

# ANNUAL BUDGET

FOR THE  
CITY OF KENAI, ALASKA



July 01, 2017 – June 30, 2018





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

**For the Fiscal Year Beginning**  
**July 1, 2017**

**Paul Ostrander**  
**City Manager**

**Prepared by**  
**FINANCE DEPARTMENT**

**Terry Eubank, CPA**  
**Finance Director**

**City of Kenai  
Fiscal Year 2018 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. Under the Council/Manager form of government, the City Council is responsible for the establishment of policy which is then implemented and administered by the City Manager.

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	Brian G. Gabriel, Sr.	2019
Council Members	Glenese Pettey	2019
	Jim Glendening	2019
	Robert Molloy	2018
	Mike Boyle	2018
	Henry Knackstedt	2017
	Tim Navarre	2017

**City Administration**

City Manager	Paul Ostrander
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



Sponsored by: Administration

## CITY OF KENAI

### ORDINANCE NO. 2961-2017

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018 AND COMMITTING \$1,000,000 OF GENERAL FUND, FUND BALANCE FOR CAPITAL IMPROVEMENTS.

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

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

WHEREAS, in recognition of deferred and ongoing maintenance needs of City facilities, Council commits \$1,000,000 for future renovation and improvements to City facilities.

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 2018 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, 2017 and ending June 30, 2018.

**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, 2017, and ending the 30th day of June, 2018, 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	\$15,571,789
Enterprise/Internal Service Funds:	
Congregate Housing Fund	452,133
Employee Health Care Fund	<u>2,143,283</u>
Total Enterprise/Internal Service Funds	2,595,416
Special Revenue Funds:	
Personal Use Fishery Fund	512,127
Water & Sewer Fund	2,453,479



Airport Fund	2,885,399
Senior Citizen Fund	959,554
Airport Land Sale Permanent Fund	1,191,711
General Land Sale Permanent Fund	<u>150,993</u>
Total Special Revenue Funds	8,153,263

Debt Service Fund – Library Expansion Bonds	<u>176,998</u>
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Total All Funds	<u>\$26,497,466</u>
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**Section 4.** Council hereby commits \$1,000,000 of Unassigned General Fund, Fund Balance for future renovation and improvements to City facilities.

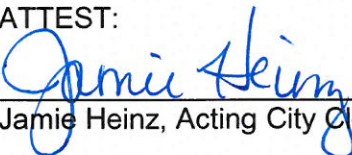
**Section 5.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


**Section 6.** Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect July 1, 2017.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 7<sup>th</sup> day of June, 2017.

  
BRIAN GABRIEL SR., MAYOR

ATTEST:

  
Jamie Heinz, Acting City Clerk

Approved by Finance: 



Introduced: May 17, 2017  
Enacted: June 7, 2017  
Effective: July 1, 2017



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2017-27**

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, 2017 AND ENDING JUNE 30, 2018.

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 2018 Annual Budget," which estimates property tax revenue based upon a tax rate of 4.35 mills.

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

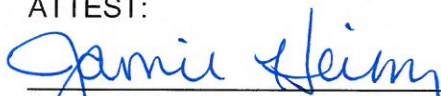
**Section 1.** That the rate of levy of property tax for the fiscal year commencing July 1, 2017 and ending June 30, 2018 be fixed at 4.35 mills.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 7<sup>th</sup> day of June, 2017.

  
BRIAN GABRIEL SR., MAYOR

ATTEST:

  
Jamie Heinz, Acting City Clerk



**CITY OF KENAI  
FISCAL YEAR 2018 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 2018 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	\$ 10,837,263	\$ -	\$ -	\$ -	\$ -	\$ 10,837,263
State/Federal	598,438	481,391	1,192	-	34,940	1,115,961
Interest	100,000	41,750	5,000	1,628,721	-	1,775,471
Other	1,094,395	5,725,527	2,531,628	-	-	9,351,550
Transfers In	<u>2,082,393</u>	<u>1,388,441</u>	<u>-</u>	<u>-</u>	<u>142,058</u>	<u>3,612,892</u>
<b>Total Revenues</b>	<u>14,712,489</u>	<u>7,637,109</u>	<u>2,537,820</u>	<u>1,628,721</u>	<u>176,998</u>	<u>26,693,137</u>
<b>EXPENDITURES/EXPENSES</b>	15,571,789	6,810,559	2,595,416	1,342,704	176,998	26,497,466
Contributions to (from) Fund Balance/Retained Earnings	(859,300)	826,550	(57,596)	286,017	-	195,671
Add Credit From Depreciation	-	-	139,857	-	-	139,857
Projected lapse/encumbrances	<u>737,250</u>	<u>287,222</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,024,472</u>
Adjusted Deficit/Surplus	(122,050)	1,113,772	82,261	286,017	-	1,360,000
Beginning Fund Balance/ Net Assets	<u>10,215,499</u>	<u>7,122,241</u>	<u>596,442</u>	<u>26,261,344</u>	<u>-</u>	<u>44,195,526</u>
Ending Fund Balance/ Net Assets	<u>\$ 10,093,449</u>	<u>\$ 8,236,013</u>	<u>\$ 678,703</u>	<u>\$ 26,547,361</u>	<u>\$ -</u>	<u>\$ 45,555,526</u>





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

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



June 8, 2017

Mayor, Council Members, City of Kenai Citizens:

This document provides a summary of the fiscal year 2018 Operating Budget for the City of Kenai which was adopted at the June 7, 2017 regular City Council meeting. The budget contains the operating budgets for the General Fund; two enterprise funds (the Congregate Housing Fund and the Employee Health Care Internal Service 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 2017 to FY 2018 And Contribution To (From) Fund Balance**

	Original FY2017 Budget	Current FY2017 Budget	FY2018 Adopted Budget	Change From FY2017 Original	Percent Change	Contribution To (From) Fund Bal.
General Fund	\$15,419,980	\$15,588,365	\$15,571,789	\$151,809	0.98%	\$(859,300)
Congregate Housing	460,619	511,993	452,133	(8,486)	(1.84%)	(58,596)
Health Care	-	-	2,143,283	2,143,283	N/A	1,000
Permanent Funds	1,332,365	1,334,158	1,342,704	10,339	0.78%	286,017
Water and Sewer	2,453,180	2,827,572	2,453,479	299	0.01%	489,452
Airport Fund	2,862,955	3,051,431	2,885,399	22,444	0.78%	296,704
Senior Citizens Fund	901,726	920,226	959,554	57,828	6.41%	(24,041)
Personal Use Fishery Fund	580,209	589,261	512,587	(67,622)	(11.65%)	63,993
Debt Service Fund	<u>175,398</u>	<u>175,398</u>	<u>176,998</u>	<u>1,600</u>	<u>0.91%</u>	<u>-</u>
Total	<u>\$24,186,432</u>	<u>\$24,998,404</u>	<u>\$26,497,466</u>	<u>\$2,311,034</u>	<u>9.56%</u>	<u>\$195,671</u>

### **GENERAL OVERVIEW**

The total budget for the City is \$26,497,466, which is an increase of \$2,311,034 or 9.56% from last year. The FY18 Budget includes a new internal service fund and the Employee Health Care Fund, which accounts for the costs of employee health care, life insurance and wellness and then bills City departments for each position eligible for coverage. Using an internal service fund effectively doubles the cost of employee benefits when looking at total budgeted expenditures/expenses. Absent this change, the City's total budget would have increased \$167,751 or 0.69%.

The budget includes a 0.80% increase to the salary schedule. 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. The 2016 change in Anchorage's Consumer Price Index was 0.90% was combined with the 2015 change, the City chose not to implement, of a negative 0.10%. The budgetary impact of the cost of living increase is \$87,917 for all funds comprised of \$62,649 in employee pay increases and \$25,268 in associated benefits (including \$1,931 in Public Employee Retirement System on-behalf funding).

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 FY18 premium renewal rate is estimated to be an increase of 12% or \$189,964 for all funds. The budget increases the employee share of health insurance costs from 8.5% to 10.0% of total plan costs. In FY17 Council also committed \$100,000 of General Fund, Fund Balance for future employee health insurance costs. This amount was transferred to create the Employee Health Care Internal Service Fund. The goal of utilizing an internal service fund to account for employee health care costs is to smooth the budgetary impact of health care premium changes, which can vary greatly from year to year. The Employee Health Care Fund will assume a premium increase of 10-12% annually allowing the fund to build reserves in years where renewal rates are less and utilizing reserves when renewal rates are higher, all while creating a stable and predictable budget plan for operational funds.

The State of Alaska Public Employees Retirement System on-behalf payment is less in FY18 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), has declined from 26.14% in FY17 to 25.01% in FY18. 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 \$92,213 from the prior year.

The following staffing changes are also included:

**Clerk Department:** The Administrative Assistant II position in the Clerk's Office has been increased from part time, 24 hours per week, to fulltime, 40 hours per week to provide additional administrative support. The increase will provide funding for a fulltime Deputy Clerk.

**Street Department/Airport Airfield:** Traditionally the City's Street Department has transferred two Equipment Operators to the Airport for assistance with winter snow removal. The FY18 Budget assigns one of the positions to the Airport year-round and retains the second in the Street Department ending the position sharing that has existed. Stable staffing is expected to benefit both departments and approve the ability for both departments to perform the daily tasks.

**Fire Department:** In an effort to reduce department overtime and overall personnel expenditures, the department requested to hire a single firefighter/EMT. This single position will not be assigned to a specific shift but will be scheduled to cover shifts of other personnel who are on scheduled leave, training, or other scheduled absences. Analysis of calendar year 2015 and 2016 show the position will eliminate sufficient overtime to achieve overall personnel savings for the department, even when considering the benefits associated with additional staff. Total estimated savings for FY18 is \$13,954.

### 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	\$(76,542)	\$ (660)	\$(7,027)	\$(4,909)	\$(2,640)	\$(435)	\$(92,213)
COLA @ 0.80%	72,214	1,658	5,997	5,525	3,140	415	88,949
Employee Health Care Increase	131,806	1,365	24,189	4,724	27,730	150	189,964
City Clerk Administrative Assistant II	35,067	-	-	-	-	-	35,067
Street/ Airport Equipment Operator	(30,535)	(843)	-	26,729	-	-	(4,649)
Firefighter/EMT	<u>(13,954)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(13,954)</u>
Total	<u>\$118,056</u>	<u>\$1,520</u>	<u>\$23,159</u>	<u>\$32,069</u>	<u>\$28,230</u>	<u>\$130</u>	<u>\$203,164</u>

### **GENERAL FUND**

The General Fund budget of \$15,571,789 is up \$126,512 or 0.98% from last year. This includes an increase of \$77,714 in Personnel Services, a decrease of \$77,466 in Maintenance and Operations and an increase of \$151,561 in Capital Outlay and Transfers. Revenues and transfers for FY18 are projected to be \$14,712,489, down \$117,217 compared to the FY17 adopted budget.

Sales tax projection for FY18 is \$6.96 million, which is \$363,486 less than FY17 budgeted revenues. FY17 sales tax is projected to fall short of original estimates by \$393,059 due to a slowdown in the local economy caused by declines in oil prices and State of Alaska budget problems. Sales tax revenue is projected to be virtually unchanged from the FY17 revised estimates in FY18.

Property tax values are up 1.53% on average. The assessed, real property value of \$780.7 million is up \$18.5 million or 2.43% from the FY17 values. Oil and gas (AS 43.56) property decreased \$6.4 million, 12.2% in value. Of the total \$45.9 million in oil and gas (AS 43.56) property, \$30.0 million is from production and office facilities, a decrease of \$4.2 million or 12.22%, \$2.8 million represents transmission pipelines, a decrease of \$0.3 million or 8.19%, and \$13.1 million is drilling rigs and the assets of oilfield service companies, a decrease of \$1.9 million or 13.06% from FY17. The remaining \$13.1 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 13.06% decrease in value. Overall property tax values are estimated to have increased 1.53%, an increase of \$63,891 with no change in mill rate.

The City will be utilizing a \$400,000 grant received for the purchase of a new fire engine in FY18. The engine being replaced was originally purchased by the City's Equipment Replacement Fund (ERF). The General Fund has paid into the ERF for the engine's replacement since 1983. Utilizing the grant we have received for the purchase will result in the ERF being over-capitalized, meaning reserves are in excess of projected future equipment replacement costs. This over-capitalization allows the excess funds to be returned to the General Fund for other purposes and uses without harming the ERF's ability to meet future needs.

Funding for five capital projects totaling \$488,000 has been included as transfers from the General Fund in the FY18 Budget. Projects include the supplemental funding for recoating of floors and

walls at the Kenai Animal Shelter (\$35,000), Public Safety Building boiler replacement (\$120,000), Ryan's Creek outflow culvert maintenance (\$48,000), City Shop pad expansion (\$35,000), and Kenai Municipal Cemetery expansion phase 1 (\$250,000).

Projections of General Fund revenues and expenditures for the two years following this budget year are included. Property values are forecasted to increase 2.6% in FY19 and FY20. Sales tax revenue is forecasted to increase 1.5% in FY19 and 2.0% in FY20. Other revenues are projected to grow 3.0% annually, except State of Alaska Community Assistance, which is projected to decline absent new funding from the State which is not expected. Expenditures are forecasted to increase 2.0% 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. The budget also projects \$250,000 of non-recurring purchases (equipment and capital projects) in FY19 and FY20.

## **ENTERPRISE FUNDS**

### **Congregate Housing Fund**

The Congregate Housing Fund's budget decreased \$8,486, or 1.84% to \$452,133 compared to the 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 FY18 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. Units that are currently at market rate will see an increase in rent for FY18 based upon the 0.90% increase in Anchorage's Consumer Price Index for 2016. Continuation of the City's rental adjustment policy will result in an estimated \$5,931 increase in rents for FY18. Even with this increase, rents will be insufficient to fund the facility's 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 generations of Kenai seniors.

### **Employee Health Care Internal Service Fund**

The Employee Health Care Fund is used to account for employee health insurance costs. As an internal service fund, the costs of employee health insurance are paid by this fund and fund revenue is from employee premiums and charges to each City department for each eligible employee. Employee premiums are set at 10% of estimated costs with City Departments funding 90% for each eligible employee. Health insurance premiums are projected to increase by 12.0% in FY18. A projected 12.0% premium increase and increase in employee cost share results in a 10.0% increase in the billed cost of health care to each City department.

## **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 to support the State of Alaska's Personal Use Fishery that brings tens-of-thousands of Alaskans 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 no proposed fee increases or change in fee structure.

User fees for the 2018 Personal Use Fishery are as follows:

	<u><b>FY17</b></u>	<u><b>FY18</b></u>
Personal Use Fishery Day Use Parking – 5:00 am 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	\$ 10.00	\$10.00

Personal Use Fishery Fund appropriation of \$512,127 is down \$68,082, 11.73% from FY17. Most of the decrease is related to the FY17 budgeted, one-time tractor purchase of \$58,000.

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

The Water and Sewer Fund appropriation of \$2,453,479 is \$299 less, or 0.01% from FY17 and the Fund is expected to produce an adjusted surplus of \$615,712, including a projected budget lapse of \$126,260. The FY18 budget continues implementation of rate increases recommended by the FY11 water and sewer rate study. The recommended 5% increase in water rates will increase rates \$1.70 per month or from \$33.96 per month to \$35.66 for an unmetered residential customer. The recommended cost of living 0.9% increase in sewer rates will increase rates \$0.46 per month or from \$50.96 per month to \$51.42 for an unmetered residential customer.

#### **Airport Special Revenue Fund**

The adopted Airport Fund budget is \$2,885,399, an increase of \$22,444, or 0.78% from FY17. The fund is projected to have an adjusted surplus of \$413,644 including an estimated \$116,940 budget lapse.

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 \$1,191,711.

#### **Senior Citizen Fund**

Senior Citizen Fund appropriation of \$959,554 is up \$57,828, or 6.41% from FY17. Personnel costs, driven by health care costs, increased \$28,185 and the Central Administrative Charge from the General Fund increased \$16,900 due to increased fund expenditures in FY16.

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 loss of clients



has reduced the projected revenue from the Choice Waiver program from \$275,000 in the FY17 budget to \$225,000 in the FY18 proposed 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 FY18 transfer from the General Fund is projected at \$196,730, a \$45,345 increase. The Kenai Senior Connection has agreed to provide \$50,000 for operations in FY18 resulting in a reduction in the projected General Fund transfer by that amount.

### **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 FY18 budget includes \$176,998 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$142,058 and a 41.9% federal interest subsidy (reduced by Federal Sequestration from 45%) through the American Recovery and Reinvestment Act's Recovery Zone Economic Development Bond Program of \$34,940. Future debt payments will range from \$178,598 to \$143,560 with the City receiving federal interest subsidies, subject to reductions by Federal Sequestration, ranging from \$37,529 to \$3,852.

### **FUND BALANCE POLICY & BUDGET SUBMISSION REQUIREMENT COMPLIANCE**

The City adopted a new policy for General Fund, Fund Balance in FY17. The new policy established a minimum fund balance equal to the sum of the Budget Stabilization Reserve, Council created commitments or assignments, and other Generally Accepted Accounting Principle required classification of fund balance. The Budget Stabilization Reserve is equal to a risk adjusted (3) three months of budgeted General Fund expenditures and operating transfers. The new policy also created a maximum fund balance equal to the sum of the Budget Stabilization Reserve, Operational and Capital Contingency Reserve, Council created commitments or assignments, and other Generally Accepted Accounting Principle required classification of fund balance. The Operational and Capital Contingency Reserve is equal to a risk adjusted month of budgeted General Fund expenditures and operating transfers. Compliance with the Fund Balance Policy is demonstrated on page 17 of this document.

Budget submission requirements require the City Manager to submit a budget showing sufficient revenues within (3) three years, inclusive of the proposed budget year, to support recurring expenditures without the use of fund balance. The proposed FY18 Budget is in compliance with this policy. The FY20 projections show a \$221,265 use of fund balance but includes \$250,000 of non-recurring expenditures. Absent of these non-recurring expenditures, projections are for fund balance to grow by \$28,735.

## **APPENDIX**

The Appendix section of the budget includes the Equipment Replacement and Major Building Maintenance schedules. The building maintenance shows the proposed FY18 projects. The administration is actively working on the development of a five-year capital plan, which is expected to be included in the FY19 Budget. 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,



Paul Ostrander  
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 2018 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2017 Grade</u>	<u>FY2018 Grade</u>	<u>FY2017 Full Time Equivalent Positions</u>	<u>FY2018 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	0.60	1.00
<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	0.90	1.00
<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	0.75	0.70
	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	10.00
	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 2018 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2017 Grade</u>	<u>FY2018 Grade</u>	<u>FY2017 Full Time Equivalent Positions</u>	<u>FY2018 Full Time Equivalent Positions</u>
<b><u>Street Department</u></b>	Street Foreman	16.00	16.00	0.88	0.88
	Equipment Lead Operator	14.00	14.00	0.88	0.88
	Equipment Operator	11.00	11.00	3.62	3.42
	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	0.38	0.38
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	3.21	3.21
	Temporary Parks & Grounds Gardener	2.20	2.20	0.29	0.29
	Temporary Administrative Assistant I	8.00	8.00	0.50	0.50
<b><u>Dock</u></b>	Street Foreman	16.00	16.00	0.06	0.06
	Equipment Lead Operator	14.00	14.00	0.06	0.06
	Equipment Operator	11.00	11.00	0.33	0.33
<b><u>General Fund Totals</u></b>				<b><u>90.86</u></b>	<b><u>92.11</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 2018 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2017 Grade</u>	<u>FY2018 Grade</u>	<u>FY2017 Full Time Equivalent Positions</u>	<u>FY2018 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	1.00
	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	0.10	-
	City Planner	16.00	16.00	0.25	0.30
	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>6.97</u></b>	<b><u>7.12</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	0.25	0.25
	Data Entry Clerk	1.10	1.10	0.02	0.02
<b><u>Congregate Housing Fund Totals</u></b>				<b><u>0.52</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	0.15	0.15
	Administrative Assistant III	10.00	10.00	-	-
	Activities & Volunteer Coordinator	2.40	2.40	1.00	1.00
	Outreach Worker	1.00	1.00	0.21	0.21
	Janitor	1.00	1.00	0.35	0.35
	Data Entry Clerk	1.10	1.10	0.05	0.05
	Temporary Maintenance Assistant	1.00	1.00	0.06	0.06
<b><u>Congregate Meals</u></b>	Senior Center Director	18.00	18.00	0.16	0.16
	Administrative Assistant III	10.00	10.00	0.27	0.27
	Outreach Worker	1.00	1.00	0.05	0.05
	Activities & Volunteer Coordinator	2.40	2.40	-	-
	Data Entry Clerk	1.10	1.10	0.08	0.08
	Janitor	1.00	1.00	-	-
	Temporary Maintenance Assistant	1.00	1.00	-	-
	Meals Driver, 24 Hours/Week	2.40	2.40	0.21	0.21
	Meals Driver, 14 Hours/Week	2.40	2.40	0.13	0.13
	Cook	2.40	2.40	0.36	0.36
	Kitchen Assistant	2.20	2.20	0.36	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	0.12	0.12
	Administrative Assistant III	10.00	10.00	0.20	0.20
	Outreach Worker	1.00	1.00	0.04	0.04
	Data Entry Clerk	1.10	1.10	0.06	0.06
	Cook	2.40	2.40	0.26	0.26
	Kitchen Assistant	2.20	2.20	0.26	0.26
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
	Meals Driver, 24 Hours/Week	2.40	2.40	0.16	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	0.15	0.15
	Administrative Assistant III	10.00	10.00	-	-

**City of Kenai  
Fiscal Year 2018 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2017 Grade</u>	<u>FY2018 Grade</u>	<u>FY2017 Full Time Equivalent Positions</u>	<u>FY2018 Full Time Equivalent Positions</u>
	Data Entry Clerk	1.10	1.10	0.05	0.05
	Driver, 14 Hours/Week	1.00	1.00	0.70	0.70
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	0.17	0.17
	Administrative Assistant III	10.00	10.00	0.28	0.28
	Data Entry Clerk	1.10	1.10	0.09	0.09
	Outreach Worker	1.00	1.00	0.05	0.05
	Cook	2.40	2.40	0.38	0.38
	Kitchen Assistant	2.20	2.20	0.38	0.38
	Temporary Kitchen Assistant	2.40	2.40	0.02	0.02
	Meals Driver, 24 Hours/Week	2.40	2.40	0.23	0.23
	Meals Driver, 14 Hours/Week	2.40	2.40	0.13	0.13
	Driver	1.00	1.00	-	-
	Janitor	1.00	1.00	-	-
<u>Senior Citizen Fund Total</u>				<u>7.28</u>	<u>7.28</u>
<u>Personal Use Fishery Fund</u>					
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	0.65	0.65
<u>Streets</u>	Street Foreman	16.00	16.00	0.04	0.04
	Equipment Lead Operator	14.00	14.00	0.02	0.02
	Equipment Operator	11.00	11.00	0.10	0.10
<u>Parks, Recreation &amp; Beautification 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	0.80	0.73
	Temporary Administrative Assistant I	8.00	8.00	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	0.02	0.02
	Equipment Lead Operator	14.00	14.00	0.04	0.04
	Equipment Operator	11.00	11.00	0.15	0.15
	Dock Worker	3.00	3.00	0.35	0.32
<u>Personal Use Fishery Fund Total</u>				<u>2.91</u>	<u>2.81</u>
<b>All Funds Totals</b>				<b><u>116.30</u></b>	<b><u>117.60</u></b>

**City of Kenai  
Fiscal Year 2018 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	10.27	10.53	10.78	11.04	11.30	11.55	11.81	12.07	12.32
1.1	10.78	11.05	11.32	11.59	11.86	12.13	12.40	12.67	12.94
2	11.47	11.76	12.04	12.33	12.62	12.90	13.19	13.48	13.76
2.1	12.08	12.38	12.68	12.99	13.29	13.59	13.89	14.19	14.50
2.2	12.76	13.08	13.40	13.72	14.04	14.36	14.67	14.99	15.31
2.3	13.41	13.75	14.08	14.42	14.75	15.09	15.42	15.76	16.09
2.4	15.66	16.05	16.44	16.83	17.23	17.62	18.01	18.40	18.79
2.5	17.74	18.18	18.63	19.07	19.51	19.96	20.40	20.84	21.29
3	17.85	18.30	18.74	19.19	19.64	20.08	20.53	20.97	21.42
4	18.75	19.22	19.69	20.16	20.63	21.09	21.56	22.03	22.50
5	19.69	20.18	20.67	21.17	21.66	22.15	22.64	23.14	23.63
6	20.66	21.18	21.69	22.21	22.73	23.24	23.76	24.28	24.79
7	21.71	22.25	22.80	23.34	23.88	24.42	24.97	25.51	26.05
8	22.80	23.37	23.94	24.51	25.08	25.65	26.22	26.79	27.36
9	23.94	24.54	25.14	25.74	26.33	26.93	27.53	28.13	28.73
10	25.12	25.75	26.38	27.00	27.63	28.26	28.89	29.52	30.14
11	26.38	27.04	27.70	28.36	29.02	29.68	30.34	31.00	31.66
12	27.72	28.41	29.11	29.80	30.49	31.19	31.88	32.57	33.26
13	29.08	29.81	30.53	31.26	31.99	32.72	33.44	34.17	34.90
14	30.55	31.31	32.08	32.84	33.61	34.37	35.13	35.90	36.66
15	32.07	32.87	33.67	34.48	35.28	36.08	36.88	37.68	38.48
16	33.67	34.51	35.35	36.20	37.04	37.88	38.72	39.56	40.40
17	35.35	36.23	37.12	38.00	38.89	39.77	40.65	41.54	42.42
18	37.12	38.05	38.98	39.90	40.83	41.76	42.69	43.62	44.54
19	38.97	39.94	40.92	41.89	42.87	43.84	44.82	45.79	46.76
20	40.93	41.95	42.98	44.00	45.02	46.05	47.07	48.09	49.12
21	42.99	44.06	45.14	46.21	47.29	48.36	49.44	50.51	51.59
22	45.11	46.24	47.37	48.49	49.62	50.75	51.88	53.00	54.13
23	47.38	48.56	49.75	50.93	52.12	53.30	54.49	55.67	56.86
24	49.81	51.06	52.30	53.55	54.79	56.04	57.28	58.53	59.77

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

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.77	21.29	21.81	22.33	22.85	23.37	23.89	24.40	24.92
14	21.82	22.37	22.91	23.46	24.00	24.55	25.09	25.64	26.18
15	22.91	23.48	24.06	24.63	25.20	25.77	26.35	26.92	27.49
16	24.06	24.66	25.26	25.86	26.47	27.07	27.67	28.27	28.87
17	25.26	25.89	26.52	27.15	27.79	28.42	29.05	29.68	30.31

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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 2018 Operating Budget**

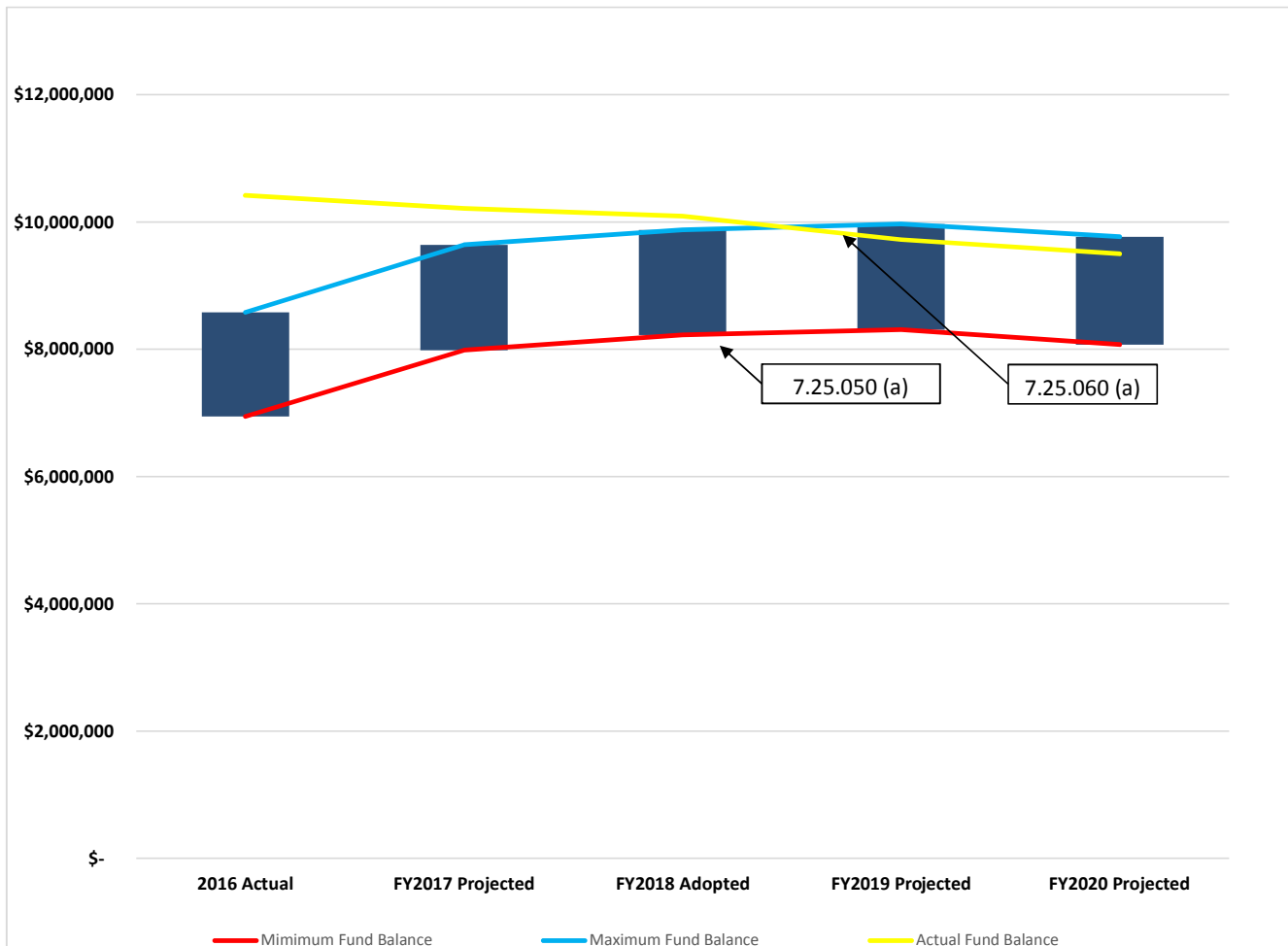
**General Fund  
Budget Projection**

	<b>Actual FY2015</b>	<b>Actual FY2016</b>	<b>Original Budget FY2017</b>	<b>Projection FY2017</b>	<b>Adopted FY2018</b>	<b>Projection FY2019</b>	<b>Projection FY2020</b>
TAXABLE VALUES (000'S)	\$ 828,385	\$ 851,638	\$ 866,235	\$ 868,724	\$ 876,530	\$ 899,157	\$ 922,646
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
<b>REVENUES</b>							
Property & Sales Taxes							
Property Tax	3,656,927	3,782,539	3,810,759	3,902,208	3,874,650	3,983,106	4,083,240
Sales Tax	<u>7,257,451</u>	<u>7,247,938</u>	<u>7,329,099</u>	<u>6,936,040</u>	<u>6,962,613</u>	<u>7,067,052</u>	<u>7,243,535</u>
Total Property & Sales Taxes	<u>10,914,378</u>	<u>11,030,477</u>	<u>11,139,858</u>	<u>10,838,248</u>	<u>10,837,263</u>	<u>11,050,158</u>	<u>11,326,775</u>
State/Federal Revenue:							
PERS Funding	2,977,564	379,467	281,404	282,952	204,840	210,985	217,315
Community Assistance	441,046	415,798	277,930	278,232	170,598	129,651	63,946
Fish Tax	292,718	198,649	200,000	165,000	165,000	169,950	175,049
Other	<u>81,058</u>	<u>155,849</u>	<u>58,000</u>	<u>66,150</u>	<u>58,000</u>	<u>60,900</u>	<u>63,945</u>
Total State/Federal Revenue	<u>3,792,386</u>	<u>1,149,763</u>	<u>817,334</u>	<u>792,334</u>	<u>598,438</u>	<u>571,486</u>	<u>520,255</u>
Other Revenue							
Licenses and Permits	71,973	62,629	76,500	63,000	63,500	65,405	67,367
Ambulance Fees	412,509	408,558	400,000	425,000	425,000	437,750	450,883
Interest	56,992	76,212	75,000	90,000	100,000	151,402	291,712
Other	<u>636,453</u>	<u>587,224</u>	<u>644,805</u>	<u>626,374</u>	<u>605,895</u>	<u>513,347</u>	<u>528,747</u>
Total Other Revenue	<u>1,177,927</u>	<u>1,134,623</u>	<u>1,196,305</u>	<u>1,204,374</u>	<u>1,194,395</u>	<u>1,167,904</u>	<u>1,338,709</u>
<b>Total Revenues</b>	<u>15,884,691</u>	<u>13,314,863</u>	<u>13,153,497</u>	<u>12,834,956</u>	<u>12,630,096</u>	<u>12,789,548</u>	<u>13,185,739</u>
Transfer From Other Funds							
Charges to other funds	1,505,886	1,458,900	1,494,200	1,494,200	1,492,400	1,537,172	1,583,287
Capital Projects / Special Revenue	11	-	-	124,303	-	-	-
Enterprise	36,900	38,300	34,000	34,000	439,000	40,170	41,375
Trust Fund	<u>147,093</u>	-	<u>148,009</u>	<u>149,802</u>	<u>150,993</u>	<u>152,193</u>	<u>153,403</u>
Total Transfers	<u>1,689,890</u>	<u>1,497,200</u>	<u>1,676,209</u>	<u>1,802,305</u>	<u>2,082,393</u>	<u>1,729,535</u>	<u>1,778,065</u>
<b>Total Revenues and Transfers</b>	<u>17,574,581</u>	<u>14,812,063</u>	<u>14,829,706</u>	<u>14,637,261</u>	<u>14,712,489</u>	<u>14,519,083</u>	<u>14,963,804</u>
<b>EXPENDITURES/APPROPRIATIONS</b>							
General Government	5,357,342	2,865,713	3,013,609	3,113,122	2,944,776	3,005,720	3,065,834
Public Safety	6,876,330	6,987,609	7,284,438	7,288,580	7,299,722	7,445,716	7,594,630
Public Works	2,269,516	2,251,812	2,381,685	2,395,685	2,375,314	2,422,820	2,471,276
Parks, Recreation & Cultural	<u>1,911,792</u>	<u>1,993,809</u>	<u>2,156,949</u>	<u>2,172,679</u>	<u>2,125,189</u>	<u>2,167,693</u>	<u>2,211,047</u>
<b>Total Operating Expenditures</b>	16,414,980	14,098,943	14,836,681	14,970,066	14,745,001	15,041,949	15,342,787
Transfers or Non-Operating	<u>670,394</u>	<u>686,253</u>	<u>583,299</u>	<u>618,299</u>	<u>826,788</u>	<u>598,952</u>	<u>609,421</u>
Total Expenditures/Appropriations	17,085,374	14,785,196	15,419,980	15,588,365	15,571,789	15,640,901	15,952,208
Total Surplus (Deficit)	489,207	26,867	(590,274)	(951,104)	(859,300)	(1,121,818)	(988,404)
Projected Lapse - 5%	-	-	<u>741,834</u>	<u>748,503</u>	<u>737,250</u>	<u>752,097</u>	<u>767,139</u>
Adjusted Surplus (Deficit)	489,207	26,867	151,560	(202,601)	(122,050)	(369,721)	(221,265)
Beginning Fund Balance	<u>9,902,026</u>	<u>10,391,233</u>	<u>9,830,242</u>	<u>10,418,100</u>	<u>10,215,499</u>	<u>10,093,449</u>	<u>9,723,728</u>
Ending Fund Balance	10,391,233	10,418,100	9,981,802	10,215,499	10,093,449	9,723,728	9,502,463
Restricted	(546,706)	(588,937)	(618,706)	(618,706)	(624,937)	(660,937)	(696,937)
Committed	(409,746)	(409,746)	(509,746)	(6,651,471)	(6,868,847)	(6,903,377)	(6,619,113)
Assigned	<u>(1,497,756)</u>	<u>(1,409,610)</u>	<u>(1,776,805)</u>	<u>(2,370,141)</u>	<u>(2,382,699)</u>	<u>(2,159,414)</u>	<u>(2,186,413)</u>
Unassigned Fund Balance	<u>\$ 7,937,025</u>	<u>\$ 8,009,807</u>	<u>\$ 7,076,545</u>	<u>\$ 575,181</u>	<u>\$ 216,966</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**General Fund Fund Balance Policy Compliance**

		<b>FY2016 Actual</b>	<b>FY2017 Projected</b>	<b>FY2018 Adopted</b>	<b>FY2019 Projected</b>	<b>FY2020 Projected</b>
Ending Fund Balance 6/30/16		\$ 10,418,100	\$ 10,215,499	\$ 10,093,449	\$ 9,723,728	\$ 9,502,463
Nonspendable		\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -						
Athletics - Daubenspeck Donation		\$ (588,937)	\$ (618,706)	\$ (624,937)	\$ (660,937)	\$ (696,937)
Committed:						
Outstanding Encumbrances		\$ (40,309)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures		(590,274)	(590,274)	(859,300)	(1,121,818)	(988,404)
Health Insurance Reserve		(100,000)	(100,000)	-	-	-
Capital Improvement Plan Reserve		-	(1,000,000)	(1,000,000)	(750,000)	(500,000)
Budgetary Stabilization Reserve	3.8219	<u>(4,911,197)</u>	<u>(4,911,197)</u>	<u>(4,959,547)</u>	<u>(4,981,559)</u>	<u>(5,080,709)</u>
Total Committed		\$ (5,641,780)	\$ (6,651,471)	\$ (6,868,847)	\$ (6,903,377)	\$ (6,619,113)
Assigned -						
Accrued Compensated Absences		\$ (715,861)	\$ (715,861)	\$ (730,178)	\$ (744,782)	\$ (759,678)
Operational and Capital Contingencies Reserve	1.2735	<u>(1,636,411)</u>	<u>(1,654,280)</u>	<u>(1,652,521)</u>	<u>(1,414,632)</u>	<u>(1,426,735)</u>
Total Assigned		\$ (2,352,272)	\$ (2,370,141)	\$ (2,382,699)	\$ (2,159,414)	\$ (2,186,413)
Unassigned		<u>\$ 1,835,111</u>	<u>\$ 575,181</u>	<u>\$ 216,966</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

**Property Tax Breakdown**

# What will your property tax \$'s pay for in FY2018?

<b>Home Assessed Value</b>	<b>\$ 250,000.00</b>
City of Kenai Property Tax (After \$20,000 primary residence exemption) (4.35 Mills)	\$ 1,000.50
KPB Property Taxes (After \$50,000 primary residence exemption) (4.51 Mills)	902.00
<b>Total Tax Liability</b>	<b>\$ 1,902.50</b>

**How is your City of Kenai Property Taxes Spent? \$ 1,000.50**

**Department:**

**General Government**

City Council	\$ 164,955	1.06%	\$ 10.61
City Administration	\$ 2,049,867	13.17%	131.75
Lands Administration	\$ 17,740	0.11%	1.10
Planning and Zoning	\$ 231,455	1.49%	14.91
City Clerk	\$ 298,355	1.92%	19.21
<b>Total General Government</b>	<b>\$ 2,762,372</b>	<b>17.75%</b>	<b>\$ 177.58</b>

**Public Safety**

Police	\$ 2,921,899	18.76%	\$ 187.69
Fire	\$ 3,103,846	19.93%	199.40
Communications	\$ 854,200	5.49%	54.93
Animal Control	\$ 419,777	2.70%	27.01
<b>Total Public Safety</b>	<b>\$ 7,299,722</b>	<b>46.88%</b>	<b>\$ 469.03</b>

**Public Works**

Public Works Administration	\$ 233,669	1.50%	15.01
Streets	\$ 985,460	6.33%	63.33
Maintenance Shop	\$ 647,332	4.16%	41.62
Buildings	\$ 341,444	2.19%	21.91
Street Lighting	\$ 167,409	1.08%	10.81
<b>Total Public Works</b>	<b>\$ 2,375,314</b>	<b>15.26%</b>	<b>\$ 152.68</b>

**Parks, Recreation & Cultural**

Parks, Recreation & Beautification	\$ 1,119,256	7.19%	\$ 71.94
Library	\$ 912,585	5.86%	58.63
Visitor Center	\$ 182,404	1.17%	11.71
City Dock	\$ 93,348	0.60%	6.00
<b>Total Parks, Recreation &amp; Cultural</b>	<b>\$ 2,307,593</b>	<b>14.82%</b>	<b>\$ 148.28</b>

**Senior Citizen Programs**

\$ 196,730	1.26%	\$ 12.61
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**Debt Service**

\$ 142,058	0.91%	\$ 9.10
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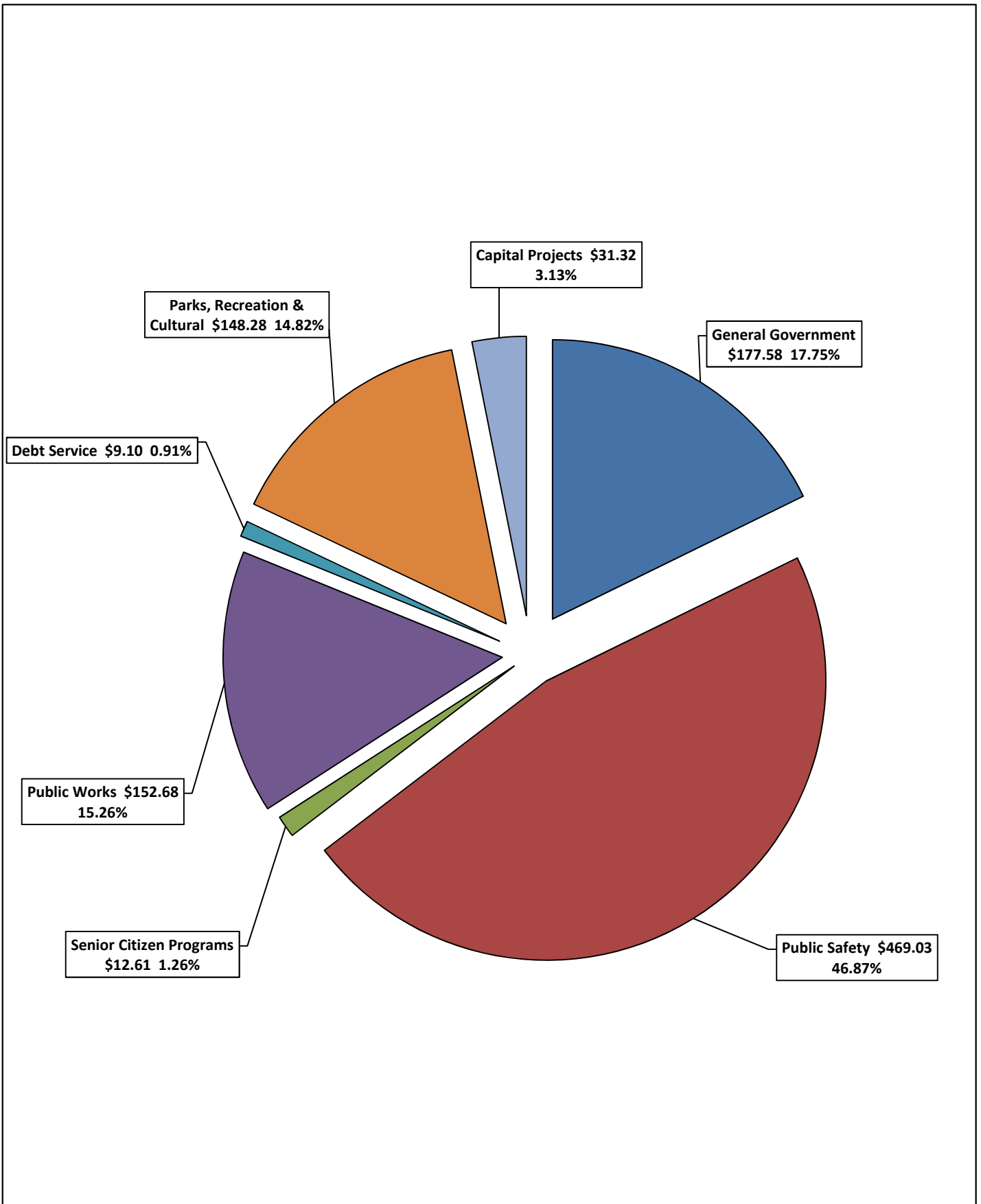
**Capital Projects**

\$ 488,000	3.13%	\$ 31.32
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**Total City of Kenai \$ 15,571,789 100.00% \$ 1,000.50**

City of Kenai  
Fiscal Year 2018 Operating Budget

Property Tax Breakdown Graph



**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 198,082	\$ 224,145	\$ 26,063	\$ 78,176	\$ 74,210	\$ (3,966)
Legislative	51,850	51,853	3	124,020	113,102	(10,918)
Legal	286,855	290,251	3,396	62,047	61,427	(620)
City Manager	346,531	319,914	(26,617)	31,210	30,340	(870)
Finance	586,741	619,885	33,144	64,563	64,525	(38)
Land Administration	-	-	-	18,020	17,740	(280)
Non-Departmental	281,404	204,840	(76,564)	478,013	450,285	(27,728)
Planning and Zoning	167,670	184,630	16,960	46,180	46,825	645
Safety	-	-	-	10,500	8,400	(2,100)
Total General Government	<u>1,919,133</u>	<u>1,895,518</u>	<u>(23,615)</u>	<u>912,729</u>	<u>866,854</u>	<u>(45,875)</u>
<u>Public Safety</u>						
Police	2,686,356	2,664,350	(22,006)	260,070	257,549	(2,521)
Fire	2,658,816	2,703,110	44,294	410,457	400,736	(9,721)
Communications	788,004	802,937	14,933	51,270	51,263	(7)
Animal Control	276,357	284,788	8,431	144,908	134,989	(9,919)
Total Public Safety	<u>6,409,533</u>	<u>6,455,185</u>	<u>45,652</u>	<u>866,705</u>	<u>844,537</u>	<u>(22,168)</u>
<u>Public Works</u>						
Public Works Administration	221,319	225,005	3,686	15,329	8,664	(6,665)
Shop	346,211	361,990	15,779	279,888	285,342	5,454
Streets	597,280	579,804	(17,476)	401,572	405,656	4,084
Buildings	235,506	247,854	12,348	100,001	93,590	(6,411)
Street Lighting	-	-	-	165,851	167,409	1,558
Total Public Works	<u>1,400,316</u>	<u>1,414,653</u>	<u>14,337</u>	<u>962,641</u>	<u>960,661</u>	<u>(1,980)</u>
<u>Library</u>	<u>664,025</u>	<u>676,445</u>	<u>12,420</u>	<u>236,724</u>	<u>236,140</u>	<u>(584)</u>
<u>Parks and Recreation</u>						
Boating Facility	46,283	47,730	1,447	49,915	45,618	(4,297)
Visitor Center	-	-	-	181,747	182,404	657
Parks, Recreation & Beautification	502,908	530,381	27,473	592,094	588,875	(3,219)
Total Parks and Recreation	<u>549,191</u>	<u>578,111</u>	<u>28,920</u>	<u>823,756</u>	<u>816,897</u>	<u>(6,859)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 10,942,198</u>	<u>\$ 11,019,912</u>	<u>\$ 77,714</u>	<u>\$ 3,802,555</u>	<u>\$ 3,725,089</u>	<u>\$ (77,466)</u>

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**  
**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 276,258	\$ 298,355	\$ 22,097	<u>General Government</u>
-	-	-	175,870	164,955	(10,915)	City Clerk
-	-	-	348,902	351,678	2,776	Legislative
-	-	-	377,741	350,254	(27,487)	Legal
-	-	-	651,304	684,410	33,106	City Manager
-	-	-	18,020	17,740	(280)	Finance
-	-	-	656,463	655,125	(1,338)	Land Administration
(102,954)	-	102,954	213,850	231,455	17,605	Non-Departmental
-	-	-	10,500	8,400	(2,100)	Planning and Zoning
-	-	-	2,728,908	2,762,372	33,464	Safety
(102,954)	-	102,954				Total General Government
-	-	-	2,946,426	2,921,899	(24,527)	<u>Public Safety</u>
8,200	-	(8,200)	3,077,473	3,103,846	26,373	Police
-	-	-	839,274	854,200	14,926	Fire
-	-	-	421,265	419,777	(1,488)	Communications
8,200	-	(8,200)	7,284,438	7,299,722	15,284	Animal Control
						Total Public Safety
-	-	-	236,648	233,669	(2,979)	<u>Public Works</u>
18,728	-	(18,728)	644,827	647,332	2,505	Public Works Administration
-	-	-	998,852	985,460	(13,392)	Shop
-	-	-	335,507	341,444	5,937	Streets
-	-	-	165,851	167,409	1,558	Buildings
18,728	-	(18,728)	2,381,685	2,375,314	(6,371)	Street Lighting
						Total Public Works
15,000	-	(15,000)	915,749	912,585	(3,164)	<u>Library</u>
20,000	-	(20,000)	116,198	93,348	(22,850)	<u>Parks and Recreation</u>
-	-	-	181,747	182,404	657	Boating Facility
30,000	-	(30,000)	1,125,002	1,119,256	(5,746)	Visitor Center
50,000	-	(50,000)	1,422,947	1,395,008	(27,939)	Parks, Recreation & Beautification
						Total Parks and Recreation
686,253	826,788	140,535	686,253	826,788	140,535	Non-Departmental Transfers
\$ 675,227	\$ 826,788	\$ 151,561	\$ 15,419,980	\$ 15,571,789	\$ 151,809	Total General Fund

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2016 Actual</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY17 Original</b>	<b>% Change</b>
<u>General Government</u>						
01 City Clerk	\$ 241,052	\$ 276,258	\$ 276,258	\$ 298,355	\$ 22,097	8.00%
03 Visitor Center	179,033	181,747	181,747	182,404	657	0.36%
11 Legislative	180,123	175,870	189,370	164,955	(10,915)	(6.21%)
12 Legal	352,122	348,902	350,902	351,678	2,776	0.80%
13 City Manager	378,404	377,741	432,009	350,254	(27,487)	(7.28%)
15 Finance	625,649	651,304	652,304	684,410	33,106	5.08%
16 Land Administration	25,518	18,020	26,270	17,740	(280)	(1.55%)
18 Non-Departmental	646,054	759,417	747,825	655,125	(104,292)	(13.73%)
19 Planning and Zoning	234,782	213,850	233,187	231,455	17,605	8.23%
20 Safety	2,976	10,500	23,250	8,400	(2,100)	(20.00%)
Total General Government	<u>\$ 2,865,713</u>	<u>\$ 3,013,609</u>	<u>\$ 3,113,122</u>	<u>\$ 2,944,776</u>	<u>(68,833)</u>	<u>(2.28%)</u>
<u>Public Safety</u>						
21 Police	2,701,522	2,946,426	2,949,809	2,921,899	(24,527)	(0.83%)
22 Fire	3,165,263	3,077,473	3,078,232	3,103,846	26,373	0.86%
23 Communications	748,439	839,274	839,274	854,200	14,926	1.78%
29 Animal Control	372,385	421,265	421,265	419,777	(1,488)	(0.35%)
Total Public Safety	<u>6,987,609</u>	<u>7,284,438</u>	<u>7,288,580</u>	<u>7,299,722</u>	<u>15,284</u>	<u>0.21%</u>
<u>Public Works</u>						
31 Public Works Administration	196,624	236,648	236,648	233,669	(2,979)	(1.26%)
32 Shop	712,871	644,827	658,827	647,332	2,505	0.39%
33 Streets	902,179	998,852	998,852	985,460	(13,392)	(1.34%)
34 Buildings	283,263	335,507	335,507	341,444	5,937	1.77%
35 Street Lighting	156,875	165,851	165,851	167,409	1,558	0.94%
Total Public Works	<u>2,251,812</u>	<u>2,381,685</u>	<u>2,395,685</u>	<u>2,375,314</u>	<u>(6,371)</u>	<u>(0.27%)</u>
<u>Library</u>						
40 Library	<u>843,602</u>	<u>915,749</u>	<u>930,979</u>	<u>912,585</u>	<u>(3,164)</u>	<u>(0.35%)</u>
<u>Parks and Recreation</u>						
60 Boating Facility	70,985	116,198	116,198	93,348	(22,850)	(19.66%)
45 Parks, Recreation & Beautification	<u>1,079,222</u>	<u>1,125,002</u>	<u>1,125,502</u>	<u>1,119,256</u>	<u>(5,746)</u>	<u>(0.51%)</u>
Total Parks and Recreation	<u>1,150,207</u>	<u>1,241,200</u>	<u>1,241,700</u>	<u>1,212,604</u>	<u>(28,596)</u>	<u>(2.30%)</u>
Total Operating Expenditures	<u>14,098,943</u>	<u>14,836,681</u>	<u>14,970,066</u>	<u>14,745,001</u>	<u>(91,680)</u>	<u>(0.62%)</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	88,339	151,385	151,385	196,730	45,345	29.95%
Debt Service	143,914	140,514	146,898	142,058	1,544	1.10%
Other non-operating	<u>454,000</u>	<u>291,400</u>	<u>320,016</u>	<u>488,000</u>	<u>196,600</u>	<u>67.47%</u>
Total Transfers to other funds	<u>686,253</u>	<u>583,299</u>	<u>618,299</u>	<u>826,788</u>	<u>243,489</u>	<u>41.74%</u>
Total General Fund	<u>\$ 14,785,196</u>	<u>\$ 15,419,980</u>	<u>\$ 15,588,365</u>	<u>\$ 15,571,789</u>	<u>\$ 151,809</u>	<u>0.98%</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**General Fund Summary by Line Item**

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 6,136,495	\$ 5,904,074	\$ 6,445,480	\$ 6,483,604	\$ 6,531,750	\$ 86,270	1.34%
0200	Overtime	464,833	434,966	403,889	404,185	318,509	(85,380)	(21.14%)
0250	Holiday Pay	153,517	150,083	159,761	159,761	168,597	8,836	5.53%
0300	Leave	158,372	167,988	267,545	268,422	264,165	(3,380)	(1.26%)
0400	Medicare	98,301	93,233	105,518	106,088	105,606	88	0.08%
0450	Social Security	13,470	14,728	13,146	13,146	13,242	96	0.73%
0500	PERS	1,827,424	2,554,585	1,776,769	1,786,769	1,702,003	(74,766)	(4.21%)
0600	Unemployment Insurance	7,014	9,434	35,208	35,400	35,421	213	0.60%
0700	Workers Compensation	163,033	148,056	199,729	199,905	203,416	3,687	1.85%
0800	Health & Life Insurance	1,310,334	1,211,742	1,406,078	1,419,014	1,545,565	139,487	9.92%
0900	Supplemental Retirement	118,440	111,020	129,075	130,185	131,638	2,563	1.99%
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 10,451,233</u></b>	<b><u>\$ 10,799,909</u></b>	<b><u>\$ 10,942,198</u></b>	<b><u>\$ 11,006,479</u></b>	<b><u>\$ 11,019,912</u></b>	<b><u>\$ 77,714</u></b>	<b><u>0.71%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	18,815	24,155	31,883	32,062	29,985	(1,898)	(5.95%)
2022	Operating & Repair Supplies	568,576	576,887	592,967	590,049	580,355	(12,612)	(2.13%)
2024	Small Tools/Minor Equipment	194,868	158,969	124,852	141,808	114,301	(10,551)	(8.45%)
2026	Computer Software	75,893	63,818	78,954	80,939	79,595	641	0.81%
4531	Professional Services	529,093	630,338	590,263	612,729	584,854	(5,409)	(0.92%)
4532	Communications	63,236	70,421	89,236	88,036	75,946	(13,290)	(14.89%)
4533	Travel & Transportation	123,092	110,562	167,601	167,634	159,715	(7,886)	(4.71%)
4534	Advertising	31,672	30,773	40,064	43,396	34,550	(5,514)	(13.76%)
4535	Printing & Binding	26,581	28,093	40,440	40,556	41,300	860	2.13%
4536	Insurance	132,963	125,945	171,821	168,821	190,299	18,478	10.75%
4537	Utilities	723,519	626,995	740,891	740,891	766,944	26,053	3.52%
4538	Repair & Maintenance	241,299	286,348	294,500	292,062	287,843	(6,657)	(2.26%)
4539	Rentals	115,326	140,097	138,075	137,537	131,003	(7,072)	(5.12%)
4540	Equip. Fund Pmts.	329,120	292,605	340,814	340,814	335,076	(5,738)	(1.68%)
4541	Postage	16,089	11,650	22,117	22,117	20,308	(1,809)	(8.18%)
4666	Books	71,278	70,883	74,764	82,045	71,550	(3,214)	(4.30%)
4667	Dues & Publications	27,293	24,489	36,561	37,649	33,462	(3,099)	(8.48%)
4999	General Contingency	-	-	125,000	111,860	100,000	(25,000)	(20.00%)
5041	Miscellaneous	55,103	58,106	65,602	64,100	57,351	(8,251)	(12.58%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	48,731	33,063	36,150	49,650	30,652	(5,498)	(15.21%)
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 3,392,547</u></b>	<b><u>\$ 3,364,197</u></b>	<b><u>\$ 3,802,555</u></b>	<b><u>\$ 3,844,755</u></b>	<b><u>\$ 3,725,089</u></b>	<b><u>\$ (77,466)</u></b>	<b><u>(2.04%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	21,508	7,830	-	7,500	-	-	-
8062	Buildings	4,227	71,296	20,000	20,000	-	(20,000)	(100.00%)
8063	Improvements	25,464	29,973	-	-	-	-	-
8064	Machinery & Equipment	203,964	169,286	71,928	91,332	-	(71,928)	(100.00%)
9090	Transfers	686,253	912,734	583,299	618,299	826,788	243,489	41.74%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 941,416</u></b>	<b><u>\$ 1,191,119</u></b>	<b><u>\$ 675,227</u></b>	<b><u>\$ 737,131</u></b>	<b><u>\$ 826,788</u></b>	<b><u>\$ 151,561</u></b>	<b><u>22.45%</u></b>
<b><u>Manager Total:</u></b>		<b><u>\$ 14,785,196</u></b>	<b><u>\$ 15,355,225</u></b>	<b><u>\$ 15,419,980</u></b>	<b><u>\$ 15,588,365</u></b>	<b><u>\$ 15,571,789</u></b>	<b><u>\$ 151,809</u></b>	<b><u>0.98%</u></b>



**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2017</b>	<b>FY 2018</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 104,900	\$ 110,300	\$ 5,400	5.15%
Sewer	55,000	55,200	200	0.36%
Sewer Treatment	135,300	119,800	(15,500)	(11.46%)
Airport - Airfield	818,300	816,300	(2,000)	(0.24%)
Airport - Administration Including Land	54,000	51,500	(2,500)	(4.63%)
Airport - Terminal	68,200	68,600	400	0.59%
Senior - Access	24,800	25,900	1,100	4.44%
Senior - Cong Meals	25,500	26,700	1,200	4.71%
Senior - Home Meals	25,800	26,000	200	0.78%
Senior - Transportation	9,600	21,000	11,400	118.75%
Senior - Choice Waiver	55,600	58,600	3,000	5.40%
Dipnet - Public Safety	75,300	73,300	(2,000)	(2.66%)
Dipnet - Streets	5,400	3,900	(1,500)	(27.78%)
Dipnet - Parks, Recreation & Beautification	27,500	27,100	(400)	(1.45%)
Dipnet - Dock	9,000	8,200	(800)	(8.89%)
Congregate Housing	34,000	39,000	5,000	14.71%
<b>Total</b>	<b><u>\$ 1,528,200</u></b>	<b><u>\$ 1,531,400</u></b>	<b><u>\$ 3,200</u></b>	<b><u>0.21%</u></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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 119,238	\$ 107,669	\$ 125,239	\$ 125,239	\$ 145,143	\$ 19,904	15.89%
0200	Overtime	569	987	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	4,321	4,321	4,833	512	11.85%
0400	Medicare	1,649	1,559	1,879	1,879	2,174	295	15.70%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	26,358	23,497	27,553	27,553	31,931	4,378	15.89%
0600	Unemployment Insurance	-	-	647	647	750	103	15.92%
0700	Workers Compensation	378	375	479	479	566	87	18.16%
0800	Health & Life Insurance	32,641	22,501	34,964	34,964	35,748	784	2.24%
0900	Supplemental Retirement	2,260	2,132	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 183,093</b>	<b>\$ 158,720</b>	<b>\$ 198,082</b>	<b>\$ 198,082</b>	<b>\$ 224,145</b>	<b>\$ 26,063</b>	<b>13.16%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	883	1,082	2,040	2,040	2,040	-	-
2022	Operating & Repair Supplies	184	254	320	320	320	-	-
2024	Small Tools/Minor Equipment	132	3,134	4,200	4,200	200	(4,000)	(95.24%)
2026	Computer Software	11,974	10,528	13,246	13,246	16,540	3,294	24.87%
4531	Professional Services	17,457	20,281	25,900	25,900	25,200	(700)	(2.70%)
4532	Communications	1,834	1,447	2,670	2,670	2,160	(510)	(19.10%)
4533	Travel & Transportation	11,895	9,132	10,860	10,860	9,160	(1,700)	(15.65%)
4534	Advertising	9,554	9,583	11,800	11,800	9,150	(2,650)	(22.46%)
4535	Printing & Binding	3,053	2,222	5,100	5,100	7,600	2,500	49.02%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	145	400	400	200	(200)	(50.00%)
4539	Rentals	-	-	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	60	200	200	200	-	-
4667	Dues & Publications	790	672	1,040	1,040	1,040	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	203	222	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 57,959</b>	<b>\$ 58,762</b>	<b>\$ 78,176</b>	<b>\$ 78,176</b>	<b>\$ 74,210</b>	<b>\$ (3,966)</b>	<b>(5.07%)</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>\$ 241,052</b>	<b>\$ 217,578</b>	<b>\$ 276,258</b>	<b>\$ 276,258</b>	<b>\$ 298,355</b>	<b>\$ 22,097</b>	<b>8.00%</b>

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2026	<b><u>Computer Software</u></b>	
	Software for 3 computers (clerk, laptop, deputy)	255
	Software for 2 users (clerk & deputy)	230
	Arc GIS	335
	Barracuda email archiver	2,500
	GoToMyPC	120
	Laserfiche LSAP	8,900
	Granicus Peak & eComment	4,200
		<hr/> 16,540
4531	<b><u>Professional Services</u></b>	
	e-Docs support	4,000
	Website refresh	1,500
	Granicus video streaming	12,000
	Election judges and canvass board	2,200
	Document shredding	2,000
	Alaska map company	2,500
	Miscellaneous	1,000
		<hr/> 25,200
4533	<b><u>Transportation</u></b>	
	Car allowance (Clerk \$200 x 12 / Deputy \$30 x 12)	2,760
	AAMC conference x 2	2,600
	Laserfiche annual conference	2,800
	Miscellaneous	1,000
		<hr/> 9,160
4534	<b><u>Advertising</u></b>	
	Elections notices	2,450
	Meeting agendas/public notices	6,000
	Miscellaneous	700
		<hr/> 9,150
4535	<b><u>Printing and Binding</u></b>	
	Ballot printing	1,800
	Copier/printer	2,800
	Acid free paper	1,000
	Binding of permanent legislation	2,000
		<hr/> 7,600
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
		<hr/> 1,040

## **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 2018 Operating Budget

Fund: 001 - General Fund  
Department: Visitor Center

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	656	500	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	1,200	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	125,050	125,000	125,000	125,000	-	-
4532	Communications	2,258	1,811	2,260	1,060	-	(2,260)	(100.00%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	36,844	33,098	37,667	37,667	42,984	5,317	14.12%
4538	Repair & Maintenance	14,275	16,858	15,820	15,820	13,420	(2,400)	(15.17%)
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>\$ 179,033</u></b>	<b><u>\$ 177,857</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ 182,404</u></b>	<b><u>\$ 657</u></b>	<b><u>0.36%</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>\$ 179,033</u></b>	<b><u>\$ 177,857</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ 181,747</u></b>	<b><u>\$ 182,404</u></b>	<b><u>\$ 657</u></b>	<b><u>0.36%</u></b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Janitorial cleaning & restroom supplies	1,000
4531	<b><u>Professional Services</u></b>	
	Professional management contract with KCCVC	125,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial services	12,500
	Security monitoring	420
	Window washing	500
		<hr/> 13,420

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGISLATIVE**

The Legislative Department encompasses funding the Council's expenditures for yearly dues, donations, transportation costs, advertising, Council salaries,



**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 48,250	\$ 48,100	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	15	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	700	698	696	696	696	-	-
0450	Social Security	2,992	2,982	2,976	2,976	2,976	-	-
0500	PERS	-	3	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	152	156	178	178	181	3	1.69%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 52,094</b>	<b>\$ 51,954</b>	<b>\$ 51,850</b>	<b>\$ 51,850</b>	<b>\$ 51,853</b>	<b>\$ 3</b>	<b>0.01%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	75	142	200	200	200	-	-
2022	Operating & Repair Supplies	2,697	3,255	2,800	2,800	2,800	-	-
2024	Small Tools/Minor Equipment	2,403	1,033	2,500	6,100	5,500	3,000	120.00%
2026	Computer Software	535	419	1,650	1,650	340	(1,310)	(79.39%)
4531	Professional Services	40,604	42,393	39,800	39,800	41,000	1,200	3.02%
4532	Communications	552	328	900	900	1,040	140	15.56%
4533	Travel & Transportation	6,117	9,452	11,500	7,900	7,000	(4,500)	(39.13%)
4534	Advertising	5,423	6,043	9,400	9,400	8,300	(1,100)	(11.70%)
4535	Printing & Binding	-	99	300	300	500	200	66.67%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	44	200	200	200	-	-
4667	Dues & Publications	7,531	7,446	8,170	8,170	8,120	(50)	(0.61%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	13,361	7,783	10,450	10,450	7,450	(3,000)	(28.71%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	48,731	29,385	36,150	49,650	30,652	(5,498)	(15.21%)
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 128,029</b>	<b>\$ 107,822</b>	<b>\$ 124,020</b>	<b>\$ 137,520</b>	<b>\$ 113,102</b>	<b>\$ (10,918)</b>	<b>(8.80%)</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>\$ 180,123</b>	<b>\$ 159,776</b>	<b>\$ 175,870</b>	<b>\$ 189,370</b>	<b>\$ 164,955</b>	<b>\$ (10,915)</b>	<b>(6.21%)</b>

**City of Kenai  
Fiscal Year 2018 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>	
	Food/refreshments/awards	2,800
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Chamber sound maintenance	2,500
	VoteCast	3,000
		<hr/> 5,500
2026	<b><u>Computer Software</u></b>	
	Software for 4 computers (Mayor, Mayor Laptop, Chambers x2)	340
4531	<b><u>Professional Services</u></b>	
	Annual audit	41,000
4533	<b><u>Transportation</u></b>	
	Alaska Municipal League (conferences & NEO)	4,000
	Mayoral travel	1,500
	Legislative hearing travel	1,500
		<hr/> 7,000
4534	<b><u>Advertising</u></b>	
	Milepost advertisement	3,500
	T-Shirt/cap replenishment	1,600
	City souvenirs	600
	Miscellaneous	2,600
		<hr/> 8,300
4667	<b><u>Dues and Publications</u></b>	
	AML dues	7,000
	Kenai Chamber of Commerce	600
	Alaska Conference of Mayors	120
	Miscellaneous	400
		<hr/> 8,120
5041	<b><u>Miscellaneous</u></b>	
	Gifts, flowers, etc.	950
	Mini-grants	2,500
	Mayor reimbursements	2,000
	Miscellaneous	2,000
		<hr/> 7,450
5047	<b><u>Grants to Other Agencies</u></b>	
	Peninsula Oilers water & sewer	2,652
	Kenai Watershed Forum water testing	5,000
	Kenai Chamber of Commerce 4th of July	2,500
	Kenai Chamber of Commerce holiday fireworks	3,500
	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	2,000
		<hr/> 30,652

## **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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 196,494	\$ 178,587	\$ 195,332	\$ 195,332	\$ 196,095	\$ 763	0.39%
0200	Overtime	-	28	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,642	5,904	5,904	7,542	1,638	27.74%
0400	Medicare	2,848	2,619	2,918	2,918	2,953	35	1.20%
0450	Social Security	-	67	-	-	-	-	-
0500	PERS	43,229	39,060	42,973	42,973	43,141	168	0.39%
0600	Unemployment Insurance	-	222	1,006	1,006	1,018	12	1.19%
0700	Workers Compensation	621	541	758	758	754	(4)	(0.53%)
0800	Health & Life Insurance	34,287	30,954	34,964	34,964	35,748	784	2.24%
0900	Supplemental Retirement	3,047	3,090	3,000	3,000	3,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 280,526</b>	<b>\$ 257,810</b>	<b>\$ 286,855</b>	<b>\$ 286,855</b>	<b>\$ 290,251</b>	<b>\$ 3,396</b>	<b>1.18%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	238	491	785	785	750	(35)	(4.46%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,140	1,417	1,000	3,000	1,000	-	-
2026	Computer Software	458	334	470	470	485	15	3.19%
4531	Professional Services	52,688	35,458	34,000	34,000	34,000	-	-
4532	Communications	1,140	891	1,270	1,270	1,280	10	0.79%
4533	Travel & Transportation	7,322	6,785	14,310	14,310	14,300	(10)	(0.07%)
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	4,773	4,470	6,230	6,230	6,230	-	-
4667	Dues & Publications	2,109	2,105	2,452	2,452	1,852	(600)	(24.47%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	728	470	1,530	1,530	1,530	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 71,596</b>	<b>\$ 52,421</b>	<b>\$ 62,047</b>	<b>\$ 64,047</b>	<b>\$ 61,427</b>	<b>\$ (620)</b>	<b>(1.00%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	25	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 352,122</b>	<b>\$ 310,256</b>	<b>\$ 348,902</b>	<b>\$ 350,902</b>	<b>\$ 351,678</b>	<b>\$ 2,776</b>	<b>0.80%</b>

**City of Kenai  
Fiscal Year 2018 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	26,000
	Process server	1,000
	Code publishing	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	500
		<u>14,300</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
	AMAA	50
	IMLA dues	480
	NFPA dues	50
	NALS dues	135
	Miscellaneous	170
		<u>1,852</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.

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 217,770	\$ 201,480	\$ 241,167	\$ 266,244	\$ 222,308	\$ (18,859)	(7.82%)
0200	Overtime	-	243	192	263	220	28	14.58%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	19,115	11,727	11,043	11,585	5,101	(5,942)	(53.81%)
0400	Medicare	3,440	3,105	3,660	4,032	3,301	(359)	(9.81%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	47,909	44,366	53,099	58,632	48,956	(4,143)	(7.80%)
0600	Unemployment Insurance	-	-	371	498	422	51	13.75%
0700	Workers Compensation	689	670	933	1,028	858	(75)	(8.04%)
0800	Health & Life Insurance	28,712	25,613	33,216	43,181	35,748	2,532	7.62%
0900	Supplemental Retirement	2,531	2,513	2,850	3,705	3,000	150	5.26%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 320,166</b>	<b>\$ 289,717</b>	<b>\$ 346,531</b>	<b>\$ 389,168</b>	<b>\$ 319,914</b>	<b>\$ (26,617)</b>	<b>(7.68%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,196	733	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,032	2,225	500	2,000	1,000	500	100.00%
2026	Computer Software	649	468	1,010	1,010	700	(310)	(30.69%)
4531	Professional Services	29,848	75,980	5,500	12,290	5,000	(500)	(9.09%)
4532	Communications	1,290	1,222	2,000	2,000	1,940	(60)	(3.00%)
4533	Travel & Transportation	18,553	15,337	15,800	14,800	16,000	200	1.27%
4534	Advertising	250	838	1,000	4,253	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	1,589	1,525	1,900	2,988	1,700	(200)	(10.53%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,831	2,662	2,500	2,500	2,000	(500)	(20.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 58,238</b>	<b>\$ 101,010</b>	<b>\$ 31,210</b>	<b>\$ 42,841</b>	<b>\$ 30,340</b>	<b>\$ (870)</b>	<b>(2.79%)</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>\$ 378,404</b>	<b>\$ 390,727</b>	<b>\$ 377,741</b>	<b>\$ 432,009</b>	<b>\$ 350,254</b>	<b>\$ (27,487)</b>	<b>(7.28%)</b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2024	<b><u>Small Tools and Minor Equipment</u></b> City Manager office chair	1,000
4531	<b><u>Professional Services</u></b> Special management or legal consulting services	5,000
4533	<b><u>Transportation</u></b> City Manager auto allowance AML/AMMA conference ICMA conference Anchorage / Juneau travel HR Training/conference	6,000 2,000 4,000 2,000 <u>2,000</u> 16,000
4534	<b><u>Advertising</u></b> Miscellaneous	1,000
4667	<b><u>Dues and Publications</u></b> AMMA dues AML publications ICMA dues SHRM/IPMA dues	200 100 1,200 <u>200</u> 1,700
5041	<b><u>Miscellaneous</u></b> General reimbursable expenses	2,000



## **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 the 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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 393,085	\$ 364,681	\$ 389,168	\$ 389,168	\$ 396,528	\$ 7,360	1.89%
0200	Overtime	952	1,659	4,690	4,690	4,740	50	1.07%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,215	10,152	27,768	27,768	27,957	189	0.68%
0400	Medicare	5,812	5,363	6,115	6,115	6,223	108	1.77%
0450	Social Security	-	48	-	-	-	-	-
0500	PERS	87,861	80,366	86,649	86,649	88,279	1,630	1.88%
0600	Unemployment Insurance	-	-	2,109	2,109	2,145	36	1.71%
0700	Workers Compensation	1,241	1,203	1,555	1,555	1,611	56	3.60%
0800	Health & Life Insurance	63,447	62,930	61,187	61,187	84,902	23,715	38.76%
0900	Supplemental Retirement	6,345	6,680	7,500	7,500	7,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 571,958</b>	<b>\$ 533,082</b>	<b>\$ 586,741</b>	<b>\$ 586,741</b>	<b>\$ 619,885</b>	<b>\$ 33,144</b>	<b>5.65%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	4,018	4,259	6,600	6,600	6,600	-	-
2022	Operating & Repair Supplies	-	-	400	400	400	-	-
2024	Small Tools/Minor Equipment	4,693	4,845	3,500	3,500	4,600	1,100	31.43%
2026	Computer Software	30,890	17,236	29,223	30,223	30,000	777	2.66%
4531	Professional Services	424	2,806	1,500	1,500	2,000	500	33.33%
4532	Communications	2,470	2,094	3,580	3,580	3,480	(100)	(2.79%)
4533	Travel & Transportation	6,332	7,199	15,280	15,280	12,965	(2,315)	(15.15%)
4534	Advertising	2,117	814	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	1,747	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	24	-	-	-	-	-
4667	Dues & Publications	1,335	1,254	1,980	1,980	1,980	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,412	1,472	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 53,691</b>	<b>\$ 43,750</b>	<b>\$ 64,563</b>	<b>\$ 65,563</b>	<b>\$ 64,525</b>	<b>\$ (38)</b>	<b>(0.06%)</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>\$ 625,649</b>	<b>\$ 580,888</b>	<b>\$ 651,304</b>	<b>\$ 652,304</b>	<b>\$ 684,410</b>	<b>\$ 33,106</b>	<b>5.08%</b>

**City of Kenai  
Fiscal Year 2018 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>	
	IT Manager laptop	2,500
	Miscellaneous tools (IT manager)	1,000
	Other office equipment	1,100
		<hr/> 4,600
2026	<b><u>Computer Software</u></b>	
	Server CALs (7 computers)	595
	Microsoft office (5 users)	575
	Visio (IT Manager)	90
	Adobe	600
	AutoCad maintenance	230
	Miscellaneous software	2,000
	Caselle software support	25,000
	Go To Assist for IT manager	660
	10 remote desktop CALs for caselle access	250
		<hr/> 30,000
4531	<b><u>Professional Services</u></b>	
	FICA administration	500
	Miscellaneous professional assistance	1,500
		<hr/> 2,000
4533	<b><u>Transportation</u></b>	
	F.D. : AGFOA	1,500
	F.D. : GFOA national conference	3,605
	F.D. : Miscellaneous Anchorage conferences	500
	ACCT: AGFOA	1,500
	Caselle user conference (1 staff member)	3,000
	ACCT: training Anchorage	500
	Car allowance (1)	360
	IT manager training	2,000
		<hr/> 12,965
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 2018 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2016 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2017</u>	<u>Amended Budget</u>	<u>Council Adopted FY2018</u>	<u>Increase (Decrease) FY2017 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	-	122	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	4	200	200	200	-	-
2026	Computer Software	-	183	620	620	340	(280)	(45.16%)
4531	Professional Services	2,880	6,366	15,000	15,750	15,000	-	-
4532	Communications	-	90	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	215	500	500	500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	916	940	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	214	270	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 4,010</u></b>	<b><u>\$ 8,190</u></b>	<b><u>\$ 18,020</u></b>	<b><u>\$ 18,770</u></b>	<b><u>\$ 17,740</u></b>	<b><u>\$ (280)</u></b>	<b><u>(1.55%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	21,508	7,805	-	7,500	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 21,508</u></b>	<b><u>\$ 7,805</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 7,500</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Manager Total:</b>	<b><u>\$ 25,518</u></b>	<b><u>\$ 17,631</u></b>	<b><u>\$ 18,020</u></b>	<b><u>\$ 26,270</u></b>	<b><u>\$ 17,740</u></b>	<b><u>\$ (280)</u></b>	<b><u>(1.55%)</u></b>

**City of Kenai  
Fiscal Year 2018 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
4535	<b><u>Printing &amp; Binding</u></b> General land sale 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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 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	379,467	1,175,194	281,404	282,952	204,840	(76,564)	(27.21%)
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 379,467</b>	<b>\$ 1,175,194</b>	<b>\$ 281,404</b>	<b>\$ 282,952</b>	<b>\$ 204,840</b>	<b>\$ (76,564)</b>	<b>(27.21%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,174	1,796	2,500	2,500	2,000	(500)	(20.00%)
2022	Operating & Repair Supplies	1,367	1,785	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	3,675	4,064	8,100	10,980	7,000	(1,100)	(13.58%)
2026	Computer Software	7,003	3,114	5,835	5,955	6,650	815	13.97%
4531	Professional Services	2,286	4,082	3,000	3,000	3,000	-	-
4532	Communications	1,083	10,439	3,000	3,000	2,510	(490)	(16.33%)
4533	Travel & Transportation	(21,093)	(18,796)	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	12,335	10,047	12,500	12,500	12,500	-	-
4536	Insurance	132,963	125,945	171,821	168,821	190,299	18,478	10.75%
4537	Utilities	36,032	37,222	40,075	40,075	41,368	1,293	3.23%
4538	Repair & Maintenance	18,845	18,866	22,025	22,025	21,600	(425)	(1.93%)
4539	Rentals	36,135	38,616	43,080	43,080	43,080	-	-
4540	Equip. Fund Pmts.	22,777	18,222	22,777	22,777	3,478	(19,299)	(84.73%)
4541	Postage	6,207	6,729	9,500	9,500	8,000	(1,500)	(15.79%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	125,000	111,860	100,000	(25,000)	(20.00%)
5041	Miscellaneous	5,798	6,481	6,300	6,300	6,300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	3,678	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 266,587</b>	<b>\$ 272,290</b>	<b>\$ 478,013</b>	<b>\$ 464,873</b>	<b>\$ 450,285</b>	<b>\$ (27,728)</b>	<b>(5.80%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,870	-	-	-	-	-
9090	Transfers	686,253	912,734	583,299	618,299	826,788	243,489	41.74%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 686,253</b>	<b>\$ 914,604</b>	<b>\$ 583,299</b>	<b>\$ 618,299</b>	<b>\$ 826,788</b>	<b>\$ 243,489</b>	<b>41.74%</b>
<b>Manager Total:</b>		<b>\$ 1,332,307</b>	<b>\$ 2,362,088</b>	<b>\$ 1,342,716</b>	<b>\$ 1,366,124</b>	<b>\$ 1,481,913</b>	<b>\$ 139,197</b>	<b>10.37%</b>



**City of Kenai**  
**Fiscal Year 2018 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>	
	Network hardware	5,000
	Computer items	2,000
		<u>7,000</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	
		168,930
4538	<b><u>Repairs and Maintenance</u></b>	
	City Hall janitorial services	18,000
	City Hall window cleaning	300
	City Hall security monitoring	300
	City Hall carpet rental and cleaning	3,000
		<u>21,600</u>
4539	<b><u>Rentals</u></b>	
	Rental of postage meter & scale	3,300
	Rental of airport property (Tract A, FBO Subdivision)	39,780
		<u>43,080</u>
4540	<b><u>Equipment Replacement Fund Payments</u></b>	
	Server virtualization equipment	3,478
4541	<b><u>Postage</u></b>	
	All City Hall (excluding water and sewer bills)	8,000
5041	<b><u>Miscellaneous</u></b>	
	Employee Appreciation	5,000
	Wellness Committee	800
	Miscellaneous	500
		<u>6,300</u>
9090	<b><u>Transfers</u></b>	
	Senior Center Special Revenue Fund	196,730
	Library Expansion Bonds debt service	142,058
	Public Safety boiler replacement	120,000
	Kenai Animal Shelter wall & floor refinish project supplemental funding	35,000
	Ryan's Creek outflow culvert repair	48,000
	City Shop pad expansion	35,000
	Kenai Cemetery expansion phase 1	250,000
		<u>826,788</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 2018 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2016 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2017</u>	<u>Amended Budget</u>	<u>Council Adopted FY2018</u>	<u>Increase (Decrease) FY2017 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 134,033	\$ 125,760	\$ 118,875	\$ 131,334	\$ 118,682	\$ (193)	(0.16%)
0200	Overtime	3,257	2,651	1,992	2,217	1,989	(3)	(0.15%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,646	2,974	3,309	2,969	(5)	(0.17%)
0400	Medicare	1,897	1,544	1,796	1,985	1,793	(3)	(0.17%)
0450	Social Security	471	728	521	521	521	-	-
0500	PERS	28,833	25,138	24,743	27,533	24,700	(43)	(0.17%)
0600	Unemployment Insurance	-	657	577	642	576	(1)	(0.17%)
0700	Workers Compensation	431	413	455	503	464	9	1.98%
0800	Health & Life Insurance	33,846	24,707	13,112	16,083	30,386	17,274	131.74%
0900	Supplemental Retirement	3,098	1,983	2,625	2,880	2,550	(75)	(2.86%)
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 205,866</u></b>	<b><u>\$ 186,227</u></b>	<b><u>\$ 167,670</u></b>	<b><u>\$ 187,007</u></b>	<b><u>\$ 184,630</u></b>	<b><u>\$ 16,960</u></b>	<b><u>10.12%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	936	1,257	1,100	1,100	1,100	-	-
2022	Operating & Repair Supplies	802	462	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	2,140	1,651	3,900	3,900	2,400	(1,500)	(38.46%)
2026	Computer Software	2,844	1,729	7,740	7,740	2,925	(4,815)	(62.21%)
4531	Professional Services	5,605	9,160	10,000	10,000	20,000	10,000	100.00%
4532	Communications	418	471	1,520	1,520	1,500	(20)	(1.32%)
4533	Travel & Transportation	10,221	8,698	9,000	9,000	9,000	-	-
4534	Advertising	4,693	4,637	5,500	5,500	5,500	-	-
4535	Printing & Binding	499	349	1,500	1,500	1,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	372	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	94	300	300	300	-	-
4667	Dues & Publications	-	552	1,000	1,000	650	(350)	(35.00%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	758	2,595	3,120	3,120	450	(2,670)	(85.58%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 28,916</u></b>	<b><u>\$ 32,027</u></b>	<b><u>\$ 46,180</u></b>	<b><u>\$ 46,180</u></b>	<b><u>\$ 46,825</u></b>	<b><u>\$ 645</u></b>	<b><u>1.40%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,454	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,454</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>\$ 234,782</u></b>	<b><u>\$ 219,708</u></b>	<b><u>\$ 213,850</u></b>	<b><u>\$ 233,187</u></b>	<b><u>\$ 231,455</u></b>	<b><u>\$ 17,605</u></b>	<b><u>8.23%</u></b>

**City of Kenai  
Fiscal Year 2018 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>	
	Miscellaneous office supplies	1,100
2022	<b><u>Operating and Repair Supplies</u></b>	
	Supplies and snacks for P & Z meetings	1,000
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Latitude 7000 Series GIS laptop	2,000
	Miscellaneous office equipment	400
		<hr/> 2,400
2026	<b><u>Computer Software</u></b>	
	Software for 3 computers	255
	Software for 2 users	230
	ArcGIS maintenance	1,840
	Adobe Creative Cloud	600
		<hr/> 2,925
4531	<b><u>Professional Services</u></b>	
	GIS technical support	9,000
	City lands & leases GIS integration	10,000
	Junk car removal	1,000
		<hr/> 20,000
4533	<b><u>Transportation</u></b>	
	AKAPA conference / planning commission training	9,000
4535	<b><u>Printing and Binding</u></b>	
	Paper and ink for large format printer	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	500
	Alaska Assn of Historical Preservation	50
	Western Planner Magazine	50
	National Assn. of Preservation Commissions	50
		<hr/> 650
5041	<b><u>Miscellaneous</u></b>	
	College classes	450

## **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 protected from potential hazards.

City of Kenai  
Fiscal Year 2018 Operating Budget

Fund: 001 - General Fund  
Department: Safety

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	419	900	1,000	500	(400)	(44.44%)
2024	Small Tools/Minor Equipment	-	-	900	800	500	(400)	(44.44%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	2,677	5,258	8,000	20,750	7,000	(1,000)	(12.50%)
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	299	216	400	400	400	-	-
4667	Dues & Publications	-	-	300	300	-	(300)	(100.00%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 2,976</u></b>	<b><u>\$ 6,461</u></b>	<b><u>\$ 10,500</u></b>	<b><u>\$ 23,250</u></b>	<b><u>\$ 8,400</u></b>	<b><u>\$ (2,100)</u></b>	<b><u>(20.00%)</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>\$ 2,976</u></b>	<b><u>\$ 6,461</u></b>	<b><u>\$ 10,500</u></b>	<b><u>\$ 23,250</u></b>	<b><u>\$ 8,400</u></b>	<b><u>\$ (2,100)</u></b>	<b><u>(20.00%)</u></b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4531	<b><u>Professional Services</u></b> Drug and alcohol testing/training	7,000
4666	<b><u>Books</u></b> CPR/AED books, etc..	400

## **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 2016, the Police Department responded to 7,926 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 FY18 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.

In FY18 the Police Department will be continuing its focus on: Suppressing criminal activity; highway safety for Kenai citizens and people traveling through Kenai; and crime prevention through school programs and other community outreach programs.



**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,474,099	\$ 1,492,220	\$ 1,616,879	\$ 1,616,879	\$ 1,582,673	\$ (34,206)	(2.12%)
0200	Overtime	125,496	107,544	96,788	96,788	104,913	8,125	8.39%
0250	Holiday Pay	68,043	68,544	73,827	73,827	78,334	4,507	6.10%
0300	Leave	45,683	44,851	62,651	62,651	56,082	(6,569)	(10.49%)
0400	Medicare	24,622	24,602	26,828	26,828	26,417	(411)	(1.53%)
0450	Social Security	1,007	1,503	1,362	1,362	1,366	4	0.29%
0500	PERS	363,302	364,319	388,416	388,416	383,657	(4,759)	(1.23%)
0600	Unemployment Insurance	920	809	9,250	9,250	9,113	(137)	(1.48%)
0700	Workers Compensation	36,967	35,515	49,697	49,697	53,689	3,992	8.03%
0800	Health & Life Insurance	294,950	292,505	332,158	332,158	339,606	7,448	2.24%
0900	Supplemental Retirement	25,921	25,693	28,500	28,500	28,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,461,010</u></b>	<b><u>\$ 2,458,105</u></b>	<b><u>\$ 2,686,356</u></b>	<b><u>\$ 2,686,356</u></b>	<b><u>\$ 2,664,350</u></b>	<b><u>\$ (22,006)</u></b>	<b><u>(0.82%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	756	1,847	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	53,908	64,591	56,550	56,550	59,550	3,000	5.31%
2024	Small Tools/Minor Equipment	34,740	25,978	26,600	26,600	22,350	(4,250)	(15.98%)
2026	Computer Software	4,327	9,136	3,710	4,212	8,245	4,535	122.24%
4531	Professional Services	14,089	13,276	17,100	17,100	17,100	-	-
4532	Communications	17,480	15,557	20,080	20,080	18,780	(1,300)	(6.47%)
4533	Travel & Transportation	31,227	30,340	26,650	30,033	26,650	-	-
4534	Advertising	1,619	638	2,000	2,000	1,500	(500)	(25.00%)
4535	Printing & Binding	2,941	2,947	3,800	3,800	3,800	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	40,673	39,893	47,480	47,480	48,933	1,453	3.06%
4538	Repair & Maintenance	16,394	18,588	26,098	26,098	22,118	(3,980)	(15.25%)
4539	Rentals	-	559	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	2,416	1,801	4,217	4,217	4,008	(209)	(4.96%)
4666	Books	1,328	1,373	1,640	1,640	1,670	30	1.83%
4667	Dues & Publications	4,040	4,046	4,495	4,495	3,195	(1,300)	(28.92%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	14,574	15,690	16,650	16,148	16,650	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 240,512</u></b>	<b><u>\$ 246,260</u></b>	<b><u>\$ 260,070</u></b>	<b><u>\$ 263,453</u></b>	<b><u>\$ 257,549</u></b>	<b><u>\$ (2,521)</u></b>	<b><u>(0.97%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	67,757	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 67,757</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>\$ 2,701,522</u></b>	<b><u>\$ 2,772,122</u></b>	<b><u>\$ 2,946,426</u></b>	<b><u>\$ 2,949,809</u></b>	<b><u>\$ 2,921,899</u></b>	<b><u>\$ (24,527)</u></b>	<b><u>(0.83%)</u></b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
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.	59,550
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Computer related hardware/peripherals	1,250
	Desk computers	1,100
	Soft body armor/gas masks/protective equipment	3,500
	Digital cameras	600
	Audio recorders	600
	Body camera accessories	800
	Radar (1)	2,200
	Training materials for firearms/simulations/tasers	2,500
	Evidence hard drives for computer investigations	500
	New/replacement body worn cameras	2,000
	Replacement dash cameras	2,500
	Portable breath testers	1,100
	Taser replacement	2,200
	New/replacement office chairs/furniture	1,500
		<hr/> 22,350
2026	<b><u>Computer Software</u></b>	
	Software for 27 computers	2,295
	Software for 20 users	2,520
	Veripic maintenance	2,730
	Work scheduling application	600
	LEA maintenance	100
		<hr/> 8,245
4531	<b><u>Professional Services</u></b>	
	Investigative and other impounds	6,000
	Lab exams & emergency room charges	6,000
	Applicant psychological exams	2,100
	Applicant medical exams	1,800
	Applicant polygraph exams	1,200
		<hr/> 17,100

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4533	<b><u>Transportation</u></b>	
	Control tactics instructor/simulations instructor	2,500
	Death/homicide investigation training	4,000
	Miscellaneous law enforcement updates, APSC trainings	
		2,500
	Police supervisor training	2,500
	Field training officer training	1,500
	Crimes against children/school resource/child interview	
		2,500
	Executive development/chief's meetings/national academy	2,650
	Criminal investigation interview/interrogation training	2,500
	Evidence processing/management, ICAC	2,500
	ALERT/ARIDE/ALICE	2,500
	Datamasters Supervisor recertifications	1,000
		<u>26,650</u>
4535	<b><u>Printing and Binding</u></b>	
	Copy machine use/maint - 2 copier/printers (dispatch & squad)	1,700
	Copy paper and supplies	1,800
	TRACS paper	300
		<u>3,800</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Building repairs & prorated share of heating system inspection	2,100
	Janitorial contract	15,668
	Miscellaneous printer maintenance	300
	Mobile/portable radio programming/maint/repair	1,650
	Small equip repairs, including tasers, body cameras, car cameras, radar units, etc.	
		<u>2,400</u>
		22,118
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	
		3,195
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowances: 18 officers @\$800 ea. & 1 clerk \$300	14,700
	Online education reimbursements	400
	Bio-hazard material & sensitive document pick-up & destruction	1,300
	Officer/dispatcher plaques	250
		<u>16,650</u>

## **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 1,568 calls for service during 2016. 72% of our responses were Emergency Medical related calls.

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,415,188	\$ 1,352,039	\$ 1,452,424	\$ 1,453,012	\$ 1,527,047	\$ 74,623	5.14%
0200	Overtime	269,777	245,107	228,057	228,057	136,882	(91,175)	(39.98%)
0250	Holiday Pay	62,107	58,496	59,856	59,856	63,765	3,909	6.53%
0300	Leave	53,136	50,007	79,890	79,890	80,777	887	1.11%
0400	Medicare	25,483	24,171	26,393	26,402	26,222	(171)	(0.65%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	384,356	364,060	382,874	383,003	380,093	(2,781)	(0.73%)
0600	Unemployment Insurance	-	-	9,102	9,102	9,043	(59)	(0.65%)
0700	Workers Compensation	80,517	70,719	94,526	94,559	91,801	(2,725)	(2.88%)
0800	Health & Life Insurance	286,599	276,522	297,194	297,194	357,480	60,286	20.29%
0900	Supplemental Retirement	28,356	26,183	28,500	28,500	30,000	1,500	5.26%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,605,519</u></b>	<b><u>\$ 2,467,304</u></b>	<b><u>\$ 2,658,816</u></b>	<b><u>\$ 2,659,575</u></b>	<b><u>\$ 2,703,110</u></b>	<b><u>\$ 44,294</u></b>	<b><u>1.67%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,340	1,346	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	62,102	59,134	58,460	58,460	60,130	1,670	2.86%
2024	Small Tools/Minor Equipment	74,708	42,830	15,680	15,680	13,800	(1,880)	(11.99%)
2026	Computer Software	3,200	2,239	5,460	5,460	3,235	(2,225)	(40.75%)
4531	Professional Services	45,103	50,599	72,908	72,565	66,958	(5,950)	(8.16%)
4532	Communications	4,750	5,014	11,740	11,740	9,790	(1,950)	(16.61%)
4533	Travel & Transportation	23,447	17,218	26,460	26,460	27,150	690	2.61%
4534	Advertising	569	799	1,400	1,400	1,400	-	-
4535	Printing & Binding	1,255	2,139	3,500	3,500	3,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	47,480	46,581	49,872	49,872	51,252	1,380	2.77%
4538	Repair & Maintenance	2,598	5,237	5,060	5,060	5,200	140	2.77%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	122,937	108,199	136,270	136,270	138,277	2,007	1.47%
4541	Postage	500	140	500	500	400	(100)	(20.00%)
4666	Books	2,175	2,752	7,378	7,378	4,150	(3,228)	(43.75%)
4667	Dues & Publications	2,599	2,968	3,573	3,573	3,694	121	3.39%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,500	8,689	11,196	11,196	10,800	(396)	(3.54%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 403,263</u></b>	<b><u>\$ 355,884</u></b>	<b><u>\$ 410,457</u></b>	<b><u>\$ 410,114</u></b>	<b><u>\$ 400,736</u></b>	<b><u>\$ (9,721)</u></b>	<b><u>(2.37%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	156,481	53,853	8,200	8,543	-	(8,200)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 156,481</u></b>	<b><u>\$ 53,853</u></b>	<b><u>\$ 8,200</u></b>	<b><u>\$ 8,543</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (8,200)</u></b>	<b><u>(100.00%)</u></b>
	<b>Manager Total:</b>	<b><u>\$ 3,165,263</u></b>	<b><u>\$ 2,877,041</u></b>	<b><u>\$ 3,077,473</u></b>	<b><u>\$ 3,078,232</u></b>	<b><u>\$ 3,103,846</u></b>	<b><u>\$ 26,373</u></b>	<b><u>0.86%</u></b>

**City of Kenai  
Fiscal Year 2018 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	16,170
	Fire prevention supplies	3,500
	Oil, lubricants & cleaners	800
	Gasoline and diesel for vehicles	19,000
	Misc. repair and maintenance supplies	500
	Compressor and filters	900
	Batteries	1,400
	Fire investigation supplies	500
	Calibration gas for CO detector	260
	Soldotna Professional Pharmacy	5,000
	New hire cost allocation	2,800
	Oxygen refills	3,300
		<hr/> 60,130
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. fire equipment	4,000
	Misc. EMS equipment	3,500
	2 Sets turnout gear	4,500
	Intake valve	1,800
		<hr/> 13,800
4531	<b><u>Professional Services</u></b>	
	Medical advisor fee	12,000
	Penguin management	948
	Systems Design West/ambulance billing service	21,350
	Image Trend Elite Platform maintenance fee	3,000
	Physio Control support contract lifepaks & lucas compression	7,315
	Airpak testing	500
	Paramedic refresher course instructor fees	6,500
	ACLS and PALS course fees	300
	Testing fees	500
	Mat cleaning service	400
	Physicals due (9)	10,000
	Shredding or other misc.	200
	Honeywell analytics/posicheck servicing	1,200
	Aladtec scheduling service	1,995
	CLIA Medicare lab service fee	150
	Medicare revalidation service fee	600
		<hr/> 66,958
4533	<b><u>Transportation</u></b>	
	Fire Rescue International	3,300
	Alaska Leadership Summit	2,300
	Alaska Fire conference	5,000
	Building Official forum & arson symposium	2,300
	Alaska EMS symposium	3,000
	National Fire Academy	1,500
	Travel for training	4,750
	Image Trend user group training	3,500
	Homeland Security conference	1,500
		<hr/> 27,150

**City of Kenai**  
**Fiscal Year 2018 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
4540	<b><u>Equipment Fund Payments</u></b>	
	2003 Safeboat	8,383
	2018 Engine 3	27,299
	2004 Ambulance	10,970
	2004 Squad 1	9,976
	1993 Aerial	26,370
	1995 Engine 4	12,731
	2011 Ambulance	14,200
	1999 Engine 2	13,920
	2016 Ambulance	14,428
		<hr/> 138,277
4538	<b><u>Repairs and Maintenance</u></b>	
	Miscellaneous repair and maintenance	2,400
	Boiler inspection	200
	Carpet cleaning	800
	Ladder testing (aerial truck)	1,100
	SCBA air sample test kits	700
		<hr/> 5,200
4666	<b><u>Books</u></b>	
	National Fire Code updates online	1,450
	Fire and EMS training books & manuals	2,000
	FITZ testing updates	200
	PALS & ACLS text books & cards	500
		<hr/> 4,150
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	3,694
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowances	9,300
	College tuition cost & reimbursement	1,500
		<hr/> 10,800

## **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 2016 calendar year Communications processed 7,926 police calls for service as well as 1,568 Fire/EMS calls for service. They also handled 3,442 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 2018 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2016 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2017</u>	<u>Amended Budget</u>	<u>Council Adopted FY2018</u>	<u>Increase (Decrease) FY2017 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 415,697	\$ 409,416	\$ 458,924	\$ 458,924	\$ 466,304	\$ 7,380	1.61%
0200	Overtime	21,780	17,364	14,253	14,253	14,483	230	1.61%
0250	Holiday Pay	23,367	23,043	26,078	26,078	26,498	420	1.61%
0300	Leave	1,572	4,701	16,608	16,608	16,876	268	1.61%
0400	Medicare	6,481	6,343	7,480	7,480	7,603	123	1.64%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	101,427	95,924	109,835	109,835	111,602	1,767	1.61%
0600	Unemployment Insurance	2,837	567	2,579	2,579	2,621	42	1.63%
0700	Workers Compensation	1,416	1,453	1,891	1,891	1,958	67	3.54%
0800	Health & Life Insurance	123,878	116,839	139,856	139,856	142,992	3,136	2.24%
0900	Supplemental Retirement	10,200	9,937	10,500	10,500	12,000	1,500	14.29%
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 708,655</u></b>	<b><u>\$ 685,587</u></b>	<b><u>\$ 788,004</u></b>	<b><u>\$ 788,004</u></b>	<b><u>\$ 802,937</u></b>	<b><u>\$ 14,933</u></b>	<b><u>1.90%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	948	2,144	2,570	2,570	2,500	(70)	(2.72%)
2022	Operating & Repair Supplies	127	205	800	800	550	(250)	(31.25%)
2024	Small Tools/Minor Equipment	5,393	4,279	5,000	5,000	4,400	(600)	(12.00%)
2026	Computer Software	1,372	10,068	1,515	1,515	1,590	75	4.95%
4531	Professional Services	207	670	720	720	720	-	-
4532	Communications	2,732	2,862	3,018	3,018	2,488	(530)	(17.56%)
4533	Travel & Transportation	6,485	6,184	9,500	9,500	8,500	(1,000)	(10.53%)
4534	Advertising	677	378	600	600	600	-	-
4535	Printing & Binding	-	-	1,020	1,020	750	(270)	(26.47%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	18,977	18,772	22,612	22,612	25,420	2,808	12.42%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	233	300	300	300	-	-
4667	Dues & Publications	324	235	595	595	495	(100)	(16.81%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,542	2,594	3,020	3,020	2,950	(70)	(2.32%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 39,784</u></b>	<b><u>\$ 48,624</u></b>	<b><u>\$ 51,270</u></b>	<b><u>\$ 51,270</u></b>	<b><u>\$ 51,263</u></b>	<b><u>\$ (7)</u></b>	<b><u>(0.01%)</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>\$ 748,439</u></b>	<b><u>\$ 734,211</u></b>	<b><u>\$ 839,274</u></b>	<b><u>\$ 839,274</u></b>	<b><u>\$ 854,200</u></b>	<b><u>\$ 14,926</u></b>	<b><u>1.78%</u></b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Uniform items, training supplies, custodial & other upkeep supplies	550
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Replacement computer	1,100
	Replacement monitors/headsets/handset/hardware	2,300
	Furniture parts/replacement	1,000
		<hr/> 4,400
4531	<b><u>Professional Services</u></b>	
	Drug screenings	270
	New hire immunizations	450
		<hr/> 720
4533	<b><u>Transportation</u></b>	
	Navigator seminar/emergency communications training	5,000
	EMD certification/recertification training	2,000
	APSIN user, TSO & UCR training	1,500
		<hr/> 8,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Spillman RMS maintenance contract	9,900
	Radio maintenance	9,000
	Stancil recorder annual maintenance contract	650
	Radio tower inspections/maintenance	500
	Misc. maintenance contingency	500
	ProQA computer software maintenance	2,870
	CAD annual maintenance contract for 3rd dispatch seat	1,500
	CritiCall software maintenance	500
		<hr/> 25,420
5041	<b><u>Miscellaneous</u></b>	
	Notary bonds and seals	250
	Uniform allowance: 8 personnel @ \$300 each	2,400
	911 elementary education materials	300
		<hr/> 2,950

## **DEPARTMENT NARRATIVE**

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

The Animal Control Department is budgeted for three full-time employees in FY18; 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 2016, the Department handled 834 live animals and performed 448 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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 155,856	\$ 147,457	\$ 163,757	\$ 163,757	\$ 168,948	\$ 5,191	3.17%
0200	Overtime	3,692	4,832	6,397	6,397	6,600	203	3.17%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,179	4,388	4,388	5,196	808	18.41%
0400	Medicare	2,277	1,832	2,532	2,532	2,621	89	3.52%
0450	Social Security	-	591	-	-	-	-	-
0500	PERS	35,100	31,406	37,434	37,434	38,621	1,187	3.17%
0600	Unemployment Insurance	9	2	873	873	904	31	3.55%
0700	Workers Compensation	3,545	3,138	4,030	4,030	3,776	(254)	(6.30%)
0800	Health & Life Insurance	50,131	35,009	52,446	52,446	53,622	1,176	2.24%
0900	Supplemental Retirement	4,375	3,894	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 254,985</b>	<b>\$ 234,340</b>	<b>\$ 276,357</b>	<b>\$ 276,357</b>	<b>\$ 284,788</b>	<b>\$ 8,431</b>	<b>3.05%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	326	610	795	795	795	-	-
2022	Operating & Repair Supplies	6,784	10,406	11,600	11,600	11,600	-	-
2024	Small Tools/Minor Equipment	6,566	3,690	800	1,338	800	-	-
2026	Computer Software	1,014	478	930	930	955	25	2.69%
4531	Professional Services	23,884	5,376	43,000	43,000	33,000	(10,000)	(23.26%)
4532	Communications	1,385	1,842	3,471	3,471	2,390	(1,081)	(31.14%)
4533	Travel & Transportation	5,071	4,729	4,890	4,890	4,890	-	-
4534	Advertising	(5)	848	300	300	300	-	-
4535	Printing & Binding	449	90	800	916	900	100	12.50%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	22,308	21,620	26,139	26,139	27,176	1,037	3.97%
4538	Repair & Maintenance	1,174	508	2,000	1,462	2,000	-	-
4539	Rentals	46,334	46,334	46,858	46,858	46,858	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	450	90	900	900	900	-	-
4666	Books	494	242	500	384	500	-	-
4667	Dues & Publications	125	146	125	125	125	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,041	1,332	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 117,400</b>	<b>\$ 98,341</b>	<b>\$ 144,908</b>	<b>\$ 144,908</b>	<b>\$ 134,989</b>	<b>\$ (9,919)</b>	<b>(6.85%)</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>\$ 372,385</b>	<b>\$ 332,681</b>	<b>\$ 421,265</b>	<b>\$ 421,265</b>	<b>\$ 419,777</b>	<b>\$ (1,488)</b>	<b>(0.35%)</b>

**City of Kenai  
Fiscal Year 2018 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	315
	Toner for printer/fax/copier	480
		<u>795</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Euthanasia drugs / supplies (syringes/gloves/carcass bags, etc.)	2,250
	Dog and cat vaccines	2,500
	Animal feed / litter / enrichment toys/beds	1,800
	Cleaning and misc. supplies	1,200
	Volunteer staff supplies/rewards	800
	Vehicle fuel	1,200
	New uniform items, reflective outerwear	600
	Officer safety protection, OC, protective gloves	250
	Rabies clinic costs	1,000
		<u>11,600</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous small tools	500
	Capture / restraint tools	300
		<u>800</u>
4531	<b><u>Professional Services</u></b>	
	Veterinary services funded by customer	30,000
	Veterinary services for medical treatment of shelter animals	3,000
		<u>33,000</u>
4533	<b><u>Transportation</u></b>	
	Animal control training courses/conferences	4,000
	Online training for staff/volunteers (ACT)	890
		<u>4,890</u>
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
		<u>2,000</u>
4539	<b><u>Rentals</u></b>	
	Payment to Airport Fund: shelter lease	46,858
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance: 3 Officers @ \$500 each	1,500
	Miscellaneous contingency	300
		<u>1,800</u>

## **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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 169,837	\$ 117,878	\$ 143,577	\$ 143,577	\$ 145,920	\$ 2,343	1.63%
0200	Overtime	254	869	513	513	517	4	0.78%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,237	8,765	8,765	8,835	70	0.80%
0400	Medicare	2,457	1,727	2,217	2,217	2,252	35	1.58%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	37,451	25,999	31,700	31,700	32,216	516	1.63%
0600	Unemployment Insurance	-	-	764	764	776	12	1.57%
0700	Workers Compensation	538	388	565	565	585	20	3.54%
0800	Health & Life Insurance	34,395	24,908	30,593	30,593	31,279	686	2.24%
0900	Supplemental Retirement	3,044	2,463	2,625	2,625	2,625	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 247,976</b>	<b>\$ 175,469</b>	<b>\$ 221,319</b>	<b>\$ 221,319</b>	<b>\$ 225,005</b>	<b>\$ 3,686</b>	<b>1.67%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	561	796	1,561	1,561	1,000	(561)	(35.94%)
2022	Operating & Repair Supplies	-	21	-	-	-	-	-
2024	Small Tools/Minor Equipment	3,775	1,666	6,081	6,081	2,000	(4,081)	(67.11%)
2026	Computer Software	1,390	857	1,280	1,280	1,325	45	3.52%
4531	Professional Services	(59,832)	(11,932)	-	-	-	-	-
4532	Communications	1,369	873	1,320	1,320	1,280	(40)	(3.03%)
4533	Travel & Transportation	560	374	2,081	2,081	1,000	(1,081)	(51.95%)
4534	Advertising	314	743	1,224	1,224	1,000	(224)	(18.30%)
4535	Printing & Binding	45	180	1,040	1,040	500	(540)	(51.92%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	2,400	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	466	395	742	742	559	(183)	(24.66%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	123	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ (51,352)</b>	<b>\$ (3,504)</b>	<b>\$ 15,329</b>	<b>\$ 15,329</b>	<b>\$ 8,664</b>	<b>\$ (6,665)</b>	<b>(43.48%)</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>\$ 196,624</b>	<b>\$ 171,965</b>	<b>\$ 236,648</b>	<b>\$ 236,648</b>	<b>\$ 233,669</b>	<b>\$ (2,979)</b>	<b>(1.26%)</b>

**City of Kenai  
Fiscal Year 2018 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	1,000
2024	<b><u>Small Tools and Minor Equipment</u></b> Tools required to manage projects and Public Works	2,000
4533	<b><u>Transportation</u></b> Training and conferences	1,000
4534	<b><u>Advertising</u></b> PSA's, auction, hiring advertisement, RFQ (i.e. fuel or chemicals) ads	1,000
4535	<b><u>Printing and Binding</u></b> HP Design Jet 4020 ink & paper (shared with P&Z)	500
4667	<b><u>Dues &amp; Publications</u></b> APWA Clarion	312 247
		<hr/> 559



## **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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 229,574	\$ 217,629	\$ 210,319	\$ 210,319	\$ 217,276	\$ 6,957	3.31%
0200	Overtime	7,745	9,215	10,571	10,571	13,996	3,425	32.40%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	12,031	5,035	5,852	5,852	6,795	943	16.11%
0400	Medicare	3,522	2,621	3,288	3,288	3,452	164	4.99%
0450	Social Security	-	295	-	-	-	-	-
0500	PERS	52,411	49,017	48,596	48,596	50,880	2,284	4.70%
0600	Unemployment Insurance	-	-	1,134	1,134	1,190	56	4.94%
0700	Workers Compensation	9,025	7,758	9,505	9,505	10,279	774	8.14%
0800	Health & Life Insurance	52,753	47,114	52,446	52,446	53,622	1,176	2.24%
0900	Supplemental Retirement	5,322	4,310	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 372,383</b>	<b>\$ 342,994</b>	<b>\$ 346,211</b>	<b>\$ 346,211</b>	<b>\$ 361,990</b>	<b>\$ 15,779</b>	<b>4.56%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	667	510	832	832	700	(132)	(15.87%)
2022	Operating & Repair Supplies	169,477	164,749	171,237	171,237	170,555	(682)	(0.40%)
2024	Small Tools/Minor Equipment	12,594	12,644	12,851	12,851	12,851	-	-
2026	Computer Software	3,619	1,085	585	585	600	15	2.56%
4531	Professional Services	200	308	697	697	697	-	-
4532	Communications	7,018	4,447	5,360	5,360	3,656	(1,704)	(31.79%)
4533	Travel & Transportation	78	256	5,000	5,000	7,200	2,200	44.00%
4534	Advertising	575	354	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	94,717	78,882	45,994	45,994	51,448	5,454	11.86%
4538	Repair & Maintenance	18,561	26,892	26,575	26,575	26,575	-	-
4539	Rentals	-	-	572	572	500	(72)	(12.59%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	1,629	-	-	-	-	-
4667	Dues & Publications	4,525	1,217	7,064	7,064	7,439	375	5.31%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,061	2,209	3,121	3,121	3,121	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 314,092</b>	<b>\$ 295,182</b>	<b>\$ 279,888</b>	<b>\$ 279,888</b>	<b>\$ 285,342</b>	<b>\$ 5,454</b>	<b>1.95%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	26,396	7,378	18,728	32,728	-	(18,728)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 26,396</b>	<b>\$ 7,378</b>	<b>\$ 18,728</b>	<b>\$ 32,728</b>	<b>\$ -</b>	<b>\$ (18,728)</b>	<b>(100.00%)</b>
	<b>Manager Total:</b>	<b>\$ 712,871</b>	<b>\$ 645,554</b>	<b>\$ 644,827</b>	<b>\$ 658,827</b>	<b>\$ 647,332</b>	<b>\$ 2,505</b>	<b>0.39%</b>

**City of Kenai**  
**Fiscal Year 2018 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	144,885
	Oil and lube	15,000
	Fuel	2,000
	Freight	4,080
	Summer tire order	4,590
		<hr/> 170,555
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>	
	Volvo loaders 2 mechanics	7,200
4538	<b><u>Repairs and Maintenance</u></b>	
	Crash repairs for vehicles	9,000
	Crane, hoists, 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
		<hr/> 26,575
4667	<b><u>Dues and Publications</u></b>	
	Annual vehicle diagnostic updates & NC machinery vision link	2,839
	Parts and service manuals	1,225
	Caterpillar electronic technician	1,000
	Volvo annual diagnostic subscription	2,000
	Fleet maintenance annual subscription	375
		<hr/> 7,439
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, vehicle licenses	3,121

## **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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 319,840	\$ 315,786	\$ 342,904	\$ 342,904	\$ 337,018	\$ (5,886)	(1.72%)
0200	Overtime	24,436	27,994	36,593	36,593	29,339	(7,254)	(19.82%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,694	8,602	9,870	9,870	10,520	650	6.59%
0400	Medicare	4,965	4,812	5,647	5,647	5,466	(181)	(3.21%)
0450	Social Security	582	387	487	487	491	4	0.82%
0500	PERS	83,923	81,251	81,763	81,763	78,858	(2,905)	(3.55%)
0600	Unemployment Insurance	-	1,887	1,948	1,948	1,885	(63)	(3.23%)
0700	Workers Compensation	11,773	12,178	15,177	15,177	15,421	244	1.61%
0800	Health & Life Insurance	82,213	78,443	93,931	93,931	92,461	(1,470)	(1.56%)
0900	Supplemental Retirement	6,002	6,840	8,960	8,960	8,345	(615)	(6.86%)
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 541,428</u></b>	<b><u>\$ 538,180</u></b>	<b><u>\$ 597,280</u></b>	<b><u>\$ 597,280</u></b>	<b><u>\$ 579,804</u></b>	<b><u>\$ (17,476)</u></b>	<b><u>(2.93%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	133	246	500	500	500	-	-
2022	Operating & Repair Supplies	128,862	138,243	137,750	137,671	138,650	900	0.65%
2024	Small Tools/Minor Equipment	2,152	6,725	5,000	5,000	5,000	-	-
2026	Computer Software	495	406	505	505	515	10	1.98%
4531	Professional Services	1,067	640	1,089	1,089	1,100	11	1.01%
4532	Communications	5,148	3,831	5,890	5,890	5,816	(74)	(1.26%)
4533	Travel & Transportation	100	321	1,560	1,560	4,000	2,440	156.41%
4534	Advertising	2,276	1,751	1,560	1,639	1,500	(60)	(3.85%)
4535	Printing & Binding	100	52	520	520	250	(270)	(51.92%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,233	7,603	35,647	35,647	30,008	(5,639)	(15.82%)
4538	Repair & Maintenance	8,859	19,165	18,000	18,000	20,000	2,000	11.11%
4539	Rentals	7,380	9,287	15,300	15,300	10,000	(5,300)	(34.64%)
4540	Equip. Fund Pmts.	177,995	160,802	176,356	176,356	188,067	11,711	6.64%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	130	78	780	780	250	(530)	(67.95%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	321	901	1,115	1,115	-	(1,115)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 342,251</u></b>	<b><u>\$ 350,051</u></b>	<b><u>\$ 401,572</u></b>	<b><u>\$ 401,572</u></b>	<b><u>\$ 405,656</u></b>	<b><u>\$ 4,084</u></b>	<b><u>1.02%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	18,500	3,700	-	-	-	-	-
8064	Machinery & Equipment	-	14,763	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 18,500</u></b>	<b><u>\$ 18,463</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>\$ 902,179</u></b>	<b><u>\$ 906,694</u></b>	<b><u>\$ 998,852</u></b>	<b><u>\$ 998,852</u></b>	<b><u>\$ 985,460</u></b>	<b><u>\$ (13,392)</u></b>	<b><u>(1.34%)</u></b>

**City of Kenai  
Fiscal Year 2018 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 rope, 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	7,000
	Miscellaneous signs, rivets, sign caps, set screws, traffic cones, reflective tape and delineators	5,000
	Salt 45 sacks @ \$650	29,250
	Sand replacement 1800 yards @ \$8/yd.	14,400
	Calcium chloride 43 sacks @ \$551	23,000
	Fuel	45,000
		<hr/> 138,650
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous hand tools, grease guns for warm storage, hose and hose reels	5,000
4531	<b><u>Professional Services</u></b>	
	CDL Physicals	1,100
4534	<b><u>Advertising</u></b>	
	PSA's / recruitments	1,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Parking lot striping and crosswalk painting	5,000
	Repair high manholes	5,000
	Apply crack sealer to various streets	10,000
		<hr/> 20,000
4539	<b><u>Rentals</u></b>	
	Lease of excavator	10,000

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4540	<b><u>Equipment Replacement Fund Payments</u></b>	
	2005 Kenworth water truck	9,134
	Street sweeper	14,112
	1993 Cat 140 G Motor grader	10,759
	Sander truck	11,380
	Sander truck	10,262
	1996 Cat 160 H motor grader	12,274
	2009 Trackless	14,857
	2005 Ford aerial bucket truck	5,354
	2003 Cat 140 H motor grader	13,405
	2013 Trackless	11,749
	2008 Elgin street sweeper	10,858
	2010 Volvo L120 loader	16,555
	1999 Sterling end dump	5,709
	1999 Sterling end dump	5,709
	2013 Cat 120 G moto grader	19,395
	2014 Volvo L110 loader	16,555
		188,067

## **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 2018 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2016 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2017</u>	<u>Amended Budget</u>	<u>Council Adopted FY2018</u>	<u>Increase (Decrease) FY2017 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 93,115	\$ 133,474	\$ 148,091	\$ 148,091	\$ 156,241	\$ 8,150	5.50%
0200	Overtime	844	1,345	858	858	892	34	3.96%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,926	7,206	3,214	3,214	3,870	656	20.41%
0400	Medicare	1,426	2,029	2,207	2,207	2,334	127	5.75%
0450	Social Security	57	11	-	-	-	-	-
0500	PERS	19,431	29,453	32,769	32,769	34,570	1,801	5.50%
0600	Unemployment Insurance	-	1,655	761	761	805	44	5.78%
0700	Workers Compensation	3,092	2,866	3,568	3,568	4,194	626	17.54%
0800	Health & Life Insurance	23,465	31,014	40,558	40,558	41,468	910	2.24%
0900	Supplemental Retirement	2,123	2,916	3,480	3,480	3,480	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 149,479</b>	<b>\$ 211,969</b>	<b>\$ 235,506</b>	<b>\$ 235,506</b>	<b>\$ 247,854</b>	<b>\$ 12,348</b>	<b>5.24%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	711	405	500	679	500	-	-
2022	Operating & Repair Supplies	27,034	26,709	39,000	36,061	30,000	(9,000)	(23.08%)
2024	Small Tools/Minor Equipment	4,932	4,907	4,000	7,800	4,000	-	-
2026	Computer Software	955	603	915	1,278	935	20	2.19%
4531	Professional Services	54,266	16,577	5,000	5,000	5,000	-	-
4532	Communications	1,857	2,046	3,451	3,451	2,372	(1,079)	(31.27%)
4533	Travel & Transportation	4,458	2,493	3,600	3,600	3,600	-	-
4534	Advertising	714	584	500	500	500	-	-
4535	Printing & Binding	499	293	260	260	400	140	53.85%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	33,784	37,875	41,500	39,600	45,500	4,000	9.64%
4539	Rentals	-	96	500	500	-	(500)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	135	416	913	400	(16)	(3.85%)
4667	Dues & Publications	285	383	359	359	383	24	6.69%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	62	12	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 129,557</b>	<b>\$ 93,118</b>	<b>\$ 100,001</b>	<b>\$ 100,001</b>	<b>\$ 93,590</b>	<b>\$ (6,411)</b>	<b>(6.41%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	4,227	71,296	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,097	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 4,227</b>	<b>\$ 75,393</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 283,263</b>	<b>\$ 380,480</b>	<b>\$ 335,507</b>	<b>\$ 335,507</b>	<b>\$ 341,444</b>	<b>\$ 5,937</b>	<b>1.77%</b>

**City of Kenai  
Fiscal Year 2018 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	30,000
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Miscellaneous tool & equipment	4,000
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 all City General Fund buildings	25,000
	Fire alarm testing, inspection and monitoring	17,500
	Elevator testing and inspection	3,000
		<hr/> 45,500
4667	<b><u>Dues &amp; Publications</u></b> ICC, IAMPO	383

## **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 2018 Operating Budget

Fund: 001 - General Fund  
Department: Street Lighting

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	756	5,000	5,000	-	(5,000)	(100.00%)
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	133,258	120,010	141,351	141,351	147,909	6,558	4.64%
4538	Repair & Maintenance	23,617	14,326	19,500	19,500	19,500	-	-
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>\$ 156,875</u></b>	<b><u>\$ 135,092</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 167,409</u></b>	<b><u>\$ 1,558</u></b>	<b><u>0.94%</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>\$ 156,875</u></b>	<b><u>\$ 135,092</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 165,851</u></b>	<b><u>\$ 167,409</u></b>	<b><u>\$ 1,558</u></b>	<b><u>0.94%</u></b>

City of Kenai  
Fiscal Year 2018 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
4538	<u>Repairs and Maintenance</u> 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." Tweens enjoy "after hours" programming. The library now holds art classes for adults and children. 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, 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, and live homework help. 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 and laptops 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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 402,701	\$ 379,341	\$ 417,654	\$ 417,654	\$ 424,274	\$ 6,620	1.59%
0200	Overtime	-	49	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,040	15,072	15,072	16,500	1,428	9.47%
0400	Medicare	5,629	5,367	6,274	6,274	6,392	118	1.88%
0450	Social Security	1,919	1,482	1,701	1,701	1,741	40	2.35%
0500	PERS	81,786	78,012	85,846	85,846	87,162	1,316	1.53%
0600	Unemployment Insurance	127	25	2,162	2,162	2,205	43	1.99%
0700	Workers Compensation	1,266	1,262	1,601	1,601	1,662	61	3.81%
0800	Health & Life Insurance	111,360	92,804	122,374	122,374	125,118	2,744	2.24%
0900	Supplemental Retirement	9,399	8,017	11,341	11,341	11,391	50	0.44%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 614,187</b>	<b>\$ 571,399</b>	<b>\$ 664,025</b>	<b>\$ 664,025</b>	<b>\$ 676,445</b>	<b>\$ 12,420</b>	<b>1.87%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	4,853	6,275	6,700	6,700	6,100	(600)	(8.96%)
2022	Operating & Repair Supplies	4,341	5,303	6,000	6,000	6,000	-	-
2024	Small Tools/Minor Equipment	12,282	15,484	1,000	2,000	5,700	4,700	470.00%
2026	Computer Software	4,178	4,334	3,250	3,250	3,300	50	1.54%
4531	Professional Services	-	1,527	2,000	4,019	1,600	(400)	(20.00%)
4532	Communications	3,002	7,333	7,576	7,576	5,680	(1,896)	(25.03%)
4533	Travel & Transportation	9,563	9,404	7,110	8,360	7,300	190	2.67%
4534	Advertising	2,141	1,824	2,500	2,500	2,000	(500)	(20.00%)
4535	Printing & Binding	3,306	5,779	5,800	5,800	5,000	(800)	(13.79%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	57,925	53,498	64,478	64,478	65,650	1,172	1.82%
4538	Repair & Maintenance	50,619	58,905	56,310	56,310	54,310	(2,000)	(3.55%)
4539	Rentals	7,316	6,904	7,500	7,500	7,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	6,516	2,890	7,000	7,000	7,000	-	-
4666	Books	62,209	59,611	57,200	64,100	57,200	-	-
4667	Dues & Publications	1,164	1,291	1,300	1,300	1,300	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	178	1,000	-	500	(500)	(50.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 229,415</b>	<b>\$ 240,540</b>	<b>\$ 236,724</b>	<b>\$ 246,893</b>	<b>\$ 236,140</b>	<b>\$ (584)</b>	<b>(0.25%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	15,000	20,061	-	(15,000)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 20,061</b>	<b>\$ -</b>	<b>\$ (15,000)</b>	<b>(100.00%)</b>
<b>Manager Total:</b>		<b>\$ 843,602</b>	<b>\$ 811,939</b>	<b>\$ 915,749</b>	<b>\$ 930,979</b>	<b>\$ 912,585</b>	<b>\$ (3,164)</b>	<b>(0.35%)</b>

**City of Kenai  
Fiscal Year 2018 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>	
	1 replacement computer	1,100
	Miscellaneous computer equipment	1,000
	Security cameras	3,600
		<u>5,700</u>
2026	<b><u>Computer Software</u></b>	
	Wilson Web	1,200
	Mango	1,600
	Miscellaneous software	500
		<u>3,300</u>
4533	<b><u>Transportation</u></b>	
	Pacific Northwest Library Association	1,610
	DirLead - Library Director (per diem only)	100
	Alaska Library Association	2,420
	Public Library Association	2,810
	Car allowance	360
		<u>7,300</u>
4535	<b><u>Printing and Binding</u></b>	
	Copier rental, paper supplies, book rebinding, ink cartridges	5,000
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	7,400
	Dreamhost maintenance	120
	Equipment repair	1,000
	AWE station maintenance	2,200
	Bibliotheca self-check	2,000
		<u>54,310</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>



## **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 spaces; 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 program 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 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) Administrative Assistant, and one (1) Parks & Recreation Laborer. Additionally, temporary staffing is utilized to meet seasonal maintenance needs.

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 332,343	\$ 285,476	\$ 345,342	\$ 345,342	\$ 350,703	\$ 5,361	1.55%
0200	Overtime	4,620	8,750	2,081	2,081	3,009	928	44.59%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	7,963	8,517	8,517	9,419	902	10.59%
0400	Medicare	4,802	4,364	5,161	5,161	5,266	105	2.03%
0450	Social Security	6,442	6,355	6,099	6,099	6,147	48	0.79%
0500	PERS	51,496	42,805	54,794	54,794	56,004	1,210	2.21%
0600	Unemployment Insurance	3,121	3,610	1,779	1,779	1,816	37	2.08%
0700	Workers Compensation	10,695	8,279	13,638	13,638	14,353	715	5.24%
0800	Health & Life Insurance	51,721	42,717	59,090	59,090	77,216	18,126	30.68%
0900	Supplemental Retirement	5,960	3,503	6,407	6,407	6,448	41	0.64%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 471,200</b>	<b>\$ 413,822</b>	<b>\$ 502,908</b>	<b>\$ 502,908</b>	<b>\$ 530,381</b>	<b>\$ 27,473</b>	<b>5.46%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	68	-	-	-	-	-
2022	Operating & Repair Supplies	102,361	91,055	85,650	85,650	84,800	(850)	(0.99%)
2024	Small Tools/Minor Equipment	19,782	21,181	22,000	22,538	20,000	(2,000)	(9.09%)
2026	Computer Software	990	601	1,010	1,010	915	(95)	(9.41%)
4531	Professional Services	164,349	219,440	175,000	175,500	175,000	-	-
4532	Communications	6,975	7,389	9,730	9,730	9,784	54	0.55%
4533	Travel & Transportation	2,756	868	4,000	4,000	1,000	(3,000)	(75.00%)
4534	Advertising	463	400	500	500	500	-	-
4535	Printing & Binding	2,099	3,170	3,800	3,800	3,600	(200)	(5.26%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	231,952	175,283	234,263	234,263	241,992	7,729	3.30%
4538	Repair & Maintenance	28,486	32,360	30,000	30,000	25,500	(4,500)	(15.00%)
4539	Rentals	13,569	30,524	18,700	18,162	18,500	(200)	(1.07%)
4540	Equip. Fund Pmts.	5,411	5,382	5,411	5,411	5,254	(157)	(2.90%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	131	26	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	647	3,888	1,500	1,500	1,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 579,971</b>	<b>\$ 591,635</b>	<b>\$ 592,094</b>	<b>\$ 592,594</b>	<b>\$ 588,875</b>	<b>\$ (3,219)</b>	<b>(0.54%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	6,964	22,217	-	-	-	-	-
8064	Machinery & Equipment	21,087	18,018	30,000	30,000	-	(30,000)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 28,051</b>	<b>\$ 40,235</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ (30,000)</b>	<b>(100.00%)</b>
<b>Manager Total:</b>		<b>\$ 1,079,222</b>	<b>\$ 1,045,692</b>	<b>\$ 1,125,002</b>	<b>\$ 1,125,502</b>	<b>\$ 1,119,256</b>	<b>\$ (5,746)</b>	<b>(0.51%)</b>

**City of Kenai  
Fiscal Year 2018 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
	Flowers for circle planters, boxes and City Hall	10,000
	Hockey nets, pads, and line kits	800
	Zamboni propane	2,000
	Fertilizer, ag lime and herbicides	15,000
	Grass seed	500
	Sand, gravel and topsoil	2,700
	Janitorial and restroom supplies	1,000
	Park supplies and maintenance items	12,500
	Misc. flowers and shrubs	7,000
	Trees	3,500
	Winter decorations, lights, bulbs, etc.	2,500
	Screened infield dirt	6,800
	Fuel	19,000
		<hr/> 84,800
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand tools, tables and chairs	1,500
	Hand mowers, tools, safety equipment	2,700
	Winter/Summer banners	500
	Static light display(s)	3,500
	Winter pole decorations	8,500
	Pallet jack	800
	Snow blower	2,500
		<hr/> 20,000
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>	
	Department brochures	500
	Part time cards	300
	Nordic brochures	150
	Shelter reservation forms	100
	Copy paper	250
	Copy machine service contract	2,000
	Printer ink	300
		<hr/> 3,600
4538	<b><u>Repairs and Maintenance</u></b>	
	Restroom vault pumping and fencing	7,000
	Fence repairs	2,500
	Planting of circle planters and flower boxes	3,000
	Compressor rebuild	6,000
	Repair and replace transformer	2,000
	Miscellaneous	5,000
		<hr/> 25,500

**City of Kenai  
Fiscal Year 2018 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	3,000
	Park dumpsters	6,500
	Park portable toilets	6,000
	Wood chipper rentals	3,000
		<hr/> 18,500
4667	<b><u>Dues and Publications</u></b>	
	NRPA and ARPA dues	530
5041	<b><u>Miscellaneous</u></b>	
	Disposal fees	1,500

## **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 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 19,375	\$ 25,566	\$ 27,828	\$ 27,828	\$ 28,590	\$ 762	2.74%
0200	Overtime	1,411	6,314	904	904	929	25	2.77%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	708	708	893	185	26.13%
0400	Medicare	291	455	427	427	441	14	3.28%
0450	Social Security	-	185	-	-	-	-	-
0500	PERS	3,084	4,715	6,321	6,321	6,493	172	2.72%
0600	Unemployment Insurance	-	-	146	146	152	6	4.11%
0700	Workers Compensation	687	1,137	1,173	1,173	1,264	91	7.76%
0800	Health & Life Insurance	5,936	7,162	7,989	7,989	8,169	180	2.25%
0900	Supplemental Retirement	457	866	787	787	799	12	1.52%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 31,241</b>	<b>\$ 46,400</b>	<b>\$ 46,283</b>	<b>\$ 46,283</b>	<b>\$ 47,730</b>	<b>\$ 1,447</b>	<b>3.13%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	26	-	-	-	-	-
2022	Operating & Repair Supplies	7,874	9,040	12,000	12,000	10,000	(2,000)	(16.67%)
2024	Small Tools/Minor Equipment	729	1,212	1,040	1,040	1,000	(40)	(3.85%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	6,291	7,023	5,049	5,049	6,479	1,430	28.32%
4532	Communications	475	434	400	400	-	(400)	(100.00%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	292	264	780	780	300	(480)	(61.54%)
4535	Printing & Binding	-	726	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	14,181	12,365	17,925	17,925	18,224	299	1.67%
4538	Repair & Maintenance	5,110	15,712	7,100	7,100	5,000	(2,100)	(29.58%)
4539	Rentals	4,592	5,377	5,465	5,465	4,465	(1,000)	(18.30%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	150	156	156	150	(6)	(3.85%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	55	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 39,744</b>	<b>\$ 52,384</b>	<b>\$ 49,915</b>	<b>\$ 49,915</b>	<b>\$ 45,618</b>	<b>\$ (4,297)</b>	<b>(8.61%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	20,000	20,000	-	(20,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ (20,000)</b>	<b>(100.00%)</b>
<b>Manager Total:</b>		<b>\$ 70,985</b>	<b>\$ 98,784</b>	<b>\$ 116,198</b>	<b>\$ 116,198</b>	<b>\$ 93,348</b>	<b>\$ (22,850)</b>	<b>(19.66%)</b>

**City of Kenai  
Fiscal Year 2018 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>	
	Signs, lubricants, oil absorbent boom, cleaning supplies, safety equipment, miscellaneous supplies	4,500
	Dock repair, front trestle	4,500
	Fuel	1,000
		<hr/> 10,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	1,000
4531	<b><u>Professional Services</u></b>	
	Cathodic protection test	1,566
	EPA required tank inspections	4,413
	Crane certifications	500
		<hr/> 6,479
4538	<b><u>Repair and Maintenance</u></b>	
	Maintain restrooms & dock facilities/pump septic tank	2,500
	Crane maintenance and service	1,000
	Fuel dispenser maintenance	1,000
	Outboard maintenance	500
		<hr/> 5,000
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	1,200
		<hr/> 4,465
4667	<b><u>Dues and Publications</u></b>	
	Harbormaster dues	150

## **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 2018 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 35,299	\$ 35,665	\$ 366	\$ 1,000	\$ 230	\$ (770)
Streets	16,763	21,800	5,037	27,095	25,806	(1,289)
Parks, Recreation & Beautification	118,613	122,619	4,006	142,822	129,360	(13,462)
Dock	48,235	47,026	(1,209)	15,182	17,121	1,939
Total Personal Use Fishery Fund	218,910	227,110	8,200	186,099	172,517	(13,582)
<u>Water and Sewer Fund</u>						
Water	\$ 262,312	\$ 270,778	\$ 8,466	\$ 513,560	\$ 483,199	\$ (30,361)
Sewer	262,312	271,453	9,141	111,839	109,327	(2,512)
Wastewater Treatment Plant	388,537	369,997	(18,540)	597,920	569,575	(28,345)
Total Water and Sewer Fund	913,161	912,228	(933)	1,223,319	1,162,101	(61,218)
<u>Airport Fund</u>						
Terminal	183,580	184,857	1,277	379,173	373,968	(5,205)
Airfield	342,151	376,145	33,994	507,870	464,297	(43,573)
Administration	218,008	223,500	5,492	43,251	61,914	18,663
Other Buildings & Areas	76,144	72,270	(3,874)	93,510	94,941	1,431
Training Facility	-	-	-	36,768	38,326	1,558
Total Airport Fund	819,883	856,772	36,889	1,060,572	1,033,446	(27,126)
<u>Senior Citizen Fund</u>						
Access	107,651	109,672	2,021	31,430	30,747	(683)
Congregate Meals	111,373	121,859	10,486	86,260	87,837	1,577
Home Meals	81,703	89,280	7,577	67,771	79,823	12,052
Transportation	40,372	40,893	521	17,717	18,630	913
Choice Waiver	117,288	128,354	11,066	98,861	94,259	(4,602)
Total Senior Citizen Funds	458,387	490,058	31,671	302,039	311,296	9,257
Total Special Revenue Funds	\$ 2,410,341	\$ 2,486,168	\$ 75,827	\$ 2,772,029	\$ 2,679,360	\$ (92,669)

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference	
\$ 75,300	\$ 73,300	\$ (2,000)	\$ 111,599	\$ 109,195	\$ (2,404)	<u>Personal Use Fishery Fund</u>
5,400	3,900	(1,500)	49,258	51,506	2,248	Public Safety
85,500	27,100	(58,400)	346,935	279,079	(67,856)	Streets
9,000	8,200	(800)	72,417	72,347	(70)	Parks, Recreation & Beautification
175,200	112,500	(62,700)	580,209	512,127	(68,082)	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 104,900	\$ 110,300	\$ 5,400	\$ 880,772	\$ 864,277	\$ (16,495)	Water
76,500	133,050	56,550	450,651	513,830	63,179	Sewer
135,300	135,800	500	1,121,757	1,075,372	(46,385)	Wastewater Treatment Plant
316,700	379,150	62,450	2,453,180	2,453,479	299	Total Water and Sewer Fund
						<u>Airport Fund</u>
68,200	86,600	18,400	630,953	645,425	14,472	Terminal
860,300	857,081	(3,219)	1,710,321	1,697,523	(12,798)	Airfield
54,000	51,500	(2,500)	315,259	336,914	21,655	Administration
-	-	-	169,654	167,211	(2,443)	Other Buildings & Areas
-	-	-	36,768	38,326	1,558	Training Facility
982,500	995,181	12,681	2,862,955	2,885,399	22,444	Total Airport Fund
						<u>Senior Citizen Fund</u>
24,800	25,900	1,100	163,881	166,319	2,438	Access
25,500	26,700	1,200	223,133	236,396	13,263	Congregate Meals
25,800	26,000	200	175,274	195,103	19,829	Home Meals
9,600	21,000	11,400	67,689	80,523	12,834	Transportation
55,600	58,600	3,000	271,749	281,213	9,464	Choice Waiver
141,300	158,200	16,900	901,726	959,554	57,828	Total Senior Citizen Funds
<u>\$ 1,615,700</u>	<u>\$ 1,645,031</u>	<u>\$ 29,331</u>	<u>\$ 6,798,070</u>	<u>\$ 6,810,559</u>	<u>\$ 12,489</u>	<u>Total Special Revenue Funds</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
<b>Revenues</b>					
PERS Grant	\$ 17,437	\$ 2,167	\$ 1,986	\$ 3,020	\$ 2,312
Usage Fees					
Beach Parking	219,705	182,739	180,350	182,854	183,000
Beach Camping	199,203	230,729	227,650	238,752	239,000
Dock Launch & Park	100,970	133,181	131,700	128,388	130,000
Dock Parking Only	15,868	15,238	15,000	14,807	15,000
Participant Drop-off Fee	-	-	28,950	10,717	11,000
Total Usage Fees	535,746	561,887	583,650	575,518	578,000
Miscellaneous Revenues					
Investment earnings	680	1,580	750	750	750
Other	(3,235)	(6,888)	(3,500)	(4,500)	(4,500)
Total Miscellaneous Revenues	(2,555)	(5,308)	(2,750)	(3,750)	(3,750)
Total Revenue	550,628	558,746	582,886	574,788	576,562
<b>Expenditures</b>					
Public Safety	122,473	113,943	111,599	128,999	109,195
Streets	54,632	34,116	49,258	48,013	51,506
Boating Facility	90,410	71,417	72,417	79,718	72,347
Parks, Recreation & Beautification	244,514	266,996	346,935	332,531	279,079
Total Expenditures	512,029	486,472	580,209	589,261	512,127
Contribution To/(From) Fund Balance:	38,599	72,274	2,677	(14,473)	64,435
Projected Lapse	-	-	23,150	23,603	19,981
Adjusted (Deficit)/Surplus	38,599	72,274	25,827	9,130	84,416
Beginning Fund Balance	29,063	67,662	124,188	139,936	149,066
Ending Fund Balance	\$ 67,662	\$ 139,936	\$ 150,015	\$ 149,066	\$ 233,482

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 80,081	\$ 47,169	\$ 115,411	\$ 113,249	\$ 113,790	\$ (1,621)	(1.40%)
0200	Overtime	44,723	24,403	52,083	57,460	57,821	5,738	11.02%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,064	1,715	1,116	52	4.89%
0400	Medicare	1,797	1,026	2,446	2,630	2,503	57	2.33%
0450	Social Security	5,744	3,119	5,933	6,791	5,877	(56)	(0.94%)
0500	PERS	6,613	6,662	16,981	18,144	19,210	2,229	13.13%
0600	Unemployment Insurance	-	-	842	771	865	23	2.73%
0700	Workers Compensation	3,651	2,404	5,317	4,969	5,592	275	5.17%
0800	Health & Life Insurance	6,839	4,467	17,308	10,543	18,766	1,458	8.42%
0900	Supplemental Retirement	595	421	1,525	1,417	1,570	45	2.95%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 150,043</u></b>	<b><u>\$ 89,671</u></b>	<b><u>\$ 218,910</u></b>	<b><u>\$ 217,689</u></b>	<b><u>\$ 227,110</u></b>	<b><u>\$ 8,200</u></b>	<b><u>3.75%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	3,000	-	-	-
2022	Operating & Repair Supplies	10,466	10,605	18,230	11,360	13,100	(5,130)	(28.14%)
2024	Small Tools/Minor Equipment	12,856	8,938	6,500	27,118	2,500	(4,000)	(61.54%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	8,672	2,229	3,500	14,400	3,500	-	-
4532	Communications	1,776	723	4,437	2,159	1,600	(2,837)	(63.94%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	112	102	800	-	250	(550)	(68.75%)
4535	Printing & Binding	7,896	4,040	9,950	2,915	9,170	(780)	(7.84%)
4536	Insurance	1,762	947	1,494	1,610	2,079	585	39.16%
4537	Utilities	1,001	571	1,213	1,213	1,078	(135)	(11.13%)
4538	Repair & Maintenance	714	330	-	-	-	-	-
4539	Rentals	122,674	74,175	134,975	128,077	135,240	265	0.20%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	1,000	-	-	(1,000)	(100.00%)
5041	Miscellaneous	7,500	4,500	4,000	4,520	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 175,429</u></b>	<b><u>\$ 107,160</u></b>	<b><u>\$ 186,099</u></b>	<b><u>\$ 196,372</u></b>	<b><u>\$ 172,517</u></b>	<b><u>\$ (13,582)</u></b>	<b><u>(7.30%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	58,000	58,000	-	(58,000)	(100.00%)
9090	Transfers	161,000	78,220	117,200	117,200	112,500	(4,700)	(4.01%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 161,000</u></b>	<b><u>\$ 85,408</u></b>	<b><u>\$ 175,200</u></b>	<b><u>\$ 175,200</u></b>	<b><u>\$ 112,500</u></b>	<b><u>\$ (62,700)</u></b>	<b><u>(35.79%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 486,472</u></b>	<b><u>\$ 282,239</u></b>	<b><u>\$ 580,209</u></b>	<b><u>\$ 589,261</u></b>	<b><u>\$ 512,127</u></b>	<b><u>\$ (68,082)</u></b>	<b><u>(11.73%)</u></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 (TEO) 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 2016, the Police Department responded to 102 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.

City of Kenai  
Fiscal Year 2018 Operating Budget

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 24,617	\$ 14,211	\$ 23,909	\$ 23,909	\$ 24,100	\$ 191	0.80%
0200	Overtime	7,292	3,488	7,970	6,362	8,033	63	0.79%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	463	257	462	462	466	4	0.87%
0450	Social Security	1,978	1,097	1,976	1,976	1,992	16	0.81%
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	159	159	161	2	1.26%
0700	Workers Compensation	584	357	823	823	913	90	10.94%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 34,934</u></b>	<b><u>\$ 19,410</u></b>	<b><u>\$ 35,299</u></b>	<b><u>\$ 33,691</u></b>	<b><u>\$ 35,665</u></b>	<b><u>\$ 366</u></b>	<b><u>1.04%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,500	3,499	1,000	11,225	-	(1,000)	(100.00%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	8,600	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	309	120	-	183	230	230	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 2,809</u></b>	<b><u>\$ 3,619</u></b>	<b><u>\$ 1,000</u></b>	<b><u>\$ 20,008</u></b>	<b><u>\$ 230</u></b>	<b><u>\$ (770)</u></b>	<b><u>(77.00%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	76,200	44,960	75,300	75,300	73,300	(2,000)	(2.66%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 76,200</u></b>	<b><u>\$ 44,960</u></b>	<b><u>\$ 75,300</u></b>	<b><u>\$ 75,300</u></b>	<b><u>\$ 73,300</u></b>	<b><u>\$ (2,000)</u></b>	<b><u>(2.66%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 113,943</u></b>	<b><u>\$ 67,989</u></b>	<b><u>\$ 111,599</u></b>	<b><u>\$ 128,999</u></b>	<b><u>\$ 109,195</u></b>	<b><u>\$ (2,404)</u></b>	<b><u>(2.15%)</u></b>



City of Kenai  
Fiscal Year 2018 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
9090	<u>Central Administrative Charge</u>	73,300

## **DEPARTMENT NARRATIVE**

### **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 2018 Operating Budget

Fund: 006 - Personal Use Fishery Fund  
Department: Streets

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 5,943	\$ 4,499	\$ 10,158	\$ 7,152	\$ 10,263	\$ 105	1.03%
0200	Overtime	412	411	-	4,107	3,783	3,783	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	320	-	328	8	2.50%
0400	Medicare	89	66	152	160	209	57	37.50%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	1,473	1,831	2,655	1,959	3,513	858	32.32%
0600	Unemployment Insurance	-	-	53	-	72	19	35.85%
0700	Workers Compensation	219	196	421	334	551	130	30.88%
0800	Health & Life Insurance	1,574	1,101	2,799	2,214	2,859	60	2.14%
0900	Supplemental Retirement	153	141	205	167	222	17	8.29%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 9,863</u></b>	<b><u>\$ 8,245</u></b>	<b><u>\$ 16,763</u></b>	<b><u>\$ 16,093</u></b>	<b><u>\$ 21,800</u></b>	<b><u>\$ 5,037</u></b>	<b><u>30.05%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	2,465	3,871	8,000	1,492	5,000	(3,000)	(37.50%)
2024	Small Tools/Minor Equipment	-	-	-	1,500	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	140	107	145	93	106	(39)	(26.90%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	187	-	-	-	-	-
4539	Rentals	16,548	11,081	17,950	23,435	20,700	2,750	15.32%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	1,000	-	-	(1,000)	(100.00%)
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 19,153</u></b>	<b><u>\$ 15,246</u></b>	<b><u>\$ 27,095</u></b>	<b><u>\$ 26,520</u></b>	<b><u>\$ 25,806</u></b>	<b><u>\$ (1,289)</u></b>	<b><u>(4.76%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	5,100	3,880	5,400	5,400	3,900	(1,500)	(27.78%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 5,100</u></b>	<b><u>\$ 3,880</u></b>	<b><u>\$ 5,400</u></b>	<b><u>\$ 5,400</u></b>	<b><u>\$ 3,900</u></b>	<b><u>\$ (1,500)</u></b>	<b><u>(27.78%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 34,116</u></b>	<b><u>\$ 27,371</u></b>	<b><u>\$ 49,258</u></b>	<b><u>\$ 48,013</u></b>	<b><u>\$ 51,506</u></b>	<b><u>\$ 2,248</u></b>	<b><u>4.56%</u></b>

**City of Kenai**  
**Fiscal Year 2018 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	1,500
	Signage, misc.	750
	Fuel	500
		<hr/> 5,000
4539	<b><u>Rentals</u></b>	
	Vactor truck (signs)	1,440
	Flat bed truck (signs)	360
	Bucket truck (signs)	1,800
	20T equipment trailer (shacks/barriers)	840
	Dump truck 10 yd. (shacks/barriers)	2,520
	Loaders - (shacks/barriers)	1,320
	Grader - 160 (grade/build roads)	2,640
	Grader 14H (grade/build roads)	2,640
	Dump truck 10yd (build beach access road)	2,880
	Loaders - (build beach access)	1,200
	Water truck 4000 gal.	1,800
	Calcium chloride truck	1,260
		<hr/> 20,700
9090	<b><u>Central Administrative Charge</u></b>	3,900

## **DEPARTMENT NARRATIVE**

### **PERSONAL USE FISHERY – PARKS & RECREATION & BEAUTIFICATION**

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 effects 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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 24,564	\$ 13,445	\$ 55,307	\$ 59,538	\$ 54,530	\$ (777)	(1.40%)
0200	Overtime	26,824	13,859	34,367	31,184	36,170	1,803	5.25%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	374	1,311	408	34	9.09%
0400	Medicare	743	395	1,307	1,449	1,320	13	0.99%
0450	Social Security	2,774	1,484	2,886	3,779	2,889	3	0.10%
0500	PERS	1,553	1,162	9,485	9,893	11,028	1,543	16.27%
0600	Unemployment Insurance	-	-	450	419	456	6	1.33%
0700	Workers Compensation	1,660	1,070	2,584	2,343	2,646	62	2.40%
0800	Health & Life Insurance	1,126	638	10,838	4,134	12,154	1,316	12.14%
0900	Supplemental Retirement	80	29	1,015	957	1,018	3	0.30%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 59,324</u></b>	<b><u>\$ 32,082</u></b>	<b><u>\$ 118,613</u></b>	<b><u>\$ 115,007</u></b>	<b><u>\$ 122,619</u></b>	<b><u>\$ 4,006</u></b>	<b><u>3.38%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	3,000	-	-	-
2022	Operating & Repair Supplies	4,640	4,017	7,630	6,639	5,500	(2,130)	(27.92%)
2024	Small Tools/Minor Equipment	10,356	4,049	5,500	14,393	2,500	(3,000)	(54.55%)
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	8,672	2,157	3,500	5,800	3,500	-	-
4532	Communications	1,776	723	4,437	2,159	1,600	(2,837)	(63.94%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	112	22	-	-	-	-	-
4535	Printing & Binding	6,731	3,437	8,450	2,915	7,670	(780)	(9.23%)
4536	Insurance	1,043	560	1,067	1,099	1,487	420	39.36%
4537	Utilities	1,001	571	1,213	1,213	1,078	(135)	(11.13%)
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	96,741	55,401	107,025	90,286	102,025	(5,000)	(4.67%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,500	4,500	4,000	4,520	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 138,572</u></b>	<b><u>\$ 75,437</u></b>	<b><u>\$ 142,822</u></b>	<b><u>\$ 132,024</u></b>	<b><u>\$ 129,360</u></b>	<b><u>\$ (13,462)</u></b>	<b><u>(9.43%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	58,000	58,000	-	(58,000)	(100.00%)
9090	Transfers Out	69,100	23,500	27,500	27,500	27,100	(400)	(1.45%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 69,100</u></b>	<b><u>\$ 28,837</u></b>	<b><u>\$ 85,500</u></b>	<b><u>\$ 85,500</u></b>	<b><u>\$ 27,100</u></b>	<b><u>\$ (58,400)</u></b>	<b><u>(68.30%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 266,996</u></b>	<b><u>\$ 136,356</u></b>	<b><u>\$ 346,935</u></b>	<b><u>\$ 332,531</u></b>	<b><u>\$ 279,079</u></b>	<b><u>\$ (67,856)</u></b>	<b><u>(19.56%)</u></b>

**City of Kenai  
Fiscal Year 2018 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>	
	Signs and posts	3,500
	T-posts and safety fencing	650
	Janitorial supplies	600
	Receipt bags	500
	Zip ties	250
		<hr/> 5,500
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Miscellaneous	2,500
4535	<b><u>Printing &amp; Binding</u></b>	
	Dip net brochures	2,550
	Fee envelopes	620
	Printable receipts	4,000
	Miscellaneous	500
		<hr/> 7,670
4539	<b><u>Rentals</u></b>	
	Dumpsters and portable restrooms	95,000
	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
		<hr/> 102,025
5041	<b><u>Miscellaneous</u></b>	
	KCHS Nordic Ski Team beach clean-up	4,000
9090	<b><u>Central Administrative Charge</u></b>	27,100

## **DEPARTMENT NARRATIVE**

### **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 2018 Operating Budget

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 24,957	\$ 15,014	\$ 26,037	\$ 22,650	\$ 24,897	\$ (1,140)	(4.38%)
0200	Overtime	10,195	6,645	9,746	15,807	9,835	89	0.91%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	370	404	380	10	2.70%
0400	Medicare	502	308	525	559	508	(17)	(3.24%)
0450	Social Security	992	538	1,071	1,036	996	(75)	(7.00%)
0500	PERS	3,587	3,669	4,841	6,292	4,669	(172)	(3.55%)
0600	Unemployment Insurance	-	-	180	193	176	(4)	(2.22%)
0700	Workers Compensation	1,188	781	1,489	1,469	1,482	(7)	(0.47%)
0800	Health & Life Insurance	4,139	2,728	3,671	4,195	3,753	82	2.23%
0900	Supplemental Retirement	362	251	305	293	330	25	8.20%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 45,922</b>	<b>\$ 29,934</b>	<b>\$ 48,235</b>	<b>\$ 52,898</b>	<b>\$ 47,026</b>	<b>\$ (1,209)</b>	<b>(2.51%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	3,361	2,717	2,600	3,229	2,600	-	-
2024	Small Tools/Minor Equipment	-	1,390	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	72	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	80	800	-	250	(550)	(68.75%)
4535	Printing & Binding	1,165	603	1,500	-	1,500	-	-
4536	Insurance	270	160	282	235	256	(26)	(9.22%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	714	143	-	-	-	-	-
4539	Rentals	9,385	7,693	10,000	14,356	12,515	2,515	25.15%
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>\$ 14,895</b>	<b>\$ 12,858</b>	<b>\$ 15,182</b>	<b>\$ 17,820</b>	<b>\$ 17,121</b>	<b>\$ 1,939</b>	<b>12.77%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	10,600	5,880	9,000	9,000	8,200	(800)	(8.89%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 10,600</b>	<b>\$ 7,731</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 8,200</b>	<b>\$ (800)</b>	<b>(8.89%)</b>
<b>Department Total:</b>		<b>\$ 71,417</b>	<b>\$ 50,523</b>	<b>\$ 72,417</b>	<b>\$ 79,718</b>	<b>\$ 72,347</b>	<b>\$ (70)</b>	<b>(0.10%)</b>

**City of Kenai**  
**Fiscal Year 2018 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>	
	Signage, restroom supplies, fuel, anchors, buoys, batteries for no-wake zone	1,300
	Calcium chloride	1,300
		<hr/> 2,600
4534	<b><u>Advertising</u></b>	
	Advertising for temp positions	250
4535	<b><u>Printing &amp; Binding</u></b>	
	Brochures and cashier receipts	1,500
4539	<b><u>Rentals</u></b>	
	Portable toilets	9,000
	Dumpster empty three times weekly (2)	250
	Volvo loader 120 (clean ramps) 10 hrs.	1,000
	Vactor truck (signs) 4 hrs.	480
	Water truck (signs) 10 hrs.	800
	Calcium chloride truck 5 hrs.	225
	Bucket truck (signs/cameras) 5 hrs.	400
	Flat bed equipment trailer (haul ATVs) 3 hrs.	60
	Grader 2.5 hrs.	300
		<hr/> 12,515
9090	<b><u>Central Administrative Charge</u></b>	8,200

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
<b>Revenues</b>					
PERS Grant	\$ 255,777	\$ 30,836	\$ 24,255	\$ 24,255	\$ 17,228
Usage Fees					
Service Hook-up	9,827	4,001	8,630	3,927	3,929
Residential Water	654,383	716,095	764,901	797,286	832,278
Commercial Water	256,492	283,168	335,420	335,420	350,141
Residential Sewer	1,109,172	1,136,029	1,154,566	1,178,610	1,182,298
Commercial Sewer	411,520	430,949	493,264	493,264	494,807
Total Usage Fees	<u>2,441,394</u>	<u>2,570,242</u>	<u>2,756,781</u>	<u>2,808,507</u>	<u>2,863,453</u>
Miscellaneous Revenues					
Penalty and Interest	41,987	39,679	40,000	43,235	43,250
Interest Earnings	8,391	10,896	12,000	12,000	16,000
Other	2,207	2,812	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>52,585</u>	<u>53,387</u>	<u>55,000</u>	<u>58,235</u>	<u>62,250</u>
Total Revenues	<u>2,749,756</u>	<u>2,654,465</u>	<u>2,836,036</u>	<u>2,890,997</u>	<u>2,942,931</u>
<b>Expenditures</b>					
Water Department	1,157,685	829,080	880,772	900,427	864,277
Sewer Department	478,031	384,963	450,651	805,388	513,830
Wastewater Treatment Plant Department	<u>1,074,016</u>	<u>923,883</u>	<u>1,121,757</u>	<u>1,121,757</u>	<u>1,075,372</u>
Total Expenditures	<u>2,709,732</u>	<u>2,137,926</u>	<u>2,453,180</u>	<u>2,827,572</u>	<u>2,453,479</u>
Contribution To/(From) Fund Balance:	40,024	516,539	382,856	63,425	489,452
Projected Lapse (6%)	-	-	129,479	130,715	126,260
Adjusted (Deficit)/Surplus			512,335	194,140	615,712
Beginning Fund Balance	<u>1,148,989</u>	<u>1,189,013</u>	<u>1,614,533</u>	<u>1,705,552</u>	<u>1,899,692</u>
Ending Fund Balance	<u>\$ 1,189,013</u>	<u>\$ 1,705,552</u>	<u>\$ 2,126,868</u>	<u>\$ 1,899,692</u>	<u>\$ 2,515,404</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 507,758	\$ 470,605	\$ 557,459	\$ 557,459	\$ 547,801	\$ (9,658)	(1.73%)
0200	Overtime	16,596	28,053	15,125	15,125	11,915	(3,210)	(21.22%)
0250	Holiday Pay	10,150	11,395	13,169	13,169	12,657	(512)	(3.89%)
0300	Leave	23,419	23,668	22,218	22,218	18,532	(3,686)	(16.59%)
0400	Medicare	7,950	7,615	8,816	8,816	8,568	(248)	(2.81%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	147,440	209,659	153,123	153,123	143,152	(9,971)	(6.51%)
0600	Unemployment Insurance	-	-	3,041	3,041	2,955	(86)	(2.83%)
0700	Workers Compensation	11,450	11,920	14,576	14,576	16,124	1,548	10.62%
0800	Health & Life Insurance	101,887	98,152	113,634	113,634	138,524	24,890	21.90%
0900	Supplemental Retirement	11,803	10,354	12,000	12,000	12,000	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 838,453</u></b>	<b><u>\$ 871,421</u></b>	<b><u>\$ 913,161</u></b>	<b><u>\$ 913,161</u></b>	<b><u>\$ 912,228</u></b>	<b><u>\$ (933)</u></b>	<b><u>(0.10%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	3,054	1,831	2,295	2,557	3,200	905	39.43%
2022	Operating & Repair Supplies	247,463	245,128	292,702	286,051	269,733	(22,969)	(7.85%)
2024	Small Tools/Minor Equipment	17,751	16,641	17,594	22,844	21,350	3,756	21.35%
2026	Computer Software	7,690	9,007	9,424	9,948	9,930	506	5.37%
4531	Professional Services	71,168	55,975	89,760	89,760	83,030	(6,730)	(7.50%)
4532	Communications	25,127	28,871	25,378	25,532	24,134	(1,244)	(4.90%)
4533	Travel & Transportation	7,617	4,494	8,860	8,860	6,700	(2,160)	(24.38%)
4534	Advertising	2,883	2,158	1,500	2,884	1,500	-	-
4535	Printing & Binding	-	351	-	-	1,000	1,000	-
4536	Insurance	20,378	17,051	30,194	30,194	38,378	8,184	27.10%
4537	Utilities	531,802	513,728	588,921	588,921	581,230	(7,691)	(1.31%)
4538	Repair & Maintenance	39,044	55,740	92,983	92,829	60,000	(32,983)	(35.47%)
4539	Rentals	14,144	10,770	15,498	15,498	14,416	(1,082)	(6.98%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	9,293	5,017	11,008	11,008	11,200	192	1.74%
4666	Books	536	199	520	1,135	1,020	500	96.15%
4667	Dues & Publications	1,331	820	1,948	2,398	5,280	3,332	171.05%
4999	General Contingency	-	-	30,000	28,166	30,000	-	-
5041	Miscellaneous	3,410	3,753	4,734	3,269	-	(4,734)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 1,002,691</u></b>	<b><u>\$ 971,534</u></b>	<b><u>\$ 1,223,319</u></b>	<b><u>\$ 1,221,854</u></b>	<b><u>\$ 1,162,101</u></b>	<b><u>\$ (61,218)</u></b>	<b><u>(5.00%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	20,600	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	16,500	3,300	7,500	10,037	-	(7,500)	(100.00%)
8064	Machinery & Equipment	17,982	37,606	14,000	12,928	30,000	16,000	114.29%
9090	Transfers	262,300	369,166	295,200	648,992	349,150	53,950	18.28%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 296,782</u></b>	<b><u>\$ 410,072</u></b>	<b><u>\$ 316,700</u></b>	<b><u>\$ 692,557</u></b>	<b><u>\$ 379,150</u></b>	<b><u>\$ 62,450</u></b>	<b><u>19.72%</u></b>
<b><u>Department Total:</u></b>		<b><u>\$ 2,137,926</u></b>	<b><u>\$ 2,253,027</u></b>	<b><u>\$ 2,453,180</u></b>	<b><u>\$ 2,827,572</u></b>	<b><u>\$ 2,453,479</u></b>	<b><u>\$ 299</u></b>	<b><u>0.01%</u></b>

## **DEPARTMENT NARRATIVE**

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

The City's water distribution system consists of four wells, one water treatment facility, one pump house, a 1,000,000-gallon tank, 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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 155,562	\$ 134,982	\$ 164,300	\$ 164,300	\$ 164,054	\$ (246)	(0.15%)
0200	Overtime	8,951	15,789	5,964	5,964	5,248	(716)	(12.01%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,457	6,180	5,805	5,805	5,028	(777)	(13.39%)
0400	Medicare	2,457	2,242	2,553	2,553	2,527	(26)	(1.02%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	44,882	61,422	44,510	44,510	42,343	(2,167)	(4.87%)
0600	Unemployment Insurance	-	-	881	881	872	(9)	(1.02%)
0700	Workers Compensation	3,322	3,204	3,955	3,955	4,505	550	13.91%
0800	Health & Life Insurance	28,801	26,851	30,594	30,594	42,451	11,857	38.76%
0900	Supplemental Retirement	3,535	2,905	3,750	3,750	3,750	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 254,967</b>	<b>\$ 253,575</b>	<b>\$ 262,312</b>	<b>\$ 262,312</b>	<b>\$ 270,778</b>	<b>\$ 8,466</b>	<b>3.23%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,195	820	1,000	1,121	1,200	200	20.00%
2022	Operating & Repair Supplies	149,827	128,322	145,725	143,080	152,467	6,742	4.63%
2024	Small Tools/Minor Equipment	8,539	7,316	6,450	8,450	6,450	-	-
2026	Computer Software	3,605	3,959	3,473	3,997	4,040	567	16.33%
4531	Professional Services	24,462	20,530	28,090	28,090	25,000	(3,090)	(11.00%)
4532	Communications	16,124	21,013	15,398	15,398	11,973	(3,425)	(22.24%)
4533	Travel & Transportation	2,792	1,345	2,900	2,900	2,250	(650)	(22.41%)
4534	Advertising	2,154	1,640	1,500	1,500	750	(750)	(50.00%)
4535	Printing & Binding	-	351	-	-	500	500	-
4536	Insurance	11,282	7,930	13,524	13,524	14,957	1,433	10.60%
4537	Utilities	189,607	186,460	218,533	218,533	206,646	(11,887)	(5.44%)
4538	Repair & Maintenance	28,211	27,658	43,483	43,483	25,000	(18,483)	(42.51%)
4539	Rentals	14,144	10,710	15,498	15,498	14,416	(1,082)	(6.98%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	5,085	2,694	5,904	5,904	6,100	196	3.32%
4666	Books	268	106	260	260	260	-	-
4667	Dues & Publications	665	459	872	1,097	1,190	318	36.47%
4999	Contingency	-	-	10,000	9,775	10,000	-	-
5041	Miscellaneous	785	773	950	5	-	(950)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 458,745</b>	<b>\$ 422,086</b>	<b>\$ 513,560</b>	<b>\$ 512,615</b>	<b>\$ 483,199</b>	<b>\$ (30,361)</b>	<b>(5.91%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	20,600	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	16,500	3,300	-	-	-	-	-
8064	Machinery & Equipment	4,668	13,027	-	-	-	-	-
9090	Transfers Out	94,200	207,646	104,900	104,900	110,300	5,400	5.15%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 115,368</b>	<b>\$ 223,973</b>	<b>\$ 104,900</b>	<b>\$ 125,500</b>	<b>\$ 110,300</b>	<b>\$ 5,400</b>	<b>5.15%</b>
<b>Department Total:</b>		<b>\$ 829,080</b>	<b>\$ 899,634</b>	<b>\$ 880,772</b>	<b>\$ 900,427</b>	<b>\$ 864,277</b>	<b>\$ (16,495)</b>	<b>(1.87%)</b>

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

Account Number	Description	Adopted
2021	<b><u>Office Supplies</u></b>	
	Door tags and utility bills, split with sewer, misc. supplies	1,200
2022	<b><u>Operating and Repair Supplies</u></b>	
	Nalco Ultrion 8185	94,351
	Nalco Nalclear 7768	3,557
	CaCl (chlorine)	34,559
	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.	20,000
		<u>152,467</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	4,910
	Water testing	17,000
	Cathodic protection testing	1,325
	Fire alarm testing	400
	DEC SOC waivers	1,365
		<u>25,000</u>
4533	<b><u>Transportation</u></b>	
	AK Rural Water Conference (certifications CEU's)	1,500
	Training classes, confined space, fall protection, etc.	750
		<u>2,250</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	WTF, reservoir, distribution mains well houses	25,000
4539	<b><u>Rentals</u></b>	
	Reservoir lease	13,356
	DNR water rights permit	1,060
		<u>14,416</u>
4541	<b><u>Postage</u></b>	
	Water and sewer bills postage split with Sewer	5,000
	Yearly postage permit split with Sewer	100
	Express mailings	1,000
		<u>6,100</u>
4666	<b><u>Books</u></b>	
	Exam prep manuals	260
4667	<b><u>Dues &amp; Publications</u></b>	
	AWWA dues	180
	AK Rural Water Association	410
	DEC license renewal	500
	Newspaper subscription	100
		<u>1,190</u>
9090	<b><u>Central Administrative Charge</u></b>	110,300

## **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 19 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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 155,563	\$ 134,786	\$ 164,300	\$ 164,300	\$ 164,054	\$ (246)	(0.15%)
0200	Overtime	5,090	8,588	5,964	5,964	5,771	(193)	(3.24%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,457	6,180	5,805	5,805	5,028	(777)	(13.39%)
0400	Medicare	2,402	2,140	2,553	2,553	2,535	(18)	(0.71%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	44,449	60,004	44,510	44,510	42,473	(2,037)	(4.58%)
0600	Unemployment Insurance	-	-	881	881	875	(6)	(0.68%)
0700	Workers Compensation	3,267	3,143	3,955	3,955	4,516	561	14.18%
0800	Health & Life Insurance	27,980	26,236	30,594	30,594	42,451	11,857	38.76%
0900	Supplemental Retirement	3,534	2,905	3,750	3,750	3,750	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 249,742</b>	<b>\$ 243,982</b>	<b>\$ 262,312</b>	<b>\$ 262,312</b>	<b>\$ 271,453</b>	<b>\$ 9,141</b>	<b>3.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,157	775	1,040	1,127	1,200	160	15.38%
2022	Operating & Repair Supplies	17,759	21,779	24,000	20,663	23,000	(1,000)	(4.17%)
2024	Small Tools/Minor Equipment	6,776	4,940	3,494	6,744	3,500	6	0.17%
2026	Computer Software	2,152	2,784	2,343	2,343	2,175	(168)	(7.17%)
4531	Professional Services	5,941	5,734	8,000	8,000	8,000	-	-
4532	Communications	3,870	3,086	4,195	4,349	6,208	2,013	47.99%
4533	Travel & Transportation	2,707	1,522	2,900	2,900	2,250	(650)	(22.41%)
4534	Advertising	729	494	-	425	750	750	-
4535	Printing & Binding	-	-	-	-	500	500	-
4536	Insurance	2,638	2,866	3,316	3,316	3,637	321	9.68%
4537	Utilities	19,564	18,843	21,795	21,795	21,557	(238)	(1.09%)
4538	Repair & Maintenance	2,080	16,595	24,000	23,846	20,000	(4,000)	(16.67%)
4539	Rentals	-	60	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	4,208	2,323	5,104	5,104	5,100	(4)	(0.08%)
4666	Books	268	93	260	260	260	-	-
4667	Dues & Publications	473	229	872	1,097	1,190	318	36.47%
4999	Contingency	-	-	10,000	9,350	10,000	-	-
5041	Miscellaneous	585	476	520	-	-	(520)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 70,907</b>	<b>\$ 82,599</b>	<b>\$ 111,839</b>	<b>\$ 111,319</b>	<b>\$ 109,327</b>	<b>\$ (2,512)</b>	<b>(2.25%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	7,500	10,037	-	(7,500)	(100.00%)
8064	Machinery & Equipment	13,314	23,719	14,000	12,928	14,000	-	-
9090	Transfers Out	51,000	51,420	55,000	408,792	119,050	64,050	116.45%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 64,314</b>	<b>\$ 75,139</b>	<b>\$ 76,500</b>	<b>\$ 431,757</b>	<b>\$ 133,050</b>	<b>\$ 56,550</b>	<b>73.92%</b>
<b>Department Total:</b>		<b>\$ 384,963</b>	<b>\$ 401,720</b>	<b>\$ 450,651</b>	<b>\$ 805,388</b>	<b>\$ 513,830</b>	<b>\$ 63,179</b>	<b>14.02%</b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2021	<b><u>Office Supplies</u></b> Door tags and utility bills, split with water, misc. supplies	1,200
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	23,000
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Small tools	3,500
4531	<b><u>Professional Services</u></b> SCADA and Wonderware issues Cathodic protection testing	7,137 863 <hr/> 8,000
4533	<b><u>Transportation</u></b> Alaska Rural Water Conference (maintain certifications CEU's) Training classes (confined space, fall protection, etc.)	1,500  750 <hr/> 2,250
4538	<b><u>Repair &amp; Maintenance</u></b> Repair and maintenance of lift stations, manholes, sewer lines. Pump repair, equipment calibration, generator maintenance	20,000
4541	<b><u>Postage</u></b> Yearly postage permit split with Water Water and sewer bills postage split with Water	100 <hr/> 5,000 5,100
4667	<b><u>Dues &amp; Publications</u></b> AWWA dues AK Rural Water Association DEC license renewal Newspaper subscription	180 410 500 100 <hr/> 1,190
8064	<b><u>Machinery &amp; Equipment</u></b> Lift station pumps (2)	14,000
9090	<b><u>Transfers Out</u></b> Central Administrative Charge Lift station upgrade capital project Inlet Woods lift station upgrade	55,200 25,000 38,850 <hr/> 119,050

## **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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 196,633	\$ 200,837	\$ 228,859	\$ 228,859	\$ 219,693	\$ (9,166)	(4.01%)
0200	Overtime	2,555	3,676	3,197	3,197	896	(2,301)	(71.97%)
0250	Holiday Pay	10,150	11,395	13,169	13,169	12,657	(512)	(3.89%)
0300	Leave	8,505	11,308	10,608	10,608	8,476	(2,132)	(20.10%)
0400	Medicare	3,091	3,233	3,710	3,710	3,506	(204)	(5.50%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	58,109	88,233	64,103	64,103	58,336	(5,767)	(9.00%)
0600	Unemployment Insurance	-	-	1,279	1,279	1,208	(71)	(5.55%)
0700	Workers Compensation	4,861	5,573	6,666	6,666	7,103	437	6.56%
0800	Health & Life Insurance	45,106	45,065	52,446	52,446	53,622	1,176	2.24%
0900	Supplemental Retirement	4,734	4,544	4,500	4,500	4,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 333,744</u></b>	<b><u>\$ 373,864</u></b>	<b><u>\$ 388,537</u></b>	<b><u>\$ 388,537</u></b>	<b><u>\$ 369,997</u></b>	<b><u>\$ (18,540)</u></b>	<b><u>(4.77%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	702	236	255	309	800	545	213.73%
2022	Operating & Repair Supplies	79,877	95,027	122,977	122,308	94,266	(28,711)	(23.35%)
2024	Small Tools/Minor Equipment	2,436	4,385	7,650	7,650	11,400	3,750	49.02%
2026	Computer Software	1,933	2,264	3,608	3,608	3,715	107	2.97%
4531	Professional Services	40,765	29,711	53,670	53,670	50,030	(3,640)	(6.78%)
4532	Communications	5,133	4,772	5,785	5,785	5,953	168	2.90%
4533	Travel & Transportation	2,118	1,627	3,060	3,060	2,200	(860)	(28.10%)
4534	Advertising	-	24	-	959	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	6,458	6,255	13,354	13,354	19,784	6,430	48.15%
4537	Utilities	322,631	308,425	348,593	348,593	353,027	4,434	1.27%
4538	Repair & Maintenance	8,753	11,487	25,500	25,500	15,000	(10,500)	(41.18%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	615	500	500	-
4667	Dues & Publications	193	132	204	204	2,900	2,696	1,321.57%
4999	Contingency	-	-	10,000	9,041	10,000	-	-
5041	Miscellaneous	2,040	2,504	3,264	3,264	-	(3,264)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 473,039</u></b>	<b><u>\$ 466,849</u></b>	<b><u>\$ 597,920</u></b>	<b><u>\$ 597,920</u></b>	<b><u>\$ 569,575</u></b>	<b><u>\$ (28,345)</u></b>	<b><u>(4.74%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	860	-	-	16,000	16,000	-
9090	Transfers Out	117,100	110,100	135,300	135,300	119,800	(15,500)	(11.46%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 117,100</u></b>	<b><u>\$ 110,960</u></b>	<b><u>\$ 135,300</u></b>	<b><u>\$ 135,300</u></b>	<b><u>\$ 135,800</u></b>	<b><u>\$ 500</u></b>	<b><u>0.37%</u></b>
<b>Department Total:</b>		<b><u>\$ 923,883</u></b>	<b><u>\$ 951,673</u></b>	<b><u>\$ 1,121,757</u></b>	<b><u>\$ 1,121,757</u></b>	<b><u>\$ 1,075,372</u></b>	<b><u>\$ (46,385)</u></b>	<b><u>(4.14%)</u></b>

**City of Kenai  
Fiscal Year 2018 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 125 55 gal. drums	27,411
	Bisulfite 50 55 gal. drums	14,960
	Lime 2245 bags	5,795
	Polymer 2 pallets 40 bags	11,600
	Lab supplies and consumables	11,500
	Repair and maintenance supplies	12,000
	Fuel, oil, grease	11,000
		<hr/> 94,266
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Handheld DO probes	800
	HA 40d portable meter	2,000
	Grundfos hypochlorite pump	2,000
	Grundfos bisulfite pump	2,000
	Computer	1,100
	Miscellaneous tools	3,500
		<hr/> 11,400
4531	<b><u>Professional Services</u></b>	
	SCADA and Wonderware maintenance	2,000
	Sludge and metals testing for landfill and testing for APDES permit	9,580
	CDL physicals	300
	DMR	800
	Sludge disposal 750 tons	33,750
	Bio-aquatic test	3,600
		<hr/> 50,030
4533	<b><u>Transportation</u></b>	
	CEU's for certifications, conferences, lab training	2,200
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance	15,000
4667	<b><u>Dues &amp; Publications</u></b>	
	CDL renewal	200
	AWWA membership	100
	DEC certifications	600
	DEC annual fee for domestic wastewater system	2,000
		<hr/> 2,900
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Belt press rollers	10,000
	Influent auto sampler replacement	6,000
		<hr/> 16,000
9090	<b><u>Central Administrative Charge</u></b>	119,800

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

	<b>Actual FY2015</b>	<b>Actual FY2016</b>	<b>Original Budget FY2017</b>	<b>Projection FY2017</b>	<b>Council Adopted FY2018</b>
<b>Revenues</b>					
State & Federal Grants	\$ 225,082	\$ 30,048	\$ 30,961	\$ 28,461	\$ 23,552
Usage Fees					
Fuel Sales	9,300	1,372	10,000	10,000	10,000
Fuel Flowage	37,546	27,772	35,000	35,000	35,000
Float Plane	1,331	812	1,500	1,500	1,500
Tie Down	7,602	5,576	10,000	7,500	7,500
Landing	369,824	418,644	375,000	475,000	375,000
Plane Parking	5,128	5,526	5,000	5,000	5,000
Total Usage Fees	430,731	459,702	436,500	534,000	434,000
Rents and Leases					
Land	674,609	687,256	698,755	698,755	650,117
Total Rents and Leases	674,609	687,256	698,755	698,755	650,117
Miscellaneous					
Penalty and Interest	18,378	5,886	15,000	15,000	5,000
Interest on Investments	22,445	33,213	25,000	25,000	25,000
Other	40,042	9,627	25,000	26,200	25,000
Total Miscellaneous	80,865	48,726	65,000	66,200	55,000
Terminal Revenue					
Parking Fees	272,698	261,036	300,000	300,000	300,000
Rents and Leases	300,807	283,525	310,127	310,127	317,723
Penalty and Interest	3,058	1,957	4,500	4,500	4,500
Car Rental Commissions	193,011	226,130	195,000	195,000	195,000
Advertising Commissions	4,852	10,315	6,000	9,000	9,000
Miscellaneous	3,468	608	1,500	1,500	1,500
Total Terminal Revenue	777,894	783,571	817,127	820,127	827,723
Transfers In					
Airport Land Trust Fund	1,135,313	1,142,714	1,184,356	1,175,414	1,191,711
Total Transfers In	1,135,313	1,142,714	1,184,356	1,175,414	1,191,711
Total Revenues	3,324,494	3,152,017	3,232,699	3,322,957	3,182,103
<b>Expenditures</b>					
Airport Terminal	623,320	548,308	630,953	628,150	645,425
Airport Airfield	1,705,814	1,522,298	1,710,321	1,708,674	1,697,523
Airport Administration	348,841	287,087	315,259	431,210	336,914
Airport Other Buildings and Areas	388,777	313,741	169,654	241,380	167,211
Airport Training Facility	34,011	32,620	36,768	42,017	38,326
Total Expenditures	3,100,763	2,704,054	2,862,955	3,051,431	2,885,399
Contribution To/(From) Fund Balance:	223,731	447,963	369,744	271,526	296,704
Projected Lapse (6%)	-	-	115,347	119,455	116,940

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
Adjusted (Deficit)/Surplus			485,091	390,981	413,644
Beginning Fund Balance	<u>4,010,808</u>	<u>4,234,539</u>	<u>4,558,150</u>	<u>4,682,502</u>	<u>5,073,483</u>
Ending Fund Balance	<u>\$ 4,234,539</u>	<u>\$ 4,682,502</u>	<u>\$ 5,043,241</u>	<u>\$ 5,073,483</u>	<u>\$ 5,487,127</u>

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 446,728	\$ 410,670	\$ 479,936	\$ 479,936	\$ 505,624	\$ 25,688	5.35%
0200	Overtime	18,506	32,654	34,197	34,197	35,570	1,373	4.01%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,321	14,442	19,591	19,591	22,621	3,030	15.47%
0400	Medicare	6,810	6,495	7,738	7,738	8,174	436	5.63%
0450	Social Security	1,269	747	487	487	491	4	0.82%
0500	PERS	114,279	168,871	132,343	132,343	133,373	1,030	0.78%
0600	Unemployment Insurance	71	901	2,668	2,668	2,820	152	5.70%
0700	Workers Compensation	10,139	8,936	12,417	12,417	12,413	(4)	(0.03%)
0800	Health & Life Insurance	107,239	94,845	119,403	123,609	124,762	5,359	4.49%
0900	Supplemental Retirement	9,310	9,130	11,103	11,103	10,924	(179)	(1.61%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 724,672</u></b>	<b><u>\$ 747,691</u></b>	<b><u>\$ 819,883</u></b>	<b><u>\$ 824,089</u></b>	<b><u>\$ 856,772</u></b>	<b><u>\$ 36,889</u></b>	<b><u>4.50%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,010	1,449	2,200	2,200	1,700	(500)	(22.73%)
2022	Operating & Repair Supplies	150,259	169,680	198,500	199,703	191,500	(7,000)	(3.53%)
2024	Small Tools/Minor Equipment	16,714	27,520	15,155	19,222	9,155	(6,000)	(39.59%)
2026	Computer Software	1,372	888	1,400	1,400	1,315	(85)	(6.07%)
4531	Professional Services	8,493	32,238	15,080	15,080	32,180	17,100	113.40%
4532	Communications	18,061	21,856	23,578	23,578	13,303	(10,275)	(43.58%)
4533	Travel & Transportation	12,639	12,491	30,018	30,018	20,770	(9,248)	(30.81%)
4534	Advertising	12,728	10,580	11,680	11,680	10,800	(880)	(7.53%)
4535	Printing & Binding	4,946	2,359	2,978	2,978	3,075	97	3.26%
4536	Insurance	85,047	80,455	91,158	91,158	90,194	(964)	(1.06%)
4537	Utilities	315,075	310,123	404,147	404,147	395,418	(8,729)	(2.16%)
4538	Repair & Maintenance	188,110	245,554	216,633	216,432	218,001	1,368	0.63%
4539	Rentals	11,130	13,376	12,645	12,645	10,705	(1,940)	(15.34%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	66	51	51	50	(1)	(1.96%)
4667	Dues & Publications	514	578	490	529	530	40	8.16%
4999	General Contingency	-	-	30,000	16,463	30,000	-	-
5041	Miscellaneous	1,177	1,990	4,859	2,114	4,750	(109)	(2.24%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 827,275</u></b>	<b><u>\$ 931,203</u></b>	<b><u>\$ 1,060,572</u></b>	<b><u>\$ 1,049,398</u></b>	<b><u>\$ 1,033,446</u></b>	<b><u>\$ (27,126)</u></b>	<b><u>(2.56%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	62,500	-	-	-
8062	Buildings	-	19,640	-	-	-	-	-
8063	Improvements	-	649	-	-	27,866	27,866	-
8064	Machinery & Equipment	-	-	42,000	54,944	30,915	(11,085)	(26.39%)
9090	Transfers	1,152,107	1,132,854	940,500	1,060,500	936,400	(4,100)	(0.44%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 1,152,107</u></b>	<b><u>\$ 1,153,143</u></b>	<b><u>\$ 982,500</u></b>	<b><u>\$ 1,177,944</u></b>	<b><u>\$ 995,181</u></b>	<b><u>\$ 12,681</u></b>	<b><u>1.29%</u></b>
<b>Department Total:</b>		<b><u>\$ 2,704,054</u></b>	<b><u>\$ 2,832,037</u></b>	<b><u>\$ 2,862,955</u></b>	<b><u>\$ 3,051,431</u></b>	<b><u>\$ 2,885,399</u></b>	<b><u>\$ 22,444</u></b>	<b><u>0.78%</u></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. Two-thirds of this Administrative Assistant II position is charged to the Administration budget and one-third 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. 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.

Advertising concession was awarded to the Alaska Channel who will manage all terminal advertising.

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 responses for the terminal and airfield.

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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 96,622	\$ 76,630	\$ 104,409	\$ 104,409	\$ 106,140	\$ 1,731	1.66%
0200	Overtime	2,330	1,032	7,628	7,628	7,707	79	1.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	368	853	4,336	4,336	4,535	199	4.59%
0400	Medicare	1,400	1,121	1,686	1,686	1,716	30	1.78%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	27,610	34,001	29,287	29,287	28,473	(814)	(2.78%)
0600	Unemployment Insurance	-	426	582	582	592	10	1.72%
0700	Workers Compensation	2,704	2,030	3,447	3,447	3,339	(108)	(3.13%)
0800	Health & Life Insurance	26,761	20,394	29,195	29,195	29,850	655	2.24%
0900	Supplemental Retirement	2,285	1,951	3,010	3,010	2,505	(505)	(16.78%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 160,080</b>	<b>\$ 138,438</b>	<b>\$ 183,580</b>	<b>\$ 183,580</b>	<b>\$ 184,857</b>	<b>\$ 1,277</b>	<b>0.70%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	328	224	500	500	500	-	-
2022	Operating & Repair Supplies	17,845	19,772	31,500	31,500	25,000	(6,500)	(20.63%)
2024	Small Tools/Minor Equipment	320	3,865	2,500	2,500	1,500	(1,000)	(40.00%)
2026	Computer Software	-	-	195	195	200	5	2.56%
4531	Professional Services	-	1,883	1,500	1,500	11,500	10,000	666.67%
4532	Communications	1,314	2,596	5,122	5,122	1,810	(3,312)	(64.66%)
4533	Travel & Transportation	2,310	2,121	3,628	3,628	3,605	(23)	(0.63%)
4534	Advertising	1,470	926	1,530	1,530	1,100	(430)	(28.10%)
4535	Printing & Binding	435	263	645	645	750	105	16.28%
4536	Insurance	7,136	6,943	8,219	8,219	9,095	876	10.66%
4537	Utilities	137,785	134,291	150,751	150,751	154,678	3,927	2.60%
4538	Repair & Maintenance	145,802	179,823	157,500	152,300	158,710	1,210	0.77%
4539	Rentals	4,305	5,590	4,320	4,320	4,320	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	2	-	(10,000)	(100.00%)
5041	Miscellaneous	478	625	1,263	714	1,200	(63)	(4.99%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 319,528</b>	<b>\$ 358,922</b>	<b>\$ 379,173</b>	<b>\$ 363,426</b>	<b>\$ 373,968</b>	<b>\$ (5,205)</b>	<b>(1.37%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	19,640	-	-	-	-	-
8063	Improvements	-	-	-	-	18,000	18,000	-
8064	Machinery & Equipment	-	-	-	12,944	-	-	-
9090	Transfers Out	68,700	67,680	68,200	68,200	68,600	400	0.59%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 68,700</b>	<b>\$ 87,320</b>	<b>\$ 68,200</b>	<b>\$ 81,144</b>	<b>\$ 86,600</b>	<b>\$ 18,400</b>	<b>26.98%</b>
<b>Department Total:</b>		<b>\$ 548,308</b>	<b>\$ 584,680</b>	<b>\$ 630,953</b>	<b>\$ 628,150</b>	<b>\$ 645,425</b>	<b>\$ 14,472</b>	<b>2.29%</b>

**City of Kenai**  
**Fiscal Year 2018 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	9,000
	Generator fuel	2,500
	Flowers	3,500
	Ice melt	1,500
	LUKE vehicle parking machine	1,000
	Vehicle parking permits and violations	1,000
	Building air filters	1,000
	Holiday decorations	1,000
	Misc. supplies	4,500
		<hr/> 25,000
4531	<b><u>Professional Services</u></b>	
	Airline operating agreement review and rewrite	10,000
	Miscellaneous professional services	1,500
		<hr/> 11,500
4533	<b><u>Transportation</u></b>	
	Great Alaska Gathering conference	600
	ANTN Digicast subscription	405
	FAA AMAC conference	2,600
		<hr/> 3,605
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial services	55,000
	Security guard services	60,000
	Otis elevator contract	2,500
	SOA/DOT mechanical room inspection	350
	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	960
	Miscellaneous services	30,000
	Holiday lights	60
		<hr/> 158,170
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	500
	Misc.	700
		<hr/> 1,200
8063	<b><u>Improvements</u></b>	
	Kenai Municipal Airport sign	18,000
9090	<b><u>Central Administrative Charge</u></b>	68,600

## **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. water runway, 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 tie down spaces for thirty-five (35) aircraft; fifteen (15) of which were upgraded to provide electrical plug-ins. The general aviation area consisting of taxiways F, G, & H went through a major rehabilitation project in 2016.

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 seasonal City employees from the Street Department, and temporary call-in personnel working during the snow and ice season. 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; as in the case of two seasonal City employees from the Street Department who transfer to the Airport for the winter season (November through March).

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

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 168,915	\$ 161,575	\$ 190,531	\$ 190,531	\$ 212,012	\$ 21,481	11.27%
0200	Overtime	15,231	30,404	24,781	24,781	25,973	1,192	4.81%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	613	5,160	7,156	7,156	9,767	2,611	36.49%
0400	Medicare	2,659	2,737	3,226	3,226	3,592	366	11.35%
0450	Social Security	1,269	653	487	487	491	4	0.82%
0500	PERS	36,193	65,061	54,230	54,230	57,541	3,311	6.11%
0600	Unemployment Insurance	71	49	1,112	1,112	1,239	127	11.42%
0700	Workers Compensation	6,135	5,694	7,478	7,478	7,408	(70)	(0.94%)
0800	Health & Life Insurance	40,230	37,307	48,950	48,950	53,622	4,672	9.54%
0900	Supplemental Retirement	3,447	3,606	4,200	4,200	4,500	300	7.14%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 274,763</u></b>	<b><u>\$ 312,246</u></b>	<b><u>\$ 342,151</u></b>	<b><u>\$ 342,151</u></b>	<b><u>\$ 376,145</u></b>	<b><u>\$ 33,994</u></b>	<b><u>9.94%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	444	416	500	500	500	-	-
2022	Operating & Repair Supplies	119,091	136,591	149,800	145,733	149,300	(500)	(0.33%)
2024	Small Tools/Minor Equipment	16,394	19,240	12,400	16,467	5,900	(6,500)	(52.42%)
2026	Computer Software	837	331	735	735	830	95	12.93%
4531	Professional Services	3,881	7,863	12,330	12,330	12,330	-	-
4532	Communications	10,253	10,384	10,195	10,195	6,741	(3,454)	(33.88%)
4533	Travel & Transportation	4,620	4,260	17,900	17,900	8,700	(9,200)	(51.40%)
4534	Advertising	499	424	500	500	500	-	-
4535	Printing & Binding	3,315	989	1,158	1,158	1,175	17	1.47%
4536	Insurance	75,795	71,866	81,029	81,029	79,040	(1,989)	(2.45%)
4537	Utilities	145,993	148,805	164,381	164,381	153,786	(10,595)	(6.45%)
4538	Repair & Maintenance	27,085	46,469	40,470	40,470	39,570	(900)	(2.22%)
4539	Rentals	4,128	5,780	4,325	4,325	4,425	100	2.31%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	35	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	-	(10,000)	(100.00%)
5041	Miscellaneous	-	-	2,147	500	1,500	(647)	(30.14%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 412,335</u></b>	<b><u>\$ 453,453</u></b>	<b><u>\$ 507,870</u></b>	<b><u>\$ 506,223</u></b>	<b><u>\$ 464,297</u></b>	<b><u>\$ (43,573)</u></b>	<b><u>(8.58%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	649	-	-	9,866	9,866	-
8064	Machinery & Equipment	-	-	42,000	42,000	30,915	(11,085)	(26.39%)
9090	Transfers Out	835,200	813,060	818,300	818,300	816,300	(2,000)	(0.24%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 835,200</u></b>	<b><u>\$ 813,709</u></b>	<b><u>\$ 860,300</u></b>	<b><u>\$ 860,300</u></b>	<b><u>\$ 857,081</u></b>	<b><u>\$ (3,219)</u></b>	<b><u>(0.37%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 1,522,298</u></b>	<b><u>\$ 1,579,408</u></b>	<b><u>\$ 1,710,321</u></b>	<b><u>\$ 1,708,674</u></b>	<b><u>\$ 1,697,523</u></b>	<b><u>\$ (12,798)</u></b>	<b><u>(0.75%)</u></b>

**City of Kenai**  
**Fiscal Year 2018 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	40,000
	Broom bristles	13,000
	Runway, taxiway lights, sign parks	9,000
	Urea	23,000
	E36	10,000
	3% ARFF foam drums	7,300
	Fencing repair materials	2,000
	Hazing equipment	2,000
	Nitrogen for ARFF trucks	1,000
	Personal protection gear	1,500
	Cutting edges	8,000
	Propane for KFD hot drill training at Beacon	5,000
	Aero green rubber removal	1,500
	Miscellaneous operating supplies	15,000
	Delineators	1,000
		<hr/> 149,300
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Personal protective gear	4,400
	Radios	1,500
		<hr/> 5,900
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
	Seminar costs/travel for 139 training	5,000
	ARFF Working Group Conference	2,800
		<hr/> 8,700
4538	<b><u>Repairs and Maintenance</u></b>	
	Semi-annual overhead door inspections and service	2,500
	Fire testing	1,650
	SOA/DOT boiler inspections	700
	Contracted fence/gate repairs	2,500
	SOA overhead crane inspections	220
	Annual bowmonk calibrations	2,000
	Hydroaxing	5,000
	Miscellaneous contractor repairs	25,000
		<hr/> 39,570
8063	<b><u>Improvements</u></b>	
	Climate controled network enclosure rewiring	9,866
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Runway sensing system upgrade	23,585
	Climate controled network enclosure	7,330
		<hr/> 30,915
9090	<b><u>Central Administrative Charge</u></b>	816,300

## **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. Two-thirds of this Administrative Assistant II position is charged to Airport Administration and one-third to Airport terminal to properly account for the duties and responsibilities.

Support for legal, finance, planning, public works, police and fire is funded through transfers to the City's Central Administration budget. One-third of the Building Maintenance Lead position and one-third of the Building Maintenance Technician is charged directly to the Airport for building maintenance support.

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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 136,591	\$ 126,367	\$ 138,399	\$ 138,399	\$ 143,201	\$ 4,802	3.47%
0200	Overtime	727	935	1,253	1,253	1,291	38	3.03%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,340	7,845	6,760	6,760	6,998	238	3.52%
0400	Medicare	2,117	1,970	2,123	2,123	2,197	74	3.49%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	38,043	51,949	36,506	36,506	36,137	(369)	(1.01%)
0600	Unemployment Insurance	-	-	732	732	757	25	3.42%
0700	Workers Compensation	434	427	540	540	569	29	5.37%
0800	Health & Life Insurance	28,733	26,230	29,195	29,195	29,850	655	2.24%
0900	Supplemental Retirement	2,528	2,541	2,500	2,500	2,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 218,513</b>	<b>\$ 218,264</b>	<b>\$ 218,008</b>	<b>\$ 218,008</b>	<b>\$ 223,500</b>	<b>\$ 5,492</b>	<b>2.52%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	238	734	1,000	1,000	500	(500)	(50.00%)
2022	Operating & Repair Supplies	1,057	780	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	-	4,279	255	255	1,755	1,500	588.24%
2026	Computer Software	535	557	470	470	285	(185)	(39.36%)
4531	Professional Services	(2,078)	935	1,250	1,250	1,350	100	8.00%
4532	Communications	5,483	7,593	6,461	6,461	3,820	(2,641)	(40.88%)
4533	Travel & Transportation	5,709	6,101	8,490	8,490	8,465	(25)	(0.29%)
4534	Advertising	8,653	8,665	9,050	9,050	8,700	(350)	(3.87%)
4535	Printing & Binding	1,196	838	1,175	1,175	1,150	(25)	(2.13%)
4536	Insurance	1,427	1,508	1,910	1,910	2,059	149	7.80%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	31	51	51	50	(1)	(1.96%)
4667	Dues & Publications	514	578	490	529	530	40	8.16%
4999	Contingency	-	-	10,000	6,461	30,000	20,000	200.00%
5041	Miscellaneous	640	961	1,449	900	2,050	601	41.48%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 23,374</b>	<b>\$ 33,560</b>	<b>\$ 43,251</b>	<b>\$ 39,202</b>	<b>\$ 61,914</b>	<b>\$ 18,663</b>	<b>43.15%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	45,200	53,520	54,000	174,000	51,500	(2,500)	(4.63%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 45,200</b>	<b>\$ 53,520</b>	<b>\$ 54,000</b>	<b>\$ 174,000</b>	<b>\$ 51,500</b>	<b>\$ (2,500)</b>	<b>(4.63%)</b>
<b>Department Total:</b>		<b>\$ 287,087</b>	<b>\$ 305,344</b>	<b>\$ 315,259</b>	<b>\$ 431,210</b>	<b>\$ 336,914</b>	<b>\$ 21,655</b>	<b>6.87%</b>



**City of Kenai**  
**Fiscal Year 2018 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
	Computer for Airport Manager	1,500
		<u>1,755</u>
4531	<b><u>Professional Services</u></b>	
	Miscellaneous professional services	1,250
	AIT domain renewal fee	100
		<u>1,350</u>
4533	<b><u>Transportation</u></b>	
	ANTN digicast subscription	405
	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>8,465</u>
4534	<b><u>Advertising</u></b>	
	Registration - Great Alaska Aviation Gathering	700
	KCHS hockey booster club	300
	Radio advertising	250
	NWAAAE sponsorship	1,500
	KPAF sticker	1,200
	Newspaper notices, meeting, work sessions, etc.	1,000
	Trade show items	3,500
	Holiday cards	250
		<u>8,700</u>
5041	<b><u>Miscellaneous</u></b>	
	Meeting food and refreshments	800
	Miscellaneous shipping fees	750
	Ground School - KPB	500
		<u>2,050</u>
9090	<b><u>Central Administrative Charge</u></b>	51,500

## **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 (ALSPF). The principal of the fund cannot be spent; however, interest generated on the principal is a primary revenue source for the Airport Fund.

The City Planner and the City Manager positions are responsible for the administration of airport lands. Twenty-five percent of the City Planner position, which is under the direction of the City Manager, is charged directly to the Airports - Other Buildings and Areas budget.

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

The basin is closed to all operations during winter months.

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 44,600	\$ 46,098	\$ 46,597	\$ 46,597	\$ 44,271	\$ (2,326)	(4.99%)
0200	Overtime	218	283	535	535	599	64	11.96%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	584	1,339	1,339	1,321	(18)	(1.34%)
0400	Medicare	634	667	703	703	669	(34)	(4.84%)
0450	Social Security	-	94	-	-	-	-	-
0500	PERS	12,433	17,860	12,320	12,320	11,222	(1,098)	(8.91%)
0600	Unemployment Insurance	-	426	242	242	232	(10)	(4.13%)
0700	Workers Compensation	866	785	952	952	1,097	145	15.23%
0800	Health & Life Insurance	11,515	10,914	12,063	16,269	11,440	(623)	(5.16%)
0900	Supplemental Retirement	1,050	1,032	1,393	1,393	1,419	26	1.87%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 71,316</b>	<b>\$ 78,743</b>	<b>\$ 76,144</b>	<b>\$ 80,350</b>	<b>\$ 72,270</b>	<b>\$ (3,874)</b>	<b>(5.09%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	75	200	200	200	-	-
2022	Operating & Repair Supplies	12,266	12,537	16,000	21,270	16,000	-	-
2024	Small Tools/Minor Equipment	-	136	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	6,690	18,701	-	-	7,000	7,000	-
4532	Communications	1,011	1,098	1,800	1,800	932	(868)	(48.22%)
4533	Travel & Transportation	-	9	-	-	-	-	-
4534	Advertising	2,106	565	600	600	500	(100)	(16.67%)
4535	Printing & Binding	-	269	-	-	-	-	-
4536	Insurance	689	138	-	-	-	-	-
4537	Utilities	9,206	5,989	65,474	65,474	63,413	(2,061)	(3.15%)
4538	Repair & Maintenance	4,694	7,519	5,436	5,186	4,936	(500)	(9.20%)
4539	Rentals	2,697	2,006	4,000	4,000	1,960	(2,040)	(51.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	59	404	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 39,418</b>	<b>\$ 49,446</b>	<b>\$ 93,510</b>	<b>\$ 98,530</b>	<b>\$ 94,941</b>	<b>\$ 1,431</b>	<b>1.53%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	62,500	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	203,007	198,594	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 203,007</b>	<b>\$ 198,594</b>	<b>\$ -</b>	<b>\$ 62,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 313,741</b>	<b>\$ 326,783</b>	<b>\$ 169,654</b>	<b>\$ 241,380</b>	<b>\$ 167,211</b>	<b>\$ (2,443)</b>	<b>(1.44%)</b>

City of Kenai  
Fiscal Year 2018 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Building and ground maintenance supplies	3,000
	Fuel 100LL	12,000
	Miscellaneous	<u>1,000</u>
		16,000
4531	<b><u>Professional Services</u></b>	
	Miscellaneous appraisal fees	7,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Misc. repairs	4,000
	Fire system testing	436
	Landscaping	<u>500</u>
		4,936
4539	<b><u>Rentals</u></b>	
	Porta-toilets	1,960

## **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 for fire response personnel in scenarios replicating actual emergencies involving aircraft and structural/industrial settings.

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

The second floor consisting of 3,800 square feet is available for lease.

City of Kenai  
Fiscal Year 2018 Operating Budget

Fund: 008 - Airport Fund  
Department: Airport Training Facility

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	2,856	-	-	-	-	-
4532	Communications	-	185	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	22,091	21,038	23,541	23,541	23,541	-	-
4538	Repair & Maintenance	10,529	11,743	13,227	18,476	14,785	1,558	11.78%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 32,620</u></b>	<b><u>\$ 35,822</u></b>	<b><u>\$ 36,768</u></b>	<b><u>\$ 42,017</u></b>	<b><u>\$ 38,326</u></b>	<b><u>\$ 1,558</u></b>	<b><u>4.24%</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>\$ 32,620</u></b>	<b><u>\$ 35,822</u></b>	<b><u>\$ 36,768</u></b>	<b><u>\$ 42,017</u></b>	<b><u>\$ 38,326</u></b>	<b><u>\$ 1,558</u></b>	<b><u>4.24%</u></b>

City of Kenai  
Fiscal Year 2018 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	2,600
	Miscellaneous repairs	10,000
	Mechanical inspection for elevator	350
		<hr/> 14,785

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
<b>Revenues</b>					
State Grants	\$ 295,773	\$ 196,978	\$ 192,939	\$ 200,939	\$ 198,299
USDA Grant	13,949	15,780	13,000	15,000	15,000
Choice Waiver	322,826	252,604	275,000	225,000	225,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	8,762	9,582	9,582	5,977	5,977
Rents and Leases	5,660	12,971	13,000	13,000	13,000
Donations	33,323	23,497	31,000	30,000	80,000
Meal Donations	54,428	61,066	66,500	75,000	75,000
Transfer from General Fund	-	88,339	151,385	205,160	196,730
Other	316	(621)	300	300	300
Total Revenue	<u>861,244</u>	<u>786,403</u>	<u>878,913</u>	<u>896,583</u>	<u>935,513</u>
<b>Expenditures</b>					
Senior Citizen Access	207,975	175,262	163,881	164,631	166,319
Congregate Meals	192,265	179,434	223,133	228,533	236,396
Home Meals	163,314	148,048	175,274	179,374	195,103
Senior Transportation	64,289	108,562	67,689	68,439	80,523
Choice Waiver	<u>336,444</u>	<u>331,888</u>	<u>271,749</u>	<u>279,249</u>	<u>281,213</u>
Total Expenditures	<u>964,287</u>	<u>943,194</u>	<u>901,726</u>	<u>920,226</u>	<u>959,554</u>
Contribution To/(From) Fund Balance:	(103,043)	(156,791)	(22,813)	(23,643)	(24,041)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>22,813</u>	<u>23,368</u>	<u>24,041</u>
Adjusted (Deficit)/Surplus	(103,043)	(156,791)	-	(275)	-
Beginning Fund Balance	<u>260,109</u>	<u>157,066</u>	<u>-</u>	<u>275</u>	<u>-</u>
Ending Fund Balance	<u>\$ 157,066</u>	<u>\$ 275</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Fund: 019 - Senior Citizen Fund  
Department: 61 - Title III Summary - Line Item**

Account <u>Number</u>	Expense <u>Description</u>	FY2016 <u>Actual</u>	Five year Historical <u>Average</u>	Original Budget <u>FY2017</u>	Amended <u>Budget</u>	Council Adopted <u>FY2018</u>	Increase (Decrease) <u>FY2017 Original</u>	% <u>Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 303,483	\$ 283,605	\$ 298,863	\$ 298,863	\$ 302,978	\$ 4,115	1.38%
0200	Overtime	2,650	1,302	1,699	1,699	1,743	44	2.59%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,385	6,709	10,246	10,246	11,057	811	7.92%
0400	Medicare	4,369	4,114	4,506	4,506	4,579	73	1.62%
0450	Social Security	3,780	3,224	3,517	3,517	3,544	27	0.77%
0500	PERS	68,105	94,667	63,734	63,734	61,925	(1,809)	(2.84%)
0600	Unemployment Insurance	134	46	1,557	1,557	1,576	19	1.22%
0700	Workers Compensation	4,789	4,141	5,860	5,860	6,010	150	2.56%
0800	Health & Life Insurance	61,366	66,210	61,186	61,186	89,371	28,185	46.06%
0900	Supplemental Retirement	7,109	6,743	7,219	7,219	7,275	56	0.78%
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 460,170</u></b>	<b><u>\$ 470,761</u></b>	<b><u>\$ 458,387</u></b>	<b><u>\$ 458,387</u></b>	<b><u>\$ 490,058</u></b>	<b><u>\$ 31,671</u></b>	<b><u>6.91%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,489	779	1,455	1,455	1,405	(50)	(3.44%)
2022	Operating & Repair Supplies	167,412	156,529	187,650	191,150	200,663	13,013	6.93%
2024	Small Tools/Minor Equipment	4,954	9,095	3,147	3,747	2,851	(296)	(9.41%)
2026	Computer Software	11,107	3,040	2,301	2,301	3,000	699	30.38%
4531	Professional Services	10,487	10,777	17,268	32,268	15,218	(2,050)	(11.87%)
4532	Communications	7,572	6,194	5,550	4,950	3,776	(1,774)	(31.96%)
4533	Travel & Transportation	4,438	3,089	7,200	7,200	7,008	(192)	(2.67%)
4534	Advertising	848	665	932	932	1,017	85	9.12%
4535	Printing & Binding	3,073	1,918	2,906	2,906	2,825	(81)	(2.79%)
4536	Insurance	8,739	6,897	10,320	10,320	11,961	1,641	15.90%
4537	Utilities	46,630	42,564	52,107	52,107	53,455	1,348	2.59%
4538	Repair & Maintenance	4,148	4,235	7,870	7,870	4,934	(2,936)	(37.31%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	1,046	517	1,025	1,025	950	(75)	(7.32%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	962	933	1,808	1,808	1,833	25	1.38%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	33	500	500	400	(100)	(20.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 272,905</u></b>	<b><u>\$ 247,265</u></b>	<b><u>\$ 302,039</u></b>	<b><u>\$ 320,539</u></b>	<b><u>\$ 311,296</u></b>	<b><u>\$ 9,257</u></b>	<b><u>3.06%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	20,763	7,890	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	52,856	15,057	-	-	-	-	-
9090	Transfers	136,500	135,041	141,300	141,300	158,200	16,900	11.96%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 210,119</u></b>	<b><u>\$ 157,988</u></b>	<b><u>\$ 141,300</u></b>	<b><u>\$ 141,300</u></b>	<b><u>\$ 158,200</u></b>	<b><u>\$ 16,900</u></b>	<b><u>11.96%</u></b>
<b>Department Total:</b>		<b><u>\$ 943,194</u></b>	<b><u>\$ 876,014</u></b>	<b><u>\$ 901,726</u></b>	<b><u>\$ 920,226</u></b>	<b><u>\$ 959,554</u></b>	<b><u>\$ 57,828</u></b>	<b><u>6.41%</u></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 85+ 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 85+. 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. The congregate meal program is open from 11:30 am to 1:00 pm Monday through Friday. 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 weekly meals served for both congregate and or home meal delivery are created by a 5-week cycle menu approved by a State Licensed Dietitian that provides 1/3 of the daily nutrients based upon USDA standards. The 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 or a vegetable salad is substituted for the salad bar. This program is a part of the Older American's Act, and a suggested donation of \$7.00 is requested for a meal. The cost to prepare the meal is \$15.00.

The transportation program is provided by the Nutrition, Transportation and Services (NTS) grant. Transportation services are available from 9:00 am until 4:00 pm. We provide rides to and from the senior center, to and from medical appointments. Within the City of Kenai, a suggested donation of \$3.00 one way is requested for these rides. There is a charge to seniors for rides to pick up medication, post office, bank, shopping trip and or the weekly senior's shopping trips to a grocery store and to Wal-Mart. The Activity/Volunteer Coordinator plans many outings throughout the year. There is a charge for these rides based upon the distance. Seniors are requested to reserve a seat by paying before the outing.

We provide the following services that promote the independence, personal choice and purpose for 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 85+. We feel this percentage reflects the care of the "frail" older adult in our community.

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 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 81,959	\$ 83,440	\$ 68,149	\$ 68,149	\$ 69,475	\$ 1,326	1.95%
0200	Overtime	-	17	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,751	1,643	1,643	2,100	457	27.81%
0400	Medicare	1,140	1,185	1,012	1,012	1,038	26	2.57%
0450	Social Security	414	434	1,156	1,156	1,165	9	0.78%
0500	PERS	20,896	30,814	12,938	12,938	12,679	(259)	(2.00%)
0600	Unemployment Insurance	-	2	349	349	357	8	2.29%
0700	Workers Compensation	298	296	575	575	578	3	0.52%
0800	Health & Life Insurance	24,105	23,643	20,104	20,104	20,555	451	2.24%
0900	Supplemental Retirement	2,010	1,979	1,725	1,725	1,725	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 130,822</b>	<b>\$ 143,561</b>	<b>\$ 107,651</b>	<b>\$ 107,651</b>	<b>\$ 109,672</b>	<b>\$ 2,021</b>	<b>1.88%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	599	287	550	550	550	-	-
2022	Operating & Repair Supplies	1,396	701	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	2,830	2,571	1,032	1,170	401	(631)	(61.14%)
2026	Computer Software	650	364	847	847	577	(270)	(31.88%)
4531	Professional Services	636	3,258	3,950	4,700	3,650	(300)	(7.59%)
4532	Communications	2,105	2,210	927	789	638	(289)	(31.18%)
4533	Travel & Transportation	2,117	1,517	2,500	2,500	3,120	620	24.80%
4534	Advertising	400	362	400	400	400	-	-
4535	Printing & Binding	1,863	1,359	1,666	1,666	1,600	(66)	(3.96%)
4536	Insurance	437	1,300	2,373	2,373	2,751	378	15.93%
4537	Utilities	3,826	8,242	11,985	11,985	12,296	311	2.59%
4538	Repair & Maintenance	2,122	1,987	2,505	2,505	2,069	(436)	(17.41%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	197	79	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	194	228	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	29	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 19,372</b>	<b>\$ 24,494</b>	<b>\$ 31,430</b>	<b>\$ 32,180</b>	<b>\$ 30,747</b>	<b>\$ (683)</b>	<b>(2.17%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	868	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	24,200	31,856	24,800	24,800	25,900	1,100	4.44%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 25,068</b>	<b>\$ 32,030</b>	<b>\$ 24,800</b>	<b>\$ 24,800</b>	<b>\$ 25,900</b>	<b>\$ 1,100</b>	<b>4.44%</b>
<b>Department Total:</b>		<b>\$ 175,262</b>	<b>\$ 200,085</b>	<b>\$ 163,881</b>	<b>\$ 164,631</b>	<b>\$ 166,319</b>	<b>\$ 2,438</b>	<b>1.49%</b>

**City of Kenai  
Fiscal Year 2018 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
		<hr/> 550
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Life Pacs AEDs 1/2	305
	Table cloths	96
		<hr/> 401
4531	<b><u>Professional Services</u></b>	
	Seasonal lawn clean up for winter and spring	1,000
	Outside flowers	2,200
	Background checks/fingerprinting	450
		<hr/> 3,650
4533	<b><u>Transportation</u></b>	
	Meetings in Anchorage	200
	MOWA	1,200
	Senior Center staff training	1,000
	CPR/First aid traning	720
		<hr/> 3,120
4538	<b><u>Repair and Maintenance</u></b>	
	Fire alarm testing and inspections	820
	Fire extinguishers	24
	AED annual maintenance	325
	Minor repairs and maintenance, coffee and juice machines	900
		<hr/> 2,069
9090	<b><u>Central Administrative Charge</u></b>	25,900

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 43,363	\$ 45,651	\$ 71,803	\$ 71,803	\$ 72,630	\$ 827	1.15%
0200	Overtime	685	373	612	612	627	15	2.45%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,236	1,367	2,840	2,840	2,965	125	4.40%
0400	Medicare	640	673	1,092	1,092	1,106	14	1.28%
0450	Social Security	617	615	478	478	476	(2)	(0.42%)
0500	PERS	9,949	14,720	16,914	16,914	16,404	(510)	(3.02%)
0600	Unemployment Insurance	-	1	377	377	381	4	1.06%
0700	Workers Compensation	758	786	1,552	1,552	1,583	31	2.00%
0800	Health & Life Insurance	9,505	11,644	13,811	13,811	23,773	9,962	72.13%
0900	Supplemental Retirement	1,098	1,159	1,894	1,894	1,914	20	1.06%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 67,851</b>	<b>\$ 76,989</b>	<b>\$ 111,373</b>	<b>\$ 111,373</b>	<b>\$ 121,859</b>	<b>\$ 10,486</b>	<b>9.42%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	504	285	525	525	475	(50)	(9.52%)
2022	Operating & Repair Supplies	55,832	50,564	61,300	63,700	62,150	850	1.39%
2024	Small Tools/Minor Equipment	1,237	2,606	1,300	1,360	1,325	25	1.92%
2026	Computer Software	2,381	869	363	363	692	329	90.63%
4531	Professional Services	2,819	564	2,808	5,808	2,808	-	-
4532	Communications	1,432	700	1,017	957	728	(289)	(28.42%)
4533	Travel & Transportation	1,095	863	1,300	1,300	1,300	-	-
4534	Advertising	253	160	257	257	257	-	-
4535	Printing & Binding	225	156	225	225	225	-	-
4536	Insurance	1,748	2,105	2,476	2,476	2,871	395	15.95%
4537	Utilities	10,634	13,129	12,506	12,506	12,828	322	2.57%
4538	Repair & Maintenance	1,060	1,473	1,390	1,390	1,490	100	7.19%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	250	144	250	250	225	(25)	(10.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	298	363	443	443	463	20	4.51%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	4	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 79,768</b>	<b>\$ 73,985</b>	<b>\$ 86,260</b>	<b>\$ 91,660</b>	<b>\$ 87,837</b>	<b>\$ 1,577</b>	<b>1.83%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	6,315	4,999	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	25,500	28,154	25,500	25,500	26,700	1,200	4.71%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 31,815</b>	<b>\$ 33,153</b>	<b>\$ 25,500</b>	<b>\$ 25,500</b>	<b>\$ 26,700</b>	<b>\$ 1,200</b>	<b>4.71%</b>
<b>Department Total:</b>		<b>\$ 179,434</b>	<b>\$ 184,127</b>	<b>\$ 223,133</b>	<b>\$ 228,533</b>	<b>\$ 236,396</b>	<b>\$ 13,263</b>	<b>5.94%</b>

**City of Kenai**  
**Fiscal Year 2018 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	56,000
	Paper products	2,300
	Activity supplies	2,400
	Helium	250
	Misc. supplies	1,200
		<hr/> 62,150
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Dishes, glassware, flatware	500
	Miscellaneous kitchen supplies	300
	Vinyl round table cloths	525
		<hr/> 1,325
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	500
	Security, fire extinguisher, hood inspections	680
	Bizhub yearly maintenance	310
		<hr/> 1,490
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
	Senior Voice	20
		<hr/> 463
9090	<b><u>Central Administrative Charge</u></b>	26,700

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 35,044	\$ 37,715	\$ 52,694	\$ 52,694	\$ 53,295	\$ 601	1.14%
0200	Overtime	530	283	442	442	453	11	2.49%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	877	1,103	2,087	2,087	2,177	90	4.31%
0400	Medicare	516	556	800	800	811	11	1.38%
0450	Social Security	361	391	351	351	349	(2)	(0.57%)
0500	PERS	8,297	12,733	12,407	12,407	12,033	(374)	(3.01%)
0600	Unemployment Insurance	-	1	277	277	279	2	0.72%
0700	Workers Compensation	734	735	1,124	1,124	1,148	24	2.14%
0800	Health & Life Insurance	6,103	8,810	10,139	10,139	17,338	7,199	71.00%
0900	Supplemental Retirement	938	1,015	1,382	1,382	1,397	15	1.09%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 53,400</b>	<b>\$ 63,342</b>	<b>\$ 81,703</b>	<b>\$ 81,703</b>	<b>\$ 89,280</b>	<b>\$ 7,577</b>	<b>9.27%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	46	16	55	55	55	-	-
2022	Operating & Repair Supplies	50,259	47,627	50,748	51,848	62,233	11,485	22.63%
2024	Small Tools/Minor Equipment	50	1,124	300	408	300	-	-
2026	Computer Software	2,191	502	365	365	577	212	58.08%
4531	Professional Services	-	30	200	3,200	200	-	-
4532	Communications	367	403	1,017	909	684	(333)	(32.74%)
4533	Travel & Transportation	1,001	489	1,550	1,550	1,444	(106)	(6.84%)
4534	Advertising	105	56	125	125	125	-	-
4535	Printing & Binding	332	141	360	360	360	-	-
4536	Insurance	1,748	921	1,856	1,856	2,153	297	16.00%
4537	Utilities	8,833	5,479	9,380	9,380	10,157	777	8.28%
4538	Repair & Maintenance	721	558	1,175	1,175	925	(250)	(21.28%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	249	110	250	250	225	(25)	(10.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	213	205	290	290	285	(5)	(1.72%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 66,115</b>	<b>\$ 57,661</b>	<b>\$ 67,771</b>	<b>\$ 71,871</b>	<b>\$ 79,823</b>	<b>\$ 12,052</b>	<b>17.78%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	3,833	767	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,486	-	-	-	-	-
9090	Transfers Out	24,700	24,523	25,800	25,800	26,000	200	0.78%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 28,533</b>	<b>\$ 29,776</b>	<b>\$ 25,800</b>	<b>\$ 25,800</b>	<b>\$ 26,000</b>	<b>\$ 200</b>	<b>0.78%</b>
<b>Department Total:</b>		<b>\$ 148,048</b>	<b>\$ 150,779</b>	<b>\$ 175,274</b>	<b>\$ 179,374</b>	<b>\$ 195,103</b>	<b>\$ 19,829</b>	<b>11.31%</b>

**City of Kenai**  
**Fiscal Year 2018 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	57,033
	Food containers, sealing film, shipping	5,200
		<u>62,233</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Kitchen equipment	100
	Thermal meal bag replacement	200
		<u>300</u>
4531	<b><u>Professional Services</u></b>	
	Background checks, fingerprinting	200
4533	<b><u>Transportation</u></b>	
	CPR/First Aid Training	144
	NCOA Conference	1,300
		<u>1,444</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Misc. appliance repair	925
4667	<b><u>Dues and Publications</u></b>	
	Food bank 1/3 membership	35
	MOWA 1/3 membership	100
	AGeNet 1/3 membership	75
	ACOA 1/3 membership	75
		<u>285</u>
9090	<b><u>Central Administrative Charge</u></b>	26,000



**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 26,983	\$ 26,499	\$ 30,558	\$ 30,558	\$ 31,052	\$ 494	1.62%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	164	689	689	695	6	0.87%
0400	Medicare	381	378	452	452	460	8	1.77%
0450	Social Security	982	885	1,022	1,022	1,047	25	2.45%
0500	PERS	3,084	4,879	3,676	3,676	3,546	(130)	(3.54%)
0600	Unemployment Insurance	134	41	156	156	158	2	1.28%
0700	Workers Compensation	835	542	972	972	1,029	57	5.86%
0800	Health & Life Insurance	2,572	2,635	2,622	2,622	2,681	59	2.25%
0900	Supplemental Retirement	229	260	225	225	225	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 35,200</b>	<b>\$ 36,283</b>	<b>\$ 40,372</b>	<b>\$ 40,372</b>	<b>\$ 40,893</b>	<b>\$ 521</b>	<b>1.29%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	271	158	250	250	250	-	-
2022	Operating & Repair Supplies	4,517	7,061	4,750	4,750	6,480	1,730	36.42%
2024	Small Tools/Minor Equipment	-	990	120	264	125	5	4.17%
2026	Computer Software	600	216	363	363	577	214	58.95%
4531	Professional Services	-	-	1,860	2,610	1,860	-	-
4532	Communications	943	1,835	1,122	978	638	(484)	(43.14%)
4533	Travel & Transportation	225	220	1,850	1,850	1,144	(706)	(38.16%)
4534	Advertising	-	15	50	50	35	(15)	(30.00%)
4535	Printing & Binding	344	160	345	345	330	(15)	(4.35%)
4536	Insurance	437	536	1,032	1,032	1,196	164	15.89%
4537	Utilities	2,700	3,200	5,210	5,210	5,345	135	2.59%
4538	Repair & Maintenance	51	68	350	350	250	(100)	(28.57%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	150	88	125	125	100	(25)	(20.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	10	190	190	200	10	5.26%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 10,238</b>	<b>\$ 14,557</b>	<b>\$ 17,717</b>	<b>\$ 18,467</b>	<b>\$ 18,630</b>	<b>\$ 913</b>	<b>5.15%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	868	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	52,856	10,571	-	-	-	-	-
9090	Transfers Out	9,400	12,579	9,600	9,600	21,000	11,400	118.75%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 63,124</b>	<b>\$ 23,324</b>	<b>\$ 9,600</b>	<b>\$ 9,600</b>	<b>\$ 21,000</b>	<b>\$ 11,400</b>	<b>118.75%</b>
<b>Department Total:</b>		<b>\$ 108,562</b>	<b>\$ 74,164</b>	<b>\$ 67,689</b>	<b>\$ 68,439</b>	<b>\$ 80,523</b>	<b>\$ 12,834</b>	<b>18.96%</b>

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	6,480
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Winter extension cords	65
	Ice scrapers	60
		<hr/> 125
4531	<b><u>Professional Services</u></b>	
	Clean and detail vehicles	1,860
4533	<b><u>Transportation</u></b>	
	MOWA conference	800
	Anchorage meetings and conferences	200
	CPR training	144
		<hr/> 1,144
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	250
4667	<b><u>Dues and Publications</u></b>	
	Food bank 1/3 membership	50
	MOWA 1/3 membership	100
	AGeNet 1/3 membership	50
		<hr/> 200
9090	<b><u>Central Administrative Charge</u></b>	21,000

## **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 the 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. The number of Choice Waiver clients we have fluctuate depending upon health issues and approval of being state certified. We have a contractor that bills the state insurance for the units of service provided. The administrative assistant and 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 2018 Operating Budget

Fund: 019 - Senior Citizen Fund  
Department: Choice Waiver

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 116,134	\$ 90,300	\$ 75,659	\$ 75,659	\$ 76,526	\$ 867	1.15%
0200	Overtime	1,435	629	645	645	663	18	2.79%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,272	2,324	2,987	2,987	3,120	133	4.45%
0400	Medicare	1,692	1,322	1,150	1,150	1,164	14	1.22%
0450	Social Security	1,406	899	510	510	507	(3)	(0.59%)
0500	PERS	25,879	31,521	17,799	17,799	17,263	(536)	(3.01%)
0600	Unemployment Insurance	-	1	398	398	401	3	0.75%
0700	Workers Compensation	2,164	1,782	1,637	1,637	1,672	35	2.14%
0800	Health & Life Insurance	19,081	19,478	14,510	14,510	25,024	10,514	72.46%
0900	Supplemental Retirement	2,834	2,330	1,993	1,993	2,014	21	1.05%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 172,897</b>	<b>\$ 150,586</b>	<b>\$ 117,288</b>	<b>\$ 117,288</b>	<b>\$ 128,354</b>	<b>\$ 11,066</b>	<b>9.43%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	69	33	75	75	75	-	-
2022	Operating & Repair Supplies	55,408	50,576	69,052	69,052	68,000	(1,052)	(1.52%)
2024	Small Tools/Minor Equipment	837	1,804	395	545	700	305	77.22%
2026	Computer Software	5,285	1,089	363	363	577	214	58.95%
4531	Professional Services	7,032	6,925	8,450	15,950	6,700	(1,750)	(20.71%)
4532	Communications	2,725	1,046	1,467	1,317	1,088	(379)	(25.84%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	90	72	100	100	200	100	100.00%
4535	Printing & Binding	309	102	310	310	310	-	-
4536	Insurance	4,369	2,035	2,583	2,583	2,990	407	15.76%
4537	Utilities	20,637	12,514	13,026	13,026	12,829	(197)	(1.51%)
4538	Repair & Maintenance	194	149	2,450	2,450	200	(2,250)	(91.84%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	200	96	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	257	127	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 97,412</b>	<b>\$ 76,568</b>	<b>\$ 98,861</b>	<b>\$ 106,361</b>	<b>\$ 94,259</b>	<b>\$ (4,602)</b>	<b>(4.66%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	8,879	1,776	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	52,700	37,929	55,600	55,600	58,600	3,000	5.40%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 61,579</b>	<b>\$ 39,705</b>	<b>\$ 55,600</b>	<b>\$ 55,600</b>	<b>\$ 58,600</b>	<b>\$ 3,000</b>	<b>5.40%</b>
<b>Department Total:</b>		<b>\$ 331,888</b>	<b>\$ 266,859</b>	<b>\$ 271,749</b>	<b>\$ 279,249</b>	<b>\$ 281,213</b>	<b>\$ 9,464</b>	<b>3.48%</b>

**City of Kenai**  
**Fiscal Year 2018 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	62,500
	Disposable containers, sealing film	5,500
		<u>68,000</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Jumbo thermal bags	345
	Replacement cords	50
	AEDs	305
		<u>700</u>
4531	<b><u>Professional Services</u></b>	
	Contract billing	6,500
	Background checks	200
		<u>6,700</u>
4538	<b><u>Repair &amp; Maintenance Services</u></b>	
	Repairs to kitchen equipment	200
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
		<u>290</u>
9090	<b><u>Central Administrative Charge</u></b>	58,600

## **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.

### **2. EMPLOYEE HEALTH CARE FUND**

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



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**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

**Enterprise Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference
Congregate Housing Fund	\$ 62,384	\$ 62,558	\$ 174	\$ 364,235	\$ 350,575	\$ (13,660)
Employee Health Care Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,143,283	\$ 2,143,283
Total Enterprise / Internal Service Fund	<u>\$ 62,384</u>	<u>\$ 62,558</u>	<u>\$ 174</u>	<u>\$ 364,235</u>	<u>\$ 2,493,858</u>	<u>\$ 2,129,623</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Enterprise Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2017 Original Budget	FY2018 Adopted Budget	Difference	FY2017 Original Budget	FY2018 Adopted Budget	Difference	
\$ 34,000	\$ 39,000	\$ 5,000	\$ 460,619	\$ 452,133	\$ (8,486)	Congregate Housing
\$ -	\$ -	\$ -	\$ -	\$ 2,143,283	\$ 2,143,283	Employee Health Care Fund
\$ 34,000	\$ 39,000	\$ 5,000	\$ 460,619	\$ 2,595,416	\$ 2,134,797	Total Enterprise / Internal Service Fund

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
<b>Revenues</b>					
PERS Grant	\$ 16,482	\$ 2,077	\$ 1,627	\$ 1,627	\$ 1,192
Rents and Leases	365,430	382,253	382,414	393,414	388,345
Interest on Investments	2,533	3,880	3,000	3,000	4,000
Transfer from General Fund	-	-	-	-	-
Miscellaneous	20	77	-	-	-
Total Revenues	<u>384,465</u>	<u>388,287</u>	<u>387,041</u>	<u>398,041</u>	<u>393,537</u>
<b>Expenses</b>	<u>454,429</u>	<u>425,986</u>	<u>460,619</u>	<u>511,993</u>	<u>452,133</u>
Net Income (loss)	(69,964)	(37,699)	(73,578)	(113,952)	(58,596)
Beginning Retained Earnings	469,418	418,765	417,601	474,257	496,442
Capital Asset Acquisitions	(116,826)	(46,666)	-	-	-
Allocated to Capital Projects	-	-	-	-	-
Credit for Depreciation	<u>136,137</u>	<u>139,857</u>	<u>136,137</u>	<u>136,137</u>	<u>139,857</u>
Available Retained Earnings	<u>\$ 418,765</u>	<u>\$ 474,257</u>	<u>\$ 480,160</u>	<u>\$ 496,442</u>	<u>\$ 577,703</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 and 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 \$821.52 to \$1,002.96 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 125 seniors on the senior housing wait list.

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2016 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2017</u>	<u>Amended Budget</u>	<u>Council Adopted FY2018</u>	<u>Increase (Decrease) FY2017 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 36,322	\$ 31,741	\$ 39,724	\$ 39,724	\$ 40,019	\$ 295	0.74%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,314	208	1,927	1,927	1,942	15	0.78%
0400	Medicare	499	446	604	604	608	4	0.66%
0450	Social Security	-	-	-	-	25	25	-
0500	PERS	10,067	13,078	10,274	10,274	9,908	(366)	(3.56%)
0600	Unemployment Insurance	-	-	208	208	210	2	0.96%
0700	Workers Compensation	114	104	155	155	158	3	1.94%
0800	Health & Life Insurance	7,698	6,438	8,742	8,742	8,938	196	2.24%
0900	Supplemental Retirement	682	623	750	750	750	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 56,696</b>	<b>\$ 52,638</b>	<b>\$ 62,384</b>	<b>\$ 62,384</b>	<b>\$ 62,558</b>	<b>\$ 174</b>	<b>0.28%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	176	264	375	375	250	(125)	(33.33%)
2022	Operating & Repair Supplies	3,262	4,875	9,830	500	4,130	(5,700)	(57.99%)
2024	Small Tools/Minor Equipment	3,153	7,257	17,640	18,056	15,613	(2,027)	(11.49%)
2026	Computer Software	191	86	195	195	195	-	-
4531	Professional Services	36,396	35,917	41,230	69,680	75,880	34,650	84.04%
4532	Communications	2,076	2,665	3,390	2,790	2,247	(1,143)	(33.72%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	242	189	1,000	1,000	-	(1,000)	(100.00%)
4535	Printing & Binding	472	239	300	300	-	(300)	(100.00%)
4536	Insurance	9,559	8,605	11,188	11,188	14,980	3,792	33.89%
4537	Utilities	84,951	78,835	92,950	92,950	97,073	4,123	4.44%
4538	Repair & Maintenance	50,354	73,327	49,650	82,088	350	(49,300)	(99.30%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	301	145	250	250	-	(250)	(100.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	8	100	100	-	(100)	(100.00%)
5045	Depreciation	139,857	134,662	136,137	136,137	139,857	3,720	2.73%
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 330,990</b>	<b>\$ 347,074</b>	<b>\$ 364,235</b>	<b>\$ 415,609</b>	<b>\$ 350,575</b>	<b>\$ (13,660)</b>	<b>(3.75%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	38,300	34,760	34,000	34,000	39,000	5,000	14.71%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 38,300</b>	<b>\$ 34,760</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 39,000</b>	<b>\$ 5,000</b>	<b>14.71%</b>
<b><u>Department Total:</u></b>		<b>\$ 425,986</b>	<b>\$ 434,472</b>	<b>\$ 460,619</b>	<b>\$ 511,993</b>	<b>\$ 452,133</b>	<b>\$ (8,486)</b>	<b>(1.84%)</b>

**City of Kenai**  
**Fiscal Year 2018 Operating Budget**

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

<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>	
	Outdoor plants	2,030
	Seasonal decorations-inside	900
	Chip bark	150
	Fertilizer	150
	Christmas lights	900
		<hr/> 4,130
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous tools	300
	Stoves (5)	4,990
	Refrigerators (5)	5,000
	Garbage disposals (5)	750
	AEDS 3	4,573
		<hr/> 15,613
4531	<b><u>Professional Services</u></b>	
	12 months manager services	61,260
	Indoor plant maintenance	4,200
	Snow removal, sanding	8,000
	Outdoor landscaping	2,000
	Copier maintenance fee	420
		<hr/> 75,880
4538	<b><u>Repair and Maintenance</u></b>	
	AED repairs	350
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Cost	39,000

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Budget Projection  
Fund: 011 - Employee Health Care Fund**

	<u>Actual FY2015</u>	<u>Actual FY2016</u>	<u>Original Budget FY2017</u>	<u>Projection FY2017</u>	<u>Council Adopted FY2018</u>
<b>Revenues</b>					
Charge for Services	\$ -	\$ -	\$ -	\$ -	\$ 1,916,987
Participant premiums	-	-	-	-	226,296
Transfer from General Fund	-	-	-	100,000	-
Interest Earnings	-	-	-	-	1,000
Total Revenues	-	-	-	100,000	2,144,283
<b>Expenses</b>	-	-	-	-	2,143,283
Net Income (loss)	-	-	-	100,000	1,000
Beginning Retained Earnings	-	-	-	-	100,000
Available Retained Earnings	\$ -	\$ -	\$ -	\$ 100,000	\$ 101,000

## **DEPARTMENT NARRATIVE**

### **EMPLOYEE HEALTH CARE FUND – EMPLOYEE HEALTH CARE**

The Employee Health Care Fund is used to account employee health insurance costs. As an internal service fund, the costs of employee health insurance are paid by this fund. Fund revenue for the fund is from employee premiums and charges to each City fund for each eligible employee. Employee premiums are set at 10% of estimated costs with City Departments funding 90% for each eligible employee.

	<b><u>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>Difference</u></b>	<b><u>% Change</u></b>
<b>Employer cost per position:</b>				
Full-time	\$ 16,248	\$ 17,874	\$ 1,626	10.01%
Part-time	8,124	8,937	813	10.01%
 <b>Employee monthly premiums:</b>				
Employee only	\$ 71.00	\$ 92.00	\$ 21.00	29.58%
Employee with child(ren)	128.00	166.00	38.00	29.69%
Employee with spouse	141.00	182.00	41.00	29.08%
Employee with family	191.00	249.00	58.00	30.37%
Part-time employee only	369.00	420.00	51.00	13.82%



City of Kenai  
Fiscal Year 2018 Operating Budget

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

Account Number	Expense Description	FY2016 Actual	Five year Historical Average	Original Budget FY2017	Amended Budget	Council Adopted FY2018	Increase (Decrease) FY2017 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	10,000	10,000	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	29,200	29,200	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	10,000	10,000	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	2,094,083	2,094,083	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,143,283</b>	<b>\$ 2,143,283</b>	<b>-</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,143,283</b>	<b>\$ 2,143,283</b>	<b>-</b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

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

<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> Wellness committee supplies	10,000
4531	<b><u>Professional Services</u></b> Health insurance broker fee HRA/FSA administration fee	25,000 4,200 <hr/> 29,200
4533	<b><u>Travel &amp; Transportation</u></b> Wellness committee training and travel	10,000
4536	<b><u>Insurance</u></b> Medical, dental & prescription coverage HRA reimbursements Life insurance	1,912,508 164,775 16,800 <hr/> 2,094,083

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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		FY2016
	<u>12/31/2011</u>	<u>12/31/2012</u>	<u>12/31/2013</u>	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>Average</u>	<u>Transfer</u>
<b>ALSPF</b>	\$20,920,217	\$22,258,484	\$24,095,421	\$24,348,075	\$25,548,277	\$23,434,095	\$1,171,705



**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<b><u>Actual FY2015</u></b>	<b><u>Actual FY2016</u></b>	<b><u>Original Budget FY2017</u></b>	<b><u>FY2017 Projection</u></b>	<b><u>Council Adopted FY2018</u></b>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 599,525	\$ 447,392	\$ 1,432,251	\$ 1,432,251	\$ 1,445,101
Acct. 36645 Interest on Land Sale Contracts	15,664	14,238	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>8,084</u>	<u>7,714</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	623,273	469,344	1,442,251	1,442,251	1,455,101
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>1,135,313</u>	<u>1,142,714</u>	<u>1,184,356</u>	<u>1,184,356</u>	<u>1,191,711</u>
Contributions To/(From) Fund Balance	(512,040)	(673,370)	257,895	257,895	263,390
Beginning Fund Balance	<u>24,223,069</u>	<u>23,711,029</u>	<u>22,468,915</u>	<u>23,037,659</u>	<u>23,295,554</u>
Ending Fund Balance	<u>\$ 23,711,029</u>	<u>\$ 23,037,659</u>	<u>\$ 22,726,810</u>	<u>\$ 23,295,554</u>	<u>\$ 23,558,944</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 114,014	\$ 54,331	\$ 172,817	\$ 172,817	\$ 173,620
Acct. 36645 Interest on Land Sale Contracts	3,413	-	-	-	-
Acct. 33640 Land Sales	<u>5,999</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	123,426	54,331	172,817	172,817	173,620
<b>Expenses</b>					
Transfer to General Fund	<u>147,093</u>	<u>-</u>	<u>148,009</u>	<u>149,802</u>	<u>150,993</u>
Contributions To/(From) Fund Balance	(23,667)	54,331	24,808	23,015	22,627
Beginning Fund Balance	<u>2,912,111</u>	<u>2,888,444</u>	<u>2,885,592</u>	<u>2,942,775</u>	<u>2,965,790</u>
Ending Fund Balance	<u>\$ 2,888,444</u>	<u>\$ 2,942,775</u>	<u>\$ 2,910,400</u>	<u>\$ 2,965,790</u>	<u>\$ 2,988,417</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 2018 Operating Budget**

**Fund 048 - Debt Service**

	<b>Actual FY2015</b>	<b>Actual FY2016</b>	<b>Original Budget FY2017</b>	<b>Projection FY2017</b>	<b>Council Adopted FY2018</b>
<b>Revenues</b>					
Bond Interest Subsidy	34,808	34,884	34,884	34,958	34,940
Transfer from General Fund	<u>141,390</u>	<u>143,914</u>	<u>140,514</u>	<u>140,440</u>	<u>142,058</u>
Total Revenue	<u>176,198</u>	<u>178,798</u>	<u>175,398</u>	<u>175,398</u>	<u>176,998</u>
<b>Expenditures</b>					
Parks, Recreation & Culture	<u>176,198</u>	<u>178,798</u>	<u>175,398</u>	<u>175,398</u>	<u>176,998</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 2018 Operating Budget**

**Fund 048 - Debt Service**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2016 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2017</b>	<b>Amended Budget</b>	<b>Council Adopted FY2018</b>	<b>Increase (Decrease) FY2017 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	178,798	177,358	175,398	175,398	176,998	1,600	0.91%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 178,798</u></b>	<b><u>\$ 177,358</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ 176,998</u></b>	<b><u>\$ 1,600</u></b>	<b><u>0.91%</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>\$ 178,798</u></b>	<b><u>\$ 177,358</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ 175,398</u></b>	<b><u>\$ 176,998</u></b>	<b><u>\$ 1,600</u></b>	<b><u>0.91%</u></b>

City of Kenai  
Fiscal Year 2018 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment Act Annual Interest Subsidy	Interest Rate	Maturity Dates	Annual Installments	Outstanding 6/30/2017
<u>Issue Date</u>	<u>Amount Issued</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	\$ 1,445,000

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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 2018 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; 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 2018**  
**Operating Budget**  
**Equipment Replacement Fund**  
**Schedule of Replacement Payments**

Dept.	Year Acquired	Model/Description	Current Equip. Original Cost	Current Equip. Useful Life	Current Equip. Annual Contribution	Estimated Replacement Year	2018	2019	2020	2021	2022	2023
F7R Fire	2004	Ambulance	\$ 130,690	15	\$ 10,970	2019	\$ 10,970	\$ 10,970	\$ 18,131	\$ 18,131	\$ 18,131	\$ 18,131
FT1 Fire	1993	Hurricane Aerial	521,627	30	26,370	2023	26,370	26,370	26,370	26,370	26,370	26,370
S1 Fire	2004	Squad/Fire Apparatus	148,759	20	9,976	2024	9,976	9,976	9,976	9,976	9,976	9,976
E3 Fire	1995	Hurricane Tanker, Engine #4	251,837	30	12,731	2025	12,731	12,731	12,731	12,731	12,731	12,731
F8R Fire	2011	Ambulance	169,170	15	14,200	2026	14,200	14,200	14,200	14,200	14,200	14,200
E1 Fire	1999	Pumper Engine #2	275,356	30	13,920	2029	13,920	13,920	13,920	13,920	13,920	13,920
F6R Fire	2016	Ambulance	171,894	15	14,428	2031	14,428	14,428	14,428	14,428	14,428	14,428
Fire	2015	25' Safeboat	125,000	20	8,383	2035	8,383	8,383	8,383	8,383	8,383	8,383
E2 Fire	2018	Pumper, Engine 3	540,000	30	27,299	2048	27,299	27,299	27,299	27,299	27,299	27,299
Non-Dept	2013	Server Virtualization	100,000	5	3,478	2019	3,478	27,197	27,197	27,197	27,197	27,197
PR11 Recreation	2008	Ice Conditioner	78,335	20	5,254	2028	5,254	5,254	5,254	5,254	5,254	5,254
ST46 Streets	1993	140G Motor Grader with Wing & Plow	188,464	25	10,759	2018	10,759	23,898	23,898	23,898	23,898	23,898
ST51 Streets	1996	160H Motor Grader w/ Wing & Plow	215,000	25	12,274	2021	12,274	12,274	12,274	12,274	27,263	27,263
ST55 Streets	2009	MT-6 4x4 Articulating Snow Blower	177,000	15	14,857	2024	14,857	14,857	14,857	14,857	14,857	14,857
ST25 Streets	2005	Aerial Bucket Truck	79,836	20	5,354	2025	5,354	5,354	5,354	5,354	5,354	5,354
ST56 Streets	2013	MT-6 4x4 Articulating Snow Blower	139,971	15	11,749	2028	11,749	11,749	11,749	11,749	11,749	11,749
ST42 Streets	2003	140H Motor Grader W/ Wing	234,825	25	13,405	2028	13,405	13,405	13,405	13,405	13,405	13,405
ST29 Streets	2008	Crosswind, IH4300 Sweeper	190,200	25	10,858	2033	10,858	10,858	10,858	10,858	10,858	10,858
ST43 Streets	2010	L120 Loader	290,000	25	16,555	2035	16,555	16,555	16,555	16,555	16,555	16,555
ST18 Streets	2012	10-12V CV End Dump	100,000	25	5,709	2037	5,709	5,709	5,709	5,709	5,709	5,709
ST19 Streets	2012	10-12V CV End Dump	100,000	25	5,709	2037	5,709	5,709	5,709	5,709	5,709	5,709
ST30 Streets	2018	Street Sweeper	210,421	20	14,112	2038	14,112	14,112	14,112	14,112	14,112	14,112
ST31 Streets	2013	120G Motor Grader W/ Wing & Plow	339,740	25	19,395	2038	19,395	19,395	19,395	19,395	19,395	19,395
ST15 Streets	2014	L110H Loader	290,000	25	16,555	2039	16,555	16,555	16,555	16,555	16,555	16,555
ST17 Streets	2016	Water Truck	160,000	25	9,134	2041	9,134	9,134	9,134	9,134	9,134	9,134
ST23 Streets	2018	Sander Truck	225,109	30	11,380	2048	11,380	11,380	11,380	11,380	11,380	11,380
ST45 Streets	2018	Sander Truck	203,000	30	10,262	2048	10,262	10,262	10,262	10,262	10,262	10,262

	<u>\$ 335,076</u>	<u>\$ 371,934</u>	<u>\$ 379,095</u>	<u>\$ 379,095</u>	<u>\$ 379,095</u>	<u>\$ 394,084</u>
Total Fire	\$ 138,277	\$ 138,277	\$ 145,438	\$ 145,438	\$ 145,438	\$ 145,438
Total Streets	188,067	201,206	201,206	201,206	216,195	216,195
Total Non-Departmental	3,478	27,197	27,197	27,197	27,197	27,197
Total Recreation	<u>5,254</u>	<u>5,254</u>	<u>5,254</u>	<u>5,254</u>	<u>5,254</u>	<u>5,254</u>
Total All	<u>\$ 335,076</u>	<u>\$ 371,934</u>	<u>\$ 379,095</u>	<u>\$ 379,095</u>	<u>\$ 394,084</u>	<u>\$ 394,084</u>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Five-Year Capital Project Schedule**

<u>FACILITY/DEPARTMENT</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>
<b>GENERAL FUND</b>			
Animal Control	Floor & Wall recoating	2015/2018	\$ 68,500
Public Safety Building	Boiler Replacement	2014/2018	230,000
Streets	Meeks Creek outflow culvert repair	2018	48,000
	Shop pad expansion	2018	35,000
Parks & Recreation & Beautification	Kenai Municipal Cemetary expansion phase I	2018	250,000
		<b>Total</b>	<b>\$ 631,500</b>
<b>GENERAL FUND SUMMARY</b>			
		2014	\$ 110,000
		2015	33,500
		2016	-
		2017	-
		2018	488,000
	Under Development	2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
		<b>Total</b>	<b>\$ 631,500</b>
<b>AIRPORT BUILDINGS</b>			
		2018	\$ -
	Under Development	2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
		<b>Total</b>	<b>\$ -</b>
<b>KENAI SENIOR CITIZEN FUND</b>			
		2018	\$ -
	Under Development	2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
		<b>Total</b>	<b>\$ -</b>
<b><u>WATER &amp; SEWER FUND</u></b>			
	Lift station communication upgrades	2018	\$ 25,000
	Inlet Woods Lift Station upgrade	2018	38,850
		<b>Total</b>	<b>\$ 63,850</b>
<b>WATER &amp; SEWER FUND SUMMARY</b>			
		2018	63,850
	Under Development	2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
		<b>Total</b>	<b>\$ 63,850</b>

**City of Kenai  
Fiscal Year 2018 Operating Budget**

**Five-Year Capital Project Schedule**

<u>FACILITY/DEPARTMENT</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>
CONGREGATE HOUSING (VINTAGE POINTE)		<b>TOTAL</b>	\$ -
		2018	\$ -
	Under Development	2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
		<b>Total</b>	\$ -