05.050 (a)	Annual Vehicle for Hire Permit - Additional Vehicle (Additional Vehicle may be added at any time during the year.)	\$100.00
<u>FIRE DEPARTMENT</u>		
<u>AMBULANCE FEES</u>		
	BLS Non-emergency	\$450.00
	BLS Emergency	\$575.00
	ALS I (advanced life support)	\$700.00
	ALS II	\$875.00
	Treatment with no transport	\$250.00
	Mileage per mile	\$14.00

City of Kenai

Schedule of Rates, Charges and Fees

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

LIBRARY FEES

APX - Library Regulations and Policies

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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>PARKS AND RECREATION FEES</u>		
	Multipurpose Facility	
	-hourly rate (reservation)	\$145.00
	Ice Rink Pass	
	-Family pass	\$45.00
	-Adult pass	\$30.00
	-Youth pass	\$20.00
	Public Skate	\$1.00
	Picnic Shelter/Gazebo Reservation	
	-Picnic Shelter (Refundable deposit \$50.00)	\$15.00
	-Gazebo (Refundable deposit \$200.00)	\$20.00
	Community Garden Plot (each)	\$20.00
	Adopt-A-Bench (Includes bench, shipping, installation and maintenance.)	\$450.00
	Personal Use Fishery Day Use Parking	
	-5 am to Midnight (vehicle or up to two atv's)	\$20.00
	Personal Use Fishery Overnight Parking	
	-Before noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00
	-After noon of the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00
	Personal Use Fishery Camping (one tent)	\$25.00
	Personal Use Fishery Vehicle Drop Off (vehicle or up to two atv's per day)	\$10.00

PLANNING & ZONING

KENAI ZONING CODE

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

PLANNING & ZONING FEES

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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>POLICE DEPARTMENT</u>		
<u>ABANDONED PROPERTY (OTHER THAN MOTOR VEHICLES)</u>		
15.05.030 (b) & 15.05.070	Impoundment and Storage - Contractor	Actual Cost
15.05.030 (b) & 15.05.070	Impoundment - City Employee	\$5.00
15.05.030 (b) & 15.05.070	Storage by City - per day	\$1.00
15.05.070	Towing Charge - Car	\$10.00
15.05.070	Towing Charge - Truck	\$13.00
15.05.070	Storage Fee - Vehicle (per day)	\$1.00
15.05.070	Abandoned Property Certificate	\$3.00
15.05.070	Clerk's Endorsement on Certificates	\$5.00
<u>POLICE FEES</u>		
	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
<u>PUBLIC WORKS & CAPITAL PROJECTS</u>		
<u>BUILDING PERMIT FEES</u>		
<u>Commercial Structures</u>		
4.05.030	Valuation \$1.00 - \$500.00	\$23.50
	Valuation \$501.00 - \$2,000.00 - Base	\$23.50
	Valuation \$501.00 - \$2,000.00 - Each additional \$100.00, or fraction thereof, over \$500.00 including \$2,000.00	\$3.05
	Valuation \$2,001.00 - \$25,000.00 - Base	\$69.25
	Valuation \$2,001.00 - \$25,000.00 - Each additional \$1,000.00, or fraction thereof, over \$2,000.00 including \$25,000.00	\$14.00
	Valuation \$25,001.00 - \$50,000.00 - Base	\$391.25
	Valuation \$25,001.00 - \$50,000.00 - Each additional \$1,000.00, or fraction thereof, over \$25,000.00 including \$50,000.00	\$10.10
	Valuation \$50,001.00 - \$100,000.00 - Base	\$643.75
	Valuation \$50,001.00 - \$100,000.00 - Each additional \$1,000.00, or fraction thereof, over \$50,000.00 including \$100,000.00	\$7.00
	Valuation \$100,001.00 - \$500,000.00 - Base	\$993.75
	Valuation \$100,001.00 - \$500,000.00 - Each additional \$1,000.00, or fraction thereof, over \$100,000.00 including \$500,000.00	\$5.60
	Valuation \$500,001.00 - \$1,000,000.00 - Base	\$3,233.75
	Valuation \$500,001.00 - \$1,000,000.00 - Each additional \$1,000.00, or fraction thereof, over \$500,000.00 including \$1,000,000.00	\$4.75
	Valuation \$1,000,001.00 and up - Base	\$5,608.75
	Valuation \$1,000,001.00 - and up - Each additional \$1,000.00, or fraction thereof, over \$1,000,000.00	\$3.65

City of Kenai

Schedule of Rates, Charges and Fees

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

City of Kenai

Schedule of Rates, Charges and Fees

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

City of Kenai

Schedule of Rates, Charges and Fees

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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>WATER FEES - Continued</u>		
2. Schedule B - Commercial service (non-metered)		
	-restaurants, cafes, taverns, bars, per seat	\$3.22
	-public office building, per restroom	\$12.90
	-recreation facility, per restroom, sauna, shower	\$25.10
	-rv/camper park, per space	\$25.10
	-schools, per seating capacity	\$1.49
	-shopping center	\$25.99
	-shops, beauty, per station or chair	\$25.99
	-shops, misc. (includes barber), per shop	\$25.99
	-sleeping room, per room	\$9.87
	-studio, photo or photo lab	\$122.64
	-supermarket	\$294.50
	-theater, indoor, per seat	\$0.17
	-theater, outdoor, per seat	\$0.17
	-taverns, lounges, bars (without kitchens), per seat	\$3.07
	-xray or lab office	\$73.41
3. Schedule C - Industrial Service (non-metered)		
	-concrete mixing plant	\$472.58
	-concrete products	\$236.32
	-confectioner	\$157.51
	-greenhouse, commercial	\$157.51
	-ice cream plant	\$236.32
	-cold storage plant or locker	\$111.00
	-hydrant use (per day)	\$96.10
4. Schedule D - Fire Protection		
5. Schedule E - Metered Service		
	-general usage, per thousand gallons	\$3.58
	-hydrant use, per thousand gallons	\$5.39
	-minimum monthly charge, general usage	\$53.73
6. Schedule F - Water Connection Permit Fee		\$222.77
	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	\$53.48
-single or double unit apartment, per family unit	\$53.48
-apartment, 3 or more units on a single parcel, per family unit	
-single bill assumed by owner	\$40.21
-separate bill	\$53.48
-trailers, one or two on single lot, each	\$53.48
-trailer, 3 or more on single lot	
-single billing	\$40.21
-separate billing	\$53.48
-boarding houses, per available room	\$14.44

2. Schedule B - Commercial service (non-metered)

-demand	
-1.00 inch service	\$53.98
-1.25 inch service	\$80.05
-1.50 inch service	\$135.91
-2.00 inch service	\$202.92

City of Kenai

Schedule of Rates, Charges and Fees

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

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

City of Kenai

Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>SENIOR CENTER</u>		
<u>SENIOR CENTER MEALS</u>		
	12 years and younger	\$7.00
	Adult non-senior (13 years and older but less than 60 years)	\$14.35
	60 years and older - Suggested Donation	\$7.00
<u>SENIOR CENTER RENTAL</u>		
	Main Dining Room and Kitchen Rental	
	One Day Rental	\$800.00
	Friday (1/2 day) and Saturday	\$1,200.00
	Saturday and Sunday	\$1,500.00
	Friday (1/2 day), Saturday and Sunday	\$2,100.00
	Dishes (per place setting)	\$1.50
	Tulle & Flower Ceiling Sway (setup and teardown included)	\$250.00
	Security Deposit	\$1,000.00
<u>VINTAGE POINTE RENTS</u>		
FOR UNITS WITH RENTAL AGREEMENTS GRANDFATHERED PER THE CITY'S POLICY BEFORE JUNE 30, 2020:		
	1-A apartment=586 sq. ft. Ocean Side (8)	\$943.61
	1-A apartment=586 sq. ft. Street Side (5)	\$891.09
	1-B apartment=637 sq. ft. Street Side (4)	\$906.83
	1-B apartment=637 sq. ft. Ocean Side (6)	\$959.35
	1-C apartment=682 sq. ft. Ocean Side (4)	\$959.35
	1-C apartment=682 sq. ft. Street Side (4)	\$906.83
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,070.20
	2-A apartment=826 sq. ft. Street Side (1)	\$1,019.41
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,080.17
	2-B apartment=876 sq. ft. Street Side (2)	\$1,022.39
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,064.40
	Monthly Automatic ACH Payment Fee	\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.		
FOR UNITS WITH MARKET RATE RENTAL AGREEMENTS:		
	1-A apartment=586 sq. ft. Ocean Side (8)	\$958.00
	1-A apartment=586 sq. ft. Street Side (5)	\$911.00
	1-B apartment=637 sq. ft. Street Side (4)	\$930.00
	1-B apartment=637 sq. ft. Ocean Side (6)	\$978.00
	1-C apartment=682 sq. ft. Ocean Side (4)	\$995.00
	1-C apartment=682 sq. ft. Street Side (4)	\$947.00
	2-A apartment=826 sq. ft. Ocean Side (3)	\$1,121.00
	2-A apartment=826 sq. ft. Street Side (1)	\$1,066.00
	2-B apartment=876 sq. ft. Ocean Side (2)	\$1,137.00
	2-B apartment=876 sq. ft. Street Side (2)	\$1,082.00
	2-C apartment=789 sq. ft. Ocean Side (1)	\$1,108.00
	Monthly Automatic ACH Payment Fee	\$0.00
Note: All Vintage Pointe Rents are subject to a 2% discount for payment by means other than credit card.		
FEES		
	Facility entrance access device - replacement (each)	\$10.00
	Facility entrance access device - resident requested additional	\$10.00

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

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>General Fund</u>							
<u>Legislative</u>	Mayor	Unclassified	Unclassified	Unclassified			
	Council Members	Unclassified	Unclassified	Unclassified			
<u>City Clerk</u>	City Clerk	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Legal Department</u>	City Attorney	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>City Manager</u>	City Manager	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Assistant to the City Manager/Special Projects	18.00	18.00	18.00	1.00	1.00	1.00
<u>Human Resources</u>	Human Resource Director	21.00	21.00	21.00	1.00	1.00	1.00
<u>Finance Department</u>	Finance Director	24.00	24.00	24.00	1.00	1.00	1.00
	IT Manager	18.00	18.00	18.00	1.00	1.00	1.00
	IT Intern	2.40	2.40	2.40	0.10	0.10	0.10
	Accountant	16.00	16.00	16.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.50	0.50	0.50
	Accounting Technician II	11.00	11.00	11.00	1.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	8.00	0.25	0.25	0.25
<u>Land Administration</u>	Temporary Land Technician	10.00	10.00	10.00	0.12	0.02	-
<u>Planning & Zoning Department</u>	City Planner	16.00	16.00	16.00	0.70	0.70	0.70
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Commissioners	Unclassified	Unclassified	Unclassified			
<u>Police Department</u>	Police Chief	23.00	23.00	23.00	1.00	1.00	1.00
	Police Lieutenant	20.00	20.00	20.00	1.00	1.00	1.00
	Police Sergeant	18.00	18.00	18.00	3.00	3.00	3.00
	Police Officer	16.00	16.00	16.00	13.00	13.00	13.00
	Temporary Enforcement Officer	3.00	3.00	3.00	0.60	0.60	0.60
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
<u>Fire Department</u>	Fire Chief	22.00	22.00	22.00	1.00	1.00	1.00
	Deputy Chief	-	20.00	20.00	-	1.00	1.00
	Fire Marshall	17.00	17.00	17.00	1.00	1.00	1.00
	Battalion/Training Chief	17.00			1.00	-	-
	Fire Captain	16.00	16.00	16.00	3.00	3.00	3.00
	Fire Engineer	15.00	15.00	15.00	3.00	3.00	3.00
	Firefighter/EMT	13.00	13.00	13.00	10.00	10.00	10.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	12.00	12.00	12.00	1.00	1.00	1.00
	Public Safety Dispatcher	9.00	9.00	9.00	7.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	11.00	11.00	11.00	1.00	1.00	1.00
	Animal Control Officer	9.00	9.00	9.00	2.00	2.00	2.00
<u>Public Works Administration</u>	Public Works Director	23.00	23.00	23.00	0.71	0.71	0.71
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Shop Department</u>	Shop Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Shop Mechanic	14.00	14.00	14.00	2.00	2.00	2.00
<u>Street Department</u>	Street Foreman	16.00	16.00	16.00	0.90	0.91	0.91
	Equipment Lead Operator	14.00	14.00	14.00	0.89	0.90	0.90
	Equipment Operator	11.00	11.00	11.00	3.59	3.64	3.64
	Temporary Equipment Operator	11.00	11.00	11.00	0.14	-	-

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Building Department</u>	Building Official	17.00	17.00	17.00	1.00	1.00	1.00
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.66	0.66	0.66
	Building Maintenance Technician	12.00	12.00	12.00	0.66	0.66	0.66
<u>Library</u>	Library Director	18.00	18.00	18.00	1.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Library Assistant	6.00	6.00	6.00	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	2.50	2.50	2.50	1.00	1.00	1.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	2.50	1.05	1.05	1.05
	Library Aide (52 week 25 hr/week position)	2.50	2.50	2.50	0.60	0.60	0.60
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.96	0.96	0.96
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	1.98	1.98	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.97	0.97	0.98
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.33	0.48	0.38
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	2.10	2.46	1.67	1.77
	Temporary Parks & Grounds Gardener	2.20	2.20	2.20	0.29	0.29	0.29
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	16.00	0.04	0.04	0.04
	Equipment Lead Operator	14.00	14.00	14.00	0.04	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.19	0.19	0.19
<u>General Fund Totals</u>					<u>92.23</u>	<u>91.42</u>	<u>91.35</u>
<u>Water and Sewer Fund</u>							
<u>Water</u>	Public Works Director	23.00	23.00	23.00	0.09	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer</u>	Public Works Director	23.00	23.00	23.00	0.09	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer Treatment Plant</u>	Public Works Director	23.00	23.00	23.00	0.12	0.12	0.12
	Sewer Treatment Plant Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	14.00	1.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	13.00	1.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>					<u>8.05</u>	<u>8.05</u>	<u>8.05</u>
<u>Airport Fund</u>							
<u>Administration</u>	Airport Manager	20.00	20.00	20.00	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	0.67	0.67	0.67
<u>Airfield</u>	Airport Operations Supervisor	15.00	15.00	15.00	1.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
	Equipment Operator	-	-	-	-	-	-
	Seasonal Equipment Operator	11.00	11.00	11.00	0.83	0.83	0.83
	Temporary Equipment Operator	11.00	11.00	11.00	0.19	0.19	0.19
<u>Other Buildings & Areas</u>	Temporary Land Technician	-	10.00	10.00	0.12	0.20	-
	City Planner	16.00	16.00	16.00	0.30	0.30	0.30
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
<u>Airport Terminal</u>	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
	Administrative Assistant II	9.00	9.00	9.00	0.33	0.33	0.33
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
<u>Airport Fund Totals</u>					<u>7.12</u>	<u>7.20</u>	<u>7.00</u>

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

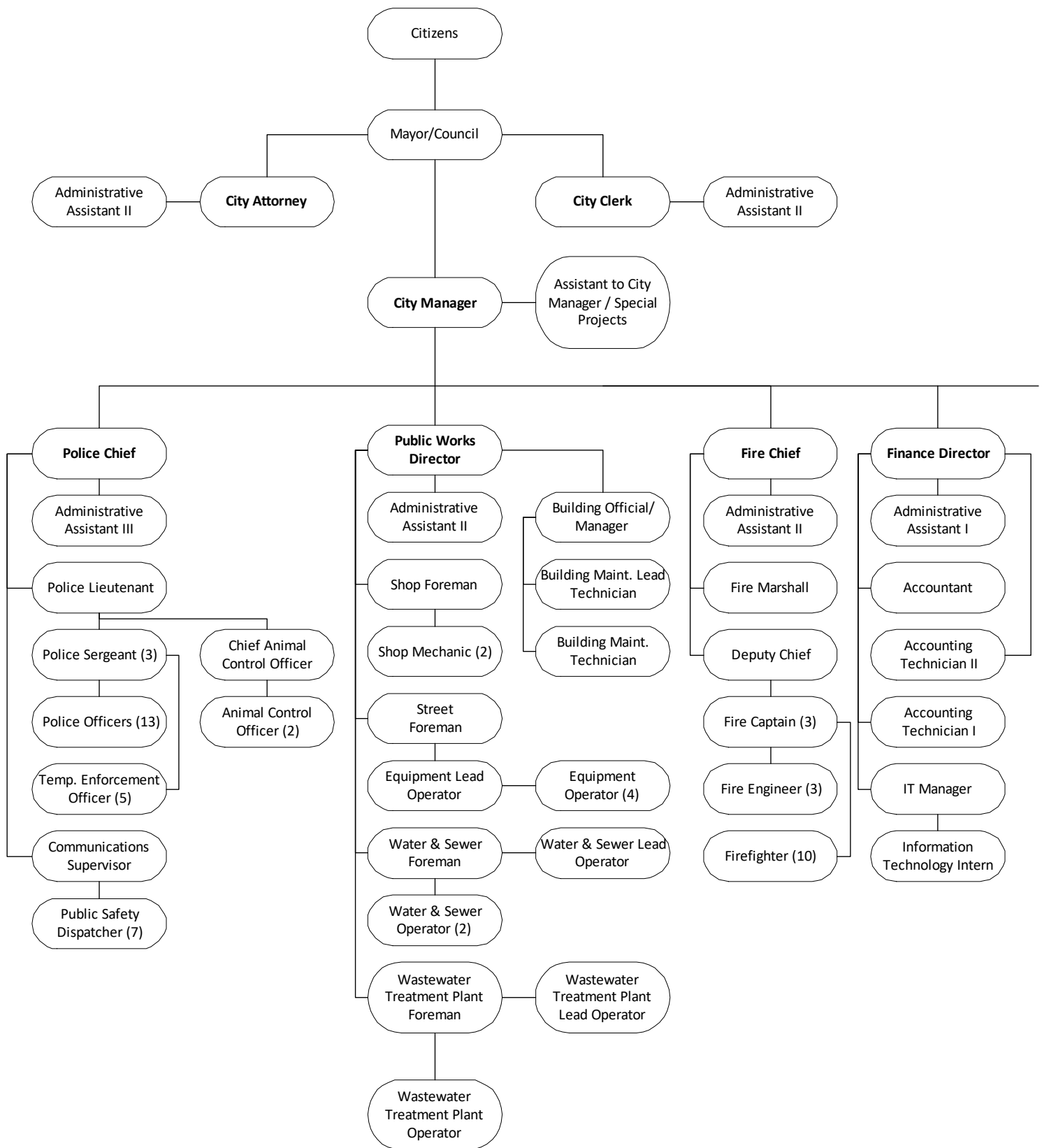
Authorized Personnel Staffing Table

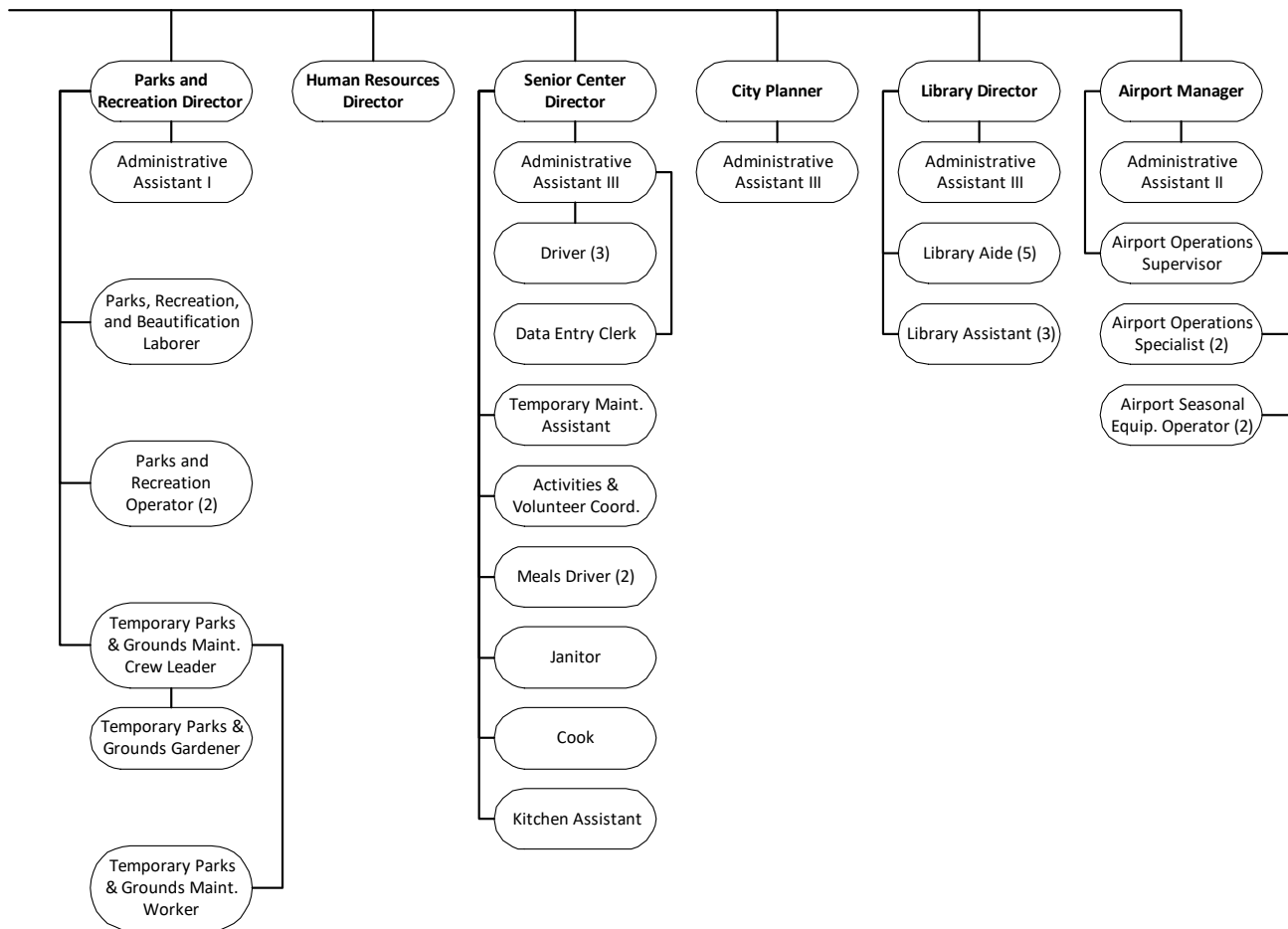
<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Congregate Housing Fund</u>							
<u>Congregate Housing</u>	Senior Center Director	18.00	18.00	18.00	0.25	0.35	0.35
	Administrative Assistant III	10.00	10.00	10.00	0.25	0.25	0.25
	Data Entry Clerk	1.10	1.10	1.10	0.02	0.01	0.02
<u>Congregate Housing Fund Totals</u>					<u>0.52</u>	<u>0.61</u>	<u>0.62</u>
<u>Senior Citizens Fund</u>							
<u>Title III Access</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	0.10	0.10
	Activities & Volunteer Coordinator	2.40	2.40	2.40	1.00	1.00	1.00
	Janitor	2.40	2.40	2.30	0.35	0.26	0.26
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.06	0.05
	Temporary Maintenance Assistant	1.00	1.00	1.00	0.06	0.06	-
<u>Congregate Meals</u>	Senior Center Director	18.00	18.00	18.00	0.16	0.14	0.14
	Administrative Assistant III	10.00	10.00	10.00	0.27	0.20	0.21
	Data Entry Clerk	1.10	1.10	1.10	0.08	0.09	0.09
	Meals Driver, 20 Hours/Week			2.40	-	-	0.21
	Meals Driver, 25 Hours/Week	2.40	2.40		0.22	0.25	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.14	0.15
	Cook	2.40	2.40	2.40	0.36	0.41	0.42
	Janitor	2.40	2.40	2.30	-	0.04	0.04
	Kitchen Assistant	2.20	2.20	2.20	0.36	0.41	0.42
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.02
<u>Home Meals</u>	Senior Center Director	18.00	18.00	18.00	0.12	0.12	0.13
	Administrative Assistant III	10.00	10.00	10.00	0.20	0.18	0.18
	Data Entry Clerk	1.10	1.10	1.10	0.06	0.08	0.08
	Cook	2.40	2.40	2.40	0.26	0.35	0.36
	Janitor	2.40	2.40	2.30	-	0.03	0.03
	Kitchen Assistant	2.20	2.20	2.20	0.26	0.35	0.36
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.01
	Meals Driver, 20 Hours/Week			2.40	-	-	0.18
	Meals Driver, 25 Hours/Week	2.40		2.40	0.16	0.22	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.09	0.12	0.12
<u>Transportation</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	0.15	0.15
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.05	0.05
	Driver, 14 Hours/Week	1.00	1.00	1.00	1.05	1.05	0.07
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	18.00	0.17	0.09	0.08
	Administrative Assistant III	10.00	10.00	10.00	0.28	0.12	0.11
	Data Entry Clerk	1.10	1.10	1.10	0.09	0.06	0.06
	Cook	2.40	2.40	2.40	0.38	0.24	0.22
	Kitchen Assistant	2.20	2.20	2.20	0.38	0.24	0.22
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.02	0.02	0.01
	Meals Driver, 20 Hours/Week			2.40	-	-	0.11
	Meals Driver, 25 Hours/Week	2.40	2.40		0.23	0.15	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.09	0.08
	Janitor	2.40	2.40	2.30	-	0.02	0.02
<u>Senior Citizen Fund Total</u>					<u>7.29</u>	<u>7.21</u>	<u>6.04</u>
<u>Personal Use Fishery Fund</u>							
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	3.00	0.56	0.56	0.56
<u>Streets</u>	Street Foreman	16.00	16.00	16.00	0.03	0.03	0.03
	Equipment Lead Operator	14.00	14.00	14.00	0.04	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.13	0.10	0.10

City of Kenai
Fiscal Year 2020 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.04	0.04	0.04
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	0.02	0.02	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.03	0.03	0.02
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.06	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	2.10	0.52	0.63	0.13
	Fee Shack Operator	-	-	2.10	-	-	0.47
	Beach Aide	-	-	2.10	-	-	0.07
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	16.00	0.03	0.02	0.02
	Equipment Lead Operator	14.00	14.00	14.00	0.03	0.02	0.02
	Equipment Operator	11.00	11.00	11.00	0.10	0.07	0.07
	Dock Worker	3.00	3.00	3.00	0.33	0.33	0.33
<u>Personal Use Fishery Fund Total</u>					<u>2.42</u>	<u>2.45</u>	<u>2.54</u>
All Funds Totals					<u>117.63</u>	<u>116.94</u>	<u>115.60</u>





City of Kenai
Fiscal Year 2021 Operating Budget

Salary Schedule

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$ 10.52	\$ 10.78	\$ 11.05	\$ 11.31	\$ 11.57	\$ 11.84	\$ 12.10	\$ 12.36	\$ 12.62
1.1	11.04	11.32	11.59	11.87	12.14	12.42	12.70	12.97	13.25
2	11.75	12.04	12.34	12.63	12.93	13.22	13.51	13.81	14.10
2.1	12.37	12.68	12.99	13.30	13.61	13.92	14.23	14.53	14.84
2.2	13.08	13.41	13.73	14.06	14.39	14.72	15.04	15.37	15.70
2.3	13.74	14.08	14.43	14.77	15.11	15.46	15.80	16.14	16.49
2.4	16.04	16.44	16.84	17.24	17.64	18.05	18.45	18.85	19.25
2.5	18.18	18.63	19.09	19.54	20.00	20.45	20.91	21.36	21.82
3	18.29	18.75	19.20	19.66	20.12	20.58	21.03	21.49	21.95
4	19.21	19.69	20.17	20.65	21.13	21.61	22.09	22.57	23.05
5	20.16	20.66	21.17	21.67	22.18	22.68	23.18	23.69	24.19
6	21.16	21.69	22.22	22.75	23.28	23.81	24.33	24.86	25.39
7	22.24	22.80	23.35	23.91	24.46	25.02	25.58	26.13	26.69
8	23.36	23.94	24.53	25.11	25.70	26.28	26.86	27.45	28.03
9	24.52	25.13	25.75	26.36	26.97	27.59	28.20	28.81	29.42
10	25.73	26.37	27.02	27.66	28.30	28.95	29.59	30.23	30.88
11	27.02	27.70	28.37	29.05	29.72	30.40	31.07	31.75	32.42
12	28.40	29.11	29.82	30.53	31.24	31.95	32.66	33.37	34.08
13	29.79	30.53	31.28	32.02	32.77	33.51	34.26	35.00	35.75
14	31.29	32.07	32.85	33.64	34.42	35.20	35.98	36.77	37.55
15	32.84	33.66	34.48	35.30	36.12	36.95	37.77	38.59	39.41
16	34.49	35.35	36.21	37.08	37.94	38.80	39.66	40.53	41.39
17	36.21	37.12	38.02	38.93	39.83	40.74	41.64	42.55	43.45
18	38.01	38.96	39.91	40.86	41.81	42.76	43.71	44.66	45.61
19	39.92	40.92	41.92	42.91	43.91	44.91	45.91	46.91	47.90
20	41.92	42.97	44.02	45.06	46.11	47.16	48.21	49.26	50.30
21	44.04	45.14	46.24	47.34	48.44	49.55	50.65	51.75	52.85
22	46.20	47.36	48.51	49.67	50.82	51.98	53.13	54.29	55.44
23	48.53	49.74	50.96	52.17	53.38	54.60	55.81	57.02	58.24
24	51.02	52.30	53.57	54.85	56.12	57.40	58.67	59.95	61.22

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	21.28	21.81	22.34	22.88	23.41	23.94	24.47	25.00	25.54
14	22.35	22.91	23.47	24.03	24.59	25.14	25.70	26.26	26.82
15	23.47	24.06	24.64	25.23	25.82	26.40	26.99	27.58	28.16
16	24.64	25.26	25.87	26.49	27.10	27.72	28.34	28.95	29.57
17	25.88	26.53	27.17	27.82	28.47	29.12	29.76	30.41	31.06

Department head service employees

Range	Minimum	Maximum
18	\$ 79,084	\$ 104,382
19	81,108	109,586
20	87,201	115,117
21	91,591	120,903
22	96,108	126,857
23	100,944	133,256
24	106,120	140,076

CHART OF ACCOUNTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4541 - Postage - Stamps and postage meter.

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

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

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

8061 - Land - Costs of acquiring raw land.

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

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

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

9090 - Transfers Out

COMMUNITY PROFILE

Government

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

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

Geography

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



Climate

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

History

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

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

Demographics

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

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

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

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

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

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

Economy

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

Unemployment	2010	2017
Kenai Peninsula Borough	10.0%	8.3%

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

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

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

continued,

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

Source: Kenai Peninsula Borough Sales Tax Department

Transportation

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

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 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

GLOSSARY OF KEY TERMS

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 for 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 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.

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Fiscal Year - The twelve-month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operations. The City's fiscal year extends from July 1 to the following June 30.

Fixed Assets - long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land.

Function - A group of related activities aims at accomplishing a major service for which a government is responsible.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and/or other financial resources, all related liabilities, and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

Fund Balance Appropriated - The amount of fund balance budgeted as a revenue source.

Fund Categories - Funds used in governmental accounting are classified into three broad categories: governmental, proprietary and fiduciary.

Fund Type - The three broad fund categories of governmental accounting are subdivided into seven fund types. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and fiduciary.

General Fund - A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the City, including the school district, which is not accounted for in specific purpose funds. The primary sources of revenue for this fund are local taxes and federal and state revenues.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial account and reporting. They govern the form and content of the financial statements of an entity. GAAP

encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

Governmental Fund Types - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grants - Contributions or gifts of cash or other assets from another government or other organization to be used for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

Interfund Transfers - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers and operating transfers.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlements, or shared revenues or payments in lieu of taxes.

Internal Service Fund - A proprietary fund type used to account for the financing of goods or services provided by one department of a government to other departments.

Investment - Securities held for the production of income in the form of interest in compliance with the policies set out by the City code of ordinances.

Levy - To impose taxes, special assessments or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments or service charges imposed by a government.

Liabilities - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

GLOSSARY OF KEY TERMS

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 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.

Retained Earnings - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

GLOSSARY OF KEY TERMS

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.