

# THE CITY OF KENAI, ALASKA



# ANNUAL BUDGET



**July 01, 2016 – June 30, 2017**





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

**For the Fiscal Year Beginning  
July 1, 2016**

**Rick R. Koch  
City Manager**

**Prepared by  
FINANCE DEPARTMENT**

**Terry Eubank, CPA  
Finance Director**

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Organization and Principal City Officials**

The City of Kenai was founded in 1791. It is located south of Anchorage on Cook Inlet in the Central Kenai Peninsula. The City is 161 highway miles from Anchorage. By air, Kenai is three hours from Seattle and thirty minutes from Anchorage.

The City of Kenai was the site of the first major oil strike in 1957 and has served as a center for exploration and production since that time. Commercial fishing and processing contribute to the economy.

The City of Kenai adopted the Council Manager form of government in 1963 and has been operating under this form since that time.

The City Council, together with appointed City officials, meets the first and third Wednesday of each month in the City Administration Building for regular Council sessions. In addition, numerous special meetings and work sessions are scheduled throughout the year. The Council, which consists of the Mayor and six council members, is selected at large and on a non-partisan basis. Annual elections are held in October. The terms of office are three years but are overlapping so that the City is provided with a continuity of knowledge in City business and legislative matters.

<b><u>Position</u></b>	<b><u>Member</u></b>	<b><u>Term Ends</u></b>
Mayor	Pat Porter	2016
Council Members	Robert Molloy	2018
	Mike Boyle	2018
	Henry Knackstedt	2017
	Tim Navarre	2017
	Terry Bookey	2016
	Brian G. Gabriel, Sr.	2016

**City Administration**

City Manager	Rick R. Koch
Finance Director	Terry Eubank
City Clerk	Sandra Modigh
City Attorney	Scott Bloom
Police Chief	David Ross
Fire Chief	Jeff Tucker
Public Works Director	Sean Wedemeyer
Library Director	Mary Jo Joiner
Parks & Recreation Director	Robert Frates
Airport Manager	Mary Bondurant
Senior Center Director	Rachael Craig



Suggested by: Administration

## **CITY OF KENAI**

### **ORDINANCE NO. 2890-2016**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017.

WHEREAS, employee healthcare is a substantial portion of the City's annual budget averaging more than 8% of the City's General Fund Budget; and,

WHEREAS, annual increases and decreases have ranged from (12.92%) to 31.14% over the last ten years having substantial impacts on the budgeting process from year to year; and,

WHEREAS, establishment of a reserve to grow when annual increases are low and be used when high will minimize the budgetary impacts and provide stability in budgeting for healthcare costs; and,

WHEREAS, stability in budgeting assures constant levels of service to residents; and

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.

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

#### Section 1:

Form. That this is a non-code ordinance.

#### Section 2:

That certain document entitled "City of Kenai Fiscal Year 2017 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, 2016 and ending June 30, 2017.

Section 3:

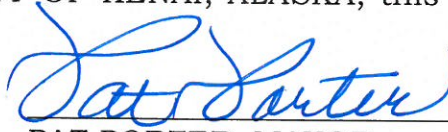
The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2016, and ending the 30th day of June, 2017, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code 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	\$15,419,980
Enterprise Funds - Congregate Housing	460,619
Special Revenue Funds:	
Personal Use Fishery Fund	580,209
Water and Sewer Fund	2,453,180
Airport Fund	2,862,955
Senior Citizen Fund	901,726
Airport Land Sales Permanent Fund	1,184,356
General Land Sales Permanent Fund	148,009
Debt Service Fund	175,398

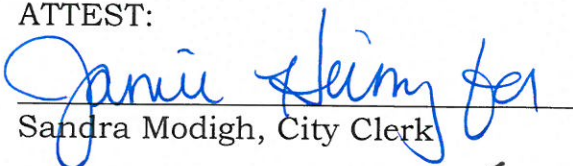
Section 4:


The Council of the City of Kenai commits \$100,000 of General Fund, Fund Balance to a health insurance reserve to be used in future years for maintaining employee healthcare benefits. Committed fund balance is a limitation imposed at the highest level of decision making and requires action at the same level to remove.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1<sup>st</sup> day of June, 2016.

  
PAT PORTER, MAYOR

ATTEST:

  
Sandra Modigh, City Clerk

Approved by Finance: 



Introduced: May 18, 2016  
Adopted: June 1, 2016  
Effective: July 1, 2016



Suggested by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2016-23**

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, 2016 AND ENDING JUNE 30, 2017.

WHEREAS, the Code of the City of Kenai 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 2017 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, that the rate of levy of property tax for the fiscal year commencing July 1, 2016 and ending June 30, 2017 be fixed at 4.35 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 1<sup>st</sup> day of June, 2016.

PAT PORTER, MAYOR

ATTEST:

Sandra Modigh, City Clerk

Approved by Finance:





**CITY OF KENAI  
FISCAL YEAR 2017 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2017 CONSOLIDATED OPERATING BUDGET**

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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.





**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Revenue and Expenditure Summary of All Funds**

	<b><u>General Fund</u></b>	<b><u>Special Revenue</u></b>	<b><u>Enterprise Funds</u></b>	<b><u>Permanent Funds</u></b>	<b><u>Debt Service Fund</u></b>	<b><u>Total All Funds</u></b>
<b>REVENUES</b>						
Taxes	\$ 11,139,858	\$ -	\$ -	\$ -	\$ -	\$ 11,139,858
State/Federal	817,334	538,141	1,627	-	34,884	1,391,986
Interest	75,000	37,750	3,000	1,615,068	-	1,730,818
Other	1,121,305	5,618,902	382,414	-	-	7,122,621
Transfers In	<u>1,676,209</u>	<u>1,335,741</u>	<u>-</u>	<u>-</u>	<u>140,514</u>	<u>3,152,464</u>
<b>Total Revenues</b>	<u>14,829,706</u>	<u>7,530,534</u>	<u>387,041</u>	<u>1,615,068</u>	<u>175,398</u>	<u>24,537,747</u>
<b>EXPENDITURES/EXPENSES</b>	15,419,980	6,798,070	460,619	1,332,365	175,398	24,186,432
Contributions to (from) Fund Balance/Retained Earnings	(590,274)	732,464	(73,578)	282,703	-	351,315
Add Credit From Depreciation	-	-	136,137	-	-	136,137
Projected lapse/encumbrances	<u>741,834</u>	<u>290,789</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,032,623</u>
Adjusted Deficit/Surplus	151,560	1,023,253	62,559	282,703	-	1,520,075
Beginning Fund Balance/ Net Assets	<u>9,678,682</u>	<u>6,296,871</u>	<u>417,601</u>	<u>25,349,967</u>	<u>-</u>	<u>41,743,121</u>
Ending Fund Balance/ Net Assets	<u>\$ 9,830,242</u>	<u>\$ 7,320,124</u>	<u>\$ 480,160</u>	<u>\$ 25,632,670</u>	<u>\$ -</u>	<u>\$ 43,263,196</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Components of General Fund, Fund Balance**

	<b><u>Projected Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Projected Ending Balance</u></b>
<b>General Fund</b>				
Nonspendable Fund Balance	\$ -	\$ -	\$ -	\$ -
Restricted Fund Balance				
Athletic Expenditure Reserve (Proceeds resulting from Daubenspeck property & mineral rights donation)	582,706	36,000	-	618,706
Committed Fund Balance				
Capital Improvement Reserve Fund	9,746	-	-	9,746
Working Capital	400,000	-	-	400,000
Employee Health Insurance Reserve	-	100,000	-	100,000
Total Committed Fund Balance	409,746	100,000	-	509,746
Assigned Fund Balance				
Encumbrances	100,000	-	-	100,000
Subsequent Years Expenditures	590,274	162,771	-	753,045
Compensated Absences	820,285	-	-	820,285
Insurance Risk Retention	103,475	-	-	103,475
Total Assigned Fund Balance	1,614,034	162,771	-	1,776,805
Unassigned Fund Balance	7,072,196	-	147,211	6,924,985
<b>Total General Fund, Fund Balance</b>	<b><u>\$ 9,678,682</u></b>	<b><u>\$ 298,771</u></b>	<b><u>\$ 147,211</u></b>	<b><u>\$ 9,830,242</u></b>



*"Village with a Past, City with a Future"*

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

June 2, 2016

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2017 (FY17) Operating Budget of the City of Kenai is hereby presented for your approval. The budget contains the operating budgets for the General Fund; one enterprise funds (the Congregate Housing Fund); four special revenue funds (Personal Use Fishery Fund, Water and Sewer Fund, Airport Fund, and Senior Citizens Fund); the Debt Service Fund, and two permanent funds (General Land Sales and Airport Land Sales).

**Budget Comparison FY 2016 to FY 2017  
And Contribution To (From) Fund Balance**

	Original FY2016 Budget	Current FY2016 Budget	FY2017 Budget	Change From FY2016 Original	Percent Change	Projected Lapse	Contribution To(From) Fund Bal.
General Fund	\$15,544,659	\$16,045,967	\$15,419,980	\$(124,679)	(0.80%)	\$ 741,834	\$ 151,560
Congregate Housing	519,906	519,906	460,619	(59,287)	(11.40%)	-	(73,578)
Permanent Funds	1,327,651	1,303,660	1,332,365	4,714	0.36%	-	282,703
Water and Sewer	2,418,459	2,421,682	2,453,180	34,721	1.44%	129,479	512,335
Airport Fund	2,959,317	3,079,324	2,862,955	(96,362)	(3.26%)	115,347	485,091
Senior Citizens Fund	924,366	1,015,338	901,726	(22,640)	(2.45%)	22,813	-
Personal Use Fishery Fund	505,713	517,913	580,209	74,496	14.73%	23,150	25,827
Debt Service Fund	<u>178,798</u>	<u>178,798</u>	<u>175,398</u>	<u>(3,400)</u>	<u>(1.90%)</u>	<u>-</u>	<u>-</u>
Total	<u>\$24,378,869</u>	<u>\$25,082,588</u>	<u>\$24,186,432</u>	<u>\$(192,437)</u>	<u>(0.79%)</u>	<u>\$1,032,623</u>	<u>\$1,383,938</u>

**GENERAL OVERVIEW**

The total budget for the City is \$24,186,432, which is a decrease of \$192,437 or 0.79% from last year. The FY17 Budget is virtually unchanged from the FY16 Budget. This budget includes no cost of living increase to the salary schedule. The 2015 change in Anchorage's Consumer Price Index was a negative (0.10%). Traditionally the administration has recommended salary schedule adjustments equal to the change in Anchorage's Consumer Price Index as there is no such index available for the City or Kenai Peninsula Borough. This year the administration is not recommending a change to the salary schedule. The recommendation for future increases will be reduced by this negative amount before being made.

Employee health care premiums continue to be a significant budgetary issue for the City both in the amount of total expenditure and in volatility. The FY17 premium renewal rate is a decrease of 5.7% or \$69,419 for all funds. The budget maintains the employee share of health insurance costs at 8.5% of total plan costs. Council also committed \$100,000 of General Fund, Fund Balance for future employee health insurance costs. It is the administration's intention to establish an internal service fund for implementation in FY18 for employee health insurance costs. The intent of the internal service fund is to establish a level annual increase in costs for budgeting and eliminate huge swings in budgets caused by unestimatable health care costs.

The State of Alaska Public Employees Retirement System on-behalf payment is less in FY17 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), has declined from 27.19% in FY16 to 26.14% in FY17. The City pays the first 22% of the ARMB rate and the State contributes the remainder as an on-behalf payment to the system in the City's name. The City shows both the expenditure/expense and the revenue for these payments. The net effect to the City's budget is zero but overall revenues and expenditures/expenses are down \$83,908 from the prior year.

The following personnel changes are also included:

**Clerk Department:** At the request of the City Clerk, the Department's Administrative Assistant II positions has been increased from 20 hours per week to 24 hours per week. The additional cost of this increase is \$5,971 for employee pay and benefits.

**Parks, Recreation & Beautification Department (Both General and Personal Use Fishery Funds):** The FY17 Budget proposes increasing the FY16 Seasonal Parks & Recreation Administrative Assistant I to a fulltime position. This position will continue to be evenly distributed between the General Fund and Personal Use Fishery Parks, Recreation & Beautification Budgets.

Summary of Personnel Changes by Fund							
	General Fund	Personal Use Fishery Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Total
PERS On-behalf Funding	\$(69,242)	\$ (610)	\$(5,426)	\$(5,865)	\$(2,540)	\$(225)	\$(83,908)
Employee Health Care Increase	(61,381)	7,003	(5,781)	(5,704)	(4,031)	475	(69,419)
Clerk Administrative Assistant II	5,971	-	-	-	-	-	5,971
Parks, Recreation & Beautification Administrative Assistant I	<u>35,925</u>	<u>32,161</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>68,086</u>
Total	<u>\$(88,727)</u>	<u>\$38,554</u>	<u>\$(11,207)</u>	<u>\$(11,569)</u>	<u>\$(6,571)</u>	<u>\$250</u>	<u>\$(79,270)</u>

## **GENERAL FUND**

The General Fund budget of \$15,419,980 is down \$124,679 or 0.80% from last year. This includes a decrease of \$94,520 in Personnel Services, a decrease of \$141,156 in Maintenance and Operations and an increase of \$110,997 in Capital Outlay and Transfers. Revenues and

transfers in for FY17 are projected to be \$14,829,706 down \$37,988 compared to the FY16 adopted budget.

Sales tax projection for FY17 is \$7.33 million, which is \$83,477 more than FY16 budgeted revenues. Sales tax revenue is projected to increase 2.0% over prior year actual receipts which were lower than prior budget estimates. July 2015 through September 2015 saw taxable sales increase 1.44% and October 2015 through December 2015 taxable sales decrease (4.62%). A slowdown of oil and gas activity in the area, as a result of low oil prices, is thought to be the major reason for sales tax revenues not meeting projections.

Property tax values are up 1.55% on average. The assessed, real property value of \$768.0 million is up \$33.15 million or 4.51% from the FY16 value. Oil and gas (AS 43.56) property decreased \$18.71 million, 26.37% in value. Of the total \$52.3 million in oil and gas (AS 43.56) property, \$34.2 million is from production and office facilities, a decrease of \$5.4 million or 13.71%, \$3.1 million represents transmission pipelines, nearly unchanged from FY16, and \$15.0 million is drilling rigs and the assets of oilfield service companies, a decrease of \$13.2 million or 46.70% from FY16. The remaining \$15.0 million of assessed value resulting from drilling rigs and oilfield service company assets should be closely monitored as it is transient in nature and could be absent from the property rolls in future years, as seen in this year's 46.70% decrease in value. Overall property tax values are estimated to have increased 1.50%, an increase of \$56,280 with no change in mill rate.

Funding for four capital projects totaling \$291,400 have been included as transfers from the General Fund in the FY17 Budget. Projects include the solarium and roof repair project at the City's Senior Center (\$158,400), Kenai Recreation Center mechanical system improvements (\$20,000), Inlet Woods catch basin maintenance (\$78,000), and Kenai Event Park schematic design (\$35,000).

Projections of General Fund revenues and expenditures for the three years following this budget year are included. Property values and sales tax are forecasted to increase at 3.0%. Other revenues are projected to grow 3.0% annually. Expenditures are forecasted to increase 3.0% for all years. These future projections are purely estimates, the actual changes in the budget will depend on a number of factors that are not predictable with a high degree of certainty.

## **ENTERPRISE FUNDS**

### **Congregate Housing Fund**

The Congregate Housing Fund's budget decreased \$59,287, 11.40% to \$460,619 in the adopted FY17 Budget. The Congregate Housing Fund's revenue sources are rent and interest. Using the results of a rent study commissioned by the City to determine the market value of rents for comparable units, the City is in the third year of a plan to adjust rents to market value. The FY17 rate increase will be equal to \$35.00 for units priced below the market rate as determined by the City's 2015 rental rate study which was just completed. Units that are currently at market rate will see a decrease in rent for FY17 based upon the 0.10% decrease in the Anchorage's Consumer Price Index for 2015. Continuation of the City's rental adjustment policy will result in an estimated \$5,155 increase in estimated rents for FY17. Even with this increase, rents will be insufficient to fund the facilities depreciation. Depreciation represents the accumulation of funds for the replacement and upgrade of major building components to assure the facility is available and in its current condition for future generation of Kenai seniors.

## **SPECIAL REVENUE FUNDS**

The City maintains four special revenue funds.

### **Personal Use Fishery Fund**

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

Revenue for the fund is expected to be similar to the current year with the exception of the new Vehicle Drop Off fee. This \$10.00 per vehicle per day is expected to generate an additional \$28,950 in revenue and capture fees from an estimated 18.70% of participants that are currently paying no fees to use the services provided by the City.

User fees for the 2017 Personal Use Fishery are as follows:

	<b><u>FY16</u></b>	<b><u>FY17</u></b>
Personal Use Fishery Day Use Parking – 5:00am to Midnight ( vehicle or up to two atv's)	\$20.00	\$20.00
Personal Use Fishery Overnight Parking Before noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00	\$55.00
After noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00	\$25.00
Dock Parking	\$20.00	\$20.00
Dock Launch and Parking	\$35.00	\$35.00
Vehicle Drop Offs	\$ 0.00	\$10.00

### **Airport Special Revenue Fund**

The adopted Airport Fund budget is \$2,862,955, a decrease of \$96,362, 3.26% from last year. The fund is projected to have an adjusted surplus of \$485,091 including an estimated \$115,347 budget lapse. \$60,000 of the decrease is the reduction of funding required for the FAA Flight Service Station Improvements.

One of the primary revenue sources of the Airport Fund are earnings from the Airport Land Sale Permanent Fund (ALSPF). Due to excellent performance of the ALSPF under the new management method employed in late 2009, the revenue received from the ALSPF is projected to be \$1,184,356.

The FY2017 budget represents the sixth consecutive year the Airport Fund is projected to have a surplus.



### **Water & Sewer Special Revenue Fund**

The Water and Sewer Fund appropriation of \$2,453,180 is up \$34,721, 1.44% from FY16 and the Fund is expected to produce an adjusted surplus of \$512,335 including a projected budget lapse of \$129,479. The FY17 budget continues implementation of rate increases recommended by the FY11 water and sewer rate study. The recommended 10% increase in water rates will increase rates \$3.09 per month or from \$30.87 per month to \$33.96 for an unmetered residential customer. The recommended 3% increase in sewer rates will increase rates \$1.48 per month or from \$49.48 per month to \$50.96 for an unmetered residential customer.

### **Senior Citizen Fund**

Funding for the City's Senior Center is largely dependent upon grants from the State of Alaska, grants from the Kenai Peninsula Borough, and Choice Waiver meal reimbursement rates. Choice Waiver meal reimbursement rates have seen substantial increases since 2012. The Kenai Senior Center and other senior centers in the state demonstrated that 2012 rates were grossly insufficient to cover the cost of providing a meal. The increase in Choice Waiver reimbursement rates has been offset by a decline in the number of eligible participants being served. The City has seen a 42% decline in the number Choice Waiver home meal clients since FY14. This loss of clients has reduced the projected revenue from the Choice Waiver program from \$400,000 in the FY16 budget to \$275,000 in the FY17 adopted budget.

The grant from the Kenai Peninsula Borough is dependent upon total funding for senior centers within the borough and the population served, as determined by the most recent U.S. Census. The projected FY17 grant from the Borough is \$126,207.

With the significant loss of Choice Waiver reimbursement, a transfer from the General Fund will once again be needed to support the City's senior program. The FY17 transfer from the General Fund is budgeted at \$151,385. Contributions from the City's General Fund were anticipated in future years but the significant decline in Choice Waiver reimbursement has necessitated the need for in FY16 and continue in FY17.

### **DEBT SERVICE FUND**

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

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

The FY17 budget includes \$175,398 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$140,514 and a 38.5% federal interest subsidy (reduced by Federal Sequestration from 45%) through the American Recovery and Reinvestment Act's Recovery Zone Economic Development Bond Program of \$34,884. Future debt payments will range from \$178,798 and \$143,560 with the City receiving federal interest subsidies, subject to reductions by Federal Sequestration, ranging from \$37,529 to \$3,852.

## **APPENDIX**

The Appendix section of the budget includes the Equipment Replacement and Major Building Maintenance schedules. The building maintenance schedule details the cost and dates of major maintenance projects for the next five years. The equipment replacement schedule shows the anticipated year of replacement of equipment costing more than \$50,000 and the estimated cost of the replacement.

## **ACKNOWLEDGMENT**

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

## **CONCLUSION**

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

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

Respectfully Submitted,



Rick R. Koch  
City Manager



Terry A. Eubank, CPA  
Finance Director

## **STAFFING**

This section provides the detail of staffing for each department and the proposed salary schedule.



**City of Kenai  
Fiscal Year 2017 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2016 Grade</u>	<u>FY2017 Grade</u>	<u>FY2016 Full Time Equivalent Positions</u>	<u>FY2017 Full Time Equivalent Positions</u>
<b><u>General Fund</u></b>					
<b><u>Legislative</u></b>	Mayor	Unclassified	Unclassified		
	Council Members	Unclassified	Unclassified		
<b><u>City Clerk</u></b>	City Clerk	Unclassified	Unclassified	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.50	0.60
<b><u>Legal Department</u></b>	City Attorney	Unclassified	Unclassified	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
<b><u>City Manager</u></b>	City Manager	Unclassified	Unclassified	1.00	1.00
	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.67	0.90
<b><u>Finance Department</u></b>	Finance Director	24.00	24.00	1.00	1.00
	IT Manager	18.00	18.00	1.00	1.00
	Accountant	16.00	16.00	1.00	1.00
	Accounting Technician I	10.00	10.00	0.50	0.50
	Accounting Technician II	11.00	11.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	0.25	0.25
<b><u>Planning &amp; Zoning Department</u></b>	City Planner	16.00	16.00	1.00	0.75
	Administrative Assistant III	10.00	10.00	1.00	1.00
	Commissioners	Unclassified	Unclassified		
<b><u>Police Department</u></b>	Police Chief	23.00	23.00	1.00	1.00
	Police Lieutenant	20.00	20.00	1.00	1.00
	Police Sergeant	18.00	18.00	3.00	3.00
	Police Officer	16.00	16.00	13.00	13.00
	Temporary Enforcement Officer	3.00	3.00	0.60	0.60
	Administrative Assistant III	10.00	10.00	1.00	1.00
<b><u>Fire Department</u></b>	Fire Chief	22.00	22.00	1.00	1.00
	Fire Marshall	17.00	17.00	1.00	1.00
	Battalion/Training Chief	17.00	17.00	1.00	1.00
	Fire Captain	16.00	16.00	3.00	3.00
	Fire Engineer	15.00	15.00	3.00	3.00
	Firefighter/EMT	13.00	13.00	9.00	9.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
<b><u>Communications Department</u></b>	Communications Supervisor	12.00	12.00	1.00	1.00
	Public Safety Dispatcher	9.00	9.00	7.00	7.00
<b><u>Animal Control Department</u></b>	Chief Animal Control Officer	11.00	11.00	1.00	1.00
	Animal Control Officer	9.00	9.00	2.00	2.00
<b><u>Public Works Administration</u></b>	Public Works Director	23.00	23.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
<b><u>Shop Department</u></b>	Shop Foreman	16.00	16.00	1.00	1.00
	Shop Mechanic	14.00	14.00	2.00	2.00

**City of Kenai  
Fiscal Year 2017 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

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<b><u>Street Department</u></b>	Street Foreman	16.00	16.00	0.87	0.88
	Equipment Lead Operator	14.00	14.00	0.85	0.88
	Equipment Operator	11.00	11.00	3.59	3.62
	Temporary Equipment Operator	11.00	11.00	0.14	0.14
<b><u>Building Department</u></b>	Building Official	15.00	15.00	1.00	1.00
	Building Maintenance Lead Technician	13.00	13.00	0.66	0.66
	Building Maintenance Technician	12.00	12.00	0.66	0.66
<b><u>Library</u></b>	Library Director	18.00	18.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	1.00	1.00
	Library Assistant	6.00	6.00	3.00	3.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	0.70	0.70
	Library Aide (52 week 24 hr/week position)	2.50	2.50	2.40	2.40
<b><u>Parks, Recreation &amp; Beautification Department</u></b>	Parks & Recreation & Beautification Director	17.00	17.00	0.96	0.96
	Parks & Recreation & Beautification Operator	9.00	9.00	1.92	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.94	0.94
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.65	0.38
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	2.88	3.21
	Temporary Parks & Grounds Gardener	2.20	2.20	0.29	0.29
	Temporary Administrative Assistant I	8.00	8.00	0.21	0.50
<b><u>Dock</u></b>	Street Foreman	16.00	16.00	0.05	0.06
	Equipment Lead Operator	14.00	14.00	0.07	0.06
	Equipment Operator	11.00	11.00	0.33	0.33
<b><u>General Fund Totals</u></b>				<b><u>90.36</u></b>	<b><u>90.86</u></b>
<b><u>Water and Sewer Fund</u></b>					
<b><u>Water</u></b>	Water & Sewer Foreman	16.00	16.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	1.00	1.00
	Accounting Technician I	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<b><u>Sewer</u></b>	Water & Sewer Foreman	16.00	16.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	1.00	1.00
	Accounting Technician I	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<b><u>Sewer Treatment Plant</u></b>	Sewer Treatment Plant Foreman	16.00	16.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	1.00	1.00
<b><u>Water and Sewer Fund Totals</u></b>				<b><u>7.76</u></b>	<b><u>7.76</u></b>
<b><u>Airport Fund</u></b>					
<b><u>Administration</u></b>	Airport Manager	20.00	20.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.67	0.67



**City of Kenai  
Fiscal Year 2017 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2016 Grade</u>	<u>FY2017 Grade</u>	<u>FY2016 Full Time Equivalent Positions</u>	<u>FY2017 Full Time Equivalent Positions</u>
<b><u>Airfield</u></b>	Airport Operations Supervisor	15.00	15.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	1.00	1.00
	Equipment Operator	11.00	11.00	0.80	0.80
	Temporary Equipment Operator	11.00	11.00	0.14	0.14
<b><u>Other Buildings &amp; Areas</u></b>	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.33	0.10
	City Planner	16.00	16.00	-	0.25
	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
<b><u>Airport Terminal</u></b>	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
	Administrative Assistant II	9.00	9.00	0.33	0.33
	Airport Operations Specialist	11.00	11.00	1.00	1.00
<b><u>Airport Fund Totals</u></b>				<b><u>6.95</u></b>	<b><u>6.97</u></b>
<b><u>Congregate Housing Fund</u></b>					
<b><u>Congregate Housing</u></b>	Senior Center Director	18.00	18.00	0.25	0.25
	Administrative Assistant III	10.00	10.00	0.20	0.25
	Data Entry Clerk	1.10	1.10	-	0.02
<b><u>Congregate Housing Fund Totals</u></b>				<b><u>0.45</u></b>	<b><u>0.52</u></b>
<b><u>Senior Citizens Fund</u></b>					
<b><u>Title III Access</u></b>	Senior Center Director	18.00	18.00	0.40	0.15
	Administrative Assistant III	10.00	10.00	0.10	-
	Activities & Volunteer Coordinator	2.40	2.40	0.90	1.00
	Outreach Worker	1.00	1.00	0.25	0.21
	Janitor	1.00	1.00	-	0.35
	Data Entry Clerk	1.10	1.10	0.02	0.05
	Temporary Maintenance Assistant	1.00	1.00	0.05	0.06
<b><u>Congregate Meals</u></b>	Senior Center Director	18.00	18.00	0.05	0.16
	Administrative Assistant III	10.00	10.00	0.10	0.27
	Outreach Worker	1.00	1.00	0.03	0.05
	Activities & Volunteer Coordinator	2.40	2.40	0.10	-
	Data Entry Clerk	1.10	1.10	0.02	0.08
	Janitor	1.00	1.00	0.32	-
	Temporary Maintenance Assistant	1.00	1.00	0.01	-
	Meals Driver, 24 Hours/Week	2.40	2.40	-	0.21
	Meals Driver, 14 Hours/Week	2.40	2.40	-	0.13
	Cook	2.40	2.40	0.30	0.36
	Kitchen Assistant	2.20	2.20	0.25	0.36
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
<b><u>Home Meals</u></b>	Senior Center Director	18.00	18.00	0.05	0.12
	Administrative Assistant III	10.00	10.00	0.10	0.20
	Outreach Worker	1.00	1.00	0.07	0.04
	Data Entry Clerk	1.10	1.10	-	0.06
	Cook	2.40	2.40	0.20	0.26
	Kitchen Assistant	2.20	2.20	0.20	0.26
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
	Meals Driver, 24 Hours/Week	2.40	2.40	0.15	0.16
	Meals Driver, 14 Hours/Week	2.40	2.40	0.09	0.09
<b><u>Transportation</u></b>	Senior Center Director	18.00	18.00	0.05	0.15
	Administrative Assistant III	10.00	10.00	0.10	-

City of Kenai  
Fiscal Year 2017 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2016 Grade</u>	<u>FY2017 Grade</u>	<u>FY2016 Full Time Equivalent Positions</u>	<u>FY2017 Full Time Equivalent Positions</u>
	Data Entry Clerk	1.10	1.10	-	0.05
	Driver, 14 Hours/Week	1.00	1.00	0.58	0.70
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	0.20	0.17
	Administrative Assistant III	10.00	10.00	0.40	0.28
	Data Entry Clerk	1.10	1.10	0.31	0.09
	Outreach Worker	1.00	1.00	-	0.05
	Cook	2.40	2.40	0.50	0.38
	Kitchen Assistant	2.20	2.20	0.55	0.38
	Temporary Kitchen Assistant	2.40	2.40	0.02	0.02
	Meals Driver, 24 Hours/Week	2.40	2.40	0.45	0.23
	Meals Driver, 14 Hours/Week	2.40	2.40	0.26	0.13
	Driver	1.00	1.00	0.12	-
	Janitor	1.00	1.00	0.03	-
<u>Senior Citizen Fund Total</u>				<u>7.35</u>	<u>7.28</u>
<u>Personal Use Fishery Fund</u>					
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	0.62	0.65
<u>Streets</u>	Street Foreman	16.00	16.00	0.04	0.04
	Equipment Lead Operator	14.00	14.00	0.05	0.02
	Equipment Operator	11.00	11.00	0.13	0.10
<u>Parks, Recreation &amp; Beautification</u>					
<u>Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	0.04	0.04
	Parks & Recreation & Beautification Operator	9.00	9.00	0.08	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.06	0.06
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	0.83	0.80
	Temporary Administrative Assistant I	8.00	8.00	0.21	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	0.04	0.02
	Equipment Lead Operator	14.00	14.00	0.03	0.04
	Equipment Operator	11.00	11.00	0.15	0.15
	Dock Worker	3.00	3.00	0.35	0.35
<u>Personal Use Fishery Fund Total</u>				<u>2.69</u>	<u>2.91</u>
<u>All Funds Totals</u>				<u>115.56</u>	<u>116.30</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Salary Schedule**

**Employee's Excluding those engaged in fire protection activities**

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	10.19	10.44	10.70	10.95	11.20	11.46	11.71	11.97	12.23
1.1	10.69	10.95	11.20	11.48	11.74	12.02	12.28	12.55	12.82
2	11.38	11.66	11.94	12.23	12.51	12.80	13.08	13.36	13.65
2.1	11.98	12.28	12.57	12.88	13.17	13.48	13.77	14.07	14.37
2.2	12.66	12.98	13.30	13.62	13.93	14.26	14.57	14.89	15.21
2.3	13.30	13.63	13.97	14.31	14.64	14.97	15.30	15.64	15.96
2.4	15.54	15.93	16.32	16.71	17.10	17.48	17.88	18.26	18.65
2.5	17.60	18.04	18.49	18.91	19.36	19.79	20.23	20.68	21.11
3	17.71	18.16	18.60	19.03	19.49	19.93	20.37	20.81	21.25
4	18.60	19.07	19.53	20.00	20.46	20.93	21.39	21.86	22.32
5	19.53	20.03	20.50	21.00	21.49	21.97	22.46	22.96	23.44
6	20.50	21.02	21.54	22.05	22.56	23.07	23.59	24.09	24.61
7	21.54	22.08	22.61	23.15	23.69	24.23	24.77	25.30	25.85
8	22.62	23.19	23.76	24.33	24.88	25.45	26.02	26.59	27.15
9	23.75	24.34	24.93	25.52	26.12	26.71	27.31	27.91	28.49
10	24.92	25.55	26.17	26.79	27.42	28.05	28.68	29.29	29.91
11	26.17	26.82	27.48	28.14	28.79	29.45	30.10	30.75	31.41
12	27.50	28.18	28.86	29.56	30.24	30.93	31.61	32.31	32.99
13	28.85	29.57	30.29	31.01	31.74	32.45	33.18	33.90	34.61
14	30.31	31.07	31.82	32.59	33.34	34.10	34.85	35.62	36.37
15	31.82	32.62	33.41	34.21	35.01	35.80	36.60	37.40	38.19
16	33.40	34.23	35.07	35.91	36.75	37.57	38.41	39.24	40.08
17	35.07	35.96	36.83	37.71	38.59	39.46	40.35	41.21	42.09
18	36.83	37.75	38.67	39.59	40.51	41.43	42.35	43.27	44.19
19	38.66	39.63	40.59	41.56	42.53	43.49	44.46	45.44	46.40
20	40.61	41.63	42.64	43.66	44.68	45.69	46.70	47.72	48.74
21	42.65	43.71	44.78	45.84	46.91	47.97	49.05	50.10	51.18
22	44.75	45.87	47.00	48.10	49.23	50.35	51.47	52.59	53.70
23	47.00	48.18	49.35	50.52	51.69	52.87	54.05	55.22	56.40
24	49.41	50.65	51.88	53.11	54.35	55.59	56.81	58.06	59.30

**Employee's Engaged in Fire Protection Activities**

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.61	21.11	21.63	22.16	22.67	23.18	23.70	24.21	24.72
14	21.65	22.19	22.73	23.28	23.81	24.36	24.89	25.44	25.99
15	22.73	23.30	23.87	24.45	25.01	25.57	26.14	26.71	27.28
16	23.87	24.46	25.06	25.65	26.25	26.83	27.43	28.03	28.63
17	25.06	25.68	26.30	26.93	27.56	28.19	28.82	29.44	30.07

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## **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.





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**City of Kenai  
Fiscal Year 2017 Operating Budget**

**General Fund  
Budget Projection**

	<b>Actual FY2014</b>	<b>Actual FY2015</b>	<b>Original Budget FY2016</b>	<b>Projection FY2016</b>	<b>Adopted FY2017</b>	<b>Projection FY2018</b>
TOTAL ASSESSED VALUE	\$ 804,454,601	\$ 828,384,580	\$ 853,032,979	\$ 851,638,381	\$ 866,234,902	\$ 888,041,434
MILL RATE	3.85	4.35	4.35	4.35	4.35	4.35
<b>REVENUES</b>						
Property & Sales Taxes						
Property Tax	3,162,530	3,656,927	3,754,479	3,760,213	3,810,759	3,897,980
Sales Tax	6,669,426	7,257,451	7,245,622	7,185,391	7,329,099	7,548,972
Total Property & Sales Taxes	<u>9,831,956</u>	<u>10,914,378</u>	<u>11,000,101</u>	<u>10,945,604</u>	<u>11,139,858</u>	<u>11,446,952</u>
State/Federal Revenue:						
PERS Funding	914,272	2,977,564	350,646	350,646	281,404	270,000
Municipal Assistance	435,888	441,046	415,866	415,798	277,930	129,651
Fish Tax	202,044	292,718	200,000	200,000	200,000	206,000
Other	191,354	81,058	58,000	158,831	58,000	50,000
Total State/Federal Revenue	<u>1,743,558</u>	<u>3,792,386</u>	<u>1,024,512</u>	<u>1,125,275</u>	<u>817,334</u>	<u>655,651</u>
Other Revenue						
Licenses and Permits	90,251	71,973	76,500	76,000	76,500	78,795
Ambulance Fees	355,726	412,509	400,000	375,000	400,000	412,000
Interest	82,629	56,992	75,000	75,000	75,000	98,302
Other	691,559	636,453	638,435	599,300	644,805	553,424
Total Other Revenue	<u>1,220,165</u>	<u>1,177,927</u>	<u>1,189,935</u>	<u>1,125,300</u>	<u>1,196,305</u>	<u>1,142,521</u>
<b>Total Revenues</b>	<u>12,795,679</u>	<u>15,884,691</u>	<u>13,214,548</u>	<u>13,196,179</u>	<u>13,153,497</u>	<u>13,245,124</u>
Transfer From Other Funds						
Charges to other funds	1,448,500	1,501,100	1,458,900	1,458,900	1,494,200	1,539,026
Capital Projects / Special Revenue	-	11	-	-	-	-
Enterprise	47,300	41,686	38,300	38,300	34,000	35,020
Trust Fund	146,172	147,093	155,946	-	148,009	148,009
Total Transfers	<u>1,641,972</u>	<u>1,689,890</u>	<u>1,653,146</u>	<u>1,497,200</u>	<u>1,676,209</u>	<u>1,722,055</u>
<b>Total Revenues and Transfers</b>	<u>14,437,651</u>	<u>17,574,581</u>	<u>14,867,694</u>	<u>14,693,379</u>	<u>14,829,706</u>	<u>14,967,179</u>
<b>EXPENDITURES/APPROPRIATIONS</b>						
General Government	3,212,087	5,357,342	3,092,419	3,177,043	3,013,609	3,084,171
Public Safety	6,737,967	6,876,330	7,421,731	7,541,089	7,284,438	7,502,971
Public Works	2,307,312	2,269,516	2,514,811	2,499,032	2,381,685	2,453,136
Parks, Recreation & Cultural	<u>1,877,813</u>	<u>1,911,792</u>	<u>2,095,800</u>	<u>2,131,987</u>	<u>2,156,949</u>	<u>2,221,657</u>
<b>Total Operating Expenditures</b>	14,135,179	16,414,980	15,124,761	15,349,151	14,836,681	15,261,935
Transfers or Non-Operating	<u>294,096</u>	<u>670,394</u>	<u>419,898</u>	<u>824,237</u>	<u>583,299</u>	<u>600,798</u>
Total Expenditures/Appropriations	14,429,275	17,085,374	15,544,659	16,173,388	15,419,980	15,862,733
Total Surplus (Deficit)	8,376	489,207	(676,965)	(1,480,009)	(590,274)	(895,554)
Projected Lapse - 5%	<u>-</u>	<u>-</u>	<u>756,238</u>	<u>767,458</u>	<u>741,834</u>	<u>763,097</u>
Adjusted Surplus (Deficit)	8,376	489,207	79,273	(712,551)	151,560	(132,457)
Beginning Fund Balance	<u>9,893,650</u>	<u>9,902,026</u>	<u>9,427,467</u>	<u>10,391,233</u>	<u>9,678,682</u>	<u>9,830,242</u>
Ending Fund Balance	9,902,026	10,391,233	9,506,740	9,678,682	9,830,242	9,697,785
Restricted	(480,238)	(546,706)	(493,534)	(582,706)	(618,706)	
Committed	(409,746)	(409,746)	(409,746)	(409,746)	(509,746)	
Assigned	<u>(1,518,184)</u>	<u>(1,497,756)</u>	<u>(1,751,467)</u>	<u>(1,614,034)</u>	<u>(1,776,805)</u>	
Unreserved/Undesignated Fund Balance	<u>\$ 7,493,858</u>	<u>\$ 7,937,025</u>	<u>\$ 6,851,993</u>	<u>\$ 7,072,196</u>	<u>\$ 6,924,985</u>	<u>\$ 9,697,785</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**General Fund  
Budget Projection**

	<b>Projection FY2019</b>	<b>Projection FY2020</b>
TOTAL ASSESSED VALUE	\$ 910,711,187	\$ 934,259,608
MILL RATE	4.35	4.35
<b>REVENUES</b>		
Property & Sales Taxes		
Property Tax	3,996,594	4,099,029
Sales Tax	<u>7,775,441</u>	<u>8,008,704</u>
Total Property & Sales Taxes	<u>11,772,035</u>	<u>12,107,733</u>
State/Federal Revenue:		
PERS Funding	260,000	250,000
Municipal Assistance	63,946	42,631
Fish Tax	212,180	218,545
Other	<u>50,001</u>	<u>50,002</u>
Total State/Federal Revenue	<u>586,127</u>	<u>561,178</u>
Other Revenue		
Licenses and Permits	81,159	83,594
Ambulance Fees	424,360	437,091
Interest	290,934	337,368
Other	<u>570,027</u>	<u>587,128</u>
Total Other Revenue	<u>1,366,480</u>	<u>1,445,181</u>
<b>Total Revenues</b>	<u>13,724,642</u>	<u>14,114,092</u>
Transfer From Other Funds		
Charges to other funds	1,585,197	1,632,753
Capital Projects / Special Revenue	-	-
Enterprise	36,071	37,153
Trust Fund	<u>148,009</u>	<u>148,009</u>
Total Transfers	<u>1,769,277</u>	<u>1,817,915</u>
<b>Total Revenues and Transfers</b>	<u>15,493,919</u>	<u>15,932,007</u>
<b>EXPENDITURES/APPROPRIATIONS</b>		
General Government	3,176,696	3,271,997
Public Safety	7,728,060	7,959,902
Public Works	2,526,730	2,602,532
Parks, Recreation & Cultural	<u>2,288,307</u>	<u>2,356,956</u>
<b>Total Operating Expenditures</b>	15,719,793	16,191,387
Transfers or Non-Operating	<u>618,822</u>	<u>637,387</u>
Total Expenditures/Appropriations	16,338,615	16,828,774
Total Surplus (Deficit)	(844,696)	(896,767)
Projected Lapse - 5%	<u>785,990</u>	<u>809,569</u>
Adjusted Surplus (Deficit)	(58,706)	(87,198)
Beginning Fund Balance	<u>9,697,785</u>	<u>9,639,079</u>
Ending Fund Balance	9,639,079	9,551,881
Restricted		
Committed		
Assigned		
Unreserved/Undesignated		
Fund Balance	<u>\$ 9,639,079</u>	<u>\$ 9,551,881</u>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 171,297	\$ 198,082	\$ 26,785	\$ 77,111	\$ 78,176	\$ 1,065
Visitor Center	-	-	-	190,122	181,747	(8,375)
Legislative	51,875	51,850	(25)	118,330	124,020	5,690
Legal	288,716	286,855	(1,861)	109,722	62,047	(47,675)
City Manager	318,317	346,531	28,214	31,530	31,210	(320)
Finance	618,384	586,741	(31,643)	64,206	64,563	357
Land Administration	-	-	-	17,900	18,020	120
Non-Departmental	350,646	281,404	(69,242)	426,224	478,013	51,789
Planning and Zoning	192,432	167,670	(24,762)	45,200	46,180	980
Safety	-	-	-	11,407	10,500	(907)
Total General Government	<u>1,991,667</u>	<u>1,919,133</u>	<u>(72,534)</u>	<u>1,091,752</u>	<u>1,094,476</u>	<u>2,724</u>
<u>Public Safety</u>						
Police	2,702,578	2,686,356	(16,222)	277,645	260,070	(17,575)
Fire	2,644,491	2,658,816	14,325	436,234	410,457	(25,777)
Communications	800,489	788,004	(12,485)	53,226	51,270	(1,956)
Animal Control	279,014	276,357	(2,657)	160,222	144,908	(15,314)
Total Public Safety	<u>6,426,572</u>	<u>6,409,533</u>	<u>(17,039)</u>	<u>927,327</u>	<u>866,705</u>	<u>(60,622)</u>
<u>Public Works</u>						
Public Works Administration	218,655	221,319	2,664	18,527	15,329	(3,198)
Shop	363,307	346,211	(17,096)	333,207	279,888	(53,319)
Streets	607,224	597,280	(9,944)	408,347	401,572	(6,775)
Buildings	248,896	235,506	(13,390)	111,194	100,001	(11,193)
Street Lighting	-	-	-	156,454	165,851	9,397
Total Public Works	<u>1,438,082</u>	<u>1,400,316</u>	<u>(37,766)</u>	<u>1,027,729</u>	<u>962,641</u>	<u>(65,088)</u>
<u>Library</u>	<u>662,602</u>	<u>664,025</u>	<u>1,423</u>	<u>250,967</u>	<u>236,724</u>	<u>(14,243)</u>
<u>Parks and Recreation</u>						
Boating Facility	47,359	46,283	(1,076)	50,888	49,915	(973)
Parks, Recreation & Beautification	470,436	502,908	32,472	595,048	592,094	(2,954)
Total Parks and Recreation	<u>517,795</u>	<u>549,191</u>	<u>31,396</u>	<u>645,936</u>	<u>642,009</u>	<u>(3,927)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 11,036,718</u>	<u>\$ 10,942,198</u>	<u>\$ (94,520)</u>	<u>\$ 3,943,711</u>	<u>\$ 3,802,555</u>	<u>\$ (141,156)</u>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**  
**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 248,408	\$ 276,258	\$ 27,850	<u>General Government</u>
-	-	-	190,122	181,747	(8,375)	City Clerk
-	-	-	170,205	175,870	5,665	Visitor Center
-	-	-	398,438	348,902	(49,536)	Legislative
-	-	-	349,847	377,741	27,894	Legal
-	-	-	682,590	651,304	(31,286)	City Manager
-	-	-	17,900	18,020	120	Finance
(241,496)	-	241,496	535,374	759,417	224,043	Land Administration
-	-	-	237,632	213,850	(23,782)	Non-Departmental
-	-	-	11,407	10,500	(907)	Planning and Zoning
(241,496)	-	241,496	2,841,923	3,013,609	171,686	Safety
						Total General Government
-	-	-	2,980,223	2,946,426	(33,797)	<u>Public Safety</u>
67,832	8,200	(59,632)	3,148,557	3,077,473	(71,084)	Police
-	-	-	853,715	839,274	(14,441)	Fire
-	-	-	439,236	421,265	(17,971)	Communications
67,832	8,200	(59,632)	7,421,731	7,284,438	(137,293)	Animal Control
						Total Public Safety
-	-	-	237,182	236,648	(534)	<u>Public Works</u>
24,000	18,728	(5,272)	720,514	644,827	(75,687)	Public Works Administration
25,000	-	(25,000)	1,040,571	998,852	(41,719)	Shop
-	-	-	360,090	335,507	(24,583)	Streets
-	-	-	156,454	165,851	9,397	Buildings
49,000	18,728	(30,272)	2,514,811	2,381,685	(133,126)	Street Lighting
						Total Public Works
-	15,000	15,000	913,569	915,749	2,180	<u>Library</u>
-	20,000	20,000	98,247	116,198	17,951	<u>Parks and Recreation</u>
18,500	30,000	11,500	1,083,984	1,125,002	41,018	Boating Facility
18,500	50,000	31,500	1,182,231	1,241,200	58,969	Parks, Recreation & Beautification
						Total Parks and Recreation
670,394	583,299	(87,095)	670,394	583,299	(87,095)	Non-Departmental Transfers
\$ 564,230	\$ 675,227	\$ 110,997	\$ 15,544,659	\$ 15,419,980	\$ (124,679)	Total General Fund

**City of Kenai  
Fiscal Year 2016 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2015</b>	<b>Original</b>	<b>Amended</b>	<b>Adopted</b>	<b>Increase</b>	<b>%</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>FY2017</b>	<b>(Decrease)</b>	<b>%</b>
		<b>FY2016</b>			<b>FY16 Original</b>	<b>Change</b>
<u>General Government</u>						
01 City Clerk	\$ 217,473	\$ 248,408	\$ 264,208	\$ 276,258	\$ 27,850	11.21%
03 Visitor Center	179,030	190,122	190,122	181,747	(8,375)	(4.41%)
11 Legislative	151,313	170,205	203,805	175,870	5,665	3.33%
12 Legal	359,764	398,438	400,169	348,902	(49,536)	(12.43%)
13 City Manager	360,183	349,847	390,477	377,741	27,894	7.97%
15 Finance	597,083	682,590	684,990	651,304	(31,286)	(4.58%)
16 Land Administration	21,898	17,900	48,295	18,020	120	0.67%
18 Non-Departmental	3,249,433	785,870	723,463	759,417	(26,453)	(3.37%)
19 Planning and Zoning	205,843	237,632	247,357	213,850	(23,782)	(10.01%)
20 Safety	15,322	11,407	24,157	10,500	(907)	(7.95%)
Total General Government	<u>\$ 5,357,342</u>	<u>\$ 3,092,419</u>	<u>\$ 3,177,043</u>	<u>\$ 3,013,609</u>	<u>(78,810)</u>	<u>(2.55%)</u>
<u>Public Safety</u>						
21 Police	2,790,801	2,980,223	2,987,424	2,946,426	(33,797)	(1.13%)
22 Fire	3,015,045	3,148,557	3,260,094	3,077,473	(71,084)	(2.26%)
23 Communications	734,637	853,715	853,715	839,274	(14,441)	(1.69%)
29 Animal Control	335,847	439,236	439,856	421,265	(17,971)	(4.09%)
Total Public Safety	<u>6,876,330</u>	<u>7,421,731</u>	<u>7,541,089</u>	<u>7,284,438</u>	<u>(137,293)</u>	<u>(1.85%)</u>
<u>Public Works</u>						
31 Public Works Administration	175,719	237,182	237,182	236,648	(534)	(0.23%)
32 Shop	635,855	720,514	720,514	644,827	(75,687)	(10.50%)
33 Streets	901,543	1,040,571	1,020,571	998,852	(41,719)	(4.01%)
34 Buildings	411,309	360,090	350,934	335,507	(24,583)	(6.83%)
35 Street Lighting	145,090	156,454	169,831	165,851	9,397	6.01%
Total Public Works	<u>2,269,516</u>	<u>2,514,811</u>	<u>2,499,032</u>	<u>2,381,685</u>	<u>(133,126)</u>	<u>(5.29%)</u>
<u>Library</u>						
40 Library	<u>843,752</u>	<u>913,569</u>	<u>926,085</u>	<u>915,749</u>	<u>2,180</u>	<u>0.24%</u>
<u>Parks and Recreation</u>						
60 Boating Facility	84,415	98,247	98,247	116,198	17,951	18.27%
45 Parks, Recreation & Beautification	<u>983,625</u>	<u>1,083,984</u>	<u>1,107,655</u>	<u>1,125,002</u>	<u>41,018</u>	<u>3.78%</u>
Total Parks and Recreation	<u>1,068,040</u>	<u>1,182,231</u>	<u>1,205,902</u>	<u>1,241,200</u>	<u>58,969</u>	<u>4.99%</u>
<u>Total Operating Expenditures</u>	<u>16,414,980</u>	<u>15,124,761</u>	<u>15,349,151</u>	<u>14,836,681</u>	<u>(288,080)</u>	<u>(1.90%)</u>
<u>Transfers to other funds</u>						
Debt Service	141,390	146,898	146,898	140,514	(6,384)	(4.35%)
Other non-operating	<u>529,004</u>	<u>273,000</u>	<u>677,339</u>	<u>442,785</u>	<u>169,785</u>	<u>62.19%</u>
Total Transfers to other funds	<u>670,394</u>	<u>419,898</u>	<u>824,237</u>	<u>583,299</u>	<u>163,401</u>	<u>38.91%</u>
<b>Total General Fund</b>	<b><u>\$ 17,085,374</u></b>	<b><u>\$ 15,544,659</u></b>	<b><u>\$ 16,173,388</u></b>	<b><u>\$ 15,419,980</u></b>	<b><u>\$ (124,679)</u></b>	<b><u>(0.80%)</u></b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**General Fund Summary by Line Item**

Account Number	Expense Description	FY2015 Actual	Five year Historical Average	Original Budget FY2016	Amended Budget	Adopted FY2017	Increase (Decrease) FY2016 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 6,062,315	\$ 5,728,497	\$ 6,418,512	\$ 6,385,173	\$ 6,445,480	\$ 26,968	0.42%
0200	Overtime	424,602	417,080	394,896	395,946	403,889	8,993	2.28%
0250	Holiday Pay	152,749	147,561	163,472	163,472	159,761	(3,711)	(2.27%)
0300	Leave	164,449	168,186	272,720	281,590	267,545	(5,175)	(1.90%)
0400	Medicare	95,383	89,656	105,120	105,233	105,518	398	0.38%
0450	Social Security	12,187	14,747	13,683	13,683	13,146	(537)	(3.92%)
0500	PERS	4,397,080	2,524,808	1,837,010	1,831,644	1,776,769	(60,241)	(3.28%)
0600	Unemployment Insurance	9,521	9,399	35,087	35,126	35,208	121	0.34%
0700	Workers Compensation	160,609	145,117	199,245	199,572	199,729	484	0.24%
0800	Health & Life Insurance	1,119,038	1,146,646	1,467,459	1,501,790	1,406,078	(61,381)	(4.18%)
0900	Supplemental Retirement	105,530	109,506	129,514	129,514	129,075	(439)	(0.34%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 12,703,463</u></b>	<b><u>\$ 10,501,203</u></b>	<b><u>\$ 11,036,718</u></b>	<b><u>\$ 11,042,743</u></b>	<b><u>\$ 10,942,198</u></b>	<b><u>\$ (94,520)</u></b>	<b><u>(0.86%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	20,802	26,429	32,544	31,828	31,883	(661)	(2.03%)
2022	Operating & Repair Supplies	573,760	583,874	689,640	623,357	592,967	(96,673)	(14.02%)
2024	Small Tools/Minor Equipment	164,596	152,577	170,409	220,007	124,852	(45,557)	(26.73%)
2026	Computer Software	74,234	54,867	80,064	86,655	78,954	(1,110)	(1.39%)
4531	Professional Services	578,152	650,815	652,038	730,491	590,263	(61,775)	(9.47%)
4532	Communications	65,088	71,757	82,601	82,601	89,236	6,635	8.03%
4533	Travel & Transportation	107,436	107,518	162,505	167,634	167,601	5,096	3.14%
4534	Advertising	30,086	31,382	39,895	43,541	40,064	169	0.42%
4535	Printing & Binding	22,427	29,280	39,365	37,909	40,440	1,075	2.73%
4536	Insurance	128,215	128,393	150,996	150,996	171,821	20,825	13.79%
4537	Utilities	713,105	580,446	729,507	729,507	740,891	11,384	1.56%
4538	Repair & Maintenance	263,299	298,333	329,003	332,840	294,500	(34,503)	(10.49%)
4539	Rentals	133,911	149,097	133,757	132,557	138,075	4,318	3.23%
4540	Equip. Fund Pmts.	310,571	242,008	340,814	340,814	340,814	-	-
4541	Postage	13,420	10,324	19,300	20,850	22,117	2,817	14.60%
4666	Books	73,617	69,536	69,537	75,887	74,764	5,227	7.52%
4667	Dues & Publications	23,700	23,740	36,555	35,580	36,561	6	0.02%
4999	General Contingency	-	-	90,000	27,005	125,000	35,000	38.89%
5041	Miscellaneous	55,876	63,445	65,081	85,641	65,602	521	0.80%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	27,751	35,602	30,100	60,100	36,150	6,050	20.10%
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 3,380,046</u></b>	<b><u>\$ 3,309,423</u></b>	<b><u>\$ 3,943,711</u></b>	<b><u>\$ 4,015,800</u></b>	<b><u>\$ 3,802,555</u></b>	<b><u>\$ (141,156)</u></b>	<b><u>(3.58%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	15,054	30,048	-	22,145	-	-	-
8062	Buildings	94,849	103,024	-	5,842	20,000	20,000	-
8063	Improvements	18,900	30,523	35,000	35,000	-	(35,000)	(100.00%)
8064	Machinery & Equipment	202,668	167,489	109,332	227,621	71,928	(37,404)	(34.21%)
9090	Transfers	670,394	911,877	419,898	824,237	583,299	163,401	38.91%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 1,001,865</u></b>	<b><u>\$ 1,242,961</u></b>	<b><u>\$ 564,230</u></b>	<b><u>\$ 1,114,845</u></b>	<b><u>\$ 675,227</u></b>	<b><u>\$ 110,997</u></b>	<b><u>19.67%</u></b>
<b><u>Manager Total:</u></b>		<b><u>\$ 17,085,374</u></b>	<b><u>\$ 15,053,587</u></b>	<b><u>\$ 15,544,659</u></b>	<b><u>\$ 16,173,388</u></b>	<b><u>\$ 15,419,980</u></b>	<b><u>\$ (124,679)</u></b>	<b><u>(0.80%)</u></b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2016</b>	<b>FY 2017</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 94,200	\$ 104,900	\$ 10,700	11.36%
Sewer	51,000	55,000	4,000	7.84%
Sewer Treatment	117,100	135,300	18,200	15.54%
Airport - Airfield	835,200	818,300	(16,900)	(2.02%)
Airport - Administration Including Land	45,200	54,000	8,800	19.47%
Airport - Terminal	68,700	68,200	(500)	(0.73%)
Senior - Access	24,200	24,800	600	2.48%
Senior - Cong Meals	25,500	25,500	-	-
Senior - Home Meals	24,700	25,800	1,100	4.45%
Senior - Transportation	9,400	9,600	200	2.13%
Senior - Choice Waiver	52,700	55,600	2,900	5.50%
Dipnet - Public Safety	76,200	75,300	(900)	(1.18%)
Dipnet - Streets	5,100	5,400	300	5.88%
Dipnet - Parks, Recreation & Beautification	19,100	27,500	8,400	43.98%
Dipnet - Dock	10,600	9,000	(1,600)	(15.09%)
Congregate Housing	38,300	34,000	(4,300)	(11.23%)
<b>Total</b>	<b>\$ 1,497,200</b>	<b>\$ 1,528,200</b>	<b>\$ 31,000</b>	<b>2.07%</b>



## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - CITY CLERK**

Under the City's charter, the City Clerk is appointed by, and reports to, the City Council. KMC 1.25.010 and 1.25.020 defines the duties of the City Clerk as:

#### **KMC 1.25.010, Position**

The City Clerk shall be an officer of the City appointed by the Council for an indefinite term and shall serve as clerical officer of the Council as provided by the City Charter in Section 2-5.

#### **KMC 1.25.020, Duties**

The Clerk shall attend the city council meetings, perform all duties set forth in Section 2-5 of the City Charter and all duties required herein and by other sections of the Kenai Municipal Code -- the duties enumerated herein shall not be considered to be exclusive, and the Clerk may be assigned additional duties from time to time by the City Council. The Clerk shall file and duly keep all records, public papers, and accounts records held for permanent record or historical purposes (as contrasted to operational use) as custodian of records for the City, shall duly authenticate all ordinances and resolutions passed by the Council, and shall, on request, certify as true and correct copies of any City records which may be required. The City Clerk shall be the registrar of elections of the City and be responsible for issuing the call for, and supervision of, all elections and shall be responsible for such other duties pertaining thereto, as may be set forth in Title 6, entitled "Elections."

Duties of the City Clerk are also defined in AS 29.20.380 and Kenai City Charter Section 2-5 as mentioned above.

Additionally, the City Clerk is the custodian of proceedings of the Council, ordinances and resolutions; assures that notice and other requirements for public meetings are complied with and that public records are available for public inspection as required by law; maintains records of the Kenai Municipal Cemetery and Leif Hansen Memorial Park; issues/renews business licenses (mobile food vendors, itinerant merchants, taxicabs); prepares for recall and referendums; prepares ordinances, resolutions, proclamations; prepares and gives oaths of office; collects and files annual City of Kenai Financial Disclosure Statements; custodian of the seal of the City; maintains the record management program, including maintenance and upkeep of the records retention schedule, maintenance and upgrades to Laserfiche software (digital archiving program), scanning of legislation and city documents, and cataloging and filing documents within the Laserfiche program, acts as website coordinator uploading and maintaining correct and current information on website; and acts as the parliamentary advisor to the governing body.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 111,565	\$ 104,765	\$ 118,240	\$ 118,240	\$ 125,239	\$ 6,999	5.92%
0200	Overtime	218	2,174	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,838	2,801	2,801	4,321	1,520	54.27%
0400	Medicare	1,573	1,318	1,755	1,755	1,879	124	7.07%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	22,953	23,120	26,013	26,013	27,553	1,540	5.92%
0600	Unemployment Insurance	-	-	605	605	647	42	6.94%
0700	Workers Compensation	355	455	512	512	479	(33)	(6.45%)
0800	Health & Life Insurance	16,447	19,599	18,371	34,171	34,964	16,593	90.32%
0900	Supplemental Retirement	1,500	2,130	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 154,611</b>	<b>\$ 160,399</b>	<b>\$ 171,297</b>	<b>\$ 187,097</b>	<b>\$ 198,082</b>	<b>\$ 26,785</b>	<b>15.64%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,469	1,329	2,000	2,000	2,040	40	2.00%
2022	Operating & Repair Supplies	74	240	320	320	320	-	-
2024	Small Tools/Minor Equipment	4,764	3,402	1,600	1,600	4,200	2,600	162.50%
2026	Computer Software	18,427	9,606	14,906	14,906	13,246	(1,660)	(11.14%)
4531	Professional Services	14,840	18,658	25,900	23,400	25,900	-	-
4532	Communications	1,508	1,240	2,295	2,295	2,670	375	16.34%
4533	Travel & Transportation	8,846	7,494	10,810	13,310	10,860	50	0.46%
4534	Advertising	9,157	10,092	11,800	11,800	11,800	-	-
4535	Printing & Binding	2,871	1,830	5,100	5,100	5,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	195	750	750	400	(350)	(46.67%)
4539	Rentals	-	-	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	75	68	200	200	200	-	-
4667	Dues & Publications	610	643	1,030	1,030	1,040	10	0.97%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	221	397	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 62,862</b>	<b>\$ 55,194</b>	<b>\$ 77,111</b>	<b>\$ 77,111</b>	<b>\$ 78,176</b>	<b>\$ 1,065</b>	<b>1.38%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	96	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 217,473</b>	<b>\$ 215,689</b>	<b>\$ 248,408</b>	<b>\$ 264,208</b>	<b>\$ 276,258</b>	<b>\$ 27,850</b>	<b>11.21%</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	4 Drawer lateral fireproof cabinet for original docs	4,000
	Miscellaneous	200
		<u>4,200</u>
2026	<b><u>Computer Software</u></b>	
	Laserfiche LSAP	8,846
	Software for 3 computers	240
	Software for 2 users	230
	ArcGIS	330
	Barracuda email archiver maintenance	2,500
	GoToMyPC	100
	Miscellaneous	1,000
		<u>13,246</u>
4531	<b><u>Professional Services</u></b>	
	e-Docs support	5,000
	Website programming	1,500
	Granicus video streaming	12,000
	Election Judges and Canvass Board	2,200
	Shredding documents	1,200
	Alaska Map Company	3,000
	Miscellaneous	1,000
		<u>25,900</u>
4533	<b><u>Transportation</u></b>	
	Car allowance	2,760
	Alaska Assoc. of Municipal Clerk's conference	2,700
	International Institute of Municipal Clerk's academy	2,000
	Laserfiche annual conference for 1	2,600
	Miscellaneous	800
		<u>10,860</u>
4534	<b><u>Advertising</u></b>	
	Elections notices	2,450
	Meeting agendas, public notices	8,650
	Miscellaneous	700
		<u>11,800</u>
4535	<b><u>Printing and Binding</u></b>	
	Ballot printing	1,800
	Copier/printer	2,800
	Miscellaneous	500
		<u>5,100</u>
4667	<b><u>Dues and Publications</u></b>	
	IIMC x 2	275
	AAMC x2	225
	Clarion	150
	National Association of Parliamentarians	75
	ARMA International	215
	Miscellaneous	100
		<u>1,040</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - VISITORS CENTER**

The Kenai Visitors and Cultural Center is one of Kenai Peninsula's premier public facilities and attractions. The \$1,600,000 facility was built in 1992 with a matching grant from the U. S. Department of Commerce Economic Development Administration. With an annual average visitation of approximately 60,000 people, the 10,000 square foot multi-use building serves as a visitor information center, meetings facility and Kenai's cultural center.

The Kenai Chamber and of Commerce and Visitor's Center, Inc., a non-profit 501(c) organization, is the professional facility manager of the Kenai Visitors and Cultural Center. Under the terms of the Facilities Management Agreement, KCCVC is responsible for providing visitors and convention services at the Center (including promotion), the operation of the Cultural Center, the coordination of meetings and conferences and arrangements of displays and exhibits in the Kenai Visitors and Cultural Center. KCCVC is responsible for costs associated with operating activities, such as all personnel costs, telephone, postage, printing, promotional and advertising costs, travel and equipment maintenance, and general office expenses.

The City of Kenai is responsible for providing janitorial services, snow removal, landscaping and maintenance of the Center. Maintenance expenses include utilities, building repairs, restroom supplies, plumbing and electrical supplies, and other incidental costs ordinary to the maintenance of a public facility.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	586	503	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	-	710	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,250	128,770	125,000	125,000	125,000	-	-
4532	Communications	2,161	1,359	2,270	2,270	2,260	(10)	(0.44%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	33,866	31,789	37,382	37,382	37,667	285	0.76%
4538	Repair & Maintenance	17,167	16,016	24,470	24,470	15,820	(8,650)	(35.35%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	480	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 179,030</u></b>	<b><u>\$ 179,687</u></b>	<b><u>\$ 190,122</u></b>	<b><u>\$ 190,122</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ (8,375)</u></b>	<b><u>(4.41%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 179,030</u></b>	<b><u>\$ 179,687</u></b>	<b><u>\$ 190,122</u></b>	<b><u>\$ 190,122</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ (8,375)</u></b>	<b><u>(4.41%)</u></b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2022	<b><u>Operating and Repair Supplies</u></b> Cleaning/restroom supplies	1,000
4531	<b><u>Professional Services</u></b> Professional management contract with Kenai CVB	125,000
4532	<b><u>Communications</u></b> Metro ethernet connection	2,260
4538	<b><u>Repairs and Maintenance</u></b> Janitorial services Security monitoring Window washing	15,000 420 400 <hr/> 15,820

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGISLATIVE**

The Legislative Department encompasses funding the Council's expenditures for yearly dues, donations, transportation costs, advertising, Council salaries, Planning & Zoning Commission stipends, office supplies, professional services, etc.

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 48,250	\$ 48,050	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	15	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	700	697	696	696	696	-	-
0450	Social Security	2,992	2,979	2,976	2,976	2,976	-	-
0500	PERS	-	3	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	154	193	203	203	178	(25)	(12.32%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 52,096</b>	<b>\$ 51,937</b>	<b>\$ 51,875</b>	<b>\$ 51,875</b>	<b>\$ 51,850</b>	<b>\$ (25)</b>	<b>(0.05%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	571	201	200	200	200	-	-
2022	Operating & Repair Supplies	2,011	2,773	2,800	2,800	2,800	-	-
2024	Small Tools/Minor Equipment	-	552	2,500	2,500	2,500	-	-
2026	Computer Software	733	320	1,860	1,860	1,650	(210)	(11.29%)
4531	Professional Services	39,178	44,260	39,805	40,604	39,800	(5)	(0.01%)
4532	Communications	479	254	845	845	900	55	6.51%
4533	Travel & Transportation	9,327	10,085	11,500	10,701	11,500	-	-
4534	Advertising	5,023	6,589	9,400	9,400	9,400	-	-
4535	Printing & Binding	178	191	500	500	300	(200)	(40.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	223	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	68	200	200	200	-	-
4667	Dues & Publications	7,461	7,432	8,170	8,170	8,170	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	6,505	7,108	10,450	14,050	10,450	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	27,751	22,534	30,100	60,100	36,150	6,050	20.10%
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 99,217</b>	<b>\$ 102,590</b>	<b>\$ 118,330</b>	<b>\$ 151,930</b>	<b>\$ 124,020</b>	<b>\$ 5,690</b>	<b>4.81%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 151,313</b>	<b>\$ 154,527</b>	<b>\$ 170,205</b>	<b>\$ 203,805</b>	<b>\$ 175,870</b>	<b>\$ 5,665</b>	<b>3.33%</b>



**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous - Food/refreshments/awards	2,800
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Chambers sound maintenance	2,500
4531	<b><u>Professional Services</u></b>	
	Annual audit	39,800
4533	<b><u>Transportation</u></b>	
	Alaska Municipal League travel	7,400
	Mayoral travel	1,500
	Legislative hearing travel	1,500
	Newly elected official training	1,100
		<hr/> 11,500
4534	<b><u>Advertising</u></b>	
	Milepost advertisement	3,500
	T-shirt/cap replenishment	1,900
	KCHA Ads	600
	City souvenirs	2,800
	Miscellaneous	600
		<hr/> 9,400
4667	<b><u>Dues and Publications</u></b>	
	AML Dues	7,000
	Kenai Chamber of Commerce	600
	Alaska Conference of Mayors	120
	Publications: Miscellaneous	450
		<hr/> 8,170
5041	<b><u>Miscellaneous</u></b>	
	Gifts, flowers, etc.	950
	Mini-Grants	2,500
	Mayor reimbursements	2,000
	Volunteer appreciation	3,000
	Miscellaneous	2,000
		<hr/> 10,450
5047	<b><u>Grants to Other Agencies</u></b>	
	Peninsula Oilers	2,650
	Kenai Watershed Forum water testing	5,000
	Kenai Chamber of Commerce 4th of July	2,500
	Kenai Chamber of Commerce holiday fireworks	3,500
	Kenai Chamber of Commerce Kenai video production	5,000
	Industry Appreciation Day	500
	Economic Outlook Forum	500
	Kenai Boys & Girls Club Grant	10,000
	Kenai Historic Society cabin docent	4,000
	Miscellaneous grants to be identified	2,500
		<hr/> 36,150

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGAL**

The specified duties of the City Attorney are contained in KMC 1.55.020, which provides:

The City Attorney shall be the chief legal advisor of the Council and all other officers, departments, and agencies of the City government in matters relating to their official powers and duties. He shall represent the City in proceedings in the courts. He shall perform all services incident to his position, which may be required by law or ordinance.

While the overall title for the type of work performed by a city attorney's department is known as "municipal law," city attorneys provide legal advice and expertise in a wide range of legal areas. Some of the areas of law handled by the Kenai City Attorney include contract law, employment law, environmental law, planning and zoning law, tort law, civil rights law, airport law, real estate law, and debt collection law. The City Attorney also acts as municipal prosecutor, prosecuting citations for violations of City ordinances and certain traffic offenses.

In addition to working on day-to-day legal matters that are resolved through consultation with the City Manager, department heads, councilpersons, and/or the Mayor, the City Attorney handles specific legal issues that result in litigation.

The Legal Department is staffed by the City Attorney and by the Legal Administrative Assistant.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 187,575	\$ 171,794	\$ 195,027	\$ 195,027	\$ 195,332	\$ 305	0.16%
0200	Overtime	-	28	401	401	-	(401)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	3,215	5,892	5,892	5,904	12	0.20%
0400	Medicare	2,680	2,529	2,919	2,919	2,918	(1)	(0.03%)
0450	Social Security	4	67	-	-	-	-	-
0500	PERS	41,253	37,326	42,994	42,994	42,973	(21)	(0.05%)
0600	Unemployment Insurance	-	222	1,006	1,006	1,006	-	-
0700	Workers Compensation	592	652	735	735	758	23	3.13%
0800	Health & Life Insurance	29,829	28,837	36,742	36,742	34,964	(1,778)	(4.84%)
0900	Supplemental Retirement	3,071	3,025	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 265,004</b>	<b>\$ 247,695</b>	<b>\$ 288,716</b>	<b>\$ 288,716</b>	<b>\$ 286,855</b>	<b>\$ (1,861)</b>	<b>(0.64%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	621	573	785	785	785	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	975	1,182	2,100	3,300	1,000	(1,100)	(52.38%)
2026	Computer Software	606	250	630	630	470	(160)	(25.40%)
4531	Professional Services	80,452	26,443	83,660	66,641	34,000	(49,660)	(59.36%)
4532	Communications	1,147	694	1,270	1,270	1,270	-	-
4533	Travel & Transportation	3,687	7,147	11,220	10,020	14,310	3,090	27.54%
4534	Advertising	-	80	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	4,762	4,394	6,157	6,157	6,230	73	1.19%
4667	Dues & Publications	2,145	2,002	2,400	2,400	2,452	52	2.17%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	365	484	1,500	20,250	1,530	30	2.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 94,760</b>	<b>\$ 43,249</b>	<b>\$ 109,722</b>	<b>\$ 111,453</b>	<b>\$ 62,047</b>	<b>\$ (47,675)</b>	<b>(43.45%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	25	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 359,764</b>	<b>\$ 290,969</b>	<b>\$ 398,438</b>	<b>\$ 400,169</b>	<b>\$ 348,902</b>	<b>\$ (49,536)</b>	<b>(12.43%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Office furniture	500
	Miscellaneous	500
		<u>1,000</u>
4531	<b><u>Professional Services</u></b>	
	Outside legal council	26,000
	Process servers	1,000
	Code Publishing - supplement updates	7,000
		<u>34,000</u>
4533	<b><u>Transportation</u></b>	
	Car Allowance	3,600
	Continuing education - City Attorney	9,180
	Continuing education - Legal Assistant	1,020
	Travel for litigation	510
		<u>14,310</u>
4666	<b><u>Books</u></b>	
	James Publishing, Lexis-Nexis, Todd Communications, West Group, misc.	6,230
4667	<b><u>Dues and Publications</u></b>	
	Alaska Bar dues	700
	American Bar dues	217
	Kenai Bar dues	50
	AMA dues	50
	IMLA dues	480
	FLSA handbook	600
	NFPA dues	50
	NALS dues	135
	Misc.	170
		<u>2,452</u>
5041	<b><u>Miscellaneous</u></b>	
	Filing fees	510
	Miscellaneous	1,020
		<u>1,530</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - CITY MANAGER**

Under the City's Charter, the City Manager is appointed by the Council and performs as the City Administrator. In this capacity, the City Manager is charged with the execution of the laws and ordinances applicable to the City, and with the administration of the operations of the City. The City Manager is responsible for preparation and submittal of the annual budget to the City Council, in addition to keeping the Council informed on fiscal matters and future needs of the City.

One-third (1/3) of the Assistant to the City Manager/Human Resource Specialist position is budgeted in the Airport Land System Administration fund/budget. This more accurately reflects the duties of the position as Assistant to the City Manager, Human Resource officer, and as supporting the management of Airport Lands.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 212,499	\$ 191,780	\$ 221,310	\$ 221,310	\$ 241,167	\$ 19,857	8.97%
0200	Overtime	-	243	221	221	192	(29)	(13.12%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,212	10,782	10,245	19,115	11,043	798	7.79%
0400	Medicare	3,148	2,945	3,361	3,361	3,660	299	8.90%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	46,750	42,151	48,737	48,737	53,099	4,362	8.95%
0600	Unemployment Insurance	-	-	279	279	371	92	32.97%
0700	Workers Compensation	676	767	979	979	933	(46)	(4.70%)
0800	Health & Life Insurance	25,095	23,717	30,680	30,680	33,216	2,536	8.27%
0900	Supplemental Retirement	2,570	2,440	2,505	2,505	2,850	345	13.77%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 294,950</b>	<b>\$ 274,825</b>	<b>\$ 318,317</b>	<b>\$ 327,187</b>	<b>\$ 346,531</b>	<b>\$ 28,214</b>	<b>8.86%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	83	668	1,000	1,200	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,567	2,034	1,100	2,032	500	(600)	(54.55%)
2026	Computer Software	719	346	1,480	1,480	1,010	(470)	(31.76%)
4531	Professional Services	41,730	79,483	5,000	35,960	5,500	500	10.00%
4532	Communications	1,308	1,134	1,750	1,750	2,000	250	14.29%
4533	Travel & Transportation	15,745	14,906	15,800	15,468	15,800	-	-
4534	Advertising	540	1,012	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	20	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	425	1,514	1,900	1,900	1,900	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	3,116	7,086	2,500	2,500	2,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 65,233</b>	<b>\$ 108,203</b>	<b>\$ 31,530</b>	<b>\$ 63,290</b>	<b>\$ 31,210</b>	<b>\$ (320)</b>	<b>(1.01%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 360,183</b>	<b>\$ 383,028</b>	<b>\$ 349,847</b>	<b>\$ 390,477</b>	<b>\$ 377,741</b>	<b>\$ 27,894</b>	<b>7.97%</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Corner bookcase	500
4531	<b><u>Professional Services</u></b>	
	Training for Supervisors	5,500
4533	<b><u>Transportation</u></b>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,500
	Miscellaneous	4,500
		<hr/> 15,800
4534	<b><u>Advertising</u></b>	
	Miscellaneous	1,000
4667	<b><u>Dues and Publications</u></b>	
	Subscriptions	200
	AMMA dues	200
	AML Publications	100
	ICMA dues	1,200
	SHRM/IPMA dues	200
		<hr/> 1,900
5041	<b><u>Miscellaneous</u></b>	
	Chamber lunches/prof. meeting meals	2,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FINANCE**

The Finance Department consists of five full-time and one part-time personnel, including a finance director. The Finance Department is responsible for virtually all financial and budgetary operations of the City. The Finance Department processes purchase orders, issues vendor checks, processes the City-wide payroll, compiles the budget, processes all accounts receivable transactions including the water and sewer utility bills, and invests the City's money. The department is involved in numerous day-to-day activities of City operations, including special assessments, land sales, land leases, personnel matters, insurance, pensions, and general accounting. An audit of City finances is conducted each year, and the audit report is presented to Council in November or December.

The department is also tasked with the operations of the City's information technology network.



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 382,426	\$ 337,135	\$ 395,824	\$ 395,824	\$ 389,168	\$ (6,656)	(1.68%)
0200	Overtime	562	1,527	4,428	4,428	4,690	262	5.92%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	17,057	7,649	29,604	29,604	27,768	(1,836)	(6.20%)
0400	Medicare	5,724	4,933	6,233	6,233	6,115	(118)	(1.89%)
0450	Social Security	155	48	-	-	-	-	-
0500	PERS	84,731	74,123	88,056	88,056	86,649	(1,407)	(1.60%)
0600	Unemployment Insurance	-	-	2,150	2,150	2,109	(41)	(1.91%)
0700	Workers Compensation	1,248	1,329	1,812	1,812	1,555	(257)	(14.18%)
0800	Health & Life Insurance	52,159	59,873	82,670	82,670	61,187	(21,483)	(25.99%)
0900	Supplemental Retirement	6,904	6,554	7,607	7,607	7,500	(107)	(1.41%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 550,966</b>	<b>\$ 493,171</b>	<b>\$ 618,384</b>	<b>\$ 618,384</b>	<b>\$ 586,741</b>	<b>\$ (31,643)</b>	<b>(5.12%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	4,243	4,589	6,528	5,411	6,600	72	1.10%
2022	Operating & Repair Supplies	-	-	-	-	400	400	-
2024	Small Tools/Minor Equipment	4,780	5,002	4,700	6,100	3,500	(1,200)	(25.53%)
2026	Computer Software	17,154	11,084	29,948	30,948	29,223	(725)	(2.42%)
4531	Professional Services	5,935	3,640	1,250	1,250	1,500	250	20.00%
4532	Communications	2,338	1,812	3,455	3,455	3,580	125	3.62%
4533	Travel & Transportation	8,678	7,473	13,845	13,845	15,280	1,435	10.36%
4534	Advertising	352	451	500	2,117	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	3,757	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	24	-	-	-	-	-
4667	Dues & Publications	1,030	1,323	1,980	1,980	1,980	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,607	1,212	1,000	500	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 46,117</b>	<b>\$ 40,367</b>	<b>\$ 64,206</b>	<b>\$ 66,606</b>	<b>\$ 64,563</b>	<b>\$ 357</b>	<b>0.56%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,056	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 4,056</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 597,083</b>	<b>\$ 537,594</b>	<b>\$ 682,590</b>	<b>\$ 684,990</b>	<b>\$ 651,304</b>	<b>\$ (31,286)</b>	<b>(4.58%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Office supplies, printer cartridges	6,600
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. office equipment	2,000
	Misc. IT Manager tools	1,500
		<hr/> 3,500
2026	<b><u>Computer Software</u></b>	
	Server CALs (8 computers)	640
	Microsoft office (5 users)	575
	Visio (IT)	50
	Adobe	600
	AutoCad maintenance	230
	Misc. Software	2,000
	Caselle software support	24,468
	Go To Assist for IT Manager	660
		<hr/> 29,223
4531	<b><u>Professional Services</u></b>	
	FICA administration	500
	Misc. professional assistance	1,000
		<hr/> 1,500
4533	<b><u>Transportation</u></b>	
	F.D. : AGFOA	1,800
	F.D. : GFOA National Conference	3,605
	F.D. : Misc. Anchorage	605
	ACCT: AGFOA	1,800
	Caselle User Conference (1 Staff Member)	3,000
	ACCT: Training Anchorage	610
	Car Allow. (2)	360
	IT Manager training (VM Ware Course)	3,500
		<hr/> 15,280
4667	<b><u>Dues and Publications</u></b>	
	AGFOA, GFOA, AICPA dues	840
	GFOA Certificate of Achievement	550
	Alaska Employment Law Letter	290
	Miscellaneous	300
		<hr/> 1,980

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LAND**

The Lands Department of the City of Kenai manages two types of real estate. One is known as Airport Lands meaning those lands that lie within the boundary of the lands deeded to the City of Kenai by the Federal Aviation Administration in 1963. The other type of real estate is known as General Fund Land, which describes all other real estate owned by the City of Kenai that does not lie within the boundary of the Airport Lands.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	22	-	-	-	-	-
0450	Social Security	-	94	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	5	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,636</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	157	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	4	1,000	1,000	200	(800)	(80.00%)
2026	Computer Software	455	183	-	-	620	620	-
4531	Professional Services	5,450	8,943	15,000	23,250	15,000	-	-
4532	Communications	153	90	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	167	215	500	500	500	-	-
4535	Printing & Binding	-	-	200	200	500	300	150.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	592	1,028	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	27	296	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 6,844</u></b>	<b><u>\$ 10,916</u></b>	<b><u>\$ 17,900</u></b>	<b><u>\$ 26,150</u></b>	<b><u>\$ 18,020</u></b>	<b><u>\$ 120</u></b>	<b><u>0.67%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	15,054	4,523	-	22,145	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 15,054</u></b>	<b><u>\$ 4,523</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 22,145</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 21,898</u></b>	<b><u>\$ 17,075</u></b>	<b><u>\$ 17,900</u></b>	<b><u>\$ 48,295</u></b>	<b><u>\$ 18,020</u></b>	<b><u>\$ 120</u></b>	<b><u>0.67%</u></b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Miscellaneous	200
4531	<b><u>Professional Services</u></b> Surveying, platting, appraising city-owned lands, litigation reports, site assessments Miscellaneous engineering	10,000 5,000 <hr/> 15,000
4536	<b><u>Printing &amp; Binding</u></b> General land sales brochure	500
5041	<b><u>Miscellaneous</u></b> Recording Fees	1,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – NON-DEPARTMENTAL**

The Non-Departmental budget provides for administrative expenditures that are not accounted for in another specific department. It includes in the day-to-day activities of City operations, including insurance (less than what is allocated to Airport, Water and Sewer, Senior Center, Personal Use Fishery, Congregate Housing and Workers' Compensation), 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.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	2,977,563	1,191,059	350,646	350,646	281,404	(69,242)	(19.75%)
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,977,563</u></b>	<b><u>\$ 1,191,059</u></b>	<b><u>\$ 350,646</u></b>	<b><u>\$ 350,646</u></b>	<b><u>\$ 281,404</u></b>	<b><u>\$ (69,242)</u></b>	<b><u>(19.75%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,191	1,903	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	2,262	2,991	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	3,419	4,574	4,500	4,500	8,100	3,600	80.00%
2026	Computer Software	4,008	1,855	6,720	8,171	5,835	(885)	(13.17%)
4531	Professional Services	1,250	15,252	4,500	4,500	3,000	(1,500)	(33.33%)
4532	Communications	6,974	13,060	2,950	2,950	3,000	50	1.69%
4533	Travel & Transportation	(18,408)	(18,977)	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	7,811	9,787	12,500	12,500	12,500	-	-
4536	Insurance	128,215	128,393	150,996	150,996	171,821	20,825	13.79%
4537	Utilities	36,811	37,506	42,677	42,677	40,075	(2,602)	(6.10%)
4538	Repair & Maintenance	18,653	18,419	29,025	28,162	22,025	(7,000)	(24.12%)
4539	Rentals	45,435	38,806	38,779	38,779	43,080	4,301	11.09%
4540	Equip. Fund Pmts.	22,777	13,666	22,777	22,777	22,777	-	-
4541	Postage	5,112	7,379	9,500	9,500	9,500	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	36	-	-	-	-	-
4999	General Contingency	-	-	90,000	27,005	125,000	35,000	38.89%
5041	Miscellaneous	6,360	6,168	6,300	6,300	6,300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	13,068	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 271,870</u></b>	<b><u>\$ 293,886</u></b>	<b><u>\$ 426,224</u></b>	<b><u>\$ 363,817</u></b>	<b><u>\$ 478,013</u></b>	<b><u>\$ 51,789</u></b>	<b><u>12.15%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	25,500	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,185	9,000	9,000	-	(9,000)	(100.00%)
9090	Transfers	670,394	911,877	419,898	824,237	583,299	163,401	38.91%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 670,394</u></b>	<b><u>\$ 941,562</u></b>	<b><u>\$ 428,898</u></b>	<b><u>\$ 833,237</u></b>	<b><u>\$ 583,299</u></b>	<b><u>\$ 154,401</u></b>	<b><u>36.00%</u></b>
	<b>Manager Total:</b>	<b><u>\$ 3,919,827</u></b>	<b><u>\$ 2,426,507</u></b>	<b><u>\$ 1,205,768</u></b>	<b><u>\$ 1,547,700</u></b>	<b><u>\$ 1,342,716</u></b>	<b><u>\$ 136,948</u></b>	<b><u>11.36%</u></b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Misc. network hardware	2,500
	Misc. computer items	2,000
	Server memory upgrade	3,600
		<u>8,100</u>
4531	<b><u>Professional Services</u></b>	
	Network technical support	3,000
4535	<b><u>Printing and Binding</u></b>	
	Copier maintenance	9,000
	Copy paper	3,500
		<u>12,500</u>
4536	<b><u>Insurance</u></b>	
	All insurance, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	
		171,821
4538	<b><u>Repairs and Maintenance</u></b>	
	City Hall janitorial	18,000
	City Hall window cleaning	300
	Fax machine maintenance	425
	Security monitoring	300
	City Hall carpet rental and cleaning	3,000
		<u>22,025</u>
4539	<b><u>Rentals</u></b>	
	Rental of postage meter & scale	3,300
	Shop property	39,780
		<u>43,080</u>
4540	<b><u>Equipment Replacement Fund Payments</u></b>	
	2013 Server Virtualization Equipment	22,777
4541	<b><u>Postage</u></b>	
	All City Hall (excluding water and sewer bills)	9,500
5041	<b><u>Miscellaneous</u></b>	
	Employee appreciation	5,000
	Hope Health Newsletter	800
	Miscellaneous	500
		<u>6,300</u>
9090	<b><u>Transfers</u></b>	
	Library expansion bonds debt service	140,514
	Senior Center special revenue fund	151,385
	Kenai Recreation Center mechanical improvements	20,000
	Inlet Woods catch basin maintenance	78,000
	Event Park schematic design	35,000
	Senior Center improvements capital project fund	
	solarium and roof repairs	158,400
		<u>583,299</u>



## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - PLANNING & ZONING**

The Planning & Zoning Division consists of the City Planner and an Administrative Assistant III. Planning staff provide services in the areas of Land-Use Development, interpretation of Kenai Municipal Code, Historic Preservation, Code Enforcement, and Geographic Information Systems (GIS). The Division is responsible for administering and coordinating the City's Planning and Zoning regulations under Title 14 (Planning & Zoning), Code Enforcement under Title 9 (Garbage & Other Refuse) and Title 12 (Health & Safety) of the Kenai Municipal Code.

Planning staff collaborates with the City Manager, Public Works Director, City Building Official Kenai Peninsula Borough personnel, and other City department personnel to compile information for the general public, other City departments and Commissions and particularly the Planning & Zoning Commission.

Staff provides administrative support by acting as a liaison between the citizens of Kenai and the Planning & Zoning Commission through the processing of land-use permit applications. The Planning and Zoning Commission reviews and acts upon applications for: variances, encroachments, rezoning, conditional land use permits and home occupation permits. The Commission is responsible for reviewing amendments to the Kenai Municipal Code and the review of the Comprehensive Plan for the City of Kenai. The Commission also acts in an advisory capacity to the City Council in matters of rezoning, City and airport land lease or sale petitions, capital improvements programming, subdivision plat proposals, and right-of-way and easement vacation petitions.

The Planning Division maintains and manages development and expansion of the City's GIS Land-Use and Development database which includes water and sewer lines, street lights, addresses, ownership, subdivisions, zoning information and cemetery plots. The Planning Division also prepares and maintains the City's official Zoning and Land-Use Maps. The GIS system's capabilities allow staff to provide immediate parcel data and maps to other City departments and the public.

Staff is often the point of first contact for members of the public who have questions regarding the development of their property. Staff responds to questions regarding building permits, commercial development, home occupations, conditional use permits, sign permits, and also responds to refuse and abandoned vehicle complaints.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 124,312	\$ 125,011	\$ 134,263	\$ 134,263	\$ 118,875	\$ (15,388)	(11.46%)
0200	Overtime	2,977	2,355	2,270	3,320	1,992	(278)	(12.25%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,784	2,646	2,562	2,562	2,974	412	16.08%
0400	Medicare	462	1,528	2,018	2,018	1,796	(222)	(11.00%)
0450	Social Security	-	731	521	521	521	-	-
0500	PERS	25,668	24,842	28,189	28,189	24,743	(3,446)	(12.22%)
0600	Unemployment Insurance	774	657	653	653	577	(76)	(11.64%)
0700	Workers Compensation	384	518	585	585	455	(130)	(22.22%)
0800	Health & Life Insurance	15,529	23,069	18,371	35,371	13,112	(5,259)	(28.63%)
0900	Supplemental Retirement	725	1,978	3,000	3,000	2,625	(375)	(12.50%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 172,615</b>	<b>\$ 183,335</b>	<b>\$ 192,432</b>	<b>\$ 210,482</b>	<b>\$ 167,670</b>	<b>\$ (24,762)</b>	<b>(12.87%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	915	1,619	1,100	1,100	1,100	-	-
2022	Operating & Repair Supplies	426	328	600	1,100	1,000	400	66.67%
2024	Small Tools/Minor Equipment	2,947	3,164	8,100	3,100	3,900	(4,200)	(51.85%)
2026	Computer Software	1,413	1,524	3,160	3,160	7,740	4,580	144.94%
4531	Professional Services	11,353	8,209	7,000	7,000	10,000	3,000	42.86%
4532	Communications	382	442	1,490	1,490	1,520	30	2.01%
4533	Travel & Transportation	7,325	8,369	11,000	11,000	9,000	(2,000)	(18.18%)
4534	Advertising	3,683	4,777	6,300	6,300	5,500	(800)	(12.70%)
4535	Printing & Binding	287	347	1,500	1,300	1,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	402	600	-	500	(100)	(16.67%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	149	300	-	300	-	-
4667	Dues & Publications	-	735	975	-	1,000	25	2.56%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,497	2,946	3,075	1,325	3,120	45	1.46%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 33,228</b>	<b>\$ 33,011</b>	<b>\$ 45,200</b>	<b>\$ 36,875</b>	<b>\$ 46,180</b>	<b>\$ 980</b>	<b>2.17%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,454	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 1,454</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 205,843</b>	<b>\$ 217,800</b>	<b>\$ 237,632</b>	<b>\$ 247,357</b>	<b>\$ 213,850</b>	<b>\$ (23,782)</b>	<b>(10.01%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Misc. office supplies	1,100
2022	<b><u>Operating and Repair Supplies</u></b>	
	Supplies and snacks for meetings and misc.	1,000
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Stand-up desk for Planner	3,500
	Misc. office equipment	400
		<hr/> 3,900
2026	<b><u>Computer Software</u></b>	
	Software updates for 3 computers	390
	Software for 2 Users	240
	Adobe Creative Cloud license	600
	ArcGIS Maintenance / License	910
	Upgrade ArcGIS license	5,600
		<hr/> 7,740
4531	<b><u>Professional Services</u></b>	
	GIS technical support	10,000
4533	<b><u>Transportation</u></b>	
	AKAPA conference / planning commission training	5,000
	Planning conference	2,000
	Planning, GIS, code enforcement training	2,000
		<hr/> 9,000
4535	<b><u>Printing and Binding</u></b>	
	Ink and print heads for large format printer	1,000
	Paper for large format printer	500
		<hr/> 1,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance for desktop printers	500
4667	<b><u>Dues and Publications</u></b>	
	American Planning Assn./AICP Dues	400
	American Planning Assn. commissioners dues	450
	Alaska Assn of Historical Preservation	50
	Western Planner Magazine	50
	National Assn. of Preservation Commissions	50
		<hr/> 1,000
5041	<b><u>Miscellaneous</u></b>	
	Junk vehicle disposal	2,620
	College classes	500
		<hr/> 3,120

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - SAFETY**

The Public Works Director is responsible for planning and directing the implementation and administration of the City Safety Program, to ensure that both the public and City employees are free from unnecessary hazard.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 001 - General Fund  
Department: Safety**

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	997	419	1,000	1,000	900	(100)	(10.00%)
2024	Small Tools/Minor Equipment	-	118	1,000	1,000	900	(100)	(10.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	14,160	4,904	8,057	20,807	8,000	(57)	(0.71%)
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	568	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	165	212	750	750	400	(350)	(46.67%)
4667	Dues & Publications	-	47	600	600	300	(300)	(50.00%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 15,322</u></b>	<b><u>\$ 6,268</u></b>	<b><u>\$ 11,407</u></b>	<b><u>\$ 24,157</u></b>	<b><u>\$ 10,500</u></b>	<b><u>\$ (907)</u></b>	<b><u>(7.95%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Manager Total:</b>	<b><u>\$ 15,322</u></b>	<b><u>\$ 6,268</u></b>	<b><u>\$ 11,407</u></b>	<b><u>\$ 24,157</u></b>	<b><u>\$ 10,500</u></b>	<b><u>\$ (907)</u></b>	<b><u>(7.95%)</u></b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 001 - General Fund  
Department: 20 - Safety**

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
4531	<b><u>Professional Services</u></b> Drug & alcohol testing. Training	8,000
4666	<b><u>Books</u></b> Training videos, pamphlets, reference books, OSHA regulations	400
4667	<b><u>Dues &amp; Publications</u></b> Miscellaneous	300

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - POLICE**

The Police Department has eighteen (18) full-time sworn personnel and one (1) full-time department assistant/evidence custodian. Temporary staffing includes six (6) temporary enforcement officers.

In 2015, the Police Department responded to 7,840 calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, municipal ordinance violations, suspicious circumstances, welfare checks, civil/non-criminal offenses, agency assists, and a variety of dipnet-related calls for service.

The patrol mission of the department in FY17 will be met by the assignment of two sergeants and ten officers to the patrol function. The City of Kenai has a minimum of two police officers on duty at all times. Patrol teams are also supplemented by assistance from the investigations unit, which is staffed by a sergeant, two investigators and a school resource officer.

The department is the host agency for Central Peninsula Crime Stoppers. A KPD investigator is the designated law enforcement coordinator for the Central Peninsula. Dispatchers and the investigator answer the anonymous tip phone line and complete a call sheet. The investigator then forwards anonymous phone tip information, as well as internet tip information, to the appropriate law enforcement agency to follow-up on. The coordinator also has the responsibility of attending Crime Stoppers board meetings, and briefing the board on the merit of tip information. The board then determines the appropriate monetary award for the tipster to receive.

The School Resource Officer acts as the department liaison to the local schools. The SRO is based out of KCHS, and provides crime prevention education to students at all of the local schools. The SRO is also the primary officer assigned to investigate crimes occurring at the schools. During the summer months the SRO takes on the role of an investigator.

The Police Department has three primary areas of focus for FY17: 1. Suppressing criminal activity of serious/repeat offenders. 2. Highway safety for Kenai citizens and people traveling through Kenai. 3. Crime prevention through school programs and other community outreach programs.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

Account Number	Expense Description	FY2015 Actual	Five year Historical Average	Original Budget FY2016	Amended Budget	Adopted FY2017	Increase (Decrease) FY2016 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,535,380	\$ 1,469,542	\$ 1,614,042	\$ 1,614,042	\$ 1,616,879	\$ 2,837	0.18%
0200	Overtime	98,457	106,015	99,469	99,469	96,788	(2,681)	(2.70%)
0250	Holiday Pay	69,230	67,516	74,056	74,056	73,827	(229)	(0.31%)
0300	Leave	22,813	42,825	64,523	64,523	62,651	(1,872)	(2.90%)
0400	Medicare	24,881	24,218	26,854	26,854	26,828	(26)	(0.10%)
0450	Social Security	1,330	1,703	1,362	1,362	1,362	-	-
0500	PERS	369,911	357,911	388,432	388,432	388,416	(16)	-
0600	Unemployment Insurance	1,752	879	9,262	9,262	9,250	(12)	(0.13%)
0700	Workers Compensation	37,987	37,260	47,029	47,029	49,697	2,668	5.67%
0800	Health & Life Insurance	273,618	281,152	349,049	349,049	332,158	(16,891)	(4.84%)
0900	Supplemental Retirement	24,637	25,011	28,500	28,500	28,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,459,996</b>	<b>\$ 2,414,032</b>	<b>\$ 2,702,578</b>	<b>\$ 2,702,578</b>	<b>\$ 2,686,356</b>	<b>\$ (16,222)</b>	<b>(0.60%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,461	2,091	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	58,357	67,182	72,550	67,550	56,550	(16,000)	(22.05%)
2024	Small Tools/Minor Equipment	27,745	23,866	26,400	36,191	26,600	200	0.76%
2026	Computer Software	8,343	8,436	6,560	5,108	3,710	(2,850)	(43.45%)
4531	Professional Services	12,407	14,875	18,100	18,100	17,100	(1,000)	(5.52%)
4532	Communications	17,340	14,567	19,350	19,350	20,080	730	3.77%
4533	Travel & Transportation	30,105	29,426	26,650	31,112	26,650	-	-
4534	Advertising	1,343	314	500	1,700	2,000	1,500	300.00%
4535	Printing & Binding	2,404	2,765	3,560	3,560	3,800	240	6.74%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	44,133	38,798	48,557	48,557	47,480	(1,077)	(2.22%)
4538	Repair & Maintenance	21,252	18,051	26,098	24,298	26,098	-	-
4539	Rentals	-	622	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,093	1,318	3,900	3,900	4,217	317	8.13%
4666	Books	1,506	1,394	1,420	1,420	1,640	220	15.49%
4667	Dues & Publications	5,535	4,052	4,350	4,350	4,495	145	3.33%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	16,093	15,629	16,650	16,650	16,650	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 252,117</b>	<b>\$ 243,386</b>	<b>\$ 277,645</b>	<b>\$ 284,846</b>	<b>\$ 260,070</b>	<b>\$ (17,575)</b>	<b>(6.33%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	78,688	84,083	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 78,688</b>	<b>\$ 84,083</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 2,790,801</b>	<b>\$ 2,741,501</b>	<b>\$ 2,980,223</b>	<b>\$ 2,987,424</b>	<b>\$ 2,946,426</b>	<b>\$ (33,797)</b>	<b>(1.13%)</b>



**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Misc. office supplies, codes, statutes, special forms, etc.	3,000
2022	<b><u>Operating and Repair Supplies</u></b> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	56,550
2024	<b><u>Small Tools and Minor Equipment</u></b> Misc. computer hardware for replacement/upgrades Replacement in-car computer Desk computers Soft body armor Digital cameras Audio recorders Body camera accessories Radar (1) Tasers, firearms/simmunitions training aids Evidence hard drives for computer investigations New and/or replacement body worn cameras Replacement dash cameras Handheld GPS units	1,250 8,000 1,100 2,200 500 500 500 2,200 2,500 500 2,250 4,000 1,100 <hr/> 26,600
2026	<b><u>Computer Software</u></b> Software for 32 computers Software for 20 users	2,560 1,150 <hr/> 3,710
4531	<b><u>Professional Services</u></b> Investigative and other impounds Lab exams & emergency room charges Applicant psychological exams Applicant medical exam Applicant polygraph exam	6,000 6,000 2,100 1,800 1,200 <hr/> 17,100
4533	<b><u>Transportation</u></b> Control tactics instructor training (2) officers Death investigation training Internal affairs training Officer involved shooter training Supervisor training Field officer training Crimes Against Children Conference Executive Development Conference Criminal investigation interview/interrogation training	5,000 4,500 2,500 2,500 5,000 1,000 2,500 1,750 1,900 <hr/> 26,650

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b><u>Account</u></b> <b><u>Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
4535	<b><u>Printing and Binding</u></b>	
	Copy machine maintenance	1,500
	Copy paper and supplies	1,800
	TRACS paper	500
		<hr/> 3,800
4538	<b><u>Repairs and Maintenance</u></b>	
	Building repairs & maintenance	2,100
	Janitorial contract	15,668
	Printer maintenance	1,000
	Taser repairs	2,000
	Mobile/portable radio programming/maintenance	600
	Dash camera/body camera repairs	2,000
	Veripic evidence software annual maintenance	2,730
		<hr/> 26,098
4667	<b><u>Dues and Publications</u></b>	
	Civil Liability updates, Peninsula Clarion/Anch. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and professional publications	4,495
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowances	14,700
	College tuition	400
	Biohazard & sensitive doc. disposal	1,200
	Officer/Dispatcher plaques	350
		<hr/> 16,650

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FIRE**

The City of Kenai Fire Department is responsible for fire suppression, emergency medical services, airport crash fire rescue, hazardous materials, water rescue, fire prevention, code enforcement and fire investigations within the incorporated City limits of Kenai. The fire department is located in the Public Safety Building at 105 South Willow Street, with a second station on the Kenai Airport.

The department has a total of nineteen personnel and provides around the clock response service. Staffing consists of: Fire Chief, Fire Marshal, Battalion/Training Chief, Administrative Assistant II, and fifteen line personnel consisting of three Captains, three Engineers, and nine Firefighters. All line personnel are State Firefighter II certified in addition to their EMT/Paramedic qualifications. Additional training of members includes fire prevention, aircraft crash rescue, hazardous materials operations, technical rescue, and many other fields in order to conduct day to day business.

Department maintenance program includes such things as, annual fire hoses testing, annual pump service tests, and equipment maintenance and testing.

Emergency response equipment consists of a 95' aerial platform, three Class A tanker/pumpers, two airport crash trucks, two advanced life support ambulances, one rescue squad truck, four staff vehicles, one off road ATV, and a 25' SAFE boat.

The department responded to 1,384 calls for service during 2015. This is a 13% increase in calls for service over 2014. Of these, 985 were Emergency Medical related calls.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,390,640	\$ 1,303,618	\$ 1,440,360	\$ 1,440,360	\$ 1,452,424	\$ 12,064	0.84%
0200	Overtime	258,438	229,048	216,382	216,382	228,057	11,675	5.40%
0250	Holiday Pay	60,173	57,318	63,218	63,218	59,856	(3,362)	(5.32%)
0300	Leave	75,609	46,361	78,332	78,332	79,890	1,558	1.99%
0400	Medicare	25,319	23,204	26,075	26,075	26,393	318	1.22%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	375,954	349,573	378,392	378,392	382,874	4,482	1.18%
0600	Unemployment Insurance	-	-	8,991	8,991	9,102	111	1.23%
0700	Workers Compensation	79,056	65,000	91,934	91,934	94,526	2,592	2.82%
0800	Health & Life Insurance	247,130	265,084	312,307	312,307	297,194	(15,113)	(4.84%)
0900	Supplemental Retirement	24,091	25,468	28,500	28,500	28,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,536,410</b>	<b>\$ 2,364,674</b>	<b>\$ 2,644,491</b>	<b>\$ 2,644,491</b>	<b>\$ 2,658,816</b>	<b>\$ 14,325</b>	<b>0.54%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	869	1,393	1,800	1,800	1,000	(800)	(44.44%)
2022	Operating & Repair Supplies	57,417	59,003	64,660	64,660	58,460	(6,200)	(9.59%)
2024	Small Tools/Minor Equipment	50,700	39,164	50,390	75,708	15,680	(34,710)	(68.88%)
2026	Computer Software	3,891	1,636	3,960	3,960	5,460	1,500	37.88%
4531	Professional Services	47,517	50,793	69,108	66,524	72,908	3,800	5.50%
4532	Communications	4,341	5,207	6,595	6,595	11,740	5,145	78.01%
4533	Travel & Transportation	19,463	17,133	24,460	24,460	26,460	2,000	8.18%
4534	Advertising	952	1,172	1,400	1,400	1,400	-	-
4535	Printing & Binding	2,030	2,383	3,500	3,500	3,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	51,269	45,385	50,560	50,560	49,872	(688)	(1.36%)
4538	Repair & Maintenance	4,148	6,516	5,060	5,060	5,060	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	115,435	88,882	136,270	136,270	136,270	-	-
4541	Postage	200	40	500	500	500	-	-
4666	Books	6,734	2,729	3,202	3,202	7,378	4,176	130.42%
4667	Dues & Publications	2,303	2,885	3,573	3,573	3,573	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,650	8,493	11,196	11,196	11,196	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 374,919</b>	<b>\$ 332,814</b>	<b>\$ 436,234</b>	<b>\$ 458,968</b>	<b>\$ 410,457</b>	<b>\$ (25,777)</b>	<b>(5.91%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	103,716	25,537	67,832	156,635	8,200	(59,632)	(87.91%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 103,716</b>	<b>\$ 25,537</b>	<b>\$ 67,832</b>	<b>\$ 156,635</b>	<b>\$ 8,200</b>	<b>\$ (59,632)</b>	<b>(87.91%)</b>
<b>Manager Total:</b>		<b>\$ 3,015,045</b>	<b>\$ 2,723,025</b>	<b>\$ 3,148,557</b>	<b>\$ 3,260,094</b>	<b>\$ 3,077,473</b>	<b>\$ (71,084)</b>	<b>(2.26%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	General operating supplies	6,000
	EMS supplies	14,700
	Fire prevention supplies	3,500
	File and developing / micro cards / USB cards	200
	Oil, lubricants and cleaners	800
	Gasoline and diesel	19,000
	Misc. repair and maintenance supplies	500
	Compressor and filters	900
	Batteries (hand lights, radios, camera, pagers)	1,400
	Fire investigation supplies	500
	Calibration gas for CO detector	260
	Soldotna Professional Pharmacy	4,600
	New hire cost allocation	2,800
	Oxygen & nitrogen refills	3,300
		<hr/> 58,460
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. fire equipment	4,000
	Misc. EMS equipment	3,500
	CPR manikins	930
	5" hose replacement	7,250
		<hr/> 15,680
4531	<b><u>Professional Services</u></b>	
	Medical advisor fee	12,000
	Penguin management	948
	Ambulance billing service fees	30,740
	Image Trend maintenance fee	3,000
	Physio Control Support Lifepaks	2,600
	Physio Control Support Lucas Compression system	2,600
	Bench Testing Scott Air packs	1,500
	Paramedic refresher course instructor fees	6,500
	ACLS and PALS course fees	720
	Fire instructors fees	500
	Mat cleaning service	400
	Physicals due	10,000
	Shredding	200
	Honeywell Analytics/ Posichack calibration servicing	1,200
		<hr/> 72,908
4533	<b><u>Transportation</u></b>	
	Fire Rescue International	3,300
	Alaska Leadership Summit	3,610
	Alaska Fire Conference	4,000
	Company officer leadership symposium	2,300
	Alaska EMS Symposium	2,000
	National Fire Academy	1,500
	Travel for training	4,750
	Image Trend Users Group Training	5,000
		<hr/> 26,460

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4535	<b><u>Printing and Binding</u></b>	
	Misc. printing & binding, maint. contract, copy paper, toner	3,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Miscellaneous repair and maintenance	2,400
	Boiler Inspection	200
	Carpet cleaning	800
	Ladder testing	1,100
	SCBA air sample test kits	560
		<hr/> 5,060
4666	<b><u>Books</u></b>	
	National Fire Code updates	1,166
	IFSTA manuals	1,836
	FITZ testing updates	200
	PALS text books and cards	2,088
	ACLS text books and cards	2,088
		<hr/> 7,378
4667	<b><u>Dues and Publications</u></b>	
	EMS Council dues, NFPA, AK Fire Chiefs Dues, AK Firefighters Dues, Promotional exams, recertification fees and various publications	3,573
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowances	9,300
	Supervision Course	1,896
		<hr/> 11,196
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Respirator fit tester	8,200

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – COMMUNICATIONS**

The Communications Department is comprised of seven dispatchers and the Communications Supervisor. Staffing levels are one dispatcher minimum on duty at all times, 24 hours a day, 7 days a week.

Communications is often the first point of contact for citizens requesting emergency services, animal control, ordinance enforcement and other city services. Communications is responsible for taking calls for service, codifying them for data entry and dispatching the appropriate personnel. Dispatchers answer 9-1-1 lines, administrative lines, radio frequencies, the FAA-Kenai Airport “crash phone” and the central peninsula Crime Stoppers line. All staff are trained and certified to perform Emergency Medical Dispatching, which is a standardized series of questions and instructions to carry out pre-arrival medical care in order to stabilize patients before the arrival of EMS personnel.

Communications maintains a dedicated E9-1-1 Public Safety Answering Point (PSAP) capable of locating 9-1-1 calls through cell tower triangulation and GIS map plotting. It is also capable of serving as the back-up center for the Soldotna Public Safety Communication Center in the event of technical difficulties or emergencies.

During the 2015 calendar year Communications processed 7,840 police calls for service as well as Fire/EMS calls for service. They also handled 3,561 9-1-1 calls. Dispatchers also monitor city alarms for the Airport and Water & Sewer sites. Dispatchers process calls received from commercial alarm companies covering various businesses and residences throughout the city. Staff routinely handle walk-in customers for “fix-it tickets”, report requests, officer interviews or informational inquiries.

The Communications staff provides wide-ranging administrative support to the Police Department in the way of record keeping and case file construction for submission to various criminal justice system agencies. Statistical data is gathered and forwarded as needed. Archiving Police Department records is a task performed daily.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 419,354	\$ 402,976	\$ 461,019	\$ 461,019	\$ 458,924	\$ (2,095)	(0.45%)
0200	Overtime	19,689	14,739	13,898	13,898	14,253	355	2.55%
0250	Holiday Pay	23,346	22,727	26,198	26,198	26,078	(120)	(0.46%)
0300	Leave	-	4,971	17,865	17,865	16,608	(1,257)	(7.04%)
0400	Medicare	6,472	6,211	7,526	7,526	7,480	(46)	(0.61%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	100,901	93,837	110,245	110,245	109,835	(410)	(0.37%)
0600	Unemployment Insurance	-	-	2,595	2,595	2,579	(16)	(0.62%)
0700	Workers Compensation	1,433	1,783	2,175	2,175	1,891	(284)	(13.06%)
0800	Health & Life Insurance	107,920	112,543	146,968	146,968	139,856	(7,112)	(4.84%)
0900	Supplemental Retirement	10,579	10,023	12,000	12,000	10,500	(1,500)	(12.50%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 689,694</b>	<b>\$ 669,810</b>	<b>\$ 800,489</b>	<b>\$ 800,489</b>	<b>\$ 788,004</b>	<b>\$ (12,485)</b>	<b>(1.56%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,153	2,466	2,570	2,570	2,570	-	-
2022	Operating & Repair Supplies	-	314	800	800	800	-	-
2024	Small Tools/Minor Equipment	1,017	3,881	5,600	5,600	5,000	(600)	(10.71%)
2026	Computer Software	9,664	9,990	1,860	1,860	1,515	(345)	(18.55%)
4531	Professional Services	161	685	720	720	720	-	-
4532	Communications	2,061	3,129	2,918	2,918	3,018	100	3.43%
4533	Travel & Transportation	6,939	6,859	9,500	9,500	9,500	-	-
4534	Advertising	1,213	243	500	760	600	100	20.00%
4535	Printing & Binding	-	-	-	-	1,020	1,020	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	19,421	18,914	24,843	24,843	22,612	(2,231)	(8.98%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	311	300	300	300	-	-
4667	Dues & Publications	249	245	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,065	2,676	3,020	2,760	3,020	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 44,943</b>	<b>\$ 49,713</b>	<b>\$ 53,226</b>	<b>\$ 53,226</b>	<b>\$ 51,270</b>	<b>\$ (1,956)</b>	<b>(3.67%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 734,637</b>	<b>\$ 719,523</b>	<b>\$ 853,715</b>	<b>\$ 853,715</b>	<b>\$ 839,274</b>	<b>\$ (14,441)</b>	<b>(1.69%)</b>



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Radio logs, typewriter ribbons, microfilm, and other misc. office supplies	2,570
2022	<b><u>Operating and Repair Supplies</u></b> Uniform items, training material and films	800
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Miscellaneous computer hardware and upgrades	5,000
4531	<b><u>Professional Services</u></b> Drug Screening HEP A & B for new hires	270 450 <hr/> 720
4533	<b><u>Transportation</u></b> Emergency communications professional development training EMD training/certification APSIM user, TSO & UCS training Navigator seminar	 2,200 2,000 900 4,400 <hr/> 9,500
4538	<b><u>Repairs and Maintenance</u></b> Spillman maintenance contract Radio maintenance Stancil recorder annual maintenance contract ProQA computer software maintenance CAD annual maintenance contract Criticall software maintenance Misc. maintenance contingency	 9,777 9,000 621 1,493 921 500 300 <hr/> 22,612
5041	<b><u>Miscellaneous</u></b> Notary bonds and seals Uniform allowance 911 elementary education materials	 250 2,400 370 <hr/> 3,020

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - ANIMAL CONTROL**

The Animal Control Department is budgeted for three full-time employees in FY17; a Chief Animal Control Officer, and two Animal Control Officers.

The primary responsibilities of the Animal Control Department 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 throughout the City of Kenai. The code covers many areas of animal welfare and restraint. In 2015, the Department handled 905 live animals and performed 437 field investigations/patrols.

The Animal Control Department provides a multi-function service to the community. Services performed include rabies control, public safety, animal welfare, and public relations/education.

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

The 3,500 square foot Kenai Animal Shelter has an office, staff room, animal kennels, quarantine kennels, medical room, garage, and feed room. The shelter can reasonably house 15 adult dogs and 16 cats.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 148,211	\$ 143,960	\$ 161,194	\$ 161,194	\$ 163,757	\$ 2,563	1.59%
0200	Overtime	7,099	4,985	8,187	8,187	6,397	(1,790)	(21.86%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	8,983	6,620	5,002	5,002	4,388	(614)	(12.28%)
0400	Medicare	2,369	1,635	2,529	2,529	2,532	3	0.12%
0450	Social Security	881	681	-	-	-	-	-
0500	PERS	31,042	30,349	37,264	37,264	37,434	170	0.46%
0600	Unemployment Insurance	-	-	872	872	873	1	0.11%
0700	Workers Compensation	3,353	3,058	4,353	4,353	4,030	(323)	(7.42%)
0800	Health & Life Insurance	29,286	30,108	55,113	55,113	52,446	(2,667)	(4.84%)
0900	Supplemental Retirement	3,115	3,862	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 234,339</b>	<b>\$ 225,258</b>	<b>\$ 279,014</b>	<b>\$ 279,014</b>	<b>\$ 276,357</b>	<b>\$ (2,657)</b>	<b>(0.95%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	342	656	795	795	795	-	-
2022	Operating & Repair Supplies	14,583	10,858	13,600	10,265	11,600	(2,000)	(14.71%)
2024	Small Tools/Minor Equipment	4,121	2,527	1,300	6,630	800	(500)	(38.46%)
2026	Computer Software	895	283	1,050	1,050	930	(120)	(11.43%)
4531	Professional Services	1,306	716	54,500	54,500	43,000	(11,500)	(21.10%)
4532	Communications	1,777	1,941	2,486	2,486	3,471	985	39.62%
4533	Travel & Transportation	3,426	4,368	5,000	5,080	4,890	(110)	(2.20%)
4534	Advertising	2,008	929	1,500	(5)	300	(1,200)	(80.00%)
4535	Printing & Binding	-	-	600	600	800	200	33.33%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	24,757	21,007	28,527	28,527	26,139	(2,388)	(8.37%)
4538	Repair & Maintenance	300	374	1,600	1,600	2,000	400	25.00%
4539	Rentals	46,334	47,067	46,334	46,334	46,858	524	1.13%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	400	450	900	500	125.00%
4666	Books	-	144	500	500	500	-	-
4667	Dues & Publications	230	146	230	230	125	(105)	(45.65%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,429	1,452	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 101,508</b>	<b>\$ 92,468</b>	<b>\$ 160,222</b>	<b>\$ 160,842</b>	<b>\$ 144,908</b>	<b>\$ (15,314)</b>	<b>(9.56%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 335,847</b>	<b>\$ 317,726</b>	<b>\$ 439,236</b>	<b>\$ 439,856</b>	<b>\$ 421,265</b>	<b>\$ (17,971)</b>	<b>(4.09%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Miscellaneous office supplies, vouchers, license forms, door tags	795
2022	<b><u>Operating and Repair Supplies</u></b>	
	Euthanasia drugs / supplies	2,250
	Dog/Cat vaccines	2,500
	Animal Feed / litter	1,800
	Cleaning supplies	1,200
	Volunteer staff supplies	800
	Vehicle fuel	1,200
	New uniform items, winter parkas	600
	Officer safety protection, OC, protective gloves	250
	Rabies clinic costs	1,000
		<hr/> 11,600
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous small tools	500
	Capture / restraint tools / bite sticks	300
		<hr/> 800
4531	<b><u>Professional Services</u></b>	
	Veterinary services associated with adoptions	40,000
	Veterinary services for medical treatment of shelter animals	3,000
		<hr/> 43,000
4533	<b><u>Transportation</u></b>	
	Animal control training courses/conferences	4,000
	Online training for staff/volunteers	890
		<hr/> 4,890
4538	<b><u>Repairs and Maintenance</u></b>	
	Guardian Security alarm monitoring	300
	Alarm repair & maintenance	800
	Miscellaneous maintenance contingency	500
	Roto Rooter drain clean out, twice a year	400
		<hr/> 2,000
4539	<b><u>Rentals</u></b>	
	Payment to Airport Fund: Shelter	46,858
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - PUBLIC WORKS ADMINISTRATION**

The Public Works Administration (PWA) consists of the Public Works Director and an Administrative Assistant. The Public Works Director also serves as the Capital Projects Manager, City Safety Coordinator, and Harbormaster. Public Works Department responsibilities include supervision and coordination of twelve Public Works budgets and five departments including safety, public works administration, shop, streets, buildings, street lighting, boating facility, water, sewer, wastewater, personal use fishery streets, and personal use fishery boating facility.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 117,819	\$ 104,271	\$ 141,047	\$ 141,047	\$ 143,577	\$ 2,530	1.79%
0200	Overtime	290	2,089	507	507	513	6	1.18%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	4,221	7,645	7,645	8,765	1,120	14.65%
0400	Medicare	1,674	1,606	2,163	2,163	2,217	54	2.50%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	25,525	23,339	31,142	31,142	31,700	558	1.79%
0600	Unemployment Insurance	-	-	747	747	764	17	2.28%
0700	Workers Compensation	376	487	630	630	565	(65)	(10.32%)
0800	Health & Life Insurance	22,222	21,648	32,149	32,149	30,593	(1,556)	(4.84%)
0900	Supplemental Retirement	2,313	2,420	2,625	2,625	2,625	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 170,219</b>	<b>\$ 160,081</b>	<b>\$ 218,655</b>	<b>\$ 218,655</b>	<b>\$ 221,319</b>	<b>\$ 2,664</b>	<b>1.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	383	1,043	1,530	1,530	1,561	31	2.03%
2022	Operating & Repair Supplies	-	21	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,396	1,058	8,350	8,300	6,081	(2,269)	(27.17%)
2026	Computer Software	909	1,022	2,390	2,390	1,280	(1,110)	(46.44%)
4531	Professional Services	-	34	-	-	-	-	-
4532	Communications	810	658	1,270	1,270	1,320	50	3.94%
4533	Travel & Transportation	613	491	2,040	2,040	2,081	41	2.01%
4534	Advertising	468	743	1,200	1,200	1,224	24	2.00%
4535	Printing & Binding	439	230	1,020	1,020	1,040	20	1.96%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	2,400	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	422	456	727	727	742	15	2.06%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	60	172	-	50	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 5,500</b>	<b>\$ 8,328</b>	<b>\$ 18,527</b>	<b>\$ 18,527</b>	<b>\$ 15,329</b>	<b>\$ (3,198)</b>	<b>(17.26%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 175,719</b>	<b>\$ 168,409</b>	<b>\$ 237,182</b>	<b>\$ 237,182</b>	<b>\$ 236,648</b>	<b>\$ (534)</b>	<b>(0.23%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2021	<b><u>Office Supplies</u></b> Office supplies	1,561
2024	<b><u>Small Tools and Minor Equipment</u></b> Tools required to manage projects and public works	6,081
4533	<b><u>Transportation</u></b> Training/Conferences	2,081
4534	<b><u>Advertising</u></b> PSA's, auction, hiring advertisement, RFQ (i.e. fuel or chemicals) ads	1,224
4535	<b><u>Printing and Binding</u></b> HP Design Jet 4020 ink and paper (shared with CPM and PZ)	1,040
4667	<b><u>Dues &amp; Publications</u></b> APWA, ASCE, Clarion	742

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - SHOP**

The City Shop, under the supervision of the Public Works Director, is responsible for the repair and preventative maintenance of approximately 470 pieces of City-owned equipment. The department includes three full-time employees: a Shop Foreman and two Mechanics. Examples of equipment serviced for department are listed below.

Administration: passenger vehicles

Animal Control: passenger vehicles, animal lift

Airport Equipment: graders, sand trucks, runway brooms, loaders, personal lifts, snow blowers, 24 foot blades, plows, material handling equipment, sand screen plant, passenger vehicles, airport emergency crash trucks

Beacon Training Center: Airport Emergency Training Vehicles, UTV

Boating Facility: boats, cranes, forklift, passenger vehicle

Building Maintenance: Passenger vehicles / Maintenance Van

Fire Department: ambulances, ladder truck, pumper truck, squad and response trucks, boat, utility vehicles, passenger vehicles, pumps, rescue equipment

Police Department: patrol cars, trucks, snow machines, 4 wheelers, utility vehicles, to include installation of new patrol vehicle electronics including radars, light bars, sirens, push bars, cameras, cages, gun mounts, consoles, wiring installation, fabrication of custom parts, computers, radios

Parks & Recreation: vehicles, tractors, mowers, trimmers, snow machines, trailers, trencher, seeders, sprinkler equipment, snow blowers, backhoe, mixers.

Senior Center: Handicap vehicle, passenger vans, delivery van

Shop: service trucks, repair equipment, compressors, lifting equipment

Street Department: graders, loaders, street repair equipment, street sweepers, street brooms, snow blower, flail mower, saws, dump/sand/plow/bucket trucks, trailers, generators, vactor truck, pumps

Wastewater Treatment Plant: dump truck, crew truck, skid steer loader, generator

Water and Sewer: trucks, steam truck, vactor truck, generators, trailer, trash pumps



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 190,837	\$ 211,680	\$ 222,028	\$ 229,818	\$ 210,319	\$ (11,709)	(5.27%)
0200	Overtime	18,743	8,245	7,887	7,887	10,571	2,684	34.03%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,629	8,600	8,600	5,852	(2,748)	(31.95%)
0400	Medicare	2,957	2,301	3,458	3,571	3,288	(170)	(4.92%)
0450	Social Security	-	295	-	-	-	-	-
0500	PERS	46,107	47,321	50,581	52,295	48,596	(1,985)	(3.92%)
0600	Unemployment Insurance	-	-	1,192	1,231	1,134	(58)	(4.87%)
0700	Workers Compensation	7,871	7,721	9,948	10,275	9,505	(443)	(4.45%)
0800	Health & Life Insurance	44,812	44,398	55,113	56,644	52,446	(2,667)	(4.84%)
0900	Supplemental Retirement	2,292	4,167	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 313,619</b>	<b>\$ 328,757</b>	<b>\$ 363,307</b>	<b>\$ 374,821</b>	<b>\$ 346,211</b>	<b>\$ (17,096)</b>	<b>(4.71%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	506	522	816	816	832	16	1.96%
2022	Operating & Repair Supplies	159,026	163,090	195,000	167,090	171,237	(23,763)	(12.19%)
2024	Small Tools/Minor Equipment	17,373	11,403	12,599	12,599	12,851	252	2.00%
2026	Computer Software	846	1,579	750	4,242	585	(165)	(22.00%)
4531	Professional Services	440	298	683	683	697	14	2.05%
4532	Communications	6,012	3,551	7,870	7,870	5,360	(2,510)	(31.89%)
4533	Travel & Transportation	248	288	3,570	78	5,000	1,430	40.06%
4534	Advertising	-	239	-	575	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	102,707	71,317	75,312	75,312	45,994	(29,318)	(38.93%)
4538	Repair & Maintenance	20,854	28,053	26,061	25,486	26,575	514	1.97%
4539	Rentals	-	-	561	561	572	11	1.96%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	2,140	-	-	-	-	-
4667	Dues & Publications	1,500	312	6,925	6,925	7,064	139	2.01%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,228	2,243	3,060	3,060	3,121	61	1.99%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 311,740</b>	<b>\$ 285,035</b>	<b>\$ 333,207</b>	<b>\$ 305,297</b>	<b>\$ 279,888</b>	<b>\$ (53,319)</b>	<b>(16.00%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	10,496	2,099	24,000	40,396	18,728	(5,272)	(21.97%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 10,496</b>	<b>\$ 2,099</b>	<b>\$ 24,000</b>	<b>\$ 40,396</b>	<b>\$ 18,728</b>	<b>\$ (5,272)</b>	<b>(21.97%)</b>
	<b>Manager Total:</b>	<b>\$ 635,855</b>	<b>\$ 615,891</b>	<b>\$ 720,514</b>	<b>\$ 720,514</b>	<b>\$ 644,827</b>	<b>\$ (75,687)</b>	<b>(10.50%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous parts	145,567
	Oil and lube	15,000
	Fuel	2,000
	Freight	4,080
	Summer tire order	4,590
		<u>171,237</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. small tools	12,851
4531	<b><u>Professional Services</u></b>	
	CDL licenses and physicals	697
4533	<b><u>Transportation</u></b>	
	Maintenance and safety classes, caterpillar grader 1 mechanic (split with Airport), Volvo loaders 2 mechanics	5,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Crash repairs for vehicles	9,000
	Crane, hoists and bucket truck annual inspections	4,000
	Crash truck inspections	4,000
	Oil furnace service	650
	Dealership repairs	6,500
	Copier maintenance and services	600
	Hazardous waste cleanup	1,000
	Misc. repairs	825
		<u>26,575</u>
4539	<b><u>Rentals</u></b>	
	Rental of nonessential equipment	572
4667	<b><u>Dues and Publications</u></b>	
	Annual vehicle diagnostic software updates	2,839
	Parts and service manuals	1,225
	Caterpillar electronic technician	1,000
	Volvo annual diagnostic subscription	2,000
		<u>7,064</u>
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, vehicle licenses	3,121
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Heavy equipment diagnostic tool	11,700
	TIG Welder Miller Dynasty 280 DX	7,028
		<u>18,728</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - STREETS**

The Streets department consist of one Street foreman, one lead operator, and five full-time equipment operators. Two operators split their time between the airport during the winter and the streets department during the summer.

Under the supervision of the Public Works Director the Streets Department is responsible for year-round street maintenance, clearing, cleaning and repair activities for approximately 55 miles of paved and 15 miles of gravel roads. Duties include road grading, street cleaning, snow plowing, maintenance of drainage ditches and culverts and parking lots, dust control, sign repair, and crack sealing. The department also staffs the Boating Facility during the summer and provides assistance to other departments as needed.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 326,378	\$ 318,321	\$ 342,878	\$ 342,878	\$ 342,904	\$ 26	0.01%
0200	Overtime	13,441	28,273	37,064	37,064	36,593	(471)	(1.27%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,138	8,643	11,968	11,968	9,870	(2,098)	(17.53%)
0400	Medicare	4,851	4,668	5,683	5,683	5,647	(36)	(0.63%)
0450	Social Security	376	271	487	487	487	-	-
0500	PERS	81,826	80,252	81,861	81,861	81,763	(98)	(0.12%)
0600	Unemployment Insurance	(20)	1,887	1,961	1,961	1,948	(13)	(0.66%)
0700	Workers Compensation	12,158	12,531	19,328	19,328	15,177	(4,151)	(21.48%)
0800	Health & Life Insurance	76,134	76,574	97,477	97,477	93,931	(3,546)	(3.64%)
0900	Supplemental Retirement	7,824	7,369	8,517	8,517	8,960	443	5.20%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 526,106</b>	<b>\$ 538,789</b>	<b>\$ 607,224</b>	<b>\$ 607,224</b>	<b>\$ 597,280</b>	<b>\$ (9,944)</b>	<b>(1.64%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	435	299	510	510	500	(10)	(1.96%)
2022	Operating & Repair Supplies	142,365	144,580	171,710	150,615	137,750	(33,960)	(19.78%)
2024	Small Tools/Minor Equipment	4,650	7,755	5,050	5,050	5,000	(50)	(0.99%)
2026	Computer Software	705	1,090	620	620	505	(115)	(18.55%)
4531	Professional Services	163	551	943	1,067	1,089	146	15.48%
4532	Communications	4,300	3,389	5,775	5,775	5,890	115	1.99%
4533	Travel & Transportation	1,232	328	1,530	1,530	1,560	30	1.96%
4534	Advertising	1,403	1,463	1,020	2,115	1,560	540	52.94%
4535	Printing & Binding	-	32	510	510	520	10	1.96%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,857	7,454	9,028	9,028	35,647	26,619	294.85%
4538	Repair & Maintenance	17,967	19,921	18,000	17,876	18,000	-	-
4539	Rentals	16,525	8,929	15,000	15,000	15,300	300	2.00%
4540	Equip. Fund Pmts.	166,948	134,377	176,356	176,356	176,356	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	130	52	765	765	780	15	1.96%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	989	1,022	1,530	1,530	1,115	(415)	(27.12%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 365,669</b>	<b>\$ 331,242</b>	<b>\$ 408,347</b>	<b>\$ 388,347</b>	<b>\$ 401,572</b>	<b>\$ (6,775)</b>	<b>(1.66%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	9,768	30,294	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 9,768</b>	<b>\$ 30,294</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ (25,000)</b>	<b>(100.00%)</b>
	<b>Manager Total:</b>	<b>\$ 901,543</b>	<b>\$ 900,325</b>	<b>\$ 1,040,571</b>	<b>\$ 1,020,571</b>	<b>\$ 998,852</b>	<b>\$ (41,719)</b>	<b>(4.01%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Welding and cutting supplies, barricades, gloves, safety supplies/PPE. Consumables, hoses, saw blades, chains, wire report, hot mix asphalt patch. Crush rock, drain rock, pit run gravel, tar, sealer, crack seal material, piping and steel, propane, culverts, catch basins, lids, concrete and paint.	10,000
	Cutting edges for graders/snow blowers/replacement rubber gates	5,000
	Brooms for Volvo sweeper	12,000
	Miscellaneous signs, rivets, sign caps, set screws, traffic cones, reflective tape and delineators.	5,000
	Salt 35 sacks @ \$650	22,750
	Sand replacement 2500 yards @ \$4/yd.	10,000
	Calcium chloride 43 sacks @ \$551	23,000
	Fuel	50,000
		<hr/> 137,750
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous hand tools, grease guns for warm storage, hose and hose reels	3,000
	Replacement mics for handheld radios/antennas	2,000
		<hr/> 5,000
4531	<b><u>Professional Services</u></b>	
	CDL license physicals	1,089
4533	<b><u>Transportation</u></b>	
	Training	1,560
4534	<b><u>Advertising</u></b>	
	PSA's / Recruitments	1,560
4538	<b><u>Repairs and Maintenance</u></b>	
	Repairing high manholes and storm water inlets	5,000
	Restripe Senior Center	1,000
	Apply crack sealer to various streets	12,000
		<hr/> 18,000
4539	<b><u>Rentals</u></b>	
	Lease of excavator	10,200
	Compactor, air compressor and misc. equipment	5,100
		<hr/>
4540	<b><u>Equipment Replacement Fund Payments</u></b>	
	2005 Kenworth Water Truck	9,408
	1998 Eagle Street Sweeper	8,289
	1993 Cat 140 G Motor Grader	11,082
	1982 GMC Sander Truck	4,166
	1991 GMC Sander Truck	7,018
	1996 Cat 160 H Motor Grader	12,642
	2009 Trackless	15,303
	2005 Ford Aerial Bucket Truck	5,515
	2003 Cat 140 H Motor Grader	13,808
	2013 Trackless	12,101

City of Kenai  
Fiscal Year 2017 Operating Budget

Fund: 001 - General Fund  
Department: 33 - Streets

Account Number	Description	Adopted
4540	<b><u>Equipment Replacement Fund Payments Continued</u></b>	
	2008 Elgin Street Sweeper	11,184
	2010 Volvo L120 Loader	17,052
	1999 Sterling End Dump	5,880
	1999 Sterling End Dump	5,880
	2013 Cat 120 G Moto Grader	19,976
	2014 Volvo L110 Loader	<u>17,052</u>
		176,356
5041	<b><u>Miscellaneous</u></b>	
	Laundry service	1,115

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BUILDINGS**

This Buildings Department consists of one Building Official, one Building Maintenance Lead Technician and one Building Maintenance Technician.

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, certificate of occupancy, code violations or stop work orders. The Building Official assists the Public Works Director with planning and executing City owned buildings' maintenance as needed. The Building Official must have 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 buildings. Work may be performed by department staff or subcontracted as directed by the Public Works Director.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 147,984	\$ 141,507	\$ 155,421	\$ 114,292	\$ 148,091	\$ (7,330)	(4.72%)
0200	Overtime	1,133	1,389	1,231	1,231	858	(373)	(30.30%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	18,767	6,464	4,622	4,622	3,214	(1,408)	(30.46%)
0400	Medicare	2,398	2,134	2,339	2,339	2,207	(132)	(5.64%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	32,806	31,453	34,464	27,384	32,769	(1,695)	(4.92%)
0600	Unemployment Insurance	-	1,891	806	806	761	(45)	(5.58%)
0700	Workers Compensation	3,085	3,109	3,912	3,912	3,568	(344)	(8.79%)
0800	Health & Life Insurance	29,758	31,872	42,621	42,621	40,558	(2,063)	(4.84%)
0900	Supplemental Retirement	2,949	3,138	3,480	3,480	3,480	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 238,880</b>	<b>\$ 222,957</b>	<b>\$ 248,896</b>	<b>\$ 200,687</b>	<b>\$ 235,506</b>	<b>\$ (13,390)</b>	<b>(5.38%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	309	321	510	711	500	(10)	(1.96%)
2022	Operating & Repair Supplies	29,610	24,961	40,000	30,825	39,000	(1,000)	(2.50%)
2024	Small Tools/Minor Equipment	7,118	4,180	4,000	5,100	4,000	-	-
2026	Computer Software	921	761	1,080	1,080	915	(165)	(15.28%)
4531	Professional Services	1,166	9,774	11,120	57,919	5,000	(6,120)	(55.04%)
4532	Communications	2,118	2,068	3,296	3,296	3,451	155	4.70%
4533	Travel & Transportation	973	2,144	3,570	4,980	3,600	30	0.84%
4534	Advertising	499	491	510	714	500	(10)	(1.96%)
4535	Printing & Binding	230	270	255	499	260	5	1.96%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	34,361	49,864	45,583	37,936	41,500	(4,083)	(8.96%)
4539	Rentals	-	96	510	510	500	(10)	(1.96%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	234	408	408	416	8	1.96%
4667	Dues & Publications	275	376	352	352	359	7	1.99%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	75	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 77,580</b>	<b>\$ 95,540</b>	<b>\$ 111,194</b>	<b>\$ 144,405</b>	<b>\$ 100,001</b>	<b>\$ (11,193)</b>	<b>(10.07%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	94,849	103,024	-	5,842	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,097	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 94,849</b>	<b>\$ 107,121</b>	<b>\$ -</b>	<b>\$ 5,842</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 411,309</b>	<b>\$ 425,618</b>	<b>\$ 360,090</b>	<b>\$ 350,934</b>	<b>\$ 335,507</b>	<b>\$ (24,583)</b>	<b>(6.83%)</b>



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b> Operating, repair and maintenance supplies	39,000
4531	<b><u>Professional Services</u></b> Contract services for Building Officials absence and misc. engineering services	5,000
4533	<b><u>Transportation</u></b> Maintain certifications for Building Official and Maintenance Lead	3,600
4534	<b><u>Advertising</u></b> Advertising	500
4538	<b><u>Repairs and Maintenance</u></b> Repair and maintenance	41,500
4667	<b><u>Dues &amp; Publications</u></b> ICC IAMPO	359

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - STREET LIGHTING**

The Street Lighting budget provides funding to install, repair and pay operating costs for City streetlights and is administered by the Public Works Director.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	3,778	3,221	5,100	5,100	5,000	(100)	(1.96%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	280	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	127,842	111,893	131,811	131,811	141,351	9,540	7.24%
4538	Repair & Maintenance	13,470	16,361	19,543	32,920	19,500	(43)	(0.22%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 145,090</u></b>	<b><u>\$ 131,755</u></b>	<b><u>\$ 156,454</u></b>	<b><u>\$ 169,831</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 9,397</u></b>	<b><u>6.01%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 145,090</u></b>	<b><u>\$ 131,755</u></b>	<b><u>\$ 156,454</u></b>	<b><u>\$ 169,831</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 9,397</u></b>	<b><u>6.01%</u></b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2022	<b><u>Operating and Repair Supplies</u></b> Light poles, fixtures, photocells	5,000
4538	<b><u>Repairs and Maintenance</u></b> Contracted streetlight repairs	19,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LIBRARY**

The Kenai Community Library (<http://www.kenailibrary.org>) began in the halls of the Territorial School building in 1949. The construction of a new 5,000 sq ft. facility located on Main Street Loop in 1976 made the Library more visible, easier to use and a more pleasant place to visit. An additional 5,000 sq. ft. addition was constructed in 1986. The library expansion project to double the size of the building to approximately 20,000 sq. ft. was completed in July 2011. The new facility includes more seating for adults, a fireplace, a separate children's room and study rooms that may be booked for use. It also includes a conference room and two meeting rooms. With two entrances, the library now provides more parking space and better access to City Hall.

Library staff and volunteers provide a variety of programs of interest to patrons of all ages. With assistance from the Friends of the Library we have increased programming to include sewing and cooking classes. Through grants from the Alaska State Library we have increased early literacy programming and have started a Lego Club. A Curiosity Creates grant from the American Library Association has funded a program called "All Dolled Up." Traditional programs for adults and children are the weekly story times, summer reading program, and book clubs. The Writer's Group and Totem Tracers continue to meet regularly at the library.

Several special collections located in the library include Alaskana, Alaska State documents, genealogy, core collections of mental health and consumer health information, large print books, audio books, music CDs, and DVD's. Several Alaskan papers are received on a daily basis at the library, as well as the Sunday editions of the New York Times and the Seattle Times. The Alaska SLED databases provide access to full-text newspaper, journal articles, TV and radio transcripts, reference materials, live homework help and access to Mango Languages. The Library provides access to the Alaska Digital Library program allowing patrons to download audio books and e-books.

The library has partnered with the Internal Revenue Service to offer users access via videoconferencing to the IRS Tax Advocate Service. The service allows taxpayers to consult in real time with an IRS representative and to get assistance with tax issues and forms.

Participation in the Alaska OWL (Online with Libraries) project allows users of the library to attend presentations from anywhere around the country and the world as well as to connect with any other library in the state. Through the OWL project the library received iPads which are distributed throughout the library for easy access and use by the public. In 2015 the library became a member of the Joint Library Consortium which provides access to millions of items and allows our users to place holds on that material.

The Library collection includes approximately 87,000 books, periodicals, video, audiotapes, music CD's, DVDs and reference materials. Eight computers are available for patrons to access the Internet, electronic full-text databases, and City of Kenai Municipal Code and government sites. The Library has a dedicated Rosetta Stone station for the study of foreign languages.

The Library is open 60 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and six part-time employees service over 12,000 registered library users. Approximately 65% of those registered borrowers do not live in the city limits.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 394,356	\$ 362,368	\$ 412,413	\$ 412,413	\$ 417,654	\$ 5,241	1.27%
0200	Overtime	-	49	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,705	5,712	13,732	13,732	15,072	1,340	9.76%
0400	Medicare	5,348	5,162	6,179	6,179	6,274	95	1.54%
0450	Social Security	1,696	1,269	1,688	1,688	1,701	13	0.77%
0500	PERS	80,649	75,033	84,741	84,741	85,846	1,105	1.30%
0600	Unemployment Insurance	-	-	2,130	2,130	2,162	32	1.50%
0700	Workers Compensation	1,243	1,475	1,804	1,804	1,601	(203)	(11.25%)
0800	Health & Life Insurance	96,325	83,570	128,597	128,597	122,374	(6,223)	(4.84%)
0900	Supplemental Retirement	7,240	8,010	11,318	11,318	11,341	23	0.20%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 589,562</b>	<b>\$ 542,648</b>	<b>\$ 662,602</b>	<b>\$ 662,602</b>	<b>\$ 664,025</b>	<b>\$ 1,423</b>	<b>0.21%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	5,251	6,497	6,700	6,700	6,700	-	-
2022	Operating & Repair Supplies	5,477	5,037	6,000	6,000	6,000	-	-
2024	Small Tools/Minor Equipment	9,810	15,356	7,100	13,266	1,000	(6,100)	(85.92%)
2026	Computer Software	3,600	3,912	2,100	4,200	3,250	1,150	54.76%
4531	Professional Services	5,000	1,527	2,000	2,100	2,000	-	-
4532	Communications	3,254	9,243	7,276	7,276	7,576	300	4.12%
4533	Travel & Transportation	8,748	9,003	7,500	10,000	7,110	(390)	(5.20%)
4534	Advertising	2,570	1,728	2,500	2,500	2,500	-	-
4535	Printing & Binding	5,844	6,008	5,800	4,300	5,800	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	64,698	50,568	61,721	61,721	64,478	2,757	4.47%
4538	Repair & Maintenance	67,027	53,813	71,370	66,470	56,310	(15,060)	(21.10%)
4539	Rentals	7,286	6,728	7,500	7,500	7,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,015	1,587	5,000	6,500	7,000	2,000	40.00%
4666	Books	60,375	57,669	56,100	62,750	57,200	1,100	1.96%
4667	Dues & Publications	1,235	1,297	1,300	1,300	1,300	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	188	1,000	900	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 254,190</b>	<b>\$ 230,161</b>	<b>\$ 250,967</b>	<b>\$ 263,483</b>	<b>\$ 236,724</b>	<b>\$ (14,243)</b>	<b>(5.68%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	15,000	15,000	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 843,752</b>	<b>\$ 772,809</b>	<b>\$ 913,569</b>	<b>\$ 926,085</b>	<b>\$ 915,749</b>	<b>\$ 2,180</b>	<b>0.24%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous computer equipment	1,000
2026	<b><u>Computer Software</u></b>	
	Wilson Web	1,150
	Mango	1,600
	Miscellaneous software	500
		<u>3,250</u>
4533	<b><u>Transportation</u></b>	
	Pacific Northwest Library Association Annual Conference - Library Director (per diem only)	200
	DirLead - Library Director (per diem only)	150
	Assoc. of Rural & Small Libraries - Library Assistant	2,400
	Alaska Library Association	1,500
	American Library Association	2,500
	Car Allowance	360
		<u>7,110</u>
4535	<b><u>Printing and Binding</u></b>	
	Copier rental, paper supplies, book rebinding, ink cartridges	5,800
4538	<b><u>Repairs and Maintenance</u></b>	
	SirsiDynix maintenance	6,000
	Janitorial service	33,540
	Carpet cleaning	500
	Window washing	500
	Deep Freeze maintenance	450
	CASSIE	600
	OCLC	7,200
	Dreamhost maintenance	120
	Equipment repair	1,000
	AWE station maintenance	4,400
	Bibliotheca self-check	2,000
		<u>56,310</u>
4539	<b><u>Rentals</u></b>	
	McNaughton rental books/tapes/DVD	6,500
	Movie licensing	400
	Postage meter	600
		<u>7,500</u>
4667	<b><u>Dues and Publications</u></b>	
	Professional subscription	595
	Alaska Library Network dues	250
	American Library Assoc. dues	270
	Alaska Library Assoc. dues	185
		<u>1,300</u>
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Book shelves - Children's area	15,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – PARKS, RECREATION, BEAUTIFICATION**

The City of Kenai Parks, Recreation and Beautification Department develops and maintains the City's parks, trails, cemetery, greenways, athletic fields, and other City owned property and open space; creates aesthetically pleasing environments that reflects the community's identity and enriches the quality of life; and provides passive and active recreational opportunities, programs, and facilities.

The City's parks and open space system includes approximately 360 acres. This system is made up of ten parks and a variety of open space areas. Of this total, 130 acres are actively maintained by the department. Amenities and features include four youth baseball fields, four adult softball fields, six soccer fields, playground and picnic areas, community gardens, skate/BMX park, 4 miles of walking/bike trails, 3.2 miles of Nordic ski trails (Kenai Golf Course), outdoor skating pond, swimming beach, wildlife viewing platforms, and 2 disc golf courses. Other City owned property (facilities) and greenways (right-of-ways) make up another 40 acres that are maintained seasonally throughout the summer months.

Maintenance duties include turf cutting and trimming, tree planting and pruning, flower and shrub care, irrigation installation and repair, cemetery maintenance, facility cleaning, trash removal, and trail grooming. The department also plants and maintains an extensive display of flowers, shrubs, and trees throughout town each summer. Several volunteer programs are managed through its Adopt-a-park, garden, trail, and bench program, in addition to, providing support to various community groups and individuals. During the winter months the department adorns the City's street lights, facilities and selected park areas with lighted displays; performs sidewalk snow removal (City Hall, Kenai Chamber of Commerce and Visitors Center, Kenai Library), hydrant snow removal, restroom cleaning & waste management, Nordic trail grooming, and maintenance to an outdoor ice skating pond.

Through a partnering agreement, the Boys and Girls Club of the Kenai Peninsula manages and operates the Kenai Recreation Center. The facility provides year-round opportunities for all ages both programmed based and on a walk-in basis. Amenities include a weight room, gymnasium, racquetball courts, shower and sauna facilities, and locker rooms. The upstairs houses a teen center that provides area youth with a fun, safe environment. Amenities include a dance floor, snack bar, billiard tables, home theatre, and computers. The City also leases 120 acres for a privately operated 18-hole golf course and another 10 acres to the Peninsula Oilers Baseball Club. The ConocoPhillips/City of Kenai Multi-Purpose Facility is managed by the department and provides contracted ice maintenance for the benefit of many hockey leagues, local schools, and the general public. Other seasonal based programs and activities are coordinated by the department through collaborative community outreach efforts.

Assigned FT Personnel: Parks & Recreation Director, two (2) Parks & Recreation Operators, one (1) Parks & Recreation Laborer. Additionally, temporary staffing is utilized to meet seasonal maintenance needs, including one (1) temporary Administrative Assistant I.



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY2016 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 295,872	\$ 261,361	\$ 327,491	\$ 327,491	\$ 345,342	\$ 17,851	5.45%
0200	Overtime	2,733	8,273	2,037	2,037	2,081	44	2.16%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,381	8,610	8,428	8,428	8,517	89	1.06%
0400	Medicare	4,410	4,025	4,900	4,900	5,161	261	5.33%
0450	Social Security	4,753	6,307	6,649	6,649	6,099	(550)	(8.27%)
0500	PERS	49,188	37,530	48,902	48,902	54,794	5,892	12.05%
0600	Unemployment Insurance	7,015	3,863	1,689	1,689	1,779	90	5.33%
0700	Workers Compensation	9,693	7,459	11,805	11,805	13,638	1,833	15.53%
0800	Health & Life Insurance	44,136	36,898	52,908	52,908	59,090	6,182	11.68%
0900	Supplemental Retirement	4,621	2,865	5,627	5,627	6,407	780	13.86%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 431,802</b>	<b>\$ 377,191</b>	<b>\$ 470,436</b>	<b>\$ 470,436</b>	<b>\$ 502,908</b>	<b>\$ 32,472</b>	<b>6.90%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	68	-	-	-	-	-
2022	Operating & Repair Supplies	85,454	88,907	99,000	103,555	85,650	(13,350)	(13.48%)
2024	Small Tools/Minor Equipment	17,464	21,392	22,000	25,411	22,000	-	-
2026	Computer Software	945	610	990	990	1,010	20	2.02%
4531	Professional Services	168,903	225,702	175,000	175,000	175,000	-	-
4532	Communications	6,165	7,482	9,040	9,040	9,730	690	7.63%
4533	Travel & Transportation	489	413	4,000	4,000	4,000	-	-
4534	Advertising	708	567	500	700	500	-	-
4535	Printing & Binding	333	4,244	3,300	3,300	3,800	500	15.15%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	204,181	153,103	225,877	225,877	234,263	8,386	3.71%
4538	Repair & Maintenance	24,674	29,350	30,000	31,970	30,000	-	-
4539	Rentals	15,582	39,147	18,700	18,500	18,700	-	-
4540	Equip. Fund Pmts.	5,411	5,083	5,411	5,411	5,411	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	37	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,614	5,338	700	1,345	1,500	800	114.29%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 532,923</b>	<b>\$ 581,443</b>	<b>\$ 595,048</b>	<b>\$ 605,629</b>	<b>\$ 592,094</b>	<b>\$ (2,954)</b>	<b>(0.50%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	18,900	26,467	10,000	10,000	-	(10,000)	(100.00%)
8064	Machinery & Equipment	-	15,644	8,500	21,590	30,000	21,500	252.94%
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 18,900</b>	<b>\$ 42,111</b>	<b>\$ 18,500</b>	<b>\$ 31,590</b>	<b>\$ 30,000</b>	<b>\$ 11,500</b>	<b>62.16%</b>
<b><u>Manager Total:</u></b>		<b>\$ 983,625</b>	<b>\$ 1,000,745</b>	<b>\$ 1,083,984</b>	<b>\$ 1,107,655</b>	<b>\$ 1,125,002</b>	<b>\$ 41,018</b>	<b>3.78%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Ice paint	1,500
	Replacement nets, pads and line kits	800
	Zamboni propane	2,000
	Flowers for Circle planters, boxes and City Hall	14,000
	Fertilizer, Ag lime and herbicides	21,000
	Grass seed	1,500
	Sand, gravel and topsoil	4,000
	Janitorial and restroom supplies	950
	Park supplies and maintenance items	12,400
	Misc. flowers	7,000
	Trees and shrubs	3,500
	Winter decorations, lights, bulbs, etc.	2,000
	Fuel	15,000
		<hr/> 85,650
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand tools, tables and chairs	3,000
	Hand mowers, tools, safety equipment	2,000
	Picnic tables, benches, grills and trash receptacles	7,000
	Winter pole decorations	7,000
	Static light displays	3,000
		<hr/> 22,000
4531	<b><u>Professional Services</u></b>	
	Recreation Center Services	130,000
	Winter ice maintenance	45,000
		<hr/> 175,000
4535	<b><u>Printing &amp; Binding</u></b>	
	Brochures	1,000
	Park timecards	300
	Copy paper	200
	Copy machine service contract	2,000
	Printer ink	300
		<hr/> 3,800
4538	<b><u>Repairs and Maintenance</u></b>	
	Restroom vault pumping and fencing	5,000
	Fence repairs	5,000
	Repair and replace transformer	4,000
	Planting of circle planters and flower boxes	3,000
	Compressor rebuild	6,000
	Miscellaneous	7,000
		<hr/> 30,000

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4539	<b><u>Rentals</u></b>	
	Miscellaneous machinery and equipment	4,100
	Park dumpsters	6,500
	Park portable toilets	5,500
	Wood chipper rentals	2,600
		<hr/> 18,700
4667	<b><u>Dues and Publications</u></b>	
	NRPA and ARPA Dues	530
5041	<b><u>Miscellaneous</u></b>	
	Disposal fees	500
	Misc.	1,000
		<hr/> 1,500
8064	<b><u>Machinery &amp; Equipment</u></b>	
	72" Mower replacement	30,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BOATING FACILITY**

The Boating Facility is managed by the Streets Department foreman and is staffed with two Equipment Operators from the Streets Department and 5 temporary positions during the personal use fishery.

These personnel are responsible for the operation, maintenance, and repair of the facility which includes the dock, three cranes, fueling facilities, restrooms, and a boat launch ramp and floats. Staff monitors the boat ramp, parking lot, restrooms and trash dumpsters.

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

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY2016 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 28,857	\$ 28,843	\$ 27,955	\$ 27,955	\$ 27,828	\$ (127)	(0.45%)
0200	Overtime	822	7,633	914	914	904	(10)	(1.09%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	899	899	708	(191)	(21.25%)
0400	Medicare	417	520	432	432	427	(5)	(1.16%)
0450	Social Security	-	302	-	-	-	-	-
0500	PERS	4,253	5,586	6,351	6,351	6,321	(30)	(0.47%)
0600	Unemployment Insurance	-	-	149	149	146	(3)	(2.01%)
0700	Workers Compensation	945	1,315	1,501	1,501	1,173	(328)	(21.85%)
0800	Health & Life Insurance	8,638	7,704	8,323	8,323	7,989	(334)	(4.01%)
0900	Supplemental Retirement	1,099	1,046	835	835	787	(48)	(5.75%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 45,031</b>	<b>\$ 52,949</b>	<b>\$ 47,359</b>	<b>\$ 47,359</b>	<b>\$ 46,283</b>	<b>\$ (1,076)</b>	<b>(2.27%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	34	-	-	-	-	-
2022	Operating & Repair Supplies	11,337	9,446	13,000	8,177	12,000	(1,000)	(7.69%)
2024	Small Tools/Minor Equipment	4,750	1,253	1,020	1,020	1,040	20	1.96%
2026	Computer Software	-	100	-	-	-	-	-
4531	Professional Services	1,491	7,298	4,692	5,466	5,049	357	7.61%
4532	Communications	460	437	400	400	400	-	-
4533	Travel & Transportation	-	-	510	510	-	(510)	(100.00%)
4534	Advertising	-	217	765	765	780	15	1.96%
4535	Printing & Binding	-	1,193	1,020	1,020	-	(1,020)	(100.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	14,392	10,598	18,055	18,055	17,925	(130)	(0.72%)
4538	Repair & Maintenance	4,005	18,084	5,000	9,999	7,100	2,100	42.00%
4539	Rentals	2,749	5,302	6,273	5,273	5,465	(808)	(12.88%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	150	153	153	156	3	1.96%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	55	-	50	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 39,384</b>	<b>\$ 54,167</b>	<b>\$ 50,888</b>	<b>\$ 50,888</b>	<b>\$ 49,915</b>	<b>\$ (973)</b>	<b>(1.91%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	20,000	20,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 84,415</b>	<b>\$ 107,116</b>	<b>\$ 98,247</b>	<b>\$ 98,247</b>	<b>\$ 116,198</b>	<b>\$ 17,951</b>	<b>18.27%</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel, signs, lubricants, oil absorbent boom, cleaning supplies, safety equipment, miscellaneous supplies	12,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	1,040
4531	<b><u>Professional Services</u></b>	
	Cathodic protection test	1,566
	EPA required tank inspections	3,483
		<hr/> 5,049
4538	<b><u>Repair and Maintenance</u></b>	
	Maintenance restrooms, fire extinguishers, water systems restroom's	3,500
	Crane maintenance and service	2,100
	Fuel dispenser maintenance	1,500
		<hr/> 7,100
4539	<b><u>Rentals</u></b>	
	200 excavator to open and close dock ramp and set pilings/floats	2,500
	Squirt boom fork lift to set piling out front of fuel dock	765
	6 yard dumpster for six months	2,200
		<hr/> 5,465
4667	<b><u>Dues and Publications</u></b>	
	Harbormaster dues	156

## **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.





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**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference
<b><u>Personal Use Fishery Fund</u></b>						
Public Safety	\$ 33,888	\$ 35,299	\$ 1,411	\$ 2,500	\$ 1,000	\$ (1,500)
Streets	23,000	16,763	(6,237)	32,092	27,095	(4,997)
Parks, Recreation & Beautification	87,456	118,613	31,157	149,036	142,822	(6,214)
Dock	50,976	48,235	(2,741)	15,765	15,182	(583)
Total Personal Use Fishery Fund	195,320	218,910	23,590	199,393	186,099	(13,294)
<b><u>Water and Sewer Fund</u></b>						
Water	\$ 259,158	\$ 262,312	\$ 3,154	\$ 498,944	\$ 513,560	\$ 14,616
Sewer	259,158	262,312	3,154	114,238	111,839	(2,399)
Wastewater Treatment Plant	390,393	388,537	(1,856)	600,768	597,920	(2,848)
Total Water and Sewer Fund	908,709	913,161	4,452	1,213,950	1,223,319	9,369
<b><u>Airport Fund</u></b>						
Terminal	182,916	183,580	664	399,232	379,173	(20,059)
Airfield	371,722	342,151	(29,571)	528,652	507,870	(20,782)
Administration	221,947	218,008	(3,939)	43,143	43,251	108
Other Buildings & Areas	73,394	76,144	2,750	59,885	93,510	33,625
Training Facility	-	-	-	36,826	36,768	(58)
Total Airport Fund	849,979	819,883	(30,096)	1,067,738	1,060,572	(7,166)
<b><u>Senior Citizen Fund</u></b>						
Access	134,244	107,651	(26,593)	25,055	31,430	6,375
Congregate Meals	69,375	111,373	41,998	86,971	86,260	(711)
Home Meals	53,456	81,703	28,247	73,159	67,771	(5,388)
Transportation	32,432	40,372	7,940	19,114	17,717	(1,397)
Choice Waiver	175,658	117,288	(58,370)	118,402	98,861	(19,541)
Total Senior Citizen Funds	465,165	458,387	(6,778)	322,701	302,039	(20,662)
<b>Total Special Revenue Funds</b>	<b>\$ 2,419,173</b>	<b>\$ 2,410,341</b>	<b>\$ (8,832)</b>	<b>\$ 2,803,782</b>	<b>\$ 2,772,029</b>	<b>\$ (31,753)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference	
\$ 76,200	\$ 75,300	\$ (900)	\$ 112,588	\$ 111,599	\$ (989)	<u>Personal Use Fishery Fund</u>
5,100	5,400	300	60,192	49,258	(10,934)	Public Safety
19,100	85,500	66,400	255,592	346,935	91,343	Streets
10,600	9,000	(1,600)	77,341	72,417	(4,924)	Parks, Recreation & Beautification
111,000	175,200	64,200	505,713	580,209	74,496	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 114,200	\$ 104,900	\$ (9,300)	\$ 872,302	\$ 880,772	\$ 8,470	Water
64,500	76,500	12,000	437,896	450,651	12,755	Sewer
117,100	135,300	18,200	1,108,261	1,121,757	13,496	Wastewater Treatment Plant
295,800	316,700	20,900	2,418,459	2,453,180	34,721	Total Water and Sewer Fund
						<u>Airport Fund</u>
68,700	68,200	(500)	650,848	630,953	(19,895)	Terminal
842,700	860,300	17,600	1,743,074	1,710,321	(32,753)	Airfield
45,200	54,000	8,800	310,290	315,259	4,969	Administration
85,000	-	(85,000)	218,279	169,654	(48,625)	Other Buildings & Areas
-	-	-	36,826	36,768	(58)	Training Facility
1,041,600	982,500	(59,100)	2,959,317	2,862,955	(96,362)	Total Airport Fund
						<u>Senior Citizen Fund</u>
24,200	24,800	600	183,499	163,881	(19,618)	Access
25,500	25,500	-	181,846	223,133	41,287	Congregate Meals
24,700	25,800	1,100	151,315	175,274	23,959	Home Meals
9,400	9,600	200	60,946	67,689	6,743	Transportation
52,700	55,600	2,900	346,760	271,749	(75,011)	Choice Waiver
136,500	141,300	4,800	924,366	901,726	(22,640)	Total Senior Citizen Funds
<u>\$ 1,584,900</u>	<u>\$ 1,615,700</u>	<u>\$ 30,800</u>	<u>\$ 6,807,855</u>	<u>\$ 6,798,070</u>	<u>\$ (9,785)</u>	<u>Total Special Revenue Funds</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
<b>Revenues</b>					
PERS Grant	\$ -	\$ 17,437	\$ 2,596	\$ 1,143	\$ 1,986
Usage Fees					
Beach Parking	271,769	219,705	220,000	180,350	180,350
Beach Camping	64,838	199,203	195,000	227,650	227,650
Dock Launch & Park	91,011	100,970	134,822	131,700	131,700
Dock Parking Only	14,689	15,868	20,099	15,000	15,000
Participant Drop-off Fee	-	-	-	-	28,950
Total Usage Fees	<u>442,307</u>	<u>535,746</u>	<u>569,921</u>	<u>554,700</u>	<u>583,650</u>
Miscellaneous Revenues					
Investment earnings	665	680	-	750	750
Other	<u>(2,400)</u>	<u>(3,235)</u>	<u>-</u>	<u>-</u>	<u>(3,500)</u>
Total Miscellaneous Revenues	<u>(1,735)</u>	<u>(2,555)</u>	<u>-</u>	<u>750</u>	<u>(2,750)</u>
Total Revenue	<u>440,572</u>	<u>550,628</u>	<u>572,517</u>	<u>556,593</u>	<u>582,886</u>
<b>Expenditures</b>					
Public Safety	103,528	122,473	112,588	118,658	111,599
Streets	46,908	54,632	60,192	37,360	49,258
Boating Facility	90,790	90,410	77,341	75,765	72,417
Parks, Recreation & Beautification	<u>170,283</u>	<u>244,514</u>	<u>255,592</u>	<u>286,130</u>	<u>346,935</u>
Total Expenditures	<u>411,509</u>	<u>512,029</u>	<u>505,713</u>	<u>517,913</u>	<u>580,209</u>
Contribution To/(From) Fund Balance:	29,063	38,599	66,804	38,680	2,677
Projected Lapse	<u>-</u>	<u>-</u>	<u>(19,736)</u>	<u>(17,846)</u>	<u>(23,150)</u>
Adjusted (Deficit)/Surplus	29,063	38,599	86,540	56,526	25,827
Beginning Fund Balance	<u>-</u>	<u>29,063</u>	<u>20,415</u>	<u>67,662</u>	<u>124,188</u>
Ending Fund Balance	<u>\$ 29,063</u>	<u>\$ 67,662</u>	<u>\$ 106,955</u>	<u>\$ 124,188</u>	<u>\$ 150,015</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Personal Use Fishery Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 79,913	\$ 31,153	\$ 104,794	\$ 88,369	\$ 115,411	\$ 10,617	10.13%
0200	Overtime	46,580	15,540	49,532	44,723	52,083	2,551	5.15%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,405	19	1,064	(341)	(24.27%)
0400	Medicare	1,818	666	2,257	1,917	2,446	189	8.37%
0450	Social Security	5,494	1,970	6,465	6,240	5,933	(532)	(8.23%)
0500	PERS	22,443	5,339	13,603	5,725	16,981	3,378	24.83%
0600	Unemployment Insurance	-	-	777	81	842	65	8.37%
0700	Workers Compensation	4,019	1,674	5,301	3,459	5,317	16	0.30%
0800	Health & Life Insurance	7,810	3,099	10,305	7,337	17,308	7,003	67.96%
0900	Supplemental Retirement	820	302	881	595	1,525	644	73.10%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 168,897</b>	<b>\$ 59,743</b>	<b>\$ 195,320</b>	<b>\$ 158,465</b>	<b>\$ 218,910</b>	<b>\$ 23,590</b>	<b>12.08%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	18,792	8,512	19,130	12,498	18,230	(900)	(4.70%)
2024	Small Tools/Minor Equipment	13,382	6,367	12,750	12,965	6,500	(6,250)	(49.02%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	2,115	495	3,500	11,173	3,500	-	-
4532	Communications	773	368	1,877	1,673	4,437	2,560	136.39%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	229	80	816	112	800	(16)	(1.96%)
4535	Printing & Binding	8,490	2,461	11,500	11,578	9,950	(1,550)	(13.48%)
4536	Insurance	1,775	595	1,754	1,754	1,494	(260)	(14.82%)
4537	Utilities	1,012	371	1,176	1,004	1,213	37	3.15%
4538	Repair & Maintenance	561	281	-	714	-	-	-
4539	Rentals	136,018	49,640	139,390	123,389	134,975	(4,415)	(3.17%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	14,088	1,000	1,000	-
5041	Miscellaneous	7,500	3,000	7,500	7,500	4,000	(3,500)	(46.67%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 190,647</b>	<b>\$ 72,170</b>	<b>\$ 199,393</b>	<b>\$ 198,448</b>	<b>\$ 186,099</b>	<b>\$ (13,294)</b>	<b>(6.67%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	26,685	5,337	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	58,000	58,000	-
9090	Transfers	125,800	46,020	111,000	161,000	117,200	6,200	5.59%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 152,485</b>	<b>\$ 53,208</b>	<b>\$ 111,000</b>	<b>\$ 161,000</b>	<b>\$ 175,200</b>	<b>\$ 64,200</b>	<b>57.84%</b>
	<b>Department Total:</b>	<b>\$ 512,029</b>	<b>\$ 185,121</b>	<b>\$ 505,713</b>	<b>\$ 517,913</b>	<b>\$ 580,209</b>	<b>\$ 74,496</b>	<b>14.73%</b>

## **DEPARTMENT NARRATIVE**

### **PERSONAL USE FISHERY - DIPNET PUBLIC SAFETY**

The annual dipnet fishery requires significant City public safety resources. Police Officers and temporary enforcement officers are needed for daily dipnet operations such as: traffic control, parking enforcement, cash pick-ups, camping enforcement, litter patrol, general maintaining of order, limiting access to full parking lots, and responding to a variety of calls for service. The Dispatch Center is the communications hub for public safety dipnet operations. The Kenai Fire Department responds to a variety of dipnet-related calls for service every year, working side by side with police officers and temporary enforcement officers.

In 2015, the Police Department responded to 98 dipnet calls for service. By providing a continuous presence of police officers and TEOs at dipnet locations, the department is able to maintain order and prevent a much larger number of calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, boat crashes, traffic violations, stuck vehicles, lost children, lost property, and a variety of other calls. During the fishery, most of the City's 18 police officers are utilized for dipnet operations. The Police Chief and Lieutenant are involved with dipnet planning as well as ongoing operations during the fishery. Most of the Police Department's vehicles are utilized during the fishery, including police cruisers, pick-ups, and all-terrain vehicles.

The Kenai Communications Center has 8 dispatchers who dispatch for Police and Fire personnel during the fishery. Dispatchers are often the first line of communications on dipnet calls for service.

The Kenai Fire Department responds to a variety of calls for service involving dipnet participants. Those calls can vary from dumpster fires to heart attack patients to rescuing boaters whose boat capsized. The Fire Department has a boat which is utilized for no wake patrols, and it can also be used for rescues. The Police and Fire Department Polaris Rangers can be utilized for beach rescues.

For the 2016 dipnet fishery, the Police Department plans to hire and utilize six Temporary Enforcement Officers. The six TEOs will help ensure compliance with litter laws and will greatly assist with other dipnet operations.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 22,711	\$ 9,287	\$ 22,675	\$ 24,620	\$ 23,909	\$ 1,234	5.44%
0200	Overtime	6,250	2,030	7,972	7,292	7,970	(2)	(0.03%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	420	164	444	462	462	18	4.05%
0450	Social Security	1,796	702	1,900	1,978	1,976	76	4.00%
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	153	32	159	6	3.92%
0700	Workers Compensation	577	240	744	574	823	79	10.62%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 31,754</b>	<b>\$ 12,423</b>	<b>\$ 33,888</b>	<b>\$ 34,958</b>	<b>\$ 35,299</b>	<b>\$ 1,411</b>	<b>4.16%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	10,429	2,999	2,500	2,500	1,000	(1,500)	(60.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	290	58	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	5,000	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 10,719</b>	<b>\$ 3,057</b>	<b>\$ 2,500</b>	<b>\$ 7,500</b>	<b>\$ 1,000</b>	<b>\$ (1,500)</b>	<b>(60.00%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	80,000	29,720	76,200	76,200	75,300	(900)	(1.18%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 80,000</b>	<b>\$ 29,720</b>	<b>\$ 76,200</b>	<b>\$ 76,200</b>	<b>\$ 75,300</b>	<b>\$ (900)</b>	<b>(1.18%)</b>
<b>Department Total:</b>		<b>\$ 122,473</b>	<b>\$ 45,200</b>	<b>\$ 112,588</b>	<b>\$ 118,658</b>	<b>\$ 111,599</b>	<b>\$ (989)</b>	<b>(0.88%)</b>

City of Kenai  
Fiscal Year 2017 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
2022	<b><u>Small Tools/Minor Equipment</u></b> License plate cameras and network equipment	1,000



## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – PERSONAL USE FISHERY / STREETS**

The Kenai River Personal-Use Fishery, open to residents of the State of Alaska, occurs during the month of July and attracts thousands of people to the mouth of the Kenai River and the surrounding areas.

The City of Kenai Streets Department works jointly with other City Departments, local and State agencies, commercial vendors and the public in order to meet the City's management and maintenance needs directly related to the state's Kenai River Personal-Use Fishery.

The Streets crew builds temporary roads at the entrances to the beaches, grades gravel roads and parking lots utilized by the fishery participants, places gravel and dust control, and installs/removes signs and concrete barriers.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 10,881	\$ 3,310	\$ 13,585	\$ 4,413	\$ 10,158	\$ (3,427)	(25.23%)
0200	Overtime	820	410	-	412	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	509	-	320	(189)	(37.13%)
0400	Medicare	165	48	204	68	152	(52)	(25.49%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	6,907	1,536	3,694	753	2,655	(1,039)	(28.13%)
0600	Unemployment Insurance	-	-	70	-	53	(17)	(24.29%)
0700	Workers Compensation	529	152	718	153	421	(297)	(41.36%)
0800	Health & Life Insurance	2,437	786	3,912	1,207	2,799	(1,113)	(28.45%)
0900	Supplemental Retirement	356	110	308	119	205	(103)	(33.44%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 22,095</b>	<b>\$ 6,352</b>	<b>\$ 23,000</b>	<b>\$ 7,125</b>	<b>\$ 16,763</b>	<b>\$ (6,237)</b>	<b>(27.12%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	6,752	3,378	8,950	3,445	8,000	(950)	(10.61%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	124	79	142	142	145	3	2.11%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	561	281	-	-	-	-	-
4539	Rentals	17,900	7,771	23,000	16,548	17,950	(5,050)	(21.96%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	5,000	1,000	1,000	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 25,337</b>	<b>\$ 11,509</b>	<b>\$ 32,092</b>	<b>\$ 25,135</b>	<b>\$ 27,095</b>	<b>\$ (4,997)</b>	<b>(15.57%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	7,200	2,860	5,100	5,100	5,400	300	5.88%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 7,200</b>	<b>\$ 2,860</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,400</b>	<b>\$ 300</b>	<b>5.88%</b>
<b>Department Total:</b>		<b>\$ 54,632</b>	<b>\$ 20,721</b>	<b>\$ 60,192</b>	<b>\$ 37,360</b>	<b>\$ 49,258</b>	<b>\$ (10,934)</b>	<b>(18.17%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating , Repair &amp; Maintenance Supplies</u></b>	
	Gravel for beach access roads 300 @ 7.50 yd	2,250
	Calcium chloride above what is normally required	2,000
	Signage, misc.	2,000
	Fuel	1,750
		<u>8,000</u>
4539	<b><u>Rentals</u></b>	
	Vactor truck	1,200
	Flat bed truck	300
	Bucket truck	1,500
	20T equipment trailer	700
	Dump truck 10yd - shacks/barriers	2,100
	Loaders - shacks/barriers	1,200
	Grader - 160	2,400
	Grader 14H	2,400
	Dump truck 10yd build beach access road	2,400
	Loaders - build beach access	1,200
	Water truck 4000 gal.	1,500
	Calcium chloride truck	1,050
		<u>17,950</u>
4999	<b><u>Contingency</u></b>	
	Contingency (new access road)	1,000

## **DEPARTMENT NARRATIVE**

### **PERSONAL USE FISHERY – DIPNET PARKS & REC**

The City of Kenai Parks and Recreation Department works jointly with other City departments, local and State agencies, commercial vendors and the public in order to meet the City's management and maintenance needs of the state's Kenai River Personal-Use Fishery. This fishery, open to residents of the State of Alaska, occurs during a three-week period throughout the month of July and attracts thousands of people to the surrounding areas of the mouth of the Kenai River.

A significant amount of human resources go into preparing, managing and minimizing the affects of the fishery caused by human interaction each summer. The department staffs the fishery with 13-15 employees that perform a variety of services. Specifically, these services include fee collection, litter control, solid waste removal, temporary restrooms, protection of environmentally sensitive areas, facility cleaning and removal of fish waste on the City's beaches. Two temporary employees are assigned specifically to assist the police department with enforcing the City's parking and camping regulations. The department also assists with placement of informational & educational signs and preparation of other printed resource material (brochures, maps, fee envelopes, etc.).

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 19,797	\$ 8,533	\$ 41,170	\$ 34,379	\$ 55,307	\$ 14,137	34.34%
0200	Overtime	27,522	8,494	31,810	26,824	34,367	2,557	8.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	371	19	374	3	0.81%
0400	Medicare	684	246	1,064	885	1,307	243	22.84%
0450	Social Security	2,580	929	3,494	3,270	2,886	(608)	(17.40%)
0500	PERS	3,521	852	4,515	1,990	9,485	4,970	110.08%
0600	Unemployment Insurance	-	-	366	49	450	84	22.95%
0700	Workers Compensation	1,636	738	2,198	1,622	2,584	386	17.56%
0800	Health & Life Insurance	1,099	413	2,205	1,637	10,838	8,633	391.52%
0900	Supplemental Retirement	25	13	263	114	1,015	752	285.93%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 56,864</b>	<b>\$ 20,218</b>	<b>\$ 87,456</b>	<b>\$ 70,789</b>	<b>\$ 118,613</b>	<b>\$ 31,157</b>	<b>35.63%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	6,780	3,089	7,622	5,021	7,630	8	0.10%
2024	Small Tools/Minor Equipment	2,953	1,978	10,250	10,465	5,500	(4,750)	(46.34%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	2,115	423	3,500	11,173	3,500	-	-
4532	Communications	773	368	1,877	1,673	4,437	2,560	136.39%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	112	-	-	-
4535	Printing & Binding	6,940	2,091	10,000	10,413	8,450	(1,550)	(15.50%)
4536	Insurance	1,138	352	1,336	1,336	1,067	(269)	(20.13%)
4537	Utilities	1,012	371	1,176	1,004	1,213	37	3.15%
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	104,054	36,053	105,775	97,456	107,025	1,250	1.18%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	88	-	-	-
5041	Miscellaneous	7,500	3,000	7,500	7,500	4,000	(3,500)	(46.67%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 133,265</b>	<b>\$ 47,725</b>	<b>\$ 149,036</b>	<b>\$ 146,241</b>	<b>\$ 142,822</b>	<b>\$ (6,214)</b>	<b>(4.17%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	26,685	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	58,000	58,000	-
9090	Transfers Out	27,700	9,680	19,100	69,100	27,500	8,400	43.98%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 54,385</b>	<b>\$ 15,017</b>	<b>\$ 19,100</b>	<b>\$ 69,100</b>	<b>\$ 85,500</b>	<b>\$ 66,400</b>	<b>347.64%</b>
<b>Department Total:</b>		<b>\$ 244,514</b>	<b>\$ 82,960</b>	<b>\$ 255,592</b>	<b>\$ 286,130</b>	<b>\$ 346,935</b>	<b>\$ 91,343</b>	<b>35.74%</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Door hanger bags	550
	Zip ties	80
	Miscellaneous signs	2,000
	Fuel	2,000
	Miscellaneous supplies	3,000
		<u>7,630</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Miscellaneous	2,500
	Fee shack printers (6)	3,000
		<u>5,500</u>
4531	<b><u>Professional Services</u></b>	
	Software modification and updates	3,500
4535	<b><u>Printing &amp; Binding</u></b>	
	Dip net brochures	2,550
	Door hangers	5,000
	Dock iron ranger envelopes	900
		<u>8,450</u>
4539	<b><u>Rentals</u></b>	
	Dumpsters and portable restrooms	95,000
	South Spruce dumpsters	5,000
	1/2 ton pickup - 200 hrs.	3,000
	Flat bed 1 ton pickup - 50 hrs.	750
	Backhoe 5 hrs.	275
	Kubota tractor and rake 150 hrs.	3,000
		<u>107,025</u>
5041	<b><u>Miscellaneous</u></b>	
	KCHS Nordic Ski Team beach clean-up	4,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – PERSONAL USE FISHERY / BOATING FACILITY**

The Kenai River Personal-Use Fishery, open to residents of the State of Alaska, occurs during the month of July and attracts thousands of people to the mouth of the Kenai River and the surrounding areas.

During the Kenai River Personal-Use Fishery, the City of Kenai Boating Facility is staffed with Streets Department Operators and Temporary Dock Assistants. The services they provide include, litter control, facility cleaning, traffic control, parking assistance, boat launch management, crane operation, and dock float repair. Solid waste dumpsters and temporary restrooms are provided during the fishery.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 26,524	\$ 10,023	\$ 27,364	\$ 24,957	\$ 26,037	\$ (1,327)	(4.85%)
0200	Overtime	11,988	4,606	9,750	10,195	9,746	(4)	(0.04%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	525	-	370	(155)	(29.52%)
0400	Medicare	549	208	545	502	525	(20)	(3.67%)
0450	Social Security	1,118	339	1,071	992	1,071	-	-
0500	PERS	12,015	2,951	5,394	2,982	4,841	(553)	(10.25%)
0600	Unemployment Insurance	-	-	188	-	180	(8)	(4.26%)
0700	Workers Compensation	1,277	544	1,641	1,110	1,489	(152)	(9.26%)
0800	Health & Life Insurance	4,274	1,900	4,188	4,493	3,671	(517)	(12.34%)
0900	Supplemental Retirement	439	179	310	362	305	(5)	(1.61%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 58,184</b>	<b>\$ 20,750</b>	<b>\$ 50,976</b>	<b>\$ 45,593</b>	<b>\$ 48,235</b>	<b>\$ (2,741)</b>	<b>(5.38%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	5,260	2,045	2,558	4,032	2,600	42	1.64%
2024	Small Tools/Minor Equipment	-	1,390	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	72	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	229	80	816	-	800	(16)	(1.96%)
4535	Printing & Binding	1,550	370	1,500	1,165	1,500	-	-
4536	Insurance	223	106	276	276	282	6	2.17%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	714	-	-	-
4539	Rentals	14,064	5,816	10,615	9,385	10,000	(615)	(5.79%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	4,000	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 21,326</b>	<b>\$ 9,879</b>	<b>\$ 15,765</b>	<b>\$ 19,572</b>	<b>\$ 15,182</b>	<b>\$ (583)</b>	<b>(3.70%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	10,900	3,760	10,600	10,600	9,000	(1,600)	(15.09%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 10,900</b>	<b>\$ 5,611</b>	<b>\$ 10,600</b>	<b>\$ 10,600</b>	<b>\$ 9,000</b>	<b>\$ (1,600)</b>	<b>(15.09%)</b>
<b>Department Total:</b>		<b>\$ 90,410</b>	<b>\$ 36,240</b>	<b>\$ 77,341</b>	<b>\$ 75,765</b>	<b>\$ 72,417</b>	<b>\$ (4,924)</b>	<b>(6.37%)</b>



**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Calcium chloride	1,350
	Paint for striping, barricades, tape, tools, signage, etc.	1,250
		<u>2,600</u>
4534	<b><u>Advertising</u></b>	
	Advertising for temp positions	400
	Low tide public service announcements	400
		<u>800</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	Brochures and cashier receipts	1,500
4539	<b><u>Rentals</u></b>	
	Portable toilets	4,385
	Dumpster empty three times weekly (2)	850
	Volvo loader 22 hrs.	2,200
	Vactor truck 4 hrs.	480
	Water truck 10 hrs.	800
	Calcium chloride truck 5 hrs.	225
	Bucket truck 5 hrs.	400
	Flat bed equipment trailer 3 hrs.	60
	Grader 5 hrs.	600
		<u>10,000</u>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
<b>Revenues</b>					
PERS Grant	\$ 77,799	\$ 255,777	\$ 29,681	\$ 29,681	\$ 24,255
Usage Fees					
Service Hook-up	1,624	9,827	8,740	8,740	8,630
Residential Water	585,398	654,383	701,737	701,737	764,901
Commercial Water	219,470	256,492	307,721	307,721	335,420
Residential Sewer	1,070,901	1,109,172	1,131,210	1,131,210	1,154,566
Commercial Sewer	378,055	411,520	483,285	483,285	493,264
Total Usage Fees	<u>2,255,448</u>	<u>2,441,394</u>	<u>2,632,693</u>	<u>2,632,693</u>	<u>2,756,781</u>
Miscellaneous Revenues					
Penalty and Interest	40,169	41,987	40,000	40,000	40,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	8,187	8,391	12,264	12,264	12,000
Other	767	2,207	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>49,123</u>	<u>52,585</u>	<u>55,264</u>	<u>55,264</u>	<u>55,000</u>
Total Revenues	<u>2,382,370</u>	<u>2,749,756</u>	<u>2,717,638</u>	<u>2,717,638</u>	<u>2,836,036</u>
<b>Expenditures</b>					
Water Department	993,072	1,157,685	872,302	876,928	880,772
Sewer Department	392,295	478,031	437,896	436,493	450,651
Wastewater Treatment Plant Department	<u>987,307</u>	<u>1,074,016</u>	<u>1,108,261</u>	<u>1,108,261</u>	<u>1,121,757</u>
Total Expenditures	<u>2,372,674</u>	<u>2,709,732</u>	<u>2,418,459</u>	<u>2,421,682</u>	<u>2,453,180</u>
Contribution To/(From) Fund Balance:	9,696	40,024	299,179	295,956	382,856
Projected Lapse (6%)	-	-	129,370	129,563	129,479
Adjusted (Deficit)/Surplus			428,549	425,519	512,335
Beginning Fund Balance	<u>1,139,294</u>	<u>1,148,990</u>	<u>1,226,415</u>	<u>1,189,014</u>	<u>1,614,533</u>
Ending Fund Balance	<u>\$ 1,148,990</u>	<u>\$ 1,189,014</u>	<u>\$ 1,654,964</u>	<u>\$ 1,614,533</u>	<u>\$ 2,126,868</u>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Water and Sewer Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 516,296	\$ 455,052	\$ 547,197	\$ 547,197	\$ 557,459	\$ 10,262	1.88%
0200	Overtime	27,285	29,539	11,720	11,720	15,125	3,405	29.05%
0250	Holiday Pay	12,181	11,557	12,965	12,965	13,169	204	1.57%
0300	Leave	19,025	24,337	20,916	20,916	22,218	1,302	6.22%
0400	Medicare	8,207	7,426	8,596	8,596	8,816	220	2.56%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	377,047	208,341	155,495	155,495	153,123	(2,372)	(1.53%)
0600	Unemployment Insurance	-	-	2,965	2,965	3,041	76	2.56%
0700	Workers Compensation	12,109	12,490	17,440	17,440	14,576	(2,864)	(16.42%)
0800	Health & Life Insurance	94,686	95,407	119,415	119,415	113,634	(5,781)	(4.84%)
0900	Supplemental Retirement	10,008	10,058	12,000	12,000	12,000	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 1,076,844</b>	<b>\$ 854,207</b>	<b>\$ 908,709</b>	<b>\$ 908,709</b>	<b>\$ 913,161</b>	<b>\$ 4,452</b>	<b>0.49%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,135	1,571	2,295	3,936	2,295	-	-
2022	Operating & Repair Supplies	254,648	229,683	307,252	307,951	292,702	(14,550)	(4.74%)
2024	Small Tools/Minor Equipment	13,805	14,635	19,074	23,482	17,594	(1,480)	(7.76%)
2026	Computer Software	7,734	8,540	9,450	9,450	9,424	(26)	(0.28%)
4531	Professional Services	91,576	50,435	89,097	89,713	89,760	663	0.74%
4532	Communications	25,589	28,483	26,843	26,843	25,378	(1,465)	(5.46%)
4533	Travel & Transportation	5,428	3,804	8,460	8,560	8,860	400	4.73%
4534	Advertising	1,175	1,884	-	3,389	1,500	1,500	-
4535	Printing & Binding	-	685	1,020	1,020	-	(1,020)	(100.00%)
4536	Insurance	17,606	16,357	20,997	20,997	30,194	9,197	43.80%
4537	Utilities	556,086	502,079	587,846	587,846	588,921	1,075	0.18%
4538	Repair & Maintenance	76,551	57,691	82,095	76,646	92,983	10,888	13.26%
4539	Rentals	14,144	10,363	15,194	15,194	15,498	304	2.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	8,511	3,159	7,180	10,480	11,008	3,828	53.31%
4666	Books	377	93	510	510	520	10	1.96%
4667	Dues & Publications	1,200	645	1,914	1,914	1,948	34	1.78%
4999	General Contingency	-	-	30,000	22,678	30,000	-	-
5041	Miscellaneous	3,331	3,833	4,723	5,064	4,734	11	0.23%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 1,078,896</b>	<b>\$ 933,940</b>	<b>\$ 1,213,950</b>	<b>\$ 1,215,673</b>	<b>\$ 1,223,319</b>	<b>\$ 9,369</b>	<b>0.77%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	15,000	16,500	7,500	(7,500)	(50.00%)
8064	Machinery & Equipment	38,860	39,621	18,500	18,500	14,000	(4,500)	(24.32%)
9090	Transfers	515,132	462,424	262,300	262,300	295,200	32,900	12.54%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 553,992</b>	<b>\$ 502,045</b>	<b>\$ 295,800</b>	<b>\$ 297,300</b>	<b>\$ 316,700</b>	<b>\$ 20,900</b>	<b>7.07%</b>
<b>Department Total:</b>		<b>\$ 2,709,732</b>	<b>\$ 2,290,192</b>	<b>\$ 2,418,459</b>	<b>\$ 2,421,682</b>	<b>\$ 2,453,180</b>	<b>\$ 34,721</b>	<b>1.44%</b>

## **DEPARTMENT NARRATIVE**

### **WATER AND SEWER FUND - WATER**

The City's water distribution system consists of four wells with well houses, one pump house, a 3,000,000-gallon tank and approximately 55 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.

This department has four employees that are half funded by the Sewer Department budget. Operators of this system must be certified by the State of Alaska Department of Conservation as appropriate for a Class A Public Water System of its size.

The Water and Sewer Department protects the public health by ensuring all regulations are followed, the system is operated in a way to ensure the best possible water supply is delivered to the public, and that the system is free from failure. This department is under the supervision of the Public Works Director.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 155,672	\$ 127,765	\$ 160,935	\$ 160,935	\$ 164,300	\$ 3,365	2.09%
0200	Overtime	13,476	15,839	4,292	4,292	5,964	1,672	38.96%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,061	6,470	5,238	5,238	5,805	567	10.82%
0400	Medicare	2,452	2,142	2,472	2,472	2,553	81	3.28%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	112,809	60,259	44,925	44,925	44,510	(415)	(0.92%)
0600	Unemployment Insurance	-	-	853	853	881	28	3.28%
0700	Workers Compensation	3,470	3,222	4,542	4,542	3,955	(587)	(12.92%)
0800	Health & Life Insurance	26,625	26,065	32,151	32,151	30,594	(1,557)	(4.84%)
0900	Supplemental Retirement	2,978	2,768	3,750	3,750	3,750	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 320,543</b>	<b>\$ 244,530</b>	<b>\$ 259,158</b>	<b>\$ 259,158</b>	<b>\$ 262,312</b>	<b>\$ 3,154</b>	<b>1.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	451	743	1,020	1,617	1,000	(20)	(1.96%)
2022	Operating & Repair Supplies	147,019	107,748	158,536	160,361	145,725	(12,811)	(8.08%)
2024	Small Tools/Minor Equipment	5,963	6,245	6,324	8,528	6,450	126	1.99%
2026	Computer Software	3,772	3,742	3,605	3,605	3,473	(132)	(3.66%)
4531	Professional Services	23,114	20,278	27,540	27,540	28,090	550	2.00%
4532	Communications	17,948	21,100	16,495	16,495	15,398	(1,097)	(6.65%)
4533	Travel & Transportation	2,370	1,052	2,700	2,800	2,900	200	7.41%
4534	Advertising	1,175	1,512	-	2,407	1,500	1,500	-
4535	Printing & Binding	-	685	510	510	-	(510)	(100.00%)
4536	Insurance	9,012	6,814	10,410	10,410	13,524	3,114	29.91%
4537	Utilities	207,586	181,122	209,866	209,866	218,533	8,667	4.13%
4538	Repair & Maintenance	40,042	25,483	31,095	30,548	43,483	12,388	39.84%
4539	Rentals	14,144	10,303	15,194	15,194	15,498	304	2.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,743	1,677	3,590	5,390	5,904	2,314	64.46%
4666	Books	178	53	255	255	260	5	1.96%
4667	Dues & Publications	628	375	855	855	872	17	1.99%
4999	Contingency	-	-	10,000	4,689	10,000	-	-
5041	Miscellaneous	940	737	949	1,000	950	1	0.11%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 479,085</b>	<b>\$ 389,669</b>	<b>\$ 498,944</b>	<b>\$ 502,070</b>	<b>\$ 513,560</b>	<b>\$ 14,616</b>	<b>2.93%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	15,000	16,500	-	(15,000)	(100.00%)
8064	Machinery & Equipment	11,225	12,093	5,000	5,000	-	(5,000)	(100.00%)
9090	Transfers Out	346,832	303,604	94,200	94,200	104,900	10,700	11.36%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 358,057</b>	<b>\$ 315,697</b>	<b>\$ 114,200</b>	<b>\$ 115,700</b>	<b>\$ 104,900</b>	<b>\$ (9,300)</b>	<b>(8.14%)</b>
<b>Department Total:</b>		<b>\$ 1,157,685</b>	<b>\$ 949,896</b>	<b>\$ 872,302</b>	<b>\$ 876,928</b>	<b>\$ 880,772</b>	<b>\$ 8,470</b>	<b>0.97%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Door tags and utility bills, split with sewer	1,000
2022	<b><u>Operating and Repair Supplies</u></b>	
	Nalco Ultrion 8185	93,393
	Nalco Nalclean 7768	3,237
	CaCl (chlorine)	25,620
	Repair and maintenance of well houses, reservoir, lift stations, WTF, water lines, valves, pumps, and hydrants.	
	Purchase lab supplies, work gear, transducers, PPE, fittings, etc.	23,475
		<u>145,725</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Small tools	6,450
4531	<b><u>Professional Services</u></b>	
	SCADA, wonderware WTF	8,000
	Water testing	17,000
	Cathodic protection testing	1,325
	Fire alarm testing	400
	DEC SOC waivers	1,365
		<u>28,090</u>
4533	<b><u>Transportation</u></b>	
	AK Rural Water Conference (maintain certifications CEU's)	1,400
	Training classes (confined space, fall protection, etc.)	
		<u>1,500</u>
		2,900
4538	<b><u>Repairs and Maintenance</u></b>	
	WTF, reservoir, distribution mains well houses	25,483
	Bridge access fire hydrant repair	18,000
		<u>43,483</u>
4539	<b><u>Rentals</u></b>	
	Reservoir lease	13,356
	DNR water rights permit	2,142
		<u>15,498</u>
4541	<b><u>Postage</u></b>	
	Water and sewer bills postage split with Sewer	5,000
	Yearly postage permit split with Sewer	104
	Express mailings	800
		<u>5,904</u>
4666	<b><u>Books</u></b>	
	Exam prep manuals	260
4667	<b><u>Dues &amp; Publications</u></b>	
	AWWA dues	5,000
	AK Rural Water Association	104
	DEC license renewal	800
		<u>5,904</u>

## **DEPARTMENT NARRATIVE**

### **WATER AND SEWER FUND - SEWER**

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 18 lift stations.

The Sewer Department has four full-time employees that are half funded from the Water Department budget. The operators are certified by the Alaska Department of Environmental Conservation as required.

The duties of the Sewer Department are to protect the public health by ensuring that all regulations are followed, the system is operated in the most economical manner, and that it is free from failure. This department is supervised by the Public Works Director.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 154,691	\$ 127,569	\$ 160,935	\$ 160,935	\$ 164,300	\$ 3,365	2.09%
0200	Overtime	8,051	9,629	4,292	4,292	5,964	1,672	38.96%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,061	6,470	5,238	5,238	5,805	567	10.82%
0400	Medicare	2,374	2,053	2,472	2,472	2,553	81	3.28%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	111,929	58,975	44,925	44,925	44,510	(415)	(0.92%)
0600	Unemployment Insurance	-	-	853	853	881	28	3.28%
0700	Workers Compensation	3,395	3,172	4,542	4,542	3,955	(587)	(12.92%)
0800	Health & Life Insurance	25,876	25,606	32,151	32,151	30,594	(1,557)	(4.84%)
0900	Supplemental Retirement	2,977	2,768	3,750	3,750	3,750	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 312,354</b>	<b>\$ 236,242</b>	<b>\$ 259,158</b>	<b>\$ 259,158</b>	<b>\$ 262,312</b>	<b>\$ 3,154</b>	<b>1.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	451	705	1,020	1,617	1,040	20	1.96%
2022	Operating & Repair Supplies	19,330	22,551	23,868	23,664	24,000	132	0.55%
2024	Small Tools/Minor Equipment	4,398	4,214	5,100	7,304	3,494	(1,606)	(31.49%)
2026	Computer Software	1,984	2,857	2,425	2,425	2,343	(82)	(3.38%)
4531	Professional Services	6,757	7,355	7,887	7,887	8,000	113	1.43%
4532	Communications	1,412	3,158	4,563	4,563	4,195	(368)	(8.06%)
4533	Travel & Transportation	1,754	1,262	2,700	2,700	2,900	200	7.41%
4534	Advertising	-	348	-	982	-	-	-
4535	Printing & Binding	-	-	510	510	-	(510)	(100.00%)
4536	Insurance	3,124	3,159	3,805	3,805	3,316	(489)	(12.85%)
4537	Utilities	18,916	18,344	21,650	21,650	21,795	145	0.67%
4538	Repair & Maintenance	23,438	19,998	25,500	20,739	24,000	(1,500)	(5.88%)
4539	Rentals	-	60	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,768	1,482	3,590	5,090	5,104	1,514	42.17%
4666	Books	199	40	255	255	260	5	1.96%
4667	Dues & Publications	496	170	855	855	872	17	1.99%
4999	Contingency	-	-	10,000	7,989	10,000	-	-
5041	Miscellaneous	115	446	510	800	520	10	1.96%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 86,142</b>	<b>\$ 86,149</b>	<b>\$ 114,238</b>	<b>\$ 112,835</b>	<b>\$ 111,839</b>	<b>\$ (2,399)</b>	<b>(2.10%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	7,500	7,500	-
8064	Machinery & Equipment	23,335	25,195	13,500	13,500	14,000	500	3.70%
9090	Transfers Out	56,200	51,880	51,000	51,000	55,000	4,000	7.84%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 79,535</b>	<b>\$ 77,075</b>	<b>\$ 64,500</b>	<b>\$ 64,500</b>	<b>\$ 76,500</b>	<b>\$ 12,000</b>	<b>18.60%</b>
<b>Department Total:</b>		<b>\$ 478,031</b>	<b>\$ 399,466</b>	<b>\$ 437,896</b>	<b>\$ 436,493</b>	<b>\$ 450,651</b>	<b>\$ 12,755</b>	<b>2.91%</b>



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Door tags and utility bills, split with water	1,040
2022	<b><u>Operating and Repair Supplies</u></b> Repair and maintenance of lift stations, (motor starters, radios, breakers, transducers, pumps) manholes, consumables, PPE and work gear.	24,000
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Small tools	3,494
4531	<b><u>Professional Services</u></b> SCADA and Wonderware issues Cathodic protection testing	7,150 850 <hr/> 8,000
4533	<b><u>Transportation</u></b> Alaska Rural Water Conference (maintain certifications CEU's) Training classes (confined space, fall protection, etc)	1,400 1,500 <hr/> 2,900
4538	<b><u>Repair &amp; Maintenance</u></b> Repair and maintenance of lift stations, manholes, sewer lines. Pump repair, equipment calibration, generator maintenance.	24,000
4541	<b><u>Postage</u></b> Yearly postage permit split with Water Water and sewer bills postage split with Water	104 5,000 <hr/> 5,104
4667	<b><u>Dues &amp; Publications</u></b> AWWA dues AK Rural Water Association DEC license renewal	260 408 204 <hr/> 872
5041	<b><u>Miscellaneous</u></b> Laundry	520

## **DEPARTMENT NARRATIVE**

### **WATER AND SEWER FUND - WASTEWATER TREATMENT PLANT**

The City of Kenai Wastewater Treatment Department consists of one Foreman, one Lead Operator, and one Operator, all of whom are State licensed. The plant was built in 1974, remodeled in 1980/81 and added effluent disinfection / dechlorination in 1991/92.

The Wastewater Treatment Plant removes pollutants from wastewater collected by the City's sewer system. The treated effluent is discharged into Cook Inlet in conformance with the Alaska Pollutant Discharge Elimination System permit. The Environmental Protection Agency and the State of Alaska set and enforce requirements on the quality of water that may be discharged by the plant. Personnel at the Wastewater Treatment Plant work under the supervision of the Public Works Director.

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 205,933	\$ 199,718	\$ 225,327	\$ 225,327	\$ 228,859	\$ 3,532	1.57%
0200	Overtime	5,758	4,071	3,136	3,136	3,197	61	1.95%
0250	Holiday Pay	12,181	11,557	12,965	12,965	13,169	204	1.57%
0300	Leave	12,903	11,397	10,440	10,440	10,608	168	1.61%
0400	Medicare	3,381	3,231	3,652	3,652	3,710	58	1.59%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	152,309	89,107	65,645	65,645	64,103	(1,542)	(2.35%)
0600	Unemployment Insurance	-	-	1,259	1,259	1,279	20	1.59%
0700	Workers Compensation	5,244	6,096	8,356	8,356	6,666	(1,690)	(20.22%)
0800	Health & Life Insurance	42,185	43,736	55,113	55,113	52,446	(2,667)	(4.84%)
0900	Supplemental Retirement	4,053	4,522	4,500	4,500	4,500	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 443,947</b>	<b>\$ 373,435</b>	<b>\$ 390,393</b>	<b>\$ 390,393</b>	<b>\$ 388,537</b>	<b>\$ (1,856)</b>	<b>(0.48%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	233	123	255	702	255	-	-
2022	Operating & Repair Supplies	88,299	99,384	124,848	123,926	122,977	(1,871)	(1.50%)
2024	Small Tools/Minor Equipment	3,444	4,176	7,650	7,650	7,650	-	-
2026	Computer Software	1,978	1,941	3,420	3,420	3,608	188	5.50%
4531	Professional Services	61,705	22,802	53,670	54,286	53,670	-	-
4532	Communications	6,229	4,225	5,785	5,785	5,785	-	-
4533	Travel & Transportation	1,304	1,490	3,060	3,060	3,060	-	-
4534	Advertising	-	24	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	5,470	6,384	6,782	6,782	13,354	6,572	96.90%
4537	Utilities	329,584	302,613	356,330	356,330	348,593	(7,737)	(2.17%)
4538	Repair & Maintenance	13,071	12,210	25,500	25,359	25,500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	76	100	204	204	204	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	2,276	2,650	3,264	3,264	3,264	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 513,669</b>	<b>\$ 458,122</b>	<b>\$ 600,768</b>	<b>\$ 600,768</b>	<b>\$ 597,920</b>	<b>\$ (2,848)</b>	<b>(0.47%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	4,300	2,333	-	-	-	-	-
9090	Transfers Out	112,100	106,940	117,100	117,100	135,300	18,200	15.54%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 116,400</b>	<b>\$ 109,273</b>	<b>\$ 117,100</b>	<b>\$ 117,100</b>	<b>\$ 135,300</b>	<b>\$ 18,200</b>	<b>15.54%</b>
<b>Department Total:</b>		<b>\$ 1,074,016</b>	<b>\$ 940,830</b>	<b>\$ 1,108,261</b>	<b>\$ 1,108,261</b>	<b>\$ 1,121,757</b>	<b>\$ 13,496</b>	<b>1.22%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Hypochlorite 189@ \$199.35	37,677
	Bisulfite 543@ \$272	14,416
	Lime 245 @ \$21.50	5,268
	Polymer 2 pallets 60 @ \$290	17,400
	Consumables	3,500
	Lab supplies	8,000
	Repair and maintenance supplies	25,716
	Fuel, oil, grease	11,000
		<u>122,977</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. and hand tools	7,650
4531	<b><u>Professional Services</u></b>	
	Sludge and effluent wet testing	8,000
	CDL physicals (every 2 years) 2 @ \$185	370
	Calibrate lab scales	300
	Sludge disposal 1000 tons @ \$45/ton	45,000
		<u>53,670</u>
4533	<b><u>Transportation</u></b>	
	CEU's for certifications, conferences, lab training	3,060
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance	25,500
5041	<b><u>Miscellaneous</u></b>	
	Laundry	3,264

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Budget Projection**  
**Fund: 008 - Airport Fund**

	<b>Actual FY2014</b>	<b>Actual FY2015</b>	<b>Original Budget FY2016</b>	<b>Projection FY2016</b>	<b>Adopted FY2017</b>
<b>Revenues</b>					
State & Federal Grants	\$ 64,532	\$ 225,082	\$ 39,826	\$ 39,826	\$ 30,961
Usage Fees					
Fuel Sales	11,748	9,300	15,000	15,000	10,000
Fuel Flowage	30,350	37,546	30,000	30,000	35,000
Float Plane	1,571	1,331	1,800	1,800	1,500
Tie Down	10,430	7,602	10,000	10,000	10,000
Landing	356,685	369,824	351,277	351,277	375,000
Plane Parking	4,326	5,128	15,000	15,000	5,000
Total Usage Fees	415,110	430,731	423,077	423,077	436,500
Rents and Leases					
Land	733,532	674,609	792,607	792,607	698,755
Fish Hauling	-	-	-	-	-
Total Rents and Leases	733,532	674,609	792,607	792,607	698,755
Miscellaneous					
Penalty and Interest	1,715	18,378	1,000	1,000	15,000
Interest on Investments	27,402	22,445	31,079	31,079	25,000
Other	14,215	40,042	15,000	15,925	25,000
Total Miscellaneous	43,332	80,865	47,079	48,004	65,000
Terminal Revenue					
Parking Fees	201,256	272,698	336,000	336,000	300,000
Rents and Leases	258,753	300,807	293,575	293,575	310,127
Penalty and Interest	5,560	3,058	4,500	4,500	4,500
Car Rental Commissions	199,432	193,011	195,000	195,000	195,000
Advertising Commissions	5,552	4,852	5,500	5,500	6,000
Grants	-	-	-	-	-
Miscellaneous	1,334	3,468	1,500	1,500	1,500
Total Terminal Revenue	671,887	777,894	836,075	836,075	817,127
Transfers In					
Capital Project Fund	-	-	-	-	-
Airport Land Trust Fund	1,094,473	1,135,313	1,171,705	1,147,714	1,184,356
Total Transfers In	1,094,473	1,135,313	1,171,705	1,147,714	1,184,356
Total Revenues	3,022,866	3,324,494	3,310,369	3,287,303	3,232,699
<b>Expenditures</b>					
Airport Terminal	594,064	623,320	650,848	650,848	630,953
Airport Airfield	1,561,141	1,705,814	1,743,074	1,745,074	1,710,321
Airport Administration	299,077	348,841	310,290	310,290	315,259
Airport Other Buildings and Areas	507,978	388,777	218,279	336,286	169,654
Airport Training Facility	29,127	34,011	36,826	36,826	36,768
Total Expenditures	2,991,387	3,100,763	2,959,317	3,079,324	2,862,955
Contribution To/(From) Fund Balance:	31,479	223,731	351,052	207,979	369,744

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Budget Projection**  
**Fund: 008 - Airport Fund**

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>115,513</u>	<u>115,632</u>	<u>115,347</u>
Adjusted (Deficit)/Surplus			<u>466,565</u>	<u>323,611</u>	<u>485,091</u>
Beginning Fund Balance	<u>3,979,329</u>	<u>4,010,808</u>	<u>4,143,905</u>	<u>4,234,539</u>	<u>4,558,150</u>
Ending Fund Balance	<u>\$ 4,010,808</u>	<u>\$ 4,234,539</u>	<u>\$ 4,610,470</u>	<u>\$ 4,558,150</u>	<u>\$ 5,043,241</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 008 - Airport Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 454,925	\$ 387,740	\$ 488,793	\$ 488,793	\$ 479,936	\$ (8,857)	(1.81%)
0200	Overtime	14,969	34,197	35,928	35,928	34,197	(1,731)	(4.82%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	29,500	16,041	20,376	20,376	19,591	(785)	(3.85%)
0400	Medicare	7,157	6,229	7,904	7,904	7,738	(166)	(2.10%)
0450	Social Security	171	546	487	487	487	-	-
0500	PERS	315,526	167,614	140,538	140,538	132,343	(8,195)	(5.83%)
0600	Unemployment Insurance	40	1,008	2,722	2,722	2,668	(54)	(1.98%)
0700	Workers Compensation	10,243	8,979	17,914	17,914	12,417	(5,497)	(30.69%)
0800	Health & Life Insurance	97,384	87,204	125,107	125,107	119,403	(5,704)	(4.56%)
0900	Supplemental Retirement	10,030	8,907	10,210	10,210	11,103	893	8.75%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 939,945</b>	<b>\$ 718,465</b>	<b>\$ 849,979</b>	<b>\$ 849,979</b>	<b>\$ 819,883</b>	<b>\$ (30,096)</b>	<b>(3.54%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	515	1,560	1,700	1,700	2,200	500	29.41%
2022	Operating & Repair Supplies	162,507	173,275	198,900	201,980	198,500	(400)	(0.20%)
2024	Small Tools/Minor Equipment	20,639	26,800	11,875	19,628	15,155	3,280	27.62%
2026	Computer Software	1,777	693	2,020	2,020	1,400	(620)	(30.69%)
4531	Professional Services	82,362	39,630	48,050	51,240	15,080	(32,970)	(68.62%)
4532	Communications	19,232	22,721	23,103	23,103	23,578	475	2.06%
4533	Travel & Transportation	10,433	11,776	20,893	20,893	30,018	9,125	43.67%
4534	Advertising	9,978	9,900	12,100	13,606	11,680	(420)	(3.47%)
4535	Printing & Binding	1,540	2,031	2,505	4,948	2,978	473	18.88%
4536	Insurance	78,783	81,066	87,358	87,358	91,158	3,800	4.35%
4537	Utilities	318,034	302,646	372,794	372,794	404,147	31,353	8.41%
4538	Repair & Maintenance	217,484	266,062	231,985	234,485	216,633	(15,352)	(6.62%)
4539	Rentals	20,157	14,382	12,455	12,455	12,645	190	1.53%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	50	97	-	-	51	51	-
4667	Dues & Publications	645	548	650	650	490	(160)	(24.62%)
4999	General Contingency	-	-	40,000	21,528	30,000	(10,000)	(25.00%)
5041	Miscellaneous	2,147	2,328	1,350	1,350	4,859	3,509	259.93%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 946,283</b>	<b>\$ 955,515</b>	<b>\$ 1,067,738</b>	<b>\$ 1,069,738</b>	<b>\$ 1,060,572</b>	<b>\$ (7,166)</b>	<b>(0.67%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	22,150	19,640	-	-	-	-	-
8063	Improvements	3,247	2,512	7,500	7,500	-	(7,500)	(100.00%)
8064	Machinery & Equipment	-	3,861	-	-	42,000	42,000	-
9090	Transfers	1,189,138	1,089,985	1,034,100	1,152,107	940,500	(93,600)	(9.05%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 1,214,535</b>	<b>\$ 1,136,598</b>	<b>\$ 1,041,600</b>	<b>\$ 1,159,607</b>	<b>\$ 982,500</b>	<b>\$ (59,100)</b>	<b>(5.67%)</b>
<b>Department Total:</b>		<b>\$ 3,100,763</b>	<b>\$ 2,810,578</b>	<b>\$ 2,959,317</b>	<b>\$ 3,079,324</b>	<b>\$ 2,862,955</b>	<b>\$ (96,362)</b>	<b>(3.26%)</b>

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – TERMINAL**

The Airport Manager manages the terminal building under the direction of the City Manager with assistance from the Administrative Assistant II. The Administrative Assistant II is the primary contact for the public, manages the City's Disadvantaged Business Enterprise Program (DBE), security and janitorial contracts and oversees enforcement of the vehicle pay parking lot. One-half of this Administrative Assistant II position is charged to the Administration budget and one-half to Terminal budget to properly account for the duties and responsibilities.

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

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

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.

Two emergency generators located in the generator building to the south of the terminal provide full emergency power to both the terminal and the airfield lighting systems.

The City's Police and Fire Departments supply all the necessary emergency services for the terminal.

A contract security company is employed to provide supplemental security patrol. Custodial services are also provided by contract.

The City's General Fund is reimbursed from Airport funds for services provided by general fund departments performing airport duties. In some instances the airport funds are charged directly for salary and benefits of personnel reporting to other departments but working on airport related tasks.

Airport tasks are ensured priority when necessary to meet FAA mandated requirements for safety and security.



**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY16 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 96,452	\$ 68,757	\$ 103,119	\$ 103,119	\$ 104,409	\$ 1,290	1.25%
0200	Overtime	789	825	6,147	6,147	7,628	1,481	24.09%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	976	1,447	3,969	3,969	4,336	367	9.25%
0400	Medicare	1,393	1,017	1,642	1,642	1,686	44	2.68%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	67,097	32,509	29,710	29,710	29,287	(423)	(1.42%)
0600	Unemployment Insurance	-	487	565	565	582	17	3.01%
0700	Workers Compensation	2,716	1,899	4,579	4,579	3,447	(1,132)	(24.72%)
0800	Health & Life Insurance	22,364	17,608	30,680	30,680	29,195	(1,485)	(4.84%)
0900	Supplemental Retirement	2,357	1,823	2,505	2,505	3,010	505	20.16%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 194,144</b>	<b>\$ 126,372</b>	<b>\$ 182,916</b>	<b>\$ 182,916</b>	<b>\$ 183,580</b>	<b>\$ 664</b>	<b>0.36%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	103	163	500	500	500	-	-
2022	Operating & Repair Supplies	20,609	19,765	31,700	31,700	31,500	(200)	(0.63%)
2024	Small Tools/Minor Equipment	2,372	4,009	3,000	3,000	2,500	(500)	(16.67%)
2026	Computer Software	-	11	400	400	195	(205)	(51.25%)
4531	Professional Services	4,610	1,933	1,500	1,500	1,500	-	-
4532	Communications	637	3,201	4,890	4,890	5,122	232	4.74%
4533	Travel & Transportation	1,388	2,050	6,278	6,278	3,628	(2,650)	(42.21%)
4534	Advertising	1,593	882	1,500	1,500	1,530	30	2.00%
4535	Printing & Binding	266	270	435	435	645	210	48.28%
4536	Insurance	6,797	7,236	7,585	7,585	8,219	634	8.36%
4537	Utilities	136,449	130,837	156,904	156,904	150,751	(6,153)	(3.92%)
4538	Repair & Maintenance	152,875	188,924	169,520	169,520	157,500	(12,020)	(7.09%)
4539	Rentals	4,320	6,001	4,320	4,320	4,320	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	1,107	799	700	700	1,263	563	80.43%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 333,126</b>	<b>\$ 366,081</b>	<b>\$ 399,232</b>	<b>\$ 399,232</b>	<b>\$ 379,173</b>	<b>\$ (20,059)</b>	<b>(5.02%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	22,150	19,640	-	-	-	-	-
8063	Improvements	-	780	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	73,900	65,560	68,700	68,700	68,200	(500)	(0.73%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 96,050</b>	<b>\$ 85,980</b>	<b>\$ 68,700</b>	<b>\$ 68,700</b>	<b>\$ 68,200</b>	<b>\$ (500)</b>	<b>(0.73%)</b>
<b>Department Total:</b>		<b>\$ 623,320</b>	<b>\$ 578,433</b>	<b>\$ 650,848</b>	<b>\$ 650,848</b>	<b>\$ 630,953</b>	<b>\$ (19,895)</b>	<b>(3.06%)</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Janitorial supplies	13,000
	Generator fuel	4,000
	Flowers	3,500
	Ice melt	1,500
	LUKE vehicle parking machine	1,500
	Vehicle parking permits and violations	1,000
	Building air filters	1,000
	Holiday decorations	1,000
	Misc. supplies	5,000
		<hr/> 31,500
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Kids play area furniture	1,000
	Backup LUKE Parts	1,500
		<hr/> 2,500
4533	<b><u>Transportation</u></b>	
	Great Alaska Gathering conference	600
	ANTN Digicast subscription	428
	FAA AMAC conference	2,600
		<hr/> 3,628
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial services	55,000
	Security services	60,000
	Otis elevator contract	2,415
	DOT mehcanical room inspection	330
	Holiday window painting	1,500
	Landscaping	1,000
	Window cleaning	650
	LUKE warranty	1,550
	Baggage belt inspection	1,700
	Fire system inspection/testing	2,900
	AED annual maintenance	455
	Miscellaneous services	30,000
		<hr/> 157,500
4539	<b><u>Rentals</u></b>	
	Plant lease and maintenance	4,140
	Hot/cold water dispenser	180
		<hr/> 4,320
5041	<b><u>Miscellaneous</u></b>	
	Ground school at KPB Admin. Assistant	549
	Misc.	714
		<hr/> 1,263

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND - AIRFIELD**

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. floatplane facility, and a 2,000-ft. x 60-ft. gravel runway. A full length parallel taxiway was completed in 2006 and major renovations to the runway were completed in 2007. An apron rehab and extension was completed in 2010. Itinerant aircraft parking is provided at the southern end of the apron. The apron north of the terminal is designated for helicopter, medivacs, and a fueling operation.

A gravel runway is located in the northeast corner of the airport and has access to the primary taxiways and apron by a taxiway along its west side. A gravel tiedown area and vehicle parking area parallels the gravel runway along the east side. The gravel tiedown area has 17 tiedowns and parking areas are accessible by road through a secure gate at the north end of Willow Street.

Secondary taxiways provide access to the general aviation area on the southeast corner of the airport. The general aviation area offers aircraft parking and aviation related leases to individuals and fixed base operators. The airport owns and operates a long-term aircraft-parking apron providing tiedown spaces for forty (40) aircraft; fifteen (15) of which were upgraded to provide electrical plug-ins.

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 airport 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 supervising two full-time Airport Operations Specialists, two City employees from the Street Department, and temporary call-in personnel working on airport maintenance. One of the Operations Specialist position is split evenly between the Airfield and Terminal accounts.

The City's General Fund is reimbursed from Airport funds for services provided by general fund departments performing airport duties. In some instances the Airport funds are charged directly for salary and benefits of personnel reporting to other departments but working on airport related tasks.

Airport tasks are ensured priority when necessary to meet FAA mandated requirements for safety and security.

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 184,179	\$ 152,929	\$ 202,244	\$ 202,244	\$ 190,531	\$ (11,713)	(5.79%)
0200	Overtime	12,879	32,187	27,875	27,875	24,781	(3,094)	(11.10%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	14,706	5,838	8,698	8,698	7,156	(1,542)	(17.73%)
0400	Medicare	3,016	2,644	3,462	3,462	3,226	(236)	(6.82%)
0450	Social Security	171	452	487	487	487	-	-
0500	PERS	127,955	65,983	60,435	60,435	54,230	(6,205)	(10.27%)
0600	Unemployment Insurance	40	34	1,193	1,193	1,112	(81)	(6.79%)
0700	Workers Compensation	6,308	5,714	11,689	11,689	7,478	(4,211)	(36.03%)
0800	Health & Life Insurance	41,420	34,738	51,439	51,439	48,950	(2,489)	(4.84%)
0900	Supplemental Retirement	4,223	3,499	4,200	4,200	4,200	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 394,897</b>	<b>\$ 304,018</b>	<b>\$ 371,722</b>	<b>\$ 371,722</b>	<b>\$ 342,151</b>	<b>\$ (29,571)</b>	<b>(7.96%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	254	409	500	500	500	-	-
2022	Operating & Repair Supplies	127,192	140,548	150,000	152,000	149,800	(200)	(0.13%)
2024	Small Tools/Minor Equipment	16,984	17,816	8,625	16,378	12,400	3,775	43.77%
2026	Computer Software	818	167	1,034	1,034	735	(299)	(28.92%)
4531	Professional Services	20,778	7,084	41,800	41,800	12,330	(29,470)	(70.50%)
4532	Communications	11,948	11,014	9,245	9,245	10,195	950	10.28%
4533	Travel & Transportation	4,534	3,801	5,900	5,900	17,900	12,000	203.39%
4534	Advertising	418	360	500	500	500	-	-
4535	Printing & Binding	388	479	1,135	3,316	1,158	23	2.03%
4536	Insurance	70,528	72,167	78,034	78,034	81,029	2,995	3.84%
4537	Utilities	152,971	146,645	173,319	173,319	164,381	(8,938)	(5.16%)
4538	Repair & Maintenance	41,855	55,355	44,175	44,175	40,470	(3,705)	(8.39%)
4539	Rentals	13,402	6,653	4,385	4,385	4,325	(60)	(1.37%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	66	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	66	10,000	-	-
5041	Miscellaneous	-	27	-	-	2,147	2,147	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 462,070</b>	<b>\$ 462,591</b>	<b>\$ 528,652</b>	<b>\$ 530,652</b>	<b>\$ 507,870</b>	<b>\$ (20,782)</b>	<b>(3.93%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	3,247	1,732	7,500	7,500	-	(7,500)	(100.00%)
8064	Machinery & Equipment	-	-	-	-	42,000	42,000	-
9090	Transfers Out	845,600	797,420	835,200	835,200	818,300	(16,900)	(2.02%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 848,847</b>	<b>\$ 799,152</b>	<b>\$ 842,700</b>	<b>\$ 842,700</b>	<b>\$ 860,300</b>	<b>\$ 17,600</b>	<b>2.09%</b>
<b>Department Total:</b>		<b>\$ 1,705,814</b>	<b>\$ 1,565,761</b>	<b>\$ 1,743,074</b>	<b>\$ 1,745,074</b>	<b>\$ 1,710,321</b>	<b>\$ (32,753)</b>	<b>(1.88%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Cracksealing materials	10,000
	Fuel for equipment, fire truck and generator trucks	45,000
	Broom bristles	13,000
	Runway, taxiway lights, sign parks	9,000
	Urea	23,000
	E36	10,000
	3% ARFF foam drums	3,300
	Fencing repair materials	2,000
	Hazing equipment	2,000
	Nitrogen for ARFF trucks	1,000
	Personal protection gear	1,500
	Cutting edges	7,000
	Propane for KFD hot drill training at Beacon	5,000
	Aero green rubber removal	1,500
	Chemical - grasshoppers	1,500
	Miscellaneous operating supplies	15,000
		<hr/> 149,800
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Personal protective equipment, 2 sets	4,400
	PPE rack for fireside at OPS bldg.	2,500
	Radios	1,500
	Bowmonk	4,000
		<hr/> 12,400
4531	<b><u>Professional Services</u></b>	
	DOT physicals, pre-employment tests	1,500
	Annual audiometric testing	300
	Miscellaneous engineering services	10,000
	Annual fee for stormwater MSGP	530
		<hr/> 12,330
4533	<b><u>Transportation</u></b>	
	Digicast subscription	900
	Part 139 training seminars	5,000
	Case loader - mechanic training	4,000
	Oshkosh mechanic training	8,000
		<hr/> 17,900
4538	<b><u>Repairs and Maintenance</u></b>	
	Semi-annual overhead door inspections and service	2,500
	Fire testing	1,650
	Boiler inspections	700
	Gate repairs	2,500
	Overhead crane inspections	220
	Bowmonk & Tapley calibration	2,000
	Hydroaxing	5,000
	Annual compressor check	900
	Miscellaneous contractor repairs	25,000
		<hr/> 40,470

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

4539	<b><u>Rentals</u></b>	
	Portable toilets	2,000
	Tables and chairs	500
	Tent rental for air fair	525
	Compactor	1,300
		<hr/> 4,325
5041	<b><u>Miscellaneous</u></b>	
	KPB ground school, 2 operations specialist	1,647
	Misc. (shipping costs, etc.)	500
		<hr/> 2,147

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND– ADMINISTRATION**

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. The Airport Manager receives secretarial support and assistance with public contact, terminal lease agreements, and FAA compliance from one Administrative Assistant II. The Administrative Assistant has the responsibility for the City's Disadvantaged Business Enterprise Program (DBE), terminal janitorial and security contracts and the terminal parking lot enforcement. One-half of this Administrative Assistant II position is charged to Airport Administration and one-half to Airport terminal to properly account for the duties and responsibilities.

Support for legal, finance, engineering, planning, public works, police and fire is funded through transfers to the City's Central Administration budget. The Planning Department and City Manager's Assistant support the City Manager's oversight of airport lands with one-third of those positions charged directly to the Airport Lands budget. The one-third is split 10% to the Assistant to the City Manager and 25% percent to the City Planner.

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.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY16 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 132,346	\$ 119,908	\$ 139,153	\$ 139,153	\$ 138,399	\$ (754)	(0.54%)
0200	Overtime	1,009	891	1,522	1,522	1,253	(269)	(17.67%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,818	8,058	6,356	6,356	6,760	404	6.36%
0400	Medicare	2,149	1,898	2,132	2,132	2,123	(9)	(0.42%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	91,664	51,058	38,250	38,250	36,506	(1,744)	(4.56%)
0600	Unemployment Insurance	-	-	735	735	732	(3)	(0.41%)
0700	Workers Compensation	429	514	619	619	540	(79)	(12.76%)
0800	Health & Life Insurance	24,945	24,351	30,680	30,680	29,195	(1,485)	(4.84%)
0900	Supplemental Retirement	2,554	2,528	2,500	2,500	2,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 268,914</b>	<b>\$ 209,206</b>	<b>\$ 221,947</b>	<b>\$ 221,947</b>	<b>\$ 218,008</b>	<b>\$ (3,939)</b>	<b>(1.77%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	158	866	500	500	1,000	500	100.00%
2022	Operating & Repair Supplies	729	689	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	1,283	4,730	250	250	255	5	2.00%
2026	Computer Software	959	515	586	586	470	(116)	(19.80%)
4531	Professional Services	809	1,980	1,250	1,250	1,250	-	-
4532	Communications	5,639	7,377	7,168	7,168	6,461	(707)	(9.86%)
4533	Travel & Transportation	4,511	5,916	8,715	8,715	8,490	(225)	(2.58%)
4534	Advertising	7,967	8,514	9,500	9,500	9,050	(450)	(4.74%)
4535	Printing & Binding	662	1,013	935	1,197	1,175	240	25.67%
4536	Insurance	1,458	1,663	1,739	1,739	1,910	171	9.83%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	50	31	-	-	51	51	-
4667	Dues & Publications	645	548	650	650	490	(160)	(24.62%)
4999	Contingency	-	-	10,000	9,738	10,000	-	-
5041	Miscellaneous	757	994	650	650	1,449	799	122.92%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 25,627</b>	<b>\$ 34,836</b>	<b>\$ 43,143</b>	<b>\$ 43,143</b>	<b>\$ 43,251</b>	<b>\$ 108</b>	<b>0.25%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	54,300	50,540	45,200	45,200	54,000	8,800	19.47%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 54,300</b>	<b>\$ 50,540</b>	<b>\$ 45,200</b>	<b>\$ 45,200</b>	<b>\$ 54,000</b>	<b>\$ 8,800</b>	<b>19.47%</b>
<b><u>Department Total:</u></b>		<b>\$ 348,841</b>	<b>\$ 294,582</b>	<b>\$ 310,290</b>	<b>\$ 310,290</b>	<b>\$ 315,259</b>	<b>\$ 4,969</b>	<b>1.60%</b>



**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Water bottles	500
	Fuel, Airport Mgr. Vehicle	700
		<u>1,200</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous tools	255
4531	<b><u>Professional Services</u></b>	
	Miscellaneous professional services	1,150
	AIT domain renewal fee	100
		<u>1,250</u>
4533	<b><u>Transportation</u></b>	
	ANTN digicast subscription	430
	NWAAAE conference	2,000
	Airport managers car allowance	360
	FAA AMAC conference	2,800
	WRAPm Conference	1,500
	Great Alaska Gathering	650
	Alaska DOT DBE Summit	250
	RAVN/Grant coupon books	500
		<u>8,490</u>
4533	<b><u>Transportation</u></b>	
	Registration - Great Alaska Aviation Gathering	700
	Peninsula winter games ice sculpture	800
	KCHS hockey booster club	350
	Radio Advertising	250
	NWAAAE sponsorship	1,500
	KPAF sticker	400
	Newspaper notices, meeting, work sessions, etc.	600
	Trade show items	3,500
	Commemorative Air Force	700
	Holiday cards	250
		<u>9,050</u>
5041	<b><u>Miscellaneous</u></b>	
	Meeting food and refreshments	750
	Miscellaneous shipping fees	150
	Ground School - KPB	549
		<u>1,449</u>

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – OTHER BUILDINGS AND AREAS**

Airport Land is the real estate that lies within the boundary of the lands 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 FAA requires that revenues from airport land sales be deposited in the Airport Land Sale Permanent Fund. The principal of the fund cannot be spent; however, interest generated on the principal is available to support the Kenai Municipal Airport.

The City Planner and the Administrative Assistant III positions that are physically located at City Hall are responsible for the administration of airport lands under the direction of the City Manager; twenty-five percent of the City Planner and ten-percent of the Administrative Assistant III positions are charged directly to the Other Buildings and Areas budget.

The Float Plane Basin encompasses a 4,500 foot water way 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 on 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 parking fees.

The basin is closed to all operations during winter months.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 41,948	\$ 46,146	\$ 44,277	\$ 44,277	\$ 46,597	\$ 2,320	5.24%
0200	Overtime	292	294	384	384	535	151	39.32%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	698	1,353	1,353	1,339	(14)	(1.03%)
0400	Medicare	599	670	668	668	703	35	5.24%
0450	Social Security	-	94	-	-	-	-	-
0500	PERS	28,810	18,064	12,143	12,143	12,320	177	1.46%
0600	Unemployment Insurance	-	487	229	229	242	13	5.68%
0700	Workers Compensation	790	852	1,027	1,027	952	(75)	(7.30%)
0800	Health & Life Insurance	8,655	10,507	12,308	12,308	12,063	(245)	(1.99%)
0900	Supplemental Retirement	896	1,057	1,005	1,005	1,393	388	38.61%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 81,990</b>	<b>\$ 78,869</b>	<b>\$ 73,394</b>	<b>\$ 73,394</b>	<b>\$ 76,144</b>	<b>\$ 2,750</b>	<b>3.75%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	122	200	200	200	-	-
2022	Operating & Repair Supplies	13,977	12,273	16,000	17,080	16,000	-	-
2024	Small Tools/Minor Equipment	-	245	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	56,165	19,849	3,500	6,690	-	(3,500)	(100.00%)
4532	Communications	1,008	944	1,800	1,800	1,800	-	-
4533	Travel & Transportation	-	9	-	-	-	-	-
4534	Advertising	-	144	600	2,106	600	-	-
4535	Printing & Binding	224	269	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	6,596	4,874	19,035	19,035	65,474	46,439	243.97%
4538	Repair & Maintenance	10,761	9,047	5,000	7,500	5,436	436	8.72%
4539	Rentals	2,435	1,728	3,750	3,750	4,000	250	6.67%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	1,724	-	(10,000)	(100.00%)
5041	Miscellaneous	283	508	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 91,449</b>	<b>\$ 50,012</b>	<b>\$ 59,885</b>	<b>\$ 59,885</b>	<b>\$ 93,510</b>	<b>\$ 33,625</b>	<b>56.15%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,861	-	-	-	-	-
9090	Transfers Out	215,338	176,465	85,000	203,007	-	(85,000)	(100.00%)
<b>Total Capital Outlay and Transfers</b>		<b>\$ 215,338</b>	<b>\$ 200,926</b>	<b>\$ 85,000</b>	<b>\$ 203,007</b>	<b>\$ -</b>	<b>\$ (85,000)</b>	<b>(100.00%)</b>
<b>Department Total:</b>		<b>\$ 388,777</b>	<b>\$ 329,807</b>	<b>\$ 218,279</b>	<b>\$ 336,286</b>	<b>\$ 169,654</b>	<b>\$ (48,625)</b>	<b>(22.28%)</b>

City of Kenai  
Fiscal Year 2017 Operating Budget

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Building and ground maintenance supplies	3,000
	Fuel 100LL	12,000
	Miscellaneous	1,000
		<u>16,000</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Misc. repairs	4,500
	Fire system testing	436
	Landscaping	500
		<u>5,436</u>
4539	<b><u>Rentals</u></b>	
	Porta-toilets	1,960
	Hoe rental for slip maintenance	2,040
		<u>4,000</u>

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – ALASKA FIRE TRAINING FACILITY**

The 23,460 square foot Alaska Fire Training Facility was built in 1997. The facility was designed to facilitate hands-on training of fire response personnel in scenarios replicating actual emergencies involving aircraft and structural/industrial settings.

The first floor is currently leased to Beacon Occupational Health and Safety Services (Beacon). The current agreement with Beacon expired December 31, 2012 but shall automatically renew annually unless notice of termination is given 180-days prior to year-end by either party.

Homer Electric Association vacated the 3,800 square feet they were leasing on the second floor in August 2015. The area is available for lease.

Revenue from these leases is retained by the Airport Fund for operations.

City of Kenai  
Fiscal Year 2017 Operating Budget

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

Account Number	Expense Description	FY2015 Actual	Five year Historical Average	Original Budget FY2016	Amended Budget	Adopted FY2017	Increase (Decrease) FY16 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	8,784	-	-	-	-	-
4532	Communications	-	185	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	22,018	20,290	23,536	23,536	23,541	5	0.02%
4538	Repair & Maintenance	11,993	12,736	13,290	13,290	13,227	(63)	(0.47%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 34,011</b>	<b>\$ 41,995</b>	<b>\$ 36,826</b>	<b>\$ 36,826</b>	<b>\$ 36,768</b>	<b>\$ (58)</b>	<b>(0.16%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 34,011</b>	<b>\$ 41,995</b>	<b>\$ 36,826</b>	<b>\$ 36,826</b>	<b>\$ 36,768</b>	<b>\$ (58)</b>	<b>(0.16%)</b>

City of Kenai  
Fiscal Year 2017 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Fire inspection and testing	1,835
	Elevator contract	2,042
	Miscellaneous repairs	9,000
	Mechanical inspection for elevator	350
		<hr/> 13,227

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Budget Projection**  
**Fund: 019 - Senior Citizen Fund**

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
<b>Revenues</b>					
State Grants	\$ 203,586	\$ 295,773	\$ 198,731	\$ 195,479	\$ 192,939
USDA Grant	11,492	13,949	13,000	13,000	13,000
Choice Waiver	432,542	322,826	400,000	275,000	275,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	15,576	8,762	11,682	9,582	9,582
Rents and Leases	13,192	5,660	13,000	13,000	13,000
Donations	9,567	33,323	30,000	44,500	31,000
Meal Donations	58,418	54,428	61,300	66,500	66,500
Transfer from General Fund	-	-	-	88,339	151,385
Other	305	316	300	300	300
Total Revenue	<u>870,885</u>	<u>861,244</u>	<u>854,220</u>	<u>831,907</u>	<u>878,913</u>
<b>Expenditures</b>					
Senior Citizen Access	179,546	207,975	183,499	184,999	163,881
Congregate Meals	181,999	192,265	181,846	192,943	223,133
Home Meals	139,725	163,314	151,315	158,190	175,274
Senior Transportation	59,138	64,289	60,946	117,446	67,689
Choice Waiver	<u>288,968</u>	<u>336,444</u>	<u>346,760</u>	<u>361,760</u>	<u>271,749</u>
Total Expenditures	<u>849,376</u>	<u>964,287</u>	<u>924,366</u>	<u>1,015,338</u>	<u>901,726</u>
Contribution To/(From) Fund Balance:	21,509	(103,043)	(70,146)	(183,431)	(22,813)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>23,636</u>	<u>26,365</u>	<u>22,813</u>
Adjusted (Deficit)/Surplus	21,509	(103,043)	(46,510)	(157,066)	-
Beginning Fund Balance	<u>238,600</u>	<u>260,109</u>	<u>157,382</u>	<u>157,066</u>	<u>-</u>
Ending Fund Balance	<u>\$ 260,109</u>	<u>\$ 157,066</u>	<u>\$ 110,872</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Senior Citizen Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 295,470	\$ 272,528	\$ 299,142	\$ 299,142	\$ 298,863	\$ (279)	(0.09%)
0200	Overtime	1,632	772	1,669	2,397	1,699	30	1.80%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,771	9,034	10,031	10,031	10,246	215	2.14%
0400	Medicare	4,244	3,989	4,512	4,512	4,506	(6)	(0.13%)
0450	Social Security	3,645	2,916	3,558	3,811	3,517	(41)	(1.15%)
0500	PERS	162,147	93,880	66,185	66,185	63,734	(2,451)	(3.70%)
0600	Unemployment Insurance	67	19	1,555	1,594	1,557	2	0.13%
0700	Workers Compensation	4,838	4,007	5,988	5,988	5,860	(128)	(2.14%)
0800	Health & Life Insurance	57,324	63,551	65,217	65,217	61,186	(4,031)	(6.18%)
0900	Supplemental Retirement	7,544	6,640	7,308	7,308	7,219	(89)	(1.22%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 540,682</b>	<b>\$ 457,336</b>	<b>\$ 465,165</b>	<b>\$ 466,185</b>	<b>\$ 458,387</b>	<b>\$ (6,778)</b>	<b>(1.46%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	385	671	1,555	1,555	1,455	(100)	(6.43%)
2022	Operating & Repair Supplies	177,107	146,475	174,000	177,500	187,650	13,650	7.84%
2024	Small Tools/Minor Equipment	6,531	8,520	10,273	9,873	3,147	(7,126)	(69.37%)
2026	Computer Software	1,452	848	3,048	13,048	2,301	(747)	(24.51%)
4531	Professional Services	10,840	9,570	40,268	38,975	17,268	(23,000)	(57.12%)
4532	Communications	4,589	5,644	6,456	6,456	5,550	(906)	(14.03%)
4533	Travel & Transportation	1,773	2,791	7,200	7,133	7,200	-	-
4534	Advertising	1,678	537	932	932	932	-	-
4535	Printing & Binding	1,835	1,453	3,140	3,140	2,906	(234)	(7.45%)
4536	Insurance	6,644	7,068	10,078	10,078	10,320	242	2.40%
4537	Utilities	44,517	41,082	52,617	53,357	52,107	(510)	(0.97%)
4538	Repair & Maintenance	8,109	4,203	4,978	4,978	7,870	2,892	58.10%
4539	Rentals	-	-	4,900	4,900	-	(4,900)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	1,027	307	1,050	1,050	1,025	(25)	(2.38%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	839	888	1,806	1,806	1,808	2	0.11%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	33	400	400	500	100	25.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 267,326</b>	<b>\$ 230,090</b>	<b>\$ 322,701</b>	<b>\$ 335,181</b>	<b>\$ 302,039</b>	<b>\$ (20,662)</b>	<b>(6.40%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	18,679	3,736	-	22,472	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,486	-	55,000	-	-	-
9090	Transfers	137,600	136,519	136,500	136,500	141,300	4,800	3.52%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 156,279</b>	<b>\$ 144,741</b>	<b>\$ 136,500</b>	<b>\$ 213,972</b>	<b>\$ 141,300</b>	<b>\$ 4,800</b>	<b>3.52%</b>
<b>Department Total:</b>		<b>\$ 964,287</b>	<b>\$ 832,167</b>	<b>\$ 924,366</b>	<b>\$ 1,015,338</b>	<b>\$ 901,726</b>	<b>\$ (22,640)</b>	<b>(2.45%)</b>

## **DEPARTMENT NARRATIVE**

### **SENIOR CITIZENS TITLE III ACCESS-CONGREGATE MEALS-HOME MEALS**

The Senior Center directs its services to the elderly with the greatest social and economic need and senior persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Cohoe, Kasilof, and Clam Gulch. The Center's service area has 26% of the total population aged 60 and above in the Kenai Peninsula Borough. Our target population focuses on persons 80+ who are the frail, income challenged and/or minority.

The Center's experienced and caring staff make every effort to ensure the continued independence of each individual. Center staff is always available to provide emergency services no matter what time of the day or night.

Special attention is given to encourage participation of the target population 80+. We work closely with other service providers, native organizations and medical groups in the area to collaborate and provide the best possible care.

Services and programs are available five days a week, from 8:00 am until 4:00 pm. With the help of volunteers, the center remains open on Thanksgiving and Christmas for seniors who want to participate in a potluck dinner and fellowship. The congregate meal program is open from 11:30 am to 1:00 pm Monday through Friday. The meals served for both congregate and or home meal delivery provide 1/3 of the daily nutrients based upon USDA standards and approved by a State Licensed Dietitian. Our congregate meal includes a soup, salad bar, entrée, dessert and a beverage. The home meal is similar to the congregate meal but a green salad is substituted for the salad bar. This program is a part of the Older American's Act, a suggested donation of \$6.00 may be given for the meal.

The transportation program is open from 9:00 am until 4:00 pm. We provide rides to and from the senior center, to medical appointments, pick up of medication, a weekly shopping trip to a grocery store and to Wal-Mart. The transportation program is also based upon the Older American's Act and a suggested donation is requested per ride. Many outings are planned through the activity department. There is a set fee for each outing based upon the distance. Seniors are requested to pay up front for involving a ride.

We provide the following services that promote the continued independence of the older adult.

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

During the past year, over 45% of program participants were from our target age group 80+. We feel this percentage reflects the care of the "frail" older adult.

The Department of Senior and Disability Services, Kenai Peninsula Borough, United Way, USDA, City of Kenai, program income, private donations, center rentals and fundraising efforts through Kenai Senior Connection, Inc. provides funding for the Kenai Senior Center. The Senior Center is staffed with twelve employees; one exempt, four full-time, and 7 part-time positions.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 78,417	\$ 84,001	\$ 80,938	\$ 80,938	\$ 68,149	\$ (12,789)	(15.80%)
0200	Overtime	87	17	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,256	2,971	2,971	1,643	(1,328)	(44.70%)
0400	Medicare	1,099	1,199	1,218	1,218	1,012	(206)	(16.91%)
0450	Social Security	318	441	451	451	1,156	705	156.32%
0500	PERS	49,916	31,315	20,026	20,026	12,938	(7,088)	(35.39%)
0600	Unemployment Insurance	-	2	420	420	349	(71)	(16.90%)
0700	Workers Compensation	264	372	401	401	575	174	43.39%
0800	Health & Life Insurance	20,416	23,181	25,719	25,719	20,104	(5,615)	(21.83%)
0900	Supplemental Retirement	2,948	2,022	2,100	2,100	1,725	(375)	(17.86%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 153,465</b>	<b>\$ 144,806</b>	<b>\$ 134,244</b>	<b>\$ 134,244</b>	<b>\$ 107,651</b>	<b>\$ (26,593)</b>	<b>(19.81%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	285	260	600	600	550	(50)	(8.33%)
2022	Operating & Repair Supplies	1,689	450	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	4,163	2,133	3,971	3,971	1,032	(2,939)	(74.01%)
2026	Computer Software	493	241	150	650	847	697	464.67%
4531	Professional Services	615	4,021	5,100	4,360	3,950	(1,150)	(22.55%)
4532	Communications	2,239	2,252	1,835	1,835	927	(908)	(49.48%)
4533	Travel & Transportation	692	1,436	2,500	2,500	2,500	-	-
4534	Advertising	986	295	400	400	400	-	-
4535	Printing & Binding	1,786	1,099	1,900	1,900	1,666	(234)	(12.32%)
4536	Insurance	332	1,923	505	505	2,373	1,868	369.90%
4537	Utilities	3,620	9,816	3,334	4,074	11,985	8,651	259.48%
4538	Repair & Maintenance	5,586	1,773	2,065	2,065	2,505	440	21.31%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	196	39	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	128	222	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	29	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 22,810</b>	<b>\$ 25,989</b>	<b>\$ 25,055</b>	<b>\$ 25,555</b>	<b>\$ 31,430</b>	<b>\$ 6,375</b>	<b>25.44%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	1,000	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	31,700	34,894	24,200	24,200	24,800	600	2.48%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 31,700</b>	<b>\$ 34,894</b>	<b>\$ 24,200</b>	<b>\$ 25,200</b>	<b>\$ 24,800</b>	<b>\$ 600</b>	<b>2.48%</b>
<b>Department Total:</b>		<b>\$ 207,975</b>	<b>\$ 205,689</b>	<b>\$ 183,499</b>	<b>\$ 184,999</b>	<b>\$ 163,881</b>	<b>\$ (19,618)</b>	<b>(10.69%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Stationery	300
	Office supplies	250
		<u>550</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Life Pacs AEDs 1/2	1,032
4531	<b><u>Professional Services</u></b>	
	Seasonal lawn clean up for winter and spring	1,000
	Outside flowers	2,500
	Background checks/fingerprinting	450
		<u>3,950</u>
4533	<b><u>Transportation</u></b>	
	National Activity Conference	1,200
	Meetings in Anchorage	200
	ACOA Conference	1,000
	US Davis on-line gerontology classes	100
		<u>2,500</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Fire alarm testing and inspections	820
	Fire extinguishers	24
	AED maintenance	321
	Carpet cleaning \$1300 x 4 1/5	1,040
	Minor repairs	300
		<u>2,505</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 71 - Congregate Meals**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 44,034	\$ 45,968	\$ 44,693	\$ 44,693	\$ 71,803	\$ 27,110	60.66%
0200	Overtime	410	236	438	623	612	174	39.73%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	943	1,935	1,318	1,318	2,840	1,522	115.48%
0400	Medicare	642	686	675	675	1,092	417	61.78%
0450	Social Security	759	570	727	727	478	(249)	(34.25%)
0500	PERS	22,407	15,075	9,083	9,083	16,914	7,831	86.22%
0600	Unemployment Insurance	-	1	231	231	377	146	63.20%
0700	Workers Compensation	804	829	985	985	1,552	567	57.56%
0800	Health & Life Insurance	9,157	11,261	10,104	10,104	13,811	3,707	36.69%
0900	Supplemental Retirement	1,024	1,199	1,121	1,121	1,894	773	68.96%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 80,180</b>	<b>\$ 77,760</b>	<b>\$ 69,375</b>	<b>\$ 69,560</b>	<b>\$ 111,373</b>	<b>\$ 41,998</b>	<b>60.54%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	64	223	525	525	525	-	-
2022	Operating & Repair Supplies	50,395	46,614	53,450	56,075	61,300	7,850	14.69%
2024	Small Tools/Minor Equipment	1,635	2,591	2,304	2,304	1,300	(1,004)	(43.58%)
2026	Computer Software	479	398	391	2,391	363	(28)	(7.16%)
4531	Professional Services	-	-	7,408	7,223	2,808	(4,600)	(62.10%)
4532	Communications	415	503	1,242	1,242	1,017	(225)	(18.12%)
4533	Travel & Transportation	457	749	1,300	1,300	1,300	-	-
4534	Advertising	247	123	257	257	257	-	-
4535	Printing & Binding	49	131	225	225	225	-	-
4536	Insurance	1,329	1,986	2,015	2,015	2,476	461	22.88%
4537	Utilities	10,021	14,069	10,880	10,880	12,506	1,626	14.94%
4538	Repair & Maintenance	1,371	1,632	1,388	1,388	1,390	2	0.14%
4539	Rentals	-	-	4,900	4,900	-	(4,900)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	241	94	250	250	250	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	303	341	436	436	443	7	1.61%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	4	-	-	100	100	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 67,006</b>	<b>\$ 69,458</b>	<b>\$ 86,971</b>	<b>\$ 91,411</b>	<b>\$ 86,260</b>	<b>\$ (711)</b>	<b>(0.82%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	18,679	3,736	-	6,472	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	26,400	29,511	25,500	25,500	25,500	-	-
<b>Total Capital Outlay and Transfers</b>		<b>\$ 45,079</b>	<b>\$ 33,247</b>	<b>\$ 25,500</b>	<b>\$ 31,972</b>	<b>\$ 25,500</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 192,265</b>	<b>\$ 180,465</b>	<b>\$ 181,846</b>	<b>\$ 192,943</b>	<b>\$ 223,133</b>	<b>\$ 41,287</b>	<b>22.70%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund**  
**Department: 71 - Congregate Meals**

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food and supplies	57,650
	Paper products	1,200
	Activity supplies	1,600
	Helium	600
	Misc. supplies	250
		<u>61,300</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Dishes, glassware, flatware	500
	Miscellaneous kitchen supplies	300
	Vinyl round table cloths	500
		<u>1,300</u>
4531	<b><u>Professional Services</u></b>	
	Spring flowers, deliver, plant and hang	2,808
4533	<b><u>Transportation</u></b>	
	MOW Conference	1,300
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair and maintenance	400
	Security, fire extinguisher, hood inspections	680
	Bizhub yearly maintenance	310
		<u>1,390</u>
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	67
	ADN / Clarion subscriptions	201
		<u>443</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 72 - Home Delivered Meals**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 33,979	\$ 38,375	\$ 34,408	\$ 34,408	\$ 52,694	\$ 18,286	53.14%
0200	Overtime	307	177	334	477	442	108	32.34%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	754	1,613	1,219	1,219	2,087	868	71.21%
0400	Medicare	497	573	523	523	800	277	52.96%
0450	Social Security	330	391	296	363	351	55	18.58%
0500	PERS	19,738	13,047	8,148	8,148	12,407	4,259	52.27%
0600	Unemployment Insurance	-	1	180	180	277	97	53.89%
0700	Workers Compensation	758	752	946	946	1,124	178	18.82%
0800	Health & Life Insurance	5,825	8,864	6,430	6,430	10,139	3,709	57.68%
0900	Supplemental Retirement	821	1,046	972	972	1,382	410	42.18%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 63,009</b>	<b>\$ 64,839</b>	<b>\$ 53,456</b>	<b>\$ 53,666</b>	<b>\$ 81,703</b>	<b>\$ 28,247</b>	<b>52.84%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	36	13	55	55	55	-	-
2022	Operating & Repair Supplies	59,895	45,336	51,000	51,875	50,748	(252)	(0.49%)
2024	Small Tools/Minor Equipment	231	1,169	704	704	300	(404)	(57.39%)
2026	Computer Software	240	69	391	2,391	365	(26)	(6.65%)
4531	Professional Services	-	30	4,800	4,657	200	(4,600)	(95.83%)
4532	Communications	322	410	410	410	1,017	607	148.05%
4533	Travel & Transportation	-	379	1,550	1,483	1,550	-	-
4534	Advertising	125	40	125	125	125	-	-
4535	Printing & Binding	-	75	360	360	360	-	-
4536	Insurance	1,329	763	2,015	2,015	1,856	(159)	(7.89%)
4537	Utilities	8,273	4,342	10,139	10,139	9,380	(759)	(7.49%)
4538	Repair & Maintenance	1,002	620	975	975	1,175	200	20.51%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	207	60	250	250	250	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	145	210	285	285	290	5	1.75%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 71,805</b>	<b>\$ 53,516</b>	<b>\$ 73,159</b>	<b>\$ 75,824</b>	<b>\$ 67,771</b>	<b>\$ (5,388)</b>	<b>(7.36%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	4,000	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,486	-	-	-	-	-
9090	Transfers Out	28,500	24,605	24,700	24,700	25,800	1,100	4.45%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 28,500</b>	<b>\$ 29,091</b>	<b>\$ 24,700</b>	<b>\$ 28,700</b>	<b>\$ 25,800</b>	<b>\$ 1,100</b>	<b>4.45%</b>
<b>Department Total:</b>		<b>\$ 163,314</b>	<b>\$ 147,446</b>	<b>\$ 151,315</b>	<b>\$ 158,190</b>	<b>\$ 175,274</b>	<b>\$ 23,959</b>	<b>15.83%</b>

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund**  
**Department: 72 - Home Delivered Meals**

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	42,800
	Food containers, sealing film, shipping	6,000
	Fuel	1,948
		<hr/> 50,748
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Kitchen equipment	100
	Thermal meal bag replacement	200
		<hr/> 300
4531	<b><u>Professional Services</u></b>	
	Background checks, fingerprinting	200
4533	<b><u>Transportation</u></b>	
	CPR/First Aid Training	250
	NCOA Conference	1,300
		<hr/> 1,550
4538	<b><u>Repair and Maintenance</u></b>	
	Misc. Appliance Repair	975
	Carpet cleaning	200
		<hr/> 1,175



**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 74 - Transportation**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 25,953	\$ 26,397	\$ 23,908	\$ 23,908	\$ 30,558	\$ 6,650	27.81%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	312	541	541	689	148	27.36%
0400	Medicare	367	379	355	355	452	97	27.32%
0450	Social Security	926	847	804	990	1,022	218	27.11%
0500	PERS	7,492	5,087	2,974	2,974	3,676	702	23.60%
0600	Unemployment Insurance	67	14	122	161	156	34	27.87%
0700	Workers Compensation	769	462	747	747	972	225	30.12%
0800	Health & Life Insurance	2,146	2,633	2,756	2,756	2,622	(134)	(4.86%)
0900	Supplemental Retirement	230	276	225	225	225	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 37,950</b>	<b>\$ 36,407</b>	<b>\$ 32,432</b>	<b>\$ 32,657</b>	<b>\$ 40,372</b>	<b>\$ 7,940</b>	<b>24.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	154	300	300	250	(50)	(16.67%)
2022	Operating & Repair Supplies	7,439	7,745	7,750	7,750	4,750	(3,000)	(38.71%)
2024	Small Tools/Minor Equipment	-	990	561	561	120	(441)	(78.61%)
2026	Computer Software	240	100	100	600	363	263	263.00%
4531	Professional Services	-	-	3,010	2,785	1,860	(1,150)	(38.21%)
4532	Communications	858	1,826	1,032	1,032	1,122	90	8.72%
4533	Travel & Transportation	624	227	1,850	1,850	1,850	-	-
4534	Advertising	50	25	50	50	50	-	-
4535	Printing & Binding	-	107	345	345	345	-	-
4536	Insurance	332	1,005	505	505	1,032	527	104.36%
4537	Utilities	2,500	3,446	2,811	2,811	5,210	2,399	85.34%
4538	Repair & Maintenance	-	68	350	350	350	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	196	58	150	150	125	(25)	(16.67%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	30	200	200	190	(10)	(5.00%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 12,239</b>	<b>\$ 15,781</b>	<b>\$ 19,114</b>	<b>\$ 19,389</b>	<b>\$ 17,717</b>	<b>\$ (1,397)</b>	<b>(7.31%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	1,000	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	55,000	-	-	-
9090	Transfers Out	14,100	13,342	9,400	9,400	9,600	200	2.13%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 14,100</b>	<b>\$ 13,342</b>	<b>\$ 9,400</b>	<b>\$ 65,400</b>	<b>\$ 9,600</b>	<b>\$ 200</b>	<b>2.13%</b>
<b>Department Total:</b>		<b>\$ 64,289</b>	<b>\$ 65,530</b>	<b>\$ 60,946</b>	<b>\$ 117,446</b>	<b>\$ 67,689</b>	<b>\$ 6,743</b>	<b>11.06%</b>

City of Kenai  
Fiscal Year 2017 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	4,750
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Winter extension cords	60
	Ice scrapers	60
		<hr/> 120
4531	<b><u>Professional Services</u></b>	
	Clean and detail vehicles	1,860
4533	<b><u>Transportation</u></b>	
	MOWA conference	800
	ACOA conference	750
	ACT. Professional conference	300
		<hr/> 1,850
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	350

## **DEPARTMENT NARRATIVE**

### **SENIOR CITIZEN FUND SENIOR CENTER-CHOICE WAIVER**

The Choice Waiver Program is funded for adults with physical disabilities ages 21 to 65, and the older Alaskan age 60 and older who meet nursing home level of care requirements, qualify for Medicaid, and wish to stay in their own home. The program itself provides a variety of home and community based services for eligible Alaskans so they may remain safely in the community. Our program receives funding through the state for home delivered meals, congregate meals, and transportation. The current reimbursement rate is \$21.15 per meal for a congregate meal and \$21.47 for a home meal. The rates are reviewed annually and require a yearly periodic state budget review to compare actual cost per meal with the current Medicaid rate. We currently provide home or congregate meals to 37 choice waiver clients. This fluctuates depending upon health issues and prior state authorizations. We have a contractor that bills the state insurance for the units of service. The administrative assistant and receptionist/data entry person coordinates services with the state care coordinators, daily meal counts, checks individual prior authorization certification with the number of units of service to assist in billing and tracks data for the State of Alaska's database program.

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 75 - Choice Waiver**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 113,087	\$ 77,787	\$ 115,195	\$ 115,195	\$ 75,659	\$ (39,536)	(34.32%)
0200	Overtime	828	342	897	1,297	645	(252)	(28.09%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,074	2,918	3,982	3,982	2,987	(995)	(24.99%)
0400	Medicare	1,639	1,152	1,741	1,741	1,150	(591)	(33.95%)
0450	Social Security	1,312	667	1,280	1,280	510	(770)	(60.16%)
0500	PERS	62,594	29,356	25,954	25,954	17,799	(8,155)	(31.42%)
0600	Unemployment Insurance	-	1	602	602	398	(204)	(33.89%)
0700	Workers Compensation	2,243	1,592	2,909	2,909	1,637	(1,272)	(43.73%)
0800	Health & Life Insurance	19,780	17,612	20,208	20,208	14,510	(5,698)	(28.20%)
0900	Supplemental Retirement	2,521	2,097	2,890	2,890	1,993	(897)	(31.04%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 206,078</b>	<b>\$ 133,524</b>	<b>\$ 175,658</b>	<b>\$ 176,058</b>	<b>\$ 117,288</b>	<b>\$ (58,370)</b>	<b>(33.23%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	21	75	75	75	-	-
2022	Operating & Repair Supplies	57,689	46,330	60,000	60,000	69,052	9,052	15.09%
2024	Small Tools/Minor Equipment	502	1,637	2,733	2,333	395	(2,338)	(85.55%)
2026	Computer Software	-	40	2,016	7,016	363	(1,653)	(81.99%)
4531	Professional Services	10,225	5,519	19,950	19,950	8,450	(11,500)	(57.64%)
4532	Communications	755	653	1,937	1,937	1,467	(470)	(24.26%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	270	54	100	100	100	-	-
4535	Printing & Binding	-	41	310	310	310	-	-
4536	Insurance	3,322	1,391	5,038	5,038	2,583	(2,455)	(48.73%)
4537	Utilities	20,103	9,409	25,453	25,453	13,026	(12,427)	(48.82%)
4538	Repair & Maintenance	150	110	200	200	2,450	2,250	1,125.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	187	56	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	263	85	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 93,466</b>	<b>\$ 65,346</b>	<b>\$ 118,402</b>	<b>\$ 123,002</b>	<b>\$ 98,861</b>	<b>\$ (19,541)</b>	<b>(16.50%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	10,000	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	36,900	34,167	52,700	52,700	55,600	2,900	5.50%
<b>Total Capital Outlay and Transfers</b>		<b>\$ 36,900</b>	<b>\$ 34,167</b>	<b>\$ 52,700</b>	<b>\$ 62,700</b>	<b>\$ 55,600</b>	<b>\$ 2,900</b>	<b>5.50%</b>
<b>Department Total:</b>		<b>\$ 336,444</b>	<b>\$ 233,037</b>	<b>\$ 346,760</b>	<b>\$ 361,760</b>	<b>\$ 271,749</b>	<b>\$ (75,011)</b>	<b>(21.63%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 75 - Choice Waiver**

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	61,050
	Disposable containers, sealing film	5,200
	Fuel	2,802
		<hr/> 69,052
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Jumbo thermal bags	345
	Replacement cords	50
		<hr/> 395
4531	<b><u>Professional Services</u></b>	
	Contract billing	8,250
	Background checks	200
		<hr/> 8,450
4538	<b><u>Repair &amp; Maintenance Services</u></b>	
	Repairs to kitchen equipment	200
	Carpet cleaning in dining room, 2/yr.	1,950
	Building repairs	300
		<hr/> 2,450
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	Agenet	75
		<hr/> 290

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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 the general government itself or the 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.





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**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Enterprise Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference
Congregate Housing Fund	<u>\$ 56,973</u>	<u>\$ 62,384</u>	<u>\$ 5,411</u>	<u>\$ 384,633</u>	<u>\$ 364,235</u>	<u>\$ (20,398)</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Enterprise Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2016 Original Budget	FY2017 Adopted Budget	Difference	FY2016 Original Budget	FY2017 Adopted Budget	Difference	
<u>\$ 78,300</u>	<u>\$ 34,000</u>	<u>\$ (44,300)</u>	<u>\$ 519,906</u>	<u>\$ 460,619</u>	<u>\$ (59,287)</u>	Congregate Housing

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
<b>Revenues</b>					
PERS Grant	\$ 4,940	\$ 16,482	\$ 1,852	\$ 1,852	\$ 1,627
Rents and Leases	346,424	365,430	377,259	379,452	382,414
Interest on Investments	5,062	2,533	5,000	5,000	3,000
Transfer from General Fund	112,044	-	-	-	-
Miscellaneous	11	20	-	-	-
Total Revenues	<u>468,481</u>	<u>384,465</u>	<u>384,111</u>	<u>386,304</u>	<u>387,041</u>
<b>Expenses</b>	<u>436,635</u>	<u>454,429</u>	<u>519,906</u>	<u>519,906</u>	<u>460,619</u>
Net Income (loss)	31,846	(69,964)	(135,795)	(133,602)	(73,578)
Beginning Retained Earnings	525,459	469,418	342,129	418,765	417,601
Capital Asset Acquisitions	(220,326)	(116,826)	-	-	-
Allocated to Capital Projects	(117,164)	-	-	-	-
Credit for Depreciation	<u>132,439</u>	<u>136,137</u>	<u>132,438</u>	<u>132,438</u>	<u>136,137</u>
Available Retained Earnings	<u>\$ 352,254</u>	<u>\$ 418,765</u>	<u>\$ 338,772</u>	<u>\$ 417,601</u>	<u>\$ 480,160</u>

## **DEPARTMENT NARRATIVE**

### **CONGREGATE HOUSING FUND – CONGREGATE HOUSING**

Vintage Pointe Manor is a forty-unit senior citizen housing complex located adjacent to the Kenai Senior Center. The housing complex was constructed using grant funds from the State of Alaska. A senior must be 60 years or older to qualify living at Vintage Pointe Manor. They must be able to live independently. Upon moving in each resident is required to provide a \$450.00 security deposit and complete a rental agreement. Rental rates vary from \$810.00 to \$995.00 per month, depending on square footage and the location of each unit. Rental fees includes amenities of gas, water, sewer, refuse and basic cable. Each unit has their own stackable washer-dryer, dishwasher, electric stove, refrigerator and a small storage area inside the building. The resident pays for their own electric and phone. The rental agreement is a month to month agreement and the resident must provide 30 day notice to move out.

A resident manager is under contract to provide minor maintenance and oversee the facility. Supervision of management, rental contracts, collection of monthly rental fees, purchase orders, maintenance requests and tenant issues are handled through the senior center office. Senior interest remains strong with 25 seniors on the senior housing wait list.

**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2015 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2016</u>	<u>Amended Budget</u>	<u>Adopted FY2017</u>	<u>Increase (Decrease) FY16 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 35,812	\$ 29,535	\$ 35,672	\$ 35,672	\$ 39,724	\$ 4,052	11.36%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	394	5	1,771	1,771	1,927	156	8.81%
0400	Medicare	497	421	543	543	604	61	11.23%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	24,361	12,595	9,699	9,699	10,274	575	5.93%
0600	Unemployment Insurance	-	-	188	188	208	20	10.64%
0700	Workers Compensation	113	119	158	158	155	(3)	(1.90%)
0800	Health & Life Insurance	6,883	5,796	8,267	8,267	8,742	475	5.75%
0900	Supplemental Retirement	686	592	675	675	750	75	11.11%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 68,746</b>	<b>\$ 49,063</b>	<b>\$ 56,973</b>	<b>\$ 56,973</b>	<b>\$ 62,384</b>	<b>\$ 5,411</b>	<b>9.50%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	156	292	405	200	375	(30)	(7.41%)
2022	Operating & Repair Supplies	7,281	5,794	10,400	10,400	9,830	(570)	(5.48%)
2024	Small Tools/Minor Equipment	7,245	9,213	25,794	16,494	17,640	(8,154)	(31.61%)
2026	Computer Software	240	48	250	250	195	(55)	(22.00%)
4531	Professional Services	36,678	35,478	51,700	46,701	41,230	(10,470)	(20.25%)
4532	Communications	3,062	2,655	4,239	4,239	3,390	(849)	(20.03%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	340	1,000	1,000	1,000	-	-
4535	Printing & Binding	85	144	300	505	300	-	-
4536	Insurance	8,807	8,914	9,731	9,731	11,188	1,457	14.97%
4537	Utilities	83,881	75,617	85,946	85,946	92,950	7,004	8.15%
4538	Repair & Maintenance	65,053	77,361	62,130	71,430	49,650	(12,480)	(20.09%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	158	84	300	300	250	(50)	(16.67%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	8	-	-	100	100	-
5045	Depreciation	136,137	132,333	132,438	132,438	136,137	3,699	2.79%
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 348,783</b>	<b>\$ 348,281</b>	<b>\$ 384,633</b>	<b>\$ 379,634</b>	<b>\$ 364,235</b>	<b>\$ (20,398)</b>	<b>(5.30%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	40,000	44,999	-	(40,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	36,900	33,320	38,300	38,300	34,000	(4,300)	(11.23%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 36,900</b>	<b>\$ 33,320</b>	<b>\$ 78,300</b>	<b>\$ 83,299</b>	<b>\$ 34,000</b>	<b>\$ (44,300)</b>	<b>(56.58%)</b>
<b><u>Department Total:</u></b>		<b>\$ 454,429</b>	<b>\$ 430,664</b>	<b>\$ 519,906</b>	<b>\$ 519,906</b>	<b>\$ 460,619</b>	<b>\$ (59,287)</b>	<b>(11.40%)</b>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Restroom, cleaning supplies, electrical, plumbing, plants, paper products, etc..	9,830
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous tools	300
	Stoves (5)	4,990
	Refrigerators (5)	5,000
	Stackable washer/dryers (5)	6,600
	Garbage disposals (5)	750
		<hr/> 17,640
4531	<b><u>Professional Services</u></b>	
	12 months manager services	30,000
	Indoor plant maintenance	4,200
	Snow removal, sanding	5,000
	Outdoor landscaping	2,030
		<hr/> 41,230
4538	<b><u>Repair and Maintenance</u></b>	
	Drapery replacements (3)	5,000
	Drapery cleaning	1,200
	Commons area, stairs	2,500
	Yearly carpet cleaning 40 apartments	3,000
	Monitoring, fire alarm, sprinkler extinguishers repairs	1,800
	Defibrillator maintenance	1,500
	Plumbing repairs	8,000
	Electrical repairs	10,000
	Painting 6 apartments and commons areas	10,500
	Window and gutter cleaning	4,000
	Seasonal maintenance outdoor sprinklers	300
	Elevator maintenance	1,850
		<hr/> 49,650
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Cost	34,000

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## 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. Ordinance 2326-2008 changed the method for determining the funding that may be provided on an annual basis to the Airport Special Revenue Fund (ASRF). Ordinance 2326-2008 codified, "Appropriations from the permanent fund may be made as follows: In any fiscal year, an amount not to exceed five percent (5%) of the five (5) year average of the fund's calendar year end market value may be appropriated for Airport operations and capital needs. For the first five years the calendar year end market values following the effective date of this ordinance will be averaged to calculated and average fund market value."

**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. Ordinance 2529-2011 established investment guidelines for the fund that are identical to that of the Airport Land Sale Permanent Fund. Withdraw from the fund shall be limited to the lesser of the actual calendar year earnings for the fund or five percent (5%) of the funds fair market value as of December 31 of each year.

	Market Value						Estimated
	Actual	Actual	Actual	Actual	Estimated		FY2017
	<u>12/31/2012</u>	<u>12/31/2013</u>	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>12/31/2016</u>	<u>Average</u>	<u>Transfer</u>
<b>ALSPF</b>	\$22,258,484	\$24,095,421	\$24,348,075	\$23,149,202	\$24,584,453	\$23,687,127	\$1,184,356
<b>GLSPF</b>	\$2,713,353	\$2,923,441	\$2,941,854	\$2,787,369	2,960,186		\$148,009



**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>FY2016 Projection</u>	<u>Adopted FY2017</u>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 3,026,329	\$ 599,525	\$ 1,504,070	\$ (104,400)	\$ 1,432,251
Acct. 36645 Interest on Land Sale Contracts	17,991	15,664	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>100,791</u>	<u>8,084</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	3,145,111	623,273	1,514,070	(94,400)	1,442,251
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>1,094,473</u>	<u>1,135,313</u>	<u>1,171,705</u>	<u>1,147,714</u>	<u>1,184,356</u>
Contributions To/(From) Fund Balance	2,050,638	(512,040)	342,365	(1,242,114)	257,895
Beginning Fund Balance	<u>22,172,431</u>	<u>24,223,069</u>	<u>24,656,878</u>	<u>23,711,029</u>	<u>22,468,915</u>
Ending Fund Balance	<u>\$ 24,223,069</u>	<u>\$ 23,711,029</u>	<u>\$ 24,999,243</u>	<u>\$ 22,468,915</u>	<u>\$ 22,726,810</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 368,635	\$ 114,014	\$ 178,907	\$ (7,392)	\$ 172,817
Acct. 36645 Interest on Land Sale Contracts	-	3,413	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>5,999</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	368,635	123,426	178,907	(7,392)	172,817
<b>Expenses</b>					
Transfer to General Fund	<u>146,172</u>	<u>147,093</u>	<u>155,946</u>	<u>-</u>	<u>148,009</u>
Contributions To/(From) Fund Balance	222,463	(23,667)	22,961	(7,392)	24,808
Beginning Fund Balance	<u>2,689,648</u>	<u>2,912,111</u>	<u>2,885,592</u>	<u>2,888,444</u>	<u>2,881,052</u>
Ending Fund Balance	<u>\$ 2,912,111</u>	<u>\$ 2,888,444</u>	<u>\$ 2,908,553</u>	<u>\$ 2,881,052</u>	<u>\$ 2,905,860</u>

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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.



**City of Kenai**  
**Fiscal Year 2017 Operating Budget**

**Fund 048 - Debt Service**

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Original Budget FY2016</u>	<u>Projection FY2016</u>	<u>Adopted FY2017</u>
<b>Revenues</b>					
Bond Interest Subsidy	34,546	34,808	31,900	31,900	34,884
Transfer from General Fund	<u>144,052</u>	<u>141,390</u>	<u>146,898</u>	<u>146,898</u>	<u>140,514</u>
Total Revenue	<u>178,598</u>	<u>176,198</u>	<u>178,798</u>	<u>178,798</u>	<u>175,398</u>
 Expenditures					
Parks, Recreation & Culture	<u>178,598</u>	<u>176,198</u>	<u>178,798</u>	<u>178,798</u>	<u>175,398</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 2017 Operating Budget**

**Fund 048 - Debt Service**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2015 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2016</b>	<b>Amended Budget</b>	<b>Adopted FY2017</b>	<b>Increase (Decrease) FY16 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	176,198	176,791	178,798	178,798	175,398	(3,400)	(1.90%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 176,198</u></b>	<b><u>\$ 176,791</u></b>	<b><u>\$ 178,798</u></b>	<b><u>\$ 178,798</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ (3,400)</u></b>	<b><u>(1.90%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 176,198</u></b>	<b><u>\$ 176,791</u></b>	<b><u>\$ 178,798</u></b>	<b><u>\$ 178,798</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ (3,400)</u></b>	<b><u>(1.90%)</u></b>



City of Kenai  
Fiscal Year 2017 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment Act					
<u>Issue Date</u>	<u>Amount Issued</u>	<u>Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2016</u>	
<b>Library Expansion Bonds</b>							
3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,530,000	

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## **APPENDIX**

CHART OF ACCOUNTS: The chart of accounts is a description of the account numbers and titles used by the City.

EQUIPMENT REPLACEMENT FUND SCHEDULE OF REPLACEMENTS - The City created the Equipment Replacement Fund in FY98 to provide a financing mechanism for the replacement of heavy equipment used by the General Fund. The fund was capitalized with a transfer of \$1,500,000 from the General Fund. The Schedule of Replacements details the replacement cost and year that eligible equipment is expected to be replaced. General Fund departmental budgets will show payments to the Equipment Replacement Fund. The payments are calculated to repay the Equipment Replacement Fund over the life of the equipment and are based on the inflated replacement cost. The fund is projected to earn interest on its fund balance at a rate of 3% per year and the cost of equipment is estimated to increase at a rate of 3% per year.

FIVE YEAR BUILDING MAINTENANCE SCHEDULE - This is the detail of major building maintenance items expected to be completed over the next five years.



**City of Kenai  
Fiscal Year 2017 Operating Budget**

**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 packages costing less than \$1,000.

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

**4532 - Communications** - Monthly telephone, cellular phone, and fax charges; Internet connection fees; postage.

**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**

City of Kenai  
Fiscal Year 2017  
Operating Budget  
Equipment Replacement Fund  
Schedule of Replacement Payments

Department	Year Acquired	Model/Description	Current Equip. Original Cost	Current Equip. Useful Life	Current Equip. Annual Contribution	Estimated Year	2016	2017	2018	2019	2020	2021
Fire	2015	25' Safeboat	\$ 125,000	20	\$ 8,635	2035	\$ 8,635	\$ 8,635	\$ 8,635	\$ 8,635	\$ 8,635	\$ 8,635
Streets	2015	Water Truck	\$ 160,000	25	\$ 9,408	2040	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408
Fire	1983	Pumper, Engine #3	\$ 165,692	30	\$ 8,628	2017	\$ 8,628	\$ 20,828	\$ 29,113	\$ 20,828	\$ 20,828	\$ 20,828
Non-Dept	2013	Server Virtualization Infrastructure	\$ 100,000	5	\$ 22,777	2018	\$ 22,777	\$ 22,777	\$ 26,405	\$ 31,405	\$ 26,405	\$ 26,405
Streets	1998	Eagle Street Sweeper	\$ 120,000	20	\$ 8,289	2018	\$ 8,289	\$ 8,289	\$ 14,971	\$ 20,971	\$ 14,971	\$ 14,971
Streets	1993	140G Mot Grader w/ Wing & Plow	\$ 188,464	25	\$ 11,082	2018	\$ 11,082	\$ 11,082	\$ 23,202	\$ 32,625	\$ 23,202	\$ 23,202
Fire	2004	Ambulance	\$ 130,690	15	\$ 11,299	2019	\$ 11,299	\$ 11,299	\$ 11,299	\$ 17,603	\$ 24,138	\$ 17,603
Streets	1982	Sander Truck	\$ 80,000	30	\$ 4,166	2019	\$ 4,166	\$ 4,166	\$ 4,166	\$ 10,111	\$ 14,111	\$ 10,111
Fire	2001	Squad/Fire Apparatus	\$ 148,759	20	\$ 10,276	2021	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276	\$ 18,559
Streets	1991	Sander Truck	\$ 134,785	30	\$ 7,018	2021	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018	\$ 17,035
Streets	1996	160H Moto Grader w/ Wing & Plow	\$ 215,000	25	\$ 12,642	2021	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642	\$ 26,469
Fire	1993	Hurricane Aerial	\$ 521,627	30	\$ 27,161	2023	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161
Streets	2009	MT-6, 4X4 Articulating Snow Blower	\$ 177,000	15	\$ 15,303	2024	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303
Fire	1995	Hurricane Tanker, Engine #4	\$ 251,837	30	\$ 13,113	2025	\$ 13,113	\$ 13,113	\$ 13,113	\$ 13,113	\$ 13,113	\$ 13,113
Streets	2005	Aerial bucket truck	\$ 79,836	20	\$ 5,515	2025	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515
Fire	2011	Ambulance	\$ 169,170	15	\$ 14,626	2026	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626
Recreation	2008	Ice Conditioner	\$ 78,335	20	\$ 5,411	2028	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411
Streets	2003	140H Moto Grader W/ Wing	\$ 234,825	25	\$ 13,808	2028	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808
Streets	2013	MT-6, 4X4 Articulating Snow Blower	\$ 139,971	15	\$ 12,101	2028	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101
Fire	1999	Pumper, Engine #2	\$ 275,356	30	\$ 14,338	2029	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,338
Fire	2016	Ambulance	\$ 185,000	15	\$ 15,994	2031	\$ 15,994	\$ 15,994	\$ 15,994	\$ 15,994	\$ 15,994	\$ 15,994
Streets	2008	Crosswind, IH4300 Sweeper	\$ 190,200	25	\$ 11,184	2033	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Streets	2010	L120 Loader	\$ 290,000	25	\$ 17,052	2035	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
Streets	2012	10-12 CY End Dump	\$ 100,000	25	\$ 5,880	2037	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2012	10-12 CY End Dump	\$ 100,000	25	\$ 5,880	2037	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	120G Moto Grader w/ Wing & Plow	\$ 339,740	25	\$ 19,976	2038	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976
Streets	2014	L110H Loader	\$ 290,000	25	\$ 17,052	2039	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
							<u>\$ 328,614</u>	<u>\$ 340,814</u>	<u>\$ 371,529</u>	<u>\$ 395,916</u>	<u>\$ 386,028</u>	<u>\$ 407,620</u>
Total Fire							\$ 124,070	\$ 136,270	\$ 144,555	\$ 142,574	\$ 149,109	\$ 150,857
Total Streets							176,356	176,356	195,158	216,526	205,103	224,947
Total Non-Departmental							22,777	22,777	26,405	31,405	26,405	26,405
Total Recreation							5,411	5,411	5,411	5,411	5,411	5,411
Total All							<u>\$ 328,614</u>	<u>\$ 340,814</u>	<u>\$ 371,529</u>	<u>\$ 395,916</u>	<u>\$ 386,028</u>	<u>\$ 407,620</u>

**City of Kenai  
Fiscal Year 2017 Operating Budget**

**Five-Year Building Maintenance Schedule**

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
GENERAL FUND BUILDINGS				
Animal Control	Re-Seal Asphalt	2018	\$ 5,000	
	Air Handling Unit Assist Fan	2018	5,000	
City Hall	Replace Entrance Flooring	2018	7,500	
Public Safety Building	Paint Exterior/Interior	2020	40,000	1999
	Repair/Replace Roofing	2019	80,000	
	Replace Flooring (4 baths & locker room)	2020	30,000	
Kenai Recreation Center	Mechanical System Improvements	2017	20,000	
	Lighting Upgrades	2019	30,000	
Visitors Center	Paint Exterior	2018	30,000	2005
Dock	Paint Restrooms Exterior/Interior	2019	<u>7,500</u>	
		Total	\$ 255,000	
General Fund				
		Fiscal Year	Total	
		2017	\$ 20,000	
		2018	47,500	
		2019	117,500	
		2020	70,000	
		2021	-	
		Total	\$ 255,000	
AIRPORT BUILDINGS				
Airport Training Facility	Boiler replacement	2018	16,000	1997
	Paint Interior/Exterior	2020	70,000	1997
Airport Operations Building	Paint Interior/Exterior	2017	<u>40,000</u>	
		TOTAL	\$ 126,000	
Airport Fund				
		Fiscal Year	Total	
		2017	\$ 40,000	
		2018	16,000	
		2019	-	
		2020	<u>70,000</u>	
		Total	\$ 126,000	
KENAI SENIOR CENTER				
	Paint	2018	\$ 20,000	

City of Kenai  
Fiscal Year 2017 Operating Budget

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
CONGREGATE HOUSING (VINTAGE POINTE)	Painting (6) Apartments & Common Areas	2017	10,500	
	Replace Washer/Dryers(5)	2017	6,600	
	Replace Refrigerators (5)	2017	5,000	
	Replace Ranges (5)	2017	4,990	
	Painting (6) Apartments & Common Areas	2018	11,025	
	Replace Washer/Dryers(5)	2018	6,930	
	Replace Cabinets/Countertops (5 Units)	2018	6,300	
	Replace Refrigerators (5)	2018	5,250	
	Replace Ranges (5)	2018	5,240	
	Wallpaper Common Areas	2018	26,250	
	Painting (6) Apartments & Common Areas	2019	11,576	
	Replace Washer/Dryers(5)	2019	7,277	
	Replace Cabinets/Countertops (5 Units)	2019	6,615	
	Replace Refrigerators (5)	2019	5,513	
	Replace Ranges (5)	2019	5,502	
	Wallpaper Common Areas	2019	27,563	
	Painting (6) Apartments & Common Areas	2020	12,155	
	Replace Washer/Dryers(5)	2020	7,641	
	Replace Cabinets/Countertops (5 Units)	2020	6,946	
	Replace Refrigerators (5)	2020	5,789	
	Replace Ranges (5)	2020	5,777	
	Wallpaper Common Areas	2020	28,941	
	Painting (6) Apartments & Common Areas	2021	12,763	
	Replace Washer/Dryers(5)	2021	8,023	
	Replace Cabinets/Countertops (5 Units)	2021	7,293	
	Replace Refrigerators (5)	2021	6,078	
	Replace Ranges (5)	2021	6,066	
	Wallpaper Common Areas	2021	30,388	
		<b>Total</b>	<b>\$ 289,991</b>	
<b>Congregate Housing Fund</b>				
			<b>Total</b>	
<b>Fiscal Year</b>				
2017			\$ 27,090	
2018			60,995	
2019			64,046	
2020			67,249	
2021			70,611	
<b>Total</b>			<b>\$ 289,991</b>	